

Board Member Basics



FLORIDA DEPARTMENT OF STATE

Commissioner Commandments

1. **READ YOUR ORDINANCE**
2. Know your design guidelines
3. Know your historic resources inventory
4. Keep educating yourself on historic preservation issues
5. Work with the public and educate them on what you know
6. Know your partners in local government
7. Do your homework: LOOK AT THE SITE BEFORE THE HEARING.
8. Put reasons for every decision into the motion making that decision
9. **Be objective and consistent in your decisions**
10. Plan for Preservation



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Historical Resources

Read Your Ordinance

- How does your local designation process work?
- What criteria are outlined for evaluating changes to historic properties?
 - Secretary of the Interior Standards
 - Local Design Guidelines
- What process is outlined to deal with cases of demolition by neglect?
- What are the consequences for noncompliance? What provisions are available for enforcing decisions?



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Article 11: Historic Preservation Standards

ARTICLE 11: HISTORIC PRESERVATION STANDARDS

11.1 INTENT AND APPLICABILITY

a. Intent

It is the intent of this Article to establish the framework for a comprehensive historic preservation program in the City of Lakeland, to protect and preserve unique historic and cultural resources by identifying and designating historic districts, to prevent the destruction of historic landmarks, to enhance public awareness of the city's historic and cultural resources, to discourage the demolition of sound historic structures and to provide special consideration to projects that involve the use of older structures.

b. Applicability

This Article shall apply citywide to designated historic districts, local historic landmarks and to historic resources as defined herein.

11.2 DEFINITIONS

Alteration: Any change affecting the outward appearance of the building, structure, or site because of construction, repair, maintenance or otherwise to a building, structure, or site.

Applicant: The record owner of a site and/or building located thereon, the lessee thereof, or a person holding a bona fide contract to purchase same who makes application for a Certificate of Review.

Building: Any building or other structure built for shelter or enclosure of persons, animals, or chattel, including fences, signs, paving and boundary walls, and any part of any such building or structure when subdivided by division walls or party walls extending to or above the roof and with or without openings in such separate walls. The term "building" shall be construed as if followed by the words "or any part thereof."

Construction: The erection of an on-site improvement to a building or structure or site located within the Historic District, whether the site is presently improved or unimproved, or hereafter becomes unimproved by "demolition" or as a result of destruction of a improvement located thereon by fire, windstorm or other casualty, or otherwise.

Demolition: The complete or constructive removal of a building on any site including the moving intact of any part or whole of a building.

Exterior: All outside surfaces of a building.

Facade: The front of a building, that which is readily visible to the public and is often seen within the context of other buildings facing a street or other public right-of-way.

City of Lakeland Land Development Code

Page 11.1

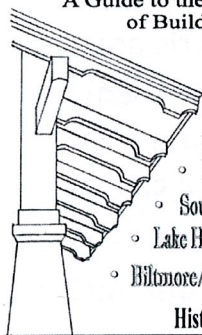


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Know Your Design Guidelines

DESIGN GUIDELINES

A Guide to the Exterior Design of Buildings in the



- Dixieland
- Beacon Hill
- East Lake Morton
- South Lake Morton
- Lake Hunter Terrace
- Biltmore/Cumberland

Historic Districts

COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF LAKELAND
SEPTEMBER 2009



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Know Your Historic Resources Inventory

- Know your local historic designations
 - Visit them, if possible. (Ideally, walk them). Get a feel for the historic character of the districts.
- Familiarize yourself with National Register listed properties and districts in your community
- Identify what areas have been surveyed, and those that have not
 - Are there neighborhoods or properties related to the history of underrepresented communities that have not been surveyed?
 - Are there particular property types that have not been surveyed? (Industrial, agricultural, landscapes)



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Keep Learning

- National Alliance for Preservation Commissions
 - Alliance Magazine
 - FORUM conference
 - NAPC Listserv
- National Trust for Historic Preservation
 - Savingplaces.org
 - facebook.com/NationalTrustforHistoricPreservation
- Florida Division of Historical Resources
 - FLheritage.com; facebook.com/FLheritage
 - Webinars
 - CLG Trainings
- Florida Trust for Historic Preservation
 - floridatrust.org
 - facebook.com/floridatrustforhistoricpreservation

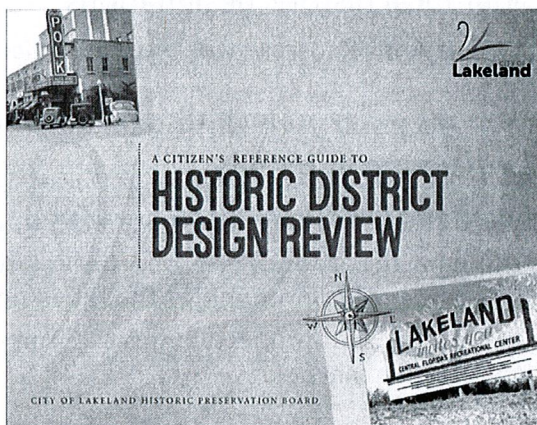


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Educate the Public



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Remember that your board is an arm of the local government

- Abide by Sunshine and Open Meeting Laws
 - Be careful with your email communications (do not “reply all”)
 - Avoid ex-parte communications
 - Avoid “accidental” meetings (when quorum is present and projects are discussed)
 - Determine if board members site visits need to be noticed
- Communicate with your city attorney often
- Develop relationships and work closely with Code Enforcement
- Involve your local Elected Officials when possible
 - Invite them to local preservation events and to participate in successes



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Do Your Homework!

Prior to the HPB Meeting:

- Read the staff report closely
- Take notes about your thoughts and concerns regarding the project
- **If at all possible, visit the site in person (but don't trespass!)**
 - Examine the contributing buildings closely
 - Pay close attention to the primary façade
 - If not, examine it using Google Streetview



HISTORIC PRESERVATION BOARD
DESIGN REVIEW COMMITTEE
STAFF REPORT
April 25, 2019

Project #	HPB19-068
Owner/Applicant	Debra Ashworth
Design Professional	LeVon Hodges, LeVon Designs Homes
Address; Historic Name	918 Osceola Street; "Chester W. Fouché House"
Project Type	Addition
Historic District/FMSF	East Lake Morton; RELM 43
Zoning; Future Land Use;	RA-4, Residential Medium;
Context District	Urban Neighborhood
Existing Use	Residential
Adjacent Properties	Residential
Previous Approvals	12/2009 - Pergola (2009-194); 3/2012 - Replace 1 Window and 1 Door (2012-021); 4/2015 - Fence (HPB15-059); 5/2018 - Shed (HPB18-093)

REQUEST

Ms. Debra Ashworth requests Final Approval to build an addition onto the front elevation of the two-story house on the subject property.



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Carefully Craft Your Motions

- Put reasons for every decision into the motion making that decision.
 - Identify your findings of fact
 - Identify the criteria by which you are making your decision
 - Secretary of the Interior Standards
 - Local Design Guidelines
 - Identify the scope of work that is being approved/denied
 - Make a motion (to approve, to approve with conditions, to request more information, or to deny)

I find that the property at 2683 Monroe St. is a contributing resource to the Aliceville Historic District, and that the proposed replacement of fourteen windows on the north, south, and west facades is in compliance with the local historic district guidelines as the new windows match the original in size, configuration, and proportion; therefore, I move that we approve the applicant's request without conditions.



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Be Objective and Consistent in Your Decisions

- Decisions should be based upon facts presented to the board through the documentation submitted as part of an application and through staff reports and public hearings
- **Personal aesthetic judgements should be avoided**
- When reviewing historic designations, decisions should be based upon the current condition of the building, and not future plans for a property that may or may not happen
- Encourage your city/county attorney to attend your meetings



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Plan for Preservation

- Helpful Planning Documents
 - Annual Work Plan
 - Historic Preservation Element of Comprehensive Plan
 - Standalone Preservation Plan
- Items to Plan for
 - Application timelines for future grant projects
 - Future surveys
 - Future local designations
 - Future National Register Nominations
 - Future Educational/Promotional projects



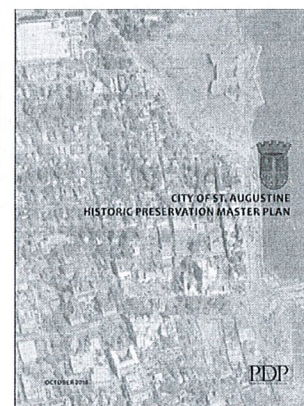
LIVE DATA, INVENTORY, AND ANALYSIS

WORK

PLAY

GROW

always delay



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State CLG Coordinator Contact

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