



## Standard Agenda Item Cover Sheet

Agenda Item N<sup>o</sup>. \_\_\_\_\_

Meeting Date: November 12, 2025

☒ Consent Section

☐ Regular Section

☐ Public Hearing

Requires Chair Signature? ☒ Yes ☐ No

Includes a Technology Component? ☐ Yes ☒ No

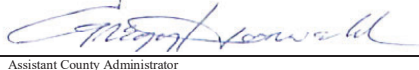
Subject: First Amendment to Historic Preservation Grant Award Agreement for Grant Application # 2025-01, A.P. Dickman House Designated Historic Landmark

Department Name: Development Services

Contact Person: Colleen Marshall

Contact Phone: (813) 272-5828

Sign-Off Approvals:

 10/27/2025

Assistant County Administrator

Date

 10/24/2025

Department Director

Date

 10/27/25

Management and Budget – Approved as to Financial Impact Accuracy

Date

 10/27/2025

County Attorney – Approved as to Legal Sufficiency

Date

### Staff's Recommended Board Motion:

Approve the attached First Amendment to Historic Preservation Grant Award Agreement #2025-01 to extend the project completion date from September 15, 2025 to August 15, 2026 for roof replacement in like kind of the A.P. Dickman House Designated Historic Landmark located at 120 Dickman Drive SW in the Ruskin area (property folio 56235.0000) as requested by the grantee due to unforeseen circumstances beyond their control that have delayed the roof replacement.

### Financial Impact Statement:

The project completion date will move from FY25 to FY26 with the proposed extension. The non-departmental budget allotment for FY 26 includes \$55,000 in matching grant funds to encourage preservation of the County's designated historic landmarks. The subject grant, if approved, will reduce available funds in the matching grant program by \$5,421, leaving \$49,579 funds available for the remainder of FY 26.

### Background:

The Historic Preservation Grant Program was established by the Board of County Commissioners in June 2006 (and revised in 2007 and 2010) to financially assist owners of certain locally designated Historic Landmarks (single-family homes and those owned by non-profit groups) within unincorporated Hillsborough County in performing approved exterior and structural renovations. The program is currently funded through a non-departmental budget allotment, with \$55,000 in funds allotted for FY26. Under the program's guidelines, grants may be approved for no more than 50 percent of the project's estimated cost and property owners are required to match the grant value in cash or in-kind services (material and/or professionally rendered labor). Additionally, the grant may not exceed more than 50 percent of the amount allotted to the grant fund each year. Grant recipients are responsible for the full cost of the approved project then, upon completion, must submit a request for reimbursement for the amount of the grant award or 50 percent of the actual cost of the work, whichever is less.

As the reviewing entity designated by the BOCC to determine that a project meets the requirements of the Historic Preservation Grant Program, the Historic Resources Review Board reviewed Matching Grant Application # 2025-01 on May 20, 2025 and voted to recommend approval to the BOCC. According to the cost estimate submitted by the applicants, they will expend \$10,842 to replace the damaged roof in

like kind to the A.P. Dickman House. The HRRB voted to recommend approval of a maximum award of \$5,421 or 50 percent of the actual cost of the project, whichever is less, to the BOCC. The Board approved the recommended grant on July 22, 2025. The grant agreement includes a project completion date of September 15, 2025, and stipulates that no costs incurred after the completion dates are eligible for reimbursement without approval of the County to extend the completion date.

The grantee has requested an extension of the completion date to August 15, 2026 due to unforeseen circumstances beyond their control (such as having to attend to refurbishing the house as a result of flooding by Hurricane Helene) which have delayed the roof replacement.

The First Modification to Historic Preservation Grant Award Agreement for Grant Application # 2025-01 has been executed by the landowners and is attached for Board approval and execution.

List Attachments:

First Modification to Historic Preservation Grant Award Agreement #2025-01; Historic Preservation Grant Award Agreement #2025-01

# **First Modification to Hillsborough County Historic Preservation Grant Award Agreement Grant No. 2025-01**

This First Modification to an Historic Preservation Grant Award Agreement (“First Modification”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between Arthur Mc.A. Miller and Melanie A. Hubbard (hereinafter referred to as the “Grantee”), and Hillsborough County, a political subdivision of the State of Florida (hereinafter the “County”).

## **WITNESSETH:**

WHEREAS, Grantee is the owner of the property located at 120 Dickman Drive S.W., Ruskin, Florida (hereinafter the “Property”);

WHEREAS, the Property has been previously designated a local historic landmark pursuant to Section 3.03.03 of the County’s Land Development Code;

WHEREAS, the County has established a Historic Grant Award Program for the purpose of assisting owners of local historic landmark properties in performing certain property renovations, thereby encouraging the maintenance and preservation of the County’s local historic resources as well as encouraging the owners of non-landmark designated historic property within the unincorporated County to seek landmark designation of their property;

WHEREAS, on or about July 22, 2025, the County and the Grantee entered into an Historic Preservation Grant Award Agreement (the “Agreement”) under the Historic Grant Award Program, pursuant to which the County agreed to reimburse the Grantee an amount of up to a maximum of \$5,421.00 for roof replacement in like kind to the Property in accordance with the Secretary of Interior’s Standards for Rehabilitation and such other terms as are set forth in the Agreement (hereafter, the “Project”);

WHEREAS, the Agreement required the Project to be completed by September 15, 2025;

WHEREAS, the Grantee has requested an additional extension of time for completion of the Project due to unforeseen circumstances beyond their control;

WHEREAS, the County and the Grantee wish to amend the Agreement to provide for an extension of time for completion of the Project until August 15, 2026.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree that the Agreement shall be further modified as follows:

1. Paragraph II.A. of the Agreement is hereby modified to change the Project completion date from September 15, 2025 to August 15, 2026. All other provisions of Paragraph II.A. shall remain as set forth in the Agreement.

2. This First Modification may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.
3. Except as amended in this First Modification, the County and the Grantee hereby ratify and reaffirm the Agreement in its entirety. This First Modification shall be deemed an integral part of the Agreement, and the terms of this First Modification shall control over any conflicting term contained in the Agreement.

ATTEST:  
VICTOR CRIST, Clerk of Circuit Court

\_\_\_\_\_  
Deputy Clerk

HILLSBOROUGH COUNTY BOARD  
OF COUNTY COMMISSIONERS

By: \_\_\_\_\_  
Chair

APPROVED BY COUNTY ATTORNEY

*Nancy G. Takemori*  
\_\_\_\_\_  
Approved as to Form and Legal Sufficiency

Signature of Property Owner:

Printed Name:

Date:

*[Signature]*  
Arthur M. Miller  
22 OCT 2025

p37

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

The foregoing instrument is hereby acknowledged before me this 22 day of Oct, 2025 by means of ☒ physical presence or ☐ online notarization, by Arthur M. Miller owner of property located at 120 Dickman Dr SW. S/he is personally known to me or has produced DL M460053374610 as identification.

*[Signature]*  
NOTARY PUBLIC  
My Commission Expires  
Notary Public State of Florida  
Latasha S Gibson  
My Commission HH 322102  
Expires 10/13/2026

Signature of Property Owner:

Printed Name:

Date:

*[Signature]*  
Melanie Hubbard  
10/22/25

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

The foregoing instrument is hereby acknowledged before me this 22 day of Oct, 2025 by means of ☒ physical presence or ☐ online notarization, by Melanie Hubbard owner of property located at 120 Dickman Dr SW. S/he is personally known to me or has produced DL H163541669300 as identification.

*[Signature]*  
NOTARY PUBLIC  
My Commission Expires  
Notary Public State of Florida  
Latasha S Gibson  
My Commission HH 322102  
Expires 10/13/2026



# **Hillsborough County**

## **Historic Preservation Grant Award Agreement**

### **Grant No. 2025-01**

This HISTORIC PRESERVATION GRANT AWARD AGREEMENT is made and entered into this 22nd day of July, 2025, by and between Arthur Mc.A. Miller and Melanie A. Hubbard (hereinafter together referred to as the “Grantee”), and Hillsborough County, a political subdivision of the State of Florida (hereinafter the “County”).

#### **WITNESSETH:**

WHEREAS, Grantee is the owner of the property located at 120 Dickman Road SW, Ruskin, Florida (hereinafter the “Property”);

WHEREAS, the Property has been previously designated a local historic landmark pursuant to Section 3.03.03 of the County’s Land Development Code;

WHEREAS, the County has established an Historic Grant Award Program for the purpose of assisting owners of local historic landmark properties in performing certain property renovations, thereby encouraging the maintenance and preservation of the County’s local historic resources as well as encouraging the owners of non-landmark designated historic property within the unincorporated County to seek landmark designation of their property;

WHEREAS, the Grantee has applied for an Historic Grant Award for the purposes of performing the repairs and/or renovations to the Property as described in the Grantee’s application, a copy of which is attached hereto and incorporated herein as **Exhibit A**;

WHEREAS, at a public meeting on May 20, 2025, the County’s Historic Resources Review Board (“HRRB”) reviewed the Grantee’s application pursuant to the criteria established under the Historic Preservation Grant Award Program, and recommended approval of the Grantee’s application pursuant to the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

#### **I. Scope of the Project**

The Grantee shall cause the work on the Property as described in **Exhibit A** to be completed in accordance with the plans submitted to and approved by the County. The work to be completed (hereinafter referred to as the “Project”) is described generally as follows:

- **Roof replacement in like kind**

Minor changes to the scope of work for Project, as determined by the County, may be approved administratively through the County's Development Services Department. All changes must comply with the Secretary of Interior's Standards for Rehabilitation.

## **II. Terms and Conditions for Performance of the Project**

The Grantee agrees to perform the Project in accordance with the following specific conditions:

- A. The Grantee agrees to complete the Project by September 15, 2025 (the "Completion Date") and to submit the Project Completion and Expenditure Report, a form of which is attached hereto as **Exhibit B**, within 30 days of completion of the Project. No costs incurred prior to the commencement date of this Agreement are eligible for payment from grant funds. No costs incurred after the Completion Date will be eligible for payment without the written agreement of the County to extend the Completion Date.
- B. The County shall not assume any liability for the acts, omissions or negligence of the Grantee, its agents, servants or employees; nor shall the Grantee exclude liability for its own acts, omissions, or negligence to the County. The Grantee hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the Grantee, its agents, servants, subcontractors or employees.
- C. The Grantee agrees to indemnify and hold the County and the Hillsborough County Board of County Commissioners harmless from and against any and all claims or demands for damages, either at law or in equity, including attorneys fees and court costs, that may hereafter at any time be made or brought by anyone on account of personal injury, property damages, loss of monies, or any other loss, caused or allegedly caused as a result of any negligent or intentional act or omission of the Grantee, its agents, servants, subcontractors or employees, arising out of any activities performed under this Agreement.
- D. The Grantee shall be solely responsible for all work performed and all expenses incurred in connection with the Project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that it is understood by the Grantee that the County shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

- E. All Project work must be completed by qualified professionals or licensed contractors. The grant awarded herein may not be used for compensating the Grantee or any individual residing on the Property for services performed, nor may the value of the services performed by the Grantee or any individual residing on the Property be considered in determining the Total Approved Expenditures for the Project, as set forth in section III of this Agreement.
- F. The Grantee agrees that all acts to be performed by it in connection with this Agreement shall be performed in strict conformity with all applicable federal, state and local laws and regulations. The Grantee or its agent shall obtain all permits required to complete the Project work.
- G. All Project work must be in compliance with Secretary of the Interior's Standards for Rehabilitation.
- H. All Project work must be completed in conformance with the plans submitted to and approved by the County.
- I. The Grantee agrees that appropriate representatives of the County, their agents and designees, shall have the right to inspect the Property at all reasonable times in order to ascertain whether or not the conditions of this Agreement are being observed.
- J. The Grantee will not discriminate against any employee employed in the performance of this Agreement, or against any applicant for employment because of race, religion, color, disability, national origin, age, gender, marital status, sexual orientation or gender identity or expression.
- K. The County shall not be liable to pay attorney fees, interest, late charges and service fees, or cost of collection related to the grant awarded herein.

### **III. Grant Award Payment**

- A. The County agrees to pay the Grantee up to a maximum of \$5,421.00 dollars ("the Maximum Grant Amount"), which amount shall represent no more than fifty percent (50%) of the Grantee's Total Approved Expenditures for the Project, as set forth on Exhibit B and as approved by the County through its designee. In the event that the Maximum Grant Amount exceeds fifty percent (50%) of the Grantee's Total Approved Expenditures for the Project, the Maximum Grant Amount shall be reduced so that it equals but does not exceed fifty percent (50%) of the Grantee's Total Approved Expenditures.



- B. In order for any expenditure to qualify for payment, it must be properly documented, and for a charge which is reasonable in amount and directly related to and necessary for the completion of the Project.
- C. Within 30 days of completion of Project, the Grantee shall submit the completed Project Completion and Expenditure Report form to the County's Development Services Department. The grant payment shall be payable upon receipt and verification of the Grantee's Project Completion and Expenditure Report, including verification of payment by the Grantee of the Grantee's Total Approved Expenditures.
- D. Payment for Project costs will be contingent upon all authorized Project work being in compliance with the aforementioned Secretary of the Interior's Standards for Rehabilitation, and the inspection and approval of the County. Payment for Project costs will also be contingent upon all Project work being in substantial compliance with the County approved plans for the Project. Payment shall be made to the Grantee, and under no circumstances will payment be made to any contractor, subcontractor or any other person or entity other than the Grantee.

**IV. Choice of Law**

This Agreement is executed and entered into Hillsborough County, Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this Agreement.

**V. Severability**

If any term or provision of this Agreement is found to be illegal and unenforceable, the remainder of this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

**VI. Independent Contractor**

The Grantee agrees that its agents, subcontractors and employees in performance of this Agreement shall act in the capacity of an independent contractor and not as an officer, employee or agent of Hillsborough County. The Grantee agrees to take such steps as may be necessary to ensure that each subcontractor of the Grantee will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venture, or partner of Hillsborough County.

**VII. Assignment and Successors-In-Interest**

- A. The Grantee shall not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without prior written consent of the County, which consent shall not be unreasonably withheld. If the County approves a transfer of the Grantee's obligations, the Grantee remains responsible for all work performed and all expenses incurred in connection with the Agreement.
- B. This Agreement shall bind the successors, assigns and legal representatives of the Grantee.

**VIII. Termination**

- A. When the Grantee has materially failed to comply with the terms and conditions of the grant, the County may terminate the grant after giving the Grantee a 30-calendar-day notice and an opportunity to show cause why the grant should not be terminated. The notice of default will detail any corrective action required of the Grantee, unless it is determined by the County that the default is of a nature that cannot be cured. The grant shall be terminated by the County if the Grantee fails to respond in writing to notification of default within 30 calendar days of receipt of such notification by the Grantee.
- B. The County or the Grantee may terminate the grant in whole or in part when both parties agree that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds. The two parties will agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated.

**IX. No Waiver of Sovereign Immunity**

Neither Hillsborough County nor any agency of the County waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into this contractual relationship.

**X. Entire Agreement/Amendment**

This instrument and Attachments hereto embody the whole Agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, wither verbal or written, between the parties. No change or addition to this Agreement and the Attachments hereto shall be effective unless in writing and properly executed by the parties.

**XI. Availability of Funds**

The obligations of the County under this Agreement are subject to the availability of funds lawfully appropriated annually for its purposes and/or the availability of funds through contract or grant programs.

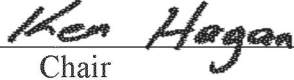
ATTEST:  
VICTOR CRIST, Clerk of Circuit Court



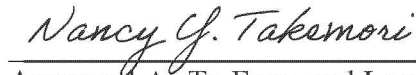
Deputy Clerk



HILLSBOROUGH COUNTY BOARD  
OF COUNTY COMMISSIONERS

By:   
Chair

APPROVED BY COUNTY ATTORNEY



Approved As To Form and Legal Sufficiency

**BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY FLORIDA  
DOCUMENT NO.**

**25-0761**

Signature of Property Owner:

Printed Name:

Date:

[Signature]  
Arthur M. Miller  
23 May 25

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

The foregoing instrument is hereby acknowledged before me this 23 day of May, 2025 by means of ☒ physical presence or ☐ online notarization, by Arthur Miller, owner of property located at 120 Dickman Drive Ruskin FL. S/he is personally known to me or has produced FLDL M4600533746 as identification.



[Signature]  
NOTARY PUBLIC  
My Commission Expires: 2/19/28

Signature of Property Owner:

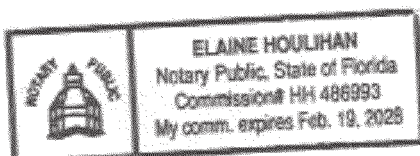
Printed Name:

Date:

Melanie Hubbard  
Melanie Hubbard  
5/23/25

STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

The foregoing instrument is hereby acknowledged before me this 23 day of May, 2025 by means of ☒ physical presence or ☐ online notarization, by Melanie Hubbard, owner of property located at 120 Dickman Drive Ruskin FL. S/he is personally known to me or has produced FLDL M463541469300 as identification.



[Signature]  
NOTARY PUBLIC  
My Commission Expires: 2/19/28