

HISTORIC PRESERVATION BOARD

AGENDA

August 4th, 2011 - 4:00 PM

1. Call to Order
2. Roll Call
3. Approval of April 7, 2011 Minutes
4. Read "To Appeal Any Decision"
5. OLD BUSINESS - none
6. NEW BUSINESS-

Case HB 11-31 Address: 503 N 3rd St.
Parcel number: 42-10-27-6850-0060-0017
Applicant: Manderville, Mercedes
Request: For a Certificate of Appropriateness to
construct a 46 ¾" black fence made of metal
material.

7. Case HB 11-32 Address: 414 Bronson St.
Parcel number: 42-10-27-6850-0200-0090
Applicant: Gooding Judith A
Request: For a Certificate of Appropriateness to replace
the existing flat metal roofing material and
metal shingle roofing material with silver
colored 26 Ga. 5 V-Crimp Galvalume® roofing
material.

8. OTHER BUSINESS-

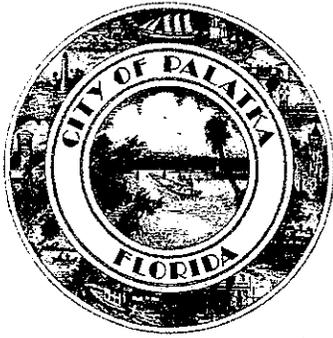
- A. Review Certified Local Government Application and Resolution.
- B. Discussion of Historic Preservation Ordinance Issues.
- C. Review Staff/Board Responsibility (Matrix).

8. **OTHER BUSINESS** - continued

D. Advertising

9. **ADJOURN-**

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE HISTORIC PRESERVATION BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105



HISTORIC PRESERVATION BOARD CITY OF PALATKA

Minutes for the April 7, 2011 Meeting

The Historic Preservation Board was called to order by Chairperson Robbi Correa.

The following members were present: Lynda Little Crabill, Elizabeth van Rensberg, Mark Miles, Gilbert Evans Jr. and Larry Beaton. The following member was absent: Robert Goodwin.

Staff present: Planning Director, Thad Crowe and Recording Secretary, Deena McCamey.

Ms. Correa welcomed Mr. Evans to the Historic Board.

Ms. Correa introduced Thad Crowe as the new Planning Director for the City of Palatka.

Mr. Crowe thanked Ms. Correa and introduced himself to the Board Members.

Mr. Crowe read to "Appeal any Decision".

Motion made by Elizabeth van Rensberg to approve the February 2, 2011 minutes. Seconded made by Lynda Little Crabill. All those present voted affirmative, motion passed.

OLD BUSINESS - none

NEW BUSINESS

Case HB 11-07 **Address:** 311 Kirkland St.

Applicant: Clements, Willis + Laura A

Request: For a Certificate of Appropriateness (COA) to construct a three-foot picket fence made of wooden material.

Mr. Crowe gave a brief power point presentation explaining the request, including photographs of the property in question. He described the different types of picket fencing used in the city historic and present times. He recommended approving either of the two styles of wooden fences the applicant is requesting.

Willis Clements, 572 County Road 315 Interlachen, was present for questions.

Ms. Crabill asked if he would agree to painting the fence white.

Mr. Willis said that would be fine with him.

Mr. Beaton asked if there will be any gates.

Mr. Clements said there will be gates located on both existing driveways and they will be made from the fencing material and have hinges.

Mr. Beaton asked if he had any intention of putting anything inside this fence.

Mr. Clements said no, he does not. He said people are using his property to walk dogs, dump cat litter, break beer bottles and homeless people are sleeping there. This request is just for security purposes.

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Mr. Miles said he drove by the property and that the fence would be fine, he did not object to it. He did find the sign on property objectionable to the neighborhood due to its large size and unattractive appearance and recommended having a professional sign constructed.

Mr. Clements said he had no problem changing the sign.

Mr. Miles asked if a condition for the approval for the COA to add fencing could include reducing the size of the sign and have it professionally done.

Mr. Willis asked what he meant as professional.

Mr. Miles said meaning the lettering style; he recommended a "for sale by owner" sign or something of that nature and adds his phone number to it.

Ms. Correa reminded Mr. Miles that the signage could not be a condition for approving his fence. The signage would be a separate case. She believed the sign was an issue and agreed it did need to be addressed.

Mr. Miles was concerned that a picket fence would require having more maintenance and time to keep it a neat appearance.

Mr. Willis said there are neighboring properties that have weeds head high and wanted to know how tall it would need to be before he had to mow it.

Mr. Miles asked staff to check into that.

Ms. McCamey noted that the Code limited grass and weed height to 18 inches. Mr. Crowe said since the city has limited resources it operates on a complaint driven basis, meaning if it is called in staff will look into it and we do not ride around looking for code violations.

~~Ms. van Rensberg said her personal preference of fencing would be the French Gothic look and it is available at the Home Depot® in Saint Augustine.~~

Motion- made by Mr. Beaton to approve staff recommendation, seconded by Mr. Evans. Motion passed unanimously.

Case HB 11-08 **Address:** 509 N 4th St.
 Applicant: Ronald L. Vreen

Request: For a COA to reroof house with silver/gray metal roofing material.

Mr. Crowe gave a brief power point presentation explaining the request was for a reroof using the Galvalume® material. The house is located in the North Historic District; he said that metal roofs common place within the district and recommended approval.

(Regular Meeting)

Ronald Vreen, 509 N 4th St. was present to answer questions.

Ms. Crabill asked what the previous roofing material was, had it ever had a metal roof.

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Mr. Vreen said he researched to see if it may have had a metal roof at one time, but all he found was the construction year of 1929. He thought a metal roof may not have been used because of its higher cost during the depression.

Mr. Miles asked if he plans to add rain gutters along the eaves after the roof is installed.

Mr. Vreen said only in the future and at certain areas because the runoff of rain from the roof tends to make big puddles.

Mr. Miles said the slope and pitch of the roof would get heavy volume of rain in certain areas. He asked what color the gutters will be when installed.

Mr. Vreen asked if he would need to apply for a COA for the gutters.

Mr. Miles asked Mr. Crowe if someone chose to install rain gutters would that involve the Building & Zoning Department.

Mr. Crowe said that he believed in this case it would need to come back before this Board because this would be considered new construction and not repair.

Ms. Correa said it would be a change.

Ms. Crabill asked if the Board approves it with gutters now, would he need to come back.

Mr. Crowe said no.

Mr. Miles said the homeowner would have to choose the color for the gutters.

Mr. Vreen said they would match the color of the roof.

Ms. van Rensberg told the Board funding for this roof is coming from the TIF/HIP program. She said they originally talked about utilizing asphalt shingles or other more affordable roof types - but the homeowners said although it cost more and pushed them into the matching funds category, they still wanted to use the metal roof for more permanently.

Ms. Correa agreed although by looking at the style of home she questioned if it could have been originally metal. Most Arts & Craft style homes are shingle.

Ms. Crabill asked if the Board could make an exception for this case.

Ms. Correa said the Board has made many exceptions in the past regarding material.

Ms. van Rensberg also said that most of the houses neighboring the Vreens have metal roofs.

Ms. Correa reminded the Board they are not to base their approval on what the neighboring houses have or look like when considering roofing material changes, it is based on the home itself.

Mr. Miles said it is unusual to find the fascia and drip edge the same color as the walls, typically there would be contrasting colors like the trim and windows. The house walls and the fascia in this case have the same color and that is unusual.

Ms. Correa commented that was a good point to bring up, but the Board is not looking at any color choices now.

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Mr. Miles said the reason he was bringing up the color issue was because if the Board was going to discuss gutters the colors of the gutters would affect the fascia color and those colors would become an accent color. If the homeowner chooses to go with the Galvalume® gutter color it would change the appearance of the house.

Ms. van Rensberg said the metal roof drip edge would change with the construction process. It would change to between the yellow of the base and the silver/gray of the drip edge.

Mr. Miles said typically the fascia would be a contrasting color which would help with the definition?

Ms. Correa said the homeowner could do that at any time, as long as the color choices were approved by the Building & Zoning Department.

Motion made by Mr. Evans to approve the application seconded made by Ms. Crabill.

Ms. McCamey advised the Chair, that if the Board was also including the gutters and the gutter colors they needed to include them in their motion.

Ms. Correa reminded the Board they needed to make a specific motion.

Mr. Evans asked if the Board wanted to include the gutters in the motion.

Motion Amended by Mr. Evans to approve the application and include the gutter's if the homeowner chooses to do that so he would not have to come back before this Board. Seconded made by Ms. Crabill.

Discussion: Mr. Miles asked since the gutters being used would be Galvalume® would the downspouts be painted to match the color of the walls.

Mr. Vreen said it would be appropriate to keep it the down spouts the same color as the house.

Mr. Miles said he would accept that.

Motion continued: Motion passed unanimously.

Case HB 11-12 **Address:** 520 Oak St.
 Applicant: Lavinia Moody

Request: For a Certificate of Appropriateness for signage and to enclose and underskirt back porch.

Mr. Crowe explained the request is mostly for signage since Staff made the determination that the Board had already approved the under skirting for the house previously and the applicant could continue with the same material for the back porch if she wished. He also advised the Board the applicant may want to come to them about some additional work to the back porch.

He then gave a brief power point presentation showing a photograph of the applicant's house with proposed signage at the approximate locations. The ground sign will be approximately 36" x 25" with the additional address sign hung below it and the wall sign will be less than 16" x 20" placed to the left of the door. Both signs have hunter green type base color with gold leaf color lettering. He explained that both signs will be small enough they will not take away from the historic surroundings. Both signs will be made of wooden material which will be in keeping with the Secretary of Interior Standards. He then recommended approval of the ground and wall sign as presented.

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Lavinia Moody, 520 Oak St., showed the Board the actual sign that will be hung on the house so they could see the color.

Ms. Crabill commented that since this is also a commercial area she did not have a problem with the signs.

Ms. Correa questioned if her fence will be painted or has it already been painted.

Ms. Moody said it has never been painted.

Ms. Correa asked if it is untreated wood, stained or does it still need to be painted.

Ms. Moody said it is the original fence that was there when she purchased the house.

Ms. Correa said it would need to be painted at some point.

Ms. van Rensberg commented it would be nice painted white.

Ms. Moody agreed.

Mr. Beaton asked if there will be a light on the sign.

Ms. Moody said there will be ground lighting on both sides of the signs.

Motion made by Ms. Crabill to approve the sign, seconded made by Mr. Gilbert.

Question: Mr. Miles asked staff since there is one application and one COA is it all right to segregate the signage from the skirting and back porch request.

Mr. Crowe said the skirting will go away; this COA will focus on signage.

~~Mr. Miles asked to segregate this particular motion and approval officially is all right even though there might be a second motion that will address the rear porch.~~

~~Mr. Crowe said he believed the Board could do multiple motions as part of the COA.~~

Motion continued: motion passed unanimously.

Back Porch

Ms. Crabill asked if there will be windows on the back porch.

Ms. Moody said the same windows that the Board approved for the front of her house will be used. She is asking to enclose her back porch because there is no privacy due to other commercial buildings and Churches.

Mr. Miles said the addition to the packet for this case that staff handed out prior to the meeting addresses a new size of the back porch, the original porch shows to be 4' X 6' and the proposed is 5' X 6". The existing roof already projects beyond the plane of the main house wall, will the new porch also project or will it be flush with the wall.

Ms. Moody said she wouldn't want it to project past the house. Currently the back porch does not measure the same on all sides.

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Mr. Crowe explained to the Board that staff received the information for the back porch after the packets were handed out.

Ms. Correa said that enclosing the back porch is a major change to the structure and noted that by enclosing this it will change the original appearance of the structure.

Mr. Crowe said since it is located in the rear, not visible from the public street and considered a secondary element of the building; he had no problem with the changes.

Motion made by Mr. Miles to approve staff recommendation, seconded made by Mr. Beaton. Motion passed unanimously.

OTHER BUSINESS:

Ms. van Rensberg told the Board at the last meeting they approved the request for Robert and Annie Svetlik, 511 N 3rd St. asking to replace their driveway, front walk & front steps with pavers. The funding for this is part of the TIF/HIP program where the Board and chose to leave the final approval up to Ms. Banks. Since then she has retired and is no longer with the city. Mr. Crowe suggested bringing them to the meeting.

Ms. van Rensberg showed samples of the pavers the homeowner had picked, which will be a combination of two Red Flash (dark red color) and one Colonial (lighter red color) giving it a herringbone effect.

Motion made by Ms. Correa to except the paver selection colors which were presented, seconded made by Mr. Miles.

Question: Mr. Miles asked if they will be brick shape like she presented, rather than an octagonal or similar shape.

~~Ms. van Rensberg said the bricks that were presented have a rounder corner than the actual pavers that will be used which will have a square corner.~~

Rescind Motion: Ms. Correa rescinded her motion, explaining she cannot make motions while acting as chair. She then asked if someone else on the Board would make a motion.

Motion made by Mr. Miles to approve the bricks as presented, seconded made by Mr. Beaton. Motion passed unanimously.

OTHER BUSINESS: (Public Comment)

Pam Garris, 603 Emmett St., said during the November meeting the Board heard the case concerning 810 Carr St. she asked what the status was for the funding of repairs.

Ms. Correa advised Ms. Garris the applicant is still waiting on the Main Street Board. She explained the TIF/HIP district is now at an end and the Main Street Board is awaiting their budget approval. Once the budget is approved the program will then need to go to the CRA. She explained all the program's funding have been put on a standstill by the Main Street Board at this time. The Main Street will meet this month and hopefully they will vote to moving that funding into the CRA if approved the CRA would hear that in June.

Ms. Garris said a metal shed has recently appeared at that residence and turned in a code complaint to Code Enforcement and has not heard had any feedback.

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Ms. Correa said that would be a Code Enforcement issue not the Historic Board to determine.

Ms. McCamey told the Chair, that a COA would be required for a metal shed in the Historic District.

Ms. Garris asked since they did not apply for a COA would they be in violation for putting one up.

Mr. Crowe asked for her contact information and told her he would look into this and let her know what the status was.

Ms. Garris also said the homeowner also put up a custom plastic sign with their address on it which also does not meet the historic preservation standards.

Ms. Correa told Ms. Garris that if the funding comes through, Mr. Heard was told by the Board to bring the house back to what it looked like on the Florida Master Site File photo.

OTHER BUSINESS: (Board Discussion)

Mr. Miles said a couple months ago Ms. Banks handed out a chart from another municipality showing what Staff and Board member approval responsibility. He asked what the status is for using that chart.

Ms. Correa asked to readdress this next Board meeting since Mr. Evans would need a copy for the other members can review the chart and be refreshed for a discussion.

Mr. Miles also questioned why it is impossible to make a condition on an approval.

Mr. Crowe said the motion has to be related to the request.

OTHER BUSINESS: (Board Discussion)

Mr. Beaton asked if the Board received comments from neighboring property owners of a request and were those comments be put into their packets for review?

Ms. McCamey said when any were received they were included in the packets or were read to them out loud depending on when staff received them.

Mr. Beaton complimented Mr. Crowe for the detail and amount of information that was handed out it was very helpful and he wanted to thank staff for a good job.

Mr. Miles said the power point presentation helped with the public also.

Ms. van Rensberg said she appreciated the packets were hand delivered.

Ms. Crabill asked if the Florida Master Site File will still be included in their packets like in the past.

Mr. Crowe said he put this month's packets together in a hurry, but he will include them in the future.

Ms. McCamey told the Board staff had the Florida Master Site File in the office if they wanted to see them.

Mr. Crowe told the Board the agenda will be available on the city's web site if they want to view it, along with the staff reports in the future.

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OTHER BUSINESS: (Public Comment)

Lucy Visnaw, 819 Laurel St. asked what was to outcome of looking into the 622 River St. approval where Mr. Beaton questioned the under siding of the home. She said the renovations that were done were not in keeping with the house in terms of its architecture and historical time period..

Ms. Correa said that was brought back up at a previous meeting. The original request was applied some time ago where members approved those recommendations. That Board never questioned the enclosure of the underside of the house. Therefore after the fact this Board could not make the homeowner change what had already been approved.

Ms. McCamey reminded the Board the homeowner was advised there could be some sort of aesthetics added to the blocks so the lines would not be noticed, even shrubbery would be fine.

Ms. Correa said she would talk to the homeowner about the shrubbery and that might solve the issue.

Ms. McCamey advised Ms. Vinsaw that the Board approved what was presented.

Mr. Beaton said he was on the Board at the time the COA was approved. That Board was presented with a full set of blue prints and a huge amount of detail; they were overwhelmed by the dramatic changes to that home. He said the Board was more appalled with what they wanted to do to the structure itself, they were more focused on the fact that the changes would make a total change to the structure. He commented that it is disappointing to see a house with that much of historical significance look like that.

OTHER BUSINESS: (Public Comment)

Pam Garris, 603 Emmett St., told the Board there are sidewalks getting damaged from construction workers that have not been repaired. She asked whose responsibility is it to them.

~~Ms. Correa said that has nothing to do with this Board she recommended she see the Building & Zoning Department.~~

Adjourn-

Motion made by Mr. Miles to adjourn, seconded made by Mr. Beaton. Motion passed unanimously.

Meeting Adjourned at 5:00pm

Certificate of Appropriateness

HB 11-31
503 N. 3rd St.

STAFF REPORT

DATE: July 26, 2011

TO: Historic Preservation Board members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

This Certificate of Appropriateness (COA) application is to for the construction of a 46 ¾" tall black picket fence with a matching gate across the front of the property perimeter north of the house. No public notice is required for COAs, but as a courtesy to neighbors staff has posted the property and sent letters to property owners within 150 feet.

Figure 1:
Property Location



APPLICATION BACKGROUND

The property is located in this North Historic District, an historic neighborhood that includes a diverse collection of architectural styles from simple bungalows and cottages to Queen Anne Victorian-style homes. The period of significance of the district dates back to the Victorian era of the late 19th century and runs up to the Second World War.



Figure 2: The proposed fence would run approximately 48 feet parallel to N. 3rd St., just back of the narrow loop driveway behind the small crepe myrtle tree on the left side of the photo.

Per Sec. 54-78(a) of the Palatka Code, under Article III Historic Districts, a Certificate of Appropriateness (COA) is required to erect, construct or alter a structure or sign located in a historic district. Section 54-72 defines a structure as “a work made up of interdependent and interrelated parts in a definitive pattern or organization.” The definition goes on to say that “constructed by man, it (the structure) is often an engineering project large in scale.” While the large scale nature of a fence may be debatable, the first part of the definition fits the nature of a fence, and it has further been the City’s practice to classify fences as structures (although fences do not require permits).

The proposed fence with a matching gate is shown below, followed by other examples of original and contemporary fences of a similar nature.



Figure 3: Proposed Fence



Figure 4: probable original wrought iron fence, Madison & N. 4th



Figure 5: Historic Wrought-Iron Fence, Seville Historic District, Pensacola



Figure 6: contemporary aluminum fences, Emmett St.

PROJECT ANALYSIS

The following section of the report evaluates the application in light of applicable COA review criteria.

- 1. Section 54-79(a), General considerations, requires the board to consider the design and appearance of the structure, including materials, textures and colors.**

Staff comment: Fencing, and garden and retaining walls add distinction to individual buildings and historic districts. They serve a practical purpose of forming property line boundaries, and to distinguish lines between the yard, sidewalk, and street. As noted in an article in an online edition of The Old House Journal titled "A Primer on Pickets," typical fences in the late nineteenth and early twentieth century were usually sedate and understated.

Most fences in the North and South Historic Districts, in historic and present times, were and are wood picket fences, typically three to four feet tall. Staff did locate one wrought iron fence in the North Historic District (N. 4th St. & Madison, picture on previous page), which appears to date to the pre-WWII historic period of significance for the district. In addition one oxidized and historic wrought iron fence was found in the South Historic District, and four new aluminum fences in the South District resemble the black wrought iron material.

The higher expense and virtual impossibility of producing authentic wrought-iron fencing has resulted in the more common utilization of fencing made from steel or cast aluminum that resembles wrought-iron. Staff believes this is appropriate and such fence types are routinely approved in historic districts in other cities. However vinyl and other new synthetic fence products often have problems with deterioration with prolonged exposure to weathering. Cracking, discoloration due to UV exposure, and problems blending replacement pieces with the original installation are just some of the problems with these products. New vinyl fence installations also exhibit a sheen and texture that is different from wrought iron or aluminum. The application did not specify the fence material and the applicant has not responded to staff's attempts to get this information.

- 2. Section 54-79(a), General considerations, also bases issuance of COAs on conformance of the proposed work to the Secretary of the Interior's Standards for Rehabilitation.**

Staff comment: Applicable parts of the Secretary of the Interior's Standards regarding Building and Site Design apply to "designing and constructing a new feature of a building or site when the historic feature is completely missing, such as an outbuilding, terrace, or driveway." Ideally this design should be based on historical, pictorial, and physical documentation; if not it should be a new design that is compatible with the historic character of the building and site. As previously noted, wood and cast iron or aluminum fences are compatible with the historic character of the district and while not as commonplace as wood picket fences are found in both districts.

3. **Section 54-79(a) also requires that the decision include consideration to the immediate surroundings and to the district in which it is located or to be located.**

Staff comment: the proposed picket fence is appropriate in the context of this criterion given the existence of similar fences in the City's historic districts.

4. **Section 54-79(b) requires that the board shall make each of the following findings to approve a COA:**

(1) In the case of a proposed alteration or addition to an existing structure, that such alteration or addition will not materially impair the architectural or historic value of the structure.

Staff comment: not applicable

5. **(2) In the case of a proposed new structure, that such structure will not, in itself or by reason of its location on the site, materially impair the architectural or historic value of a structure on adjacent sites or in the immediate vicinity.**

Staff comment: the proposed fence will not clash with the historic character and architecture of adjacent and vicinity structures.

6. **(3) In the case of a proposed new structure, that such structure will not be injurious to the general visual character of the district in which it is to be located.**

Staff comment: the unobtrusive nature of the proposed fence and its presence on just a portion of the property will not result in a detriment to the visual character of the district.

7. **(4) In the case of the proposed demolition of an existing structure, that the removal of such structure will not be detrimental to the historic and architectural character of the district, or that, balancing the interest of the city in preserving the integrity of the district and the interest of the owner of the property, approval of the plans for demolition is required by considerations of reasonable justice and equity; in the latter event the board shall issue an order postponing demolition for a period of not to exceed three months.**

Staff comment: not applicable.

STAFF RECOMMENDATION

Staff recommends approval of COA HB 11-31 with a condition that the fencing material be either cast iron or aluminum.

Certificate of Appropriateness
HB 11-32
414 Bronson St.

STAFF REPORT

DATE: July 26, 2011
TO: Historic Preservation Board members
FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

This application is to replace an existing roof with a 5-V-Crimp galvanized, silver colored metal roof. Courtesy public notice included property posting, and letters to nearby property owners (within 150 feet).



Figure 1: Property Location

APPLICATION BACKGROUND

This historic structure is a single-family home, located in the North Historic District. The Master Site File for the property indicates this is a Bungalow-style home, constructed between 1915 and 1924.



Figure 2: House from Bronson Street

The current roofing material is metal shingles and it is not clear if this is the original material. The Applicant obtained an estimate for re-roofing with the Galvalume and metal shingles with the latter estimate coming in \$10,600 higher than the \$7,200 Galvalume estimate.

Per Sec. 54-78(a) of the Palatka Code, under Article III Historic Districts, a Certificate of Appropriateness (COA) is required to erect, construct or alter a structure or sign located in a historic district.

PROJECT ANALYSIS

The following section of the report evaluates the application in light of applicable COA review criteria.

- 1. Section 54-79(a), General considerations, requires the board to consider the design and appearance of the structure, including materials, textures and colors.**

Staff comment: As noted in Preservation Brief # 4 (National Park Service, Department of the Interior), metal roofing in America is principally a 19th-century phenomenon. Galvanized metal, the proposed roofing material, has been in use since the mid-19th century as has tin shingles, the current roofing material. The existing shingles are not embossed, a practice popular in the late 19th century, but are plain and non-decorative.

The proposed "Galvalume" roof material is sheet steel with a 55% aluminum-45% zinc alloy coating. The product is resistant to corrosion and has a long life (testing indicates that this roof materials lasts for well over 30 years).



Figure 3: Example of Galvalume Roofing

Staff believes that the proposed metal roofing was widely used during the North Historic District's period of significance, which dates back to the Victorian period of the late 19th century. This material is appropriate for this architectural style and is compatible with similar roofs of many structures in the vicinity.

2. Section 54-79(a), General considerations, also bases issuance of COAs on conformance of the proposed work to the Secretary of the Interior's Standards for Rehabilitation.

Staff comment: Applicable provisions of the Secretary of the Interior's Standards call for replacing building elements with like kind. As stated the original roof material was metal shingles, but staff believes that this is a cost-prohibitive option and that the proposed metal roofing is appropriate for the historic time period and the Bungalow architectural style.

3. Section 54-79(a) also requires that the decision include consideration to the immediate surroundings and to the district in which it is located or to be located.

Staff comment: the following pictures illustrate that other historic structures in the vicinity have similar roofing materials as what is proposed.



Figure 5: 516 N. 4th St.



Figure 4: 515 N. 4th St.



Figure 6: 400 block N. 4th St.

4. Section 54-79(b) requires that the board shall make each of the following findings to approve a COA:

(1) In the case of a proposed alteration or addition to an existing structure, that such alteration or addition will not materially impair the architectural or historic value of the structure.

Staff comment: the proposed metal roof is in keeping with the architectural style and common practices in the District's period of significance and thus will not harm the building's architectural and historic value.

5. (2) In the case of a proposed new structure, that such structure will not, in itself or by reason of its location on the site, materially impair the architectural or historic value of a structure on adjacent sites or in the immediate vicinity.

Staff comment: not applicable as the roof is a component of the structure, not a separate structure.

6. (3) In the case of a proposed new structure, that such structure will not be injurious to the general visual character of the district in which it is to be located.

Staff comment: not applicable as the roof is a component of the structure, not a separate structure.

7. (4) In the case of the proposed demolition of an existing structure, that the removal of such structure will not be detrimental to the historic and architectural character of the district, or that, balancing the interest of the city in preserving the integrity of the district and the interest of the owner of the property, approval of the plans for demolition is required by considerations of reasonable justice and equity; in the latter event the board shall issue an order postponing demolition for a period of not to exceed three months.

Staff comment: not applicable.

STAFF RECOMMENDATION

Staff recommends approval of COA HB 11-32.

RESOLUTION NO. -11 A RESOLUTION OF THE CITY
PALATKA, FLORIDA, APPROVING A CERTIFIED
LOCAL GOVERNMENT AGREEMENT WITH THE STATE IN
ORDER TO MORE FULLY PARTICIPATE IN FEDERAL
HISTORIC PRESERVATION PROGRAMS; AUTHORIZING
THE MAYOR TO EXECUTE THE AGREEMENT AND OTHER
NECESSARY DOCUMENTS CONCERNING THE CERTIFIED
LOCAL GOVERNMENT PROGRAM APPLICATION; AND
PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Palatka, , Florida (the "City") finds that the
preservation and regulation of historic and archaeological
resources within the City will preserve the character and
history of the City, for the benefit of current and future
generations; and

WHEREAS, the City has determined that the protection and
preservation of resources of historical, architectural, and
archaeological value are public purposes and are essential to
the health, safety and economic, educational, cultural and
general welfare of the public; and

WHEREAS, the City Commission desires to enter into a Certified
Local Government Agreement (the "Agreement") with the State of
Florida, Department of State, Division of Historical Resources
(the "Department"), attached as Exhibit "A," in order to
participate more fully in various federal historic preservation
programs; and

WHEREAS, the City Commission finds that the approval of the
Agreement and any related necessary documents pertaining to the
Certified Local Government Program (the "Program") is in the
best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF
PALATKA, FLORIDA AS FOLLOWS:

Section 1: The City Commission of the City of Palatka, Florida, hereby authorizes and directs the Mayor and the City Clerk to execute that certain application to the Florida Department of State, Division of Historical Resources for Certified Local Government status to assist the City of Palatka in meeting the historic preservation goals of its comprehensive plan as required by state law, a copy of which is attached hereto for reference as "Exhibit A."

Section 2: This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this ? day of ?, 2011.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPENDIX C

APPLICATION FOR CERTIFICATION
FLORIDA CERTIFIED LOCAL GOVERNMENT PROGRAM

Mail completed application to:

Survey and Registration Section
Bureau of Historic Preservation
R.A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Instructions:

1. Please use this application form.
 2. Please print or type all responses.
 3. Make sure all forms are signed.
 4. Submit two complete sets of application materials.
 5. Incomplete applications will be returned.
-

1. Local Government Name: City of Palatka

2. County: Putnam

3. Contact (Name/Title/Address/Phone): Thad Crowe, AICP

201 N. 2nd St.

Palatka, FL 32177

4. Appropriate Local Official (Name/Title/Address/Phone/E-Mail/Fax): Vernon Myers, Mayor

201 N. 2nd St.

Palatka, FL 32177

5. Historic Preservation Review Commission (Name/Address/Phone): Historic Preservation Board

201 N. 2nd St.

Palatka, FL 32177

6. Time and Place of Regular Review Commission Meetings: 6 PM, Monthly, 1st Thursday

City Commission Chambers, City Hall, 201 N. 2nd St., Palatka, FL 32177

APPLICATION FOR CERTIFICATION

7. Briefly describe how the membership requirements for historic preservation commissions have been satisfied. Be sure to address to what extent professionals are available in the community and the positive involvement in historic preservation of the professional members. PLEASE SEE PAGES 4 AND 5 OF THIS APPLICATION.

Members of Palatka's Historic Preservation Board are selected by the City Commission on the basis of their interest in preserving historic districts. Per the Municipal Code, whenever possible, with preference given to property owners within the designated historic districts, the members shall include:

- (1) An architect (Y);*
- (2) A property owner within the North Historic District (Y);*
- (3) A property owner within the South Historic District (Y);*
- (4) A representative of the Putnam County Historical Society (Y);*
- (5) A contractor (Y);*
- (6) A real estate broker (Y); and*
- (7) An attorney (Y).*

As noted above, all of these member categories above are filled.

8. Briefly describe your system for survey and inventory of local historic resources.

The City's inventory of historic resources is based on Florida Master Site Files and National Register nominations. At this point there are two National and Local Register historic districts: the North and South Historic Districts. The Ravine Gardens historic district is designated nationally, but not locally, as are the following individual sites:

- Bronson-Mulholland House*
- Central Academy*
- Larimer Memorial Library*
- Old A.C.L. Union Depot*
- St. Marks Episcopal Church*

APPLICATION FOR CERTIFICATION

9. Briefly describe how the local government intends to participate in the National Register program and detail how public participation requirements will be carried out in the local government's review of National Register nomination proposals.

The National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources. The City of Palatka has, and will continue to participate in this program by recognizing and protecting current National Register properties; and also by updating the City's National and Local Register inventory and providing similar protection for future National Register properties.

10. Briefly describe why you are seeking certification.

Palatka has a rich history and is fortunate to have two historic districts, dating back to the nineteenth century, that are remarkable intact. The City wishes to participate in the CLG program to receive the benefits of potential survey and planning grants as well as the opportunity to network with other CLG cities and the SHPO.

11. Are you planning to apply for Certified Local Government subgrants? YES X NO
If yes, briefly describe the purpose of the proposed Certified Local Government subgrant request.

The City's last National and Local Register historic district survey and designation occurred around 30 years ago with the local and National designation of the North and South historic districts. The City is considering updating these surveys to determine if additional districts and/or individual properties are appropriate for local and national designation.

APPLICATION FOR CERTIFICATION

Membership of Review Commission

	Name and Profession	Term Expires
1. Chairperson	<i>Roberta Correa</i>	<i>June, 2013</i>
2. Member	<i>Larry Beaton</i>	<i>June, 2012</i>
3. Member	<i>Lynda Little Crabill</i>	<i>June, 2011</i>
4. Member	<i>Gilbert Evans, Jr.</i>	<i>June, 2014</i>
5. Member	<i>Robert Goodwin</i>	<i>June, 2013</i>
6. Member	<i>Mark Miles</i>	<i>June, 2012</i>
7. Member	<i>Elizabeth van Rensberg</i>	<i>June, 2013</i>

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Member Background Information

Name Roberta Correa

Address _____

Telephone (Home) _____
(Office) _____

Occupation Retired Public Administrator

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

- Restoration of three historic houses with two located in neighborhoods listed on the National Register: two in Connecticut and one in Palatka.
- Development & Implementation of Exterior Home Restoration Program using Tax Increment Finance Funds (TIFF) in Palatka South Community Redevelopment Area (CRA) District with article on program pulished in the Florida Preservationist (Fall 2010 issue). Program has since been replicated in Palatka North CRA District.
- Submission of nomination to Florida Trust for Historic Preservation's "11 Most Endangered Places List 2011" for the Klutho-designed Hotel James. The Florida Trust selected the entirety of Downtown Palatka for placement on the list using the Hotel James as well as other historic structures in the City to illustrate this decision.
- Article submission on Palatka's South Historic District selected for This Old House on-line magazine features "Best Old House Neighborhood" in Florida, 2011.
- Past member and secretary of the Thompson Historical Society (Thompson, CT). Past member of the Aspinock Historical Society (Putnam, CT).

Historic Preservation training received (conferences, seminars attended) _____ Date _____

- CAMP (Commission Assistance and Mentoring Program), presented by the National Alliance of Preservation Commissions _____ June 18, 2010
- Main Street Program 101 Basic Training _____ January 26-27, 2011

Are you a member of:

Yes

No

The Florida Historical Society

The Florida Trust for Historic Preservation

The National Trust for Historic Preservation

Putnam County Historical Society

Other Member & current President of the Palatka South Historic Neighborhood Association (SHNA), Palatka Main Street Program volunteer

APPLICATION FOR CERTIFICATION

Are you or have you ever been a member of any other government board or commission?

NO _____ YES X Please list and indicate term(s) of service:

State of Connecticut/Department of Development Services Ethics Commission (approximately 2 years)

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Member Background Information

Name Elizabeth van Rensburg

Address

Telephone (Home) (Office)

Occupation Co-Owner of General Contracting Firm

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

- Owns business specializing in historic restoration and preservation, with client list including St. Augustine Historical Society, The Colonial Dames, the Ximenez-Fatio House Museum, City of St. Augustine, St. Augustine Lighthouse, and Flagler College.
Worked with City of St. Augustine to redesign historic Aviles Street.
Created public park around a threatened 2nd Spanish Period well.
Formed and incorporated Old Town Association and serve as its president for two consecutive terms

Historic Preservation training received (conferences, seminars attended) Date

???

Table with 3 columns: Are you a member of:, Yes, No. Rows include The Florida Historical Society, The Florida Trust for Historic Preservation, The National Trust for Historic Preservation, Putnam County Historical Society.

Other Member & past President of the Palatka Northside Neighborhood Association, Palatka Main Street Design Committee member, Tax Increment Finance Fund/Home Improvement Project (TIFF/HIP) Northside Coordinator, GFWC Palatka Woman's Club (Secretary), GFWC District 4 - Arts and Crafts Chairman, Heart of Putnam Food Pantry (Board Member), Palatka Historic Home Tour Coordinator, 2011 5th Annual Historic Roundtable (Chairman)

APPLICATION FOR CERTIFICATION

Are you or have you ever been a member of any other government board or commission?

NO _____ YES Please list and indicate term(s) of service:

City of St. Augustine Planning and Zoning Board, City of St. Augustine Seawall Advisory Board, St. Johns County Tourist Development Council

APPLICATION FOR CERTIFICATION

Historic Preservation Review Commission Member
Background Information

Name Robert C. Goodwin, AIA

Address _____

Telephone (Home) _____
(Office) _____

Occupation Architect

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

- Owner of architectural firm
- Certified General Contractor, States of Florida and North Carolina
- Registered Architect, States of Florida and North Carolina, National Council of Architectural Registration Boards

• ???

Historic Preservation training received (conferences, seminars attended) _____ Date _____

• ???

Are you a member of: _____ Yes _____ No _____

The Florida Historical Society Yes No

The Florida Trust for Historic Preservation Yes No

The National Trust for Historic Preservation Yes No

Putnam County Historical Society Yes No

Other ??? _____

APPLICATION FOR CERTIFICATION

Are you or have you ever been a member of any other government board or commission?
NO _____ YES X Please list and indicate term(s) of service:

??? _____

Certified Local Government Ordinance Internal Checklist

APPLICATION FOR CERTIFICATION

B.1. Requirements of Ordinance

Requirements	Ordinance Citation
a) Purpose clearly stated	<u>Code 1981, § 14-51</u>
b) Authority for appointment of suitable commission	<u>Ord. No. 02-01</u>
c) Criteria for designation of historic properties clearly defined (shall be based on and consistent with the criteria used by the National Register)	<u>Code 1981, § 14-54</u>
d) Clearly defined process for designation of historic properties including the consequences of designation	<u>Code 1981, § 14-54</u>
e) Boundaries for historic districts and individual properties identified in the ordinance are clearly established	<u>Code 1981, § 14-61</u>
f) Authority for the Review Commission to review and render a decision on all proposed alterations, demolitions, relocations, and new construction within the boundaries designated by the ordinance or which directly affect designated properties	<u>Code 1981, § 14-55</u>
g) Provisions for the delay of demolitions, but not for the indefinite stay of a demolition	<u>Code 1981, § 14-56</u>
h) Criteria for the review of proposals for alterations, new construction, relocations and demolitions clearly set forth in the ordinance (alterations shall achieve the purpose of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings)	<u>Code 1981, § 14-56</u>
i) Provisions for enforcing decisions	<u>Code 1981, § 14-58</u>
j) Penalties for non-compliance	<u>Code 1981, § 14-58</u>
k) Specific time frames for reviews	<u>Code 1981, § 14-55</u>
l) Right of appeal	<u>Code 1981, § 14-59</u>
m) Specific time frames for consideration of development proposals	<u>Code 1981, § 14-55</u>

B.2. Commission

<u>Requirements</u>	<u>Ordinance Citation</u>
a) Minimum of five (5) members (minimum of three (3) members if a population less than 10,000)	<u>Ord. No. 02-01</u>
b) Area of geographic responsibility coterminous with the boundaries of local jurisdiction	<u>Code 1981, § 14-51</u>
c) Appointments made by appropriate local official or appropriate governing body	<u>Ord. No. 02-01</u>
d) Commission members residents of the jurisdiction which they serve	<u>Not required</u>
e) Terms of office staggered	<u>No such provision</u>
f) Terms of office at least two (2) years, but not more than five (5) years	<u>_____</u>
g) Provisions by appropriate local official or appropriate governing body to fill vacancies within sixty (60) days	<u>No timeframe</u>
h) Provisions for at least four (4) meetings per year at regular intervals	<u>No such provision</u>
i) Provisions for recording minutes of each meeting	<u>No such provision</u>
j) Provisions for Commission to attend pertinent informational or education meetings, workshops and conferences	<u>No such provision</u>
k) Provisions for Commission review of proposed National Register nominations within its jurisdiction	<u>No such provision</u>
l) Provisions for seeking expertise on proposals or matters requiring evaluation by a profession not represented on the Commission	<u>No such provision</u>
m) Staff sufficient to undertake the requirements for certification and carry out delegated responsibilities	<u>No such provision</u>
n) Rules of Procedure adopted by Commission	<u>None adopted</u>
o) Commission responsibilities complementary to those of the State Historic Preservation Office	<u>No such provision</u>

B.3. Survey and inventory of Historic Properties

Requirements	Ordinance Citation
a) Provisions to initiate and continue an approved process of c) Identification of historic properties within the jurisdiction of the Commission (inventory materials shall be compatible with the Florida Site File)	<u>No such provision</u>
b) Provision to maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the Commission	<u>No such provision</u>
c) Inventory material open to the public	<u>No such provision</u>
d) Provisions to update inventory materials periodically	<u>No such provision</u>
e) Assurance that duplicates of all inventory materials will be provided to the State Historic Preservation Office	<u>No such provision</u>
f) Provisions to encourage the Commission members to participate in survey and planning activities of the Certified Local Government	<u>No such provision</u>

B.4. Public Participation

Requirements	Ordinance Citation
a) Provisions that Commission meetings will be publicly announced	<u>No such provision</u>
b) Provisions that Commission meetings will be open to the public	_____
c) Provisions that Commission meetings will have a previous advertised agenda	_____
d) Provisions to make meeting records available to the public	_____
e) Provisions that all Commission decisions will be given in a public forum	_____
f) Rules of Procedure adopted by the Commission must be available for public inspection	_____
g) Provisions assuring that appropriate local officials, owners of record, and applicants shall be given a minimum of thirty (30) calendar days and not more than seventy-five (75) calendar days prior notice to Commission meetings in which to comment on or object to the listing of a property in the National Register	<u>No such provision</u>
h) Objections by property owners must be notarized to prevent nomination to the National Register	<u>No such provision</u>

- i) Provisions for public and owner notification for designation and project reviews Code 1981, § 14-54&55
- j) Provisions for public hearings for designations and project reviews Code 1981, § 14-54&55

B.5. Satisfactory Performance

Requirements	Ordinance Citation
a) Provide the State Historic Preservation Officer with thirty (30)calendar days prior notice of all meetings	<u>No such provision</u>
b) Submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days	<u>No such provision</u>
c) Submit record of attendance of the Review Commission to the State Historic Preservation Officer within thirty (30) calendar days after each meeting	<u>No such provision</u>
d) Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days of each meeting	<u>No such provision</u>
e) Notify the State Historic Preservation Officer of change in Commission membership within thirty (30) calendar days of action	<u>No such provision</u>
f) Notify State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations	<u>No such provision</u>
g) Submit amendments to ordinance to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption	<u>No such provision</u>
h) Submit an annual report by November 1 covering activities of previous October 1 through September 30	<u>No such provision</u>
i) Information to be included in annual report (at a minimum)	<u>No such provision</u>
1) A copy of the Rules of Procedure	
2) A copy of historic preservation ordinance	
3) Resume of Commission members	
4) Changes to the Commission	
5) New Local designations	
6) New National Register listings	
7) Review of survey and inventory activity with a description of the system used	
8) Program report on each grant-assisted activity	
9) Number of projects reviewed	

C.I. Procedures (Certification material contained in this submission)

Requirements

- | | |
|--|---------------------|
| a) A written assurance by the chief elected local official that the local government will fulfill all of the requirements of certification | <u>Yes</u> |
| b) A copy of the local legislation | <u>Yes</u> |
| c) A map of the area of jurisdiction of the Commission with any and all existing designated historic districts and individual historic properties clearly identified | <u>Yes</u> |
| d) A copy of the Commission's Rules of Procedure | <u>None Adopted</u> |
| e) Resumes for each member of the Commission | <u>Yes</u> |
| f) Resumes for Commission staff members | <u>Yes</u> |

Certification

I hereby certify that I have read the Florida Certified local Government Guidelines and agree to comply with all terms and conditions set forth therein.

Vernon Myers, Mayor

Chief Elected Local Official
Title

Date

DATE: July 28, 2011

TO: Historic Preservation Board Members

FROM: Thad Crowe, AICP
Planning Director

RE: Historic Preservation Review Responsibilities

Local historic districts provide to property owners the benefits of recognition and also stability secured by design standards. The cost of these benefits is the burden of these design regulations which is manifested in project delays and additional expenses. This can present serious problems for historic homeowners when faced with a leaky roof or similar problem that threatens the integrity of the structure. In addition, a lack of clear design standards in the City's historic preservation ordinance creates uncertainty for property owners on what represents appropriate alterations or new construction – the often-vague Secretary of the Interior's standards do not provide clear guidance and are reactive, not active.

Other jurisdictions have sought to reduce red tape and uncertainty by streamlining the review process, allowing for staff review and approval with the clear guidance of design standards. One example of a streamlined historic district review process is practiced by the City of Gainesville, which provides for three tiers of review as noted below.

1. *Ordinary maintenance.* No COA required for work that does not require a building permit and that prevents deterioration or decay.
2. *Staff approval.* Not ordinary maintenance, but results in the original appearance (building feature as originally built or likely to have been built), or meets the design standards.
3. *Historic preservation board approval.* Work that is not ordinary maintenance and will not result in the original appearance or meet the design standards.

Gainesville's ordinance provides design standards for specific regulated work items as follows:

1. Abrasive cleaning.
2. Awnings or canopies.
3. Decks (above the first-floor level and/or on the front of the structure).
4. Exterior doors and door frame (including infill of an existing door opening).
5. Exterior walls (installation or removal, including porch enclosure).
6. Fencing (including removal of historic fencing).
7. Fire escapes, exterior stairs and ramps for the handicapped.
8. Painting (of unpainted masonry, including stone, brick, terracotta and concrete).
9. Porch fixtures (installation or removal of).
10. Roofs. Installation of new materials, or removal of existing materials.

11. Security grilles.
12. Siding (installation or removal).
13. Skylights.
14. Screen windows and doors.
15. Windows and window frames.

Gainesville's HPB review is also required for:

1. New construction and additions to contributing buildings.
2. Demolition of contributing structures.
3. Relocate of contributing structures.

I believe that the Board has previously reviewed the attached matrix, which is an additional example from another jurisdiction of the delegation of historic design review to staff. (This matrix shows the distinction between contributing and noncontributing structures. Palatka's ordinance does not distinguish between the two, putting the Board in the questionable practice of reviewing alterations to homes built in the 1960s and later.)

Design standards like those for Daytona Beach's Seabreeze Historic District (also attached) provide clear guidance for such work items, so that property owners can plan their improvements without having to wonder if approval is forthcoming, and staff can quickly review and approve conforming actions. Such a publication can also provide educational and technical information to property owners.

In conclusion, the Board may want to consider amending the ordinance to allow for some level of staff review and approval, to not regulate non-contributing structures, and also to develop design standards that are customized to each historic district.

*Attachment: Review Matrix (origin unknown)
Excerpt from Seabreeze Historic District Guidelines*

ACTION	CONTRIBUTING		NON-CONTRIBUTING	
	STAFF	HDC	STAFF	HDC
ACCESSORY DWELLINGS		X		X
ADDITIONS				
1. Not visible from the street AND 20% or less of the existing building's square footage		X	X	
2. All other additions		X		X
CANVAS AWNINGS	X		X	
CARPORTS (ADDITION OR ENCLOSURE)		X	X	
CHANGES TO BOARD-APPROVED PLANS		X		
DECK, PATIOS, PERGOLAS				X
1. With a structure		X	X	
2. Without a structure		X	X	
3. Not visible from right-of-way (with or without structure)	X		X	
DEMOLITIONS				
1. 10% or less of non-historic addition	X		X	
2. All other demolitions		X		X
DOORS + GARAGE DOORS				
1. Same materials, style, or size			X	
2. Change in materials or style			X	
3. Change in openings on main façade			X	
4. Change in openings on a secondary façade		X		X
DRIVEWAYS + SIDEWALKS	X		X	
GARAGES (ATTACHED OR DETACHED)		X	X	
EXTENSION OF CERTIFICATE OF APPROPRIATENESS	X		X	
EXTERIOR WALL FINISH				
1. Removal of non-historic vinyl/aluminum siding (if original surface is salvageable or if replacement material matches structure's original exterior finish)	X		X	
2. All other finishes (including painting of originally unpainted surface)		X	X	
EXISTING DOCKS (WITH OR WITHOUT A STRUCTURE)	X		X	
FENCES + WALLS	X		X	
MECHANICAL SYSTEMS (WITH VISUAL IMPACT)	X		X	
PAINTING	X		X	
POOLS + POOL ENCLOSURES			X	
PORCHES		X		X
1. Open an enclosed porch		X	X	
2. Enclose a porch on the main façade		X		X
3. Enclose a porch on a secondary façade		X		X
PUBLIC (GOVERNMENT AGENCY) PROJECTS		X	X	
RAIN BARRELS	X		X	
RELOCATION		X		X
REPAIRS + MAINTENANCE (MATCH EXISTING)	X		X	
ROOF			X	
1. Same material and shape	X		X	
2. Change in material	X		X	
3. Change in shape and/or height		X		X
SCREEN DOORS				X
1. Primary Entrance		X	X	
2. Secondary Entrance	X		X	
SIGNAGE	X		X	
SHEDS (up to 150 square feet)			X	
1. Custom-designed	X		X	
2. Pre-fabricated		X	X	
SHUTTERS				
1. Removable shutters	X		X	
2. Permanent shutters visible from right-of-way		X	X	
3. Permanent shutters not visible from right-of-way	X		X	
SKYLIGHTS			X	
SOLAR COLLECTORS		X	X	
STORM WINDOWS AND DOORS		X		X
VARIANCES	X		X	
WIND GENERATORS		X		X
WINDOWS		X		X
1. Same materials, style, or size	X		X	
2. Change in materials or style	X		X	
3. Change in openings on main façade		X		X
4. Change in openings on a secondary façade	X		X	X
NEW CONSTRUCTION	STAFF		BOARD	
LANDSCAPING (NEW CONSTRUCTION ONLY)			X	
LIGHTING (NEW CONSTRUCTION ONLY)	X			
PARKING MATERIALS (NEW CONSTRUCTION ONLY)	X			

NA >

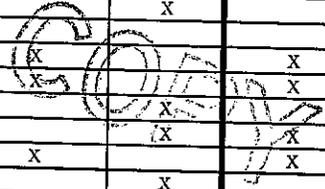


Exhibit D

Awnings

Awnings were often featured on buildings in Florida due to the hot climate. They are functional, decorative, and appropriate to the many historic buildings, particularly Mediterranean-style buildings. These awnings were typically made of canvas in the 1920s, but during later development in Daytona Beach, decorative metal and aluminum awnings were used. Replacement awnings should match originals, or if installing new awnings, they can be of compatible contemporary design. They shall follow the lines of the window openings. Round-shaped are appropriate only for Mediterranean-styled buildings. Angled, rectangular canvas awnings are most appropriate for flat-headed windows and storefronts. Awnings that obscure significant detailing are inappropriate.



Awnings at 204-210 Seabreeze Blvd.



Canopy at 542 Seabreeze Blvd.

Standards:

- As allowed in LDC Art. 16, Sec. 2(e), new awnings and canopies may be installed with staff approval if the original appearance of such features are duplicated.
- Do not install on significant facade shutters, screens, blinds, security grills and awnings that are historically inappropriate and detract from the building's character.
- Do not install awnings that obscure architecturally significant detailing or features.
- Do not replace architecturally significant detailing, such as commercial canopies, with awnings.

Fences and Walls

Fencing, and garden and retaining walls add distinction to individual buildings and historic districts. They serve a practical purpose of forming property line boundaries, and to distinguish lines between the yard, sidewalk and street. Whenever possible, the original walls and/or fences shall be preserved. For Colonial Revival and vernacular designs, wooden pickets are a good choice for fencing. For Mediterranean Revival or Mission style buildings, simple masonry walls are appropriate. When masonry walls are finished with stucco, the texture and finish found on the main building shall be repeated on the new walls. For Tudor and Italianate design, cast iron fencing is appropriate. Chain-link fences clad in a green or black vinyl may only be used in rear yards, or where they are not visible from the street. New fencing materials, some of them synthetic, may be approved on a case-by-case basis by the Historic Preservation Board.



Exhibit D

Foundations

Foundations are structural supports, above or below grade, that support buildings. Rusticated masonry blocks, bricks, concrete slab and continuous piers more common foundation types for historic buildings. In the Seabreeze district, foundations are typically brick or concrete piers.

The rehabilitation process should always consider a building's structural condition. A visual inspection under the structure will help to determine the structural condition of the foundation. Early Frame Vernacular and Bungalow styles were constructed on stone or brick piers supported by wood framing. In bungalows, the foundation piers are an important character defining element. Typically, Mission, Mediterranean Revival and Streamline styles were constructed with poured-in-place, reinforced concrete supports with solid perimeter foundation walls. Some foundations allow for basements and crawl spaces.

Standards:

- Exposed, unpainted natural stone shall be retained.
- Plantings should not touch the foundation, but kept a short distance away.
- Lattice or basket-weave wood ventilators should be placed between piers. The removal or blockage of these devices accelerates dampness, termite/insect decay and pest or rodent infiltration.
- Portland cement mixes have not changed and, if repairs to foundations are necessary, a mason should be able to repoint in a similar size, material, density, profile and color.
- The area around the foundation should always slope away from the building to insure proper drainage.

Painting/Colors

Paint colors, finishes and decorative painting constitute important factors in defining the character of a historic building. Because of frequent painting, few buildings in Florida exhibit original colors; the best way to verify original colors is through a scientific paint analysis.

Certain architectural styles lend themselves to different color treatments. For example, Mediterranean Revival designs are generally associated with warm colors in which the dominant hues are reds and yellows. Cool colors are at the opposite end of the color wheel, and blues and greens are dominant. These cool colors, when used in a lighter intensity, create the pastels that have frequently been associated with Art Deco designs.



*"Warm" color, Mediterranean Revival style
314 Riverview Blvd.*



*"Cool" color, Art Deco influences
511 N. Oleander Ave.*

Exhibit D

The exterior of structures is protected with paint, and historic buildings sometimes have multiple paint layers. Repainting is necessary when the surface paint layer begins cracking and flaking. It is not always necessary to remove all layers of paint but is required to provide for a smooth and clean surface for the new coat of paint. While alternatives such as chemical and heat application can be utilized, the safest and still effective method is to clean dirt, soot, and paint chalking off exterior surfaces with a garden hose and medium soft bristle brush, using ½ cup of household detergent per gallon of water. The cleaned surface should then be rinsed thoroughly, and permitted to dry before further inspection to determine if repainting is necessary. Quite often, cleaning provides a satisfactory enough result to postpone repainting. A recommended solution for removing mildew consists of one cup non-ammoniated detergent, one quart household bleach, and one gallon water. When the surface is scrubbed with this solution using a medium soft brush, the mildew should disappear; however, for particularly stubborn spots, an additional quart of bleach may be added. After the area is mildew-free, it should then be rinsed with a direct stream of water from the nozzle of a garden hose, and permitted to dry thoroughly.

When repainting, specially formulated "mildew-resistant" primer and finish coats should be used. Crazeing (fine, jagged interconnected breaks in the top layer of paint) can be treated by hand or mechanically sanding the surface, then repainting. Although the hairline cracks may tend to show through the new paint, the surface will be protected against exterior moisture penetration. Waterblasting above 600 p.s.i. to remove paint is not recommended because it can force water into the woodwork rather than cleaning loose paint and grime from the surface; at worst, high pressure waterblasting causes the water to penetrate exterior sheathing and damages interior finishes. Finally, based on the assumption that the exterior wood has been painted with oil paint many times in the past and the existing top coat is therefore also an oil paint, it is recommended that when older paint layers are oil, a top coat of high quality oil paint be applied when repainting. The reason for recommending oil rather than latex paints is that a coat of latex paint applied directly over old oil paint is more apt to fail. Oil paints continue to harden with age as the old surface is sensitive to the added stress of shrinkage which occurs as a new coat of paint dries. Oil paints shrink less upon drying latex paints and thus do not have as great a tendency to pull the old paint loose.

Standards:

- Trim colors are limited to three and base colors to two. Fluorescent colors are not permitted.
- The combination of colors selected for wall mass, trim and decorative elements shall be complimentary and shall avoid disharmony or color clashes.
- Paint shall never be used to cover natural elements, such as stone, wood or brick, unless previously documented.

Recommended:

- Before painting, make all necessary roof, siding, and surface repairs.
- All deteriorated wood shall be repaired or replaced in-kind.
- Check window trims, seal holes, caulk cracks, and treat for wood fungus.
- Use commercial stripping compounds, electric paint removers, wire brushes and putty knives to remove loose paint.

Exhibit D

- Wear a painter's mask and gloves to avoid inhaling or absorbing paint dust, and paint in a well-ventilated area.
- Wash masonry walls with neutral pH cleaning compound for better adhering surface for paint.

Parking and Access

In the Seabreeze Historic District the traditional place for parking is in driveways and along the streets. It is important that the historical character of the continuous façade is maintained along all streets and that future driveways/curb cuts be limited. Stand-alone parking lots are discouraged, and if allowed by the Land Development Code must be set back at least 20 feet from the front property line and must be screened from rights-of-way by a wall, fence, or hedge that is at least four feet tall.

Standards:

- When possible screen parking that can be viewed from the public right-of-way with fencing, landscaping, or a combination of the two.
- Alternative driveway surfaces that have historical precedent are acceptable, such as concrete poured in ribbons.



Porches

As noted in the National Register nomination for the Seabreeze district, "porches are a ubiquitous feature on buildings in the residential areas of the district." Closing in front and side porches is prohibited.

Roofs

Often, the architectural character of an older building is expressed most in its roof form and roofing material. In the Seabreeze Historic District, roofs vary usually based on architectural styles, but most of the roofs are gabled, hipped or flat. Frame vernacular structures have gable or hip roofs; Colonial Revival Structures usually have side-facing gable, hip, or gambrel roofs; Bungalows typically have multiple front-facing gable roofs; while Mediterranean Revival, Mission, Art Deco, and Art Moderne structures usually have flat roofs.

The roofs overhang the building walls to protect the window and door openings and to provide shade. These eaves are sometimes enclosed and, in many cases, embellished with wooden brackets. In other cases, rafter tails (the ends of the structural members of the roof) are exposed rather than covered by soffits. Wood fascia boards (a horizontal board between the edge of the roof and the soffit) are also common among the various architectural styles.

Exhibit D

Each of these elements is important in defining the character of the building. Every effort should be made to retain these features or repair them. Metal or synthetic soffits and fascias are not compatible with the materials characteristic of the Seabreeze district.

The materials used for the roofs of buildings throughout the district vary. Clay barrel tile is often seen on Mediterranean-style buildings as well as others in the district and is found on many homes built in the 1930s or later. Other common original roof types are asphalt and metal. With the exception of barrel tile roofs, most roofs in the district have been replaced with modern roofs, mostly asphalt shingle with some upgraded architectural shingles, and also some metal roofs.



401 N. Oleander Dr. (clay barrel tile)



735 N. Wild Olive Ave. (fish-scale pattern slate)

It is important to repair or replace roofing with materials similar to the original in size, color and texture. Tile roofs are the most important to retain because of the color, texture and stylistic qualities they provide for a structure. The Mediterranean-style buildings, with their low-pitched tile roofs and decorative brackets that support the roofs, are an important contributing factor to the Historic District. Roofs that are more prominent from the street, such as side-facing gable roofs and hip roofs, shall when possible utilize upgraded architectural shingle or metal roofs. Unusual colors (blue, red, etc.) shall not be utilized for metal roofs as this was not common in the district's historical period.

Standards:

- As allowed in LDC Art. 16, Sec. 2(e), new roofs may be installed with staff approval if the original appearance of such features are duplicated.
- Maintain the original roofline.
- Maintain the original roofing material.
- Repair or replace roofing with material as close to the original as possible in size, shape, color and texture.
- Do not replace the roofing with a material that is not characteristic of the building's style.
- Preserve the roof's shape, decorative features, and materials, as well as its patterning, color, and size.
- Install mechanical, electronic or service equipment so that they are as inconspicuous as possible and, when installing, avoid damaging or obscuring the view to character-defining features such as dormers and cupolas.