

## MINUTES

### CITY OF EUSTIS HISTORIC PRESERVATION BOARD

JANUARY 09, 2007

COMMISSION ROOM – CITY HALL – TEN NORTH GROVE STREET

#### Regular Meeting

**ROLL CALL:** Matthew Kalus, Chairperson  
Joe Pellegrini, Secretary  
Monte Stamper  
John McGrath

**MEMBERS ABSENT:** Pauline Yowler, Vice-Chairperson

**STAFF PRESENT:** Frances Nipe, Planner II  
Marcia Ann Arnold, Recording Secretary  
Chrissy Selage, Staff Assistant III

**OTHERS PRESENT:** Tracy M. Jeanes, Purchasing Director

#### CALL TO ORDER

Chairperson Kalus called the meeting to order at 5:35 p.m. Roll call was taken.

#### ELECTION OF NEW OFFICERS

1. **Chairperson**  
Mr. Pellegrini nominated Mr. Kalus. Mr. Kalus nominated Mr. Stamper, but the motion did not carry. Mr. Kalus was approved by voice vote.
2. **Vice-Chairperson**  
Mr. Pellegrini nominated Mr. Stamper and was approved by voice vote.
3. **Secretary**  
Mr. Kalus nominated Mr. McGrath and was approved by voice vote.

#### APPROVAL OF MINUTES

A motion was made by Secretary Pellegrini to approve the October 10, 2006 meeting minutes with a revision to the New Business section, third paragraph, and last sentence that Mr. McGrath, not Mr. Stamper seconded the motion. All approved via voice vote.

## **OLD BUSINESS**

### **City Commission approves Mr. Pellegrini for a 3-year term – Frances Nipe**

Frances Nipe informed the Historical Board that Mr. Pellegrini has been re-appointed by the City Commission to serve an additional term on the Historic Preservation Board until 12/31/09.

### **Washington Avenue Historic District Signage Update – Tracy Jeanes**

Tracy Jeanes, Purchasing Manager, informed the board that the signs are to be bronze and that the font for these signs is now the City's property. Poles and finials are at the Public Works Department waiting for the 5 plaques to be fabricated and delivered. The board requested that a copy of the final proof be mailed to each member in order to receive their final approval.

Mr. Kalus requested that, if there were any monies remaining after purchasing the signs, these monies be used to purchase small signs to be placed above the street signs at intersections into the Historic District. Mr. Kalus stated he would meet with John Futch, Public Works Director, to discuss methods of attaching the signs to the street signs.

### **Update on grant application for new survey- Frances Nipe**

Mrs. Nipe informed the board that the Grants Department submitted a Historic Property survey grant application to the Florida Division of Historical Resources on December 15<sup>th</sup>. She stated that Ms. Morton of the Grants Department notified her that the Grants Department staff will be meeting in Tallahassee in March to review the application and that the Grants Department is presently researching the tax rolls to determine why many structures that were surveyed in the two previous surveys are not listed on the tax rolls.

Mrs. Nipe explained that the area to be surveyed included the CRA area and the area south of Orange Avenue. Mr. Kalus questioned why the entire City was not surveyed. Mrs. Nipe explained that staff did not believe funding was sufficient to survey the entire City. Mr. Kalus requested that if there are extra monies, that the survey area be expanded to include the remainder of the City as there are many older homes outside of this survey area.

### **Facade Renovations in the Eustis Historic/Commercial District- Frances Nipe**

In response to some of the board member's questions regarding the procedures for facade review for the Eustis Historic Commercial District, Mrs. Nipe clarified that, according to Ordinance 03-73, the board is to review the facade renovations in an advisory capacity.

## **Status of filling Vacant Alternate Board Member – Frances Nipe**

Mrs. Nipe stated we currently have two applicants for the vacant position and that Mr. Pelligrini has another potential applicant. Mr. Kalus states that with the qualifications of the current board members, we may not need someone with an architectural background and could be more flexible in filling the position. Mrs. Nipe will review the applications prior to the next meeting with Mr. Roane, Sr. Director, Development Services.

### **NEW BUSINESS**

Mr. Kalus asked staff where the public may obtain an advalorem tax exemption application and Mrs. Nipe stated that the applications are available at Development Services. Mr. Kalus asked Mrs. Nipe if the City had any educational brochures regarding this exemption and Mrs. Nipe said she had no knowledge of any brochures.

Mr. Pelligrini stated that some of the property owners in his historic district have misconceptions as to what they can and cannot do to their historical homes. Mr. Pelligrini suggested that a brochure, similar to what the Code Enforcement Department has, with a question and answer format, would be helpful.

### **DISCUSSION – REVIEW OF CHAPTER 46 HPB (POWERS AND DUTIES)**

At the October 10<sup>th</sup> meeting, the board requested a review of the Chapter 46-60 of the Eustis Municipal Code regarding the Historic Preservation Board's Powers and Duties.

The board reviewed paragraphs (1) through (20) to determine areas that they have addressed and areas that need to be addressed.

- (1) According to paragraph (1), the board is required to meet a minimum of six times per year. Mr. Kalus stated that the board presently meets every other month and may want to consider meeting monthly next year.
- (2) According to paragraph (2), the board is to continue to identify local landmarks. The board discussed whether they should be more progressive about approaching property owners to request that they consider local designation. Ms. Nipe stated that, if there were particular properties the board would like to have designated, she would send letters to the property owners. Mr. Pellegrini requested that staff research whether the old light fixtures at 923 Center and 927 Ambassador could be designated. He also asked whether we needed a listing of sites or items that are historic on city property. Ms. Nipe stated she would respond to the board at the next meeting.
- (3) According to paragraph (3), the board is to continue to recommend that the City Commission designate specific areas as historic districts and historic structures. Mr. McGrath stated that he believes Center Street should be designated a Historic District. Ms. Nipe stated that establishing a district requires a property owner to begin the process and to obtain signatures of other property owners.

Mr. Kalus said that Eustis Main Street assisted with establishing the Washington Avenue Historic District and he will contact this organization for assistance in establishing new districts.

- (4) According to paragraph (4), the board is to maintain an inventory of all historic and potential landmarks. The consensus was that the board is meeting this requirement by maintaining an inventory of approximately 690 site file forms. Mr. Kalus suggested that GIS technology and the internet be considered to supplement our current inventory methods.
- (16) According to paragraph (16), the board is to review proposed capital improvement projects above \$50,000 in historic districts. Ms. Nipe stated that she would verify with Mr. Roane and the Building Department how to ensure that the board has this opportunity to review these projects.

#### **BOARD MEMBER REPORTS:**

- Mr. Kalus requested that staff send thank you letters from the board to those who provided support letters for the grant application.
- Mr. Kalus requested that, since downtown Eustis is now recognized as Historic, FDOT place historic signs (similar to those in Mount Dora) directly on 441, SR 19 south of Umatilla on the southbound lane, and on SR 44 in the westbound lane by 44B.

#### **ADJOURNMENT**

Chairperson Kalus adjourned the meeting at 6:52 p.m.



Marcia Ann Arnold  
Recording Secretary  
Secretary



Steve McGrath  
Eustis Historic Preservation Board