



MINUTES

Historic Preservation Board Meeting

5:30 PM – Wednesday, September 13, 2023 – City Hall

CALL TO ORDER: 5:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

PRESENT: Dina John, Kirk Musselman, Vice Chair Monte Stamper, Dorothy Stevenson, Chairman Matthew Kalus

ABSENT: Robyn Sambor

1. AGENDA UPDATES: None

2. APPROVAL OF MINUTES

2.1 Approval of Minutes - July 12, 2023

Motion made by Ms. Stevenson, Seconded by Mr. Musselman, to approve the Minutes as submitted. The motion passed by the following vote:

Voting Yea: Vice Chair Stamper, Ms. John, Ms. Stevenson, Mr. Musselman, Chairman Kalus

3. AUDIENCE TO BE HEARD

No one came forward at that time.

4. NEW BUSINESS

4.1 Consideration of COA 2023-COA-11 for a New Shed at 826 E Washington Avenue

Jeff Richardson, Deputy Development Services Director, explained the requested Certificate of Appropriateness for a new shed at 826 E. Washington Ave. He provided an overview of the proposed shed and indicated that it would be hidden on the backside of the lot. He noted that to actually match the style the eaves would be extended farther out. He added that it would be painted to match the home.

Chairman Kalus opened the floor to public comment at 5:35 p.m.

The applicant confirmed they would be painting the shed to match the home.

Chairman Kalus closed public comment at 5:36 p.m.

Motion made by Mr. Musselman, Seconded by Ms. Stevenson, to approve the Certificate of Approval for 826 E. Washington Ave. for the installation of a new shed. The motion passed on the following vote:

Voting Yea: Vice Chair Stamper, Ms. Stevenson, Mr. Musselman, Chairman Kalus

5. OLD BUSINESS

5.1 Reminder of next scheduled meeting: November 8, 2023 at 5:30 pm

Chairman Kalus reminded everyone the next meeting would be November 8th and they would be nominating officers for the next year.

5.2 Approval of Meeting Dates to be Published for 2024:

Wednesday, January 10, 2024

Wednesday, March 13, 2024

Wednesday, May 8, 2024

Wednesday, July 10, 2024

Wednesday, September 11, 2024

Wednesday, November 13, 2024

Chairman Kalus reviewed the proposed meeting schedule for 2024.

CONSENSUS: It was a consensus of the Board to approve the schedule as submitted.

6. BOARD MEMBER REPORTS: None

7. STAFF REPORTS

7.1 Update on the Historic and Architectural Survey by Stantec

Mr. Richardson reported that the draft provided of the report does not include the entire inventory due to the length. He indicated that there are maps included. He noted that a number of the comments are about the amount of alterations already done on the subject properties. He stated that he is working with the state to insure it is in the format that the state requires in order to close out the grant.

Chairman Kalus confirmed that it would include GIS information.

Mr. Richardson commented on changes he is attempting to make to try and get historic properties flagged in the City's system.

Chairman Kalus commented he has been working on a written legal description for the Washington Avenue historic district.

Chairman Kalus asked when they could expect the final survey with Mr. Richardson responding he is waiting to hear from the state. He noted he has uploaded the draft report but was unable to upload the maps and photos. He is trying to work with them to get everything uploaded and finalize the grant. He stated they are also working with Finance to get the cost paid for so the City can be reimbursed through the grant.

8. ADJOURNMENT: 5:43 p.m.

**These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to www.eustis.org and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*

MARY C. MONTEZ
Deputy Clerk

MATTHEW E. KALUS
Chairperson