



CITY OF DELRAY BEACH

DEPARTMENT OF DEVELOPMENT SERVICES

100 N.W. 1ST AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7040



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HISTORIC PRESERVATION BOARD STAFF REPORT

321 NW 1st Avenue

Meeting

September 17, 2025

File No.

HP-000030-2025

Application Type

Certificate of Appropriateness

REQUEST

The item before the Board is consideration of a Certificate of Appropriateness (HP-000030-2025) for the replacement and installation of windows and doors on a contributing single-family structure located at **321 NW 1st Avenue, Old School Square Historic District**.

GENERAL DATA

Owner: Karin Larson and Jason Bregman

Location: 321 NW 1st Avenue

PCN: 12-43-46-16-01-057-0080

Property Size: 0.45 Acres

Zoning: OSSHAD

LUM Designation: HMU (Historic Mixed Use)

Historic District: Old School Square Historic District

Adjacent Zoning:

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

Existing Land Use: Residential

Proposed Land Use: Residential



BACKGROUND AND PROJECT DESCRIPTION

The subject property consists of Lots 8 to 10, Block 57, Town of Delray and is zoned Old School Square Historic Arts District (OSSHAD). Located within the Old School Square Historic District, the property contains a non-contributing ranch style, single-family residence constructed in 1975. It contained an asphalt shingle roof, stucco siding, and awning windows.

At its meeting of October 15, 2008 the Historic Preservation Board recommended approval for a Certificate of Appropriateness and Waiver request (2008-245) was submitted to allow the required parking to be within the front setback. The request also includes the following:

- Removal of the existing concrete circular driveway;
- Replacement of the existing garage door with sliding glass doors;
- Replacement of a single hung window on the south elevation with sliding glass doors;
- Replacement of a single hung window on the east elevation with sliding glass doors;
- Installation of additional sliding glass doors within the screen porch along the east elevation;
- Installation of Chattahoochee loose gravel parking area at the north of the property.

The request was approved by the City Commission on October 29, 2008.

Project Planner:

Michelle Hewett, Historic Planner, hewettm@mydelraybeach.com

Review Dates:

HPB: September 17, 2025

Attachments:

1. Window and Door layout
2. Photographs
3. Justification Statements

On November 23, 2016 an administrative approval was granted for a Site Plan Application (2017-025) for the construction of a 144 square foot addition for the west elevation.

The request before the board is for the replacement of existing windows and doors. Specifically the following:

- Gray/anodized aluminum frames;
- Low-e glass; and
- Replacement/installation of horizontal roller windows and doors.

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.

ZONING AND USE REVIEW

Pursuant to LDR Section 4.4.24(B) – Old School Square Historic Arts District (OSSHAD)
Principal Uses and Structures Permitted

The use of single family residential is a permitted use within the OSSHAD zoning district. No changes to the use are proposed with this request.

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)(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 is for the replacement and installation of windows and doors with a combination of horizontal roller, slider, and single hung along with low-e glass and gray/anodized aluminum frames on the existing non-contributing structure.

Pursuant to LDR Section 4.5.1(E)(5) - Standards and Guidelines: a historic site, building, structure, improvement, or appurtenance within a historic district shall only be altered, restored, preserved, repaired, relocated, demolished, or otherwise changed in accordance with the Secretary of the Interior's Standards for Rehabilitation, and the Delray Beach Historic Preservation Design Guidelines, as amended from time to time.

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.

Standard 1, 2, and 5 are applicable. The existing Ranch style structure is currently used as a single-family residence, as it was originally constructed. The subject proposal is for the replacement and installation of windows and doors throughout the structure. The original structure contained awning windows, with some remaining, and some removed to accommodate an addition and modifications. The request includes the replacement and new use of horizontal roller windows, which is considered a modern/recent appearance and is not regularly utilized on historic structures within Delray Beach historic districts. This structure, however, is a non-contributing Ranch style structure where horizontal rollers may have been utilized during this timeframe. It is important to note that there is a window on

the west façade (front) which originally did not have muntins, but was added at a later date, that is also proposed to be a horizontal roller Window types and designs are considered a **distinctive feature, finish, construction technique, and example of craftsmanship that helps to characterize the historic property and they shall be preserved.**

The proposal also includes the utilization of gray/anodized aluminum frames. The existing structure currently uses anodized metal frames, so there is no concern with the proposed un-painted metal finish, as painted frames aren't necessarily a defining feature of a Ranch style structure. There is concern, however, with the use of low-e glass on some of the windows. Low-e glass is a modern application, not utilized during the time frame of current historic structures. This particular type of glass is inconsistent in its color grading and appearance when installed, thus creating concern for its use overall within the Historic Districts, as like & kind replacements come through for consistency that may not be able to be achieved. At the May 3, 2023, meeting, the HPB stated that windows utilized for contributing structures are to be clear (no tint, non-reflective, no low-e), as they are exempt from meeting Energy Code requirements. It was also determined that non-contributing structures can utilize gray colored windows to assist with meeting the requirements of the Energy Code. The use of reflective tint/green colored glass for Low-e windows to meet energy calculations was considered inappropriate for use with any structure within a historic district or individually designated properties within the City of Delray Beach and would need the Boards approval. The board will need to make a determination that the request is appropriate for the non-contributing Ranch structure.

Delray Beach Historic Preservation Design Guidelines:

WINDOWS	<u>Not Recommended:</u>
<p>Windows are a preeminent character-defining feature of a building. Their placement, design and materials serve to articulate and give definition to the design-specific styles and periods of time. For example: in Bungalows, there are usually multiple panes in the upper window sash, and in Mediterranean Revival designs, windows are frequently arched.</p> <p>When windows cannot be repaired, any replacement design should take into consideration the features of the original, including:</p> <ul style="list-style-type: none">• Trim detail;• Material;• Size and shape of frame and opening;• Reveal or setback of the window from the wall plane;• Light configuration;• Whether the horizontal line of the sash is on the same, or different, plane;• The color and reflective qualities of the glass; and• The muntin and mullion profiles and their configuration.	<ul style="list-style-type: none">• Cutting new openings, altering existing openings, blocking windows, and installing a replacement sash that does not fit the window.• Changing the historic appearance through inappropriate design materials or adding a finish or color that changes the sash, depth of reveal, the reflectivity, or the appearance of the frame.• Replacing viable windows rather than maintaining the original. Bronze, black frame, or tinted windows are not preferred choices.• New Construction: In selecting windows for an infill design in a historic district, flat "snap in" muntins should not be used to simulate the division of window panes. Any such divisions should be created with muntins that create a true profile.  <p><i>Flat and arched double-hung sash windows on a Mediterranean Revival house</i></p>

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 4.5.11(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 building 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:

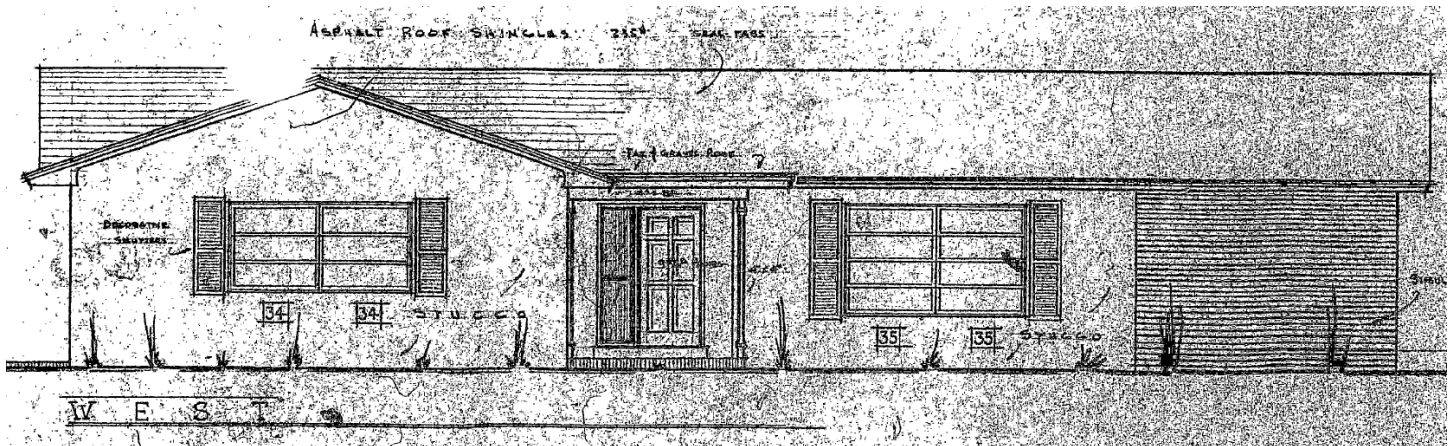
- k. **Directional Expression of Front Elevation:** A building shall be visually compatible with the buildings, structures, and sites within a historic district for all development with regard to its directional character, whether vertical or horizontal.
- l. **Architectural Style:** All major and minor 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 **Relationship of Materials and Color** the subject proposal consists of the installation and replacement of windows and doors on a non-contributing Ranch style structure. The original structure utilized awning windows throughout the structure. The specific replacement is for the following:

- North (Side Interior) – Replacement with four horizontal roller windows, one single hung window, and a new fiberglass door painted to match – clear glass with an applied frosted finish for the bathroom window.
- South (Side Interior) – Replacement with two single hung windows, and on horizontal roller to match – clear glass with an applied frosted finish for the bathroom window
- East (Rear) – Replacement with one horizontal roller window, and two sets of sliding glass doors – clear glass
- West (Front) – Replacement with one horizontal roller window, and new double entry door – low-e glass.

As previously mentioned the use of horizontal roller windows, while a modern window style, could have been utilized during this particular structures 1975 build date, and horizontal expression that is integral to a Ranch style structure. It is important to note that this is a residential structure, where horizontal rollers appear commercial in nature. All of the window frames are proposed to be the metal, anodized/gray finish aluminum, which is not commonly seen throughout Delray Beaches historic districts, however, the existing window frames use this type of frame finish. The Visual Compatibility Standards recommended approach for window replacement is **that 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.** Further, the Secretary of the Interiors Standards and Guidelines, do not recommend **changing the appearance of windows that contribute to the historic character of the building by replacing materials, finishes, or colors.** Rather, the recommended approach is to utilize materials that match **the old in design, color, texture, and other visual qualities and, where possible, materials.**

There is only one window currently on the structure that contains muntins, located on the most forward front wall plane (west), however that window originally did not contain muntins. The existing front door



is also proposed to be modified from a single-entry door with two windows on the side, to a double entry door. While the existing structure has a single-entry door, it has been modified from its original appearance, and the areas on either side of the current door contain windows, which the installation of a double entry door could be seen as keeping a similar appearance, given an appropriate door style. It is also not uncommon for Ranch style structures to have double entry doors. Consideration could be given, however, a different style of front door that is comprised of less glass to keep the residential appearance of the structure, where the current request is for two full glass doors.

Typically, a request for window replacement is reviewed by staff at the administrative level via the city Building Permit process. However, the use of low-e glass requires Historic Preservation Board review, as it has previously been deemed inappropriate for use on structures within Historic Districts, per the Boards direction. The board will need to make a determination that the request is appropriate for the contributing structure and compatible to the Old School Square Historic District.

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, to architectural design guidelines through the following policies:

HPE Policy 1.4.1 - Continue to require that the Historic Preservation Board make findings that any land use or development application for a historic structure, site or within a historic district, is consistent with the provisions of the Secretary of the Interior's Standards for Rehabilitation, the Land Development Regulations, and Delray Beach Historic Preservation Design Guidelines. The proposal is for the installation of new windows and doors throughout a non-contributing Ranch structure. The board will need to make a determination that the request can be found to be consistent with the provisions of LDR Section 4.5.1 relating to historic sites and districts as well as the Secretary of the Interior's Standards and the Delray Beach Historic Preservation Design Guidelines.

ALTERNATIVE ACTIONS

- A. Move to continue with direction.
- B. Approve Certificate of Appropriateness (HP-000030-2025), for the property located at **321 NW 1st Avenue, 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-000030-2025), for the property located at **321 NW 1st Avenue, 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:
- D. Deny Certificate of Appropriateness (HP-000030-2025), for the property located at **321 NW 1st Avenue, 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 the meeting. |
|---|---|

TAC Timeline Table

Review No.	Submittal Date	TAC Comments Transmitted	Fee Due with Next Submittal?:
1	8/1/2025	Board Ready 8/18/25	No <u> X </u> Yes <u> </u> Amount: <u> </u>