



Staff Report

Owner/Applicant:	Town of Lake Park Public Works Department ("Applicant")
Address:	535 Park Avenue ("Property")
Current Zoning:	Public District
FLUM land use category:	Other Public Facilities
Existing uses on site:	Town Hall Offices
Photos of Structure:	See Exhibits
Historic Property Survey 1981:	c. 1927, Municipal Building

SUMMARY OF NEW REQUEST AND BACKGROUND INFORMATION:

The Town’s property at 535 Park Avenue was listed in the National Register of Historic Places on September 3, 1981 and has been locally historically designated. The property, constructed in 1927, has served as a municipal building since the Kelsey City Era, a function that it still serves today for Lake Park staff. The structure’s notable design features include jack arches, open-bed pediments over the ground floor windows, and a rusticated frontispiece in the center bay of the seven-bay façade.

Because the Town (applicant) is seeking approval to make hurricane hardening renovations to exterior façade features as well as ADA upgrades on the grounds, a special certificate of appropriateness from the Historic Preservation Board is required.

The proposed scope of work includes replacing the double entry glass door at the east side of the Commission chambers with impacted rated materials, replacing the Town Hall conference room windows with impact rated windows, creating a new ADA accessible pathway to the commission chamber doors, and reconfiguring the parking lot. In summary, these renovations are proposed for hurricane hardening and ADA compliance. The Applicant has provided photo documentation demonstrating the current conditions for the affected areas under Exhibit B.

For a complete overview of the proposed changes, please refer to the Applicant’s plans prepared by the Town’s historical architectural consultant, TFH Architecture, and included in the Applicant’s special certificate of appropriateness application packet.

Staff has reviewed the proposed renovations for compliance with our zoning code procedures and has found TFH’s methodology to be in line with code requirements for a special certificate of appropriateness. All portions of this application pertaining to actions governed by the Florida Building Code will be subject to building permit review following the approval of this special certificate of appropriateness request.



Staff Report

EXHIBIT B – Existing Conditions



*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*



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.



*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*





Staff Report



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



Staff Report

APPLICABLE GUIDELINES:

Town Code Section 66-10(a) states that an application for a certificate of appropriateness is required to erect, alter, restore, renovate, excavate, move or demolish any structure, building or site that is historically designated.

Town Code Section 66-10(c) states that the Town has adopted the Secretary of Interior's Standards of Rehabilitation, which are guidelines on which applications for any certificate of appropriateness are to be measured and evaluated.

Town Code Section 66-10(e) states that any alteration to buildings or sites other than ordinary maintenance must apply for a Special Certificate of Appropriateness.

ANALYSIS AND STAFF DETERMINATION

This project proposal is being brought forward by the Town's historical architectural consultant TFH Architecture, who was retained by the Public Works Department to draft the renovation plans. In their September 15, 2025 letter, TFH has confirmed that the proposed renovations are in keeping with the applicable Secretary of the Interior's Standards of Rehabilitation, which are stated under Sec 66-10 (c) to be the adopted standards by which certificate of appropriateness applications are to be reviewed. Pertaining to the 4 relevant criteria, they offered the following responses:

1. The referenced property will be used as it was historically intended, and the proposed work will not diminish its current historic usage.
2. The historic character of the property will be retained and preserved. New materials introduced as part of the restoration work are necessary to harden the building against hurricanes and improve ADA accessibility. In every case, new materials will accurately replicate the original components.
3. The property is recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. No chemical or physical treatments are proposed. However, should they become necessary, only the gentlest means possible will be permitted. Treatments that could cause damage to historic materials are not proposed.

Based on these responses, staff is satisfied that TFH has complied with the requirements of our historic preservation ordinance pertaining to special certificates of appropriateness; for the full proposal details, please refer to TFH's plans.



**Town of Lake Park
Historic Preservation Board Meeting
Meeting Date: October 6, 2025
HPB 25-001**

Page 6 of 6

Staff Report

Staff concludes the requested actions are consistent with the Land Development Code and the Secretary of the Interior's Standards and recommends **APPROVAL**.