



Zephyrhills

Historical Preservation Meeting Minutes October 30th, 2025

Call to Order-Tracy Sullivan

Roll Call-Carlos Maldonado

Attendance: Tracy Sullivan, Erica Freeman, Tony Kerns, Shailia Velazquez

1. Consent Items

1.1 HPV Meeting Minutes from 9-4-25

All members motioned for approval.

2. Business Items

2.1 38517 5th Avenue (Theater) - Certificate of Appropriateness

The discussion was led by William McCaw. The item in question was the theater in downtown Zephyrhills. This property has been out of service for many years. Mainstreet is proposing to have it reopen soon but will require lots of work and approval of a few items. The first phase in question is getting the Quonset Hut and interior floors demolished. Also a certificate of appropriateness is being applied for. The proposes is for demolition and developments is planned in 2 phases, the current demolition submittal for phase 1 includes removal of the Marquee sign for restoration or replacement, demolition of the Quonset hut including testing hazardous materials, equipment from projection room 1 to be removed and preserved or salvaged, removal of masonry facade and review the existing roof conditions for potential for removal or repair. The remaining evaluation of the primary structure will be completed after phase 1. No plan for Phase 2. Mentions of the property being used as a theater and cultural arts center was mentioned via the applicants' representatives. A few slides show the conditions of the property were displayed; it shows lots of corrosion and water damage to interior and exterior. Restoration will be done along with expansion to the removal of the Quonset hut. The exterior facade will be restored and will be maintained. Staff recommend approval of the certificate of appropriateness and approval for the demolition for the 2nd floor permit for phase 1.

Recommendation:

All members approved for the certificate of appropriateness and demolition of the 2nd floor approval.

City of Zephyrhills



2.2 5243 9th Street - Certificate of Appropriateness

The discussion was led by William McCaw. The applicant had applied for a certificate of appropriateness for a fence on their property within the historic district. The applicants wanted to construct a 6' tall wooden privacy fence for the side and rear of the property. The residence is a contributing structure build of wood frame and is a vernacular style residence built in 1935. The resident stated the main purpose of the fence was due to being adjacent from a business/Brewery nearby and having people park and walk on their property. The privacy fence is proposed to be constructed fronting the alley to the north and west of the property as well as the southern property boundary. The fence matches the design guidelines for the district however the height exceeds the recommended height of 4' for fences adjacent to a street or alley. The staff recommends approval if the applicant agrees to 4' in the front and 6' away from the right of way and must match the house design.

Recommendations:

All board members agreed with approval if they agree with the 4' in front and 6' away from the right of way and stained and match the existing fencing.

2.3 5531 10th Street - Certificate of Appropriateness

The discussion was led by William McCaw. This was an application for an accessory dwelling unit that was pre-installed prior to getting the certificate of appropriateness. A stop work order was given to them by Code Enforcement. The property is a non-contributing concrete structure constructed in 1992 and is located within the Historic District. The ADU is designed with vertical sidings that match the characteristics of the district. The applicant is proposing a 544 square foot ADU on the existing home. The structure is in compliance with the minimum setbacks and follows the Florida Building Code requirements. Elevation drawing where displayed for the meeting showing front, rear and other angles. Staff finds that the proposed ADU structure meets the Historic District design standards and is compatible with the character of the surrounding development. Staff recommends approval of the certificate of appropriateness for the proposed ADU structure. Also possibly admitting ADU in the Historic and CRA district will be reviewed.

Recommendation: All applicants recommended approval.



2.4 5527 11th Street - Certificate of Appropriateness and Facade Grant

The discussion was led by William McCaw. A construction permit application was submitted for the property for a grant and certification of appropriateness. This property is a contributing structure and is a wood frame vernacular style residence built in 1928. The property conditions had cracked walkway with a stair case that is depilated with rotten wood. The new stairway would be concrete with a rail and would meet the historic guidelines. The application proposal is for demolition and removal of the existing stairwell and sidewalk, installation of a new stairwell and sidewalk, retain the original water meter that is inlaid in the sidewalk and issuing a matching Historical Facade Grant for \$2,000. Staff Recommends approving a certificate of appropriateness for the removal and replacement of the stairwell and restoration of the existing sidewalk along with grant approval of \$2,000 for the Historic Facade Grant for the proposed steps.

Recommendation:

All members motioned for approval for the grant and certificate of appropriateness.

2.5 Historic District Survey Summary

The discussion was led by William McCaw. This wasn't a voting item it was a summary of the downtown historic district survey prepared by GAI Consultants. This was done for the historic district and also expansion on the district is possible. The survey shows the district from 1st street to 20th Street. The survey was conducted by walking the district and observing conditions of properties built as recently as 1980 within the boundary to determine the quality of retained historically significant architectural features from the period of significance. The current property inventory showed 126 with only 109 being left after the survey is completed. 23 properties are proposed to change from contributing to non-contributing. 6 properties are proposed to change to contributing. 10 directly adjacent properties that could be categorized as contributing are proposed to be added to the district. Recommendation from GAI was expand the period of significance, perform additional intensive level survey of the blocks west of 7th street to evaluate expanding district, review the statues of 23 structures



within the district from contributing to non-contributing and 6 from non-contributing to contributing. The next steps in the process will be added or removing structures within the district and follow approval of the city as a certified local Government, utilize available small match grants to partially fund and perform an additional , intensive level survey of the blocks west of 7th street to evaluate expanding district to the west or creating a new Historic Preservation District to include the blocks indicated via the map in the presentation.

2.6 Historic Facade Improvement Matching Grant Program proposed changes

This discussion was regarding updates to the historic facade grant program and potential alternatives incentives. The current incentives discussion mentioned the adopted ordinances allow for the historic preservation board to utilize the following incentives to encourage preservation such as financial incentives currently a \$5000 matching grant for repairs, assistance with nomination to the National Register, Variances from building codes, setbacks, lot minimums, buffers and other Land Development Code regulations and assisting property owners in obtaining federal and state tax incentives. The history of total grants on record shows 15 the value on money in grants based on the budget is \$75k available. Proposed incentives and changes topic covered increasing the historic facade grant to \$7,500 or \$10,000 and to allow for roods to be included in grants as they are required to be maintained to maintain contributing structures in compliance, waving permit fees for restorations, rehabilitations and repairs of historic properties, proposed changes to tax exemption for the increased assessed value of any restoration, also allow transfers of development rights with local recognition programs. Increasing the historic facade grant was discussed and will still require approval from the board and city council the allocated amount annually is \$70k. With the recommendation of the board staff can change the grant application and prepare a presentation for City Council to inform them of possible changes. Transfer of development rights was mentioned and an example from another jurisdiction was presented showing an out of code property being brought to standards due to the funds given so they were able to preserve the building and not having to demolish. Local recognition program was discussed and letters of recognition or historic preservation awards are a low cost way to recognize the efforts of individuals, groups, or organization that show the best practices of Historic Preservation within the City. The discussion ended with mentions of waiving historic project permit fees to make it easier for residents and will encourage them to use the grant funds. The Board and City Council will need to approve of this prior to it



going into effect possibly going to the City Council Meeting in December pending further review.

2.7 Historic District Ordinance Updates

The discussion was mainly to go over the potential changes and updates to the existing Historic District Ordinance. The Certified Local Government program, which is administered by the Florida Bureau of Historic Preservation and the National Park Service, is a program that provides for advocacy at state and federal levels for local governments with Historic Districts. While a locally designated Historic District can effectively preserve the character, culture, and history of an area, the CLG program allows for local Historic Districts to effectively function as Nationally Registered Historic Districts. This means access to a \$50,000 Matching Grant provided by the Department of State's Bureau of Historic Preservation, and waiving of the requirement to match funds. The changes will help make the city a registered local government. A copy of the ordinance was presented with numerous highlights of the proposed updates that were displayed. Sections such as chapter 154 on demolition was discussed; section 154.02 creation of a historic preservation board had a new line for purpose and intent was added along with several other categories in the section having proposed changes. In order to qualify for the CLG program there are a variety of changes that will be required to be made to the establishing ordinance of the Historic Preservation District. Some key changes include: Setting defined timelines for when installment of new members to the board would take place. Establishing a regular, quarterly interval for Historic Preservation Board meetings and officially designating a meeting space. Including the CLG performance responsibilities (reporting deadlines of meetings, minutes, attendance, changes in Board membership, amendments, and alterations or designations of properties) that staff will meet to maintain eligibility. Identifying enforcement actions allowed in response to violations. Language changes to some existing segments. Mentions of the current city Historic board having 2 members gone was mentioned and those spots will be filled soon. The current changes for the ordinance will be further discussed and more review will need to be done before it gets brought to City Council for approval.

Adjourn