



CITY OF ST. PETERSBURG, FLORIDA
PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
URBAN PLANNING AND HISTORIC PRESERVATION DIVISION

STAFF REPORT

Community Planning and Preservation Commission Certificate of Appropriateness Request

Report to the Community Planning and Preservation Commission from the Urban Planning and Historic Preservation Division, Planning and Development Services Department, for Public Hearing and Executive Action scheduled for **Tuesday, August 10, 2021, beginning at 2:00 p.m.**, in Council Chambers of City Hall, 175 Fifth St. N., St. Petersburg, Florida. Everyone is encouraged to view the meetings on TV or online at https://www.stpete.org/connect_with_us/stpete_tv.php.

According to Planning and Development Services Department records, no member of the Community Planning and Preservation Commission resides or has a place of business within 2,000 feet of the subject property. All other possible conflicts should be declared upon the announcement of the item.



Case No.:	21-90200074
Address:	2610 Burlington Avenue North
Legal Description:	HALL'S CENTRAL AVE NO. 1 BLK 14, LOT 2
Parcel ID No.:	23-31-16-35082-014-0020
Date of Construction:	1926
Local Landmark:	Kenwood Section – Southwest Central Local Historic District (19-90300002)– Contributing Property

Owner: South Fla Consulting LLC
Agent: Hussung Construction
Request: Review of a Certificate of Appropriateness for the after-the-fact alterations and proposed window replacement at 2610 Burlington Ave. N., a contributing resource to a local historic district
Zoning: Neighborhood Traditional-2 (NT-2)

Historical Context and Significance

The Craftsman-style single family residence and detached garage apartment at 2610 Burlington Avenue North was constructed in 1926. The building has had some alterations over the years, including the replacement of its original wood windows with metal jalousie windows and some modern one-over-one vinyl windows, and at some point, the front porch was enclosed.

On June 16, 2020, the Urban Planning and Historic Preservation Division received a complaint from a neighbor that a significant portion of the historic wood siding was removed. Preservation staff forwarded the email to Construction Services staff, and a stop work order was issued. A Certificate of Appropriateness (COA) application had been submitted in May for the replacement of windows and porch reopening, which required CPPC review, and the siding replacement was added to the scope of work.



Figure 1: Photograph submitted to the Urban Planning and Historic Preservation Division, showing significant siding removal without a building permit or a Certificate of Appropriateness.

The property was designated as a contributing resource to both the Kenwood Section – Southwest Central Local Historic District (HPC 19-90300002) and the Kenwood National Register Historic District. Because of its location within the Southwest Central Kenwood Local Historic District, a Certificate of Appropriateness (COA) is required for exterior alteration. Per the City’s COA Matrix, change of materials for windows and removal of historic exterior cladding requires review by the Community Planning and Preservation Commission (CPPC).

Project Description and Review

Project Description

The COA application (Appendix A) proposes the following work:

- Replace rotted wood siding and fascia with new cedar wood planks (partially completed);
- Remove four (4) windows and front door to open up front porch (already completed); and
- Replace thirteen (13) non-historic windows in the single-family house and eleven (11) non-historic windows in the detached garage apartment with white, double-hung, vinyl windows;



Figure 2: Photograph of house submitted by applicant, prior to unpermitted work.



Figure 3: Photograph of house taken by staff on June 28th.

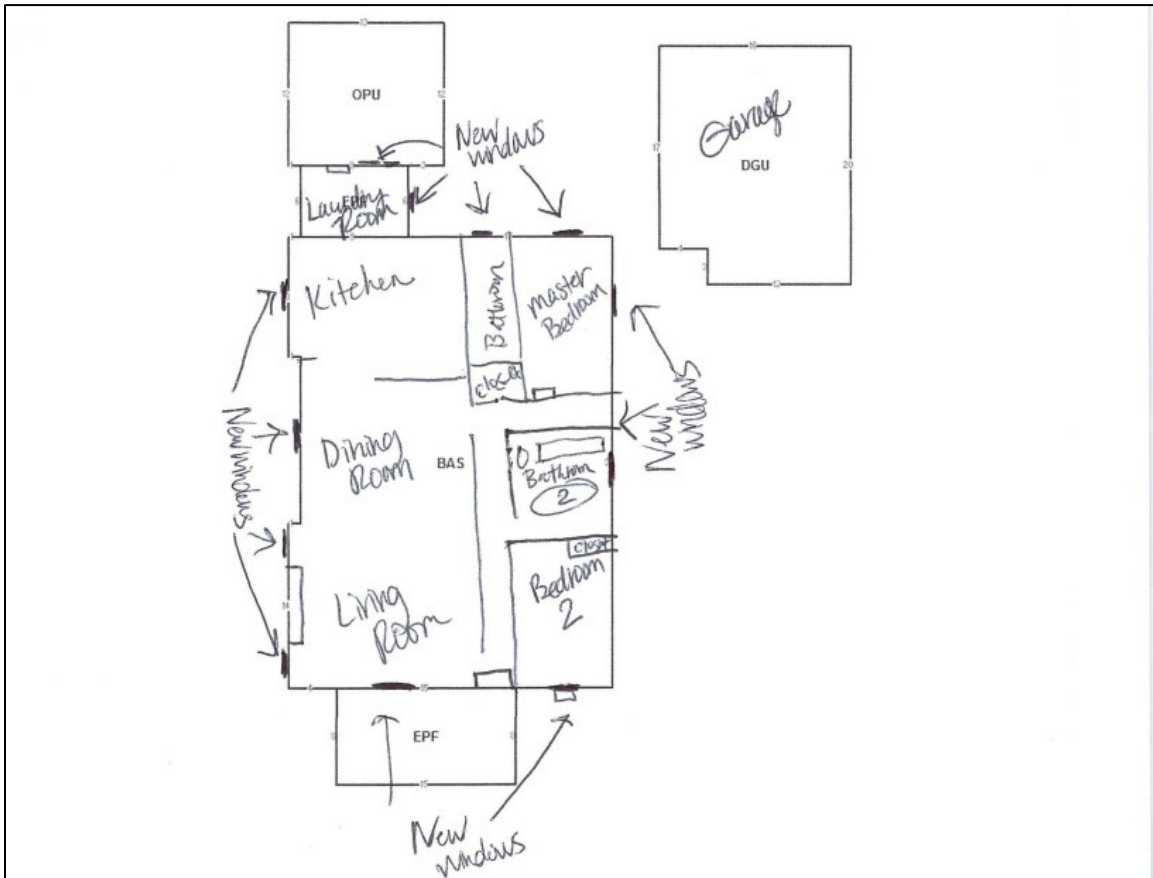


Figure 4: Window plan for main house.

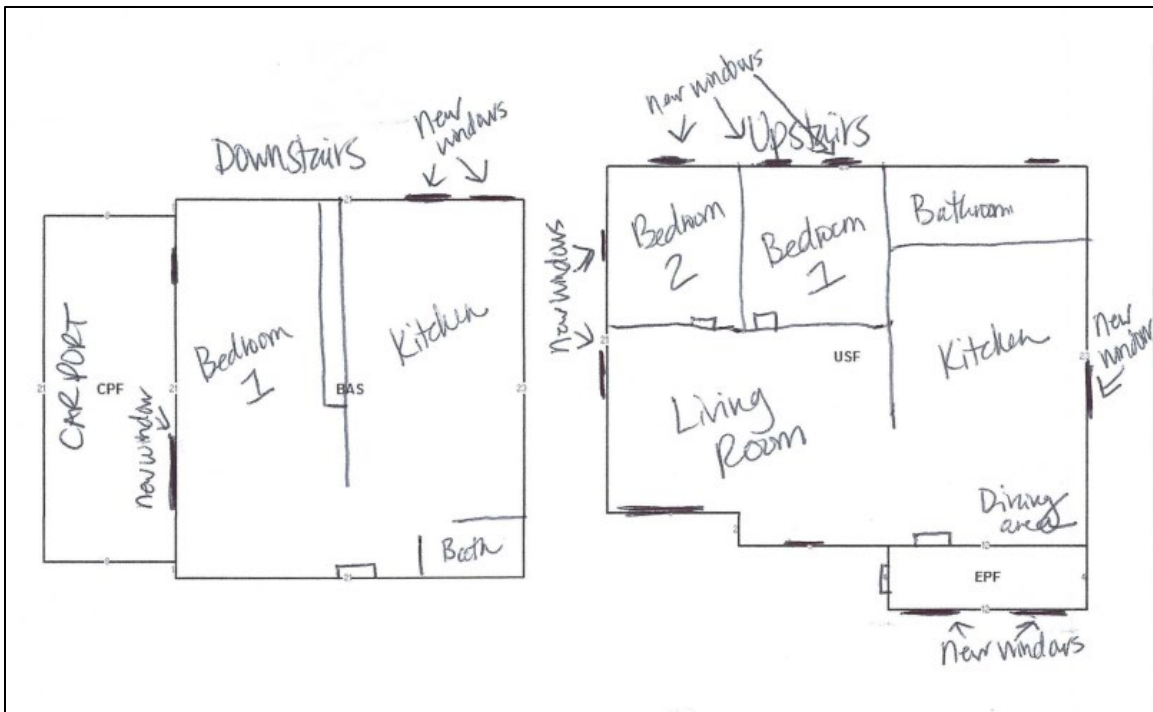


Figure 5: Window plan for detached garage apartment building.

General Criteria for Granting Certificates of Appropriateness and Staff Findings

1. *The effect of the proposed work on the landmark or the property upon which such work is to be done.*

Partially consistent The proposal will not substantially affect the integrity of the Kenwood-Southwest Central Local Historic District. However, the replacement of original siding will slightly diminish the subject property's integrity of materials and workmanship.

The windows to be replaced are not original and do not contain a traditional design of wood, double-hung windows found in 1920s Craftsman houses.

2. *The relationship between such work and other structures on the landmark site or other property in the historic district.*

Partially Consistent The subject property is a contributing resource to the Kenwood – Southwest Central Local Historic District, and its windows and materials are a character-defining feature. Restoration of the windows' traditional configuration and reopening the front porch is a necessary aspect of the district's retained historic integrity.

3. *The extent to which the historic, architectural, or archaeological significance, architectural style, design, arrangement, texture and materials of the local landmark or the property will be affected.*

Consistent The windows proposed to be installed in the will return a more traditional window design to the main house and detached garage apartment. The current window material is metal, and while vinyl is not the most compatible material compared to wood, it has been generally approved in the past.

4. *Whether the denial of a Certificate of Appropriateness would deprive the property owner of reasonable beneficial use of his or her property.*

Not applicable There is no indication that denial of a COA would substantially adversely affect the property owner's use of the subject property.

5. *Whether the plans may be reasonably carried out by the applicant.*

Consistent The proposed project appears to be appropriate under this criterion.

6. *A COA for a noncontributing structure in a historic district shall be reviewed to determine whether the proposed work would negatively impact a contributing structure or the historic integrity of the district. Approval of a COA shall include any conditions necessary to mitigate or eliminate negative impacts.*

Not applicable The house is a contributing resource to the Southwest Central Kenwood Local Historic District.

Additional Guidelines for Alterations

1. *A local landmark should 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.*

Consistent The proposed property appears to meet this criterion as it remains in use as a single-family residence.

2. *The distinguishing historic qualities or character of a building, structure, or site and its environment shall be preserved. The removal or alteration of any historic material or distinctive architectural features shall be avoided when reasonable.*

Consistent The proposal does include the after-the-fact removal and replacement of historic wood siding, but the applicant claims that the siding was rotten and irreparable.

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 without sufficient documentary evidence, shall not be undertaken.*

Consistent

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

Consistent The proposed alterations to be removed (jalousie windows and the front porch enclosure) have not acquired historic significance.

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

Mostly Consistent The original siding of a contributing resource should be preserved unless determined to be beyond repair. Unfortunately, the original siding has already been removed and disposed of without the ability to verify its condition. The other aspects of the application comply with this criterion.

6. *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, texture, and other visual qualities and, where reasonable, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

Mostly Consistent The applicant has stated that the siding that was removed was rotten and could not be repaired. Unfortunately, since the siding has already been removed, staff cannot verify its condition. There are several photographs in the application that show the house had deferred maintenance, but the photographs do not show that the siding was irreparable.

The replacement siding is wood, lap siding that replicates the visual qualities of the siding that was replaced.

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 possible.*

Not applicable No indication that harsh treatment will be used has been given.

8. *Significant archaeological resources affected by a project shall be protected and preserved if designated pursuant to this section. If such resources must be disturbed, mitigation measures shall be undertaken.*

Not applicable This property is not located in an archaeological area.

Additional Guidelines for Window Replacement

The City's historic preservation office, State of Florida Division of Historic Resources, and U.S. Department of Interior Technical Preservation Services can provide additional information relating to window repair and replacement for individual landmark buildings and properties within local historic districts. While preservation and repair of historic windows is often preferable, property owners may replace windows provided that each replacement window meets the following criteria:

1. *Impact resistance. The replacement window and glass shall be impact resistant;*

Consistent Windows will be impact resistant.

2. *Energy performance. The replacement window shall be Energy Star qualified for southern climate zones;*

Information not provided Staff could not find that the windows are Energy Star qualified on PGT's website, but PGT Winguard's double-hung, vinyl windows are listed on Energy Star's website in their product search.

3. *Depth in wall. The replacement window shall be setback into the wall the same distance as the historic window;*

Information not provided

4. *Frame size, shape and exterior trim. The replacement window shall be the same size and shape as the historic window and opening. Historic openings shall not be altered in size. Existing, exterior trim shall be retained, where practicable;*

Consistent The sizes of the replacement windows matched existing openings.

5. *Configuration. The replacement window shall have the same light configuration as the historic window. If the historic window configuration cannot be determined, the replacement window configuration shall be appropriate to the architectural style of the subject building;*

Consistent The house currently has non-historic windows, mostly in a jalousie configuration. Staff is unable to find evidence of the original design style, but the proposed one-over-one configuration is traditional for Craftsman-style houses in St. Petersburg.

6. *Proportions. The replacement window shall have the same visual qualities of the historic window, where commercially reasonable:*
- a. *Muntins and mullions. Where provided, muntins and mullions shall have the same dimensions and profile of the historic muntins and mullions.*
 - b. *Stiles. For hung windows, stiles shall align vertically and be the same width at the upper and lower sashes.*
 - c. *Top, meeting and bottom rails, and blind stop. The top, meeting and bottom rails of a hung window, including the corresponding blind stop, shall have the same dimensions and profile of the historic window.*

Consistent

7. *Finish. The finished surface and appearance shall match the historic window, where practicable.*

Inconsistent Window frames will be vinyl.

Summary of Findings, Certificate of Appropriateness Review

Staff evaluation yields a finding of the following criteria being met by the proposed project:

- General Criteria for Granting Certificates of Appropriateness: 4 of 4 relevant criteria partially met.
- Additional Guidelines for Alteration: 6 of 6 relevant criteria satisfied.
- Additional Guidelines for Window Replacement: 4 of 7 relevant criteria partially met.

Staff Recommendation

Based on a determination of general consistency with Chapter 16, City Code of Ordinances, staff recommends that the Community Planning and Preservation Commission **approve** the Certificate of Appropriateness request for the alteration of the property at 2610 Burlington Avenue North, a contributing property to the Southeast Kenwood Local Historic District, with the following conditions:

1. Historic wood siding that is repairable shall be retained and repaired.
2. No architectural features, such as the gable vents or window trim, will be covered during the renovation project.
3. New siding will match existing in size, dimensions, exposure, and materials. Exposure refers to the visible space between the bottoms of adjacent rows of siding.
4. Windows will be installed to be setback within the wall plane and feature a reveal of at least two inches, to match existing window reveal.
5. Wooden exterior casing and trim will be reinstalled in kind.
6. All other necessary permits shall be obtained. Any additional work shall be presented to staff for determination of the necessity of additional COA approval.
7. This approval will be valid for 24 months from the date of this hearing, with an expiration date of August 10, 2023.

Appendix A:

Application No. 21-90200074



CERTIFICATE OF APPROPRIATENESS

APPLICATION

All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg's Planning and Development Services Department, located on the 8th floor of the Municipal Services Building, One Fourth Street North, St. Petersburg, Florida. Laura Duvekot, Historic Preservationist II, (727) 892-5451 or Laura.Duvekot@stpete.org

GENERAL INFORMATION

2610 Burlington Ave. W., St. Petersburg 33713	23-31-16-35082-014-0020
Property Address Historic Kenwood	Parcel Identification No.
Historic District / Landmark Name South FIA Consulting LLC	Corresponding Permit Nos. (917) 832-0444
Owner's Name 725 Miller Ave Suite 335, Freeport, NY 11520	Property Owner's Daytime Phone No. info@howardhirsch.com
Owner's Address, City, State, Zip Code Hussung Construction Inc.	Owner's Email 727-822-5332
Authorized Representative (Name & Title), if applicable 246 17th Ave W.E., St. Petersburg, FL	Representative's Daytime Phone No.
Representative's Address, City, State, Zip Code	Representative's Email

APPLICATION TYPE (Check applicable)	
Addition	<input checked="" type="checkbox"/> Window Replacement
New Construction	Door Replacement
Demolition	Roof Replacement
Relocation	Mechanical (e.g. solar)
Other:	

TYPE OF WORK (Check applicable)	
Repair Only	
In-Kind Replacement	
<input checked="" type="checkbox"/> New Installation	
Other:	

AUTHORIZATION

By signing this application, the applicant affirms that all information contained within this application packet has been read and that the information on this application represents an accurate description of the proposed work. The applicant certifies that the project described in this application, as detailed by the plans and specifications enclosed, will be constructed in exact accordance with aforesaid plans and specifications. Further, the applicant agrees to conform to all conditions of approval. It is understood that approval of this application by the Community Planning and Preservation Commission in no way constitutes approval of a building permit or other required City permit approvals. Filing an application does not guarantee approval.

- NOTES:**
- 1) It is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.
 - 2) To accept an agent's signature, a notarized letter of authorization from the property owner must accompany the application.

Signature of Owner: Howard Hirsch Date: 05-20-2021

Signature of Representative: _____ Date: _____



CERTIFICATE OF APPROPRIATENESS

CHECKLIST, ALTERATIONS

- Completed COA application**
- Application fee (Confirm w/City Staff, based on type of review)**
- Site plan or survey of the subject property:**
 - To scale, no larger than 11" x 17" paper or digital submission
 - North arrow
 - Setbacks of structures to the property lines
 - Dimensions, locations of all property lines, structures, parking spaces
- Floor Plans and Elevations:**
 - To scale, no larger than 11" x 17" paper
 - Depicts all sides of existing & proposed structure(s)
- Photographs of the subject property**
- Written description explaining how the proposed work complies with the following evaluation criteria:**
 1. A local landmark should be used for its historic purpose or be adaptively fit into a new use that requires minimal change to the defining characteristics of the building and its site and environment.
 2. The distinguishing historic qualities or character of a building, structure, or site and its environment shall be preserved. The removal or alteration of any historic material or distinctive architectural features shall be avoided when reasonable.
 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 without sufficient documentary evidence, 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, as appropriate.
 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, texture, and other visual qualities and, where reasonable, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
 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 possible.
 8. Significant archaeological resources affected by a project shall be protected and preserved if designated pursuant to this section. If such resources must be disturbed, mitigation measures shall be undertaken.

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CERTIFICATE OF APPROPRIATENESS

APPLICATION

COA #

All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg's Planning and Development Services Department by emailing directly to Historic Preservationists Laura Duvekot (Laura.Duvekot@stpete.org) or Kelly Perkins (Kelly.Perkins@stpete.org).

PROPOSED SCOPE OF WORK

Please provide a detailed description of the proposed work, organized according to the COA Matrix. Include information such as materials, location, square footage, etc. as applicable. Attach supplementary material as needed.

Building or Site Feature	Photo No.	Proposed Work
Exterior Siding Repair Apartment	1 & 2	Replace ^{rotted} wood siding and fascia. _{new} Cedar wood planks.
Open Enclosed Porch	3 & 4	Remove 4 windows and front door to open up front porch and restore to original floor plan.
P		



CERTIFICATE OF APPROPRIATENESS

GENERAL INFORMATION

Purpose

The Historic and Archaeological Preservation Overlay, City Code Section 16.30.070, requires issuance of a Certificate of Appropriateness (COA) prior to any exterior alteration to a locally designated landmark or property within a locally designated historic district. Exterior alterations include, but are not limited to, the following work: changes to walls, roof, or windows; painting unpainted masonry; additions; relocation, and demolition. Building new structures and demolition requests within a historic district, as well as any digging or replacement of plantings on a designated archaeological site also require a COA. The intent of the COA is to ensure that the integrity and character of the individual landmark or historic district is maintained.

Pre-Application Meeting

Applicants are encouraged to schedule a pre-application meeting with Staff prior to an application being accepted. Staff requests that all pre-application meetings be scheduled at least one (1) week prior to the application deadline. Minor maintenance projects can often be approved at this meeting. Pre-application meetings can be scheduled by calling (727) 892-5470 or (727) 892-5451.

At the meeting, staff will determine if the application is appropriate for administrative approval based upon the COA Approval Matrix as per the regulations in the Historic and Archaeological Preservation Overlay. Administrative approvals do not require a public hearing, unless an appeal is filed with the Urban Planning and Historic Preservation Division. Permits must be obtained within 18 months of approval. Staff shall have the discretion to refer any case to the Community Planning and Preservation Commission ("CPPC").

Application Submittal

Only complete applications will be accepted. Complete applications must be filed by 2:00 PM on the application deadline date. Per the CPPC's Rules of Procedure, a maximum of twelve (12) applications may be scheduled for any given public hearing. This limit does not apply to applications which are determined by the Urban Planning and Historic Preservation Division to be appropriate for administrative approval. Applications requiring a public hearing are scheduled in the order received.

Fee Schedule

Commission Review		Staff Review	
Additions	\$ 300.00	General Application	\$ 50.00
Appeal	\$ 250.00	Appeal	\$ 250.00
Alterations and Repair	\$ 300.00		
Demolition (primary building)	\$ 1,000.00		
Demolition (accessory structure)	\$ 500.00		
New Construction	\$ 300.00		
Relocation	\$ 500.00		
<i>After-the-Fact – Twice the initial fee; Revision of previously approved COA - ½ of the original fee</i>			

Site Plans, Floor Plans, and Elevation Drawings

All applications for the CPPC require a detailed, accurate site plan or survey and elevation drawings. Some applications for the CPPC require floor plans as well. Staff strongly encourages applicants to retain the services of a design professional to prepare the required plans. The City is unable to accept site plans, floor plans, or elevations that are incomplete, illegible, unclear, or do not meet the criteria listed on the "List of Required Submittals." Such determinations are made at the discretion of the City.



CERTIFICATE OF APPROPRIATENESS

GENERAL INFORMATION

Community Planning and Preservation Commission Review

By applying to the CPPC, the applicant grants permission for Staff and members of the CPPC to visit the subject property to evaluate the request. Applicants with special requests related to timing of site visits should advise Staff in writing at the time of application submittal.

Legal Notification

All applications that require CPPC approval shall provide public notification. The applicant will be required to send via the U.S. Postal Service, notification letters to all property owners within 200 linear feet of the subject property. The City will provide one original notification letter, mailing labels, and instructions. These legal notifications must be mailed by the dates noted on the CPPC schedule with verification of mailing returned to staff within seven (7) days of the meeting date.

Public Hearing

Applications appropriate for public hearing will be heard by the CPPC on the dates listed on the CPPC Schedule. The public hearings begin at 2:00 p.m. in the City Council Chambers at City Hall, located at 175 5th Street North. All proceedings are quasi-judicial.

CPPC Approvals

If approved by the CPPC, the applicant must wait to initiate construction until after the ten (10) day appeal period. Permits and inspections are required, when applicable. Permits must be obtained within 18 months from the date of the CPPC decision, unless otherwise directed by the CPPC. After the expiration date, a one-year extension to complete the work in progress may be approved in the manner originally approved if the owner can show why the work has not been completed.

All conditions of approval must be satisfied and approved through inspection by Historic Preservation staff before the final building inspection is approved. Failure to satisfy these requirements will invalidate the approval of the request. Approval of a request by the CPPC or Historic Preservation Division does not grant or imply other variances from the City Code, FEMA regulations, or other applicable codes.

FEMA Regulations

FEMA regulations may affect your ability to proceed with your plans – even if approved by the CPPC. Designated properties may receive variances from local flood hazard requirements when rehabilitating their buildings. Applicants are advised to contact the City's FEMA Coordinator at (727) 893-7283 to determine the impact of FEMA regulations, if any.



CERTIFICATE OF APPROPRIATENESS

CHECKLIST, ALTERATIONS

Typical Alterations and Minimum Requirements for Submittals

Please be advised that UPHP staff may request additional information or a site visit

Type of work	Minimum Required Submittals
Canvas Awnings	<ul style="list-style-type: none"> Plan drawings showing proposed location Image and dimensions of proposed awnings Photographs of extant conditions in location of proposed
Door Replacement	<ul style="list-style-type: none"> Plan drawings showing proposed location Photographs of existing door, general area of proposed location, and resource view from Right of Way Manufacturers brochure or detail of proposed replacement
Driveways	<ul style="list-style-type: none"> Site plan showing proposed location Photograph of existing location Materials and measurements of proposed
Exterior Wall Repair Siding, Stucco, etc.	<ul style="list-style-type: none"> Location description Description of proposed materials Photographs showing condition of existing to be replaced
Fences	<ul style="list-style-type: none"> Survey indicating proposed location Photograph showing area where fence will be constructed Type of fence, material, and any treatment
Mechanical Systems Electrical/plumbing work HVAC, Solar Panels, etc.	<ul style="list-style-type: none"> Location, profile, and dimension of units If rooftop unit: dimensions including height of roof and setback of unit from eaves Photograph of proposed location of work and of resource from public Right of Way
Minor Maintenance	<ul style="list-style-type: none"> Photographs showing existing condition Description of work and estimated square footage of space impacted
Pools	<ul style="list-style-type: none"> Site plan showing proposed location Photograph of proposed location and of resource from public Right of Way Materials to be used Description of any landscaping, fencing, or other screening to be installed
Reroofing	<ul style="list-style-type: none"> Photographs of building and roof condition Description of roof materials to be used
Sheds	<ul style="list-style-type: none"> Survey showing placement Photographs of proposed location and of resource from public Right of Way Drawings indicating measurements and materials
Shutters / Hurricane Panels	<ul style="list-style-type: none"> Photographs of proposed location and resource from public Right of Way Images of shutters and description of material and style
Window Replacement	<ul style="list-style-type: none"> Floorplan indicating location of each replacement Photographs of each elevation to be affected, existing windows, and resource from public Right of Way Dimensioned and scaled profile of proposed windows Dimension and profile of any trim, sills, or other ornamentation impacted Manufacturer's brochure and photographs of proposed location Description and elevation drawings of any proposed changes to opening sizes, location, etc.



Certificate of Appropriateness Approval Matrix

(City Code Section 16.30.0070.2.6, updated February 10, 2015)

	CONTRIBUTING & INDIVIDUAL LANDMARKS			NON-CONTRIBUTING		
	Staff	CPPC	No Review	Staff	CPPC	No Review
ADDITIONS						
All		X			X	
ARCHAEOLOGY						
Ground disturbing activities	Certificate to Dig Required			Certificate to Dig Required		
CANVAS AWNINGS						
Installation, removal, or alterations	X			X		
CLEANING						
1. Pressure washing, less than 100 psi			X			X
2. Other methods and applications	X			X		
CARPORTS and PORTE COCHERES						
All alterations		X		X		
DECKS, PATIOS						
1. With a roof		X		X		
2. Without a roof	X			X		
DEMOLITIONS						
1. Primary structures		X			X	
2. Accessory structures, historic		X		X		
3. Accessory structures, non-historic	X			X		
4. Historic additions		X			X	
5. Non-historic additions	X			X		
DOORS, ENTRIES, AND GARAGE DOORS						
1. Same materials, style, and size	X			X		
2. Change in materials or style		X		X		
3. Change in openings		X		X		
4. Entry features	X			X		
5. ADA requirements	X			X		
6. Other alterations	X			X		
DRIVEWAYS						
1. Change in materials	X			X		
2. Change in size or configuration	X			X		
3. New or relocated driveway	X			X		
EXTERIOR WALL FINISH						
1. Removal of non-historic material	X			X		
2. All other finishes (including painting of an originally unpainted surface)	X			X		
3. Waterproofing	X			X		
FOUNDATIONS						
1. Same material, style, and size	X			X		
2. Change in material, style, or size		X		X		
3. Sidewalk vault lights	X			X		
INTERIOR ALTERATIONS						
Ad Valorem Tax Exemption Apps ONLY	X					X
LANDSCAPE FEATURES						
1. Arbors, pergolas, and gazebos	X			X		
2. Permanent water features	X			X		
3. Lighting	X			X		
4. Sidewalks	X			X		
5. Walkways	X			X		
6. Planting or removal, non-historic vegetation			X			X
7. Alteration, planting, removal, historic vegetation	X			X		
8. Other	X			X		



Certificate of Appropriateness Approval Matrix

(City Code Section 16.30.0070.2.6, updated February 10, 2015)

	CONTRIBUTING and INDIVIDUAL LANDMARKS			NON-CONTRIBUTING		
	Staff	CPPC	No Review	Staff	CPPC	No Review
MECHANICAL SYSTEMS						
1. Electrical, plumbing, pool equipment	X			X		
2. HVAC	X			X		
3. Solar Panels	X			X		
4. Other	X			X		
NEW CONSTRUCTION						
All		X			X	
PAINTING						
1. Painting previously painted surfaces			X			X
2. Changes in paint color			X			X
PLAQUES AND MARKERS						
All	X			X		
POOLS						
1. Above ground pools		X		X		
2. In ground pools	X			X		
3. Pool screen enclosures	X			X		
PORCHES AND BALCONIES						
1. Open an enclosed porch	X			X		
2. Enclose a porch		X		X		
3. Alterations		X		X		
RELOCATION						
1. Into a Local Landmark district		X			X	
2. Other		X		X		
RESTORATION (A return to the original based on historic evidence as originally designed and constructed.)						
All	X			X		
ROOF and CHIMNEYS						
1. Same materials and shape	X			X		
2. Change in materials		X		X		
3. Change in shape		X		X		
4. Other alterations		X		X		
SIGNS						
All signage	X			X		
Street numbers			X			X
SHEDS						
Less than 100 sq. ft.	X			X		
SHUTTERS						
1. Removable shutters	X			X		
2. Permanent shutters	X			X		
SITE WALLS AND FENCES						
1. Walls or fences behind the front façade	X			X		
2. Walls or fences in front of or equal to front façade		X		X		
3. Retaining walls	X			X		
4. Demolition, historic		X		X		
5. Sea walls	X			X		
WINDOWS						
1. Same materials, style, and size	X			X		
2. Change in materials or style		X		X		
3. Change in openings		X		X		

NOTES:

Any formal appeal of a City staff determination shall be acted upon first by the City's Community Planning and Preservation Commission ("CPPC").

Any formal appeal of a CPPC determination shall be acted upon in accordance with Section 16.70.015 titled, "Decisions and Appeals Table."

The POD may refer a COA application for public hearing review where the request is not substantially similar to another action already listed, or if the request is non-traditional, may set precedent and therefore requires the benefit of public deliberation and a CPPC decision.



2610

Patrolled Area



2610



















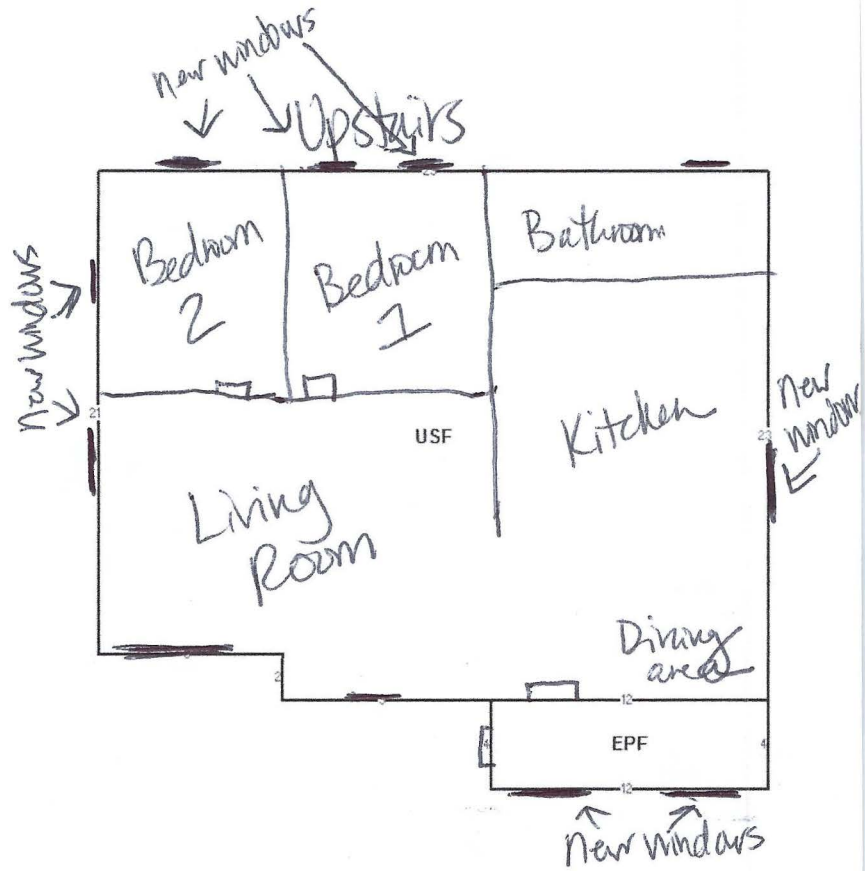
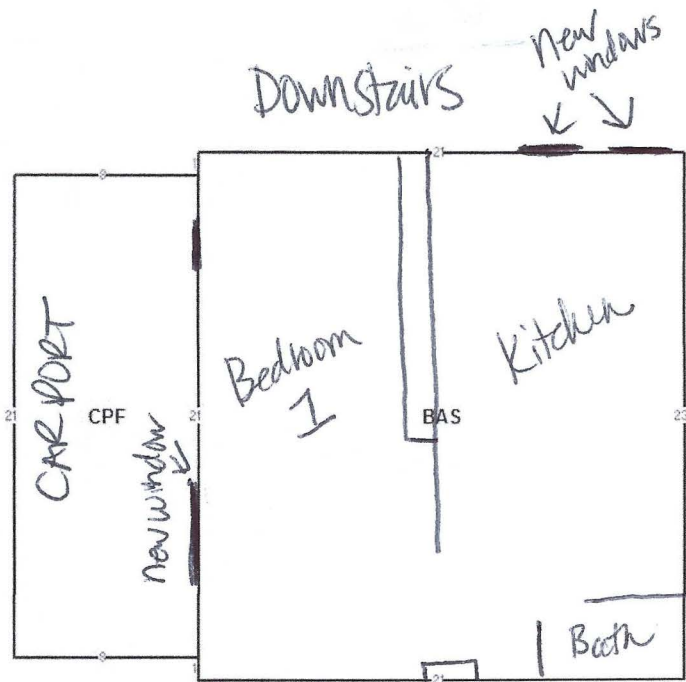




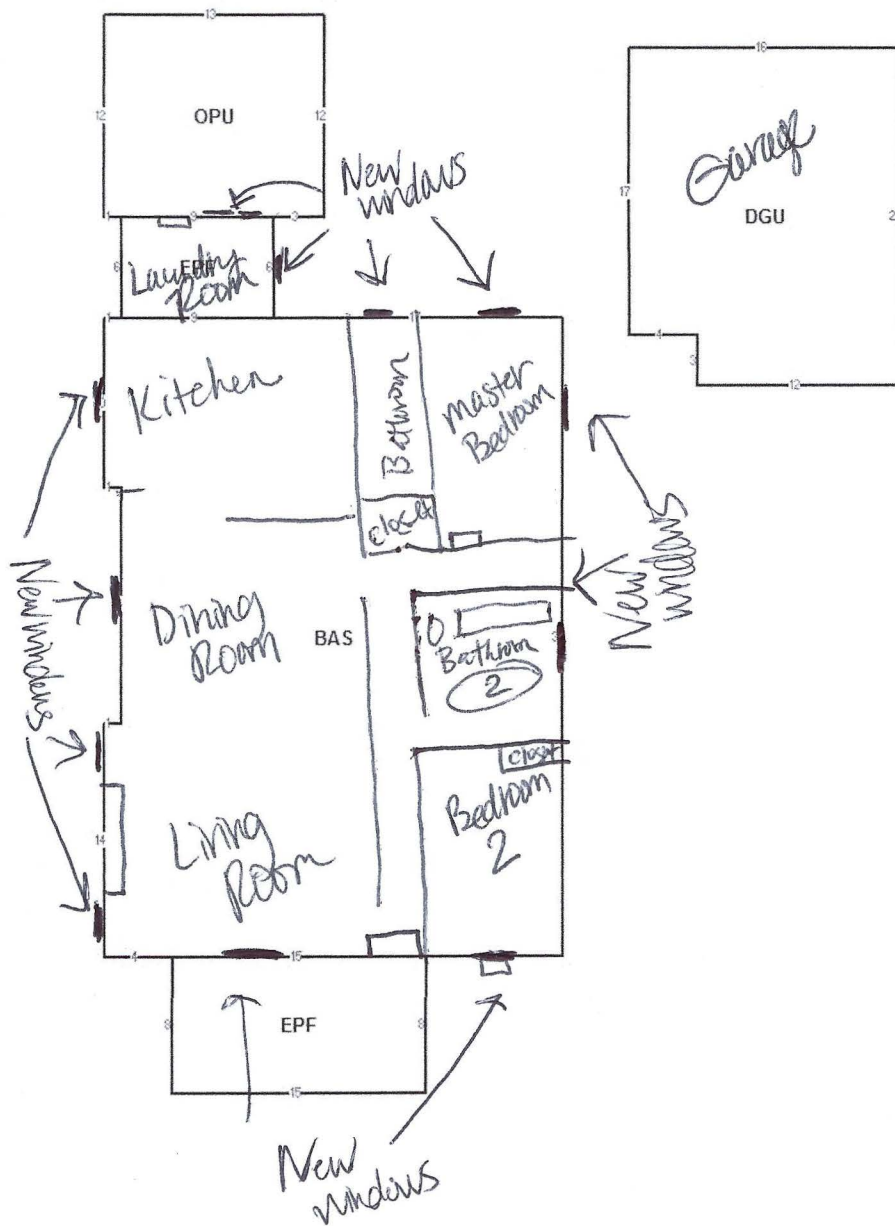




Garage Apartments - Floor Plans



Single Family Home - Floor Plan



15

45

50

50

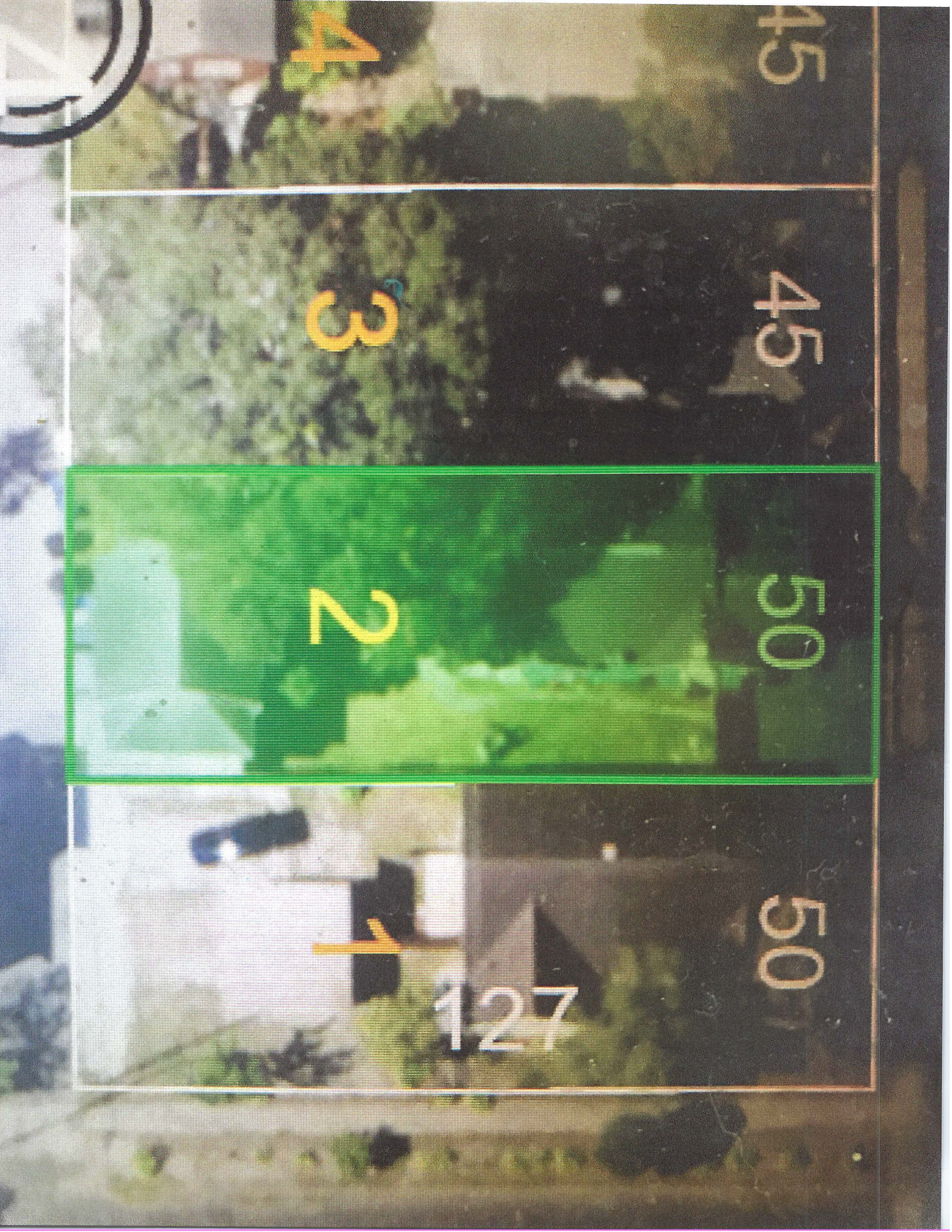
4

3

2

1

127



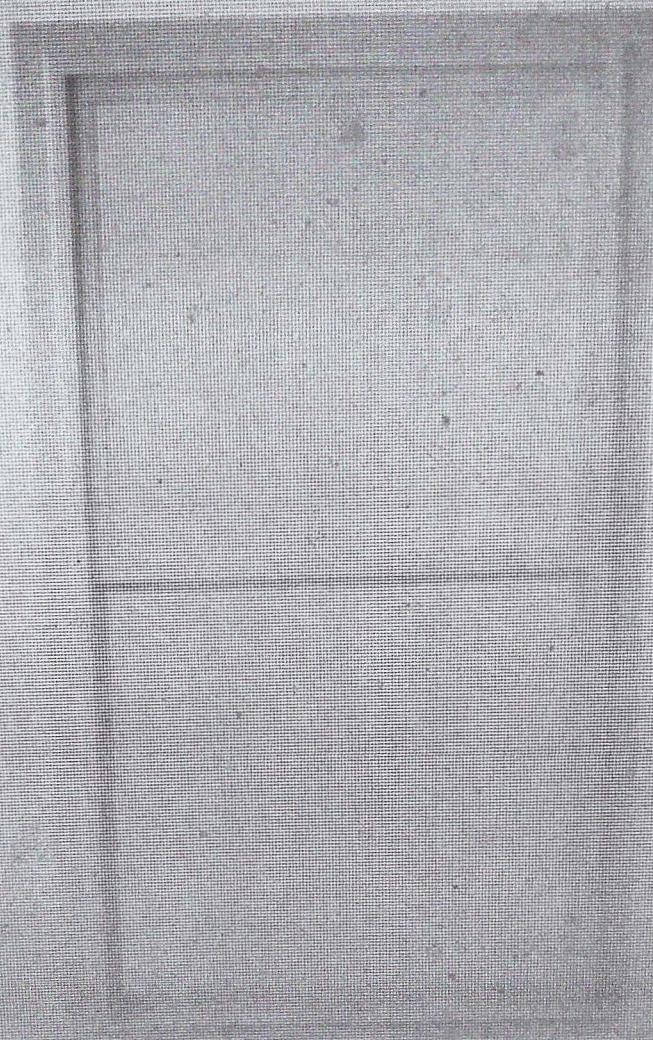


CERTIFICATE OF APPROPRIATENESS

CHECKLIST, WINDOW REPLACEMENT

- Completed COA application
- Application fee - \$50 (same materials) or \$300 (change of materials)
- Floor Plans and Elevations:
 - To scale, no larger than 11" x 17" paper or digitally submitted
 - Depicts all sides of existing & proposed structure(s)
 - Indicate location of each window replacement
- Window Schedule specifying existing windows to be replaced: materials, size, type, finish
- Number Key Photos, Floor Plans, and Elevation to correspond with Window Schedule
- Dimensioned and scaled profile section of new windows
- Manufacturers brochure and catalog photo of proposed replacement
- Written description explaining how the proposed window replacement complies with the following evaluation criteria:
 1. The replacement window and glass shall be impact resistant.
 2. The replacement window shall be Energy Star qualified for southern climate zones.
 3. The replacement window shall be setback into the wall the same distance as the historic window.
 4. The replacement window shall be the same size and shape as the historic window and opening. Historic openings shall not be altered in size. Existing, exterior trim shall be retained, where practicable.
 5. The replacement window shall have the same light configuration as the historic window. If the historic window configuration cannot be determined, the replacement window configuration shall be appropriate to the architectural style of the subject building;
 6. The replacement window shall have the same visual qualities of the historic window, where commercially reasonable:
 - a. Where provided, muntins and mullions shall have the same dimensions and profile of the historic muntins and mullions.
 - b. For hung windows, stiles shall align vertically and be the same width at the upper and lower sashes.
 - c. The top, meeting and bottom rails of a hung window, including the corresponding blind stop, shall have the same dimensions and profile of the historic window.
 7. The finished surface and appearance shall match the historic window, where practicable.

Color
White



WINGUARD® VINYL
Double Hung Window

DH5560

Removable top and bottom sashes let
you enjoy enhanced comfort and easy
exterior cleaning.

(no subject)

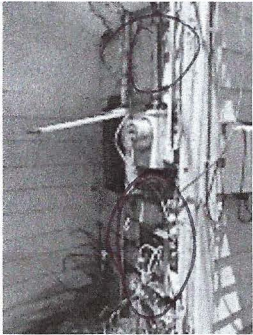
1 message

Laura Fulwider <sarasotachichomes@gmail.com>

Wed, May 26, 2021 at 12:30 PM

To: sarasotachichomes@gmail.com

2 attachments



IMG-7342.jpg
2763K

Photo 1
← wood replacement
Cedar planks



IMG-7343.jpg
2368K

Photo 2
← wood replacement
Cedar planks

(no subject)

1 message

Laura Fulwider <sarasotachichomes@gmail.com>

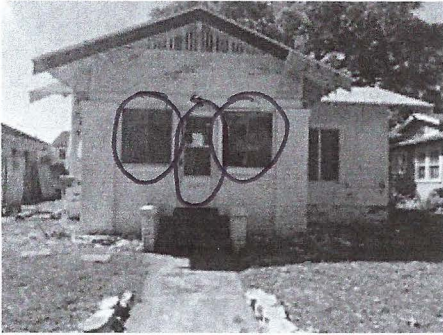
Wed, May 26, 2021 at 12:43 PM

To: sarasotachichomes@gmail.com

Photo 3

*Front door
and window removal*

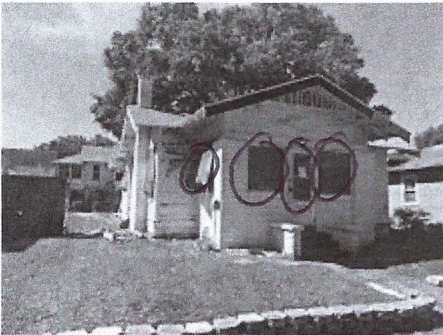
2 attachments



IMG-6693.jpg
3277K

Photo 4

*Opening up
enclosed front porch
to original open porch.*



IMG-6694.jpg
3753K

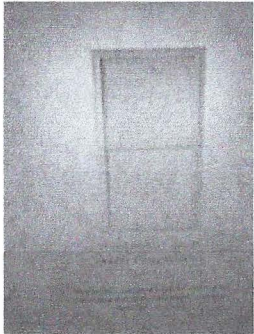
Photos 1

Laura Fulwider <sarasotachichomes@gmail.com>
To: sarasotachichomes@gmail.com

Wed, May 26, 2021 at 12:22 PM

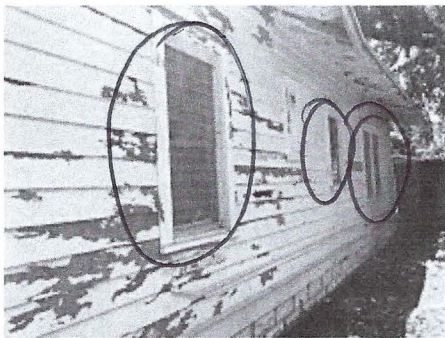
Main Home

9 attachments



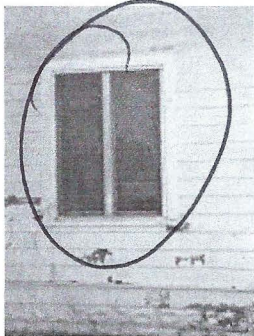
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PGT - DH 5560
Double Hung Windows



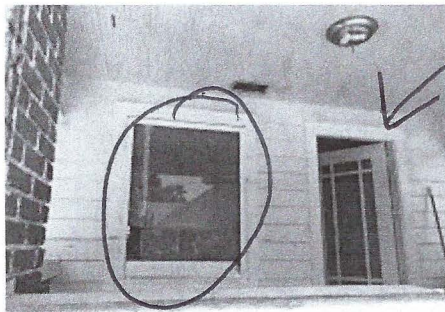
IMG-7384.jpg
2314K

new windows



IMG-7383.jpg
1516K

new windows



IMG-7379.jpg
1505K

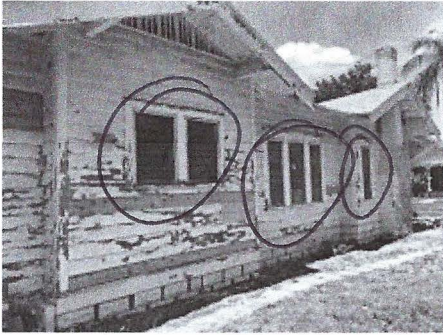
front door stays

new window

IMG-7378.jpg
3473K

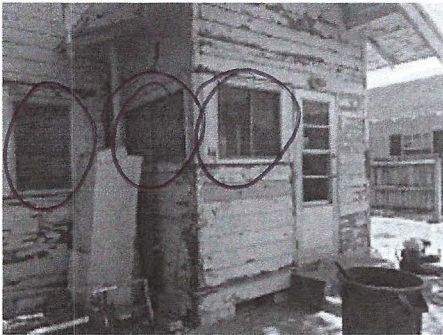


new window



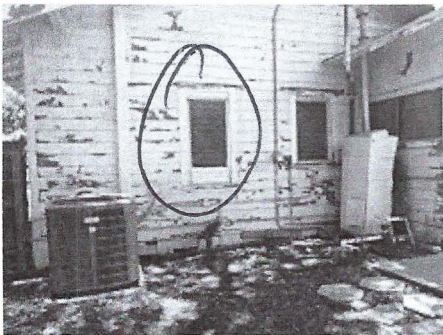
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3032K

new windows



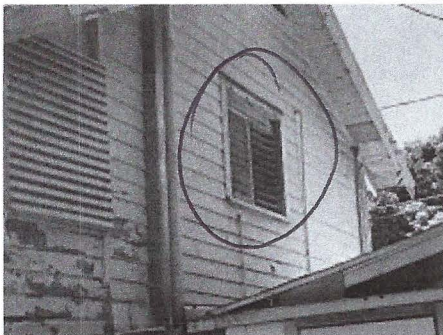
IMG-7373.jpg
1923K

new windows



IMG-7371.jpg
2863K

new window



IMG-7370.jpg
1737K

new window

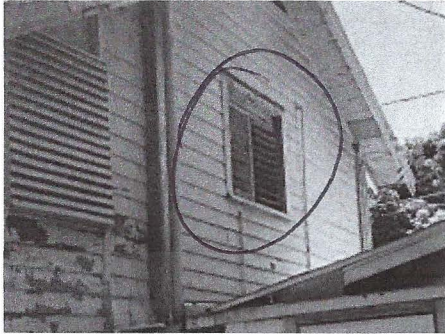
Photos 2

Laura Fulwider <sarasotachichomes@gmail.com>
To: sarasotachichomes@gmail.com

Wed, May 26, 2021 at 12:26 PM

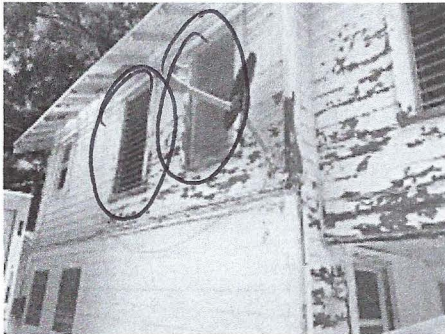
Garage Apartments

5 attachments



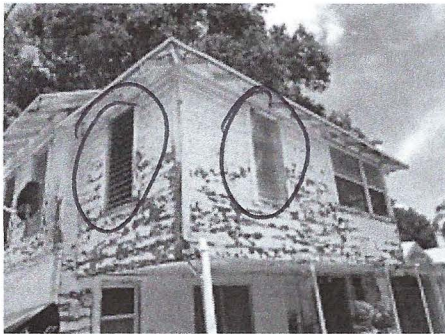
IMG-7370.jpg
1737K

← new window



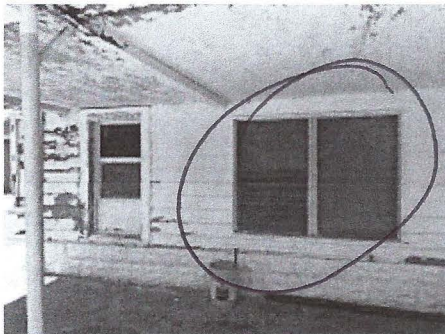
IMG-7366.jpg
2543K

← new windows



IMG-7365.jpg
3222K

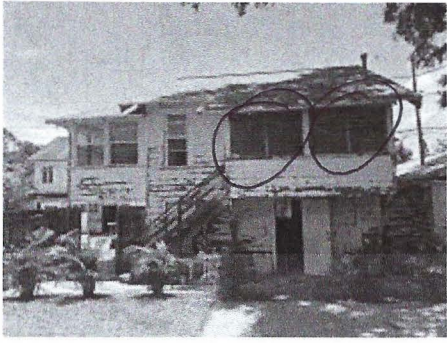
← new windows



IMG-7364.jpg
2078K

← new window

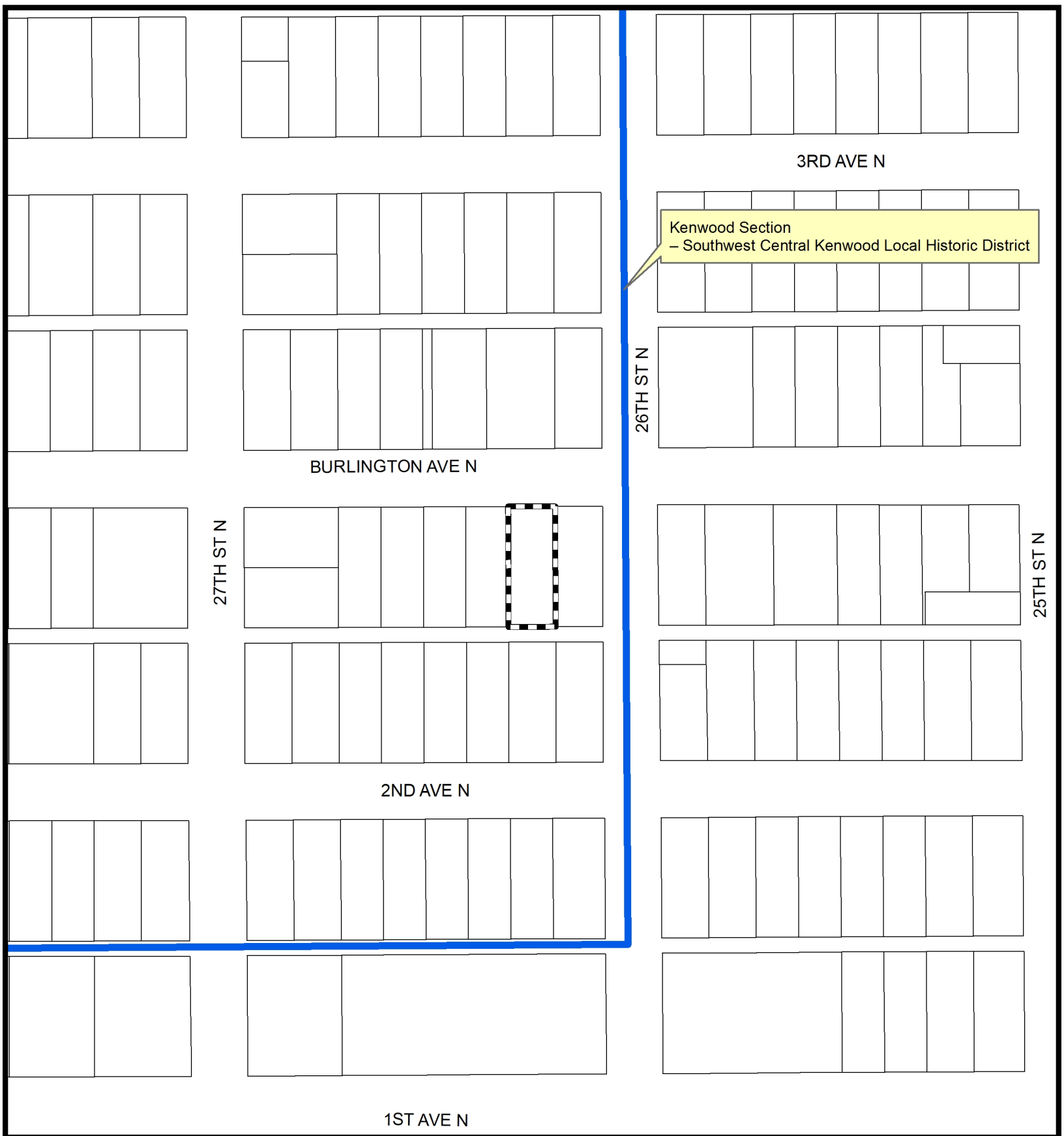
IMG-7363.jpg
2752K



← new windows

Appendix B:

Maps of Subject Property



Community Planning and Preservation Commission

2610 Burlington Ave N

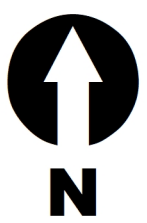
AREA TO BE APPROVED,

SHOWN IN

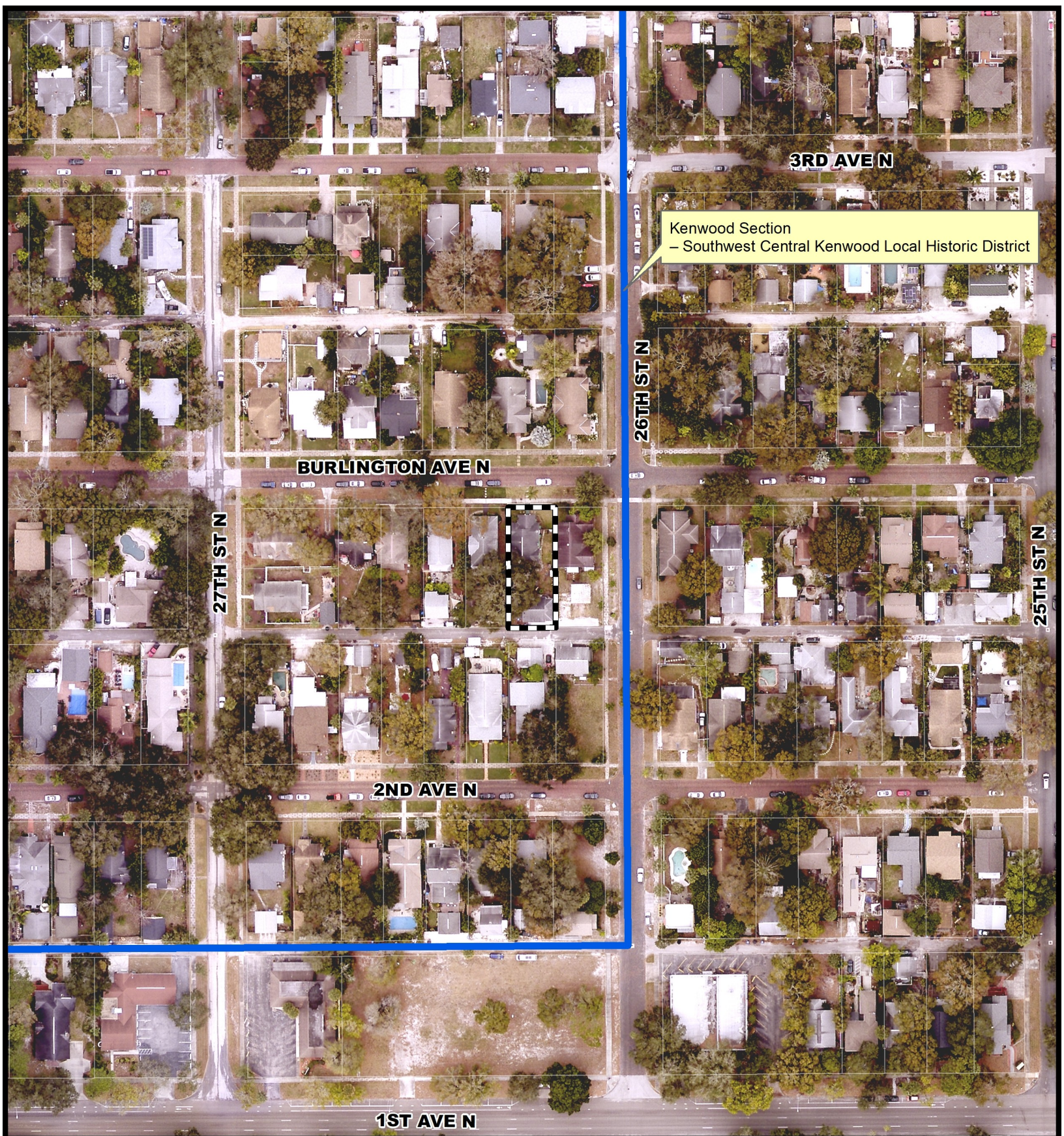


CASE NUMBER

21-90200074



SCALE:
1" = 150'



Kenwood Section
– Southwest Central Kenwood Local Historic District

Community Planning and Preservation Commission

2610 Burlington Ave N

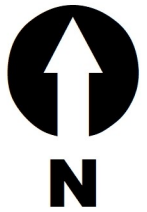
AREA TO BE APPROVED,

SHOWN IN



CASE NUMBER

21-90200074



SCALE:
1" = 150'