

*Amended Agenda*  
City of Dunnellon  
Historic Preservation Board  
20750 River Drive, Dunnellon, FL 34431  
Tuesday, March 9, 2021, at 5:30 p.m.

**PLEASE TURN CELL PHONES OFF**

<https://dunnellon.zoom.us/j/98524940808?pwd=Y3BCVXFZb2VYWUNSVE5TVzdQNW51dz09>

Meeting ID: 98524940808

Dunnellon Historic Preservation Board meeting will be held on March 9, 2021, at 5:30 p.m. at Dunnellon City Hall with Social Distancing Modifications. Anyone attending the meeting will be required to wear a mask/face covering.

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 Recording Secretary at [tmalmberg@dunnellon.org](mailto:tmalmberg@dunnellon.org). Members of the public who would like to participate are encouraged to register in advance by Noon, Tuesday, March 9th.

Instructions on How to Listen and/or Participate in the Meeting: Meeting Instructions HPB.

One or more City Council members may attend this meeting and may speak.

Call to Order

Pledge of Allegiance

Roll Call

Proof of Publication: The agenda was posted on City's website and City Hall bulletin board on March 2, 2021; and an amended agenda was posted on City's website March 7, 2021.

1. Meeting Minutes For Approval
  - November 10, 2020
  - January 12, 2021
  - February 9, 2021

Documents:

[NOVEMBER 10, 2020.PDF](#)

[JANUARY 12, 2021.PDF](#)

[FEBRUARY 9, 2021.PDF](#)

2. City Council Meeting Updates - Staff

Historic District Enhancement Plan DEO Technical Assistance Grant - Staff

Reminder, March 17, 2021, 3:00 p.m., City Hall

City Council, Planning Commission, & Historic Preservation Board Joint Workshop

Documents:

[ASF TAC GRANT HISTORIC DISTRICT ENHANCEMENT JOINT WORKSHOP.PDF](#)

3. Reports & Updates:

- Chairman
- Members
  - Solar Lighting - Historic Light Poles - Scott Kiefer/Troy Slattery
- Staff
  - Banners for Historic Light Poles - Troy Slattery

4. Historic Preservation CRA Grant Policy And Application - Review

Documents:

[HISTORIC PRESERVATION BOARD GRANT POLICY.PDF](#)

5. Public Comment

6. Adjournment

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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, November 10, 2020 at 5:30 p.m.**

Chairman Myers called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance

Roll Call

Members Present:

Dane Myers, Jane Keele, James Burchett, Scott Kiefer, Viola Soffe (arrived 6:02 p.m.)

Members Absent: Marty Moughan

Staff Present:

Lonnie Smith, Teresa Malmberg

Proof of Publication: The agenda was posted on City's website and City Hall bulletin board on November 3, 2020, and an amended agenda was posted on the City's website Feb.

**1. Application for Certificate of Appropriateness PZ20210022**

Applicant: Great Expectations Realty, Andrea Proeber; Property Owner: Gissy Goetz LLC;  
Location: 20540 E Pennsylvania Ave; Requesting: Business Signs, Wood Shutters, and  
Remove Awnings

Following applicant presentation, board comments & questions, Scott Kiefer motioned to approve issuance of a Certificate of Appropriateness for business signs, wood shutters, and to remove awnings as requested. James Burchett seconded. The motion passed by a unanimous vote of 4-0.

**2. Application for Certificate of Appropriateness PZ20210009**

Applicant/Owner: Richard S. Kiefer; Location: 20701 W McKinney Ave; Requesting: Demolition

Recording Secretary read Statement of Voting Conflict into the record as follows and made a copy available to all members:

Disclosure of Local Officer's Interest: I, Richard Scott Kiefer, hereby discloses that on November 10<sup>th</sup>, 2020, a measure came before my agency which inured to my special private gain or loss; and the measure before my agency and the nature of my conflicting interest in the measure is as follows: request a certificate of appropriateness to demolish two (2) unsafe, non-contributing structures within the Dunnellon Historical District that are causing a blight to the community. Form 8B signed, submitted on November 3, 2020.

Following applicant presentation, board comments & questions, Jane Keele motioned to approve issuance of a Certificate of Appropriateness for demolition of structures as requested. James Burchett seconded. The motion passed by a vote of 3-0 in favor and 1 not voting; (Richard S. Kiefer, Scott Kiefer did not vote).

### **3. Application for Certificate of Appropriateness PZ20210010**

Applicant/Owner: Richard S. Kiefer; Location: 20763 Second Ave; Requesting: Demolition

Disclosure of Local Officer's Interest: I, Richard Scott Kiefer, hereby discloses that on November 10<sup>th</sup>, 2020, a measure came before my agency which inured to my special private gain or loss; and the measure before my agency and the nature of my conflicting interest in the measure is as follows: request a certificate of appropriateness to demolish two (2) unsafe, non-contributing structures within the Dunnellon Historical District that are causing a blight to the community. Form 8B signed, submitted on November 3, 2020.

Following applicant presentation, board comments & questions, James Burchett motioned to approve issuance of a Certificate of Appropriateness for demolition of structures as requested. Jane Keele seconded. The motion passed by a vote of 3-0 in favor and 1 not voting; (Richard S. Kiefer, Scott Kiefer did not vote).

### **4. Reports & Updates:**

Discussion regarding the chart for contributing structure guidelines. Scott Kiefer reported trying several different options, but the options are too broad to narrow down into chart form. Proposed moving repetitive instructions to one section to reduce a significant amount of text, and further discussion regarding incorporating whether to incorporate yard, patio and walkways.

Members discussed the Historic Board Grant, ideas to increase funding from CRA for presentation to Council. Following discussion, staff was instructed to email the policy to all members and include as an agenda item for a future meeting.

**5. Public Comment:** Lonnie Smith reviewed the GIS Mapping feature added to the city's website made possible by a previous DEO grant.

### **6. Adjournment:**

There being no further discussion, Chairman Myers called for a motion to adjourn. Scott Kiefer made a motion to adjourn the meeting at 6:53 p.m. James Burchett seconded. The motion passed by unanimous vote 5-0.

Respectfully submitted,

Dane Myers, Chairman

Teresa Malmberg, Recording Secretary

**Minutes  
City of Dunnellon  
Historic Preservation Board  
Tuesday, January 12, 2021 at 5:30 p.m.**

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

Roll Call

Members Present:

Dane Myers, Viola Soffe, Jane Keele, James Burchett, Scott Kiefer

Members Absent:

Marty Moughan, Danny O'Neal

Staff Present:

Teresa Malmberg

Proof of Publication: The agenda was posted on City's website and City Hall bulletin board on January 5, 2021.

**1. New Board Member**

Danny O'Neal, not present.

**2. 2021 Chair & Vice Chair Nominations**

Chairman Myers called for nominations. Jane Keele nominated Viola Soffe and Dane Myers to continue in their current positions. James Burchett, seconded. The motion passed by unanimous vote, 5-0. Dane Myers, Chairman and Viola Soffe, Vice Chairwoman.

**3. Application for Certificate of Appropriateness DUN20210060**

Applicant/Owner: Steven W. Vehmeier; Location: 20795 River Drive; Requesting: addition of a free-standing, 24' x 40' frame, two-car garage with gable style roof, facing River Drive and painted to match home.

Following applicant presentation, board comments & questions, James Burchett made a motion to approve issuance of a Certificate of Appropriateness for a free-standing, 24' x 40' frame, two-car garage with gable style roof, facing River Drive, painted to match home. Jane Keele seconded. The motion passed by unanimous vote, 5-0.

**4. Application for Certificate of Appropriateness PZ20210061**

Applicant/Owner: David and Adrienne Ellers, Twin Property Investments Unlimited, LLC; Location: 20785 W. McKinney Ave; Requesting: Continue existing fence with black vinyl chain link along Cedar Street side of property and replace sign with previously approved sign, size and design to accommodate current business identification.

Following staff presentation, board comments & questions, James Burchett made a motion to approve issuance of Certificate of Appropriateness to continue existing fence with black vinyl chain link along Cedar Street side of property as requested. Scott Kiefer seconded. The motion passed by unanimous vote, 5-0.

Jane Keele made a motion to approve replacing sign with previously approved sign, size and design to accommodate current business identification as requested. Scott Kiefer seconded. The motion passed by unanimous vote, 5-0.

**5. Training - City Email Addresses and Access Via Microsoft Exchange:**

Teresa Malmberg reviewed city email access procedures and provided for members to call or come to the office if assistance in setting up on their device, phone, laptop or tablet, is needed

**6. Member Comments:**

Members and staff discussed banners and order placement agreeing to the patriotic banner and the all-season welcome banner. Staff will place the order.

**7. Public Comment:**

Mayor Bill White thanked the Chairman and members for serving on the board, and recognized Councilwoman Jan Cabbage as the board liaison from Council. Invited members to attend council meetings, encouraged involvement, new ideas and participation.

Councilwoman Cabbage provided a brief bio and noted her interest in antiques and history as a reason for interest in serving as liaison to the historic board. Great potential for getting more information out to the public and being a communicator. Chairman Myers confirmed Councilwoman Cabbage has a copy of the historic district book, and thanked her for being a part of the meetings.

**8. Adjournment:**

Chairman Myers called for a motion to adjourn. James Burchett motioned to adjourn the meeting at 6:14 p.m. Viola Softe seconded. The motion passed by unanimous vote, 5-0.

Respectfully submitted,

Dane Myers, Chairman

Teresa Malmberg, Recording Secretary

**Minutes  
City of Dunnellon  
Historic Preservation Board  
Tuesday, February 9, 2021 at 5:30 p.m.**

Chairman Myers called the meeting to order at 5:32 p.m. and led the Pledge of Allegiance.

Roll Call

Members Present:

Dane Myers, Viola Soffe, Jane Keele, Scott Kiefer, Marty Moughan

Members Absent:

James Burchett, Danny O'Neal

Staff Present:

Matt Leibfried, Teresa Malmberg

Proof of Publication: The agenda was posted on City's website and City Hall bulletin board on February 2, 2021; an amended agenda posted on City's website February 9, 2021.

**1. Introduction & Welcome:**

Members welcomed Matt Leibfried, acting Community Development Manager, Emergency Hire. Mr. Leibfried thanked members and provided a brief bio and work experience.

**2. Meeting Minutes for Approval:**

Chairman Myers called for a motion to approve the minutes. Marty Moughan motioned to approve the minutes of the October 13, 2020, meeting as submitted. Jane Keele seconded. The motion passed by unanimous vote, 5-0.

**3. City Council Meeting Updates:**

Matt Leibfried reported on the most recent council meeting. Councilwoman Cabbage added she spoke with John Taylor who is applying for a solar farm on behalf of a local property owner. Possibilities are open for community garden, orchard or other agricultural possibilities at the solar farm.

Councilwoman Cabbage distributed a handout regarding Nine Island Cove questions and briefly discussed same.

**4. Historic District Enhancement Plan DEO Technical Assistance Grant:**

Staff reviewed the grant and reminded members of the joint workshop with Council and Planning Commission, March 17, 2021, 3 p.m. at City Hall.

**5. Public Comment:** None.

**6. Adjournment:**

Chairman Myers called for a motion to adjourn. Scott Kiefer motioned to adjourn the meeting at 6:30 p.m. Marty Moughan seconded. The motion passed by unanimous vote, 5-0.

Respectfully submitted,

Dane Myers, Chairman

Teresa Malmberg, Recording Secretary

City of Dunnellon  
Agenda Summary Form

**Meeting Date:** Workshop February 3, 2021

1. Responsible Department: Community Development
2. Presenter: T. Malmberg
3. Recommended Action: Schedule Joint Workshop

**Subject:** Joint Workshop Historic District Enhancement Plan – City Council, Planning Commission, and the Historic Preservation Board.

**Request for Approval Summary Explanation & Background:** The City was awarded a grant from the Department of Economic Opportunity that will allow for the creation of a Historic District Enhancement Plan and continued planning efforts for a mixed-use Village Center that would act as a catalyst for further public and private investment in our Historic District. Additionally, the grant will allow for an evaluation of potential locations where a public-private partnership could be implemented to develop a maritime oriented urban district with multimodal connections to other points of interest.

The joint workshop is for the purpose of having Kenneth Metcalf, AICP, grant consultant, present Deliverable 1 documents and obtain the public, Council, Planning Commission and Historic Preservation Board input. Mr. Metcalf is available March 17, 2021. Staff recommends Council consider scheduling the workshop on March 17, 2021, at 3:00 p.m. Mr. Metcalf estimates two hours will be needed. Authorize staff to advertise and send out flyers encouraging public participation.

**Procurement Method:** N/A

**Fiscal Information:** N/A

**Department Staff Approval:** *tam*

**City Administrator Approval:**

**Attorney Review:** N/A

# **City of Dunnellon Historic Preservation FAÇADE/EXTERIOR IMPROVEMENT Grant Program**

The Historic Preservation Facade Improvement Program (The Program) provides property owners with financial assistance through a grant to improve the appearance of their properties in Dunnellon's Historic District.

## **Eligibility Requirements:**

- Residential properties in the Historic District
- Applicant must be the property owner/registered agent
- Commercial properties on a case-by-case basis

The Historic Preservation Grant Program is available to residential property owners that are located within the Dunnellon Historic District. Applicants must propose a permitted/conforming use when applying for Grant Funds.

Applications will not be accepted from property owners who are delinquent on their property taxes. Applicants must not have any active liens on the property.

## **Additional Requirements:**

- The property owner or registered agent must be the grant applicant
- The proposed work covered by the grant must be approved by the City prior to initiating the work.
- A Certificate of Appropriateness must be obtained from the Historic Preservation Board.
- The application must include a detailed budget with reasonable costs for the proposed work
- Property taxes must be current as of the date of the application
- The property must have no outstanding building code citations, except those considered for the purpose of building preservation
- Preference to Historic structures.
- Proof of financial need if applicable

## **Ineligible Projects/Improvements (all applications):**

The Historic Preservation Grant cannot be used to fund interior renovations, general maintenance, sweat equity or electrical work (except exterior lighting), any improvement funded with a previous grant or anything not listed as an eligible project.

- Improvements/services rendered prior to grant approval
- Property damage that may be covered by or compensated through an applicant's property insurance coverage
- Project funded by a previous grant

- Interior improvements
- Electrical work (except exterior lighting).
- General maintenance

### **Application Process and Deadline:**

(1) Applications are accepted on a monthly basis, by the 15th of each month. Applications will not be processed within the current fiscal year if received after June 30th and will be held for the next fiscal year. Applications are accepted by the Community Development Department, 20750 River Drive, Dunnellon, FL 34431, Monday – Friday, 8 a.m. – 4 p.m. (excluding holidays).

(2) The Applicant must complete the application and submit it to the Community Development Department for processing. The application package submittal shall include the following:

- Completed Historic Preservation Facade Improvement Grant Program Application
- Current photo(s) of project site
- Property Appraiser Parcel ID number and proof of paid property taxes
- Description of proposed improvement(s)
- Rendering or sketch of proposed improvement(s)
- Photos of area(s) to be improved
- Documentation of cost estimates – copies of vendor bids, estimates, etc. (three bids required)
- Signature of Property Owner (Applicant)
- Utility bill must be current
- Boundary Survey (if applicable)
- Must be primary residence, unless commercial which is considered case-by-case.
- Proof of financial need, if applicable

The Applicant is responsible for all building permits, fees and other permits and fees that may be associated with the proposed project.

Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet. Incomplete applications will not be reviewed.

(3) City staff undertakes the initial review of the application. If the application is found to be incomplete, the applicant will be granted time to complete and resubmit the application. Once the application is complete, staff will review the application according to the program selection criteria and forward to the Historic Preservation Board for review and recommendation to the CRA Board for final approval. A letter is mailed notifying the Applicant of the decision of the application, if an application is denied, at any level of review, the Applicant may modify the existing application or reapply at a later date.

Please note that applications must be submitted and approved BEFORE work begins. Award of the grant is not guaranteed, and the Applicant assumes all financial liabilities for work initiated prior to the approval of the Grant by the Historic Preservation Board and CRA Board.

The City is required to file informational returns (Form 1099-G) for individuals and entities

receiving grants from the Dunnellon CRA. Grant recipients must sign and return a Substitute W9 form to the City before funds can be considered for reimbursement.

(4) Upon completion of the improvements; a final inspection and approval by the City is required prior to the Applicant submitting a “reimbursement package” which includes the following:

- a. Completed reimbursement form (provided by Community Development staff);
- b. Copies of applicable paid invoices or receipts for improvements
- c. Photos of completed improvements.

Applicants will receive grant funding after the project is completed and all associated costs have been paid. It is the responsibility of the Applicant to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the Historic Preservation Board by the Applicant. The project must be completed essentially as presented to the Historic Preservation Board in order to receive payment. At approximately the midpoint of the project, the Applicant will give an update to the Historic Preservation Board on the progress of the project either in writing or in person. The Historic Preservation Board reserves the right to make on-site inspections throughout the course of the project, subject to meeting sunshine law. **If applicant proves financial need, the Board will consider payment(s) directly to the contractor or vendor on a case-by-case basis.**

**Projects must begin within 60 days of approval, and applicants have 60 days from the completion date of the project to file for reimbursement according to procedures set forth within the reimbursement package. All requests for payments will be processed in the next available Accounts Payable warrant cycle.**

Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the project, as well a notice of Final Inspection from the Building Department (if applicable).

**Disclaimer:**

The City of Dunnellon shall not be responsible for the planning, design, or construction of the property that is owned by the Applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the CRA Grant Program. The Applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

**GRANT TYPES & GUIDELINES:**

Categories in which grant funds are eligible:

- Façade Rehabilitation
- Demolition

### **Funding Structure (All grants):**

Eligible applicants may receive awards of **100%** of the total eligible project cost with no single grant exceeding \$2,500.

### **FACADE REHABILITATION**

#### **Purpose:**

The purpose of the facade improvement is to encourage and assist property owners within the Dunnellon Historic District to improve the aesthetics and appearance of their properties and to create a sense of continuity and design impact. Attractive and appealing images enhance the overall vitality and character of the City by adding new beautification and visual features where previously lacking.

#### **Guidelines:**

- Building must be structurally sound based on owner provided documentation.
- Only one Façade Rehabilitation Grant will be awarded per property.

#### **Eligible Improvements (includes but not limited to):**

- Awnings and shutters of exterior structure-replace or new
- Exterior Doors and Windows
- Paint on exterior structure (including murals)
- Siding or exterior coverings
- Exterior Lighting
- Landscaping
- Other exterior projects on a case-by-case basis

### **DEMOLITION**

#### **Guidelines:**

- Structures that are beyond economic repair
- Only one Demolition Grant will be awarded per property.

#### **Eligible Properties:**

- Deteriorated properties with major structural defects beyond reasonable economic repair

## Frequently Asked Questions

**Q: What properties qualify for the Program and in what areas of Dunnellon is the Program available?**

A: The Program is available to all residential properties in the Historic District.

**Q: What are the Program funding limits?**

A: If an application is approved, the Program may provide grant funds for 100% of the total cost of the improvements (not to exceed \$2,500). The applicant is responsible for all costs not provided by the grant.

**Q: What kinds of improvements qualify for grant funds?**

A: The Program is only for exterior improvements. Generally, qualified improvements must be visible from the street and increase the functionality of the building for its intended use, e.g. new windows, exterior doors, awnings, exterior lighting, or landscaping. The removal of deteriorated portions of the building is also allowed. Improvements such as roof repairs or structural stabilization will only be considered on a case by case basis.

**Q: If I receive a grant award, how do I get the funds?**

A: Funds will be released upon satisfactory completion of the project and submittal and approval of complete reimbursement package.