



**AGENDA**  
**HISTORIC PRESERVATION BOARD**  
Lakeland City Hall, City Commission Chambers  
April 24, 2025, 8:30 A.M.

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In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding, or those requiring language assistance (*free of charge*) should contact the City of Lakeland ADA Specialist, Kristin Meador, no later than 48 hours prior to the proceeding, at (863) 834-8444, Email: [ADASpecialist@lakelandgov.net](mailto:ADASpecialist@lakelandgov.net). **If hearing impaired**, please contact the **TDD numbers**: Local – (863) 834-8333 or 1-800-955- 8771 (TDD-Telecommunications Device for the Deaf) or the **Florida Relay Service** Number 1-800-955-8770 (VOICE), for assistance.

Anyone deciding to appeal a decision by the Board on any matter considered at this or any subsequent meeting will need a record of the proceedings, and for purposes of that appeal, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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- I. Call to order, determination of a quorum, and roll call.
- II. Review and approval of the March 27, 2025 Historic Preservation Board meeting minutes.
- III. Old Business:
  - A. Historic Lakeland, Inc. Watch List Report
    - i. 137 Lake Morton Drive
    - ii. 2430 New Jersey Road\*
    - iii. 302 E. Belvedere Street \*
    - iv. 632 Easton Street\*
    - v. 2304 Carolina Avenue\*
    - vi. 716 College Street
    - vii. 748 College Street
  - B. Board reminders for upcoming Historic Preservation Month activities:
    - i. Historic Preservation Month Proclamation, May 5<sup>th</sup> at 9:00am, City Commission Chambers
    - ii. Annual Historic Preservation Awards, May 7<sup>th</sup> at 5:30pm, Polk Theatre
    - iii. HPB Annual Review following HPB/DRC meeting, May 22<sup>nd</sup>
    - iv. Discover Your House History Workshop, May 29<sup>th</sup> at 5:30pm, Lakeland History Room, Lakeland Public Library
- IV. New Business:
  - A. Thank you for your service, MeLynda Rinker!
- V. Adjourn for Design Review Committee.

\*Not located within a Historic District; brief building histories provided to Board.

## MINUTES

### HISTORIC PRESERVATION BOARD

City Commission Chambers

Thursday, March 27, 2025

8:30 a.m.

*(Please note: These meeting minutes comply with FS 286.011 and are not intended to be a verbatim transcript.)*

The City of Lakeland Historic Preservation Board met in Regular Session; Marlana Alvarez, Bruce Anderson, Jason Hill, Ricardo Jimenez, Natalie Oldenkamp, Chris Olson, Cesar Perez, Michael Porter and MeLynda Rinker were present. Community & Economic Development Department staff Emily Foster, Senior Planner, Historic Preservation and Christelle Burrola, Planning Assistant, and Alex Landback, Assistant City Attorney, were also present.

#### **I. Call to Order and Determination of a Quorum**

Chair Dr. Bruce Anderson called the Thursday, March 27, 2025 meeting of the Historic Preservation Board ("Board") to order at 8:38 a.m. A quorum was reached, as nine Board members were present.

#### **II. Review and Approval of Previous Meeting Minutes**

Mr. Chris Olson motioned to approve the February 27, 2025 meeting minutes as presented. Ms. Natlie Oldenkamp seconded the motion. The motion passed 9—0.

#### **III. Old Business:**

A. Historic Lakeland, Inc. Watch List Report. Ms. MeLynda Rinker made a recommendation to add the church on Massachusetts Avenue to the Historic Lakeland, Inc. Watch List.

- i. 137 Lake Morton Drive
- ii. 2430 New Jersey Road\*
- iii. 302 E. Belvedere Street \*
- iv. 632 Easton Street\*
- v. 2304 Carolina Avenue\*
- vi. 716 College Street
- vii. 748 College Street
- viii. 701 N. Florida Avenue\*

\*Not located within a Historic District; brief building histories provided to Board

B. Review of 2025 Historic Preservation Awards Nominees, as suggested by Historic Lakeland, Inc. Awards ceremony to take place at the Polk Theatre on May 7, 2025 at 5:30pm.

C. Reminder: Workshop to gather Board and staff suggestions for planning and identifying potential new historic districts will follow the Design Review Committee meeting in the City Commission Conference Room.

**IV. New Business:**

**A.** Welcome new Board member Marlana Alvarez. Staff and the Board welcomed Ms. Alvarez.

**V. Adjourn for Design Review Committee.**

The meeting adjourned at 8:37 a.m.

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Chair, Historic Preservation Board

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Senior Planner, Historic Preservation



**AGENDA**  
**DESIGN REVIEW COMMITTEE**  
Lakeland City Hall, City Commission Chambers  
April 24, 2025  
immediately following the Historic Preservation Board Meeting

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- I. Call to order, determination of a quorum, and roll call.
- II. Review and approval of the March 27, 2025 Design Review Committee meeting minutes.
- III. Review Certificates of Review administratively approved since the previous meeting.
- IV. Consideration of Certificate of Review Applications:
  - A. Oath Administration for Public Testimony by Assistant City Attorney.
  - B. **HPB25-069 – 351 E. Bay Street** – Final Approval requested to install an internally-lighted wall sign on the north elevation wall of the building at this address. Owner: West Pointe One LLC. Applicant: Dixie Signs Inc.
- V. Other Business: NONE
- VI. Adjournment.



## MINUTES

### DESIGN REVIEW COMMITTEE

City Commission Chambers

Thursday, March 27, 2025

*(Note: These meeting minutes comply with F.S. 286.011 and are not intended to be a verbatim transcript.)*

The City of Lakeland Historic Preservation Board's Design Review Committee met in Regular Session; Bruce Anderson, Jason Hill, Ricardo Jimenez, Natalie Oldenkamp, Chris Olson, Michael Porter and MeLynda Rinker were present. Historic Preservation Board member Marlana Alvarez and Cesar Perez were also present. Community & Economic Development Department staff Emily Foster, Senior Planner, Historic Preservation, Christelle Burrola, Planning Assistant, and Alex Landback, Assistant City Attorney, were also present.

#### **I. Call to Order and Determination of a Quorum**

The meeting was called to order by Chair Michael Porter at 8:37 a.m. The Committee roll call was performed and a quorum was present.

#### **II. Review and Approval of the Previous Meeting Minutes**

Dr. Bruce Anderson made a motion to approve the February 27, 2025 minutes as presented. Chris Olson seconded the motion. The motion passed 7—0.

#### **III. Review of Certificates of Review administratively approved.**

A list of eighteen (18) administratively approved Certificate of Review projects covering the period 2/19/25-3/20/25 was included with the agenda packet. There were no additional questions or comments about these projects.

#### **IV. Consideration of Certificate of Review Applications:**

**A.** Oath Administration for Public Testimony by Assistant Attorney Alex Landback.

**B. HPB25-035 – 729 Johnson Avenue** – Final Approval requested to construct a detached garage at the rear of the subject property. Owner: Gary and Mary Witte. Applicant: Master Garage Builders Inc.

Chair Porter introduced the request and then asked if there were any conflicts of interest pertaining to this agenda item. There were no conflicts.

Ms. Emily Foster presented the staff report, stating the subject property consists of two platted lots for a total of 0.32 acres in the Lake Morton neighborhood. On the property is a one-story single-family house, constructed circa 1920 in the Bungalow architectural style, which is a contributing building in the South Lake Morton Historic District. The house is of frame construction and has a gabled roof with an integrated porte cochere and gabled front porch supported by tapered columns on stuccoed bases. The house features lapped wood siding and one-over-one wood windows. The Applicant requests to build a new detached accessory structure towards the rear, northwest corner of the subject property. This structure will be used as a detached garage and for storage. The exterior dimensions of the proposed structure are 20 feet by 30 feet, for a total area of 600 square feet. The structure will have a gabled roof with a 7/12 pitch. Along with a typical roll-up garage door on the south (right) elevation, the building will have a also have a man door on this elevation. Two windows are proposed for the rear elevation. No windows are proposed for the north (left) or front elevations. Materials proposed to be used for the garage include:

- A concrete slab foundation;

- Fiber-cement lap siding with a 6-inch exposure;
- Vinyl windows with a one-over-one lite configuration;
- A steel garage door and a fiberglass man door; and
- Architectural roofing shingles.

Ms. Foster stated the plans submitted for this request show building setbacks and height that comply with the City's Land Development Code requirements for general accessory structures. Note to Committee members: this site plan was revised by the Applicant yesterday, March 26th, to show an interior side yard setback of 4 feet instead of 11 feet. A minimum setback of 3 feet is required by the Land Development Code.

Ms. Foster stated that the request was evaluated using Secretary's Standards #9, #10 and Chapter 4 of the Design Guidelines for Historic Properties. Staff finds that the proposed accessory structure does not disturb the spatial relationships of surrounding buildings, and the essential form and integrity of the principal house is maintained. In evaluating the request with the Design Guidelines, staff finds the subordinate scale of the proposed structure and its simplified design to be consistent with the Design Guidelines. Staff also finds the materials and roof form to be compatible with the principal house on the subject property, as well as the proposed location at the rear of the lot. However, staff recommends the following revisions to the request with the intent of making the proposal more compatible with the principal house and character of the residential buildings along Johnson Avenue:

1. Lower the roof pitch to 6/12 or the actual pitch of the roof of the principal house on the subject property, whichever is less.
2. Ensure that the dimensions of corner boards and door and window trim is at least 4 to 6 inches wide, and includes an 8 to 10-inch frieze board at both gable ends.
3. As the accessory building will be visible from Johnson Avenue, add two evenly spaced windows to the front elevation (can mirror the rear elevation windows).

Ms. Foster stated staff recommends final approval of the request with the three conditions as recommended by staff, to be approved by staff prior to permitting. A revised elevation drawing was submitted to staff on March 25th, which added frieze and corner boards and corrected the directions on the elevations. These revisions satisfy two of the three recommended conditions. The roof pitch has not been revised as recommended. Ms. Foster stated staff received a letter from Bill Hinson, 721 Johnson Avenue on March 4, 2025 expressing 3 concerns about the proposed garage: 1) water inundation from the roof of the proposed garage onto his property; 2) aesthetics of the garage are too simple and should better reflect the design of the house; 3) construction of the garage will necessitate removing a large old-growth tree.

Chair Porter asked if the applicant had any additional comments or questions. Mr. Gary, Mrs. Mary Witte and Michael Carter were present in support of the request.

In response to Chair Porter, Mr. Witte stated in regard to the 1<sup>st</sup> condition he would like to request the roof pitch be 7/12. He stated the pitch is needed for storage. He stated he can provide photos of other homes in the neighborhood with roof pitches at 7/12, so it would not be intrusive.

In response to MeLynda Rinker, Mr. Carter stated the entry to the accessory structure would be through the alley.

Discussion ensued among the Board, applicant and staff regarding the roof pitch, changes in the setbacks, windows as well as concerns expressed in the letter received by staff.

Andy Snyder, 4024 Cheverly Drive E, was present in support of the request.

**MOTION: Final approval of the request with the conditions recommended by staff with the removal of condition 1. (C. Olson/N. Oldenkamp, 5—2) Bruce Anderson and MeLynda Rinker voted against the motion.**

- C. **HPB25-037 – 708 Frank Lloyd Wright Way** – Final Approval requested to construct a building addition onto the principal house at the subject property as well as to construct a detached garage at the rear of the subject property. Owner: Matthew and Elizabeth Roush. Applicant: Esterline Construction.

Chair Porter introduced the request and then asked if there were any conflicts of interest pertaining to this agenda item. There were no conflicts.

Ms. Emily Foster presented the staff report, stating the subject subject property is a corner lot with a total area of 0.71 acres. On this property is a single-family house that is a contributing building in the South Lake Morton Historic District as of the 2023 resurvey of this District. Built in 1949 in the Classical Revival architectural style, this house is of masonry construction and is composed of a two-story central building with one-story wings on either side; the wing on the left matches the depth of the central portion of the house, while the wing on the right is stepped back from the front and rear elevations. The exterior front wall of the house is clad in brick with exposed mortar joints. Vinyl sash windows with sandwiched muntins and decorative non-functional shutters are present. The low-pitched, side gabled roof of the house extends over a full-height front porch supported by simple square columns with no capital or base. A decorative balcony over the central front door and wrought iron railing between porch columns are modest features of this house that exhibit its architectural style. The other elevations of the house are painted struck block with vinyl siding. In addition to the principal house, a one-story masonry duplex building also exists on the subject property. This Ranch-style duplex was built in 1962 and is a contributing building in the South Lake Morton Historic District as of the 2023 resurvey. No changes are proposed to the exterior of this building. The requested project involves the construction of an addition to the principal house and a detached garage at the rear of the property. The addition is proposed to be built on the west side elevation of the house, adding a second story to and enlarging the existing wing on the left side of the house. The roof form and pitch of the addition will match the existing house, and the front and rear walls will be flush to the existing house. A one-story, gable-roofed porch is proposed as part of the addition on the west side elevation. The requested addition is approximately 822 square feet and the porch is 290 square feet. As part of this project, the entire house and addition is proposed to be clad in fiber-cement lap siding on all sides. In addition, new trim is proposed to be added to the existing and new porch columns to give the appearance of double banding at the top of the columns and a base at the bottom. Secondly, a detached, two-story garage is proposed to be constructed behind the house and will be accessed from the alley to the east of the subject property. The garage is proposed to 24.7 feet by 27.3 feet, approximately 674 square feet in size. The materials for the addition and garage include:

- A concrete slab foundation;
- Fiber-cement lap siding with a 4-inch exposure and fiber-cement trim;
- Vinyl single-hung windows with Colonial muntins (between glass) to match existing;
- Fiberglass quarter-lite and full-lite doors and a steel garage door;
- Standing seam metal roofing
- Hardie-board wrap on side porch columns to match style of the existing front porch columns;
- Fascia and soffit to match existing; material to be determined.

Since this application was submitted, some details have been changed: window shutters and added railings as shown on the elevation drawings have been removed from the proposal. The site plan for the subject property shows building setbacks for both the addition and detached garage that comply with the Urban Form Standards in the Land Development Code.

Ms. Foster stated that the request was evaluated using Secretary's Standards #2, #3, #5, #9, #10 and Chapter 4 of the Design Guidelines for Historic Properties. In evaluating the request with the Standards, staff finds the requested addition and detached garage do not disturb the spatial relationships that characterize the property, due to the unusually large lot size and building

setback. However, to comply with Standards #5 and #9 and the Design Guidelines that require distinctive materials be preserved and additions be differentiated from the house, staff recommends maintaining the existing brick and exposed mortar on the front elevation of the house as it currently exists. Fiber-cement lap siding may be used on the building addition and east and north elevations of the house. Window shutters should be maintained on the front elevation. In evaluating the request with the Design Guidelines, the fiber-cement lap siding to be used on the proposed addition and rear and east elevations of the house is compatible with style of lap siding currently existing on the house, and materially more appropriate than vinyl siding. The design and materials of the proposed addition's windows, doors, and roof pitch and form is consistent with the Classical Revival style of the subject house. Furthermore, the addition is appropriately placed on a side elevation of the house. However, according to the Design Guidelines, metal roofing (standing seam and 5V crimp) is appropriate only for certain architectural styles: Colonial Revival, Queen Anne, Frame Vernacular, Shotgun, and Craftsman Bungalow; because Classical Revival is not included in this list, staff recommends using typical asphalt or fiberglass shingle roofing instead of metal roofing. Additionally, staff recommends not adding trim to the front porch columns to maintain the historic appearance of this house.

Ms. Foster stated staff finds that the materials and design of the detached garage are consistent with the Design Guidelines and subordinate in scale to the principal house. The location of the garage at the rear of the property and behind the house is also appropriate. However, because the second floor of the garage is considered to be an accessory dwelling unit, which is not permitted under the single-family residential zoning classification of this property due to the existing duplex and use nonconformity, staff recommends changing this structure to a one-story configuration. A two-story garage that does not contain an ADU on the second floor (storage space only) is not permitted by the Land Development Code. Staff recommends Final Approval of the request with the following conditions, to be reviewed and approved by staff prior to the issuance of a building permit:

1. Maintain brick and exposed mortar as existing on the front elevation of the house.
2. Use typical asphalt or fiberglass shingle roofing.
3. Do not add decorative trim to the front porch columns.
4. Windows shall be recessed to provide a shadow line.
5. Change the detached garage to a one-story structure maintaining the same roof form and pitch.

Chair Porter asked if the applicant had any additional comments or questions. Mr. Dan Esterline, representing the applicant was present in support of the request. In response to Chair Porter, he stated he is not in agreement with condition #1, #2 and #5. He agrees to conditions #3 and #5. Mr. Esterline presented a photo to the Board of the family that lives in the subject property. The family has children with disabilities. Mr. Esterline stated he performed research on how ADA requirements impact Historic Districts. Mr. Esterline read to the Board a quote from the Americans with Disabilities ACT (ADA) website. Mr. Esterline stated the requested changes will provide the independence as well as the support the disabled family members' needs.

In response to MeLynda Rinker, Ms. Foster stated in her opinion, the home is a mixture of colonial revival and classical revival.

Mr. Esterline stated that he would prefer to have hardie board siding in the front of the home rather than weeping mortar.

In response to Dr. Bruce Anderson, Ms. Foster stated the staff recommendation in regard to #5 is based on zoning requirements.

Dr. Bruce Anderson stated technically the Board cannot do anything in regard to condition #5.

Chair Porter stated the Board can strike condition #5 and let the Planning and Zoning Board decide.

In response to Dr. Anderson, Mr. Esterline stated he prefers the Board strike condition #5 and allow the Planning and Zoning Board decide.

Chris Olson stated the Board should move away from the garage topic as the Board will not have the final decision.

In response to Mr. Olson, Mr. Esterline stated he is not sure he can find someone that can do weeping mortar in the front to match the existing structure.

In response to Ms. Rinker, Ms. Foster stated it would be acceptable to use regular brick and mortar on the addition as opposed to the weeping mortar.

Mr. Esterline says he can agree to that suggestion.

In response to Ms. Rinker, Ms. Foster stated it would be acceptable in this instance to have a metal roof because the home is a mix of both colonial and classical revival.

Chair Porter stated he is in favor of removing condition #2.

Cesar Perez stated the Board should not consider condition #5 as that will be decided on by the Planning and Zoning Board.

In response to Dr. Anderson, Mr. Esterline stated he prefers the Board strike condition #5.

In response to Chair Porter, Mr. Esterline stated he is in agreement with using brick instead of hardie on the whole house besides the weeping mortar in the front. He stated he is willing to make the whole front façade brick.

There were no public comments.

Discussion ensued among the Board about possible architectural impacts with the nonsymmetry design of the addition.

Dr. Bruce Anderson made a motion for final approval of the request with the conditions recommended by staff with the removal of condition #2, #5, and amending condition #1 to remove the requirement of exposed mortar.

Chair Porter stated he would like to add to condition #4 to state “windows shall be recessed to provide a shadow line and respect configuration of the side of the building windows are on.”

Dr. Bruce Anderson restated his motion with the addition of the amended verbiage recommended by Chair Porter.

**MOTION: Final approval of the request with the conditions as amended. (B. Anderson/C. Olson, 7—0).**

**D. HPB25-044 – 215 E. Main Street** – Final Approval requested for an internally lighted projecting sign to be installed on the front elevation of the building on the subject property. Owner: Lakeland Main LLC. Applicant: Dixie Signs Inc.

Chair Porter introduced the request and then asked if there were any conflicts of interest pertaining to this agenda item. There were no conflicts.

Ms. Emily Foster presented the staff report, stating the subject property is located in downtown Lakeland and consists of one platted lot that is 0.11 acres in area. The subject building, known as the Elliston Building, is a circa 1912 masonry vernacular commercial building that is two stories in height with a parapet roof, and is contributing to the Munn Park Historic District. This building's

storefront has been altered throughout the years, but originally was flush with the front façade wall and featured a classical entablature with square columns, divided storefront windows, and a central entry. The new storefront, which was designed to reflect a modern version of the original storefront, which was approved by the Design Review Committee in 2016 and constructed in 2017. Materials for the storefront include cast stone, brick, glass and white aluminum storefront framing and doors. This building consists of two tenant spaces: Nineteen61 restaurant on the first floor, commercial offices on the second floor, and Vasco, a rooftop bar that is part of the Nineteen61 restaurant. The request is to install an internally lighted projecting sign on the left side of the front facade of the subject building, near the left entry door. The overall size of the sign is 7.11 square feet (32 inches by 32 inches), and the sign will project a total of 38 inches. The design of the sign consists of a two-sided round aluminum cabinet painted dark blue with a quarter inch aluminum face painted white. The sign face will have half-inch acrylic push-thru letters with applied vinyl graphics and a half-inch acrylic stud mounted center flower panel with applied vinyl graphics. Graphics to be custom corporate colors. The sign will be internally illuminated with white LEDs. The sign bracket consists of three two-inch square aluminum tubes welded to a quarter-inch thick aluminum mounting plate painted dark blue and gold.

Ms. Foster stated that the request was evaluated using Chapter 4 of the Design Guidelines for Historic Properties and Chapter VI of the Dixieland CRA Commercial Corridor Design Guidelines. Typically, requests for new signage can be reviewed by staff under Minor Review. However, internally lighted signs must receive approval by the Design Review Committee according to the Dixieland CRA Commercial Corridor Design Guidelines. Staff finds that the design, dimensions, including projection and sidewalk clearance, and internal illumination of the proposed sign meet the Sign Guidelines and Standards. Additionally, the proposed sign is not determined to be cabinet signage due to only the logo and text being lighted.

Ms. Foster stated staff recommends final approval of the request as submitted.

Chair Porter asked if the applicant had any additional comments or questions. Mr. Andy Snyder, representing the applicant was present in support of the request.

There were no public comments.

**MOTION: Final approval of the request as submitted. (N. Oldenkamp/M. Rinker, 7—0).**

- E. HPB25-059 – 904 S. Missouri Avenue** – Final Approval requested to replace the existing non-historic siding, enclose two window openings, and make additional minor exterior alterations to the building on the subject property. Owner: 904 S Missouri Lakeland Land Trust. Applicant: Hive Construction LLC.

Chair Porter introduced the request and then asked if there were any conflicts of interest pertaining to this agenda item. There were no conflicts.

Ms. Emily Foster presented the staff report, stating the subject property consists of one lot of record (T L Waring Subdivision, Block 1, Lots 7 and 8), which is 0.29 acres in size. On the property is a one-story, single-family house built circa 1919 and converted into a professional office in approximately 1990. The architectural style of the house is Frame Vernacular with a cross-gabled roof, but many of the character-defining features have been covered or removed. Visible historic features that remain include a one-over-one double-hung sash windows and knee brackets in the gables. Alterations include an enclosed wrap-around front porch and the addition of vertical siding and vinyl soffit and fascia. Because of the extensive alterations, this is a non-contributing building in the Dixieland Historic District. The Applicant proposes to undertake a large-scale rehabilitation, affecting both the interior and exterior of the building. Within this project's scope of work, two items require approval by the Design Review Committee:

1. Removal of the existing non-historic siding and replacement with smooth finish Hardie lap siding with a six-inch exposure, along with 6-inch wide smooth finish Hardie fascia and trim.
2. Enclosure of two window openings at the rear of the south side elevation.

While the remaining scope of work can be reviewed and approved by staff, these items have been included with the primary request to streamline the design review process and include:

1. Re-open the left side of existing wrap-around porch, which is currently enclosed. Restore two original window openings that were enclosed and install vinyl single-hung sash windows with a one-over-one lite configuration. Restore porch columns.
2. Replace three exterior entry doors with Craftsman style fiberglass doors; expand two door openings to accommodate a three feet door width.
3. Replace existing roofing with new shingle roofing and remove existing vinyl soffit to expose the original corbels in the eaves.
4. Repaint building.

Ms. Foster stated that the request was evaluated using Secretary's Standards \$6, #9, #10 and Chapter 6 of the Design Guidelines for Historic Properties. As a non-contributing building, staff finds the removal of the existing non-historic siding and installation of new Hardie lap siding and trim to be an appropriate treatment according to the Design Guidelines. Similarly, the enclosure of two windows at the rear of the south side elevation is acceptable given the non-contributing status of the building, and as this change is on a secondary elevation that is not highly visible from street frontages. Staff finds the additional scope of work including reopening the left side of the enclosed front porch, restoration of front porch columns, installation of two new windows in restored window openings, installation of three exterior doors, and removal of the existing soffit to meet both the Standards and Design Guidelines.

Ms. Foster stated staff recommends final approval of the request as submitted.

Chair Porter asked if the applicant had any additional comments or questions. Mr. Ben Becton representing the applicant, was present in support of the request.

There were no public comments.

**MOTION: Final approval of the request as submitted. (M. Rinker/N. Oldenkamp, 7—0).**

**V. Other Business: NONE**

**VI. Adjournment:** There being no further business, the meeting was adjourned at 10:43 a.m.

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Chair, Design Review Committee

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Senior Planner, Historic Preservation

Number	Location	Description	Milestone	Approved
Historic Preservation (12)				
Minor Review (12)				
<a href="#">HPB24-165</a>			Certificate of Review Issued	04/10/25
1033 SOUTH BLVD, LAKE LAND, FL 33803				
Both garage door openings have been enclosed without Certificate of Review approval. Scope of work: Installation of a set of French doors in the western opening of the garage apartment structure on the subject property. This will require the removal of block in one of the enclosed opening and the installation of the French doors. Installation of a window in the eastern garage door opening. Enclosure of a man door on north side of building with concrete block to match existing walls. Installation of mini-split A/C units at west and north elevations of building.				
<a href="#">HPB25-066</a>			Certificate of Review Issued	03/21/25
527 PARK ST W, LAKE LAND, FL 33803				
Installation of 6 ft. tall board-on-board fence and 4 ft. tall bronze aluminum to enclose rear yard of subject property.				
<a href="#">HPB25-067</a>			Certificate of Review Issued	03/24/25
1927 CHEROKEE TRL, LAKE LAND, FL 33803				
Installation of a below-ground swimming pool behind house in rear yard of subject property. Not visible from street.				
<a href="#">HPB25-068</a>			Certificate of Review Issued	03/25/25
208 HUNTER ST, LAKE LAND, FL 33803				
Replace a 52 linear feet section of 6 ft. tall wood privacy fence with new 4 ft. tall wood board on board fence.				
<a href="#">HPB25-070</a>			Certificate of Review Issued	03/26/25
1014 RUBY ST, LAKE LAND, FL 33815				
We plan to apply glazing putty to all 17 original windows on our 1935 home to prevent water intrusion and improve energy efficiency. The putty applied will be traditional, linseed oil-based glazing putty. Also, a section of one window sash has wood rot from water intrusion during Hurricane Ian. We would like to remove the damaged piece of frame and replace the wood one-for-one with Accoya or Cypress (depending on availability at start time of project). All original glass will be retained. We would also like to fully restore two windows so they can open and close. We will be working with a local historic window restoration specialist to complete this project.				
<a href="#">HPB25-071</a>			Certificate of Review Issued	04/01/25
219 HIGHLAND ST W, LAKE LAND, FL 33803				
Build onsite 10'W x 12'L x 9'H storage shed - Installed and anchored to ground- no electric, concrete or other trades. LP siding cladding and asphalt shingle roof.				
<a href="#">HPB25-072</a>			Certificate of Review Issued	04/08/25
809 MISSISSIPPI AVE, LAKE LAND, FL 33801				
Replacing existing 4 ft. tall chain-link fence with 4 ft. tall black aluminum flat top fence in the side and rear yards of the subject property.				
<a href="#">HPB25-073</a>			Certificate of Review Issued	04/09/25
519 INGRAHAM AVE S, LAKE LAND, FL 33801				
Installation of bronze colored Colonial folding hurricane shutters to front window of house only.				



[HPB25-074](#)

Certificate of Review Issued

04/11/25

1032 MARJORIE ST W, LAKE LAND, FL 33815

Installation of a new a Lark brand, lumberjack style, 10' x 16' shed with gable roof in the rear yard of the subject property. It is cream colored with brown trim which is similar to my current home paint colors. It has a galvanized metal roof and cream color painted metal siding. It will be installed in the back yard and will be mostly hidden from view by the 6' wooden privacy fence.

[HPB25-075](#)

Certificate of Review Issued

04/11/25

922 ORANGE ST E, LAKE LAND, FL 33801

Install 18 linear feet of 4 ft. tall black aluminum fence at front yard, southwestern corner.

[HPB25-076](#)

Certificate of Review Issued

04/14/25

219 HIGHLAND ST W, LAKE LAND, FL 33803

Installation of a 6 ft. tall yellow pine stockade privacy fence around the perimeter of the back yard.

[HPB25-077](#)

Certificate of Review Issued

04/16/25

718 WINFREE AVE, LAKE LAND, FL 33801

Remodeling bathroom and replacing one (1) window on rear elevation of the house. Replacing a single hung window (prairie style grid over one lite) with a fixed window with obscured glass with vinyl frame, matching existing opening size. Replacing window trim as needed in same style.

**Total Planning Projects Approved: 12**



**HISTORIC PRESERVATION BOARD  
DESIGN REVIEW COMMITTEE  
STAFF REPORT  
April 24, 2025**

<b>Project #</b>	<b>HPB25-069</b>
<b>Project Type</b>	<b>Internally Lighted Wall Sign</b>
<b>Property Address Historic Name(s)</b>	<b>238 N. Massachusetts Avenue Seaboard Service Station (CD 1926); Victory Grocery and Monarch Grocery (CD 1938); Eli Witt Cigars (CD 1947-1968).</b>
<b>Historic District; FMSF#</b>	<b>Munn Park Historic District; #18/3C PO0358</b>
<b>Owner/Applicant</b>	<b>West Pointe One LLC / Dixie Signs Inc.</b>
<b>Zoning; Future Land Use; Context District; SPI</b>	<b>C-7; Regional Activity Center; Urban Center; N/A</b>
<b>Existing Use</b>	<b>Commercial</b>
<b>Adjacent Properties</b>	<b>Commercial, Civic, and Multi-Family</b>
<b>Previous Approvals</b>	<b>Exterior Wall Sign, 6/2/1995 (1995-42); Major Rehabilitation, 2/25/2021 (HPB21-040)</b>

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#### **REQUEST**

The Applicant requests Final Approval for an internally lighted wall sign to be installed on the subject building's north elevation wall.

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#### **SUMMARY OF BACKGROUND INFORMATION**

The subject property is located at the southwest corner of N. Massachusetts Avenue and E. Bay Street, and consists of one lot of record (Munn's Survey, Block 7, Lot A) with a total area of 0.41 acres.

On the property is a two-story commercial building with two one-story buildings attached on its south and west sides. Built circa 1926, this building is a contributing structure in the Munn Park Historic District. The two-story structure is locally known as the Monarch Grocery and Gore Building, and features the Mediterranean Revival architectural style, as expressed in its stucco and brick cladding, terracotta barrel tiles and glazed tiles on the roof parapet, and pierced attic vents.

This building consists of several tenant spaces; the one-story addition located on the subject building's west side has a new tenant that recently opened as Parlor Doughnuts, a craft doughnut and coffee shop.

The request proposes to install an internally lighted wall sign centrally located over the entrance to the shop. The overall size of the sign is 33.23 square feet (2 feet, 9 inches by 12 feet, 1 inch). The sign consists of individual channel letter "squares" mounted atop an aluminum backer panel with printed vinyl. The sign faces will be white acrylic with surface applied blue perforated vinyl. The internal lighting will consist of white LEDs, in which only the outline of the letters will be lighted. Electricity will be provided to the sign by a power supply and associated raceway located behind the backer panels and painted to match the building as closely as possible.

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#### **APPLICABLE GUIDELINES:**

*The Secretary of Interior's Standards for Rehabilitation ("Standards") and the City of Lakeland's Design Guidelines for Historic Properties ("Design Guidelines") are the basis for review per the City of Lakeland Land Development Code (LDC), Article 11: Historic Preservation Standards. In addition to these standards, the*

*Dixieland CRA Commercial Corridor Design Guidelines* ("Sign Guidelines") are used to review signage design in commercial areas within the City's Historic Districts.

The following *Design Guidelines* apply to this project:

Chapter 4: Historical Development Patterns and New Construction

Sub-Chapter 4.12.9 Signage and Awnings

- Retention and maintenance of original signage and awnings.
- Replace original signage, awnings and canopies that are deteriorated with similar features that are compatible with the host structure.
- Signage, awnings and canopies that create contrasting conditions or incompatible with the requirements in the Land Development Code are not acceptable.

The following *Dixieland CRA Commercial Corridor Design Guidelines* apply to this request:

Chapter VI. Miscellaneous Standards, Section C. Sign Standards

- Wall signs are a permitted sign type.
- Cabinet signs are prohibited.
- Signs shall relate to, and help define and enhance, the architectural features of the building, rather than cover or disturb design features, and shall be placed to establish façade rhythm, relative to the architecture of a building.
- The scale of signs shall be appropriate for the building on or near which they are placed and the area in which they are located. The size and shape on a sign shall be proportional with the scale of the structure. Small storefronts shall have smaller signs than larger storefronts.
- Signs shall be designed so that they are integrated with the design of the building and the building's use. A well-designed building façade or storefront is created by the careful coordination of sign design, architectural design, and color scheme.
- Pedestrian-oriented signs are encouraged. These signs shall be read easily and comfortably from the sidewalk or street.
- Creative design is strongly encouraged; colors shall be selected which contribute to legibility and design integrity.
- Graphics on all signs shall be dimensional in nature.
- Sign illumination shall be in accordance with the Sign Regulations (LDC Article 4.9); At the discretion of the Historic Preservation Board internally illuminated signs may be approved with justification; If the board approves the use of an internally illuminated sign, back-lit (reverse channel) solid letter signs shall be preferred. The use of internally illuminated back-lit cabinet signs shall be prohibited; No electrical conduit, circuits, devices, or non-decorative fixtures shall be visible.
- Wall Signs: Each business or tenant shall have no more than one (1) wall sign per building; The allowable area for wall signs shall be one square foot of sign for each linear foot of primary building facade, not to exceed 50% of the maximum total building sign area calculation. Sign copy may not exceed two (2) feet in height; No signage shall be permitted on walls not facing the street except street numbers and directional signs at pedestrian or driveway openings. Such signs shall not exceed two (2) square feet in area.

## ANALYSIS:

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Typically, requests for new signage can be reviewed by staff under Minor Review. However, internally lighted signs must receive approval by the Design Review Committee according to the *Dixieland CRA Commercial Corridor Design Guidelines*, which are used for all commercial signage within the City's Historic Districts by Historic Preservation Board Policy.

Staff finds that the design, dimensions, and internal illumination of the proposed sign meet the Sign Guidelines and Standards. Additionally, the proposed sign is determined to not be cabinet signage due to only the individual letters being lighted, and not the entire face of each channel letters.

**STAFF RECOMMENDATION:**

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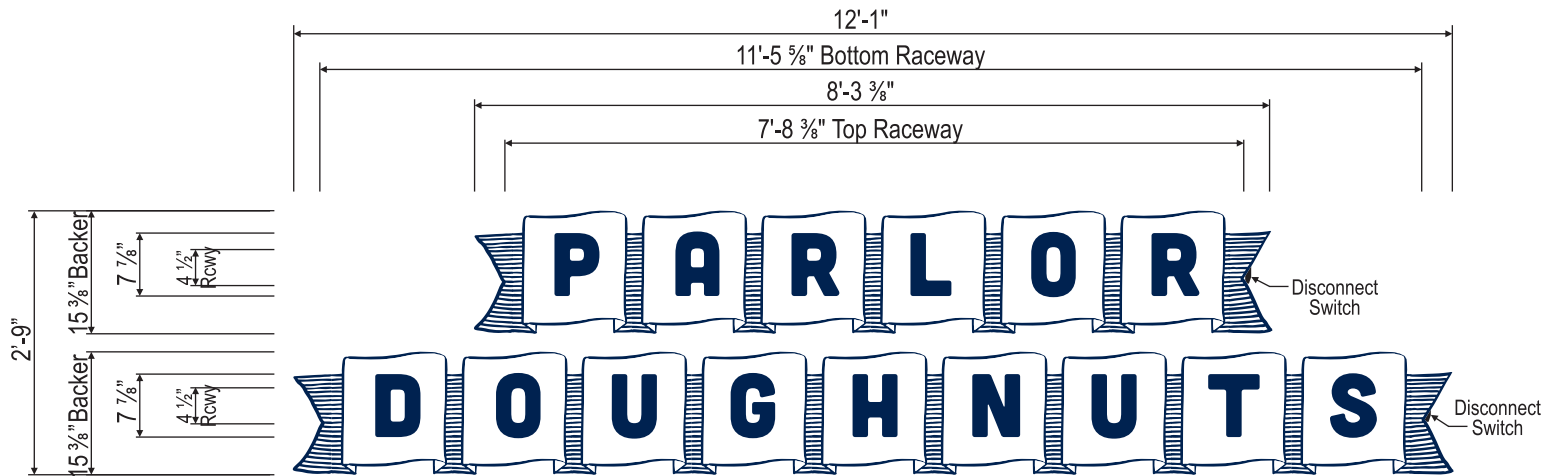
Final Approval of the request as submitted.

Report prepared by: Emily M. Foster, Senior Planner, Historic Preservation  
Liaison to the Historic Preservation Board









### Channel Letters with Backer Panel

Scale: 1/2" = 1'-0"

### Square Footage:

2'-9" x 12'-1" = 33.23 sf

### Scope of Work:

- Fabricate and Install Channel Letters with Backer

**Raceways:** 4 1/2" x 4 1/2" aluminum extrusion painted to match building color as close as possible.

**Backer Panels:** .080 Aluminum with printed vinyl.

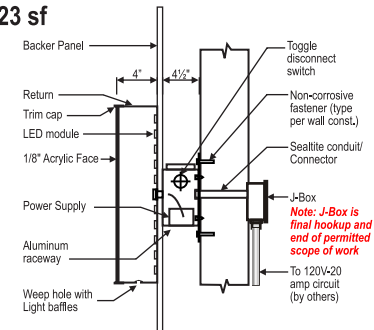
**Faces:** White acrylic with 1st surface applied blue perforated vinyl.

**Trim Cap:** 1" Blue

**Returns:** 4" White

**Lighting:** Internally illuminated with White LEDs

**Colors:**  
Pantone 655 C (Parlor Blue)



### Attachments for Masonry/Concrete:

- 3/8" All Thread Bolts
- 3/8" Toggle Bolts
- 3/8" T/A

Letter Section  
Scale: NTS

### Proposed



### Existing



**PLEASE CHECK THOROUGHLY: We cannot be held responsible if you APPROVE an incorrect art proof.**

I HAVE REVIEWED THE ABOVE SPECIFICATIONS, FULLY UNDERSTAND THE WORK TO BE PERFORMED, AND HEREBY AUTHORIZE THIS PROJECT TO BEGIN.

CLIENT APPROVAL: DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
SIGNED: \_\_\_\_\_  
☐ OK to proceed with NO CHANGES  
☐ Make changes and SHOW ANOTHER PROOF  
☐ OK to proceed with NOTED CHANGES

LANDLORD APPROVAL: DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
SIGNED: \_\_\_\_\_  
☐ OK to proceed with NO CHANGES  
☐ Make changes and SHOW ANOTHER PROOF  
☐ OK to proceed with NOTED CHANGES

**Job Name:**  
Parlor Doughnuts  
**Job Address:**  
238 N. Massachusetts Ave.  
Lakeland, FL 33801  
**Job #:** 142672  
**Date:** 3-18-25  
**SP:** PAM  
**Drawn by:** MJD  
**File:** X:\PLT files\  
2009-present\PL  
Parlor Doughnuts\  
238 Mass, Lakeland\  
Parlor\_Projecting\_P&E.cdr

Sheet No. 1

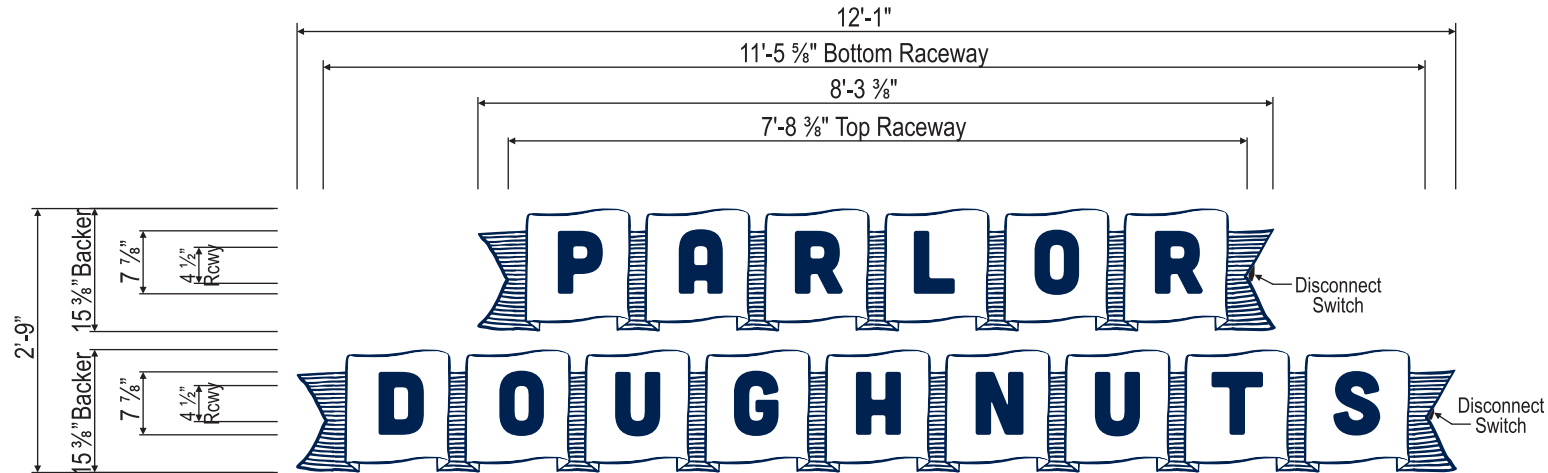
### REVISIONS

Rev / date / by / description



2930 Drane Field Rd.  
Lakeland, FL 33811  
863.644.3521 fax 644.3524  
www.dixiesignsinc.com

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**Channel Letters with Backer Panel**  
Scale: 1/2" = 1'-0"

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**Backer Panels:** .080 Aluminum with printed vinyl.

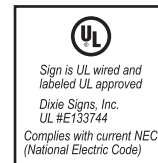
**Faces:** White acrylic with 1st surface applied blue perforated vinyl.

**Trim Cap:** 1" Blue

**Returns:** 4" White

**Lighting:** Internally illuminated with White LEDs

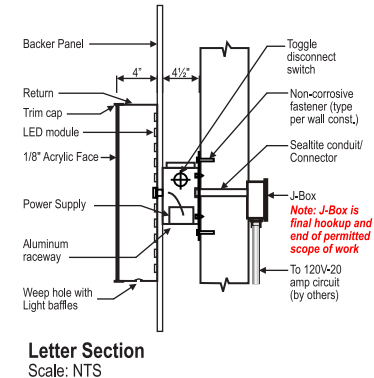
**Colors:**  
Pantone 655 C (Parlor Blue)



**Square Footage:**  
2'-9" x 12'-1" = 33.23 sf

**Attachments for Masonry/Concrete:**

- 3/8" All Thread Bolts
- 3/8" Toggle Bolts
- 3/8" T/A



**Job Name:**  
Parlor Doughnuts  
**Job Address:**  
238 N. Massachusetts Ave.  
Lakeland, FL 33801  
**Job #:** 051453  
**Date:** 1-30-25  
**SP:** PAM  
**Drawn by:** MJD  
**File:** X:\PLT files\  
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Parlor Doughnuts\  
238 Mass, Lakeland\  
Parlor\_Attachments.cdr

**Sheet No.** 1

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☐ OK to proceed with NOTED CHANGES

 - Channel Letters

 - Property Line

Parcel ID:  
242818201000007010

Address:  
238 N. Massachusetts Ave.  
Lakeland, FL 33801



Proposed Channel Letters



Channel Letter Placement

Scale: nts

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**Job Address:**  
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Lakeland, FL 33801  
**Job #:** 051453  
**Date:** 1-30-25  
**SP:** PAM  
**Drawn by:** MJD  
**File:** X:\PLT files\  
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Parlor Doughnuts\  
238 Mass, Lakeland\  
Parlor\_Site.cdr

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