Historic Architectural Review Commission

Staff Report for Item 9

To: Chairman Haven Burkee and Historic Architectural Review Commission Members

From: Matthew Crawford
Historic Preservation Manager

Meeting Date: August 26, 2025

Applicant: Sandbar Design Studio Inc.

Application Number: C2025-0073

Address: 1318 William Street

Description of Work:

New addition on north elevation of new construction. New pool, pool deck, and site improvements.

Site Facts:

The building under review is a non-historic and non-contributing structure within the historic district. Construction started in 2024, and the structure is still under construction.

This one-story historic, non-contributing property is located along William Street. The site includes the primary structure along with a non-historic rear cottage with a non-historic metal shed.
Currently the house is located within an AE-8 flood zone.



Photo of property under review Front (East) Elevation.

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Photo of property under review Front and Left side (East and South) Elevations.



Photo of Property Under Review Left Side (South) Elevation.



Photo of property under review Front and Right side (East and North) Elevations.



Photo of property under review Front (East) Elevation from Street.

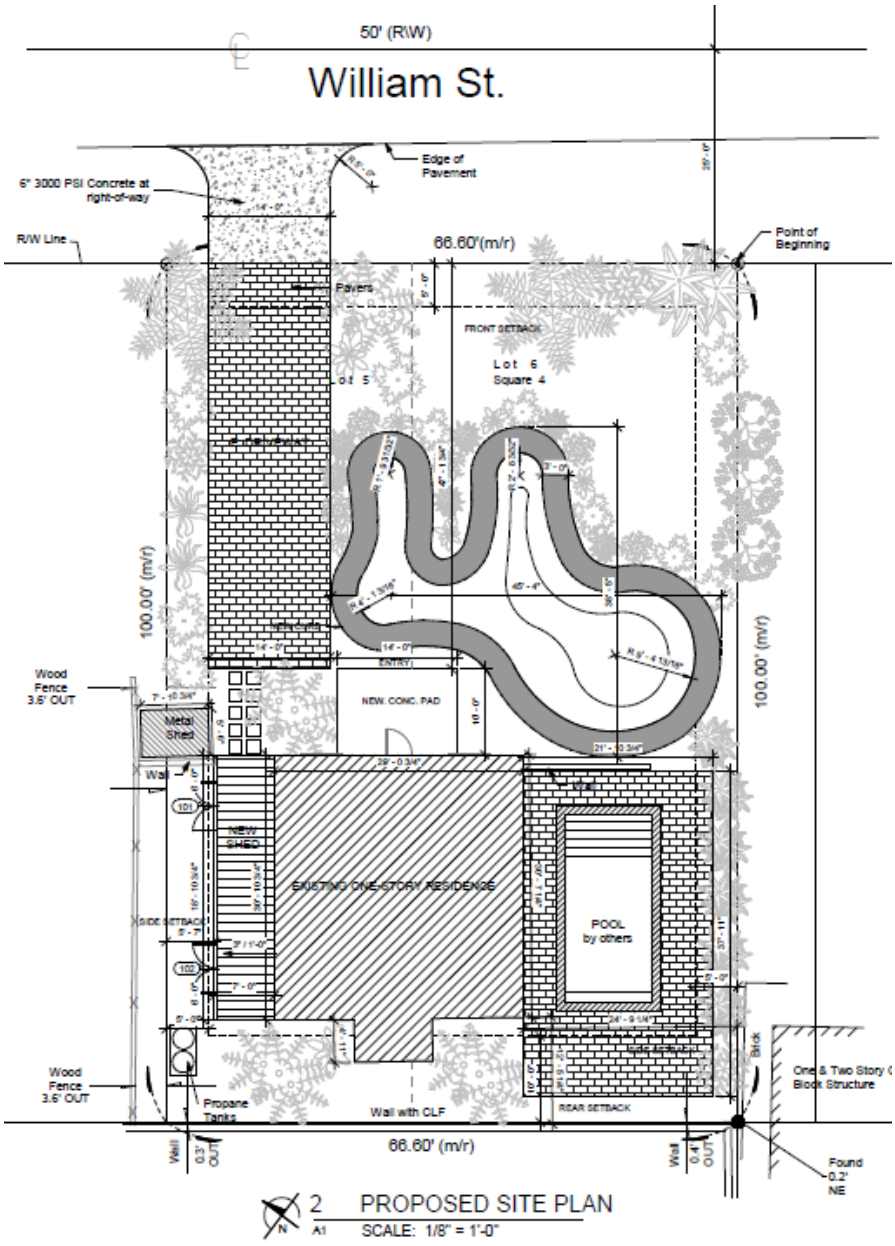
Guidelines Cited on Review:

- Guidelines for Roofing (page 26), specifically guidelines 2 and 3.
- Guidelines for Additions (pages 37a-37k), specifically guidelines 1, 6, 13, 14, 19, 25 (first sentence), and 26.
- Guidelines for New Construction (pages 38a-38q), specifically guidelines 1, 2, 8, 12, 14, 18, 22, and 23.
- Guidelines for Decks, Patios, Hot Tubs, Spas, Pools and Related Equipment (page 39a), specifically guidelines 1 and 3.
- Guidelines for Parking Areas, Landscaping, & Open Space Environment (page 43), specifically guidelines 5 and 7.

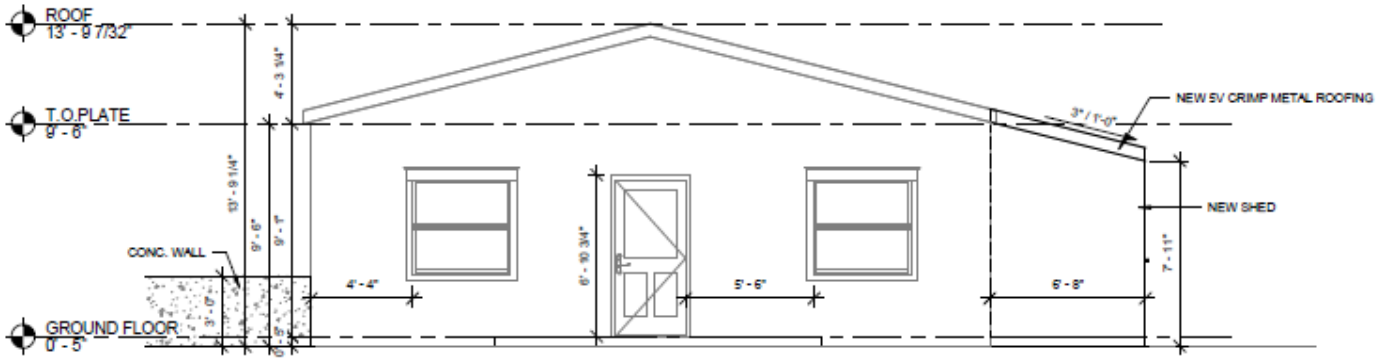
Staff Analysis:

A Certificate of Appropriateness is currently under review for the construction of a new side elevation addition following the roofline of the current structure. The new addition will include two double doors that match the size, material, and color of the current door on this elevation. The addition will have the same stucco siding and 5V Crimp roofing as the existing structure. There will be a new pool and brick pool deck constructed at the south elevation of the structure. A new brick driveway will be constructed from the front (East)

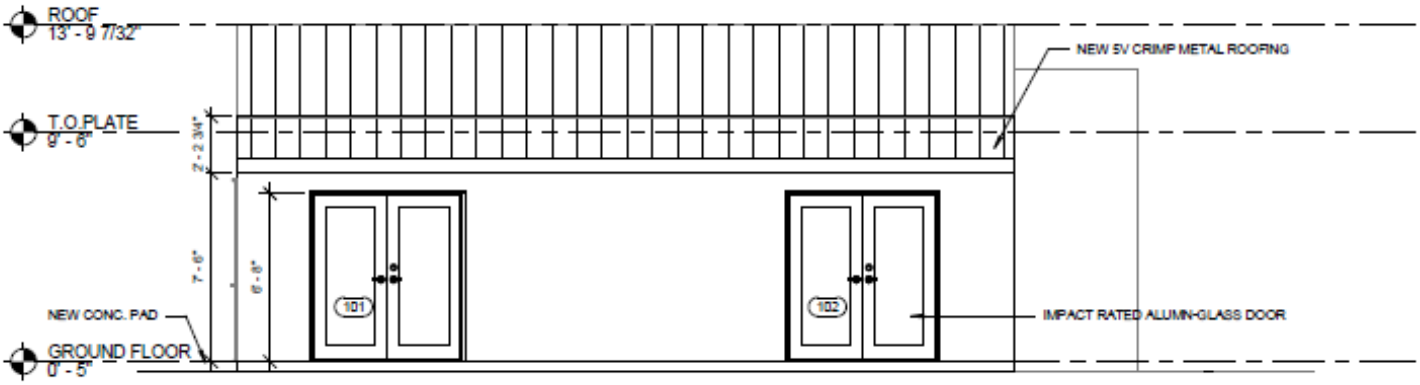
elevation of the structure to the edge of the pavement. There will also be a curved paver path at the front (East) elevation of the structure in the front yard of the property.



Proposed Site Plan.



Proposed Front (East Elevation).



Proposed Side (North) Elevation.

Consistency with Cited Guidelines:

Staff finds the design to be generally compatible with structure under construction and surrounding context. The proposed addition follows the Guidelines for Roofing including Guideline 3 which states "roofing materials and forms used in new construction must be visually compatible with the existing historical and architectural context of the streetscape and neighborhood." The proposed addition will have a 5 v-crimp metal roof that follows the roofline of the current structure. The structure also follows the Guidelines for additions. Guideline 1 states that "additions shall require no or minimal changes to the character defining features of a building and its site." The current property only consists of non-historic construction, thus there are no character defining features.

The structure follows Guideline 13 of New Additions which states "New additions must have a similar building form found in the existing structure. New addition massing shall be similar or smaller than the massing found in the existing building and adjacent structures." It also follows Guideline 18 of New Construction which states structures should have "roof

forms that appear similar to the established range of roof shapes of same typology in the immediate surrounding area and are compatible with the architectural style of a new building." The proposed addition will have a similar building form as the existing structure as it follows the roofline of the current structure. The addition also Guideline 22 states that "materials used for roofs, walling and windows etc. shall echo those used on the predominant or adjacent historic structures of same typology." The proposed addition will have a 5 v-crimp metal roof, which is compatible with the current structure and the surrounding area.

The new addition also follows Guideline 14 of New Construction, which states "there must be a consistency of scale and proportion. The width and height of new construction shall be similar to those buildings of the same land use immediately adjacent to it." The proposed addition follows the same roofline as the current structure on the property and stays consistent with the width and height of construction immediately adjacent to the property.

The proposed pool and pool deck follow Guideline 1 of Decks, Patios, Hot Tubs, Spas, Pools, and Related Equipment, which states "wood decking or brick patios are allowed on non-street-side or rear yards. Wood decks must not be built on the front or street-side yard of any building adjacent to the public right-of-way." The proposed brick patio is on the left side of the existing structure, a non-street side of the structure. The proposed pool follows Guideline 3, which states "pools and related equipment proposed in HARC-approved locations must be screened from sight from the right-of-way." The pool equipment is proposed to be at the rear of the current structure, screened from the right-of-way.

The proposed driveway and paver path follow the Guidelines for Parking Areas, Landscaping, & Open Space Environment, specifically guideline 5. Guideline 5 states "excessive use of paving, driveways or walkways that cover traditionally open space is discouraged." The design of the proposed driveway introduces a single, appropriately scaled paver driveway that would maintain a balance between hardscape and landscape. The portion of the driveway within city right-of-way will be the standard city design of 6" 3000psi concrete to meet engineering requirements. The proposed paver path would also maintain this balance as its narrow width and curvilinear design preserve the predominance of open yard space in front of the structure. Guideline 7 states that "concrete or gravel lawns, front patios and circular driveways are not appropriate." The proposed driveway is straight with no circular pattern.

APPLICATION

HARC MAJOR PROJECTS CERTIFICATE OF APPROPRIATENESS

City of Key West
1300 White Street
Key West, Florida 33040

HARC COA #	REVISION #	INITIAL & DATE
FLOOD ZONE	**ZONING DISTRICT**	**BLDG PERMIT #**
X-ZONE	HRO	

A PRE-APPLICATION MEETING WITH HARC STAFF IS REQUIRED PRIOR TO SUBMITTAL

ADDRESS OF PROPOSED PROJECT:	1318 William Street	
NAME ON DEED:	KZOO LLC	**PHONE NUMBER** 714-267-9557
OWNER'S MAILING ADDRESS:	1252 N Eagle Lake Dr	**EMAIL** ash@keywestbutterfly.com
	Kalamazoo MI 49009	
APPLICANT NAME:	Sandbar Design Studio, Inc	**PHONE NUMBER** 847-903-5854
APPLICANT'S ADDRESS:	29183 Camellia Lane	**EMAIL** INFO@SANDBARDESIGNSTUDIO.COM
	Big Pine Key, FL 33043	
APPLICANT'S SIGNATURE:	Erica Poole	**DATE** 07/25/2025

ANY PERSON THAT MAKES CHANGES TO AN APPROVED CERTIFICATE OFAPPROPRIATENESS MUST SUBMIT A NEW APPLICATION.

FLORIDA STATUTE 837.06: WHOEVER KNOWINGLY MAKES A FALSE STATEMENT IN WRITING AND WITH THE INTENT TO MISLEAD A PUBLIC SERVANT IN THE PERFORMANCE OF HIS OR HER OFFICIAL DUTY SHALL BE GUILTY OF A MISDEMEANOR OF THE SECOND-DEGREE PUNISHABLE PER SECTION 775.082 OR 775.083. THE APPLICANT FURTHER HEREBY ACKNOWLEDGES THAT THE SCOPE OF WORK AS DESCRIBED IN THE APPLICATION SHALL BE THE SCOPE OF WORK THAT IS CONTEMPLATED BY THE APPLICANT AND THE CITY. THE APPLICANT FURTHER STIPULATES THAT SHOULD FURTHER ACTION BE TAKEN BY THE CITY FOR EXCEEDING THE SCOPE OF THE DESCRIPTION OF WORK, AS DESCRIBED HEREIN, AND IF THERE IS CONFLICTING INFORMATION BETWEEN THE DESCRIPTION OF WORK AND THE SUBMITTED PLANS, THE AFOREMENTIONED DESCRIPTION OF WORK SHALL BE CONTROLLING.

PROJECT INCLUDES: REPLACEMENT OF WINDOWS____ RELOCATION OF A STRUCTURE____ ELEVATION OF A STRUCTURE____
PROJECT INVOLVES A CONTRIBUTING STRUCTURE: YES NO X INVOLVES A HISTORIC STRUCTURE: YES NO x ____
PROJECT INVOLVES A STRUCTURE THAT IS INDIVIDUALLY LISTED ON THE NATIONAL REGISTER: YES____ NO X

DETAILED PROJECT DESCRIPTION INCLUDING MATERIALS, HEIGHT, DIMENSIONS, SQUARE FOOTAGE, LOCATION, ETC.
GENERAL:
NEW ATTACHED SHED. NEW PAVER DRIVEWAY & PATHS. NEW POOL & POOL DECK.
REFER TO PLANS FOR HEIGHT, DIMENSIONS, SQUARE FOOTAGES.
MAIN BUILDING:
DEMOLITION (PLEASE FILL OUT AND ATTACH DEMOLITION APPENDIX):

APPLICATIONS MUST BE SUBMITTED IN PERSON WITH HARD COPIES BY 3PM ON THE SCHEDULED DEADLINE
PLEASE SEND AN ELECTRONIC COPY OF ALL DOCUMENTS CITY_HARC@CITYOFKEYWEST-FL.GOV

ACCESSORY STRUCTURE(S):	
FUTURE POOL PER PLAN	
PAVERS:	**FENCES:**
PAVER DRIVES & PATHS PER PLAN.	
DECKS:	**PAINTING:**
	PAINT COLOR TBD, WITH HARC APPROVAL, DURING CONSTRUCTION
SITE (INCLUDING GRADING, FILL, TREES, ETC):	**POOLS (INCLUDING EQUIPMENT):**
	FUTURE POOL PER PLAN, IN REAR YARD
ACCESSORY EQUIPMENT (GAS, A/C, VENTS, ETC):	**OTHER:**
AC & POOL EQUIP. AT REAR OF HOUSE	

OFFICIAL USE ONLY:	**HARC COMMISSION REVIEW**	**EXPIRES ON:**
MEETING DATE:	___ APPROVED ___ NOT APPROVED ___ DEFERRED FOR FUTURE CONSIDERATION	INITIAL:
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REASONS OR CONDITIONS:		
STAFF REVIEW COMMENTS:		
FIRST READING FOR DEMO:	SECOND READING FOR DEMO:	
HARC STAFF SIGNATURE AND DATE:	HARC CHAIRPERSON SIGNATURE AND DATE:	

THIS APPLICATION MAY BE REVIEWED BY PLANNING DEPARTMENT STAFF.

PROJECT PHOTOS






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BRUTE


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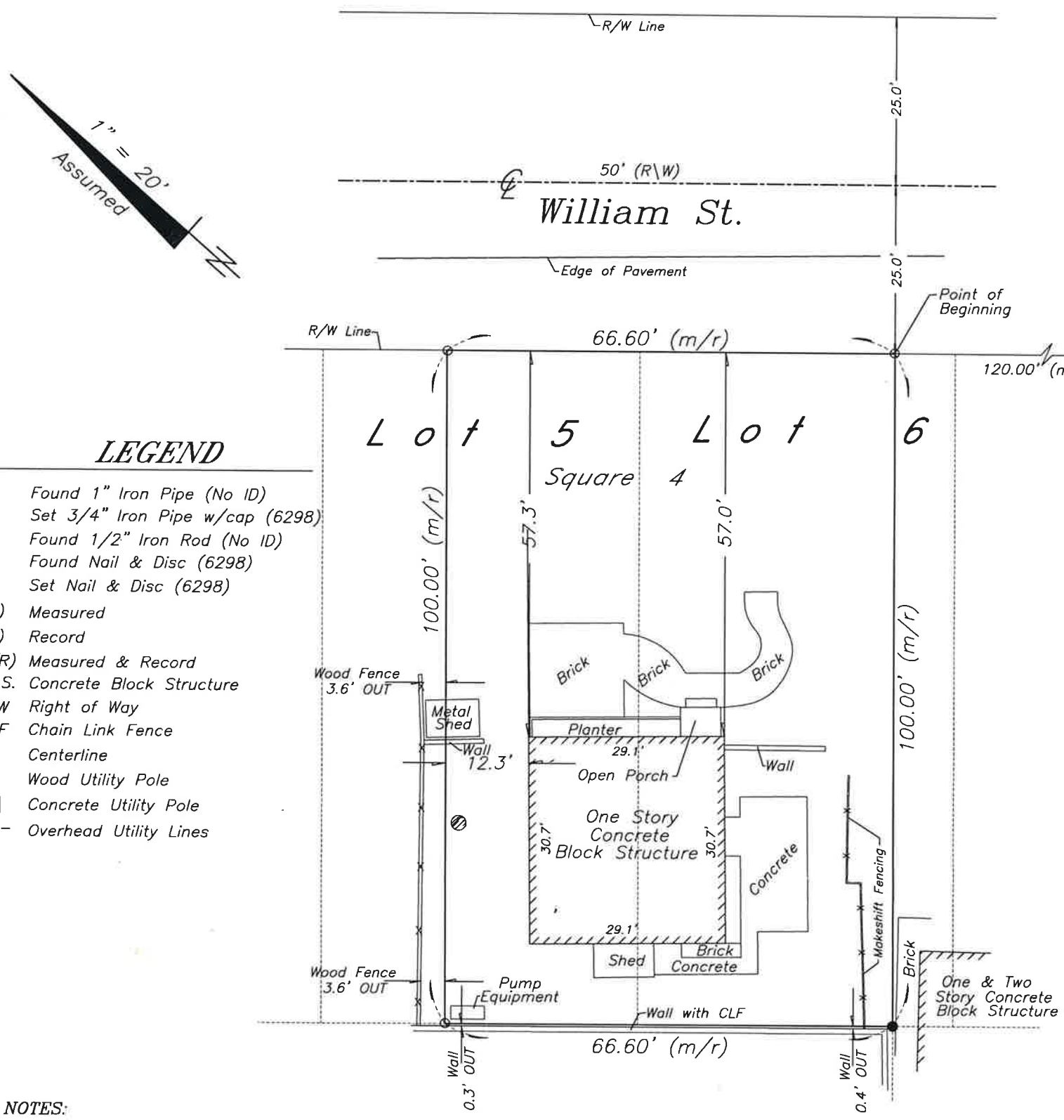
SURVEY

Boundary Survey Map of part of Lots 5 & 6, Square 4, PIERCE AND WHITE'S DIAGRAM, Tract 17, Key West, FL



LEGEND

⊙	Found 1" Iron Pipe (No ID)
○	Set 3/4" Iron Pipe w/cap (6298)
●	Found 1/2" Iron Rod (No ID)
▲	Found Nail & Disc (6298)
△	Set Nail & Disc (6298)
(M)	Measured
(R)	Record
(M/R)	Measured & Record
C.B.S.	Concrete Block Structure
R\W	Right of Way
CLF	Chain Link Fence
℄	Centerline
⊘	Wood Utility Pole
⊠	Concrete Utility Pole
-P-	Overhead Utility Lines

NOTES:

1. *The legal description shown hereon was furnished by the client or their agent. This survey does not determine or imply ownership.*
2. *Underground foundations and utilities were not located.*
3. *All angles are 90° (Measured & Record) unless otherwise noted.*
4. *Street address: 1318 William Street, Key West, FL.*
5. *This survey is not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.*
6. *Lands shown hereon were not abstracted for rights-of-way, easements, ownership, or other instruments of record.*
7. *North Arrow is assumed and based on the legal description.*
8. *Date of field work: September 11, 2015 and May 17, 2023*
9. *Ownership of fences is undeterminable, unless otherwise noted.*
10. *All bricking, interior fencing and concrete is not shown.*
11. *Adjoiners are not furnished.*

BOUNDARY SURVEY OF: *On the Island of Key West and known on William A. Whitehead's map of said Island, delineated in February A.D., 1829, as a part of Tract 17, but now better known as Part of Lots 5 and 6, in Square 4, of said Tract 17, according to PIERCE AND WHITE'S DIAGRAM of Square or Lot No. 4, of Tract 17, recorded in Deed Book 898, Page 599, Monroe County, Florida Public Records, said land being described by metes and bounds as follows: COMMENCING at a point on William Street distant 120 feet northwesterly from the corner of the intersection of South and William Streets and running thence along William Street in a Northwesterly direction 66.6 feet; thence at right angles in a Southwesterly direction 100 feet; thence at right angles in a southeasterly direction 66.6 feet; thence at right angles in a northeasterly direction 100 feet to the Point or Place of Beginning of William Street.*

BOUNDARY SURVEY FOR: *Brugman Family Limited Partnership;*

I HEREBY CERTIFY that this survey was made under my responsible charge and meets the Standard of Practice as set forth by the Florida Board of Professional Surveyors & Mappers in Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

J. LYNN O'FLYNN, INC.

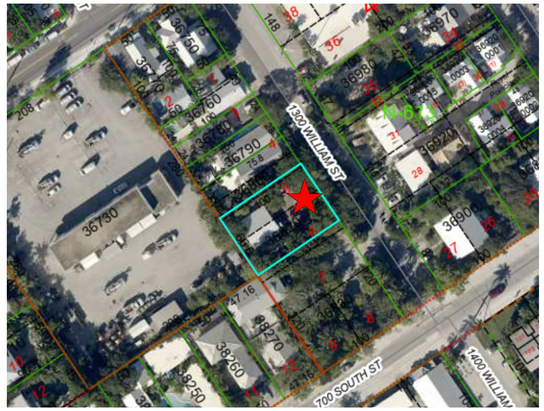
J. Lynn O'Flynn, PSM
Florida Reg. #6298
September 28, 2015
Updated May 18, 2023

THIS SURVEY IS NOT ASSIGNABLE

J. LYNN O'FLYNN, Inc.
Professional Surveyor & Mapper
PSM #6298
3430 Duck Ave., Key West, FL 33040
(305) 296-7422 FAX (305) 296-2244

PROPOSED DESIGN

LOCATION MAP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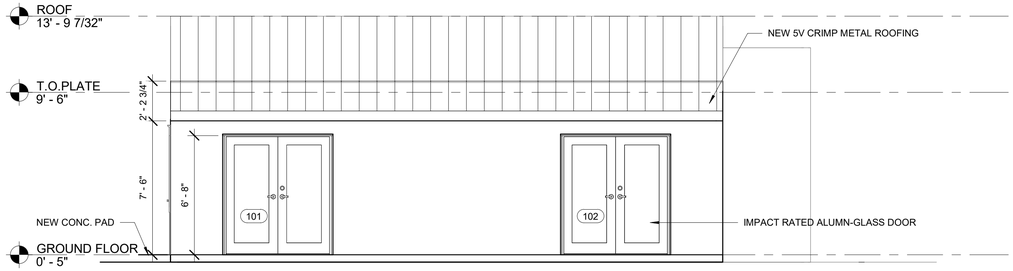
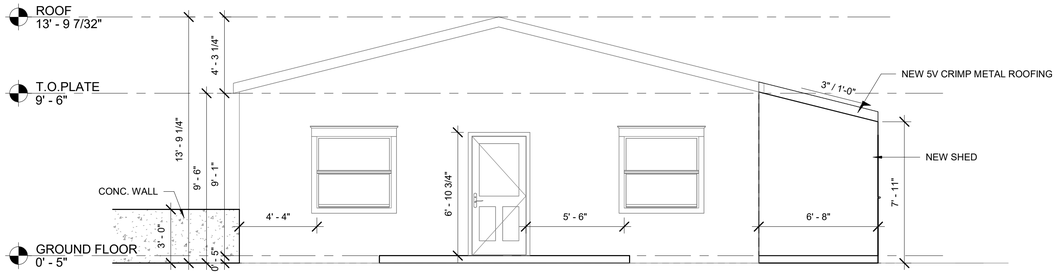


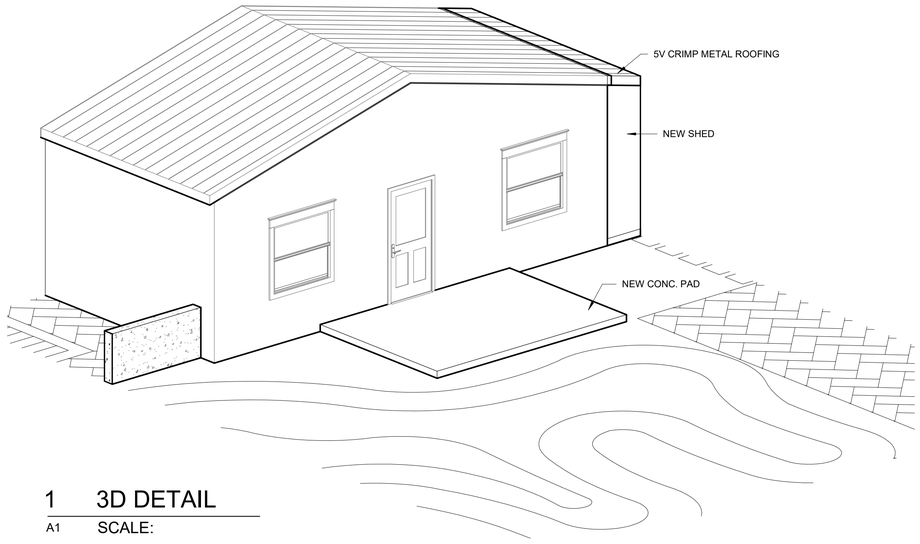
4 WEST ELEVATION (NEW SHED)

A1 SCALE: 1/4" = 1'-0"



3 NORTH ELEVATION

A1 SCALE: 1/4" = 1'-0"

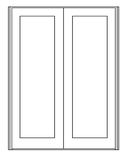


1 3D DETAIL

A1 SCALE:

DOOR SCHEDULE

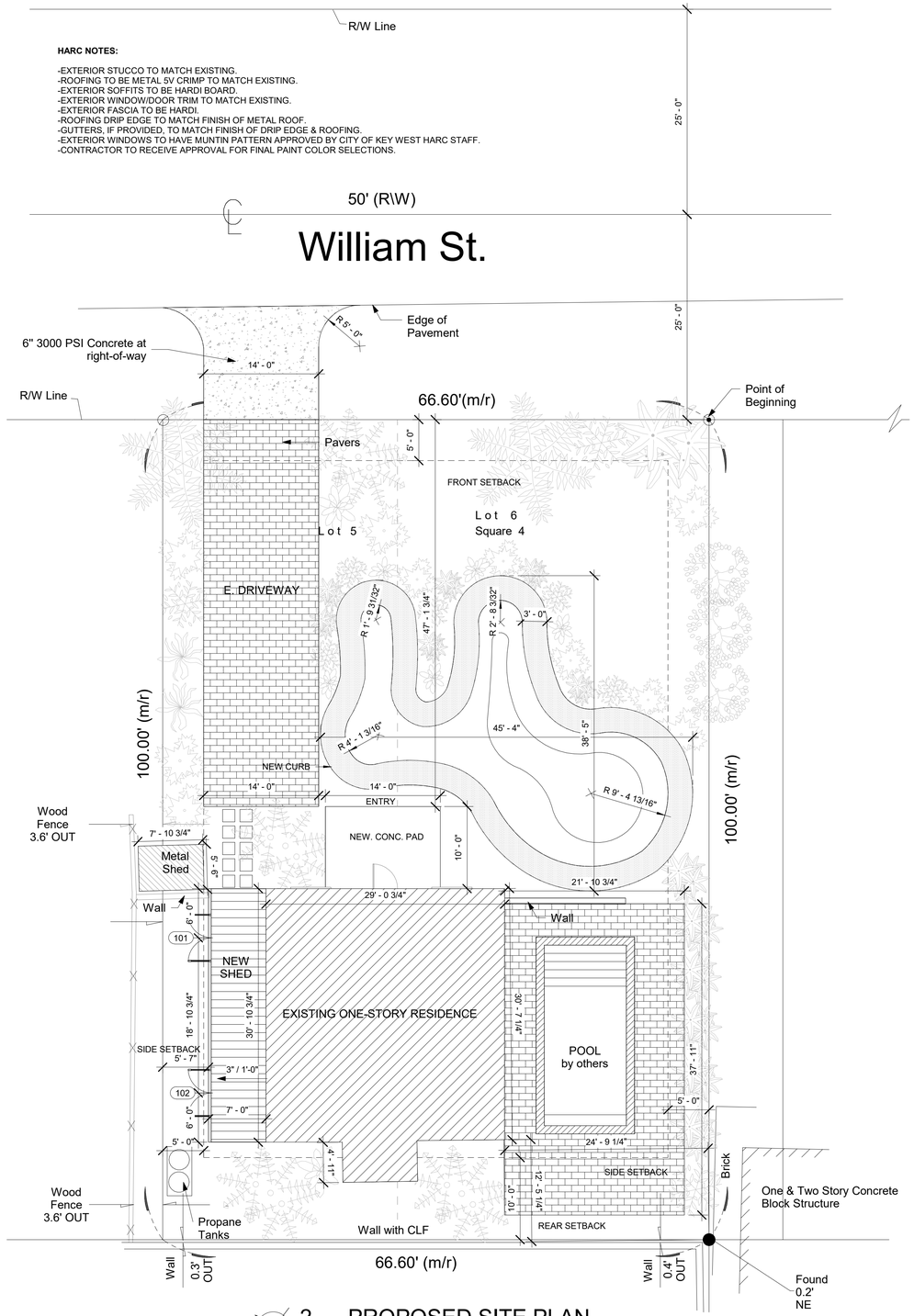
Mark	Manufacturer	Model	Type	Description	Width	Height
101	TBD BY CONTRACTOR/CLIENT	TBD BY CONTRACTOR/CLIENT	A	IMPACT RATED DOUBLE OUTSWING DOOR	6' - 0"	6' - 8"
102	TBD BY CONTRACTOR/CLIENT	TBD BY CONTRACTOR/CLIENT	A	IMPACT RATED DOUBLE OUTSWING DOOR	6' - 0"	6' - 8"



TYPE "A"
IMPACT RATED DOUBLE
OUTSWING DOOR W/ GLAZING

HARC NOTES:

-EXTERIOR STUCCO TO MATCH EXISTING.
-ROOFING TO BE METAL 5V CRIMP TO MATCH EXISTING.
-EXTERIOR SOFFITS TO BE HARDI BOARD.
-EXTERIOR WINDOW/DOOR TRIM TO MATCH EXISTING.
-EXTERIOR FASCIA TO BE HARDI.
-ROOFING DRIP EDGE TO MATCH FINISH OF METAL ROOF.
-GUTTERS, IF PROVIDED, TO MATCH FINISH OF DRIP EDGE & ROOFING.
-EXTERIOR WINDOWS TO HAVE MUNTIN PATTERN APPROVED BY CITY OF KEY WEST HARC STAFF.
-CONTRACTOR TO RECEIVE APPROVAL FOR FINAL PAINT COLOR SELECTIONS.



N

2 PROPOSED SITE PLAN

A1 SCALE: 1/8" = 1'-0"

DATE:	REV. SET DESCRIPTION
7.22.2025	SITE PLAN SCHEMATIC

SITE PLAN SCHEMATIC

1318 William St, Key West, FL 33040

NOT FOR CONSTRUCTION

SEAL:

SITE PLAN

SHEET TITLE

A1

PROJECT NO. KZO2025

DRAWN BY: M4E LLC

APPROVED BY: EHP

NOTICING

Public Meeting Notice

The Historic Architectural Review Commission will hold a public meeting at **5:00 p.m. August 26, 2025, at City Hall, 1300 White Street**, Key West, Florida. The purpose of the hearing will be to consider a request for:

NEW ADDITION ON NORTH ELEVATION OF NEW CONSTRUCTION. NEW POOL, POOL DECK, AND SITE IMPROVEMENTS.

#1318 WILLIAM STREET

Applicant – Sandbar Design Studio Inc. Application #C2025-0073

If you wish to see the application or have any questions, you may visit the Planning Department during regular office hours at 1300 White Street, call 305-809-3973 or visit our website at www.cityofkeywest-fl.gov.

THIS NOTICE CAN NOT BE REMOVED FROM THE SITE UNTIL HARC FINAL DETERMINATION

ADA ASSISTANCE: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number at 800-955-8771 or 800-955-8770 (Voice) or the ADA Coordinator at 305-809-3811 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

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&
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Public
Meeting
Notice
NEW ADDITION ON NORTH ELEVATION OF NEW CONSTRUCTION, NEW POOL, POOL DECK, AND SITE IMPROVEMENTS.
#1318 WILLIAM STREET
Applicant – Sandbar Design Studio Inc. Application #C1025-0073

HARC POSTING AFFIDAVIT

STATE OF FLORIDA:
COUNTY OF MONROE:

BEFORE ME, the undersigned authority, personally appeared _____ _____, who, first being duly sworn, on oath, depose and says that the following statements are true and correct to the best of his/her knowledge and belief:

1. That a legal notice for Public Notice of Hearing of the Historic Architectural Review Commission (HARC) was placed on the following address: 1318 William Street, Key West, FL 33040 on the 20th day of August, 2025.

   This legal notice(s) contained an area of at least 8.5"x11".

   The property was posted to notice a public hearing before the Key West Historic Architectural Review Commission to be held on August 26, 2025.

   The legal notice(s) is/are clearly visible from the public street adjacent to the property.

   The Certificate of Appropriateness number for this legal notice is _____.

2. A photograph of that legal notice posted in the property is attached hereto.

Signed Name of Affiant: PETER OTAVA
Date: 08/20/25
Address: 17243 SMATTERING
City: SUGARLOAF
State, Zip: FL, 33042

The forgoing instrument was acknowledged before me on this 20TH day of August, 2025.

By (Print name of Affiant) PETER OTAVA who is personally known to me or has produced PERSONALLY KNOWN as identification and who did take an oath.

NOTARY PUBLIC
Sign Name: Oscar J. Galiano
Print Name: OSCAR DELGADO GALIANO
Notary Public - State of Florida (seal)
My Commission Expires: 11/16/26

OSCAR DELGADO GALIANO
Notary Public
State of Florida
Comm# HH332966
Expires 11/16/2026

OSCAR DELGADO GALIANO
Notary Public
State of Florida
Comm# HH332966
Expires 11/16/2026

PROPERTY APPRAISER INFORMATION

Monroe County, FL

PROPERTY RECORD CARD

Disclaimer

The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

By continuing into this site you assert that you have read and agree to the above statement.

Summary

Parcel ID	00036820-000000
Account#	1037656
Property ID	1037656
Millage Group	10KW
Location Address	1318 WILLIAM St, KEY WEST
Legal Description	KW WHITE AND PIERCE DIAGRAM N-613 PT LOT 5 AND PT LOT 6 SQR 4 TR 17 OR3-26 OR172-557-558-559-560 OR506-984 OR776-1273/1281 OR898-599 OR1467-2175/76 OR2756-1745 OR3261-0657 (Note: Not to be used on legal documents.)
Neighborhood	6131
Property Class	SINGLE FAMILY RESID (0100)
Subdivision	
Sec/Twp/Rng	05/68/25
Affordable Housing	No



Owner

KZOO LLC
1252 N Eagle Lake Dr
Kalamazoo MI 49009

Valuation

		2024 Certified Values	2023 Certified Values	2022 Certified Values	2021 Certified Values
+	Market Improvement Value	$119,791	$110,068	$125,546	$112,860
+	Market Misc Value	$1,226	$1,226	$1,226	$1,226
+	Market Land Value	$1,352,400	$1,411,200	$1,064,280	$699,720
=	Just Market Value	**$1,473,417**	**$1,522,494**	**$1,191,052**	**$813,806**
=	Total Assessed Value	**$1,083,177**	**$984,706**	**$895,187**	**$813,806**
-	School Exempt Value	$0	$0	$0	$0
=	School Taxable Value	**$1,473,417**	**$1,522,494**	**$1,191,052**	**$813,806**

Historical Assessments

Year	Land Value	Building Value	Yard Item Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value	Maximum Portability
2024	$1,352,400	$119,791	$1,226	$1,473,417	$1,083,177	$0	$1,473,417	$0
2023	$1,411,200	$110,068	$1,226	$1,522,494	$984,706	$0	$1,522,494	$0
2022	$1,064,280	$125,546	$1,226	$1,191,052	$895,187	$0	$1,191,052	$0
2021	$699,720	$112,860	$1,226	$813,806	$813,806	$0	$813,806	$0
2020	$646,800	$114,519	$1,226	$762,545	$762,545	$0	$762,545	$0
2019	$699,720	$116,179	$1,226	$817,125	$817,125	$0	$817,125	$0
2018	$673,260	$116,179	$1,194	$790,633	$790,633	$0	$790,633	$0

The Maximum Portability is an estimate only and should not be relied upon as the actual portability amount. Contact our office to verify the actual portability amount.

Land

Land Use	Number of Units	Unit Type	Frontage	Depth
RESIDENTIAL DRY (010D)	7,000.00	Square Foot	70	100

Buildings

Building ID	2915	**Exterior Walls**	C.B.S.
Style	GROUND LEVEL	**Year Built**	1958
Building Type	S.F.R. - R1 / R1	**EffectiveYearBuilt**	1990
Building Name		**Foundation**	WD CONC PADS
Gross Sq Ft	1143	**Roof Type**	FLAT OR SHED
Finished Sq Ft	899	**Roof Coverage**	ASPHALT SHINGL
Stories	1 Floor	**Flooring Type**	CONC ABOVE GRD
Condition	GOOD	**Heating Type**	NONE with 0% NONE
Perimeter	120	**Bedrooms**	2
Functional Obs	0	**Full Bathrooms**	1
Economic Obs	0	**Half Bathrooms**	0
Depreciation %	37	**Grade**	500
Interior Walls	DRYWALL	**Number of Fire Pl**	0

Code	Description	Sketch Area	Finished Area	Perimeter
FLA	FLOOR LIV AREA	899	899	0
OPF	OP PRCH FIN LL	25	0	0
PTO	PATIO	174	0	0
SBF	UTIL FIN BLK	45	0	0
TOTAL		**1,143**	**899**	**0**

Yard Items

Description	Year Built	Roll Year	Size	Quantity	Units	Grade
CONC PATIO	1975	1976	0 x 0	1	200 SF	2
FENCES	1975	1976	0 x 0	1	40 SF	5
LC UTIL BLDG	1964	1965	8 x 10	1	80 SF	1

Sales

Sale Date	Sale Price	Instrument	Instrument Number	Deed Book	Deed Page	Sale Qualification	Vacant or Improved	Grantor	Grantee
1/31/2024	$1,250,000	Warranty Deed	2450018	3261	0657	03 - Qualified	Improved		
8/7/2015	$100	Quit Claim Deed		2756	1745	11 - Unqualified	Improved		
11/1/1996	$160,000	Quit Claim Deed		1467	2175	K - Unqualified	Improved		
10/1/1983	$78,600	Warranty Deed		898	599	U - Unqualified	Improved		

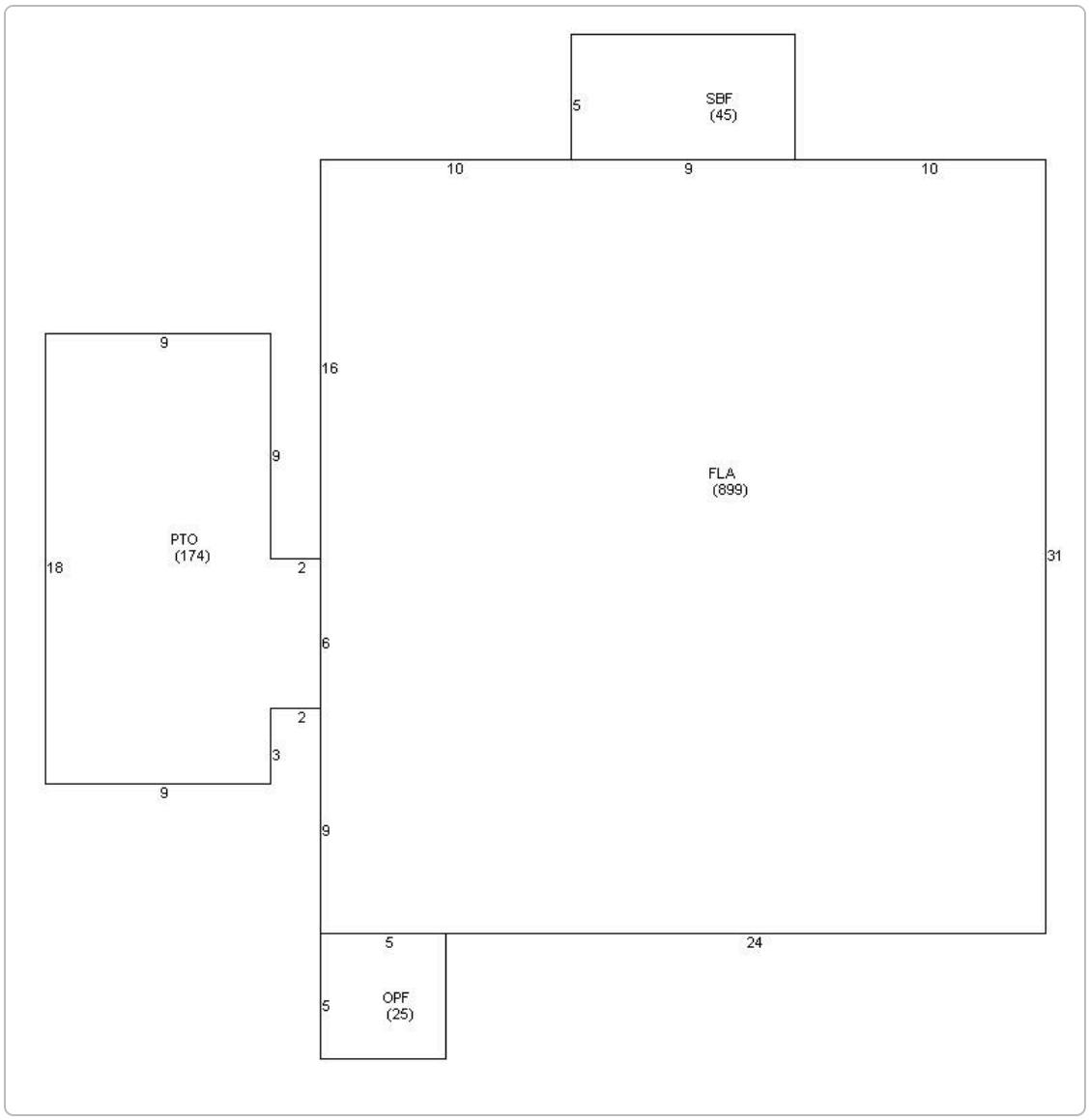
Permits

Number	Date Issued	Status	Amount	Permit Type	Notes
24-3113	01/06/2025	Active	$23,500	Residential	We are going to frame walls out of wood, we are going to install drywall on walls & ceiling, we are going to install cabinets/vanities we are going to all trim and interior doors.
24-3114	01/06/2025	Active	$6,500	Residential	Install 5v crimp roofing to HARC approved gable roo
24-1624	06/14/2024	Active	$0	Residential	
24-0964	04/17/2024	Active	$0		Demolish drywall, cabinets and countertops Exploratory Demo so engineer can see what is structural and what is not
24-0507	03/11/2024	Active	$14,700	Residential	Update Electrical Service to 200 amp
15-4934	01/14/2016	Completed	$20,000		ATF***REPLACE SPALLING, REPLACE WINDOWS, PATCH STUCCO, 9 WINDOWS
09-2882	09/08/2009	Completed	$10,000		R & R MODIFIED RUBBER ROOFING SYSTEM 9 SQRS

View Tax Info

View Taxes for this Parcel

Sketches (click to enlarge)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Photos


1037656 1318 WILLIAM ST 08.12.22

Map



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