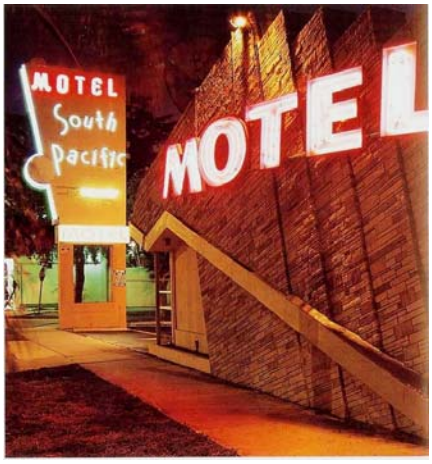
PRESERVATION OFFICE
HISTORIC DESIGN GUIDELINES

Design Guidelines are to be utilized by all structures that are individually designated within the City of Miami or located within a designated Historic District.

The City of Miami's Historic Design Guidelines were adopted by the Historic and Environmental Preservation Board on June 7, 2016.

CITY OF MIAMI



PRESERVATION OFFICE

HISTORIC DESIGN GUIDELINES

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This version of the Historic Design Guidelines for the City of Miami is an update from the previous version that was approved by the Historic and Environmental Preservation Board in September 2011. This updated version was designed, formatted, and amended by Trisha Logan, Historic Preservation Planner, with input and collaboration with Preservation Office Staff, and Joe Eisenberg, Planner II, as well as from community members and stakeholders within Preservation Districts and Historic Resources located in the City of Miami.

Sources and references that were used in the formation of this document are cited within each section and labeled as Resources. Additional resources not cited within in the text and were used in the formation of this document as well as the previous version of this document include the following:

Ammidown, Margot, and Rodriguez, Ivan A., *From Wilderness to Metropolis: The History and Architecture of Dade County (1825-1940),* Metropolitan Dade County, 1982.

Harris, Cyril M., *Illustrated Dictionary of Historic Architecture*. Dover Publications, Inc., New York, NY, 1977.

Tebeau, Charlton W. *A History of Florida*, University of Miami Press, Miami, Florida, 1992.

Tyler, Norman, Ligibel, Ted J. PhD., and Tyler, Ilene R. *Historic Preservation – An Introduction to its History, Principles, and Practice*. W.W. Norton and Company, Inc., 1994.

Photos and graphics are primarily original taken or produced by staff, additional photos shown are from multiple authors and were retrieved Google Images or as cited.

Several Historic Design Guidelines from other cities were referenced in the creation of the former and updated document, these municipalities include the following:

City of Delray Beach
Monroe County, Florida
City of New Orleans
City of New York
City of Phoenix
City of San Antonio

SECTION 1: INTRODUCTION AND GENERAL INFORMATION

The Historic Design Guidelines will be interpreted by the Historic and Environmental Preservation Board (HEPB) and the Preservation Officer as being additional and supplemental to the laws listed below. In the event of an express or implied conflict between the Historic Design Guidelines and foregoing ordinances, the foregoing shall govern in this order of precedence:

1. *Applicable Federal Statutes of the United States of America*
2. *The Secretary of the Interior's Standards for the Treatment of Historic Properties*
3. *State of Florida Code of Ordinances*
4. *Miami-Dade County Code of Ordinances*
5. *City of Miami Code of Ordinances*

The Historic Design Guidelines function as an appendix to the laws, specifically Chapter 23 of the City Code, Historic Preservation, and shall be used to guide the appropriateness of alterations on, additions to, and new construction to designated historic structures within the City of Miami. This document is an instrument for the implementation of the rules for development according to the City's comprehensive plan, the land development regulations, zoning ordinance, and the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Historic and Environmental Preservation Board
Monthly HEPB Meeting, City Hall

The Historic Design Guidelines reflect best practices in historic preservation. However, any property owner may request an exception to the Historic Design Guidelines through an application for a Special Certificate of Appropriateness. The HEPB has the authority to make exceptions to these guidelines when there are unique circumstances associated with the property; if there are extreme or unusual circumstances or if the owner can prove economic hardship according to the provisions of the Historic Preservation Ordinance, Chapter 23 of the City of Miami Code.

Any item that is NOT expressly stated within the Historic Design Guidelines or district specific guidelines, shall use the Secretary of the Interior's Standards as guidance.

SECTION 1: INTRODUCTION AND GENERAL INFORMATION

The Historic Design Guidelines are based on the Secretary of the Interior's Standards for the Treatment of Historic Properties. These standards were created with the intent to promote responsible preservation practices that help protect our nation's irreplaceable historic resources. There are four treatment approaches provided by the Standards which include the following in hierarchical order:

1. **PRESERVATION**
   A high premium is placed on the retention of all historic fabric through conservation, maintenance, and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
2. **REHABILIATION**
   Emphasis is placed on the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. Both Preservation and Rehabilitation treatments focus on the preservation of those materials, features, finishes, spaces, and special relationships that, together, give a property its character
3. **RESTORATION**
   Focus is placed on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.
4. **RECONSTRUCTION**
   Establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

According to the National Park Service, a historic resource or property is any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in the National Register of Historic Places; such terms include artifacts, records, and remains which are related to such a district, site, building, structure, or object.

Prior to making plans, one shall understand the historic property in question by becoming familiar with its historical context, architectural style, period of construction, technology used and craftsmanship, character defining features, materials, integrity, setting, location, and designer or builder, if known. After conducting preliminary research, the level of significance, integrity, and physical condition shall be established to determine the appropriate treatment and approach for the historic property in question and the appropriateness of the proposed work.

Structures are built or remodeled in order to suit the needs and lifestyles of new and existing residents and tenants; as a result, the neighborhood character gradually changes over time. When a change is proposed in a historic neighborhood, it is essential to properly balance that change with respect for the property's own style, features, and the characteristics of surrounding properties and neighborhood to keep the sense of place that the historic district conveys.

SECTION 1: INTRODUCTION AND GENERAL INFORMATION

USING THE HISTORIC DESIGN GUIDELINES

The Historic Design Guidelines for the City of Miami apply to all exterior* modifications to structures that are designated as an Individual Historic Resource or within a Historic District. When proposing a repair, restoration, or alteration to one of these historic properties that affects the exterior of the property, a Certificate of Appropriateness (COA) must be obtained through the Historic Preservation Office.

Throughout the Historic Design Guidelines are lists of repair, restoration, or alteration application types that could be approved administratively or if a project requires approval from the Historic and Environmental Preservation Board (HEPB). Administrative approvals are for projects that are relatively simple in nature, there is no charge to process these applications and can typically be processed during our regular walk-in hours, Monday through Friday 8-11:30am. If an application is more substantial in nature or disagrees with the Historic Design Guidelines, it will require the application to request approval from the HEPB. The applicant must apply to the HEPB by the submittal deadline each month with Hearing Boards and Preservation Staff for consideration on the next available HEPB Meeting Agenda. If you have questions pertaining to the level of work that is proposed and whether or not it can be approved by staff administratively or may require HEPB approval, contact the Preservation Office directly for additional information.

Applications for our standard Certificate of Appropriateness and HEPB Applications can be found on our website:

WHICH APPLICATION DO I NEED? Examples of Administrative and HEPB Applications

Administrative COA (There is no charge for the processing of this type of application)	**HEPB Application (Current Fees are outlined in Chapter 62 of the City Code)**
Replacement of aged or deteriorated exterior materials or surface finishes to match the original.	Change or alteration to the structure's architectural style.
Replacement or new fencing for the side and backyard with appropriate material and in conformance with the Historic Design Guidelines. Foundation, sidewalk, driveway, or patio repair.	Any site work visible from the public right of way, including but not limited to the installation of pools, fences (not meeting guidelines), addition of driveways and walkways.
Roof replacement utilizing roofing that matches the historic materials in style and color	Alteration of a roof line or use of any roofing material other than the original material.
Glass window replacement with no change in appearance. Window and door repair with same material. Replacement windows which return to the original appearance.	Change or alteration to the size, shape, or style of windows and doors except when this change returns windows and doors to the original dimension and/or configuration.
Paint color that is consistent with the district on previously painted surfaces.	Paint color or paint application on surfaces that is inconsistent with the Design Guidelines.
Partial demolition of later additions to the rear of the structure.	Demolition, including partial demolitions and the demolition of auxiliary structures.
Additions to the rear of the existing structure that are not visible to the street and follow the Secretary of the Interior's Standards for new additions.	Additions to or alteration of an existing structure which increases the square footage of the structure or otherwise alters its size, height, contour, or outline.
New construction of an auxillary structure that is not visible from the right-of-way.	New construction of a building, or construction auxiliary structure visible from the right-of-way.

**There are a limited number of Individual Historic Resources that also have their interior spaces designated. Contact the Preservation Office to check if your Individually Designated Historic Resource is among these properties.*

SECTION 1: INTRODUCTION AND GENERAL INFORMATION

WHAT IS THE PROCESS?

ADMINISTRATIVE APPROVAL

Standard Certificate of Appropriateness (COA)

Contact staff with any questions prior to applying during walk-in hours (Monday through Friday 8-11:30am

Gather all necessary materials and supporting documentation for your project

Apply in person for your COA at the Miami Riverside Center, 444 SW 2 Avenue, 3rd Floor during walk-in hours (M-F 8:00am – 11:30am)

Typically, if all of the required information is included in your submittal and is agreeable with the Historic Design Guidelines, COAs can be approved the same day

HEPB APPROVAL

Special Certificate of Appropriateness

Contact staff prior to applying to review your proposed project and go over the application checklist

Schedule an appointment with Hearing Boards and Preservation Staff to submit your HEPB Application packets (deadline is the first Friday of every month at noon)*

Agenda will be published on Legistar one week prior to HEPB Meeting by locating the HEPB Meeting Agenda through the "Meetings and Events" link.

Attend HEPB Meeting on the first Tuesday of every month (except August) at City Hall, 3pm

Receive HEPB Resolution with any conditions as approved by the HEPB and apply for permit

Applicants are encouraged to meet with their respective Neighborhood Association prior to coming before the HEPB to review their proposed project.

**Applications received by the deadline each month will be scheduled by Hearing Boards on the next available agenda, however this is not always the following month's agenda.*

BRIEF HISTORY OF THE CITY OF MIAMI

Before the first European settlers set foot in South Florida; the Tequesta people inhabited this land. The Tequesta's alongside other natives reached the astonishing number of 100,000 in population. Together they developed a complex society of living in communities that were planned and executed by early construction projects. The Tequesta people left behind a heritage in archaeological resources including the Miami Circle, Miami River Rapids, and the North Bank of the Miami River which all add greatly to the remarkable cultural patrimony of Miami.

The first permanent European settlers arrived to South Florida in the early 19th century. Two families with Bahamian roots, received land grants from the Spanish Government when they owned Florida. These settlers were joined by Bahamian immigrants looking for employment, the Seminole Indians, and runaway slaves. They ferociously disputed the non-native absorption of Seminole lands in three Seminole Wars (1817-1818, 1835-1842, and 1855-1858). Few United States soldiers stayed after the end of the third and last Seminole War. It wasn't until 1846 when South Florida was first surveyed the area flourished once the United States implemented the "Homestead Act" in 1862 which granted 160 acres of land to men willing to live on the land for at least five years. Important early residents included William Brickell and Julia Tuttle who brought the early Spanish grants. Together they convinced Henry Flagler to expand his rail line south to Miami.

With the railroad, progress came to Miami and the first building boom occurred in 1900s to 1930s. Many of Downtown's early high-rises such as the Seybold (1921-1925), the Freedom Tower (1925), the Huntington (1926), the Security Building (1926), the Olympia Theater (1925), and the Dade County Courthouse (1929), were constructed in this time period. The City had gone through periods of growth, experiencing multiple periods of booms and busts, but did not suffer as much as the rest of the country during the Great Depression years. Many say that the strong appeal of this tourist destination as well as the legal and illegal gambling activities were the reason for Miami's nonstop prosperity. World War II also brought growth to the City and many military men and women settled within the Miami-Dade County after the war ended. Yet another boom ensued when Fidel Castro and his regime took over Cuba with the arrival of an extraordinary 125,000 refugees in Miami into the City's population within only a period of four months. These Cuban refugees made Miami their home and have played an important role in the development of the City ever since.

Not always glamorous, Miami experienced dark days in the 1980s and 1990s including race riots, drug wars, and Hurricane Andrew all of which caused distress within the region. Today Miami is considered an international center of culture, finance, and recreation which attracts people from all over the world.

Protecting this vibrant history and culture, the City of Miami's Historic and Environmental Review Board has designated 11 historic districts, including over 1600 structures, and currently has over 150 individually listed historic resources and sites.

Edited by Arva Moore Parks

SECTION 2.1: ARCHITECTURAL STYLES

An Architectural Style is characterized by the features which make a building or structure notable and historically identifiable. A style may include such elements as form, method of construction, building materials, and regional character. Miami has a broad collection of architectural styles. The ones most commonly found within the City are listed below.

2.1 Palm Cottage (Flagler Worker's House), 60 SE 4 Street, Built 1897-1899

FRAME VERNACULAR (Late 19th, Early 20th Century)

Frame Vernacular refers to a simple wood frame building, which is the product of the builder's construction experience, available resources at the time, and the surrounding environment. These structures are typically rectangular, of balloon frame construction, and rest on piers. They are one or two stories in height, with one-story front porches, and gabled or hipped roofs with overhanging eaves. Horizontal weatherboard and drop siding are the most common exterior wall materials. Some early buildings feature vertical board and batten siding or wood shingles, while asbestos shingles are common to post-1930s construction. Wood double-hung sash windows are typical. Ornamentation is sparse, but may include shingles, corner boards, porch columns, brackets, rafter tails, vents in the gable ends, and oolitic limestone detailing.

BAHAMIAN OR CONCH (Late 19th, Early 20th Century)

Found mostly within Overtown and along Charles Avenue in Coconut Grove, this vernacular architecture was typically the work of shipbuilder-turned-carpenters from the Bahamas and Key West. These "conch" houses feature a one-and-one-half or two-story rectangular mass, with broad gabled or low, hipped roofs. The construction was usually balloon frame, rather than the original cross-braced system using heavy timbers based on shipbuilding techniques. Foundations are raised off the ground and set on wood posts or masonry piers, allowing air circulation underneath the house. Exterior surfaces are of horizontal weather boards and windows are double-hung sash type. The most prominent feature of these buildings is the balustrade front porch, sometimes wrapping around the sides on both stories.

2.2 Stirrup House, 3242 Charles Avenue, Built 1897

Style definitions provided by Janus Research, Historic Preservation Consultant for the development of http://www.historicpreservationmiami.com/

2.3 Waddell Building, 24 N Miami Avenue, Built 1916

VERNACULAR COMMERCIAL (Late 19th, Early 20th Century)

These buildings are recognized by their form and not by their architectural features although they may have some ornamentations and detailing taken from other architectural styles, such as Italianate or Classical.

Main Streets were developed in response to the community's need for a concentrated focus of public buildings and Vernacular Commercial buildings are typical of earlier commercial areas. Side elevations usually abut one to another providing a continuous streetscape and are usually are in relative scale to adjacent commercial buildings. Their facades are typically composed of three parts: storefront, upper stories, and cornice or parapet. Architectural details feature prism glass in the transoms above storefronts, cast iron supports, and pressed metal cornices.

2.4 Residence in the Palm Grove Historic District, 421 NE 70 Street, Built 1929

BUNGALOW (Early 20th Century)

Bungalows were one of the most popular residential styles in the nation during the first three decades of the twentieth century. These modest, comfortable houses were built primarily from mail-order house plans. South Florida bungalows are often one or one-and-one-half story wood frame houses with porch railing walls and oolitic limestone chimneys. Bungalows suit the local climate, with broadly pitched gable roofs and wide, overhanging eaves, deep porches, large sash windows, and dormer windows or louvered attic vents. Horizontal weatherboards and wood shingles are the most common exterior surfacing materials. Porch supports are often tapered masonry piers topped by wood posts. The most commonly found type of bungalow in Miami has a gable roof, its ridge parallel to the street, and an off-center gabled front porch.

2.5 J. Jacob Hubbard House, 138 NW 16 Ave, Built c. 1921

BELVADERE BUNGALOW (Early 20th Century)

The Belvedere Bungalow style includes intersecting gabled roof planes, wide overhanging eaves, exposed rafter ends, beams, decorative timbers, wood shingle cladding, casement windows with Prairie style light configurations, and a second-story belvedere, or windowed top of the structure.

The prominent front porch, which usually extends across the façade features flared oolitic limestone piers topped with concrete caps and short wood post supports.

2.6 Mission Style House in Morningside, 549 NE 59 Street, Built 1925

MISSION (Early 20th Century)

The simple Mission-style buildings were inspired by the early Spanish mission churches in California. Exterior walls are usually covered with stucco, although oolitic limestone is also used. The most distinctive features of the style are tiled roofs and arches. Roofs are commonly low in pitch or flat, featuring curvilinear parapets or pent roof sections. The same parapet lines are often repeated over the front porch. Parapets may be topped with simple stucco molding, or with a single row of sloping flat or s-shaped clay tiles with scuppers, to drain rainwater. Windows may be single-hung or casement type. Arches and curved lines are also typical on openings throughout the façade. The front porch may extend over the carport or garage entrance to one side of the main building mass. Applied decoration is kept to a minimum.

2.7 Dr. William Chapman House, 1376 NW 6 Avenue, Built 1923

MASONRY VERNACULAR (Late 19th, Early 20th Century)

Three main types of masonry construction date to the early days of Miami-Dade County: hollow clay tile, concrete block, and oolitic limestone. Hollow clay tile, lighter than concrete block, was used up to the 1920s in large construction projects. Concrete blocks were easily manufactured from local materials. Rusticated concrete blocks, molded to resemble rough-cut stone, were popular prior to 1920 and are still seen in Little Havana. Oolitic limestone is the most typical masonry material in South Florida and is unique to the area. Quarried in southern Miami-Dade County since the mid-nineteenth century, it consists of small rock particles and is used in rubble form. Coral-like keystone from the Florida Keys was also popular during the 1930s and 1940s. Commerical buildings in the Masonry Vernacular style are generally two stories in height, feature simple rectilinear plans, parapets and arcades.

2.8 Coconut Grove Playhouse, 3508 Main Hwy., Built 1926

MEDITERRANEAN (Early 20th Century)

The Mediterranean Style defined Miami during the Boom of the 1920s. The style reflects the architectural influences of the Mediterranean coast: Italian, Byzantine, Moorish themes from southern Spain and France. Applied Spanish Baroque decoration is generously used around openings, balconies, and cornices. Parapets, twisted columns, pediments, and other classical details also are frequently used. Arches are often featured. The most common materials are stucco walls, red tile roofs, wrought iron grilles and railings, wood brackets and balconies, and oolitic limestone, ceramic tile and terracotta for ornament. Patios, courtyards, balconies, and loggias replace the front porch. Fenestration is usually the casement type.

2.9 George E. Nolan House, 1548 Brickell Avenue, Built 1925

NEO-CLASSICAL (Late 19th, Early 20th Century)

The Neo-Classical style is an eclectic revival of Georgian, Adam, early Classical Revival, and Greek Revival architectural styles. The style is based mostly on the Greek, rather than Roman, architectural orders. Because of this, windows and doorways are commonly spanned by lintels rather than by arches. Another hallmark of the Neo-Classical style is a full-height entry porch on the principal facade supported by classical columns in the Ionic or Corinthian orders. The arrangement of windows is commonly symmetrical about a central door. Other features of the style may include monumental proportions, large (sometimes triple-hung) sash windows, pilasters, attic stories or parapets, and simple rooflines.

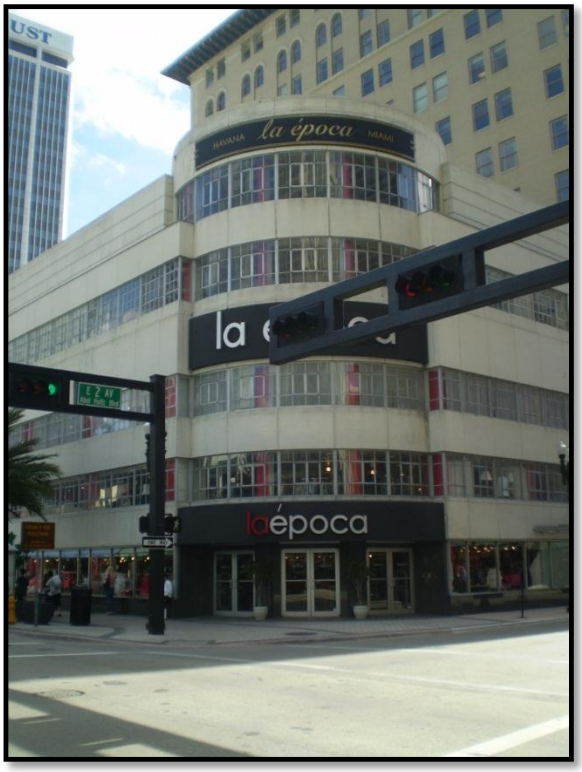
ART DECO (Early to Mid-20th Century)

The Art Deco style first arrived in America after the Paris Exposition of 1925, where it was promoted as a fusion of the decorative arts and industry and technology. Art Deco was a relaxed precursor of the International style. The style features applied decoration based on organic forms and geometric patterns, executed in the latest construction materials and methods. Forms are angular, and facades often stepped back, especially in taller buildings. Decorative elements range from industrial to Egyptian, Mayan, and American Indian themes. Building forms and decoration generally have a vertical orientation. In South Florida, nautical and tropical motifs, such as palm trees, flamingos, pelicans, the moon, and the ocean, are reflected in bas-relief stucco panels, etched glass, and murals. The related "Moderne" style evolved from Art Deco.

2.10 Shrine Building, 1401 Biscayne Blvd, Built 1930

STREAMLINE AND DEPRESSION MODERNE (Early to Mid-20th Century)

Streamline Moderne, which depicted the laws of aerodynamics in architecture, reflected the growth of speed and travel in the 1930s. Building forms evoke automobiles, trains, ocean liners, and airplanes. Massing reflects abstract, simplified forms with rounded corners devoid of much applied decoration. Horizontal compositions, bands of windows, racing stripes, and flat roofs are featured, as well as new materials such as vitrolite, glass block, chrome, stainless steel, terrazzo, and neon. Features of these buildings typical to the Miami area are "eyebrow" ledges over the windows, front porches, nautical motifs like porthole windows, and bas-relief panels depicting tropical scenes. Streamline Moderne buildings commissioned by the Public Works Administration (Depression Moderne) reflect a greater use of conservative and classical elements.



2.11 Walgreens Drugstore, 200 E. Flagler, Built 1936

2.13 Alfred I. Dupont Building, 169 E. Flagler, Built 1939

DEPRESSION MODERNE (Mid-20th Century)

In the midst of the Great Depression the United States government started a series of programs aimed at giving jobs to the nation's thousands of unemployed. The Public Works Administration (P.W.A.) commissioned the construction of new roads, government buildings, and other public improvements. The Works Progress Administration (W.P.A.) created work for artists, commissioning murals, sculptures and other embellishments for public buildings. The architecture these programs produced has the distinctive traits of the Streamline Moderne, but there is a return to more conservative, traditional vocabulary, that is befitting of the governmental nature of these works creating the Depression Moderne style. Classical elements are thus reintroduced, replacing the more playful forms and details of earlier years with decoration used primarily as a vehicle for political and social commentary. This style became influencial and extended beyond government projects, with many fine examples of Depression Moderne also built by the private sector.

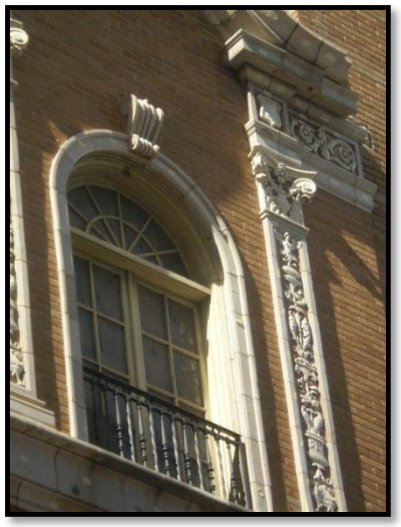
2.14 The Vagabond Motel, 7301 Biscayne Boulevard, Built 1953

MIAMI MODERN (MIMO) (Mid-20th Century)

The prosperity of post-World War II America is reflected in the inventive designs of the Miami Modern style. The Miami Modern style evolved from Art Deco and Streamline Moderne designs, reflecting greater modern functional simplicity. Although the style was used on various types of buildings, it is typified by futuristic-looking hotels and motels. Characteristics include the use of geometric patterns, kidney and oval shapes, curves, stylized sculpture, cast concrete decorative panels and stonework depicting marine and nautical themes, particularly at the entrances. Overhanging roof plates and projecting floor slabs with paired or clustered supporting pipe columns, as well as open-air verandas and symmetrical staircases are also typical design features.

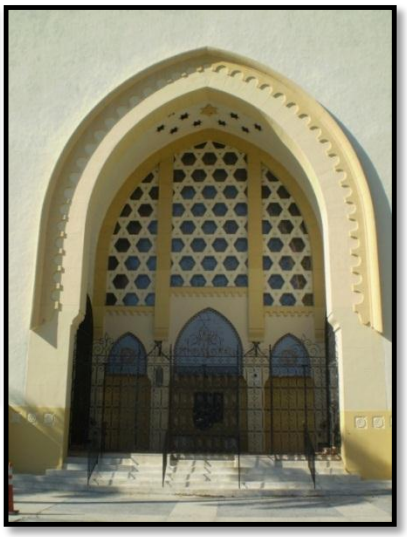
ARCHITECTURAL FEATURE

An architectural feature is any distinct or outstanding component or characteristic of a building that defines its style. A combination of elements such as windows, doors, parapets, chimneys, roofs, moldings, materials, colors, craftsmanship, design, porches, balconies, wall openings, and ornamentations will distinguish one style from another.



2.15 Olympia Theater

2.16 Vizcaya



2.17 Temple Israel

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SECTION 3.1: WINDOWS AND DOORS

WINDOWS AND DOORS

Windows and doors are one of the most important elements of historic buildings and can aid in defining the character, style, building type, and age of construction. Replacing windows with the incorrect style or configuration can significantly alter the visual appearance of a historic structure.

When replacing windows, the new windows should maintain the original location, size, character, and type. Typically, the style and age of the house should determine the types of windows that were used, ranging from casement, fixed, double or single hung windows, awning, jalousie, or sliders. In addition, windows may have had either a single pane of glass or multiple divided panes.

Doors should be maintained and repaired before considering replacement. If the replacement is inevitable, the new door should be compatible to the character of the building and should maintain the, original location, size, and type of the original.

PRESERVATION TIPS

Regular maintenance and cleaning

- Replace broken or missing components such as trim and glazing.
- Maintain caulking, glazing putty, and weather stripping
- Regularly treat wood windows for insects or organic growth, applying putty at surface openings, and re-painting.

Repair

- It is possible to repair historic wood windows by replacing sections of windows that are deteriorated and utilizing epoxy consolidation.
- Small sections of deteriorated wood windows can also be repaired using the "Dutchman" method.
- Any replacement pieces used must match the original in design, shape, profile, size, material, and texture.

WINDOW GUIDE

- Single-hung or double-hung types may substitute for each other.
- Aluminum casements may substitute for steel casement types.
- New windows must be **clear glass** or **Low-E** (minimum 79 VLT - Visual Light Transmittance) only, tinted or colored glass is **not** allowed.
- Slider windows may only be approved when they are appropriate to the style of the structure, typically constructed post 1950, to be determined by staff.
- Window openings that are visible from the right of way are considered an important architectural feature; enclosing these is not permitted.
- Changing the muntin pattern by removing or adding muntins is **not** permitted.
- New muntins must be applied raised profile with a contoured shape.

DEFINITIONS

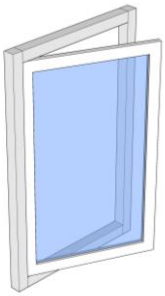
Mullion: A vertical member separating (and often supporting) window, doors, or panels set in series.

Muntin: 1. A secondary framing member to hold panes within a window, window wall, or glazed door. 2. An intermediate vertical member that divides the panels of a door.

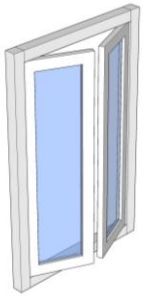
Sash: Any framework of a window that may be moveable or fixed, may slide in a vertical plane or pivoted.

FIGURE 3.1 WINDOW TYPES/FUNCTIONS

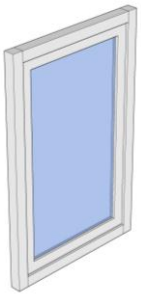
SINGLE-HUNG/ DOUBLE-HUNG



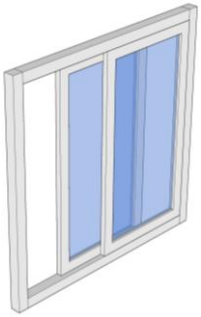
CASEMENT



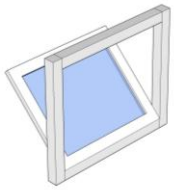
DOUBLE CASEMENT



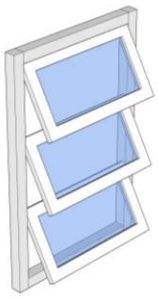
FIXED



SLIDING



HOPPER



AWNING

The windows shown here are to display the various types of windows and function, raised applied muntins are required to replicate original window configurations.
Examples of various configurations are shown on the following page.

COMMON WINDOW TYPES

Single-hung: Fixed upper sash above a vertically rising lower sash

Double-hung: Two sashes that can both be raised and lowered vertically

Casement: Hinged on one side, swinging in or out

Fixed: Non-operable framed glazing

Sliding: Either a fixed panel with a horizontally sliding sash or overlapping horizontally sliding sash and is generally not appropriate for older structures, but may be appropriate for more modern styles.

Hopper: Hinged at the bottom and projecting in at an angle

Awning (Single,Double and Triple): Hinged at the top and projects out at an angle

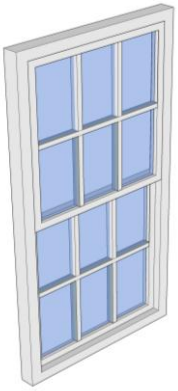
Jalousie: A window comprised of angled glass, acrylic, or wooden louvers set in a frame horizontally

Window type definitions are taken from the City of New Orleans HDLC – Guidelines for Windows and Doors

FIGURE 3.2 WINDOW CONFIGURATIONS

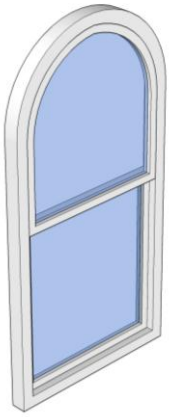
1/1 SINGLE-HUNG
Ranch, Colonial Revival, Neoclassical

4/4 SINGLE-HUNG
Italianate, Colonial Bungalow

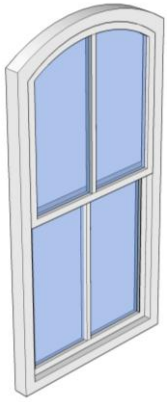


6/6 SINGLE-HUNG
Colonial Revival, Greek Revival

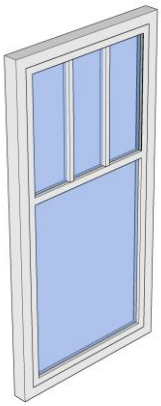
6/1 SINGLE-HUNG
Mediterranean, Craftsman



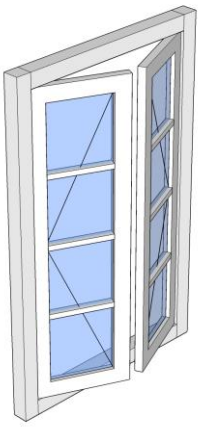
1/1 ROUND-HEAD
Italianate, Neoclassical



2/2 ARCHED HEAD
Italianate



3/1 SINGLE-HUNG
Mediterranean, Craftsman



DOUBLE CASEMENT
Mediterranean, Modern

The examples of window configurations shown above are not exhaustive, configurations will be based on the historic tax card photo for each property.

WINDOW REPLACEMENT

When considering a replacement window, every effort should be made to match the size, configuration, shape and proportions of the existing window in addition to retaining or duplicating any historic decorative trim.

IMPACT RESISTANT WINDOWS

Note: Impact resistant windows are preferred to meet the FLORIDA BUILDING CODE vs. rollup or accordion shutters. New impact resistant windows are required to be configured to match the historic style. Removable panel hurricane shutters can be used with original windows.

HURRICANE SHUTTERS

Traditional shutters or new hurricane shutters with tracks and removable panels are recommended. The tracks should be painted the same color as the house. Hurricane shutters must be operable and must cover the entire surface of the window when closed. Permanent shutters must be compatible with the character of the building. All shutters must remain open during non-storm days.

Photos taken from the publication by 1000 Friends of Florida, Disaster Mitigation for Historic Structures, 2008

OTHER PROTECTIVE OPTIONS

- Accordion or roll-down shutter types are not recommended but may be approved when not visible from the public right-of-way (as determined by staff) or by the HEPB.
- Functioning wooden shutters may be replicated for other windows, or new shutters that meet hurricane standards may be allowed if consistent with the style of the building.
- If the house still retains the original windows; removable shuttering with track systems may be permitted.
- An impact resistant window which resembles the historic type is sometimes the right choice for a property owner as an alternative to other kinds of hurricane protection.
- Metal "clamshell" awnings, commonly used in the 1950s, are characteristic on some building styles; however, they will not meet the FLORIDA BUILDING CODE.

For additional resources and information on preparing your property for a natural disaster, follow this link:

http://www.1000friendsofflorida.org/building-better-communities/disaster-planning/

SECURITY BARS

Security bars may be installed on the inside of the window, they are NOT allowed on the exterior.
Screening or roll down panels may be installed on the inside of the window.
All security screening shall be a minimum 50% open visibility

**All building materials in Miami-Dade County must have a "Notice of Acceptance" and be approved by the County's Building Department. To search for approved products go to: www.miamidade.gov/buildingcode/productcontrol.asp*

DOOR REPLACEMENT

If preserving the original historic door, replace all historic elements in-kind when possible or if using a replacement door, it should closely match the original in size, material, and profile of the original.

Typically solid paneled doors were the most common front door type for many of the residential styles found in the City's historic districts. Replacement of a solid panel door with an all glass door is not permitted. In more modern residences jalousie doors were typical, a clear or textured glass door replacement would be permitted.

FIGURE 3.3 DOOR STYLE EXAMPLES

Solid panel door with 1/4 view and symmetric panels.
Styles: Arts and Crafts, Bungalow, Mission, Mediterranean

Solid panel door with appropriate carving for architectural style and small view window.
Styles: Mission, Mediterranean

Solid panel door with 1/4 view and symmetric panels.
Styles: Arts and Crafts, Bungalow

Solid panel door with 3/4 view and symmetric panels.
Styles: Arts and Crafts, Bungalow, Mediterranean

Solid panel door with symmetric panels.
Styles: Mediterranean, Classical

Solid panel door with symmetric panels and lites
Styles: Victorian, Italianate

Solid panel door with no decoration or carving and small view window
Styles: Minimal Traditional, MiMo, Modern

Full view door with divided lites and clear glass or textured glass Styles: Minimal Traditional, MiMo, Modern (Post WWII)

There are several types of residential doors that are available on the market that are not appropriate for historic structures. A few examples are shown below.

FIGURE 3.4 INAPPROPRIATE REPLACEMENT DOOR STYLE EXAMPLES

Plain modern panel doors

Panel doors with half-round windows

Panel doors with oval windows and modern leaded glass

Panel doors with oval windows and modern leaded glass

RESOURCES

National Trust for Historic Preservation:
Weatherization of Windows

Window Tip Sheet

Preservation Briefs
The Repair of Historic Wooden Windows, Preservation Brief #9, by John H. Meyers.

The Repair and Thermal Upgrading of Historic Steel Windows, Preservation Brief #13, by Sharon C. Park, AIA.

National Park Service – Interpreting the Standards (click here and find the topics listed below)
Adding New Entrances to Historic Buildings, ITS #22, by Anne E. Grimmer.
New Openings on Secondary Elevations, ITS #21, by Anne E. Grimmer.
Inappropriate Replacement Doors, ITS #4, by Anne E. Grimmer.
Selecting New Windows to Replace Non-Historic Windows, ITS #23, by Claire Kelly.

Preservation Tech Notes (Click here and go to the section entitled "Windows" and or "Doors"

*All definitions of window and door parts are taken from the reference book; Harris, Cyril M., *Illustrated Dictionary of Historic Styles*, Dover Publications, Inc., New York, NY. 1977.

SECTION 3.1: WINDOWS AND DOORS

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED WHEN…

- Replacement of windows
- Replacement of exterior doors
- Creation of new openings
- Closure of existing openings

ADMINISTRATIVE APPROVAL IS POSSIBLE WHEN:

- Replacement with accepted windows and/or doors with the appropriate style and function
- Creation and closure of openings not visible to the right of way, as determined by staff

HEP BOARD APPROVAL IS REQUIRED WHEN:

- Replacement with windows that do not match the original configuration or function, or that do not match the historic style
- Replacement of exterior doors that do not match the original configuration or function, or that do not match the historic style
- Creation of new openings visible to the right of way, as determined by staff
- Closure of existing openings that are visible to the right of way, as determined by staff

APPLICATION CHECKLIST

Below is a checklist to use when applying for a Certificate of Appropriateness for window and door applications:

ARE THE WINDOWS ORIGINAL TO THE PROPERTY?

- ☐ YES
- ☐ NO*

**If no, contact staff prior to selecting replacement windows to find out the original style of windows that were used or is appropriate for your building.*

TYPE OF WORK:

- ☐ REPAIR ONLY
- ☐ IN-KIND REPLACEMENT
- ☐ REPLACEMENT WITH NEW MATERIAL TO MATCH ORIGINAL

EXISTING WINDOW/DOOR CONDITION:

- ☐ EXCELENT
- ☐ GOOD
- ☐ FAIR
- ☐ POOR

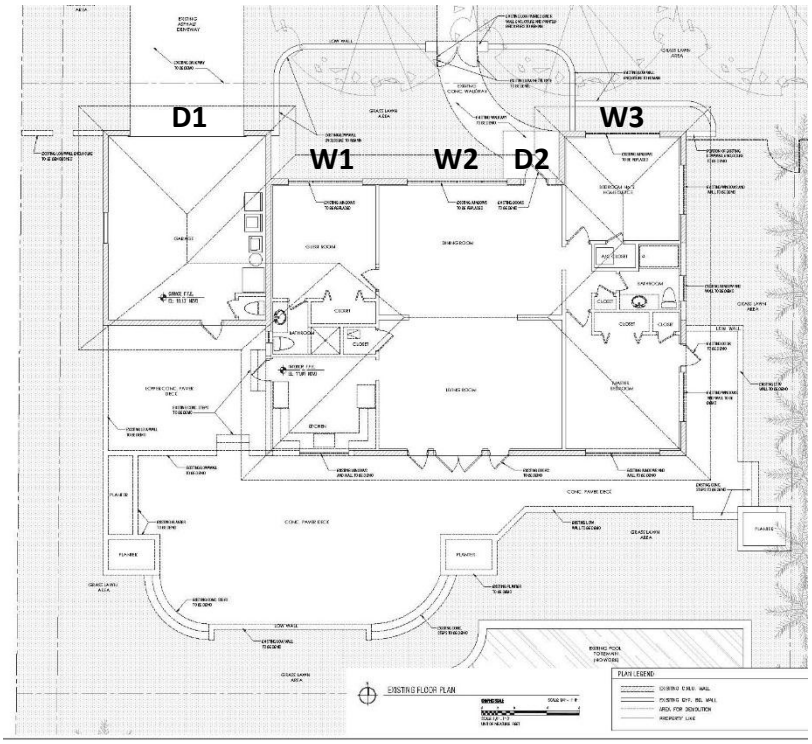
ATTACHMENTS REQUIRED:

- ☐ SURVEY OF THE PROPERTY
- ☐ ONE SET OF PLANS (11X17) DRAWN TO SCALE (See following page for additional information to be included in plans)
- ☐ MATERIAL SEPECIFICATION
- ☐ PHOTOS OF THE MAIN FAÇADE, FRONT AND SIDES
- ☐ MANUFACTURER'S CUT SHEET, SHOP DRAWING OR PHOTOGRAPHS OF THE PROPOSED WINDOW/DOOR REPLACEMENTS
- ☐ HISTORIC PICTURE (IF AVAILABLE)

SECTION 3.1: WINDOWS AND DOORS

PREPARING A WINDOW AND DOOR REPLACEMENT APPLICATION

1. **SITE PLAN: Number all the windows and doors to correspond with the window and door schedule.**



2. **WINDOW AND DOOR SCHEDULE: List all windows and doors to be replaced or modified, providing dimensions, function, glass type, frame color, etc.**

Window/ Door #	Existing Dimensions	Proposed Dimensions	Function	Glass Type	Frame Color	Muntins/ Configuration
W1	36”x51”	36”x51”	Single Hung	Clear	White	Yes, 6 over 6
W2	36”x51”	36”x51”	Fixed	Clear	White	None
W3	36”x51”	36”x51”	Casement	Clear	White	Yes, 2 over 4

Window/ Door #	Existing Dimensions	Proposed Dimensions	Function	Glass Type	Frame Color	Muntins/ Configuration
D1	96”x120”	96”x120”	Garage	N/A	White	N/A
D2	36” x 80”	36” x 80”	Entry	N/A	Brown	N/A

If an applicant requires assistance in fulfilling the requirements of a window application, please contact staff so that we can find the best solution for your property.

PREPARING A WINDOW AND DOOR REPLACEMENT APPLICATION (Continued)

3. **PHOTOS OF ALL SIDE OF THE FAÇADE: Take photos of each side of the structure, key the photos to correspond with the window and door schedule.**

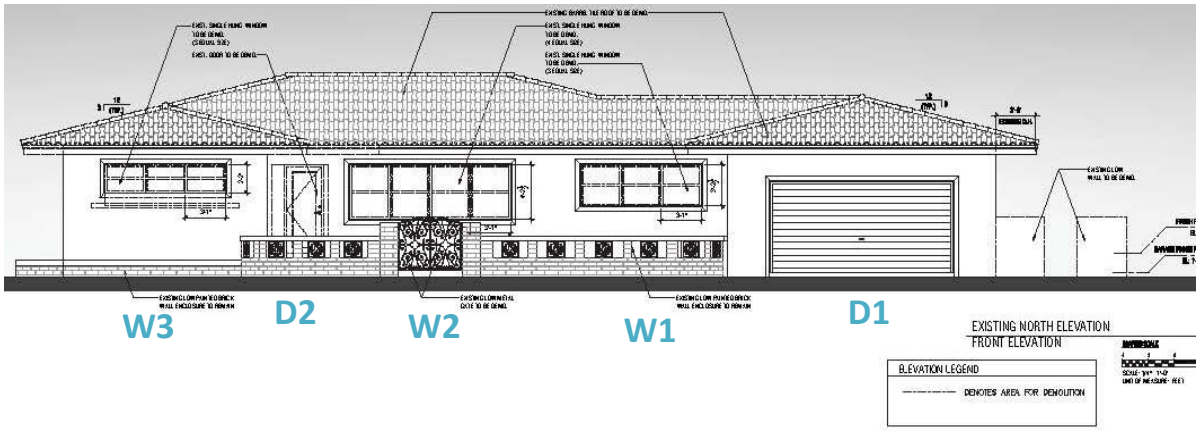
Front View

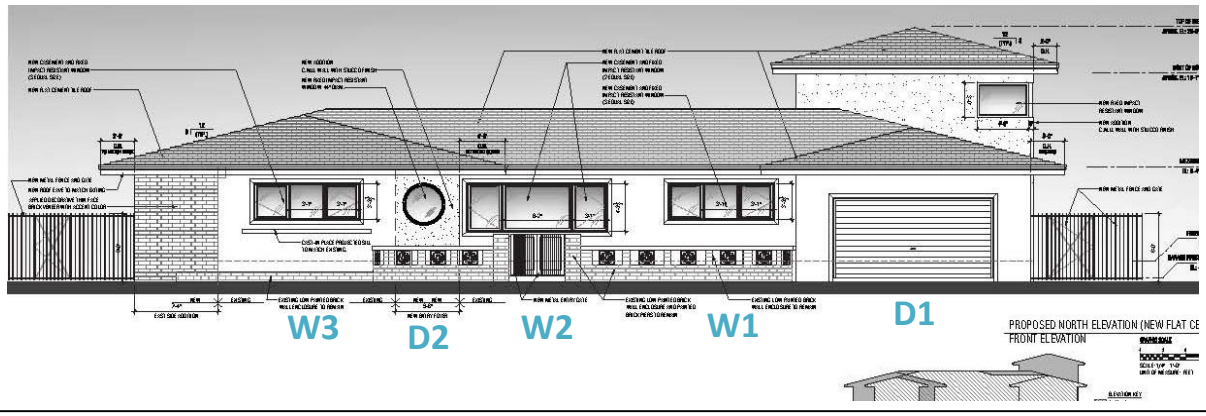
Rear View

East View

West View

4. **EXISTING <u>AND</u> PROPOSED ELEVATIONS: Provide elevation drawings of <u>ALL SIDES</u> of the façade with the existing windows and doors.**





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SECTION 3.2: ROOFING

ROOFING

A roof form, materials, and details are primary character-defining features of a structure and are essential to protecting the building from damage to the interior and exterior. If properly maintained, roofs can be preserved for a long period of time. However, when roofs are beyond repair they must be rehabilitated, restored, or replaced.

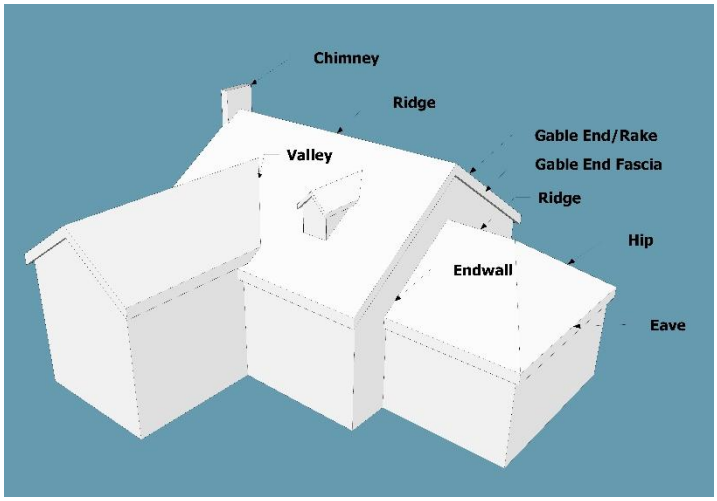


FIGURE 3.5 ELEMENTS OF A ROOF

PRESERVATION TIPS

Regular maintenance and cleaning

- Inspect the roof for missing tiles or shingles, around the flashing for open seams or any openings in the surface.
- Regularly clean gutters and downspouts to remove accumulated dirt and vegetation.
- Ensure proper function of gutters and downspouts for drainage so that water is kept away from exposed rafters and beams and is flowing away from the structure.
- Properly ventilate roof to prevent moisture retention and condensation as well as insect infestation.

Repair

- If a roof is in mostly good condition, consider repair over replacement.
- If replacing shingles or tiles, match the color, material, and pattern of the original as closely as possible.
- Retain and repair roof detailing and features.

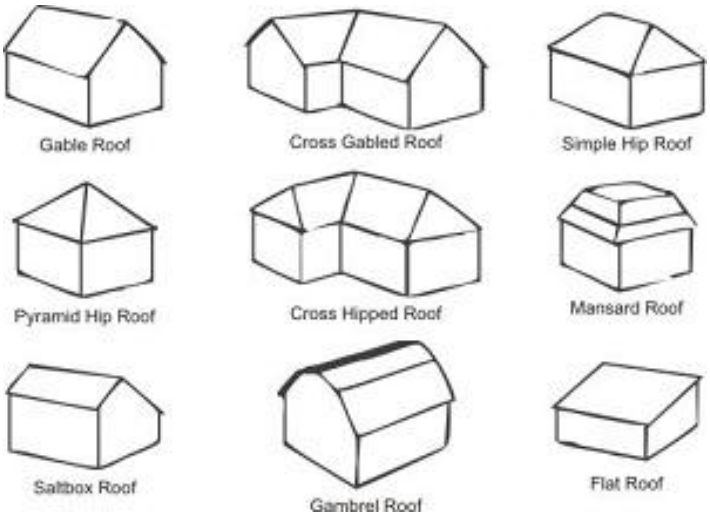


FIGURE 3.6 ROOF TYPES

ROOFTOP EQUIPMENT

Mechanical equipment, satellite dishes, solar panels, and any other equipment or materials to be installed on the roof require a Certificate of Appropriateness and shall not be visible from the right-of-way. In a commercial setting, mechanical equipment placed on the roof shall be screened from view and placed as far back from the right-of-way and line of sight as possible.

ROOF ALTERATIONS (Rehabilitation, Restoration, and Reconstruction)

- The original roof form, design, pitch, line, and overhang must be maintained.
- **CHARACTER-DEFINING FEATURES** such as cornices, parapets, chimneys, dormers, exposed rafters and other decorative details, should be **RETAINED AND PRESERVED** and shall not be removed without approval from the HEPB.
- Sloped roofing materials must be replaced with the original material in terms of scale, color, texture, profile, and style, when possible and historic photos are available.
- If historic photos are not available, sloped roofing must be replaced with a material in-kind or with a material appropriate to period in which the building is constructed and is appropriate for the architectural style.
- **COLOR** for shingles should be neutral, unless otherwise indicated in historic photos.
- Changing the historic character of the building by **ADDING ROOF ELEMENTS** that are not historically accurate such as dormer windows visible from the public right-of-way is not allowed.
- No skylights are allowed **IF VISIBLE** from the public right-of-way.
- Solar devices are allowed, however their visibility from the right-of-way must be kept at a minimum.

ACCEPTED MATERIAL SUBSTITUTIONS

• A high profile "S" tile may substitute for barrel tile

• Dimensional asphalt shingles may substitute for wood shingles

• Tile shingles may substitute for concrete shingles if of the same shape and color

• 3-tab shingles may substitute for asphalt shingles or "rolled slate"

• Changes in color or style need HEPB approval

FIGURE 3.7
PROPERTY TAX CARD
432 NE 65 STREET
PALM GROVE

Resources

Roofing for Historic Buildings, Preservation Brief #4, by Sarah M. Sweetser
The Repair and Replacement of Historic Wooden Shingle Roofs, Preservation Brief #19, by Sharon C. Park, AIA.
The Repair, Replacement, and Maintenance of Historic Slate Roofs, Preservation Brief #29, by Jeffrey Levine.
The Preservation and Repair of Historic Clay Tile Roofs, Preservation Brief #30, by Anne E. Grimmer and Paul K. Williams.
Alternative Roofing Materials: A Guide for Historic Structures, U.S. Department of Agriculture

See Section 6: Sustainability for additional information regarding solar panels

ROOFING MATERIALS *(and associated architectural styles)*

Mission or Barrel Tile (C-Shaped)
Mediterranean, Spanish Revival, Miami Modern

Spanish Tile (S-shaped)
Mediterranean, Spanish Revival, Miami Modern

Concrete or Clay Tile
Minimal Traditional, Ranch, Split Level, Contemporary, Miami Modern

Slate
Wood Frame Vernacular, Shotgun,

Wood Shingle
Wood Frame Vernacular, Shotgun

Asphalt Shingle
Colonial Revival, American Foursquare, Neoclassical, Bungalow, Minimal Traditional, Ranch, Split Level, Contemporary, Miami Modern

Standing Seam Metal Roofs
Metal roofs are not commonly found in Miami. If a metal roof replacement is found to be appropriate based on historic photos and the architectural style of the applicant's building, and the roof design and color must be consistent with those used during the period the building was constructed. Installation of a metal roof may require HEPB approval.

Built-Up Roofing (BUR) or other modern roofing system
Commercial Buildings, Neoclassical, Mission, Art Deco, Streamline Style, International, Contemporary, Miami Modern

SECTION 3.2: ROOFING

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED WHEN…

- Replacing roofing materials
- Altering or removing roof elements such as dormers, dormer windows, or chimneys
- Installing solar panels or skylights
- Installing mechanical equipment or screening
- Installing a new or replacement parapets or cornices

ADMINISTRATIVE APPROVAL IS POSSIBLE WHEN:

- Replacing the roof with historic roofing materials or accepted alternative materials
- Replacing flat roofs
- Replacing roofs not visible from the right-of-way

HEP BOARD APPROVAL IS REQUIRED WHEN:

- Replacing the roof with non-historic and non-accepted roof materials
- Alterations to roof pitch, openings, or other significant features

APPLICATION CHECKLIST

Below is a checklist to use when applying for a Certificate of Appropriateness for roof applications:

IS THE ROOF ORIGINAL TO THE PROPERTY?

- ☐ YES
- ☐ NO*

**If no, contact staff prior to selecting a replacement roof to find out the historic material that was used or is appropriate for your building.*

TYPE OF WORK:

- ☐ REPAIR ONLY
- ☐ IN-KIND REPLACEMENT
- ☐ REPLACEMENT WITH NEW MATERIAL TO MATCH ORIGINAL

EXISTING ROOF CONDITION:

- ☐ EXCELENT
- ☐ GOOD
- ☐ FAIR
- ☐ POOR

ATTACHMENTS REQUIRED:

- ☐ SURVEY OF THE PROPERTY
- ☐ ONE SET OF PLANS (11X17) DRAWN TO SCALE OF ROOF PLAN AND SLOPE
- ☐ MATERIAL SEPECIFICATION
- ☐ PHOTOS OF EXISTING ROOF
- ☐ PHOTOS OF THE MAIN FAÇADE, FRONT AND SIDES
- ☐ PRODUCT INFORMATION SHEET FROM THE MANUFACTURER, SHOP DRAWING OR PHOTOGRAP OF THE PROPOSED ROOF MATERIAL (COLOR)
- ☐ HISTORIC PICTURE IF AVAILABLE

SECTION 3.3: EXTERIOR WALLS, FOUNDATIONS, PAINTING

EXTERIOR WALLS

As the largest single element of an exterior façade, exterior walls are very significant character-defining feature. Intact exterior walls quickly communicate important information about a building's age, style, and construction. Every effort should be made to retain and preserve the original wall materials, detailing, architectural features and appearances of the historic building.

PRESERVATION TIPS

Regular maintenance and cleaning

- Inspect walls for any cracks or open mortar joints.
- Regularly remove any accumulated dirt and vegetation at the base of the building
- Clean annually (for Wood) and as needed (for masonry, utilizing the gentlest means possible.
- Do not use harsh chemicals, sandblasting, or high levels of water pressure.

CLEANING TIP:
For best results, test out a few cleansing options to see what works best prior to tackling the entire façade.

Repair

- Lightly deteriorated wood can be repaired using an exterior wood filler or epoxy.
- For loose wood siding and material, adhere with appropriate wood glue or small nails.

WALL TREATMENTS

WOOD

Material, such as boards or shingles, used for surfacing the outside walls of a frame building.

Existing siding material or cladding should be retained and maintained. If deteriorated, the siding material or cladding shall be replaced with materials of the same characteristics.

- Novelty siding, clapboard and board-and-batten shall not be replaced by stucco or other finish.
- The application of non-historic surface coverings such as aluminum and vinyl siding shall not be allowed.
- Concrete or similar siding that simulates wood siding (other than Hardie Board) may be used provided it maintains the original material characteristics and application techniques to the applicant's building and must be approved by HEPB.

MASONRY

Faux Stone, Stones, and Brick Walls shall be retained. Replacement of these shall not be permitted.

Oolitic Limestone (Coral Rock)

Oolitic Limestone is the most typical masonry building material in early South Florida construction because it is unique to the region. Oolitic Limestone must be retained and preserved and the replacement or <u>painting of the material shall not be permitted.</u>

STUCCO

A plaster or cement used for the external coating of buildings, usually consists of a mixture of cement or lime and sand, applied in one or more coats over a rough masonry or frame structure. The finish is either smooth, floated, or rough textured.
**All original textured or masonry walls shall remain and not be smoothed over with stucco.*

Resources

<u>Preservation Brief #1, Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings</u>
<u>Preservation Brief #2, Repointing Mortar Joints in Historic Masonry Buildings</u>
<u>Preservation Brief #8, Aluminum and Vinyl Siding on Historic Buildings</u>
<u>Preservation Brief #10, Exterior Paint Problems on Historic Woodwork</u>
<u>Preservation Brief #22, The Preservation and Repair of Historic Stucco</u>

PAINTING

- Prior to painting, remove any loose material from the surface and clean with an appropriate cleanser (such as a light detergent.)
- Caulk or seal any open cracks or surfaces.
- Artistic murals or patterns are not allowed and require HEPB approval.

Wood Surfaces

- Remove any existing paint by scraping, sanding, or with mild chemical strippers.
- Do not remove paint down to the bare wood surface.
- Address any deterioration issues prior to re-painting.

Masonry and Stucco Surfaces

- It is prohibited to paint the surface of the masonry and coral rock if it was historically not painted.
- When removing paint, use the gentlest means possible. Utilize an alkaline poultice cleanser or stripper, but in all cases apply various methods to a controlled area to see what works best for your building.
- If appropriate to paint the surface, utilize masonry paint that will deflect the moisture from the surface.
- Pressure cleaning should use low to medium pressure water to remove dirt or other pollutant soiling. Start with a very low pressure (100 psi or below) and progress as needed to a slightly higher pressure – generally no higher than 300-400 psi.

FIGURE 3.7 FAN BOOK OF PAINT COLORS

PAINT COLORS

Exterior paint colors should highlight the architectural features on a structure, but not detract from them. Appropriate paint colors shall be chosen for a façade based on its architectural style and historic context. A successful paint scheme enhances the look of a structure, however when inappropriate colors are applied it can be detrimental to the architecture.

Most shades of paint color can be approved by the Preservation Office for the body of the building.

- Low intensity color shades are recommended for most properties.
- The use of only one color may be applied to the entire structure; a minimum one main body and one trim color.
- Dark colors and bright hues are NOT allowed on structures.
- At no time should stone or brick be painted.
- Trim color may be a darker or lighter than the body of the building.

**See the Residential and Commercial District Guidelines for specific color perimeters.*

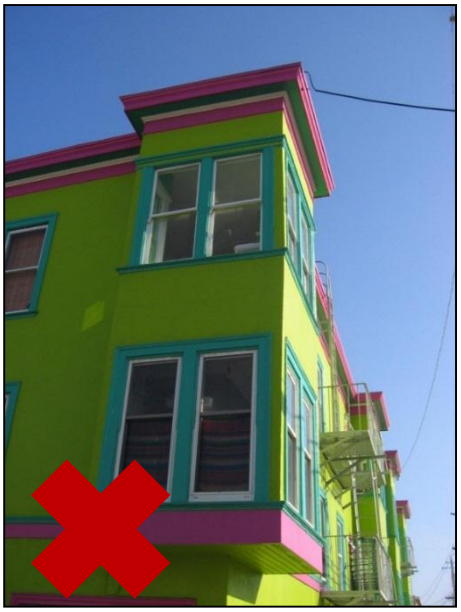


FIGURE 3.8 INAPPROPRIATE COLORS

SECTION 3.3: EXTERIOR WALLS, FOUNDATIONS, PAINTING

FOUNDATIONS

As the primary support for a structure, it is important to maintain the foundation as the primary source of stability and integrity of the building. In addition, many foundations within our historic districts have decorative detailing such as vents and grilles that provide ventilation for moisture, but also act as an architectural feature that shall be preserved.

PRESERVATION

- Ensure that all ventilation portals are free and clear of any debris, otherwise rotting of the structure will likely occur.
- Ensure that all drainage devices, such as downspouts, are sloped away from the structure and functioning properly as to direct all moisture away from the foundation.
- Repair any deteriorated materials as needed.

PRESERVATION TIP

Lay a sheet of plastic on the ground within the crawl space to decrease moisture and inhibit rotting.

ALTERATIONS

- Any replacement of architectural detailing within the vents or grilles should be replaced in-kind or match the original as closely as possible by utilizing the same size, material, and design.
- If the foundation is required to be replaced, provide shoring and protection of the existing structure during construction.

ARCHITECTURAL ORNAMENTATION

All historic architectural ornamentation on the exterior façade should remain in place and be preserved. If ornamentation must be replaced due to damage, the original shall be replicated in dimension and material.

Approaches to preserve, repair or replace ornamentation is various materials can be found within the National Park Service Preservation Briefs.

FIGURE 3.9 ARCHITECTURAL DETAIL

EXTERIOR LIGHTING

All historic and original light fixtures shall remain in their original locations, providing regular maintenance. If historic light fixtures are missing or repair is not feasible, the light fixtures should be replaced in-kind or to match as closely as possible to the original in dimension and materials.

When historic light fixtures are not in place and there is not a record to guide replication. New light fixtures on the exterior should be compatible with the architectural style of the structure. Light fixtures should be placed in appropriate locations and not cause damage to the exterior.

Average lighting levels measured at the Building Frontage shall not exceed the allowable foot-candle measurement as per Miami 21, Article 5.3.7, and be a warm tone.

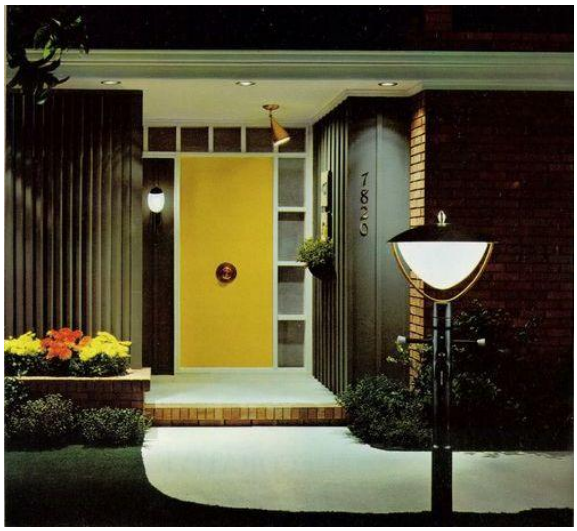


FIGURE 3.10 EXTERIOR LIGHTING

Association for Preservation Technology, Historic Lighting

http://www.aptne.org/data/Linked%20documents/2012%20Symposium%20Program.pdf

SECTION 3.3: EXTERIOR WALLS, FOUNDATIONS, PAINTING

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED WHEN…

- Painting the exterior
- Repairing exterior walls
- Replacement of exterior wall material
- Removal of exterior wall material (historic or non-historic)
- Removal and replacement of skirting around a foundation, including any architectural detailing

ADMINISTRATIVE APPROVAL IS POSSIBLE WHEN:

- Painting the exterior
- Repairing exterior walls
- Replacement of exterior wall material
- Removal of exterior wall material (non-historic)
- Removal and replacement of skirting around a foundation, including any architectural detailing

HEP BOARD APPROVAL IS REQUIRED WHEN:

- Replacement or removal of exterior wall material or ornamentation not consistent with the design guidelines
- Removal and replacement of skirting around a foundation, including any architectural detailing, that is not consistent with the Design Guidelines
- Painting of the exterior that are not consistent with the Design Guidelines

APPLICATION CHECKLIST

Below is a checklist to use when applying for a Certificate of Appropriateness:

TYPE OF WORK:

- ☐ REPAIR ONLY
- ☐ IN-KIND REPLACEMENT
- ☐ REPLACEMENT WITH NEW MATERIAL TO MATCH ORIGINAL
- ☐ INSTALLATION OF NEW MATERIAL

EXISTING WALL OR ORNAMENTATION CONDITION:

- ☐ EXCELENT
- ☐ GOOD
- ☐ FAIR
- ☐ POOR

ATTACHMENTS REQUIRED:

- ☐ ONE SET OF PLANS NO LARGER THAN 11x17 (IF APPLICABLE)
- ☐ MATERIAL SEPECIFICATION
- ☐ PHOTOS OF EXISTING STRUCTURE
- ☐ COLOR SAMPLES
- ☐ MANUFACTURER'S CUT SHEET OR PHOTOGRAPHS OF PROPOSED MATERIAL (IF APPLICABLE)
- ☐ HISTORIC PICTURE IF AVAILABLE

CANOPIES AND AWNINGS

When replacing canopies or awnings, the new awnings should match the size and shape of the originals and should not cover architectural features.

ALTERATIONS

• If awnings or canopies were not original to the structure, they must be based on the architectural style of the building. The shape of the awnings should correspond to the size and shape of the window they cover, as well as the scale of the building. For example, a flat-headed window should have a shed type awning while an arched window should have a semi-circular type awning.

• Significant architectural features should not be covered over in order to accommodate new awnings or canopies.

• Traditionally, both residential and commercial awnings are triangular in section, usually with a valance hanging down from the outside edge.

• Mounting of awnings or canopies should not damage any historic materials.

• The awning should cover only the specific window or door where it is applied and should not extend beyond the opening.

• The material for new awnings shall be a fabric, not vinyl, and can be either striped or a solid color, whichever is more appropriate to the period of the structure.

• Awnings that are original to the structure that may be an alternative material such as wood, tile, or metal, should be maintained and preserved.

• Signage should be placed on the valance of an awning or canopy. For additional information, refer to Section 5: Sign Design Standards.

3.11 Awning is an appropriate size and color

3.12 Awning is too small for opening

3.13 Awning is an appropriate size and color

Resources

Adding Awnings to Historic Storefronts and Entrances, ITS #27, by Chad Randal.

The Use of Awnings on Historic Buildings – Repair, Replacement & New Design, Preservation Briefs #44, by Chad Randal.

SECTION 3.4: CANOPIES AND AWNINGS

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED WHEN…

- Replacing existing awnings or canopies
- Installing new canvas fabric to an existing awning structure
- Adding new awnings or canopies
- Installing signage on new or existing awnings or canopies

ADMINISTRATIVE APPROVAL IS POSSIBLE WHEN:

- In-kind replacement of original awnings or canopies
- New awning or canopy
- Replacement of canvas with new canvas fabric with appropriate color and pattern
- Installation of new signage on the apron of an existing awning or canopy

HEP BOARD APPROVAL IS REQUIRED WHEN:

- Installation of a new awning or canopy that is not appropriate for the architectural style or scale of the structure.

APPLICATION CHECKLIST

Below is a checklist to use when applying for a Certificate of Appropriateness:

IS THE AWNING OR CANOPY ORIGINAL TO THE PROPERTY?

- ☐ YES
- ☐ NO*

If no, contact staff prior to executing plans to find an appropriate solution for installation of a new awning or canopy.

TYPE OF WORK:

- ☐ REPAIR ONLY
- ☐ IN-KIND REPLACEMENT
- ☐ REPLACEMENT WITH NEW MATERIAL TO MATCH ORIGINAL

EXISTING AWNING/CANOPY CONDITION:

- ☐ EXCELENT
- ☐ GOOD
- ☐ FAIR
- ☐ POOR

ATTACHMENTS REQUIRED:

- ☐ ONE SET OF PLANS (11X17) DRAWN TO SCALE OF AWNING OR CANOPY INSTALLATION
- ☐ FABRIC SWATCH OF PROPOSED AWNING CANVAS MATERIAL
- ☐ PHOTOS OF THE MAIN FAÇADE, FRONT AND SIDES
- ☐ HISTORIC PICTURE IF AVAILABLE

SECTION 3.5: PORCHES, BALCONIES

BALCONIES

Railings and Balconies should be maintained and repaired before considering replacement. The replacement, if needed, should be with similar style, material, width, depth, and height. The change of any element above shall require prior HEPB approval.

PORCHES

Porches are an important "character-defining" feature on a historic building. All requests for porch enclosures visible from the street must receive prior HEPB approval.

• Original openings of porches, recessed entries and open courtyards must be preserved. If an original screened in porch is to be enclosed, use clear glass panels that are placed in the openings to retain the original appearance.

• Original shapes, locations, configurations, materials, trim, and individual feature components of existing porches must be retained. Special attention should be given to columns, beams, entablatures, pilasters, rafters, brackets, balustrades, railings, steps and doorways.

• A removal or enclosure of a porch is not permitted if original to the building.

FIGURE 3.14 HISTORIC BALCONY

FIGURE 3.15 HISTORIC PORCH

If a porch or balcony that was original to the structure was removed and is to be reconstructed, photographs and other evidence shall be used in determining location, design, and massing. Any new addition of a porch or balcony that was not historically part of the structure shall require HEPB Approval.

Resources

Inappropriate Porch Alterations, ITS #9, by Aleca Sullivan

Preserving Historic Wooden Porches, Preservation Brief #45, by Aleca Sullivan and John Leeke

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED WHEN…

- Repair to an existing porch or balcony
- Replacement of an existing porch or balcony
- Reconstruction of porch or balcony that had been removed in the past
- Construction of a new porch or balcony

ADMINISTRATIVE APPROVAL IS POSSIBLE WHEN:

- Repair to an existing porch or balcony
- Replacement of an existing porch or balcony with a new porch or balcony based on, and conforming to, photographic evidence of the original porch or balcony.
- Reconstruction of porch or balcony that had been removed in the past with photographic evidence

HEP BOARD APPROVAL IS REQUIRED WHEN:

- Reconstruction of porch or balcony that had been removed in the past without photographic evidence
- Construction of a new porch or balcony

APPLICATION CHECKLIST

Below is a checklist to use when applying for a Certificate of Appropriateness:

IS THE BALCONY OR PORCH ORIGINAL TO THE PROPERTY?

- ☐ YES
- ☐ NO*

If no, contact staff prior to executing plans to make sure this addition would be appropriate for your structure.

TYPE OF WORK:

- ☐ REPAIR ONLY
- ☐ IN-KIND REPLACEMENT
- ☐ REPLACEMENT WITH NEW MATERIAL TO MATCH ORIGINAL

EXISTING PORCH/BALCONY CONDITION:

- ☐ EXCELENT
- ☐ GOOD
- ☐ FAIR
- ☐ POOR

ATTACHMENTS REQUIRED:

- ☐ SURVEY OF THE PROPERTY
- ☐ ONE SET OF PLANS (11X17) DRAWN TO SCALE
- ☐ MATERIAL SEPECIFICATION (I.E. WOOD, STEEL, ETC.)
- ☐ PHOTOS OF THE MAIN FAÇADE, FRONT AND SIDES
- ☐ COLOR SAMPLES
- ☐ HISTORIC PICTURE IF AVAILABLE

PORTE-COCHÉRES

Definition: A roof projecting over a driveway supported by piers, columns, or arches designed to let vehicles pass from the street to an interior courtyard.

Fully enclosing existing Porte-cochères with solid paneled gates or solid walls is not recommended and requires approval from the HEPB.

Placing a transparent or partially transparent gate that does not fully enclose a Porte-cochère may be acceptable provided that the gate is located at the rear of the Porte-cochère.

CARPORTS

Definition: A roof projecting over a driveway where vehicles are parked in a covered space.

If a carport is original to the structure, it shall be retained. Removal of an original carport requires approval from the HEPB.

New carports that did not originally exist require approval from the HEPB if visible from the public right-of-way.

GARAGES AND OTHER OUTBUILDINGS

Garages and other outbuildings that are original to the structure shall be maintained in the same manner of the main structure or residence. If a garage is to be enclosed to be a living space, the exterior appearance must remain the same.

Construction of new garages and outbuilding requires approval from the HEPB if visible from the public right-of-way.

New Construction Guidelines:

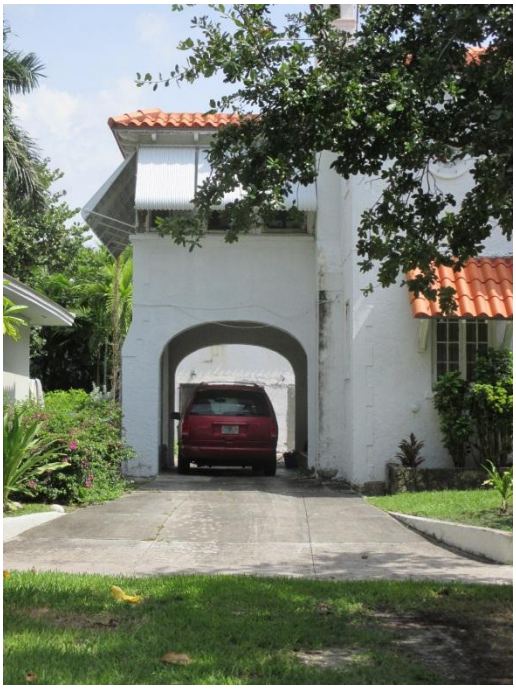
• The proportions of the new construction or element should correspond to the scale of the historic building and located on the rear or side of lot.

• The design should be compatible to the character of the building maintaining its shapes, materials, trim and any other architectural feature original to the structure, but not create a false sense of history.

Refer to Miami 21, Article 5: Specific to Zones for additional information regarding the ability to place an outbuilding it your transect zone and further restrictions regarding placement.

3.16 Enclosed with appropriate style

3.17 Freestanding Carports are not allowed



3.18 Open Porte-cochère

SECTION 3.6: GARAGES, CARPORTS, PORTE-COCHÉRES

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED WHEN…

- Repairing an existing Porte-cochère, Carport, Garage, or other Outbuilding
- Altering an existing Porte-cochère, Carport, Garage, or other Outbuilding
- Removing an existing Porte-cochère, Carport, Garage, or other Outbuilding
- Constructing a new Porte-cochère, Carport, Garage, or other Outbuilding

ADMINISTRATIVE APPROVAL IS POSSIBLE FOR:

- Repairing an existing Porte-cochère, Carport, Garage, or other Outbuilding
- Altering an existing Porte-cochère, Carport, Garage, or other Outbuilding

HEP BOARD APPROVAL IS REQUIRED WHEN:

- Altering an existing Porte-cochère, Carport, Garage, or other Outbuilding
- Removing an existing Porte-cochère, Carport, Garage, or other Outbuilding
- Constructing a new Porte-cochère, Carport, Garage, or other Outbuilding

APPLICATION CHECKLIST

Below is a checklist to use when applying for a Certificate of Appropriateness:

IS THE PORTE COCHERE, CARPORT OR OUTBUILDING ORIGINAL TO THE PROPERTY?

- ☐ YES
- ☐ NO*

If no, contact staff prior to executing plans to make sure this addition would be appropriate for your structure.

TYPE OF WORK:

- ☐ REPAIR ONLY
- ☐ IN-KIND REPLACEMENT
- ☐ REPLACEMENT WITH NEW MATERIAL TO MATCH ORIGINAL

EXISTING PORTE-COCHÈRE/CARPORT/GARAGE CONDITION:

- ☐ EXCELENT
- ☐ GOOD
- ☐ FAIR
- ☐ POOR

ATTACHMENTS REQUIRED:

- ☐ SURVEY OF THE PROPERTY
- ☐ ONE SET OF PLANS (11X17) DRAWN TO SCALE
- ☐ MATERIAL SEPECIFICATION
- ☐ PHOTOS OF THE MAIN FAÇADE, FRONT AND SIDES
- ☐ HISTORIC PICTURE IF AVAILABLE

SECTION 4.1: DRIVEWAYS AND WALKWAYS

DRIVEWAYS AND WALKWAYS

Re-paving of an existing driveway must be in the same location, configuration, and material as the original. Any new driveway or walkway must complement and be compatible in both type, material, and color with the style of the building as well as the character of the neighborhood. Utilizing materials or patterns that differ from what was original to the historic district detract from the character of the overall streetscape and the architectural importance of each structure.

Placement of new driveways and walkways shall take into consideration where any paving was placed originally. If no evidence is found that a driveway or walkway existed on the site, then the size and placement should be in a location that minimally impacts that historic structure, utilizing a compatible type and material. Historically, driveways were no larger than 10'-0" in width.

Installation of a new driveway or walkway that does not follow the standards within the Design Guidelines or approved Guidelines for individual historic districts may require approval from the HEPB.

Any new driveway or walkway must also follow all other City Codes including, but not limited to the following:
Miami 21: Article 4. Table 4 Density, Intensity, and Parking
Miami 21: Article 4. Table 5 Building Function: Parking and Loading
Miami 21: Article 5. Specific to Zones

DRIVEWAY TYPES

Wheel Strips
Slabs
Pavers
Circular*
Curved
Double Driveway

*New circular driveways are not allowed.

PAVING MATERIALS

Concrete Slab
Concrete Pavers (Grey and Colored)
Stamped Colored Concrete*
Concrete with Grass
Flagstone*
Brick Pavers*
Gravel
Colored Gravel*
Crushed Shell
Pervious Pavers

*Denotes materials that were not originally found within Miami's historic districts and require HEPB Approval.

Removal of limestone, coral rock, or similar original material shall not be permitted.

4.1 Concrete Pavers

4.2 Concrete Wheel Strips

4.3 Concrete Pads

Resources
Interpreting the Secretary of the Interior's Standard for Rehabilitation, ITS #39, Changes to Historic Sites

NOTE: There may be specific guidelines for driveways and walkways that are applicable to specific historic districts. Please check Section 8: Commercial Historic Districts and Section 9: Residential Historic Districts for additional information.

SECTION 4.1: DRIVEWAYS AND WALKWAYS

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED WHEN…

- Re-Paving existing driveway or walkway
- Creation of a new driveway or walkway
- Removal of existing driveway or walkway

ADMINISTRATIVE APPROVAL IS POSSIBLE WHEN:

- Re-Paving existing driveway or walkway with a historically accurate paving material
- Re-paving existing driveway or walkway with an appropriate paving material
- Creation of a new driveway that is consistent with standards within the Design Guidelines or approved Guidelines for an individual historic district

HEP BOARD APPROVAL IS REQUIRED FOR:

- Re-paving existing driveway or walkway with an inappropriate paving material
- Creation of a new driveway that is inconsistent with standards within the Design Guidelines or approved Guidelines for an individual historic district

APPLICATION CHECKLIST

Below is a checklist to use when applying for a Certificate of Appropriateness:

TYPE OF WORK:

- ☐ REPAIR ONLY
- ☐ IN-KIND REPLACEMENT
- ☐ REPLACEMENT WITH NEW MATERIAL TO MATCH ORIGINAL

EXISTING DRIVEWAY/WALKWAY CONDITION:

- ☐ EXCELLENT
- ☐ GOOD
- ☐ FAIR
- ☐ POOR

ATTACHMENTS REQUIRED:

- ☐ SURVEY OF THE PROPERTY
- ☐ ONE SET OF PLANS (NO LARGER THAN 11x17)
- ☐ MATERIAL SPECIFICATION AND/OR PHOTOS OF THE PROPOSED PAVING MATERIAL (COLOR)
- ☐ PHOTOS OF THE FRONT OF THE PROPERTY, SIDES, AND DETAILS SHOWING EXISTING PAVING
- ☐ HISTORIC PICTURE IF AVAILABLE

FENCES, WALLS, GATES, AND HEDGES

The use of fences, walls, gates and hedges both demarcate the property lines but also provides security to the property owner. Within a historic district it is important to make sure the location, material, and height of a fence, wall, gate or hedge is in keeping with the character of the historic district or property and is compatible with the existing building style. Installations of fences, walls, and gates that are at the front property line shall not exceed allowed heights within each district and shall provide transparency into the façade of the property.

CORNER LOT PROPERTIES: Are considered to have (2) fronts. The façade containing the front door is the primary façade and the other is the secondary façade. Homes with a front entrance on the corner are considered to have (2) primary facades.

MATERIALS

Metal Fencing (color must be compatible with structure)

Masonry Walls (style and color must complement the house)

Wood picket fences (natural, stained, painted a dark color, or white)

Solid wood, stockade, shadow box, dog ear or other similar (natural or stained: no black, grey, or dark stain)

**Chain link fencing, unfinished concrete masonry units (CMU), concrete block, or keystones are not allowed.*

FIGURE 4.4 Gates and fencing in the first layer shall have at least 60% visibility

FIGURE 4.5 Gate with at least 60% visibility with design and color complementary to historic home

Any new fence, wall, gate, or hedge must also follow all other City Codes including, but not limited to the following:

Miami 21. Article 3. General to Zones
Miami 21: Article 5. Specific to Zones

NOTE: There may be specific guidelines for fences, walls, and gates that are applicable to specific historic districts; please check Section 8: Commercial Historic Districts and Section 9: Residential Commercial Districts for additional information.

FIGURE 4.6 Residential Historic District Fence, Wall, and Hedge Guideline

Historic District	Bayside, Morningside	Lummus Park, Riverview	Buena Vista East	Palm Grove
Front of the Property				
Fence/Gates	Not Permitted	5’-0”	4’-0”	5’-0”
Wall	Not Permitted	30” for solid wall	30” for solid wall	30” for solid wall
Hedge	Not Permitted	Not Permitted	Not Permitted	Permitted to 5’-0”
Fence, Wall, and Hedge at Side and Rear Property Lines (If not permitted in front, side fence must begin at least 1’-0” behind the front façade)				
Sides parallel to facade	6’-0”	6’-0”	6’-0”	6’-0”
Sides parallel to façade (setback at least 10’-0”)	8’-0”	8’-0”	8’-0”	8’-0”
Sides in front of façade	Not Permitted	5’-0”	4’-0”	5’-0”
Sides and Rear	8’-0”	8’-0”	8’-0”	8’-0”

*Gates and gate piers are allowed to extend 8" higher than maximum fence height

Patterns, colors, and materials of the fence, gate, or wall shall be in keeping with the style of the structure. Horizontal fencing patterns are not allowed.

FIGURES 4.7 and 4.8 Gates with at least 60% visibility with design and color complementary to historic home

SECTION 4.2: FENCES, WALLS, GATES, AND HEDGES

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED WHEN…

- Installing a new fence, wall, gate, or hedge
- Removing a fence, wall, gate, or hedge

ADMINISTRATIVE APPROVAL IS POSSIBLE WHEN:

- Installing a new fence, wall, gate, or hedge
- Removing a fence, wall, gate, or hedge

HEP BOARD APPROVAL IS REQUIRED FOR:

- Installing a new fence, wall, gate, or hedge that is not in compliance with the historic design guidelines
- Removing a fence, wall, or gate that is original to the property.

APPLICATION CHECKLIST

Below is a checklist to use when applying for a Certificate of Appropriateness:

ATTACHMENTS REQUIRED:

- ☐ SURVEY OF THE PROPERTY
- ☐ ONE SET OF PLANS (NO LARGER THAN 11x17)
- ☐ MATERIAL SEPECIFICATION
- ☐ PHOTOS OF THE MAIN FAÇADE, FRONT AND SIDES
- ☐ MANUFACTURER'S CUT SHEET, SHOP DRAWING OR PHOTOGRAPHS OF THE PROPOSED MATERIAL (COLOR)
- ☐ HISTORIC PICTURE IF AVAILABLE

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SECTION 4.3: LANDSCAPING AND OTHER SITE IMPROVEMENTS

LANDSCAPING

Removal of existing landscaped areas or features requires a Certificate of Appropriateness and depending on the level of alteration, may require HEPB approval. Major additions of landscape features or overall implementation of the landscape plans also require a Certificate of Appropriateness and may require HEPB approval.

Proper maintenance of existing landscape features is required. Hedges that have been placed at the front or side property lines that are overgrown or other features that may obscure the architectural features of the structure are prohibited. It is recommended that any new plantings utilize plant and tree species that are native to South Florida and the sub-tropical climate. All landscaping must also comply with Chapter 17 of the City Code.

Lawn ornaments, statuary, sculptures, tires, tire swing or tire planters, gazebos or other freestanding structure, fountains (statuary or adorned), freestanding mailboxes, etc. are not permitted when visible from the right-of-way. Sculptural elements shall only be allowed if they were original to the architectural design of the structure.

HARDSCAPE

More than 50% of hardscape features should not be introduced to the landscaping. If hardscape is introduced it should be balanced with the appropriate amount of landscaping and green space.

STREETSCAPES

In some historic districts an overall streetscape is present with consistent use of street lights, historic markers, plantings, and tree locations. These features shall be maintained and remain consistent with the character of the district.

MECHANICAL EQUIPMENT

Outside air conditioning compressors shall not be visible from the right-of-way. If they are located on the side or rear of the structure, they should be screened from the view by a wall, fence, landscaping, etc. In commercial properties, any mechanical equipment that is located on the roof must be located where it is least visible from the right of way and must be screened from view. Screening should be compatible with the architectural style of the structure.

POOLS, DECKS, PATIO

Pools, decks, patios, gazebos, swings, and other at-grade improvements may be approved administratively if not visible from the public right-of-way. Structures located on a body of water, must have all major improvements or alterations approved by the HEPB.

4.9 Appropriate landscaping

4.10 Too much hardscape in the front yard with overgrown plants obscuring the view of the facade

4.11 Appropriate landscaping

4.12 Overgrown plants obscuring the front facade

NOTE: There may be specific guidelines for all site improvements that are applicable to specific historic districts. Please check Section 8: Commercial Historic Districts and Section 9: Residential Historic Districts for additional information.

SECTION 4.3: LANDSCAPING AND OTHER SITE IMPROVEMENTS

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED WHEN…

- Removal of significant landscape features, hardscape, or streetscape
- Installation of significant landscape features, hardscape, or streetscape
- Installation of new mechanical equipment and/or screening
- Installation of new pools, decks, patios, or other at grade improvements

ADMINISTRATIVE APPROVAL IS POSSIBLE FOR:

- Removal of landscape features, hardscape, or streetscape
- Installation of landscape features, hardscape, or streetscape
- Installation of new mechanical equipment and/or screening
- Installation of any features that are not visible from the public right-of-way, as determined by staff

HEP BOARD APPROVAL IS REQUIRED FOR:

- Removal of significant landscape features, hardscape, or streetscape
- Installation of significant landscape features, hardscape, or streetscape
- Installation of any features that are not consistent with the Historic Design Guidelines

APPLICATION CHECKLIST

Below is a checklist to use when applying for a Certificate of Appropriateness:

IS THE LANDSCAPING ORIGINAL TO THE PROPERTY?

- ☐ YES
- ☐ NO*

**If no, contact staff prior to creating a final plan.*

EXISTING LANDSCAPING CONDITION:

- ☐ EXCELENT
- ☐ GOOD
- ☐ FAIR
- ☐ POOR

ATTACHMENTS REQUIRED:

- ☐ SURVEY OF THE PROPERTY
- ☐ ONE SET OF LANDSCAPE PLANS (11X17) DRAWN TO SCALE
- ☐ SPECIFICATION OF PLANTING MATERIALS (CAN BE INCLUDED IN PLANS)
- ☐ PHOTOS OF THE MAIN FAÇADE, FRONT AND SIDES

TREE PROTECTION

For all tree removal, relocation, and pruning (more than 25%), and planting in the right-of-way require a tree permit through the Environmental Resources Division. For additional information, please visit their website:

http://www.miamigov.com/planning/treeprotection.html

SECTION 5: SIGN DESIGN STANDARDS

SIGNS

Within a historic district or on an individual historic resource, commercial signage can convey an aesthetic that complements the architectural style and that highlights the historic significance of the district or property with the use of appropriate materials, placement, and color.

Design Guidelines for new and historic signs in commercial historic structures are aligned with preservation goals to respect the context of the historic structure and to create a pedestrian friendly environment. These Guidelines also follow regulations set forth for the City, State, and Nation to conserve and protect scenic beauty and the aesthetic character of the City by reducing visual clutter and optimizing communication.

Historic Signs

Historic signs shall be permitted to remain and to be repaired, restored, structurally altered, reconstructed, or relocated utilizing the Certificate of Appropriateness process. Historic signs may possess intrinsic importance or may acquire that importance as a result of their association with the historic resource with which the signs have become associated.

In determining whether a sign qualifies as "historic", the HEPB shall consider if the sign is (as per Chapter 23-6.4):

- Associated with historic figures, events or places;
- Significant as evidence of the history of the product, business, or service advertised.
- Significant as reflecting the history of the building or the development of the historic district (A sign may be the only evidence of a building's historic use).
- Characteristic of a specific historic period, such as gold leaf on glass, neon, or stainless steel lettering.
- Integral to the building's design or physical fabric, as when a sign is a part of storefront made of Carrera glass or enamel panels, or when the name of the historic firm or the date are rendered.
- Outstanding examples of the sign maker's art, whether because of their excellent craftsmanship, use of materials, or design.
- Recognized as local landmark, because of its prominence and popular recognition as a focal point in the community.
- Assists in defining the character of a district, as for example marquees in theater districts, or prominent neon signs associated with the proliferation of motels dependent upon the tourism industry.

5.1 Re-creation of Vagabond Motel sign, Biscayne Blvd

5.2 Designated Coppertone Girl sign, Biscayne Blvd

New Signs

All new signs must be in keeping with the architectural style of the structure and shall not detract from or cover over any character-defining features of the building. Even if a signage type and material is allowed within a historic district, it is not always appropriate and new designs shall be based on either historic documentation concerning the applicable structures or compatibility.

The amount of allowable sign area is calculated based on the building's linear street frontages. The total square footage of a sign cannot exceed this amount, unless the sign is grandfathered as a historic sign. All signs require a sign permit and it may be subject to additional criteria within the City Code. The appropriateness of a sign design and placement is to be determined by staff or may require HEPB approval.

FIGURE 5.3 SIGN TYPES

1. Projecting Sign
2. Hanging Sign
3. Wall – Building ID
4. Wall – Business ID
5. Awning Sign
6. Window Sign
7. Projecting - Above Canopy
8. Hanging Sign

FIGURE 5.4 COMMERCIAL SIGNAGE CHART

SIGNAGE TYPE	
Wall	(1) per street frontage - not to exceed allowable area (Dependent upon Transect Zone)
Window	(1) sign per window - not to exceed 20% of total glass area
Projecting	Not to exceed allowable area (Dependent upon Transect Zone)
Hanging	Not to exceed allowable area (Dependent upon Transect Zone)
Awning	Limited to skirt or bottom edge of awning
Monument	No
Freestanding or Pole	Only possible for the replication of a historic sign, and only if documentation is available that shows that a freestanding or pole sign existed historically
Product Advertising	No
Portable/Sandwich Board	No
SIGNAGE MATERIALS	
Channel Letter	Yes
Neon	Yes
Stainless Steel Letters	Yes
Cabinet Sign	No
Electronic Message Signs	No
Wood Sign	Generally only appropriate for hanging signs
PVC or Acrylic Letters	No
Painted Sign	Only possible for the replication of a historic sign, and only if documentation is available that shows that a painted sign existed historically
Vinyl Banners	No, however they will be permitted for temporary use while permanent signage is manufactured

NEW SIGN GUIDELINES

- Should be consistent with the character of the neighborhood.
- Materials and colors selected should complement and not compete with the historic structure
- Limit the amount of visual clutter placed on windows and on the façade.
- Sign placement and size should be designed with the pedestrian in mind so that the sign is visible from the right-of-way.
- New signs shall utilize any existing mounting apparatus whenever possible.
- If new holes or brackets are necessary, the installation should not damage any historic material on the structure and should be drilled through the mortar joints to avoid damage to the brick or stone.
- Structural members of all signs, including supports, electrical conduit and receptacle boxes, or any other operational devices shall be covered, painted, or designed in such a manner as to be visually unnoticeable.
- All signs must be lit and be indirect, either reverse lit, neon, or by an external source.
- For structures with multiple tenants, the owner of the property shall develop a master sign plan to standardize the appearance of the signage for each space and reduce visual clutter.

SIGN PLACEMENT AND MOUNTING

The placement of signs should be above the first floor and below the second floor, usually above the primary entrance and not cover over any architectural features. If a position on the structure was clearly intended for the placement of signage, the sign shall be placed in that location. The sign should also be placed to align with others located on adjacent structures and tenant spaces.

WALL: Locate wall signs on the area above storefront windows and below second story windows. Mounting directly on a wall should not extend out further than twelve inches from the building wall. Letters that are greater than 3" in depth can either be mounted directly on the façade or utilizing posts or railing. Letters that are less than 3" thick shall be mounted using posts or railing to offset the letters from the façade.

WINDOW: Window signs are applied directly to a window or mounted or suspended directly behind the window. Signs should incorporate letters, symbols, and other design elements that reflect the type of business. Sign depth shall not be made of opaque materials that obscure the view of the interior of the business.

HANGING: Signs suspended under a canopy or awning that is perpendicular or parallel to a building façade.

PROJECTING: Projecting signs should be placed perpendicular or parallel to a building facade, allowing an eight foot clearance from the sidewalk elevation.

AWNING: Place signs on the awning or canopy skirt or bottom edge, the portion that is parallel with the window. Install awning hardware so that it does not damage the historic structure.

Please refer to the following as additional resources:
Miami 21 Code: Article 10: Sign Design Standards
MiMo Design Guidelines (To be linked)
Preservation Brief 25: The Preservation of Historic Signs

FIGURE 5.5 APPROPRIATE SIGN EXAMPLES

1. Reverse channel letter
2. Dimensional steel letters mounted on posts
3. Projecting sign
4. Wall mounted reverse channel letter and interior lit channel letter
5. Hanging sign

6. Projecting interior lit channel letters mounted on raceway above canopy
7. Reverse channel letters mounted on raceway
8. Interior lit channel letters mounted on posts
9. Appropriately sized window signage
10. Appropriately sized window signage
11. Dimensional steel letters halo lit

FIGURE 5.6 INAPPROPRIATE AND PROHIBITED SIGNAGE EXAMPLES

More than 20% coverage of the window

Clutter created by too many signs

Interior lit cabinet sign

More than 20% coverage of the window

Interior lit cabinet sign

A CERTIFICATE OF APPROPRIATENESS IS REQUIRED WHEN…

- Installing a new sign
- Restoring or refurbishing a historic sign
- Change of signage copy on an existing sign

ADMINISTRATIVE APPROVAL IS POSSIBLE FOR:

- Installation of new signage in compliance with the sign design standards
- Restoring or refurbishing a historic sign
- Change of signage copy on an existing sign

HEP BOARD APPROVAL IS REQUIRED FOR:

- Re-creation of a historic sign based on photographic evidence
- Installation of new signage out of compliance with the sign design standards

APPLICATION CHECKLIST

IS YOUR PROPERTY LOCATED IN A MULTI-TENANT SPACE?

- ☐ YES *
- ☐ NO

If yes, contact staff prior to selecting any signage to see if there is an existing master sign design standard on file.

TYPE OF WORK:

- ☐ REPAIR ONLY
- ☐ IN-KIND REPLACEMENT
- ☐ INSTALLATION OF NEW SIGNAGE

ATTACHMENTS REQUIRED:

- ☐ SURVEY OF THE PROPERTY
- ☐ ONE SET OF PLANS (NO LARGER THAN 11X17)
- ☐ MATERIAL SEPECIFICATION FOR PROPOSED SIGNAGE
- ☐ MATERIAL SPECIFICATION FOR LIGHTING IF EXTERNAL LIGHTING IS TO BE USED
- ☐ PHOTOS OF THE FULL FRONT FAÇADE AND LOCATION(S) OF SIGNAGE PLACEMENT
- ☐ HISTORIC PICTURE, IF AVAILABLE

SECTION 13: GLOSSARY

The Glossary is intended to assist the user in interpreting the Historic Design Guidelines, definitions found within Chapter 23 of the Miami City Code and the Miami 21 Zoning Code can act as a supplemental resource for further definitions.

Accelerated Certificate of Appropriateness. A review of proposed physical changes to a historic resource that is conducted by the HEPB concurrently with a request for historic designation.

Adaptive use. Rehabilitation or renovation of existing Building(s) for any Use(s) other than the present Use.

Addition. A construction project physically connected to the exterior of a building.

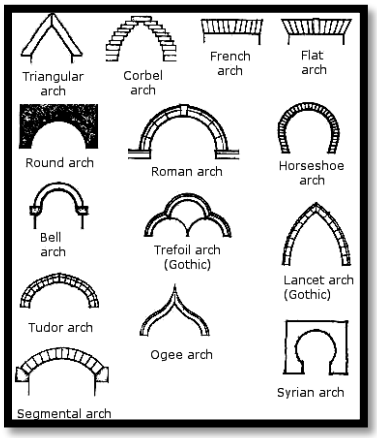
Alteration. Any change affecting the exterior appearance of a structure or its setting by additions, reconstruction, remodeling, or maintenance involving change in color, form, texture, signs, or materials, or any such changes in appearance of designated interiors.

Applicant. The owner of record of a property and/or structure(s) located thereon, or their authorized representative.

Application, Complete. An application for approval sought pursuant to Chapter 23 shall be deemed complete if it is on a form approved by the city and all applicable information is provided by the applicant on the form, or attachment(s), as applicable or necessary, at the time of its filing and all required fees are paid.

Arcade. A covered pedestrian way within a building or along the side of a Building at the first floor, which may provide access to shops along one or more sides.

Arch. A curved construction which spans an opening; usually consists of wedge-shaped blocks called voussoirs, or a curved or pointed structural member which is supported at the sides or ends. Arches vary in shape from the horizontal flat arch through semicircular and semielliptical arches to bluntly or acutely pointed arches.

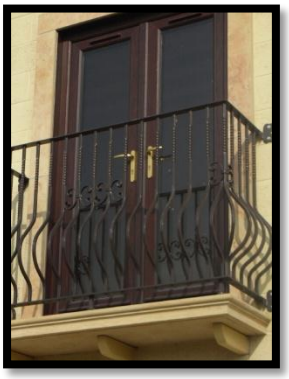


SECTION 13: GLOSSARY

Architectural Style. Characterized by the features that make a building or other structure notable and historically identifiable. A style may include such elements as form, method of construction, building materials, and regional character. See Section 2: Architectural Style of the Historic Design Guidelines for further information on architectural styles found in the City of Miami.

Awning. A movable roof-like Structure, cantilevered or otherwise entirely supported from a Building, used to shade or screen windows or doors.

Balcony. An unenclosed habitable Structure cantilevered from a Façade or Building Elevation.



Balustrade. An entire railing system (as along the edge of a balcony) including a top rail and its balusters, and sometimes a bottom rail.

Beam. A structural member whose prime function is to carry transverse loads, as a joist, girder, rafter, or purlin.

SECTION 13: GLOSSARY

Canopy. A covered area that extends from the wall of a building, protecting an entrance or loading dock; a decorative hood above a niche, pulpit, choir stall, or the like.

Casement Window. A window sash that is hinged on one side and swings open along its entire length. (See Section 3.1: Windows and Doors)

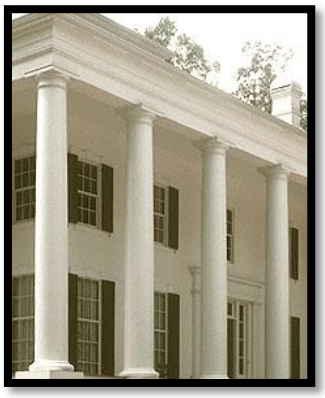
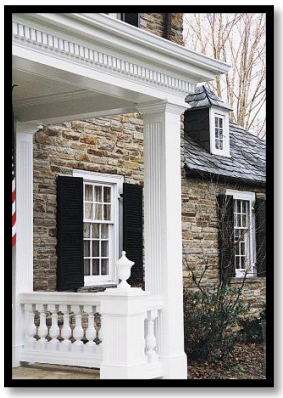
Channel Letters. Custom made metal or plastic letters mounted to the face of a building for exterior signage. (See Section 5: Sign Design Standards)

Certificate of appropriateness. A written document, issued pursuant to this article, permitting specified alterations, demolitions, or other work; or to allow certain waivers from the criteria set forth in the zoning ordinance and Chapter 23.

Certified Local Government. A government satisfying the requirements of the U.S. National Historic Preservation Act amendments of 1980 (Public Law 96-515) and the implementing of applicable regulations of the department of the interior and the state.

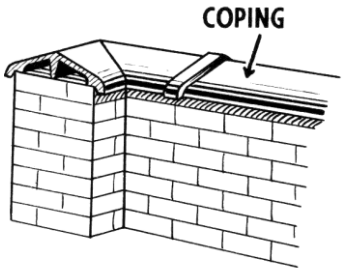
Clapboard. A wood siding commonly used as an exterior covering on a building of frame construction; applied horizontally and overlapped, with the grain running lengthwise; thicker along the lower edge than along the upper.

Column. In structures, a relatively long slender structural compression member such as a post, pillar, or strut; usually vertical, supporting a load which acts in (or near) the direction of its longitudinal axis. In classical architecture, a cylindrical support consisting of a base (except in Greek Doric), shaft, and capital; either monolithic or built up of drums the full diameter of the shaft.

Contributing Resource/Landscape Feature. A building, landscape feature, site, structure or object that adds to the historical/architectural qualities, historic associations, or archaeological values for which a district is significant because: it was present during the period of significance of the district and possesses historic integrity, reflecting its character at that time; or it is capable of providing important information about the period; or it independently meets the National Register of Historic Places criteria for evaluation set forth in 36 CFR Part 60.4 incorporated by reference.

Coping. The protective uppermost course of a wall or parapet.



Corbel. In masonry, a projection or one of a series of projections, each stepped progressively farther forward in height; anchored in a wall, story, column, or chimney; used to support an overhanging member above or, if continuous, to support an ornament of similar appearance. Also, a projecting stone which supports a superincumbent weight.

Cornice. Any molded projection which crowns or finishes the part to which it is affixed; the third or uppermost division of an entablature, resting on the frieze; an ornamental molding, usually of wood or plaster, running round the walls of a room just below the ceiling; a crown molding forming the top member of a door or window frame; or the exterior trim of a structure at the meeting of the roof and wall, usually consists of bed molding, soffit, fascia, and crown molding.

Demolition. The complete destruction of a structure, or any part thereof.

Demolition by neglect. The deliberate or inadvertent failure to maintain minimum maintenance standards for those properties designated historic either individually or as a contributing property within a historic district by action of the Historic and Environmental Preservation Board.

Dormer. A structure projecting from a sloping roof usually housing a window or ventilating louver.

Double-Hung Window. Two sashes that can be raised and lowered vertically. (See Section 3.1: Windows and Doors)

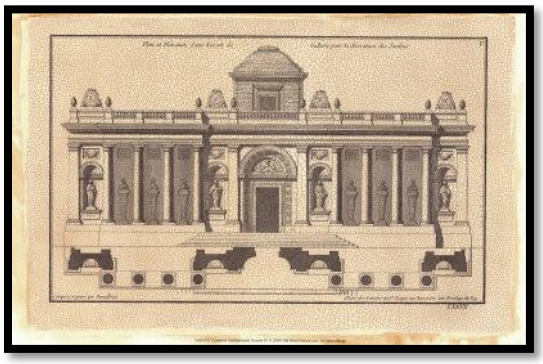
Eaves. The lower edges of a roof that project beyond the building wall.

Eligible Historic Resource. A term used to describe archaeological sites and individual buildings, which have not yet been locally designated under the provisions under Chapter 23 but have met the eligibility criteria and been certified by the Historic and Environmental Preservation Board as having met that criteria; so that they may take advantage of the transfer of development rights program, providing that their owners commit to the official local designation within a period of one year from the board's approval of the determination of eligibility.

Existing Conditions Report. A report prepared by a registered architect or engineer that describes the current general condition of an eligible historic resource that is applying for a certificate of transfer.

Fabric. The basic elements making up a building; the walls, floor, and roof of a building.

Façade. The exterior wall of a Building that is set along a frontage line, sometimes distinguished from the other faces by elaboration of architectural or ornamental details.



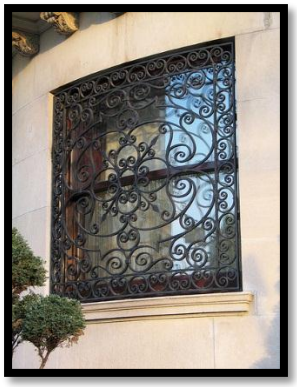
Fenestration. An opening in a surface.

Gabled Roof. A roof having a single slope on each side of a central ridge; usually with a gable at one or at both ends of the roof. (See Section 3.2: Roofs)

Gambrel Roof. A roof having a double slope on two sides of a building. The most common example is a barn roof. (See Section 3.2: Roofs)

Gazebo. A roofed structure that offers an open view of the surrounding area, typically used for relaxation or entertainment.

Grille. A grating or openwork barrier, usually of metal but sometimes of wood or stone; used to cover, conceal, decorate, or protect an opening, as in a wall, floor, or outdoor paving.



Hipped Roof. A roof having adjacent flat surfaces that slope upward from all sides of the perimeter of the building. (See Section 3.2: Roofs)

Historic district. A geographically defined area possessing a significant concentration, linkage, or continuity of sites or structures united historically or aesthetically by plan or physical development.

Historic resource. An overarching term used to describe the various categories of properties that have demonstrated significance in the history of the City, the county, the state and/or the nation. These properties include landscape features, archaeological sites and zones, structures, buildings, districts, and objects.

Historic sign. A sign that has demonstrated artistic, historic, cultural, and/or aesthetic value to the City of Miami, as determined by resolution of the HEPB. (See Section 5: Sign Design Standards)

Historic site. The location of a significant event, a prehistoric or historic occupation or activity, or a vanished structure, where the location itself possesses historic, cultural, archaeological, or pale ontological value.

Impervious. Roads, parking areas, buildings, pools, patios, sheds, driveways, private sidewalks, and other impermeable construction covering the natural land surface.

Infill. A development project within existing urban fabric, on a vacant site within a build-up area.

In-kind Replacement. To replace a feature of a building with materials of the same characteristics, such as material, texture, type, or color.

Integrity. Condition or description of a property that is physically unaltered or one that retains enough of its historic character, appearance, or ambiance to be recognizable to the period when the property achieved significance.

Jalousie Window. A window comprised of angled glass, acrylic, or wooden louvers set in a frame horizontally. (See Section 3.1: Windows and Doors)

Locally designated historic resource. Any archaeological site or zone; individual building; structure, object, landscape feature, or historic district that has been approved for designation by the City's HEPB, as prescribed by the provisions of Chapter 23, and shown in the historic and environmental preservation atlas.

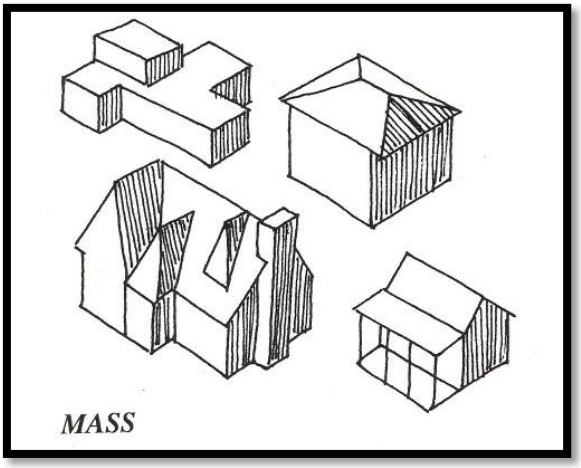
Lintel. The piece of timber, stone, or metal that spans above an opening and supports the weight of the wall above it.

Lites. Window panes. (See Section 3.1: Windows and Doors)

Maintenance plan. A written document submitted by the owner of an eligible historic resource for the Transfer of Development Rights program, that identifies any existing deficiencies in the building along with a remediation plan for the short term, and which further identifies a plan for the cyclical maintenance of the building for the long term.

Mansard Roof. A roof having two slopes on all four sides; the lower slope is much steeper than the upper. (See Section 3.2: Roofs)

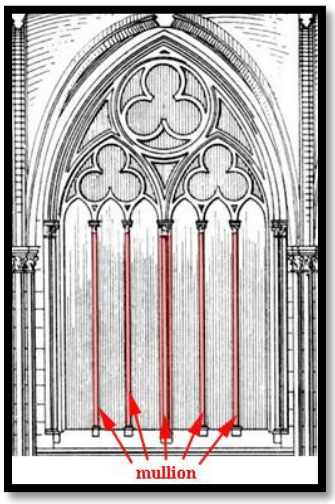
Mass. The three dimensional character of a building that create its size, shape, and proportion.



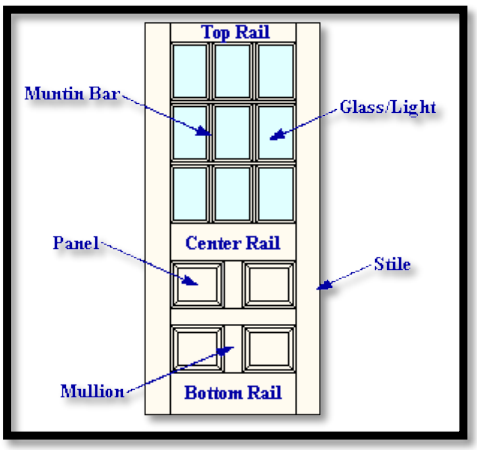
Miami Register of Historic Places. The list of locally designated historic resources that have met the criteria for significance and that have been designated by the HEPB, pursuant to the provisions of Chapter 23

Motif. A principal repeated element in an ornamental design.

Mullion. A vertical member separating (and often supporting) window, doors, or panels set in series.

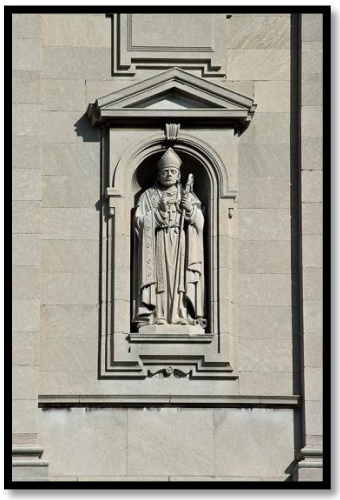


Muntin. A secondary framing member to hold panes within a window, window wall, or glazed door; an intermediate vertical member that divides the panels of a door.



National Register of Historic Places. The list of historic properties significant in American history, architecture, archaeology, engineering, and culture, maintained by the Secretary of the Interior, as established by the National Historic Preservation Act of 1966, as amended.

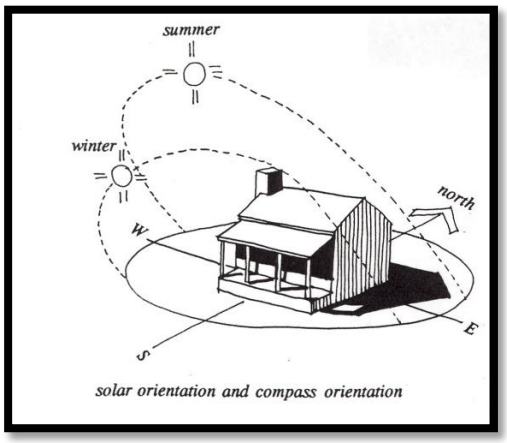
Niche. A recess in a wall, usually to contain sculpture or an urn; often semicircular in plan, surmounted by a half dome.



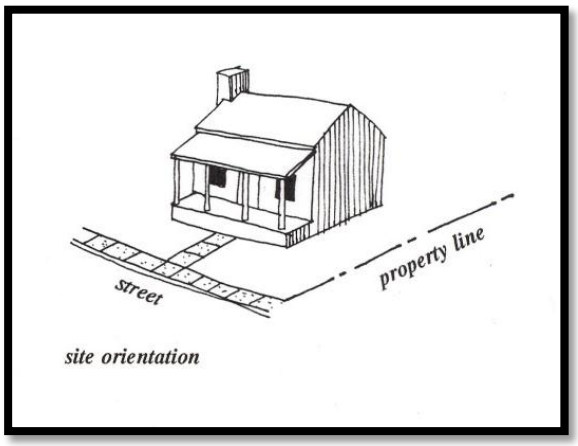
Non-contributing resource. A building, landscape feature, object, structure, or archaeological resource that does not add to the historic architectural qualities, historic associations, or archaeological values for which a district is significant because it was not present during the period of significance of the district; due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period; or does not independently meet the national register of historic places criteria for evaluation.

Ordinary maintenance or repair. Any work, the purpose and effect of which is to correct any deterioration or decay of a structure or landscape feature, or any part thereof, by restoring it, as nearly as may be practicable, to its condition prior to such deterioration or decay, using the same materials or those materials available which are as close as possible to the original.

Orientation. The placement of a building or structure on a site as it relates to the physical conditions of this site, such as geography and manmade features, or compass direction.



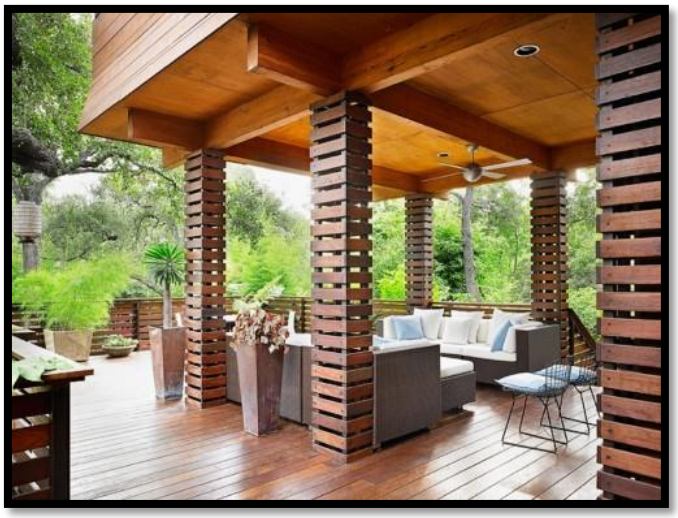
solar orientation and compass orientation



site orientation

Ornament. In architecture, every detail of shape, texture, and color that deliberately exploited or added to attract an observer.

Overhang. The projection of an upper story or roof beyond a story immediately below.



Panel. A portion of a flat surface recessed or sunk below the surrounding area, distinctly set off by molding or some other decorative device.

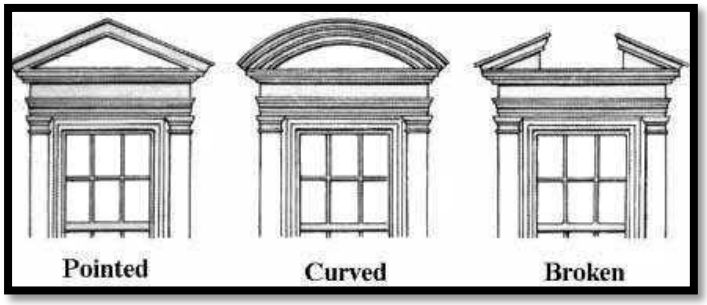
Parapet. A low guarding wall at any point of sudden drop, as at the edge of a terrace, roof, battlement, balcony, etc.; a defense wall; in an exterior wall, the part entirely above the roof.

Pattern. An arrangement of form, the disposition of parts or elements.

Pavillion. A detached or semidetached structure used for entertainment or (as at a hospital) for specialized activities; on a façade, a prominent portion usually central or terminal, identified by projection, height, and special roof forms; in a garden or fairground, a temporary structure or tent, usually ornamented.

Pedestrian Orientation. The characteristics of an area where the location and access to buildings, types of uses permitted on the street level, and storefront design relate to the needs of persons traveling on foot.

Pediment. In classical architecture, the triangular gable end of the roof above the horizontal cornice often filled with sculpture. Also called *fronton* when used to crown a subordinate feature, as window; in later work, a surface used ornamentally over doors or windows, usually triangular but may be curved.

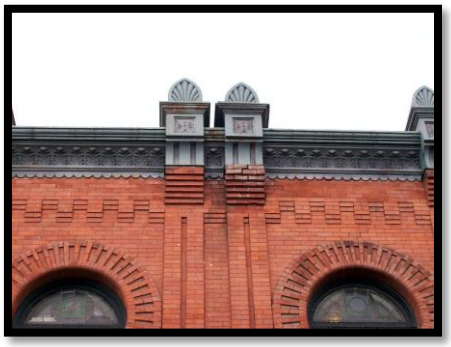


Pergola. A garden structure with an open wooden-framed roof, often latticed, supported by regularly spaced posts or columns; The structure, often covered by climbing plants such as vines or roses, shades a walk or passageway; a colonnade which has such a structure.

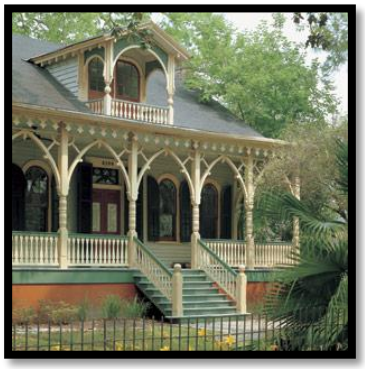
Pervious Pavement System. A porous surface system with a stabilized base that allows water from precipitation and other sources to pass directly through, thereby reducing the runoff from a site, allowing groundwater recharge, and naturally cooling the surface through evaporation of water from pavement voids or from beneath.

Pier. A column designed to support concentrated load; a member, usually in the form of a thickened section, which forms an integral part of a wall, usually placed at intervals along the wall to provide lateral support or take concentrated vertical loads.

Pilaster. An engaged pier or pillar, often with capital and base; decorative features that imitate engaged piers but are not supporting structures, such as a rectangular or semicircular member used as a simulated pillar in entrances and other door openings and fireplace mantels. A pilaster often contains a base, shaft, and capital and may be constructed as a projection of the wall itself.



Porch. A structure attached to a building to shelter an entrance or to serve as a semi-enclosed space, usually roofed and generally open-sided.



Porte-Cochère. A roofed structure attached to a building and extending over a driveway, allowing vehicles to pass through.

Preservation. The act or process of applying measures to sustain the existing form, integrity, and material of a building or structure. It may include initial stabilization work as well as ongoing maintenance of the historic building.

Public Right-of-Way. An area or strip of land, publicly or privately owned and which is occupied or intended to be occupied by a street, walkway, railroad, utility line, drainage channel, or other similar uses.

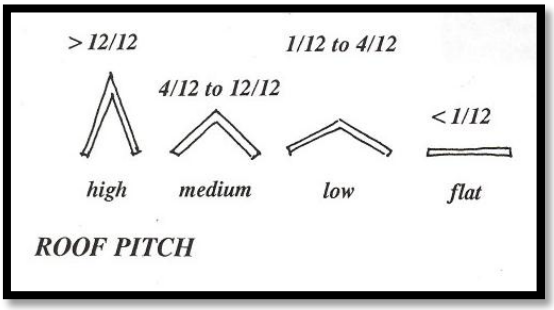
Reconstruction. The act or process of reproducing by new construction the exact form and detail of a vanished structure as it appeared at a specific period of time.

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.

Relocation. Any change of the location of a structure from its original setting or to another setting.

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

Roof Pitch. The steepness of the roof plane horizontal. The slope of a roof is expressed as a ratio of the rise of the roof over the horizontal span. A 4/12 roof rises 4' in a 12' span.



Rusticated. Sawed of cut stone having strongly emphasized recessed joints and smooth or roughly textured block faces, used to create an appearance of impregnability in banks, palaces, courthouses, etc. The border of each block may be rebated, chamfered, or beveled on all four sides, at top and bottom only, or on two adjacent sides; the face of the brick may be flat, pitched, or diamond-point, and if smooth may be hand- or machine-tooled.

Sash. Any framework of a window may be movable or fixed, may slide in a vertical plane (as in a double-hung window) or may be pivoted (as in a casement window).

Shed Rood. A roof containing only one sloping plane. (See Section 3.2: Roofs)

Shingle. A roofing unit of wood, asphaltic material, slate, tile, concrete, asbestos cement, or other material cut to stock lengths, widths, and thickness, used as an exterior covering on sloping roofs and side walls; applied in an overlapping fashion.

Side-Gabled Roof. A gable whose face is on one side (or part of one side) of a house, perpendicular to the façade. (See Section 3.2: Roofs)

Sign. Any identification, description, illustration, or device, illuminated or non-illuminated, that is visible from a public right-of-way or is located on private property and visible to the public and which directs attention to a product, place, activity, person, institution, business, message or solicitation, including any permanently installed or situated merchandise. For additional information and sign definitions, see Miami 21, Article 1, Section 1.3 and Section 5: Sign Design Standards.

Sill. Horizontal member at the bottom of a window or door opening.

Structure. Anything constructed or erected, the use of which requires a fixed location on the ground or attachment to something having a fixed location on the ground.

Terrace. An embankment with level top, often paved, planted, and adorned for leisure use; a flat roof or a raised space or platform adjoining a building, paved or planted.

Unreasonable or undue economic hardship. An onerous and excessive financial burden that destroys reasonable and beneficial use of property and that would amount to the taking of property without just compensation, or failure to achieve a reasonable economic return in the case of income-producing properties.

Visibility. The ability to see elements of the façade from the right-of-way. Preservation staff determines the adequacy of visibility and has the ability to enforce the Historic Design Guidelines on all facades.