

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: August 20, 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: Reappointment of one (1) member to the Historic Resources Review Board (HRRB).

<u>Reappointment</u>	<u>Seat</u>	<u>Requirement</u>	<u>Recommended By</u>	<u>Term</u>
Rose Guerrero	7	Archaeologist/ Historian	Vice Mayor Marino Commissioner Woodward Commissioner Weiss Commissioner Bernard	8/20/2024 - 18/19/2027


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 June 24, 2024) to the BCC notifying the BCC of the vacancies, and requesting nominations.


The advisory board has nine (9) seats, eight (8) seats are currently filled, with a diversity count of Caucasian: 8 (100%). The gender ratio (male: female) is 3:5. The nominee is Rose Guerrero, who is a Caucasian female. Staff is addressing 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 (9) members. However, the HRRB has five (5) seats with specific professional requirements per the Certified Local Government Program, and one (1) 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, June 24, 2024
5. Unified Land Development Code (ULDC) Article 2.G.3.H

Recommended by:  _____ **7/27/2024**
Department Director **Date**

Approved By:  _____ **7/26/24**
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): 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: 08-20-2024 To: 08-19-2027

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: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Guerrero Rose Evangelina
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: (786) 294-1399 Business Phone: (561) 832-4164 Ext. 112

Cell Phone: (786) 294-1399 Fax: ()

Email Address: RGuerrero@PBCHistory.org

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

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>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____
(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 May 22 2024
 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: *Rose Guerrero* Printed Name: Rose Guerrero Date: 5/22/2024

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: August 20, 2024

Commissioner's Signature: *Nora Acord* Date: 7/8/24

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

Revised 02/01/2016

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 watching the training program on the Web, DVD or VHS on May 22 2024
 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: [Signature] Printed Name: Rose Guerrero Date: 5/22/2024

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: August 20, 2024

Commissioner's Signature: [Signature] Date: 6-27-24

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

Revised 02/01/2016

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)



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 May 22 2024
- 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: [Signature] Printed Name: Rose Guerrero Date: 5/22/2024

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:

Commissioner's Signature: [Signature] Date: August 20, 2024
6/28/24

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

Revised 02/01/2016

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.

Contract/Transaction No.	Department/Division	Description of Services	Term
<u>Example: 00XX-XX/NO XX</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/21/00</u>
(Attach Additional Sheet(s), if necessary)			
OR			
NONE <input checked="" type="checkbox"/>			
NOT APPLICABLE/ <input type="checkbox"/> (Governmental Entity)			

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By watching the training program on the Web, DVD or VHS on May 22-20 24
 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: [Signature] Printed Name: Rose Guerrero Date: 5/22/2024

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

Return this FORM to:
Christian Devonport/ Nora Acord, PZ&B Planning Division
Visas Center
2300 N. Jog Road, West Palm Beach, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

August 20, 2024

Commissioner's Signature: [Signature] Date: 7-10-2024

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

Revised 02/01/2016

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

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

Historic Resources Review Board Appointments

Updated 05/08/2024

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	Anne Hamilton	04/02/2027	04/02/2024	04/02/2024	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	Steve Rappaport	05/07/2027	05/07/2024	05/07/2024	

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.

T: /Planning/Archaeology/County Departments/HRRB/HRRB Appointments/5-2024



MEMORANDUM

TO: The Honorable Mayor Maria Sachs, and the
Members of the Board of County Commissioners

FROM: Thuy Shutt, AIA, FRA-RA, PBC Planning Director
Planning Division 

DATE: June 24, 2024

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

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 Historic Preservation Act. The ULDC provides for the HRRB to be composed of nine members. The HRRB currently consists of nine 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 board member has expressed an interest in being reappointed: Ms. Guerrero. 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 July 8, 2024. Staff will prepare an agenda item for the August 20, 2024 BCC meeting.

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

Attachments: *PBC BOCC Boards/Committees Application and Resume*

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

**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**

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

"An Equal Opportunity
Affirmative Action Employer"

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and recycled paper

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 archeological 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.