



AGENDA

Historic Preservation Board

5:30 PM – Wednesday, March 12, 2025 – City Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. AGENDA UPDATES

2. APPROVAL OF MINUTES

[2.1](#) HPB Meeting Minutes for November 13, 2024

3. AUDIENCE TO BE HEARD

4. NEW BUSINESS

4.1 Nomination and Election of Officers

[4.2](#) 2025-COA-01 - 679 Key Avenue - Re-roof

5. OLD BUSINESS

6. BOARD MEMBER REPORTS

7. STAFF REPORTS

8. ADJOURNMENT

This Agenda is provided to the Board only as a guide, and in no way limits their consideration to the items contained hereon. The Board has the sole right to determine those items they will discuss, consider, act upon, or fail to act upon. Changes or amendments to this Agenda may occur at any time prior to, or during the scheduled meeting. It is recommended that if you have an interest in the meeting, you make every attempt to attend the meeting. This Agenda is provided only as a courtesy, and such provision in no way infers or conveys that the Agenda appearing here is, or will be the Agenda considered at the meeting.

If a person decides to appeal any decision made by the board with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (Florida Statutes, 286.0105). In accordance with the Americans with Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the City Clerk 48 hours prior to any meeting so arrangements can be made. Telephone (352) 483-5430 for assistance.



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

7. STAFF REPORTS: NONE

7.1 Historic Preservation Board Meeting Dates for 2025

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

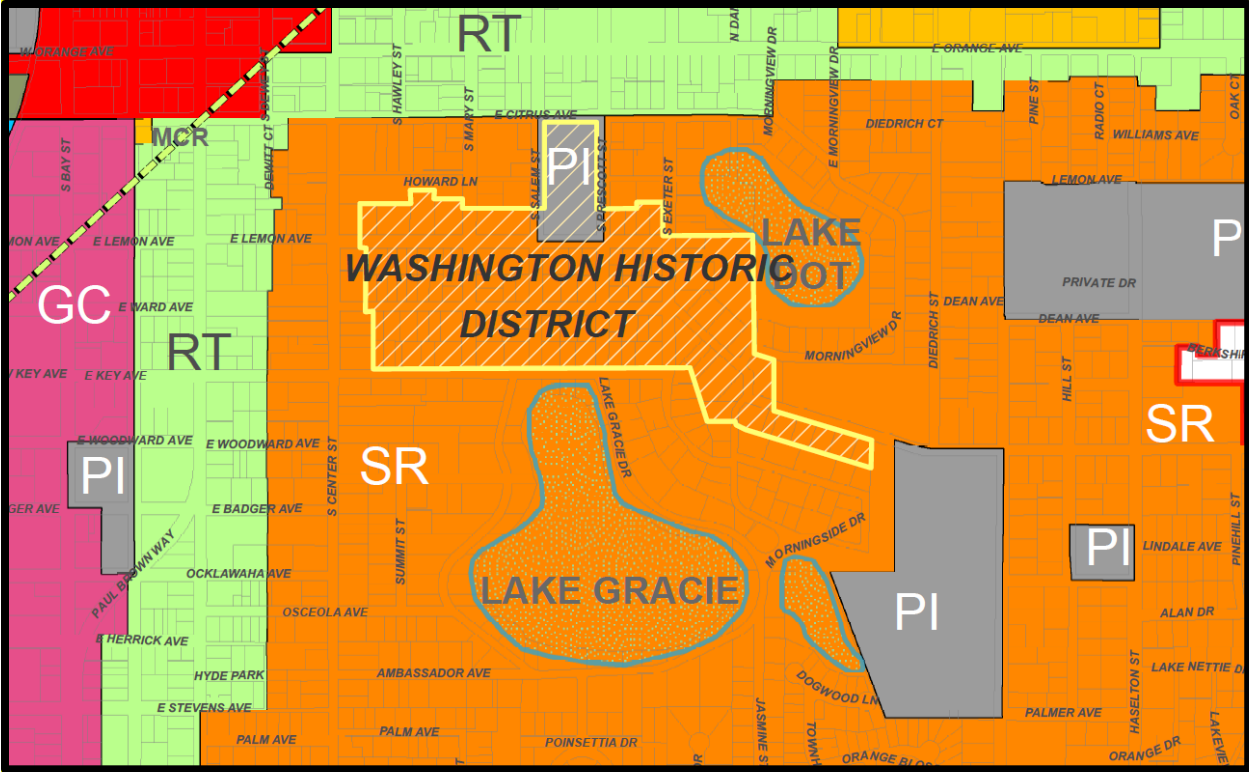
Wednesday, January 8, 2025
Wednesday, March 12, 2025
Wednesday, May 14, 2025
Wednesday, July 9, 2025
Wednesday, September 10, 2025
Wednesday, November 12, 2025

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

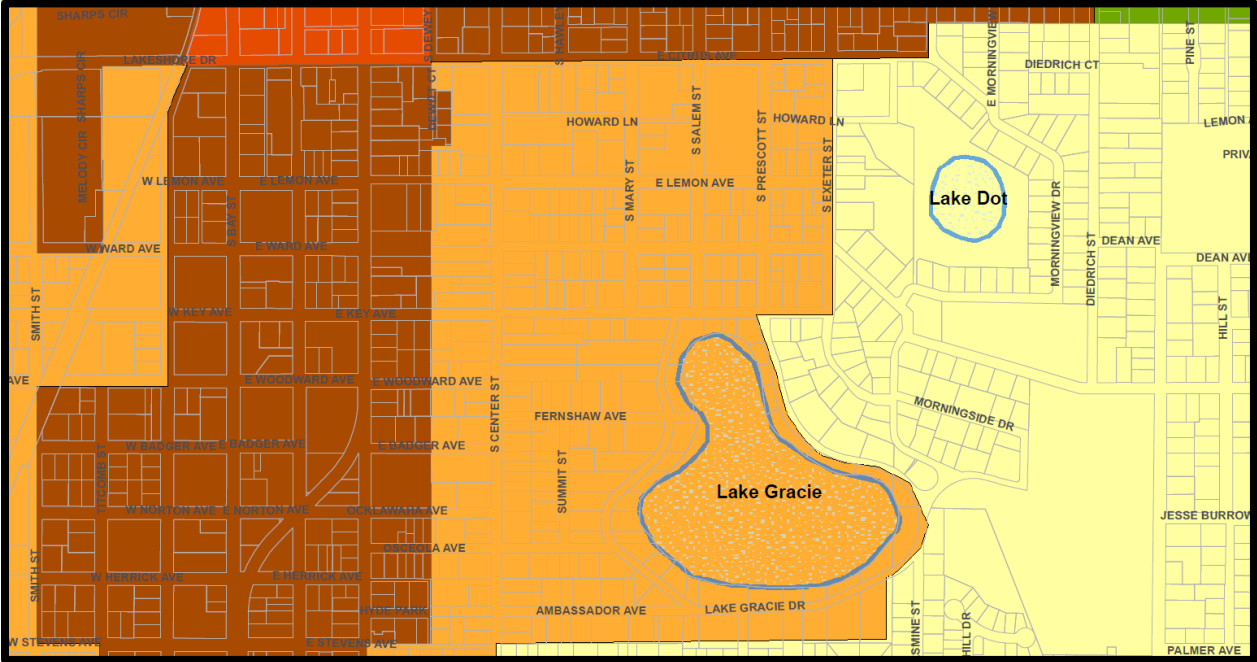
8. ADJOURNMENT: 6:45 p.m.

DEANNA MIKISKA
Development Review Coordinator

MATTHEW E. KALUS
Chairperson



Future Land Use: Suburban Residential (SR)



Design District: Urban Neighborhood

Section 46-227

(l) In considering an application for a certificate of appropriateness for alteration, new construction, demolition or relocation, the board shall be guided by the following general standards:

(1) The effect of the proposed work on the landmark, landmark site or property within an historic district upon which such work is to be done;

The proposed re-roof will not have an impact on the non-contributing site and overall fit with the historic district.

(2) The relationship between such work and other structures on the landmark site or other property in the historic district;

There is no Florida Master Site File for the subject property, which was originally built in 2005. It is a non-contributing structure, and the proposed re-roof color is consistent with the time-period of the home.

(3) The extent to which the historic, architectural or archaeological significance, architectural style, design, arrangement, texture and materials of the landmark or the property will be affected;

This property, 679 Key Avenue, is classified as a non-contributing structure. The change from a gray shade to a charcoal black color will not adversely affect the style, design or materials of the property. It will match and complement existing structure colors.

The structure features a hip-style roof, which is not slated to change with the proposed re-roof. Additionally, the structure's roof is partially obstructed in front along Key Avenue by a tree.

(4) Whether the plans may be carried out by the applicant within a reasonable period of time.

If the Historic Preservation Board approves the COA, the applicant intends to proceed in a timely manner with the proposed re-roof.

(n) In considering an application for certificate of appropriateness for new construction, the board shall consider the following additional guidelines:

(1) *Height.* The height of any proposed alteration or construction shall be compatible with the style and character of the landmark and with surrounding structures in an historic district.

This is a roof replacement and should not have any effect on structure heights.

(2) *Proportions of windows and doors.* The proportions and relationships between doors and windows shall be compatible with the architectural style and character of the landmark and with surrounding structures in an historic district.

Not applicable; this is a roof replacement, which will not include any new windows or doors.

(3) *Relationship of building masses, setbacks and spaces.* The relationship of a structure within an historic district to the open space between it and adjoining structures shall be compatible.

The proposed re-roof should not have any negative effect on building masses, setbacks, and spaces.

(4) *Roof shape.* The design of the roof shall be compatible with the architectural style and character of the landmark and surrounding structures in an historic district.

The proposed re-roof will not alter the existing roof shape.

(5) *Landscaping.* Landscaping shall be compatible with the architectural character and appearance of the landmark and of surrounding structures and landscapes in an historic district.

While the applicant has not provided a landscape plan, they intend to preserve the existing landscaping on the property.

(6) *Scale.* The scale of the structure after alteration, construction or partial demolition shall be compatible with its architectural style and character and with surrounding structures in an historic district.

The scale of the proposed roof is compatible with the existing building, and the generally consistent with the architectural style of the structure and the surrounding neighborhood.

(7) *Directional expression.* Facades in historic districts shall blend with other structures with regard to directional expression. Structures in an historic district shall be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of a landmark after alteration, construction or partial demolition shall be compatible with its original architectural style and character.

The proposed re-roof should not change the directional expression of the non-contributing structure.

(8) *Architectural details.* Architectural details, including materials and textures, shall be treated so as to make a landmark compatible with its original architectural style and character and to preserve and enhance the architectural style or character of a landmark or historic district. The board will give recommendations as to appropriate colors for any landmark or historic district.

This site, 679 Key Avenue, is classified as a non-contributing structure. The proposed asphalt shingle roof-replacement in charcoal black is consistent with the architectural style of the structure and compatible with the surrounding neighborhood.

(9) *Impact on archaeological sites.* New construction shall be undertaken in such a manner as to preserve the integrity of archaeological sites and landmark sites.

Not applicable.

RECOMMENDATION:

Based on the analysis above, the criteria for evaluation provided in this memorandum, and the site plan for the re-roof, staff recommends approval of the request.

ATTACHMENTS:

Photos of the Subject Property
COA Application

c: Applicant
Historic Preservation Board Members
File: 2025-COA-01

Photos of the Subject Property
June 2023



May 2019



June 2017





CITY OF EUSTIS HISTORIC PRESERVATION BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)
4 N. Grove St., P.O. Drawer 68, Eustis, FL 32727-0068
Phone: (352) 483-5460 Fax: (352) 357-4177 Email: planner@ci.eustis.fl.us

PLEASE SELECT ALL THAT APPLY TO YOUR PROPERTY:

Local Landmark/Site

Eustis Main Street Area

Washington Avenue Historic District

ADDRESS OF PROPERTY: 679 E Key Ave

Property Owner
Print Name: WHITNEY SILVIA

Mailing Address: 679 E KEY AVE EUSTIS FL 32726

Phone: 352.431.7729 Fax: _____

Email: _____

Applicant/Agent (if different from property owner)
Print Name: EUSTIS ROOFING CO

Mailing Address: 15311 OLD US HWY 441 STE A TAVARES FL 32778

Phone: 352.343.4240 Fax: _____

Email: PERMITS@EUSTISROOFING.COM

I certify that all information contained in this application is true and accurate to the best of my knowledge.

Applicant/Owner: [Signature] Date: 1/20/25

Incomplete applications will not be reviewed and will be returned to you for more information. You are encouraged to contact Development Services, at (352) 483-5460, to make sure your application is complete.

Description of Proposed Work: (Check all that apply)

Alteration Demolition Relocation New Construction

Completely describe the entire scope of work: all changes proposed on the exterior of the building, where on the property the work will occur, how the work will be accomplished, and the types of materials to be used. For large projects, an itemized list is recommended. Attach additional pages if necessary. Please include any additional information as may be applicable to your request including such as photos, drawings, samples of materials, and producing brochures.

REMOVE EXISTING SHINGLE AND FLAT ROOF MATERIAL AND INSTALL NEW SHINGLES AND FLAT ROOF ON MAIN HOUSE

CURRENT COLOR: DARK GREY/ BLACK

NEW COLOR: BLACK

OFFICIAL USE ONLY

Date Received: _____

Historic Preservation Board Meeting Date: _____

File No.: _____

Was a COA issued? Yes _____ No _____

Administrative Approval

Application Approved: _____ Approved with Conditions: _____ Application Denied: _____

Conditions/Reasons: _____

Signed: _____

Date: _____



Eustis Roofing Company LLC

15311 Old US Hwy 441 Suite A

Tavares, FL 32778-5032

Phone: (352) 343-4240

Fax: (352) 742-1173

www.eustisroofing.com



**EUSTIS
ROOFING**
EST. 1959



current shingle
color



current flat
color

LANDMARK® COLOR PALETTE



Silver Birch



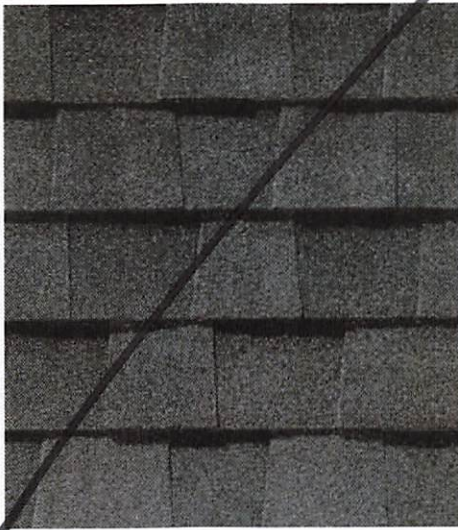
Cobblestone Gray



Georgetown Gray



Pewter



Moiré Black



Charcoal Black

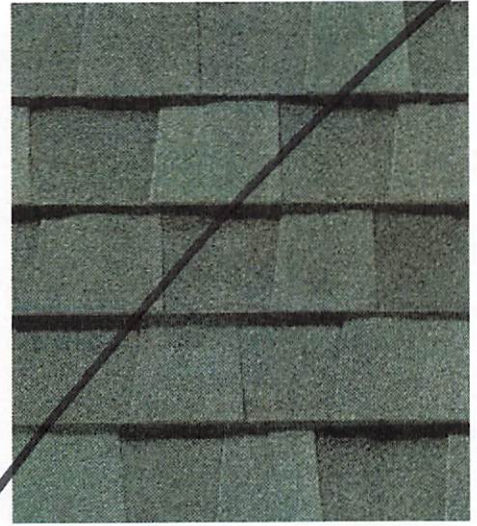
New color choice



Resawn Shake



Mojave Tan



Hunter Green

Aesthetic Selection

Flintlastic SA Cap is available in thirteen colors designed and engineered to match our most popular shingle blends:



New color choice for flat section



Don't forget the tools and accessories!

- 70 lb. roller, for field application
- FlintPrime® SA & FlintPrime Aerosol, primer for applicable substrates and metal details
- FlintBond® SBS-Modified Adhesive
 - Trowel Grade, for endlaps and details
 - Caulk Grade, for details

Popular Systems

MF = Mechanically Fastened, SA = Self-Adhered

Warranty Duration	Insulation/Coverboard	Base	Cap (SA)
12 Years	Optional	SA NailBase (MF)	SA Cap/
15 Years	Optional	SA PlyBase ¹ (SA)	SA Cap (FR)
20 Years	Optional	SA MidPly ¹ (SA)	SA Cap CoolStar®/
25 Years	Double layer, 2nd layer adhered	SA MidPly (SA)	SA Cap (FR) CoolStar

¹Wood deck? CertainTeed recommends the use of Flintlastic SA NailBase as a base sheet and SA PlyBase and SA MidPly as interplies, however, when self-adhering a base layer over wood decks, priming is required; self-adhering over wood decks is not permitted by code in Miami-Dade County; check your local building code; at the end of the roofing membrane's life, roofing membranes self-adhered over wood decks will require replacement of the deck; self-adhering to resinous wood, such as pine, is prohibited; roof systems with base sheets self-adhered directly to wood roof decks qualify for Integrity Roof System Limited Warranties only; Integrity Roof System ND Limited Warranties and Sure Start™ Plus 5-STAR Warranties require the use of Flintlastic SA NailBase as a base sheet.



CertainTeed

CEILING • DECKING • FENCE • GYPSUM • INSULATION • RAILING • ROOFING • SIDING • TRIM

20 Moores Road Malvern, PA 19355 Professional: 800-233-8990 Consumer: 800-782-8777 certainteed.com