



## HISTORIC RESOURCES PRESERVATION BOARD REPORT

**HRPB Project Number 25-00100192:** Consideration of a Certificate of Appropriateness (COA) for replacement windows at the property located at **30 South J Street 11B**. The subject property is a non-contributing resource to the Old Town Historic District and is located in the Downtown (DT) Zoning District.

**Meeting Date:** September 10, 2025

**Applicant:** Wright's Impact Window & Door, LLC

**Owner:** Richard Anderson

**Address:** 30 S J Street 11B

**PCN:** 38-43-44-27-20-000-0110

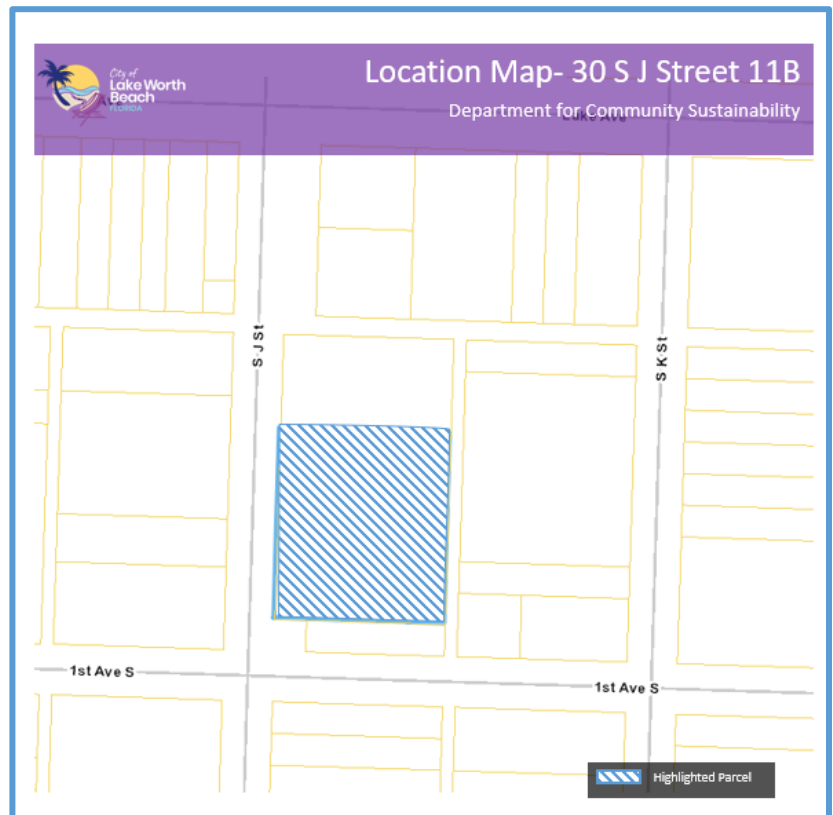
**Lot Size:** 0.38 acres / 16,500 SF

**General Location:** East side of South J Street between Lake Avenue and 1<sup>st</sup> Avenue South

**Existing Land Use:** Multi-family Condominium

**Current Future Land Use Designation:**  
Downtown Mixed Use (DMU)

**Zoning District:** Downtown (DT)



## RECOMMENDATION

The documentation and materials provided with the application request were reviewed for compliance with the applicable guidelines and standards found in the City of Lake Worth Beach Land Development Regulations (LDRs) and Historic Preservation Design Guidelines. Staff recommends the Board approves the proposed window replacements.

## PROJECT DESCRIPTION

The applicant, Wright's Impact Window & Door LLC, on behalf of the property owner, Richard Anderson, is requesting a Certificate of Appropriateness to replace 6 windows at the property located at 30 S J Street 11B.

## PUBLIC COMMENT

Staff has not received any letters in support of or opposition to the COA request.

## PROPERTY DEVELOPMENT HISTORY

The subject property at 30 South J Street is a 16 unit condominium building designed in 1972 by architect Arne J. Kontturi for Townsite Builders, Inc. of Lake Worth, Florida. The building has public frontage on South J Street to the west. The original architectural plans for the building are available in the City's property files. The building is designed in a contemporary style and still retains most of its original architectural features. Character defining features of the building include its "U" shaped courtyard design, symmetrical façade, spray-on pebble vertical columns in the projecting wings, and exposed entryways accessed from the "U" shaped balcony system with metal railings. Overall, the building retains a moderate degree of historic integrity of location, setting, materials, and design.

In December of 2017, unit 30 S J Street 10B requested to replace their original aluminum awning windows with PVC Horizontal Slider windows (HRPB Project Number 17-00100299). At that time, staff recommended denial of the application as proposed and recommended either retaining the existing windows or replacing with aluminum single-hung and/or casement windows in a silver mill or clear anodized finish with exterior raised applied triangular muntins to replicate the configuration of the existing awning windows. The HRPB heard the case and approved the applicant's request subject to the following conditions as detailed in the minutes of the December 13<sup>th</sup>, 2017 meeting:

*"#1 the approval it is for the entire building;*

*#2 the approval it is contingent upon receipt of a letter from HOA accepting these conditions on behalf of all residents;*

*#3 the window products will be as per a letter from the HOA to Mr. Morrison indicating locations of horizontal rollers (not required to have muntins), single-hung or double-hung windows.*

*#4 Either vinyl or aluminum windows may be used provided they are all the same color. Window product will be consistent with type, location, color, material and appearance throughout.*

*#5 Double or single-hung may be used and must have horizontal muntins similar to existing and approved by staff (a 2 over 2 pattern)."*

The Development Order for the project (**Attachment C**) was then drafted with the following conditions:

- 1) *The Applicant represented and provided evidence that the Homeowner's Association has committed that going forward all applications for new windows in the building will conform to this Order.*
- 2) *All replacement windows shall be uniform in color. The replacement windows may be aluminum or vinyl windows, however all replacement windows on the building shall be the same material.*
- 3) *All replacement windows facing the north, south and east property lines shall be replaced with horizontal roller windows. Replacement windows facing the west property line, including all windows within the courtyard, shall be replaced with double-hung windows with horizontal 2/2 muntins applied to replicate the original divided light patterns and shall be subject to staff review at permitting.*
- 4) *Single-hung or double-hung windows may be used.*

This conflicts with the provide letter from the HOA dated January 29<sup>th</sup>, 2018 which states *“This letter is to confirm to all property owners the boards decision to approve the decision on window changes as follows. All windows on the north, south, and east sides of building facing property lines (rear of building facing parking lot and 2 sides) must be replaced with double hung aluminum windows. All windows facing west and inside courtyard north and south (facing J Street and inside courtyard north and south) must be replaced with double hung windows.”* (**Attachment D**).

Since this approval, the majority (approximately 11/16) of the condominium units in the structure have applied for window replacements. Due to staff changes over time, various permit applications have been interpreted differently, resulting in a mixture of single hung and horizontal slider windows on the north, south and east sides of the structure, which is contrary to the goals of the original Development Order. As the Development Order is legally binding, current staff has been requiring replacement windows to feature Horizontal Slider windows as conditioned in the Development Order.

On May 2, 2025, the applicant submitted a permit application for the replacement of 5 awning and 1 single hung windows with single hung windows. Historic preservation staff disapproved the application, noting that the proposed windows do not comply with the Development Order conditions of approval. However, as the structure has had inconsistent window replacements, staff recommended the applicant make a request of the HRPB in order to replace the windows as detailed in their application.

Generally, historic review only applies to those windows that are visible from the public right-of-way for non-contributing structures. However, as the previous Development Order specified a unified replacement pattern for all window openings and the majority of the windows can be seen from either South J Street or 1<sup>st</sup> Avenue South, the current application applies to all openings on the structure.

Photos of the existing openings, and window order spec sheet for the proposed windows and doors and floorplan are included as **Attachment A**. The original architectural plans for the structure are included as **Attachment B**.

## ANALYSIS

### Consistency with the Land Development Regulations and Historic Preservation Design Guidelines

All exterior alterations to structures within a designated historic district are subject to visual compatibility criteria. Staff has reviewed the documentation and materials provided in this application and outlined the applicable guidelines and standards found in the City’s Historic Preservation Ordinance, detailed in the section below. The window replacement section of the City’s Historic Preservation Design Guidelines, which addresses appropriate glazing, is included as **Attachment E**.

#### **Section 23.5-4(K)(1) General guidelines for granting certificates of appropriateness**

1. In general. In approving or denying applications for certificates of appropriateness, the city shall, at a minimum, consider the following general guidelines:
  - A. What is the effect of the proposed work on the landmark or the property upon which such work is to be done?

**Staff Analysis:** The applicant is proposing to replace 6 windows within their condo unit, which face the courtyard and rear parking of the property. As the majority of windows in the condominium have previously been replaced, the proposed work would have a negligible impact on the property in consideration of the work that has already been done.

- B. What is the relationship between such work and other structures on the landmark site or other property in the historic district?

**Staff Analysis:** The proposed change to the windows will have no direct physical effect on any surrounding properties within the Old Town Historic District.

- C. To what extent will the historic, architectural, or archaeological significance, architectural style, design, arrangement, texture, materials and color of the landmark or the property be affected?

**Staff Analysis:** According to the regulations outlined in the City's Historic Preservation Design Guidelines, windows and doors are character-defining features that give a building its own character compared to other structures and are important features to be preserved. However, the applicant's proposed replacement windows are in keeping with the replacement materials specified in the Design Guidelines and therefore will not significantly affect the visual appearance of the property.

- D. Would denial of a certificate of appropriateness deprive the property owner of reasonable beneficial use of his property?

**Staff Analysis:** No, denial of the COA would not deprive the applicant of reasonable use of the property as the applicant would be permitted to replace the windows subject to the existing Development Order for the condominium (HRPB 17-00100299).

- E. Are the applicant's plans technically feasible and capable of being carried out within a reasonable time?

**Staff Analysis:** Yes, the applicant's plans can be completed in a reasonable timeframe.

- F. Are the plans (i) consistent with the city's design guidelines, once adopted, or (ii) in the event the design guidelines are not adopted or do not address the relevant issue, consistent as reasonably possible with the applicable portions of the United States Secretary of the Interior's Standards for Rehabilitation then in effect?

**Staff Analysis:**

The Design Guidelines suggest that original awning windows should most successfully be replaced with single leaf casement window with lites to match the existing lite pattern. They also suggest that a single hung window with four horizontal lites is an appropriate, although less successful, replacement. As such, the conditions of the development order are in conflict with the best practices outlined in the design guidelines, and the applicant's proposal is generally more consistent with the requirements of the Design Guidelines. Were the applicant to add horizontal muntins to window openings 4 and 5, they would successfully replicate the existing awning windows.

- G. What are the effects of the requested change on those elements or features of the structure which served as the basis for its designation, and will the requested changes cause the least possible adverse effect on those elements or features?

**Staff Analysis:** The structure is currently classified as non-contributing. The proposed windows will not have an adverse effect on the structure and are generally appropriate replacements for the existing single hung and awning windows as detailed in the City's Design Guidelines for window replacement.

## CONCLUSION AND CONDITIONS

The proposed replacement single hung windows are more in keeping with the requirements of the City's Design Guidelines compared to the conditions of approval of the 2017 Development Order. As the windows on the rear of the structure have been replaced previously with single hung windows on other units, **Staff recommends approval of the application with conditions as follows:**

**Conditions of Approval:**

1. Any future replacements shall comply with this decision. Any future replacement of windows which have previously been replaced with Horizontal Slider windows shall comply with these requirements.
2. Window openings 1, 2, and 3 shall be 4 lite single hung windows to replicate the existing awning windows.
3. Window openings 4 and 5 shall be single hung windows, the applicant shall add two horizontal muntins to match the existing awning windows.
4. Opening 6 shall be a clear single hung window.
5. Openings shall not be filled in or made larger to accommodate alternately sized products.
6. All glazing shall be clear, non-reflective and without tint. Low-E (low emissivity) is allowed but the glass shall have a minimum 60% visible light transmittance (VLT) measured from the center of glazing. Glass tints or any other glass treatments shall not be combined with the Low-E coating to further diminish the VLT of the glass. Glazing for front doors and bathroom windows may use a white interlayer for privacy.
7. All windows and doors shall be installed recessed in the jambs and shall not be installed flush with the exterior wall.
8. All divided light patterns shall be created utilizing exterior raised applied muntins. Exterior flat muntins or "grids between the glass" shall not be used.

**BOARD POTENTIAL MOTION:**

I MOVE TO **APPROVE** HRPB Project Number 25-00100192 with staff recommended conditions for a Certificate of Appropriateness for window replacements to the existing residence at 30 S J Street 11B, based upon the competent substantial evidence in the staff report and pursuant to the City of Lake Worth Beach Land Development Regulations and Historic Preservation requirements.

I MOVE TO **DISAPPROVE** HRPB Project Number 25-00100192 for a Certificate of Appropriateness for window replacements to the existing residence at 30 S J Street 11B, because the applicant has not established by competent substantial evidence that the application complies with the City of Lake Worth Beach Land Development Regulation and Historic Preservation requirements.

**Consequent Action:** *The Historic Resources Preservation Board's decision will be final decision for the COA application. The Applicant may appeal the Board's decision to the City Commission.*

**ATTACHMENTS**

- A. Installation Map, Photos, and Quote Forms
- B. Original Plans
- C. HRPB 17-00100299 Development Order
- D. Condominium letter
- E. Historic Preservation Design Guidelines: Window Replacement