



HISTORIC TOWN OF EATONVILLE, FLORIDA

HISTORIC PRESERVATION BOARD

MEETING AGENDA

Thursday, April 10, 2025, at 1:00 PM

Town Hall - 307 E Kennedy Blvd

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. INVOCATION AND PLEDGE OF ALLEGIANCE**
- IV. CITIZEN PARTICIPATION (Three minutes strictly enforced)**
- V. APPROVAL OF MINUTES**
 - [1.](#) Approval of Meeting Minutes - March 13, 2025
- VI. BOARD DISCUSSIONS/DECISIONS**
 - 2.** Historic Preservation Ordinance Review (Follow Up)
 - 3.** Historic Preservation Grant Proposal Outline
- VII. COMMENTS**
 - [4.](#) Staff Comments
- VIII. ADJOURNMENT**

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****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26



HISTORIC TOWN OF EATONVILLE, FLORIDA HISTORIC PRESERVATION BOARD MEETING MEETING MINUTES

Thursday, March 13, 2025, at 1:00 PM

Town Hall (Council Chamber) - 307 E Kennedy Blvd. 32751

SPECIAL NOTICE: These meeting minutes are presented in an abbreviated format intended as a public record discussion of stated meeting according to the Florida's Government-in-the-Sunshine law. Meetings are opened to the public, noticed within reasonable advance notice, and transcribed into minutes for public record. ***Audio Recording are available through the Town's website on the Council Agenda Page.*

CALL TO ORDER: Chair Rosa Pickett called the meeting to order at 1:01 p.m.

ROLL CALL: Quorum was established by roll call through Mrs. Veronica King

PRESENT: (5) Chair Rosa Pickett; Vice Chair LaDwyana Jordan **Board Members:** Ann Dawkins-Curtis; Jane Turner; Laverne Bellamy Williams – Arrived after roll call (**Absent:** John Beachum, Alternate)

STAFF: (3) Cobbin McGee, **Town Planner;** Veronica King, **Town Clerk,** Andrew Hand, **Town Attorney;** Baruti Abdallah-Nosakhere, **Code Enforcement Officer**

INVOCATION AND PLEDGE OF ALLEGIANCE: Vice Chair LaDwyana Jordan led the invocation through a moment of silence followed by the Pledge of Allegiance.

CITIZEN PARTICIPATION: There were no citizens to participate during citizen participation

APPROVAL OF MINUTES:

Chair Pickett MOTIONS to APPROVE the Historic Preservation Meeting Minutes for December 12, 2024, January 9, 2025, February 13, 2025, and Special Meeting Minutes February 27, 2025, with changes if needed to be made at a later date; **MOVED** by Vice Chair Jordan; **AYE: ALL; MOTION PASSES.** **Note:** Recommendation is to accept the meeting minutes into the record as is, and changes if needed to be done at a later date.

BOARD DISCUSSION/DECISIONS:

(Handouts Provided: Copy of the Zora 2025 Festival Season Official Guide from NY Nathiri; Copy of Grant information from the Florida Department of State Division of Historical Resources – How to Manage Your Grant; Flyer for the 3rd Master Planning Session for the Town of Eatonville).

Historic Preservation Ordinance Review – (Clerk) Two versions of the ordinance (96-04) were provided, one that has been codified and the official ordinance; to include an adopted ordinance (3024-15) from Winter Park, reached out to Mr. Tyler Smith in Tallahassee requesting three sample ordinances of municipalities similar to the Town of Eatonville (pending information), Attorney Hand is present; (Legal) the board sits in an advisory capacity for any future changes/amendments that would be made to the ordinance, have leeway on the review and discussion; (Legal) the historic preservation ordinance was adopted and codified, 1996 ordinance contains the body of the ordinance in its entirety, the codified reflects the changes by the 1996 ordinance to what is current, the documents should essentially be identical, the 1996 Ordinance is replacing everything that was previously there and creating a new historic preservation process, legal recommends reviewing the codified version of the ordinance (will want to cite the codified version); Ny Nathiri recommends waiting for the

material that the clerk has indicated as pending from the state, the Division of Historical Resources will be a very good resource for comparison, there are free resources that will allow for guidance (Ennis Davis, American Institute of Community Planning; legal recommend looking at model sources, from the state, from similar communities, other communities in the area that seem to have a system that works well, suggest going through the ordinance and making notes of anything that may not be working currently or may need augmentation, modifications to work better for Eatonville, good to have a number of resources to compare and contrast and consider what is or is not working; task is to review the ordinance, identify recommended changes (being within the land development code a review will be required by the LPA-Local Planning Agent), recommended changes will be prepared into an ordinance form to go forward to the LPA for review for consistency with the comprehensive plan, anything that goes into the ordinance would have to be consistent with the town's comprehensive plan, once reviewed by the LPA and determined to be consistent, the ordinance would go to Town Council for review during a two-step process of review and adoption at two town council meetings, there may be areas flagged or portions of the ordinance needing feedback from the town council or other boards during the process, the clerk properly notice the hearings when considering the adoption of the ordinance consisting of the first public hearing and then the second public hearing that has to be legally noticed at least 10 days prior to the date of the second hearing; (McGee) recommend adding language that speaks to property tax exemption for historic designated sites, setting the metrics (standards for historic preservation), add language to speaks to the local designation for noncontributing structure to regulate the historical sites, the board has two functions: making determinations, issuing certificates of appropriateness that is on the quasi-judicial side sitting as judges who evaluate criteria and then deciding on what is to be done, the other function of the board is to participate in the legislative process as an advisory board to what would be the adopting board (town council) making recommendations that the ordinance be amended to look a certain way. (NY Nathiri) would like access to the board information to share with the Florida Trust for Historic Preservation and National Trust, information is provided on the town's website, information can sent directly through the subscription feature on the town's website for the clerk led town meetings that are in the chambers; will to the April meeting prepared to do work on ordinance, consider creating a historic preservation element in the comprehensive plan for the town; Baruti Abdallah-Nosakhere the cod enforcement officer was present to introduce himself to the board, available to assist the board with property owner's compliance with historic preservation requirements, (McGee) the board have the power to protect and demolition by neglect; come with recommendations at the April meeting (April 10, 2025), it is within the board's purview to ask questions of staff and ask for any recommendations, anything that may need to be changed, especially since there was some discussion of potentially, uh, you know, developing a tax exemption program.

Historic Preservation Grant Funding Selection for Eatonville - Thanks to Mrs. Curtis for spear-heading the grant information; reach out to Melissa Just (National Trust) who recommended that the board apply for all four grants (the surveying, the planning, the heritage education, and the historic marker project grants), have to consider what is manageable for the board and the town, Dr. Cheryl Johnson (Town's Grant Coordinator) does not write the grant but is available to assist in managing the grant once grant is awarded; (NY Nathiri) the most important consideration is to look at the grant criteria, will have a better understanding of what has to be produced. (in the guide provided there is an essay produced by FEMA representatives about surveying), consider some in-kind through a group of people who would be responsible for helping with the content; the criteria is on the website provided by Mr. Tyler Smith, recommend applying for two grants, Chair Pickett recommended pursuing the survey grant and the heritage education grant, next step is to look at the criteria and what to start doing; Mr. McGee (Planning Department) will follow up with Mr. Smith about the criteria and provide to the board an executive summary with application information (By Thursday, March 20, 2025-check emails); need a grant writer, Mr. McGee will assist with the grant, work with the grant writer if one is identified, and will close the loop with the state and National Trust; can inquire with other preservation boards on how they are acquiring their grants. (***SEE BOARD ACTION BELOW***)

Eatonville Master Plan Update - Brittani Gragg, the coordinator for master plan between the town, and the Polis Institute, focused on preserving the town's historical and cultural integrity while planning for a sustainable future, have completed several rounds of community engagement in a world cafe style workshop, residents provided direct input on six key focus areas, including historic preservation, Main Street development, and infrastructure improvements, there is no architectural designs finalized, still in the data gathering and refinement stage, want to ensure the historical elements of Eatonville remain at the heart of this process, next steps include continuing stakeholder collaboration, refining the vision based on community priorities, and preparing preliminary concept drafts that reflect both the town's history and its future growth for the community to review, encourage the board to attend the next workshop, the master plan is a high priority going forward, the input of the community is an even greater priority, the information gathered can be used for grant writing process to apply for grants; Brittani will inquire about a report that can be provided to the board.

STAFF COMMENTS:

Cobbin McGee, Planner - No Comments

Veronica King, Town Clerk – Provided clarity to Dr. Cheryl Johnson role in the grant process, she gets involved once the grant is awarded, restated the actions of the board to confirm written notes compiled while the clerk stepped out of meeting.

Andrew Hand, Town Attorney – No Comment

BOARD COMMENTS:

Board Member Jane Turner – Inquired about the date for the next date for the master planning meeting (date has not been confirmed), inquired about board interactions with staff as it relates to the Sunshine Law (Legal) Sunshine Law applies to members on the board and your interactions with each other only, cannot communicate about business that could potentially come before the board, anything to do with historic preservation, a board member cannot talk with each other, but they can talk to other boards, with town council members, and with staff, any business that is conducted must be conducted in the public eye, any interactions that a board member have with any other member of the board discussing historic preservation would have to be noticed, must be open to the public, and minutes must be kept, the clerk can pass along materials to all members on the board.

Vice Chair LaDwyana Jordan – Inquired about the need to make a motion for the selection of grants;

(Revisit of the Historic Preservation Grant Funding Selection for Eatonville)

Vice Chair Jordan MOTIONS to PURSUE the survey grant and the heritage education grant; **SECOND** by Jane Turner **AYE: ALL; MOTION PASSES. Note:** No Public Comments.

Chair Rosa Pickett – The board has received a lot of things to look through and read by the next meeting on April 10, 2025, will make decisions about the ordinance, will look at starting the grant process, thanked everyone for the work that is being done, the board is on target and moving,

Board Member Laverne Bellamy Williams – Inquired about the grant write for the grant (will first start with Mr. McGee, once all the information is received on the two grants, the board will determine if a professional grant writer is needed), have someone in mind (Board member Williams will inquire about the interest of the recommended grant writer.

ADJOURNMENT Chair Rosa Pickett adjourns meeting. **Meeting Adjourned at 2:19 P.M.**

Respectfully Submitted by:

Veronica L King, Interim Town Clerk

3of3 03132025 HISTORICPRESERVATIONBOARDMeetingMinutes



Veronica King <vking@townofeatonville.org>

Town of Eatonville - HP Ordinances For Review

Veronica King <vking@townofeatonville.org>

Fri, Mar 21, 2025 at 9:31 AM

To: Veronica King <vking@townofeatonville.org>

Bcc: Rosa Pickett <rosap7566@earthlink.net>, Jordan Ladwyana <ladwyana.jordan@yahoo.com>, L.B.Williams.130@gmail.com, Ann Dawkins <agtroutman@gmail.com>, Jane Turner <tjaylily@yahoo.com>, "info@eatonville1887.com" <info@eatonville1887.com>, "John Beacham (jwb7500@gmail.com)" <jwb7500@gmail.com>, Cobbin McGee <cmcgee@townofeatonville.org>, Demetris Pressley <dpressley@townofeatonville.org>, Tara Salmieri <tara@planactivestudio.com>


Good morning, Historic Preservation Board Member,

In follow up to the past Historic Preservation meeting, please find attached several HP Ordinances for review.

Mr. Tyler Smith was hesitant to send ordinances on other communities, as many of them have their own strengths and weaknesses. He would not recommend changing many things in our ordinance.

As a reminder, any changes to the HP ordinance will need to go before their office (Bureau of Historic Preservation | Florida Department of State) before they can be enacted. As discussed at the board training, Eatonville's ordinance is quite good, but it is recommended to add a design review component for new construction. [Click the google links below to review.](#)

In reference to the attached ordinances, Micanopy has a very strong ordinance, but it might be too strong for our community. The other communities are not stellar preservation performers, but they are similar in size to your community. This information was provided by Mr. Smith.

 06.18.2021 Enacted - City of Lake Butler Ordinan... Micanopy_HP Ordinance 2013.pdf Monticello_HP Ordinance.pdf Welaka HP Ordinance 98-6.pdf Welaka HP Ordinance 98-15.pdf Windermere HP Ordinance.pdf

Thank you and please let me know if you have any further questions.

Best regards,

--

Veronica L King, CMC***Town Clerk***

Town of Eatonville/Town Hall
307 E. Kennedy Boulevard
Eatonville, Florida 32751

Main: 407-623-8900 | Direct: 407-623-8910 | Fax: 407-623-8919

vking@townofeatonville.org

Section VII. Item #1.

Member of Florida Association of City Clerks (FACC)

Member of International Institute of Municipal Clerks (IIMC)



Send all Public Record Requests to records@townofeatonville.org

Click the link below to view the last regular scheduled
Town Council Meeting on Facebook.

<https://www.facebook.com/profile.php?id=100064643293503>

Want To Join A Board? *(For additional information, please contact the Town Clerk's office at (407) 623-8910 or send email vking@townofeatonville.org)*



Veronica King <vking@townofeatonville.org>

HPB Grant Resolution

Cobbin McGee <cmcgee@townofeatonville.org>

Mon, Mar 31, 2025 at 2:51 PM

To: Veronica King <vking@townofeatonville.org>

Cc: Tara Salmieri <tara@planactivestudio.com>, Brittani Gragg <brittani@townofeatonville.org>

HPB Memeber:

This just in!

Please see below email from FL Division of Historical Resources, Grants Team Supervisor, Eric Case. In the interest of time I am passing it on to you without a summary. Please view and have your designated Board representative send me your questions! At this point I recommend you include "rough draft/ outline grant proposal(s)" in your next meeting's agenda.

Thank you for your attention and patience.

----- Forwarded message -----

From: **Case, Eric K.** <Eric.Case@dos.fl.gov>

Date: Mon, Mar 31, 2025 at 12:11 PM

Subject: RE: HPB Grant Resolution

To: Smith, Tyler <Tyler.Smith@dos.fl.gov>, Eatonville--Cobbin McGee <cmcgee@townofeatonville.org>

Cc: DHRGrants <DHRGrants@dos.fl.gov>

Mr. McGee,

We have recently finalized our updates to the grants program for the upcoming application cycle. The cycle will open April 1 and go to June 2. You can find more information about the Small Matching program [here](#). I want to bring your attention to one significant change to the program; we will no longer be accepting any heritage education projects. This program has been replaced with a wayfinding program for CLGs and Main Streets. This is part of a refocusing in the Division for us to focus on historic preservation of properties. We will be holding two "How to Apply" webinars this April, which you can sign up for at the [upcoming events](#) page. After looking everything over, please let me know if you have any questions.

Regards,

Eric K. Case, M.A., FCCM

Historic Preservation Grants Supervisor | Bureau of Historic Preservation | Division of Historical Resources | Florida Department of State | [500 South Bronough Street](#) | Tallahassee, Florida 32399-0250 | 850.245.6338 | 1.800.847.7278 | Eric.Case@DOS.fl.gov | dos.fl.gov/historical



From: Smith, Tyler <Tyler.Smith@dos.fl.gov>
Sent: Tuesday, March 18, 2025 4:05 PM
To: Eatonville--Cobbin McGee <cmcgee@townofeatonville.org>
Cc: DHRGrants <DHRGrants@dos.fl.gov>; Case, Eric K. <Eric.Case@dos.fl.gov>
Subject: FW: HPB Grant Resolution

Good Afternoon, Cobbin:

Just letting you know that I am forwarding this request to the grants team, and they will be responding to you in the next few business days.

Thank you for your patience!

Best,

Tyler J. Smith

Certified Local Government Coordinator | Bureau of Historic Preservation | Florida Department of State |
500 South Bronough Street | Tallahassee, Florida 32399 | Tyler.Smith@dos.fl.gov | (850) 245-6341 |
dos.fl.gov/historical/

From: Cobbin McGee <cmcgee@townofeatonville.org>
Sent: Thursday, March 13, 2025 4:26 PM
To: Smith, Tyler <Tyler.Smith@dos.fl.gov>; DHRGrants <DHRGrants@dos.fl.gov>
Cc: Ann Dawkins <agtroutman@gmail.com>; Veronica King <vking@townofeatonville.org>; Demetris Pressley <dpressley@townofeatonville.org>; Cheryl Johnson <cjohnson@townofeatonville.org>; Tara Salmieri <tara@planactivestudio.com>
Subject: HPB Grant Resolution

EMAIL RECEIVED FROM EXTERNAL SOURCE

[Quoted text hidden]

Veronica King <vking@townofeatonville.org>

Historic Preservation - DHR Grant Application Cycle Opening

Veronica King <vking@townofeatonville.org>

Fri, Mar 21, 2025 at 1:32 PM

To: Veronica King <vking@townofeatonville.org>Bcc: Rosa Pickett <rosap7566@earthlink.net>, Jordan Ladwyana <ladwyana.jordan@yahoo.com>, L.B.Williams.130@gmail.com, Ann Dawkins <agtroutman@gmail.com>, Jane Turner <tjaylily@yahoo.com>, "info@eatonville1887.com" <info@eatonville1887.com>, "John Beacham (jwb7500@gmail.com)" <jwb7500@gmail.com>, Cobbin McGee <cmcghee@townofeatonville.org>, Demetris Pressley <dpressley@townofeatonville.org>, Tara Salmieri <tara@planactivestudio.com>

Good afternoon, Historic Preservation Board Member,

Please see and read below information on the DHR Grant Application Cycle Opening.

Thank you,

----- Forwarded message -----

From: **Ann Dawkins** <agtroutman@gmail.com>

Date: Fri, Mar 21, 2025 at 12:28 PM

Subject: Fwd: DHR Grant Application Cycle Opening

To: Veronica King <vking@townofeatonville.org>, Cobbin McGee <cmcghee@townofeatonville.org>

Good Morning Mrs. King:

Can you please forward the DHR Grant Application Cycle Opening Information to the Historic Preservation Board Members?

Thank you,

Board Member Ann Curtis

----- Forwarded message -----

From: **Florida Division of Historical Resources** <dhrgrants@dos.fl.gov>

Date: Fri, Mar 21, 2025 at 12:01 PM

Subject: DHR Grant Application Cycle Opening

To: <agtroutman@gmail.com>

[View this email in your browser](#)

Applications Cycle Opening April 1



The Division of Historical Resources will be accepting Small Matching, Special Category, and Abandoned African-American Cemeteries grant applications via our **online system** from **April 1st to June 2nd at 5:00 PM (Eastern)**. In order to apply, visit the Department's online grant system at dosgrants.com. Applicants will need a user profile and to be associated with the organization they represent. For help getting started, view the FAQ under "Help" in the grant system.

We will also be conducting "How to Apply" webinars for the Small Matching, Special Category, and Abandoned African-American Cemeteries grants on April 16th and 23rd. To register, visit our [Upcoming Events](#) page.

To view the Division's formal notice of solicitation of applications and the instructions therein, please see the below:

[Small Matching
Solicitation Notice](#)

[Special Category
Solicitation Notice](#)

[Abandoned African-American
Cemeteries Solicitation Notice](#)

Further information can be accessed on the [Grants](#) page of our website.

Our mailing address:

500 South Bronough Street | Tallahassee, Florida
32399-0250

Our Email:

dhrgiants@dos.myflorida.com

Want to change how you receive these emails? You can update your preferences or unsubscribe from this list.



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Veronica L King, CMC

Town Clerk

Town of Eatonville/Town Hall

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Eatonville, Florida 32751

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