



## HISTORIC PRESERVATION BOARD STAFF REPORT

### 19 S. Swinton Avenue

Meeting	File No.	Application Type
September 17, 2025	HP-000096-2025	Certificate of Appropriateness & Level 1 Site Plan Application

### REQUEST

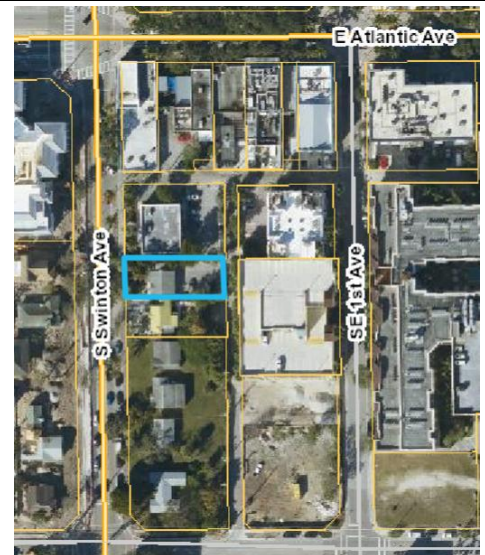
The item before the Board is consideration of a Certificate of Appropriateness (HP-000096-2025) & Level 1 Site Plan Application request associated with the material and color change for the roof of a contributing one-story structure located at **19 S. Swinton Avenue, Old School Square Historic District.**

### GENERAL DATA

**Owners:** 19 S. Swinton LLC  
**Location:** 19 S. Swinton Avenue  
**PCN:** 12-43-46-16-01-069-0090  
**Property Size:** 0.15 Acres  
**Zoning:** Old School Square Historic Arts District (OSSHAD)  
**Land Use:** Historic Mixed Use (HMU)  
**Historic District:** Old School Square Historic District (OSSHD)  
**Adjacent Zoning:**

- OSSHAD (North)
- OSSHAD (West)
- OSSHAD (South)
- OSSHAD (East)

**Existing Use:** Office  
**Proposed Use:** Office



### BACKGROUND AND PROJECT DESCRIPTION

The 0.15 acre subject property consists of Lot 9, Block 69, Town of Delray. The property, which is located on the east side of South Swinton Avenue, approximately 256' south of Atlantic Avenue, is considered a contributing property within the Old School Square Historic District. The property contains a one-story Minimal Traditional structure constructed in 1940 as a single-family residence. The structure is of reinforced masonry and wood construction on a concrete foundation. The roof is asphalt shingle and aluminum awning windows have replaced the original wood frame windows.

Two non-contributing one-story additions have been constructed on the east elevation of the structure. The first addition, built in 1967, consists of a flat roof, while the second addition, built in 1975, consists of a gable roof and a flat-roofed covered porch.

At its meeting of April 2, 1997, the Board approved a Certificate of Appropriateness (COA 8-301), Class V Site Plan, landscape plan, architectural elevations, and waiver requests associated with the

<b>Project Planner:</b> Michelle Hewett, Planner; hewettm@mydelraybeach.com	<b>Review Dates:</b> September 17, 2025	<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Photographs</li><li>2. Justification Statements</li><li>3. Building Materials &amp; Color</li></ol>
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conversion of the single-family residence to a hair salon. The approval consisted of the conversion of the original 878 square foot single-family residence to a hair salon; the enclosure of the 214 square foot carport on the north side of the dwelling to accommodate additional salon floor area (1,042 square feet total); the removal of the front driveway; and the installation of four parking spaces backing onto the alley at the rear of the property.

At its meeting October 6, 2004, a Class II Site Plan Modification was approved for the demolition of a non-contributing addition at the rear of the structure (resulting in 1,088 square feet) and removal of the existing four parking spaces to construct a new six space parking area, and associated site improvements and landscape island waivers.

On April 8, 2005, staff administratively approved Certificate of Appropriateness (2005-167) request for the replacement of roof shingles.

At its meeting of June 1, 2005, Certificate of Appropriateness (2005-224) request was approved for the installation of aluminum frame windows and door with impact resistant glass, subject to the following conditions:

1. That the window frames to the front (west) façade of the structure (that are visible from the public right-of-way) should be of aluminum clad wood;
2. That clear glass is used in the windows;
3. That the proposed muntin profile is approved by the HPB;
4. That the muntins on the glazed section of the door match the profile of those approved for the windows and finish.

At its meeting of July 15, 2015, a Class III application request was made for a change of use from office to retail with no site improvements or structural alterations proposed at this time, which was denied. On May 8, 2011, the Historic Preservation Board approved a sign request for the installation of a new free standing sign.

The subject request is for the replacement the existing asphalt shingle roof with a new mill finish standing seam metal roof for the contributing structure.

## **REVIEW AND ANALYSIS**

Pursuant to Land Development Regulation (LDR) Section 2.4.12(A)(5), prior to approval, a finding must be made that any Certificate of Appropriateness is consistent with Historic Preservation purposes pursuant to Objective HPE 1.4 of the Historic Preservation Element of the Comprehensive Plan; the provisions of Section 4.5.1; the Delray Beach Historic Preservation Design Guidelines; and, the Secretary of the Interior's Standards for Rehabilitation.

Pursuant to Land Development Regulation (LDR) Section 2.4.10(A)(3)(a), formal findings are not required for Level 1 Site Plan applications.

## **ZONING AND USE REVIEW**

Pursuant to LDR Section 4.4.24(B) – **Old School Square Historic Arts District (OSSHAD) Zoning:** The existing use is an office, and the proposed use will remain the same, which is a permitted use within the OSSHAD zoning district.

## **LDR SECTION 4.5.1**

## **HISTORIC PRESERVATION: DESIGNATED DISTRICTS, SITES, AND BUILDINGS**

Pursuant to LDR Section 4.5.1(E), Development Standards, all new development or exterior improvements on individually designated historic properties and/or properties located within historic districts shall, comply with the goals, objectives, and policies of the Comprehensive Plan, the Delray Beach Historic Preservation Design Guidelines, the Secretary of the Interior's Standards for Rehabilitation, and the Development Standards of this Section.

Pursuant to LDR Section 4.5.1(E)(2) – Minor Development.

The subject application is considered "Minor Development" as it involves the modification of less than 25 percent of the existing contributing structure.

Pursuant to LDR Section 4.5.1E(3) – Buildings, Structures, Appurtenances and Parking: Buildings, structures, appurtenances and parking shall only be moved, reconstructed, altered, or maintained, in accordance with this chapter, in a manner that will preserve the historical and architectural character of the building, structure, site, or district:

Pursuant to LDR Section 4.5.1(E)(4) – Alterations: in considering proposals for alterations to the exterior of historic buildings and structures and in applying development and preservation standards, the documented, original design of the building may be considered, among other factors.

The subject request involves the replacement of the existing asphalt shingle to a mill finish standing seam metal roof for the contributing one-story structure.

## **SECRETARY OF THE INTERIOR'S STANDARDS**

### **Standard 1**

A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

### **Standard 2**

The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

### **Standard 3**

Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

### **Standard 4**

Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

### **Standard 5**

Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

### **Standard 6**

Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

**Standard 7**

**Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**

**Standard 8**

**Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**

**Standard 9**

**New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**

**Standard 10**

**New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**

The use of the property will remain an office, which was converted from residential in 1997, and therefore, no changes are occurring with regard to use, meeting the intent of **Standard 1**. Regarding **Standards 2 and 9**, the structure originally had an asphalt shingle roof, which was a typical roof material for Minimal Traditional style structures of the time period. The roof has only ever been replaced with asphalt shingle over the years. Metal roofing has been utilized for historic, contributing structures, and when utilized the material would be in its original state such as a mill finish as such would have been available at that time period; which is proposed. Since the structure is currently deemed contributing and each structure can gain historic significance over time, the use of the authentic and appropriate materials is important for historic compatibility and legitimacy of the Old School Square Historic District. Below are the recommended approaches for the roof replacements as outlined in the Delray Beach Historic Preservation Design Guidelines and the Secretary of the Interior's Standards for Rehabilitation:

**Roofs**

Because they have a limited useful life, many roofs have been replaced over time. Sometimes the materials used in the replacement are not original to the building. Every effort should be made to identify the original roofing material and to use that material in the event a non-historic roof is replaced.

ROOFS	
RECOMMENDED	NOT RECOMMENDED
<b>Replacing</b> in kind an entire roof covering or feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a feature of the roof that is unrepairable and not replacing it, or replacing it with a new roof feature that does not match.  Using a substitute material for the replacement that does not convey the same appearance of the roof covering or the surviving components of the roof feature or that is physically or chemically incompatible.
Replacing only missing or damaged roofing tiles or slates rather than replacing the entire roof covering.	Failing to reuse intact slate or tile in good condition when only the roofing substrate or fasteners need replacement.
Replacing an incompatible roof covering or any deteriorated non-historic roof covering with historically-accurate roofing material, if known, or another material that is compatible with the historic character of the building.	

Secretary of the Interior's Standards for Rehabilitation

The Board has approved the use of metal roofs such as standing seam or aluminum shingles in some instances for similar style structures, but such has been considered by the Board on a case-by-case basis. This particular architectural style utilizes asphalt shingle or concrete tile roofing; a minimal detail roofing type. The Board will need to make a determination that the mill finish standing seam metal roof is appropriate for use on the contributing Frame Vernacular structure.

**Pursuant to LDR Section 4.5.1(E)(7) – Visual Compatibility Standards: new construction and all improvements to both contributing and noncontributing buildings, structures, and appurtenances thereto within a designated historic district or on an individually designated property shall be visually compatible. In addition to the Zoning District Regulations, the Historic Preservation Board shall apply the visual compatibility standards provided for in this Section with regard to height, width, mass, scale, façade, openings, rhythm, material, color, texture, roof shape, direction, and other criteria set forth elsewhere in Section 4.5.1. Visual compatibility for minor and major development as referenced in Section 4.5.1(2) shall be determined by utilizing criteria contained in (a)-(m) below.**

- a. **Height:** The height of proposed buildings or modifications shall be visually compatible in comparison or relation to the height of existing structures and buildings in a historic district for all major and minor development. For major development, visual compatibility with respect to the height of residential structures, as defined by 4.5.1(2)(a), shall also be determined through application of the Building Height Plane.
- b. **Front Facade Proportion:** The front facade of each building or structure shall be visually compatible with and be in direct relationship to the width of the building and to the height of the front elevation of other existing structures and buildings within the subject historic district.
- c. **Proportion of Openings (Windows and Doors):** The openings of any building within a historic district shall be visually compatible with the openings exemplified by prevailing historic architectural styles of similar buildings within the district. The relationship of the width of windows and doors to the height of windows and doors among buildings shall be visually compatible within the subject historic district.
- d. **Rhythm of Solids to Voids:** The relationship of solids to voids of a building or structure shall be visually compatible with existing historic buildings or structures within the subject historic district for all development, with particular attention paid to the front facades.

- e. **Rhythm of Buildings on Streets:** The relationship of buildings to open space between them and adjoining buildings shall be visually compatible with the relationship between existing historic buildings or structures within the subject historic district.
- f. **Rhythm of Entrance and/or Porch Projections:** The relationship of entrances and porch projections to the sidewalks of a building shall be visually compatible with existing architectural styles of entrances and porch projections on existing historic buildings and structures within the subject historic district for all development.
- g. **Relationship of Materials, Texture, and Color:** The relationship of materials, texture, and color of the facade of a building and/or hardscaping shall be visually compatible with the predominant materials used in the historic buildings and structures within the subject historic district.
- h. **Roof Shapes:** The roof shape, including type and slope, of a building or structure shall be visually compatible with the roof shape of existing historic buildings or structures within the subject historic district. The roof shape shall be consistent with the architectural style of the building.
- i. **Walls of Continuity:** Walls, fences, evergreen landscape masses, or building facades, shall form cohesive walls of enclosure along a street to ensure visual compatibility with historic buildings or structures within the subject historic district and the structure to which it is visually related.
- j. **Scale of a Building:** The size of a building and the building mass in relation to open spaces, windows, door openings, balconies, porches, and lot size shall be visually compatible with the size and mass of historic buildings and structures within a historic district for all development. To determine whether the scale of a building is appropriate, the following shall apply for major development only:
  - a. For buildings wider than sixty percent (60%) of the lot width, a portion of the front façade must be setback a minimum of seven (7) additional feet from the front setback line:
  - b. For buildings deeper than fifty percent (50%) of the lot depth, a portion of each side façade, which is greater than one story high, must be setback a minimum of five (5) additional feet from the side setback line:
- k. **Directional Expression of Front Elevation:** A building shall be visually compatible with the buildings, structures, and sites within a historic district for all development with regard to its directional character, whether vertical or horizontal.
- l. **Architectural Style:** All major and minor development shall consist of only one (1) architectural style per structure or property and not introduce elements definitive of another style.
- m. **Additions to individually designated properties and contributing structures in all historic districts:** Visual compatibility shall be accomplished as follows:
  - 1. Additions shall be located to the rear or least public side of a building and be as inconspicuous as possible.
  - 2. Additions or accessory structures shall not be located in front of the established front wall plane of a historic building.
  - 3. Characteristic features of the original building shall not be destroyed or obscured.
  - 4. Additions shall be designed and constructed so that the basic form and character of the historic building will remain intact if the addition is ever removed.
  - 5. Additions shall not introduce a new architectural style, mimic too closely the style of the existing building nor replicate the original design but shall be coherent in design with the existing building.

**6. Additions shall be secondary and subordinate to the main mass of the historic building and shall not overwhelm the original building.**

With respect to the **Relationship of Materials, Texture, and Color** the proposal includes a material change of the asphalt shingle roof to a mill finish standing seam metal roof. The request does not propose any modifications to the existing shape of the roof shape. According to the Old School Square HD 2010 Reclassification, the Minimal Traditional structure was built in 1940 with an asphalt shingle roof. While there has been much debate over the use of metal roofing within Delray Beach's five historic districts, it is a material that has been documented as being utilized on a case-by-case basis, particularly on wood frame structures. An asphalt shingle roof would be the most compatible roof material for the existing structure as was historically utilized; however, the use of metal for roofing could also be considered appropriate, such as aluminum shingles. The board will need to make a determination that the mill finish standing seam metal roof would be an appropriate roofing material for use on the subject Minimal Traditional style structure that allows for the relationship of materials, color, and texture to be considered visually compatible with the predominant materials used in the historic buildings within the Old School Square Historic District, along with the architectural styles simple and less detailed appearance.

**COMPREHENSIVE PLAN**

**Pursuant to the Historic Preservation Element (HPE), Objective 1.4, Historic Preservation Planning: Implement appropriate and compatible design and planning strategies for historic sites and properties within historic districts.**

The objective shall be met through continued adherence to the City's Historic Preservation Ordinance and, where applicable, architectural design guidelines through the following policies:

**Historic Preservation Element 1.4.1 Prior to approval or recommending approval of any land use or development application for property located within a historic district or designated as a historic site, the Historic Preservation Board must make a finding that the requested action is consistent with the provisions of Section 4.5.1 of the Land Development Regulations relating to historic sites and districts and the "Delray Beach Design Guidelines".**

The development proposal involves the replacement of the existing asphalt shingle roof with a mill finish standing seam metal roof. There are no concerns with respect to soil, topographic or other physical considerations. With respect to the adjacent land uses, the property is in an area surrounded by historic mixed uses and community facilities use. The board will need to determine that the proposal is consistent with the requirements of the Comprehensive Plan, and the provisions of LDR Section 4.5.1 relating to historic sites and districts as well as the "Delray Beach Historic Preservation Design Guidelines".

**ALTERNATIVE ACTIONS**

- A. Move to continue with direction.
- B. Approve Certificate of Appropriateness (HP-000096-2025) & Level 1 Site Plan Application, for the property located at **19 S. Swinton Avenue, located within Old School Square Historic District**, by finding that the request and approval thereof is consistent with the Comprehensive Plan and meets the criteria set forth in the Land Development Regulations.
- C. Approve Certificate of Appropriateness (HP-000096-2025) & Level 1 Site Plan Application, for the property located at **19 S. Swinton Avenue, located within Old School Square Historic District**,

by finding that the request and approval thereof is consistent with the Comprehensive Plan and meets the criteria set forth in the Land Development Regulations, subject to the following conditions:

1.

- D. Deny Certificate of Appropriateness (HP-000096-2025) & Level 1 Site Plan Application, for the property located at **19 S. Swinton Avenue, located within Old School Square Historic District**, by finding that the request is inconsistent with the Comprehensive Plan and does not meet the criteria set forth in the Land Development Regulations.

PUBLIC AND COURTESY NOTICES	
<input checked="" type="checkbox"/> Courtesy Notices are not applicable to this request	<input checked="" type="checkbox"/> Public Notices are not required for this request. <input checked="" type="checkbox"/> Agenda was posted on 9/10/25, 5 working days prior to meeting.



TAC Timeline Table			
Review No.	Submittal Date	TAC Comments Transmitted	Fee Due with Next Submittal?:
1	8/12/2025	Board Ready 9/2/25	No <u>  X  </u> Yes <u>      </u> Amount: <u>          </u>