

Historic Architectural Guidelines



City of Key West Lighthouse and Keeper's Quarters, Illustration by Vincent Mascini, City of Key West

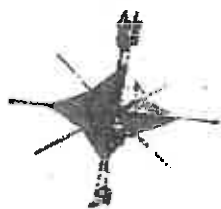
City of Key West

Historic

Architectural

Guidelines

PORT OF KEY WEST.



From the Original Maps, Plans, and
surveys, now from the books on record
in the Monroe County Records.
Compiled and Drawn by Order of the Hon:
Board of COUNTY COMMISSIONERS.



Scale of Miles

Scale of Feet

Scale of Acres

Scale of Cents

Scale of Dollars

Scale of Pounds

Scale of Shillings

Scale of Pence

Scale of Farthings

Scale of Mils

Scale of Denarii

Scale of Siliqua

Scale of Quadrants

Scale of Sextants

Scale of Octants

UNITED STATES GOVERNMENT LAND.

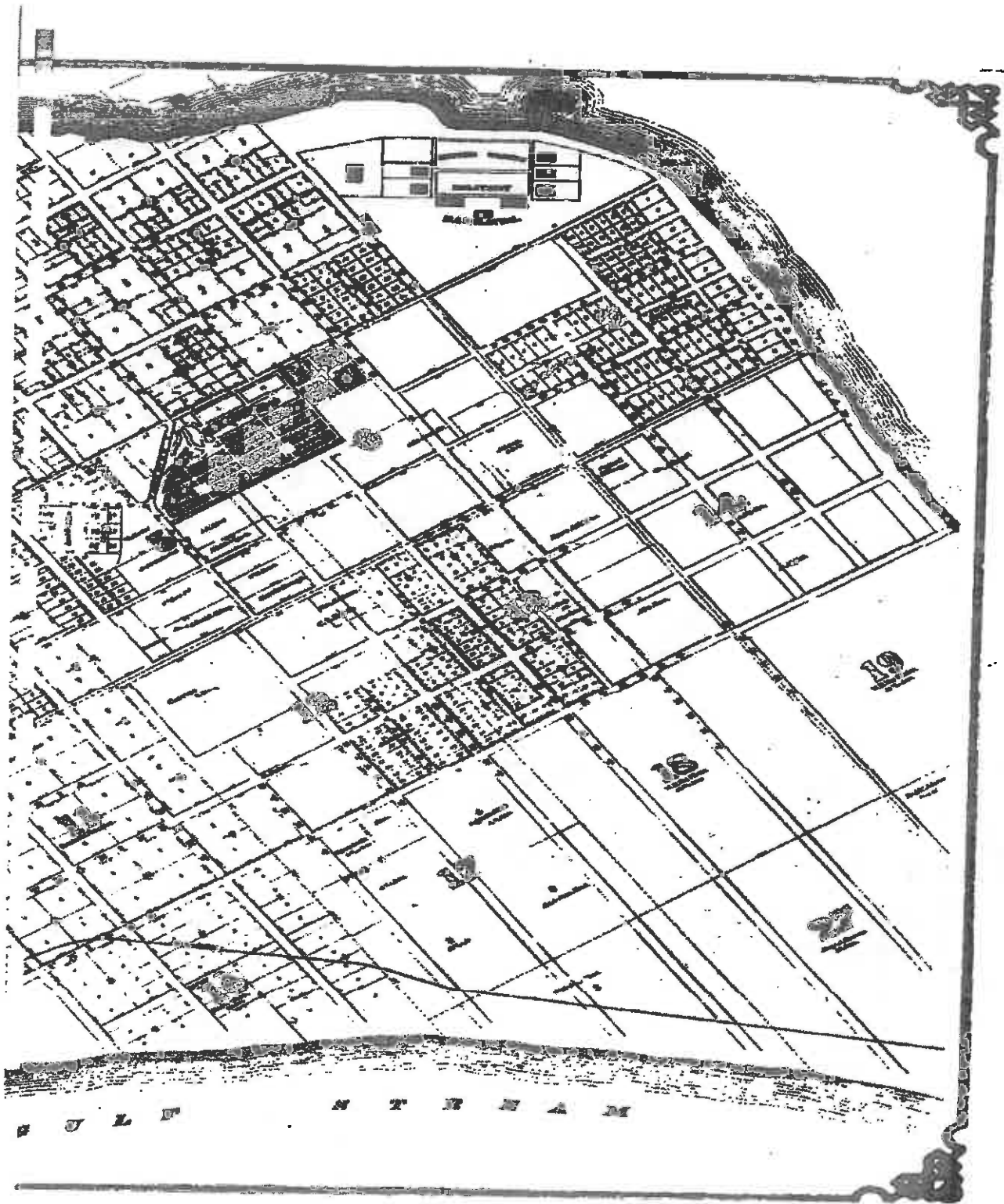




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PREFACE

Land Development Regulations SECTION 1-2.7: Historic Architectural Review Commission (HARC)

Establishment of the Historic Architectural Review Commission (HARC). The City Commission hereby finds that the preservation of the character and appearance of the historic zoning districts of the City, as well as, buildings, structures, and properties listed in the local and national registers of historic places, and buildings, structures, archaeological sites, or districts classified as "contributing" or "contributing but altered" on the City Historic Preservation Survey is a public purpose benefiting the educational, cultural, and economic welfare of the citizens of Key West, and further finds that this public purpose can be best achieved through a City agency having the authority and responsibility to review and regulate certain changes in said areas. The City Commission hereby creates the Historic Architectural Review Commission (HARC), which shall use the power and authority conferred upon it by the Code of Ordinances to further said public purpose.

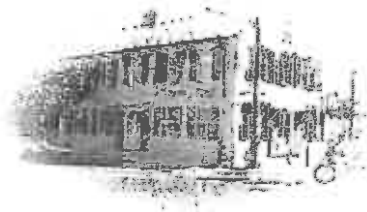
This project has been financed in part with historic preservation grant assistance provided by the National Park Service, U.S. Department of the Interior, administered through the Bureau of Historic Preservation, Division of Historical Resources, Florida Department of State, assisted by the Historic Preservation Advisory Council. However, the contents and opinions do not necessarily reflect the views and opinions of the Department of the Interior or the Florida Department of State, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or the Florida Department of State.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, Post Office Box 37127, Washington, D.C. 20013-7127.



I. INTRODUCTION

These "**Design Guidelines in Key West's Historic District**" are intended to preserve and protect the architectural environment and unique character of the historic neighborhoods of the Key West Historic District. Key West has one of the most significant of Florida's historic districts to be listed on the National Register of Historic Places by the National Park Service. The guidelines are intended to assist **property owners, architects, developers and the Historic Architecture Review Commission** (also known as HARC) in making appropriate decisions concerning renovation methods and materials in Key West's historic districts. **Signs, kiosks, outbuildings, streetscapes, street furniture, murals, additions, and other new construction** planned within these historic planning zones are a primary concern of the guidelines. Understanding the guidelines and the architectural review will assure that projects affecting historic structures will contribute to the sense of place and time, as well as, the visual beauty of the historic district of Key West.



Any proposed rehabilitation or relocation of a designated historic structure shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures (*City of Key West Land Development Regulations, Chap III, article X: 3-10.3, p. X-13*). All exterior work must have HARC approval whether or not a building permit is required. If a building permit is required, the applicant shall obtain HARC approval prior to the issuance of the permit.

New construction, major alterations, additions, moving and demolition of structures are governed by these guidelines and reviewed for appropriateness by the HARC, since such major changes may drastically alter the nature of buildings and the neighborhood streetscape.

HARC approval MUST be secured on:

- Repairs to buildings
- Any painting and associated removal of existing paint
- Restoration or rehabilitation of buildings
- Additions to existing buildings
- New construction
- Fences, either new or replaced
- Alterations to streets, sidewalks, or street furnishings
- Installation of signs, awnings, benches or lighting



- Construction of swimming pools and/or decks
- Placement of temporary facilities such as vendor stands
- Miscellaneous structures (i.e. towers, etc.)
- Improvements of a right-of-way, public and private
- Exposed utilities
- Historic interior public spaces
- Interiors of all property individually listed on the National Register

The design guidelines pertain to buildings of all occupancy and construction types, which are categorized as located within the historic planning zones of the city. They apply to **permanent and temporary exterior construction** affecting structures listed on the local, state and national registers of historic architecture. They also apply to **infill construction, development or alterations to noncontributing structures, which may negatively impact architectural historic zones.** The exact boundaries of historical zoning districts are found on the official Key West zoning map.

The guidelines are based upon the foundation of the **Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.** These national standards were implemented to prevent the loss of our historical architectural heritage and are the basis for establishing design guidelines for historic districts. The **Key West Land Development Regulations** also contain many provisions pertaining to historic structures and districts. Whether a structure is considered **contributing** or **noncontributing** is an important factor in the decision that HARC makes regarding the impact upon the building and its streetscape.

Contributing and Noncontributing Structures

Contributing buildings are more significant historically and architecturally and should be rehabilitated more carefully than noncontributing structures. However, noncontributing buildings cannot be changed in ways which would detract from the integrity of the overall neighborhood, district or streetscape, and must be considered in conjunction with their location and relationship to nearby buildings. The City Building Department maintains a copy of the site inventory of Key West's Historic properties. The buildings were surveyed in 1976 and then again in 1998 to evaluate and determine the contributing or noncontributing status of each building.

What are Historic Resources?

Historic resources as defined in Chapter 267 of the Florida Statutes are:

any prehistoric district, site, building, object, or other real or personal property of historical, architectural, or archaeological value. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitation, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure trove, artifacts, or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, and culture of the state. (s.267.021(3), F.S. 1986).

Historic resources are the non renewable visible remains of the past. Once they are lost, they can never be replaced. The preservation and maintenance of historic resources results in a community's sense of stewardship for present and future generations. The analysis and interpretation of historic resources are not undertaken just to understand the past, but to give a community a sense of its unique place in history.

The National Register of Historic Places and the Florida Site File Inventory

Historic resources are defined in a national context by the **National Register of Historic Places**, which is maintained by the National Park Service, under the Department of the Interior. The criteria used by the National Register to determine historical significance can also be used as a guideline for local determination and listing. The criteria for listing on the National Register are:

1. A property is associated with events which have made a significant contribution to the broad patterns of history; or
2. A property is associated with the lives of persons significant in the past; or
3. A property is significant if it embodies the distinctive characteristics of a type, period, or method of construction, for example, it represents the work of a master, or if it possesses high artistic value, or if it represents a significant and distinguishable entity whose components may lack individual distinction, such as a district; or
4. A property that yields, or may be likely to yield, information important in prehistory and history.

The Florida Department of State, Division of Historical Resources utilizes the national criteria and/or resource age of fifty (50) years or older.

All historic buildings, structures, archaeological sites, districts, and neighborhoods are classified and designated on the City of Key West, Florida Historic Sites Surveys, which was approved by the City Commission. Such buildings, structures, districts, and neighborhoods are divided into two classes:

Contributing buildings

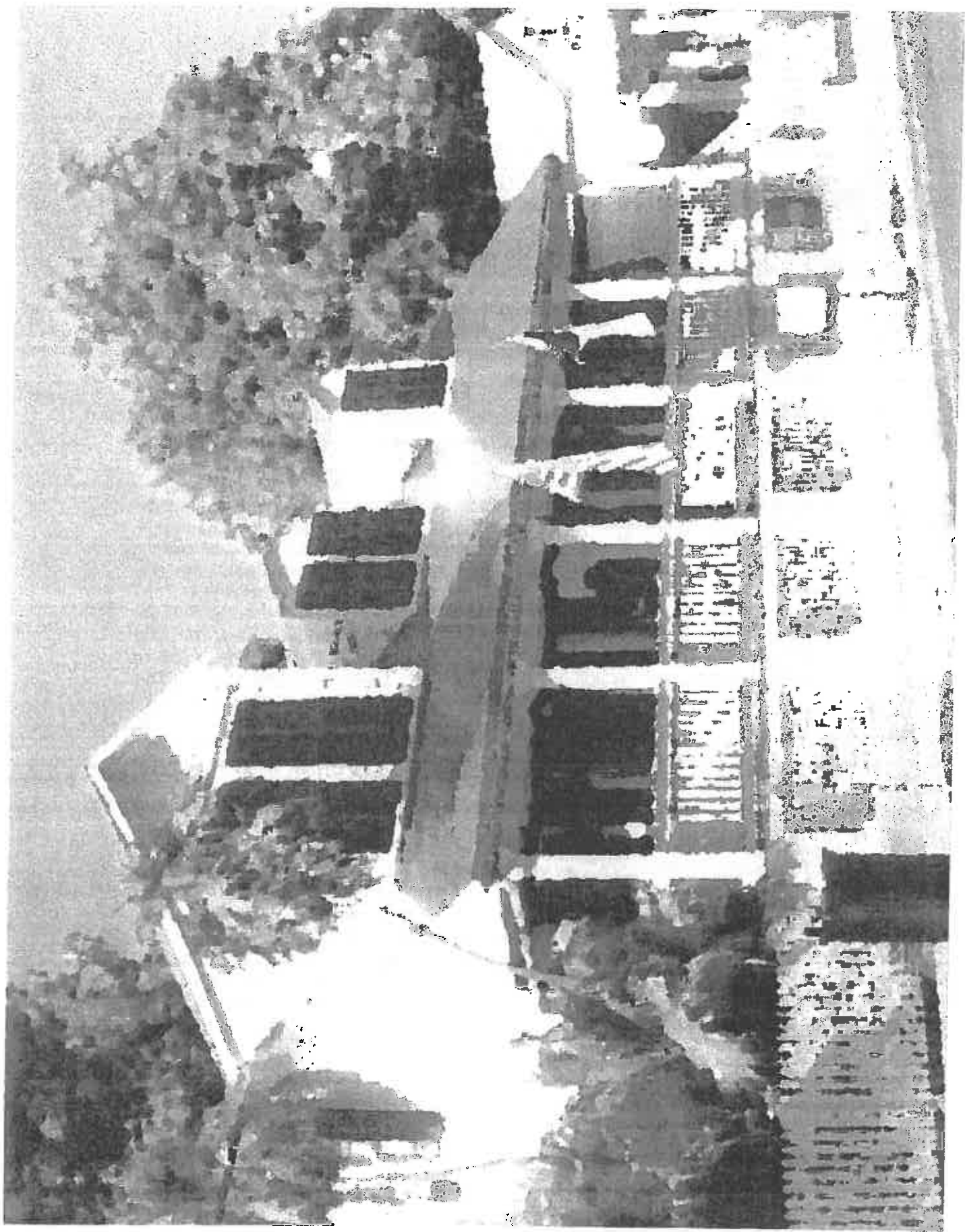
Contributing buildings are the most significant buildings in an historic district. They contribute to the character of the historic district by sharing the same period of significance, architectural qualities or historical or cultural attributes. A planned alteration to a contributing building will be considered more carefully by HARC than changes proposed to a non-contributing building. Those buildings, structures, archaeological sites, and districts classified as historic shall possess identified historical or architectural merit of a degree warranting their preservation. All buildings listed in the historic sites survey, as adopted and approved by the City Commission, will be considered worthy of preservation.



Noncontributing buildings

Noncontributing buildings contribute less to the character of the historic district because they are too recently built, too highly altered or are in extremely deteriorated condition. However, new alterations, additions and construction affecting non-contributing buildings also affect historic zones and streetscapes and must be reviewed for appropriateness. Noncontributing buildings and structures are those within an historic district not listed in the historic sites survey as contributing, and those buildings and structures determined by HARC to be of no contributing value. See LDR Chapter III, Article X: Section 3-1.3.





II. History of Design Guidelines in Key West

Key West citizens have been aware of their unique architectural heritage for decades. "During the Depression, funds from the Federal Emergency Relief Administration were used to restore and emphasize Key West's indigenous architecture, historical background and intangible charm" ①

In 1959, the destruction of the Caroline Lowe House by fire and the decay of the Geiger House (restored as the Audubon House) generated the interest which led to the formation of the Old Island Restoration Foundation, which currently operates the Hospitality House and the Oldest House.

In 1963, the Florida Legislature granted the authority to the City of Key West to create an architectural review board.② The board was not established at that time, however.

In 1965 (and amended in 1969), the Florida Legislature passed a law to allow the Key West City Commission to establish the Old Island Restoration Commission. The OIRC was charged with the responsibility for "the preservation of historic buildings...in the Old Section of Key West."③ To achieve this goal, the City Commission was allowed to provide the OIRC powers, which included architectural review over any new construction or alteration to structures within the Old Section. The legal boundaries of this area may generally be described as follows: from the harbor on the west side of the island, to White Street, to Angela Street, and to Whitehead Street, and excluding Duval Street from Eaton to Angela streets. The City Commission accepted the powers granted by state law and created the OIRC.

The destruction in 1968 of one of Key West's most architecturally significant buildings, the Convent of Mary Immaculate, helped to focus the community's attention on the need for strong local preservation laws.

In 1972, the Historic Key West Preservation Board was established by the State Legislature. Among its powers, the Board was authorized to "draft a historical plan of development for the City of Key West and surrounding area, and...to recommend to the governing body of the City of Key West the creation of an historical district or districts..." The same act authorized the City Commission to: 1) establish historic districts; 2) name an architectural review board; and 3) define the procedure for the review of building plans for any building to be erected, renovated or razed which is located or to be located within the designated historic districts.④ The City did not utilize this authorization as architectural review was being provided by the OIRC.

In 1976, the Governor and Cabinet designated certain portions of Monroe County, Florida, as an area of Critical State Concern. Subsection 5 of section A of Rule 22F-8.03 stipulated that one of the prime objectives of the designation was the "protection of the historical heritage of the Florida Keys and the Key West Historical District". Subsection (a) of subsection 5 indicated that "a management and enforcement plan and ordinance should be adopted by the City of Key West, providing that designs and uses of development and reconstruction within Key West Historical Preservation District shall be compatible with the existing unique architectural styles and shall protect the historical value of the district". Essentially, designation of Key West as an area of Critical State of Concern meant that the local cultural resources had statewide significance.⑤

Several survey projects were undertaken to document the historical, architectural and cultural resources in Key West. In 1967, the Historic American Buildings Survey (HABS) surveyed eighteen significant Key West buildings, providing architectural drawings and photographs. In 1974, the Milo Smith and Associates firm was hired by the Historic Key West Preservation Board to evaluate Key West's historic structures. The Smith team surveyed 1,270 structures, noting thirty-nine primary buildings (3%), and 368 (28%) secondary structures.

In 1976, the Florida Division of Historical Resources (then the Florida Division of Archives, History and Records Management) contracted with the Historic Key West Preservation Board to complete a comprehensive inventory of historic, archaeological and architectural sites. The 1976 Survey resulted in the completion of over 3,000 Florida Master Site Files. The individual sites met local and state criteria, and generally met National Register criteria, as follows: 1) the site must be 50 years old. (In Key West, all buildings surveyed appeared on the 1912 Sanborn Map); and/or 2) The site must be associated with historical events which made a contribution to Florida's or Key West's history; and/or 3) The site must be associated with the lives of persons significant in Florida's or Key West's past; and/or 4) The building must embody distinctive characteristics of a type, period or method of construction without major exterior alterations.

The results of the 1976 survey were compiled in the Cultural Resource Survey Report published by the Florida Division of Historical Resources. The documentation resulted in the 1983 listing on the National Register of Historic Places of a new Key West Expanded Historic District. The new boundaries extend the original district to include the area between Whitehead Street and Emma Street and eastward from Angela Street to Waddell Street, and extending to Reynolds Street.

In 1984, the Key West Naval Station was listed as a separate National Register District with 23 historic buildings.

The Old Island Restoration Commission continued to serve as the City's architectural review commission. Its name was changed in 1986 to the Historic Architectural Review Commission (HARC).

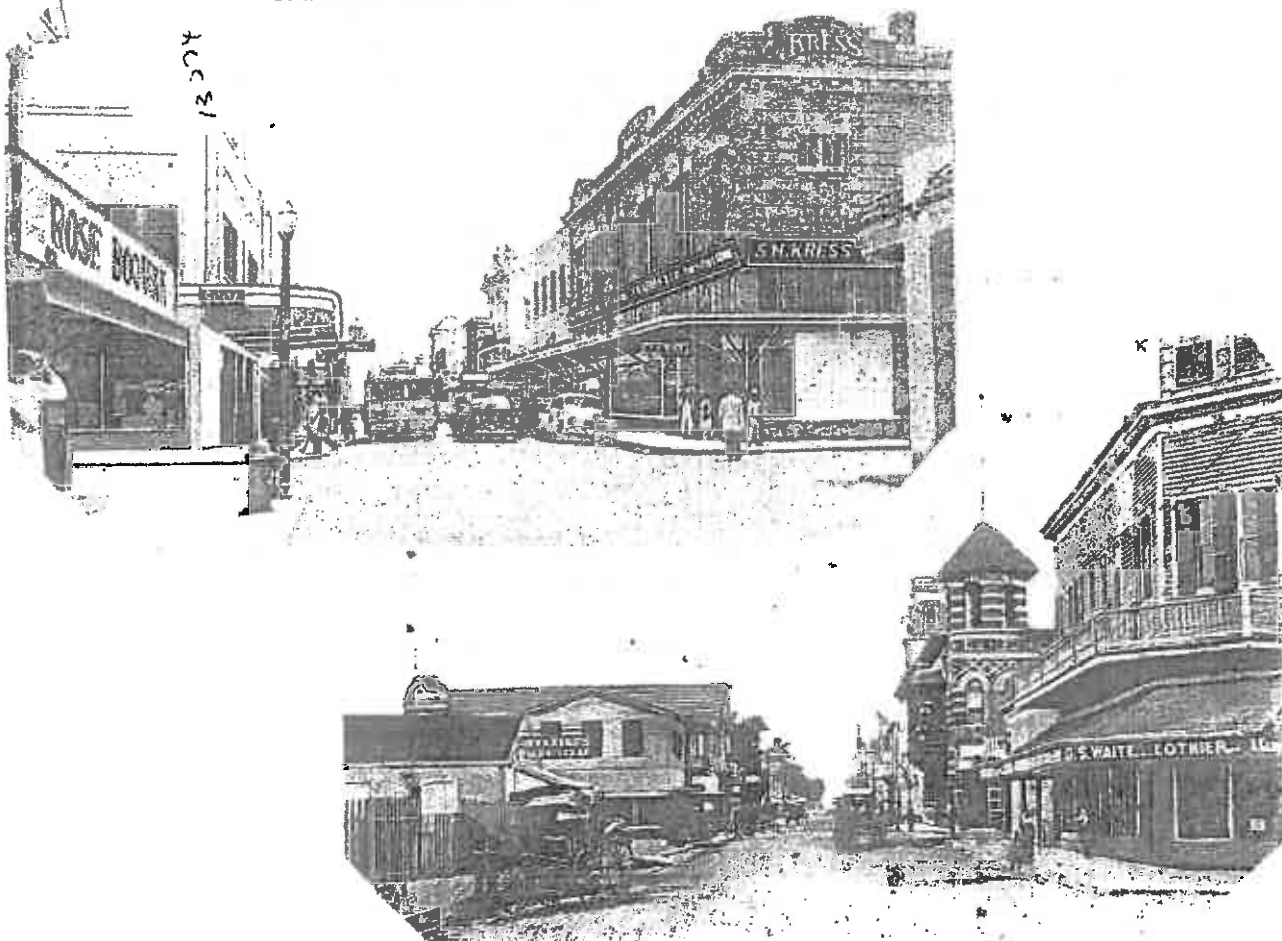
In 1986, the OIRC Guidelines were revised and strengthened, and the Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings were adopted by city ordinance. Subsequent changes reflected in this publication were developed by HARC with the assistance of State Preservation Grants.

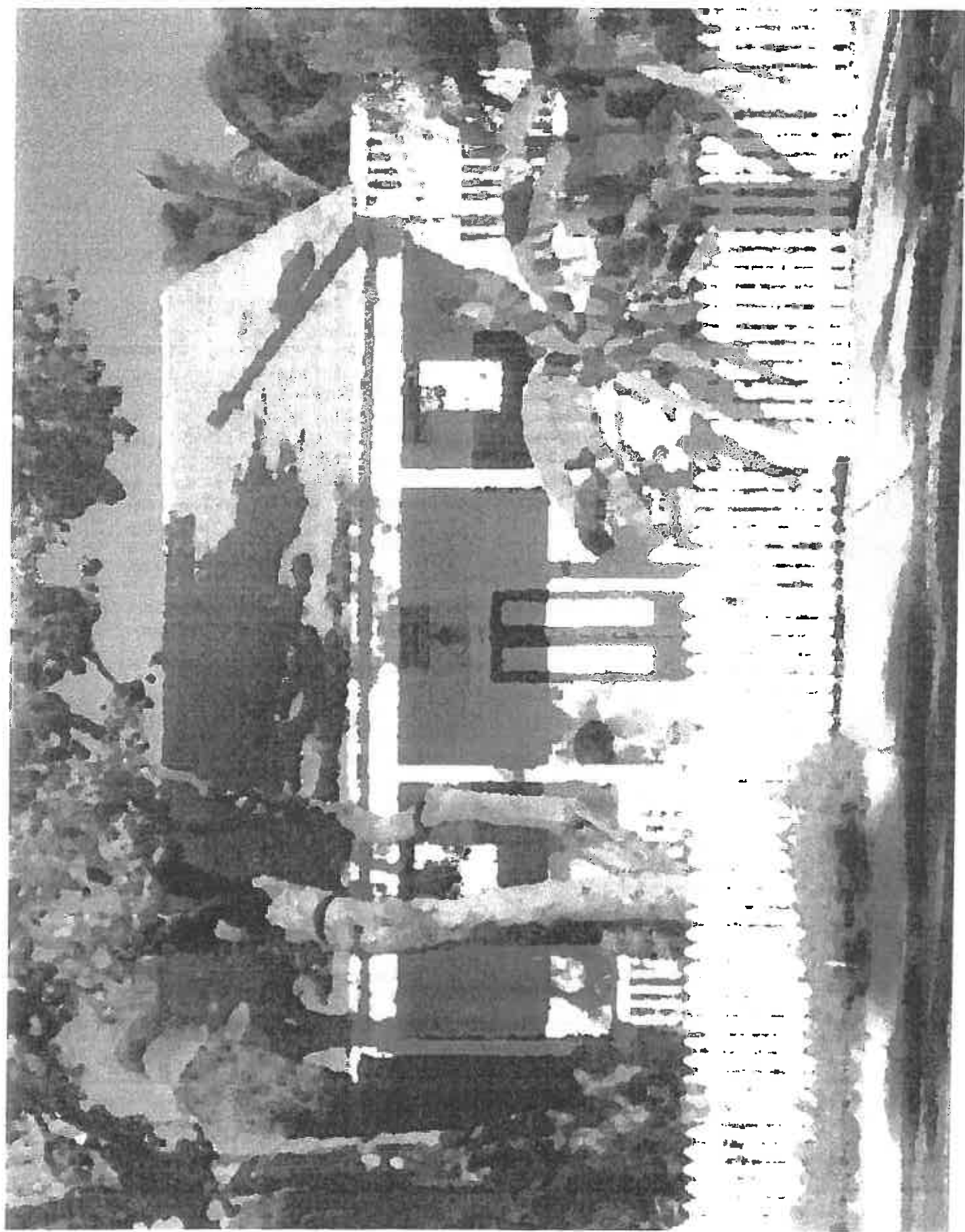
In 1998, the historic structure survey was updated and reported in City of Key West, Florida Historic Sites Survey funded by a grant from the Bureau of Historic Preservation Division of Historical Resources, Florida Department of State.®

FOOTNOTES

- 1) Ordinance of Architectural Preservation in Key West, Florida Division of Historical Resources Files, Tallahassee.
- 2) Florida Statutes, Chapter 63-1494.
- 3) Florida Statutes, Chapter 85-1773; Florida Statutes, Chapter 69-1187.
- 4) Florida Statutes, Chapter 72-259
- 5) Cultural Resources Survey of Key West, Miscellaneous Project Report No. 48, Bureau of Historic Sites, Florida Division of Archives, History and Records Management, 1979.
- 6) City of Key West, Florida Historic Sites Survey, 1998.

DUVAL STREET LOOKING WEST, KEY WEST, FLA.—K31





III. Historic Architectural Review Commission (HARC)

Rules of Procedure

PURPOSE/SCOPE

1) To establish procedures for the Historic Architectural Review Commission (HARC) to process applications for certificates of appropriateness for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) for demolition of existing structures within the Key West Historic Preservation zones and the National Register Historic District or designated as individual properties.

2) To establish procedures for the HARC to conduct hearings or workshops related to historic preservation, and review nominations for designation of properties to the local/national registers. Inventory materials are to be compatible with the Florida Master Site File.

General Rules

The Key West Historic Architectural Review Commission shall be governed by the terms of the City of Key West Land Development Regulations, Chapter I, Resolution 97-10, Article II, Section 1-2.F and Chapter III, Article X, Section 3-10 3.

POLICY/PROCEDURE

Jurisdiction

The Historic Architectural Review Commission shall have the power to carry out the duties and responsibility conferred upon it by the City of Key West Land Development Regulations, and shall perform said duties in order to augment and preserve the character and distinctive appearance of the historic districts of the City. The HARC serves as an advisory Commission to the City of Key West commissioners sitting as the Board of Adjustment.

Members, Officers and Duties

1) From among its members, the HARC shall annually elect a Chairperson, Vice Chairperson and other such officers as it deems necessary.

2) A vacancy occurring in any office shall be filled within 60 days by a majority vote of the remaining board members.

3) The City shall provide adequate staff to allow the Commission to perform its duties. The City Manager shall provide sufficient funds within the general fund that will provide secretarial support, a professional preservation planner, and one full-time inspector, and shall cause the minutes of all meetings to be recorded, transcribed in summary

form and submitted to the HARC for its approval.

4) The Chairperson, or in his absence, the Vice Chairperson, shall preside at all meetings and hearings of the Historic Architectural Review Commission and decide all points of order and procedure.

Voting

1) No Historic Architectural Review Commission member shall take part in the hearing, consideration or determination of any case in which he/she is personally or financially interested. To avoid a conflict of interest or the perception of such a conflict, the nature of the Commissioner's relationship should be stated for the record.

2) No Commission member shall vote on any matter deciding an application or a request to reconsider unless he/she shall have attended the Commission's previous deliberations on such application, or shall otherwise have the approval of the Chairman to vote on such matter. The Chairman's approval shall be contingent upon the assurance by the member that he or she is familiar with the application and has reviewed the minutes of any meetings at which the application was discussed.

Meetings

1) The Commission shall convene on a regularly scheduled basis at least once each month, and notice of such meeting shall be published in a newspaper of general circulation in the City at

least five (5) days in advance thereof. At any special or regular meeting the HARC may set a future meeting date. The State Historic Preservation Officer shall be notified of all meetings at least thirty (30) days prior to the meeting.

2) Special meetings may be called by the chairman or by written notice signed by three (3) voting members. No official action shall be taken during any special meeting unless three (3) members concur.

3) All meetings of the Commission shall be open to the public. A public record of the Commission's minutes and resolutions shall be maintained and made available for inspection by the public. Minutes of each meeting shall be submitted to the State Historic Preservation Officer within thirty (30) days with a record of attendance of Commissioners and public attendance figures.

Attendance/

Historic Architectural Review Commission

1) Historic Architectural Review Commission members are expected to attend the following meetings: (A) Regular Historic Architectural Review Commission meetings, which are defined as those meetings regularly scheduled to carry out the duties of the Historic Architectural Review Commission. (B) Special Historic Architectural Review Commission meetings which are defined as those meetings called by the Chair of the Historic Architectural Review Commission upon at least five (5) calendar days notice to each member, or scheduled by a majority of the

Historic Architectural Review Commission at a regular meeting.

2) If a member of the Historic Architectural Review Commission fails to attend two (2) of three (3) consecutive regular meetings, without cause and without prior approval of the chairperson, the board shall declare the member's office vacant. The Mayor, with consent of City Commission, shall fill the vacancy by appointment.

The State Historic Preservation Officer shall be notified of any change in the Commission membership within thirty days of action.

Annual Recommendations to City Commission

From time to time, and by October of each year, the HARC shall review its procedures and, where revision is needed, recommend to the City Commission revised regulations for the conduct of its business which shall govern the HARC upon approval or amendment by the City Commission, or upon the expiration of forty-five (45) days without final City Commission action thereon. Said rules at all times are subject to amendment by the City Commission (Section 16.03).

Legislative Procedure

1) Three members of the Historic Architectural Review Commission shall constitute a quorum (Section 16.03).

2) In order to carry, a motion to recommend approval or a motion for denial of a petition for designation of a structure or district as historically significant shall require a simple majority vote of those members who are present

and voting. Likewise, a motion to recommend approval or a motion for denial of a petition for designation of a site as archaeologically significant shall require a simple majority vote of those members who are present and voting.

3) A motion to recommend the suspension of an action, issuance or denial of a Certificate of Appropriateness shall require a simple majority vote of those Board members who are present and voting in order to be carried.

4) If an application is approved, the presiding member of the HARC shall sign and date the application. If disapproved, the applicant may modify and resubmit the application or may appeal the HARC decision. If an application is deferred or disapproved and the applicant would like to pursue the project, they must ask staff to add them to the agenda. Any required documentation must be submitted at least one week before the meeting.

5) Recommendations to the City Commission or to government officials for special study items or enforcement measures shall also require a simple majority vote of those Historic Architectural Review Commission members who are present and voting.

6) Application for the Certificate of Appropriateness shall be filed with the HARC, which shall within thirty (30) days vote at its meeting to approve or disapprove work based on the Design Guideline for Key West and the Secretary of the Interiors Standards for Rehabilitation. The above thirty (30) day time period shall not include the following: Periods of plan redrafting or compilation of

additional information requested by the applicant or by HARC; application deferral(s) where the applicant is not present at one (1) or more HARC meetings or where said meeting(s) is/are cancelled (Section 16.04).

7) To the extent possible, HARC will observe the precedents of a previous HARC approval on the subject property or a related parcel.

HARC Report and Agenda

1) Copies of the HARC agenda shall be made available to the public at the Building Department prior to each scheduled meeting.

2) No new items may be placed on the HARC agenda after the time the agenda has been finalized unless approved by the Chair of the HARC.

3) For proposed designation reviews, the notice of the public hearing shall be published in a newspaper of general circulation at least ten (10) calendar days but not more than twenty (20) calendar days prior to the public hearing.

4) National Register nominations shall be considered at public meetings conducted by the HARC. Notices of these meetings shall appear in advertisements of the HARC agenda; these advertisements shall appear in a newspaper of regular circulation at least five (5) days prior to the HARC meeting. Any additional notices shall be made as required by the U.S. Department of the Interior. Where appropriate, meetings will be held at the neighborhood level. The State Historic Preservation Officer shall be notified immediately of all new historic designations or alterations of existing designations.

5) An annual report covering the period from the previous October 1 through September 30 shall be prepared by the Preservation Planner and submitted to the City Commission and the State Historic Preservation Officer by November 1 of each year.

Order of Business at the HARC Agenda

- 1) Call to order
- 2) Approval of Minutes
- 3) New applications for Certificate of Appropriateness
- 4) Deferred Applications
- 5) Discussion Items/Other Business
- 6) Adjournment

Procedural Rules

- 1) The rules contained in the current edition of Robert's Rules of Order shall be observed during meetings in all cases where they are applicable. Otherwise, the special rules adopted by the HARC prevail.

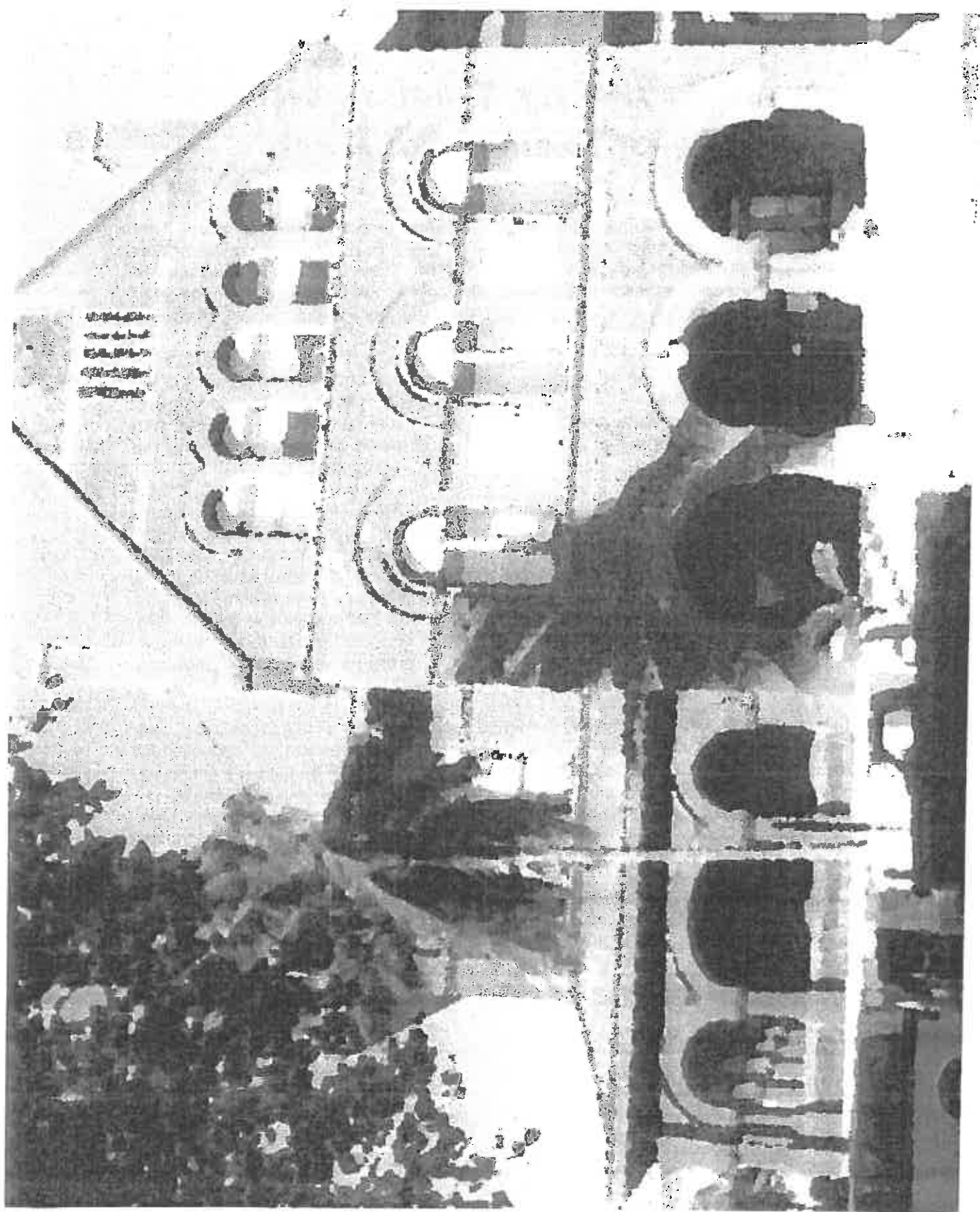
DO'S AND DONT'S FOR HARC MEMBERS

DO

- Read the City's HARC guidelines and other historic preservation regulations and refer to them often.
- Be friendly with all applicants and leave them with a good impression of the local government process.
- Use the design guidelines when making a decision on the appropriateness of a building alteration.
- Review each application as a separate case and apply the regulations criteria each time.
- Remember due process.

DO NOT

- Apply your idea of what is "pretty" or "in good taste" to decide if a proposed alteration is appropriate.
- Require the design of all new buildings, alterations or additions to follow a particular theme or architectural style.
- Embarrass the applicant by criticizing his/her application openly in the meeting or in the media.
- Turn down an application without giving the applicant specific guidance as to how the application could be improved to meet the criteria of the ordinance.
- Be hesitant to ask the applicant for more information if the application is incomplete or if there is not enough information to make a decision.



IV. Guidelines for Rehabilitation Of Historic Buildings

The Key West Architectural Guidelines are firmly based on the *Secretary of the Interior's Standards for Rehabilitation*. The *Guidelines for Rehabilitation* were developed to interpret and explain the *Standards*. They were also written to assist cultural resource managers and owners of significant structures to manage them with sensitivity and to preserve their architectural integrity and historical significance.

The Federal guidelines for rehabilitating historic buildings were first developed in 1977 to assist property owners, developers, and government managers apply the Secretary of the Interior's "Standards for Rehabilitation" during the project planning stage by providing general design and technical recommendations. Together with the "Standards for Rehabilitation" they provide a model process for owners and developers.

The guidelines are intended to assist in applying the Standards to projects generally; they are not intended to give case-specific advice or address exceptions or rare instances. They cannot tell which features of a specific historic building are important in defining its historic character and should be preserved or which features could be altered, if necessary. Case-by-case decisions are best accomplished by seeking assistance from qualified historic preservation professionals in the planning stages of a project. Such professionals include architects, architectural historians, historians, archaeologists and others experienced in the preservation, rehabilitation and restoration of historic properties.

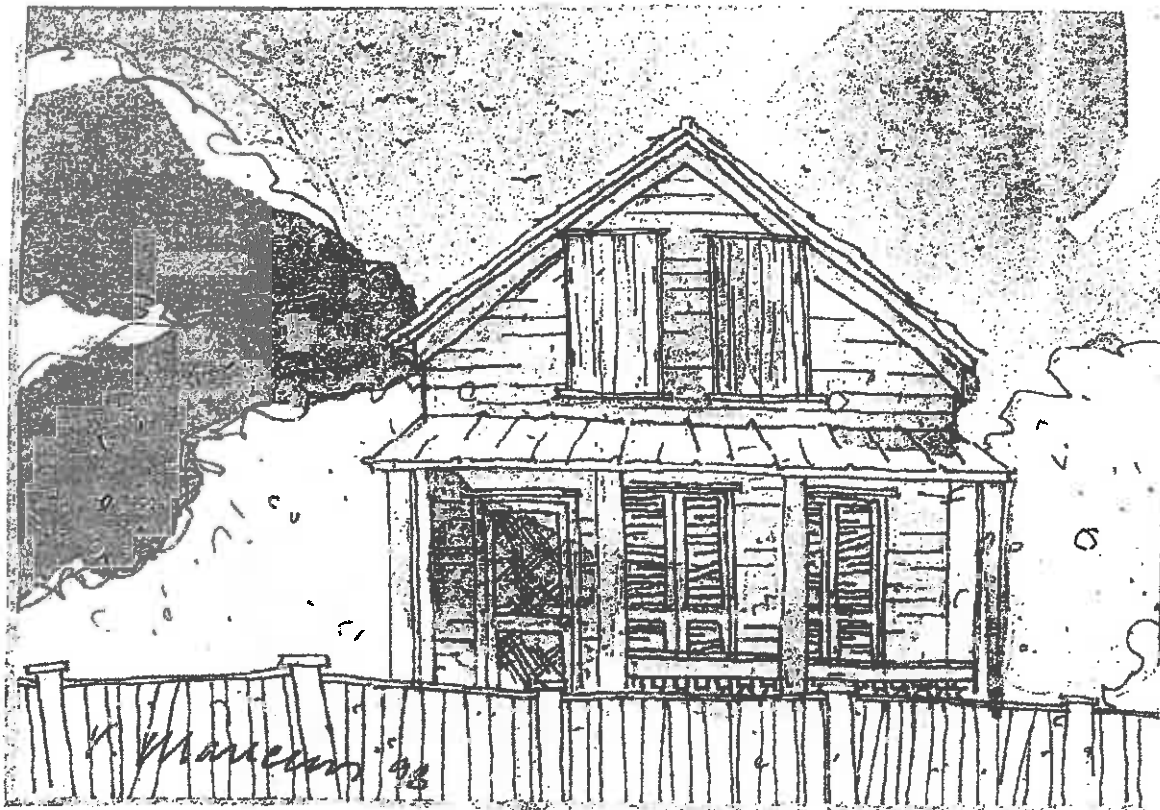
The guidelines pertain to historic buildings of all sizes, materials, occupancy, and construction types, and apply to interior and exterior work as well as new exterior additions. The guidelines seek to assure the preservation of a building's important or "character-defining" architectural materials and features and also make an efficient contemporary use possible. The rehabilitation process begins with protection and maintenance; the work should be designed to achieve preservation goals. When some deterioration is present, repairing a building's historic materials and features is recommended. However, when the deterioration is so extensive that repair is not possible, the replacement of historic materials and features with new materials is then considered. The complex design issues of alterations and additions require particular sensitivity to preserve a building's historical character.

Identify, Retain, Preserve

The guidance basic to the treatment of all historic buildings – identifying, retaining and preserving the form and detailing of architectural materials and features that are important in defining historic character. It is important to remember that such loss of character can be caused by the cumulative effect of a series of seeming minor changes to the building and the total impact of actions on a building must be considered.

Protect and Maintain

After identifying those materials and features that are important and must be retained in the process of rehabilitation work, then protecting and maintaining them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings. Protection includes cleaning roof gutter systems, installing fencing, alarm systems and other protective measures.



A HARC review of proposed construction plans considers:

- What was the original design of the structure, and how much has survived?
- How will new construction affect exterior elements and appearance?
- Will the project alter the massing and setback patterns of the building or streetscape?
- Are the proposed changes reversible or permanent alterations?
- Will the project cause damage to architectural integrity and design?
- Are the proposed changes appropriate to the site and its character?
- Will the proposed materials and methods endanger the longevity of the structure?
- Is the building a contributing or noncontributing structure in the district?
- Will proposed landscaping, fencing and paving changes alter its historic character?
- Does the condition of the structure warrant proposed demolition of original fabric?
- Will proposed outbuildings, additions, pools, or other structures detract from the site?
- What was the evolution of the building over time and what elements should be retained?

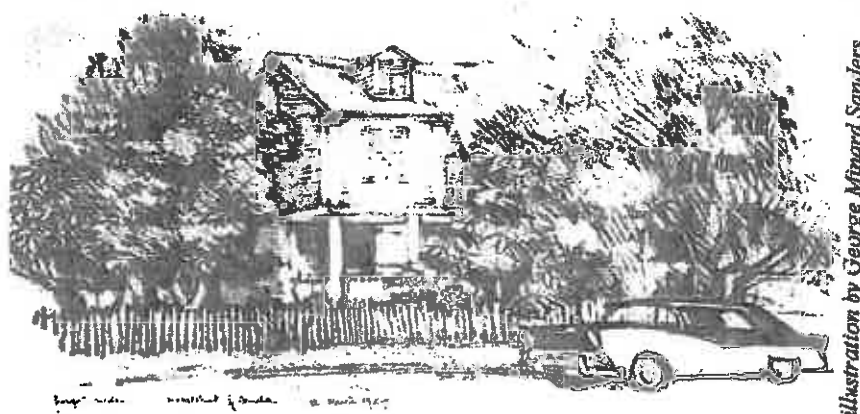


Illustration by George Minard Sanders

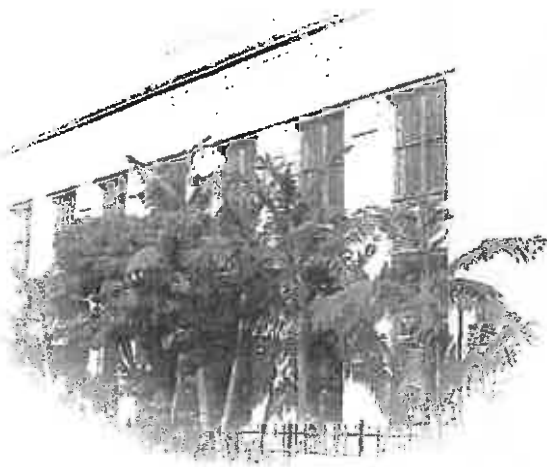


V. U.S. Secretary of the Interior's Standards for Rehabilitation

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility within any historic preservation district or other designated historic site or resource. "The Design Guidelines in Key West's Historic District" are based upon *The U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for the Rehabilitation of Historic Buildings*, as are the city ordinances and Land Development Regulations which authorize the guidelines and the Historic Architectural Review Committee (HARC). An applicant for development or a building permit shall comply with the *Key West Design Guidelines* (including the *U.S. Secretary of the Interior's* standards) pursuant to procedures set forth in Sections 1-2.7 and 3-19.3 of the Land Development Regulations.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building, and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historic development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than be replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

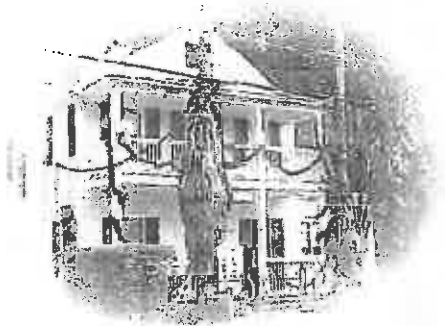
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



1. ***A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building, and its site and environment.***



The intent of this standard is to minimize the impact on an historic structure. A residence is best used as a residence, which would not require alteration of interior spaces. Other compatible uses might include bed and breakfasts, guesthouses, or a professional office not requiring large rooms. Conversion to a use requiring removal of interior walls (i.e. an auditorium) should be avoided if possible. Conversely, public buildings with large spaces should be fitted to uses that allow retention of those spaces. Conversion to apartments, for example, would probably involve partitioning of large spaces and possibly inserting intermediate floors in areas with high ceilings. Such modifications would create a severe negative impact to the historic integrity of the building.



5/14/02

- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

Character defining elements such as porches, columns, finials, hood moldings, and the forecourt relationship of a building to the street are all important character defining elements. Enclosing porches or constructing new elements between an historic building and the street should be avoided. Removal of elements including column capitals, hood moldings, finials, cupolas, entablatures, etc; should be avoided. If severe deterioration requires their removal, they should be replaced at the same time. Leaving deteriorated elements intact without repair is preferable to their removal without immediate replacement.

- 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historic development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**

Each property contributes its own unique characteristics to the district. Modifications such as converting a mid 20th century stucco façade to replicate a wood Victorian mansion should be avoided.

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

Historic properties are a record of the development history of a community and the standards recognize that changes have, and will continue to take place. President Harry S. Truman converted a Victorian mansion to his Key West retreat, "the Little White House". Returning it to its pre-Truman era appearance would be inappropriate as his modifications "have acquired significance in their own right".

These standards recognize that some exterior and interior alterations to the historic buildings are occasionally needed to assure continued use, but it is important that such alterations do not radically change, obscure, damage, or destroy character – defining materials, features, or finishes.

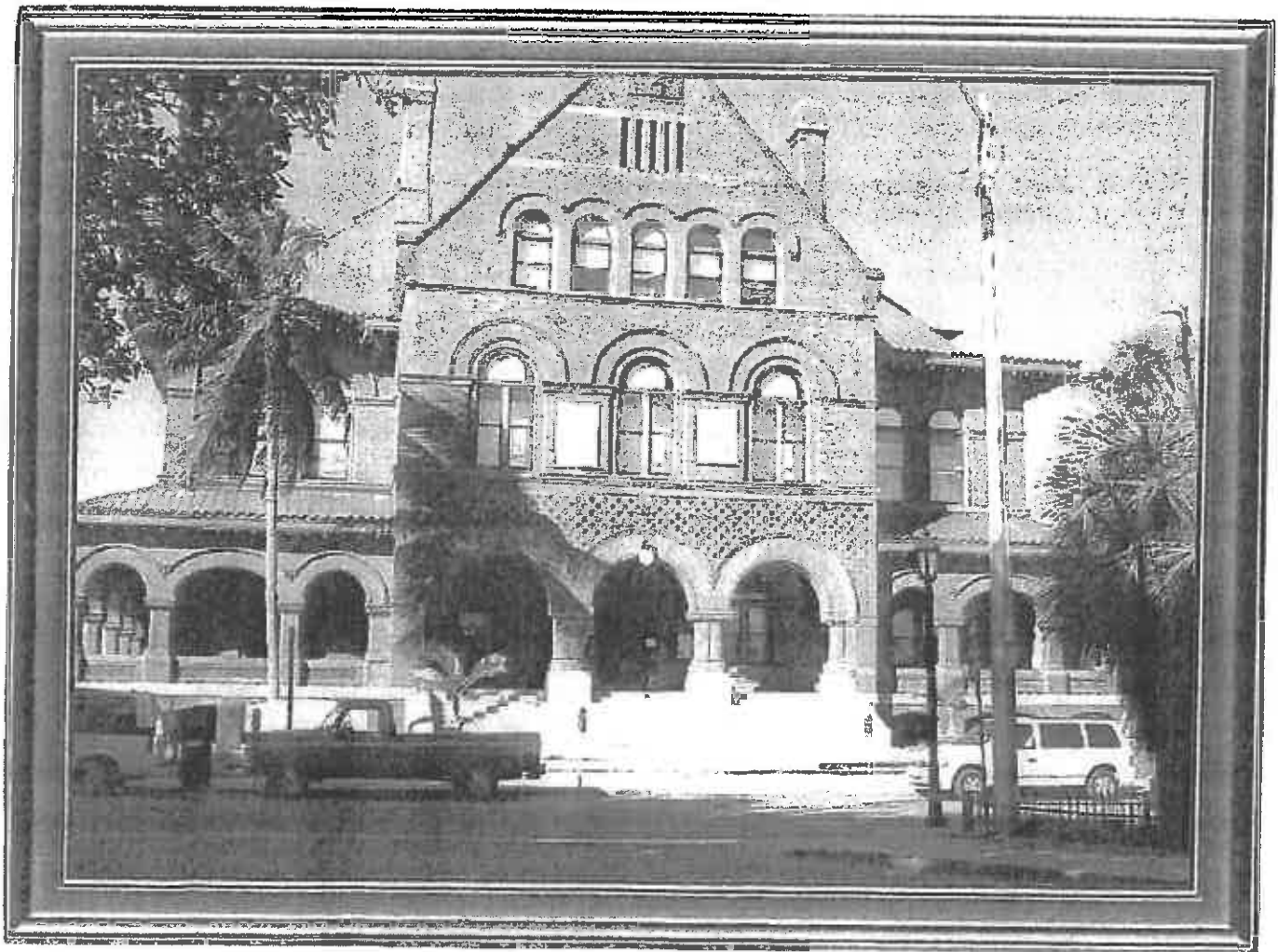
The construction of an exterior addition to an historic building may seem to be essential for the new use, but such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering interior space. The building's features should not be radically changed, obscured, damaged, or destroyed. HARC shall allow additions, preferably at the rear of the structure.

Additions should be designed so that they do not compete with the historic characteristics of a building, site or its environment. With tight building sites in Key West, construction of an addition in the rear of the property is not always possible, but respecting the scale, detailing and special relationships of the historic elements will result in a successful project. Hopefully, our contemporary additions will "acquire

historic significance in their own right' and future generations will retain and preserve them.

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

Key West has a unique and rich architectural fabric with many diverse building types, finishes, styles and details. This standard recognizes that each of these character defining elements contribute to the district's heritage and should be preserved. The terracotta detailing of the Custom House, cut coral façade of the Federal Courthouse, concrete formed to replicate rusticated stone at the Harris School, and the Victorian detailing of the "gingerbread house" at 615 Elizabeth each have unique and different *"construction techniques or examples of craftsmanship that characterize the historic property"*. Each property is unique and we should endeavor to identify and preserve those features and finishes that are unique to each property.



- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match old in design, color, texture and other visual qualities, and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.**

This standard recognizes the patina gained through aging is important to the visual characteristics of an historic building or property. The historic fabric should be retained whenever possible. It is not the intent of these guidelines or a preservation effort to return a property to "like new" condition. Rather, this standard recognizes that districts and historic features gain significance over time, through weathering and ongoing maintenance.



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

Standard 6 recognized the importance of historic fabric and the significance it gains through aging. This standard recognizes the importance of protecting these features and finishes. These character defining finishes are damaged and suffer irreversible harm from abrasive cleaning methods such as sandblasting or grinding. The Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings, included earlier in the manual, list appropriate and inappropriate treatments in detail. Refer to that section for detailed requirements.

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

This standard recognizes the importance of archaeological resources to the history and significance of an area. HARC recommends using care when excavating, grading, or disturbing a site. Artifacts uncovered during these activities are valuable and add to the history of the area. Archaeologists, professional and amateur, are available throughout Monroe County, and Marine Archaeologists are on staff at the Mel Fisher Maritime Heritage Society here in Key West. For preservation projects funded in part through state and federal grant funds, the use of a trained archeologist may be required. HARC recommends confirmation of such requirements with the source of any grant funds; work stoppage

when possible artifacts are encountered; and to obtain archaeological assistance when needed or at known archaeological sites (i.e. the Military Cemetery at Peary Court or the African Cemetery at Higgs Beach).

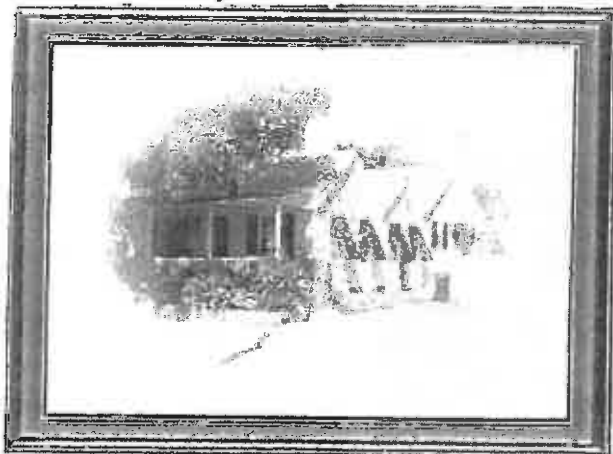


- 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**
- 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**

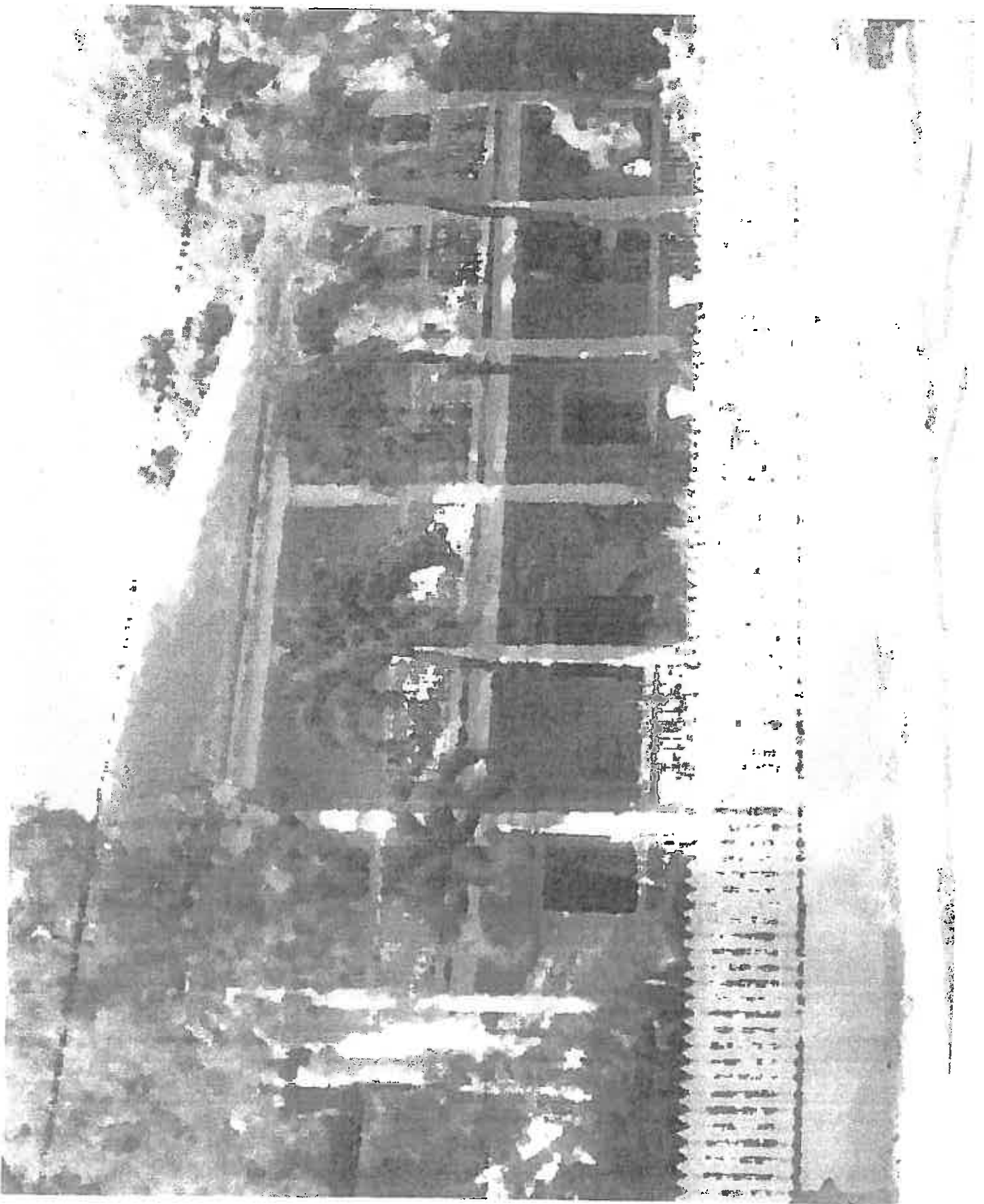
Alterations/Additions to an Historic Building

Some exterior alterations to an historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that is intrusive and therefore detracts from overall historic personality.

The construction of an exterior addition to an historic building may seem to be essential for the new use, but it is emphasized in the guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.



New elements added to an historic structure should be reversible to allow restoration at a future date. Original walls and windows, for example, could be left in place with a new wall constructed adjacent to it so that when removed, the original would still be intact. The addition of the roof windows to attics might be sized to fit between existing rafters so that the original structure is not altered and future removal and roof replacement would be simplified.



VI. Design Guidelines in Key West's Historic District

BUILDING EXTERIORS – WOOD

Key West architecture is most commonly of wood construction including distinctive architectural features such as siding, cornices, brackets, entablatures, shutters, columns, and balustrades. The preservation and repair of wooden features protects the historic character of Key West architecture. Replacement siding on contributing structures must match the original siding.

Wood Exterior Guidelines:

1. Materials for repair of historic wood architecture are:

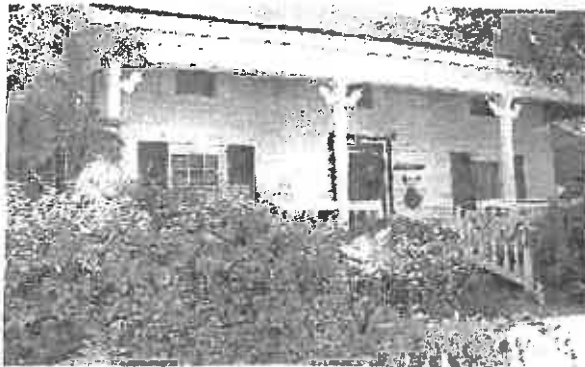
- Wood weatherboard, clapboards or lapped siding of appropriate dimensions
- Wooden vertical board and batten siding with -1"x2" or 1"x3" battens
- Wooden horizontal novelty or drop siding



2. Non-wood sheathing materials such as fiber-cement siding, "hardi-board" or other non-traditional cladding may be used only on new structures, non-contributing structures or non-historic additions to contributing structures if the dimensions of these materials are compatible with the dimensions of the original fabric and if it has a smooth texture that does not exhibit fake, exaggerated wood grain. Exterior siding should be painted.

Decorative Elements and Details

Exterior architectural detailing contains much of the architectural craftsmanship, which characterizes historic integrity and should be preserved. Distinctive features include construction elements such as doors and windows as well as hardware, pediments, decorative woodwork, column and post details and other design characteristics.



1. The introduction of exterior features including windows, stained glass, doors, brackets, architraves, railings, exterior staircases or gingerbread or cut out detailing, which cannot be documented as pre-existing, should be avoided and are not appropriate on publicly visible elevations.

2. New wood exterior features that are incompatible in architectural detail, size, scale, material and color are not appropriate.

BUILDING EXTERIORS - MASONRY

Although the most common building material in Key West is wood, numerous historic masonry structures of stone, brick, concrete or stucco are located in the historic zoning districts, especially in the commercial sectors.

Masonry features such as brick cornices, stone window architraves, masonry pediments and terra cotta brackets contribute to the historic significance of Key West masonry structures.

Masonry surfaces such as textured stucco and patterned brick are distinguished architecturally and historically by different bonding styles, jointing techniques, surface treatments, brick types and colors. Although masonry is extremely durable, it can be permanently damaged by poor or improper maintenance, application of non-permeable coatings, and harsh or abrasive cleaning techniques.

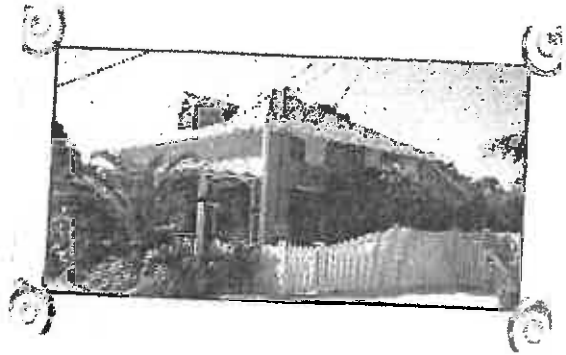
1. Masonry features must be repaired using accepted and recognized preservation techniques that avoid harm to original historic fabric. Masonry surfaces will not be cleaned using abrasive sand or water-blasting techniques or other abrasive techniques which accelerate the aging and deterioration of the historic building.
2. Masonry surfaces may be cleaned using *non-destructive chemical cleaning* compounds approved by state and federal preservation architectural preservation staff.
3. *Non-permeable coatings* shall not be used on historic masonry structures.
4. *Replacement materials* such as brick, stone, ornamental concrete blocks, and stucco must be similar in color, dimension, density, texture and pattern to original historic masonry fabric.
5. If a portion of historic masonry is too deteriorated to repair effectively, it may be replaced on an in-kind basis using existing physical evidence to guide the work. The replacement portion should resemble the original as closely as possible in all details including texture, color, placement, mortar, pattern, dimension and density.
6. *Physical evidence* guiding the repair or replacement work may include the actual portions of surviving masonry fabric, historical photo-documentation, verifiable historic descriptions or new designs based on the original which are compatible with the size, scale, material and color of the historic building.
7. Masonry joints must be *re-pointed* using materials compatible in color, consistency, permeability and texture. Mortar that is deteriorated should be removed by *hand-raking* the joints carefully.

BUILDING INTERIORS

Alterations to the interior of historic public spaces such as banks and hotel lobbies, auditoriums, theatres and public offices; the interior of any property individually listed on the National Register; or of the interior of a property that was the location of a historical event, are subject to HARC review, to promote reuse and prohibit the irretrievable loss of the interior historic fabric.

ROOFING

Many historic structures in Key West have metal shingle roofing. Other common roofing materials include metal V-crimp, and conventional asphalt shingles. Roof replacements should be done on an in-kind basis, with the new roof matching the materials used previously, unless HARC believes the replacement material to be more suitable than the existing roofing material. Roof form and secondary features such as dormers, chimneys, and other details are important in defining the architectural style of the building.



1. Historical roofing materials such as metal shingles *should be preserved* when possible. If replacement is necessary, similar metal shingles must be used, not inappropriate roofing materials such as V-crimp metal. If a roof can be shown to have been made of another material such as wood shingles or slate, it may be replaced with that material. V-crimp roofs may be replaced with metal shingles.
2. Conventional modern roofing materials such as asphalt shingles, V-crimp, or composition roofing may be used on non-contributing structures, provided that they do not detract from the characteristics of nearby historic properties.
3. Roofing materials and forms used in new construction must be *visually* compatible with the existing historical and architectural context of the streetscape and neighborhood.
4. *The form and configuration of a roof must not be altered* in pitch, design, materials or shape unless the resulting changes would return the roof to a verifiable and appropriate historical form. Original features such as scuttles, chimneys and roof porches should not be removed or altered.
5. The public view of the roofline should not be altered by the addition of new features such as dormers, scuttles, vents or skylights. Such features may be allowed on roof surfaces not visible from a public right-of-way.
6. Fascia, soffit, cornice and bracket elements shall not be altered or removed unless it can be documented by photographic or other verifiable historical evidence that they were not historically accurate in form and placement.

ROOF SECONDARY STRUCTURES:



Gutters

Gutters on historical buildings in Key West were often recessed under the roofline. Many of these historical gutters have been neglected and have deteriorated. The installation of modern metal gutter systems is detrimental to the appearance of historic architecture and should be avoided unless its design minimizes interference to architecture and the gutters will actually prevent water damage.

1. Gutters must be installed so as *not* to detract from the design and architecture of the structure.
2. The installation of gutters must *minimize damage* to the historic fabric of the structure and should not radically change, obscure or destroy character-defining features, materials, or finishes.
3. Gutters originally installed as an integral part of roofing system (i.e. enclosed box drainage) should be *maintained and retained* whenever possible.
4. The half-round gutter style is most appropriate for buildings constructed *prior to 1900*.
5. Either the half-round or "ogee" style of gutter may be appropriate on structures erected *after 1940*.

Dormers

A dormer addition must be in scale and harmony with the building's design.

1. New dormers may be installed to replace historical dormers when they can be substantiated by documentation or as additions to noncontributing buildings.
2. Dormer design must be *compatible* with building style (similar in style to dormers normally found on that type building in Key West). Roof pitch and materials of dormer construction should match that of the original structure closely.
3. Dormer *size must be in proportion* to the building and its roof. Oversized or undersized dormers are inappropriate.
4. Generally, dormers on 19th century buildings were designed *with a gable roof*. Dormer additions to bungalow-style structures generally had a shed roof.
5. The juncture of a dormer roof with the main roof should be *below the ridgeline* of the main roof.

Solar Collectors

HARC is supportive of the citizens of Key West awareness of sustainability and energy efficiency issues. The retention and adaptive use of historic buildings preserves the materials, embodied energy, and human capital already expended in their construction. The reuse of buildings is one of the greener practices in the overall promotion of sustainability.

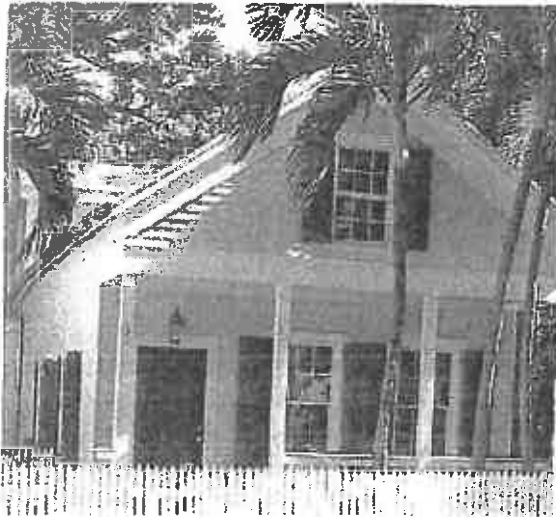
HARC believes that energy conservation in historic buildings can be accomplished responsibly without compromising the qualities that define their historic character. In an effort to promote the reduction of carbon footprint and energy conservation HARC suggests the following recommendations to our citizens: use of energy rated appliances and mechanical equipment, reuse and use of existing cisterns, preservation and reuse of as much historic materials as possible, planting trees and installation of insulation materials on ceilings, roofs and walls.

1. HARC supports the introduction of new and emerging technology for renewable energy but will seek to achieve this by ensuring equipment is installed without permanent detriment to the historic fabric already established in the district and the least visual impact to buildings and streetscapes HARC's goal is high performance conservation with low public visibility. HARC recommends applicants exhaust all other ways of reducing the carbon footprint before putting forward applications for the installation of solar devices.
2. Any proposal to install solar energy collectors shall be based on a hierarchy of preferred locations starting with roofing not visible from public streets, then locations within rear gardens or on pergolas and only if none of these are viable because of orientation or overshadowing will HARC consider schemes which involve collectors on roofing areas or other locations visible from public streets.
3. Any proposals that include collectors and/or related equipment and cabling visible from public streets will be required to show (by way of calculation of energy outputs) that it is not possible to achieve similar performance from equipment located away from public view.
4. Installations shall not exceed power generation greater than that reasonably needed for the property. All applications must contain calculations of power outputs and on energy retained.
5. Character defining features of existing buildings (i.e. roofline, chimneys, and dormers) shall not be damaged or obscured when introducing new roof or exterior wall-mounted energy conservation systems.
6. All energy collection equipment shall be screened or hidden to the greatest possible while still achieving maximum function and effectiveness.
7. On pitched roofs, solar collector arrays shall run parallel to the original roofline and shall not rise above the peak of the roof. On flat roofs, solar collector arrays shall be set back from the parapet edge or wall/roof conjunction and may be set at a slight pitch if not highly visible from public streets.
8. All energy collection equipment shall be considered part of the overall design of the structure. Color, shape and proportions of the solar collection array shall match the shape and proportions of the roof. Single installations on single-plane roofs are preferable to disjointed arrays or arrays on multiple roof planes. If more than one array is needed, it shall be limited to one panel section on each side of the structure if the arrays cannot be placed on a rear location. Scattered or disjointed arrays are not appropriate.
9. All energy collection equipment shall not be mounted to project from walls or other parts of the building.

Scuttles and Skylights

1. Plastic dome skylights are inappropriate in the historic district.
2. Original wood roof windows, scuttles and skylights should be retained and repaired wherever possible.

WINDOWS



Historical structures in Key West traditionally had wooden 6/6 double-hung sash windows. However, 2/2 double-hung sash windows were also common and some 20th century buildings used 1/1 or 3/1 double-hung sash. Window design is an important component of architectural design, and particular care must be taken to prevent not to change, damage or destroy character-defining materials or features in the process of rehabilitation. Stained glass was rarely found in residential or commercial buildings in Key West with the exception of small transom windows of cranberry or ruby glass over the main doorway.

- 1. Original windows should be repaired by patching, stripping, reinforcing or rebuilding to prevent replacement of historical windows whenever possible.*
- 2. Historical window features including frames, sashes, thin muntins, glazing, sills, jambs, and moldings should be preserved. In-kind replacement of deteriorated features is recommended whenever feasible. For example, most historic structures in Key West had putty-glazed windows. Contemporary double hung replacement windows with thick muntins are not appropriate. (Manufacturers specifications are required with submittal).*
- 3. Replacement windows on contributing structures should be made to fit the original window opening without the use of blocking or infill. Such replacement windows, sills, muntins, sashes, surrounds and other window features should be of similar and compatible configuration, material, size, design, and placement as those of original windows.*
- 4. Replacement windows on non-contributing buildings may be of a different style that is compatible with the character of the building and its neighborhood.*
- 5. The addition of new window openings on primary elevations of contributing buildings is not appropriate unless documentation exists showing historic appropriateness.*
- 6. HARC may allow the addition of new window openings on secondary elevations as long as the historic visual integrity of the structure or the surrounding district is not adversely affected.*
- 7. Window glazing shall be clear and transparent untinted, nonreflecting glass. Replacement glazing on contributing structures should match the original as closely as possible.*

8. The use of *laminated impact-resistant glass, wind resistant films, glass or Plexiglas*, which does not alter the appearance of windows on the exterior, is allowed. Materials and details should be selected so as to minimize visual impact on the historic structure.

9. *Stained glass* may not be used on the primary or publicly visible elevations of a building unless it can be documented as historically as original. The use of *stained glass on primary facades is usually inappropriate* because it was not historically used in Key West with the exception of church window installations.

10. *Original windows, transoms or sidelights* may not be moved, changed in size, shape or design, boarded up or bricked over.

11. *Wood or metal жалусies may be appropriate* if proportioned properly with respect to the façade and if they are historically appropriate to the design of the building. Aluminum windows are generally inappropriate on contributing structures.

SHUTTERS

Exterior features such as shutters and blinds are an integral part of Key West architecture and should be preserved and/or replaced accurately to retain the full beauty of the architecture. Wooden shutters are significant features that define the historic character of many Key West buildings. Historically, shutters in Key West were operable wood-louvered, solid board, or steel. Both top-hinged Bahama style shutters and side-hinged shutters were common.

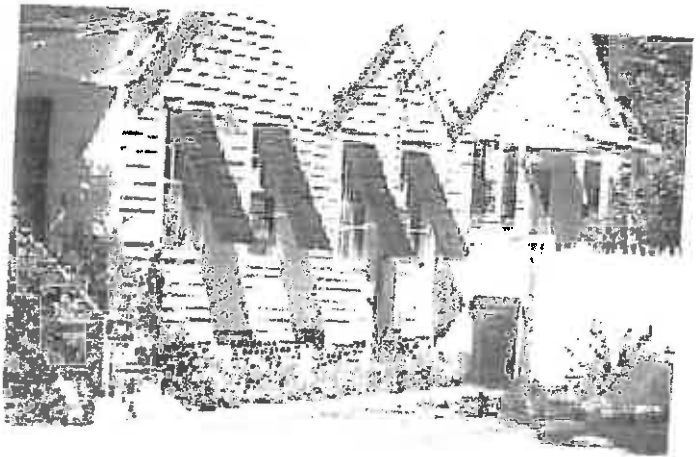


1. *Historic shutters should be retained, repaired and preserved whenever possible.*

2. If existing shutters are too deteriorated to repair, they should be replaced on an in-kind basis with functional shutters of similar design made of rot-resistant woods such as cedar, cypress or pressure-treated pine in proportion to the design of the window openings.

3. The design of replacement shutters should be based on *physical evidence of original shutters* or photographic documentation of the specific building or buildings of a similar style.

4. Replacement shutters should be designed to fit the proportions of the window openings.



5. In addition to traditional shutters, *removable hurricane and storm panels* that are stored when not in use are an allowed and preferred alternative for insuring the safety of historic structures. Tracks for removable shutters should be painted to match the existing surface paint colors.

6. *Roll-down and accordian hurricane shutters* may be allowed on new commercial structures and may be appropriate on other types of buildings when reasonably concealed. These shutters will be considered on a case-by-case basis. Aluminum shutters may also be allowed on some non-contributing structures and in new construction where appropriate.

AWNINGS

Canvas awnings were an important design element in traditional storefronts, serving as a transition between the storefront and its upper stories. They added needed shade and color to a business district. Traditional striped awnings were sometimes used historically in Key West's residential neighborhoods as well as on commercial streetscapes. Retention or replacement of historic awnings is recommended. Replacement awnings should replicate the original design.



1. The installation of awnings on residences should not obscure character-defining features of a contributing structure. If dated historical photo documentation over fifty years old can be produced that demonstrates awnings existed on the structure or a similar building, awnings in a style similar to those depicted may be considered appropriate and approved.

2. Canopies extending over walkways from the entrances or fronts of buildings to the public sidewalk will be reviewed on a case-by-case basis.

3. A standard street awning should be mounted below the cornice so that the valance is eight feet above the sidewalk elevation and projects out no more than two-thirds of the width of the sidewalk.

4. Awning covers and canopies shall be made of canvas or other compatible materials; aluminum or other metal awning coverings and canopies are not appropriate in historic districts.

5. The awning should reinforce the frame of a storefront but not cover the space between the second story windowsills and the storefront cornice.

6. If a flat canopy exists, it can be dressed with a one to two-foot awning valance.

Hotel Jefferson and First National Bank,
Key West, Fla.



7. Awnings should be constructed in proportion to the entryway and should be compatible with the design of the structure and adjacent streetscape. Awning shape should follow the shape of the window opening.

8. *Signage for awnings, canopies and coverings* will be evaluated in consideration of the total number of signs used or requested by an establishment. If awning signage is permitted, *lettering* which extends half of the height of the valance is allowed. (Key West Land Dev. Regulations, Article XVI: Signage and advertising).

9. The overall design and architectural appearance of the building, including proposed and existing awnings and signage, will be considered in determining the appropriateness and compatibility of the specific installation request. Any proposed awning or signage should be designed to fall within ten percent of the average ratio existing on adjacent historic buildings.



10. *Free-standing, fabric-covered structures including carports, open pavilions, tents or storage shelters* (visible from the public right-of-way) are typically not recommended on publicly visible elevations. Character-defining elements such as the forecourt relationship of a building to the street or the construction of new elements between an historic building and the street should be avoided. Fabric covered structures cannot be erected without a permit.

ENTRANCES, PORCHES & DOORS

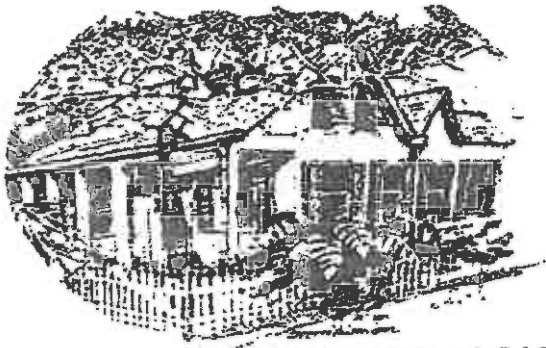
The alteration or removal of important character-defining features such as entrances, doors, doorways, and porches can damage the architectural integrity and beauty of an historical building and is not recommended. Entrances and their decorative elements should be retained, repaired and preserved because they define the historic character of a building. Important features include railings, columns, pillars, balustrades, pilasters, hardware, fanlights, transoms, sidelights, door openings and surrounds and stairs.

1. The removal or enclosure of an historic entrance or open front porch or side porch on publicly visible elevations of a contributing building is not appropriate; nor is the use of louvers, glazing, screening or a permanent enclosure of any kind permitted.

2. The enclosure or alteration of porches on non-publicly visible or non-character-defining elevations may be appropriate so long as the proposed enclosure would not adversely affect the historic integrity of the structure or the surrounding district and provided it does not radically change, obscure, or destroy character-defining spaces.
3. Entrances and porches with deteriorated portions must be repaired with materials *that replicate the original features as closely as possible* using physical or historical evidence as a guide. The construction of transoms or sidelights is allowed if they were an original element of the entrance.
4. A completely deteriorated porch may be rebuilt on a *board-for-board* basis based on physical or historic documents.
5. Materials used to repair entryway elements should *match the original fabric* as closely as possible in quality and durability (i.e., through use of cedar, cypress, redwood or pressure-treated wood) because exposed front elevations decay easily.
6. Single-story porches may not be altered or raised to two stories, nor may open roof decks be built on the roofs of one-story porches.
7. Porch reconstruction on contributing buildings *must duplicate the original entryway* and porch and be compatible in design, size, scale, material and color with the historical character of the building.
8. New porches constructed on noncontributing buildings must be compatible in scale and design with other original porch styles on its streetscape or on similar nearby buildings.
9. Doors must be *six or four-paneled wood doors* for 19th century residential buildings, unless historical documentation indicates otherwise. Two-panel wood doors are suitable for buildings with Greek Revival detailing. Some late 19th century and early 20th century buildings used horizontal paneled or half-glazed doors.
10. Larger commercial or residential structures may use *paired entry doors* if appropriate. Wooden doors with clear or etched glass ovals, jailhouse, metal, ironwork or Belair entry doors are not appropriate.
11. French doors may be *appropriate for side and rear entrances* but are generally not acceptable as front entryways on residential structures.
12. Sliding glass doors are *not appropriate* for use on any publicly visible façade of a contributing historic structure.
13. Exterior staircases are allowed on front elevations only *if they existed historically*. Repair of exterior staircases must be on a board-for-board basis with all features replicated; concrete replacement stairs are not allowed.
14. Upgrade or rebuild historic stairways to meet current health and safety regulations and improve stair height and width to meet code requirements but *preserve elements or original design* including balusters, newel posts, and railings.
15. *Retain and repair existing porch elements* such as historic posts, columns, balustrades and other features when possible.
16. Replace deteriorated porch elements with new elements *compatible in size, scale, design, and material* with originals.

RAMPS

Many commercial structures must comply with ADA requirements. Some historic structures may be exempt if they are contributing buildings within a National Register of Historic Places District or if their integrity would be harmed by the construction of handicap facilities.



Gallery Key West illustration by Bob Smith

1. Commercial and residential structures may comply with ADA requirements by constructing ramps on less publicly visible elevations using wrap-around ramp designs to achieve the needed grade changes.

2. Ramps should harmonize with the scale and architectural features of the building.

3. Ramp details should complement but not match exactly original balustrade and railing details of staircases or porches.

4. Ramps should be concealed with landscaping whenever possible.

FOUNDATIONS & LATTICE INFILL

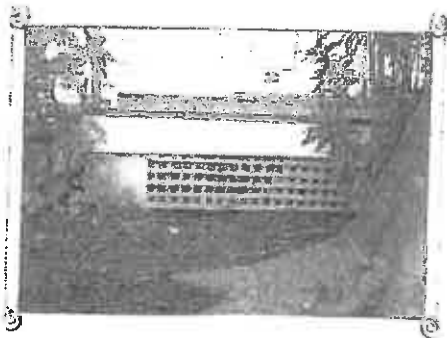
Traditional Key West houses were built off-grade on a foundation raised on piers, which were usually constructed of limestone, brick or concrete. Wood lattice or vertical strip infill was used to screen the crawlspace beneath the flooring.

1. Infill between piers shall be of standard diagonal or box lattice or of vertical strip design.

2. Typically only one type of infill per site is appropriate.

3. Solid infill is not historically appropriate for most historic structures.

4. Foundations should be repaired or replaced to match original foundation size and appearance.



Exterior Colors

TRADITIONAL COLORS OF KEY WEST

Doors: White, black, red, dark green, natural finished wood
Exterior Siding or Body: white, pastels, light gray, beige, buff
Exterior trim: white or off-white
Porch ceilings: light aqua, light blue, white
Porch decking and steps: gray, green, white
Lattice: dark green or white
Foundations: natural or gray
Wood fences & gates: white
Iron fences & gates: dark green or white
Masonry walls & fences: white, beige, gray
Railings, balusters & porches: white
Roofing, metal: silver paint
Roofing, asphalt: gray, white, black
Shutters: white, black, gray or dark green

When choosing colors, try to select a combination that will highlight the architectural details of the building. Typically, one color for the body and one for the trim will bring the architectural details into focus. Additional colors may be appropriate for subtle highlighting (i.e. porch ceilings, porch floors, foundations, etc.)

HARC recommends saving paint chips of significant contributing historical buildings so that a paint analysis may be done to determine the appropriate historic colors.

While the majority of wood frame buildings in Key West were historically white or unpainted, the use of muted colors may be approved. The above colors are recommended by HARC as appropriate within the historic zones. Other colors may be used if supported by historical documentation, or by evidence of underlying paint.

Bahama Village

In an effort to visually preserve the cultural heritage of the Bahama Village area (whose boundaries are set forth in the City's Bahama Village Community Redevelopment Plan), the contemporary addition of brighter Caribbean colors may be acceptable within this sector of the Historic District.

PAINT PREPARATION TECHNIQUES

Abrasive or harsh chemical paint removal methods cause permanent damage to historic structures. Surface cleaning in preparation for painting shall always be accomplished by the gentlest means possible to avoid damage to historic fabric.

1. *Hand-scraping, sanding and the use of passive thermal devices such as heat guns (not blowtorches) is recommended or preferred.*
2. Rotary power sanders or sandblasting must *never be used* to remove paint from historic buildings as it will prematurely age wood. Sandblasting to achieve a weathered "natural" wood effect is *prohibited*. High-pressure water blasting of historic structures is discouraged because of the *high probability of permanent damage* to the structure.
3. Detachable elements such as shutters, doors, decorative features and columns *may be temporarily removed* for chemical paint removal.
4. The use of *preservation-quality paint removal chemicals* in the form of paint removal poultices, pastes or solutions applied in place is encouraged. Materials should be applied according to the manufacturer's recommendations.
5. Masonry should be cleaned *only to halt deterioration or remove heaving soiling* prior to repainting. Masonry surfaces must be cleaned using gentle methods such as low-pressure water washes using diluted detergent and chlorine with natural bristle brushes.
6. *Remove old paint only to the next sound layer whenever possible.* Removal of crazed or cracking old paint with gentle methods is recommended. A flat vibrating sander may be used sparingly to even out scraped and uneven surfaces.
7. *Spot priming* with a latex or oil-based primer on bare or newly exposed wood is recommended to encourage the adherence of new paint to surfaces.

ADDITIONS & ALTERATIONS/ NEW CONSTRUCTION

Alterations, additions, and new construction can permanently damage the design of historic buildings and streetscapes by introducing out of scale, poorly designed changes, which alter the symmetry and beauty of historic districts. Poorly constructed additions may lead to the deterioration of a building by altering the functional design of a historic structure redirecting water into areas, which produce wood rot and decay. Modern additions commonly deteriorate before historic original portions of structure and if deemed necessary, should be carefully planned and constructed to minimize impact on the structure's health and appearance.

HARC reviews alterations to non-contributing structures to ensure that the proposed alterations will not create a structure that is an intrusion in the historic district. Whenever possible, HARC will encourage projects that lessen the detracting of an addition, alteration or new structure upon the integrity of the historic district, whether the construction is new or proposed for contributing or noncontributing buildings within the district.

1. A structure *shall not be altered* and/or expanded in such a manner that its essential character-defining features are disguised or concealed.
2. Additions and alterations may be reviewed more liberally on *non-contributing buildings*, which lack architectural distinction.
3. Addition design should be *compatible with the characteristics* of the original structure, neighboring buildings and streetscapes.
4. Additions should be constructed with a scale, height and mass that is appropriate to the original building and its neighbors.
5. Additions should be attached to *less publicly visible secondary elevations* of an historic structure.
6. Additions should not *alter the balance and symmetry* of an historic structure.
7. No existing structure shall be enlarged so that its proportions are out of scale with its surroundings.
8. New additions should be designed and constructed to be clearly differentiated from the historical so that character-defining features are not changed, obscured, damaged or destroyed.

In order to preserve the integrity of the Historic District, a number of design criteria have been developed by which individual structures may be compared and evaluated. The intent in developing these criteria has been to identify specific design elements which, if repeated or echoed a sufficient number of times, will assure the maintenance and preservation of the architectural character of the district.

These criteria will become the working tools for the developer, architect and builder. Ideally, they should be studied and evaluated before design development work begins so that the desired relationships can be established as design objectives, properly relating individual buildings to the total environment.

These Design Guidelines are not intended to exclude good contemporary design, as new complementary design is encouraged. Traditional design elements are also encouraged, yet the distinction between historic and contemporary should be evident.

The criteria that guides new construction in historic zones insures that new construction shall not interfere with the essential form and integrity of the historic properties and their environment.

Key West's historic district's tightly spaced blocks contain a wide variety of architectural styles, which relate well to each other. The relationships between the buildings create much of the character of the district. Their height, detailing, mass roof forms, and landscaping all contribute to its visual harmony. It is important that new construction harmonize with the existing historical building stock and streetscapes.

Traditional wood-frame buildings in Key West were constructed on low piers that provided a crawl-space under buildings to allow air circulation and to provide protection from flooding. The City also recognizes that conformity with current FEMA regulations with regard to elevation is important. However, the elevation of buildings to allow people and cars to pass underneath is not traditional, and the insertion of such structures into historic neighborhoods might interfere with the essential form and integrity of historic properties and their environment.

The historic areas of Key West are traditionally low-rise. Nineteenth-century buildings, having no elevators, were limited in height by the elevation that could reasonably be reached by stair. Single-family houses are traditionally no more than two or two-and-a-half stories. Only church steeples, important civic buildings with clock towers, the lighthouse, and other notable landmarks break the skyline. The City Commission finds that the preservation of this traditionally low-rise cityscape in Old Town, interrupted only by significant, symbolically important structures, is a matter of public policy benefiting the people of Key West and the long-term stewardship of historic neighborhoods in Key West.

1. **Siting** – New construction must conform to all current city easement, setback and building requirements. No existing building shall be relocated and no new structure shall be placed closer to the sidewalk, street or visible alley, than the distance of pre-existing historic structures. Areas reserved for parks or open space must be retained.

2. **Elevation of finished floor above grade** - Applications for buildings with the first finished floor above the minimum height necessary to comply with federal flood regulations will not be approved unless the applicant demonstrates that such elevation does not interfere with the essential form and integrity of properties in the neighborhood. In situations wherein parking is proposed below the first finished floor, HARC shall consider how visible the parking is from the public right-of-way; whether the parking area is enclosed or otherwise concealed by walls, louvers, lattice, landscaping or other features; and whether fill and/or berms are used to minimize the gap between the first finished floor and the crown of the nearest road.

3. **Height** – must not exceed two and a half stories (see Figures 1 and 2 pages 77 and 78). There must be a sympathetic relationship of height between new buildings and existing adjacent structures of the neighborhood. New buildings must be compatible with historic floor elevations. The height of all new construction shall be based upon the height of existing structures within the vicinity.

4. **Proportion, scale and mass** – massing, scale and proportion shall be similar to that of existing historical buildings in the historical zone. No new construction shall be enlarged so that its proportions are out of scale with its surroundings. No new construction shall be more than two and a half stories. No structure shall outsize the majority of structures in the streetscape or historic zone.

5. **Compatibility** – Design must be compatible with Key West architectural characteristics in the historical zones. All new construction must be in keeping with the historic character in terms of size, scale, design, materials, color and texture.

6. **Building Detail** – All new buildings shall incorporate a level of detail that assures compatibility with the surrounding historic context. New construction shall not precisely mimic the details of historic buildings but should have features that are compatible with the lines of historic architecture.

7. **Relationship of materials** – Materials used on new construction shall be of similar color, dimension, texture, and appearance as historic fabrics. The predominant exterior finish in historic zones is wood weatherboard, clapboard, drop siding, or board and batten. Exceptions for the use of composite materials may be permissible. Roofing is primarily sheet metal or metal shingles. New construction shall establish a relationship with existing historic structures by utilizing similar finishes and metals.

DEMOLITIONS & RELOCATIONS

Demolition of historic structures, which alter the nature of an historic district or streetscape, should be avoided. Many structures that appear unattractive and unusable can often be returned to a useful life through planned renovations. Income-producing historic buildings are eligible for historic preservation tax credits (see standard 9).

1. A contributing historic structure should not be demolished unless its condition is *irrevocably compromised by extreme deterioration.*
2. Demolition permits cannot be granted until *complete construction plans* for the site are prepared and approved.
3. New construction on the site of the former location of a demolished structure shall conform to all setback and easement regulations required of any other new construction.

SITE EXCAVATIONS

Excavations of utility trenches, cisterns, and foundations may reveal significant archaeological or historic finds. Report such findings to the City Preservation Planner for guidance and evaluation of the significance of the site. Historical or archaeological materials found on private property belong to the landowner.

The City owns materials found on public rights of way. Excavations may produce significant one-of-a-kind historical or archaeological artifacts that could add important information to the historic and cultural record.

1. Report archaeological resources found during excavations to the Preservation Planner.
2. Excavations, whether construction activity is intended or not, *require a building permit.*
3. Construction site excavations that damage landscaping or lot surfaces visible from front sidewalk *must be restored using compatible plantings and appropriate materials.*

DECKS, PATIOS, HOT TUBS & POOLS

Modern installations of decks, pools, patios and hot tubs shall be considered on a case-by-case basis. The appropriateness of such modern features shall vary according to siting, size and design. Amenities such as pools, decks and hot tubs should not be located on any publicly elevation. Brick patios and wood decking with excessive square footage in proportion to the area of the lot damages historical integrity and appearance.

1. Wood decking or brick patios are allowed in *side or rear yards*. Wood decks shall not be built *on the front* of any house.
2. Wooden decks in side yards not adjacent to a public right-of-way shall be set back a minimum of ten feet from the front wall of a structure and shall be screened with fencing or landscaping.
3. Best efforts shall be made to ensure that decks, pools, hot tubs, and patios are not *visible* from the elevation right-of-way by use of landscape or HARC approved fence screening.
4. The proportion of decking, patio or pool dimensions shall not exceed *fifty percent of the total lot* minus the building footprint.
5. No swimming pool shall be built in a front yard of any structure in the historic district.
6. Swimming pools may be built in a side or rear yard adjacent to a public right-of-way only if the pool is located directly behind the principal structure or it is set to the rear half of the side yard. A property owner shall not seek a change of address to circumvent this rule.

OUTBUILDINGS: CARPORTS, GAZEBOS, GARAGES, SHEDS, SHELTERS & ACCESSORY STRUCTURES

Construction of excessive outbuildings detracts from the quality of an historic neighborhood and lessens its intended appearance and historical design by taking away areas devoted to landscaping and open space. HARC reviews all new outbuildings, permitting them only if they are compatible.

The construction of all accessory structures including garages, carports, guesthouses, pools, storage sheds, pool cabanas, studios, and similar structures shall be subject to the following conditions:

1. Accessory structures shall be compatible with the principal structure on the lot in materials, detailing, color, style, design, height, scale and massing.
2. No accessory structure may be built in the front yard of a structure in the historic district.
3. Accessory structures should not exceed the height of the principal building on the site.
4. The design of new outbuildings must be *complementary* to the existing streetscape if they are visible from the public right-of-way.
5. The construction of new accessory buildings such as garages or carports which are highly visible from the public right-of-way are *not appropriate in the historic district*.
6. The addition of "gatehouses" *in conjunction with enclosed walls* or fences is not allowed.
7. The construction or installation of *metal, plastic or cloth covered* garages, storage sheds or other outbuildings is not allowed where visible from the public right-of-way.
8. Pre-existing *historically appropriate outbuildings may be repaired or restored*.
9. Construction of new outbuildings must comply with all criteria for new construction in the Historic District.

10. The design of gazebos or other open outbuildings *should be complementary* in terms of scale, proportion, color finish and details to the primary building. Landscape features including an arbor, trellis or pergola (at least 50% open) will be reviewed on a case-by-case basis.

11. The location of gazebos or other outbuildings is an important consideration and approval may be denied *if the siting is deemed inappropriate or intrusive*.

12. Temporary *pre-fabricated* metal or plastic storage structures are not allowed. Exterior storage areas shall be enclosed by a solid wall with solid entrance and gate. The wall height shall be a minimum of six feet and a maximum of eight feet high. LDR Chap. III article X; 3-10.2.

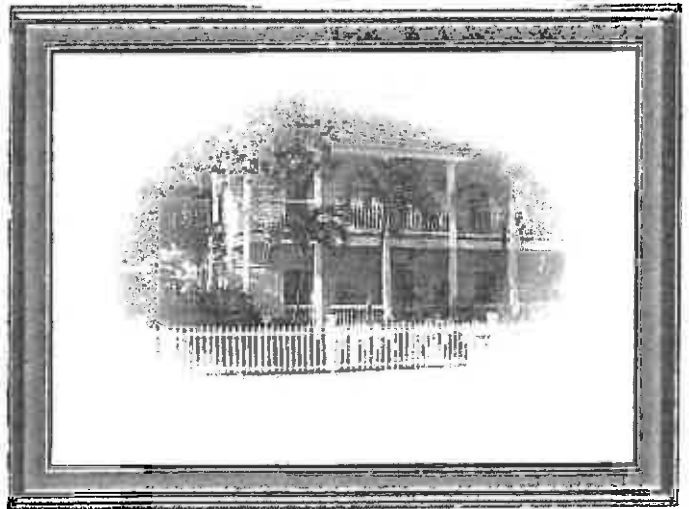
FENCES & WALLS

Fences are important elements of the design and character of historic structures and districts. The scale and character of a fence, posts and gates must be compatible with the house and the neighboring structures. Chain link, unfinished block walls, reed fencing and non-vertical fencing are not allowed.

1. Fencing shall be constructed so the finished face is toward the street or neighboring property.

2. Design and construction of fences or changes to existing fences must be approved and permitted.

3. A picket fence up to 4 feet in height is permitted at the front of the structure; if a building is located on a corner lot, this height should be consistent on both front and side elevations, at least to the rear edge of the structure. Picket fences should be constructed in proportion to historic dimensions.



4. Six-foot high picket fences may be permitted on side and rear property lines only. All front elevation fences shall not exceed four feet in height, unless there is a previous masonry and wood or iron picket combination fence.
5. Solid six-foot fences with abutting vertical boards are permissible on side and rear elevations if adjacent owners have signed notarized statements of agreement.
6. Six-foot fences may begin from the rear of where the façade of the house joins the front porch, or at least ten (10) feet from the front property line.
7. New decorative wooden fences (solid with patterns cut out of the top portion) are discouraged.
8. Traditional historic fencing included wood pickets, wrought iron, concrete and combinations of these materials. Fencing should be designed with respect for the site land environment.
9. Fence heights will be measured from the sidewalk or from the level of the natural grade, whichever is highest.
10. Fences erected within the required setback area (i.e., between the property line and the setback line) are subject to the same height restrictions as fences erected on the property line.

AIR CONDITIONING UNITS, ANTENNAS, TRASH FACILITIES & SATELLITE DISHES

HVAC (Heating, Ventilating, and Air Conditioning) units and compressors, television antennas, satellite dishes and garbage facilities can detract from the attractiveness of a neighborhood if installed or situated awkwardly in relation to historic structures.

1. Exterior HVAC units, antennas and dishes shall be sited in a location *least visible* from the public right-of-way whenever possible. Mechanical equipment should not be located in the front yard of an historic structure.
2. Mechanical equipment should not be located in the side yard of any structure if that sideyard is adjacent to a public right-of-way unless the following conditions are met:
 - a: there is no other technically defensible location on the lot for the equipment.
 - b: equipment is located as far from the right of way as feasible.
 - c: equipment is screened from view with appropriate fencing or landscaping.
3. The installation of a through-the-wall or window air conditioner unit *is not appropriate on the front façade* of any building in the historic district. Air conditioners shall be placed in openings that align with the *existing historic window frames*.
4. Air conditioning units, television dishes and antennas should be installed *without causing excessive damage* to the materials or features of a contributing historic building.
5. Exterior air conditioning units, television dishes and antennas should be mounted *out of sight of the public right-of-way* and obscured behind landscaping or fencing whenever possible.

6. *Enclose and screen trash, garbage and HVAC units with fencing and/or landscaping whenever possible. If possible, garbage facilities shall be placed out of the public view when not being serviced.*

7. *If the preferred siting of an HVAC unit, trash facility, satellite dish, or antenna is considered impractical or excessively expensive to achieve by an applicant, HARC will consider alternative placement locations if they do not detract from the appearance of the structure and the request for an exception is documented.*

8. *If the preferred placement of an antenna or satellite dish causes interference with the signal, another location may be approved by HARC, if documentation of the problem is provided.*

PARKING AREAS, LANDSCAPING & OPEN SPACE ENVIRONMENT

Inappropriate use of front yards and other historically significant areas detract from the appearance and integrity of the historic district. In order to preserve the historical integrity of historic district streetscapes, landscaping shall be subject to the following conditions:

1. *The past appearance of a property as documented by photographs, drawings, newspapers, government record or archaeological surveys should guide decisions for new work on the site. Changes will be evaluated in light of the past appearance of the property.*

2. *The most appropriate location for parking in the Old Town Historic District is in the rear and side yards of structures or on the street. Whenever possible, parking should be located in these areas to reduce the impact of parking on historic streetscapes.*

3. *Parking areas utilizing materials such as tire tread strips, bricks, or pierced paving grid blocks to minimize impermeable paving surfaces such as asphalt or concrete are encouraged, especially on small lots.*

4. *Features such as gardens, walkways, streets, alleys, plants, trees, open space, fencing and building setbacks that reflect the development of the property should be retained. Large and/or old trees that would be affected by proposed construction must disclosed to HARC, which shall both encourage their preservation and place the Key West Tree Commission on notice of the proposal.*

5. *Excessive use of paving, driveways or walkways that cover traditionally open space is discouraged.*

6. *Traditional lawn and garden landscaping using regional flora is encouraged. Plantings should cover at least fifty percent of the front yard (see following list of recommended plant material).*

7. *Concrete or gravel lawns, front patios and circular driveways are not appropriate.*

8. *Widening of existing streets, changing paving materials, or creating new parking areas or streets should not affect the relationship of the buildings to their environment and should be compatible with the character of the neighborhood.*

9. *HARC's interpretation of the above Guidelines 1-8 shall not operate to reduce, limit, or modify a parcel's permitted parking in the Land Development Regulations.*

RECOMMENDED PLANT MATERIAL

<u>Common Name/Scientific Name</u>	<u>Height</u>	<u>Salt Tolerance</u>	<u>Drought Tolerance</u>
Silver Sea Oxeye/ <i>Borrchia arborescens</i>	2-4 ft.	H	H
Swamp Lily/ <i>Crinum americanum</i>	1-2 ft.	M	M
Christmas Berry/ <i>Crossopetalum illicifolium</i>	1-2 ft.	H	H
Golden Creeper/ <i>Ernodea littoralis</i>	1-3 ft.	H	H
Blanket Flower/ <i>Gaillardia pulchella</i>	1-1.5 ft.	H	H
Beach Sunflower/ <i>Helianthus debilis</i>	1-2 ft.	H	H
Spider Lily/ <i>Hymenocallis floridana</i>	1-2 ft.	M	L
Keys Spider Lily/ <i>Hymenocallis latifolia</i>	1-3 ft.	M	H
Alligator Lily/ <i>Hymenocallis palmeri</i>	1 ft.	H	M
Dwarf Lantana/ <i>Lantana ovatifolia</i>			
<i>Var. rec.</i>	7 ft.	H	H
Sea Lavender/ <i>Mallotonia gnophalodas</i>	4-6 ft.	H	H
Inkberry/ <i>Scaevola plumieri</i>	1-6 ft.	H	H
Saw Palmetto/ <i>Serenoa repens</i>	4-8 ft.	H	H
Spiderwort/ <i>Traescantia ohiensis</i>	1-2 ft.	M	M
Sea Oats/ <i>Uniola paniculata</i>	3-5 ft.	H	H
Beach Verbena/ <i>Verbena maritima</i>	5-1 ft.	H	H
Coontie/ <i>Zamia pumila</i>	1-3 ft.	H	H
Black Calabash/ <i>Amphitecna latifolia</i>	20-30 ft.	H	H
Torchwood/ <i>Amyris elemifera</i>	12-16 ft.	H	M
Marlberry/ <i>Ardisia escallonioides</i>	15-20 ft.	H	M
Butterfly Weed/ <i>Asclepias tuberosa</i>	3-4 ft.	L	H
Locustberry/ <i>Eyrsonima lucida</i>	15-20 ft.	L	H
Beautyberry/ <i>Callicarpa Americana</i>	4-8 ft.	L	H
Spicewood/ <i>Calypttranthes pallens</i>	4-8 ft.	L	H
Jamaica Caper/ <i>Capparis cynophallophara</i>	8-10 ft.	L	H
Rosemary/ <i>Ceratiola erocoides</i>	4-5 ft.	H	H
Cocoplum/ <i>Chrysobalanus icaco</i>	6-8 ft.	H	M
Silver Buttonwood/ <i>Conocarpus erectus</i>	15-30 ft.	H	H
Golden Dewdrop/ <i>Duranta repens</i> (thornless)	12-15 ft.	M	M
Stoppers/ <i>Eugenia</i> spp.	8-20 ft.	H	H
Scarletbush/ <i>Hamelia patens</i>	5-6 ft.	M	H
Dahoon Holly/ <i>Ilex cassine</i>	25-40 ft.	M	M
Joewood/ <i>Jacquinia keyensis</i>	10-15 ft.	H	H
Christmas Berry/ <i>Lycium carolinianum</i>	6-8 ft.	H	H
Florida Mayten/ <i>Maytenus phyllanthoides</i>	18-20 ft.	M	M
Wax Myrtle/ <i>Myrica cerifera</i>	15-20 ft.	H	H

<u>Common Name/Scientific Name</u>	<u>Height</u>	<u>Salt Tolerance</u>	<u>Drought Tolerance</u>
Rapanea/Myrsine guianensis	15-20 ft.	H	H
White Indigoberry/Randia aculeate	6-10 ft.	H	M
Necklace Pod/Sophora tormentosa	6-10 ft.	H	M
Bay Cedar/Suriana maritime	10-15 ft.	H	H
Strongbark/Bourreria Succulenta			
Ovata	20 ft.	M	H
Strongbark/Bourreria Succulenta			
Radula	20 ft.	M	H
Gumbo Limbo/Bursera simaruba	40-60 ft.	M	H
Wild Cinnamon/Canella winterana	20-35 ft.	M	H
Satin Leaf/Chrysophyllum oliviforme	30-40 ft.	M	H
Fiddlewood/Cilliaxylum fruticosum	15-25 ft.	M	H
Pitch Apple/Clusia rosea	25-30 ft.	H	H
Pigeon Plum/Coccoloba diversifolia	25-30 ft.	H	H
Silver Palm/Coccothrinax argentata	10-20 ft.	H	H
Buttonwood/Conocarpus erectus green	30-50 ft.	H	H
Geiger Tree/Cordia sebestena	20-25 ft.	H	H
Lignum Vitae/Guaiacum sanctum	10-20 ft.	M	M
Bolly/Guapira discolor	30-50 ft.	M	H
Wild Tamarind/Lysiloma latisiliqua	40-50 ft.	H	H
Simpson's stopper/Myrcianthes fragrans	20-30 ft.	H	H
Red Bay/Persea borbonia	40-60 ft.	M	H
South Florida Slash/Pine elliottii			
Var densa	80-100 ft.	M	H
Jamaica Dogwood/Piscidia piscipula	35-50 ft.	H	H
Buccaneer Palm/Pseudophoenix			
Sargentii	10-15 ft.	H	H
Live Oak/Quercus virginiana	50-80 ft.	H	H
Darling Plum/Reynosia septentrionalis	20-30 ft.	H	H
Florida Royal Palm/Roystonea elata	80-125 ft.	M	M
Sable Palm/Sable palmetto	50-60 ft.	H	H
Paradise Tree/Simarouba glauca	35-50 ft.	M	H
Mahogany/Swietenia mahagoni	35-60 ft.	H	H
Yellow Elder/Tecoma stans	10-25 ft.	M	H
Key Thatch Palm/Thrinax morrisii	15-30 ft.	H	H
Florida Thatch Palm/Thrinax radiata	20-25 ft.	H	H
Florida Thatch Palm/Thrinax parviflora	20-25 ft.	H	H

L = LOW

M = MEDIUM

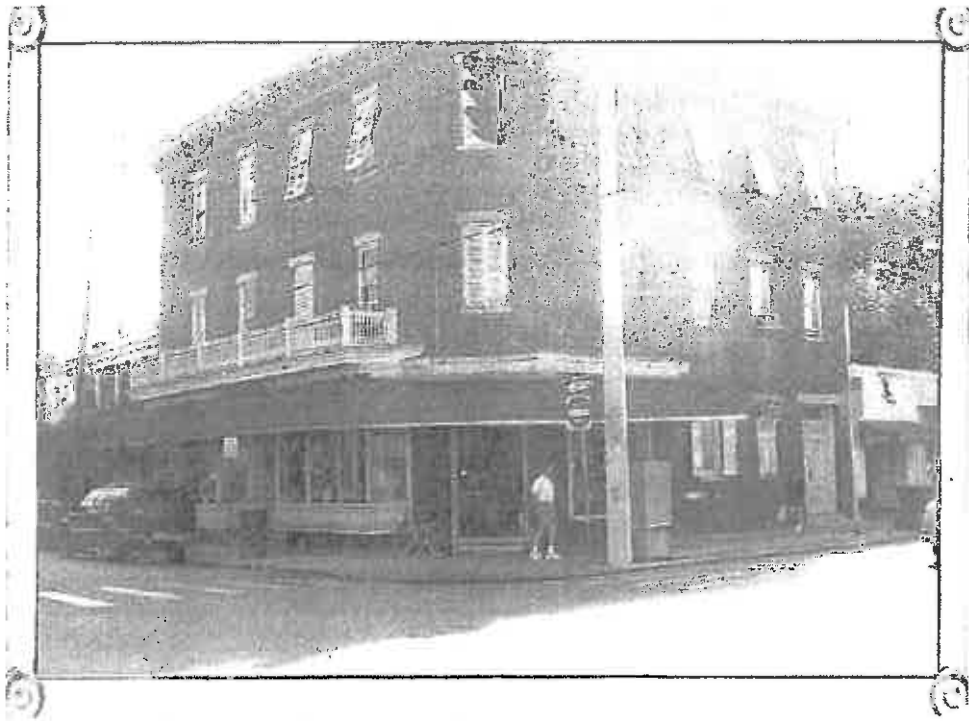
H = HIGH

COMMERCIAL STOREFRONTS & SIGNAGE

Storefronts are the focus of historical commercial buildings and are very important in defining their overall character. Many of the late 19th and early 20th century buildings in the commercial hub of Key West's Old Town share a similarity and consistency that create a strong visual impact. Storefronts are often altered to meet the needs of a new business, but careful planning is required to protect the building's architecture and character.

Basic storefront design elements include display windows with thin framing, a recessed entrance, a cornice or a horizontal sign panel at the top of the bulkhead, and a low bulkhead which protects the windows and defines the entrance.

1. Retain and preserve the functional and decorative elements of historic storefronts including windows, doors, transoms, corner posts and bulkheads that define historic character.
2. Historic materials may not be removed from a storefront to create a recessed arcade or a false historical appearance.
3. Awnings and signs must be appropriately scaled and must not obscure, damage or destroy a building's historic character or features. The design, color, and size of awnings must be historically appropriate to the building (see details of awning guidelines).
4. Blinking or chasing lights are prohibited, fluorescent lighting must be baffled, and neon lighting is restricted to historic signage and may not be used as bands or outlines.
5. Doorways must be appropriate to the architecture of the building.
6. A building converted from residential to commercial use must retain its historical features. Excessive use of glass and French doors is not allowed.



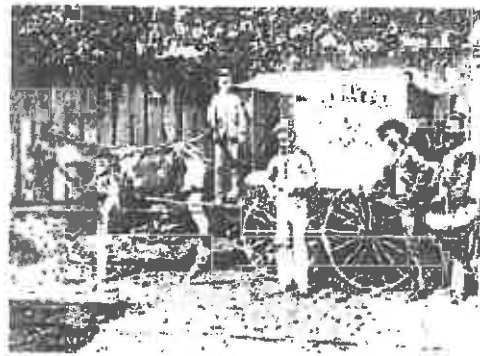
ATMS, DISPLAYS, CARTS, INFORMATION BOOTHS, KIOSKS & VENDING MACHINES

Placement of commercial carts, booths, kiosks, and vending machines detracts from the appearance of historic neighborhoods and districts. Carts, kiosks, and booths impede foot traffic, detract from the streetscape, and create a cluttered appearance that is detrimental to the historic district. No vending machines may be visible from the public right-of-way. For the purposes of these Guidelines, vending machines shall not mean news racks.

The permanent or temporary placement of freestanding carts in historic districts is discouraged by HARC as being detrimental to the integrity of historic areas, whether commercial or residential.

Vending Carts, Kiosks & Booths

While pushcarts were used on Duval Street in the 19th century, stationary vending carts and booths were never part of the traditional commercial historic streetscapes of Key West. The numerous booths and carts, which exist now, detract from the beauty and integrity of the historic district. Traditional retailing took place in permanent structures, the most appropriate housing for commercial activities in Key West's historic zones.



All regulations listed below are derived from the LDR, Article XVI: Signage and Advertising, Section 3-16.1

ATM & VENDING

1. Placement of ATMs may be permitted on or at the exterior of a noncontributing building. An ATM is not permitted on or at the exterior of a contributing building unless the contributing building is a financial institution and the placement of the ATM does not directly impair the historical integrity of the contributing building.
2. ATMs shall have only one sign per unit and the sign shall be no wider than the width of the ATM and no higher than eight inches. Interior lighting for ATMs and other merchandise dispensing is not allowed.
3. Vending machines must not be located where visible from any public right-of-way. There shall be no backlighting of vending machines in the historic district.
4. Vending booths, carts and other merchandising displays are not permitted between the front or side elevations of any structure adjoining a public street, i.e., between the front or side façade and the public sidewalk.
5. The installation of information booths and commercial kiosks is strongly discouraged.
6. The preferred location for vending carts or booths is in parking lots or otherwise vacant property, provided they do not displace required parking.

7. In no case shall outdoor displays, carts, booths or kiosks be permitted where they might obstruct any street or sidewalk in the city. Outdoor commercial displays shall not be permitted in the public right of way, except in the case of outdoor festivals or special events, plant sales, automotive, bicycle and moped rentals and sales or special exceptions granted by the Board of Adjustment, LDR Chapter III: article XVI; 3-16.1, C.1 and D.

8. Outdoor displays, including merchandise or advertising mounted or displayed beyond the front vertical plane of the exterior surface of a front building façade, cart, booth, kiosk or arcade are not allowed in the historic district. LDR Chapter III: article XVI; 3-16.1.

9. Carts must be set back a minimum of at least five feet from the front property line and may not exceed 64 square feet including any overhang.

10. The proportion of the total frontage of the property occupied by vending booths or carts shall not exceed 15%. LDR Chap III: article X; 3-10.3G.

11. Prohibitions concerning public display of merchandise shall not apply to festivals, or other permitted temporary special events. LDR Chapter III: article XVI; 3-16.1C.

BANNERS, FLAGS, SIGNAGE AND LIGHTING

Excessive and garish signage, banners and flags detract from the visual character of an historic neighborhood, diminishing the aesthetic qualities of historically zoned areas. All signage requiring a permit shall be reviewed by HARC including signage design, color, finish, letter style, materials, lighting, location, and appropriateness as an addition to the historical zones or districts. Creatively designed wooden painted signs are encouraged.

All signs erected in historical zones must comply with the Land Development Code and city of Key West regulations. If the work authorized under a sign permit has not been completed within six months after date of issuance, the permit shall be declared null and void. All sign definitions as shown in the land development code shall apply to these guidelines. Non-conforming banner signs, portable signs, and snipe signs will be removed (see LDR, Section 3-16. 1-3).

1. A non-illuminated projecting or hanging sign not exceeding five feet in area is permitted in conjunction with permitted public and semi-public uses.
2. Flat and façade signs shall be restricted to *ten percent of the front building façade* or less and shall not project more than four inches from the face of the building.
3. A flush-mounted signboard may *extend the width of a storefront but should not be more than 2.5 feet high*. The sign must be mounted above the display windows but below the second floor windowsills or cornice.
4. Lettering shall not exceed 12 inches in height and occupy no more than 65% of the area of the signboard.
5. Flat and façade signs shall not extend above the top of the adjoining parapet wall on a building with a flat roof or above the adjoining eave line on a building with a pitched roof.
6. A business shall not have more than two permitted signs, a primary and a secondary sign, unless located on a corner, in which case three signs are allowed, provided that all other sign guidelines for historical zones are met. LDR Chapter III: article XVI; 3-16.3.
7. For sale, construction and similar temporary signs are permitted as described in the Land Dev. Reg.
8. Signs painted directly on the exterior wall or roof of a building are not permitted unless deemed historically appropriate by HARC. The painting or display of murals in the historic district is governed by a mural ordinance. **City Resolution no. 99-430.**
9. Painted window signs shall not exceed 25% of the area of the window panel.
10. Each side of an awning on which words or advertising images are displayed shall constitute *one awning sign*.
11. A menu board is a sign for the purpose of advertising the daily fare or specials for a restaurant. One or two exterior menu boards, for a total combined maximum size of five square feet, are allowed. Exterior menu boards must be permanently mounted, generally to the building facade. Menu boards that are portable signs must be located within the restaurant building or within a dining patio or courtyard area. They shall not be portable signs when placed at the exterior of the restaurant. A menu board shall not extend into the pedestrian right-of-way.

Banners and Flags

11. No banners of any kind, including fringed or pennant string banners, shall be suspended across any public street, avenue or alley, without the permission of the city commission, nor shall *any sign of any description* be painted, pasted, printed, or nailed on any curb, sidewalk, tree, light standard, utility pole, hydrant, or any structure, other than an awning, within the city limits.

12. All proposed flags shall harmonize with their surroundings *in size and mounting*.

13. A storefront shall *not have more than two flags for each street frontage*.

Exterior Lighting, Neon & Illuminated Signage

14. Fluorescent lights located within five feet of the exterior wall of a storefront must be baffled or shielded so the light is not visible from the street, sidewalk, right-of-way or public waterway.

15. The preservation of historic neon signage is encouraged.

16. Neon lights shall not exceed a total maximum area of ten square feet per storefront. Neon lights shall not be used to illuminate or outline windows, doors or building facades.

17. Neon signage may be permitted only in commercially zoned areas.

18. Neon signage is most appropriate for use on commercial structures built after 1920 or on those whose architectural character has been established by post-1920 alterations when there is documentation to substantiate its historical use.

19. All new neon signs will be reviewed on a case-by-case basis and to be considered must be compatible in size, scale, color and design with the structure and not detract from the integrity of the adjacent historic landscape.

20. Marquee signs that are *historically significant* by continuous presence at one business location for ten years or more, are exempt from restrictions on neon lights.

21. Miniature or chasing lights *may not be* used to illuminate or outline building elements or facades, except for holiday use, but miniature lights may be used sparingly as a landscaping element.

22. Exterior light fixtures must be compatible in size, design and type with the architecture of the building.

23. Freestanding light fixtures may be approved on a case-by-case basis if not located on the front façade or public right-of-way.

24. Prohibited Signs

- a. Portable or A-frame folding signs
- b. Any sign placed on a public street or right-of-way or curb, hydrant, utility pole, tree or public fence
- c. Signs painted on exterior walls or roofs of a building, unless historically appropriate
- d. Roof-mounted signs
- e. Interior illuminated signs
- f. Animated signs with moving elements
- g. Bus stop bench signs
- h. Fringed or pennant string banners
- i. Neon tubing unless used in permitted signage
- j. Plastic signs
- k. Signs with blinking or chaser lights

25. Sign Review Requirements

- a. A scale drawing of the proposed sign(s) indicating dimensions, colors, letter style, support structure and lighting plan.
- b. A scale drawing of the actual structure the sign will be attached to or adjacent to, indicating the location of the sign.
- c. Photographs of the site and adjacent properties indicating proposed locations of signs.

Murals in the Historic District

Purpose: City of Key West, Resolution No. 99-430, directed the Historic Architectural Review Commission to adopt guidelines for murals "depicting the history or natural environment of the Florida Keys" that "may be permitted on noncontributing commercial or public buildings in the historic district". These guidelines for murals in the historic district were formulated as a means of ensuring the aesthetic compatibility of murals with the character of the historic district.

Definition: Mural: Any graphic, painting, painted wall surface or copy that is visible and projects a graphic display or image that does not direct attention to an organization, a business operated for profit, a product, commodity or service for sale or lease, or any other similar interest or activity.

Application for Certificate of Appropriateness: Application for murals in the Historic District will follow the standard HARC application procedures. Once HARC approval has been obtained, the City Commission must also approve murals.

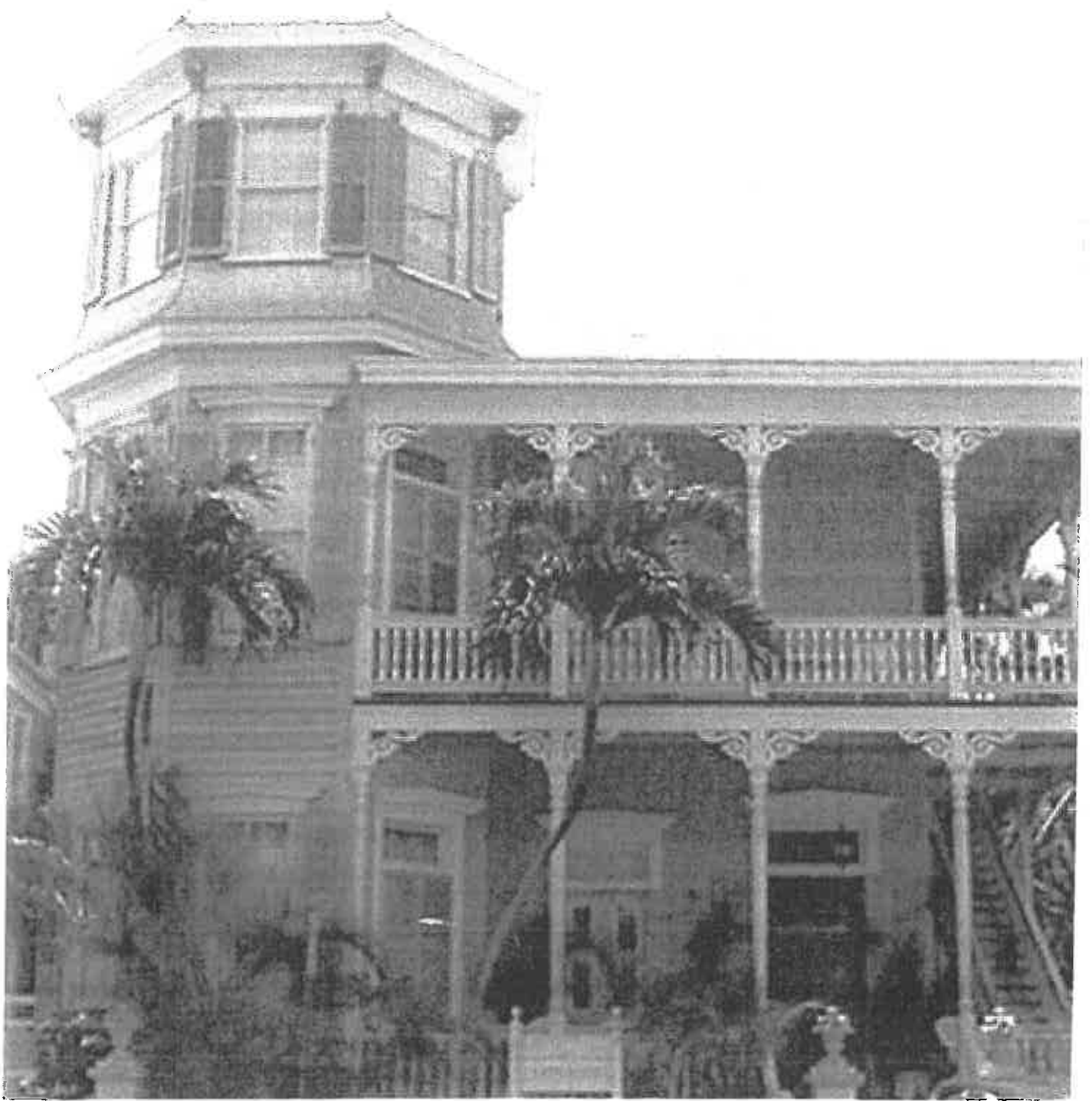
The following plans shall accompany any HARC application for mural development along with other typical HARC requirements:

A **development plan** that includes a schematic design of the mural and its relationship with the building and surrounding properties is required. This plan must include mural location, dimensions, colors, materials, type of surface to be used for the mural, and techniques used to create the mural.

A **maintenance plan** that outlines the proper preservation, routine care, and restoration methods and techniques is required. The plan should list the parties responsible for the care of the mural and any maintenance contract between the agent, developer, and owner. The plan shall include methods of removal. The property owner will be required to post a bond to cover maintenance and/or removal.

Proposed guidelines for murals:

1. Murals shall not be located on a structure that is adjacent to or directly across a right-of-way from a residential structure unless written approval from the adjacent property owners is obtained by the applicant.
2. Murals painted directly on exterior walls of contributing structures are prohibited. Contributing refers to any building that contributes to the character of the historic district as defined in the City of Key West Land Development Regulations.
3. The City Commission shall approve a plan of the mural after review and approval by HARC.
4. The location, size, nature, or type of mural shall not create a hazard to the safe and efficient operation of vehicles, or create a condition that endangers the safety of persons or property thereon. Murals may not extend beyond the eaves, parapet, or sides of a building, nor project from the surface.
5. Murals shall be maintained at all times in a state of good repair.



VII. HISTORIC ARCHITECTURE DESIGN PRINCIPLES

The following basic principles of compatible architectural design are also considered by HARC when determining if a project is appropriate for a specific building, street or historic preservation zone:

Siting: Structures should be placed so that their siting is compatible with the zone's historical period as well as city codes.

Massing: The structure should be compatible with the existing massing patterns of buildings in its historic zone.

Scale & Proportion: Projects should not exceed the established size and scale of other buildings in the vicinity. Proportion and scale refer to the relationship of height to width of the front elevation. When most of the buildings along a streetscape have similar proportions, it would be harmful to construct a new building of substantially different proportion.

Material: Materials used should be identical or similar in appearance to original fabric.

Texture: Key West's historic buildings use a variety of materials including wood, brick, stone, concrete, steel and stucco. New buildings, which use materials of a similar texture, are more compatible in historic zones.

Roof form: Most roofing in the historic residential zones consists of sloped gables or hipped roofs. Many commercial structures have flat roofing. New structures will be more compatible if the common roof forms of nearby properties are used in their design.

Rhythm: The concept of rhythm is the regular recurrence of related elements. In a building this is generally the recurrent alternating pattern of solids and voids (such as the relationship of wall space to windows and doors) experienced while passing by or through a building. By using a similar rhythmic pattern in a new building a more sympathetic relationship can be obtained.

Detailing: Design elements such as trim or railings, which are important to the historic appearance of a structure, should be retained or duplicated if deterioration makes retention impossible.

Color: Color is an important factor in Key West architecture. Key West houses were usually painted in subtle colors, predominantly white, gray, and lightly hued pastels with contrasting trim and shutters. Color is an intrinsic quality of a building material such as brick or stone, as well as an applied coating such as paint. Historic research is often used to determine original paint colors for renovations.

HARC Project Categories and the Architectural Guidelines

I. Restoration or renovation with no apparent change to historic appearance

(Appropriate standards 1-10 may apply). The use of traditional materials similar to original fabric is recommended to achieve the goal of no apparent change to the appearance of an historic building. Staff approval is more likely for these types of projects, eliminating the need to attend a HARC meeting. *Examples:* rehabilitations or restorations using in-kind materials.

II. Additions and/or alterations to the appearance of an historic structure

(Appropriate standards 1-10 may apply). Some exterior alterations to historic buildings may be necessary to assure continued use. However, it is important that these changes do not radically change, obscure, destroy or damage character defining materials, features or finishes. Example: exterior changes of siding or roofing, awnings, window or door replacement, signage.

III. Additions and/or alterations to the appearance of a non-contributing historic structure

(Appropriate standards 1-10 may apply). Compatibility of design is equally important for projects involving non-contributing buildings if the proposed changes will affect the appearance of the neighboring streetscape. Example: painting a noncontributing historic building an inappropriate or garish color.

IV. Additions and/or alterations to the appearance of a non-contributing, non-historic structure

(Appropriate standards 8, 9 & 10 may apply). Compatibility within the surrounding neighborhood will be evaluated. Building height, volume, scale, orientation, proportions, patterns, details, roof forms, landscaping, and fencing are all elements that must be compatible with the existing historic construction located near the site. Example: adding a third story to a non-contributing, non-historic building in a neighborhood where heights do not exceed two stories.

V. New Construction

(Appropriate standard 8, 9 & 10 may apply). New construction should be compatible with existing buildings and streetscapes. Building height and volume, scale, site orientation, façade proportions, window patterns, architectural details, roof form, landscaping, and fencing are elements that must be compatible with existing historic construction located near the site. *Examples:* new freestanding structures, carports, decks and pools.

VI. Demolitions and moving of buildings in historic districts

(Appropriate standards 1-10 may apply). A *Certificate of Appropriateness* must be issued before the demolition or moving of a building can be approved by HARC. HARC will consider the relationship of the building to its surroundings and to the fabric and character of the historic district as a whole. Historic and architectural significance are considered as is the building's structural condition. HARC refusal to grant a certificate of appropriateness must be supported by a written statement describing the public interest that the HARC seeks to preserve. The certificate can be issued only after the conclusion of two regular HARC meetings regarding the application, which shall be at least 14 days apart.

Demolition Approval

A demolition approval will only be made after new plans for the site have been approved by HARC. The approval for demolition of any contributing structure shall be made only after its role as part of the historic district is carefully considered. HARC may delay the demolition of designated historic sites within historic districts for up to six months; demolition of noncontributing buildings may be delayed up to three months.

In addition, the sale or giveaway of a building to be moved off-site must be advertised once a week for thirty days in a local newspaper and posted on the building in a conspicuous location for the same period of time. The Building Director may, as provided by Code section 14.76, temporarily delay demolition and negotiate or request the moving of the structure, its salvage and preservation of architectural features, as well as the documentation of architectural details. If a building is determined by the Chief Building Official to be unsafe pursuant to the code of ordinances, the official shall immediately notify HARC before taking such steps as required by applicable ordinances to protect the public health and safety of the community. (see *LDR Chap III: article X; section 3-10.3* for more information).

Demolition by Neglect is in Violation of City Code

It is not permitted to allow an historic building to disintegrate or decay through lack of maintenance or intentional neglect. If HARC or the Historic Preservation Planner become aware of conditions which may violate the provisions of the City Code regarding unsafe or dangerous buildings, public nuisances, buildings unfit for human habitation, minimum facilities, or similar conditions, the information shall be referred to the Building Department and the City Attorney's Office for appropriate action. Actions may include citations for code violations, notice to appear in County Court, fines and suit for injunctive relief. HARC may provide comment to the Building Director as provided for in *LDR Chap. III. Article X; 3-10.3*.

Plan Review and Permitting

The City of Key West Building Department regulates construction, development, land use and signage through its city zoning and building codes. Property owners or their legally designated agent (in writing) must secure the approval of HARC for a project before a building permit is issued and work is begun. Permits must be obtained from the Building Department before site preparation, new construction, renovation or the installation of signs can begin.

All building construction, renovation and demolition work located in Key West Historic zones or districts must meet the Key West design guidelines and the *U.S. Secretary of the Interior's Standards for Rehabilitation*. The Historic Preservation Planning staff of the City of Key West and/or the HARC Commission will review all projects impacting historic resources within any historic preservation district or other designated historic site or resource. In addition, all building construction, renovation and demolition work that would affect the health and growth of trees on a property must be reviewed by the Tree Commission (LDR Chapter I, Article II, Section 1-2. F and 2.7.1).

Assistance from City Preservation Planning Staff

Applications should first be submitted to the city preservation planner. The planner can advise the owner or contractor how much documentation is needed, whether a project meets the design guidelines, and what changes may be necessary to bring a building into compliance and assure a positive outcome for the owner. The Preservation Planner can also guide a project to successful permitting without a HARC review. The planner may submit the project for HARC review or may approve a project in compliance with the guidelines. Typically, painting, roofing, fencing, window replacement, paving, necessary repairs and other simple projects can be approved by the City Preservation Planner without a complete HARC review if the project is considered in compliance with the established standards of the guidelines. Complex projects, which substantially alter the exterior appearance of structures or their site and surroundings, must be reviewed at a regular meeting of the Historical Architectural Review Commission (HARC). Application deadlines are 3:00 p.m. Friday, 11 days before the review meeting. Applications must be complete before they can be placed on the HARC meeting agenda. To obtain a schedule of HARC meetings you may call or visit the office of the City Preservation Planner in the Building Department.

The Preservation Planner will also attempt to resolve any conflicts created by compliance with the guidelines or HARC decisions and other city or state codes or requirements. Staff-approved applications are immediately forwarded to the Building Department for issuance of a building permit.

Design Assistance

Consulting an architect or other design specialist experienced in historic preservation and rehabilitation projects can be very helpful when seeking approval to renovate, alter or make additions to historic structures in the Key West historic district. Simple painting, repair and roofing work does not require architectural assistance and contractors may also assist in preparing for HARC reviews. On more complex projects, achieving an end project which enhances a building's historic character and environment may require the use of an architect sensitive to preservation standards and architectural characteristics.

The Application Process

When a construction or demolition project is proposed within the historic zoning districts, an application containing a complete description of the project, proposed materials and location of the work must be prepared.

Many factors must be considered when a project is reviewed by the HARC. The more complete the documentation of the proposed project, the sooner City Historic Preservation staff and HARC can review it. A complete application will also prevent a deferral of the project for a later HARC meeting due to missing information. Not all projects require every type of documentation. Consult with the City Preservation Planner concerning the level of information needed for each project.

Relevant support materials must be presented to the Building Department for review with the building permit application. The intent of the application must be clear and well supported by sufficient documentation. If an application is complete and detailed, the process of HARC review and approval will be quicker and more efficient.

Supporting Documents for HARC Review

- accurate construction elevations, specifications and/or floor plans
- photographs showing street views of buildings and affected areas
- site plans with a construction footprint and easements marked
- documentation of proposed materials and components
- a recent survey of the property
- Sanborn maps of the property

HARC (Minimum Requirements For Submittals) **Please be advised that HARC staff can request additional information**

TYPE OF WORK	MINIMUM REQUIREMENTS
Air Conditioner Units	<ul style="list-style-type: none"> ➤ Location of the unit (roof, ground, wall mounted). ➤ Site plan showing location of unit with dimensions of setbacks. ➤ If to be placed on roof, roof dimensions including height of roof and setbacks from edge of eaves, also must show safety railings if is less than 10' from edge of roof or roof hatch as applicable. ➤ Photo of proposed site and photo of house from street / sidewalk. ➤ If applicable, total height including base. ➤ Survey may be requested
Canvas awnings	<ul style="list-style-type: none"> ➤ Scale plan and elevation drawings showing location and form. ➤ For new or recovered awnings fabric and color sample.
Exhaust Fans	<ul style="list-style-type: none"> ➤ Location of the fan (roof or wall mounted). ➤ Site plan showing location of unit with dimensions of setbacks. ➤ If to be placed on roof, roof dimensions including height of roof and setbacks from edge of eaves, also must show safety railings if is less than 10' from edge of roof or roof hatch as applicable. ➤ Photo of proposed site and photo of structure from street / sidewalk. ➤ Total height of unit including base. ➤ Survey may be requested
Fences	<ul style="list-style-type: none"> ➤ Survey indicating where fence is to be placed (highlight fence-line). ➤ Photo showing area where fence is to be placed. ➤ Lineal footage and height (note that in front yard, 4 feet maximum). ➤ If fence is 6 foot high solid; neighbors' written consent. ➤ Type of fence, color and material.
Gas tanks	<ul style="list-style-type: none"> ➤ Survey and site plan showing proposed location of tank, equipment and lines.
Pool equipment	<ul style="list-style-type: none"> ➤ Photo of proposed site and photo of house from street / sidewalk.
Tank & equipment Pads	<ul style="list-style-type: none"> ➤ Measurements of tank, equipment and pad, including height.
Gutters	<ul style="list-style-type: none"> ➤ Photo of part of house where gutters will be installed.
Downspouts	<ul style="list-style-type: none"> ➤ Specify the type of gutters and exact location of downspouts.
Minor maintenance (examples-replacement of: siding, pickets, windows & doors trims, balusters, porch decking boards)	<ul style="list-style-type: none"> ➤ Photos showing condition. ➤ Square footage or lineal feet to be replaced, location description, proposed materials and colors. ➤ For porch decking boards for front or side porches - type of board, material, location and color. ➤ For balusters - drawing, material and color.
Painting	<ul style="list-style-type: none"> ➤ Current color photo of part of house that will be painted and photo of structure from street / sidewalk.
Repainting	<ul style="list-style-type: none"> ➤ Paint chips with descriptions of work.
Pavers	<ul style="list-style-type: none"> ➤ Survey showing area to be paved.
Decks	<ul style="list-style-type: none"> ➤ Photos of proposed paving material, including color and texture and area to be paved.
Sidewalks Driveways	

HARC (Minimum Requirements For Submittals)

Please be advised that HARC members and staff can request additional information

TYPE OF WORK	MINIMUM REQUIREMENTS
Railings	<ul style="list-style-type: none"> ➤ Photo of part of house where railing will be installed and photo of house from street / sidewalk. ➤ Scaled drawing showing type of balustrades, materials, measurements and colors.
Rehabilitations Renovations Alterations Additions New Construction Demolitions	<ul style="list-style-type: none"> ➤ Two sets of full scaled drawings, photos of existing conditions, including area of proposed modification and survey including flood zone lines and spot elevations. ➤ Survey must be signed and sealed by Florida licensed land surveyor. ➤ For new construction or proposals that require massing or height change - street elevation showing adjacent neighboring structures. ➤ For rehabilitations, renovations, restorations, alterations, additions, and new construction a longitudinal section will be required showing the buildings exterior structural construction. ➤ For rehabilitations, renovations, and alterations percentage of historic fabric that will remain in the building. ➤ Photos of existing.
Roofs	<ul style="list-style-type: none"> ➤ Photo of house where the roof will be replaced and a photo showing roof condition. ➤ Include skylights and hatches, if applicable. ➤ Description of roofing material to be used. ➤ Specify what is existing and what is proposed, color and where the work will be done (main house, back addition.)
Sheds Accessory structures	<ul style="list-style-type: none"> ➤ Survey and site plan showing placement. ➤ Photo of area where to be placed and photo of house from street / sidewalk. ➤ Scaled drawings including measurements and materials.
Shutters Hurricane panels	<ul style="list-style-type: none"> ➤ Photo of part of house where to be installed and photo of house from street / sidewalk. ➤ Photo or drawing of new shutter and color sample. ➤ Description of shutter including style and material. ➤ If hurricane protection shutters, NOA (notice of acceptance for wind loads).
Signs	<ul style="list-style-type: none"> ➤ Scale drawing including size, font, color, design and materials. ➤ If neon or halo effect sign, a drawing depicting effect during night. ➤ Photo of place where the sign will be installed and photo from street / sidewalk. ➤ Description and drawing of mounting style. ➤ Size of fonts / letters. ➤ Completed height and setbacks. ➤ Type of illumination, if applicable. ➤ Number of existing signs for specific business and photos of each sign. ➤ Resurfacing an existing sign requires a HARC application.

HARC (Minimum Requirements For Submittals)
Please be advised that HARC members and staff can request additional information

TYPE OF WORK	MINIMUM REQUIREMENTS
Swimming pools Hot tubs	<ul style="list-style-type: none"> ➤ Survey showing location of pool. ➤ Photos of area where the pool will be located. ➤ Scaled drawings including a site plan with proposed setbacks and proposed materials. ➤ All pool features including decks and walls must be included.
Windows Doors	<ul style="list-style-type: none"> ➤ Photo of area of house where new units be installed and photos of each existing door or window to be replaced and photo of house from street / sidewalk. ➤ Manufacturer's description of window or door, including materials and design. ➤ Colors – paint chip.

Photographic and Historic Documentation

Photographs of affected buildings or streetscapes are useful when presenting a project before the HARC. Photographs may quickly clarify many issues that concern HARC members including condition, style, appearance, and the location of planned construction, alteration, renovation or demolition work. If additions to buildings are planned, current photographs of the structure are valuable, and should include one of the location of the proposed addition for HARC review.

A basic knowledge of the building's age, history and style of architecture is also helpful. Old photographs which document the historic appearance of the structure can assist an applicant who wishes to return the building to its previous appearance or replace lost details such as shutters, awnings, trim or porches. The Sanborn Insurance maps can help an applicant determine and document the age and extent of historical additions as well as original building materials. These maps are available at the Monroe County Public Library in the local history department. If portions of a building's construction such as porches or decorative elements can be dated as fifty years or older, they are generally considered historic and should be preserved whenever possible. The City's Historic preservation planner or the county librarian can guide the applicant on how to research a building's history.

Historic Architectural Review Commission.

The Historic Architectural Review Commission (**HARC**) is composed of five community members and two alternates who reside in the city of Key West. They are volunteers appointed on the basis of their knowledge and interest in construction, urban planning, real estate, history, historic architecture, archaeology, architecture and art history. HARC services as an advisory commission to the City Commission sitting as the Board of Adjustment. HARC members conduct two review meetings each month.

HARC Review Meetings

Applicants who have completed their application and documentation of proposed work will be scheduled to appear before one of HARC's meetings. All meetings are advertised in local publications as required by state law. At HARC meetings, applicants will be called upon to explain the project and provide any additional documentation they may have to support their requests. If an applicant or his or her representative is not present, their application will be included on the deferral agenda of the next HARC meeting.

HARC Decisions

The HARC will consider the project request and determine if:

- a) it is appropriate (follows the guidelines); or*
- b) inappropriate (does not follow the guidelines)*

HARC may issue:

- approval of the project as presented
- disapproval of the project
- a request for additional information to support the project request
- conditional approval with requested changes to bring the project in compliance

If a project application is approved and signed, it then becomes a Certificate of Appropriateness, and the applicant may apply for a building permit. All other applicable zoning and building regulations must be met before a permit can be issued and construction can proceed. Applicants desiring to change their project after HARC approval must have HARC review alterations to the approved project. Failure to follow a project's HARC approved plan and therefore, the scope of the building permit, may result in fines and the reconfiguration of the work to bring it into compliance as required by the building director.

Certificates of Occupancy

A HARC final inspection must be passed before a Certificate of Occupancy can be issued.

A Certificate of Occupancy is required for:

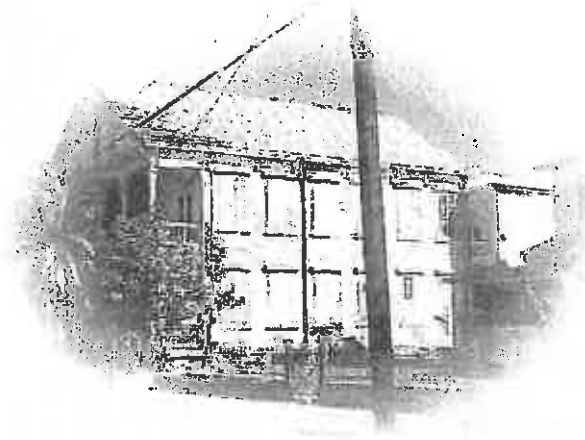
- New habitable buildings
- Buildings whose customary use will be changed
- When a building's zoning usage will be changed

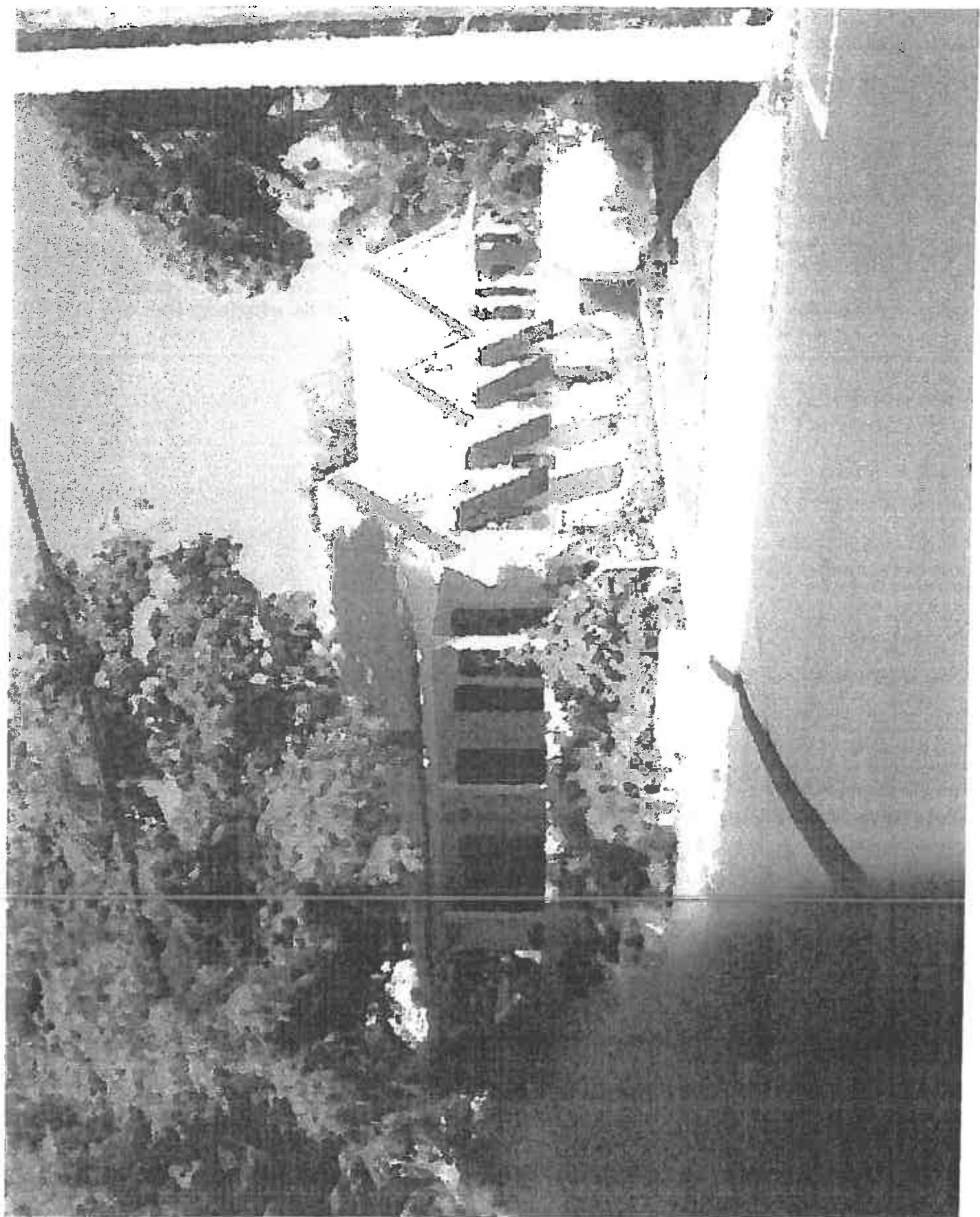
The HARC Appeals Process

Any applicant may appeal a decision of the Historic Review Commission by filing a written request for appeal to the City Clerk within the deadline imposed by the Land Development Regulations. A certified notice of the appeal hearing date before a Special Master will be issued to the appellant. If a person decides to appeal a HARC decision, it is recommended that he or she obtain a verbatim record of the proceedings before the hearing. In addition, the City Manager and a property owner within 200 feet of the subject property are also eligible to file an appeal of the HARC decision.

The Review Process and the Historic Architecture Guidelines

Alterations to the built environment can change the nature and livability of a community for the worse by damaging traditional street and landscaping, scale and massing, pedestrian access and the appeal and visibility of a neighborhood's historic architecture. The review process protects the qualities of site and structure that define a sense of history from alterations that reduce that sense of time and place. Architectural guidelines protect the local definition of place that sets an historic neighborhood apart from modern developments. The guidelines must accommodate change yet manage and direct projects so they do not cause irreparable harm to the historic community. The review process must accommodate everything from a nearly collapsed building to a recently renovated structure.





VIII. Architectural Styles of Key West

(based on The Historic Architecture of Key West: The Triumph of Vernacular Form in a Nineteenth Century Florida Town, Ph. D. 1987 by William Carl Shiver)

Single Gallery Frame Vernacular House

Similar to the even simpler Cigarmaker's House, the frame vernacular house was a step up from its Spartan lines. With more elaborate detailing, often with a faintly classical influence or Folk Victorian brackets and other decorative woodwork, these one and a half-story cottages had a front porch, which was usually covered with a shed or hip roof. Their clapboarded exteriors were supported by the new balloon framing and mass produced wire nails rather than massive pegged timber frames and cut nails. Many of these were built to replace the many homes destroyed by the hurricanes of 1846, 1909, and 1910.

Characteristics

Plan: square or rectangular

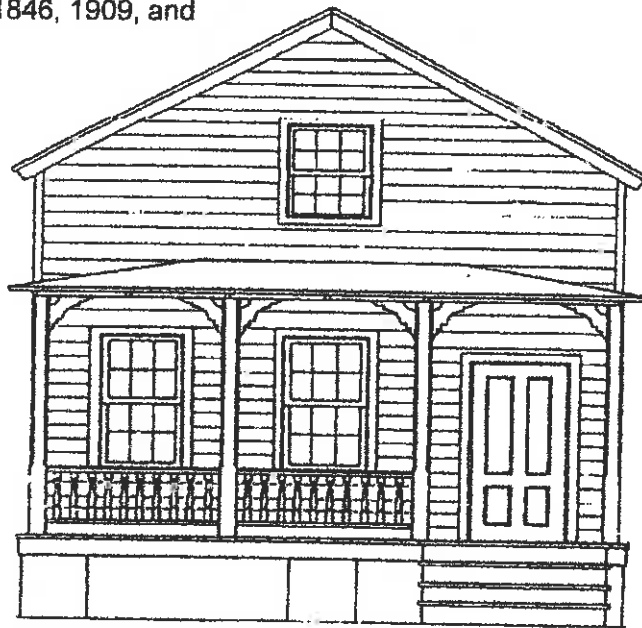
Foundation: raised on piers

Height: one and a half-story

Exterior: wood cladding

Roof type: front gable

Detailing: Folk Victorian or
Classical Revival



Cigar Maker's Cottage

More than 8,000 cigar workers needed housing in Key West by 1883. To meet the demand many quickly constructed cottages were built. These one-story, one-room wide houses typically featured three rooms and a narrow hallway. They had a side-gable roof with a two or three-bay porch and doorway on the front elevation. Windows were shuttered, as were other Key West buildings, to keep out the heat and sunlight. Scuttles, hinged roof openings, provided additional ventilation. These simple cottages were often expanded to contain numerous additions, which usually extended from the rear of the house. In Tampa, such cottages were called "casitas", or "little houses".

Characteristics

Plan: square or rectangular

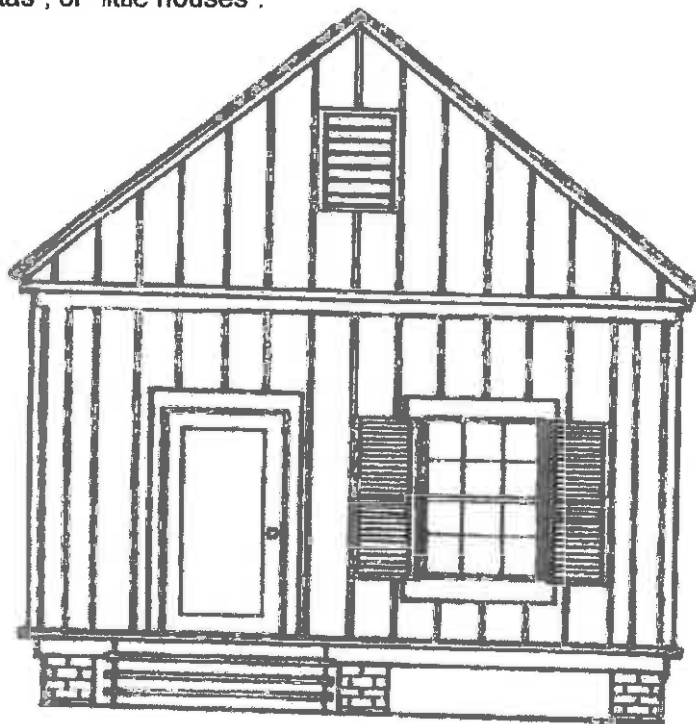
Foundation: raised on piers

Height: one and a half-story

Exterior: wood cladding

Roof type: front gable

Detailing: Simple



Classical Revival, Key West Eyebrow House

The Eyebrow House is a style unique to Key West which features a second set of smaller windows perched above the primary first floor windows and tucked under the roofline so that they appear to be peeking out from under the eaves. They are similar in structure to the five-bay, galleried houses of Louisiana, but those do not feature the usual attribute of windows hooded underneath the roofline. The Roberts family of Key West built several eyebrow houses in the 1870's and 1880's. Porches extend the full length of the façade as they do on other Key West houses and include many Classical Revival Details.

Characteristics

Plan: square or rectangular

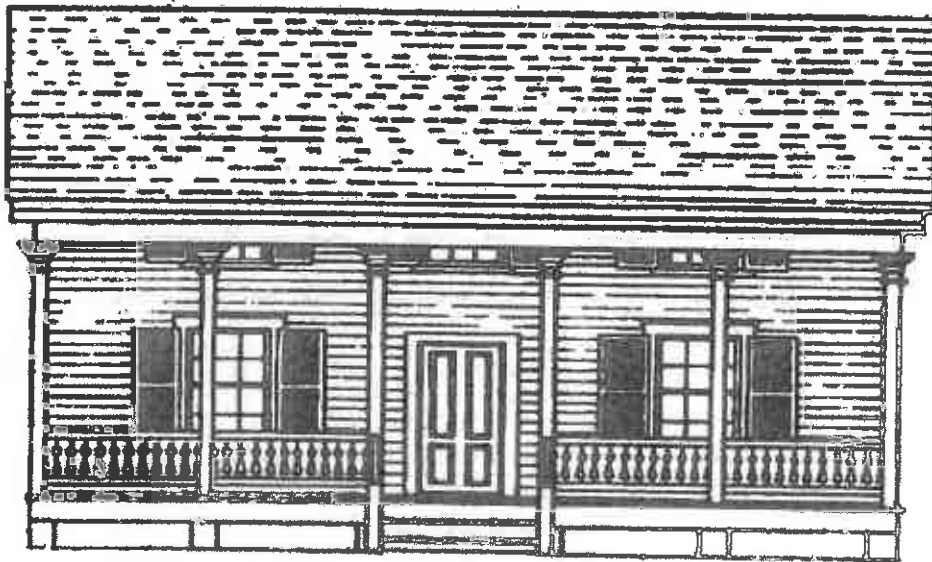
Foundation: raised on piers

Height: two-story

Exterior: wood cladding

Roof type: side gable

Detailing: Classical Revival



Classical Revival, Double Gallery House

The Classical Revival style in Key West is derived from the Greek Revival style, which was the national architectural style of the United States from the mid 1830's until the Civil War. High-style Greek Revival Architecture soon gave way to the Key West "Temple Form" variants fashioned primarily in wood, which mimicked the proportions of classical idealism. A simple building could be formed into a facsimile of a Greek Temple by extending the gable to create a portico. Squared pillars topped with ornate moldings were a substitute for formal columns. The Classical Revival style tended to linger in the South long after it had ceased to be fashionable in the Northern states, and buildings with classical motifs continued to be built. Whitehead's drawings of Key West show temple front classical revival houses in the city in 1838. There are over 300 temple form houses in Key West, 200 of those are two-story homes. All are constructed of wood.

Characteristics

Plan: rectangular

Foundation: raised on piers

Height: two & one-half stories

Exterior: wood cladding

Roof type: front gable

Detailing: Classical Revival



Classical Revival, Bahama House

Bahama houses were first brought in pieces from Green Turtle Cay, an important Bahamian settlement, and reconstructed in Key West. Houses similar to these are also found in Louisiana, Mississippi and Northern Florida. Such houses were also common throughout the Caribbean Islands including Puerto Rico and Cuba. The Bahama House is well suited to the tropical climate of Key West and was built to take advantage of the sea breezes. Early Bahama Houses often had no central hallway, many were later modified to create a central passageway. Some had exterior staircases. They usually

contained three rooms on each floor, which accessed the veranda by way of multiple doorways. Only a handful of classic Bahama Houses remain in Key West.

Characteristics

Plan: rectangular

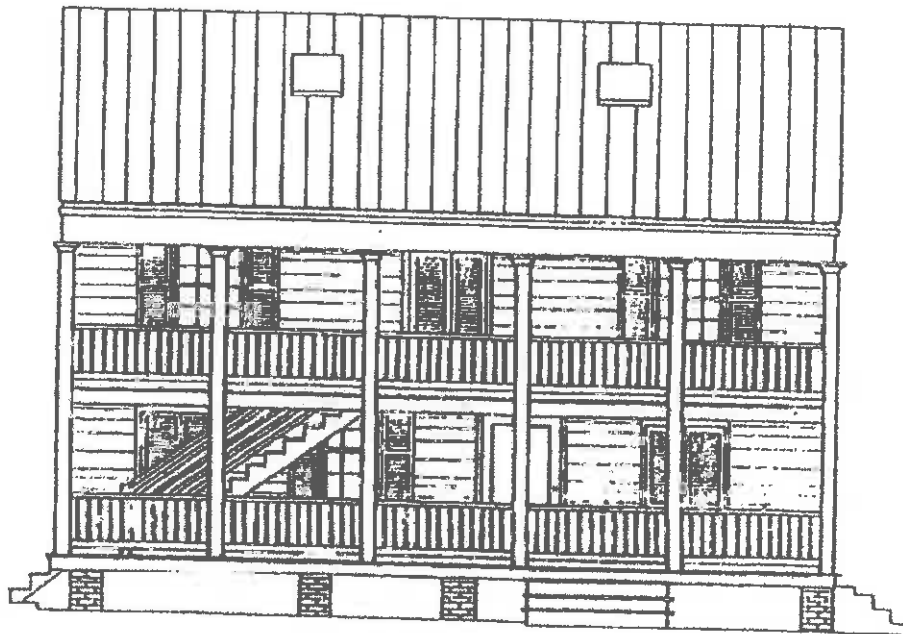
Foundation: raised on piers

Height: two-story

Exterior: wood cladding

Roof type: front gable

Detailing: Simple Classical



Classical Revival Side Gable House

Often also called Bahama Houses, these graceful galleried homes were once common in the Caribbean and the Southern Gulf Coast. Today fine examples are rare although they are also found in Pensacola and New Orleans. Their generous windows caught the breezes and directed them through the house as the roof scuttles were opened to dispense the hot air that rose to the roof. The simplest hints of Classical Revival Detailing were used in window surrounds and columns. They were built of the best yellow pine, cypress, cedar and mahogany.

Characteristics

Plan: rectangular

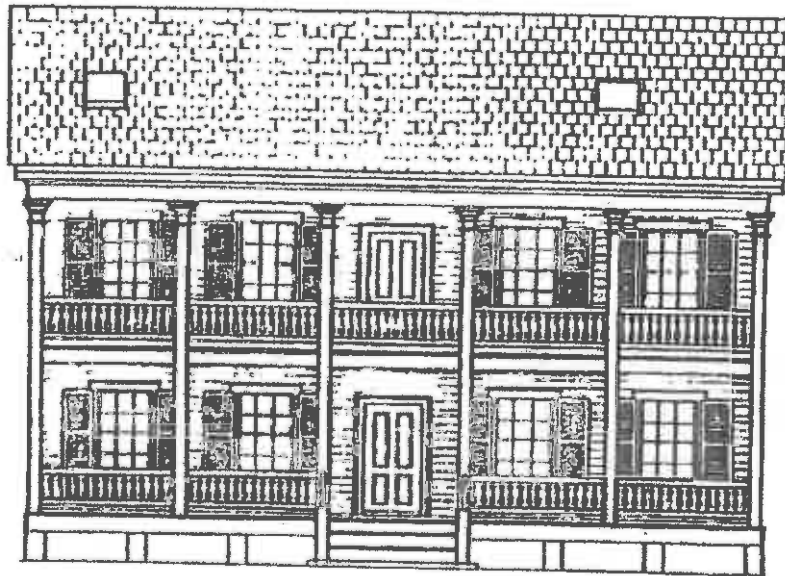
Foundation: raised on piers

Height: two-story

Exterior: wood cladding

Roof type: side gable

Detailing: Classical Revival



Queen Anne

The word "Victorian" refers to an era, not an architectural style. Queen Victoria of England, for whom the period takes its name, reigned from 1837 to 1901. During this period, there were the usual changes in taste over the years, resulting in a number of architectural styles, including Gothic Revival, Colonial Revival and Queen Anne, all of which is Victorian. Only a few Key West Houses typify these styles. Gothic Revival, characterized by pointed arches and extensive gingerbread trim, has one example, the William Kerr House, at 410 Simonton. The Colonial Revival style is represented in Key West by the Milton W. Curry House at 511 Caroline Street.

The Queen Anne style of architecture was popular from 1876 to 1910. Queen Anne houses have an irregular, Sometimes-rambling plan and silhouette, decorative surface treatment often combining different materials, large verandas with fancy woodwork, and windows of different sizes and shapes. Typically, each façade is different in height and appearance and may display a multitude of shapes, colors and textures. Spindle-work is turned or carved rather than sawn; chimneys are characteristic. Attached towers, projecting bays, bargeboards, and elaborate trim are also characteristic.

In Key West there are two brick and three cast stone Queen Anne residences. The remainder is built of wood, including 313 William Street and 1017 Southard Street.

Several small Queen Anne cottages, each with a cross gable roof, are also found in the historic district. One example is located at 526 Frances Street.

Characteristics

Plan: irregular

Foundation: raised on piers

Height: 1 to 3 stories

Exterior: decorative surface treatments combining different materials

Roof type: various heights and shapes

Detailing: Victorian



Bungalows

The Bungalow is an American house type derived from the Bengali word "bengala," a low house with porches, used as a wayside shelter by British travelers in India during the 18th and 19th centuries. In the United States, the bungalow evolved in the 1890s as a one-story house, usually with low pitched gable roof, often with a wide front dormer and an encircling porch with tapered porch supports. In Key West, there are only a few examples of the side-gabled bungalows, notably those in the 800 block of Whitehead Street, which were erected in the early twenties.

Characteristics

Plan: rectangular

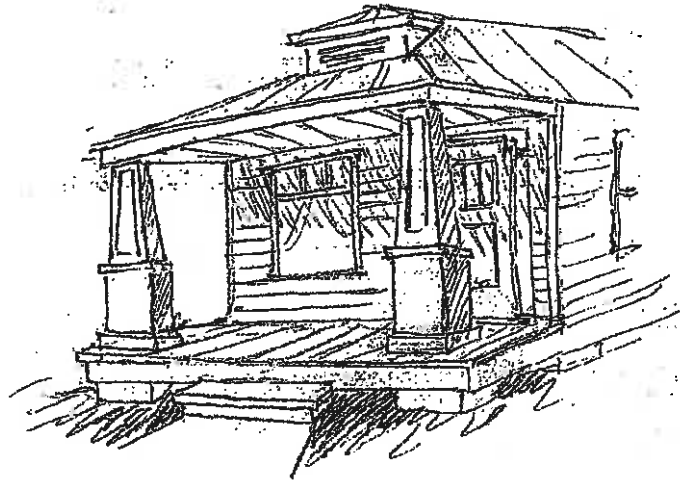
Foundation: raised on piers

Height: 1 to 1 ½ stories

Exterior: wood cladding or concrete

Roof type: widely bracketed gable roof

Detailing: Arts & Crafts



Stepped Parapet Storefront

Commercial woodframe storefronts such as these were common throughout the United States. Their parapets presented an imposing façade to the street, although the buildings themselves might be quite small. Many variations of this type of commercial structure are found in Key West, both in masonry and wood forms. The upper story was typically used as a residence although they were also used for storage. Upper windows were shuttered while lower expanses of fixed glass windows served as showcases for goods and

sources of light. Transoms over the store windows were often moveable and provided ventilation. The detailing on the parapet reveals the Classical Revival and Italianate influences so prevalent during the 19th century.

Characteristics

Plan: rectangular

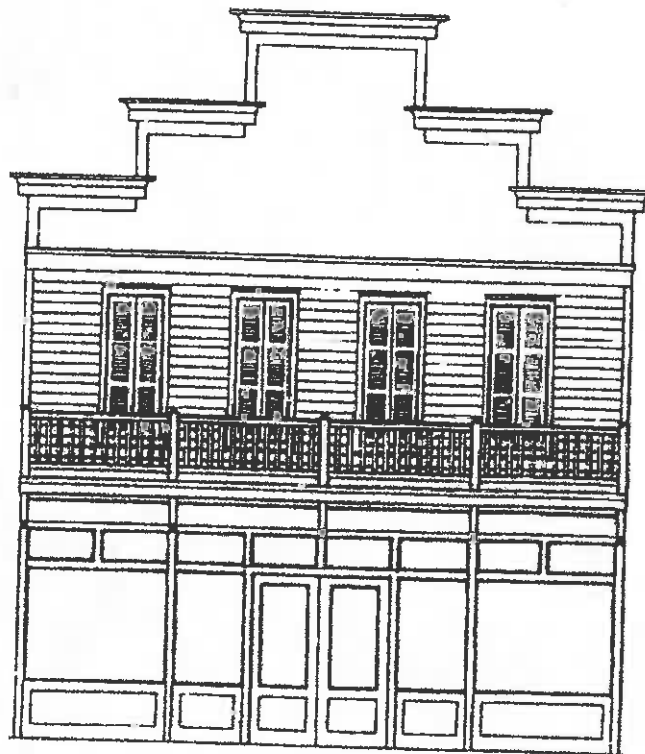
Foundation: raised on piers

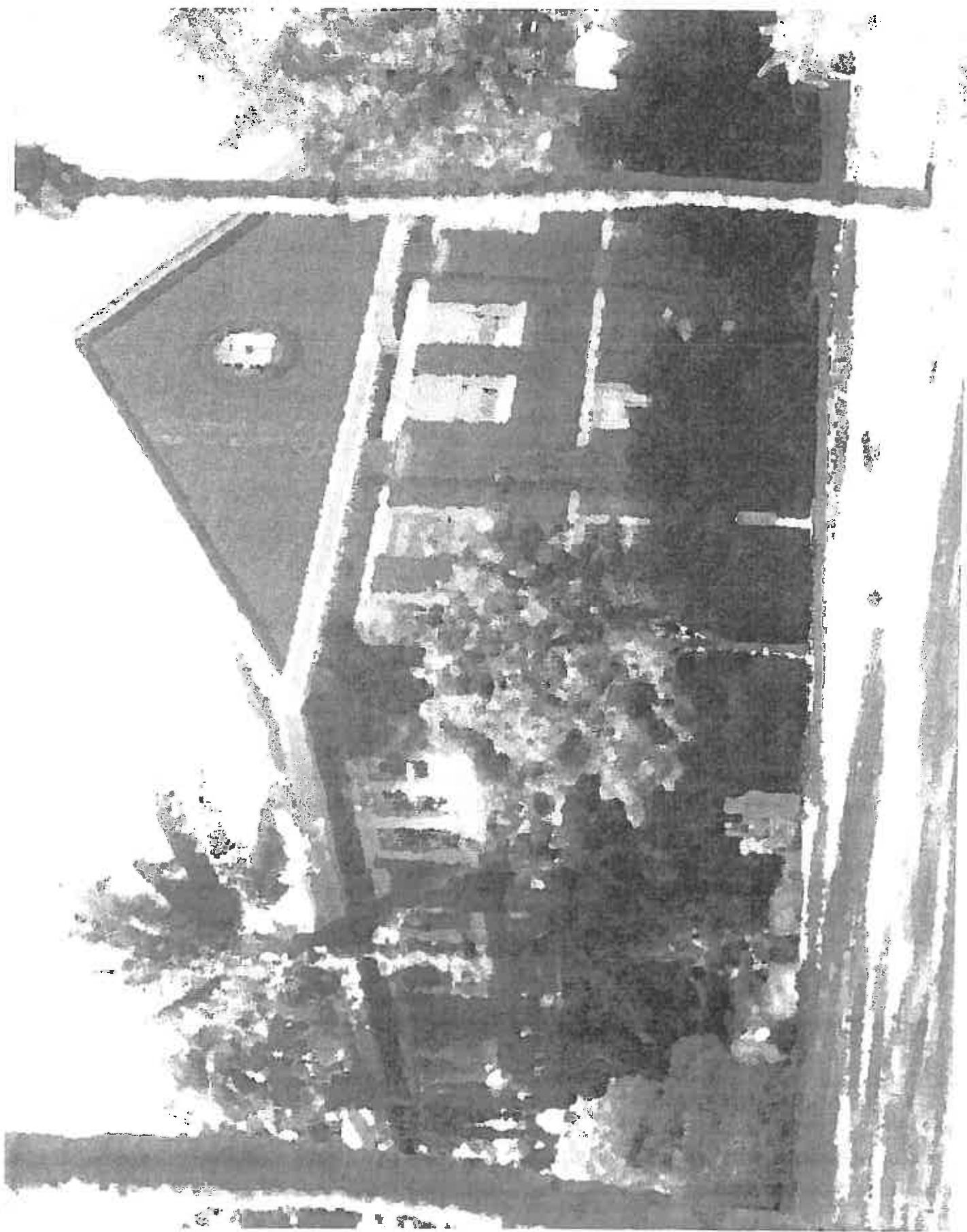
Height: two-story

Exterior: wood cladding

Roof type: stepped parapet

Detailing: Italianate or
Classical Revival





IX. Architectural Glossary

Alley: Any public or private right-of-way set aside for secondary public travel and servicing less than thirty feet in width

Alteration: Any change in the arrangement of a building, including work affecting the structural parts of a building or a change in wiring, plumbing, or heating systems

Appeal: a request for a review of a decision, finding, order, interpretation or other action concerning HARC decisions

Arbor: A shelter of shrubs and branches or of latticework intertwined with climbing vines and flowers

Arch: A structural member shaped in the arc of a curve

Architrave: The lower part of a classical entablature, which rest on a column

Awning: A roof-like covering of canvas, or the like, over a window, door, etc., to provide protection against the sun, rain and wind

Baluster: A post or upright supporting a handrail, often vase- shaped, a series that makes up a baluster

Bargeboard: The decorative board attached to the projecting portion of a gable

Building: Any structure having a roof and which is entirely separated from any other structure by space or by walls in which there are no communicating doors or windows or any similar opening.

Building coverage: The percentage of a lot area covered by buildings and including roofed porches, decks, and similar structures as well as all ground coverage 30 inches above grade

Building height: The vertical distance measure from the crown of the road to the highest point of the roof

Bracket: a support element under eaves, shelves, or other overhangs

Carport: A covered automobile shelter associated with a separate dwelling. It has one or more sides open to the weather

Certificate of appropriateness: A document issued by the Historic Architectural Review Commission

Chamfer: The surface formed by cutting off a corner of a board or post; a bevel

Classical: Pertaining to or based upon the arts of ancient Rome or Greece; an architectural devise utilizing classical motifs such as pediments

Column: A vertical support generally consisting of a base, circular shaft, and capital

Contiguous: Next to, abutting, or touching and having a boundary, or portion thereof, which adjoins

Coping: The cap or top course of a wall, usually adapted for the protection of the wall from weather

Courtyard: An open unobstructed unoccupied space, other than a yard, on the same premises on which the building is located. An unoccupied open space on the same lot with the principal building and fully enclosed on at least three adjacent sides by walls of the principal building

Cornice: The horizontal molded projection at the top of the building or wall

Cresting: A light repeated ornament, incised or perforated, carried along the top of the wall or roof

Cultural resources: The tangible and intangible aspects of cultural systems, both living and dead, which contain information about or are valued by a given culture

Cupola: A spherical roof or dome-roofed structure built on top of a roof

Details: any one of the numerous smaller parts, which make up the whole; design elements including trim, railing, door and window trim

Dormer: A vertical window set in a sloping roof or a roofed structure containing a window

Eave: The edge of the overhang at the lower end of a roof.

Entablature: A horizontal part in a classical post and beam system composed of the cornice (upper), frieze (middle), and architrave (lower)

Façade: The front or principle face of a building

Fence or walls: A structure intended to separate or enclose and define space, basically freestanding, constructed of one or more materials such as wire, wood, cement, stone, or brick, designed to be decorative or ornamental or to serve utilitarian purposes as to control ingress or egress of persons and animals. A hedge, wall or landscaped berm may constitute a "fence"

Fenestration: The disposition of windows in a façade

Finial: An ornament at the top of a spire, gable, or pinnacle

Freestanding: standing independently free of support or attachment

Frieze: The part of the entablature between the architrave and cornice; any sculptured or ornamented band in a building under a cornice

Front lot line: The dividing line between the lot and the street

Gable: The triangular portion of a wall between the enclosing lines of a sloping roof

Guidelines: Officially declared limitations expressed as instructions for procedures

Hip roof: A roof with four uniformly pitched sides

Historic building or structure: A building recognized because of its association an historic event or the history of a locality. Any structure listed or eligibility to be listed in a national, state, or local register or inventory of historic places, or that contributes to the historical significance of an historic district

Historic context: An organizing structure for interpreting history that groups information about historic properties that share a common theme, common geographical location and common time period; used as a foundation for decisions about the planning, identification, evaluation, registration, and treatment of historic properties

Historic district: A definable geographic area that contains a number of related historic sites, buildings, structures, features, or objects united by a common theme, common geographical locations, and common time period; used as a foundation for decisions about the planning, identification, evaluation, registration, and treatment of the historic properties, based upon comparative significance

Historic district survey: The cataloging of each of the buildings and landscapes within an existing or proposed historic district; typically each site is evaluated and rated for its level of contribution to the district; may be used to determine district boundaries

Historic research: The study of documents, photographs, publications, and other data concerning an historic site, building, structure, or object, typically includes research on architecture, construction, and users of the property

Historic resource: Any district, site, building, structure or object determined to be historically significant

Historic significance: The importance of an element, building or site owing to its involvement with a significant person, event, or time period, location or as an example of a past architectural style

Historic society: An organization that promotes the study of history, typically for a defined geographic area; may also maintain an archive, museum, or historic site and sponsor public education programs

Historic American Building Survey (HABS): A division of U.S. National Park Service that documents the appearance of historic buildings; the documentation which includes photographs, measured drawings, and written historical information, is archived in a permanent collection at the Library of Congress; began as a New Deal project for architects in 1933 and was rejuvenated in 1966; primarily continued by student teams during the summers and by federal agencies altering National Register buildings. See also Historic American Engineering Record

Historic American Engineering Record (HAER): A program of the U.S. National Park Service that documents the appearance and construction of exemplary engineering works, such as bridges and mills; documentation includes photographs, measured drawings, and written historic information and is archived at the Library of Congress; the program was begun in 1969; documentation is primarily prepared by teams of students during summer months. See also American Buildings Survey

Historic Resource: Any district, site, building, structure, or object determined to be historically significant

Historic structure report (HSR): A written summary of a detailed analysis of an historic building or structure and its site: typically includes historical research, data from nondestructive testing descriptions of the property and its physical condition, drawings, photographs, analysis of which components are original or later additions, and recommendations

Hoodmold, hood molding: A projecting molding over a wall opening, used to divert rainwater away from the wall opening

Italianate: The Italianate style was common influence between 1850 and 1880, it utilizes the forms derived from the less formal aspects of classical architecture

Lattice: A structure consisting of strips of metal or wood or interlaced to form regularly spaced openings

Leaded glass: a decorative glass set in lead cams (soft metal division strips which divide adjacent pieces of glass)

Lintel: The horizontal structure member over an opening, generally a beam supported at each end by a post, wall or column; a beam of any material used to span an opening (also known as an architrave)

Lot: A parcel of land of at least sufficient size to meet minimum zoning requirements for use, coverage, and area. And to provide such yards and other open spaces as are required. A lot is composed of contiguous land. All lots have frontage on an improved public street, or on an approved private street. An interior lot has only one frontage on a street. A corner lot abuts two or more streets at their intersection, the second or abutting streets are known as the intersecting or secondary streets. Lot lines bound a lot or buildable site

Louver: A series of inclined slats in a vertical frame, which allows ventilation without admitting rain

Molding: A continuous decorative band that is either carved into or applied to the surface

Mullion: A vertical member that divides a window or separates one window or door from another

Muntin: The wood or metal strips that divide a multi-pane window

Neo-classical: A revival of the classical Greek and Roman architectural forms

Parapet: A low solid protective wall or railing along the edge of roof or balcony

Pavilion: originally a temporary or movable shelter, sometimes merely a tent; a small outbuilding; or, wing or section of an institutional building such as a hospital; or a building for temporary use, as in an exposition

Pediment: A wide, low-pitched gable above a portico or door

Pergola: A structure of parallel colonnades supporting an open roof of beams and crossing rafters or trelliswork, over-which climbing plants are trained to go

Pitched Roof: A roof with a pitch of no less than 4 /12 (a four-inch rise in a 12 inch horizontal run).

Porch: A covered structure or recessed space on the exterior of a building

Portico: A major porch with pediment roof supported by columns

Preservation: The act or process of applying measures to sustain the existing form, integrity and material of a building or structure, and the existing form and vegetative cover of a site. May include initial stabilization as well as on going maintenance of historic building's windows and doors

Proportions: The relationship of width to height of a building's front façade or of a building's windows or doors

Quoins: One of the cornerstones of a wall when these are emphasized by size, by more formal cutting, by more conspicuous jointing or by a difference in texture

Rafters: Any of a series of parallel structural members supporting the sheathing and covering of a pitched roof.

Reconstruction: The act or process of reproducing by new construction the exact form and detail of a vanished building, structure or object, or a part thereof, as it appeared at a specific period of time

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 which are significant to its historical, architectural, and cultural values. Rehabilitation involves adapting buildings for contemporary use while retaining significant historic features and appearance

Restoration: The act or process of actually 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 the replacement of missing earlier work

Ridge: The highest point of a roof, running from end to end

Rhythm: An ordered recurring pattern of solids to voids in the façade of a building; or a recurring pattern of buildings to open spaces between them

Rosette: A conventionalized circular floral motif, usually sculptural

Rustication: A surface texture of masonry in which the principal face of each stone or block is rough and has a margin, tooled smooth along rectangular edges; or the principal face may be smooth and surrounded by a bevel margin returning to the plane of the wall. Often seen in rough cast ornamental concrete block

Sash: A frame or window in which glass is set

Scale: The harmonious relationship of a building or group of building parts to one another and to the human figure

Setback: A required open space of a lot where buildings are not permitted

Shutter tiebacks: Hardware used to secure open shutters

Sidelights: Rectangular fixed windows which flank a doorway

Sign: Any device designed to inform or attract the attention of persons not on the premises

Story: That portion of a building included between the upper surface of any floor and the upper surface of the floor next above, or any portion of the building used for human occupancy between the top most floor and the roof. A basement or cellar not used for human occupancy should not be counted as a story

Stucco: A type of plaster work, either course or fine, used for surfacing interior and exterior walls

Structural alteration: Any changes, except for repair or replacement in the supporting members of a building, such as bearing walls, columns, beams or girds

Structure: Anything built, constructed or assembled with a fixed location on the ground. Among other things, structures include buildings, mobile homes, wall, fences, signs, driveways, pools, and ponds

Style: A characteristic form, usually related to a specific period in history

Tent: A portable shelter with an exterior surface of fabric or skin

Top Plate: The component of a wall on which the roof rafters and ceiling joists are supported.

Transom: A small window with a glazed or solid sash over a door or large window, which often opens for ventilation and is usually hinged or pivoted

Trellis: A frame supporting open lattice work, used as a screen or a support for growing vines or plants

Turret: A small slender tower, usually set at a corner of the building, often containing a circular shaft

Two and One Half Story Building: A building with two full stories above the crown of the road plus a third floor (known as a "half story") that does not exceed in floor area one-half of the floor area of the floor immediately below within the same building. Typically the half story is located beneath a pitched roof. The following criteria will be apply for the review:

1. The roof rafters must rest on and be supported by the top plate of the second story wall;
2. The height of the floor area considered to constitute the half story shall be not less than seven feet six inches high at its highest point and five feet high at its lowest point;
3. *No exterior wall should stand beyond the second floor top plate* (Figures 1 and 2 pages 77-78). If the half story is located above a flat roof, its interior height shall not exceed seven feet six inches high and it shall be set back from the second story roofline equally proportioned on its four sides.

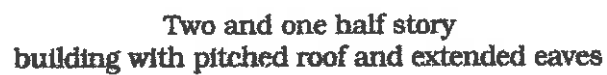
Variance: The relaxation of the terms of the land development regulations where such variance will not be contrary to the public interest where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship

Widow's walk: A rooftop platform with an ornamental railing, from those on New England houses near the sea, which were used by captain's wives to look for returning ships

Yard, side: A yard between the main building and the sideline of the lot and extending from the front lot line to the rear

Yard, front: Front yards shall be defined as the yard abutting a street (i.e., street frontage lot).

Yard, rear: A yard extending across the rear of a lot between side lot lines.



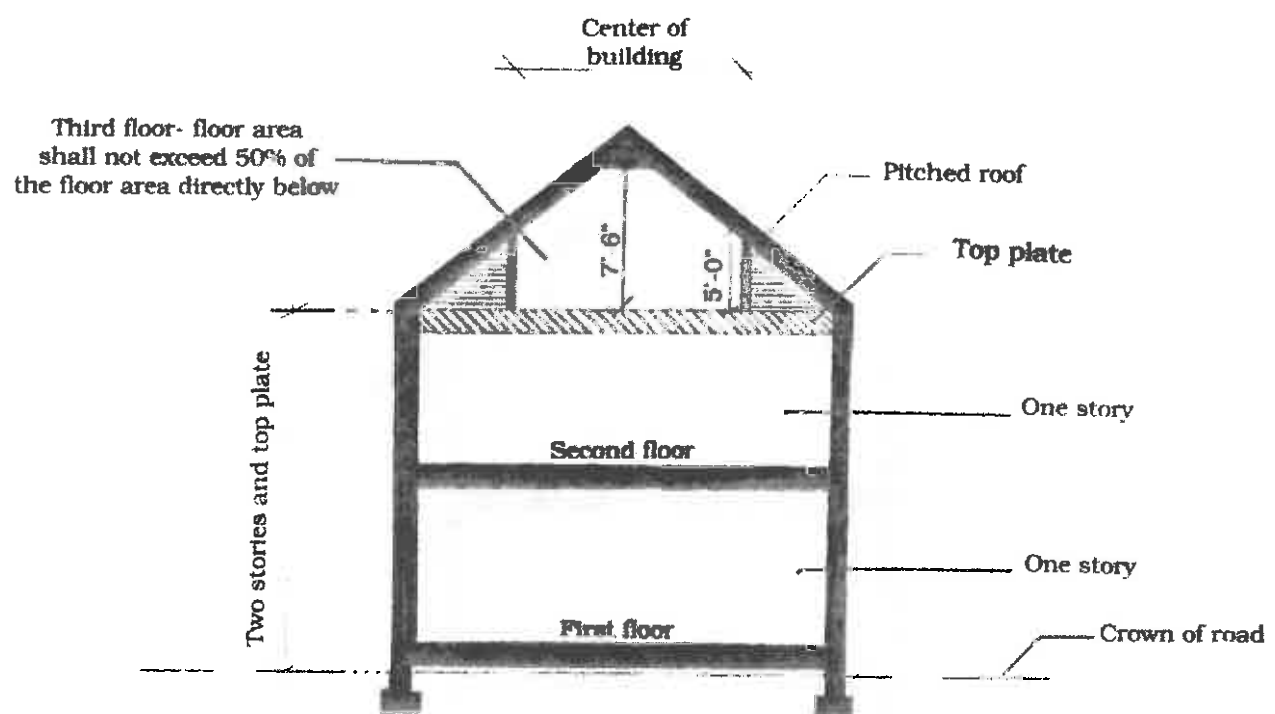
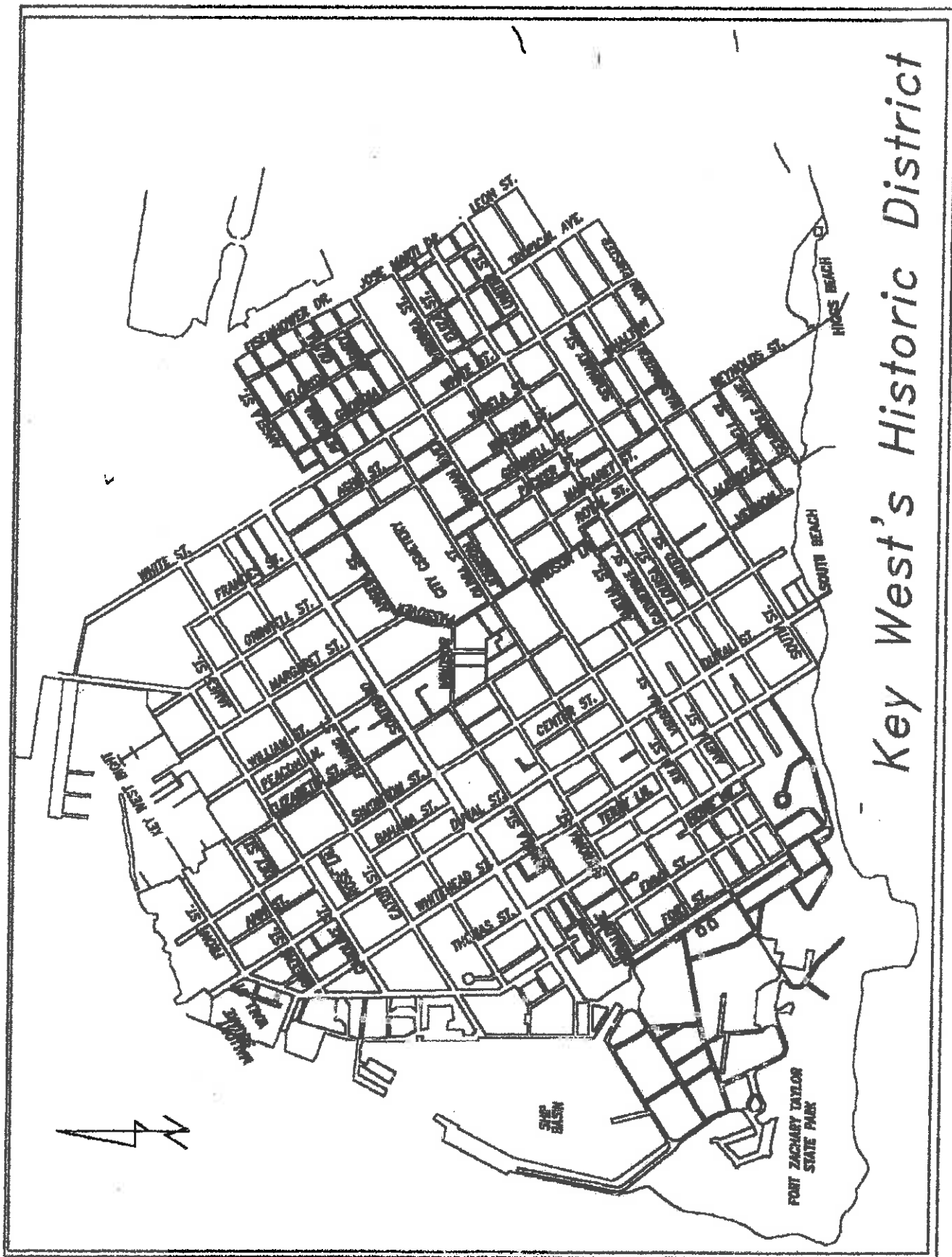


Figure 2

Two and one half story
building with pitched roof



Key West's Historic District

