



CITY OF EUSTIS HISTORIC PRESERVATION BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)
4 N. Grove St., P.O. Drawer 68, Eustis, FL 32727-0068
Phone: (352) 483-5460 Fax: (352) 357-4177 Email: planner@ci.eustis.fl.us

PLEASE SELECT ALL THAT APPLY TO YOUR PROPERTY:

- ☒ Local Landmark/Site ☐ Eustis Main Street Area
☐ Washington Avenue Historic District

ADDRESS OF PROPERTY: 10 North Grove Street

Property Owner

Print Name: City of Eustis
Mailing Address: P.O. Drawer 68
Phone: 352-483-5440 Fax: 352-357-2971
Email: sheppardm@eustis.org

Applicant/Agent (if different from property owner)

Print Name: Same as Above
Mailing Address:
Phone: Fax:
Email:

I certify that all information contained in this application is true and accurate to the best of my knowledge.

Applicant/Owner: Mike Sheppard Fin Dir. Date: 2/9/23

Incomplete applications will not be reviewed and will be returned to you for more information. You are encouraged to contact Development Services, at (352) 483-5460, to make sure your application is complete.

Description of Proposed Work: (Check all that apply)

- ☒ Alteration ☐ Demolition ☐ Relocation ☐ New Construction

Completely describe the entire scope of work: all changes proposed on the exterior of the building, where on the property the work will occur, how the work will be accomplished, and the types of materials to be used. For large projects, an itemized list is recommended. Attach additional pages if necessary. Please include any additional information as may be applicable to your request including such as photos, drawings, samples of materials, and producing brochures.

The City of Eustis like to repaint City Hall. The base color will be White. The Trim around the windows would be changed from green to dark blue to match the awning color which will be changed from green to dark blue to align the colors to match the City colors for signage and business cards.

OFFICIAL USE ONLY

Date Received: 2/8/2023 Historic Preservation Board Meeting Date: n/a
File No.: COA-2023-03 Was a COA issued? Yes X No

Administrative Approval

Application Approved: X Approved with Conditions: Application Denied:

Conditions/Reasons: consistent w/ current + also architectural
historic style of building - neo-classical or Greek revival
so may approve administratively per ordinance 95-27
Signed: Heather Crouney Date: 2/9/23

Heather Crouney
Senior Planner



www.eustis.org

Croney, Heather

From: Sheppard, Mike
Sent: Wednesday, February 08, 2023 4:09 PM
To: Croney, Heather
Cc: Carrino, Tom; Jeanes, Tracy
Subject: COA_Application Preservation Board.pdf
Attachments: COA_Application Preservation Board.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Heather,

Base on our conversation I plan to do two requisition

1. Pressure wash and paint City Hall white with blue trim on the windows.
2. Change the awnings from green to blue. For City Hall and the Finance Annex

Let me know if anything will change.

Thanks

Mike Sheppard

Finance Director

City of Eustis

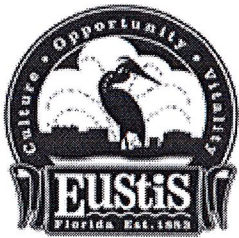
P.O. Drawer 68

Eustis, FL 32727-006

Phone – 352-483-5440

Fax – 352-357-2971

Email – sheppardm@ci.eustis.fl.us



Please note: Florida has a very broad public records law. Most written communication to or from government officials regarding government/public business is public record available to the public and media upon request. Your e-mail communications may be subject to public disclosure.

Croney,Heather

From: Sheppard, Mike
Sent: Thursday, February 09, 2023 10:12 AM
To: Croney,Heather
Cc: Carrino, Tom; Jeanes, Tracy; Jones, Janice
Subject: RE: COA_Application Preservation Board.pdf
Attachments: 20230209_100601.jpg

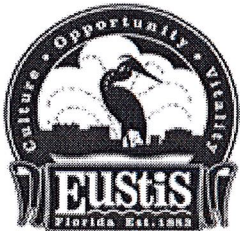
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Heather,

The color for the awning and the window frames will be Marine Blue as part of the color coordination with the City signs and the color on the business cards. The white will be the same color which exist on the building currently.

Let me know if this is sufficient for the attachment to the application.

Thanks
Mike Sheppard
Finance Director
City of Eustis
P.O. Drawer 68
Eustis, FL 32727-006
Phone – 352-483-5440
Fax – 352-357-2971
Email – sheppardm@ci.eustis.fl.us



From: Croney,Heather <Croneyh@Eustis.org>
Sent: Wednesday, February 08, 2023 4:11 PM
To: Sheppard, Mike <Sheppardm@Eustis.org>
Cc: Carrino, Tom <carrinot@eustis.org>; Jeanes, Tracy <JeanesT@eustis.org>
Subject: RE: COA_Application Preservation Board.pdf

Thanks, Mike! If you could provide color samples or mock up to go with this COA application, that would be great.

Heather Croney
Senior Planner
Development Services

City of Eustis

4 North Grove Street, P.O. Drawer 68, Eustis, FL 32726

Main: (352) 483-5460

Email: croneyh@ci.eustis.fl.us or planner@ci.eustis.fl.us

<https://www.eustis.org/>

Planning Department

Find the Eustis Code On Municode Online



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From: Sheppard, Mike <Sheppardm@Eustis.org>

Sent: Wednesday, February 08, 2023 4:09 PM

To: Croney, Heather <Croneyh@Eustis.org>

Cc: Carrino, Tom <carrinot@eustis.org>; Jeanes, Tracy <JeanesT@eustis.org>

Subject: COA_Application Preservation Board.pdf

Heather,

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Mike Sheppard

Finance Director

City of Eustis

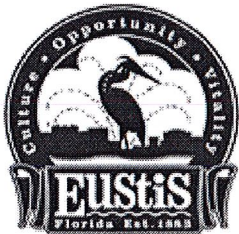
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Croney, Heather

From: Croney, Heather
Sent: Friday, February 03, 2023 2:33 PM
To: Sheppard, Mike
Cc: Carrino, Tom; Jeanes, Tracy
Subject: RE: Painting/ Awnings
Attachments: Grove St N 4-10.pdf; Grove St N 10.pdf; Grove St N 4.pdf; COA_Application.pdf; Requirements for Certificate of Appropriateness Application.pdf; ORD 95-27 Establishment of Board.pdf

Good afternoon,

Per the attached site files on the City Hall Building it is a neo-classical or Greek revival style. Anything that is visible from the exterior / from the street needs to be consistent with the historic architectural style.

At a minimum, a Certificate of Appropriateness (COA) application will need to be submitted for this. There is no fee associated with a COA application. The application and requirements with the submittal are attached.

Per Ordinance 95-27, administrative review (and no appearance in front of the Historic Preservation Board (HPB)) can be conducted for things like:

- Repair of cornices using existing materials and duplicating the original design
- 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
- The replacement of front porch columns with ones matching the original in style, size and material
- Landscape improvements
- And a few other items, which are listed in the ordinance

Characteristics of Greek Revival Architecture

The buildings are typically white, and bold and heavy. Building materials include stucco, wood, and sometimes stone. They are often painted white to resemble marble. In terms of roofing, they usually use low pitched gabled roofs.

Greek Revival exterior paint colors look like they were typically deep green or black.

The neoclassical color palette is usually gentle and muted. It leans toward white, cream and gray. More striking colors such as black, red and silver are typically used as accents.

We could do some further researching to see if potentially colors or color scheme other than what I see commonly associated with this architectural style and historic time period are perhaps consistent at all.

I hope this helps to get you started on this. Let me know if you want to discuss further or anything.

Best regards,

Heather Croney

Senior Planner

Development Services

City of Eustis

4 North Grove Street, P.O. Drawer 68, Eustis, FL 32727

Phone: (352) 483-5460

Email: croneyh@ci.eustis.fl.us

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From: Sheppard, Mike <Sheppardm@Eustis.org>

Sent: Friday, February 3, 2023 2:03 PM

To: Croney, Heather <Croneyh@Eustis.org>

Cc: Carrino, Tom <carrinot@eustis.org>; Jeanes, Tracy <JeanesT@eustis.org>

Subject: Painting/ Awnings

Heather,

We are going to paint City Hall and possible the Finance Annex. Currently City Hall is a historic building.

Building is currently painted white.

The window frames are green.

The awnings are also green.

The hand rails are painted black.

What are the restrictions on the color for City Hall. The color for the awnings are suppose to be blue to match our current color scheme on the business cards. Do we need to go before the preservation board to change the awnings and possibly the color of the building, front steps, hand rails and window trim.

Thanks

Mike Sheppard

Finance Director

City of Eustis

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Phone – 352-483-5440

Fax – 352-357-2971

Email – sheppardm@ci.eustis.fl.us



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