



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: February 5, 2026

RE: Historic Preservation Board Annual Report

**Introduction:**

The purpose of this item is to provide the City Commission with an annual report as required by Section 46-59 of the Code of Ordinances.

**Background:**

On September 7, 1995, the City adopted Ordinance Number 95-27 establishing a historic preservation program within the City. The ordinance is now codified as Chapter 46 of the Eustis Code of Ordinances. Section 46-59 states that, "The board shall annually make a report to the city commission of its activities." Pursuant to that requirement, the Eustis Historic Preservation Board (HPB) offers the following regarding its activities for the period beginning October 1, 2024, and ending September 30, 2025.

**Summary of Regular Historic Preservation Activities:**

Activity	Number Reviewed/Attended	Number Submitted / Under Review	Number Approved	Number Denied
New Local Landmark Designations	0	0	0	0
National Register Proposals:	0	0	0	0
Certificates of Appropriateness (COAs):	4	0	4	0
Administrative COAs:	2	0	2	0
Ad Valorem Tax Exemption Projects:	0	0	0	0
Historic Preservation Board Meetings:	4	n/a	n/a	n/a
Workshops Attended by Board Members:	0	n/a	n/a	n/a

### **Other Historic Preservation Activities:**

The number of Certificate of Appropriateness applications (COAs) were less than in previous years. In FY 23-24, a total of 13 COAs were issued, seven by the Historic Preservation Board and six administratively. This fiscal year, the HPB only approved four (4) COAs while just two (2) administrative COAs were requested and approved.

The HPB welcomed one new regular member – Shannon Graves – as well as a new alternate: Derek Stewart.

At the September meeting, HPB Attorney Cheyenne Rossi provided review of Florida's Sunshine Laws and the board approved its Rules & Procedures by adopting HPB Resolution 25-01, which was forwarded to City Commission for their acceptance.

As noted in last year's annual report, in July 2023 consulting firm Stantec completed an updated inventory of historical resources in the city's historic districts. The consultant identified 202 resources (Florida Master Site Files), and the potential for additional surveys along major roadways to recognize "roadway architecture" and other areas of the city such as Lake Nettie, East Crooked Lake and West Crooked Lake to identify potential for other historic districts.

HPB members agreed that that additional emphasis should be made in the next reporting period on better identifying the existing historic districts by leveraging grant resources.

### **Planned Activities for Next Reporting Period:**

- Review certificates of appropriateness and local landmark designation requests as needed.
- Look for grant opportunities for additional signage and public outreach efforts to make the public aware of the existence of the historic districts and what that means for them.
- Recognize May as Historic Preservation Month through City Commission proclamation and other activities.
- Conduct historic preservation education and research as staff availability allows, with offerings to the Board for training and education.
  - Focus on a mid-century modern component and the post-war years

### **Recommended Action:**

Acceptance of Historic Preservation Board Annual Report.

### **Policy Implications:**

None.

### **Alternatives:**

1. Accept the Historic Preservation Annual Report

2. Do not accept the Historic Preservation Annual Report and provide other direction to staff.

**Budget/Staff Impact:**

There is no budget or staff impact related to this item.

**Business Impact Estimate:**

Not applicable.

**Prepared By:**

Kyle Wilkes, AICP, Senior Planner

**Reviewed By:**

Historic Preservation Board, approved during the November 12, 2025, HPB meeting