



CITY OF TITUSVILLE

HISTORIC PRESERVATION BOARD

AGENDA

Regular Meeting

January 6, 2025 - 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 December 2, 2024**
Approve Minutes
- 5. QUASI-JUDICIAL CONFIRMATION PROCEDURES**
- 6. CONSENT AGENDA**
- 7. OLD BUSINESS**

A. Recognition of Historic Structures Without Designation

Approve or make changes to the criteria form and certificate for recognition of Historic Structures without designation and research properties to discuss at the proposed round table workshop.

8. NEW BUSINESS

A. HPB Annual Workshop

Discussion for the 2025 HPB Annual Workshop to include agenda, speakers, location, possible dates and times, etc. The staff is recommending continuing neighborhood discussion of Joynerville and Beyond at the Workshop.

9. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT

10. REPORTS

A. City Staff

No action needed at this time.

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 December 2, 2024**
Department/Office: Planning

Recommended Action:

Approve Minutes

Summary Explanation & Background:

Minutes December 2, 2024

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. 12.02.24 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 December 2, 2024 at 1:00 p.m.

XXX

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

XXX

Secretary Adams motioned to approve the minutes from the October 7, 2024 meeting as presented. Member Jonas seconded. There was a unanimous voice vote in favor.

XXX

Old Business

Recognition of Historic Structures Discussion

Redevelopment Planner Sue Williams asked if the Historic Preservation Board members could provide direction as to what they would like to have on the application for recognition. Ms. Williams said that the attachments in the agenda packet were provided by Member Foster as examples of what is being used by the county.

The Historic Preservation Board members had discussion regarding the application examples. They went over the forms and Ms. Williams made notes on her copy as to their likes, dislikes, additions and changes.

The Historic Preservation Board members would like the application to be simple. The Historic Preservation Board members would like for the certificate to have the script font, recognition of the address (structure) and not the owners, and to use a color photo.

Member Shifalo suggested inviting all owners of the current locally designated structures and to invite the owners of structures that are on the National Register to the May annual workshop to encourage moving forward with having their structure locally designated.

New Business

XXX

Florida East Coast Railway Station – 420 Pine Street State Marker Application

Ms. Williams gave an overview of this item.

The Historic Preservation Board members had discussion and came to a consensus that since the Florida East Coast Railway has no interest in working with the City of Titusville to preserve the station, they do not want to proceed with spending funds to have a report done as required to obtain a state marker.

XXX

Member Shifalo made a motion to not proceed with any reports or state marker for the Florida East Coast Railway station at 420 Pine Street, Titusville, Florida. Member Jonas seconded.

Roll call was as follows:

Secretary Adams	Yes
Member Jonas	Yes
Vice Chairman Petyk	Yes
Member Shifalo	Yes

Motion passed.

XXX

Election of Officers

Vice Chairman Petyk nominated Allen Kiesel for Chairman. Member Jonas seconded.

Vice Chairman Petyk nominated Joseph Adams for Secretary. Member Jonas seconded.

Member Shifalo nominated Deborah Petyk for Vice Chairman. Member Jonas seconded.

Roll call was as follows for all three nominations.

Member Jonas	Yes
Secretary Adams	Yes
Member Shifalo	Yes
Vice Chairman Petyk	Yes

Motion passed.

XXX

Petitions & Request

None

XXX

Reports

Redevelopment Planner Sue Williams said that fifty more of the Joynerville & Beyond booklets were ordered and the funds came out of the Planning Department's budget.

Ms. Williams said that a building permit to repair the seawall was issued for the 715 Indian River Avenue property, and that is the only permit issued at this time. The structure is not on any historical registries.

Member Shifalo stated that she would like the Joynerville community to always be involved when their community is discussed.

Vice Chairman Petyk said she would like for the Historic Preservation Board members to also be involved in meetings that pertain to the historic areas of Titusville. Ms. Williams said that she is also the liaison to the Community Redevelopment Agency and will inform the Historic Preservation Board of things that come up.

XXX

Adjournment 1:41pm

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Members of the Historic Preservation Board
From: Sue Williams, Redevelopment Planner
Subject: **Recognition of Historic Structures Without Designation**
Department/Office: Community Development

Recommended Action:

Approve or make changes to the criteria form and certificate for recognition of Historic Structures without designation and research properties to discuss at the proposed round table workshop.

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.

The 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 that the Board members need to come up with a process so that it is done correctly. The HPB Board tabled the discussion until the October 2024 HPB meeting. 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 Historic Preservation board reviewed the forms at the December 2, 2024, meeting and provided direction to staff. The staff created a form for the HPB and a certificate which is attached for review.

The Historic Preservation Board has discussed having a round table meeting to choose possible structures for recognition and presenting the certificates at the HPB Annual Workshop in May. The staff is recommending having the round table meeting directly after the February 3, 2025 Historic

Preservation Board meeting is adjourned.

Alternatives:

As the Board desires.

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 continues the effectiveness of the current advisory board.

ATTACHMENTS:

1. Recognition without Designation Application draft
2. Historic Preservation Board Award V2

**CITY OF TITUSVILLE
HISTORIC PRESERVATION BOARD
APPLICATION OF RECOGNITION**

The Historic Preservation Board will present a recognition certificate at the annual Historic Preservation Board workshop in May. Certificates will be presented to the owners of the structures that have been well-maintained in a manner which compliments the historic value of the property and complies with the current Historic Preservation Board's criteria for recognition.

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:

Significant original elements still remaining intact

Integrity: ALTERED UNALTERED ORIGINAL SITE RESTORED

(PHOTO)

Historic Preservation Board Award

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**

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Members of the Historic Preservation Board
From: Sue Williams, Redevelopment Planner
Subject: **HPB Annual Workshop**
Department/Office: Community Development

Recommended Action:

Discussion for the 2025 HPB Annual Workshop to include agenda, speakers, location, possible dates and times, etc. The staff is recommending continuing neighborhood discussion of Joynerville and Beyond at the Workshop.

Summary Explanation & Background:

Discussion for the 2025 HPB Annual Workshop to include agenda, speakers, location, possible approximate dates and times, etc. Continue neighborhood discussion of Joynerville and Beyond at the Annual Workshop. The Historic Preservation Board will present recognition without designation at the Workshop.

Alternatives:

As the Board desires.

Item Budgeted:

Yes

Source/Use of Funds/Budget Book Page:

Historic Preservation Board budget

Strategic Plan:

Goal 5 - Effective Governance

Strategic Plan Impact:

Goal 5b - this will continue the effectiveness of this advisory board.

ATTACHMENTS:

None