

## **MINUTES**

### **CITY OF EUSTIS HISTORIC PRESERVATION BOARD**

**November 9, 2010**

**CITY COMMISSION ROOM – CITY HALL – 10 NORTH GROVE STREET**

#### **Regular Meeting**

**ROLL CALL:**

Joe Pellegrini, Chairperson  
Steve McGrath, Vice-Chairperson  
Matthew Kalas, Secretary  
Monte Stamper  
Barbara Coats

**MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Danielle J. Kittredge, Planner II  
Marcia Ann Arnold, Recording Secretary  
John Futch, Director of Public Works  
Dianne Kramer, Director of Development Services

**OTHERS PRESENT:**

Katrina Dempsey, Attorney  
Bob Blaise, Blaise & Fiebach Associates  
Cindy & Fletcher Smith, 414 S. Salem St  
Tom Hofmeister, Lake Eustis Foundation  
Dan Hayes, Wicks Consulting  
Karen LeHeup-Smith, Mayor-Commissioner  
Lona Siegel

**CALL TO ORDER:**

Chairperson Pellegrini called the meeting to order at 5:30 P.M. The Pledge of Allegiance was conducted. Roll call was taken. All members were present.

**APPROVAL OF MINUTES**

Mr. Kalas made a motion for approval of the September 14, 2010 Historic Preservation Board meeting minutes. Ms. Coats seconded. Motion carried via a voice vote.

## **NEW BUSINESS**

### **Certificate of Appropriateness (2010-COA-04) for 414 S. Salem Street:**

- Ms. Kittredge presented application #2010-COA-04 for 414 South Salem Street. She stated that the applicant's request is to replace the front steps. The house is a Colonial Revival in style and a contributing structure in the Washington Avenue Historic District. Because the replacement steps are a change in material it requires approval of the Historic Board.
- Ms. Kittredge presented pictures of the existing steps on the front of the house and stated that the applicant provided a picture of the original steps. The new steps are taking the inspiration from the old steps. The new steps will be poured concrete and have a stepped column on both sides. The steps will also have a cap on the top and stucco finish which will be compatible with the texture of the house.
- Staff recommended approval of the steps in finding that the proposed steps have similar characteristics to the original steps, are compatible with the textured finish on the house, and will not alter any of the historic characteristics of the house.
- Ms. Kittredge introduced Fletcher and Cindy Smith, the homeowners. Mr. Smith answered questions from the Board regarding the replacement steps and verified there will be a stucco finish on the steps.
- Ms. Coats made a motion to approve (2010-COA-04) the new steps at 414 S. Salem Street and Mr. McGrath seconded it. Motion carried via voice vote.

### **Update on Eustis Woman's Club Renovations:**

- Ms. Kittredge introduced John Futch, Eustis Public Works Director and Mr. Bob Blaise of Blaise & Fiebach Associates. Mr. Blaise is the architect working on the Woman's Club renovation. They explained the changes that were happening with the Woman's Club building. Its original exterior walls were made of terracotta brick and were badly cracked. Through the process of evaluation, the architect and Mr. Futch determined how best to restore and stabilize the building without affecting the design. In order to support the new roof system, a decision was made to create new exterior walls of concrete block on three sides of the building that will envelope the original structure, omitting the front elevation. The walls will have a stucco finish and replicate the details of the original walls. There will be a brick detail at the bottom of the three walls which is similar to what is found on the front elevation. The most notable change will be apparent on the interior where the window wells will be much deeper.
- Mr. Futch explained that the new addition off the back of the building will have ADA bathrooms, a kitchen, and handicap ramp.
- Mr. Kalas inquired if there will be new windows installed throughout the new walls. Mr. Blaise explained that it would not be feasible to relocate the original windows to the new walls. There are proposed wood framed windows noted in the building plans, however, they are still looking at options and alternatives. Discussion ensued regarding window types and materials.
- Mr. Kalas inquired about the replacement/new doors on the structure. Mr. Blaise explained that the doors on the new addition will replicate the single panel doors that currently exist on the structure.
- Mr. McGrath inquired about the Woman's Club signage on the façade of the building. One elevation presented shows the signage and the other does not. Mr. Blaise noted

that the "Woman's Club of Eustis, FL" signage already exists on the building and nothing new is proposed.

- Mr. Kalas inquired regarding the discrepancy between one drawing having a pedimented hood over the front elevation windows and the other not. Mr. Futch and Mr. Blaise provided clarification that the pedimented hoods currently exist and will not be altered.
- Mr. Futch explained that the current roofing material is fiberglass shingles. He stated that there are two main options for the new roofing material – keep current style and use asbestos look-a-like shingle or install a metal roof. The original roof material is not known. Discussion regarding roof material ensued.
- Mr. Pellegrini inquired about the front parapet. Mr. Blaise stated that it would remain, but new parapets would be constructed down the sides of the building where there are currently none. These new parapets would replicate the one on the facade.
- Mr. Futch explained that a handicap accessible entrance is planned for the rear portion of the building. Mr. Futch explained that there is a possibility for an accessible entrance on the front that would enter the tea room area. Mr. Futch and Mr. Blaise explained the proposal to the Board. Discussion ensued.
- The Board was provided with one large set of plans that showed more detail of the proposal.
- Mr. McGrath inquired if there would be a freestanding sign put out in front of the building noting the year it was built. Mr. Blaise noted that there are existing signs on the building acknowledging the national register designation and donation of the building to the City. Ms. Kittredge agreed to look into a local landmark plaque to add to the building.
- The Board made the following considerations on the major changes proposed:
  - Mr. Kalas made a motion to accept replicated windows (maintaining the mullion and spacing patterns) in full wood or aluminum or vinyl clad wood windows and Ms. Coats seconded the motion. Motion carried via voice vote.
  - Mr. Stamper motioned to approve the exterior changes with the new skin plus west elevation as submitted and Ms. Coats seconded the motion. Motion carried via voice vote.
  - Mr. Kalas motioned to approve the handicap ramp on the front of building as shown on sheet S1 of 23 of the full size set of plans submitted and Ms. Coats seconded the motion. Motion carried via voice vote.
  - Mr. Kalas motioned to approve the roofing material to be three-tab shingle as currently on the structure or changed to standing seam or 5-v metal roof and Mr. McGrath seconded the motion. Motion carried via voice vote.

**New Building Advisory Recommendation (2010-COA-06) for SE corner of Bay and MacDonald Avenue:**

- Ms. Kittredge presented application #2010-COA-06 for a new 3,500 square foot office building on the southeast corner of Bay Street and MacDonald Avenue. The site is located in the Eustis Main Street Area and in accordance with the Eustis Main Street Guidelines, the Historic Preservation Board is to review all proposed new buildings and any major façade renovations and provide an advisory recommendation to the applicant based on the guidelines. Ms. Kittredge stated that any recommendations from the Historic Preservation Board would be included in the agenda packets that staff will submit to the City Commission for their review of the site plan for the site.

- Ms. Kittredge presented views of all sides of the proposed building. The parking is proposed to the east of the building just across McCulloch's Alley. Staff's concern's consisted of the following:
  - The guidelines currently are designed around 2 story buildings with a minimum height of 28 feet. This single story building reaches approximately 20 feet in height at its highest point. The majority of the building only reaches approximately 15.5 feet.
  - The guidelines state that buildings should have store front characteristics including 80-90 % glass area on the ground floor.
  - It also requires a ten foot space between the buildings if they are not connected. At the smallest point this plan the separation is 8'-8".
  - Blank walls should be minimized with blank vertical expanses no greater than 10' and blank horizontal expanse no greater than 20'.
  - Roof line should be similar to that of adjacent building in terms of height and characteristics.
- Ms. Kittredge presented renderings of the building as well as the site plan for the site and asked for comments from the Board.
- Mr. Pellegrini expressed concern over the compatibility of the one story building with the surrounding buildings. He also suggested building the structure in a different location.
- Mr. Hofmeister, the architect, was introduced to answer any questions from the Board. Mr. Kalus inquired about the rationale for the one story structure rather than the two story structure. Mr. Hofmeister explained that prospective tenant did not want anyone up stairs as well as the financial aspect of making the project feasible to do something greater than a one story structure.
- Mr. Hofmeister explained that this is a three-sided parapet building with a single slope roof to the south. The building is to be concrete block with stucco finish. Mr. Hofmeister answered questions from the Board.
- Mr. Hofmeister explained that various design features of the building were taken from other buildings in the downtown area.
- Discussion ensued regarding energy efficiency code requirements and being able to achieve the percent of windows/glass area required.
- Mr. Kalus inquired about the addition of mullion(s) to break up the window. Several ideas were discussed.
- The Board made the following recommendations regarding the proposed building:
  - Mr. Kalas motioned that the Board acknowledges the current guidelines requiring at least two stories, however, understanding the current economic conditions would not object to the one story structure as submitted. Motion was seconded by Mr. Stamper. The motion carried via voice vote three to two, Mr. Pellegrini and Mr. McGrath dissenting.
  - Mr. Kalas motioned to waive the requirements of 80-90% glass area in accordance with Sec. 8A of the Guidelines in regard to Mr. Hofmeister's testimony regarding the energy efficiency code. In lieu of this requirement, Mr. Kalas would like to see more detail in the windows. The windows should not be plate glass and there should be an added mullion component to the windows to keep with the historical nature of the surrounding structures. Motion was seconded by Mr. Stamper. Voice vote and motion carried.
  - Mr. Stamper motioned that while the skin was submitted as stucco, there would be options for upgrading to the parapet, building base, arched entry, and

window sills to stone. Motion was seconded by Mr. Kalas. Voice vote motion carried.

**Updates on Historic Landmarks/Historic District Properties and Projects:**

- Ms. Kittredge stated that the owner of 506 East Washington Avenue appealed the HPB denial of the after-the-fact COA request for the garage that was converted to an accessory apartment to the City Commission. The City Commission considered this request at their last meeting on Nov. 4, 2010 and denied the request to overturn the HPB denial of the COA. The City Commission recommended the owner revise the COA and resubmit a window compatible with the style and character of the property.
- Ms. Kittredge updated the Board regarding Gethsemane Baptist Church, a local landmark. The church owns property adjacent to this local landmark site which received site plan approval at the last City Commission meeting for a new church building. There are no alterations proposed for the local landmark designated church, however, other existing structures on the site will be demolished for structured parking.
- Ms. Kittredge said that a COA application was submitted for the handicap ramp at 509 East Lemon Avenue, however, it could not be schedule for a hearing because the applicant has not yet submitted the after-the-fact fee.

**Washington Avenue Historic District Signage:**

- Mr. Pellegrini had a question as to the date that the new Washington Avenue Historic District signs will be installed. Ms. Kittredge said she had emailed Public Works to find out the status, but had not heard back. She will follow up with an email to the Board once she knows the approximate date.

**Selection of 2011 Meeting Dates:**

- Ms. Kittredge and the Board discussed the 2011 Historic Preservation Board Meeting dates. All meetings are scheduled to begin at 5:30 pm on the following dates:

January 18  
March 8  
May 10  
July 19  
September 13  
November 8

All approved via voice vote.

**Election of 2011 Officers:**

- Ms. Kittredge stated it is now time for election of the 2011 Officers for the Historical Preservation Board.
- Mr. Pellegrini nominated Mr. Kalas for Chairperson. The nomination was seconded by Mr. McGrath. There were no additional nominations. All approved via voice vote.

- Mr. McGrath nominated Mr. Pellegrini for Vice Chairperson. The nomination was seconded by Mr. Stamper. There were no additional nominations. All approved via voice vote.
- Mr. Kalas nominated Ms. Coats for Secretary. The nomination was seconded by Mr. Pellegrini. There were no additional nominations. All approved via voice vote.

**Officers for 2011 Historic Preservation Board**

Mr. Kalas – Chairperson  
 Mr. Pellegrini – Vice Chairperson  
 Ms. Coats - Secretary

**Lake County Women’s Hall of Fame/Proclamation Request of Ms. Yowler**

- Ms. Kittredge said that she had sent everyone an email regarding Ms. Yowler’s acceptance into the Lake County Women’s Hall of Fame. The induction ceremony will be on January 18, 2011, 9:00 AM in the Lake County Commission Chambers in Tavares. She will check with Ms. Yowler to see if she will be able to attend.
- The Board wants to invite Ms. Yowler to the evening Historic Preservation Board meeting that day. Ms. Kittredge is checking into how we could combine both the City Commission and Historic Preservation proclamations. Ms. Dempsey, Historic Board Attorney, said she would check with the City Attorney to see if there would be any conflict with the two proclamations.

**Mailings to Washington Avenue Historic District:**

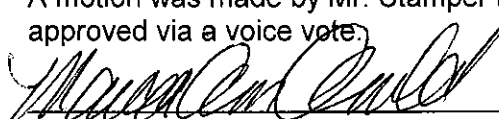
- Ms. Kittredge stated that she has started preparing the mailings. Ms. Arnold has completed the mailing labels and Mr. Hoon has created a header for the mailings. Mr. Kalas asked to have the total COAs reviewed in the historic district listed in the letter.

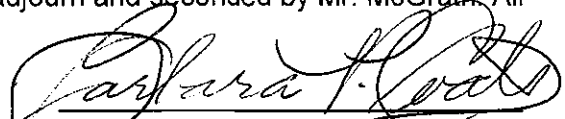
**BOARD MEMBER REPORTS**

- None.

**ADJOURNMENT AT 7:30 PM**

A motion was made by Mr. Stamper to adjourn and seconded by Mr. McGrath. All approved via a voice vote.

  
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 Marcia Ann Arnold  
 Recording Secretary  
 1-14-11  
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 Date

  
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 Barbara Coats  
 Historic Preservation Board, Secretary  
 14 Jan '11  
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 Date