

**HISTORIC PRESERVATION COMMISSION (HPC) MEETING
THURSDAY, JANUARY 9, 2020 9:00 A.M.
CITY HALL, COUNCIL CHAMBERS, VERO BEACH, FLORIDA**

A G E N D A

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
 - A) December 12, 2019
- 3. NEW BUSINESS**
 - A) Discussion of Informational Pamphlet
 - B) Update on Szechuan Palace
- 4. OLD BUSINESS**
- 5. PUBLIC COMMENT**
- 6. MEMBER'S MATTERS**
- 7. CHAIRMAN'S MATTERS**
- 8. ADJOURNMENT**

This is a Public Meeting. Should any interested party seek to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings made which includes the testimony and evidence upon which the appeal is to be based. Anyone who needs a special accommodation for this meeting may contact the City's Americans with Disabilities Act (ADA) Coordinator at 978-4920 at least 48 hours in advance of the meeting.

**HISTORIC PRESERVATION COMMISSION (HPC) MINUTES
THURSDAY, DECEMBER 12, 2019 9:30 A.M.
CITY HALL, COUNCIL CHAMBERS, VERO BEACH, FLORIDA**

PRESENT: Vice Chairman, Steve Erickson, Dane Ullian, Jessica Francis, Alternate Member #1, Joy Todd, and Alternate Member #2 Diane Miller **Also Present:** Planning and Development Director, Jason Jeffries; City Attorney, John Turner, and Senior Administrative Assistant, Rita Hawkins

Excused Absence: Megan Hoots

Unexcused absence: Jeffrey Ray

1. CALL TO ORDER

The Vice Chairman called the meeting to order at 9:32 a.m.

2. APPROVAL OF MINUTES

A) October 10, 2019

Mr. Ericson stated that they all received a copy of the minutes from the October 10, 2019 meeting. He asked if there were any corrections or anything inaccurate in the minutes.

Mr. John Turner, City Attorney, explained that the minutes are generally not verbatim, so they are in substance of what was discussed. There might be details that they might recall, but it is not as important as the substance.

Mrs. Francis made a motion to approve the minutes of the October 10, 2019 Historic Preservation Commission (HPC) meeting. Mr. Ullian seconded the motion and it passed unanimously.

3. NEW BUSINESS

A) Election of Chairman

Mr. Turner informed Mr. Ericson as the position of Chairman he should entertain nominations from the Commission members for the positions. They do not need to have a second to the nomination, but they are not out of order if someone does second the nomination.

Mr. Ericson opened nominations for Chairman.

Mr. Ullian nominated Mr. Steve Ericson as Chairman of the Historic Preservation Commission. There were no other nominations. Mr. Ericson was unanimously appointed Chairman of the Historic Preservation Commission.

B) Election of Vice Chairman

Mr. Ericson opened nominations for Vice Chairman.

Mr. Ericson nominated Mrs. Jessica Francis as Vice Chairman of the Historic Preservation Commission. Mr. Ullian seconded the nomination. There were no other nominations. Mrs. Francis was unanimously appointed Vice Chairman of the Historic Preservation Commission.

C) Discussion of Annual Report

Mr. Jason Jeffries, Planning and Development Director, stated that he drafted the Annual Report for the HPC (attached to the original minutes). He also prepared a cover memorandum from himself to the Commission, which is an overview of objective five (5) for Historic Resources from the City's Comprehensive Plan. He explained that there are nine (9) policies as they relate to historic preservation. It gives them a guide to what the City and the HPC should be working on in terms of historic preservation. He said he will give a brief overview of each policy so they know the context. The City adopted these policies, which they will peruse as it relates to historic preservation. He continued by reading each of the policies. He explained that on behalf of the HPC, the City is working on filing the Annual Report with the Certified Local Government (CLG). This is a requirement for the City to maintain their designation under the program. The report was not ready yet, but he will share it with the HPC when it is complete. He explained that the City does not have Codes to enforce regulations on undesignated historic resources, but the Planning and Development Department is a resource for when people are inquiring about a property. They can let them know if the property is on the Florida Master Site file. He stated that historic officials, volunteers, and City staff are the individuals who need to encourage people to designate their properties as historic sites and not the HPC. He said they have discussed having more literature available to the public about the designation process, so that is in the works. He stated that attached to his handout is the memorandum from the HPC, which is their Annual Report. He explain that the first section of the report lists the milestones the Commission has taken. The next section lists what they want to focus on in 2020. He reminded the Commission that the Planning and Development Department is a staff of four (4) people and they are responsible for three (3) different Boards and Commissions. Most of their staff time is allocated to routine reviews and approvals, so that leaves very little time for special projects. The Planning and Development Department's major project for 2020 is the Three Corners project. He encouraged the HPC members to be involved in it. Currently, they are in the brainstorming and visioning aspect of the project. They can register on the website *Speakupverobeach.com* and share their ideas and opinions. They will conduct a community charrette the last week in January and then there will be a lot of staff time involved with the Steering Committee to fine tune the scenarios and the final plan. Another project they are working on is with the Cultural Council on the implementation of the Cultural Arts Village. He discussed the Edgewood neighborhood and what zoning they are considering. He explained that in April, the State grant application opens up for historic preservation grants, so he will submit an application for

the City's historic survey to update the Florida Master Site file as it relates to Vero Beach. He said since the policy talks about updating the overall site file they should do that first and then come back and work on some individual areas. He said the Commission has had a lot of discussion on preparing some educational materials for the public on historic preservation, so in the first quarter of the 2020 budget year, he will bring the educational materials back to the Commission to try to get some closure on it.

Mr. Ericson stated that a couple of the Commission members attended CLG training in Jupiter last year. He thinks that should be included in the report, so it shows they are active with that training. He stated that online there are two (2) reports that might be related to the Florida Master Site file. One (1) is from the 1990's and was a review of historical properties in Vero Beach. There is also an updated report that Mrs. Anna Brady did for the Osceola Park and Original Town neighborhoods. Mr. Jeffries replied that the report from Mrs. Brady was a specific update and he will be updating the entire City for the Master Site file.

Mr. Ericson stated that there are other neighborhoods they would like to look at. Mr. Jeffries replied that is what they would look at with the Master Site file. He explained that when they do the entire City they do an analysis of other potential historical sites, so that is how they start the process. He said a current trend in other communities is that they are looking at historic preservation of the mid-century neighborhoods. He also went to a CLG training session and they talked about the mid-century period. He explained that the development of Vero Beach really started in that mid-century era. There are a lot of neighborhoods on the beachside, such as Vero Isles, that were built in the 1950's and 1960's. An issue they might have is that there were several neighborhoods that were built during that period, but the integrity of those homes have been compromised either by being torn down and rebuilt or they have been modernized. Those neighborhoods might not qualify because they do not have enough mid-century integrity left to them. When they hire a historic preservation expert to do a high-level survey, they will be able to zero in on specific areas.

Mr. Ericson asked if they would continue that after the next high-level survey is done. Mr. Jeffries replied yes. He stated that there have been specific neighborhood surveys done on Original Town, Osceola Park, Edgewood, and maybe the Vero Beach County Club.

Mr. Ericson asked Mr. Jeffries what he needs from the HPC for the Annual Report. Mr. Jeffries replied that he would need a motion to approve it. He will correct the date to reflect 2020, include a note about their CLG training, and include anything they would like to put under recommendations.

Mr. Ullian asked what types of recommendations would be expected as part of an Annual Report, as opposed to recommendations they would make at their regular meetings.

Mr. Jeffries said any issues the HPC feels are important for the City Council to consider that are not currently being addressed in the Report.

Mr. Ullian asked if there is anything to recommend to the City Council in respect to the special purpose zoning for Edgewood. Mr. Jeffries replied no.

Mr. Ericson asked if the HPC could express their support of the Edgewood project. Mr. Jeffries replied yes.

Mr. Ericson made a motion that the Historic Preservation Commission is in support of the zoning changes in the special district for the Edgewood neighborhood and to establish the Vero Beach Cultural Arts Village. Mrs. Francis seconded the motion.

Mr. Ullian asked if they are putting that in as a recommendation or are they just putting it in the minutes. Mr. Ericson replied he made the motion because it is part of their specific work plan and it shows their support.

The motion passed unanimously.

Mr. Ericson stated that some cities have Historical Preservation Officers or staff. He knows that the resources of the Planning and Development Department are limited, so it seems that the HPC should be asking for more resources.

Mr. Jeffries replied that functionally he is the Historic Preservation Officer and certain aspects of historic preservation are delegated to City staff.

Mr. Ericson said he would like to see a small increase in resources to put towards their educational efforts.

Mr. Ullian stated that he does not see Mr. Jeffries workflow, but he does not know if Mr. Jeffries feels that historic preservation is an item he will get to when he can or if it is not the nearest fire. Mr. Jeffries replied that it is a little of both. He said the only time properties are designated is if property owners request it because that is how the City Code is written. The HPC cannot initiate the designation of a site in Vero Beach, but their role is to educate the community. Currently there is not a lot of interest from the community in designating properties, so there is not much of a workload at this time.

Mr. Ericson stated that the HPC only reviewed one (1) home last year, but the other side of the coin is educating the community. Some of those tasks have been talked about and he believes if they had extra resources that they could be used in the area of education.

Mr. Jeffries said the first step is to put the promotional materials together and they have the staff to do that.

Mrs. Francis said she agrees that they need to get the promotional materials to the people who can make a difference, such as the realtors who sell homes in the historic districts.

New homeowners need to be informed that they are moving into a historic neighborhood and that the homes could be designated historic.

Mr. Jeffries suggested that they have a review of the Sunshine Law and the Quai-Judicial procedures at their next meeting. He said that they should build their alliances with the volunteers and the key people in the community to keep promoting historic preservation. The key group they need to include in this process is the Historical Society because they are the advocator and the HPC needs to supply them with the informational materials. Some people think that once the property is designated, it will hinder any improvements the owner wants to make to their property.

Mr. Ullian said he agrees that they need to get the information published to educate people on the process. The HPC cannot do that as individuals, but they can endorse the process of getting it out to the public.

Mr. Ericson said there might be more of an interest in working toward a neighborhood approach. Mr. Jeffries said as a professional, the best way to do historic preservation is not necessarily by individual site, but by districts. However, there has been a reluctance by the City to do it by district. If they do the Special Zoning District for the Arts Village correctly, people will begin to see how it works.

Mr. Ericson said that identifying the neighborhoods they know about, which are Osceola Park and Original Town and by adding Edgewood, that gives them three (3) to start focusing on. He reported that the Arts Village has been in the works for about five (5) years and they are currently in the zoning process for trying to turn the neighborhood into an Arts Village. The Cultural Council developed a plan, it was adopted by the City, and it is part of the City's Comprehensive Plan. Now they are working with Mr. Jeffries to create a special district for the Edgewood neighborhood. Edgewood will remain primarily residential and the special zoning district will protect the historical style, but allow for some commercial use of the homes. They have held some open meetings for the neighborhood and their next step is to conduct a workshop with the Planning and Zoning Board.

Mr. Jeffries explained that the Arts Village Committee is creating a Land Development Code that is quite different from what the City currently has for the Edgewood neighborhood. The current Code separates the uses, but since they are creating an Arts Village and mixing in some other uses, they are developing a Form Based Code. He reported that in January or February, the Planning and Zoning Board will be discussing the Form Based Code so they can adopt specific procedures. Then in March or April, they want to hold a workshop in the neighborhood and not at City Hall. It might be possible to do it as a joint workshop with the Planning and Zoning Board and the HPC at the Community Center or the Heritage Center.

Mr. Ericson explained that the Cultural Council had a sub group that has been running this project for the past several years and now they will have to apply to become its own

501(c)(3) Organization. It will be a new small Board and more like a “Friends of the Arts Village” and they will need many volunteers.

Mrs. Todd said they need to get information out there on how the process works, what to expect, if there are any costs associated with it, etc. She thinks that most people believe that the City starts the ball rolling, but that is not the case.

Mr. Ericson stated that there is designation going on in the Osceola Park neighborhood, but it is National designation. National designation does not have as many restrictions. Mr. Jeffries explained that having a National designation provides tax credits and when Federal money is being spent on a project, they have to comply with the zoning district.

Mr. Ericson asked Mr. Jeffries if there is anything he needs from the HPC for the Annual Report. Mr. Jeffries stated he just needs a vote to accept the changes they made.

Mr. Ullian made motion to approve the Annual Report with the amendments. Mrs. Frances seconded the motion.

Mr. Jeffries asked to verify the amendments. He stated the he will correct the date to read 2020, add a bullet point under the Focus of Efforts to include the CLG training, and add a recommendation to the City Council that the HPC supports the adoption of the Arts Village.

The motion passed unanimously.

4. OLD BUSINESS

A) Update on Szechuan Palace

Mr. Jeffries said he did not add this item to the agenda and he does not have much information other than there is a party that is interested in preserving the site. Mr. Ericson asked if they were interested in purchasing the property. Mr. Jeffries replied yes, they want to purchase it from Florida Department of Transportation (FDOT). Mr. Ullian stated that he was not aware that FDOT was interested in selling it.

Mr. Jeffries stated that he will update the Commission in February or March, but if it is sold in January and they submit an application to designate the property, then they will have to schedule a hearing for that.

5. PUBLIC COMMENT

None

6. MEMBER’S MATTERS

At this time, Mr. Turner gave a brief overview of the Sunshine Law. He stated that the Sunshine Law is applicable to the Commission as a public agency and as appointed by the City Council. As members of the Commission, they cannot discuss any matters that would likely or probably come before the Commission for their consideration outside of a public meeting of the Commission. A public meeting is defined as a meeting of a public agency, Committee, or Commission. It requires there to be a public notice of the meeting, minutes taken, and there is public comment at the meeting. The second aspect of the Sunshine Law has to do with public records. He said any product of their actions that reflect City business, which can be electronic, such as emails, facebook, twitter, etc., are subject to public records. The procedure is if the Commission members receive any information to make sure it is given to the City Clerk for records retention. He said he will brief the HPC on Quasi-Judicial meetings at their next meeting.

Mr. Ullian asked what are the length of the terms of the Commission members. He has been on the Board for two (2) years and he has not heard anything about a renewal. Mr. Turner said he believes that most of them are four (4) year terms.

Mr. Ullian asked when does his term expire. Ms. Rita Hawkins, Senior Administrative Assistant, replied that his term expires on 6/15/2020 and he will be contacted by the City Clerk's office.

Mr. Ullian asked who sets the meeting date and time. He asked can the Commission consider changing them. Ms. Hawkins replied that the Commission can ask to change the date and/or time as long as it does not conflict with another scheduled meeting. Mr. Ullian suggested that they keep it on the same day, but change the time to 8:30 a.m. or 4:30 p.m. Mr. Erickson asked the Commission members if any of them had a conflict with those times. Mr. Jeffries said if they keep it the same day and have it at 8:30 a.m., he does not see a conflict with that.

Mr. Ullian made a motion to change their meeting time to 8:30 a.m. on the same Thursday of each month. Mr. Erickson seconded the motion and it passed unanimously.

Mr. Ericson stated there are some members that have not been at their meetings in a long time. He asked what is the process for deciding if someone is still on the Commission. Ms. Hawkins replied that if the members have asked for excused absences that is fine, but if they have several unexcused absences then the City Clerk's office will contact them.

Mr. Ericson requested to see the attendance records for the Commission members. Ms. Hawkins stated that she would make that request.

Mr. Jeffries stated that they need to have an Architect serving on the HPC, so if they know of an Architect who would like to serve on the Commission to have them contact the City Clerk's office.

Mr. Ullian asked if there was any waiver for having a Civil Engineer or General Contractor in place of an Architect.

Mr. Turner stated the City Code requires that the HPC have an Architect. Mr. Jeffries said that is so they are compliant with the CLG.

7. CHAIRMAN'S MATTERS

Mr. Ericson reported that he and Mr. Jeffries have talked about the promotional materials and Mr. Jeffries has the old copy that was drafted quite a while ago. Mr. Jeffries explained that once they have the printed promotional materials he will make sure it is on the City's website.

Mr. Ericson asked the Commission members to look at the Historical Preservation information under Planning and Development on the City's website because that is where there is a lot of information. He would like them to bring back their comments to the next meeting on what they would like to include in their informational pamphlet. He said the current pamphlet has some information in it that is not on the website. Once they have all the feedback and put it all together they will make sure the same information is on the promotional materials and the website.

Mr. Ullian suggested that next month's agenda include feedback from the HPC and the public on their existing promotional materials and the website.

Mr. Jeffries said he would like to provide a draft copy of the literature, but it will take a few months because of his work schedule.

8. ADJOURNMENT

Mrs. Francis asked if they will have a meeting in January. Mr. Ericson said he would hope so. He asked what is the date of their next meeting. Ms. Hawkins replied that their next meeting is scheduled for January 9, 2020.

Today's meeting adjourned at 10:42 a.m.

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