



Florida Avenue in the late 1800s

OLD PALM HARBOR DESIGN REVIEW MANUAL



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Introduction

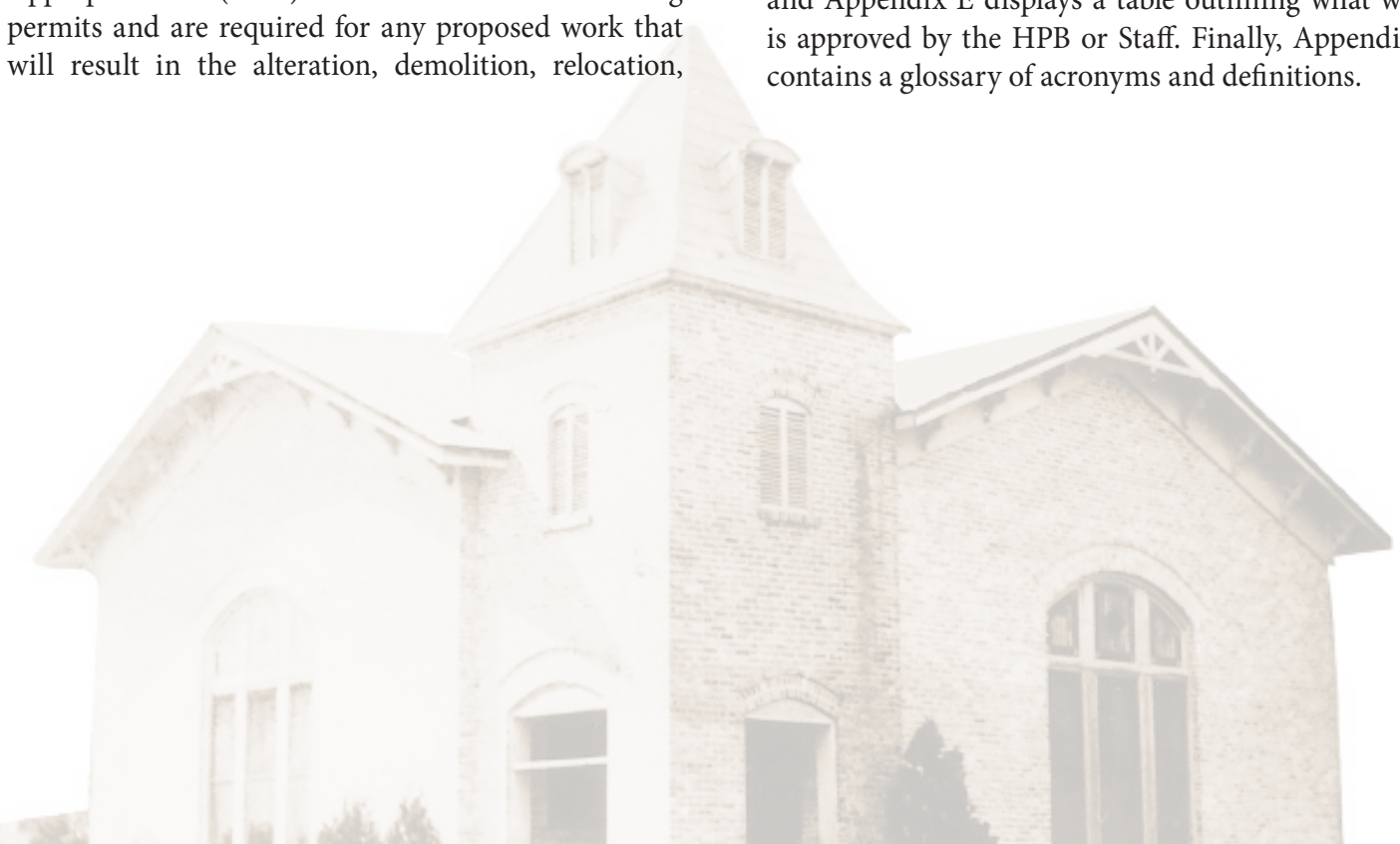
Good design is a key component of successful redevelopment projects that support and enhance livable communities, while maintaining the character of neighborhoods and commercial or historic districts. Community members in the Old Palm Harbor Downtown Area recognized this in the early 1990s and worked with Pinellas County to form the Downtown Palm Harbor Historic District (DPHHD) in 1994 and the Old Palm Harbor-Downtown Zoning District (OPH-D) in 2002. In an effort to maintain the historic integrity of the area, redevelopment projects in these Districts must conform to specific Design Standards per the Pinellas County Land Development Code. The Pinellas County Planning Department felt it was important to create this Design Review Manual to help property owners, architects, designers and the general public interpret these Design Standards in advance of undertaking rehabilitation and redevelopment projects within these Districts.

Chapter one of this manual summarizes the history of Palm Harbor. The second chapter provides an overview of the establishment of DPHHD and OPH-D and the process for obtaining a Certificate of Appropriateness (COA). COAs are similar to building permits and are required for any proposed work that will result in the alteration, demolition, relocation,

reconstruction, new construction or excavation of a property within these Districts. COAs apply only to exterior work and [ordinary maintenance and repairs](#) are excluded.

The third chapter outlines the specific Design Standards that rehabilitation/restoration projects within these Districts must meet per the Pinellas County Land Development Code. **This chapter is intended guide property owners by providing graphic illustrations of the Design Standards, as well as example photos from existing buildings within the DPHHD and OPH-D.** These Standards are what Pinellas County Planning Department Staff (Staff), as designees of the County Administrator, and the County's Historic Preservation Board (HPB) utilize when making rulings on COA applications.

Appendix A details guidelines created by the U.S. Department of the Interior on best practices for the treatments and techniques to preserve historic buildings. Appendix B provides a boundary map of the DPHHD and the OPH-D. Appendix C provides an example of a COA application, while Appendix D provides a flow chart illustrating the review process and Appendix E displays a table outlining what work is approved by the HPB or Staff. Finally, Appendix F contains a glossary of acronyms and definitions.



Chapter One: History of Palm Harbor

The Downtown Palm Harbor Historic District is a unique example of the County's past and is one of the oldest commercial districts in unincorporated Pinellas County.

What started as the Bay St. Joseph Post Office in 1878 became Sutherland in 1888 and Palm Harbor in 1925. Early community leader J.C. Craver came to Florida from Illinois to find a climate to cure his tuberculosis. He settled in Yellow Bluff, now Ozona, in 1877, and after regaining his health became postmaster of the Bay St. Joseph Post Office he established. In 1888, he applied for and received a new post office commission under the name

Sutherland, Florida. His general store became the nucleus of the new community. He donated his time for religious and educational purposes and acted as a general consultant for the community until he died in 1920.

A group of Nebraskan investors formed the Southern Land and Improvement Group in the 1880s, advertising that they would "erect, furnish, and maintain a large first class hotel and bathing establishment at Shell Key, a streetcar line to the harbor and do anything to make Sutherland the most attractive winter resort in Florida."



J.C. Craver in the early 1900s.

In the late 1800s, Henry Plant built the San Marino Hotel to encourage business for the railroad. Perched on the hill overlooking the Gulf of Mexico, the picturesque hotel drew people to the settlement, but it burned in its second season. When the hotel was rebuilt, it was also expanded to include the Gulf View Hotel in the renovation.

In 1888 the newly-platted town had boulevards named after states. Florida Avenue had a wooden bridge connecting it with Hog Island. Guests from the hotel rode a mule-drawn streetcar to go fishing on the bridge or take pleasure boat rides from the dock.

As citrus growing became popular locally, many people planted groves and by 1900 packinghouses were shipping thousands of dollars worth of fruit yearly.

Florida Southern College in Lakeland had its start at Sutherland in 1902 when a group of Tampa Methodists encouraged the Florida Methodist Conference College

to buy the San Marino Hotel. Their former facility, Wesleyan Institute in Orlando, had burned and they needed a campus to house students registered for the coming year. The school was known as Florida Seminary when the move was made, but in 1906 it became Southern College, so named because it was the southernmost college in the U.S. In 1921 a fire destroyed the women's dormitory and administration buildings and Southern College moved to the Clearwater Beach Hotel where additional temporary classrooms were constructed. The temporary campus was almost washed away by a hurricane that same year, and in 1922 another fire finished the job, causing Southern College to relocate to its present Lakeland location. Methodists in Sutherland built what is now the Reba Sutton White Chapel from the ruins of the Southern College.



San Marino Hotel Circa 1885

The community's name was changed from Sutherland to Palm Harbor in 1925 during the land boom of the 1920s as investors sought to develop the area using the original Sutherland plan. Unfortunately, the end of the land boom, the Depression and World War II ended that effort. Even the citrus industry was destroyed in 1930 by an epidemic of the Mediterranean fruit fly. After World War II, citrus again became Palm Harbor's chief crop and trucking fruit to all parts of the country became an important local business. In addition to employment in the packinghouses, residents worked in the area's few small industries, lumber yards, and cement works. During this time, downtown Palm Harbor provided the primary commercial center for the community.

The relocation of U.S. 19 a few miles to the east and its expansion to a major north/south facility, as well as the

eventual urbanization of the entire Palm Harbor area, which began in earnest in the 1970s, have forever altered the landscape and shifted the focus of commercial activity to the east along U.S. 19. This explosive growth, however, occurred in the undeveloped areas of Palm Harbor, bypassing for the most part the area of original settlement (i.e., Old Palm Harbor, including its historic downtown area centered on Florida Avenue). In recent years, however, Old Palm Harbor has been generating increased interest among the residents of the greater Palm Harbor area since it retains the historic roots of the community, including the original downtown commercial district. Although Palm Harbor has remained unincorporated, it exceeds all but three of the County's municipalities in population.



Florida Avenue in Sutherland, Florida, around 1910. Town Renamed to Palm Harbor in 1925

Chapter Two:

Establishment of the Downtown Palm Harbor Historic District (DPHHD) and Old Palm Harbor-Downtown Zoning District (OPH-D)

An update to the County's Comprehensive Plan in 1989 led to the adoption of the Pinellas County Historical Preservation Ordinance ([Chapter 146](#) of the Land Development Code) by the Board of County Commissioners in February of 1992, establishing a mechanism by which historic sites in the unincorporated County could be designated and protected.

Also as a result of the 1989 Comprehensive Plan update, historic resources in unincorporated Pinellas County were surveyed in 1990 and again in 1993. Several properties of historical significance in the Palm Harbor area (originally known as the Town of Sutherland) were identified in those surveys and placed in the Florida Master Site File (an inventory of historic properties and archaeological sites maintained by the State).

In 1993, Palm Harbor business and property owners and area residents expressed interest in protecting the historic resources in the Old Palm Harbor area. An ad-hoc committee of local property and business owners, Palm Harbor Historical Society members, and local residents was formed to look into the formation of a Historic District. In conjunction with the Pinellas County Planning Department, this committee drafted a purpose statement for the proposed District, developed Design Standards that could be used for the District and recommended the framework for the Historic Palm Harbor Review Committee (HPHRC). (The HPHRC was originally formed to review COA applications, however it is no longer in existence and the HPB and/or Pinellas County Planning Department staff now make decisions on these applications.

In August of 1994, the Pinellas County Board of County Commissioners approved the designation of the Downtown Palm Harbor Historic District (DPHHD), and passed a resolution recognizing the Design Criteria outlined in this manual. The DPHHD boundary is shown on in Appendix B. The purpose for establishing the DPHHD, which consequently resulted in the development of the Downtown Palm Harbor Master Plan and the creation of the Old Palm Harbor-Downtown Zoning District (OPH-D), was to recognize that Downtown Palm Harbor:

- represents a tangible reminder of the County's historic heritage;
- is an example of a turn of the century rural commercial center in an urbanized county;
- was the hub of the local citrus industry and is representative of local businesses of the past;
- was the first center of higher education in Pinellas County as the home of Southern College from 1902 to 1921;
- by becoming a historic district, can provide a focal point for local visitors and improve local business; and
- is unique and is something of which to be proud.

The Community made a firm commitment to preserving the historical character of the area for future generations to visit and experience.

During 1998-1999, collaboration between the key members of the Downtown Palm Harbor Merchant's Association, Palm Harbor Historical Society, Downtown Palm Harbor property owners, Palm Harbor residents and Pinellas County resulted in creation of a Main Street Program, a state and national sponsored program whose purpose is to help small communities revitalize their downtown commercial districts. The Old Palm Harbor Main Street Program (OPHMS) was established in 1999 and remained active until 2013.

In 2000, OPHMS, Pinellas County Planning Staff and the aforementioned key community members proposed and initiated development of the [Downtown Palm Harbor Master Plan](#), which was finalized and adopted by the Board of County Commissioners in 2001. The Plan has two major components: a downtown streetscaping plan and a regulatory plan.

The streetscaping plan illustrated physical improvements in the downtown areas, while the regulatory plan proposed changes to the Pinellas County Land Development Code (Zoning) for the downtown area. The changes to the Zoning Code were designed to implement the purpose of the Master Plan, and to enhance and boost revitalization efforts in the Old Palm Harbor Downtown Area.

What is Old Palm Harbor-Downtown Zoning District (OPH-D)?

The [OPH-D Zoning District](#) was created in 2002 in response to the establishment of the Historic District and approval of the Master Plan referenced above. This unique zoning district incorporates the Design Standards for the Historic District as well as additional development regulations that maximize the pedestrian experience and further protect the unique character of Old Palm Harbor and its historic buildings. The area contained in the OPH-D Zoning District has a mixture of retail, dining, residential, office, service, and community uses.

What is a Certificate of Appropriateness (COA)?

To support and implement the preservation and enhancement of the OPH-D Zoning District and the DPHHD, a Certificate of Appropriateness (COA) is needed for certain exterior alterations. Interior work is excluded, as are **ordinary maintenance and repairs** that do not alter the design, material or external appearance of the building.

A COA is similar to a building permit and is issued by the County's Historic Preservation Board (HPB) or Planning Department Staff (Staff) prior to permitting any alternation, demolition, relocation, reconstruction, excavation, or new construction which will result in a change to the exterior of a building in OPH-D or DPHHD. COA applicants must provide adequate information as determined by the HPB or Staff to enable them to visualize the effect of the proposed action on the historic resources and on adjacent buildings and streetscapes within OPH-D and DPHHD so as to ensure the work meets the design criteria outlined

in [Section 146-7\(7\)](#) of the Pinellas County Land Development Code.

This manual is intended to provide a clear understanding of the design criteria property owners must adhere to in order to be granted a COA, while at the same time providing the framework for which the HPB or Staff must utilize when making decisions on COA applications. This process ensures that the historic integrity of the Old Palm Harbor Downtown Area is preserved.

COA Application Procedures

COA applications must be sent to the Pinellas County Planning Department. The COA application can be found as an appendix to this manual or on the County's [historic preservation website](#). An application must be submitted one month in advance of a Historic Preservation Board meeting in order to be included on that month's meeting agenda. COA applications must be accompanied by:

1. Construction documents specifying intended material choices.
2. A visual representation of the proposed changes.
3. Material samples as deemed necessary by County staff and/or the Historic Preservation Board.

The HPB and Staff both make decisions on COAs under the parameters of the Design Standards contained in this manual. Appendix E displays a table illustrating whether the HPB or Staff make the decision, while Appendix C provide a flow chart illustrating the review process.

Chapter Three:

Design Standards for the Downtown Palm Harbor Historic (DPHHD) and Zoning Districts (OPH-D)

Given that the buildings found in DPHHD and OPH-D do not provide a common architectural style, the establishment of these Districts was largely about preserving the “sense of place” created by the mix of uses, special character and history that resulted from the area’s original platting as a walkable town center. The Design Standards for the DPHHD and OPH-D, therefore, are based upon the connecting elements and characteristics that are present, including:

- the relationship between the shape, size, and height of the buildings;
- the front-facing orientation of the buildings and lack of setbacks from the main street;
- the major roof types; window/door design and placement;
- minimal ornamentation and architectural detailing; and
- minor connecting elements such as shutters, porches, and fences.

COA applications submitted for redevelopment projects in either DPHHD or OPH-D will be examined for consistency with the 28 Design Standards outlined in the Pinellas County Land Development Code, which are described in detail below.

As discussed in the previous chapter, Standards 1-10 are the guidelines established by the U.S. Department of the Interior for rehabilitating historic buildings, which forms the basis for the County’s evaluation of COA applications. Standards 11-28 were developed with community input and are specific to the mix of uses, character and history of the Old Downtown Palm Harbor Downtown Area.

Standards 1-10: [U.S. Department of the Interior’s Standards for Rehabilitation](#)

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.

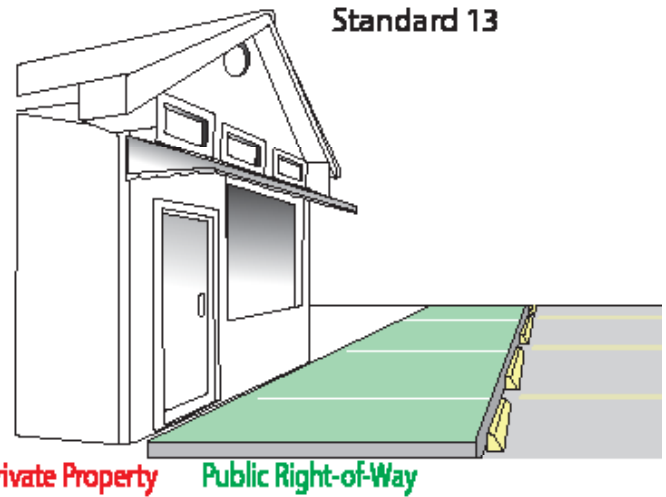
STANDARD 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used: The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

STANDARD 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.

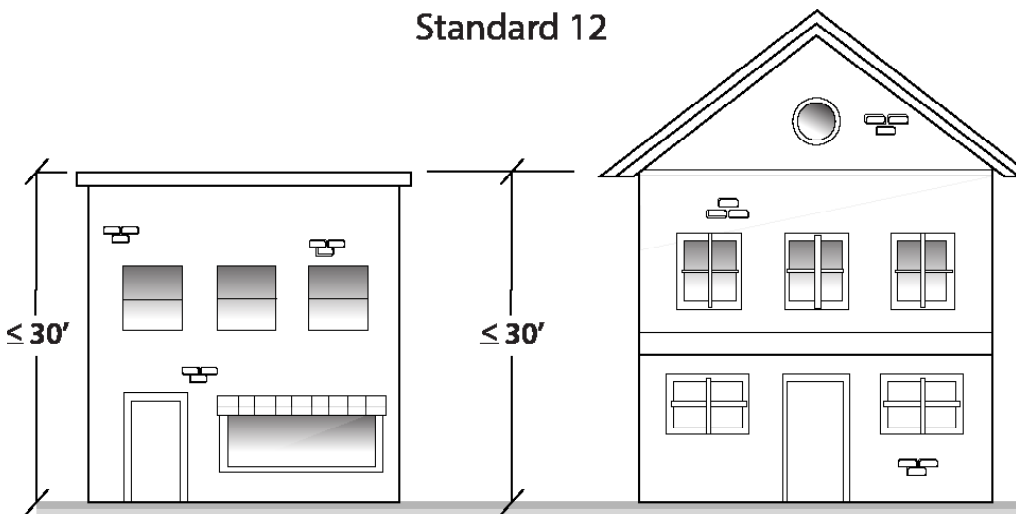
Standards 11-28: Design Criteria Specific to the Mix of Uses, Character and History of the Old Palm Harbor Downtown Area

STANDARD 11: The scale (height/width ratio) of new construction, or of alterations/additions to existing structures, shall be similar to that of the contributing structures in the District.



STANDARD 13: The historical set-back patterns and street-facing orientation shall be maintained for new and reconstructed buildings. New buildings shall be built flush with the public right-of-way except in cases where the presence of mature trees requires that the building be located back from the street. The orientation of new buildings, and of alterations/additions to existing buildings, shall maintain front-facing facades with the main entrance on the street side of the building.

Standard 12



STANDARD 12: New buildings or alterations/additions to existing structures shall not be built higher than the existing buildings in the District as of the time of designation. The height of new construction, or of alterations/additions to existing structures, shall not exceed 30' thirty (30) feet in height when measured at the eave of the structure. (A peak height of 39 feet is allowed.)

STANDARD 14: The size, slope, and type of roofs for new construction, or for alterations/additions to contributing structures, shall be similar to those of the contributing structures.



Appropriate gable roof



Appropriate gable hip roof



Appropriate flat roof with parapet wall (front view)



Appropriate flat roof with parapet wall (corner view)



Appropriate flat roof with parapet wall (side view). Also, per standard 28, note that the hvac system is not visible from front view)

STANDARD 15: Shutters shall be in character with the style and period of the building. Replacement shutters shall be similar to the original in size, configuration, and style, and shall fit the window openings, not to overlap on the surface of the wall.

Each shutter should equal to 50% of the width of the window.



Appropriately sized shutters

STANDARD 16: Porch additions shall have a roof type that is either similar to the existing roof or that is in character with the style and period of the building.



Appropriate porch and fence example.

STANDARD 17: Fences within the OPH-D Zoning District and the Downtown Palm Harbor Historic District shall be limited to the following styles and materials:

- A. All fences and walls shall be constructed of materials appropriate to their purpose and location and shall be compatible with the streetscape materials.
- B. Fences and walls on all street frontages shall be constructed only of decorative open pickets, decorative aluminum, brick, or stamped concrete which are compatible with the streetscape design materials.
- C. No fence or wall shall be constructed of corrugated sheet metal, barbed wire, chicken wire, or similar materials.

- D. Chain link fences concealed by landscaping may be allowed along the side of property that has no street or alley frontage.
- E. On all street frontages (except for frontage on an alley), walls and fences shall not exceed three feet in height.
- F. No fence or wall shall be constructed within a public right-of-way, right-of-way easement or utility easement, unless authorized by the county.
- G. No fence or wall shall enclose a water meter box or manhole, unless authorized by the county.
- H. Where not specifically changed in this section, fences and walls shall otherwise comply with [section 138-1336](#).
- I. *(Refer to Standard 16 for visual depiction.)*

STANDARD 18: Historically, building, trim, and roof colors have not been a major defining component of the District. Choice of colors should complement and enhance the character of the District. For new construction and non-contributing structures, specific color choice is left to the discretion of the property owner

STANDARD 19: On-street or alley parking should be maintained. Historical parking patterns should be followed in site-plan requirements for new construction.

Contributing Structures

Contributing Structures are those which contribute to the overall historic significance of a designated historic district and were present during the period of historic significance and possess historic integrity reflecting the character of that time or is capable of yielding important information about the historically significant period or independently meets the criteria for designation as a landmark and landmark site.

STANDARD 20: If windows and/or doors in contributing structures are determined to be unrepairable they shall be replaced with new windows and/or doors matching the size, spacing and, where possible, materials of the originals. The use of materials other than the original materials shall be considered by the Downtown Palm Harbor Review Committee (DPHRC) and Pinellas County on a case- by-case basis.



Appropriate window rhythm and spacing

STANDARD 21: Porches and porch features that are in good condition or repairable, and which are in character with the style and period of the building, shall be retained. Porches and porch features shall be repaired so they match the existing in materials, size and configuration.

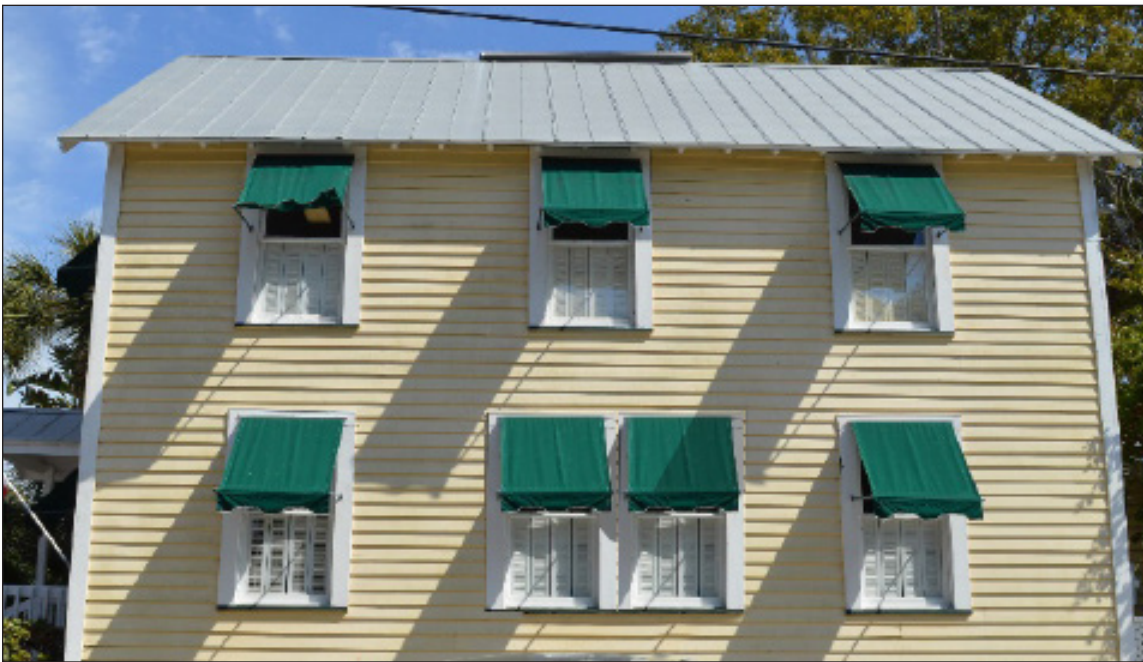
(Refer to Standard 16 for visual depiction.)

Non-Contributing Structures

Non-contributing Structures are those which do not contribute to the overall historic significance of a designated historic district due to alterations, disturbances or other changes and, therefore, no longer

possesses historic integrity or was not present during the period of historic significance or is incapable of yielding important information about that period.

STANDARD 22: Where possible and appropriate, alterations and additions to non-contributing structures shall be similar to the major features, details, and materials found in the contributing structures. Alterations and additions shall not introduce false historical architectural features not found in the District.



Inappropriate windows disrupting general rhythm found in the contributing structures.

STANDARD 23: Where possible and appropriate, when renovating an existing non-contributing structure, new or replacement windows and/or doors shall be similar to the size, spacing, materials, and general rhythm of the windows and/or doors found in the contributing structures.

(Refer to Standard 20 for visual depiction.)

New Construction

STANDARD 24: The roof types of new buildings shall conform to the roof types of the contributing structures in the district. Gable, Pyramidal (Hip), and Flat roofs with Parapets are found in the contributing structures. Use of a roof type that is not present in the contributing structures, and which can be seen from the street is prohibited. Alternative roof styles can be used if they are concealed by a parapet and are not visible from the street.

(Refer to Standard 14 for visual depiction.)

STANDARD 25: Proportions, configurations, and placement of windows and/or doors in new buildings shall be similar to the size, spacing, materials, and general rhythm of the window/door fenestration found in the contributing structures.

(Refer to Standard 20 for visual depiction.)

STANDARD 26: Use of double-hung sash windows with 2-4 lites is encouraged. Jalousie windows are prohibited. Recessed entrances are encouraged.



Appropriate Window with 4 Lites



Jalousie windows **prohibited**.



Appropriate Recessed Doors

STANDARD 27: Major architectural features, detailing, and materials used in new construction shall be similar to those of the contributing structures found in the district.

(Refer to Standard 14 for photos of roof types, Standard 22 for siding, and Standard 26 for windows and doors.)

STANDARD 28: Modern equipment such as solar collectors, air conditioners, etc. shall be concealed from public view.

(Refer to flat roof images for Standard 14 for visual representation of Standard 28)

Appendix A: U.S. Department of the Interior Guidelines for the Treatment of Historic Properties

This chapter addresses the treatment of historic buildings within historic districts, their sites, and environment. It is intended to provide the reader with an understanding of several generally accepted historic preservation treatments, but an emphasis is placed on rehabilitation as this is the most likely treatment for properties in DPHHD and OPH-D. The chapter begins with definitions provided by the U.S. Department of the Interior of the major approaches to altering or repairing a historic building and concludes with generally accepted steps to be used when developing a rehabilitation plan.

Treatment of Historic Properties

Choosing an appropriate treatment for a historic building is critical. The National Park Service of the U.S. Department of the Interior provides four general approaches to the treatment of historic buildings: preservation, rehabilitation, restoration and reconstruction.

1. [Preservation](#) focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.
2. [Rehabilitation](#) retains a property's historic character but acknowledges the need to alter or add to a historic property to meet continuing or changing uses.
3. [Restoration](#) removes evidence of time periods other than the original time in history in which it was built to depict its original existence.
4. [Reconstruction](#) comes into play when original portions of a building no longer exist but there is a desire to re-create for interpretive purposes.

Several factors must be considered when determining the appropriate treatment of a historic building, including its relative importance in history, physical condition, proposed use and any building code requirements established by the local government.

For the purposes of the Old Palm Harbor Historic District, the County adopted the U.S. Department of the Interior's Standards for Rehabilitation (Standards) to serve as the basis for evaluating COAs. Over the past several decades these Standards have become the authoritative guidelines for rehabilitation in the United States, and many state officials and local design review boards both in Florida and nationally employ the Standards as the basis for rehabilitation guidelines.

Rehabilitation is defined by the Department of the Interior as "the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values." Generally, the Department of the Interior considers rehabilitation the appropriate treatment when:

- repair and replacement of deteriorated features are necessary;
- alterations or additions to the property are planned for a new or continued use; and
- its depiction at a particular period of time is not appropriate.

The Department of the Interior provides [technical assistance](#) on the specific treatment for masonry, wood, metals, roofs, windows, etc., however a summary of the suggested steps to rehabilitation, beginning with the least intrusive treatments, are as follows:

Identify, Retain, and Preserve: The first step, identifying, retaining, and preserving the form and detailing of architectural materials and features, is basic to the sensitive treatment of all historic buildings. The guidelines that follow recommend measures to accomplish this goal while avoiding actions that will cause the removal of features that form the historic character of a building.

Protect and Maintain: Protection generally involves the least degree of intervention and precedes other work. Protective measures include the maintenance of historical materials through treatments such as rust removal, caulking, limited paint removal, re-application of protective coatings, and cyclical cleaning of roof gutter systems; or stabilization through installation of fencing, protective plywood, alarm systems and other measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should begin at this level.

Repair: Repairs are warranted when the physical condition of character-defining materials and features require it. Repair of historic material begins with the least degree of intervention possible, such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading the material according to recognized preservation methods. Repair also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing parts of features when there are surviving prototypes. Although using the same kind of materials is always the preferred option, substitute materials are acceptable if the form and design as well as the substitute materials themselves convey the visual appearance of the remaining parts of the feature and finish.

Replace: Replacement is appropriate when an entire character-defining feature is not repairable. If the essential form and detailing are still evident so that physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature with the same material. Because this approach may not always be technically feasible, provisions are made to consider the use of a compatible substitute material.

Design for Missing Historic Features: A new feature is appropriate when an entire interior or exterior feature is missing. Under these circumstances the original feature no longer plays a role in physically defining the historic character of a building unless it can be accurately recovered in form and detailing through the process

of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the preferred course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to reestablish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself so that a false sense of historical appearance is not created.

Alternation/Additions to Historic Buildings: The final step involves alterations and additions. Some exterior and interior alterations to a historic building are generally needed to assure its continued use. It is, however, generally important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; and installing an entirely new mechanical system. Alterations may include the selective

removal of building or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition to a historic building may seem to be essential for new use. The guidelines emphasize, however, that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, non-character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be clearly differentiated from the historic building and constructed so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

Appendix B: Boundary Map of DPHHD and OPH-D District

ADOPTED OPH-D CODE

- Old Palm Harbor- Downtown (OPH-D) District
- Active First Floor Uses
- OPH-D East Sub District
- OPH-D West Sub District
- Downtown Palm Harbor Historic District

The Pinellas Trail

Alt. US 19

11th St.

12th St.

Omaha St. CR 1

14th St.

Pennsylvania Ave.

Indiana Ave.

Nebraska Ave.

Florida Ave.

Georgia Ave.

Michigan Ave.

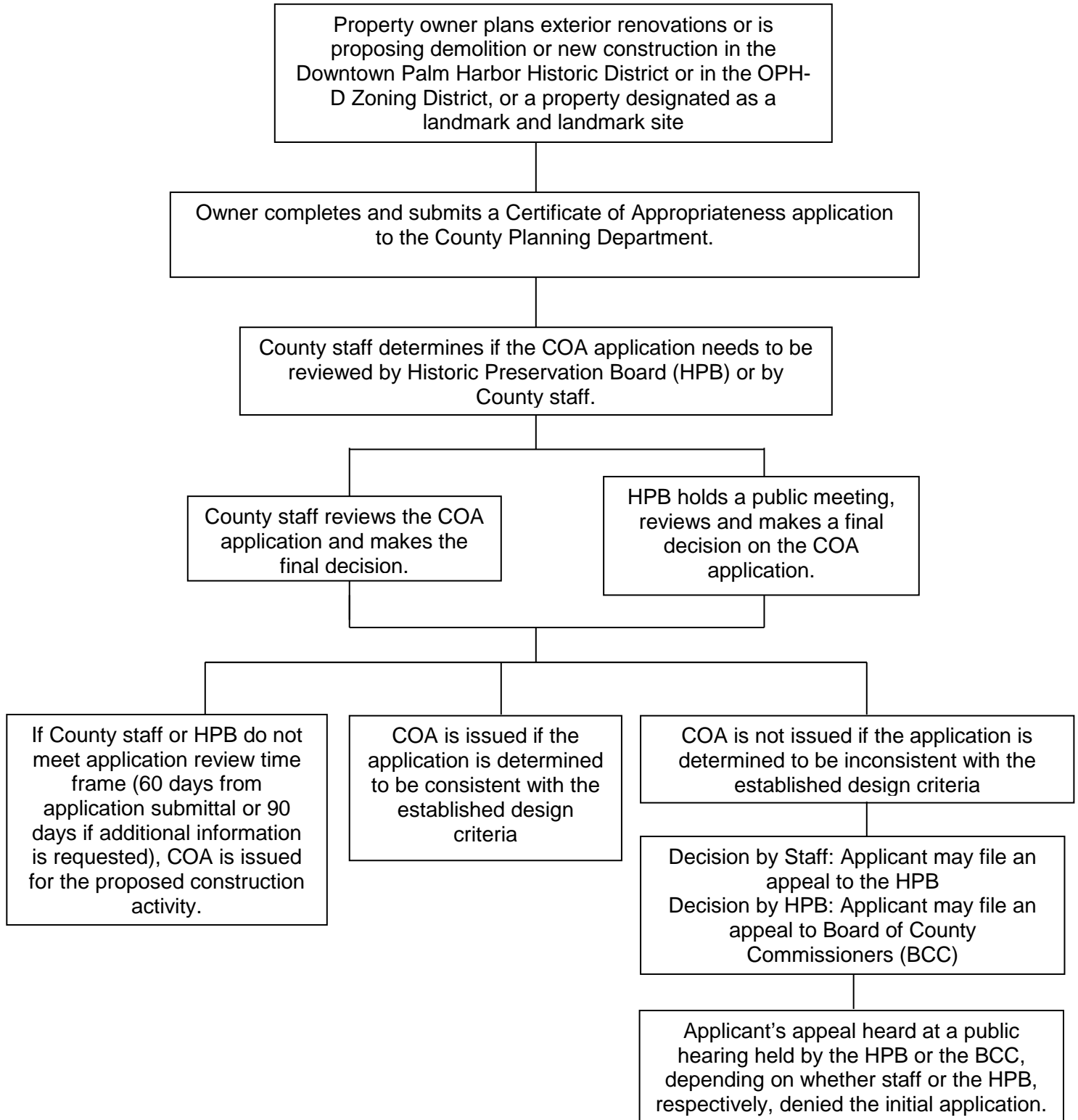
Wisconsin Ave.

Illinois Ave.



Appendix C: COA Review Process Flowchart

Pinellas County Certificate of Appropriateness (COA) Review Process



Appendix D: COA Application Form

Pinellas County Certificate of Appropriateness Application

For Staff Use Only

COA# _____

DATE: _____

HPB/Staff Decision _____

Staff Signature _____



Instructions: Your application cannot be evaluated unless it is complete and all required supporting materials are provided. Type or print clearly in black ink. If additional space is needed, attach additional sheets.

A. GENERAL INFORMATION (To be completed by all applicants).

1. Property Identification and location:

Name of Property/Business: _____

Property Identification Number (from tax records): _____

Address of Property: _____

2. Mailing Addresses:

Property Owner: _____

Address: _____

City: _____ State _____ Zip Code _____

Phone Number (H) _____ (W) _____

Occupant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number (H) _____ (W) _____

Agent/Engineer/Architect/Contractor: _____

Address _____

3. Existing Building Uses and Building Condition:

<input type="checkbox"/>	Single-Family residence
<input type="checkbox"/>	Multi-family residence
<input type="checkbox"/>	Restaurant
<input type="checkbox"/>	Office
<input type="checkbox"/>	Commercial - Retail
<input type="checkbox"/>	Other: _____

4. Type of Request:		Proposed Use:	
<input type="checkbox"/>	Alteration of an archaeological site	<input type="checkbox"/>	Single-Family residence
<input type="checkbox"/>	Exterior alteration of building/structure	<input type="checkbox"/>	Multi-family residence
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Restaurant
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Office
<input type="checkbox"/>	Relocation	<input type="checkbox"/>	Commercial - Retail
		<input type="checkbox"/>	Other: _____

4. Type of Request:		Proposed Use:	
<input type="checkbox"/>	Alteration of an archaeological site	<input type="checkbox"/>	Single-Family residence
<input type="checkbox"/>	Exterior alteration of building/structure	<input type="checkbox"/>	Multi-family residence
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Restaurant
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Office
<input type="checkbox"/>	Relocation	<input type="checkbox"/>	Commercial - Retail
		<input type="checkbox"/>	Other: _____

6. Written Description of Proposed Work:

Explain what changes will be made and how they will be accomplished. If adequate space is not provided, please submit a continuation sheet on a separate piece of paper as an attachment to the application.

Exterior Building Features (Include material samples when necessary)	
Structural Systems:	Roofs and Roofing:
Windows and Doors:	Materials: (masonry, wood, metal):
Porches, Steps & Fences:	Painting and Finishes:
Environmental Features: (Grading, landscaping, parking, subsurface work, etc.)	

7. Application Procedures:

An applicant for a Certificate of Appropriateness shall submit an application to the County Planning Department. An application for a Certificate of Appropriateness for a designated landmark, a designated landmark site, or a property in a historic district is reviewed by the Historic Preservation Board or County Staff. An application for a Certificate of Appropriateness shall be accompanied by:

1. Full plans and specifications, including pictures;
2. If required, site plan, elevation drawing and specifications to support the project; and
3. In the case of sites involving buildings or structures, samples of materials as deemed appropriate by county staff or the historic preservation board to fully describe the proposed appearance, color, texture, materials, or design of the building(s) or structure(s) and any outbuilding, wall, courtyard, porch, façade, balcony, fence, landscape feature, paving, signage or exterior lighting.

The applicant shall provide adequate information as determined by the County Staff or the Historic Preservation Board to enable the reviewing County Staff or the Historic Preservation Board to visualize the effect of the proposed action on the historic resources and on adjacent buildings and streetscapes within a historic district.

8. Owner Attestation:

The information on this application represents an accurate description of the proposed work and the undersigned has omitted nothing that might affect the decision of the Pinellas County Historic Preservation Board and/or County Staff. The undersigned hereby certifies that the project described in this application, as detailed by plans and specifications enclosed, will be constructed in exact accordance with aforesaid plans and specifications. It is understood that approval of this application by the Pinellas County Historic Preservation Board and/or County Staff in no way constitutes approval of building permit or other required County permit approvals.

Owner Signature (Required) _____ Date:_____

Agent/Architect/Engineer/
Contractor Signature _____ Date:_____

Appendix E: Certificate of Appropriateness (COA) Decision-making Table

COA Issued by Historic Preservation Board (HPB) or County Staff (Staff): Residential & Commercial		
Type of Construction Activity	Contributing Properties	Non-Contributing Properties and Vacant lots
New addition or accessory structure, new building	HPB	HPB
Carport or porch enclosure, new	HPB	HPB
Deck, new above ground	HPB	Staff
Demolition/moving	HPB	Staff
Fence/wall, repair existing consistent w/design guidelines	Staff	Staff
fence/wall, new	Staff	Staff
Hurricane shutters	HPB (if permanent)	Staff
Move structure onto site	HPB	HPB
Porch supports/ornamentation repair (same materials/style only)	Staff	Staff
Porch replace & repair with same materials/style	Staff	Staff
Primary structure, including dormers, new	HPB	HPB
Roof, replace/repair with same materials/style	Staff	Staff
With other materials	HPB	Staff
Satellite dish, antenna, solar collectors	Staff	Staff
Signs, awnings, canopies New or repair/replace fabric	Staff	Staff
Stucco/siding/brick/stone/soffit/fascia, repair with same materials/style	Staff	Staff
Stucco/siding/brick/stone/soffit/fascia, replace/new	HPB	Staff
Window/door replacement with same materials/style	Staff	Staff
With other materials	HPB	Staff

Appendix F: Glossary & List of Acronyms

Building: any structure, either temporary or permanent, having a roof intended to be impervious to weather, and used or built for the shelter or enclosure of persons, animals, or property of any kind.

Certificate of Appropriateness (COA): a written authorization by the Pinellas County Historic Preservation Board or the county administrator to the owner(s) of a designated property, or any building, structure or site within a designated historic district, landmark, or landmark site allowing a proposed alteration, relocation, or the demolition of a building, structure or site. A certificate of appropriateness is required for any proposed work that will result in the alteration, demolition, relocation, reconstruction, new construction or excavation of a designated landmark, landmark site or a property in a designated historic district.

Compatibility: when applied to structures, sensitivity of a building design to the existing character of a neighborhood, surrounding blocks, or historic or special area. This is measured by how the design of a building or project relates to the design elements of the surrounding natural/physical and manmade environment. Compatibility measures include but are not limited to the following: building relationship to the street (such as height, facade details, landscaping activities); the rhythm of spacing between buildings; the use of building materials which match in dimension, color, pattern and finish/texture; and building scale and mass.

Contributing property: includes any building, structure or site which contributes to the overall historic significance of a designated historic district and was present during the period of historic significance and possesses historic integrity reflecting the character of that time or is capable of yielding important information about the historically significant period or independently meets the criteria for designation as a landmark and landmark site.

Design element: the features of a building that include architectural style and facade details, the rhythm and proportion of windows, porches, doors, and vertical and horizontal features, and building form, scale, color, and materials and finish.

DPHHD: Downtown Palm Harbor Historic District

Exterior: all outside surfaces of a building or structure visible from a public right-of-way or the street easement of the building or structure.

Facade means the face or elevation of a building.

Historic district: a geographically definable area designated pursuant to this Chapter 146 of the Pinellas County Land Development Code possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also be comprised of individual elements separated geographically but linked by association or history. To qualify as an historic district, an area may contain both contributing and noncontributing properties.

Historic resources: any prehistoric or historic district, site, building, structure, object, or other real or personal property of historical, architectural, or archaeological value that has been surveyed by a historian and submitted to the Florida Master Site File Section of the State of Florida, Division of Historical Resources. Historic resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, or other objects with intrinsic historic or archaeological value, or any part thereof, relating to the history, government, or culture of the county, the state, or the United States.

Landmark: an archaeological or historical site or a structure designated pursuant to the requirements of this chapter. A “landmark” may include the location of significant archaeological features or of a historical event.

Landmark site: the land designated pursuant to the requirement of this chapter on which a landmark and related structures, or archaeological features and artifacts are located and the land that provides the grounds, the premises or the setting for the landmark.

Lites: individual glass panes within a window sash or door panel

National Register of Historic Places: a federal listing maintained by the U.S. Department of the Interior of buildings, sites, structures, and districts that have attained a quality of significance as determined by the Historic Preservation Act of 1966 as amended, 16 U.S.C. 470, or as may be amended, renumbered or replaced, and its implementing regulation, 36 CFR 60, National Register of Historic Places, or as may be amended, renumbered or replaced. Areas listed on the National Register are identified in the county historic resource database.

Noncontributing property: includes any building, structure or site which does not contribute to the overall historic significance of a designated historic district due to alterations, disturbances or other changes and, therefore, no longer possesses historic integrity or was not present during the period of historic significance or is incapable of yielding important information about that period.

OPH-D: Old Palm Harbor Zoning District

Ordinary maintenance and repairs: work done to prevent deterioration, decay, or damage or to repair damages to a designated landmark, landmark site, or a building or structure within a designated historic district, or any part thereof, by restoring the landmark site, building or structure as nearly as practicable to its condition prior to such deterioration, decay or damage. Ordinary maintenance and repair does not include chemical or physical treatments, such as sandblasting, that cause damage to historic materials.

Porch: a structure that extends along the outside of a building consisting of a floor that is typically raised above the finished horizontal elevation of the lot. The porch is unenclosed except for a balustrade and the flooring and may be roofed or open to the sky. Porches may be located within any yard, however, when located within the front or side yard, the porch typically provides a primary access into the structure. When providing primary access, the design elements of the porch are typically consistent with those of the attached structure and include the finish materials of any exterior surface, stem wall materials and/or foundation skirting.