

Agenda Item: 3.b

Meeting Date: November 6, 2025

MEMORANDUM

To: City Commission

Through: Jennifer K. Bramley, City Manager

From: Frances Sharp, Planner II

Date: 2025-10-23

Subject: HP-2025-0002: 917 Loudon Ave. The Scottish American Society of Dunedin is seeking a Certificate of Appropriateness to replace front and back doors, replace a 6' x 8' shed with an 8' x 10' shed and replace the wall sign above the front doors on a historic designated structure.

Presenter(s): Frances Sharp

Staff Recommendation: To approve a Certificate of Appropriateness for Application HP-2025-0002.

Strategic Themes: Strategic Theme C: Community Amenities

Boards & Committees: Historic Preservation Advisory Committee (HPAC)

Budget Impact: None

Past Action: October 9, 2025- HPAC reviewed the application HP-2025-0002 and made two motions for approval and recommendation:
-Approve the replacement of the front and back doors and shed.
-Recommend approval for the replacement of the sign located above the front doors.

Next Action: None

Attachments: [A. HP-2025-0002 917 Loudon Ave Final Order with Staff Report.pdf](#)
[B. Application for COA with proposed work narrative.pdf](#)
[C. Images of Proposed Improvements and Existing Conditions.pdf](#)
[D. PCPAO Card.pdf](#)
[E. Parks Authorization.pdf](#)
[F. Proof of Public Notice.pdf](#)

Background: The applicant is seeking a Certificate of Appropriateness (COA) for a number of improvements that require approval from both HPAC and City Commission based on the City's existing COA

approval matrix. See Exhibit A for the full staff report of the application.