



City of Tarpon Springs, Florida

Planning and Zoning Board
324 East Pine Street
Tarpon Spring, Florida 34689
(727) 938-3711

<http://www.ctsfl.us/agenda.htm>

PLANNING AND ZONING BOARD AGENDA MONDAY, SEPTEMBER 16, 2024 6:30 PM - CITY HALL AUDITORIUM

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. REFLECTION

5. WORKSHOP SESSION

- a. City Attorney Presentation
- b. Neighborhood Conservation Overlay - Discussion of Draft Ordinance
- c. Special Area Plan & Smartcode Update Kickoff
 - i. Form Based Codes 101 Videos (Part 1 and 4)

[Form Based Codes 101--Part 1: What Are They and How Do They Work? - YouTube](#)
[Form Based Codes 101--Part 4: Building Form and Placement Standards \(youtube.com\)](#)

- ii. Brief History of Special Area Plan and SmartCode
- iii. Discussion of Proposed SAP and Smartcode Update Process
- iv. Public Engagement Discussion/Expectations

6. BOARD AND STAFF COMMENTS

- a. Florida APA Conference Follow-Up

7. ADJOURNMENT



MEMORANDUM

To: Planning and Zoning Board

From: Renea Vincent, AICP, CPM, Planning and Zoning Director

Date: September 6, 2024

Subject: **Review of Land Development Code Amendment –
Neighborhood Conservation Overlay District**

Background:

In April 2024 the Planning and Zoning Board reviewed a draft set of amendments to the Land Development Code to create a Neighborhood Conservation Overlay process as an alternative to traditional historic district regulations. At that time the Board still had reservations about the approach. However, certain amendments to the existing ordinance (Article VII. Heritage Preservation) were reviewed and clarified.

Staff has made substantial changes the original approach and simplified the proposed new code section (118.00 NCO Neighborhood Overlay Conservation District) by utilizing and referencing existing processes already established in Article VII of the Land Development Code. Two new Tables are added to the proposed Section 118.00:

- Exhibit B, Certificate of Appropriateness Reference Chart
- Exhibit C, CA Requirements by District

As currently proposed, the activities to be regulated (Exhibit B) are limited to demolition, new primary and accessory structures, and additions, but can be amended as necessary to capture additional activities whenever a new district is established. Exhibit C identifies which specific activities from Exhibit B shall apply within an adopted overlay area.

Recommendation: Review and discuss proposed amendments and provide direction to staff. This is NOT an advertised public hearing, only discussion and direction.

ARTICLE VII. HERITAGE PRESERVATION

§ 106.00 PURPOSE AND INTENT.

It is the purpose of this Article to establish standards for the protection, enhancement, and preservation of historic and cultural resources consistent with the following objectives:

- (A) To effect and accomplish the protection, enhancement, and perpetuation of buildings, structures, geographic districts, landscape features, and archaeological resources that represent distinctive elements of the City's historical, cultural, archaeological, aesthetic, and architectural heritage;
- (B) To safeguard the City's historical, cultural, archaeological, and architectural heritage, while allowing the reasonable and productive use of such resources;
- (C) To foster civic pride in the beauty, accomplishments, and living heritage of the past and to recognize the contributions of previous generations through neighborhood conservation and cultural preservation;
- (D) To promote tourism through the preservation and expansion of the physical characteristics that attract visitors and patrons, thereby stimulating the economic base of the community, which relies upon tourism; and
- (E) To stabilize neighborhoods, encourage in-fill development, avoid inappropriate and ineffective design, promote business growth and investment, encourage continued private ownership and use of buildings and land and improve property values.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98)

106.01 Historic Districts And Neighborhood Conservation Overlay Districts (NCO):

(A) Historic Districts

1. Locally designated Historic Districts, as regulated by Sections 108.00-115.00, establish the highest standards of review for new structures, modifications and additions to existing structures and demolition. Certificates of Appropriateness are required, design review guidelines are required, and the Secretary of the Interior's Standards are applied.

(B) Neighborhood Conservation Overlay Districts, as regulated by Sections 118.00-118.03 are less stringent with a primary emphasis to:

1. Discourage demolition of historic and cultural assets;
2. Discourage demolition by neglect;
3. Ensure new construction is consistent with the established identity of the Conservation Overlay District;

§ 107.00 DEFINITIONS.

Unless specifically defined below, words or phrases in this Article shall be interpreted so as to give them the same meaning as they have in common usage and so as to give this article its most reasonable application:

ARCHAEOLOGICAL SITE—A location that has yielded or may yield information on history or prehistory. An archaeological site contains physical remains of the past. An archaeological site may be found within archaeological zones, historic sites, or historic districts.

ARCHAEOLOGICAL ZONE—A geographically defined area, designated on a base map pursuant to the provisions of this Article, which may reasonably be expected to yield information on local history or prehistory based upon broad prehistoric or historic settlement patterns.

BOARD OF COMMISSIONERS—The governing body of the City of Tarpon Springs.

BOARD—A Heritage Preservation Board created by this Code as described in § 228.00 and referred to in this Article as the "Board."

BUILDING—A structure created to shelter any form of human activity. This may refer to a house, barn, garage, church, hotel, or similar structure. Buildings may refer to a historically or architecturally related complex, such as a house or jail, or a barn.

CANOPY—An ornamental roof-like structure, or cloth covering held horizontally over an entrance.

~~CERTIFICATE OF APPROVAL~~ CERTIFICATE OF APPROPRIATENESS—A certificate issued by the City of Tarpon Springs Heritage Preservation Board indicating its approval of plans for the alteration, construction, removal, or demolition of a landmark or of a structure within a historic district.

CONSISTENT—SITE DESIGN—That site design for new construction, including building setbacks, the location of parking and access, and the planning of landscape elements, including fences, walls and paving materials should respect the precedents set by existing historic structures and their sites.

CONSISTENT—STRUCTURES—That the proposed renovation, alteration or rehabilitation of a contributing structure or the design of proposed new construction is appropriate and compatible with surrounding architecture, reflecting the proportion, materials, texture, fenestration and style of other contributing structures or the established historic time and place of the District and that any change of use of a structure, property or site within the District is compatible with other land uses and furthers or amplifies the historical and cultural context of a District established by this Code.

CONTRIBUTING ~~RESOURCE STRUCTURE~~—A building, object, site or structure in a historic, ~~or~~ cultural, or neighborhood conservation overlay district that contributes to the district's historical or cultural significance through use, location, design, setting, materials, workmanship, feeling and association, and other considerations, and which shall be afforded the same consideration as landmarks.

CULTURE—The traditions, beliefs, practices, lifeways, arts, crafts and social institutions of any community, or a local ethnic group.

~~CULTURAL DISTRICT—A designated geographic area or location within the City that embodies a unique cultural heritage relating to the traditional culture of a specific group.~~

~~CULTURAL RESOURCES—Aspects of a cultural system that are valued by or significantly representative of a culture or that contain significant information about a culture. A cultural resource may be a tangible entity or a cultural practice. Tangible cultural resources are categorized as districts, sites, buildings, structures, and objects for the National Register of Historic Places and as archeological resources, cultural landscapes, structures, museum objects, and ethnographic resources for National Park Service (NPS) management.~~

~~CULTURAL RESOURCE—Buildings, structures, or patterns of land uses reflecting the cultural traditions that are rooted in the community's history and are important in maintaining its continuing cultural identity.~~

DEMOLITION—The complete or constructive removal of a building or any substantial part thereof when same will not be relocated to a new site and when same requires the issuance of a demolition permit from the City.

DISTRICT—A geographically definable area possessing a ~~significant~~ concentration, linkage, or continuity of sites, buildings, structures, objects, or area, which are united by past events, cultural or ethnic traditions, or aesthetically by plan or physical development.

DORMER—A structure projecting from a sloping roof, usually housing a window or ventilating louvers.

DOUBLE-HUNG WINDOW (SASH WINDOW)—A window with two sides, one above the other, arranged to slide vertically past each other.

ECONOMIC HARDSHIP—A condition resulting from failure to issue a ~~Certificate of Approval~~Certificate of Appropriateness, inflicting excessive financial burden upon the owner and amounting to the taking of the owner's property without just compensation.

ELEVATION—A two-dimensional representation or drawing of an exterior face of a building.

FACADE—The elevation or face of a building.

FENESTRATION—The design and placement of windows.

FOUNDATION ENCLOSURES—A foundation is the supporting portion of a structure below the first floor construction, or below grade, including the footings. Many foundations were enclosed with open brickwork or wood lattices, which were often decorative and open to allow ventilation. Foundations should be enclosed only with the materials that are appropriate to the building style.

HISTORIC PROPERTY OR HISTORIC RESOURCE—Any prehistoric or historic district, site, building, structure, object, real property, or other real-property element of historical, cultural, architectural, or archaeological value subject to this Article.

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, or culture.~~

The site of a significant event, prehistoric or historic occupation or activity, or structure or landscape (extant or vanished), where the site itself possesses historical, cultural, or archeological value apart from the value of any existing structure or landscape.

JALOUSIE—A type of window comprised of a series of horizontal slats connected to a mechanical device operated by a crank.

KIOSK—A small, freestanding non-habitable structure used as an information center.

LANDMARK—A building, object, site or structure of the highest historical, cultural, architectural, or archaeological importance and whose demolition or destruction would constitute an irreplaceable loss to the quality and character of the City of Tarpon Springs. The associated land parcel property on which these are located shall be considered part of the landmark historic sites as defined by this Article.

LATTICE—A panel of criss-crossed, diagonal or perpendicular slats often utilized as decorative infill between masonry foundation piers.

MAJOR LANDSCAPE PLAN—The removal, alteration or installation of the major contributing landscape features of a public park or site, such as planting plans, pedestrian pathways, hardscapes, monuments, grand trees or champion trees.

MASONRY—Brick, block or stone which is secured with mortar.

MULLION—A vertical member separating windows, doors or panels set in a series.

NON-CONTRIBUTING RESOURCE STRUCTURE—A building, object, site or structure ~~that neither~~which does not add to ~~nor detracts from~~ a district's sense of time and place and historical development.

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.

ORDINARY REPAIRS OR MAINTENANCE—Work done to prevent deterioration of a building or structure or decay of or damage to a building or structure or any part thereof by maintaining the building or structure as nearly as practicable to its condition prior to such deterioration, decay, or damage.

OWNER OF RECORD—The individual listed on the current Pinellas County tax rolls or the current title holder of a specific property.

PARAPET—A low, solid protective, wall or railing along the edge of a roof or balcony, usually used to surround a flat or built-up roof.

PETITION FOR DESIGNATION—A petition or application submitted to the City of Tarpon Springs Heritage Preservation Board requesting designation by City ordinance of a building, structure, site, district, or archaeological resource as historically, [culturally](#), or archaeologically significant.

PORCH ORNAMENTATION—Decorative elements include, but are not limited to, scrollwork, balustrade, porch supports that are decorative.

PRESERVATION—The identification, evaluation, recordation, documentation, analysis, recovery, interpretation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, or reconstruction of historic or cultural properties [or places](#).

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—The moving of a structure from its existing location to a new location.

REPAIR—To restore broken, ~~damaged~~[damaged](#), or deteriorated elements of a building to their original condition using the same materials and style as the original construction. Using the same kind of materials is the preferred option, but substitute materials are acceptable if the form and design, and substitute materials, impart the visual appearance of the remaining parts.

RESOURCE—Sites, buildings, structures, districts, objects, and areas, public or private, singly or in combination [and associated intangible cultural resources such as social practices, rituals, oral traditions, performing arts, events, knowledge, or skills](#).

RESTORATION—The creation of an authentic reproduction utilizing the existing parts of an original object or building.

[SECRETARY OF THE INTERIOR'S STANDARDS – Criteria established by the National Park Service to provide general guidance for work on historic properties. Specifically, the Secretary of the Interior's Standards for Rehabilitation as outlined in 36 CFR Part 67, and the accompanying Guidelines for Rehabilitating Historic Buildings, shall be used in the review of applications for Certificates of Approval along with any applicable local design guidelines, as adopted. It is the intent of these Standards to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction.](#)

SETBACK—The distance from the lot line to the building. See the City of Tarpon Springs Land Development Code for the required setbacks.

SITE—The location of a significant event, activity, building, structure, or archaeological resource.

SOFFIT—The exposed underface of an overhead component of a building structure.

[STATE HISTORIC PRESERVATION OFFICER \(SHPO\)- The official designated by the Governor to administer the State's historic preservation program and the duties described in 36 CFR Part 61 including nominating properties to the National Register of Historic Places.](#)

STRUCTURE—A work constructed by man, made up of interdependent and interrelated parts in a definite pattern of organization. It may be an engineering project large in scale, such as a bridge, wall, gate, ~~or~~ building, or small in-scale [objects](#), such as ~~boats or ships~~, monuments, ~~or~~ fountains, [etc.](#) [See also "Objects".](#)

STUCCO—A masonry material applied as exterior wall fabric.

TRADITIONAL CULTURAL PROPERTY OR PLACE (TCP)—~~A building, structure or site that is associated with and reflective of the cultural practices or beliefs which are rooted in the community's history and are important in maintaining the continuing cultural identity of the community. TCP's may be, but are not required to be, eligible for inclusion in the National Register or Historic Places. A building, structure, object, site, or district that may be eligible for inclusion in the National Register of Historic Places (but not required) for its significance to a living community because of its association with cultural beliefs, customs, or practices that are rooted in the community's history and are important in maintaining the community's cultural identity.~~

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98; Am. Ord. 2009-10, passed 11-3-09)

§ 108.00 DESIGNATION OF HISTORIC ~~AND CULTURAL~~ DISTRICTS AND, LANDMARK SITES, AND SITES AND NEIGHBORHOOD CONSERVATION OVERLAY DISTRICTS.

- (A) The Board shall have the authority to recommend to the Board of Commissioners the designation of areas, places, buildings, structures, traditional cultural places and properties, landscape features, archaeological sites, and other improvements or physical features as individual landmark sites or districts, in accordance with the following criteria:
- (1) Landmarks Sites or districts which are significant to the City of Tarpon Springs' history, architecture, archaeology, or culture and possess an integrity of location, design, setting, materials, workmanship, or association;
 - (2) Landmarks Sites or districts which are associated with distinctive elements of the social, cultural, political, economic, scientific, religious, prehistoric, and architectural history of the City of Tarpon Springs, the state, or the nation;
 - (3) Landmarks Sites or districts which are associated with the lives or culture of persons significant in the city's, state's or nation's past;
 - (4) Landmarks Sites or districts which embody the distinctive characteristics of a type, period, style, or method of construction or work of a master; or that possess high artistic value; or that represent a distinguishable entity whose components may lack individual distinction; or that represent a pattern of land use based on customs, traditions or social practices of the community.
 - (5) Landmarks Sites or districts which have yielded or are likely to yield information about the prehistory, history or culture of the City of Tarpon Springs; or
 - (6) Landmarks Sites or districts which are listed in the National Register of Historic Places.
- (B) Certain properties, which include cemeteries, birthplaces, properties owned by religious institutions or used for religious purposes, structures that have been removed from their original locations, properties commemorative in nature, and properties that have achieved significance within the last 50 years, will not normally be considered for designation. Such properties will qualify, however, if they are integral parts of districts that do meet the criteria or if they fall within the following categories:
- (1) A religious property deriving primary significance from cultural, architectural or artistic distinction of historical importance;
 - (2) A building or structure removed from its location but which is primarily significant for architectural or cultural value, or is the surviving structure most importantly associated with a historic event, tradition, custom or person;
 - (3) A birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with that figure's productive life;

- (4) A cemetery that derives its primary significance from graves of persons of transcendent importance, from age, distinctive design features, or from association with historic events;
 - (5) A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical or cultural significance;
 - (6) A property or district achieving significance within the past 50 years if it is of exceptional importance.
- (C) The following procedure shall apply for the petitioning for designation of structures, landmarks, districts or sites pursuant to this Article:
- (1) A petition for designation shall be made to the City of Tarpon Springs Heritage Preservation Board on a form prepared by the City Planning and Zoning Department.
 - (2) A petition may be submitted by a member of the [Heritage Preservation Board](#), the owner of record of the nominated property or structure, [51% of the land area as indicated by a vote of the property owners for a district designation](#), the Board of Commissioners, or the City Planning and Zoning Department-
 - (3) The Board shall hold a public hearing on the petition and shall notify the affected property owner(s) by first class mail at least 15 days in advance of the hearing. Notice of the public hearing shall also be published in a newspaper of general circulation at least 15 days in advance of the hearing.
- (D) The petition for designation shall contain the following minimum information:
- (1) A written description of the historical, cultural, architectural, and archaeological significance of the property or properties recommended for designation, including the dates of construction and names of former owners if available;
 - (2) An identification of all [resources structures](#) within a proposed district, classifying them as contributing or non-contributing, with an explanation of the criteria used in developing the classification; [resources within a proposed Neighborhood Conservation Overlay district may be designated as "Undesignated" until a formal survey process is completed;](#)
 - (3) A legal description of the boundaries of the site, structure, or district recommended for designation; an explanation of the reasons for those boundaries; and a map illustrating the boundaries;
 - (4) Photographic documentation of individual sites and structures recommended for designation; and
 - (5) The names and addresses of all property owners of record affected by the application.
 - [\(6\) Evidence of support from at least 51% of the affected property owners for a district designation.](#)
- (E) The Board shall hold a public hearing upon every Petition for Designation submitted to the City. At such public hearing, any person may present testimony or documentary evidence concerning the significance of the property under consideration. At the close of the public hearing the Board shall vote on the proposed designation for recommendation to the Board of Commissioners.
- (F) The Board action shall be reported to the Board of Commissioners. Such report shall not require a public hearing before the Board of Commissioners.
- (G) After hearing a report from the Heritage Preservation Board, the Board of Commissioners may direct the preparation of an ordinance providing for the recommended designation. Alternatively, the Board of Commissioners may act to deny the proposed designation without further hearing.

- (H) The Board of Commissioners shall follow normal procedures of public hearing in the adoption of an ordinance providing for such historic designation. In addition, the owner or owners of property proposed for designation shall also be given written notification by first class mail a minimum of 15 days before the scheduled public hearing. Notice of the public hearing shall also be published in a newspaper of general circulation at least 15 days in advance of the meeting.
- (I) After the final adoption of a designation ordinance by the Board of Commissioners, structures, sites and districts shall remain designated as historically, culturally or archaeologically significant unless such designation is removed by subsequent ordinance of the City. A positive finding by the Board of Commissioners in accordance with the criteria of § 108.02 of this Article is required to remove such designation. The public notice requirements of subsection (H) above shall also be followed in the removal of such designation.
- (J) A proposed change to the status of an individual site or contributing resource in a district shall be processed in the same manner as a petition for designation outlined in Sections 108.00 (C) through (I). Petitions for removal of an historic, cultural, or archaeological designation shall also meet the standards of Section 108.02.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98; Am. Ord. 2009-10, passed 11-3-09)

§ 108.01 Recording of Designated Property.

- (A) The Planning and Zoning Department shall maintain a historic ~~and cultural~~ sites map. The historic ~~and cultural~~ sites map series shall show the location of all sites and structures designated as landmarks, historic sites, or historic sites with traditional cultural ~~properties~~ significance, and shall show the boundaries of all designated locally designated historic ~~and cultural~~ districts, neighborhood overlay districts, and National Register districts.
- (B) Within districts, a map and ~~certified~~ listing shall identify contributing and non-contributing structures, sites and properties.
- (C) Rules of interpretation shall be in accordance with § 22.00 of this Code.
- ~~(D) The historic and cultural sites map, identified in paragraph "A" of this section shall be adopted by ordinance as Exhibit "B" of this Article. Changes and amendments to this map shall be adopted in accordance with procedures outlined in Section 108.00 of this Article.~~

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98; Am. Ord. 2010-02, passed 2-16-10)

§ 108.02 Criteria for Removal of Designation.

- (A) The Board of Commissioners may remove the historic, cultural, or archaeological designation from a structure, site, traditional cultural property or district by ordinance if one or more of the following criteria are met:
 - (1) The subject property no longer meets the applicable criteria for designation found in § 108.00 of this Article as a result of structural or architectural alterations that have been done to the property, demolition or destruction by fire or other force majeure, change in cultural significance, or upon receipt of additional information which contradicts the original designation;
 - (2) An error was made in the petition or the procedure for designation of the subject property.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98)

§ 109.00 ~~CERTIFICATE OF APPROVAL~~CERTIFICATE OF APPROPRIATENESS.

- (A) A ~~Certificate of Approval~~Certificate of Appropriateness from the Heritage Preservation Board shall be required before the actions enumerated in items (1) through (7) below affecting a designated landmark site or any property within a locally designated historic ~~or cultural~~ district may be undertaken.
- (1) Any construction, reconstruction, development, redevelopment, alteration, restoration, or rehabilitation which requires a Building Permit from the City and affects the exterior appearance or group occupancy of the structure involved;
 - (2) The construction of any new structures in a historic ~~or cultural~~ district;
 - (3) The relocation of any historic ~~or structure~~, traditional cultural ~~property structure~~ or any contributing structure located in any ~~historic or cultural~~ locally designated historic district;
 - (4) The demolition of any landmark historic site, ~~traditional cultural property~~, or any contributing resource structure located in a local historic ~~or cultural~~ district or the removal of any significant historical or cultural feature;
 - (5) Any construction which may potentially affect the integrity of a designated archeological site;
 - (6) Any activity listed as requiring Heritage Preservation Board approval on the "~~Certificate of Approval~~Certificate of Appropriateness Quick Reference Chart" attached as Exhibit "A" to this ordinance. If there is any conflict between the Quick Reference Chart and Sections 109.00(A)(1—5), then Sections (A)(1—5) shall govern the review.
 - (7) This section shall apply equally to construction activity on private property as well as construction activity on public lands, ~~publically~~publicly owned buildings and sites, even if a building permit would not be required for the construction activity on public lands, publicly owned buildings and sites.

EXHIBIT "A" TARPON SPRINGS HERITAGE PRESERVATION BOARD Certificate of Approval Certificate of Appropriateness Quick Reference Chart		
CA ISSUED BY HPB or Staff: Residential & Commercial		
Type of Construction Activity	Contributing <u>resource</u> , Contributing "but Altered" & Traditional <u>Cultural Properties/Places</u>	Non-contributing <u>resource</u> <u>Structure</u> /Vacant Lot
Accessory Structure, New	HPB	HPB
Addition to Primary or Accessory Building	HPB	HPB
Carport or Porch Enclosure, New	HPB	HPB
Deck, New Above Grade	HPB	Staff
Demolition	HPB	Staff
Driveway, New	HPB	HPB
Fence/Wall, Repair Existing Consistent w/Design Guidelines Not consistent w/Design Guidelines	Staff HPB	Staff HPB
Fence/Wall, New If visible from Right-Of-Way	HPB, if not consistent with Design Guidelines; Staff if consistent	Staff, if consistent with Design Guidelines; HPB if not consistent
Fire Escape	HPB if visible from street; Staff if not	Staff
Foundation Enclosure	HPB	Staff

Hurricane Shutters	HPB (only if permanent)	Staff
Kiosk, Ticket Booth, etc.	HPB	HPB
Landscaping, Major Plan*	HPB	HPB
Move Structure onto site	HPB	HPB
Paint color	Not reviewed	Not reviewed
Parking Lot		
Resurface only (no additional area)	Staff	Staff
New or Expanded Lot	HPB	HPB
New structure parking	HPB	HPB
Patio at grade	HPB	Staff
Pool/Spa, New	Staff	Staff
Pool cage, New	Staff	Staff
Porch Supports/Ornamentation Repair (original materials/style only*)	Staff	Staff
Porch, replace & repair		
With original materials/style	Staff	Staff
With other than original materials/style	HPB	Staff
Primary Structure, including Dormers, New	HPB	HPB
Roof, New, including Dormers, New		
With original materials/style	Staff	Staff
With other than original Roofs enclosed with no change to existing Parapet, walls exempt	HPB	Staff
Roofs enclosed with no change to existing parapet walls exempt	Staff	Staff
Roof, Repair		
With original materials/style	Staff	Staff
With other than original	HPB	Staff
Roofs enclosed with existing parapet walls exempt		
Satellite Dish, Antenna, Security Bars	HPB only if visible from street; Staff if not	Staff
Signs, Awnings, Canopies		
Repair/replace fabric	Staff	Staff
New	HPB	HPB
Site Clearing	Staff	Staff
Skylights	Staff	Staff
Solar Collectors	HPB only if visible from street; Staff if not	Staff
Stucco/siding/brick stone/soffit/fascia, Repair		
With same materials/style	Staff	Staff
Stucco/siding/brick stone/soffit/fascia, Replace/New	HPB	Staff
Window/Door Replacement		
With original materials/style	Staff	Staff
With other than original	HPB	Staff

* See definition of Major Landscape Plan, §107.00(28)

KEY:

HPB APPROVAL: Tarpon Springs Heritage Preservation Board shall review these items prior to granting a ~~Certificate of Approval~~Certificate of Appropriateness.

STAFF APPROVAL: Technical Review Committee and/or staff may issue a ~~Certificate of Approval~~Certificate of Appropriateness, however staff has the right to refer the item to HPB.

- (B) Written notification for applications for a ~~Certificate of Approval~~Certificate of Appropriateness other than for those activities listed in the "~~Certificate of Approval~~Certificate of Appropriateness Quick Reference Chart" for which only Staff approval is required, shall be sent to property owners within 500 feet, no less than 10 days prior to review by the Heritage Preservation Board.
- (C) The ~~Certificate of Approval~~Certificate of Appropriateness shall be in addition to any other permits, procedures or approvals which may be required by this Code pertaining to structural additions, new construction, conditional uses, variances, or site development within an historic ~~or cultural~~ district. These processes may run concurrently.
- (D) Ordinary maintenance, repair, exterior painting or interior remodeling of any historic structure or traditional cultural property that does not involve a significant change in material, design, or exterior appearance shall be permitted without prior approval by the Board or Technical Review Committee (TRC).
- (E) Signage shall be permitted pursuant to Article XI of this Code or as otherwise provided in the "~~Certificate of Approval~~Certificate of Appropriateness Quick Reference Chart". The use of neon shall require Heritage Preservation Board review.
- (F) The demolition of a non-contributing resource structure(s) in an historic or neighborhood conservation overlay ~~or cultural~~ district is permitted.
- (G) The repair or demolition of a contributing resource structure, on an emergency basis, may be approved when the Building Official certifies in writing that such work is necessary for the purpose of correcting conditions determined to be dangerous to life, health, or property. The Building Official shall provide a copy of the written emergency certification to the Board no later than 3 days after it is issued.
- (H) The application for a ~~Certificate of Approval~~Certificate of Appropriateness shall be made on a form provided by the Planning and Zoning Department and shall be accompanied by such plans, drawings, materials, photographs or other information describing the proposed alteration, addition or new construction and enable the Board to analyze the effect of the proposed activity on the property, adjacent buildings, traditional cultural ~~significance properties~~ and streetscapes. If such application involves a designated archaeological site the applicant shall provide full plans and specifications of work that may affect the surface and subsurface of the archaeological site.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 94-30, passed 9-20-94; Am. Ord. 96-01, passed 2-20-96; Am. Ord. 98-18, passed 11-17-98; Am. Ord. 2009-10, passed 11-3-09; Am. Ord. 2019-08, passed 5-14-19)

§ 109.01 Standards for Review.

- (A) It shall be the intent of this Article to promote maintenance, restoration, adaptive reuses appropriate to the property, and compatible contemporary designs that are harmonious with the exterior and landscape features of neighboring buildings, sites, and street-scapes.
- (B) In reviewing an application for a ~~Certificate of Approval~~Certificate of Appropriateness, the Board shall consider the following criteria:
 - (1) The height and width of any proposed alteration or new construction shall be consistent with that of adjacent contributing structures and with those structures of similar character and architectural style found throughout the immediate neighborhood or the district.

- (2) The width and height of windows, doors and entries shall be consistent with the character of the building's original architectural style. Repair or replacement of missing architectural features such as windows, mullions, doors, entries, ~~hand rails~~ hand rails, etc., should be based on accurate duplications, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- (3) The relationship of a structure within a ~~locally designated historic or cultural preservation~~ district to the open space between it and the street and to other buildings or scenic views, vistas or streetscapes characterizing the area, shall be protected through a site plan review process addressing setbacks, roof lines, garage placement, parking and access analysis and the use of landscaping.
- (4) The shape and texture of the roof shall replicate the shape, texture and type of roof distinguishing the building's original architecture and on structures of similar style and age within the ~~Historic and Cultural Preservation~~ designated District.
- (5) The size and mass (or shape) of the building after alteration shall be reflective of the building's original architectural style. The size and mass (or shape) of a proposed structure (new construction) should reflect the character of contributing buildings within the District as well as those immediately surrounding the subject property and shall include review of architectural elements such as roof lines, fenestration, and other components of facade design.
- (6) Landscaping shall be utilized as a means to enhance the architectural character and appearance of the structure or traditional cultural property and to protect and define open spaces and pedestrian ways within Historic ~~and Cultural~~ Preservation Districts.
- (7) Distinctive architectural features shall be repaired rather than replaced, wherever possible. Architectural details, including color, materials, texture, and site lighting shall be treated so as to make the building, structure, or traditional cultural property consistent with the property's original architectural style and character. New materials should replicate the material being replaced in composition, design, color, texture and other visual qualities.
- (8) All buildings, structures, ~~and sites and traditional cultural properties~~ shall be recognized as products of their own time. Alterations, modifications or other changes to a structure or traditional cultural property shall not attempt to create an earlier appearance than the original date of construction. Changes which may have taken place in the course of time are evidence of the history and development of the subject property and may have acquired significance in their own right. This significance shall be recognized and ~~respected~~ evaluated.
- (9) The renovation of contributing structures in a ~~historic or cultural~~ designated district or designated sites shall meet the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.
- (10) The proposed project shall conform with the other requirements of this Code and be in compliance with the applicable goals, objectives, and policies of the Comprehensive Plan.
- (11) The impact upon archaeological sites shall preserve the integrity of the site.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 94-20, passed 5-17-94; Am. Ord. 98-18, passed 11-17-98)

§ 109.02 Determination by the Board.

- (A) Based on the Standards for Review outlined in §109.01, the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, any applicable design guidelines adopted by the City, the designation report, the application for ~~Certificate of Approval~~ Certificate of

Appropriateness, the Staff Report, and the applicant's presentation, the Board shall approve, approve with conditions, or deny the application.

- (B) A denial of a ~~Certificate of Approval~~Certificate of Appropriateness shall be accompanied by a statement of the reason(s) for such denial. The Board shall make recommendations to the applicant concerning changes, if any, in the proposed action that would cause the Board to reconsider its denial and shall attempt to resolve the differences between the owner and the Board. The applicant may amend an application in order to provide for the recommendations of the Board.
- (C) In granting a ~~Certificate of Approval~~Certificate of Appropriateness the Board may prescribe appropriate conditions and safeguards in conformity with the intent of this Article to ~~insure~~ensure compliance with the standards for review or to minimize any potential adverse impacts to adjoining property or to the district. In the case of a historic, but non-contributing structure, the Board, with the consent of the owner, may initiate the procedure for inclusion on the list of contributing structures if after the completion of the proposed activity, the structure will contribute to the district.
- (D) A ~~Certificate of Approval~~Certificate of Appropriateness shall expire within three years from the date of approval by the Board unless a building permit for construction has been obtained. If the ~~Certificate of Approval~~Certificate of Appropriateness expires for failure to obtain a building permit, the Heritage Preservation Board may grant one six-month extension provided the request is received in writing at least 30 days prior to the expiration date and provided notification by mail has been given to property owners within 200 feet no less than ten days prior to the hearing.

(Am. Ord. 98-18, passed 11-17-98; Am. Ord. 2009-10, passed 11-3-09)

§ 110.00 Demolition.

- (A) A request to demolish a designated landmark site or any contributing resource structure within a locally designated ~~H~~Historic or Neighborhood Conservation Overlay or cultural district shall require the issuance of a ~~Certificate of Approval~~Certificate of Appropriateness by the Heritage Preservation Board.
- (B) When authorizing a ~~Certificate of Approval~~Certificate of Appropriateness for the issuance of a demolition permit, the Board shall consider the following criteria:
 - (1) The historic, architectural, or cultural significance of the building or structure;
 - (2) The importance of the building or structure to the ambiance of a district or to the patterns of land uses reflecting cultural traditions of the community or local ethnic group;
 - (3) The difficulty or impossibility of reproducing such a building or structure because of its design, texture, material, detail, or unique location;
 - (4) Whether the building or structure is one of the last remaining examples of its kind in the district or in the city;
 - (5) The future utilization of the site and/or group occupancy of the structure;
 - (6) Whether reasonable measures can be taken to save the building, structure or ~~traditional cultural property~~site; and
 - (7) Whether the building, structure, or ~~traditional cultural property~~site is capable of earning a reasonable economic return on its value and whether the perpetuation of the building or structure, considering its physical condition, its location and the anticipated expense of rehabilitation would be economically feasible.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98)

§ 110.01 Economic Hardship Exception.

- (A) Upon final notification that a ~~Certificate of Approval~~[Certificate of Appropriateness](#) to permit a demolition has been denied, the applicant shall have 30 days to apply for an Economic Hardship Exception on the basis that the denial will result in the loss of all beneficial or economic use of the property.
- (B) Application for an Economic Hardship Exception shall be made on a form provided by the Planning and Zoning Department. The City shall schedule a public hearing concerning the application and provide notice in the same manner as required for a ~~Certificate of Approval~~[Certificate of Appropriateness](#).
- (C) The Board may solicit expert testimony or require that the applicant for an Economic Hardship Exception make submissions concerning any or all of the following information:
 - (1) Estimate of the cost of the proposed construction, alteration, demolition, or removal and an estimate of any additional cost that would potentially be incurred if the owner were to comply with the recommendations of the Board for the changes necessary to obtain a ~~Certificate of Approval~~[Certificate of Appropriateness](#);
 - (2) A report from a licensed engineer, architect or contractor with experience in rehabilitation as to the soundness of any structures on the property and their suitability for rehabilitation;
 - (3) Estimated market value of the property in its current condition; after demolition or removal; after any requirements to obtain a ~~Certificate of Approval~~[Certificate of Appropriateness](#); and after renovation of the existing property for continued use or re-use;
 - (4) In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property;
 - (5) Amount paid for the property, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer;
 - (6) If the property is income-producing, the capitalization rate based on the net operating income (NOI), derived from the effective gross income less expenses;
 - (7) All certified appraisals obtained within the previous 2 years by the owner or applicant in connection with the purchase, financing, or ownership of the property;
 - (8) Proof of payment of real estate taxes for the previous 2 years;
 - (9) Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or other; and
 - (10) A statement from the owner, applicant or investor as to the viability of proposed alternative use(s) of the property.
- (D) The Heritage Preservation Board shall review all the evidence and information required of an applicant for an Economic Hardship Exception and make a determination whether the denial of a ~~Certificate of Approval~~[Certificate of Appropriateness](#) has deprived, or will deprive, the owner of the property of reasonable use of, or economic return on, the property. The Board shall approve, approve with conditions or deny each application for Economic Hardship Exception. Written notice of the decision shall be provided.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98)

§ 111.00 APPEALS.

- (A) Within 20 days of the written decision of the Heritage Preservation Board to either approve or deny a ~~Certificate of Approval~~Certificate of Appropriateness or, in the case of demolition, an Economic Hardship Exception, or within 20 days of the written decision of the Technical Review Committee to either approve or deny a ~~Certificate of Approval~~Certificate of Appropriateness based on Exhibits A, B, and C of this Article, utilizing the "Certificate of Approval Quick Reference Chart", attached as Exhibit A, an aggrieved party may appeal the decision by filing a written notice of appeal with the Planning and Zoning Department. The notice of appeal shall state the grounds for the appeal and a brief summary of the relief which is sought.
- (B) Appeals from a Technical Review Committee decision shall be made to the Heritage Preservation Board where they will hear the item at a public hearing at which time they may affirm, modify, or reverse the decision. Appeals from any decision of the Heritage Preservation Board shall be made to the Board of Commissioners.
- (C) The Board of Commissioners shall conduct a public hearing at which time it may affirm, modify or reverse the decision of the Heritage Preservation Board.
- (D) Written public notice of appeals to be heard by the Heritage Preservation Board or the Board of Commissioners shall be sent to property owners within 200 feet, at least 10 days prior to the scheduled public hearing.
- (E) Any person or persons, firm or corporation, or any officer, department, board, or bureau of a governing body aggrieved by any decision of the Board of Commissioners, may seek judicial review as provided by law.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 94-30, passed 9-20-94; Am. Ord. 98-18, passed 11-17-98; Am. Ord. 2019-09, passed 5-14-19)

§ 112.00 MAINTENANCE AND REPAIR OF CONTRIBUTING STRUCTURES, AND HISTORIC, ARCHEOLOGICAL OR CULTURAL SITES IN HISTORIC DISTRICTS AND NEIGHBORHOOD CONSERVATION OVERLAY DISTRICTS.

- (A) Any person(s) owning, renting, or managing a landmark or contributing resource structure, or an historic, archaeological, or cultural site ~~or a traditional cultural property~~ in a locally designated historic or cultural district shall not be permitted to cause such site(s), building(s) or structure(s) to deteriorate, become damaged, be vandalized or otherwise to fall into a state of disrepair by virtue of neglect and/or abandonment.
- (B) Violations of this section will be referred to the Building Official for enforcement proceedings in accordance with the terms established for the Code Enforcement Board by Chapter 2, Article VIII and for the Board of Commissioners by Chapter 8, Article III of the Code of Ordinances for the City.
- (C) The provision of this section shall be in addition to the provisions of the Standard Building Code and Standard Housing Code.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98; Am. Ord. 2019-09, passed 5-14-19)

§ 113.00 EMERGENCY ACTIONS.

- (A) The Board of Commissioners may hold a public hearing to receive testimony from the property owner, the Heritage Preservation Board, Planning & Zoning Department Staff, general public and/or design

professionals, to establish if a threat to an historic structure or ~~traditional cultural property~~ site that has historic or historic/traditional cultural significance which has not yet been designated by the city, exists and determine if said property may be eligible for designation.

- (B) The Board of Commissioners may initiate the adoption of a resolution to stop all work being done to the property for a maximum period of 6 months in order to provide time for the City to determine if the property warrants designation as a contributing structure ~~or Traditional Cultural Property~~ and to work with the property owner to remove the threat by finding a feasible way to renovate or rehabilitate the property or establish an effective re-use of the property which preserves it as an historic or cultural resource. Such resolution shall contain Finding of Facts based upon the following criteria:
- (1) The historical, architectural, cultural, or archaeological significance of the site.
 - (2) The importance of the site to neighborhood conservation and stabilization.
 - (3) The importance of the site relative to the education, pleasure, and economic welfare of the citizens of Tarpon Springs.
 - (4) Whether the site is one of the last remaining examples of its kind in the neighborhood or in the city.
 - (5) Whether reasonable measures can be taken to preserve the significant features of the site.
 - (6) Whether preservation of the significant features of the site allow reasonable and productive use of the property.
 - (7) Whether the site is associated with a significant event, period, or person in the City's history.
- (C) During the 6-month period the Board of Commissioners shall hold an additional public hearing and may direct the Planning and Zoning Department to initiate steps to designate the property as a contributing structure ~~or Traditional Cultural Property~~ in accordance with the terms of this Article or to notify the property owner that the subject property is non-contributory, thereby authorizing the work originally proposed.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98)

§ 114.00 FEES AND VIOLATIONS.

- (A) This Code shall establish an appropriate system of processing fees for the review of applications for designation, Certificates of Appropriateness, and request for an Economic Hardship Exception.
- (B) Violations of the terms of this Article shall be processed in accordance with the requirements established by Chapter 2, Article VIII of the Code of Ordinances for the City of Tarpon Springs, or any other applicable legal means.
- (C) The violation of any conditions attached to any approval granted by the Heritage Preservation Board ~~or~~ if any violation of any type of approval under this Article shall be considered a violation of this Code.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98)

§ 115.00 INCENTIVES FOR PRESERVATION.

~~Structures listed in the National Register of Historic Places, contributing structures located in a historic or cultural district listed in the National Register of Historic Places, and historic landmarks, contributing structures, or traditional cultural properties located in a historic or cultural district designated as such under the provisions of this Article shall be entitled to the following incentives for preservation, provided that any rehabilitation or restoration is awarded a Certificate of Approval: Any structure or site identified by a Florida Master Site File as~~

contributing or likely contributing to a National Register Historic District, individually listed or eligible for the National Register, or a landmark, contributing or potentially contributing to a locally designated historic district or neighborhood conservation overlay district shall be entitled to the following incentives for preservation, provided that any rehabilitation or restoration is awarded a Certificate of Appropriateness if otherwise required by this Article.

- (1) Such structures shall be exempt from the Floor Area Ratio requirements of this Code.
- (2) Such structures shall be exempt from the nonconforming provisions of this Code;
- (3) Such structures shall be entitled to parking credits as provided by this Code.
- (4) Such structures shall be exempt from the requirements of § 141.00.
- (5) Such structures shall be entitled to qualify for the exemption accorded special historic buildings under the appropriate sections of the city's Standard Building Code as administered by the Building Official.
- (6) Such structures may be used, conditionally, as lodging facilities as provided by § 25.04(E); and
- (7) Fines levied pursuant to code violations may be forgiven by the Board of Commissioners, provided the owner remediates the violation through restoration and renovation of the historic or cultural property.
- (8) Ad Valorem Tax Exemption in accordance with Section 117.00

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98; Am. Ord. 2010-19, passed 8-17-10)

§ 116.00 ARCHAEOLOGICAL ZONE BASE MAP REQUIREMENTS.

- (A) Archaeological zones within the City shall be defined-identified in accordance with archaeological sites identified on the Florida Master Site File as maintained by the Florida Division of Historical Resources, on the Archaeological Zone Map adopted by this Code and maintained by the Planning and Zoning Department as a part of the Official Zoning Atlas.
- (B) The following procedures shall apply before a development order is issued for property in this zone:
 - (1) Any development involving excavation, site plan, or subdivision review proposal within an area likely containing probable or possessing archaeological zone features or artifacts as defined by the Archaeological Zone Base Map shall require a study performed by a qualified archaeologist to determine the effect that any such project may have on the archaeological resources. Where no effect or adverse effect is found, the project shall proceed in accordance with the other procedures set forth in this Code and the City's building codes.
 - (2) Where an effect or adverse effect is demonstrated by the survey in combination with the proposed development, the Planning and Zoning Department shall require one of the following:
 - (a) Preservation of the identified resources;
 - (b) Mitigation of the identified resources by adjusting the development proposal to minimize its impact; or
 - (c) Excavation of the identified resources as a last resort when alternatives (a) and (b) above are not possible due to one of the following:
 1. Where the strict application of the requirement would effectively deprive the owner of all reasonable use of the land, due to its unusual size, shape, topography, natural conditions, or location, provided:
 - a. Such effect upon the owner is not outweighed by a valid public purpose in imposing the requirement in this case.

- b. The unusual conditions involved are not personal to, nor the result of actions of the developer, property owner or their predecessors in interest.
 - 2. Where strict application of the requirement would be technically impractical in terms of engineering, design, or construction practices, due to the unusual size, shape, topography, natural conditions, or location, of the land or due to improved efficiency, performance, safety, or construction practices which will be realized, provided:
 - a. The development will provide an alternative adequate to achieve the purposes of the requirement.
 - b. Any unusual conditions creating the impracticality are not personal to, nor the result of the actions of the developer or property owner.
 - 3. Where all or any part of the requirement has no relationship to the development, or to the impact of the development on historic or cultural resources.
- (C) If, in the course of construction, a previously undefined archaeological site is discovered, whether the site is in an archaeological zone or not, the owner of the property shall immediately notify the Planning and Zoning Department for assistance in consulting with a qualified archaeologist. The final disposition of the archaeological resources shall consider appropriate measures for mitigation, excavation, or preservation of the identified resources.

(Ord. 90-10, passed 5-1-90; Am. Ord. 93-33, passed 10-19-93; Am. Ord. 98-18, passed 11-17-98)

§ 117.00 PROCEDURE FOR AD VALOREM TAX EXEMPTIONS FOR HISTORIC PROPERTIES.

- (A) *Generally.* Florida Statutes authorize the City to adopt an ordinance allowing certain ad valorem tax exemptions under the State Constitution for historic properties which meet certain requirements.
- (B) *Purpose and intent.* The City hereby creates an ad valorem tax exemption authorized by F.S. § 196.1997 et seq., for improvements to properties designated as historic properties by the City's Heritage Preservation Ordinance that qualify under the State Statute for eligibility for tax exemption. There is no intent to establish tax exemptions authorized by F.S. §§ 196.1998 or 196.1961. The City intends that the following purposes will be accomplished by implementing this tax exemption within Tarpon Springs:
 - 1. Provide property owners a positive financial incentive for designation of historic landmarks and areas within the City;
 - 2. Encourage restoration, rehabilitation and renovation of designated historic structures within the City;
 - 3. Stabilize and improve property values, and enhance the property tax base of the City by encouraging improvement and maintenance of designated historic properties;
 - 4. Improve and maintain the appearance of designated historic properties within the City thus contributing to the City's appeal as a community where tourists and visitors will want to visit and return to and where people will want to settle as residents, business owners, and workers.
- (C) *Definitions.* For the purposes of this section, the following words shall have the following meanings:

ASSESSED VALUE means the total value of a tax parcel (including the structures, land and any other rights appurtenant thereto) as determined by the Pinellas County Property Appraiser and shown on the property tax bill sent to the owner of record by Pinellas County.

COVENANT means the Historic Preservation Property Tax Exemption Covenant required to be recorded to obtain an exemption pursuant to this Article.

EXEMPTION means the Ad Valorem Tax Exemption for Historic Properties authorized pursuant to this Article.

IMPROVEMENTS means changes in the condition of the real property brought about by the expenditure of labor or money for the restoration, renovation, or rehabilitation of such property. Improvements shall include additions and accessory structures (i.e., a garage, cabana, guest cottage, storage/utility structure) so long as the new construction is compatible with the historic character of the building and site in terms of size, scale, massing, design and materials, and preserves the historic relationship between a building or buildings, landscape features and open space.

NATIONAL REGISTER OF HISTORIC PLACES means the list of historic properties significant in American history, architecture, archeology, engineering, and culture maintained by the Secretary of the Interior, as established by the National Historic Preservation Act of 1966 (Public Law 89-665; 80 STAT. 915; 16 U.S.C. 470), as amended.

OWNER means any person, group of persons, firm or firms, joint venture, corporation or corporations, or any other legal entity having legal title to the land regulated under this Article.

PERSON means an individual, firm, association, organization (whether social, fraternal or business), partnership, joint venture, trust company, corporation, receiver, syndicate, business trust or other group or combination acting as a unit.

QUALIFYING IMPROVEMENT means: Any change in the condition of a qualifying property which is sympathetic to the architectural, cultural, and/or historical integrity of the structure as determined by a review for a certificate of appropriateness; and

- (1) Which occurs as a result of the expenditure of money on labor or materials for the restoration, renovation or rehabilitation of such property; and
- (2) Which expenditures the property owner can document to the satisfaction of the City; and
- (3) Which improvements were made on or after the adoption of this section on August 17, 2010; and
- (4) That the total expenditure on the qualifying improvement was paid within the two years prior to the date of submission of the request for review of completed work; and
- (5) That the qualifying improvement complies with the City's certificate of appropriateness criteria and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Revised 1990) U.S. Department of Interior, National Park Service and FAC 1A-38.
- (6) No addition(s) that increases the total square footage of the original buildings on the property by more than 50% shall qualify for a tax exemption under this Article. If multiple phased additions are made to any property only the additions that do not cause the total square footage to exceed the 50% mark may qualify for a tax exemption under this Article.

QUALIFYING PROPERTY means real property which is:

- (1) Property designated as a local landmark, or a contributing resource individually designated as an Historic Site, in accordance with Section 108.00;
- (2) A contributing, or contributing altered resource to a locally designated ~~Historic~~ or Neighborhood Conservation Overlay district;
- ~~(3) — A contributing resource that has been individually designated as a Historic Site in accordance Section 108.00 and identified within the official map boundary of Section 108.01(D);~~
- ~~(4)~~ 3 — A property listed on the National Register of Historic Places;
- ~~(5)~~ 4 A contributing resource in a historic district listed on the National Register of Historic Places; or,
- ~~(6)~~ 5 A property proposed for listing as an individual or contributing resource on either historic register. "Proposed" in this instance means that a City landmark application or National Register designation report has been submitted to the City for review or an agreement has been signed by the City or other

parties to prepare the landmark application or National Register nomination. A property must be officially designated a historic landmark or contributing resource by the City or by the federal government's keeper of the National Register before the City Council will approve the ad valorem tax exemption request.

RENOVATION OR REHABILITATION means, for historic properties or portions thereof which are of historical significance, the act or process of returning property to a state of utility through repair or alteration which makes possible and efficient contemporary use while preserving those portions or features of the property which are significant to its historical values. For historic properties or portions thereof which are of archaeological significance or are severely deteriorated, renovation or rehabilitation means the act or process of applying measures designed to sustain and protect the existing form and integrity of the property, or reestablish the stability of an unsafe or deteriorated property while maintaining the essential form of the property as it presently exists.

RESTORATION means the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by replacement of missing earlier work.

USEABLE SPACE means that portion of the space within a building which is available for assignment or rental to an occupant, including every type of space available for use of the occupant.

(D) *Ad valorem tax exemption for historic properties.* A qualifying property that has completed a qualifying improvement may be granted an exemption from that portion of the ad valorem taxation levied by the City on 100 percent of the assessed value of the qualifying improvement. This exemption shall not be allowed for that portion of the assessed value of a qualifying improvement which exceeds \$100,000.00 for residential properties and \$200,000.00 for commercial properties, unless the Board of Commissioners, after hearing the evidence and testimony of the applicant and City Staff, finds:

- (1) That the qualifying property is of great significance based on the criteria met for historic designation and the historic significance, value, character and contribution of the property. That the additional exemption is necessary to save the property from destruction and to ensure the rehabilitation, renovation or restoration of the property; or
- (2) That the additional exemption is necessary to meet City, state or federal building code requirements to ensure the rehabilitation, renovation or restoration of the property.
- (3) This exemption shall not apply to taxes levied for the payment of bonds or to taxes authorized by a vote of electors pursuant to s. 9(b) or s. 12, Article VII of the State Constitution.

(E) *Ad valorem tax exemption period.* Any exemption granted shall remain in effect for up to ten years, with the effective date being January 1 of the year following substantial completion of the qualifying improvement. The exemption shall continue in force if the authority of the City to grant exemptions changes or if ownership of the property changes (including any change from a tax exempt entity to a tax paying entity except as set forth in the following subsection).

(F) *Application Process.*

- (1) *Preconstruction Application.* Consideration of the exemption shall be initiated by the filing of a preconstruction application by the property owner on the form provided by the City prior to the initiation of any work on a qualifying improvement. Qualifying improvements or any portion thereof initiated prior to approval of the preconstruction application shall not be eligible for the exemption.
 - a. The property owner shall also simultaneously apply for a [Certificate of Approval](#)~~Certificate of Appropriateness~~ review in accordance with this Article. The proposed cost of the qualifying improvement based on a licensed contractor's price estimates or other City approved cost estimate method, and a copy of the most recent tax assessment and bill for the property shall be included with the application.

- b. The TRC or HPB, as appropriate, shall review and approve or deny the preconstruction application and ~~Certificate of Approval~~[Certificate of Appropriateness](#) and shall follow the review and appeal procedures for a ~~Certificate of Approval~~[Certificate of Appropriateness](#). The property owner shall be notified in writing of the approval, approval with conditions, or denial of the ~~Certificate of Approval~~[Certificate of Appropriateness](#) and (1) whether the proposed work is a qualifying improvement; (2) whether the work, as proposed, is consistent with the criteria for the certificate of appropriateness and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Revised 1990) U.S. Department of Interior, National Park Service and FAC 1A-38 and any additional criteria required by the codes and ordinances of the City; and (3) making recommendations for correction of work which is not consistent with the foregoing.
 - c. Any changes made to the qualifying improvement after approval of the preconstruction application must receive prior approval by the TRC or HPB, as appropriate to ensure compliance with the criteria set forth herein. Failure to obtain prior approval may result in denial of the exemption.
 - d. The property owner must complete the qualifying improvement within two years following the date of approval of a preconstruction application. A preconstruction Application approval shall automatically be revoked if the property owner has not submitted a request for review of completed work within two years following the date of approval of a preconstruction application. The TRC may grant an extension to this provision for up to six months if such request is made in writing prior to the expiration of the initial period. Any other extensions must be approved by the HPB and shall require a public hearing and notification as set forth for a ~~Certificate of Approval~~[Certificate of Appropriateness](#) determination.
- (2) *Request for Review of Completed Work.* A request for review of completed Work shall be submitted to the Development Services Department ("Department") upon completion of the qualifying improvement and shall include documentation acceptable to the City showing the total cost of the qualifying improvement. Appropriate documentation may include paid contractor's bills, canceled checks, an approved building permit application listing cost of work to be performed and any other information required by the Department. The Department may inspect the qualifying improvement to determine compliance with this section. Within 21 days following submission of a properly completed request for review of completed work, the Department shall recommend that the Board of Commissioners grant or deny the exemption and shall notify the property owner in writing of the recommendation and the date which the Board of Commissioners shall consider the exemption.
- a. If the completed qualifying improvement complies with the requirements set forth in the preconstruction application approval, this section, the ~~certificate of approval~~[Certificate of Appropriateness](#), the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and any additional conditions required by the TRC or HPB then the Department shall recommend that Board of Commissioners grant the exemption.
 - b. If the completed qualifying improvement does not comply with the requirements of subsection a, then the Department shall provide a written summary of the reasons for that determination, including recommendations to the property owner concerning changes to the proposed work necessary to comply and shall recommend that Board of Commissioners deny the exemption.
 - c. If the property owner is notified that the improvement does not comply with the requirements of subsection a., the property owner shall have ten days from the date of the Department's notification to respond in writing describing the specific actions to be taken by the property owner to comply. If the Department receives a written response within ten days, the property owner shall have 60 days to comply with the requirements of subsection a. The Department may grant an extension to this provision for up to an additional 30 days if such request is made prior to the expiration of the initial period. At the end of this period and any extension thereof the

Department shall review the qualifying improvement and make a recommendation to Board of Commissioners to grant or deny the exemption.

- (3) *Historic Preservation Property Tax Exemption Covenant.* A covenant in the form approved by the City Attorney must be executed by the property owner for the term of the exemption before an exemption is approved by the Board of Commissioners. The covenant shall provide that the property owner shall maintain and repair the property, and qualifying improvements to the property, so as to preserve and maintain the historic architectural qualities or historical, cultural, or archaeological integrity of the qualifying property for which an exemption was granted. If the exemption is granted, the property owner shall have the covenant recorded with the deed for the property in the official records of Pinellas County prior to the effective date of the exemption which shall be binding on the property owner, transferees, and their heirs, successors or assigns.

The applicant shall provide a certified copy of the recorded covenant to the Department within 45 days of the Board of Commissioners' approval of the exemption or said approval by the Board of Commissioners shall be void.

If the property changes ownership during the exemption period the requirements of the covenant must be transferred to the new owner.

Violation of the covenant shall result in the property owner being subject to the payment of the differences between the total amount of taxes which would have been due in March in each of the previous years in which the covenant was in effect had the property not received the exemption and the total amount of taxes actually paid in those years, plus interest on the difference calculated.

- (4) *Board of Commissioners Review and Approval of the Request for Review for Completion of Work.* The Board of Commissioners shall approve, modify, defer or deny the exemption by resolution within 30 days of the Department's recommendation. If approved the resolution shall include but not be limited to the following: the period of time the exemption shall be in effect and the expiration date of that period, approval of the covenant, any conditions of approval, the name of the owner and address of the property for which the exemption is granted and a finding that the property meets the requirements of F.S. § 196.1997. Said approval shall be conditioned upon receipt by the Department of a certified copy of the recorded covenant.
- (5) *Amendments.* All amendments to the approved application and permit plans must be reviewed and approved prior to the completion of the project. Minor amendments to permit plans may be approved by the Director of the Planning and Zoning Division, or designee, provided that such amendments are consistent with the certificate of appropriateness criteria of the City Code. Major amendments to the approved plans must be reviewed and approved by the Heritage Preservation Board.
- (6) *Reapplication.* A property owner previously granted an exemption may undertake additional qualifying improvements during this period or apply for additional exemptions for qualifying improvements following its expiration. A property owner may not reapply for an exemption for a qualifying improvement which has been denied by the Board of Commissioners.
- (7) *Notice to Property Appraiser.* Within ten business days following receipt of a certified copy of the recorded covenant, the Department shall transmit a copy of the approved Request for review of completed Work to the Pinellas County Property Appraiser. The property appraiser shall implement the exemption.
- (8) *Revocation Proceedings.* The Director of the Planning and Zoning Division or designee may initiate proceedings to revoke the historic tax exemption in the event that the applicant of any subsequent owner or successor in interest to the property fails to maintain the property according to the terms, conditions and standards of the historic preservation exemption covenant. The Heritage Preservation Board shall provide notice to the current owner of record of the property and hold a hearing in the same manner as in the certificate of review specified under the Heritage Preservation Ordinance, and make a recommendation to the Board of Commissioners. The Board of Commissioners shall then hold a

public hearing and determine whether or not the exemption shall be revoked. The Board of Commissioners may revoke an exemption at any time in the event that the property owner, or any subsequent owner or successor in interest to the property does any of the following: violates the historic preservation covenant; fails to maintain the qualifying property according to the terms, conditions and standards of the historic preservation covenant; fails to maintain the historic character of the property and improvements which qualified the property for the exemption; or the qualifying property has been damaged by accidental or natural causes to the extent that the historic integrity of the features, materials, appearances, workmanship and environment, or cultural or archeological integrity which made it eligible for listing or designation have been lost or damaged so that restoration is not possible.

- (9) *Notice of revocation.* Upon a determination by the Commission that the historic rehabilitation tax exemption shall be revoked, the Director of the Planning and Zoning Division or designee shall provide written notice of the decision to the owner of record. The notice to the owner of record shall be accompanied by reasons and recommendations for changes to the property that may result in reinstatement of the exemption. The owner shall be given 35 calendar days from the date mailing the notice by the City to qualify for re-instatement. After 35 days, if no good-faith attempt has been made to qualify the property for re-instatement, notice of revocation shall be sent to the Pinellas County Property Appraiser.
- (10) *Reinstatement.* A property may be reinstated for the historic rehabilitation tax exemption upon satisfactory submission of evidence that the recommendations for changes to the property previously made by the Director of the Planning and Zoning Division have been completed. The process of reinstatement shall be the same as the review of the final application. Upon completion of the reinstatement process, the Director of the Planning and Zoning Division or designee shall notify the property appraiser. The historic rehabilitation tax exemption shall only be reinstated for the remaining unexpired term of the initial exemption period.
- (11) *Property inspection.* As a condition of receiving the tax exemption described in this Article the owner shall allow reasonable inspections of the exterior and interior of buildings located on the subject property by a city building inspector. The City shall send a certified letter of the intended date of inspection and the owner shall cooperate and if the date is inconvenient shall offer a series of other acceptable dates not more than one month later than the original date offered by the City in the certified letter. The City shall then choose one of the dates proposed by the owner and inform the owner of the date in writing by certified letter. If any certified letter sent pursuant to this subsection is not acknowledged by the owner the City may notice the owner by posting the property for a period of 5 working days prior to inspection. The purpose of these inspections is to insure that the subject property is not suffering likely demolition by neglect. The inspections shall take place no more frequently than once a year per property unless the City has reason to believe that the property is in imminent danger of demolition by neglect, and in that case the City may re-inspect the property pursuant to the procedures set forth in this subsection even if an inspection has occurred within the previous 12-month period.

Section 118.00 NCO Neighborhood Conservation Overlay District.

118.01 Purpose.

The NCO neighborhood conservation overlay district is intended to help preserve significant historical, cultural, or architectural assets from demolition, encourage adaptive re-use of existing structures and promote consistent development patterns.

118.02. Designation and Removal of Designation.

A Neighborhood Conservation District shall be established as set out in Section 108.00 of this Article. Removal of a designation shall follow the standards established in Section 108.02 of this Article. Each adoption ordinance shall specify which activities from Exhibit B, below, will be regulated. Exhibit C shall identify each adopted districts' name and specific activities from Exhibit B to be regulated. Exhibits B and C shall be updated as required.

118.03. Certificates of Appropriateness.

(A) A Certificate of Appropriateness (CA) may be required for the following activities within a designated Neighborhood Conservation Overlay District (See Exhibit B below):

<u>Exhibit "B"</u>				
<u>Neighborhood Conservation Overlay Certificate of Appropriateness Reference Chart</u>				
<u>Construction Activity</u>		<u>CA Review and Issuance Authority</u>		
		<u>Contributing Resource</u>	<u>Non-Contributing Resource</u>	<u>Undesignated Resources</u>
<u>1</u>	<u>New Primary Structure</u>	<u>HPB</u>	<u>HPB</u>	<u>HPB</u>
<u>2</u>	<u>New Accessory Structure</u>	<u>HPB</u>	<u>Staff, if consistent with all applicable design standards</u>	<u>Staff, if consistent with all applicable design standards</u>
<u>3</u>	<u>Addition to primary structure</u>	<u>HPB</u>	<u>Staff, if consistent with all applicable design standards</u>	<u>Staff, if consistent with all applicable design standards</u>
<u>4</u>	<u>Addition to accessory structure</u>	<u>HPB</u>	<u>Staff, if consistent with all applicable design standards</u>	<u>Staff, if consistent with all applicable design standards</u>
<u>5</u>	<u>Demolition</u>	<u>HPB</u>	<u>Staff</u>	<u>HPB</u>

(B) Each Neighborhood Overlay Conservation District, when designated, shall identify which activities from Exhibit B shall be regulated and included in Exhibit C below:

<u>Exhibit "C"</u>
<u>CA Requirements by District</u>

<u>District Name</u>	<u>Regulated Activity from Exhibit B</u>
<u>Example District 1</u>	<u>1,2,3,4,5</u>
<u>Example District 2</u>	<u>1,2</u>

(C) Certificates of Appropriateness shall be reviewed and administered in accordance Section 109.00 (B-H) and Sections 109.01 – 111.00 of this Article.

(D) Sections 112.00, 113.00, 114.00, 115.00 and 117.00 of this Article shall apply to Neighborhood Conservation Overlay Districts.

DRAFT



MEMORANDUM

To: Planning and Zoning Board

From: Renea Vincent, AICP, CPM, Planning and Zoning Director

Date: September 6, 2024

Subject: Special Area Plan (SAP) and SmartCode Updates

BACKGROUND:

With the pending adoption of the City's 2045 Comprehensive Plan and the acceptance of the Sponge Docks and Greektown Placemaking Plan the Planning Department is preparing to move forward with implementation actions through a major update of the Special Area Plan and SmartCode. Staff is seeking input and guidance from the Planning and Zoning Board on this process.

As staff internally worked through what this process may entail, we decided to combine the two separate documents (Special Area Plan and the SmartCode) into one unified planning document that can be expanded/amended in the future. This will assist in future planning efforts identified in the 2045 Comprehensive Plan (Traditional and Transitional areas on the Placed Based Area Map) as well as an expected expansion into the Union Academy/Central Tarpon Springs CRA.

A more detailed discussion of the proposed update approach follows below.

UPDATE APPROACH:

Plan Name – Tarpon Springs SAP & Form Based Code:

Revise name to be more general and applicable to areas outside of the downtown and Sponge Docks. The proposed name is all encompassing and allows for the proposed expansion into Greektown and for future expansion areas if needed.

Plan Organization:

Currently the SAP boundary has two documents governing it, the Special Area Plan (policy document) and the SmartCode (regulatory document). This has created situations where the two documents have conflicting standards and makes it difficult to implement on a daily basis. It is recommended to combine these two documents into one. The plan will include a summary of past planning efforts, current/future approach, updated



objectives, regulatory plan (form-based code), administration and process for expansion of the boundary, and definitions.

Regulatory Plan Changes:

The SAP is currently implemented/regulated by a “SmartCode”. Communities are able to utilize the various SmartCode templates and calibrate them to meet the specific needs of the community. Although the foundation and standards established within the SmartCode are considered best practices, the format of the document can be challenging for the general public to interpret. It is recommended to reformat the plan into a ‘form based code’ that utilizes the best practices of the SmartCode template but presents them in a more user-friendly format. It is intended to organize the code by ‘character districts’. Each character district section will include all relevant regulatory standards. This will make it easier to provide the public the specific regulations that pertain to a specific property and will also allow for more opportunity to create district specific guidelines and standards.

Character District & Transect Zones Adjustments:

As a part of the update process, the existing character district and transect zone boundaries will be evaluated and potentially adjusted. Additionally, the traditional transect zone nomenclature may be adjusted to be more specific and descriptive to the character district.

PROPOSED ENGAGEMENT APPROACH (Timelines to be determined):

The City is currently reviewing a “Request for Qualifications” to obtain a list of pre-qualified Planning consultants across a wide range of skills and disciplines. We expect to complete the selection process in October 2024. While we expect to be able to do much of the required updated work “in house” we may wish to utilize consultant services for specific tasks such as architectural renderings, “code testing”, and assistance with public engagement.

Prior to the October P&Z meeting staff will develop a proposed schedule for the following bulleted engagement activities and will continue to develop working template for an updated and integrated plan. We will also identify anticipated consultant activities.

Engagement Actions:

- Three Public Engagement Sessions > Character District Groupings
 - Sponge Docks, Greektown/Fish House (*new*), North Pinellas
 - Uptown, Downtown, Downtown Gateway, Spring Bayou (northern portion)
 - South Pinellas, South Gateway, South Safford, Spring Bayou (southern portion)
- Mailed notice to each area prior to engagement session



- After each engagement session results to be reviewed with Planning and Zoning Board *(ideally this review date will be scheduled in advance so that notice can be included with mailed notice above)*
- Detailed P&Z workshop review by Character District (similar to how we reviewed each element of the Comp Plan).
- Connect Tarpon Springs Project Page
 - Online engagement (online versions of in-person workshops)
 - Project updates
 - Notice of all workshops and public engagement sessions

RECOMMENDATIONS:

Review and discuss proposed processes and provide feedback/direction to staff. Considering that the holiday season is fast approaching, staff is seeking specific consensus on when to begin the engagement process.

Attachments:

- Initial Plan Outline
- Example merged Character District/Transect regulations

POTENTIAL PLAN OUTLINE:

- I. INTRODUCTION**
 - a. Associated Planning Efforts**
 - i. Sponge Docks & CRA SAP & SmartCode (2010)
 - ii. Sponge Docks & Greektown Community Placemaking Plan (2024)
 - iii. Central Tarpon Springs CRA Plan (Future)
 - b. Future Approach**
 - i. Name and Organization
 - ii. Plan Components
- II. OBJECTIVES**
 - a. General**
 - b. Area Specific**
 - i. Downtown
 - ii. Sponge Docks
 - iii. Greektown
- III. REGULATORY PLAN / FORM BASED CODE**
 - a. General Provisions**
 - i. Title/Effective Date
 - ii. Applicability
 - b. Boundary Maps**
 - i. Character District Map
 - ii. Transect/Zone Map
 - c. Character District Standards**
 - i. Sponge Docks
 - ii. Greektown/Fish House?
 - iii. Downtown
 - iv. Downtown Gateway
 - v. Uptown
 - vi. Spring Bayou
 - vii. North Pinellas Ave
 - viii. South Pinellas Ave
 - ix. South Safford Ave
 - x. South Gateway
 - xi. Municipal Gateway
 - d. Universal Guidelines**
 - i. Adaptive Reuse
 - ii. Nonconforming Situations
 - e. Street Standards?**
- IV. ADMINISTRATION & PROCESS FOR EXPANSION**
- V. DEFINITIONS**
- VI. APPENDIX (Reference Documents)**
 - a. Sponge Docks & CRA Special Area Plan**
 - b. Sponge Docks & Greektown Placemaking Plan**

Example SmartCode/SAP Character District Outline

Sponge Docks Character District [SD]

I. District Intent

The Sponge Docks character district is primarily comprised of tourist-oriented commercial business, restaurants and industrial waterfront uses. The character district will continue to support the working waterfront and tourist trade while increasing the number of actual residents to the area in order to improve overall neighborhood stability and support local businesses.

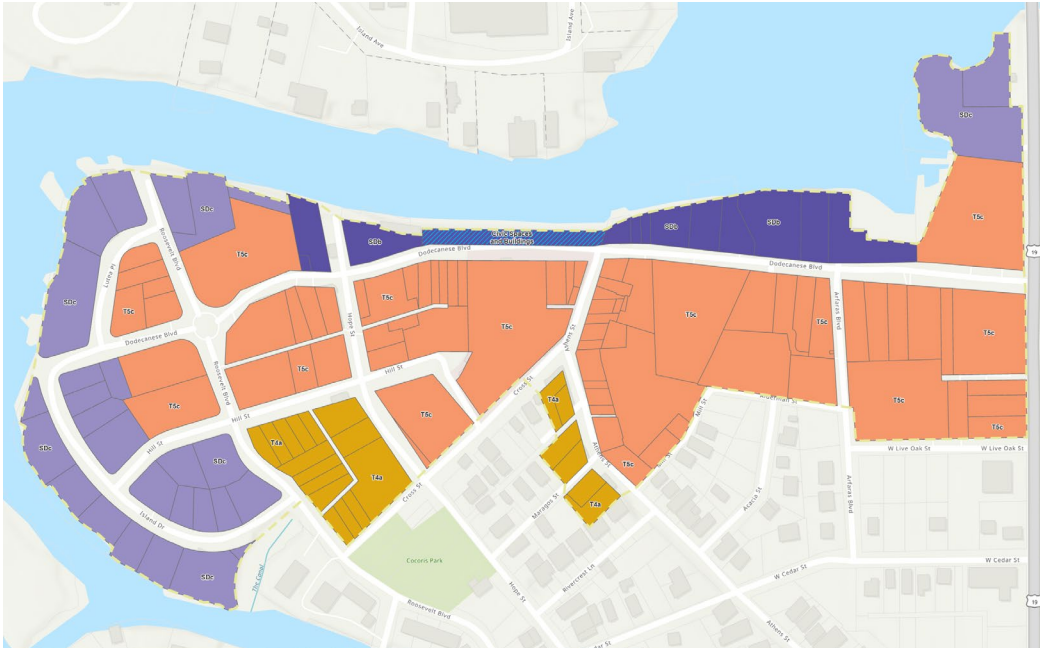


II. Density/Intensity/ISR

SPONGE DOCKS CHARACTER DISTRICT – DENSITY / INTENSITY STANDARDS	
Density (Base / Max) in units/acre ¹	14 / 22
FAR (Max) ^{2, 4}	1.0
Non-Residential FAR (Max) ³	0.65
ISR (Max) – <i>applies to new development only</i>	0.9
Notes: 1. All parcels are allowed to transfer the base residential development density to a receiving site within the CRD. The receiving site can receive residential density up to the proposed maximum residential density. 2. All parcels fronting Dodecanese Blvd are allowed to apply the existing FAR in lieu of the proposed maximum FAR where existing FAR exceeds the proposed maximum. 3. All parcels fronting Dodecanese Blvd are allowed to apply the maximum FAR allowance to commercial/non-residential development in lieu of the proposed maximum non-residential FAR. 4. Hotel Development is limited to a maximum allowable building height of 4 to 6 floors. Hotels are allowed a maximum FAR of 2.0 (including structured parking) and a maximum of 60 lodging units per acre. The specific density, intensity and height standards as well as design standards for hotels will be defined by the land development regulations based on location.	

III. Character District>Transect Zones Map (Table 1A)

Example SmartCode/SAP Character District Outline



- T4a (SD-4a) → **SD-N (Neighborhood)**
- T5c (SD-5c) → **SD-T (Tourist)**
- SDb (SD-Sb) → **SD-W (Waterfront)**
- SDc (SD-Sc) → **SD-WW (Working Waterfront)**

IV. Transect Zone Standards

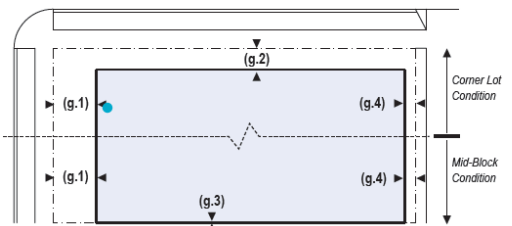
- (Replace SC Table 5A) – Summary Table

- (Replace SC Table 5B) – Zones

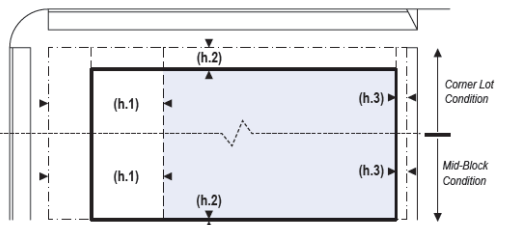
- SD-N – Residential + Retail/Office

- Intent** – Consists of a mixed use but primarily residential urban fabric. It may have a wide range of building types: single, sideyard, and rowhouses. Setbacks and landscaping are variable. Streets with curbs and sidewalks define medium-sized blocks.
- Siting Standards**

SETBACKS – PRINCIPAL BUILDING	
(g.1) Front, Primary	15 ft. Max.
(g.2) Front, Secondary	5 ft. Max.
(g.3) Side	5 ft. Max. ¹
(g.4) Rear	5 ft. Min. ²
Frontage Buildout	65% Min. at Setback
Notes:	
1. Applies to detached single family homes only.	
2. Or 12 ft. from centerline of alley.	



SETBACKS – OUTBUILDING	
(h.1) Front	10 ft. Min. + Bldg. Setback
(h.2) Side	0 ft. Min. + Bldg. Setback ¹
(h.3) Rear	5 ft. Min. ²
Notes:	



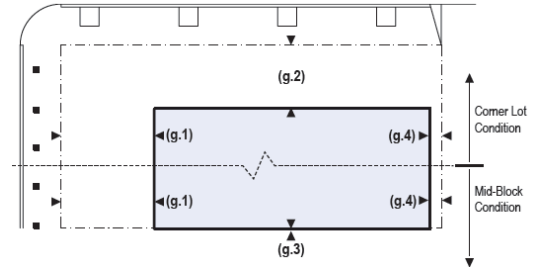
Example SmartCode/SAP Character District Outline

1. Applies to detached single family homes only.
2. Or 12 ft. from centerline of alley.

3. Siting Standards

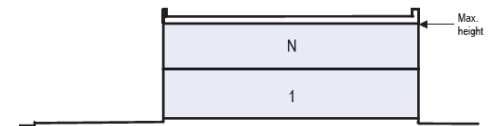
SETBACKS – PRINCIPAL BUILDING	
(g.1) Front, Primary	35 ft. Max.
(g.2) Front, Secondary	35 ft. Max.
(g.3) Side	n/a
(g.4) Rear	n/a
Frontage Buildout	n/a

SETBACKS – OUTBUILDING	
(h.1) Front, Primary	n/a
(h.2) Side	n/a
(h.3) Rear	n/a



4. Height Standards

BUILDING HEIGHT ^{1, 2, 3}	
Principal Building	2 Stories Max. ^{4, 5}
Outbuilding	2 Stories Max.
Notes:	
1. Building height shall be measured in number of stories, excluding attics and raised basements.	
2. Stories may not exceed x feet in height from finished ceiling, except for a first floor Commercial function which must be a minimum of x feet with a maximum of x feet.	
3. Height shall be measured to the eave or roof deck.	
4. For special hotel/inn height allowances allowed by 'conditional use', refer to applicable character district standards in the Special Area Plan (Ordinance 2010-26).	
5. 2 stories max. building height 'by right' and 3 stories by 'conditional use'.	
"N" stands for any stories above those shown, up to the maximum. Refer to metrics for exact minimums and maximums.	



V. Building Function

a. (Replace SC Table 4F) – Specific Function & Use

RESIDENTIAL	SD -			
	4a	5c	Sb	Sc
Mixed Use Building	■	■		
Apartment Building	■	■		
Live/Work Unit	■	■		□
Town/Row House	■	■		
Duplex	□	□		
Clustered House	■	□		
Single Family Detached House	■			

LODGING	SD -			
	4a	5c	Sb	Sc
Hotel	□	■		□
Inn	■	■		□
Bed & Breakfast	■	■		□
Seasonal/Short Term Rental	□	□		□

OFFICE	SD -			
	4a	5c	Sb	Sc
Mixed Use Building	■	□		

Example SmartCode/SAP Character District Outline

Boarding House	☐	☐		☐
Accessory Unit	■	■		■

Office Building	■	☐		
Work/Live Unit	■	☐		☐

RETAIL	4a	5c	Sb	Sc
Mixed Use Building	☐	■	■	☐
Open-Market Building				
Retail Building	■	■	■	☐
Artist Studio	■	■		
Restaurant	■	■	■	■
Kiosk				
Push Cart	☐	☐	☐	☐
Alcoholic Beverage (On Premise)	☐	☐	☐	☐
Alcoholic Beverage (Off Premise)	■	■	■	■
Marine-Related Commercial		☐	■	■
Sidewalk Café	■	■	■	☐
Outdoor Display of Merchandise		■	■	

CIVIC	4a	5c	Sb	Sc
Bus Shelter	■	■	■	■
Conference/Exhibition Center	☐	☐		
Fountain or Public Art	■	■	■	☐
Library	■			
Live Theater	☐	☐		
Movie Theater	☐	☐		
Museum		■		
Outdoor Auditorium	☐	☐	☐	
Parking Structure	☐	■		☐
Passenger Terminal	☐	☐	☐	☐
Playground	☐	☐		
Surface Parking Lot	☐	☐	☐	☐
Religious Assembly	☐	☐		

OTHER: AGRICULTURE	4a	5c	Sb	Sc
Urban Farming	☐	☐		☐
Roadside Stand	■	☐	☐	☐
Greenhouse				
Community Garden		☐		
Veterinary Office w/Kennel	☐			

OTHER: AUTOMOTIVE	4a	5c	Sb	Sc
Gasoline				☐
Automobile Service			☐	☐
Auto Sales				
Drive-Through Facility				
Shopping Center		■		

OTHER: CIVIL SUPPORT	4a	5c	Sb	Sc
Fire Station	☐	☐		
Police Station	☐	☐		
Funeral Home				
Hospital				
Medical Clinic				

OTHER: EDUCATION	4a	5c	Sb	Sc
College				
High School				
Trade School		☐		☐
Middle/Elementary School				
Childcare Center	☐	☐		

OTHER: INDUSTRIAL	4a	5c	Sb	Sc
Marine-Related Industrial Facility		☐	☐	■
Light Industrial Facility				■
Laboratory Facility		☐		■
Water Supply Facility				☐
Sewer and Waste Facility				☐
Electric Substation				
Wireless Transmitter	☐	☐		☐
Cremation Facility				
Warehouse		☐	☐	■
Outdoor Storage		☐		☐

OTHER: ADULT USES	4a	5c	Sb	Sc

Example SmartCode/SAP Character District Outline

Mini-Storage				☐
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b. (Replace SC Table 4E(i)) – Building Function)

	SD-4a			SD-5c			SD-Sb			SD-Sc		
	Restricted	Limited	Open	Restricted	Limited	Open	Restricted	Limited	Open	Restricted	Limited	Open
Residential			■		■			■		■		
Lodging			■			■	■			■		
Office			■			■			■		■	
Retail		■				■		■				■
Industrial	N/A			■				■				■
Civic		■				■			■			■

	RESTRICTED	LIMITED	OPEN
RESIDENTIAL	The number of dwellings is restricted to one within a Principal Building and one within an Accessory Building. The dwellings within the Principal and Accessory Buildings shall require a minimum of 2 parking spaces and 1 parking space for each, respectively. Both dwellings shall be under single ownership. The habitable area of the Accessory Unit shall not exceed 500 sf , excluding the parking area.	The number of dwellings on each Lot is limited by the requirement of 1.5 parking spaces for each dwelling, a ratio which may be reduced according to the shared parking standards (See Table 11). An Accessory Building shall be limited to 1 dwelling and such dwelling shall require 1 parking space. The habitable area of the Accessory Unit shall not exceed 500 sf excluding the parking area.	The number of dwellings on each Lot is limited by the requirement of 1.5 parking places for each dwelling, a ratio which may be reduced according to the shared parking standards (See Table 11).
LODGING	Lodging shall be restricted to Bed & Breakfast uses. The number of lodging units available on each Lot for lodging is limited to 3 lodging units per underlying unit of 'by right' residential density in addition to the parking requirement for the dwelling. The Lodging must be owner occupied. Food service may be provided in the a.m. The maximum length of stay shall not exceed 14 days.	Lodging shall be restricted to Bed & Breakfast and Inn uses. The number of lodging units available on each Lot for lodging is limited to 3 lodging units per underlying unit of 'by right' residential density. Food service may be provided in the a.m. The maximum length of stay shall not exceed 14 days.	The number of bedrooms available on each lot for lodging is limited by the requirement of 1.0 assigned parking place for each bedroom. Food service may be provided at all times. The area allocated for food service shall be calculated with parking according to Retail Function.

Example SmartCode/SAP Character District Outline

OFFICE	Office use is restricted to home occupations or as an accessory use by the owner, with no more than one employee.	The building area available for office use on each Lot is limited to the first Story of the Principal Building and/or the Accessory Building, and by the requirement of 3.0 assigned parking places per 1,000 square feet of net office space. Office use is not permitted on Lots with primary frontage on 'C' Streets.	The building area available for office use on each Lot is limited by the requirement of 3.0 assigned parking places per 1,000 square feet of net office space in all T-zones except T5b which shall require 2.0/1,000 square feet. Office use is not permitted on Lots with primary frontage on 'C' Streets.
RETAIL	The building area available for Retail use is limited to the first Story of buildings at corner locations and by the requirement of 3.0 assigned parking places per 1,000 square feet of net Retail space. The specific use shall be further limited to neighborhood retail or food service seating feet per retail space. Retail uses are not permitted on Lots within T-Zones that have Building Functions designated as Restricted Retail and are further located within the Spring Bayou or Sponge Docks Character Districts, per the Special Area Plan Future Land Use Map designation.	The building area available for Retail use is limited to the first Story of buildings and by the requirement of 3.0 assigned parking places per 1,000 square feet of net Retail space. The specific use shall be further limited to neighborhood retail or food service seating no more than 49 and a maximum 5,000 square feet per retail space. Retail spaces under 1,500 square feet are exempt from parking requirements. Retail uses are not permitted on lots within the T-4c zone that are also within the Spring Bayou or Sponge Docks Character Districts or on lots that solely front on C or C' designated streets.	The building area available for Retail use is limited by the requirement of 3.0 assigned parking places per 1,000 square feet of net Retail space. Retail spaces under 1,500 square feet are exempt from parking requirements.
INDUSTRIAL	Industrial uses shall be approved by Warrant. Open storage is not permitted on the Lot and Industrial use operations shall be enclosed within the Building and, if necessary, screened from public rights-of-way and from adjacent non-industrial use properties. Parking requirements shall be determined by Warrant.	Industrial uses shall be approved by Warrant. Open storage is permitted on the Lot by Warrant and Industrial use operations shall be screened from public rights-of-way and from adjacent non-industrial use properties. Parking requirements shall be determined by Warrant.	Industrial uses shall be approved by Warrant and may include open storage on the Lot. Industrial use operations shall be screened from public rights-of-way and from adjacent non-industrial use properties. Parking requirements shall be determined by Warrant.

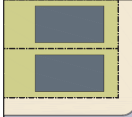
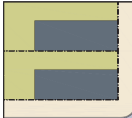
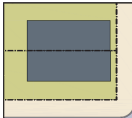
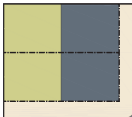
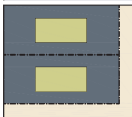
Example SmartCode/SAP Character District Outline

CIVIC	Civic uses shall be approved and parking requirements shall be determined by Warrant. At least 50% of the total number of on-site parking places should be made available for non-civic use publicly available parking during off-peak or non-operational days and times. Civic uses with assembly functions such as but not limited to religious and auditorium uses shall be limited to a maximum of 200 seats.	Civic uses shall be approved and parking requirements shall be determined by Warrant. At least 50% of the total number of on-site parking places should be made available for non-civic use publicly available parking during off-peak or non-operational days and times. Civic uses with assembly functions such as but not limited to religious and auditorium uses shall be limited to a maximum of 400 seats. Religious use belfires and steeples may be exempt from T-Zone height requirements.	Civic uses shall be approved and parking requirements shall be determined by Warrant. At least 50% of the total number of on-site parking places should be made available for non-civic use publicly available parking during off-peak or non-operational days and times. Religious use belfires and steeples may be exempt from T-Zone height requirements.
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VI. Additional Standards

- a. General (*Special Requirements as applicable*)
 - i. Buildings shall be held to the highest standards of this Code in support of pedestrian activity.
 - ii. A Mandatory or Recommended 'Retail Frontage' designation requires or advises that a building provide a Shopfront at sidewalk level along the entire length of its Private Frontage. The Shopfront shall be no less than 70% glazed in clear glass and may be shaded by an awning overlapping the sidewalk as generally illustrated in Table 4C.
 - iii. A Mandatory or Recommended Gallery or Arcade Frontage designation requires or advises that a building overlap the sidewalk such that the first floor façade is a colonnade (as generally illustrated in Table 4B and Table 4C). The Arcade Frontage may be combined with a Retail Frontage.
- b. Nonconforming Properties
- c. Building Placement
 - i. **Table(XX): Building Placement.** This table approximates the location of the structure relative to the boundaries of each individual Lot, establishing suitable basic building types for each Transect Zone.

Example SmartCode/SAP Character District Outline

Edgelyard: Specific types - single family house, detached dwelling, cottage, villa, estate house, urban villa. A building that occupies the center of its lot with setbacks on all sides. This is the least urban of types as the front yard sets it back from the frontage, while the side yards weaken the spatial definition of the public thoroughfare space. The front yard is intended to be visually continuous with the yards of adjacent buildings. The rear yard can be secured for privacy by fences and a well-placed backbuilding and/or outbuilding.		T4 SD
Sidelyard: Specific types - Charleston single house, zero lot line house. A building that occupies one side of the lot with the setback to the other side. A shallow frontage setback defines a more urban condition. If the adjacent building is similar with a blank side wall, the yard can be quite private. This type permits systematic climatic orientation in response to the sun or the breeze.		T4 T5 SD
Sidelyard (variant): Specific types - double house, twin, duplex. If a Sidelyard house abuts a neighboring Sidelyard house, the type is known as a twin or double house. Energy costs, and sometimes noise, are reduced by sharing a party wall.		T4 T5 SD
Rearyard: Specific types - townhouse, rowhouse, live-work unit, loft building, apartment house, mixed-use block, flex building, perimeter block. A building that occupies the full frontage, leaving the rear of the lot as the sole yard. This is a very urban type as the continuous facade steadily defines the public thoroughfare. The rear elevations may be articulated for functional purposes. In its residential form, this type is the rowhouse. For its commercial form, the rear yard can accommodate substantial parking.		T4 T5 SD
Courtyard: Specific types - courtyard house, courtyard apartment building, patio house. A building that occupies the boundaries of its lot while internally defining one or more private patios. This is the most urban of types, as it is able to shield the private realm from all sides while strongly defining the public thoroughfare. Because of its ability to accommodate incompatible activities, masking them from all sides, it is recommended for workshops, lodges and schools. The high security provided by the continuous enclosure is useful for crime-prone areas.		T4 T5 SD

- d. Building Form
 - i. *General to All Zones*
 - ii. *Specific to Zones XXX*
 - iii. *Specific to Zones XXX*
 - iv. Table X
 - v. Table X
 - vi. Table X
- e. Parking Standards
 - i. Location
 - ii. Calculations
 - 1. Table X
- f. Landscape Standards
- g. Signage Standards
- h. Elevated Structures Design Guidelines