

**HISTORIC PRESERVATION WORKSHOP  
JANUARY 31, 2023**

**COUNCIL MEMBERS PRESENT:** Councilman Dwight Vickers, Mayor Pro Tem Bert, Councilwoman Jenny Stone, Councilman Tim Loughmiller, and Mayor Janice Hart

**COUNCIL MEMBERS ABSENT:** Councilman Eddie Bass and Councilman Decorkus Allen

Meeting was called to order by Mayor Pro Tem Bert at 5:00 p.m.

Laura Lee Corbett introduces herself as a professional architectural historian and historic preservationist. She said that she was contacted by the Town Manager and the Apalachee Regional Planning Council about the Town having growing pains in going through their Ordinance being enacted.

She states what she has done is go through our entire ordinance and have picked out some language in relation to some of the issues that you are having. She said that she has added some thoughts of how we could improve.

The first thing that she says she picked up on was the Central Business District and the Historic Preservation Design Standards. She says she is a little confused why there are two districts and they seem to mirror each other with their language and that is something you might want to tighten later. She said if it was confusing to her it would definitely be confusing to other people trying to do business. She said in looking at the definitions and looking at the Certificate of Appropriateness there are issues that are being worked through. When do people seek the COA, who approves the COA, and how does the process work and how long does it take. In the COA she says that to apply for one it requires a material change in the appearance of the property of the Central Business District. On the following page you have got more Certificate of Appropriateness language which includes no material changes and then it talks about exemptions it is talking about paint color but not painting over previously painted areas. When considering applications for COA for alterations or maintenance which is two separate things, you are to refer to the Secretary of Standards for guidelines to follow when making decisions of preservation. Most of your buildings would be contributing structures to your historic district. This would be another thing to consider is to use this Standard to follow. When it comes to masonry we have recommended treatments and not recommended treatments specifically called out is a prime paint or other buildings such as stucco to masonry which has been historically unpainted is not recommended. From there we get into visual compatibility, what does most of your downtown look like? We talk about materials and texture vision compatibility which we are talking about unpainted masonry or brick. As for the maintenance and use of the historic property it is excluded from review. There are conflicting changes in what you are talking about. Here it is referenced outer appearance, such as paint or no paint. She states you really need to have continuity on the block downtown.

Then we get into the Historic Preservation Design Standards. These sound like they should be different then the Downtown and Central Business District Standards but it is not. It is very confusing. You will need to tighten this up as well maybe to create one district. She discusses the Certified Local Government Program is administered by the Florida Department of State. It was created by the National Park Service or the Feds years ago. There are certain standards to becoming a certified local government they do have benefits such as you could call their CLG coordinator that could come in and

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give certain technical advice. There are other benefits like there can be grant money tied to it. The federal government gives money to the state for the Historic Preservation Office and that is money that CLG's can compete for. She discusses the general guidelines that were handed out to all Council Members. She states when we talk about the requirements, this is where she feels like the Town could strengthen what they are already doing. You have already done the survey, created the district, and developed an ordinance which are all requirements of the program. You do have some issues and one problem is that your Historic Preservation Commission is also the Town Council which is also the Planning Commission. That is something you will definitely need to separate. The Standards does address the issue if the community is small that for a population less than 10,000 that the commission could be up to three members. It also talks about the background that the commission or people in the community should have. She also reads a list of the people that are recommended for the Historic Preservation Commission.

Then we get into definitions such as the paint issue and we talk about material change in the appearance that will affect the architectural exterior which also addresses the material compatibility we discussed earlier. Then we get into filing for a COA and who is the Town staff that handles that? The Town Manager states it is us. Ms. Corbett states that is very unusual, she states she knows we contract out with Apalachee Regional for Zoning and that you might look at contracting this out as well to ensure they are up to the standards required. That is the way it works in some smaller communities.

She states then we get into the language that is confusing. It states that the Historic Preservation Committee shall recommend and that the Town Council approves which is making recommendations to yourself. That is not the best idea that has been set up. This gets back into the Planning Committee that is making the same recommendation to themselves as well. This is all one body and probably should not be separated. She says she doesn't quite get what the Planning Committee is. You have the Downtown Design Standards and then you have got the Preservation Design Standards, you have got the Planning Committee, and the Historic Preservation Committee and it is kind of redundant, it definitely needs to be refined.

She recommends to also post the Certificate of Appropriateness on the Town's website with some bullet points of when you need to apply for it and when you don't need to apply for it and state that if you are in doubt to please call us.

The other note she would like to make is that she has never seen where a Certificate of Appropriateness had to be notarized. She found that odd and it is an extra step for people to take that should not be required.

In your design guidelines she recommends having pictures of what is recommended and what is not recommended this also would go along with what would require a Certificate of Appropriateness and what would not.

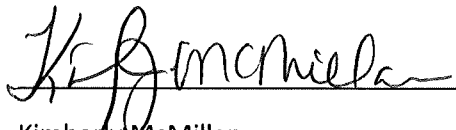
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In closing, she recommends making your Central Business District and your Preservation Committee make it one that would take out a lot of language that seems intimidating. The second is to get a small grant to outsource to do some basic design standards and to redo your Certificate of Appropriateness application to make it more user friendly. You want people to use it and you want to make it easy.

Mayor Pro Tem Bert states that a lot of Havana's buildings are just a patch of work, they have been bricked and rebricked. If you leave it like it is, it is less attractive than if you paint it. He thinks the white buildings that were showed the back of them are good examples. You have got different colored brick stacked in and if you leave it like that it does not look good. Laura agreed once you paint it you create a maintenance issue. Which is a good point why create something that doesn't need maintenance in the first place. Mayor Pro Tem Bert asked would you need a COA to repaint an already painted brick building? Laura stated no. She stated recommending a palette of colors to be approved. Laura asked if there were any other questions from the Council or the visitors. There were not.

Motion to adjourn the meeting was made by Councilwoman Stone and seconded by Councilman Vickers.

Meeting was adjourned at 5:36 p.m.

  
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Kimberly McMillan  
Town Clerk

  
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Presiding Town Council Official