

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

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Meeting Date: July 13, 2021
Department: Planning, Zoning & Building Department
Submitted By: Planning Division
Advisory Board: Historic Resources Review Board
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Appointment of two members to the Historic Resources Review Board (Board).

<u>Appointment</u>	<u>Seat</u>	<u>Requirement</u>	<u>Recommended By</u>	<u>Term</u>
Rose Guerrero	7	Archaeologist/ Historian	Mayor Kerner Vice Mayor Weinroth Commissioner McKinlay Commissioner Bernard Commissioner Weiss	7/13/2021 – 7/15/2024
Meredith Ellis	6	Anthropologist	Vice Mayor Weinroth Commissioner McKinlay Commissioner Bernard Commissioner Weiss	7/13/2021 – 6/10/2022


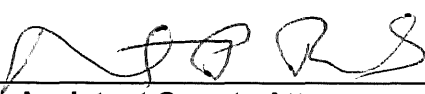
Summary: The Unified Land Development Code (ULDC) Article 2.G.3.H provides for the membership of the Board. The term of office of each member is for three years. Board seats are at-large positions appointed by the Board of County Commissioners (BCC). The Planning Division forwarded a memo (dated April 21, 2021) and forms to the BCC notifying the Board of the vacancies, and requesting nominations. A total of five (5) responses were received.

The Board has 9 seats, 6 currently filled, and 3 vacancies, and a diversity count of Caucasian: 6 (100%). The gender ratio (male: female) is 2:4. The nominees are Rose Guerrero and Meredith Ellis, who are Caucasian females. Staff has addressed the need to increase diversity within our boards and will continue to encourage this in an effort to expand the Board's Diversity. Unincorporated (RPB)

Background and Justification: The Board was established by the Historic Preservation Ordinance adopted on February 2, 1993, to make recommendations to the BCC regarding historic designations and related matters. The ULDC provides for the Board to be composed of nine members. However, the Board has five seats with specific professional requirements per the Certified Local Government Program, and one seat designated by the BCC for a resident living west of Twenty-mile Bend. All professional and the BCC required seats on the Board are currently filled. The remaining seats are among those with no specific professional requirements, but consideration is to be given to individuals with a demonstrated interest in history, architecture, or the following related disciplines: business person, engineer, contractor in a construction trade, landscape architect, urban planner, and/or attorney.

Attachments:

1. Boards/Committees Applications
2. Resumes/Biographies
3. List of Current Historic Resources Review Board (HRRB) Members
4. Memorandum to the Board of County Commissioners, April 21, 2021
5. Unified Land Development Code (ULDC) Article 2.G.3.H

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Recommended By:  6/7/2021
 Department Director Date
Legal Sufficiency:  6/9/2021
 Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): Planning Division - PZ-B

Board Name: Historic Resource Review Board (HRRB) Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: 07/13/2021 To: 07/12/2024

Seat Requirement: Historic Preservation Professional Seat #: 7

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)
APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Guerrero Rose Evangeline
Last First Middle

Occupation/Affiliation: Research Director
Owner Employee Officer

Business Name: Historical Society of Palm Beach County

Business Address: 300 North Dixie highway #282
City & State: West Palm Beach, Florida Zip Code: 33401

Residence Address: 126 SW 10th Avenue
City & State: Boynton Beach, Florida Zip Code: 33435

Home Phone: (784) 294-1399 Business Phone: (561) 832-4164 Ext. 112

Cell Phone: (784) 294-1399 Fax: ()

Email Address: RGuerrero@PBHistory.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)
OR

NONE



NOT APPLICABLE/
(Governmental Entity)



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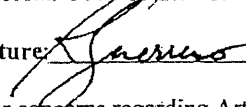
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By watching the training program on the Web, DVD or VHS on February 11, 2021
By attending a live presentation given on _____, 20__

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature:  Printed Name: Rose Guerrero Date: 02/11/2021

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

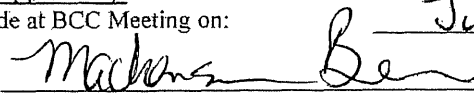
Return this FORM to:

NORA ACORD, PLANNING TECH
PZ&B PLANNING DIVISION
2300 N. JOG RD, WEST PALM BEACH, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

July 13, 2021

Commissioner's Signature: 

Date: _____

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

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Term of Appointment: 3 Years. From: 07/13/2021 To: 07/12/2024

Seat Requirement: Historic Preservation Professional Seat #: 7

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Guerrero Rose Evangeline
Last First Middle

Occupation/Affiliation: Research Director
Owner Employee Officer

Business Name: Historical Society of Palm Beach County

Business Address: 300 North Dixie highway #282

City & State: West Palm Beach, Florida Zip Code: 33401

Residence Address: 126 SW 10th Avenue

City & State: Boynton Beach, Florida Zip Code: 33435

Home Phone: (784) 294-1399 Business Phone: (561) 832-4164 Ext. 112

Cell Phone: (784) 294-1399 Fax: ()

Email Address: RGuerrero@PBCHistory.org

Mailing Address Preference: Business Residence

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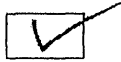
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(Governmental Entity)



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By attending a live presentation given on _____, 20__

AND

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*Applicant's Signature: [Signature] Printed Name: Rose Guerrero Date: 02/11/2021

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Return this FORM to: **NORA ACORD, PLANNING TECH
PZ&B PLANNING DIVISION
2300 N. JOG RD, WEST PALM BEACH, FL 33411**

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: July 13, 2021

Commissioner's Signature: [Signature] Date: 4.30.21

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

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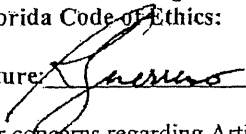
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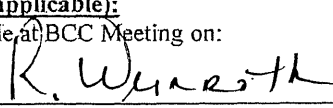
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Appointment to be made at BCC Meeting on:

Commissioner's Signature:



Date:

15 July 13, 2021
5/11/21

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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Commissioner's Signature: [Signature] Date: 4/27/21

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2300 N. JOG RD, WEST PALM BEACH, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at FCC Meeting on: July 13, 2021

Commissioner's Signature: [Signature] Date: 4/26/21

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

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 Completion of term to expire on: 06/10/2022

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Name: Ellis Meredith A.B.
 Last First Middle
 Occupation/Affiliation: Assistant Professor of Anthropology
 Owner Employee Officer
 Business Name: Florida Atlantic University
 Business Address: 777 Glades Road
 City & State: Boca Raton, FL Zip Code: 33431
 Residence Address: 9501 Affirmed Lane
 City & State: Boca Raton, FL Zip Code: 33496
 Home Phone: () Business Phone: (561) 297-4768 Ext. _____
 Cell Phone: (315) 569-7802 () _____
 Email Address: ellism@fau.edu

Mailing Address Preference: Business Residence
 Have you ever been convicted of a felony: Yes _____ No x
 If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

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<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>

(Attach Additional Sheet(s), if necessary)
OR

NONE

NOT APPLICABLE/
(Governmental Entity)

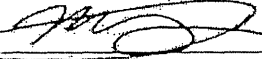
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By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

X By watching the training program on the Web, DVD or VHS on April 1 2021
 By attending a live presentation given on , 20

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature:  Printed Name: Mercedes AB Ellis Date: 04/01/2021

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Return this FORM to: NORA ACORD, PLANNING TECH
PZ&B PLANNING DIVISION
2300 N. JOG RD, WEST PALM BEACH, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

July 13, 2021

Commissioner's Signature:  Date:

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): Planning Division - PZ:B

Board Name: Historic Resource Review Board (HRRB) Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: _____ Years. From: 07/13/2021 To: 06/10/2022

Seat Requirement: _____ Seat #: 6

*Reappointment or New Appointment

or to complete the term of Arlene Fradkin Due to: resignation other
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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Ellis Meredith A.B.
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Occupation/Affiliation: Assistant Professor of Anthropology
Owner Employee Officer

Business Name: Florida Atlantic University

Business Address: 777 Glades Road

City & State: Boca Raton, FL Zip Code: 33431

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(Attach Additional Sheet(s), if necessary)
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NONE

NOT APPLICABLE/
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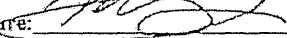
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AND

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*Applicant's Signature:  Printed Name: Meredith AB Ellis Date: 04/01/2021

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2300 N. JOG RD, WEST PALM BEACH, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

July 13, 2021

Commissioner's Signature:  Date: 4/27/21

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Revised 02/01/2016

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Home Phone: () Business Phone: (561) 297-4768 Ext. _____

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Email Address: ellism@fau.edu

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*Applicant's Signature: [Signature] Printed Name: Meredith AB Ellis Date: 04/01/2021

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 2300 N. JOG RD, WEST PALM BEACH, FL 33411

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Appointment to be made at BCC Meeting on: July 13, 2021

Commissioner's Signature: R. Wenzel Date: 5/11/01

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Revised 02/01/2016

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*Applicant's Signature: [Signature] Printed Name: Melchior AB Ellis Date: 04/01/2021

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: July 13, 2021

Commissioner's Signature: [Signature] Date: 4/26/21

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Rose E. Guerrero

Curriculum Vitae
126 SW 10th Avenue
Boynton Beach, FL 33435
(786) 294-1399
Guerrero.E.Rose@gmail.com

Education Background

- Spring 2014 Florida Atlantic University, Boca Raton.
M.A. in Anthropology, *Seventeenth-Century Foodways of British Puritans at Preacher's Cave, Eleuthera, Bahamas: Zooarchaeological and Historical Evidence.*
- Spring 2010 Florida Atlantic University, Boca Raton.
B.A. in Anthropology and Interdisciplinary Social Studies, minor in History, Cum laude.

Current Position

Spring 2019—Present Research Director, Historical Society of Palm Beach County, Florida

- Directly responsible in the accessibility of archival material and public and private research related to Palm Beach County. Catalogues archival and library materials. Oversees volunteers and interns assigned to archival projects. Works with team to develop, research, and write exhibits and collateral materials as necessary and install and remove same. Promote and present academic lectures to the public. Designer and editor of the online academic journal, *Tustenegee*.

Experience

Spring 2016—2019 Education Coordinator, Historical Society of Palm Beach County, Florida

- Developed education programs and coordinated the writing, design and printing of the Florida History and Civics & History Tabloids distributed by the Sun Sentinel. Liaison between the Richard and Pat Johnson Palm Beach County History Museum and the Palm Beach County School District. Directly responsible for the training and supervision of museum docents. Lecture coordinator for seasonal lecture series. Promoted and presented academic lectures for Speaker Bureau program. Designer and editor of the online academic journal, *Tustenegee*. Chair and instructor for Palm Beach County History Institute from 2016 to 2018.

Fall 2013—2016 Science Instructor and Advisor, PACE Center for Girls, Florida

- Developed lessons based on Next Generation Florida Sunshine State benchmarks and Florida Standards. Provided classroom instruction, and behavior management. Directly responsible for enforcing high standards of conduct, classroom instruction and fostering the fair treatment and merit of students. Created and maintained an environment conducive to the development and involvement of student

learning.

Spring 2013—2013 Environmental Educator, Sawgrass Nature Center and Wildlife Hospital, Florida

- Created new education programs, as well as implemented current programs for a wide variety of audiences. Planned and operated Camp Wild during winter, spring and summer camps. Supervised and coordinated camp counselors and volunteers. Marketed and advertised educational programs to local school districts and homeschool co-ops. Assisted in fundraising and special events for the benefit of the Sawgrass Nature Center.

Fall 2011—2013 Graduate Assistant, Department of Anthropology, Florida Atlantic University, Florida Public Archaeology Network

- Planned and developed educational materials and implemented regional programs that promoted the preservation of Florida's past. Organized events, provided in-class field trips; and developed multi-faceted displays and presentations suitable for all ages throughout multiple locations. Collaborated with staff members in the design and development of an educational children's book. Assisted in collecting and prioritizing information and cultural artifacts for The New River museum display on South Florida's Archaeology.

Fall 2011—2014 Assistant Supervisor, Department of Anthropology, Florida Atlantic University –Directed Independent Studies

- Assisted in supervising undergraduates in identifying, analyzing and labeling archaeological faunal material to be catalogued, inventoried and re-housed.

Summer 2011—2012 Graduate Teaching Assistant, Department of Anthropology, Florida Atlantic University, ANT 2000- Introduction to Anthropology

- Assisted the professor in proctoring exams, teaching test review classes, and grading papers. Communicated with students through written online forums and created comprehensible grade spread sheets with excel.

Spring 2009 —2011 Specimen Data Collector, Department of Anthropology, Florida Atlantic University

- Organized, processed and tagged zooarchaeological specimens from archaeological sites throughout the United States of America.

Public Presentations

2019 *Becoming West Palm Beach* – Presented by Historical Society of Palm Beach County

2016 *Foodways of the Eluetherian Adventurers*- Presented by The Palm Beach County Archaeological Society

Conference Papers

2015 *Packing Tips Every Traveler Should Know: An Analysis of Faunal Remains from the Shipwrecked Settlers at Preacher's Cave* - Paper presented at the Southeastern Archaeological Conference in Nashville, Tennessee

2012 *From Whelk Soup to Conch Burgers: British Colonial Adventures in Bahamian Cooking*- Paper presented at the Florida Anthropological Society Conference in Tallahassee, Florida

Publication

2014 *Seventeenth-Century Foodways of British Puritans at Preacher's Cave, Eleuthera Bahamas; Zooarchaeology and Historical Evidence*

2013 *The Misadventures of Sandy Trowels: The Case of the Wizard Oil*

Field Experience

Fall 2011 Volunteer Archaeologist, Palm Beach County Archaeology

Summer 2011 Student Archaeology researcher, Department of Anthropology, Florida Atlantic University, Salango, Ecuador-Field School Research

Skills Microsoft Suite, Adobe Suite, Social Media management

Meredith Alyson Berman Ellis, PhD

Florida Atlantic University
Department of Anthropology
777 Glades Road, Boca Raton, Florida 33431
(561) 297-4768 ellism@fau.edu

Education:

- 2014 Syracuse University, PhD in Anthropology (Dr. Shannon Novak, Advisor)
- 2011 Syracuse University, MA in Anthropology
- 2005 University of Rochester, MA in English
- 2004 William Smith College, BA in Anthropology and English, Honors in Anthropology, Summa Cum Laude, Phi Beta Kappa.

Employment History:

- 2016-Present Assistant Professor of Anthropology, Florida Atlantic University.
- 2015-2016 Adjunct Professor, Maxwell School of Citizenship and Public Affairs, Syracuse University.
- 2015 Lecturer, Department of Sociology and Anthropology, SUNY Cortland.
- 2010-2015 Adjunct Instructor, Forensics and National Security Sciences Institute, Syracuse University.
- 2014 Adjunct Lecturer, Department of Anthropology and Sociology, Hobart and William Smith Colleges.
- 2011-2013 Teaching Fellow, Maxwell School of Citizenship and Public Affairs, Syracuse University.

Publications in Print:

Refereed Journal Articles

- 2020 Ellis, Meredith A.B. Still Life: A Bioarchaeological Portrait of Perinatal Remains Buried at the Spring Street Presbyterian Church. *Historical Archaeology*. 54(1).
- 2016 Ellis, Meredith A.B. Presence and Absence: An Exploration of Scurvy in the Commingled Subadults in the Spring Street Presbyterian Church Collection, Lower Manhattan. *International Journal of*

Osteoarchaeology. 26: 759–766

- 2011 **Ellis, Meredith A.B.**, Christopher W. Merritt, Shannon A. Novak, and Kelly J. Dixon. 2011 The Signature of Starvation: A Comparison of Bone Processing at a Chinese Encampment in Montana and the Donner Party Camp in California. *Historical Archaeology* 45(2).
- 2010 **Ellis, Meredith A.B.** The Children of Spring Street: Life and Rickets in a Nineteenth Century Congregation. *Northeast Historical Archaeology* 39.

Books

- 2019 **Ellis, Meredith A.B.** *The Children of Spring Street: The Bioarchaeology of Childhood in a 19th Century Abolitionist Congregation*. New York: Springer Press.
- 2018 Baxter, Jane Eva and **Meredith A.B. Ellis**, editors. *Nineteenth Century Childhoods in Interdisciplinary and International Perspectives*. Society for the Study of Childhood in the Past Monograph Series, Volume 6. Oxford: Oxbow Books.

Refereed Book Chapters

- 2018 Baxter, Jane Eva and **Meredith A.B. Ellis**. Introduction. In J. Baxter and M. Ellis (eds.) *Nineteenth Century Childhoods in Interdisciplinary and International Perspectives*. Society for the Study of Childhood in the Past Monograph Series, Volume 6. Oxford: Oxbow Books, 1-14.
- 2014 **Ellis, Meredith A.B.** A Disciplined Childhood: A Social Bioarchaeology of the Subadults of the Spring Street Presbyterian Church. In *Tracing Childhood: Bioarchaeological Investigations of Early Lives in Antiquity* ed. Jennifer Thomson, Marta Alfonso, and John Crandall. Gainesville: University of Florida Press, 139-158.

Book Reviews

- 2013 **Ellis, Meredith A.B.** Book Review: *A Fine and Private Place: The Archaeology of Death and Burial in Post-Medieval Britain*. Annia Cherryson, Zoe Crossland, and Sarah Tarlow. *Historical Archaeology* 47(2).

Works in Press:

- 2020 **Ellis, Meredith A.B.** Childhoods in Bioarchaeology: The Importance of

Categorizing and Analyzing Age. *The Archaeology of Childhood and Parenting: Materialized Experiences, Discourses, Identities, Places and Meanings* ed. Suzanne Spencer-Wood, April Kamp-Whitaker, and Jamie Devine. New York: Springer Press. 25 manuscript pages.

Refereed Presentations and Proceedings:

International

- 2019 **Ellis, Meredith A.B.** **Transitional Youths: “Defining ‘Adolescence’ in Nineteenth Century New York City through Skeletal Remains”** Annual Conference of the Society of the Study of Childhood in the Past, Sheffield, United Kingdom. Session 4, Conference Program page 2.

National

- 2017 **Ellis, Meredith A.B.** “Transfiguring Bodies: The Bioarchaeology of 19th Century Urban Childhood at the Spring Street Presbyterian Church” Society for the History of Children and Youth Conference, Camden, New Jersey. Conference Program page 12.
- 2017 **Ellis, Meredith A.B.** “Fetal Remains in Bioarchaeology: A Case Study from the 19th Century Spring Street Presbyterian Church” American Association of Physical Anthropology, New Orleans, Louisiana. Poster Presentation. *American Journal of Physical Anthropology* 162(S64): 75. Resulted in the publication Ellis, Meredith. Still Life: A Bioarchaeological Portrait of Fetal Remains Buried at the Spring Street Presbyterian Church. *Historical Archaeology* 54(1). 2020
- 2016 **Ellis, Meredith A.B.** “Childhoods in Bioarchaeology: Categorizing and Analyzing Age at the Spring Street Presbyterian Church. Society for Historical Archaeology Annual Meeting, Washington, D.C. *Society for Historical Archaeology Conference Abstracts 2016* SYM 97: 140.
- 2014 Novak, Shannon, and **Meredith A.B. Ellis.** “Extensions and Articulations: The “Generation Problem” in Jacksonian Manhattan.” American Anthropological Association, Washington D.C. Session 5-0430 Abstract # 39438
- 2014 **Ellis, Meredith A.B.** “The Text and the Body: The Case of the Reverend Henry G. Ludlow and the Remains of the Congregants of the Spring Street Presbyterian Church.” Society for Historical Archaeology Annual Meeting, Quebec City, Quebec. *Society for Historical Archaeology Conference 2014* SYM 32:60.

- 2012 **Ellis, Meredith A.B.** "Person, Place, and Thing: Disassociations of the Spring Street Burial Vaults," American Anthropological Association, San Francisco, California. Session 5-621 Abstract #_17150
- 2011 **Ellis, Meredith A.B.** "A Disciplined Childhood: A Social Bioarchaeology of the Subadults of the Spring Street Presbyterian Church," American Anthropological Association, Montreal. Session 5-0875 Abstract #_4715. Resulted in the publication Ellis, Meredith A.B. 2014. A Disciplined Childhood: A Social Bioarchaeology of the Subadults of the Spring Street Presbyterian Church. In *Tracing Childhood: Bioarchaeological Investigations of Early Lives in Antiquity* ed. Jennifer Thomson, Marta Alfonso, and John Crandall. Gainesville: University of Florida Press, 139-158.
- 2011 **Ellis, Meredith A.B.** "Severe rickets at the Spring Street Presbyterian Church" Poster Presentation, American Association of Physical Anthropologists, Minneapolis, Minnesota. *American Journal of Physical Anthropology* 144(S52):132.
- 2010 **Ellis, Meredith A.B.** "Starvation at China Gulch: The Story Told by Bone Processing at a Chinese Mining Camp," Society for Historical Archaeology Meetings, Amelia Island Plantation, Florida. Resulted in the publication Ellis, Meredith A.B., Christopher W. Merritt, Shannon A. Novak, and Kelly J. Dixon. 2011 The Signature of Starvation: A Comparison of Bone Processing at a Chinese Encampment in Montana and the Donner Party Camp in California. *Historical Archaeology* 45(2).
- 2009 **Ellis, Meredith A.B.** "The Children of Spring Street: Subadult Health, Disease, and Death in a Nineteenth Century Congregation," Society for Historical Archaeology Meetings, Toronto, Canada. Preliminary program page 13. Resulted in the publication Ellis, Meredith A.B. 2010. The Children of Spring Street: Life and Rickets in a Nineteenth Century Congregation. *Northeast Historical Archaeology* 39.

Regional/Local

- 2014 **Ellis, Meredith A.B.** "Louisa Hunter and the Spring Street Presbyterian Church: An Extended Osteobiography of a Teenage Girl." Bioarchaeologists' Northeast Regional Dialogue, Ithaca College
- 2013 **Ellis, Meredith A.B.** "The Text and the Body: The Case of the Reverend Henry G. Ludlow and the Remains of the Congregants of the Spring Street Presbyterian Church." Return of the Text Conference, LeMoyne College.
- 2013 **Ellis, Meredith A.B.** "Presence and Absence: An Exploration of Scurvy

in the Subadults in the Spring Street Presbyterian Church Collection” Bioarchaeologists’ Northeast Regional Dialogue Conference, Syracuse University. Resulted in the publication Ellis, Meredith A.B. 2016. Presence and Absence: An Exploration of Scurvy in the Commingled Subadults in the Spring Street Presbyterian Church Collection, Lower Manhattan. *International Journal of Osteoarchaeology*. 26: 759–766

- 2012 Ellis, Meredith A.B. “A Disciplined Childhood: A Social Bioarchaeology of the Subadults of the Spring Street Presbyterian Church,” Bioarchaeologists’ Northeast Regional Dialogue Conference, SUNY Albany.

Non-Refereed Publications, Presentations, and Proceedings:

Publications

- 2019 Ellis, Meredith A.B. “Inventory: Jose Marti,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. “Inventory: Emerald Towers,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. “Inventory: FAU 95,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. “Inventory: Bullhead Grove,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. “Inventory: Hutchinson Island Site,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. “Inventory: Boca Weir,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. “Inventory: Riviera Beach,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. “Inventory: Kendall Site,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. “Inventory: 8DA33,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. and Branden Young. “Inventory: Belle Glade,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. and Branden Young. “Inventory: Canal Point 2,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. and Branden Young. “Inventory: Canal Point 3,” NAGRPA compliance.
- 2019 Ellis, Meredith A.B. “Inventory: Hialeah,” NAGRPA compliance.

Presentations

- 2020 **Ellis, Meredith A.B.** "Scientific Racism and Cultural Politics: Anthropology and the Search for "Race" in Biology," Invited Talk, Chavurah Interest Group, Boca Raton, FL.
- 2020 **Ellis, Meredith A.B.** "The Children of Spring Street: The Bioarchaeology of Childhood in a 19th Century Abolitionist Congregation in Manhattan," Invited Talk. West Boca Special Interest Group, Boca Raton, FL.
- 2020 **Ellis, Meredith A.B.** "The Children of Spring Street: The Bioarchaeology of Childhood in a 19th Century Abolitionist Congregation in Manhattan," Invited Talk, Palm Beach County Archaeological Society, West Palm Beach, FL.
- 2020 **Ellis, Meredith A.B.** "Social Bioarchaeology: Studying the Past through Human Skeletal Remains" FAU Research Café, Boca Raton campus, Boca Raton, FL.
- 2020 **Ellis, Meredith A.B.** "Reading the Bodies of Spring Street: The Bioarchaeology of Lower Manhattan." Osher Lifelong Learning Institute, Boca Raton Campus, Boca Raton, FL.
- 2019 **Ellis, Meredith A.B.** "In Conversation: A Podcast with Dean Horswell, Dorothy F. Schmidt College of Arts and Letters." Florida Atlantic University, Boca Raton, FL.
- 2019 **Ellis, Meredith A.B.** "Reading the Bodies of Spring Street: The Bioarchaeology of Childhood in 19th Century Manhattan," University Research Showcase, Florida Atlantic University, Boca Raton, FL.
- 2019 **Ellis, Meredith A.B.** "Science Camp: All About Bones." The Treehouse Reading and Arts Center, New Hope Mills, NY.
- 2019 **Ellis, Meredith A.B.** "Forensic Anthropology: Fact Versus Fiction" Invited talk, West Boca Special Interest Group, Boca Raton, FL.
- 2019 **Ellis, Meredith A.B.** "Reading the Bodies of Spring Street: The Bioarchaeology of Lower Manhattan." Osher Lifelong Learning Institute, Jupiter campus, Jupiter, FL.
- 2018 **Ellis, Meredith A.B.** "The Bioarchaeology of the Spring Street Presbyterian Church: History, Politics, and New Approaches to Studying the Past" Invited Talk, University of South Florida, Department of Anthropology.

- 2014 **Ellis, Meredith A.B.** "Eulogy." Spring Street Presbyterian Church Memorial Celebration, First Presbyterian Church, New York City.
- 2014 **Ellis, Meredith A.B.** "The Body in Context: Rethinking Microhistory at the Spring Street Presbyterian Church." Social Sciences Colloquium, Hobart and William Smith Colleges.
- 2012 **Ellis, Meredith A.B.** "Reading the Body: Bioarchaeology and Interdisciplinary Life after William Smith," Hobart and William Smith Colleges, Young Alumnae Speaker Series.
- 2012 **Ellis, Meredith A.B.** "Biological Anthropology," Utica College, April and October.
- 2010 **Ellis, Meredith A.B.** "Meredith A. Ellis, Bioarchaeologist, inducts Amistad Abolitionist Lewis Tappan," Guest on radio program *The Gist of Freedom*.
- 2010 **Ellis, Meredith A.B.** "Lewis Tappan and the 1834 Race Riots: Abolition, Bioarchaeology, and the Spring Street Presbyterian Church," Abolitionist Hall of Fame, Peterboro, New York.
- 2010 **Ellis, Meredith A.B.** "Bones Talk," *Pulse of the Planet* radio program guest.
- 2010 **Ellis, Meredith A.B.** "Biological Anthropology," Le Moyne College.
- 2010 **Ellis, Meredith A.B.** "Stories from the Grave: Skeletal Archaeology," Fayetteville-Manlius High School.
- 2009 **Ellis, Meredith A.B.** "Grave Stones and Anthropology," Chittenango High School.
- 2008 **Ellis, Meredith A.B.** "Grave Stones and Anthropology," Chittenango High School.
- 2008 **Ellis, Meredith A.B.** "Historical Bioarchaeology: Projects and Graduate School," Hobart and William Smith Colleges.
- 2008 **Ellis, Meredith A.B.** "What Happened to Spongy Kid? Investigating the Children of Spring Street," Brown bottle speaker, Syracuse University.

Creative Activities

- 2018-Present Principle Investigator, Native American Graves Protection and Repatriation Act (NAGPRA) compliance, Department of Anthropology,

Florida Atlantic University.

Grants:

External Funded

- 2013 American Dissertation Fellowship, *American Association of University Women*. \$20,000
- 2011 St. Clair Drake Travel Grant, *Society for Anthropology of North America*: "A Disciplined Childhood: A Social Bioarchaeology of the Subadults of the Spring Street Presbyterian Church," AAA Meetings November 2011. \$250
- 2007 Professional Equity Project Grant, Conference on College Composition and Communication, Spring 2007 NYC conference.

Internal Funded

- 2011 Dean's Summer Fellowship, *Maxwell School of Citizenship and Public Affairs, Syracuse University*.
- 2010 University Fellow, *Syracuse University*. \$20,000.
- 2010 Roscoe-Martin Grant, *Maxwell School of Citizenship and Public Affairs, Syracuse University*. \$1,000
- 2010 Dean's Summer Fellowship, *Maxwell School of Citizenship and Public Affairs, Syracuse University*. \$2,500
- 2008 University Fellow, *Syracuse University*. \$20,000.

Courses taught at FAU:

- ANT 4912 Research Methods in Bioarchaeology
- ANT 3516 Human Variation
- ANT 3516 Human Variation Online *New version of course
- ANT 3586 Human Evolution
- ANT 4520 Forensic Anthropology
- ANT 4930 The Anthropology of Death. *New course
- ANT 4905 Directed Independent Study
- ANT 6905 Directed Independent Study

Supervision of Graduate Students:

Committee Chair:

Michelle Hilpert, PhD student in Comparative Studies, interdisciplinary thesis under

development.

Michelle Rovere, PhD Candidate in Comparative Studies, interdisciplinary thesis under development.

Alexandra Thomas, MA Anthropology, December 2017: "The Estimation of Ancestry and Sex in Unknown Individuals through a Comparison of Methods."

Jennifer Dewey, MA Anthropology, May 2018: "Evaluating Enteseal Changes from a Commingled and Fragmentary Population: Republic Groves."

Alyson Fishbein, MA Anthropology August 2019: "The Corpus Callosum of the Microcephalic Phenotype."

Daniel Benitez, MA Anthropology August 2019: "Affinity of two South Florida Populations through Non-Metric Dental Analysis."

Cassandra Boyer, MA Anthropology, October 2019, "Dental Analysis of Populations in Coastal Ecuador."

Branden Young, MA Anthropology, October 2019, "Skeletons in the Closet: Inventory and Repatriation of Culturally Unaffiliated Human Remains at Florida Atlantic University."

Katherine Higgins, MA Candidate in Anthropology, "Preserving Cultural Heritage: An Archaeological Investigation of the Historic African American Gomez Pioneer Cemetery, Martin County, Florida"

Camila Torres, MA student in Anthropology, osteology thesis project under development.

Alexis Henderson, MA student in Anthropology, osteology thesis project under development.

Tessa Moody, MA student in Anthropology, osteology thesis project under development.

Roberto Garcia, MA student in Anthropology, osteology thesis project under development.

Committee Member:

Danielle Ingle, PhD Summer 2020: "The functional structure of vertebral trabecular bone in mammalian obligate swimmers."

Henna Brahmndat, MA Anthropology May 2018: "Assessing Sexual Dimorphism on the

Right First and Second Ribs.”

Sarah Crawford, MA Anthropology August 2019: “Dietary variability in a group of mixed-species Cercopithecus monkeys (*Cercopithecus mitis*, *C. ascanius* and *C. mitis* X *C. ascanius*) in Mkenke Valley, Gombe National Park, Tanzania.”

Ashley Lyon, MA Anthropology August 2019: “Utilizing Remote Sensing to Describe the Area of Occurrence of the Dania Beach Monkeys, *Chlorocebus sabaeus*, from Introduction to Present.”

Stephen Amorino, MA Anthropology January 2020: “The Political Ecology of South Florida: Indigenous Rights and the Everglades.”

Lisa Lago, MA Candidate in Anthropology, “Management of Death and Dying by Nurses”

Andrew Schneider, MA Candidate in Anthropology: “A Ceramic Analysis of Boynton Mounds (8PB100)”

John Duggan, MA student in Anthropology, “Reassessing Pre-Ceramic Mortuary Practices in Peninsular Florida.”

Kenton MacDowell, MA student in Anthropology, “The anthropology of race and gender laws in the United States: A comparative legal and cultural study”

Tracy Dickey, MA student in Anthropology, project on historic ceramics under development.

Robert Grillo, MA student in Anthropology, project in archaeology under development.

Service:

Service to the Institution

Department Service

2016-Present Creator/Leader of the Bioarchaeology Working Group

2018-Present Social Media Outreach Coordinator.

2019 Committee member and co-author, Department of Anthropology Program Review Self-Study.

2018 Organizer/Faculty host, Anthropology department lecture, Dr. Jonathan Bethard, Assistant Professor of Anthropology, University of South Florida.

- 2018 Organizer/Faculty host, roundtable discussion with graduate students and Dr. Jonathan Bethard, Assistant Professor of Anthropology, University of South Florida.
- 2017 Member of department committee to develop performance metrics for S.W.A.T.
- 2017 Organizer/Faculty host, Anthropology department lecture, Dr. Pamela Geller. Associate Professor of Anthropology, University of Miami.
- 2017 Organizer/faculty host, roundtable discussion with graduate students and Dr. Pamela Geller. Associate Professor of Anthropology, University of Miami

University Service

- 2019-Present Vice Chair, Faculty Assembly, College of Arts and Letters
- 2018-Present Executive Committee, PhD program in Comparative Studies, Social Sciences Track.
- 2018-2019 Steering Committee, Faculty Assembly, College of Arts and Letters
- Spring 2019 Women's Networking Event, Project ADVANCE, Panel Presenter
- Fall 2018 Undergraduate Programs Committee, College of Arts and Letters
- Fall 2017 Undergraduate Programs Committee, College of Arts and Letters

Service to the Profession/Discipline

- 2019-Present Conference Co-Coordinator, the Anthropology of Childhood and Youth Interest Group, American Anthropological Association.
- 2020 Peer reviewer for *Historical Archaeology*
- 2020 Peer reviewer for *FAU Undergraduate Research Journal*
- 2019 Peer reviewer for *Historical Archaeology*
- 2019 Peer reviewer for *International Journal of Osteoarchaeology*
- 2018 Peer reviewer for the *American Journal of Physical Anthropology*

- 2018 Peer reviewer for the *International Journal of Paleopathology*
- 2018 Peer reviewer for the *International Journal of Osteoarchaeology*.
- 2017 Peer reviewer for *Historical Archaeology*.
- 2017 Peer reviewer for *Florida Archaeology*.
- 2016 Peer review for the *International Journal of Osteoarchaeology*.
- 2016 Peer reviewer for the edited volume *Embodying Impairment: Towards a Bioarchaeology of Disability*.
- 2015 SAA Program Committee Member, Bioarchaeology.
- 2012-2015 Bioarchaeologists' Northeast Regional Dialogue, Organizing Committee.

Service to the Public

- 2018-Present Storm of '28 Memorial Park Coalition, Inc. Volunteer
- 2017 Advisor to Florida Public Archaeology Network and local and state government agencies during test excavations at suspected unmarked burials at Davie Community Worship Center.

Honors and Awards:

- 2015 All-University Doctoral Prize, Syracuse University Department of Anthropology.
- 2011 Student Paper Prize, *Biological Anthropology Section*: "A Disciplined Childhood: A Social Bioarchaeology of the Subadults of the Spring Street Presbyterian Church," American Anthropological Association Meetings.
- 2011 Gordon Bowles Graduate Student Essay Prize, *Syracuse University*.

Historic Resources Review Board Appointments

Updated 4/16/2021

District	Seat	Member Name	Expiration	Latest-Appt	Original-Appt	Title
At Large	1	Aimee Sunny	06/10/2022	06/04/2019	06/04/2019	Chair
At Large	2	Helen Vogt Greene	11/15/2021	11/20/2018	6/1/2002	
At Large	3	Amy Alvarez	11/15/2021	11/20/2018	6/6/2006	
At Large	4	Friederike Mittner	6/10/2022	6/4/2019	5/18/2002	
At Large	5	Clifford Brown	11/15/2021	11/20/2018	6/6/2006	
At Large	6	VACANT –Pending completion of previous term	06/10/2022	Pending BCC approval of new member 7/13/2021	Arlene Fradkin Term 6/4/2019 to 6/10/2022	Note: seat to complete Ms. Fradkin's term
At Large	7	VACANT				
At Large	8	Steve Weeks	11/15/2021	11/20/2018	10/18/2012	Vice Chair
At Large	9	VACANT				

Notes:

1. The term of office of each member shall be three (3) years.
2. The appointment of a new member to fill the vacancy of a departing member, the new member's term shall end at the expiration date of the departing member.
3. Members shall hold office until the first Tuesday after the first Monday in June of expiration year.



MEMORANDUM

TO: The Honorable Mayor David Kerner, and the
Members of the Board of County Commissioners

FROM: Patricia Behn, Planning Director *PB*
Planning Division

DATE: April 21, 2021

RE: **At-Large Nominations to the Historic Resources Review Board**

ITEM: The purpose of this memo is to request two At-Large nominations for the Historic Resources Review Board.

BACKGROUND: The primary function of the Historic Resources Review Board (HRRB) is to make recommendations to the Board of County Commissioners (BCC) regarding historic and archaeological resources. The HRRB fulfills the requirements of the Certified Local Government (CLG) program set forth by the State of Florida and the National Preservation Act Section 1019(a.) The CLG program requires nine members to serve on the HRRB. The HRRB currently consists of six members, all are appointed by the BCC, and there are no non-voting representatives. The term of office of each member is 3 years, with three consecutive year terms. The boards meetings are held four times a year. The qualifications for this board appointment are: five with professional experience, three with an interest in historic preservation and one Palm Beach County resident living west of 20-Mile Bend.

DISPOSITION: The following candidates have expressed an interest: Ms. Rose Guerrero and Dr. Meredith Ellis. The applications and résumés for the candidates are attached for your review and signature. If you would like to nominate a different candidate, please provide us with the candidate(s) contact information. Please return your nomination to the Planning Division, Nora Acord, HRRB recording secretary by email or inter-office mail on or before May 17, 2021. Staff will prepare an agenda item for the July 13, 2021 BCC meeting.

Should you have any questions regarding this appointment or nomination, please contact Christian Davenport, Palm Beach County Archaeologist, 233-5331, cdavenpo@pbcgov.org.

Attachments: *PBC BOCC Boards/Committees Applications and Resumes*

cc: Patrick W. Rutter, Assistant County Administrator
Ramsay J. Bulkeley, Esq., Executive Director, PZB
Whitney Carroll, Deputy Director, PZB
Robert P. Banks, Chief Land Use County Attorney
Bryan Davis, Principal Planner, CNU-A, PBC Planning Division
Christian Davenport, PBC Archaeologist, Historic Preservation Officer
Cindy Beaudreau, Agenda Coordinator

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Department of Planning,
Zoning & Building

2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
www.pbcgov.com/pzb

■
**Palm Beach County
Board of County
Commissioners**

Dave Kerner, Mayor
Robert S. Weinroth, Vice Mayor

Maria G. Marino

Gregg K. Weiss

Maria Sachs

Melissa McKinlay

Mack Bernard

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H. Historic Resources Review Board

1. Establishment

There is hereby established a Historic Resources Review Board (HRRB).

2. Powers and Duties

The HRRB shall have the following powers and duties under the provisions of this Code:

- a. develop, administer and update an accurate inventory of historic resources in unincorporated PBC and on PBC owned property in municipalities. The inventory shall be used to formulate a map of historic district boundaries and historically significant properties meriting protection to be incorporated into the land use element of the Plan;
- b. pursuant to Art. 9.B, Historic Preservation Procedures, nominate and accept nominations for public and private properties for designation and regulate and administer such properties, structures, buildings, sites, districts, etc. so designated as historic sites and/or districts. The Department, in conjunction with the HRRB, shall establish a schedule for nominations for public and private properties for designation;
- c. participate in the National Register program in Florida to the greatest possible extent, as defined by the 1981 and subsequent amendments to the Historic Preservation Act of 1966 and regulations and rules drafted pursuant to those amendments by the National Park Service and the Florida State Bureau of Historic Preservation;
- d. act as a regulatory body to approve, deny or modify Certificates of Appropriateness as specified by Art. 9, Archaeological and Historic Preservation;
- e. make recommendations concerning amendments to the Plan, this Code, Building and other development related codes as they relate to the preservation of Historic Resources;
- f. make recommendations regarding historic and archeological resources on property owned by PBC;
- g. pursuant to Art. 9.B.4.B, Waiver of the Code Provisions, review and comment to the BCC concerning waiver of Code provisions for properties within historic districts and for properties designated as historic or archaeological sites or listed on the PBC Register of Historic Places; **[Ord. 2012-027]**
- h. develop, establish, and administer guidelines concerning contemporaneous architectural styles, colors, building materials and so forth for historic sites and historic districts. Such guidelines will be subject to approval by the BCC;
- i. coordinate with other entities to support increased public awareness of the value of historic preservation;
- j. after PBC qualifies as a Certified Local Government, make recommendations to PBC Commission concerning the use of grants from Federal and State agencies, to augment PBC funding in order to promote the preservation and conservation of archaeological sites of historic significance, historic sites and historic districts;
- k. cooperate and coordinate with Property Owners, public and private organizations, businesses, and other individuals to help ensure the conservation and preservation of archaeological sites, contents within said sites, buildings, structures, and districts of historic significance, especially those for which demolition or destruction is proposed;
- l. create and approve the design of standardized historic markers and plaques and issue recognition to designated historic sites and historic districts within PBC;
- m. execute any other needed and appropriate historic resource preservation functions which may be approved by the BCC;
- n. develop and administer a Historic Preservation Manual for PBC to help Property Owners fulfill the regulations and requirements of this Ordinance;
- o. hear, consider, and approve, approve with conditions or deny applications for Certificate to Dig;
- p. make recommendations to the BCC regarding proposed amendments to the map of known archeological sites;
- q. initial resources shall be dedicated to those functions which shall qualify PBC as a Certified Local Government;
- r. make every effort to be represented at meetings, conferences and workshops pertaining to the functions of the HRRB scheduled by the State Historic Preservation offices or the Florida Conference of Preservation Boards and Commissions;
- s. seek expertise or proposals of matters requiring evaluation by a professional of a discipline not represented on the HRRB; and,
- t. the HRRB's responsibilities shall be complementary to the powers of the State Historic Preservation Office.

3. **Board Membership**
 - a. **Qualifications**

There shall be nine members of the HRRB. Members of the HRRB shall be residents of PBC, Florida and demonstrate an interest in local history. One member with professional experience shall be appointed from each of the following five professional disciplines: history, architecture, archeology, architectural history and historic architecture. Other historic preservation related disciplines, such as Urban Planning, American Studies, American Civilization, Cultural Geography or Cultural Anthropology shall be considered when choosing appointments for these five of the nine members of the HRRB. Each of these five positions shall meet the requirements outlined in the Professional Qualifications Standards of the Florida Certified Local Government Guidelines. In addition to the above five positions, there shall be a sixth person with a demonstrated interest, degree or experience in one of the above professional disciplines who is also a resident of the area of PBC West of Twenty Mile Bend, including any of the incorporated or unincorporated communities in proximity to Lake Okeechobee. There are no specific requirements for the other three positions as a prerequisite to appointment but consideration shall be given to the following with a demonstrated interest in history, architecture or related disciplines: business person, engineer, contractor in a construction trade, landscape architect, urban planner, attorney, and resident of areas identified by 1990 PBC Historic Sites Survey as containing 25 or more structures with potential for historic preservation. Persons seeking appointment to the HRRB shall be willing to invest time to assist staff in site evaluations, establishing priorities, public education efforts, survey and planning activities of the Certified Local Government Program and the other responsibilities of the HRRB. Board members shall attend pertinent educational conferences and seminars.
 - b. **Appointment**

The members of the HRRB shall be appointed at-large by the BCC.
 - c. **Terms of Office**

Each appointment shall be made for a term of three years. Any member may be reappointed upon approval of the BCC as provided for herein. **[Ord. 2013-001]**
4. **Secretary and Staff**
 - a. **Secretary**

The Planning Director of the PZB shall serve as Secretary to the HRRB.
 - b. **Staff**

The Planning Division shall be the professional staff of the HRRB. The Board shall make every effort to minimize demands on staffing in consideration of budgetary constraints.
5. **Meetings**
 - a. **General**

General meetings of the HRRB shall be held at least four times per year. Special meetings may be called by the Chair of the HRRB, or in writing by a majority of the members of the Board. Staff shall provide 24-hour written notice to each Board member prior to a special meeting. **[Ord. 2020-001]**
 - b. **Quorum**

The presence of a majority of the appointed members of the HRRB shall constitute a quorum necessary to take action and transact business. **[Ord. 2020-001]**
- I. **Impact Fee Review Committee**
 1. **Establishment**

There is hereby created an Impact Fee Review Committee (IFRC).
 2. **Powers and Duties**

The IFRC shall have the following powers and duties under the provisions of this Code:

 - a. submit a Report to the BCC whenever PBC conducts a full review or update of the impact fee system relating to:
 - 1) the implementation of Art. 13, Impact Fees;
 - 2) actual levels of service for the impact fees exacted in Art. 13, Impact Fees;
 - 3) the collection, encumbrance, and expenditure of all impact fees collected pursuant to Art. 13, Impact Fees;
 - 4) the validity and assumptions in the technical memoranda used to support the impact fee schedules in Art. 13, Impact Fees; and,
 - 5) any recommended amendment to Art. 13, Impact Fees.
 - b. review amendments to Art. 13, Impact Fees prior to their consideration by the BCC; and,
 - c. perform such other duties as the BCC deems appropriate.