

**From:** Elaine Reed [<mailto:ereed@napleshistoricalsociety.org>]  
**Sent:** Monday, March 5, 2018 11:41 AM  
**To:** 'Bill Moss' <[bmoss@naplesgov.com](mailto:bmoss@naplesgov.com)>; 'Robin Singer' <[RSinger@naplesgov.com](mailto:RSinger@naplesgov.com)>  
**Subject:** CLG--Society Summary  
**Importance:** High

Good Morning, Bill and Robin:

Per our CLG conversations from last week, attached is my summary of the documents from SHPO sent to Robin, and on page 2 are my recommended Next Steps.

While this may have seemed complex the last time the State of Florida was in Naples (2007), it is manageable today because we know so more about historic preservation and because the Society has taken a major role in this. Many of the items on the attached can be extrapolated from the documents presented to the City over the last two years.

With your approval, the Society has offered to write a draft of several required documents, and we will provide them for edit and finalization by the City. This should facilitate the process.

The next step is to meet and review the attached and plan for the next Workshop—ideally in April. We lost a massive amount of time with the SHPO decision-reversal, so I hope this project can again get back on track, with reasonable priority\*.

I look forward to you replies. Thank you.

\*10<sup>th</sup> Avenue South is under siege...whatever we can to do prioritize this project would be appreciated.

Regards,

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**It Takes a Community to Preserve One!**



## Certified Local Government Request for Certification

3 March 2018

TASK	CITY	SOCIETY
<b>Letter from the Mayor to Request CLG Certification</b>		
--Letter should state his assurance that the CLG will fulfill the requirement of certification by referring to the enclosed support documents:		
<ol style="list-style-type: none"> <li>1. CLG Application and Form</li> <li>2. A Copy of the CLG Ordinance &amp; <i>Ordinance for the DRB to Review</i></li> <li>3. A Map of the Jurisdiction – The District AND City of Naples</li> <li>4. The Rules of Procedure &amp; Flowchart</li> <li>5. A List of Structures in the Naples Historic District</li> <li>6. Design Guidelines</li> <li>7. Resumes of the DRB aka Preservation Commission and Planning Staff, with Mayor noting caliber of professionals often exceeds that of other communities in FL</li> </ol>		
<b>CLG Application and Form</b>		
--Draft		X
--Edit and finalize	X	
<b>Create an Ordinance to support the CLG</b>		
--Purpose to be clearly stated		X
-- Authority for the Review Commission, aka DRB, to review and render a decision on proposed modifications → create a section in Ordinance for the DRB <ol style="list-style-type: none"> <li>1. Minimum of 5 members, noting ideal expertise when available</li> <li>2. Area of geographic responsibility and number of annual meetings</li> <li>3. Describe how appointments are made and vacancies are filled</li> <li>4. Note that area is less than 1/10 of one square mile and that no DRB members are residents of the area, but it would be desirable</li> <li>5. Terms: staggered and term length</li> <li>6. Recording of Minutes and public availability</li> <li>7. Sufficient staff is available</li> <li>8. Rules of Procedure are adopted</li> </ol>		X
--Boundaries for historic districts and individual properties identified and clearly established		X
--Explain the criteria for review of alternations, relocations, demolitions and describe the review process (use the Society flowchart and modification application) and consequences for non-compliance		X
--List criteria for historic designation including the consequences of designation		X
--Provisions for survey and inventory of historic properties <ol style="list-style-type: none"> <li>1. Provisions to update, maintain list and its availability to the public</li> <li>2. Ensure changes are provided to SHPO</li> </ol>		X

--Provisions for public participation...to include the following 1. Advertised and open to the public 2. Agendas and meeting records will be made available 3. Notification of at least 30 days and objections duly noted 4. Rules of Procedure made available to the public 5. State process for notification of public hearings for nominations of properties to the National Register (minimum 30 days, send also to SHPO)		X
--Indicate that approved nominations will be forwarded to SHPO		X
--State the right for appeal and mechanisms for appeal		X
--Timeframes for all above		X
--Ordinance, Rough Draft		X
--Ordinance to be written by City of Naples	X	
<b>Establish Rules of Procedure</b>		
--Write Draft		X
--Edit and Finalize	X	
<b>Maintain a System for Survey and Inventory</b>		
--In the Rules of Procedure, note the maintenance and update of the current list, noting it is available to the public	X	X
<b>Public Participation</b>		
--In the Application, Rules of Procedure, and Ordinance, ensure notice to the public for any review or nomination to the National Register (30 days) is stated clearly and that Minutes will be kept in the public domain	X	X
<b>CLG Reporting</b>		
--Annual report to SHPO to include Minutes of relevant meetings, amendments to the Ordinance, changes to Rules of Procedures, updated list of DRB resumes, and other relevant comments	X	

## Next steps

1. City and Society to discuss CLG Application & Form, Ordinance, Rules of Procedure
2. Workshop, April 2018
  - a. Update on CLG and this document
  - b. Consider DRB to evaluate for individual designation outside of District, if owner desires
  - c. Historic Preservation Attorney → ½ day of instruction to DRB, case-by-case basis
3. DRB membership modified to include “historic preservation professional, land use attorney, AICP planner, District resident, City of Naples resident”
4. Design Guidelines, reviewed and adopted
5. Decide if DRB authorization should be in the CLG ordinance and/or existing ordinance
6. CLG Application, Ordinance and Rules of Procedure, written
7. CLG Application, Ordinance and Rules of Procedure, adopted

**END**