CALL MEETING TO ORDER:

CLERK TO CALL ROLL:

CONSIDERATION OF QUESTIONS FROM THE FLOOR, PETITIONS, COMMUNICATIONS:

1. Public Comment:
   A) Matters not appearing on this agenda.
   B) Matters appearing on this agenda but not scheduled for separate public hearing.

READING OF MINUTES: August 6, 2015

NEW BUSINESS:

1. Application #CA-15-08 Steve Sullivan, applicant, Kathleen Saunders, owner of the property located at 485 South Jackson Avenue, requests approval of a Certificate of Appropriateness to construct a new garage addition in a designated historic district pursuant to Section 2.02.01 of the ULDC. (Public Hearing Required)

2. Application #CA-15-09 Donald McLean, owner of the property located at 650 East Main Street, requests a Certificate of Approval to demolish existing garage and construct new utility area and garage in a designated historic district pursuant to Section 2.02.01 of the ULDC. (Public Hearing Required)

3. Application #CA-15-10 Herman Music, Applicant, Vineyard Church of God, owner of the property located at 490 West Vine Street, requests a Certificate of Approval to construct a new addition to an existing church in a designated historic district pursuant to Section 2.02.01 of the ULDC. (Public Hearing Required)

4. Application #CA-15-11 Gary Portell, applicant, Steve Hanna, owner of the property located at 590 South Jackson Avenue, requests approval of a Certificate of Appropriateness to construct a new accessory structure in a designated historic district pursuant to Section 2.02.01 of the ULDC. (Public Hearing Required)

DISCUSSION ITEMS: None
COMMITTEE/STAFF REPORTS:

1. Julie Clark  Real Estate Sales and Activities
2. Gregg Lamb  Permit Update

NEXT MEETING:  October 1, 2015

ADJOURNMENT:
The City of Bartow Historic Architectural Review Board and City Commission held a joint meeting on Thursday, August 6, 2015 at 4:00 p.m. (EST) in the City Commission Chambers located at Bartow City Hall, 450 N. Wilson Avenue. Notice of this meeting was posted at City Hall and on the city’s website www.cityofbartow.net.

1. CALL TO ORDER:

Chairperson Crisman called the meeting to order at 4:00 p.m.

2. ROLL CALL:

City Clerk Donna Clark called the roll and attendance was as follows:

Board Members Present:    Board Member Pat Crisman, Chairperson
                          Board Member Julie Clark
                          Board Member William Fritze
                          Board Member Judy Moss

City Commissioners Present:  Mayor J. Adrian Jackson
                            Vice Mayor Trish Pfeiffer
                            Commissioner Patrick Huff

Board Members Absent:       Board Member Gil Laplanche, Vice Chairperson
                            Board Member Leroy Joe, Jr.
                            Board Member Chris Miller

City Commissioner Absent:    Commissioner James Clements
                            Commissioner Leo Longworth

Staff Members Present:      Planning Director Bob Wiegers
                            Assistant City Clerk Donna Clark
                            Building Official Gregg Lamb

Planning Director Bob Wiegers stated that he received notification that Board Members Gil Laplanche, Leroy Joe, Jr., and Chris Miller would not be in attendance due to scheduling conflicts.
3. CONSIDERATION OF QUESTIONS FROM THE FLOOR, PETITIONS, COMMUNICATIONS:

Public Comment:

A) **Matters not appearing on this agenda.**

Chairperson Crisman opened the floor for public comment for matters not appearing on this agenda. With no comments, Chairperson Crisman closed this public comment period.

B) **Matters appearing on the agenda but not scheduled for separate public hearing.**

Chairperson Crisman opened the floor for public comment for matters appearing on the agenda but not scheduled for a separate public hearing. With no comments, Chairperson Crisman closed this public comment period.

4. **APPROVAL OF MINUTES: June 4, 2015**

**MOTION** was made by Board Member Clark seconded by Board Member Fritze to approve the June 4, 2015 minutes as presented.

**AYE:** Clark, Crisman, Fritze, Moss

**NAY:** None

Motion carried.

1. **Application #CA-15-07** - Rudine Johnson, owner of the property located at 785 South 6th Avenue, requests approval of a Certificate of Appropriateness to demolish an existing residential structure and replace it with a new residential structure in a designated historic district pursuant to Section 2.02.01 of the ULDC. *(Public Hearing Required)*

Planning Director Wiegers stated the request was submitted by the Polk County Housing Department. He stated this request is for the demolition of an existing home that was constructed in 1958 and is not listed in the Historic Registry. He briefly went through the staff report. *(The staff report is attached to these minutes as Exhibit "A".)* He stated the owner is proposing to reconstruct a home on the property. He stated this request has been publicly notice and he has had not received any comments.

Mr. Owen Mathews, Polk County Housing and Neighborhood, stated the new construction of the home will meet the setback requirements. He stated the new home will be the same size as the existing home. He stated the existing structure is deteriorating due to
termite damage that had gotten out of hand. He stated that trying to salvage the existing building is not worth it.

Board Member Clark inquired the size of the new home.

Mr. Mathews stated it will be three bedroom, two bathroom home at is 1,126 square feet.

Chairperson Crisman opened the floor for public comments. Seeing there were no comments Chairperson Crisman closed the public hearing period.

**MOTION** was made by Board Member Fritze seconded by Board Member Moss to approve the Application #CA-15-07 request for approval of a Certificate of Appropriateness as presented.

Motion approved by unanimous roll call vote.

**AYE:** Clark, Crisman, Fritze, Moss

**NAY:**

Motion carried.

5. **DISCUSSION ITEMS:**

1. **Discussion with City Commissioners**

Chairperson Crisman thanked the City Commissioner for attending this afternoon’s meeting.

Planning Director Wiegers stated that since the last joint meeting this board has only met approximately four times this year. He stated that the Building Official Greg Lamb and himself meet on a weekly basis on issues. He stated that just because there’s not much going for the board to review that it doesn’t mean nothing is happening out there. He mentioned there are still a couple of things that need to be address such as the building design for accessory buildings, expiration dates for the Certificate of Appropriateness, and the revision of the definitions to the boundaries.

Commissioner Huff told the board they are doing a good job and to keep it up.

Vice Mayor Pfeiffer inquired what are the highlights of board from this past year.

Chairperson Crisman stated there has been some discussion on accessory buildings.
Board Member Fritze stated a highlight for him was the establishment of more guidelines for signs. He stated he rides around town and sees that more signs are conforming to the regulations.

Mayor Jackson is very happy with the board and stated they are doing a great job on how this board balances the needs of the homeowners and the applicants.

6. COMMITTEE/STAFF REPORTS:

1. Julie Clark Real Estate Sales and Activities

Board Member Clark stated that since June 1st, 2015 there have been 87 active homes; 45 pending homes; 48 sold homes.

2. Gregg Lamb Permit Update

Building Official Lamb stated the City is still actively permitting new home construction. He stated the TD Riverside Bank building is being demolished and a Mattress Firm will be taking its place with a tenant space to be leased. He stated the Hampton Inn is moving right along.

Chairperson Crisman asked Building Official Lamb about the car lot on the corner of Orange Avenue and Stuart Street. She also informed him of signs in the medians.

Building Official Lamb stated that there has been a few out there and we will get with the owner about the issue. He stated that the signs are an ongoing issue, once you pick one up the next day there’s another one in its place.

Planning Director Wiegers stated the City has received plans for the Polk County Parking Garage and will be conducting a civil review and Building Official Lamb will follow up on the building permit review. He stated there’s a new retail store down south on U.S. Highway 17 and that Lakeland Regional Hospital closed on their 85 acres as part of the Silver Oaks projects.

7. NEXT MEETING: September 3, 2015

Planning Director Wiegers stated he has two applications so there will be a meeting in September.

8. ADJOURNMENT:

With no further business to discuss, Chairperson Crisman adjourned the meeting at 4:44 p.m.
Historic Architectural Review Board
and City Commission Joint Meeting
Thursday, August 6, 2015 – 4:00 p.m. (EST)
Page 5 of 5

______________________________
Chairperson Pat Crisman

______________________________
Mayor J. Adrian Jackson

ATTEST:

______________________________
Assistant City Clerk Donna Clark

ATTEST:

______________________________
City Clerk Jacqueline Poole
/general information

Request: Approval of a Certificate of Appropriateness to construct a new garage addition in a designated historic district pursuant to Section 2.02.01 of the ULDC.

Owner: Kathleen Saunders

Applicant: Steve Sullivan

Location: 485 South Jackson Avenue

Tract Size: 0.47 acres (+/-)

LAND USE SUMMARY

Zoning District: R-3, Multiple Family Residential
Maximum Density: 12 DU / Acre
Minimum Lot Size: 8,500 Sq. Ft.
Minimum Lot Width: 85 Feet
Minimum Floor Area: 600 Sq. Ft.
Maximum Lot Coverage: 65%
Maximum Building Height: 45 Feet
Minimum Building Setbacks:
Front Yard 25 Feet
Rear Yard 20 Feet
Side Yard 7 ½ Feet
Side Street 15 Feet

Adjacent Zoning: N: R-3, Multiple Family Residential
S: R-3, Multiple Family Residential
E: R-3, Multiple Family Residential
W: R-3, Multiple Family Residential

Adjacent Land Uses: N: Single Family Residence
S: Single Family Residence
E: Single Family Residence
W: Single Family Residence
SPECIAL INFORMATION

Historical Significance: The existing residential structure was built in 1870 and is identified in the Florida Master Site file as Record #509 of the 1990 Historic Properties Survey update (See Attached). It is Frame Vernacular architecture and is considered to be a contributing structure. It adds to the historical architectural qualities, historic associations, or archaeological values for which a district is significant because it was present during the period of significance of the district, and possesses historic integrity reflecting its character at that time.

Transportation/Access: No new access points to the adjacent roadways are being proposed at this time. Any future connections will be required to be properly permitted and constructed in conformance with the City's Infrastructure Development Standards.

Utility Services: The site will continue to utilize City utility services.

Public Notice: Public notice of the request was posted on the City's website and at City Hall 10 days prior to the meeting date. Fourteen adjacent property owners were notified within the required notification radius.

Development History: None

STAFF ANALYSIS

The Historic Architectural Review Board shall be responsible for identifying and maintaining Bartow’s historic buildings and structures for the benefit of its residents, both now and in the future, through the development and administration of a comprehensive historic architectural preservation program. The Board shall have the authority to review and render a decision on all proposed alterations, demolitions, relocations for contributing property, and to review new construction within the boundaries designated.

Pursuant to Section 2.02.01(I)(2) of the ULDC the following criteria shall be the basis on which the Board approves or denies a Certificate of Appropriateness application for alterations to an existing structure.

(1) New Construction Criteria.

   a. New construction shall be visually compatible with the buildings and environment with which it is visually related, including, but not limited to: the height, the floor-to-area ratio; the proportion between width and height of the exterior; the proportions and relationships between doors and windows; the relationship of solids to voids created by openings in the façade; the materials used in the facade; the texture inherent in the façade; the colors, pattern and rim used in the facade; and the design of the roof.
b. The relationship of building masses and spaces between them shall be visually compatible with the buildings and environment around them.

c. The site and landscape plan shall be sensitive to the individual building, its occupants and needs and shall be visually compatible with the buildings and environments with which it is visually related.

d. A new street facade shall relate to adjacent buildings.

e. Architectural features shall be incorporated, whenever possible, to relate the new with the old, and to preserve and enhance the characteristics of the district.

Attachments
Location Map
Application Package
Site Area Photographs
Historic Property Record
APPLICATION FOR HISTORIC DISTRICT
CERTIFICATE OF APPROPRIATENESS
City of Bartow, PO Box 1069, Bartow, Florida 33831

This application provides an applicant with a list of required information for use in preparing a request to work on a structure of site within the City's designated historic district. The request must be submitted as an original form. Additional applications may be obtained by at City Hall or downloaded from the City's website at www.cityofbartow.net. Reproductions of this application will be accepted provided that it is clear and legible.

Please PRINT unless otherwise specified: Project Name* A New Garage

Applicant's Name: Steve Sullivan Owner's Name: Kathleen C. Saunders
Street Address: 485 S. Jackson Ave. Street Address: 2405 Coventry Ave.
City, State, & Zip: Bartow FL 33830 City, State, & Zip: Lakeland FL 33803
Telephone #: 863-581-7155 Telephone #: 863-660-1002
Email Address: s.m@Entity.com Email Address: csaunders1002@ymail.com
(* Indicate name of company, group, or organization represented)

The following information is required in an acceptable form so as to accompany a request:

(1) Completed application form with all necessary attachments to address the type of request based on criteria established in Section 2.02.01(I) of the Unified Land Development Code. To assist you in completing this form a copy of the referenced Section is attached. Check the appropriate box below for type of request and include a brief description of the work to be performed in the space provided. Additional sheets, photographs and plans may be attached to describe the request as needed.

☒ New Construction ☐ Façade Alteration ☐ New Signage ☐ Minor Modification
☐ Demolition ☐ Reconstruction ☐ Relocation ☐ Other

Nature of Work Being Performed: Adding a new garage.

(2) Applications requiring a Certificate of Appropriateness shall be accompanied by a review fee of $35.00*. Checks shall be made payable to "City of Bartow." (*Fee Subject to Change)

Applicant states that she/he has read and understands the instructions on this application. Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City. Any approval granted by the City in no way constitutes a waiver from any other applicable Local, State, or Federal regulations.

Applicant's Signature: Kathleen C. Saunders Date: 8-12-15
INSTRUCTIONS TO APPLICANT

1. Abutting property owners may be notified by first class mail of any request. ("abutting property" is any property located within 150 feet of the boundary of the property)

2. If a meeting is scheduled to review a request the applicant or representative must be present. The reviewing body may approve, approve with conditions or disapprove any application. If you are not present for a scheduled meeting the request may be denied.

3. If the applicant is not the owner-of-record of the property, the owner must agree to this application either by signing the form, or by submitting a notarized letter authorizing the applicant to act as an agent.

OFFICE USE ONLY

Receipt # 01449459 Location 485 S. Jackson Ave

Comprehensive Plan FLUM Designation B3 MDR Zoning Classification MDR R-3

Property Appraiser Identification Number 253205 - 375000 - 021030

City Commission District Number C

Coordinates N/A

Historic Architectural Review Board # CA-15-08 Date 9/3/15

City Commission Review Date

City Commission Review Date
Proposed New Garage Location.

8 inch Smooth HardiePlank to be used. To match Existing 8 inch Aluminum Siding on house. HardiePlank applied to existing garage & New Garage on S Hendry Ave, & E Walsh St side of Garages.
Proposed New Garage Location
8 inch Smooth HardiePlank to be used, to match Existing 8 inch Aluminum Sliding on house. Smooth HardiePlank applied to existing garage & New Garage on S Hendry Ave & E Wabash St side of garage.
Existing garage to remain as is.

Proposed New Garage to be 8 inch Block & painted to match existing garage.
SITE NAME:
HISTORIC CONTEXTS: Spanish-American War
NAT. REGISTER CATEGORY: Building
OTHER NAMES OR MSF NOS:
COUNTY: Polk County
OWNERSHIP TYPE: Private, Individual
PROJECT NAME: Bartow: S+P
LOCATION:
ADDRESS: 485 South Jackson Avenue
CITY: Bartow
VICINITY OF/ROUTE TO: See attached maps
SUB: Summerlin School Lands Add
BLOCK C
LOT 5
PLAT OR OTHER MAP: Prop. Appraiser Map of Bartow, FL
TOWNSHIP: 30S
RANGE: 25E
SECTION: 5 1/4:
1/4-1/4:
IRREGULAR SEC?: y
LAND GRANT: None
USGS 7.5 MAP: Bartow, FL, 1949: 1972
UTM: ZONE:
EASTING:
NORTHING:
COORDINATES: LATITUDE: D M S
LONGITUDE: D M S

HISTORY
ARCHITECT:
BUILDER:
CONSTRUCTION DATE: c 1911
RESTORATION DATE(S):
MODIFICATION DATE(S):
MOVE: DATE:
ORIG. LOCATION:
ORIGINAL USE (S): Private Residence
PRESENT USE (S): Private Residence

DESCRIPTION
STYLE: Frame Vernacular
PLAN: EXTERIOR: Irregular
PLAN: INTERIOR:
NO. STORIES: 1
OUTBLDGS: 0
PORCHES: 1
DORMERS: 0
STRUCTURAL SYSTEM(S): Wood, balloon
EXTERIOR FABRIC(S): Wood, drop siding
FOUNDATION: TYPE: Piers
MATERIALS: Brick
INFILL:
PORCHES: E/portico/gable roof, Doric columns/1 bay
ROOF: TYPE: Gable
SURFACING: Metal, pressed
SECONDARY STRUCS: Hip extension
CHIMNEY: NO.: 2
MATERIALS: Brick
LOCATIONS: E/offset; Center ridge
WINDOWS: Csemnt, 3 lights; double hung sash, 2/2 lights

EXTERIOR ORNAMENT: Transom lights
CONDITION: Excellent
SURROUNDINGS: Residential
NARRATIVE:
See continuation sheet
ARCHAEOLOGICAL REMAINS AT THE SITE
FMRF ARCHAELOGICAL FORM COMPLETED? y x n
ARTIFACTS OR OTHER REMAINS: None observed

RECORER'S EVALUATION OF SITE
AREAS OF SIGNIFICANCE: Architecture

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

SUMMARY OF SIGNIFICANCE
See continuation sheet

**  **  ** DHR USE ONLY  **  **  **  **  ** DHR USE ONLY  **  **  **  **
* DATE LISTED ON NR __________
* KEEPER DETERMINATION OF ELIG. (DATE): YES ___ NO ___ *
* SHPO EVALUATION OF ELIGIBILITY (DATE): YES ___ NO ___ *
* LOCAL DETERMINATION OF ELIG. (DATE): YES ___ NO ___ *
* OFFICE ________________________________ *

**  **  ** DHR USE ONLY  **  **  **  **  ** DHR USE ONLY  **  **  **  **

RECORER INFORMATION: NAME: Sidney Johnston
DATE: 04/01/90 AFFILIATION: Hist Prop Assoc, Inc

PHOTOGRAPHS
LOCATION OF NEGATIVES: RPA, St Aug, FL
NEGATIVE NUMBERS: R 15 Fr 26

PHOTOGRAPH M A P

See Attachments
STATEMENT OF SIGNIFICANCE

Architectural Narrative: This one-story wood Frame Vernacular residential building is located at 485 South Jackson Avenue. Notable architectural features include a gable roof with pressed metal shingle surfacing, brick chimney, small portico, drop siding exterior wall fabric, and 2/2-light double hung sash windows. The building retains much of its original integrity.

Architectural Context: Frame Vernacular, the prevalent style of residential architecture in Florida, refers to the common wood frame construction technique employed by lay or self-taught builders. Before the Civil War, residents relied upon local materials and their own methods and designs to construct buildings. The Industrial Revolution permitted standardization of building materials and parts and exerted a pervasive influence over vernacular house design. Popular magazines helped to make architectural trends universal throughout the country. The railroad provided cheap and efficient transportation for manufactured building materials. Ultimately, individual builders had access to a myriad of finished architectural products from which to create their own designs.

Frame Vernacular houses are typically one or two stories in height, with wood balloon frame structural systems and brick pier foundations. Plans are usually rectangular, though L-shaped plans were often used to maximize cross-ventilation. Gable or hip roofs usually have steep pitches that accommodate attic space. Horizontal drop siding and weatherboard are the most common exterior wall surface materials. Wood shingles were often used to cover the roofs, but they have nearly always been replaced by composition shingle. Porches, commonly simple entrance or end porches, are common features of the style. Fenestration is regular, but not always symmetrical. Windows are generally double-hung sash with multi-pane glazing and doors contain recessed wood panels. Exterior decoration is sparse and limited to ornamental woodwork.

Historical Narrative: This building is located in the Summerlin School Lands Addition to Bartow, platted by G.A. Harson in 1889. A series of Sanborn Company maps, which depict "footprints" of buildings, were prepared of the City of Bartow between 1889 and 1940. Sanborn map research indicates that the building was constructed in circa 1911.

Historical Context: Founded in the 1860s, Bartow, Florida, was named for General Francis Bartow, who served in the Confederate Army during the Civil War. The seat of government for Polk County, Bartow became a principal citrus and cattle center during the Reconstruction Era. In 1882, the community was incorporated. Two years later, the South Florida Railroad extended its tracks to the settlement, spurring the first period of significant development there. During the 1890s, Bartow's economy was strengthened by the phosphate industry, which mined that mineral along the Peace River. Between 1890 and 1910, a period in which the population doubled from 1,386 to 2,662, significant advances were made, including the expansion of the downtown commercial district, the organization of important education institutions, and the platting of numerous subdivisions in which residential neighborhoods emerged. By 1920, the population had nearly doubled again to 4,203. Although development in Bartow was less exuberant than in other areas of Florida during the 1920s land boom, both the commercial and residential areas continued to expand. Phosphate, citrus, and the railroad helped to sustain the community after the land boom collapsed and through the Great Depression of the 1930s. During that interval, the population increased from 5,269 to 6,158 by 1940. Although development in Bartow since 1950 has compromised some of the community's irreplaceable historic buildings, the historic resources that remain represent a precious architectural and cultural legacy that are worth preserving.
GENERAL INFORMATION

Request: Donald McLean, owner of the property located at 650 East Main Street, requests a Certificate of Approval to demolish existing garage and construct new utility area and garage in a designated historic district pursuant to Section 2.02.01 of the ULDC.

Owner/Applicant: Don McLean

Location: 650 East Main Street

Tract Size: 0.84 acres (+/-)

LAND USE SUMMARY

Zoning District: C-2, Community Commercial

Maximum Density: n/a
Minimum Lot Size: n/a
Minimum Lot Width: n/a
Minimum Floor Area: n/a
Maximum Lot Coverage: n/a
Maximum Building Height: 40 Feet
Minimum Building Setbacks:
  Front Yard 25 Feet
  Rear Yard 20 Feet
  Side Street 25 Feet
  Side Yard 0 Feet

Adjacent Zoning:
N: C-2, Community Commercial & R-3, MF Residential
S: PI, Public Institutional
E: C-2, Community Commercial
W: C-1, Downtown Commercial

Adjacent Land Uses:
N: Dentist Office
S: Florida Department of Agriculture
E: Professional Office and Automotive Repair Facility
W: Professional Office
SPECIAL INFORMATION

Historical Significance: The existing structure was built in 1910 and is identified in the Florida Master Site file as Record #100 of the 1990 Historic Properties Survey update (See Attached). It is Frame Vernacular architecture and is considered to be a contributing structure. It adds to the historical architectural qualities, historic associations, or archaeological values for which a district is significant because it was present during the period of significance of the district, and possesses historic integrity reflecting its character at that time.

Transportation/Access: Future connections will be required to be properly permitted and constructed in conformance with the City’s Infrastructure Development Standards.

Utility Services: The site will continue to utilize City utility services.

Public Notice: Public notice of the request was posted on the City’s website and at City Hall 10 days prior to the meeting date. Six adjacent property owners were notified within the required notification radius.

Development History: None

STAFF ANALYSIS

The Historic Architectural Review Board shall be responsible for identifying and maintaining Bartow’s historic buildings and structures for the benefit of its residents, both now and in the future, through the development and administration of a comprehensive historic architectural preservation program. The Board shall have the authority to review and render a decision on all proposed alterations, demolitions, relocations for contributing property, and to review new construction within the boundaries designated.

Pursuant to Section 2.02.01(I) of the ULDC the following criteria shall be the basis on which the Board approves or denies an application for a Certificate of Appropriateness for demolition and new construction.

(3) Demolition Criteria: provisions for the delay of demolitions, but not for the indefinite stay of a demolition.

   a. The City may not prohibit the demolition of a building under the criteria of this ordinance. Demolition of an historic structure may be delayed for the purposes of finding a buyer for the structure willing to rehabilitate the structure rather than tear it down, as described further below.

   b. Demolition of a designated building, structure, improvement or site may occur pursuant to an order of a government agency or a court of competent jurisdiction or pursuant to an approved application by the owner for a Certificate of
Appropriateness. Once an application has been approved, the owner may proceed to obtain a demolition permit.

c. Government agencies having the authority to demolish unsafe structures shall receive notice of designation of individual sites or districts by being provided with a map from the Board. The Board shall be deemed an interested party and shall be entitled to receive notice of any public hearings conducted by said government agency regarding demolition of any designated property. The Board may make recommendations and suggestions to the government agency and the owner(s) relative to the feasibility of and the public interest in preserving the designated property.

d. No permit for voluntary demolition of a designated historic building, structure, improvement or site shall be issued to the owner(s) thereof until an application for a Certificate of Appropriateness has been submitted and approved pursuant to the procedures of this chapter. The Board shall be guided by the criteria contained in part (3)(e)(1-4) below. The Board may grant a Certificate of Appropriateness which may provide for a delayed effective date of up to six (6) months. The effective date shall be determined by the Board based upon the relative significance of the structure and the probable time required to arrange a possible alternative to demolition. During the demolition delay period, the Board may take such steps as it deems necessary to preserve the structure concerned, in accordance with the purposes of this chapter. Such steps may include, but shall not be limited to, consultation with civic groups, public agencies and interested citizens, recommendations for acquisition of property by public or private bodies or agencies, and exploration of the possibility of moving one or more structures or other features.

e. In addition to all other provisions of this chapter, the Board shall note the following for each property.

1. The historic or historic architectural significance of the building or structure; whether the building or structure would reasonably meet national, state or local criteria for designation as an historic or architectural landmark.

2. The difficulty or impossibility of reproducing such a building or structure because of its design, texture, material, detail, or unique location; whether reasonable measures can be taken to save the building or structure.

3. The importance of the building or structure to the designated historic district; and, whether the building or structure is one of the last remaining examples of its kind in the neighborhood or in the City.

4. The definite plans for reuse of the site if the proposed demolition is carried out, including any replacement buildings or structures, and the effect on the surrounding area.
(1) New Construction Criteria.

   a. New construction shall be visually compatible with the buildings and environment with which it is visually related, including, but not limited to: the height, the floor-to-area ratio; the proportion between width and height of the exterior; the proportions and relationships between doors and windows; the relationship of solids to voids created by openings in the façade; the materials used in the facade; the texture inherent in the façade; the colors, pattern and rim used in the facade; and the design of the roof.

   b. The relationship of building masses and spaces between them shall be visually compatible with the buildings and environment around them.

   c. The site and landscape plan shall be sensitive to the individual building, its occupants and needs and shall be visually compatible with the buildings and environments with which it is visually related.

   d. A new street facade shall relate to adjacent buildings.

   e. Architectural features shall be incorporated, whenever possible, to relate the new with the old, and to preserve and enhance the characteristics of the district.

Attachments
   Location Map
   Application Package
   Site Area Photographs
   Historic Property Record
CA-15-09 / 650 East Main Street
APPLICATION FOR HISTORIC DISTRICT
CERTIFICATE OF APPROPRIATENESS
City of Bartow, PO Box 1069, Bartow, Florida 33831

This application provides an applicant with a list of required information for use in preparing a request to work on a structure of site within the City's designated historic district. The request must be submitted as an original form. Additional applications may be obtained by at City Hall or downloaded from the City's website at www.cityofbartow.net. Reproductions of this application will be accepted provided that it is clear and legible.

Please PRINT unless otherwise specified: Project Name* Whidden- McLean Funeral Home

Applicant's Name: Donald McLean Owner's Name: Donald McLean

Street Address: 650 E. Main St. Street Address: 1570 Palm Place

City, State, & Zip: Bartow FL 33830 City, State, & Zip: Bartow FL 33830

Telephone #: 863-583-8143 Telephone #: 863-583-7546

Email Address: Whiddenmclean@yahtoo.com Email Address: Whiddenmclean@yahtoo.com

(*Indicate name of company, group, or organization represented.)

The following information is required in an acceptable form so as to accompany a request:

(1) Completed application form with all necessary attachments to address the type of request based on criteria established in Section 2.02.01(I) of the Unified Land Development Code. To assist you in completing this form a copy of the referenced Section is attached. Check the appropriate box below for type of request and include a brief description of the work to be performed in the space provided. Additional sheets, photographs and plans may be attached to describe the request as needed.

- [ ] New Construction
- [ ] Façade Alteration
- [ ] New Signage
- [x] Minor Modification
- [ ] Demolition
- [ ] Reconstruction
- [ ] Relocation
- [ ] Other

Nature of Work Being Performed: DEMOLITION OF EXISTING ATTACHED GARAGE

REPLACE GARAGE WITH NEW UTILITY/GARAGE

(2) Applications requiring a Certificate of Appropriateness shall be accompanied by a review fee of $35.00*. Checks shall be made payable to "City of Bartow." (*Fee Subject to Change)

Applicant states that she/he has read and understands the instructions on this application. Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City. Any approval granted by the City in no way constitutes a waiver from any other applicable Local, State, or Federal regulations.

Applicant's Signature: [Signature] Date: Aug 12, 2015
INSTRUCTIONS TO APPLICANT

1. Abutting property owners may be notified by first class mail of any request. ("abutting property" is any property located within 150 feet of the boundary of the property)

2. If a meeting is scheduled to review a request the applicant or representative must be present. The reviewing body may approve, approve with conditions or disapprove any application. If you are not present for a scheduled meeting the request may be denied.

3. If the applicant is not the owner-of-record of the property, the owner must agree to this application either by signing the form, or by submitting a notarized letter authorizing the applicant to act as an agent.

OFFICE USE ONLY

Receipt # 01419685 Location 650 East Main Street
Comprehensive Plan FLUM Designation Com Zoning Classification C-2
Property Appraiser Identification Number 25305 - 37020 - 0216084110
City Commission District Number C
Coordinates

Historic Architectural Review Board # CA-15-09 Date 9/3/15
City Commission Review Date
City Commission Review Date
West Elevations
650 East Main Street (South Façade)

650 East Main Street (East & North Façade)
HISTORICAL STRUCTURE FORM

SITE NAME: Spanish-American War
HISTORIC CONTEXTS: Building
OTHER NAMES OR MSF NOS:
COUNTY: Polk County
OWNERSHIP TYPE: Private, Individual
PROJECT NAME: Bartow: S+P
LOCATION:
ADDRESS: 650 East Main Street
CITY: Bartow
VICINITY OF/ROUTE TO: See attached maps

SUB: Blount & Whitledge Subdivision
BLOCK: 4
LOT: 13
PLAT OR OTHER MAP: Prop. Appraiser Map of Bartow, FL
TOWNSHIP: 30S
RANGE: 25E
SECTION: 5
LAND GRANT: None
USGS 7.5 MAP: Bartow, FL, 1949: 1972
UTM ZONE: EASTING:
COORDINATES: LATITUDE: D M S
LONGITUDE: D M S

HISTORY
ARCHITECT:
BUILDER:
CONSTRUCTION DATE: c 1900
RESTORATION DATE(S):
MODIFICATION DATE(S): 1925
MOVE: DATE:
ORIG. LOCATION:
ORIGINAL USE (S): Private Residence
PRESENT USE (S): Commercial

DESCRIPTION
STYLE: Frame Vernacular
PLAN: EXTERIOR: Irregular
PLAN: INTERIOR:
NO. STORIES: 2
OUTBUILDGS: 0
PORCHES: 0
DORMERS: 0
STRUCTURAL SYSTEM(S): Wood, balloon
EXTERIOR FABRIC(S): Asbestos shingle
FOUNDATION: TYPE: Continuous
MATERIALS: Brick
INFILL:
PORCHES: S/end/shed roof/porte cochere, paired square columns
ROOF: TYPE:
SURFACING: Composition shingle
SECONDARY STRUCS:
CHIMNEY: NO.: 0
MATERIALS:
LOCATIONS:
WINDOWS: Fixed

EXTERIOR ORNAMENT: Closed eaves
CONDITION: Excellent
SURROUNDINGS: Commercial
NARRATIVE:
See continuation sheet
ARCHAEOLOGICAL REMAINS AT THE SITE
FMSF ARCHAEOLOGICAL FORM COMPLETED?  y  x  n
ARTIFACTS OR OTHER REMAINS: None observed

RECORDE'S EVALUATION OF SITE
AREAS OF SIGNIFICANCE:  Architecture

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

SUMMARY OF SIGNIFICANCE
See continuation sheet

*  *  *  *  *  DHR USE ONLY  *  *  *  *  *  *  DHR USE ONLY  *  *  *  *  *  *  DHR USE ONLY  *  *  *  *  *  *  DHR USE ONLY  *  *  *  *  *  *  DHR USE ONLY  *  *  *  *  *  *  DHR USE ONLY  *  *  *  *  *

*  DATE LISTED ON NR  *
*  KEEPER DETERMINATION OF ELIG. (DATE):  YES  ___  NO  ___  *
*  SHPO EVALUATION OF ELIGIBILITY (DATE):  YES  ___  NO  ___  *
*  LOCAL DETERMINATION OF ELIG. (DATE):  YES  ___  NO  ___  *
*  OFFICE  *

*  *  *  *  DHR USE ONLY  *  *  *  *  *  *  DHR USE ONLY  *  *  *  *  *  *  DHR USE ONLY  *  *  *  *  *  *  DHR USE ONLY  *  *  *  *  *

RECORDE INFORMATION: NAME:  Sidney Johnston
DATE:  04/01/90  AFFILIATION:  Hist Prop Assoc, Inc

PHOTOGRAPHS
LOCATION OF NEGATIVES:  HPA, St Aug, FL
NEGATIVE NUMBERS:  R 3  Fr 35

PHOTOGRAPH  M  A  P

See Attachments
STATEMENT OF SIGNIFICANCE

Architectural Narrative: This two-story Frame Vernacular residential building is located at 650 E. Main Street. Notable architectural features include a flat/hipped roof, boxed cornice, frieze, a symmetrical facade, a center, double entrance and a dominating hipped veranda and porte cochere extension supported by paired wooden posts. Clad in asbestos shingles, this building has fixed multi-pane windows and rests on a continuous masonry foundation. Alterations consist of the veranda, a wheelchair ramp and double stair to the front entrance, additions to the north elevation, and change in use from residential to commercial.

Architectural Context: Frame Vernacular, the prevalent style of residential architecture in Florida, refers to the common wood frame construction technique employed by lay or self-taught builders. Before the Civil War, residents relied upon local materials and their own methods and designs to construct buildings. The Industrial Revolution permitted standardization of building materials and parts and exerted a pervasive influence over vernacular house design. Popular magazines helped to make architectural trends universal throughout the country. The railroad provided cheap and efficient transportation for manufactured building materials. Ultimately, individual builders had access to a myriad of finished architectural products from which to create their own designs.

Frame Vernacular houses are typically one or two stories in height, with wood balloon frame structural systems and brick pier foundations. Plans are usually rectangular, though L-shaped plans were often used to maximize cross-ventilation. Gable or hip roofs usually have steep pitches which accommodate attic space. Horizontal drop siding and weatherboard are the most common exterior wall surface materials. Wood shingles were often used to cover the roofs, but they have nearly always been replaced by composition shingle. Porches, most commonly simple entrance or end porches, are common features of the style. Fenestration is regular, but not always symmetrical. Windows are generally double-hung sash with multi-pane glazing and doors contain recessed wood panels. Exterior decoration is sparse and limited to ornamental woodwork.

Historical Narrative: This building is located in the Blount and Whitlege subdivision, platted in 1884. A series of Sanborn Company maps, which depict "footprints" of buildings, were prepared of the City of Bartow between 1889 and 1940. Sanborn map research indicates that the building was constructed in circa 1900. Established in 1925, the Whidden Funeral Home presently occupies the building, which, according to Sanborn research, was converted for that purpose between 1924 and 1940.

Historical Context: Founded in the 1860s, Bartow, Florida, was named for General Francis Bartow, who served in the Confederate Army during the Civil War. The seat of government for Polk County, Bartow became a principal citrus and cattle center during the Reconstruction Era. In 1882, the community was incorporated. Two years later, the South Florida Railroad extended its tracks to the settlement, spurring the first period of significant development there. During the 1890s, Bartow's economy was strengthened by the phosphate industry, which mined that mineral along the Peace River. Between 1890 and 1910, a period in which the population doubled from 1,386 to 2,662, significant advances were made, including the expansion of the downtown commercial district, the organization of important education institutions, and the platting of numerous subdivisions in which residential neighborhoods emerged. By 1920, the population had nearly doubled again to 4,203. Although development in Bartow was less exuberant than in other areas of Florida during the 1920s land boom, both the commercial and residential areas continued to expand. Phosphate, citrus, and the railroad helped to sustain the community after the land boom collapsed and through the Great Depression of the 1930s. During that interval, the population increased from 5,269 to 6,158 by 1940.

Although development in Bartow since 1950 has compromised some of the community's irreplaceable historic buildings, the historic resources that remain represent a precious architectural and cultural legacy that are worth preserving.
GENERAL INFORMATION

Request: Approval of a Certificate of Approval to construct a new addition to an existing church in a designated historic district pursuant to Section 2.02.01 of the ULDC

Owner: Vineyard Church of God

Applicant: Herman Music

Location: 490 West Vine Street

Tract Size: 0.70 acres (+\-)

LAND USE SUMMARY

Zoning District: PI, Public Institutional

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<table>
<thead>
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<tbody>
<tr>
<td>Maximum Density:</td>
<td>n/a</td>
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<tr>
<td>Minimum Lot Size:</td>
<td>7,000</td>
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<td>Minimum Lot Width:</td>
<td>n/a</td>
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<td>Minimum Floor Area:</td>
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<tr>
<td>Maximum Lot Coverage:</td>
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<tr>
<td>Maximum Building Height:</td>
<td>45 Feet</td>
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<td>Minimum Building Setbacks:</td>
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<td></td>
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<tr>
<td>Front Yard</td>
<td>25 Feet</td>
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<td>Rear Yard</td>
<td>20 Feet</td>
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<tr>
<td>Side Street</td>
<td>25 Feet</td>
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<td>Side Yard</td>
<td>0 Feet</td>
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Adjacent Zoning: N: R-2, Two Family Residential

S: R-2, Two Family Residential

E: R-2, Two Family Residential

W: R-2, Two Family Residential

Adjacent Land Uses: N: Single Family Residence

S: Bartow Machine Works

E: Single Family Residence

W: Single Family Residence

SPECIAL INFORMATION

Historical Significance: The existing church is not listed in the Florida Master Site file as part of the 1990 Historic Properties Survey update. It was
constructed in 1967 and is not a contributing structure since it
does not add to the historical architectural qualities, historic
associations, or archaeological values for which a district is
significant.

Development History: None

Transportation/Access: No new access points to the adjacent roadways are being
proposed at this time. Any future connections will be required
to be properly permitted and constructed in conformance with
the City's Infrastructure Development Standards.

Utility Services: The site will continue to utilize City utility services.

Public Notice: Public notice of the request was posted on the City's website
and at City Hall 10 days prior to the meeting date. Eight
adjacent property owners were notified within the required
notification radius.

STAFF ANALYSIS

The Historic Architectural Review Board shall be responsible for identifying and maintaining
Bartow's historic buildings and structures for the benefit of its residents, both now and in the
future, through the development and administration of a comprehensive historic architectural
preservation program. The Board shall have the authority to review and render a decision on
all proposed alterations, demolitions, relocations for contributing property, and to review new
construction within the boundaries designated.

Pursuant to Section 2.02.01(I) of the ULDC the following criteria shall be the basis on which the
Board approves or denies an application for a Certificate of Appropriateness for new
construction.

(1) New Construction Criteria.

  a. New construction shall be visually compatible with the buildings and environment with
     which it is visually related, including, but not limited to: the height, the floor-to-area
     ratio; the proportion between width and height of the exterior; the proportions and
     relationships between doors and windows; the relationship of solids to voids created
     by openings in the façade; the materials used in the facade; the texture inherent in
     the façade; the colors, pattern and rim used in the facade; and the design of the
     roof.

  b. The relationship of building masses and spaces between them shall be visually
     compatible with the buildings and environment around them.

  c. The site and landscape plan shall be sensitive to the individual building, its occupants
     and needs and shall be visually compatible with the buildings and environments with
     which it is visually related.
d. A new street facade shall relate to adjacent buildings.

e. Architectural features shall be incorporated, whenever possible, to relate the new with the old, and to preserve and enhance the characteristics of the district.

Attachments
  Location Map
  Application Package
  Site Area Photographs
CA-15-10 / 490 West Vine Street
APPLICATION FOR HISTORIC DISTRICT
CERTIFICATE OF APPROPRIATENESS
City of Bartow, PO Box 1069, Bartow, Florida 33831

This application provides an applicant with a list of required information for use in preparing a request to work on a structure of site within the City's designated historic district. The request must be submitted as an original form. Additional applications may be obtained by at City Hall or downloaded from the City's website at www.cityofbartow.net. Reproductions of this application will be accepted provided that it is clear and legible.

Please PRINT unless otherwise specified:

Project Name*: Vineyard Church Of God

Applicant's Name: Herman Music

Owner's Name: Herman Music

Street Address: P.O. Box 2065, W. Vine Street

Street Address: 490 W. Vine Street

City, State, & Zip: Bartow, FL 33830

City, State, & Zip: Bartow, FL 33830

Telephone #: (863) 698-9469

Telephone #: (863) 698-9469

Email Address: bishopherman@verizon.net

Email Address: bishopherman@verizon.net

(* Indicate name of company, group, or organization represented)

The following information is required in an acceptable form so as to accompany a request:

(1) Completed application form with all necessary attachments to address the type of request based on criteria established in Section 2.02.01(1) of the Unified Land Development Code. To assist you in completing this form a copy of the referenced Section is attached. Check the appropriate box below for type of request and include a brief description of the work to be performed in the space provided. Additional sheets, photographs and plans may be attached to describe the request as needed.

☐ New Construction ☐ Façade Alteration ☐ New Signage ☐ Minor Modification

☐ Demolition ☐ Reconstruction ☐ Relocation ☐ Other

Nature of Work Being Performed: A multi purpose build for The Vineyard Church Of God

(2) Applications requiring a Certificate of Appropriateness shall be accompanied by a review fee of $35.00*. Checks shall be made payable to "City of Bartow." (*Fee Subject to Change)

Applicant states that she/he has read and understands the instructions on this application. Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City. Any approval granted by the City in no way constitutes a waiver from any other applicable Local, State, or Federal regulations.

Applicant's Signature: Bishop Herman Music

Date: 8-25-15

Revised 05/01/14
Page 1 of 5
INSTRUCTIONS TO APPLICANT

1. Abutting property owners may be notified by first class mail of any request. ("abutting property" is any property located within 150 feet of the boundary of the property).

2. If a meeting is scheduled to review a request the applicant or representative must be present. The reviewing body may approve, approve with conditions or disapprove any application. If you are not present for a scheduled meeting the request may be denied.

3. If the applicant is not the owner-of-record of the property, the owner must agree to this application either by signing the form, or by submitting a notarized letter authorizing the applicant to act as an agent.

OFFICE USE ONLY

Receipt # 0149770 Location 490 W. Vine Street

Comprehensive Plan FLUM Designation J Zoning Classification P1

Property Appraiser Identification Number 253001 40000 COROA

City Commission District Number 0

Coordinates N/A

Historic Architectural Review Board # CA-15-16 Date 9/13/15

City Commission Review Date

City Commission Review Date
South Elevation
490 West Vine Street (South Façade)

490 West Vine Street (West Façade)
Case # CA-15-11 / Steve Hanna
Historic Architectural Review Board Staff Report
Hearing Date: September 3, 2015

GENERAL INFORMATION

Request: Approval of a Certificate of Appropriateness to construct a new accessory structure in a designated historic district pursuant to Section 2.02.01 of the ULDC.

Owner: Steve Hanna

Applicant: Gary Portell

Location: 590 South Jackson Avenue

Tract Size: 0.22 acres (+/-)

LAND USE SUMMARY

Zoning District: R-3, Multiple Family Residential

Maximum Density: 12 DU / Acre

Minimum Lot Size: 8,500 Sq. Ft.

Minimum Lot Width: 85 Feet

Minimum Floor Area: 600 Sq. Ft.

Maximum Lot Coverage: 65%

Maximum Building Height: 45 Feet

Minimum Building Setbacks:
  Front Yard: 25 Feet
  Rear Yard: 20 Feet
  Side Yard: 7 1/2 Feet
  Side Street: 15 Feet

Adjacent Zoning: N: R-3, Multiple Family Residential
                 S: R-3, Multiple Family Residential
                 E: R-3, Multiple Family Residential
                 W: R-3, Multiple Family Residential

Adjacent Land Uses: N: Single Family Residence
                    S: Single Family Residence
                    E: Single Family Residence
                    W: Single Family Residence


**SPECIAL INFORMATION**

**Historical Significance:** The existing structure is not listed in the Florida Master Site file as part of the 1990 Historic Properties Survey update. It was constructed in 1948 and is not a contributing structure since it does not add to the historical architectural qualities, historic associations, or archaeological values for which a district is significant.

**Transportation/Access:** No new access points to the adjacent roadways are being proposed at this time. Any future connections will be required to be properly permitted and constructed in conformance with the City’s Infrastructure Development Standards.

**Utility Services:** The site will continue to utilize City utility services.

**Public Notice:** Public notice of the request was posted on the City’s website and at City Hall 10 days prior to the meeting date. Twelve adjacent property owners were notified within the required notification radius.

**Development History:** None

**STAFF ANALYSIS**

The Historic Architectural Review Board shall be responsible for identifying and maintaining Bartow’s historic buildings and structures for the benefit of its residents, both now and in the future, through the development and administration of a comprehensive historic architectural preservation program. The Board shall have the authority to review and render a decision on all proposed alterations, demolitions, relocations for contributing property, and to review new construction within the boundaries designated.

Pursuant to Section 2.02.01(I) of the ULDC the following criteria shall be the basis on which the Board approves or denies an application for a Certificate of Appropriateness for new construction.

(1) **New Construction Criteria.**

   a. New construction shall be visually compatible with the buildings and environment with which it is visually related, including, but not limited to: the height, the floor-to-area ratio; the proportion between width and height of the exterior; the proportions and relationships between doors and windows; the relationship of solids to voids created by openings in the façade; the materials used in the facade; the texture inherent in the façade; the colors, pattern and rim used in the facade; and the design of the roof.

   b. The relationship of building masses and spaces between them shall be visually compatible with the buildings and environment around them.
c. The site and landscape plan shall be sensitive to the individual building, its occupants and needs and shall be visually compatible with the buildings and environments with which it is visually related.

d. A new street facade shall relate to adjacent buildings.

e. Architectural features shall be incorporated, whenever possible, to relate the new with the old, and to preserve and enhance the characteristics of the district.

Attachments
  Location Map
  Application Package
  Site Area Photographs
APPLICATION FOR HISTORIC DISTRICT
CERTIFICATE OF APPROPRIATENESS
City of Bartow, PO Box 1069, Bartow, Florida 33831

This application provides an applicant with a list of required information for use in preparing a request to work on a structure of site within the City's designated historic district. The request must be submitted as an original form. Additional applications may be obtained by at City Hall or downloaded from the City's website at www.cityofbartow.net. Reproductions of this application will be accepted provided that it is clear and legible.

Please PRINT unless otherwise specified: Project Name*

Applicant's Name: GARY PORTELL Owner's Name: STEVE HANNAH

Street Address: 2317 Bowles Rd Street Address: 590 S JACKSON AVE

City, State, & Zip: Bartow, FL 33830 City, State, & Zip: Bartow, FL 33830

Telephone #: 863-533-9864 Telephone #:

Email Address: dot sic @verizon.net Email Address:

(*Indicate name of company, group, or organization represented)

The following information is required in an acceptable form so as to accompany a request:

(1) Completed application form with all necessary attachments to address the type of request based on criteria established in Section 2.02.01(I) of the Unified Land Development Code. To assist you in completing this form a copy of the referenced Section is attached. Check the appropriate box below for type of request and include a brief description of the work to be performed in the space provided. Additional sheets, photographs and plans may be attached to describe the request as needed.

☐ New Construction ☐ Façade Alteration ☐ New Signage ☐ Minor Modification

☐ Demolition ☐ Reconstruction ☐ Relocation ☐ Other

Nature of Work Being Performed: Construct new detached accessory building. (10'x14')

(2) Applications requiring a Certificate of Appropriateness shall be accompanied by a review fee of $35.00*. Checks shall be made payable to "City of Bartow." (*Fee Subject to Change)

Applicant states that she/he has read and understands the instructions on this application. Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City. Any approval granted by the City in no way constitutes a waiver from any other applicable Local, State, or Federal regulations.

Applicant's Signature: ______________________ Date: 8/27/15
INSTRUCTIONS TO APPLICANT

1. Abutting property owners may be notified by first class mail of any request. ("abutting property" is any property located within 150 feet of the boundary of the property)

2. If a meeting is scheduled to review a request the applicant or representative must be present. The reviewing body may approve, approve with conditions or disapprove any application. If you are not present for a scheduled meeting the request may be denied.

3. If the applicant is not the owner-of-record of the property, the owner must agree to this application either by signing the form, or by submitting a notarized letter authorizing the applicant to act as an agent.

OFFICE USE ONLY

Receipt # 01451358 Location 590 South Jackson Avenue

Comprehensive Plan FLUM Designation Zoning Classification

Property Appraiser Identification Number 263008 - 415000 - 003633

City Commission District Number C

Coordinates N 42.674520 W -83.854983

Historic Architectural Review Board # CA-15-11 Date 9/3/15

City Commission Review Date 11/14

City Commission Review Date N/A
West & South Elevation