

Agenda
City of Dunnellon
Historic Preservation Board
20750 River Drive, Dunnellon, FL 34431
Tuesday, February 14, 2023 at 5:30 p.m.
PLEASE TURN CELL PHONES OFF

<https://dunnellon.zoom.us/j/85397552629?pwd=V1pkbEhWZytQY3RsUDZIU0pOa3VJZz09>

Meeting ID: 853 9755 2629

Dunnellon Historic Preservation Board meeting will be held on February 14, 2023, at 5:30 p.m. at Dunnellon City Hall.

PUBLIC COMMENT

Anyone who wishes to provide public comment will be able to do so by participating in the Historic Preservation Board meeting in person, or via Zoom "AUDIO ONLY" platform and/or telephone, by speaking during the public comment portion of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to the Community Development Planning Assistant at kwyen@dunnellon.org. Members of the public who would like to participate are encouraged to register in advance by Noon, Tuesday, February 14th.

For the convenience of our citizens and the public, we livestream Historic Preservation Board meetings on Zoom and YouTube. If the livestream is interrupted or compromised due to technical or other issues, the meeting may continue as normal and will not be paused or postponed. If you wish to ensure your ability to access the meeting to provide public comment, please attend the meeting in person.

Instructions on How to Listen and/or Participate in the Meeting: [Meeting Instructions](#).

One or more City Council members may be in attendance at this meeting and may speak.

Call to Order

Pledge of Allegiance

Roll Call

Proof of Publication: The agenda was posted on the City's website and City Hall bulletin board on February 7, 2023.

1. Meeting Minutes For Approval
December 13, 2022 Minutes

January 10, 2023 Minutes

Documents:

2. Approval Of Grant Reimbursement HPBG2023-01

Applicant: Nancy St. Jean

Location: 20840 Chestnut Street

Requesting: Façade Improvement Grant Fund reimbursement of \$5,000 for installation of a metal roof on the contributing building.

- o Proposed Motion: to approve/deny reimbursement request

Documents:

[AGENDA SUMMARY FORM.PDF](#)

3. Approval Of Grant Reimbursement HPBG2023-05

Applicant: Ricky Dunn

Location: 11871 Illinois Street

Requesting: Façade Improvement Grant Fund reimbursement in the amount of \$4,742.00 for the installation of an irrigation system, new landscaping, and a decorative fence for the non-contributing structure.

- o Proposed motion: to approve/deny reimbursement request

Documents:

[AGENDA SUMMARY FORM.PDF](#)

4. Grant Application HPBG2023-08

Applicant(s): Viola Soffe

Location: 20800 Walnut Street

Requesting: Certificate of Appropriateness and Grant funds for replacement of rotted wood, pressure washing, painting of house/trim/roof for the non-contributing building at 20800 Walnut Street.

- Applicant Presentation
- Board Comments & Questions
- Proposed Motion: to approve issuance of a Certificate of Appropriateness and to recommend to the CRA Board approval of grant funds of up to \$5,000 to Viola Soffe to be reimbursed in accordance with the grant program requirements.

Documents:

[AGENDA SUMMARY FORM.PDF](#)

5. Grant Application HPBG2023-09

Applicant(s): Allison Poletto and Christopher Caka

Location: 20729 Walnut St.

Requesting: Grant funds for exterior preparation and painting of home.

- Applicant Presentation
- Board Comments & Questions
- Proposed Motion: to issue a Certificate of Appropriateness and recommend to the CRA Board approval of grant funds in the amount of \$5,000 to Christopher Caka to be reimbursed in accordance with the grant program requirements.

Documents:

[AGENDA SUMMARY FORM.PDF](#)

6. Discuss Revisions To Façade Improvement Grant Policy And Process

7. Reports And Updates

- Chairman
- Members
- Staff

8. Public Comment

9. Adjournment

Any person requiring a special accommodation at this meeting or hearing because of a disability or physical impairment should contact the City Clerk at (352) 465-8500 at least 48 hours prior to the proceeding.

If a person desires to appeal any decision with respect to any matter considered at the above meeting or hearing, he or she will need a record of the proceeding. For such purpose, he or she may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based. The City is not responsible for any mechanical failure of recording equipment.

Agenda
City of Dunnellon
Historic Preservation Board
Tuesday, January 10, 2023 at 5:30 p.m.

<https://dunnellon.zoom.us/j/89174965621?pwd=S1VDRUI6anJnR1BjV2VGcEhGUXRydz09>
Meeting ID: 891 7496 5621

Chairman Kiefer called the meeting to order at 5:34 p.m. and led the Pledge of Allegiance.

Roll Call

Members:

Scott Kiefer, Chairman
Wil Martins, Vice-Chair
Viola Soffe, Member
Jane Keele, Member
Dane Myers, Member

Staff:

Kelly Wyen, Recording Secretary
Georgina Cid, Community Development Manager

Proof of Publication:

The agenda was posted on the city's website and City Hall bulletin board on January 3, 2023.

1. Meeting Minutes for Approval

a. October 11, 2022

Chairman Kiefer called for a motion to approve. Vice-Chair Martins moved to approve the October 11, 2022 minutes and Member Keele seconded the motion. A vote was taken and the motion passed 5-0.

b. November 16, 2022

Chairman Kiefer called for a motion to approve. Member Soffe moved to approve the November 16, 2022 minutes and Vice-Chair Martins seconded the motion. A vote was taken and the motion passed 5-0.

2. 2023 Chair and Vice-Chair Nominations

Member Soffe made a motion to keep Chairman Kiefer as Chairman. Member Myers seconded the motion. A vote was taken and the motion passed 5-0.

Member Keele made a motion that Vice-Chair Martins remain as Vice-Chair. Member Myers seconded the motion. A vote was taken and the motion passed 5-0.

3. Approval of Grant Reimbursement (HPBG 2022-10)

Applicant(s): Alicia Gallagher

Location: 20705 Chestnut St.

Requesting: Façade Improvement Grant Fund reimbursement for removal of dead tree for \$2,000.00.

Ms. Cid explained the original request was for \$1,650 but the applicant had to use a different contractor due to a timing conflict and the finished cost, with stump, grinding was \$2,000.

Applicant Presentation: The applicant was not present.

Board Comments & Questions: There were no comments or questions.

Member Soffe motioned to approve the requested grant fund reimbursement for tree removal. Member Keele seconded the motion. A vote was taken and the motion passed 5-0.

4. Application for Certificate of Appropriateness (PZ 20230115)

Applicant(s): Vintage Veteran Collectibles, LLC

Location: 20630 W. Pennsylvania Ave.

Requesting: Certificate of Appropriateness for a new business sign.

Ms. Cid summarized the request.

Applicant Presentation: Rochelle and Tim Maillard answered questions regarding the location and materials of the sign. Member Myers asked Ms. Cid if the sign size was already checked for conformance to City Code. Ms. Cid replied it was.

Chairman Kiefer called for a motion to approve. Member Myers moved to approve the issuance of a Certificate of Appropriateness for the business sign. Member Soffe seconded the motion. A vote was taken and the motion passed 5-0.

5. Application for Grant Funds and Certificate of Appropriateness (HPBG 2023-07)

Applicant(s): Rick and Jeanne Dunn

Location: 11892 Illinois St.

Requesting: Grant funds for the non-contributing building to clean up landscaping, repair and paint building exterior, and reline parking spaces.

Ms. Cid summarized the request.

Applicant Presentation: Mr. Dunn was available via Zoom.

Board Comments & Questions: Vice-Chair Martins asked if we had already approved a grant application for the applicant. Ms. Cid explained the previous application was for a different property. Chairman Kiefer asked the applicant if there was only one estimate. The applicant replied there is only one, at this time, as he had not received responses to his request from other companies at the time the agenda was published.

Chairman Kiefer called for a motion to approve. Member Soffe moved to approve grant funds for landscaping, repair and painting of the building exterior, for relining of parking spaces and to recommend to the CRA Board for approval of grant funds. Vice-Chair Martins seconded the motion. A vote was taken and the motion passed 5-0.

6. Application for Certificate of Appropriateness (PZ20230120)

Applicant(s): Grace for Today Wellness Spa

Location: 20721 W. Pennsylvania Ave.

Requesting: Certificate of Appropriateness for the approval of new business signs.

Ms. Cid summarized the request.

Applicant Presentation: The applicant was not called upon to present.

Board Comments & Questions: Chairman Kiefer asked if there were two signs. Ms. Cid explained there are two signs; one on the building and one in the yard. Member Keele asked if the signs were per Code. Ms. Cid replied they were. Member Soffe explained the applicant just changed the face of the signs.

Chairman Kiefer called for a motion to approve. Member Soffe moved to approve the issuance of a Certificate of Appropriateness for the metal roof. Vice-Chair Martins seconded the motion. A vote was taken and the motion passed 5-0.

7. Walk on Item - Application for Certificate of Appropriateness (PZ20230130)

Applicant(s): Angelica Osborne of The A Team Womens Fitness

Location: 19120 E. Pennsylvania Ave., Unit B

Requesting: Certificate of Appropriateness for the approval of a new vinyl sign over existing sign structure.

Ms. Cid summarized the request.

Applicant Presentation: Mrs. Angelica Osborne identified herself and gave the address, stating it is where Ink Spot used to be.

Board Comments & Questions: Member Soffe asked where the location is, as E. Pennsylvania is on the other side of SR-41. Mrs. Wyen replied it was in the same plaza as Gaetano's Subs. Member Soffe asked about the amount of opaqueness on the decal the applicant wants to put up. After some discussion, it was realized this location is outside of the Historic District. Mrs. Wyen apologized for the error. Member Soffe told the applicant approval from the City is still required.

8. Walk on Item – Application for Certificate of Appropriateness (PZ20230072)

Applicant(s): Luis Granado of The Station

Location: 20600 W. Pennsylvania Ave., Unit 2

Requesting: Certificate of Appropriateness for the approval of a new sign on building.

Ms. Cid summarized the request.

Applicant Presentation: Mr. Luis Granado came forward and introduced himself. He explained he wants to put a 48" diameter sign on the building. He showed a rendering to the board of what it would look like.

Board Comments & Questions: Member Soffe asked if signs are allowed on top of the building. Mrs. Wyen replied yes and that the size is within regulation. Member Soffe asked if there would be any lettering on the window and the applicant replied no.

Chairman Kiefer called for a motion to approve. Member Soffe moved to approve the issuance of a Certificate of Appropriateness for the sign. Member Myers seconded the motion. A vote was taken and the motion passed 5-0.

9. New Business

Discussion of changes to the CRA Historic grant application and reimbursement policies and procedures.

Ms. Cid stated the board had previously requested a review of the policy. Mrs. Wyen offered to review

items immediately or if the board preferred, to wait until February's meeting. The board decided to wait until February and Ms. Cid stated she will send the board the materials for review prior to that meeting. Chairman Kiefer asked for copies of the policy to take with them after the meeting and Mrs. Wyen provided the copies. The board discussed among themselves issues they see, such as giving more funds to contributing structures along with clarifying the number of times a property can apply for a grant within a year.

10. Reports And Updates

Ms. Cid discussed her resignation with the board members and explained the West Pennsylvania lighting and Wayfinding Signs projects were put on hold for now.

11. Public Comment

There were no public comments.

12. Adjournment

Chairman Kiefer called for a motion to adjourn at 6:19 p.m. Member Soffe motioned to adjourn and Vice-Chair Martins seconded the motion. A vote was taken and the motion passed 5-0.

Penned Signature of
Scott Kiefer, Chairman

Penned Signature of
Kelly Wyen, Recording Secretary

**Minutes
City of Dunnellon
Historic Preservation Board
Tuesday, December 13, 2022 at 5:30 p.m.**

<https://dunnellon.zoom.us/j/84239137542?pwd=MTZ4QVBUCzhSR2N3bmVGbEF0V3Azdz09>

Meeting ID: 842 3913 7542

Chairman Kiefer called the meeting to order at 5:31 p.m. and led the Pledge of Allegiance.

Roll Call

Members:

Scott Kiefer, Chairman
Viola Soffe, Member
Jane Keele, Member
Dane Myers, Member – Absent
Wil Martins, Vice-Chair

Staff:

Kelly Wyen, Recording Secretary
Georgina Cid, Community Development Manager

Proof of Publication:

The agenda was posted on the City's website and City Hall bulletin board on December 6, 2022.

1. Application for Grant Funds and Certificate of Appropriateness (HPBG 2023-04)

Applicant(s): Brad Czarnecki

Location: 20575 Walnut St.

Requesting: Grant funds for replacement and painting of front porch using approved color similar to existing paint color (SW 0020 Peacock Plume).

Mr. Brad Czarnecki attended the meeting via Zoom. He explained the porch was rotted and needs replaced. He received two bids, with one bidder stating he would do it just like the original porch and that is the bidder Mr. Czarnecki will hire for the job.

Chairman Kiefer called for a motion to approve. Vice-chair Martins moved to approve the project. Member Keele seconded the motion. A vote was taken and the motion passed 4-0.

2. Application for Grant Funds and Certificate of Appropriateness (HPBG 2023-05)

Applicant(s): Ricky Dunn

Location: 11871 Illinois St.

Requesting: Grant funds for installation of an irrigation system, new landscaping, and a decorative, black aluminum fence for the front yard.

Mr. Ricky Dunn attended the meeting via Zoom. Chairman Kiefer asked if the applicant received a previous grant. The applicant explained he did plan to erect a masonry wall for the previous application, but was unable to find a contractor for the work before the grant expired. Mr. Dunn stated he wants an irrigation system to keep the grass looking good. Some discussion took place on Mr. Dunn's other request for a decorative fence.

Chairman Kiefer called for a motion to approve. Member Soffe moved to approve the project. Member Keele seconded the motion. A vote was taken and the motion passed 4-0.

Some discussion took place between the board members and City staff regarding the number of times a property owner may apply for grant funds. Mrs. Wyen said she will create an agenda item for the February meeting to address the following:

- Policy regarding number of times a property owner can request grant funds in a year. One per year or one per property per year?
- Can Historic Board members apply for grants?

3. WALK ON ITEM: Application for Grant Funds (COA 20230037)

Applicant(s): Charles Branton

Location: 20449 W. McKinney Ave.

Requesting: Grant funds to install partial boundary fence on vacant lot. The board approved the Certificate of Appropriateness for a boundary fence on November 16, 2022.

Ms. Cid explained the applicant requested a Certificate of Appropriateness in November for property fencing. There was a lot of discussion on the location of this vacant property and the fact that no façade exists, since it is an empty lot. Chairman Kiefer said the grants are intended to improve the structures of the neighborhood and keep the structures within the historic balance and that he does not want to approve this.

Chairman Kiefer called for a motion. Vice-Chair Martins moved to deny the use of grant funds for the fence. Member Soffe seconded the motion. A vote was taken and the motion passed 4-0.

4. Reports And Updates

Ms. Cid told the board the Santa at the Park event was a big success. She reported 133 kids showed up and enjoyed the bounce house, arts and crafts and meeting with Mr. and Mrs. Claus. She stated new City Council members were sworn in December 12, 2022. Ms. Cid also provided an update on the Code Enforcement Officer's work in town.

5. Public Comment

There was no public comment.

6. Adjournment

Chairman Kiefer called for a motion to adjourn at 6:17 p.m. Vice-chair Martins motioned to adjourn and Member Soffe seconded the motion. A vote was taken and the motion passed 4-0.

Penned Signature of
Scott Kiefer, Chairman

Penned Signature of
Kelly Wyen, Recording Secretary

**City of Dunnellon
Agenda Summary Form**

Meeting Date: February 14, 2023

Responsible Dept.: Community Development
Presenter: Kelly Wyen
Recommended Action: Approve Expenses for Reimbursement

Subject: Application Number HPBG2023-01 Historic Preservation Board
Grant \$5,000 Invoice Reimbursement

Request for Approval Summary Explanation & Background:

Mrs. Nancy St. Jean is requesting reimbursement in the amount of \$5,000.00 for a new, black metal roof for the contributing building at 20840 Chestnut St. (Simmons House). The final bill for roof replacement totaled \$24,000, and the overage was paid by Mrs. St. Jean. The Historic Board approved the original grant application on October 11, 2022, and the CRA Board approved the grant application on November 14, 2022.

It is staff recommendation this item be approved.

*The complete backup package will be emailed to all board members and is available electronically to the public upon request to (352) 465-8500 x1010. For printed copies, please contact the Clerk's office, (352) 465-8500, press 1. Applicable per page fees will apply.

**City of Dunnellon
Agenda Summary Form**

Meeting Date: February 14, 2023

Responsible Dept.: Community Development
Presenter: Kelly Wyen
Recommended Action: Approve Expenses for Reimbursement

Subject: Application Number HPBG2023-05 Historic Preservation Board
Grant \$4,742.00 Invoice Reimbursement

Request for Approval Summary Explanation & Background:

Mr. Rick Dunn is requesting reimbursement in the amount of \$4,742.00 for the installation of an irrigation system, new landscaping, and a decorative fence for the front yard for the non-contributing structure at 11871 Illinois Street. The final bill for roof replacement totaled \$4,742.00.

The Historic Board approved the original grant application on December 13, 2022 in the amount of \$5,000.00, and the CRA Board approved the grant application on December 21, 2022.

It is staff recommendation this item be approved.

*The complete backup package will be emailed to all board members and is available electronically to the public upon request to (352) 465-8500 x1010. For printed copies, please contact the Clerk's office, (352) 465-8500, press 1. Applicable per page fees will apply.

City of Dunnellon Agenda Summary Form

Meeting Date: February 14, 2023

1. Responsible Dept.: Community Development
2. Presenter: Kelly Wyen
3. Recommended Action: Approve use of grant funds for proposed work

Subject: Application Number HPBG2023-08 CRA Grant Funds and Certificate of Appropriateness

Request for Approval Summary Explanation & Background:

Viola Soffe on behalf of Cedar & Walnut, LLC is requesting a Certificate of Appropriateness and a façade improvement grant in the amount of \$5,000.00 for replacement of rotted wood, pressure washing, painting of house/trim/roof for the non-contributing building at 20800 Walnut Street.

Samples of the following pre-approved historic paint colors have been provided for the board to review:

- SW 6792 Minor Blue for the main building
- SW 6795 Major Blue for the trim

Silver Dollar shingle paint will be used to paint the existing shingled roof.

It is staff recommendation this item be approved.

*The complete backup package will be emailed to all board members and is available electronically to the public upon request to (352) 465-8500 x1010. For printed copies, please contact the Clerk's office, (352) 465-8500, press 1. Applicable per page fees will apply.

City of Dunnellon Agenda Summary Form

Meeting Date: February 14, 2023

1. Responsible Dept.: Community Development
2. Presenter: Kelly Wyen
3. Recommended Action: Approve use of grant funds for proposed work

Subject: Application Number HPBG2023-09 CRA Grant Funds and Certificate of Appropriateness

Request for Approval Summary Explanation & Background:

Allison Poletto and Christopher Caka are requesting a Certificate of Appropriateness and a façade improvement grant in the amount of \$5,000.00 for replacement of rotted wood, pressure washing, and exterior painting for the contributing building at 20729 Walnut Street (Strange/Alford House).

Samples of the following paint colors have been provided for the board to review. These paint colors came from Sherwin Williams Historic Collection, not the pre-approved colors by the Historic Board:

- SW 0017 Calico for the main building
- SW 7620 Seaworthy for the accents
- SW6119 Antique White for the trim

It is staff recommendation this item be approved.

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