



AGENDA
HISTORIC PRESERVATION BOARD
Lakeland City Hall, City Commission Chambers
May 22, 2025, 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, Kristin Meador, no later than 48 hours prior to the proceeding, at (863) 834-8444, Email: ADASpecialist@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 April 24, 2025 Historic Preservation Board meeting minutes.
- III. Old Business:
 - A. Historic Lakeland, Inc. Watch List Report
 - i. 137 Lake Morton Drive
 - ii. 2430 New Jersey Road*
 - iii. 302 E. Belvedere Street *
 - iv. 632 Easton Street*
 - v. 2304 Carolina Avenue*
 - vi. 716 College Street
 - vii. 748 College Street
 - B. Historic Preservation Month activities:
 - i. Historic Preservation Month Proclamation, May 5th, City Commission Chambers
 - ii. Annual Historic Preservation Awards, May 7th, Polk Theatre
 - iii. HPB Annual Review following HPB/DRC meeting, May 22nd
 - iv. Discover Your House History Workshop, May 29th at 5:30pm, Lakeland History Room, Lakeland Public Library
- IV. New Business:
 - A. Welcome New Board Member Tracey Downey
 - B. Staff recommendation to appoint Cesar Perez to the Design Review Committee
- V. Adjourn for Design Review Committee.

*Not located within a Historic District; brief building histories provided to Board.

MINUTES

HISTORIC PRESERVATION BOARD

City Commission Chambers

Thursday, April 24, 2025

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; Marlana Alvarez, Bruce Anderson, Jason Hill, Ricardo Jimenez, Natalie Oldenkamp, Chris Olson, Michael Porter and MeLynda Rinker 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 Dr. Bruce Anderson called the Thursday, April 24, 2025 meeting of the Historic Preservation Board ("Board") to order at 8:30 a.m. A quorum was reached, as seven Board members were present. Mr. Ricardo Jimenez was not present at the time attendance was taken.

II. Review and Approval of Previous Meeting Minutes

Mr. Chris Olson motioned to approve the March 27, 2025 meeting minutes as presented. Ms. Natlie Oldenkamp seconded the motion. The motion passed 7—0.

III. Old Business:

A. Historic Lakeland, Inc. Watch List Report. Ms. MeLynda Rinker reminded staff about the recommendation she made at a previous meeting to add the church on Massachusetts Avenue to the Historic Lakeland, Inc. Watch List. Ms. Foster stated she would be clearing the request with the Historic Lakeland, Inc. Board of Directors.

- i. 137 Lake Morton Drive
- ii. 2430 New Jersey Road*
- iii. 302 E. Belvedere Street *
- iv. 632 Easton Street*
- v. 2304 Carolina Avenue*
- vi. 716 College Street
- vii. 748 College Street
- viii. 701 N. Florida Avenue*

*Not located within a Historic District; brief building histories provided to Board

B. Board reminders for upcoming Historic Preservation Month activities:

- i. Historic Preservation Month Proclamation, May 5th at 9:00am, City Commission Chambers
- ii. Annual Historic Preservation Awards, May 7th at 5:30pm, Polk Theatre
- iii. HPB Annual Review following HPB/DRC meeting, May 22nd
- iv. Discover Your House History Workshop, May 29th at 5:30pm, Lakeland History Room, Lakeland Public Library

IV. New Business:

- A. Thank you for your service, MeLynda Rinker! Recognition of MeLynda Rinker for her service to the Board and Design Review Committee.

V. Adjourn for Design Review Committee.

The meeting adjourned at 8:37 a.m.

Chair, Historic Preservation Board

Senior Planner, Historic Preservation



AGENDA
DESIGN REVIEW COMMITTEE
Lakeland City Hall, City Commission Chambers
May 22, 2025
immediately following the Historic Preservation Board Meeting

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- I. Call to order, determination of a quorum, and roll call.
- II. Review and approval of the April 24, 2025 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. [**HPB25-088 – 712-714 Frank Lloyd Wright Way**](#) – Final Approval requested to install a standing seam metal roof on the duplex structure at this address. Owner: Elizabeth Roush. Applicant: Esterline Construction.
- V. Other Business: NONE
- VI. Adjournment.

MINUTES

DESIGN REVIEW COMMITTEE

City Commission Chambers

Thursday, April 24, 2025

(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; Bruce Anderson, Jason Hill, Ricardo Jimenez, Natalie Oldenkamp, Chris Olson, Michael Porter and MeLynda Rinker were present. Historic Preservation Board member Marlana Alvarez was also present. Community & Economic Development Department staff Emily Foster, Senior Planner, Historic Preservation, Christelle Burrola, Planning Assistant, and Katie Prenoveau, Assistant City Attorney, were also present.

I. Call to Order and Determination of a Quorum

The meeting was called to order by Chair Michael Porter 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

Dr. Bruce Anderson made a motion to approve the March 27, 2025 minutes as presented. MeLynda Rinker seconded the motion. The motion passed 7—0.

III. Review of Certificates of Review administratively approved.

A list of twelve (12) administratively approved Certificate of Review projects covering the period 3/21/25-4/16/25 was included with the agenda packet. Ms. Foster provided the Board with updates on item #1 (HPB24-165; 1033 South Boulevard) of the staff Certificates of Review administratively approved list. 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 Attorney Katie Prenoveau.

B. HPB25-069 – 351 E. Bay Street – Final Approval requested to install an internally-lighted wall sign on the north elevation wall of the building at this address. Owner: West Pointe One LLC. Applicant: Dixie Signs

Chair Porter 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 N. Massachusetts Avenue and E. Bay Street, and consists of one lot of record (Munn's Survey, Block 7, Lot A) with a total area of 0.41 acres. On the property is a two-story commercial building with two one-story buildings attached on its south and west sides. Built circa 1926, this building is a contributing structure in the Munn Park Historic District. The two-story structure is locally known as the Monarch Grocery and Gore Building, and features the Mediterranean Revival architectural style, as expressed in its stucco and brick cladding, terracotta barrel tiles and glazed tiles on the roof parapet, and pierced attic vents. This building consists of several tenant spaces; the one-story addition located on the subject building's west side has a new tenant that recently opened as Parlor Doughnuts, a craft doughnut and coffee shop. This building consists of several tenant spaces; the one-story addition located on the subject building's west side with East Bay Street frontage has a new tenant that recently opened as Parlor Doughnuts, a craft doughnut and coffee shop. The request proposes to install an internally lighted wall sign centrally located over the entrance to the shop. The overall size of the sign is 33.23 square feet (2 feet, 9 inches by 12 feet, 1 inch). The sign consists of individual channel letter "squares" mounted atop an aluminum

backer panel with printed vinyl. The sign faces will be white acrylic with surface applied blue perforated vinyl. The internal lighting will consist of white LEDs, in which only the outline of the letters will be lighted. Electricity will be provided to the sign by a power supply and associated raceway located behind the backer panels and painted to match the building as closely as possible. Ms. Foster presented on the overhead screen of a historical photograph looking east along Main Street, showing a number of lighted signs.

Ms. Foster stated that the request was evaluated using Chapter 4 of the Design Guidelines for Historic Properties and Chapter VI of the Dixieland CRA Commercial Corridor Design Guidelines. Typically, requests for new signage can be reviewed by staff under Minor Review. However, internally lighted signs must receive approval by the Design Review Committee according to the Dixieland CRA Commercial Corridor Design Guidelines, which are used for all commercial signage within the City's Historic Districts by Historic Preservation Board Policy. Staff finds that the design, dimensions, and internal illumination of the proposed sign meet the Sign Guidelines and Standards. Additionally, the proposed sign is determined to not be cabinet signage due to only the individual letters being lighted, and not the entire face of each channel letters.

Ms. Foster stated staff recommends final approval of the request as submitted.

Chair Porter asked if the applicant had any additional comments or questions. Mr. Andy Snyder was present in support of the request, but had no additional comments or questions.

MOTION: Final approval of the request as submitted. (M. Rinker/B. Anderson, 7—0)

V. Other Business: NONE

VI. Adjournment: There being no further business, the meeting was adjourned at 8:52 a.m.

Chair, Design Review Committee

Senior Planner, Historic Preservation

Number	Location	Description	Milestone	Approved
Historic Preservation (19)				
Minor Review (19)				
HPB25-023		1143 JOSEPHINE ST, LAKELAND, FL 33815 Installation of solar panels on the roof of the house on the subject property consisting of: 13 solar panels on the rear roof, 7 panels on the back half of west plane of the roof, and 6 panels on the back half of the east plane of the roof.	Certificate of Review Issued	04/22/25
HPB25-078		713 ORANGE ST E, LAKELAND, FL 33801 Renovate home to restore it to its original floor plan and bring its mechanical, electrical, and plumbing up to code. Restoration of historical building materials. Any repairs will use in-kind materials.	Certificate of Review Issued	04/18/25
HPB25-079		1015 RUBY ST, LAKELAND, FL 33815 Installation of a tan vinyl 6 ft. tall privacy fence in rear yard of subject property.	Certificate of Review Issued	04/22/25
HPB25-080		809 MISSISSIPPI AVE, LAKELAND, FL 33801 Installing 8' high wood fence only in between neighboring houses at rear of subject property. Attached are consent letters from both neighbors. Planning approved per ADM25-030.	Certificate of Review Issued	04/28/25
HPB25-081		1008 RUBY ST, LAKELAND, FL 33815 To rebuild rear addition and deck using in-kind materials that was existing before Hurricane Milton.	Certificate of Review Issued	04/24/25
HPB25-082		833 LIME ST E, LAKELAND, FL 33801 Replacement of the aluminum awning windows on the back half of home with new aluminum single-hung windows and replacement of all three doors with new craftsman two panel style doors, Front will be a wood door, side and back door will be fiberglass.	Certificate of Review Issued	05/02/25
HPB25-084		1126 DOROTHY ST, LAKELAND, FL 33815 Replace front entry door size for size with full lite door having a decorative wrought iron-style grille.	Certificate of Review Issued	04/25/25
HPB25-085		820 PARK ST W, LAKELAND, FL 33803 Replace 13 metal awning windows size for size with vinyl single-hung windows (Simonton, FL#5167.1, FL#39616.1 and 39615.1)	Certificate of Review Issued	04/29/25

[HPB25-086](#)

Certificate of Review Issued

04/25/25

713 ORANGE ST E, LAKE LAND, FL 33801

1. Reroof garage
2. Replace swing door for new over head garage door where the current swing door was framed into the wider original rough opening. The current swing door was framed into the original wider rough opening. We plan on removing that door and replacing it with a new Wayne Dalton Garage overhead door.

[HPB25-087](#)

Certificate of Review Issued

05/05/25

712 FRANK LLOYD WRIGHT WAY, LAKE LAND, FL 33803

Replacing all metal awning windows on the duplex structure at 712/714 Frank Lloyd Wright Way, with vinyl single hung sash windows without muntins/grille (1-over-1 lite configuration).

[HPB25-089](#)

Certificate of Review Issued

04/28/25

721 JOHNSON AVE, LAKE LAND, FL 33801

Installation of a 6 foot high wood panel fence set 1 foot back from the face of the garage (so it's not flush). The fence will be approximately 11 feet long between the side of the garage and the adjacent fence in the side yard of subject property. A 2-inch gap is left between the edge of this new panel and the existing vinyl fence on the side yard property line of 729 Johnson Ave. On the left side of the fence (nearest to the garage), 4-foot-wide gate, same style and color, with black metal hinges and a latch.

[HPB25-090](#)

Certificate of Review Issued

04/28/25

723 SUCCESS AVE, LAKE LAND, FL 33801

Installation of 3 linear feet of 36-inch tall black 3 rail Bentley aluminum residential fence and one (1) 36" x 120" double

[HPB25-091](#)

Certificate of Review Issued

04/30/25

242 KENTUCKY AVE N, LAKE LAND, FL 33801

Window Restoration - East Elevation Double Hung Windows

[HPB25-092](#)

Certificate of Review Issued

05/09/25

746 INGRAHAM AVE S, LAKE LAND, FL 33801

Remove & Haul existing wood & chain link fence

Install 182 linear feet of 6 ft high full privacy gray vinyl fence with matte finish.

Install (2) gates (1) 6'x5' (1) 6'x4'.

[HPB25-095](#)

Certificate of Review Issued

05/06/25

610 PARK ST E, LAKE LAND, FL 33803

Install 139 linear feet of 6' tall golden oak tongue & groove style PVC fencing with 1 - 4' wide single swing gate, & 1 - 18' wide roll gate in rear and side yards of subject property.

[HPB25-096](#)

Certificate of Review Issued

05/05/25

1225 KING AVE, LAKE LAND, FL 33803

Installation of an 18' X 20' aluminum screen room with slant roof over an existing concrete slab at rear of house.

HPB25-097	Certificate of Review Issued	05/05/25
1011 DAKOTA AVE S, LAKE LAND , FL 33803		
Requesting to install a 10 foot wide paver driveway and apron that flares to 3 feet in width at the south side of the subject property. Currently there is a dirt driveway that the resident is parking on. Everytime it rains it is muddy. We are using		
HPB25-101	Certificate of Review Issued	05/13/25
326 PARK ST W, LAKE LAND , FL 33803		
Replace the front and side fence with a new 6 ft. tall wood fence. Repair existing wood fence along rear property line leaving original structure.		
HPB25-100	Certificate of Review Issued	05/13/25
108 TENNESSEE AVE S, LAKE LAND , FL 33801		
Minor maintenance renovations. Remove and replace old stucco, plywood under soffit, replace tile in-kind, and re-paint building, per detailed scope of work attachment.		

Total Planning Projects Approved: 19



**HISTORIC PRESERVATION BOARD
DESIGN REVIEW COMMITTEE
STAFF REPORT
May 22, 2025**

Project #	HPB25-088
Address; Historic Name	712-714 Frank Lloyd Wright Way; Edwin and Maxine Bentley Duplex (CD 1950)
Owner/Applicant	Matthew and Elizabeth Roush / Thomas Stull, Esterline Construction
Project Type	Metal Roofing
Historic District; FMSF#	South Lake Morton Historic District; #PO09700
Zoning; Future Land Use; Context District; SPI	RA-4; Residential Medium Urban Neighborhood; South Lake Morton SPI
Existing Use	Residential
Adjacent Properties	Residential
Previous Approvals	Replacement windows, 5/5/2025 (HPB25-087)

REQUEST

The Applicant requests Final Approval to install standing seam metal roofing with galvanized finish on the subject building.

SUMMARY OF BACKGROUND INFORMATION

The subject property is a corner lot (Orange Park Addition Subdivision, Block A, Lots 24, 25, & 26) with a total area of 0.71 acres.

On this property is a single-family house that is a contributing building in the South Lake Morton Historic District as of the 2023 resurvey of this District. Built in 1949 in the Classical Revival architectural style, this house is of masonry construction. On March 27, 2025, a building addition and several alterations, including a standing seam metal roof, was approved by the Design Review Committee for this house.

In addition to the principal house, a one-story masonry duplex building also exists on the subject property. This Ranch-style duplex was built in 1962 and is a contributing building in the South Lake Morton Historic District as of the 2023 resurvey.

The Applicant requests to install a one-and-a-half-inch standing seam metal roof with a galvanized finish on the duplex structure to match the main house on the subject property. Typically, metal roof requests can be approved via Minor Review at the staff level, but as metal roofs are only permitted for certain architectural styles, staff was unable to approve the request, which was then deferred 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 *Standards* apply to this project:

Standard #2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

Standard #5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.

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 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.

The following *Design Guidelines* apply to this project:

Chapter 6: Exterior Architectural Features: Alteration and Maintenance

Sub-Chapter 6.1.5 Roof Materials

- When installed properly, roof materials should complement the style of the house and contribute to its visual identity
- Replacement roof material must be compatible with the overall design of the building
- Colonial Revival, Queen Anne, Frame Vernacular, Shotgun, and Craftsman Bungalows are appropriate styles of housing in Lakeland that are compatible with metal roofing material
- The two acceptable metal roofing types are 5V crimp and flat-panel standing seam. Flat-panel standing seam roofing utilizing hidden fasteners should be installed in panels 16 to 18 inches wide. The seams should be as thin as possible (1/4 inch wide maximum) and as short as possible (1- 1/2 inches tall maximum)
- Colors must be either plain metal or dark, subdued shades

ANALYSIS:

Staff finds that the request is in conflict with the Design Guidelines, as the Ranch architectural style of the duplex structure is not included in the architectural styles for which a metal roof is appropriate, according to the Historic Preservation Board's Metal Roof Policy included in the Design Guidelines. Additionally, asphalt shingles are the typical roofing material of the Ranch house style according to sub-section 5.10.3 Modern/Ranch house style in the Design Guidelines. Staff suggests that new asphalt shingle roofing be installed on the subject duplex structure.

STAFF RECOMMENDATION:

Denial of the request as submitted.

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



























