



**City of Eustis**

*Development Services Department*

# Historic Preservation Board Meeting

## Historic Preservation Board Overview

July 9, 2025

5:30 p.m.

# Presentation Overview

- Current Historic Districts
- Historic Preservation Board Overview & Composition
- HPB Powers & Duties
- Certificate of Appropriateness Review Criteria
- COA Exemptions/Administrative Approval
- Next Meeting Dates

# Eustis Designates Two Historic Districts

## Washington Avenue Commercial District



## Eustis Downtown Commercial Historic District





# HPB Board Overview & Composition

Historic Preservation  
found in Division 46  
of the Eustis Code of  
Ordinances

Historic Preservation  
established by  
Ordinance 95-27

HPB composed of  
five regular  
members and one  
alternate

Members serve  
three-year terms.

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# HPB Board Overview & Composition

## (Cont'd)

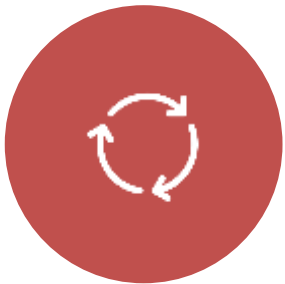
No HPB vacancy shall be greater than 60 days.

The HPB shall elect a Chairperson, Vice Chair and Secretary.

Report annually on its activities to City Commission.

(May establish ad hoc task forces for special activities, such as advocating for an historic district designation or landmark status for a structure.)

# HPB Powers & Duties



*To meet at regular intervals, but **not less than four times** per year;*



*Periodic survey and inventory of historic buildings, areas and archaeological sites in the city, which shall be compatible with the state master site file, and to plan for their preservation;*



*To identify potential landmarks and potential landmark sites and to make recommendations to the city commission as to whether those potential landmarks and landmark sites should be officially designated as landmarks and landmark sites;*



*To recommend that the city commission designate specified areas as historic districts and to identify which structures should be considered to be contributing structures;*

# HPB Powers & Duties (Cont'd)

- *To maintain and update a detailed inventory of the designated historic districts, landmarks and landmark sites within the city and a detailed inventory of potential landmarks and landmark sites, which inventories shall be open to the public for review;*
- *To develop specific guidelines for the alteration, construction, relocation or removal of designated property;*
- *To promulgate standards for architectural review which are consistent with standards for rehabilitation which have been or may be established by the United States Secretary of the Interior;*
- ***To approve or deny applications for certificate of appropriateness for alteration, construction, demolition, relocation or removal of landmarks, landmark sites and property in historic districts;***

# HPB Powers & Duties (Cont'd)

- *To work with and advise the federal and state governments and other departments or boards of city government;*
- *To advise and assist property owners and other persons and groups, including neighborhood organizations, on physical and financial aspects of preservation, renovation, rehabilitation and reuse, and to advise and assist property owners in becoming eligible for federal and state tax incentives;*
- *To cooperate with and enlist the assistance of persons, organizations, corporations, foundations and public agencies in matters involving historic preservation, renovation, rehabilitation and reuse;*
- *To initiate plans for the preservation and rehabilitation of individual historic buildings;*

# HPB Powers & Duties (Cont'd)

- *To undertake public information programs, including the preparation of publications and the placing of historic markers;*
- *To make recommendations to the city commission concerning the acquisition of or acceptance of development rights, facade easements, the imposition of other restrictions, and the negotiation of historical property contracts for the purposes of historic preservation;*
- *To review buildings which are owned by the city and which are at least 50 years old and considered for surplus by the city to determine their historical or architectural significance prior to sale by the city and to make recommendations concerning the disposition of properties considered to have historical or architectural significance;*
- *To review proposed capital improvement projects of the city and its independent agencies, or their agents or contractors, costing in excess of \$50,000.00 in an historic district or affecting a designated landmark or landmark site, however, capital improvement projects for the maintenance of existing facilities are exempted from this requirement;*

# HPB Powers & Duties (Cont'd)



*To conduct public hearings to consider historic preservation issues, the designation of landmarks, landmark sites, and historic districts, applications for certificate of appropriateness, and nominations to the National Register of Historic Places;*



*To make such rules and regulations as it deems necessary for the administration of ordinances for which it is responsible;*



*To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to the implementation of the purpose of this chapter; and*



*Subject to city commission approval, to seek professional services and expertise when deemed necessary.*

# Certificate of Appropriateness Review Criteria

- ***Scale.*** The scale of the structure after alteration, construction or partial demolition shall be compatible with its architectural style and character and with surrounding structures in an historic district.
- ***Directional expression.*** Facades in historic districts shall blend with other structures with regard to directional expression. Structures in an historic district shall be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of a landmark after alteration, construction or partial demolition shall be compatible with its original architectural style and character.
- ***Architectural details.*** Architectural details, including materials and textures, shall be treated so as to make a landmark compatible with its original architectural style and character and to preserve and enhance the architectural style or character of a landmark or historic district. The board will give recommendations as to appropriate colors for any landmark or historic district.
- ***Impact on archaeological sites.*** New construction shall be undertaken in such a manner as to preserve the integrity of archaeological sites and landmark sites.

# COA Review Criteria (Cont'd)

**Height.** The height of any proposed alteration or construction shall be compatible with the style and character of the landmark and with surrounding structures in an historic district.

**Proportions of windows and doors.** The proportions and relationships between doors and windows shall be compatible with the architectural style and character of the landmark and with surrounding structures in an historic district.

**Relationship of building masses, setbacks and spaces.** The relationship of a structure within an historic district to the open space between it and adjoining structures shall be compatible.

**Roof shape.** The design of the roof shall be compatible with the architectural style and character of the landmark and surrounding structures in an historic district.

**Landscaping.** Landscaping shall be compatible with the architectural character and appearance of the landmark and of surrounding structures and landscapes in an historic district.

# COA Exemptions/Administrative Review (Cont'd)


- Repair of cornices using existing materials and duplicating the original design.
- Decks at the ground level and not visible from any street and which do not require alterations to any structure.
- Installation of new doors which are compatible in size and style with the original.
- Installation of fencing that is compatible with the historic character of the house.
- The painting of any material or surfaces other than unpainted masonry, stone, brick, terracotta and concrete in a color appropriate to the architectural style or period of original construction.

# COA Exemptions/Administrative Review (Cont'd)

- The replacement of front porch columns with ones matching the original in style, size and material.
- The replacement of a roof with one of the same material and color.
- The repair of wooden siding with wood which duplicates the original appearance.
- Installation of skylights not visible from any street front.
- The replacement of windows with ones compatible in size and style with the original.
- Addition or replacement of window shutters if comparable with the historic character of the period and architecture.

# COA Exemptions/Administrative Review (Cont'd)

- Board approval is not required for the repair and maintenance of any exterior building features when such work exactly reproduces the existing design and is executed in the existing material. Any staff decision may be appealed by the applicant to the board.
- A certificate of appropriateness will **not be required** for **general, occasional maintenance of any historic building, structures or sites or any structure within an historic district**. General occasional maintenance will include but not be limited to lawn and landscaping care and minor repair that restores or maintains the historic site or current character of the building or structure..
- Any city staff decision regarding routine alterations can be appealed by the applicant to the board.



# COA Exemptions/Administrative Review (Cont'd)

- Any exterior alteration or new construction which is not visible from any street or roadway may receive immediate approval from the development services division without a public hearing when an applicant complies with the design guidelines of the board. Any staff decision may be appealed by the applicant to the board.
  - The ordinance designating a landmark, landmark site or historic district may designate additional exceptions to a certificate of appropriateness.
  - In any instance where a certificate of appropriateness for demolition has been denied, the applicant may reapply upon the expiration of 12 months from the date of the initial decision of the board denying the certificate of appropriateness, whether or not the applicant appeals the initial decision.
  - City capital projects approved by the city commission and noticed to the board do not require a certificate of appropriateness.
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Questions?

## For Consideration

Remaining meeting dates for 2025:

**Wednesday, September 10, 2025**

**Wednesday, November 12, 2025**