

**City of Cedar Key  
Historic Preservation Meeting  
April 30, 2026, at 11:00am  
809 6<sup>th</sup> Street  
Cedar Key, Florida 32625**

**1.Call to Order**

**2.Roll Call**

**Vanessa Edmunds, Seat 5**

**Scott Sykes, Seat 1**

**Doug Lindhout, Seat 2**

**Greg Lang, Seat 3**

**Susan Rosenthal, Seat 4**

**3.Pledge of Allegiance**

**4.Public Comment**

**5.COA 2026-04: Parcel Number 0856500000 (517 2<sup>nd</sup> Street)**

**6. COA 2026-05: Parcel Number 0873200000**

**7.Adjourn Historic Preservation Meeting**

**PLEASE TAKE NOTICE AN BE ADVISED, that if any interested person desires to appeal any decision of the Cedar Key Historic Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceeding, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodation to participate in the meeting should contact the City Clerk at 352-543-5132 at least 48hours in advance to request accommodation.**

CITY OF CEDAR KEY  
Historic Review Board  
AGENDA ITEM COVER SHEET

**SUBJECT:**

Certificate of Appropriateness (COA) 2026-04 – 517 2nd Street

**DISCUSSION:**

The City has received an application for a Certificate of Appropriateness (COA) for the property located at 517 2nd Street within the Historic District. The request was submitted by Knight Construction Group LLC on behalf of the property owner, Downtown Four LLC.

The proposed project includes the removal and replacement of novelty pine siding, replacement of select windows and exterior doors, removal and replacement of the second-floor front porch beam and railing, reconstruction of the rear porch, and interior renovations. As the scope of work exceeds ordinary maintenance and may affect the original appearance of the structure, review and approval by the Historic Preservation Board is required.

Staff have reviewed the application in accordance with Section 3.01.06 of the City's Land Development Regulations and the Secretary of the Interior's Standards for Rehabilitation. While portions of the proposed work appear consistent with maintaining the overall historic character, particularly the replacement of siding with similar materials and several elements require additional detail to ensure full compliance with applicable standards.

Specifically, the application does not include sufficient documentation to fully evaluate the compatibility of the proposed window replacements, including profiles, muntin patterns, and materials. The proposed rear door replacements include multiple options, but a final selection has not been identified for review. Additionally, no detailed drawings or specifications have been provided for the reconstruction of the front and rear porches, including railing design, which is necessary to confirm consistency with the existing architectural character.

The absence of full elevation drawings and detailed façade information limits the ability to evaluate the project against required standards related to proportion, rhythm of openings, materials, and overall building scale. For this reason, staff recommends approval with

conditions to ensure that all final design elements are consistent with the Historic District requirements and preserve the integrity of the structure.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

COA Application 2026-04 – 517 2nd Street

**POSSIBLE BOARD ACTION:**

The Historic Preservation Board may approve the Certificate of Appropriateness (COA) 2026-04 for 517 2nd Street with conditions requiring submission and staff approval of final window specifications, door selections, porch and railing details, and elevation drawings prior to issuance of any permits. Alternatively, the Board may table the application pending receipt of additional information necessary to demonstrate compliance with the City's historic preservation standards.



Phone (352) 543-5132  
Fax (866) 674-2419

PO Box 339  
Cedar Key, FL 32625

# City of Cedar Key Certificate of Appropriateness Application

Date: 04/15/2026

Circle One: COMMERCIAL RESIDENTIAL

Applicant Name: Christan McNulty, Knight  
Construction Group LLC.

Phone Number: (352) 477-0910

Physical Address: 517 2nd Street, Cedar Key, FL 32625

Owner Name: Downtown Four LLC. Nicholas Soldatos

Phone Number: (727) 580-1717

Parcel Number: 0856500000

Historic Site Number:

Requested Historic Board Presentation Date: 04/17/2026

Scope of Work: The scope of work will include the removal and replacement of the novelty pine siding, windows, doors, and paint. The outer beam and railing on the 2nd floor front porch will be removed and replaced. The rear porch will be removed and replaced. We also plan on renovating the interior of the building.

1-1.8 The City hereby adopts as a Historic District the area depicted on Map 8-1, which is that area bordered by 1st Street, 3rd Street and F Street, inclusive of both sides of the street but excluding the area known as Dock Street and the proposed site of the expanded sewer treatment plant at 3rd and C Streets.

Please fill out each section with as much detail as possible.

### 3.01.04. Certificates of Appropriateness Required (Please check one.)

Regulated Work Items must be certified as appropriate sites listed individually on the Local Register of Historic Places and all properties within the Historic District.

     A. *Administrative Approval*. The Administrator may approve work which constitutes "ordinary maintenance" or work which will result in the "original appearance" as defined in this code.

  X   B. *Historic Preservation Board Approval*. If the work is not "ordinary maintenance" and will not result in the "original appearance", certification of appropriateness must be obtained from the Historic Preservation Board.

OFFICE USE ONLY:

Date Received:

Next Applicable Board Meeting Date:

Application #:



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**3.01.06. Criteria for Certification as Appropriate:** The decision to issue Certificates of Appropriateness, except those for demolition and relocation, shall be guided by:

A. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings; and *(Initial Confirmation for the use of this Guideline)* CM

B. The following visual compatibility standards: *(Please initial all applicable items and acknowledge that it will be up to the applicant to provide the necessary details to ensure compliance.)*

CM 1. *Height.* Height shall be visually compatible with adjacent buildings.

CM 2. *Proportion of Building, Structure or Object's Front Facade.* The width to the height of the front elevation shall be visually compatible to buildings and places to which it is visually related.

CM 3. *Proportion of Openings Within the Facility.* The relationship of the width of the windows in a building, structure, or object shall be visually compatible with buildings and places to which it relates.

CM 4. *Rhythm of Solids to Voids in Front Facades.* The relationship of solids to voids shall be visually compatible with buildings and places to which it is visually related.

CM 5. *Rhythm of Buildings, Structures, or Objects on Streets.* The relationship to open spaces between adjoining buildings and places shall be visually compatible to the buildings and places to which it is visually related.

CM 6. *Rhythm of Entrance and/or Porch Projections.* The relationship of entrances and projections to sidewalks shall be visually compatible to the buildings and places to which it is visually related.

CM 7. *Relationship of Materials, Texture and Color.* The relationship of materials, texture and color of the facade shall be visually compatible with the predominant materials used in the buildings to which it is visually related.

CM 8. *Roof Shapes.* The roof shape shall be visually compatible with the buildings to which it is visually related.

CM 9. *Walls of Continuity.* Appurtenances such as walls, fences and landscape masses shall, if necessary, form cohesive walls of enclosure along a street to insure visual compatibility to the surrounding area.

CM 10. *Scale of a Building.* Size and building mass in relation to open space, windows, door openings, porches and balconies shall be visually compatible with the buildings and places to which it is visually related.

CM 11. *Directional Expression of Front Elevation.* A building, structure, or object shall be visually compatible with the buildings and places to which it is visually related in its directional character.

CM 12. *Screening of Elevated Buildings.* A building required by Section 6.07.00 of this Chapter to be elevated more than three feet above grade shall mask the fact that it is elevated through the use of appropriate architectural screening so that the building, when viewed from public rights-of-way, appears to have been constructed at, or near, natural grade.

C. *Considerations of Scale.* *(Please initial acknowledgement of this standards.)*

CM 1. Buildings shall be of appropriate scale to avoid adverse impacts to the surrounding uses and properties.

CM 2. Buildings shall not be out of scale with documented historic development patterns and surrounding contributing structures.

D. *Elevation Considerations.* Where Base Flood Elevation (BFE) is less than three feet above grade, buildings shall not be elevated more than one foot above BFE. Where BFE is more than three feet and less than nine feet above grade, buildings may be elevated to nine feet above grade.



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**3.01.05. Regulated Work Items (Please check all applicable requests for a COA.)**

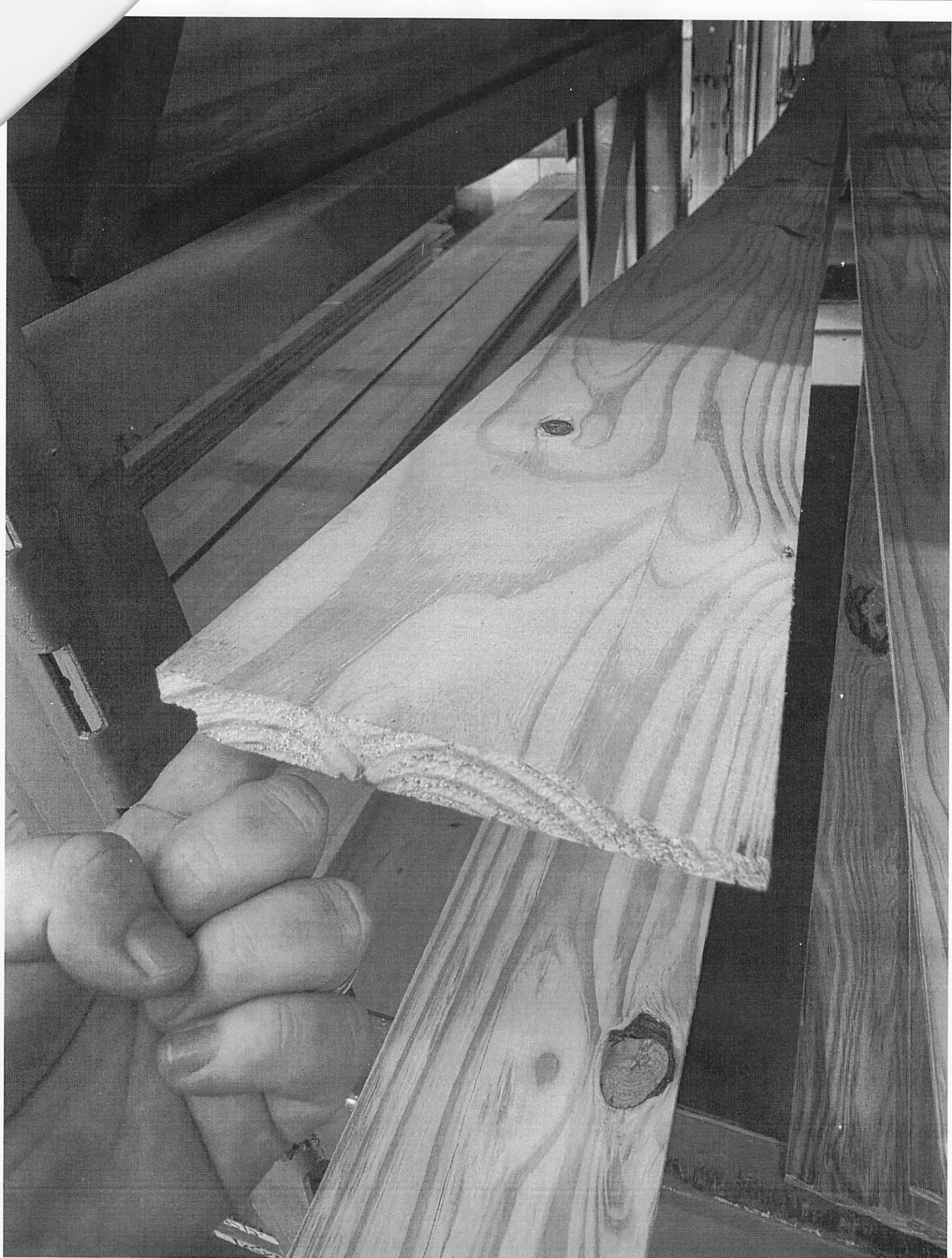
- A. Installation or removal of metal awnings or canopies.
- B. Installation or removal of all decks above the first-floor level on the front of the structure.
- C. Installation of an exterior door or door frame, or the infill of an existing exterior door opening.
- D. Installation or removal of any exterior wall, including the enclosure of any porch or other outdoor area with any material other than insect screening.
- E. The installation or relocation of wood, chain-link, masonry, or wrought iron fencing.
- F. The installation or removal of all fire escapes, exterior stairs or ramps for the handicapped.
- G. The painting of previously unpainted masonry including brick, stone, terra cotta and concrete.
- H. Installation or removal of railings or other wood, wrought iron or masonry detailing.
- I. Abrasive cleaning of exterior walls.
- J. Installation of new roofing materials, or removal of existing roofing materials.
- K. Installation or removal of security grilles, except that in no case shall permission to install such grilles be completely denied.
- L. Installation of new exterior siding materials, or removal of existing exterior siding materials.
- M. Installation or removal of exterior skylights.
- N. Installation of exterior screen window or door.
- O. Installation of an exterior window or window frame or the infill of an existing exterior window opening.
- P. Erection of a new building or a parking lot.
- Q. Demolition of a structure or building.
- R. Relocation of a building or structure.

**COMMENTS:** Knight Construction Group LLC. is planning to use Marvin Ultimate Series windows (FL4781) to replace the existing windows. Note the windows on the first floor in the front of the building will remain in place and be repaired. The two doors on the rear of the building will be replaced with Marvin Ultimate Series doors. The vendor has given us two options to choose from, (FL41057.1 Single and FL41057.2 Double). The two doors in the front of the building on the first floor will remain in place. The novelty pine siding will be replaced with new novelty pine siding. The color of the paint on the exterior of the building will remain the same. The rear porch will be removed and replaced with a porch of the same size. The damaged beam on the second floor porch in the front will be removed and replaced. The front porch on the second floor will also have new railings installed to match the existing railings.









## STAFF REPORT & RECOMMENDATION

Certificate of Appropriateness (COA) 2026-04

Property Address: 517 2nd Street, Cedar Key, FL

Applicant: Knight Construction Group LLC (on behalf of Downtown Four LLC)

Request Date: April 15, 2026

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### PROJECT DESCRIPTION

The applicant proposes exterior and limited structural improvements to a commercial building located within the Historic District, including:

- Removal and replacement of novelty pine siding
- Replacement of select windows and installation of new exterior doors
- Removal and replacement of second-floor front porch beam and railing
- Removal and reconstruction of rear porch
- Interior renovations (not subject to COA review)

The application has been properly submitted for Historic Preservation Board review as the work exceeds ordinary maintenance and may affect the building's original appearance.

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### APPLICABLE STANDARDS

Per Section 3.01.06 – Criteria for Certification as Appropriate, review is guided by:

- The Secretary of the Interior's Standards for Rehabilitation
  - Local visual compatibility standards, including:
    - Height, proportion, and scale
    - Rhythm and relationship of openings
    - Materials, texture, and color
    - Roof shape and façade character
    - Compatibility with surrounding historic structures
-

## STAFF ANALYSIS (COMPLAINT / DEFICIENCY REVIEW)

Staff have reviewed the application materials and identified the following areas of concern and required clarification for compliance:

### 1. Window Replacement Compatibility

- The application proposes Marvin Ultimate Series windows, with partial retention of existing front façade windows.
- Concern: Insufficient documentation has been provided demonstrating that:
  - Window profiles, muntin patterns, and proportions match historic character
  - Materials are consistent with historic district expectations

Staff Finding:

Additional specification sheets and elevation drawings are needed to confirm compliance with CM Standards 3, 4, and 7 (openings, solids-to-voids, materials).

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### 2. Door Replacement (Rear Elevation)

- Proposed replacement with Marvin Ultimate Series doors (two configuration options provided).

Concern:

- Lack of clarity on final selected configuration
- No elevation drawings or visual comparison provided

Staff Finding:

Final door selection must be submitted prior to approval to ensure compatibility with historic façade rhythm and materials (CM Standards 3 & 7).

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### 3. Siding Replacement

- Existing novelty pine siding will be replaced with new novelty pine siding of similar appearance.

Staff Finding:

- This appears generally compliant, provided:

- Dimensions and exposure match existing
- Installation maintains historic detailing

Condition Recommended:

Field verification or material sample approval prior to installation.

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#### 4. Porch Removal and Reconstruction

- Rear porch: removed and replaced with same size
- Front second-floor porch: structural beam replacement and new railing

Concerns:

- No structural or design drawings submitted
- No railing details provided for review
- Potential alteration of historic character if not replicated accurately

Staff Finding:

Fails to demonstrate compliance with:

- CM Standards 5, 6, 10, and 11 (rhythm, projections, scale, directional expression)
- 

#### 5. Lack of Complete Elevations / Drawings

- Application relies heavily on narrative description and limited photos
- No full façade elevations submitted

Staff Finding:

This prevents a full determination of compatibility with:

- Overall building scale, proportions, and architectural integrity
- 

#### STAFF RECOMMENDATION

APPROVAL WITH CONDITIONS (*Recommended for administrative and board efficiency*)

Staff recommend that the Historic Preservation Board approve COA 2026-04 with the following conditions:

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## RECOMMENDED CONDITIONS OF APPROVAL

1. Windows:

Final window specifications, including profiles, muntin patterns, and materials, must be submitted and approved by staff prior to installation.

2. Doors:

Applicant shall select and submit final door configuration (FL41057.1 or FL41057.2) with product specifications for staff approval.

3. Siding:

Replacement siding shall match existing novelty pine in dimension, exposure, and appearance.

4. Porches & Railings:

- Submit detailed drawings for front and rear porch reconstruction
- Railings must match existing design in height, spacing, and style

5. Elevations:

Provide at minimum:

- Front and rear elevation drawings
- Any modified façade details

6. Historic Compatibility:

All work must comply with:

- Secretary of the Interior's Standards
- Section 3.01.06 visual compatibility criteria

7. Staff Review Authority:

Staff shall have authority to approve minor adjustments consistent with the intent of this COA.

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City of Cedar Key  
Historic Review Board  
Agenda Item Cover Sheet

**Subject:**

Certificate of Appropriateness (COA) 2026-05 – Parcel #0873200000 and Associated RV Use Inquiry

**Discussion:**

The applicant, Taylor Construction & Development, Inc., on behalf of property owner Christopher Disibbio, has submitted a Certificate of Appropriateness (COA) application for a commercial property located within the City's Historic District. The application indicates that plans have been submitted for review related to improvements on the subject site.

Staff have reviewed the request in accordance with Section 3.01.04 and Section 3.01.06 of the Land Development Code, including consistency with the Secretary of the Interior's Standards for Rehabilitation and the City's visual compatibility criteria. Based on the submitted plans, staff finds that the proposed work can be consistent with Historic District requirements, subject to standard conditions ensuring materials, design, and construction remain compliant.

In addition to the COA request, the applicant has inquired about installing utility hookups to allow for rental recreational vehicle (RV) spaces as an interim use of the property while planning for a future permanent structure. While "Recreational Vehicle Parks" are identified as a permissible use within the Commercial zoning district, the Land Development Code does not recognize a single RV hookup as an independent use.

Further, the Code prohibits connecting utilities to or occupying an RV unless it is located within an established RV park. To meet this requirement, the property must be formally approved as a Recreational Vehicle Park through the City's development review process. This includes, at minimum, site plan approval and compliance with all applicable land use and development standards. The installation of RV hookups and the rental of such spaces constitute site development and a commercial use activity, both of which require formal approval prior to commencement.

As proposed, interim RV use does not meet the requirements of the Land Development Code and cannot be approved administratively. The applicant would need to pursue full site plan review and any applicable conditional use approvals to establish the use legally.

**Fiscal Impact:**

None to the City. Any costs associated with site plan review, consultant review, and permitting shall be borne by the applicant.

**Possible Commission Action:**

The Commission may approve the Certificate of Appropriateness (COA 2026-05) with conditions that all work be completed in substantial conformance with submitted plans and applicable Historic District standards.

The Commission may also acknowledge staff's determination that the proposed RV hookup and rental use is not permitted as a standalone activity and requires full site plan approval and compliance with the City's Land Development Code prior to installation or occupancy.

City of Cedar Key  
Certificate of Appropriateness Application

Date: 03/26/2026

Circle One: COMMERCIAL RESIDENTIAL

Applicant Name: Taylor Construction & Development, Inc.

Phone Number: 352-543-9228

Physical Address: 32-15-13 CEDAR KEY BLK 48 LOTS 18 & 19 OR BOOK 1701 PAEG 214

Owner Name: Christopher Disibbio

Phone Number: (304)922-2922

Parcel Number: 0873200000

Historic Site Number:

Requested Historic Board Presentation Date:

Please provide a statement to describe the requested action along with necessary drawings, product approval codes, and necessary supplemental documentation (elevation certificate, survey, building plans, etc):

PLANS SUBMITTED

AFFIDAVIT

Owner(s) Christopher Disibbio

Tax Parcel Number(s) or Attach Legal Description: 0873200000

I (we), the property owner(s) of the subject property, being duly sworn, depose and say:

(initial applicable statements)

That I am (we are) the owner(s) and record title holder(s) of the above-described property.

That the above-described property is the property for which the attached application for land use change is being made.

That I (we) have appointed the following person as my (our) agent to execute any agreement, and other documents necessary to effectuate such agreement in the process of pursuing the attached variance/ conditional use/ hardship request: \_\_\_\_\_

I (we) do hereby swear or affirm that the above information contain hereto are true and accurate to the best of my (our) knowledge.

Signature (Owner/ Agent) \_\_\_\_\_

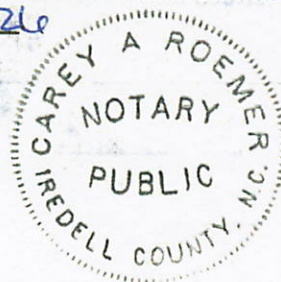
Signature (Owner/ Agent) \_\_\_\_\_

STATE OF <sup>NC</sup>FLORIDA, COUNTY OF: Iredell

I HEREBY CERTIFY that on this day before me an officer duly authorized in the State and County aforesaid to take acknowledgements personally appeared Christopher Disibbio, who is personally known to me or produced VA Driver License as identification and did not take an oath. Witness my hand and official seal this 30th day of March, 2026

Carey A Roemer  
Notary Public

My Commission Expires  
03/17/2027



City of Cedar Key

**Certificate of Appropriateness Application**

**1-1.8** The City hereby adopts as a Historic District the area depicted on Map 8-1, which is that area bordered by 1st Street, 3rd Street and F Street, inclusive of both sides of the street but excluding the area known as Dock Street and the proposed site of the expanded sewer treatment plant at 3rd and C Streets.

**Please fill out each section with as much detail as possible.**

**3.01.04. Certificates of Appropriateness Required (Please check one.)**

Regulated Work Items must be certified as appropriate sites listed individually on the Local Register of Historic Places and all properties within the Historic District.

**A. Administrative Approval.** The Administrator may approve work which constitutes "ordinary maintenance" or work which will result in the "original appearance" as defined in this code.

**B. Historic Preservation Board Approval.** If the work is not "ordinary maintenance" and will not result in the "original appearance", certification of appropriateness must be obtained from the Historic Preservation Board.

**3.01.05. Regulated Work Items (Please check all applicable requests for a COA.)**

**A.** Installation or removal of metal awnings or canopies.

**B.** Installation or removal of all decks above the first-floor level on the front of the structure.

**C.** Installation of an exterior door or door frame, or the infill of an existing exterior door opening.

**D.** Installation or removal of any exterior wall, including the enclosure of any porch or other outdoor area with any material other than insect screening.

**E.** The installation or relocation of wood, chain-link, masonry, or wrought iron fencing.

**F.** The installation or removal of all fire escapes, exterior stairs or ramps for the handicapped.

**G.** The painting of previously unpainted masonry including brick, stone, terra cotta and concrete.

**H.** Installation or removal of railings or other wood, wrought iron or masonry detailing.

**I.** Abrasive cleaning of exterior walls.

**J.** Installation of new roofing materials, or removal of existing roofing materials.

**K.** Installation or removal of security grilles, except that in no case shall permission to install such grilles be completely denied.

**L.** Installation of new exterior siding materials, or removal of existing exterior siding materials.

**M.** Installation or removal of exterior skylights.

**N.** Installation of exterior screen window or door.

**O.** Installation of an exterior window or window frame or the infill of an existing exterior window opening.

**P.** Erection of a new building or a parking lot.

**Q.** Demolition of a structure or building.

**R.** Relocation of a building or structure.

COMMENTS:

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## City of Cedar Key

### **Certificate of Appropriateness Application**

**3.01.06. Criteria for Certification as Appropriate:** The decision to issue Certificates of Appropriateness, except those for demolition and relocation, shall be guided by:

A. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings; and *(Initial Confirmation for the use of this Guideline)* \_\_\_\_\_

B. The following visual compatibility standards: *(Please initial all applicable items and acknowledge that it will be up to the applicant to provide the necessary details to ensure compliance.)*

\_\_\_\_\_ 1. *Height.* Height shall be visually compatible with adjacent buildings.

\_\_\_\_\_ 2. *Proportion of Building, Structure or Object's Front Facade.* The width to the height of the front elevation shall be visually compatible to buildings and places to which it is visually related.

\_\_\_\_\_ 3. *Proportion of Openings Within the Facility.* The relationship of the width of the windows in a building, structure, or object shall be visually compatible with buildings and places to which it relates.

\_\_\_\_\_ 4. *Rhythm of Solids to Voids in Front Facades.* The relationship of solids to voids shall be visually compatible with buildings and places to which it is visually related.

\_\_\_\_\_ 5. *Rhythm of Buildings, Structures, or Objects on Streets.* The relationship to open spaces between adjoining buildings and places shall be visually compatible to the buildings and places to which it is visually related.

\_\_\_\_\_ 6. *Rhythm of Entrance and/or Porch Projections.* The relationship of entrances and projections to sidewalks shall be visually compatible to the buildings and places to which it is visually related.

\_\_\_\_\_ 7. *Relationship of Materials, Texture and Color.* The relationship of materials, texture and color of the facade shall be visually compatible with the predominant materials used in the buildings to which it is visually related.

\_\_\_\_\_ 8. *Roof Shapes.* The roof shape shall be visually compatible with the buildings to which it is visually related.

\_\_\_\_\_ 9. *Walls of Continuity.* Appurtenances such as walls, fences and landscape masses shall, if necessary, form cohesive walls of enclosure along a street to insure visual compatibility to the surrounding area.

\_\_\_\_\_ 10. *Scale of a Building.* Size and building mass in relation to open space, windows, door openings, porches and balconies shall be visually compatible with the buildings and places to which it is visually related.

\_\_\_\_\_ 11. *Directional Expression of Front Elevation.* A building, structure, or object shall be visually compatible with the buildings and places to which it is visually related in its directional character.

\_\_\_\_\_ 12. *Screening of Elevated Buildings.* A building required by Section 6.07.00 of this Chapter to be elevated more than three feet above grade shall mask the fact that it is elevated through the use of appropriate architectural screening so that the building, when viewed from public rights-of-way, appears to have been constructed at, or near, natural grade.

C. *Considerations of Scale. (Please initial acknowledgement of this standards.)*

\_\_\_\_\_ 1. Buildings shall be of appropriate scale to avoid adverse impacts to the surrounding uses and properties.

\_\_\_\_\_ 2. Buildings shall not be out of scale with documented historic development patterns and surrounding contributing structures.

D. *Elevation Considerations.* Where Base Flood Elevation (BFE) is less than three feet above grade, buildings shall not be elevated more than one foot above BFE. Where BFE is more than three feet and less than nine feet above grade, buildings may be elevated to nine feet above grade.



City of Cedar Key

Staff Recommendation

Certificate of Appropriateness (COA) 2026-05 & Associated Use Inquiry

Subject Property: 32-15-13 Cedar Key, Block 48, Lots 18 & 19

Parcel Number: 0873200000

Applicant: Taylor Construction & Development, Inc.

Property Owner: Christopher Disibbio

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### Summary of Request

The applicant has submitted a Certificate of Appropriateness (COA) application for a commercial property located within the Historic District, with plans submitted for review.

In addition, the applicant has expressed intent to install utility hookups for rental recreational vehicle (RV) spaces as an interim use of the property while planning for a future permanent structure.

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### Staff Review – Certificate of Appropriateness (COA)

The subject property is located within the City's Historic District and is subject to review under:

- Section 3.01.04 – Certificates of Appropriateness Required
- Section 3.01.06 – Criteria for Certification as Appropriate

Staff have reviewed the submitted materials for consistency with:

- The Secretary of the Interior's Standards for Rehabilitation
- The City's visual compatibility criteria, including:
  - Scale, massing, and building proportions
  - Rhythm and relationship of openings
  - Materials, textures, and colors
  - Roof forms and architectural character
  - Compatibility with surrounding historic structures

Staff notes that the written application description is limited and relies primarily on the submitted plans (including the site plan) for detail.

Based on available information, staff find that the proposed work can be consistent with Historic District standards, subject to conditions ensuring compliance.

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#### Staff Review – RV Hookup / Interim Use Request

The applicant has inquired about installing RV utility hookups to allow rental of RV spaces as an interim income-producing use.

##### A. Permitted Use Consideration

The Commercial zoning district allows Recreational Vehicle Parks as permitted or conditional use; however, the code does not recognize a single RV hookup as an independent use category.

##### B. Occupancy and Utility Restrictions

Section 6.08.02 prohibits:

- Occupying an RV, and
- Connecting utilities to an RV

unless the RV is located within an established RV park.

##### C. Development Approval Requirement

To qualify as an “established RV park,” the property must undergo formal development review, including:

- Conditional Use Approval, where applicable
- Full Site Plan / Development Plan Approval
- Compliance with all applicable RV park standards

Per Section 4-12.01.02, no development permit may be issued without an approved site plan.

Staff find that:

- Installation of RV utility hookups constitutes site development
- Rental of RV spaces constitutes a commercial land use activity

- The exemption for small structures does not apply

#### D. Conclusion on RV Use

There is no administrative or simplified process to designate a single RV hookup as an “RV park.”

The proposed interim use requires full site plan review and applicable land use approvals prior to installation or occupancy.

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#### Staff Recommendation

##### 1. Certificate of Appropriateness (COA 2026-05)

#### Approval of Conditions

1. All work shall be completed in substantial conformance with the plans submitted and reviewed.
2. Final materials, colors, and architectural details shall comply with the Secretary of the Interior’s Standards and Historic District guidelines.
3. Any minor modifications shall be subject to administrative review and approval.
4. Additional documentation (elevations, materials, specifications) shall be provided as requested prior to permitting issuance.

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##### 2. RV Hookup / Interim Use Determination

#### Not Approved as Proposed / Requires Further Review

1. The installation of RV hookups for rental use is not permitted as a standalone activity.
2. The use must be established as a compliant Recreational Vehicle Park.
3. The applicant must obtain:
  - Conditional Use Approval (if applicable)
  - Full Site Plan / Development Plan Approval
  - Final Development Order

4. No utilities may be connected, and no RV occupancy may occur until all approvals are obtained.

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#### Conclusion

Staff find that the COA request may proceed with conditions; however, the proposed RV rental use cannot proceed without full compliance with the City's land development regulations.

The applicant is encouraged to coordinate with staff on a pre-application review should they wish to pursue development of an RV park or alternative interim use.