

RESOLUTION NUMBER 25-76

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA, ACKNOWLEDGING AND APPROVING THE REVISED RULES OF PROCEDURE OF THE HISTORIC PRESERVATION BOARD; PROVIDING FOR INCORPORATION INTO THE CITY'S CERTIFIED LOCAL GOVERNMENT RECORDS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Eustis Historic Preservation Board ("Board") was established pursuant to Ordinance Number 95-27 to advise the City Commission on matters relating to historic preservation and to perform functions consistent with the requirements of the Certified Local Government Program; and

WHEREAS, the Board originally adopted Rules of Procedure on July 23, 1996, which were amended on October 8, 1996, and July 8, 1997, to address notarization of objections to designation and member attendance requirements; and

WHEREAS, on September 10, 2025, the Historic Preservation Board adopted further revised Rules of Procedure to clarify quorum requirements, conflict of interest and voting abstention, recordkeeping and minutes, procedures for tie votes, and the use of *Robert's Rules of Order* as advisory guidance; and

WHEREAS, the City Commission finds it appropriate and necessary to formally acknowledge the revised Rules of Procedure to ensure their consistency with the City Charter, Code of Ordinances, and Certified Local Government Program requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF EUSTIS, FLORIDA:

Section 1. Acknowledgment and Approval. The City Commission hereby acknowledges and approves the revised Rules of Procedure of the Historic Preservation Board, as adopted by the Board on September 10, 2025, attached hereto as *Exhibit A* and incorporated herein by reference.

Section 2. Incorporation into City Records. The revised Rules of Procedure shall be incorporated into the City's official records, including its Certified Local Government documentation, and maintained on file by the City Clerk.

Section 3. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED, ORDAINED, AND ADOPTED in Regular Session of the City Commission of the City of Eustis, Florida, this 2nd day of October 2025.

**CITY COMMISSION OF THE
CITY OF EUSTIS, FLORIDA**

Willie L. Hawkins
Mayor/Commissioner

ATTEST:

Christine Halloran, City Clerk

CITY OF EUSTIS CERTIFICATION

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me, by means of physical presence, this 2nd day of October 2025 by Willie L. Hawkins, Mayor/Commissioner, and Christine Halloran, City Clerk, who are personally known to me.

Notary Public - State of Florida
My Commission Expires:
Notary Serial Number:

CITY ATTORNEY'S OFFICE

This document is approved as to form and legal content for reliance and use by the Eustis City Commission.

City Attorney's Office

Date

CERTIFICATE OF POSTING

The foregoing Resolution Number 25-76 is hereby approved, and I certify that I published the same by posting one copy hereof at City Hall, one copy hereof at the Eustis Memorial Library, and one copy hereof at the Eustis Parks and Recreation Office, all within the corporate limits of the City of Eustis, Lake County, Florida.

Christine Halloran, City Clerk