

**Agenda Item:** 3.c

**Meeting Date:** October 9, 2025

## MEMORANDUM

**To:** City Commission

**Through:**

**From:** Frances Sharp, Planner II

**Date:** 2025-08-21

**Subject:** Second 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:** The National Park Service (NPS) has not yet responded. Staff is requesting that Action Item 3.c., Ordinance #25-02, be tabled until further discussions have concluded with the State Historic Division and NPS. The item will be readvertised. Please see the background Update for additional information.

**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:**

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.

December 17, 2024- City Commission held a workshop to review

the draft of the Historic Preservation Ordinance 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 for the adoption process.

June 11, 2025- Staff presented Ordinance 25-02 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 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 to be removed.

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.

**Next Action:**

N/A

**Attachments:**

- [A. Ordinance No. 25-02.pdf](#)
- [B. State Comments Letter.pdf](#)
- [C. City Response Letter to State.pdf](#)
- [D. State Email Review Update.pdf](#)
- [E. State Email Government Shutdown.pdf](#)

**Background:**

Update: The City has forwarded this Ordinance for Certified Local Government (CLG) review to the Division of Historic Resources as required. The state put forward their response letter dated September 22, 2025 (see Exhibit B). The majority of those comments were perfunctory and can easily be incorporated into the final Ordinance. That said, staff took exception to a comment that requests the City write in a super majority resident request to create a district in lieu of the 100% volunteer request proposed by the City. The City responded to the review letter with justifications for this provision and requested further consideration from

National Park Service through the state Division of Historic Resources (see Exhibit C). The federal government shutdown has delayed a response from the Park Service (see Exhibits D and E). Accordingly, staff is recommending this item be tabled until this issue is resolved. This item will be readvertised once staff resolves the comment with the National Park Service.

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.

Since the adoption and implementation of the Ordinance, 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 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 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 forward to the Local Planning Agency for review and recommendation.

On June 11, 2025, staff presented Ordinance 25-05 to the Local Planning Agency for recommendation of approval for the proposed ordinance. 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 Ordinance 25-02 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 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 to be removed.

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 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.

The attached is an updated draft Ordinance 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, LPA and HPAC as well as HPAC annual reports related to this Ordinance update are attached to this report for reference. Additionally, a frequently asked question (FAQ) document is provided for reference.