



AGENDA

Historic Preservation Board Meeting

5:30 PM – Wednesday, March 13, 2024 – City Hall

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. AGENDA UPDATES

2. APPROVAL OF MINUTES

2.1 Approval of Minutes

May 10 2023, HPB

July 12 2023, HPB

September 13, 2023 HPB

3. AUDIENCE TO BE HEARD

4. NEW BUSINESS

4.1 2024-COA-03 - 536 N Bay St - Clifford House-Roof Replacement

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.



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Historic Preservation Board

FROM: Sherri Takaloo, Senior Planner

DATE: March 13, 2024

RE: Approval of Minutes

Introduction:

This item is for consideration of the minutes of the May 10, 2023 HPB, July 12, 2023 HPB and September 18, 2023 HPB Meetings.

Recommended Action:

Approval of the minutes as submitted.

Prepared By:

Mary Montez, Deputy City Clerk

Reviewed By:

Sherri Takaloo, Senior Planner



MINUTES

Historic Preservation Board Meeting

5:30 PM – Wednesday, May 10, 2023 – City Hall

CALL TO ORDER: 5:30 P.M.

ROLL CALL:

Present: Secretary Dina John, Kirk Musselman (Acting Chair) and Dorothy Stevenson

Absent: Vice Chair Monte Stamper, Chairman Matthew Kalus, and Alternate Robyn Sambor

1. **AGENDA UPDATES**

Heather Croney, Senior Planner, announced that the Certificate of Appropriateness for 805 E. Lemon Avenue was not posted properly so it would need to be rescheduled and re-advertised. She added that there are no minutes for approval.

2. **AUDIENCE TO BE HEARD**

No one came forward at that time.

3. **NEW BUSINESS**

3.1 Annual Report to City Commission re: Historic Preservation Board

Ms. Croney presented to the Board the Historic Preservation Annual Report. She explained that it needs to be reviewed and then presented to the City Commission. She asked that if any of the Board members have any changes they would like to make to please submit them to her no later than the following Wednesday. She added that, if they were comfortable with the report, they could approve it that night and it would be sent to the Commission.

No action was taken at that time.

3.2 2023-COA-08 403 S Mary Street Fence

Ms. Croney reviewed the Certificate of Appropriateness (2023-COA-08) for a fence at 403 S. Mary St. She noted that when it was previously approved they required that a fence be placed in front of the shed. She explained that Matthew Kalus had contacted her and requested that the Board reconsider the fence requirement.

Attorney Cheyenne Dunn explained that Mr. Kalus went back and reviewed the City's historic preservation code and decided he erred in making the recommendation for the requirement. He indicated that his interpretation of the code is now that a fence would not be required and asked for the COA to be reconsidered and the condition removed.

Attorney Dunn opened the public hearing at 5:38 p.m.

Mr. Keene, 407 S. Mary Street, stated the owner had complied with all of the other conditions except for the fence. He noted they went to a lot of time and trouble to meet the requirements.

There being no further public comment, the hearing was closed at 5:39 p.m.

Motion made by Ms. John, Seconded by Ms. Stevenson, to approve the Certificate of Appropriateness without the fence condition. The motion passed on the following vote:

Voting Yea: Ms. John, Ms. Stevenson, Mr. Musselman

Attorney Dunn explained for the record that what was approved was the second Certificate of Appropriateness that was submitted that was approved with Ms. Croney indicating that was 2023-COA-05.

3.3 2023-COA-06 708 E Lemon Ave Accessory Dwelling Unit

Ms. Croney reviewed the Certificate of Appropriateness (2023-COA-06) pertaining to an accessory dwelling unit for 708 E. Lemon Avenue. She noted it is at the intersection of Lemon and Prescott. She explained the COA application was the result of a code enforcement complaint of work being done without permits. She stated the applicant was informed that before the building permits could be applied for they would need to apply for a Certificate of Appropriateness due to it being in the historic district. She indicated they will also be required to do a conditional use application since it is for an accessory dwelling unit in the Suburban Residential land use district. She added the CUP would have to go before the City Commission.

Ms. Croney explained that the current single car garage would remain with the applicant replacing missing and rotten wood and windows and doors and adding new vinyl energy efficient windows to closely match the existing. The outside walls will remain the same; however, they will be painted. The roof will remain but will be coated with a silver coating. The door will be a six-panel metal door.

Ms. Croney explained the criteria for evaluation for a Certificate of Appropriateness. She reviewed staff's analysis of the application and provided photos of the existing home. She explained the existing single car garage is what is being proposed to be converted to an accessory dwelling unit. She noted the historic district does include a variety of architectural styles with the subject property being in the Colonial Revival architectural style. She stated the proposed work is generally consistent with surrounding properties in the district. She presented and reviewed some photos that showed the current property as well as what is being proposed. She confirmed the painting will match the existing home. She explained that code enforcement was notified that the work was being done without a building permit. She indicated that the proposed door does not resemble the doors shown from the street for the main house. She explained the Board can approve the request or they may ask for revisions to be made and different features or styles be utilized. She stated staff's recommendation that the changes be more consistent with the existing main dwelling unit.

The floor was opened to public comment at 5:51 p.m.

James Stinson, representing the property owner, explained that the three windows and the door being installed are the same as those installed in the main house. He indicated the only changes are the windows, the door and repainting the exterior. He added there will be space for a bathroom.

The Board asked if there would be parking provided with Mr. Stinson indicating there are two parking spaces directly in front of the building.

The Board asked staff's recommendation with Ms. Croney stating she was unaware that the main house windows had been replaced. She added that was not part of the application.

The Board indicated that as long as the windows match the main house they didn't see a problem with it.

Dillon Shelton, 804 E. Lemon Ave., questioned if the Board would consider an entirely new accessory dwelling unit the same as converting an existing garage. He stated he would want the changes to be consistent with the existing house and remainder of the neighborhood.

Cheyenne Dunn, Board Attorney, explained that the Board would not be the entity to determine whether or not it is an accessory dwelling unit but that decision would be made by the City Commission. She stated that the Board is only going to consider the proposed changes.

There being no further public comment, the hearing was closed at 5:55 p.m.

Motion made by Ms. John, Seconded by Ms. Stevenson, to approve the Certificate of Appropriateness for 708 E. Lemon Ave. for an accessory dwelling unit. The motion passed on the following vote:

Voting Yea: Ms. John, Ms. Stevenson, Mr. Musselman

4. OLD BUSINESS

Ms. Croney reported on the grant that was awarded and stated they have worked through the RFP progress and are working on the contract with the contractor selected.

5. BOARD MEMBER REPORTS

There were no board member reports.

Mr. Shelton asked what would constitute "old business" with Ms. Croney explaining that would be a topic that had already been discussed. He thanked the Board for their previous approval of his installation of solar panels and commented on the reduction in his power bill to only \$30 per month.

6. STAFF REPORTS

There were no staff reports provided at that time.

7. ADJOURNMENT: 5:57 p.m.

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MARY MONTEZ
Deputy City Clerk

MATTHEW E. KALUS
Chairperson



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. AUDIENCE TO BE HEARD / PUBLIC INPUT - None

2. AGENDA UPDATES

2.1 Update on CLG Grant

Kim Hender, Architectural Historian with Stantec, provided a report on the status of the CLG grant. She stated the field survey was begun three weeks prior and cited the boundaries of the study from Lemon to Bay and Grove and around Lake Gracie. She noted they are also picking up some buildings that were constructed between 1940 and 1975 that may be deemed historically significant. She added that her colleague, Lucy Jones, was in town the week prior doing historic research. She concluded stating that the report is due at the end of the month.

Chairman Kalus informed the audience that the City is updating the historic structures file and the Department of Interior states that structures older than 50 years have the potential for historic significance.

Ms. Hender invited the board members to provide her with the addresses of any particular structures they would like them to review.

3. NEW BUSINESS

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

Ms. Croney reviewed the requested Certificate of Appropriateness (2023-COA-09) for exterior modifications at 626 E Washington Ave. She explained that the COA originated due to a code violation case. She stated the request is to remove the existing deck, which is not original to the house, but was apparently installed by a previous owner. Photos from 2008 and 2011 show there was previously a staircase where the deck is now. She stated the subject property is in the Dutch Colonial architectural style. She explained the deck is not built to code and, if approved, the COA would allow them to remove the deck. She added they also propose to use stucco to match the rest of the house.

The owner/applicant was not present with Ms. Croney indicating that William Harmening with Montgomery Street Homes manages the property.

Discussion was held regarding what it would take to make the deck meet the building code whether or not they would install a window where they are removing the door.

Chairman Kalus confirmed the COA application is strictly to remove the noncompliant structure with Ms. Croney indicating they could include a request to do something else. She added that the code violation states they must repair the deck in accordance with the Florida building code, obtain appropriate permits or replace the deck which requires the COA before they can obtain the building permit.

Chairman Kalus opened the public hearing at 5:49 p.m.

Amy Pittman, 700 E. Washington Avenue, stated the property is an eyesore and the owner is not taking care of it. She commented on the items left out in the yard.

Cindy Smith, 404 S. Salem St., indicated the owner had torn out the rotten wood which was discarded into her hedge.

Mr. Kalus reviewed the details of the COA stating the request is to remove the deck, close in the door, finish it with stucco and finish the inside with drywall.

Motion made by Ms. Sambor, Seconded by Mr. Musselman, to approve the Certificate of Appropriateness (2023-COA-09). The motion passed on the following vote:

Voting Yea: Ms. John, Ms. Sambor, Ms. Stevenson, Mr. Musselman, Chairman Kalus

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

Ms. Croney reviewed the requested Certificate of Appropriateness (2023-COA-07) for revised plans for a proposed new single-family residence at 805 East Lemon Avenue. She noted a previous request was denied due to the plans not being consistent with surrounding homes and the architectural style of the previously existing home. She added the previous home was destroyed by fire. She explained that the applicant has submitted new plans for the new residence. She reviewed the changes to the plans and cited the differences between the two.

Ms. Croney reported that the maximum impervious surface for the site is 40% as it is in the Suburban Residential land use district. She indicated they are meeting the required setbacks.

Jeff Richardson, Deputy Development Services Director, stated the main problem with the initial submittal was lack of consistency with the frame vernacular or craftsman styles. He commented on some of the changes such as the style of windows and depth of the porch. He added that the frame vernacular style is usually on pilings and the proposed home will be on a concrete slab. He indicated there were also some minor changes to the fascia to be more consistent with the period style.

Ms. Croney presented some photographs of the previous home prior to the fire and discussed the orientation of the proposed new home. She noted the applicant was not present.

Chairman Kalus opened the public hearing at 6:03 p.m.

Dillon Shelton, 804 E. Lemon Ave., expressed concern regarding the proposed home looking nothing like the other homes within the neighborhood. He added that the application and packet attachments differ in the home's orientation. He commented on the need for the replacement home to be consistent with the other homes.

Christine Cruz, 813 E. Lemon Avenue, noted she purchased her home right after the fire. She commented on how they have helped maintain that lot since they have lived there. She

emphasized the proposed home does not match the neighborhood. She commented on the size of the proposed home and expressed her belief that the garage is not intended to be a garage but instead a rental.

Cindy Conklin, 808 E. Lemon Avenue, commented on the history and size of her home. She noted the larger homes in the area that have been converted to apartments. She expressed support for the home being built to conform with the community.

Chairman Kalus closed the public hearing at 6:12 p.m.

The Board discussed the size of the proposed home versus the other neighborhood homes and the size of the detached garage. It was noted that the plans appear to be incomplete and that the garage appears to be able to be utilized as an additional dwelling unit. It was indicated that the Board needs a more detailed site plan and the general architecture needs to be more in keeping with the neighborhood.

Ms. Croney noted that the owner had indicated he would be present with an interpreter and would provide some additional information. She indicated she would pass on their comments to the applicant.

The Board asked if staff has pamphlets to hand out to property owners about the requirements within the historic district with Ms. Croney indicating she had provided information to the applicant regarding the frame vernacular style. She acknowledged that the City's information could be improved. She commented on the need to improve the City's outreach once the new survey is completed.

Chairman Kalus opened the floor back up to public comment.

Mr. Shelton commented on the large size of the proposed home. He also asked why the home would be allowed to be built on a solid foundation rather than the pilings with Chairman Kalus explaining that would not be within the purview of the Board.

Mr. Shelton asked about the timeframe for construction of the home with Ms. Croney confirming that would be a consideration.

Mr. Shelton asked if the property owner had contracted with a contractor and noted that they had already moved materials onto the site. He expressed concern regarding how long it would take for the property owner to do the work.

Ms. Croney stated that could be something staff could require the property owner to address.

Chairman Kalus summarized that the Board has the option to approve, deny, postpone or continue and asked Board Attorney Cheyenne Dunn to discuss what each decision would entail.

Attorney Dunn responded the Board is within their right to request additional information or to not approve with additional recommendations. She stated that if the application is not something that simply making recommendations is going to fix then the best thing may be to tell them to withdraw and submit a new application but that depends on what recommendations the Board may want to make.

The Board asked if there is a limit in the Code on the number of denials allowed with Ms. Croney stating the Code does not specifically address that for historic preservation.

Attorney Dunn commented that she did not believe there was any limitation in the Code and stated she did not believe that the general land use regulations would apply.

Ms. Croney commented that once they learn the outcome of the current meeting, the app could revise their application and re-submit for the following meeting.

Chairman Kalus asked for a motion to postpone consideration to the September 13th meeting which would allow the applicant time to resubmit.

Motion made by Mr. Musselman, Seconded by Ms. Sambor, to postpone consideration of the COA to the September 13th meeting. The motion passed on the following vote:

Voting Yea: Ms. John, Ms. Sambor, Ms. Stevenson, Mr. Musselman, Chairman Kalus

4. OLD BUSINESS

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

Ms. Croney noted that the Annual Report was presented to the Board at the previous meeting. She asked for either approval or any corrections to the report so it could be presented to the City Commission. She provided a brief review of the report and what it contains.

Motion made by Ms. John, Seconded by Ms. Stevenson, to forward the report as presented to the City Commission.

Voting Yea: Ms. John, Ms. Sambor, Ms. Stevenson, Mr. Musselman, Chairman Kalus

Ms. Croney indicated the plan is to present the report to the Commission at the July 20th Commission meeting.

**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 announced that the next scheduled meeting would be September 13 with the annual organizational meeting to be held November 8th.

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, the ethics laws and who those laws pertain to. She indicated she would provide a copy of the Powerpoint presentation to the Board members.

8. ADJOURNMENT: 6:49 P.M.

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MARY C. MONTEZ
Deputy City Clerk

MATTHEW E. KALUS
Chairperson



MINUTES

Historic Preservation Board Meeting

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

CALL TO ORDER: 5:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

ABSENT: Robyn Sambor

1. AGENDA UPDATES: None

2. APPROVAL OF MINUTES

2.1 Approval of Minutes - July 12, 2023

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

Voting Yea: Vice Chair Stamper, Ms. John, Ms. Stevenson, Mr. Musselman, Chairman Kalus

3. AUDIENCE TO BE HEARD

No one came forward at that time.

4. NEW BUSINESS

4.1 Consideration of COA 2023-COA-11 for a New Shed at 826 E Washington Avenue

Jeff Richardson, Deputy Development Services Director, explained the requested Certificate of Appropriateness for a new shed at 826 E. Washington Ave. He provided an overview of the proposed shed and indicated that it would be hidden on the backside of the lot. He noted that to actually match the style the eaves would be extended farther out. He added that it would be painted to match the home.

Chairman Kalus opened the floor to public comment at 5:35 p.m.

The applicant confirmed they would be painting the shed to match the home.

Chairman Kalus closed public comment at 5:36 p.m.

Motion made by Mr. Musselman, Seconded by Ms. Stevenson, to approve the Certificate of Approval for 826 E. Washington Ave. for the installation of a new shed. The motion passed on the following vote:

Voting Yea: Vice Chair Stamper, Ms. Stevenson, Mr. Musselman, Chairman Kalus

5. OLD BUSINESS

5.1 Reminder of next scheduled meeting: November 8, 2023 at 5:30 pm

Chairman Kalus reminded everyone the next meeting would be November 8th and they would be nominating officers for the next year.

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

Chairman Kalus reviewed the proposed meeting schedule for 2024.

CONSENSUS: It was a consensus of the Board to approve the schedule as submitted.

6. BOARD MEMBER REPORTS: None

7. STAFF REPORTS

7.1 Update on the Historic and Architectural Survey by Stantec

Mr. Richardson reported that the draft provided of the report does not include the entire inventory due to the length. He indicated that there are maps included. He noted that a number of the comments are about the amount of alterations already done on the subject properties. He stated that he is working with the state to insure it is in the format that the state requires in order to close out the grant.

Chairman Kalus confirmed that it would include GIS information.

Mr. Richardson commented on changes he is attempting to make to try and get historic properties flagged in the City's system.

Chairman Kalus commented he has been working on a written legal description for the Washington Avenue historic district.

Chairman Kalus asked when they could expect the final survey with Mr. Richardson responding he is waiting to hear from the state. He noted he has uploaded the draft report but was unable to upload the maps and photos. He is trying to work with them to get everything uploaded and finalize the grant. He stated they are also working with Finance to get the cost paid for so the City can be reimbursed through the grant.

8. ADJOURNMENT: 5:43 p.m.

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MARY C. MONTEZ
Deputy 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: SHERRI TAKALLOO, SENIOR PLANNER

DATE: MARCH 13, 2024

RE: CERTIFICATE OF APPROPRIATENESS 2024-COA-03 CONSTRUCTION OF A NEW ROOF AT CLIFFORD HOUSE AT 536 N BAY STREET (AK 1186625)

PROPOSED PROJECT:

Michelle Saxman, City of Eustis GIS/Engineering Specialist, is requesting Historic Preservation Board approval to construct a new roof at a local landmark/site. The current roof is asbestos shingles. A company will be hired to properly remove the shingles. The asbestos shingles would be replaced with a standing seam metal roof.





The front porch roof is metal built on 1911



Pedestrian views of 536 N BAY STREET

Eustis Designates Four Historic Local Landmarks

By unanimous vote of the Eustis City Commission on September 9, 2010, the four buildings highlighted below were designated as historic local landmarks. These newly designated local landmarks joined the list of sixteen other properties that had been designated as local landmarks since the City's Historic Preservation program began in 1995.

1. **Eustis Woman's Club – 227 N. Center Street**
2. **Eustis City Hall – 10 N. Grove Street**
3. **Clifford House (aka Eustis Historical Museum & Preservation Society) – 536 N. Bay Street**
4. **Alice B. McClelland Memorial Bandshell – 200 Ferran Park Drive**

The Clifford House was constructed circa 1910/1911 and was listed in the National Register of Historic Places in 1974. The Clifford's were early settlers of Eustis with Mr. G.D. Clifford arriving in 1875. Mr. Clifford was a local merchant, businessman, and civic participant. The Clifford House is a good example of the Neo-Classical style of architecture. One will find that not only the exterior, but also the interior of the house provides a true step back into time and is a significant reminder of early Eustis. Since 1986 the building has been the home and meeting place of the Eustis Historical Museum & Preservation Society. Through a partnership between the City of Eustis and the Museum, the preservation and restoration of the building over the years has been met with great success.

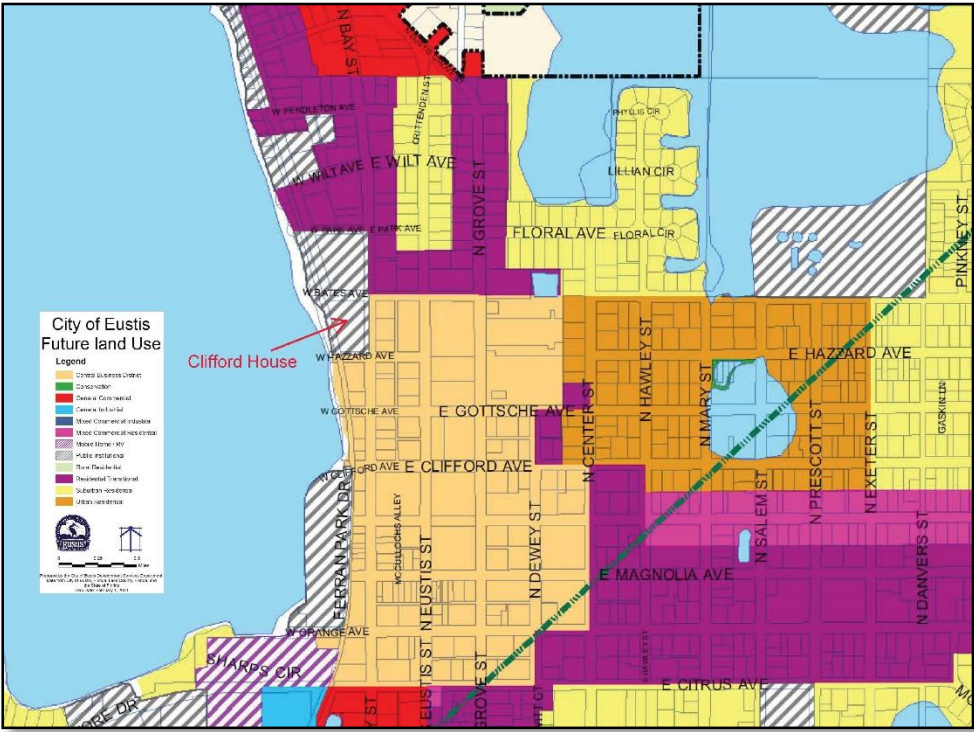


PROPERTY INFORMATION:

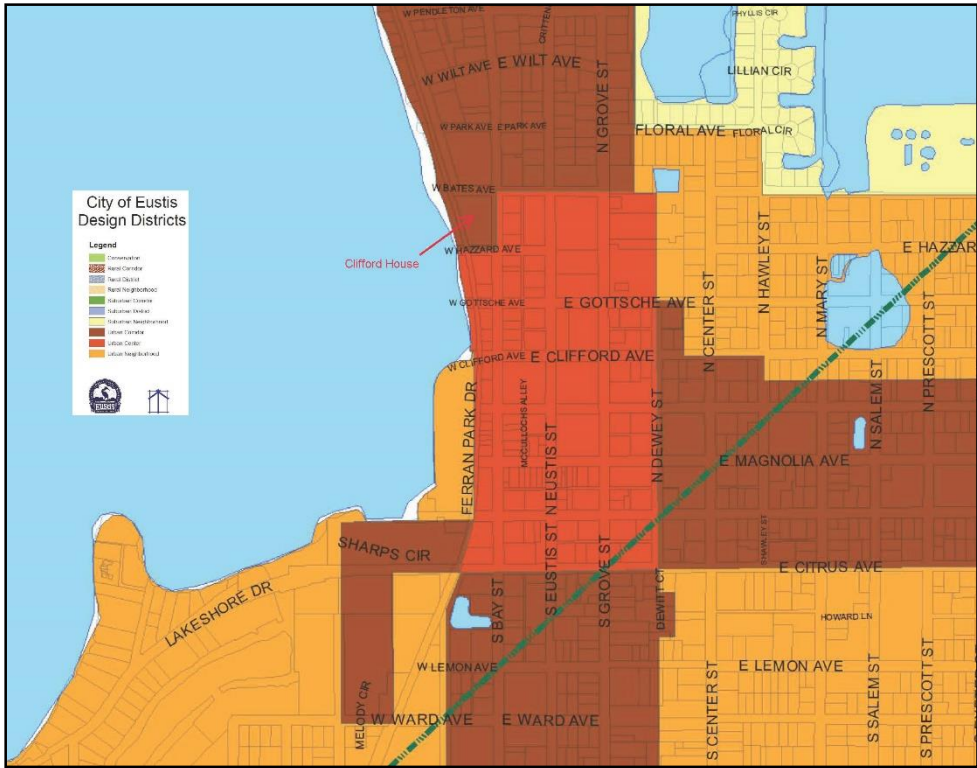
Owner: City of Eustis
Site Acreage: 1.65 acres
Alt Key: 1186625
Year Built: 1910/1911



Location of the Clifford House



Future Land Use: Public/Institutional (PI)



Design District: Urban Corridor

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 local landmark, the Clifford House at 536 N Bay Street, is classified as the Neo Classical Revival architectural style.

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

The proposed re-roof for a metal roof in lieu of shingles is consistent with the surrounding properties. There are some examples of metal roofs on historic buildings, photos attached to this report.

(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 local landmark, 536 N Bay Street, is classified as Neo Classical Revival architectural style.

Neo Classical Revival is a style that came into fashion in the late 19th century and has a looser interpretation of classical ideals. The style exploded after the World's Columbian Exposition in Chicago in 1893. The buildings for the fair highlighted classical forms and inspired builders across the country. Many homes, courthouses, banks, schools, and churches were built in this style in the late 19th and early 20th centuries.

As for roofing materials, wood shingles, slate, metal and clay tiles were commonly used and popular alternatives.

Some properties with originally metal standing seam roofs are attached to this report, as per Florida Master Site Plan.

When considering re-roofing for historic homes, it's essential to choose materials that either mimic the original or blend seamlessly with the architectural style. Metal roofs, with their longevity, durability, low maintenance, energy efficiency, and sustainability, can be an appropriate choice for preserving historic charm while ensuring durability.

(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 move forward quickly to apply for a building permit, then complete the proposed roof replacement upon building permit approval. The applicant wants to hire a company to properly remove the roof shingles and replace it with the new metal roof which is compatible with the style of the era.

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

(1) *Material.* The material 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 new roof's material; standing seam metal roof compliments the Neo Classical Revival architectural style. In addition, the durability and longevity, energy efficiency, environmental impact/sustainability and minimum maintenance are other advantages.

(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 new roof, 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.

There is no change for the roof shape/form. The proposed re-roofing material is standing seam metal and the color is slate gray and is compatible with surrounding historic district.

(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 generally consistent with the Neo-Classical Revival architectural style.

Metal roofs can closely mimic traditional materials like slate or wood shingles.

(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 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.

This local landmark, 536 N Bay St, is classified as the Neo-Classical Revival architectural style. The proposed re-roofing is standing seam metal and the color is dove gray and is compatible with surrounding historic district.

(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 re-roofing COA application and offers the following:

Metal roofing materials historically align with the architectural styles of historic Neo Classical Revival houses. Other advantages include the durability and longevity, energy efficiency, environmental impact and minimum maintenance. The examples of metal re-roofing for historic buildings are provided by the applicant. Metal roofs are compatible and an appropriate choice for traditional shingles.

There are more historic buildings around with metal roofs, as evidenced by the attached pictures.

RECOMMENDATION:

Based on the analysis above, staff recommend approval of the request.

Proposed metal roof details;

The color is Slate Gray;

The panel width is 16" and the panel profile is Striations on the standing seam

PANEL DETAILS

AVAILABLE WIDTHS
12" - 20"*

OPTIMAL PANEL WIDTHS
12", 16"

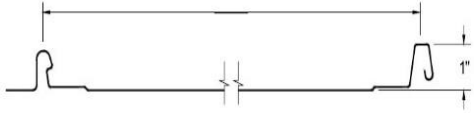
*Drexel Metals design pressures, wind uplifts and test reports are for specific deck attachments, material gauges, clip spacing and panel widths. A complete specification and listing is available online at www.drexelmetals.com

SUBSTRATES AVAILABLE

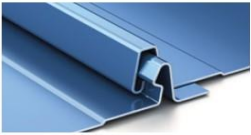
- Painted Galvalume® - 24ga and 26ga
- Drexlume™ - 24ga
- Aluminum - .032"

IDEAL APPLICATION RESIDENTIAL

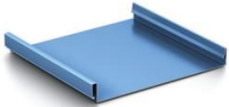
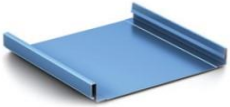
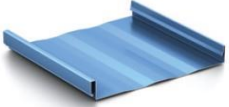
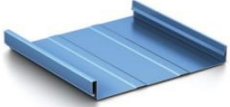
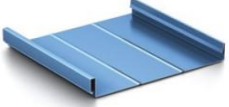
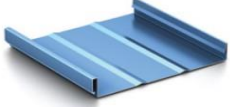
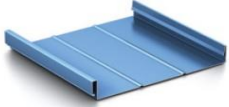
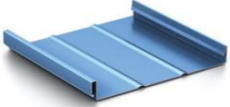
Our DMC 100NS profile offers unlimited design potential with its sleek, crisp appearance and attractive shadow lines. Eliminating the need for metal roof clips, the concealed 1" self-locking Snap Lock system creates a powerfully protective seal. Versatile and refined, this easy-to-install metal roof delivers superior beauty, durability and strength while showcasing architectural details.

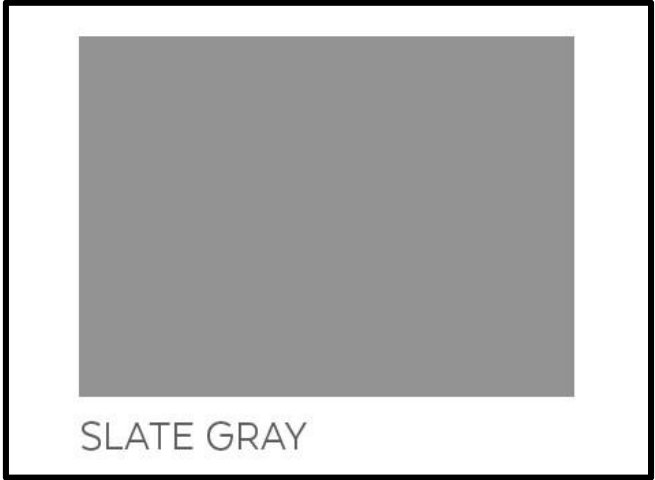


PROFILE



PANEL RIB OPTIONS

 Flat Panel	 Clip Relief
 Striations	 Bead
 Small V	 Large V
 Small Pencil	 Large Pencil



Examples of historic buildings with metal roof provided by applicant

Item 4.1



Hotel in Key West



Community Congregational Church, Mount Dora



870 Indianola Drive in Indianola on Merritt Island



Mount Zion Primitive Baptist Church



1890 Windermere School; 113 West Seventh Ave, Windermere FL

Pictures of historic buildings with metal roof in Local landmark site area

Item 4.1



↑ 343 N Bay St



↑ 402 N Bay St

804 N Bay St ↓

301 N Bay St ↓



1 Park St





353 S Grove St



320 S Grove St



117 Diedrich Street



509 E Lemon Ave



113 S Grove St

HISTORICAL STRUCTURE FORM
FLORIDA MASTER SITE FILE

09/07/

91. HISTORICAL, STRUCTURE FORM

Alt Key
1109233

Original: X
Updated:
Sitename: SOUTHERN MANOR APARTMENTS
Historic Contexts: BOCM TIMES
Natl Register Cat: BUILDING
Other Names/MSF Nos.: CHAPMAN APARTMENTS
County: LAKE Ownership Type: PRIVATE-INDIVIDUAL
Project Name: EUSTIS SITE SURVEY DHR#:

Site:
Recorder: DL 11-19

Location (Attach copy of USGS map, sketch-map of immediate area)

Address: 113 S. GROVE STREET City: EUSTIS
Vicinity of/route to: EAST SIDE OF S. GROVE STREET BETWEEN CITRUS AND LEMON AVENUES.
Subdivision: OFFICIAL BLOCKS Block: 77 Lot: 0 f7 AP C3

Plat or Other trap:
Township: 19 Range: 26 Section: 11 1/4: 1/4-1/4:
Irregular sec?: Land Grant:
USGS 7.5' map: EUSTIS 1966 PR 1980 Easting:
U'IM: Northing:
Coordinates - Latitude: D MS Longitude: D MS

History

Architect: UNKNCWN
Builder:
Date Built: 1924 Circa: C Restoration Date(s):

Modification Date(s):
Move Date: Original Location:
Original Use: PRIVATE RESIDENCE
Present Use: APARTMENTS

Description

Style: FRAME VERNACULAR
Plan: Exterior: IRREGULAR
Interior: IRREGULAR
No.: stories 2 outbuildings 1 Porches 0 Dormers 0
Structural System(s): WOOD FRAME
Exterior Fabric(s): WOOD SIDING
Foundation - Type: PIERS
Materials: CONCRETE BLOCK
Infill: LATTICE

Porches:
Roof - Type: GABLE Surfacing: SHEET METAL: STANDING SEAM
Secondary Structure(s): INTERSECTING GABLES
Chimney - Number: 2 Material: BRICK
Location: INTERIOR

Windows: DHS, 2/2; AWNING, 3
Exterior Ornament: WOOD
Condition: GOOD Surroundings: RESIDENTIAL

Narrative (general, interior, landscape, context; 3 lines only)

THIS TWO STORY FRAME VERNACULAR RESIDENCE HAS NUMEROUS ADDITIONS THAT HAVE BEEN ADDED OVER THE YEARS. A SECOND FLOOR SCREEN ENCLOSED PORCH AND AWNING WINDOWS HAVE ALTERED THE ORIGINAL APPEARANCE HOWEVER IT REMAINS CONTRIBUTING TO THE NEIGHBORHOOD.

HISTORICAL STRUCTURE FORM
FLORIDA MASTER STATE FILE

Alt Key
1189306

09/08/

91 HISTORICAL STRUCTURE FORM

Original: X Site: DL 22-22
Update: Recorder:
Sitename: THE OAKS (ROCM& BOARD)
Historic Contexts: BOOM TIMES
Natl Register Cat: BUILDING
Other Names/MSF Nos. :
Cotmty: LAKE Ownership Type: PRIVATE-INDIVIDUAL
Project Name: EUSTIS SITE SURVEY DHR#:

Location (Attach copy of USGS map, sketch-map of immediate area)

Address: 206 S. GROVE STREET City: EUSTIS
Vicinity of/route to: WEST SIDE OF S. GROVE STREET BETWEEN CITRUS AND LEMCN AVENUES.
Subdivision: Block: Lot: MAP 68

Plat or Other map:
Township: 19S Range: 26E Section: 11 1/4: SW 1/4-1/4:
Irregular sec?: N Land Grant:
USGS 7.5' map: EUSTIS 1966 PR 1980 Easting:
U'IM: Northing:

Coordinates - Latitude: DMS Longitude: DMS

History

Architect: UNKN CWN
Builder: UNKN CWN
Date Built: 1924 Circa: C Restoration Date(s):

Modification Date(s):
Move Date: Original Location:
Original Use: APARTMENTS
Present Use: PRIVATE RESIDENCE

Description

Style: COLONIAL REVIVAL
Plan: Exterior: IRREGULAR
Interior: IRREGULAR
No.: Stories 2 outbuildings 0 Porches 2 Dormers 0
Structural System(s): WOOD FRAME
Exterior Fabric(s): WOOD SIDING
Foundation - Type: PIERS
Materials: BRICK
Infill: PIERCED BRICK

Roof - Type: INTERSECTING GABLES Surfacing: SHEET METAL: TANDING SEAM

Secondary Structure(s):
Chirney - Number: 0 Material:
Location:

Windows: DHS, 1/1; DHS, 2/2
Exterior Ornament:
Condition: GOODSurrotmdings: RESIDENTIAL

Narrative (general, interior, landscape, context; 3 lines only)
THIS COLONIAL REVIVAL STYLE RESIDENCE IS IN THE PROCESS OF BEING RENOVATED. THE SECOND FLOR
PORCH ADDITION IS NOT IN KEEPING WITH THE ORIGINAL STYLE OF ARCHITECTURE CONSIDERING THE BAY ADI
ITION BELA-1. IT IS SURROUNDED BY LARGE SHADE TREES.

HISTORICAL STRUCTURE FORM
FLORIDA MASTER SITE FILE:

09/07/

Alt Key
1717272

91 HISTORICAL STRUCTURE FDRM

Original: X Site:
Update: Recorder: DL 11-18
Sitenarre: MRS. FRANCES I. FULLER
Historic Contexts: Bcx:M TIMES
Natl Register cat: BUILDING
Other Naxres/MSF Nos. :
County: LARE Ownership Type: PRIVATE-INDIVIDUAL
Project Narre: EUSTIS SITE SURVEY DHR#:

Location (Attach copy of USGS map, sketch-map of immediate area)

Address: 105 S. GROVE STREET City: EUSTIS
Vicinity of/route to: SOUTHEAST CORNER OF S. GROVE STREET AND E. CITRUS AVENUE.

Subdivision: OFFICIAL BLOCKS Block: 77 Lot: 0 MAP 63

Plat or other map:
Township: 19 Range: 26 Section: 11 1/4: 1/4-1/4:
Irregular sec?: Land Grant:
USGS 7.5' map: EUSTIS 1966 PR 1980 Easting:
U'IM: Northing:

Coordinates - Latitude: D MS Longitude: D MS

History

Architect: UNKNrnN
Builder:
Date Built: 1924 Circa: C Restoration Date(s):

Modification Date(s):
Move Date: Original Location:
Original Use: PRIVATE RESIDENCE
Present Use: APARTMENTS

Description

Style: FRAME VERNACULAR
Plan: Exterior:IRREGULAR
Interior:IRREGULAR
No.: Stories 2 Outbuildings 1 Porches 0 Dormers 0
Structural System(s): WOOD FRAME
Exterior Fabric(s): WOOD SIDING
Foundation - Type: PIERS
Materials: CONCRETE BLOCK
Infill: LATHING

Porches:
Roof - Type: GABLE Surfacing: SHEET METAL:STANDING SEAM
Secondary Structure(s): INTERSECTING GABLES
Chimney - Number: 2 Material: BRICK
Location: INTERIOR
Windows: DHS,2/2;AWNING,3
Exterior Material: WOOD
Condition: GOODSurroundings: RESIDENTIAL

Narrative (general, interior, landscape, context; 3 lines only)

THIS TWO STORY FRAME VERNACULAR RESIDENCE HAS NUMEROUS ADDITIONS THAT HAVE BEEN ADDED OVER THE YEARS. A SECOND FLOOR SCREEN ENCLOSED PORCH AND AWNING WINDOWS HAVE ALTERED THE ORIGINAL APPEARANCE HOWEVER IT REMAINS CONTRIBUTING TO THE NEIGHBORHOOD.

Page 1
Y original
update

HISTORICAL STRUCTURE FORM Site 8LA
FLORIDA MASTER SITE FILE Recorder #

Ar 6 leg 1190282

SITE NAME 505 S BAY STREET
HISTORIC CONTEXTS BOOM TIMES
NAT. REG. CATEGORY BUILDING
OTHER NAMES/FSF #s
COUNTY LA OWNERSHIP TYPE PRIVATE-COMMERCIAL
PROJECT NAME EUSTIS SURVEY PHASE II DHR NO.
LOCATION (Attach copy of USGS map, sketch-map of immediate area)
ADDRESS 505 S BAY STREET CITY EUSTIS
VICINITY OF/ ROUTE TO SEE ATTACHED LOCATION & USGS MAPS
SUBDIVISION EUSTIS BLOCK NO. 109 LOT NO. 7-8 (PT)
PLAT OR OTHER MAP LAKE COUNTY TAX ASSESSOR'S MAPS OF EUSTIS
TOWNSHIP 19S RANGE 26E SECTION Ji 1/4 1/4-1/4
IRREGULAR SECTION N LAND GRANT N/A
USGS 7.5' MAP EUSTIS
UTM: ZONE EASTING NORTHING
COORDINATES: LATITUDE LONGITUDE

HISTORY

ARCHITECT: UNKNOWN
BUILDER: UNKNOWN
CONST DATE 1927 CIRCA RESTORATION DATE(S)
MODIFICATION DATE(S) UNKNOWN
MOVE: DATE ORIG LOCATION
ORIGINAL USE(S) RESIDENCE; GAS STATION
PRESENT USE(S) COMMERCIAL UNSPEC

DESCRIPTION

STYLE FRAME VERNACULAR
PLAN: EXTERIOR RECTANGULAR
INTERIOR
NO.: STORIES 2.0 OUTBLDGS 1 PORCHES 0 DORMERS 0
STRUCTURAL SYSTEM(S) WOOD FRAME
EXTERIOR FABRIC(S) ALUMINUM SIDING
FOUNDATION: TYPE CONTINUOUS; PIERS MATLS CONCRETE BLOCK
INFILL ALUMINUM SIDING
PORCH(ES)
ROOF: TYPE GABLE; SHED; FLAT SURFACING SHEET METAL; CORRUGTD
SECONDARY STRUCS. E: 2-STY SHED; W: 1-STY CARPORT; N: 1-STY SHED AON
CHIMNEY: # 0 MATERIALS LOCNS
WINDOWS DHS, 2/2; FIXED

EXTERIOR ORNAMENT
CONDITION FAIR SURROUNDINGS COMMERCIAL
NARRATIVE (general, interior, landscape, context; 3 lines only)
APPEARS TO HAVE BEEN A GAS STATION AND POSSIBLY GENERAL STORE AS
WELL AS A RESIDENCE; FORMER GAS PUMP ISLAND NOW USED FOR SHRUBBERY.
CORRUGATED METAL OUTBUILDING/SHED ON SOUTHEAST.

ARCHAEOLOGICAL REMAINS AT THE SITE

FSF ARCH FORM COMPLETED? NO (IF YES, ATTACH)
ARTIFACTS OR OTHR REMAINS NONE

HISTORICAL STRUCTURE FORM
FLORIDA MASTER SITE FILE.

09/08/

91 HISTORICAL STRUCTURE FORM

Alt Key 1190282

Original: X Site: DL 22-2
Update: Recorder:
Sitenarr:
Historic Contexts: W WAR I & AFTERMATH
Nat'l Register cat: BUILDING
Other Narres/MSF Nos.:
County: LAKE ownership Type: PRIVATE-INDIVIDUAL
Project Name: EUSTIS SITE SURVEY DHR.#:

Location (Attach copy of USGS map, sketch-map of immediate area)

Address: 531 S. BAY STREET City: EUSTIS
Vicinity of/route to: EZ'.\ST SIDE OF S. BAY STREET BE'WEEN KEY AND WCOLWARD.
Subdivision: PENDRYVILLE Block: 42 Lot: 8

Plat or Other map:
Township: 19S Range: 26E Section: 11 1/4: SW 1/4-1/4:
Irregular sec?: N Land Grant:
USGS 7.5' rrap: EUSTIS 1966 PR 1980 Easting:
U'IM: Northing:

Coordinates - Latitude: D MS Longitude: D MS

History

Architect: UNKN CWN
Builder: UNKN CWN
Date Built: 1920 Circa: C Restoration Date(s):

Modification Date(s):
Move Date: Original Location:
Original Use: PRIVATE RESIDENCE
Present Use: PRIVATE RESIDENCE

Description

Style: FRAME VERNACULAR
Plan: Exterior: IRREGULAR
Interior: IRREGULAR
No.: Stories 1 outbuildings 0 Porches 0 Dormers 0
Structural System(s): WOOD FRAME
Exterior Fabric(s): WOOD SIDING
Foundation - Type: PIERS
Materials: CONCRETE BLOCK
Infill: LATHING

Porches:

Roof - Type: GABLESurfacing: SHEET METAL: STANDING SEAM
Secondary Structure(s): # SHED
Chirney - Number: 0 Material:
Location:
Windows: FIXED; JALOUSIE
Exterior Omarrent:

Condition: GOODS\rmmdings: RESIDENTIAL

Narrative (general, interior, landscape, context; 3 lines only)

THIS FRAME VERNACULAR RESIDENCE HAS FIXED GLASS AND JALOUSIE WINDOW/S NOT IN KEEPING WITH ITS ORIGINAL CHARACTERISTICS. A SHED ROOFED ADDITION BLENDS IN WITH THE ORIGINAL STRUCTURE AND IT CONTRIBUTES TO THE OVERALL CHARACTER OF THE STRUCTURE.

CERTIFICATE OF APPROPRIATENESS APPLICATION

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: 536 N Bay Street

Property Owner
 Print Name: City of Eustis
 Mailing Address: 10 N Grove, Eustis FL 32727
 Phone: 352-483-5480 Fax: _____
 Email: saxmanm@eustis.org

Applicant/Agent (if different from property owner)
 Print Name: Michelle Saxman
 Mailing Address: _____
 Phone: _____ Fax: _____
 Email: _____

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

Applicant/Owner: Michelle C. Saxman Date: 2/1/2024

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.

The Clifford House needs a new roof. The current roof is asbestos shingles. A company will be hired to properly remove the shingles. We would like to replace the asbestos shingles with a standing seam metal roof.
The Secretary of the Interior's Standards recommends replacement with an in-kind material. While a metal roof isn't in-kind but it compatible with the style of the era.

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: _____