



HISTORIC PRESERVATION MEETING ZEPHYRHILLS, FLORIDA

**Thursday, August 18, 2022
6:00 PM**

**Zephyrhills
City Hall**

**Council
Chambers**

Historic Preservation Board
Aug 18, 2022, 6:00 – 6:45 PM (America/New_York)

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/519618757>

You can also dial in using your phone.

Access Code:

519-618-757

United States:

[+1 \(408\) 650-3123](tel:+14086503123)

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

Call to Order –Board President

Roll Call

Invocation –

Pledge of Allegiance –

1. CONSENT ITEMS

1.1 June 16, 2022 Regular Meeting Minutes

1. HPBMin_06.2022

2. BUSINESS ITEMS

2.1 8 PA 1062_Certificate of Appropriateness_38548 6th Avenue

Permit application submitted by Stacy McLeod for 38548 6th Avenue (8 PA 1062), a contributing resource within the Zephyrhills Historic District.

1. Staff Report_38548 6th

2.2 Historic Marker - Capain Jeffries House

Purchase and installation of a historic marker at 38533 5th Avenue, Captain Jeffries House

3. NOTED ITEMS

ADJOURN

*** PLEASE NOTE: This is a Public Meeting. Should any interested party seek to appeal any decisionmade 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.**



City of Zephyrhills

HISTORIC PRESERVATION BOARD

Council Chambers – City Hall | 5335 8th Street, Zephyrhills, FL 33542

Thursday, June 16, 2022

-DRAFT MINUTES-

I. CALL TO ORDER

A regular meeting of the Historic Preservation Board was called to order by Jason Aiken at 6.01 PM in Council Chambers of City Hall, 5335 8th Street, Zephyrhills.

II. ROLL CALL

Board Members Present: Jason Aiken, Eileen Westermann, Erica Freeman

Staff Present: Audrey McGuire – *Historic Preservation Specialist/Community Planner.*

1. CONSENT ITEM(S)

1.2

Eileen Westermann moved to approve both consent items. Motion seconded. Motion passed unanimously.

2. BUSINESS ITEM(S)

2.1 Application for Certificate of Appropriateness (5443 9th Street)

Application submitted by Judith M. Mead for the addition of roof-mounted solar panels at 5443 9th Street, a contributing resource to the Zephyrhills Historic District (Hist. File No. 8 PA 859).

Staff presented the item giving a brief background on the vacant property, its ownership history, historic significance, and abatement performed by the City in recent years, as well as the application for certificate of appropriateness. Staff discussed research into the city's historic guidelines, CRA design standards, US Secretary of the interior's standards, as well as current Florida Statute regulations concerning solar panels. Staff stated that the proposed solar panel installation appeared to be in compliance with the city's standards and guidelines, as well as the U.S Secretary of the Interior's standards.

Ms. Westermann asked for verification that the applicants were not applying for a grant. Staff stated the applicants were not applying for a grant and outlined the review process for a certificate of appropriateness.

Staff discussed Fl. Statute 163.04, which forbids Municipalities from prohibiting the installation of solar systems. Some guidelines may be implemented in historic districts and CRA districts, provided that the guidelines do not inhibit the functionality of the solar panels.

Eileen Westermann moved to approve the certificate. Motion seconded. Motion passed unanimously.

2.2 Clock Refurbishment_Clock Plaza, Downtown 5th Avenue

Proposed refurbishment of the clock at Clock Plaza, historic downtown 5th Avenue.

Staff presented the item, noting that Ms. Westermann had raised some concerns and Council President Wilkeson had requested that the item be brought to the Historic Preservation Board. Staff stated that the clock, originally

installed by Main Street Zephyrhills, provides an important focal point in the historic downtown, and provided a brief update on the past refurbishment of the clock.

Ms. Westermann gave a brief history on the clock and has been working with a local shop who would be able to donate some services for the refurbishment of the clock. The original clock company utilized for the installation provided an estimate for new mechanical workings for the clock. Ms. Westermann stated that the clock was important to the identity of the City and Main Street.

Staff stated that the clock has not yet reached its “age requirement” to be considered a historic landmark object, but did note that it is a local focal piece within the historic district and that care should be taken to ensure its protection and preservation. Any future relocation or site improvements which may affect the clock should be considered carefully. Staff recommended that the city consider the possible donation of services and ask the City to budget the additional work which needs to be done, but noted that they are seeking direction. City historic grant funding would not be eligible, but other historic preservation funding could be considered.

Ms. Westermann moved to recommend approval of the item to City Council with the consideration of donation of services and budgeting for repairs. Motion seconded by Ms. Freeman. Motion passed unanimously.

3. HISTORIC PRESERVATIONIST REPORT/NOTED ITEMS

3.1 Historic Designation Process

Staff gave an overview of the city’s historic designation process and procedures.

3.2 Upcoming Items

Staff gave an update on information presented to the Council for historic-preservation related items for FY 2023.

ADJOURN

Jason Aiken adjourned the meeting at 6:35 PM

MEMORANDUM

TO: Historic Preservation Board
FROM: Audrey McGuire
DATE: August 18, 2022
SUBJ: **8 PA 1062_Certificate of Appropriateness_38548 6th Avenue**
Permit application submitted by Stacy McLeod for 38548 6th Avenue (8 PA 1062), a contributing resource within the Zephyrhills Historic District.

Application submitted by Stacy McLeod for the installation of an in-ground concrete pool at 38548 6th Avenue, a designated contributing resource to the Zephyrhills Historic District. The district and resources within the district fall under the regulations of Ordinance No. 774-01, as amended. A certificate of appropriateness is required prior to issuance of a building permit.

Recommendation – Staff recommends approval.



Staff Report

To: Historic Preservation Board
From: Audrey McGuire, *Historic Preservation Specialist/Community Planner*
Re: Certificate of Appropriateness_38548 6th Avenue
Date: August 18, 2022

I. BACKGROUND INFORMATION

HISTORY | APPLICATION SUMMARY

Building permit submitted by Stacy McLeod (owner) to install an in-ground concrete pool at 38548 6th Avenue, a contributing resources within the Zephyrhills Historic District. The district and resources within the district fall under the regulations set forth in City Ordinance No. 774-01, as amended.

The city utilizes the US Secretary of the Interior's Standards for the Treatment of Historic Properties, its own design guidelines and review criteria in Ordinance No. 774-01 when considering a request for a certificate of appropriateness.

SUBJECT PROPERTY INFORMATION

c. 1920 Craftsman style wood-frame residential structure featuring a brick pier foundation, gable roof with dormer, and original horizontal wood siding.

II. DATA & ANALYSIS

The applicants are requesting to install an in-ground concrete pool on the west side of the property.

CRA APPROVAL

All properties located within the historic district are also located within the CRA. The CRA Director has given approval for the proposed project (see initials on attached Building Permit Application).

CITY DESIGN GUIDELINES FOR HISTORIC STRUCTURES

The current design guidelines for historic properties provide minimal guidance pertaining to in-ground pools, stating on page 46:

"Swimming pools and spas should be located to the rear of the property. If this is not possible, it may be acceptable to locate them in the side yards (check with the Building Department first)."

The subject parcel is considered a 'legal non-conforming lot' – meaning it does not meet current lot dimension/layout standards for the zoning district. Due to a reduced lot depth and lot configuration, the applicants have proposed to locate the pool in the side yard. **No enclosure is proposed** – The applicants are looking to upgrade their existing chain-link fence to a wood privacy/picket fence. Therefore, the proposed in-ground concrete pool should not have a negative impact on the historic property or district.

U.S SECRETARY OF THE INTERIOR'S STANDARDS

The current design guidelines for historic properties do not provide guidance specific to pools installation, but does recommend ensuring the protection of important site features and provides other best management information for site-related construction.

III. RECOMMENDATION

Staff recommends approval of the certificate of appropriateness for the installation of an in-ground concrete pool at 38548 6th Avenue.



City of Zephyrhills
Historic Preservation Board
5335 8th Street
Zephyrhills, FL 33542
813-780-0002
www.ci.zephyrhills.fl.us

Application for CERTIFICATE OF APPROPRIATENESS

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:** _____
***Mailing Address:** _____
***Email Address:** _____ ***Phone #:** _____
Applicant, if different: _____
Mailing Address: _____
Email Address: _____ **Phone #:** _____

SUBJECT PROPERTY INFORMATION

***Address:** _____
Designation Name: _____ **District Name:** _____
***Parcel/Tax ID #:** _____ ***Acreage:** _____
***Property Type:** ☐ Owner-Occupied ☐ Rental ☐ Vacant ☐ Other: _____
***Square Footage:** _____ ***Number of Stories/Floors:** _____
Construction Year: _____ **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.

- | | |
|--|--|
| ☐ Repairing Existing Structure(s) | ☐ Paint |
| ☐ Restoration/Rehabilitation | ☐ Interior Work Only |
| ☐ New Construction/Addition | ☐ Excavation/Ground Disturbing Activities |
| ☐ Relocation/Moving a Structure | ☐ Fencing/Landscaping |
| ☐ 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.

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

- | | |
|---|--|
| ☐ Walls / Structural | ☐ Steps or Stairways |
| ☐ Roof | ☐ Windows |
| ☐ Foundation | ☐ Doors |
| ☐ Siding / Stucco / Façade Work | ☐ Painting / Finishes |
| ☐ Porches / Entryways / Porte-Cocheres | ☐ 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

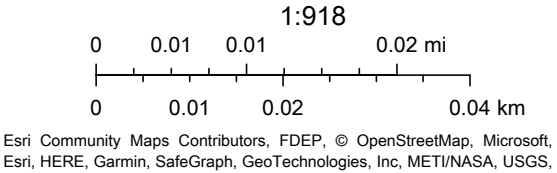
Date

Print Name

Zephyrhills



8/16/2022





Date Received 7/28 Phone Contact for Permitting (813) 495-1709

Owner's Name Stacy McLeod Owner Phone Number 813-312-4271

Owner's Address 38548 6th Ave Owner Phone Number

Fee Simple Titleholder Name Owner Phone Number

Fee Simple Titleholder Address

JOB ADDRESS 38548 6th Ave LOT # 1,2+3

SUBDIVISION City of Zephyrhills PARCEL ID# 11-26-21-0010-15700-0010
(OBTAINED FROM PROPERTY TAX NOTICE)

WORK PROPOSED ☒ NEW CONSTR ☐ ADD/ALT ☐ SIGN ☐ DEMOLISH

PROPOSED USE ☒ SFR ☐ COMM ☐ OTHER Pool

TYPE OF CONSTRUCTION ☒ BLOCK ☐ FRAME ☐ STEEL Concrete

DESCRIPTION OF WORK New Inground concrete pool

BUILDING SIZE SQ FOOTAGE 1661 w/dack HEIGHT

☒ BUILDING \$ 90,300 VALUATION OF TOTAL CONSTRUCTION

☒ ELECTRICAL \$ 300 AMP SERVICE ☐ PROGRESS ENERGY ☐ W.R.E.C.

☒ PLUMBING \$ 400 # 4524 Mike

☐ MECHANICAL \$ VALUATION OF MECHANICAL INSTALLATION

☐ GAS ☐ ROOFING ☐ SPECIALTY ☐ OTHER ① letter ✓

FINISHED FLOOR ELEVATIONS FLOOD ZONE AREA ☐ YES ☒ NO ② 2 set plans ✓

③ Hist ✓

④ CRA ✓

BUILDER SIGNATURE [Signature] COMPANY Challenger Pools
REGISTERED ☒ Y/N FEE CURREN ☐ Y/N

Address 6846 N. Dale Mabry Hwy Tampa, FL 33614 License # CR1459187

ELECTRICIAN SIGNATURE [Signature] COMPANY Hawkins Services
REGISTERED ☒ Y/N FEE CURREN ☐ Y/N

Address 10517 Riverview Dr Riverview, FL 33578 License # EC13004385

PLUMBER SIGNATURE [Signature] COMPANY Challenger Pools
REGISTERED ☒ Y/N FEE CURREN ☐ Y/N

Address 6846 N. Dale Mabry Hwy Tampa, FL License # CR1459187

MECHANICAL SIGNATURE COMPANY
REGISTERED ☐ Y/N FEE CURREN ☐ Y/N

Address License #

OTHER SIGNATURE COMPANY
REGISTERED ☐ Y/N FEE CURREN ☐ Y/N

Address License #

RESIDENTIAL Attach (2) Plot Plans; (2) sets of Building Plans; (1) set of Energy Forms; R-O-W Permit for new construction, Minimum ten (10) working days after submittal date. Required onsite, Construction Plans, Stormwater Plans w/ Silt Fence installed, Sanitary Facilities & 1 dumpster; Site Work Permit for subdivisions/large projects

COMMERCIAL Attach (2) complete sets of Building Plans plus a Life Safety Page; (1) set of Energy Forms. R-O-W Permit for new construction. Minimum ten (10) working days after submittal date. Required onsite, Construction Plans, Stormwater Plans w/ Silt Fence installed, Sanitary Facilities & 1 dumpster. Site Work Permit for all new projects. All commercial requirements must meet compliance

SIGN PERMIT Attach (2) sets of Engineered Plans.
****PROPERTY SURVEY required for all NEW construction.

Directions:

Fill out application completely.
Owner & Contractor sign back of application, notarized
If over \$2500, a Notice of Commencement is required. (A/C upgrades over \$7500)

** Agent (for the contractor) or Power of Attorney (for the owner) would be someone with notarized letter from owner authorizing same

OVER THE COUNTER PERMITTING (copy of contract required)
Reroofs if shingles Sewers Service Upgrades A/C Fences (Plot/Survey/Footage)

Driveways-Not over Counter if on public roadways..needs ROW

SURVEY NOTES
CONCRETE WALK CROSSING INTO RW
ON NORTH WESTERLY SIDE OF LOT.

THERE ARE FENCES NEAR THE BOUNDARY
OF THE PROPERTY.

I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY PREPARED UNDER MY DIRECTION. NOT VALID WITHOUT AN AUTHENTICATED ELECTRONIC SIGNATURE AND AUTHENTICATED ELECTRONIC SEAL, OR A RAISED EMBOSSED SEAL AND SIGNATURE.

Kenneth
Digitally signed by
Kenneth Osborne
Date: 2018.09.11

Osborne

PAGE 2 OF 2 PAGES
(NOT COMPLETE WITHOUT PAGE 1)

(SIGNED) KENNETH J OSBORNE
PROFESSIONAL SURVEYOR AND MAPPER #0415

TARGET SURVEYING, LLC

LB #7893

SERVING FLORIDA

6250 N. MILITARY TRAIL, SUITE 102
WEST PALM BEACH, FL 33407
PHONE (561) 640-4800
STATEWIDE PHONE (800) 226-4807
STATEWIDE FACSIMILE (800) 741-0576
WEBSITE: <http://iitargetsurveying.net>

CUSTOMER INFORMATION

LAST NAME: MCLEON
ADDRESS: 35548 6TH AVENUE
CITY/ZIP: Zephyrhills, FL 33542
PHONE #: 813-312-4271 GATE CODE:
DESIGNER: Larry Triana SUPER:
BOND BEAM: FINISH: JOB #:

Pool
Sue - 48'
Ret - 76'

CONTRACT NOTE:
(1) BATTERY ALARM INCLUDED

CONTRACT NOTE:
(1) POOLSIDE ALARM INCLUDED

CONTRACT NOTE:
(1) UC and (2) VB SLEEVES INCLUDED.
Location to be verified at Layout

CONTRACT NOTE:
FENCE and GATE CODE COMPLIANCE by BUYER

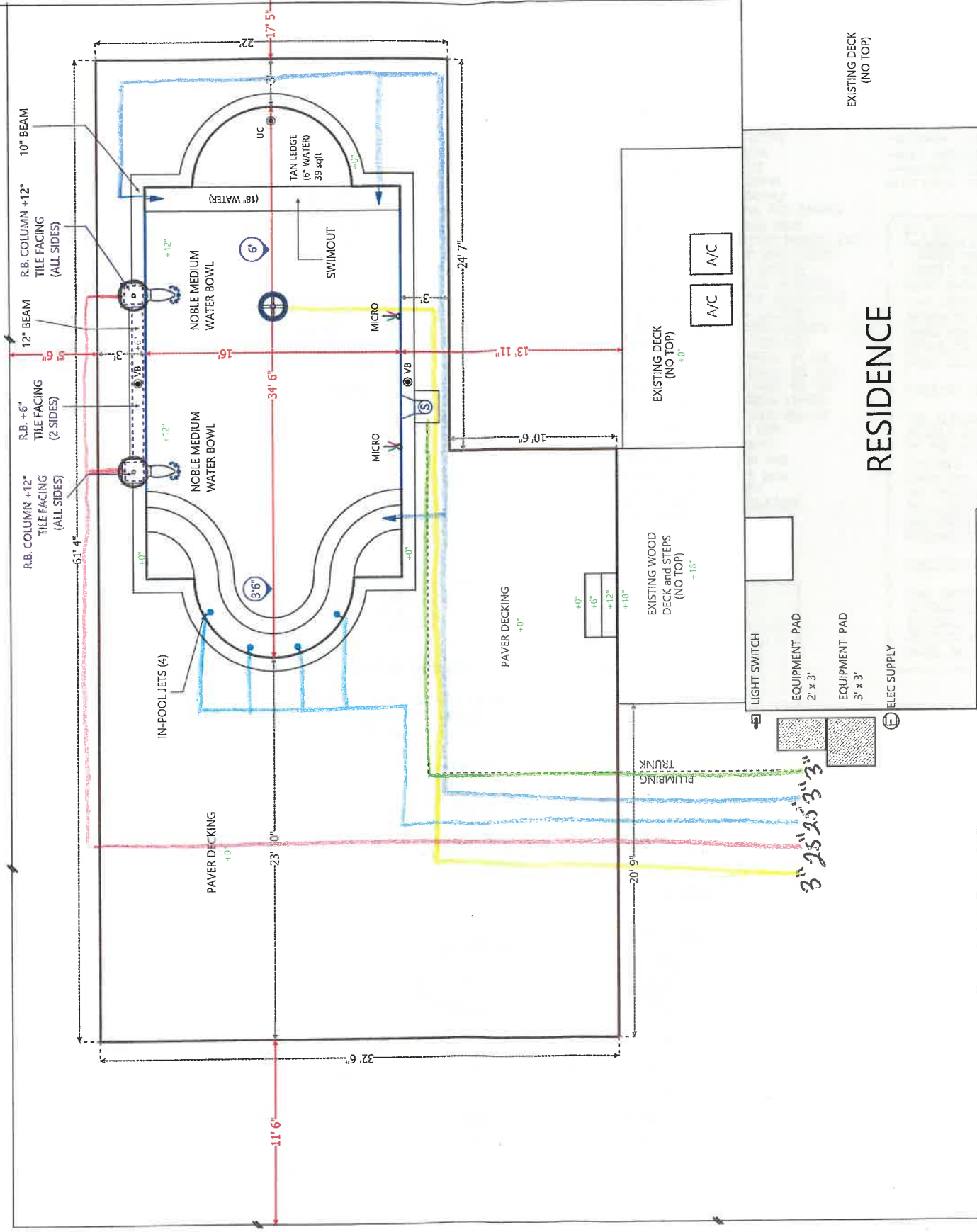
NOTION

PAGE 1 of 2

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

PLAN REVISION

ORIGINAL



SHED

POOL SPECS		DECK SPECS	
PERIMETER: 92'		COPING TYPE: BRICK	
AREA: 465 sqft		"A" TYPE: STANDARD PAVERS	
DIMENSIONS: 34'-6" x 16'		"A" AREA: 1,196 sqft	
GALLONS: 14,952		"B" TYPE: N/A	
TURNOVER: 1.78 HRS @ 140 GPM		"B" AREA: N/A	
*** VGB ACT COMPLIANT *** ALL SUBMERGED SUCTION OUTLETS ARE EQUIPPED w/ DUAL DRAIN COVERS and/or SINGLE UNBLOCKABLE DRAINS WHICH ARE		TOP EX TYPE: N/A	
		TOP EX AREA: N/A	
		FOOTER: N/A	
		TURNDOWN: N/A	

EQUIPMENT SPECS		CONTROL PANEL: VSF Controls	
CIRC PUMP: Intelliflo VSF		REMOTE: (1) LIGHT SWITCH	
PUMP #2: N/A		SANITIZER: IntelliChlor IC40	
PUMP #3: N/A		AIR TYPE: Venturi Air	
FILTER: Cartridge CC 150		FILL LINE: N/A	
HEATER: Ultratemp 108k BTU Heat Pump		OTHER: (1) Battery Alarm	
CLEANER: N/A		OTHER: (1) Poolside Alarm	
POOL LIGHT: (2) MicroBrite Color LED		OTHER: (2) Noble Medium Water Bowls	
SPA LIGHT: N/A		OTHER: N/A	

RETURN:	76'	SKIMMER:	48'
SPA:	N/A	Common Return:	Yes
FEATURE A:	127' (2 Water Bowls)		
FEATURE B:	178' (4 In-Pool Jets)		
FEATURE C:	N/A		
FEATURE D:	N/A		
PV3 VALVE to EQ:	N/A		
PV3 VALVE to POOL:	N/A		
ELEC:	2'	GAS:	N/A



APPROVAL

I (owner/s) have reviewed and approve this plan as correct within reasonable tolerance. I understand that any changes to shape or location may result in delay of project and additional cost.

MEMORANDUM

TO: Historic Preservation Board
FROM: Audrey McGuire, *Historic Preservation Specialist/Community Planner*
DATE: August 18, 2022
SUBJ: **Historic Marker - Capain Jeffries House**
Purchase and installation of a historic marker at 38533 5th Avenue, Captain Jeffries House

The Florida Department of State, Division of Historical Resources has a Florida Historical Marker Program which is intended to raise awareness of Florida's historic, archeological and cultural resources. Staff would like apply for and purchase a historic marker for 38533 5th Avenue, the Captain Jeffries House. The historic marker would provide a history of the historic Captain Jeffries House and raise public awareness of its importance in our community.

Fiscal Impact:

- (1) \$2,420 for a single-sided marker (same text on each side);
- (2) \$2,780 for a double-sided marker (different text on each side);
- (3) Apply for a small-matching grant to defray 1/2 of the cost (delayed time period);

The Historic Preservation Board currently has sufficient funds to cover the installation in this year's budget. Markers take 6-8 weeks to produce and must be approved by the state prior to installation. It is recommended that we consider the purchase in next fiscal year (beginning October 1).

Recommendation: Staff recommends moving forward with the FL Department of State, Division of Historical Resource's marker program for the Captain Jeffries House.