



City of Mount Dora
Planning and Development
510 N. Baker St.
Mount Dora, FL 32757
352-735-7112
Fax: 352-735-7191
E-mail: plandev@cityofmounddora.com

HISTORIC PRESERVATION BOARD

City Hall – 1st Floor Board Room, 510 N. Baker Street, Mount Dora, FL

April 29, 2026 at 3:00 PM

AGENDA

- I. Call to Order
- II. Roll Call with Determination of Quorum
- III. Approval of Minutes
- IV. Public Participation/hearing of non-agenda items
- V. Certificate of Appropriateness
 - a. 110 N Clayton Street - New Garage
 - i Ex Parte Communication
 - ii Swearing in Staff/Applicants
 - iii Staff Presentation
 - iv Applicant Presentation
 - v Public Comment
 - vi Board Discussion
 - ~~b. 115 W 3rd Avenue - Renovation~~
 - ~~i Ex Parte Communication~~
 - ~~ii Swearing in Staff/Applicants~~
 - ~~iii Staff Presentation~~
 - ~~iv Applicant Presentation~~
 - ~~v Public Comment~~
 - ~~vi Board Discussion~~
 - c. 351 W 10th Street - Window Renovation
 - i Ex Parte Communication
 - ii Swearing in Staff/Applicants
 - iii Staff Presentation
 - iv Applicant Presentation
 - v Public Comment
 - vi Board Discussion
 - d. 606 N McDonald Street Addition
 - i Ex Parte Communication
 - ii Swearing in Staff/Applicants
 - iii Staff Presentation
 - iv Applicant Presentation

- v Public Comment
- vi Board Discussion

VI. Old Business

- a. Historic Ordinance Update**
- b. Demolition by Neglect**

VII. Staff Updates

VIII. Board Updates

IX. Announcement of next scheduled meeting date; *May 27, 2026 @ 3:00 p.m.*

X. Adjournment

All meetings are held the last Wednesday of each month at 3:00 p.m. at City Hall – 510 N. Baker Street

NOTICE: Please note that, for purposes of Section 286.011, Florida Statutes, two or more members of the City Council may be present at this meeting, and this meeting may be considered a City Council meeting.

NOTICE: If any person decides to appeal any decisions at this meeting with respect to any matter considered, such person may need a record of these proceedings. For such purpose, a person 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.

NOTICE: For purposes of Section 286.011, *Florida Statutes*, two (2) or more members of the City Council may be present at this meeting and this meeting may be considered a City Council meeting although no decision of the City Council will be made at this meeting and the City Council shall comply with the requirements of controlling State law in every respect.

NOTICE: In accordance with the Americans with Disabilities Act (“ADA”) and Florida Statutes, Section 286.26, persons with disabilities needing a reasonable accommodation to participate in a public hearing or meeting should contact the City of Mount Dora’s ADA Coordinator at least 48 hours prior to the proceeding. The ADA Coordinator may be contacted by phone at 352735-7126, ext. 1111, or by email at clerk@cityofmounddora.com.

If hearing impaired, telephone the Florida Relay Service numbers (800) 955-8771 (TDD) or (800) 955- 8770 (Voice) for assistance.



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HISTORIC PRESERVATION BOARD MEETING
City Hall Conference Room, 510 N. Baker Street, Mount Dora, FL
Wednesday, March 25, 2026 – 3:00 PM

MINUTES

I. CALL TO ORDER

Having been duly noticed as required by law, the March 25, 2026 meeting of the Mount Dora Historic Preservation Board was called to order at 3:00 p.m. by Det Joks, Chairman.

II. ROLL CALL WITH DETERMINATION OF QUORUM, SWEARING IN AND EX PARTE COMMUNICATION DISCLOSURE

Present: Daniel Wick, Det Joks, Robert Gordon, Joseph Newton, Suzanne Gibson

Absent: Juan Diaz, Jay Smith

City Staff: Michele Janiszewski, *Deputy Planning Director*; Whitney Scott, *Associate Planner*; Andrew Hand, *City Attorney*

III. APPROVAL OF MINUTES

On a motion by Mr. Wick, seconded by Mr. Newton, the board voted to approve the minutes; unanimously with a 5-0 vote.

IV. PUBLIC PARTICIPATION/HEARING FOR NON-AGENDA ITEMS

None

V. CERTIFICATE OF APPROPRIATENESS

- A. 610 N. Tremain Street - Reroof**
 - i. Ex Parte Communication Disclosure**
 - ii. Swearing in of staff/applicants**
 - iii. Staff presentation**
 - iv. Public Input**
 - v. Discussion**



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Ms. Janiszewski provided a brief summary of the proposed application and stated staff recommends approval of the application as presented.

Discussion on whether or not property is a duplex.

Discussion on mimicking gridlines.

On a motion by Mr. Gordon, seconded by Mr. Wick, the board voted to approve the application as presented; unanimously with a 5-0 vote.

B. 1148 N. Grandview Street - Reroof

- i. Ex Parte Communication Disclosure**
- ii. Swearing in of staff/applicants**
- iii. Staff presentation**
- iv. Public Input**
- v. Discussion**

Ms. Janiszewski provided a brief summary of the proposed application and stated that staff recommends approval of the application as presented.

Ms. Janiszewski clarified the application is proposed for the entire roof.

On a motion by Mr. Newton, seconded by Mr. Gordon, the board voted to approve the application; unanimously; with a 5-0 vote.

C. 811 N. Grandview Street – Window/Door Renovation

- i. Ex Parte Communication Disclosure**
- ii. Swearing in of staff/applicants**
- iii. Staff presentation**
- iv. Public Input**
- v. Discussion**

Ms. Janiszewski provided a brief summary of the proposed application and stated that staff recommends approval of the application, with the condition that the grid lines are replicated on new windows.

Discussion on whether the ordinance addresses composite materials.



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Ms. Janiszewski stated design standards does.

Ms. Janiszewski provided the provisions on replacement materials.

Ms. Janiszewski clarified there is a patio door on the western side proposed and it will be a size for size sliding patio door.

On a motion by Mr. Wick, seconded by Ms. Gibson, the board voted to approve the application; unanimously with a 5-0 vote.

D. 729 E. 8th Avenue – Window Replacement

- i. Ex Parte Communication Disclosure**
- ii. Swearing in of staff/applicants**
- iii. Staff presentation**
- iv. Public Input**
- v. Discussion**

Ms. Janiszewski provided a brief summary of the proposed application and stated that staff recommends approval of the application with conditions that gridlines are replicated.

Discussion regarding vinyl windows.

Ms. Janiszewski clarified that vinyl windows may be allowed under special circumstances.

Discussion on windows in the front being replicated.

Ms. Janiszewski stated that the front window can't be replicated because of the architectural curve, per the contractor.

Discussion on the reason for the windows being replaced. The owner stated that the windows are leaking and the frames are rotting out.

Discussion on having the windows re-worked.

Owner, Diane Hartwell provided exhibit A (pictures of proposed window).

Ms. Janiszewski clarified that they are the same photos provided in agenda packet.

Discussion on existing material of windows.



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Ms. Hartwell stated the windows are metal and wood.

Conversation on the windows being restored and replicated instead of replaced.

Ms. Hartwell clarified that the windows she currently has aren't the originals.

Discussion on tabling item until next meeting, to have representative/contractor available to further answer questions.

On a motion by Mr. Gordon, seconded by Mr. Wick, the board voted to table the application until next month; unanimously with a 5-0 vote.

VII. OTHER BUSINESS

Discussion regarding staff updates. Ms. Janiszewski stated there are currently none.

Discussion on topics to be discussed at upcoming Historic Preservation Board meetings.

Conversation on status of Princess Theater-5th Ave Revival letter- of support.

Mr. Gordon stated he will not be physically present at the next meeting but is available for zoom.

VIII. ANNOUNCEMENT OF NEXT SCHEDULED MEETING DATE: April 29, 2026 (3:00pm)

IX. ADJOURNMENT

Mr. Newton motioned to adjourn the meeting. Mr. Wick seconded the motion and it was approved unanimously. The meeting was adjourned at 4:05 pm.

*Det Joks, Chairman
Historic Preservation Board*

*Whitney Scott
Associate Planner*



DATE: April 29, 2026

TO: Historic Preservation Board

FROM: Michele Janiszewski, AICP, Senior Planner

RE: **Tab 1 - Certificate of Appropriateness; 110 N Clayton (Location); Porch Garage Addition (Proposed Work); Carolyn K Parlato (Owner and Applicant).**

Property Information:

Address:	110 N Clayton	Current Use:	Residential
Zoning District:	R-1	Land Use:	Medium Density

Structure Information:

Date of Construction:	1952	Style:	Masonry Vernacular
Siding:	Concrete Block	Stories:	One
Roof Type:	Gable	Chimneys:	None
Roof Material:	Asphalt Shingles	Porch:	One, Open

Background on Architectural Style:

Masonry Vernacular buildings tend to be simple, largely unornamented, and constructed out of readily available materials. This style's guiding principle is the long tradition of simple masonry construction techniques used in Western architecture. Windows and doors are symmetrically spaced on a façade to form a regular rhythm of solids and voids called "bays." Where there is more than one floor, openings are aligned from floor to floor for structural purposes. Decoration is simple and limited usually to string courses, window and door lintels, and cornices. Vernacular buildings were widely constructed in Mount Dora from the 1880s through the 1930s.

This style of houses' primary exterior material is typically concrete block, stucco, and brick. Roof surfaces were typically wood shingles during the 19th century; metal during the last 19th century; and composition and asbestos shingles beginning in the 1920s.

Requested Action:

Remove existing deck and shed, and construct a concrete block garage addition with patio on top with composite decking. The application also proposes replacing the existing garage door with a matching garage door.



Guidance from Land Development Code (LDC)

LDC Section 3.4.6 (2)(b) states that it is also the intent to promote visually compatible, contemporary designs that are harmonious with the exterior architectural and landscape features of adjacent, neighboring or visually related buildings, structures, sites and streetscapes. Visual compatibility will be defined in terms of the following criteria:

Guidance from the Historic Design Guidelines:

Additions to existing historic buildings and new construction in the district can contribute in interesting and meaningful ways by adding creative visual elements that respond to and reinforce established patterns and context. Historic neighborhoods do not have to “be frozen in time” or “preserved in amber,” as many people would assume. Additional housing, adapting buildings to a growing family’s needs, creating infill to replace vacant lots; all of these goals can be welcome additions in a historic district when designed and constructed appropriately and in consideration of context and compatibility. The challenge in historic preservation is to accommodate the desired change in a way that enhances rather than diminishes historic character.

Additions and new construction should be designed in a manner that is compatible and sympathetic to the character of the buildings and neighborhood, especially those that are immediately adjacent, ensuring that the character and integrity of surrounding historic resources are preserved. New buildings should be consistent with the site layout, orientation, scale, form, materials, features, and details already established by the surrounding historic resources.

While a historic district conveys a certain sense of time and place associated with its history, it also remains dynamic, with alterations, additions, and new construction occurring over time. It is desirable to be able to perceive the evolution of the street and neighborhood, discerning the apparent age of each building by its architectural expression and method of construction. Placing a building’s architectural style in relative chronological order helps interpret the development of the neighborhood. New buildings should not seek to replicate historic buildings but can reference historic styles in their design. Additions and new buildings should fit in and contribute positively to the overall character of the neighborhood.

- a. **General Layout:** Retain historic property line patterns, street relationships, setbacks, building orientation, established circulation patterns, and landscape elements.
- b. **Size Location of Additions:** Additions should be located on the side or rear elevation as opposed to the primary facade. The size and scale of additions should be proportionate to the historic building and clearly subordinate to it.
- c. **Compatible New Design:** New construction and additions can utilize modern technologies and building systems while still respecting the character of the historic district. New construction should be differentiated from the old, which can be accomplished through subtle changes in details, materials, proportions or presentation. A building can reflect current design trends but still honor historic building traditions.
- d. **Proportion of Additions:** Additions should be subordinate to, and not overwhelm, the primary structure. Their design should minimize the visual impact on the building.
- e. **Compatibility:** Materials should be of a complementary type, size, texture, color and level of craftsmanship to promote continuity within the historic district.
- f. **Inappropriate Materials:** The use of vinyl and aluminum siding, unpainted wood, exterior plywood systems, and glass block are incompatible with the visual character of the historic district.
- g. **Porches:** The incorporation of porches in new construction is encouraged. Design should be compatible with the layout, form, scale, and detailing of neighboring historic porches. The introduction of non-traditional porch features or configurations is discouraged.

Findings of Fact:

LDC Section 3.6.4 (2) (a), states that the Historic Preservation Board shall utilize the most recent U.S. Secretary of Interior's Standards for Historic Rehabilitation and Guidelines for Rehabilitation and the Mount Dora Historic Preservation Design Guidelines as the standards by which applications for certificate of appropriateness are to be evaluated. The Mount Dora Historic Design Guidelines are based on the U.S. Secretary of Interior's Standards for Historic Rehabilitation and Guidelines for Rehabilitation.

LDC Section 3.6.4 (2)(b), states it is also the intent to promote visually compatible, contemporary designs that are harmonious with the exterior architectural and landscape features of adjacent, neighboring or visually related buildings, structures, sites and streetscapes.

Staff has reviewed the application for consistency with the U.S. Secretary of Interior's Standards for Historic Rehabilitation, Mount Dora Historic Preservation Design Guidelines, and the standards for visual compatibility established in LDC Section 3.6.4 (2)(b) (hereto referred to the 'Standards of Review'), and found:

1. The request is consistent with the Mount Dora Historic Design Standards which state that additions should be compatible in design to the residence, located on the side of rear, and subordinate to the primary structure; and
2. The request is consistent with the Mount Dora Historic Design Standards which state porches which need to be replaced should be replaced in-kind to match the original visual and physical properties; and

3. The proposed work is compatible with the architectural style of the building; and
4. The request is promotes visual compatibility with the exterior architectural of adjacent, neighboring or visually related buildings, structures, sites and streetscapes as required by LDC Section 3.6.4 (2)(b).

Therefore, based on these Findings of Fact, staff recommends **Approval** of the application, as presented.

Board Action:

The Historic Preservation Board may:

1. Accept Staff’s Findings of Fact and Approve the application, as presented;
2. Partially reject Staff’s Findings of Fact and Approve the application with conditions to ensure the application is consistent with the Standards of Review. Note: The motion should clearly state the Standards of Review the proposed conditions will address.
3. Reject Staff’s Findings of Fact and Deny the application based on inconsistencies between the application and the Standards of Review. Note: The motion will need to include reasoning as to why the application is inconsistent with the Standards of Review.

Attachments:

Photos
2008 Site File
2020 Site File
Application



CITY OF MOUNT D O R A

Site Photos





HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 LA03905
 Recorder # 449
 Field Date 3/15/2008
 Form Date 3/15/2008
 FormNo 200803
 FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? YES

GENERAL INFORMATION

Site Name (address if none) 110 N CLAYTON ST Multiple Listing (DHR only) _____
 Other Names _____ >> _____
 Survey or Project Name _____ Survey# _____
 National Register Category Building(s)

LOCATION & IDENTIFICATION

Street No.	Direction	Street Name	Street Type	Direction Suffix
<u>110</u>	<u>North</u>	<u>CLAYTON</u>	<u>Street</u>	

Cross Streets (nearest/ between) _____
 City / Town (within 3 miles) Mount Dora In Current City Limits? YES
 County Lake Tax Parcel #(s) _____
 Subdivision Name _____ Block _____ Lot _____
 Ownership _____
 Name of Public Tract (e.g., park) _____
 Route to (especially if no street address) _____

MAPPING

USGS 7.5' Map Name _____ Publication Date >> EUSTIS; 1980
 Township: _____ Range: _____ Section: _____ 1/4 section: _____ >> 19S ; 27E ; 32 ; UNSP
 Irregular Section Name: _____
 Landgrant _____
 UTM: Zone _____ Easting _____ Northing _____
 Plat or Other Map (map's name, location) _____

DESCRIPTION

Style Masonry Vernacular Other Style _____
 Exterior Plan Irregular Other Exterior Plan _____
 Number of Stories 1
 Structural System(s) >> Concrete block
 Other Structural System(s) _____
 Foundation Type(s) >> Slab
 Other Foundation Types _____
 Foundation Material(s) >> Poured Concrete Footing
 Other Foundation Material(s) _____
 Exterior Fabric(s) >> Concrete block
 Other Exterior Fabric(s) _____
 Roof Type(s) >> _____
 Other Roof Type(s) _____
 Roof Material(s) >> _____
 Other Roof Material(s) _____
 Roof Secondary Structure(s) (dormers etc) >> _____
 Other Roof Secondary Structure(s) _____
 Number of Chimneys 1
 Chimney Material _____
 Other Chimney Material(s) _____
 Chimney Location(s) _____

HISTORICAL STRUCTURE FORM

8LA03905

DESCRIPTION (continued)

Window Descriptions METAL SASH, 4/4, 6/6

Main Entrance Description (stylistic details) _____

Porches: #open 1 #closed _____ #incised _____ Location(s) _____

Porch Roof Types(s) _____

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Good

Structure Surroundings

Commercial: _____ Residential: MOSTly this category

Institutional: _____ Undeveloped: _____

Ancillary Features (Number / type of outbuildings, major landscape features) _____

Archaeological Remains (describe): _____

If archaeological remains are present, was an Archaeological Site Form completed? _____

Narrative Description (optional) _____

HISTORY

Construction year 1952

Architect (last name first): _____

Builder (last name first): _____

Changes in Locations or Conditions

Type of Change	Year of Change	Date Change Noted	Description of Changes
----------------	----------------	-------------------	------------------------

>> _____

Structure Use History

Use _____ Year Use Started _____ Year Use Ended _____ >> Private residence; 1952;

Other Structure Uses _____

Ownership History (especially original owner, dates, profession, etc.) _____

RESEARCH METHODS

Research Methods _____

>> Examine local tax records

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? NO

Name of Local Register if Eligible _____

Individually Eligible for National Register? NO

Potential Contributor to NR District? NO

Area(s) of historical significance _____

>> _____

Other Historical Associations _____

Explanation of Evaluation (required) Because the building is isolated from other historic resources that contribute to a potential historic district & lack sufficient architectural features, it doesn't appear to be pot. eligible for the NR & doesn't contribute to a historic district

HISTORICAL STRUCTURE FORM

8LA03905

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF, Including Field Notes, Plans, other Important Documents.

Document type: _____

Maintaining Organization: _____

File or Accession #: _____

Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, Myles

Recorder Address / Phone 4104 St. Augustine Road Jacksonville, FL

Recorder Affiliation Bland & Associates, Inc Other Affiliation _____

Is a Text-Only Supplement File Attached (Surveyor Only)? NO

***** MASTER SITE FILE USE ONLY *****

Cultural Resource Type: SS

Electronic Form Used: S110

Form Type Code: NORM

Form Quality Ranking: NEW

Form Status Code: SCAT

Supplement Information Status: NO SUPPLEMENT

Supplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 5/31/2008

SHPO's Evaluation of Resource

_____ Date _____

Form Comments: _____

REQUIRED PAPER ATTACHMENTS

- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

LA03905-200803

Supplementary Printout

- > **USGS map name/year of publication or revision:**
EUSTIS;1980

- > **Township/Range/Section/Qtr:**
19S ;27E ;32;UNSP

- > **Structural system(s):**
Concrete block
Brick
Wood frame

- > **Foundation types:**
Slab
Continuous

- > **Foundation materials:**
Poured Concrete Footing

- > **Exterior fabrics:**
Concrete block
Brick
Vinyl

- > **Roof types:**

- > **Roof materials:**

- > **Roof secondary structures (dormers etc):**

- > **Change status/year changed/date noted/nature:**

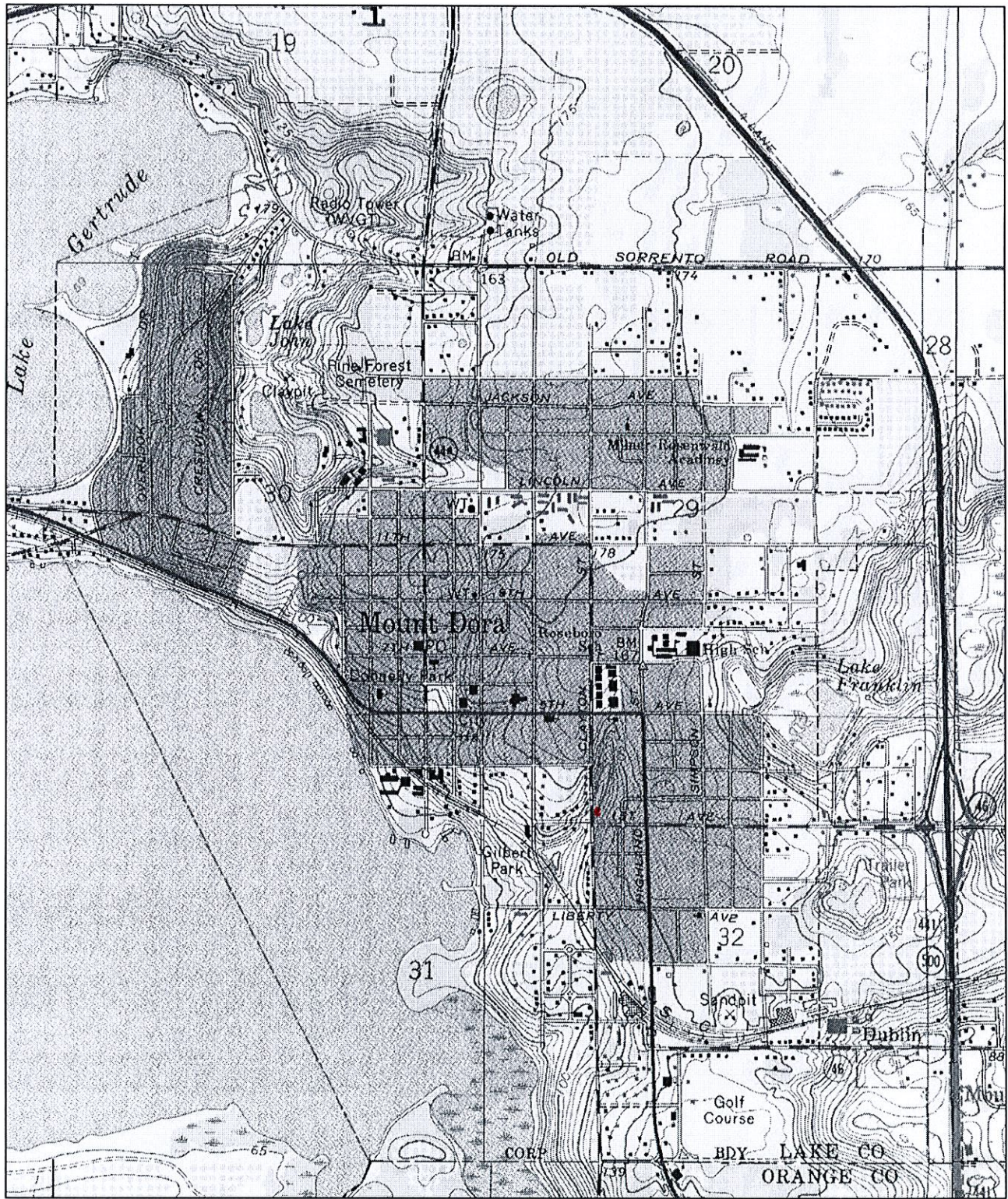
- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1952;

- > **Research methods:**
Examine local tax records
FL Master Site File-Cultural Resources
Pedestrian

- > **Area(s) of historical significance:**

- > **Repositories: Collection/Housed/Accession#/Describe**

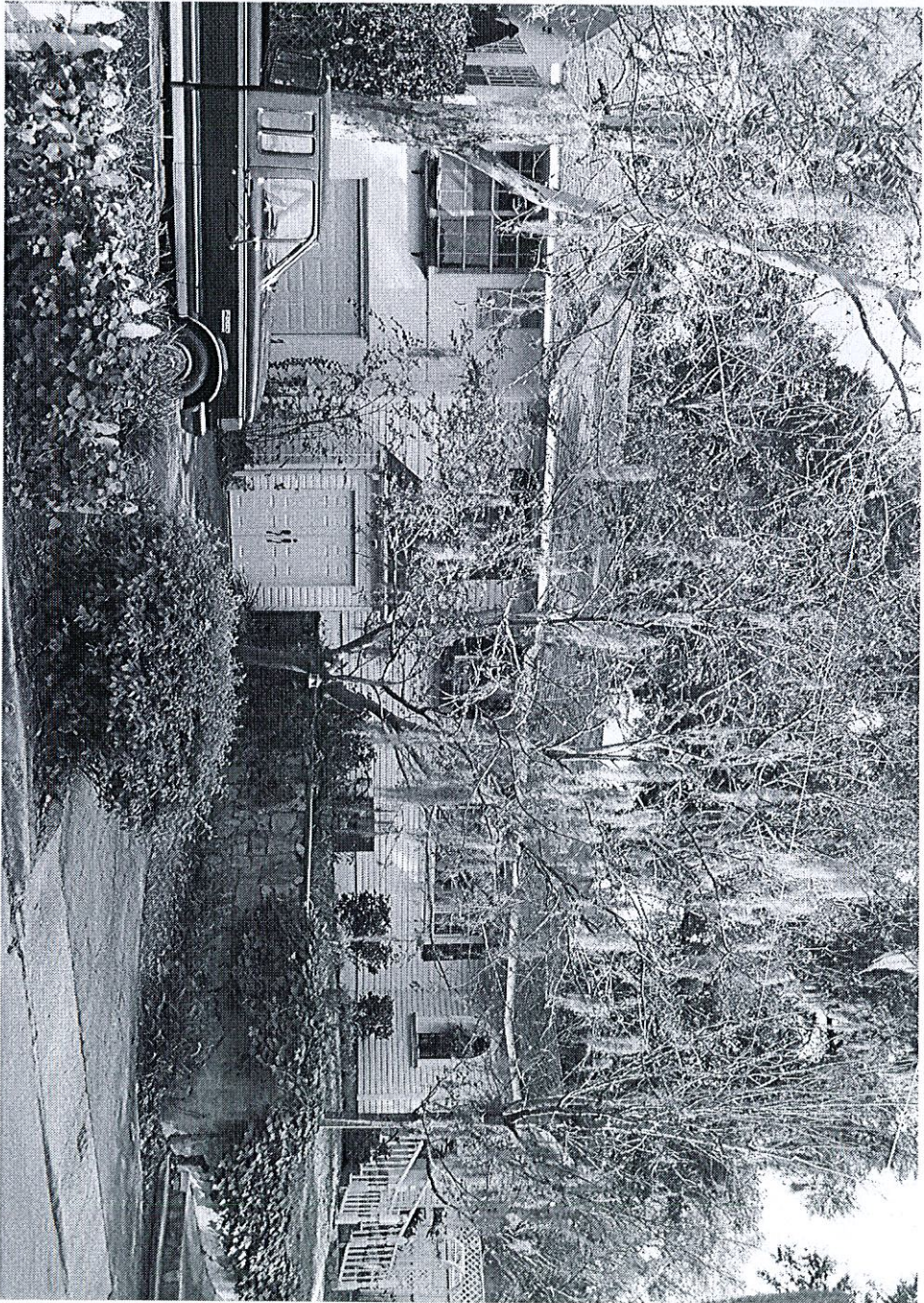
- > **[Other name(s)]:**



Map provided by MyTopo.com

449
LA3905

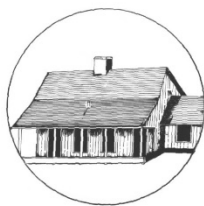




LA
3905

449

- Original
- Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 5.0 3/19

Site#8 _____
 Field Date _____
 Form Date _____
 Recorder # _____

Shaded Fields represent the minimum acceptable level of documentation.
 Consult the *Guide to Historical Structure Forms* for detailed instructions.

Site Name(s) (address if none) _____ Multiple Listing (DHR only) _____
 Survey Project Name _____ Survey # (DHR only) _____
 National Register Category (please check one) building structure district site object
 Ownership: private-profit private-nonprofit private-individual private-nonspecific city county state federal Native American foreign unknown

LOCATION & MAPPING

Address: Street Number _____ Direction _____ Street Name _____ Street Type _____ Suffix Direction _____
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name _____ USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) _____ In City Limits? yes no unknown County _____
 Township _____ Range _____ Section _____ ¼ section: NW SW SE NE Irregular-name: _____
 Tax Parcel # _____ Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone 16 17 Easting _____ Northing _____
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Construction Year: _____ approximately year listed or earlier year listed or later
 Original Use _____ From (year): _____ To (year): _____
 Current Use _____ From (year): _____ To (year): _____
 Other Use _____ From (year): _____ To (year): _____
 Moves: yes no unknown Date: _____ Original address _____
 Alterations: yes no unknown Date: _____ Nature _____
 Additions: yes no unknown Date: _____ Nature _____
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.)

Is the Resource Affected by a Local Preservation Ordinance? yes no unknown Describe _____

DESCRIPTION

Style _____ Exterior Plan _____ Number of Stories _____
 Exterior Fabric(s) 1. _____ 2. _____ 3. _____
 Roof Type(s) 1. _____ 2. _____ 3. _____
 Roof Material(s) 1. _____ 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. _____ 2. _____

Windows (types, materials, etc.)

Distinguishing Architectural Features (exterior or interior ornaments)

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.)

DHR USE ONLY	OFFICIAL EVALUATION	DHR USE ONLY
NR List Date _____	SHPO – Appears to meet criteria for NR listing: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> insufficient info Date _____ Init. _____ KEEPER – Determined eligible: <input type="checkbox"/> yes <input type="checkbox"/> no Date _____ NR Criteria for Evaluation: <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d (see <i>National Register Bulletin</i> 15, p. 2)	Owner Objection _____

DESCRIPTION (continued)

Chimney: No. _____ Chimney Material(s): 1. _____ 2. _____ 3. _____
Structural System(s): 1. _____ 2. _____ 3. _____
Foundation Type(s): 1. _____ 2. _____
Foundation Material(s): 1. _____ 2. _____
Main Entrance (stylistic details)

[Empty box for Main Entrance details]

Porch Descriptions (types, locations, roof types, etc.)
[Empty box for Porch Descriptions]

Condition (overall resource condition): excellent good fair deteriorated ruinous
Narrative Description of Resource
[Empty box for Narrative Description]

Archaeological Remains _____ Check if Archaeological Form Completed

RESEARCH METHODS (select all that apply)

- FMSF record search (sites/surveys) library research building permits Sanborn maps
FL State Archives/photo collection city directory occupant/owner interview plat maps
property appraiser / tax records newspaper files neighbor interview Public Lands Survey (DEP)
cultural resource survey (CRAS) historic photos interior inspection HABS/HAER record search
other methods (describe) _____

Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed)
[Empty box for Bibliographic References]

OPINION OF RESOURCE SIGNIFICANCE

Appears to meet the criteria for National Register listing individually? yes no insufficient information
Appears to meet the criteria for National Register listing as part of a district? yes no insufficient information
Explanation of Evaluation (required, whether significant or not; use separate sheet if needed)
[Empty box for Explanation of Evaluation]

Area(s) of Historical Significance (see National Register Bulletin 15, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)
1. _____ 3. _____ 5. _____
2. _____ 4. _____ 6. _____

DOCUMENTATION

Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents
1) Document type _____ Maintaining organization _____
Document description _____ File or accession #'s _____
2) Document type _____ Maintaining organization _____
Document description _____ File or accession #'s _____

RECORDER INFORMATION

Recorder Name _____ Affiliation _____
Recorder Contact Information _____
(address / phone / fax / e-mail)

Required Attachments
1 USGS 7.5' MAP WITH STRUCTURE LOCATION CLEARLY INDICATED
2 LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)
3 PHOTO OF MAIN FACADE, DIGITAL IMAGE FILE
When submitting an image, it must be included in digital AND hard copy format (plain paper grayscale acceptable). Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.

Street Map



N
110 NORTH CLAYTON ST MOUNT DORA FL 32757

0 40 80 160
Feet

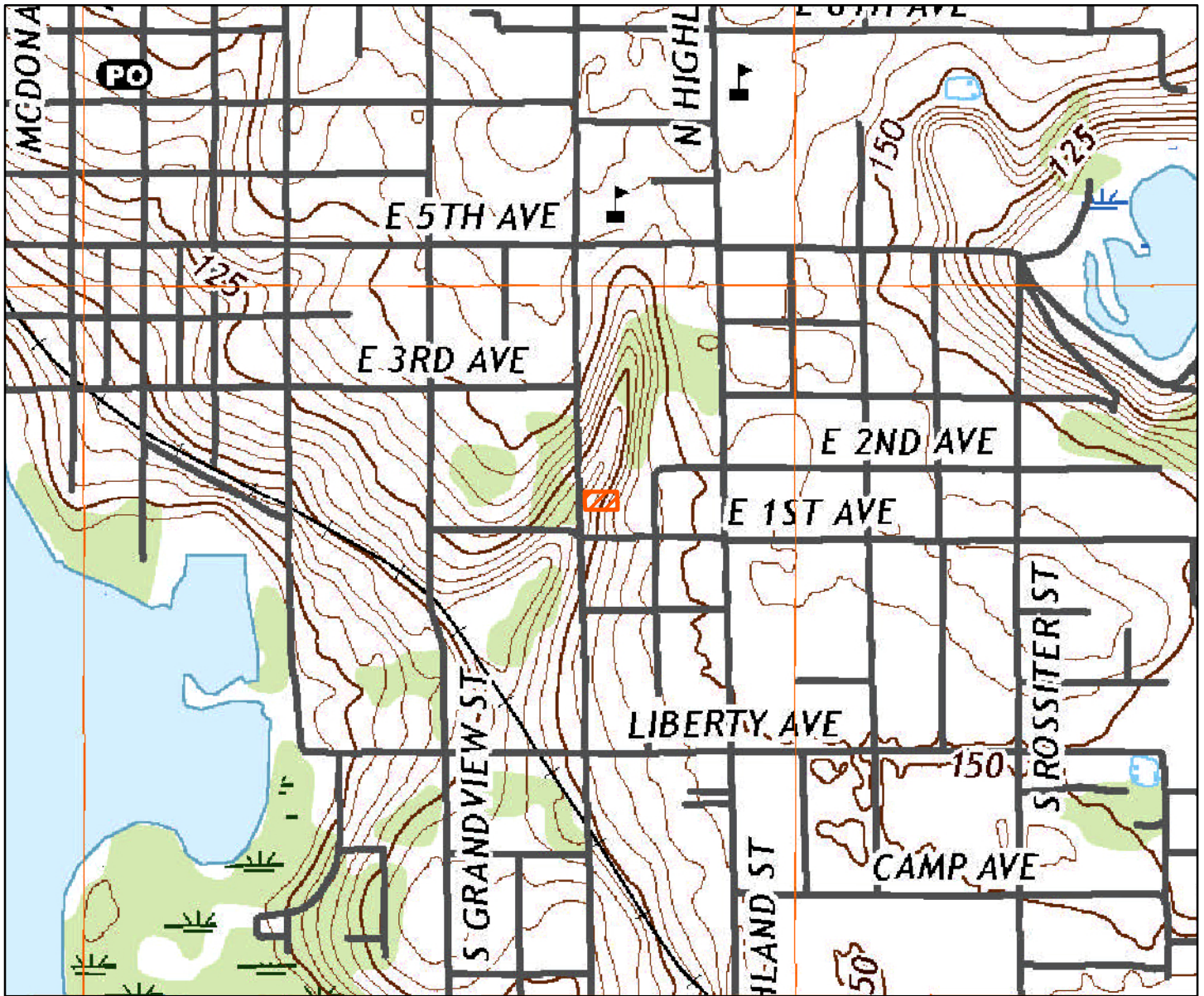


LA03905



Data Sources: Lake County, City of Mount Dora

USGS Map



LA03905



110 NORTH CLAYTON ST MOUNT DORA FL 32757



Continuation Page

Material list:

- Concrete slab
- Wall construction: Concrete block and mortar.
- Concrete composite siding.
- Paint and sealer.
- Waterproofing & Protection: Waterproof Membrane (Liquid Rubber sealant or PVC membrane) to protect the roof and joist tape.
- Structural Support (Substructure): Sleepers/Pedestals: Pressure-treated lumbar or adjustable pedestal systems (like Eurotec) are used to elevate the deck, allowing water to drain underneath without damaging the roof.
- Framing: Pressure-treated lumber
- Decking Surface: Deck Boards: Composite (i.e. Trex, TimberTech) Fasteners: Specialized deck screws and concealed fastening systems.
- Two (2) standard 1-car garage doors with mounting hardware (carriage style)

Description:

Removal of deck, removal of shed, earth removal for leveling and drainage.

Variance request 26-01 approval allows for build out to the property line to properly store a one car vehicle. The garage will be an addition to the home. The garage will be constructed of the same materials of the adjacent garage with the exception of the required materials for the decking to serve as the roof which is pre-existing to the current structure. The decking material will be consistent with the current deck structure with the exception of a waterproof membrane as well as a black aluminum railing. The garage will be sealed and then covered with a concrete composite, plank style (white), siding consistent with the rest of the proposed siding of the home that was approved on 5 September 2025 by the Historic Board. The initial permit for the garage will only consist of the block in which it will be sealed and painted gray to initially match. A second permit at a later date will be requested for the siding for the home. The garage door is proposed as a carriage like style as seen from other homes within the district. The original garage structure will have an updated garage door to ensure they are identical.

Reason for Addition / Modification:

Variance request 26-01 was approved by the Planning and Zoning Commission on 18 March 2026 to overcome a hardship. This allowed for the second garage to be built as the limitations of the current shed would not allow for a car to access the opening. With this approval, a one car can be properly store and avoid flood damage due to the improperly functioning storm water management easement located adjacent to the property. Furthermore, this will further enhance the appearance of the home and in keeping to the harmony of the City of Mount Dora.

Current pictures of garage, shed, and deck.



AI generated pictures of the rendering.



PROPERTY RECORD CARD

General Information

Name:	PARLATO CAROLYN K	Alternate Key:	1469660
Mailing Address:	110 N CLAYTON ST MOUNT DORA, FL 32757 Update Mailing Address	Parcel Number: ⓘ	32-19-27-2600-00D-01200
		Millage Group and City:	00MD Mount Dora
		2025 Total Certified Millage Rate:	18.7725
		Trash/Recycling/Water/Info:	My Public Services Map ⓘ
Property Location:	110 N CLAYTON ST MOUNT DORA FL, 32757	Property Name:	-- Submit Property Name ⓘ
		School Information:	School Locator & Bus Stop Map ⓘ School Boundary Maps ⓘ
Property Description:	MOUNT DORA, ALTA VISTA LOTS 12, 13, S 15 FT OF LOT 14, BLK D PB 2 PG 14 ORB 6260 PG 2013		
<p>NOTE: This property description is a condensed/abbreviated version of the original description as recorded on deeds or other legal instruments in the public records of the Lake County Clerk of Court. It may not include the Public Land Survey System's Section, Township, Range information or the county in which the property is located. It is intended to represent the land boundary only and does not include easements or other interests of record. This description should not be used for purposes of conveying property title. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description.</p>			

Land Data

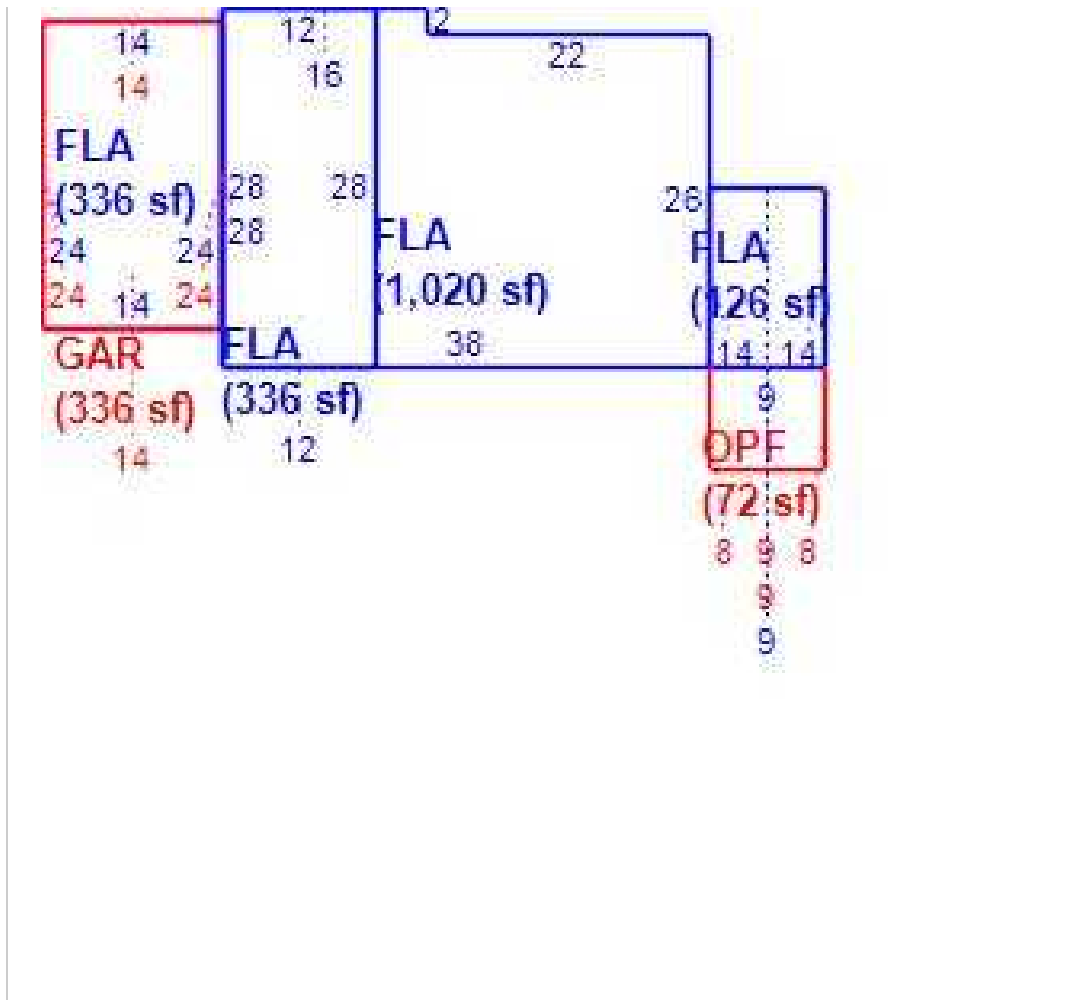
Line	Land Use	Frontage	Depth	Notes	No. Units	Type	Class	Value	Land Value
1	SINGLE FAMILY (0100)	85	150		12750.000	FD		\$145,777.00	\$145,777.00

[Click here for Zoning Info](#) ⓘ [FEMA Flood Map](#)

Residential Building(s)

Building 1

Residential	Building Value: \$246,726.00		
Summary			
Year Built: 1952	Total Living Area: 1818 ⓘ	Central A/C: Yes	Fireplaces: 0
Bedrooms: 2	Full Bathrooms: 2	Half Bathrooms: 0	
Incorrect Bedroom, Bath, or other information? ⓘ			
Section(s)			
Section Type	Ext. Wall Type	No. Stories	Floor Area
FINISHED LIVING AREA (FLA)	CONCRETE BLOCK PLAIN (02)	1.00	1818
GARAGE FINISH (GAR)		1.00	336
OPEN PORCH FINISHED (OPF)		1.00	72
View Larger / Print / Save			



Miscellaneous Improvements

No.	Type	No. Units	Unit Type	Year	Depreciated Value
1	DECK - WOOD (DEC2)	192	SF	2018	\$640.00

Sales History

NOTE: This section is not intended to be a complete chain of title. Additional official book/page numbers may be listed in the property description above and/or recorded and indexed with the Clerk of Court. [Follow this link to search all documents by owner's name.](#)

Book/Page	Sale Date	Instrument	Qualified/Unqualified	Vacant/Improved	Sale Price
6260 / 2013	12/18/2023	Warranty Deed	Qualified	Improved	\$457,000.00
5988 / 2430	04/15/2022	Quit Claim Deed	Unqualified	Improved	\$0.00
5943 / 1326	03/28/2022	Warranty Deed	Unqualified	Improved	\$100.00
5660 / 249	02/20/2021	Warranty Deed	Qualified	Improved	\$335,000.00
5219 / 136	12/28/2018	Warranty Deed	Qualified	Improved	\$280,000.00
3642 / 2044	06/13/2008	Warranty Deed	Qualified	Improved	\$220,000.00
1957 / 1148	05/18/2001	Warranty Deed	Qualified	Improved	\$130,500.00
1145 / 274	12/01/1991	Warranty Deed	Qualified	Improved	\$73,000.00
1124 / 1107	08/01/1991	Warranty Deed	Unqualified	Improved	\$100,000.00
1027 / 761	08/01/1989	Warranty Deed	Qualified	Improved	\$63,200.00

[612 / 2499](#) 01/01/1976 Misc
Deed/Document Qualified Improved \$21,000.00

[Click here to search for mortgages, liens, and other legal documents.](#) ⓘ

Values and Estimated Ad Valorem Taxes ⓘ

Values shown are 2026 Working Values. If you need a 2025 Property Record Card, please contact our office.

The Market Value listed below is not intended to represent the anticipated selling price of the property and should not be relied upon by any individual or entity as a determination of current market value.

Tax Authority	Market Value	Assessed Value	Taxable Value	Millage	Estimated Taxes
LAKE COUNTY BCC GENERAL FUND	\$393,143	\$380,760	\$324,349	5.0254	\$1,629.98
SCHOOL BOARD STATE	\$393,143	\$380,760	\$350,760	3.0870	\$1,082.80
SCHOOL BOARD LOCAL	\$393,143	\$380,760	\$350,760	2.9980	\$1,051.58
LAKE COUNTY WATER DISTRICT	\$393,143	\$380,760	\$324,349	0.2940	\$95.36
NORTH LAKE HOSPITAL DIST	\$393,143	\$380,760	\$324,349	0.3859	\$125.17
ST JOHNS RIVER FL WATER MGMT DIST	\$393,143	\$380,760	\$324,349	0.1793	\$58.16
CITY OF MOUNT DORA	\$393,143	\$380,760	\$324,349	6.3000	\$2,043.40
LAKE COUNTY MSTU AMBULANCE	\$393,143	\$380,760	\$324,349	0.4629	\$150.14
LAKE COUNTY VOTED DEBT SERVICE	\$393,143	\$380,760	\$324,349	0.0400	\$12.97
				Total: 18.7725	Total: \$6,249.56

Exemptions Information

This property is benefitting from the following exemptions with a checkmark ✓

✓ Homestead Exemption (first exemption up to \$25,000)	Learn More View the Law
✓ Additional Homestead Exemption (up to an additional \$25,000)	Learn More View the Law
Limited Income Senior Exemption (applied to county millage - up to \$50,000)	Learn More View the Law
Limited Income Senior Exemption (applied to city millage - up to \$25,000) ⓘ	Learn More View the Law
Limited Income Senior 25 Year Residency (county millage only-exemption amount varies)	Learn More View the Law
Widow / Widower Exemption (up to \$5,000)	Learn More View the Law
Blind Exemption (up to \$500)	Learn More View the Law
Disability Exemption (up to \$5,000)	Learn More View the Law
Total and Permanent Disability Exemption (amount varies)	Learn More View the Law
✓ Veteran's Disability Exemption (\$5,000)	Learn More View the Law
Veteran's Total and Permanent Disability Exemption (amount varies)	Learn More View the Law
Veteran's Combat Related Disability Exemption (amount varies)	Learn More View the Law
Deployed Servicemember Exemption (amount varies)	Learn More View the Law
First Responder Total and Permanent Disability Exemption (amount varies)	Learn More View the Law
Surviving Spouse of First Responder Exemption (amount varies)	Learn More View the Law
Conservation Exemption (amount varies)	Learn More View the Law
Tangible Personal Property Exemption (up to \$25,000)	Learn More View the Law

Religious, Charitable, Institutional, and Organizational Exemptions (amount varies)

[Learn More](#) [View the Law](#)

Economic Development Exemption

[Learn More](#) [View the Law](#)

Government Exemption (amount varies)

[Learn More](#) [View the Law](#)

NOTE: Information on this Property Record Card is compiled and used by the Lake County Property Appraiser for the sole purpose of ad valorem property tax assessment administration in accordance with the Florida Constitution, Statutes, and Administrative Code. The Lake County Property Appraiser makes no representations or warranties regarding the completeness and accuracy of the data herein, its use or interpretation, the fee or beneficial/equitable title ownership or encumbrances of the property, and assumes no liability associated with its use or misuse. See the posted [Site Notice](#).

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Property data updated nightly.

Site Notice



DATE: April 29, 2026
TO: Historic Preservation Board
FROM: Michele Janiszewski, AICP, Senior Planner
RE: **Tab 3 - Certificate of Appropriateness; 351 W 10th Street (Location); Window Modification (Proposed Work); Barry and Amanda McManus (Owners); John Wilbur (Applicant).**

Property Information:

Address:	351 W 10 th Avenue	Current Use:	Residential
Zoning District:	R-1A	Land Use:	Medium Density

Structure Information:

Date of Construction:	1919	Style:	Bungalow
Siding:	Clapboard, Stucco, Metal	Stories:	Two
Roof Type:	Gable	Chimneys:	One; Stone
Roof Material:	Asphalt Shingles	Porch:	None

Background on Architectural Style:

During the first three decades of the 20th century, the Bungalow became the most common style of residential architecture in the United States. The earliest American Bungalows appeared in the 1890s, but the style's popularity expanded after the turn of the century when plans began to appear in such publications as Bungalow Magazine and The Craftsman. Bungalows came in various shapes and forms, but small size, simplicity, and economy generally characterized the style.

Florida Bungalows appeared in several forms. The more elaborate of them were one-and-one-half stories in height and highly detailed. They included the side-gabled type and the Belvedere or Airplane Bungalow. Sears Roebuck and other companies provided pre-cut Bungalows which could be assembled on site. The most common Bungalow, a one-story type, featured a gable main roof above a gable porch roof. During the 1920s developers used the Bungalow as tract housing in neighborhoods throughout the state.

Bungalows are typically one or two stories in height and typically have a rectangular floor plan; exterior material comprised of horizontal wood siding and shingles (less frequently, stucco, brick); gable roof; tapered chimneys; simple; exposed structural elements (ridge beams, truss work, rafters, purlins); gable porch roof; and open porches. Roofing materials were typically sheet metal or composition shingles.

Requested Action:

The Applicant is seeking to install white, vinyl clad windows in the existing balcony openings to prevent water intrusion.



Guidance from Land Development Code (LDC)

LDC Section 3.4.6 (2)(b) states that it is also the intent to promote visually compatible, contemporary designs that are harmonious with the exterior architectural and landscape features of adjacent, neighboring or visually related buildings, structures, sites and streetscapes.

Guidance from the Historic Design Guidelines:

Windows are one of the most significant character defining features of a building and their preservation and appropriate treatment is a crucial part of maintaining historic integrity. How windows are arranged within the building's façade is a key component of the architectural design. The window composition itself – their type, how they function and operate, how sashes are divided – all contribute to the distinguishing elements of the building's architectural expression and often helps define a specific era of construction.

They are significant character defining features, and yet they are one of the most frequently altered features on historic buildings. Their preservation is important in maintaining the character of not just the building, but the streetscape as well. They vary in use, function, and size; some served as outdoor living areas, while others simply sheltered a primary or secondary entrance.

Most porches share common architectural elements such as posts, railings, steps, and a roof structure. Additional design and detailing on the porch reflected the architectural style expressed on the remainder of the building. Porches can deteriorate quickly due to exposure to the elements, especially true in Florida's climate. Without regular maintenance and repair, porch deterioration can escalate into a large-scale issue rapidly.

- a. **Retain Historic Frames:** When possible, replace only the sash, leaving the historic frame and sill intact. Install weatherstripping between a new sash and the historic frame to enhance thermal performance.

- b. **Window Size:** New windows should be fabricated to match the full size of the historic window opening.
- c. **Vinyl as Special Exceptions:** For new construction, accessory buildings, rear additions to historic houses, or non-contributing structures in the district, vinyl windows may be allowed by special exception. Their usage shall be reviewed on a case-by-case basis.
- d. **Dormer Windows:** Windows should complement the character of the historic windows, though they need not replicate them exactly.
- e. **Preservation:** Preserve, repair, and maintain historic porches associated with buildings in the historic district. Repair damaged or deteriorated elements of historic porches. Repair is always preferred over replacement.
- f. **Enclosing Original Porches:** Historic porches should not be enclosed with walls and/or windows to create or expand the interior living space.
- g. **Limited Enclosures:** On secondary or rear elevations, porch enclosures may be permitted if they do not require removing original trim and details. The installation should retain the visibility of historic details, which may require placing screening, glass, or other enclosure material behind the historic posts, railings, and balusters.

Findings of Fact:

LDC Section 3.6.4 (2) (a), states that the Historic Preservation Board shall utilize the most recent U.S. Secretary of Interior's Standards for Historic Rehabilitation and Guidelines for Rehabilitation and the Mount Dora Historic Preservation Design Guidelines as the standards by which applications for certificate of appropriateness are to be evaluated. The Mount Dora Historic Design Guidelines are based on the U.S. Secretary of Interior's Standards for Historic Rehabilitation and Guidelines for Rehabilitation.

LDC Section 3.6.4 (2)(b), states it is also the intent to promote visually compatible, contemporary designs that are harmonious with the exterior architectural and landscape features of adjacent, neighboring or visually related buildings, structures, sites and streetscapes.

Staff has reviewed the application for consistency with the U.S. Secretary of Interior's Standards for Historic Rehabilitation, Mount Dora Historic Preservation Design Guidelines, and the standards for visual compatibility established in LDC Section 3.6.4 (2)(b) (hereto referred to the 'Standards of Review'), and found:

1. The request is consistent with the Mount Dora Historic Design Standards which state that porch enclosures may be permitted on the second of rear elevation if they do not require removing original trim and details; and
2. The request is consistent with the Mount Dora Historic Design Standards which recommend repairing and protecting architecturally significant features such as porches and dormers; and
3. The request is promotes visual compatibility with the exterior architectural of adjacent, neighboring or visually related buildings, structures, sites and streetscapes as required by LDC Section 3.6.4 (2)(b).

Therefore, based on these Findings of Fact, staff recommends **Approval** of the application, as presented.

Board Action:

The Historic Preservation Board may:

1. Accept Staff’s Findings of Fact and Approve the application, as presented;
2. Partially reject Staff’s Findings of Fact and Approve the application with conditions to ensure the application is consistent with the Standards of Review. Note: The motion should clearly state the Standards of Review the proposed conditions will address.
3. Reject Staff’s Findings of Fact and Deny the application based on inconsistencies between the application and the Standards of Review. Note: The motion will need to include reasoning as to why the application is inconsistent with the Standards of Review.

Attachments:

Photos
Application
2008 Site Form
2020 Site Form
Application



CITY OF MOUNT D O R A

Site Photos







HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 LA00432
 Recorder # 31
 Field Date 3/15/2008
 Form Date 3/15/2008
 FormNo 200803
 FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? NO

GENERAL INFORMATION

Site Name (address if none) 351 W 10th Ave Multiple Listing (DHR only) _____
 Other Names _____ >> _____
 Survey or Project Name _____ Survey# _____
 National Register Category Building(s)

LOCATION & IDENTIFICATION

Address

Street No.	Direction	Street Name	Street Type	Direction Suffix
<u>351</u>	<u>West</u>	<u>10th</u>	<u>Avenue</u>	

Cross Streets (nearest/ between) _____
 City / Town (within 3 miles) Mount Dora In Current City Limits? YES
 County Lake Tax Parcel #(s) _____
 Subdivision Name _____ Block _____ Lot _____
 Ownership _____
 Name of Public Tract (e.g., park) _____
 Route to (especially if no street address) _____

MAPPING

USGS 7.5' Map Name _____ Publication Date _____ >> EUSTIS; 1980
 Township: _____ Range: _____ Section: _____ 1/4 section: _____ >> 19S ; 27E ; 30 ; UNSP
 Irregular Section Name: _____
 Landgrant _____
 UTM: Zone _____ Easting _____ Northing _____
 Plat or Other Map (map's name, location) _____

DESCRIPTION

Style Bungalow Other Style _____
 Exterior Plan Irregular Other Exterior Plan _____
 Number of Stories 1.5
 Structural System(s) _____ >> Wood frame
 Other Structural System(s) _____
 Foundation Type(s) _____ >> Continuous
 Other Foundation Types _____
 Foundation Material(s) _____ >> Poured Concrete Footing
 Other Foundation Material(s) _____
 Exterior Fabric(s) _____ >> Stucco
 Other Exterior Fabric(s) _____
 Roof Type(s) _____ >> Gable
 Other Roof Type(s) _____
 Roof Material(s) _____ >> _____
 Other Roof Material(s) _____
 Roof Secondary Structure(s) (dormers etc) _____ >> _____
 Other Roof Secondary Structure(s) _____
 Number of Chimneys 1
 Chimney Material _____
 Other Chimney Material(s) _____
 Chimney Location(s) _____

HISTORICAL STRUCTURE FORM

8LA00432

DESCRIPTION (continued)

Window Descriptions casement 1

Main Entrance Description (stylistic details)

Porches: #open _____ #closed _____ #incised _____ Location(s) _____

Porch Roof Types(s) _____

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Fair

Structure Surroundings

Commercial: _____ Residential: MOSTly this category

Institutional: _____ Undeveloped: _____

Ancillary Features (Number / type of outbuildings, major landscape features)

Archaeological Remains (describe): _____

If archaeological remains are present, was an Archaeological Site Form completed? _____

Narrative Description (optional)

HISTORY

Construction year 1918

Architect (last name first): _____

Builder (last name first): _____

Changes in Locations or Conditions

Type of Change	Year of Change	Date Change Noted	Description of Changes
----------------	----------------	-------------------	------------------------

>> _____

Structure Use History

Use _____ Year Use Started _____ Year Use Ended _____ >> Private residence; 1918;

Other Structure Uses _____

Ownership History (especially original owner, dates, profession, etc.) _____

RESEARCH METHODS

Research Methods _____

>> Examine local tax records

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? YES

Name of Local Register if Eligible _____

Individually Eligible for National Register? NO

Potential Contributor to NR District? YES

Area(s) of historical significance _____

>> _____

Other Historical Associations _____

Explanation of Evaluation (required) Because the resource retains much of its historic integrity and is located in a well-preserved collection of historic buildings, it appears to contribute to a historic district.

HISTORICAL STRUCTURE FORM

8LA00432

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF, Including Field Notes, Plans, other Important Documents.

Document type: _____ Maintaining Organization: _____

File or Accession #: _____ Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, Myles

Recorder Address / Phone 4104 St. Augustine Road Jacksonville, FL

Recorder Affiliation Bland & Associates, Inc Other Affiliation _____

Is a Text-Only Supplement File Attached (Surveyor Only)? NO

***** MASTER SITE FILE USE ONLY *****

Cultural Resource Type: SS

Electronic Form Used: S110

Form Type Code: NORM

Form Quality Ranking: NEW

Form Status Code: SCAT

SHPO's Evaluation of Resource

_____ Date _____

Supplement Information Status: NO SUPPLEMENT

Supplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____

Computer Entry Date: 5/21/2008

Form Comments: _____

REQUIRED PAPER ATTACHMENTS

- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

LA00432-200803

Supplementary Printout

- > **USGS map name/year of publication or revision:**
EUSTIS;1980

- > **Township/Range/Section/Qtr:**
19S ;27E ;30;UNSP

- > **Structural system(s):**
Wood frame

- > **Foundation types:**
Continuous

- > **Foundation materials:**
Poured Concrete Footing

- > **Exterior fabrics:**
Stucco
Asbestos

- > **Roof types:**
Gable

- > **Roof materials:**

- > **Roof secondary structures (dormers etc):**

- > **Change status/year changed/date noted/nature:**

- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1918;

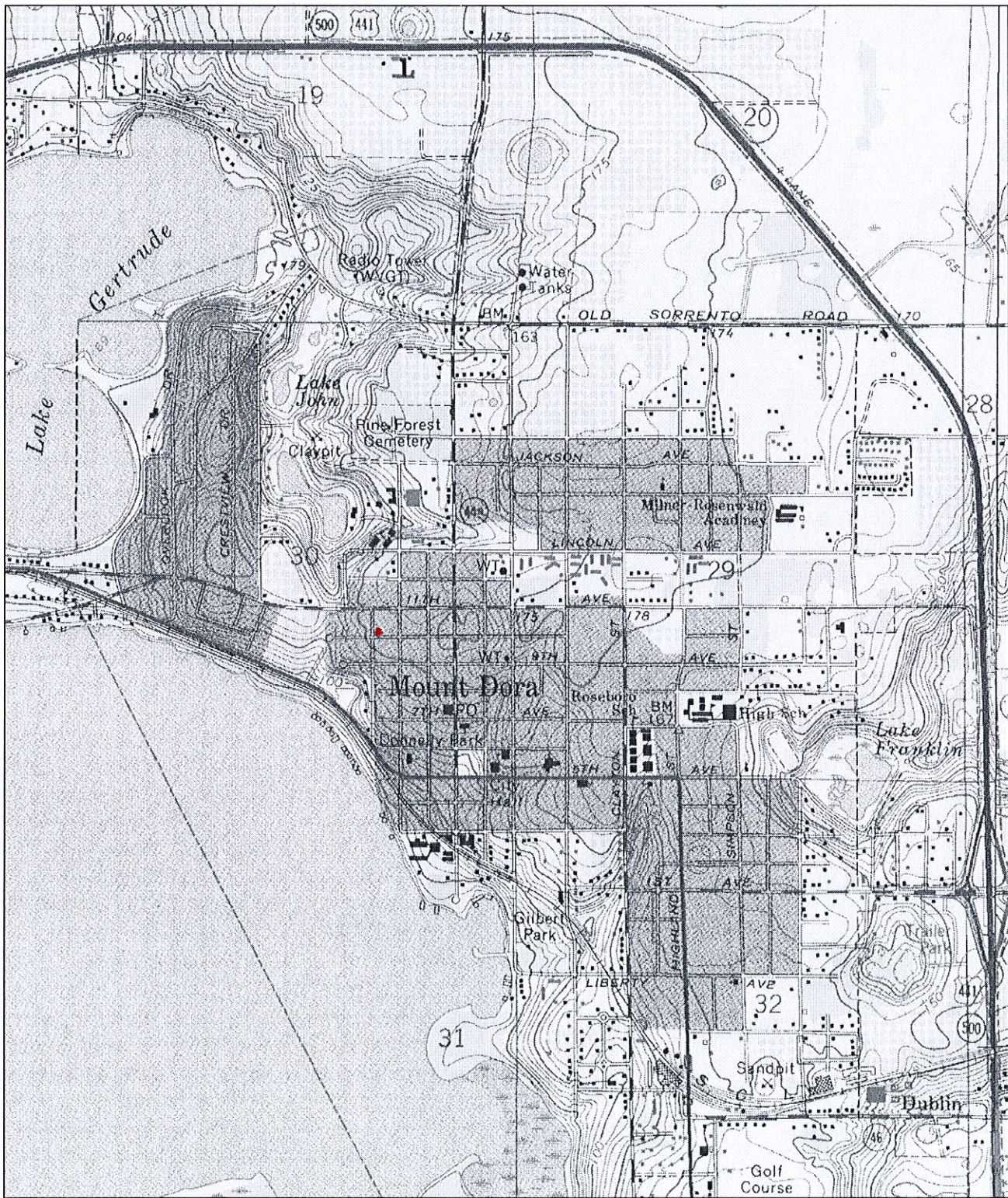
- > **Research methods:**
Examine local tax records
FL Master Site File-Cultural Resources
Pedestrian

- > **Area(s) of historical significance:**

- > **Repositories: Collection/Housed/Accession#/Describe**

- > **[Other name(s)]:**

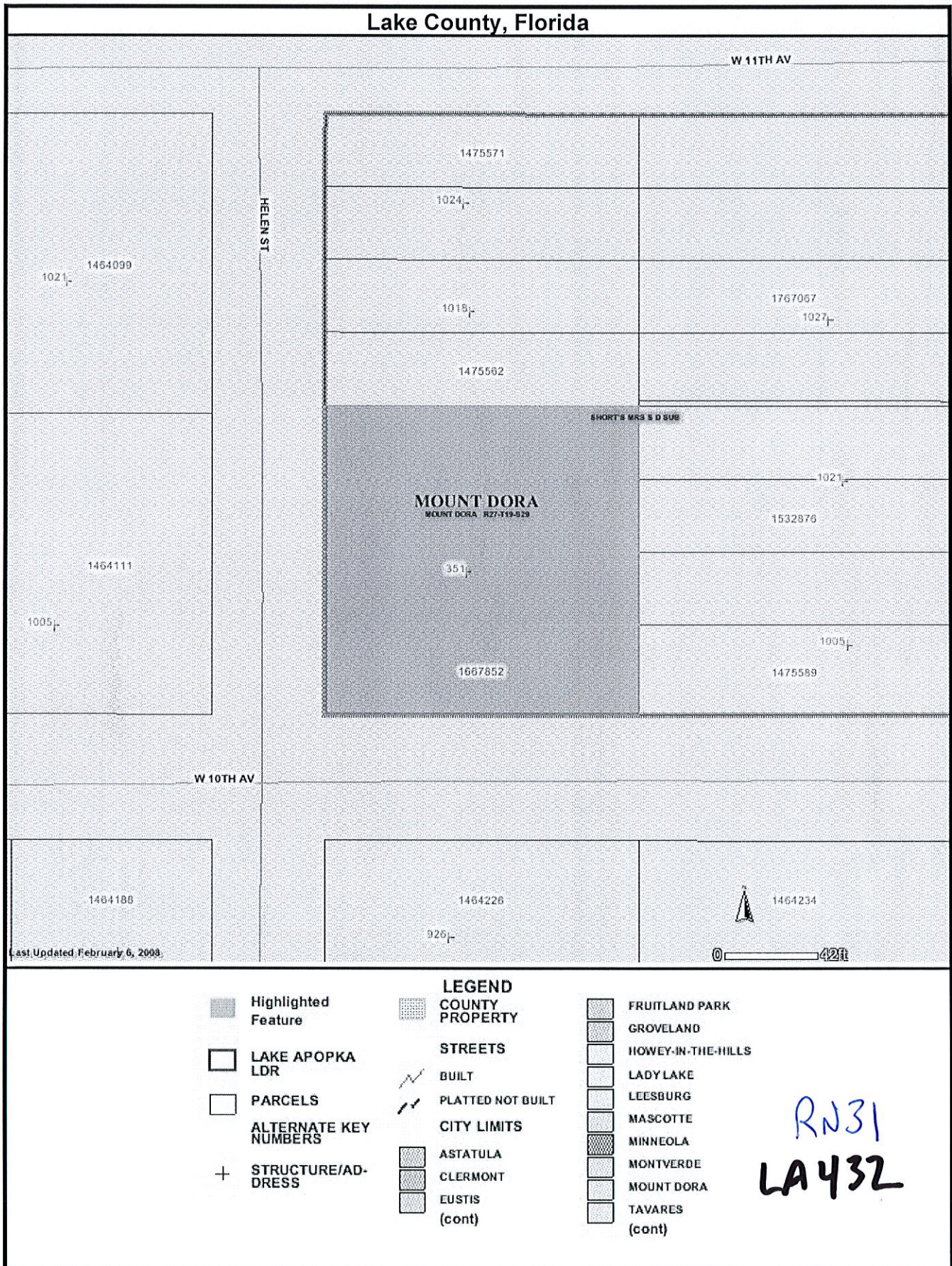
31



0 0.5 MI
0 2000 Ft

Map provided by MyTopo.com

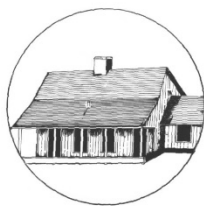
LA 432





RN31
LA432

- Original
- Update



HISTORICAL STRUCTURE FORM

FLORIDA MASTER SITE FILE

Version 5.0 3/19

Site#8 _____
 Field Date _____
 Form Date _____
 Recorder # _____

Shaded Fields represent the minimum acceptable level of documentation.
 Consult the *Guide to Historical Structure Forms* for detailed instructions.

Site Name(s) (address if none) _____ Multiple Listing (DHR only) _____
 Survey Project Name _____ Survey # (DHR only) _____
 National Register Category (please check one) building structure district site object
 Ownership: private-profit private-nonprofit private-individual private-nonspecific city county state federal Native American foreign unknown

LOCATION & MAPPING

Address: Street Number _____ Direction _____ Street Name _____ Street Type _____ Suffix Direction _____
 Cross Streets (nearest / between) _____
 USGS 7.5 Map Name _____ USGS Date _____ Plat or Other Map _____
 City / Town (within 3 miles) _____ In City Limits? yes no unknown County _____
 Township _____ Range _____ Section _____ ¼ section: NW SW SE NE Irregular-name: _____
 Tax Parcel # _____ Landgrant _____
 Subdivision Name _____ Block _____ Lot _____
 UTM Coordinates: Zone 16 17 Easting _____ Northing _____
 Other Coordinates: X: _____ Y: _____ Coordinate System & Datum _____
 Name of Public Tract (e.g., park) _____

HISTORY

Construction Year: _____ approximately year listed or earlier year listed or later
 Original Use _____ From (year): _____ To (year): _____
 Current Use _____ From (year): _____ To (year): _____
 Other Use _____ From (year): _____ To (year): _____
 Moves: yes no unknown Date: _____ Original address _____
 Alterations: yes no unknown Date: _____ Nature _____
 Additions: yes no unknown Date: _____ Nature _____
 Architect (last name first): _____ Builder (last name first): _____
 Ownership History (especially original owner, dates, profession, etc.)

Is the Resource Affected by a Local Preservation Ordinance? yes no unknown Describe _____

DESCRIPTION

Style _____ Exterior Plan _____ Number of Stories _____
 Exterior Fabric(s) 1. _____ 2. _____ 3. _____
 Roof Type(s) 1. _____ 2. _____ 3. _____
 Roof Material(s) 1. _____ 2. _____ 3. _____
 Roof secondary strucs. (dormers etc.) 1. _____ 2. _____

Windows (types, materials, etc.)

Distinguishing Architectural Features (exterior or interior ornaments)

Ancillary Features / Outbuildings (record outbuildings, major landscape features; use continuation sheet if needed.)

DHR USE ONLY	OFFICIAL EVALUATION	DHR USE ONLY
NR List Date _____	SHPO – Appears to meet criteria for NR listing: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> insufficient info Date _____ Init. _____ KEEPER – Determined eligible: <input type="checkbox"/> yes <input type="checkbox"/> no Date _____ NR Criteria for Evaluation: <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d (see <i>National Register Bulletin</i> 15, p. 2)	Owner Objection _____

DESCRIPTION (continued)

Chimney: No. _____ Chimney Material(s): 1. _____ 2. _____ 3. _____
Structural System(s): 1. _____ 2. _____ 3. _____
Foundation Type(s): 1. _____ 2. _____
Foundation Material(s): 1. _____ 2. _____
Main Entrance (stylistic details)

[Empty box for Main Entrance details]

Porch Descriptions (types, locations, roof types, etc.)
[Empty box for Porch Descriptions]

Condition (overall resource condition): excellent good fair deteriorated ruinous
Narrative Description of Resource
[Empty box for Narrative Description]

Archaeological Remains _____ Check if Archaeological Form Completed

RESEARCH METHODS (select all that apply)

- FMSF record search (sites/surveys) library research building permits Sanborn maps
FL State Archives/photo collection city directory occupant/owner interview plat maps
property appraiser / tax records newspaper files neighbor interview Public Lands Survey (DEP)
cultural resource survey (CRAS) historic photos interior inspection HABS/HAER record search
other methods (describe) _____

Bibliographic References (give FMSF manuscript # if relevant, use continuation sheet if needed)
[Empty box for Bibliographic References]

OPINION OF RESOURCE SIGNIFICANCE

Appears to meet the criteria for National Register listing individually? yes no insufficient information
Appears to meet the criteria for National Register listing as part of a district? yes no insufficient information
Explanation of Evaluation (required, whether significant or not; use separate sheet if needed)

[Empty box for Explanation of Evaluation]

Area(s) of Historical Significance (see National Register Bulletin 15, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)
1. _____ 3. _____ 5. _____
2. _____ 4. _____ 6. _____

DOCUMENTATION

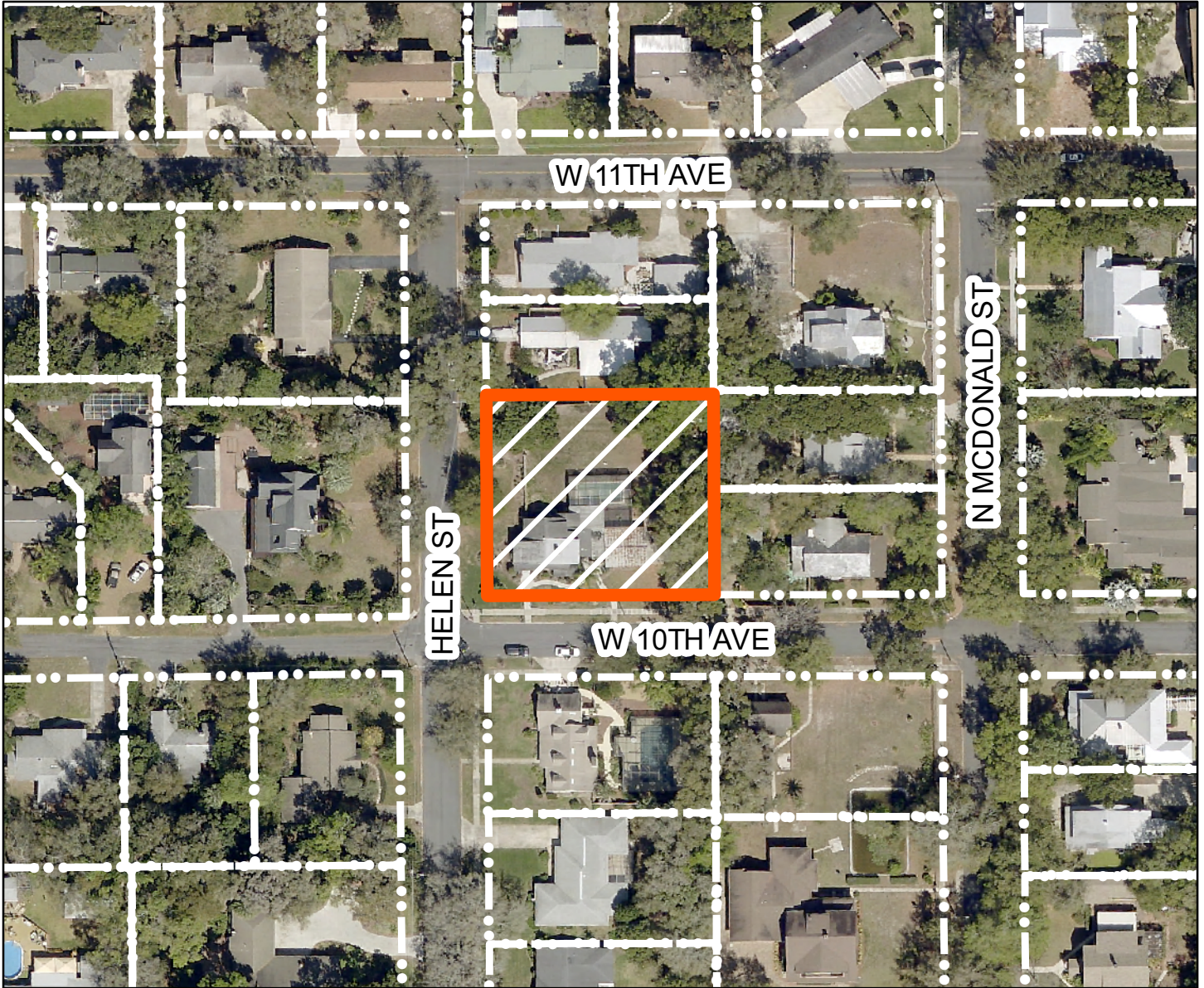
Accessible Documentation Not Filed with the Site File - including field notes, analysis notes, photos, plans and other important documents
1) Document type _____ Maintaining organization _____
Document description _____ File or accession #'s _____
2) Document type _____ Maintaining organization _____
Document description _____ File or accession #'s _____

RECORDER INFORMATION

Recorder Name _____ Affiliation _____
Recorder Contact Information _____
(address / phone / fax / e-mail)

Required Attachments
1 USGS 7.5' MAP WITH STRUCTURE LOCATION CLEARLY INDICATED
2 LARGE SCALE STREET, PLAT OR PARCEL MAP (available from most property appraiser web sites)
3 PHOTO OF MAIN FACADE, DIGITAL IMAGE FILE
When submitting an image, it must be included in digital AND hard copy format (plain paper grayscale acceptable). Digital image must be at least 1600 x 1200 pixels, 24-bit color, jpeg or tiff.

Street Map



N



351 WEST 10TH AVE MOUNT DORA FL 32757

0 40 80 160
|-----|-----|-----|-----| Feet

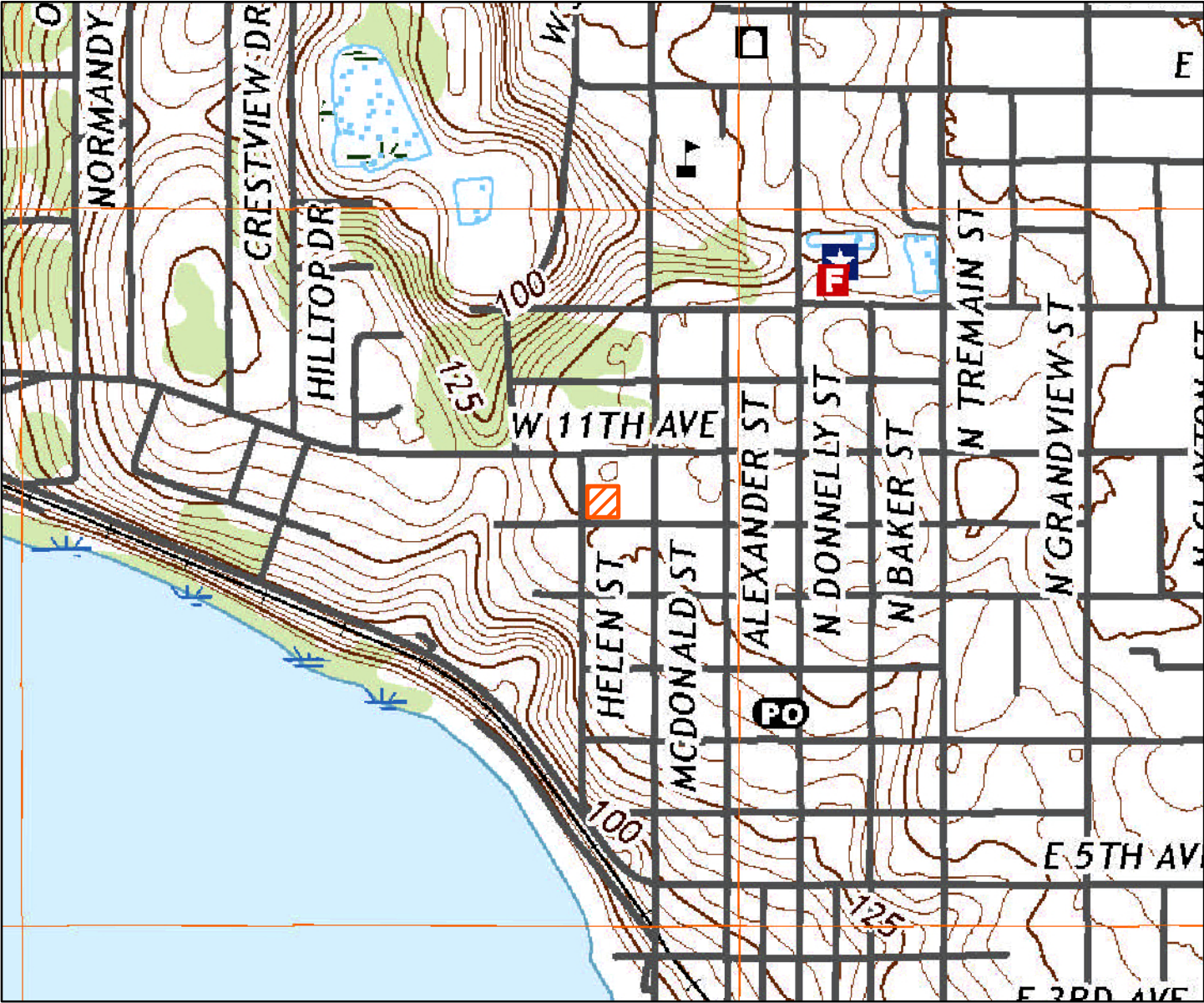


LA00432



Data Sources: Lake County, City of Mount Dora

USGS Map



LA00432



351 WEST 10TH AVE MOUNT DORA FL 32757

Source: United States Geological Survey Eustis, FL 2018





13511

HOME OF
WASHINGTON
ESTABLISHED
SEPT. 1, 2015

PROPERTY RECORD CARD

General Information

Name:	MC MANUS AMANDA & BARRY N	Alternate Key:	1667852
Mailing Address:	351 W 10TH AVE MOUNT DORA, FL 32757 Update Mailing Address	Parcel Number:	30-19-27-0700-000-00500
		Millage Group and City:	00MD Mount Dora
		2025 Total Certified Millage Rate:	18.7725
		Trash/Recycling/Water/Info:	My Public Services Map
Property Location:	351 W 10TH AVE MOUNT DORA FL, 32757	Property Name:	-- Submit Property Name School Locator & Bus Stop Map School Boundary Maps
		School Information:	
Property Description:	MOUNT DORA, MRS S D SHORT'S SUB LOTS 5, 6, 7, 8 PB 2 PG 26 ORB 6627 PG 1212		

NOTE: This property description is a condensed/abbreviated version of the original description as recorded on deeds or other legal instruments in the public records of the Lake County Clerk of Court. It may not include the Public Land Survey System's Section, Township, Range information or the county in which the property is located. It is intended to represent the land boundary only and does not include easements or other interests of record. This description should not be used for purposes of conveying property title. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description.

Land Data

Line	Land Use	Frontage	Depth	Notes	No. Units	Type	Class	Value	Land Value
1	SINGLE FAMILY (0100)	132	140		18480.000	FD		\$220,442.00	\$220,442.00

[Click here for Zoning Info Map](#)

[FEMA Flood](#)

Residential Building(s)

Building 1

Residential Building Value: \$263,277.00

Summary

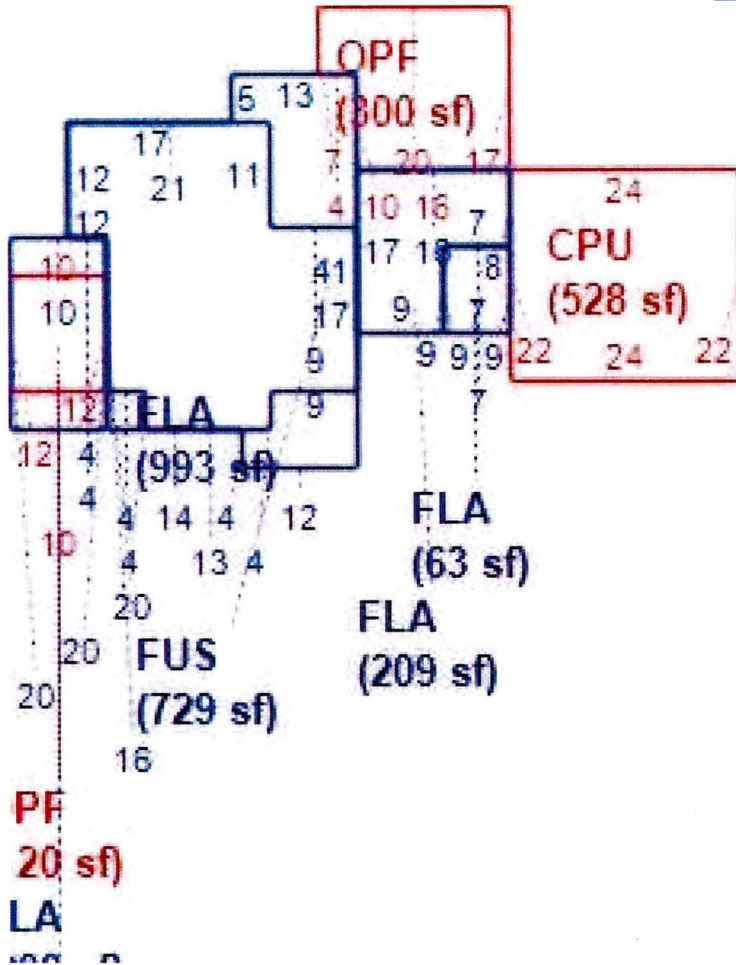
Year Built: 1919	Total Living Area: 2194	Central A/C: Yes	Fireplaces: 1
Bedrooms: 5	Full Bathrooms: 2	Half Bathrooms: 0	

[Incorrect Bedroom, Bath, or other information?](#)

Section(s)

Section Type	Ext. Wall Type	No. Stories	Floor Area
CARPORT/POLE SHED UNFINISHED (CPU)		1.75	528
FINISHED LIVING AREA (FLA)	WOOD/METAL FRAME W/OUTER FINISH (01)	1.75	1465
FINISHED AREA UPPER STORY (FUS)		1.75	729

[View Larger / Print / Save](#)



Miscellaneous Improvements

No.	Type	No. Units	Unit Type	Year	Depreciated Value
1	POOL/COOL DECK (PLD2)	416	SF	1982	\$1,567.00
2	DETACHED GARAGE (DGF2)	304	SF	1920	\$3,648.00
3	SWIMMING POOL - RESIDENTIAL (POL4)	420	SF	1982	\$18,743.00
4	SCREEN ENCLOSED STRUCTURE (SEN2)	1201	SF	1999	\$1,682.00
5	DETACHED GARAGE (DGF2)	200	SF	1983	\$2,400.00

Sales History

NOTE: This section is not intended to be a complete chain of title. Additional official book/page numbers may be listed in the property description above and/or recorded and indexed with the Clerk of Court. [Follow this link to search all documents by owner's name.](#)

Book/Page	Sale Date	Instrument	Qualified/Unqualified	Vacant/Improved	Sale Price
6627 / 1212	10/29/2025	Warranty Deed	Qualified	Improved	\$665,000.00
6141 / 128	05/05/2023	Warranty Deed	Qualified	Improved	\$556,500.00
4661 / 611	07/28/2015	Warranty Deed	Qualified	Improved	\$315,000.00
4436 / 1990	01/31/2014	Warranty Deed	Qualified	Improved	\$219,500.00
4187 / 1253	07/03/2012	Certificate of Title	Unqualified	Improved	\$100,000.00

2172 / 2082	09/06/2002 Warranty Deed	Unqualified	Improved	\$69,500.00
1896 / 1139	12/20/2000 Quit Claim Deed	Unqualified	Improved	\$0.00
1571 / 1380	12/19/1997 Warranty Deed	Qualified	Improved	\$159,500.00
1330 / 1637	11/01/1994 Warranty Deed	Qualified	Improved	\$132,500.00
1298 / 1958	05/01/1994 Warranty Deed	Unqualified	Improved	\$118,000.00
1234 / 1129	06/01/1993 Warranty Deed	Qualified	Improved	\$140,000.00
632 / 1270	01/01/1977 Misc Deed/Document	Qualified	Improved	\$40,000.00

[Click here to search for mortgages, liens, and other legal documents.](#) ⓘ

Values and Estimated Ad Valorem Taxes ⓘ

Values shown are 2026 Working Values. If you need a 2025 Property Record Card, please contact our office. The Market Value listed below is not intended to represent the anticipated selling price of the property and should not be relied upon by any individual or entity as a determination of current market value.

Tax Authority	Market Value	Assessed Value	Taxable Value	Millage	Estimated Taxes
LAKE COUNTY BCC GENERAL FUND	\$511,759	\$511,759	\$511,759	5.0254	\$2,571.79
SCHOOL BOARD STATE	\$511,759	\$511,759	\$511,759	3.0870	\$1,579.80
SCHOOL BOARD LOCAL	\$511,759	\$511,759	\$511,759	2.9980	\$1,534.25
LAKE COUNTY WATER DISTRICT	\$511,759	\$511,759	\$511,759	0.2940	\$150.46
NORTH LAKE HOSPITAL DIST	\$511,759	\$511,759	\$511,759	0.3859	\$197.49
ST JOHNS RIVER FL WATER MGMT DIST	\$511,759	\$511,759	\$511,759	0.1793	\$91.76
CITY OF MOUNT DORA	\$511,759	\$511,759	\$511,759	6.3000	\$3,224.08
LAKE COUNTY MSTU AMBULANCE	\$511,759	\$511,759	\$511,759	0.4629	\$236.89
LAKE COUNTY VOTED DEBT SERVICE	\$511,759	\$511,759	\$511,759	0.0400	\$20.47
				Total:	Total:
				18.7725	\$9,606.99

Exemptions Information

This property is benefitting from the following exemptions with a checkmark ✓

- Homestead Exemption (first exemption up to \$25,000) [Learn More](#) [View the Law](#)
- Additional Homestead Exemption (up to an additional \$25,000) [Learn More](#) [View the Law](#)
- Limited Income Senior Exemption (applied to county millage - up to \$50,000) [Learn More](#) [View the Law](#)
- Limited Income Senior Exemption (applied to city millage - up to \$25,000) ⓘ [Learn More](#) [View the Law](#)
- Limited Income Senior 25 Year Residency (county millage only-exemption amount varies) [Learn More](#) [View the Law](#)
- Widow / Widower Exemption (up to \$5,000) [Learn More](#) [View the Law](#)
- Blind Exemption (up to \$500) [Learn More](#) [View the Law](#)
- Disability Exemption (up to \$5,000) [Learn More](#) [View the Law](#)
- Total and Permanent Disability Exemption (amount varies) [Learn More](#) [View the Law](#)
- Veteran's Disability Exemption (\$5,000) [Learn More](#) [View the Law](#)
- Veteran's Total and Permanent Disability Exemption (amount varies) [Learn More](#) [View the Law](#)

Veteran's Combat Related Disability Exemption (amount varies)	Learn More View the Law
Deployed Servicemember Exemption (amount varies)	Learn More View the Law
First Responder Total and Permanent Disability Exemption (amount varies)	Learn More View the Law
Surviving Spouse of First Responder Exemption (amount varies)	Learn More View the Law
Conservation Exemption (amount varies)	Learn More View the Law
Tangible Personal Property Exemption (up to \$25,000)	Learn More View the Law
Religious, Charitable, Institutional, and Organizational Exemptions (amount varies)	Learn More View the Law
Economic Development Exemption	Learn More View the Law
Government Exemption (amount varies)	Learn More View the Law

NOTE: Information on this Property Record Card is compiled and used by the Lake County Property Appraiser for the sole purpose of ad valorem property tax assessment administration in accordance with the Florida Constitution, Statutes, and Administrative Code. The Lake County Property Appraiser makes no representations or warranties regarding the completeness and accuracy of the data herein, its use or interpretation, the fee or beneficial/equitable title ownership or encumbrances of the property, and assumes no liability associated with its use or misuse. See the posted [Site Notice](#).

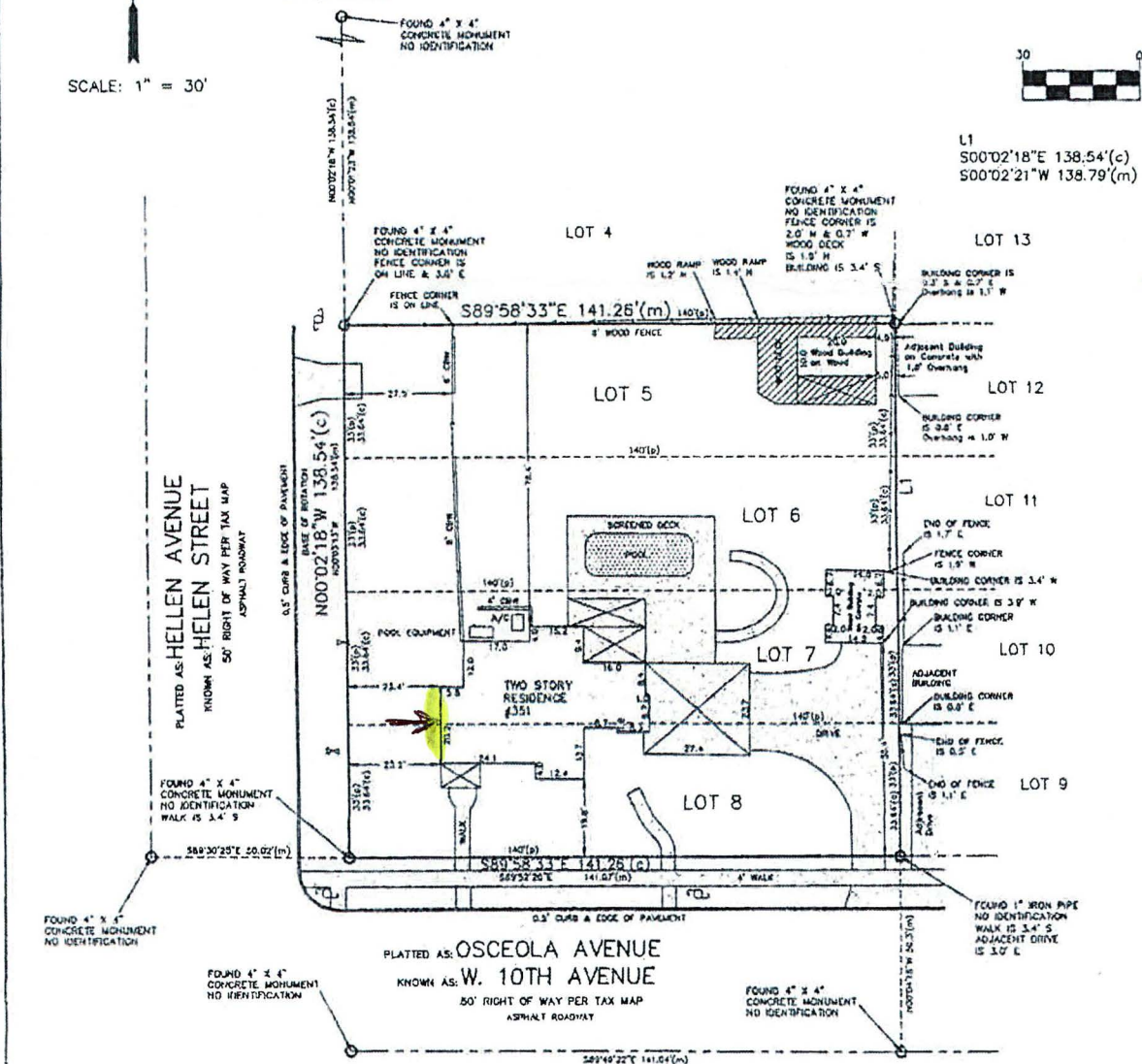
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Property data updated nightly.
Site Notice

BOUNDARY SURVEY

DESCRIPTION (As Furnished)

LOTS 5, 6, 7, and 8, MRS. S.D. SHORT'S SUBDIVISION OF MT. DORA HIGHLANDS, according to the plat thereof as recorded in Plot Book 2, Page 26 of the Public Records of Lake County, Florida.

SCALE: 1" = 30'



Based on the FEDERAL EMERGENCY MANAGEMENT AGENCY, NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP, Lake County, Florida, Community Panel Number 120127 0367 E, last dated 12/18/2012, it appears from a scaling of said map that the flood described herein is shown to be in Zone "X", (AREA OF MINIMAL FLOODING)

Said map is not a Survey and no responsibility is taken for the information contained in or the accuracy of the above referenced map.

- This Plat represents a Boundary Survey of the description as furnished DSW Surveying and Mapping, PLC per client's instruction and makes no claims regarding ownership or rights of possession.
- Boundaries shown herein are based on the WEST line of Described Parcel, being N 00°02'18" W, as ASSUMED DATA.
- This surveyor has not searched the public records or investigated the facts shown herein for easements, right of ways, covenants and restrictions or other pertinent documents which may be found in the public records of this county. This research was not included in the scope of services of this firm.
- The precise distance accuracy for boundary dimensions shown herein is in excess of 1 Foot in 10,000 Feet.
- Underground improvements and utilities have not been located.
- This survey performed by DSW Surveying and Mapping, PLC, is for the singular use by the clients named herein for the express stated purpose stated herein. The drawing is not to be used for any other purpose without the express written consent of the surveyor. No third party is authorized to use this drawing in any way, and this surveyor shall not be held liable for damages resulting from the unauthorized or illegal resolutions or attempts at circumventing prescribed here or professional fee payments. All plans, reports, notes, plans, specifications, computer files, hard copies or data, other documents and instruments prepared by this firm as instruments of service shall remain the property of this firm. This firm shall retain all copyright law, statutory and other reserved rights, including the copyright therein. The original of this drawing remains the property of DSW Surveying and Mapping, PLC.
- Building lines, fences, etc. are not to be used as a way to reconstruct boundary line location.

*** PLEASE VISIT OUR WEBSITE: WWW.DSWSURVEYS.COM ***

DSW
Surveying & Mapping, PLC

PROFESSIONAL SURVEYORS AND MAPPERS
CERTIFICATION OF AUTHORIZATION AB7945
32528 Ocalaosa Trail
Sorrento, Florida 32776
Phone: (352) 735-3796
JOB NO. 14.0074 Sheet 1 of 1

REVISIONS AND ADDITIONS	
LEGEND:	
<ul style="list-style-type: none"> ☆ = Light Pole △ = Bello (Intersection Angle) R = Radius U.L. = Area Length U.E. = Utility Easement PC = Point of Curvature PT = Point of Tangency PI = Point of Intersection PG (S) = Page(s) PRC = Point of Reverse Curvature CL = Chain Link Fence A/C = Air Conditioner R/W = Right-of-Way PEC = Point of Compound Curvature (P) = Per Plot (C) = Contention COL = Column Typ = Typical RP = Radius Point (R) = Radial (NR) = Non Radial (HR) = Horizontal (VE) = Vertical (D/E) = Base Elevation 	<ul style="list-style-type: none"> ○ = Fire Hydrant □ = CONCRETE MONUMENT ▭ = Wood Fence (M) = Measured CSM = Concrete Block Wall PI = Point of Intersection CRN = Corner Not Found GLL = Overhead Utility Lines PRB = Point of Beginning POC = Point of Commencement (D) = Per Description BL = Building Setback Line GLL = Overhead Utility Line (P) = Per Plot W = Water W = Water C = Covered CHA = Corner Not Accessible (C) = Calculated D.U.E. = Drainage & Utility Easement
DRAWING: 14.0074.DWG SURVEY DATE: 01/15/14	
INTENDED DISPLAY SCALE: 1" = 30' DRAWN: RBG	
EXPECTED USE OF THIS LAND: RESIDENTIAL PURPOSES	
IT IS CERTIFIED THAT THE QUANTITY REPRESENTED HEREON MEETS OR EXCEEDS THE MINIMUM TOPOGRAPHIC STANDARDS AS SET FORTH BY CHAPTER 6101-6, FLORIDA STATUTES, AND THE CODE, PURSUANT TO SECTION 6101-6, FLORIDA STATUTES.	
NOT VALID UNLESS THE SURVEYOR AND THE ORIGINAL RAISED SEAL OF THE SURVEYOR ARE PRESENT AND THE ORIGINAL SURVEYOR AND MAPPER SIGNATURES ARE PRESENT.	
DOUGLAS S. WILLS, Registration # 5084 FOR THE FIRM	

AREAS OF INTEREST:

- #1 WOOD RAMP/DECK FALLS OFF NORTH PROPERTY LINE.
- #2 NEIGHBOR'S OVERHANG FALLS INSIDE REAR PROPERTY LINE.

NOTE:
SUBJECT PROPERTY APPEARS TO HAVE SEWER AND WATER SERVICES.

CERTIFIED TO:
SHIPLEY LAW FIRM & TITLE COMPANY
EDWARD & DANELLE HENSHAW
OLD REPUBLIC NATIONAL
TITLE INSURANCE COMPANY
DAVID W. SHEETS "MORTGAGE HOLDER"



NFRC Report

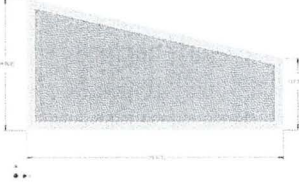
Quote # 8798669

PO Number:

Job Name:

Job Address:

www.pgtwindows.com

Line #	Item Description	Quantity	Location
0001 (1.00)	AR5420 VINYL ARCHITECTURAL 5420 65.625X34.X18.375X.,5/8" FL,W,TZ,IG,CL,ES Max,OUTSIDE GLZ,NO GRID,RIGHT	Ordered: 1.00	
	 <p>Certification Type: FPA Shape Orientation: RIGHT Size Selection: CUSTOM Width: 65.6250 Leg Height: 18.3750 Rough Masonry Opening: 67 3/8 X 35 X 19 3/8 Frame Color: W - White Glass Type: 1/8"- 1/8" Glass: 7/8" IG (1/8 AN- 5/8 AIR - 1/8 AN) Glass Color: CL - CLEAR Argon Gas: NONE Glass Spacer Type: TB Grid Color: W Boxing Options: N - None CAR#: EVAL REPORT NegativeDesignPressure: 50.0000 EnergyStar: 1.0000 UF: 0.3000 VT: 0.5300 CPD: PGT-A-232-04123-00004</p>		<p>Shape: TZ Frame Type: .625FLANGE Size Ref: ACTUAL Height: 34.0000 Actual Size: 65 5/8 X 34 X 18 3/8 Wood Frame Opening: 65 7/8 X 34 1/4 X 18 5/8 Glass Family: IG - Insulating Glass Makeup: IGA210A2 Does unit need to meet Turtle Code: NO Low E: ENERGY SHIELD MAX Privacy Glass: NONE - NONE Grid Type: NONE - NO Grid DP Upgrade: N Acc Glass Breakage: N PositiveDesignPressure: 50.0000 PANumber: FL5012 CondensationResistance: 58.0000 SolarHeatGainCoeff: 0.2300 VTCOG: 0.6300</p>
0002 (2.00)	AR5420 VINYL ARCHITECTURAL 5420 65.625X33.75X18.5X.,5/8" FL,W,TZ,IG,CL,ES Max,OUTSIDE GLZ,NO GRID,LEFT	Ordered: 1.00	
	<p>Certification Type: FPA Shape Orientation: LEFT Size Selection: CUSTOM Width: 65.6250 Leg Height: 18.5000 Rough Masonry Opening: 67 3/8 X 34 3/4 X 19 1/2 Frame Color: W - White Glass Type: 1/8"- 1/8" Glass: 7/8" IG (1/8 AN- 5/8 AIR - 1/8 AN) Glass Color: CL - CLEAR Argon Gas: NONE Glass Spacer Type: TB Grid Color: W Boxing Options: N - None CAR#: EVAL REPORT NegativeDesignPressure: 50.0000 EnergyStar: 1.0000 UF: 0.3000 VT: 0.5300 CPD: PGT-A-232-04123-00004</p>		<p>Shape: TZ Frame Type: .625FLANGE Size Ref: ACTUAL Height: 33.7500 Actual Size: 65 5/8 X 33 3/4 X 18 1/2 Wood Frame Opening: 65 7/8 X 34 X 18 3/4 Glass Family: IG - Insulating Glass Makeup: IGA210A2 Does unit need to meet Turtle Code: NO Low E: ENERGY SHIELD MAX Privacy Glass: NONE - NONE Grid Type: NONE - NO Grid DP Upgrade: N Acc Glass Breakage: N PositiveDesignPressure: 50.0000 PANumber: FL5012 CondensationResistance: 58.0000 SolarHeatGainCoeff: 0.2300 VTCOG: 0.6300</p>
0003	MULTI-PART MULTI-PART UNITS	Ordered:	

Print Date 4/13/2026

Page 1 of 3

(3.00) 127.25X34.75X.5400,TR,MTCH COL,W,625FLANGE,1/4.1/2.1/4 1.00



BEGIN MODEL SET 003:
Combo Config: TR - Triple
Unit 1 (Bottom Left Unit): CA5440
Unit 3: CA5440
Assembly Options: MTCHCOL
Send Mull(s): Y
Size Selection: ACTUAL
Height: 34.7500
Vertical Mull (2): 1.25X3.25X.625
Glass Color: CL - Clear

Series: 5400.0000
Factory Mull: N
Unit 2: PW5440
Frame Type: .625FLANGE
Width Equal or Width: 1/4.1/2.1/4
Mull Part Selection: MULL/CVR/CLPS
Width: 127.2500
Vertical Mull: 1.25X3.25X.625
Frame Color: W - White
Boxing Options: BS - Box Screen

0003 CA5440 VINYL CASEMENT 5440 Ordered:
(4.00) 31.188X34.75,5/8" FL,W,HNG RT,EGRESS,CL,ES Max,IG,NO 1.00
GRID,X,X,Nesting,1816K-BOXED

Certification Type: FPA
Unit Configuration: X
Size Selection: CUSTOM
Actual Size: 31 1/4 X 34 3/4
Wood Frame Opening: 31 1/2 X 35
Frame Color: W - White
Glass Type: 1/8"- 1/8"
Glass: 3/4" IG (1/8 AN- 1/2 AIR - 1/8 AN)
Glass Color: CL - CLEAR
Argon Gas: NONE
Grid Type: NONE - NO Grid
Screen Type: 1816K - 1816 Charcoal
Hinge Type: EGRESS
Handle Type: NESTING
Stainless Steel Package: N
Acc Glass Breakage: N
PositiveDesignPressure: 50.0000
PANumber: FL330
CondensationResistance: 57.0000
SolarHeatGainCoeff: 0.1800
VTCOG: 0.6300

Frame Type: .625FLANGE
Hinge Side: RIGHT
Size Ref: ACTUAL
Rough Masonry Opening: 33 X 35 3/4
Egress Opening: 23 3/4 X 29 SQFT 4.7705
Glass Family: IG - Insulating
Glass Makeup: IGA208A2
Does unit need to meet Turtle Code: NO
Low E: ENERGY SHIELD MAX
Privacy Glass: NONE - NONE
Reinf. Upgrade: NONE - None
Screen Frame Type: EXTRUDED
WOCD: N
Upgrade Hardware Finish: N
Boxing Options: BS - Box Screen
CAR#: EVAL REPORT
NegativeDesignPressure: 50.0000
EnergyStar: 1.0000
UF: 0.3100
VT: 0.4000
CPD: PGT-A-235-04288-00001

0003 PW5440 PW5440 VINYL PICTURE WINDOW Ordered:
(5.00) 62.375X34.75,5/8" FL,W,IG,CL,ES Max,OUTSIDE GLZ,NO GRID 1.00

Certification Type: FPA
Size Selection: CUSTOM
Actual Size: 62 3/8 X 34 3/4
Wood Frame Opening: 62 5/8 X 35
Glass Family: IG - Insulating
Glass: 7/8" IG (1/8 AN- 5/8 AIR - 1/8 AN)
Glass Color: CL - CLEAR
Argon Gas: NONE
Grid Type: NONE - NO Grid
Boxing Options: BS - Box Screen
CAR#: EVAL REPORT
NegativeDesignPressure: 50.0000
EnergyStar: 1.0000
UF: 0.3000
VT: 0.4800
CPD: PGT-A-233-04084-00004

Frame Type: .625FLANGE
Size Ref: ACTUAL
Rough Masonry Opening: 64 1/8 X 35 3/4
Frame Color: W - White
Glass Makeup: IGA210A2
Does unit need to meet Turtle Code: NO
Low E: ENERGY SHIELD MAX
Privacy Glass: NONE - NONE
DP Upgrade: N
Acc Glass Breakage: N
PositiveDesignPressure: 50.0000
PANumber: FL5012
CondensationResistance: 59.0000
SolarHeatGainCoeff: 0.2100
VTCOG: 0.6300

0003 CA5440 VINYL CASEMENT 5440 Ordered:
(6.00) 31.188X34.75,5/8" FL,W,HNG RT,EGRESS,CL,ES Max,IG,NO 1.00
GRID,X,X,Nesting,1816K-BOXED

Certification Type: FPA
 Unit Configuration: X
 Size Selection: CUSTOM
 Actual Size: 31 1/4 X 34 3/4
 Wood Frame Opening: 31 1/2 X 35
 Frame Color: W - White
 Glass Type: 1/8"- 1/8"
 Glass: 3/4" IG (1/8 AN- 1/2 AIR - 1/8 AN)
 Glass Color: CL - CLEAR
 Argon Gas: NONE
 Grid Type: NONE - NO Grid
 Screen Type: 1816K - 1816 Charcoal
 Hinge Type: EGRESS
 Handle Type: NESTING
 Stainless Steel Package: N
 Acc Glass Breakage: N
 PositiveDesignPressure: 50.0000
 PANumber: FL330
 CondensationResistance: 57.0000
 SolarHeatGainCoeff: 0.1800
 VTCOG: 0.6300

Frame Type: .625FLANGE
 Hinge Side: RIGHT
 Size Ref: ACTUAL
 Rough Masonry Opening: 33 X 35 3/4
 Egress Opening: 23 3/4 X 29 SQFT 4.7705
 Glass Family: IG - Insulating
 Glass Makeup: IGA208A2
 Does unit need to meet Turtle Code: NO
 Low E: ENERGY SHIELD MAX
 Privacy Glass: NONE - NONE
 Reinf. Upgrade: NONE - None
 Screen Frame Type: EXTRUDED
 WOCD: N
 Upgrade Hardware Finish: N
 Boxing Options: BS - Box Screen
 CAR#: EVAL REPORT
 NegativeDesignPressure: 50.0000
 EnergyStar: 1.0000
 UF: 0.3100
 VT: 0.4000
 CPD: PGT-A-235-04288-00001

0003 **MULL MULL BARS** **Ordered:**
(7.00) ,34.75,W,.625FLANGE,SERIES 5400,MTCHCOL,MULL/CVR/CLPS 1.00

Product Family Series: 5400.0000
 Part Selection: MULL/CVR/CLPS - Mull, Ext/Int
 Mull Bar Type: 1.25X3.25X.625
 Size Selection: CUSTOM
 Assembly Options: MTCHCOL

Certification Type: FPA
 Frame Type: .625FLANGE
 Mull Clip Type: STDCLP/STDCLP
 Frame Color: W - White
 Boxing Options: BS - Box Screen

0003 **MULL MULL BARS** **Ordered:**
(8.00) ,34.75,W,.625FLANGE,SERIES 5400,MTCHCOL,MULL/CVR/CLPS 1.00

Product Family Series: 5400.0000
 Part Selection: MULL/CVR/CLPS - Mull, Ext/Int
 Mull Bar Type: 1.25X3.25X.625
 Size Selection: CUSTOM
 Assembly Options: MTCHCOL
 END MODEL SET 003:

Certification Type: FPA
 Frame Type: .625FLANGE
 Mull Clip Type: STDCLP/STDCLP
 Frame Color: W - White
 Boxing Options: BS - BS







Willis, Theresa

From: John Wilbur <johnwilburconst@gmail.com>
Sent: Monday, April 13, 2026 4:19 PM
To: Willis, Theresa
Cc: Scott, Whitney
Subject: Re: COA / Historic Preservation / 351 W 10th Avenue

**** This message originated outside of the City of Mount Dora network. Please think before you click. ****

Yes, thank you for adjusting the address. I may not have the agent authorization for a few days as I had stated. Hopefully this doesn't stop from moving forward.

On Mon, Apr 13, 2026, 4:10 PM Willis, Theresa <willist@mountdora.gov> wrote:

Good afternoon,

Your COA application has been received and was missing the Agent Authorization Form. Document attached for your convenience. To process your application fee please use this [LINK](#).

Please be advised your application listed 351 W 9th St. Per the property record card provided, the address cited was 351 W 10th Avenue. Our staff made the correction on the application. Please confirm if this is correct. Upon receipt, your project will be scheduled for : Wednesday, April 29th @ 3: 00 pm located at City Hall- [510 N Baker street, Mount Dora](#)(Council Chambers-First Floor). Your project packet will be forthcoming.

In the event that additional information is required, staff will reach out to you directly.

Kindly be advised that you or a duly authorized representative should be present when the Historic Preservation Board considers this request. Feel free to let us know if you have any further questions or concerns.

Thank you,



Theresa Willis
Administrative Coordinator

T: (352) 735-7112 Ext. 1709 (Office)

E: willist@mountdora.gov (Email)

City of Mount Dora
[510 N Baker St](#)
[Mount Dora, FL 32757](#)

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Planning and Development
510 N. Baker St.
Mount Dora, FL 32757
352-735-7113
plandev@cityofmoundora.com

DATE: April 29, 2026

TO: Historic Preservation Board

FROM: Michele Janiszewski, AICP, Senior Planner

RE: **Tab 4 - Certificate of Appropriateness; 606 N McDonald (Location); Addition to Single-Family Dwelling Unit (Proposed Work); Keith and Rebecca Maloney (Owners); Eco Construction Group, LLC (Applicant).**

Property Information:

Address:	606 N McDonald	Current Use:	Residential
Zoning District:	R-3	Land Use:	High Density

Structure Information:

Date of Construction:	1954	Style:	Masonry Vernacular
Siding:	Concrete Block	Stories:	Two
Roof Type:	Gable	Chimneys:	None
Roof Material:	Asphalt Shingles	Porch:	One, Open

Background on Architectural Style:

Masonry Vernacular buildings tend to be simple, largely unornamented, and constructed out of readily available materials. This style's guiding principle is the long tradition of simple masonry construction techniques used in Western architecture. Windows and doors are symmetrically spaced on a façade to form a regular rhythm of solids and voids called "bays." Where there is more than one floor, openings are aligned from floor to floor for structural purposes. Decoration is simple and limited usually to string courses, window and door lintels, and cornices. Vernacular buildings were widely constructed in Mount Dora from the 1880s through the 1930s.

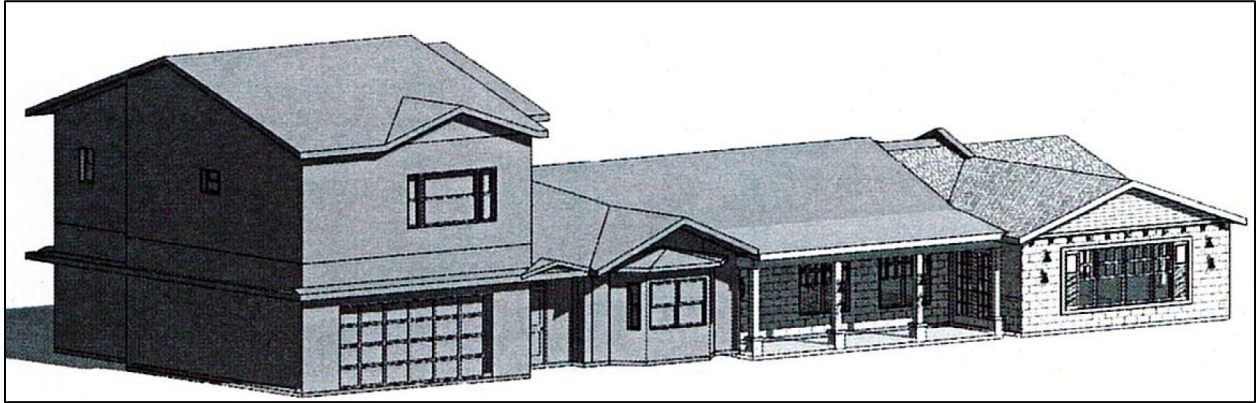
This style of houses' primary exterior material is typically concrete block, stucco, and brick. Roof surfaces were typically wood shingles during the 19th century; metal during the last 19th century; and composition and asbestos shingles beginning in the 1920s.

Requested Action:

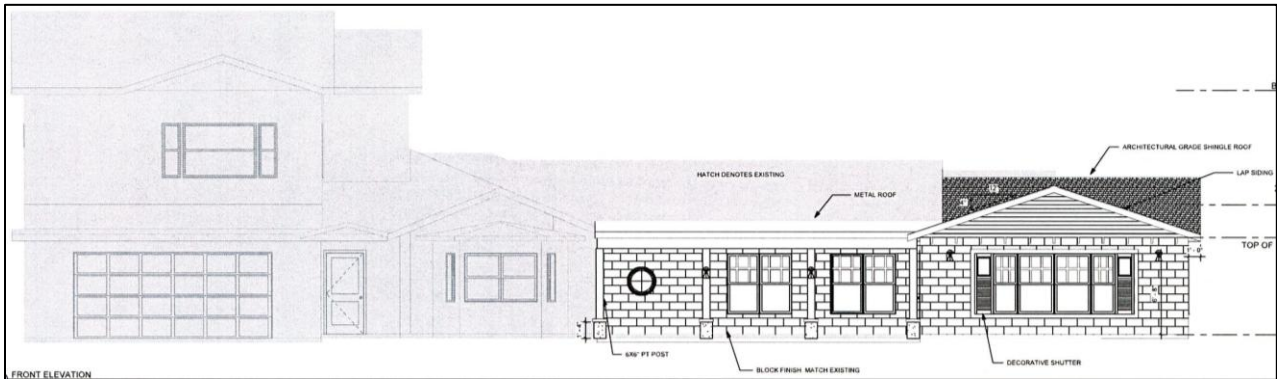
The Applicant is seeking to:

1. Construct a 784 SF, concrete block addition with architectural shingles, windows with decorative shutters, and lap siding in the gables;
2. Add a 196 SF front porch with a metal roof and 6'X6' pressure treated posts over the existing entrance area;

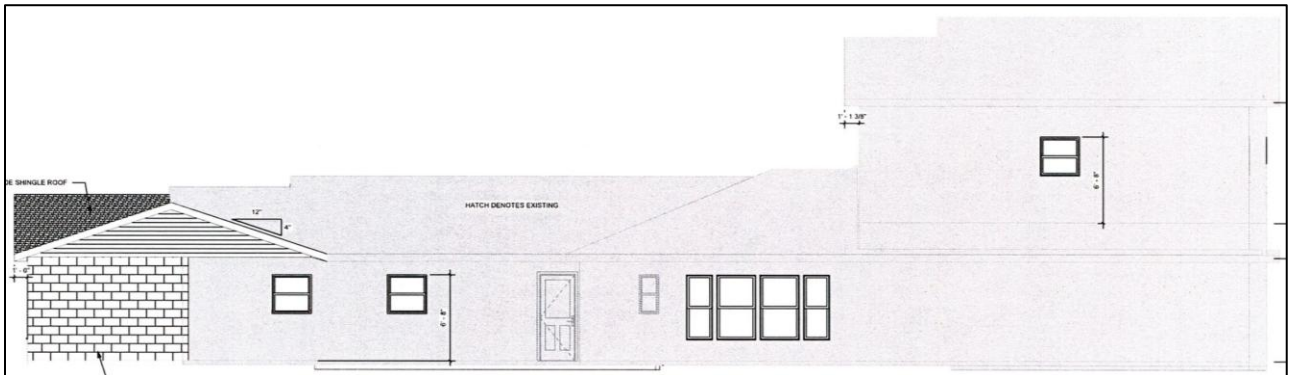
3. Close in and reconfigure the window openings on the western façade in the entrance area;
4. Close in and relocate one of the front entrances to the proposed addition;
5. Enclose and reconfigure window and door openings on eastern façade (rear of the house);
6. Add a window on the second story of the northern façade (side of house); and
7. Stucco the block home and proposed addition.



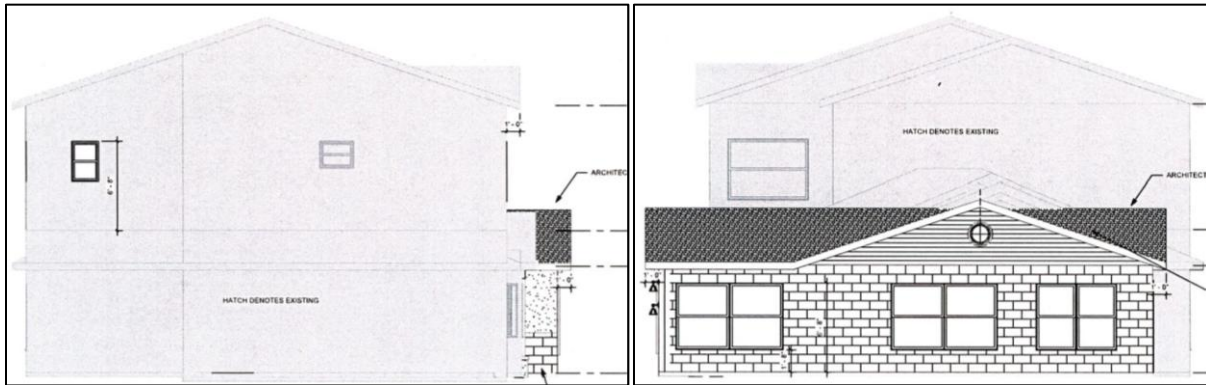
Perspective View



Front elevation showing the proposed addition, front porch, and reconfigured doors and windows in the porch area.



Rear elevation showing the proposed addition and window reconfiguration.



Side elevations showing the proposed addition and new window opening.

Guidance from Land Development Code (LDC)

LDC Section 3.4.6 (2)(b) states that it is also the intent to promote visually compatible, contemporary designs that are harmonious with the exterior architectural and landscape features of adjacent, neighboring or visually related buildings, structures, sites and streetscapes. Visual compatibility will be defined in terms of the following criteria:

1. *Height.* The height of proposed buildings or modifications will be visually compatible in comparison or relation to the height of existing structures and buildings.
2. *Front facade proportion.* The front facade of each building or structure will be visually compatible with and in direct relationship to the width of the building and to the height of the front elevation of other adjacent or adjoining buildings within a historic preservation review area.
3. *Proportion of openings (windows and doors).* The openings of any building within a historic preservation review area will be visually compatible with the openings exemplified by the prevailing historic architectural styles within the historic preservation review area. The relationship of the width of windows and doors to the height of windows and doors among buildings within the historic preservation review area will be visually compatible.
4. *Rhythm of solids to voids—Front facades.* The relationship of solids to voids in the front facade of a building or structure will be visually compatible with the front facades of historic buildings or structures within the historic preservation review area.
5. *Rhythm of buildings on streets.* The relationship of building(s) to open space between it or them and adjoining building(s) will be visually compatible with the relationship between historic sites, buildings, structures within a historic preservation review area.
6. *Rhythm of entrance and/or porch projections.* The relationship of entrances and porch projections to the sidewalks of a building will be visually compatible with the prevalent architectural styles of entrances and porch projections on historic sites, buildings and structures within a historic preservation review area.

7. *Relationship to materials and texture.* The relationship of materials and texture of the facade of a building will be visually compatible with the predominant materials used in the historic sites, buildings and structures within a historic preservation review area.
8. *Roof shapes.* The roof shape of a building or structure will be visually compatible with the roof shape(s) of a historic site, building or structure within a historic preservation review area.
9. *Walls of continuity.* Appearances of a building or structure such as walls, wrought-iron fences, evergreen landscape masses, or building facades, will form cohesive walls of enclosure along a street to insure visual compatibility of the building to historic buildings, structures or sites to which it is visually related.
10. *Scale of building.* The size of a building, the building mass in relation to open spaces, windows, door openings, balconies and porches will be visually compatible with the building size and building mass of historic sites, buildings and structures within a historic preservation review area.
11. *Directional expression of front elevation.* A building will be visually compatible with the buildings, structures and sites in its directional character: vertical, horizontal or nondirectional.

Guidance from the Historic Design Guidelines:

Most porches share common architectural elements such as posts, railings, steps, and a roof structure. Additional design and detailing on the porch reflected the architectural style expressed on the remainder of the building.

Additions to existing historic buildings and new construction in the district can contribute in interesting and meaningful ways by adding creative visual elements that respond to and reinforce established patterns and context. Historic neighborhoods do not have to “be frozen in time” or “preserved in amber,” as many people would assume. Additional housing, adapting buildings to a growing family’s needs, creating infill to replace vacant lots; all of these goals can be welcome additions in a historic district when designed and constructed appropriately and in consideration of context and compatibility. The challenge in historic preservation is to accommodate the desired change in a way that enhances rather than diminishes historic character.

Additions and new construction should be designed in a manner that is compatible and sympathetic to the character of the buildings and neighborhood, especially those that are immediately adjacent, ensuring that the character and integrity of surrounding historic resources are preserved. New buildings should be consistent with the site layout, orientation, scale, form, materials, features, and details already established by the surrounding historic resources.

While a historic district conveys a certain sense of time and place associated with its history, it also remains dynamic, with alterations, additions, and new construction occurring over time. It is desirable to be able to perceive the evolution of the street and neighborhood, discerning the apparent age of each building by its architectural expression and method of construction. Placing

a building's architectural style in relative chronological order helps interpret the development of the neighborhood. New buildings should not seek to replicate historic buildings but can reference historic styles in their design. Additions and new buildings should fit in and contribute positively to the overall character of the neighborhood.

Windows are one of the most significant character defining features of a building and their preservation and appropriate treatment is a crucial part of maintaining historic integrity. How windows are arranged within the building's façade is a key component of the architectural design. The window composition itself – their type, how they function and operate, how sashes are divided – all contribute to the distinguishing elements of the building's architectural expression and often helps define a specific era of construction.

Stucco is a form of mortar used to give walls a smooth, finished appearance and protect them from deterioration caused by exposure. Stucco was traditionally applied in two or three coats directly to the underlying substrate.

Stucco should not be installed on buildings that were never historically stuccoed. Stucco is meant to be a protective coating and therefore requires cyclical maintenance and reapplication. Stucco was traditionally composed of lime-based binder materials, while modern stuccoes are usually composed of Portland-cement and hydrated lime.

1. **Porch Additions:** Porches should not be added to a primary façade if the building did not historically have a porch. New porches may be added to the side or rear facades, and should be compatible in size, scale, and materials. Porches that were not part of the original design but were added as part of the evolution of the structure can gain significance in their own right and should be preserved.
2. **Building Orientation:** New construction should have a similar orientation and relationship to the street as existing buildings in the vicinity.
3. **Entrance Orientation:** Primary entrances of new buildings should be on the primary façade, face the street, and be consistent with the pattern of entrances within the vicinity.
4. **Setbacks:** Where there are established and consistent setbacks, setbacks of new construction should match that of neighboring properties. New construction on corner lots should continue the existing setbacks along both street frontages.
5. **Size Location of Additions:** Additions should be located on the side or rear elevation as opposed to the primary facade. The size and scale of additions should be proportionate to the historic building and clearly subordinate to it.
6. **Complementary Expression:** New construction should take inspiration from and be complementary to the existing architectural vocabulary of historic buildings within the vicinity.
7. **Compatible New Design:** New construction and additions can utilize modern technologies and building systems while still respecting the character of the historic district. New construction should be differentiated from the old, which can be accomplished through subtle changes in details, materials, proportions or presentation. A building can reflect current design trends but still honor historic building traditions.

8. **Proportion of Additions:** Additions should be subordinate to, and not overwhelm, the primary structure. Their design should minimize the visual impact on the building.
9. **Solids-to-Voids Proportions:** The rhythm and pattern of fenestration (the arrangement and design of doors and windows) is extremely important for a structure to be properly proportioned. Undersized windows, over-abundance of blank walls, and mixing horizontally and vertically aligned windows are examples of poor solid-to-void proportions.
10. **Traditional Materials:** The continued use of traditional materials such as wood, stone, brick, or block is preferred. Materials need not be exactly the same as those of adjacent historic buildings but should at a minimum be visually complementary.
11. **Roof Materials:** Select roof materials that are similar in type, pattern, form, texture, and color to those traditionally used within the district.
12. **Metal Roofs:** New metal roofing is acceptable provided that the new metal roof is metal shingle or standing seam with concealed fastener. New standing seam roofs in earthy or muted colors that are compatible with roof colors found in the district are preferred over galvalume which is very reflective and draws the eye.
13. **Entrance Porches:** Entrance porches and porticos of various configurations are present in the historic district and are appropriate for new construction.
14. **Window Expression and Placement:** Windows attract the eye, so it is important to distribute them evenly. They should reflect the architectural character of the new building while being sympathetic to the character of existing buildings in the vicinity. While they do not need to precisely replicate historic design, they should be compatible with the type, size, proportions, operation, arrangement and placement of windows in neighboring historic buildings.
15. **Porches:** The incorporation of porches in new construction is encouraged. Design should be compatible with the layout, form, scale, and detailing of neighboring historic porches. The introduction of non-traditional porch features or configurations is discouraged.
16. **Primary Entrances:** Preserve and retain the primary entrances of buildings in their historic configurations. Subsequent changes that have become significant in their own right should be retained.
17. **Secondary Entrances:** Preserve and retain secondary entrances on the side or rear of buildings to the maximum extent possible. Alterations to make them more functional should be compatible with the character of the building.
18. **Closing Historic Entrances:** Do not remove, close, or fill in historic entrances, as this significantly alters the character of the façade.
19. **New Entrances:** New entrances should be located on the side or rear façades in locations that will result in a minimal loss of historic materials. Design new entrances to be compatible in size, scale, proportion, and material with existing building features.
20. **Later Windows:** Windows that have been added through subsequent historic periods can also gain significance in their own right. These should be retained unless the window negatively impacts the character of the building.
21. **Window Openings:** Avoid enlarging, reducing, or filling in historic window openings.
22. **Shutter Installation:** The installation of historically appropriate shutters on historic windows is encouraged, if they are appropriate to the architectural style of the house.

23. **Shutter Size and Configuration:** New shutters should match the height and width of the window opening and should appear to be functional, even if they are not. Shutters that, if closed, are smaller than the windows are inappropriate.
24. **Shutter Materials and Design:** Shutters may be wood or a composite material and should be protected with a paint coating. The new shutter form and design should be based on historical documentation, if available. If documentation is not available, shutter design should be appropriate to the period and style of the historic building.
25. **Inappropriate Shutter Locations:** Shutters should not be installed on windows that would not have had them, such as bay windows or fixed windows.
26. **New Windows:** New windows should not be introduced to any primary façade. New window openings should only be added to side or rear facades that are not visible from the street.
27. **New Window Design:** The type, size, placement, and detailing of new windows on secondary facades should complement the design and detailing of the primary façade windows, but do not necessarily have to match historic windows exactly as far as material, details, and configuration.

Findings of Fact:

LDC Section 3.6.4 (2) (a), states that the Historic Preservation Board shall utilize the most recent U.S. Secretary of Interior's Standards for Historic Rehabilitation and Guidelines for Rehabilitation and the Mount Dora Historic Preservation Design Guidelines as the standards by which applications for certificate of appropriateness are to be evaluated. The Mount Dora Historic Design Guidelines are based on the U.S. Secretary of Interior's Standards for Historic Rehabilitation and Guidelines for Rehabilitation.

LDC Section 3.6.4 (2)(b), states it is also the intent to promote visually compatible, contemporary designs that are harmonious with the exterior architectural and landscape features of adjacent, neighboring or visually related buildings, structures, sites and streetscapes.

Staff has reviewed the application for consistency with the U.S. Secretary of Interior's Standards for Historic Rehabilitation, Mount Dora Historic Preservation Design Guidelines, and the standards for visual compatibility established in LDC Section 3.6.4 (2)(b) (hereto referred to the 'Standards of Review'), and found:

1. The subject residence was constructed in 1954 and a two-story addition was added in 2007; and
2. The 2008 Site Survey stated that the resource has lost much of its historic integrity and does not contribute the Historic District; and
3. The proposed changes are compatible with the existing residence, utilizes the same façade as the primary entrance, promotes the solid-to-voids proportion by adding windows, and adheres to the established setbacks; and

4. The request promotes visual compatibility with the exterior architectural of adjacent, neighboring or visually related buildings, structures, sites and streetscapes as required by LDC Section 3.6.4 (2)(b).

Therefore, based on these Findings of Fact, staff recommends **Approval** of the application to:

1. Construct a 784 SF, concrete block addition with architectural shingles, windows with decorative shutters, and lap siding in the gables;
2. Add a 196 SF front porch with a metal roof and 6'X6' pressure treated posts over the existing entrance area;
3. Close in and reconfigure the window openings on the western façade in the entrance area;
4. Close in and relocate one of the front entrances to the proposed addition;
5. Enclose and reconfigure window and door openings on eastern façade (rear of the house);
6. Add a window on the second story of the northern façade (side of house); and
7. Stucco the block home and proposed addition.

With the following conditions:

1. The new metal roof shall be standing seam with concealed fastener in an earthy or muted color; and
2. The windows on western façade include the shutters and grid lines depicted in the application.

Board Action:

The Historic Preservation Board may:

1. Accept Staff's Findings of Fact and Approve the application, as presented;
2. Partially reject Staff's Findings of Fact and Approve the application with conditions to ensure the application is consistent with the Standards of Review. Note: The motion should clearly state the Standards of Review the proposed conditions will address.
3. Reject Staff's Findings of Fact and Deny the application based on inconsistencies between the application and the Standards of Review. Note: The motion will need to include reasoning as to why the application is inconsistent with the Standards of Review.

Attachments:

Photos
2008 Site Form
Application



CITY OF MOUNT D O R A

Site Photos





HISTORICAL STRUCTURE FORM

Electronic Version 1.1.0

Site #8 LA03592
 Recorder # 11
 Field Date 3/15/2008
 Form Date 3/15/2008
 FormNo 200803
 FormNo = Field Date (YYYYMM)

First Site Form Recorded for this Site? YES

GENERAL INFORMATION

Site Name (address if none) 606 N McDonald Street Multiple Listing (DHR only) _____
 Other Names _____ >> _____
 Survey or Project Name _____ Survey# _____
 National Register Category Building(s)

LOCATION & IDENTIFICATION

Address

Street No.	Direction	Street Name	Street Type	Direction Suffix
<u>606</u>	<u>North</u>	<u>McDonald</u>	<u>Street</u>	

Cross Streets (nearest/ between) _____
 City / Town (within 3 miles) Mount Dora In Current City Limits? YES
 County Lake Tax Parcel #(s) _____
 Subdivision Name _____ Block _____ Lot _____
 Ownership _____
 Name of Public Tract (e.g., park) _____
 Route to (especially if no street address) _____

MAPPING

USGS 7.5' Map Name _____ Publication Date >> EUSTIS; 1980
 Township: _____ Range: _____ Section: _____ 1/4 section: _____ >> 19S ; 27E ; 30 ; UNSP
 Irregular Section Name: _____
 Landgrant _____
 UTM: Zone _____ Easting _____ Northing _____
 Plat or Other Map (map's name, location) _____

DESCRIPTION

Style Masonry Vernacular Other Style _____
 Exterior Plan Irregular Other Exterior Plan _____
 Number of Stories 1
 Structural System(s) >> Concrete block
 Other Structural System(s) _____
 Foundation Type(s) >> Continuous
 Other Foundation Types _____
 Foundation Material(s) >> Poured Concrete Footing
 Other Foundation Material(s) _____
 Exterior Fabric(s) >> Concrete block
 Other Exterior Fabric(s) _____
 Roof Type(s) >> Gable
 Other Roof Type(s) _____
 Roof Material(s) >> _____
 Other Roof Material(s) _____
 Roof Secondary Structure(s) (dormers etc) >> _____
 Other Roof Secondary Structure(s) _____
 Number of Chimneys _____
 Chimney Material _____
 Other Chimney Material(s) _____
 Chimney Location(s) _____

HISTORICAL STRUCTURE FORM

81A03592

DESCRIPTION (continued)

Window Descriptions fixed metal sash

Main Entrance Description (stylistic details) _____

Porches: #open 1 #closed _____ #incised _____ Location(s) _____

Porch Roof Types(s) _____

Exterior Ornament _____

Interior Plan _____

Other Interior Plan _____

Condition Good

Structure Surroundings

Commercial: _____ Residential: MOSTLY this category

Institutional: _____ Undeveloped: _____

Ancillary Features (Number / type of outbuildings, major landscape features) _____

Archaeological Remains (describe): _____

If archaeological remains are present, was an Archaeological Site Form completed? _____

Narrative Description (optional) _____

HISTORY

Construction year 1954

Architect (last name first): _____

Builder (last name first): _____

Changes in Locations or Conditions

Type of Change	Year of Change	Date Change Noted	Description of Changes
>>			

Structure Use History

Use _____ Year Use Started _____ Year Use Ended _____ >> Private residence; 1954;

Other Structure Uses _____

Ownership History (especially original owner, dates, profession, etc.) _____

RESEARCH METHODS

Research Methods _____ >> EL Master Site File-Cultural Resources

Other research methods _____

SURVEYOR'S EVALUATION OF SITE

Potentially Eligible for a Local Register? NO Name of Local Register if Eligible _____

Individually Eligible for National Register? NO

Potential Contributor to NR District? NO

Area(s) of historical significance _____ >> _____

Other Historical Associations _____

Explanation of Evaluation (required) Because the resource has lost much of its historic integrity, it doesn't appear to warrant consideration for the NRHP on an individual basis and doesn't contribute to a historic district.

HISTORICAL STRUCTURE FORM

8LA03592

DOCUMENTATION (Photos, Plans, etc.)

Photographic Negatives or Other Collections Not Filed with FMSF, Including Field Notes, Plans, other Important Documents:

Document type: _____ Maintaining Organization: _____
File or Accession #: _____ Descriptive Information: _____

>> _____

RECORDER INFORMATION

Recorder Name (Last, First) Bland, Myles

Recorder Address / Phone 4104 St. Augustine Road Jacksonville, FL

Recorder Affiliation Bland & Associates, Inc Other Affiliation _____

Is a Text-Only Supplement File Attached (Surveyor Only)? NO

***** MASTER SITE FILE USE ONLY *****

Cultural Resource Type: SS
Electronic Form Used: S110

Form Type Code: NORM
Form Quality Ranking: NEW
Form Status Code: SCAT

SHPO's Evaluation of Resource

_____ Date _____

Supplement Information Status: NO SUPPLEMENT
Supplement File Status: NO SUPPLEMENT FILE

FMSF Staffer: _____
Computer Entry Date: 5/20/2008

Form Comments: _____

REQUIRED PAPER ATTACHMENTS

- (1) USGS 7.5" MAP WITH STRUCTURE PINPOINTED IN RED
- (2) LARGE SCALE STREET OR PLAT MAP
- (3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3"X5"

LA03592-200803

Supplementary Printout

- > **USGS map name/year of publication or revision:**
EUSTIS;1980

- > **Township/Range/Section/Qtr:**
19S ;27E ;30;UNSP

- > **Structural system(s):**
Concrete block

- > **Foundation types:**
Continuous
Slab

- > **Foundation materials:**
Poured Concrete Footing

- > **Exterior fabrics:**
Concrete block
Brick

- > **Roof types:**
Gable

- > **Roof materials:**

- > **Roof secondary structures (dormers etc):**

- > **Change status/year changed/date noted/nature:**

- > **Original, intermediate, present uses/year started/year ended:**
Private residence;1954;

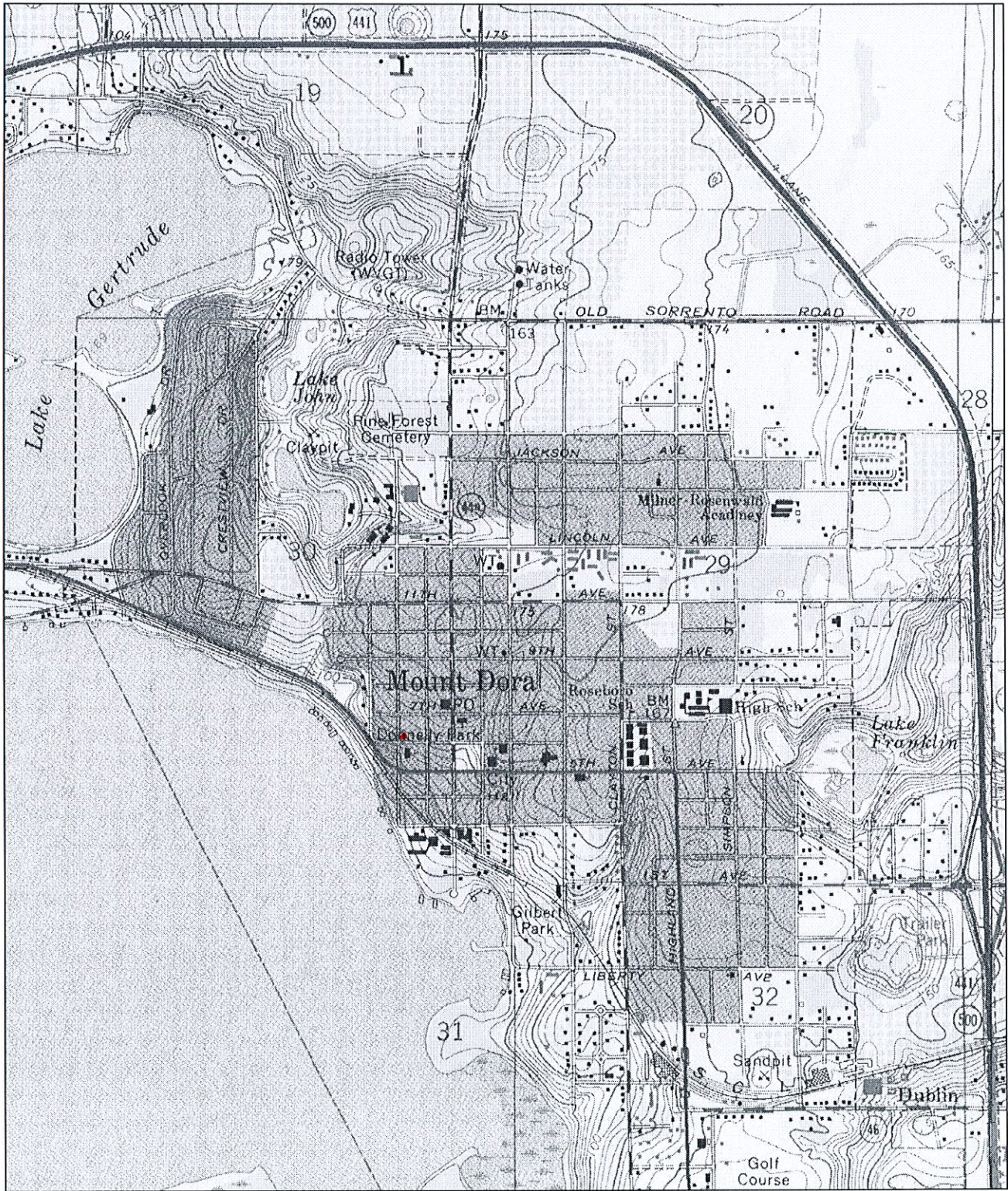
- > **Research methods:**
FL Master Site File-Cultural Resources
Examine local property records
Pedestrian

- > **Area(s) of historical significance:**

- > **Repositories: Collection/Housed/Accession#/Describe**

- > **[Other name(s)]:**

11

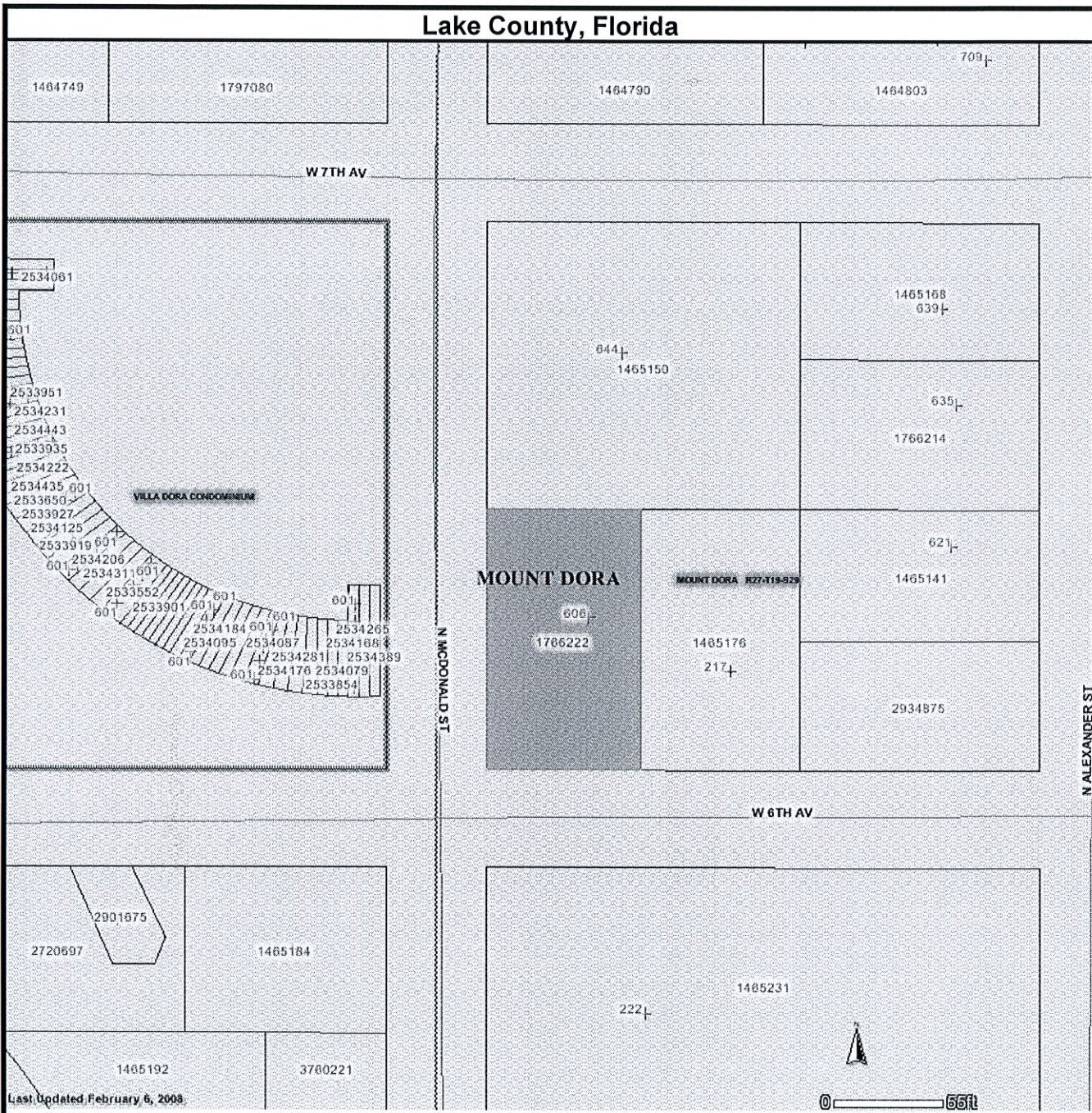


0 ————— 0.5 Mi
 0 ————— 2000 Ft

Map provided by MyTopo.com

LA-3592

Lake County, Florida



Last Updated February 6, 2008.

Highlighted Feature	COUNTY PROPERTY	FRUITLAND PARK
LAKE APOPKA LDR	STREETS	GROVELAND
PARCELS	BUILT	HOWEY-IN-THE-HILLS
ALTERNATE KEY NUMBERS	PLATTED NOT BUILT	LADY LAKE
STRUCTURE/ADDRESS	CITY LIMITS	LEESBURG
	ASTATULA	MASCOTTE
	CLERMONT	MINNEOLA
	EUSTIS (cont)	MONTVERDE
		MOUNT DORA
		TAVARES (cont)

RN11
LA3592



EN11

LA
3592

604 N Mc Donald St



Google Maps

Image capture: May 2025 © 2026 Google





606 McDonald (1)



606 NORTH MCDONALD MT. DORA

606 N Mc Donald St, Mt Dora, FL 32757

Digitally signed
by James L
Smith
Date: 2026.02.06
13:27:25 -05'00'



LEE SMITH
Professional Engineer
Registration # 38177
Expiration Date 02/06/2026
Tallahassee, FL 32310
Ph: (904) 386-1735

SIGN/SEAL

DATE

PROJECT INFORMATION

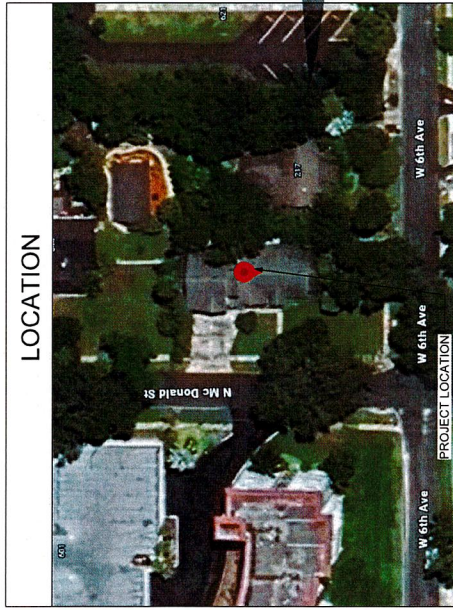
ADDRESS
PROJECT #
SHEET #

606 NORTH
MCDONALD MT.
DORA

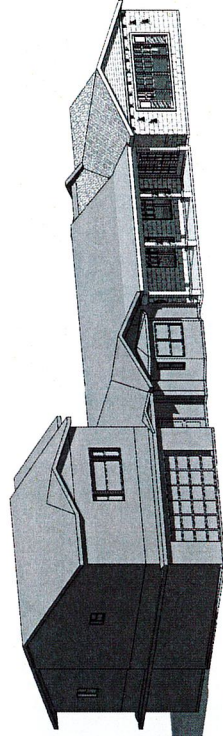
COVER
SHEET

PERMIT SET
SHEET

0-0

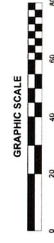
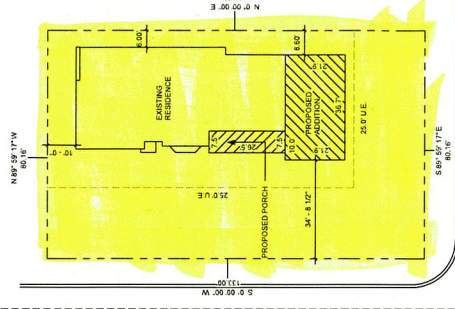


LOCATION



PERSPECTIVE VIEW

(50' RIGHT-WAY)
KNOWN AS
MCDONALD STREET
PLATTED AS



NOTE: REFER TO ALL OTHER SHEETS RELATIVE TO THE LOCATION OF THE PROPOSED WORK AND DO NOT DISTURB ANY EXISTING UTILITIES OR STRUCTURES. CONSULT THE LOCAL UTILITY DEPARTMENT FOR ALL UTILITIES.

① SITE PLAN
1" = 20'-0"

SYMBOLS

- 2 X BEARING WALL
- 2 X BEARING WALL W/ STUDS @ 16" O.C.
- 8" X 16" CMU WALL W/ EXTERIOR STUCCO W/ INTERIOR R-MAX, 3/4" FURRING STRIPS & 1/2" DRYWALL
- 8" X 16" CMU GARAGE WALL W/ EXTERIOR STUCCO
- EXISTING WALL
- EXISTING WALL TO BE DEMOLISHED

- ROOM NAME
X-X' O' CLG
- ROOM TAG
- VIEW ORIENTATION
DETAIL NUMBER
SHEET NUMBER
- BUILDING SECTION KEY
- VIEW ORIENTATION
DETAIL NUMBER
SHEET NUMBER
- ELEVATION KEY
- DETAIL KEY

MATERIAL INDEX

- EARTH
- SAND/MORTAR
- CONCRETE
- BRICK
- METAL
- WOOD
- INSULATION
- CONCRETE MASONRY
- GYPSUM BOARD
- BOARD AND BATTEN

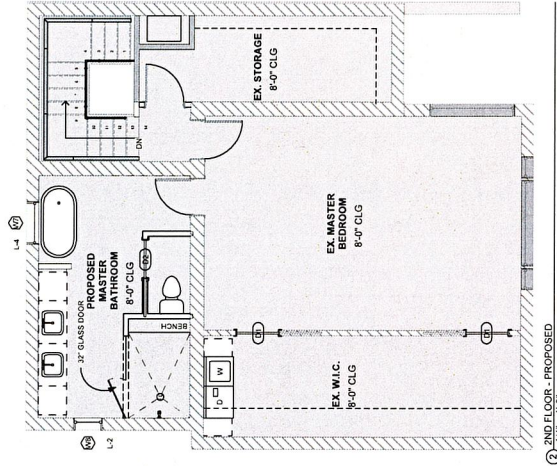
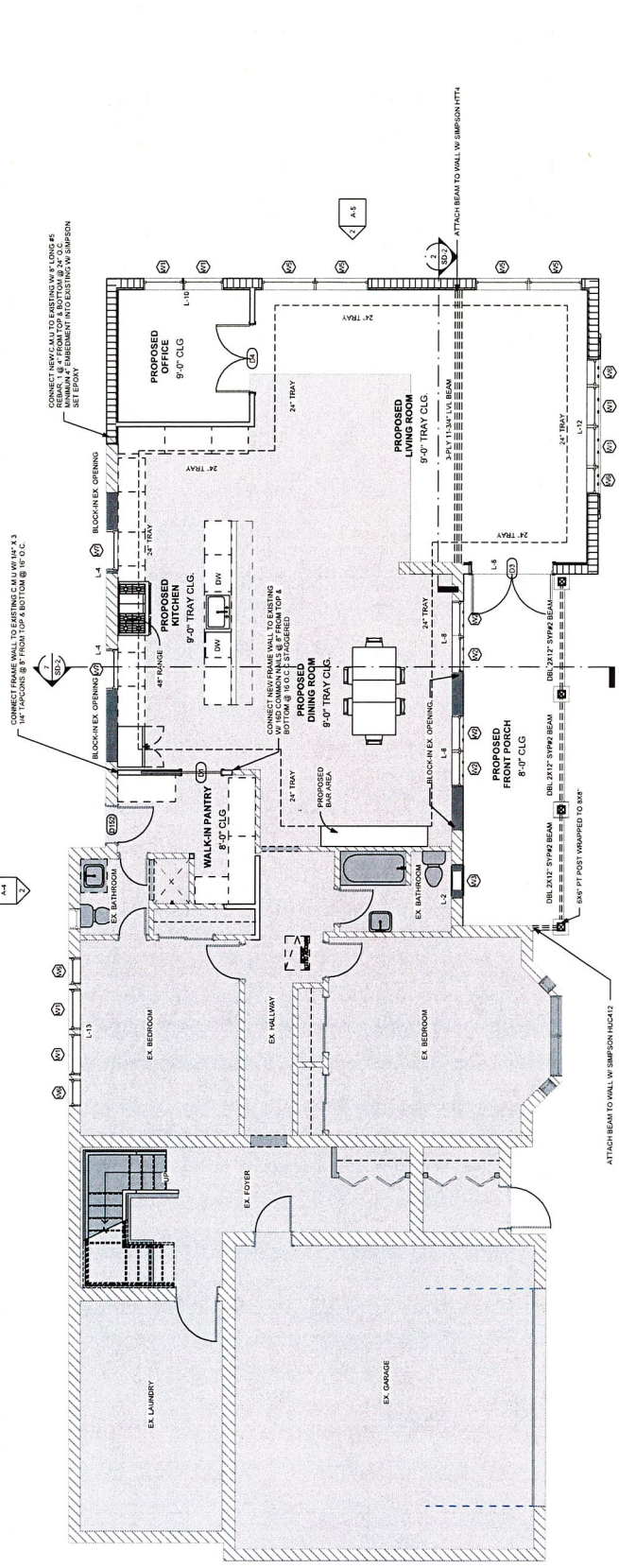
SCOPE OF WORK

RESIDENCE REMODEL

Sheet List

Sheet Number	Sheet Name
0-0	COVER SHEET
A-1	FLOOR PLAN
A-2	DIMENSIONS
A-3	ELEVATIONS
A-4	ELECTRICAL
A-5	STRUCTURAL DETAIL
SD-1	STRUCTURAL DETAIL'S ROOF
SD-2	STRUCTURAL DETAIL'S ROOF
SD-3	STANDARD NOTES
SN	

NOTICE
OWNER AND CONTRACTOR SHALL EXAMINE THE DRAWINGS AND ANY DOCUMENTATION IN DETAIL. IT SHALL BE THE FINAL RESPONSIBILITY OF THE CONTRACTOR TO REVIEW AND CONFIRM THE PLANS ACCURACY AND COMPLIANCE WITH ALL APPLICABLE REGULATIONS. THE CONTRACTOR SHALL INCLUDE DETAILS OF CONSTRUCTION PRACTICE AND KNOWLEDGE OF A LICENSED CONTRACTOR. IF NECESSARY, THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS BEFORE OBTAINING A CONSTRUCTION PERMIT AND START THE CONSTRUCTION. OTHERWISE THE CONTRACTOR AND OWNER ASSUMES RESPONSIBILITY FOR THE CONSTRUCTION IN QUESTION. METHODS OF CONSTRUCTION SHALL BE INDICATED ON THE PLANS. COMPLIANCE WITH ALL YARD SETBACK REQUIREMENTS AND SHALL NOTIFY THE ENGINEER OF RECORD OF ANY CONFLICTS BEFORE CONSTRUCTION. DRAINAGE TO COMPLY WITH OWNERS AND/OR BUILDERS SPECIFICATIONS AND ANY CHANGES MADE ON THEM AFTER PRINTS ARE MADE WILL BE DONE AT THE OWNERS AND/OR BUILDERS EXPENSE AND RESPONSIBILITY.



Window Schedule

Count	Type Mark	Family	Width	Height
6	W1	SINGLE HUNG	3'-0"	5'-0"
4	W2	SINGLE HUNG	2'-8"	5'-0"
1	W3	OVAL WINDOW	1'-0"	1'-6"
4	W4	SINGLE HUNG	4'-0"	5'-0"
4	W5	SINGLE HUNG	2'-0"	5'-0"
3	W6	SINGLE HUNG	3'-0"	5'-0"

Door Schedule

Count	Type Mark	Family	Width	Height	Function
3	D1	DOUBLE INTERIOR POCKET DOOR	3'-0"	6'-8"	Interior
1	D2	SINGLE INTERIOR POCKET DOOR	2'-8"	6'-0"	Interior
1	D3	DOUBLE INTERIOR FRENCH DOOR	6'-0"	6'-8"	Interior
1	D4	DOUBLE INTERIOR FRENCH DOOR	5'-0"	6'-8"	Interior

AREA

Name	Area
EXISTING GARAGE	597 SF
EXISTING RESIDENCE	1797 SF
PROPOSED PORCH	198 SF
PROPOSED ADDITION	784 SF
SECOND FLOOR	1041 SF
	4408 SF

1. FLOOR PLAN - PROPOSED
 1/8" = 1'-0"

Digitally signed by James L Smith
 Date: 2026.02.06 13:27:57 -05'00'





LEE SMITH
 PROFESSIONAL ENGINEER
 LICENSE NO. 25177
 7000 W. BROADWAY
 TAVEL, MO. 63178
 PH. (314) 888-1125

SIGN/SEAL

DATE

PROJECT INFORMATION

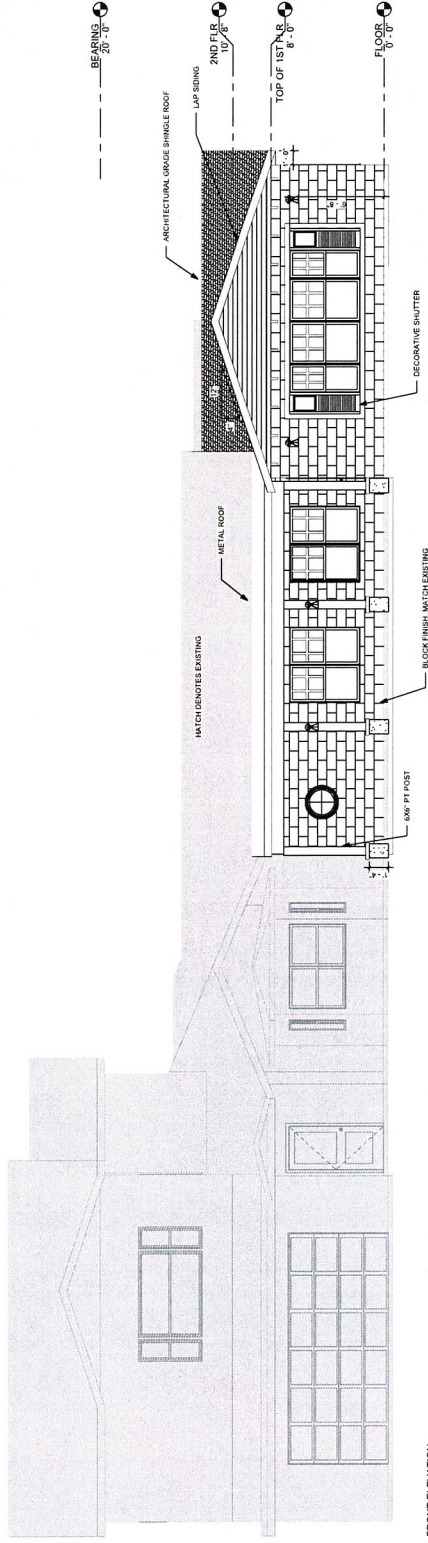
PROJECT NO. 2026-02-06
 SHEET NO. A-4

**606 NORTH
 McDONALD MT.
 DORA**

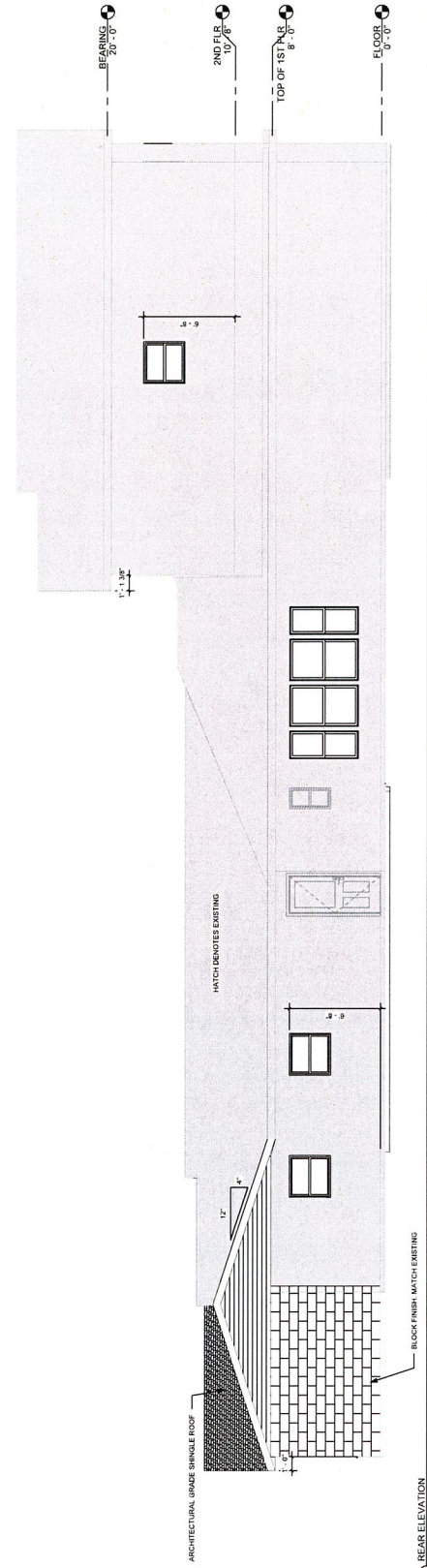
ELEVATIONS

PERMIT SET
 SHEET

A-4



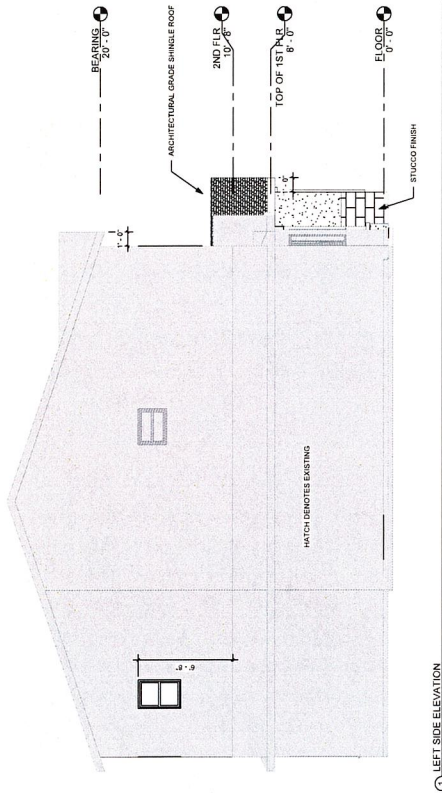
① FRONT ELEVATION
 1/4" = 1'-0"



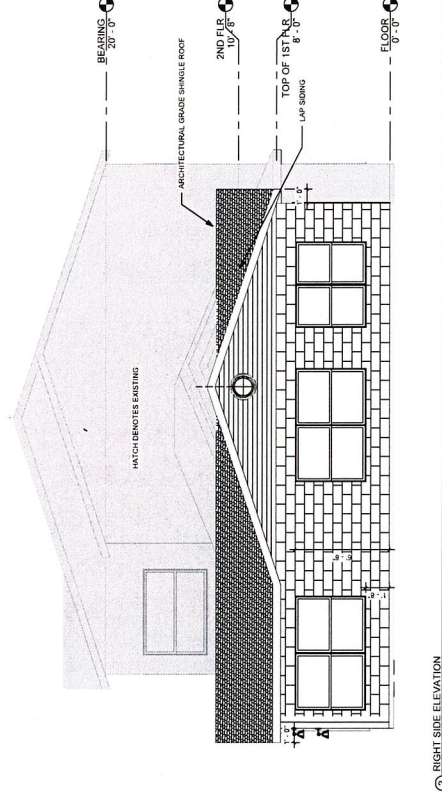
② REAR ELEVATION
 1/4" = 1'-0"

Digitally signed
 by James L
 Smith
 Date: 2026.02.06
 13:28:13 -05'00'





① LEFT SIDE ELEVATION
1/4" = 1'-0"



② RIGHT SIDE ELEVATION
1/4" = 1'-0"



LEE SMITH
DIRECTOR OF SERVICES
Professional Engineer
Registration # 36177
Expiration # 04/01/2026
Tulsa, OK 74106
Ph: (516) 288-1125

SIGN/SEAL

DATE

PROJECT INFORMATION
PROJECT NO. 2026.02.06
PROJECT NAME 13:28:20
PROJECT LOCATION 606 NORTH MCDONALD MT.

606 NORTH
MCDONALD MT.
DORA

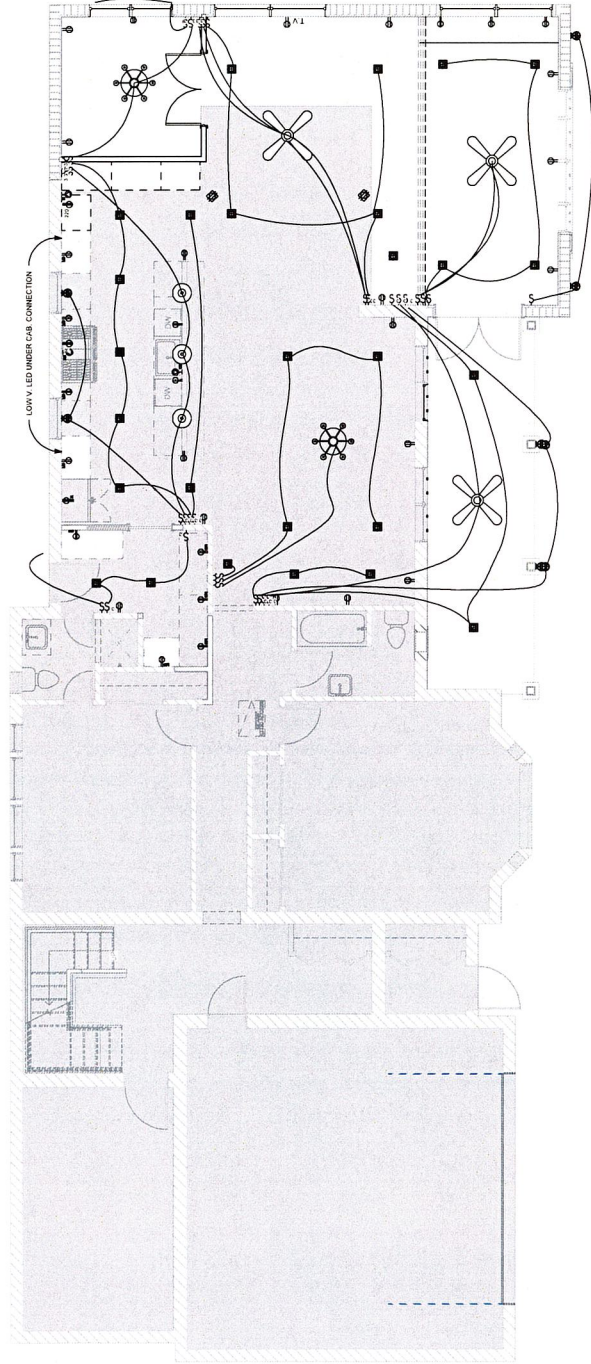
ELEVATIONS

PERMIT SET
SHEET

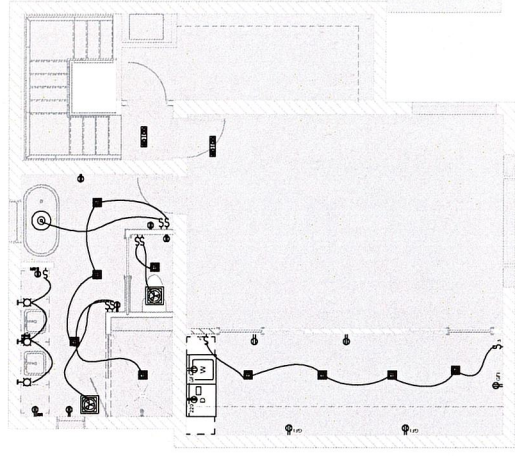
A-5

Digitally signed
by James L
Smith
Date: 2026.02.06
13:28:20 -05'00'



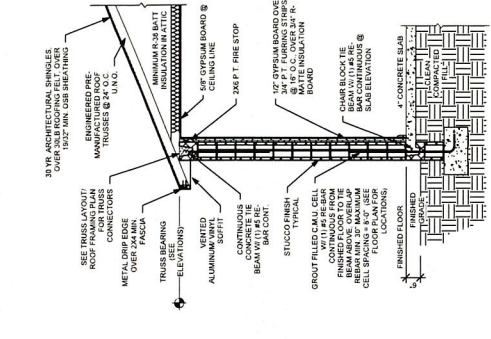


1 FLOOR PLAN - ELECTRICAL
 1/4" = 1'-0"

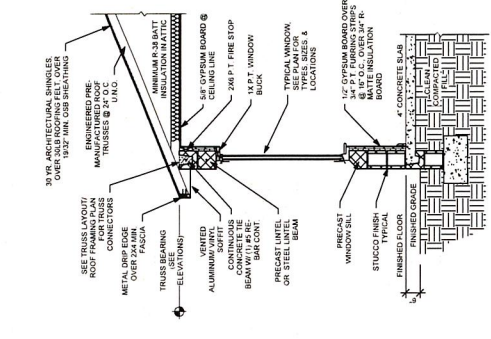


2 FLOOR - ELECTRICAL
 1/4" = 1'-0"

ELECTRICAL LEGEND		
S	SINGLE SWITCH	200 AMP PANEL 120/240
S3	THREE WAY SWITCH	CHIMES
□	DUPLEX OUTLET	PENDANT LIGHT
□	GFI DUPLEX OUTLET	SCENE/WALL HUNG LIGHT
□	50% WATER PROOF DUPLEX OUTLET	DROP CORD CIG LIGHT
□	200V OUTLET	FLUORESCENT FIXTURE - 3-BULBS
□	CLOTHES DRYER DUPLEX OUTLET	FLUORESCENT FIXTURE - 4-BULBS
□	FLOOR MOUNT OUTLET	FLUORESCENT FIXTURE - 8-BULBS
□	REFRIGERATOR	A/C AIR HANDLER
□	ELECTRIC RANGE	HVAC COMPRESSOR
□	CLOTHES WASHER	ELECTRICAL WATER HEATER
□	DISHWASHER OUTLET	DOOR BELL
□	GARABGE DISPOSAL	TV CONNECTION
□	MICROWAVE	DUPLEX SPECIAL OUTLET
□	EXHAUST HOOD	FLUORESCENT LIGHT
□	SMOKE/CARBON MONOXIDE COMBO DETECTOR	VENT LIGHT COMBO
□	RECESSED LIGHT	CIG FAN
□	EXHAUST FAN	CIG FAN W/ LIGHT
□	PHONE DATA - INTERNET	TERMOSTAT
□	BUTTER GARAGE DOOR	METER/VEHICLE LOCATION W/ UTILITY CO.
□	150 PAR FLOOD LIGHT	ELECTRICAL METER
		CHANGELER

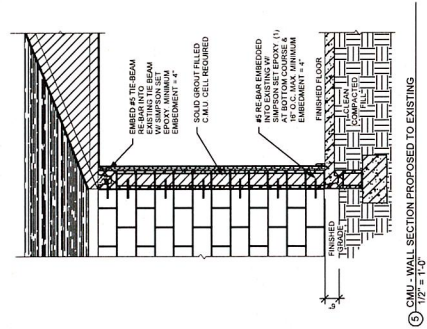


1 CMU - STEM WALL - Window
 1/2" = 1'-0"



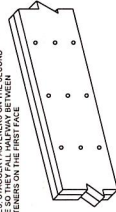
2 CMU - STEM WALL - Window
 1/2" = 1'-0"

Digitally signed
 by James L Smith
 Date: 2026.02.06 13:28:37 -05'00'

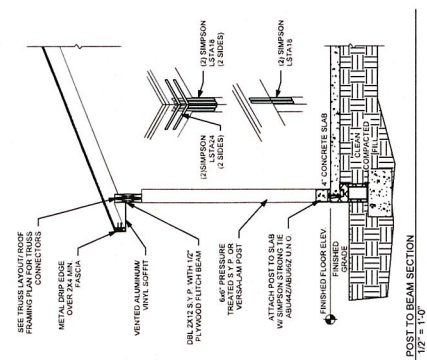


3 CMU - WALL SECTION PROPOSED TO EXISTING
 1/2" = 1'-0"

1) ALL REINFORCING BARS SHALL BE #4 OR #5. SPACING SHALL BE 12" OR 16" ON CENTER.
 2) AN ADDITIONAL ROW OF BARS IS REQUIRED WITH LENGTHS OF 4" OR GREATER
 3) THE REINFORCING BARS SHALL BE LAPPED WITH EACH LAP TO THE OTHER AND OFFSET LAP SPACING BY 2' FROM EACH OTHER.
 4) ALL REINFORCING BARS SHALL BE LAPPED WITH EACH LAP TO THE OTHER AND OFFSET LAP SPACING BY 2' FROM EACH OTHER.
 5) ALL REINFORCING BARS SHALL BE LAPPED WITH EACH LAP TO THE OTHER AND OFFSET LAP SPACING BY 2' FROM EACH OTHER.

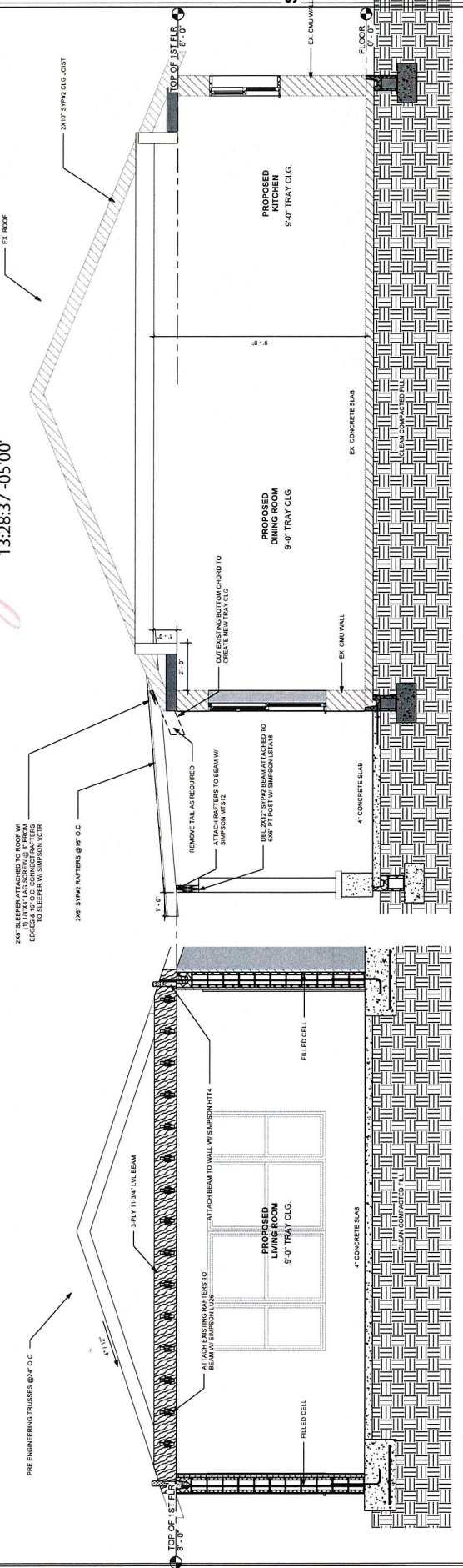


PIECE	NUMBER OF PIES	TYPE	MIN LENGTH	FASTENERS	PLACEMENT	# ROWS	O.C. SPACING
1	2	1/2" NAILS	3"	1/2" NAILS	ONE FACE	2	12"
2	3	1/2" NAILS	3.33" OR 3.12"	1/2" NAILS	BOTH FACES	2	24"
3	3	1/2" NAILS	3.33" OR 3.12"	1/2" NAILS	BOTH FACES	2	24"
4	4	1/2" NAILS	3.33" OR 3.12"	1/2" NAILS	BOTH FACES	2	24"
5	2	3/8" NAILS	6.33" OR 6.12"	3/8" NAILS	BOTH FACES	2	24"
6	2	3/8" NAILS	6.33" OR 6.12"	3/8" NAILS	BOTH FACES	2	24"



8 POST-TO-BEAM SECTION
 1/2" = 1'-0"

4 LVL BEAM DETAIL
 NTS



SECTION VIEW B
 1/2" = 1'-0"

SECTION VIEW A
 1/2" = 1'-0"

PROPERTY RECORD CARD

General Information

Name:	MALONEY KEITH A & REBECCA D	Alternate Key:	1766222
Mailing Address:	1051 S HIGHLAND ST UNIT 2C MOUNT DORA, FL 32757 Update Mailing Address	Parcel Number: i	29-19-27- 0010-052- 00005
		Millage Group and City:	00MD Mount Dora
		2025 Total Certified Millage Rate:	18.7725
		Trash/Recycling/Water/Info:	My Public Services Map i
Property Location:	606 N MCDONALD ST MOUNT DORA FL, 32757	Property Name:	-- Submit Property Name i
		School Information:	School Locator & Bus Stop Map i School Boundary Maps i
Property Description:	MOUNT DORA, 30-19-27 W 80 FT OF S 133 FT OF BLK 52 PB 3 PGS 37-43 ORB 6582 PG 2166		
<p>NOTE: This property description is a condensed/abbreviated version of the original description as recorded on deeds or other legal instruments in the public records of the Lake County Clerk of Court. It may not include the Public Land Survey System's Section, Township, Range information or the county in which the property is located. It is intended to represent the land boundary only and does not include easements or other interests of record. This description should not be used for purposes of conveying property title. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description.</p>			

Land Data

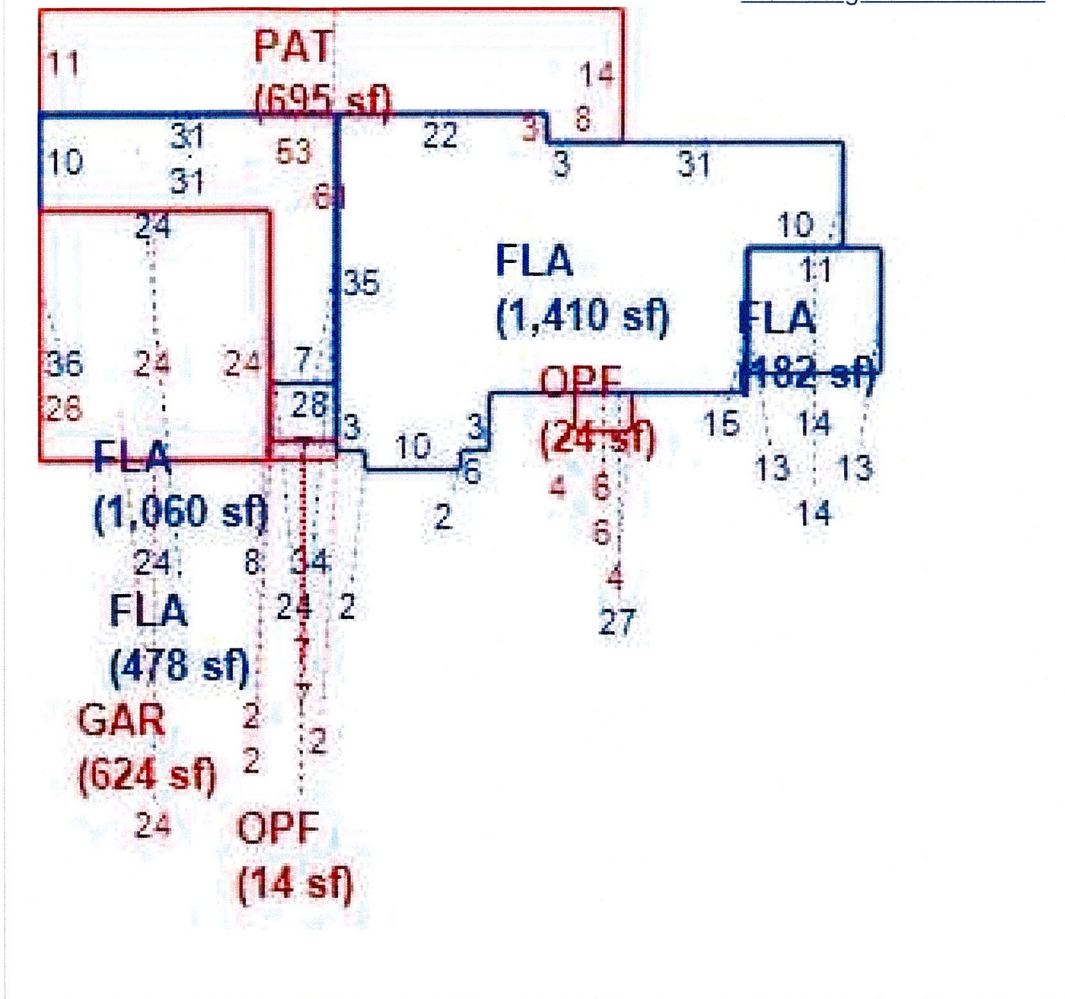
Line	Land Use	Frontage	Depth	Notes	No. Units	Type	Class	Value	Land Value
1	SINGLE FAMILY (0100)	80	133		10640.000	FD		\$110,913.00	\$110,913.00
					Click here for Zoning Info i		FEMA Flood Map		

Residential Building(s)

Building 1

Residential	Building Value: \$437,586.00		
Summary			
Year Built: 1954	Total Living Area: 3130 i	Central A/C: Yes	Fireplaces: 0
Bedrooms: 4	Full Bathrooms: 1	Half Bathrooms: 1	
Incorrect Bedroom, Bath, or other information? i			
Section(s)			
Section Type	Ext. Wall Type	No. Stories	Floor Area
FINISHED LIVING AREA (FLA)	CONCRETE BLOCK PLAIN (02)	1.00	3130
GARAGE FINISH (GAR)		1.00	624
OPEN PORCH FINISHED (OPF)		1.00	38
PATIO UNCOVERED (PAT)		1.00	695

[View Larger / Print / Save](#)



Miscellaneous Improvements

There is no improvement information to display.

Sales History

NOTE: This section is not intended to be a complete chain of title. Additional official book/page numbers may be listed in the property description above and/or recorded and indexed with the Clerk of Court. [Follow this link to search all documents by owner's name.](#)

Book/Page	Sale Date	Instrument	Qualified/Unqualified	Vacant/Improved	Sale Price
6582 / 2166	08/18/2025	Warranty Deed	Qualified	Improved	\$675,000.00
5919 / 1993	03/11/2022	Warranty Deed	Qualified	Improved	\$720,000.00
5450 / 178	03/27/2020	Warranty Deed	Qualified	Improved	\$540,000.00
4897 / 1040	04/01/2016	Warranty Deed	Unqualified	Improved	\$0.00
4765 / 1078	03/31/2016	Warranty Deed	Qualified	Improved	\$465,000.00
2608 / 2245	07/06/2004	Warranty Deed	Unqualified	Improved	\$0.00
2555 / 1349	04/26/2004	Warranty Deed	Qualified	Improved	\$221,000.00
2207 / 204	10/30/2002	Warranty Deed	Qualified	Improved	\$200,000.00

2070 / 2149	02/11/2002	Trustees Deed	Qualified	Improved	\$158,000.00
1345 / 31	12/01/1994	Quit Claim Deed	Unqualified	Improved	\$0.00
1273 / 757	01/01/1994	Trustees Deed	Unqualified	Improved	\$0.00
611 / 1409	01/01/1976	Misc Deed/Document	Qualified	Improved	\$29,700.00

[Click here to search for mortgages, liens, and other legal documents.](#) ⓘ

Values and Estimated Ad Valorem Taxes ⓘ

Values shown are 2026 Working Values. If you need a 2025 Property Record Card, please contact our office.
The Market Value listed below is not intended to represent the anticipated selling price of the property and should not be relied upon by any individual or entity as a determination of current market value.

Tax Authority	Market Value	Assessed Value	Taxable Value	Millage	Estimated Taxes
LAKE COUNTY BCC GENERAL FUND	\$548,499	\$548,499	\$548,499	5.0254	\$2,756.43
SCHOOL BOARD STATE	\$548,499	\$548,499	\$548,499	3.0870	\$1,693.22
SCHOOL BOARD LOCAL	\$548,499	\$548,499	\$548,499	2.9980	\$1,644.40
LAKE COUNTY WATER DISTRICT	\$548,499	\$548,499	\$548,499	0.2940	\$161.26
NORTH LAKE HOSPITAL DIST	\$548,499	\$548,499	\$548,499	0.3859	\$211.67
ST JOHNS RIVER FL WATER MGMT DIST	\$548,499	\$548,499	\$548,499	0.1793	\$98.35
CITY OF MOUNT DORA	\$548,499	\$548,499	\$548,499	6.3000	\$3,455.54
LAKE COUNTY MSTU AMBULANCE	\$548,499	\$548,499	\$548,499	0.4629	\$253.90
LAKE COUNTY VOTED DEBT SERVICE	\$548,499	\$548,499	\$548,499	0.0400	\$21.94
				Total: 18.7725	Total: \$10,296.71

Exemptions Information

This property is benefitting from the following exemptions with a checkmark ✓

Homestead Exemption (first exemption up to \$25,000)	Learn More View the Law
Additional Homestead Exemption (up to an additional \$25,000)	Learn More View the Law
Limited Income Senior Exemption (applied to county millage - up to \$50,000)	Learn More View the Law
Limited Income Senior Exemption (applied to city millage - up to \$25,000) ⓘ	Learn More View the Law
Limited Income Senior 25 Year Residency (county millage only-exemption amount varies)	Learn More View the Law
Widow / Widower Exemption (up to \$5,000)	Learn More View the Law
Blind Exemption (up to \$500)	Learn More View the Law
Disability Exemption (up to \$5,000)	Learn More View the Law
Total and Permanent Disability Exemption (amount varies)	Learn More View the Law
Veteran's Disability Exemption (\$5,000)	Learn More View the Law
Veteran's Total and Permanent Disability Exemption (amount varies)	Learn More View the Law
Veteran's Combat Related Disability Exemption (amount varies)	Learn More View the Law
Deployed Servicemember Exemption (amount varies)	Learn More View the Law
First Responder Total and Permanent Disability Exemption (amount varies)	Learn More View the Law
Surviving Spouse of First Responder Exemption (amount varies)	Learn More View the Law
Conservation Exemption (amount varies)	Learn More View the Law

Tangible Personal Property Exemption (up to \$25,000)	Learn More View the Law
Religious, Charitable, Institutional, and Organizational Exemptions (amount varies)	Learn More View the Law
Economic Development Exemption	Learn More View the Law
Government Exemption (amount varies)	Learn More View the Law

NOTE: Information on this Property Record Card is compiled and used by the Lake County Property Appraiser for the sole purpose of ad valorem property tax assessment administration in accordance with the Florida Constitution, Statutes, and Administrative Code. The Lake County Property Appraiser makes no representations or warranties regarding the completeness and accuracy of the data herein, its use or interpretation, the fee or beneficial/equitable title ownership or encumbrances of the property, and assumes no liability associated with its use or misuse. See the posted [Site Notice](#).

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Property data updated nightly.

Site Notice



Planning and Development
510 N. Baker St.
Mount Dora, FL 32757
352-735-7113
plandev@cityofmoundora.com

DATE: April 29, 2026
TO: Historic Preservation Board
FROM: Michele Janiszewski, AICP, Senior Planner
RE: Historic Preservation Ordinance

Background:

The Historic Preservation Board workshopped the Historic Ordinance and provided Staff with direction to update the ordinance. Attached is the draft ordinance based on the changes requested from the Board.

The ordinance has not been reviewed by legal or other Departments and is being presented to the Board as a discussion item and/or action item.

Requirement for COAs

The Board and Staff thoroughly discussed the work which requires a Certificate of Appropriateness (COA). Based on Staff's notes, the direction was to amend the code as follows:

3.6.4. *Certificate of appropriateness.*

1. *Basic requirements.*

a. *Certificate of appropriateness required.*

1. *Historic site. No building, structure, appurtenance, improvement or landscape feature within the City of Mount Dora, which has been designated a historic site, will be erected, altered, restored, renovated, excavated, relocated, or demolished until a certificate of appropriateness regarding any exterior architectural features, landscape features, or site improvements has been approved under the procedures in this section.*

2. *Historic preservation review area. A certificate of appropriateness shall be required for the demolition, relocation, alteration, restoration, or renovation of the exterior architectural features of a building located in the historic preservation area:*

a. *Fifty years old or older; or*

b. *New additions or when a structure is erected ~~construction~~.*

Staff wants to confirm that this is the language which the Board wishes to use and confirm the scope of work that should require a COA as it pertains to structures within the Historic Review Area which are less than fifty (50) years old.

As drafted, any structure less than fifty (50) years old would not be subject to COA requirements unless they were adding an addition or a new structure.

Adding the verbiage to require a COA with the erection of a new structure may require a lot of work to obtain a COA that currently does not. LDC Chapter VIII, defines a structure as:

Anything constructed, installed or portable, the use of which requires a location on a parcel of land. It includes a movable structure while it is located on land which can be used for housing, business, commercial, agricultural or office purposes either temporarily or permanently. Structure also includes billboards, swimming pools, poles, pipelines, transmission lines, tracks and advertising signs.

Staff researched other code requirements for COAs for other Certified Local Governments (CLG) and provided them as an attachment.

In addition, staff provided the draft COA chart which has been previously discussed at Board meetings, but never finalized, as a reference.

Attachment(s):

Draft Ordinance to Amend Land Development Code Section 3.6 entitled 'Historic Preservation.'

COA requirements of other CLGs

Draft COA Approval Chart

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ORDINANCE NO: 2026 - XX

AN ORDINANCE OF THE CITY OF MOUNT DORA, FLORIDA, PERTAINING TO REVISIONS TO THE CITY OF MOUNT DORA LAND DEVELOPMENT CODE RELATED TO HISTORIC PRESERVATION; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AMENDMENTS TO THE CITY OF MOUNT DORA LAND DEVELOPMENT CODE, CHAPTER III, ZONING REGULATIONS; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING FOR CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Chapter 166, confers upon a local government, the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizens; and

WHEREAS, pursuant to its home rule powers, the City of Mount Dora may regulate land use matters and design standards within the City limits through the adoption of land development regulations; and

WHEREAS, from time to time the City of Mount Dora provides updates and amendments to its land development regulations; and

WHEREAS, the City finds that the amendments to its Land Development Code, as set forth herein, are consistent with all applicable policies of the City of Mount Dora Comprehensive Plan; and

WHEREAS, the City has determined that the amendments to its Land Development Code, as set forth herein, advance a legitimate public purpose and promote and protect the health, safety, and welfare of the citizens of the City of Mount Dora.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF MOUNT DORA, FLORIDA, AS FOLLOWS:

SECTION 1. **LEGISLATIVE FINDINGS AND INTENT.** The City of Mount Dora has complied with all requirements and procedures of Florida law in processing this Ordinance. The above recitals are hereby adopted.

SECTION 2. **AMENDMENTS TO CITY OF MOUNT DORA LAND DEVELOPMENT CODE, CHAPTER III.** The City of Mount Dora Land Development Code Chapter III, 'Zoning Regulations' are hereby revised and amended as follows:

Note: Underlined words constitute additions to existing text, ~~strike through~~ constitutes deletions from existing text and asterisks (***) indicate omitted parts which are intended to remain unchanged.

1 3.6. Historic preservation.

2 3.6.1. Legislative intent and purpose. The city council of the City of Mount Dora finds as
3 follows:

4 1. Located within the city, there are archaeological sites, buildings, structures,
5 improvements and appurtenances, both public and private, that are reminders of
6 past eras, events and ~~persons~~ important people in local, state, and national history,
7 or that provide significant examples of architectural styles of the past, or that are
8 unique and irreplaceable assets to the city and its neighborhoods, or that provide
9 for this and future generations examples of the physical surroundings in which past
10 generations lived;

11 2. Through this and other dedicated efforts of local public and private groups and
12 individuals, the value of a historic preservation review area and numerous
13 archaeological sites, buildings, structures, improvements and appurtenances, both
14 public and private, has been recognized by their inclusion in, or consideration for,
15 the National Register of Historic Places; the state inventory, maintained by the
16 Division of Archives, History and Records Management, Department of State; the
17 Lake County Historic Preservation Board, and the city's survey of historic sites and
18 review areas; however, many other historic sites and districts remain unidentified;

19 3. The recognition, protection, enhancement and use of such resources is a public
20 purpose and is essential to the health, safety, morals and economic, educational,
21 cultural and general welfare of the public, because these efforts result in positive
22 benefits to the city and its residents, including:

- 23 a. The enhancement of property values;
- 24 b. The stabilization and improvement of neighborhoods and areas of the city;
- 25 c. The increase of economic benefits to the city and its residents;
- 26 d. The promotion of local interest;
- 27 e. The enrichment of human life in its educational and cultural dimensions, serving
28 spiritual as well as material needs; and
- 29 f. The fostering of civic pride in the beauty and accomplishments of the past;

30 4. [Reserved.]

31 5. It is the policy of the city to encourage beautification and general improvement of,
32 and cleanliness within, the city by requiring the installation of appropriate
33 landscaping that will enhance the community's ecological, environmental and
34 aesthetic qualities, and that will preserve and enhance the value of the property;

- 1 6. The city has encouraged and continues to encourage redevelopment of the original
2 center of the city;
- 3 7. The city council wishes to take advantage of all available state and federal laws and
4 programs that may assist in the development of the city;
- 5 8. The federal government has established a program of matching grants-in-aid for
6 projects having as their purpose the preservation of public benefit of properties that
7 are significant in American history, architecture, archaeology and culture;
- 8 9. There are other federal programs and policies providing monies for projects
9 involving the rehabilitation of existing archaeological sites, buildings, structures,
10 improvements and appurtenances;
- 11 10. The policy of the city is to conserve and enhance the existing housing stock and
12 extend the economic life of each housing unit through the rehabilitation of such
13 units under housing and community redevelopment programs in selected areas;
- 14 11. There are other public and private programs providing grants, loans or other
15 monies for the preservation and rehabilitation of existing archaeological sites,
16 buildings, structures, improvements and appurtenances;
- 17 12. The city, in applying for grant funds under the Housing and Community
18 Development Act of 1974, must comply with the requirements of several federal
19 laws relating to the protection of historical, architectural, archaeological and
20 cultural resources as part of the environmental review process;
- 21 13. Inherent in the enactment and implementation of these federal mandates is the
22 policy of the United States government that the spirit and direction of the nation are
23 founded upon and reflected in its historic past; that the historical and cultural
24 foundations of the nation should be preserved as a living part of our community life
25 and development in order to give a sense of orientation to the American people;
26 that in the face of the ever increasing extension of urban centers, highways, and
27 residential, commercial and industrial developments, the present governmental and
28 nongovernmental programs and activities are inadequate to ensure future
29 generations a genuine opportunity to appreciate and enjoy the rich heritage of our
30 nation;
- 31 14. It is the will of the people of the State of Florida as expressed in Article II, Section
32 7 of the 1968 Constitution that the state's natural resources and scenic beauty be
33 conserved and protected; and

1 15. It is the will of the state legislature, as expressed in F.S. ch. 627, that the state's
2 historic sites and properties, buildings, artifacts, treasure troves, and objects of
3 antiquity, which have scientific or historical value, or are of interest to the public,
4 be protected and preserved.

5 In recognition of these findings, the purpose of this ordinance is to promote the health, morals,
6 economic, educational, aesthetic, cultural and general welfare of the City of Mount Dora and its
7 residents through:

8 1. The identification, preservation, protection, enhancement, perpetuation and use of
9 archaeological sites, buildings, structures, improvements, and appurtenances that
10 are reminders of past eras, events, and persons important in local, state or national
11 history, or that provide significant examples of architectural styles of the part, or
12 that are unique and irreplaceable assets to the city and its neighborhoods, or that
13 provide this and future generations with examples of the physical surroundings in
14 which past generations lived;

15 2. The enhancement of property values, the stabilization of neighborhoods and
16 business centers of the city, the increase of economic and financial benefits to the
17 city and its residents, and the promotion of local interests;

18 3. The encouragement of new structures, buildings and developments that will be in
19 harmony with existing historic structures;

20 4. The assistance of the city property owners to become eligible for federal, state and
21 local tax incentives, property tax deferral programs, transfer of development right
22 programs, and other federal, state, local and private programs, designed to
23 encourage and enhance historic preservation;

24 5. The preservation and enhancement of varied architectural styles, reflecting the
25 city's cultural, social, economic, and architectural history; and

26 6. The enrichment of human life in its educational and cultural dimensions in order to
27 serve the spiritual as well as material needs by fostering knowledge of the living
28 heritage of the past.

29 3.6.2. Historic preservation board.

30 1. Creation and composition:

31 a. There is hereby created a historic preservation board of the City of Mount Dora.

32 b. It will consist of seven members who are residents of the city or who own a business in
33 the city. Non-resident members shall be limited to three in number at any one time.

1 c. It is intended that members of the historic preservation board will be persons of
2 knowledge, experience, judgment and background, and have personal or professional
3 interest or experience in historic restoration and preservation. They will have the ability
4 and desire to act in the public interest and represent, insofar as possible, the various
5 special personal and professional interests required to make informed and equitable
6 decisions concerning the preservation, conservation and protection of historic
7 preservation review areas and structures.

8 2. Terms of office:

9 a. The initial terms of four of the members nominated by the committee shall last two years
10 from the day the board is formally established while the initial terms of the remaining
11 three members shall last three years. Thereafter, the terms of all members will be two
12 years.

13 b. Reserved.

14 c. Any member may be removed with or without cause by a majority vote of the city
15 council. Appointments to replace any member due to death, resignation, or removal will
16 be made by the city council and will last for the unexpired term.

17 d. Members of the historic preservation board will serve without compensation or
18 honorarium, but shall be entitled to receive reimbursement for per diem and travel
19 expenses for attendance at meetings or conferences outside the City of Mount Dora,
20 provided that prior approval in writing is given by the city manager.

21 3. Organization:

22 a. The board will elect a chairman and a vice-chairman from its membership. They will
23 serve terms of one year each. Nothing will prevent the board from electing the chairman
24 and the vice-chairman for an additional term. The chairman will preside over the board
25 and will have the right to vote. In the absence or disability of the chairman, the vice-
26 chairman will perform the duties of the chairman. The city manager's designee shall act
27 as the city historic preservation officer, and will serve as secretary of the board.

28 b. A majority of the board (four) will constitute a quorum, but no application for approval of
29 a certificate of appropriateness will be denied except by the vote of a majority of the
30 entire board (four votes of seven total).

31 c. The board shall adopt rules and regulations providing for the transaction of its business
32 and consideration of applications, for the time and place of regular meetings, and for the
33 calling of special or emergency meetings. All meetings of the board shall be open to the
34 public and a public record will be kept of the board's resolutions, proceedings, and
35 actions.

- 1 d. The board's rules and regulations shall not conflict with the Constitution and general rules
2 of the State of Florida, nor the City Charter, nor the Code of Ordinances, and will govern
3 and control procedures, hearings and actions of the board. No rules and regulations will
4 become effective until a public hearing upon the proposed rules and regulations has been
5 held before the board. The rules and regulations, with any amendments and modifications
6 thereto, must be approved by the city council and filed with the city clerk. Upon approval
7 by the city council, such rules and regulations will have the force and effect of law within
8 the City of Mount Dora, Florida.
- 9 e. The board will hold regular meetings to consider nominations for designation of historic
10 status, review applications for certificates of appropriateness, and conduct other such
11 duties and business with which the board is charged under this ordinance. Applications
12 and nominations must be submitted on or before the first Monday of each month. The
13 board will meet on the last Wednesday of the month to consider such nominations and
14 applications.
- 15 f. The city council may appropriate funds from general revenues, or collected with
16 appropriate fees and/or received from gifts, state or federal grants, and other sources, in
17 the budget for the historic preservation board for expenses necessary to the conduct of its
18 work. Acceptance of any loans, grants, bequests, gifts or revenues from sources other
19 than fees must be approved by the city council.
- 20 4. Duties, functions and powers of the board generally: The historic preservation board will
21 have the following powers, functions and duties, in addition to such other powers, duties,
22 functions and authority as may be set forth elsewhere in the Code of Ordinances for the City
23 of Mount Dora, Florida:
- 24 a. Develop, maintain and update a survey of archaeological sites, properties, buildings,
25 structures and districts historic preservation review areas of special historic, aesthetic,
26 architectural, cultural or social value or interest. The board will endeavor to improve,
27 expand and make more accurate the survey as additional documents, information, oral
28 histories, and other such materials may become available, and it will periodically
29 reevaluate the survey. The board will work with the Mount Dora Historical Society, the
30 Florida Bureau of Historic Preservation, the Lake County Historic Preservation Board,
31 and other appropriate public and nonprofit organizations in developing this survey.
- 32 b. Nominate properties for designation, and regulate and administer such properties,
33 structures, buildings, sites, historic preservation review areas, etc. so designated as
34 historic sites.
- 35 c. Participate in the National Register program in Florida to the greatest possible extent, as
36 defined by the 1981 and subsequent amendments to the Historic Preservation Act of 1966
37 and regulations and rules drafted pursuant to those amendments by the National Park
38 Service and the Florida State Bureau of Historic Preservation.

- 1 d. Act as a regulatory body to approve, deny or modify certificates of appropriateness as
2 specified by subsection 3.6.4 of this ordinance.
- 3 e. Make recommendations concerning zoning code amendments to the planning and zoning
4 commission, and building code amendments to the chief building official.
- 5 f. Make determinations, in cases of undue economic hardship, to vary, waive, or supersede
6 provisions of the zoning code when appropriateness as a means of encouraging
7 significant historic preservation. Such determinations will be made only after review and
8 comment by the appropriate city departments, including, but not limited to the
9 community development department and the public services department. The board shall
10 make recommendations to the planning and zoning commission concerning variances of
11 the zoning code for properties within historic districts and for properties designated as
12 historic sites or listed on the Local Register of Historic Places.
- 13 g. Develop, establish and regulate guidelines concerning contemporaneous architectural
14 styles, building materials and so forth for historic sites and within historic districts. Such
15 guidelines will be subject to review by the planning and zoning commission, and will be
16 subject to approval by the city council.
- 17 h. Make recommendations to the city council about facade easements and the imposition of
18 other restrictions.
- 19 i. Increase public awareness of the value of historic preservation by developing, conducting
20 and participating in public education programs.
- 21 j. Make recommendations to the city council concerning the use of grants from federal and
22 state agencies, and the use of city funds to promote the preservation and conservation of
23 historically and aesthetically significant archaeological sites, historic sites and historic
24 districts.
- 25 k. Evaluate, comment upon and make recommendations to the city council concerning the
26 deliberations and decisions of other public agencies affecting the physical development
27 and appearance of historically and aesthetically significant archaeological sites, historic
28 sites and historic districts.
- 29 l. Contact public and private organizations, businesses and individuals and endeavor to
30 arrange agreements to help insure the conservation and preservation of historically and
31 aesthetically significant sites, buildings, structures, and districts for which demolition or
32 destruction is proposed.
- 33 m. In the name of the City of Mount Dora, and only with the express approval of the city
34 council, seek, apply for, solicit, receive and expend any federal, state or private grant, gift
35 or bequest of any funding, property, or interest in property to further the purposes of
36 historic and heritage conservation and preservation.

- 1 n. Make recommendations to the city council, and by referral to the planning and zoning
2 commission, to make historic preservation concepts an integral and on-going part of all
3 city planning and zoning codes, the city land use plan, and any comprehensive use
4 planning required by the State of Florida.
- 5 o. Create and approve standardized historic markers and plaques and issue recognition to
6 designated historic sites and historic districts within the city.
- 7 p. Advise the city council on all matters related to the use, administration and maintenance
8 of city-owned designated historic sites and historic districts.
- 9 q. Execute any other functions which may be approved by ordinance or resolution of the
10 city council.
- 11 r. Demonstrate a spirit of cooperation with and provide administrative assistance to
12 property owners in the conservation and preservation of historic sites and properties
13 within historic districts.
- 14 s. Develop and maintain a historic preservation manual for the City of Mount Dora to help
15 property owners fulfill the regulations and requirements of this ordinance and the
16 regulations for historic preservation developed by the historic preservation board and
17 approved by the city council.

18 3.6.3. Designation of historic sites and Historic Preservation Review Area.

19 1. Designation standards:

- 20 a. Relationship to zoning districts. The historic preservation board's regulations are intended
21 to preserve, conserve, and protect the historic and architecturally significant buildings,
22 structures, archaeological sites, monuments, streetscapes, landscapes, and neighborhoods
23 of the city. In all zoning districts in which historic preservation review areas, as defined
24 by this ordinance, are established, the regulations for both the zoning districts and the
25 historic preservation ordinance ~~will~~ shall apply within the historic preservation review
26 area. In zoning districts in which historic sites, as defined by this ordinance, are
27 designated, regulations for both the zoning districts and the historic preservation board
28 ~~will~~ shall apply only to the designated historic sites within the zoning district. Whenever
29 the regulations of the overall zoning districts and the historic preservation board conflict,
30 the more restrictive regulation ~~will~~ shall apply.
- 31 b. Classification of structures and buildings. All historic buildings, structures,
32 archaeological sites, historic preservation review areas, neighborhoods, etc. will be
33 classified and designated on the City of Mount Dora Historic Preservation Survey and
34 said survey will be approved by the city council and be made an overlay to the city
35 zoning map and Future Land Use Map Series. Such buildings, structures, historic
36 preservation review areas, neighborhoods, etc. will be divided into two classes:

1 1. Contributing. Those buildings, structures, archaeological sites, or areas classified as
2 historic will possess identified historical and architectural merit of a degree
3 warranting their preservation. All buildings, structures, archaeological sites, etc. listed
4 in the City of Mount Dora Historic Master Site File, as adopted and approved by the
5 city council, will be considered worthy of preservation and may be designated as a
6 historic site or a historic preservation area.

7 2. Noncontributing. Those buildings and structures, within a historic preservation
8 review area, not listed in the city historic preservation survey.

9 c. Preservation standards.

10 1. To qualify as a historic site or historic preservation review area, individual properties,
11 structures, sites or buildings, or groups of properties, structures, sites or buildings will
12 have significant character, interest or value as part of the historical, cultural, aesthetic and
13 architectural heritage of the city, state or nation. To qualify as a historic site or historic
14 preservation review area, said property or properties must fulfill one or more of the
15 criteria set forth in paragraphs 2. and 3. following.

16 2. A building, structure, site or preservation review area will be deemed to have historical or
17 cultural significance if it meets the following criteria:

18 a. Is associated in a significant way with the life or activities of a major person
19 important in city, state or national history (i.e., the homestead of a local founding
20 family), or

21 b. Is the site of a historic event with significant effect upon the city, state or nation, or

22 c. Is associated in a significant way with a major historic event whether cultural,
23 economic, social, military, or political, or

24 d. Exemplifies the historical, political, cultural, economic or social trends of the
25 community in history, or

26 e. Is associated in a significant way with a past or continuing institution which has
27 contributed substantially to the life of the city.

28 3. A building, structure, site or preservation review area is deemed to have architectural or
29 aesthetic significance if it fulfills one or more of the following criteria:

30 a. Portrays the environment in an era of history characterized by one or more distinctive
31 architectural styles, or

32 b. Embodies those distinguishing characteristics of an architectural style, period or
33 method of construction, or

- 1 c. Is a historic or outstanding work of a prominent architect, designer, landscape
2 architect, or builder, or
- 3 d. Contains elements of design, detail, material, or craftsmanship of outstanding quality
4 or which represented, in its time, a significant innovation or adaptation to the Central
5 Florida environment.
- 6 4. In addition, a A building, structure, site, or preservation review area will be deemed to
7 have historic significance if, in addition to or in the place of the previously mentioned
8 criteria, the building, structure, site or zone meets historic development standards as
9 defined by and listed in the regulations of and criteria for the National Register of
10 Historic Places, as prepared by the U.S. Department of the Interior under the Historic
11 Preservation Act of 1966, as amended.
- 12 2. Designation procedures: Buildings, structures, archaeological sites or areas which meet the
13 criteria for historic sites or preservation review areas set forth in subsection 3.6.3 may be
14 designated as historic sites or preservation review areas, and may be listed on the Local
15 Register of Historic Places, according to the procedures set forth in the following sections:
- 16 a. Nomination for historic site and review area designation.
- 17 1. Nominations for historic site or preservation review area designation will be made to
18 the historic preservation board on an application form developed and approved by the
19 board, and made available to the person nominating the building, structure, site, area,
20 zone or area. Nominations for historic site status may be initiated:
- 21 a. By the historic preservation board,
22 b. By the city council, or
23 c. By the property owner.
- 24 Nominations for historic preservation review area status may be initiated:
- 25 a. By the historic preservation board, or
26 b. By the city council.
- 27 2. Any resident of the City of Mount Dora may make a recommendation only, and
28 submit same to the historic preservation board, that any building, structure,
29 archaeological site, or preservation review area should be designated a historic site or
30 preservation review area.

- 1 3. A property owner, the board or the city council, making the nomination for
2 historic site designation, is responsible for completing the application form and
3 submitting it, along with any nomination fee or charges, to the City Manager or
4 designee historic preservation board. The board may require the property owner
5 who initiates a nomination application form to provide any documentation or
6 supporting evidence the board deems necessary. The board shall bear the expense
7 of filing applications and providing documentation when the board initiates the
8 nomination.

- 9 4. The board will conduct a preliminary evaluation of the information provided on
10 each nomination application form to make sure it generally conforms with the
11 historic status criteria defined in this chapter.

- 12 5. The application form for historic site designation must have attached the written
13 consent of the current property owner. No property, site, building, or structure
14 will be designated without consent of the property owner. The nomination of a
15 preservation review area will require the notification of the affected property
16 owners and a public hearing prior to board action.

- 17 6. The applicant shall provide the following information:
 - 18 a. Proposed legal boundaries of the historic building, archaeological site,
19 structure or preservation review area; and
 - 20 b. Analysis of historic significance and character of the nominated property.

- 21 7. ~~Following the setting of a date for a public hearing before the historic~~
22 ~~preservation board for the consideration of a nomination for designation for status~~
23 ~~as a historic site or historic preservation review area, Nno permits will shall~~ be
24 issued by the city for any new construction, alteration, relocation or demolition of
25 the real property included in ~~the a nomination for status as a historic site or~~
26 historic preservation review area. This delay in the issuance of permits will
27 remain in effect until one of the following takes place:
 - 28 a. The historic preservation board denies the nomination for historic site
29 designation, and no appeal is filed with the city council within ~~five~~ fifteen (15)
30 days of the board's denial; or
 - 31 b. The city council formally approves or denies the nomination for historic site
32 or preservation review area status.

- 33 b. Nomination notifications and hearings.
 - 34 1. Following submission of the required information, the board will hold a public
35 hearing on each proposed designation with notification as follows:

- 1 a. Owner notification. The board will mail a copy of the agenda and a notice of
2 public hearing to the property owner(s) of record as of the date of nomination.
3 This notice will serve as notification of the intent of the board to consider
4 designation and must be mailed at least ~~five~~ fifteen (15) days prior to the public
5 hearing.
- 6 b. Public hearing notification. For each preservation review area nominated for
7 designation, a public hearing will be held within 30 days from the date a formal
8 application is submitted to the board. All property owners within the
9 nominated preservation review area will be notified of the public hearing by
10 mail to the last known address of the party being served. However, failure to
11 receive such notice will not invalidate the notice or hearing. All interested
12 persons will be given an opportunity to be heard at the public hearing.
- 13 c. Board recommendations and appeals.
- 14 1. After a public hearing, if the board finds that the nomination fulfills the proper
15 designation criteria and all procedures have been followed correctly, it ~~will~~ shall
16 vote on the designation. If a majority of the entire board present and voting agrees,
17 it ~~will~~ shall transmit the nomination and its findings and recommendations for final
18 approval of the designation to the city council. If the board finds that the nominated
19 site or preservation review area does not fulfill the criteria, no further action ~~will~~
20 shall be required unless the actual property owner of record as of the date of
21 nomination on a subsequent bona fide purchase of same appeals to the board's
22 action to the city council.
- 23 2. The city council may, upon recommendation by the historic preservation board,
24 designate historic sites and preservation review areas. Such designations ~~will~~ shall
25 appear upon the local register as provided by city ordinance.
- 26 3. Within a reasonable time after its public hearing, the city council ~~will~~ shall vote on
27 the board's recommendation for nomination. A designation of historic status will be
28 deemed to be approved by a majority vote of the entire council (at least four
29 affirmative votes).
- 30 4. Appeals of board denial of a nomination must be presented to the city council, in
31 writing and on forms developed by the board, within ten days of the board's denial.
32 The city council ~~will~~ shall then hold a public hearing on the appeal within 30 days
33 of the filing of an appeal, and vote to approve or deny the appeal after the public
34 hearing. Only the actual property owner(s) of record or a subsequent bona fide
35 purchase of same as of the date of nomination ~~will~~ shall have the right to appeal a
36 denial by the board.
- 37 d. Local Register of Historical Places.

- 1 1. If the city council approves the nomination of a property for designation as a
2 historic site or group of properties for designation as a historic preservation review
3 area, said property or group of properties will be listed on the Mount Dora Local
4 Register of Historic Places. The local historic register will be maintained by the
5 board or the city historic preservation officer.
- 6 2. The board will issue an official certificate of historic significance to the owner of
7 properties listed individually on the local historic register or judged as contributing
8 to the character of a historic preservation review area listed on the local historic
9 register.
- 10 3. The listing of a property or preservation review area on the local historic register
11 may modify the regulations and procedures set forth in the Land Development Code
12 to the extent stated in this section.
- 13 4. Structures, buildings, improvements and appurtenances listed individually on the
14 local register or judged as contributing to the character of a designated historic
15 preservation review area will be deemed historic and entitled to modified
16 enforcement of the building codes, as allowed by such code.

17 3. Historic Preservation Review Areas

- 18 a. Area Boundaries: The Historic Preservation Review Area contains the following streets
19 as listed below and as shown on Historic Preservation Review Area Map:
 - 20 1. Helen Street, McDonald Street, Alexander Street, and Donnelly Street lying South of
21 11th Avenue;
 - 22 2. Baker Street, Tremain Street, Hackett Street, Grandview Street, Gorham Street,
23 Clayton Street, Johns Street and Highland Street, lying between 11th Avenue and 1st
24 Avenue;
 - 25 3. First Avenue through 10th Avenue, inclusive, and Highland Court lying west of
26 Highland Street.
- 27 b. The Historic Preservation Area was created in May 20, 1997 by Ordinance. At that time
28 the regulations did not apply to single family buildings. The majority of the citizens
29 residing within the Preservation Area authorized the application of this section to single-
30 family residential structures on November 4, 1997.

31 3.6.4. Certificate of appropriateness.

32 1. Basic requirements.

- 33 a. Certificate of appropriateness required.

- 1 1. Historic site. No building, structure, appurtenance, improvement or landscape feature
2 within the City of Mount Dora, which has been designated a historic site, will be
3 erected, altered, restored, renovated, excavated, relocated, or demolished until a
4 certificate of appropriateness regarding any exterior architectural features, landscape
5 features, or site improvements has been approved under the procedures in this section.
- 6 2. Historic preservation review area. A certificate of appropriateness shall be required
7 for the demolition, relocation, alteration, restoration, or renovation of the exterior
8 architectural features of a building located in the historic preservation area:
- 9 a. Fifty years old or older; or
- 10 b. New additions or when a structure is erected ~~construction~~.
- 11 b. Exterior architectural features. Exterior architectural features include, but are not limited
12 to, the architectural style, scale, massing, siting, general design and general arrangement
13 of the exterior of the building or structure, including the type, style, and material of roofs,
14 windows, doors, siding, masonry, porches, storefronts, and other architectural features.
- 15 c. Landscape features. Landscape features and site improvements will include, but are not
16 limited to, walls, fences, courtyards, signs, and exterior lighting.
- 17 d. Plan approval required. No certificate of appropriateness will be approved unless the
18 architectural plans for said construction, reconstruction, relocation, alteration, excavation,
19 restoration, renovation, or demolition are approved by the board.
- 20 e. Relocation. Relocation of a building or structure will include, but not be limited to,
21 moving a historic building or structure within or out of the City of Mount Dora or any
22 historic preservation review area, and moving a building 50 years old or older within or
23 out of the historic preservation review area.
- 24 f. Certificate not required. A certificate of appropriateness will not be required for general,
25 occasional maintenance and repair. General, occasional maintenance and repair will
26 include, but is not be limited to, lawn and landscaping care, painting and minor repairs
27 that restore or maintain the historic site or current character of the building or structure.
28 General, occasional maintenance and repair will not include any of the activities
29 described and defined in 3.6.4.2 Review Guidelines. A certificate of appropriateness will
30 not be required for any interior alteration, construction, reconstruction, restoration,
31 renovation or demolition.
- 32 g. Other permits and approvals. A certificate of appropriateness shall be considered
33 prerequisite to the issuance of any other permits required by law. The issuance of a
34 certificate of appropriateness shall not relieve the applicant from obtaining other permits
35 or approvals required by the city. A building permit or other city permit shall be invalid if
36 it is obtained without a certificate of appropriateness required for the proposed work.

1 h. Energy devices or equipment (air conditioners, solar panels, etc.) should be installed on
2 rear slopes or other locations not highly visible from the roadway when feasible. Should
3 this placement reduce the efficiency of the equipment, a different location may be
4 permissible. Energy equipment should be installed flat or be screened and not alter the
5 slope of the roof. Installation of equipment should not conflict with the intent of the
6 historic integrity of the resource and historic preservation district. This provision is
7 intended to ensure such devices are not visible from the adjacent roadways. Such devices
8 are exempt from the certificate of appropriateness process of this code and are processed
9 through the city's normal permitting.

10 2. Review guidelines.

11 a. The board will utilize the most recent U.S. Secretary of Interior's Standards for Historic
12 Rehabilitation and Guidelines for Rehabilitation and the Mount Dora Historic
13 Preservation Design Guidelines as the standards by which applications for certificate of
14 appropriateness are to be evaluated. These guidelines are intended to promote the
15 maintenance, restoration, economic viability, improvement in economic values, and
16 adaptive and new uses of the property. In considering proposals for alterations to the
17 exterior of historic buildings and structures and in applying development and
18 preservation standards, the documented, original design of the building may be
19 considered, among other factors.

20 b. It is also the intent to promote visually compatible, contemporary designs that are
21 harmonious with the exterior architectural and landscape features of adjacent,
22 neighboring or visually related buildings, structures, sites and streetscapes. Visual
23 compatibility will be defined in terms of the following criteria:

24 1. Height. The height of proposed buildings or modifications will be visually compatible
25 in comparison or relation to the height of existing structures and buildings.

26 2. Front facade proportion. The front facade of each building or structure will be
27 visually compatible with and in direct relationship to the width of the building and to
28 the height of the front elevation of other adjacent or adjoining buildings within a
29 historic preservation review area.

30 3. Proportion of openings (windows and doors). The openings of any building within a
31 historic preservation review area will be visually compatible with the openings
32 exemplified by the prevailing historic architectural styles within the historic
33 preservation review area. The relationship of the width of windows and doors to the
34 height of windows and doors among buildings within the historic preservation review
35 area will be visually compatible.

36 4. Rhythm of solids to voids—Front facades. The relationship of solids to voids in the
37 front facade of a building or structure will be visually compatible with the front
38 facades of historic buildings or structures within the historic preservation review area.

- 1 5. Rhythm of buildings on streets. The relationship of building(s) to open space between
2 it or them and adjoining building(s) will be visually compatible with the relationship
3 between historic sites, buildings, structures within a historic preservation review area.
- 4 6. Rhythm of entrance and/or porch projections. The relationship of entrances and porch
5 projections to the sidewalks of a building will be visually compatible with the
6 prevalent architectural styles of entrances and porch projections on historic sites,
7 buildings and structures within a historic preservation review area.
- 8 7. Relationship to materials and texture. The relationship of materials and texture of the
9 facade of a building will be visually compatible with the predominant materials used
10 in the historic sites, buildings and structures within a historic preservation review
11 area.
- 12 8. Roof shapes. The roof shape of a building or structure will be visually compatible
13 with the roof shape(s) of a historic site, building or structure within a historic
14 preservation review area.
- 15 9. Walls of continuity. Appearances of a building or structure such as walls, wrought-
16 iron fences, evergreen landscape masses, or building facades, will form cohesive
17 walls of enclosure along a street to insure visual compatibility of the building to
18 historic buildings, structures or sites to which it is visually related.
- 19 10. Scale of building. The size of a building, the building mass in relation to open spaces,
20 windows, door openings, balconies and porches will be visually compatible with the
21 building size and building mass of historic sites, buildings and structures within a
22 historic preservation review area.
- 23 11. Directional expression of front elevation. A building will be visually compatible with
24 the buildings, structures and sites in its directional character: vertical, horizontal or
25 nondirectional.
- 26 3. Review initiation and procedures.
- 27 a. The following departments and agencies of the City of Mount Dora will require the
28 completion of an application for a certificate of appropriateness if any of the following
29 activities affect any designated historic site, any building, structure or site within a
30 designated historic preservation review area;
- 31 1. Planning and development department. Any request or application for approval of a
32 site plan; any request for a rezoning, conditional use, or a variance; or any other
33 request or application that requires an exercise of the planning and zoning
34 commission's powers and duties that affect any designated historic site, or any
35 building, structure or archaeological site within a designated historic preservation
36 review area.

- 1 2. Building department. Any application for any required building permit that affects the
2 exterior of a building, or for demolition, that affects any designated historic site, or
3 any building, structure or archaeological site within a designated historic preservation
4 review area.
- 5 b. Application for certificates of appropriateness must be made on forms approved and
6 provided by the board. Applications will include required forms and appropriate
7 architectural drawings specifically indicating the proposed changes, photographs,
8 sketches, descriptions, renderings, site plans, surveys, documents, material samples, or
9 other information needed for the board to gain a clear understanding of the applicant's
10 planned alteration, construction, reconstruction, relocation, restoration, or demolition.
- 11 c. An application for certificate of appropriateness must be filed at least three weeks prior to
12 the meeting at which the application is to be considered. The board will consider the
13 application at their next regular meeting on the last Wednesday of each month, which
14 falls more than three weeks after the application filing. The applicant shall pay a filing
15 fee, the amount of which will be determined by the board and approved by the city
16 council, and no application will be accepted by the board unless it contains all required
17 and pertinent information and is accompanied by the required fee.
- 18 d. An applicant may request a preapplication conference with the board or appropriate city
19 staff members to obtain information and guidance. The board may designate
20 subcommittees of at least one member to hold preapplication conferences with potential
21 applicants. The purpose of each conference will be to discuss and clarify preservation
22 objectives and board regulations and guidelines. Such conferences shall be public
23 meetings. However, in no case will any statement or representation made prior to official
24 board review of an application bind the board, the city council, or any city department.
- 25 e. The historic preservation board will act upon the application, provided it is submitted on
26 or prior to the submittal deadline, at the first meeting following the submittal deadline. If
27 a quorum is not present, the board will conduct a special meeting to be held within 14
28 calendar days after the initial meeting, provided that the application meets the filing
29 requirements as defined in this section. Nothing herein will prohibit a continuation of a
30 hearing on an application which the applicant requests or to which the applicant consents.
- 31 f. The board may advise the applicant and make recommendations in regard to
32 appropriateness of the application. The board may delay final action until its next
33 regularly scheduled meeting to be held within 14 days of the meeting at which the
34 application was first considered. In no case will the board delay final action on any
35 application more than 60 calendar days after such application is formally brought before
36 the board.

- 1 g. The board may approve, modify or deny an application for a certificate of
2 appropriateness. If the board approves the application, a certificate of appropriateness
3 will be issued. Construction for which a certificate of appropriateness is issued shall
4 commence within one year from the date of issuance, and said certificate shall expire if
5 construction is not continuing in a timely manner as outlined in the applicable Building
6 Code. The board may or may not approve extensions for certificates of appropriateness.
7 If the board disapproves the application, a certificate of appropriateness shall not be
8 issued. The board will state its reasons for disapproval in writing and present these
9 written reasons to the applicant.
- 10 h. Decisions of the board regarding applications for certificates of appropriateness may be
11 appealed by applying to the city council on or before five calendar days following the
12 board's notification. The city council will then consider the board's decision and its
13 written explanation of the board's action and hold a hearing within a reasonable time
14 following the filing of an appeal. At this hearing, the applicant may address the
15 application and any supporting material presented to the board; however, no new material
16 or evidence shall be presented or considered. The city council will vote upon the appeal
17 and any approval or disapproval of the appeal must be approved by a majority vote of the
18 city council.
- 19 4. Demolition of historic sites and within historic preservation review areas.
- 20 a. Whenever a property owner clearly demonstrates that a building, structure or
21 appurtenance designated as a historic site, or a contributing building, structure or
22 appurtenance within a designated historic preservation review area, has been condemned
23 by the appropriate city official such building or structure may be demolished if a report
24 from a licensed engineer or architect with experience in rehabilitation states that the
25 building is structurally unsound and unsuitable for rehabilitation.
- 26 b. However, when an applicant seeks a certificate for the purpose of demolition of a
27 noncondemned, contributing building, structure or appurtenance, the applicant must
28 satisfactorily demonstrate to the board that no reasonable alternative, such as relocation,
29 to demolition can be found. The applicant must submit a conceptual building design
30 and/or redevelopment plan for the property if a demolition is approved. A demolition
31 approval may only be granted in conjunction with the approval of such submittal.
- 32 c. No decision of the board shall result in undue economic hardship for the property owner.
33 The board shall have authority to determine the existence of such hardship in accordance
34 with the definition of undue economic hardship found in subsection 3.6.5.8.
- 35 d. The board's refusal to grant a certificate of appropriateness for the purpose of demolition
36 will be supported within 15 calendar days by a written statement describing the public
37 interest that the board seeks to preserve.

- 1 e. The board may grant a certificate of appropriateness for demolition which may provide
2 for a delayed effective date of up to six months from the date of the board's action. The
3 effective date of the certificate will be determined by the board based on the relative
4 significance of the structure and the probable time required to arrange a possible
5 alternative to demolition. In general, the board may delay the demolition of designated
6 historic sites and contributing buildings within historic preservation review areas for up
7 to six months.

- 8 f. During the demolition delay period, the board may take such steps, as it deems necessary
9 to preserve the structure concerned. Such steps may include, but not be limited to,
10 consultation with community groups, public agencies, and interested citizens,
11 recommendations for acquisition of property by public or private bodies or agencies, and
12 exploration of the possibility of moving one or more structures or other features.

- 13 g. In connection with any certificate of appropriateness for demolition of buildings,
14 structures or appurtenances as defined in this chapter, the board will encourage the
15 owner, to salvage and preserve specified classes of building materials, architectural
16 details and ornaments, fixtures, and the like for reuse in the restoration of other historic
17 properties. The board may request the Historic Mount Dora, Inc. or a qualified historic
18 preservation consultant to record the architectural details for archival purposes prior to
19 demolition. The recording may include, but will not be limited to, photographs,
20 documents and scaled architectural drawings.

- 21 h. The board will consider these guidelines in evaluating applications for a certificate of
22 appropriateness for demolition of designated historic sites or buildings, structures or
23 appurtenances within designated historic preservation review areas:
 - 24 1. Is the structure of such interest or quality that it would reasonably fulfill criteria for
25 designation for listing on the national register?
 - 26 2. Is the structure of such design, craftsmanship or material that it could be reproduced
27 only with great difficulty and/or economically unviable expense?
 - 28 3. Is the structure one of the last remaining examples of its kind in the neighborhood,
29 city or designated historic preservation review area?
 - 30 4. Would retaining the structure promote the general welfare of the City of Mount
31 Dora by providing an opportunity to study local history, architecture and design, or
32 by developing an understanding of the importance and value of a particular culture
33 and heritage?
 - 34 5. Are there definite plans for immediate reuse of the property if the proposed
35 demolition is carried out, and what effect will those plans have on the character of
36 the surrounding area?

- 1 6. Does the building or structure contribute significantly to the historic character of the
2 historic area or preservation review area and to the overall ensemble of buildings in
3 the neighborhood?
- 4 7. Has the building or structure been determined to be structurally unsound and
5 unsuitable for rehabilitation by a qualified engineer or architect?
- 6 i. Notice of application for demolition shall be posted on the premises of the building,
7 structure or appurtenance proposed for demolition in a location and manner clearly
8 visible from the street. Such notice will be posted within three working days of receipt of
9 the application for demolition by the board.
- 10 5. Relocations of historic building within the historic preservation review area.
- 11 a. When an applicant seeks to obtain a certificate of appropriateness for the relocation of a
12 building built before 1956 in the historic preservation review area, the board shall
13 consider the following guidelines in addition to any other applicable guidelines found in
14 this chapter:
- 15 1. What contribution does the building or structure make to its present setting?
- 16 2. Can the building or structure be moved without significant damage to its physical
17 integrity, or change in or significant loss of historic characteristics?
- 18 3. Is the building or structure compatible with its proposed site and adjacent properties?
- 19 4. What is the proximity of the proposed site to the present site?
- 20 b. The board must approve a conceptual building design and/or redevelopment plan for the
21 property if relocation is approved.
- 22 c. In reviewing applications for relocations, the board shall follow the requirements of
23 subsections 3.6.4.4.c., d., and e., inclusive. In those instances, the word relocation shall
24 be substituted for demolition as applicable.
- 25 3.6.5. Special provisions for administration and enforcement.
- 26 1. Variances: The board shall recommend to the planning and zoning commission variances to
27 the appropriate city ordinance requirements specifically regarding setbacks, off-street
28 parking, height, and floor area ratio requirements of those properties designated by the city
29 council as historic sites or buildings, or structures or archaeological sites within designated
30 historic preservation review areas. The board will only recommend a variance to such Code
31 of Ordinances requirements where it is deemed appropriate for the continued preservation of
32 the designated historic site or historic preservation review areas.

- 1 2. Amendments to designations: Applications for amendments to existing designated historic
2 sites or designated historic preservation review areas will be processed according to the
3 provisions and procedures of subsection 3.6.3. However, no action resulting from such
4 application for amendment will have the effect of eliminating the requirement for certificates
5 of appropriateness. Where the board has issued a certificate of appropriateness for demolition
6 or relocation, the local historic register may be changed through the amendment process.
- 7 3. Ordinary maintenance and repair: Nothing in this ordinance shall be construed to prevent the
8 ordinary maintenance and repair of any building, structure, archaeological site, appurtenance
9 or improvement which does not involve a change of design, appearance, or material, or to
10 prevent ordinary maintenance of landscape features.
- 11 4. Enforcement of maintenance and repair provisions: Where the board determines that any
12 improvements within the exterior of a designated historic site, or within a designated historic
13 preservation review area, are endangered by lack of ordinary maintenance and repair, or of
14 deterioration, or that other improvements in visual proximity to a designated site or
15 designated historic preservation review area are endangered by lack of ordinary maintenance,
16 or of deterioration, to such an extent that it detracts from the desirable character of the
17 designated historic site or designated historic preservation review areas, the board may
18 request appropriate officials or agencies of the city government to require correction of such
19 deficiencies under the authority and procedures of applicable ordinances, laws and
20 regulations.
- 21 5. Unsafe structures: In the event the chief building official determines that any structure within
22 a designated historic site or designated historic preservation review area is unsafe pursuant to
23 the applicable Code of Ordinances provisions, the chief building official will immediately
24 notify the board by submitting copies of such findings. Where appropriate and in accordance
25 with applicable ordinances, the chief building official will attempt to have the structure
26 repaired rather than demolished, and will take into consideration any comments and
27 recommendations by the board. The board may also endeavor to negotiate with the owner
28 and interested parties, provided such actions do not interfere with procedures in the
29 applicable ordinances.

- 1 6. Emergency conditions: For the purpose of remedying emergency conditions determined to be
2 imminently dangerous to life, health, or property, nothing contained herein will prevent the
3 making of any temporary construction, reconstruction, demolition of limited scope and
4 effect, or other repairs to a historic building or a building, structure improvement, landscape
5 feature, or archaeological site within a designated historic preservation review area. Such
6 temporary construction, reconstruction or demolition of limited scope and effect will take
7 place pursuant to permission granted by the chief building official, and provided that only
8 such work as is reasonably necessary to correct such conditions may be carried out. The
9 owner of an improvement damaged by fire or natural calamity will be permitted to
10 immediately stabilize the improvement and to rehabilitate it later under the procedures
11 required by this ordinance. The owner may request a special meeting of the board to consider
12 an application for a certificate of appropriateness which would provide for repairs of a more
13 permanent nature.

- 14 7. Inspections: The community development department, building department and the fire
15 department will assist the board by making any appropriate inspections to enforce this
16 section. The chief building official is authorized to stop any work attempted to be
17 accomplished without or contrary to any certificate of appropriateness required by this
18 chapter. The chief building official will endeavor to assure that any work not in accordance
19 with an issued certificate of appropriateness will be voluntarily corrected by the property
20 owner to comply with any certificate of appropriateness, or that authorized civil and/or
21 criminal proceedings be initiated.

- 22 8. Undue economic hardship: In any instance where there is a claim of undue economic
23 hardship, the property owner may submit, by affidavit, to the board prior to the public
24 hearing the following information:
 - 25 a. For all property:
 - 26 1. The amount paid for the property, the date of purchase and the party from whom
27 purchased;
 - 28 2. The assessed value of the land and improvements thereon, according to the two most
29 recent assessments;
 - 30 3. Real estate taxes for the previous two years;
 - 31 4. Annual debt service, or mortgage payments, if any, for the previous two years;
 - 32 5. All appraisals, if any, obtained within the previous two years by the owner(s) or
33 applicant(s) in connection with the purchase, financing or ownership of the property;
 - 34 6. Any listing of the property for sale or rent, price asked and offers received, if any; and

1 7. Any consideration by the owner as to profitable adaptive uses for the property,
2 including but not limited to possible fair market rents for the property if it were rented
3 or leased in its current condition; and

4 b. For income property (actual or potential):

5 1. Annual gross income from the property for the previous two years, if any;

6 2. Annual cash flow, if any, for the previous two years; and

7 3. Status of leases, rentals or sales for the previous two years.

8 c. The board may require that an applicant furnish such additional information as the board
9 believes is relevant to the board's determination of any alleged undue economic hardship.
10 The board may also require, in appropriate circumstances, that information be furnished
11 under oath.

12 d. In the event that any of the required information is not reasonably available to the
13 property owner and cannot be obtained by the property owner, the property owner shall
14 file with his/her/their affidavit a statement of the information which cannot be obtained
15 and the reasons why such information cannot be reasonably obtained. Where such
16 unobtainable information concerns required financial information, the property owner
17 will submit a statement describing estimates which will be as accurate as are feasible.

18 9. Violations of this ordinance: Any person who carries out or causes to be carried out any work
19 in violation of this chapter, shall be required to restore the subject improvement, building,
20 site, structure, appurtenance, or landscape feature, either to its appearance prior to the
21 violation or in accordance with a certificate of appropriateness required by the board. Such
22 person will also be liable for a fine of not less than \$100.00 per day between the day on
23 which the work is cited as being in violation of this chapter and the date on which the chief
24 building official certifies and verifies to the board that the violation has been corrected. This
25 civil remedy may be obtained through proceedings before the city's code enforcement board
26 or a court of competent jurisdiction, and shall be in addition to and not in lieu of any other
27 civil or criminal prosecution and/or penalty otherwise provided in the Code of Ordinances of
28 the City of Mount Dora, or the laws of the State of Florida.

29
30 **SECTION 3. IMPLEMENTATION OF ADMINISTRATIVE ACTIONS.** The
31 City Manager is hereby authorized and directed to take such actions as deemed necessary and
32 appropriate in order to implement the provisions of this Ordinance. The City Manager may, as
33 deemed appropriate, necessary, and convenient, delegate the powers of implementation as herein
34 set forth to such City employees as deemed prudent.

35
36 **SECTION 4. CODIFICATION AND SCRIVENER'S ERRORS.**

37
38 A. The revisions to City of Mount Dora Land Development Code, as set forth in
39 Sections 3 above shall be codified in the City of Mount Dora Code of Ordinances.

1
2 B. The sections, divisions and provisions of this Ordinance may be renumbered or re-
3 lettered as deemed appropriate by the codifier of the City of Mount Dora Land Development Code.
4

5 C. Typographical errors and other matters of a similar nature that do not affect the
6 intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with
7 the endorsement of the City Manager, or designee, without the need for a public hearing.
8

9 **SECTION 5. SAVINGS CLAUSE.** All prior actions of the City
10 pertaining to the amendments to the City of Mount Dora Land Development Code, as well as any
11 and all other applicable matters, are hereby ratified and affirmed consistent with the provisions of
12 this Ordinance.
13

14 **SECTION 6. CONFLICTS.** All ordinances or part of ordinances in conflict with
15 this Ordinance are hereby repealed; provided, however, that any code or ordinance that provides
16 for an alternative process to effectuate the general purposes of this Ordinance shall not be deemed
17 a conflicting code or ordinance.
18

19 **SECTION 7. SEVERABILITY.** If any section, sentence, phrase, word, or
20 portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said
21 determination shall not be held to invalidate or impair the validity, force or effect of any other
22 section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be
23 invalid, unlawful, or unconstitutional.
24

25 **SECTION 8. EFFECTIVE DATE.** This Ordinance shall become effective
26 immediately upon its passage and adoption.
27

28 **FIRST READING: _____ 2026**

29 **SECOND READING: _____ 2026**

30 **PASSED AND ADOPTED this ___ day of _____ 2026.**
31

32
33
34
35
36 _____
37 JAMES HOMICH, MAYOR

38 ATTEST:
39

40 _____
41 Jeanann Hand, City Clerk
42

43 For the use and reliance of City of Mount Dora only.
44 Approved as to form and legality.
45

46 _____
47 Patrick Brackins, City Attorney

Winter Park, Florida

Sec. 58-468. Review requirement.

The HPB shall review and render a decision during an advertised public hearing on applications for certificates of review for any proposed exterior alterations, rehabilitation, restoration, renovation, or addition, or any proposed new construction, demolitions, or relocations of:

- (1) Designated historic landmarks;
- (2) Historic resources;
- (3) Contributing and noncontributing resources within historic districts;
- (4) City-owned historic properties and sites; and
- (5) Historic properties for which the city has received a facade or preservation easement in keeping with the applicable design guidelines.

Provided however, the HPB shall not have the authority to review and render a decision on interior alterations to structures that do not affect the exterior or structural integrity of the structure. The HPB may approve, approve with conditions, or deny an application. For reconstructed buildings that have been permitted pursuant to section 58-482, the provisions of this section shall still apply.

Newberry, Florida

Section 11.11. Approval of changes to landmarks and landmark sites.

11.11.1. *Certificate of appropriateness.* No person may undertake the following actions affecting a designated landmark or landmark site without first obtaining a certificate of appropriateness from the agency or an administrative certificate of appropriateness from the land development regulation administrator, or his/her designee. Actions described as minor changes, pursuant to the provisions of Section 11.11.3.1 and described as rooftop solar installations, pursuant to the provisions of Section 11.11.3.2, require an administrative certificate of appropriateness. All actions not eligible for an administratively-issued certificate of appropriateness shall be considered major changes, requiring review and approval by the Historic Architectural Review Board (agency).

1. Alteration of an archeological site, or the exterior part or premises of a building or a structure;
2. New construction;
3. Demolition; or
4. Relocation.

11.11.2. *Review of new construction and alterations.* Review of new construction and alterations to designated buildings and structures shall be limited to exterior changes visible to the public. The land development regulation administrator is authorized to issue a stop work order whenever any alteration, new construction, demolition or relocation is undertaken on a designated landmark or a designated landmark site, without a certificate of appropriateness. In addition, the land development regulation administrator, or his/her designee, is authorized to administratively issue a certificate of appropriateness for the installation of rooftop solar photovoltaic systems as provided for in these regulations, and other actions described as minor changes. All other actions, not otherwise provided for in this Article, are considered major changes and require a certificate of appropriateness granted by the Historic Architectural Review Board.

Dunedin, Florida

111-1.6 Approval of Changes to Historic Landmarks

- A. *Certificate of appropriateness (COA).* No person may undertake any of the following actions affecting a historic landmark without first obtaining a COA:
1. Alteration of a designated archaeological site;

2. Alteration to the exterior part of a building, structure or object within the designated boundary of a historic landmark;
 3. New construction;
 4. Demolition;
 5. Relocation, including the relocation of a building into a historic district;
 6. Review of new construction and alterations to designated buildings and structures shall be limited to exterior changes. Whenever any alteration, new construction, demolition, or relocation is undertaken on a historic landmark without a COA, the Building Official is authorized to issue a stop work order;
 7. A COA shall be in addition to any other building permits required by law. The issuance of a COA shall not relieve the property owner of the duty to comply with other federal, state, and local laws and regulations;
 8. Ordinary repair and maintenance that is otherwise permitted by law may be undertaken without a COA. The final determination of what work is considered ordinary repair and maintenance shall be made by the Director. Property owners may request the Director to review any scope of work to determine if a COA is required at no charge;
 9. Owners of properties which are subject to a COA review shall make all artifacts from archaeological sites available to the investigating archaeologists for purposes of analysis and for the reasonable period of time needed for the analysis;
 10. No COA approved by the City Commission shall be effective for a period of ten days from the date of approval. If during that ten-day period an appeal is made, the decision shall automatically be stayed during the appeal.
-

Sanford, Florida

Section 8.0. Certificate of appropriateness and procedures for altering historic landmarks or structures and new construction within historic districts.

- A. *Applicability.* The purpose of a COA is to ensure that all construction, alteration, restoration, relocation, or demolition of a historic landmark or any structure located within a historic district is in accordance with the standards, values and characteristics of the particular district or landmark. A COA shall be required for the following activities, whether or not a building permit is required.
1. *Historic landmarks and properties within historic districts.* All construction, alteration (including, but not limited to, color), restoration, relocation or demolition of or to any exterior portion of any building, structure, above-ground utility structure, or any type of advertising sign or outdoor display, located within a landmark site or historic district. Exterior features shall include, but not be limited to, the architectural style, general design and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material and the type and style of all windows, doors, light fixtures, signs and other appurtenant fixtures. Certificates of appropriateness shall not be required for interior modifications.
 2. *Archaeological resources.* A COA shall be required for the excavation of an archaeological site. The HPB shall issue the certificate subject to the following conditions:
 - a. The excavation must be conducted so as to protect and preserve archaeological resources affected by, or adjacent to, the excavation; and
 - b. The applicant must commit to make reasonable efforts to mitigate and stabilize archaeological resources if they are disturbed. Alternatively, the HPB shall issue a COA for the excavation of an archaeological site upon demonstration by the applicant that an unreasonable economic hardship exists or that unusual or compelling circumstances exist provided that the activity is not in violation of State or Federal law.
-

Bonita Springs, Florida

Sec. 5-82. Required.

No building, moving or demolition permit shall be issued for a designated historic resource, or a building, structure or site which is part of a designated historic or archaeological district, until a certificate of appropriateness has been issued. Except for

applications requesting certificates of appropriateness for noncontributing properties, the criteria for issuance of a certificate of appropriateness (regular or special) shall be the U.S. Secretary of the Interior's Standards for Rehabilitation, 36 CFR 67, as such standards may be amended, renumbered or replaced, which are hereby adopted by reference as though set forth fully in this article. Applications for certificates of appropriateness for noncontributing properties shall be reviewed using the specific criteria set out in the resolution designating the historic district where the property is located.

Sec. 5-83. Regular certificate of appropriateness.

- (a) A regular certificate of appropriateness shall be required for work requiring a building permit and classified as ordinary maintenance and repair by this chapter, or for any work that will result, to the satisfaction of the city staff, in the close resemblance in appearance of the building, architectural feature or landscape feature to its appearance when it was built or was likely to have been built, or to its appearance as it presently exists so long as the present appearance is appropriate to the style and materials.
- (b) The historic preservation board staff shall, administratively, within five working days from the date a complete application has been filed with the community development department, approve, deny or approve with conditions, an application for a regular certificate of appropriateness presented by the owner of a designated historic resource or a property within a designated historic district. No hearing before the historic preservation board shall be required. The written findings of the staff shall be mailed by first class mail to the applicant and to the members of the historic preservation board within two working days of the staff decision, accompanied by a statement explaining the decision. The applicant shall have an opportunity to appeal the staff decision by applying for a special certificate of appropriateness within 30 calendar days of the date that the decision is issued.

Sec. 5-84. Special certificate of appropriateness.

- (a) *Required.* A special certificate of appropriateness shall be issued by the historic preservation board prior to initiation of any work involving alteration, demolition, relocation, reconstruction, excavation or new construction which will result in a change to the original appearance of a designated historic resource or a contributing property within a designated historic district. A special certificate of appropriateness is also required prior to any new construction, reconstruction or alteration of a noncontributing property within a designated historic district. A special certificate of appropriateness may also be issued to reverse or modify a staff decision regarding an application for a regular certificate of appropriateness or a conditional certificate to dig.

St. Petersburg, Florida

16.30.070.2.6. Approval of changes to local landmarks.

- A. *Certificate of appropriateness (COA).* No person may undertake any of the following actions affecting a local landmark or property within a local landmark district without first obtaining a COA:
 - 1. Alteration of a designated archaeological site;
 - 2. Alteration to the exterior part of a building, structure or object within the designated boundary of a local landmark;
 - 3. New construction;
 - 4. Demolition; or
 - 5. Relocation, including the relocation of a building into a historic district.

Review of new construction and alterations to designated buildings and structures shall be limited to exterior changes, except when part of an application for an ad valorem tax exemption. Whenever any alteration, new construction, demolition, or relocation is undertaken on a local landmark or within a local landmark district without a COA, the Building Official is authorized to issue a stop work order.

A COA shall be in addition to any other building permits required by law. The issuance of a COA shall not relieve the property owner of the duty to comply with other federal, state and local laws and regulations.

Certain ordinary repair and maintenance activities that are otherwise permitted by law may be undertaken without a COA. The final determination of what work is considered ordinary repair and maintenance shall be made by the POD. Property owners may request the POD to review any scope of work to determine if a COA is required at no charge.

Key West, Florida

Sec. 102-152. Requirements for permits.

- (a) No person shall cause any of the activity in this section to occur without first obtaining a certificate of appropriateness for such work and all other permits required by the Code of Ordinances, including the land development regulations. A certificate of appropriateness is required for the erection of any new structure, building, fence, deck or sign or the painting, repainting, repair, alteration, remodeling, landscaping or demolition of the exterior of any existing building, structure, fence, deck, sign, landscape, or lot located in any of the following areas:
- (1) In the historic preservation districts of the city;
 - (2) In tidal waters contiguous to and within 600 feet of the historic preservation districts;
 - (3) In a location so as to directly affect any building, structure or property listed in the city historic sites survey as may be amended from time to time and the National Register of Historic Places; or
 - (4) Within a building, structure, archaeological site or district classified as "contributing" on the city historic preservation survey.
- (b) A certificate of appropriateness may only be granted by a vote of the historic architectural review commission, attested by signature of its presiding member.
-

Ocala, Florida

Sec. 94-82. Certificates of appropriateness.

- (a) *Activities requiring a certificate issued by the board.* A certificate of appropriateness issued by the board shall be required for any of the following activities on properties within locally designated historic districts and other designated local landmarks as specified in section 94-81:
- (1) Any material change in the exterior appearance of existing buildings or structures, including re-roofing and re-siding, but excluding paint.
 - (2) Demolition or partial demolition of any building or structure.
 - (3) The movement of any building or structure into, from or within historic districts and sites.
 - (4) Any new construction (except as provided in paragraph (h) below).
 - (5) Alteration of an archaeological site.
- (b) *Certificate issued by staff; ordinary maintenance and repair.* A staff certificate of appropriateness (SCA) shall be required for ordinary re-roofing and ordinary maintenance (except exempt maintenance) and repair of any exterior elements of any building or structure. SCAs shall be issued if the planning department determines that such re-roofing, maintenance or repair uses like materials of a similar visual character which will not diminish, eliminate, adversely affect or otherwise have a detrimental effect on the historic character of the resource. Sandblasting and other cleaning methods that will damage the historic building materials are not considered ordinary maintenance and shall not be undertaken without a CA (although as set forth in subsection (g) below, CAs are not available for most sandblasting). No certificate of appropriateness shall be required for exempt maintenance but the person proposing to perform same is encouraged to contact the planning department staff to confirm that the work qualifies as exempt maintenance.
- (c) *Other permits and approvals.* A certificate of appropriateness shall be a prerequisite to the issuance of any other permits or approvals required by law. The issuance of a certificate of appropriateness shall not relieve the applicant from obtaining other permits or approvals required by the city. A building permit or other municipal permit shall be invalid if it is obtained without a certificate of appropriateness required for the proposed work.

Deland, Florida

33-34.03. Certificates of appropriateness.

(a) *When required.*

1. A certificate of appropriateness shall be required for any of the following activities on properties within designated Historic Districts and individually designated historic properties:
 - a. Any material change or alteration in the exterior appearance of existing buildings objects or structures.
 - b. The movement or relocation of any building object, or structure.
 - c. Any new construction of principal or accessory buildings or structures.
 - d. Disturbance of an archaeological site.
 - e. Division of a tract or parcel of land into two or more lots.
2. Upon designation of a Historic District or individual historic property, the designating ordinance shall prescribe those architectural features considered significant to the district or property and the types of regulated work items other than those requiring a city permit, which should be reviewed for appropriateness.
3. For each of the regulated work items listed in the designating ordinance, the following applies:
 - a. *Ordinary maintenance.* If the work constitutes "ordinary maintenance" as defined in section 33-12, the work may be done without a certificate of appropriateness.
 - b. *Staff approval.* If the work is not "ordinary maintenance," but will result in the "original appearance" as defined in section 33-12, including color and defining architectural details, the certificate of appropriateness may be issued by the planning director with consultation by the historic resource coordinator.
 - c. *Board approval.* If the work is not "ordinary maintenance" and will not result in the "original appearance," a certificate of appropriateness must be obtained from the historic preservation board before the work may be done.
4. A certificate of appropriateness shall be a prerequisite to the issuance of any other permits required by law. The issuance of a certificate of appropriateness shall not relieve the applicant from obtaining other permits or approvals required by the City of DeLand. A building permit or other municipal permit shall be invalid if it is obtained without a certificate of appropriateness required for the proposed work.

DRAFT Required Historic Reviews

Proposed Work	Review Area Noncontributing			Review Area Contributing			Historic Site		
	No Review	Staff	HPB	No Review	Staff	HPB	No Review	Staff	HPB
Accessory Structures									
1. Accessory Building			X			X			X
2. Less than 120 SF	X			X			X		
3. Pools, Pool Enclosures, and Spas			X			X			X
4. Modifications to Historic Accessory Structure			X			X			X
Demolition									
Demolition			X			X			X
Doors and Garage Doors									
1. Same materials, style, and size		X			X			X	
2. Modifications on a main façade			X			X			X
3. Modifications on a secondary façade		X			X			X	
Energy Devices or Equipment									
Installation of AC Equipment, Solar Panels, etc.		X			X			X	
Exterior Wall Finish									
1. Same material and style		X			X			X	
2. Different material and/or style			X			X			X
Fences & Walls									
1. Modifying a historic fence or wall			X			X			X
2. Installing new fence or wall	X			X					X
Interior Alterations									
Interior Alterations	X			X			X		
Landscape Features									
New Courtyard		X			X				X
Exterior Lighting	X			X				X	
Maintenance of Lawn and Landscaping	X			X			X		
Infill Development									
New Building on Vacant Property			X			X			X
Painting									
Painting Previously Painted Surfaces	X			X			X		
Changes in Paint Color	X			X			X		
Painting Unpainted Masonry			X			X			X
Porches									
1. Open an enclosed Porch		X			X			X	

Require Historic Review Chart

Updated XXXXX 2023

Page 2 of 2

2. Enclose a porch on the main façade			X			X			X
3. Enclose a porch on a secondary façade		X			X			X	
4. Construct a new porch			X			X			X
Repairs and Maintenance									
Repairs and Maintenance	X			X			X		
Roof									
1. Same material and style		X			X			X	
2. Change in material and/or style			X			X			X
3. Change in shape and/or height			X			X			X
4. Modifications to Chimney			X			X			X
Signage									
1. New Sign	X			X					X
2. Face Change	X			X			X		
Windows									
1. Same materials, style, and size		X			X			X	
2. Different materials and/or style			X			X			X
3. Opening modifications on façade with frontage			X			X			X
4. Opening modifications on a façade without frontage		X			X			X	

Staff reviews will be completed upon the submittal of a building permit application.

HPB reviews require the issuance of a Certificate of Appropriateness (COA) approved by the Historic Preservation Board (HPB).

Review Area: Only needed to be reviewed if the structure is 50 years old or older OR new construction.

Historic Site: as defined in Section 3.6.3 Designation of historic sites and Historic Preservation Review Area in the City's Land Development Code.

Contributing. Those buildings, structures, archaeological sites, or areas classified as historic will possess identified historical and architectural merit of a degree warranting their preservation. All buildings, structures, archaeological sites, etc. listed in the City of Mount Dora Historic Master Site File, as adopted and approved by the city council, will be considered worthy of preservation and may be designated as a historic site or a historic preservation area.

Noncontributing. Those buildings and structures, within a historic preservation review area, not listed in the city historic preservation survey.



Planning and Development
510 N. Baker St.
Mount Dora, FL 32757
352-735-7113
plandev@cityofmoundora.com

DATE: April 29, 2026
TO: Historic Preservation Board
FROM: Michele Janiszewski, AICP, Senior Planner
RE: **Discussion on Demolition by Neglect**

Background:

The Historic Preservation Board requested staff to research how to prevent historic properties from succumbed to demolition by neglect. Demolition by neglect refers to the practice of allowing a building to deteriorate to the point that demolition becomes necessary or restoration becomes unreasonable. The practice has been used by property owners as a means of sidestepping historic preservation laws by providing justification for the demolition of historical buildings. In order to prevent demolition by neglect, a number of cities have adopted ordinances requiring property owners to properly maintain historical buildings.

Our Historic Preservation Ordinance does contain provisions for the enforcement of maintenance and repair. Land Development Code (LDC) Section 3.6.5 (4) states:

Where the board determines that any improvements within the exterior of a designated historic site, or within a designated historic preservation review area, are endangered by lack of ordinary maintenance and repair, or of deterioration, or that other improvements in visual proximity to a designated site or designated historic preservation review area are endangered by lack of ordinary maintenance, or of deterioration, to such an extent that it detracts from the desirable character of the designated historic site or designated historic preservation review areas, the board may request appropriate officials or agencies of the city government to require correction of such deficiencies under the authority and procedures of applicable ordinances, laws and regulations.

Section 10-210, Article V, Chapter 10, Code of Ordinances, City of Mount Dora contains additional property maintenance requirements for abandoned real properties and states:

Sec. 10-210. - Maintenance requirements.

- a) Properties subject to this division shall be kept free of overgrown weeds and brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state, or local law, discarded personal items, including, but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that*

- the property is abandoned.*
- b) The property shall be maintained free of graffiti or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior structure.*
 - c) Front, side, and rear yard landscaping shall be maintained in accordance with the city's standard at the time registration was required.*
 - d) Landscape may include, but not be limited to, grass, ground covers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation. Landscape shall not include weeds, broken concrete, asphalt or similar material.*
 - e) Maintenance shall include, but not be limited to, watering, irrigation, cutting, and mowing of required landscape and removal of all trimmings.*
 - f) Pools and spas shall be maintained so the water remains free and clear of pollutants and debris. Pools and spas shall comply with the enclosure requirements of this Code and the state building code, as amended from time to time.*
 - g) Failure of the mortgagee and/or property owner of record to properly maintain the property may result in a violation of this Code and issuance of a citation or notice of violation/notice of hearing by a city's code enforcement officer. Pursuant to a finding and determination by the city's special magistrate, the city may take the necessary action to ensure compliance with this section.*

Abandoned real property is defined in our code as, “any property that is vacant and is under a current notice of default and/or notice of mortgagee's sale by the lender or a pending tax assessor's lien sale and/or properties that have been the subject of a foreclosure sale where the title was retained by the beneficiary of a mortgage involved in the foreclosure and any properties transferred under a deed in lieu of foreclosure or sale.”

Section 10-21 (a), Article II, Chapter 10, Code of Ordinances adopts the most current version of the International Property Maintenance Code published by the International Code Council with modifications.

With these provisions, Code Enforcement and Building Services are able to cite property owners for not maintaining their property under multiple provisions. The responding department would depend on the maintenance concern; Building Services enforces the Florida Building Code and Code Enforcement enforces the Land Development Code.

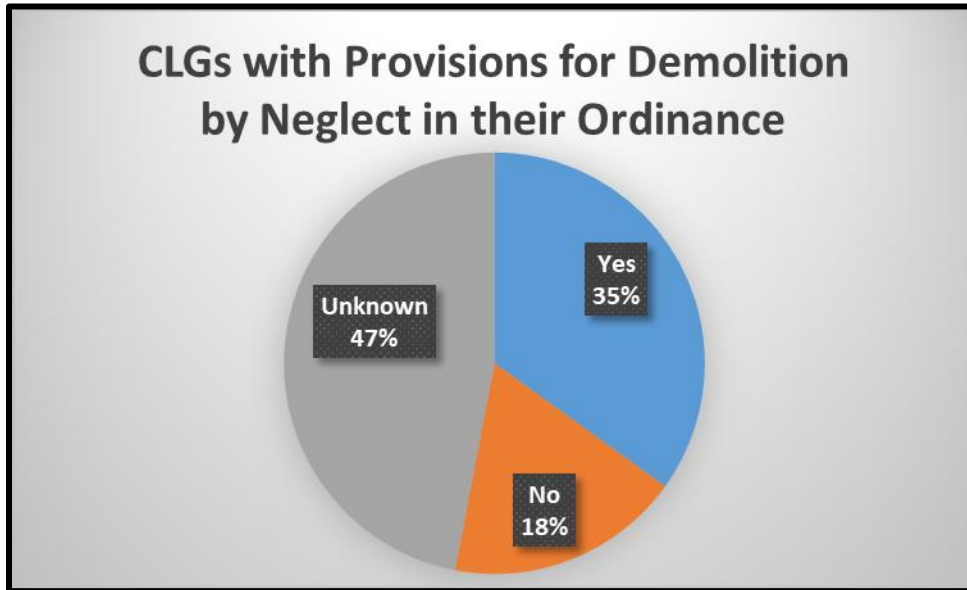
Staff was asked to research the code regulations pertaining to demolition by neglect of other jurisdictions to assess if our code should be amended to strengthen our provisions to prevent demolition by neglect.

Research Method:

The City of Mount Dora is a Certified Local Government through the Bureau of Historic Preservation, Florida Division of Historical Resources, Department of State. The Certified Local Government (CLG) Program was enacted as part of the National Historic Preservation Act Amendments of 1980. The program links three levels of government -federal, state and local- into

a preservation partnership for the identification, evaluation and protection of historic properties. Florida currently has 83 CLGs who receive technical assistance and training and may apply for federally funded CLG subgrants to conduct survey, planning and National Register nomination projects.

Based on information provided by the Florida Division of Historical Resources, staff found that 29 CLGs have code provisions pertaining to demolition by neglect; 15 do not have provisions; and it is unknown if the other 39 jurisdictions have provisions for demolition by neglect.



With this information, Staff obtained and reviewed the Historical Ordinance for twenty-three (23) jurisdictions which were reported to have provisions for demolition by neglect.

Definition

The majority of jurisdictions with criteria pertaining to demolition by neglect defined the practice. Below are different definitions of the practice adopted by different jurisdictions.

Demolition by neglect. Improper or inadequate maintenance of a historic resource which results in its substantial deterioration and threatens its continued preservation. (Oakland Park)

Demolition by neglect describes a situation in which a property owner: (a) performs improper maintenance which does not meet the Secretary of Interior's Standards for Rehabilitation, or is done in such a manner so as not to prevent further deterioration of the structure, or (b) fails to perform affirmative maintenance which allows a historic resource to suffer substantial deterioration and threatens its continued preservation. (Ocala)

Demolition by neglect means the willful abandonment of a building or structure by the owner, resulting in such a state of deterioration that its self-destruction is inevitable, or

where demolition of the building or structure to remove a health and safety hazard is a likely result. (Pinellas County)

Demolition by neglect means the willful abandonment of a building or structure by the owner, resulting in such a state of deterioration that its self-destruction is inevitable or where demolition of the building or structure to remove a health and safety hazard is a likely result. (St. Petersburg Beach)

Demolition by neglect. The abandonment of a building or structure by the owner(s) resulting in such a state of deterioration that its self-destruction is inevitable or where demolition of the building or structure to remove a health and safety hazard is necessary. (Gulfport)

Demolition by neglect. The absence of work in maintaining, repairing, or securing a contributing building or structure in a historic district that results in deterioration of an exterior feature of the building or structure or the loss of the structural integrity of the building or structure. (New Smyrna Beach)

Demolition by neglect means abandonment of a building or structure by the owner resulting in such a state of deterioration that its self-destruction is inevitable, or where demolition of the building or structure to remove a safety hazard is a likely result. (Monroe County)

Demolition by neglect: The deliberate, reckless, or inadvertent failure to maintain minimum maintenance standards for any properties designated historic, either individually or as a contributing property in a historic district. (Miami-Dade County)

Demolition by neglect means the willful abandonment of a building or structure by the owner resulting in such a state of deterioration that its self-destruction is inevitable or where demolition of the building or structure to remove a health and safety hazard is a likely result. (Lee County)

Demolition by neglect shall mean improper or inadequate maintenance of a historic resource that results in its substantial deterioration and threatens the continued preservation of the historic resource. (Broward County)

Demolition by neglect means the willful abandonment of a building or structure by the owner resulting in such a state of deterioration that its self-destruction is inevitable or where demolition of the building or structure to remove a health and safety hazard is a likely result. (Bonita Springs)

Demolition by neglect means a situation in which a property owner intentionally or inadvertently allows a historic property to suffer severe deterioration, potentially beyond the point of repair. (Belleair).

The Land Development Code for Mount Dora does not specifically define ‘demolition by neglect’ in Chapter III nor Chapter VIII but does describe the practice in LDC Section 3.6.5 (4) as “improvements [...] [which] are endangered by lack of ordinary maintenance and repair, or of deterioration [...] to such an extent that it detracts from the desirable character of the designated historic site or designated historic preservation review areas.”

This description is generally consistent with the practice but the language is general in regards to its application; ‘detracts from the desirable character’ can be seen as subjective and not as definitive as other definitions such as ‘resulting in such a state of deterioration that its self-destruction is inevitable or where demolition of the building or structure to remove a health and safety hazard is a likely result’ which is language used in multiple jurisdictions.

Code Criteria

Although all the codes reviewed had cited that they had provisions pertaining to demolition by neglect, the amount of regulations pertaining to the practice varied greatly between jurisdictions. Most jurisdictions had a section prohibiting the process of allowing a structure to succumb to demolition by neglect or some other form of affirmative maintenance requirements. Other jurisdictions went further and defined the actions which constitute demolition by neglect (Belleair, Broward County, Homestead, Miami Beach, Miami-Dade County, Ocala, etc.); and some defined a specific process to follow in the event an asset was succumbing to demolition by neglect and established penalties (Delray Beach, Homestead, Jupiter, Oakland Park). Some jurisdictions only provided general verbiage pertaining to maintaining the structures while some jurisdictions only defined demolition by neglect but did not provide any regulations to prevent the practice (St. Petersburg Beach).

The provisions pertaining to demolition by neglect adopted by Mount Dora are consistent with the intent of the other jurisdictions and regulations pertaining to the practice varied greatly between jurisdictions.

Attachment(s):

Land Development Code Comparison of Demolition by Neglect

Land Development Code Comparison Demolition by Neglect Provisions

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1. Belleair

(i) *Demolition by neglect.*

- (1) *Affirmative maintenance required.* The owner of a property designated pursuant to this section either individually or as a contributing part of a district shall comply with all applicable codes, laws and regulations governing the maintenance of property. It is the intent of this section to preserve from deliberate or inadvertent neglect the exterior features of such properties and the interior portions thereof when maintenance is necessary to prevent deterioration and decay of the property. All such

properties shall be preserved against such decay and deterioration and shall be free from structural defects through prompt corrections of any of the following defects:

- a. Facades which may fall and injure the subject property, adjoining property, or members of the public.
 - b. Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports.
 - c. Members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split or buckle due to defective material or deterioration.
 - d. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or floors, including broken windows or doors.
 - e. Any fault or defect in the property which renders it structurally unsafe, insufficiently protected from weathering, or not properly watertight.
- (2) *Enforcement.* In the event the town manager or designee determines that a historically designated structure or a structure is in the course of being demolished by neglect, the town manager or designee shall notify the owner of record of such preliminary findings, stating the reasons, and shall give the owner of record 30 days from the date of such notice in which to commence work rectifying the evidence of neglect. Such notice shall be accomplished by certified mailing to the last known address of the owner of record or, in the event that this procedure is unsuccessful, then by attaching such notice to the structure for a seven-day period.

Upon the failure of the owner of record to commence work within 30 days of such notice, the town manager shall notify the code enforcement board and request a hearing. Written notice of the request for a hearing and subsequent procedures shall comply with the criteria established pursuant to section 66-412 of the Town Code.

Pursuant to section 66-412 of the Town Code, the code enforcement board, upon finding a violation, shall issue an order to comply. Fines may be levied against the property owner, as well as a lien against the land on which the violations exist.

If the town manager or designee determines that the code enforcement process delineated in section 66-412 would be an inadequate response to a given violation, the town may pursue both civil and criminal penalties pursuant to section 66-413 of the Town Code.

2. Bonita Springs

Sec. 5-210. Demolition by neglect.

If the staff of the historic preservation board or the building official inform the historic preservation board that a designated historic resource or contributing property within a historic district is being demolished by neglect, as defined pursuant to this chapter, the historic preservation board shall notify the owners of record by certified mail of its preliminary findings and intent to hold a public hearing no later than 45 calendar days from the date the notice was sent to determine evidence of neglect. The owner shall have until the time of the public hearing to make necessary repairs to rectify the evidence of neglect as identified in the certified notice. Upon failure by the owner to abate the structural, health or safety hazards identified in the initial notice within 45 calendar days, the historic preservation board shall hold a public hearing to consider recommending to the building official that the owner be issued a citation for code violation. The owner shall have the right to rebut the preliminary findings of the historic preservation board at the public hearing. If the historic preservation board finds that the building or structure is being demolished by neglect pursuant to this chapter, the historic preservation board may recommend to the building official that the owner be issued a citation for code violations and that penalties be instituted pursuant to this chapter.

3. Broward County

Sec. 5-537. Maintenance of historic resource.

- (a) Every owner of a historic resource shall properly maintain and keep in good repair and shall not permit demolition by neglect to occur:
 - (1) All of the exterior portions of such buildings or structures;
 - (2) All interior portions which, if not maintained, may cause the building or structure to deteriorate or to become damaged or otherwise to fall into a state of disrepair; and
 - (3) If the site contains archaeological materials, the owner shall be required to maintain the property in such a manner so as not to adversely affect the integrity of the archaeological zone or historic resource; or
 - (4) In the alternative to (1)—(3) above, seek a COA based upon a deprivation of reasonable economically beneficial use of such property.
- (b) The Historic Preservation Board may refer violations of this section to the appropriate division of the local government having jurisdiction for enforcement proceedings relating to any building or structure designated as a historic resource in order to preserve such building or structure in accordance with the purpose and intent of this article.
- (c) The requirements of this section shall be in addition to any and all requirements of the local government having jurisdiction and the Florida Building Code that require buildings or structures to be maintained in good repair. It is the intent of this section to preserve, from either deliberate or inadvertent neglect, the exterior features of historic resources and the interior portions thereof when maintenance is necessary to prevent deterioration and decay of the historic resource. All such historic resources shall be preserved against such decay and deterioration and be maintained free from structural defects through correction of any of the following deficiencies:
 - (1) Facades which may fall and injure the subject or adjoining structure or building, or members of the public.
 - (2) Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports.
 - (3) Members of ceilings, roofs, ceiling and roof supports, or other horizontal members which sag, split, or buckle due to defective material or deterioration.
 - (4) Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken windows or doors.
 - (5) Any fault or defect in the structure or building which renders it structurally unsafe, insufficiently protected from weathering, or not properly watertight.
- (d) A property owner who believes that the application of this section creates an undue economic hardship may request relief pursuant to Section 5-536 of this Code.

4. Delray Beach

- (9) ***Maintenance Requirements for Historic Sites and Buildings; Penalties.*** (Ord. No. 12-18, § 2, 9-25-18)
 - (a) Every owner of historic and archeological sites or owner of buildings, structures, improvements and appurtenances within historic districts shall keep in good repair and shall properly maintain both the exterior and site. The owner of a building or structure located within a historic district through the exercise of sufficient and reasonable care shall provide for the maintenance and

Land Development Code Comparison
Demolition by Neglect Provisions

upkeep of these sites and buildings to prevent destruction and decay as caused by either deterioration or other hazards. (Ord. No. 12-18, § 2, 9-25-18)

- (b) In addition to the general standards and guidelines set forth at Sub-paragraph 4.5.1.(E)(5) above, the owner shall preserve a historic structure against decay and deterioration through the correction of the following deficiencies: (Ord. No. 12-18, § 2, 9-25-18)
1. Facades which may fall and injure the subject or adjoining structure or building, or members of the public. (Ord. No. 12-18, § 2, 9-25-18)
 2. Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports. (Ord. No. 12-18, § 2, 9-25-18)
 3. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members which sag, split or buckle due to defective material or deterioration. (Ord. No. 12-18, § 2, 9-25-18)
 4. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken windows or doors. (Ord. No. 12-18, § 2, 9-25-18)
 5. Presence of signs that would indicate rotting wood or termite infestation. (Ord. No. 12-18, § 2, 9-25-18)
 6. Any fault or defect in the structure or building which renders it structurally unsafe, insufficiently protected from weathering, or not properly watertight. (Ord. No. 12-18, § 2, 9-25-18)
- (c) In the sole discretion of the City, a violation of any of the provisions of sub-paragraph 4.5.1.(E)(9) may be penalized either as set forth in the City of Delray Beach Operating Guidelines Manual for the Neighborhood and Community Services Department, as may be amended from time to time, or additionally by imposing the penalties provided for in Section 37.36 of the City Code of Ordinances which have been authorized pursuant to state law at Chapter 162, F.S. (Ord. No. 12-18, § 2, 9-25-18)
- (d) Notwithstanding the penalties set forth at above sub-paragraph (c), and in addition to the penalties authorized by this section and the Code of Ordinances, a violation of these maintenance regulations which are determined by the City to be a either a repeat violation, or a serious threat to the public health, safety and welfare; or if the violation is irreparable or irreversible in nature, then in any of these circumstances, the owner may also be subject to the following provisions: (Ord. No. 12-18, § 2, 9-25-18)
1. Following the determination by the City of violations under one or more of the circumstances set forth above, no permit will be issued for any alteration or new construction affecting such property for a period of five years, other than permits necessary to correct the violation. However, upon presentation of evidence satisfactory to the Historic Preservation Board that the violation has been corrected, any remaining portion of the five-year prohibition on issuance of a permit may be waived. Notwithstanding this waiver, no other provision or penalty of Sub-paragraph 4.5.1.(E)(9) may be waived by the Historic Preservation Board. (Ord. No. 12-18, § 2, 9-25-18)
 2. As a condition for any new land use approval, the owner may be required to rebuild, reconstruct, restore or replicate the structure or object on the property in accordance with applicable standards and development procedures as set forth in Section 4.5.1. (Ord. No. 12-18, § 2, 9-25-18)

3. The ad valorem tax exemption provided for historic structures or properties under Section 4.5.1 and all historic preservation incentives will not apply to historically designated buildings, structures, landscape features, improvements or sites that are damaged, destroyed, or demolished through either action or inaction of the owner concerning maintenance regulation violations identified in sub-paragraph 4.5.1.(E)(9)(b) herein. (Ord. No. 12-18, § 2, 9-25-18)

5. Eatonville

Sec. 48-122. Determining neglect.

In the event the historic preservation board determines that a property with a designated historic district or a designated historic resource is in the course of being demolished by neglect, the historic preservation board shall notify the owner of record of such preliminary findings, stating the reasons therefor. The historic preservation board shall request a meeting with the owner or the tenant of the building that is not being adequately maintained, and the historic preservation board shall present ways to improve the condition of the property. If the owner or tenant fails to take action, the board may notify the building official to institute proceedings before the town code enforcement board under the authority of applicable laws and regulations.

6. Eustis

Sec. 46-257. Enforcement.

It shall be the joint responsibility of the city building official and the code enforcement officer to enforce the provisions of this division; and the divisions may refer violations to the code enforcement board for enforcement proceedings, pursuant to this Code of Ordinances, concerning any building or structure designated under this article, so that the building or structure shall be preserved in accordance with the purposes of this article.

Sec. 46-258. Codes compliance required.

The owner, lessee or other person in physical control of a landmark, landmark site or contributing structure in an historic district shall comply with all applicable codes, laws and regulations governing the maintenance and safety of property, including but not limited to the health and safety, housing and building codes of the city. It is the intent of this section to preserve from deliberate or inadvertent neglect the exterior features of a building designated as a landmark or contributing structure to an historic district and its interior portions when such maintenance is necessary to prevent deterioration and decay of the exterior. All such buildings shall be preserved against such decay and deterioration and shall be free from structural defects through prompt correction of any of the following defects:

- (1) Facades which may fall and injure members of the public or property.
- (2) Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports.
- (3) Members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split or buckle due to defective material or deterioration.
- (4) Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or floors, including broken windows or doors.
- (5) Defective or insufficient weather protection for exterior wall covering, including lack of paint or weathering due to lack of paint or other protective covering.
- (6) Any fault or defect in the building which renders it not properly watertight or structurally unsafe.

- (7) Any fault or defect in the building rendering such structure an unsafe structure.

(Ord. No. 95-27, § 16(a), 9-7-1995)

7. Gainesville

5. *Demolition by neglect.* The intent of this section is to stop the continuing deterioration of historic properties and neighborhoods through application of chapters 13 and 16 of the Code of Ordinances.
- a. The historic preservation board may, on its own initiative, file a formal complaint with the codes enforcement division requesting repair or correction of defects to any designated structure so that it is preserved and protected.
 - b. The code enforcement division shall provide written notice to the staff member assigned to the historic preservation board when a building or structure that is either listed on the national or local historic register or is a contributing structure to either a nationally or locally designated historic district is deemed:
 - i. As having a minor or major housing code violation, or
 - ii. "Dangerous," as defined by chapter 16 of the Code of Ordinances.

Upon receipt of this notice, the city manager or designee is authorized to access these properties accompanied by a code enforcement officer to assess the damage that formed the basis for the decision to find the building "dangerous." The assessment will be presented to the historic preservation board, which shall be allowed to appeal the determination to the development review board pursuant to section 16-27 of the Code of Ordinances and present evidence against the determination that the building is "dangerous."

8. Gulfport

Sec. 22-21.05. Maintenance and repair of landmarks, landmark sites, and property in historic districts.

- (a) Every owner of a landmark, a landmark site or a property in a historic district shall keep the following in good repair:
 - (1) All of the exterior portions of such buildings or structures;
 - (2) All interior portions thereof which, if not so maintained, may cause such buildings or structures to deteriorate or to become damaged or otherwise to fall into a state of disrepair; and
 - (3) In addition, where the landmark is an archaeological site, the owner shall be required to maintain such property in such a manner so as not to adversely affect the archaeological integrity of the site.
- (b) The provisions of this chapter shall apply in addition to the provisions of the building code adopted by the city and amended from time to time.
- (c) Emergency conditions.
 - (1) For the purpose of remedying an emergency condition determined to be imminently dangerous to life, health or property, nothing contained herein shall prevent the temporary construction, reconstruction, demolition, or other repairs to a historic structure, building, or site, or a contributing or noncontributing property, structural improvement, or landscape feature within a designated historic district.

- (2) Such temporary construction, reconstruction or demolition must take place pursuant to approval of the building official and only such work as is reasonably necessary to correct the emergency conditions may be carried out.
- (3) The owner(s) of a building or structure damaged by fire or natural calamity shall be permitted to immediately stabilize the building or structure and to later rehabilitate it under the procedures required by this article. The owner(s) may request a special meeting of the committee to consider an application for a certificate of approval to provide for permanent repairs.

9. Highlands County

Section 12.15.111. Demolition by neglect.

In the event that the HPC reasonably believes that an historic property or a structure or building in a historic district is being demolished by neglect, as defined by this chapter, the HPC shall notify the owner of record by certified mail of its preliminary findings and its intent to hold a public hearing within 30 days to determine evidence of neglect. The owner shall have until the time of the public hearing to make necessary repairs to rectify the evidence of neglect as identified in the notice. If the owner fails to rectify the structural, health or safety hazards identified in the initial notice within such 30 days, the HPC shall hold a public hearing to consider recommending to the code enforcement officer that the owner be issued a citation for code violation. The owner shall have the right to any rebuttal at that public hearing. If the HPC finds that the structure is being demolished by neglect pursuant to this chapter, the HPC shall recommend to the code enforcement officer that the owner be issued a citation for code violation and that penalties be instituted pursuant to the code enforcement ordinance and/or this chapter.

10. Hillsborough County

Sec. 3.03.08. Maintenance and Repair of Designated Properties

A. Generally

1. The owner and the tenant of a Landmark shall keep in good repair:
 - a. All the exterior portions of such buildings and structures.
 - b. All interior portions thereof which, if not so maintained, may cause deterioration, damage or lead to a state of disrepair of the landmark.
2. The purpose of this requirement is to prevent a person from instigating the demolition of his building or structure through neglect and permitting damage to it by weather or vandalism.
3. No provision of this section shall be interpreted to require an owner or tenant to undertake an alteration or to restore his building to its original appearance.
4. In the case of designated archaeological resources, the owners and tenants shall be responsible for the protection and preservation of the archaeological remains on the property. At the time of designation the HRRB shall work with the property owner to establish a plan for the protection of the Archaeological Resource which meets the needs of the resource and the property owner.
5. The HRRB may meet with owners of Landmarks which are in poor repair to discuss ways to improve the condition of the property. The HRRB may request the Building Department to take action to require correction of defects threatening the preservation of the landmark.
6. The HRRB may meet with owners of designated archaeological resources when there is an action or effect which threatens the remains in order to develop an effective plan to protect said remains. The

HRRB may request Code Enforcement to take action to require correction of defects threatening the preservation of the site or artifacts.

B. Emergency Conditions

When the Housing and Community Code Enforcement Department determines that there are emergency conditions affecting a Landmark which are dangerous to life, health or adjacent property, the Department may order the correction of these conditions without the approval of the HRRB. The Department shall notify the staff of the HRRB prior to the action being taken. When the emergency conditions do not require demolition, the Department shall make every effort to carry out the intent of this division and to use the guidelines of the HRRB when remedying the emergency conditions.

11. Homestead

Sec. 14-9. Demolition by neglect prohibited.

- (a) The owner of a property designated pursuant to this chapter, whether individually or as a contributing part of a historic district shall comply with all applicable codes, laws, and regulations governing the maintenance of property. It is the intent of this section to preserve from deliberate or inadvertent neglect the exterior features of such properties, and the interior portions thereof when maintenance is necessary to prevent deterioration and decay of the property. All designated properties shall be preserved against decay and deterioration and shall be kept free from structural defects through prompt corrections of any of the following:
- (1) Facades that may fall and injure the subject property, adjoining property, or members of the public.
 - (2) Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports.
 - (3) Members of ceilings, roofs, ceiling and roof supports or other horizontal members that sag, split, or buckle due to defective material or deterioration.
 - (4) Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken windows or doors.
 - (5) Any fault or defect in the property that renders it structurally unsafe, insufficiently protected from weathering, or not properly watertight.
- (b) A property owner who believes that application of this section creates an undue economic hardship may apply for a claim of undue economic hardship pursuant to section 14-111.
- (c) When a city code enforcement officer learns of a violation of this section, that officer shall give notice in writing of the violation to the owner, with specific written details of the corrective action necessary to remedy the violation. Such notice shall be given personally, by registered or certified mail, return receipt requested, or by posting on the property when the address of the owner cannot be located. The property owner shall have thirty (30) days from the date of such notice to perform the corrective action. After thirty (30) days, the city code enforcement officer may issue a civil citation pursuant to section 7-34. If the property owner fails to take corrective action within the thirty-day period, the city may file a legal action in a court of competent jurisdiction seeking:
- (1) An injunction ordering the property owner to take corrective action; or
 - (2) An order authorizing the city to enter onto the property to make the corrective action; or
 - (3) Civil penalties.

In seeking an injunction, the city shall prove that the owner has violated this chapter and such violation threatens the integrity or existence of an individual site or a contributing structure within a district. Such civil

action may be initiated in the name of the city at the discretion of the city manager upon an affirmative vote of a majority of the board. Proposed settlement of a civil lawsuit must be accepted by an affirmative vote of a majority of the city council. Nothing herein shall prevent the city council from initiating or assuming direction of the lawsuit, at its discretion. In the event that the court authorizes the city to enter onto the property to take the required corrective action, the city shall seek the cost of the corrective action as a lien against the property, accruing interest at the statutory rate for judgments until satisfied, including assessment of reasonable attorneys fees and costs for bringing the action. Violations of this section shall be punished by a civil penalty of five hundred (\$500.00) dollars. After expiration of the thirty-day period provided above, each day that the corrective action is not taken shall constitute a separate violation.

12. Jupiter

- (3) In the event the town council determines that a designated historic site is suffering waste by neglect, it shall notify the property owners of record and shall identify the corrections necessary to return the resource to its condition at designation and shall give the property owner of record 30 calendar days from the date of notice in which to commence work rectifying the evidences of neglect cited by the town. Such notice shall be accomplished in the following manner:
 - a. By certified mailing to the address of the property owner of record as determined by the most current Palm Beach County property tax rolls, or
 - b. In the event the procedure outlined in subsection (e)(3)a of this section is not successful, then the town shall post a notice consistent with F.S. ch. 162, to the historic site.
 - c. Upon the property owner of record's failure to commence work within 30 calendar days of such notice, the town shall notify the property owner in the manner provided above to appear at the next public hearing of the board. The board shall cause to be presented at said public hearing the reasons for the notice, and the property owner shall have the right to present any rebuttal thereto. If, thereafter, the town council determines that the historic site is being demolished by neglect, the council shall forward a motion to the code enforcement division for action.

13. Lee County

Sec. 22-245. Demolition by neglect.

If the staff of the historic preservation board or the building official inform the historic preservation board that a designated historic resource or contributing property within a historic district is being demolished by neglect, as defined pursuant to this chapter, the historic preservation board shall notify the owners of record by certified mail of its preliminary findings and intent to hold a public hearing no later than 35 calendar days from the date the notice was sent to determine evidence of neglect. The owner shall have until the time of the public hearing to make necessary repairs to rectify the evidence of neglect as identified in the certified notice. Upon failure by the owner to abate the structural, health or safety hazards identified in the initial notice within 35 calendar days, the historic preservation board shall hold a public hearing to consider recommending to the building official that the owner be issued a citation for code violation. The owner shall have the right to rebut the preliminary findings of the historic preservation board at the public hearing. If the historic preservation board finds that the building or structure is being demolished by neglect pursuant to this chapter, the historic preservation board may recommend to the building official that the owner be issued a citation for code violations and that penalties be instituted pursuant to this chapter.

14. Miami Beach

- (g) *Maintenance of designated properties and demolition by neglect.*

- (1) The owner of any building, structure, improvement, landscape feature, public interior or site individually designated in accordance with sections 118-591, 118-592 and 118-593, or located within an historic district, whether vacant or inhabited, shall be required to properly maintain and preserve such building or structure in accordance with standards set forth in the applicable Florida Building Code, this article and this Code. For purposes of this article, demolition by neglect is defined as any failure to comply with the minimum required maintenance standards of this section, whether deliberate or inadvertent.
- a. *Required minimum maintenance standards.* It is the intent of this article to preserve from deliberate or inadvertent neglect, the interior, exterior, structural stability and historic and architectural integrity of any building, structure, improvement, landscape feature, public interior or site individually designated in accordance with sections 118-591, 118-592 and 118-593, or located within an historic district, whether vacant or inhabited. All such properties, buildings and structures shall be maintained according to minimum maintenance standards, preserved against decay, deterioration and demolition and shall be free from structural defects through prompt and corrective action to any physical defect which jeopardizes the building's historic, architectural and structural integrity; such defects shall include, but not be limited to, the following:
1. Deteriorated or decayed facades or facade elements, including, but not limited to, facades which may structurally fail and collapse entirely or partially;
 2. Deteriorated or inadequate foundations;
 3. Defective or deteriorated flooring or floor supports or any structural members of insufficient size or strength to carry imposed loads with safety;
 4. Deteriorated walls or other vertical structural supports, or members of walls, partitions or other vertical supports that split, lean, list or buckle due to defective material or deterioration;
 5. Structural members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split or buckle due to defective material or deterioration;
 6. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or floors, including broken or missing windows or doors;
 7. Defective or insufficient weather protection which jeopardizes the integrity of exterior or interior walls, roofs or foundation, including lack of paint or weathering due to lack of paint or other protective covering;
 8. Any structure which is not properly secured and is accessible to the general public; or
 9. Any fault or defect in the property that renders it structurally unsafe or not properly watertight;
 10. The spalling of the concrete of any portion of the interior or exterior of the building.
- b. *Notice, administrative enforcement and remedial action.* If any building, structure, improvement, landscape feature, public interior or site individually designated in accordance with sections 118-591, 118-592 and 118-593, or located within an historic district, in the opinion of the historic preservation board, planning director or designee, or the city's building official or designee, falls into a state of disrepair so as to potentially jeopardize its structural stability and/or architectural integrity, and/or the safety of the public and surrounding structures, or fails to satisfy any of the required minimum maintenance standards above, the planning director or designee, or the city's building official or designee shall have right of entry onto the subject property and may inspect the subject property after 48 hours' notice to the owner of intent to inspect. In the event the property owner refuses entry of any city official onto the subject property, the city may file an appropriate action compelling the property owner to allow such officials access to the subject

property for an inspection. Upon completion of the inspection of the subject property, a report delineating the findings of such inspection, as well as any remedial action required to address any violation of the required minimum maintenance standards, shall be immediately transmitted to the property owner. The city may require that the property owner retain a professional structural engineer, registered in the state, to complete a structural evaluation report to be submitted to the city. Upon receipt of such report, the property owner shall immediately take steps to effect all necessary remedial and corrective actions to restore the structure's or building's compliance with the required minimum maintenance standards herein; remedial action in this regard shall include, but not be limited to, the structural shoring, stabilization and/or restoration of any or all exterior walls, including their original architectural details, interior loadbearing walls, columns and beams, roof trusses and framing, the blocking of openings and securing of existing windows and door openings, as well as sealing of the roof surface against leaks, including from holes, punctures, open stairwells, elevator shafts and mechanical systems roof penetrations as necessary to preserve the building or structure in good condition. The owner shall substantially complete such remedial and corrective action within 30 days of receipt of the report, or within such time as deemed appropriate by the building official, or designee, in consultation with the planning director or designee. Such time may be extended at the discretion of the city's building official, in consultation with the planning director.

- c. *Injunction and remedial relief.* If the owner of the subject property, in the opinion of the city's building official, fails to undertake and substantially complete the required remedial and corrective action within the specified time frame, the city may, at the expense of the owner, file an action seeking an injunction ordering the property owner to take the remedial and corrective action to restore the structure's or building's compliance with the required minimum maintenance standards herein and seeking civil penalties as herein provided; Such civil action may only be initiated at the discretion of the city manager or designee. The court shall order an injunction providing such remedies if the city proves that the property owner has violated the required minimum maintenance standards or any portion of this article or this code.
 - d. *Civil penalties.* Violation of this article shall be punishable by a civil penalty of up to \$5,000.00 per day, for each day that the remedial and corrective action is not taken.
- (3) Nothing in this section shall be construed to prevent the ordinary maintenance or repair of any building, structure, improvement, landscape feature, public interior or site individually designated in accordance with sections 118-591, 118-592 and 118-593, or located within an historic district which does not involve a change of design, appearance or material, and which does not require a building permit or certificate of appropriateness. Any building, structure, improvement, landscape feature, public interior or site individually designated in accordance with sections 118-591, 118-592 and 118-593, or located within an historic district that is the subject of an application for a certificate of appropriateness for demolition shall not have its architectural features removed, destroyed or modified until the certificate of appropriateness is granted. Owners of such property shall be required to maintain such properties in accordance with all applicable codes up to the time the structure is demolished.
- (4) Vacant buildings and structures. The owner of any building, structure, improvement, landscape feature, public interior or site individually designated in accordance with sections 118-591, 118-592 and 118-593, or located within an historic district which is proposed to be vacated and closed, or is vacated and closed for a period of four weeks or more, shall make application for certificate of appropriateness approval and a building permit to secure and seal such building or structure. The owner or the owner's designated representative, shall notify the city's building official and planning director, or their designees, in writing of the proposed date of vacating such building or structure.
- a. *Inspection of premises and sealing of property.* Upon receipt of written notification to vacate, a visual walk-through inspection of the subject premises may be required, at the discretion of the building official to ascertain the general condition of the building. Such inspection shall include,

but not be limited to, a visual inspection of the structural system to the greatest extent possible, exterior and interior walls, roofs, windows, doors and special architectural features, as well as site features. Upon completion of such inspection, the building official, shall notify the owner in writing of the findings of the inspection. If the subject structure fails to comply with the required minimum maintenance standards herein, all remedial and corrective action necessary to restore the structure's or building's compliance with the required minimum maintenance standards herein shall be undertaken by the property owner, to the satisfaction of the building official and the planning director, or their respective designees, before any sealing or closing of the structure shall be permitted. The owner of such building or structure shall be required to obtain certificate of appropriateness approval and a building permit for any and all such remedial and corrective work; upon completion of the work, the building official and planning director, or their designees, may reinspect the subject building or structure to determine whether all work has been completed in compliance with the approved plans. Upon determination of completion, the owner of the subject structure shall file application for certificate of appropriateness approval and a building permit to seal and secure the building.

- b. *Reinspection of premises.* If at any time during the vacancy of the structure the building should fail to comply with the required minimum maintenance standards herein and fall into a state of disrepair constituting demolition by neglect, or is in violation of any portion of subsection 118-532(g) of these land development regulations, such premises shall be subject to all maintenance and enforcement provisions of subsection 118-532(g) of these land development regulations as well as all of the city's building and property maintenance standards contained in this Code and the Florida Building Code enforceable by the city using all available means.
 - c. *Enforcement and remedial action.* Failure to comply with remedial action required by the planning director or building official, or designee, may result in city action to ensure the protection of public safety and the stabilization and preservation of the architectural integrity of the building or structure. Such measures shall all be undertaken at the expense of the owner, including, but not limited to, the city filing an action to order the property owner to take all required corrective action and seeking to impose civil penalties.
- (5) Any and all liens referenced or imposed hereafter, based on the foregoing provisions, shall be treated as special assessment liens against the subject real property, and until fully paid and discharged, shall remain liens equal in rank and dignity with the lien of ad valorem taxes, and shall be superior in rank and dignity to all other liens, encumbrances, titles and claims in, to or against the real property involved; the maximum rate of interest allowable by law shall accrue to such delinquent accounts. Such liens shall be enforced by any of the methods provided in Fla. Stat. Ch. 86 or, in the alternative, foreclosure proceedings may be instituted and prosecuted under the provisions applicable to practice, pleading and procedure for the foreclosure of mortgages on real estate set forth in Florida Statutes, or may be foreclosed per Fla. Stat. Ch. 173, or the collection and enforcement of payment thereof may be accomplished by any other method authorized by law. The owner and/or operator shall pay all costs of collection, including reasonable attorney fees, incurred in the collection of fees, service charges, penalties and liens imposed by virtue of this section.
- (6) There shall be no variances, by either the board of adjustment or the historic preservation board, from any of the provisions contained in subsection 118-532(g) of this article.

15. Miami-Dade County

Sec. 16A-13.1. Demolition By Neglect Prohibited.

Affirmative Maintenance Required. The owner of a property designated pursuant to this Chapter, either individually or as a contributing part of a district, shall comply with all applicable codes, laws, and regulations governing the maintenance of property. It is the intent of this section to preserve from deliberate or inadvertent neglect the exterior features of such properties and the interior portions thereof when maintenance is necessary to prevent deterioration and decay of the property. All such properties shall be preserved against such decay and deterioration and shall be free from structural defects through prompt corrections of any of the following defects:

- (a) Facades which may fall and injure the subject property, adjoining property, or members of the public.
- (b) Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports.
- (c) Members of ceilings, roofs, ceiling and roof supports or other horizontal members which sag, split or buckle due to defective material or deterioration.
- (d) Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or floors, including broken windows or doors.
- (e) Any fault or defect in the property which renders it structurally unsafe, insufficiently protected from weathering, or not properly watertight.
- (f) Deteriorated architectural or landscape features relevant to the historic integrity of the structure or site, including but not limited to: porches and porch supports, railings, lighting, eave and roof brackets, cornices, columns, stairways, siding, and other decorative or structural elements.

16. Pinellas County

Sec. 146-8. Maintenance and minor repair provisions.

- (a) *Ordinary maintenance.* Nothing in this chapter shall be construed to prevent or discourage the ordinary maintenance of the exterior elements of any landmark on a landmark site or any property within a designated historic district when such maintenance and repair does not involve a change of design, appearance, or material.
- (b) *Enforcement of maintenance and repair provisions.* When the county administrator determines that the exterior of a designated landmark on a landmark site or a contributing property within a designated historic district is endangered by lack of ordinary maintenance and repair, or that other improvements in visual proximity of a designated landmark on a landmark site or historic district are endangered by lack of ordinary maintenance, or are in danger of deterioration to such an extent that it detracts from the desirable character of the designated landmark on a landmark site or historic district, the county administrator may require correction of such deficiencies under the authority and procedures of applicable ordinances, laws and regulations.
- (c) *Unsafe structures.* If the building official determines that any designated landmark on a landmark site or contributing property in a historic district is unsafe pursuant to the provisions of the applicable county ordinances, the appropriate official will immediately notify the county administrator by submitting copies of such findings. Where appropriate and in accordance with applicable ordinances, the county shall encourage repair of the building or structure rather than demolition.

- (d) *Emergency conditions.*
- (1) For the purpose of remedying an emergency condition determined to be imminently dangerous to life, health, or property, nothing contained in this chapter will prevent the temporary construction, reconstruction, demolition, or other repairs to a designated landmark on a landmark site or a contributing or noncontributing property in a historic district, structural improvement, landscape feature, or archaeological site within a designated historic district.
 - (2) Such temporary construction, reconstruction or demolition must take place pursuant to permission granted by the building official and only such work as is reasonably necessary to correct the emergency conditions may be carried out.
 - (3) The owner of a designated landmark on a landmark site or a contributing property in a historic district damaged by fire or natural calamity will be permitted to immediately stabilize the building or structure and to later rehabilitate it under the procedures required by this chapter. The owner may request a special meeting of the county administrator to consider an application for a certificate of appropriateness to provide for permanent repairs.
- (e) *Demolition by neglect.* If the county administrator finds that a landmark on a landmark site or a contributing property in a historic district, is subject to demolition by neglect, the county administrator may recommend that the owner(s) be issued a citation by the building department for code violations and that penalties be instituted pursuant to this chapter or other ordinances.

17. Palatka

Sec. 54-80. Proper maintenance of structures required.

Neither the owner of, nor the person in charge of, a structure within a historic district shall permit such structure to fall into a state of disrepair which may result in the deterioration of exterior appurtenances or architectural features so as to produce or tend to produce, in the judgment of the board, a detrimental effect upon the character of the district as a whole or the life and character of the structure in question.

18. Ocala

Sec. 94-101. Affirmative maintenance requirements; demolition by neglect.

- (a) *Intent.* It is the intent of this section to preserve from deliberate or inadvertent neglect the exterior features of structures located within locally designated historic districts or to individually designated historic resources, and the interior portions thereof when such maintenance is necessary to prevent deterioration and decay of the exterior. This includes the deterioration of any exterior appurtenance or architectural feature so as to produce or tend to produce, a detrimental effect upon the character of the district as a whole or the life and character of the landmark, structure or property. It is the further intent of this section to allow the board to work with the property owner to encourage maintenance and stabilization of the structures before any enforcement action is taken.
- (b) *Affirmative maintenance.*
- (1) Every owner of a property within a designated historic district or of a local landmark shall keep in good repair and shall properly maintain:
 - a) All of the exterior portions of such building or structure; and
 - b) The building site including landscaping features within a property's boundaries which help to define historic character. These features include, to the extent they exist on a property, driveways, walkways, lighting, fencing, walls, signs, benches, fountains, wells, terraces, trees and

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other plants, berms, drainage or irrigation ditches, and archeological features that are important in defining the history of the site.

- (2) In addition, where the historic resource is an archaeological site, the owner shall be required to maintain his property in such a manner as not to adversely affect the archaeological integrity of the site.
- (c) *Demolition by neglect.*
- (1) It is the intent of this subsection to preserve deliberate or inadvertent neglect the exterior features of structures designated as contributing or significant, as well as interior portions thereof which, if not so maintained, may cause such structure to deteriorate or to become damaged or otherwise fall into a state of disrepair.
 - (2) No owner of a property within a designated historic district or of a local landmark shall cause or permit the property to suffer demolition by neglect as defined in section 94-2 or consistent with the requirements of this subsection.
- (d) *Criteria.* In the absence of an interior inspection or a structural engineer's report as to any structural degradation, the board or CEB may find lack of affirmative maintenance or demolition by neglect upon one or more of the following criteria:
- (1) Deteriorated or inadequate foundations;
 - (2) Defective or deteriorated flooring or floor supports of insufficient size to carry imposed loads with safety;
 - (3) Members of walls or other vertical supports that split, lean, list, or buckle due to defective material, workmanship, or deterioration;
 - (4) Members of walls or other vertical supports that are insufficient to carry imposed loads with safety;
 - (5) Members of ceilings, roofs and their support system, or other horizontal members which sag, split or buckle due to defective material, workmanship or deterioration;
 - (6) Members of ceiling and roof supports or other horizontal members that are insufficient to carry imposed loads with safety;
 - (7) Fireplaces or chimneys which list, bulge, or settle due to defective material, workmanship, or deterioration;
 - (8) Deterioration or defects in paints, coating systems, flashing, or other ineffective waterproofing of exterior walls, roof and foundations, including windows and doors that may result in destructive moisture penetration or other forms of rot and decay;
 - (9) Any fault, defect, or condition in the building which renders the same structurally unsafe or not properly watertight;
 - (10) The deterioration or crumbling of exterior plasters, mortars, brick, stone or wood siding;
 - (11) The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions as determined by the building official;
 - (12) Deterioration of a historic building or other historic resource to the extent that it creates or permits the creation of a hazardous or unsafe condition or conditions as determined by the building official; and
 - (13) Deterioration or removal of any unique architectural feature which would detract from the original architectural style;
 - (14) Any structure that has become uninhabitable shall be presumed to be suffering from demolition by neglect.

(e) *Procedure.*

- (1) Upon an oral or written complaint (which may be made by a member of the public, the board, or city staff) that the property within a locally designated historic district, or a local landmark, is being demolished by neglect or is not being affirmatively maintained, the CLG-HPO shall investigate the complaint. If the complaint is found to be valid, the CLG-HPO shall instruct the property owner to contact the CLG-HPO within a reasonable amount of time to arrange a meeting to discuss the property. During this first meeting with the property owner or his agent, or if the property owner does not arrange for or attend a meeting, the designated OHPAB Representative and the CLG-HPO shall inspect the property and recommend any necessary repairs. If necessary, the CLG-HPO shall obtain an inspection warrant pursuant to applicable law. The OHPAB Representative shall prepare a report to the full board on the condition, repairs needed to maintain and stabilize the structure, any resources available for repairs, and a reasonable time frame needed for the repairs. If the condition of the property is such that the representative or another member of the board does not have the expertise to properly evaluate the historic resource, the board shall seek the opinion of a professional with the required expertise.
 - (2) At the next regularly scheduled board meeting, the full board shall discuss the findings of the designated representative. Determinations shall be based on the criteria found in subsection (c) of this section. If the findings so indicate, the board shall make a preliminary finding of demolition by neglect, a lack of affirmative maintenance, or no violation, and shall forward its determination along with specific actions to be taken with reasonable particularity, timeframes and a deadline for completion of repairs necessary to preserve or repair structures or other resources, to the CEB for recommendation that the structure shall be declared a nuisance and that a certification of demolition by neglect (CDN) be issued. If the owner does not comply with the board's determination and direction, the CLG-HPO shall notify the building official who shall then forward the matter to the CEB pursuant to the procedures in section 2-441 of the city code except that no notice of violation or time to correct the violation shall be issued; rather the matter shall be considered by the CEB and notice to the owner provided.
 - (3) The CEB shall review the board's findings and, unless it finds that the board had no substantial justification for requiring action to be taken or that the measures required for time periods specified were not reasonable under all of the circumstances, the CEB shall enter its order finding demolition by neglect or a lack of affirmative maintenance, and order appropriate corrective action.
 - (4) The property owner shall be duly notified of the findings of the CEB. A list of necessary actions and timeframes shall be included with the notification to the owner. Repairs must be started within 30 calendar days. The provisions of sections 2-443 through 2-445 shall apply concerning CEB's order.
- (f) The taking of an appeal to a court shall not operate to stay any order of the CEB unless the CEB or court expressly stay such an order. The city may seek preliminary and permanent relief in any court of competent jurisdiction to enforce any order.
- (g) This section shall not be construed to alleviate the requirements for a certificate of appropriateness as provided in this chapter.

19. Oakland Park

Sec. 25-112. Maintenance of designated historic resources and demolition by neglect.

The owner of any historic resource, whether vacant or inhabited, shall be required to properly maintain and preserve such historic resource in accordance with standards set forth herein. For purposes of this article, demolition by neglect is defined as any failure to comply with the minimum required maintenance standards of this section or chapter 5, article IV, Minimum Housing Code, of the Code of Ordinances shall be used to prevent demolition by neglect, whether deliberate or inadvertent.

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- (1) *Required minimum maintenance standards.* It is the intent of this article to preserve from deliberate or inadvertent neglect, the historic resource, whether vacant or inhabited. All such resources shall be maintained according to minimum maintenance standards, preserved against decay, deterioration and demolition and shall be free from structural defects through prompt and corrective action to any physical defect which jeopardizes the building's historic, architectural and structural integrity;
- (2) *Notice, administrative enforcement and remedial action.* If, in the opinion of the board, HPO, or the code enforcement officer, any historic resource falls into a state of disrepair so as to potentially jeopardize its structural stability and/or architectural integrity, and/or the safety of the public and surrounding structures, or fails to satisfy any of the required minimum maintenance standards above, then the aforementioned officials shall have right of entry onto the subject property and may inspect the subject property after forty-eight (48) hours' notice to the owner of intent to inspect.
 - a. In the event the property owner refuses entry of any city official onto the subject property, the city may file an appropriate action compelling the property owner to allow such officials access to the subject property for an inspection.
 - b. Upon completion of the inspection of the subject property, a report delineating the findings of such inspection, as well as any remedial action required to address any violation of the required minimum maintenance standards, shall be immediately transmitted to the property owner and to the board.
- (3) *Code enforcement action—Additional requirements.* In any proceeding of the unsafe structures board, the code enforcement board or special magistrate involving a historic resource the regulatory body shall be instructed as follows:
 - a. That the subject of the code enforcement action is a historic resource and that these additional requirements apply to their deliberations.
 - b. Every reasonable effort shall be made to stop and reverse any deterioration of the historic resource.
 - c. Demolition of a historic shall be ordered only in situations involving an immediate public safety risk and shall be required to meet the following conditions:
 1. A structural engineer, with a demonstrated knowledge and expertise in remediation of historic resources, determines that the structure cannot be reasonably repaired; and
 2. The HPO determines that there are no viable alternatives to demolition.
 - d. The board shall be notified, according to notification procedures herein, in advance of any code enforcement hearings regarding a historic resource.
 - e. The regulatory body may order remedial action by the city to prevent demolition by neglect, including, but not limited to roof repairs, moisture intrusion remediation or structural shoring. The procedure and cost of said action shall be as proscribed in section 5-54 of the City Code of Ordinances, including lien of the subject property to recover the city costs to protect the historic resource.
- (4) *Emergency conditions; designated properties.* In any case where it is determined that there are emergency conditions dangerous to life, health or property affecting a historic resource an order to remedy these conditions without the approval of the board or issuance of a required certificate of appropriateness may be issued, provided that the HPO and the chair of the board has been consulted. The building official shall provide the board with adequate photographic evidence and a professional engineer's opinion as to the conditions warranting the demolition.
- (5) *Reconstruction.* A historic resource that is substantially destroyed by fire, storm or other hazard may be reconstructed accordance with the Secretary of the Interior's Standards. Notwithstanding the general

requirements of the zoning district in which the resource is located, the reconstruction may be approved with the same setbacks, step backs and height from the finished floor as the resource it is replacing.

20. New Symerna Beach

- (k) *Demolition by neglect.* The owner of a contributing building or structure within an historic district shall comply with all applicable codes, laws and regulations governing the maintenance of property. It is the intent of this section to preserve from deliberate or inadvertent neglect the exterior features of buildings and structures designated as contributing or significant and the interior portions thereof when such maintenance is necessary to prevent deterioration and decay of the exterior. All such buildings or structures shall be preserved against such decay and deterioration and free from structural defects through prompt corrections of any of the following defects:
- (1) Facades that may fall and injure persons or property;
 - (2) Deteriorated or inadequate foundation, defective or deteriorated flooring or floor supports, deteriorated walls or other vertical structural supports;
 - (3) Members of ceilings, roofs, ceiling and roof supports or other horizontal members that sag, split or buckle due to defective material or deterioration;
 - (4) Deteriorated or ineffective waterproofing of exterior walls, roof, foundations or floors, including broken windows or doors;
 - (5) Defective or insufficient weather protection for exterior wall covering, including lack of paint or weathering due to lack of paint or other protective covering; or
 - (6) Any fault or defect in the building that renders it not properly watertight or structurally unsafe.
- (l) *Non-compliance.*
- (1) The commission, building official and code enforcement officer are each authorized to institute any and all proceedings in law or equity, as they deem necessary and appropriate to obtain compliance with the requirements of this section, or to prevent a violation thereof.
 - (2) No building permit shall be issued with respect to any premises upon which a significant building has been voluntarily demolished in violation of this section for a period of 22 months after the date of the completion of such demolition. As used herein "premises" includes the parcel of land upon which the demolished significant building was located and all abutting parcels of land under common ownership or control on or subsequent to the date this section was approved.
 - (3) Upon a determination of the commission that a building is a preferably preserved significant building, the owner shall be responsible for properly securing the building, if vacant, to the satisfaction of the building official and/or code enforcement officer.
 - (4) Anyone who demolishes a building or structure identified in section 50-12(e) without first obtaining, and complying fully with the provisions of, a demolition permit shall be subject to a fine of up to \$5,000.00.
- (m) *Appeals to the city commission.* Within 15 days of the commission decision, any affected person may appeal to the city commission any decision of the commission on an application for a demolition. The city commission shall approve, approve with conditions, or disapprove the application within 60 days after receiving the appeal. The city commission shall only approve the demolition of a contributing building if they determine that the request complies with subsections (g)—(j) of this section.
- (n) *Withholding of demolition permit.* The demolition permit shall be withheld until the procedural requirements of subsections (f) through (j) inclusive have been satisfied.

21. Monroe County

Sec. 135-8. Maintenance of Designated Historic Property.

- (a) Nothing in this article shall be construed to prevent the ordinary maintenance, repair, or improvement, which does not involve a change of design, appearance, or material, or prevent ordinary maintenance of landscaping features.
- (b) Where the HPC determines that a designated historic property is endangered by lack of maintenance and repair, it shall notify appropriate officials of the county, so that the county may seek correction of such deficiencies under authority of applicable laws and regulations.
- (c) In the event the building official determines that any designated historic structure is unsafe, he shall immediately notify the HPC of such findings. Where feasible within applicable laws and regulations, the building official shall endeavor to have the structure repaired rather than demolished and shall take into consideration any comments and recommendations of the HPC. The HPC may take appropriate actions to effect and accomplish preservation of such structure including, but not limited to, negotiations with the owner and other interested parties.

22. Orlando

Sec. 62.707. Criteria for Demolition.

In reviewing an application for the demolition of an historic landmark or a structure in an HP Overlay district, the Historic Preservation Board shall consider the following criteria:

- (a) The historic, architectural or environmental significance of the structure.
- (b) The historic, architectural or environmental significance of the structure to the overall ensemble of structures within the HP Overlay district and the importance of the structure to the integrity of the HP Overlay district.
- (c) The aesthetic interest that the structure adds to the HP Overlay district, or in the case of an historic landmark, to the City.
- (d) The number of remaining examples of similar significance in the HP Overlay district or, in the case of an historic landmark, in the City.
- (e) The difficulty or impossibility of reproducing such a structure because of its design, texture, material, detail, size, scale or uniqueness of location.
- (f) The plans for future utilization of the site and the effect those plans will have on the architectural, historical, archaeological, social, aesthetic or environmental character of the HP Overlay district.
- (g) The reasonable measures that can be taken to save the structure from further deterioration, collapse, arson, vandalism or neglect.
- (h) Any measures that have been taken to prevent the structure from deteriorating, such as performance of normal maintenance and repairs and provision of normal tenant improvements. In addition, whether the structure was willfully or negligently allowed to deteriorate.
- (i) The determination by the Building Official that the structure is an imminent hazard to public safety and that repairs would be impractical.

- (j) The economic hardship imposed on the owner if the application for Certificate of Appropriateness for demolition is denied.

23. Tampa

Sec. 27-102. Maintenance and repair of landmarks, landmark sites and property in historic districts, multiple property designation or conservation overlay district.

- (a) *Prevention of demolition by neglect.* The owner and the tenant of a landmark, a landmark site or a property in a historic district, multiple property designation or conservation overlay district, shall keep in good repair: (1) all of the exterior portions of such structures; and (2) all interior portions thereof which, if not so maintained, may cause such structures to deteriorate or to become damaged or otherwise to fall into a state of disrepair. The purpose of this section is to prevent a person from forcing the demolition of his structure by neglecting it and permitting damage to it by weather or vandalism, and to protect Tampa's historic resources by intervening when a historically designated structure is undergoing demolition by neglect. Demolition by neglect is defined as a situation in which a property owner, or others having legal possession, custody or control of a property, allow the condition of a contributing structure or structure designated as a landmark, to suffer such deterioration, potentially beyond the point of repair, as to threaten the structural integrity of the structure or its relevant architectural detail to a degree that the structure and its character may potentially be lost to current and future generations. No provision in this chapter shall be interpreted to require an owner or tenant to restore the structure to its original appearance.
- (b) *Ways to improve the condition of the property.* The BLC administrator shall request a meeting with the owner and the tenant when the landmark or contributing structure is in poor repair, and the BLC administrator shall discuss with them ways to improve the condition of the property. After this step the BLC administrator may request the PDD or applicable code enforcement department or official to take action to require correction of defects in any structure designated under this chapter so that such structure shall be preserved in accordance with the purposes of this chapter. In the event emergency conditions dangerous to life, health or property exist, as determined pursuant to subsection (e), the BLC administrator does not have to comply with the provisions of this subsection.
- (c) *Ordinary maintenance and repairs.* Ordinary maintenance and repairs may be undertaken without a certificate of appropriateness, provided that the work involves repairs to existing features of a structure or the replacement of elements of a building or structure with pieces identical in appearance and provided that the work does not change the structure's exterior appearance which is visible to the public.
- (d) *Control of demolition by neglect of contributing structures within local historic districts or those structures designated as local landmarks.*
 - (1) In order to promote the purposes of historic preservation, this subsection requires that owners of historic properties maintain their properties and not allow them to fall into disrepair. The requirements of this subsection are applicable only to contributing structures in local historic districts or those structures designated as local landmarks.
 - (2) *Conditions of neglect defined and prohibited.* Owners or others having legal possession, custody or control of a contributing structure in a local historic district or a structure designated as a local landmark shall maintain or cause to be maintained the exterior and structural features of their properties and not allow conditions of neglect to occur on such properties. It is a violation to fail to remedy a condition of neglect as defined in this section.

Conditions of neglect include, but are not limited to, the following:

 - a. Deterioration of exterior walls, foundations, or other vertical support that causes leaning, sagging, splitting, listing, or buckling.

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- b. Deterioration of flooring or floor supports, roofs, or other horizontal members that causes leaning, sagging, splitting, listing, or buckling.
 - c. Deterioration of external chimneys that causes leaning, sagging, splitting, listing, or buckling.
 - d. Deterioration or crumbling of exterior brick, plaster or mortar.
 - e. Ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors.
 - f. Defective protection or lack of weather protection for exterior wall and roof coverings, including lack of paint, or weathering due to lack of paint or other protective covering.
 - g. Rotting, holes, and other forms of decay.
 - h. Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes delamination, instability, loss of shape and form, or crumbling.
 - i. Deterioration that has a detrimental effect on the surrounding historic district.
 - j. Deterioration that contributes to a hazardous or unsafe condition.
- (3) *Undue economic hardship.* A property owner who believes that application of this section creates an undue economic hardship may apply for a variance under the process contained in section 27-96, but applying the economic hardship criteria contained in section 27-103.
- (e) *Emergency conditions.* In any case where the PDD, in coordination with the applicable code enforcement department or official, determines that there are emergency conditions dangerous to life, health or property affecting a landmark, a landmark site or a property in a historic district, the department may order the remedying of these conditions without the approval of the BLC. The department shall promptly notify the administrator of the BLC of the action being taken. When the emergency conditions do not require demolition, the department shall make every effort to carry out the intent of this chapter and to use the design standards of the BLC when remedying the emergency conditions. Failure to comply with an order issued pursuant to this section, within the reasonable time set within the order for compliance, is a violation of this Code.
- (f) *Other laws and regulations.* The provisions of this section shall be in addition to all other provisions of the state and city laws and regulations requiring that buildings and structures be kept in good repair.