

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



SUBJECT: **Board Appointment**
Historic District Council

ITEM TYPE: Ordinance Resolution Other
 Proclamation Presentation

REQUESTED ACTION: Approve appointment.

SYNOPSIS: In accordance with Ordinance 526, Section 2; when Historic District Council vacancies occur, successors shall be appointed by the City Commission.

At this time, the Historic District Council has one Alternate Member #2 vacancy. This is a three-year term, ending May, 2019.

Mr. Michael Spino and Mr. James Pozzetta submitted Advisory Board/Committee Applications and résumés to the Historic District Council for consideration. The Historic District Council, at their January 19, 2017 meeting, reviewed Mr. Spino and Mr. Pozzetta’s applications and résumés and voted to forward them to the Honorable City Commission for consideration with a unanimous recommendation of Mr. Pozzetta to fill the Alternate Member #2 Board Member vacancy.

Land Development Code (LDC) Section 8.02.01(B)(3) states in relevant part: “Where possible, members shall include, to the extent such individuals are available in the community and willing to serve, one registered architect, and professionals from the disciplines of architecture, construction, design, history, architectural history, archaeology, or other historic-related fields such as urban planning, American studies, cultural geography or cultural anthropology. Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines such as law, real estate, land development, or construction shall make up the remainder of the HDC membership.”

The applicants are City residents as required by City Charter, Section 69.

FISCAL IMPACT: N/A

2016/2017 CITY COMMISSION GOALS: Beach Safety Alachua Street
(As approved by Resolution 2016-51) Soccer Field Lighting Stormwater
 Downtown Density Opportunity
 ADA Improvements Departmental
 Consideration

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission appoint Mr. James Pozzetta as Alternate Member #2 with a three-year term to the Historic District Council. *DLM*

DEPARTMENT DIRECTOR Submitted by: Caroline Best *CBest* Date: 1/31/17
City Clerk
CONTROLLER Approved as to Budget Compliance Date:
CITY ATTORNEY Approved as to Form and Legality Date:
CITY MANAGER Approved Agenda Item for 2/21/17 *DLM* Date: 1/31/17

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach



COMMISSION ACTION:

- | | |
|---|--|
| <input type="checkbox"/> Approved As Recommended | <input type="checkbox"/> Disapproved |
| <input type="checkbox"/> Approved With Modification | <input type="checkbox"/> Postponed to Time Certain |
| <input type="checkbox"/> Other | <input type="checkbox"/> Tabled |
-

HISTORIC DISTRICT COUNCIL

HISTORIC DISTRICT COUNCIL				
Meeting: Third Thursday of every month, 5:00 p.m., City Commission Chambers				
Appointment Date	NAME	ADDRESS	TELEPHONE	TERM
09/11	**George Sheffield coachshef@att.net	28 S. 7 th Street	261-2306 (H)	3 yrs-09/2018
03/16	Robert Erickson rettaerickson@aol.com	30 South 3 rd Street	(479) 270-0315	3 yrs-09/2019
07/94	Jennifer King-Cascone kingcone@bellsouth.net	116 S. 4 th Street	261-8909 (H) 753-1436 (C)	3 yrs-01/2017
10/13	*Michael R. Harrison mharrison@iee.org	820 Someruelos Street	491-1259	3 yrs 11/2018
05/16	Angela Jones Conway Angela.arnett510@gmail.com	510 Beech Street	(202) 422-2531	3 yrs-09/2018
05/16	Alternate #1 William Tilson wtropic@ufl.edu	2328 Sadler Road, 8F	(352) 514-5722	3 yrs- 05/2019
	Alternate #2 VACANT			3 yrs- 05/2019
*Chair **Vice Chair				
Staff Coordinator: Marshall McCrary, CDD Director FINANCIAL DISCLOSURE REQUIRED				

Kim Briley

From: Salvatore Cumella
Sent: Friday, January 20, 2017 11:23 AM
To: Kim Briley
Cc: Sylvie McCann
Subject: HDC Board appointments

Hi Kim,

Last night the HDC voted to forward both candidates, Mr. Spino and Mr. Pozzetta, to the commission for consideration with a unanimous recommendation of Mr. Pozzetta to fill the vacant seat.

Although both are excellent candidates, Staff also recommends Mr. Pozzetta. LDC 8.02.01(B)3 outlines the preferred composition of the HDC as "one (1) registered architect, and professionals from the disciplines of architecture, construction, design, history, architectural history, archaeology, or other historic-related fields such as urban planning, American studies, cultural geography or cultural anthropology. Persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines such as law, real estate, land development, or construction shall make up the remainder of the HDC membership." The board currently has no licensed architects serving on it, and staff feels that it is important to have a knowledgeable licensed architect with historic preservation experience. Mr. Pozzetta has an extensive background in the preservation of historic architecture and staff recommends his appointment to the board with Mr. Spino's application held on file for consideration for future openings on the HDC.

As far as Mrs. Cascone's reappointment, with everything we had going on last night, we completely forgot to have the board make a recommendation. Can we forward her reappointment to the commission without a board recommendation, or do we have to have the discussion at the next HDC? What is the best way for us to proceed with this?

Thanks,
-Sal

Salvatore J. Cumella
Historic Preservation Planner
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
Office: 904.310.3148 *****(PLEASE NOTE THE CHANGE IN #)*****
Fax: 904.310.3460
SCumella@fbfl.org
www.fbfl.us/cdd

CDD: Working Together for a Safer Community
Tell us how we're doing: CDD Customer Feedback

Like the City on Facebook!

 Go Green: Please don't print this unless it's really necessary.

Entered to system
12/20/16 AB

Kim Briley

From: noreply@civicplus.com
Sent: Tuesday, December 20, 2016 9:56 AM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name James Pozzetta
Home Mailing Street Address 103 South 18th Street
City Fernandina Beach
Zip Code 32034
Primary Phone 904-206-3447
Secondary Phone *Field not completed.*

Please note that board materials are distributed electronically.

Email to receive board materials jamespozzetta@comcast.net
Employer Self Employed Architect
Position Title Architect
Business Address 103 South 18th Street
City Fernandina Beach
Zip 32034
Historic District Council

Select the board you are applying for:

Historic District Council

Additional board that you are applying for:

Why are you interested in serving on this Board? Please explain.

I would like to lend my background in the field of Architecture to help continue the work of the HDC in preserving the character of Fernandina Beach

Eligibility

Are you a resident of the City? Yes

Length of time: 7 years

Do you hold a public office? No

Office name: *Field not completed.*

Are you employed by the City? No

Position: *Field not completed.*

Are you currently serving on a Board? No

Board Name: *Field not completed.*

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach? No

Field not completed.

If yes, please provide details:

Major Affiliations:

n/a

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

State of Florida Licensed Architect, LEED Accredited Professional, Masters Degree in Architecture, Sitting member on the Pirate's Cove ARB, Ocean Ridge ARB, and Beach Haven ARB

Organization or Commissioner sponsoring nomination (if applicable):

Field not completed.

Educational Background: (Check all that apply)

MS/A

Other:

Studied at the Vicenza Institute of Architecture in Vicenza, Italy

Architecture

Major areas of study:

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for? Yes

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date 12/20/2016

Applicant's Signature James Pozzetta

Email not displaying correctly? [View it in your browser.](#)

EMailed to
CDD 12/16/16

Kim Briley

From: noreply@civicplus.com
Sent: Friday, December 16, 2016 12:10 PM
To: Caroline Best; Kim Briley
Subject: Online Form Submittal: Advisory Board/Committee Application

Advisory Board/Committee Application

This application is intended to provide information that will enable the City Commission to select the most qualified Board/Committee members. Please complete all applicable sections and return the form along with your current résumé to the City Clerk's Office.

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034
(904) 310-3115

Name Michael Spino
Home Mailing Street Address 301 S. 6th St.
City Fernandina Beach
Zip Code 32034
Primary Phone 904-583-3554
Secondary Phone *Field not completed.*

Please note that board materials are distributed electronically.

Email to receive board materials mikespino@bellsouth.net
Employer Retired
Position Title *Field not completed.*
Business Address *Field not completed.*
City *Field not completed.*
Zip *Field not completed.*
Organization Historic District Council

Select the board you are applying for:

2)

Planning Advisory Board

Additional board that you are applying for:

Why are you interested in serving on this Board? Please explain.

I seek to serve our community as a volunteer on the HDC bringing to bear my skills in art history, public policy development, management and governance. For our city to successful our residents must work hard to preserve the past and help shape the future. Protecting and enriching our historic district is a critical component of our city's path to success. My wife and I live in the historic district we renovated in 2006. Based on my experience and skills I believe I can help the HDC move forward.

Eligibility

Are you a resident of the City? Yes

Length of time: 10 years

Do you hold a public office? No

Office name: Field not completed.

Are you employed by the City? No

Position: Field not completed.

Are you currently serving on a Board? Yes

Board Name: Board of Adjustment

Potential Conflict of Interest:

Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Fernandina Beach? No

Field not completed.

If yes, please provide details:

Major Affiliations:

List community, professional, or other applicable policy-making Boards on which you have served. Note the length of service and office held (if any):

Board of Adjustment, Nassau County Code Enforcement Board, North East Florida Community Action Agency (county appointee)

Qualifications:

Please list any specific qualifications, education or experience that would directly relate to the Board for which you are being recommended:

Please see attached resume.

Organization or Commissioner sponsoring nomination (if applicable):

Field not completed.

Educational Background: (Check all that apply)

High School, BS/A, MS/A

Other:

Master Degree in Public Administration, John Glenn College of Public Affairs, Ohio State University 1986

Public Finance, Public Policy, Art History

Major areas of study:

Florida's Public Records Law, Chapter 119, Florida Statutes, states:

"It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes

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I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Commission when vacancies occur and are effective for two years from date of completion.

Do you understand the duties and responsibilities of the Board/Committee that you are applying for? Yes

By submitting this form, I declare the foregoing facts to be true, correct, and complete.

Date December 16, 2016

Applicant's Signature Michael A. Spino

Email not displaying correctly? [View it in your browser.](#)

MIKE SPINO

301 South 6th St. Fernandina Beach, FL
(904) 583-3554 mikespino@bellsouth.net

Volunteer Public and Non-Profit Experience

Public sector and non-profit volunteer providing Board leadership including strategic planning and policy development. Significant experience working with elected officials and Boards. Skilled at linking budgets and resources to organizational and policy priorities.

Core competencies include:

- Operational Budgeting
- Capital Budgeting
- Revenue/Expenditure Forecasting
- Financial Analysis
- Strategic Planning
- Human Resource Management
- Organizational Development and Planning
- Cost Management
- Communications

Northeast Florida Community Action Agency, Board member, 2013 - Present

Nassau county public sector representative. Planning Committee chair. Led Board in strategic planning process in 2015.

Nassau County Code Enforcement Board, District 4 Representative , 2013 - Present

City of Fernandina Beach, Board of Adjustment, Vice Chair, 2015 - Present

North Florida Bicycle Club, Public Relations Manager, 2014 and 2015 Endless Summer Watermelon Rides

Used traditional broadcast/print media and social media to increase participation by 25% over 2 years (200 new riders.) Led graphic design efforts yielding new brand and logo. Expanded outreach across Florida and Georgia.

Board President & General Manager, Amelia Island Chamber Music Festival, 2008 – 2012

Served as General Manager for 2008 and 2009 seasons, as Board member for 2010 and 2011 and as Board President for 2012 season. Responsible for all aspects of Festival operations and governance including hiring and mentoring General Manager, budget development, fund raising, strategic planning and Board recruitment.

Chair, Arts and Culture Nassau, 2009 - 2012

Led the Fernandina Beach City Arts Council and managed the process to have the Council designated as the local arts agency with name change, mission and membership expansion to the county level.

Continued...

Career Experience and Education

Mike Spino Consulting, Columbus, Ohio, 2002 - 2006

Chief of Staff, Ohio Department of Education, Columbus, Ohio, 1999 - 2002

Senior Budget Analyst/Budget Analyst, Ohio Office of Budget and Management, Columbus, Ohio, 1987 - 1999.

Budget Analyst, Ohio Department of Natural Resources, Columbus, Ohio, 1986 - 1987.

Intern, Ohio Office of Budget and Management, Columbus, Ohio, 1985 - 1986.

Education

1986 Master in Public Administration, Ohio State University, Columbus, Ohio

1979 Bachelor of Fine Arts, History of Art, Ohio State University, Columbus, Ohio

Other Volunteer Experience

Barnabas Center Food Pantry, 2008 – 2012

City of Fernandina Beach, Chair, CDBG Citizen's Advisory Task Force, 2011 – 2012

City of Fernandina Beach, Citizen Representative for Bond Counsel and Banking Selection, 2012

APPROVED

1. **Call to Order** –The meeting was called to order at 5:00 pm.

2. **Roll Call/Determination of Quorum**

Council Members Present

Michael Harrison, Chair
Shelly Rawls
Angela Conway (Alternate)

Jennifer King-Cascone
George Sheffield, Vice-Chair

Council Members Absent

Robert Erickson

William Tilson (Alternate)

Others Present

Valerie Faltemier, Attorney Pro Tem
Salvatore J. Cumella, City Planner
Sylvie McCann, Recording Secretary

Member Conway was seated as a voting member for this meeting. Member Cascone commented that she was contacted regarding item 5.2 for a copy of this meeting's agenda. There were no other ex parte communications to be disclosed by the Board members. Attorney Valerie Faltemier who is seating in for City Attorney Bach briefly explained the quasi-judicial procedures. Recording Secretary McCann administered the oath to those parties that were about to present testimony.

3. **Approval of Minutes** – According to the agenda support documents, the Minutes for the October 20, 2016 Regular Meeting were presented for approval. Chair Harrison noted a past tense correction the be made on page 4, last paragraph. **A motion was made by Member Sheffield, seconded by Member Cascone, to approve the Minutes as corrected. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

4. **Old Business - PATRICIA TAYLOR C/O COTNER & ASSOCIATES, 215 AMELIA STREET (HDC 2016-12) AMENDMENT** to previously approved COA to change first level exterior siding from stucco to wood siding to match existing and replacing proposed windows on 2nd floor south elevation with false shutters. (*Quasi-Judicial*)

Mr. Cumella presented the case which is an amendment to a previously approved COA. This amendment includes changing exterior siding material at 1st floor from stucco to wood siding and replacing proposed windows on 2nd floor south elevation with false shutters. Chair Harrison clarified that this if for the new built garage apartment. Mr. Cumella concluded that the requested action was consistent with the Land Development Code, the Secretary of Interior Standards, and the Old Town Fernandina Preservation and Development Guidelines and recommended approval of the amendment to HDC 2016-12.

Mr. John Cotner, 1627 Atlantic Avenue, agent for the applicant Patricia Taylor, commented that this is pretty straightforward and a simple request to change from stucco to wood, this being a matter of preference on the matter of the owner. Changes to the shutters are a matter of privacy, with no windows behind the shutters. Mr. Cotner also commented that the footprint will stay the same.

The Public Hearing was then opened and closed.

No Board discussion.

A motion was made by Member Sheffield, seconded by Member Cascone, to approve HDC 2016-12; and that the HDC make the following the findings of fact and conclusions of law part of the record that HDC 2016-12 as presented is substantially compliant with the Land Development Code, Old Town Fernandina Preservation and Development Guidelines, and the Secretary of Interior Standards to warrant approval at this time. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.