



MINUTES

Historic Preservation Board Meeting

5:30 PM – November 13, 2024 – City Hall

CALL TO ORDER: 5:38 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

PRESENT: Vice Chair Dina John, Monte Stamper, Dorothy Stevenson,
Chairman Kalus

ABSENT: Kirk Musselman

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**

2. **APPROVAL OF MINUTES**

2.1 Approval of Minutes

March 8, 2023 Historic Preservation Board Meeting

September 11, 2024 Historic Preservation Board Meeting

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

3. **AUDIENCE TO BE HEARD**

4. NEW BUSINESS

4.1 2024-COA-14 – 403 S Mary Street – Replacement of Deck

Kyle Wilkes, Senior Planner, explained the requested Certificate of Appropriateness for a deck replacement at 403 S Mary Street (alt key #1189977). The lot is 0.21 acres, and the architectural style is Frame Vernacular (Contributing Structure). Future land use is Suburban Residential and the Design District is Urban Neighborhood. The primary structure was built in 1924.

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

5. OLD BUSINESS

5.1 2024-COA-11 – 700 E Washington Avenue – After-the-Fact Construction of a New Garage

Kyle Wilkes, Senior Planner, updated the board on supplementary information provided by the applicant regarding the landscaping to screen the garage at 700 E Washington Avenue (alt key #1631301) and minimize visibility from surrounding neighborhood and the right-of-way.

Motion made by Ms. John, Seconded by Ms. Stevenson, to approve the application on the condition that the landscaping / tree screen must obstruct the view of the garage from the street and be maintained such that the trees are kept in a healthy state. Any dead or dying trees must be replaced in kind.

The motion passed by a unanimous vote.

5.2 FY 23-24 Historic Preservation Annual Report

Kyle Wilkes, Senior Planner, presented the FY23-24 Historic Preservation Annual Report to the board for review.

The board accepted the report and agreed with forwarding it to the Eustis City Commission.

6. BOARD MEMBER REPORTS: NONE

7. STAFF REPORTS

7.1 Historic Preservation Board Meeting Dates for 2025

Kyle Wilkes, Senior Planner, reviewed the proposed dates for Historic Preservation Board meetings in 2025.

Wednesday, January 8, 2025
Wednesday, March 12, 2025
Wednesday, May 14, 2025
Wednesday, July 9, 2025
Wednesday, September 10, 2025
Wednesday, November 12, 2025

The board accepted the dates and they will be published in the Leesburg Daily Commercial.

8. ADJOURNMENT: 6:45 p.m.



DEANNA MIKISKA
Development Review Coordinator



MATTHEW E. KALUS
Chairperson