

Agenda Item: 3.b

Meeting Date: September 4, 2025

MEMORANDUM

To: City Commission

Through:

From: Frances Sharp, Planner II

Date: 2025-08-21

Subject: Resolution 25-13: Amending the Certificate of Appropriateness Matrix as required by Chapter 111 of the Land Development Code.

Presenter(s): Frances Sharp, George Kinney and Blair Knighting (Kimley Horn & Associates)

Staff Recommendation: SUPPLEMENT: Staff is requesting that Action Item 3.b., Resolution #25-13, be postponed to the October 9, 2025, Commission meeting as this item is complementary to Ordinance #25-02.

Strategic Themes: Strategic Theme C: Community Amenities

Boards & Committees: Historic Preservation Advisory Committee (HPAC), Local Planning Agency (LPA)

Budget Impact: Fiscal Year 2023 Business Plan Initiative- \$24,100 from Professional Services

Past Action: September 5, 2019- Resolution 19-29 was adopted to approve the Certificate of Appropriateness (COA) Matrix and Guidelines for Historic Landmarks.

December 17, 2024- City Commission held a workshop to review the draft of the COA Matrix update since the adoption of the COA Matrix. City Commission

provided comments and directed staff to schedule a follow up workshop to provide additional information and present an updated draft for review and discussion.

March 4, 2025- City Commission held a follow up workshop to receive additional information from staff and an updated draft ordinance for further review and discussion. City Commission provided consensus to staff to move forward with the draft COA Matrix for the adoption process.

June 11, 2025- Staff presented Resolution 25-13 to the Local

Planning Agency for recommendation of approval for the proposed resolution. The Local Planning Agency directed staff to provide additional information and responses to questions raised by concerned citizens and present them to the next available meeting prior to the Board's recommending decision.

July 9, 2025- Staff presented Resolution 25-13 to the Local Planning Agency with additional information and responses raised by concerned citizens from the June 11, 2025 meeting. The Local Planning Agency voted 5-1 to recommend approval for the proposed resolution.

Next Action: N/A

Attachments:

- [A. Resolution 25-13 COA Matrix.pdf](#)
- [B. COA Matrix Adopted 2019.pdf](#)
- [C. June 11, 2025 LPA Meeting Minutes.pdf](#)
- [D. July 9, 2025 LPA Draft Meeting Minutes.pdf](#)
- [E. March 4, 2025 City Commission Work Session Minutes.pdf](#)
- [F. 12.17.2024 City Commission Work Session Minutes.pdf](#)
- [G. City Commission Workshop Meeting Minutes- Combined.pdf](#)
- [H. City Commission Meeting Minutes- Combined.pdf](#)
- [I. Historic Preservation Advisory Committee Meeting Minutes- Combined.pdf](#)
- [J. Historic Preservation Advisory Committee Workshop Minutes- Combined.pdf](#)
- [K. Historic Preservation Advisory Committee Annual Report- Combined.pdf](#)
- [L. Final_ORC_Report_12-14-2021.pdf](#)
- [M. FAQ For LPA.pdf](#)
- [N. Proof of Notice.pdf](#)

Background:

In 2003, the City of Dunedin passed a historic preservation ordinance, which allowed for voluntary local designation with regulatory review, the creation of a historic preservation overlay zoning district and the creation for preservation tax incentives. When the City's Uniform Development Code was overhauled in 2010, the Historic Preservation Chapter was eliminated as not a single property owner had applied for landmark designation due to the voluntary nature of the ordinance. However, the desire for Dunedin to have an effective Historic Preservation Ordinance did not diminish.

In October 2015, City Commission held a workshop to discuss the City's historic preservation program and directed staff to accomplish a few tasks to re-establish the program. In October 2017, staff along with HPAC presented the first draft of the new Historic Preservation Ordinance to the City Commission at a

workshop which ultimately led to the adoption the current Historic Preservation Ordinance in the following year. In 2019, an amendment to the Historic Preservation Ordinance was adopted by the City Commission to meet the State's requirements to become a Certified Local Government. Additionally, the City Commission adopted the COA Matrix by resolution.

Since the adoption and implementation of the COA Matrix, in 2022 the HPAC made a recommendation to the City to review and update the COA Matrix to provide clarity and ease of the COA process. In 2023, the City obtained Kimley-Horn and Associates to work with and assist HPAC in drafting of the COA Matrix update.

Through various meetings and workshops held by HPAC, the proposed draft was presented to the City Commission on December 17, 2024 as a workshop item for feedback and direction. At the workshop, staff was directed by City Commission to schedule a follow up workshop to provide additional information and present an updated draft based on the comments provided for further review and discussion.

On March 4, 2025, staff followed up with the City Commission in a workshop with an updated draft and additional information for review and discussion. The workshop resulted a consensus from the City Commission to move the proposed COA matrix forward to the Local Planning Agency for review and recommendation.

On June 11, 2025, staff presented Resolution 25-13 to the Local Planning Agency for recommendation of approval for the proposed resolution. At the conclusion of the presentation, the Board directed staff to provide additional information and responses to questions raised by concerned citizens to be presented at the next available meeting before the Board makes a recommending decision.

On July 9, 2025, Staff presented Resolution 25-13 to the Local Planning Agency with additional information and responses raised by concerned citizens from the June 11, 2025 meeting. The Local Planning Agency recommend approval for the proposed resolution.

The attached is an updated draft COA Matrix which will be presented to the City Commission for feedback and recommendation. Supplemental documents such as past meeting and workshop minutes of the City Commission and HPAC as well as HPAC annual reports related to this COA Matrix update are attached to this report for reference. Additionally, a frequently asked question (FAQ) document and slide presentation is

provided for reference.