



## Historic Preservation Board Meeting Minutes Thursday, February 19<sup>th</sup>, 2026 at 6:00 PM

**Call to Order**-Tracy Sullivan

**Staff Present:** William McCaw-Historical Preservation Specialist/City Planner, Carlos Maldonado-Planning Support Specialist.

**Roll Call**-Carlos Maldonado

**Members Present:** Tony Kerns, Tracy Sullivan, Erica Free Man, Shaila Velazquez.

### 1.Consent Items

#### 1.1 Approval for Historic Preservation Board Meeting Minutes From 1/22/26

All members motioned for approval of the minutes.

### 2. Business Items

#### 2.1 5411 10<sup>th</sup> Street Certificate of Appropriateness

This item was previously on last months Historical Preservation Board Meeting agenda. It's regarding the windows facing the street that need to be replaced with wood frame. Also the board made it clear that moving forward this will be a standard requirement on any homes within the district. The other concern is the feasibility of this requirement for the windows. So if we're going to require wood frame windows, we must take into consideration things like the time frame, overall cost, and if the construction materials and labor is available at the time. The board can require wood frame windows, wood panel siding, anything within architectural and design standards that is within the purview of the historic district. Regarding the application they only had listed the aluminum frame windows and now they're providing 3 separate options or 3 quotes. The quotes are now looking at vinyl, aluminum trim. Due to the windows going to be made from scratch these wood frame windows didn't have a direct quote. An example window would have to be built for review and finalizing. The applicants Scott & Laurie Meyer were present. They had a presentation showing examples/pictures of their property with the proposed windows. Per Mr. Meyer the reason why there might not be a good picture of the window



was that Home Depot and other window manufacturers can't make the kind that lift up. They can only do straight window pops out, which would be completely different than what's already there. Mr. Meyers request tonight was to ask if the board could reconsider their request of the original proposal of the South Windows which were originally all vinyl windows. Those were the better options for storm protection. Glass windows with the insulation, are the best as far as keeping the UV out, keeping the heat out, and protecting the temperature on the inside of the house. And those windows would match the rest of the house. The trim, everything else outside the house would be a wood trim. Per Tony Kerns the window don't need to have the same function they only require the wood window that will match the originals. Per Mr. Meyer why he wants the board to reconsider was the concern if you look at the picture of the house on 10th Street, the original house is the part that's under the roof. Everything outside of that roof has been added on. And from basically the 60s and 70s, we added, we improved the back in 2010, but even then We feel it was probably a barn or a carriage house because in the records, when we had this done originally, and I worked with Ms. Johnson, she looked at the records and the records of the house said it was just an existing structure, which was completely different than the rest of the records in the Zephyr's history. They did say it was an existing home. Mr. Meyer believes the board is imposing wood on a house that didn't have it originally. Also he mentioned that a lot of businesses say they do wood windows and once they get a come out for the quote the manufacture says they can't do it. Some recommend not to do wood in this environment. Tony Kerns recommends going to American Craftsman Windows, they might be able to make those windows. Mr. Meyer has previously had items approved via the Historical Preservation Board 4 times his done the barn and other windows previously. Per the board they will recommend tabling this item and coming back once they get more alternatives options for the window replacements. Additional comments from W. McCaw were on window alternatives being aluminum frame windows with wood paneling or a wood facade on the window. So that from the street, it appears to match the original design language, but it's improved because it's now an aluminum window. So that's something that is used pretty extensively through the state, but not every municipality does. And that's entirely up to the board. Also he mentions the increase in the historic facade grant to \$7,500 is going before the city council. The second hearing in March, so March 9th, would be when that goes into effect. Also tabling the item could help the applicant once this item comes back the Council should've approved the higher grant amount.

**Recommendation:** To table the item and continue for another meeting.

## City of Zephyrhills



## **2.2 Updated Historic Preservation Ordinance**

This item was introduced by W. McCaw. This was previously reviewed in prior HPB meetings and is ready to move forward with the CLG certified local government program. This ordinance has been coordinated with the state. It will be presented to City Council for approval, pending the Historical Preservation Boards approval. Some of the key changes are just structural changes with how the ordinance was worded in compliance with the state standards. One of the first things is we have to define and clarify the purpose of the board. It's just legislates of what is the goal of the Historic Preservation Board that was previously lacking. Some topics weren't included in the ordinance. Per William we have to now publish a map of the historic districts and include it in the ordinance. Once we move forward and potentially expand the historic district to the west side of Gall Blvd, or if we expand the historic district outward from its current boundaries, that would also need to be included. Also with the proposed changes the state would need 30 days of notice prior of any board meetings. At the end of the fiscal year they'll provide a month to report changes to rules and procedures and any changes to the board. The full ordinance was provided via the packet along with comments from both William and the states representative. New terms for board members will be voted at this upcoming City Council meeting. If any issue/vacancies happens with the existing board members they can appoint those board members in interim times. Additional comments were that a new chair person will be appointed in June. Other comments made were The certified local government program means the small matching grant, which is a community development block grant, typically is \$50,000 matching any program that the city is engaging with. However, once we're a certified local government, it no longer has to match. So it's no longer the city has to provide \$50,000 and then the state would match it. is now just a \$50,000 grant that we can apply for whatever purpose it is with the city, whether that's doing a new survey, whether that's updating signage. I know we've talked about before updating the street signs and lighting within the historic district to provide a better aesthetic than just the basic steel street signs. So that is one of the things we could use that CDBG grant for. Any property in the historical district is a contributing structure and will be eligible for the incentives that we provide. the city has on the books a tax exemption, but it is specific to the increase in value for any restoration that you do. So if you're doing work on a historic property and the property is valued at \$100,000 and your restoration and rehabilitation of that property brings that value up to say 150,000, that 50,000 increased value in tax or in the \$50,000 increase in value of the home, you would get an ad valorem tax exemption for. So you would still be taxed as



if your home was valued at \$100,000, even though it's valued more because of the restoration work that you did. It is only for, I believe, 10 years. And it is not all taxes, It's an ad valorem tax. The school tax still applies. But it is a significant tax exemption if you're doing major repairs or renovations. No additional comments.

**Recommendation:** All board members motioned for approval.

### **2.3 Discussion of Potential Board Members**

The discussion was led by W. McCaw, he mentioned he has a couple of new applicants for the board. There are currently 3 vacancies (2 alternates and 1 permanent). William conducted a few phone interviews and has now narrowed it down to 3 applicants. All 3 members were present and have knowledge of the historical district and understanding for serving on boards. Also some have experience in the government sector. The applicants will still be required to be voted in by City Council.

### **3. Noted Items**

A brief discussion regarding the City Cemetery was discussed. Concerns that the original gates from 1939 that were brick pillars with a white wooden fence had the pillars demolished. That wasn't what was voted upon. The board wasn't told of this action. City Council member mentioned he wasn't properly informed that they were being torn down. Some comments were that they were deteriorating really bad so it was mandatory to be done. A Prior city council agenda had the cemetery listed but the description didn't clarify they were going to tear down the pillars. The board mentions that prior Historical Preservation employees had brought the idea for updates done to the cemetery but its never officially come forward to be voted on. A further discussion will need to take place for the cemetery concerns.

### **Adjourn**