



**TOWN OF LAKE PARK  
HISTORIC PRESERVATION BOARD  
AGENDA  
JULY 7, 2014  
7:00 P.M.  
535 PARK AVENUE  
LAKE PARK, FLORIDA**

**PLEASE TAKE NOTICE AND BE ADVISED:** If any interested person desires to appeal any decision of the Historic Preservation Board with respect to any matter considered at the Meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the Meeting should contact the Town Clerk's Office by calling (561) 881-3311 at least 48 hours in advance to request accommodations.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Judith Thomas, Chair   
Erich Von Unruh, Vice-Chair   
Michele Dubois   
Martin Schneider   
Ludie Francois

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- Historic Preservation Board Meeting Minutes of August 2, 2010

**PUBLIC COMMENTS**

Any person wishing to speak on an agenda item is asked to complete a Public Comment Card located in the rear of the Commission Chambers, and provide it to the Recording Secretary. Cards must be submitted before the agenda item is discussed.

## **ORDER OF BUSINESS**

The normal order of business for Hearings on agenda items is as follows:

- Staff presentation
- Applicant presentation (when applicable)
- Board Member questions of Staff and Applicant
- Public Comments – 3 minute limit per speaker
- Rebuttal or closing arguments for quasi-judicial items
- Motion on floor
- Vote of Board

## **NEW BUSINESS**

- A. AN APPLICATION FOR A SPECIAL CERTIFICATE OF APPROPRIATENESS FOR THE REPLACEMENT OF DOORS AND WINDOWS OF A TWO-STORY HISTORICALLY DESIGNATED HOME LOCATED AT 114 BAYBERRY DRIVE. APPLICANT: DEBORAH WILLIAMS**

## **COMMUNITY DEVELOPMENT DIRECTOR COMMENTS**

## **ADJOURNMENT**



**MINUTES  
HISTORIC PRESERVATION BOARD MEETING  
AUGUST 2, 2010**

The Historic Preservation Board Meeting was called to Order at 7:00 p.m. and roll call was taken. Board Members present were as follows:

**ROLL CALL**

Chairman Jeff Blakely	Present
Tim Stevens	Excused
Vice-Chair Todd Dry	Present
Judith Thomas	Excused
Robin Maibach	Present
Mason Brown, 1 <sup>st</sup> Alt.	Excused
Anthony Bontrager, 2 <sup>nd</sup> Alt.	Present

**APPROVAL OF AGENDA**

Vice-Chair Dry made a motion to approve the Agenda. The motion was seconded by Board Member Maibach and the vote was as follows:

	Aye	Nay
Jeff Blakely	X	
Todd Dry	X	
Robin Maibach	X	
Anthony Bontrager	X	

**The Motion passed 4-0**

**APPROVAL OF MINUTES**

Vice-Chair Dry made a motion to approve the minutes of the Historic Preservation Board Meeting of April 6, 2009. The motion was seconded by Board Member Maibach and the vote was as follows:

	Aye	Nay
Jeff Blakely	X	
Todd Dry	X	
Robin Maibach	X	
Anthony Bontrager	X	

**The Motion passed 4-0.**

34

35 **NEW BUSINESS**

36

- 37 1. **A proposal for 918 Park Avenue requesting a Special Certificate of**  
38 **Appropriateness to perform exterior renovations to the front and rear**  
39 **façade of the building including the replacement of windows and**  
40 **adding an architectural parapet from the roofline of the façade with**  
41 **extended details along the side roofline. These renovations would**  
42 **be consistent with the Historical Mediterranean Revival character of**  
43 **the building.**

44

45 Nadia. DiTommaso, Planner, identified herself for the record and gave a summary of the  
46 Applicant's (NEFCO, Inc.) request for a Special Certificate of Appropriateness. (A copy  
47 of the Staff Report and Recommendation, as well as a copy of the Application for a  
48 Special Certificate of Appropriateness are attached to and made a part of these Minutes).  
49 Ms. DiTommaso explained that this is a historic building designated on November 21,  
50 1997 and was built in 1925 under a Mediterranean Revival style. The Applicant is  
51 requesting a Special Certificate of Appropriateness to perform exterior renovations to the  
52 front and rear façade of the building including the replacement of windows and adding an  
53 architectural parapet from the roofline of the façade with extended details along the side  
54 roofline. The renovations would be consistent with the Historical Mediterranean Revival  
55 character of the building.

56

57 Ms. DiTommaso explained that the proposed new windows will consist of aluminum  
58 alloy structuring which is consistent with the historical structure and form of the building.  
59 Also, the proposed addition of the parapet and roofline details will return the structure to  
60 its original architectural character of 1925.

61

62 Ms. DiTommaso stated that staff recommends that the Historic Preservation Board  
63 APPROVE the issuance of a Special Certificate of Appropriateness requested by  
64 NEFCO, Inc. for the replacement of the windows and the addition of the parapet and  
65 roofline details for 918 Park Avenue.

66

67 Mr. Earle Schaller, President, NEFCO, Inc. addressed the Board with background on  
68 their company, as well as an outline of their plans for 918 Park Avenue. He explained  
69 that NEFCO is a small engineering/marketing firm that has been in business in Palm  
70 Beach County since 1993, and which has completed projects with many municipalities,  
71 specializing in engineered fiberglass components for the water and wastewater treatment  
72 industry in both the United States and Canada.

73

74 Mr. Schaller explained that the end result of this project will be the complete repair,  
75 renovation and restoration of the 918 Park Avenue building and its conversion to a two-  
76 story, single-use building to house the private offices of NEFCO, Inc. He indicated that  
77 the interior of the building would be designed as office space with features consistent  
78 with NEFCO's business activities. He explained the initial steps in the renovation process  
79 would include 1) tenting and fumigation of the entire building to eradicate existing

80 termite colonies 2) demolition of interior partitions, flooring and the attached structure at  
81 the rear of the building and 3) professional remediation of existing mold throughout the  
82 building. He explained proposed changes to the exterior of the building, including the  
83 façade, utilities and the interior of the building.  
84

85 Mr. Schaller explained that the purchase of the building was scheduled for closing on  
86 August 20, 2010, and that the bid process would be initiated on or about August 23, 2010.  
87 He anticipated selection of the building contractor and demolition in September, with  
88 construction beginning in early October, 2010, and that the project was expected to be  
89 complete within 6-8 months.  
90

91 Chairman Blakely indicated that he would take comments from the public at this point in  
92 the Meeting, prior to allowing questions from the Board Members.  
93

94 **PUBLIC COMMENTS**  
95

96 Mr. William Serrano, 304 Foresteria Drive, addressed the Board. He stated that 918 Park  
97 Avenue is one of the first commercial structures in the Town of Lake Park and that he is  
98 in favor of renovation the building.  
99

100 Community Development Director Patrick Sullivan addressed the Board and expressed  
101 that he is very excited that NEFCO has chosen to renovate the 918 Building. He  
102 informed the Board Members that the east elevation will become a landscaped area for  
103 NEFCO employees and that a landscape plan is not needed at this time, but during the  
104 site plan review process.  
105

106 Discussion and questions ensued amongst the Board Members regarding the front  
107 elevation, renovation of the upper section above the 2<sup>nd</sup> floor to be renovated to look like  
108 the original design in 1926; the arched windows; and the columns on the front of the  
109 building. Chairman Blakely expressed his concern regarding the historic designation and  
110 the replacement of the windows. NEFCO suggested that the windows would be replaced  
111 with hurricane impact windows. Mr. Blakely also requested that the original shelf of the  
112 building be recreated as closely as possible from the original structure.  
113

114 Vice Chair Dry made a motion to approve the plans as submitted with improvements to  
115 the banding shelf with windows along with drawings. The motion was seconded by  
116 Board Member Bontrager and the vote was as follows:  
117

	Aye	Nay
Jeff Blakely	X	
Todd Dry	X	
Robin Maibach	X	
Anthony Bontrager	X	

118 **Motion carried 4-0**  
119

120 **ADJOURNMENT**

121  
122 Board Member Brontrager made a motion to adjourn the meeting of the Historic  
123 Preservation Board. The motion was seconded by Vice-Chair Dry. The motion passed  
124 4-0 and the meeting was adjourned at 7:35 p.m.

125

126

127

128

129 Approved: \_\_\_\_\_

\_\_\_\_\_

130

131 Attest: \_\_\_\_\_



**TOWN OF LAKE PARK**  
**Historic Preservation Board**  
**Meeting Date: July 7, 2014**

**STAFF REPORT**

**SUBJECT/AGENDA ITEM**

**APPLICATION FOR SPECIAL CERTIFICATE OF APPROPRIATENESS**

Ms. Deborah Williams owns a historically designated single family, 2 story home located on the south side of Bayberry Drive at 114 Bayberry Drive, between Federal Highway and 2<sup>nd</sup> Street. Ms. Williams is requesting the approval of a Special Certificate of Appropriateness which, if granted, would authorize her to remove and replace the home's existing windows and doors with impact resistant windows and doors. These existing windows HAVE BEEN replaced at least once before and are NOT the original windows and doors of the home when it was built in 1924.

According to the property's structural form used to designate the home in 1999 (attached as **Exhibit A**), the home's architectural style is Mediterranean Revival and it was built in 1924. The previous owner began a restoration effort in 1999. As part of this restoration effort the original windows and roof were replaced pursuant to a Special Certificate of Appropriateness which was approved in February 1999. The structure was designated as locally significant on June 16, 1999 by the Town's Historic Preservation Board.

Records indicate the original windows were wood double-hung sash, and were replaced in 1999 with single-hung, white aluminum colonial style windows. These windows remain in the house today, as seen in **Exhibit B**. Ms. Williams proposes to remove all of the existing windows and replace them with impact resistant windows that are similar in style and appearance. She is doing so to protect the house from harsh weather. The appearance of the windows will not change; the trim around the windows will remain and the size of the frame itself will not be altered in any way (see **Exhibit B**).

Ms. Williams also proposes to remove and replace the existing exterior doors with impact resistant doors that are similar in style and appearance (see **Exhibit C** and **Exhibit D**).

The Town does not have records of the original doors having been replaced, however, a comparison between photos of the house at the time of designation and current photos suggest that there have been replacements of the exterior doors and slight modifications to the exterior, as noted on **Figures 1, 2, and 3**. The replacements and modifications would have required permits, but the Town is unable to locate these permits.

**Figure 1: Street View of 114 Bayberry Drive from year of designation, 1999, with notations of features later modified**



Window above main entrance & door at main entrance upon receiving designation status in 1999.



**Figure 2: Current street view of 114 Bayberry Drive**



**Features added since 1999:**

Awning

Double french doors

Wrought iron gate around balcony

**Figure 3: Street view of the front entrance of 114 Bayberry Drive**



Entrance door; appears different from door in 1999.

Ms. Williams proposes to keep the appearance of the house as it exists today, including the colonial style grid doors and the trim around the doors and windows. Ms. Williams proposes to replace all of the exterior doors, including the double doors on the second floor above the main entrance. According to Ms. Williams' Contractor, the size of the double doors was customized and cannot be reproduced with impact glass. As a result, Ms. Williams proposes to replace the

double french doors with a single french door which is similar in appearance (see **Exhibit E**).

**Section 66-10** of the Town Code requires any structure that is historically designated to apply for a Certificate of Appropriateness if the owner proposes to alter, restore, renovate, move, or demolish any of the structure's architectural features, landscaping, or site improvements. The Code states: *“Architectural features shall include, but not be limited to, the architectural style, scale, massing, siting, general design and general arrangement of the exterior of the building or structure, including the type, style and color of facades, roofs, **windows, doors** and appurtenances,”* Accordingly, Ms. Williams was required to apply for a Certificate of Appropriateness.

The Code identifies two types of Certificates of Appropriateness: (1) a Regular Certificate of Appropriateness. This Certificate is issued administratively and is for purposes of ordinary maintenance and repairs to the structure and does not require a building permit; and (2) a Special Certificate of Appropriateness which is reviewed by the Historic Preservation Board. These applications are for requests to perform alterations or repairs that require a building permit. Ms. Williams' proposal requires a building permit and therefore, is classified as a Special Certificate of Appropriateness requiring the review and approval of the Town's Historic Preservation Board (HPB).

It is both Staff and the HPB's responsibility to ensure that all improvements to historically designated homes are in line with the criteria identified in the Secretary of Interior's Standards of Rehabilitation document (see **Exhibit F**).

**For this application, the relevant criterion includes the following:**

**SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

***Windows***

The criterion outlined in the Secretary of the Interior's Standards for Rehabilitation guidelines are geared to protect and maintain the historic appearance as much as possible. The guidelines for window replacements emphasize the importance of installing windows that retain the furnishings around the windows, such as the trim and moldings.

**STAFF DETERMINATION:** Ms. Williams' proposal is compatible with the standards for rehabilitation because the removal of the windows will **not** result in

the removal of any original furnishings and the replacement of the windows will fit into the existing frames and retain the existing appearance.

**Doors**

The criterion outlined in the Secretary of the Interior's Standards for Rehabilitation guidelines for replacing doors places emphasis on protecting and maintaining the materials and decorative features that comprise the entrances as a whole.

STAFF DETERMINATION: The trim around the doors, as well as the awnings over the doors, will not be altered in any way. Therefore, Ms. Williams' request to replace the doors with similar impact resistant doors is consistent with the criterion.

**STAFF RECOMMENDATION**

Staff recommends that the Historic Preservation Board **APPROVE** a Special Certificate of Appropriateness for the replacement of the windows and doors for the single family home located 114 Bayberry Drive.

## Exhibit "A" – Structural Form

Page 1  
X original  
\_\_\_ update

HISTORICAL STRUCTURE FORM  
FLORIDA MASTER SITE FILE

Site 8PB9539  
Recorder# 11

SITE NAME 114 Bayberry Drive  
HISTORIC CONTEXTS Boom Times  
NAT. REGISTER CATEGORY Building  
OTHER NAMES OR MSF NOS None  
COUNTY Palm Beach OWNERSHIP TYPE Private--Individual  
PROJECT NAME Lake Park Survey DHR NO \_\_\_\_\_  
LOCATION (Attach copy of USGS map, sketch-map of immediate area)  
ADDRESS 114 Bayberry Dr CITY Lake Park  
VICINITY OF / ROUTE TO South side of Bayberry Dr between US-1  
and 2nd St  
SUBDIVISION N/A BLOCK NO \_\_\_\_\_ LOT NO \_\_\_\_\_  
PLAT OR OTHER MAP County Aerial Photographs  
TOWNSHIP 42S RANGE 43E SECTION 21 1/4 SE 1/4-1/4 SW  
IRREGULAR SEC? X y \_\_\_ n LAND GRANT Unknown  
USGS 7.5' MAP Riviera Beach USGS, 1946 PR 1983  
UTM: ZONE 17 EASTING 593860 NORTHING 2963900  
COORDINATES: LATITUDE \_\_\_ D \_\_\_ M \_\_\_ S LONGITUDE \_\_\_ D \_\_\_ M \_\_\_ S

HISTORY

ARCHITECT: Unknown  
BUILDER: Unknown  
CONST DATE 1924 CIRCA C RESTORATION DATE(S): N/A  
MODIFICATION DATE(S): 1970s  
MOVE: DATE N/A ORIG LOCATION N/A  
ORIGINAL USE(S) Private Residence  
PRESENT USE(S) Private Residence

DESCRIPTION

STYLE Mediterranean Revival  
PLAN: EXTERIOR Irregular  
INTERIOR Unknown  
NO.: STORIES 2.0 OUTBLDGS 1 PORCHES 0 DORMERS 0  
STRUCTURAL SYSTEM(S) Masonry  
EXTERIOR FABRIC(S) Stucco  
FOUNDATION: TYPE Slab MATLS Concrete  
INFILL N/A  
PORCHES E/porte cochere/lattice/barrel tile trim/E  
ROOF: TYPE Hip SURFACING Composition shingles  
SECONDARY STRUCS. N/A  
CHIMNEY:NO 1 MTLs Stucco LOCNS W: exterior wall  
WINDOWS Awning, metal, 4; Fixed, metal; DHS, wood, 6/1  
EXTERIOR ORNAMENT Wood, concrete  
CONDITION Good SURROUNDINGS Commercial/residential  
NARRATIVE (general, interior, landscape, context; 3 lines only)  
See continuation sheet.

ARCHAEOLOGICAL REMAINS AT THE SITE

FMSF ARCHAEOLOGICAL FORM COMPLETED? \_\_\_ y X n (IF Y, ATTACH)  
ARTIFACTS OR OTHER REMAINS None observed.

RECORDER'S EVALUATION OF SITE

AREAS OF SIGNIFICANCE Architecture/Community Planning/Development

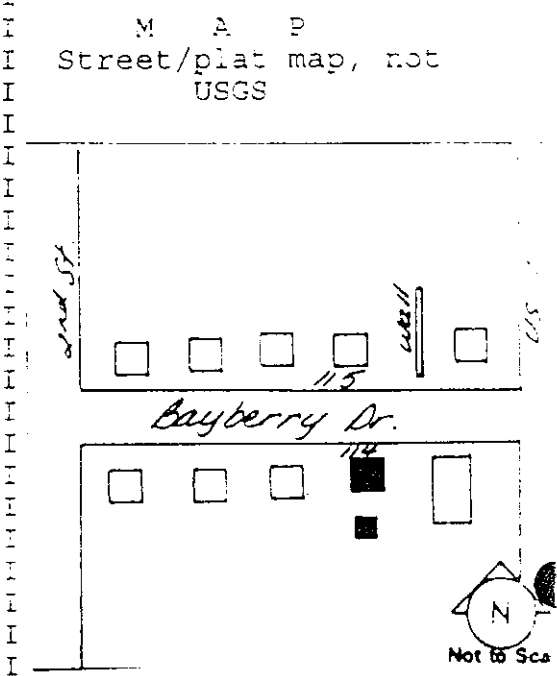
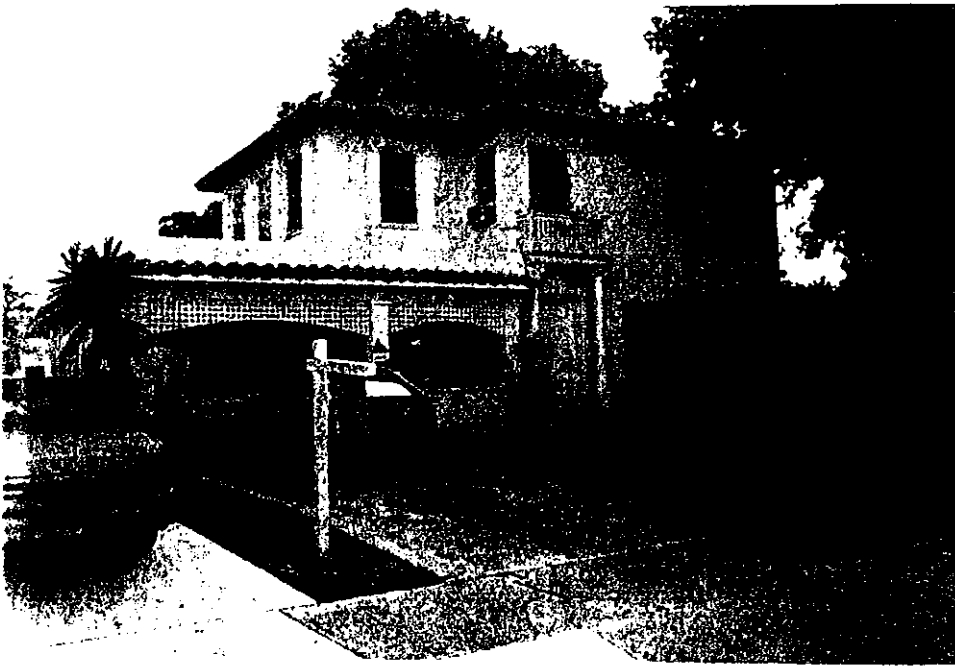
ELIGIBLE FOR NAT. REGISTER? Xy n likely, need info insf inf  
 SIGNIF. AS PART OF DISTRICT? y Xn likely, need info insf inf  
 SIGNIFICANT AT LOCAL LEVEL? Xy n likely, need info insf inf

SUMMARY ON SIGNIFICANCE (Limit to three lines provided; see page 3)  
See continuation sheet.

\* \* \*DHR USE ONLY\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*DHR USE ONLY\* \* \*  
 \* \* \*  
 \* DATE LISTED ON NR \_\_\_\_\_ \*  
 \* KEEPER DETERMINATION OF ELIG. (DATE): -YES \_\_\_\_\_ -NO \_\_\_\_\_ \*  
 \* SHPO EVALUATION OF ELIGIBILITY (DATE): -YES \_\_\_\_\_ -NO \_\_\_\_\_ \*  
 \* LOCAL DETERMINATION OF ELIG. (DATE): -YES \_\_\_\_\_ -NO \_\_\_\_\_ \*  
 \* OFFICE \_\_\_\_\_ \*  
 \* \* \*DHR USE ONLY\* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*DHR USE ONLY\* \* \*

RECORDER INFORMATION: NAME Amy Groover, Dawn Van De Putte  
 DATE: 19971121 AFFILIATION Janus Research/Piper Archaeology

PHOTOGRAPHS (Attach a labeled print bigger than contact size)  
 LOCATION OF NEGATIVES Janus Research/Piper Archaeology  
 NEGATIVE NUMBERS Roll 9782-1, Exp. 26 Facing SW



REQUIRED: USGS MAP OR COPY WITH SITE LOCATION MARKED

SITE NAME 114 Bayberry Drive

A. NARRATIVE DESCRIPTION OF SITE (Use back of page and continuations)

This circa 1924 private residence is located on the south side of Bayberry Drive between US-1 and 2nd Street in Township 42 South, Range 43 East, Section 21 (Riviera Beach USGS Quadrangle, 1946 PR 1983) in Lake Park, Florida. Mediterranean Revival in style, this two-story masonry structure is covered in stucco and rests on a concrete slab foundation. The hipped roof is covered in composition shingles and features exposed rafter tails and a stuccoed chimney on the west exterior wall. Original windows include wood double-hung sash; replacement windows include metal awning and metal fixed types. A porte-cochere featuring lattice arches and barrel tile trim is located on the east facade. Columns with elaborate capitols surround the entrance door. The garage to the south of the house features barrel tile trim.

B. DISCUSSION OF SIGNIFICANCE (Use back of page and continuations)

The Mediterranean Revival style is most often found in states with Spanish colonial heritage. In Florida, this style is closely linked with the 1920s Florida Land Boom era. The style has its origin in Beaux Arts-trained architects' desire to create a building style appropriate to the history of the Sun Belt area of the United States. The Mediterranean Revival style flourished in Florida during the 1920s and 1930s, as it captured the picturesque resort image the State was promoting to its winter visitors. Mediterranean Revival domestic buildings are chiefly associated with middle and upper class suburban housing developments. The style was also applied to commercial, hotel, club, and school buildings. Features of the style include stuccoed wall surfaces and low-pitched red barrel tile roofs. Arched windows and doors are often found in Mediterranean Revival style buildings. Decorative elements such as inset tiles, cast stone columns or pilasters, balconies, and window grilles are incorporated in the building designs as well.

The Town of Lake Park is located in Palm Beach County and is adjacent to the City of Riviera Beach to the south and the Village of North Palm Beach to the north. Lake Park was originally conceived in 1919 as Kelsey City by Harry Seymor Kelsey, a multimillionaire from Massachusetts. Kelsey acquired a vast fortune from the sale of his restaurant business, the Waldorf Lunch System. With his new found wealth, Kelsey purchased over 100,000 acres of land from the estate of J.M. Barr, a real estate investor from Jacksonville, Henry Flagler's Model Land Company, and the Silver Beach tract, also known as the Peck Aviation Field. From his land holdings, Kelsey established a community platted and planned by the internationally known Olmstead Brothers, landscape architects and planners from Boston. The adopted town plan included a waterfront

SITE NAME 114 Bayberry Drive

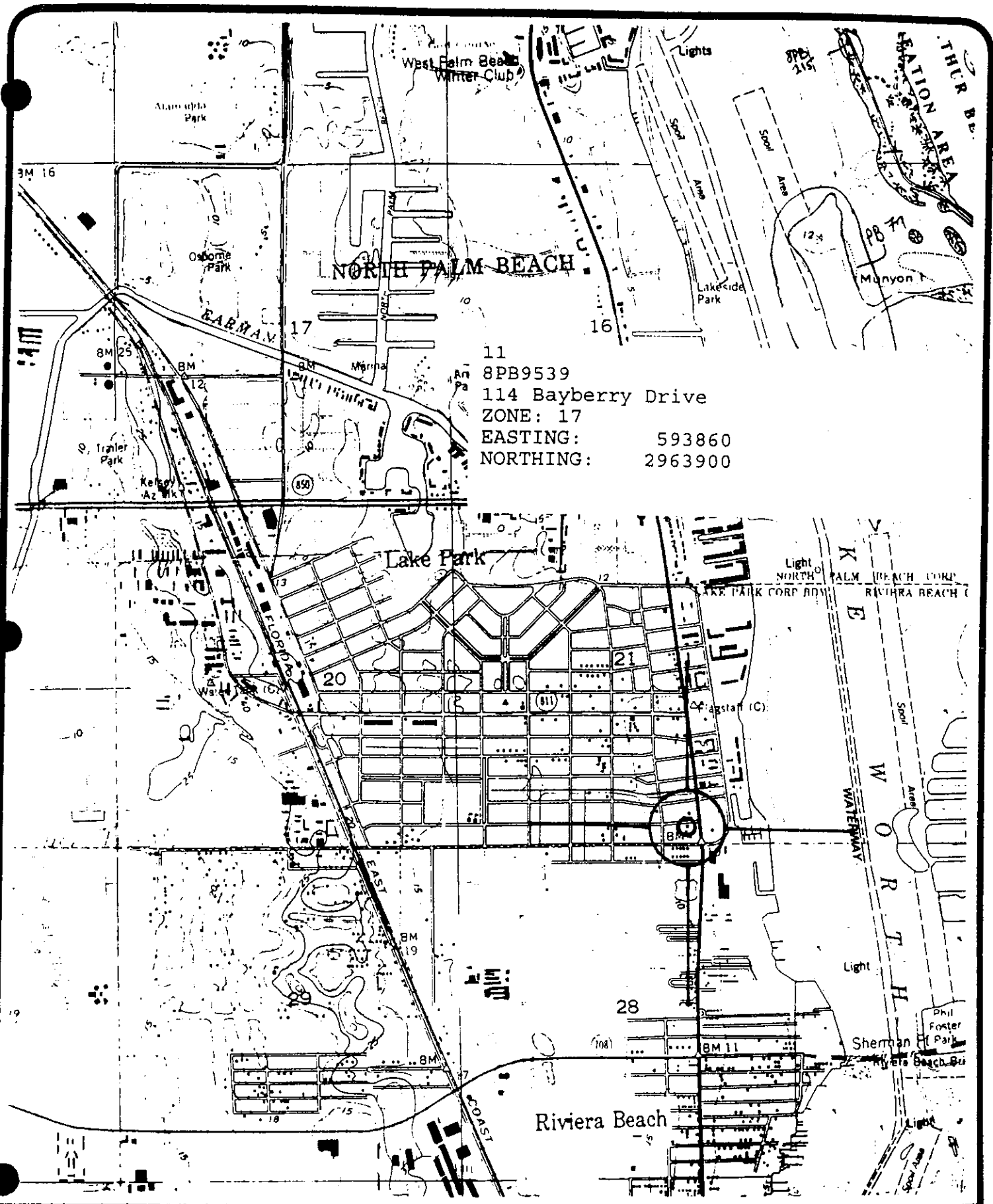
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park and designated sites for a civic center, recreational areas, public buildings, schools, and churches. The progressive plan also divided Kelsey City by use into three districts: residential, light business, and industrial. During the Florida Land Boom years of the early 1920s, the Kelsey City development was a success. At this time, Mission, Mediterranean Revival, and Bungalow residences were constructed throughout the town. Additionally, a commercial area with two banks, restaurants, and grocery stores developed on Dixie Way (known today as Park Avenue), and the industrial section featured a brick manufacturer, decorative stone and tile works, a tire factory, and lumber mill. Despite its early years of prosperity, the end of the 1920s brought development and growth in Kelsey City to a halt. In 1928, a devastating hurricane damaged the majority of the town's building stock, causing many people to abandon their homes and businesses. In addition, the stock market crash of 1929 and debt to the federal government for back taxes left Harry Kelsey in a state of financial ruin. Following the Bust, the Kelsey City property changed owners several times. At the request of the Kelsey City Garden Club, the town's name was changed to Lake Park in 1939. The town, however, did witness another building boom in the 1940s, which resulted in the construction of numerous Masonry Vernacular residential buildings. Today, the remaining historic building stock illustrates the historical and architectural evolution of the Town of Lake Park.

Alterations consist of the replacement of original windows and the addition of wood lattice on the porte cochere. Based on its architectural significance and associations with the early history of Kelsey City, this building is considered to be potentially eligible for the **National Register of Historic Places** as part of the Kelsey City Multiple Property Listing.

C. HISTORY AND BIBLIOGRAPHY OF PAST WORK AT SITE (Use back of page and continuation sheets if necessary)



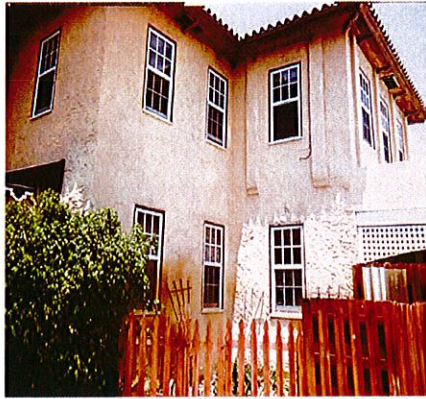


Riviera Beach, Florida  
 USGS 7.5' Series (Topographic)  
 1946 (PR 1983)  
 Scale 1:24,000

**Exhibit "B"**

**Existing windows compared to proposed windows**

**Existing windows:**



**Proposed windows:**

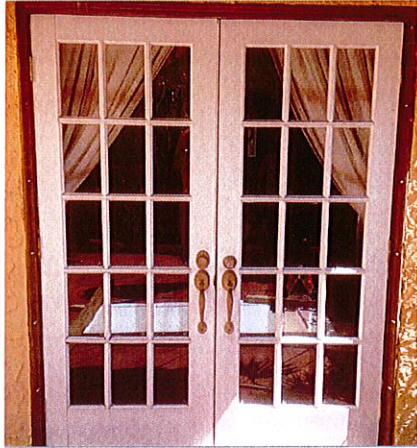
(to be customized to existing frame and molding; existing trim to remain)



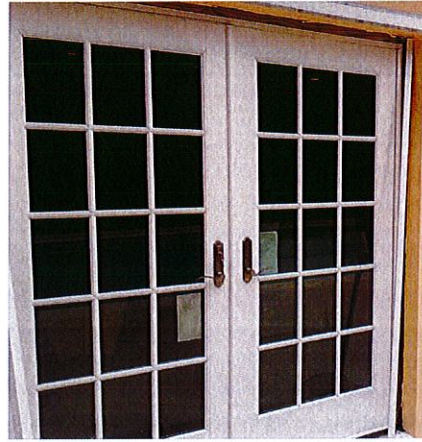
**Exhibit "C"**

**Existing double french doors compared to proposed double french doors**

**Existing double french doors:**



**Proposed double french doors:**  
(to be customized to existing frame  
and molding; existing trim to  
remain)



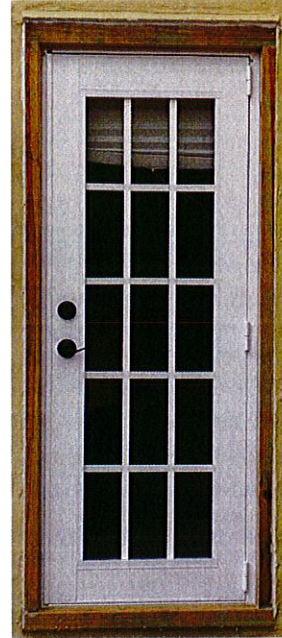
**Exhibit "D"**

**Existing single French door compared to proposed single french door**

**Existing single french door**



**Proposed single french door**  
(to be customized to existing frame  
and molding; existing trim to  
remain)



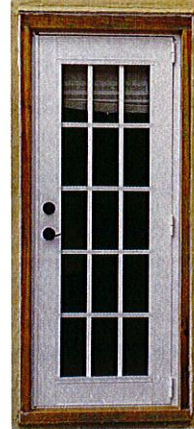
**Exhibit "E"**

**Existing double french door above balcony compared to proposed single french door above balcony**

**Existing double french door**



**Proposed single french door**  
(to be customized to fit existing frame)



**Exhibit "F"**  
**Secretary of the Interior Standards for Rehabilitation**  
*(excerpt from guidelines)*

## Windows

A highly decorative window with an unusual shape, or glazing pattern, or color is most likely identified immediately as character-defining feature of the building. It is far more difficult, however, to assess the importance of repeated windows on a facade, particularly if they are individually simple in design and material, such as the large, multi-paned sash of many industrial buildings. Because rehabilitation projects frequently include proposals to replace window sash or even entire windows to improve thermal efficiency or to create a new appearance, it is essential that their contribution to the overall historic character of the building be assessed together with their physical condition before specific repair or replacement work is undertaken.

### Recommended

Identifying, retaining, and preserving windows—and their functional and decorative features—that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Protecting and maintaining the wood and architectural metal which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Making windows weathertight by recaulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e., if repairs to windows and window features will be required.

Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

### Not Recommended

Removing or radically changing windows which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash which does not fit the historic window opening.

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which radically change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, iron, cast iron, and bronze.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the windows results.

Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.

Failing to undertake adequate measures to assure the preservation of historic windows.

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass lifts and sash locks.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

Replacing in kind an entire window that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

---

The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

---

Recommended

Not Recommended

**Design for Missing Historic Features**

Designing and installing new windows when the historic windows, frame, sash, and glazing are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation, or be a new design that is compatible with the window openings and the historic character of the building.

Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.

Introducing a new design that is incompatible with the historic character of the building.

**Alterations/Additions for the New Use**

Designing and installing additional windows on rear or other non-character-defining elevations if required by the new use. New window openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.



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## Entrances and Porches

Entrances and porches are quite often the focus of historic buildings, particularly when they occur on primary elevations. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall historic character of a building. Their retention, protection, and repair should always be carefully considered when planning rehabilitation work.

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### Recommended

Identifying, retaining, and preserving entrances—and their functional and decorative features—that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.

Protecting and maintaining the masonry, wood, and architectural metal that comprise entrances and porches through appropriate surface treatments such as clearing, rust removal, limited paint removal, and re-application of protective coating systems.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to entrance and porch features will be necessary.

Repairing entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.

Replacing in kind an entire entrance or porch that is too deteriorated to repair—if the form and detailing are still evident—using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

### Not Recommended

Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Stripping entrances and porches of historic material such as wood, iron, cast iron, terra cotta, tile and brick.

Removing an entrance or porch because the building has been reoriented to accommodate a new use.

Cutting new entrances on a primary elevation.

Altering utilitarian or service entrances so they appear to be formal entrances by adding panelled doors, fanlights, and sidelights.

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.

Failing to undertake adequate measures to assure the preservation of historic entrances and porches.

Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.

Removing an entrance or porch that is unrepairable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.

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The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

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*Recommended*

*Not Recommended*

**Design for Missing Historic Features**

Designing and constructing a new entrance or porch if the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation or be a new design that is compatible with the historic character of the building.

Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.

Introducing a new entrance or porch that is incompatible in size, scale, material, and color.

**Alterations/Additions for the New Use**

Designing enclosures for historic porches when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

Enclosing porches in a manner that results in a diminution or loss of historic character such as using solid materials such as wood, stucco, or masonry.

Designing and installing additional entrances or porches when required for the new use in a manner that preserves the historic character of the building, i.e. limiting such alteration to non-character-defining elevations.

Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.

# The Town of Lake Park



LAKE PARK TOWN HALL

NATIONAL HISTORIC SITE

"Jewel" of the Palm Beaches

Community

## APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

MAY 19 2014

DEPARTMENT OF COMMUNITY DEVELOPMENT

THIS SECTION FOR OFFICE USE ONLY

### I. PROPERTY INFORMATION:

Site Designation Name: Williams Deborah J. SPECIAL \_\_\_\_\_ REGULAR \_\_\_\_\_

Property Address: 114 Bayberry Drive Designation No.:

Parcel Control No:

Folio No.: 36-43-42-20-01-037-0010 Date Application Received:

LEGAL DESCRIPTION: 36-41  
Kelsey City

Date of Designation:

Subdivision in PB Lot 1-4 Block 37

Type of Designation:

Property Is In a District: YES: \_\_\_\_\_ NO \_\_\_\_\_

Contributing \_\_\_\_\_ Non-contributing \_\_\_\_\_

Assigned COA No.: \_\_\_\_\_

### II. APPLICANT INFORMATION:

Name(s) of Owner Deborah J. Williams

Name of Applicant: Deborah J. Williams

Address of Applicant: 114 Bayberry Dr, Lake Park, Fl. 33403

Applicant is: Owner  Lease \_\_\_\_\_ Contractor \_\_\_\_\_ Legal Agent \_\_\_\_\_

Applicant telephone number 561-557-4619 -H  
317-260-0695 Cell

All applications shall include one or two 3" x 5" color photographs of the designated property and project plans.

III. THE PROPOSED PROJECT WILL INCLUDE: (Please check those that apply to your project)

- Maintenance or Repair
- Restoration
- Rehabilitation
- Evacuation
- Demolition
- New Construction
- Relocation

IV DESCRIPTION OF THE PROPOSED PROJECT: (Please describe what changes will be made to the following items and how they will be accomplished)

A. Building Features:

Structural System:

Roofs and Roofing System:

Windows and Doors: *Impact, energy star, lifetime warranty vinyl windows, Colonial style grids. Doors to remain with same grids and all to maintain same current look and integrity. Re-use same exterior mouldings for original integrity.*

Materials: (masonry, wood, metal)

Porches, Porte-coche're, Steps and Stairways:

Painting and Finishes and Color

Additions:

Demolition: