



# City of Sanibel

800 Dunlop Road  
Sanibel, FL 33957

## Meeting Minutes - Draft Historical Preservation Committee

---

Thursday, November 6, 2025

9:00 AM

MacKenzie Hall - 800 Dunlop Road

---

### 1. Call To Order

The meeting convened at 9:05 A.M.

### 2. Pledge of Allegiance

Chair Gleason led the Pledge of Allegiance.

### 3. Roll Call

**Present:** 4 - Committee Member Deborah Gleason, Committee Member Emilie Alfino, Committee Member Yvonne Hill and Committee Member Mary Jurgens

**Absent:** 1 - Committee Member Patricia Norton

#### a. Motion to excuse absent member(s):

**Committee Member Jurgens moved, seconded by Committee Member Hill, to excuse Vice Chair Norton. The motion carried.**

**Excused:** 1 - Committeemember Patricia Norton

### 4. Consent Agenda

#### a. Adoption of the September 4, 2025 Meeting Minutes

**Committee Member Jurgens moved, seconded by Committee Member Hill to adopt the September 4, 2025, meeting minutes with corrected scrivener errors. The motion carried.**

**Excused:** 1 - Committeemember Patricia Norton

### 5. Historical Museum and Village Executive Report - Pam Miner

The Sanibel Historical Village and Museum Executive Director, Pam Miner provided an Executive Report.

Ms. Miner reviewed the seasonal hours that began on October 15th and reported that the fee increase is performing well. She provided an overview of the Village Newsletter and upcoming programming.

Upcoming Events:

- Cemetery Twilight Talk, November 18th at Shore Haven (\$20 admission fee)

- Hurricane Ian Program, November 17th at Shellpoint at 2 P.M.
- Pre-Luminary Open House, December 5th (Free admission)
- Remembering the Lighthouse Documentary, December 16th at Shore Haven
- Esperanza, February 11, 2026

Ms. Miner discussed the upcoming projects, Sanibel Stories, produced in partnership with the City and Betty Anholt. The updated book will be released on December 5th, with a meet-and-greet scheduled for the same day.

Activity attendance figures were reported as 150 attendees in October and 25 attendees in November. A new program series is planned and will be held at the Sanibel Recreation Center.

Facility updates included the Rutland House Roof replacement, completion of the building evaluation report outlining electrical, environmental, and maintenance needs, development of a five-year maintenance plan with the city, scheduled facility repairs and painting in 2026, and installation of new audio equipment on November 11th. Ms. Miner also noted continued collaboration with Community Housing Resources (CHR), Sanibel Love, and other partnerships.

Discussion ensued regarding the Rutland Roof, including plywood replacement, wind mitigation, and future improvements. Additional discussion addressed the Historical Village and Museum fee structure and marketing newspaper advertising efforts.

## **6. Public Comment**

No public Comment at this time.

## **7. Old Business**

### **a. 2026 Historical Preservation Committee Meeting Schedule - Quarterly**

Principal Planner Kim Ruiz addressed the discussion from the September 4, 2025, meeting regarding the proposed 2026 Historical Preservation Committee meeting schedule.

Ms. Ruiz referenced the prior discussion recommending that the Committee meet on a quarterly basis, with the option to hold special meetings as needed. The recommended meeting months were February, May, August, and November.

Discussion ensued regarding the possibility of a December meeting for the purpose the Annual Report, as well as the timing of Committee member email renewals.

**Committee Member Hill moved, seconded by Committee Member Jurgens, to approve the recommendation of the Historical Preservation Committee to meet quarterly. The motion carried.**

**Excused:** 1 - Committeemember Patricia Norton

**b. Rutland House Roof Update**

Discussion ensued regarding the City's Public Information Officer, Eric Jackson and Executive Director, Pam Miner from the Historical Museum and Village will be working together for publications on updates of improvements that will be upcoming.

Planner Kim Ruiz spoke to a Press Release that was set out regarding the update the Rutland House roof update, bringing it to the committee's attention.

## **8. New Business**

**a. Sanibel Plan Update - Planning Director Paula McMichael, AICP**

Principal Planner Kim Ruiz, spoke on behalf of Planning Director Paula McMichael, reported that the City has contracted with a consultant to update the Sanibel Plan. She noted that the plan is being reviewed for compliance with state statute and historic registry.

Ms. Ruiz requested that committee provide recommendations and proposed revisions to the Historic Preservation goals, objectives, and policies within the Sanibel Plan, including consideration of any additional goals for Committee review.

Discussion ensued regarding the Sanibel Cemetery and what are currently listed on the local historical registry.

**Committee Member Alfino moved, seconded by Committee Member Hill to accept the revision proposed from the city to the local register of historic sites and structures. The motion carried.**

**Excused:** 1 - Committeemember Patricia Norton

## **9. Reports**

**a. Planning Department Liaison Report**

Principal Planner Kim Ruiz reported that the lighthouse remains listed on the historic registry. Ms. Ruiz stated that the consultants conducted a site visit several weeks ago to photograph both the interior and exterior of the lighthouse at the request of the State, which sought updated information on the current condition of the structure. A consultant's report, including photographs, will be prepared, and Ms. Ruiz will share the report with the Committee once received.

Discussion ensued regarding consultant feedback to date and clarification of the final authority responsible for determining continued listings on the historic register.

Discussion ensued regarding fencing discussed at the previous meeting.

Ms. Ruiz spoke to photographs related to the Nutt House and whether the library has the capacity to scan the materials. She stated she would follow up and determine whether she could assist with facilitating the process.

Discussion ensued regarding the potential need for profession restoration or digitization services due to the condition of certain photographs.

Ms. Ruiz noted that a Public Workshop is anticipated to be held in February for the Sanibel Plan Update Steering Committee, where the historical element of the Sanibel Plan will be discussed.

**b. Chairperson's Report**

Chair Gleason reported a recent visit from the members of the Steven's family and emphasized the historical value of family photographs, encouraging submission of images ranging from the 1950s-1980s.

Chair Gleason highlights upcoming community events, including the Veterans Day Program on November 11th at 11 A.M. at City Hall and a Twilight Talk on November 18th at 4 P.M. at The Sanibel Village and Museum, and encouraged Committees participation.

Chair Gleason addressed the transition to quarterly meetings, encouraged focus on Committee Member Reports, and noted that historical resources have been scanned and added to the official record.

An update was provided on the former School House for Colored Children, which remains listed for over \$1 million, including recent improvements.

**c. Committee Member Report**

The Committee inquired about the Homestead Center and what is happening to it. Principal Planner Kim Ruiz responded with a conversation that was held with RLR, no plans with the center at this time.

Committee Member Alfino spoke to Bailey photos.

**10. Next Meeting Date**

**a. Thursday, December 4, 2025 at MacKenzie Hall**

## **11. Public Comment**

No public comment at this time.

## **12. Adjournment**

With there being no further business, the meeting adjourned at 10:22 A.M.