



**AGENDA**  
**HISTORIC PRESERVATION BOARD**  
Lakeland Electric Building, Conference Rooms 1A & 1B  
June 22, 2023 8:30 A.M.

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In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding, or those requiring language assistance (free of charge) should contact the City of Lakeland ADA Specialist, Jenny Sykes, no later than 48 hours prior to the proceeding, at **(863) 834-8444**, Email: **Jennifer.Sykes@lakelandgov.net**. If hearing impaired, please contact the TDD numbers: Local - **(863) 834-8333** or **1-800-955-8771** (TDD-Telecommunications Device for the Deaf) or the Florida Relay Service Number **1-800-955-8770 (VOICE)**, for assistance.

Anyone deciding to appeal a decision by the Board on any matter considered at this or any subsequent meeting will need a record of the proceedings, and for purposes of that appeal, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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- I. Call to order, determination of a quorum, and roll call.
- II. Review and approval of the May 25, 2023 Historic Preservation Board meeting minutes.
- III. Old Business:
  - A. REMINDER:
    - i. Historic Preservation Board Annual Review and Lakeland Historic District Resurvey Project, Phase 1 Results and Recommendations Workshop to be held immediately following the June 22, 2023 Historic Preservation Board and Design Review Committee meetings (Lakeland Electric Building, Conference Rooms 1A & 1B).
- IV. New Business: NONE
- V. Adjourn for Design Review Committee.

## MINUTES

HISTORIC PRESERVATION BOARD  
Lakeland Electric Building rooms 1A/B  
Thursday, May 25, 2023  
8:30 a.m.

*(Please note: These meeting minutes comply with FS 286.011 and are not intended to be a verbatim transcript.)*

The City of Lakeland Historic Preservation Board met in Regular Session; Lynn Dennis, Landis Fleming, Cesar Perez, Michael Porter, Natalie Oldenkamp, Chris Olson, MeLynda Rinker and Britney Wilson were present. Community & Economic Development Department staff Emily Foster, Senior Planner, Historic Preservation and Christelle Burrola, Planning Assistant, and Alex Landback, Assistant City Attorney, were also present.

### **I. Call to Order and Determination of a Quorum**

Chair Chris Olson called the May 25, 2023 meeting of the Historic Preservation Board (“Board”) to order at 8:31 a.m. A quorum was reached, as seven Board members were present.

### **II. Review and Approval of Previous Meeting Minutes**

Ms. Lynn Dennis motioned to approve the April 27, 2023 meeting minutes as presented. Mr. Landis Fleming seconded the motion. The motion passed 7—0. Ms. Britney Wilson was not present at the time of the vote.

### **III. Old Business:**

A. REMINDER: Lakeland Historic District Resurvey Project, Phase 1 Results and Recommendations workshop to be held immediately following the June 22, 2023 Historic Preservation Board and Design Review Committee meetings (City Commission Chamber).

### **IV. New Business:**

- A. Recognition of May as Historic Preservation Month. Ms. Foster provided an update on all the activities that occurred during Historic Preservation Month.
- B. Historic Preservation Board Annual Review has been postponed to June 22, 2023 Historic Preservation Meeting.

### **V. Adjourn for Design Review Committee.**

The meeting adjourned at 8:36 a.m.

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Chair, Historic Preservation Board

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Senior Planner, Historic Preservation



**AGENDA**  
**DESIGN REVIEW COMMITTEE**  
Lakeland Electric Building, Conference Rooms 1A & 1B  
June 22, 2023  
immediately following the Historic Preservation Board Meeting

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Anyone deciding to appeal a decision by the Board on any matter considered at this or any subsequent meeting will need a record of the proceedings, and for purposes of that appeal, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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- I. Call to order, determination of a quorum, and roll call.
- II. Review and approval of the May 25, 2023 Design Review Committee meeting minutes.
- III. Review Certificates of Review administratively approved since the previous meeting.
- IV. Consideration of Certificate of Review Applications:
  - A. Oath Administration for Public Testimony by Assistant City Attorney.
  - B. [HPB23-101 – 412 W. Park Street](#) – Final Approval requested for the conversion of an existing carport into two enclosed recreational rooms on the subject property. Owner/Applicant: Mr. Francisco Chirino.
  - C. [HPB23-104 – 832 S. Clayton Avenue](#) – Final Approval requested for replacement of windows and a sliding glass door in the house on the subject property. Owner/Applicant: James and Debra Whitten.
  - D. [HPB21-188 – 625 E. Lime Street](#) – Approval to Amend Certificate of Review for previously approved new construction project on the subject property. Owner: Lake Morton Apartments LLC. Applicant: The Lunz Group.
- V. Other Business: NONE
- VI. Adjournment.

## MINUTES

DESIGN REVIEW COMMITTEE  
City Commission Chambers

Thursday, May 25, 2023

*(Note: These meeting minutes comply with F.S. 286.011 and are not intended to be a verbatim transcript.)*

The City of Lakeland Historic Preservation Board's Design Review Committee met in Regular Session; Lynn Dennis, Landis Fleming, Natalie Oldenkamp, Chris Olson, Cesar Perez, Michael Porter and MeLynda Rinker were present. Historic Preservation Board member Britney Wilson was also present. Community & Economic Development Department staff Emily Foster, Senior Planner, Historic Preservation, Christelle Burrola, Planning Assistant, and Alex Landback, Assistant City Attorney, were also present.

### **I. Call to Order and Determination of a Quorum**

The meeting was called to order by Chair MeLynda Rinker at 8:37 a.m. The Committee roll call was performed and a quorum was present.

### **II. Review and Approval of the Previous Meeting Minutes**

Mr. Chris Olson motioned to approve the April 27, 2023 meeting minutes. Ms. Natalie Oldenkamp seconded the motion. The motion passed 7—0.

### **III. Review of Certificates of Review administratively approved.**

A list of thirteen (13) administratively approved Certificate of Review projects covering the period 4/14/23-5/10/23 was included with the agenda packet. There were no additional questions or comments about these projects.

### **IV. Consideration of Certificate of Review Applications:**

**A.** Oath Administration for Public Testimony by Assistant City Attorney Alex Landback.

**B. HPB23-092 – 538 Hunter Street** – Final Approval requested for the construction of a gabled overhang onto the front porch of the house on the subject property. Owner/Applicant: Ms. Kate Shaw.

Chair Rinker introduced the request and then asked if there were any conflicts of interest pertaining to this agenda item. There were no conflicts.

Ms. Emily Foster presented the staff report, stating the subject property consists of two platted lots with a total area of 0.33 acres. The subject property contains a two-story, frame vernacular house built circa 1925, which is a non-contributing building in the Dixieland Historic District. The house features a gabled roof with a shed-roofed front porch, which has been screened in. Although the construction date of this house makes it eligible for historic designation, several alterations, including replacement siding and windows, likely resulted in its status as a non-contributing building. The request proposes to add a small gable overhang to the shed roofed front porch that will extend approximately 5 feet from the porch to provide protection from rain when entering the porch. Materials for the proposed stoop will consist of open wood framing in the gable, 6-inch square columns matching the front porch, roofing shingles to match the roof of the house, and concrete footers under the columns. The existing concrete stairs will remain. The Applicant notes that a purely cosmetic gable sat on the porch roof when the home was purchased 43 years ago but was removed. Ms. Foster stated the site plan submitted by the Applicant shows building setbacks for the proposed overhang that comply with the City's Land Development Code, Urban Form Standards.



Ms. Foster stated that the request was evaluated using Secretary's Standards for Rehabilitation #9, #10 and Chapter 4 of the Design Guidelines for Historic Properties. The Dixieland Historic District exhibits a variety of architectural styles, including Craftsman Bungalow, Mediterranean Revival, Minimal Traditional, and Frame and Masonry Vernacular. Entrance features for houses in this area are guided typically by the style and size of a house, and both minimal stoops and modest porches exist. While additions to the front of a contributing house are typically not recommended by the Design Guidelines, given non-contributing status of the subject house, the small footprint and simple design of the proposed overhang, compatible materials, as well as reversibility of this alteration without damaging historic building material, staff finds the proposed overhang to meet the intent of the Standards and Design Guidelines. Further justification is the previous existence of a gable feature on the shed roof of the front porch. The design submitted by the Applicant is conceptual and does not provide construction details; however, because this is a minor exterior alteration to a non-contributing house, staff is comfortable recommending approval of this request as an additional staff-level historical review will be required at the time of building permit application. Ms. Foster stated staff recommends final approval of the request.

Chair Rinker asked if the Applicant had any additional comments or questions. Mr. Steve Tirrell was present in support of the request.

There were no public comments.

**MOTION: Final approval of the request as submitted. (L. Dennis/C. Olson, 7—0)**

- C. HPB23-093 – 345 Cannon Street** – Final Approval requested for the construction of a building addition onto the rear elevation of the house on the subject property. Owner: Collin and Kelsey Thomas. Applicant: Derek Morton, Morton Builders Inc.

Chair Rinker introduced the request and then asked if there were any conflicts of interest pertaining to this agenda item. There were no conflicts.

Ms. Emily Foster presented the staff report, stating the subject property is an interior lot consisting of 0.26 acres. On this property is a one-story, single-family, masonry vernacular house built circa 1955 in the Ranch architectural style, which is a non-contributing building in the Dixieland Historic District. The Ranch styling of this house is expressed by a low-pitched hip roof, brick veneer siding over concrete block, integrated front stoop, attached carport with breeze block knee wall, and decorative shutters at the front windows only. The Applicant's request proposes to construct an addition measuring 17 feet by 13 feet (221 square feet) onto the rear elevation of the home. The addition will consist of a master bathroom, laundry area, and closet. The design and materials for the addition are intended to match the existing house, and include:

- A concrete block stem wall tied into existing concrete slab, matching elevation.
- Cladding will consist of painted stucco brick over concrete block walls.
- Vinyl single-hung windows.
- Shingles to match existing roofing.
- Aluminum fascia and vinyl soffit to match existing.

The site plan for the proposed addition shows building setbacks that comply with the Urban Form Standards in the Land Development Code.

Ms. Foster stated the request was evaluated using Secretary's Standards for Rehabilitation #9, #10 and Chapter 4 of the Design Guidelines for Historic Properties. In evaluating the request with the Standards, staff finds the requested addition does not disturb the spatial relationships that characterize the neighborhood, and the essential form and integrity of the subject house is maintained. In evaluating the request with the Design Guidelines, the materials of the proposed addition reflect the original materials of the house and are compatible with the Guidelines. The design of the proposed addition's windows, cladding, enclosed soffit, and roof pitch and form is

consistent with the Ranch style of the subject house and Design Guidelines. Furthermore, the addition is appropriately placed on the rear elevation of the house. Finally, the building setbacks for the new addition meet the requirements of the Land Development Code's Urban Form Standards. Ms. Foster stated staff recommends Final Approval of the request as submitted.

Chair Rinker asked if the Applicant had any additional comments or questions. Mr. Derek Morton was present in support of the request.

There were no public comments.

**MOTION: Final approval of the request as submitted. (L. Dennis/C. Perez, 7—0)**

- D. HPB23-096 – 221 E. Main Street** – Final Approval requested for the installation of new exterior signage on the Deen-Bryant Building located on the subject property. Owner: Crews Banking Corporation. Applicant: SignCorp Inc.

Chair Rinker introduced the request and then asked if there were any conflicts of interest pertaining to this agenda item. There were no conflicts.

Ms. Emily Foster presented the staff report, stating the subject property is located at the southwest corner of S. Kentucky Avenue and E. Main Street and consists of two lots of record with a total area of 0.21 acres. On the property is a two-story commercial building, built circa 1912, which is a contributing structure in the Munn Park Historic District. Known as the Deen-Bryant Building, it is a two-part commercial structure with Mediterranean Revival architectural elements, expressed in its brick cladding, horizontal brick banding, and wood canopy covered in terracotta barrel tiles and supported by paired knee brackets. This request is a part of an overall signage package for the rebranding of Wauchula State Bank to Crews State Bank, which occupies most of the ground floor of the Deen-Bryant Building. Additionally, the small, non-lighted projecting sign for the ATM will be given new faces and vinyl lettering will be applied to the north facing front doors. While staff is able to approve the projecting ATM directional sign, the Applicant is including it in this request for efficiency. The vinyl lettering does not require a Certificate of Review or Sign Permit. The current request seeks approval for the installation of the following exterior signs:

1. One internally illuminated projecting sign, installed on the building's northeast corner, facing the intersection of East Main Street & South Kentucky Avenue. The projecting sign is a 4-sided cuboid structure with copy reading "LAKELAND" and is topped with a round finial fashioned after Crews State Bank's logo. This sign is comprised of aluminum framing, flat aluminum panels, and push through letters. The aluminum panels on the four sides of the assembly will have routed openings with dimensional acrylic letters pushed through the flat panels, which will be back-lit with white LED lighting. Aluminum is an opaque material, and as such, the blue flat panels will not emit light. The overall height of the sign is 6 feet, and projects approximately 15 inches from the corner of the building. The sign's predominant message promotes Lakeland and comprises 2.8 square feet per panel. the finial has an area of 1.4 SF per side. This sign has a clearance dimension of 9.5 feet from the sidewalk to the bottom of the sign.
2. One wall sign, externally illuminated by an existing light fixture, to be installed on the north building elevation facing Main Street. This wall sign is 27.8 square feet (2 feet by 13 feet 11 inches) in overall area. The wall sign consists of aluminum reverse channel letters pin mounted with 1-inch standoffs.
3. One projecting sign, not illuminated, on the north building elevation facing Main Street to replace existing projecting "ATM" sign. This sign will be a fabricated aluminum directional ATM sign, with quarter-inch acrylic copy applied to face and will be attached with a custom painted aluminum bracket. This projecting sign is 22 inches by 33 inches, for a total area of 5 square feet.

Ms. Foster stated the request was evaluated using Secretary's Standards for Rehabilitation #2, #9, #10, Chapter 4 of the Design Guidelines for Historic Properties and Chapter VI of the Dixieland

CRA Commercial Corridor Design Guidelines. The proposed signage is similar in scale and design to the Wauchula State Bank signage approved by the Design Review Committee in 2021. Staff finds that the proposed new signage for Crews State Bank complies with the Sign Guidelines in terms of design, materials, projection dimension, size, and clearance dimension. Internal illumination of the projecting sign and external illumination of the wall sign are also found to meet the intent of the Sign Guidelines. Ms. Foster stated staff recommends Final Approval of the request as submitted.

Chair Rinker asked if the Applicant had any additional comments or questions. Mr. Oren Dowdy was present in support of the request.

Discussion ensued concerning the dimensions and finial of the projecting sign.

There were no public comments.

**MOTION: Final approval of the request as submitted. (L. Fleming/L. Dennis, 7—0)**

- E. HPB23-098 – 1518 S. Dakota Avenue** – Final Approval requested for the construction of a building addition onto the rear elevation of the house on the subject property. OwnerApplicant: Marc and Laura Serio.

Chair Rinker introduced the request and then asked if there were any conflicts of interest pertaining to this agenda item. There were no conflicts.

Ms. Emily Foster presented the staff report, stating the subject property is an interior lot consisting of 0.18 acres. On this property is a one-story, single-family, masonry vernacular house built in 2000 in a modern masonry vernacular style, which is a non-contributing building in the Dixieland Historic District. The house has a gable-on-hip roof with typical roofing shingles along with a vinyl soffit and fascia. The exterior walls of the house are painted concrete block; textured stucco and applied quoins exist on the front elevation and gables only. T1-11 vertical siding exists on the rear gable. The Applicant's request proposes to construct an addition measuring 10 feet by 20 feet (200 square feet) onto the rear elevation of the home. The addition will consist of an additional bedroom and bathroom. The design and materials for the addition are intended to match the existing house, and include:

- Concrete slab tied into existing foundation;
- Painted concrete block walls;
- Vinyl single-hung windows;
- Metal 9-lite door;
- Asphalt shingles to match existing roofing; T1-11 vertical siding in gable; and
- Vinyl fascia and soffit to match existing.

Ms. Foster stated the site plan for the proposed addition shows building setbacks that comply with the Urban Form Standards in the Land Development Code. The request was evaluated using Secretary's Standards for Rehabilitation #9, #10 and Chapter 4 of the Design Guidelines for Historic Properties. In evaluating the request with the Standards, staff finds the requested addition does not disturb the spatial relationships that characterize the neighborhood, and the essential form and integrity of the subject house is maintained. In evaluating the request with the Design Guidelines, the materials of the proposed addition reflect the materials of the existing house and meet the intent of the Design Guidelines. The design of the proposed addition's windows, door, cladding, enclosed soffit, and roof pitch and form is consistent with the modern masonry vernacular style of the subject house. Furthermore, the addition is appropriately placed on the rear elevation of the house. Finally, the building setbacks for the new addition meet the requirements of the Land Development Code's Urban Form Standards. Ms. Foster stated staff recommends Final Approval of the request as submitted.

Chair Rinker asked if the Applicant had any additional comments or questions. Mr. Marc Serio was present in support of the request.

There were no public comments.

**MOTION: Final approval of the request as submitted. (L. Dennis/L. Fleming, 7—0)**

**V. Other Business: NONE**

**VI. Adjournment:** There being no further business, the meeting was adjourned at 9:08 a.m.

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Chair, Design Review Committee

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Senior Planner, Historic Preservation

**Certificates of Review Administratively Approved  
Between 5/11/2023 and 6/12/2023**

1. 715 PARK HILL AV (Contributing Building) - Replace 11 existing windows at rear of home with 8 ViWinTech SL 2150 Single Hung PVC windows (FL#17134.2 and FL#17134.5). One window opening on rear elevation will be converted to a door opening and a new French door will be installed.

Subject to the following conditions: 1. ALL REPLACEMENT WINDOWS MUST MATCH ORIGINAL WINDOW/ WINDOW OPENING SIZE.

2. ALL WINDOWS SHALL BE RECESSED FROM THE EXTERIOR WALL FACE TO THE EXTERIOR WINDOW GLASS TO PROVIDE A SHADOW LINE. FLUSH-MOUNTED REPLACEMENT WINDOWS ARE NOT PERMITTED. BOX OR BLOCK FRAMED WINDOWS ARE RECOMMENDED. FIN/FLANGE TYPE WINDOWS ARE NOT RECOMMENDED.

3. FOR WINDOWS WITH SIMULATED DIVIDED LITES, MUNTINS (GRIDS/GRILLES) SHALL BE DIMENSIONAL AND MOUNTED TO THE EXTERIOR OF THE GLAZING (GLASS) WITH A MINIMUM SURFACE RELIEF OF A ¼ INCH. MUNTINS "SANDWICHED" BETWEEN DOUBLE-PANED GLAZING SHALL NOT BE PERMITTED, EXCEPT WHEN INSTALLED BENEATH EXTERIOR-MOUNTED MUNTINS.

4. ALL PAIRED OR GROUPED WINDOWS SHALL BE INSTALLED WITH A DIVIDING MULLION OF AT LEAST 3 INCHES IN WIDTH BETWEEN ADJOINING WINDOWS.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT THE REPLACEMENT WINDOWS INSTALLED ARE CONSISTENT WITH THE DESIGN AND METHOD OF INSTALLATION STATED ON THE CERTIFICATE OF REVIEW. FAILURE TO COMPLY WITH THESE CONDITIONS WILL RESULT IN DISAPPROVAL OF THE BUILDING PERMIT FINAL INSPECTION AND WILL REQUIRE COMPLIANT WINDOWS TO BE INSTALLED REGARDLESS OF FINANCIAL IMPACT TO THE APPLICANT. ACCEPTANCE OF A BUILDING PERMIT FOR REPLACEMENT WINDOWS CONSTITUTES APPLICANT'S ACKNOWLEDGEMENT OF THESE CONDITIONS.

WINDOW PRODUCTS STATED ON THE APPROVED BUILDING PERMIT SHALL NOT BE SUBSTITUTED OR REPLACED WITH A PRODUCT FROM A DIFFERENT MANUFACTURER, OR A DIFFERENT MODEL NUMBER FROM THE SAME MANUFACTURER, WITHOUT STAFF APPROVAL. (HPB23-090)

2. 315 W HANCOCK ST (Contributing Building) - Installation of a simple painted wood handrail at front and side of front porch of the house on the subject property.  
Subject to the following conditions: (HPB23-099)

3. 238 N MASSACHUSETTS AV (Contributing Building) - Installation of a 6 ft. tall black aluminum fence on the west side of the subject building.  
Subject to the following conditions: (HPB23-100)

4. 601 E CHARLES ST (Contributing Building) - Installation of a 4 ft. tall black aluminum fence at the sides of the house on the subject property and along the rear property line, setback 8 feet from the alley.  
Subject to the following conditions: (HPB23-102)

**Certificates of Review Administratively Approved  
Between 5/11/2023 and 6/12/2023**

5. 315 W HANCOCK ST (Contributing Building) - Removal of existing chain link and wood fence and replace in the same footprint a 6 ft. tall wood privacy fence.  
Subject to the following conditions: (HPB23-103)
  
6. 1062 KING AV (Contributing Building) - Installation of an aluminum frame and screen enclosure for the integrated patio under existing roof on the rear elevation of the house on the subject property.  
Subject to the following conditions: (HPB23-105)
  
7. 1102 S FLORIDA AV (Contributing Building) - Sign face change to existing 81" by 14" panel wall sign with a new 81" by 14" panel.  
Subject to the following conditions: (HPB23-106)
  
8. 822 OSCEOLA ST (Contributing Building) - Replace back door size for size with new fiberglass glazed door (FL#20867.1) and rear window size for size with new vinyl single-hung sash window (FL#14095.1). Repair existing vinyl siding with matching vinyl siding on existing rear addition to house.  
Subject to the following conditions: (HPB23-107)
  
9. 915 CUMBERLAND ST (Contributing Building) - Replace one 20" wide double-hung sash wood window on the west (secondary elevation) side of the house facing the detached garage with a new aluminum fixed glass window with obscure glass matching dimensions of original window. This is to accommodate a bathroom renovation where a bathtub/shower will be located on the wall with the window.  
Subject to the following conditions: 1. ALL REPLACEMENT WINDOWS MUST MATCH ORIGINAL WINDOW/ WINDOW OPENING SIZE.  
2. ALL WINDOWS SHALL BE RECESSED FROM THE EXTERIOR WALL FACE TO THE EXTERIOR WINDOW GLASS TO PROVIDE A SHADOW LINE. FLUSH-MOUNTED REPLACEMENT WINDOWS ARE NOT PERMITTED. BOX OR BLOCK FRAMED WINDOWS ARE RECOMMENDED. FIN/FLANGE TYPE WINDOWS ARE NOT RECOMMENDED.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT THE REPLACEMENT WINDOWS INSTALLED ARE CONSISTENT WITH THE DESIGN AND METHOD OF INSTALLATION STATED ON THE CERTIFICATE OF REVIEW. FAILURE TO COMPLY WITH THESE CONDITIONS WILL RESULT IN DISAPPROVAL OF THE BUILDING PERMIT FINAL INSPECTION AND WILL REQUIRE COMPLIANT WINDOWS TO BE INSTALLED REGARDLESS OF FINANCIAL IMPACT TO THE APPLICANT. ACCEPTANCE OF A BUILDING PERMIT FOR REPLACEMENT WINDOWS CONSTITUTES APPLICANT'S ACKNOWLEDGEMENT OF THESE CONDITIONS.

WINDOW PRODUCTS STATED ON THE APPROVED BUILDING PERMIT SHALL NOT BE SUBSTITUTED OR REPLACED WITH A PRODUCT FROM A DIFFERENT MANUFACTURER, OR A DIFFERENT MODEL NUMBER FROM THE SAME MANUFACTURER, WITHOUT STAFF APPROVAL. (HPB23-108)

**Certificates of Review Administratively Approved  
Between 5/11/2023 and 6/12/2023**

10. 1001 MISSISSIPPI AV (Contributing Building) - Installation of 3 ft. tall white PVC picket fence added to the 14 feet in between the detached garage and house to fully close the back yard  
Subject to the following conditions: (HPB23-109)

11. 817 CUMBERLAND ST (Contributing Building) - Replacement of three windows (one window opening has a window A/C unit) on the accessory dwelling at the rear of the property. 2 PGT vinyl double-hung sash windows (FL#14705.1) and 1 PGT vinyl awning window (FL#2766.3).

Subject to the following conditions: 1. ALL REPLACEMENT WINDOWS MUST MATCH ORIGINAL WINDOW/ WINDOW OPENING SIZE.

2. ALL WINDOWS SHALL BE RECESSED FROM THE EXTERIOR WALL FACE TO THE EXTERIOR WINDOW GLASS TO PROVIDE A SHADOW LINE. FLUSH-MOUNTED REPLACEMENT WINDOWS ARE NOT PERMITTED. BOX OR BLOCK FRAMED WINDOWS ARE RECOMMENDED. FIN/FLANGE TYPE WINDOWS ARE NOT RECOMMENDED.

3. FOR WINDOWS WITH SIMULATED DIVIDED LITES, MUNTINS (GRIDS/GRILLES) SHALL BE DIMENSIONAL AND MOUNTED TO THE EXTERIOR OF THE GLAZING (GLASS) WITH A MINIMUM SURFACE RELIEF OF A ¼ INCH. MUNTINS "SANDWICHED" BETWEEN DOUBLE-PANED GLAZING SHALL NOT BE PERMITTED, EXCEPT WHEN INSTALLED BENEATH EXTERIOR-MOUNTED MUNTINS.

4. ALL PAIRED OR GROUPED WINDOWS SHALL BE INSTALLED WITH A DIVIDING MULLION OF AT LEAST 3 INCHES IN WIDTH BETWEEN ADJOINING WINDOWS.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT THE REPLACEMENT WINDOWS INSTALLED ARE CONSISTENT WITH THE DESIGN AND METHOD OF INSTALLATION STATED ON THE CERTIFICATE OF REVIEW. FAILURE TO COMPLY WITH THESE CONDITIONS WILL RESULT IN DISAPPROVAL OF THE BUILDING PERMIT FINAL INSPECTION AND WILL REQUIRE COMPLIANT WINDOWS TO BE INSTALLED REGARDLESS OF FINANCIAL IMPACT TO THE APPLICANT. ACCEPTANCE OF A BUILDING PERMIT FOR REPLACEMENT WINDOWS CONSTITUTES APPLICANT'S ACKNOWLEDGEMENT OF THESE CONDITIONS.

WINDOW PRODUCTS STATED ON THE APPROVED BUILDING PERMIT SHALL NOT BE SUBSTITUTED OR REPLACED WITH A PRODUCT FROM A DIFFERENT MANUFACTURER, OR A DIFFERENT MODEL NUMBER FROM THE SAME MANUFACTURER, WITHOUT STAFF APPROVAL. (HPB23-110)

12. 513 W BELMAR ST (Contributing Building) - Installation of a wood deck on the west side of the house. 11' Wide X 40' Long X 9" High.  
Pressure Treated Lumber. Located behind porte cochere and setback 6 feet from the west property line.  
Subject to the following conditions: (HPB23-111)

13. 512 W PARK ST (Contributing Building) - Installation of a 6 feet wood stockade fence in the rear yard of the subject property. Fence must be setback from the alley by a minimum of 3 feet.  
Subject to the following conditions: (HPB23-112)

**Certificates of Review Administratively Approved  
Between 5/11/2023 and 6/12/2023**

14. 915 E PALMETTO ST (Contributing Building) - Installation of a 6 ft. tall white PVC fence enclosure (12 ft. by 13 ft.) at the west side of the rear parking lot behind apartment building.  
Subject to the following conditions: (HPB23-113)
  
15. 816 PARK HILL AV (Contributing Building) - Installation of a 6 ft. wood privacy fence on rear and north side property line, along with walk gates.  
Subject to the following conditions: (HPB23-114)
  
16. 218 W PARK ST (Contributing Building) - Relocate 6 ft. tall wood privacy fence closer to street side property line, but maintaining a 5 ft. setback from street side property line.  
Subject to the following conditions: (HPB23-115)
  
17. 322 S INDIANA AV (Contributing Building) - Enclose 2 small bathroom window openings on south side (secondary façade) of house with siding matching the historic wood siding on house.  
Subject to the following conditions: Wood siding matching the dimension, profile, and exposure of the existing siding must be used to enclose the window openings. (HPB23-116)
  
18. 127 W PARK ST (Contributing Building) - Installation of a premanufactured wood 12 feet by 20 feet (240 SF) shed in the rear yard of the subject building.  
Subject to the following conditions: (HPB23-117)



**Certificates of Review Administratively Approved  
Between 5/11/2023 and 6/12/2023**

19. 1037 CUMBERLAND ST (Contributing Building) - Replace one horizontal sliding window with an Andersen vinyl glider window (FL#19563) and one patio door with an Andersen 200 series Perma Shield gliding door (FL#14429.3)

Subject to the following conditions: 1. ALL REPLACEMENT WINDOWS MUST MATCH ORIGINAL WINDOW/ WINDOW OPENING SIZE.

2. ALL WINDOWS SHALL BE RECESSED FROM THE EXTERIOR WALL FACE TO THE EXTERIOR WINDOW GLASS TO PROVIDE A SHADOW LINE. FLUSH-MOUNTED REPLACEMENT WINDOWS ARE NOT PERMITTED. BOX OR BLOCK FRAMED WINDOWS ARE RECOMMENDED. FIN/FLANGE TYPE WINDOWS ARE NOT RECOMMENDED.

3. FOR WINDOWS WITH SIMULATED DIVIDED LITES, MUNTINS (GRIDS/GRILLES) SHALL BE DIMENSIONAL AND MOUNTED TO THE EXTERIOR OF THE GLAZING (GLASS) WITH A MINIMUM SURFACE RELIEF OF A ¼ INCH. MUNTINS "SANDWICHED" BETWEEN DOUBLE-PANED GLAZING SHALL NOT BE PERMITTED, EXCEPT WHEN INSTALLED BENEATH EXTERIOR-MOUNTED MUNTINS.

4. ALL PAIRED OR GROUPED WINDOWS SHALL BE INSTALLED WITH A DIVIDING MULLION OF AT LEAST 3 INCHES IN WIDTH BETWEEN ADJOINING WINDOWS.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT THE REPLACEMENT WINDOWS INSTALLED ARE CONSISTENT WITH THE DESIGN AND METHOD OF INSTALLATION STATED ON THE CERTIFICATE OF REVIEW. FAILURE TO COMPLY WITH THESE CONDITIONS WILL RESULT IN DISAPPROVAL OF THE BUILDING PERMIT FINAL INSPECTION AND WILL REQUIRE COMPLIANT WINDOWS TO BE INSTALLED REGARDLESS OF FINANCIAL IMPACT TO THE APPLICANT. ACCEPTANCE OF A BUILDING PERMIT FOR REPLACEMENT WINDOWS CONSTITUTES APPLICANT'S ACKNOWLEDGEMENT OF THESE CONDITIONS.

WINDOW PRODUCTS STATED ON THE APPROVED BUILDING PERMIT SHALL NOT BE SUBSTITUTED OR REPLACED WITH A PRODUCT FROM A DIFFERENT MANUFACTURER, OR A DIFFERENT MODEL NUMBER FROM THE SAME MANUFACTURER, WITHOUT STAFF APPROVAL. (HPB23-118)

20. 1525 S FLORIDA AV #4 (Non-Contributing Building) - Replacing the Embrace Home Loans tenant panel on the existing monument sign on the subject property with the same size (65-5/8" X 12-3/4") tenant panel for Excelcia Music Publishing.

Subject to the following conditions: (HPB23-119)

21. 1303 S LINCOLN AV (Non-Contributing Building) - Installation of 28 solar panels on the rear and side sections of the roof of the subject house.

Subject to the following conditions: (HPB23-120)



**HISTORIC PRESERVATION BOARD  
DESIGN REVIEW COMMITTEE  
STAFF REPORT  
June 22, 2023**

<b>Project #</b>	<b>HPB23-101</b>
<b>Owner/Applicant</b>	<b>Mr. Francisco Chirino, Chirino’s Tile and Marble Inc.</b>
<b>Address; Historic Name</b>	<b>412-414 W. Park Street, N/A</b>
<b>Project Type</b>	<b>Carport Conversion; Accessory Structure Larger than 300 Square Feet</b>
<b>Historic District; FMSF#</b>	<b>Dixieland Historic District; N/A</b>
<b>Future Land Use; Zoning; Context District</b>	<b>RA-4; Residential Medium; Urban Neighborhood; Dixieland SPI</b>
<b>Existing Use</b>	<b>Residential</b>
<b>Adjacent Properties</b>	<b>Residential</b>
<b>Previous Approvals</b>	<b>N/A</b>

**REQUEST**

The Applicant requests Final Approval to enclose and convert the existing 2-car carport structure on the subject property into two game rooms.

**SUMMARY OF BACKGROUND INFORMATION**

The subject property consists of an interior lot of record (Dixieland Subdivision, Block J, Lot 9 and East 30 feet of Lot 10) with a total area of 0.27 acres, and contains a one-story, Masonry Vernacular duplex structure built circa 1958, which is a non-contributing building in the Dixieland Historic District.

The Applicant requests to enclose an existing two-car carport to convert this structure into two game rooms for use by the tenants of the duplex. The carport dimensions are 20 feet wide by 28 feet long, for a total of 560 square feet. Each game room will have an interior bathroom and exterior laundry room. Exterior materials used to enclose the carport consist of fiber cement panel siding, vinyl single hung sash windows, and 6-pane steel doors. The roof of the structure has been re-roofed with Galvalume ribbed metal roof panels. As an existing accessory structure, the building setbacks are consistent with the requirements of the Land Development Code.

This request was prompted by Code Enforcement action and a stop-work order was issued. Most of the exterior work, including new siding, roofing, and window and door installation, has been completed.

**APPLICABLE GUIDELINES:**

*The Secretary of Interior’s Standards for Rehabilitation (“Standards”)* and the City of Lakeland’s *Design Guidelines for Historic Properties (“Design Guidelines”)* are the basis for review per the City of Lakeland Land Development Code, Article 11: Historic Preservation Standards.

The following *Standards* apply to this project:

Standard #9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new works will be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.

Standard #10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The following *Design Guidelines* apply to this project:

Chapter 4: Historical Development Patterns and New Construction

Sub-Chapter 4.9.2: Secondary Structures

- Accessory structures that complement the architectural character of the principal house through the use of similar materials and simplified architectural elements.
- Accessory structures should be placed towards the rear of the property to minimize visibility from the street. Use of landscape screening and/or privacy fencing to reduce visibility of storage sheds and other utilitarian-designed outbuildings is recommended.
- Detached accessory structures that are excessively large and compete with the scale, massing, or height of the primary structure are not acceptable.
- Secondary structures with a gambrel or “barn style” roof form are not acceptable.

#### **ANALYSIS:**

---

In evaluating the request with the Standards, staff finds that the proposed accessory structure does not disturb the spatial relationships of the principal house, and its setting and integrity is maintained. Furthermore, the structure’s location in the back yard behind the duplex and screened by a privacy fence makes it not visible from W. Park Street.

In evaluating the request with the Design Guidelines staff finds the materials of the accessory structure are mostly consistent with the Design Guidelines. The Galvalume ribbed metal roofing that has been installed on this structure is not consistent with the Design Guidelines in terms of allowable metal roofing or architectural style of the structure, and therefore should be replaced with asphalt or fiberglass shingles.

Finally, while not a concern related to the Design Guidelines or Design Review Committee purview, the additional washer/dryer hookups in the bathrooms of each game room are a zoning concern and should be removed to prevent this structure from being illegally used as additional dwelling units on the subject property.

#### **STAFF RECOMMENDATION:**

---

Final Approval of the request, with the following conditions to be approved by staff prior to building permitting:

1. Replace metal roofing with asphalt or fiberglass shingle roofing material.
2. Remove the washer/dryer hookups in the bathrooms of each game room.

Report prepared by: Emily Foster, Senior Planner, Historic Preservation  
Liaison to the Historic Preservation Board

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REVISIONS  
DATE ISSUED

DATE ISSUED

CAR PORT CONVERSION  
412-414 W. PARK ST.  
LAKELAND, FL 33803

PROJECT

DRAWING C1

DRAWING JIMMY

CHECK JULIO

PROJECT NO. 23-010

DATE 03-06-23

**ORB**  
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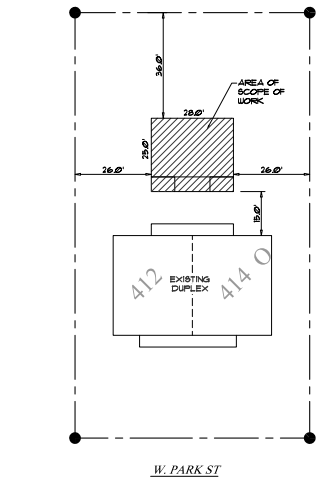
**ABBREVIATIONS**

AB.	ANCHOR BOLT	ELEV.	ELEVATION
ACT	ACOUTICAL CEILING TILE	EMER.	EMERGENCY
AFP.	ABOVE FINISHED FLOOR	ENCL.	ENCLOSURE
AGGR.	AGGREGATE	EQ.	EQUAL
AL.	ALUMINUM	EQUIP.	EQUIPMENT
ALT.	ALTERNATE	EW.	EACH WAY
APPROX.	APPROXIMATE	EWC.	ELECTRIC WATER COOLER
ARCH.	ARCHITECTURAL	EXP.	EXPANSION
		EXT.	EXTERIOR
BD.	BOARD	F.A.	FIRE ALARM
BLDG.	BUILDING	F.D.	FLOOR DRAIN
BLK.	BLOCK	F.D.C.	FIRE DEPARTMENT CONNECTION
BLK.G.	BLOCKING	FDN.	FOUNDATION
BM.	BEAM	FE.	FIRE EXTINGUISHER
BOT.	BOTTOM	F.E.C.	FIRE EXTINGUISHER CABINET
BTWN.	BETWEEN	FF.	FINISH FLOOR
BUR.	BUILT UP ROOFING	F.H.G.	FIRE HOSE CABINET
BW.	BOTH WAYS	FIN.	FINISH
CJ.	CONTROL JT.	F.L.	FLOW LINE
CLS.	CEILING	F.LR.	FLOOR
CLKG.	CAULKING	FLUOR.	FLUORESCENT
CLR.	CLEAR	FND.	FOUNDATION
CHLL.	CONCRETE MASONRY UNIT	F.O.B.	FACE OF BLOCK
COL.	COLUPN	F.G.C.	FACE OF CONCRETE
CONC.	CONCRETE	F.S.	FULL SIZE
CONN.	CONNECTION	FT.	FOOT OR FEET
CONSTR.	CONSTRUCTION	FTS.	FOOTING
CONT.	CONTINUOUS	FURR.	FURRING
CT.	CERAMIC TILE	GA.	GAUGE
DEG.	DEGREE	GALV.	GALVANIZED
DET./DTL.	DETAIL	G.C.	GENERAL CONTRACTOR
D.F.	DRINKING FOUNTAIN	GL.	GLASS
DIAG.	DIAGONAL	GR.	GRADE
DIAM.	DIAMETER	GYP.	GYPSPUM
DN.	DOWN	GYP. BD.	GYPSPUM BOARD
DN.	DOWNPOUT	H.B.	HOSE BIBB
DWG.	DRAWING	H.C.	HOLLOW CORE
E.	EAST	H.C.	HANDICAPPED
EX.	EXISTING	H.O.D.	HARDWOOD
E.A.	EACH	H.O.D.	HARDWARE
E.J.	EXPANSION JOINT	H.M.	HOLLOW METAL
E.I.P.S.	EXTENSION INSULATION AND FINISH SYSTEM	H.R.	HOOR
		H.T.	HEIGHT
EL. ELEV.	ELEVATION	H.V.A.C.	HEATING VENTILATION AND AIR CONDITIONING
ELC.	ELECTRICAL		
ID.	INSIDE DIAMETER	R.	RISER
INSUL.	INSULATION	R.D.	ROOF DRAIN
INT.	INTERIOR	REF.	REFER TO
		REFR.	REFRIGERATOR
JAN.	JANITOR	REINF.	REINFORCED
JNT.	JOINT	REQD.	REQUIRED
JST.	JOIST	RM.	ROOM
		R.O.	ROUGH OPENING
KIT.	KITCHEN	S.	SOUTH
		S.C.	SOLID CORE
LAB.	LABORATORY	SCHED.	SCHEDULE
LAM.	LAMINATE	SECT.	SECTION
LAV.	LAVATORY	S.F.	SQUARE FOOT
L.T.	LIGHT	SHT.	SHEET
		SIM.	SIMILAR
MAX.	MAXIMUM	SPEC.	SPECIFICATION
MECH.	MECHANICAL	SQ. OR #	SQUARE
MEMB.	MEMBRANE	S.S.	STAINLESS STEEL
MFR.	MANUFACTURER	STAGG.	STAGGERED
M.H.	MANHOLE	STD.	STANDARD
MIN.	MINIMUM	STRE.	STRENER
MISC.	MISCELLANEOUS	STL.	STEEL
M.O.	MASONRY OPENING	STRUC.	STRUCTURAL
MTL.	METAL	SUPP.	SUSPENDED
MILL.	MILLION	TR.	TRASH
N.	NORTH	T & B	TOP AND BOTTOM
N.C.	NOT IN CONTRACT	TER.	TERRAZZO
NO.	NUMBER	T & G	TONGUE & GROOVE
NOM.	NOMINAL	THK.	THICK
NT&S.	NOT TO SCALE	T/	TOP OF
		TYP.	TYPICAL
O.C.	ON CENTER	UN.	UNLESS OTHERWISE NOTED
O.D.	OUTSIDE DIAMETER		

**SYMBOLS LEGEND**

	NUMBER IN SECTION WHERE SECTION APPEARS		REVISION		CONCRETE
	NUMBER IN SECTION WHERE DETAIL APPEARS		CENTER LINE		EARTH FILL
	ELEV. NUMBER		ELEVATION MARKER		
	SHEET NUMBER				

**CAR PORT CONVERSION  
412-414 W. PARK ST  
LAKELAND, FL 33803**



**SITE PLAN**  
SCALE: 1"=20'-0"

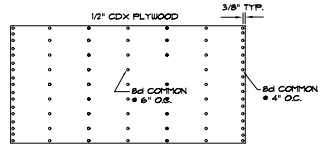
**STRUCTURAL NOTES**

- GENERAL:**
- All work to be in strict accordance with the Florida Building Code Residential 2020, 1<sup>th</sup> edition.
  - Only written changes approved by the Engineer shall be permitted.
  - General Contractor shall coordinate structural drawings with all other disciplines. Where there are conflicts in information presented in the drawings or if the drawings are unclear or insufficient in any manner that may inhibit the contractor's understanding of the project, such conflicts shall be brought to the Engineer's attention prior to bidding and the necessary adjustments shall be made per his instructions.
  - Provide hurricane clips or anchors at all connections.
  - All wood framing shall be designed, detailed, and fabricated in accordance with design specification for wood construction.
  - For structural lumber provide the following grade and species: (or equivalent): Southern Pine grade "1" dense with 15-1550psi min.
  - All bolts used for construction shall be a min. of 1/2" diam. (ASTM A-310).
  - Provide framing members of sizes and of spacing shown, or if not shown, comply with the "Manual For House Framing" of the National Forest Products Association. Do not splice between supports.

- VERIFICATION OF FIELD CONDITIONS:**
- Contractor shall verify all field conditions and dimensions relative to same. Where there are conflicts between actual field conditions and data presented in the drawings, such conditions shall be called to the Engineer's attention and necessary adjustments made per their instructions.
  - If there are any discrepancies between these Structural Notes and the Specifications, the stricter of the two shall govern.

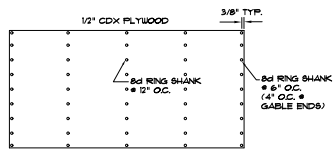
**WIND DESIGN DATA:**

- ULTIMATE DESIGN WIND SPEED: 140 MPH
- NOMINAL DESIGN WIND SPEED: 120 MPH
- RISK CATEGORY: II
- EXPOSURE CATEGORY: C
- ENCLOSURE CLASSIFICATION: INTERNAL PRESSURE COEFF. ENCLOSED (+0.18)
- COMPONENTS & CLADDING:
  - ROOF: (+0.11/-0.63) PWF
  - WALLS: (+0.17/-0.61) PWF



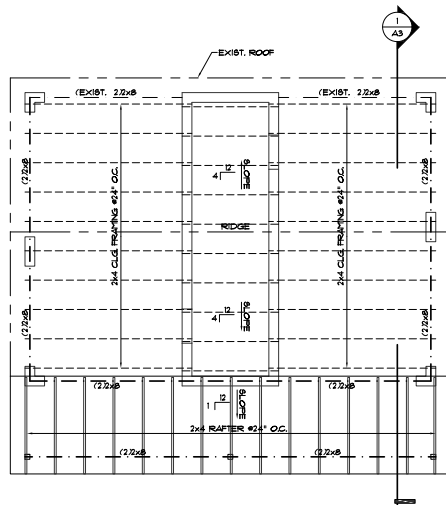
WALL SHEATHING NAILING PATTERN

SCALE: 1/4"=1'-0" W



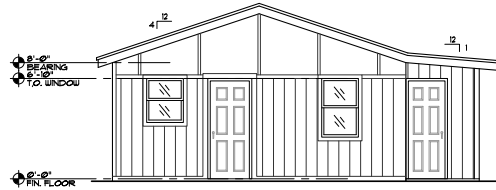
ROOF SHEATHING NAILING PATTERN

SCALE: 1/4"=1'-0" W



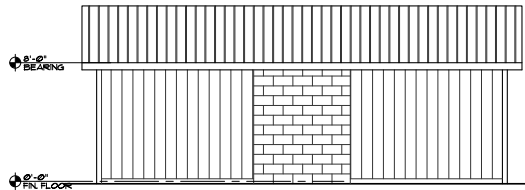
ROOF PLAN

SCALE: 1/4"=1'-0" W



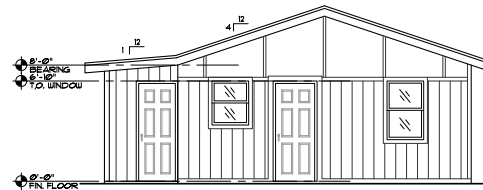
EAST SIDE ELEVATION

SCALE: 1/4"=1'-0" W



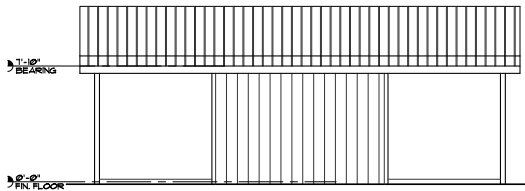
REAR SIDE ELEVATION

SCALE: 1/4"=1'-0" W



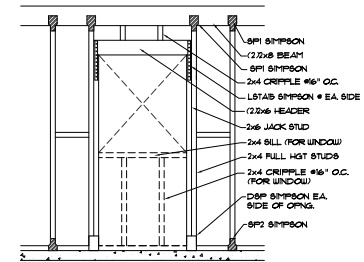
WEST SIDE ELEVATION

SCALE: 1/4"=1'-0" W



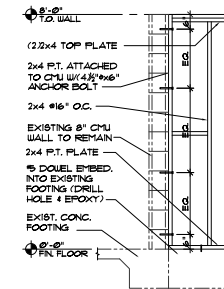
NORTH SIDE ELEVATION

SCALE: 1/4"=1'-0" W



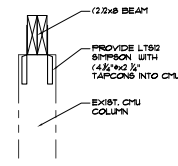
OPENING FRAMING DETAIL

SCALE: 1/2"=1'-0" W



FRAMING ATTACHMENT TO CMU

SCALE: 1/2"=1'-0" W



CMU COLUMN/ BEAM CONNECTION

SCALE: 1/2"=1'-0" W

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REVISIONS

DATE ISSUE

CAR PORT CONVERSION  
4 1/2-4 1/2 W. PARK ST. W  
LAKELAND FL 33805

PROJECT W

A2 W  
DRAWING

JIMMY  
DRAWN BY

JULIO  
CHECK

23-010  
PROJECT NO.

03-06-23  
DATE



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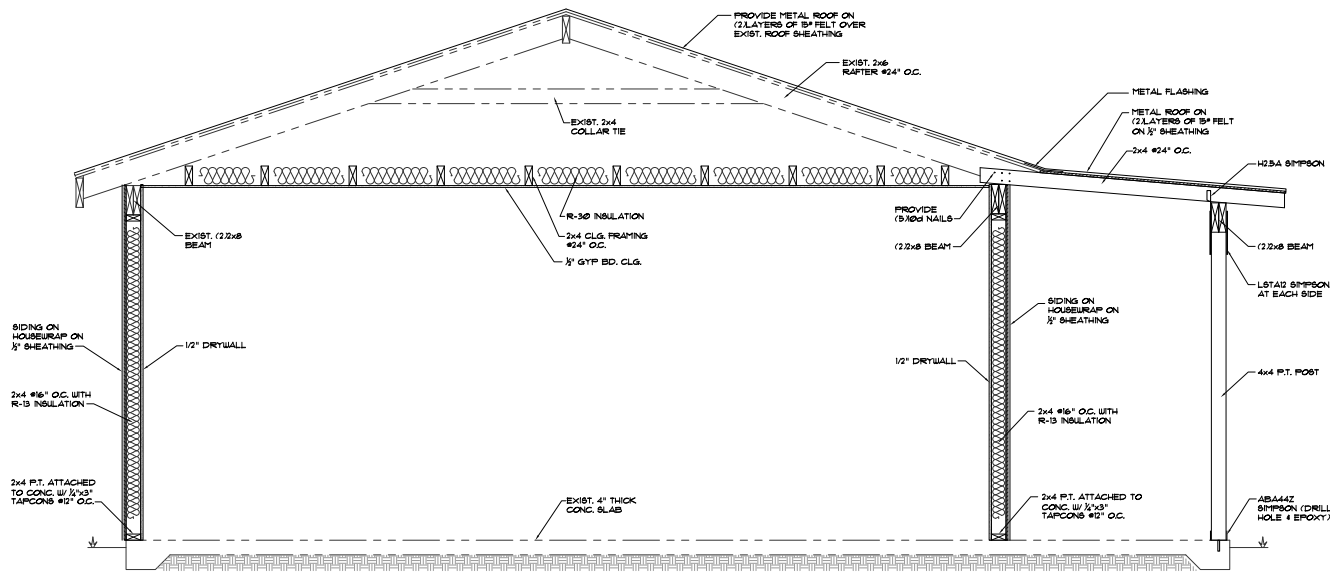
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REVISIONS

DATE	ISSUE



1 SECTION  
A-3  
SCALE: 3/4" = 1'-0" W

CAR PORT CONVERSION  
4102-4130 W. PARK ST. W  
LAKELAND, FL 33803

PROJECT W

DRAWING A3 W

DRAWN BY JIMMY

CHECK JULIO

PROJECT NO. 23-010

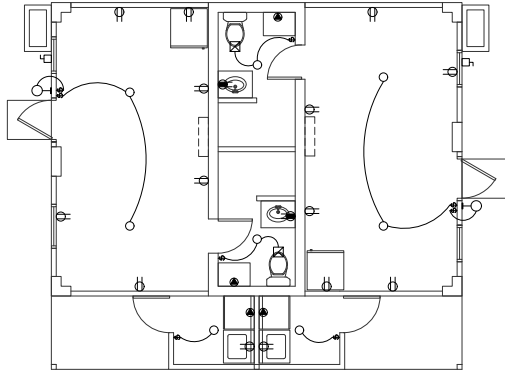
DATE 03-06-23

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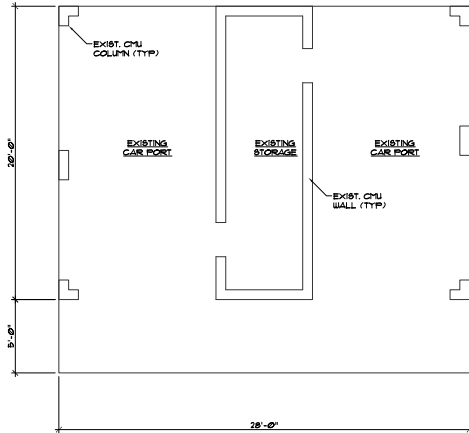
ELECTRICAL LEGEND	
SYMBOL	DESCRIPTION
○	LIGHTING FIXTURE
○-○	WALL SCONCE
⊕	SWITCH #48" AFF.
⊙	120V. RECEPTACLE #8" AFF.
⊙	120V. GFI RECEPT. #42" AFF.
⊙	220V. RECEPTACLE
⊠	EXHAUST FAN
⊠	220V. DISCONNECT

NOTE:  
ALL ELECTRICAL WORK SHALL COMPLY WITH NEC 2011



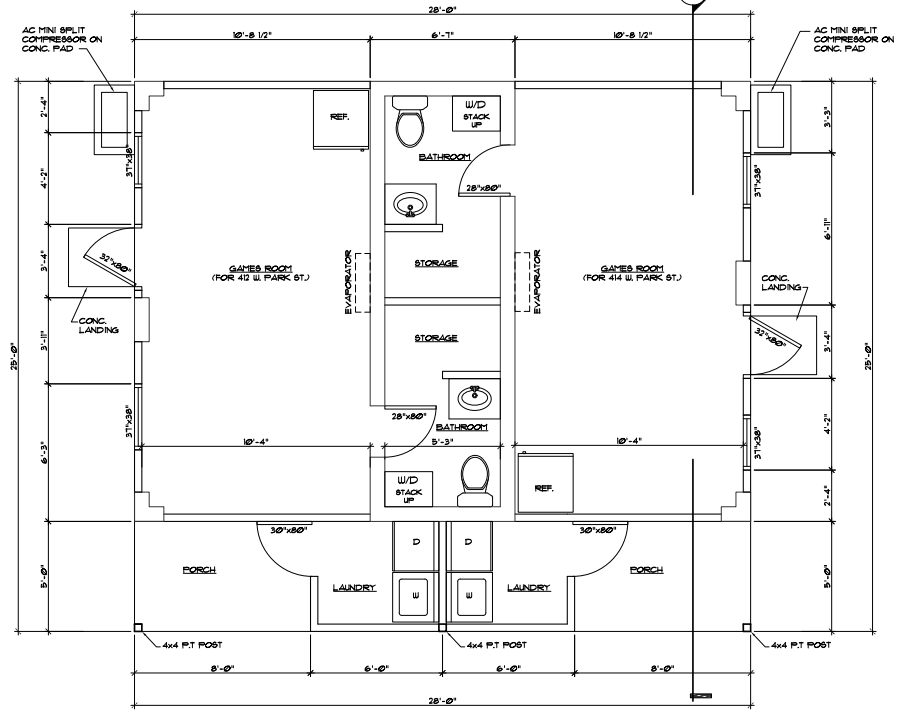
ELECTRICAL PLAN

SCALE: 1/4"=1'-0"



CAR PORT/ STORAGE PLAN

SCALE: 3/8"=1'-0"



FLOOR PLAN

SCALE: 3/8"=1'-0"

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LAKELAND FL 33803

PROJECT W

DRAWING A1 W

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CHECK BY JULIO

PROJECT NO. 23-010

DATE 03-06-23



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**HISTORIC PRESERVATION BOARD  
DESIGN REVIEW COMMITTEE  
STAFF REPORT  
June 22, 2023**

<b>Project #</b>	<b>HPB23-104</b>
<b>Project Type</b>	<b>Replacement Windows</b>
<b>Property Address; Historic Name</b>	<b>832 S. Clayton Avenue; N/A</b>
<b>Historic District; FMSF#</b>	<b>Biltmore-Cumberland Historic District; N/A</b>
<b>Owner/Applicant</b>	<b>James and Debra Whitten</b>
<b>Future Land Use; Zoning; Context District</b>	<b>Residential Medium; RA-3; Urban Neighborhood</b>
<b>Existing Use</b>	<b>Residential</b>
<b>Adjacent Properties</b>	<b>Residential</b>
<b>Previous Approvals</b>	<b>N/A</b>

**REQUEST**

The Applicant requests approval to replace 28 double-hung sash metal windows with white vinyl double-hung sash, horizontal slider, fixed, and awning windows.

**SUMMARY OF BACKGROUND INFORMATION**

The subject property is located at the northeast corner of South Clayton Avenue and McDonald Place (Biltmore Park Subdivision, Block 11, Lot 8) that is 0.24 acres in size. This property contains a two-story, single-family house built circa 1947, which is a non-contributing building in the Biltmore-Cumberland Historic District. Stylistically, the house is a Modern Hip Cottage.

The Applicants request to replace 28 dark-framed metal double-hung sash windows located throughout the house with 14 double-hung sash windows, 8 horizontal slider windows, 2 fixed windows, and 1 awning window matching the existing window openings. All replacement windows will be white vinyl and will not have a simulated divided lite appearance. The reason for this request is due to the existing windows not being operable or energy efficient. An existing sliding glass door will also be replaced with a similarly sized vinyl sliding glass door; however, this can be approved administratively by staff.

Because the replacement windows do not match the existing windows in design (Colonial style simulated divided lites) or type (double-hung sash being replaced by horizontal slider, fixed, or awning windows) as required by the Design Guidelines for Historic Properties, this request was referred to the Design Review Committee for consideration.

**APPLICABLE GUIDELINES:**

*The Secretary of Interior’s Standards for Rehabilitation (“Standards”)* and the City of Lakeland’s *Design Guidelines for Historic Properties (“Design Guidelines”)* are the basis for review per the City of Lakeland Land Development Code (“LDC”), Article 11: Historic Preservation Standards.

The following *Design Guidelines* apply to this project:  
Chapter 6 Exterior Architectural Features: Alteration and Maintenance; Sub-Chapter 6.4 Windows and Shutters, (for Contributing Buildings)

- Replacement window requirements:
  - Window design should reflect the architectural style of the building.
  - Must retain the opening size of the original window.
  - Must use the same type of window as the original. Double-hung sash windows may be replaced with a double-hung sash or single-hung sash window.
  - Must retain the same divided lite/pane pattern as the original window. Muntins/grids must be dimensional and mounted to the exterior glass, approximately of the same dimension as the original window;
  - Must be installed with a recess inside the casing of the window opening to produce a shadow line (flush installation is not permitted); box or block frame windows are recommended as fin/flange windows do not produce an adequate recess.
  - Double or grouped windows may not be separated by a standard mull bar and must be separated by a wood or similar material mullion of the same dimension as the original mullion.
  - Window must be trimmed out with wood or similar material of the same design, profile, and dimension as the original, including angled sill and top drip edge. It is recommended that the original window trim and casing be preserved.
  - Non-historic windows such as jalousie, awning, and aluminum single-hung sash windows, may be replaced with windows that are typical for the architectural style of the building.
  - Possible substitutes must be approved by the Historic Preservation Board.
- Replacement of original steel casement windows is discouraged because a compatible alternative is not generally available.

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#### **ANALYSIS:**

As a non-contributing building, the subject house can be afforded some flexibility from the strict interpretation of the Design Guidelines. Additionally, the Applicants state in their application that the existing windows are 33 years old, which indicates these windows are not original to the subject house built circa 1947. Staff finds that the double-hung sash replacement windows without a divided lite appearance are acceptable replacement windows where proposed. Staff finds that the use of fixed and horizontal slider windows are acceptable replacement windows for the large window on the front (west) façade. However, for all other fixed, horizontal slider, and awning replacement windows that are proposed, double-hung sash windows should be used, in accordance with the Design Guidelines.

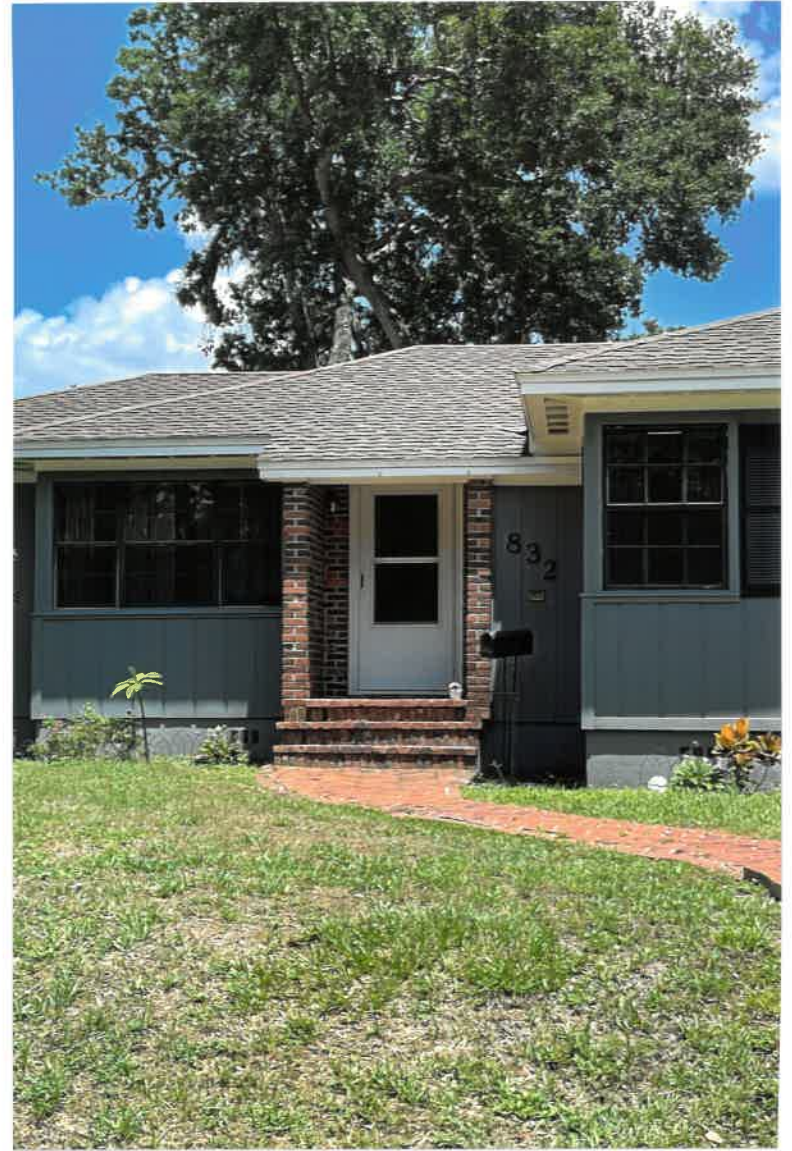
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#### **STAFF RECOMMENDATION:**

Approval of the request with the following conditions:

1. All replacement windows must match existing window/window opening size.
2. All replacement windows shall be recessed from the exterior wall face to the exterior window glass to provide a shadow line. Flush-mounted replacement windows are not permitted. Box or block framed replacement windows are recommended for adequate recess. Fin/Flange type windows are not recommended.
3. Muntins (Grid/Grille) "sandwiched" between double-paned glazing shall not be permitted, except when installed beneath exterior-mounted muntins/grid/grille.
4. All paired or grouped windows shall be installed with a dividing mullion of at least 3 inches in width between adjoining windows.

Report prepared by: Emily Foster, Senior Planner, Historic Preservation  
Liaison to the Historic Preservation Board











**HISTORIC PRESERVATION BOARD  
DESIGN REVIEW COMMITTEE  
STAFF REPORT  
June 22, 2023**

<b>Project #</b>	<b>HPB21-188</b>
<b>Project Type</b>	<b>Amendment to Approved Certificate of Review for New Construction</b>
<b>Property Address</b>	<b>625 E. Lime Street</b>
<b>Historic District; FMSF#</b>	<b>East Lake Morton Historic District; N/A</b>
<b>Owner/Applicant</b>	<b>Lake Morton Apartments LLC/ The Lunz Group</b>
<b>Zoning; Context District; Future Land Use; SPI</b>	<b>O-1 (Low Impact Office District); Urban Neighborhood; Residential High; Garden District SPI Sub-District 2</b>
<b>Existing Use</b>	<b>Vacant</b>
<b>Adjacent Properties</b>	<b>Office, Residential, Institutional</b>
<b>Previous Approvals</b>	<b>11/2001 (2001-74) Demolition of a non-historic accessory building; 11/2018 (HPB18-224) Demolition of the existing building on site and staff approval of the construction of a 4-story apartment building (contingent on adoption of Garden District SPI amendment, which was altered); 02/2019 (HPB18-224) Approval with conditions by the DRC of a 4-story apartment building; 9/23/2021 (HPB21-188) Conceptual Approval for demolition of a duplex structure at 611 E. Lime Street and the revised design of a 4-story apartment building; 1/27/2022 (HPB21-188) Final Approval for demolition of a duplex structure at 611 E. Lime Street and the revised design of a 4-story apartment building.</b>

**REQUEST**

The Applicants request an amendment to the materials for the new construction of a four-story residential apartment building on the subject property.

**SUMMARY OF BACKGROUND INFORMATION**

The subject property consists of two parcels, approximately 0.89 acres in area, located at the southwestern corner of East Lime Street and South Indiana Avenue. On the westernmost parcel (Parcel ID 24-28-19-000000-031010) is located a one-story masonry duplex building, built circa 1979, which is a noncontributing building in the East Lake Morton Historic District and has received demolition approval from the Design Review Committee. The easternmost parcel (Parcel ID 24-28-19-000000-031020) is vacant.

In January 2022, a proposed four-story apartment building was approved with three conditions by the Design Review Committee. The building will contain 48 dwelling units, and have a total floor area of 45,000 square feet. The design of this building reflects a neo-traditional aesthetic with roof shapes, porch, balcony, and window design, and several cladding materials, which imitate the appearance of historical architectural styles, such as Frame Vernacular and Bungalow. The horizontal massing of the building is broken by projecting porches, banding created by siding materials and paint color, and roof eaves with a wide overhang. The east and west sides of the building are punctuated by an angular projection on each side that serves the entrances into the building, while also providing visual interest to the large gable on these ends of the building.

Materials approved for the exterior cladding of this building included: Brick veneer (white-wash red brick); Hardie Panel Lap siding with 6-inch exposure; and Hardie Board Vertical Panel siding. The Applicants now request to use

a rusticated stucco cladding, painted Plymouth Brown (Benjamin Moore HC-73) or similar, instead of the brick veneer. All other exterior cladding will remain as approved.

**APPLICABLE GUIDELINES:**

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*The Secretary of Interior’s Standards for Rehabilitation (“Standards”)* and the City of Lakeland’s *Design Guidelines for Historic Properties (“Design Guidelines”)* are the basis for review per the City of Lakeland Land Development Code (“LDC”), Article 11: Historic Preservation Standards. The Garden District Special Public Interest District regulations (“Garden District Regulations”) also apply to this project.

The following *Standards* apply to this project:

Standard #9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new works will be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.

Standard #10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The following *Design Guidelines* apply to this project:

Chapter 4: Historical Development Patterns and New Construction

Sub-Chapter 4.6: New Residential Construction and Infill Development

- Ensure that Historic Buildings Remain the Central Focus: Carefully consider the historic context of the block and surrounding environment or historic district when designing a new structure. New construction should be distinguishable from historic structures without detracting from them.
- False Historicism/Conjectural History is Discouraged: Attempting to create an exact replica of historic styles for new construction blurs the distinction between old and new buildings and makes the architectural evolution of the historic district more difficult to interpret. While new construction within historic districts does not need to mirror or replicate historic features, new structures should not be so dissimilar as to distract from or diminish the historic interpretation of the district.
- Contemporary Interpretations of Traditional Designs and Details May be Considered: When applied to a compatible building form, contemporary materials and architectural details can increase energy efficiency and provide visual interest while helping to convey the fact that the building is new.
- Materials should respect adjacent historic buildings.
- Details and Ornamentation: a new building should consider the amount, location and elaborateness of details and ornamentation on existing neighboring buildings in its design.
- Setback Guidelines: Single and multi-family structures should adhere to established setback distances on adjacent lots. Alignment of porches, projecting bays, entryways and other façade elements of infill development with adjacent historic structures.
- Orientation Guidelines: Orient front facades and entrances to the street. Building entrances, porches, and landings should have orientations that are consistent with other historic structures along the street.
- Massing and Scale Guidelines:
  - Infill structures should have massing and scale conditions that are compatible with adjacent structures on the same block face.
  - Structures should utilize design strategies to reduce the apparent scale of the primary façade to blend in with adjacent structures.



- Corner infill structures should acknowledge prominent locations with appropriate transitional or other massing gestures.
- Infill structures should be elevated a minimum of 21 inches above grade to promote visual interest, privacy and consistent building height zones along the street.
- The height-to-width ratio of an infill structure’s street-facing facade should be compatible with and maintain massing proportions established by adjacent historic structures.
- The height of walls, cornices, roofs, and chimneys on new infill structures should be compatible with existing building heights.
- Infill structures should be no more than one story higher or lower than adjacent buildings.
- All principal new buildings must have front porches or terraces that extend toward the street.
- Façade Proportion Guidelines: Infill structures that exhibit a minimum level of “diagrammatic compatibility” with historic buildings along the street. Façade compositions on infill structures that use design strategies to relate to historic façade patterns.
- Porch Column and Wall Opening Guidelines: Porch column and fenestration patterns that are coordinated to reflect a discernible order or regular window-bay definition. Porch column faces that are flush with the face of the beam or horizontal structural member above them. Porch columns that are appropriately scaled relative to the size of the beam above them.
- Window Guidelines
  - Windows should have vertical or square proportions.
  - Window design should be based on traditional types with the historic pane configurations.
  - Structures should incorporate window designs as a coordinated ensemble.
  - Windows should be constructed of wood, wood cladding or a synthetic material that resembles a traditional wood window.
  - When a simulated divided-lite appearance is used, the muntins (grid/grille) should be mounted to the exterior glass.

#### Sub-Chapter 4.7: Multi-Family Infill: Apartment Buildings

- Infill apartment buildings should be located on corners or at the end of a block in areas with mostly single-family houses.
- Apartment buildings with form and massing proportions should be compatible with adjacent historic structures.
- Apartment buildings should incorporate design strategies to diminish their perceived scale and massing along a historic street.
- Parking and vehicular movements for apartment buildings should be situated entirely on-site and screened from adjacent historic structures.

The following *Garden District Regulations* apply to this project:

1. Intent
  - To provide incentive and mechanism for quality infill development.
  - To remove regulatory impediments.
  - To allow a variety of building forms that are sympathetic to the character of the area and that incorporate good urban design.
  - To preserve the historic fabric and assure architectural compatibility of new construction.
2. Sub-District 2 Principle Uses Permitted By Right
  - Multiple-family residential buildings
3. The subject property is located in the area of Sub-District 2 not eligible for a height bonus.

**ANALYSIS:**

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Staff finds that the proposed multi-family apartment building continues to meet the intent of the Standards and Design Guidelines in terms of scale, massing, materials, orientation, setbacks, fenestration size and alignment, and neo-traditional design. The change in cladding material from brick to rusticated stucco is consistent with historical materials and the use of stucco on adjacent buildings. In addition to the rusticated stucco that has been requested by the Applicant, staff recommends stucco brick as another alternative material in place of the brick cladding originally proposed and approved.

**STAFF RECOMMENDATION:**

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Final Approval for the requested change in exterior cladding from white-wash red brick to rusticated stucco painted Plymouth Brown or similar.

Report prepared by: Emily M. Foster, Senior Planner, Historic Preservation  
Liaison to the Historic Preservation Board



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# LIME STREET APARTMENTS.

HPB SUBMITTAL- AMENDMENT TO APPROVAL  
06.01.2023

PREPARED FOR

**CODA**

DEVELOPMENT



## MISSION

To be sustainable and innovative design leaders.

## VISION

By leveraging technology, pushing boundaries, exploring materials and with the highest level of customer service, we design building that exceed our client's expectations.

## AGENDA

SITE PHOTOS

CONCEPTUAL SITE PLAN

EXTERIOR ELEVATIONS

PAINT COLORS AND WINDOW ELEVATION

RENDERINGS



# EXISTING DUPLEX IMAGES

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**EXISTING SITE**

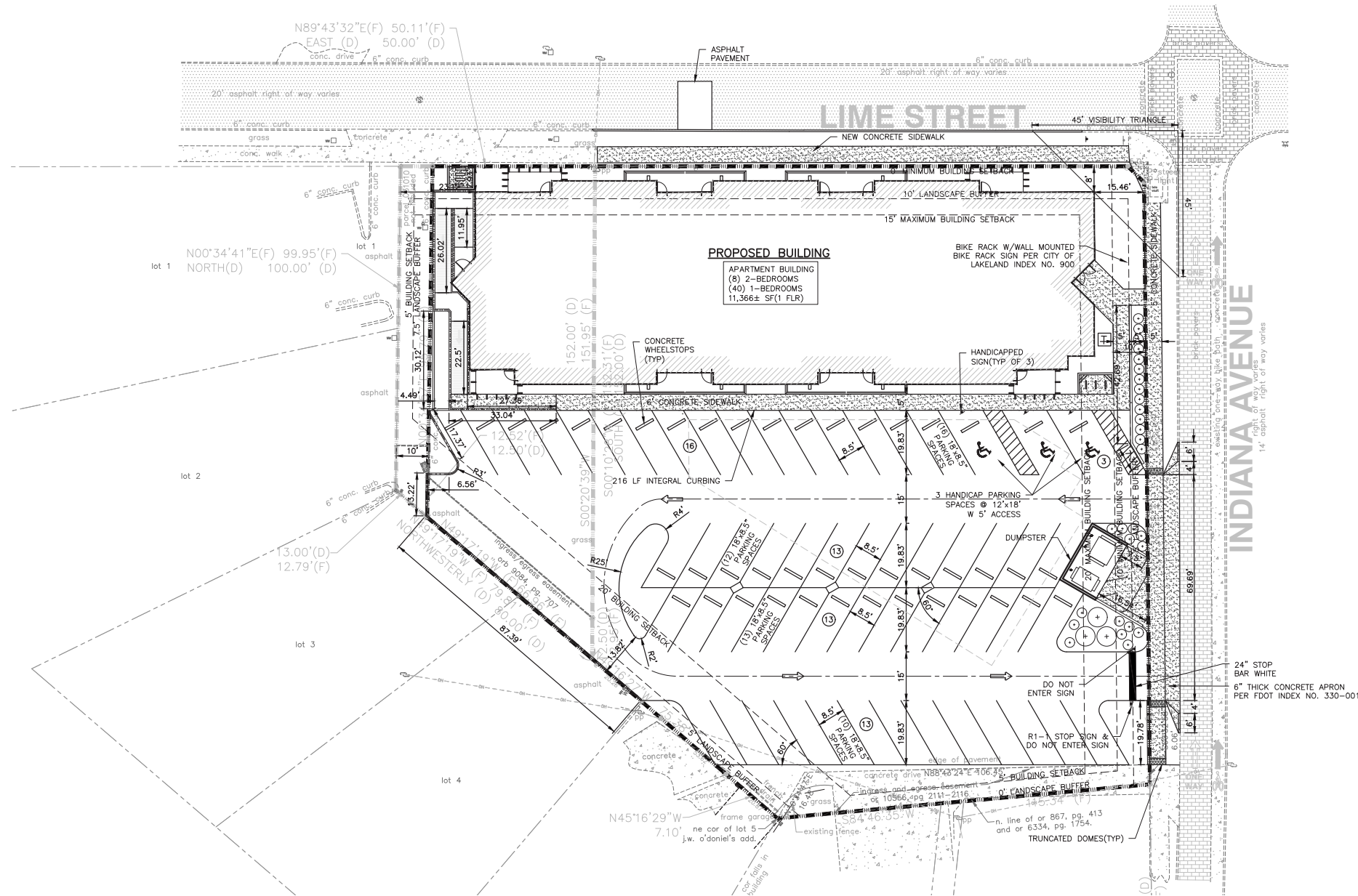




**EXISTING SITE**







LEGEND			
TYP	TYPICAL		WATER METER
H/C	HANDICAP		TRAFFIC FLOW (INFORMATIONAL ONLY)
R	RADIUS		AREA LIGHT
R/W	RIGHT-OF-WAY		HANDICAP PARKING
			PROPOSED CURB
			PROPERTY LINE
			RIGHT-OF-WAY
			EXISTING EDGE OF PAVEMENT
			PROPOSED CONCRETE PAVEMENT
			EXISTING CONCRETE PAVEMENT
			PROPOSED ASPHALT PAVEMENT
			EXISTING PAVED ROADWAY

**SITE DATA**

1. SITE ADDRESS	625 E. LIME STREET LAKELAND, FL 33801
2. GROSS SITE AREA	39,969 SF 0.91 AC
3. PARCEL NUMBER	24281900000031020
4. FLOOD ZONE	THIS PROPERTY LIES WITHIN FLOOD ZONE 'X' AS DEPICTED ON FEMA FLOOD INSURANCE RATE MAP NO. 12105C0315G, DATED 12-22-16.
5. OWNER	LAKE MORTON APARTMENTS, LLC P.O. BOX 2955 LAKELAND, FL 33806
6. BUILDING SETBACKS	FRONT (NORTH) 0-15 FT FRONT (EAST) 10-20 FT SIDE (WEST) 5 FT SIDE (SOUTHEAST) 5 FT REAR (SOUTHWEST) 20 FT
7. LANDSCAPE BUFFERS	FRONT (NORTH) 10 FT FRONT (EAST) 5 FT SIDE (WEST) 7.5 FT SIDE (SOUTHEAST) 0 FT REAR (SOUTHWEST) 5 FT
8. PARKING DATA:	
REQUIRED:	
(8) 2 BEDROOMS x 1.5 SPACES/1 2-BEDROOM UNIT	= 12 SPACES
(40) 1 BEDROOM x 1 SPACE/1 1-BEDROOM UNIT	= 40 SPACES
LESS BICYCLE PARKING CREDIT	= -2 SPACES
<b>TOTAL PARKING SPACES REQUIRED</b>	<b>= 50 SPACES</b>
PROVIDED:	
REGULAR PARKING SPACES	= 55 SPACES
HANDICAP PARKING SPACES	= 3 SPACES
<b>TOTAL PARKING SPACES PROVIDED</b>	<b>= 58 SPACES</b>
9. THERE ARE NO ENVIRONMENTALLY SENSITIVE AREAS ON THIS SITE.	
10. ALL MECHANICAL EQUIPMENT SHALL BE SCREENED IN ACCORDANCE WITH CITY OF LAKELAND REQUIREMENTS.	
11. MAXIMUM BUILDING HEIGHT = 40 FT.	
12. SITE AREAS:	
VEHICULAR USE AREA	20,239 SF 52.00%
BUILDING AREA (1FL)	11,366 SF 29.20%
TRASH ENCLOSURE AREA	253 SF 0.65%
PATIO AREA	1,083 SF 2.78%
SIDEWALK AREA	2,099 SF 5.39%
TOTAL IMPERVIOUS AREA	35,040 SF 90.02%
PERVIOUS AREA	3,884 SF 9.98%
GROSS SITE AREA	38,924 SF 100.00%
FLOOR AREA RATIO (ALL FLOORS)	1.168
13. FUTURE LAND USE DESIGNATION	RH
14. ZONING DESTINATION	0-1
15. CONTEXT DISTRICT	URBAN NEIGHBORHOOD
16. HISTORIC DISTRICT	EAST LAKE MORTON
17. SPECIAL PUBLIC INTEREST DISTRICT	GARDEN DISTRICT
18. FFPC OCCUPANCY CLASSIFICATION	RESIDENTIAL GROUP R2
19. TYPE OF CONSTRUCTION	5A

**SITE PLAN NOTES:**

- ALL DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF BUILDING.
- EXISTING IMPROVEMENTS SHOWN ARE TAKEN FROM BOUNDARY & TOPOGRAPHIC SURVEY PREPARED BY PORTER GEOGRAPHICAL POSITIONING & SURVEYING, DATED 04/29/19.
- BUILDING AND SIDEWALK DIMENSIONS ARE TO OUTSIDE EDGE OF WALL.
- ALL TIES TO THE PROPERTY LINE ARE BASED ON THE BOUNDARY & TOPOGRAPHIC SURVEY.
- ALL CURB RADIUS ARE 3' UNLESS OTHERWISE NOTED.
- CIVIC OPEN SPACE-LAKE MORTON SHORE PARK IS LESS THAN 1,320 FEET AWAY.
- CITY OF LAKELAND LAND DEVELOPMENT CODE 4.11.5.2.B.2. THE SUBJECT PROPERTY IS LESS THAN 1,320 FEET AWAY FROM STOP 2. (S. IOWA AVE. & E. ORANGE STREET) ON ROUTE 10.
- BICYCLE PARKING SPACES-CITY OF LAKELAND LAND DEVELOPMENT CODE 4.11.6.2. THE PROJECT WILL PROVIDE A MINIMUM OF 4 BICYCLE PARKING SPACES.  
[CITY OF LAKELAND LAND DEVELOPMENT CODE 4.11.6.4. THE PROJECT WILL RECEIVE A CREDIT AGAINST THE MINIMUM OFF-STREET PARKING REQUIREMENT OF TWO PARKING SPACES.]
- THE 6TH EDITION 2017 FLORIDA BUILDING AND ACCESSIBILITY CODE REQUIREMENTS WERE APPLIED FOR THE DESIGN AND CONSTRUCTION OF THIS SITE. ALL WORK SHALL BE IN COMPLIANCE WITH THE 2017 6TH EDITION FLORIDA BUILDING CODE AND ACCESSIBILITY CODE.
- THE CONTRACTOR SHALL PROVIDE TO THE ENGINEER OF RECORD AND CITY OF LAKELAND A SHOP DRAWING OF THE PROPOSED SIGNAGE THAT IS TO BE INSTALLED IN THE RIGHT-OF-WAY FOR THE DROP-OFF AREA PRIOR TO ORDERING SIGNAGE.
- CONTRACTOR TO MODIFY PROPOSED FENCING AROUND BACKFLOW ASSEMBLIES AS NECESSARY TO ALLOW PROPOSED LANDSCAPING PER CITY OF LAKELAND DETAIL WS-601.

**FIRE PROTECTION NOTE**

THERE IS AN EXISTING FIRE HYDRANT LOCATED APPROXIMATELY 7 NORTH AND 44 FEET EAST OF THE NORTHEASTERN PROPERTY CORNER ALONG LIME STREET SOUTH RIGHT-OF-WAY LINE ON THE SOUTHEASTERN CORNER OF LIME AND INDIANA.

NO.	REVISION DESCRIPTION	DATE

**B-BOGGS ENGINEERING, LLC**  
 607 S. Alexander Street, Suite 101  
 Plant City, FL 33563  
 Phone: 813-747-9100  
 www.boggsengineering.com  
 CO# 25897

**LIME STREET APARTMENTS**  
**625 E. LIME STREET**  
**LAKELAND, FLORIDA 33801**

DATE: 1/5/23  
 WAYNE J. SPROUSE, P.E.  
 FL REG. NO. 60821  
**PROJECT NO:**  
**14036.001**  
 DATE: 9/29/21  
 DESIGNED BY: WJS  
 DRAWN BY: GTH  
 CHECKED BY: WJS

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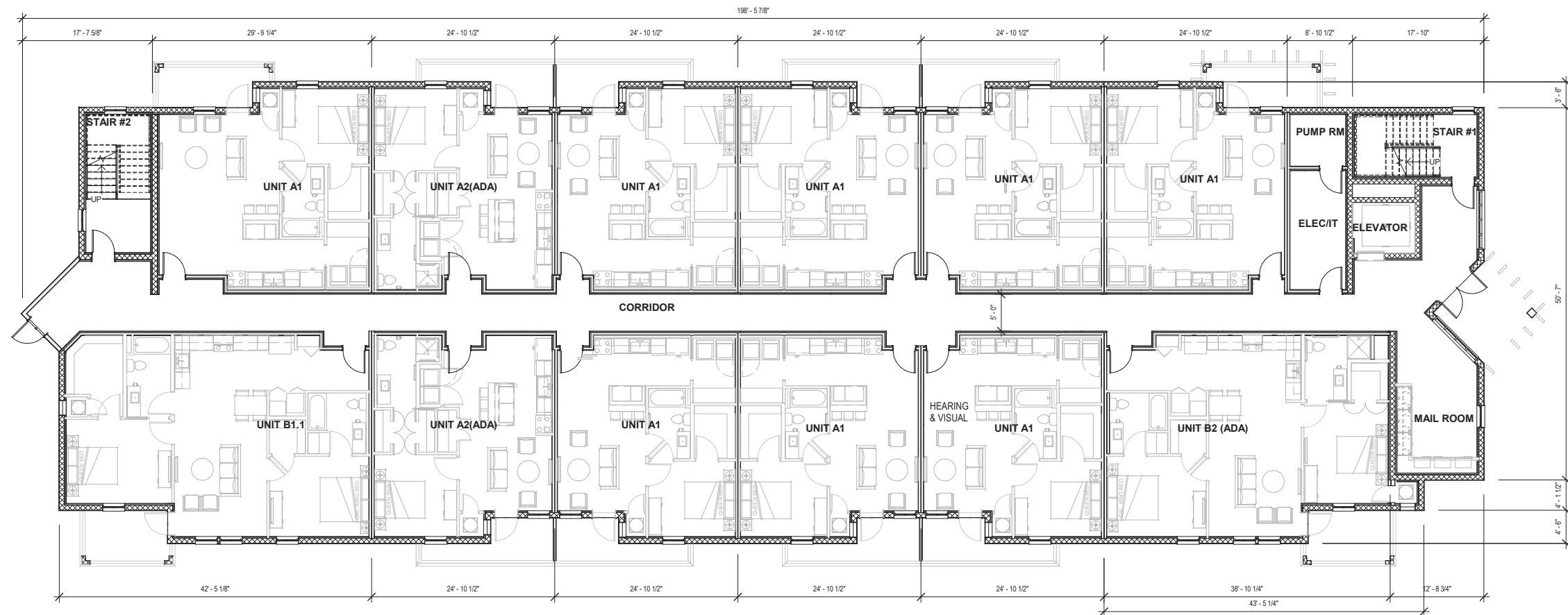
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**SITE PLAN**

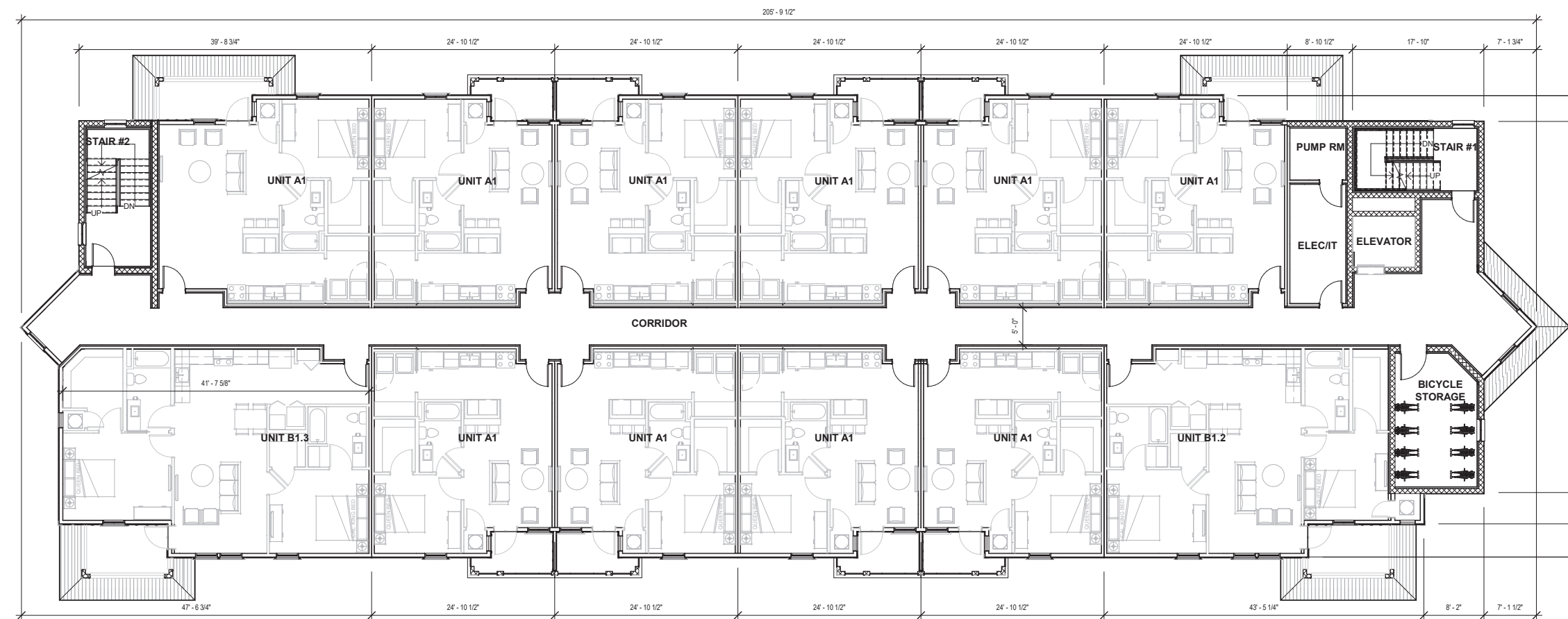
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**6.0**

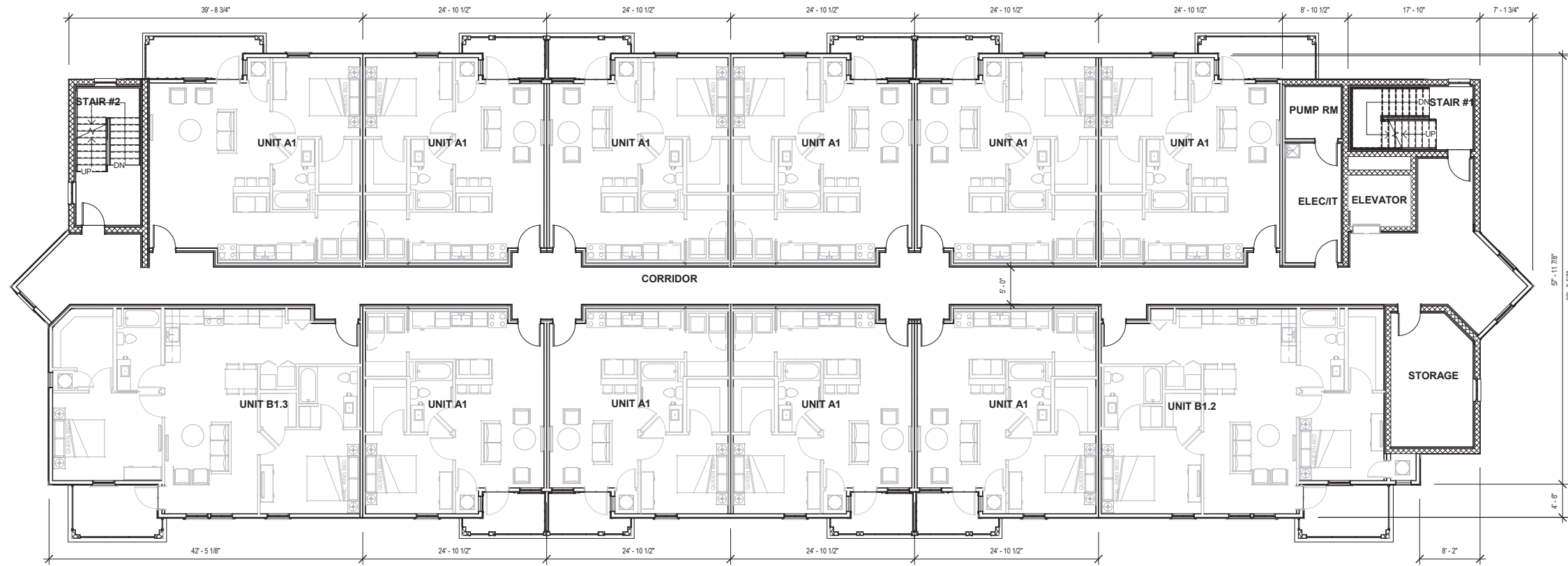




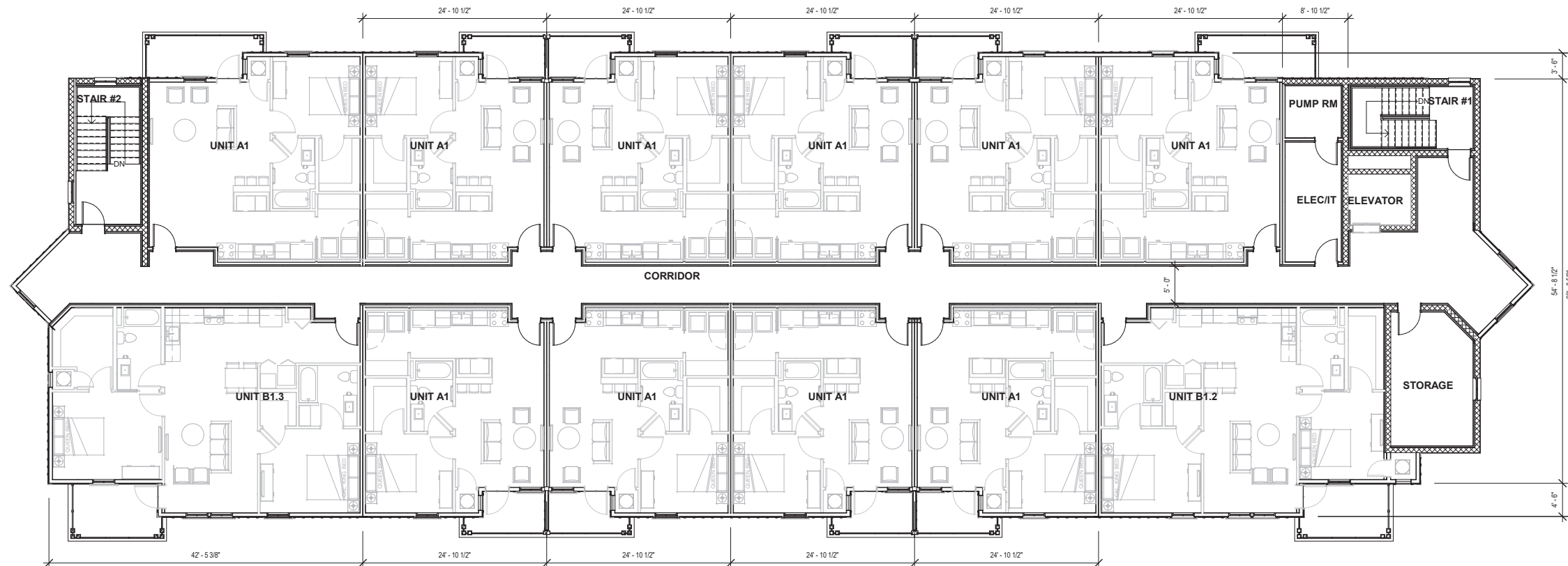
① OPTION 1-FIRST FLOOR  
1/8" = 1'-0"



② OPTION 1-SECOND FLOOR  
1/8" = 1'-0"

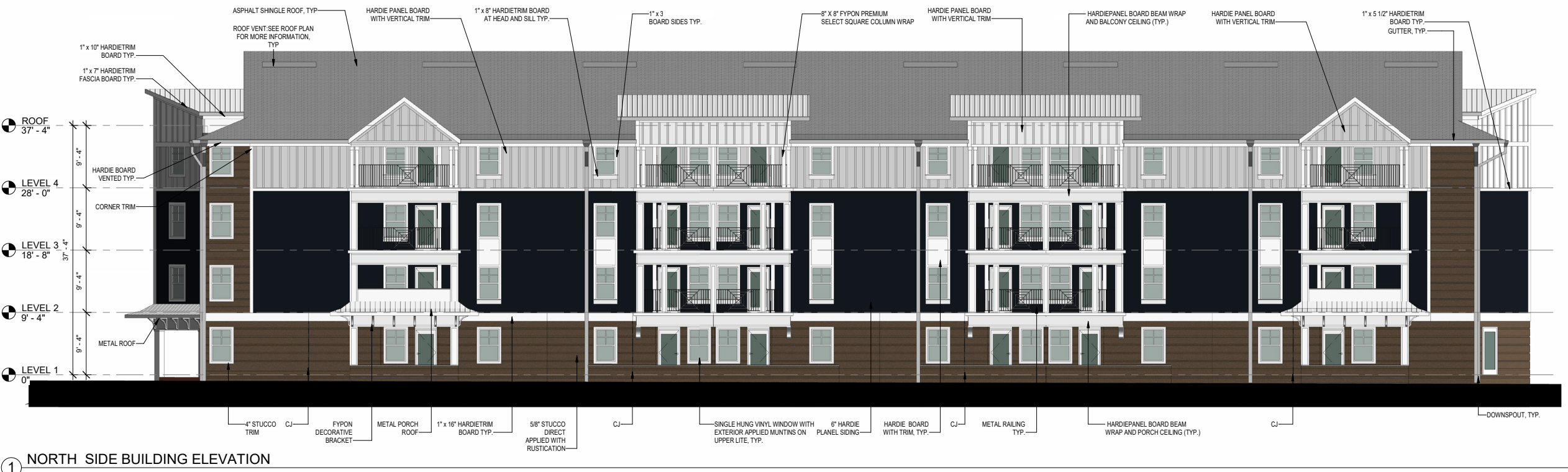
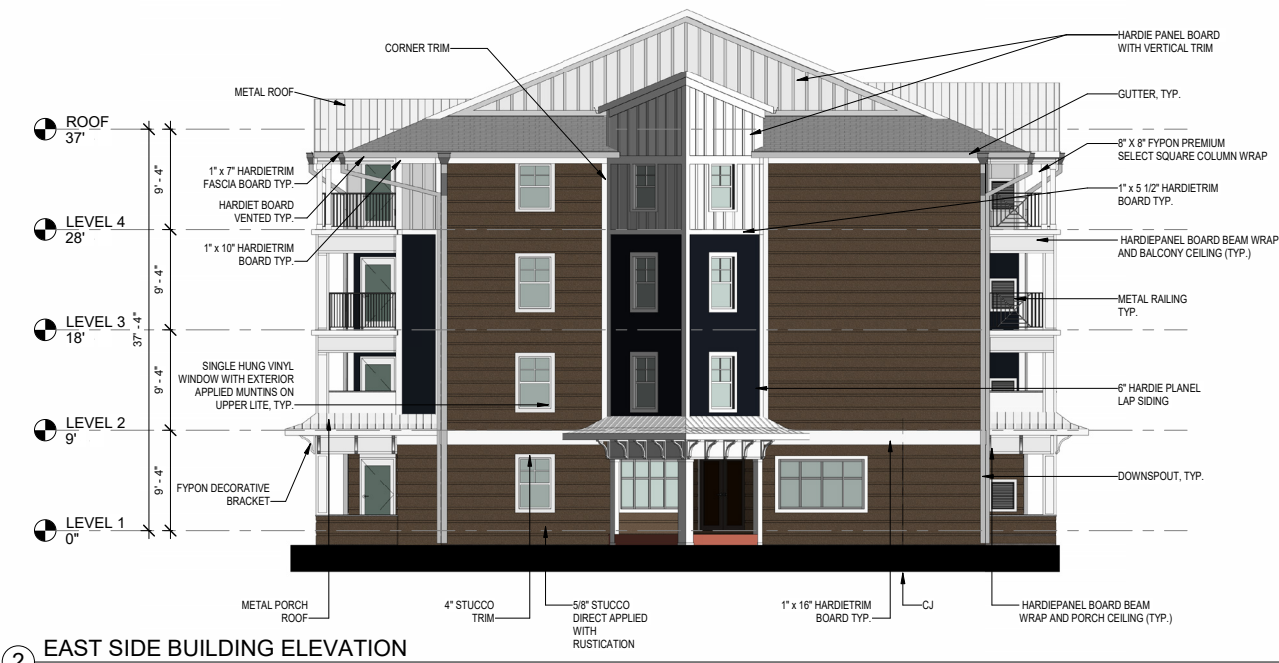


① OPTION 1-THIRD FLOOR  
1/8" = 1'-0"

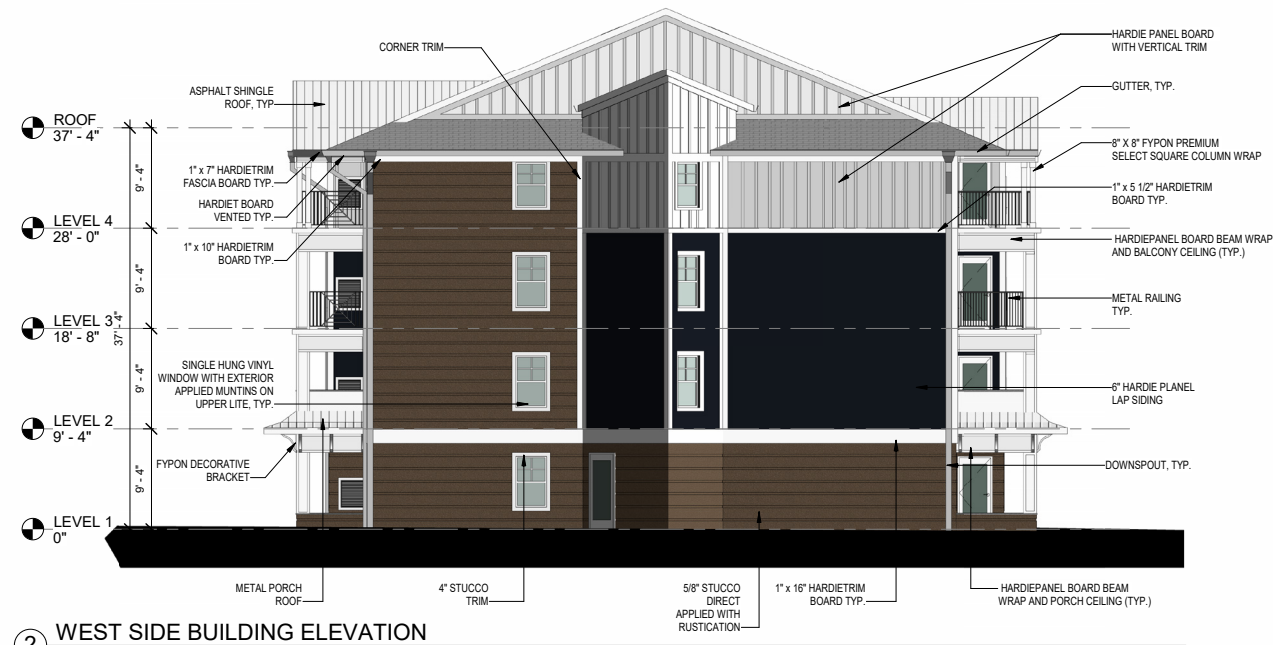


② OPTION 1-FOURTH FLOOR  
1/8" = 1'-0"

- GENERAL ELEVATION NOTES**
1. EXTERIOR FINISH COLOR AND GRAPHIC REPRESENTATIONS IN ELEVATIONS ARE FOR REFERENCE ONLY. REFER TO MANUFACTURER'S SPECIFICATION FOR ACTUAL COLORS AND FINISHES.
  2. EXTERIOR LAP SIDING/SHINGLE/BRICK VENEER FINISH TO WRAP INSIDE AT THE WALL TURNS.
  3. ALL HARDIE PRODUCTS TO BE INSTALLED AS PER MANUFACTURER'S DETAILS FOR H210.
  4. SEE HARDIE STANDARD DETAILS FOR PENETRATIONS, CORNER CONDITIONS AND INTERSECTION OF MATERIALS.
  5. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR ALL PRE-ENGINEERED OR CUSTOM FABRICATED SYSTEMS SUCH AS CANOPIES, SCREEN ENCLOSURES AND RAILINGS.
  6. ALL VENT PIPES, DOWNSPOUTS, ETC VISIBLE ON THE SURFACE MUST BE PAINTED A COLOR THAT BLENDS WITH THE EXTERIOR FINISH COLOR.
  7. REVIEW ALL SIGHTLINES AROUND THE PROPERTY BEFORE LOCATING ANY EQUIPMENT ON ROOF OR SITE.
  8. ALL EXTERIOR GRILLES, LOUVERS AND EXTERIOR HOLLOW METAL DOORS TO BE PAINTED/FINISHED TO MATCH THE ADJACENT EXTERIOR MATERIAL.
  9. PRINT SHEETS IN COLOR FOR ACCURATE REFERENCE.
  10. ASPHALT SHINGLES ROOF WITH WITH A SLOPE OF 4:12 OR LOWER TO HAVE DOUBLE UNDERLAYMENT PER CODE.







2 WEST SIDE BUILDING ELEVATION  
1/8" = 1'-0"

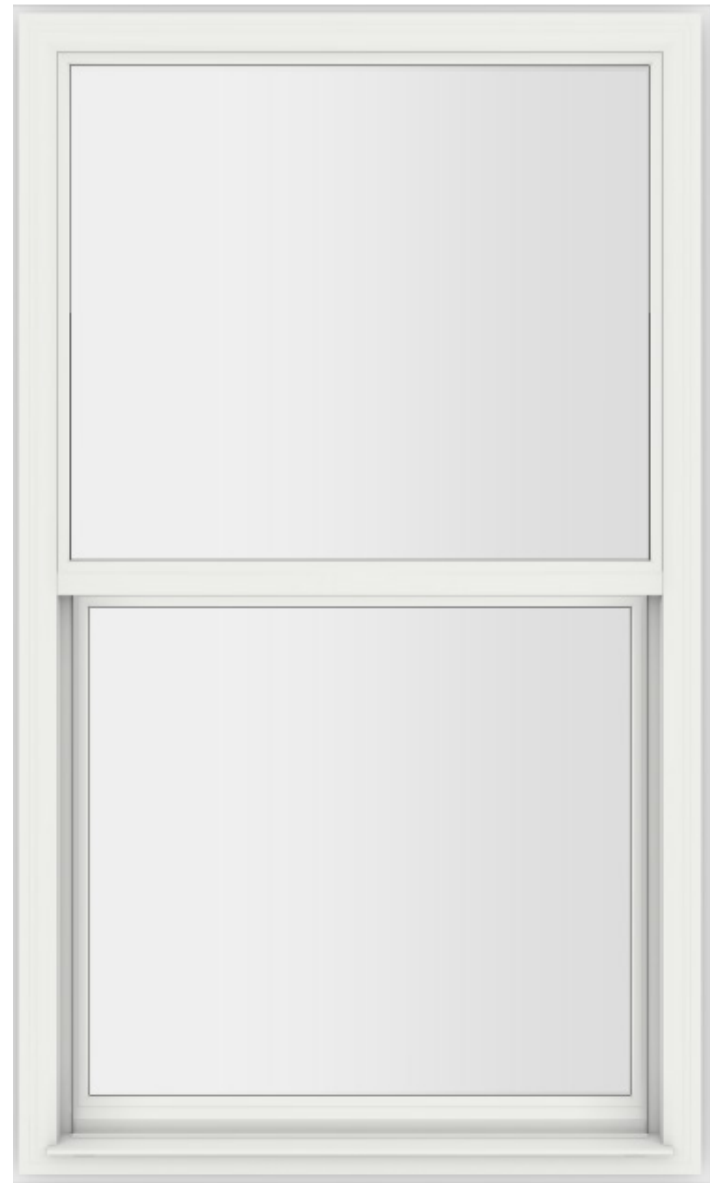


1 SOUTH SIDE BUILDING ELEVATION  
1/8" = 1'-0"

- GENERAL ELEVATION NOTES
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  10. ASPHALT SHINGLES ROOF WITH A SLOPE OF 4:12 OR LOWER TO HAVE DOUBLE UNDERLAYMENT PER CODE.

# PAINT COLORS & WINDOW ELEVATIONS

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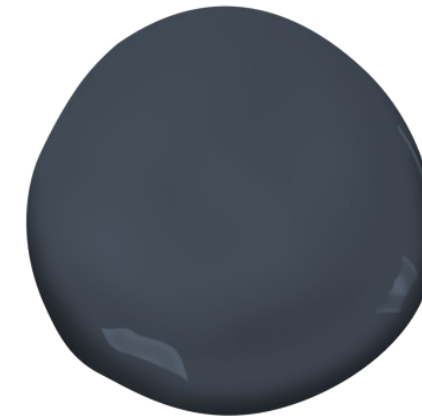
## Windows

The top lite will be divided into four with exterior applied mutins



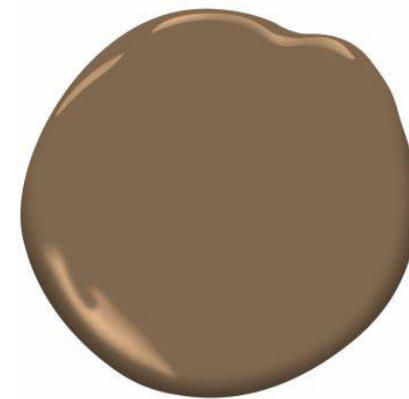
## Vertical Paneling/Trim/Doors/ Railings/Columns

CHANTILLY LACE  
Benjamin Moore (OC-65)



## Lap Siding

HALE NAVY  
Benjamin Moore (HC154)



## Stucco Rustication Siding

Will be applied to the exterior of the block

PLYMOUTH BROWN (OR SIMILAR  
COLOR)  
Benjamin Moore (HC - 73)



















