



HISTORIC PRESERVATION ADVISORY BOARD

March 18, 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

OLD BUSINESS

HPAB Applicants

Strategic Planning/Oral History Project

Newsletter Article

Application Qualifications/Permission Waiver

Research Technical Interview Professional

NEW BUSINESS

April Meeting Attendance

PUBLIC PARTICIPATION

NEXT MEETING/WORKSHOP: April 15, 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

February 19, 2024 4:30 p.m.
City Of DeBary
79 S. Charles Richard Beall Blvd.
DeBary, Florida 32713

MINUTES

CALL TO ORDER: Sarah Smith, Vice-Chair called the meeting to order at 4:30 p.m.

ROLL CALL / INTRODUCTIONS: Present: Sarah Smith, Sherilyn Scott, Stuart Scott, Holly Giles, Tracy Mestre. **Absent:** Susan Preil **Others Present:** Shari Simmans, Director Economic Development

APPROVAL OF MINUTES: January 16, 2024 minutes – No changes. Sheri Scott made a motion to approve minutes. Tracy Mestre 2nd. Motion approved unanimously. Minutes signed.

OLD BUSINESS:

HPAB By-Law Review: The board reviewed the following by-laws.

Article II – Section 1 – Membership (Quorum) – board reviewed & agreed quorum based on current membership.

Article II - Section 2 – Officers (Term of Office) reference City Clerk email dated January 17, 2024 – board reviewed & agreed on understanding terms of office.

Article IV – Section 11 – Absences – board reviewed & agreed that if absent from a meeting, contact Annette, City Clerk & contact Chair (according to by-laws).

Strategic Planning/Oral History Project:

Stuart Scott provided the board 2 documents for review - Smithsonian Oral History Primer & DeBary Oral History Project.

Sheri Scott reviewed oral history ideas by Victorian Collection (you tube) & Smithsonian (you tube). Ethical considerations, research oral history topic & technology used to capture oral history etc. Suggested group view these short videos.

Board agreed to approach Oral History Project in phases in terms of “who to be interviewed”. Phase #1 – Residents of DeBary prior to 1993 (incorporation).

Shari Simmans will draft article for upcoming newsletter/social media to generate interest & recruit residents.

Stuart Scott will draft application qualifications & permission waiver.

Board agreed that research required to interview & hire a professional organization with proper equipment to conduct resident interviews. Shari advised that any funds needed must be brought before City Council.

NEW BUSINESS:

Board Resignations: Rob Sullivan & Randall Smith resigned. Openings were posted. 1 applicant to date.

Oral History Criteria/Questions/Guidelines: See Strategic Planning above. Stuart Scott will draft application qualifications & permission waiver.

Online Historical Training Preservation Programs/Tracy: Tracy sent list to Annette Hatch for distribution to the board.

PUBLIC PARTICIPATION: No public participation.

ADJOURN: Motion made by Holly Giles to adjourn the meeting 5:45 p.m. Tracy Mestre seconded. Motion passed unanimously.

NEXT MEETING: Monday, 4:30 p.m. March 18, 2024 – Location City Of DeBary

APPROVED:

**HISTORIC PRESERVATION ADVISORY BOARD
CITY OF DEBARY, FLORIDA**

Susan Preil, Chairman

Sheri Scott, Secretary