



APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

\$200 application fee plus escrow deposit (minimum \$1,500 at submittal)

I. PROPERTY INFORMATION:

THIS SECTION FOR OFFICE USE ONLY

Site Designation Name: Town Hall
Property Address: 535 Park Ave.
Lake Park, Fla.
Folio No.: 36-43-42-20-01-019-0010

SPECIAL ☐ REGULAR ☐

Designation No.: _____

Date Application Received: _____

Date of Designation: _____

LEGAL DESCRIPTION

Type of Designation: _____

Subdivision: KELSEY CITY

Assigned COA No.: _____

Lot: IN PB 6 PGM 15 to 18
23 + 27 + 34-37 INCLUDED
Block: 19 (LESS E 130 FT)

Property is in a District: ☐ YES

☐ NO

Non-Contributing: ☐

Contributing: ☐

II. APPLICANT INFORMATION:

Name(s) of Owner: Town of Lake Park

Name of Applicant: PUBLIC WORKS DEPARTMENT

Address of Applicant: 640 OLD DIXIE HIGHWAY
LAKE PARK, FLORIDA

Applicant telephone number: 561-881-3345

Applicant E-Mail Address: publicworks@lakeparkflorida.gov

Applicant is: ☒ Owner
☐ Lease
☐ Contractor
☐ Legal Agent

All applications shall include one or two 3" x 5" color photographs of the designated property and project plans.

III. THE PROPOSED PROJECT WILL INCLUDE:

Please check those that apply to your project.

☐ Maintenance or Repair

☒ Restoration

☐ Rehabilitation

☐ Evacuation

☐ Demolition

☐ New Construction

☐ Relocation

IV. DESCRIPTION OF THE PROPOSED PROJECT:

Please describe what changes will be made to the following items and how they will be accomplished.

Structural System:

Roofs and Roofing System:

Windows and Doors: • REPLACE EXISTING DOORS (2ND) & WINDOW PANELS (3RD)
WITH STORM-RESISTANT IMPACT PRODUCT.

Materials: (masonry, wood, metal):

Porches, Porte-cochere, Steps and Stairways: • MODIFY / ADD ADA ACCESS TO
REAR PATIO ACCESS.

Painting and Finishes and Color:

Additions:

Demolitions:



PLEASE DO NOT DETACH FROM APPLICATION.

SIGNATURE REQUIRED BELOW.

Please be advised that Section 51-6 of the *Town of Lake Park Code of Ordinances* provides for the Town to be reimbursed, in addition to any application or administrative fees, for any supplementary fees and costs the Town incurs in processing development review requests.

These costs may include, but are not limited to, advertising and public notice costs, legal fees, consultant fees, additional Staff time, cost of reports and studies, NPDES stormwater review and inspection costs, and any additional costs associated with the building permit and the development review process.

For further information and questions, please contact the Community Development Department at 561-881-3318.

I, Jaime Morales, have read and understand the regulations above regarding cost recovery.

[Signature]
Property Owner Signature

09.15.2025
Date

Development

- ***Architectural Design:***

Design work to include a condition assessment of the structure and the development of architectural plans and specifications identifying the structural preservation improvements needed and building use assessment to determine the use improvements needed to provide the best use functionality for the Town and its residents.

Develop a set of architectural plans and specifications including work specific details for each of the proposed preservation and compliance work items.

- ***Exterior Hardening:***

- a. ***Exterior Door Replacement***

Replacement of two (2) existing exterior doors at the rear of the building. One door leads to the Commission Chambers room and the other to the Town's Public Information office

The doors are in disrepair, but were not included in previous preservation projects to do budget limitations.

Remove existing non-compliant doors and replace with new Impact Rated doors.

Doors to remain period correct.

Clean and reuse existing door hardware.

- b. ***Exterior Window Glass Replacement:***

Change the glass work in an existing architectural window feature to Impact Rated Glass. With the completion of this fix-glass window change out, all of the building windows will have been hardened to Impact Rated exterior glass.

- ***Exterior ADA Accessibility Compliance:***

Provide ADA Accessibility to rear entrance of Town Commission Chambers

Construct concrete sidewalks, landings and ramps to provide ADA access from public walks to the rear entry of the Town Hall Commission Chambers room. Currently the rear entrance does not accommodate ADA access.

Construction of ADA accessible sidewalks, landings and ramps for the rear entry of the Commission Chambers area. Currently the commission chambers rear access does not provide an accessible route in or out of the access point. This new concrete work will provide the required and necessary access route that will bring this building entry point into compliance with federal access regulations.

DOOR REPLACEMENT – Town Hall Rear Access:



*Double Door Entry at rear of Town Hall Commission Chambers
Doors to be replaced with similar door, Impact Rated with period correct aesthetics
Reuse existing hardware*



*Single Door Entry at rear of Town Hall into Public Information Office
Door to be replaced with similar door, Impact Rated with period correct aesthetics
Reuse existing hardware*

Exterior Window Glass Change-out:



The sections of radius arched windows (above the casement windows) are not impact rated.
Building exterior hardening plan is to change these openings to achieve an impact rating.



ARCHITECTURAL SERVICES SCOPE OF WORK:

Building Preservation and Compliance Improvements

This project is partially funded by a grant from the State of Florida, Department of State, Division of Historical Resources. Project funding is for the procurement of Architectural/Engineering services required to develop and produce 1005 Construction and Permit ready construction plans and specifications including elevations, for the restoration of the Lake Park Town Hall.

Tasks Deliverable associated with the grant are:

- Task 1:** Provide a copy of the professional architectural / engineering firms credentials and a project timeline (schedule) of the proposed work.
- Task 2:** Provide conceptual project drawings with elevations for review and approval
- Task 3:** Provide a copy of the 50% complete construction drawings for review and approval
- Task 4:** Provide a copy of the 100% complete construction drawings for review and approval

Scope of Work:

The Lake Park Town Hall is the operations center for the Town of Lake Park. The Town Hall building houses the Town's Administration services, the Town Clerk, the Community Development office, the Finance Department, the Events office and the Town's Commission Chambers. Additionally, the 3rd Floor includes the Mirror Ballroom, which is used for events ranging from official town meetings to wedding ceremonies.

Over the past several years the Town Hall has seen various historic preservation projects designed to repair and harden the exterior façade of this historic building. There are a few remaining building components that need to be preservation work. If awarded this grant opportunity, the Town will use the grant funds for design and construction to address those remaining building preservation needs.

Upon receipt of grant funding, the Town will look to develop design plans for the preservation construction projects. Upon completion of the final plans and specifications and Division approval, the Town will look to competitively solicit bid proposals, pursuant to the Town's purchasing policy, from contractors that have the qualifications and experience to meet the needs of this unique historic preservation project.

The Town's Public Works Department and their Capital Projects manager, in coordination with the Historical Preservation Architect, will work closely with the contractor to ensure the industry practices and standards are implemented and that the desired results are achieved.

The written specifications shall be used by the Town for soliciting project bids and as construction contract documents identifying the required project scope of work for each of the two building improvement project identified above.

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ADA SIDEWALK ACCESS COMPLIANCE:



Modify the ADA pathway and access to the Commission Chambers door area



Alcove area just at Commission Chambers door area



Rear parking area leading alcove at rear Commission Chambers entry

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REGULAR CERTIFICATE OF APPROPRIATENESS

Designation Name: _____ **C.O.A. #:** _____

Historic Preservation Specialist Reviewer: _____

Application was received complete: ☐ **Yes**
☐ **No**

Request for Additional Documentation: ☐ **Yes**
☐ **No**

What documents or information requested:

Additional Documentation Received: ☐ **Yes** **Date Received:** _____
☐ **No**

Site Inspection: ☐ **Yes** **Date Inspected:** _____
☐ **No** **Inspector:** _____

☐ **Approved** ☐ **Approved with Conditions** ☐ **Denied**

Expiration Date: _____

(Signed) Historic Preservation Division Director

Date

NOTE: The Certificate of appropriateness is valid for a period of 180 days after the date of its approval. After the expiration date a 60-day period may be allowed to complete work In progress if the owner can show cause why the work has not been completed; otherwise, the owner must reapply. Any questions regarding this application may be directed to Community Development Director at 561-881-3319.

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SPECIAL CERTIFICATE OF APPROPRIATENESS

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STAFF RECCOMENDATIONS:

Date of Board Hearing: _____

Board Actions/Conditions:

☐ Approved ☐ Approved with Conditions ☐ Denied

Expiration Date: _____

(Signed) Historic Preservation Division Director

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