



Memorandum

Meeting Details: February 4, 2026, BOC Regular Meeting

Prepared For: Mayor & Board of Commissioners

From: Marci Forbes, Community Development Director / Megan Wepfer, Public Works Director

Subject: Archibald Park Snack Shack Kimley-Horn Historic Preservation Ordinance
Scope of Services

Background

Substructure Review

Following the November 25, 2025, Board of Commissioners meeting, Notice to Proceed (NTP) for the sand removal was issued to Mail Contracting Corp. While efforts are still on-going to finalize the sand removal, enough sand had been extracted by January 9, 2026, to do a preliminary review of the substructure via the crawl space. The visual assessment allowed for “easy” access to 14 of the existing 45 piles, allowing for review of the top 20 to 26 inches of the pile. The substructure consists of the following:

- 45 10-inch piles (5 rows of 9) extending to unknown depths
- 5 bearer beams (5.75” x 9”) running the length of the 9 piles
- 2” x 10” joists, 18” on center, running perpendicular to the bearer beams
- Subfloor consisting of ¾” wood subfloor topped with 5/8” cementitious board

The following was observed:

- Piles are treated with creosote
- Perimeter piles showed weathering cracks in the exposed top but no loss of capacity visible
- Interior piles showed similar wear to one another, with minimal splintering except one pile showed significant splintering and deterioration however, a corrugated pipe was discharging to this location and appears to have aided in expediting deterioration
- Bearer beams resting on top of the piles were in good condition, with no signs of capacity loss and good contact with the top of piles
- Joists were in overall good shape, with minimum splintering and good lapping
- Most all strapping showed signs of deterioration and will require replacement and/or additional strapping

In general, the substructure exhibited localized deterioration, rusted strapping and will require targeted repairs and reinforcement; however, it does not exhibit signs of systemic structural failure. With appropriate repairs, the substructure is capable of safely anchoring the superstructure.

Historical Designation

As previously discussed, the City Land Development Regulations (LDRs) do not include a process by which structures can be designated historical. Attached to this memo is the historic preservation ordinance scope of services by Kimley-Horn to add this language to our LDRs. The city has been in contact with Kimley-Horn to break the tasks out into a per meeting breakdown within the tasks to provide flexibility if we did not require all of the meetings. It is important to note the ordinance, once adopted, will be applicable to the Snack Shack, and other qualifying structures in the future.

Fiscal Impact

The cost to update our LDRs is estimated not to exceed \$54,000. The scope of work, from design to construction, will be fully developed in the coming months, taking into consideration the newly obtained substructure condition as well as applicable costs associated with the repairs being in line with the historical requirements.

Recommendation(s)

City staff recommends the approval of the Kimley-Horn City of Madeira Beach Historic Preservation Ordinance Scope of Services

Attachments

- Kimley-Horn City of Madeira Beach Historic Preservation Ordinance Scope of Services