



City of Tarpon Springs, Florida

Heritage Preservation Board

324 East Pine Street

Tarpon Spring, Florida 34689

(727) 938-3711

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

REGULAR SESSION AGENDA FRIDAY, OCTOBER 18, 2024 2:00 PM - CITY HALL AUDITORIUM

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS

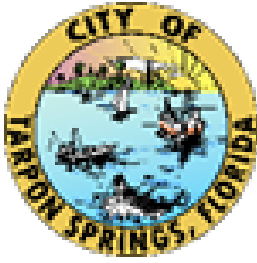
DISCUSSION

1. Temporary Delegation of Certificate of Approval Authority

BOARD AND STAFF COMMENTS

ADJOURNMENT

This meeting is open to the public. Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Tarpon Springs is committed to providing reasonable accommodation for access for the disabled. Anyone needing assistance regarding this meeting should contact the City Clerk's Office at (727) 938-3711, fax a written request to (727) 942-5619, or email a written request to cityclerk@ctsfl.us at least two days prior to the meeting. For further information regarding this meeting, please contact the Planning and Zoning Department at (727) 942-5611 or clanford@ctsfl.us



MEMORANDUM

To: Heritage Preservation Board

From: Caroline Lanford, AICP, CTP

Through: Renea Vincent, AICP, CPM, Planning Director

Date: October 18, 2024

Subject: **Emergency Delegation of Certificate of Approval Authority**

The City of Tarpon Springs has experienced two natural disasters within the past three weeks. Hurricane Helene caused widespread flooding on Sept 26, followed by rain and damaging winds associated with Hurricane Milton on October 9 and 10. The Fruit Bowl neighborhood in the City's local historic district experienced devastating flooding impacts from Hurricane Helene. Historic and cultural resources throughout the City have been impacted by the two storms.

Under normal circumstances, certain repair and replacement activities in the local historic district require a Certificate of Approval from the Heritage Preservation Board (HPB).

To expedite recovery, City staff is requesting the HPB consider a temporary delegation of authority to staff for review of certain repair and replacement activities associated with the two storms. This temporary delegation would only apply to storm damaged properties.

Please find attached, Section 109.00 - CERTIFICATE OF APPROVAL., with the addition of an Exhibit "A" Tarpon Springs Heritage Preservation Board Certificate of Approval Quick Reference Chart, that has been modified to indicate repair or replacement activities City staff is proposing for delegation to Planning and Zoning staff.

If the HPB determines delegation of authority is prudent, staff is requesting the HPB make a recommendation to the Board of Commissioners to allow temporary staff review of certain specific repairs and replacements associated with storm damage in the local historic district.

Attachment:

Section 109.00 - CERTIFICATE OF APPROVAL

Modified Exhibit "A" Tarpon Springs Heritage Preservation Board Certificate of Approval Quick Reference Chart

§ 109.00 CERTIFICATE OF APPROVAL.

- (A) A Certificate of Approval from the Heritage Preservation Board shall be required before the actions enumerated in items (1) through (7) below affecting a designated site or any property within a 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 structure, traditional cultural property or any contributing structure located in any historic or cultural district;
 - (4) The demolition of any historic site, traditional cultural property, or any contributing structure located in a 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 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 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 Quick Reference Chart				
CA ISSUED BY HPB or Staff: Residential & Commercial				
Type of Construction Activity	Contributing, Contributing "but Altered", & Traditional Cultural Properties		Non-contributing Structure/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	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				
With original materials/style	Staff		Staff	
With other than original Roofs enclosed with no change to existing Parapet, walls exempt	HPB		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		Staff	

	street; Staff if not			
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.

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

- (B) Written notification for applications for a Certificate of Approval other than for those activities listed in the "Certificate of Approval 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 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 TRC.
- (E) Signage shall be permitted pursuant to Article XI of this Code or as otherwise provided in the "Certificate of Approval Quick Reference Chart". The use of neon shall require Heritage Preservation Board review.
- (F) The demolition of a non-contributing structure(s) in an historic or cultural district is permitted.
- (G) The repair or demolition of a contributing 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.
- (H) The application for a Certificate of Approval 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 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)

EXHIBIT "A"
TARPON SPRINGS HERITAGE PRESERVATION BOARD
Certificate of Approval Quick Reference Chart

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Move Structure onto site	HPB		HPB	
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