



CITY OF TITUSVILLE
HISTORIC PRESERVATION BOARD

AGENDA

Regular Meeting

December 2, 2024 - 1:00 PM

Council Chamber at City Hall

555 South Washington Avenue, Titusville, FL 32796

All persons who anticipate speaking on any Public Hearing item must fill out an Oath Card to be heard on that agenda item and sign the oath contained thereon. These cards are located on the table near the entrance to the Council Chamber or may be obtained from the Recording Secretary. This meeting will be conducted in accordance to the procedures adopted in Resolution #24-1997.

Those speaking in favor of a request will be heard first, those opposed will be heard second, and those who wish to make a public comment on the item will speak third. The applicant may make a brief rebuttal if necessary. A representative from either side, for or against, may cross-examine a witness.

Anyone who speaks is considered a witness. If you have photographs, sketches, or documents that you desire for the Commission to consider, they must be submitted into evidence and will be retained by the City. Please submit such exhibits to the Recording Secretary.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DETERMINATION OF A QUORUM**
- 4. APPROVAL OF MINUTES**
 - A. Minutes November 4, 2024**
Approve Minutes
- 5. QUASI-JUDICIAL CONFIRMATION PROCEDURES**
- 6. CONSENT AGENDA**
- 7. OLD BUSINESS**

A. Recognition of Historic Structures Without Designation

As the Board Desires

8. NEW BUSINESS

A. FEC Property 420 Pine Street State Marker Application

Discuss the State Marker program and determine the need for a Preliminary Report.

B. Election of Officers

Elect officers

9. PETITIONS AND REQUEST FROM THE PUBLIC PRESENT

10. REPORTS

A. City Staff Report

No Action

B. City Attorney

C. Chairman

D. Members

11. ADJOURNMENT

Any person who decides to appeal any decision of the Historic Preservation Board with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairperson that the physically handicapped person desires to attend the meeting.

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Members of the Historic Preservation Board
From: Brad Parrish, Community Development Director
Subject: **Minutes November 4, 2024**
Department/Office: Planning

Recommended Action:

Approve Minutes

Summary Explanation & Background:

Minutes November 4, 2024

Alternatives:

Amend Minutes

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. 11.04.24 Minutes Draft

The Historic Preservation Board (HPB) of the City of Titusville, Florida met in regular session at City Hall in the Council Chamber, located at 555 South Washington Avenue on Monday November 4, 2024 at 1:00 p.m.

XXX

Chairman Kiesel called the meeting to order at 1:00 p.m. Present were, Vice Chairman Petyk, Secretary Adams, Member Shifalo, Member Foster, Member Jonas and Alternate Member Crofton. Member Gaetjens and Alternate Member Davis were absent. Also attending were Redevelopment Planner Sue Williams, Planner Tabitha Armstrong, and Recording Secretary Laurie Dargie.

XXX

Vice Chairman Petyk motioned to approve the minutes from the October 7, 2024 meeting with a correction. Member Foster seconded. There was a unanimous voice vote in favor.

XXX

Old Business

Recognition of Historic Structures Discussion

The Historic Preservation Board had discussion relating to the procedures of how to recognize historical structures.

Vice Chairman Petyk suggested a quais-application.

Chairman Kiesel suggested having a round table discussion where the Historic Preservation Board members can pick out structures internally to review and discuss for potential recognition.

Member Foster said that the Heritage Counsel would select structures that were restored and would give recognition for doing an excellent job on the restoration.

Member Shifalo suggested that a simple form be filled out instead of an application. Member Shifalo also said that she would like to recognize structures of historic value and not just structures that have been restored. The recognition would maybe prompt or encourage the owner to maintain the structure.

The Historic Preservation Board members would like to make the recognition at the May 2025 annual workshop.

Redevelopment Planner Sue Williams provided a seven-page handout from the Joynerville & Beyond report showing potential landmarks for the board members to review. The Historic Preservation Board members had discussion on several of the structures in the handout.

Chairman Kiesel said that the discussion for today's meeting should be relating to the procedures rather than deciding on structures to recognize, which will come after the procedures are determined.

The Historic Preservation Board members decided to use a simple form which Member Foster said she will provide to Redevelopment Planner Sue Williams. They also decided that each Historic

Draft

Preservation Board member will research and bring one or two structure suggestions to discuss as structures to recognize. Chairman Kiesel also asked that the certificate examples be brought back for discussion at the next Historic Preservation Board meeting.

Redevelopment Planner Sue Williams asked for clarification as to if the Historic Preservation Board members want to recognize structures or people. The Historic Preservation Board members said that they are looking to recognize the structures rather than the people. There may be mention of the architect who built the structure, but the recognition is for the historic structure.

Chairman Kiesel said that the recognition will hopefully lead the owner to want to have the property locally designated.

XXX

Preservation Recommendations for Joynerville & Beyond

Member Foster said that there is a lot of good information in the Joynerville & Beyond report that will help with future signage. Member Foster said there are recommendations in the report for signage.

Redevelopment Planner Sue Williams said that she will be looking for grant opportunities for the Historic Preservation Board to pursue in April when they become available.

Secretary Adams said he would like to see Joynerville incorporated in the Explore Historic Titusville booklet.

Redevelopment Planner Sue Williams said that the full report is also available on the city's website in two locations.

The Historic Preservation Board would like to pursue grant opportunities to help with research and signage for the Joynerville area, and also to mark where structures used to be located.

Member Jonas brought up an area with several historic homes that should be considered for recognition near Dixie Crossroads.

XXX

Petitions & Request

None

XXX

Reports

Member Shifalo spoke about the mid-century modern structures and suggested having a listing that honors the space program. Member Shifalo said that Imperial Towers, now Dream Space Coast, is an excellent example of mid-century modern and she would like to see them recognized. The Historic Preservation Board suggested that they be reached out to for local designation. Member Shifalo volunteered to reach out to them about becoming locally designated.

Draft

Member Foster asked that staff look into 715 Indian River Avenue as she heard the owners of this structure will be requesting a demolition permit. Alternate Member Crofton said she also heard that the owner is looking to demolish the house. Redevelopment Planner Sue Williams said she looked and at this time there is no demolition permit applied for with the City of Titusville, but she will look into it and provide information back to the Historic Preservation Board Members.

Member Foster said she spoke to Seth Branson about the train station, and she was told that Florida East Coast Railway is not interested in working with the City of Titusville to preserve the station. Member Foster suggested that a state historical marker be bought and placed at the train station. Member Foster said that the Brevard County Historic Commission could possibly provide funding for the state historical marker. If they do not fund the marker, the Historic Preservation Board could apply for the state marker themselves.

XXX

Adjournment 1:46pm

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Members of the Historic Preservation Board
From: Brad Parrish, Community Development Director
Subject: **Recognition of Historic Structures Without Designation**
Department/Office: Planning

Recommended Action:

As the Board Desires

Summary Explanation & Background:

During the June 3, 2024, Historic Preservation Board (HPB) meeting, it was the consensus of the Board that the members would research ways to recognize historic structures without being locally or nationally designated and bring those ideas back to the HPB at the July 1, 2024 meeting for discussion.

During the July 1, 2024 HPB meeting, it was the consensus for staff to provide a draft sample certificate of recognition and the Historic Preservation Board will discuss the certificate, procedures and criteria for the recognition at the August 5, 2024 meeting.

Staff researched the process the Brevard Heritage Council Board members utilized during their recognition process. Each Board member researched one property to nominate, spoke with the owner and verified the property information utilizing public records. The Brevard Heritage Council hosted a recognition/celebration ceremony for recipients during their annual meeting in the evening with refreshments. The number of recipients would vary, normally between 2-4 at each recognition ceremony. Each recipient was able to speak about the renovation or rehabilitation of their property providing valuable information to the Brevard Heritage Council Board Members.

During the August 5, 2024 HPB meeting, there was consensus to pursue the recognition of the historic structures. There was also consensus the Board members need to come up with a process so that is done correctly. The HPB Board tabled the discussion until the October 2024 HPB meeting for discussion. After discussion at the October 7, 2024 meeting regarding the process and criteria, the HPB tabled this for further discussion at the November 2024 HPB meeting. During the November 4, 2024 HPB Meeting the Board decided they would like a form for the criteria. Member Foster stated she had a form the Brevard heritage Council utilized and would submit it to the staff. The forms provided by Member Foster are attached for the HPB Board to review and provide directions to staff on what information is desired in their form to move

forward.

Also attached are the draft certificates for review by the Historic Preservation Board to provide direction for staff.

Alternatives:

Do not move forward with Recognition of Historic Structures Without Designation

Item Budgeted:

Yes

Source/Use of Funds/Budget Book Page:

Historic Preservation Board Budget

Strategic Plan:

Goal 5 - Effective Governance

Strategic Plan Impact:

This action will continue the effectiveness of current advisory boards.

ATTACHMENTS:

1. Brevard Heritage Council Form for Sample
2. Styles of Certificates of Recognition

Date: _____
Area: _____
Team Captain: _____
Person Making Nomination: _____

**BREVARD HERITAGE COUNCIL
SURVEY FOR MAY AWARDS**

Nomination for: Banner Award _____ Certificate _____ Other _____

The Brevard Heritage Council Architectural Awards will be presented in the month of May. Certificates will be awarded to the owners of old buildings that have been renovated in a manner which compliments the historic value of the property, and complies with the current Brevard Heritage Council's Criteria for Historic Preservation Awards.

Site Name: _____

Address: _____

Contact Person: _____

Telephone: _____

Present Use: _____

Original Use: _____

Date of Construction: _____

Architectural Style: _____

Architectural Significance: _____

Interesting History or General Information: _____

Criteria: Comment on appropriate information:

Roof: _____

Siding: _____

Paint Color: _____

Windows: _____

Enclosures: _____

Addition / enclosures in compliance with style and materials of original edifice, windows, shutters, screens, awnings, burglar bars, etc.:

Alterations / replacements: _____

Site Information: Please Circle and/or fill in the blanks.

(Using Brevard Heritage Council/Sec. of Interior Rehab. Guidelines)

Integrity: ALTERED UNALTERED ORIGINAL SITE RESTORED

Present Use: Private Residence Commercial Educational Religious
 Industrial Governmental Other

Original Use _____

Date of Construction _____

Architectural Style _____

Architectural Significance _____

Significant original elements still remaining intact _____

Altered elements _____

Interesting History or General Information _____

(Photo)



Awards Qualification:

Historic Significance Certificates - Awarded by the Brevard Heritage Council as part of their annual survey of historic properties in Brevard County. Properties are included in the list of historic properties in Brevard County and are annotated regarding their historic role.

Minimum Qualifications are

- Structures that are over 50 years old
- Renovation or maintenance has been directed to preserving the historical features of the property.
- Property represents a part of the Brevard Historical Heritage

Places
BHC Architecture Banners - Awarded by the Brevard Heritage Council as part of their annual survey of historic properties in Brevard County. Properties are included in the list of historic properties in Brevard County and are annotated regarding their architectural significance.

Minimum Qualifications are:

- Structures that are over 50 years old
- Renovation or maintenance has been directed to preserving the historical features of the property
- Materials used are appropriate for the period of construction
- Exterior treatment did not damage the surface
- Exterior features were appropriate for the period, style
- Additions are compatible with the period and style
- Modifications are compatible with the period and style



Post Office Box 31 ■ Cocoa, Florida 32923 ■ (407) 631-6444

BREVARD HERITAGE COUNCIL
PROPOSED
CRITERIA FOR BANNER AWARDS
(PER MEETING JULY 16, 1998 & FOLLOW UP COMMENTS 9/4/98)

Applicable to Commercial and Residential Buildings:

1. All buildings shall be built prior to 1940 and well maintained.
2. Siding shall be original or artificial siding to duplicate the appearance of original period siding.
3. Window treatments shall be:
 - a. Original windows.
 - b. Appropriate replacement windows.
4. No inappropriate awnings.
5. Recent additions shall be appropriate and architecturally compatible with the original building.
6. No inappropriate paint colors.
7. No paint on brick buildings.
8. No inappropriate porches or porch enclosures.
9. No removal or alteration of any historic material or any distinguishing architectural features.
10. Any replacement of missing architectural elements shall duplicate original.
11. No addition of inappropriate material or trim.
12. No screens that change the appearance of the windows.
13. No inappropriate or non-compatible shutters.
14. No alterations of shape and materials of original roof. Roof additions shall match existing roof materials and style.
15. No window air conditioning units placed in front face of building.
16. Building modifications related to local, state and federal regulations regarding health, safety and handicap accessibility shall be exempt from the above criteria.



Brevard Heritage Council, Inc.

*..... Preserving our diverse cultural heritage so we can
understand the present and prepare for the future.*

Date_____

Dear Property Owner,

Your property is being considered for an award from the Brevard Heritage Council.
We're sorry we missed you but would appreciate the following information.

Contact person(s)_____

Telephone number_____

Present use of property_____

Original use of property_____

Date of construction_____

Date of completion_____

Interesting information or history of property_____

The survey team captain of your area is _____

Telephone_____Address_____

Please reply by _____. Your cooperation will be greatly appreciated
as it will aid us in giving awards to properties that meet our standards.

Sincerely,

Survey Team Member



Post Office Box 31 • Cocoa, Florida 32923 • (407) 631-6444
Office: The Tebeau-Field Library of Florida History, 435 Brevard Avenue, Cocoa, Florida

AREA 6
TITUSVILLE & NO. BREVARD

BHC AWARDS
 1990 THRU 1998

BANNER WINNERS

CERTIFICATE WINNERS

NOMINATED

PLAQUE OWNERS
NOT NOMINATED

<u>Mims:</u> 0	<u>Mims:</u> 3202 Rt. 46 3211 Rt. 46 3360 Rt. 46 5425 Rt. 46 2530 Folsom Rd.	<u>Mims:</u> 0	<u>Mims:</u> 2398 N. Singleton Ave. W. J. Dickens
<u>Titusville:</u> 703 Indian River Ave. 804 Indian River Ave. 1200 Riverside Dr. 1326 Riverside Dr. 1510 Riverside Dr. 1534 Riverside Dr. 337 S. Washington Ave. 424 S. Washington Ave. 214 Julia St. 704 Old Dixie Hwy. 414 Pine St. 900 Dummitt Ave. 1702 S. Washington Ave. La Grange Church 113 Riverside Dr. 612 Indian River Ave. 1450 Old Dixie Hwy.	<u>Titusville:</u> 715 Indian River Ave. 820 Indian River Ave. 915 Indian River Ave. 1110 Riverside Dr. 1120 Riverside Dr. 1226 Riverside Dr. 300 S. Washington Ave. 302 S. Washington Ave. 336-338 S. Washington Ave. 805 S. Washington Ave. 915 S. Washington Ave. 4480 S. Washington Ave. 4510 Mt. Vernon 4030 Coquina Ave. 4050 Coquina Ave. 231 Jepson St. 205 Acorn St. 2240 Old Dixie Hwy. 4090 Mt. Vernon Ave. 126 Grannis Ave. 1420 Main St. 104 Julia St. 479 N. Dixie Hwy. 1403 Indian River Ave.	<u>Titusville:</u> 2590 La Grange Rd. 2595 La Grange Rd. 308 Pine St. 503 S. Palm Ave.	<u>Titusville:</u> 0

NOTE: This list constitutes the current (1998) BHC Register Of
 Historic Buildings In Titusville & No. Brevard

bhcbang.wks



Brevard Heritage Council, Inc.

*..... Preserving our diverse cultural heritage so we can
understand the present and prepare for the future.*

Date_____

Dear

Congratulations! You have been selected to receive a Special Award from the Brevard Heritage Council for your support of historic awareness as reflected by your property.

Please join us on Saturday, May 6, 2000 as our honored guest at our annual Awards Presentation, from 5:30 p.m. until 8:30 p.m. This year's event will be at the Emma Parrish Theater in Titusville.

We are looking forward to sharing this celebration of Brevard County History with you. Please contact me with your reservation by April 28th . Your reservation is complimentary. Additional guest tickets may be purchased for \$6.00 each. Heavy hors d'oeuvres and sodas are included. The Theater will provide a cash bar.

Sincerely,

Survey Team Captain

Telephone_____

Address_____



Post Office Box 31 • Cocoa, Florida 32923 • (407) 631-6444
Office: The Tebeau-Field Library of Florida History, 435 Brevard Avenue, Cocoa, Florida

Date _____

Area _____

Team Captain _____

BREVARD HERITAGE COUNCIL

SURVEY FOR MAY AWARDS

The Brevard Heritage Council Architectural Awards will be presented in the month of May. There will be approximately 24 nominations for banner awards. All nominated building owners will receive framed certificates. The architect/judges will select banner award winners from these 24 nominees.

Each of the six area teams may submit up to four nominations for banners. The owner MUST be contacted for their approval to nominate their building prior to submitting the survey sheet. Formal letters will be sent to each owner to get their signature for approval to use their name, address, and building in publications and to determine how many people will attend the awards program.

Each nomination should include 2 ^{high resolution} color prints each of a front/side and a frontal view. ~~Also include 2 each color slides. It is recommended that two 35 MM cameras be used, one with colored slide film and the other with print film. It is recommended that you use 24 or 36 exposures, ASA 400 films.~~

Site Name _____ Contact Person _____

Address _____

City _____ Zip Code _____

Telephone _____

Instructions to locate:

Owner of Building _____

Address _____ Zip Code _____

City _____

Telephone _____

HERITAGE AWARD

TABITHA ARMSTRONG

555 S Washington Ave, Titusville, FL



Acknowledging the dedicated efforts in preserving and maintaining a notable historical building in Titusville, Florida and Brevard County.

AWARDED
SEPTEMBER 2024

**Titusville Historical
Preservation Board Chair**

2024

City of Titusville

Historic Preservation Board Award



Presented to

Tabitha Armstrong

for the property located at 555 S Washington Avenue in recognition of the dedicated efforts in preserving and maintaining a notable historical building in Titusville, Florida and Brevard County.

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Members of the Historic Preservation Board
From: Brad Parrish, Community Development Director
Subject: **FEC Property 420 Pine Street State Marker Application**
Department/Office: Planning

Recommended Action:

Discuss the State Marker program and determine the need for a Preliminary Report.

Summary Explanation & Background:

At the November 4, 2024, Historic Preservation Board (HPB) meeting there was discussion about placing a state historical marker at the FEC train station located at 420 Pine Street. The staff contacted the Brevard County Historic Commission for possible funding. The Brevard County Historic Commission no longer has a budget and has been absorbed into the library. The staff researched the Division of Historical Resources for the State Marker Application. Attached is the Application Checklist, the criteria and the cost. The cost for a double-sided marker with different text on both sides of the marker is \$2,920. A single-sided marker is \$2,540. In order to complete and submit an application for the Florida Historical Marker a Preliminary Documentation Report is needed from the Historic Preservation Officer. The proposal for the preliminary report is \$6,0000. The proposal is attached.

Alternatives:

1. Approve the scope of work for the Preliminary Report.
2. Approve the scope of work with changes.
3. Do not approve the scope of work.

Item Budgeted:

Yes

Source/Use of Funds/Budget Book Page:

Historic Preservation Budget

Strategic Plan:

Goal 5b Effective Governance

Strategic Plan Impact:

This action will continue the effectiveness of the current advisory board and ensure the history of the FEC Station at 420 Pine Street.

ATTACHMENTS:

1. State Historical Marker Information
2. FEC Train Station Documentation _Scope

FLORIDA DEPARTMENT *of* STATE

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Department of State / Division of Historical Resources / Preservation /
Historical Markers / Application Checklists

Marker Application Checklist

CHECKLIST FOR COMPLETING FLORIDA HISTORICAL MARKER APPLICATION

Content Needed for an Application

You will need the following information to complete the application.

- The historic **name** of the resource
- The resource **type**
- A statement of the resource's **significance**
- A **description** of the resource
- A **bibliography** of sources documenting the site's historical relevancy
- The **geographic coordinates** of the marker in decimal degrees (see determining marker coordinates (/historical/preservation/historical-markers/how-to-apply/determining-marker-coordinates/))
- Proposed **marker title and text**, including sponsors (see marker text tips & examples (/historical/preservation/historical-markers/how-to-apply/marker-text-tips-examples/))
- Days and times marker will be **accessible to the public**
- Name and contact information of the **resource owner**
- Name and contact information of the **marker caretaker** (the person responsible for erecting and maintaining the marker)

- Approval of the **owner of the property** where the marker will be placed

Attachments Needed for an Application

Applicants must submit, digitally or by mail, the following:

- A **signature page** signed by the owner of the property where the marker will be placed. (You will be able to print the signature page after your application form is submitted)
- A completed **Florida Master Site File form** (with number if available)
Visit **Master Site File Documents and Forms** (/historical/preservation/master-site-file/documents-forms/) to get a site file form and instructions for completing it.
- Up to three **maps** (in .pdf format) that illustrate:
 - the general area where the resource is located
 - the specific boundaries of the resource
 - the proposed location of the marker
- Copies of hard to find **sources referenced in the bibliography** (in .pdf format). You only need to scan and include sources that would be difficult to find.
- A **photograph of the proposed marker location** (in .png, .tif, or .jpg format). Do not send drawings or other artistic representations. Indicate the exact location where you desire the marker to be placed with a marker stand-in. Examples include:
 - A person
 - A mock-up of the marker
 - A digitally added marker or other indicator
- A **photograph showing the resource to be marked as it currently exists** (in .png, .tif, or .jpg format). Do not send drawings or other artistic representations.
- **OPTIONAL: A historical photograph of the resource** (in .png, .tif, or .jpg format)

For More Information

Historic Marker Program

850.245.6371

flheritage@dos.myflorida.com (<mailto:flheritage@dos.myflorida.com>)

Division of Historical Resources

Bureau of Historic Preservation

R.A. Gray Building
500 S. Bronough Street, Room 408
Tallahassee, Florida 32399-0250



Ron DeSantis, Governor
Cord Byrd, Secretary of State

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Florida Department of State
Phone: 850.245.6500

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500 South Bronough Street
Tallahassee, Florida 32399-0250

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FLORIDA DEPARTMENT *of* STATE

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Department of State / Division of Historical Resources / Preservation /
Historical Markers / How to Apply

How to Apply

Eligibility for Florida Historical Markers

The Florida Historical Marker Program recognizes historic resources, persons and events that are significant in the areas of architecture, archaeology, Florida history and traditional culture by promoting the placing of



historic markers and plaques at sites of historical and visual interest to visitors. The purpose of the program is to increase public awareness of the rich cultural heritage of the state and to enhance the enjoyment of historic sites in Florida by its citizens and tourists.

To be recognized as either a Florida Heritage Site or Florida Heritage Landmark a resource must meet the following criteria:

Florida Heritage Site

- To qualify as a Florida Heritage Site a building, structure or site must be at least 30 years old and have significance in the areas of architecture, archaeology, Florida history or traditional culture, or be associated with a significant event that took place at least 30 years ago.
- Resources associated with a historically significant person may qualify as a Florida Heritage Site 30 years after the death of the individual or 30 years after the event with which the person is associated.
- The resource should visibly retain those physical characteristics that were present during the period for which it or the associated person is significant.
- A moved building or structure may qualify as a Florida Heritage Site if the move was made 30 or more years ago, or the move was made to preserve the resource from demolition and reasonable attempts were made to ensure that the new setting is similar to the historical setting.

Florida Heritage Landmark

- To qualify as a Florida Heritage Landmark a building, structure or site must be at least 50 years old and have regional or statewide significance in the areas of architecture, archaeology, Florida history or traditional culture, or be associated with an event of statewide or national significance that took place at least 50 years ago.
- Resources associated with persons of regional or statewide historical significance may be recognized with Florida Heritage Landmark status 50 after the death of the individual or 50 years after the historical event with which the person is associated.
- In certain cases, resources that are less than 50 years old but are significant at the statewide or national level also may qualify as a Florida Heritage Landmark.
- The resource should visibly retain those physical characteristics that were present during the period for which it or the associated person is significant. A moved building or structure may still qualify as a Florida Heritage Landmark if the move was made 50 or more years ago, or the move was made to preserve the resource from demolition and reasonable attempts were made to ensure that the new setting is similar to the historical setting.

Application Process

The application process has three phases and you find more information on each of them by clicking on the links below.

Phase I: Assembling the Application

(/historical/preservation/historical-markers/how-to-apply/assembling-the-application/)

Phase II: Review and Approval

(/historical/preservation/historical-markers/how-to-apply/review-approval/)

Phase III: Manufacturing and Installation

(/historical/preservation/historical-markers/how-to-apply/manufacturing-installation/)



Ron DeSantis, Governor

Cord Byrd, Secretary of State

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Florida Department of State

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Tallahassee, Florida 32399-0250

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FLORIDA DEPARTMENT *of* STATE

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[Department of State](#) / [Division of Historical Resources](#) / [About](#) / [Division FAQs](#) / [Marker](#)

Historical Markers

1. How much does a Florida Historical Marker cost?
2. What is included in the cost of the marker?
3. What are the dimensions of a historical marker?
4. How long does it take to produce a historical marker?
5. What happens if I find a damaged historical marker?
6. What do I do if I have marker in need of restoration?
7. How much is shipping?

Q: How much does a Florida Historical Marker cost?

A: The cost of Florida Historical Markers is determined by the amount of text. For a single-sided marker with the same text on both sides of the marker, the cost is \$2,540. For a double-sided marker with different text on both sides of the marker, the cost is \$2,920. Costs are subject to change, and you will be notified of the current cost after your application is approved by the Florida Historical Marker Council.

Q: What is included in the cost of the marker?

A: The marker cost include the sign, post, and shipping. There is an additional shipping cost for marker shipped to the Florida Keys.

Q: What are the dimensions of a historical marker?

A: Cast aluminum, text area is 30" high by 42" wide; dark blue background; letters and Florida Heritage emblem are white; comes with a 7' concrete post coated with

brushed aluminum (three feet of the post goes into the ground). Markers weigh around 95lbs.

Q: How long does it take to produce a historical marker?

A: Marker production usually takes 20–24 weeks after the finalized text is submitted to the manufacturer. This estimate is based on the manufacturer's production backlog. At times of high production, it can take longer to receive your marker.

Q: What happens if I find a damaged historical marker?

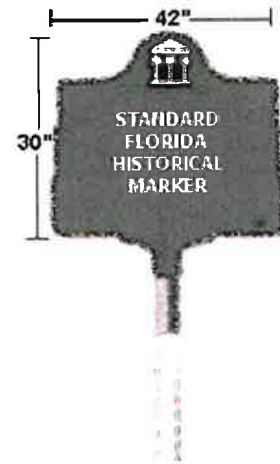
A: If you encounter a damaged historical marker, please contact our office at (850)245-6333. We will need the location of the marker, and digital photos of the marker, if possible.

Q: What do I do if I have marker in need of restoration?

A: The Division of Historical Resources covers the restoration of all state historical markers. If you know of a marker in need of restoration, please contact our office at (850)245-6333.

Q: How much is shipping?

A: For most the state, there is no charge for shipping your historical marker. For the Florida Keys and other limited access areas, Sewah will cover \$175 of the shipping costs but the applicant will be responsible for any additional shipping charge. Please inquire before ordering for a shipping quote.



Ron DeSantis, Governor
Cord Byrd, Secretary of State

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R.A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

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FLORIDA DEPARTMENT *of* STATE

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Department of State / Division of Historical Resources / Preservation /
Historical Markers / How to Apply / I. Assembling the Application

I. Assembling the Application

APPLICATION PROCESS PART I

Step 1. Understand Your Responsibilities

The Florida Historical Marker applicant must:

1. Research the resource to determine historical significance (or designate someone to do so).
2. Provide a suggested marker text.
3. Obtain property owner's permission to place a marker at the proposed marker location.
4. Complete and submit the marker application and supporting documents.
5. Purchase the marker.
6. Arrange for installation of the marker.

Step 2: Ensure Your Resource Meets the Criteria

The eligibility requirements for a Florida Historical Marker can be found on the [How To Apply \(/historical/preservation/historical-markers/how-to-apply/\)](#) page.

Step 3. Collect Required Application Information

Make sure you have all the required information collected before beginning the markers application. You will be able to save and come back to the application at any time, but collecting the information in advance will make the process smoother.

Step 4: Complete & Submit the Application Form

The application form is available at apps.flheritage.com/markers/apply (<http://apps.flheritage.com/markers/apply/>). When you begin the application form, the system will email you an access code that you can use if you want to save and come back to your application form at a later time.

We recommend that you prepare your marker text in an external tool (such as Microsoft Word) and copy and paste it into the application form.

You will need the following information to complete the application.

- The historic **name** of the resource
- The resource **type**
- A statement of the resource's **significance**
- A **description** of the resource
- A **bibliography** of sources documenting the site's historical relevancy
- The **geographic coordinates** of the marker in decimal degrees (see determining marker coordinates (</historical/preservation/historical-markers/how-to-apply/determining-marker-coordinates/>))
- Proposed **marker title and text**, including sponsors (see marker text tips & examples (</historical/preservation/historical-markers/how-to-apply/marker-text-tips-examples/>))
- Days and times marker will be **accessible to the public**
- Name and contact information of the **resource owner**
- Name and contact information of the **marker caretaker** (the person responsible for erecting and maintaining the marker)
- Approval of the **owner of the property** where the marker will be placed.

Step 5: Assemble your Supplemental Materials Package

To complete your application, you must submit a mailed application package containing the following:

- A **signature page** signed by the owner of the property where the marker will be placed. (You will be able to print the signature page after your application form is submitted)
- A completed **Florida Master Site File form** (with number if available)
Visit **Master Site File Documents and Forms** (</historical/preservation/master-site-file/documents-forms/>) to get a site file form and instructions for completing it.
- Up to three **maps** (in .pdf format) that illustrate:
 - the general area where the resource is located
 - the specific boundaries of the resource
 - the proposed location of the marker
- Copies of hard to find **sources referenced in the bibliography** (in .pdf format). You only need to scan and include sources that would be difficult to find.
- A **photograph of the proposed marker location** (in .png, .tif, or .jpg format). Do not send drawings or other artistic representations. Indicate the exact location where you desire the marker to be placed with a marker stand-in. Examples include:
 - A person
 - A mock-up of the marker
 - A digitally added marker or other indicator
- A **photograph showing the resource to be marked as it currently exists** (in .png, .tif, or .jpg format). Do not send drawings or other artistic representations.
- **OPTIONAL: A historical photograph of the resource** (in .png, .tif, or .jpg format)

Supplemental Materials can be sent via email or via the mail.

Mailed in materials can be sent on a CD, flash drive, or as hard-copy documents.

Materials should be sent to the following address:

State Historical Marker Coordinator
R.A. Gray Building
500 S. Bronough Street, Room 408
Tallahassee, Florida 32399-0250

For More Information

Historic Marker Program

850.245.6371

flheritage@dos.myflorida.com (<mailto:flheritage@dos.myflorida.com>)

Division of Historical Resources

Bureau of Historic Preservation

R.A. Gray Building

500 S. Bronough Street, Room 408

Tallahassee, Florida 32399-0250



Ron DeSantis, Governor

Cord Byrd, Secretary of State

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Florida Department of State

Phone: 850.245.6500

R.A. Gray Building

500 South Bronough Street

Tallahassee, Florida 32399-0250

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September 7, 2023

Brad Parrish AICP
Planning Manager
555 S. Washington Ave.
Titusville, FL 32796

Reference: Proposal for Documentation Report - 420 Pine Street/FEC Train Station

Dear Brad:

We appreciate the opportunity to provide historic preservation services to the City of Titusville, more specifically with the preparation of a documentation report for the FEC Train Station located at 420 Pine Street. The following tasks will be conducted:

- Conduct a site visit to take photographs.
- Coordinate with the North Brevard Historical Museum to obtain information or images they may have regarding the structure.
- Research history of the site and building.
- Prepare the documentation report, which will include general information about the property, such as location and name, historic and architectural significance, and contextual history.
- We will conduct two (2) rounds of revisions based on staff and Historic Preservation Board review.

No meetings have been included in the scope. The professional services described in this work order shall be billed on an hourly basis, not to exceed an estimate of \$6,000. The estimate includes indirect expenses incurred on the project's behalf.

Again, thank you for the opportunity to work with you and the Historic Preservation Board on this exciting project. If this proposal is acceptable, please let us know in writing if we can proceed with the work.

Sincerely,

Inspire Placemaking Collective, Inc.

A handwritten signature in purple ink that reads "Patricia A. Tyjeski".

Patricia A. Tyjeski, AICP
Principal Planner

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Members of the Historic Preservation Board
From: Brad Parrish, Community Development Director
Subject: **Election of Officers**
Department/Office: Planning

Recommended Action:

Elect officers

Summary Explanation & Background:

Article IV of the Historic Preservation Board By-Laws state, the Chairman of the Historic Preservation Board shall be elected by said Board from its number, for a term of one (1) year, or until a successor is qualified and elected. The Board shall, from its number, fill any vacancy of the office of the Chairman. The election of Historic Preservation Board Officers shall be held the first regular meeting in the month of November each year. The Vice-Chairman and Secretary shall be elected by the Historic Preservation Board from its number, and the terms of office shall be concurrent with that of the Chairman. The Board shall, from its number, fill any vacancy in the office of the Vice-Chairman or Secretary.

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. Historic Board By-Laws

City of Titusville, Florida

HISTORIC PRESERVATION BOARD BYLAWS

ARTICLE I. OBJECTIVES AND PURPOSES

Section 1. The objective and purpose of the City Historic Preservation Board shall be those set forth in the City Charter and Code of Ordinances of the City of Titusville.

ARTICLE II. MEMBERSHIP

Section 1. Membership shall be in accordance with the provisions of the City Charter and Code of Ordinances of the City of Titusville.

Section 2. The City Council may in its discretion remove any member appointed to the Historic Preservation Board by a majority vote upon first giving two (2) weeks written notice by first class mail to the address on file with the City Clerk. The affected Board Member may request a hearing before City Council provided that written notice is filed with the City Clerk at least twenty-four (24) prior to the meeting at which the matter is to be acted upon. If any member of the Board is convicted of a felony, that position on the Commission shall be forfeited immediately and the seat vacated. Any member of the commission who fails to attend three (3) or more consecutive regular meetings (not including special or workshop meetings) shall automatically forfeit membership on the Board and the Chairman shall so inform the City Council. Any member of the Board who fails to attend more than fifty percent (50%) of the regular, special or workshop meetings during a six (6) month period shall automatically forfeit membership on the Board and the Chairman shall so inform the City Council. Upon the approval of the City Council, the Council may authorize a member to miss more than three (3) consecutive meetings or more than fifty percent (50%) of the regular, special or workshop meetings during a six (6) month period. All members shall abide by the Standards of Conduct set forth in City of Titusville Code of Ordinances, Chapter 2, Article IV., Division 4.

ARTICLE III. OFFICERS AND DUTIES

Section 1. The Officers of the Historic Preservation Board shall be:

- a) A Chairman, who shall preside at all meetings and shall have special duties as further, prescribed in these bylaws.

- b) A Vice-Chairman, who shall, in the absence of the Chairman or in the event of the Chairman's inability to act, preside at all meetings and shall have the power to function in the same capacity as the Chairman.
- c) A Secretary who shall, in the absence of the Chairman and the Vice-Chairman, or in the event of their inability to act, preside at all meetings and shall have the power to function in the same capacity as the Chairman.

ARTICLE IV. ELECTION OF OFFICERS

- Section 1. The Chairman of the Historic Preservation Board shall be elected by said Board from its number, for a term of one (1) year, or until a successor is qualified and elected. The Board shall, from its number, fill any vacancy of the office of the Chairman. The election of Historic Preservation Board Officers shall be held the first regular meeting in the month of November each year.
- Section 2. The Vice-Chairman and Secretary shall be elected by the Historic Preservation Board from its number, and the terms of office shall be concurrent with that of the Chairman. The Board shall, from its number, fill any vacancy in the office of the Vice-Chairman or Secretary.

ARTICLE V. MEETINGS

- Section 1. Regular Historic Preservation Board Meetings shall be held on Monday of each month at 1 p.m. at the City Administration Building of the City of Titusville.
- Any Regular Meeting may be adjourned to a definite date and time, as established by four (4) affirmative votes of the Historic Preservation Board members.
- Section 2. Adjourned, called or special meetings may be held at any time or place by the Board, provided that such meetings shall be held as required, subject to the call of the Chairman, or in the absence of the Chairman, by the Vice-Chairman, or in the absence of the Chairman and the Vice-Chairman, by the Secretary. Upon written request of four (4) members of the Board, a special or called meeting shall be held by the Chairman, or in the absence of the Chairman, by the Vice-Chairman, or in the absence of the Chairman and Vice-Chairman, by the Secretary.
- Section 3. Each member shall be notified of the place and date of each meeting by a written notice or by telephone at least 24 hours prior to any adjourned, called, or special meeting.

Section 4. All meetings of the Historic Preservation Board and its committees and sub-committees shall be open to the general public.

ARTICLE VI. ORDER OF BUSINESS

Section 1. At all Regular Historic Preservation Board meetings the general order of business before the Board shall be as follows:

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of the Minutes
5. Quasi-Judicial Confirmation Procedures
6. Consent Agenda
7. Old Business
8. New Business
9. Petitions and Request from Public Present
10. Reports
 - a) City Staff
 - b) City Attorney
 - c) Chairman
 - d) Members
11. Adjournment

Section 2. Citizens present having business before the Board shall be invited to speak only prior to the matter with which they are concerned. If, in the opinion of the Chairman, time limitations are necessary in order to carry out the agenda, the Chairman may place time limits for each speaker appearing before the Board.

Section 3. The order of business for called or special meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Business which is the Subject of the Special or Called Meeting
5. Adjournment

Section 4. In order to provide an opportunity for discussion of problems and business before the Board prior to the making of a motion, it shall be the duty of the Chairman or Acting Chairman to state the matter of business to the Board and to provide a period of discussion of the facts relevant to the problem prior to entertaining a motion relative to the item of business. However, after a motion is made and seconded, the Chairman may ask for additional discussion if deemed necessary.

ARTICLE VII. QUORUM & ASSIGNMENT OF ALTERNATE MEMBERS

- Section 1. For the purpose of transacting business at any regular meeting, adjourned, special or called meeting, four (4) members shall constitute a quorum and an affirmative vote of four (4) members shall be required to pass on any matter.
- Section 2. If a regular member(s) is not present at the start of the meeting or absent from the meeting, the chairman shall designate which alternate member(s) to serve in that absent regular member(s) place. After the Roll Call but prior to the determination of a quorum, the chairman shall appoint an alternate member to serve in the place of any absent regular member.
- Section 3. In the event a member shows up late and an alternate member has been assigned to that member's position, the alternate member shall complete their service in that member's position until that agenda item has been acted upon at that specific meeting. This does not prevent the late arriving regular member from voting on any actions regarding said agenda item(s) which they have fully and/or partially missed due to their late arrival at any other meetings when that specific item is being discussed. Examples of such situations are:
- a) Approval of minutes at future meeting regarding that agenda item(s),
 - b) A tabled agenda item that is being removed from the table for action.
 - c) Re-voting on an agenda item that is being reconsidered in accordance with Robert's Rules of Order.
- Section 4. Prior to commencing with agenda item, after a quorum has been established, the chairman shall ask the Board members to review the agenda items to insure they have no conflict of interest that would prevent them for participating and voting on any particular items on the agenda. If a member (regular or alternate members) has a conflict of interest regarding an agenda item, the chairman shall pick an alternate member to sever in that member's place regarding that individual agenda item.
- Section 5. In the event a member is unable to be present at the meeting until its completion, for whatever reason, after arriving at the meeting, said member shall so advise the Chairman in advance so that an alternate may be designated for maximum participation on the pertinent agenda item(s) of the agenda. The Chairman shall inform the recording secretary to note such instillation of alternate members for the record.

ARTICLE VIII. MINUTES

- Section 1. The Board shall keep a record of minutes of all meetings, and these minutes shall become a public record after approval by the Board.

Section 2. It shall be the responsibility of the Planning and Growth Management Department to prepare minutes of all regular, adjourned, special and called meetings of the Board.

Section 3. All minutes, after preparation shall be presented to the Board for official acceptance certifying that the minutes are an accurate and correct record of the proceedings of the Meeting. Minutes shall be accepted by official roll call vote of the Board.

ARTICLE IX. COMMITTEES

Section 1. The Chairman may appoint such Committees as deemed necessary.

ARTICLE X. HEARINGS

Section 1. The Board may hold public hearings when deemed expedient and necessary on all matters, which may come before it. Notice of such hearings shall be in accordance with the provisions of the City Charter and Code of Ordinances of the City of Titusville.

Section 2. Committees or sub-committees, either standing or special, may hold hearings opens to the public on any matter before such committee as deemed appropriate by the committee concerned with the subject matter.

ARTICLE XI. VOTING

Section 1. Voting on all matters of business before the Board shall be made by roll call. The Community Development Department assigned secretary shall record the vote of each member in rotating order. In no case shall a member request that a vote be deferred to a position on the roll call other than in rotating order.

Section 2. No member present shall abstain from voting on roll call vote unless it is established that such member has a conflict of interest in the matter being voted upon.

Section 3. The Chairman shall be an ex-officio member on all committees, both standing and special, but shall have no vote in the committee.

Section 4. Alternate members shall not be permitted to participate in discussion of agenda items as a member of the Board when not official appointed by the chairman to fill in for an absent regular member.

ARTICLE XII. PARLIAMENTARY AUTHORITY & ORGANIZATION PROCEDURE

- Section 1. The rules contained in the most recent revised edition of Roberts Rules of Order as published by the Scott Publishing Company shall apply in all meetings of the Board and Committees to the extent that such rules are not in conflict with these bylaws. The Board and committees thereof shall comply with the organizational procedure set forth in these bylaws.

ARTICLE XIII. CORRESPONDENCE & COMMUNICATIONS

- Section 1. Official communications of the Board to the City Council of the City of Titusville shall be in writing, and all original records, recommendations and reports shall be kept in the file of the City Clerks Office.
- Section 2. It shall be the duty of the Secretary to draft and sign all correspondence necessary for the execution of the duties and the functions of the Board. Any correspondence, notices, (other than administrative procedures) and communications originating from the Board shall be approved by an affirmative vote of four (4) members of the Board.
- Section 3. All official minutes, papers, reports, studies, and plans involving the authority of the Board, after acceptance by an affirmative vote of at least four (4) members of the Board, shall bear the signature of the Chairman, or Vice-Chairman in the absence of the Chairman.

ARTICLE XIV. AMENDMENT

- Section 1. Amendments to these bylaws must be presented for discussion at one meeting and voted upon at the following meeting. All proposed amendments must be presented in writing and must be approved by the affirmative vote of at least four (4) members said Board.

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Members of the Historic Preservation Board
From: Sue Williams
Subject: **City Staff Report**
Department/Office: Community Development

Recommended Action:

No Action

Summary Explanation & Background:

- Joynerville Books - Addiitional 5,000 ordered
- Update on 715 Indian River Avenue

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Members of the Historic Preservation Board

From:

Subject: City Attorney

Department/Office: Planning

Recommended Action:

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Members of the Historic Preservation Board

From:

Subject: Chairman

Department/Office:

Recommended Action:

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Members of the Historic Preservation Board

From:

Subject: **Members**

Department/Office:

Recommended Action:

Summary Explanation & Background:

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None