



**HISTORIC PRESERVATION
ZEPHYRHILLS, FLORIDA**

**Thursday, February 19, 2026
6:00 PM**

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order-Tracy Sullivan
Roll Call-Carlos Maldonado

1. CONSENT ITEMS

- 1.1 **Approval For Historic Preservation Board Meeting Minutes From 1/22/26.**
1. HPB Minutes 1-22-26

2. BUSINESS ITEMS

- 2.1 Updated Historic Preservation Ordinance
1. UPDATED_1_27_2026_ - Chapter 154 - Historic Properties and Historic Districts
- 2.2 5411 10th St - Certificate of Appropriateness
1. 5411 10th St COA and Window Quotes
- 2.3 Discussion of Potential Board Members

3. NOTED ITEMS

ADJOURN

*** PLEASE NOTE: This is a Public Meeting. Should any interested party seek to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105. If you are a person with a disability which requires reasonable accommodation in order to**

participate in this meeting, please contact the City Clerk at 813/780-0000 at least 48 hours prior to the public hearing. A.D.A. and F.S. 286.26.



Historic Preservation Board Meeting Minutes
Thursday, January 22, 2026 6:00 PM

Call to Order-Tracy Sullivan

Roll Call-Carlos Maldonado

Board members in attendance were Tony Kerns, Erica Freeman, and Tracy Sullivan.

1. Consent Items

1.1 Historic Preservation Board Meeting Minutes from 10/30/25

The minutes were motioned for approval by all present members

2. Business Items

2.1 5411 10th Street- Certificate of Appropriateness

2.2 5411 10th Street- Historic Facade Grant Application

Both items 2.1 and 2.2 were related and addressed at the same time by William McCaw. These were applications for certificate of appropriateness and historic facade grant for the property at 5411 10th Street. The applicant initially submitted building plans in September but had some personal issues that resulted in delayed submittal for the COA and Grant. The applicants are looking to replace 6 windows on their property to match the exact style they currently have. They would be aluminum windows, however, instead of what may have been there historically. No existing documentation for what was originally installed on the property is on record. Given the history of the property, it's more than likely that they were wood frame windows considering the property was built in 1905. Currently, the windows are aluminum, but they are trying to switch to vinyl. The style would remain the same so the design language standards will be met. The property is currently a contributing structure in the historic district, despite the existing windows not being in conformance with historic standards. Because of this, William assessed that changing the windows from one non-conforming material to another would not impact the contributing status of the property.



Linda Kerns, a resident in attendance, spoke and made comments on her having done projects in the city in the past and mentioned that she has done work in the historic district restoring homes and replacing existing aluminum frame windows. She mentioned that previously she was required to install wood frame windows, at an exponential cost, even when replacing non-conforming windows. She closed her comments stating that if someone had to obey the historical rules then it should be enforced to all. The goal is to maintain historic and contributing structures and everybody should play by the same rules. The Board followed up asking what requirements were made during her previous restorations. Linda Kern responded stating that they were only required to replace the windows facing the street with wood frame windows. The proposed replacement windows were included via the meeting packet for the board members to view. An estimate receipt was provided with details on the materials and an overall price of the proposed work, though price estimates per window were not included. William McCaw stated that if the board wanted to move forward with the requirement that all window replacements have wood frame (or other historically accurate material) windows be a requirement for any replacements facing streets then that standard would be held moving forward. Tony Kern mentioned that in his role as a contractor/builder that in some instances they can make a vinyl window look like wood frame windows, though the Board preferred proper wood frames for consistency. Tracy Sullivan asked to have the applicant request another estimate from another company as well as return with a wood frame replacement. Tracy Sullivan also requested that the applicant provide photos of the proposed replacement windows instead of renderings on their submittal. Staff recommended approval of both items with conditions that the applicant resubmit construction plans that included wood frame replacement windows facing the streets and provide pictures of the options prior to installation. The Board asked to know what steps would happen following a conditional approval. William McCaw explained that a Certificate of Appropriateness would be issued upon resubmittal of construction plans that show wood frame being installed as opposed to vinyl. Then, prior to construction, the facade grant goes to City Council for final approval. The funds from the grant aren't issued until after the construction is finished.

Recommendation:

Both items were recommended for approval by the Historic Preservation Board with the following noted conditions: the windows facing the street must be replaced with wood frame windows and an example will need



to be shown; and photos of all the existing windows that are being replaced and their current conditions are required.



City of Zephyrhills

5335 8th Street | Zephyrhills, FL 33542 | 813.780.0000 |
ci.zephyrhills.fl.us

MEMORANDUM

TO: Historic Preservation Board
FROM: William McCaw
Community Planner / Historic Preservation Specialist
DATE: February 19, 2026
SUBJ: Updated Historic Preservation Ordinance

To qualify for the Certified Local Government program with the state Department of Historic Resources, the City must adopt a Historic Preservation Ordinance that complies with the program application requirements. While the City's existing Historic Preservation Ordinance suffices to enable us to enact a local register of historic places as well as petition for specific locations to be included on the National Register of Historic Places, it falls short of the requirements of the CLG program.

Prior to applying for the CLG program, staff reached out to the CLG Coordinator with the state to review and recommend changes to the current ordinance. Following discussion with the CLG Coordinator, the following changes to the existing Historic Preservation Ordinance are recommended in order to be eligible for the program:

- Define and clarify the purpose of the Board
- Publish a map of Historic Districts to the Code of Ordinances
- Establish the Mayor as the Chief Elected Official who is responsible for:
 - Signing appointment documents and other documents such as COA/Grant documents
 - Removal of Board members (including for failing to attend)
- Define all the requirements of a CLG and how the Board will meet each of the requirements
 - Notifying the State Historic Preservation Officer for:
 - New historic properties, or districts are designated
 - Changes in status of existing historic properties or districts
 - Changes in Board membership
 - Notice of all meetings 30 days prior to the meeting
 - Records of attendance of all meetings
 - An annual report (by November 1st) that includes:
 - Copy of the Rules of Procedure
 - Copy of the Historic Preservation Ordinance
 - Resume of all Board members
 - Changes to Board membership
 - New designations to the District
 - New National Register listings
 - Review of survey and inventory activity
 - Report on each grant-assisted activity
 - Number of project reviewed

- Updated map of the District

Other miscellaneous changes are required and are included in the draft updated ordinance for further review.

Chapter 154 – Historic Properties and Historic Districts

Sec. 154.01 – Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Certificate of appropriateness. A document evidencing approval by the Historic Preservation Board of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.

Certified local government. A government meeting the requirements of the National Historic Preservation Act of 1966, as amended, and the implementing regulations of the U.S. Department of the Interior and the state.

Contributing resource. A building, structure, site, or object which is at least 50 years old and which is located within the boundaries of a designated historic district or historic property and which contributes to the historic or architectural character of the property or district.

Demolition. An act or process that destroys or razes in whole or in part a resource or permanently impairs its structural integrity.

Demolition by neglect. The act or process that allows for gradual deterioration resulting in the loss, in whole or in part, of historic integrity of a resource due to lack of ordinary maintenance or repair.

Exterior architectural features. The architectural style, general design, and arrangement of the exterior of a building or other structure, including but not limited to the building material and type, style, and material of windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing.

Florida Conference of Preservation Boards and Commissions. A coalition of Florida Historic Preservation Boards and Commissions. Formed under the auspices of the Florida Trust for Historic Preservation, its primary functions are to educate preservation commission members and to enable commissions to share ideas.

Historic district. A geographically definable area designated by the Board as a historic district pursuant to the criteria established in section 154.03. A district is of historic significance when it possesses integrity of location, design, setting, materials, workmanship, feeling, and association and it;

a. Represents a significant entity whose components may lack individual distinction;

b. Represents a geographically defined area which contains buildings, structures, sites, objects and spaces linked historically through location, design, setting, materials, workmanship, feeling, and association; or

c. Represents a geographically designated entity whose individual structural components collectively convey a sense of time and place in history.

Historic property. An individual building, structure, site, or object including the adjacent area necessary for the proper appreciation thereof designated by the Board as a historic property pursuant to the criteria established in section 154.03.

Historic survey(s). Comprehensive surveys conducted by historic preservation professional including the identification, research, and documentation of buildings, structures, sites, and objects of historical, cultural, archaeological, or architectural importance in the city.

Local register of historic places. A listing of buildings, structures, sites, objects, and districts that have attached a level of local, state, or national historical and architectural significance.

Material change. A change in appearance that will affect either the exterior architectural of a designated historic property or resource located within a designated historic district, such as:

Commented [TS1]: This does not exist. Please remove.

Commented [TS2]: This should be further defined, and it should specify that it is only referring to locally designated districts. Here is an example of what could be added - "A district is of historic significance when it possesses integrity of location, design, setting, materials, workmanship, feeling, and association and it;
a. Represents a significant entity whose components may lack individual distinction;
b. Represents a geographically defined area which contains buildings, structures, sites, objects and spaces linked historically through location, design, setting, materials, workmanship, feeling, and association; or
c. Represents a geographically designed entity whose individual structural components collectively convey a sense of time and place in history."

- (1) A reconstruction or alteration of the size, shape, or facade including additions, relocation of any doors or windows, or removal, obscuring or alteration of any architectural features, details, or elements (excluding exterior paint and colors);
- (2) A demolition or relocation; or
- (3) A new construction.

National Register of Historic Places. A United States Department of the Interior listing of buildings, sites, structures, objects, and districts that have attained a quality of significance and integrity as determined by the National Historic Preservation Act of 1966, as amended.

Non-contributing resource. A building, structure, site, or object which is not 50 years old and which is located within the boundaries of a designated historic district or historic property but does not contribute to the historic or architectural character of the property or district.

Ordinary repairs or maintenance. Any work for which a building permit is not required by law where the purpose and effect of such work is to correct any deterioration or decay of or damage to a resource or any part thereof and to restore the same, as nearly as may be practicable, to its conditions prior to the occurrence of such deterioration, decay, or damage. Repairs or maintenance which changes the outward appearance of a building shall constitute an alteration.

Secretary of the Interior's Historic Preservation Standards for Archeology and Historic Preservation. The established guiding document from the National Park Service which establishes standards that apply to a property undergoing treatment including preservation, rehabilitation, restoration, and reconstruction.

Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. A federal document stating standards and guidelines for the appropriate rehabilitation and preservation of historic buildings.

State Historic Preservation Officer. The official designated to administer the state historic preservation program established for the purpose of carrying out the provisions of the National Historic Preservation Act of 1966, as amended.

Undue economic hardship. Any action taken or desired under section 154.04 which would place an onerous and excessive financial burden upon an owner that would amount to the taking of the owner's property without just compensation.

Purpose and Intent.

Sec. 154.02 – Creation of a Historic Preservation Board.

(A) *Creation of the Board.* There is hereby created a Board whose title shall be the "Zephyrhills Preservation Board" (hereinafter "Board"). The Board is vested with the power, authority, and jurisdiction to identify, designate, regulate, and administer historical, archaeological, and architectural resources within the city, as herein prescribed under the direct jurisdiction and legislative control of the City Council.

(A)(B) *Purpose of the Board.* The purpose and intent of the Board shall be to establish the framework for a comprehensive preservation program through which these resources are preserved, restored, rehabilitated, and reused. The City recognizes the cultural value that these resources provide and that preserving and protecting historical, archaeological, and architectural resources within the City Limits fosters community pride while tying the history of the City, its growth, and historical events to the present day.

(B)(C) *Board position within the city.* The Board shall be part of the planning functions of the city.

(C)(D) *Board membership.* The Board shall consist of five members and two alternates. Each City Council member shall have the authority to ~~nominate~~ appoint one member of his or her choosing to the Board.

Commented [TS3]: 1/27/26: This is rather vague and could theoretically apply to a lot of alterations & material changes.

Commented [TS4]: Pursuant to 36 CFR 61.3., CLGs must comply with all other applicable Secretary of Interior Historic Preservation Standards for Archeology and Historic Preservation. This should be included here or somewhere else in the ordinance.

SOI Standards (Preservation, Rehabilitation, Restoration, and Reconstruction):
<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

Commented [TS5]: It is best to have a dedicated section to explain the purpose and intent of the ordinance. This can be stated in a variety of ways. It basically states the need to protect historic resources for the residents of the city. The intended results of the ordinance are also stated here. I recommend looking through various Florida CLG Ordinances to get ideas on how to write this.

Commented [WM6]: Addresses B.1(a)

Commented [TS7]: 1/27/26: It would be better if this was clarified to say that "Each City Council member shall have the authority to nominate one member of his or her choosing to the Board".

Commented [TS8]: Add - "The Mayor of the City of Zephyrhills is designated the Chief Elected Official, and as such, will sign appointment documents, and any other relevant documents related to the Zephyrhills Historic Preservation Board."

The Mayor of the City of Zephyrhills is designated the Chief Elected Official, and as such, will sign appointment documents, and any other relevant documents related to the Zephyrhills Historic Preservation Board. Members shall serve without compensation, but shall be reimbursed for actual expenses. In addition, the City Council may appoint a first and second alternate member to the Historic Preservation Board. Such alternates may participate in all authorized functions of the Historic Preservation Board; provided, however, such alternates shall have no vote in the administrative or quasi-judicial determinations of the Historic Preservation Board, except in the temporary absence or disability of a regular member or members, or when such regular member or members shall be disqualified from voting in any particular case or cases.

(D)(E) *Qualifications.* The Board shall consist of a majority of city residents and persons owning a business registered in the city who shall have knowledge of historical or architectural development within the city or have a deep concern for preservation, development, and enhancement of the historical resources of the city. To the extent available in the community, the City Council shall appoint professional members from the disciplines of architecture, history, archaeology, real estate, building construction or other historic preservation related disciplines. Lay persons who have demonstrated special interest, experience or knowledge in history, architecture or related disciplines shall make up the balance of the Board.

(E)(F) *Terms of office.* Members shall serve three-year terms. In order to achieve staggered terms, initial appointments shall be: two members for two years; and three members for three years. Members may be re-appointed on the expiration of their term during the annual installment of new members in June. Members shall continue in office until the appointment of a successor. Members appointed to fill a vacancy shall serve the remainder of the unexpired term. Initially, one alternate shall be appointed by City Council for two years and one alternate shall be appointed for three years. The Historic Preservation Board alternates shall be appointed prior to the annual installment in June at the beginning of the term.

(F)(G) *Officers.* Members of the Board shall elect officers from among the members to serve as Chairman and Vice-Chairman for a period of one year, with election of officers being held at the first regular meeting of the year.

(G)(H) *Vacancies.* Vacancies on the Board caused by the expiration of a term, resignation, removal, death, or permanent absence from the city, or by incapacity of a member, shall be filled by appointment within 60 days. An extension of up to an additional 60 days can be requested by a written request from the Board to the State Historic Preservation Officer.

(H)(I) *Removal.* Members may be removed from the Board only by a four-fifths vote of the entire membership of the City Council; the Chief Elected Official; however, whenever a member of the Board shall fail to attend two of three consecutive meetings, without cause and without prior approval of the Chairman; Chief Elected Official, the Board shall declare the member's office vacant and petition the Chief Elected Official; City Council for the appointment of a new member to fill the vacancy.

(I)(J) *Rules of procedure.* The Board shall make and prescribe such rules and regulations reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this chapter. Such rules and regulations shall conform to the provisions of this chapter and shall govern and control procedures, hearings, and actions of the Board. No such rules and regulations shall become effective until a public hearing has been held upon the proposed rules and regulations by the Board and the same has been approved by the City Council and filed with the City Clerk. Amendments shall be adopted in a like manner. Upon approval by the Council, such rules and regulations shall have the full force and effect of law within the city. The Rules of Procedure shall be open to public inspection.

(J)(K) *Meetings.* The Board may meet biweekly but shall meet at least four times per year at regular intervals, once per fiscal quarter. The Board may also hold special meetings as the Board may

Commented [WM9]: Addresses B.2(e and f)

Commented [TS10]: 1/27/26: Add "Chief Elected Official".

Commented [TS11]: This needs to be rewritten. The Chief Elected Official should be the one officially removing or appointing at the recommendation of the City Council.

Commented [TS12]: Following this sentence add - "The Rules of Procedure shall be open to public inspection".

Commented [WM13]: Establishes intervals to address B.2(h)

determine. All meetings of the Board shall be given in a public forum, open to the public, and minutes of each meeting shall be kept and made available to the public. No official action may be taken at any special meeting unless a majority of all members concur. Notice of meetings shall be publicly announced and have a previously advertised agenda. Three members shall constitute a quorum for the purposes of meetings and transacting business. No recommendations or formal action of the Board shall be taken without a majority vote of those voting and without the concurrence of at least two members. Failure to receive a majority vote of those voting and at least two affirmative votes shall act as a denial by the Board.

Commented [TS14]: 1/27/26: It is recommended that you remove "within City Hall" just in case something were to happen that would prevent the use of this particular space. Please add "All board decisions will be given in a public forum" somewhere in this section.

(L) Staff and personnel. The city shall provide the Board with staff sufficient to undertake the requirements for certification of the state to carry out the duties and responsibilities delegated to Certified Local Governments and the requirements of this chapter. The City Attorney shall serve as legal counsel to the Board in all matters.

(1) Satisfactory Performance of Certified Local Government responsibilities. The responsibilities required to maintain status as a Certified Local Government in good standing will be maintained to the established standards.

(a) Prior notice of all meetings of the Board shall be provided to the State Historic Preservation Officer at least 30 calendar days prior to the meeting.

(b) Following each meeting of the Board, records of attendance of the Review Commission, minutes of the meeting, and public attendance figures shall be submitted to the State Historic Preservation Officer within 30 calendar days of each meeting.

(c) Notification to the State Historic Preservation Officer shall be provided within 30 calendar days for any change in Board membership or any amendments to this ordinance shall be submitted for review and comment at least 30 days prior to adoption.

(d) When new historic designations or alterations to existing designations are passed by the Board, the State Historic Preservation Officer shall be immediately notified.

(e) By November 1st of each year an annual report covering the activities of the previous year from October 1st to September 30th shall be submitted to the State Historic Preservation Officer. The annual report shall include the following information:

1. A copy of the Rules of Procedure.

2. A copy of the historic preservation ordinance.

3. Resume of Commission members.

4. Changes to the Commission.

5. New Local designations to the District.

6. New National Register listings.

7. Review of survey and inventory activity with a description of the system used.

8. Program report on each grant-assisted activity.

9. Number of projects reviewed.

(K)10. An updated map of the District showing the District boundaries and clearly identifying contributing and non-contributing structures. This map shall also be updated within Appendix A of these Ordinances at the same time as the submittal of the annual report.

Commented [TS15]: The second clause of the sentence needs to be rewritten to state - " , or any amendments to this ordinance shall be submitted for review and comment at least 30 days prior to adoption".

(L)(M) Powers and duties of the Board. It shall be the responsibility of the Board to:

(1) Conduct an ongoing historic survey and inventory of historically, culturally, archaeologically, or architecturally significant resources within the city and to plan for their preservation;

Commented [WM16]: This subsection is added to satisfy the requirements of B.5 a-i

Commented [TS17]: Add "All inventory materials shall be compatible with the Florida Master Site File (FMSF), and provided to the State Historic Preservation Office."

Further add: "Pursuant to Florida's Sunshine Laws and Section 304 of the National Historic Preservation Act, all inventory materials shall be open to the public, with the exception to the geographical data of archeological resources or other vulnerable resources will not be made publicly available. Locational information will not be released for historical resources when disclosure might cause a significant invasion of privacy, risk harm to historic property, or impede the use of a traditional religious site by practitioners. "

All inventory materials shall be compatible with the Florida Master Site File (FMSF), and provided to the State Historic Preservation Office;

(+) Pursuant to Florida's Sunshine Laws and Section 304 of the National Historic Preservation Act, all inventory materials shall be open to the public, with the exception to the geographical data of archeological resources or other vulnerable resources will not be made publicly available. Locational information will not be released for historical resources when disclosure might cause a significant invasion of privacy, risk harm to historic property, or impede the use of a traditional religious site by practitioners;

- (2) Designate to the City Council specific buildings, structures, sites, objects, or districts to be designated by this chapter as Historic Properties or Historic Districts and listed on the Local Register of Historic Places;
- (3) Develop and publish design guidelines with periodic review and update. These guidelines shall include the applicable Secretary of the Interior's Standards for Archeology and Historic Preservation; Rehabilitation and Guidelines for Rehabilitating Historic Buildings;
- (4) Review applications for certificate(s) of appropriateness and grant or deny same in accordance with the provisions of this chapter;
- (5) Conduct educational programs about historic properties located in the city and on general historic preservation activities;
- (6) Advise and assist property owners and other persons and groups or organizations on physical and financial aspects of preservation, renovation, rehabilitation of historic and cultural resources, and to advise and assist property owners in securing available grant funding, and in obtaining federal and state tax incentives;
- (6)(7) Utilize allocated funds to hire professionals or experts when necessary to fulfill other duties and responsibilities of the Board.
- (7)(8) Cooperate with and advise local, state, and federal government concerning the effects of local government actions on historic and cultural resources;
- (8)(9) Undertake the responsibilities complementary to those of the State Historic Preservation Office as well as the requirements for certification of the local preservation program by the State Historic Preservation Officer;
- (9)(10) Work with the State Historic Preservation Officer on location nominations within the jurisdiction to the National Register of Historic Places pursuant to the Certified Local Government program;
- (10)(11) Enforce this chapter and take appropriate action for non-compliance including, but not limited to, issuing citations, levying fines or other civil penalties, revocation or suspension of licenses, permits or franchises, or other remedies as outlined in Chapter 36.
- (11)(12) Make reasonable effort to attend the State Historic Preservation Office Orientation Program and subsequent training programs for Certified Local Governments and any informational or educational meetings, conferences, or workshops pertaining to work and functions of the Board scheduled by the State Historic Preservation Officer or the Florida Conference of Preservation Boards and Commissions.

Commented [TS18]: The local ordinance only references the *Rehabilitation Standards*. Pursuant to 36 CFR 61.3., CLGs must comply with all other applicable Secretary of Interior *Historic Preservation Standards for Archeology and Historic Preservation*.

Please revise to include "all applicable Secretary of Interior Historic Preservation Standards for Archeology and Historic Preservation."

Commented [TS19]: Change 'on' to 'about'

Commented [TS20]: Our office can be utilized for "expert" advice, as well. No change is necessary, but I want you to be aware we are here to assist at no cost.

Commented [TS21]: Add "Responsibilities complementary to those of the State Historic Preservation Office"

Commented [WM22]: Modified to meet best practices as proposed by CLG representatives

Sec. 154.03 – Designation: process and procedure.

- (A) *Creation of a Local Register of Historic Places.* A Local Register of Historic Places is hereby created as a means of identifying and classifying various sites, buildings, structures, objects, and districts as historic, archaeological, and/or architecturally significant. The Local Register will be kept by the Board.
- (B) *Criteria.* In order to qualify as a local historic property or historic district, individual properties or groups of properties must have significant character, interest, or value as part of the historical, cultural, archaeological, aesthetic, or architectural heritage of the city, state, or nation, and:
 - (1) Shall possess adequate integrity of location, design, setting, materials, workmanship, feeling, and association; and

- (2) Shall be at least 50 years of age or the majority of its resources be at least 50 years of age; and
- (3) Shall meet one or more of the following criteria:
 - (a) Associated with events that have made a significant contribution to the broad patterns of our history;
 - (b) Associated with the lives of persons significant in our past;
 - (c) Embodies the distinctive characteristics of a type, period, or method of construction;
 - (d) Represents a significant and distinguishable entity whose components may lack individual distinction;
 - (e) Represents one of the few remaining examples of a past architectural style, building type, or engineering feature;
 - (f) Represents the notable work of an architect, landscape architect, designer or builder, or possesses high artistic value;
 - (g) Has yielded, or may be likely to yield, information important in prehistory or history; or
 - (h) Is determined eligible for or listed in the National Register of Historic Places.
- (C) *Criteria considerations.* Certain properties which include cemeteries, birthplaces, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, properties commemorative in nature and properties that have achieved significance within the last 50 years, will not normally be considered for designation. However, such properties may qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:
 - (1) A religious property deriving primary significance from architectural or artistic distinction of historical importance;
 - (2) A building or structure removed from its location but which is primarily significant for architectural value, or is the surviving structure most importantly associated with a historic event or person;
 - (3) A birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his/her productive life;
 - (4) A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, distinctive design features, or from association with historic events;
 - (5) A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance;
 - (6) A property or district achieving significance within the past 50 years if it is of exceptional importance; or
 - (7) A property listed in the National Register of Historic Places.
- (D) *Designation procedure.*
 - (1) *Initiation.* Designation of a historic property or historic district which meets the criteria for designation may be initiated by the Board or upon recommendation of its staff, City Council, any private or public organization in the city, or any City Board. Alternately, owners may seek designation of their property; or, for districts, owners within the proposed district may seek designation.
 - (2) *Designation of properties or districts.* The following procedure shall be used to designate historic properties or historic districts:
 - (a) The owner of a property, the City Council, any private or public organization in the city, or any City Board may petition for designation by completing a nomination form, available from the Department of Development, and return it to the Board. The Board may also, upon recommendations from staff or upon its own initiative, initiate nomination proceedings on its own accord. Members of the public may recommend sites or districts to the Board;
 - (b) The Board will conduct a preliminary evaluation of the information provided on each nomination form to ensure its conformance with the designation criteria; and

Commented [TS23]: This does not need to be included in the ordinance for the local designation process. While this is well written and follows the National Register (NR) standards, including this would decrease the amount of flexibility the historic preservation board has for local designations. It may be nice to have more flexibility when designating locally so buildings that do not fit the strict criteria of the NR can be preserved.

Commented [WM24R23]: This is how the ordinance is currently and was originally drafted for the HPB. I plan to discuss loosening those requirements with the HPB at the next meeting.

- (c) The Board, through staff, will then prepare a designation report which will contain the following information:
1. Proposed legal boundaries of the historic property or district, or archaeological site;
 2. Analysis of the historic, architectural, or cultural significance of the nominated property;
 3. Description of the nominated property including historic, architectural, or archaeological features and non-historic alterations, modifications, and additions;
 - 3-4. Status and condition of the historic, architectural, cultural, or archaeological integrity of the nominated property;
 - 4-5. Sketch of the historic property, site or district, or archaeological site showing contributing and non-contributing resources and proposed boundaries;
 - 5-6. Photographs of the property; and
 - 6-7. Name and address of the owners of the nominated property and owners of the property adjacent to the nominated property.

(3) The National Register of Historic Places. The National Register of Historic Places is a list of properties maintained by the National Park Service authorized by the National Historic Preservation Act of 1966. The National Register is administered through the National Park Service and has established evaluation criteria and guidelines that allow for properties to be nominated.

(3)(4) Notification of owner. Where someone other than the property owner nominates a property or district for designation to the local historic district, the Board will notify the owner of the Board's intent to designate and mail a copy of the designation report at least 15 calendar days prior to a public hearing on the Board's designation. For nominations to the National Register notification shall be provided at least 30 calendar days prior to a public hearing on the Board's designation, but no more than 75 calendar days prior. Objections by property owners must be notarized to prevent nomination to the National Register.

(4)(5) Notification of city agencies. When a nomination form is filed, the Board shall notify appropriate building and zoning departments and any other city agency that may be affected by the proposed designation.

(5)(6) Public notification of hearing. A public hearing must be held no sooner than 15 days of notification of the property owner and within 60 days after the filing of a designation report. Owners of record and adjacent property owners shall be notified of the public hearing by certified mail to the party's last known address. Notice shall also be published at least ten days prior to the hearing in a newspaper of general circulation within the city. Owners shall be given an opportunity at the public hearing to object to the proposed designation. If objecting in writing, a notarized statement must be submitted at least ten-seven days prior to the nomination being considered at the public hearing. If the owner(s) of record of the nominated property objects to nomination of their property as outlined above, then the nomination of the property shall be withdrawn. No historic district shall be designated without the written consent of a simple majority (at least 50%+1) of the property owners in the proposed district.

(6)(7) Public hearing. The Board may present testimony or documentary evidence of its own or may solicit expert testimony to establish a record regarding the historical and architectural importance of the proposed property. The Board shall afford to the owner of the property reasonable opportunity to present testimony or documentary evidence regarding the historical and architectural importance of the proposed designation. Any interested party may present testimony or documentary evidence regarding the proposed designation at the public hearing, and may submit to the Board documentary evidence prior to the hearing. The owner of the property proposed for designation shall be afforded the right of representation by counsel and reasonable opportunity to cross examine witnesses presented by others.

Commented [TS25]: Further add - "In compliance with the National Historic Preservation Act, the Mayor, as the Chief Elected Local Official, will receive the Historic Preservation Board's report for nominations to the National Register of Historic Places before providing his/her opinion. The Chief Elected Local Official will ask in writing that the Board send the package to the State Historic Preservation Office on behalf of the official. This ensures that the official's opinion and the Board's report go to the State Historic Preservation Office as a single package."

We strongly encourage the National Register section to be completely separated/separate from the local designation process to avoid confusion. It is important to keep them as two different processes.

Commented [WM26R25]: I've moved this section below to (F) carving out nomination to the National Register of Historic Places and the relevant notification requirements there.

Commented [TS27]: This sentence needs to be rewritten to -"Objections by property owners must be notarized to prevent nomination to the National Register."

This is an example of why the processes should be separated as this is a requirement only for the NR. We strongly encourage the National Register

Commented [WM28R27]: I've moved this section below to (F) carving out nomination to the National Register of Historic Places and the relevant notification requirements there.

Commented [TS29]: I am concerned about the timeline for notice and owner objection. Since there is such a limited window (especially with mail delays) it could be a challenge for a property owner to object.

Commented [WM30R29]: Currently the cut off deadline for document submittal for any public hearing in the city is 7 days prior. I think changing the notarized statement from 10 days prior to 7 days prior. Should we also call out specifically allowing for notarized statements to be provided at the hearing?

Commented [TS31]: Add this statement or similar "No historic district shall be designated without the written consent of a simple majority (at least 50% +1) of the property owners in the proposed district"

~~(7)~~(8) *Temporary delay in permitting for nominated properties.* Following the filing of a nomination form, no new permits shall be issued for any new construction, alteration, relocation, or demolition of property included in the nomination. This delay in permitting will remain in effect until the Board either approves or denies the designation or until six months have elapsed, whichever shall occur first. No permit shall be issued for any new construction, alteration, relocation, or demolition of property included in the nomination unless the Board follows the procedures and requirements for a certificate of appropriateness and finds that such a permit may be issued.

~~(8)~~(9) *Prompt decision on designation.* After the public hearing, the Board shall submit a final report on designation within 15 days following the public hearing.

~~(9)~~(10) *Appeals.* A property owner aggrieved by the designation shall have the right to appeal the designation to the City Council by filing a written notice within 30 days with the City Clerk. Within 30 days of the date of filing the appeal, or the first City Council meeting scheduled, whichever is latest in time, the City Council shall hear the appeal and issue a final decision.

~~(10)~~(11) *Removal of designation.* Application may be made for the removal of a property from the Local Register, and the same procedure shall be employed as in the designation of properties under this chapter.

~~(11)~~(12) *Notification of designation.* Within 30 days following the designation, the owners and occupants of each designated historic property or resource located within a designated historic district, shall be given written notification of such designation, which notice shall apprise the owners and occupants of the necessity of obtaining a Certificate of Appropriateness prior to undertaking any material change to the appearance of the historic property or resource within the historic district. A notice sent via the United States mail to the last-known owner of the property shown on the city's tax roll and a notice sent via United States mail to the address of the property to the attention of occupant shall constitute legal notification to the owner and occupant under this chapter.

~~(12)~~(13) *Notification of other agencies regarding designation.* The Council shall notify all necessary agencies within the city of the ordinance for designation, including the Local Historical Organization.

~~(13)~~(14) *Recording of designation.* The Board shall provide the Clerk of the Circuit Court with all designations for the purpose of recording the designation and the Clerk of the Circuit Court shall thereupon record the designation according to law.

(E) Effects of designation.

(1) *Signage.* The Board is authorized to issue and place a city approved, standard sign or marker on or near the property, indicating that the property has been so designated.

(2) *Long-term preservation.* Upon designation, the Board, with the owner, may prepare a plan for the long-term preservation of the landmark.

(3) *Certificate of Appropriateness.* Upon designation, the property shall be subject to regulation by the Board. A certificate of appropriateness issued by the Board shall be required prior to any alteration, new construction, or demolition of the property.

(4) *Incentives.* Designated properties shall be eligible for the following incentives:

(a) Designated properties shall be eligible for any financial assistance set aside for historic preservation projects by the city, the state, or the Federal Government, provided they meet the requirements of those financial assistance programs.

(b) The Board shall encourage and assist in the nomination of eligible income-producing properties to the National Register in order to make available to those property owners the investment tax credits for certified rehabilitations pursuant to the Tax Reform Act of 1986 and any other programs offered through the National Register.

Commented [TS32]: 1/27/26: While not required, it is strongly recommended that a local Ad Valorem tax exemption be added to the ordinance. Information about the enabling law and process can be found on our website: <https://dos.fl.gov/historical/preservation/architectural-preservation-services/property-tax-exemption-for-historic-properties/>. Our staff can provide further assistance if you choose to participate.

Commented [WM33R32]: Part 6.16.00 of the Land Development Code covers the referenced ad valorem exemptions and Tax Incentives for Historical Preservation within the City.

- (c) Designated properties may be eligible for administrative variances or other forms of relief from applicable building codes as follows:
 - 1. Repairs, alterations, and additions necessary for preservation or rehabilitation of designated properties or continued use of a building may be made without conformance to the technical requirements of the Standard Building Code when the proposed work has been issued a certificate of appropriateness by the Board provided that:
 - a. The restored building will be no more hazardous based on consideration of life, fire, and sanitation safety than it was in its original condition; and
 - b. Plans and specifications are sealed by a Florida registered architect or engineer, if required by the Building Official.
 - (d) Owners of designated properties which have received a certificate of appropriateness may be eligible for variances involving setbacks, lot width, depth, area requirements, land development regulations, height limitations, open space requirements, parking requirements, and other similar zoning variances not related to a change in use of the property. Variances will be granted upon a showing that:
 - 1. The variance will be in harmony with the general appearance and character of the community; and
 - 2. The variance will not be injurious to the public health, safety, or welfare.
 - (e) Designated properties may be utilized to satisfy required setbacks, buffer strips, or open space up to the maximum area required by development regulations. Conservation of historic, cultural, or archaeological resources shall qualify for any open space requirements mandated by development regulations.
 - (f) Acreage associated with designated properties preserved within the boundaries of the project shall be included in calculating the project's permitted density.

(F) Nomination to the National Register of Historic Places

(1) The National Register of Historic Places is a list of properties maintained by the National Park Service authorized by the National Historic Preservation Act of 1966. The National Register is administered through the National Park Service and has established evaluation criteria and guidelines that allow for properties to be nominated.

(2) In compliance with the National Historic Preservation Act, the Mayor, as the Chief Elected Local Official, will receive the Historic Preservation Board's report for nominations to the National Register of Historic Places before providing his/her opinion. The Chief Elected Local Official will ask in writing that the Board send the package to the State Historic Preservation Office on behalf of the official. This ensures that the official's opinion and the Board's report go to the State Historic Preservation Office as a single package.

(f)(3) For nominations to the National Register notification shall be provided at least 30 calendar days prior to a public hearing on the Board's designation, but no more than 75 calendar days prior. Objections by property owners must be notarized to prevent nomination to the National Register.

Sec. 154.04 – Certificate of appropriateness.

(A) Procedure.

- (1) When required. A certificate of appropriateness must be obtained before a person may undertake a material change in exterior appearance to a designated contributing historic property or resource within a designated historic district, whether or not a building permit is required for such work.
- (2) Ordinary maintenance. If the work constitutes ordinary maintenance or repair of any exterior architectural feature in or on a historic property to correct deterioration, decay, or damage and

Commented [TS34]: Further add - "In compliance with the National Historic Preservation Act, the Mayor, as the Chief Elected Local Official, will receive the Historic Preservation Board's report for nominations to the National Register of Historic Places before providing his/her opinion. The Chief Elected Local Official will ask in writing that the Board send the package to the State Historic Preservation Office on behalf of the official. This ensures that the official's opinion and the Board's report go to the State Historic Preservation Office as a single package."

We strongly encourage the National Register section to be completely separated/separate from the local designation process to avoid confusion. It is important to keep them as two different processes.

Commented [TS35]: This should be further explained. The ordinance does not specify a difference between resources inside a district. In other words, the COA process usually only regulates individually listed, or contributing resources inside a district. It typically does not apply to non-contributing resources. The way this is written would allow the regulation of all resources inside a district boundary.

Commented [WM36R35]: Added a simple clarification to include that designated contributing properties are the only ones that require a COA.

that does not involve a material change in design, material, or outer appearance thereof, the work may be done without a certificate of appropriateness.

- (3) *Application.* Application for a certificate of appropriateness shall be made to the Building Department on forms obtainable from that office. Drawings, photographs, plans, and specifications shall show proposed exterior alterations, additions, changes, or new construction in sufficient detail to enable the Board to make a decision based on the merits of the proposal.
- (4) *Extension of time.* The Board may extend action for a period of up to 30 additional days. In the case of a demolition application, the Board may suspend action on it for a period not to exceed 180 days. New Construction on a designated historic property for which a certificate of appropriateness is issued shall begin within 12 months from the date of issuance of the certificate of appropriateness.
- (5) *Decision of the Board.* The Board shall apply the relevant Historic Property Design Guideline appropriate criteria for reviewing applications for a certificate of appropriateness and any accompanying information. After review of the application, the Board shall take one of the following actions within two weeks from the date a complete application has been filed:
 - (a) Grant the certificate of appropriateness with an immediate effective date;
 - (b) Grant the certificate of appropriateness with special modifications and conditions;
 - (c) Grant the certificate of appropriateness with a deferred effective date, which date shall not exceed six months from the date of issuance; or
 - (d) Deny the Certificate of Appropriateness. Denial of a Certificate of Appropriateness will be accompanied by a written statement of the Board describing the public interest and reasons for the denial.
- (6) *Public hearing.* The Board shall hold a public hearing on an application for a certificate of appropriateness affecting a property under its control. This hearing shall take place as for designation of historic properties. Notification of the applicant and owners of adjacent properties shall occur pursuant to that section. Additional notice shall be posted in a conspicuous place on the property involved in the application at least 15 days prior to the hearing.
- (7) *Demolitions.* An applicant wishing to demolish a designated property has the responsibility of proving that the demolition is necessary and shall present adequate evidence on the need for demolition. The Board shall take into account the situation and resources of the applicant in terms of the requirements for information provided by the applicant, and in the case of economic hardship of an owner-occupied residential building, may provide assistance in compiling necessary data, should the owner so desire.
 - (a) The applicant shall explore alternatives to demolition and shall demonstrate this exploration to the Board. These shall include alternative approaches to land use, relocation of the landmark, and incorporation of the landmark into proposed redevelopment. The Board may negotiate with the applicant to see if an alternative can be found. The Board may also ask interested individuals and organizations for assistance in seeking an alternative to demolition.
 - (b) The Board shall study the question of economic hardship for the applicant and shall determine whether the designated landmark can be put to reasonable beneficial use without the approval of the demolition application. For income-producing property, the Board shall also determine whether the applicant can obtain a reasonable rate of return from the existing property.
- (8) *Economic hardship.* An undue hardship shall not be a situation of the person's own making or as a result of any failure to maintain the property in good repair. If the owner claims economic hardship, the Board may or may not require the following information from the owner before deciding on any application:

- (a) An estimate of the cost of proposed construction, alteration, demolition, or removal and an estimate of any additional cost that would be incurred in order to comply with the recommendation of the Board for changes necessary for the issuance of a certificate of appropriateness.
- (b) A report from a licensed engineer, contractor, or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.
- (c) The estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition, or removal; after any changes recommended by the preservation Board; and, for proposed demolition, after renovation of the existing property for continued use.
- (d) In the case of proposed demolition, an estimate from ~~two~~ architects, developers, licensed contractors, appraisers, or real estate consultants as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.
- (e) The means by which the property was acquired (whether purchase, gift, or inheritance), the amount paid for the property, and the date of purchase or acquisition.

For income-producing property, the Board may also require the following additional information:

- (f) The annual gross income from the property for the previous two years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;
 - (g) The remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years;
 - (h) All appraisals obtained within the previous two years in connection with the purchase, financing, or ownership of the property;
 - (i) Any listing of the property for sale or rent, the price asked, and any offers received within the previous two years;
 - (j) The assessed value of the property according to the two most recent assessments;
 - (k) Real estate taxes paid on the property for the previous two years;
 - (l) The ownership of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture, or other; and
 - (m) Any other information, including the income tax bracket of the owner, applicant, or principal investors in the property, considered necessary by the Board to determine whether the property does or may yield a reasonable return to the owners.
- (9) *Demolition by government agencies.* Government agencies having the authority to demolish unsafe buildings shall receive notice of designation of historic properties and historic districts. The Board shall be deemed an interested party and shall be entitled to receive notice of any public hearings conducted by said government agency regarding demolition of any designated property. The Board may make recommendations and suggestions to the government agency and the owner(s) relative to the feasibility of and the public interest in preserving the designated property.
- (10) *Failure to decide.* Failure of the Board to decide on an applied for certificate of appropriateness within the set time limit shall constitute approval of the application.
- (11) *Required maintenance.* Owners of historic properties and contributing resources within historic districts shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair.
- (12) *Public safety measures and emergency measures.* No designated property within a historic district may be demolished until the Board has been notified by the responsible Building Code Official that an order for demolition is being prepared and the Board has had an opportunity to discuss the feasibility of emergency measures to secure the property. To remedy emergency conditions

determined to be imminently dangerous to life, health, or property, nothing in this chapter shall prevent the making of any temporary construction, reconstruction, demolition, or other repairs to a property pursuant to an order of a government agency or a court of competent jurisdiction, provided that only such work as is reasonably necessary to correct the hazardous condition may be carried out. The owner of a designated property damaged by fire or natural calamity may stabilize the property immediately and shall be permitted to rehabilitate it later under the normal review procedures.

(13) *Appeals.* Persons aggrieved by the decision of the Board granting or denying a certificate of appropriateness may appeal to the City Council within 15 days of the written decision of the Board by filing a written notice of appeal to the City Clerk. Appeals shall be heard by the City Council at its next regular meeting, provided that at least 15 days have passed between the filing of the notice of appeal and the date of the meeting. The City Council shall hear all evidence and testimony placed before it and shall render its decision promptly. The City Council may affirm, amend, or reverse the decision of the Board. The City Council shall issue a written decision which shall constitute the final administrative review.

(14) *Judicial review.* Appeals from the City Council may be made to the courts as provided by law.

(15) *Penalties for non-compliance.* Failure by an owner of record or any individual or private or public entity to comply with any provisions of this section shall constitute a violation of this section and shall be punishable by the following:

(a) All work performed pursuant to the issuance of a certificate of appropriateness shall conform to the requirements of the certificate. It shall be the duty of the city's Building Department or his or her designated representative to inspect, from time to time, any work performed pursuant to the certificate, to ensure such compliance. If work performed is not in accordance with the certificate, the Building Official or his or her designated representative shall issue a stop work order, and all work shall cease. No person shall undertake any work on the project as long as the stop work order shall continue in effect. All work not in compliance may be required to be removed, regardless of hardship to the owner.

(b) Any person who violates any provision of this section shall forfeit and pay to the city civil penalties equal to the fair market value of any property demolished or destroyed in violation of this section or the costs to repair or rehabilitate any property that is altered in violation of this section. In lieu of a monetary penalty, any person, altering property in violation of this section may be required to repair or restore any such property.

(B) *Criteria.*

(1) In general. Issuance of a certificate of appropriateness, except for demolition of a designated property, shall be guided by the Secretary of the Interior's Standards for Rehabilitation and the local design guidelines on rehabilitation of historic properties.

(a) The Board shall approve the application and issue a certificate if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the historic or architectural significance and value of the historic property or the historic district. In making this determination, the Commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design arrangement, texture and material of the architectural features involved, and the relationship thereof to the exterior architectural style and historic features of the other structures in the immediate neighborhood.

(b) The Board shall deny a certificate if it finds that the proposed material change(s) in appearance would have substantial adverse effects on the historic or architectural significance and value of the historic property or the historic district.

Commented [TS37]: I would have an attorney look over this to make sure this does not conflict with any state laws limiting local penalties/fines.

- (c) The Board may make approval of a certificate conditional upon complying to certain situations which may be listed in the certificate. These stipulations are to be used only to diminish the adverse impact of the changes in material appearances proposed in the application for a certificate.
- (2) *Local design guidelines.* The Board shall develop and adopt design review guidelines. These guidelines shall serve as an informational and educational tool for owners of historic properties and properties in historic districts, and shall illustrate, in written and graphic form, the design review criteria, concepts, and ideas by which new construction, alterations, additions, renovations, and other modifications to historic properties and properties in historic districts will be evaluated.
- (3) *Relocations.* If an applicant wishes to move a historic property or resource in a historic district, the Board shall consider:
 - (a) The contribution the resource makes to its present setting;
 - (b) Whether there are definite plans for the use of the site once vacated;
 - (c) Whether the resource can be moved without significant damage to its physical integrity or historic significance; and
 - (d) The compatibility of the resource to its proposed site and adjacent properties.

These considerations shall be in addition to the points contained in the other sections of this chapter.

- (4) *Demolitions.* Decision by the Board approving or denying a certificate of appropriateness for the proposed demolition of a designated property shall be guided by the following factors:
 - (a) The historic and architectural significance of the property;
 - (b) The importance of the structure to the integrity or significance ambience of a district;
 - (c) The difficulty or impossibility of reproducing such a property because of its design, texture, material, detail, or unique location;
 - (d) Whether the structure is one of the last remaining examples of its kind in the neighborhood, the city, or the region;
 - (e) Whether definite plans exist for the reuse of the property if the proposed demolition is carried out and the likely effects of these plans on the character of the surrounding neighborhood;
 - (f) Whether reasonable measures can be taken to save the structure from collapse;
 - (g) Claimed economic hardship on the owner; and
 - (h) Whether the structure is capable of earning reasonable economic return on its value.
- (5) *New construction.* After the designation of a historic property or historic district, no new building, structure, or object shall be constructed until the owner or occupant thereof has submitted an application for a certificate to the Board, and the Board has approved it. The Board shall consider the compatibility of the new construction with the existing character of the historic property or historic district, but the Board shall not dictate the architectural type of the new construction. Compatible design shall mean architectural design and construction that will fit harmoniously into the historic property or historic district. The Board shall also consider the local design guidelines and following points in review of an application for new construction:
 - (a) Scale, height, and width;
 - (b) Setbacks;
 - (c) Orientation and site coverage;
 - (d) Alignment, rhythm, and spacing of buildings;
 - (e) Form and detail: link between old and new;
 - (f) Maintaining materials;
 - (g) Maintaining quality;
 - (h) Facade proportions and window patterns;

- (i) Entrances and porch projections;
- (j) Roof forms; and
- (k) Horizontal, vertical, or non-directional emphasis.

REQUIRED SUPPORTIVE MATERIALS

- Detailed plans (site plans and architectural renderings/elevations), if applicable.
- Color and material samples/examples and/or specifications.
- Color photographs of the property and specific areas to be addressed, in their current condition.
- Documentation showing that the proposed work is consistent with the City of Zephyrhills Historic Design Guidelines, US Secretary of the Interior's Standards, and CRA Design Standards.



APPLICANT INFORMATION

*Property Owner: Lori & Scott Meyer
*Mailing Address: 5411 Tenth Street, Zephyrhills FL 33542
*Email Address: scottcook4u69@gmail.com *Phone #: (813) 440-8295
Applicant, if different: _____
Mailing Address: _____
Email Address: _____ Phone #: ~~_____~~

SUBJECT PROPERTY INFORMATION

*Address: 5411 Tenth Street, Zephyrhills FL 33542
Designation Name: 5597 PG 115 District Name: ZH
*Parcel/Tax ID #: 11-26-21-0010-13600-0060 *Acreage: +/- 0.5
*Property Type: Owner-Occupied Rental Vacant Other: _____
*Square Footage: 1500 x *Number of Stories/Floors: 2
Construction Year: Prior 1905 Architectural Style: _____
*Exterior Wall Materials: Brick Wood Horizontal Siding Asbestos
 Concrete Block Wood Vertical Siding Vinyl
 Stone Wood Shingles Aluminum/Metal
 Stucco Other: _____
*Roof Materials: Asphalt/Composition Shingles Metal: 5V Crimp, Standing Seam, etc.
 Asbestos Other: _____

PROPOSED PROJECT: Alterations/Changes

***Project Type:** Please check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Repairing Existing Structure(s) | <input type="checkbox"/> Paint |
| <input checked="" type="checkbox"/> Restoration/Rehabilitation New Windows | <input type="checkbox"/> Interior Work Only |
| <input type="checkbox"/> New Construction/Addition | <input type="checkbox"/> Excavation/Ground Disturbing Activities |
| <input type="checkbox"/> Relocation/Moving a Structure | <input type="checkbox"/> Fencing/Landscaping |
| <input type="checkbox"/> Demolition | |

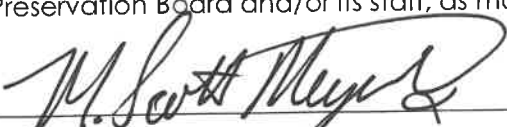
***Project Description:** Please describe in detail the proposed project, including any new construction, demolition or removal or replacement of existing materials, and all other proposed changes to the current structure. Attach an additional sheet if necessary.

Replace 6 aluminum windows

***Effected Elements:** Please check any structural systems or elements that will be affected by this project.

- | | |
|---|--|
| <input type="checkbox"/> Walls / Structural | <input type="checkbox"/> Steps or Stairways |
| <input type="checkbox"/> Roof | <input checked="" type="checkbox"/> Windows |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Siding / Stucco / Façade Work | <input type="checkbox"/> Painting / Finishes |
| <input type="checkbox"/> Porches / Entryways / Porte-Cocheres | <input type="checkbox"/> Decorative Architectural Details / Elements |

I certify that the information provided above is true and accurate to the best of my knowledge. I understand and acknowledge that any false information or deviation from the original documents may render a certificate issued under this application null and void, unless approved by the Historic Preservation Board and/or its staff, as may be applicable.



Signature
M. Scott Meyer

Print Name

2/11/2026

Date

Proposed Products From Additional Suppliers

▶ Window Wall

- ▶ Six windows, Vinyl, Strength = **Better**, Solar = **Good**, Job Cost = **\$9,348**. The World of Windows has worked to comply with other historical boards by making sure exterior window is covered by wood trim.

▶ Home Depot

- ▶ Six window, Anderson Vinyl (that look like wood, wood trim inside), Strength = **Better**, Solar = **Good**, Job Cost = **\$11,677**. Salesperson stated wood windows just do not hold up in the Florida climate.

▶ Wood Window Makeovers

- ▶ Seven windows, new built wood, Strength = **Good**, Solar = **Good**. Job Cost = **\$15,000 - \$18,000**. Long time line to start and complete, would build 1 window prototype to present to historic board for approval prior to starting construction on building new windows.

WindowWall

Name

SCOTT MUYER

Address

5411 10TH ST ZEPHYRUS FL 33542

Date

M 0 1 D 2 7 Y 2 6

Likes: WOOD TRIM INSTALL FOR CODE.
 → 6 WINDOWS TRIM.

Dislikes:

Notes: TAILOR PENTA 813-384-8314

Impact? Y N Color: White/White Bronze/White Black/White
 Tan/Tan Bronze/Bronze Black/Black

#	Room Name	Size	Style	B-F-W	Grids	Notes
1	ATTIC	1 26/25	SH	W	-	TEMP.
2		2 26/25	SH	W	-	TEMP.
3		3 26/25	SH	W	-	TEMP.
4		4 26/25	SH	W	-	-
5	BOOK ROOM	1 26/25	SH	W	-	-
6		2 26/25	SH	W	-	-
7						
8						
9						
10						

Your One-Year Price

\$9,348

Good Until

M 0 1 D 2 7 Y 2 7

★ W2 INSTALL
 ★ LIFETIME WARRANTY
 ★ PERMIT INCLUDED.
 ★ PUT FLORIDA 25% - \$2,337
 ★ ENERGY STAR 25% - \$7,011
 By Admin.

WindowWall

Marketing Savings

Opportunity

The Family-Owned Home Experts

Windows:

6 - PGT 5400 WOOD INSTALL



Sliding Glass Doors:



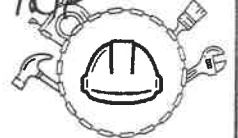
Doors:



Total Project:

DISCOUNTS AVAILABLE
\$ 2,130

TOTAL CURRENT TRIP
\$ 7,218



25% - \$1,805 - START

75% - \$5,413 - COMPLETION

* - PENDING ANY PRICE INCREASES POTENTIAL.



CUSTOMER PRICE QUOTE



Date:	01/28/2026	Branch:	Tampa
Design Consultant:	Igor Slony	Customer Support Center: 1800 HOME-DEPOT	
Phone #:	(813) 335-2413	License(s)	

Installation Address	5411 10 th St		
City, State, Zip	Zephyrhills	FL	33542
Job #	F56910702		

Purchaser(s):	Work Phone	Home Phone	Cell Phone
Scott Meyer			(813) 440-8295

Quote Name:

Your Project Price			Quote Total
Home Depot Everyday Low Price:	Guaranteed until 02/27/2026		\$11,677.03
		Your Price Today:	\$11,677.03

This is a price quote and does NOT constitute a Sales Contract
IMPORTANT: Promotional discounts may end and are not guaranteed for the duration of the quote.
See promotion & financing options below or ask your Design Consultant for details.

PROFESSIONAL INSTALLATION

Licensed, insured and trusted
 Experts from measurement to
 Installation to cleanup



TOTAL PROJECT MANAGEMENT

Team of dedicated professionals
 Assigned to oversee every step of
 Your project



SUPERIOR WARRANTIES

The Home Depot stands behind
 Your job; labor, materials and
 Your satisfaction guaranteed by
 The Home Depot



Quote Name: Page of

CUSTOMER PRICE QUOTE



Scott Meyer	F56910702
Purchaser's Name	Job#

PROJECT SPECIFICATIONS

1 Andersen Windows: A Series Casement

A Series Casement, Overall Frame Width - 25.5, Overall Frame Height - 25, Venting / Handing - Left, Exterior Frame Color - White, Interior Frame Finish Color - Unfinished, Glass Option - Low-E4 SmartSun, Glass Strength - Standard, Specialty Glass - No Specialty Glass, Insect Screen Type - Full Screen, Insect Screen Material - Aluminum, Insect Screen Color - White, Grille Type - No Grille(s), Unit U-Factor - 0.27

1 Andersen Windows: A Series Awning

A Series Awning-AW, Overall Frame Width - 26, Overall Frame Height - 25.5, Venting / Handing - Vent, Exterior Frame Color - White, Interior Frame Finish Color - Unfinished, Glass Option - Low-E4 SmartSun, Glass Strength - Tempered, Specialty Glass - No Specialty Glass, Insect Screen Type - Full Screen, Insect Screen Material - Aluminum, Insect Screen Color - White, Grille Type - No Grille(s), Unit U-Factor - 0.27

1 Andersen Windows: A Series Awning

A Series Awning-AW, Overall Frame Width - 26, Overall Frame Height - 25.5, Venting / Handing - Vent, Exterior Frame Color - White, Interior Frame Finish Color - Unfinished, Glass Option - Low-E4 SmartSun, Glass Strength - Tempered, Specialty Glass - No Specialty Glass, Insect Screen Type - Full Screen, Insect Screen Material - Aluminum, Insect Screen Color - White, Grille Type - No Grille(s), Unit U-Factor - 0.27

1 Andersen Windows: A Series Casement

A Series Casement, Overall Frame Width - 26, Overall Frame Height - 25.5, Venting / Handing - Left, Exterior Frame Color - White, Interior Frame Finish Color - Unfinished, Glass Option - Low-E4 SmartSun, Glass Strength - Standard, Specialty Glass - No Specialty Glass, Insect Screen Type - Full Screen, Insect Screen Material - Aluminum, Insect Screen Color - White, Grille Type - No Grille(s), Unit U-Factor - 0.27

1 Andersen Windows: A Series Casement

A Series Casement, Overall Frame Width - 26, Overall Frame Height - 26, Venting / Handing - Left, Exterior Frame Color - White, Interior Frame Finish Color - Unfinished, Glass Option - Low-E4 SmartSun, Glass Strength - Standard, Specialty Glass - No Specialty Glass, Insect Screen Type - Full Screen, Insect Screen Material - Aluminum, Insect Screen Color - White, Grille Type - No Grille(s), Unit U-Factor - 0.27

1 Andersen Windows: A Series Casement

A Series Casement, Overall Frame Width - 26, Overall Frame Height - 26, Venting / Handing - Left, Exterior Frame Color - White, Interior Frame Finish Color - Unfinished, Glass Option - Low-E4 SmartSun, Glass Strength - Standard, Specialty Glass - No Specialty Glass, Insect Screen Type - Full Screen, Insect Screen Material - Aluminum, Insect Screen Color - White, Grille Type - No Grille(s), Unit U-Factor - 0.27

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CUSTOMER PRICE QUOTE



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