



AGENDA

Historic Preservation Board Meeting

5:30 PM – Wednesday, September 13, 2023 – City Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. AGENDA UPDATES

2. APPROVAL OF MINUTES

[2.1](#) Approval of Minutes - July 12, 2023

3. AUDIENCE TO BE HEARD

4. NEW BUSINESS

[4.1](#) Consideration of COA 2023-COA-11 for a New Shed at 826 E Washington Avenue

5. OLD BUSINESS

[5.1](#) Reminder of next scheduled meeting: November 8, 2023 at 5:30 pm

[5.2](#) Approval of Meeting Dates to be Published for 2024:

Wednesday, January 10, 2024

Wednesday, March 13, 2024

Wednesday, May 8, 2024

Wednesday, July 10, 2024

Wednesday, September 11, 2024

Wednesday, November 13, 2024

6. BOARD MEMBER REPORTS

7. STAFF REPORTS

[7.1](#) Update on the Historic and Architectural Survey by Stantec

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 – Wednesday, July 12, 2023 – City Hall

CALL TO ORDER: 5:34 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL:

PRESENT: Dina John, Kirk Musselman, Robyn Sambor, Dorothy Stevenson and Chairman Matthew Kalus

ABSENT: Vice Chair Monte Stamper

1. **AGENDA UPDATES**

Heather Croney, Senior Planner, asked to move up the report on the Historic Preservation Board CLG Grant to first on the agenda.

2. **AUDIENCE TO BE HEARD / PUBLIC INPUT: None**

3. **NEW BUSINESS**

3.1 Update on CLG Grant

Kim Hinder, Stantec, provided an update on their work on the CLG Grant and the City's historic building file. She reported they began the field survey three weeks prior. She stated the boundaries they are surveying are from Lemon up to Bay and Grove Street at the north end and also around Lake Gracie. She indicated they are also picking up buildings throughout the City that were constructed between 1940 and 1975 which are the parameters of the survey project. She noted that her colleague Lucy Jones was up the previous week doing historic research. She stated they are working on completing the forms due at the end of the month.

Matthew Kalus explained to the public the purpose of the historic survey and the parameters of the survey.

Ms. Hinder asked that they provide to her any properties they want specifically looked at. She estimated the survey would be completed by the end of the month.

3.2 Certificate of Appropriateness (2023-COA-09) for exterior modifications at 626 E Washington Ave

Ms. Croney explained the requested Certificate of Appropriateness (COA) for 626 E. Washington Ave. She indicated that it originated due to a code enforcement case and provided photos of the property. She stated they are requesting to remove the outer deck on the side of the property. She explained a previous owner constructed the deck where there used to be a staircase to the upper level. She explained the work already done was completed without a permit. She added that the request would not actually be that detrimental to the historic significance. She indicated the property is in the Dutch Colonial architectural style. She stated the structure is not safe and is not according to code. She explained they are proposing to go back to a stucco that would blend in with the house. She indicated that the

owner/applicant was not present and stated it is owned by a management company. She added that she has not had a lot of correspondence with their representative.

Mr. Kalus confirmed that what has been done so far does not meet current code with Ms. Croney explaining the photos are from the code enforcement case which was opened April 11, 2023.

Mr. Kalus asked what it would take to meet code.

Jeff Richardson, Development Services Deputy Director, provided commentary on what most likely would need to be done to bring it up to code.

Mr. Kalus asked if the applicant is proposing to add any windows to substitute for the door with Ms. Croney responding negatively. He confirmed that the COA is solely to remove the noncompliant structure with Ms. Croney providing examples of what the Board's options would be. She explained that the code violation case states that they must repair the deck in accordance with Florida Building Code and obtain building permits or replace the deck. She noted they would need approval from the Board prior to obtaining permits.

Mr. Kalus read the proposed project as follows: We are requesting permission to remove the deck, which is currently unsafe and, as staff said, doesn't meet code nor were any permits pulled. We are proposing to close the door and finish the exterior with stucco of the original type and finish the inside with drywall.

Mr. Kalus opened the floor to public comment at 5:49 p.m.

Amy Pittman, 700 E. Washington Ave., stated that the entire property is currently an eyesore. She suggested enclosing the bottom half to provide storage for the items left outside.

Mr. Kalus stated the request is to remove the structure and close in the door, anything else would require them to come back to the Board.

Cindy Smith, 414 S. Salem St., stated that the landlord just removed the rotten wood and threw it into her hedge.

Robyn Sambor stated it would be best to just approve the request rather than ask for anything more.

Motion made by Sambor, Seconded by Musselman, to approve the COA 2023-COA-09. The motion passed on the following vote:

Voting Yea: John, Stevenson, Musselman, Sambor and Chairman Kalus

Mr. Kalus asked for staff to make sure the rotten wood is cleaned up.

3.3 Certificate of Appropriateness (2023-COA-07) for revised plans for a proposed new single-family residence at 805 East Lemon Avenue

Ms. Croney explained the request to construct a new single-family residence at 805 E. Lemon Ave. She stated the home will be approximately the same as the old home and cited the changes in the design from what was initially proposed. She stated the maximum impervious surface for the property is 40%. She indicated they do meet the required setbacks.

Mr. Richardson said the original house was a frame vernacular and Craftsman and the original application was lacking in several areas and cited some of the issues with what was proposed. He said the applicant has increased the eave depth and balanced the windows with more standard sizes. He stated that the one thing that was not done was the home will still be on a flat slab and not tiered.

Ms. Croney provided photos of the house that was there until a fire in 2005 and photos from after the fire. She confirmed the applicant was not present.

Mr. Kalus opened the floor to public comment at 6:03 p.m.

Dylan Shelton, 804 E. Lemon Avenue, stated that the proposed home is not consistent with the neighborhood. He added that it is not clear which direction the home will face. He commented on another new home that was built in the neighborhood that matches the neighborhood and expressed disappointment that the applicant did not attend the meeting.

Christine Cruz, 813 E. Lemon Avenue, stated her family has taken care of that lot since the home burned. She stated her home is built similar to the one that burned except hers has siding and that one had stucco. She expressed concern that the planned garage is actually intended to be a "mother-in-law" rental. She stated the proposed home is not consistent with the neighborhood and thanked the Board for their service to the community.

Cindy Conklin, 808 E. Lemon Avenue, expressed opposition to the proposed home and compared it to the other neighborhood homes including hers.

Christine Cruz noted her home is 2000 sq. ft. and what is proposed is 1300 sq. ft. larger.

Mr. Kalus closed public comment at 6:12 p.m.

Ms. Sambor agreed that what is proposed is still very large and not in keeping with the area.

Dina John noted that the majority of the homes are smaller homes. The proposed porch is the size of a small home and the garage is a detached structure over 500 sq. ft.

Ms. Cruz noted they still don't know the placement of the garage.

Ms. Sambor indicated the plans are incomplete.

Mr. Kalus cited the roof elevations and floor layout as being inconsistent with the neighborhood. He indicated they need to see a better site plan. He added that the general overall architecture needs to be more in keeping with the neighborhood.

Ms. Croney commented on the applicant's absence and stated he had indicated he was going to bring someone to translate and assist with the language barrier. She noted he had also intimated he would be providing additional information.

Mr. Kalus suggested providing the applicant with some of the handouts regarding the various styles.

Ms. Croney responded she has provided some pamphlets and recommended that the City develop some better information and do more outreach to better inform residents about the historic district.

Mr. Shelton stated that the average square footage of the homes in the immediate area is 1,138 sq. ft. He also commented on the Board allowing the use of a slab foundation rather than the home being on pillars.

Mr. Kalus indicated that the structural aspect would be under standard construction practices and not in their purview.

Mr. Shelton asked about the requirement for how long it would take to construct the home. He further asked who is going to build the home noting that the owner has been bringing materials to the site.

Ms. Croney stated they could ask for further information regarding the timeframe but that normally a concern due to applicants wanting to proceed quickly.

Members of the audience expressed concern regarding construction occurring once school starts and where students walk past the property.

Mr. Kalus questioned the Board Attorney regarding the Board's options to either approve, deny, postpone or continue the application. He also indicated the Board could ask the applicant to provide more information.

Cheyenne Dunn, Board Attorney, responded the Board has the ability to require more information or to approve with additional recommendations. She indicated that, if it is not something that making recommendations can fix, then it may be best to tell them to withdraw and submit a new application.

Ms. Sambor asked if there is anything in the code regarding the number of times an application may be denied with Ms. Croney explaining that other parts of the Code have requirements for waiting a specific amount of time before reapplying but the historic preservation does not.

Ms. Dunn stated she did not believe that general land use regulations regarding those timeframes would apply with Ms. Croney indicating that, technically, the applicant could immediately revise their application and resubmit for consideration at the next meeting.

Mr. Richardson explained that the requirement to wait is in the Commission Rules of Order so it does not apply to other boards.

Dorothy Stevenson noted that the garage does not fit in with Mr. Kalus noting the difference between the hand drawn plans and the other pictures of the proposed home.

Motion made by Musselman, Seconded by Sambor, to postpone the application to the date certain of September 13, 2023, and for them to rework the plans with a better site plan and more architectural elements in keeping with the neighborhood. The motion passed unanimously on a voice vote.

Ms. Croney asked what the Board wanted to do if the applicant was not able to rework the application in time for the September 13th meeting.

Chairman Kalus responded that the item should be placed on the September 13th agenda and then it could be further postponed.

Ms. Croney explained they ask the applicants to not post the sign until ten days to two weeks prior to the meeting.

4. OLD BUSINESS

4.1 Request for Board Approval or Revisions on Annual Report to City Commission on Historic Preservation Board

Ms. Croney asked for either suggested modifications to the annual report or approval of the report as is.

Motion made by John, Seconded by Stevenson, to approve the annual report to be submitted to the City Commission. The motion passed unanimously on a voice vote.

4.2 Reminder of next scheduled meeting: September 13 at 5:30 pm 2023 meeting dates: Jan. 11th, Mar. 8th, May 10th, July 12th, Sept. 13th, Nov. 8th

Ms. Croney noted the report would be submitted to the Commission at the next Commission meeting in July and would be livestreamed. She announced the next meeting would be Sept. 13th and new officers would be elected at the Nov. 8th meeting.

5. BOARD MEMBER REPORTS: None

6. STAFF REPORTS: None

7. SUNSHINE LAW INFORMATIONAL PRESENTATION

Attorney Dunn gave a presentation to the Board concerning the Sunshine Law, public records and the ethics laws and who those laws pertain to.

8. ADJOURNMENT: 6:49 p.m.

**These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to www.eustis.org and click on the video for the meeting in question. A DVD of the entire meeting or CD of the entire audio recording of the meeting can be obtained from the office of the City Clerk for a fee.*

MARY C. MONTEZ
Deputy City Clerk

MATTHEW E. KALUS
Chairperson



City of Eustis

Development Services Department

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5460

TO: HISTORIC PRESERVATION BOARD

FROM: Jeff Richardson, AICP, Deputy Director

DATE: September 13, 2023

RE: Certificate of Appropriateness 2023-COA-11 Construction of a New Shed at 826 E Washington Avenue (Alternate Key 1759749)

PROPOSED PROJECT:

Jason and Koren Obispo, the property owners, are requesting Historic Preservation Board approval for the construction of a new shed at 826 E Washington Avenue. The shed would be partially visible from the street, if not, it could potentially be approved administratively by staff, without formal review by the Board, if it meets review criteria. Any proposed work in the historic district that is visible from the street must be reviewed and approved by the Historic Preservation Board. The subject property is located one lot to the west of the intersection of S Exeter St and Washington Avenue, on the south side of Washington Avenue. The proposed shed is ten feet by twelve feet in dimensions and a height of 10 feet to the peak of the truss line.

The proposed shed would be located:

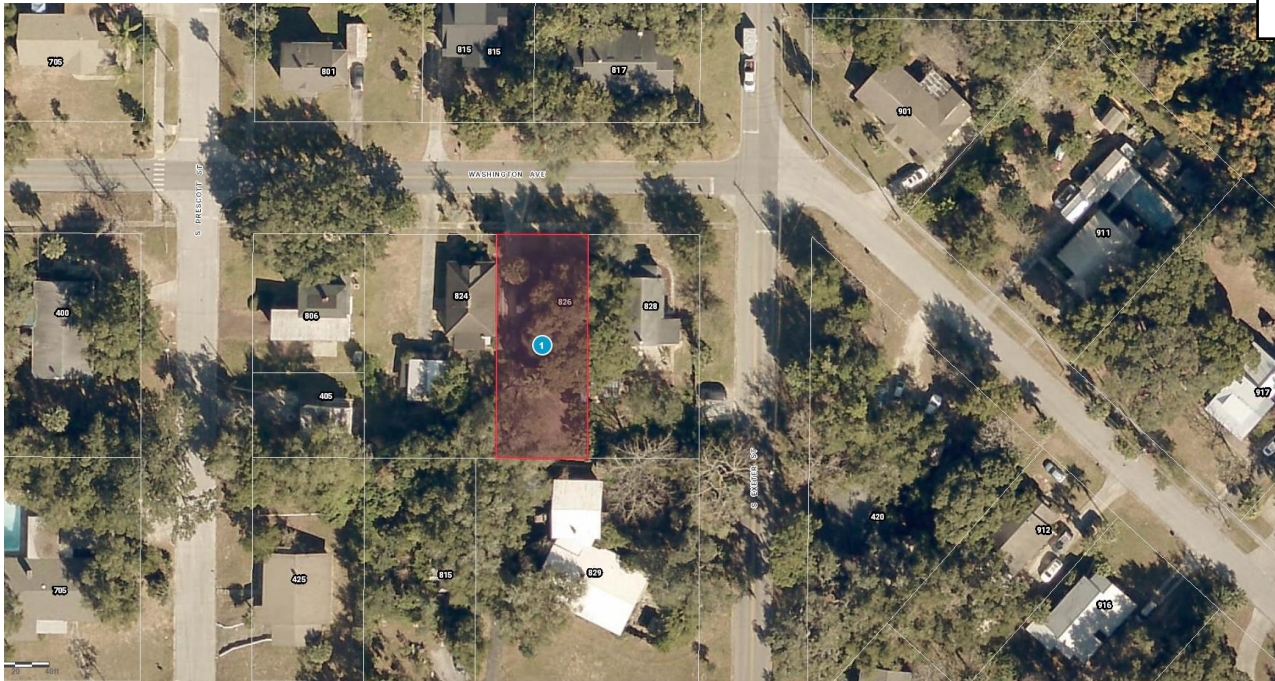
5 feet from the southern side property line

5 feet from the side (western) property line

Approximately 105 feet from Washington Ave at the rear of the property and the end of the driveway on the west side of the home.

PROPERTY INFORMATION:

Owner: Jason and Koren Obispo
Applicant: Owner
Site Acreage: 7,128 square feet



Future Land Use: Suburban Residential (SR)

Design District: Urban Neighborhood

CRITERIA FOR EVALUATION: EUSTIS CODE OF ORDINANCES CHAPTER 46:

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;

This historic site, 826 Washington Avenue, is classified as Bungalow Style architecture, so to complement the landmark site, the shed should complement the architectural style of the existing home on the property.

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

The proposed shed is shown to have features consistent with those of the existing single-family home on the property. The color is not shown on the provided elevations and samples. The shed should be of a matching or significantly similar shade so as to blend. The proposed shed as it faces Washington Avenue does have facing features that would make it more consistent and compatible with the bungalow style.

Peak vent and carriage-style doors with windows are consistent elements of the bungalow style and the existing 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;

The proposed color of the shed has not been provided. The “paneling” on the proposed shed is vertical whereas the paneling on the existing home is horizontal, so these two structures will lack some similarities with each other. Overall the elements of the shed are consistent with the bungalow style, i.e..

Low roof pitch, low structural build, gable vent, carriage doors with windows etc. The color of the shed will need to be consistent with the existing structure.

(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 would then be able to file for building permitting and install the shed. The usual inspections and any other requirements with a building permit would apply.

(n) In considering an application for a 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.

The proposed shed's height of 10 feet does not pose a conflict with the bungalow style nor the compatibility with the current home on the site.

(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.

The visible efface of the shed incorporates a door and window style that is compatible with the bungalow style.

(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 setbacks are consistent with the requirements of the lot type and design district in addition to posing no issues with the relationship to the historic district and open space.

(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 pitch and style of the roof of the new shed closely match that of the existing single-family residence on the property.

(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 shed is compatible with the existing building, and the architecture.

(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 shed should not extensively change the directional expression of the historic local landmark site.

(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.

Color for the proposed shed shall be consistent or compatible with the existing home. The proposed roof pitch is consistent with that of the existing home and the bungalow architectural style.

(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.

CONSIDERATIONS:

Staff has reviewed the COA application for a new shed and offers the following:

The proposed shed is only visible to the street from the front along the driveway. The visible elements of the shed are generally compatible with the bungalow architectural style and do not pose any overt incompatibilities.

RECOMMENDATION:

Based on the analysis above, the criteria for evaluation provided in this memorandum, the revised shed is consistent with the subject property's historic bungalow architectural style and existing development.

Staff recommends approval of this request.

ATTACHMENTS:

Site Plan to Show Proposed Shed Location

Proposed Shed Elevations

COA Application

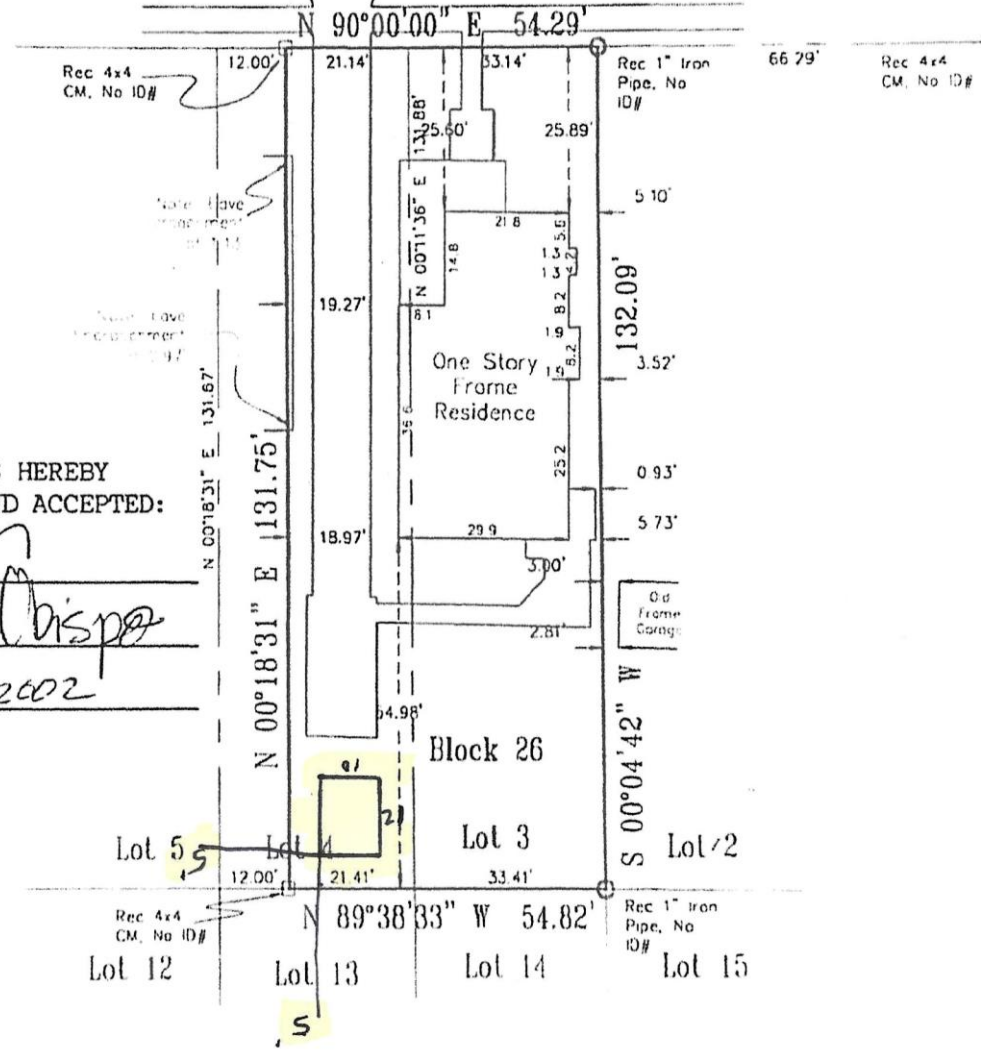
Historical Structure Form – Florida Master Site File for the subject property

Bungalow Architectural Style Information Referenced by Staff in Analysis

- c: Applicant and Property Owner
- Historic Preservation Board Members
- File: 2023-COA-05

EXHIBIT A: SITE PLAN

Item 4.1



THIS SURVEY IS HEREBY
 AGREED UPON AND ACCEPTED:

[Signature]
 DATE 11/27/2002

EXHIBIT B: ELEVATIONS OF PREVIOUSLY PROPOSED SHED

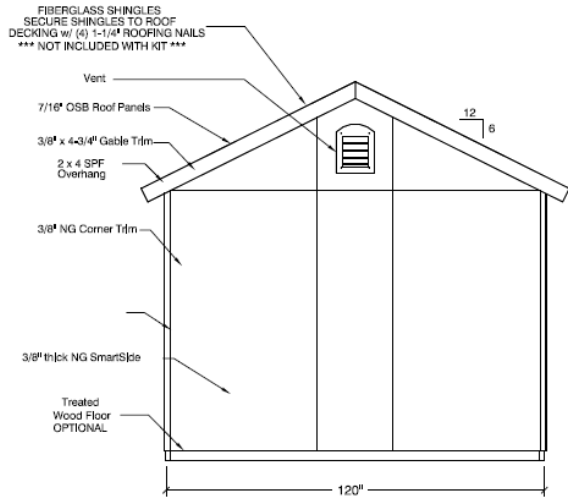
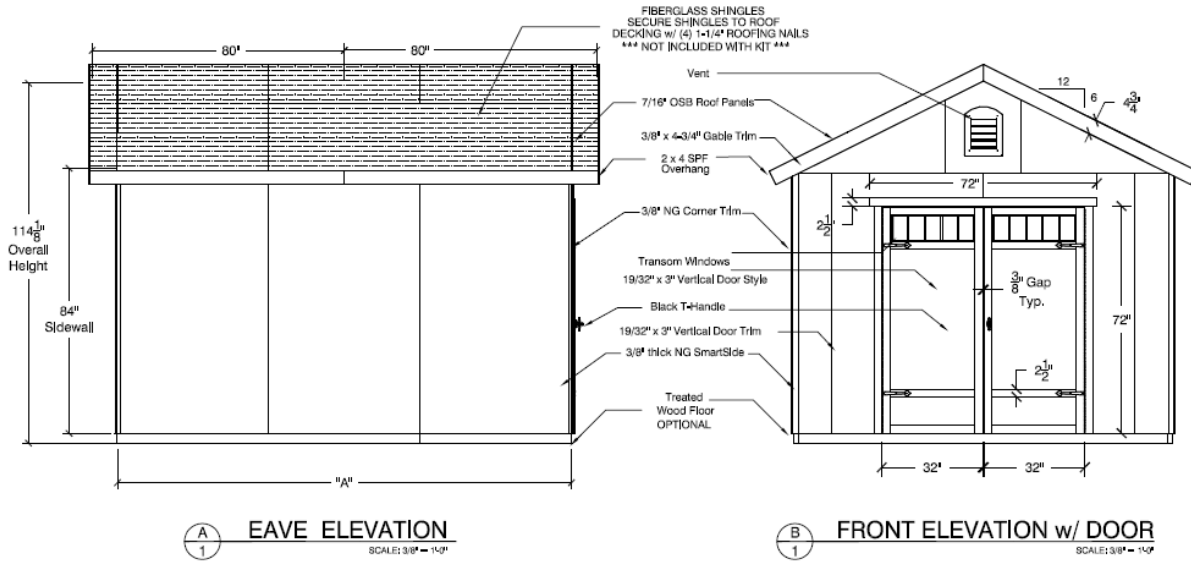


EXHIBIT C: ELEVATIONS OF NEW REVISED PROPOSED SHED

Item 4.1



EXHIBIT D: SNAPSHOT FROM GOOGLE STREET VIEW TO SHOW HOUSE ARCHITECTURAL DESIGN

Item 4.1





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: 826 E. Washington Ave. Eustis FL

Property Owner

Print Name: Jason and Koren Obispo
 Mailing Address: 826 E. Washington Ave. Eustis FL
 Phone: 352-531-4948 Fax: _____
 Email: jobispo@comcast.net

Applicant/Agent (if different from property owner)

Print Name: Backyard Storage Solutions Gary West
 Mailing Address: 1051 Monroe Rd. Sanford FL 32771
 Phone: 407-549-2627 Fax: _____
 Email: permitgirl82@gmail.com

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

Applicant/Owner: *[Signature]* Date: 7/31/23

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.

10x12 Shed built onsite, Will be painted to match the color of the home

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: _____