



WORKSHOP AGENDA
HISTORIC PRESERVATION BOARD

Thursday, February 2, 2023 - 5:00 p.m.

- A. Roll Call
- B. Discussion - Prioritizing the issues
- C. Other discussion
- D. Adjourn



Board member discussion - The board discussed the following issues at the September meeting:

- ☐ 1. Code enforcement emphasis on historic areas, such as downtown and structures in districts, how to be proactive to help prevent demolition by neglect. Code enforcement officer devoted to historic issues.
- ☐ 2. Different numbering system for recommendations or review (HR) vs COA's
- ☐ 3. Education of city residents on value of history, including structures
- ☐ 4. How to promote our historic resources (is there a link to DeLand museum?)
- ☐ 5. Identification program, voluntary
- ☐ 6. Education on the SOIS and adding the Department of the Interior Standards to the city's website
- ☐ 7. How to properly protect historic resources
- ☐ 8. Create a "demo" package that lists individuals/contractors who use materials from old structures, ways to save buildings, possible funds available, suggested/standard list of materials for salvaging
- ☐ 9. Creating a Revolving Loan Fund to provide loans for assistance to owners of historic buildings to rehabilitate them
- ☐ 10. Provide links that will help owners with proper ways of protecting/enhancing their structures
- ☐ 11. If historic protection is still part of the city's Strategic Plan
- ☐ 12. Developing incentives and provide resources (i.e. grants) for owners to keep up with historic structures, such as allowing them to be used as Airbnb within so many feet of downtown, similar to the bed and breakfast conditional use
- ☐ 13. Joint workshop with Planning Board
- ☐ 14. Ensuring that application information states that actual colors and materials are brought to meetings for board approval
- ☐ 15. Institute the proposed historic banner project
- ☐ 16. Board members suggestions for nomination of contributing structures
- ☐ 17. Add Historic Preservation to city's budget



Planning Department Memorandum

TO: Historic Preservation Board
DATE: January 30, 2023
FROM: Belinda Williams-Collins, Sr. Planner, Historic Preservation Coordinator
SUBJECT: **Workshop – Prioritization of Special Meeting discussion items**

During the special meeting held by the HPB on Wednesday, January 18, 2023, it was discussed that the issues raised would be prioritized at an upcoming meeting of the board and the list provided to the City Commission to use in their upcoming strategic planning and budgeting processes.

Because there are no new items to discuss during the regular monthly meeting scheduled for this Thursday, February 2, 2023 and in order to complete this task, the board will instead, have a workshop at that time to complete this task. Board members are asked to individually prioritize their items of concern so that they may be consolidated as seen fit by the overall board and that information will be forwarded to the City Commission.

The meeting will take place in the City Commission chambers at 5:00 pm on Thursday, February 2, 2023.

HISTORIC PRESERVATION WORKSHOP

January 18, 2023

Charles Jordan

1. Administration
 - a. City Historic Preservation Officer (CHPO) – Full Time Position
 - b. Historic Preservation Clerk/HPB Secretary – Full Time Position
 - c. Historic Preservation Inspector – Train specific Structural and Code Compliance Inspectors to enforce COAs, Demolition by Neglect, Alterations & Additions.
 - d. Operating Budget – Set Budget for FY 2023-2024
 - e. Alternatively, the Historic Preservation Department could be provided by historic preservation professionals operating under contract with the City.
2. Revolving Fund to help maintain historic properties
 - a. Set aside funding to lend to historic property owners at low interest rates and/or soft repayment terms.
 - b. Lend funds to homeowners & businesses that are maintaining designated properties or contributing resources in a historic district.
 - c. Funds would be repaid at refinance or sale of the property.
 - d. All improvements under the Revolving Fund Program to be approved by the HPB.
3. Grant Writing to provide outside sources of funding
 - a. Grant writer specifically trained for Historic Preservation grants
 - b. State of Florida
 - i. Special Categories Grant up to \$500,000 matching
 - ii. Small Matching Funds Grant up to \$50,000 for preservation planning
 - c. National Trust for Historic Preservation/Florida Trust for Historic Preservation
 - i. Join as a City Department
 - ii. A number of small grants available for planning
 - d. Seek out other sources of preservation funding
4. Current Goals for FY 2023-2024
 - a. Put administrative policy in place to provide communication between the HPB, P&Z Board, CRA and the City Commission. When a historic resource is involved, the HPB needs to have seat at the table.
 - b. SW Historic District – Center on Wright Building – Local Designation
 - i. Consultant to document, recommend boundaries, criteria, etc.
 - ii. Charette with stakeholders
 - iii. Develop standards to apply specific to that district

- c. Street Identification Monuments
 - i. Local Designation
 - ii. Immediate return to policy of replacing damaged and missing street identification monuments.
 - d. Prepare target lists of properties and districts that are eligible for local historic designation & encourage owners to designate.
 - e. Local Designation of National Register Districts
 - f. Apply annually for Small Matching Funds from the State (up to \$50,000). As a Certified Local Government (CLG), a match is not required. Funds can be used for the necessary study and backup for the new historic district or the street monument documentation.
5. Historic Ordinance Review
- a. Set specific minimum standards for submittals to HPB.
 - b. Demolition by Neglect – Strengthen Ordinance to prevent deterioration of historic resources.
 - c. Stronger ordinance to prevent deterioration of historic properties and historic features.
 - d. Streamline the COA and other issues by allowing the CHPO to approve certain applications, subject to a 15 day call up by any single HPB member. If a member disagrees with a staff decision, they would notify the CHPO, who would then schedule a hearing before the full HPB.
 - e. COA appeals to the circuit court instead of the City Commission, based the record established at the COA hearing. This takes the political element out of HPB review and focuses on the objective application of standards.
6. Education & Outreach
- a. Sponsor public educational seminars regarding important preservation issues.
 - b. Require CHPO and designated staff participation and encourage HPB members to attend various historic preservation educational events
 - i. Annual Florida Trust for Historic Preservation Annual Conference
 - ii. National Trust for Historic Preservation Annual Conference
 - iii. Periodic state sponsored programs for HPB members
7. Funding
- a. Prepare proposed budget by May 1, 2023 for a full Historic Preservation Department for FY 2023-2024.
 - b. Ensure that HPB has representation during the annual budget process.

MINUTES - CITY OF DELAND
Historic Preservation Board
SPECIAL MEETING
TRC Conference Room
120 South Florida Avenue
January 18, 2023- 5:00 P.M.

ROLL CALL:

Members present:

Solomon Greene, Renee Garrison, Charles Jordan, Ross Janke, Dagny Robertson, Reggie Santilli, Scott Price

Staff present:

Belinda Williams-Collins – Historic Preservation Coordinator/Senior Planner, Carol Kuhn – Planning Director, Danevsky Joseph – Planner 1, Aerial McCann - representing the City Attorney, Melissa Winsett - Sr. Planner, Emily Ragusa – Community Development Coordinator, Rick Werbiskis, - Community Dev. Director (via conference call)

Staff provided documentation dealing with historic preservation as provided in the comprehensive plan, land development code, Secretary of the Interior Standards, design guidelines and the community design standards. Additionally, a summary of topics discussed during the September 2022 meeting and an outline of topics prepared by Charles Jordan were provided to aid in the discussion for this meeting.

HPB Chair, Solomon Greene began the meeting by asking everyone to provide a positive thought about historic preservation.

DISCUSSION

- Historic preservation needs an updated presence on the city's website. Staff is in the process of updating that information and will make more effort to provide the public with a better understanding of how to proceed regarding historic preservation efforts.
- A new code enforcement officer will soon be added to city staff and will focus on the downtown and historic structures.
- Historic preservation should be a funding priority and discussed more extensively during the city's strategic planning meetings.
- Because of limited staff for historic preservation, internships with students from Stetson, UCF etc. would be helpful in providing more help with dealing with historic preservation efforts.
- A CHPO (certified historic preservation officer), Department of Historic Preservation and full staff are needed instead of just a single full-time historic preservation staff member. The current budget does not support that.
- The city's priorities need to include historic preservation.
- The purpose of the CRA (Community Redevelopment Area) is to address blight and NOT historic preservation. The boundaries of the city's Downtown CRA just happen to overlap the Downtown Historic District.
- A brochure on the economic benefits of historic preservation is available.

- There needs to be research into the Revolving Loan Fund and an application made for the upcoming year.
- Whenever the HPB makes a recommendation , it needs to be noted in any reports and the opinion of the board passed on.
- Staff reports to the board should include dates when the applications will be heard before other boards such as the Planning Board and City Commission.
- Incentive for preservation should be provided to residents and owners of historic properties.
- There should be greater enforcement of liens to help prevent demolition by neglect.
- Current rules should be relaxed, for example, to allow for Airbnb's in historic districts.
- Education of local realtors on historic preservation with information to share with potential property owners is needed. Educational information could also be provided with utility bills.
- Opportunity Zones
- Include MainStreet DeLand in historic preservation efforts more.
- Interviews with property owners who have utilized the historic tax exemption should be placed on the city website as an incentive to other property owners.
- The pending economic development video could be modified to include information on historic preservation.
- Demolition – ordinance could be updated to include delays as needed and a 30-day window for appeals.
- A “rough” budget summarizing historic preservation needs should be developed to present during the budget process.

It was suggested that the thoughts of the board, presented at this meeting, be prioritized during a separate meeting of the board and presented to the City Commission to be used in the city's upcoming strategic planning and budgeting processes.

ADJOURNMENT:

As there was no further business, the meeting adjourned at 6:43 P.M.

(Note: A recording device was used during the meeting, however, it did not capture the proceedings of the meeting. The information provided is a summary of notes taken by city staff.)