



Staff Report to the St. Petersburg Community Planning & Preservation Commission
Prepared by the Planning & Development Services Department,
Urban Planning and Historic Preservation Division

For Public Hearing and Executive Action on November 8, 2022
at 2:00 p.m. in the City Council Chambers, City Hall,
175 Fifth Street North, St. Petersburg, Florida.

City File: COA APPROVAL MATRIX

Proposed Text Amendments, 2022

Report to the Community Planning and Preservation Commission from the Urban Planning and Historic Preservation Division, Planning and Development Services Department, for Public Hearing and Executive Action scheduled for **Tuesday, November 8, 2022, beginning at 2:00 p.m.**, in Council Chambers of City Hall, 175 Fifth St. N., St. Petersburg, Florida. Everyone is encouraged to view the meetings on TV or online at <https://www.stpete.org/tv>.

PURPOSE and BACKGROUND

The St. Petersburg City Code, Section 16.30.070, Historic and Archaeological Preservation Overlay, require all exterior alterations to a property located within a local historic district or an individually designated local landmark to apply for a Certificate of Appropriateness (“COA”). The intent of the COA is to ensure that the integrity and character of the local historic district or individually designated local landmark is maintained.

The *COA Approval Matrix* is included within the *COA Application* and divided into designated, contributing, and noncontributing resources. The purpose of the matrix is to enumerate the many types of exterior modifications and then delegate approval authority to either Historic Preservation staff or the Community Planning and Preservation Commission (“CPPC”).

The *COA Approval Matrix* was first adopted on (or about) May 12, 2010. At the time of adoption, the matrix was based on similar examples in other Certified Local Governments (“CLGs”) throughout the State of Florida. The matrix included input from the then-named Community Preservation Commission (“CPC”), CLG representatives, and affected property owners, and was customized to accommodate local conditions and practices.

The *COA Approval Matrix* was later amended on August 20, 2015 (City File 2014-07; Resolution B) as part of a comprehensive rewrite of Section 16.30.070 regulating historic and archaeological preservation in St. Petersburg. At that time, Division staff was anticipating increased workloads resulting from the proposed amendments and explored ways to move more COA reviews from a public hearing to an administrative review process.

The *COA Approval Matrix* has since remained unchanged. Increased COA volume within the Kenwood Sections and emerging consistency in certain types of CPPC decisions, has inspired the need for an updated review of the COA approval procedures by Historic Preservation staff and community stakeholders.

Following a series of meetings throughout 2022 that considered both a matrix and non-matrix option, the following and attached matrix is recommended for your review and approval. Significant changes include, but are not limited to:

- Except for new construction and additions 250 SF or more, demolitions, relocations, and small cell wireless facilities, projects identified for CPPC review may now qualify for Historic Preservation staff approval if the Historic Preservationist determines that the application complies with all submittal requirements and standards of review.
- Project categories were combined to improve efficiency and remove duplication.
- New construction is split to inc. less than 250 SF (HP staff) and 250 SF or more (CPPC)
- Additions are split to inc. less than 250 SF (HP staff) and 250 SF or more (CPPC)
- Window and doors modified to distinguish between historic and non-historic, primary and secondary elevations.
- Ad Valorem Tax Exemptions (“AVTs”) are incentivized by moving to HP staff review.
- Decks and patios modified to distinguish between at-grade and above-grade installations.

PUBLIC COMMENTS

Although stakeholder feedback was received by representatives from throughout the City, neighborhood leadership from Historic Kenwood should be commended for their consistent and detailed contributions throughout this process. Between 2017 and 2019, the Historic Kenwood neighborhood has designated four (4) local historic districts, adding approximately 515 parcels to the *St. Petersburg Register of Historic Places*. Their experience using the *COA Approval Matrix* was important to Historic Preservation staff’s understanding of, and need for, the included recommendations.

Please be advised that in response to the final proposal, stakeholders have identified one (1) recommendation. Specifically, the ‘Porches and Balconies’ category references “Screen in or enclose a porch on primary or streetside elevation.” Screening and enclosing porches are proposed as staff level reviews on secondary elevations, but not primary and streetside elevations. Stakeholders have requested that *screening* and *enclosing* be separated, so that screens can be approved by Historic Preservation staff for primary and streetside elevations.

Stakeholders have explained that screens are a temporary structure and should be administratively approved where staff can determine that the hardware or track won't damage the existing porch or obscure other character defining features of the building. Although Historic Preservation staff has recommended this flexibility for secondary elevations and retains the authority to approve along primary and streetside elevations where an application meets the submittal requirements and standards of review, Historic Preservation staff continues to recommend this modification for CPPC review because of its visual impact at these street-facing locations. This item should be considered by the CPPC in its public hearing deliberation.

Several other comments relating to fences and walls and window replacements were agreeable to Historic Preservation staff and shall be addressed through a future update to *St. Petersburg's Design Guidelines for Historic Properties* and separate public information sheets regarding product dimensions and materials, location, and orientation to the primary building.

The CPPC conducted a member workshop on Tuesday, October 11, 2022, to receive an initial presentation and then discuss the proposed amendments.

RECOMMENDATION

Based on a determination of general consistency with Chapter 16, City Code of Ordinances, staff recommends that the Community Planning and Preservation Commission **APPROVE** these requested text amendments to the Certificate of Appropriateness Approval Matrix as shown in the Resolution, Attachment B.

Report Prepared By:



11/01/2022

Derek S. Kilborn, Manager

Date

Urban Planning and Historic Preservation Division
Planning and Development Services Department

APPENDIX A: COA MATRIX
PROPOSED AMENDMENTS HIGHLIGHTED



Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

City Code Section 16.30.070 [\[LINK\]](#), requires issuance of a Certificate of Appropriateness (COA) prior to any exterior alteration to a locally designated landmark or property within a locally designated historic district. The intent of the COA is to ensure that the integrity and character of the individual landmark or historic district is maintained. Exterior alterations subject to COA review shall be compatible with the design, materials, styles, and other features, as prescribed in *The St. Petersburg Guidelines for Historic Properties* [\[LINK\]](#). The following COA Approval Matrix summarizes the decision authority for all exterior modifications. The following matrix is divided into designated, contributing, and noncontributing resources; the designation status of property may be researched using the Division's interactive map [\[LINK\]](#).

Special Note for Resources Located Within a Local Historic District: Except for new construction and additions 250 SF or more, demolitions (primary structures, historic accessory structures, and historic additions), relocations, and small cell wireless facilities, projects identified for CPPC review may qualify for Staff approval if the Historic Preservationist determines that the application complies with all submittal requirements and standards for review. The Staff's decision shall be in writing and shall state the reasons for such approval.

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	CPPC	No Review	Staff	CPPC	No Review
MAJOR PROJECTS						
NEW CONSTRUCTION						
Split	1. New construction less than 250 SF	X ← ○		X ← ○		
	2. New construction, 250 SF or more		X		X	
ADDITIONS						
Split	1. Additions less than 250 SF	X ← ○		X ← ○		
	2. Additions 250 SF or more		X		X	
DEMOLITIONS						
	1. Primary structures		X		X	
	2. Accessory structures, historic		X	X		
	3. Accessory structures, non-historic	X		X		
	4. Historic additions		X		X	
	5. Non-historic additions	X		X		
	6. Partial demolition to accommodate new addition, less than 250 SF, located on rear elevations	X ← ○		X ← ○		
RELOCATION						
	1. All, including on-site		X		X	
MINOR PROJECTS						
RESTORATION (A return to the original or historic condition based on historic evidence.)						
	All	X		X		
ROOFS, GUTTERS, and CHIMNEYS						
	1. Same materials and shape	X		X		



Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	CPPC	No Review	Staff	CPPC	No Review
2. Change in materials or shape		X		X		
<u>3. Installation of gutters</u>	<u>X</u>			<u>X</u>		
WINDOWS AND DOORS (INCLUDES GARAGE DOORS)						
1. Window and door repairs	X			X		
<u>2. Replacement of non-historic windows and doors</u>	<u>X</u>			<u>X</u>		
<u>3. Replacement of historic windows and doors</u>		<u>X</u>		<u>X</u>		
<u>4. Change in size of openings on primary and streetside elevations</u>		<u>X</u>		<u>X</u>		
<u>5. Change in size of openings on secondary elevations</u>	<u>X</u>			<u>X</u>		
EXTERIOR WALL FINISH						
1. Removal of non-historic material	X			X		
2. Removal of more than 10% of historic material		X		X		
3. All other finishes (including painting of an originally unpainted surface)	X			X		
4. Waterproofing	X			X		
PORCHES AND BALCONIES						
1. Open an enclosed porch	X			X		
<u>2. Screen in or enclose a porch on secondary elevation</u>	<u>X</u>			X		
<u>3. Screen in or enclose a porch on primary or streetside elevation</u>		X			X	
FOUNDATIONS						
1. Same material, style, and size	X			X		
2. Change in material, style, or size		X		X		
3. Sidewalk vault lights	X			X		
<u>4. Installation of below ground basements or cellars</u>	<u>X</u>			<u>X</u>		
SIGNAGE AND MARKERS						
1. Commercial signage	X			X		
<u>2. Residential markers, or plaques, less than 4 SF</u>			<u>X</u>			<u>X</u>
<u>3. Residential markers, or plaques, more than 4 SF</u>	<u>X</u>			<u>X</u>		
<u>4. Signs on public property, equal to or less than 4 SF</u>	<u>X</u>			<u>X</u>		
<u>5. Signs on public property, more than 4 SF</u>		<u>X</u>			<u>X</u>	



Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	CPPC	No Review	Staff	CPPC	No Review
AWNINGS AND SHUTTERS						
1. Installation, removal, or alterations	X			X		
PAINTING						
1. Painting previously painted surfaces			X			X
2. Changes in paint color			X			X
3. <u>Painting unpainted masonry</u>	<u>X</u>			<u>X</u>		
CLEANING						
1. Pressure washing, less than 100 psi			X			X
2. Other methods and applications	X			X		
INTERIOR ALTERATIONS						
1. <u>Ad Valorem Tax Exemptions Only</u>	<u>X</u>			<u>Ineligible for program</u>		
ELECTRICAL, MECHANICAL, AND PLUMBING SYSTEMS						
1. Electrical, plumbing, pool equipment	X			X		
2. HVAC	X			X		
3. Solar Panels	X			X		
4. <u>Small Wireless Facility (Per City Code, Chapter 25)</u>		<u>X</u>			<u>X</u>	
5. Other	X			X		
SHEDS AND ACCESSORY STRUCTURES						
See relevant section(s), i.e. New Construction, Additions, etc.						
DRIVEWAYS						
1. Change in materials, size, or configuration	X			X		
2. New or relocated driveway	X			X		
DECKS AND PATIOS						
1. <u>Below 12 inches, not on primary or streetside elevations, and without a roof</u>			<u>X</u>			<u>X</u>
2. <u>Decks and patios between 12 inches and 18 inches, without a roof</u>	<u>X</u>			X		
3. <u>Elevated decks and patios, above 18 inches</u>			<u>X</u>		<u>X</u>	
4. With a roof	<u>See New Construction, Additions</u>					
SWIMMING POOLS						
1. <u>In ground and above ground pools</u>	X			X		
2. <u>Pools within the front and streetside yard</u>		<u>X</u>			<u>X</u>	

Split



Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	CPPC	No Review	Staff	CPPC	No Review
2. Pool screen enclosures	X			X		
SITE WALLS AND FENCES						
1. Walls or fences behind the front façade	X			X		
2. Walls or fences in front, of or in line with, front façade		X		X		
3. Retaining walls	X			X		
4. Demolition, historic		X		X		
5. Seawalls	X			X		
SITE FEATURES						
1. Historic hardscape and site features		X		X		
2. Arbors, pergolas, and gazebos	X			X		
3. Permanent water features	X			X		
4. Lighting, Residential 1- & 2-Unit Properties			X			X
5. Lighting, Residential 3-Unit+ and Commercial	X					X
6. Sidewalks and Walkways	X			X		
7. Planting or removal, non-historic vegetation			X			X
8. Alteration, planting, removal, historic vegetation	X			X		
ARCHAEOLOGY						
Ground disturbing activities	Certificate to Dig Required			Certificate to Dig Required		
COA MATRIX NOTES:						
<p><u>Except for new construction and additions 250 SF or more, demolitions (primary structures, historic accessory structures, and historic additions), relocations, and small cell wireless facilities, projects identified for CPPC review may qualify for Staff approval if the Historic Preservationist determines that the application complies with all submittal requirements and standards for review. The POD's decision shall be in writing and shall state the reasons for such approval.</u></p>						
<p>The POD <u>Staff</u>, in its sole and absolute discretion, may refer a COA application for public hearing review where the request is not substantially similar to another action already listed, or if the request is non-traditional, may set precedent, and therefore requires the benefit of public deliberation and a CPPC decision.</p>						
<p><u>COA Applications requiring an associated Variance, Special Exception (SE), or Site Plan Review (SPR), shall be reviewed and decided by the CPPC.</u></p>						
<p>Any formal appeal of a City staff <u>Staff</u> determination shall be acted upon first by the City's Community Planning and Preservation Commission ("CPPC"). Any formal appeal of a CPPC determination shall be acted upon in accordance with Section 16.70.015 titled, "Decisions and Appeals Table."</p>						

Split

APPENDIX B: RESOLUTION

RESOLUTION No. _____

A RESOLUTION OF THE COMMUNITY PLANNING AND PRESERVATION COMMISSION (CPPC) OF THE CITY OF ST. PETERSBURG, FLORIDA, APPROVING THE CITY'S NEW AMENDED CERTIFICATE OF APPROPRIATENESS (COA) APPROVAL MATRIX; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Historic and Archaeological Preservation Overlay Section (16.30.070.) of the City of St. Petersburg Land Development Regulations (LDRs) requires owners performing exterior alterations to a property located within a local historic district or an individually designated local landmark to apply for a Certificate of Appropriateness (COA); and

WHEREAS, Section 16.30.070.2.6. of the LDRs was amended to establish new COA review procedures and to authorize a COA Administrative Approval Matrix; and

WHEREAS, this amendment is proposed to maintain current expectations for the Historic and Archaeological Preservation Overlay Section, while also improving efficiencies by minimizing review times and preserving the public hearing requirement for only those actions that are most impactful on the character-defining features of a local landmark; and

WHEREAS, any administrative approval may be appealed to the Community Planning and Preservation Commission.

NOW THEREFORE, BE IT RESOLVED, BY the Community Planning and Preservation Commission of the City of St. Petersburg, Florida, that a new amended Certificate of Appropriateness Approval Matrix is approved as shown on the Attachment.

This resolution shall become effective immediately upon its adoption.

Legal:



City Attorney (Designee)



Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

City Code Section 16.30.070 [\[LINK\]](#), requires issuance of a Certificate of Appropriateness (COA) prior to any exterior alteration to a locally designated landmark or property within a locally designated historic district. The intent of the COA is to ensure that the integrity and character of the individual landmark or historic district is maintained. Exterior alterations subject to COA review shall be compatible with the design, materials, styles, and other features, as prescribed in *The St. Petersburg Guidelines for Historic Properties* [\[LINK\]](#). The following COA Approval Matrix summarizes the decision authority for all exterior modifications. The following matrix is divided into designated, contributing, and noncontributing resources; the designation status of property may be researched using the Division's interactive map [\[LINK\]](#).

Special Note for Resources Located Within a Local Historic District: Except for new construction and additions 250 SF or more, demolitions (primary structures, historic accessory structures, and historic additions), relocations, and small cell wireless facilities, projects identified for *CPPC* review may qualify for *Staff* approval if the Historic Preservationist determines that the application complies with all submittal requirements and standards for review. The Staff's decision shall be in writing and shall state the reasons for such approval.

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	CPPC	No Review	Staff	CPPC	No Review
MAJOR PROJECTS						
NEW CONSTRUCTION						
1. New construction less than 250 SF	X			X		
2. New construction, 250 SF or more		X			X	
ADDITIONS						
1. Additions less than 250 SF	X			X		
2. Additions 250 SF or more		X			X	
DEMOLITIONS						
1. Primary structures		X			X	
2. Accessory structures, historic		X		X		
3. Accessory structures, non-historic	X			X		
4. Historic additions		X			X	
5. Non-historic additions	X			X		
6. Partial demolition to accommodate new addition, less than 250 SF, located on rear elevations	X			X		
RELOCATION						
1. All, including on-site		X			X	
MINOR PROJECTS						
RESTORATION (A return to the original or historic condition based on historic evidence.)						
All	X			X		
ROOFS, GUTTERS, and CHIMNEYS						
1. Same materials and shape	X			X		



Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	CPPC	No Review	Staff	CPPC	No Review
2. Change in materials or shape		X		X		
3. Installation of gutters	X			X		
WINDOWS AND DOORS (INCLUDES GARAGE DOORS)						
1. Window and door repairs	X			X		
2. Replacement of non-historic windows and doors	X			X		
3. Replacement of historic windows and doors		X		X		
4. Change in size of openings on primary and streetside elevations		X		X		
5. Change in size of openings on secondary elevations	X			X		
EXTERIOR WALL FINISH						
1. Removal of non-historic material	X			X		
2. Removal of more than 10% of historic material		X		X		
3. All other finishes (including painting of an originally unpainted surface)	X			X		
4. Waterproofing	X			X		
PORCHES AND BALCONIES						
1. Open an enclosed porch	X			X		
2. Screen in or enclose a porch on secondary elevation	X			X		
3. Screen in or enclose a porch on primary or streetside elevation		X			X	
FOUNDATIONS						
1. Same material, style, and size	X			X		
2. Change in material, style, or size		X		X		
3. Sidewalk vault lights	X			X		
4. Installation of below ground basements or cellars	X			X		
SIGNAGE AND MARKERS						
1. Commercial signage	X			X		
2. Residential markers, or plaques, less than 4 SF			X			X
3. Residential markers, or plaques, more than 4 SF	X			X		
4. Signs on public property, equal to or less than 4 SF	X			X		
5. Signs on public property, more than 4 SF		X			X	



Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

	INDIVIDUAL LANDMARKS and CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT			NON-CONTRIBUTING RESOURCES WITHIN LOCAL HISTORIC DISTRICT		
	Staff	CPPC	No Review	Staff	CPPC	No Review
AWNINGS AND SHUTTERS						
1. Installation, removal, or alterations	X			X		
PAINTING						
1. Painting previously painted surfaces			X			X
2. Changes in paint color			X			X
3. Painting unpainted masonry	X			X		
CLEANING						
1. Pressure washing, less than 100 psi			X			X
2. Other methods and applications	X			X		
INTERIOR ALTERATIONS						
1. Ad Valorem Tax Exemptions Only	X			Ineligible for program		
ELECTRICAL, MECHANICAL, AND PLUMBING SYSTEMS						
1. Electrical, plumbing, pool equipment	X			X		
2. HVAC	X			X		
3. Solar Panels	X			X		
4. Small Wireless Facility (Per City Code, Chapter 25)		X			X	
5. Other	X			X		
SHEDS AND ACCESSORY STRUCTURES						
See relevant section(s), i.e. New Construction, Additions, etc.						
DRIVEWAYS						
1. Change in materials, size, or configuration	X			X		
2. New or relocated driveway	X			X		
DECKS AND PATIOS						
1. Below 12 inches, not on primary or streetside elevations, and without a roof			X			X
2. Decks and patios between 12 inches and 18 inches, without a roof	X			X		
3. Elevated decks and patios, above 18 inches		X			X	
4. With a roof	See New Construction, Additions					
SWIMMING POOLS						
1. In ground and above ground pools	X			X		
2. Pools within the front and streetside yard		X			X	



Certificate of Appropriateness Approval Matrix

Urban Planning and Historic Preservation Division
Planning and Development Services Department

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	Staff	CPPC	No Review	Staff	CPPC	No Review						
2. Pool screen enclosures	X			X								
SITE WALLS AND FENCES												
1. Walls or fences behind the front façade	X			X								
2. Walls or fences in front, of or in line with, front façade		X		X								
3. Retaining walls	X			X								
4. Demolition, historic		X		X								
5. Seawalls	X			X								
SITE FEATURES												
1. Historic hardscape and site features		X		X								
2. Arbors, pergolas, and gazebos	X			X								
3. Permanent water features	X			X								
4. Lighting, Residential 1- & 2-Unit Properties			X			X						
5. Lighting, Residential 3-Unit+ and Commercial	X					X						
6. Sidewalks and Walkways	X			X								
7. Planting or removal, non-historic vegetation			X			X						
8. Alteration, planting, removal, historic vegetation	X			X								
ARCHAEOLOGY												
Ground disturbing activities	Certificate to Dig Required		Certificate to Dig Required									
COA MATRIX NOTES:												
Except for new construction and additions 250 SF or more, demolitions (primary structures, historic accessory structures, and historic additions), relocations, and small cell wireless facilities, projects identified for CPPC review may qualify for Staff approval if the Historic Preservationist determines that the application complies with all submittal requirements and standards for review. The POD's decision shall be in writing and shall state the reasons for such approval.												
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