



Ocala

110 SE Watula Avenue
Ocala, FL 34471

Historic Preservation Advisory Board Minutes

Thursday, July 2, 2026

4:00 PM

1. Call To Order

a. Roll Call

Present	Jane Cosand Joshua DeMonte Rick Hugli Rita Masters Tom McCullough
Absent	Noelle Smith
Excused	Carol Barber

2. Public Meeting Notice Acknowledgement

The Public notice for the Ocala Historic Preservation Board was posted on June 17, 2026.

3. Approval of Minutes

a. June 4, 2026 Meeting Minutes

Attachments: [June 4, 2026 Meeting Minutes](#)

RESULT: APPROVED

MOVER: Rick Hugli

SECONDER: Jane Cosand

4. Certificates of Appropriateness

- a. Case File #23; COA26-0007; 726 SE Third Street. A request to construct a new two-story garage addition in the rear yard of the property and a recommendation for approval of the associated setback reductions, including a reduction of the required side yard setback from eight feet to five feet and a reduction of the required rear yard setback from 25 feet to three feet.

Attachments: [COA26-0007 Application Packet](#)
[Master Site File 726 SE 3rd Street](#)

Economic Development Project Coordinator, Charlita Whitehead, provided a brief overview of COA26-0007 a request to construct a new two-story garage addition in the rear yard of the property and a recommendation for approval of the associated setback reductions, including a reduction of the required side yard setback from eight feet to five feet and a reduction of the required rear yard setback from 25 feet to three feet.

Ms. Masters asked about lot coverage, drainage, and stormwater runoff. Charlita Whitehead responded the applicant must obtain a Certificate of Appropriateness (COA)

before proceeding with the permitting process. She explained the drainage and runoff requirements will be addressed during the permit review. She also stated she would need to discuss with the Planning Department regarding the applicable building coverage requirements. Planning Director Aubrey Hale clarified that the City of Ocala regulates building coverage, not lot coverage. He stated that the maximum building coverage permitted is 35%. Mr. Hale further explained the existing concrete pad had previously been approved through a building permit. However, because the permits expired, the applicant is required to go through the permitting process again. He noted that building coverage is not expected to be an issue for this project.

Motion to approve COA26-0007 with approval of variance to construct a new two-story garage addition in the rear yard of the property and a recommendation for approval of the associated setback reductions, including a reduction of the required side yard setback from eight feet to five feet and a reduction of the required rear yard setback from 25 feet to three feet.

RESULT: APPROVED

MOVER: Joshua DeMonte

SECONDER: Rick Hugli

- b. Case File #204; COA26-0023; 216 SE 13th Avenue. A request to construct a one-bedroom addition and two-car garage at the rear of the existing residence, including associated reroofing, replacement of existing windows and doors, removal of windows on the north elevation, demolition of the existing detached garage, and a recommendation to apply for a variance to reduce the required rear setback from 25 feet to six feet.

Attachments: [COA26-0023 Application Packet](#)
[Master Site File 216 SE 13th Ave](#)

Economic Development Project Coordinator, Charlita Whitehead, provided a brief overview of COA26-0023 a request to construct a one-bedroom addition and two-car garage at the rear of the existing residence, including associated reroofing, replacement of existing windows and doors, removal of windows on the north elevation, demolition of the existing detached garage, and a recommendation to apply for a variance to reduce the required rear setback from 25 feet to six feet.

Mr. McCullough asked whether the window muntins are raised and historically appropriate, and whether the proposed windows are wood rather than aluminum-clad with inserts. Charlita responded the proposed windows are wood and do not include aluminum inserts, based on the materials submitted with the application. She explained once the Certificate of Appropriateness (COA) is issued, the approved windows must be consistent with the plans and specifications submitted to and approved by the Board.

Mr. Demonte asked whether the proposed addition would maintain the integrity of the original structure if it were removed in the future. He noted, based on the submitted elevations, the project would eliminate eight existing window openings while adding only four new windows. He questioned how the integrity of the original structure would

be preserved with the loss of four window openings. Charlita responded her earlier comments regarding maintaining the integrity of the structure referred to the physical building itself. She acknowledged the proposed addition would impact the existing window openings. However, she explained if the addition were removed in the future, the original window openings could be restored.

Mr. Demonte clarified his concern was with the side elevations, where the existing window openings would be covered by the addition rather than removed entirely. He stated the Board has historically been very particular about preserving original window openings and their contribution to the historic character of a structure.

Ms. Cosand stated the lack of windows is an issue.

Motion to deny COA26-0023 due to lack of window placement.

RESULT: DENIED

MOVER: Jane Cosand

SECONDER: Joshua DeMonte

- c. Case File #136; COA26-0024; 722 NE Second Street. Construction of a rear addition, alter an existing rear window opening to accommodate French doors, and construction of a rear landing and steps

Attachments: [COA26-0024 Application Packet](#)
[Master Site File 722 NE 2nd St](#)

Economic Development Project Coordinator, Charlita Whitehead, provided a brief overview of COA26-0024 a request to install rear addition, alteration of an existing rear window opening to install French doors, and construction of a rear landing and steps.

Mr. Demonte asked whether approval by the Board was required in order for the applicant to receive the CRA grant. Charlita responded the CRA grant funds are being used only for the roof replacement. She explained if the proposed addition is not approved, the grant funding could still be used for improvements to the existing structure, specifically the roof.

Mr. McCullough asked whether the CRA grant funding was provided on a dollar-for-dollar basis. Charlita responded the CRA grant would provide reimbursement at 50% for roofing improvements. She explained, for the East Ocala CRA, the project may be eligible under both the residential grant program and the historic grant program. The historic grant would provide reimbursement at 60%, while the residential grant would provide reimbursement at 50%.

Economic Development Manager, Roberto Ellis stated the applicant applied for CRA grant funding to complete HVAC replacement and roof improvements. He explained the

roof improvements will require approval through a Certificate of Appropriateness (COA) prior to proceeding with the work.

Motion to approve COA26-0024 with conditions presented by staff to install rear addition, alteration of an existing rear window opening to install French doors, and construction of a rear landing and steps.

RESULT: APPROVED

MOVER: Rick Hugli

SECONDER: Joshua DeMonte

5. Affirmative Maintenance

None.

6. Public Commens

None.

7. Staff Comments

None.

8. Board Comments

Mr. McCullough introduced the newest Board member, Ms. Rita Masters, and welcomed her to the Board.

9. Next Meeting Date: August 6, 2026

10. Adjournment

Meeting adjourned at 4:49pm.