



HISTORIC PRESERVATION MEETING ZEPHYRHILLS, FLORIDA

**Thursday, January 19, 2023
6:00 PM**

**Zephyrhills
City Hall**

**Council
Chambers**

The City will maintain a quorum in Council Chambers but will offer a virtual option to the public. Join on your computer, mobile app or smartphone:

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Meeting ID: 241 284 803 177

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Call to Order
Roll Call

1. CONSENT ITEMS

1.1 December 2022 Historic Preservation Board Meeting Minutes

1. HPBMin_10.2022

2. BUSINESS ITEMS

2.1 38548 6th Avenue - Application for Certificate of Appropriateness

Permit application submitted by James McLeod for the construction of a 14' x 28'

accessory structure at 38548 6th Avenue.

1. Staff Report_38546 6th_01.17.2023 - Copy (2)

2.2 5431 9th Street - Alterations w/out Certificate of Appropriateness

Alterations made to 5431 9th Street, without obtaining an approved certificate of appropriateness.

1. Staff Report_5431 9th_01.17.2023 - Copy (1)

3. NOTED ITEMS

3.1 Board Applications

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.**



City of Zephyrhills

HISTORIC PRESERVATION BOARD

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

Thursday, October 22, 2022

-DRAFT MINUTES-

I. CALL TO ORDER

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

II. ROLL CALL

Board Members Present: Tracy Sullivan, Tony Kerns, Eileen Westermann, Erica Freeman

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

1. CONSENT ITEM(S)

2. BUSINESS ITEM(S)

2.1 Historic Façade 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 rehabilitation of the porch steps and railings at 5340 8th Street.

Staff presented the item giving a brief background on the GAR Hall, its significance and importance in the Community. The applicants are requesting repair the porch steps/railings, which are currently in a dilapidated state and a safety concern. Staff noted that the applicants were requesting to have the required match waived due to economic hardship. The total cost of the project proposed is less than the eligible award amount and staff stated that if the match is waived, the City Council would also have to approve. Discussion ensued on anticipated materials to be used.

Andy Nagy, attended the meeting on behalf of the Legion, discussing the Legion and some difficulties faced, before inquiring about naming the veteran's memorial area at Zephyr Park after Captain Jeffries. Mr. Nagy expressed concern with the Jeffries House now being known as Tina and Joe's Café and people forgetting its importance. He stated he would like to see the veteran's area at Zephyr Park named after Captain Jeffries. Members of the Board agreed it was a good idea and recommended he speak with city council.

Motion to approve the repairs to the Legion, and recommend to City Council that the match requirement be waived. Motion seconded. Motion passed unanimously.

2.2 Historic Marker Locations

Staff presented information on potential local and state historic marker locations. Staff recommended the Women's Club, Stebbins-Miller House, and Old City Hall buildings as a start. Discussion took place on the marker program, which would receive a state marker vs a local marker. The Board asked to see a list of historic properties for other potential locations in the future.

Motion to approve staff's recommendations. Motion seconded. Motion passed unanimously.

ADJOURN



Staff Report

To: Historic Preservation Board
From: Audrey McGuire, AICP
Re: 3854686th Avenue – Request for COA (Accessory Structure)
Date: January 19, 2023

I. BACKGROUND INFORMATION

APPLICATION SUMMARY

Building permit application submitted by James McLeod (owner) for the construction of an 14' x 28' (392 square foot) accessory structure (pool pavilion) at 38548 6th Avenue, a designated contributing resource to the Zephyrhills Historic District. The district and resources within fall under the regulations of city ordinance No. 774-01, as amended.

Where building permits are submitted, historic preservation staff is added to the review within our permitting system to ensure compliance with COA requirements.

SUBJECT PROPERTY INFORMATION

38548 6th Avenue (McLeod-Booth-Trottman Home) is a c. 1920 craftsman style residence. For purposes of this application, the primary structure is of wood-frame construction with beaded-weatherboard (horizontal wood) siding and 5v-crimp metal roofing materials.

II. DATA & ANALYSIS

The applicants are requesting to install at 14' x 28' pool pavilion (open sides). The pavilion is to be constructed of wood and roofing material will be 5v-crimp metal to match the existing primary residence.

CRA DESIGN STANDARDS

All properties located within the historic district are also located within the CRA. All building permit applications are forwarded, by the Building Department, to the CRA Director for review of conformance with CRA standards, and approval.

DESIGN GUIDELINES FOR HISTORIC STRUCTURES

The current design guidelines for historic properties do not provide specific language on accessory structures and the following guidelines (pg. 47) for new construction should be utilized:

- “New construction should be compatible with the neighborhood. Compatible design shall mean architectural design and construction that will fit harmoniously into the historic property and/or district.”

- STAFF ANALYSIS: The proposed accessory structure will be constructed of wood and clad with a 5v-crimp metal roof, consistent with the building materials of the primary historic structure, and in character with the surrounding area.
- “The Board shall also consider... scale, height and width; setbacks; orientation and site coverage; alignment, rhythm of features and spacing of buildings; form and detail – link between old and new; maintaining materials; maintaining quality; façade proportions and window pattern; entrances and porch projections; roof forms; horizontal, vertical or non-directional emphasis.”
 - STAFF ANALYSIS (1): The following considerations are not applicable to this review: rhythm of features and spacing of buildings; façade proportions and window pattern; and entrances and porch projections.
 - STAFF ANALYSIS (2): The following considerations have been reviewed and findings are as follows:
 - Scale, height-to-width ratio – Scale is how a structure and its components relate to each other and adjacent structures. The proposed 14’ x 28’ accessory structure approximately equates to 15% of the size of the primary structure. The height of the structure is 10’6”. The scale of the proposed building appears to be compatible with the primary structure as well as other structures in the neighborhood.
 - Setbacks– Per the design guidelines (pg. 27) “Side and rear setbacks define the minimum space between buildings. Maintain the building-to-lot proportions present on adjacent properties.” The subject property is currently zoned TMU-H and build-to-lines (instead of setbacks) are established. The proposed location of the accessory structure is in compliance with Land Development Code requirements for the zoning district – *See LDC Standards analysis below.*
 - Form and Detail – The proposed structure will be of wood-frame construction and will feature a 5v-crimp metal roofing material, consistent with the wood-frame construction and roofing material of the primary structure.
 - Maintaining Materials and Quality – Building materials shall comply with Building Code requirements, and will be maintained in accordance with City standards.

LAND DEVELOPMENT CODE (LDC) STANDARDS

The following LDC requirements pertain to accessory structures.

- **LDC Table 7.02.00, Development Standards for Traditional City Center** – 38546 6th Avenue is currently zoned TMU-H (Traditional Mixed Use – Historic). Table 7.02.00, LDC establishes a build-to-line, rather than a primary building setback. The build-to-line shall “...match the dominant building line of the “contributing” (historic) structures within the block where the property is located...” The proposed accessory structure will be setback approximately 12 feet from the rear property line and 5 feet from the west-side property boundary line. The proposed accessory structure conforms with the placement of other accessory structures in the area, and is therefore in conformance with LDC Table 7.02.00 requirements.
- **LDC Sec. 7.09.01, Accessory Uses and Structures** – LDC 7.09.01 requires the following:
 - 7.09.01.01(A), Zoning of Accessory Structures - “...All accessory uses to a principal use shall be located in a zoning district that permits the principal use. Structures up to 15% of the total square footage of the principal structure... and not more than 16 feet in height... shall be permitted.” “...Structures between 301 and 625 square feet, or in excess of 16 feet to the peak of the roof, as measured from the grade... shall be reviewed and approved by the Planning Department prior to issuance of a building permit.”

- i. The proposed structure is approximately 15% of the total square footage of the primary structure (residence) and is proposed to be 10 feet, 6 inches in height and therefore complies with this LDC requirement.
 - ii. The proposed structure is 392 square feet in size and requires Planning Department approval prior to the issuance of a building permit. The Planning Department is involved in the permit review process.
- 7.09.01.01(C), Location of Accessory Structures - "Structures shall be located on the same lot or parcel as the primary building to which it is accessory; or on a contiguous lot and shall meet all district setbacks unless otherwise stated. Further, accessory structures shall not be permitted in any front or secondary front setback. A 5-foot side and rear yard setback shall be observed. For all zoning districts, the minimum separation between accessory and principal structures shall be 5 feet..."
 - i. The proposed accessory structure is to be located on the same parcel as the primary structure and is proposed to be setback from the side (west) property boundary line by 5 feet, and the rear by 12 feet, meeting the locational standards prescribed above.
- 7.09.01.01(G), Design Standards for Accessory Buildings... - "...If the principal structure is a contributing structure to the Historic District, accessory structures shall be finished with similar materials and design as the primary structure. In addition, properties shall adhere to historic district design standards as well as CRA design standards..."
 - i. The proposed accessory structure is to be of wood-frame construction and feature the same roofing material/design as the primary structure, meeting the design standards of the LDC stated above.

US SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

The US Secretary of the Interior's Standards outline the guidelines pertaining to the 4 treatments of historic properties: Preservation, Rehabilitation, Restoration and Reconstruction. New construction is covered under Rehabilitation and provides the following guidance:

- "Design new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the site and preserves the historic relationship between the building or buildings and the landscape."
 - The proposed accessory structure will be composed of like materials and a simple design, compatible with both the site and surrounding neighborhood.

III. FINDINGS/RECOMMENDATION

The proposed construction of an accessory structure (pool pavilion) is in conformance with historic design guidelines for new construction, as well as the city's Land Development Code pertaining to accessory structures. Staff recommends approval of a certificate of appropriateness for the installation of roof-mounted solar energy system at 38548 6th Avenue, as presented.

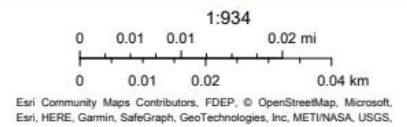
SUBJECT PROPERTY

38548 6th Avenue

38548 6th Avenue

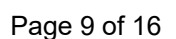


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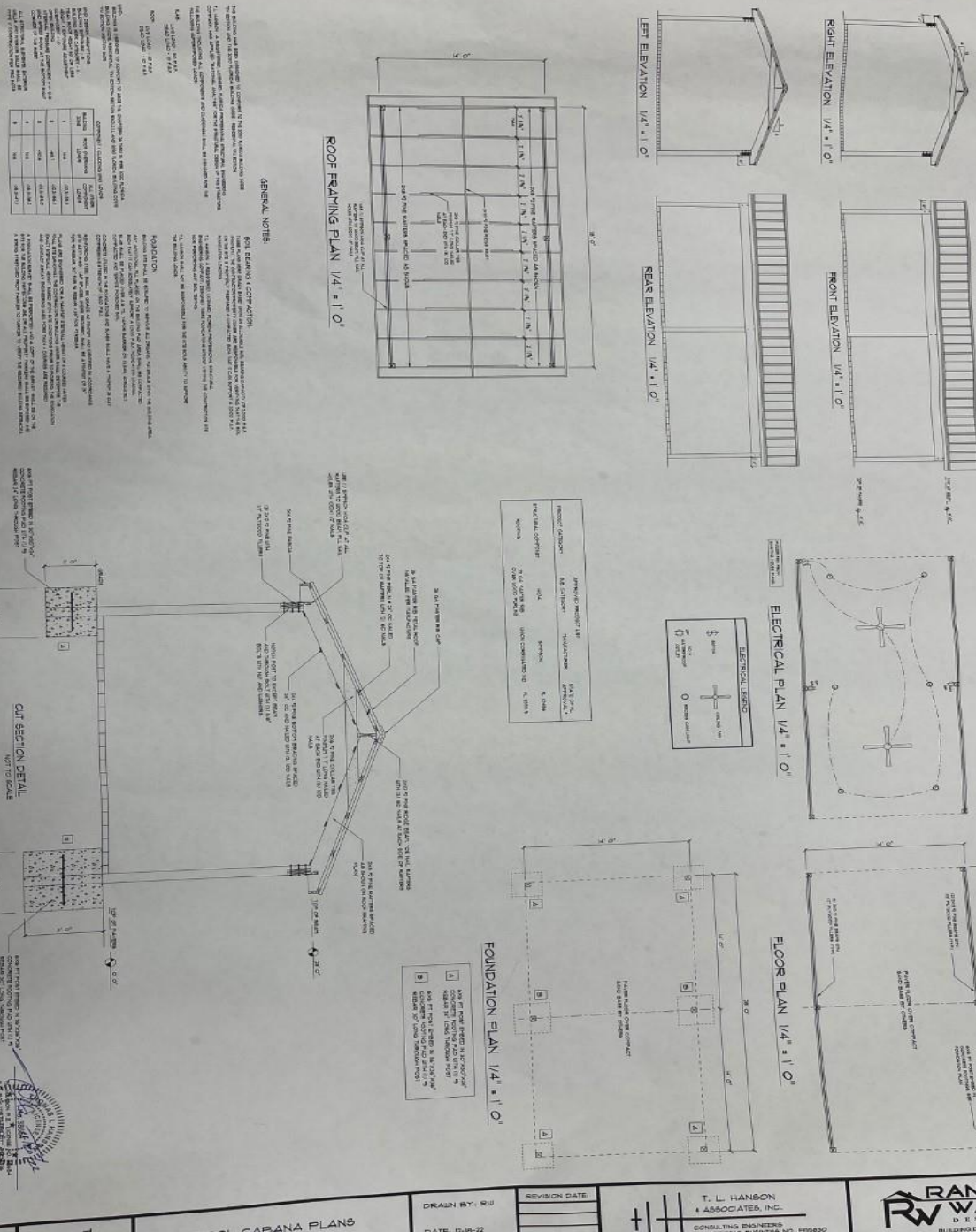




BOUNDARY SURVEY



PLANS





Staff Report

To: Historic Preservation Board
From: Audrey McGuire, AICP
Re: 5431 9th Street – Alterations w/out COA Approval
Date: January 19, 2023

I. BACKGROUND INFORMATION

ISSUE

Material change (removal of chimney and roof vents) made to 5431 9th Street without approval from the Historic Preservation Board. City Ordinance 774-01 requires that any addition, new construction, alteration, relocation, demolition or change to the dimensions, size, design, materials, of a historic structure or historic architectural feature/element (i.e., roof vent, chimney, window, exposed rafter) be approved by the Historic Preservation Board, through the issuance of a Certificate of Appropriateness.

APPLICATION HISTORY | TIMELINE

1. City staff (historic preservation & code enforcement) met with the contractor on-site in late summer/early fall of 2022 to discuss the potential project, Historic Guidelines and permitting requirements.
2. Permit for roof replacement issued on 12/06/2022: BGR-005338-2022
 - a. Staff issued COA for in-kind replacement of material (HPB approval not required where no material change is proposed);
 - b. Application does not mention removal of chimney or roof vents.
 - c. COA & building permit issued only for re-roof (metal) (See attached).
3. Code Enforcement issued Notice of Correction for dormers & chimney; Code Case #MHS-001616-2022 for work without a permit (certificate of appropriateness).

SUBJECT PROPERTY INFORMATION

c. 1925 frame vernacular residential structure featuring a hip roof (cross-hip) with shed dormers (roof vents) and a stucco chimney.

II. DATA & ANALYSIS

DESIGN GUIDELINES FOR HISTORIC STRUCTURES

The following guidance from the City's Historic Design guidelines has been utilized for purposes of this report:

- **General Guidelines** – Page 31 states the following: "Protect existing architectural details, and retain distinctive features such as size, scale, mass, color and materials of buildings, including roofs and porches

that give the neighborhood its distinguishing character.” “If the original cannot be maintained or replaced in its original form, it should be modified without disturbing the character of the structure.”

- The removal of the dormers (roof vents) and chimney are distinctive features of the structure and should be protected. Removal occurred without approval.
- **Roofs: Dormers** – Page 35 states the following: “Maintain existing dormers and their windows and window arrangement. New dormers should preserve the balance of the building, match the historic dormer shapes, and be of the same proportions and materials as the building. Removal or filling in of dormers is not recommended/not acceptable.”
 - Dormers (roof vents) were removed without approval. The re-installed do not match the historic dormer shapes and are not consistent with the City’s design standards. A notice of correction has been issued by Code Enforcement.

US SECRETARY OF THE INTERIOR’S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

Per Ord. 774-01, the US Secretary of the Interior’s Standards shall be utilized in the review/approval of a certificate of appropriateness issued by the City. The US Secretary of the Interior’s Standards on Rehabilitation outline the following pertaining to roofs and the replacement of dormers and chimneys:

- **Recommendation: Identifying, Retaining and Preserving** – Page 45 states the following recommendation: “Identifying, retaining and preserving roofs and their functional and decorative features that are important in identifying the overall historic character of the building. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay, tile, metal, roll roofing, or asphalt shingles), and size, color and patterning.”
 - The removal of the chimney and dormers was inconsistent with these guidelines which state they should be retained and preserved.

ORDINANCE 774-01

City Ordinance 774-01 (Ch. 154, City Code of Ordinances) requires that “a Certificate of Appropriateness [] be obtained before a person may undertake a material change in exterior appearance of a designated historic property or resource within a designated historic district, whether or not a building permit is required for such work.” (Sec. 154.04.A.1). Dormers (roof vents) and the chimney were removed from 5431 9th Street without obtaining a certificate of appropriateness.

- **Sec. 154.04.A.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:
 - All work performed pursuant to the 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/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/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.
 - A certificate of appropriateness was issued for in-kind roof replacement only – not for the removal of the chimney or the dormer.

- 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 monetary penalty, any person, altering property in violation of this section may be required to repair or restore any such property.
 - The property was altered without approval of a certificate of appropriateness, in violation of this section.

I. FINDINGS/RECOMMENDATION

The subject property (5431 9th Street) was altered in violation of Ch. 154 of the City's Code of Ordinances, and a certificate of appropriateness was not obtained prior to commencing the alterations (removal of chimney and dormers). Staff is seeking direction from the board to move forward with the following recommended options:

- Replacement of the chimney and dormers to match what was existing prior to their removal (documentary evidence available);
- Replacement of the dormers only to match what was existing prior to their removal) and fine for the removal of the chimney without a certificate (fee to be determined in accordance with Sec. 154.04.A.15(b) of the City's Code of Ordinances and concurrence of the City Attorney);

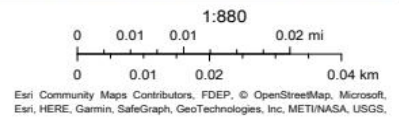
A certificate of appropriateness will be required.

SUBJECT PROPERTY
5431 9th Street

5431 9th Street



1/17/2023





ALTERATIONS

Photo 1 – Prior to Alterations



Photo 2 – Alterations (Dormers & Chimney Removed)

