

**Historic Preservation Board
May 26, 2020 Meeting Minutes**

Due to the COVID-19 virus, and pursuant to Florida's Executive Order 20-69, and City of West Palm Beach's Executive Orders 2020-05 and 2020-09, the May 26, 2020, Historic Preservation Board meeting was held virtually with Board members, Staff, and applicants participating via Zoom video conferencing.

The Public Hearing was streamed live and available for viewing in the City Commission Chambers located at City Center - 401 Clematis Street, and the ability to make public comment was available in the adjacent Flagler Gallery.

Access to the meeting was also available remotely through Zoom, as well as the City's other usual media channels. Those participating remotely and wishing to make public comment were able to do so through voicemail, email, online form submittal, or directly through Zoom.

MEMBERS PRESENT: Amanda Skier, Chairperson
Kristin Kellogg, Vice-Chairperson
Dan Pichney, Member
TaCara Chambers, Member
Gabriel Jaroslavsky, Member
Kenneth Breslauer, Member
Reginald Stambaugh
Nicholas Kassatly, 1st Alternate

MEMBERS ABSENT: None

STAFF PRESENT: Friederike Mittner, City Historic Preservation Planner
Aaron Borngraber, Historic Preservation Planner
John Roach, Principal Planner
Hope White, Board Secretary

BOARD ATTORNEY: Denise Haire, Assistant City Attorney

I. CALL TO ORDER/ROLL CALL

Chairperson Amanda Skier, called the regular meeting of the Historic Preservation Board to order at 5:00 P.M. Hope White, Board Secretary, called the roll and it was determined that a quorum was present.

II. APPROVAL OF AGENDA/MINUTES

Chairperson Amanda Skier requested a motion to approve the Agenda. Vice-Chairperson Kristin Kellogg made a **motion to approve** the Agenda for May 26, 2020. Mr. Gabriel Jaroslavsky seconded the motion; **the motion passed 7-0.**

Chairperson Amanda Skier then asked for approval of the Minutes of April 28, 2020. Ms. Kristin Kellogg made a **motion to approve** the Minutes for April 28, 2020. Mr. Reginald Stambaugh seconded the motion; **the motion passed 7-0**.

III. REPORT OF THE HISTORIC PRESERVATION PLANNER

Ms. Friederike Mittner, City Historic Preservation Planner, informed Board members that since the last meeting of April 2020, Staff had reviewed 56 Level I applications, 2 Level II applications, and 22 zoning reviews. Ms. Mittner indicated that she had received almost of the Board member's feedback on the awards, and that the winners would be announced at the June meeting.

IV. REMARKS BY THE CHAIRPERSON/DECLARATION

Chairperson Amanda Skier read into the record the Script for the Virtual Public Meeting (*this is an excerpt from the Script*). Pursuant to Executive Order No. 20-69, issued by the Office of Governor Ron DeSantis on March 20, 2020, and Mayor Keith A. James' Executive Order No. 2020-05 issued on April 2nd, 2020, the City of West Palm Beach's Boards and Committees are conducting meetings through media technology and have released the requirements to have a quorum of its members physically present at City Hall.

On April 14th, 2020, Mayor Keith A. James issued Executive Order No. 2020-09, which specifically provides the rules of procedure for conducting City Meetings, including requirements for quasi-judicial hearings.

After the applicant presents their case, Staff will provide a presentation and then the public will have an opportunity to speak or have their comments read into the record from previously received correspondence. The Board will then go into executive session. Prior to rendering a decision, the Board will confirm no additional public comments have been received by Staff.

A. EX-PARTE COMMUNICATION

Chairperson Amanda Skier disclosed that she had spoken with Ms. Mittner regarding all of the cases on the Agenda for the meeting, but that she can make her decisions based upon the evidence presented at the meeting.

Ms. Kristin Kellogg disclosed that she had a conflict of interest for Historic Preservation Board Case 20-35. She indicated that she filed *Form 8B Memorandum of Voting Conflict For County, Municipal, And Other Local Public Officers*, and would be recusing herself. Ms. Kellogg indicated that for Historic Preservation Board Case 20-28, she received an email from City Staff regarding updated drawings.

Mr. Gabriel Jaroslavsky disclosed he received the same email from Staff regarding Historic Preservation Board Case 20-28.

V. PUBLIC COMMENT

No members of the public requested to speak on items not listed on the Agenda.

A. SWEARING IN OF SPEAKERS

Ms. White, Board Secretary, swore in all members of the public who wished to speak.

Vice-Chairperson Kristin Kellogg recused herself from the meeting at 5:09 p.m.

VI. CONSENT CASES

Historic Preservation Board Case No. 20-35: 227 Greymon Drive

The property at 227 Greymon Drive is in the Prospect/Southland Park Historic District, consisting of a contributing primary house and accessory structure built in 1950.

The simple masonry house is a one-story structure with a complex hip roof system. The front street facing elevation features a projecting bay and 1/1 single hung white aluminum windows. The current entry appears to be an enclosed stoop and has a single door with sidelights.

The applicant is requesting a preconstruction Ad Valorem approval for the following:

1. Construct one-story addition at rear (north) of main house of approximately 643 SF
2. Construct one-story addition at west side of accessory structure of approximately 197 SF.
3. Modify front entry with new door and sidelights to have plantation shutters behind it.
4. New operable louvered shutters on front elevation.
5. Replace garage door in accessory structure with aluminum glass door.

City Staff recommended **APPROVAL** of the application with the following condition:

1. Glass garage door to have two additional vertical elements added to mimic panel pattern of original door.

Mr. Gabriel Jaroslavsky made a **motion to APPROVE** Historic Preservation Board Case No. 20-35, at 227 Greymon Drive.

Mr. Ken Breslauer seconded the motion; **the motion PASSED 7-0.**

Vice-Chairperson Kristin Kellogg returned to the meeting at 5:10 p.m.

VII. CONTINUED CASES

1. Historic Preservation Board Case No. 20-28, 3308 Washington Road

The applicant, Stephan Yeckes, gave a presentation.

Mr. Aaron Borngraber presented Historic Preservation Board Case No. 20-28. The subject property is located in the Prospect/Southland Park Historic District, consisting of a non-contributing primary two-story structure built in 1925. The applicant is requesting a Certificate of Appropriateness for the following:

1. Proposed demolition of an existing non-contributing structure and proposed new construction of a two-story contemporary single-family house of approximately 2,998 square feet with mid-century modern elements and a decorative arch.

Note: This request will be heard in conjunction with the variance submittal of HPB 20-27 for a side setback and cumulative side setback variance to allow for a decorative arch.

Staff has determined that demolition of an existing non-contributing structure will not represent an irreparable loss to the Prospect/Southland Park Historic District or to the City of West Palm Beach.

City Staff recommended **APPROVAL** of the demolition/new construction with the following conditions:

1. All street facing glass shall have clear glass only. All remaining glass shall have clear glass or clear glass with low-e coating.
2. All single-hung windows shall feature a 4/1 lite pattern with external pyramid muntins.
3. All window frames and doors (except the 6 panel doors) shall have white frames.

See the Staff Report for detailed history, background and analysis information pertaining to this case.

There was additional discussion between the Board, Staff and the applicant regarding the size, location, and number of windows.

Chairperson Amanda Skier opened the floor to public comment.

No members of the public came forward for public comments.

EXECUTIVE SESSION

Vice-Chairperson Kristin Kellogg made a **motion to APPROVE Historic Preservation Board Case No. 20-28**, for demolition in accordance with the Demolition Guidelines as set forth in the Historic Preservation Ordinance, Section 94-49 of the City's Zoning and Land Development Regulations (ZLDRs). The motion is based on the testimony presented along with the application submitted and the Staff report, which constitute competent, substantial evidence.

Mr. Gabriel Jaroslavsky seconded the motion; **the motion PASSED 7-0.**

Vice-Chairperson Kristin Kellogg made another **motion to APPROVE Historic Preservation Board Case No. 20-28**, for new construction in accordance with the Secretary of Interior's Standards for Rehabilitation, specifically, Standard(s) 9 and 10 as well as the Additional Compatibility Criteria set forth in the Historic Preservation Ordinance, Section 94-49 of the City's Zoning and Land Development Regulations (ZLDRs). The motion is based on the testimony presented along with the application submitted and the staff report, which constitute competent, substantial evidence. In addition, the approval of this request is made conditional upon the following restrictions, stipulations, and/or safeguards that I move are necessary to ensure compliance with the purpose and intent of the Historic Preservation Ordinance and the Historic Preservation Element of the Comprehensive Plan of the City of West Palm Beach, the Secretary of the Interior's Standards for Rehabilitation, and/or the Additional Compatibility Criteria set forth in the Historic Preservation Ordinance, Section 94-49 of the City's Zoning and Land Development Regulations (ZLDRs). The conditions include the following:

1. All street facing glass shall have clear glass only. All remaining glass shall have clear glass or clear glass with low-e coating.
2. All single-hung windows shall feature a 4/1 lite pattern with external pyramid muntins.
3. All window frames and doors (except the 6 panel doors) shall have white frames.
4. The windows in the step back portion of the front elevation shall be centered.
5. The second floor window over the entry shall match the second-floor bathroom window, and the recess in that area is to be eliminated.

Mr. Gabriel Jaroslavsky seconded the motion; **the motion PASSED 7-0.**

VIII. NEW BUSINESS

1. **Historic Preservation Board Case No. 20-34**, 814 Upland Road, for Ad Valorem Preconstruction: addition/alterations.

Rick Davis, the applicant's representative, gave a presentation.

Ms. Friederike Mittner presented Historic Preservation Board Case No.

20-34. The subject property consists of a primary contributing Mission Revival style house known as the James and Lucille Ebert house built in 1925 and an accessory structure located in the Flamingo Park Historic District. The applicant is requesting an Ad Valorem preconstruction approval for the following:

1. Remove non-original laundry room addition on south side of existing building.
2. Construct two-story addition at rear (south side) of structure with matching stucco finish and hip roof surfaced with S tile. Windows will be a mix of multi lite and 1/1 single hungs as are in the current house. The addition measures approximately 768SF and a 304 SF covered porch.
3. Small modifications to existing house including switching the non-original single hung windows flanking the fireplace with casement windows.

City Staff recommended **APPROVAL** of the application with the following condition:

1. That the horizontal window is modified to be vertically oriented.

See the Staff Report for detailed history, background and analysis information pertaining to this case.

Chairperson Amanda Skier opened the floor to public comment.

No members of the public came forward for public comments.

EXECUTIVE SESSION

Vice-Chairperson Kristin Kellogg made a **motion to APPROVE** Historic Preservation Board Case No. 20-34, a request for Ad Valorem preconstruction additions and alterations, in accordance with Standards 9 and 10 as set forth in Section 94-49 of the City's Zoning and Land Development Regulations (ZLDRs). The motion is based on the testimony presented along with the application submitted and the Staff report, which constitute competent, substantial evidence. In addition, the approval of this request is made conditional upon the following restrictions, stipulations, and/or safeguards that I move are necessary to ensure compliance with the purpose and intent of the Historic Preservation Ordinance, the Historic Preservation Element of the Comprehensive Plan of the City of West Palm Beach, the Secretary of the Interior's Standards for Rehabilitation, and/or the Additional Compatibility Criteria set forth in Section 94-49 of the City's Zoning and Land Development Regulations (ZLDRs). The condition shall include the following:

1. The removal of the rear horizontal window.
2. The windows on the addition shall have a 6-lite division pattern.

Mr. Dan Pichney seconded the motion; the **motion PASSED** 7-0.

2. **Historic Preservation Board Case No. 20-33**, 325 Valencia Road, Alterations - windows.

The applicant, Richard Hedlund, and Nikki Grymkoski, the applicant's representative, gave a presentation.

Mr. Aaron Borngraber presented **Historic Preservation Board Case No. 20-33**. The property at 325 Valencia Road is located in the El Cid Historic District, consisting of a non-contributing minimal traditional house built in 1946. The applicant is requesting a Certificate of Appropriateness approval for the following:

1. Replace existing depression blue glass fixed and casement windows with E.S. Windows Series "EL200" Aluminum Horizontal Rolling Window in an XOX and XO configuration. Existing window lite pattern will be replicated.
2. Replace existing aluminum awning windows with E.S. Windows Series "EL200" Aluminum Horizontal Rolling Window in an XO configuration. Each panel will feature a horizontal 4-lite pattern.

Staff is not confident that the proposed types of windows properly recreates the existing window configuration. A custom laminate interlay may be able to reproduce the hue of the depression blue glass, however without sufficient information and a sample, staff is not able to determine that the glass will have a similar visual appearance.

City Staff recommended **DENIAL** of the application.

City Staff also provided a recommendation/alternative of **APPROVAL** regarding the application for a Certificate of Appropriateness with conditions to bring the project into compliance with the Secretary of Interior's Standards #6.

1. The applicant shall replicate the existing glass as closely as possible. A sample shall be provided to Staff prior to resubmitting the window permit. The "matching" glass can be a custom interlay laminate, tinted glass, or colored glass.
2. The applicant shall use an external dimensional pyramid muntin as required to match existing lite pattern and provide a muntin detail.
3. The applicant shall use an XOX horizontal roller with matching proportions of the existing windows #4 and #5, or the applicant shall use a center fixed window with flanking easements matching proportions of the existing windows #4 and #5.
4. The applicant shall use a single casement with matching proportions of the existing windows #6, #7, and #8.

5. The applicant shall use a horizontal roller (XO) with matching proportions of the existing windows #9, #10, and #11.

See the Staff Report for detailed history, background and analysis information pertaining to this case.

There was discussion between the Board, Staff and the applicant regarding alternatives for the replacement of the windows, sliders and casements.

Chairperson Amanda Skier opened the floor to public comment.

No members of the public came forward for public comments.

EXECUTIVE SESSION

Mr. Gabriel Jaroslavsky made a **motion to APPROVE Historic Preservation Board Case No. 20-33**, for alterations for windows as set forth in the Historic Preservation Ordinance Section 94-49, of the City's Zoning and Land Development Regulations (ZLDRs). The motion is based upon the testimony presented, along with the application submitted and the Staff Report which constitute competent substantial evidence. In addition, the approval of this request is made conditional upon the following restrictions, stipulations and/or safeguards that I move are necessary to ensure compliance with the purpose and intent of the Historic Preservation Ordinance, the Historic Preservation Element of the Comprehensive Plan of the City of West Palm Beach, the Secretary of Interior's Standards for rehabilitation, and additional criteria as set forth in Section 94-49, of the City's Zoning and Land Development Regulations (ZLDRs). The conditions included the following:

1. The applicant shall replicate the existing glass as closely as possible. A sample shall be provided to Staff prior to resubmitting the window permit. The "matching" glass can be a custom inter-lay laminate, tinted glass, or colored glass.
2. The applicant shall use an external dimensional pyramid muntin as required to match existing lite pattern and provide a muntin detail.
3. The applicant shall use an XOX horizontal roller with matching proportions of the existing windows #4 and #5, or the applicant shall use a center fixed window with flanking easements matching proportions of the existing windows #4 and #5.
4. The applicant shall use a single casement with matching proportions of the existing windows #6, #7, and #8.
5. The applicant shall use a horizontal roller (XO) with matching proportions of the existing windows #9, #10, and #11.

Mr. Reginald Stambaugh seconded the motion; the **motion PASSED 7-0**.

IX. OTHER BUSINESS

None.

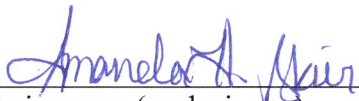
X. ADJOURNMENT

Chairperson Amanda Skier adjourned the meeting at approximately 6:39 P.M.

Please be advised that these minutes are not verbatim. An audio copy of the meeting may be requested through the City of West Palm Beach City Clerk's office at 822-1210. There is a fee.

* * * * *

This signature is to attest that the undersigned is the Chairperson, or designee, of the **Historic Preservation Board Meeting** and that the information provided herein is the true and correct Minutes for the **May 26, 2020**, meeting of the **Historic Preservation Board Meeting**, dated this 30th day of June, 2020.



Chairperson (or designee)

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Kellogg Kristin Herschell		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Historic Preservation Board	
MAILING ADDRESS 161 Elwa Place		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
CITY W Palm Beach	COUNTY Palm Beach	NAME OF POLITICAL SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED 5/26/2020		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Kristin Kellogg, hereby disclose that on May 26, 20 20 :

(a) A measure came or will come before my agency which (check one or more)

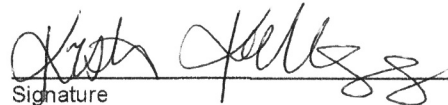
- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of Smith Kellogg Architecture, Inc., by whom I am retained; or
- inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The architectural firm, Smith Kellogg Architecture, Inc., of which I am a partner represents the client and project Case No. 20-35, 227 Greymon Drive.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/26/2020
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FORM 2 QUARTERLY CLIENT DISCLOSURE

LAST NAME—FIRST NAME—MIDDLE NAME Kellogg Kristin Herschell			NAME OF AGENCY Historic Preservation Board	
MAILING ADDRESS 161 Elwa Place			OFFICE HELD	
CITY West Palm Beach	ZIP 33405	COUNTY Palm Beach	<input type="checkbox"/> ELECTED CONSTITUTIONAL OFFICER <input type="checkbox"/> STATE OFFICER <input type="checkbox"/> LOCAL OFFICER	
FOR QUARTER ENDING (Check One)			POSITION HELD	
<input type="checkbox"/> MARCH <input checked="" type="checkbox"/> JUNE <input type="checkbox"/> SEPTEMBER <input type="checkbox"/> DECEMBER			BOARD MEMBER, (1 of 2) DESIGNATED ARCHITECT	
YEAR 2020			<input type="checkbox"/> SPECIFIED STATE EMPLOYEE	

DISCLOSURE OF CLIENTS REPRESENTED BEFORE AGENCIES [Required by Fla. Stat. § 112.3145(5)]

[NOTE: Under Art. II, §8(e), Fla. Const., and §112.313(9), Fla. Stat., members of the Legislature are prohibited from personally representing another person or entity for compensation before State agencies (other than judicial tribunals). However, members of the Legislature are required to list below any such appearances before State agencies made by any partner or associate of a professional firm of which the legislator is a member. Also, public officers and their firms are prohibited by §112.313(7), Fla. Stat., from representing clients before boards on which they serve. Note also that local government attorneys and their firms are prohibited by §112.313(16), Fla. Stat., from representing private clients before the local governments they serve.]

1. If you are a state officer, elected constitutional officer of state government, or specified employee—

Please list below the names of all clients who were represented for a fee or commission during the previous calendar quarter before any agency at the state level of government either by you or by any partner or associate of a professional firm of which you are a member and of which representation you have actual knowledge. Also list the name of the agencies before which such clients were represented.

2. If you are a local officer or elected constitutional officer of local government—

Please list below the names of all clients who were represented for a fee or commission during the previous calendar quarter before any agency within the political subdivision you serve either by you or by any partner or associate of a professional firm of which you are a member and of which representation you have actual knowledge. Also list the names of the agencies before which such clients were represented.

NOTE: "Representation" includes actual physical attendance on behalf of a client in an agency proceeding, letters written or documents filed on behalf of a client, and personal communications made with the officers or employees of any agency on behalf of a client. "Representation" DOES NOT include appearances before any court, or Chief Judges of Compensation Claims or judges of compensation claims, representations on behalf of your agency in your official capacity, the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license based on a quota or a franchise of such agency, or a license or operation permit to engage in a profession, business or occupation, so long as the issuance or granting of such license, permit, or transfer, a variance, a special consideration, or a certificate of public convenience and necessity does not require substantial discretion.

You are NOT required to disclose appearances in ministerial matters, i.e., where the person before whom you represent a client takes action in a prescribed manner in obedience to the mandate of legal authority, without the exercise of the person's own judgement or discretion as to the propriety of the action taken. For example, filing a document with a Circuit Court Clerk is a ministerial matter since it requires no discretionary action by the Clerk.

NAME OF CLIENTS	NAME OF AGENCIES	CHECK IF REPRESENTED BY YOU
Mathilde and Phillip Gallagher	HISTORIC PRESERVATION BOARD	
Jeff and Hayley Sheldon	HISTORIC PRESERVATION BOARD	

CHECK IF CONTINUED ON SEPARATE SHEET

SIGNATURE:

DATE: 5/26/2020

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

FILING INSTRUCTIONS

Local officers: This form, when completed and signed, should be filed with the Supervisor of Elections of the county in which you are principally employed or a resident.

State officers, elected constitutional officers, or specified state employees: Please file with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, Florida 32317-5709.

It is due not later than the last day of the calendar quarter following the calendar quarter during which the representation was made. (Example: If a representation was made in March, the form disclosing it should be filed by June 30.) **This form need not be filed if no reportable representations were made during the quarter.**