Town of Jupiter
Historic Resources Board Minutes
Regular Meeting on October 16, 2023
6:00 PM

Chair Murray called the meeting to order at 6:02 pm.

ATTENDANCE:
Chair Debi Murray; Board Members; Christine Pinello, Lee Webber; Alternate Board Member Sara Misselhorn; Stephanie Thoburn, Assistant Director of Planning and Zoning; Stephen Mayer, Senior Planner; Michael Schneider, Secretary.

ORDER OF BUSINESS:

1. **Approval of the Agenda**

   Stephen Mayer requested to add Attachment E, to agenda item #6, which was sent to the Board prior to the meeting. Ms. Thoburn clarified there were no changes and that it was additional information. Board Member Webber moved to approve the agenda; seconded by Board Member Misselhorn. The motion passed unanimously (4-0 vote).

2. **Citizen Comments:**

   Ms. Susan Brandt thanked the Board for getting the Old Town Hall designated as a historic site. She suggested better communication between departments to be more effective.

REGULAR AGENDA

3. **David Thompson resignation** – Acknowledgement of Board Member Thompson resigning from the HRB and moving over to Planning and Zoning Commission. Ms. Thoburn stated at this time we are not recommending to replace Mr. Thompson.

ORDER OF BUSINESS:

4. **Approval of the Minutes** - Chair Murray had one change to the minutes which was to add "in Jupiter" at the end of "Old Town Hall and the use of it being the first Palm Beach County library branch" on the first page under number 4 under the second paragraph under Regular Agenda. Board Member Pinello moved to approve the minutes from July 17, 2023; seconded by Board Member Misselhorn. The motion passed unanimously (4-0 vote).

REGULAR AGENDA

5. **Officer Elections** – Ms. Thoburn said that this normally occurs at the beginning of

each year but was delayed due to the Sperry project. Motion made by Board Member Misselhorn to retain Chair Murray and Vice Chair Mayo. Both were confirmed by acclimation.

6. **Certificate of Appropriateness Matrix** – Mr. Mayer presented an update of the discussion item. The existing Certificate of Appropriateness (COA) Matrix was adopted by reference and is not in the Zoning Code. It provides guidelines on whether development activities are routine, requires administrative COA or Special COAs (Board approval). It currently identifies important design features and is intended to streamline the process of approvals needed for changes to a locally designated historical site.

Mr. Mayer stated the Secretary of Interior's Standards for the Treatment of Historic Properties was the basis of the COA Matrix and provided guidelines which preserve and maintain the historic character. It addressed changes due to potential natural hazard impacts, resiliency and changes due to sustainability such as energy efficiency and other climate impacts.

Updates were identified during the Old Town Hall Local Historic Designation application which contemplated upgrades to the existing playground, temporary laydown area and potential stormwater improvements. Site specific items were missing from the COA Matrix.

Staff researched 11 Florida municipalities which helped identify new categories of changes to historic sites consistent with the Secretary of Interior's Standards. Mr. Mayer stated staff proposed changes were based on these standards and peer review.

Ms. Thoburn suggested not going item by item, since the Board just received the additional information today and recommended getting the Board's input on modifying the matrix and staff will bring it back to Historic Resources Board. Ms. Thoburn stated we want the matrix to be helpful and not discourage people from wanting to designate their building as a local historic site. She said that the COA exempt column was added to clarify and assist staff and property owners, and to provide consistency with the code.

Board Member Pinello asked if changes could go through the staff level if the Board exempts it. Ms. Thoburn replied COA exempt activities would just go through the building permit process and then department staff would review it for consistency. Ms. Thoburn emphasized that recommendation is inconsistent with how the code is today and the code would need to be changed. She then said that if it is unclear, the staff will fall back on the Secretary of the Interior's Standards and contact other municipalities. She also added the majority of structures that could be locally designated historic include approximately 20-30 single family homes built before 1960. Chair Murray asked if we use the 50 year limit. Ms. Thoburn replied that the Town Council was not interested in giving out incentives to homes built after 1960

but that a home could be locally designated if it is 50 years old and met the criteria.

Chair Murray had a question about sheds, trellises, etc. She stated there is "Demolition" under 200 square feet but no "New" under 200 square feet as it relates to Attachment E. Mr. Mayer indicated that was an oversight on staff's part and it would be under the staff column for review. Ms. Thoburn indicated that it is in the original COA and that some of activities or changes were relocated to staff or exempt such as signage. She suggested signs be reviewed by staff since single family homes do not need signage and commercial uses would be reviewed through a sign permit.

Chair Murray mentioned driveways and sidewalks being marked out entirely. Staff noted that it was relocated and combined under "Circulation" based on the Secretary of the Interior. Chair Murray then asked about fountains and staff informed her it was under "Landforms".

Board Member Pinello asked about docks and boathouses at Suni Sands. The boathouse was supposed to be protected but was knocked down and what category would that fall under. Ms. Thoburn said it would be under demolition but it wasn't locally designated and so that was the issue. The rebuilding would be under "New Construction or Reconstruction". Board Member Pinello mentioned the docks behind Jupiter Dive Center and the Certificate to Dig was approved and wanted to know if that would fall under docks. Ms. Thoburn pointed out there is no local historic designation for Jupiter Dive Center and they only have a Certificate to Dig so it is not required but if it were locally designated it would be part of a COA application.

Ms. Thoburn asked the Board if the proposed changes were headed in the right direction. Chair Murray replied yes and that more staff approvals should be allowed. Chair Murray stated as this item is for discussion there is no action and that staff would address the Board's comments and provide something at the next meeting.

7. **Staff Updates** –
Old Town Hall Local Historic Designation – The Resolution was adopted by Town Council for the entire site project.
Sperry Certificate to Dig – Town Council approved in July. It was assigned to a special magistrate to hear the appeal on November 16, 2023.
State Historic Markers:
Loxahatchee River – Chair Murray pointed out that Ponce De Leon has an accent over the "E" in Leon. She also mentioned the Lighthouse was built in 1860 and not during the Seminole Wars as stated in the document.
US1 Bridge Project – The two historic markers at the bridge were approved.

8. **Board Comments:** No comment.

9. **Next Meeting**: Tentatively December 18, 2023

10. **ADJOURNMENT:** Board Member Pinello made a motion to adjourn the meeting and was seconded by Board Member Misselhorn. The motion passed unanimously. (4-0 vote). Meeting was adjourned at 6:55 pm.

Michael Schneider, Secretary

Debi Murray, Chair

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