

## **RESOLUTION NUMBER 25-01**

### **A RESOLUTION OF THE CITY OF EUSTIS HISTORIC PRESERVATION BOARD ADOPTING REVISED RULES OF PROCEDURE; PROVIDING FOR TRANSMITTAL TO THE CITY COMMISSION; 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 carry out duties consistent with the Certified Local Government Program; and

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

**WHEREAS**, the Board has determined that additional revisions are necessary to address quorum requirements, conflict of interest and voting abstention, recordkeeping and minutes, procedures for tie votes, and the role of *Robert’s Rules of Order* as advisory guidance only; and

**WHEREAS**, the Board finds that adoption of the revised Rules of Procedure, attached hereto as *Exhibit A* and incorporated herein by reference, will promote transparency, compliance with Florida Statutes, and the efficient and orderly conduct of Board business.

**NOW, THEREFORE, BE IT RESOLVED BY THE HISTORIC PRESERVATION BOARD OF THE CITY OF EUSTIS, FLORIDA, AS FOLLOWS:**

#### **Section 1. Adoption of Revised Rules of Procedure.**

The Historic Preservation Board hereby adopts the revised Rules of Procedure attached hereto as *Exhibit A*. Said Rules supersede all prior versions and shall govern the proceedings of the Board unless and until amended in accordance with applicable law.

#### **Section 2. Transmittal to City Commission.**

City staff is hereby directed to transmit a copy of the revised Rules of Procedure to the City Commission for acknowledgment and for inclusion in the City’s Certified Local Government records.

#### **Section 3. Effective Date.**

This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 10th day of September, 2025, by the Historic Preservation Board of the City of Eustis, Florida.

**HISTORIC PRESERVATION BOARD**  
**CITY OF EUSTIS, FLORIDA**

By: \_\_\_\_\_  
Chair

ATTEST:

Recording Secretary

**Exhibit A:** Revised Rules of Procedure (as adopted September 2025)