Present: Anna Brady, Chairman; Debra Atwell, Vice Chairman; Members Deborah Daige; Jeffrey Ray and Alternate member George Childers Also Present: Tammy Vock, City Clerk

1. CALL TO ORDER

The Chairman called the meeting to order at 9:35 a.m.

2. APPROVAL OF MINUTES

A) August 13, 2015

Ms. Atwell made a motion to approve the August 13, 2015 minutes. Mr. Ray seconded the motion and it passed unanimously.

3. PUBLIC COMMENT

None

4. OLD BUSINESS

A) Local Historic Designation Plaque – Review Final Quotes

Ms. Atwell reviewed the figures and thought the quote that Mr. O’Brien received from ErieLandmark was higher than what she was quoted. She will call the firm and discuss this with them. The Commission reviewed the second quote that they received from Impact Signs and felt that was significantly higher than the quote from ErieLandmark. The Commission agreed to table this item until their meeting next month.

Mr. Childers was trying to get up to speed and asked what the purpose of the coin was.

Ms. Atwell explained that it will be a coin displayed in a visible location on someone’s property where the property is designated historic.

Mr. Childers asked if it would be possible for the Commission to look at the product before they pay for it. He was told that the Commission will be able to review the proof before the coin is ordered.

Mr. Childers asked how many coins do they plan on purchasing.

Mrs. Brady explained they will be purchasing two (2) coins. One of the coins will be placed at the Heritage Center and the other coin was originally going to be placed at the old Diesel Plant. But, after some discussion it will be located in the Planning Department so anyone that wants to see what the coin looks like will be able to.
Ms. Atwell will provide a better rendering of the coin and will work on lowering the quote provided to them today.

Mr. Childers made a motion to table this and have it heard at their next meeting. Ms. Atwell seconded the motion and it passed unanimously.

**B) Warren Adams Presentation – Nov. 12, 2015**

Mrs. Brady stated that she spoke with Mr. Warren Adams, Historic Planner for the City of Boynton Beach, to come and give a presentation to the Commission on November 12, 2015. He has confirmed that he will be attending the meeting. She asked the Clerk to put together a Press Release so that the community knows they are invited to this presentation.

**C) McAnsh Park Survey Grant**

Mrs. Brady reported on the small matching grant application that the Commission applied for. She said she was in Tallahassee when their application was heard and waited until all the rankings came in at the end of the day and the City of Vero Beach came in as number 10 out of 17. She said that was not bad at all considering this was their first grant application. She provided the Committee with a copy of the panel scoregrid (attached to the original minutes). She also passed out the list of the Protection and Education Panel (attached to the original minutes) who review the grant applications. She said one of the members formerly lived in McAnsh Park and one of the members was from Ft. Pierce.

The Commission thanked Mrs. Brady for going up to Tallahassee and representing them.

Mrs. Brady expressed that there were several other projects being done in the community where grants had been requested. She felt that the Commission needs to support these other organizations. She then passed out a publication that the State puts out entitled “Florida World War II Heritage Trail” (on file in the City Clerk’s office).

**D) Historic Preservation Program Brochure**

Mrs. Daige presented the one page flyer that she has worked on with Mrs. Vock. She said the information that is contained in the flyer came from information that is on their website. She was provided with some information from Mrs. Brady this morning and saw three paragraphs that she wanted included in the flyer. She also would like to see some historic photos displayed. She said they are mainly concentrating on local benefits and this was just the first step in drafting the flyer.

Mrs. Brady expressed that the flyer could be put in other places outside of the lobby at City Hall. She would also like to see another brochure done that talks about the process of obtaining the historic designation. She said that it probably was time to update the website with the information that they have put out there.

The Commission felt that the word in the first sentence of the flyer needed to be *Historic* instead of *Historical*. They will all review the flyer and if they have additional information they feel should be included in it they will send it to Mrs. Vock who will continue working on it with Mrs. Daige on it.
Mr. Childers commented that the Press Journal is looking for articles/photos that relate to Vero Beach memories. He thought this might be a good place for the Committee to have an article about their historic designation program. They could include in the publication that the City has been designated as a Historic City and any one with questions could contact the City Planning Department. He didn’t know if it was too late for them to get information to the Press Journal to include in this special publication that they were doing. This publication, as well as the flyer the Commission is working on could be displayed in numerous places in the City including the train station, library, City Hall lobby, etc. The Commission’s goal is to enlist as many people as they can whose properties might meet the criteria to be considered a historic designation.

The Commission agreed that it would be a good idea to invite the leaders of some of the different organizations (Historical Society, Heritage Center, etc.) in the community to come to one of their meetings and share some of the things that they are presently doing and have some interaction between the different organizations.

Mrs. Brady agreed that they could certainly reach out to the local historic organizations. She did not know how they would fit into the book that the Press Journal is publishing, but it is worth discussing. Mr. Childers did not know if there would be a charge for them to have an article in this publication, but would be happy to contact the Press Journal to find out what the requirements are to submit an article. If it is not too late he will put something together and send it to Mrs. Vock to distribute to the members. Mrs. Brady said that would be great and she also would like to see something put in Vero Beach Weekly.

E) Cultural Arts Village Charrette - September 12th, 2015

Mrs. Brady reminded the members that the Cultural Arts Village charrette will be on September 12, 2015. She said if they cannot make the charrette then the drawings will be available at the Hampton Inn for them to look at.

*National Trust for Historic Preservation – National Conference 2016
Virtual Attendees – Free Admission
http://pastforwardconference.org/

Ms. Brady wanted the Commission to know about the National Trust for Historic Preservation and that virtual attendees could attend free of cost.

Mr. Childers brought up the sign that was discussed at their last meeting when the Public Works Director was in attendance. He wanted to know how it was coming along and when it would be ready for their review. He wants to see the cutout and how it is placed on top of an already existing sign. He wondered if it would be out of proportion with the other street signs or if this street sign replace what is already there.

Mrs. Brady stated that she would follow up with Mr. Falls on this project.

Mr. Childers was worried about high storm winds and the liability that the City may have to undertake if these signs are too large.
Mrs. Brady understood that the signs were not much larger than the existing signs. She said they could also talk to other communities to see how they display these types of signs.

Ms. Atwell went back to the discussion of having an article put in the special Press Journal publication that was brought up by Mr. Childers. She said the deadline to present those photos was August 29\textsuperscript{th} and August 30\textsuperscript{th}. However, she said it might not be too late for the Commission to get something in the publication.

Mrs. Brady asked Mr. Childers to follow up on this. She felt that it was important for this Commission to have a good relationship with the Press Journal.

5. **NEW BUSINESS**

None

6. **PLANNING & DEVELOPMENT MATTERS**

None

7. **CHAIRMAN’S MATTERS**

A) **Annual Goals Discussion**

Mrs. Brady felt that some of their goals were to do some community outreach and education. She talked about a few ways that this could be accomplished.

Ms. Atwell commented that the Commission is in the process of working on some significant projects and she did not want to see them get too overloaded with their duties.

B) **NTHP - PAST FORWARD – Virtual Attendees**

This item was discussed earlier in the meeting.

C) **Historic Designations**

Mrs. Brady told Ms. Lafferty that at their last meeting the Commission talked about reaching the property owners who were interested in having their properties designated historical. She said there were about four or five property owners who attended their workshop who showed an interest. She said they need to come up with ideas on how to get these people to come in and start the process.

Ms. Lafferty explained that if the property owner comes into the Planning Department staff is willing to help them. She recalled that only one person came in to talk about the process.

Mrs. Brady told Ms. Lafferty that she was willing to help if she needed her when someone is interested in finding out about the historic designation process.

Mrs. Daige suggested that the Planning Department send out some follow-up letters.
Ms. Lafferty said she would mention this to Mr. McGarry. She did not have a problem with sending out the follow-up letters.

Mrs. Brady cautioned the Commission because of the Sunshine Law they are limited to what they can discuss with potential applicants.

Ms. Lafferty stated that she was more than willing to talk to someone about the process.

Mrs. Brady agreed they needed to get over the hurdle especially when people show they are interested.

Mr. Childers asked if there was a list of properties that could be designated historical.

Ms. Lafferty explained that there was a historic property survey done in the 1990’s that lists the properties.

Mrs. Brady said that was a baseline and good place to start. However, she said some of these properties may no longer be historical if they were torn down and new buildings were built.

Mr. Childers agreed that a letter should be mailed out to the people who attended the workshop, as well as the property owners listed on the property survey done in the 1990’s. He said that his company would pay for the postage to mail these letters.

Mrs. Brady asked Ms. Lafferty to speak to Mr. McGarry about the list. She said they could start with the survey to get the correct addresses to go out to the different property owners. She said there is about 300 properties listed on the survey.

Ms. Atwell suggested just sending out an email. Mrs. Brady said there would be a lot of email addresses that they would not have. Ms. Atwell said then just send a very generic letter basically saying if your property is over 50 years old that there is a possibility that it could be designated historical and to call the Planning Department to find out more information.

Mr. Childers said that there is someone in his office who could draft the letter for the Commission. He then brought up the Sunshine Law. He was asked to meet with Mrs. Lyon and Mrs. Vock to go over the Sunshine Law.

Ms. Lafferty was asked to provide a copy of the 1990’s historical survey to the Commission members.

The Commission will continue meeting on the second Thursday of each month at 9:30 a.m. and their next meeting will be on October 8, 2015.

Mrs. Daige encouraged the members to send their ideas on the informational brochure to Mrs. Vock.

Ms. Atwell also asked the Commission members if they had any additional ideas on the plaque that they be sent.

8. ADJOURNMENT
Today’s meeting adjourned at 10:52 a.m.

/tv