Historic Preservation Commission
Wednesday, February 11, 2026 at 5:30 PM

City Commission Chambers
214 Sams Avenue, New Smyrna Beach, Florida 32168

1. CALL TO ORDER

A. Roll Call

2. APPROVAL OF MINUTES

2.A Consider the Approval of the Historic Preservation Commission December 10, 2025 Regular Meeting Minutes.

3. PUBLIC PARTICIPATION

4. NEW BUSINESS/DISCUSSION ITEMS

4.A Historic Plaque Program

5. COMMITTEE COMMENTS

6. STAFF COMMENTS

6.A 2024-2025 CLG Annual Report Good Standing Letter

7. ADJOURNMENT

Pursuant to Florida Statutes 286.0105, if an individual decides to appeal any decision made by the board, agency or commission of the City of New Smyrna Beach with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such person must provide a method for recording the proceedings.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk's office in person or by mail at 210 Sams Avenue, New Smyrna Beach, Florida 32168, (386) 410-2630, prior to the meeting.

THE CITY OF NEW SMYRNA BEACH - PLANNING DEPARTMENT

CONSIDER THE APPROVAL OF THE HISTORIC PRESERVATION COMMISSION DECEMBER 10, 2025 REGULAR MEETING MINUTES.

February 11, 2026

Background:
Florida Statutes require that minutes be prepared and approved for all meetings of the Historic Preservation Commission.

Findings:
Staff recommends the Historic Preservation Commission approve the minutes of the regular Historic Preservation Commission meeting held on December 10, 2025 Regular Meeting Minutes.

Fiscal Analysis:
N/A

Strategic Plan Item:
No

Staff Report Created By: Stephanie Ferrara - Development Services Coordinator

Attachments:

December 10 2025 MEETING MINUTES .pdf

Historic Preservation Commission Meeting
Wednesday, December 10, 2025, at 5:30 PM
MINUTES

1. CALL TO ORDER

Having been duly advertised as required by law, the special meeting of the Historic Preservation Commission of the City of New Smyrna Beach, Florida, was held on Wednesday, December 10, 2025, at the City Commission Chambers, 214 Sams Avenue, New Smyrna Beach, Florida 32168.

Vice-Chair Walter Bone called the meeting to order at 5:33 PM.

Roll Call

Attendee Name	Title	Status	Arrived
Dianne Bean	Member	Present	5:30 PM
Jana Caswell	Member	Absent	
Walter Bone	Vice Chairperson	Present	5:30 PM
Katherine Kaufman	Member	Present	5:30 PM
Stephanie Rees	Chairperson	Absent	
Terry Bledsoe	Member	Present	5:30 PM
Angeline Barretta-Herman	Member	Present	5:30 PM

Also, presents were: Senior Planner Robert Mathen, Assistant City Attorney Shay McCurdy, and Board Secretary Stephanie Ferrara.

There were no changes to the agenda.

2. APPROVAL OF MINUTES

2.A Approval of the Historic Preservation Commission September 17, 2025, Regular Meeting Minutes.

Vice-Chair Bone asked the board if they had any additional questions or comments.

DRAFT

Motion:

Member Barretta-Herman motion to approve the September 17, 2025 Historic Preservation Commission regular meeting minutes, as submitted. Bledsoe seconded the motion, and the motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Barretta-Herman
SECONDER:	Bledsoe
AYES:	Bean, Bone, Kaufman, Barretta-Herman, Bledsoe

3. PUBLIC PARTICIPATION

None.

4. NEW BUSINESS

4.A Proposed Contributing Structure Preservation CRA Grant

Samantha Bergeron, Economic Development Director and CRA Director, 210 Sams Avenue, New Smyrna Beach, Florida 32168. Presented to the Board a proposed grant process and program that could help owners of a single-family home that is a contributing structure and located within the CRA district a matching facade grant.

4.B 2025 Donnadine Miller Preservation Award Selection

Robert Mathen, Senior Planner, presented the 2025 Donnadine Miller Preservation Award Selection for the Residential Category for applicants 622 Faulker Street.

Motion:

Member Barretta-Herman motion to approve the 2025 Donnadine Miller Preservation Award, as submitted. Member Bledsoe seconded the motion, and the motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Barretta-Herman
SECONDER:	Bledsoe
AYES:	Bean, Bone, Kaufman, Barretta-Herman, Bledsoe

4.C **Approval of the Historic Preservation Commission 2026 Regular Meeting Schedule.**

The Board had no objections or changes to the 2026 Regular Meeting Schedule.

Motion:
Member Kaufman motion to approve the 2026 Regular Meeting Schedule, as submitted. Member Bean seconded the motion, and the motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Kaufman
SECONDER:	Bean
AYES:	Bean, Bone, Kaufman, Barretta-Herman, Bledsoe

4.D **Selection of the 2026 Chairperson and Vice Chairperson**

Chairperson – Walter Bone

Motion:
Member Kaufman motion to approve Walter Bone 2026 Chairperson, as submitted. Member Barretta-Herman seconded the motion, and the motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Kaufman
SECONDER:	Barretta-Herman
AYES:	Bean, Bone, Kaufman, Barretta-Herman, Bledsoe

Vice-Chairperson – Terry Bledsoe

Motion:
Member Kaufman motion to approve Terry Bledsoe 2026 Vice-Chairperson, as submitted. Member Barretta-Herman seconded the motion, and the motion carried unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Kaufman
SECONDER:	Barretta-Herman
AYES:	Bean, Bone, Kaufman, Barretta-Herman, Bledsoe

5. COMMENTS OR STATEMENTS BY MEMBERS OF THE BOARD

Discussion ensued with the board members on promoting and increasing public awareness of our plaque program for historic homes.

Member Bledsoe offered to prepare a draft memo regarding the City's historic home plaque program for the board to review at the next meeting.

Barretta-Herman shared information about the video documentation of the Woman's Club, which will be shown on December 16 at The Magnolia. Reservations will be required for those interested in attending.

6. REPORTS AND COMMUNICATIONS BY THE STAFF

2024-2025 Certified Local Government (CLG) Report: Mr. Mathen provided a brief summary of the report.

Member Bledsoe recommended that next year's report include the recent special election in which voters rejected the charter amendment, noting the importance of ensuring this information is incorporated.

7. ADJOURNMENT

As there was no other business to discuss, Vice-Chair Bone declared the meeting adjourned at 6:33 P.M.

THE CITY OF NEW SMYRNA BEACH - PLANNING DEPARTMENT

HISTORIC PLAQUE PROGRAM

February 11, 2026

Background:

During the December Historic new Smyrna Beach Preservation Commission meeting, multiple Commissions requested a discussion about the historic plaque program.

Findings:

Over the years since 1999, the Planning Department has had several applications or flyers promoting the plaque program. The plaque program is an excellent way a property owner can show pride and provide the general public with the construction date of their structure.

The plaque program should be offered to any property owner that has a structure that is over 50 years old. The plaque does not designate any property or structure as a local historic building or a local landmark. No restrictions are assigned to a property or structure just because a plaque was ordered by a property owner.

Staff is requesting the Historic New Smyrna Beach Preservation Commission to give guidance on possibly updating the notifications, advertisement, and application. A draft will be provided to the Commission at the April 8, 2026, meeting.

Fiscal Analysis:

Cost to property owner estimated at $250.00

Strategic Plan Item:

No

Staff Report Created By: Robert Mathen - Senior Planner

Attachments:

Exhibit A Current Plaque Design.pdf
Exhibit B Old Brochure.pdf
Exhibit C Old Mailer.docx
Exhibit D Proposed language provided by Commissioner Bledsoe.docx


HISTORIC NEW SMYRNA BEACH
NO.45
CA. 1915
HISTORIC PROPERTY

Historic Property Plaque Program



New Smyrna Beach
florida

Complete and send to:
City of New Smyrna Beach
Planning and Zoning
210 Sams Avenue
New Smyrna Beach, FL 32168

For further information, contact the City of New Smyrna Beach Planning and Engineering Department at 386-424-2132.

YES! I want to purchase a historic plaque. (Enclosed is a recent photograph of the property and a check for $275)

- My home/building was built in_____ .
- I am unsure of the date of construction.

NAME:_____
ADDRESS:_____
DAYTIME TELEPHONE:_____
E-MAIL:_____

Was Your Home Built More Than 50 Years Ago?

If so, you will want to purchase a distinctive bronze plaque from the City of New Smyrna Beach in recognition of your home's historic value. Each plaque is individually cast and numbered, and includes the construction date of the historic structure.

Plaques are approximately 11” x 8”, oval-shaped, and are designed for exterior installation (see example below).



These historic plaques are being offered to the community to promote public appreciation and pride in our City's history. The plaques do not signify an official historic designation, and in no way restrict the use or maintenance of your property.

You may acquire a high-quality historic plaque for $275 each, including shipping. Plaques are delivered in approximately 4-6 weeks.

To obtain your historic plaque, please complete the attached application. Include a photograph of the exterior of your building and your check or money order for $275. Send these to the New Smyrna Beach Planning & Zoning Department.

The City will confirm that your property meets the criteria of the program. If you are unsure of the date of construction for your historic structure City staff are available to assist

New Smyrna Beach Historic Plaque Program

Congratulations!

Your home has been recognized as a historic property in accordance with the criteria established by the Historic New Smyrna Beach Preservation Commission. As a result, we are offering you the opportunity to purchase a bronze plaque in recognition of your home's historic value.

These historic plaques are being offered in an attempt to promote public appreciation and private pride in our community's history. They do not signify an official historic designation. As such, the use or maintenance of your property is in no way restricted by displaying the plaque.

If you are interested in obtaining a historic plaque, please complete the attached application and submit it along with a recent photograph of your home and a check or money order for $275. Representatives from the Historic New Smyrna Beach Preservation Commission will then make a final determination as to whether or not your home meets all of the criteria.

All proceeds raised benefit the continuing preservation programs of the Historic New Smyrna Beach Preservation Commission.

Complete and return to:
City of New Smyrna Beach
Development Services Department
210 Sams Avenue
New Smyrna Beach, FL 32168

YES! I want to purchase a historic plaque. (Enclosed is a recent photograph of the property and a check for $275)

ρ My home/building was built in _____.

ρ I am unsure of the date of construction.

NAME _____

ADDRESS _____

_____

DAYTIME TELEPHONE _____

NSB House Proud

As a resident and property owner here in New Smyrna Beach, you know of our city's rich historical heritage. There exist approximately 1,200 structures within the city built before 1940, most of them are residential. Housing continued to supply demand from new residents throughout the remainder of the 20th century. Frame or masonry vernacular, bungalow or concrete block, all styles contribute to the charm and character of New Smyrna Beach.

Is your home 50 years old or older? Celebrate your charming New Smyrna Beach home by proudly displaying a custom bronze Historic Property plaque. These special plaques can be ordered through the city Historic Preservation Commission, your volunteer advisory group of NSB homeowners and residents dedicated to preserving the character and charm of our community. The cost of each customized plaque is $_____. For more information contact _____.

THE CITY OF NEW SMYRNA BEACH - PLANNING DEPARTMENT

2024-2025 CLG ANNUAL REPORT GOOD STANDING LETTER

February 11, 2026

Background:

The Planning Department filed the yearly Certified Local Government report to the Florida Department of Historical Resources. The 2024/2025 report was filed on November 1, 2025. That report was reviewed by the State of Florida, and the reviewing department issued a letter of "Good Standing".

Fiscal Analysis:

N/A

Strategic Plan Item:

No

Staff Report Created By: Robert Mathen - Senior Planner

Attachments:

State of Florida Good Standing Letter.pdf

FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

December 16, 2025

Mr. Robert Mathen
210 Sams Avenue
New Smyrna Beach, FL 32168

Re: CLG Annual Report Review

Dear Mr. Mathen,

Thank you for submitting the Certified Local Government (CLG) FY2024-2025 Annual Report for New Smyrna Beach in accordance with our mutual CLG agreement. Your annual report has been received and reviewed as of December 15, 2025. Our office has determined that your community is in good standing in the CLG program and eligible for the CLG match waiver for small matching grants in the current grant cycle. Thank you for being an active member of Florida's CLG Program. Our office looks forward to continuing to work with you to support the preservation of New Smyrna Beach's historic resources.

Sincerely,

Tyler J. Smith
Certified Local Government Coordinator
Bureau of Historic Preservation