



# **PINELLAS COUNTY HISTORIC PRESERVATION BOARD**

## **AGENDA**

**Wednesday, July 20, 2016**

**9:30 A.M. – 11:30 A.M.**

Pinellas County Planning Department, Conference Room, 1<sup>st</sup> Floor  
310 Court Street, Clearwater, FL 33756

- I. **Call to Order and Introductions**
- II. ~~Approval of Minutes – May 18, 2016 meeting~~ **Withdrawn by Staff**
- III. **Public Hearing to Review Certificate of Appropriateness Application (Case # 2016-5)**
  - Palm Harbor Historical Museum, 2043 Curlew Road, Palm Harbor, FL
- IV. **Work Plan Updates on:**
  - Rose Cemetery National Register Nomination,
  - Palm Harbor Design Review Manual,
  - Historic Bridges Survey Grant Application, and
  - Historic Marker Program Timeline
- V. **Other Business**
  - Summit Planning Discussion
- VI. **Public Comments**
- VII. **Board Member Comments**
- VIII. **Chairman's Comments**
- IX. **Adjournment**

**Historic Preservation Board Agenda Item II.**

**Approval of May 18, 2016 Meeting Minutes**

- ~~The minutes of the May 18, 2016 Historic Preservation Board meeting are attached for review and approval.~~

**Attachment(s):** ~~Historic Preservation Board Minutes of May 18, 2016 meeting.~~

**Action Required:** ~~Approval of Minutes.~~

Agenda item withdrawn by Staff

# ~~Historic Preservation Board (HPB) Meeting~~



## ~~MINUTES~~

~~Meeting Date: May 18, 2016~~

Withdrawn by Staff

~~Time: 9:30 a.m.~~

~~Pinellas County Planning Department~~

~~310 Court Street, Clearwater~~

### **Members present:**

Commissioner John Morroni (Chair); Brian Smith (Vice Chair); John Barie, Rae Claire Johnson, David MacNamee, Jim Parent, Cynthia Tarapani, Vincent Luisi, Wally Clark, Estelle Lowenstein

### **Members absent:**

Gina Clayton, Mathew Eberius (Alternate)

### **County Staff in attendance:**

Chris Moore, Scott Swearengen, Renea Vincent, Cynthia Watkins, Brian Lowack and County Attorney David Sadowsky.

### **Community Members in attendance:**

Tamara Helms

## **I. Call to Order:**

A regular meeting of the Historic Preservation Board was held in Clearwater, Florida on May 18, 2016. The meeting convened at 9:35 A.M., Commissioner Morroni called the meeting to order. Introductions, Chairman welcomed new board member Estelle Lowenstein.

## **II. Approval of Minutes:**

Minutes of the February 18, 2016 meeting of the Historic Preservation Board were approved unanimously.

## **III. Public Hearing to Review Requests for a Certificate of Appropriateness (C.O.A.)**

Chairman announced that there were no COA's to be heard at this meeting, so the Public Comment agenda item was decided to be moved up out of convenience to Ms. Tamara Helms, who appeared seeking feedback on a potential porch enclosure on a property she was considering leasing. Citizen's preferred solution presented included replacing the existing awning with a larger one that would also feature roll-down sides to mitigate rain and wind impacts on patrons, was cost prohibitive, but wanted feedback on another tent-like structure found nearby at Ozona Blue. While the Board was supportive of the extended awning

solution, they were not supportive of the Ozona Blue option. The main concerns were that the size and scale of the tent, along with its roof pitch, were not in line with the existing building. One Board member commented that the Frenchy's Outpost option presented would be supported, and another mentioned the Venus Restaurant as another example that the Board could likely support.

Staff brought to the attention of the Board that it was discovered at the Pre-Application meeting there was a screened in porch that was never permitted and that it would need an "after the fact permit", which would mean it would also likely need an "after the fact COA", or be removed, prior to the work Ms. Helms is inquiring about can be permitted. The applicant did not think this would be an issue.

#### **IV. 2016 Summit Planning:**

John Barie recapped the April 20<sup>th</sup> Summit. Great turn out, enthusiastic crowd, and interesting presentations. Feedback was very complimentary, good material. Chairman Morroni stated the next summit should have something from North, South and Mid-County included. Only problem he had was he felt it was too focused on St. Pete Beach and he wants to attract from all over the County. John Barie stated that Clearwater has offered to host next summit in October, possibly at the Clearwater Historical Society. Mr. Barie and Rae Claire Johnson explained how the summit locations began. Safety Harbor has asked to hold summit in January. Chairman Morroni brought up the Old Court House being 100 years old next year. Has not spoken to Mark Woodard yet about how to highlight it, but and doesn't want Safety Harbor summit to interfere. By next meeting John Barie will speak with Safety Harbor and Bill Wallace in Clearwater. Planning will find out dedication date. Mr. Barie would like to hold meetings outside at different locations. John Barie will check and see what venue is available in St. Pete to attend. This is plan in the next couple years to go out and about. Chairman Morroni thought it was great and really impressed that many people were there. Staff received a few emails, all positive feedback. Chairman Morroni has stated that this board is more organized and focused then it was a few years ago and thanks that some real good work can happen as a result.

#### **V. Work Plan Discussion:**

Staff gave an update on Rose Cemetery National registration. He discussed the meeting he had with City of Tarpon Springs staff Tina Bucuvalas and Heather Urwiller, and applicants are unable to have an open discussion with the City's Historic Preservation Board until a formal application is made. Ms. Urwiller did say she thought the Board would be supportive and she will raise the idea and get feedback in the staff comments of the June Board meeting. Cyndi Tarapani asked why not all the research could be given to Ms. Urwiller to put in Board presentation order and present it to the Board. Staff will provide talking points and information on the nomination for the July meeting and that's where it was left. Jim Schnur, head librarian at USF St. Pete provided an essay laying case for Rose Cemetery being the most intact African American historical cemetery in Pinellas County, which strengthened the application. Ms. Bucuvalas met with Bob Jones, a former colleague who oversees National Register of Historic Places applications for cemeteries for the State



Division of Historical Resources, to brief him on the Rose Cemetery application and he was optimistic it would achieve a successful nomination. Since the City is a GLG and they would have to review the application anyway since it was in their jurisdiction, regardless of who the submitter was, he felt it would be logical to go ahead and have them be the official submitter, which could shorten the review process. Staff will update Ms. Urwiller. Cyndi Tarapani agreed that the City should be the submitter and that our support can be to help hand off the completed nomination for them to review. Ms. Tarapani attends the historical meetings and will support in any way we need.

Staff gave a progress report regarding the Old Palm Harbor Design Manual and logo. The manual's text was significantly revised. It has been sent over to Communications and new photos and diagrams are being integrated. The goal is also to make it more Web-friendly, so there will be various background information links provided. The flow of the document was addressed and some chapters were combined, some moved to appendices, etc. The goal is to bring a completed draft for the next meeting.

Historic Bridges, survey grant application was moved up a month and we were able to update application and submit it successfully. Was able to track down the comments from the State Review Board Panel interested in how to protect the historic resources from being removed. Survey is the first place to start, example given was the Friendship Trail Bridge and how to protect. Staff will attend call or attend in person for the panel review will check on when it is and send to Board. Staff had recommended it for full funding. We are submitting for the small matching grant, staff will send out timeline. Mr. Barie's understanding is if we were selected that the money would not receive money until following year. We were ranked 9 last year, and we could have participated attending the meeting, this is a great idea and how can this further protect these resources.

A decision support package to fund \$21,000 for a Historical Marker Program was submitted in the County's budgetary process and a discussion on selecting list of sites to install markers on was postponed until a further meeting after the County budget process advances further.

**VI. Other Business:**

Communications updated the logos. Historic on the top then Pinellas County Preservation Board Pinellas County Motion to approve change and seconded, approved unanimously.

**VII. Public Comments:** Already heard, as it was moved to the public hearing section.

**VIII. Board Members Comments:**

Ms. Lowenstein is pleased to be with the Board and have it all together. She served for 6 years on the Hollywood Board. Ms. Tarapani wants to know what the thoughts are on the design update and doing a county wide manual something that implies to all part. Schools of architecture was suggested. Happy to see in paper the Marriot hotel has taken over the Fenway to turn into a 5 star resort hotel with the 20's look. Mr. Barie gave a big thanks and

kudos to Chris Moore for all the work that was done on the Summit.

**IX. Chairman's Comments:**

The next meeting is July 20<sup>th</sup>, Chairman Morroni may be gone, and Vice Chairman Brian Smith may be out of town. The meeting won't have to be canceled as long as the majority will be there. Or if Ms. Helms is not ready we can always have a meeting in August. Vice Chairman Smith thinks a status report should be given to the Board of County Commissioners. Staff will prepare something for Commissioner Morroni to be able to talk to the Board of Commissioners about during staff comments.

**X. Adjournment: May 18, 2016 meeting was adjourned at 11:30 a.m.**

**Historic Preservation Board Agenda Item III.**

**Public Hearing to Review Request for Certificate of Appropriateness (COA) Application (Case# 2016-5)**

**Applicant:** Palm Harbor Historical Museum

**Owner:** Pinellas County

**Subject Property:** 2043 Curlew Road, Palm Harbor, FL 34683

The Palm Harbor Historical Museum has requested a COA application review regarding installation of a new covered deck at the rear of the County-owned museum and a new roof and windows for the Grove House located at the rear of the property.

**Attachment(s):** Certificate of Appropriateness application, construction documents, associated site photographs, location map

**Action Required:** Conduct a public hearing on the application and take final action on the proposed COA.

# Certificate of Appropriateness Application Report

Case Number 2016-5

Pinellas County Historic Preservation Board ► 7/13/2016

**Applicant:** Palm Harbor Historical Museum

**Subject Property:** 2043 Curlew Road, Palm Harbor, FL 34683

**Project Description:** The applicant proposes to install a new covered deck at the rear of the museum and a new roof and windows for the Grove House located at the rear of the property.

**Staff Recommendation:** Approval

**Historic Preservation Board Action:**

# Certificate of Appropriateness Application Report

## Case Number 2016-5

**STAFF REVIEW:** This application involves the proposed installation of a 425 sq. ft. covered deck at the Palm Harbor Historical Museum. The metal seam roof will be approximately 12' high as measured from the eave and will have a 4/12 pitch. The deck will have 42' picket railings and additional site improvements include installation of 847 sq. ft. paved area to the rear of the new deck. Additionally, the applicant proposes a new standing seam metal roof and vinyl windows to the Grove House located at the rear of the property.

The museum was designated as a historic resource in 1996, prior to the establishment of the County's Historic Preservation Board. In addition to being known as a museum, the structure is often referred to as the "Judge" Hartley House, for its affiliation with one of the County's pioneer families. "Judge" Thomas William Hartley, who built the home around 1915, was actually a justice of the peace and a Methodist lay minister who ran a fruit packing plant and a factory that supplied ladders to citrus growers. The house is constructed of rusticated cast concrete block. Its affiliation with the Harley family and its unusual architectural style lead to its designation as a historic resource.

The Grove House is not original to the property and was relocated to the site in order to save it from being demolished. The house was originally located in Palm Harbor and is an original orange grove worker's residence common to the Old Palm Harbor area during the days when orange groves dominated the local landscape and economy. Neither the roof nor windows that would be replaced on the structure are original to the house.

Staff has reviewed the proposed alterations against the general criteria for reviewing Certificates of Appropriateness outlined in Sec. 146-7(a)(6) and found there to be no conflict. The table on the next page lists these criteria and provides staff commentary on whether we believe the criteria has been met. Since the museum is not located within the Downtown Palm Harbor Historic District, the design criteria located in Sec. 146-7(a)(7)a. are not applicable.

**STAFF RECOMMENDATION:** Approval of the Certificate of Appropriateness

**ATTACHMENTS:** Certificate of Appropriateness application, construction documents, associated site photographs, location map

## Sec. 146-7(6): General Criteria for Evaluating Certificates of Appropriateness

Criteria	Criteria Met?	Comment
a. 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.	✓	Property's prior use will be maintained.
b. 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.	✓	No historic materials will be removed.
c. 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.	✓	No false architectural details will be introduced.
d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.	N/A	
e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.	✓	No distinctive features will be altered.
f. 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.	✓	No deteriorated historic features will be removed.
g. 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.	✓	No chemical or physical treatments will be used.
h. 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.	✓	New construction will not destroy any historic materials and will be compatible with the existing building on the site.
i. 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.	✓	Future removal of the proposed deck will not alter the essential form and integrity of the historic property or its environment.
j. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.	N/A	Not applicable.

# 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: \_\_\_\_\_

Address \_\_\_\_\_

#### 3. Existing Building Use(s):

<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(s):****Proposed Use(s):**

<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"/>		<input type="checkbox"/>	Other: _____

**5. Estimated Cost of Work:** \_\_\_\_\_

**6. Written Description of Proposed Work:**

All applications must include photographs showing the sides of the designated property which will be altered. Also, if required, include photographs of all adjacent properties.

Explain what changes will be made and how they will be accomplished. If required, submit detailed plans and elevation drawings and specifications to support the written description.

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



**7. 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.

**Signature (Owner)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature (Agent)** \_\_\_\_\_ **Date:** \_\_\_\_\_

CHEMICAL TERMITE TREATMENT NOTES

1. " A PERMANENT SIGN WHICH IDENTIFIES THE TERMITE TREATMENT PROVIDER AND NEED FOR RE-INSPECTION AND TREATMENT CONTRACT RENEWAL SHALL BE PROVIDED. THE SIGN SHALL BE POSTED NEAR THE WATER HEATER AND ELECTRICAL PANEL."
2. CONDENSATE AND ROOF DOWNSPOUTS SHALL DISCHARGE AT LEAST 1'-0" FROM BUILDING SIDEWALLS.
3. IRRIGATION/SPRINKLER SYSTEMS INCLUDING ALL RISERS AND SPRAY HEADS SHALL NOT BE INSTALLED WITHIN 1'-0" OF THE BUILDING SIDEWALLS.
4. TO PROVIDE FOR INSPECTION FOR TERMITE INFESTATION, BETWEEN WALL COVERING AND FINAL EARTH GRADE SHALL NOT BE LESS THAN 6 INCHES. EXCEPTION: PAINT OR DECORATIVE CEMENTICIOUS FINISH LESS THAN 5/8" THICK ADHERED DIRECTLY TO THE FOUNDATION WALL.
5. INITIAL TREATMENT SHALL BE DONE AFTER ALL EXCAVATION AND BACKFILL IS COMPLETE.
6. SOIL DISTURBED AFTER THE INITIAL TREATMENT SHALL BE RETREATED
7. BOXED AREAS IN CONCRETE FLOORS FOR SUBSEQUENT INSTALLATION OF TRAPS, ETC., SHALL BE MADE WITH PERMANENT METAL OR PLASTIC FORMS. PERMANENT FORMS MUST BE OF A SIZE AND DEPTH THAT WILL ELIMINATE THE DISTURBANCE OF SOIL AFTER THE INITIAL TREATMENT.
8. MINIMUM 6 MIL. VAPOR RETARDER MUST BE INSTALLED TO PROTECT AGAINST RAINFALL DILUTION. IF RAINFALL OCCURS BEFORE VAPOR RETARDER PLACEMENT, RETREATMENT IS REQUIRED.
9. CONCRETE OVERPOUR AND MORTAR ALONG THE FOUNDATION PERIMETER MUST BE REMOVED BEFORE EXTERIOR SOIL TREATMENT.
10. SOIL TREATMENT MUST BE APPLIED UNDER ALL EXTERIOR CONCRETE OR GRADE WITHIN 1'-0" OF THE STRUCTURE SIDEWALLS.
11. AN EXTERIOR VERTICAL CHEMICAL BARRIER MUST BE INSTALLED AFTER CONSTRUCTION IS COMPLETE INCLUDING LANDSCAPING AND IRRIGATION. ANY SOIL DISTURBED AFTER THE VERTICAL BARRIER IS APPLIED, SHALL BE RETREATED.
12. ALL BUILDINGS ARE REQUIRED TO HAVE PRE-CONSTRUCTION TREATMENT.
13. A CERTIFICATE OF COMPLIANCE MUST BE ISSUED TO THE BUILDING DEPARTMENT BY A LICENSED PEST CONTROL COMPANY BEFORE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED. THE CERTIFICATE OF COMPLIANCE SHALL STATE "THE BUILDING HAS RECEIVED A COMPLETE TREATMENT FOR THE PREVENTION OF SUBTERRANEAN TERMITES. THE TREATMENT IS IN ACCORDANCE WITH THE RULES AND LAWS OF THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES."
14. AFTER ALL WORK IS COMPLETED, LOOSE WOOD AND FILL MUST BE REMOVED FORM BELOW AND WITHIN 1'-0" OF THE BUILDING. THIS INCLUDES ALL GRADE STAKES, TUB BOXES, FORMS, SHORING OR OTHER CELLULOSE CONTAINING MATERIAL.
15. NO WOOD, VEGETATION, STUMPS, CARDBOARD, TRASH, ETC. SHALL BE BURIED WITHIN 15'-0" OF ANY BUILDING OR PROPOSED BUILDING

NOTE:  
ALL ABOVE NOTES ARE PER THE FBC 2014 SECTIONS R318.7

ALL DOOR AND WINDOW ATTACHMENT REQUIREMENTS ARE THE RESPONSIBILITY OF THE MANUFACTURER. ATTACHMENT INFORMATION GIVEN BY THE MANUFACTURER IS PROVIDED HEREIN, HOWEVER, THE MANUFACTURER IS A DELEGATED ENGINEER, AND AS SUCH, IS RESPONSIBLE FOR THE VALIDITY OF THE ATTACHMENT INDICATED, AND MAY CHANGE THE REQUIRED ATTACHMENT AS NECESSARY, PROVIDING DOCUMENTATION OF SUCH CHANGE TO THE ENGINEER OF RECORD.

WINDOW NOTE

ALL PRE-ENGINEERED WOOD PRODUCTS ARE THE RESPONSIBILITY OF THE TRUSS MANUFACTURER. THE TRUSS ENGINEER IS A DELEGATED ENGINEER FOR THIS PROJECT, AND AS SUCH, IS RESPONSIBLE FOR THE VALIDITY OF THE COMPONENTS PROVIDED. FRAMING LAYOUTS SHOWN MAY BE CHANGED BY THE TRUSS MANUFACTURER. THE DELEGATED ENGINEER IS RESPONSIBLE FOR PROVIDING A FINAL SEALED SET OF ALL CALCULATIONS AND LAYOUTS FOR THIS PROJECT TO THE ENGINEER OF RECORD FOR REVIEW PRIOR TO MANUFACTURE OF SAID COMPONENTS. ENGINEER OF RECORD HAS NOT REVIEWED THE PRE-ENGINEERED TRUSS MANUFACTURER'S COMPONENTS AT THIS TIME AND RESERVES THE RIGHT TO MAKE ANY CHANGES AFTER SUCH INFORMATION HAS BEEN PROVIDED FOR REVIEW. CONTRACTOR, AS PROJECT COORDINATOR, SHALL BE RESPONSIBLE FOR INSURING INFORMATION REQUESTED ABOVE HAS BEEN SUBMITTED TO ENGINEER OF RECORD IN A TIMELY MANNER WHEN AVAILABLE.

TRUSS ENGINEER NOTE

ALL PRE-ENGINEERED WOOD PRODUCTS SHALL BE VERIFIED BY TRUSS MANUFACTURER. TRUSS MANUFACTURER SHALL HAVE THE AUTHORITY TO MAKE SUBSTITUTIONS FOR PRODUCTS SPECIFIED ON THE PLANS DUE TO AVAILABILITY OR ECONOMICS. CHANGES SPECIFIED BY THE TRUSS MANUFACTURER SHALL CONTROL. CHANGES MADE AFTER TRUSS ENGINEERING HAS BEEN PROVIDED TO ENGINEER OF RECORD, MUST BE APPROVED BY THE ENGINEER OF RECORD.

TRUSS MAN NOTE

ALL ROOF CLADDING PRODUCTS ARE THE RESPONSIBILITY OF THE MANUFACTURER. THE ROOF CLADDING MANUFACTURER IS RESPONSIBLE FOR THE VALIDITY OF THE COMPONENTS PROVIDED. ATTACHMENT INFORMATION GIVEN BY THE MANUFACTURER IS PROVIDED HEREIN. CONTRACTOR, AS PROJECT COORDINATOR, SHALL BE RESPONSIBLE FOR INSURING THAT THE APPROPRIATE ROOFING MATERIAL IS USED AND THAT IT HAS BEEN INSTALLED PER MANUFACTURER'S SPECIFICATIONS SUCH THAT IT WILL WITHSTAND THE COMPONENTS AND CLADDING PRESSURES REQUIRED BY THE SEALED PLANS.

ROOF MATERIAL NOTE

ALL PRE-ENGINEERED TRUSSES TO BE DESIGNED USING THE MOST RECENT TPI CRITERIA. TRUSSES TO BE HANDLED AND INSTALLED USING MOST RECENT HIB RECOMMENDATIONS. TEMPORARY AND PERMANENT BRACING SHALL BE PER MOST RECENT HIB RECOMMENDATIONS UNLESS NOTED OTHERWISE, OR MORE STRINGENT CODE REQUIREMENTS APPLY. TRUSS ENGINEER IS RESPONSIBLE FOR INDICATING ALL TRUSS TO TRUSS CONNECTORS. ALL COMPONENTS TO BE DESIGNED FOR BOTH GRAVITY AND UPLIFT LOAD CASES, INCLUDING BEAM COMPONENTS.

TPI HIB NOTE

BASIC WIND SPEED	146 MPH
WIND IMPORTANCE FACTOR	1.0
RISK CATEGORY	II
BUILDING CATEGORY	II
WIND EXPOSURE	B

EPOXIED ALL THREAD ROD UPLIFT CAPACITIES

EMBEDMENT	1/2" DIA.	5/8" DIA.
6"	1920 #	3768 #
8"	2560 #	5024 #
10"	3200 #	5900 #
12"	3700 #	5900 #

NOTE:  
THESE VALUES ARE BASED ON A307 STEEL ALL THREAD RODS AND SIMPSON SET HIGH STRENGTH EPOXY. THE USE OF HIGHER STEEL WILL YIELD GREATER UPLIFT CAPACITIES FOR DEEPER EMBEDMENTS.

INSULATION

WALLS:

CMU WALLS: R--FOIL 4.1  
FRAME WALLS: R-11

CEILING: R--30  
INTERIOR FRAME KNEE WALLS: R-19  
(WALL THAT BACK UP TO CEILING AREA ONLY)

ALL PLUMBING, ELECTRICAL AND MECHANICAL ROUGH-INS MUST BE COMPLETE, INSPECTED AND APPROVED BEFORE REQUESTING THE FRAMING INSPECTION. IN ACCORDANCE WITH ALL APPLICABLE SECTIONS OF CHAPTER 6 OF THE 2014 FLORIDA BUILDING CODE

GEN. INSP. NOTES

A FOUNDATION SURVEY SHALL BE PERFORMED AND A COPY OF THE SURVEY SHALL BE ON THE SITE FOR THE BUILDING INSPECTOR'S USE, OR ALL PROPERTY MARKERS SHALL BE EXPOSED AND A STRING STRETCHED FROM MARKER TO MARKER TO VERIFY REQUIRED SETBACKS.

PROTECTION OF APPLIANCES IN RESIDENTIAL GARAGES" MINIMUM 3" DIAMETER SCH 40 STEEL PIPE, 2 FT. BELOW CONCRETE SLAB AND 3 FEET ABOVE FINISHED FLOOR,

BUILT UP COLUMN LOAD CHARTS  
ALL CAPACITIES IN POUNDS

ALL PLYS TO BE NAILED (2) ROWS  
6" O.C. STAGGERED W/16d

2x4 S.Y.P. #2			
	(2)	(3)	(4)
8'	3003	5906	7875
10'	1942	3890	5187
12'	1354	2724	3633

2x6 S.Y.P. #2			
	(2)	(3)	(4)
8'	4702	13587	22737
10'	3052	9528	17325
12'	2128	6855	12969

2x8 S.Y.P. #2			
	(2)	(3)	(4)
8'	6177	17715	31537
10'	4023	12495	25317
12'	2805	9004	19531

2x10 S.Y.P. #2			
	(2)	(3)	(4)
8'	7853	22352	39349
10'	5106	15859	31857
12'	3552	11446	24697

2x12 S.Y.P. #2			
	(2)	(3)	(4)
8'	9517	26831	46777
10'	6210	19136	38205
12'	4320	13871	29767

S.Y.P. #2			
	4x4	4x6	6x6
8'	7656	11973	16516
10'	5056	7931	14641
12'	3540	5563	12311

2x4 S.P.F. #2			
	(2)	(3)	(4)
8'	2068	4063	5418
10'	1333	2677	3570
12'	924	1874	2499

2x6 S.P.F. #2			
	(2)	(3)	(4)
8'	3234	9330	15609
10'	2095	6558	11913
12'	1452	4702	8910

2x8 S.P.F. #2			
	(2)	(3)	(4)
8'	4241	12103	21445
10'	2762	8547	17269
12'	1914	6166	13354

2x10 S.P.F. #2			
	(2)	(3)	(4)
8'	5383	15193	26473
10'	3496	10822	21589
12'	2442	7825	16816

COMPONENT AND CLADDING DESIGN  
PRESSURE

BASIC WIND SPEED = 146 MPH  
EXPOSURE B  
ROOF SLOPE 0.4:12 = 5

GC = 1.18, UN-ENCLOSED STRUCTURE

DESIGN WIND PRESSURE (PSF) [ULTIMATE]							
Zone	Effective Wind Area	Basic Wind Speed		Zone	Effective Wind Area	Basic Wind Speed	
		146 MPH				146 MPH	
1	SQ FT	+	-	4	SQ FT	+	-
	10	15.8	38.4		10	35.1	38.0
	20	14.8	37.4		20	33.5	36.4
	50	13.3	36.1		50	31.5	34.5
	100	12.4	35.1		100	32.8	32.8
2	10	15.8	64.4	5	10	35.1	46.8
	20	14.8	57.5		20	33.5	43.6
	50	13.3	48.4		50	31.5	39.7
	100	12.4	41.8		100	32.8	38.4
3	10	15.8	96.9	NOTES DESIGN PRESSURES ABOVE REPRESENT THE NET PRESSURE (RAN OF EXTERNAL AND INTERNAL PRESSURES) APPLIED NORMAL TO ALL SURFACES. COMPONENT MANUFACTURER SHALL USE THE HIGHER OF THE TWO NUMBERS FOR APPLICABLE SQUARE FOOTAGE.			
	20	14.8	80.3				
	50	13.3	58.2				
	100	12.4	41.8				

NOTE: ALL BUILDING ELEMENTS EXPOSED TO WIND SHALL BE INSTALLED PER MANUFACTURER'S INSTRUCTIONS TO RESIST THE WIND PRESSURES INDICATED AND TO MEET OTHER CODE REQUIREMENTS FOR AIR AND WATER INTRUSION.

THIS STRUCTURE HAS BEEN DESIGNED AS AN UN-ENCLOSED STRUCTURE IN ACCORDANCE WITH SECTION 1603 OF THE FLORIDA BUILDING CODE (5TH ED 2014).

ALL EXTERIOR WINDOWS AND GLASS DOORS ARE REQUIRED TO BE TESTED IN ACCORDANCE WITH ANSI/AMMA/WWDA 101/552 STANDARD AND BEAR AN AMMA OR WWDA LABEL IDENTIFYING THE MANUFACTURER, PERFORMANCE CHARACTERISTICS AND APPROVED PRODUCT TESTING ENTITY.

1. CODES AND REFERENCES

- FLORIDA BUILDING CODE 5TH ED 2014
- AMERICAN CONCRETE INSTITUTE OF STRUCTURAL CONCRETE (ACI 318-02)
- AMERICAN CONCRETE INSTITUTE OF MASONRY STRUCTURES (ACI-530-05/ASCE-5-05/TMS 402-02 AND SPECIFICATIONS FOR MASONRY STRUCTURES (ACI 530 1-05/ASCE 6-02/TMS 602-02)
- AMERICAN SOCIETY OF CIVIL ENGINEERS MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES (ASCE-7-10)
- SPECIFICATION FOR THE DESIGN, FABRICATION AND ERECTION OF STRUCTURAL STEEL FOR BUILDINGS LATEST EDITION
- DESIGN SPECIFICATION FOR LIGHT METAL PLATE CONNECTED WOOD TRUSSES BY THE TRUSS PLATE INSTITUTE (TPI) LATEST EDITION
- NATIONAL DESIGN SPECIFICATION FOR WOOD CONSTRUCTION (NDS) LATEST EDITION
- AMERICAN PLYWOOD ASSOCIATION DESIGN / CONSTRUCTION GUIDE. (APA) LATEST EDITION

2. DESIGN CRITERIA

- ROOF LOADING  
LIVE 20 PSF @ 1.25 DURATION FACTOR  
30 PSF @ 1.33 DURATION FACTOR  
DEAD 17 PSF FOR SHINGLE
- FLOOR LOADING  
LIVE 40 PSI @ 1.00 DURATION FACTOR
- BALCONY LOADING  
LIVE 40 PSF FOR LESS THAN 100 SQUARE FT  
LIVE 60 PSF FOR MORE THAN 100 SQUARE FT
- WIND LOADING  
SEE TABLE FOR CRITERIA  
DEAD MAXIMUM 10 PSF FOR SHINGLE

3. SOIL

- MINIMUM ALLOWABLE SOIL PRESSURE 2,000 PSF U.N.O.

4. CONCRETE

- OPERATION INSTALLATION AND PROCEDURE TO COMPLY WITH ACI STANDARDS
- CONCRETE & MINIMUM COMPRESSIVE STRENGTH OF 3000 psi AT 28 DAYS U.N.O.
- REINFORCEMENT REBARS ASTM A615 GRADE 60 U.N.O.
- WELD WIRE FABRIC (WVF ASTM A185)
- LAP SPLICES AND HOOKS SEE TABLE.

5. MASONRY

- MASONRY CONSTRUCTION AND MATERIALS SHALL CONFORM TO ALL REQUIREMENTS OF "SPECIFICATION FOR MASONRY STRUCTURES (ACI 530.1/ASCE 6/TMS 602)," PUBLISHED BY THE MASONRY SOCIETY, BOULDER, COLORADO; THE AMERICAN CONCRETE INSTITUTE, FARMINGTON HILLS, MICHIGAN; AND THE AMERICAN SOCIETY OF CIVIL ENGINEERS, RESTON, VIRGINIA; EXCEPT AS MODIFIED BY THE REQUIREMENTS OF THESE CONTRACT DOCUMENTS.
- GENERAL SPECIFICATION FOR MASONRY STRUCTURES  
5.2.1 TESTING OF FIELD MATERIALS FOR QUALITY CONTROL IS NOT REQUIRED BY ENGINEER FOR THIS PROJECT.  
5.2.2 COMPRESSIVE STRENGTH REQUIREMENT IS  $f_m=1500$  PSI  
5.2.3 DETERMINATION OF COMPRESSIVE STRENGTH IS THE ALLOWABLE STRESS METHOD  
5.2.4 UNIT STRENGTH METHOD IS NOT APPLICABLE  
5.2.5 QUALITY ASSURANCE IS NOT APPLICABLE
- PRODUCTS  
5.3.1 MORTAR MATERIALS SHALL BE TYPE M OR S GRAY MORTAR  
5.3.2 MASONRY UNIT MATERIALS SHALL BE 1900 PSI MIN. CONCRETE MASONRY UNIT.  
5.3.3 REINFORCEMENT, PRE-STRESSED TENDONS, AND METAL ACCESSORIES SHALL BE 40 KSI REBAR (MIN.)  
5.3.4 WELDED WIRE FABRIC TO BE INSTALLED AS SPECIFIED ON PLAN SET.  
5.3.5 STAINLESS STEEL IS NOT APPLICABLE.  
5.3.6 COATING FOR CORROSION PROTECTION IS NOT APPLICABLE.  
5.3.7 CORROSION PROTECTION FOR TENDONS IS NOT APPLICABLE.  
5.3.8 PRE-STRESSING ANCHORAGE, COUPLERS, AND END BLOCKS ARE NOT APPLICABLE.  
5.3.9 JOINT FILLERS ARE NOT APPLICABLE.  
5.3.10 UNITS TO BE BY CAST-ORETE UNLESS NOTED OTHERWISE.
- EXECUTION  
5.4.1 PIPES AND CONDUITS ARE NOT APPLICABLE.  
5.4.2 ACCESSORIES ARE NOT APPLICABLE.  
5.4.3 EXPANSION AND CONTROL JOINTS SHALL BE AS INDICATED IN PLAN SET.
- WOOD FRAMING  
6.1 DIMENSIONED LUMBER SHALL BE DRESSED S4S, AND SHALL BEAR THE GRADE STAMP OF THE MANUFACTURER'S ASSOCIATION.  
6.2 ALL LUMBER SHALL BE SOUND, SEASONED, AND FREE FROM WARP.  
6.3 FRAMING WALLS AND COLUMNS  
6.3.1 MINIMUM OF 3 PLY STUD COLUMNS TO BE INSTALLED AT BEAM OR GIRDER TRUSS BEARING LOCATIONS, UNLESS NOTED OTHERWISE.  
6.3.2 S.P. #2 GRADE OR BETTER FASTEN PLYS TOGETHER USING 16d COMMON NAILS 6" O.C. AS EACH MEMBER IS APPLIED U.N.O.  
6.3.3 4 PLY OR AND LARGER STUD COLUMNS SHALL BE FASTENED TOGETHER AS STATED ABOVE PLUS C516 COIL STRAPPING WRAPPED AROUND COLUMN WITH 4 4" END CAP AT 16" O.C. OR 1/2" @ THRU BOLTS @ 24" O.C.  
6.3.4 ALL FRAMING LUMBER SHALL BE #2 SPRUCE-PINE-FIR OR BETTER U.N.O.  
6.3.5 INTERIOR LOAD BEARING (IF APPLICABLE) WALLS SPACED AT 16" OC AND LESS THAN 8'-0" IN HEIGHT SHALL BE STUD GRADE, SPRUCE-PINE-FIR OR BETTER.  
6.3.7 INTERIOR NON-LOAD BEARING WALLS SHALL BE UTILITY GRADE OR BETTER.  
6.3.8 INSTAL BLOCKING IN ALL WALL STUDS OVER 8'-0" @ MID-HEIGHT, AND SHEATHING JOINT. BRACE GABLE END WALLS AT 4'-0 OC AS SHOWN IN DRAWINGS  
6.4 ALL LUMBER IN CONTACT WITH MASONRY OR CONCRETE SHALL BE PRESSURE TREATED OR NATURAL DURABLE WOOD.  
6.5 PRESSURE TREATED LUMBER SHALL BE IMPREGNATED WITH A CCA SALT TREATMENT IN ACCORDANCE WITH F.S. 11-W-571 AND BARE THE AMERICAN WOOD PRESERVES INSTITUTE EQUALITY MARK LP-2.  
6.6 PLYWOOD FOR ROOF AND WALLS SHALL BE 7/16" (MIN.) APA RATED SHEATHING EXTERIOR GRADE. ALL ROOF SHEATHING TO INSTALLED WITH PLY CLIPS (MAXIMUM 24" O/C). (SEE PLANS FOR SHEATHING THICKNESS.)  
6.7 ALL NAILING AND BOLTING SHALL COMPLY WITH AMERICAN INSTITUTE OF TIMBER CONSTRUCTION REQUIREMENTS. ALL NAILS EXPOSED TO THE EXTERIOR SHALL BE GALVANIZED.  
6.8 ALL CONNECTION HARDWARE SHALL BE GALVANIZED AND SUPPLIED BY SIMPSON STRONG TIE CO. USP, KC METAL, OR EQUIVALENT. SUBMIT CUT SHEETS FOR ALL CONNECTION HARDWARE TO ENGINEER FOR APPROVAL. ALL NAIL HOLES SHALL BE FILLED OR AS PRESCRIBED BY THE MANUFACTURER.  
6.9 BRACING: TEMPORARY BRACING OF THE ROOF SYSTEM SHALL BE INSTALLED PER HIB-91 RECOMMENDATIONS AND SHALL BE UTILIZED AS THE PERMANENT BRACE FOR THE ROOF SYSTEM U.N.O.  
6.10 ALL WOOD FRAMING SHALL BE IN COMPLIANCE WITH THE LATEST NDS EDITION FOR WOOD CONSTRUCTION.

NOTE:  
MISSING DOWELS: WHERE FOOTING DOWELS ARE PLACED INCORRECTLY OR MISTAKENLY ELIMINATED, REPLACE DOWEL AT PROPER LOCATION W/ A 36 #5 BAR. INSTALL IN SLAB W/ 5" MINIMUM EMBEDMENT, USE EPOXY GROUT.

MISSING TRUSS ANCHORS: TRUSSES WHICH ARE PLACED SUCH THAT AN EMBEDMENT ANCHOR IS MISPLACED OR MISSING MAY BE FASTENED TO THE MASONRY BOND BEAM USING ONE SIMPSON MTSM16 W/ (4) 1/4"x2 1/4" TITEN SCREWS & 7-10 D NAILS IN TRUSS. MAX CAP IS 840 #.

MISSING ANCHOR BOLTS AT BEARING WALL:

EXTERIOR BEARING WALL:

IN ADDITION TO THE GENERAL PLACEMENT REQUIREMENTS:  
1.) 5/8" DIAMETER x 6" EMBEDMENT EXPANSION BOLTS SPACED A MAXIMUM OF 24" O.C.

INTERIOR BEARING WALL:

IN ADDITION TO THE GENERAL PLACEMENT REQUIREMENTS:  
1.) 5/8" DIAMETER x 6" EMBEDMENT EXPANSION BOLTS SPACED A MAXIMUM OF 48" O.C. IF RESISTING UPLIFT LOADS OR 3 1/2" EMBEDMENT AT 48" O.C. IF RESISTING GRAVITY LOADS

SAM LIBERATORE, P.E. 55740  
CERTIFICATE OF AUTHORIZATION 27934  
G.B. COLLINS ENGINEERING  
300 PALM HARBOR BLVD.  
Palm Harbor, Florida 34683  
(727) 442-8443

BAYOU HOMES  
BY DESIGN, INC.  
1641 FLORIDA AVE  
PALM HARBOR, FL. 34683  
(727) 492-1500

GENERAL NOTES

DECK AND SITE PLAN FOR  
PALM HARBOR MUSEUM  
2043 CURLEW RD  
PALM HARBOR, FLORIDA

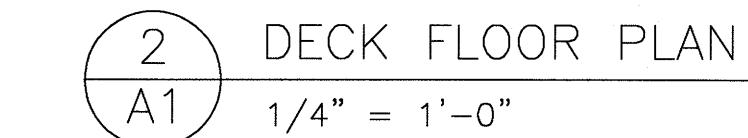
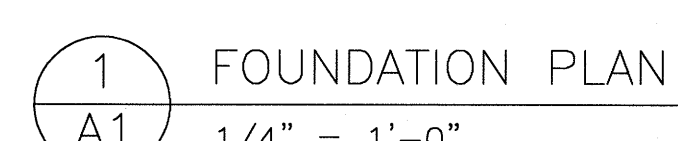
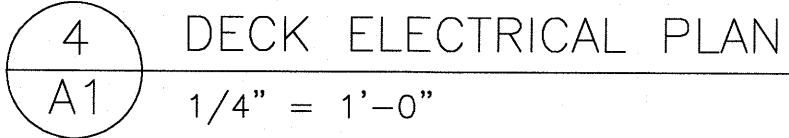
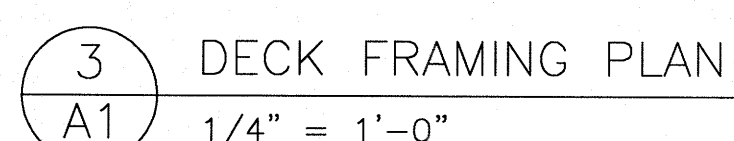
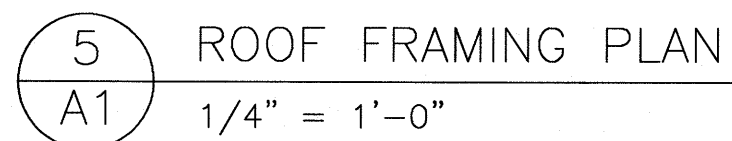
COMMISSION NO.: 20-0216

DATE: JULY 11, 2016

DRAWN BY: RJP

A0





I CERTIFY THAT I HAVE REVIEWED THE STRUCTURE DESCRIBED ON THESE PLANS AND DETERMINED THAT THEY HAVE BEEN DESIGNED TO BE IN COMPLIANCE WITH CHAPTER 16 STRUCTURAL REQUIREMENTS OF THE FLORIDA BUILDING CODE 2014. NO MECHANICAL, ELECTRICAL OR PLUMBING COMPONENTS ARE INCLUDED IN THIS CERTIFICATION.

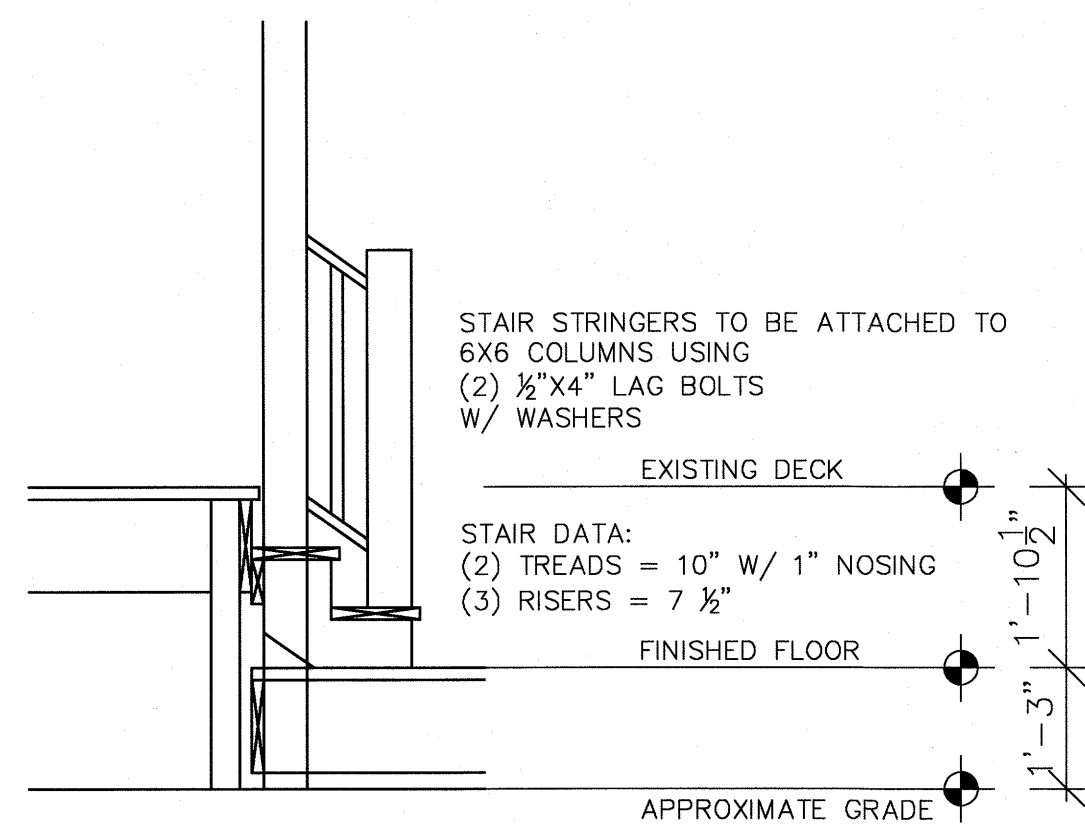
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DECK AND NEW  
RAMP 1 PLANS

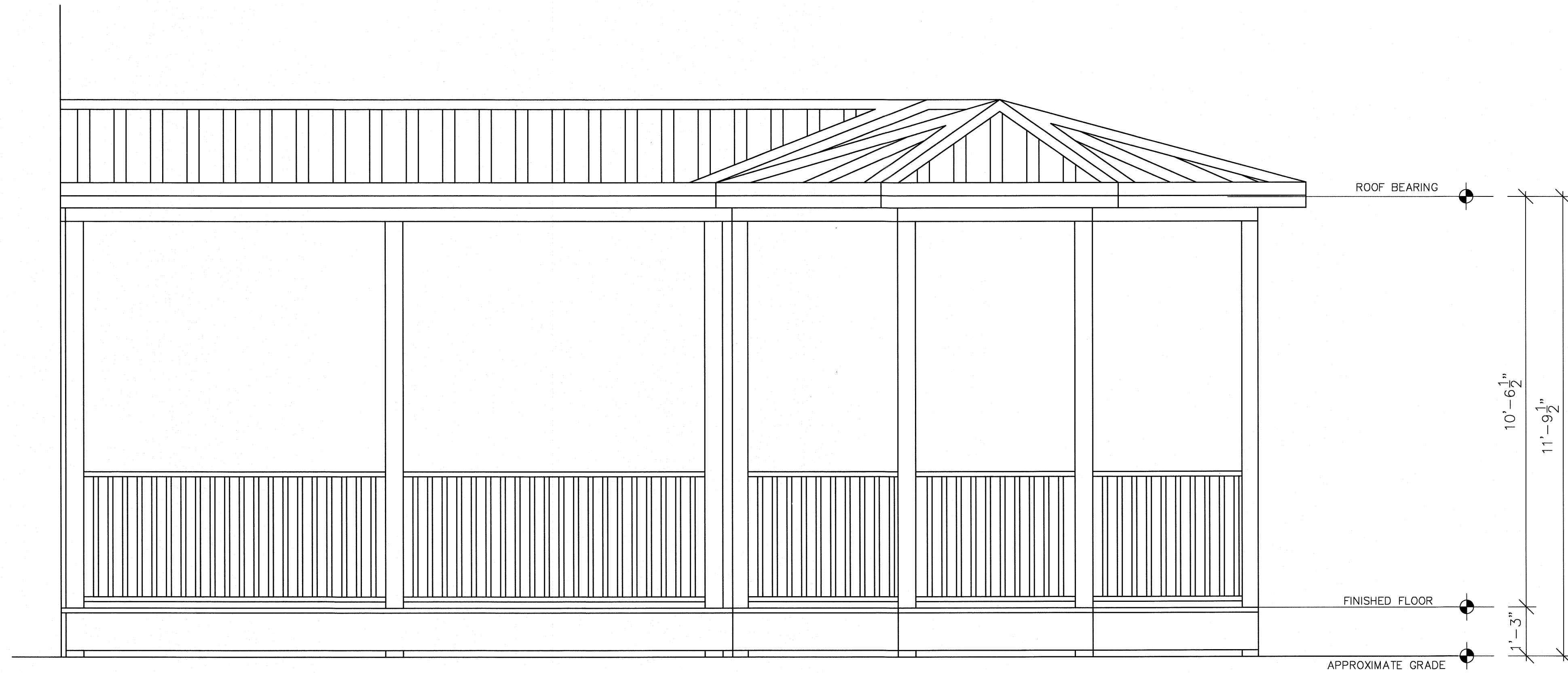
DECK AND SITE PLAN FOR  
**PALM HARBOR MUSEUM**  
2043 CURLEW RD.  
PALM HARBOR, FLORIDA

COMMISSION NO.: 20-0216
DATE: JULY 11, 2016
DRAWN BY: RJP

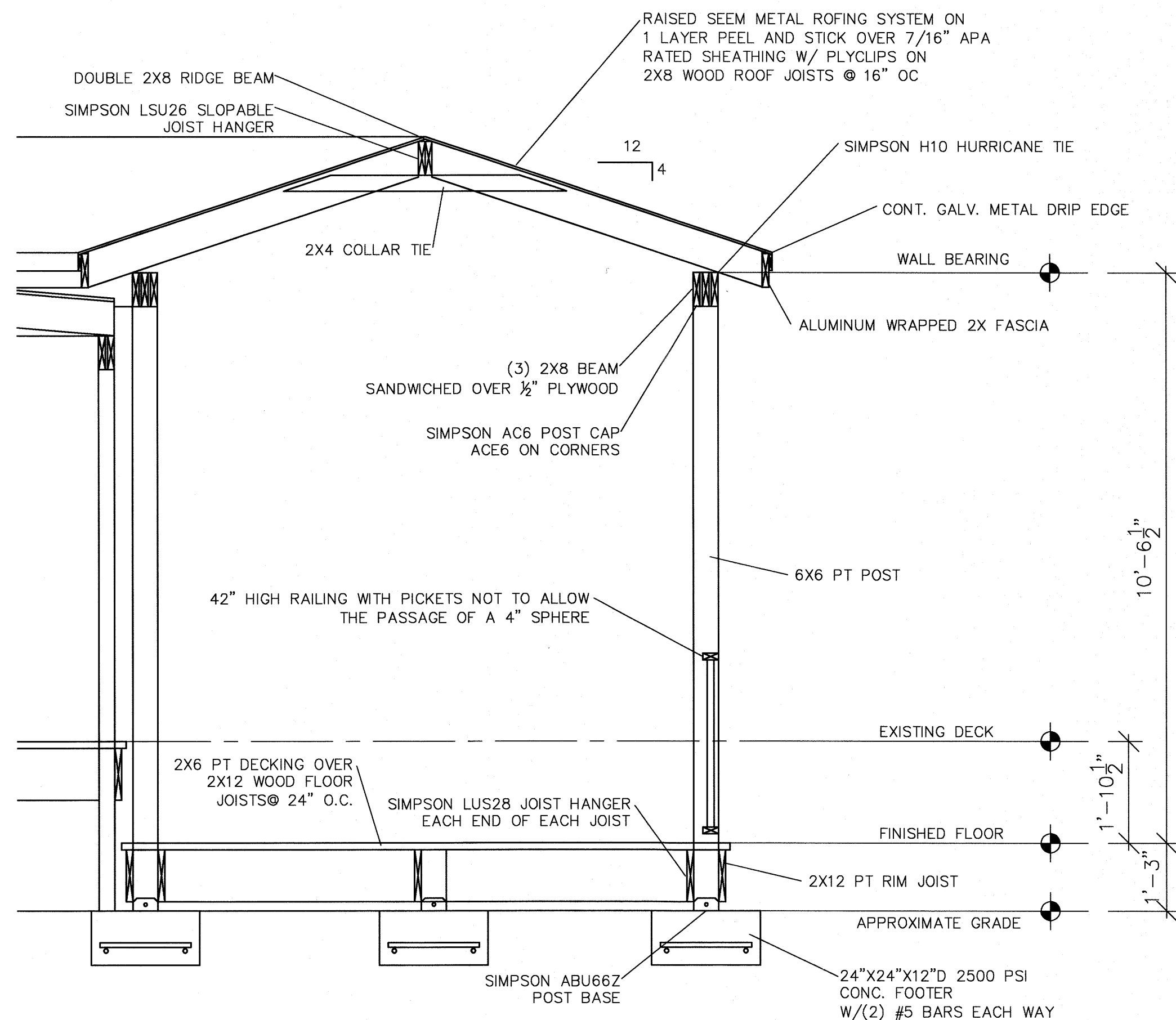
A1



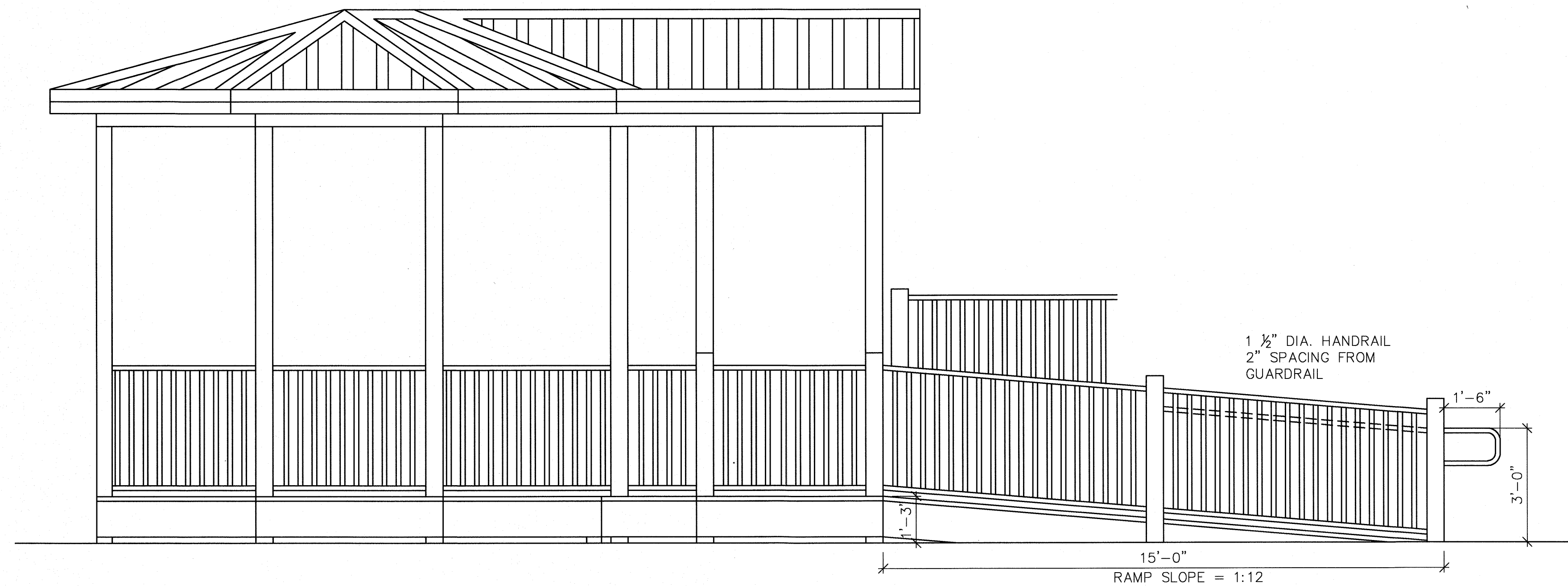
3 SECTION DETAIL  
A2 1/4" = 1'-0"



1 SIDE ELEVATION  
A2 1/4" = 1'-0"



4 SECTION DETAIL  
A2 1/4" = 1'-0"



2 REAR ELEVATION  
A2 1/4" = 1'-0"

I CERTIFY THAT I HAVE REVIEWED THE STRUCTURE DESCRIBED ON THESE PLANS  
AND DETERMINED THAT THEY HAVE BEEN DESIGNED TO BE IN COMPLIANCE WITH  
CHAPTER 16 STRUCTURAL REQUIREMENTS OF THE FLORIDA BUILDING CODE 2014.  
NO MECHANICAL, ELECTRICAL OR PLUMBING COMPONENTS ARE INCLUDED IN THIS  
CERTIFICATION.

SAM LIBERATORE, P.E. 55740  
CERTIFICATE OF AUTHORIZATION 27934  
G.B. COLLINS ENGINEERING  
300 PALM HARBOR BLVD.  
Palm Harbor, Florida 34683  
(727) 442-8443

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1641 FLORIDA AVE  
PALM HARBOR, FL. 34683  
(727) 492-1500

ELEVATIONS  
SECTION DETAIL

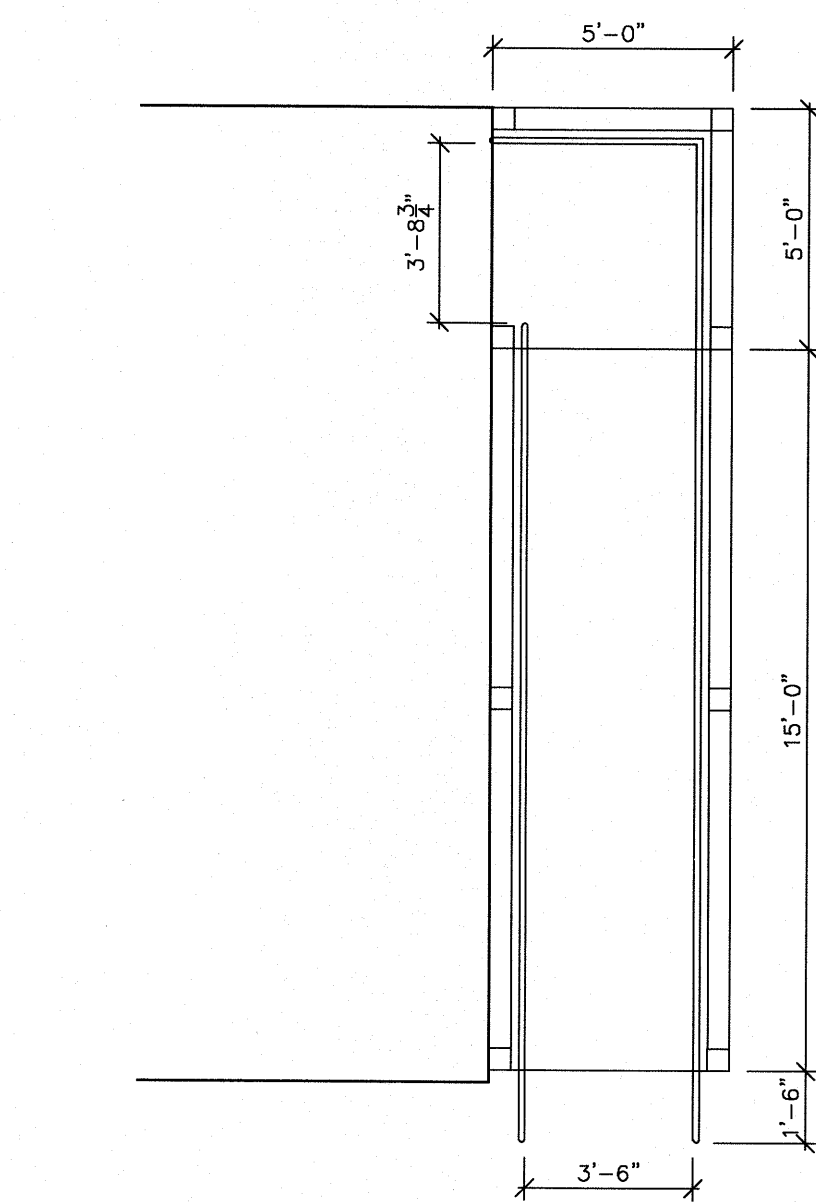
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PALM HARBOR MUSEUM  
2043 CURLEW RD  
PALM HARBOR, FLORIDA

COMMISSION NO.: 20-0216

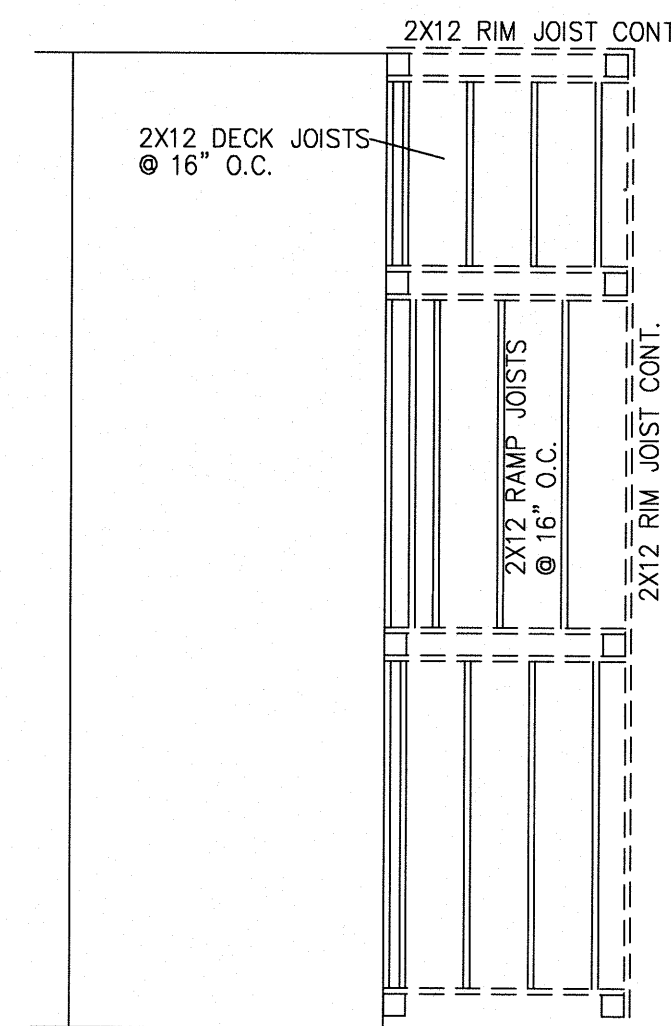
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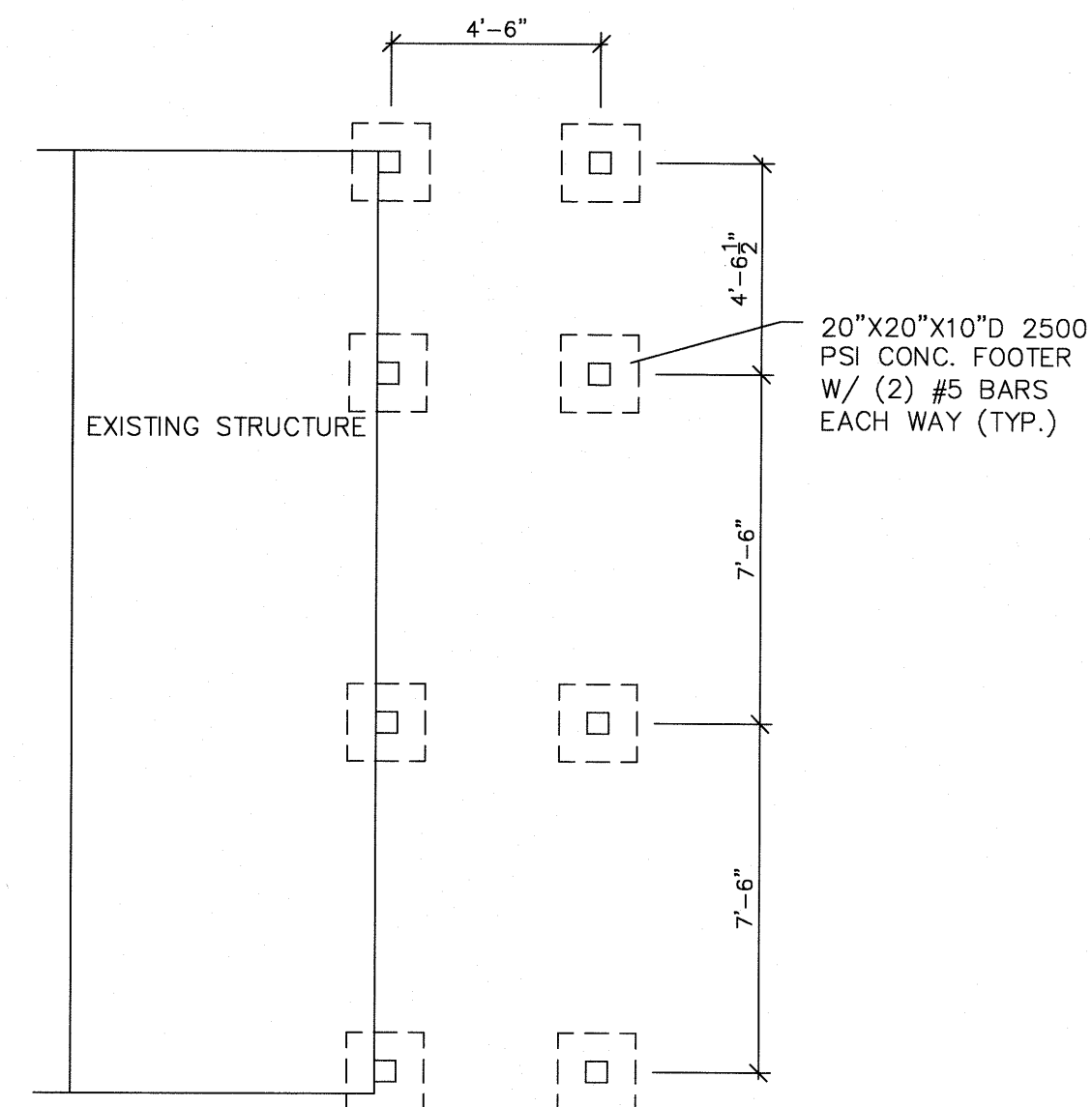
A2



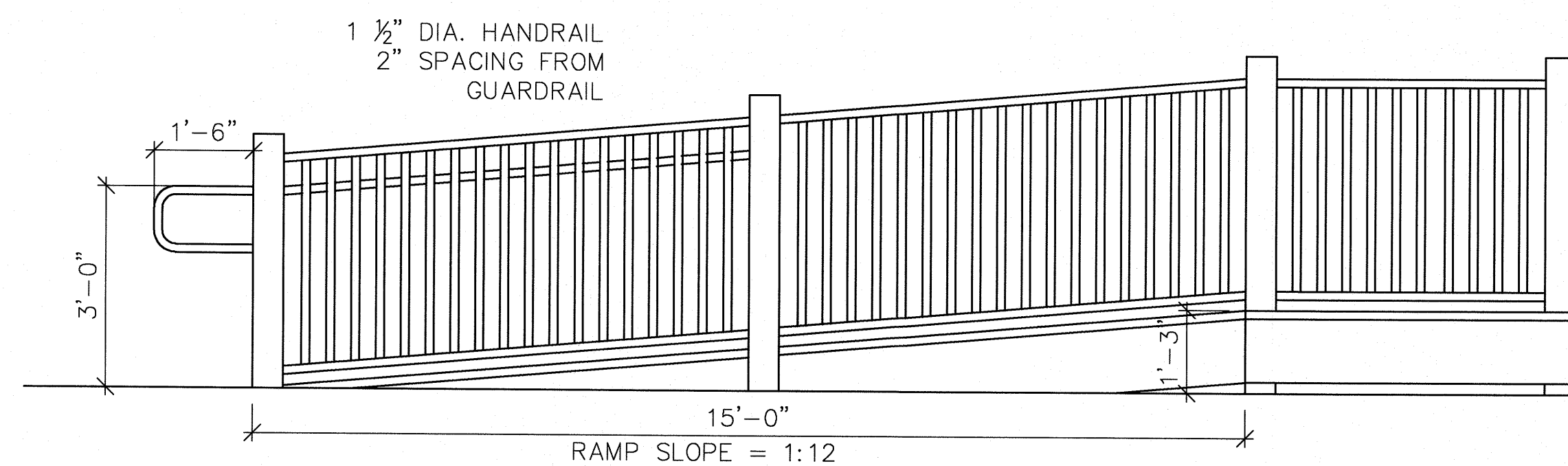
3 CONSTRUCTION PLAN  
A3 1/4" = 1'-0"



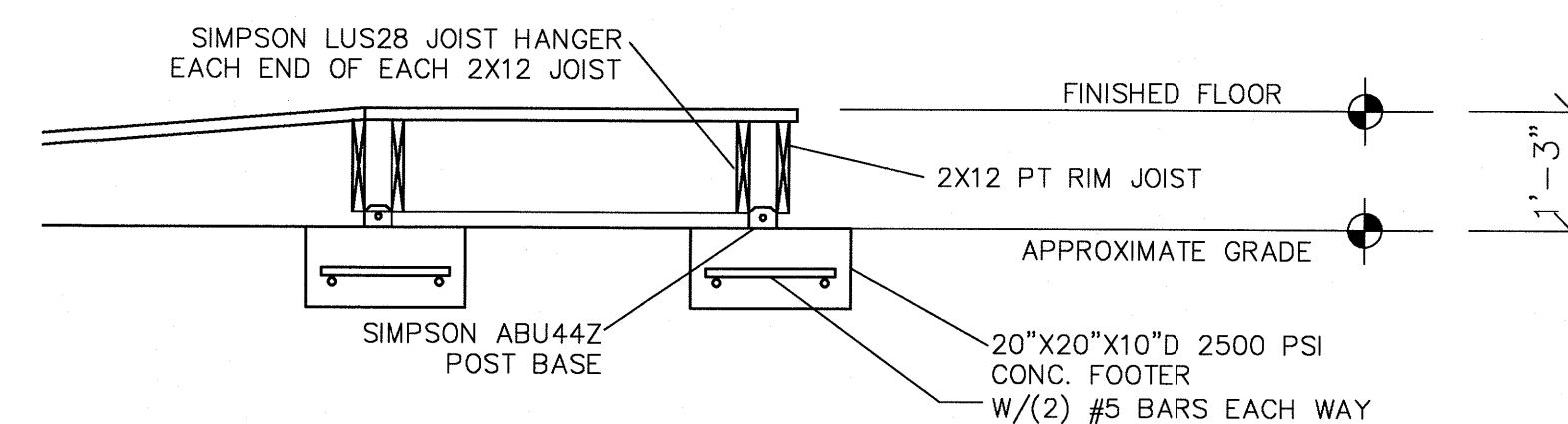
2 FRAMING PLAN  
A3 1/4" = 1'-0"



1 FOUNDATION PLAN  
A3 1/4" = 1'-0"



5 ELEVATION  
A3 1/4" = 1'-0"



4 SECTION DETAIL  
A3 1/4" = 1'-0"

I CERTIFY THAT I HAVE REVIEWED THE STRUCTURE DESCRIBED ON THESE PLANS AND THAT THE STRUCTURE DESCRIBED THEREON COMPLIES WITH THE REQUIREMENTS OF THE FLORIDA BUILDING CODE 2014, CHAPTER 16, STRUCTURAL REQUIREMENTS OF THE FLORIDA BUILDING CODE 2014, NO MECHANICAL, ELECTRICAL OR PLUMBING COMPONENTS ARE INCLUDED IN THIS CERTIFICATION.

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BY DESIGN, INC.**  
1641 FLORIDA AVE  
PALM HARBOR, FL. 34683  
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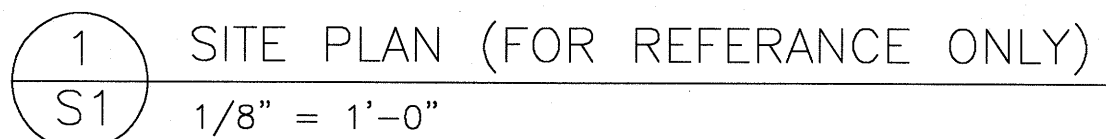
NEW RAMP 2  
PLANS

DECK AND SITE PLAN FOR  
**PALM HARBOR MUSEUM**  
2043 CURLEW RD  
PALM HARBOR, FLORIDA

COMMISSION NO.: 20-0216  
DATE: JULY 11, 2016  
DRAWN BY: RJP

A3





S1





















Location of new steps  
transitioning from  
existing deck to new  
deck.

General vicinity  
of new covered  
porch

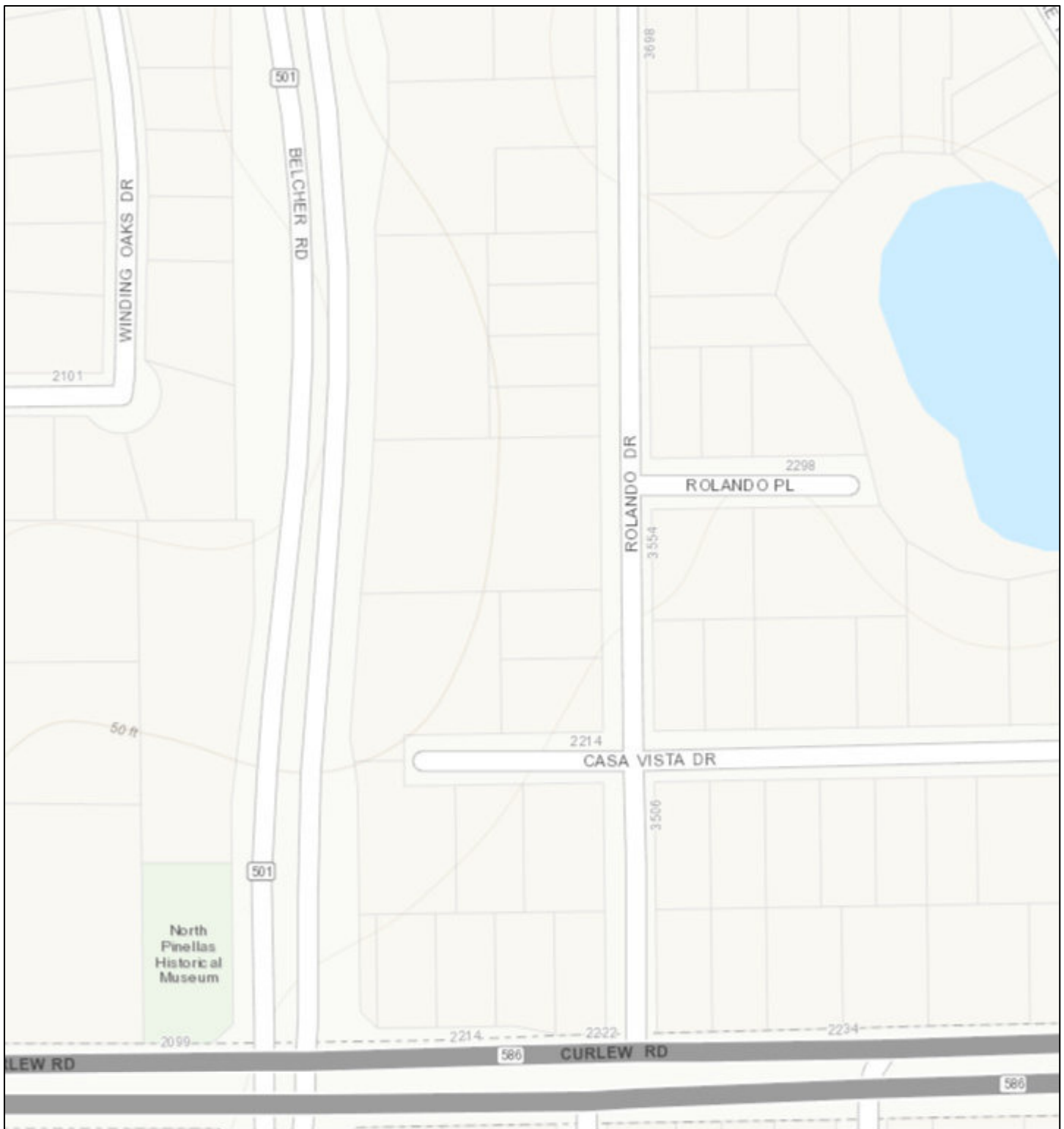


Grove House



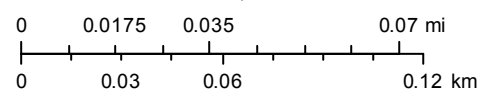


# ArcGIS Web Map



July 14, 2016

1:2,257



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

## **Historic Preservation Board Agenda Item IV.**

### **Work Plan Discussion**

Updates on:

- Rose Cemetery National Register Nomination,
- Draft Palm Harbor Design Review Manual,
- Historic Bridges Survey Grant Application, and
- Historic Marker Program Timeline

**Attachment(s):** Draft Palm Harbor Design Review Manual

**Action Required:** Discussion by the Board as appropriate.



Florida Avenue in the late 1800s

# OLD PALM HARBOR DESIGN REVIEW MANUAL

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Maintaining the Historic Preservation of Pinellas County



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## Introduction

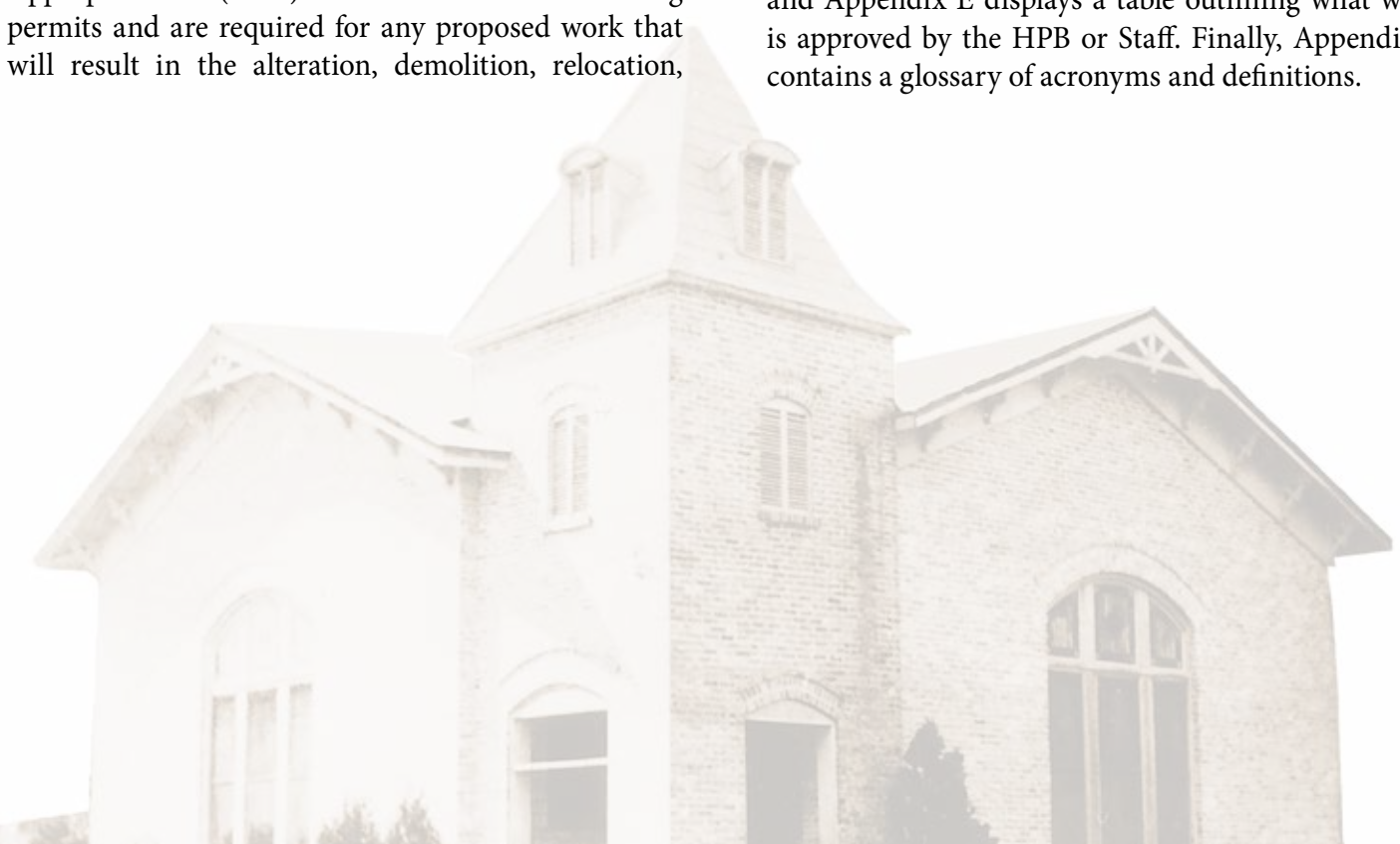
Good design is a key component of successful redevelopment projects that support and enhance livable communities, while maintaining the character of neighborhoods and commercial or historic districts. Community members in the Old Palm Harbor Downtown Area recognized this in the early 1990s and worked 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. The intent was to create a customized zoning district through compatible development that is based upon the historic lot pattern and existing urban design features. This unique zoning district incorporates design and dimensional regulations that maximize the pedestrian experience and recognize and protect the existing 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 6 weeks 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:

- a complete site plan with construction documents, including a visual representation of the north, south, east and west elevations;

- if required, site plan, elevation drawing and specifications to support the project; and

- in the case of sites involving buildings or structures, samples of materials as deemed appropriate by County staff or the HPB to fully describe the proposed appearance, color, texture, materials, or design of the building(s) or structure(s) and any outbuilding, wall, courtyard, porch, facade, balcony, fence, landscape feature, paving, signage or exterior lighting.

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.

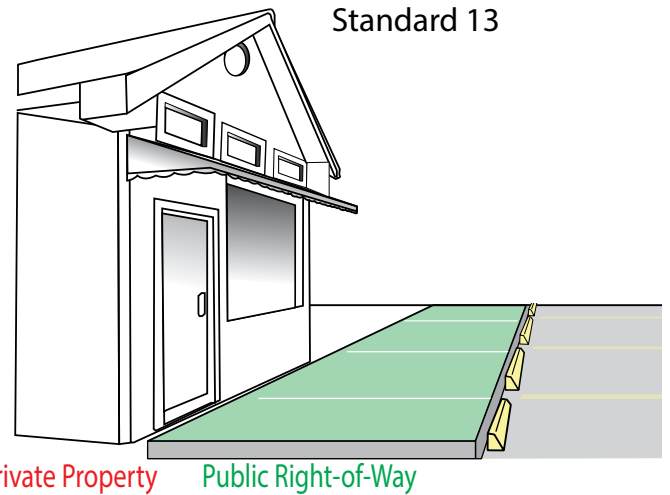
**STANDARD 7:** Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used: The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

**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.

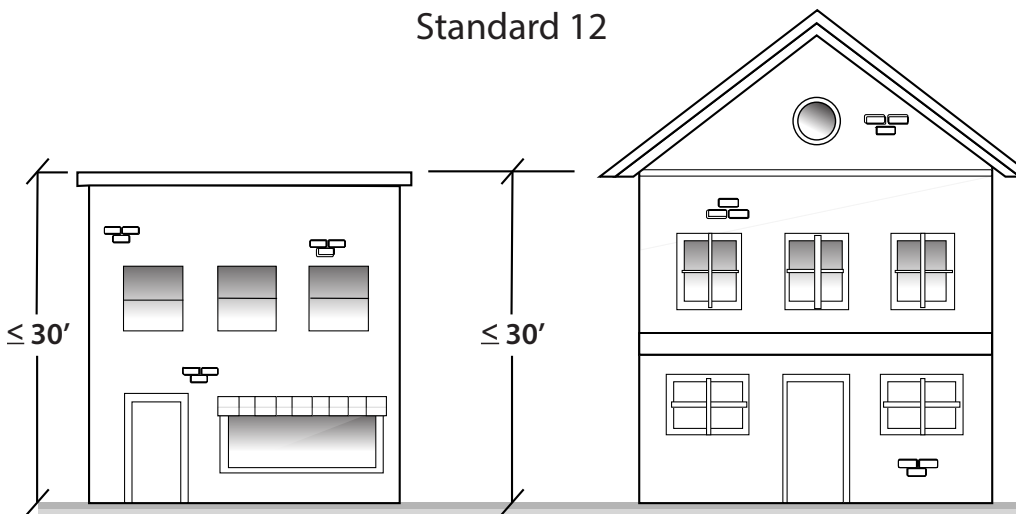
**Standards 11-28: Design Criteria Specific to the Mix of Uses, Character and History of the Old Palm Harbor Downtown Area**

**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 and Shutter Size



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

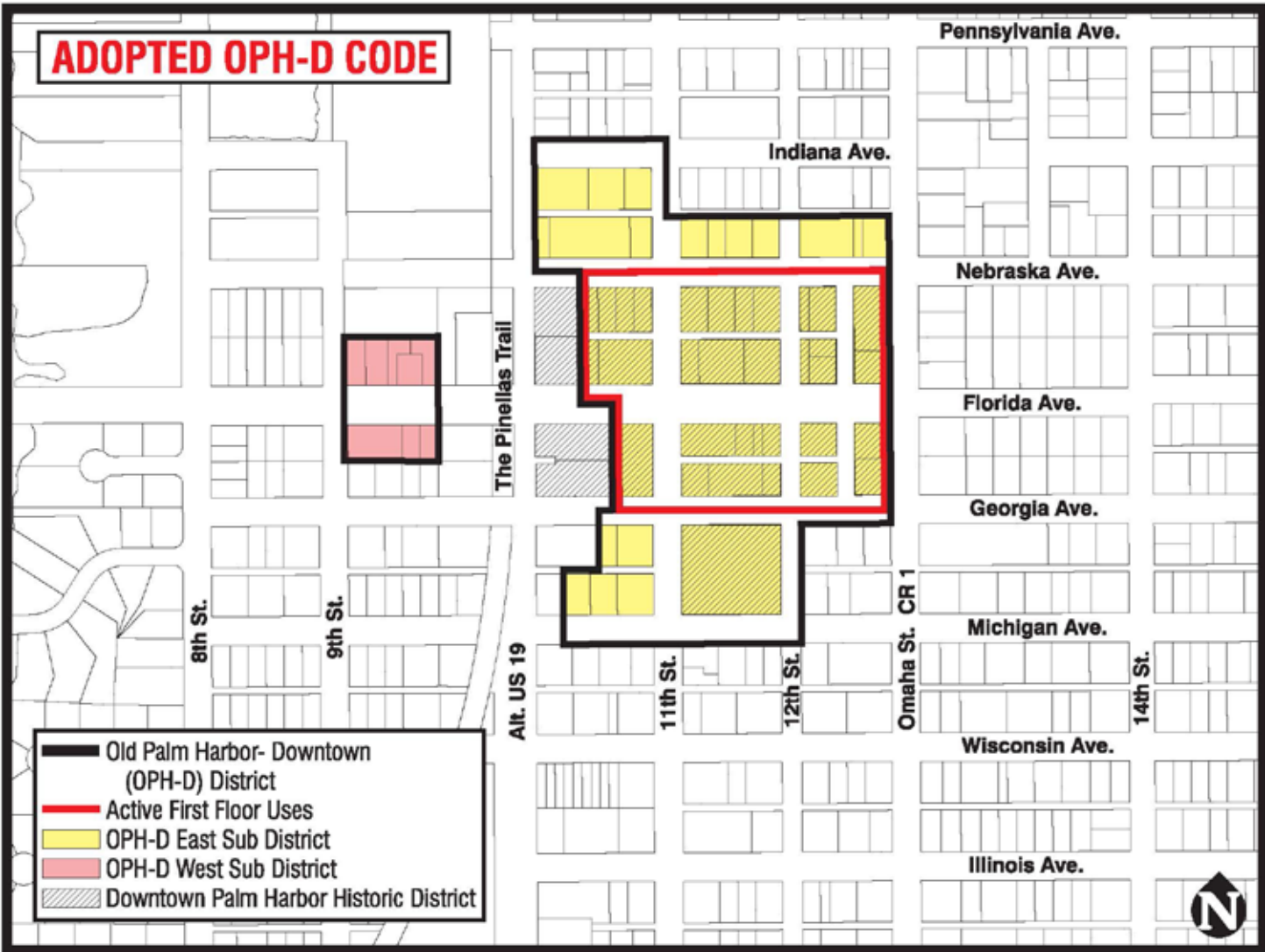
of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the preferred course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately 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





## Appendix C: COA Application Form

### 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: \_\_\_\_\_

Address \_\_\_\_\_

#### 3. Existing Building Use(s):

<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: _____

## Appendix C: COA Application Form (continued)

### 4. Type of Request(s):

### Proposed Use(s):

<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"/>		<input type="checkbox"/>	Other: _____

5. Estimated Cost of Work: \_\_\_\_\_

### 6. Written Description of Proposed Work:

All applications must include photographs showing the sides of the designated property which will be altered. Also, if required, include photographs of all adjacent properties.

Explain what changes will be made and how they will be accomplished. If required, submit detailed plans and elevation drawings and specifications to support the written description.

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

Appendix C: COA Application Form (continued)

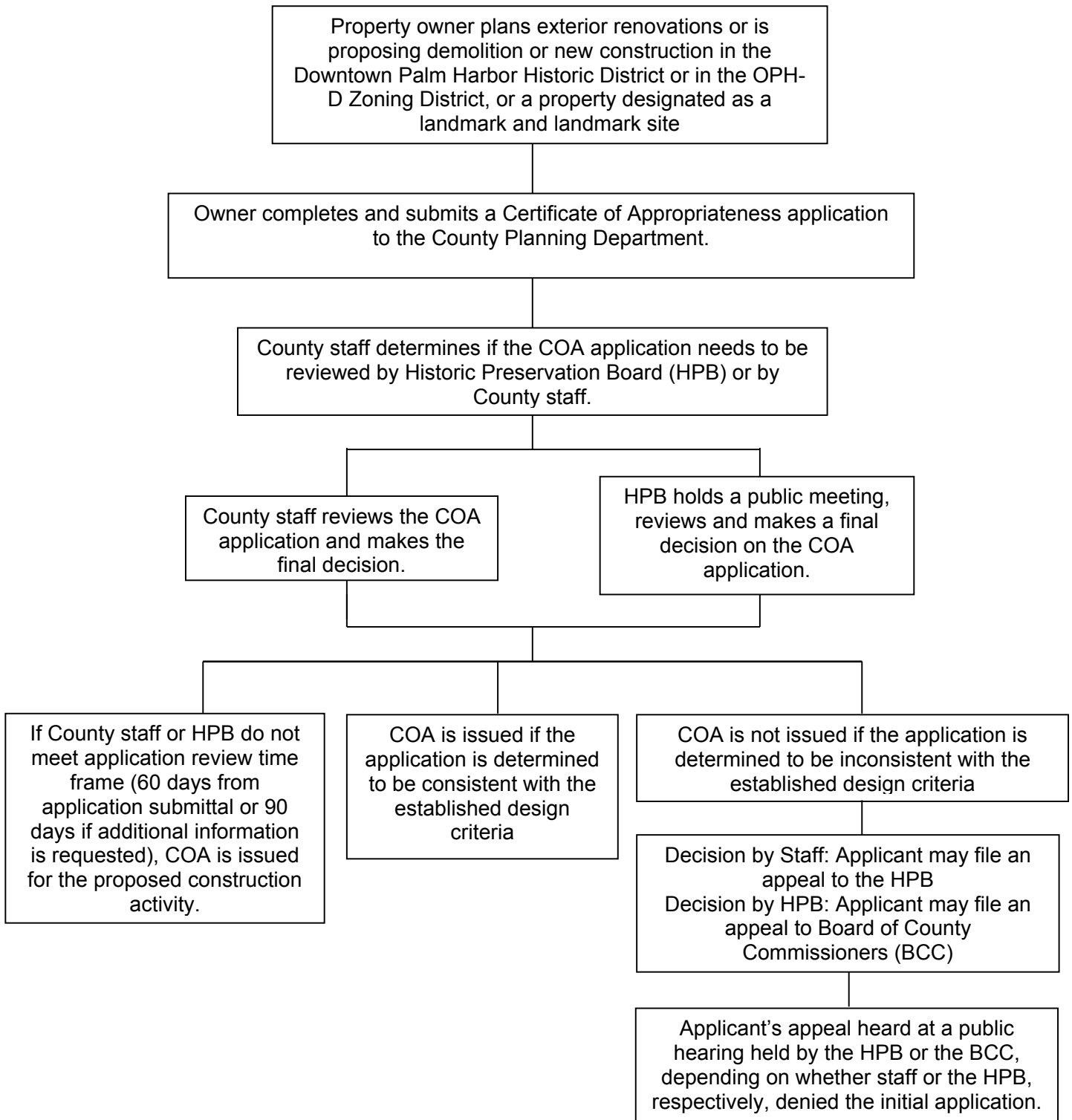
7. Owner Attestation:

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.

Signature (Owner) \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Agent) \_\_\_\_\_ Date: \_\_\_\_\_

# Pinellas County Certificate of Appropriateness (COA) Review Process



## 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.

**Historic Preservation Board Agenda Item V.**

**Other Business**

Continuation of Summit #6 planning discussion from May meeting.

**Attachment(s):** None.

**Action Required:** Discussion by the Board as appropriate.