



Project Plan



COMMUNITY PLANNING
COLLABORATIVE

Project Plan

The Scope of Work for the Eatonville Historic Resources Survey involves four phases described in the Project Plan below:

Phase 1 - Data Collection, Research & Community Outreach

- » Meet with the Client in-person or virtually for a kick-off meeting, and on an as-need basis for virtual meetings throughout the duration of the project. Client is defined as NTHP in partnership with the Town of Eatonville (TOE);
- » Meet with Town of Eatonville Historic Preservation Board staff liaison as needed throughout the project process;
- » Coordinate with the Florida Division of Historical Resources as needed throughout the project process to ensure compliance with FAC Chapter 1A-46;
- » Support a local partner in community outreach efforts, including attendance at in-person public meeting or workshop; and producing graphics and text that can be incorporated into outreach materials;
- » Present at (3) Public Meetings: Planning and Zoning Board, Historic Preservation Board, and Town Council;
- » Conduct archival research of development in the survey area for the Town of Eatonville
- » Review of Sanborn Maps, aerial photographs, historic photographs, contemporary newspapers, and other archival sources, as well as the review of the prior surveys;
- » Facilitate (2) Community Workshops in coordination with the TOE: in-person and virtual workshops will be held to gather input from stakeholders that may contribute to the historic context and significance research;

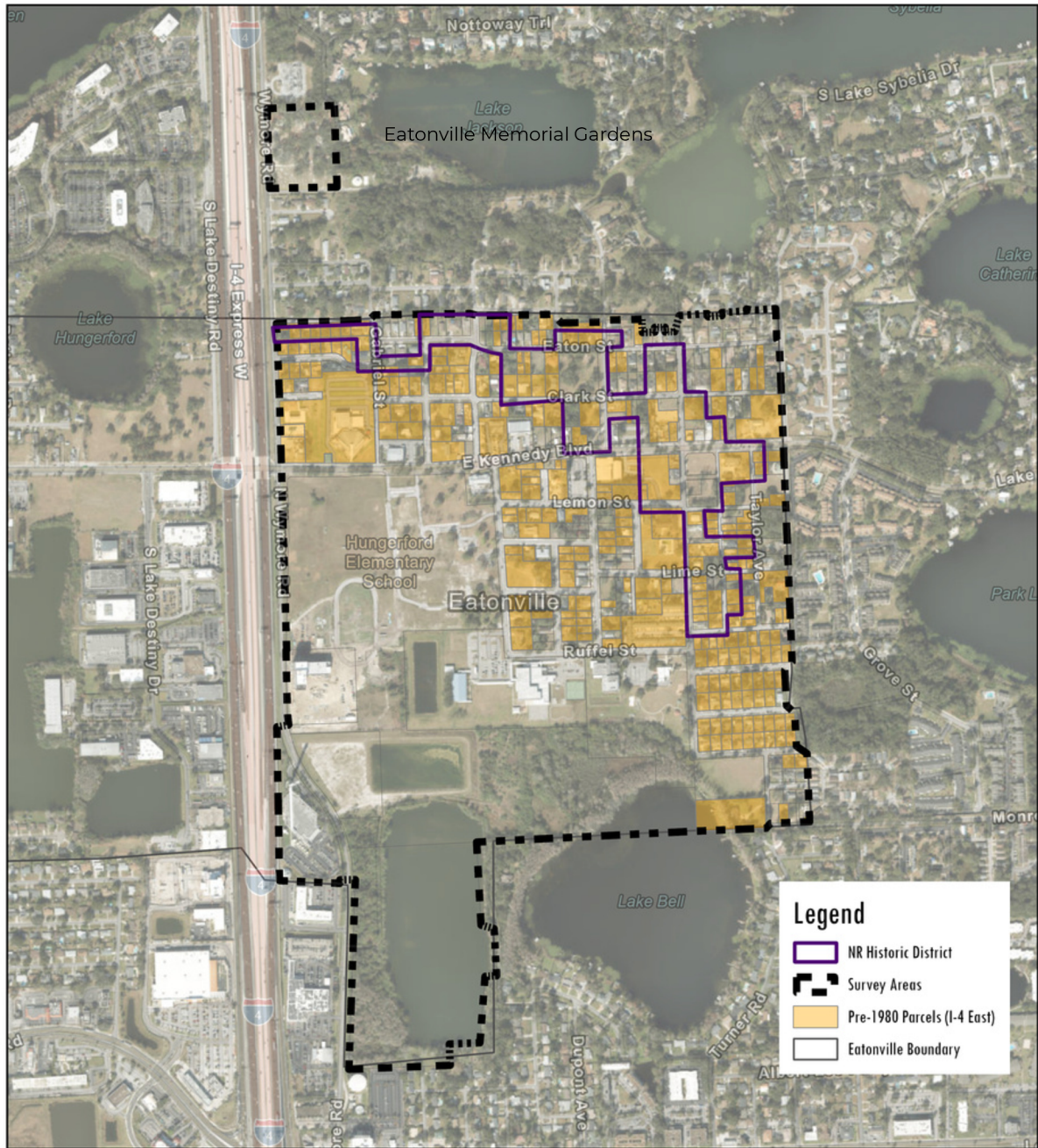
Phase 2 - Fieldwork & Draft Forms

- » Support TOE in community outreach efforts, including attendance at in-person public meeting or workshops; and producing graphics and text that can be incorporated into outreach materials;
- » Conduct on-site fieldwork within the TOE, east of I-4, including taking a minimum of two (2) updated photographs for each of the approximately 175 structures, and field-verifying 85 structures recorded in 2024
- » Create updated Florida Master Site Files for previously recorded structures that were not updated in 2024, documenting alterations or demolitions and producing the required map attachments;
- » Create approximately 122 new Florida Master Site File forms for structures built before 1980 and producing the required map attachments;

Phase 3 - Draft Survey Report

- » Produce draft survey report, placing emphasis and focusing on cultural heritage updates in the survey area since the 1997 National Register designation;
- » Evaluate data and provide conclusions of eligibility for inclusion on the National Register of Historic Places;
- » Provide recommendations for next steps;
- » Provide progress report to NTHP;
- » Facilitate virtual meeting with NTHP/AACHAF to provide update on draft survey report and potential next step recommendations under consideration;

Map of Survey Area



The survey area is the east side of the Town of Eatonville and the historic cemetery. There are approximately 260 properties with structures that were built in 1980 or earlier. While some of these were surveyed in 2024 (85), all will need to be updated and potentially surveyed for the first time to evaluate integrity and significance.

Phase 4 - Final Forms & Survey Report

- » Finalize updated Florida Master Site Files for previously recorded structures, documenting alterations or demolitions and producing the required map attachments;
- » Finalize new Florida Master Site File forms for structures built before 1980 and producing the required map attachments;
- » Finalize Survey Report and Next Step Recommendations;
- » Present at (3) Public Meetings: Planning and Zoning Board, Historic Preservation Board, and Town Council. CPC will notify NTHP of public meetings scheduled as part of the survey project;
- » Facilitate Final Virtual Meeting to NTHP/AACHAF representatives to present finalized Survey Report and Next Step Recommendations.