

CITY OF MONTICELLO HISTORIC DESIGN REVIEW BOARD

AGENDA August 6th, 2025

5:30 P.M. – MEETING
City Hall
245 S. Mulberry Street
Monticello, FL 32344

1. Call to Order – Susan Rissman, Chair
2. Prayer & Pledge of Allegiance
3. Approval of minutes from February 19th, 2025 meeting.
4. **PUBLIC HEARING / BOARD RECOMMENDATION – APPLICATIONS
FOR CERTIFICATE OF APPROPRIATENESS**
5. **OLD BUSINESS**
 - a. **UPDATE - Roster and contacts for current Board**
 - i. I spoke with Lukas & Marissa Parsons – no response yet
 - ii. I need to contact Pat Inmon (Denham House)
 - b. **UPDATE - Discussion of Old Gym – Susan**
6. **NEW BUSINESS**
 - a. **110 East Dogwood Street - Mural QR code plaque**
 - b. **580 West Washington Street – Avera-Clarke House, Nicholas &
Therese Barbera**
 - i. Request to be added to the Historic District
 - ii. We must have an application for these requests.
7. **OTHER BUSINESS**
 - a. **Roster and contacts for current Board**
 - i. Resumes of historic design review board members.
 - b. **Meeting dates** - Provide the state historic preservation officer with 30 calendar days prior notice of all four regular meetings of the board and provide the state historic preservation officer with agendas of all meetings.
 - c. **A copy of the rules of procedure.**
 - d. **Do we need an Application Historic Properties and Districts? -**
General matters affecting the designation of both historic districts and historic properties.
 - e. **New local historic district or historic property designations.**

- f. Review of survey and inventory activity with a description of the system used.**
- g. Program report on each grant-assisted activity.**
- h. Number of projects reviewed.**

5. Public Comment

6. Adjourn

The Historic Design Review Board of the City of Monticello, Florida met in regular session at Monticello City Hall on February 19, 2025, at 6:00 PM.

Chair Susan Rissman called the meeting to order. The following members were present:

Susan Rissman
Donna Skelton
Corin Bachman

Other staff present:
Kurt Mackiewicz, City Planner

The City Planner noted that several members of the Board had recently resigned from their position, leaving only the 3 members present at this meeting, which still provides a quorum.

APPROVAL OF MINUTES

****There are no minutes as the Board had not met in over 1 year.****

PUBLIC HEARING / BOARD RECOMMENDATION

***Application for Certificate of Appropriateness**

490 N. Cherry Ct. – Remodel/Material Change

Applicant Mary Cuomo discussed the proposed plan to enclose the home's screen porch with solid walls to create additional living space. The Board asked for details about the location of the porch and its visibility from the street. The applicant explained that it is within a fenced yard, with the fence approximately 6ft in height, and is only partially visible from the street depending on distance from the home. The City Planner noted that the applicant is asking to do something that the neighboring homeowners have already done on their own without going through the proper approval or permitting process. The applicant expressed her desire to maintain the look of the home by using the same exterior materials (hardie board) as the rest of the home. The Board discussed the plans and found no issues.

On motion of Corin Bachman, seconded by Donna Skelton, the Board voted unanimously to approve the Application.

***Application for Certificate of Appropriateness**

345 & 335 E. Washington St. – Fence

Applicant William Leach discussed the proposed plan to reinstall a historic fence on the property and have the fence continue onto the neighboring property that they also own and wrap around the corner so that it runs along E. Washington St. and S. Waukeenah St. The Board asked some clarifying questions regarding the fence posts and some flags on the property. The applicant explained that the posts will be cut down to size and shaped and the flags are Buddhist prayer flags.

On motion of Donna Skelton, seconded by Corin Bachman, the Board voted unanimously to approve the Application.

OTHER BUSINESS

Chair Susan Rissman asked William Leach if he would be interested in serving on the Historic Design Review Board. Mr. Leach expressed interest in joining the Board. The City Planner noted that Mr. Leach's information can be presented to the City Council so that they can determine if they would like him to serve on the Board.

The Board discussed the mural that is set to be painted on the building located at 110 E. Dogwood St. within the Historic District.

With no additional business or public comment, the meeting was adjourned.

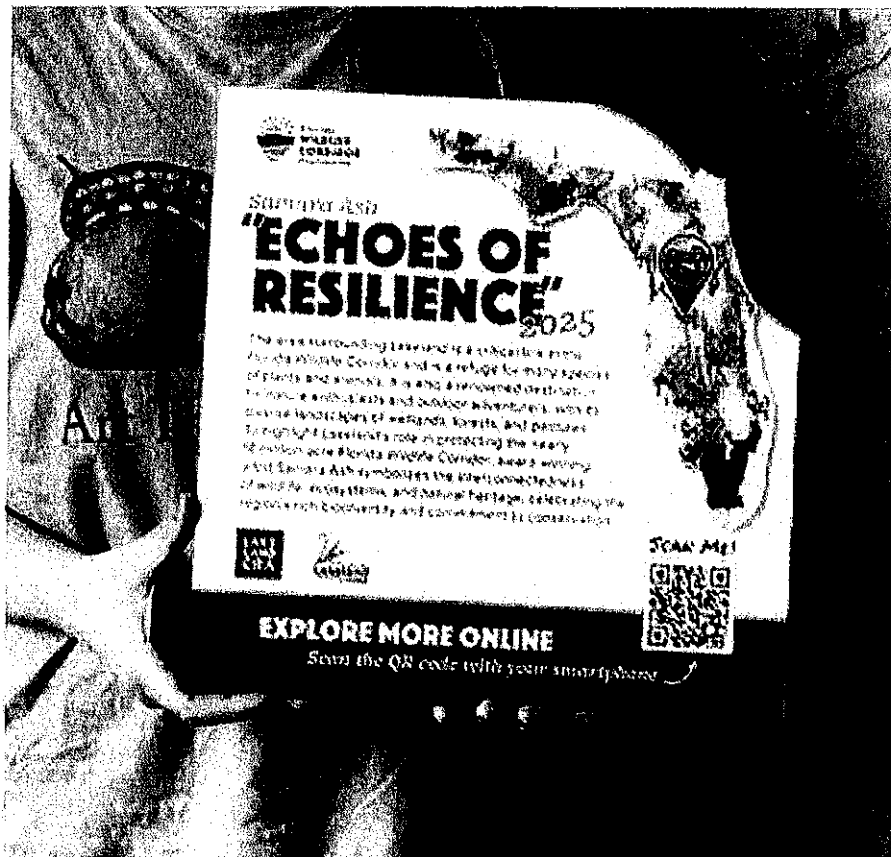
Respectfully submitted,

Kurt Mackiewicz
City Planner

Wildlife Mural Sign

- full color
- high tack vinyl with luster laminate on 3mm dibond aluminum
- masonry screws AND a durable adhesive option
- dimensions are 13x13
- It will be mailed to you with the hardware as soon as it's ready.

Example from Lakeland Mural:



DIVISION 2. HISTORIC DESIGN REVIEW BOARD

Sec. 54-451. Generally.

The title of the board established by this division shall be the "Monticello Historic Design Review Board." Board members shall be appointed in accordance with section 54-452 and will have advisory authority in recommending historic property and historic district designation; providing recommendation to the city council on applications for certificate of appropriateness and applications for demolition or structure relocation; and other powers as outlined in section 54-456. The area of geographic responsibility of the historic design review board shall be coterminous with the boundaries of the City of Monticello. Board responsibilities shall be complementary to those of the state historic preservation office.

(Ord. No. 2013-12, § 1, 10-1-2013)

Sec. 54-452. Organization and operation of the historic design review board.

- (a) *Membership.* The historic design review board shall consist of seven members appointed by the city council. Board members shall own property in and be residents of the city. Board members shall have demonstrated special interest, experience, or education in history, architecture, or the preservation of historic resources. At least one member shall be an architect if such an individual is reasonably available to serve.
- (b) *Term of office.* Members shall serve staggered four-year terms. There is no limit on the number of consecutive terms which may be served.
- (c) *Appropriations.* Members shall not receive a salary, although they may be reimbursed for expenses if prior approval is given by the mayor and city council. The city council shall also make available to the historic design review board such appropriations as it may see fit for expenses necessary in the conduct of historic design review board work or to carry out delegated responsibilities of the board.
- (d) *Continuing education.* Each board member should make a reasonable effort to attend state historic preservation office training programs.
- (e) *Participation in planning and survey activities.* Board members are encouraged to participate in city land use and planning activities and to assist in the efforts of the city and community historic preservation organizations in research and survey of historic properties.
- (f) *Officers.* The historic design review board shall elect from within the board a chair, who shall be the presiding member; a vice-chair, who shall preside in the chair's absence or disqualification. The city clerk shall serve as the secretary for the historic design review board. Terms of all elected officers shall be for one year, and officers may serve unlimited consecutive terms.
- (g) *Disqualification of members.* If any member of the historic design review board shall find that his or her private or personal interests are involved in a matter coming before the historic design review board, he or she shall disqualify himself or herself from all participation in that case. No member of the historic design review board shall appear before the historic design review board as agent or attorney for any person.
- (h) *Vacancies.* Vacancies on the board shall be filled by the city council within 60 days.

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- (i) *Removal of member for cause or for absenteeism.* Members of the historic design review board may be removed for cause by the city council after filing of written charges, a public hearing, and a majority vote of the city council. Failure of any member to attend three consecutive regular meetings of the board without being excused by the board shall automatically be considered forfeiture of the office.

(Ord. No. 2013-12, § 1, 10-1-2013)

Sec. 54-453. Rules for transaction of business.

The board shall adopt rules for the transaction of its business and consideration of recommendations of applications, and shall provide for the time and place of regular meetings, and for the calling of special meetings. The board shall have the flexibility to adopt rules of procedure without amendment to this article. Such rules of procedure shall be available in written form for public inspection and to persons appearing before the historic design review board.

(Ord. No. 2013-12, § 1, 10-1-2013)

Sec. 54-454. Meetings and quorum.

The historic design review board shall meet at least four times per year at regular intervals at the call of the chair, or at the written request of a majority of members, and/or within 45 days after receipt of a matter to be acted upon by the historic design review board. A majority of the appointed regular members of the board shall constitute a quorum.

All meetings of the historic design review board shall be public and have a publicly available agenda prior to the meeting. All decisions of the board shall be made in a public forum. A record of all its resolutions, transactions, findings, and determinations shall be made, which record shall be a public record on file in city hall [in] the office of the city clerk.

(Ord. No. 2013-12, § 1, 10-1-2013)

Sec. 54-455. State reporting requirements.

During any period in which the city is designated as a certified local government by the State of Florida, the city shall make available sufficient staff to undertake the delegated responsibilities of the historic design review board, including the reporting requirements as follows:

- (1) Provide the state historic preservation officer with 30 calendar days prior notice of all four regular meetings of the board and provide the state historic preservation officer with agendas of all meetings.
- (2) Submit minutes of each meeting to the state historic preservation officer within 30 calendar days.
- (3) Submit record of attendance of the historic design review board member to the state historic preservation officer within 30 calendar days after each meeting.
- (4) Submit public attendance figures for each meeting to the state historic preservation officer within 30 calendar days after each meeting.
- (5) Notify the state historic preservation officer of change in board membership within 30 calendar days of action.
- (6) Notify the state historic preservation officer immediately of all new historic designations or alterations to existing designations. Such inventory materials shall be compatible with the Florida Site File.

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- (7) Submit amendments to the City of Monticello historic preservation code to the state historic preservation officer for review and comment at least 30 calendar days prior to adoption.
 - (8) Submit an annual report by November 1 of each year covering activities of previous October 1 through September 30 which includes, at a minimum, the following:
 - a. A copy of the rules of procedure.
 - b. A copy of the City of Monticello historic preservation code.
 - c. Resume of historic design review board members.
 - d. Changes to the membership of the historic design review board.
 - e. New local historic district or historic property designations.
 - f. New National Register listings.
 - g. Review of survey and inventory activity with a description of the system used.
 - h. Program report on each grant-assisted activity.
 - i. Number of projects reviewed.

(Ord. No. 2013-12, § 1, 10-1-2013)

Sec. 54-456. Powers.

The historic design review board shall be authorized to:

- (1) Prepare an inventory of all historic properties within its respective historic preservation jurisdiction and make such inventory open to the public.
- (2) Recommend to the city council specific places, districts, sites, buildings, structures or boundary changes relating to the historic district.
- (3) Review applications for alterations, relocations, demolitions and new construction or other activities that may affect locally designated historic properties.
- (4) Recommend to the city council that the historic designation of any place, district, site, building or structure be revoked or removed, for cause.
- (5) Make recommendations on the restoration or preservation of any historic properties acquired by the city.
- (6) Conduct educational programs on historic properties located within its historic preservation jurisdiction, and participate in survey and planning activities of the certified local government program.
- (7) Make such investigations and studies of matters relating to historic preservation as the local governing body or the board itself may, from time to time, deem necessary or appropriate for the purposes of preserving historic resources.
- (8) Recommend design guidelines for historic properties or districts.
- (9) Perform historic preservation activities as the official agency of the city's historic preservation program.
- (10) Make recommendations regarding the receipt of donations, grants, funds or gifts of historic property. The board shall not obligate the city council without prior consent.

(Ord. No. 2013-12, § 1, 10-1-2013)

Sec. 54-457. Designation of historic districts and historic properties.

(a) *Preliminary research by historic design review board.*

- (1) The board, upon city council approval, shall have the authority to compile and collect information and conduct surveys of historic resources within the city. Duplicates of all inventory materials will be provided to the state historic preservation office.
- (2) The board may prepare formal nominations when proposing historic districts or historic properties. These nominations shall be used to educate the community and to provide a permanent record of the designated properties. The nomination of structures to the National Register of Historic Places shall follow the federal guidelines for such actions as outlined in section 54-458.
- (3) When considering National Register nomination proposals and other actions that may impact properties which are normally evaluated by a professional in such discipline before rendering a decision, the board may seek expertise in this area before rendering a decision. This can be accomplished through consulting (e.g. universities, private preservation organizations, or regional planning commissions) or by other means that the state historic preservation officer determines appropriate.

(b) *Designation of historic districts and historic properties.*

- (1) Boundaries shall be clearly defined for historic districts and historic properties. The boundaries shall be shown on maps and/or the official zoning map of the city.
- (2) Individual properties within historic districts shall be classified as:
 - a. Historic (more than 50 years old);
 - b. Nonhistoric (less than 50 years old, yet possessing architectural character);
 - c. Intrusion (structures less than 50 years old which do not contribute to the historical character of the district).

(c) *Designation standards.*

- (1) To qualify as a historic property or historic district, individual properties, structures, sites or buildings, or groups of properties, structures, sites or buildings will have significant character, interest or value as part of the historical, cultural, aesthetic and architectural heritage of the city, state or nation. To qualify as a historic property or historic district, said property or properties must fulfill one or more of the criteria set forth below.
- (2) A building, structure, site or district will be deemed to have historical or cultural significance if it meets the following criteria:
 - a. Is associated in a significant way with the life or activities of a major person important in city, state or national history (i.e., the homestead of a local founding family);
 - b. Is the site of a historic event with significant effect upon the city, state or nation;
 - c. Is associated in a significant way with a major historic event, whether cultural, economic, social, military, or political;
 - d. Exemplifies the historical, political, cultural, economic or social trends of the community in history; or
 - e. Is associated in a significant way with a past or continuing institution which has contributed substantially to the life of the city.

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- (3) A building, structure, site or district is deemed to have architectural or aesthetic significance if it fulfills one or more of the following criteria:
- Portrays the environment in an era of history characterized by one or more distinctive architectural styles;
 - Embodies those distinguishing characteristics of an architectural style, period or method of construction;
 - Is a historic or outstanding work of a prominent architect, designer, landscape architect, or builder; or
 - Contains elements of design, detail, material, or craftsmanship of outstanding quality or which represented, in its time, a significant innovation or adaptation to the North Florida environment.
- (4) A building, structure, site, or district will be deemed to have historic significance if, in addition to or in the place of the previously mentioned criteria, the building, structure, site or zone meets historic development standards as defined by and listed in the regulations of and criteria for the National Register of Historic Places, as prepared by the U.S. Department of the Interior under the Historic Preservation Act of 1966, as amended.
- (d) *General matters affecting designation of both historic districts and historic properties.*
- Making application for designation of historic district or historic property.
 - An historical society, neighborhood association, with affected property owners' consent, or a group of two or more consenting property owners may apply for historic district designation.
 - A property owner may apply for historic property designation.
 - The application shall be on a form prescribed by the city for such purposes, and shall be accompanied by the appropriate fee. The fee shall be adopted by the city council by resolution, and may be revised from time to time as the council deems appropriate.
 - When the completed application and the appropriate fee have been submitted to the city, the board shall review the application at a public hearing. The board may review several applications at one hearing. Notice of the hearing shall be published in one issue of a newspaper of general paid circulation in the county and of general interest and readership in the community at least five days prior to said hearing.

Following the public hearing, the board shall make a recommendation to the city council for approval or rejection of the application(s). If the board votes to approve the application(s), it shall submit its recommendation to the city council for a proposed ordinance for designation of the historic district(s) or historic property or properties.
 - A decision to accept or reject the recommendation of the board shall be made at a regularly scheduled meeting of the city council. If the recommendation is accepted by the city council, an ordinance shall be adopted by the council designating the historic district(s) or the historic property or historic properties.
 - The city council shall hold a public hearing on the proposed ordinance for designation. Notice of the hearing shall be published in two consecutive issues of a newspaper of general paid circulation in the county and of general interest and readership in the community, and written notice of the hearing shall be delivered or mailed to all owners and occupants of subject properties. All such notices shall be published, delivered or mailed not more than 20 days prior to the date set for the public hearing. A letter sent via the United States Mail to the last-known owner of the property shall constitute legal notification under this article.

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- (5) Any ordinance designating any property or district as historic district or historic property shall identify each property to be designated by street address, set forth the name of the owner of the designated property or properties, and require that a certificate of appropriateness be obtained from the city prior to any material change in appearance of the designated property.
 - (6) Any ordinance designating any property or district as historic district or historic property shall require that the designated property or district be shown on the official zoning map of the city and kept as a public record to provide notice of such designation.
 - (7) Within 30 days immediately following the adoption of the ordinance for designation, the owners and occupants of each designated historic property, and the owners and occupants of each designated property located within a designated historic district, shall be given written notification of such designation by the city council, which notice shall apprise said owners and occupants of the necessity of obtaining a certificate of appropriateness prior to undertaking any material change in the appearance of the historic property designated or within the historic district.
 - (8) The city council shall notify all necessary agencies within the city of the ordinance for designation, including local historical organizations.
 - (9) The city council has the authority to amend and/or rescind the local designation as necessary.
 - (10) Upon denial of an application for designation, there shall be a 12-month waiting period before any applicant may resubmit the proposal unless the agency waives said waiting period based on consideration of the following factors:
 - a. There is presented new evidence bearing upon the subject matter of the written petition which could not reasonably have been presented to the agency at the time of the previous hearing on the written petition; or
 - b. Failure to waive said 12-month waiting period constitutes a hardship to the applicant resulting from an inadvertent mistake in the written petition.

(Ord. No. 2013-12, § 1, 10-1-2013)

Sec. 54-458. Review of proposed nominations to the National Register.

The historic design review board, when acting under the designation as a certified local government program, will be responsible for developing or receiving documentation necessary to nominate properties within the district or local properties designated as historic properties to the National Register. The board shall:

- (1) Evaluate nomination proposals received for completeness in a timely manner. Should a nomination proposal not be technically complete, the board shall notify the proposal's sponsor in writing, identifying the technical deficiencies, with 30 days after receipt of the nomination proposal.
- (2) If the nomination is technically complete, the historic design review board shall consider the nomination proposal, either on its regular agenda, or at a specially called meeting. Notification of its intention to consider a nomination proposal shall be provided at least 30 days, but not more than 75 days, prior to the board meeting at which the nomination proposal will be considered to the following:
 - a. Owner(s) of record of the property. The list of owners shall be obtained from official tax records. Where there is more than one owner listed, each separate owner shall be notified.
 - b. The chairman of the Jefferson County Board of County Commissioners and mayor of the City of Monticello. Within 30 days after receipt of the nomination proposal, the chairman of the board of county commissioners and mayor shall submit, in writing, to the historic design review board,

a recommendation as to whether or not the property shall be nominated to the National Register.

c. State historic preservation officer.

- (3) Nomination proposals shall be considered by the historic design review board at an advertised public meeting, and all votes on nomination proposals shall be recorded and made a part of the permanent record of the commission meeting. All nomination proposals shall be forwarded, with a record of official action taken by the historic design review board and the recommendation of the mayor and chairman of the board of county commissioners, to the state historic preservation officer within 30 days after the historic design review board meeting at which they were considered. If either the historic design review board or chairman of the board of county commissioners or the mayor, or all, support the nomination, the state historic preservation officer shall schedule the nomination proposal for consideration by the Florida National Register Review Board as part of the normal course of business at the next regular meeting.
- (4) Any person or organization which supports or opposes the nomination of a property to the National Register shall be afforded the opportunity to make its views known in writing. Objection by a property owner to nomination to the National Register must be notarized. All correspondence or other filings regarding a nomination proposal shall become part of the permanent record concerning that proposal and shall be forwarded by the historic design review board to the state historic preservation officer.
- (5) Nomination proposals to be considered by the historic design review board shall be on file at city hall and available for public access for at least 30 days but not more than 75 days prior to the board meeting at which they will be considered. A copy shall be made available by mail when requested by the public,
- (6) Any person may appeal the historic design review board decision regarding a national register nomination by filing such appeal to the state historic preservation officer within 30 days of receipt of the written decision of the historic design review board.
- (7) Certified local government review and notification procedures do not apply when a federal agency nominates a property under its ownership or control.

(Ord. No. 2013-12, § 1, 10-1-2013)

Secs. 54-459—54-470. Reserved.