



City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: April 17, 2025

RE: Appointments to the Historic Preservation Board (HPB) – 3 Members and 1 Alternate

Introduction:

This item is for consideration of the appointment and/or reappointment of applicants to the Historic Preservation Board for four available positions: 3 Members and 1 Alternate.

Background:

The City Code of Ordinances provides for a five-member Historic Preservation Board with one alternate with each member appointed to serve 3-year terms. The purpose of the board is to consider Certificates of Appropriateness regarding alterations to buildings within the two historic districts as well as consider historic landmark designations.

To meet the requirements of the certified local government program, as provided in the National Historic Preservation Act, as amended in 1980, PL 96-515, and to carry out its responsibilities under this chapter, the membership of the board shall include, to the extent available, three persons who are educated or who practice in one of the disciplines of architecture, history, architectural history, planning, archaeology or related disciplines. Whenever an individual is nominated to the board, the city commission shall consider the professional qualifications of the individual to ensure that the requirements of the certified local government program are met.

Positions, members, term expirations and status of positions available for appointment/reappointment are as follows:

1. Member, Dorothy Stevenson, term expiration 2/28/2023 – seeking reappointment
2. Member, Ronald K. Musselman, term expiration 12/31/2024 – seeking reappointment
3. Member, Dina John, term expiration 4/22/2025 - Vacant due to resignation 4/11/2025
4. Alternate, Vacant due to resignation of Robyn Sambor 7/8/2024

Ms. Stevenson and Mr. Musselman have requested reappointment. Ms. John no longer wishes to serve on the board after her term expiration.

The Alternate position was held by Robyn Sambor who was appointed 7/7/2022. She resigned from her position 7/8/2024. Appointment for the Alternate position will serve to fill the vacancy for a partial term to expire 7/7/2025 and appoint to the next full three-year term.

After a process of advertising for openings on the HPB, Shannon Graves and Derek A. Stewart submitted applications to be considered for appointment. Current members were asked if they wish to continue service on the board. The Human Resources Department

completed background checks for new applicants not currently serving on the board. All applicants were cleared to move forward in the process.

Applicants seeking appointment/reappointment:

1. **Dorothy Stevenson**
2. **Ronald K. Musselman**
3. **Shannon Graves**
4. **Derek Stewart**

Attached are a copy of the current HPB roster detailing term expirations, reappointment request forms, copies of applications for your review and consideration, and Chapter 46 – Historic Preservation Administration from the Eustis, FL Code of Ordinances.

Recommended Action:

Staff recommends consideration of the applicants for the 4 available positions: 3 Members and 1 Alternate for the following positions/terms:

1. **Member:** Term 2/28/2023 to 2/28/2026 (Currently held by Dorothy Stevenson)
2. **Member:** Term 12/31/2024 to 12/31/2027 (Currently held by Ronald K. Musselman)
3. **Member:** Term 4/22/2025 to 2/22/2028 (Vacant due to resignation of Dina John)
4. **Alternate:** Partial Term to Fill a Vacancy 4/17/2025 to 7/07/2025 and Full Term 7/7/2025 to 7/7/2028 (Vacant due to resignation of Robyn Sambor)

Budget/Staff Impact:

None.

Prepared By:

Christine Halloran, City Clerk

Reviewed By:

Tom Carrino, City Manager