



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: October 2, 2025

RE: Resolution Number 25-76: Acknowledging and Approving Revised Rules of Procedure for the Historic Preservation Board

---

## **Background**

The Historic Preservation Board (“HPB”) was established pursuant to Ordinance Number 95-27 to advise the City Commission on matters relating to historic preservation and to fulfill the requirements of the State of Florida’s Certified Local Government (CLG) Program.

The HPB originally adopted Rules of Procedure on July 23, 1996. These Rules were amended on October 8, 1996, to require notarization of property owner objections in proposed historic districts, and again on July 8, 1997, to address attendance requirements for Board members.

On September 10, 2025, the HPB conducted a review of its Rules of Procedure and adopted revisions to clarify and strengthen procedural requirements. These revisions include:

- Establishing clear quorum requirements based on authorized Board membership.
- Incorporating conflict of interest and voting abstention rules consistent with Chapter 112, Florida Statutes.
- Strengthening recordkeeping and minutes provisions in compliance with Florida’s Sunshine Law (F.S. § 286.011) and Public Records Law (F.S. Ch. 119).
- Clarifying procedures for tie votes, specifying that a tie vote results in failure of the motion.
- Clarifying that *Robert’s Rules of Order* serve only as advisory guidance, not binding authority, with the Board’s adopted Rules taking precedence.

## **Summary of Resolution**

The adoption of these revised Rules ensures compliance with Florida Statutes, the City Charter, and Certified Local Government (CLG) program requirements. The revisions also improve clarity, transparency, and consistency in Board operations. Pursuant to the City Charter, the City Commission retains the exclusive authority to remove or replace members of the HPB. The revised Rules appropriately reflect this limitation.

Formal acknowledgment and approval of the revised Rules by the City Commission will:  
(1) Confirm their consistency with governing law; (2) Incorporate them into the City’s official

records and CLG documentation; and (3) Provide clear direction to the HPB and the public regarding procedural standards.

**Recommendation**

Staff recommends adoption of Resolution Number 25-76 acknowledging and approving the revised Rules of Procedure of the Historic Preservation Board, attached as *Exhibit A*.

**Fiscal Impact**

There is no direct cost or revenue impact anticipated.

**Business Impact Estimate**

Not applicable.

**Attachments**

Resolution 25-76

Exhibit A – HPB Resolution 25-01 and Revised Procedural Rules

**Prepared By**

Sasha Garcia, City Attorney

**Reviewed By**

Tom Carrino, City Manager