



**CITY OF MIAMI**  
PLANNING DEPARTMENT

## **Staff Report & Recommendation**

To: Chairperson and Members  
Historic Environmental Preservation Board

From: Megan Schmitt  
Preservation Officer

Applicant: **City of Miami, Preservation Office**

Subject: **Item No. – Historic Design Guidelines**

The applicant, City of Miami, Preservation Office, is requesting approval of the Historic Design Guidelines for the City of Miami.

### BACKGROUND AND ANALYSIS:

The Preservation Office has updated our core Historic Design Guidelines that were initially adopted by the Historic and Environmental Preservation Board in September 2011. We have asked our neighborhood organizations as well as members of the HEPB to review the Historic Design Guidelines and provide input, comments from this initial outreach have been incorporated into this updated version.

Additionally, we held a Design Guidelines Workshop on Wednesday, March 23<sup>rd</sup> at Legion Park providing mailed notices to all property owners within designated historic districts and to property owners of individually designated properties. We had 50 property owners in attendance where we introduced the update with a PowerPoint, allowed time for open question and answer, and had stations set up so that property owners could view the various portions of the design guidelines and ask additional questions.

This document covers the core design guidelines including the following chapters:

- Introduction and General Information
- Architectural Styles
- Exterior Maintenance and Alterations
- Site Improvements
- Sign Design Standards

The following additional chapters are currently being drafted and will be presented at a later date for adoption:

- New Construction and Additions
- Sustainability
- Commercial Historic Districts
- Residential Commercial Districts
- Incentives

Going forward, we also plan to work with each neighborhood to update or develop neighborhood specific guidelines, if needed, and as appropriate.

STAFF RECOMMENDATION:

The Preservation Office recommends that preliminary approval of the Historic Design Guidelines for the City of Miami be **Approved**.









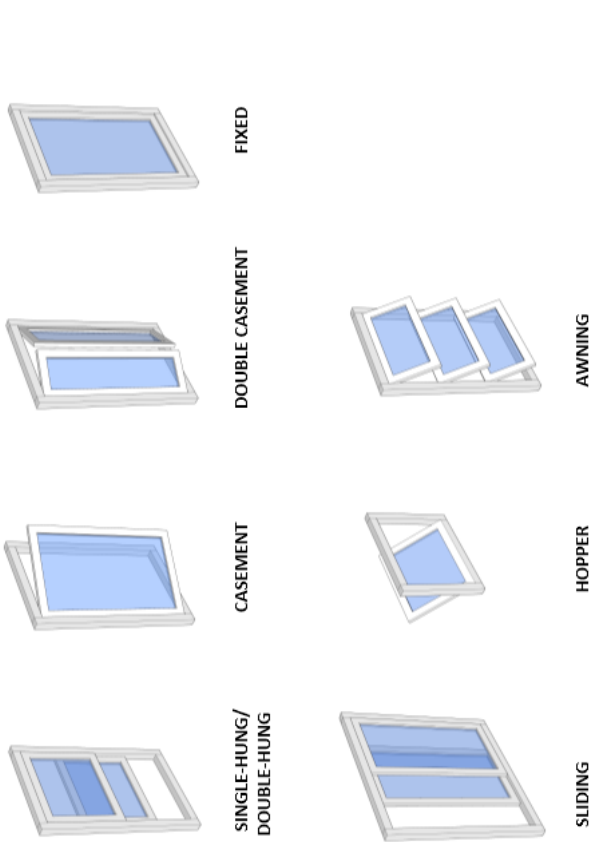






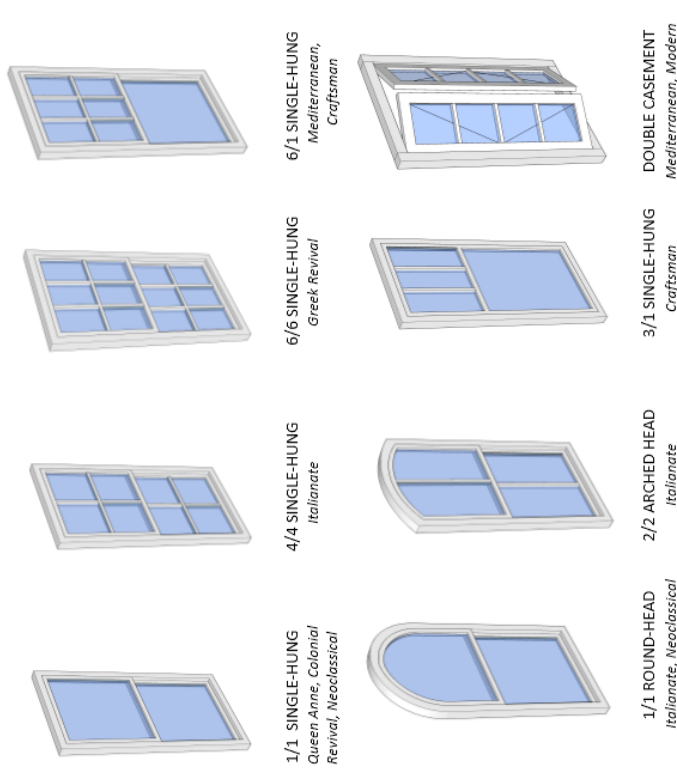


FIGURE 3.1 WINDOW TYPES/FUNCTIONS



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

FIGURE 3.2 WINDOW CONFIGURATIONS



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



**APPLICATION CHECKLIST**

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

**ARE THE WINDOWS ORIGINAL TO THE PROPERTY?**

- YES
- NO\*

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

**TYPE OF WORK:**

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

**EXISTING WINDOW/DOOR CONDITION:**

- EXCELENT
- GOOD
- FAIR
- POOR

**ATTACHMENTS REQUIRED:**

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



**HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD  
APPLICATION FOR  
CERTIFICATE OF APPROPRIATENESS**

CITY OF MIAMI  
PLANNING AND ZONING DEPARTMENT  
PRESERVATION OFFICE  
444 SW 2nd AVENUE  
MIAMI, FLORIDA 33130



FOR STAFF USE ONLY	
APPLICATION # _____	APPROVED <input type="checkbox"/>
DATE APPROVED _____	W. CONDITIONS <input type="checkbox"/>
	DENIED <input type="checkbox"/>
	STAFF INITIALS _____
	COMMENTS: _____
PROCESS # <u>BD</u>	PLANS NOT SAVED TO HP FILE <input type="checkbox"/>

PROPERTY ADDRESS \_\_\_\_\_  
HISTORIC DISTRICT/LANDMARK NAME \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_  
OWNER'S ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_  
OWNER'S E-MAIL \_\_\_\_\_

APPLICANT/AUTHORIZED REPRESENTATIVE (NAME & TITLE) \_\_\_\_\_  
APPLICANT'S DAYTIME PHONE NUMBER \_\_\_\_\_  
APPLICANT'S E-MAIL \_\_\_\_\_

APPLICATION TYPE (Choose as many as applicable)

<input type="checkbox"/> WINDOW REPLACEMENT	<input type="checkbox"/> RE-PAVING	<input type="checkbox"/> SIGNAGE	<input type="checkbox"/> INTERIOR WORK ONLY
<input type="checkbox"/> DOOR REPLACEMENT	<input type="checkbox"/> LANDSCAPING	<input type="checkbox"/> AWNINGS/CANOPIES	<input type="checkbox"/> ALTERATION IN REAR
<input type="checkbox"/> ROOF REPLACEMENT	<input type="checkbox"/> SWIMMING POOL	<input type="checkbox"/> PAINTING	<input type="checkbox"/> OTHER

TYPE OF WORK

REPAIR ONLY     IN-KIND REPLACEMENT     NEW INSTALLATION     OTHER

BELOW PROVIDE A DETAILED DESCRIPTION OF PROJECT. ATTACH SKETCHES AND/OR ILLUSTRATIONS ON ADDITIONAL PAGE(S)

**OWNER ATTESTATION:**  
It is warranted in good faith that the statements above and on attached page(s) are true and correct. I understand that I have received approval ONLY for the work specified herein and that NO change may be made to the approved drawings/plans or COA application without the reservation of the approval. I understand that a COA is a prerequisite to obtaining a building permit and NO work may begin until a building permit is obtained.

SIGNATURE OF PROPERTY OWNER (REQUIRED) \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER) \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: A COMPLETE CHECKLIST AND INSTRUCTIONS FOR REQUIRED ATTACHMENTS ARE ON REVERSE SIDE.  
NO APPLICATION WILL BE CONSIDERED UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED.

Contact staff with any questions prior to applying during walk-in hours (Monday through Friday 8-11:30am) or by phone/email

Gather all necessary materials and supporting documentation for your project

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

COAs can typically be approved the same day if all required materials are submitted and staff agrees with the proposed work.



# DEPARTMENT OF PLANNING AND ZONING CITY OF MIAMI

# Historic Design Guidelines HEPB Application Process

## HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD HEPB APPLICATION

CITY OF MIAMI  
PLANNING AND ZONING DEPARTMENT

PRESERVATION OFFICE  
444 SW 2nd AVENUE, 3rd FLOOR  
MIAMI, FLORIDA 33130

PROPERTY ADDRESS \_\_\_\_\_  
HISTORIC DISTRICT/LANDMARK NAME \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

OWNER'S ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

OWNER'S DAYTIME PHONE NUMBER \_\_\_\_\_ OWNER'S E-MAIL \_\_\_\_\_

APPLICANT/AUTHORIZED REPRESENTATIVE (NAME & TITLE) \_\_\_\_\_

APPLICANT'S ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

APPLICANT'S DAYTIME PHONE NUMBER \_\_\_\_\_ APPLICANT'S E-MAIL \_\_\_\_\_

APPLICATION TYPE (Choose as many as applicable)

- NEW CONSTRUCTION  ADDITION  WAIVER  AFTER-THE-FACT WORK
- ALTERATION  LANDSCAPING/PAVING  DEMOLITION  CONCEPTUAL

**APPLICATIONS ARE DUE AT NOON THE FIRST FRIDAY OF EVERY MONTH FOR PLACEMENT ON THE FOLLOWING MONTH'S AGENDA. NO CASE WILL BE SCHEDULED FOR A HEARING UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED.**

THE HEPB GENERALLY MEETS THE FIRST TUESDAY OF EVERY MONTH AT 3:00PM, WHEN THERE IS A CONFLICTING HOLIDAY HEPB MEETS ON AN ALTERNATE DATE. THERE IS NO MEETING IN AUGUST. MEETINGS TAKE PLACE AT:

MIAMI CITY HALL, 3500 PAN AMERICAN DRIVE  
COCONUT GROVE, FLORIDA

Prior to submitting an application for a hearing by the HEPB, the prospective applicant is encouraged to meet in a pre-application meeting with the Preservation Office to obtain information and guidance as to matters related to the proposed application.

The property owner should be present at the HEPB hearing. It is preferred that the owner personally present the project to the HEPB at the meeting. If the owner should choose to have a representative present the project on their behalf, that representative must be a registered lobbyist with the City of Miami. For more information on becoming a registered lobbyist, please call the City Clerk's Office at 305-250-5360 or visit their website: [www.ci.miami.fl.us/City\\_Clerk/RegistersLobbyist.asp](http://www.ci.miami.fl.us/City_Clerk/RegistersLobbyist.asp).

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION AND I CERTIFY TO THE BEST OF MY ABILITY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ATTACHMENTS ARE CORRECT

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_

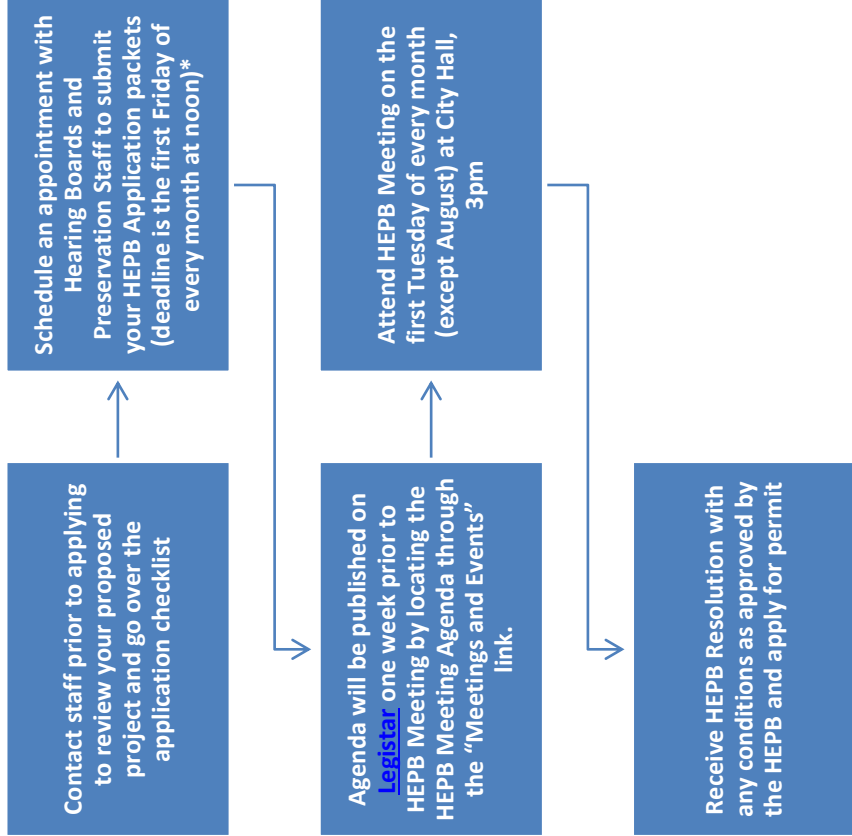
DATE \_\_\_\_\_

SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER) \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: A COMPLETE CHECKLIST AND INSTRUCTIONS FOR REQUIRED ATTACHMENTS ARE ON REVERSE SIDE.  
NO CASE WILL BE SCHEDULED FOR A HEARING UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED.

FOR STAFF USE ONLY
DATE RECEIVED _____
APPLICATION # _____
HEPB MEETING DATE _____
RESOLUTION # _____
STAFF INITIALS _____
<input type="checkbox"/> APPROVED
<input type="checkbox"/> W. CONDITIONS
<input type="checkbox"/> DENIED
<input type="checkbox"/> CONTINUED TO: _____
HEPB APPLICATION:
<input type="checkbox"/> SPECIAL COA
<input type="checkbox"/> CERTIFICATE TO DIG
<input type="checkbox"/> CERTIFICATE OF APPROVAL





MIAMI

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**Certificates of Appropriateness (COA)**

**Design Guidelines**  
Guidelines for Historic Sites and Districts

**Application Forms**  
Ad Valorem Tax Exemption FAQs

**Historic Preservation Ordinance**

**Environmental Preservation Ordinance**



**COA** is required for work that would change the exterior appearance of a designated historic property. This includes alterations, additions, new construction, or demolition. Minor improvements, such as painting or window replacement, may be approved by City staff upon submission of a COA application. More extensive work requires review by the Historic and Environmental Preservation Board (HEPB). Review insures that any proposed changes are compatible with the character of the individual property and/or historic district.

**Design Guidelines** features specific guidelines with information regarding appropriate treatments for alterations, additions, and new construction.

**Application Forms** provides the appropriate forms needed to apply for COAs.

**Ad Valorem Tax Exemption** is a City of Miami and Miami-Dade County program to assist the owners of Designated Historic Properties. For more information, and to obtain an application, contact the Preservation Office.

For more information about the COA process, refer to the **Historic Preservation Ordinance** and the **Environmental Preservation Ordinance**.

**TO VIEW THE EXISTING AND PROPOSED HISTORIC DESIGN GUIDELINES, PLEASE VISIT OUR WEBSITE:**

<http://www.historicpreservationmiami.com/designguide.html>

CITY OF MIAMI WEB SITE

City of Miami Planning Department :: 444 SW 2nd Ave :: 3rd Floor :: Miami, FL 33130

:: Site design Mod15 :: Site development Blue Reef Creative :: Historic Preservation Consultant Janus Research



# QUESTIONS?

Following this presentation, we will be available at the stations set-up throughout the room for you to review the different sections of the proposed Historic Design Guidelines and to ask further questions!



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[tlogan@miamigov.com](mailto:tlogan@miamigov.com)

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