

**MINUTES**  
**CITY OF EUSTIS HISTORICAL PRESERVATION BOARD (HPB)**  
**Regular Meeting Agenda**  
**City of Eustis Commission Room, 10 N. Grove Street**  
**Wednesday, March 8, 2023 – 5:30 pm**

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**REGULAR MEETING**

**ROLL CALL:** Mathew Kalus, Chairperson  
Dina John, Secretary  
Ronald “Kirk” Musselman  
Dorothy Stevenson

**MEMBERS ABSENT:** Monte Stamper, Vice Chairperson  
Robyn Sambor, Alternate

**STAFF PRESENT:** Heather Croney, Senior Planner  
Eddie Bengston, HPB Secretary

**OTHERS PRESENT:** Cheyenne Dunn, HPB Associate Attorney

**Call To Order: 5:34 p.m.**

**Pledge of Allegiance**

**Roll Call**

**1. Agenda Updates**

**2. Approval of Minutes**

HPB Minutes for September 14, 2022  
HPB Minutes for January 18, 2023

The minutes were approved and signed.

**3. Audience to Be Heard**

**4. New Business**

- Consideration of Certificate of Appropriateness (2023-COA-01) – Fence at 524 E Lemon

Heather Croney, Senior Planner, reviewed the application for Certificate of Appropriateness for a fence approval at 524 E Lemon Avenue.

Motion made by Dorothy Stevenson, Seconded by Dina John to approve the application. The motion passed on a unanimous vote.

- Consideration of Certificate of Appropriateness (2023-COA-02) – Solar Panels at 804 E Lemon Avenue

Heather Croney, Senior Planner, reviewed the application for Certificate of Appropriateness for solar panels at 804 E Lemon Avenue.

Motion made by Dina John, Seconded by Dorothy Stevenson to approve the application. The motion passed on a unanimous vote.

- Update on Administrative Approval of Certificate of Appropriateness (2023-COA-04) – Re-Roof at 421 E Lemon Avenue

Heather Croney, Senior Planner, reported on the administrative approval of 2023-COA-04 for a re-roof at 830 E Lemon Avenue. The re-roof would change the roofing materials from asphalt shingles to a metal roof.

Motion made by Kirk Musselman, Seconded by Dorothy Stevenson to approve the Certificate of Appropriateness based on staff's recommendation. The motion passed unanimously.

- Consideration of Certificate of Appropriateness (2023-COA-05) – Revised Shed at 403 S Mary Street

Heather Croney, Senior Planner, reviewed the application for a shed at 403 S Mary Street. The shed would be visible from the street. Any proposed work in the historic district that is visible from the street must be reviewed and approved by the Historic Preservation Board.

Motion made by Dina John, Seconded by Dorothy Stevenson to approve the Certificate of Appropriateness subject to the condition that a fence that obstructs the view of the shed from the public right of way must enclose the area where the shed is located. The motion passed unanimously.

- Update on Administrative Approval of Certificate of Appropriateness (2023-COA-03) – New Paint and Awnings at Eustis City Hall

Heather Croney, Senior Planner, provided a report on the administrative approval for repainting City Hall (white) and new dark blue awnings (to match the City of Eustis logo, business cards, and letterhead).

5. **Old Business**
6. **Board Reports**
7. **Staff Reports**
8. **Adjournment: 6:36 p.m.**

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Jeff Richardson  
Deputy Director, Development Services  
Date Signed: \_\_\_\_\_

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Matthew Kalus  
Chairperson  
Date Signed: \_\_\_\_\_