



AGENDA
HISTORIC PRESERVATION BOARD
City Commission Chambers
June 24, 2021 8:30 A.M.

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: **Jenny.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.

- I. Call to order, determination of a quorum, and roll call.
- II. Review and approval of the May 27, 2021 Historic Preservation Board meeting minutes.
- III. Old Business:
 - A. Munn Park Update
- IV. New Business: NONE
- V. Adjourn for Design Review Committee.

MINUTES

HISTORIC PRESERVATION BOARD

City Commission Chambers

Thursday, May 27, 2021

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, Christopher McMachen, Jeremy Moses, Chris Olson, Cesar Perez, MeLynda Rinker, Michelle Sylvester and John White were present. Community & Economic Development Department staff Emily Foster, Senior Planner, Historic Preservation and Christelle Burrola, Planning Assistant, were also present.

I. Call to Order and Determination of a Quorum

Acting Chair Lynn Dennis called the May 27, 2021 meeting of the Historic Preservation Board ("Board") to order at 8:30a.m. A quorum was reached, as nine Board members were present.

II. Review and Approval of Previous Meeting Minutes

Mr. John White motioned to approve the April 22, 2021 meeting minutes as presented. Mr. Jeremy Moses seconded the motion. The motion passed 8—0. Mr. Chris Olson arrived after the vote for the meeting minutes.

III. Old Business:

- A. Munn Park Update. The Munn Park Update will be postponed to the June 24, 2021 meeting.
- B. Historic District Resurvey Project Update. **Ms. Emily Foster stated she was advised from the Community and Economic Development's Department management that grants can now be applied to start the Historic District Resurvey Project. The project will be a three phased project with the first phase beginning in 2022. The project will be partially funded by Small Matching Grant from the Florida Division of Historical Resources. The due date for the application is June 1, 2021. The amount of the grant is for \$50,000 per phase.**

IV. New Business: NONE

V. Adjournment

The meeting adjourned at 8:38 a.m. for the Design Review Committee. (J. White/ M. Rinker, 9—0)

Chair, Historic Preservation Board

Senior Planner, Historic Preservation

AGENDA
DESIGN REVIEW COMMITTEE
City Commission Chambers
June 24, 2021, immediately following the Historic Preservation Board Meeting

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: **Jenny.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.

- I. Call to order, determination of a quorum, and roll call.
- II. Review and approval of the May 27, 2021 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 Jerrod Simpson.
 - B. [HPB21-120 – 415 W. Highland Street](#) – Final Approval requested for alterations to windows and siding on the house at this address. Owner/Applicant: Steven M. Rolwes.
 - C. [HPB21-123 – 623 Francis Boulevard](#) – Final Approval requested for replacement windows for the house at this address. Owner: Brandon Sawyer. Applicant: Brandon Drouillard.
 - D. [HPB21-124 – 517 E. Lime Street](#) – Final Approval requested for demolition of accessory buildings at this address. Owner: Anchuca Holdings, LLC. Applicant: Anderson Baker
- V. Other Business: NONE
- VI. Adjournment.

MINUTES

DESIGN REVIEW COMMITTEE

City Commission Chambers

Thursday, May 27, 2021

(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 (Chair), Landis Fleming, Christopher McMachen, Jeremy Moses, MeLynda Rinker, and John White were present. Community & Economic Development Department staff Emily Foster, Senior Planner, Historic Preservation, Christelle Burrola, Planning Assistant, were also present.

I. Call to Order and Determination of a Quorum

The meeting was called to order by Chair Lynn Dennis at 8:38 a.m. The Committee roll call was performed and a quorum was present.

II. Review and Approval of the Previous Meeting Minutes

Mr. John White motioned to approve the April 22, 2021 meeting minutes. Mr. Jeremy Moses seconded the motion. The motion passed 6—0.

III. Review of Certificates of Review administratively approved.

A list of twenty-one (21) administratively approved Certificate of Review projects covering the period 4/14/21-5/18/21 was included with the agenda packet. The Committee reviewed this list, and there were no questions or comments about these projects. In response to Ms. MeLynda Rinker, Ms. Emily Foster stated that white vinyl fence is allowed in cases where it is not visible from the street.

IV. Consideration of Certificate of Review Applications:

A. Oath Administration for Public Testimony by Planning Assistant Christelle Burrola.

B. **HPB21-015 – 721-725 E. Orange Street** – Final Approval requested for new multi-family construction. Owner: 725 E Orange LLC. Applicant: The Lunz Group.

Chair Dennis 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 five lots of record and a portion of a sixth lot with a total size of 0.93 acres, and is located at the southwest corner of East Orange Street and South Lake Avenue. Demolition of both structures located on the subject property was approved by the Design Review Committee on January 28, 2021 with the condition that historic building materials would be salvaged for reuse. Architectural salvage was undertaken at 725 E. Orange Avenue, and a building permit for demolition of this property was issued earlier this month. The one-story house at 721 E. Orange Street will be relocated to a vacant lot at 711 E. Lime Street and restored for single-family residential use by a private citizen in agreement with the Applicant and property owner. All restoration work to the exterior of this house is proposed to be consistent with the City's Design Guidelines for Historic Properties. Also

on January 28, 2021, the Applicant received conceptual approval to build five three-story multi-family buildings on the subject property, which will consist of a total of 32 dwelling units (16 1-bedroom units and 16 2-bedroom units). The new buildings are proposed to have a neo-traditional appearance with hipped roofs, front porches with tapered columns and decorative arched beams, second-story balconies with arched bays, windows with a simulated divided-lite upper sash, doors in both a quarter-lite and half-lite style, and exterior cladding in alternating lap and board-and-batten siding styles. Generally, the buildings will line the E. Orange Street, S. Lake Avenue, and the western property lines. Materials for the new buildings include:

- Concrete slab on grade foundation with wood frame construction;
- HardiePanel lap siding with a 4-inch exposure and HardieBoard vertical panel siding also with a 4-inch exposure;
- Hardie trim and casing
- Vinyl single-hung sash and fixed windows with exterior-applied Colonial muntins on top sash only;
- Masonite quarter-lite doors with fixed glass;
- Architectural roofing shingles
- The Porches and Balconies will have Hardiepanel board with trim, 6" x 6" wood columns with Fypon wrap, and Hardieboard tapered columns;
- Hardietrim fascia, soffit material not specified

The proposed site plan indicates a parking lot on the interior of the lot containing 40 parking spaces and two bays for dumpsters/dumpster enclosures. Eight parallel parking spaces on E. Orange Street are also proposed. The building setbacks meet the requirements of the Land Development Code; a variance (VAR21-004) was approved for the S. Lake Avenue street side setback, granting the proposed setback of 1.5 feet. This variance also waived the requirement for landscaped islands in the parking lot to allow more than 10 parking spaces in a row.

Ms. Foster stated that the request was evaluated using Secretary's Standards #9, #10, and Chapter 4 of the Residential Historic District Design Guidelines, as well as the Garden District SPI regulations. Staff finds that the proposed multi-family apartment proposal meets the Standards and Design Guidelines in terms of scale, massing, materials, building height, orientation, general setbacks, and overall neo-traditional design elements. As shown on the site plan, the buildings feature recesses and projections that avoid a monolithic horizontal plane and is compatible with adjacent development. The buildings are appropriately placed on the site plan close to street frontages and walkways are provided to the street sidewalks for traditional pedestrian connections. The siting of the buildings continues to screen the parking lot on the interior of the site.

Additionally, the conditions of Conceptual Approval as granted by the Design Review Committee in January have been met by the Applicant's current proposal.

This project has received concept plan approval by the City's Development Review Team (DRT). As a result of this approval, the following changes to the conceptual project proposal were made:

- Floor to floor heights for all three stories have been reduced, resulting in a decrease of 3 feet, 5 ½ inches to the overall height of the building.
- Added knee walls to porches closest to the sidewalk.
- Added 6" to the foundation of the building elevation to provide a slightly raised foundation.

Changes to the Site Plan Layout include:

- Dumpster Location has been moved to the back of the property.
- Variance approved for a closer building setback on S. Lake Avenue by Zoning Board of Appeals and Adjustments on May 5, 2021.
- Added sidewalks and/or ramps to all front and side porches.

Therefore, staff recommended final approval of the request as submitted.

Chair Dennis asked if the Applicant had any additional comments or questions. Ms. Brittany Prevatt was present in support of the request. There were no further comments from the Applicant and there were no public comments.

MOTION: Final approval of the request as submitted. (M. Rinker/ J. White, 6—0).

- C. HPB21-114 – 306 W. Belmar Street**– Final Approval requested for non-conforming replacement windows already installed in the house at this address. Owner/Applicant: Rena Wood.

Chair Dennis 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 that the subject property is an interior lot of record that is 0.16 acres in size. This property contains a one-story, single-family house built circa 1925, which is a contributing building in the Dixieland Historic District. The Bungalow house features a gabled roof, a full-width, hipped roof front porch and side-gabled porte cochere, paired square columns on brick plinths, and novelty siding. While it is likely that the original, historic windows in this house were double-hung sash wood windows, their style and design is not known. Prior to the current replacement windows, the windows in this house were metal awning windows, likely installed sometime between the 1950s to the 1970s. In May 2020, a building permit was issued for interior renovations and replacement windows. A Certificate of Review was issued by staff for the replacement windows with the standard conditions concerning replacement windows, including matching existing opening size, installation featuring a recess, and exterior-mounted muntins. A historical final inspection was accidentally not assigned to the building permit, and the building permit was finalized in September 2020 without the historical inspection. The previous owner of this property caused the renovation work to be done by contractor Homes Plus Enterprise in early to mid- 2020, prior to the Applicant's purchase of the property in September 2020. In March 2021, a citizen complaint was received regarding replacement windows that were not in compliance with the Design Guidelines for Historic Properties; specifically, that the replacement windows have sandwiched muntins and flush installation. Subsequently, a permits violation was issued for this property, as the conditions of approval listed on the Certificate of Review issued for replacement windows were not met.

Ms. Foster stated that the request was evaluated using Secretary's Standards #9, #10, and Chapter 6 of the Residential Historic District Design Guidelines. Typically, window replacement requires only staff-level review and approval, as long as the replacement window complies with the Design Guidelines. Since the request is not consistent with the Design Guidelines regarding exterior muntins and recessed installation, this request was referred to the Design Review Committee for review. Original windows are character-defining features of a contributing building, and installation of replacement windows can adversely affect architectural integrity. However, as the windows that previously existed in this house were not original, not properly sized on the

home's front façade, and some did not feature a significant recess, staff finds that the request does not adversely affect the historical character of this house or the Dixieland Historic District. While the request does not comply with the Design Guidelines, the request is also not of the Applicant's making, which has been a consideration of the Design Review Committee in past decisions regarding incompatible replacement windows. Furthermore, the replacement windows are properly sized and include appropriately designed trim and casing. Therefore, staff recommended final approval of the request as submitted.

Chair Dennis asked if the Applicant had any additional comments or questions. Ms. Rena Wood was present in support of the request. There were no further comments from the Applicant and there were no public comments.

MOTION: Final approval of the request as submitted. (L. Fleming/ M. Rinker, 6—0)

V. Other Business:

A. Annual Review by staff. Ms. Emily Foster stated out of 217 design review projects, 188 or 87% of the projects were minor in scope and were reviewed at the staff level. 29 projects were major in scope and reviewed by the Design Review Committee. 139 projects affected contributing properties, while 77 projects involved noncontributing and vacant properties. Looking at the distribution of projects throughout the Historic Districts, South Lake Morton and Dixieland had the most projects, while Munn Park had the least. Not included in these totals are the re-roofing permits that were issued in 2020, which was 192. Generally, a Reroofing permit does not require a Certificate of Review, and therefore an HPB Project is not created in the City's TRAKiT system. There was a slight decline from the prior year. 74% (160 projects) of all projects reviewed were approved, 24% (51) projects were approved with conditions, and 2 projects were voided or withdrawn. There were also four projects that remain in "applied" status that require additional information before moving forward to design review. No projects were denied. Most Major Review Projects (69% or 20 of 29 projects) only took one DRC meeting for approval. 8 Major Review projects took 2 meetings for resolution, and one project required 3 meetings; this case was ultimately withdrawn. Some of the 2020 Historic Preservation Achievements were:

- Created and adopted the Design Guidelines for Historic Properties
- Completed annual CLG Report; received SHPO certification Lakeland is in good standing
- Completed Federal Building biennial report required by the National Park Service
- Partnered with Lakeland Library in teaching a recurring, interactive class for researching historic house history using Lakeland History Room resources
- Partnered with Florida Southern College in educating students about the architectural history of Lakeland
- Continue support and assistance in creating the Lakeland History and Culture Center at the Lakeland Library main branch.

Some of the 2021-2022 Historic Preservation Initiatives:

- Regulatory Amendments
- HPB By-Laws (2021)
- LDC Article 11: Historic Preservation Standards (2021-22)
- LDC Article 4.9: Signs to allow for creative rooftop signage in Munn Park and Dixieland Commercial Corridor
- Historic District Resurvey Project
- Historic Home Workshop postponed to 2022

Chair Dennis suggests there be some sort of education for potential buyers in the Historic District, as well as better communication within City departments. Ms. Foster stated all the education suggestions that were created during the Window workshop are being worked on. In response to Ms. Michelle Sylvester, Ms. Foster stated that the inspectors are updated on Historic District policies. The permit techs have also implemented a once per month training session to get up to date with City's processes. Discussion ensued.

VI. Adjournment: There being no further business, the meeting was adjourned at 9:15 a.m.

Chair, Design Review Committee

Senior Planner, Historic Preservation

**Certificates of Review Administratively Approved
Between 5/19/2021 and 6/15/2021**

1. 443 S WILSON AV (Non-Contributing Building) - Replacement of 14 existing double-hung sash wood windows with 14 vinyl double-hung sash windows (AMI Alside DH-0601, FL#11720.4).
Subject to the following conditions: 1. ALL REPLACEMENT WINDOWS MUST MATCH ORIGINAL WINDOW/ WINDOW OPENING SIZE.
2. ALL WINDOWS SHALL BE RECESSED A MINIMUM OF 2 INCHES FROM THE EXTERIOR WALL FACE TO THE EXTERIOR WINDOW GLASS. 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. (HPB21-118)

2. 627 HOLLINGSWORTH RD (Non-Contributing Building) - Installation of an aluminum patio cover (22' x 8.4') over the existing concrete patio slab at the rear of the house.
Subject to the following conditions: (HPB21-119)

3. 1824 CHEROKEE TR (Contributing Building) - Installation of vinyl single-hung sash replacement windows on the north side of home. Replacement of existing rear door (not visible from street) with a Masonite glazed door and replacement of the existing solid front door with the home's original wood Prairie style door (porch enclosure hid the existence of this door).
Subject to the following conditions: 1. ALL REPLACEMENT WINDOWS MUST MATCH ORIGINAL WINDOW/ WINDOW OPENING SIZE.
2. ALL WINDOWS SHALL BE RECESSED A MINIMUM OF 2 INCHES FROM THE EXTERIOR WALL FACE TO THE EXTERIOR WINDOW GLASS. FLUSH-MOUNTED REPLACEMENT WINDOWS ARE NOT PERMITTED. BOX OR BLOCK FRAMED WINDOWS ARE RECOMMENDED. FIN/FLANGE TYPE WINDOWS ARE NOT RECOMMENDED.
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4. ALL PAIRED OR GROUPED WINDOWS SHALL BE INSTALLED WITH A DIVIDING MULLION OF AT LEAST 3 INCHES IN WIDTH BETWEEN ADJOINING WINDOWS. (HPB21-121)

4. 817 JOHNSON AV (Contributing Building) - Replacement of existing asphalt shingle roof with 5V Crimp metal roofing (FL#30343.01).
Subject to the following conditions: (HPB21-122)

**Certificates of Review Administratively Approved
Between 5/19/2021 and 6/15/2021**

5. 1304 S FLORIDA AV (Non-Contributing Building) - Installation of a 37.5 square feet wall sign consisting of individual plastic formed letters (non-illuminated) on the west building elevation, and installation of a 10.1783 square feet vinyl overlay sign over both sides of the existing ground sign on the subject property.
Subject to the following conditions: (HPB21-125)

6. 136 E BELMAR ST (Contributing Building) - Installation of 24 roof-mounted solar panels on the west-facing slope of the roof of the house on the subject property
Subject to the following conditions: (HPB21-126)

7. 934 PENNSYLVANIA AV (Contributing Building) - Installation of a 5Vcrimp metal roof (FL#30343) to replace the existing shingle roofing.
Subject to the following conditions: (HPB21-127)

8. 207 E MAIN ST (Non-Contributing Building) - Repair of existing windows and doors and related hardware with in-kind materials. Doors will be sanded and refinished to a natural wood finish. Building will be painted white. Gooseneck lighting fixtures will be installed. The proposed iron signage will need to be approved under a separate sign permit through the Building Inspections division.
Subject to the following conditions: (HPB21-129)

9. 711 E LIME ST (Contributing Building) - Demolition of house approved by the Historic Preservation Board's Design Review Committee under Certificate of Review HPB21-015. Following this decision, staff administratively approved the relocation of this house from 721 E. Orange Street to 711 E. Lime Street, within the East Lake Morton Historic District.
Subject to the following conditions: (HPB21-130)

10. 1030 PENNSYLVANIA AV (Contributing Building) - Installation of the following fencing on the subject property:
19 linear feet of four feet tall white vinyl picket fence/gate at the side yards facing the street;
68 linear feet of four feet tall black chain-link fence at the south side yard; and
22 linear feet of six feet tall white vinyl privacy fence and gate along the rear portion of the south side yard.
Subject to the following conditions: (HPB21-131)

11. 810 S CLAYTON AV (Contributing Building) - Installation of a prefabricated 8' X 10' shed with a gabled roof, covered in architectural shingles, and sided with SmartSide panel siding in the rear yard of the subject property.
Subject to the following conditions: (HPB21-132)



**HISTORIC PRESERVATION BOARD
DESIGN REVIEW COMMITTEE
STAFF REPORT
June 24, 2021**

Project #	HPB21-120
Project Type	Exterior Alterations
Property Address; Historic Name	415 and 415 ½ W. Highland Street; N/A
Historic District; FMSF#	Dixieland Historic District; N/A
Owner/Applicant	Mr. Steven Rolwes
Future Land Use; Zoning; Context District	Residential Medium; RA-4; Urban Neighborhood
Existing Use	Residential
Adjacent Properties	Residential
Previous Approvals	N/A

REQUEST

The Applicant requests approval for replacement windows, enclosing window openings, replacement front door, and replacement siding on the duplex building located at the subject property address.

SUMMARY OF BACKGROUND INFORMATION

The subject property is an interior lot of record (Kiblers Second Addition, Block B, Lot 15) that is 0.18 acres in size (55 feet by 146.44 feet). This lot contains a two-story house built circa 1923, which is a non-contributing building in the Dixieland Historic District. This building reflects the Frame Vernacular architectural style, which is expressed by a side gabled roof pierced by a brick chimney, a full-width, second story enclosed porch, exposed rafter tails, and a variety of siding materials, including wood drop-lap siding, shake shingles, horizontal board-and-batten wood siding, and painted brick. Most original wooden double-hung sash windows were replaced with aluminum windows prior to the Applicant’s ownership.

Given the design of this structure and its placement at the rear of the lot, it is staff’s opinion that this structure was built originally as a detached garage with a second-floor apartment, and a principal structure was never constructed. Instances of these accessory garage apartment structures can still be found in the City’s historic districts and are legally nonconforming as they were built prior to the adoption of a City zoning ordinance. The ground floor of the building was converted to a dwelling at some point in the last 40-50 years. While the original use of this structure was likely a single-family residence, the building was converted to a duplex as early as 1975, according to City of Lakeland records, and has two electric meters.

The Applicant was issued a Stop-Work Order by Code Enforcement staff on April 7, 2021 for doing construction work inside the building without a building permit. As a result of this action, Planning staff discovered that the following alterations had been made to the exterior of the building, which require Historic Preservation Board/Design Review Committee review and approval:

- Three window openings on the front façade had been enclosed or resized;
- Several aluminum and wood windows were replaced with vinyl single-hung sash windows with a 1-over-1 lite configuration, and two ground floor windows on the front façade were replaced with single-hung sash aluminum windows with grids sandwiched in between glass; and
- The front door on the ground floor was replaced with a solid door.

Because of the Stop-Work Order and exterior work requiring a Certificate of Review from the Design Review Committee, as well as other mitigating factors by the Building Inspection Division, the Building Permit for this work has been put on hold.

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:

#9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work 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.

#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 6: Exterior Architectural Features: Alteration and Maintenance.

- Architectural details should be compatible with the architectural style of the building's original design.
- Protect existing architectural details, and retain distinctive features including roofs and porches that give the building its distinguishing character.
- Retain the basic plan of the building.
- Repair or replace deteriorated material with new material that duplicates the old as nearly as possible. If the original detail cannot be maintained or replaced in its original form, it should be modified without disturbing the character of the structure.

Sub-Chapter 6.4 Windows and Shutters (for Non-Contributing Buildings)

- Frame windows in materials, casing, and trim that appear similar in scale, proportion, and design to those used historically in the surrounding area.
- Use single-hung sash, double-hung, awning, horizontal slider, or casement windows where appropriate. Existing jalousie, awning, and metal or vinyl replacement windows may be replaced with windows that are typical for the architectural style of the building.
- New windows should be similar in shape and type to historical windows in the surrounding historic district. Oversize, undersize, and odd window shapes, such as octagon, round, diamond, etc. should be avoided.
- Grouping pattern of windows should mimic those of adjacent historic buildings. Historic windows were often installed in pairs or groupings of three especially on the front façade.
- If insulated glass is used, muntins should be included on the exterior with a significant depth to provide a suitable reveal.
- New and replacement windows should 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. For large scale multi-family buildings, fin/flange windows may be used as long as the trim/casing surrounding the window has an adequate dimension, depth, and profile to produce a shadow line.

Sub-Chapter 6.5 Siding and Exterior Wall Cladding

- Exterior siding should be similar in style to the original.
- If siding is replaced, all trim board dimensions and joinery details should be maintained and kept visible.
- Use the same species of wood where possible.
- Fiber-cement board siding similar in scale, proportion, texture and finish to wood as an alternative replacement exterior cladding.

ANALYSIS:

Staff finds that original windows and siding are character-defining features of a contributing, historic building, and the installation of replacement features that do not match the appearance of an original feature adversely affects the architectural integrity of a building.

In evaluating the request, staff considered the non-contributing status of this building within the Dixieland Historic District, as well as its deep setback on the subject property that lessens its visual connection with adjacent properties. Staff finds that the single-hung sash vinyl replacement windows generally meet the Design Guidelines in terms of size, design, and recessed installation. Additionally, while the enclosure of window openings on primary facades is not typically a compatible treatment, staff finds the resizing of the window opening on the ground floor, which was likely a garage door opening at one time, to be appropriate, as well as the infill of shake siding around this opening, which reflects the original shake siding on other parts of this building.

Staff finds the remaining parts of the request to be inconsistent with the Design Guidelines:

- The total enclosure of two second-floor window openings is not a compatible treatment for the primary façade of buildings in the City's historic districts; this alteration should be reversed, and the window openings restored. Vinyl single-hung sash windows with a one-over-one lite configuration, matching the other vinyl replacement windows may be used.
- Windows with simulated divided lite muntins/grids sandwiched in between the glass are not consistent with the Design Guidelines. The windows on either side of the front door, ground floor, should be replaced with windows without a simulated divided lite appearance, matching the existing window opening size.
- The use of T1-11 plywood siding installed on the second floor is not a recommended siding material as it is not a historical siding type seen in the Dixieland Historic District. This alteration should be reversed, and the underlying asbestos siding retained. Wood or fiber-cement lap or shake siding may also be used as a replacement siding material.

STAFF RECOMMENDATION:

Approval of the request with the following conditions, to be reviewed and approved at staff level prior to permitting:

1. Restore the two window openings on the second-floor front façade that were enclosed to their original dimensions and location. Vinyl single-hung sash windows with a one-over-one lite configuration, matching the other vinyl replacement windows may be used.
2. Replace the windows on either side of the front door on the ground floor front facade with windows without a simulated divided lite appearance, matching the existing window opening size.
3. Replace the T1-11 plywood siding on the second floor with wood or fiber-cement lap or shake siding.

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

To whom it may concern,

I am providing the information requested for the exterior front of 415 W Highland St Lakeland, FL 33803.

Top Siding is Plywood Siding Panel T1-11 8 IN OC (Nominal: 19/32 in. x 4 ft. x 8 ft. ; Actual: 0.563 in. x 48 in. x 96 in.)

All top windows are recessed 1 ½" and measure 38" x 38", they are Single Hung Aluminum Window - White with no grill.

Bottom Siding is Plywood then added cedar shims to match original exterior product that was used. If you look under the stairs, we matched the cedar shims so it looks the same. This siding had to be fixed and replaced because the previous owner walled over the existing large window and there was moisture and mold in between the gap between the window and wall. That wall is directly in front of a toilet and shower. Adding a larger window would mean everyone from the outside can look directly into the master bathroom, directly to the toilet.

Bottom windows are all recessed 1 ½". Smaller bottom window is 26" H x 25" W Single Hung Aluminum Window -White with no grill.

Other 2 bottom windows are 50 ½" H x 37" W Single Hung Aluminum Window -White with grill.

Steven Rolwes

863-279-5323



2009



2016-2017



2021



**HISTORIC PRESERVATION BOARD
DESIGN REVIEW COMMITTEE
STAFF REPORT
June 24, 2021**

Project #	HPB21-123
Project Type	Replacement Windows
Property Address; Historic Name	623 Francis Boulevard; The F. E. Smith House
Historic District; FMSF#	Biltmore-Cumberland Historic District; #PO6567
Owner/Applicant	Ms. Michelle O’Keefe / Mr. Brandon Drouillard, DCC Builders
Future Land Use; Zoning; Context District	Residential Medium; RA-3; Urban Neighborhood
Existing Use	Residential
Adjacent Properties	Residential
Previous Approvals	Jalousie and awning window replacements, 3/15/21 (HPB21-062).

REQUEST

The Applicant requests approval to replace 12 original steel casement windows with 12 vinyl horizontal slider windows.

SUMMARY OF BACKGROUND INFORMATION

The subject property is a corner lot of record (Biltmore Park Subdivision, Block 4, Lot 17) that is 0.24 acres in size. This property contains a one-story, single-family house built circa 1950, which is a contributing building in the Biltmore-Cumberland Historic District. The Masonry Vernacular house on this lot features a hipped roof and painted and textured concrete block walls with pierced foundation vents. Windows in the home consist of steel casement windows. The jalousie windows in the front porch and two aluminum awning windows were replaced with staff approval with vinyl horizontal sliding windows and one small vinyl fixed window in March 2021.

The Applicant requests to replace the white-painted steel casement windows with white vinyl horizontal slider windows approximately matching the existing window opening and featuring exterior-mounted muntins/grid to simulate the divided lites of the original casement windows. The reason for this request is due to the steel casement windows allowing water and airflow into the house, along with their corrosion and inoperable hinges and crank mechanisms.

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)

- Preserve original windows. Original windows should be repaired and restored, rather than replaced.

- Use clear replacement glass to repair broken panes. Do not use tinted, reflective, opaque, or other non-traditional glass types.
- Existing window trim, casing, and other decorative details contributing to the building's character should be preserved. Any replacement of trim, casing and other decorative details surrounding the window must use the same or similar material of the same design, profile, and dimension.
- Window openings should be kept in the same proportion as originally provided. Window head heights should be consistent throughout the building. Avoid enlarging or diminishing window openings to fit air conditioning units.
- Replacement of original windows should only be considered in cases where original windows have deteriorated beyond reasonable repair.
- Replacement window requirements:
 - Window design should reflect the architectural style of the building (see Chapter 5: House Styles for window designs appropriate for specific architectural styles).
 - 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.

ANALYSIS:

Typically, window replacement requires only staff-level review and approval, as long as the replacement window complies with the Design Guidelines. Since the request is not consistent with the Design Guidelines regarding the type of replacement window not matching the original (casement vs. horizontal slider), this request was referred to the Design Review Committee for review.

Original windows are character-defining features of a historic building, and installation of replacement windows can adversely affect the architectural integrity of a building. Steel casement windows are one of the few character-defining elements of a Florida Midcentury Modern/Masonry Vernacular house and their removal is discouraged by the Design Guidelines. With exception to this provision of the Design Guidelines, staff finds that the vinyl horizontal slider windows, with appropriate exterior-mounted muntins, have been approved for at least one Masonry Vernacular house in the Biltmore-Cumberland Historic District previously. While staff finds that the replacement windows reflect the design of the original casement window generally, a concern is present relative to compatibility: the thickness of the replacement window framing and fill between window frame and opening

in the concrete wall does not exhibit the same character as the narrow framing of the casement window and should be lessened for greater compatibility. Otherwise, staff finds that the proposed replacement windows are generally appropriate and exhibit a character similar to the original steel casement windows.

STAFF RECOMMENDATION:

Approval of the request with the condition that the replacement window framing and/or fill/gap between the replacement window frame and window opening in the concrete wall be reduced for greater compatibility with the appearance of the original steel casement windows.

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

To the Historic Preservation District,

I am writing to request an alteration to the exterior of my home. Our home is zoned in the Cumberland-Biltmore District, and we would like to improve the safety of our home, energy efficiency and the look.

The following are a several of our concerns we hope you'll consider from the perspective of a homeowner striving to create a safe, peaceful and aesthetically pleasing environment in our city.

Main concerns:

1. Each bedroom has an inoperable steel framed window. The mechanism no longer works and the steel shows corrosion. Upon inspection by a Certified Inspector, these windows we deemed defective, with a fourth steel-framed window deemed marginal due to broken single pane glass.
2. The condition of the steel allows water to enter the home during rainstorms. We would like to avoid wall/carpet/furniture damage by replacing these before hurricane season.
3. We were not able to find a window company whose manufacturer makes double casement windows to meet the size of the openings of our home.
4. The horizontal sliding window we chose best mimics the look of the steel framed casement when considering frame thickness, glass square inches, and exterior look. If a company was able to make double casements small enough to fit our opening, we would lose substantial glass surface area/natural light, as the framing and mullion for casements is much thicker than horizontal sliders.
5. We are striving to improve the exterior of our home. Since moving in we have cleaned up the yard, installed perimeter hedges, and have several more projects to improve curb appeal. We'd like our home to have matching windows, as well as attractive windows that carry a similar look to the steel framed. We hope the attached images help paint a picture of how substantial this home improvement will prove to be for the exterior (and interior) of our home.

Other considerations:

6. There is an unaffordable price increase for specialized windows that are not in line with manufactures guidelines that we are not able to afford. This home is valued at \$189,000, the price we discussed with DCC builders for replacing the windows with double casements is well over 20% of the value of the home.
7. We were living out of state due to my Husband's job as an EMS pilot and at the time we purchased the house his schedule did not allow for either of us to fly home and view the house before purchasing. We were not familiar with this area and were not told the home was a historic home. Upon further discussion with our realtor, after we learned that the home falls under historic guidelines, we were advised realtors do not have to disclose a home is historic before sale.

Thank you for your time and for you help with our efforts to invest in our home, community, and the beautiful City of Lakeland. Please feel welcome to reach out with any questions.

Sincerely,

Michelle O'Keefe
623 Francis Blvd
Lakeland, FL 33810
813 – 433 – 7768



Drouillard Construction Company, LLC
3805 Gaines Drive
Winter Haven, FL 33884
(863) 207-4900
newwindows@dccbrowsers.com

Re: 623 Francis Blvd. Replacement Windows

Lakeland City Hall
228 S. Massachusetts Avenue
Third Floor City Commission Chambers
Lakeland, FL 33801

Dear Historic Preservation Board,

I am the contractor that has been hired to supply and install the windows for Michelle O'Keefe and her husband. As a contractor I understand the importance of maintaining the original appearance of these historic homes. I have also learned a valuable lesson about making sure that I've done my homework up-front when going under contract to provide retrofit windows on an older home.

When Michelle hired our company to do this project, she was very adamant about maintaining the existing appearance and style of the Steel Casement windows while still increasing the overall comfort and energy efficiency of her home and ---- like any homeowner ---- she wanted to get all of this done as cost-effectively as possible. Not knowing that the neighborhood was a bona fide Historic Preservation District, I was really pushing single or double hung windows because they were a little bit cheaper. Casements were discussed but, in order to maintain the same look, we would have needed to go with 2 separate casements mullied together in each opening and, the manufacturer of the windows is advising against this option very strongly since the glass in each window would be extremely small. That would mean that we would have had to go with a single casement in each opening which would have been a - completely - different look and quadruple the cost. This is why she ultimately chose to go with the Horizontal Slider Windows. As you can see there was a lot of thought that went into this decision and, when you look at the pictures, I think that you will agree that she nailed it.

I would also like to add that all these new windows were special ordered to fit the existing openings perfectly as is the fourth bullet point of the acceptable guidelines for residential



window replacement on page 228 of Design Guidelines for Historic Properties book. In fact, it is my opinion that we have followed all four guidelines of what is deemed acceptable on that page but, I understand that it is your place to make that final judgement. Finally, I can see that we would not be breaking any of the "NOT ACCEPTABLE" bullet points on the same page other than the last one which simply discourages the replacement of the original Steel Casement Windows. It is my hope that you will consider all these points thoroughly and decide in favor of allowing us to change the remaining Steel Casements to match the other windows we were already given permission to change.

As per the application guidelines we have supplied photographs of this house plus, I have included pictures of every house that surrounds it.

Please feel free to contact me directly at (863) 207-4900 if you have any questions.

Thank you,

A handwritten signature in blue ink that reads 'Brandon L. Drouillard'. The signature is fluid and cursive.

Brandon L. Drouillard
CGC1527443













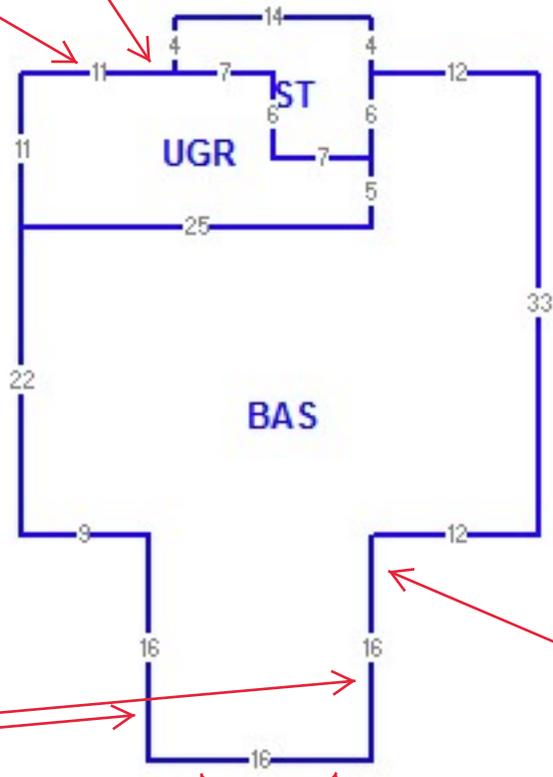


Jalousie windows that have already been replaced.

HORIZONTAL SLIDER 51"X49"

PICTURE WINDOW 15"X 20"

623 FRANCIS BLVD



HORIZONTAL SLIDER 103"X51"

HORIZONTAL SLIDER 34"X48"

HORIZONTAL SLIDER 43"X50"



**HISTORIC PRESERVATION BOARD
DESIGN REVIEW COMMITTEE
STAFF REPORT
June 24, 2021**

Project #	HPB21-124
Owner/Applicant	Anchuca Holdings LLC; The Ruthvens; Mr. Brandon Clark/Mr. Anderson Baker
Address; Historic Name	517 E. Lime Street and 46 Lake Morton Drive; N/A
Requested Action	Demolition of Accessory Structures
Historic District; FMSF#	East Lake Morton Historic District; N/A
Future Land Use; Zoning; Context District; SPI	Residential High; O-1 Urban Neighborhood; Garden District SPI
Existing Use	Office/Residential
Adjacent Properties	Office/Residential
Previous Approvals	N/A

REQUEST

The Applicant requests to demolish two accessory buildings on the subject property in order to construct a parking area for The Ruthvens office.

SUMMARY OF BACKGROUND INFORMATION

The subject property is an interior lot of record measuring 74.97' X 130' (0.22 acres). On this property are three structures, which are all non-contributing to the East Lake Morton Historic District: 1) Principal building: a one-story Masonry Vernacular building, built circa 1951; originally used as a single-family dwelling but now used as an office; 2) Accessory building #1: a one-story Masonry Vernacular dwelling with 599 square feet of living space, built circa 1951, attached to the principal building by a roof structure only; and 3) Accessory building #2: a two-story Masonry Vernacular apartment building with 3 units comprising 1,662 square feet of living space, built circa 1951.

The Applicant proposes to demolish both accessory buildings to construct a parking area to serve customer and employee parking needs of The Ruthvens office, located at 41 Lake Morton Drive, to the west of the subject property. Before its current ownership, the parking lot located behind the Florida Citrus Mutual Building at the northwest corner of E. Lime Street and S. Iowa Avenue served The Ruthvens employees and customers; however, this parking agreement is ending. The requested new parking area is proposed to be constructed using pervious material, such as gravel or shell, and contain ten parking spaces. A painted block retaining wall will be constructed at the rear of the parking area, and a landscape buffer will be planted along E. Lime Street to screen the parking area from this street.

While staff has the authority to approve the demolition of accessory buildings, the number and larger size of the subject accessory structures and the high visibility of the brick apartment structure from E. Lime Street, prompted staff to defer this request to the Design Review Committee.

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 section of the Land Development Code applies to this request:

Article 11 Historic Preservation Standards, Section 6.3.e.4(c) Demolition within redevelopment areas is generally discouraged and shall be reviewed with regards to:

- i. The architectural significance of the building or structure. Architectural significance shall be determined by the DRC at the time of the demolition request and shall be based upon documentation of the property's architectural integrity and historical or cultural significance. Designation of the building or structure as "non-contributing" by the most recent historic district survey does not preclude the DRC from making a determination of architectural significance.
- ii. The contribution of the building, structure or site to the history or origins of the historic district.
- iii. The future proposed utilization of the site in relation to specific or proposed plans. When specific plans are not available for the site, the proposed plans may include formally established redevelopment plans or those plans submitted by the applicant that comply and are compatible with the district and meet the intent of the adopted redevelopment plan. The demolition review process will take into consideration a ranking of properties in redevelopment areas based on architectural significance and integrity as identified by the HPB.

ANALYSIS:

The subject buildings are non-contributing buildings within the East Lake Morton Historic District and Garden District SPI area. As accessory buildings, the subject structures are subordinate to the principal building on the property, which will remain as-is and the view of this property from Lake Morton Drive will not change.

In evaluating the request with the demolition considerations as listed in the Land Development Code, staff finds the request adequately satisfies these considerations for the following reasons:

- The Design Guidelines provides more flexibility in approving demolition for accessory buildings than principal buildings.
- Both accessory buildings are common in design, materials, and craftsmanship and could be easily reproduced; therefore, staff finds little to no architectural significance in these buildings.
- Neither building has known associations with persons or events of importance in Lakeland's history.
- Built in 1951, the buildings are outside of the period of significance for the East Lake Morton Historic District (1900-1940).
- The proposed parking area will use impermanent materials and allows for the possibility of future building development on the subject property, which will require review and approval by the Design Review Committee.

Due to the size of the apartment building and the Historic Preservation Board's commitment to both architectural salvage and the relocation of buildings where feasible, staff recommends that the Applicant offer and advertise the apartment building to the public to relocate at the public's expense for a minimum of sixty (60) days.

STAFF RECOMMENDATION:

Staff recommends approval of the request as submitted with the condition that the Applicant offer and advertise the apartment building to the public to relocate at the public's expense for a minimum of sixty (60) days.

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



Leasing Warehouse Space for
Distribution & Manufacturing

June 3, 2021

Emily Foster, Senior Planner
Historic Preservation
228 S. Massachusetts Ave
Lakeland, FL 33801

Re: Application for Certificate of Review: 517 Lime Street Parking

Dear Emily:

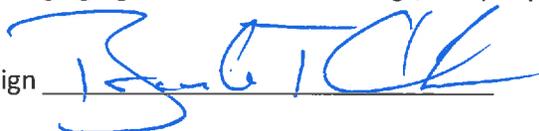
The requested permission involves two non-contributing structures located in the East Lake Morton historic district. The first structure is a three-unit apartment building, and the second structure is a single unit dwelling, both constructed in 1951.

We also own the house located directly south of the project at 46 Lake Morton Drive. The structure is set to stay in place and thus the view from Lake Morton Drive will remain unchanged.

The proposed parking area will be constructed using pervious material, decorative gravel or shell, and serve customer and employee parking needs of 41 Lake Morton Drive. The landscape design will act as an aesthetic living barrier when viewing from Lime Street. The design takes into consideration a potential future construction of condos.

Kindest regards,

Brandon Clark
Vice President of Ruthvens Inc.
Managing Agent of Anchuca Holdings, LLC (Property Owner)

Sign 

Title Vice President, The Ruthvens, Inc.

Print Brandon Clark

Date 6/3/21

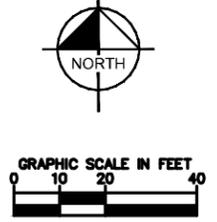
We build more than warehouses... we build relationships!

41 Lake Morton Drive • PO Box 2420 • Lakeland, FL 33806-2420 • 863-686-3173

www.Ruthvens.com

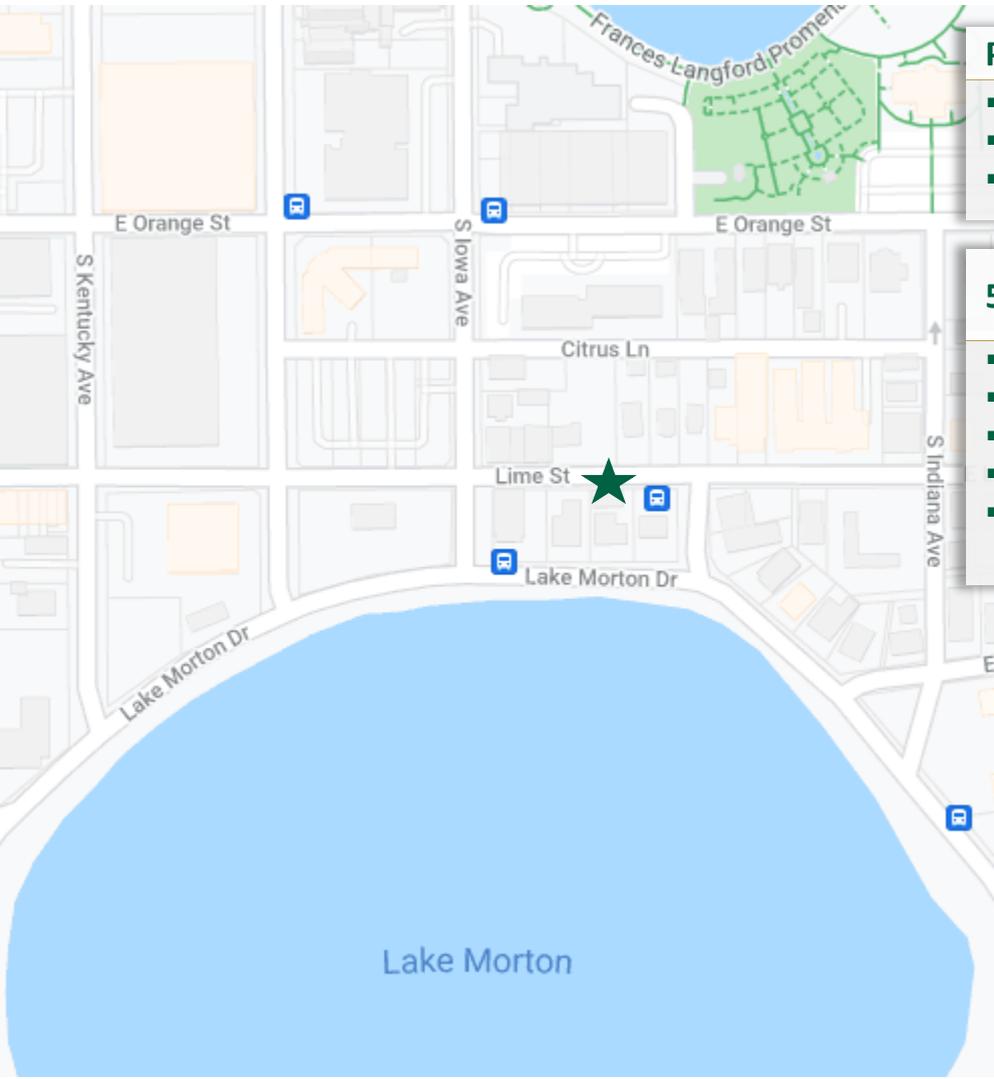
Plotted By: Beng, Joe Sheet: Satikha Layout: Layout1 December 02, 2020 05:52:17pm k:\JAK_Civil\Gen1_Markings\RUTHVEN LIME STREET PARKING\CSP-3-LIME STREET PARKING.dwg

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LIME STREET PARKING PREPARED FOR THE RUTHVENS, INC. LAKELAND, FLORIDA	KHA PROJECT PROJ #		LICENSED PROFESSIONAL	 © 2020 KIMLEY-HORN AND ASSOCIATES, INC.	No.	REVISIONS	DATE	BY	
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SHEET NUMBER CSP-3									

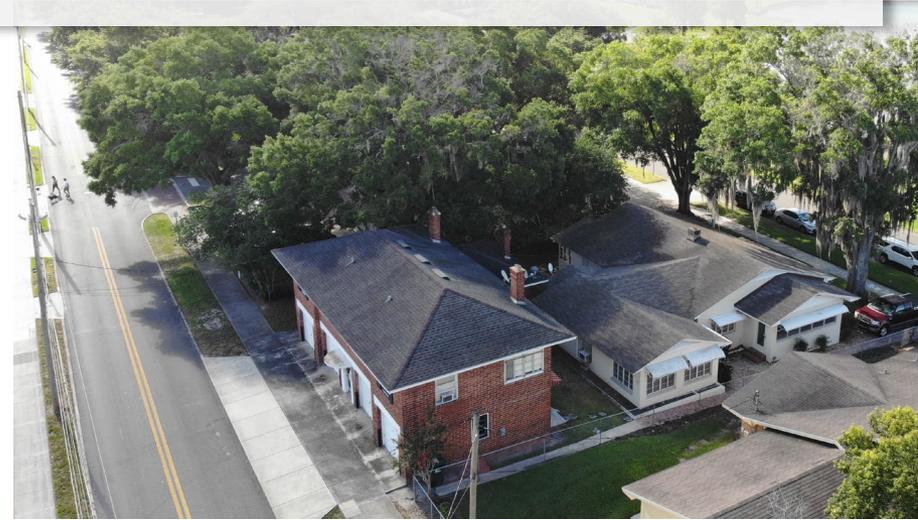


Project Highlights

- **10 Parking Spaces** – Ruthven employees and clients
- **Permeable Surface** – Ease of future conversion
- **Landscape Barrier** – Improved curb appeal on Lime Street

517 E Lime Street

- **Year Built** – 1951
- **Number of units** – 3 (4 with cottage)
- **Total Square Feet** – 1,662 (2,261 with cottage)
- **Garages** – 4 garage doors facing Lime Street
- **Construction** – Exposed brick





Existing Structure to be Removed



Looking south on Lime St



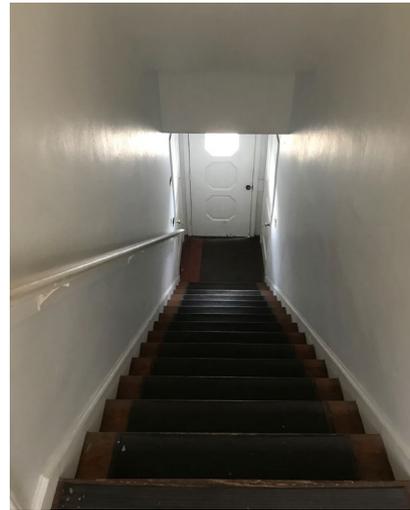
Looking east on Lime St



Looking southwest on Lime St



Looking southeast on Lime St





Front facing view



Southwest corner



Southeast corner



Aerial view



