

## MINUTES

### CITY OF EUSTIS HISTORIC PRESERVATION BOARD

MAY 8, 2007

COMMISSION ROOM – CITY HALL – TEN NORTH GROVE STREET

#### Regular Meeting

**ROLL CALL:** Matthew Kalus, Chairperson  
Monte Stamper, Vice-Chairperson  
John McGrath, Secretary  
Joe Pellegrini  
Pauline Yowler  
  
Susan Hooper-Alternate

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Frances Nipe, Planner II  
Marcia Ann Arnold, Recording Secretary  
Lewis Stone, City Attorney

**OTHERS PRESENT:** None

#### CALL TO ORDER

Chairperson Kalus called the meeting to order at 5:34 P.M. Roll call was taken.

#### APPROVAL OF MINUTES

A motion was made by Chairperson Stamper to approve the March 13, 2007 meeting minutes. Motion seconded by Ms. Yowler, all approved via voice vote.

#### NEW BUSINESS

##### Welcome to Sue Hooper – New Alternate Board Member

##### Presentation by Daniel DiVenanzo – Eustis Downtown Design Guidelines

In the absence of Mr. DiVenanzo, Ms. Nipe summarized concerns Mr. DiVenanzo had expressed to her regarding the Downtown Guidelines Signage Requirements that signs are to be directly or indirectly illuminated and that internally illuminated signs ("box signs") are not permitted. Ms. Nipe showed the Board illustrations of what Mr. DiVenanzo submitted for an internally sign permit for 132 E. Magnolia Avenue. Staff approved his revised submittal of a flat painted wood sign with exterior

lighting. The consensus of the Board was that the guidelines were clear that box signs were not permitted.

#### **201 E. Orange Avenue – Signage**

Ms. Nipe said that the new tenant for the building at 201 E. Orange Avenue had installed lettering on the outside of the building without a permit. Ms. Nipe asked the Board for their suggestions as to whether the present glued on letters, some of which are mounted in a vertical pattern along a column of the porte-cochere, were appropriate. Consensus was that the vertical lettering and the glued on letters were not appropriate. A motion was made by Mr. Pellegrini and seconded by Ms. Yowler, and all approved via voice vote to have Ms. Nipe review the application, once submitted, on an administrative level.

#### **Update on signage for Washington Avenue Historic District**

Ms. Nipe stated that the new Washington Avenue Historic District signs are at Public Works and that the department is in the process of selecting the best method of mounting the signs to the posts. Mr. Kallas requested that, if there are funds remaining after the signs are installed, that the Board re-consider installing small signs above the street signs. Additional discussion ensued about the possibility of additional signs.

#### **Grants Update**

Ms. Nipe informed the Board that the City was not awarded funding for a new Historic Survey. Ms. Nipe stated that even though the City did not receive this grant, the City has received substantial funding in the past and provided the Board with a table of accumulative amounts of grant funding that each City has received in the past few years.

#### **Historic Education Update**

Ms. Nipe asked the Board and the Board members confirmed that they had no suggestions for revisions to the list of Frequently Asked Questions. Ms. Nipe stated that the Grants Department is currently scanning the Historic Site File Forms onto a disk for future use and possibly to make the Site File Forms more accessible to the public. Ms. Nipe mentioned that she had recently visited other local cities' websites for possible ideas as to areas we can improve our website and anticipates making some improvements in the next few months. Ms. Nipe stated that staff is in the process of preparing letters to send to property owners of structures that were recommended for local designation in the two historic surveys.

#### **COA (Certificate of Appropriateness)– 501 East Washington Avenue**

Ms. Nipe distributed to the Board a copy of a recent staff level review/approval of a re-roofing application for 501 E. Washington Avenue.

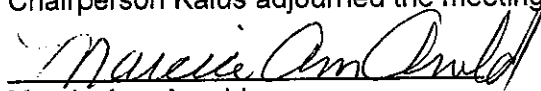
#### **BOARD MEMBER REPORTS:**

- None at this time.

#### **ADJOURNMENT**

Motion to adjourn by Mr. Pellegrini, seconded by Mr. Stamper, all approved via voice vote.

Chairperson Kalus adjourned the meeting at 6:42 p.m.



Marcia Ann Arnold  
Recording Secretary



Steve McGrath  
Eustis Historic Preservation Board Secretary