



Staff Report

Case #159

COA25-0024

Ocala Historic Preservation Advisory Board: August 7, 2025

Petitioner/Property Owner: Matthew & Cattina Villella
Project Planner: Breah Miller, Planner II
Applicant Request: Addition of a pre-engineered outdoor kitchen in the rear yard with an associated request for an Administrative Variance.

Parcel Information

Acres: ±0.26 acres
Parcel(s) #: 2820-036-002
Location: 814 SE 4th Street
Future Land Use: Neighborhood
Zoning District: R-3, Multi-Family Residential
Existing Use: Single-Family Residence

Background:

The home was constructed in 1952 using a Vernacular building style. The home is a contributing structure to the Ocala Historic District. Approval was received in May 2022 from the Ocala Historic Preservation Advisory Board (OHPAB) to extend the metal roof over the existing deck. In November 2024, another approval was received from OHPAB to add a pool with paver decking to the rear yard, add 6-foot Podocarpus hedging and replace the existing wood fence with a 4-foot to 6-foot black aluminum fence and. Stone pavers and a hot tub were existing elements in the rear yard prior to both approvals.

Applicant Request:

The applicant is requesting to add a pre-engineered outdoor kitchen in the rear yard with an associated request for an Administrative Variance to reduce the required interior side yard setback from 8-feet to 7-feet.

Staff Analysis

Certificate of Appropriateness Criteria for Decisions (Section 94-82(g)):

The Code states that the Board may issue a certificate of appropriateness for the reconstruction, alteration, new construction, non-permanent structures, demolition, partial demolition, or removal of any building or structure within a locally designated historic district or any designated local landmark, or any other activity for which a CA is required, if such action is not deemed contrary to the purposes of historic preservation and to the special character of districts, sites and resources as designated specifically. The board's decisions will be based on the Secretary of the Interior's Standards, the city's Historic Preservation Design Guidelines, this chapter, and the following criteria:

1. Exterior alterations shall not diminish the architectural quality or historical character of the building or the building site.

The proposed kitchen will be made of White/Pewter Stonegate Block and will have a metal roof that matches the material of the home. The structure is accessory to the pool which received OHPAB approval in November 2024. The alteration will not affect or diminish the architectural quality or historical character of the building or the building site.

2. Sandblasting of any materials except for iron is prohibited.

Not Applicable; the request does not identify sandblasting of any materials.

3. Only through very controlled conditions can most historic building material be abrasively cleaned of soil or paint without measurable damage to the surface or profile of the substrate. Decisions regarding the proper cleaning process for historic structures can be made only after careful analysis of the building fabric, and testing. Generally, wet abrasive cleaning of a historic structure should be conducted within the range of 20 to 100 psi at a range of three to 12 inches.

Not Applicable; the request does not identify any abrasive cleaning.

4. Landscaping, signs, parking and site development should be sensitive to the individual building and should be visually compatible with the buildings and environment with which they are visually related.

The rear yard currently has a 6-foot-tall black aluminum fence on all sides with installation of 6-foot Podocarpus hedging for buffering. Architecturally, the kitchen addition matches the existing materials used in the rear yard.

5. New construction shall be visually compatible with the buildings and environment with which the new construction is visually related. When an application involves new construction, the applicant may present conceptual plans to the board for review and comment before the application for a certificate of appropriateness is submitted and before construction drawings of the project are prepared. Aspects to be considered include:

- a. The height, volume, proportion between width and height of the facades, the proportions and relationship between doors and windows, the rhythm of solids and voids created by openings in the facades, the materials used in the facades, the texture inherent in the facades, the colors, pattern and trim used in the facades, and the design of the roof.

The kitchen's tallest point is 10-feet-tall in the front and will slope back to 7-feet-tall in the rear of the structure. All sides of the structure will have proportioned openings.

- b. The existing rhythm created by existing building masses and spaces between them should be preserved.

The structure is in the rear yard and does not exceed the height limitation for accessory structure in the rear yard. The applicant is requesting to reduce the side yard setback by 1-foot which is consistent with older accessory structures in the surrounding area. Therefore, the existing building masses and spaces between them will be preserved.

- c. Landscape plans should be visually compatible with the buildings and environment with which the landscaping is visually related.

The request does not propose any additional landscaping.

- d. Proportions of existing facades which are visually related shall be maintained when neighboring buildings have a dominant horizontal or vertical expression, that expression should be carried over in the new facade.

Not Applicable; the proposed alterations will not impact the existing façade expression.

- e. Architectural details should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent architectural characteristics of the area.

The kitchen's tallest point is 10-feet-tall in the front and will slope back to 7-feet-tall in the rear of the structure. The proposed materials are like in nature. Therefore, the proposed architectural details preserve and enhance the inherent architectural characteristics of the area.

- f. Accessory structures shall be compatible with the scale, shape, roof form, materials, and detailing of the main structure to protect the historic integrity of the neighborhood. The accessory structure shall not exceed the maximum height allowed by the applicable zoning or the height of the existing primary structure.

The proposed work is accessory in nature and intended to enhance the aesthetic of the property. The proposed alterations are internal to the site and cannot be seen from SE 4th Street. The maximum height for accessory structures in the rear yard is 18-feet and the proposed structure's highest point is 10-feet in height. The applicant has a pending Administrative Variance. Notices were sent out on or around July 23, 2025. Determination of approval is set for August 12, 2025.

Sec. 122-98. - Administrative approval of variances.

- a. A property owner, or that person or entity's authorized representative, may apply for an administrative variance. The building official and the planning director, shall jointly review the application and determine whether to grant or deny the variance requested.

The applicant made application for an Administrative Variance to reduce the interior side yard setback by 1-foot on July 21, 2025. The Planning Director, Aubrey Hale, granted the variance request.

- b. Administrative variances will only be considered for applications to vary the dimensional requirements of chapter 122 of the Code. All other applications for variances shall be handled through the board of adjustment process.

The request is asking for a reduction of side yard setbacks set forth in Section 122-286 for R-3, Multi-family residential, properties.

- c. The building official shall notify property owners within a 150-foot radius of the application in writing. The notice shall be mailed to the address of the property owned by each owner or to the address for such owner as reflected in the property appraiser's records for such property. The notice shall advise the property owner that if he wishes

to object to the application, he must deliver an objection to the building official so that it is received within three weeks (15 working days) from the mailing date of the notice.

Notices were created and mailed out on July 23, 2025. Objections must be received by August 12, 2025.

- d. On the date the building official mails the notices under subsection (c), he shall conspicuously locate on the property subject to the variance application, or as near as practically possible, a notice stating that a variance application is being considered, the application's case number and the building official's phone number.

Notices were created and mailed out on July 23, 2025. Objections must be received by August 12, 2025.

- e. An application for administrative variance shall not be approved unless the building official and planning director determine it meets all of the following criteria:

- (1) The building official has not received a written objection from any person. (If a written objection is received, the property owner submitting the application may request that the application shall be handled through the board of adjustment process);

The deadline for any objections is set for August 12, 2025. Should any objection be received, the request will be set to be heard at the next available Board of Adjustment meetings.

- (2) The variance neither interferes with the rights of others as provided in this chapter, nor is injurious to the health, safety or general welfare of the public;

The requested variance does not interfere with the rights of others as provided in this chapter, nor is injurious to the health, safety or general welfare of the public.

- (3) The variance provides a reasonable allowance of use under the specified circumstances of each application;

The applicant is only requesting to reduce the side yard setback by 1-foot.

- (4) The variance achieves the general intent of this chapter and the city's comprehensive plan; and

The request does not impact the general intent of this chapter and the city's comprehensive plan.

- (5) The variance is the minimum possible variance under specific circumstances; and

The applicant is only requesting to reduce the side yard setback by 1-foot. Administrative Variances allow for up to a 15% reduction, this request is only a 12.5% reduction.

- (6) The variance does not exceed a two-foot maximum for all principal structure side yard setbacks and for all other requests does not exceed 15 percent of the dimensional requirement.

The applicant is only requesting to reduce the side yard setback by 1-foot. Administrative Variances allow for up to a 15% reduction, this request is only a 12.5% reduction.

- f. The building official and the planning director may impose reasonable conditions upon any administrative variance to ensure that the health, safety and general welfare of the public are protected and substantial justice is done. A violation of any imposed conditions shall be a violation of this chapter.

The conditions set forth is that the structure must receive approval from the Ocala Historic Preservation Advisory Board prior to pulling the required building permits and construction.

- g. Any administrative variance will not be effective or eligible for issuance of any applicable permits for three weeks (15 working days) from the mailing date of the notice under subsection (c).

Notices were created and mailed out on July 23, 2025. Objections must be received by August 12, 2025.

- h. The building official shall issue a zoning certification or interpretation letter when the imposed conditions of this chapter are complied with by the applicant regardless of whether the use of the permit would violate contractual or other arrangements (including, but not by way of limitation, restrictive covenants) among private parties.

Staff Recommendation: Approval with Conditions

- 1. Administrative variance must receive approval prior to construction.**