CITY OF TITUSVILLE

HISTORIC PRESERVATION BOARD

AGENDA

Regular Meeting

November 4, 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 October 7, 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

B. **Joynerville and Beyond - Recognition and Public Education**
As the Board Desires

8. NEW BUSINESS

9. PETITIONS AND REQUEST FROM THE PUBLIC PRESENT

10. REPORTS

A. **City Staff**

1. Agenda Layout Explanation

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 October 7, 2024**

Department/Office: Planning

Recommended Action:
Approve Minutes

Summary Explanation & Background:
Minutes October 7, 2024

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:
1. 10.07.24 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 October 7, 2024 at 1:00 p.m.

XXX

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

XXX

Vice Chairman Petyk motioned to approve the minutes from the September 3, 2024 meeting as presented. Member Shifalo seconded. There was a unanimous voice vote in favor.

XXX

Petitions & Request
None

XXX

Chairman Kiesel asked that Item 8C be heard before Item 6B on the agenda. The Historic Preservation Board members agreed to have this change made.

XXX

Old Business

Recognition of Historic Structures Discussion
The Historic Preservation Board members had discussion relating to the award names in the agenda packet. They also discussed the Joynerville & Beyond report and how to pursue recognizing the structures that were pointed out in the report.

Member Shifalo suggested starting within the Joynerville area and suggested a mid-century structure.

Vice Chairman Petyk suggested the Sego House. She also suggested having this be a Preservation Award that is presented at the annual Preservation Board Workshop.

Chairman Kiesel said that the Historic Preservation Board needs to further discuss in detail the funding that will be needed, the process and criteria for selecting the structure being recognized and how many structures should be recognized at a time.

The Historic Preservation Board wants to pursue this project as it is a good way to show the Historic Preservation Board's appreciation to those in the community who are taking pride in preserving their historical structures.

DRAFT

Chairman Kiesel said the Historic Preservation Board can discuss the criteria in more detail at the next meeting.

XXX

Preservation Recommendations for Joynerville & Beyond

Member Shifalo spoke about sessions she attended at the conference. She said that she attended a session on oral history. She suggested generating community outreach and input. She would like to get the youth involved to get history from the Joynerville community and give oral history as stories. Member Shifalo said that Mr. Ennis Davis has been involved with these sessions and she would like for Mr. Davis to help et the youth of this neighborhood involved in the history and storytelling. Member Shifalo said that she would like to utilize the arts. Member Shifalo said this would be educational.

Member Foster said that they may be able to get educators involved who are interested in this type of project regarding Isaac Campbell Park or the Harry T. Moore. Member Foster said that the oral history could be show-cased on the City's website, kept as public record and the student could be presented with a certificate of achievement.

The Historic Preservation Board discussed reaching out to the specific properties in the report and inviting them to a Historic Preservation Board and explaining the local designation process.

Mr. Parrish said that the Joynerville report was to document the history and branding of the neighborhood. Mr. Parrish reminded the Historic Preservation Board that this neighborhood did not want to have restrictions and would suggest approaching them with community recognition and maybe the same Preservation Awards as the previous item.

Mr. Parrish said that the Historic Preservation Board could apply for another grant to help with a community recognition program and a community branding program for special signage and street signs. Mr. Parrish said that the report gave guidelines to the branding which would be helpful.

The Historic Preservation Board members agreed with Mr. Parrish's comments.

The Historic Preservation Board would like to continue to get input from the community and also to have the youth of the community involved.

The Historic Preservation Board would also like to pursue a grant to get a facilitator involved to help get this project started.

XXX

Reports

Mr. Parrish asked if the Historic Preservation Board would like to have the Joynerville & Beyond report printed, the quantity and how they would like it to be bound. The Historic Preservation Board decided they would like fifty copies to be spiral bound. Mr. Parrish stated that staff obtained three quotes and he would ask if the Historic Preservation Board would approve a maximum amount of $1,150.00 to be spent on the printed copies. The Historic Preservation Board members agreed to the maximum amount of $1,150.00 for printed copies of the Joynerville & Beyond report.

Member Foster asked if she could take the following items to a conference. Architectural Design Guidelines, Explore Historic Titusville booklets, six of the locally historic designation panels, a copy of the Historic Preservation Board ordinance, and the PowerPoint presentation that was given regarding the Architectural Design Guidelines. The Historic Preservation Board said yes to all of this.

Member Foster shared her concerns and opinion relating to the paint color at the Titusville Playhouse. Member Foster also voiced concerns that she has heard from the community regarding their displeasure with the color. Member Foster wanted to make known that this was not approved by the Historic Preservation Board and she said that some community members are blaming the Board for this paint color. Member Foster would like to know what the specific boundaries of the Historic District are.

Mr. Parrish shared the Historic District boundaries with the Historic Preservation Board members and explained that these boundaries were set in the 1990's. Mr. Parrish further explained that in 2010 and 2012 there were ordinances set in place as local protection over the district.

Member Shifalo asked for additional clarification regarding the Neighborhood District Overlay. Mr. Parrish explained that the Neighborhood District Overlay is a zoning tool.

Chairman Kiesel stated that the Historic Preservation Board did not pursue making changes to the Historic District boundaries in the beginning years due to how involved the process was and is.

Member Foster asked if the Historic Preservation Board can request that the Community Redevelopment Agency (CRA) review the colors that are allowed in the CRA. Member Foster asked if these colors were allowed. Mr. Parrish explained that upon review of the colors in the CRA, it was determined that the colors were not prohibited.

Member Foster reiterated that some members of the community are not pleased and she stated again that the Historic Preservation Board members were not involved with approving the color change.

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Adjournment 2:20pm

DRAFT

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.

Alternatives:
Do not move forward with Recognition without Designation

Item Budgeted:
Yes

Source/Use of Funds/Budget Book Page:
Historic Preservation Budget

Strategic Plan:
Goal 5 - Effective Governance

Strategic Plan Impact:
This action will continue the effectiveness of current advisory boards.

ATTACHMENTS:
None

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: **Joynerville and Beyond - Recognition and Public Education**

Department/Office: Planning

Recommended Action:

As the Board Desires

Summary Explanation & Background:

The City of Titusville was awarded a small matching grant in the amount of $50,000 for the Project “Joynerville & Beyond: Memorializing and Celebrating Titusville’s African American History” from the Florida Division of Historical Resources. The Historic Preservation Board hosted the public engagement event for the grant on April 29, 2024, to engage and invite the public to share any history and photos and participate in an interactive mapping exercise to help identify historical landmarks and events. The event was held at the North Brevard Senior Center with the Consultant for the Grant, Stantec consulting Services Inc., and city staff in attendance. The event was the first step of the Grant and was well attended by over 30 people. The consultants compiled the data from the meeting to provide a historic research report, oral recordings, locations for interpretive signs, and a future educational planning document for the City of Titusville. Stantec Consulting provided the draft report to the Historic Preservation Board on September 3, 2024. The final report with edits recommended by the Historic Preservation Board and Staff has been provided via email to the Historic Preservation Board.

It was the consensus of the HPB Board at the September 3, 2024, meeting to bring forward the future education planning recommendations from the report to the October meeting for the HPB Board to discuss and provide input, create a plan, and provide direction. After discussion at the October 7, 2024, meeting, the consensus was to move forward with future educational planning and recognition of landmarks from the Joynerville report until grants can be applied for some assistance for some of the other recommendations in the report. Joynerville future education planning recommendations and recognition and designation recommendations are attached from the final Joynerville report.

Alternatives:

Item Budgeted:
Yes

Source/Use of Funds/Budget Book Page:
Historic Preservation Board Budget

Strategic Plan:
This meets the criteria of Goal 5b - to continue the effectiveness of current advisory boards.

Strategic Plan Impact:
To be determined.

ATTACHMENTS:
1. Joynerville Future Education Planning
2. Joynerville Recognition and Designation of Landmarks

6.6 Heritage Education

The City of Titusville should consider developing a heritage education program for both adults and children. This could be a cooperative program between the City, Brevard County, and organizations such as the library system and school board. Each community has special places from the natural and built environments which represent how those before us lived, struggled, and influenced who we have become. Through heritage education people can learn to value the significance of the historic places and artifacts remaining in their community and become responsible stewards for their environment. Interactive methods such as walking or driving tours, interpretive markers, museum activities, and restoration projects involve students and citizens in physically learning about their heritage.

6.6.1 PUBLIC EDUCATION

Expansion of the City's History Webpage and Explore Historic Titusville Mobile Application through the Integration of a Walking Tour or Historic Interpretive Sign Program

The City could develop an interpretive sign program to create a recognizable and consistent design to highlight historic African American heritage sites, events and resources. The City could also create a walking tour brochure or website documenting the history of the African American community. Such materials could provide educational opportunities as well as creating a sense of place and pride in the community. Signage and other interpretive material could integrate photos and historical information for resources, along with text or audio clips from oral histories, to highlight places that are important to the community. Some of these resources or structures might still be in existence, while others might have been lost through demolition or no longer serve the same purpose. This kind of project could be funded through historic preservation grants.

One similar example is the Newtown Alive project in Sarasota, Florida (http://www.newtownalive.org/). Newtown Alive brings together a series of historic markers or interpretive panels, a website, integrated web pages on the City of Sarasota's website, a mobile app, and brochures, along with options for either scheduled guided tours or self-guided tours and is funded through a grant from Sarasota County's Neighborhoods Department (**Figure 57**). By bringing together so many types of interpretive media (on site, print, and virtual) the project is able to reach a broader audience and bring greater recognition and exposure to the history of the Newtown community. A similar project is the St. Petersburg African American Heritage Trail, located just south of the city's downtown. This trail incorporates two corridors, both with different themes, in order to tell the stories of the people and places significant to St. Pete's history (**Figure 58**). The 22nd Street South Corridor focuses on themes of "Community, Culture, and Commerce", with stops at the locations of important former businesses like Harden's Grocery and the Manhattan Casino as well as the first African American hospital in the area. Additional themes for this corridor include the Jim Crow era, changes during desegregation, and the Civil Rights Movement. The 9th Avenue South Corridor covers a slightly different area of the neighborhood and touches on themes of "Faith, Family, and Education", including more personal stories of everyday life in the neighborhood. African American schools, homelife, community organizations, and churches are the main focus of this route.

Figure 57. Newtown Alive signage, tours, and website.

Figure 58. City of St Petersburg African American History trail corridors.

Both Newtown Alive and the St. Petersburg African American Heritage Trail include stops at many locations where historic structures are still in existence, although they do also include resources that have been demolished in the past. In Titusville, the historic Black business district along South Street was demolished in the 1960s, but its presence and importance to the community should still be recognized through heritage interpretation. Traditional interpretive signage like those incorporated into the Newtown Alive or St. Petersburg trails could also be a good option for the South Street area, but because all of the historic Black businesses along this stretch were demolished in the past, additional markers might provide a more interesting and engaging addition to the streetscape. As a way to commemorate Tulsa, Oklahoma's Black Wall Street District after its near total destruction by a White mob in 1921, brass plaques were placed on the sidewalks within the neighborhood providing information on the people and businesses that were once in that location. These "stumble stone" type markers (**Figure 59**), when integrated into a broader interpretive plan with traditional panels or other media, bring the past alive along a modern street and tie history to specific locations where buildings no longer exist.

Figure 59. Sidewalk plaques within the Black Wall Street District in Tulsa, Oklahoma.

Historic Timeline

When creating a walking tour or historic interpretive sign program, it is important to develop an overall timeline of important events to ensure that the places or people included discussed on the tour are placed within a greater historic context. This also provides a guideline for the panels or markers to create a program that touches on all aspects of history, includes all significant topics, and provides a chronology for the visitor or reader to follow. An example of a possible timeline for the African American history of Titusville is shown in **Figure 60**. This could also be added to the City's history webpage and the "Explore Historic Titusville FL" mobile application.

the markers in both cemeteries would document current conditions and provide recommendations for continued preservation of the markers by noting environmental and material threats. Transcriptions of markers could also be integrated into a cemetery map which could be hosted online in order to aid visitors and highlight historical figures from the community who are buried in the cemetery.

Furthermore, this area has not been comprehensively surveyed for archaeological sites. An opportunity exists to build on the knowledge of the history of the neighborhood through the material remains left behind beneath the surface. Focused archaeological testing on the two blocks fronting South Street where most of the businesses were located may reveal tangible links to the businesses and people who once used the area. Testing to the south of this area, where railroad worker houses are known to have existed on the east side of the railroad tracks could also provide interesting information into what life was like for the families and workers who lived there in the past. Archaeological survey could also be an opportunity for public education and engagement, with local school groups or community members invited out to participate or observe the process. Artifacts recovered from the survey could be integrated into future public interpretation like museum or community exhibits, or other educational materials.

6.4 Recognition and Designation of Landmarks

6.4.1 LOCAL DESIGNATION

A variety of programs can recognize and encourage the preservation of the history of a neighborhood, but the most effective legal tool available for the protection of historic resources is the local historic preservation ordinance. As required by the Certified Local Government Guidelines, the City of Titusville has an approved ordinance meeting criteria set by the Florida DHR. The City of Titusville's Land Development Regulations, Article VI – Historic Preservation Code, establishes the Historic Preservation Board and provides for the designation of local landmarks. Once designated, the Board can exercise some authority in the review of alterations or demolition of historic buildings through the Certificate of Appropriateness and permitting processes. Although this may not prevent alterations or demolition, this additional review may provide the opportunity for project changes to improve compatibility or for documentation prior to demolition.

6.4.2 LEGACY BUSINESS PROGRAMS, HISTORIC HOMES PLAQUE, AND OTHER FORMS OF RECOGNITION

Although local designation provides the most protection, not all resources are appropriate for designation due to alterations, demolition, or lack of owner consent. Simple recognition through a Legacy Business program or Historic Homes Plaque can bring awareness of the historic nature and importance of a building or site to the community's heritage even if there is not a review of alterations. A historic marker program or historic tours can foster civic pride and encourage tourism. Recognition of lost resources and people also can bring healing and reconciliation to the neighborhood.

Legacy business programs are an important way to recognize small businesses that support community identity and stability through their long tenure. Titusville could establish a program to provide recognition, marketing and business help, and grants to longstanding businesses. Limits may be placed on the size of the business, and it would be required to meet certain age requirements. Often, the business must be an

independent, locally owned commercial establishment, not part of a national chain or franchise. These businesses are the bedrock of the community. Their presence contributes to the vibrancy and unique character of the city. Other cities in Florida that have established such programs include St. Petersburg, Delray Beach, and Miami-Dade County.

6.4.3 NATIONAL REGISTER OF HISTORIC PLACES

Although well-known as the nation's official listing of significant historic properties, inclusion in the National Register of Historic Places provides protection only in the case of a federally funded or permitted project through the Section 106 Process of the National Historic Preservation Act. In terms of historic resources, this will most often apply to commercial buildings and residences along major roads owned by the Florida Department of Transportation (FDOT). Although most buildings will likely never be subject to this review, NRHP designation will provide an additional layer of review in the case of federally funded or permitted projects. Additionally, NRHP-listed resources owned by municipalities or non-profit entities are eligible for historic preservation grant funds for planning and rehabilitation.

The standard criteria used by architectural historians and preservationists across the country to evaluate the significance of historic properties are those criteria specified by the Secretary of the Interior and the National Park Service (NPS) for determining whether properties qualify for listing in the NRHP. Contained in "National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation," these criteria were developed by the NPS as authorized by the National Historic Preservation Act of 1966. All these criteria are consistent with the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.[258]

Essentially, the NRHP criteria consider two major elements: historic context and integrity. Historic context is defined in the National Register Bulletin 15 as "patterns or trends in history by which a specific occurrence, property, or site is understood and its meaning (and ultimately its significance) within history or prehistory is made clear."[259] The historic context for the Joynerville area is provided in **Section 4** of this report. Properties eligible for NRHP listing can be significant at the local, state, or national level.

A property is eligible for inclusion in the NRHP if it meets one or more of the following criteria, as defined in 36 CFR 60.4, and in consultation with the SHPO:

> The quality of significance in American history, architecture, archaeology, engineering and culture is present in districts sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association; and
>
> A. That are associated with events that have made a significant contribution to broad patterns of our history; or

[258] National Park Service, *How to Apply the National Register Criteria for Evaluation. National Register Bulletin 15* (Revised), (Washington, D.C.: U.S. Department of the Interior, National Park Service, 1997); National Park Service, *National Register Bulletin 16A: How to Complete the National Register Registration Form*. U.S. Department of the Interior, National Register Branch. Washington DC.: U.S. Government Printing Office, 1991.
[259] National Park Service 1997, 7.

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: **Agenda Layout Explanation**

Department/Office: Planning

Recommended Action:
Informational Only

Summary Explanation & Background:
The Historic Preservation Board agenda is now consistent with the By-Laws. The City of Titusville is undergoing a transition to a new agenda publishing software and the by-laws for all Boards and Commissions were provided to the software company in order to set up the agenda templates for each.

Alternatives:
The Historic Preservation Board members may desire to review and make changes to the Historic Preservation Board By-Laws at a future meeting.

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:
1. Historic Preservation Bd 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 lease 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

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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 lease 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.

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