



AGENDA
HISTORIC PRESERVATION BOARD
Special Meeting

Wednesday, January 18, 2023 - 5:00 p.m.

A. Roll Call

B. Tools for Historic Preservation

1. Secretary of the Interior Standards
2. Comprehensive Plan
3. Land Development Regulations
4. Design Guidelines
5. Community Design Standards

C. Discussion

1. Establishing overall goals for historic preservation
2. Prioritizing the issues
3. Outlining a plan of action

D. Adjourn



MEMO



Planning Department Memorandum

TO: Historic Preservation Board
DATE: January 18, 2023
FROM: Belinda Williams-Collins, Sr. Planner, Historic Preservation Coordinator
SUBJECT: Special Meeting – Discussion items

A special meeting will be held to discuss various issues of concern to the board. In September of 2022 the board had a meeting and a list of numerous items was generated. Many of those items are ones that deal with operational matters and city staff can address them. While some of the items of concern by the board can be handled fairly quickly others will take time and effort to accomplish.

During this meeting it will be essential to prioritize the important items in order to accomplish them with the goal of helping the board to be more effective and to achieve the broader goals of historic preservation for the City of DeLand.

Board member discussion - The board discussed the following issues at the September meeting:

Further discussion at January 18, 2023 Special Meeting

- ☐ 1. Code enforcement emphasis on historic areas, such as downtown and structures in districts, how to be proactive to help prevent demolition by neglect. Code enforcement officer devoted to historic issues.
- ☐ 2. Education of city residents on value of history, including structures
- ☐ 3. How to promote our historic resources
- ☐ 4. Identification program, voluntary
- ☐ 5. How to properly protect historic resources
- ☐ 6. Creating a Revolving Loan Fund to provide loans for assistance to owners of historic buildings to rehabilitate them
- ☐ 7. Joint workshop with Planning Board
- ☐ 8. Institute the proposed historic banner project
- ☐ 9. Board members suggestions for nomination of contributing structures
- 10. Add Historic Preservation to city's budget

During the year, it will be necessary to hold further discussions needed to address the issues on this list.

Secretary of the Interior Standards

The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Comprehensive Plan

HISTORICAL DESIGNATION (OVERLAY)

Description: The Historical land use designation is an overlay land use designation and is intended to identify the City's historically significant resources.

General Type

of Development:

- o Residential structures
- o Commercial structures
- o Institutional structures
- o Architectural features
- o Archeological sites

Policy

Guidelines:

Historical structures, significant architectural features, and archaeological sites throughout the City shall be identified. Compatibility of surrounding uses is mandatory. Where possible, historical land uses should be grouped into districts.

GOALS, OBJECTIVES AND POLICIES

The following section presents the goals, objectives, and policies for the City of DeLand Future Land Use Element. The final goals, objectives, and policies were adopted by both the steering committee and the City Commission, based upon input received during public hearings and will serve as policy guidelines for local and county land use decisions. In addition, specific goals, objectives, and policies contained in other elements will also serve as policy guidelines for elected and appointed officials.

For informational purposes, a goal is a generalized statement of a desired end toward which objectives, and policies are directed. Objectives are statements, more specific in nature, which further define the city's goals. Objectives should be formulated in a way that permits the determination of policies and programs which lead to their attainment. Finally, policies relate to general courses of action which promote the achievement of a particular objective and ensure plan implementation. The formulation of policies requires the integration of goals and objectives with sound planning principles.

The final set of goals, objectives, and policies adopted by the steering committee and by the City Commission for the final plan reflect the diversity of the City of DeLand. These policies endorse sound planning principles which preserve the integrity of residential neighborhoods, while maintaining a healthy mix of commercial and office use. Again, the following goals, objectives, and policies present a framework for the Future Land Use Element. Each element of the comprehensive plan contains specific goals, objectives, and policies regarding the respective subject area.

GOAL f-10: Maintain DeLand's historical identity by identifying, evaluation and protecting the historical resources associated with the city's heritage.

OBJECTIVE:

f10.1 The City of DeLand will develop and maintain an inventory (DeLand Historic Properties Survey, 1989) of the cultural and historical resources

within the city limits.

POLICIES:

- f10.1.1 Buildings and structures constructed prior to 1940 that apply to be placed on the Local Register will be inventoried. A Florida Master Site File Form will be completed for each site and submitted to the Florida Department of State, Division of Historic Resources. A copy of the form and application for listing on the Local Register will be kept on file with the City of DeLand.
- f10.1.2 When a known historic resource, as identified by the Volusia County Cultural Resource Survey (1990-92) or the Florida Master Site Files, of the unincorporated areas of the county is annexed into the City of DeLand, the City will be responsible for including the site and or structure as a part of the city's historical resource inventory.
- f10.1.3 Update the initial inventory, as needed, when new resources are discovered and note major changes to resources previously identified.

OBJECTIVE:

- f10.2 Those resources identified in the DeLand Historic Properties Survey or the Local Register will be evaluated for historic and/or architectural, and/or archaeological significance and receive the appropriate recognition for the designated significance.

POLICIES:

- f10.2.1 Any owner of historic resources identified as being eligible for listing on the National Register of Historic Places will be encouraged to apply for nomination.
- f10.2.2 The Historic Preservation Board shall be responsible for recommending

designation as historic any local districts, buildings, structures, or sites, based on an adopted set of criteria for administering the regulations outlined in the Historic Preservation Ordinance; implementing Community Design Standards applicable to historic resources; and for promoting historic preservation in DeLand.

f10.2.3 The City of DeLand will make available to the public information on local history and historic preservation incentives and opportunities that are available from local, statewide and federal sources.

f10.2.4 The boundaries of any new local historic districts, including historic corridors or National Register historic districts, will be identified on the Historic Resource Overlay of the Future Land Use Map as they are designated.

OBJECTIVE:

f10.3: The City of DeLand shall maintain a Historic Preservation Ordinance to facilitate protection of DeLand's Historic Resources.

POLICIES:

f10.3.1 The ordinance shall establish criteria for designating local historic districts and local landmarks.

f10.3.2 The ordinance shall require Certificate of Appropriateness to regulate alterations to the exterior or demolition of any designated significant historic property and any new construction in a designated historic district.

f10.3.3 The ordinance shall provide for procedure of enforcement.

f10.3.4 The ordinance shall be written in a manner that meets the requirements for

certification by the United States Department of the Interior. (Procedures for ordinance are outlined in Section 2124 of the Federal Income Tax Code).

- f10.3.5 The City will continue to maintain its Certified Local Government (CLG) designation.

OBJECTIVE:

- f10.4 The City of DeLand shall review regulations, codes, plans, ordinances and the development approval process and make modifications as necessary to promote the preservation of designated historic resources as long as the health, safety and welfare of the public and the property's occupant(s) is not adversely affected. Programs and incentives will be implemented to promote the protection of designated historic resources.

POLICIES:

- f10.4.1 The City will create, as part of the zoning code, historical overlay zones with regulations that will preserve the integrity and appearance of DeLand's historic areas and neighborhoods.
- f10.4.2 The City of DeLand shall provide exemption status for designated buildings from the Building Code, pursuant to Chapter 11 of the Florida Building Code: Existing Building.
- f10.4.3 The City of DeLand shall designate Woodland Boulevard from Plymouth Avenue to Beresford Avenue; and New York Avenue from SR 15A to Blue Lake Avenue; as a historical corridor overlay zone. Regulations will be created that require building height, setback and site layout to be compatible with the pre-1940 buildings that exist along these corridors.
- f10.4.4 The historic portion of the City's downtown is recognized as one of the

features that make the City unique. To clearly identify the historic section of downtown it has been designated with the Historical overlay on the Future Land Use map. This designation provides the historic section protection from incompatible development.

Sec. 33-12. - Definitions.

Architectural style means the composition of characteristic form and detail, as of buildings of a particular **historic** period, architectural movement, or of distinctive characteristics.

District means a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, objects, or areas, which are united historically or aesthetically by plan or physical development. A district may be comprised of individual resources, which are separated geographically but are linked by association or history.

Downtown Support District means parcels not included in the **Historic** Design District that are not zoned residential between Plymouth Avenue and Beresford Avenue and between Hill Avenue and Spring Garden Avenue.

Historic Design District means combined **historic** areas of Stetson University and downtown as defined in the City of DeLand's Comprehensive Plan Future Land Use Element.

Historic property means any prehistoric or Historic District, site, building, object or other real or personal property of historical, architectural or archaeological value. These properties or resources may include, but are not limited to, monuments, memorials, Native American habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure troves, artifacts, or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, or culture of the City of DeLand.

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

Protected tree means any **historic** or specimen tree and any other tree that has a diameter breast height (DBH) of six inches or greater, and which is not otherwise exempted from this section. In addition, all palms needed to meet minimum standards and with at least 4½ feet of clear trunk between the ground level and the lowest branch are declared to be protected trees. Replacement trees are considered protected trees once they are installed.

Site, archeological, means a site that contains prehistoric or **historic** artifacts, relics, or structures which represent a particular culture, historic event or epoch and which are of local, regional or statewide significance.

Site, historic, means the location of a significant event, a prehistoric or historic occupation or activity, or building, or structure, whether standing, ruined, or vanished, where the location itself maintains a **historical** or archeological value regardless of the value of any existing structures.

Substantial improvement means any combination of repairs, reconstruction, alteration, or improvements to a structure, taking place during the life of a structure, in which the cumulative cost equals or exceeds 50 percent of the market value of the structure. The market value of the structure is the appraised value of the structure prior to the start of the initial repair or improvement, or, in the case

of damage, the value of the structure prior to the occurrence of the damage. For the purposes of this definition, substantial improvement occurs when the first alteration of any wall, ceiling, floor, or other structural part of the structure commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include any improvement of a structure to comply with existing health, sanitary, or safety codes, or any alteration of a structure listed on the National Register of **Historic** Places, the Local Register of Historic Places, or a state inventory of historic places, unless that alteration will cause the structure to lose its historical designation.

Thoroughfare Design District means parcels not included in the **Historic** Design or Downtown Support Districts that front on arterials or collectors identified in the Comprehensive Plan.

Tree protection zone means a circular zone around each protected tree defined as follows:

2. **Historic** trees. Unless the applicant proposes a method of root protection which is acceptable to the city, no construction activity shall take place within an area equal to 1½ times the area of the drip line.

(Ord. No. 2013-11, § 1, 8-5-13; Ord. No. 2013-18, § 1, 11-4-13)

33-94.04. *Design criteria for Historic Design and Downtown Support District.*

The Historic Design District combines the historic areas of Stetson University and areas of the Core District as defined by the City of DeLand Comprehensive Plan, and as illustrated on the city's zoning district and zoning district overlay maps. The **Downtown Support District** includes nonresidential parcels not included in, but associated with, the Historic Design District. **The Downtown Support District ranges between Plymouth Avenue to Beresford Avenues and between Hill Street and Spring Garden Avenue.**

Development within the Downtown Commercial land use shall comply with the standards set forth in the most current revision of Design Guidelines for Commercial Building in Downtown DeLand which is incorporated herein by reference.

(a) *General architectural design.*

1. Structures within this district shall specifically reflect and/or enhance the historic character of this part of the community and should complement the architecture of the existing historic structures. Architectural design of structures shall bear a complementary relationship to the existing architectural context of the surrounding area through the use of the following methods:
 - a. Similar or related architectural styling or character.
 - b. Similar or related massing, proportions and scale, along with the repetition of the relationship of solids and voids in the architectural design.
 - c. Similar or related fenestration treatment, relating to the repetition and rhythm of openings in exterior walls.
 - d. Similar or related architectural details and decorative treatments, such as cornices and moldings, awnings, parapets, columns, colonnades, arcades, and arches.
 - e. Glazing at street level may be tinted, but shall not utilize reflective glass, Plexiglas or similar.
2. Use of appropriate materials and treatments.
 - a. Similar or related materials and textures.
 - b. **Colors shall be approved by the historic preservation board** (HPB).
(based on the color chart)
3. Structures should be located as close to the street as possible, as long as it remains compatible with adjacent buildings.
4. Modifications and additions to existing structures shall be consistent with the style and character of the existing structure. Structures within the Downtown Support District shall result in a consistent and uniform treatment for the entire building.

5. Structures in these districts shall be designed to extend and to enhance the attractiveness of the city's streetscape. Building design shall have characteristics and elements that relate favorably to the predominantly pedestrian scale of the district.
6. The following historical architectural styles are the preferred styles: Classical Revival, Mediterranean revival, Colonial Revival, Craftsman Bungalow and Commercial Style, Chicago School.
 - a. **Classical Revival** architecture mirrors the classical forms of Greece and Rome as incorporated into building dating from the late 1890s through 1920. Examples include the Virginia State Capitol Building in Richmond, Virginia and the historic Volusia County Courthouse in DeLand, Florida.
 - b. **Mediterranean Revival** architecture mirrors the architectural influences of the Mediterranean coast including Italian, Byzantine and Moorish themes from southern Spain and the French style as displayed by buildings constructed in Miami, Florida from the 1920s through the 1930s. Examples include the Vinoy Park Hotel in Saint Petersburg, Florida and Flagler Hall at Stetson University in DeLand, Florida.
 - c. **Colonial Revival** architecture mirrors classical, but refrained, forms of Greece and Rome as incorporated into buildings dating from the 1880s to the mid 1950s. Examples include the Claramount Inn in Ontario, Canada and Elizabeth Hall at Stetson University in DeLand, Florida.
 - d. **Craftsman Bungalow** mirrors the Arts and Crafts architecture movement as incorporated into buildings from 1900 to 1930. The building exteriors are typically finished in wood siding, stucco, brick and stone, used in combination of at least two of these. Examples include the 511 and 528 West New York Avenue, 220 and 228 West Wisconsin Avenue and 237 West Minnesota Avenue, DeLand, Florida.
 - e. **Commercial Style**, Chicago School means architecture that mirrors the architecture of the early modern movement incorporated in commercial and office buildings from 1895 to 1930. Examples include the commercial multistory buildings occupying Woodland Boulevard from Voorhis Avenue to Wisconsin Avenue such as 100 and 200 North Woodland Boulevard and [112](#) South Woodland Boulevard.

Land Development Regulations

Sec. 33-123. Historic preservation board.

33-123.01. *Establishment.* The historic preservation board is hereby established to implement the historic preservation provisions of this chapter.

33-123.02. *Board membership, officers, etc.*

(a) *Membership.*

1. The historic preservation board shall have seven members appointed by the city commission. One member of the board shall be a registered architect, if available. The remaining six appointments shall be made on the basis of civic pride, integrity, experience, and interest in the field of historic preservation. The city commission should, whenever possible, appoint a representative from each of the following areas of expertise:
 - a. History.
 - b. Real estate or real property appraisal.
 - c. Urban planning.
 - d. Engineering or building construction.
2. At least four of the seven members shall be residents of the City of DeLand. Three of the seven members may be nonresidents who own land in a Historic District.
3. Each member shall be appointed to a three-year term except that, initially, two members shall be appointed for a term of one year, three members shall be appointed for a term of two years, and two members shall be appointed for a term of three years. No person may serve more than two consecutive three-year terms. Persons disqualified by this provision may be reappointed after one year elapses after the expiration of the second term of service.
4. When a position becomes vacant before the end of the term, the city commission shall appoint a substitute member within 60 days to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
5. An individual who misses three regularly scheduled meetings during any calendar year without good cause shall be deemed to have resigned from that board and is not eligible for reappointment to that or any other board for at least one year. In that event, the city clerk shall notify the individual that this position will be declared vacant by the commission at the next regularly scheduled commission meeting unless the individual demonstrates good cause for having been absent. In addition, the commission may terminate the appointment of any board member for cause including, but not limited to, excessive absences and conflicts of interest, upon giving notice and an opportunity to be heard. The commission shall take any and all action it deems appropriate in its sole discretion.

(b) *Officers.* The members of the board shall annually elect a chair and vice chair from among the members and may create and fill other offices, as the board deems necessary.

(c) *Subcommittees.*

- (1) The board shall create whatever subcommittees it deems necessary to carry out the purposes of the board.
2. The chair of the board shall annually appoint the membership of each subcommittee from the members of the board.

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- (d) *Staffing.* The historic resource coordinator shall appoint a city employee to serve as secretary to the board, recorder and custodian of all board records.
 - (e) *Compensation.* Members shall not be compensated.
 - (f) *Funding.* The city commission shall appropriate funds to permit the historic preservation board to perform its prescribed functions.
 - (g) *Required meetings.* The board shall meet at least four times each year and minutes of each meeting shall be kept. Meetings will be conducted according to rules of procedure adopted by the board.

33-123.03. *General functions, powers and duties.*

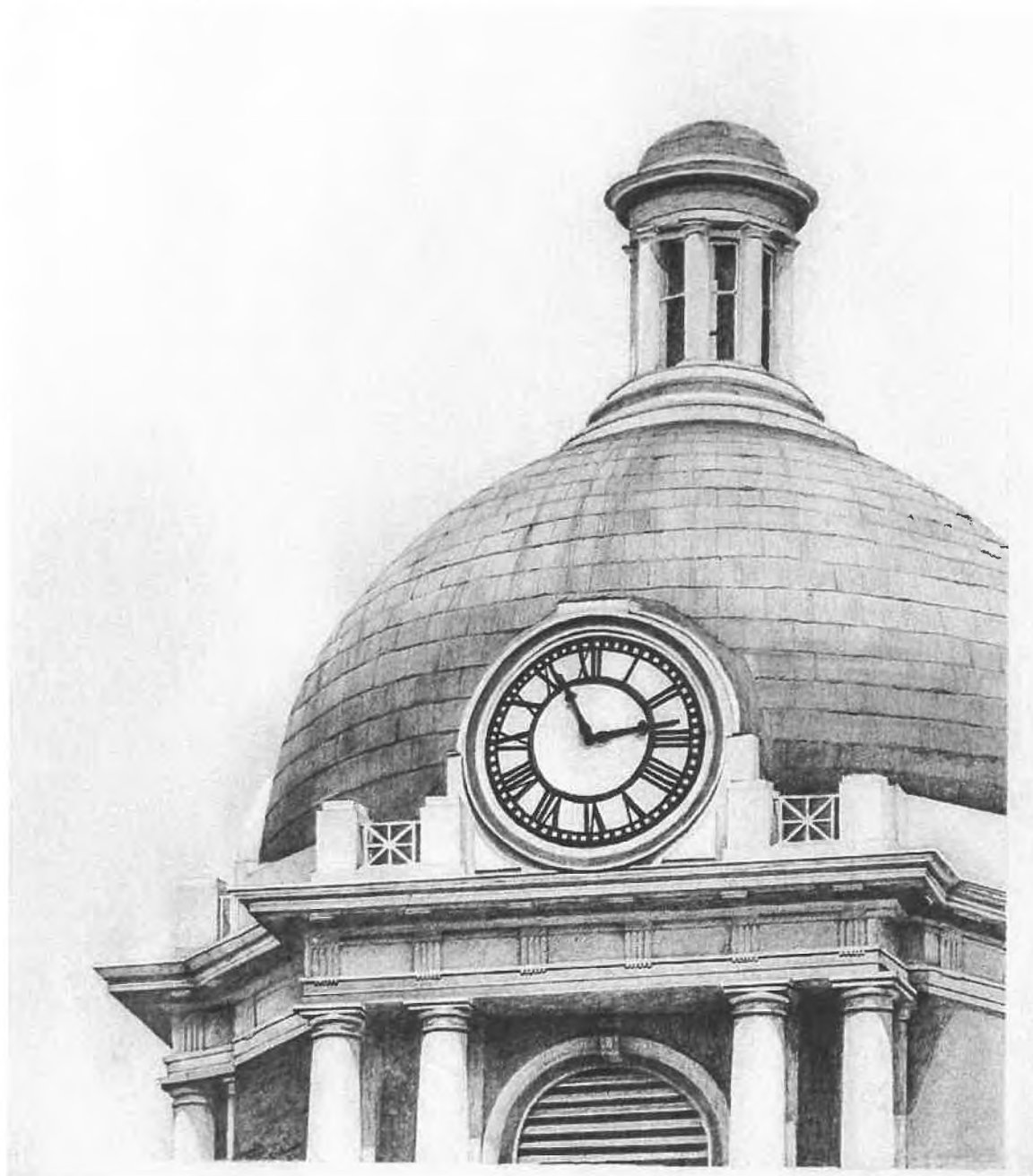
- (a) *Generally.* It shall be the general responsibility of the historic resource coordinator to take appropriate action to ensure that the historic preservation provisions of this chapter are implemented.
- (b) *Specifically.* It shall be the specific responsibility of the historic preservation board to:
 - 1. Update the official inventory of cultural resources and submit to the city commission recommendations and documentation concerning the updating.
 - 2. Develop programs to stimulate public interest in urban neighborhood conservation, to participate in the adaptation of existing codes, ordinances, procedures, and programs to reflect urban neighborhood conservation policies and goals.
 - 3. Explore funding and grant sources and advise property owners concerning which might be available for identification, protection, enhancement, perpetuation, and use of historic, architectural, archeological, and cultural resources.
 - 4. Cooperate with agencies of city, county, regional, state and federal governments in planning proposed and future projects to reflect historic preservation concerns and policies, and assist in the development of proposed and future land use plans.
 - 5. Advise property owners and local governmental agencies concerning the proper protection, maintenance, enhancement, and preservation of cultural resources.
 - 6. Advise the city commission concerning the effects of local governmental actions on cultural resources.
 - 7. Review and recommend the designation of sites, buildings, structures, objects, and districts, both public and private, as historically or architecturally significant.
 - 8. Approve or deny petitions for certificates of appropriateness required under the historic preservation regulations in this chapter.
 - 9. Notify the historic resource coordinator who shall take appropriate action when it appears that there has not been compliance with the historic preservation regulations of this chapter.
 - 10. Assist in developing a historic preservation element to be incorporated into the City of DeLand's Comprehensive Plan and, if necessary, make recommendations for amendments to historic preservation goals, objectives and policies in the plan.

(Ord. No. 2002-09, §§ 1, 2, 2-18-02)

Design Guidelines

Design Guidelines For Commercial Buildings in Downtown DeLand

Using the Past to Build a Quality of Life
For Attracting Business & Visitors



Forward

The Mainstreet DeLand Program is a development effort through the National Trust for Historic Preservation, the City of DeLand and Mainstreet DeLand Association, Inc. The program addresses all parts of downtown revitalization, including organization, economic restructuring, promotion and design. As part of the design portion of the program, the Mainstreet DeLand Association has compiled this set of design guidelines for downtown property owners to follow when making improvements to their historic properties and for proposed new construction in the historic district.

Furthermore, if your building is listed individually or as a contributing structure in a historic district on the National Register of Historic Places or is a contributing structure in a certified local district, and you wish to gain the applicable Federal Tax Investment Credits, you must follow the Secretary of the Interior's Standards for Rehabilitation (listed on page 7).

This booklet is provided to guide you in making important design decisions regarding your property within the historic district. The result will be a unified and consistent historic downtown DeLand. Please contact our office if you are planning any rehabilitation or have any questions.

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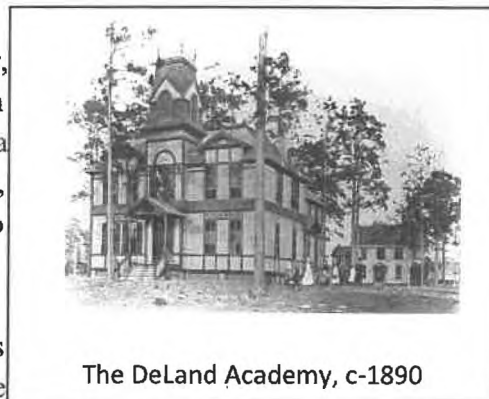
A Brief History Of DeLand and its Commercial Architecture

In March 1876 Henry A. DeLand, a chemical manufacturer from Fairport, New York decided to take a vacation after twenty years of hard work in the family business. His destination was the South Carolina home of his brother-in-law O.P. Terry. While visiting Mr. Terry at Walterboro, he said, "I found that he had really got the 'orange fever'. He urged me to extend my trip to Florida. I did so." They took the boat up the St. John's to Enterprise, rented a one-horse rig and proceeded for hours towards the Terry homestead. "The sand was so deep, the country so desolate that I begged Mr. Terry to turn around and go back, time and again. He kept saying: 'Better country beyond.' Finally they reached the high rolling pine land of western Volusia County. DeLand loved it. "I thought what a charming country this would be if settled up like Western New York of the Northern States with pleasant homes here and there, with the orange groves dotted here and there, among the pines."

Henry DeLand returned to the area later that year and at 'a meeting in the woods' (now the downtown intersection of Indiana Avenue and the Boulevard) on December 6, 1876, he offered \$400.00 towards building a school house, and a like amount towards churches of different denominations. So impressive was his generosity, that when a name for the settlement was needed, the suggestion immediately came forward from the group: DeLand. Thus was the city founded. Streets were laid out and named. Henry DeLand promised to open a boulevard running north from New York Avenue with a median of trees – alternating orange, magnolia and oak – and gave it the name Woodland. Such was the beginning of the physical development of DeLand.



DeLand was incorporated as a city in 1882 and a year later, The DeLand Academy was founded in a single building on The corner of North Woodland Boulevard and Minnesota Avenue. The name given the college in 1886 was Stetson, In honor of the Philadelphia hatmaker John B. Stetson who Had been a generous benefactor.



The DeLand Academy, c-1890

Following a 'spirited' election in 1888, the county seat was Moved to DeLand from Enterprise where it had been since 1854. The first of two courthouses in downtown DeLand was built in 1890.

Downtown DeLand is defined by the present and original use of its buildings, having historically served its present functions since the development of the town in the late nineteenth century. The buildings exhibit similarity in design and use of materials. They are primarily vernacular, in style averaging one to three stories in height, designed as retail storefronts on the first floor and residences, offices or meeting spaces on the second. Their exterior fabric is mainly brick. Several of the buildings in the area display a distinctive local building material, the Bond Sandstone Brick, manufactured by a company of that name established locally in 1904. Located in nearby Lake Helen, the company obtained rights to a German patent to make brick of sand and limestone, compressed by steam pressure. Various colored – brown (buff), red, and grey – the bricks were used in many local buildings and elsewhere in the state.

The storefront architecture of the late nineteenth and early twentieth century buildings in DeLand significantly represents the dominant commercial architectural style of the United States at that time.

The storefront was an innovation of mid-nineteenth century America. The first story featured large display windows and a formal entry. Upper stories were reserved for residential or office space. Detailing was minimal, frequently limited to decorative brick incorporated into the structural configuration of the building. Vertical pilasters or supports often flanked the shop windows, creating a frame. These panels were generally constructed of wood or iron. A common storefront configuration was a central entrance with low, obliquely placed windows flanking the doorway and a band of transom lights above it. Metal or wood canopies or canvas awnings were extensively used over commercial storefronts. They served as an advertising medium with signs placed on them, provided shelter, and extended the store's display surface.

The buildings in downtown DeLand developed in three distinct periods. The first group consists of those that were constructed immediately after the great fire of 1886 and include within this area the former Fisher Drugstore at 100 North Woodland Boulevard (renamed the fish Building upon rehabilitation in 1987), the Haven Block at 112-116 North Woodland Boulevard and the former Society Opera House at the northwest corner of Indiana Avenue and Woodland Boulevard (124-128 North Woodland Boulevard). Constructed in 1892 as a one and one-half story building. The Opera House was

raised another story in 1897. Although the first floor along the street has been altered, the decorative lintels above the second-story windows and pronounced coursing along the parapet remain indicative of the styling details attached to turn-of-the-century commercial buildings.

A second period of enthusiastic construction came with the economic recovery from the great freeze of 1884-1895. A decade in developing, the replenishment of wealth produced by the new citrus crop, produced a feverish period of construction from 1909-1911. The most significant buildings in the downtown area that remain from that era are the former Volusia County bank at 120 North Woodland Boulevard and the former Dreka-Whitehair building at 101 South Woodland Boulevard. The bank building was designed in the NeoClassical Style, which was popular at the turn of the century. Notable features include a full height portico, displaying a pediment supported by ionic columns and Tuscan pilasters. The side elevation offers a dropped ornamental cornice and hooded windows.

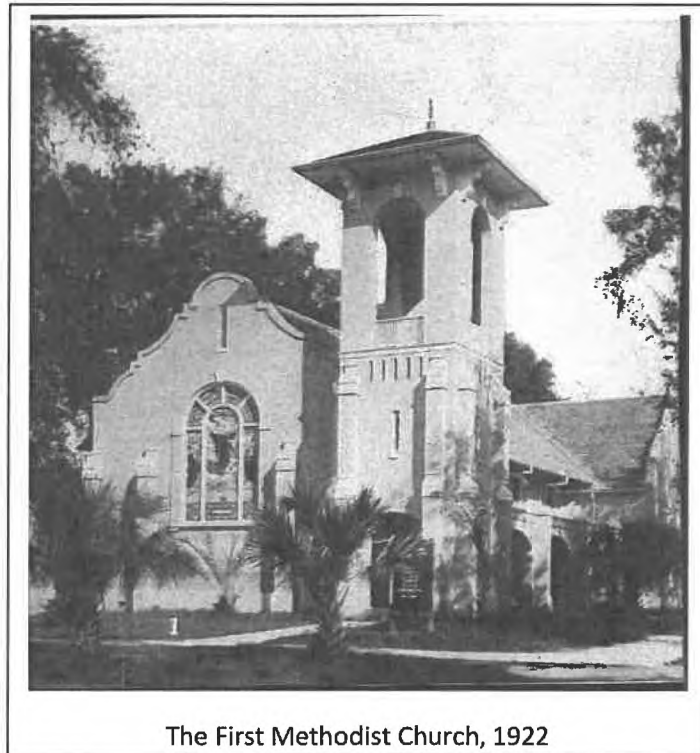
The Dreka-Whitehair building (now known as the Old SouthTrust Building) is among the most important commercial buildings in the city, for it bridged two eras of style and design. Constructed in 1909-1910, it was the first reinforced concrete building in DeLand. Three stories high, with a full basement, the building features Mission Revival ornamentation. It is rectangular in shape, except for a two-story cantilevered bay on the south side that overlooks a ramp and loading dock. The flat built up roof is surrounded by a curvilinear parapet.



Structurally, the building is constructed of reinforced concrete with an in-fill of hollow clay tiles, resting on a foundation of brick and poured-in-place concrete. The exterior finish is smooth stucco. The curvilinear parapet on the building was later copied on the adjacent Dreka Theater, the nearby First Methodist Church, and other buildings in town. This architectural feature provides the earliest extant examples of this popular design in DeLand architecture.

A second distinguished Mission Revival Building within the downtown DeLand is the First Methodist Church at 115 East Howry Avenue. A portion of the building was constructed in 1885, but the original building is largely hidden by additions made in 1921 that give it a Mission Revival Definition. The building expresses Spanish Mission styling with a curvilinear parapet roof, a bellcote with a pyramidal roof and arched openings, buttresses along the sides, and a porch with an arched entrance.

The third period of extensive development in downtown DeLand occurred during the 1920's, the so-called 'Florida Boom' era. A prevalent architectural style of the decade was the Spanish Revival Style, usually referred to in Florida as 'Mediterranean Revival' because of its eclectic borrowing from architectural traditions throughout the Mediterranean basin. One building in downtown DeLand is a pure example of the style – the Putnam Hotel at 225 West New York, a five-story building constructed in 1925. It was designed by W.J. Carpenter, DeLand's principal architect of the 1920's, who moved to Florida immediately after WWI as the Boom began. In addition to the Putnam Hotel, he drew the plans for the city's first skyscraper, the First National Bank Building (now part of the Mainstreet Center) and the second story of the former Landis-Fish Law Office located on West Indiana Avenue.



The First Methodist Church, 1922

The building was constructed in 1926 on the site of a previous hotel of the same name that had been destroyed by fire. Although the new Putnam Hotel was immediately victimized by the crash of the Florida Boom and consequent economic depression that gripped the state, it remains today as an eloquent expression of its era of construction.

At the city's center, physically and symbolically, resides the massive Volusia County Courthouse, designed in the Classical Revival tradition common to governmental buildings in the early part of the twentieth century. The north and south facades of the building are dominated by a full-height, two-story portico whose flat roof is supported by four massive, fluted Corinthian columns and surrounded by a concrete balustrade. A copper-plated dome, offering a clock in each of four directions, rests atop the central portion of the irregularly shaped building.

Two doors east of the courthouse at 110 West Indiana Avenue, is the two-story Landis-French Law Office, a Federal Revival Style building whose main façade includes a prominent Romanesque entrance on the first story, straddled by two windows that repeat the decorative motif and fanlight found in the entry. Four decorated pilasters are located across the front of the façade. Below each pair of second story windows rests a balconet surrounded by a wrought iron balustrade. Over the central pair of windows is an eagle motif. A dentiled cornice, whose horizontal lines are interrupted over the central portion of the building by a short gable pitch, runs across the front façade. Above the cornice, the flat roof is boxed by a decorated balustrade, whose lines repeat the cornice. The original building, constructed in 1905, was one story. In 1924 a second story was added, using the same Bond sand brick, employed in the original building.

At 109 West Indiana Avenue, across the street from the Landis-French Law Office, is a masonry vernacular commercial building that may be the oldest and possibly least altered building of its kind in the city. The building survived the 1886 fire, which destroyed everything else immediately about it. The recessed storefront entries and plate glass display windows appear to be original. The building's flat roof offers a decorative corbelled frieze along the south parapet. Segmental brick arches with keystone cap the second story windows. A simple, two-bay, two-story porch supported by chamfered posts extends from the front façade to the street, offering protection from the elements to merchandise and customers.

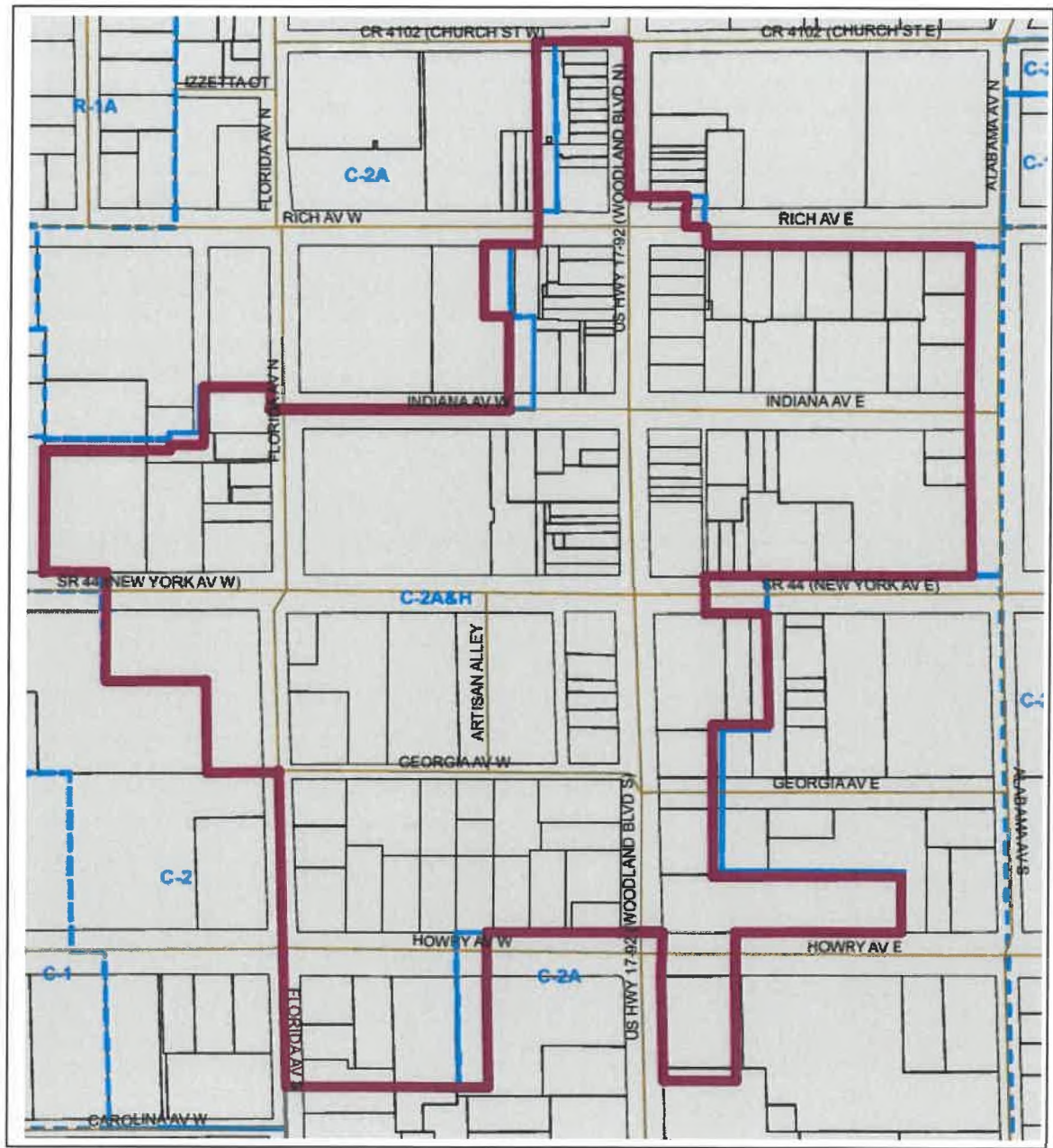
Within downtown DeLand are approximately 88 buildings, of which may be classified as contributing to the historical character of the commercial district. They are predominantly commercial buildings, most of them masonry vernacular. Vernacular is defined as the common masonry construction techniques of lay or self-taught builders. This type construction is the product of the builder's experience, available resources and responses to the local environment.

Downtown DeLand has been listed on the National Register of Historic Places as a historic district (see map for boundaries).

Map of Downtown DeLand

National Register

Historic District



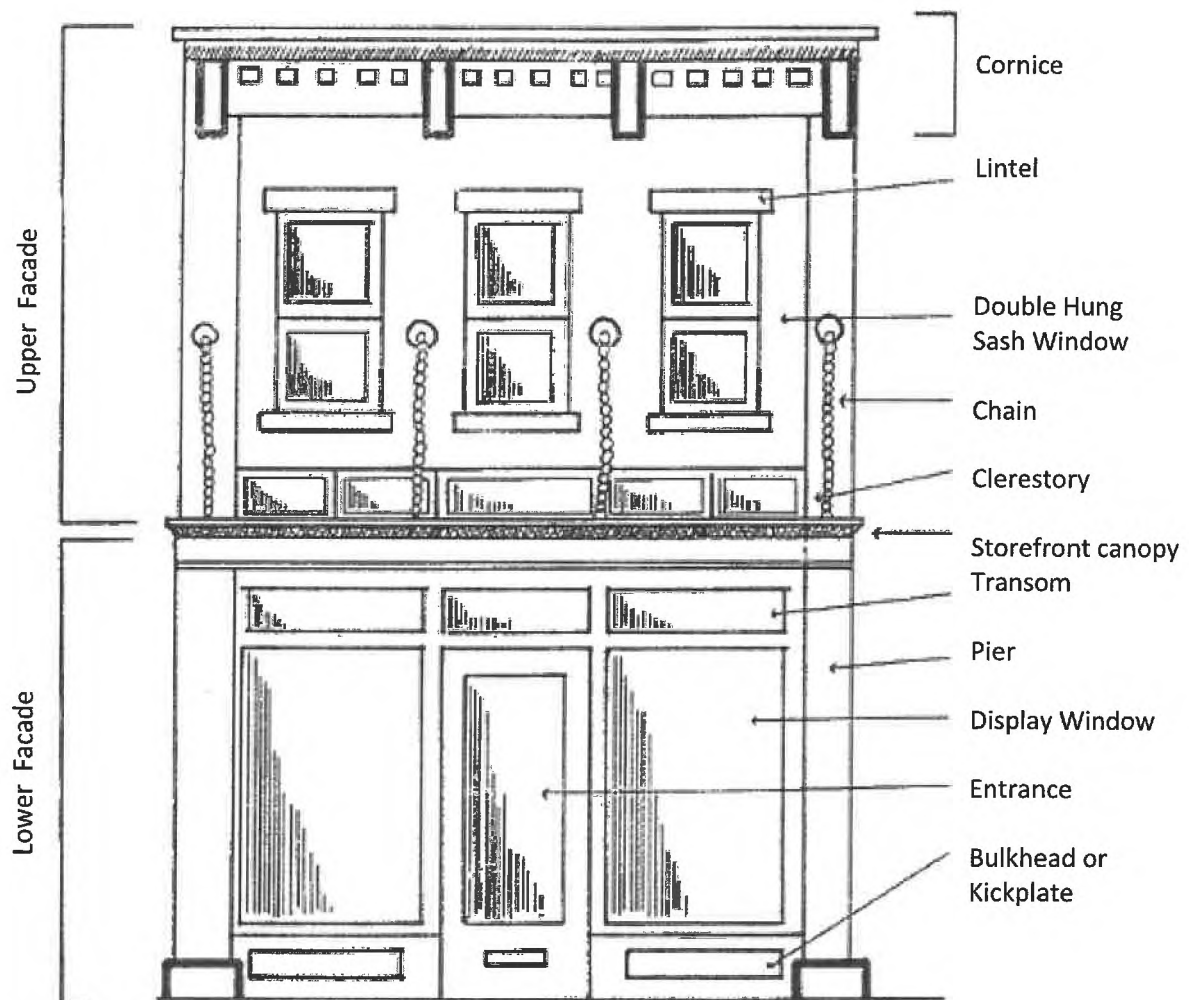
United States Secretary of Interior's Standards For Rehabilitation

6

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure or site and its environment, or use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance shall be discouraged.
4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
9. Contemporary design for alterations and additions to existing properties shall not destroy significant historical, architectural or cultural material, and such design should be compatible with the size, scale, color, material and character of the property, neighborhood or environment.
10. Whenever possible, new addition or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Typical Façade Components

7



8

Definitions of Some Common Architectural Terms

Awning: A framework covered with fabric or metal projecting from the façade of a building located on a storefront or individual window openings. The primary purpose is to shade the interior of the building and provide protection to pedestrians. Awnings can be supported by poles or brackets.

Bulkhead/Kickplate: The wood or metal panel located beneath the display window in a typical storefront.

Canopy: A flat metal and/or wood structure used to shelter pedestrians on the sidewalk that projects out from a storefront at a right angle, and is usually suspended with chains or rods.

Clerestory: A band of windows located at the top of a storefront that allows natural light to enter the store.

Cornice: A projecting molding that crowns the top of a storefront or façade.

Double Hung Windows: A window with two sashes that slide up and down.

Façade: The front face of the building.

Lintel: A horizontal structural element over a window or door opening which supports the wall above.

Parapet: The portion of the wall of a façade that extends above the roof line.

Pediment: A triangular or segmental-curved gable.

Sash: A frame designed to hold the glass in a window.

Sign Board/Fascia: A horizontal panel either of wood or an inset in a brick wall located immediately below the cornice. It is usually an idea location to place a sign.

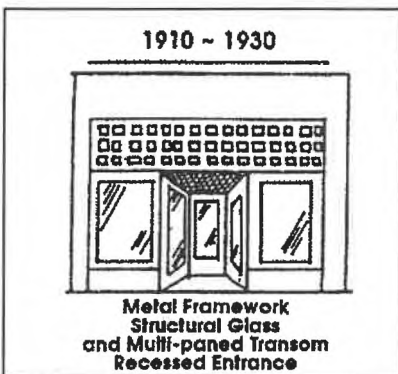
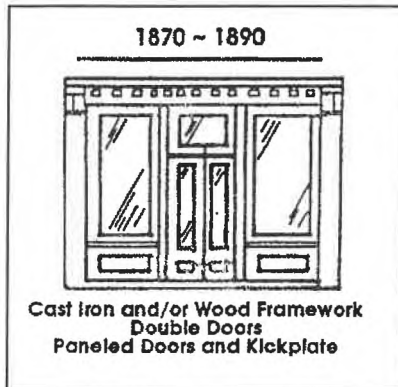
Storefront: The first story of a façade of a commercial building, usually having display windows.

Transom Window: A small horizontal window located above a door or display window.

Window Hood: An exterior projecting molding on the top of a window, located in the upper façade.

Storefronts

Typical Storefronts in Downtown DeLand



1. Where the original storefront remains. It should be preserved and repaired with as little alteration as possible.
2. Where only part of the original storefront remains, the storefront should be repaired, maintaining historic materials where possible, including the replacement of extensively deteriorated or missing parts with new parts based upon surviving prototypes such as transoms, bulkheads and pilasters.
3. Where the original storefront is completely missing, it is recommended to reconstruct the storefront based upon historical, pictorial and physical documentation, or design a new storefront which is compatible with the size, scale, material and color of the existing building. Consider the following points.

Scale: Consider the scale and proportion of the existing building in the new storefront design.

Architectural Style: Avoid inappropriate historical elements that conflict with the overall style of the building.

Materials: Select construction materials that are appropriate to the given storefront and materials which were available in that era.

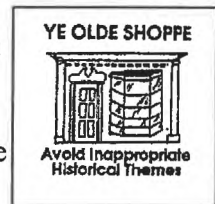
Facade: Respect the horizontal separation between the storefront and the upper stories, but maintain a relationship between the storefront and the building's upper façade when selecting colors and materials.

Entrances: On buildings with more than one entrance, differentiate secondary entrances from the entrance to commercial uses on the first floor. Entrances should be placed where original entrances existed, especially when delineated by architectural detailing.

Windows: The storefront should be as transparent as possible with the utilization of glass in doors, transoms and display areas to allow for visibility into and out of the store. Display windows should rest on a kickplate and not extend all the way to the floor.

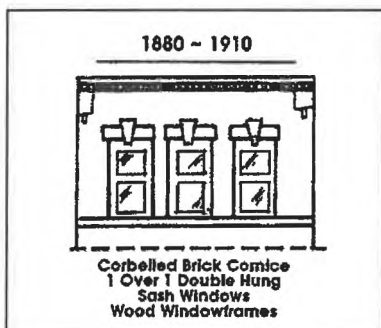
Replacement glass: All replacement glass should resemble the original as closely as possible in reflectivity and color. Use of mirrored glass is discouraged.

4. Some replacement storefronts may have acquired historic significance in their own right and should be retained.



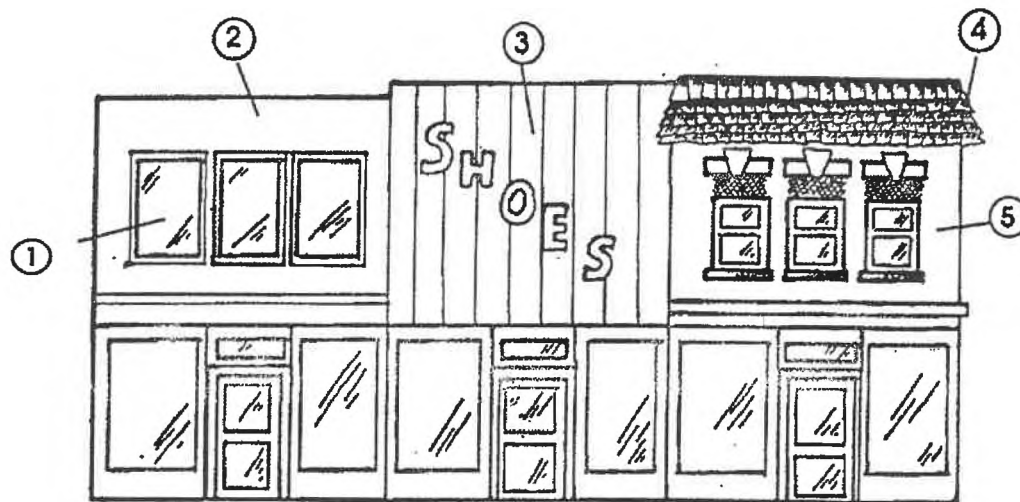
Upper Facades

Typical Upper Facades in Downtown DeLand



1. Where possible false fronts should be removed from a building's upper façade. Often the underlying façade is still intact and needs only minimal rehabilitation. In situations where the integrity of the original façade is destroyed by a false front and removal is not possible, an upper façade that is compatible with neighboring historic buildings can be "created". Architectural features can be simulated by fabricating copies of the original elements, such as dummy windows, and attaching them to the surface of the false front or using the trompe l'oeil ("fool-the-eye") painting technique to mimic the effect of historic architectural details.
2. Retain the original window opening proportions. If the existing ceiling has been lowered, keep the dropped ceiling above the original window.
3. If possible, save and restore the original windows and frames. Replace missing, rotting or broken sash, frames, mullions and muntins with similar materials.
4. If the original window openings have been altered, restored them to their original configuration and detail. Avoid blocking or filling in window openings, which are critical to facade design and natural light and ventilation.
5. Replacement glass should resemble the original glass as closely as possible in reflectivity and color. Use of mirrored or tinted glass is discouraged.
6. Avoid substituting one type of operable sash for another, for example replacing original double hung sash windows with casement windows
7. Avoid the use of shutters except where clear evidence indicated their historic presence. If shutters are used, they should be functional.
8. Deteriorated historic details, decorations and cornices should be repaired, rather than replaced whenever possible. In the event replacement is necessary, the new material should match the original material in composition, design, color and texture. Repair or replacement of missing architectural decorations and details should be based on accurate duplications, substantiated by historical, physical or pictorial evidence rather than on conjectural design. Avoid false "historic" details, decorations and cornices.

Examples of Incompatible Upper Façade Treatments



1. Original sash windows replaced with single pane fixed windows.
2. Cornice removed.
3. False front covers upper façade.
4. Inappropriate cornice treatment.
5. Sash lowered for dropped ceiling.

Awning and Canopies

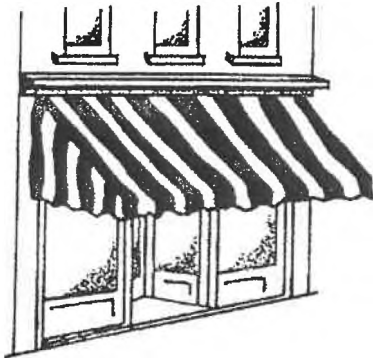
1. Where possible retain and repair awning fixtures and canopies that originate from the historical period (prior to 1940).
2. New awnings should be complimentary in placement proportion and color with the historical design precedents of existing building facades to which they are applied.
3. The over-all appearance of the combined building facades of the street should be considered in the design and placement of new awning and canopy structures to individual building facades. Individual awnings and canopies should be complimentary through design, proportion and color to existing awnings and canopies of adjacent buildings where appropriate and possible.

The use of well designed awnings and canopies may help to give “new life” to unarticulated existing building facades and to visually unify inconsistent or incompatible building facades of adjacent buildings.

4. Avoid stock, unpainted metal canopies and canopies and awnings which are inappropriate to the historic character of a building façade. Consider replacing or painting existing canopies and awnings that fit this description.
5. If signs are to be part of an awning, the message should be simple and directed toward identification of the storefront business. Avoid signs on upper façade awnings. Signs on canopies should be limited to vertical surfaces.
6. Refer to the standard building code for criteria relating to installation and maintenance of awnings and canopies.

Historic Precedents for Awnings & Canopies in Downtown DeLand

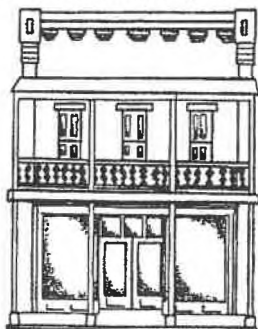
Fixed, Bracket-Supported
Fabric Awning



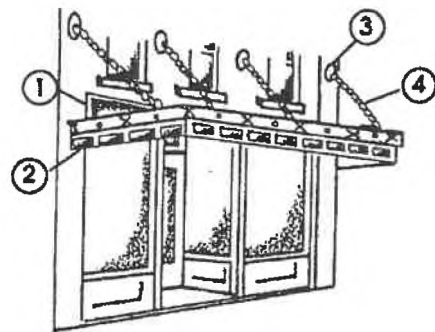
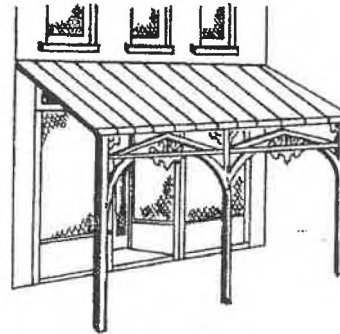
Retractable Fabric Awning



Fixed, Wood Canopy
With Second Story Balcony



Fixed, Pole-Supported
Metal and Wood Awning

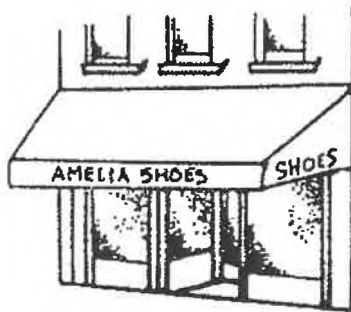


1. Escutcheon Plate
2. Chain
3. Clerestory
4. Glazed Panels

Signs

1. Position signs to fit within architectural features of the façade. Signage should be subordinate to the building design and should not obscure architectural details.
2. Signs should use colors, materials and lettering styles which relate to and complement the building. Lettering styles should be simple: Helvetica, Clarendon, Souvenir and Palatino are good examples.
3. Avoid the use of nationally distributed signs and thermo-form plastic signs which are not compatible with the character of the building.
4. Window and door signage should complement other façade signage and should not obscure visibility into the business.
5. Sign lighting and neon signs are acceptable when size, design, color and style are compatible with the original building design.
6. New hanging signs may be appropriate for historic commercial buildings, if they are compatible in scale and design with the building.
7. Billboards, portable signs, roof-mounted signs and free-standing pole signs are not compatible with the character of the historic district.
8. Incidental signs such as those that display business hours or street numbers and menu boards should be of a discreet size and placement.

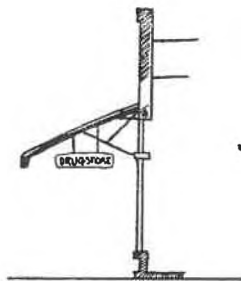
Suggested Sign Placement



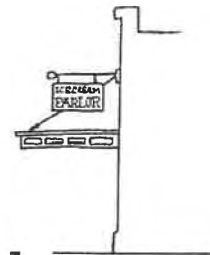
Sign of Shirt of
Awning or Canopy



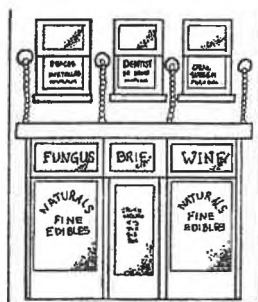
Sign on Exposed Lintel
Or Clerestory



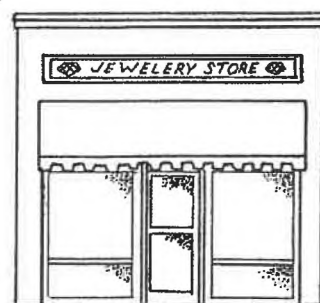
Sign Suspended under
Awning or Canopy



Sign Projecting
From Exterior Wall



Decals or Painted Lettering
on Windows



Some buildings have a recessed
Panel in the brickwork of the façade... an idea
location for the sign board.

Exterior Surface Treatments

Surface Preparation

1. Wall surfaces that have not been painted should remain unpainted. Generally, tile, brick or terracotta features should not be painted.
2. If a brick façade was originally painted, a soft brick was probably used in construction. These surfaces should remain painted.
3. Sandblasting, high pressure water washes, and other abrasive cleaning methods should not be undertaken because of the potential to damage the structural integrity of the building.
4. When repairing masonry, such as repointing brickwork, use an approved mortar mix and method. The use of Portland cement is not recommended for repairing masonry on historic buildings in DeLand.
5. Peeling or blistering paint should be carefully removed. The surface to be painted should be clean and dry. If a painted surface has cracks or fissures, the old paint should be removed before new paint is applied. Caulk joints between wood trim and masonry before painting.

Painting

1. When repainting, consider using the original painting scheme and color palette.
2. The color palettes and paint schemes on surrounding and adjacent buildings should be compatible.
3. Color should be used to tie building elements such as details, decorations, cornices, signs and storefronts together. This is usually most successful when a maximum of three colors is used.
4. The color palette should be consistent throughout the upper and lower portions of the buildings front façade.
5. Color palettes should generally be lighter on the southside of the street, which is normally in shadow, than on the north, which is normally in sun.
6. Normally, the previous paint type (oil or latex base) should be used in repainting. If possible, use oil base paint for wood or metal and latex base paint for masonry.
7. Avoid the use of bright primary colors, which are usually incompatible with buildings downtown. Bright colors are also highly susceptible to fading.
8. Avoid the use of very dark colors, which are usually incompatible with the buildings downtown, except where historically appropriate.

New Construction And Additions

1. A new building façade or addition should not attempt to be historic through the use of false historic details. This will only detract from the character of the downtown by comprising what is actually historic.
2. New structures should respect the surrounding buildings with respect to height, setback, spacing, materials, detailing, massing, proportion and scale.
3. The type of roof and cornice treatment of new buildings should utilize shape, material, textures and colors which complement adjacent facades.
4. Site plans including landscaping and parking for new construction should be compatible with the surrounding buildings and environment. Private parking areas should be provided at the rear of a building, not in the front.
5. The relationship of solid spaces (walls) to voids (windows and doors) in the façade of a building should be visually compatible with adjacent historic buildings.
6. Additions should not interfere with the structural integrity of the existing building.
7. To avoid “fabricating history” do not construct additions and new buildings in an architectural style that pre-dates the existence of downtown DeLand (eg. Colonial styles).
8. The design of new buildings and additions that reflect contemporary elements and standards is encouraged as long as the link between “old” and “new” is maintained through the guidelines mentioned above.

Community Design Standards

City of DeLand Community Design Standard Checklist



Project:	Application No:
Date of Submission:	Date of Review:
Review Architect:	

Comments and Recommendations

RECOMMENDATION:

- ☐ **APPROVAL** as conditioned below:
- ☐ **DENIAL** The project as submitted is inconsistent with the applicable provisions of City of Deland Community Design Standards as indicated herein.
- ☐ **INCOMPLETE** Please submit items indicated for review in accordance with LDR Chapter 8, Section 33-94; Community Design

CONDITIONS FOR APPROVAL/REASONS FOR DENIAL:

NOTE:

APPEALS MUST BE SUBMITTED IN WRITNG TO THE PLANNING DIRECTOR WITHIN 10 DAYS OF THE ACTION

REVIEW & PERFORMANCE DESIGN CHECKLIST (Section 33-94)				
ADMINISTRATION (Section 33-94.06):	YES	NO	N/A	Comments
Has there been a pre-design conference?	☐	☐	☐	
HPB Review	☐	☐	☐	
Class II	☐	☐	☐	
Class III	☐	☐	☐	
GENERAL PROVISIONS (Section 33-94.02):	YES	NO	N/A	Comments
In the Thoroughfare Design District?	☐	☐	☐	
In the Historic Design or Downtown Support District?	☐	☐	☐	
Large commercial establishment?	☐	☐	☐	
Single family structure in commercial zone?	☐	☐	☐	
GENERAL DESIGN CRITERIA (Section 33-94.03)				
RELATIONSHIP OF THE STRUCTURE TO THE SITE (Section 33-94.03 A):	YES	NO	N/A	Comments
Does the site plan avoid extreme changes of grade in the site design?	☐	☐	☐	
Are building mechanical equipment, service, delivery and work areas screened from public view?	☐	☐	☐	
Is a transition provided between single family and non-residential?	☐	☐	☐	
Do building design, scale and details provide variety and interest from both pedestrian and vehicular points of view?	☐	☐	☐	
Do entrances provide focal points and protection from the weather?	☐	☐	☐	
For multiple buildings on a site, is there a variety of spacing between structures?	☐	☐	☐	
Does the site design avoid a monotonous repetition of identical structures on site?	☐	☐	☐	
Is signage compatible in scale, design, materials and construction with the principal structure?	☐	☐	☐	
GENERAL ARCHITECTURAL BUILDING DESIGN (Section 33-94.03 B):	YES	NO	N/A	Comments
Is there a consistent architectural treatment for all elevations exposed to public view?	☐	☐	☐	
If a contemporary design, does the project relate to the historic character of DeLand through the following:				
A. Use of materials	☐	☐	☐	
B. Use of colors	☐	☐	☐	
C. Use of roof types	☐	☐	☐	
In established areas, is there a compatible relationship with the existing neighborhood through use of the following:				
A. Similar architectural style or character	☐	☐	☐	
B. Similar building massing and setbacks	☐	☐	☐	
C. Similar colors used	☐	☐	☐	
D. Similar materials used	☐	☐	☐	
E. Another architectural technique that would relate or transition the project to the existing neighborhood (landscaping, fences, walls, screens, etc...)	☐	☐	☐	
Historical Styles (Section 33-94.03 C):	YES	NO	N/A	Comments

Are there features in the building design to provide sufficient relief to the appearance of facades?	☐	☐	☐	
If a historical style, does the design use material, elements & details consistent with that style?	☐	☐	☐	
MATERIALS USE (Section 33-94.03 D):	YES	NO	N/A	Comments
Are the materials proposed of durable quality and suitable to the type of building and design in which they are used?	☐	☐	☐	
Does the design avoid metal siding used exclusively as the exterior finish?	☐	☐	☐	
Does the design avoid exposed standard concrete block in the design of the exterior?	☐	☐	☐	
Is materials usage consistent for all facades of the exterior?	☐	☐	☐	
Are the materials used consistent with the style and character of the structure?	☐	☐	☐	
COLORS (Section 33-94.03 E):	YES	NO	N/A	Comments
Are colors City of DeLand approved colors?	☐	☐	☐	
If other colors are used as accents, does the design avoid using accent colors exceeding 10% of the surface area of any one elevation?	☐	☐	☐	
Is the color treatment consistent for the entire building?	☐	☐	☐	
ROOF TYPES AND APPEARANCE (Section 33-94.03 F):	YES	NO	N/A	Comments
Are variations in the roofline used to add interest to and reduce the massing of the building?	☐	☐	☐	
Are roof features in scale with the building's mass or compliment adjoining or adjacent buildings and the neighborhood?	☐	☐	☐	
Is the design of visible roof structures or features consistent with the style of the building?	☐	☐	☐	
Is the roof treatment consistent for all facades of the building?	☐	☐	☐	
If a flat or low-slope roof is utilized, are there vertical roofline changes to reduce the buildings mass and create visual relief?	☐	☐	☐	
Do all roof appurtenances used in the design appear as an integral part of the roof?	☐	☐	☐	
LIGHTING (Section 33-94.03 G):	YES	NO	N/A	Comments
Is site lighting scaled for the use and compatible with the character of the building?	☐	☐	☐	
Is thematic or historical character lighting used? (Optional)	☐	☐	☐	
Are off-site areas shielded from offensive or excessive illumination?	☐	☐	☐	
Is pedestrian area lighting of scale, intensity and character appropriate to pedestrian movement?	☐	☐	☐	
Are lighting sources indirect, designed or placed to reduce glare from the light source?	☐	☐	☐	
Is general architectural lighting designed to conceal sources from direct view?	☐	☐	☐	
Is security lighting incorporated into the lighting scheme for the project?	☐	☐	☐	
FENCES, WALLS, SCREENS AND LANDSCAPE BUFFERS (Section 33-94.03 H):	YES	NO	N/A	Comments
Do fences, walls or visual screens used express similar character to the building design through use of materials, color or texture?	☐	☐	☐	
Is a berm being used in lieu of fence or wall?	☐	☐	☐	

In non-industrial areas, does the design avoid using unscreened chain link fencing?	☐	☐	☐	
Are visual screens used between single-family and non-residential?	☐	☐	☐	
ACCESSORY USES AND STRUCTURES (Section 33-94.03 I):	YES	NO	N/A	Comments
Are accessory structures and uses consistent in design character with the principal structure?	☐	☐	☐	
Are any outdoor garden supply and similar areas used for retail sales screened from view and integrated into the overall design and structure?	☐	☐	☐	
Are any drink dispensers, coin-operated rides or other amusement devices located inside the principal structure? Exterior locations are not permitted.	☐	☐	☐	
Are outdoor storage areas behind the front façade or screened from view?	☐	☐	☐	
Are solid waste/recycling areas screened from view as required?	☐	☐	☐	
SPECIAL BUILDING CONSIDERATIONS (Section 33-94.03 J):	YES	NO	N/A	Comments
If a gas station or convenience store, are any canopies constructed with the same roof design and materials as the main building?	☐	☐	☐	
Covered façade between multiple entrances?	☐	☐	☐	
If an auto repair facility is involved, are open repair/ service bays screened from view on the main public right of way?	☐	☐	☐	
REQUIREMENTS FOR HISTORIC DESIGN & DOWNTOWN SUPPORT DISTRICTS (Section 33-94.04)				
GENERAL DESIGN CRITERIA (Section 33-94.04 A):	YES	NO	N/A	Comments
Does the design of the structure reflect or enhance the historic character of this part of the community through:				
A. Similar or related architectural styling or character	☐	☐	☐	
B. Similar or related massing, proportions and scale	☐	☐	☐	
C. Similar or related fenestration treatment, relating to the repetition and rhythm of openings in exterior walls	☐	☐	☐	
D. Similar or related materials or textures	☐	☐	☐	
E. Colors approved by HPB	☐	☐	☐	
F. Similar or related architectural details and decorative treatments	☐	☐	☐	
Is the structure located as close to the street as possible? (Only applies if compatible with adjacent buildings)	☐	☐	☐	
Is glazing at street level transparent?	☐	☐	☐	
If project is within the Historic District, is there a Certificate of Appropriateness?	☐	☐	☐	
If project is a modification or addition to an existing structure, are changes consistent with the style and character of the existing building?	☐	☐	☐	
Does this project extend or enhance the city's streetscape?	☐	☐	☐	
Does the building design relate to the pedestrian scale of the area?	☐	☐	☐	
Where adjacent buildings present a consistent massing, does the proposed building treatment reinforce that effect?	☐	☐	☐	
If a historical style, is it preferred style? (Federal, Classical Revival or Mediterranean Revival)	☐	☐	☐	
ADDITIONAL DESIGN CRITERIA FOR LARGE COMMERCIAL ESTABLISHMENTS (Section 33-94.05)				

ARCHITECTURAL CHARACTER (Section 33-94.05 A):	YES	NO	N/A	Comments
Does the design avoid uninterrupted facades in excess of 100'?	☐	☐	☐	
Are there variations in roof line to reduce the scale of mass or the structures?	☐	☐	☐	
If there are smaller commercial entities not part of the principal use, do they have exterior display windows and useable separate outside entrances?	☐	☐	☐	
Are exterior entrances clearly defined and highly visible?	☐	☐	☐	
Are exterior entrances protected from the weather and incorporate landscaping or landscape planters?	☐	☐	☐	
Does design reflect existing historic architecture of City?	☐	☐	☐	
PARKING, VEHICULAR AND PEDESTRIAN TRAFFIC (Section 33-94.05 B):	YES	NO	N/A	Comments
Are large parking areas separated into distinct areas through use of landscaping or other site features?	☐	☐	☐	
Is there a clear differentiation between vehicular and pedestrian routes on the site?	☐	☐	☐	
Are contrasting or distinctive paving materials used to distinguish pedestrian areas from vehicular areas?	☐	☐	☐	
Are any temporary display and sales areas limited to arcaded areas structurally integrated into the design of the principal structure?	☐	☐	☐	
Are these temporary display and sales areas designed so as not to impede pedestrian or vehicular traffic?	☐	☐	☐	
Are any permanent shopping cart storage areas either contained within the principal structure or screened from view?	☐	☐	☐	
BUILDING PERIMETER LANDSCAPING (Section 33-94.05 C)	YES	NO	N/A	Comments
Is there perimeter landscaping adjacent to the primary facades and at entrance areas?	☐	☐	☐	
Does the perimeter landscaping conform to the minimum requirements as to size, type and spacing?	☐	☐	☐	