

Agenda Item: 3.b
Meeting Date: July 23, 2026

MEMORANDUM

To: City Commission

Through:

From: Frances Sharp, Planner II

Date: 2026-07-08

Subject: First Reading of Ordinance 25-02: Amending Chapter 111 of the Land Development Code, Historic Preservation

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

Staff Recommendation: Staff recommends approval of 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 - \$25,100 from Professional Services

Past Action: October 27, 2015- City Commission held a workshop to discuss and provide direction to move forward in creating a new historic preservation ordinance.
October 17, 2017- City Commission held a workshop to review the first draft of the new historic preservation ordinance.
October 4, 2018- Ordinance 18-28 was adopted to create Chapter 111- Historic Preservation of the Land Development Code.
September 5, 2019- Ordinance 19-21 was adopted to amend Chapter 111- Historic Preservation of the Land Development Code to provide the review and process for nominating historic landmarks to the National Register of Historic Place; add review criteria for brick roadways, walkways and alleyways; and replace references of Dunedin Historic Preservation Commission to City Commission. 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 Historic Preservation Ordinance and COA Matrix update since the adoption of the new ordinance. City Commission

provided comments and directed staff to schedule a follow up workshop to provide additional information and present an updated draft ordinance 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 ordinance and COA Matrix for the adoption process.

June 11, 2025- Staff presented Ordinance 25-02 and Resolution 25-13 to the Local Planning Agency for recommendation of approval for the proposed ordinance and 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 Ordinance 25-02 and 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 ordinance and resolution with a condition that the language that permits the City Manager to initiate a historic district application based on failure to designate a proposed district as a historic district would result in irreparable harm to the character of the city.

August 7, 2025- City Commission voted 4-1 to approve the first reading of Ordinance 25-02 with a condition to add language stating prior to filing a city-initiated application for a historic district, the City Manager must advise the City Commission in a public meeting of his or her intent to file a city-initiated application.

August 27, 2025- Staff transmitted Ordinance 25-02 to the State Historic Resources Division for review and comment.

September 4, 2025- City Commission voted to postpone the second reading of Ordinance 25-02 to October 9, 2025 City Commission meeting for the purpose of allowing the State Historic Resources Division to review and provide comments on the draft ordinance.

September 22, 2025- Staff received a response letter from the State Historic Resources and National Park Service.

September 26, 2025- Staff sent a letter to the State Historic Resources Division and National Park Service in response to the comments provided from their response letter.

October 9, 2025- City Commission voted to table the second reading of Ordinance 25-02 until further discussions have concluded with the State Historic Resources Division and National Park Service.

December 1, 2025- Staff followed up with the State Historic Resources Division on the request for meeting/discussion with the National Park Service on the comments to the proposed ordinance.

January 12, 2026- Staff received response from the State Historic

Resources Division and the National Park Services regarding the comments to the proposed ordinance.

January 30, 2026- Staff transmitted the revised draft of Ordinance 25-02 to the State Historic Resources Division for review and comment.

April 13, 2026- Staff received a letter of approval from the State Historic Resources Division of the revised draft of Ordinance 25-02.

May 14, 2026- HPAC reviewed and recommended approval of the revised draft of Ordinance 25-02.

June 10, 2026- LPA reviewed and voted to recommend approval for Ordinance 25-02.

Next Action:

August 6, 2026- Second Reading and Adoption of Ordinance 25-02 by the City Commission

Attachments:

[A. Ordinance No. 25-02 - amending chapter 111.pdf](#)
[B. City Commission Meeting Minutes- Combined.pdf](#)
[C. LPA Meeting Minutes- Combined.pdf](#)
[D. Historic Preservation Advisory Committee Meeting Minutes- Combined.pdf](#)
[E. First Transmittal State Comments Letter and City Response Letter.pdf](#)
[F. Email Correspondence- First Transmittal to State and NPS.pdf](#)
[G. Second Transmittal Letter and Approval Letter from State.pdf](#)
[H. Email Correspondence- Second Transmittal to State and NPS.pdf](#)
[I. City Commission Workshop and Work Session Minutes- Combined.pdf](#)
[J. Ord 25-02 City of Dunedin Business Impact Statement.pdf](#)
[K. 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 including developing a new Historic Preservation Ordinance. 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 companion COA Matrix by resolution.

Since the adoption and implementation of the Ordinance and COA Matrix, as confirmed by the City's Ordinance Review Committee's supplemental review of the Land Development Code in 2021 (see attached report), in 2022 the HPAC made a recommendation to the City to review and update the Ordinance and COA Matrix to provide clarity of the landmark designation and COA processes. In 2023, the City obtained Kimley-Horn and Associates to work with and assist HPAC in drafting of the Ordinance and 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 of the ordinance 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 ordinance and additional information for review and discussion. The workshop resulted a consensus from the City Commission to move the proposed ordinance and COA matrix forward to the Local Planning Agency for review and recommendation.

On June 11, 2025, staff presented Ordinance 25-05 and Resolution 25-13 to the Local Planning Agency for recommendation of approval for the proposed ordinance and 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 recommendation.

On July 9, 2025, Staff presented Ordinance 25-02 and 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 ordinance and resolution with a condition that the language that permits the City Manager to initiate a historic district application based on failure to designate a proposed area as a historic district would result in irreparable harm to the character of the city.

On August 7, 2025, Staff presented the first reading of Ordinance 25-02 to the City Commission. The City Commission voted 4-1 to approve the first reading with a condition to add language which states prior to filing a city-initiated application for a historic district, the City Manager must advise the City Commission in a public meeting of his or her intent to file a city-initiated application.

Since the first reading of the ordinance staff transmitted to the State Historic Resources Division for their review prior to adoption of the ordinance. Subsequently, staff transmitted the ordinance to the State on August 27, 2025, and delayed the adoption of the ordinance.

On September 22, 2025, staff received a response letter from the State Historic Resources Division and National Park Service with comments to be addressed. With months of coordination and guidance from the State Historic Resources Division and the National Park Services, staff transmitted a revised draft for a second review and received a letter of approval by the State on April 13, 2026.

The key revision that was made to Ordinance 25-02 is the removal of the ability to create historic districts. Other revisions were minor in nature that addresses the State's comments to keep the city in good standing as a Certified Local Government.

On May 14, 2026, HPAC reviewed the revised draft of Ordinance 25-02 and voted to recommend approval of the revised draft.

On June 10, 2026, LPA reviewed the revised draft of Ordinance 25-02 and voted to recommend approval of the revised draft.

The attached are the updated draft Ordinance which will be presented to the City Commission for review and disposition. Supplemental documents such as past meeting and workshop minutes of the City Commission, LPA and HPAC as well as written correspondence between the City staff and State related to this Ordinance and COA Matrix update are attached to this report for reference.