



Historic Preservation Board Meeting Minutes September 4th, 2025

Call to Order-Tracy Sullivan

Roll Call-Carlos Maldonado

Attendance: Tracy Sullivan, Erica Freeman, Tony Kerns (was present virtually),
Members absent: Shailia Velazquez, Elle Rowe, Vivien Donahue

1.Consent Items: None featured in this meeting

2. Business Items

2.1 Certificate of Appropriateness - 5354 9th St

2.2 Residential Historic Facade Grant - 5354 9th St

Both items 2.1 and 2.2 were discussed jointly by Historic Preservation Specialists/City Planner William McCaw. The owner of the property has applied for a certificate of appropriateness and facade grant. The owner is Marian Riopelle. She had her roof replaced after applying for the grant, but prior to approval. The replacement was done with the same material shingles as the original and similar style so it could maintain the historic integrity. William presented a short power point on this item covering topics; the initial applications for the certificate of approval and the historic facade grant were submitted on 1/9/25, the building permit for the roof replacement was made on 1/21/25 with final inspection of the roof completed on 2/18/25, the roof was replaced with directional shingles of the same material and color as the original roof. Staff recommend approval of both the certificate of appropriateness and the historic facade grant. The location of the property and a picture of the roof was presented as well via the power point. The COA and the historic grant were both applied for and then the repairs were done. There was a verbal agreement with the previous historic planner that the grant and the certificate of appropriateness was going to be approved. And that is why items later in the noted agenda are being presented. We've made some changes to the historic facade grants for both nonresidential and residential, such that verbal agreements are no longer binding. For the record the applicant used to sit on the Historic Board as a member and was aware of the



procedure and guidelines. The procedure should have been applied prior to installing the roof. However, due to the staff issue the Historic Planner position being vacant the applicant had to move forward with installing the roof. The building permits cannot be issued in the historic district specifically, unless the certificate of appropriateness has been approved, due to staff turnover an exception can be made if the board approves. In the future the proper procedure will be followed. The 5k maximum allowed grant was recommended approval.

Recommendation: The board voted for approval on both items certificate of appropriateness and the grant.

2.3 Certificate of Appropriateness - 38537 5th Ave (Jeffries Home)

The discussion was led by William. This item is regarding the COA approval it's not grant related. The historic home is the Jeffries Family home in downtown Zephyrhills. This item is going to be a roof replacement for the property. A roof report was presented showing visuals of the rustic roof and fasteners. The home already has a galvanized aluminum roof, the. Project was originally quoted for an exact replacement, but under direction of the city manager. Options explored were the replacement of the roof with instead of 5V crimp it would be a standing seam roof. Pictures of the project were displayed via the slide show presentation. The main difference is simply the fact that the fasteners on a 5V crimp roof are exposed as you can see in the bottom photo on the screen now, some of the fasteners are missing or rusted away and that is part of the design of a 5V crimp roof. The purpose of the upgrade is to assist with maintenance of the roof. Staff recommend approval of the certificate of appropriateness for the standing seam.

Recommendation: The item was motioned for approval by the board members.

3. Noted Items

3.1 Revision to Historic Preservation Grant application from Language

This was a noted item and no voting was required. This was mainly to address the language of the current historic applications. The verbiage is only on the Grant application mentioning: All conditions and approvals must be in writing. All verbal communication between planning staff and applicants is non-binding and should be followed up with written communication for



confirmation and clarification purposes. Proposed work for which grant funds are being requested shall not commence under any circumstances until such time as the grant has been officially rewarded. Any work that is conducted without written authorization shall be considered unauthorized and will result in grant funds being withheld. The city shall not recognize verbal agreements of any kind. This verbiage could also be added to the additional historic applications. This will mainly affect the historic district due to properties being contributing structures. The historic district budget and the survey that was currently completed were discussed briefly. Contributing structures were mentioned and stating they are determined via the survey that was completed, also a structure that is 50 years or older and maintained the original facade. Some contributing structures could be restored. A better definition to contributing structures will be brought up in future meetings.

Adjourn