

CITY OF ORMOND BEACH

FLORIDA

PLANNING

MEMORANDUM

TO: Chairman Shapiro, and Historic Landmark Preservation Board
(HLPB) Members

FROM: S. Lauren Kornel, AICP, Senior Planner

DATE: December 31, 2015

SUBJECT: Administrative Review for COA for Alteration – 25 Riverside Drive,
The Casements (Local Landmark)

The HLPB meeting scheduled for Tuesday, January 12, 2016, has been **CANCELLED**. Staff has not received any new cases that warrant a public hearing at this time. However, one Certificate of Appropriateness (COA) administrative determination was completed for the above-mentioned property. Below is a brief summary of the case that was reviewed in December, 2015 to determine if a COA for alteration would be appropriate.

25 Riverside Drive, The Casements: The subject property is listed as a local historic landmark and is city-owned. In response to a request to replace windows, an administrative review to determine if a COA for alteration would be warranted was completed.

A permit application was received to replace windows at the subject locally designated historic landmark as a matter of maintenance. According to the Land Development Code, maintenance activities such as replacement of windows with ones compatible in size and style with the original architecture may be approved without a Certificate of Appropriateness by the Planning Director or the Director's designee. Since the replacement of windows is a matter of maintenance and will be in keeping with the architectural style of the historic structure such that no detriment to the historic structure is expected, an administrative determination was made that no COA for alteration for review by the Board would be required.

The next regularly scheduled HLPB meeting will be Monday, February 15, 2016, at 4:00 p.m. in the Training Room at City Hall. Should you have any questions, I may be reached at 386-676-3345 or at lauren.kornel@ormondbeach.org.

cc: Ann-Margret Emery, Deputy City Attorney
Ric Goss, AICP, Planning Director
Melanie Nagel, Office Manager