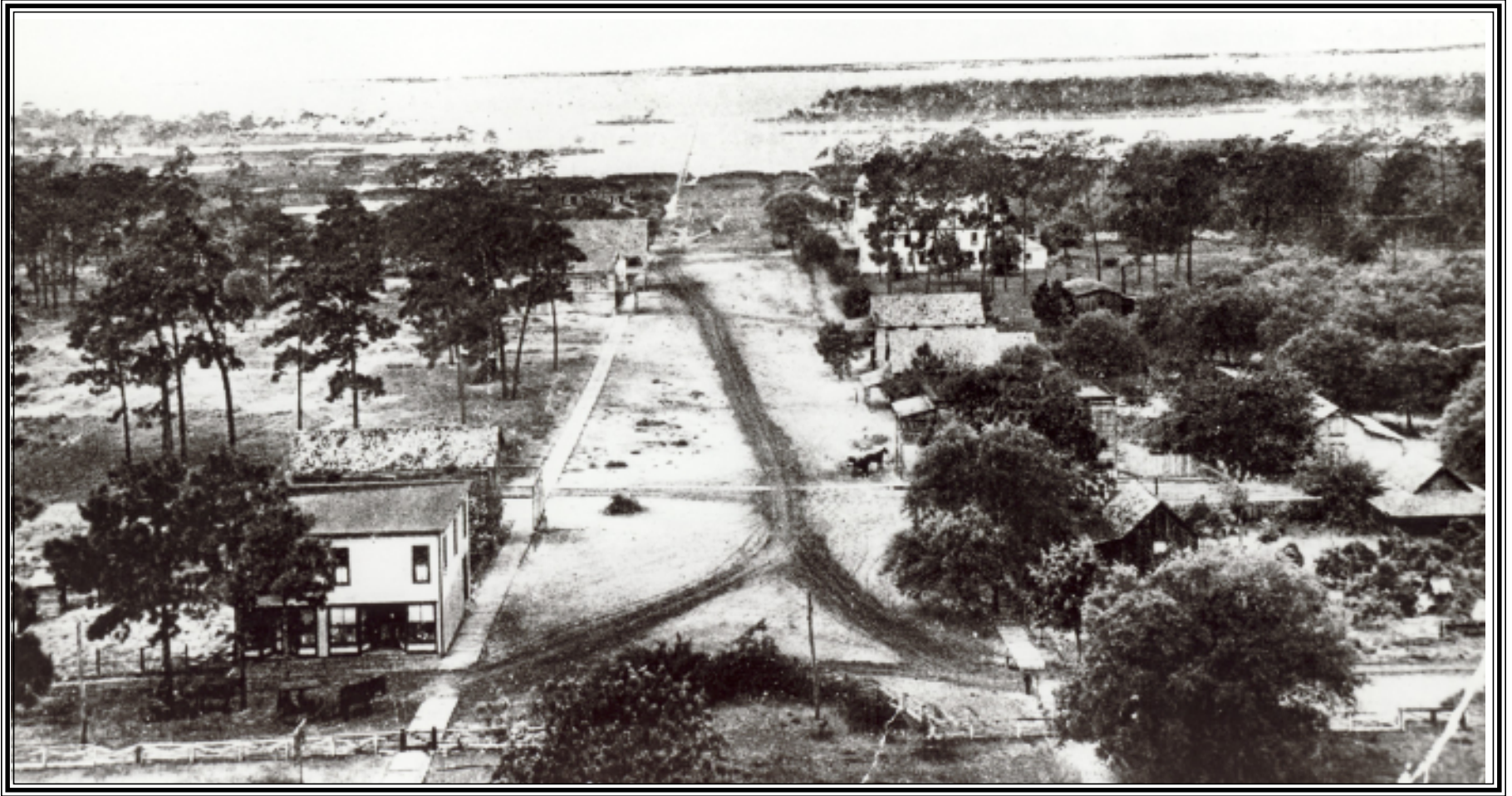


# OLD PALM HARBOR



\* Florida Avenue looking west, 1888

## Design Review Manual

2005  
Revised September 2009

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## PREFACE

**A**s the availability of vacant land and the level of development has diminished, Pinellas County has changed its focus from development to redevelopment. One of the key components of a successful redevelopment that supports and enhances livable communities is good design. A good community design is the key ingredient in maintaining the character of a neighborhood district, a commercial district or a historic district. As the number of historically designated properties grow and rehabilitation of older properties becomes more popular, the Pinellas County Planning Department Staff felt it was important to prepare a document which assists the owners of properties in the Downtown Palm Harbor area with the rehabilitation and redevelopment of their structures consistent with requirements of the Old Palm Harbor Code. Generally, this Design Review Manual applies to properties located in the Old Palm Harbor Downtown Zoning District and the Downtown Palm Harbor Historic District. The function of this Manual is to help maintain the unique character of the Old Palm Harbor area and to promote historic preservation and in general to provide property owners, architects and designers an understanding of the County's historic preservation program as it applies to the Old Palm Harbor area. In addition, this manual provides a set of guidelines to answer questions regarding appropriate design solutions for rehabilitation of designated historic structures and other properties within the Downtown Palm Harbor area.

# INTRODUCTION

The first chapter of this Manual summarizes the history of Palm Harbor. The second chapter provides an overview of the Pinellas County historic preservation program. The second chapter also provides a summary of the program in Downtown Palm Harbor Historic District, a description of the Old Palm Harbor-Downtown (OPH-D) Zoning District; a summary of the composition, responsibilities and the review procedure for the Downtown Palm Harbor Review Committee. The third chapter of this Manual provides an understanding of general approaches to maintenance and rehabilitation of buildings that is generally accepted and employed by local governments. The fourth chapter provides a detailed explanation of the "standards" for rehabilitation/restoration contained in the Pinellas County Codes. These are the "standards" and procedures that property owners must comply with when rehabilitating and restoring designated properties within the Historic District and the OPH-D District. Chapter Five emphasizes and identifies several key design elements found in historic buildings within the Historic District and specifies the applicable "standards" that apply to the design elements. Chapters Four and Five are the most important chapters that will be used by property owners when making changes to the exterior of their property and by the members of the Downtown Palm Harbor Review Committee (DPHRC) when reviewing the Certificate of Appropriateness (COA) applications.

In order to fulfill the mandate placed upon the Downtown Palm Harbor Review Committee (DPHRC) as the body that makes recommendations to the County on Certificates of Appropriateness (COA) for proposed work within the OPH-D and Historic District, the Committee must provide clear guidelines for property owners who wish to rehabilitate, restore, move or demolish a structure, or who wish to build a new one. Chapter Four provides references to the Design Criteria, the General Criteria and the Certificate of Appropriateness procedure contained in Sections 146-5 and 138-1013 of the Pinellas County Land Development Code. Chapters Four and Five also contain illustrations and photos when recommending to the County whether a proposed COA application is acceptable.



# Chapter One: HISTORY

## 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. J.C. Craver came to Florida from Illinois to find a climate to cure his tuberculosis. He settled in Yellow Bluff in 1877, now Ozona, two miles south of Palm Harbor, 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 general consultant for the community until he died in 1920.

Some 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."

In the late 1800s Henry Plant built the San Marino Hotel to encourage business for the railroad. Perched high on the hill overlooking the Gulf of Mexico, the picturesque hotel drew people



J.C. Craver - circa 1920

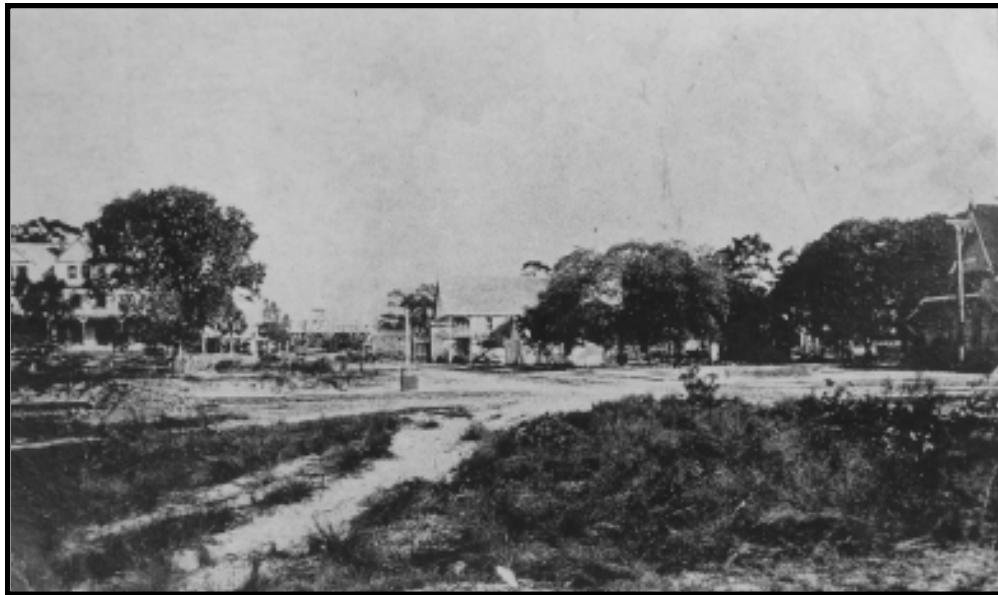


San Marino Hotel - circa 1921

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 planted groves and by 1900 packinghouses were shipping thousands of dollars worth of fruit yearly.



Florida Avenue  
Circa 1905

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 fire finished the job, causing Southern College to relocate to its present Lakeland location. Methodists in Sutherland built their new church from the ruins of the Southern College.



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.

## Chapter Two: AN OVERVIEW OF THE PINELLAS COUNTY HISTORIC PRESERVATION PROGRAM

Historic resources in unincorporated Pinellas County were surveyed in 1990 and 1993 in response to the adopted requirements of the 1989 Pinellas County Comprehensive Plan. In those surveys, several properties of historical significance in the Palm Harbor area (once known as Sutherland) were identified and placed in the Florida Master Site File (an inventory of historic properties and archaeological sites maintained by the State). The Pinellas County Historic Preservation Ordinance (Chapter 146) was adopted by the Board of County Commissioners (BCC) in February of 1992 establishing a mechanism by which historic sites in the unincorporated County could be designated and protected. The following Flow Chart (next page) shows the steps and procedures in designating a historic property by the BCC.

In 1993, Palm Harbor business and property owners and area residents expressed interest in protecting the historic resources in the Old Downtown Palm Harbor area. An ad-hoc committee was formed of local property and business owners, Palm Harbor Historical Society members, and local residents. In conjunction with the Pinellas County Planning Department, this committee accomplished the following three things: drafted a purpose statement for the proposed District; developed Design Criteria that could be used for the District; and recommended the framework for the Historic Palm Harbor Review Committee. In August of 1994, the Pinellas County Board of County Commissioners approved the designation of the Downtown Palm Harbor Historic District, and passed resolutions establishing the Review Committee and recognizing the Design Criteria. The boundary of the Historic District is shown in a map at the end of this Manual. The purpose for establishing the Downtown Palm Harbor Historic District \* which consequently resulted in the development of the Downtown Palm Harbor Master Plan and the creation of the OPH-D Zoning District is:

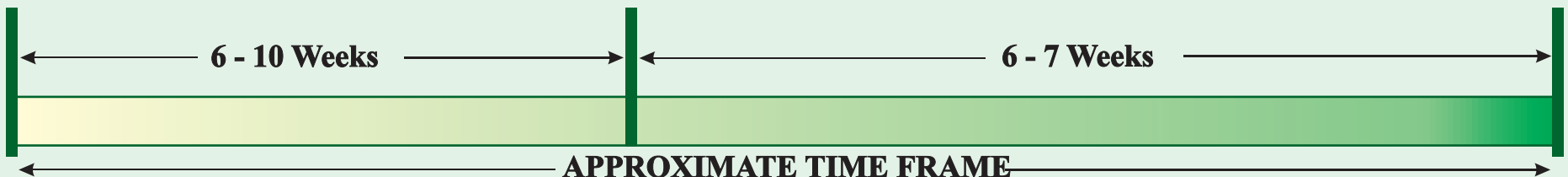
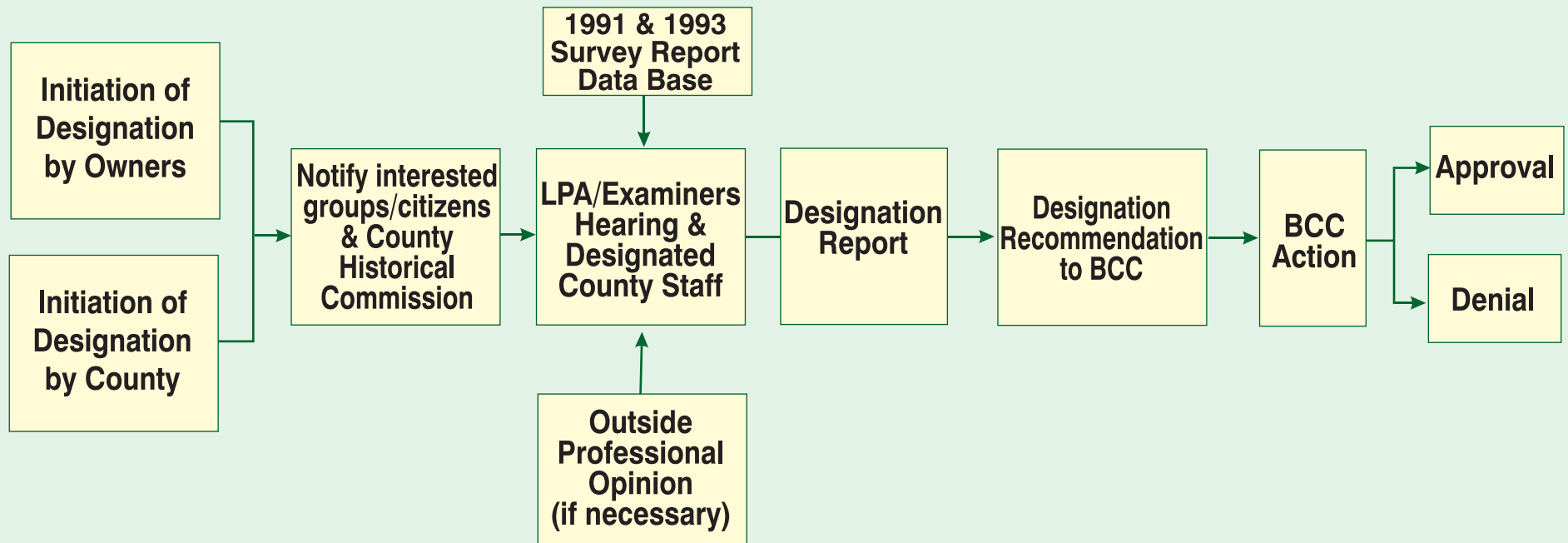
- Downtown Palm Harbor represents a tangible reminder of the County's historic heritage.
- Downtown Palm Harbor is an example of a turn of the century rural commercial center in an urbanized county.
- Downtown Palm Harbor was the hub of the local citrus industry and is representative of local businesses of the past.
- Downtown Palm Harbor was the first center of higher education in Pinellas County as the home of Southern College from 1902 to 1921.

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\* Developed by the ad-hoc Design Criteria Writing Committee

# Pinellas County Historic Preservation Code, Chapter 146

## HISTORIC PRESERVATION DESIGNATION PROCEDURE





- Downtown Palm Harbor can provide a focal point for local visitors and as an historic district would improve local business.
- Downtown Palm Harbor is unique and is something of which to be proud. By being designated an historic district, the historical character of the area will be maintained for future generations to visit and observe.

The Historic Palm Harbor Design Review Committee reviewed many rehabilitation and restoration projects within the Historic District from 1994 to 2002. During 1998-1999, a collaboration between the key members of the Downtown Palm Harbor Merchant's Association, Palm Harbor Historical Society, Downtown Palm Harbor property owners and Palm Harbor residents 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 (OPHMS) was established in 1999. In 2000, OPHMS, Pinellas County Planning Staff and the aforementioned key members of the community proposed and initiated development of a Downtown Revitalization Master Plan. The Master Plan was finalized and adopted in 2001. The Plan had two major components. A downtown streetscaping plan and a regulatory plan. The streetscaping plan illustrated physical improvements in the downtown areas. The regulatory plan proposed changes to the Pinellas County Land Development Code (Zoning) for the downtown areas. The changes to the Zoning Code were designed to implement the purpose of the Master Plan, enhance and boost revitalization efforts in the Downtown Palm Harbor area. This manual is intended to explain and clarify the Design Criteria contained in the Old Palm Harbor-Downtown Zoning District Code, Chapter 138-1013. This Design Criteria is similar to the one that governs the Downtown Palm Harbor Historic District.

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

Creation of a customized zoning district around Downtown Palm Harbor Historic District through compatible development pattern that is based upon the historic lot pattern and existing urban design features is the purpose of establishing the Old Palm Harbor-Downtown (OPH-D) Zoning District. The OPH-D district incorporates design and dimensional regulations that maximize the pedestrian experience and that recognize the existing character of Old Palm Harbor and its historic buildings. The OPH-D District provides a set of regulations that recognizes, maintains and encourages the special character, uses and history of Downtown Old Palm Harbor. These regulations were adopted by the BCC in October, 2002, and were incorporated in Chapter 138 of Pinellas County Land Development Code. The boundary of the OPH-D District is shown on a map at the end of this Manual. The area contained in the OPH-D has a mixture of retail, dining, residential, office, service, and community uses. The OPH-D District is intended to assist in implementing the Downtown Historic Palm Harbor Master Plan adopted by the Board of County Commissioners on December 18, 2001. Further, the OPH-D is intended to expand, enhance and support the protection and preservation

of historic resources as stated in the Chapter 146 of Pinellas County Land Development Code, Historical Preservation. To support and implement the preservation and enhancement of the OPH-D and the Historic District, A Certificate of Appropriateness (COA) is needed before any permit is approved within these two districts. To assist in implementing these purposes, this manual is meant to visually illustrates the Design Criteria found in Chapters 138-1013 and 146-5 for the Old Palm Harbor-Downtown (OPH-D) Zoning District and the Historic District.

### ***What is the Certificate of Appropriateness (COA)?***

A Certificate of Appropriateness (COA) is similar to a building permit. A Certificate of Appropriateness issued by the County Administrator is required 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 the OPH-D District and in the Downtown Palm Harbor Historic District (DPHHD). This manual is intended to assist the Downtown Palm Harbor Review Committee and the County Administrator and his/her designated staff in determining the appropriateness of planned alterations to properties in the OPH-D and in the DPHHD so that a COA may be issued. This manual is also meant to be of assistance to property and business owners within the OPH-D and within the Downtown Palm Harbor Historic District (DPHHD) by providing them with a design guideline that can be used prior to initiation of any work involving the alteration, restoration, renovation, relocation, reconstruction or new construction of any building in the OPH-D and in the Downtown Palm Harbor Historic District (DPHHD). An application for a COA is therefore required prior to the initiation of any work involving the alteration, relocation, reconstruction, excavation or new construction which will results in a change of appearance or integrity of the surface materials of a designated historic resource. A COA Application is first reviewed by the Downtown Palm Harbor Review Committee. The following describes the function, organization, and responsibilities of the Committee.

### ***What is the Downtown Palm Harbor Review Committee?***

The Downtown Palm Harbor Review Committee (DPHRC) was created under Section 138-1015 of Pinellas County Land Development Code. The DPHRC is responsible for reviewing applications for Certificates of Appropriateness (COA) per Section 146-5 and making non-binding recommendations concerning them to County staff.

## *The Downtown Palm Harbor Review Committee Responsibilities*

### Organization of the Downtown Palm Harbor Review Committee

#### 1. Number and Qualifications of Members

- a. Membership of the Committee shall be composed of nine (9) members. Five (5) members shall be owners of property within the OPH-D District and one member each shall be appointed by the Palm Harbor Historical Society and the Downtown Palm Harbor Merchant's Association. Two members shall both own residential property and reside within the surrounding community. Each Pinellas County Commissioner whose district includes the OPH-D District shall recommend one of these two members to the full County Commission for appointment to the Committee. For purposes of this section, the surrounding community is defined as the area included within the following boundaries:

On the west: Sutherland Bayou,  
On the north: Kansas Avenue extended,  
On the east: 17<sup>th</sup> Street extended,  
On the south: Pennsylvania Avenue/Virginia Avenue from the mouth of Channel A at Sutherland Bayou to the intersection of Virginia Avenue and Channel A (residential properties on the south side of these streets are included), then following Channel A to its intersection with 17<sup>th</sup> Street extended.

- b. Each member of the Committee shall have one vote.
- c. Committee members shall be prohibited from voting on their own applications.

#### 2. Officers

- a. A minimum of three officers of the Committee shall be elected on an annual basis. It shall be the responsibility of the officers to notify county staff of their names and addresses.
- b. Committee officer's duties shall include:
  - 1) Making COA applications available for inspection by Committee Members before the Committee Meetings (if necessary)
  - 2) Preparing Official Committee Recommendations
  - 3) Publishing proper public notice of Committee meetings
  - 4) Keeping Minutes of Committee Meetings
  - 5) Holding Annual Elections
  - 6) Maintaining an up-to-date Mailing List of all Committee Members and providing this to County staff
  - 7) Other Duties as Needed

### 3. Meeting Requirements

- a. Meetings shall be convened as necessary to review applications for Certificates of Appropriateness.
- b. A minimum of one meeting per year shall be held in order to elect Committee members and officers. The electorate for selecting five of the nine members shall consist of owners of real property in the OPH-D District. Meeting times and locations shall be advertised and/or posted in a public location at least three days before the meeting, so that they will be available to the public. Meetings will be open to the public, and the public may comment on any items before the Committee.

### 4. Voting and Other Decision/Report Procedures

- a. At least five members (one of which must be an officer) must be present to have a quorum. If a quorum is not present, a Committee recommendation is not possible. However, individual member recommendations can be submitted to County staff.
- b. The Certificate of Appropriateness (COA) applicant cannot vote on his/her own application.

### 5. Committee Compensation - Committee positions are volunteer positions with no monetary compensation

#### County Staff Responsibilities

1. The Pinellas County Planning Department will maintain an informational mail-out on the OPH-D District. This will be updated (as necessary) and mailed to property owners in the OPH-D District on an annual basis.
2. The Pinellas County Planning Department will notify Committee members of meeting dates and times once they have been determined by the Committee Officer(s).
3. The Pinellas County Planning Department will provide assistance as requested and approved by the County Administrator.

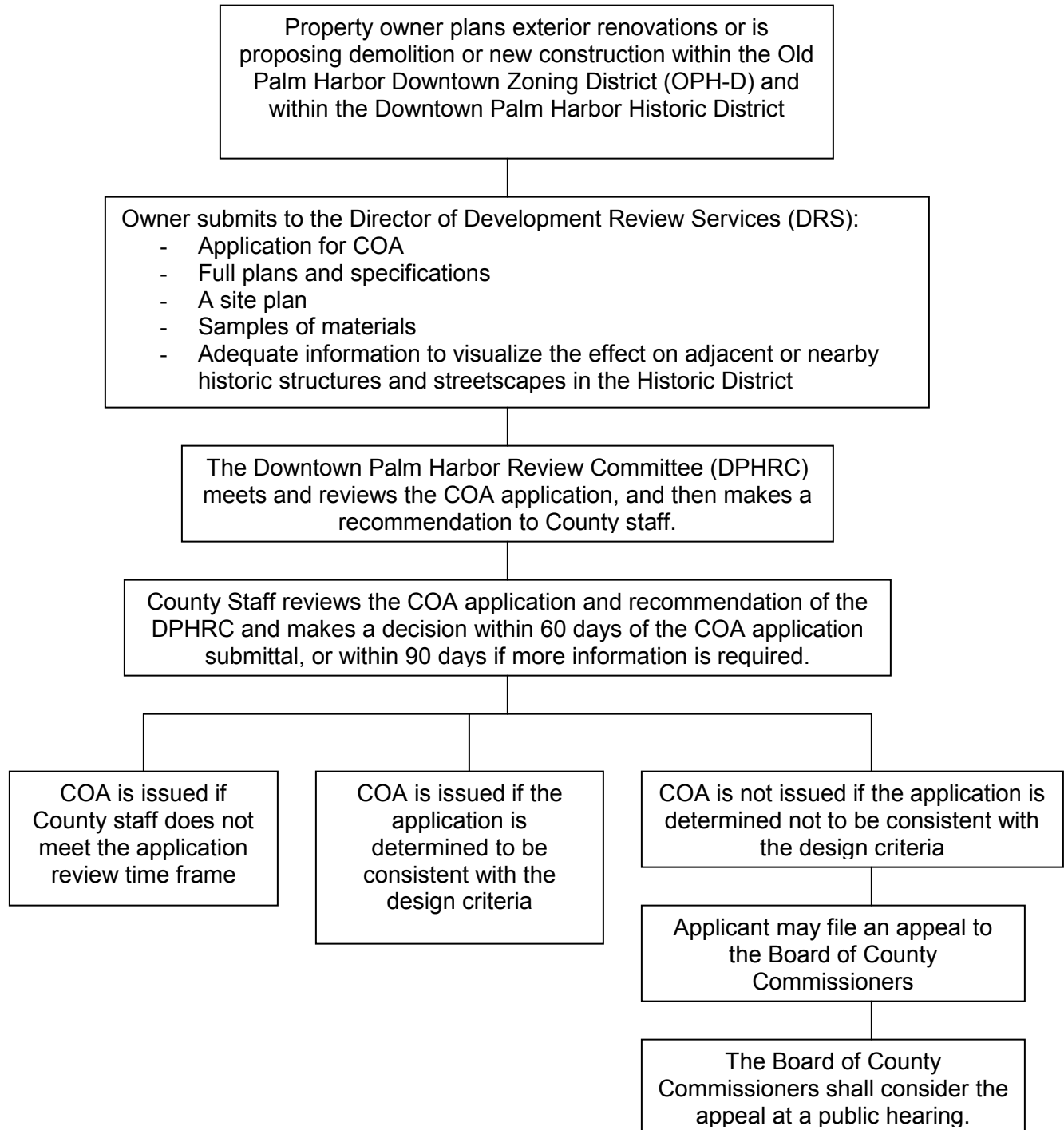
#### Downtown Palm Harbor Review Committee - Procedures for Review

1. Once an application for a COA is submitted to the County, County staff will notify Committee Officer(s) designated by the Committee for such notice.
2. Committee Officer(s) will determine a suitable time and date for the Committee to meet. The Officer(s) will contact the applicant and choose a date and time that they will be able to attend.
3. The Officer(s) will then notify County staff of the date/time of the meeting so that they may mail notices of the meeting to Committee Members.
4. The Committee shall have two (2) weeks from the time they are notified by County staff of the COA application or request for relief from the off-street parking requirements to meet and prepare a recommendation. The two weeks time for review and comment may be extended if such an extension is agreed to by County staff and the applicant or by County staff and the Committee.
5. One written recommendation representing the majority opinion of the Committee will be prepared by the Committee Officer(s) for presentation to County staff. Dissenting opinions (if any) may also be presented by individual Committee members if desired.

The following Flow Chart summarizes the COA review process followed by a copy of the COA application.



# **Downtown Palm Harbor Review Committee (DPHRC) Certificate of Appropriateness (COA) Review Process**



# Pinellas County Certificate of Appropriateness Application

## For Staff Use Only

COA# \_\_\_\_\_

DPHRC Recommendation: \_\_\_\_\_

DATE: \_\_\_\_\_

P.C. Staff Decision \_\_\_\_\_

Staff Signature \_\_\_\_\_

Expiration Date \_\_\_\_\_



is complete and all required supporting materials are *provided*. Type or print clearly in black ink. If additional space is needed, attach additional sheets. The Certificate of Appropriateness is valid for a period of 60 days after the date of its approval. After the expiration date, a six-month extension may be requested to complete the work in progress if the owner can show cause why the work has not been completed. Otherwise the owner must reapply.

## 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 FL Zip Code \_\_\_\_\_

Phone Number (H) (727) (W) (727)

Occupant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

Agent/Engineer/Architect: \_\_\_\_\_

Address \_\_\_\_\_

### 3. Existing Uses and Building Condition: Restaurant first floor / Offices second floor

### 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"/> |   | <input type="checkbox"/> | Other                   |

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

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

All applications must include two black and white photographs in 3"x5" format, with different views 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.

| <b>Exterior Building Features (Include material samples when necessary)</b>           |   |
|---|---|
| <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> |   |
|   |   |

5. **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 Downtown Palm Harbor Review Committee (DPHRC) and 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 Downtown Palm Harbor Review Committee (DPHRC) and County Staff in no way constitutes approval of building permit or other required County permit approvals.

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

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

# Chapter Three: MAINTENANCE & REHABILITATION OF BUILDINGS

*This Chapter addresses rehabilitation of historic buildings, their sites, and environment. This Chapter is intended to provide and educate the reader with an understanding of several generally accepted approaches to upgrade a historic building. It begins with definitions of the major approaches to altering or repairing a historic building. Following are generally accepted steps to be used to develop a rehabilitation plan.*

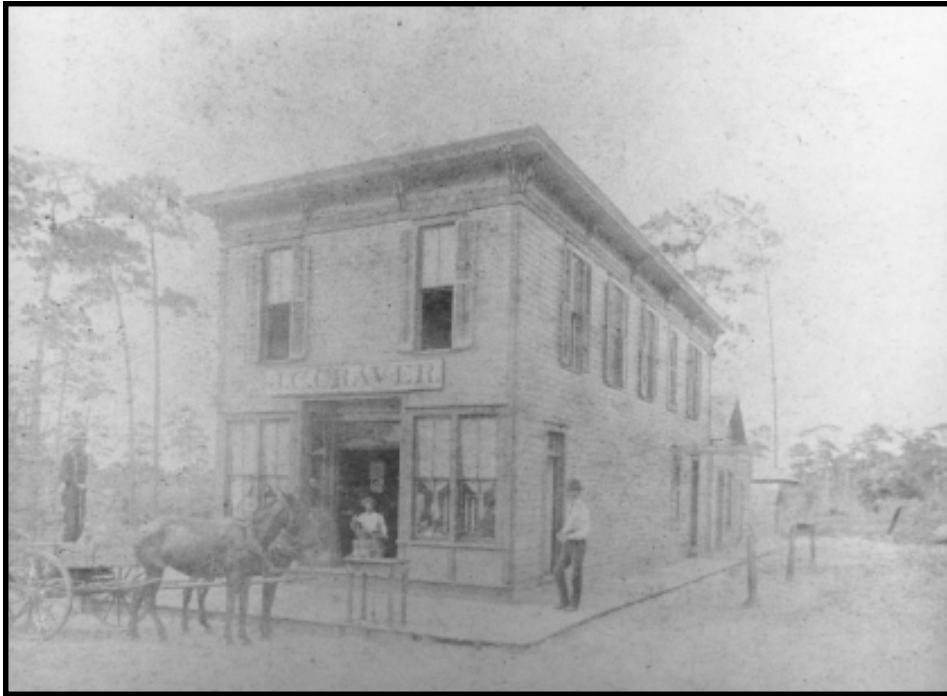
**Approaches to Upgrading Historic Buildings:** There are a variety of approaches to repairing or altering a historic building and other historic properties. These approaches should be understood before planning, undertaking, or reviewing repair of alterations to such properties. They are defined below:



Old Train Station  
Built 1888

## Restoration

Restoration is accurately recovering the form and detail of a building and its setting as it appeared at a specific time in the past. Restoration often requires the removal of later work or the replacement of missing earlier work. Restoration is the most accurate and expensive means of preserving a building. Because of the cost, restoration is generally employed only on landmark buildings of exceptional significance. Restoration entails detailed research into the history, development, and physical form of a building, skilled craftsmanship, and attention to detail. The original use is generally maintained or interpreted, as in the case of a house museum.



### **Remodeling**

Remodeling is an approach in which repairs or alterations are undertaken with little or no regard for the overall design and individual features of a historic building. During the course of remodeling the historic character of a building is usually lost or diminished. Remodeling is not a recommended approach and frequently will result in rejection of a Certification of Appropriateness, disapproval from State and Federal regulatory authorities, and denial of financial benefits such as tax credits, grants, and ad valorem tax exemptions.

### **Stabilization**

Stabilization, usually the first step in preserving a historic building, is undertaken to re-establish the weather tight and structural integrity of buildings, particularly those that are unsafe or deteriorated. It is a temporary measure designed to allow rehabilitation or restoration in the future. Stabilization measures include repairing or covering roofs and windows so that rain cannot penetrate the interior, extermination of termites and other wood boring pests, protecting a property from vandalism, addressing structural problems, and other work that will prevent further deterioration.

### **Reconstruction**

Reconstruction entails reproducing, by new construction, the exact form and detail of a vanished building or part of a building, to its appearance during a specific time in its history. Reconstruction is recommended only when there is adequate historical, pictorial or physical documentation so that a building or feature can be adequately reproduced. Conjectural reconstruction is not a recommended approach and conflicts with contemporary preservation standards.



## Rehabilitation

Rehabilitation is a practical approach to historic preservation. It is the process of repairing or altering a historic building for an efficient contemporary use while retaining its historic features. Rehabilitation represents a compromise between remodeling, which has no sensitivity to the historic features of a building, and restoration, which is a more accurate but costly approach to repair, replacement, and maintenance. Rehabilitation includes structural repairs, repairing roofs and exterior finishes, painting, and upgrading mechanical systems. It frequently involves changes in use. These changes may result in physical alterations, such as additions, expanded parking, and measures to comply with contemporary health and safety code requirements. Sensitive rehabilitation results in changes that do not negatively impact the historic character of a building and its setting.

### *Statewide Guidelines for Rehabilitating Historic Properties*

The guidelines which follow in this Chapter are oriented toward rehabilitation of older buildings in the State of Florida. They essentially draw upon the **Secretary of the Interior's Standards for Rehabilitation**. Over the past several decades the Secretary of the Interior's Standards have become the authoritative guidelines for rehabilitation in the United States. The Standards were initially used in reviewing projects funded by the now defunct Historic Preservation Fund grant-in-aid program. Subsequently, they were used by authorities in preserving historic properties under federal control and reviewing projects falling under federal compliance review. Presently, many state officials and local design review boards both in Florida and nationally employ the Standards as the basis for rehabilitation guidelines.

The standards suggest a series of steps to rehabilitation, beginning with the least intrusive treatments. The steps in sequence 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 reparable. If the essential form and detailing are still evident so that the 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 or 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.



J.C. Craver General Store, Post Office and Residence - Built 1878

## **Chapter Four: STANDARDS FOR REHABILITATION IN THE OLD PALM HARBOR-DOWNTOWN (OPHHD) ZONING DISTRICT AND IN THE DOWNTOWN PALM HARBOR HISTORIC DISTRICT**

The Secretary of the Interior has adopted a set of standards for rehabilitation of historic buildings under federal programs, including the tax incentive program. The following standards (1-10) are general principles that the Department of the Interior recommends for consideration in the planning stage of rehabilitation. They are included in the Pinellas County Historical Preservation Code, Section 146-5. These ten Standards are considered when issuing a Certification of Appropriateness (COA) for all designated historic structures in unincorporated Pinellas County, including those in the OPH-D Zoning District and in the Downtown Palm Harbor Historic District (DPHHD). Standards 11-28 are additional standards used for rehabilitation/renovation and new construction apply to all structures in the OPH-D Zoning District and the Downtown Palm Harbor Historic District. Rehabilitation, as defined by the U.S. Secretary of the Interior Standards for Rehabilitation is the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property that are significant to its historic, architectural, and cultural values. The following ten standards are the general criteria for the review of COA applications:

### ***Standards 1-10 are the Secretary of the Interior 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.

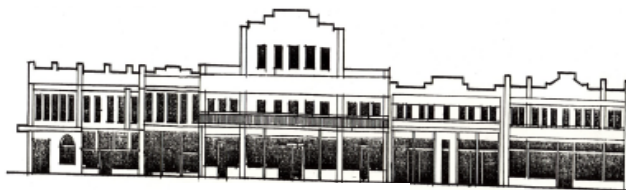
**STANDARD 7.** Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

**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.

The following standards (11-28) are the *General Design Criteria* for reviewing a *Certificate of Appropriateness* application in the Downtown Palm Harbor Historic District and in the OPH-D Zoning District. Each standard is followed by a generalized illustration reflecting an interpretation of the stated standard.

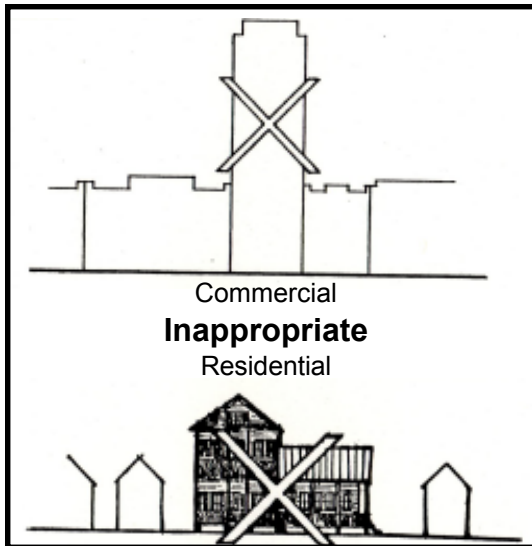
**STANDARD 11.** The scale (height/width ratio) of new construction, or of alterations/additions to existing structures, shall be similar to that of the contributing structures in the District.



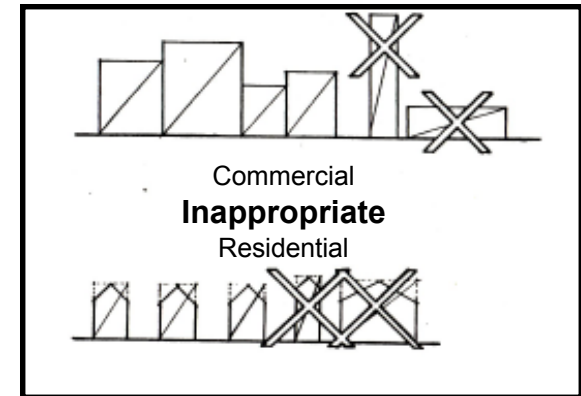
Large Scale - compatible with smaller-scale buildings



Large Scale - incompatible with smaller-scale buildings



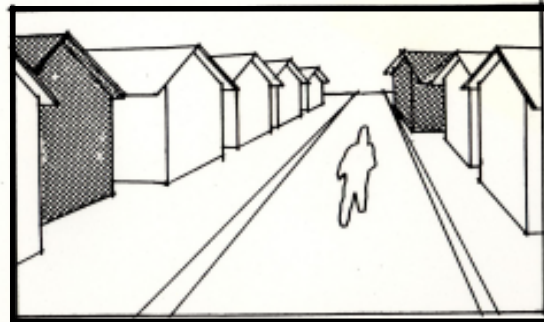
**STANDARD 12.** New buildings or alterations/additions to existing structures shall not be built higher than the existing buildings in the District as of the time of designation. The height of new construction, or of alterations/additions to existing structures, shall not exceed thirty (30) feet in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



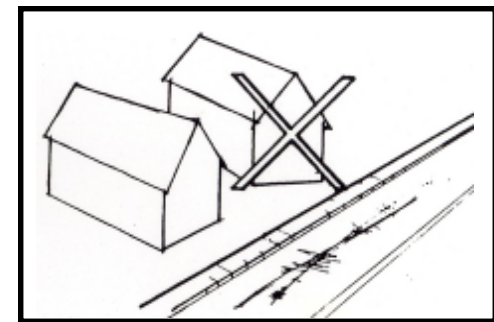
**STANDARD 13.** The historical set-back patterns and street-facing orientation shall be maintained for new and reconstructed buildings. New buildings shall be built flush with the public right-of-way except in cases where the presence of mature trees requires that the building be located back from the 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.



Appropriate uniform setbacks, building spacing and street facing orientation

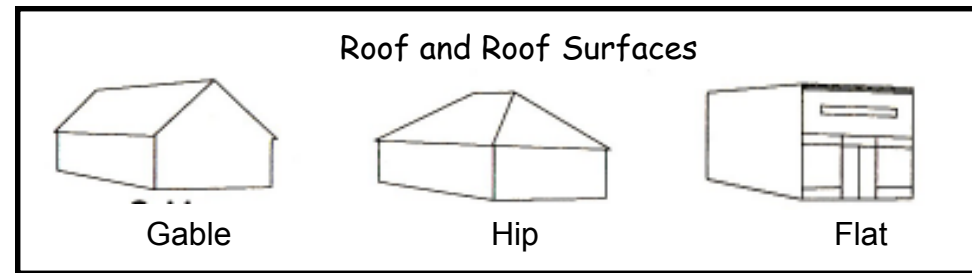


Inappropriate uniform setbacks, building spacing and street facing orientation

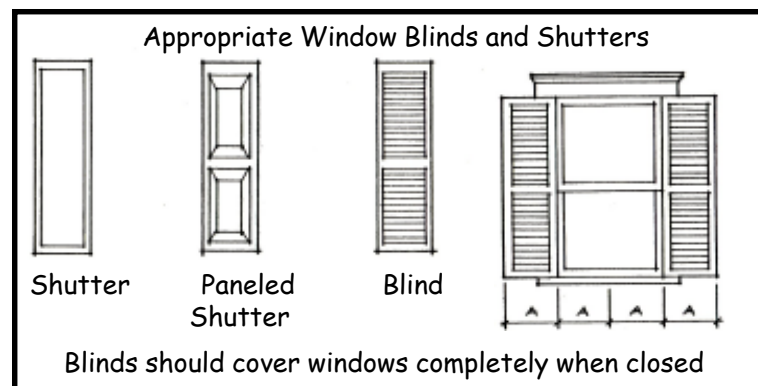
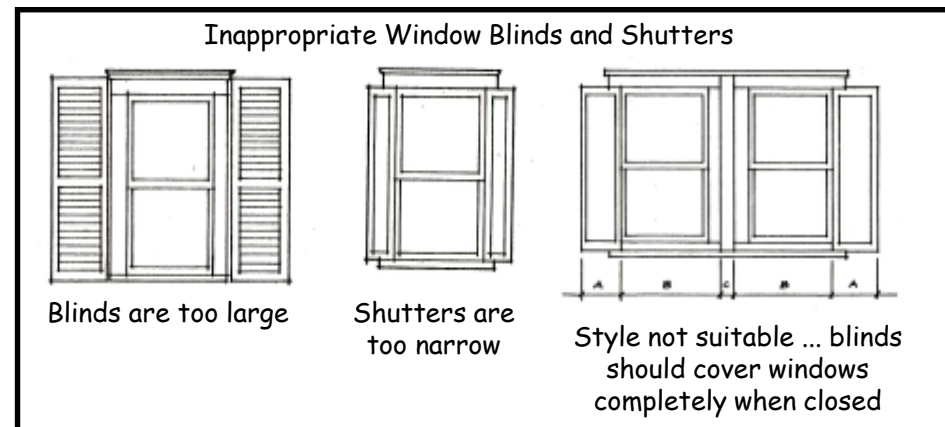
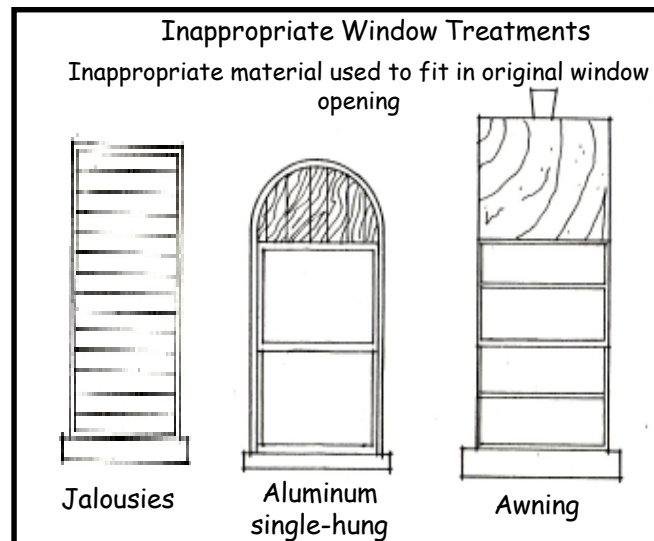


Inappropriate private street facing orientation

**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.

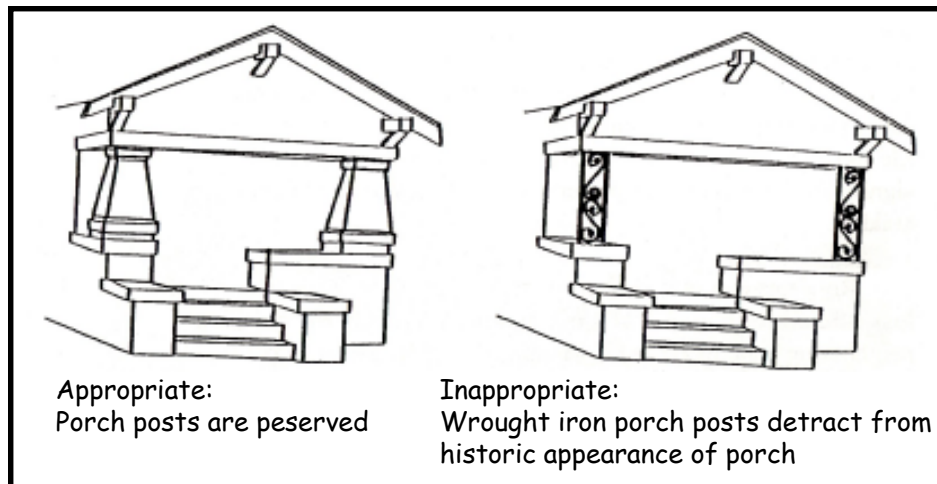
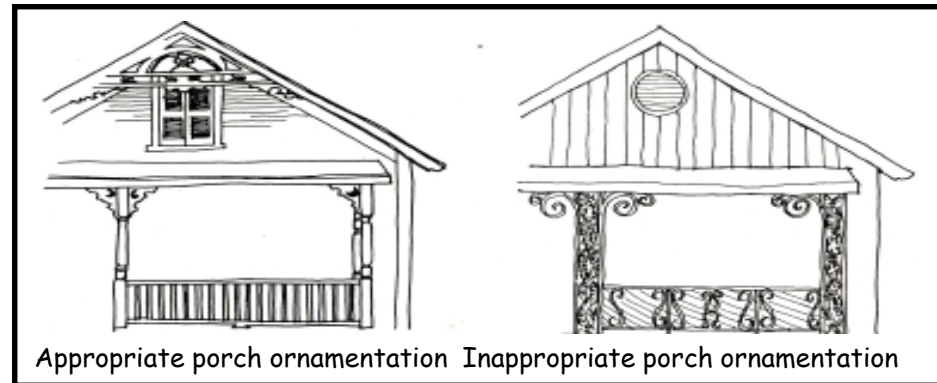


**STANDARD 15.** Shutters shall be in character with the style and period of the building. Replacement shutters shall be similar to the original in size, configuration, and style, and shall fit the window openings, not to overlap on the surface of the wall.





**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.



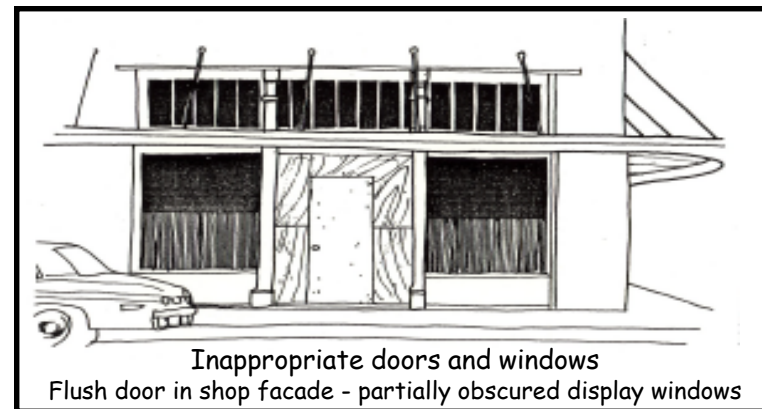
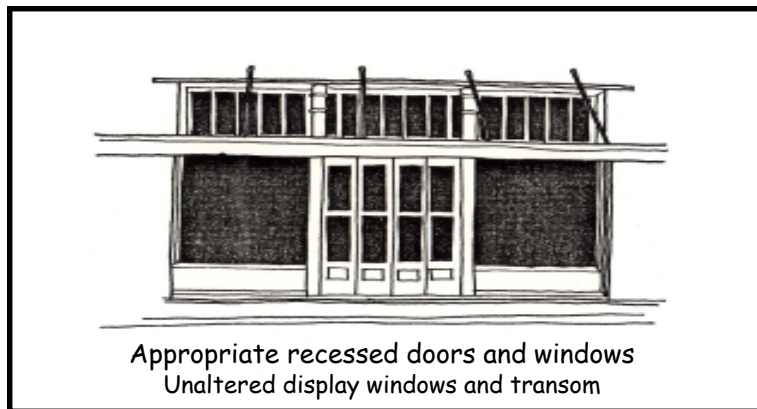
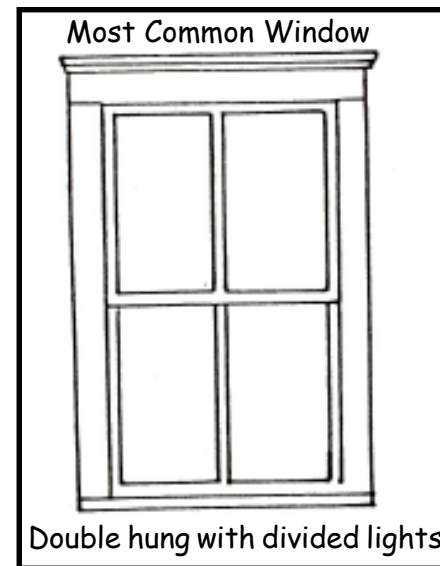
**STANDARD 17.** Historically, building, trim, and roof colors have not been a major defining component of the District. Choice of colors should complement and enhance the character of the District. For new construction and non-contributing structures, specific color choice is left to the discretion of the property owner. For contributing structures, the national historic preservation standards adopted in the Pinellas County Historic Preservation Ordinance shall be followed.



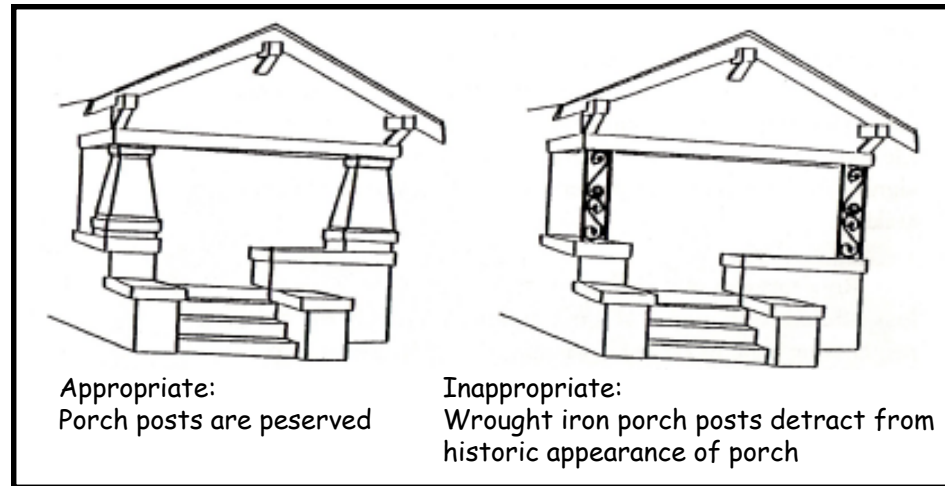
**STANDARD 18.** On-street or alley parking should be maintained. Historical parking patterns should be followed in site-plan requirements for new construction.

### Contributing Structures

**STANDARD 19.** 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.



**STANDARD 20.** 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.



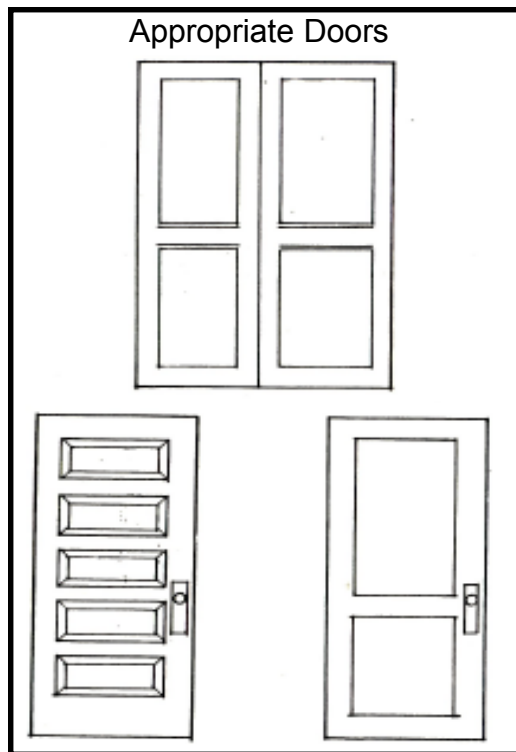
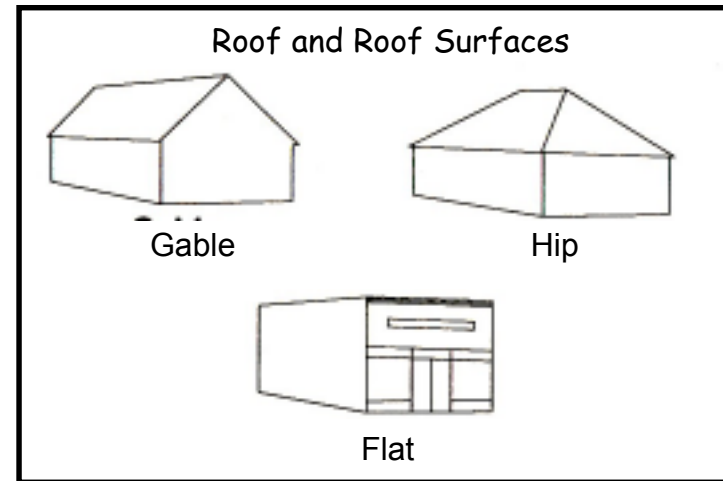
### ***Non-Contributing Structures***

**STANDARD 21.** 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.

**STANDARD 22.** 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.

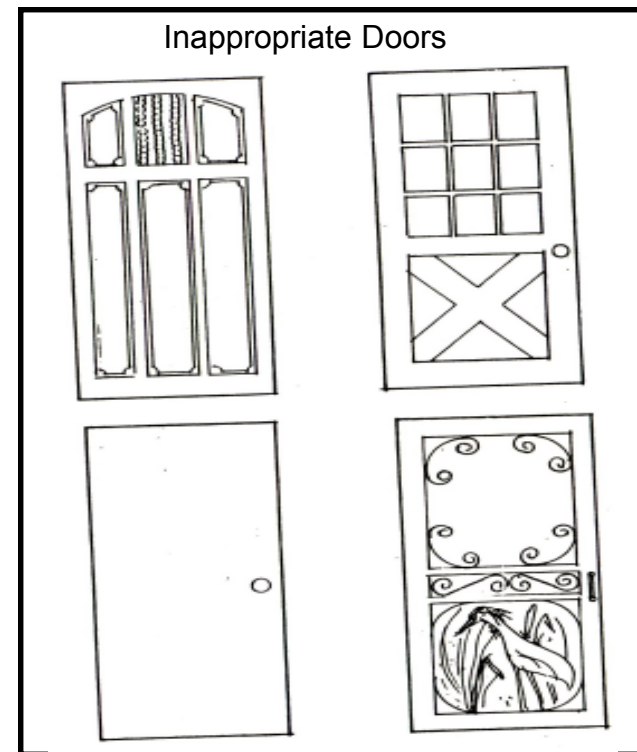
### ***New Construction***

**STANDARD 23.** 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.

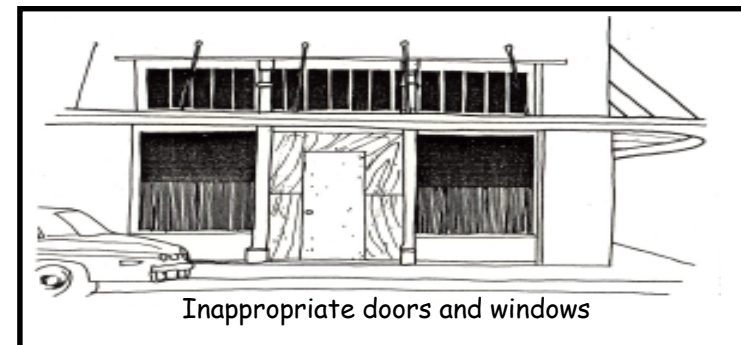
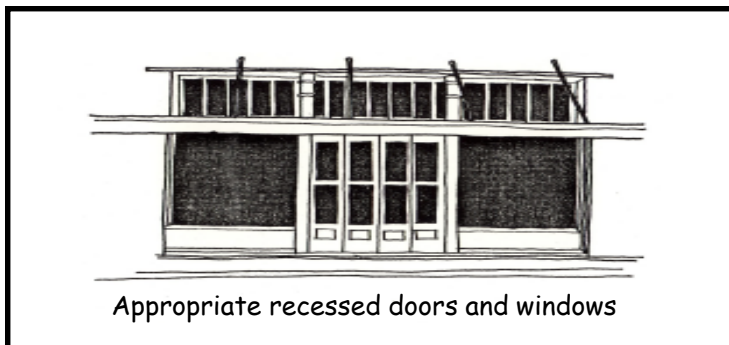
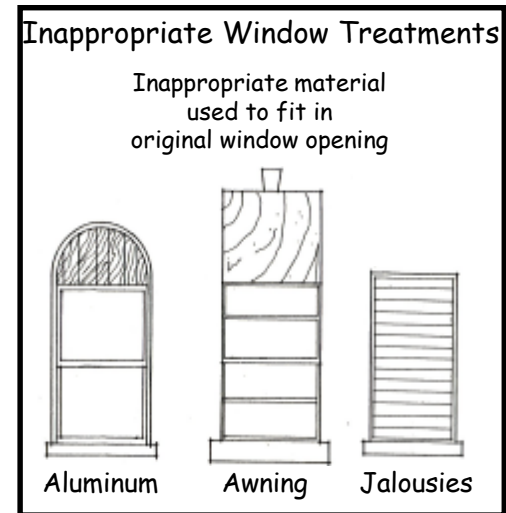
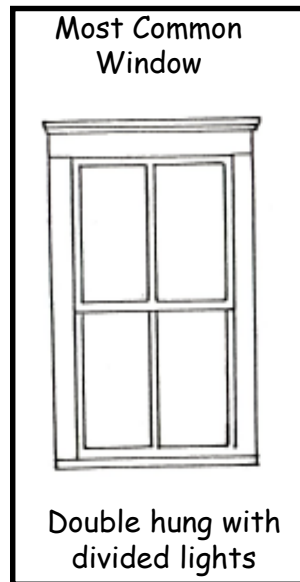


### **STANDARD 24.**

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.



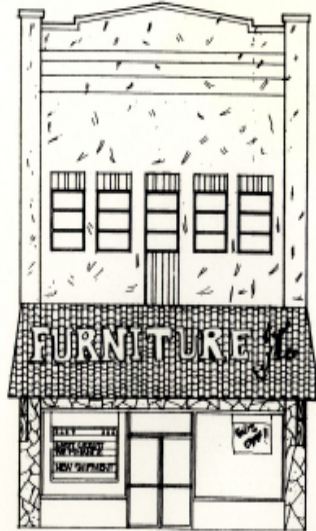
**STANDARD 25.** Use of double-hung sash windows with 2-4 lites is encouraged.  
Jalousie windows are prohibited. Recessed entrances are encouraged.



### Commercial Renovations



Appropriate



Inappropriate

### STANDARD 26.

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

### Residential Renovations



Appropriate



Inappropriate

**STANDARD 28.** 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.

# **Chapter Five: DESIGN GUIDELINES FOR PROPERTIES IN THE OLD PALM HARBOR-DOWNTOWN (OPH-D) DISTRICT AND PROPERTIES IN THE DOWNTOWN PALM HARBOR HISTORIC DISTRICT**

## ***Rehabilitation Guidelines***

These guidelines are developed to clarify the Design Criterion that are in the Pinellas County Land Development Code. For clarification and simplification purposes, as stated in Chapter Four of this Manual, these Design Criterion are referred to as "Standards". Also, as stated in previous chapters, these Standards are used for evaluating and reviewing Certificate of Appropriateness Applications. These Standards will help guide the rehabilitation of buildings within the Old Palm Harbor- Downtown (OPH-D) and Downtown Palm Harbor Historic District (DPHHD).

For easy reference, these guidelines are organized by key design elements and features found in historic buildings. The key design elements and features addressed in this Manual are as follows:

- Roofs and Roof Surfaces -
- Storefronts and Setting -
- Doors, Entrances, Windows, Shutters and Awnings -
- Materials -
- Porches, Carports and Garages -
- Siding -
- Fences and Walls -
- Color -
- Exterior Modern Equipment -

The Guidelines for each design element and feature begin with a citation of the Standard that apply to the treatment of each design element. Following that is the text in which applicable regulation and issues relating to the treatment of each elements are stated. Several illustrative sample of each feature is provided to clarify and visualize the components of each element or feature. At the end of this chapter, several additional illustrations are provided to better visualize and define building compatibility, form, rhythm, alignment & spacing, building details, articulation and orientation. It contains illustration and photos which gives examples of appropriate and inappropriate rehabilitation/restoration projects. This would help in interpreting the Design Criteria for the property owners and also is used by the DPHRC to recommend to the County the acceptable and non-acceptable actions on each COA application.



# ROOFS AND ROOF SURFACES

Applicable Standards: 2, 4, 5, 6, 9, 14, 16, 17 and 23

**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.

**STANDARD 23.** 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.

The following appropriate roof types are found in the DPHHD.

GABLE:



GABLE HIP:



FLAT ROOF WITH PARAPET



# STOREFRONTS AND SETTING

Applicable Standards: 2, 9 and 13

**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.

These building store-fronts and settings are found in DPHHD.





# WINDOWS & SHUTTERS, DOORS & ENTRANCES AND AWNINGS

Applicable Standards: 2, 3, 6, 9, 15, 19, 21, 22, 24 and 25

**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.

**STANDARD 19.** 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.

**STANDARD 21.** 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.

**STANDARD 22.** 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.

**STANDARD 24.** 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.

**STANDARD 25.** Use of double-hung sash windows with 2-4 lites is encouraged. Jalousie windows are prohibited. Recessed entrances are encouraged.

## *Windows & Shutters*

Appropriate Size and Shape Proportions

## *Doors*

Appropriate Recessed Door with Transom



Appropriate Door  
with Transom



Appropriate Door



Inappropriate Door  
and Windows

Appropriate examples of

Configuration  
Size & Shape/Proportions  
Spacing



Inappropriate example of Configuration  
and Inappropriate Spacing

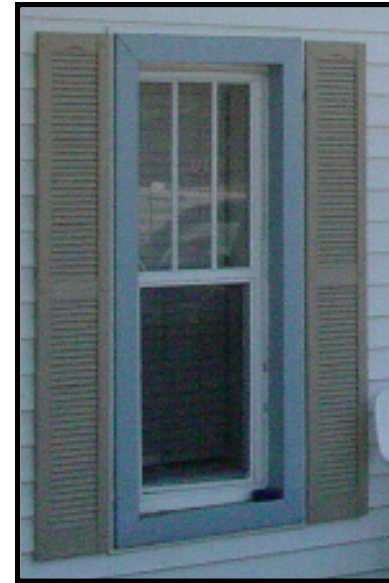
Size & Shape/Proportions  
Spacing



Configuration  
Rythem



Appropriate Spacing



Appropriate Rythem



## *Awnings*

Appropriate Size and Shape



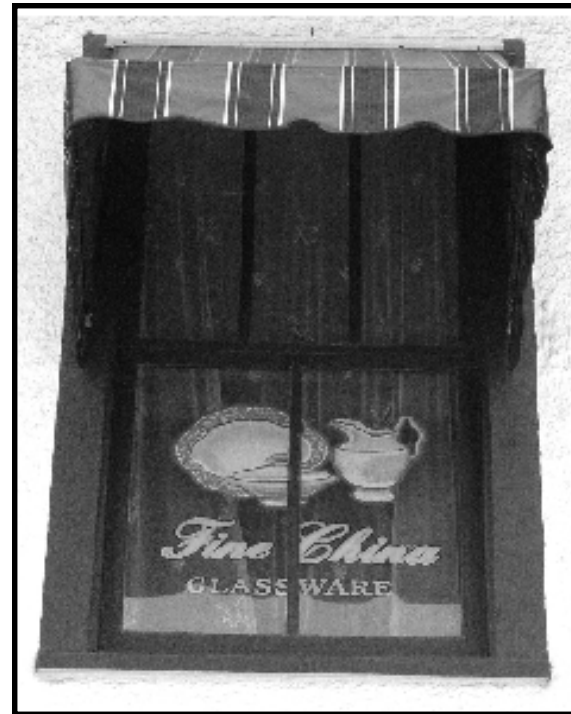
Inappropriate Shape and Material





## *Awnings (continued)*

Appropriate Size and Shape Proportions



## **MATERIALS**

Applicable Standards: 2, 3, 4, 7, 9, 11, 19, 20, 21, 22, 23 and 26

**STANDARD 19.** 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.

**STANDARD 20.** 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.

**STANDARD 21.** 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.

**STANDARD 22.** 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.

**STANDARD 26.** Major architectural features, detailing, and materials used in new construction shall be similar to those of the contributing structures found in the district.

# PORCHES, CARPORTS AND GARAGES

Applicable Standards: 2, 4, 5, 6, 9, 10 and 20

**STANDARD 20.** 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.



Appropriate Porches





## SIDING:

**Applicable Standards: 2, 3, 4, 7, 9, 20, 21 and 26**

**STANDARD 20.** 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.

**STANDARD 21.** 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.

**STANDARD 26.** Major architectural features, detailing, and materials used in new construction shall be similar to those of the contributing structures found in the district.



## FENCES AND WALLS

**Applicable Standards: 2, 3, 28, 29, 30, 31, 32, 33, 34 and 35**

**CRITERIA 28.** All fences and walls shall be constructed of materials appropriate to their purpose and location and shall be compatible with the streetscape materials.

**STANDARD 29.** 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.

**STANDARD 30.** No fence or wall shall be constructed of corrugated sheet metal, barbed wire, chicken wire, or similar materials.

**STANDARD 31.** Chain link fences concealed by landscaping may be allowed along the side of property that has no street or alley frontage.

**STANDARD 32.** On all street frontages (except for frontage on an alley), walls and fences shall not exceed three feet in height.

**STANDARD 33.** 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.

**STANDARD 34.** No fence or wall shall enclose a water meter box or manhole, unless authorized by the county.

**STANDARD 35.** Where not specifically changed in this section, fences and walls shall otherwise comply with section 138-1336.

# COLOR

## Applicable Standard: 17

**STANDARD 17.** 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. For contributing structures, the national historic preservation standards adopted in the Pinellas County Historic Preservation Ordinance shall be followed

### **Advisory Guidelines on Color**

The following guidelines were adopted by the Historic Palm Harbor Review Committee on March 20, 1997. These guidelines are advisory. The Committee felt that these guidelines would be helpful in providing further and more specific guidance on appropriate exterior building colors, beyond that which is provided in the Design Criteria for the District.

*"In order to complement and enhance the character of the Historic District, appropriate exterior colors for all structures include white, cream, ivory, beige, pastels and other light hues. High intensity colors are not recommended for exterior use. Dark, strong colors are appropriate for trim or accent color, but are not considered appropriate for exterior walls. Colors applied to create a pattern (e.g. checks and/or stripes) are prohibited. For contributing properties the original building color is allowed if the property owner can establish and provide information documenting the original color of the building."*

## **EXTERIOR MODERN EQUIPMENT**

**Applicable Standards: 3, 9 and 27**

**STANDARD 27.** Modern equipment such as solar collectors, air conditioners, etc. shall be concealed from public view.

# 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.

