

**HISTORIC PRESERVATION COMMISSION (HPC) ORGANIZATIONAL MINUTES  
THURSDAY, OCTOBER 14, 2021 9:30 A.M.  
CITY HALL, COUNCIL CHAMBERS, VERO BEACH, FLORIDA**

**PRESENT: Members:** Jessica Francis; Diane T. Miller, Melinda Murphy, Debbie Avery, and John Roberts  
**Also Present:** Jason Jeffries, Planning and Development Director; Assistant City Attorney, Jennifer Flanigan and Deputy City Clerk, Sherri Philo

**1. SWEARING IN OF NEW MEMBERS – CITY CLERK**

Mrs. Tammy Bursick, City Clerk, administered the Oath of Office en masse.

**2. ELECTION OF OFFICERS**

**A) Chairman**

**Mrs. Miller nominated Mrs. Jessica Frances for Chairman of the Historic Preservation Commission (HPC). There were no other nominations. Mrs. Jessica Frances was unanimously appointed Chairman of the HPC.**

**B) Vice Chairman**

**Ms. Miller nominated Ms. Murphy for Vice Chairman of the HPC. Ms. Miller declined the nomination.**

**Ms. Murphy nominated Ms. Diane Miller for Vice Chairman of the HPC. There were no other nominations. Mrs. Diane Miller was unanimously appointed Vice Chairman of the HPC.**

**3. NEW BUSINESS**

**A) Jason Jeffries, Planning and Development Director, to discuss the Mission of the HPC**

Mr. Jason Jeffries, Planning and Development Director, reported that there is an application to designate a property as historic that would be coming before the Commission at their November 10, 2021 meeting. He noted that this would be a quasi-judicial hearing where they would give their recommendations to the City Council who would make the final decision. He then gave a brief overview of the mission of the HPC with the Commission members.

**B) Jenny Flanigan, Assistant City Attorney, to give a briefing of the Sunshine Law**

Ms. Jenny Flanigan, Assistant City Attorney, gave a Power Point presentation on the Sunshine Law (on file in the City Clerk's office).

Mrs. Francis said that she is currently in the process of purchasing a home and has been looking at historic properties. She asked if she purchased a home and wanted to designate it historic, what would be the process since she serves on the HPC. She asked would she just abstain from voting.

Ms. Flanigan said that is not a Sunshine Law issue, but it is a conflict of interest. She said that Mrs. Francis could participate, but she would recommend that Mrs. Francis abstain from voting.

**4. PUBLIC COMMENT**

None

**5. MEMBER'S MATTERS**

None

**6. CHAIRMAN'S MATTERS**

Mrs. Francis said that she has a list of suggestions and ideas for the Commission to go over that she would be sending to the City Clerk's office. She said that she would also work with the City Clerk's office on some ideas on what the past HPC has done for the Commission members to review. She suggested that the Commission members review the City's Historic Preservation website in order to get familiar with what has been done. She said that she would have the City Clerk's office email the members a copy of the brochure that the last HPC had been working on.

**7. NEXT MEETING DATE**

**A) The next HPC meeting date will be held on Wednesday, November 10, 2021 at 9:30 a.m.**

The next meeting of the HPC will be held on Wednesday, November 10, 2021 at 9:30 a.m., in the City Hall, Council Chambers.

**8. ADJOURNMENT**

Today's meeting adjourned at 9:55 a.m.

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