



## 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, December 14, 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 [www.stpete.org/meetings](http://www.stpete.org/meetings).

*According to Planning & Development Services Department records, no Commission member or his or her spouse has a direct or indirect ownership interest in real property located within 2,000 linear feet of real property contained with the application (measured in a straight line between the nearest points on the property lines). All other possible conflicts should be declared upon the announcement of the item.*

Case No.:	<b>21-90200107</b>
Address:	3232 7 <sup>th</sup> Ave. N.
Legal Description:	KENWOOD SUB ADD BLK 20, LOT 5
Parcel ID No.:	14-31-16-46350-020-0050
Date of Construction:	1940
Local Landmark:	Kenwood Section – Northwest Kenwood Local Historic District (18-90300008)
Owner:	Kristyn Ashley Schwiep
Request:	<ol style="list-style-type: none"><li>1. COA for the new installation of a fence</li><li>2. Review of an After-the-Fact Certificate of Appropriateness for alterations to the house:<ul style="list-style-type: none"><li>• Ornamental shutters</li><li>• Front door</li><li>• Porch railing</li><li>• Side yard fence and gates</li></ul></li></ol>

### Historical Context and Significance

The residence at 3232 7<sup>th</sup> Ave. N. (the subject property) was constructed in 1940 by local builder Jason A. Zurflich. The building is a good example of a 1.5-story, split level form that became popular in many American communities during the mid-twentieth century but was somewhat uncommon in St. Petersburg. Small-scale details such as simple ironwork, small divided-lite windows arranged in larger units, and undersized ornamental shutters visually lightened the residence's low, sturdy design.

In a 1943 article appearing in the St. Petersburg Times, Lillian Blackstone described the house as "cheery, artistic, [and] typically Floridian," noting the ornamental iron railings both inside and outside, and open shutters decorated with a stenciled pelican motif. As shown in Figure 1, the front porch originally ended at the front stoop, rather than extending to the left as it does today.

In most of the past alterations predating this application, such as the addition of a pool, enclosure of the original garage, and addition of a new alley-facing garage, have occurred at the house's rear elevation and are not detrimental to the subject district. Alterations undertaken visible from the facade prior to the case being discussed herein include the enclosure of a side-elevation porch in 1948 (visible in the far left of Figure 1) and the previously mentioned extension of the front stoop across the façade to create a porch. The subject property retains a high degree of historic integrity overall.



Figure 1: Photograph of the subject property from March 28, 1943 "Little Visits to St. Petersburg Homes" column



**Figure 2: 2019 Google Street View of Subject Property**



**Figure 3: 2020 Coldwell Banker listing image of subject property**



**Figure 4: Staff photograph of subject property, August 16, 2021**

## Background and Description of Work Done

The subject property has been purchased several times within recent years. In December 2020, it was purchased by Hybrid Property Solutions LLC; in August 2021 it was purchased by the current owner and applicant.

COA application 21-90200010 was submitted by Michele Atencio for Hybrid Property Solutions LLC and approved administratively in January 2021 (Appendix A). The COA request and approval included replacement of a portion of existing fence, replacement of existing ornamental shutters, and restoration of historic windows. The then-owner inquired about the process of replacing the existing front porch railing with a horizontally oriented wooden unit and was told that such a material and design change would require review by the CPPC and would likely not receive staff support.

In August 2020 the owner of another property in the subject district requested a COA to install a horizontally oriented front porch railing, using the subject property as an example of a perceived staff approval. Staff visited the subject property and observed the unapproved changes, and then initiated an investigation through the Codes Compliance Assistance Department (CCAD). At the time, the current owner was in the process of purchasing the property. Hybrid Properties LLC initially indicated they would cure the violation, but an after-the-fact COA application was later submitted by the current owner.

The application currently under review (Appendix B) proposes approval of the following work which has already been completed:

- Ornamental shutters with horizontal banding (not of board and batten style approved by COA 21-90200010 or traditional to subject district).
- Front door with horizontal lights (door replacement was not included in COA 21-90200010 and style is inconsistent. Additional building permits may be required).
- Porch railing replacement (work not included in COA 21-90200010 and style/materials are inconsistent).

- Side yard fence (style installed at right side is inconsistent with approval via COA 21-90200010 and subject district).

Additionally, the current owner seeks approval to fence in the rear yard with a "wood or white vinyl fence."

A remaining piece of the house's original ornamental metalwork was also removed without COA approval. Details on the background and work done or proposed for each element follows.

### Ornamental Shutters

Shutters that serve purely ornamental purposes were commonly applied during the mid-twentieth century, often to add softness and traditional references to modest residential facades.

Historic evidence (Figure 1) shows that the subject property was fitted with slender, nonfunctional shutters at or near the time of its construction, and the preservation of this decorative element is therefore in keeping with the goals of the COA process.

The reference in the above-quoted 1943 article to a stenciled design on the shutters suggests that the original shutters were flat. The shutters which exist in photographs from recent years were louvered. COA application 21-90200010 proposed board and batten wood shutters presenting a solid surface of vertical boards crossed by 3 horizontal battens. While not entirely traditional for the subject property, staff considered this proposed design to be simple enough to satisfy the goal of retaining ornamental shutters in this location without introducing conjectural features or distracting from the building's historic design.

The shutters that were installed are comprised of a series of spaced-out horizontal boards, seemingly referencing faux stucco shutters sometimes found in late 1950s and early 1960s masonry homes. Staff finds this design to be a substantial change from that proposed by the original COA application.



**Figure 5: Louvered shutters at subject property prior to 2020 (not original; application photo)**



**Figure 6: Board and batten shutters proposed and approved by COA 21-90200010 (application photo)**



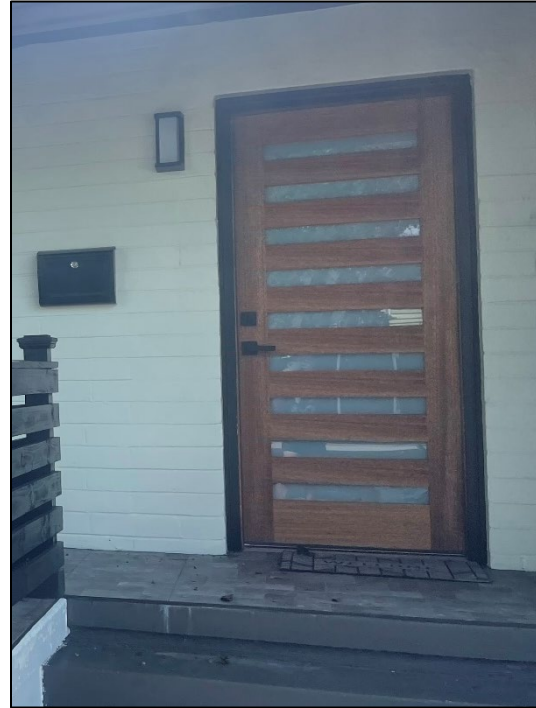
**Figure 7: Existing shutters with horizontal banding (photo from current application)**

### Front Door

The replacement of the front door was not proposed or approved by COA 21-90200010. Recent images do not reveal the details of the door that existed until 2020 because of the existence of a storm door, but it appears to have been a flat or paneled door lacking glazing.



**Figure 8: Previously-existing door and storm door  
(image from 2020 Coldwell Banker listing)**



**Figure 9: Current door**

The newly installed door features a highly contemporary design of thin horizontal stripes of frosted glass. This is not a design that is found in local homes of the era, be they vernacular, Minimal Traditional, or Mid-Century Modern in style.

### Porch Railings

The date of the front porch extension cannot be confirmed with permit records. Photographs from 1995, 2019, and 2020 show the front porch with what appears to have been a hollow aluminum railing with thin square balusters and squared posts and rails. Although the previous railing was not original to the home, its thin, vertical design minimized its visual impact, which was appropriate to the subject property and its simple, light ornamentation.



**Figure 10: Image of general type of railing that existed at subject property prior to current alterations (image via Lowe's)**

The newly installed railing features broad horizontal wooden boards rather than vertical balusters. The scale and orientation of the boards add a great amount of visual weight to the side porch, altering the balance of the subject property as a whole. Stockyard-style fences and railings are not historically found in streetcar suburb communities like Kenwood.



**Figure 11: Current front porch railing (application image)**

### Side Yard Fence

A traditional, vertically oriented wood privacy fence at the east side of the property was requested and approved as part of COA 21-90200010. In addition to this work, horizontal wooden stockyard style fences and gates have been installed at the north and south sides of the west side yard. This style of fence is not typical to the subject district and has not previously been approved.



**Figure 12: Front right side fence and gate**



**Figure 13: Rear side fence and gate**

### Back Yard Fence

In addition to the after-the-fact approvals, the applicant is requesting approval to install a 6-foot white vinyl privacy fence at the rear property line.



**Figure 14: Existing rear fence at subject property**



## Removed Metalwork

A wrought iron scroll above the front entrance appears to have been the last of the remaining metal ornamentation that was original to the subject property. It appeared in 2019 and 2020 photographs but has since been removed without COA approval.



Figure 15: Metal scroll at entrance circled in red. 2019 image via Google Street View.



Figure 16: Staff image

## Project Review

### General Criteria for Granting Certificates of Appropriateness

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

#### **Inconsistent**

Prior to 2020-2021 alterations, the subject property appeared to be in need of general maintenance but retained its overall integrity.

The alterations being discussed herein were not necessary for the structural soundness or comfortable use of the property; they are entirely related to stylistic changes.

Staff finds that the changes that have been made detract from the subject property's integrity of historic design and materials, therefore creating an impact to the subject district.

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

**Consistent** The alterations do not directly impact other contributing resources in the subject district.

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.*

**Inconsistent** As a whole, the changes take the subject property's design in the direction of an incompatible "Mid-Century" aesthetic.

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

**Information not provided** Estimates of the cost to reverse the alterations have not been provided.

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

**Consistent** All change proposed by the application, with the exception of the rear fence, have already been completed.

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 subject property is a contributing element of the Kenwood Section – Northwest 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 project meets this criterion as the property will remain 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.*

**Inconsistent** The subject property is overall modest in design, with its historic ornamentation and decorative features being limited in application and small in scale. The changes discussed herein remove these qualities and replace them with a number of visually bulky elements, changing the design of the residence.

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.*

**Inconsistent** Staff has strong concerns about alterations that attempt to "modernize" stylistically simple Depression and World War II-era homes through the application of incompatible decoration. The subject property, along with many of its contemporary neighbors in Kenwood and throughout St. Petersburg, represents the straightforward architecture of the city's slow but steady recovery from the bust of the 1920s Land Boom. The buildings that date to the time between the 1920s Boom and the post-World War II Boom are often neither fully bungalow nor fully ranch homes but represent a time of great transition in American history. Their style and form should be respected.

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 porch extension occurred during the historic era and its form has been retained.

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

**Generally consistent** Many of the materials that have been altered had already been replaced and were not original to the subject property.

As such, more compatible replacements can be found.

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.*

**Inconsistent** The changes introduce new, incompatible designs, which are not supported by historic 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.*

**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.

#### 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: 2 of 5 relevant criteria fully or partially satisfied.
- Additional Guidelines for Alterations: 3 of 6 relevant criteria fully or partially satisfied.

Staff acknowledges that the alterations being discussed in this report were undertaken by the previous owner and has tried to explore ways to bring the subject property into compliance with both the last owner and the current owner. The repair and maintenance issues handled through the original COA application 21-90200010 were all addressed administratively, and staff sought to aid the owner at that time with their stated goal of restoring the property.

However, numerous elements of the home have been drastically altered without approval and in ways that directly conflict with the criteria for COA and St. Petersburg's Design Guidelines for Historic Properties. These alterations were not necessary for the viability of the building.

While the intent of this alteration appears to have been to strengthen the home's Mid-Century references, the design utilized does not have historic precedent, making the change conjectural and incompatible. Staff strongly cautions against the introduction of false historicity in local historic landmarks and districts.

#### Staff Recommendation

Based on a determination of general inconsistency with Chapter 16, City Code of Ordinances, staff recommends that the Community Planning and Preservation Commission **deny** the Certificate of Appropriateness request for the alteration of the property at 3232 7<sup>th</sup> Ave. N., a contributing property to the Kenwood Section – Northwest Kenwood Local Historic District.

Alternative Conditions of Approval are provided for discussion in Appendix E.

# Appendix A:

Application No. 21-90200010 and Approved Administrative  
COA



# CERTIFICATE OF APPROPRIATENESS

Application No. \_\_\_\_\_

## List of Required Submittals

### Included in this packet:

- General Information
- COA Approval Matrix
- Application
- Narrative

### Only complete applications will be accepted:

- Completed COA application form
- Application fee payment  
(See fee schedule in General Information section)
- Site plan or survey of the subject property:
  - To scale on 8.5" x 11" paper
  - North arrow
  - Setbacks of structures to the property lines
  - Dimensions and exact locations of all property lines, structures, parking spaces and landscaping
- Elevation drawings:
  - On 8.5" x 11", 8.5" x 14", or 11" x 17" paper
  - Depicts all sides of existing & proposed structure(s)
- Samples or a detailed brochure for new materials to be used
- Photographs of the subject property and structures in question

### The following items are optional, but strongly suggested:

- Floor plans:
  - To scale: on 8.5" x 11", 8.5" x 14", or 11" x 17" paper
  - North arrow
  - Locations of all doorways, windows, and walls (interior & exterior)
  - Dimensions and area of each room

**Note:** A Historic Preservation Inspection is required as part of the Building Permit process. A final building inspection will not be conducted until the Historic Preservation Inspection is approved or waived by Historic Preservation staff.

Planning and Economic  
Development Department

Urban Planning and  
Historic Preservation  
Division

[http://www.stpete.org/  
historic\\_preservation](http://www.stpete.org/historic_preservation)

City of St. Petersburg  
P.O. Box 2842  
St. Petersburg, FL 33713  
727 / 893.7471

Last Updated: 09/12/2012

Completeness review by city staff: \_\_\_\_\_



# CERTIFICATE OF APPROPRIATENESS

## GENERAL INFORMATION

### Purpose

The Historic Preservation Ordinance, [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 insure that the integrity and character of the landmark or historic district is maintained.

### Pre-Application Meeting

All applicants must 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 (see Community Preservation Commission Schedule). Minor maintenance projects can often be approved at this meeting. Pre-application meetings can be scheduled by calling (727) 892-5470.

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 Preservation Ordinance. Although legal notification is mandatory for administrative approvals, these applications will 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 Preservation Commission.

### Application Submittal

Only complete applications will be accepted. (See the List of Required Submittals for COA applications.) Complete applications must be filed by 2:00 PM on the application deadline date. Per the Commission'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. Applications in excess of twelve (12) which require a public hearing shall be scheduled for the next available regular meeting.

### 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</i>			
<i>Revision of previously approved COA - ½ of the original fee</i>			

### Site Plans, Floor Plans, and Elevation Drawings

All applications for the Community Preservation Commission require a detailed, accurate site plan or survey and elevation drawings. Some applications for the Commission may 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

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### **Community Preservation Commission Review**

By applying to the Community Preservation Commission, the applicant grants permission for Staff and members of the Community Preservation Commission 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. Any Code violations found by the City Staff or the Community Preservation Commission members during review of the subject case will be referred to the Codes Compliance Assistance Department.

### **Legal Notification**

All applications made to the Community Preservation Commission are required by City Code to provide public notification of Certificate of Appropriateness applications. The applicant will be required to post a sign on the subject property and to hand deliver, or send via the U.S. Postal Service, notification letters to all property owners within 200 feet of the subject property. The City will provide one original notification letter and procedures to complete the posting of the sign and the notification of property owners. The applicant will be responsible for obtaining a list of properties and mailing labels from the [Pinellas County Property Appraiser](#). These legal notifications must be mailed by the dates noted on the Community Preservation Commission 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 Community Preservation Commission on the dates listed on the Community Preservation Commission Schedule. The public hearings begin at 9:00 A.M. in the City Council Chambers at City Hall, located at 175 5th Street North. All proceedings are quasi-judicial. Therefore, it is required that the applicant or authorized representative attend the hearing.

### **Community Preservation Commission Approvals**

If approved by the Community Preservation Commission, 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 Community Preservation Commission meeting, unless otherwise directed by the Commission. 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 completed 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 Community Preservation Commission or Historic Preservation Division does not grant or imply other variances from the City Code, FEMA regulations, or other applicable codes. Applicants are advised to contact the Construction Services and Permitting Division at (727) 893-7231 to determine if any other regulations may affect a given proposal.

### **FEMA Regulations**

FEMA regulations may affect your ability to proceed with your plans – even if approved by the Community Preservation Commission. 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) 893-7876 to determine the impact of FEMA regulations, if any.





# Certificate of Appropriateness Approval Matrix

(City code section 16.30.0070.2.6, updated June 2011)

ACTION	CONTRIBUTING and INDIVIDUAL LANDMARKS			NON-CONTRIBUTING		
	Staff	CPC	No Review	Staff	CPC	No Review
<b>ADDITIONS</b>						
All		X			X	
<b>ARCHAEOLOGY</b>						
Ground disturbing activities (digging, planting, use of heavy machinery, excavation, vegetation removal)		X				X
<b>CANVAS AWNINGS</b>						
Installation, removal, or alterations	X			X		
<b>CLEANING</b>						
1. Pressure washing, less than 100 psi			X			X
2. Other methods and applications	X			X		
<b>CARPORTS and PORTE COCHERES</b>						
All alterations		X		X		
<b>DECKS, PATIOS, PERGOLAS</b>						
1. With a roof		X		X		
2. Without a roof	X			X		
<b>DEMOLITIONS</b>						
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		
<b>DOORS, ENTRIES, AND GARAGE DOORS</b>						
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		
<b>DRIVEWAYS</b>						
1, Change in materials	X			X		
2. Change in size or configuration		X			X	
3. New or relocated driveway		X			X	
<b>EXTERIOR WALL FINISH</b>						
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		
<b>FOUNDATIONS</b>						
1. Same material, style, and size	X			X		
2. Change in material, style, or size		X		X		
3. Sidewalk vault lights		X			X	
<b>INTERIOR ALTERATIONS</b>						
Ad Valorem Tax Exemption Applications ONLY	X					X
<b>LANDSCAPE FEATURES</b>						
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)

ACTION	CONTRIBUTING and			NON-CONTRIBUTING		
	Staff	CPC	No Review	Staff	CPC	No Review
<b>MECHANICAL SYSTEMS</b>						
1. Electrical, plumbing, pool equipment	X			X		
2. HVAC - visible from ROW		X			X	
3. HVAC - non-visible from ROW	X			X		
4. Solar Panels - visible from ROW		X			X	
3. Solar Panels - non-visible from ROW	X			X		
4. Other		X			X	
<b>NEW CONSTRUCTION</b>						
All		X			X	
<b>PAINTING</b>						
1. Painting previously painted surfaces			X			X
2. Changes in paint color			X			X
<b>PLAQUES AND MARKERS</b>						
All	X			X		
<b>POOLS</b>						
1. Above ground pools		X			X	
2. In ground pools	X			X		
3. Pool screen enclosures		X			X	
<b>PORCHES AND BALCONIES</b>						
1. Open an enclosed porch	X			X		
2. Enclose a porch		X			X	
3. Alterations		X			X	
<b>RELOCATION</b>						
All		X			X	
<b>RESTORATION ( A return to the original based on historic evidence as originally designed and constructed.)</b>						
All	X			X		
<b>ROOF</b>						
1. Same materials and shape	X			X		
2. Change in materials		X			X	
3. Change in shape		X			X	
4. Other alterations		X			X	
<b>SIGNS</b>						
All signage	X			X		
Street numbers			X			X
<b>SHEDS</b>						
Less than 100 sq. ft.	X			X		
<b>SHUTTERS</b>						
1. Removable shutters	X			X		
2. Permanent shutters	X			X		
<b>SITE WALLS AND FENCES</b>						
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		
<b>WINDOWS</b>						
1. Same materials, style, and size	X			X		
2. Change in materials or style		X			X	
3. Change in openings		X			X	



# CERTIFICATE OF APPROPRIATENESS

Application No. \_\_\_\_\_

All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg's Planning and Economic Development Department, located on the 8th floor of the Municipal Services Building, One Fourth Street North, St. Petersburg, Florida.

## GENERAL INFORMATION

### NAME of APPLICANT (Property Owner):

Street Address:

City, State, Zip:

Telephone No:

Email Address:

### NAME of AGENT or REPRESENTATIVE:

Street Address:

City, State, Zip:

Telephone No:

Email Address:

### PROPERTY INFORMATION:

Street Address:

Parcel ID or Tract Number:

General Location:

Designation Number:

## AUTHORIZATION

City staff and the designated Commission will visit the subject property during review of the requested COA. Any code violations on the property that are noted during the inspections will be referred to the city's Codes Compliance Assistance Department.

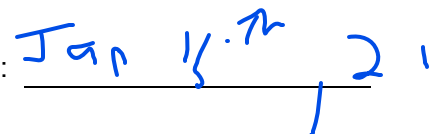
By signing this application, the applicant affirms that all information contained within this application packet has been read and that the information on this application represents an accurate description of the proposed work. The applicant certifies that the project described in this application, 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 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 / Agent:



Date:





# CERTIFICATE OF APPROPRIATENESS

**NARRATIVE** (PAGE 1 OF 2)

All applications must provide justification for the requested COA based on the criteria set forth in the Historic and Archaeological Preservation Overlay ([City Code Section 16.30.070](#)). These criteria are based upon the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties (available on-line at [www.nps.gov/history/hps/tps/standards\\_guidelines.htm](http://www.nps.gov/history/hps/tps/standards_guidelines.htm)). Please type or print clearly. Illegible responses will not be accepted. Please use additional sheets of paper if necessary.

## GENERAL INFORMATION

Property Address: \_\_\_\_\_ COA Case No: \_\_\_\_\_

### Type of Request

- Alteration of building/structure
- New Construction
- Relocation
- Demolition
- Alteration of archaeological site
- Site Work

### Proposed Use

- Single-family residence
- Multi-family residence
- Restaurant
- Hotel/Motel
- Office
- Commercial
- Other

Estimated Cost of Work: \_\_\_\_\_

## WRITTEN DESCRIPTION OF PROPOSED WORK

Explain what changes will be made to the following architectural elements and how the changes will be accomplished. Please provide a detailed brochure or samples of new materials.

### 1. Structural System

---

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---

### 2. Roof and Roofing System

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---

---



# CERTIFICATE OF APPROPRIATENESS

*NARRATIVE* (PAGE 2 OF 2)

---

3. Windows

---

---

---

4. Doors

---

---

---

5. Exterior siding

---

---

---

6. Decorative elements

---

---

---

7. Porches, Carriage Porch, Patio, Carport, and Steps

---

---

---

8. Painting and/or Finishes

---

---

---

9. Outbuildings

---

---

---

10. Landscaping, Parking, Sidewalk, Garden features

---

---

---

11. Other

---

---

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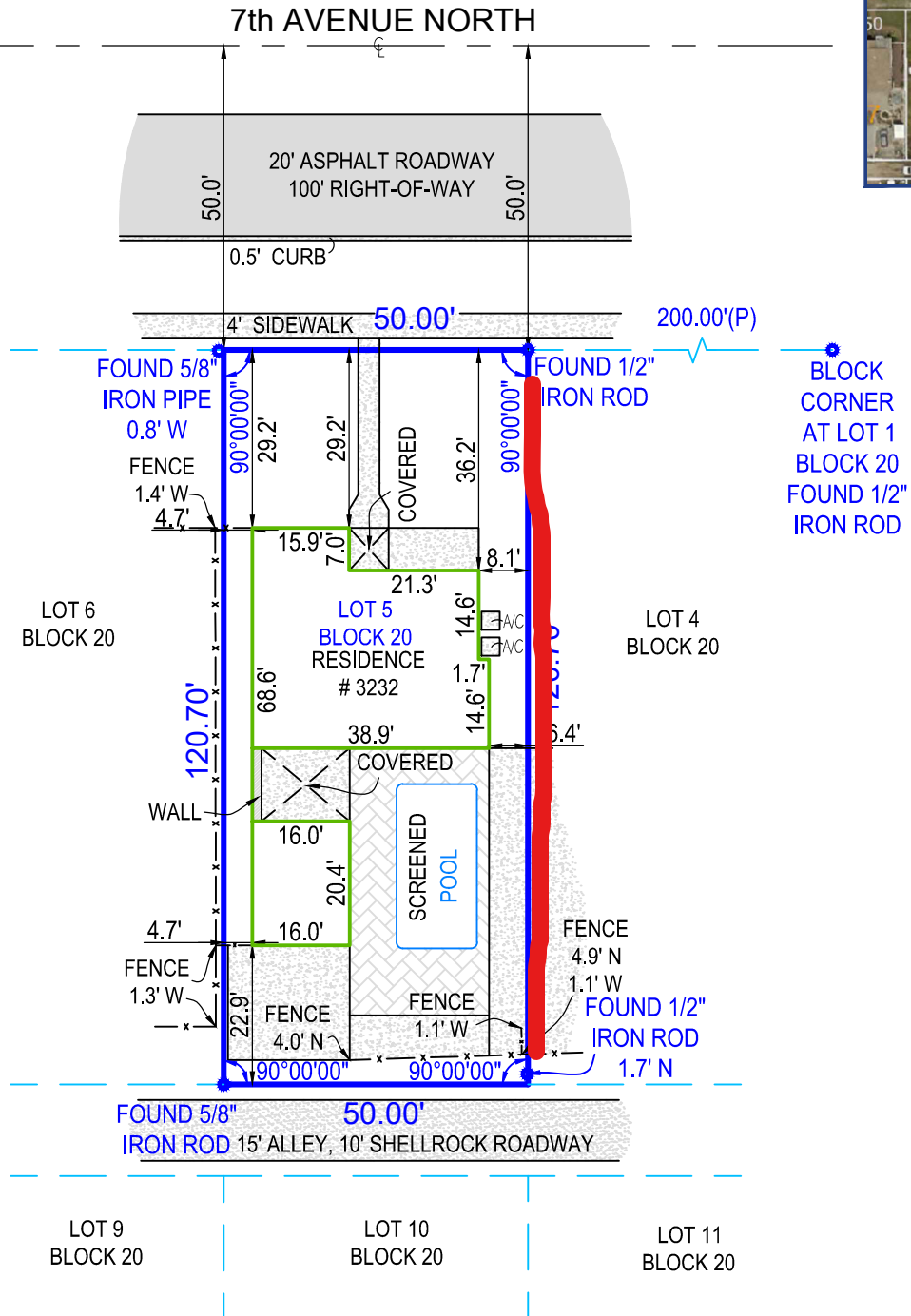
# 3232 7th AVENUE NORTH, SAINT PETERSBURG, FL. 33713



SCALE: 1"=30'



AERIAL PHOTOGRAPH  
(NOT-TO-SCALE)



- ALL ANGLES AND DISTANCES SHOWN HEREON ARE BOTH RECORD AND MEASURED UNLESS OTHERWISE NOTED

SHEET 1 OF 2 (SKETCH OF SURVEY) - SEE SHEET 2 OF 2 FOR LEGAL DESCRIPTION, AND OTHER SURVEY RELATED DATA. SURVEY IS NOT COMPLETE WITHOUT ALL SHEETS











You're shopping **Carrollwood** ▾

🕒 **OPEN** until 9 pm

Home / Lumber & Composites / Fencing / Wood Fencing

🛠 Save to List

## 6 ft. H x 8 ft. W Pressure-Treated Pine Dog-Ear Fence Panel

★★★★☆ (605) ▾



How To Get it



X

**Lowe's Home Improvement**Home improvement is easier on our app.  
Download it now.

★★★★★ (187k)

**INSTALL****Ekena Millwork 2-Pack 18-in W x 79-in H Off-White Board and...****Alpha 2-Pack 14.31-in W x 35-in H Gray Board and Batten Vin...****Design Cr Millworks W x 72-in l****\$156<sup>.87</sup>**

★☆☆☆☆ 1

[View Q&A](#)**Design Craft Millworks 2-Pack 15-in W x 39-in H Board and Batten Wood Western Red Cedar Exterior Shutters**

Item #2418853 Model #420073





# Certificate of Appropriateness

## City of St. Petersburg

### Urban Planning and Historic Preservation

COA Number  Application Date

Applicant First Name  Last Name

Property Owner First Name  Last Name

Property Address

Number Street Street Type Direction Unit Number

Resource Name  Designation Number

Cost  Related File

#### Proposed Work:

- Wooden privacy fence at east property line
- Replace existing non-historic decorative shutters in same location with wood
- Restoration of historic wood windows

TypeReview  CPC Date

Approval  Action Date  COA Expiration

#### Conditions Of Approval

Please request historic preservation final inspection.  
Fence must comply with all zoning requirements.  
Wood window sashes, frames, and trim to be restored, re-balanced, and re-glazed as necessary with like materials.  
Contact historic preservation office if scope of work changes.

**This certifies that the proposed work related to the property listed above has been approved by the Urban Planning and Historic Preservation division of the Planning and Economic Development Department. The approval of this Certificate of Appropriateness in no way constitutes approval of an "Application for Permit to Build" by the City of St. Petersburg's Construction Services and Permitting Division or any other required City permit approvals.**

Staff Signature

Applicant Signature



# Appendix B:

Application No. 21-90200107



**CITY OF ST. PETERSBURG, FLORIDA**

**CERTIFICATE OF APPROPRIATENESS  
APPLICATION PACKET**

[stpete.org/history](http://stpete.org/history)

Urban Planning and Historic Preservation Division  
Planning and Development Services Department  
City of St. Petersburg  
Municipal Services Center  
One Fourth Street North, 8<sup>th</sup> Floor  
St. Petersburg, Florida 33701



# 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

3232 7th Ave N

Property Address

Kenwood

Historic District / Landmark Name

Kristyn A. Schwiep

Owner's Name

3232 7th Ave N, ST. Petersburg, FL 33713

Owner's Address, City, State, Zip Code

14-31-16-46350-020-0050

Parcel Identification No.

Corresponding Permit Nos.

Property Owner's Daytime Phone No.

kschwiep@gmail.com

Owner's Email

Authorized Representative (Name & Title), if applicable

Representative's Daytime Phone No.

Representative's Address, City, State, Zip Code

Representative's Email

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

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

*Kristyn Schwiep*

Date:

8/30/2021

Signature of Representative:

Date:



# 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](mailto:Laura.Duvekot@stpete.org)) or Kelly Perkins ([Kelly.Perkins@stpete.org](mailto: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
WINDOW Fixtures	1+ 2	Want to keep as is w/ horizontal Fixtures
DOOR	2	Want to keep as is w/ horizontal Door
Porch Railing	3	Want to keep as is w/ horizontal Railings
Fence/Gate	4	Want to keep as is w/ horizontal Fence/Gate
BACK Fence Gate	5	Want to ADD WOOD or White VINYL Fence to backyard for PRIVACY



# 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 - 1/2 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 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
<b>ADDITIONS</b>						
All		X			X	
<b>ARCHAEOLOGY</b>						
Ground disturbing activities			Certificate to Dig Required			Certificate to Dig Required
<b>CANVAS AWNINGS</b>						
Installation, removal, or alterations	X			X		
<b>CLEANING</b>						
1. Pressure washing, less than 100 psi			X			X
2. Other methods and applications	X			X		
<b>CARPORTS and PORTE COCHERES</b>						
All alterations		X		X		
<b>DECKS, PATIOS</b>						
1. With a roof		X		X		
2. Without a roof	X			X		
<b>DEMOLITIONS</b>						
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		
<b>DOORS, ENTRIES, AND GARAGE DOORS</b>						
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		
<b>DRIVEWAYS</b>						
1. Change in materials	X			X		
2. Change in size or configuration	X			X		
3. New or relocated driveway	X			X		
<b>EXTERIOR WALL FINISH</b>						
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		
<b>FOUNDATIONS</b>						
1. Same material, style, and size	X			X		
2. Change in material, style, or size		X		X		
3. Sidewalk vault lights	X			X		
<b>INTERIOR ALTERATIONS</b>						
Ad Valorem Tax Exemption Apps ONLY	X					X
<b>LANDSCAPE FEATURES</b>						
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			
7. Alteration, planting, removal, historic vegetation	X			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
<b>MECHANICAL SYSTEMS</b>						
1. Electrical, plumbing, pool equipment	X			X		
2. HVAC	X			X		
3. Solar Panels	X			X		
4. Other	X			X		
<b>NEW CONSTRUCTION</b>						
All		X			X	
<b>PAINTING</b>						
1. Painting previously painted surfaces			X			X
2. Changes in paint color			X			X
<b>PLAQUES AND MARKERS</b>						
All	X			X		
<b>POOLS</b>						
1. Above ground pools		X		X		
2. In ground pools	X			X		
3. Pool screen enclosures	X			X		
<b>PORCHES AND BALCONIES</b>						
1. Open an enclosed porch	X			X		
2. Enclose a porch		X		X		
3. Alterations		X		X		
<b>RELOCATION</b>						
1. Into a Local Landmark district		X			X	
2. Other		X		X		
<b>RESTORATION (A return to the original based on historic evidence as originally designed and constructed.)</b>						
All	X			X		
<b>ROOF and CHIMNEYS</b>						
1. Same materials and shape	X			X		
2. Change in materials		X		X		
3. Change in shape		X		X		
4. Other alterations		X		X		
<b>SIGNS</b>						
All signage	X			X		
Street numbers			X			X
<b>SHEDS</b>						
Less than 100 sq. ft.	X			X		
<b>SHUTTERS</b>						
1. Removable shutters	X			X		
2. Permanent shutters	X			X		
<b>SITE WALLS AND FENCES</b>						
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		
<b>WINDOWS</b>						
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.

Hello,

I am presenting an appeal to keep the window fixtures, front door, gate and porch railing as they currently are, which is horizontal fixtures.

I have attached the images to this email. Image 1 references the window panels on the right side of the house. Image 2 references the door, porch and window panels (left). Image 3 references the gate/fence and image 4 is a snapshot of the front of the house.

Again, I am presenting an appeal to keep all attached photos as is and if it is denied I will be presenting in front of the board in November to keep as is.

Also, I am presenting to add a privacy fence in the backyard and want to add in a wood or white vinyl fence to the backyard/pool area. Image #5 for reference of where the fence will be and image #6&7 are white vinyl fences of neighbors.

Please let me know the status of the work above.

Thank you,  
Kristyn



3 2 3 2

SECURED BY  
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800 ADT USA  
ADT.COM







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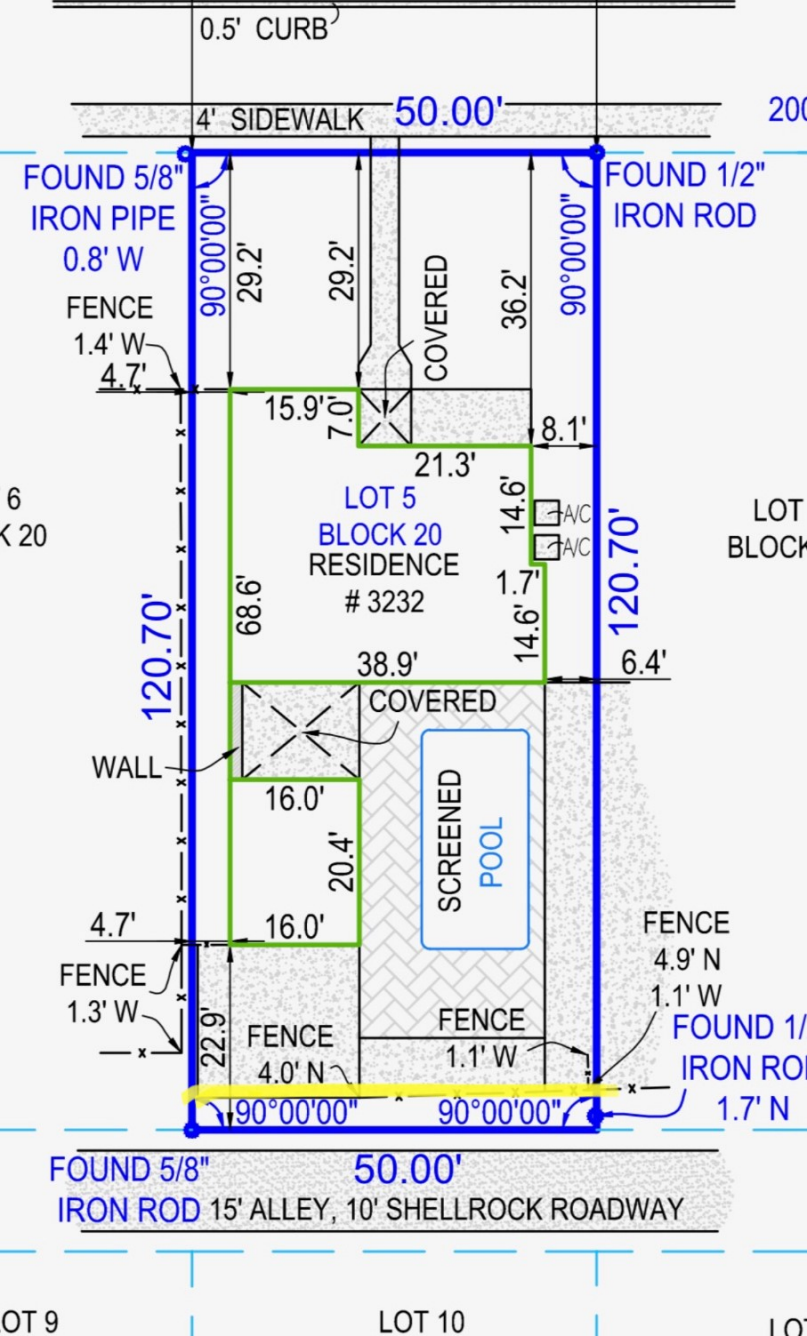






Call  
vivent.  
SmartHome

1-800-451-9999



# Appendix C:

## Corresponding Building Permits and Notes

Note: The revisions shown in V2 of this permit application packet were approved by the City without being routed through Historic Preservation. As such, an after the fact COA is not being requested for the dining room window enclosure or wall within the backyard space.



# Construction Services & Permitting Permit Revision Worksheet

Revised March 1, 2019

**Plan Revision Fees:**

**Building: Commercial:** \$45.00-1st Page / each additional Page \$12 / **Residential:** \$45.00

**Fire:** \$35.00-1st Page / each additional Page \$10

**Zoning: 1 & 2 Unit > 1,400 sq.ft.:** \$25.00 / **3 or more Units & Nonresidential:** \$40.00

**THIS FORM MUST BE FILLED OUT & SIGNED BY LICENSE HOLDER OR AUTHORIZED SIGNER**

Permit Number: 21 - 1001656 Date: 04/07/2021

Job Address: 3232 7TH AVE N

Job Name: 3232 7th ave.

Contractor/Subcontractor Name: Calixto A. Pinero

Company Name: Calrene Air Conditioning Inc.

Office Phone: - Cell Phone: (813) 679-1960

E-Mail Address: calrene.ac.inc@gmail.com Fax #: -

Please check each applicable trade:

Building     Electrical     Plumbing     Gas     Mechanical     Fire  
 Zoning     Landscape     Parking Pave     Underground Utilities     Other \_\_\_\_\_

**Description of all revisions:**

Change out of two 2-ton air-handler and condenser SC 14-seer. Replacement of all ductwork. Bathroom fan extractors, Dryer vent.

Additional square footage: - Additional fixture count: -

Additional construction cost: - Has occupancy changed?  Yes  No

Print Name Calixto A. Pinero Signature Calixto Pinero Date 04/07/21  
(License Holder or Authorized Signer)

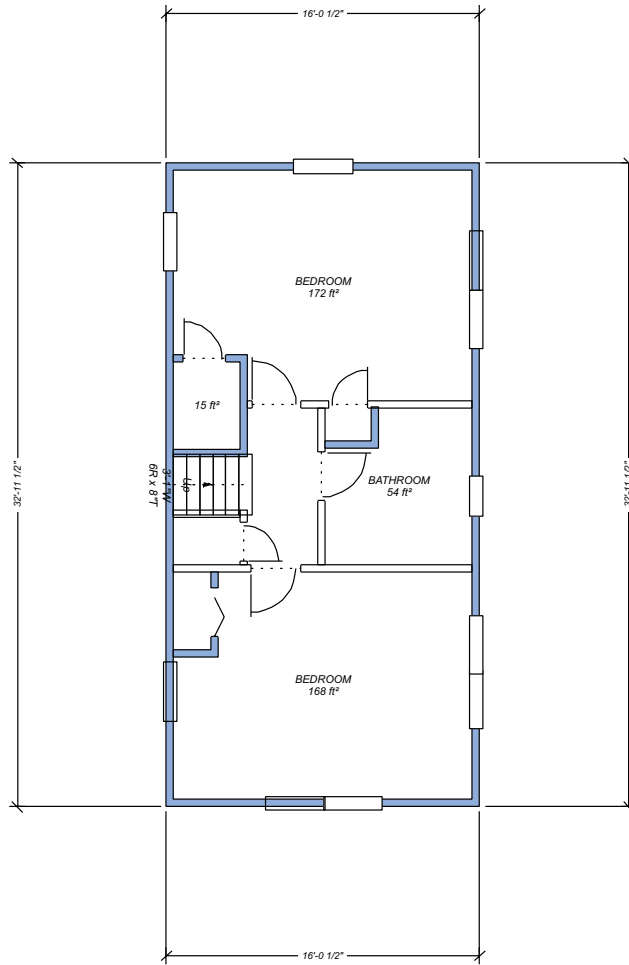
Send form via EMail to: [subcontractorcards@stpete.org](mailto:subcontractorcards@stpete.org); Via Fax: 727-892-5447  
Via Mail: City of St. Petersburg, Construction Services & Permitting, P.O. Box 2842, St. Petersburg, FL 33731-2842

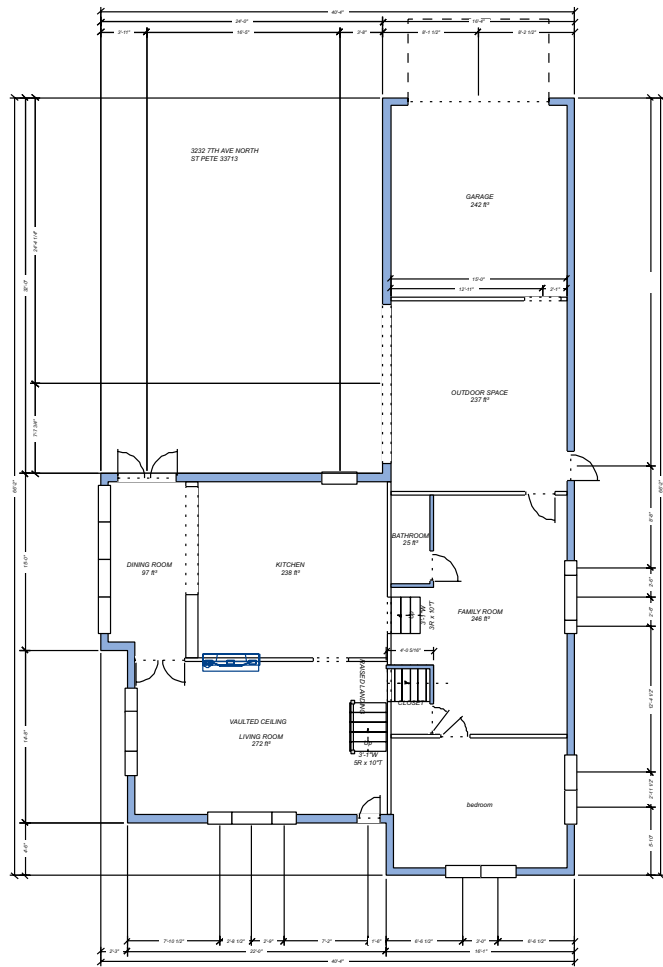
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OFFICE USE ONLY

Fire Revision Fee: \_\_\_\_\_

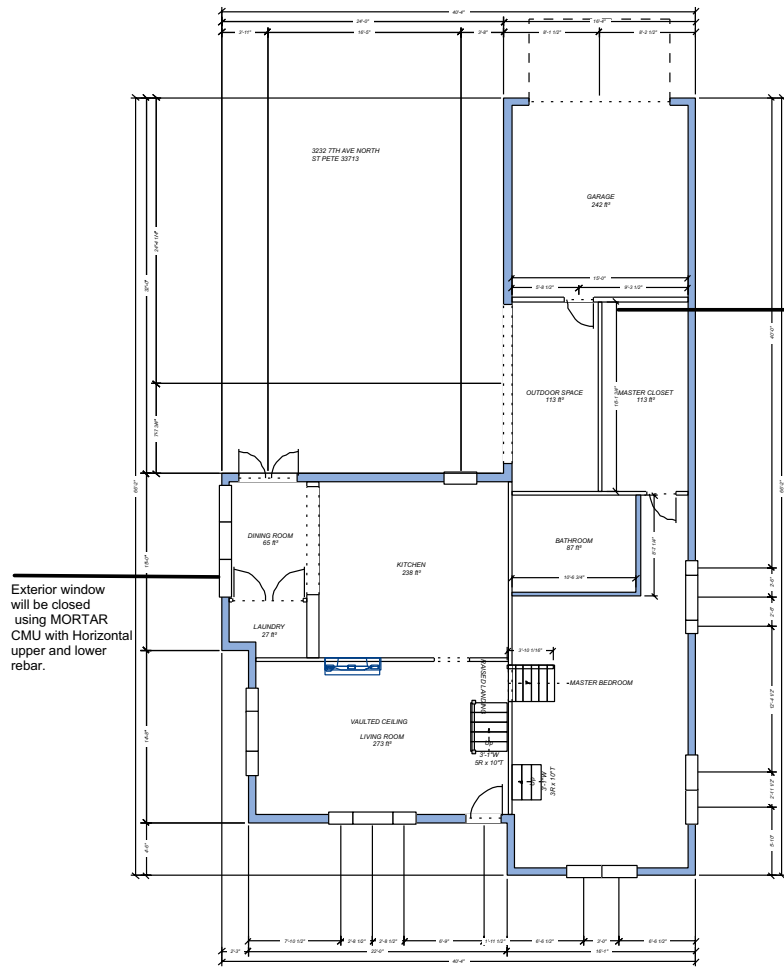
Building Revision Fee: \_\_\_\_\_

Zoning Revision Fee: \_\_\_\_\_









Exterior window will be closed using MORTAR CMU with Horizontal upper and lower rebar.

Master Closet Wall detail will be built with 2 x 4 spruce PT on bottom plate 16" oc R13 insulation 1/2 inch drywall

Kitchen layout will not change

Total of 2 bathrooms one upstairs and one downstairs Will be updated

Code	Date	Print	Miscellaneous Information
BRES	03/01/202	Y	----REVIEWER COMMENTS---- Remove wall in
BRES	03/01/202	Y	family room to increase size of m.bed.
BRES	03/01/202	Y	Enlarge m.bath. Remodel other 2
BRES	03/01/202	Y	bathrooms. Enclose part of outdoor space
BRES	03/01/202	Y	to create m.closet. Remodel
BRES	03/01/202	Y	kitchen/same layout. Block in one
BRES	03/01/202	Y	window.
BRES	03/01/202	Y	March 1, 2021 12:48:37 PM A1PERKIN.
ELER	03/01/202	Y	----REVIEWER COMMENTS----
ELER	03/01/202	Y	Elec: Upgrade service panel to 200 amp.
ELER	03/01/202	Y	21 new circuits. SM/CM
ELER	03/01/202	Y	March 1, 2021 12:49:44 PM A1PERKIN.
GNRL	01/27/202	Y	January 27, 2021 4:17:34 PM l1lurry.
GNRL	01/27/202	Y	noc atached.
HDIS	03/01/202	Y	----REVIEWER COMMENTS---- Interior work
HDIS	03/01/202	Y	and exterior paint only. No COA
HDIS	03/01/202	Y	required. NOT REQUIRED
HDIS	03/01/202	Y	March 1, 2021 12:54:15 PM A1PERKIN.
MERE	03/01/202	Y	----REVIEWER COMMENTS----
MERE	03/01/202	Y	Mech: Replace 4 ton, 5 kw, 14 SEER split
MERE	03/01/202	Y	system. 3 exhaust fans.
MERE	03/01/202	Y	March 1, 2021 12:52:04 PM A1PERKIN.
MERE	05/06/202	Y	REVISION 1
MERE	05/06/202	Y	----REVIEWER COMMENTS---- REV: Change
MERE	05/06/202	Y	out of two 2 ton, 14 SEER split systems.
MERE	05/06/202	Y	Replace all ductwork. Dryervent. NOTE
MERE	05/06/202	Y	TO TECH: No Charge.
MERE	05/06/202	Y	May 6, 2021 4:06:38 PM ckhutto.
ONLI	01/27/202	Y	January 27, 2021 2:58:39 PM l1lurry.
ONLI	01/27/202	Y	new electric service 200 amp, new
ONLI	01/27/202	Y	plumbing, a/c, all new flooring, new
ONLI	01/27/202	Y	bathroom vanity, tubs and showers, new
ONLI	01/27/202	Y	kitchen cabinets and counter tops, new
ONLI	01/27/202	Y	plumbing fixtures and electrical
ONLI	01/27/202	Y	fixtures, int/ext paint, new accend
ONLI	01/27/202	Y	wood(not siding) on home. Window repair,
ONLI	01/27/202	Y	wood fence, and appliances and
ONLI	01/27/202	Y	landscaping.
PLGR	03/01/202	Y	----REVIEWER COMMENTS----
PLGR	03/01/202	Y	Plumb: Enlarge m.bath. Remodel 3
PLGR	03/01/202	Y	bathrooms. Tankless water heater
PLGR	03/01/202	Y	March 1, 2021 12:51:12 PM A1PERKIN.

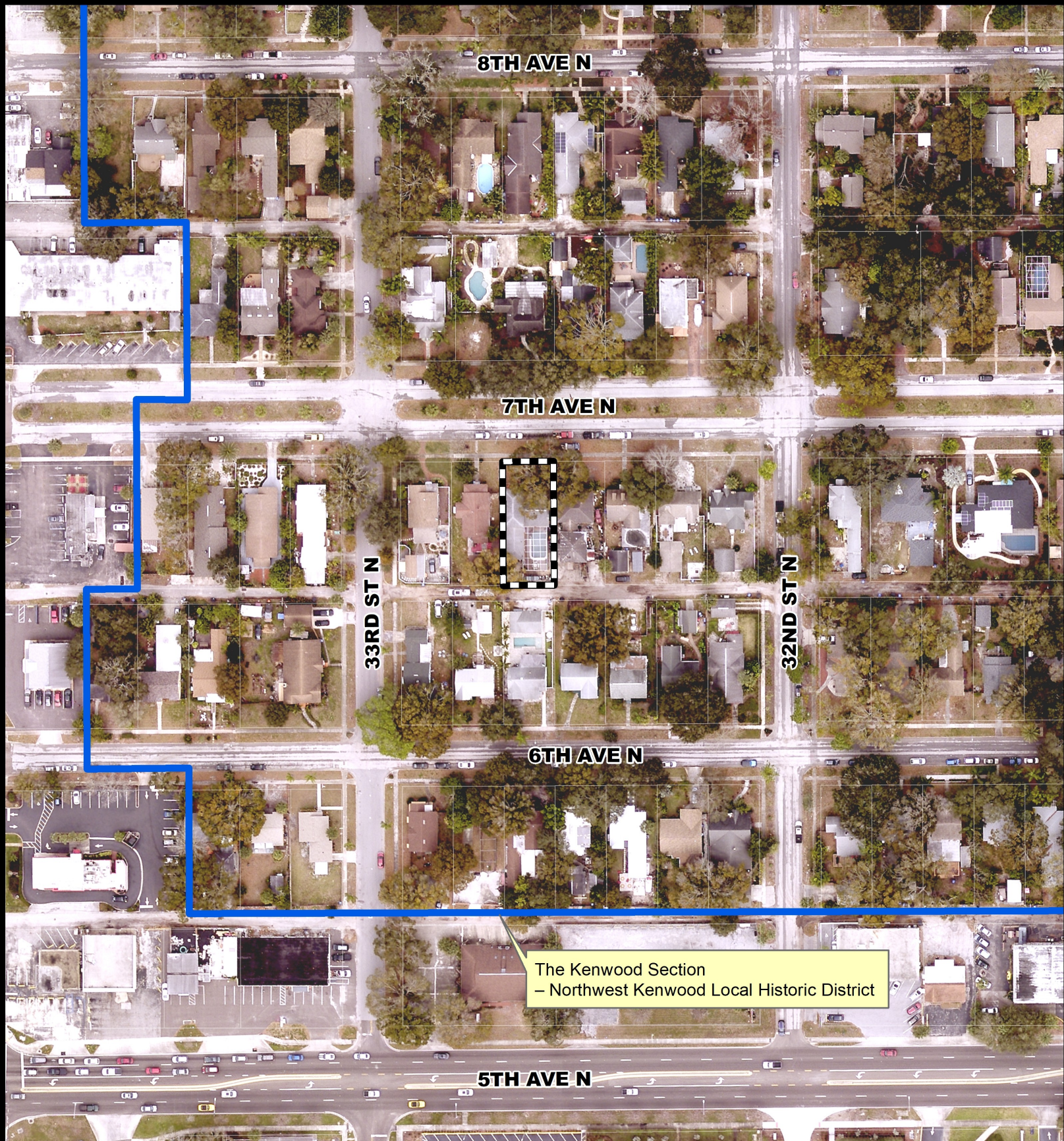
ZONE	03/01/202 Y	----	REVIEWER COMMENTS----	NT-2. Interior
ZONE	03/01/202 Y			work and exterior paint only.
ZONE	03/01/202 Y			March 1, 2021 12:53:00 PM A1PERKIN.
	9999 01/27/202 Y			City of St. Petersburg
	9999 01/27/202 Y			Asbestos Notification Statement
	9999 01/27/202 Y			Attention Building and Structure Owners
	9999 01/27/202 Y			and Contractors
	9999 01/27/202 Y			By signing the Application and Permit
	9999 01/27/202 Y			for Construction, you certify that you
	9999 01/27/202 Y			have complied, or will comply with all
	9999 01/27/202 Y			Federal State and County laws and
	9999 01/27/202 Y			regulations pertaining to asbestos. You
	9999 01/27/202 Y			further understand that any violations
	9999 01/27/202 Y			of these requirements can result in
	9999 01/27/202 Y			monetary penalties to the building
	9999 01/27/202 Y			owners, building lessees, and their
	9999 01/27/202 Y			respective contractors. Additional
	9999 01/27/202 Y			penalties for failing to comply with
	9999 01/27/202 Y			asbestos rules may include criminal
	9999 01/27/202 Y			prosecution under federal law and
	9999 01/27/202 Y			contractor license forfeiture/suspension
	9999 01/27/202 Y			under State law.
	9999 01/27/202 Y			Asbestos regulations require asbestos to
	9999 01/27/202 Y			be identified prior to beginning any
	9999 01/27/202 Y			demolition or renovation activities. A
	9999 01/27/202 Y			State licensed asbestos consultant must
	9999 01/27/202 Y			perform the survey. If asbestos is
	9999 01/27/202 Y			identified in the survey, and it is
	9999 01/27/202 Y			predicted that asbestos will be
	9999 01/27/202 Y			disturbed in any way, a State licensed
	9999 01/27/202 Y			asbestos contractor must remove it
	9999 01/27/202 Y			first. Additionally, for non-exempt
	9999 01/27/202 Y			buildings and structures written
	9999 01/27/202 Y			notification must be mailed or delivered
	9999 01/27/202 Y			to the Pinellas County Air Quality
	9999 01/27/202 Y			Division ten working days prior to
	9999 01/27/202 Y			facility load supporting members either
	9999 01/27/202 Y			being moved or removed (demolitions) and
	9999 01/27/202 Y			prior to asbestos removal projects.
	9999 01/27/202 Y			Licensing Exemption:
	9999 01/27/202 Y			Note: the following exemption
	9999 01/27/202 Y			exclusively applies to the owner of a
	9999 01/27/202 Y			single family residence, and not to any

9999 01/27/202 Y	contractor or other hired individuals.
9999 01/27/202 Y	You, as the owner and occupier of a
9999 01/27/202 Y	single family residence, not for sale or
9999 01/27/202 Y	lease, may undertake the moving, removal
9999 01/27/202 Y	or disposal of asbestos-containing
9999 01/27/202 Y	materials on your own residential
9999 01/27/202 Y	building. To qualify for the licensing
9999 01/27/202 Y	exemption, (subject to the limitations
9999 01/27/202 Y	provide below) an owner must personally
9999 01/27/202 Y	appear and sign the building permit
9999 01/27/202 Y	application.
9999 01/27/202 Y	State law requires asbestos removal to
9999 01/27/202 Y	be done by licensed contractors. You
9999 01/27/202 Y	have applied for a permit under an
9999 01/27/202 Y	exemption to that law. The exemption
9999 01/27/202 Y	allows you, as the owner of your
9999 01/27/202 Y	property, to act as your own asbestos
9999 01/27/202 Y	removal contractor even though you do
9999 01/27/202 Y	not have a license. You must supervise
9999 01/27/202 Y	the construction yourself. You may move,
9999 01/27/202 Y	remove or dispose of asbestos-containing
9999 01/27/202 Y	materials on a residential building
9999 01/27/202 Y	where you occupy the building and the
9999 01/27/202 Y	building is not for sale or lease, or
9999 01/27/202 Y	the building is a farm outbuilding on
9999 01/27/202 Y	your property. If you sell or lease such
9999 01/27/202 Y	building within 1 year after the
9999 01/27/202 Y	asbestos abatement is complete, the law
9999 01/27/202 Y	will presume that you intended to sell
9999 01/27/202 Y	or lease the property at the time the
9999 01/27/202 Y	work was done, which is a violation of
9999 01/27/202 Y	this exemption. You may not hire an
9999 01/27/202 Y	unlicensed person as your contractor.
9999 01/27/202 Y	Your work must be done according to all
9999 01/27/202 Y	local, state and federal laws and
9999 01/27/202 Y	regulations, which apply to asbestos
9999 01/27/202 Y	abatement projects. It is your
9999 01/27/202 Y	responsibility to make sure that people
9999 01/27/202 Y	employed by you have licenses required
9999 01/27/202 Y	by state law and by county or municipal
9999 01/27/202 Y	licensing ordinances.
9999 01/27/202 Y	The statements included on this page are
9999 01/27/202 Y	considered part of the:

9999	01/27/202	Y	City of St. Petersburg
9999	01/27/202	Y	Construction Services & Permitting
9999	01/27/202	Y	Application and Permit for Construction
9999	01/27/202	Y	For additional information about
9999	01/27/202	Y	asbestos:
9999	01/27/202	Y	<a href="http://www.pinellascounty.org/environment/pages/html/asbestos/as500.html">www.pinellascounty.org/environment/pages</a>
9999	01/27/202	Y	<a href="http://www.pinellascounty.org/environment/pages/html/asbestos/as500.html">html/asbestos/as500.html</a>
9999	01/27/202	Y	Pinellas County Air Quality Division 300
9999	01/27/202	Y	South Garden Ave Clearwater, FL
9999	01/27/202	Y	(727)464-4422

# Appendix D:

## Maps of Subject Property



8TH AVE N

7TH AVE N

6TH AVE N

5TH AVE N

33RD ST N

32ND ST N

The Kenwood Section  
- Northwest Kenwood Local Historic District

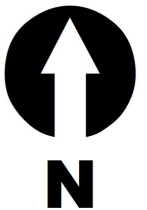
**Community Planning and Preservation Commission**

**3232 7th Ave N**

**AREA TO BE APPROVED,  
SHOWN IN**



**CASE NUMBER  
21-90200107**



**SCALE:  
1" = 140'**

8TH AVE N

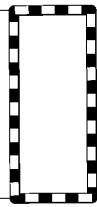
7TH AVE N

6TH AVE N

5TH AVE N

33RD ST N

32ND ST N



The Kenwood Section  
- Northwest Kenwood Local Historic District

**Community Planning and Preservation Commission**

**3232 7th Ave N**

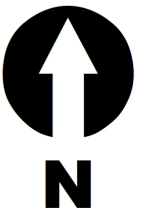
**AREA TO BE APPROVED,**

**SHOWN IN**



**CASE NUMBER**

**21-90200107**



SCALE:  
1" = 140'



# Appendix E:

Potential Conditions of Approval  
Provided for Commission Discussion

To facilitate the curing of the outstanding Codes Violations, staff recommends that the Community Planning and Preservation Commission use the following conditions as an avenue for discussion and potential approval of an after the fact COA:

1. The horizontally banded ornamental shutters will be replaced with flat paneled, louvered, or board and batten shutters in keeping with the approval granted under COA 21-90200010 and subject to staff approval.
2. The front door will be replaced with a flat or paneled door, subject to staff approval.
3. The porch railing will be replaced with a traditionally scaled metal railing unit with slender, vertically oriented balusters and minimal posts.
4. Side and rear fences and gates will be replaced with vertically oriented wood privacy fence panels to match that approved at east side yard. The fence will be no more than 6 feet high and comply with all relevant Building and Zoning requirements.
5. A metal scroll will be re-installed at the entrance, as evidenced by recent photographs, subject to staff approval.
6. A historic preservation final inspection will be required.
7. All other necessary permits shall be obtained. Any additional work shall be presented to staff for determination of the necessity of additional COA approval. Staff may refer the case to the Community Planning and Preservation Commission if additional materials submitted do not satisfy the above conditions.
8. This approval will be valid for 24 months from the date of approval, or December 14, 2023.