



HISTORIC PRESERVATION MEETING ZEPHYRHILLS, FLORIDA

**Thursday, March 16, 2023
6:00 PM**

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order – Council President
Roll Call – City Clerk Lori Hillman
Invocation – Councilman Alan Knight
Pledge of Allegiance – Council President

1. CONSENT ITEMS

- 1.1 February HPB Meeting Minutes

2. BUSINESS ITEMS

- 2.1 Historic Marker Program - Draft Application
 - 1. Draft Historic Marker Program

3. DISCUSSION ITEMS

- 3.1 Completion of American Legion Steps
- 3.2 Historic Resources Survey Update - GAI Consulting Firm
- 3.3 Florida Historic Tax Incentives Program
- 3.4 Florida Trust Conference: July 19-22 in Ocala
- 3.5 Preservation Month Information & Website Updates

ADJOURN

*** PLEASE NOTE: This is a Public Meeting. Should any interested party seek to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or**

she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105. If you are a person with a disability which requires reasonable accommodation in order to participate in this meeting, please contact the City Clerk at 813/780-0000 at least 48 hours prior to the public hearing. A.D.A. and F.S. 286.26.

MEMORANDUM

TO: Historic Preservation Board
FROM: Audrey McGuire, AICP
DATE: March 16, 2023
SUBJ: Historic Marker Program - Draft Application

Staff has created a draft Local Historic Marker Program and application form for the Board's comment and recommendations.

The intent of the marker program is to identify historic resources, educate the public and promote historic preservation and restoration in the community. The program would be open to all historic properties in the city meeting the listed criteria, regardless of whether located in a designated historic district.

A budget will have to be identified each fiscal year for this program.

Staff is requesting the Historic Preservation Board review the draft application packet and provide comment/recommendations on program requirements, criteria and any conditions for approval.



City of Zephyrhills **Local Historic Marker Program**

Application Packet **DRAFT**

INTRODUCTION & PURPOSE

The City of Zephyrhills historic marker program was created to identify those buildings, structures and sites with historic and/or architectural significance in our community. This program is intended to educate and inform the public of the importance of historic resources and promote historic preservation and restoration of properties in the city.

CRITERIA FOR CONSIDERATION

Buildings, structures and sites must be at least 50 years old and meet one or more of the following criteria to qualify for a historic marker.

- The building, structure or site is associated with the lives of person(s) significant in city, state, or national history;
- The building, structure or site was the location of a significant historic event in city, state or national history;
- The building, structure or site embodies distinctive characteristics of an architectural type, style, period or method of construction;
- The building, structure or site is an example of historic or outstanding work of a prominent architect, designer, landscape architect, builder or craftsmanship.
- The building, structure or site represents an era of history characterized by one or more distinctive architectural styles;
- The building, structure or site is listed on or eligible for the National Register of Historic Places.

MARKERS

There is no application or marker fee. The City of Zephyrhills funds this program. The marker is bronze and comes in a variety of sizes depending on the marker subject. They can be building/fence or pole-mounted.

APPROVAL PROCESS

Applications are first-come, first-served based on available funding and will be reviewed by the Historic Preservation Board. The Board may vote to approve or deny the marker

application. If changes to the text are made by the Board, the applicant will be notified prior to approval of the marker.

PROGRAM CONDITIONS

Historic buildings, structures and sites which receive a historic marker shall be subject to the requirements of Ordinance 774-01, as amended, regardless of whether located within a historic district and local historic design guidelines. A certificate of appropriateness shall be required before property owners may undertake material changes, alterations or repairs.

DRAFT APPLICATION FORM

REQUIRED SUPPORTIVE MATERIALS

Suggested Marker Text & Title. On an attached sheet, please provide a suggested marker text and title for the marker. The text is subject to change as the Historic Preservation Board prepares and approves the final inscription.

Digital Photographs & Map. Please provide a current photograph of the property/structure/site and map of the site indicating where you would like the marker to be placed.

Signed Affidavit. A signed affidavit by the property owner is required. Prior to the approval of the marker, an agreement between the property owner, Historic Preservation Board and the City of Zephyrhills is required.

APPLICANT INFORMATION

Property Owner:

Mailing Address:

Email Address:

Phone #:

Applicant, if different:

Mailing Address:

Email Address:

Phone #:

HISTORIC BUILDING, STRUCTURE OR SITE INFORMATION

Address/Location:

Construction Years:

Proposed Title of Marker:

The subject building, structure or site meets the following criteria for designation: *Please choose all that apply.*

- ☐ The building, structure or site is associated with the lives of person(s) significant in city, state, or national history;
- ☐ The building, structure or site was the location of a significant historic event in city, state or national history;
- ☐ The building, structure or site embodies distinctive characteristics of an architectural type,

style, period or method of construction;

- ☐ The building, structure or site is an example of historic or outstanding work of a prominent architect, designer, landscape architect, builder or craftsmanship.
- ☐ The building, structure or site represents an era of history characterized by one or more distinctive architectural styles;
- ☐ The building, structure or site is listed on or eligible for the National Register of Historic Places.

Statement of Significance. Please provide a brief narrative of why the building, structure or site is significant to the City of Zephyrhills. This narrative should include significant persons, events, chronological and historical development and alterations or modifications, and any additional information to support the application. A list of source material may be requested.