



City of Venice

401 West Venice Avenue
Venice, FL 34285
www.venicegov.com

Meeting Minutes Historic and Architectural Preservation Board

Thursday, February 12, 2026

9:00 AM

Council Chambers

I. Call to Order

Chair Beebe called the meeting to order at 9:00 A.M.

II. Roll Call

Present 7 - Jon Steketee, Jean Trammell, Greg Watkins, Steven Green, Jon Barrick, Chair Mark Beebe and Helen K Moore

Also Present

Assistant City Attorney Dan Lewis, Planning and Zoning Director Roger Clark, Historical Resources Manager Harry Klinkhamer, Deputy Clerk/ Records Manager Toni Gregory, and Recording Secretary Amanda Hawkins-Brown.

III. Approval of Minutes

[26-0501](#) Minutes of the January 8, 2026 Meeting

A motion was made by Vice Chair Trammell, seconded by Mr. Watkins, that the minutes of the January 8, 2026 meeting be approved as written. The motion carried unanimously by voice vote.

IV. Audience Participation

There was no one signed up to speak.

V. Public Hearing

[PLAR26-000](#)
[10](#) 326 Pedro Street - Seeking Certificate of Architectural Compliance for a New Carport in the Historic Venice Architectural Control District
Staff: Nicole Tremblay, AICP, Senior Planner
Owner/Applicant: Charlotte Melcher and Tooger Smith Revocable Trust

Chair Beebe announced this is a quasi-judicial hearing, read the memorandum regarding advertisement, and opened the public hearing.

Assistant City Attorney Lewis questioned Board members concerning

ex-parte communications and conflicts of interest. Mr. Watkins disclosed the applicants are his neighbors and confirmed he could remain fair and impartial.

Planner Smith, being duly sworn, presented general information, application for a Certificate of Architectural Compliance (CAC) for a carport, aerial map, site photos, historic photos, drawing of proposed carport, Venice Historic Precedent Compliance requirements, decision criteria, and answered board question on whether a shed is part of renovation or is existing.

Tooger Smith, Applicant, being duly sworn, presented contractor information, steps taken so far, carport to be constructed in current home design/style, and answered Board question whether there are drawings.

Discussion took place regarding additional documents needed, design matching gable of breezeway, concerns for wood posts, needed elevation details, vent on front, extending current eyebrow roof, sketches of a alternative slope roof, size of carport, continuing to next meeting, and column details.

There was no public comment.

A motion was made by Ms. Moore, seconded by Mr. Steketee, that PLAR26-00010 be continued to the March 12, 2026 meeting at 9:00 a.m. The motion carried unanimously by voice vote.

VI. New Business

[26-0502](#)

Discussion - 408 Venezia Parkway Pre Application

Matt Marovich, and Bill Feckly from Alair Homes presented restoration or renovation to existing structures, rendering of main house, adding addition on right, removal of non-historic features, shielding mechanical appliances, site plan, and answered Board questions on roof extension, new window details, shutters, continuing awing, and whether outlining building are included in renovation. Mr. Marovich continued on rebuilding garage, connection of garage to main house with breezeway, and answered Board questions on window replacement material, and window proportions. Mr. Marovich continued on building three plans, adjustments to building windows, re-roofing all structures, and answered Board questions on garage height, whether orchid structure is being remodeled, anticipated project schedule and placement of structures on lot.

[26-0503](#)

Certified Local Government Training Presented By Tyler J. Smith, Certified Local Government Coordinator, Florida Division of Historical Resources

Tyler Smith presented what being a Certified Local Government (CLG) entails, goals, duties and responsibilities, benefits of being a CLG, Historic Preservation Economic Benefits, importance of knowing local ordinance, local design guidelines, historic resources inventory, value of conducting surveys, learning opportunities, education for public, local versus national register, preparing to review applications, Florida Master Site File, importance of motion language, objective and consistent decisions, working within Sunshine Laws, best practices, planning for preservation, general grant information, and answered Board questions regarding matching grant terms, and educational webinar availability.

Mr. Smith continued on Secretary of the Interior (SOI) Standards, four rule sets of preservation, restoration, rehabilitations, and reconstructions, rehabilitation standards, preservations briefs, making properties accessible, building code, substitute materials, repair of historic wooden windows, energy retrofitting, and addition guidelines.

[26-0504](#)

Parliamentary Procedures and Meeting Procedures Refresher Presented by City of Venice Clerk's Office

Deputy Clerk Gregory and Recording Secretary Hawkins-Brown provided a refresher presentation on Parliamentary Procedures and meeting procedures including meeting decorum, making motions, best practices for public meetings, and working in chambers.

[26-0505](#)

Discussion - HAPB Annual Report to City Council

Planning and Zoning Director Clark spoke on the annual report, past year achievements, proposed agenda priorities, and maintaining the Legacy Award.

Discussion took place regarding continuing the Legacy Award and purpose of award.

There was consensus to continue the Legacy Award.

Planning and Zoning Director Clark and Historical Resources Manager Klinkhamer continued regarding public education, historic surveys, utilizing grants opportunities, updating color palette, area of concerns, restrictions by SB180, goals and tasks, and presenting at City Council meeting on February 24th.

Discussion took place on reporting on approved project's status.

There was consensus to approve the annual report as presented.

VII. Board Discussion

There was no discussion.

VIII. Staff Comments

Historic Resources Manager Klinkhamer spoke on this year's Local Register Forum planning.

Discussion took place regarding the board ability to provide input for grant projects.

IX. Adjournment

There being no further business to come before this Board, the meeting was adjourned at 11:36 a.m.

Chair

Recording Secretary