



# MINUTES

## Historic Preservation Board Meeting

5:30 PM – March 12, 2025 – City Hall

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**CALL TO ORDER: 5:30 p.m.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

**PRESENT:** Kirk Musselman, Monte Stamper, Dorothy Stevenson, Chairman  
Kalus

**ABSENT:** Vice Chair Dina John

**STAFF PRESENT:** Mike Lane, Director of Development Services  
Jeff Richardson, Deputy Director of Development Services  
Kyle Wilkes, Senior Planner  
Deanna Mikiska, Development Review Coordinator

**OTHERS PRESENT:** Cheyenne Rossi, HPB Attorney

### 1. **AGENDA UPDATES**

The application for Certificate of Appropriateness for a re-roof at 821 E Lemon Avenue (2025-COA-02) was withdrawn.

### 2. **APPROVAL OF MINUTES**

#### 2.1 Approval of Minutes

November 13, 2024 Historic Preservation Board Meeting

Motion made by Ms. Stevenson, Seconded by Mr. Musselman, to approve the Minutes as submitted. The motion passed by a unanimous vote.

### 3. **AUDIENCE TO BE HEARD: NONE**

#### 4. NEW BUSINESS

Chairman Kalus directed Senior Planner Kyle Wilkes to present 2025-COA-01 – 679 Key Avenue before the nomination and election of officers.

##### 4.2 2025-COA-01 – 679 Key Avenue – Re-roof

Kyle Wilkes, Senior Planner, explained the requested Certificate of Appropriateness for a new roof at 679 Key Avenue (alt key #1189993). The lot is 0.37 acres, and the architectural style is Non-Contributing Structure. Future land use is Suburban Residential and the Design District is Urban Neighborhood. The primary structure was built in 2005 and is considered a non-contributing structure.

Motion made by Mr. Stamper, Seconded by Ms. Stevenson, to approve the application. The motion passed by a unanimous vote.

##### 4.1 Election of Officers for 2025

Ms. Stevenson motioned for Mr. Matthew Kalus to continue as Chairman and Ms. Dina John to continue as Vice Chair. Mr. Musselman seconded the motion. The motion passed by a unanimous vote.

#### 5. OLD BUSINESS

#### 6. BOARD MEMBER REPORTS: NONE

#### 7. STAFF REPORTS

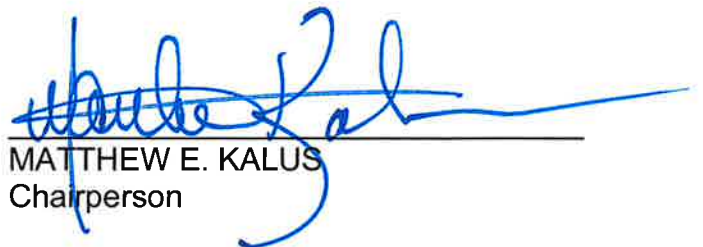
Jeff Richardson notified the board that the Eustis City Clerk and Deputy City Manager are updating the board appointment schedule rotation and application process. When the updates are complete, the board members will be notified.

#### 8. ADJOURNMENT: 5:40 p.m.



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DEANNA MIKISKA  
Development Review Coordinator



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MATTHEW E. KALUS  
Chairperson