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SCHEDULE S
HISTORIC PRESERVATION

SECTION 1.0 PURPOSE

Historic structures, sites, monuments, streets, areas, and neighborhoods serve as visible reminders of the history and cultural heritage of the City, State and Nation. The purpose of this Schedule is to promote the educational, cultural, and economic welfare of the City residents by preserving and protecting historic and archaeological resources located within the City Limits. This Schedule will safeguard the City's history, heritage, and unique attributes, and will enhance the City's attraction of visitors and support and stimulate the economy from increased tourism. Furthermore, it is the purpose of this Schedule to strengthen the economy of the City by stabilizing and improving property values in historic areas, and to encourage new buildings and developments that will be harmonious with the City's historic, architectural, archaeological, and/or social character. Historic preservation enhances community pride and strengthens the partnership among the past, present and future providing for orderly growth in the life and appearance of the historic communities within the City.

SECTION 2.0 DEFINITIONS

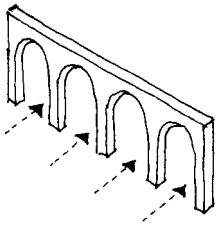
Adaptive Re-Use - The process of converting a building to a use other than that for which it was originally designed.

Addition - New construction added to an existing building or structure.

Administrative Official - The person appointed by the City Manager who is responsible for the overall administration and enforcement of the City's land development regulations or his duly authorized representative.

Alteration - Work which impacts the exterior of any property located within an historic district including, but not limited to, demolition, addition, removal, restoration, relocation or other modification, in whole or in part, of a building, structure or appurtenance.

Appurtenances - Includes, but not limited to, walkways and driveways (whether paved or not), fences, gateways, open space, mailboxes, arbors, and similar structures and results of construction activities.


Arcade

Arcade - A series of arches supported by columns or pillars; a covered passageway; a recessed gallery with columns or piers open to the street.

Archaeological Resources - Any material remains of past human life, activities or habitation which are of historic or pre-historic significance. Such material includes, but is not limited to pottery, basketry, bottles, weapons, weapon projectiles, tools, structures or portions of structures, pit houses, rock paintings, rock carvings, intaglios, graves, skeletal remains, personal items and clothing, household or business refuse, printed matter, manufactured items, or any piece of any of the foregoing items.

Archaeological Site - A property or location which has yielded or may yield information on the City's history or prehistory. Archaeological sites may be found within historic sites, historic districts, private property, public properties, and other areas of the City. Archaeological sites are evidenced by the presence of artifacts and features below and at times above the ground surface indicating the past use of a location by people.

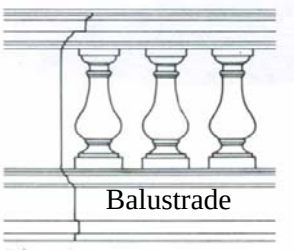
Archaeological Zone - A geographically defined area that has or may reasonably be expected to yield information on local history or prehistory based upon broad prehistoric or historic settlement patterns.

Architectural Significance - A criterion used in designating a structure that is an outstanding or surviving original example of period, style, detail, unique craftsmanship or method of construction, or represents the work of a locally, statewide or nationally significant architect, designer, or builder.

Articulate - To express the parts or segments of a building clearly; to divide into segments.

Artifacts - Objects which are a product of human modification or objects which have been transported to a site by people. In the City, artifacts over fifty (50) years old are protected by this ordinance.

Balcony - A railed projecting platform found above ground level on a building.



Baluster - One of a series of short pillars or other uprights that support a handrail. One of the upright, usually rounded or vase-shaped, supports of a balustrade. Related term: picket, spindle.

Balustrade - A row of balusters topped by a rail, serving as an open parapet, as along the edge of a balcony, terrace, bridge, staircase, or the eaves of a building.

Barge Board - A board fixed at the gable end to purlins, often decorated.

Base - The lowest part of a column or architectural structure. A base story is the lowest story of a building.

Bay - A main division of a structure, usually containing a window or door. A building with three windows across the front is referred to as three bays wide. Also, an enclosed space protruding from the exterior of a building such as a bay window.

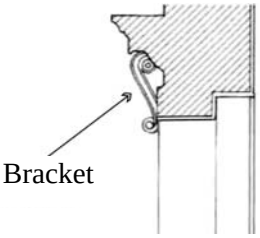
Bay Window - A projecting window that forms an extension to the floor space of the internal room; usually extending to the ground level.

Board - When used in this section it shall mean the Historic Preservation Board.

Board and Batten - Siding fashioned of boards set vertically and covered where their edges join by narrow strips call battens.

Bond - A term used to describe the various pattern in which brick, or stone is laid, such as "common bond" or "Flemish bond".

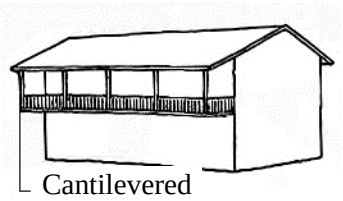
Bracket - A projecting support member found under eaves or other overhangs. Related terms: modillion, corbel.



Building - A structure created to shelter any form of human activity. This may refer to a house, barn, garage, church, hotel, retail store, or similar structure.

Bulkhead - The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design. Nineteenth century bulkheads are often of wood construction with rectangular raised panels. Twentieth century bulkheads may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as kickplates.

Cantilevered - A projecting structure, such as a beam, that is supported at one end and carries a load at the other end or along its length. A member, such as a beam, that projects beyond a fulcrum and is supported by a balancing member or a downward force behind the fulcrum. A bracket or block supporting a balcony or cornice.



Casement Windows - A window with one or two slashes which are hinged at the sides and usually open outward.

Certificate of Appropriateness - A document awarded by the Historic Preservation Board allowing an applicant to proceed with a proposed alteration, demolition or new construction in a designated historic area, district or site, following a determination of the proposed improvements suitability to applicable design and compatibility criteria.

Certified Local Government - Established by the National Historic Preservation Act Amendments of 1980, the Certified Local Government program permits the states to delegate limited responsibilities to local governments that meet specific qualifications for certification and provide limited grant-in-aid funding to assist them in that process. To become a CLG participant, a local government must adopt an acceptable historic preservation ordinance, maintain a system of surveying and inventorying historic resources, and encourage public participation in the historic preservation program.

Chamfer - A beveled edge.

Character - The qualities and attributes of any structure, site, street or district.

Clapboards - Horizontal Wooden boards, thinner at the top edge, which are overlapped to provide a weather proof exterior wall surface.

Clapboard

Column - A supporting pillar. The parts of a column in classical architecture are the base, shaft, and capital.

Commercial Retail Use - For the purposes of this schedule, a business that is open to the public and displays and sells goods and services directly to the public excluding Retail Service Establishments.

Common Bond - A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" and exposed, to structurally tie the wall together.

Contemporary - Reflecting characteristics of the current period. Contemporary denotes characteristics which illustrate that a building, structure, or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design.

Contributing Resource or Property - Contributing resource or property means a building, structure, or site which is at least 50 years old and contributes to the overall historic significance of a designated historic district and possesses historic integrity reflecting the character of a time; or is capable of yielding important information about an historically significant period; or independently meets the criteria for designation as a local historic landmark and/or district.

Cornice - The uppermost, projecting part of an entablature, or feature resembling it. Any projection ornament molding along the top of a wall, building, etc.

Crawl Space - The area between the ground and the first finished floor, usually 18-24 inches.

Cross-gable - A secondary gable roof which meets the primary roof at right angles.

Cultural Resource - A structure that has aesthetic, cultural, architectural or historical significance to the City, State or nation, and that may have been designed as a landmark, significant, recognized or historic district under this chapter.

Demolition - The complete or constructive removal of a building or structure upon any site when the building will not be relocated intact to a new site.

Demolition by Neglect - The failure to provide ordinary and necessary maintenance and repair to a building, structure, historic resource or appurtenance resulting in injury or loss to exterior features, permanent damage, or destruction through abandonment or lack of maintenance.

Designated Site, Landmark, or District - Any site, landmark, or district designated by the federal, state, or local government as having historical, architectural, or archaeological significance.

Design Criteria - The standard used for issuing a Certificate of Appropriateness. The criteria includes, but is not limited to, guidelines adopted by the Historic Preservation Board, which are based upon criteria of the Secretary of the Interior's Standards for Rehabilitation. The Historic Preservation Board is hereby delegated the authority to adopt and implement the criteria which shall be enforced as Land Development Regulations once reviewed by the local planning agency.

Design Guidelines - Criteria developed by a preservation commission, board, or review body to identify design concerns in an area or historic district, and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings or districts.

Design Review - The process of ascertaining whether modifications to historic structures, sites, or districts meet standards of appropriateness established by a governing or advisory review board.

Detached - Any new construction not attached to an existing and/or historic building.

Disturbance - The cumulative digging, excavating, site preparation work or other such construction activities, regardless of the number of individual excavation or construction areas, related to an archaeological site.

Dormer Window - A window that projects from a roof.

Double-hung Window - A window with two sashes, one sliding vertically over the other.

Eaves - The edge of a roof that projects beyond the face of a wall.

Elevation - The vertical plane of a façade of a building. An elevation drawing is a view of such vertical plane.

Exterior features - For the purpose of this schedule, exterior features shall include the architectural style, general design and general arrangement of the exterior of a building or other structure, including the color, the kind and texture of the building material and the type and style of all windows, doors, light fixtures, signs, other appurtenant fixtures and other natural features such as trees and shrubbery.

Fabric - The physical materials of a building, structure, district, or city connoting an interweaving of component parts.

Façade - The face or front elevation of a building.

Fanlight - A semi-circular window usually over a door with radiating muntins suggesting a fan.

Fascia - A flat horizontal member of a building. A fascia sign is one attached flat against a building.

Fenestration - The arrangement of windows on a building; openings in an external wall such as doors and windows.

Flashing - Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

Flemish Bond - A brickwork pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

Florida Master Site File - The state's clearinghouse for information on archaeological sites, historical structures, and field surveys for such sites. A combination of both paper and computer files, it is administered by the Bureau of Archaeological Research, Division of Historical Resources, Florida Department of State. The Master Site File properties are not required to meet any minimum level of historical or scientific importance, but usually are at least fifty years old, and adequately located and

documented.

Fluting - Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface (see image on next page).

Foundation - The lowest exposed portion of the building wall, which supports the structure above.

Front Facade - The principal face or front elevation of a building.

Gable - The triangular section of a wall to carry a pitched roof.

Gable Roof - A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel Roof - A ridge roof with two slopes on either side.

Glazing - Fitting glass into windows and doors.

Hipped Roof - A roof with uniform slopes on all sides.

Historic Building - A building that is classified as a historic landmark, and a building classified as contributing in the Historic Districts.

Historic District - A Historic District is an area that includes or encompasses historic sites, landmarks, buildings, signs, appurtenances, structures or objects as the Board may determine to be appropriate for historical preservation. Designated district(s) need not be a single enclosed area nor do the areas or sites have to be contiguous to constitute a district.

Historic Landmark - Historic Landmarks include any site (including significant trees or other plant life located thereon), building, or structure of particular historic or aesthetic significance to the City, the state, or the nation. Landmarks include, sites, buildings, or structures where cultural, political, spiritual, economic, social or artistic history of the community, state or nation is reflected or exemplified or which are identified with historic personages or with important events in local, state or national history, or which embody the distinguishing characteristics of an architectural specimen, inherently valuable for a representation of a period, style or method of construction, or a notable work of construction, or a notable work of a master designer or architect whose individual genius influenced his age.

Historic Preservation Board - A board of citizens created by local ordinance and charged with enforcing provisions of local laws governing historic districts and buildings.

Historic Resource - Any prehistoric or historic district, site, building, object, or other real or personal property of historical, architectural, or archaeological value. The properties may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure trove, artifacts or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, and culture of the state.

Historic Site - A single lot or portion of a lot containing an improvement, landscape feature, or archaeological site, or a historically related complex of improvements, landscape features or archaeological sites that may yield information on history or prehistory.

Historic Survey - A comprehensive survey involving the identification, research and documentation of buildings, sites and structures of any historical, cultural, archaeological or architectural importance.

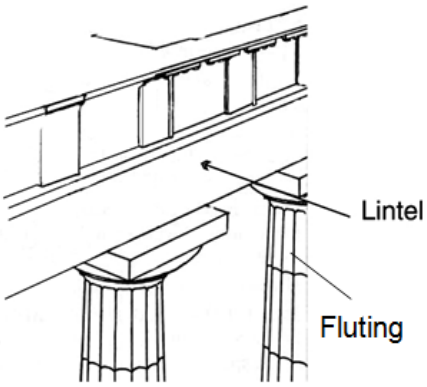
Indoor Furniture - Furniture designed for interior use that is not weather resistant and does not have removable fabric.

Knee Brace - An oversized bracket supporting a cantilevered or projecting element.

Landmark - A designated building, site, or structure having historical, architectural, or archaeological significance.

Lattice – An open work grill of interlacing wood strips used as screening.

Lintel - A horizontal structural member that supports a load over an opening.



Mansard Roof – A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

Masonry – Exterior wall construction of brick, stone or adobe laid up in small units.

Massing – Composition of a building's volumes and surfaces that contribute to its appearance.

Mitigation - A process designed to prevent adverse impact of an activity on cultural resources, by the systematic removal of the prehistoric, historic, or architectural data and materials in order to acquire the fundamental information necessary for understanding the property within its proper historic context. For structures, at a minimum, this may require primary archival studies, informant interviews, measured drawings, and large-scale photography. For archaeological sites, at a minimum, this may require literature studies, informant interviews, field survey, excavation, and artifact analysis. All mitigation projects require the preparation of reports.

Mortar - A mixture of plaster, cement, or lime with a fine aggregate and water; used for pointing and bonding bricks or stones. Mortars for repainting shall be softer (measured in compressive strength) than the masonry units and no harder than the historic mortar.

Mullion - The vertical bar between coupled windows or multiple windows.

Muntin - One of the thin strips of wood used for holding panes of glass within a window. Related terms; glazing bar, division bar, mullion.

National Historic Landmark Program - Authorized in 1935 and implemented in 1960, a federal program that identifies sites and buildings of clearly national significance.

National Register of Historic Places - Established by Congress in 1935, the National Register of Historic Places is a listing of culturally significant buildings, structures, objects, sites, and districts in the United States. The listing is maintained by the U.S. Department of Interior.

Non-Contributing Resource or Property - Means any building, structure, or site which does not contribute to the overall historic significance of a designated historic district due to alterations, disturbances or other changes and therefore no longer possesses historic integrity, or was not present during the period of historic significance or is incapable of yielding important information about that period, or has been so altered or deteriorated that overall integrity of the building has been irretrievably lost.

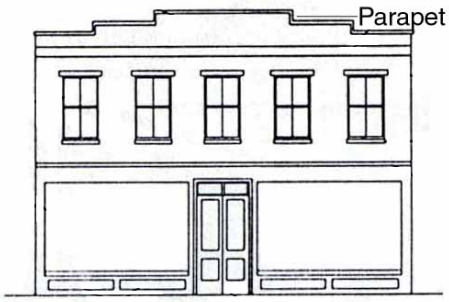
Object - A material thing of functional, aesthetic, cultural, historical, or scientific value that may be by nature or design, movable, yet related to a specific setting or environment.

Office Use – for the purposes of this schedule, includes Business and Professional Office uses as defined in Schedule A and requires Conditional Use approval if proposed on the first (ground) floor.

Outdoor Furniture – Furniture designed for exterior use that is weather resistant. If covered, such furniture may have removable fabric. Examples of outdoor furniture include, but are not limited to, tables and chairs constructed of wrought iron, cast aluminum, steel, and heavy grade wood such as farmed exotics or similar materials.

Pane - A single piece of window glass. Double hung windows are often described according to the number of panes they have in each sash. For example, a six over six indicates that each sash has six panes.

Paneled Door - A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles



Parapet - A low wall or protective railing often used along the edge of a roof.

Pediment - A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Permastone - Façade material that handles like plaster with stone-like results. Can be cast into virtually any mold type reproducing building details. Finished pieces are a warm bisque white, but can also be buffed to a high luster. Accepts paints, is waterproof, weather-proof and scratch resistant.

Picket - A wooden strip forming part of a fence.

Pitch - The degree of the slope of a roof.

Pointing - The process of removing deteriorated mortar from the joints of a masonry wall and replacing it with new mortar.

Preservation - The identification, evaluation, recordation, documentation, analysis, recovery, interpretation, curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, or reconstruction of historic structures and properties.

Proportions - The relative size of two or more dimensions of a building; many architectural styles use highly developed mathematical proportions to determine the composition of facades and volumes of interior space.

Prospect - Means the use of a probe, metal detector, or any other device or tool to search or test or excavate for artifacts, historic sites or archaeological sites.

Purlin - A horizontal beam that provides intermediate support for the common rafters of a roof construction.

Reconstruction - The authentic reproduction of a building or site that once existed, but disappeared or was demolished.

Rehabilitation - The act or 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 or features of the property that are significant to its historical, architectural, and cultural values.

Relocation - When a building is moved, intact, to a new site.

Renovation - Modernization of an old or historic building that may produce inappropriate alterations or elimination of important features or details.

Repairable - Structures or building features that can be fixed or restored without creating an imminent hazard to public safety. For the purpose of this Schedule, it is assumed that most damage, including partial termite or partial fire damage, can be repaired. It shall be the applicant's responsibility to demonstrate otherwise (see Economic Hardship section).

Resource - Sites, buildings, structures, objects, districts, and areas, public or private, single or in combination.

Restoration - The creation of an authentic reproduction beginning with existing parts of an original object or building.

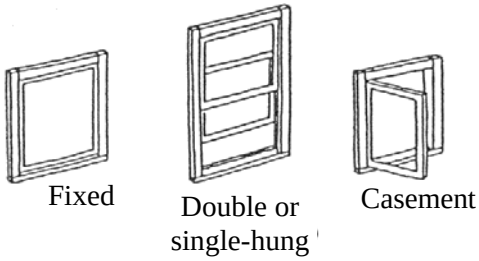
Revitalization - The imparting of new economic and community life in an existing neighborhood, area, or business district while at the same time preserving the original building stock and historic character.

Ridge - The top horizontal member of a roof where the sloping surfaces meet.

Right-of-Way - The strip of land owned or controlled by the City or another governmental agency over which the public has a right of passage, including the streets, parkways, medians, sidewalks and driveways constructed thereon. For the purpose of this section "right-of-way" shall exclude alleys.

Sash - The framework into which window panes are set.

Sash Operation



Sense of Place - The sum of attributes of a locality, neighborhood, or property that give it a unique and distinctive character.

Setback - The distance between the street right-of-way line and the front line of a building or any projection thereof.

Shall - Is used to indicate a mandatory action.

Sheathing - The structural covering of boards or material used over studs or rafters on the outside wall or roof prior to installing the finished siding or roof covering of a structure.

Shed Roof - A gently-pitched, almost flat roof with only one slope.

Siding - The exterior wall covering of a structure.

Sill - The bottom crosspiece of a window frame.

Site - The location of a significant event, activity, building, structure, or archaeological resource.

Spindles - Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

Stoop - A small porch, platform, or staircase leading to the entrance of a house or building.

Streetscape - The distinguishing and pictorial character of a particular street as created by its width, degree of curvature and paving materials, design of the street furniture, and forms of surrounding buildings.

Structure - A work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by man, it may be an engineering project large in scale, such as a bridge, wall, gate, or building, or small in scale, such as monuments or fountains.

Stucco - A type of exterior plaster applied as a two-or-three part coating directly onto masonry. Historic stucco consisted primarily of hydrated or slaked lime, water and sand with straw or animal hair as a binder. After 1900, most stucco was composed of Portland cement, mixed with some lime. Many of the contemporary stucco products on the market today are not compatible with historic stucco buildings.

Style - A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also, a general quality of distinctive character.

Traditional Neighborhood Development - Traditional Neighborhood Development (TND) refers to the development of a complete neighborhood or town using traditional town planning principles. TND may occur in infill settings and involve adaptive reuse of existing buildings, but often involves all-new construction on previously undeveloped land. To qualify as a TND, a project should include a range of housing types, a network of well-connected streets and blocks, humane public spaces, and have amenities such as stores, schools, and places of worship within walking distance of residences. TND is

limited to the scale of neighborhood or town, and should not be confused with New Urbanism, which encompasses all scales of planning and development, from building to region. TND projects incorporate many different architectural styles and are not exclusively traditional in aesthetic.

Transom - A horizontal opening (or bar) over a door or window.

Trim - The decorative framing of an opening and other features on a façade.

Turret - A small slender tower.

Veranda - A covered porch or balcony on a building's exterior.

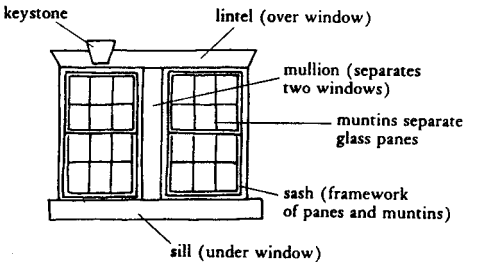
Vernacular Buildings - Buildings designed and built without the aid of an architect or trained designer; buildings whose design is based on ethnic, social, or cultural traditions rather than on an architectural philosophy.

Visual Compatibility Criteria - Factors dealing with height, proportion, rhythms, materials and color, which the Board uses to determine whether new construction and renovation of existing buildings is visually compatible with the Historic District.

Wall Dormer - Dormer created by the upward extension of a wall and a breaking of the roofline.

Weatherboard - Wood siding, consisting of overlapping boards usually thicker at one edge than the other.

Window - A glazed opening in a wall that provides an interior space with natural light and ventilation. For description of the parts of a window see: muntin, pane, and sash.



Yard - The land area surrounding the principal building on any parcel which is neither occupied or obstructed by a portion of the principal building from the finished grade to the sky or below the finished grade except where such occupancy, obstruction or encroachment is specifically permitted by this Code.

A. **Front Yard** - that portion of the yard extending the full width of the parcel and measured between the front parcel line and a parallel line tangent to the nearest part of the principal building.

B. **Rear Yard** - that portion of the yard extending the full width of the parcel and measured between the rear parcel line and a parallel line tangent to the nearest part of the principal building.

C. **Side Yard** - those portions of the yard extending from the required front yard to the required rear yard and measured between the side parcel lines and parallel lines tangent to the nearest part of the principal building.

SECTION 3.0 HISTORIC PRESERVATION BOARD

A. **Establishment of Historic Preservation Board**. The City of Sanford Historic Preservation Board (the "Board," generally in this Schedule) has been created and established to conduct activities required in the historic preservation regulations included in Schedule S. The Board shall consist of five (5) members.

B. **Powers, Duties and Jurisdiction**. The Historic Preservation Board shall have the following powers, duties and jurisdiction.

1. To safeguard the architectural and cultural heritage of the historic communities of the City through the preservation of historic landmarks and historic districts.

2. To administer laws, codes, ordinances, rules, regulations, policies and resolutions enacted or adopted by the City Commission governing the designation, alteration and removal of historic resources and to develop design criteria under specific delegated authority from the City Commission.

3. To advocate for the preservation of local historic resources; provided, however, that the Historic Preservation Board shall ensure that it acts in an objective and unbiased manner in terms of all decisions which it makes a decision of a quasi-judicial nature.

4. To advise the Planning and Zoning Commission and the City Commission regarding historic resources, heritage tourism, economic development and potential land development regulations.

5. To recommend a historic district area to the City Commission.

6. To give written notice to the last known address of the owners of all properties to be included in proposed historic districts.

7. To submit recommendations to the City Commission and Planning and Zoning Commission.

8. To hear applications for certificates of appropriateness and other land development.

9. To inform property owners likely to be affected by certificate of appropriateness applications.

10. To conduct studies of matters relating to the preservation of landmarks and historic districts, including survey, identification, documentation, and designation of historic resources.

11. To develop, monitor, and implement a historic preservation plan.

12. To coordinate public and private historic preservation activities.

13. To recommend and monitor code enforcement actions for violations of Schedule S, Historic Preservation.

14. To recommend to the City Commission properties for Historic Landmark Designation.

15. The jurisdiction of the Board shall include those elements of development, rehabilitation, alteration, preservation or demolition that affect the exterior visual quality of the historic districts, specifically including exterior appearance of structures within the historic district. The Board shall not consider the interior arrangement of structures. The historic district regulations are intended to preserve and protect historic or architecturally worthy buildings, structures, sites, monuments, streetscapes, squares, and neighborhoods of the historic districts. In all zoning districts within the boundaries of the historic districts, the regulations for both the zoning districts and the historic districts shall apply.

C. **Composition of Historic Preservation Board**. The City Commission shall select the members of the board from one or more of the following organizations or professions:

1. Local historical societies or groups;
2. The Florida or National Trust for Historic Preservation;
3. The City of Sanford Chamber of Commerce;
4. Local architects;
5. Local planners;
6. Local landscape architects;
7. The Seminole County Bar Association;

8. The local engineering society;
9. Interested residents of the City.

D. **Terms of Office for Board Members**. Section 2-122 of the City *Code* shall control the general operations of the Board and Section 2-122(e) of the *City Code* shall control removals from office.

E. **Procedure for Issuing Certificate of Appropriateness**.

1. Prior to issuance or denial of a certificate of appropriateness the Board shall take such action as may reasonably be required to inform the owner of any property likely to be materially affected by the application, and shall give the applicant and such owner an opportunity to be heard.

2. In cases where the Board determines that the Certificate of Appropriateness would be reasonably likely to impact proximate properties to the property for which the application has been made, it may hold a public hearing concerning the application. The determination as to whether to hold a public hearing, when vested with the Board, shall not be subject to appeal. The Board shall hold a public hearing with regard to all matters that are required to be so heard by a controlling provision of law. Public hearings are required for the following Board actions:

   a). Certificate of Appropriateness applications for demolition, relocation, or variance;

   b). Certificate of Appropriateness applications for three (3) dwelling units or greater;

   c). Certificate of Appropriateness applications for improvements/alterations/new construction in the public realm; and

   d). Certificate of Appropriateness applications for new commercial development.

3. All Certificate of Appropriateness applications which require a public hearing must comply with noticing, advertising, Citizen Awareness and Participation Plan (CAPP) meeting, and other requirements outlined for public hearings.

4. If the Board determines that the proposed construction, reconstruction, alteration, moving or demolition is appropriate it shall forthwith approve such application and shall issue to the applicant a Certificate of Appropriateness.

5. If the Board determines that a Certificate of Appropriateness will not be issued, it shall issue written finding(s) stating the reason(s) for such determination and shall forthwith notify the applicant of such determination by furnishing him or her with an attested copy of its finding(s).

6. The Board may approve such application in any case where the owner would suffer extreme hardship, not including solely the loss of profit relative to the value of the property, if the Certificate of Appropriateness were note issued.

7. Any person aggrieved by a determination of the Board may appeal such determination to the City Commission by filing a written appeal within thirty (30) calendar days of the Board action and paying such filing fee as the City Commission may determine. The decision of the City Commission on an appeal shall constitute final action subject only to judicial review.

F. **Federal Grants**. Where the Board recommends the purchase or condemnation of a historic landmark or any interest therein, and where the City Commission follows such recommendation, the City Commission may, wherever practicable, make use of federal grants as provided in the *National Historic Preservation Act* of 1966 or its successor provision(s).

G. **Investigations and Reports.** The Board may make such investigations and studies of matters relating to the protection, enhancement, perpetuation or use of landmarks and historic districts, and to the restoration of landmarks as the Board may, from time to time, deem necessary or appropriate for the effectuation of the purposes of this Schedule, and may submit reports and recommendations as to such matters to the Mayor and City Commission and the City Manager. In making such investigations and studies, the Board may hold such public hearings as it may deem necessary or appropriate after determining whether the proposal would impact properties located within the City.

SECTION 4.0 CRITERIA AND PROCEDURES FOR ESTABLISHING AND EXPANDING HISTORIC DISTRICTS

Criteria for Creating Local Historic Districts. Historic Districts shall be consistent with the following criteria for designation:

1. The proposed districts, or properties within the area, are associated with events that have made a significant contribution to the broad pattern of the history of the City, State or Nation; or are associated with the lives of persons significant to the City, State or Nation's past; or
2. The properties embody the distinctive characteristics of a type, period or method of construction or represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
3. The area has yielded, or may be likely to yield, information important in prehistory or history (e.g. Indian burial mound); or
4. If based on architecture, there is a concentration of contributing buildings (see definition). The number of contributing buildings shall be no less than fifty (50) percent of the total number of buildings within the district.

Procedures for Establishing Historic Districts. The designation of historic districts shall be by ordinance adopted by the City Commission, in accordance with the following procedures:

1. The process for designating a new historic district may be initiated by a property owner within the proposed district, by the Historic Preservation Board, or by the City.
2. The applicant shall submit a written application to the City. The application shall contain the following:
   (a) For applications initiated by property owners, a petition signed by at least fifteen (15) percent of the property owners within the proposed district. This requirement shall not apply to City or Board-initiated applications.
   (b) A physical description of the proposed district, accompanied by photographs of buildings, structures, objects, or sites showing examples of contributing and non-contributing properties within the district.

(c) A statement of the historical, cultural, architectural, archaeological, or other significance of the district (refer to section of the schedule where historic is defined).

(d) A report, prepared by a qualified professional, including a description of the typical architectural styles, character-defining features, and types of buildings, structures, objects or sites within the proposed district; the report shall identify which properties are contributing at the time. The list of contributing structures is intended to be a snapshot in time, since other properties will also become contributing as they turn fifty (50) years old and are determined by a qualified professional to meet the criteria to become contributing.

(e) A map identifying all zoning and land use information, and the location of all buildings, structures, objects or sites within the proposed district, noting which are contributing, based on the definitions contained in this schedule.

(f) Additional guidelines to be used when reviewing alterations, relocation, demolition, excavation or new construction within the proposed boundaries of the district.

(g) Names and addresses of all property owners within the proposed district; and

(h) Any other pertinent information requested by the Board.

3. Not less than sixty (60) days after the transmittal, the Board shall hold a public hearing, which shall include a written notice to the last known address of the owners of all properties to be included in the district(s). Such notice shall be distributed by first class mail.

4. After said public hearing, the Board shall submit a final report with its recommendations and those of the Planning and Zoning Commission and a draft of the proposed ordinance to the City Commission.

5. The City Commission shall act on the report and recommendations in accordance with the normal ordinance approval procedure as specified in the *City Code*.

Criteria for Expanding Existing Local Historic Districts. If an updated report shows that there are additional contributing structures outside of the original boundary of an existing district, then the City may consider the expansion of the boundaries of the district to incorporate those properties. The ratio of fifty percent (50%) contributing structures required for the creation of new districts shall still apply.

Procedures for Expanding Local Historic Districts. The expansion of existing historic districts shall be done by ordinance adopted by the City Commission, in accordance with the same procedures required for the creation of new districts, except that the information required shall be applicable to the expansion area only, and not to the entire district.

SECTION 5.0 CRITERIA AND PROCEDURES FOR DESIGNATING LOCAL HISTORIC LANDMARKS

A. **Criteria for Designating Local Historic Landmarks.** Properties may qualify if, in the judgment of the **Board**, a property is at least fifty (50) years old and is of exceptional significance based on the following criteria:

1. Historical, architectural and/or cultural significance;

2. Suitability for preservation or restoration;

3. Educational value.

B. **Procedures for Designating Historic Landmarks.** The procedure for designating local historic landmarks is as follows:

1. The applicant submits an application to the Planning and Community Development Department.

2. Property owner must sign an affidavit stating that he consents to the designation of his property as a Historic Landmark.

3. The Planning Department shall schedule a complete application for Board review.

4. The Board shall conduct a public meeting following written notice by mail of the date, time and place of said hearing to the last-known address of the owners of the affected property. In addition, a sign containing the same information shall be placed on the affected property no later than ten (10) days prior to such hearing.

5. The Board may recommend to the City Commission adoption of an ordinance designating one or more historic landmarks based on the criteria described in this Section.

6. Upon recommendation of the Board, the City Commission may, after holding public hearings preceded by sufficient written notice to the last known address of the owners and occupants of the affected property, adopt an ordinance designating one or more historic landmarks based on the criteria noted above.

7. Upon adoption of the ordinance, the owners and occupants of each designated historic landmark shall be given written notification of such designation by the City Commission.

8. The ordinance shall also provide for a suitable sign or marker on or near the property indicating that the property has been so designated.

SECTION 6.0 DESIGNATED HISTORIC DISTRICTS AND LANDMARKS

A. **Historic Districts.** The City currently has two locally designated historic districts – the Downtown Commercial Historic District and the Sanford Residential Historic District, which are described in this section. The Sanford Residential Historic District and a portion of the Commercial Historic District are also listed in the National Register.

National Register Districts. Sanford's National Register Commercial District, listed in the National Register in 1976, is generally bound by Commercial Street on the north, Oak Avenue on the west, the alley between Palmetto Avenue and Sanford Avenue on the east, and Second Street on the south. The Sanford Residential Historic District was listed in the National Register in 1989.

Downtown Commercial Historic District. The Downtown Commercial Historic District was created in 1985 by Ordinance No. 1777. The district is generally bounded by Fulton and Commercial Streets on the north, Myrtle Avenue on the west, Sanford Avenue on the east, and Third Street on the south. Map S-1 shows the boundaries of the district. All properties within the Downtown Commercial District are subject to the rules and regulations contained in Schedule S.

Sanford Residential Historic District. The Sanford Residential Historic District, originally designated under the name of Old Sanford District, was established through Ordinance No.

3184 in 1993. The district is generally bounded by Second and Third Streets on the north, French and Elm Avenues on the west, Fourteen Street on the south and Sanford Avenue on the east. The boundaries of the district are shown on Map S-1. All properties within the Sanford Residential Historic District are subject to the rules and regulations contained in Schedule S.

B. **Historic Landmarks.** The City has several properties listed on the National Register. The City also has a process to designate local historic landmarks. This section lists the National Landmarks as well as the local landmarks.

1. **National Historic Landmarks.** As of December 2010, the City had a total of four (4) structures listed in the National Register of Historic Places. The properties are as follows:

Name	Address	Year Designated	Significance
Old Fernald-Laughton Memorial Hospital	500 S. Oak Av.	1987	Social History, Health/Medicine
Ritz Theater (Milane Theater)	201 S. Magnolia Av.	2001	Entertainment/ Recreation
Sanford Grammar School (Sanford High School)	7th and Myrtle St.	1984	Education, Architecture
St. James AME Church	819 Cypress Ave.	1992	Architecture Black History

2. **Local Historic Landmarks.** As of December 2010, the City has five structures listed as local historic landmarks:

Name	Address	Year Designated	Significance
St. James AME Church	819 Cypress Ave.	1992	Architecture Black History
Merritt House	703 Sanford Ave.	1913	Black History
Caldwell House	2317 Mellonville Ave.	c. 1870	Architecture Settlement
Spurling House	2018 Mellonville Ave.	c. 1889	Agriculture Architecture
George's Tavern Sign	1011 S. French Ave.	c. 1958	Architecture Art

SECTION 7.0 ARCHAEOLOGICAL RESOURCES

Identifying historic, archaeological and cultural resources is the initial step to preserving the City's historic heritage. Areas shall be investigated for archaeological resources prior to development. This section will provide for mitigation of adverse impacts to significant sites should they be discovered during the course of predevelopment investigation.

A. **Human Remains or Archaeological Resources.** If human remains or archaeological resources are encountered during the course of construction, earth movement, clearing, or other site disturbance, all work shall immediately halt, for a period of time not to exceed thirty (30) days,

and the applicant or his/her representative shall immediately notify the City 's Administrative Official and the state office of archaeology and historic preservation.

If, after consultation with the state office of archaeology and historic preservation, an area is determined to contain archaeological resources, the City will designate the area as a Preservation Area by designation "PA" on an Archaeological Resources Map that is maintained in the Planning Department. No ground disturbance will be allowed within a Preservation Area. This designation shall not affect zoning. When human remains and/or archaeological resources have been completely removed from the property, the Preservation Area designation shall be removed.

Any archaeological sites identified through the investigation process shall be incorporated as part of the Florida Master Site File Maps and Archaeological Sensitivity Zone Maps for the City and Seminole County.

B. **Prospecting and Excavations.**

1. **Private Property.** No individual shall be allowed to prospect on private property, nor can any individual remove artifacts from private property without the express written permission of the landowner. The permission must be carried with the prospector at all times while searching the private property.

2. **Public Property.** No individual shall be allowed to prospect on public property including the public rights-of-way, nor can any individual remove artifacts from public property or public right-of-way without the express written permission of the City or the appropriate legal authority controlling the right-of-way. The permission must be carried with the prospector at all times while searching the public property. Furthermore, no disturbances or construction activities shall be authorized within properties belonging to the City, including public streets and rights-of-way, without a City right-of-way permit and without such archaeology efforts as may be addressed by this ordinance.

C. **Archaeological Site Report.** If any construction, earth movement, clearing or other site disturbance is proposed to be located on a registered archaeological site, the property owner or project proponent shall engage a qualified professional archaeologist to investigate and submit a written report to the City regarding the location, condition and extent of the site, and any recommendations in regard to treatment.

D. **Project Approval and Permit.** No Certificate of Appropriateness for an application requiring an archeologist's report will be issued prior to the receipt of the archeologist's report by the City. Based on the information contained in the written report of the archeologist, project approval will be conditioned in a manner to avoid or minimize impacts to the site consistent with federal and state law.

E. **Enforcement and Penalties**. Any Person or Entity violating any of the provisions of this article shall, upon conviction, be punished as provided in Section 162.22, *Florida Statutes*. Each incident or separate occurrence of an act that violates this article shall be deemed a separate offense.

SECTION 8.0 CERTIFICATE OF APPROPRIATENESS AND PROCEDURES FOR ALTERING HISTORIC LANDMARKS OR STRUCTURES WITHIN HISTORIC DISTRICTS

A. **Applicability.** The purpose of a Certificate of Appropriateness is to ensure that all construction, alteration, restoration, relocation, or demolition of a Historic Landmark or any structure located within a local historic district is in accordance with the standards, values and characteristics of

the particular district or landmark. A Certificate of Appropriateness shall be required for the following activities, whether or not a building permit is required.

1. **Historic Landmarks and Properties within Historic Districts.** All construction, alteration (including but not limited to color), restoration, relocation or demolition of or to any exterior portion of any building, structure, above-ground utility structure, or any type of advertising sign or outdoor display, located within a designated landmark site or historic district. Exterior features shall include, but not be limited to, the architectural style, general design and general arrangement of the exterior of a building or other structure, including the color, the kind and texture of the building material and the type and style of all windows, doors, light fixtures, signs and other appurtenant fixtures.

   Certificates of Appropriateness shall not be required for interior modifications.

2. **Archaeological Resources.** A certificate of appropriateness shall be required for the excavation of an archaeological site. The Board shall issue the Certificate subject to the following conditions:

   a. The excavation must be conducted so as to protect and preserve archaeological resources affected by, or adjacent to, the excavation; and

   b. The applicant must commit to make reasonable efforts to mitigate and stabilize archaeological resources if they are disturbed.

Alternatively, the Board shall issue a certificate of appropriateness for the excavation of an archaeological site upon demonstration by the applicant that an unreasonable economic hardship exists or that unusual or compelling circumstances exist.

B. **Certificate of Appropriateness Required.** Any person who desires to construct, alter, restore, relocate or demolish a historic landmark or property in an historic district, shall make application to the Board for a Certificate of Appropriateness at least ten (10) business days prior to the meeting date. Application forms shall be maintained by the Planning Department and shall be made available to the general public. In cases where a building permit is not required, a Certificate of Appropriateness shall be required before construction can begin. A Certificate of Appropriateness may not be issued for properties with code enforcement violation(s) unless the Certificate of Appropriateness is requested to remedy the violation(s).

1. **Application Requirements.** With the application for Certificate of Appropriateness, the applicant shall submit the following documents. The Administrative Official may waive any of these requirements if not applicable to the specific application.

   - An accurate survey, completed by a surveyor registered in the state of Florida. Surveys are required for new construction including, but not limited to, the construction of fences, walls, accessory structures and additions.
   - For new construction, additions or renovations: a site plan showing the complete property with dimensions of the existing and proposed buildings, spacing, all setbacks, individual parking spaces, access drives fences and accessory structures.
   - A floor plan of the proposed improvements, if there is an anticipated impact on the exterior of the building.
   - Elevations of the exterior facades, if any changes are proposed to the facades.
   - Sign plan and individual dimensioned sign drawings. Shall specify proposed materials and colors, and shall show location of signs on site plan and building elevation.

- Picture/brochure and dimensions of the fence to be installed.
- Paint samples.
- Recent photographs of the building/building features to be modified - No Polaroid photographs shall be allowed.

C. **Approval of the Historic Preservation Board.** Board approval is required for alterations, construction, relocation, demolition or other changes to the appearance of a historic landmark or property in an historic district that have a major impact on the significant historical, architectural, or cultural materials of the historic landmark, or property in a historic district. Board review may also occur at the request of an applicant.

1. **Review Criteria.** Decisions regarding the application shall be based on a finding of fact stating whether the proposed alteration, demolition, etc. is consistent with the standards and characteristics of this Schedule.

2. **Public Meeting.** The Board shall hold a public meeting, and based upon the application and the requirements of this Schedule, the Board shall approve, deny or approve with conditions. If the application is approved with conditions, the Certificate of Appropriateness shall be issued with the conditions noted, and the applicant must meet all such conditions. Failure to comply with all conditions may elicit a Code Enforcement citation.

3. **Posting.** Except for administrative review, a sign giving at least ten days notice of a public meeting on a request for a Certificate of Appropriateness shall be erected on the premises of the building or structure for which a certificate is being requested. Such signs shall be furnished by the Planning Department; shall be weather resistant; shall have a minimum size of 11 by 17 inches; shall show the application number, a statement of the proposed action, the scheduled date, time and place of the meeting, and the telephone number to call for further information. Such signs shall be erected within ten feet of any traveled public right-of-way to which the structure abuts and/or faces. The lower edge of the sign shall be of sufficient height to be read from the roadway. The applicant shall not remove the sign until a decision on the application has been rendered by the board. If an application for demolition is denied by the board, the applicant shall not remove the sign for the period of time set forth in the subsection titled “Demolition”.

D. **Approval of the Administrative Official.** The Administrative Official is authorized to issue Certificates of Appropriateness for construction and alteration of a historic landmark or property in an historic district which has a minor impact on the significant historical, architectural, or cultural materials of the historic landmark or district. If the Administrative Official determines that there would be a major impact or potential detriment as a result of the proposed action, the application shall be submitted for Board review.

1. **Applicability.** The administrative review procedure shall apply to the following activities provided that the application complies with the standards of this Schedule:

- Roofs;
- Fences and gates;
- Awnings;
- Signs;
- Replacement of same or like materials or elements;

- Replacement of drives, walks, patios, decks, stairs, screening fences and walls with no change in the size and configuration, and using the same materials provided the materials are in character with the style of the building;
- Mechanical systems including heat and cooling equipment; and gutters;
- One (1) accessory structure under one hundred (100) square feet in the rear yard;
- Paint;
- Paving materials;
- Exterior lighting;
- Detached decks that are not visible from a street.
- Any other request determined by the Board to have a minor impact or no potential detriment on the historic landmark or historic district.

2. **Administrative Review Criteria.** All reviews, recommendations, and decisions regarding the application shall be based on a finding of fact that the application is consistent with the standards and characteristics of this Schedule.

3. **The Review Process**. Within ten (10) days of the submittal of a complete Certificate of Appropriateness application, the Administrative Official shall review the application. The administrative review shall require no posting of a notice sign on the affected property or public hearing on the application. After the review, the Administrative Official shall issue a written decision approving, denying or approving with conditions the application. If the application is approved with conditions, the Certificate of Appropriateness shall be issued with the conditions noted, and the applicant must meet all such conditions. If the Certificate of Appropriateness request is denied, the applicant may apply for a Board review.

4. **Expiration/Renewal.** Certificates of Appropriateness shall be issued for a period of six (6) months, and are renewable for six (6) months upon a showing of good cause by the applicant. The applicant shall submit a written request for extensions, with appropriate support documentation, if required.

E. **Variances to the Standards of Schedule S.** The Board shall have the authority to conditionally approve variances to some of the requirements of Schedule S.

1. **Variance Criteria.** Each variance shall be consistent with all of the criteria listed below. Each approval of a Certificate of Appropriateness for a variance shall include a clear finding of fact indicating the basis of the approval.

   a. The hardship is not self-created;

   b. The modification would not confer the applicant a special privilege normally denied by this schedule to other properties in the district;

   c. The Board may approve such application in any case where the owner would suffer extreme hardship, not including loss of profit, unless the certificate of appropriateness were issued forthwith;

   d. The proposed alternative is consistent with the architectural style of the structure;

e. Approval of the variance will be in harmony with the purpose and intent of Schedule S.

2. **Variances Prohibited for Certain Items.** Variances shall not be heard or granted for the following:

a. The materials of fences except as replacement of same or like materials when the general intent of this Schedule is accomplished from a visual perspective;

b. The materials of windows except as replacement of same or like materials when the general intent of this Schedule is accomplished from a visual perspective;

c. The materials of doors except as replacement of same or like materials when the general intent of this Schedule is accomplished from a visual perspective.

3. **Applications for Variances.** Applications for variances shall be submitted to the Planning Department at least ten (10) business days prior to the regular Board meeting. The application shall describe how the proposal is consistent with each of the variance standards.

4. **Posting of Property.** Properties considered for variances shall be posted by the applicant with a sign for ten (10) consecutive days prior to the Board meeting. The sign, to be provided by the Planning and Community Development Department, shall be located in the front yard of the property, clearly visible from the public right-of-way.

5. **Conditional Approval by the Board.** Each variance conditionally approved by the Board shall be submitted to the City Commission at the first available City Commission meeting after the action of the Board to determine whether the City Commission desires to affirm the approval of the variance or hear the application de novo.

F. **Site Planning.** The Planning and Zoning Commission shall review site plans for nonresidential and multiple family dwellings. However, all such plans located within historic districts shall be referred to the Board for review and recommendation with sufficient time to communicate to the Planning and Zoning Commission prior to the latter taking action. Site plans for single-family dwellings and two-family dwellings shall be reviewed by the Board along with other related alterations and modifications to such properties, even in cases where Planning & Zoning review is not required. A Certificate of Appropriateness shall be required for site plans involving single family and two-family dwellings.

G. **Appeal of Board Decision.** Any person aggrieved by a determination of the Board may appeal such determination to the City Commission by filing a written appeal within thirty (30) calendar days of the Board action. The decision of the City Commission on an appeal shall constitute final action.

H. **Violations.** Should a property owner or tenant fail to obtain a Certificate of Appropriateness prior to making improvements/modifications to a structure or property located within a historic district or a historic landmark, or if a property owner or tenant performs work that is not in compliance with an approved Certificate of Appropriateness the City shall take the following action:

1. The property owner shall be required to apply for a Certificate of Appropriateness and shall be required to pay an application fee in addition to any other fee required by the Land Development Fee Schedule;

2. The Board shall review the application as if it was a new alteration and not consider the fact that the alteration has already been initiated or completed.

3. If the Certificate of Appropriateness is denied, the owner shall comply with the regulations, even if it requires partial or total demolition of the improvements already made. Failure to obtain a Certificate of Appropriateness prior to undertaking work and/or a violation to an approved Certificate of Appropriateness does not constitute grounds for economic hardship.

When a Certificate of Appropriateness is necessary in order to respond to a code enforcement notice or citation, the property owner shall make application for a Certificate of Appropriateness within ten (10) business days of the notice or citation and the violation shall be remedied within forty-five (45) days from the date of issuance of the Certificate of Appropriateness unless the Historic Preservation Board or the Administrative Official grants a longer period of time upon a finding that unusual circumstances prevent, or legal proceedings necessitate, the remedy from occurring in a timely manner.

When an obligation is imposed by this Schedule or a prohibited act is set forth in this Schedule, it is prohibited and unlawful to fail to conform to the provisions of this Schedule. Violations may be enforced by appropriate proceedings before the Board, by code enforcement action before the City's code enforcement Special Magistrate, or by any other means available under the controlling provisions of law. The City may seek any and all remedies available under controlling law and the City Manager may take any and all actions that may be necessary to enforce the provisions of this Schedule.

SECTION 9.0 STANDARDS FOR NEW CONSTRUCTION, ADDITIONS AND ALTERATIONS

In considering an application for Certificate of Appropriateness, the Board shall adhere to the standards contained in this Section. The purpose of these design standards is to ensure that all maintenance, alterations, and additions to structures in a historic district or to an historic landmark is in accordance with the character of the landmark or district. The design standards also ensure that new construction on the property of an historic landmark or within a historic district is in accordance with the character of the landmark or district.

Any request not specifically noted in this Schedule, but requiring a building permit and determined by the Administrative Official to have an impact on a historic landmark or the exterior of a structure in a historic district shall be reviewed by the Board using comparable standards from this Schedule.

A. **The Secretary of the Interior's Standards for Rehabilitation.** The Secretary of the Interior's Standards for Rehabilitation are basic principles created by the National Park Service to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. These standards shall apply to all historic landmarks and contributing and non-contributing buildings within a designated historic district. The standards shall apply to the exterior of historic buildings of all periods, styles, types, materials, and sizes and shall also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

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.

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.

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.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

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.

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.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

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.

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.

B. **Architectural Styles.** Any alteration to an existing historic landmark or a structure within a historic district shall be consistent with its architectural style. Alterations to non-contributing structures within historic districts shall also be consistent with its style, if the style can be determined based on the style descriptions included in this section. Appendix A shows the main characteristics of the styles found in the City.

C. **General Standards for All Properties.** In order to ensure compliance with the Secretary of Interior Standards, the detailed standards contained in the following sections have been established to assist property owners and the Board when designing/reviewing alterations to local historic landmarks or to existing structures within the City's local historic districts. The standards of Schedule S shall apply to all historic landmarks; and all properties within a designated historic district unless otherwise stated within the regulations. The standards apply to new construction as well as modifications to existing structures.

Lot Layout. New buildings, additions and alterations shall be designed so that the front facades of the buildings are closely aligned with other buildings on the block to maintain a uniform setback.

a. **Residential Lot Layout.**

- Setbacks: Setbacks apply to both principal and accessory structures. Residential lot development shall have the following setbacks:

  Front yard: Twenty-five feet (25');
  Rear Yard: Two feet (2');
  Side Yard: Five feet (5'); When a side yard is located adjacent to a street, the side yard setback shall be seven and one-half feet (7.5').

  In the case of an infill lot, the setbacks shall match one or the other of the existing setbacks on adjacent properties.

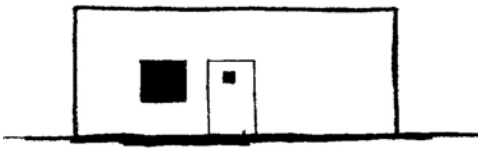
- To protect the pedestrian character of the community and discourage front-loaded garages, new curb cuts are not allowed within the historic districts for properties that have alley access.
- Driveways visible from the right of way may be surfaced with poured concrete, pavers, gravel or natural mulch, and must be confined by appropriate curbing. Driveways not visible from the right of way such as those accessed from the alley may be surfaced with concrete, pavers, gravel and mulch.
- Additional parking spaces visible from the right of way must obtain approval from the Board via a Certificate of Appropriateness and may not adversely impact the character of the building or surrounding historic district.
- New open porches, balconies, stoops and bay windows shall be permitted to encroach into the front yard and side-corner setback by ten feet (10').
- Where alleys are available, new garages shall be detached and located at the rear of the lot and shall be located no closer than thirty-five feet (35') to the front property line and curb cuts shall not be allowed.
- Where alleys are not available, the garages shall be detached and located behind the principal structure. Shared driveways are encouraged.
- Vehicles shall not be parked in the front or side yards or in the right-of-way adjacent to any street unless on an approved driveway with a permitted curb cut.

b. **Commercial Lot Layout**.

- Setback. New buildings within the Downtown Commercial District shall have a zero (0) to five (5) foot setback from the front property line.
- Building facades within the Downtown Commercial Historic District shall extend along the street to a minimum of ninety (90) percent of the lot width for interior lots, and sixty (60) percent for corner lots.
- Vacant lots may be secured with decorative black metal bollards and black metal chain or four inches by four inches (4"x4") painted wood posts with decorative caps and black metal chain. Bollards may not exceed four feet (4')

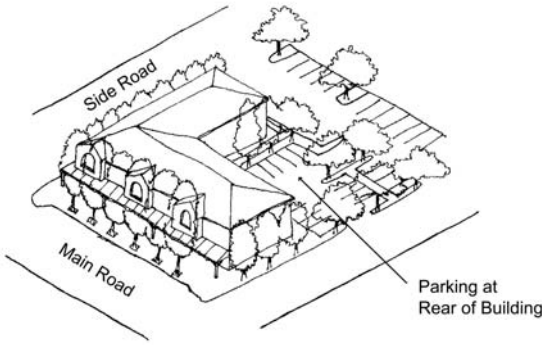
in height and must be spaced four feet (4') apart except for alley access, where bollards may be spaced twelve feet (12') apart.

- Parking areas shall be located to the side and rear of the building. A secondary pedestrian entrance may be provided in the back of the business to provide direct customer access to the store from parking areas, or a walkway shall be provided to improve circulation between the parking lots and the street. Architectural embellishments, awnings, landscaping and signs shall be used to mark the secondary entrance. The design of the rear of the building shall be consistent with the front façade.



Poor Quality Design - Not Allowed

Example of Good Design



- New buildings under five thousand (5,000) square feet in area shall be exempt from parking requirements. New buildings over five thousand (5,000) square feet in area shall be required to provide one (1) space per five hundred (500) square feet of non-residential gross floor area over and above the initial five thousand (5,000) square feet plus one (1) space per dwelling unit, if there is a residential component (mixed-use). The parking shall be located within one thousand feet (1,000') of the site. On-street parking spaces located along the lot frontage may be counted toward the parking requirements of this code.
- In order to promote pedestrian activity and vibrancy of downtown, uses along Type A streets (as defined in Schedule U, Section 3) shall be limited to commercial retail on the first floor; residential, commercial, office, parking or lodging on the second floor; and residential, parking or lodging above.
- Drive-through facilities shall not be allowed within historic districts.
- Dumpsters shall be placed at an appropriate enclosure and the area around the dumpster must be kept free of any debris.

Building Form.

a. **Standards for all Structures**.

- New buildings and their components shall be compatible in scale with each other (size of windows and doors in relation to the façade), the human body (use building elements sized for human use), and neighboring structures

(predominant scale). To achieve the appropriate scale, the height to width, length to width and solid to void ratios must be considered. The scale (height to width ratio) of a street-facing façade shall be compatible with and maintain the proportions established by the existing structures within the district.

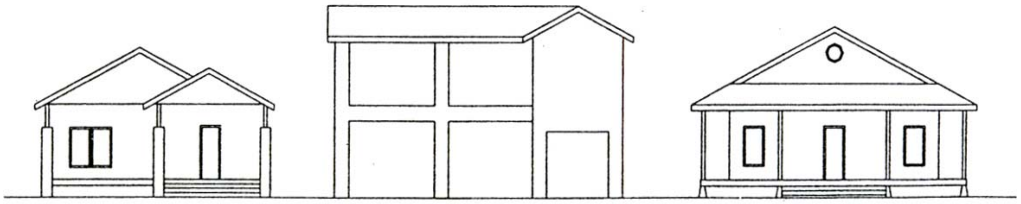
- To maintain the predominant scale and proportion in the district, new buildings, additions and alterations shall be designed so that elements of the building façade are aligned with the façade elements of the neighboring structures (e.g. windows, doors, canopies, storefronts, awnings, etc.).

- Contemporary design for new construction shall not be discouraged when such new construction is compatible with the size and scale of the property, neighborhood and immediate environment.
- New construction shall create a sense of layers using steps, brackets, chimneys, vegetation, and other projecting elements to make the buildings look less massive.
- All new buildings shall have the main entrance oriented to the principal street and in full view from the public right-of-way.
- Alterations to historic landmarks and contributing structures within a historic district shall be consistent with the design, massing and scale of the existing structure and the surrounding area.
- New development shall incorporate mailboxes into the design. The use of cluster mailboxes is prohibited and unlawful in the historic districts.
- The width of new or altered buildings shall be consistent with the predominant building width in the surrounding neighborhood. Larger buildings shall be designed so their facades are divided into smaller elements that relate to those of the surrounding neighborhood.
- The design of an existing non-contributing structure may be modernized or contain historical references, but shall not be redesigned to create a false historical appearance.
- Additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.

b. **Residential Building Form**.

- In the residential historic district, the scale and massing of new structures and their architectural elements shall be similar to the contributing structures of similar use in the historic district.

- New residential structures shall include a raised foundation to compliment the character of contributing structures in the district.
- In the residential historic district, new buildings shall not exceed thirty-five feet (35’) in height.

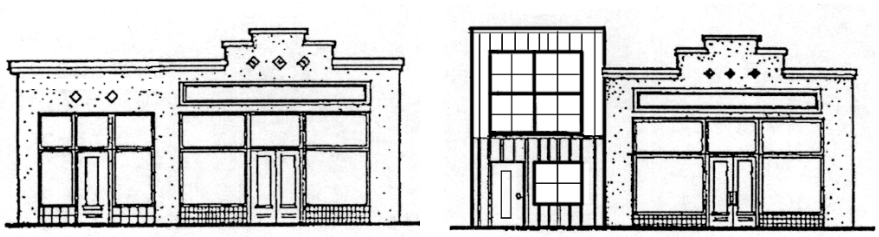


Existing Structure **No** **Yes**

- Primary residential entries for new structures shall face the street and shall not be recessed more than six feet (6’) from the face of the primary façade.
- New development must incorporate mailboxes into the design. Cluster mailboxes are prohibited in the historic districts.

c. **Commercial Building Form**.

- New buildings shall be designed with architectural features and patterns that provide visual interest from the perspective of the pedestrian, as well as vehicular traffic.
- New building placing and massing shall relate to nearby buildings and to the urban context.



Yes **No**

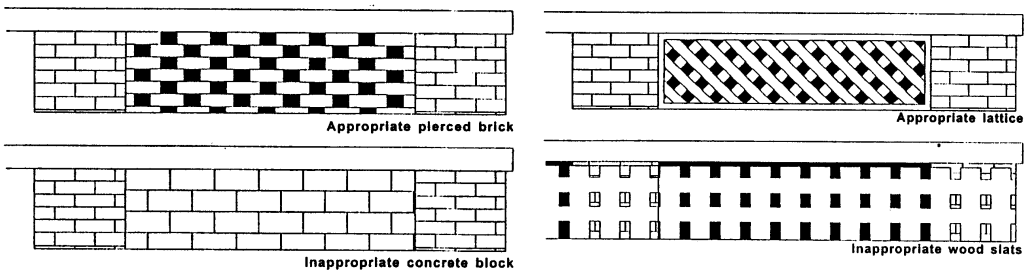
- New buildings and additions shall include substantial variation in massing such as changes in height and horizontal plane. Horizontal masses shall not exceed a height/width ratio of one to three (1:3) without a substantial architectural element that either projects up or away from the building, such as a tower bay, lattice, or other architectural feature.
- New buildings and additions shall include substantial variation in massing such as changes in height and horizontal plane. Horizontal masses shall not exceed a height/width ratio of one to three (1:3) without a substantial architectural element that either projects up or away from the building, such as a tower bay, lattice, or other architectural feature.

- Buildings in the commercial historic district shall not exceed four stories. Buildings at the corner of two (2) streets may have embellishments at the corner that are proportionately higher.
    - Storefronts shall be built to integrate the display window with the door and sign area into a single construction.
    - The height of storefront openings in new buildings shall be similar to the storefront openings of the contributing buildings within the district.
    - For new construction, there shall be a visual differentiation, such as a change in material or texture, between the first and second story on a two-story building or between the two lower floors and the rest of the building on a building taller than two stories. The differentiation shall be at a height similar to the cornice lines or stringcourses of contributing structures in the historic district.
    - The scale and massing of the lower floors of new structures and their architectural elements shall be similar to contributing structures in the historic district. Any new structure that exceeds fifty (50) linear feet along any street frontage shall minimize the façade's mass by adding projections and recesses to make the structure similar in scale to contributing structures in the historic district.
    - New buildings shall have a recognizable top consisting of, but not limited to, cornice treatments, roof overhangs with brackets, steeped parapets, richly textured materials an/or differently colored materials. Colored stripes are not acceptable as the only treatment.
    - Building monument signs shall be recessed in the façade and may not be applied to the face of the façade.
    - New building walls shall be enhanced by the use of vertical elements, articulation and landscaping to break the monotony.
    - Columns and other façade features shall be treated as a total unit and shall extend to the ground.
    - The first floors of new buildings, including structured parking, shall be designed to encourage pedestrian scale activity.
    - Primary customer entrances shall be clearly defined and highly visible through the use of architectural detail for all structures.
    - Mechanical units and their ancillary equipment shall not be visible from the right of way.
    - Mechanical equipment shall be integrated into the overall mass of a building by screening it behind parapets or by integrating equipment into roof forms. Plain boxes are not acceptable as screening devices.
    - Structural canopy supports shall be symmetrical across face of façade.
    - Protection from the sun and adverse weather conditions for patrons shall be considered for the entranceways. Overhangs/awnings shall be no less than three feet (3') deep to function to protect pedestrians from inclement weather.

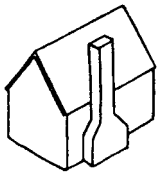
- Fabric awnings located on the second story and above shall match in design, color, texture, dimensions, and other physical features.
- The use of vinyl or plastic awnings is prohibited and unlawful.

Building Features.

- The distinguishing original characteristics of an existing contributing building, structure or site shall not be destroyed. If replacement is necessary, the new building feature shall match the feature being replaced in composition, color, texture, proportion, style, profile and other visual qualities. Repair or replacement of missing architectural features shall be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements as seen on other buildings or structures in the area.
- Alterations and additions to contributing structures shall be compatible with the color, material, and character of the structure, neighborhood or immediate environment.
- Building features within new construction shall be compatible with the color, material, and character of the property, neighborhood and immediate environment.
- Balconies within the commercial historic district shall be permitted to encroach into the public right-of-way up to three feet (3') from the property line with the approval of the City Engineer.
- Basements and foundations, in addition to wall material, may be made of cast-in-place concrete of smooth construction or concrete masonry units, provided that they are given a cement wash where visible.
- A material consistent with the style of the structure shall enclose the undercroft of decks and foundations with spaced piers. The material shall be slightly recessed from the façade of the building and shall not overlap or be flush with the outer surface of the original piers, supports or siding.



- Posts, balconies, porches and bay windows, columns, piers and arches, shall use materials consistent with the style of the structure. Balconies shall be built of wrought iron or wood with the railing pattern subject to the approval of the Board.
- Chimneys shall have a minimum width of five feet (5') at the ground floor, and a dimension of one and one-half feet (1.5') in either direction above the roofline. The transition shall be tapered.



- Exterior chimneys and foundations shall be finished in brick, stone, or stucco only.
- New or replacement brackets for cantilevers, and open balconies shall be made of brick, wood, stone or steel, if visible, consistent with the style of the structure.
- Stoops may be made of brick, stucco, cast concrete or wood.

Exterior Walls/Materials.

- For new construction, additions and alterations, use the wall finish most acceptable for the architectural style (see Appendix A).
- The use of synthetic materials is prohibited and unlawful for exterior wall surfaces with the exception of fiber cement siding, which may be approved by special Development Order for detached new construction only.
- Synthetic materials can be allowed for trim details and architectural elements on new construction.
- The following materials are generally acceptable for principal and accessory structures within the historic districts:

  i. Wood clapboard, wood shingle, wood drop siding, wood board and batten siding or equal as determined by the Board.

  ii. Brick, stucco; and stone or cast stone.
- Resurfacing existing historic landmarks or contributing buildings with new material that is inconsistent with the style of the building or was unavailable when the building was constructed, such as artificial stone, brick veneer, asbestos or asphalt shingles, rustic shakes, and vinyl or aluminum siding, shall be prohibited. In cases where artificial siding is currently in place, its removal is not necessary. An owner may retain the material or remove it. If the material is removed, however, it shall be replaced with historically appropriate materials.
- When siding which is inconsistent with the style of the house is removed, either from the façade of a building or to re-open an enclosed porch, the original façade and the original fenestrations shall be documented prior to the commencement of any rehabilitation construction.
- Application of non-historic exterior finishes which result in either the removal or covering of historical materials and details shall be prohibited.

  a) **Wood Facades.** Horizontal wood siding is the predominant exterior finish in the Sanford Residential Historic District. Important characteristics of wood siding that shall be considered in its repair or replacement are board size, width of exposure, length, and trim detail such as corner boards.

  - Existing wood siding, trim and details in good condition or repairable shall be retained.
  - Deteriorated wood shall be replaced with wood to match the existing wood in size, profile, shape and texture.
  - Any and all additions to wood sided structures shall match the existing siding in size, profile, shape, color, orientation and texture.

- Board trim at corners and around openings shall not exceed six inches (6”) except at the front door surround which may be any size or configuration.
- Wood posts, where appropriate to a style, shall be no less than five inches by five inches (5” X 5”) and chamfered at the corners.
- Detailing of the wood, such as beveling or beading, shall not be removed.
- Board width, length and exposure shall be preserved.

b) **Masonry Facades.** Masonry exterior finishes and detailing such as brick, tile, stucco, coquina, and concrete block can also be found in the Residential Historic District. Masonry features are important to the historic character of buildings, such as brick cornices or terra cotta detailing, surface treatments, modeling, tooling, bonding patterns, joint size and color.

- Existing masonry features that are important to defining the overall historical character of the building shall be retained if they are in good condition or repairable. Repair or replacement shall be made with materials duplicating the existing masonry in color, composition and texture.
- Mortar joints shall be repointed only where there are obvious signs of deterioration such as disintegrating mortar, cracks in the mortar joints, loose bricks, damp walls or damaged plaster work. Repointing shall duplicate the existing mortar joints in size, composition, texture, color and structural strength.
- Any and all additions to stuccoed structures shall be of stucco to match the existing in color, composition and texture.
- Any and all additions to concrete block structures shall be of matching concrete block and shall have mortar joints that match the existing.
- Where brick and other masonry finishes were unpainted, they shall generally remain unpainted. Painting hides detailing and alters the distinguishing original qualities of a building. Under some circumstances, particularly where the brick quality is poor or abrasive cleaning methods have been used, painting brick may be appropriate as a protective measure, if approved by the Board.
- When a brick veneer is applied only to a front façade, it shall return onto both side facades a minimum depth of two feet (2’).
- Brick shall be laid in true bonding pattern (no stack pattern) or in Flemish bond or like.
- Brick mortar joints shall be struck or concave or three-sixteenth inch (3/16”) flush only.
- Trim on brick buildings may be made of pre-cast concrete, terracotta, or stone.
- Stucco shall be applied consistent with the style of the structure, which is typically smooth sand finish for masonry vernacular buildings and rustic

for Spanish Colonial Revival.

c) **Existing Aluminum or Vinyl Siding or Other Simulated Wall Cladding.** Any and all additions to structures that are sided with aluminum or vinyl siding or other simulated cladding shall be clad with materials to match the original historic structure in size, profile, shape, color, orientation and texture.

d) **Facades with a Combination of Materials.** Any and all additions to structures with a combination of cladding materials shall be sided using one or more of the existing cladding materials in a manner that is in character with the style and period of the structure.

Porches & Balconies.

- Porches and porch features that are in good condition or repairable and 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 original in materials, size and configuration.
- Replacement of existing porches with a design or materials not in character with the style and period of the building shall be prohibited.
- Porch flooring shall be wood, tongue and groove, and must match original porch flooring in size, shape, orientation, and texture.
- Porch flooring shall be oriented perpendicular to the building's façade, or shall match the original orientation.
- Replacement porch flooring shall be keyed in so the repair when completed, is not visible.
- Screen enclosures attached to historic landmarks and contributing buildings shall be reviewed by the Board to determine if the proposed structure is consistent with the historic architectural style of the home. Screen enclosures shall not hide defining architectural features of the building. The screen enclosure shall not exceed the height of the main structure.
- New porch elements, such as, by way of example only and not as a limitation, balusters and columns brackets, trim, and architectural embellishments shall be compatible with the style and period of the building and shall be substantiated by physical and/or pictorial evidence of the subject property.
- Porches visible from the right-of-way shall not be enclosed with materials such as screening, fabric, glass, wood, aluminum, vinyl, fiberglass or masonry. Temporary shade devices must be approved via a Certificate of Appropriateness and must not be visible from the right of way when retracted.
- Porches not visible from the right-of-way may be screened. The new materials shall be installed so as not to conceal or damage historical architectural elements. The framing members for screening shall have a design and scale that is in character with the style and period of the building.
- Porch additions shall have a roof type that is either similar to the existing roof or is in character with the style and period of the building.

Roofs.

- The original roof shape and material of the principal and accessory buildings shall be retained if it is in good condition or repairable.
- Deteriorated roofing material shall be replaced with new material that is consistent with the style of the structure, and shall be similar to the existing or original roof in composition, size, shape and texture, except in the case of asbestos shingles, which may be replaced with new materials, such as fiberglass shingles, cement fiber tiles or shingles, or clay tiles that are similar to the original roofing. All shingles shall be architectural.
- Roof repairs are allowed only if the new roof matches the existing in material, shape, texture, design, dimension, color, and other identifying features.
- Architectural features that give the roof its character, such as dormers, cornices, towers, decorative brackets, eaves, chimneys, parapets, and exposed rafter ends shall be retained or replicated and not concealed.
- Roofs on additions shall have similar shape, materials and pitch as the existing structure. New features, such as skylights or solar collectors, shall be flush with the roof and shall not be installed on roofs visible from the public right-of-way.
- Roof vents shall not be located on a primary façade visible from the right of way.
- A flat roof that is not visible from the ground may have a different material than the rest of the existing roof.
- All pitched roof planes shall match in material, shape, texture, design, dimension, color, and other identifying features.
- Plastic roofing membranes shall not be visible from the right of way.
- Metal roofs shall be appropriately maintained at all times. It shall constitute prima facie evidence of a nuisance for a roof to show evidence of significant deterioration (such as rust or other corrosion). It is prohibited and unlawful to allow a metal roof to be in a nuisance condition.
- Metal roofs shall be standing seam , stamped metal shingle, full corrugated, 5V crimp or must simulate the appearance of standing seam.
- Metal roofs may be copper, galvanized, silver or gray in color, or otherwise simulate a historic patina.

a) **Residential.**

- Principal building roof shape and materials shall be consistent with the style of the structure. Roofs clad with red cedar or white oak shingles; or with galvanized steel, or asphalt shingles are consistent with most styles in the residential historic district.
- Shed (monopitch) roofs shall be permitted only if attached to a wall of a principal building. The pitch of a shed roof shall be no less than 3:12.
- Flat roofs shall be provided only if accessible from an adjacent habitable room and enclosed by parapets no less than 36’ high.

- Gutters shall be made of galvanized steel, wood, copper or painted aluminum and may be half-round or low profile-box shaped.

Windows and Doors.

a) **All Construction.**

- Windows, frames, glass, muntins, mullions, sills, lintels and pediments in good condition or repairable and in character with the style and period of the building shall be retained. Window types that are no longer permitted by law, such as jalousies, may be replaced with another style of window that is in character with the style and period of the building.
- If windows or window details are determined to be irreparable, they may be replaced provided that on the primary facades of contributing buildings, replacement windows shall match the existing original windows in size, configuration, material, design and placement. A window survey and specifications for each window must be submitted with the Certificate of Appropriateness application. On secondary facades, replacement windows may be of a different design or type provided the windows are consistent with the style of the building.
- Only when a change is appropriate to the style and period of the building may a window be relocated, enlarged, reduced or introduced.
- When replacing existing windows that are inappropriate to the style and period of the building, they shall be replaced with new windows that are appropriate to the style and period of the building.
- Windows on additions shall have the same orientation and be of a similar size to the existing or original windows of the principal façade except if the addition is on the same plane as the existing principal façade, then the windows of the addition shall match the original windows in orientation, size, materials and configuration.
- All new windows shall have mullion profiles similar to contributing structures. If single hung or double hung windows are placed in groupings, a four to six inch trim piece shall separate the windows.
- If a window contains divided lites, true muntins or simulated true-divided lites (where a wood frame is glued to the exterior of the glass with a very high bond (VHB) adhesive system) shall be used. If double pane windows are installed, an internal shadow bar shall also be used between the glasses. Inserted or removable grilles and flat grilles that do not replicate the profile and characteristics of the original window are prohibited on the exterior of the window pane. The interior of the window pane may have an inserted or removable grille provided that the grille is not flat and has a profile.
- Windows and doors shall be glazed in clear glass with no more than ten (10) percent daylight reduction. The use of reflective glass and reflective film is prohibited on all buildings.

- Windows shall be proportioned such that the height shall be equal to or greater than the width, with the exception of historically appropriate window groupings.
- Rectangular windows shall be casement and single or double hung; circular and hexagonal windows may be fixed or pivot.
- When determined appropriate to be used in a Development Order, storm windows shall be installed on the interior of historic windows.
- Doors, screen doors, and door details, frames, lintels, fan lights, sidelights, pediments and transoms, in good condition or repairable that are in character with the style and period of the building shall be retained. If doors or door details on principal facades are found to be unrepairable, they shall be replaced with new doors and door details in character with the structure in material, size and configuration.
- Only when the change is appropriate to the style and period of the building, shall doors be relocated, enlarged, reduced or introduced.
- Doors with modern designs, flush or sliding glass doors, or any type of door that is inappropriate to the style or period of the structure shall be prohibited.
- Stained glass and art glass installations are allowed provided they are consistent with the character and the architectural style of the building (see styles section).
- Shutters in good condition or repairable and in character with the style and period of the building shall be retained. Missing shutters shall be replaced with wood shutters to match the existing. All replacement shutters shall be similar to the original in size, configuration and style, shall be sized to match the corresponding window openings, and shall not overlap each other on the surface of the wall.
- New operable wood shutters and canvas awnings are permitted accessories, as long as they are sized to match the corresponding window openings and their shapes, material, proportions, design, color, lettering and hardware are in character with the style of the building. Decorative shutters are permitted when appropriate to the building style.
- No backlit or interior lit or vinyl awnings shall be allowed.
- Ornamental iron, grills, or bars on windows are permitted if appropriate to the architectural style of the building and shall be constructed of steel, wrought iron or similar material and painted with a gloss paint of dark color.

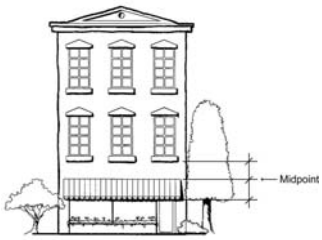
b) **Residential Windows and Doors.**

- The total glazing area on any facade shall not exceed thirty (30) percent of the facade surface.
- Windows on new houses shall have definition and a profile. Windows with flat profiles shall be prohibited.

- Bay windows, when provided, shall be habitable spaces carried to the ground on walls or feathered back to the wall with appropriate moldings.
- Garage doors that are in good condition or repairable and are in character with the style and period of the building shall be retained. Garage doors shall be repaired so that they match the original materials, size and configuration.
- If garage doors are determined to be irreparable, they shall be replaced with new doors of a material in the character and style of the principal building and of the garage building.
- New garage doors may be constructed out of wood or fiberglass and shall not exceed a maximum width of nine feet (9') for a single door on front loaded garages and sixteen feet (16') on alley-facing garages.
- 16' garage doors must be architectural, carriage-style doors that complement the main building and garage building.

c) **Commercial Windows and Doors.**

- Windows and display cases are encouraged along pedestrian corridors.
- Clear glass eight-eight per cent (88%) light transmission shall be installed on the first floor. Tinted glass allowing a minimum of fifty per cent (50%) light transmission shall be allowed only for use on second floor windows provided the tinting is consistent with the architectural style of the building.
- The covering of storefront windows with plywood, vinyl, and/or metal adversely impacts the character and vibrancy of the commercial historic district and is prohibited. Businesses with an active building permit may utilize plain paper window coverings for the duration of the valid building permit only.
- Storefront windows shall be similar in placement, size and configuration to the storefront windows found on contributing buildings in the historic district.
- Storefront frames shall be built entirely of wood, steel or aluminum. The storefront side piers shall be the same material as the upper façade, or covered with stucco.
- The minimum height of awnings on non-residential buildings shall be eight feet (8') from the lowest point to the sidewalk. Generally, awnings shall not extend more than six feet (6') from the face of the structure. However, the Board may approve awnings that extend eight (8) feet from the face of the structure upon a finding of fact that the awning width is consistent with the width of awnings on adjacent buildings. The highest point of a first floor awning shall not be higher than the midpoint of the space between the second story window sills and the top of the first floor storefront window sills.



- Marquees shall be retained where they are an historic element of the building. The design, materials, color, lettering and hardware of a marquee shall reflect the style and period of the building. The highest point of a marquee or its superstructure shall not be higher than the midpoint of the space between the second story window sills and the top of the first floor storefront window or transom. Marquees shall span the entire façade or entrance. Only one marquee shall be permitted on a façade. The minimum height of a marquee shall be eight feet (8') from the lowest point to the sidewalk.
- The highest point of a first floor awning shall not be higher than the midpoint between the top of the first story window and the second story window sill.
- The use of security shutters, roll cages, and/or security bars are prohibited and unlawful.

Fences and Walls. Chain link and vinyl fences shall be prohibited within the historic districts.

a) **Residential.**

- Fences and garden walls in historic districts generally vary in architectural style. Most fences in the City's historic areas are of the painted wood variety. It is important to maintain the architectural integrity of the property through the design of the fence.
- Where new fences are introduced, the materials shall be compatible with the original style, texture, or exterior materials of the buildings on the site.
- Construct new front-yard fences of vertical pickets in simple designs, especially on frame vernacular buildings. Limit cast iron fencing to high-styled buildings such as Queen Anne, Colonial Revival, and Spanish Colonial Revival.
- Fence height shall conform to the *City Code*.
- A modification, replacement or addition of a fence will require a Certificate of Appropriateness prior to the commencement of the construction.
- Garden walls may be of brick or stucco matching the principal building.
- Brick or stucco garden walls shall be no less than eight (8) inches wide and capped by a flat round or pitched top, overlapping no less than one fourth of an inch (¼") the wall below.
- Fences shall be made with no more than three (3) inch gaps between pickets.
- The overall design of walls and fences shall present a quality image consistent with the historic characteristics of the structure or the surrounding area.
- All walls and fences shall have their finished side facing outward.

b) **Commercial.**

Screening walls and fences are discouraged in the commercial historic district, except for low street-walls along the lot frontage, as a continuation of the building along street fronts. The street-wall shall be a minimum of three feet (3') and a maximum of five feet (5') in height. Walls greater than three feet (3') in height above grade shall be no more than fifty percent (50%) solid.

Building Color/Coatings.

- Paint color selection for buildings within the historic districts shall be appropriate to the predominant architecture of the structure.
- Colors for properties located within local historic districts may be chosen from the National Trust for Historic Preservation paint colors collection which is filed in the City. An owner may propose a different make of paint to use, but the paint must be proven to be equivalent in every respect with the selected make of paint and the Administrative Official approves such alteration. At least two (2) colors shall be selected, one (1) for the body of the building and one (1) or more for the accents and trims. Refer to the Architectural Styles Section for paint color choices based on style.
- It is prohibited and unlawful to use colors without historic basis within historic districts.
- Brick, stone, or other materials intended to be naturally unpainted shall remain unpainted, unless the material has been painted before.
- Wood stained surfaces shall continue to be stained and not painted. Other wood surfaces shall be treated and may be painted, or allowed to weather in appearance.
- Paint shall not be removed from materials which were originally painted.
- Tile roofs may be painted, however, the color selected shall be similar to the natural color of the original roofing material of the building.
- The use elastomeric, ceramic, and liquid vinyl membranes coatings for historic wall surfaces is prohibited and unlawful due to the lack of permeability which hastens deterioration.

Accessory Structures & Pool Enclosures.

- Prefabricated accessory storage structures shall not exceed one hundred (100) square feet in area, and are subject to the setback requirements of the district.
- There shall be a minimum separation of ten feet (10') between principal and accessory structures.
- Accessory structures, such as garages, sheds, etc., shall not exceed the height of the main structure.
- Accessory structures shall be of similar style, color, design and materials as used for the principal residence (see Section 8.0.C.4. for acceptable materials).

- Air conditioning, mechanical equipment and other support equipment shall not be placed in a setback and must be screened from view.
- Mechanical cabinets may be placed in an area not visible from the right-of-way and the wall surface must be horizontal lap siding or match that of the primary building.
- Temporary or portable structures installed on a site in the historic districts including, but not limited to, temporary storage units and aluminum frame car ports, shall obtain a certificate of appropriateness prior to the installation of the unit even if no building permit is required.
- Satellite antennas. The City has devoted significant public resources to protect its Historic District and the historic structures located within the Historic District from the encroachment of structures and development that detract from the historic ambience of the Historic District. The City has also devoted its comprehensive planning, growth management, and land development regulatory efforts to ensuring that the Historic District is protected from harmful modernistic structures, styles and patterns that are incongruent with the requirements relating to the Historic District and which would harm the public's ability to relish past times and to further the protection of sites and locales of historical significance that are disappearing from our cultural landscape. In order to further those goals, a single satellite antenna may be permitted on lots and parcels located in the Historic District only if the proposed satellite antenna is located on an area of the lot or parcel that is not visible from the public right-of-way (including, but not limited to all abutting sidewalks) and park areas. In the event that this prohibition is believed by a property owner to constitute a material and significant hardship, the property owner may file an application for a variance in accordance with the provisions, processes and procedures of this Code which application, shall, initially, but subsequent to City staff review and analysis, be reviewed by the Historic Preservation Board which shall provide a recommendation relative to the variance application which shall be considered during the course of the reviews and considerations pertaining to the application.

SECTION 10.0 RELOCATION OF LANDMARKS

Buildings shall be preserved in their original location on the site where constructed. The relocation of a building can disrupt not only the historic character of the building but the immediate area as well. Relocation is prohibited and unlawful, unless a development order is entered finding that the building is threatened in its original location or renovation and continued use is prohibited by its current location. Relocating a building is a last resort to avoid demolition. Relocated buildings shall be situated on the site in the same orientation as the original location.

The relocation of landmarks and contributing buildings require the approval of a Certificate of Appropriateness by the Board. When reviewing such applications, the Board shall consider the following criteria:

1. Whether the historic character and aesthetic interest of the building, structure, or object contributes to its present setting;
2. Whether there are definite plans for the area to be vacated and the effect of those plans on the character of the surrounding area;
3. Whether the building, structure, or object can be moved without significant damage to its

physical integrity; and

4. Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure or object.

Applications for relocation shall be submitted at least ten (10) business days prior to the Board meeting, and the site of the subject structure shall be posted for at least ten (10) consecutive days prior to the Board meeting.

SECTION 11.0 ORDINARY MAINTENANCE

The purpose of this section is to establish minimum standards for the maintenance of historic landmarks and properties within established historic districts.

A. **Required Maintenance.** The owner of a structure within a historic district or of a designated landmark shall not permit such structure or landmark to fall into a state of disrepair which may result in the deterioration of any exterior appurtenance or architectural feature so as to produce or to tend to produce, in the judgment of the Board, a detrimental effect upon the character of the district as a whole or the life and character of the landmark or structure in question, including but not limited to:

1. The deterioration of exterior walls or other vertical supports;
2. The deterioration of roofs or other horizontal members;
3. The deterioration of exterior chimneys;
4. The deterioration or crumbling of exterior plaster or mortar;
5. The ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors;
6. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition(s);
7. The deterioration of any architectural feature which contributes to the architectural or historic significance and/or integrity of the structure;
8. The deterioration of exterior appurtenances.

Nothing in this Schedule shall be construed to prevent the ordinary maintenance or repair of any exterior feature in an historic district or of any landmark which does not involve a change in design, material, color, or other appearance thereof.

Nothing in this schedule shall prevent the construction, reconstruction, alteration, restoration or demolition of any such feature which the building inspector or similar official shall certify is required by the public safety because of an unsafe or dangerous condition.

B. **Standards for Building Maintenance.**

- The surface cleaning of structures shall be undertaken with the gentlest means practicable. Sandblasting and other cleaning methods that could damage the historic building materials such as the use of any abrasive, corrosive, or damaging techniques which include blasting with pulverized materials, glass beads or other solids, with or without water is prohibited and unlawful.
- Abrasive cleaning or paint removal is another threat to historic wooden siding. The proper method for removing paint is cleaning, light scraping and sanding down to the

next sound layer. If more intensive paint removal is required, the gentlest means practicable shall be used. Harsh abrasive methods such as rotary sanding discs, rotary wires strippers, and sandblasting shall not be used to remove paint from exterior wood. Such methods leave visible circular depressions in the wood; shred the wood, or erode the soft, porous fibers of the wood, leaving a permanently pitted surface.

- Paint removal is permitted, but must not leave behind any evidence of methods used. This includes wood damage, gouging or grinding marks left by mechanical tools, burns left by chemicals or burns left by heat sources. Additionally paint removal processes that put the structure as a whole or in part in danger are forbidden including torches and heat guns. Debris from paint removal shall be collected and disposed of in accordance with Federal guidelines.
- Clean wood using the gentlest means possible. Repair trim and siding before applying paint. Seal holes, caulk cracks, and treat for wood fungus. Remove loose paint using commercial strippers, electric heat guns or plates, wire brushes and scrapers. Hand sand to reduce paint layer differential.
- While masonry is the most durable historic building material, the cleaning of historic masonry is a special consideration because it is susceptible to damage by improper maintenance or repair techniques and abrasive cleaning methods. Sandblasting and other abrasive cleaning methods are not permitted. Sandblasting changes the visual qualities of brick damages and destroys the exterior glazing. As a result, rapid deterioration of the brick and potential water damage to the interior of the building are possibilities.
- Masonry shall be cleaned only when necessary to halt deterioration or remove heavy soiling.
- Clean masonry surfaces with the gentlest method possible, such as water and detergents and bristle brushes.
- Sandblasting of brick or stone surfaces using dry or wet grit or other abrasives is prohibited. Such methods of cleaning permanently erode the surface of the material and accelerate deterioration.
- Remove damaged or deteriorated paint only to the next sound layer using hand scraping prior to repainting.
- Paint historically unpainted masonry only if it has been previously painted or as a protective measure to prevent further deterioration caused by poor quality materials prior to abrasive cleaning.
- Treat mortar joint deterioration from leaking roofs or gutters and differential settlement of the building.
- Evaluate the overall condition of the masonry to determine whether repairs rather than protection and maintenance are required.
- Protect leaking roof with plywood and building paper until it can be properly repaired.
- Protect and maintain masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

C. **'Mothballing' Structures.**

1. **Definition.** Mothballing is the temporary closing of a structure to protect it from weather and secure it from vandalism. Mothballing may include the covering of doors,

windows or other openings in a structure by any type of material. Excluded from this definition are:

- Typical hurricane or storm shutters custom manufactured and permanently installed on residences on a year round basis and then closed during the owner's temporary absence.
- The temporary (four-to-five day) boarding up normally done in preparation for a severe storm.

2. **Applicability.** Boarding-up of structure shall be allowed, upon approval of a Certificate of Appropriateness by the Board, in order to provide temporary protection and stabilization of vacant historic buildings. No windows, doors or other openings may be boarded-up in inhabited buildings.

3. **Mothballing program.** Together with a Certificate of Appropriateness application, a mothballing program shall be submitted to the Board. The program shall include:

- Documentation on the architectural and historical significance of the building;
- A professional assessment of the condition of the building;
- Methods of stabilization, pest control and ventilation that will be used prior to mothballing;
- Methods of securing the building from vandals, break-ins and natural disasters;
- Plan for periodic maintenance and surveillance monitoring;

All mothballing programs shall be consistent with *Preservation Brief 31, Mothballing Historic Buildings*, Technical Preservation Series, National Parks Service.

4. **Paint Required.** Any person who boards up, or causes to be boarded up, any structure shall paint or cause to be painted the material used to board up the structure the same color as the building.

5. **Maintenance of Boarded-up premises.** The premises of all mothballed structures shall be maintained in accordance with the City Code.

D. **Checklist.** The Code enforcement staff shall use a checklist when inspecting historic landmarks or properties within designated historic districts. The list covers areas such as:

- Exterior of Property (Sanitation, Grading/Drainage, Walkways and Driveways, Weeds, and Accessory Structures).
- Exterior of Structure (Street Numbers, Exterior Appearance, Foundation Walls, Windows and Doors, Roofs, Drainage, Chimneys, and Porches/Decks).

E. **City Action to Prevent Deterioration.** Whenever the code enforcement staff determines that there has been a violation of any provisions of this schedule, he/she shall:

1. Provide the occupant of the property with a notice, delivered in person, advising of future City actions. If there is not an attempt to correct the violation within ten (10) days, a copy of the warning shall also be mailed to the property owner.

2. If, after the ten (10) days noted above, there has been no attempt to correct the violation, code enforcement staff shall give another written notice of violation to the person(s) responsible for the correction. Such notice shall include a schedule for completion of the

required improvements necessary to bring the building into compliance with the *City Code*. The time given shall not exceed forty-five (45) days for both major and minor violations.

3. Any violation not corrected in the time and manner specified in the notice may be referred to the code enforcement special magistrate.

F. When a Certificate of Appropriateness is issued in response to a code enforcement notice or citation, application for a Certificate of Appropriateness shall be made within ten (10) business days of the notice or citation and the violation shall be remedied within forty-five (45) days from the date of issuance of the Certificate of Appropriateness unless the Historic Preservation Board or the Administrative Official grants a longer period of time upon a finding that unusual circumstances prevent the remedy from occurring in a timely manner.

SECTION 12.0 DEMOLITION

A. **Criteria for Reviewing Demolition Permits.** No landmark or structure within a local historic district shall be demolished or removed, in whole or in part, until after an application for a Certificate of Appropriateness has been approved by the Board based on the following criteria:

1. The historic, architectural or environmental significance of the structure.
2. The historic, architectural or environmental significance of the structure to the overall ensemble of structures within the district and the importance of the structure to the integrity of the district.
3. The aesthetic interest that the structure adds to the district, or in the case of an historic landmark, to the City.
4. The number of remaining examples of similar significance in the district or, in the case of an historic landmark, in the City.
5. The difficulty or impossibility of reproducing such a structure because of its design, texture, material, detail, size, scale or uniqueness of location.
6. The plans for future utilization of the site and the effect those plans will have on the architectural, historical, archaeological, social, aesthetic or environmental character of the district.
7. The reasonable measures that can be taken to save the structure from further deterioration, collapse, arson, vandalism or neglect.
8. Any measures that have been taken to prevent the structure from deteriorating, such as performance of normal maintenance and repairs and provision of normal tenant improvements. In addition, whether the structure was willfully or negligently allowed to deteriorate. Properties cited for Demolition by Neglect that are not repaired may not be granted a demolition permit.
9. The determination by the Building Official that the structure is an imminent hazard to public safety and that repair would be impractical.
10. The economic hardship imposed on the owner if the application for Certificate of Appropriateness for demolition is denied.
11. The submittal of a detailed report describing all aspects of the structure's historical and architectural characteristics from the City's historic resources inventory and Florida

Master Site File This report shall be prepared by a qualified person knowledgeable in historic preservation under contract with the City at the applicant's expense.

12. The submittal of a detailed report describing all aspects of the structure's physical condition prepared by an architect, licensed design professional or registered civil engineer at the applicant's expense.

B. **Procedures for Issuing Demolition Certificate of Appropriateness.** No landmark or structure within a local historic district shall be issued a demolition permit for removal in whole or in part, until after the following procedures are complete:

1. The demolition permit must accompany a building permit for a replacement structure which meets all regulations and has received all required approvals.

2. This demolition permit may only be issued after the waiting period has been completed.

3. Upon approval of the demolition request and prior to issuance of a building permit (time defined as the waiting period), the property owner and contractor shall sign an affidavit to the City that they are aware of the city's definition of a demolition and the penalties associated with an unlawful demolition.

4. If demolition occurred without the issuance of a demolition permit, the building permit filed for the replacement structure shall have an additional assessment of the demolition permit fee that was not collected, in addition to the after the fact fee.

5. In all cases, no changes to the previously approved plans may be made except as determined by the Administrative Official in consultation with the Board to meet current zoning and building code requirements.

6. When demolition of a structure is allowed, the City shall provide the developer of the structure to be demolished with information about the salvaging of building materials. At least ten (10) days prior to the date when the demolition is scheduled to commence, the developer shall provide the Planning Director with written notice, and an advertisement published in a newspaper of general circulation at the applicant's expense, of the availability of materials for salvage, including the name and telephone number of a contact person. Upon request, the Planning Director may make this information available to persons who may be interested in contacting the owner(s) to arrange for possible salvage of building materials. No salvaging of materials shall occur until a demolition permit has been approved by the Building Department.

7. Submittal of documentation requirements in accordance with Appendix B, Documentation Requirements for Buildings Proposed for Demolition and Standards for Architectural Documentation.

C. **Waiting Period.** If a Certificate of Appropriateness is issued by the Board for demolition, the Certificate of Appropriateness must include the condition that the applicant must wait for a total period of one hundred eighty (180) days before the applicant may perform such demolition or relocation in accordance with this Schedule.

During this period, the Board may negotiate with the owner of the landmark and with any other party to find a means of preserving the property including the acquisition by gift, purchase, exchange or otherwise of the property or any interest therein.

1. **Extension of Waiting Period.** The one hundred eighty (180) day waiting period may be extended for up to an additional one hundred eighty (180) days by the City Commission upon a recommendation from the Board that:

   - there is a program or project in progress which may result in acquisition of the property for the purpose of its preservation and/or restoration; and
   - there is a reasonable ground to believe that the program or project will be successful.

2. **Reduction/Waiver in Waiting Period.** The Board may reduce or waive the waiting period required by this Section in any case where the owner would suffer extreme hardship, not including loss of profit, unless a reduction in the required period were allowed. The Board shall also have the discretionary authority to waive all or any portion of the required waiting period provided that the alteration, remodeling, relocation or change of use is undertaken subject to conditions agreed to by the Board insuring the continued maintenance of the historical, architectural, or cultural integrity and character of the property.

D. **Economic Hardship.** Economic hardship shall be determined in accordance with this Section. When a claim of extreme economic hardship is presented, proof shall be submitted that the applicant cannot realize a reasonable and beneficial use of or economic return from the property. If the property is residential and non-income producing or is an accessory structure, the owner shall not be required to prove economic hardship. In the case of a partial demolition of a structure where the principal facades remain intact, the owner shall not be required to prove economic hardship. The Board shall make findings based on each of the following factors provided by the applicant:

1. Whether the applicant knew or should have known of the historic landmark or district designation at the time of acquisition and whether the structure or district was designated subsequent to acquisition.

2. With respect to economic return, the following shall be considered:

   a. Real estate taxes for the previous four (4) years and the assessed value of the land and improvements thereon according to the two (2) most recent assessed valuations.

   b. The amount paid for the property and the date of purchase of the property or other means of acquisition of title, such as a gift or inheritance, and the party from whom purchased or otherwise acquired.

   c. The amount paid for the property and the date of purchase of the property or other means of acquisition of title, such as a gift or inheritance, and the party from whom purchased or otherwise acquired.

   d. The fair market value of the property immediately prior to its designation as an historic landmark or designation of the HP Overlay district; and the fair market value of the property at the time the application for Certificate of Appropriateness is filed.

   e. Remaining balance on any mortgage or other financing secured by the property and the annual debt service, if any, for the previous two (2) years.

f. All appraisals obtained within the previous two (2) years by the Property Owner/Applicant in connection with the purchase, financing or ownership of the property.

g. Any Federal income tax returns on or relating to the property for the past two (2) years.

h. Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or other.

i. Annual gross income from the property for the previous two (2) years.

j. Itemized operating and maintenance expenses for the previous two (2) years, (including proof that adequate and competent management procedures were followed).

k. Depreciation deduction and annual cash flow, if any, for the previous two (2) years before and after debt service, if any during the same period.

l. Proof that efforts have been made by the owner to obtain a reasonable return on his investment based on previous service.

m. Any other information considered necessary by the Board to a determination as to whether the property does yield or may yield a reasonable return to the owners.

3. The marketability or salability of the property, considered in relation to any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two (2) years, including testimony and relevant documents regarding:

a. Any real estate broker or firm engaged to sell or lease the property.

b. Reasonableness of the price or rent sought by the applicant.

c. Any advertisements placed for the sale or rent of the property.

4. The feasibility of adaptive or alternative uses for the property that can earn a reasonable economic return for the property as considered in relation to the following:

a. A report from a licensed engineer or architect with experience in rehabilitation, as to the structural soundness of any structures on the property and their suitability for rehabilitation.

b. An estimate of the cost of construction, alteration, demolition, or removal, and estimate of any additional cost that would be incurred to comply with the recommendation and decision of the Board concerning the appropriateness of proposed alterations.

c. The estimated market value of the property in the current condition, after completion of the demolition, after completion of the proposed construction, and after renovation of the existing property for continued use.

d. The testimony of an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or use of existing structures on the property.

e. Proof of the financial ability to complete the replacement project.

f. The current fair market value of the property, as determined by at least two (2) independent appraisers certified by the State of Florida.

5. Any other information the applicant or the Board finds is relevant to demonstrate extreme economic hardship or the lack thereof.

The applicant shall submit all necessary materials to the Planning Department, so that staff may review and comment and consult on the case. Staff comments and any other comments shall be forwarded to the Board for consideration and review and made available to the applicant for consideration prior to the meeting.

The Board may require that an applicant furnish such additional information that is relevant to its determination of extreme economic hardship. Staff may also furnish additional information as the Board or staff believes is relevant and it shall be made available to the applicant and the Board for consideration prior to the hearing.

E. **Demolition by Neglect.** Every owner of a property within a designated historic district shall keep in good repair all the interior and exterior portions of such buildings or structures. In the event that a property within a historic district or a designated historic landmark is not in good repair and is in the course of being "demolished by neglect", the owner of record shall be notified of the condition of the structure and the items that need repair. The Board shall request a meeting with the owner or the tenant of the building and the Board shall present ways to improve the condition of the property. If the owner or tenant fails to take action, the Board shall notify the Building Official to institute proceedings before the code enforcement special magistrate under the authority of applicable regulations.

F. **Permits.** Prior to the demolition, the applicant shall be required to obtain a building permit for new development based on the standards set forth in this Schedule. Once the City has approved the permit for replacement construction, the demolition permit maybe issued. When the permit is for a contributing structure or historic landmark, permits shall not be issued until all plans for the site have received all the necessary approvals.

G. **Documentation Requirements.** Every contributing building in both the residential and the commercial historic districts which is approved for demolition by the Historic Preservation Board or which is determined by the Building Official to be an imminent hazard and is subsequently demolished shall be documented prior to demolition consistent with the State of Florida Bureau of Historic Preservation Division of Historic Resources' *Documentation Requirements For Buildings Proposed For Demolition And Standards For Architectural Documentation.* The documentation shall be submitted to the Historic Preservation Board to be kept on file by the City. This documentation, which usually consists of dimensioned drawings, photographs and written data, provides important information on a property's significance for use by scholars, researchers, historians, architects and others interested in preserving and understanding our past. A copy of *Documentation Requirements For Buildings Proposed For Demolition And Standards For Architectural Documentation* is incorporated herein as 'Appendix B'.

SECTION 13.0 SIGN REGULATIONS

Properties within historic districts shall comply with the following standards in addition to the standards contained in Schedule K of the City's Land Development Regulations. The most restrictive provisions shall apply.

A. **Permitted Signs.** The following types of signs are permitted within the City's historic districts and historic landmarks and shall only require administrative review if all the standards are met.

1. Site Identification Signs (free-standing, detached).

2. Business Identification Signs (attached to the building wall or window).

   a. Wall Signs (flat against building wall).

   b. Projecting/hanging Signs (perpendicular to the building).

   c. Window Signs.

   d. Canopy/Marquis and Awning Signs.

3. Directory Signs (for multi-use developments).

4. Temporary Signs.

5. Standard sized menus mounted on the wall in cabinets at the entrance to restaurants.

6. A-Frame Signs.

B. **General Design Criteria.** The following general design criteria shall apply to all signs in historic districts:

1. **Site Identification Signs:**

   - Site identification signs shall only be allowed if the building is setback fifteen feet (15') or more from the front property line.
   - Only one (1) site identification sign per site shall be allowed.
   - Site identification signs shall be compatible with the surrounding area and in no case shall exceed five (5) feet in height and twelve (12) square feet per sign face.
   - Shall only identify the complex, not the individual businesses.
   - Internally illuminated signs are prohibited. Signs may be lit from an external projected light source.
   - Sign faces shall be either parallel or perpendicular to the face of a building.

2. **Business Identification Signs:**

   - Up to two (2) business identification signs shall be allowed per business. One (1) additional business identification sign shall be allowed for a business located on a corner lot.
   - Signs shall not cover architectural detailing on historic buildings.
   - Only one (1) business identification shall be allowed per sign.
   - Internally illuminated signs are prohibited. Signs may be lit from an external projected light source.
   - Roof signs shall be prohibited in the historic districts.

     a). **Wall Signs**.

     - Wall signs shall be limited to one (1) per business and shall not exceed eighteen inches (18") in height and fifty percent (50%) of the primary frontage of the tenant space.
     - Wall signs shall be placed parallel to the building wall.
     - Wall signs shall not be painted directly on the surface of the building.

- Wall signs (parallel to the face of building) may not be placed above an awning or canopy.
- Canvas signs may be placed on the underside of structural canopies and may not conceal any canopy features. Canvas signs shall be limited to the business frontage, shall not exceed twelve inches (12") in height, and shall have a blank border of two inches (2") around the perimeter.

b). **Projecting/Hanging Signs**

- Projecting/hanging signs shall be sized no larger than 3'x 4' and must be constructed of wood, metal, or a combination of both. The use of neon is prohibited for hanging signs.
- Projecting/hanging signs must be centered on the wall space of the building frontage, for buildings with one business, and must be centered across the storefront frontage for buildings with two (2) businesses. No more than two (2) hanging signs per building are allowed. In cases where a single tenant occupies a building of two (2) stories or greater, the tenant may install a single hanging sign on the second floor wall space, centered across the building frontage only if the sign does not adversely impact architectural features and does not compete with the architectural design of the building.
- If located under an awning or marquis, the projecting sign shall be located perpendicular to the building face.

c). **Window Signs**

- Shall be maintained properly;
- Shall be painted or decal only with no background coloring;
- Shall not exceed twenty-five per cent (25%) of window area;
- Shall not obscure window displays;
- Temporary promotional posters for civic events shall be permitted on windows, and shall not be included in the sign area calculation. Promotional posters shall be removed within ten (10) calendar days after the event which is being promoted.
- All neon signs shall be located inside a building and shall not be flashing.
- Signs using neon shall have a maximum luminous output of three hundred (300) lumens per foot calculated per foot of tube rather than lamp. A greater illumination may be used if documentation of the need for a higher value is provided to the Administrative Official from the manufacturer of the tubing. Exposed glass tubes must be protected by a clear front.

d). **Canopy/Marquis or Awning Valance Signs.**

- Fabric canopies, marquis and structural awnings may contain signs. The sign may not exceed 18" in height and 50% of the face of the canopy or

awning only. Signs are prohibited on the main body of a fabric canopy.

e). **Directory Signs.**

Sites with two (2) or more businesses on the premises are allowed a directory sign. The size and location of directory signs shall be approved by the Board based on findings of fact that the signs are compatible with the architectural style of the building and that the signs do not conceal the architecturally significant details of the building.

f). **A-Frame Signs.**

- Shall be limited to one (1) A-Frame sign per ground-floor business. The sign shall relate to the business or merchandise line of the particular place of business.
- Shall be no larger than twenty-four inches (24") wide by thirty-six inches (36") high.
- Shall be black metal or stained wood and must have locking hinges.
- Signs placed on easels shall be no larger than twenty-four inches (24") wide by twenty-four inches (24") high and shall only be allowed for the display of restaurant menus or restaurant daily specials.
- Plastic A-Frame signs are prohibited and unlawful.
- Signs shall be constructed to be permanent but may have changing verbiage.
- Signs shall not impede the flow of pedestrian traffic.

C. **Performance Standards.**

1. Only permanent materials allowed.
2. Signs shall be executed by a professional sign maker; homemade signs are prohibited.
3. Signs shall be made of durable materials that retain their appearance for the anticipated life of the sign. Contemporary materials are acceptable but their appearance shall be visually compatible with the surrounding area. Flat signs in shiny or reflective materials, such as plastic or anodized aluminum are prohibited.
4. New signage, when attached to the building, shall be capable of being removed without causing damage to the building. Fasteners shall go in mortar joints and shall not damage bricks.

D. **Alternative Signage.** The Board shall have the authority to review and approve proposed signage that does not comply with these regulations upon a finding of fact that the signage is consistent with the purposes and intent of Schedules S and K.

SECTION 14.0 OUTDOOR STORAGE/SIDEWALK DISPLAY

A. **Outdoor Display**. Outdoor display upon sidewalks in the Historic Commercial District shall be provided for in this section of the Land Development Regulations. This section shall supercede other outdoor display and storage regulations and requirements contained in these regulations. Sidewalks shall include those paved walkways located in the public right-of-way that are

intended for pedestrian usage.

1. Pedestrian Traffic. A minimum clear width for pedestrian traffic of five feet (5') shall be provided and maintained along the sidewalk.

2. Display Criteria. The following standards shall apply to all outdoor displays:

   - Displays shall generally be located directly in front of the storefront for which it is intended. Doorways shall not be blocked.
   - Displays shall not hang from aerial braces but shall rest on the ground.
   - Displays shall not be allowed when the business is not open.
   - Displays shall not exceed thirty (30) inches in height.
   - Displays shall not project more than twenty four (24) inches from the building wall facing the street.
   - Displays shall be not more than two thirds (2/3) of the window area as measured in square feet.

B. **Outdoor Storage.**

1. It is prohibited and unlawful to cause the outside storage of personal property other than motor vehicles on property located in an historic district.

2. It is prohibited and unlawful on property located in an historic district to store on porches, carports, and in exterior areas visible from the right of way, regardless of whether covered or uncovered, personal items such as indoor furniture, leisure equipment (hot tubs, pools) sporting and athletic equipment, boxes, toys, tools, machinery, appliances, equipment and building materials.

3. One enclosed portable personal storage unit may be placed on property located in an historic district at the rear of the property for up to six (6) months if the property has been issued and maintains in effect an active building permit. Portable personal storage units shall be screened from view and must receive approval in advance from the Planning Department. Portable personal storage unit dimensions shall not exceed 8'x8'x10'.

4. RVs and Boats shall be parked in areas not visible from the public right-of-way, or screened by a six (6) foot high fence. However, it is the intent of this regulation to facilitate for residents of the historic district the enjoyment and use of recreational vehicles and boats while still maintaining the historical appearance of the district. Therefore, RVs and boats may be parked in front of residential structures for not more than two (2) days per calendar week.

SECTION 15.0 THE AMERICANS WITH DISABILITIES ACT (ADA)

The ADA extends comprehensive civil rights to individuals with disabilities. The City has a commitment to adherence to and compliance with the ADA. Historic properties, including buildings, sites and landscapes, are not exempt from the ADA and must comply with its regulations. Historic properties often can be made accessible while preserving their architectural character through careful planning and sensitive design. A three-step approach is recommended to identify and implement accessibility modifications that will protect the integrity and historic character of historic properties:

1. **Review the historical significance of the property and identify character-defining**

features. Thoroughly inspect and evaluate the character defining features, materials and spaces of a property before upgrading it for handicap accessibility. Significant materials, the form and style of the property, the principal elevations, major architectural and landscape features and the principal public spaces shall be the items identified for preservation.

2. **Assess the property's existing and required level of accessibility.** While inspecting a property, features, materials, and spaces of less significance to the historic character of the property shall also be identified. Non-significant spaces, secondary pathways, additions, previous altered areas, utilitarian spaces, and service areas can usually be modified without threatening or destroying a property's historical significance.

3. **Evaluate accessibility options within a preservation context.** Modifications for handicap accessibility shall be compatible with the property. They shall be in scale with the property, visually compatible in terms of their design and materials, but be differentiated from the original. They shall be reversible so that if removed in the future, the essential form and integrity of the property would be unimpaired.

Congress recognized the national interest in preserving historic properties when it enacted the ADA. Congress established alternative minimum requirements for qualified historic properties that cannot physically be made accessible without threatening or destroying their significance.

Modifications for handicap accessibility shall be compatible with the property and reversible. They shall be in scale with the property, visually compatible in terms of their design and materials, but be differentiated from the original. They shall be reversible so that if removed in the future, the essential form and integrity of the property would be unimpaired.

Properties listed in or eligible for listing in the National Register of Historic Places and those designated under state or local law are qualified historic properties. Owners of qualified historic properties must first consult with the State Historic Preservation Officer (SHPO) before using the alternative minimum requirements. If the SHPO determines that compliance with the full accessibility requirements would threaten or destroy the significance of a building or facility, the following alternative minimum requirements may be used:

- One accessible route must be provided from a site access point to an accessible entrance. Using a ramp with a one to six (1:6) slope is permissible for a run of up to two feet (2').
- One accessible entrance must be provided. If it is not possible to make the public entrance accessible, then an alternative, unlocked entrance is acceptable. Directional signage at the primary entrance and a notification system at the accessible entrance must be provided.
- If toilets are provided, only one must be accessible, and it may be unisex.
- Public spaces on the level of the accessible entrance must be accessible, and other public levels shall be accessible whenever practicable.
- Displays and written information shall be located where a seated person can see them. Horizontal signage shall be no higher then forty-four (44) inches above the floor.

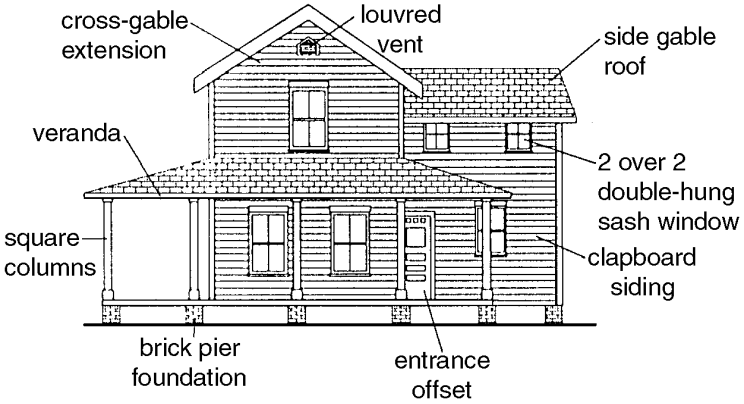
In limited circumstances, if it is determined in consultation with the SHPO that compliance with the alternative minimum requirements would also threaten or destroy the significance of a historic building, alternative methods of access may be used. The alternative methods of accessibility that may be used to make a buildings program and activities accessible include:

- Using audio-visual materials and devices to show inaccessible areas of a historic property.
- Assigning persons to guide individuals with disabilities into or through inaccessible areas of a historic property.
- Adopting other innovative methods.

APPENDIX A:

CHARACTERISTICS OF ARCHITECTURAL STYLES COMMONLY FOUND IN SANFORD

A. Frame Vernacular

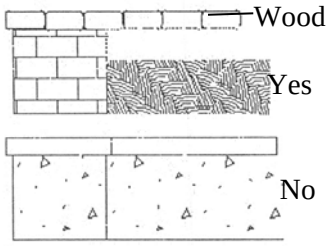


1. Plan

- Rectangular and L-shaped building plans, although some buildings have irregular plans.
- Buildings range from one to two-and-one-half stories.

2. Foundation

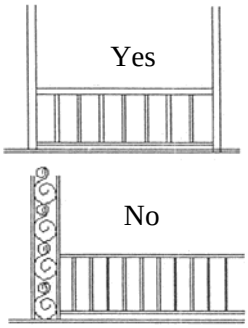
- Brick or concrete block pier foundation.
- Spaces between piers left open to allow for ventilation and for protection from high water.



Porch Deck and Pilings

3. Porches and Facades

- Most common are simple entrance or end porches.
- Columns typically narrow and made of wood; usually spaced evenly across the façade, with few details.
- In most cases, porches were built without railings.



Balustrade

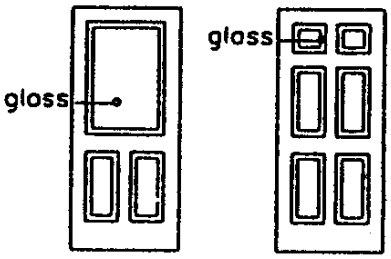
4. Roof

- Earlier period homes have steep pitches, to accommodate attic space.
- Later period homes have a lowered roof pitch.
- Rafter ends are unadorned, exposed, and extend beyond the face of the wall.
- Wood shingles were often used to cover the roofs in early homes.
- Metal shingles or metal sheets were used on later period structures, or as a replacement roof material.

5. Exterior Material Primary exterior material is horizontal wood siding; less common are wood shingles and board and batten.

6. Windows and Doors

- Generally, double-hung sash windows made of wood.
- Windows are spaced evenly along all facades.
- Windows are either single-pane, two (2) or (4) pane.
- Doors contain recessed wood panels.



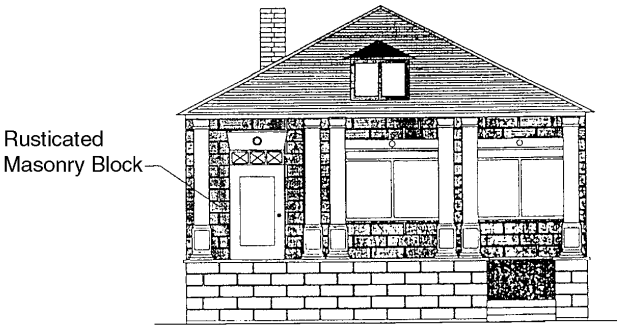
Frame Vernacular Doors

7. **Color** Colors range in the pastel family from light whites, yellows and grays to light pastel colors.

8. **Exterior Decoration Sparse**, limited to ornamental woodwork.

9. **Local Examples**

B. <u>Masonry Vernacular</u>



1. **Plan.** Rectangular and L-shaped building plans

2. **Foundation.** Foundation is usually a continuous slab, brick or concrete.

3. **Porches and Facades.** Buildings range from one to two stories.

4. **Roof.**
   - Gable or hip roofs.
   - Pitched roof surfaces are covered with composition shingles, diamond composition shingles, metal, or wood shakes.
   - Chimneys are coquina or brick and may be finished with stucco.

5. **Exterior The** primary exterior materials used are brick with common or running bond; stucco with rough texture; or concrete block with rusticated rock-face.

6. **Windows and Doors**
   - Fixed multi-pane, double-hung sash six over six, three over one, two over two or one over one (6/6, 3/1, 2/2 or 1/1).
   - Transoms, fanlights and attic louvers are common.
   - Jalousie windows, French doors and simple balconies are used occasionally.

7. **Color Colors** range in the stucco-colored pastel family from light yellows, oranges, browns and grays.

8. **Exterior Decoration** Detailing is simple, usually consisting of cast concrete or ornamental brick corbels.

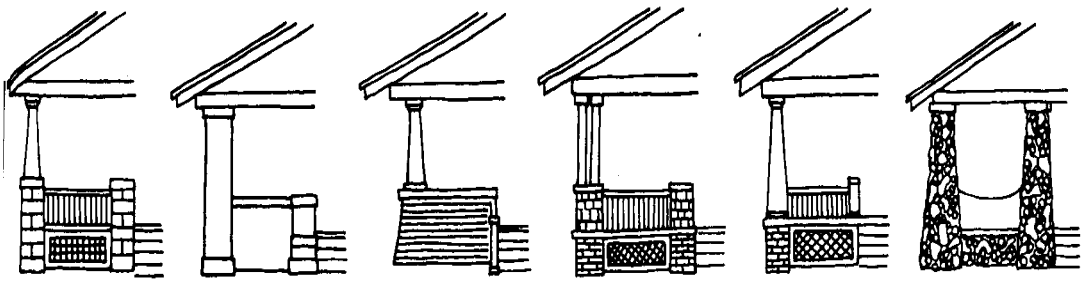
9. **Local Example**

C. <u>Craftsman Bungalow</u>

1. **Plan**
   - Usually rectangular.
   - One (1) or one-and-a-half (1 ½) story.

2. **Foundation**
   - Masonry (often brick) piers.
   - Spaces between piers left open for ventilation and for protection from high water.

3. **Porches and Facades**
   - Porches are often the most prominent architectural feature of the house.
   - Porches are attached to the main façade and sometimes wrapped around the side.
   - Porches are wide enough to feel like an outside room.
   - Porches dominated by short, oversized tapered or square columns which rest on massive masonry piers.



- Columns are made of wood, concrete, or masonry.
- Railings and balusters are occasionally used.

4. Roof

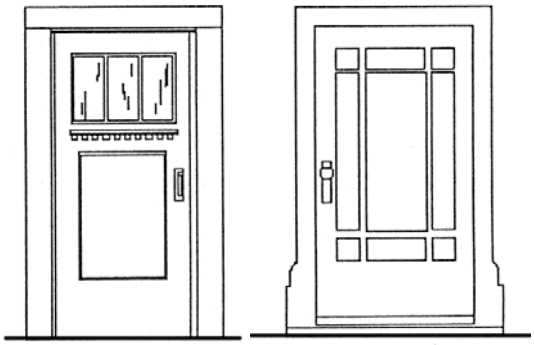
- Low-pitched
- Four types of roofs associated with bungalow:
  - Hip roof over one-and-a-half story, with a low dormer on the main façade;
  - One (1) or more gables perpendicular to the street, with one being the most dominant, usually above the porch;
  - Gable parallel to the street with cross gable intersecting; cross gable typically covers the front porch and entrance to the building;
  - Large one-and-a half (1 ½) story home with a gable parallel to the street and incorporating a dormer.
- Rafter ends extend beyond the face of the wall, often decoratively cut.
- May be wood, composition, or metal shingles, or crimped metal panels.
- Chimneys are typically brick, with simple decorative caps.

5. Exterior

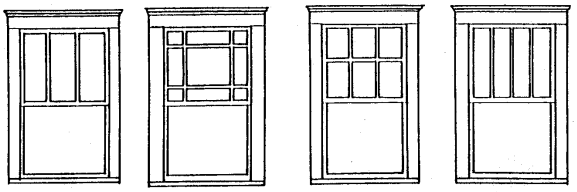
- Wood siding and clapboard are the most common exterior wall surface materials.
- Different siding on the first and second floors – wooden clapboards on the first floor and wooden shingles on the second- although only one material is also common.

6. Windows and Doors

- Wood windows, either double-hung or casement sash.
- Windows often grouped in clusters of two or three windows.
- Windows can be single-pane, two (2) or four (4) pane; the upper sashes may be multiple-pane with the lower sashes single pane.
- Simple doors, often with panes of glass.



Typical Doors



Typical Windows

7. Color

- Houses with different siding materials often received two different paint colors. These houses usually have natural colors such as earth-browns, moss greens, sand yellows, and terra cotta reds. The body of the house is often unpainted with stained shingles in brown or red. These colors were less saturated and earthier than Victorian-era colors.
- While trim colors were used to bring out architectural details, they were chosen to complement the overall color scheme rather than to emphasize specific architectural elements. Trim colors were often white, light yellow, gray and light green. Doors were left unpainted and were varnished.

8. Exterior Decoration

- Great degree of ornamentation, but the ornament was used to emphasize the structure and construction of the building rather than to adorn for the sake of adornment.
- Carved rafter ends.
- Decorative gable end trim.
- Window surrounds.
- Column base and capitals.

9. Local Examples

D. <u>Queen Anne</u>

1. Plan.

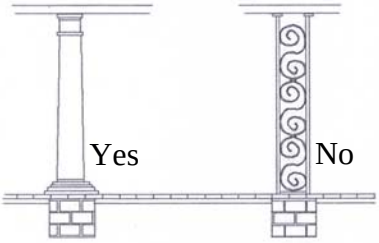
- Two (2) to three-and-a-half (3 ½) stories.
- Rambling, asymmetrical plan.
- Vertical orientation.
- Irregular massing of the building and forms.

2. Foundation

- Simple brick piers; concrete piers used at later times.
- Spaces between piers left open to allow for ventilation and for protection from high water.

3. Porches and Facades

- Porches usually one (1) story high. Sometimes small second floor balconies and porches are present.
- Partial or full-width across the front of the home; may wrap either one or both sides of the building.

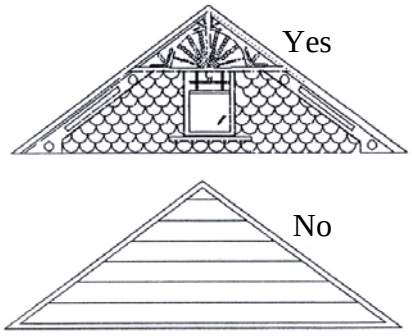


Porch columns

- Porch is intended to accentuate the characteristic asymmetrical façade.
- Main entrance always included in the porch area.
- Simple, classical columns sometimes grouped and raised to the railing level with pedestals.
- Simple railings; occasionally, turned spindles.

4. Roof

- Most common form is steeply-pitched main hipped roof with one or more lower cross gables; occasionally a pyramidal roof with no ridge, or a small flat deck crowning the main hip roof.
- Polygonal towers typically placed at one corner of the front façade, with a conical roof.
- Multiple dormers and gables.
- Metal or composition shingles.
- Brick chimneys with decorative patterns or coursing, decorated chimney caps.



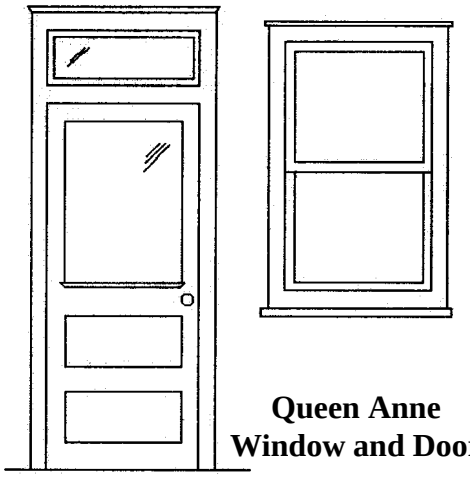
Gable Ends

5. Exterior

- Horizontal wood siding is most common.
- May combine several types of siding materials (shingles, clapboard, and decorative wood panels) on one house.

6. Windows and Doors

- Typically, double-hung wood sash windows with single and divided panes.
- Windows may be a mixture of sizes and shapes.
- Queen Anne window, consisting of a single large pane surrounded by smaller rectangular panes.
- Decorative glass, such as diamond-shaped panes or stained glass, is common.
- Windows are detailed with simple moldings.
- Doors have decorative carvings and details often with glass panes in the upper part of the door.



Queen Anne Window and Door

7. Exterior Decoration

- Eclecticism is the keynote of the Queen Anne style.
- Varied and decoratively rich, with picturesque and asymmetrical silhouettes shaped by turrets, towers, gables and bays.
- Decorative shingle patterns in the gable ends.
- Decorative bargeboards.
- Sunburst detailing.
- Triangular pediments.
- Iron roof cresting.

8. Color

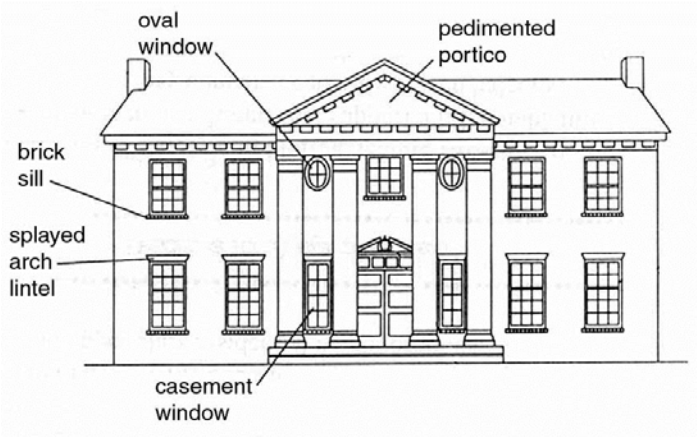
- Rich, intense and fairly strong, and contrasting colors were used to bring out different architectural elements. Deep browns, saturated olives, yellow ochres and

rich brick reds were color choices for the Victorian era.

- The body of the building often would be medium gray, dark red, dark blue, dark green or brown. While not brilliant, these colors were highly saturated and created a sumptuous, rich palette.
- Architectural elements such as window sashes, trim and carved ornaments are painted in contrasting colors – either darker or lighter – to draw attention to them. These colors for trim were often dark gray, dark brown, olive green, or dark red.
- Because the roof is often very visible in Victorian buildings, shingle colors and patterns shall likewise be taken into consideration in selecting a palette.
- Doors were usually left unpainted, or were varnished or grained.

9. Local Examples

E. <u>Classical Revival</u>



1. Plan

- Based on Greek and Roman architectural orders.
- Plan is regular, rectangular or nearly square.

2. Foundation

- The foundation is usually of piers or continuous, made of brick or concrete.
- Usually tall foundations, which exaggerate the height of the front façade.

3. Porches and Facades

- The doorway, cornice line and type of column are the three principal distinguishing features.
- Entry porch dominates the front façade and normally equals it in height.
- Porch roof usually supported by four simple columns (Roman Doric or Tuscan types), each with a shallow square base.

- Columns support a prominent centered gable.
- Semi-circular or elliptical fanlight normally occurs above the paneled front door.
- One or two stories, simple rectilinear houses with side-gable or low-pitched hipped roofs, having the characteristic full-height entry porch.
- Occasionally the front porch is recessed inward.

4. Roof

Front or side-gable or low-pitched hipped roofs.

5. Exterior

- Wall materials may be either wood, brick, stucco, or stone, in order of decreasing frequency.
- The primary exterior material is usually horizontal wood siding or smooth masonry.

6. Windows and Doors

- Double-hung sash windows aligned horizontally and vertically in symmetrical rows, usually five (5) ranked on front façade, less commonly three (3) ranked or seven (7) ranked.
- Prominent fanlight over the front door.
- Fixed upper sashes and movable lower sashes, the later held open originally by metal pins.
- Windows frequently arranged with 9 panes (9/9), although other combinations were also found (9/6, 6/9).
- Windows sometimes have elaborate decorative crowns placed above them – cornice mold or decorative frieze. Full-scale pediments are uncommon.
- Wooden frames.

7. Exterior Decoration

The exterior detailing is usually classically derived full-facade height ionic columns.

8. Color

- Usually white, pale yellow, or pale stone gray in the body of the building.
- Trim color is usually white-yellowish, or off-white, not our modern stark white-and shutters are dark green or black.
- Ornament color is usually cream or warm white.

9. Local Example

F. Colonial Revival

1. Plan

- Plan is regular, rectangular or nearly square.
- Height is two (2) to two and one half (2 ½) stories.
- Entrance stairs typically centered on the main façade.

2. Foundation

- The foundation is usually of brick piers or continuous brick. Concrete piers used at later times.
- Spaces between piers left open to allow for ventilation and for protection from high water.

3. Porches and Facades

- Based on the marble architecture of Greece and Rome.
- May be portico/simple entry porches, or may stretch the length of the building.
- May have a porch on the rear.
- Simple, classical columns spaced evenly across the front façade.
- Simple railings and balusters, when present
- Symmetrical façade.

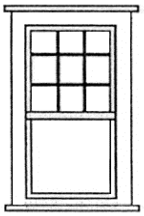
4. Roof

- Gable, hip or gambrel roof.
- Roof over porch is typically shed or low-sloped hip roof.
- Dormers with hip, gable or shed roofs are a defining characteristic.
- Rafter ends are typically exposed and decoratively cut.
- Composition shingles are the most often used; occasional metal roof coverings.
- Chimneys are brick with simple coursing, shoulder and corbel details.

5. Exterior The primary exterior material is usually horizontal wood siding or shingles

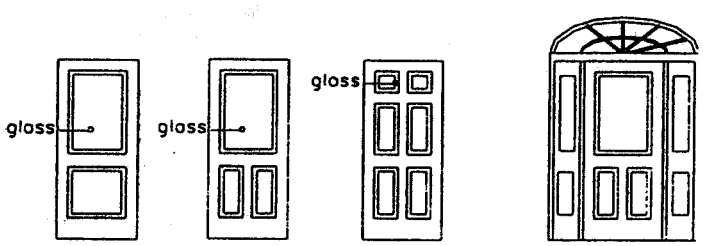
6. Windows and Doors

- Paired double-hung wood sash windows with six over six (6/6) or two over two (2/2) divided panes; occasionally the upper sash is divided while the lower is a single pane.
- Windows are detailed with simple molding.
- Windows sometimes framed by wooden or wrought iron grills.



Window

- Doors often flanked by fixed glass sidelights, surrounded by simple classical trim.



Colonial Revival Doors

7. Exterior Decoration

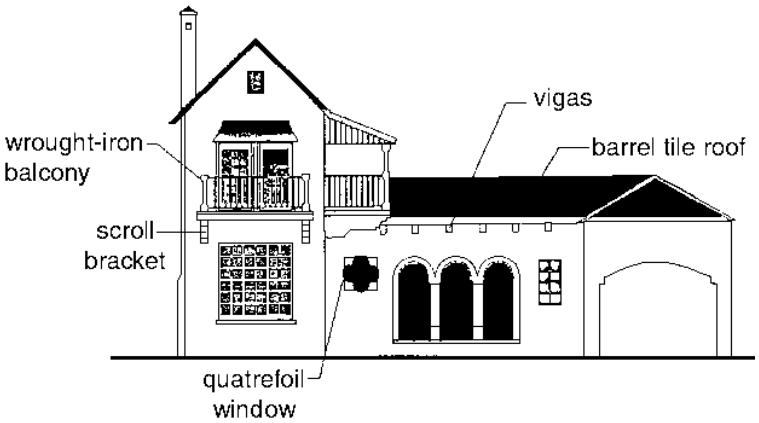
The exterior detailing is usually classically derived columns, pediments, broken pediments and wood shutters.

8. Color

- Usually white, pale yellow, tan, or pale stone gray in the body of the building.
- Trim color is usually white-yellowish, or off-white, not our modern stark white-and shutters are dark green or black.
- Doors were usually left unpainted, or were varnished or grained – olive green.

9. Local Examples

G. <u>Spanish Colonial Revival (Spanish Eclectic)</u>



1. **Plan**
   - Rectangular, L-shape.
   - Partially enclosed patios and gardens/courtyards.

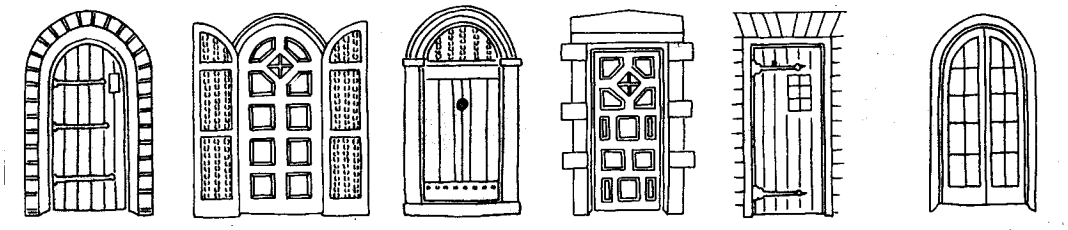
2. **Foundation**
   - Masonry; not exposed.

3. **Porches and Facades**
   - One (1) and two (2) stories are both common, as are wings of differing heights.
   - Typically one (1) or more prominent arches placed above door or principal window, or beneath porch roof.
   - Façade normally asymmetrical.
   - Tile-roofed chimney tops.
   - Overhanging balconies.

4. **Roof**
   - Red clay barrel tile (half-cylinders) or Spanish tile (S-curve shape).
   - Low pitched roof, usually with no eave overhang.
   - Side gable, cross-gabled, combination hipped-and-gabled, hipped and flat roof.
   - Multi-level roofs.
   - Narrow, tile-covered shed roofs are typically added to flat roof structures. These are placed above entryways or projecting windows.

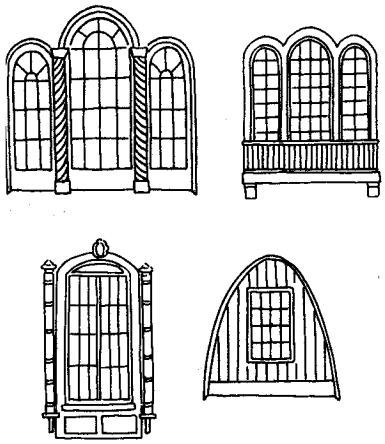
5. **Exterior**
   - Wall surface usually stucco; textured stucco.
   - Wrought iron work on balconies.
   - Arcades, usually leading to a rear garden.
   - Sometimes exterior stairs.

6. **Windows and Doors**
   - Dramatically carved doors.
   - Doors usually emphasized by adjacent spiral columns, pilasters, carved stonework, or patterned tiles. Less elaborate entrance doors of heavy wood panels, sometimes arched above, are also common.
   - Doors leading to the exterior gardens, patios, and balconies are usually paired and glazed with multiple panes of rectangular glass.

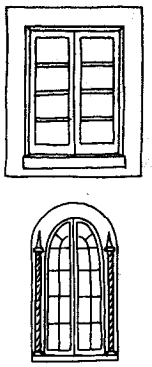


Typical Doors and Door Moldings

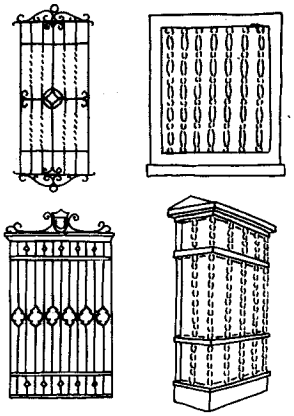
   - Many examples have at least one (1) large focal window. Commonly-tripled arched or parabolic in shape and may be filled with stained glass of varying design.
   - Decorative window grilles of wood or iron are common, as are similar balustrades on cantilevered balconies, which occur in a variety of shapes and sizes.



Focal Windows



Casement Windows



Window Grilles

7. Exterior Decoration

- Decorative details borrowed from the entire history of Spanish architecture (Moorish, Byzantine, Gothic, or Renaissance inspiration).
- Decorative brick or tile vents and rondels.
- Decorative iron sconces, door knockers, etc.
- Fountains.
- Decorative pavers.

8. Color

Range in the pastel family from light pinks and oranges to deep browns and terra-cottas.

9. Local Example

H. <u>Mission Style</u>

Associated with a wide variety of buildings including churches, train stations, government buildings, and private residences.

1. **Plan**
   Simple square or rectangular plans.

2. **Foundation.** Masonry; not exposed.

3. **Porches and Facades**
   - Two types of façade:
     - Symmetrical - Balanced, symmetrical façade; most commonly of simple square or rectangular plan with hipped roofs.
     - Asymmetrical – The façade asymmetry is superimposed on a simple square or rectangular plan. Elaborate, rambling compound plans are found in some.
   - Great variety of dormers and roof parapets.
   - Prominent one-story porches either at the entry area or covering the full width of the façade; these sometimes have arched roof supports to simulate the arcades of Hispanic buildings.

4. **Roof**
   - Some examples have unusual visor roofs. These are narrow, tiled roof segments cantilevered out from a smooth wall surface. They most commonly occur beneath the parapets of flat roofs.
   - Open eaves are most common. However, boxed eaves also occur, usually with brackets below.
   - Mission-like bell towers occur on a few cases.

5. **Exterior**
   - Brick and stucco are the most common materials used. Very few Mission houses used stone.
   - Shaped parapets.
   - Arches.
   - Smooth, flat wall surfaces.

6. **Windows and Doors**
   - Quatrefoil windows are common.
   - Arched windows

7. **Color.** Colors range in the pastel family from light whites, creams and yellows to grays and light pastel colors.

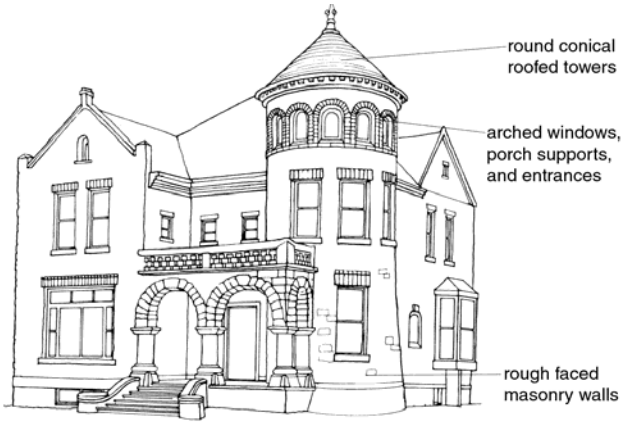
8. **Exterior Decoration**

   Decorative detailing is generally absent, although patterned tiles, carved stonework, or other wall surface ornament is occasionally used.

9. **Local Examples**

I. Romanesque Revival

Popular style for private homes only among the very wealthy, and was primarily confined to public buildings such as hospitals, jails and schools, and sometimes row houses.



1. Plan. Asymmetrical plan
Inspired by medieval French and Spanish Romanesque architecture.

2. Foundation
Continuous foundation of stone or brick.

3. Porches and Facades

- Asymmetrical façade.
- Most have towers that are normally round with conical roofs. Some have polygonal or squared towers.
- Wide, round-topped arches occurring over windows, porch supports, or entrance.
- Most commonly, the arches rest on squat columns, but some are supported on massive piers or are incorporated directly into wall surfaces.
- Column capitals and wall surfaces may be ornamented with floral or other decorative details.
- Monumental massive appearance

4. Roof

- Hipped roofs with one or more lower cross gables. Most commonly there are two cross gables, one front facing and the other side-facing, each asymmetrically paced on its respective façade.
- Other common roofs include side-gabled, cross-gabled, mansard, and simple hipped roofs.
- Tower roofs are usually conical, but may be convex.

5. Exterior

- Masonry walls, usually with rough-faced, squared stonework.
- Frequently two (2) or more colors or textures of stone or brick are combined to create decorative wall patterns.

6. Windows and Doors

- Windows are usually deeply recessed into the masonry wall and have only a single pane of glass per sash.
- Arched windows, sometimes with small decorative columns (colonettes) on each side. Groupings of three or more arched or rectangular windows is common.
- Deeply recessed windows

- Arched doors

7. Color

The primary exterior color and material is natural brick

8. Exterior Decoration

- Decorative plaques
- Decorative flashing ridge on roof.

9. Local Example

J. <u>Prairie Style</u>

1. Plan

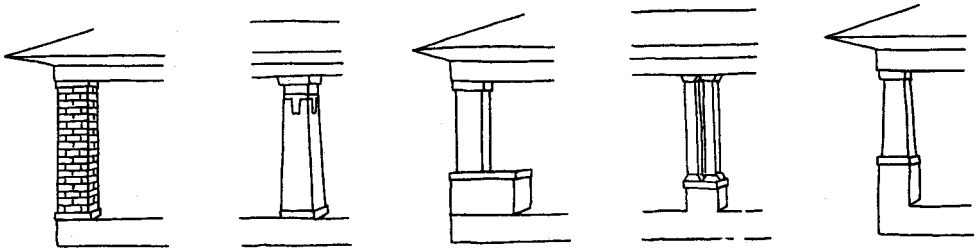
Simple square or rectangular.

2. Foundation

Continuous foundation of concrete or brick.

3. Porches and Facades

- Two (2) stories, with one (1) story wings or porches.
- Horizontal decorative emphasis achieved by using contrasting caps on porch and balcony railings; contrasting wood trim between stories; horizontal board-and-batten siding; contrasting colors on eaves and cornice; and selective recessing of only the horizontal masonry joints.
- Eaves, cornices, and façade detailing emphasizing horizontal lines.
- Massive square or rectangular piers of masonry used to support porch roofs.



Typical Porch Supports

4. Roof

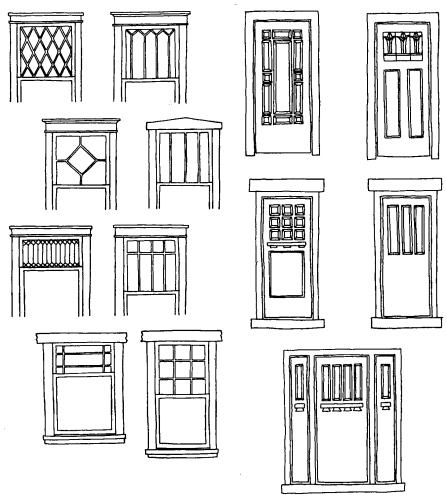
- Low-pitched roof, usually hipped, with widely overhanging eaves (peak sometimes projecting farther than the lower edges).
- Broad, flat chimneys.

5. Exterior

- Primary exterior material is exposed brick or stucco.
- Contrasting wall materials or trim emphasizing the upper part of the upper story.
- Horizontal patterns in wall materials.

6. Windows and Doors

- Tall casement windows with geometric pattern of small-pane window glazing (in leaded casement windows, or upper sashes of wooden muntin, double-hung windows).
- Decorative friezes or door surrounds consisting of bands of carved geometric or stylized floral ornamentation.
- Horizontal rows of windows, sometimes wrapping around corners.



Typical Windows & Doors

7. Color

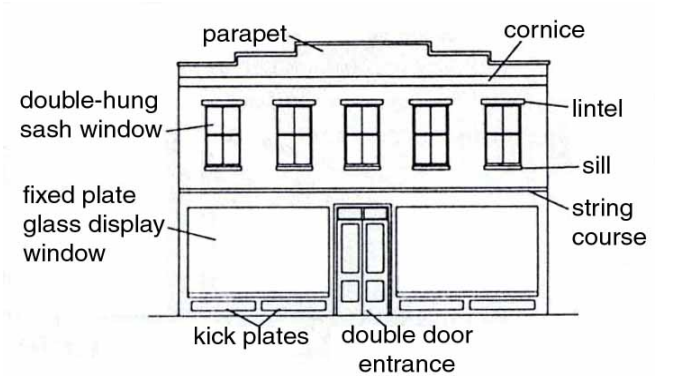
Colors are natural browns and tans. Brown was used for trims, and dark green for sashes.

8. Exterior Decoration

Window boxes or flattened pedestal urns for flowers.

9. Local Example

K. Commercial



1. Plan

Rectangular plan.

2. Foundation

Continuous concrete slab or brick foundation.

3. Façade

- Narrow front elevation facing the main street, which is the focus of the design and provides the building's identifying features.
- One to two stories in height.

4. Roof

Usually flat with parapet.

5. Exterior

Primary exterior material is brick with common or running bond; rough textured stucco; or rusticated rock-faced concrete block.

6. Windows and Doors

Fixed plate glass display windows in the first floor, and double-hung sash windows in the second floor.

7. Color

Colors are either exposed brick or painted brick with colors ranging from whites, reds, and pastels.

8. Exterior Decoration

- Awnings, canopies.
- Cornice.

9. Local Examples

APPENDIX B

DOCUMENTATION REQUIREMENTS FOR BUILDINGS PROPOSED FOR DEMOLITION AND STANDARDS FOR ARCHITECTURAL DOCUMENTATION PURPOSE

These standards concern the development of documentation for historic buildings and structures which are proposed for demolition due to deterioration or the acquisition of a site for new purposes. This documentation, which usually consists of dimensioned drawings, photographs and written data, provides important information on a property's significance for use by scholars, researchers, historians, architects and others interested in preserving and understanding our past.

TYPES OF DOCUMENTATION

There are four levels of documentation available for use in recording historic buildings a determined by the Historic American Building Survey (HABS). For most purposes, Level III will be acceptable. This determination will be made, however, on a case by case basis by the Bureau of Historic Preservation prior to any actual demolition activity; that is, at the time of the request for demolition. For those structures not falling within the purview of the Bureau, the reader is encouraged to use that level of documentation best suited to the structure under consideration.

Level I measured drawings usual depict existing conditions through the use of a site plan, floor, plans, elevations sections and construction details.

Level II documentation differs from Level I by substituting copies of existing drawings (either original or alteration drawings) for recently executed measured drawings. While existing drawings are rarely as suitable as as-built drawings, they are adequate in many cases for documentation purposes.

Level III documentation requires a sketch plan if it helps to explain the structure. The architectural Data Form (see Attachment A) should supplement the photographs by explaining what is not readily visible.

Level IV documentation consists of a HABS inventory card and photograph only.

GUIDELINES FOR IMPLEMENTING THESE STANDARDS DEFINITIONS

Architectural Data Form. See Attachment A

Documentation. Documentation consists of measured drawings, photographs, histories, inventory cards or other media that depicts historic buildings, sites, structures or objects.

Field Photography. Photography other than large format intended for the purpose of documentation: usually 35 mm.

Field Record. Notes of measurements taken, field photographs and other recorded information intended for the purpose of producing documentation.

Inventory Card. A one page narrative which includes written data, a sketched site plan and a 35 mm contact print dry-mounted on the page; the negative, with a separate contact sheet and index shall be included with the Inventory Card.

Large Format Photographs. Photographs taken of historic buildings, sites, structures or objects where the negative is 4" x 5", 5" x 7" or 8" x 10" in size and where the photograph is taken with appropriate means to correct perspective distortion.

Measured Drawings. Drawings produced on HABS or Historic American Engineering Record (HAER) formats, depicting existing conditions or other relevant features of historic buildings, sites, structures or objects. Measured drawings are usually produced in ink on archivally stable material, such as mylar.

Photocopy. A photograph, with large format negative, of a photograph or drawing.

Select Existing Drawings. Drawings of historic buildings, sites, structures or objects, whether original construction or later alteration drawings that portray or depict the historic value or significance.

Sketch Plan. A floor plan, generally not to exact scale, although often drawn from measurements, where the features are shown in proper relation and proportion to one another.

STANDARD I: CONTENT
Documentation Level I:
Drawings: a full set of measured drawings depicting existing or historic conditions.
Photographs: photographs with large format negatives of exterior and interior views; photocopies with large format negatives of select existing drawings or historic views, when available.
Written Data: history and description.

Documentation Level II:
Drawings: select existing drawings, when available, shall be photographed with large format negatives or photographically reproduced on mylar.
Photographs: photographs with large format negatives of exterior and interior views, or historic views, when available.
Written Data: history and description.

Documentation Level III:
Drawings: sketch plan.
Photographs: photographs with large format negatives of exterior and interior views.
Written Data: Architectural History Form.

Documentation Level IV:
Inventory Card.

STANDARD II: QUALITY
All Levels
Measured Drawings: measured drawings shall be produced from recorded, accurate measurements. Portions of buildings that were not accessible for measurement shall not be drawn on the measured drawings, but clearly labeled as not accessible, or drawn from available construction drawings or other sources and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities.
Documentation level I measured drawings shall be accompanied by a set of filled notebooks in which the measurements were first recorded. Other drawings, prepared for Documentations **Levels II** and **III**, shall include a statement describing where the original drawings are located.

Large format photographs: large format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, site, structure or object. Each view shall be perspective corrected and fully captioned, including location of camera and date photo taken.

Written history: written history and description for Documentation **Levels I** and **II** shall be based on primary sources to the greatest extent possible. For **Levels III** and **IV**, secondary sources may provide adequate information; it not, primary research will be necessary. A frank assessment of the reliability and limitations of sources shall be included. Within written history, statements shall be footnoted as to their sources where appropriate. The written data shall include a methodology section, specifying name of researcher, date of research, sources searched and limitations of the project.

STANDARD III: MATERIALS

All Levels

Measured drawings: readily reproducible: ink on translucent material which is archivally stable, such as mylar. There are two standard sizes for measured drawings, 19" x 24" and 24" x 36". **Level III** sketch plans may be on archival bond paper.

Large format photographs: readily reproducible: prints shall be accompanied by negatives. Photography must be archivally processed and stored. Negatives shall be on safety film only. Neither rosin coated paper nor color film is acceptable. There are three sizes which may be used, 4" x 5", 5" x 7" or 8" x 10".

Written history and description: readily reproducible for xeroxing or photocopying. Archival bond paper shall be used in 8 1/2" x 11" size.

Field Records: field notebooks may be photocopied or xeroxed and may be of any size up to 9 1/2" x 12".

STANDARD IV: PRESENTATION

All Levels

Measured drawings: shall be lettered mechanically or hand printed in an equivalent style. Level III sketch plans shall be neat and orderly.

Photographs: **Level I** Photographs shall include a duplicate set which includes a scale. **Level II** and **III** **Photographs shall include at least one photograph with a scale, preferably the front facade.**

Written history and description: shall be typed.

HISTORY AND HISTORICAL NARRATIVE

Site Name _____Survey Date _____

Site Address _____

Location _____

Subdivision name block no. lot no.
County _____

District name if applicable _____

Site Owner:
Name _____

*Address*_____

Type of Ownership _____Recording Date_____

Recorder:
Name and Title _____
Address _____

Architect [if known] _____

Builder [if known] _____

Style and/or Period _____

Plan Type _____

Orientation _____

Foundation _____

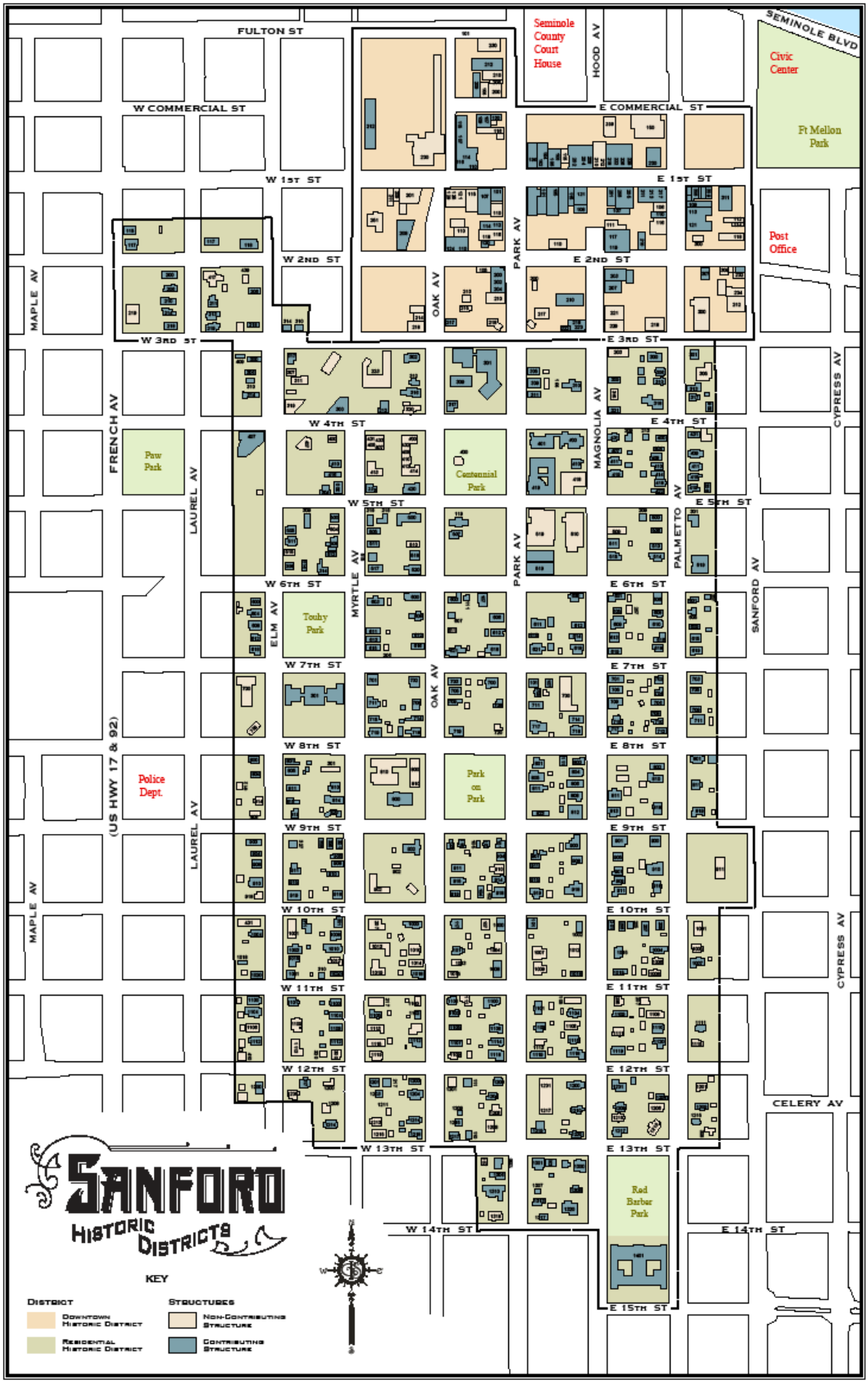
Structural System(s) _____

Exterior Fabric(s) _____

Roof Type _____

Secondary Roof Structure(s) _____

Porches _____



City of Sanford Department of Planning & Development Services February 2010

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