



BALLOT COVER LETTER

Re: MIRROR LAKE LOCAL HISTORIC DISTRICT
OFFICIAL BALLOT ENCLOSED

March 22, 2024

Dear Property Owner:

The City of St. Petersburg has received a citizen-initiated request to consider local historic district designation for a portion of the Mirror Lake neighborhood. In accordance with City Code Section 16.30.070.2.5.B.2, the City of St. Petersburg’s Urban Planning and Historic Preservation Division is required to facilitate this request starting with a public information meeting, followed by the distribution of ballots, and possible processing of an application for local historic district designation.

File Number:	23-90300003
General Boundary Description:	The proposed Mirror Lake Local Historic District generally includes Mirror Lake Park, and the parcels within 200 feet of Mirror Lake Park with frontages along Mirror Lake Drive North, Burlington Avenue North, Grove Street North, 4th Avenue North, and 5th Street North, as shown on the attached map.
Parcels:	See enclosed map. Additional parcel data available online at stpete.org/mirrorlake .

Ownership records indicate that you are an owner of property located within the subject area proposed for consideration. In early December, a letter of notice and invitation was sent to all registered property owners within the subject area. The letter of notice outlined the prescribed process, included an invitation to a public information meeting, and linked to other important resources on a dedicated webpage at stpete.org/mirrorlake.

PUBLIC INFORMATION MEETING

A public information meeting was hosted by City Staff on Wednesday, January 10, 2024. The purpose of the public information meeting was to present background information related to the subject request, explain related terminology, describe what it means to become a local historic district, explain the Certificate of Appropriateness (COA) process for exterior modifications, explain how St. Petersburg’s Design Guidelines for Historic Properties are used in the COA process, and describe next steps in the application process, including balloting and public hearing procedures. A copy of the staff presentation is available online at stpete.org/mirrorlake.

PROCESS FOR TALLYING VOTES

Your official ballot is attached. Please sign and return this ballot on or before Tuesday, May 21, 2024. Ballots not received or postmarked on or before Tuesday, May 21, 2024 will be recorded as a nonresponse and counted as a “do not support” vote, except among multiple owners of a single tax parcel where one or more ballots have been remitted. See below for more information.



City of St. Petersburg
Planning and Development Services Department
Urban Planning and Historic Preservation Division
One 4th Street North
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Page 1



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Your vote will help decide whether to *initiate* the application process only; it does not finalize the decision of whether a local landmark district will be officially created:

- The balloting period shall remain open for 60 days from the date of mailing regardless of the number of ballots received in support of initiating an application for local landmark designation.
- A demonstration of support from 50-percent (%) + one (1) of the subject area's tax parcels is required for citizen-applicants to officially file a designation application.
- The response for each tax parcel shall be counted as one vote. If more than one owner of a tax parcel responds and one or more owners show opposition/nonsupport, then the property shall be counted as not supporting the application; each tax parcel (which may be more than one lot) shall be considered one "property" for purposes of balloting.
- City-owned tax parcels shall not have a vote and shall not be counted toward the total number of tax parcels.
- Once a signed ballot is received by the City, the signer's position may not be changed for the purposes of meeting the requirements of the application minimum.
- A ballot received with a signature and for which no choice is indicated is not a position for purposes of tabulation and shall remain open until the close of the ballot period. The City reserves the right to contact the signer and inform them of the blank status of the received ballot. The signer may correct a blank ballot to indicate a position at any time before the conclusion of the 60-day balloting window. Ballots that remain blank at the end of the balloting period shall be counted as a non-response. Each non-response is equivalent to a "do not support" vote.
- There are 148 tax parcels within the proposed district. After removing six City-owned tax parcels that do not have a vote and do not count toward the total number of parcels, there are 142 qualified tax parcels for balloting. If affirmative votes representing at least 72 tax parcels are received, the citizen-applicants must officially file their application within six months of the City certifying the results of the balloting process. If no application is filed by the six-month deadline, then this pre-application process is officially closed.

NEXT STEPS IN THE DESIGNATION PROCESS

If affirmative ballots exceed the minimum threshold required by City Code for initiating a designation application, and if the citizen-applicants officially file the application within six months of the City certifying the results of the balloting process, the application will be scheduled for a quasi-judicial hearing with the Community Planning and Preservation Commission (CPPC) and City Council. City Council is the final vote determining whether the subject area becomes a local historic district.

When a complete application for designation has been timely filed following an affirmative certification of the ballots, no permits shall be issued for any exterior alteration, new construction, demolition, or relocation on property which is the subject of the recommendation. This prohibition shall not apply to a noncontributing resource within the boundaries of an application for local landmark designation for a local historic district nor shall it apply to permits for ordinary repair and maintenance of contributing resources, as determined by the historic preservation manager. For more information, see City Code Section 16.30.070.2.5.H and the *Summary of Next Steps and Procedures* posted online at stpete.org/mirrorlake.



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Page 2



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Both you, as a property owner, and the owners of properties within 300 feet of the proposed boundary, will be notified a minimum of fifteen days prior to the CPPC quasi-judicial hearing. This hearing will include a presentation by City staff of an analysis of the potential district's historic significance and integrity. This will be followed by a presentation from the applicant and an opportunity for public input. After hearing from staff, the applicant, and any interested parties, the CPPC will vote for or against recommendation of designation of the proposed district.

Within 60 days following the CPPC meeting, the City Council will evaluate the proposed district designation at a quasi-judicial hearing. Property owners and owners of properties within 300 feet of the proposed boundary will again be notified a minimum of fifteen days prior to the quasi-judicial hearing. The hearing will be conducted in the same manner as the CPPC hearing and followed by a discussion and final decision of the City Council.

In addition to the required mail notice, scheduling updates will also be posted online at stpete.org/mirrorlake.

EFFECTS SHOULD THE PROPOSED DISTRICT APPLICATION BE APPROVED

If the application is approved by the City Council, your property will be recorded as either a contributing (historic and retaining integrity) or non-contributing (under 50 years old or highly altered) property within the local district. As such, a Certificate of Appropriateness (COA) will be required for future exterior alteration, new construction, demolition, or relocation. The COA process is essentially a design review that is generally conducted concurrently with the issuance of other necessary building or demolition permits. The process, which has recently been streamlined, is not designed to hinder owners' ability to update and maintain their properties but aims to ensure the sensitivity of exterior alterations and additions to the historic nature of a designated district or individual local landmark. For more information regarding COAs, please use the link below to access Frequently Asked Questions, COA Application (and Matrix), and Design Guidelines for Historic Properties.

Respectfully,

Derek Kilborn, Manager

Urban Planning and Historic Preservation Division
Planning and Development Services Department

cc: Elizabeth Abernethy, Director, Planning and Development Services Department
Kelly Perkins, Historic Preservationist II, Urban Planning and Historic Preservation Division
Cindy Kochanek, Historic Preservationist II, Urban Planning and Historic Preservation Division
Michael Dema, Assistant City Attorney, City Attorney's Office
Heather Judd, Assistant City Attorney, City Attorney's Office

More Info:
stpete.org/mirrorlake



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Page 3