



AGENDA
CITY OF LAKE WORTH BEACH
HISTORIC RESOURCES PRESERVATION BOARD MEETING
CITY HALL COMMISSION CHAMBER
WEDNESDAY, OCTOBER 09, 2024 -- 6:00 PM

ROLL CALL and RECORDING OF ABSENCES

PLEDGE OF ALLEGIANCE

ADDITIONS / DELETIONS / REORDERING AND APPROVAL OF THE AGENDA

APPROVAL OF MINUTES:

- A. [September 11, 2024 Regular Meeting Minutes](#)

CASES

SWEARING IN OF STAFF AND APPLICANTS

PROOF OF PUBLICATION

WITHDRAWALS / POSTPONEMENTS

PUBLIC HEARINGS:

BOARD DISCLOSURE

UNFINISHED BUSINESS:

NEW BUSINESS:

- A. [Amending multiple sections of Chapter 23 "Land Development Regulations" to establish definitions, regulations, and performance standards for manufacturing and processing facilities with apparatuses.](#)
- B. [HRPB Project Number 24-00100028: Consideration of a Certificate of Appropriateness \(COA\) for replacing windows and doors, as well as the conversion of window openings into door openings at the rear at the property located at 216 North Lakeside Drive. The subject property is a contributing resource to the Old Lucerne National Register Historic District and is located in the Single-Family-Residential \(SFR\) District.](#)

PLANNING ISSUES:

PUBLIC COMMENTS: (3 minute limit)

DEPARTMENT REPORTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT

If a person decides to appeal any decision made by the board, agency or commission 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 proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. 286.0105)

NOTE: ALL CITY BOARDS ARE AUTHORIZED TO CONVERT ANY PUBLICLY NOTICED MEETING INTO A WORKSHOP SESSION WHEN A QUORUM IS NOT REACHED. THE DECISION TO CONVERT THE MEETING INTO A WORKSHOP SESSION SHALL BE DETERMINED BY THE CHAIR OR THE CHAIR'S DESIGNEE, WHO IS PRESENT AT THE MEETING. NO OFFICIAL ACTION SHALL BE TAKEN AT THE WORKSHOP SESSION, AND THE MEMBERS PRESENT SHOULD LIMIT THEIR DISCUSSION TO THE ITEMS ON THE AGENDA FOR THE PUBLICLY NOTICED MEETING. *(Sec. 2-12 Lake Worth Code of Ordinances)*

Note: One or more members of any Board, Authority or Commission may attend and speak at any meeting of another City Board, Authority or Commission.



MINUTES
CITY OF LAKE WORTH BEACH
HISTORIC RESOURCES PRESERVATION BOARD MEETING
CITY HALL COMMISSION CHAMBER
WEDNESDAY, SEPTEMBER 11, 2024 -- 6:00 PM

ROLL CALL and RECORDING OF ABSENCES Present were: Robert D'Arinzo, Chair; Nadine Heitz, Vice Chair; Edmond LeBlanc, Laura Devlin; Elaine DeRiso; Edmund Deveaux arrival 6:07 pm.. Also present were: Yeneneh Terefe, Historic Planner; Anne Hamilton, Sr. Preservation Planner; Annie Greening, Principal Planner; Scott Rodriguez, Asst Director for Planning & Preservation; Elizabeth Lenihan, Board Attorney; Sherie Coale, Board Secretary.

PLEDGE OF ALLEGIANCE

ADDITIONS / DELETIONS / REORDERING AND APPROVAL OF THE AGENDA

APPROVAL OF MINUTES:

- A. August 21, 2024 Regular Meeting Minutes

Motion: L. Devlin moves to accept the August 21, 2024 meeting minutes as presented; N. Heitz 2nd.

Vote: Ayes all, unanimous.

CASES

SWEARING IN OF STAFF AND APPLICANTS- Not required, recommendations only.

PROOF OF PUBLICATION None

WITHDRAWALS / POSTPONEMENTS None

CONSENT None

PUBLIC HEARINGS:

BOARD DISCLOSURE None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. **Ordinance 2024-15:** Consideration of an ordinance amending Chapter 23 "Land Development Regulations," Article 7 "Floodplain Management" to adopt the new FEMA Floodplain maps and required language.

Board Attorney reads Ordinance Title

Staff: Barry Schultz, City Building Official, explains changes to the new Floodplain maps. Adoption of the maps will ensure compliance with FEMA and Insurance regulations. Most notable are changes to the South Lakeside area. The two most important designations are AE and VX. The six-foot Base Flood Elevation (AE) now in existence with become nine-foot. It is suggested that residents who live in areas

affected by the new maps acquire flood insurance now, prior to the enactment date, December 20, 2024. Historic properties designated as contributing may request a waiver for the repair, improvement or rehabilitation of the structure provided the repair, improvement or rehabilitation does not remove it from being a contributing property. If alterations render it non-contributing, it would then be subject to the Florida Building Code and would need to meet the new flood plain requirements.

Motion: L. Devlin moves to recommend approval of Ordinance 2024-15 to the City Commission; E. LeBlanc 2nd.

Vote: Ayes all, unanimous.

B. Ordinance 2024-13: Consideration of an ordinance amending multiple sections of Chapter 23 “Land Development Regulations” to address several housekeeping items and minor changes for clarity.

Board Attorney reads Ordinance Title

Staff: A. Greening provides quick overview of the many changes. Notably: Accessory Indoor Storage representing less than 30 % of the primary business; changes to the Use Table; Fences and Gate heights and locations; Parking standards for ribbon driveways; dimensions for motorcycle parking spaces; Pools-creation of a new section for pools and their setbacks, decks, enclosures and distance from easements.

Board: What are the changes to fences and gates? **Response:** There were questions and concerns by the Planning & Zoning Board regarding manual gates and electronic gates with regard to stacking on the public street. What is different with the pool setbacks? **Response:** A new section was created with all pool codes now found in one area of Code.

Motion: N. Heitz recommends approval of Ordinance 2024-13 to City Commission; E. LeBlanc 2nd.

Vote: Ayes all, unanimous.

PLANNING ISSUES: None

PUBLIC COMMENTS: (3 minute limit) None

DEPARTMENT REPORTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: 6:33 PM



DATE: October 2, 2024

TO: Members of the and Historic Resources Preservation and Planning & Zoning Boards

FROM: William Waters, Director Community Sustainability

MEETING: October 9 & November 6, 2024

SUBJECT: **Ordinance 2024-17**: Consideration of an ordinance amending multiple sections of Chapter 23 “Land Development Regulations” to establish definitions, regulations, and performance standards for manufacturing and processing facilities with apparatuses.

PROPOSAL / BACKGROUND/ ANALYSIS:

This is a request for a privately initiated amendment to establish a manufacturing and processing facilities with apparatuses use in the Industrial Park of Commerce (I-POC).

The applicant is seeking to develop an industrial property for a concrete batch plant. The City currently does not have land development regulations for this type of use. With the applicant’s coordination, staff has prepared language to allow for this type of use and similar uses.

Although the City’s draft ordinance is generally acceptable to the applicant, staff and the applicant do not agree on the following points:

- Minimum proximity distance to similar uses
- Separation distance from residential and protected land uses
- Height of apparatus
- Hours of operation

A table comparing the City’s proposed ordinance language and the applicant’s proposed revisions (shown in red) is provided in **Attachment C**.

The proposed LDR Amendments will modify the following sections of the City’s Land Development Regulations:

- Article 1 – Section 23.1-12: Definitions
 - Creating definitions for apparatuses as well as manufacturing or processing facilities with apparatuses.
- Article 2 – Section 23.2-38: Temporary Use Permit
 - Adding language to allow for a temporary use permit to be issued for manufacturing/processing facilities with apparatuses, and correcting references to the Temporary Uses section of the code.
- Article 3 – Section 23.3-6: Use Tables
 - Creating a new use for manufacturing/processing facilities with apparatuses, revising existing manufacturing/processing uses to including the phrase “without apparatus structure,” and creating a temporary use category for manufacturing/processing facilities with apparatuses.
- Article 3 – Section 23.3-24: Industrial Park of Commerce (I-POC)

- Correcting the maximum Sustainable Bonus Incentive height for principal structures and creating standard hours of operation for the zoning district.
- Creating regulations and performance standards for manufacturing/processing facilities with apparatuses, including a minimum proximity distance between these uses, a waiver option for the proximity requirement, and maximum height of apparatus structures through the Sustainable Bonus Incentive Program.
- Article 4 – Section 23.4-10: Off-Street Parking
 - Adding standard parking dimensions for oversized vehicles, as well as revising the minimum parking requirements for industrial uses to base minimum parking requirements on total use area rather than on the enclosed use area space.
- Article 4 – Section 23.4-13: Administrative Uses and Conditional Uses
 - Revising the existing design and performance standards for manufacturing/processing/fabrication facilities to correct the height of principal structures, revise the number of silos permitted, and create standard hours of operation.
 - Creating regulations and performance standards for manufacturing/processing facilities with apparatuses, including maximum height of apparatus structures; screening for outdoor storage areas; avoidance of nuisances; separation distance from residential land uses, schools, places of worship, and child care facilities; and perimeter landscaping.
- Article 4 – Section 23.4-23: Temporary Uses
 - Creating a temporary use for manufacturing/processing facilities with apparatuses to allow these facilities to temporarily alter their hours of operation.
- Article 5 – Section 23.5-9: Public Purpose Dedication
 - Correcting references to the Development Review Official, adding additional references to the goals and objectives in the City’s Comprehensive Plan, and allowing for credit to be considered towards the City’s Sustainable Bonus Incentive Program.

STAFF RECOMMENDATION:

Staff recommends that the Planning and Zoning Board and Historic Resources Preservation Board recommend that the City Commission adopt staff’s version of Ordinance 2024-17.

POTENTIAL MOTION:

I move to **RECOMMEND/NOT RECOMMEND** TO THE CITY COMMISSION TO ADOPT the proposed LDR text amendments included in Ordinance 2024-17.

Attachments

- A. Draft Ordinance 2024-17
- B. Exhibit C – Use Table
- C. Applicant’s Proposed Language

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ORDINANCE 2024-17 - AN ORDINANCE OF THE CITY OF LAKE WORTH BEACH, FLORIDA, AMENDING CHAPTER 23 “LAND DEVELOPMENT REGULATIONS,” ARTICLE 1 “GENERAL PROVISIONS,” DIVISION 2 “DEFINITIONS,” SECTION 23.1-12 – DEFINITIONS; ARTICLE 2 “ADMINISTRATION,” DIVISION 3 “PERMITS,” SECTION 23.2-38 TEMPORARY USE PERMIT; ARTICLE 3 “ZONING DISTRICTS,” DIVISION 1, “GENERALLY,” SECTION 23.3-6 USE TABLES; AND DIVISION 5, “INDUSTRIAL DISTRICTS,” SECTION 23.3-24 – I-POC - INDUSTRIAL PARK OF COMMERCE; ARTICLE 4 “DEVELOPMENT STANDARDS,” SECTION 23.4-10 OFF-STREET PARKING, SECTION 23.4-13 ADMINISTRATIVE USES AND CONDITIONAL USES, AND SECTION 23.4-23 TEMPORARY USES; AND ARTICLE 5 “SUPPLEMENTAL REGULATIONS,” SECTION 23.5-9 PUBLIC PURPOSE DEDICATION; AND PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION AND AN EFFECTIVE DATE

WHEREAS, as provided in Section 2(b), Article VIII of the Constitution of the State of Florida, and Section 166.021(1), Florida Statutes, the City of Lake Worth Beach (the “City”), enjoys all governmental, corporate, and proprietary powers necessary to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except as expressly prohibited by law; and

WHEREAS, as provided in Section 166.021(3), Florida Statutes, the governing body of each municipality in the state has the power to enact legislation concerning any subject matter upon which the state legislature may act, except when expressly prohibited by law; and

WHEREAS, the City wishes to amend Chapter 23, Article 1 “General Provisions,” Division 2 “Definitions,” Section 23.1-12 – Definitions to create definitions for apparatus and manufacturing or processing facilities with apparatuses; and

WHEREAS, the City wishes to amend Chapter 23, Article 2 “Administration,” Division 3 “Permits,” Section 23.2-38 – “Temporary use permit” to correct code references and provide for a temporary manufacturing or processing facilities use; and

WHEREAS, the City wishes to amend Chapter 23, Article 3 “Zoning Districts,” Division 1 “Generally,” Section 23.3-6 “Use Tables” to create a manufacturing or processing facilities with apparatus structure use, clarify manufacturing or processing facilities without apparatus structure uses, and create a temporary manufacturing or processing facilities with apparatus structure use; and

WHEREAS, the City wishes to amend Chapter 23, Article 3 “Zoning Districts,” Division 5 “Industrial Districts,” Section 23.3-24 “I-POC – Industrial park of commerce,” to permit and provide standards for manufacturing or processing facilities with apparatus structures, correct the Sustainable Bonus Incentive height, and provide for hours of operation; and

WHEREAS, the City wishes to amend Chapter 23, Article 4 “Development Standards,” Section 23.4-10 – “Off-street parking,” to clarify the minimum parking space requirements for industrial uses and create standards for oversized vehicle spaces; and

52 **WHEREAS**, the City wishes to amend Chapter 23, Article 4 “Development Standards,”
53 Section 23.4-13 – “Administrative and conditional uses,” to revise the design and performance
54 standards for manufacturing/processing/fabrication facilities and create additional regulations for
55 manufacturing or processing facilities with apparatus structures; and
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57 **WHEREAS**, the City wishes to amend Chapter 23, Article 4 “Development Standards,”
58 Section 23.4-23 – “Temporary uses,” to allow for temporary additional hours of operation for
59 manufacturing or processing facilities with apparatus structures; and
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61 **WHEREAS**, the City wishes to amend Chapter 23, Article 5 “Supplemental Regulations,”
62 Section 23.5-9 – “Public purpose dedication,” to clarify applicable reviewers and options for credit
63 to a project; and
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65 **WHEREAS**, the Planning and Zoning Board, in its capacity as the local planning agency,
66 considered the proposed amendments at a duly advertised public hearing; and
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68 **WHEREAS**, the Historic Resources Preservation Board, in its capacity as the local
69 planning agency, considered the proposed amendments at a duly advertised public hearing; and
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71 **WHEREAS**, the City Commission has reviewed the proposed amendments and has
72 determined that it is in the best interest of the public health, safety, and general welfare of the City
73 to adopt this ordinance.
74

75 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF**
76 **LAKE WORTH BEACH, FLORIDA, that:**
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78 **Section 1:** The foregoing “WHEREAS” clauses are ratified and confirmed as being
79 true and correct and are made a specific part of this ordinance as if set forth herein.
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81 **Section 2:** Chapter 23 “Land Development Regulations, Article 1 “General
82 Provisions,” Division 2 “Definitions,” Section 23.1-12 “Definitions” is hereby amended by adding
83 the words shown in underline type as indicated in **Exhibit A**.
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85 **Section 3:** Chapter 23 Land Development Regulations, Article 2 “Administration,”
86 Division 3 “Permits,” Section 23.2-38 “Temporary use permit” is hereby amended by adding the
87 words shown in underline type and deleting the words struck through as indicated in **Exhibit B**.
88

89 **Section 4:** Chapter 23 Land Development Regulations, Article 3 “Zoning Districts,”
90 Division 1 “Generally,” Section 23.3-6 “Use Tables” is hereby amended by adding the words
91 shown in underline type and deleting the words struck through as indicated in **Exhibit C**.
92

93 **Section 5:** Chapter 23 Land Development Regulations, Article 3 “Zoning Districts,”
94 Division 5 “Industrial Districts,” Section 23.3-24 “I-POC – Industrial Park of Commerce” is hereby
95 amended by adding the words shown in underline type and deleting the words struck through as
96 indicated in **Exhibit D**.
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98 **Section 6:** Chapter 23 Land Development Regulations, Article 4 “Development
99 Standards,” Section 23.4-10 “Off-street parking” is hereby amended by adding the words shown
100 in underline type and deleting the words struck through as indicated in **Exhibit E**.
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102 **Section 7:** Chapter 23 Land Development Regulations, Article 4 “Development
103 Standards,” Section 23.4-13 “Administrative and Conditional Uses” is hereby amended by adding
104 the words shown in underline type and deleting the words struck through as indicated in **Exhibit**
105 **F**.

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107 **Section 8:** Chapter 23 Land Development Regulations, Article 4 “Development
108 Standards,” Section 23.4-23 “Temporary uses” is hereby amended by adding the words shown in
109 underline type as indicated in **Exhibit G**.

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111 **Section 9:** Chapter 23 Land Development Regulations, Article 5 “Supplemental
112 Regulations,” Section 23.5-9 “Public purpose dedication” is hereby amended by adding the words
113 shown in underline type and deleting the words struck through as indicated in **Exhibit H**.

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115 **Section 10:** Severability. If any section, subsection, sentence, clause, phrase or portion
116 of this Ordinance is for any reason held invalid or unconstitutional by any court of competent
117 jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and
118 such holding shall not affect the validity of the remaining portions thereof.

119
120 **Section 11:** Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict
121 herewith are hereby repealed to the extent of such conflict.

122
123 **Section 12:** Codification. The sections of the ordinance may be made a part of the City
124 Code of Laws and ordinances and may be re-numbered or re-lettered to accomplish such, and
125 the word “ordinance” may be changed to “section”, “division”, or any other appropriate word.

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127 **Section 13:** Effective Date. This ordinance shall become effective 10 days after
128 passage.

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130 The passage of this ordinance on first reading was moved by _____,
131 seconded by _____, and upon being put to a vote, the vote was as follows:

- 132
133 Mayor Betty Resch
134 Vice Mayor Sarah Malega
135 Commissioner Christopher McVoy
136 Commissioner Mimi May
137 Commissioner Reinaldo Diaz

138
139 The Mayor thereupon declared this ordinance duly passed on first reading on the _____
140 day of _____, 2024.

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143 The passage of this ordinance on second reading was moved by _____,
144 seconded by _____, and upon being put to a vote, the vote was as follows:

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146 Mayor Betty Resch
147 Vice Mayor Sarah Malega
148 Commissioner Christopher McVoy
149 Commissioner Mimi May
150 Commissioner Reinaldo Diaz

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152 The Mayor thereupon declared this ordinance duly passed on the _____ day of
153 _____, 2024.

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LAKE WORTH BEACH CITY COMMISSION

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By: _____
Betty Resch, Mayor

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161 ATTEST:

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165 _____
Melissa Ann Coyne, MMC, City Clerk

166 **EXHIBIT A**

167 Chapter 23

168 LAND DEVELOPMENT REGULATIONS ARTICLE 1 "GENERAL PROVISIONS"

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171 *Article 1, "General Provisions," Division 2, "Definitions"*

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173 **Sec. 23.1-12. – Definitions.**

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177 Apparatus: Technical equipment, machinery, or structure used to assist in the mechanical or
178 chemical transformation of materials or substances into new products such as cranes, conveyor
179 belts, construction hoppers, and silos.

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181 ***

182 Manufacturing or processing facilities with apparatuses: Establishments that utilize
183 specialized equipment and structures to transform materials or substances mechanically or
184 chemically into new products. Such uses include but are not limited to asphalt facilities, concrete
185 batching facilities, and fertilizer manufacturing facilities.

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EXHIBIT B

Chapter 23

LAND DEVELOPMENT REGULATIONS ARTICLE 2 "ADMINISTRATION"

Article 2, "Administration," Division 3, "Permits"

Sec. 23.2-38. – Temporary use permit.

a) *Applicability.*

1. Temporary uses identified and consistent with the supplementary standards in section 23.4-232, including but not limited to: sales offices, construction field offices, off-site construction staging, temporary parking lots, ~~and~~ private farmer's markets, and manufacturing or processing facilities with apparatuses.

c) *Review process.* A temporary use permit application shall be reviewed administratively for consistency with the supplementary standards in section 23.4-232 and the approval criteria in this section. The development review official may determine that the proposed temporary use has substantial impacts on adjacent properties in the vicinity of the temporary use, which would warrant review by the appropriate review board at a public meeting.

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EXHIBIT C

Chapter 23

LAND DEVELOPMENT REGULATIONS ARTICLE 3 "ZONING DISTRICTS"

Article 3, "Zoning Districts" Division 1, "Generally"

Sec. 23.3-6. – Use tables.

Under separate cover.

EXHIBIT D

Chapter 23

LAND DEVELOPMENT REGULATIONS ARTICLE 3 "ZONING DISTRICTS"

Article 3, "Zoning Districts" Division 5, "Industrial Districts"

Sec. 23.3-24. – I-POC – Industrial park of commerce.

b) Use restrictions.

3. Principal uses permitted by either administrative or conditional use.

L. Manufacturing or processing facilities with apparatus structures, subject to the following requirements:

- (1) Manufacturing or processing facilities with apparatus structures shall be located a minimum of 500 linear feet from existing or previously approved facilities. For the purposes of such measurement, the measurement shall be taken from the closest property line to property line.
- (2) Such uses and uses accessory thereto shall meet all local, state, and federal requirements for health, safety, and environmental concerns, including, as applicable, those imposed by the Florida Department of Environmental Protection.
- (3) After review and consideration of the standards for review set forth in LDR Section 23.2-27. – Waiver, the appropriate board or the commission may grant a waiver from separation distance requirement set forth in this section.

c) Development regulations for uses permitted by right

portion of table omitted for brevity.

Height	<u>Apparatus Structure</u>	<u>24 ft. (not to exceed 2 stories)</u> <u>*Additional 60 ft. of height under Sustainable Bonus Incentive Program (not to exceed 84 feet)</u>
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portion of table omitted for brevity.

3. Maximum height of buildings and structures.

B. Additional ~~five (5)~~ fifteen (15) feet in height shall be granted under the Sustainable Bonus Incentive Program (not to exceed four (4) stories).

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D. Apparatuses: Twenty-four (24) feet. Additional sixty (60) ft. of height shall be granted under the Sustainable Bonus Incentive Program (not to exceed 84 feet).

e) Hours of operation. Operations may begin at 6:00 a.m. and shall end by 8:00 p.m., Monday through Saturday. Pursuant to sections 23.2-38 and 23.4-23, facilities may request to temporarily alter the hours of operation.

EXHIBIT E

Chapter 23

LAND DEVELOPMENT REGULATIONS ARTICLE 4 “DEVELOPMENT STANDARDS”

Sec. 23.4-10. – Off-street parking.

f) *Minimum parking space requirements by use category.*

1. Minimum off-street parking space requirements are as follows:

B. Nonresidential uses:

Industrial — One (1) space per one thousand (1,000) gross square feet of ~~space~~
use area.

j) *Minimum parking dimensions.*

2. *Parking lot designs:*

a. Parking space dimension for other types of spaces are:

iv. Oversized vehicles at ten (10) feet x thirty (30) feet.

EXHIBIT F

Chapter 23

LAND DEVELOPMENT REGULATIONS ARTICLE 4 "DEVELOPMENT STANDARDS"

Sec. 23.4-13. – Administrative uses and conditional uses.

c) Standards.

7. Manufacturing/processing/fabrication facilities.

B. Design and performance standards.

- (1) Height: Maximum height of any industrial/manufacturing structure excluding office not to exceed ~~thirty-five (35)~~ thirty (30) feet including silos or building façades, unless otherwise allowed within this section.
- (2) Silos: A site meeting the minimum lot area of 13,000 square feet may have up to ~~The number of silos shall not exceed~~ four (4) silos. Each additional silo shall require an additional 5,000 square feet of site area, with a maximum total of eight (8) silos within the site area and shall be effectively screened.
- (3) Outdoor storage: Outdoor storage, commercial vehicle parking, display and sale of products shall be shielded from all public rights-of-way. See section 23.4-19 for additional outdoor storage regulations.
- (4) All production and processing shall be restricted to an enclosed building, unless otherwise allowed within this section.
- (5) Buffering requirements shall apply as required by existing ordinances but may be increased based on a site-specific review basis.
- (6) Noise levels shall not be in excess of sixty-five (65) decibels measured from the property line adjacent to residential uses.
- (7) Minimum area per business/tenant on a multiple tenant/business site shall not be less than eight hundred (800) square feet for manufacturing or processing and five hundred (500) square feet for fabrication services.
- (8) Hours of operation: Operations may begin at 6:00 a.m. and shall end by 8:00 p.m., Monday through Saturday.
- (9) Hours of operation shall avoid adverse impact to existing traffic patterns for drop-off and pick-up times for schools, day cares, and other substantially similar uses.

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366 C. *Recycling facility.*

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368 ~~(3) Operations may begin at 6:00 a.m. and shall end by 8:00 p.m., Monday~~
369 ~~through Saturday.~~

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372 ~~(4)~~(3) All delivery vehicles entering and leaving the site shall be outfitted
373 with material containment devices to ensure dust and other debris do
374 not collect on public or private rights-of-way or adjacent properties.

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377 D. *Manufacturing or processing facilities with apparatus structures.* In addition
378 to the requirements in subsection 7.B. above, the following regulations shall
379 apply to manufacturing or processing facilities with apparatus structures:

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381 (1) Height: Maximum height of any silo or structure specific to
382 manufacturing facilities or processing with apparatus structures shall
383 not to exceed twenty-four (24) feet. Additional 60 ft. of height shall be
384 granted under the Sustainable Bonus Incentive Program (not to exceed
385 84 feet).

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387 (2) Outdoor storage regulated. Outdoor storage areas shall be screened
388 from surrounding public rights-of-way and adjacent properties by
389 opaque fencing, wall, berm, or combination thereof with landscape
390 installed at a minimum height of three (3) feet to grow and be
391 maintained at a height of six (6) feet above grade. See section 23.4-19.
392 A. for additional outdoor storage regulations.

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394 (3) Production and processing: Production and processing shall be allowed
395 outside of an enclosed building.

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397 (4) Nuisances: Adequate provisions and systems shall be installed to
398 address odors, dust, vermin, noise, and contaminated runoff.

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400 (5) Location: Manufacturing or processing facilities with apparatus
401 structures shall be located a minimum of four hundred (400) feet from
402 any residential land use, school (public or private, including pre-k
403 through 12th grade), house of worship, and/or child care facility. The
404 measurement shall be taken from use area to the nearest exterior wall
405 of a residential building, school, house of worship, or child care facility.

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407 (6) Landscape requirements. The site must be provided with a minimum
408 five-foot (5) wide perimeter planting area with large shade trees planted
409 every twenty-five (25) linear feet on center. A hedge must also be
410 maintained at a minimum of six (6) feet in height within the required
411 planting area.

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413 (7) Accessibility requirements: In conjunction with a conditional use
414 application, travel routes diagram, truck turning radii, and applicable

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transportation agency approval letter shall be provided prior to the site
plan process.

EXHIBIT G

Chapter 23

LAND DEVELOPMENT REGULATIONS ARTICLE 4 "DEVELOPMENT STANDARDS"

Sec. 23.4-23. – Temporary uses.

b) *Temporary use requirements.*

7. Manufacturing or processing facilities with apparatuses. Manufacturing or processing facilities with apparatuses may request to temporarily alter their hours of operation from the hours established in sections 23.3-24 and 23.4-13, subject to the following standards and requirements:

A. Applicants shall provide documentation and justification to support the request to operate outside of the standard hours of operation.

B. A facility may not request temporary additional hours of operation more than one (1) time per week.

C. Each request for temporary additional hours of operation shall encompass no more than two (2) calendar days.

D. Each request for temporary additional hours of operation shall require a new temporary use permit.

EXHIBIT H

Chapter 23

LAND DEVELOPMENT REGULATIONS ARTICLE 5 “SUPPLEMENTAL REGULATIONS”

Sec. 23.5-9. – Public purpose dedication.

c) *Application.* A property that has previously or will be dedicating right-of-way or other property to the city when requested or required by the city may file an application with the ~~director of community sustainability~~ Development Review Official for public property credit as part of the site plan approval for the property.

4. If the application is approved, in accordance with the standards below, the density or intensity of the dedicated property shall be applied to the remainder of the property.

B. Credit may be considered for the following requirements should a project further the policies, goals and objectives of the city's comprehensive plan and adopted city master plans:

- i. Utilities; and,
- ii. Multi-Modal Mobility;
- iii. Infrastructure;
- iv. Complete Streets;
- v. Net Zero;
- vi. Open Space;
- vii. Recreation Space;
- viii. Wetlands;
- ix. Native Habitat;
- x. Stormwater Management; and,
- xi. Development fees and other appropriate improvements as deemed by the Development Review Official.

C. Credit may be considered towards the qualifying sustainability features or improvements for the sustainable bonus incentive program through a duly performed appraisal by a licensed entity.

Code Citation	Staff's Recommendation	Applicant's Recommendation
Section 23.3-24(b)(3)(L)	<p><u>(1) Manufacturing or processing facilities with apparatus structures shall be located a minimum of 500 linear feet from existing or previously approved facilities. For the purposes of such measurement, the measurement shall be taken from the closest property line to property line.</u></p> <p><u>(2) Such uses and uses accessory thereto shall meet all local, state, and federal requirements for health, safety, and environmental concerns, including, as applicable, those imposed by the Florida Department of Environmental Protection.</u></p> <p><u>(3) After review and consideration of the standards for review set forth in LDR Section 23.2-27. – Waiver, the appropriate board or the commission may grant a waiver from separation distance requirement set forth in this section.</u></p>	<p>(1) Manufacturing or processing facilities with apparatus structures shall be located a minimum of 500 linear feet from existing or previously approved facilities. For the purposes of such measurement, the measurement shall be taken from the closest property line to property line.</p> <p>(2) Such uses and uses accessory thereto shall meet all local, state, and federal requirements for health, safety, and environmental concerns, including, as applicable, those imposed by the Florida Department of Environmental Protection.</p> <p>(3) After review and consideration of the standards for review set forth in LDR Section 23.2-27. – Waiver, the appropriate board or the commission may grant a waiver from separation distance requirement set forth in this section.</p>
Section 23.3-24(c)(3)(D)	<p><u>D. Apparatuses: Twenty-four (24) feet. Additional sixty (60) ft. of height shall be granted under the Sustainable Bonus Incentive Program (not to exceed 84 feet).</u></p>	<p>D. Apparatuses: Twenty-four (24) feet. Additional sixty (60) ft. of height shall be granted under the Sustainable Bonus Incentive Program (not to exceed 84 feet). <u>Apparatus shall be located as centrally within the site as possible. The apparatus location and height shall be reviewed at time of Conditional Use application but in no case shall it exceed eighty (80) feet in height.</u></p>
Section 23.3-24(e)	<p><u>e) Hours of operation. Operations may begin at 6:00 a.m. and shall end by 8:00 p.m., Monday through Saturday. Pursuant to sections 23.2-38 and 23.4-23, facilities may request to temporarily alter the hours of operation.</u></p>	<p>e) Hours of operation. Operations <u>Typical office hours of the facility</u> may begin at 6:00 a.m. and shall end by 8:00 p.m., Monday through Saturday. <u>Processing and deliveries shall be allowed beyond these specified hours upon request at time of Conditional Use approval and the required travel route diagram which will confirm traffic will not pass by residential or protected land uses between 8:00 p.m. to 6:00 a.m., Monday through Saturday.</u> Pursuant to sections 23.2-38 and 23.4-23, facilities may request to temporarily alter the hours of operation.</p>
Section 23.4-10(f)(1)(b)	<p>Industrial — One (1) space per one thousand (1,000) gross square feet of <u>space use area.</u></p>	<p>Industrial — One (1) space per one thousand (1,000) gross square feet of <u>space use area.</u></p> <p><u>Manufacturing or processing facilities - One (1) space per two hundred fifty</u></p>

		<u>(250) gross square feet of office space, plus parking as proposed by the operator and approved by the Development Services Officer at time of Conditional Use approval.</u>
Section 23.4-13(c)(7)(B)(8)	<u>(8) Hours of operation: Operations may begin at 6:00 a.m. and shall end by 8:00 p.m., Monday through Saturday.</u>	(8) Hours of operation: Operations may begin at 6:00 a.m. and shall end by 8:00 p.m., Monday through Saturday.
Section 23.4-13(c)(7)(D)(1)	<u>(1) Height: Maximum height of any silo or structure specific to manufacturing facilities or processing with apparatus structures shall not to exceed twenty-four (24) feet. Additional 60 ft. of height shall be granted under the Sustainable Bonus Incentive Program (not to exceed 84 feet).</u>	(1) Height: Maximum height of any silo or structure specific to manufacturing facilities or processing with apparatus structures shall not to exceed twenty-four (24) feet. Additional 60 ft. of height shall be granted under the Sustainable Bonus Incentive Program (not to exceed 84 feet).
Section 23.4-13(c)(7)(D)(2)	<u>(2) Outdoor storage regulated. Outdoor storage areas shall be screened from surrounding public rights-of-way and adjacent properties by opaque fencing, wall, berm, or combination thereof with landscape installed at a minimum height of three (3) feet to grow and be maintained at a height of six (6) feet above grade. See section 23.4-19. A. for additional outdoor storage regulations.</u>	(2) Outdoor storage regulated. Outdoor storage areas shall be screened from surrounding public rights-of-way and adjacent properties by opaque fencing, wall, berm or combination with landscape installed at a minimum height of three (3) feet to grow and be maintained at a height of six (6) feet above grade. <u>Outdoor storage areas shall be screened from adjacent properties by fencing and landscape installed to at a minimum height of three (3) feet to grow and be maintained at a height of six (6) feet above grade.</u> See section 23.4-19. A. for additional outdoor storage regulations.
Section 23.4-13(c)(7)(D)(5)	<u>(5) Location: Manufacturing or processing facilities with apparatus structures shall be located a minimum of four hundred (400) feet from any residential land use, school (public or private, including pre-k through 12th grade), house of worship, and/or child care facility. The measurement shall be taken from use area to the nearest exterior wall of a residential building, school, house of worship, or child care facility.</u>	(5) Location: Manufacturing or processing facilities with apparatus structures shall be located a minimum of four <u>three</u> hundred fifty <u>(400)350</u> feet from any residential land use, school (public or private, including pre-k through 12th grade), house of worship, and/or child care facility. The measurement shall be taken from use area to the nearest exterior wall point between the of a residential building, school, house of worship, or child care facility <u>property line and the proposed manufacturing or processing facility.</u>



HISTORIC RESOURCES PRESERVATION BOARD REPORT

HRPB Project Number 24-00100028: Consideration of a Certificate of Appropriateness (COA) for replacing windows and doors, as well as the conversion of window openings into door openings at the rear at the property located at **216 North Lakeside Drive**. The subject property is a contributing resource to the Old Lucerne National Register Historic District and is located in the Single-Family-Residential (SFR) District.

Meeting Date: October 9, 2024

Applicant: Michael Perry – MP Design & Architecture

Owner: 216 North Lakeside Drive LLC

Address: 216 North Lakeside Drive

PCN: 38-43-44-21-15-036-0040

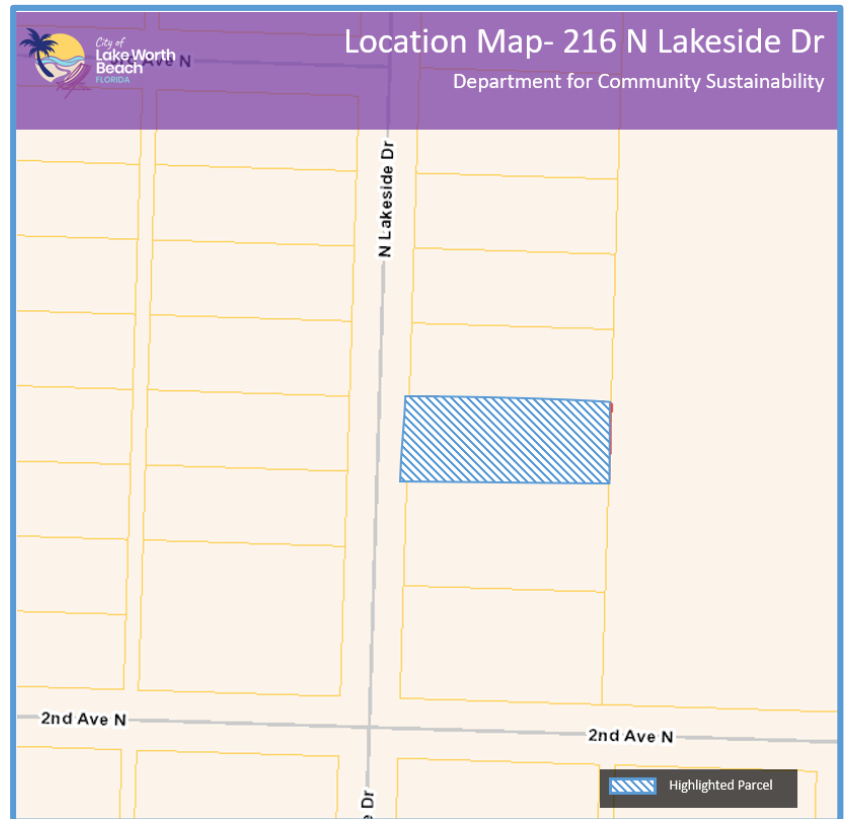
Lot Size: 0.155 acres /6,750 sf

General Location: East side of North Lakeside Drive between 2nd Avenue North and 3rd Avenue North

Existing Land Use: Single-Family Residential

Current Future Land Use Designation: Single-Family Residential (SFR)

Zoning District: Single-Family Residential (SFR)



RECOMMENDATION

The documentation and materials provided with the application request were reviewed for compliance with the applicable guidelines and standards found in the City of Lake Worth Beach Land Development Regulations (LDRs) and Historic Preservation Design Guidelines. Staff recommends that the Board not approve the requested alteration to window opening J.

PROJECT DESCRIPTION

The applicant, Michael Perry of MP Design & Architecture, on behalf of the property owner, 216 North Lakeside Drive LLC, is requesting a Certificate of Appropriateness to replace windows and doors, as well as the conversion of window openings into door openings at the property located at 216 North Lakeside Drive. 216 North Lakeside Drive is a contributing structure in the Old Lucerne National Register Historic District.

PUBLIC COMMENT

Staff has not received any letters in support of or opposition to the COA request.

PROPERTY DEVELOPMENT HISTORY

The single-family structure at 216 North Lakeside Drive was constructed in 1940 in a Colonial Revival architectural style. The building is a 2-story building, and its character-defining features included a stoop entrance, siding, shingled gabled roof, panel doors, and sixteen-light double leaf casement windows.

Alterations occurred in the 1980s with the construction of a rear porch and enclosure of a previous rear porch on the southeast corner of the building.

On June 13, 2023, the applicant contacted the historic preservation staff regarding the original drawings for 216 North Lakeside Drive and suitable window replacement options. Staff provided a digital copy of the original plans by email and discussed the appropriate replacement options over the phone.

On February 12, 2024, the applicant submitted COA application #24-00100028 for the replacement of existing windows with single-hung windows featuring horizontal muntins on each sash to imitate a four-light awning window, as well as the replacement of doors with horizontal sliding doors. The historic preservation staff disapproved the application, noting that photos of each window from the exterior, keyed to an installation map, and an order form specific to each window were missing. Additionally, staff determined that single-hung windows with horizontal muntins, horizontal sliding doors, and full-light doors are not appropriate for the architectural style.

On August 15, 2024, the applicant resubmitted the COA application, addressing previous staff comments but proposing to change three pairs of windows to paired French doors at the rear: one on the second floor and two on the first floor. Per the Historic Preservation Design Guidelines, windows should be installed in their existing openings, and openings should not be filled in or enlarged for differently sized products. Staff proposed a compromise to allow the conversion of window opening P into a door on the second floor and window opening K on the first floor. Both openings are located at the rear of the structure, and their conversion to doors will the property owner access to the second-floor balcony and the first-floor backyard. However, historically, window opening J has always been a window opening, and enlarging it would not provide any additional functionality, as opening K is also proposed to be a door to the backyard from the same room. Therefore, staff contended that altering opening K to become a door would go against the intention of the Design Guidelines and would require Board approval.

The applicant submitted the documentation required to take the project to the HRPB on September 17, 2024, and the project was scheduled for hearing at the next available meeting on October 9, 2024.

Architectural plans, photos of the existing openings, and window schedule for the proposed windows and doors are included as **Attachment A**. The property owner's justification statement is included in **Attachment B**.

ANALYSIS

Consistency with the Land Development Regulations and Historic Preservation Design Guidelines

All exterior alterations to structures within a designated historic district are subject to visual compatibility criteria. Staff has reviewed the documentation and materials provided in this application and outlined the applicable guidelines and standards found in the City's Historic Preservation Ordinance, detailed in the section below. The window replacement section of the City's Historic Preservation Design Guidelines, which addresses appropriate glazing, is included as **Attachment D**.

Section 23.5-4(K)(1) General guidelines for granting certificates of appropriateness

1. *In general.* In approving or denying applications for certificates of appropriateness, the city shall, at a minimum, consider the following general guidelines:

- A. What is the effect of the proposed work on the landmark or the property upon which such work is to be done?

Staff Analysis: The proposed work will replace windows and doors across the principal structure and accessory structure at 216 North Lakeside Drive, and will change three paired windows into double doors. Based on architectural drawings in the property file, window opening J was part of the original design, whereas window opening K was added later as part of a porch enclosure. Therefore, staff contends that opening K can appropriately be converted to a door to provide the owners will backyard access; window opening J should remain a window opening as it was part of the historic design and would provide the owners with no additional required functionality for backyard access.

- B. What is the relationship between such work and other structures on the landmark site or other property in the historic district?

Staff Analysis: The proposed change to opening J will have no direct physical effect on any surrounding properties within the Old Lucerne Historic District.

- C. To what extent will the historic, architectural, or archaeological significance, architectural style, design, arrangement, texture, materials and color of the landmark or the property be affected?

Staff Analysis: According to the regulations outlined in the City's Historic Preservation Design Guidelines, windows should be installed in their existing openings, and openings should not be filled in or enlarged to accommodate differently sized products. Staff has already proposed a compromise to allow openings P and K to be converted to doors, as they are on the rear of the structure and their conversion would serve a functional purpose for the property owners. However, staff contends that the conversion of opening J to a door is not in accordance with the Design Guidelines, as window opening J is part of the original design and its conversion would provide no additional functionality.

- D. Would denial of a certificate of appropriateness deprive the property owner of reasonable beneficial use of his property?

Staff Analysis: No, denial of the COA would not deprive the applicant of reasonable use of the property.

- E. Are the applicant's plans technically feasible and capable of being carried out within a reasonable time?

Staff Analysis: Yes, the applicant's plans can be completed in a reasonable timeframe.

- F. Are the plans (i) consistent with the city's design guidelines, once adopted, or (ii) in the event the design guidelines are not adopted or do not address the relevant issue, consistent as reasonably possible with the applicable portions of the United States Secretary of the Interior's Standards for Rehabilitation then in effect?

Staff Analysis: Staff contends that the proposed conversion of opening K from a window to a door is not in compliance with the City's Design Guidelines. Per the Historic Preservation Design Guidelines, windows should be installed in their existing openings, and openings should not be filled in or enlarged for differently sized products. Historically, window opening J has always been a window opening, and enlarging it would not provide any additional functionality, as opening K is also proposed to be a door to the backyard from the same room. Staff has previously proposed a compromise to the applicant to change one window opening to a door opening on the second floor and one on the first floor, providing access to the balcony and patio, respectively, while keeping the original window opening J.

- G. What are the effects of the requested change on those elements or features of the structure which served as the basis for its designation, and will the requested changes cause the least possible adverse effect on those elements or features?

Staff Analysis: The structure is a contributing resource within the Old Lucerne National Register Historic District. As a contributing structure, the historic review of window and door replacements applies to all openings, whether visible from the public right-of-way or not. This review aims to promote architecturally appropriate alterations over time, ensuring that contributing structures maintain their designation status. Based on staff interpretation of the Design Guidelines, changing window opening J to a door opening is not appropriate for 216 North Lakeside Drive. Staff contends that converting openings P and K while retaining opening J as a window will provide the owners with their desired functionality while having the least possible adverse effect to the structure.

Section 23.5-4(k)(2) Additional guidelines for alterations and additions, landmark and contributing structures.

- A. Is every reasonable effort being made to provide a compatible use for a property that requires minimal alteration of the building, structure or site and its environment, or to use the property for its originally intended purpose?

Staff Analysis: Yes, the property is still being used as a single-family residence, which is its originally intended purpose.

- B. Are the distinguishing original qualities or character of a building, structure or site and its environment being destroyed? The removal or alteration of any historic material or distinctive architectural features shall be avoided whenever possible.

Staff Analysis: Yes, changing window opening J to a door will remove an original feature of the structure's historic design.

- C. Is the change visually compatible with the neighboring properties as viewed from a primary or secondary public street?

Staff Analysis: Not applicable.

- D. When a certificate of appropriateness is requested to replace windows or doors the HRPB or development review officer, as appropriate, may permit the property owner's original design when the city's alternative

design would result in an increase in cost of twenty-five (25) percent above the owner's original cost. The owner shall be required to demonstrate to the city that:

1. The work to be performed will conform to the original door and window openings of the structure; and
2. That the replacement windows or doors with less expensive materials will achieve a savings in excess of twenty-five (25) percent over historically compatible materials otherwise required by these LDRs. This factor may be demonstrated by submission of a written cost estimate by the proposed provider of materials which must be verified by city staff; and
3. That the replacement windows and doors match the old in design, color, texture and, where possible, materials where the property is significant for its architectural design or construction.
4. If the applicant avails himself of this paragraph the materials used must appear to be as historically accurate as possible and in keeping with the architectural style of the structure.

Staff Analysis: Not applicable; the applicants have not chosen to avail themselves of this paragraph

CONCLUSION AND CONDITIONS

While the proposed door style is appropriate for the structure's architectural style, window opening J was part of the original design of the house at 216 North Lakeside Drive, and converting it to a door would not provide any additional functionality, as opening K is also proposed to be a door to the backyard from the same room. Therefore, staff contends that altering opening K to become a door does not comply with the regulations or intention of the Historic Preservation Ordinance Design Guidelines. **Staff recommends that the Board not approve the requested alteration to window opening J.**

If the Board moves to approve the applicant's request, staff has drafted conditions of approval:

Conditions of Approval:

1. Window openings A, and L shall be clear fixed windows with ten (10) light casement window sidelights.
2. Window openings B, M, N, and R shall be clear sixteen (16) light double-leaf casement windows.
3. Window opening C shall be a clear four (4) light single-leaf casement window.
4. Window openings D, F, and I shall be clear eight (8) light single-leaf casement windows.
5. Window opening G shall be either clear fixed windows with ten (10) light casement window sidelights or a triplet of eight (8) light casement windows
6. Window openings H, J, K, P, and Y shall be clear fifteen (15) light double French doors.
7. Door openings E, O, and Q shall be clear fifteen (15) light French doors.
8. Window openings S, T, Z, and Za shall be clear four-over-four single-hung windows.
9. Window opening X shall be a clear paired six-over-six single-hung window.
10. Window openings U and V shall be clear six-over-six single-hung windows.
11. All windows and doors shall be installed in their existing openings with the exceptions of openings J, K, and P. Openings shall not be filled in or made larger to accommodate alternately sized products.
12. All glazing shall be clear, non-reflective and without tint. Low-E (low emissivity) is allowed but the glass shall have a minimum 60% visible light transmittance (VLT) measured from the center of glazing. Glass tints or any other glass treatments shall not be combined with the Low-E coating to further diminish the VLT of the glass. Glazing for front doors and bathroom windows may use a white interlayer for privacy.
13. All windows and doors shall be installed recessed in the jambs and shall not be installed flush with the exterior wall.
14. All divided light patterns shall be created utilizing exterior raised applied muntins. Exterior flat muntins or "grids between the glass" shall not be used.

BOARD POTENTIAL MOTION:

I MOVE TO **DISAPPROVE** HRPB Project Number 24-00100028 for a Certificate of Appropriateness (COA) for replacement windows and doors, as well as the conversion of window openings into door openings for the property located at **216 North Lakeside Drive**, because the applicant has not established by competent substantial evidence that the application complies with the City of Lake Worth Beach Land Development Regulation and Historic Preservation requirements.

I MOVE TO **APPROVE** HRPB Project Number 24-00100028 for a Certificate of Appropriateness (COA) for replacement windows and doors, as well as the conversion of window openings into door openings for the property located at **216 North Lakeside Drive**, because [Board member please state reasons].

ATTACHMENTS

- A. Installation Map, Photos, and Quote Forms
- B. Applicant's Justification Statement

MP DESIGN & ARCHITECTURE, INC.

217 PERUVIAN AVENUE, SUITE 4

PALM BEACH, FLORIDA 33480

AA#26001667

T: 561.833.7575

INFO@MPDAINC.COM F: 561.833.0575

Property: 216 S North Lakeside Dr. Lake Worth, FL 33460

Description of request:

We are submitting the attached drawings for your review of our project at 216 N Lakeside Dr, FL 33460. The scope of work includes the replacement of existing windows and doors with new impact-resistant clear windows and doors that will match the current color variations and dimensions. Additionally, we propose converting three existing windows on the rear side of the property into French doors, in keeping with the architectural style, to provide access to a ground-level porch from the master bedroom and a second-level balcony.

Criteria for Granting Certificates of Appropriateness (Section 23.5-4(k)1):

- A. What is the effect of the proposed work on the landmark or the property upon which such work is to be done?

The proposed work will preserve the property's architectural integrity by maintaining the current aesthetic and style, while upgrading the windows and doors to impact-resistant materials for improved safety and functionality.

- B. What is the relationship between such work and other structures on the landmark site or other property in the historic district?

The proposed work is consistent with the architectural style and character of neighboring structures within the historic district, ensuring visual harmony while enhancing safety and functionality.

- C. To what extent will the historic, architectural, or archaeological significance, architectural style, design, arrangement, texture, materials and color of the landmark or the property be affected?

The proposed work will have minimal impact on the historic and architectural significance of the property, as the new windows and doors will match the existing openings and color variations while being updated to a design that complies with historic preservation guidelines ensuring full functionality in relation to the interior spaces of the property.

- D. Would denial of a certificate of appropriateness deprive the property owner of reasonable beneficial use of his property?

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Yes, denial of the certificate of appropriateness would deprive the property owner of reasonable beneficial use as the proposed updates are for improving accessibility and safety.

- E. Are the applicant's plans technically feasible and capable of being carried out within a reasonable time?

Yes, the applicant's plans are technically feasible and can be executed within a reasonable timeframe.

- F. Do the plans satisfy the applicable portions of the general criteria contained in the United States Secretary of the Interior's Standards for Rehabilitation then in effect or as they may be revised from time to time? The current version of the Secretary's Guidelines provides as follows:

(1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

(2) This historic character of the property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

(3) Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

(4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

(5) Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

(6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or because the different architectural elements from other buildings or structures happen to be available for relocation.

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Certificate of Appropriateness Application Page 7 of 7

(7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials, shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means least likely.

(8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

(9) New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new construction shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

(10) New additions and adjacent or related new construction shall be undertaken in such manner that, if removed in the future, the essential form and integrity of the historic building and its environment would be unimpaired.

The plans align with the Secretary of the Interior's Standards for Rehabilitation. They preserve the historic character of the property, retain distinctive features, and use materials that match the existing ones.

- F. What are the effects of the requested change on those elements or features of the structure which served as the basis for its designation and will the requested changes cause the least possible adverse effect on those elements or features?

The requested change will minimally impact the elements that contributed to the structure's designation. The modifications are designed to preserve the key features and cause the least possible adverse effect on the property's historic elements

- G. Such other supplemental guidelines for restoration and rehabilitation of historic properties which the HRPB may from time to time adopt.

N/A



Michael Perry
MP Design & Architecture, Inc.