

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: April 2, 2024
Department: Planning, Zoning & Building Department
Submitted By: Planning Division
Advisory Board: Historic Resources Review Board (HRRB)

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: New appointment of one (1) member to the Historic Resources Review Board (HRRB).

<u>Appointment</u>	<u>Seat</u>	<u>Requirement</u>	<u>Recommended By</u>	<u>Term</u>
Anne Hamilton	3	Historic Preservation	Vice Mayor Marino	4/2/2024 - 4/2/2027


Summary: The HRRB was established by the Historic Preservation Ordinance adopted on February 2, 1993, to make recommendations to the Board of County Commissioners (BCC) regarding historic designations and related matters. The Unified Land Development Code (ULDC) Article 2.G.3.H specifies the membership of the HRRB. The term of office of each member is for three years. HRRB seats are at-large positions appointed by the BCC. The Planning Division forwarded a memo (dated January 5, 2024) to the BCC notifying the BCC of the vacancies, and requesting nominations.

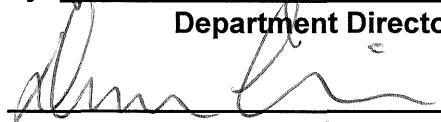
The advisory board has nine seats, seven currently filled, and two vacancies, and a diversity count of Caucasian: 7 (100%). The gender ratio (male: female) is 2:5. The nominee is Anne Hamilton, who is a Caucasian female. Staff has addressed the need to increase diversity within our boards and will continue to encourage this in an effort to expand the Board's diversity. Unincorporated (DL)

Background and Justification: The HRRB 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 HRRB to be composed of nine members. However, the HRRB 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 HRRB 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: businessperson, engineer, contractor in a construction trade, landscape architect, urban planner, and/or attorney.

Attachments:

1. Boards/Committees Application
2. Resume/Biography
3. List of Current Historic Resources Review Board (HRRB) Members
4. Memorandum to the Board of County Commissioners, January 5, 2024
5. Unified Land Development Code (ULDC) Article 2.G.3.H

Recommended by:  _____ **Date** 2/27/2024
Department Director **Date**

Approved By:  _____ **Date** 2/28/24
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): (Please Print)

Board Name: Historic Resource Review Board Advisory [X] Not Advisory []

[X] At Large Appointment or [] District Appointment /District #: _____

Term of Appointment: 3 Years. From: 04/02/2024 To: 04/02/2027

Seat Requirement: Historic Preservation Professional Seat #: 3

[]*Reappointment or [X] 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: N/A

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Hamilton Anne Marie
Last First Middle

Occupation/Affiliation:
Owner [] Employee [X] Officer []

Business Name: City of West Palm Beach

Business Address: 401 Clematis Street, 2nd Floor

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

Residence Address: 609 2nd Street Apt 215

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

Home Phone: () Business Phone: () Ext.

Cell Phone: (815)412 0306 Fax: ()

Email Address: amhamilton@wpb.org

Mailing Address Preference: [] Business [X] 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 [X] Female
[] Native-American [] Hispanic-American [] Asian-American [] African-American [X] 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.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<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	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

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):

By watching the training program on the Web, DVD or VHS on 8/24 2023 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: Anne Hamilton Printed Name: Anne Hamilton Date: 11/27/23

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:
 Christian Davenport/ Nora Acord, PZ&B Planning Division
 Vista Center
 2300 N. Jog Road, West Palm Beach, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 04/02/2024

Commissioner's Signature: Maura G. Mauts Date: 1/12/24

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

Revised 02/01/2016

ANNE MARIE HAMILTON

hamilton.annem@gmail.com | 815-412-0306

HISTORIC PRESERVATION PROFESSIONAL

HISTORIC PRESERVATION | PLANNING | ZONING | ARCHITECTURAL HISTORY

PROFESSIONAL PROFILE

Highly educated cultural heritage professional with a strong commitment to preserving the architectural and historical fabric of communities. Proven expertise in historic preservation, project management, regulatory analysis, community engagement, and event planning. Skilled in effectively communicating complex information to diverse audiences, guiding projects through regulatory processes, and coordinating preservation programs. Passionate about safeguarding historical landmarks and facilitating meaningful connections with the past for future generations.

AREAS OF EXPERTISE

- Historic Architecture and Preservation
- Technical Writing and Research
- Project Management
- Zoning and Land Development Code
- Public Outreach, Board Relations
- National Historic Preservation Standards
- Event Planning and Coordination
- Program Coordination and Reporting
- Building Permit and Design Reviews
- ArcGIS, Project Management Software

WORK EXPERIENCE

CITY OF WEST PALM BEACH | WEST PALM BEACH, FL

HISTORIC PRESERVATION PLANNER

2021 - PRESENT

- Oversee communications with the Historic Preservation Board by preparing monthly staff reports and presentations to facilitate effective decision-making for permit applications and rehabilitation initiatives.
 - Serve as the primary point of contact for public inquiries related to City of West Palm Beach properties, providing critical information and guidance regarding permitting and regulations.
 - Participated in public outreach sessions and town halls, including participation as a planning committee member for the National Alliance of Preservation Commissions annual forum.
- Conduct comprehensive assessments of permit applications and projects to ensure compliance with the City's Historic Preservation Ordinance, design guidelines, zoning, and land development regulations.
 - Review building permits and certificate of appropriateness applications to determine project feasibility.
 - Spearheaded the City's Certified Local Government (CLG) program reporting, preparing yearly reports for submission to the State Historic Preservation Office.
- Manage the establishment of the Sunshine Park Historic District by presenting proposals to the Historic Preservation Board, Planning Board, and City Commission.

FRANKFORT AREA HISTORICAL SOCIETY | FRANKFORT, IL

HISTORIC PRESERVATION INTERN

SPRING AND SUMMER 2021

- Prepared Historic Landmark Nomination Forms for two local structures for submission to the Frankfort Historic Preservation Commission by researching properties and writing statements of significance to support the nomination and application.

PHILADELPHIA MUSEUM OF ART | PHILADELPHIA, PA

EUROPEAN DECORATIVE ARTS INTERN

SPRING AND SUMMER 2019

- Researched medieval and post-medieval English ceramics and objects for the European decorative arts collection
- Contacted worldwide institutions to obtain images and rights to supplement an arms and armor publication.

EDUCATION

RUTGERS UNIVERSITY | Master of Arts, Art History; Specializing in Cultural Heritage and Preservation Studies (2020)

Thesis focused on Community Engagement in the Preservation Process at the Lucy the Elephant National Historic Landmark

UNIVERSITY OF ROCHESTER | Bachelor of Arts, Archaeology, Technology and Historic Structures; Minor, Anthropology (2017)

National Merit Scholar and Thomas J. Watson Scholar | Dean's List: Spring 2014, Fall 2016, and Spring 2017

Historic Resources Review Board Appointments

Updated 02/12/2024

District	Seat	Member Name	Expiration	Latest-Appt	Original-Appt	Title
At Large	1	Aimee Sunny	09/12/2025	09/13/2022	06/04/2019	Chair 01/20/2023
At Large	2	Helen Vogt Greene	10/07/2024	10/05/2021	6/1/2002	
At Large	3	VACANT				Prev. A. Alvarez
At Large	4	Friederike Mittner	09/12/2025	09/13/2022	5/18/2002	
At Large	5	Clifford Brown	12/09/2024	12/07/2021	6/6/2006	
At Large	6	Meredith Ellis	09/12/2025	9/13/2022	07/13/2021	
At Large	7	Rose Guerrero	07/15/2024	7/13/2021	07/13/2021	
At Large	8	Steve Weeks	10/07/2024	10/05/2021	10/18/2012	Vice Chair 01/20/2023
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 Maria Sachs, and the
Members of the Board of County Commissioners

FROM: Kevin Fischer, AICP, Planning Director *K.F.*
Planning Division

DATE: January 5, 2024

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

Department of Planning,
Zoning & Building
2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5500
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**

Maria Sachs, Mayor

Maria G. Marino, Vice Mayor

Gregg K. Weiss

Michael A. Barnett

Marci Woodward


Sara Baxter

Mack Bernard

County Administrator

Verdenia C. Baker

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Affirmative Action Employer"

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and recycled paper

ITEM: The purpose of this memo is to request an At-Large nomination 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 three years, and members may be reappointed upon approval by the BCC. The board meetings are held four times per 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 candidate Ms. Hamilton has expressed an interest. The application and résumé for the candidate is 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 January 19, 2024. Staff will prepare an agenda item for the March 12, 2024 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 Application and Resume*

cc: Patrick W. Rutter, Assistant County Administrator
Whitney Carroll, Esq., AICP, Executive Director, PZB
Cindy Hoskin, JD, Deputy Director, PZB
Darren Leiser, Asst. Land Use County Attorney
Jeff Gagnon, Deputy Director, PBC Planning Division
Bryan Davis, Principal Planner, CNU-A, PBC Planning Division
Christian Davenport, PBC Archaeologist, Historic Preservation Officer

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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 National 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 the 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: businessperson, engineer, contractor in a construction trade, landscape architect, urban planner, attorney, and resident of areas identified by the 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.