



HISTORIC PRESERVATION ADVISORY BOARD

February 19, 2024 4:30 p.m.
City Council Chambers, 16 Colomba Road
DeBary, Florida 32713

AGENDA

CALL TO ORDER

ROLL CALL

Present:

Absent:

Others:

APPROVAL OF MINUTES

Historic Preservation Advisory Board (HPAB) January 16, 2024

Sign amended November 20, 2023 minutes (voted & approved as amended in January)

PUBLIC PARTICIPATION

OLD BUSINESS

HPAB By-Law Review

Article II – Section 1 – Membership (Quorum)

Article II - Section 2 – Officers (Term of Office) reference City Clerk email dated January 17, 2024

Article IV – Section 11 - Absences

Strategic Planning

NEW BUSINESS

Board Resignations

Oral History Criteria/Question/Guidelines

Online Historical Training Preservation Programs (Tracy)

NEXT MEETING /WORKSHOP: March 18, 2024, 4:30 p.m.

ADJOURN

If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting or hearing he/she will need a record of the proceedings, and for such purpose he/she 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 (FS 286.0105).

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least three (3) working days in advance of the meeting date and time at (386) 668-2040.



HISTORIC PRESERVATION ADVISORY BOARD

November 20, 2023 4:00 p.m.

City of DeBary

16 Colomba Road

DeBary, Florida 32713

MINUTES

CALL TO ORDER: Susan Preil, Chair called the meeting to order at 4:03 p.m.

ROLL CALL / INTRODUCTIONS:

Present: Susan Preil, Sheri Scott, Tracy Mestre, Sarah Smith, Stuart Scott

Absent: Holly Giles, Randall Smith, Rob Sullivan, Carmen Rosamonda

Others present: Shari Simmans

MINUTES:

October 16, 2023 minutes – Tracy Mestre made a motion to approve minutes. Stuart Scott 2nd. Motion approved unanimously. Minutes signed.

PUBLIC PARTICIPATION: No public participation.

OLD BUSINESS

Strategic Planning – Members did not receive final document of prioritized ideas - Carmen Rosamonda absent. Tabled until next meeting.

HPAB By-Laws – Final By-laws Signed – Susan Preil, Chair & Annette Hatch, City Clerk

Mission Statement – Group discussed mission statement & made final changes.

“Develop a diverse program that preserves DeBary's rich history from the 1800's to present day for the benefit of our residents and visitors.”

Motion – Sarah Smith made a motion to adopt the HPAB mission statement. Tracy Mestre 2nd. Motion passed unanimously.

DeBary Civic Center Update – Shari Simmans updated in Rob Sullivan's absence. Currently the DeBary Civic Center is undergoing renovations and is not available to tour.

NEW BUSINESS:

Shari Simmans asked group for ideas to honor and preserve the veteran's banners.

Sheri Scott suggested commemorative bricks to honor banner veterans at Veteran's Memorial Park.

Susan Preil suggested digitizing the banners on a database with a link to the veterans in future library.

Tracy Mestre suggested honoring the veterans by having their names scrolling on the monitor at City Hall.

NEXT MEETING /WORKSHOP: December 18, 2023 – Canceled due to holidays. Next meeting January 16, 2024 @ 4:00 p.m.

ADJOURN: Motion made by Stuart Scott to adjourn the meeting 4:34 p.m. Sarah Smith 2nd. Motion passed unanimously.

APPROVED:
HISTORIC PRESERVATION ADVISORY BOARD
CITY OF DEBARY, FLORIDA

Susan Preil, Chairman

Sheri Scott, Secretary



HISTORIC PRESERVATION ADVISORY BOARD

January 16, 2024 4:00 p.m.

City of DeBary

16 Colomba Road

DeBary, Florida 32713

MINUTES

CALL TO ORDER: Sarah Smith, Vice-Chair called the meeting to order at 4:09 p.m.

ROLL CALL / INTRODUCTIONS: Present: Sarah Smith, Sherilyn Scott, Stuart Scott, Holly Giles, Tracy Mestre.

Absent: Susan Preil, Rob Sullivan, Randall Smith.

Others Present: Shari Simmans, Director Economic Development

APPROVAL OF MINUTES: Several suggestions were made for amendments to November 20, 2023 minutes. Amendments listed below. Sheri Scott, Secretary will amend.

Motion - Tracy Mestre made motion to accept amended November minutes. Stuart Scott seconded. Motion passed unanimously.

AMENDMENT #1 - ROLL CALL / INTRODUCTIONS

Holly Giles added to **Absent**.

Simmons corrected to **Simmans**.

AMENDMENT #2: - OLD BUSINESS

Mission Statement - Sarah Smith made a motion to adopt the HPAB mission statement below. Tracy Mestre seconded. Motion passed unanimously. This motion will be added to November minutes.

“Develop a diverse program that preserves DeBary's rich history from the 1800's to present day for the benefit of our residents and visitors.”

DeBary Civic Center Update:

AMENDMENT #3: - NEW BUSINESS

Simmons corrected to **Simmans**.

Sheri Scott suggested commemorative bricks to honor banner veterans AT Veteran's Memorial Park. (“as” changed to “at”).

PUBLIC PARTICIPATION: No public participation.

OLD BUSINESS

Strategic Planning – Shari Simmans provided the prioritized strategic planning document. The HPAB reviewed document and identified the following three (3) as priority focus. City staff will reorganize the list to reflect the HPAB's focus.

- #3: Inventory of our Current History Documentation, Artifacts & Such
- #15: Identify Residents who lived in DeBary a Long Time/Capture Oral History
- #4: Printed History of our City Arcadia Book

Sheri Scott suggested inviting local Arcadia book publishers to a future HPAB meeting as a guest speaker.

Tracy Mestre suggested she had someone on staff that would be able to conduct oral history with residents, based on questions/criteria to be established by the HPAB.

Shari Simmans suggested using the City of DeBary newsletter to solicit oral history candidates.

Motion - Tracy Mestre made a motion to approve the reorganization of the prioritized strategic planning document to reflect the HPAB's strategic focus listed above. Holly Giles seconded. Motion passed unanimously.

Meeting Dates/Times – The board reviewed monthly meeting day and time for 2024. Several suggested a meeting time of 4:30 p.m. to accommodate those working can get to the meeting on time. The board agreed that the 3rd Monday meeting day of each month worked fine.

Motion - Sarah Smith made a motion to keep the 3rd Monday meeting day of each month. Meeting time would be changed to 4:30 p.m. Holly Giles seconded. Motion passed unanimously.

NEW BUSINESS

Tracy requested that HPAB members bring a list of oral history criteria, questions, and guidelines to February 19 meeting.

Tracy will provide the HPAB with a list of online historical training preservation programs February 19 meeting.

ADJOURN: Motion made by Stuart Scott to adjourn the meeting 5:10 p.m. Tracy Mestre seconded. Motion passed unanimously.

NEXT MEETING: Monday, 4:30 p.m. February 19, 2024 – Location DeBary City Hall

APPROVED:
HISTORIC PRESERVATION ADVISORY BOARD
CITY OF DEBARY, FLORIDA

Susan Preil, Chairman

Sheri Scott, Secretary