HISTORIC PRESERVATION MEETING
ZEPHYRHILLS, FLORIDA

Thursday, October 20, 2022
6:00 PM

Zephyrhills
City Hall

Council
Chambers

Call to Order – Council President
Roll Call – City Clerk Lori Hillman
Invocation – Councilman Alan Knight
Pledge of Allegiance – Council President

1. CONSENT ITEMS

2. BUSINESS ITEMS

   2.1 **Historic Facade Grant_5340 8th Street (American Legion)**
   Application submitted by Keith Holz on behalf of the American Legion Holding Corp. for a Historic Façade Grant: *Non-Residential* to cover costs associated with the rehabilitation of the porch steps and railings at 5340 8th Street. The porch steps and railings are in a deteriorated state and are a safety concern.

   1. Staff Report_American Legion Post
   2. Application

   2.2 **Potential Historic Marker Locations**
   Staff presentation on potential historic sites for consideration of historic marker/plaque placement.

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.**

Staff Report

To: Historic Preservation Board

From: Audrey McGuire, *Historic Preservation Specialist/Community Planner*

Re: Historic Façade Grant – American Legion

Date: October 20, 2022

I. BACKGROUND INFORMATION

HISTORY | APPLICATION SUMMARY

Application submitted by Keith Holz on behalf of the American Legion Holding Corp. for a Historic Façade Grant: *Non-Residential* to cover costs associated with the rehabilitation of the porch steps and railings at 5340 8th Street. The porch steps and railings are in a deteriorated state and are a safety concern.

SUBJECT PROPERTY INFORMATION

5340 8th Street is a c.1912 frame vernacular structure. It was built by the Grand Army of the Republic (GAR) and served as the city's first community meeting place, movie house and was the location where the vote to incorporate the Town of Zephyrhills occurred in 1914. It is a Local Landmark building, contributing structure to the Zephyrhills Historic District, and is individually eligible for listing on the National Register of Historic Places.

II. DATA & ANALYSIS

The applicants are requesting Historic Façade Grant funds to assist with reconstruction of the porch steps and railings on the Subject Property. This will be an "in-kind" reconstruction/rehabilitation – meaning all materials will be of wood and the design, dimensions and details will match what is existing today.

CRA FUNDING

As a Non-Profit organization, the American Legion is not eligible for grant funding through the CRA.

PROJECT COSTS

A quote has been provided by Jeff Dixon Construction in the amount of $1,600 for the necessary work. Due to financial hardship, the applicants are respectfully requesting that the match requirement be waived and for the entire $1,600 be covered by the costs.

- The Applicants have not requested grant funding in the last 5 years;
- Applicants have indicated that available financing for this project is an issue;
- The requested amount is less than the maximum allowed award amount of $2,500;
- Adequate funds are available in the City's Historic Preservation fund to cover this project;
- Grants in excess of the allowed amount will need approval from both the Historic Preservation Board & City Council.

AWARD CONDITIONS

- Projects must be completed within 9 months of approval, unless otherwise authorized by the Board. Extension(s) for an additional 6 months may be granted for delays caused by acts of neglect by the city or any contractor employed by the city, labor disputes, epidemics, fires, floods, extreme weather, or other natural disasters.
- Any amendments or deviation from the approved project or approved certificate of appropriateness shall require approval from the Board to remain eligible for reimbursement under this program. Any deviation from the approved project or certificate of appropriateness, or any work performed, without approval from the Board or its staff, as may be applicable, shall render any agreement to funding under this program null and void.
- Grants in excess of the allowed award amount, or alterations to the match requirements, will require the approval of both the HPB and the City Counci.

III. RECOMMENDATION

Staff recommends approval.

City of Zephyrhills

Historic Façade Improvement Matching Grant Program

NON-RESIDENTIAL

INTRODUCTION & PURPOSE

The purpose of the Historic Façade Improvement Matching Grant is to address areas of certain decline and encourage revitalization, rehabilitation and preservation of historic properties by providing funds for property owners to repair and rehabilitate the exterior of designated historic properties or contributing structures within a designated historic district, as identified in the Zephyrhills Local Register of Historic Places.

The program provides matching grants for repair, rehabilitation and/or restoration of facades and make eligible repairs particularly that correct code deficiencies, preserve or restore the historic character and integrity, and improve the appearance of historic properties. It is an incremental approach to continue revitalization efforts by improving the appearance and stabilizing property values of historic properties and neighborhoods.

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The Historic Façade Improvement Matching Grant Program grew out of concepts presented to the Historic Preservation Board, appointed by the Zephyrhills City Council by Ordinance No. 774-01. The program was developed in response to a need identified by the Historic Preservation Board for additional funding to encourage the improvement and rehabilitation of historic buildings. The City of Zephyrhills does not directly, indirectly, or contingently obligate itself to make any appropriation of any kind or pledge any form of taxation to support this program. The guidelines contained herein provide the procedures for administration of the Historic Façade Improvement Program.

ASSISTANCE: Non-Residential Matching Grant.

Assistance may be provided to eligible owners/lessees of historic non-residential properties to provide assistance for repairing, preserving, rehabilitating or restoring the exterior façade, and/or for correcting identified building code violations, including safety and structural issues, of eligible non-residential properties. Matching grants up to $2,500 per building may be provided to assist eligible property owners with up to 50% of project costs required to complete repairs, preservation, rehabilitation and/or restoration. Maximum grant awards shall not exceed $2,500* per fiscal year. Prior to the City committing any funding for an eligible project, the applicant must provide evidence to the city that any match to complete the project has been secured.

- **Reimbursable Expenses:** Eligible expenses under the Non-Residential Historic Façade Matching Grant shall include:
  - Painting and associated preparation of exterior architectural features and elements;
  - Work to awnings, canopies, balconies and porches;
  - Work to correct building code violations;
  - Repairs, rehabilitation, preservation, restoration and/or replacement in-kind of historic windows, exterior walls, (i.e., siding, stucco, masonry);
  - Restoration of/repairs to original storefronts;
  - Structural system repairs;
  - Lead and/or asbestos abatement;
  - Architectural and/or engineering fees, if included as part of the approved project;

  All work shall comply with the City's adopted Historic Design Guidelines, CRA Design Standards, and the U.S Secretary of the Interior's Standards.
- **Ineligible Expenses:** Expenses not eligible under this grant program include:
  - Termite and other pest-control treatments;
  - Roof material (cladding) replacement. *Trusses, eaves and other structural components and architectural features are eligible;*
  - HVAC and other mechanical systems;
  - Interior alterations;
  - Fences, landscaping or hardscaping;
  - New construction or additions;
  - Replacement features and/or materials in consistent with the city's and U.S Secretary of the Interior's standards; and
  - Work completed without a certificate of appropriateness and/or proper permit;
  - Any work inconsistent with the City's adopted Historic Design Guidelines or the U.S Secretary of the Interior's Standards.

***NOTE: The Historic Preservation, with the concurrence of City Council, may approve grants in excess of this amount on a case-by-case basis.**

GENERAL PROGRAM REQUIREMENTS

Project Eligibility & Selection Criteria: Applications shall be evaluated for eligibility by the Historic Preservation Board and its staff based on the following criteria:

1. The proposed project and expenses are for a designated NON-RESIDENTIAL historic property or contributing structure located within a designated historic district; or are for a historic property determined eligible for, but not currently listed on the local register or the National Register of Historic Places in accordance with the criteria of Ordinance No. 774-01, as amended, provided designation of the property is completed prior to disbursement of any funding.
2. The proposed project and expenses meet the eligibility criteria of the grant program, as well as all applicable federal, state and local regulations and policies.
3. The proposed project meets the City's Historic Design Standards and the U.S Secretary of the Interior's standards.
4. The proposed project meets applicable Zephyrhills Community Redevelopment Agency (CRA) Design Standards and has been approved by the CRA.
5. The subject property or applicant is not the subject of an active Code Enforcement violation, unless the applicant provides evidence that the violation was not a result of their own actions or inactions.
6. The property owner or applicant has not received prior funding for the subject property under this program during the same fiscal year (October 1 through September 30).

Application Requirements: Applications (attached hereto) may be submitted to the Historic Preservation Board through its staff in the Planning Department. Applications shall include the following information:

1. Name, telephone number and address of the property owner.
2. Name, telephone number and address of the applicant, *if different from the owner.*
3. Name, telephone number and address of the contractor or other professional conducting work associated with the project.
4. Application for a Certificate of Appropriateness.
5. Color photographs and aerial photograph or survey (diagram) of the property, showing the relationship of buildings to the subject property and the subject property to surrounding properties, streets and the neighborhood.
6. Purpose for which funds are requested.
7. Estimated cost of the entire proposed project.
8. Requested funding amount and applicant's match.

Grant Agreement: Upon the award (approval) of funding under this program, the applicant shall enter into a written agreement with the city which outlines the duties and responsibilities of both the city and the applicants.

Disbursement Requests: Funds awarded under this program shall be disbursed upon completion of the approved project, upon inspection and approval of such completed projects by the City, the Historic Preservation Specialist, and the Building Department. Grant recipients must provide documentation of project expenditures, including, but not limited to copies of canceled checks and contractor invoices or vendor receipt. The City will pay up to 50% of eligible project expenses submitted on each request for reimbursement, up to be not exceeding the maximum grant award ($2,500). Requests for reimbursement may be submitted upon completion.

General Award Conditions/Limitations: Assistance provided under this program shall be subject to the following conditions:

1. Assistance shall be limited to one grant per historic property per fiscal year.
2. The maximum grant award shall be $2,500 for all approved work under a NON-RESIDENTIAL Historic Façade Improvement Matching Grant, unless otherwise approved.
3. Funds shall be awarded on a first-come, first-served basis. It is recommended that prospective applicants contact the city to check the availability of funding prior to application.
4. Projects must be approved by the Historic Preservation Board established by the city, and comply with all applicable city ordinances, building codes, and land development codes.
5. Applicants shall seek and obtain a Certificate of Appropriateness, and if necessary a building permit, from the city prior to commencement of any work.
6. Projects must be completed within 9 months of approval, unless otherwise authorized by the Board. Extension(s) for an additional 6 months may be granted for delays caused by acts or neglect by the city or any contractor employed by the city, labor disputes, epidemics, fires, floods, extreme weather conditions, or other natural disasters.
7. Any amendments or deviation from the approved project or approved certificate of appropriateness shall require approval from the Board to remain eligible for reimbursement under this program. Any deviation from the approved project or certificate of appropriateness, or any work performed, without approval from the Board or its staff as may be applicable, shall render any agreement to funding under this program as null and void.
8. The recipient of monies provided under this program shall not discriminate on the basis of race, creed, religion, color, age, sex, marital or family status, national origin or handicap conditions in the lease, use or occupancy of any building funded hereunder.

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 Desian Guidelines, US Secretary of the Interior's Standards, and CRA Desian Standards.

APPLICANT INFORMATION

***Property Owner:** American Legion Holding Corp.
*Mailing Address: 5340 8th Street, Zephyrhills, FL 33542
*Email Address: _____ *Phone #: _____

Applicant, *if different*: KEITH Haez COMMANDER
Mailing Address: 5340 8TH ST. ZEPHYRHILLS, FC 33542
Email Address: AMERICAN LEGION POST 118@YAHOO Phone #: 813-782-0481

SUBJECT PROPERTY INFORMATION

*Address: 5340 8th Street
Designation Name: GAR Hall District Name: Zephyrhills Hist. Dist.
*Parcel/Tax ID #: 11-26-21-0010-13500-0150 *Acreage: 0.16
*Property Type: ☐ Owner-Occupied ☐ Rental ☐ Vacant ■ Other: Non-Profit/Commercial
*Square Footage: _____ *Number of Stories/Floors: 1
Construction Year: c.1912 Architectural Style: Frame Vernacular

*Exterior Wall Materials:
- ☐ Brick
- ☐ Concrete Block
- ☐ Stone
- ☐ Stucco
- ■ Wood Horizontal Siding
- ☐ Wood Vertical Siding
- ☐ Wood Shingles
- ☐ Other: _____
- ■ Asbestos
- ☐ Vinyl
- ☐ Aluminum/Metal

*Roof Materials:
- ☐ Asphalt/Composition Shingles
- ☐ Asbestos
- ■ Metal: *5V Crimp, Standing Seam, etc.*
- ☐ Other: _____

PROPOSED PROJECT: Alterations/Changes

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

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

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

KEITH Holz
Print Name

10-13-22
Date

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

Application for

NON-RESIDENTIAL HISTORIC FAÇADE GRANT

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.
- ☐ Cost Estimates, from a licensed contractor, architect and/or engineer, for all proposed work.

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APPLICANT INFORMATION

***Property Owner:** American Legion Holding Corp.

*Mailing Address: 5340 8th Street, Zephyrhills, FL 33542

*Email Address: _____ *Phone #: _____

Applicant, *if different*: _____

Mailing Address: _____

Email Address: _____ Phone #: _____

How did you hear about this program? _____

Have you received prior funding under this program in the last 12 months? ☐ Yes ■ No

SUBJECT PROPERTY INFORMATION

*Street Address: 5340 8th Street

Designation Name: G.A.R Hall District Name: Zephyrhills Hist. Dist.

*Parcel/Tax ID #: 11-26-21-0010-13500-0150 *Acreage: 0.16

*Construction Year: _____

Is the property listed on a Local, State or National Historic Registry? ☐ Yes ■ No

If no, are you in the process of applying for listing on a historic registry? ☐ Yes ☐ No

PROJECT PROPOSAL

***Brief 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. List each type of work separately. Attach an additional sheet if necessary.*

Restore front porch/steps

***Estimated Total Project Cost:** $_____

***Funding Amount Requested:** $_____

***Estimated City Match:** $_____

***Estimated Project Start Date:** _____

***Estimated Project Completion Date:** _____

I certify that the information provided above is true and accurate to the best of my knowledge. I further acknowledge and agree to abide by the terms and conditions of this program as presented in the program guidelines.

Keith Holz
Owner Signature

10-13-22
Date

KEITH HOLZ
Print Name

AMERICAN LEGION
Business/Entity Name

COMMANDER
Representative Capacity of Person Signing Above

_____
Applicant Signature

_____
Date

_____
Print Name

_____
Business/Entity Name

_____
Representative Capacity of Person Signing Above

Jeff DIXON CONSTRUCTION INC.

Framing · Remodeling
Roofing · Concrete · Painting
813-714-3046

ESTIMATE

DATE: 10/7/22

ESTIMATE #: #1600.00

TO:

AMERICAN LEGION
5340 9TH STREET

JOB LOCATION:

SAME

Description

REMOVE STEPS AND STRUCTURE off FRONT of BUILDING. BUILD NEW STEPS TO 5' LANDING AND STEPS TO CONCRETE WALK. NEW HAND RAILS. ONE ON EACH SIDE AND ONE IN THE MIDDLE. REMOVE ALL DEBRIS AND CLEAN UP JOB SIGHT.

APPROVAL SIGNATURE

APPROVAL DATE