



MINUTES

Historic Preservation Board Meeting

5:30 PM – Wednesday, May 10, 2023 – City Hall

CALL TO ORDER: 5:30 P.M.

ROLL CALL:

Present: Secretary Dina John, Kirk Musselman (Acting Chair) and Dorothy Stevenson

Absent: Vice Chair Monte Stamper, Chairman Matthew Kalus, and Alternate Robyn Sambor

1. **AGENDA UPDATES**

Heather Croney, Senior Planner, announced that the Certificate of Appropriateness for 805 E. Lemon Avenue was not posted properly so it would need to be rescheduled and re-advertised. She added that there are no minutes for approval.

2. **AUDIENCE TO BE HEARD**

No one came forward at that time.

3. **NEW BUSINESS**

3.1 Annual Report to City Commission re: Historic Preservation Board

Ms. Croney presented to the Board the Historic Preservation Annual Report. She explained that it needs to be reviewed and then presented to the City Commission. She asked that if any of the Board members have any changes they would like to make to please submit them to her no later than the following Wednesday. She added that, if they were comfortable with the report, they could approve it that night and it would be sent to the Commission.

No action was taken at that time.

3.2 2023-COA-08 403 S Mary Street Fence

Ms. Croney reviewed the Certificate of Appropriateness (2023-COA-08) for a fence at 403 S. Mary St. She noted that when it was previously approved they required that a fence be placed in front of the shed. She explained that Matthew Kalus had contacted her and requested that the Board reconsider the fence requirement.

Attorney Cheyenne Dunn explained that Mr. Kalus went back and reviewed the City's historic preservation code and decided he erred in making the recommendation for the requirement. He indicated that his interpretation of the code is now that a fence would not be required and asked for the COA to be reconsidered and the condition removed.

Attorney Dunn opened the public hearing at 5:38 p.m.

Mr. Keene, 407 S. Mary Street, stated the owner had complied with all of the other conditions except for the fence. He noted they went to a lot of time and trouble to meet the requirements.

There being no further public comment, the hearing was closed at 5:39 p.m.

Motion made by Ms. John, Seconded by Ms. Stevenson, to approve the Certificate of Appropriateness without the fence condition. The motion passed on the following vote:

Voting Yea: Ms. John, Ms. Stevenson, Mr. Musselman

Attorney Dunn explained for the record that what was approved was the second Certificate of Appropriateness that was submitted that was approved with Ms. Croney indicating that was 2023-COA-05.

3.3 2023-COA-06 708 E Lemon Ave Accessory Dwelling Unit

Ms. Croney reviewed the Certificate of Appropriateness (2023-COA-06) pertaining to an accessory dwelling unit for 708 E. Lemon Avenue. She noted it is at the intersection of Lemon and Prescott. She explained the COA application was the result of a code enforcement complaint of work being done without permits. She stated the applicant was informed that before the building permits could be applied for they would need to apply for a Certificate of Appropriateness due to it being in the historic district. She indicated they will also be required to do a conditional use application since it is for an accessory dwelling unit in the Suburban Residential land use district. She added the CUP would have to go before the City Commission.

Ms. Croney explained that the current single car garage would remain with the applicant replacing missing and rotten wood and windows and doors and adding new vinyl energy efficient windows to closely match the existing. The outside walls will remain the same; however, they will be painted. The roof will remain but will be coated with a silver coating. The door will be a six-panel metal door.

Ms. Croney explained the criteria for evaluation for a Certificate of Appropriateness. She reviewed staff's analysis of the application and provided photos of the existing home. She explained the existing single car garage is what is being proposed to be converted to an accessory dwelling unit. She noted the historic district does include a variety of architectural styles with the subject property being in the Colonial Revival architectural style. She stated the proposed work is generally consistent with surrounding properties in the district. She presented and reviewed some photos that showed the current property as well as what is being proposed. She confirmed the painting will match the existing home. She explained that code enforcement was notified that the work was being done without a building permit. She indicated that the proposed door does not resemble the doors shown from the street for the main house. She explained the Board can approve the request or they may ask for revisions to be made and different features or styles be utilized. She stated staff's recommendation that the changes be more consistent with the existing main dwelling unit.

The floor was opened to public comment at 5:51 p.m.

James Stinson, representing the property owner, explained that the three windows and the door being installed are the same as those installed in the main house. He indicated the only changes are the windows, the door and repainting the exterior. He added there will be space for a bathroom.

The Board asked if there would be parking provided with Mr. Stinson indicating there are two parking spaces directly in front of the building.

The Board asked staff's recommendation with Ms. Croney stating she was unaware that the main house windows had been replaced. She added that was not part of the application.

The Board indicated that as long as the windows match the main house they didn't see a problem with it.

Dillon Shelton, 804 E. Lemon Ave., questioned if the Board would consider an entirely new accessory dwelling unit the same as converting an existing garage. He stated he would want the changes to be consistent with the existing house and remainder of the neighborhood.

Cheyenne Dunn, Board Attorney, explained that the Board would not be the entity to determine whether or not it is an accessory dwelling unit but that decision would be made by the City Commission. She stated that the Board is only going to consider the proposed changes.

There being no further public comment, the hearing was closed at 5:55 p.m.

Motion made by Ms. John, Seconded by Ms. Stevenson, to approve the Certificate of Appropriateness for 708 E. Lemon Ave. for an accessory dwelling unit. The motion passed on the following vote:

Voting Yea: Ms. John, Ms. Stevenson, Mr. Musselman

4. OLD BUSINESS

Ms. Croney reported on the grant that was awarded and stated they have worked through the RFP progress and are working on the contract with the contractor selected.

5. BOARD MEMBER REPORTS

There were no board member reports.

Mr. Shelton asked what would constitute "old business" with Ms. Croney explaining that would be a topic that had already been discussed. He thanked the Board for their previous approval of his installation of solar panels and commented on the reduction in his power bill to only \$30 per month.

6. STAFF REPORTS

There were no staff reports provided at that time.

7. ADJOURNMENT: 5:57 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 MONTEZ
Deputy City Clerk

MATTHEW E. KALUS
Chairperson