

A CITIZEN'S REFERENCE GUIDE TO

HISTORIC DISTRICT DESIGN REVIEW



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INTRODUCTION

If you are reading this, you are probably located in a City Historic District and you've decided to make a change to your building or property. Congratulations on taking this first step! Although Design Review might seem intimidating, please be assured that this process is straight-forward and relatively easy. Our City staff will help you every step of the way.



The City of Lakeland is proud of its historic buildings, which represent numerous architectural styles, eras of development, and the social and cultural histories of its citizens – past and present. The City protects these valuable and irreplaceable buildings by ensuring they receive proper maintenance, and that any alteration to them is done in a manner compatible with the building and surrounding neighborhood and the City is excited.

This Guide was prepared to assist applicants involving existing properties in Lakeland's Historic Districts to better understand and navigate the Design Review process administered by the City of Lakeland's Historic Preservation Board. It provides an overview of the Design Review process and steps necessary to achieve project approval from the Historic Preservation Board. While we have attempted to cover the most common concerns and questions, there may be something that is still unclear. Please contact the Historic Preservation Planner at (863) 634-6094 or emily.foster@lakelandgov.net if you have additional questions or need further information.

Please note that this Guide contains hyperlinks to important documents and forms on the City of Lakeland's website, at <http://www.lakelandgov.net>.

This Guide was prepared to assist property owners in understanding the Design Review process for projects involving properties within Lakeland's Historic Districts.

Not sure where to start? Call the Historic Preservation Planner at (863) 834-6094.

HISTORIC PRESERVATION IN LAKELAND

Adopted in 1980, Lakeland's historic preservation ordinance established a local governmental program to protect the unique architectural, cultural, and historical character of our community's built environment. This program continues to strengthen the local economy by attracting and stimulating private investment, creating new jobs, stabilizing and improving property values, and increasing tourism opportunities. Further, preservation of our historic resources adds to our quality of life by instilling community pride and promoting knowledge of Lakeland's heritage.

HISTORIC PRESERVATION BOARD

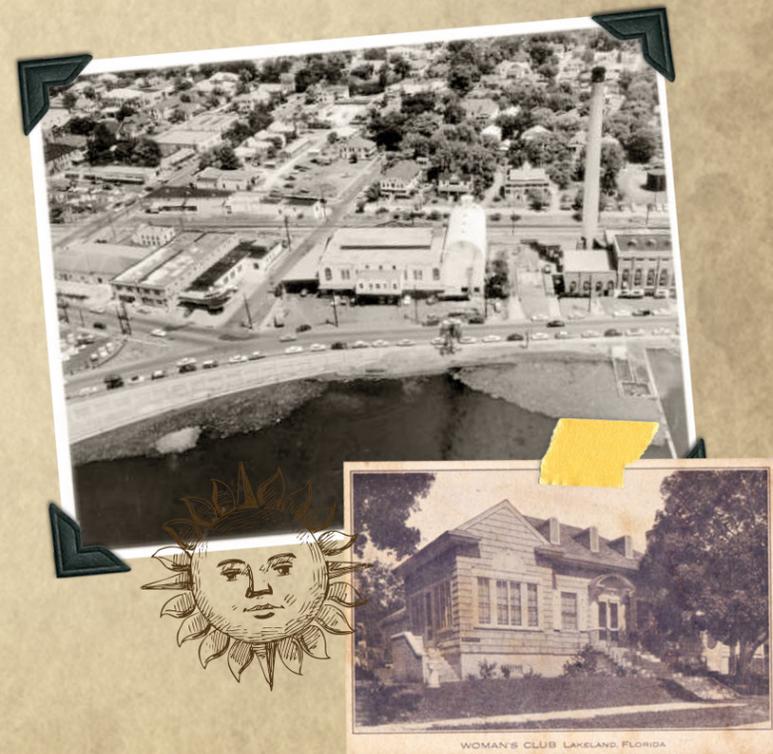
As an official board of the City of Lakeland, the Historic Preservation Board (HPB) oversees and directs the City's historic preservation program, including the identification and protection of Lakeland's historic resources. The HPB consists of between nine and 13 Lakeland citizens with special knowledge, interest, and/or experience in historic preservation. The HPB's Design Review Committee, which consists of between five and seven HPB members, oversees the review and approval of Certificates of Review for major projects which affect properties within the Historic Districts.

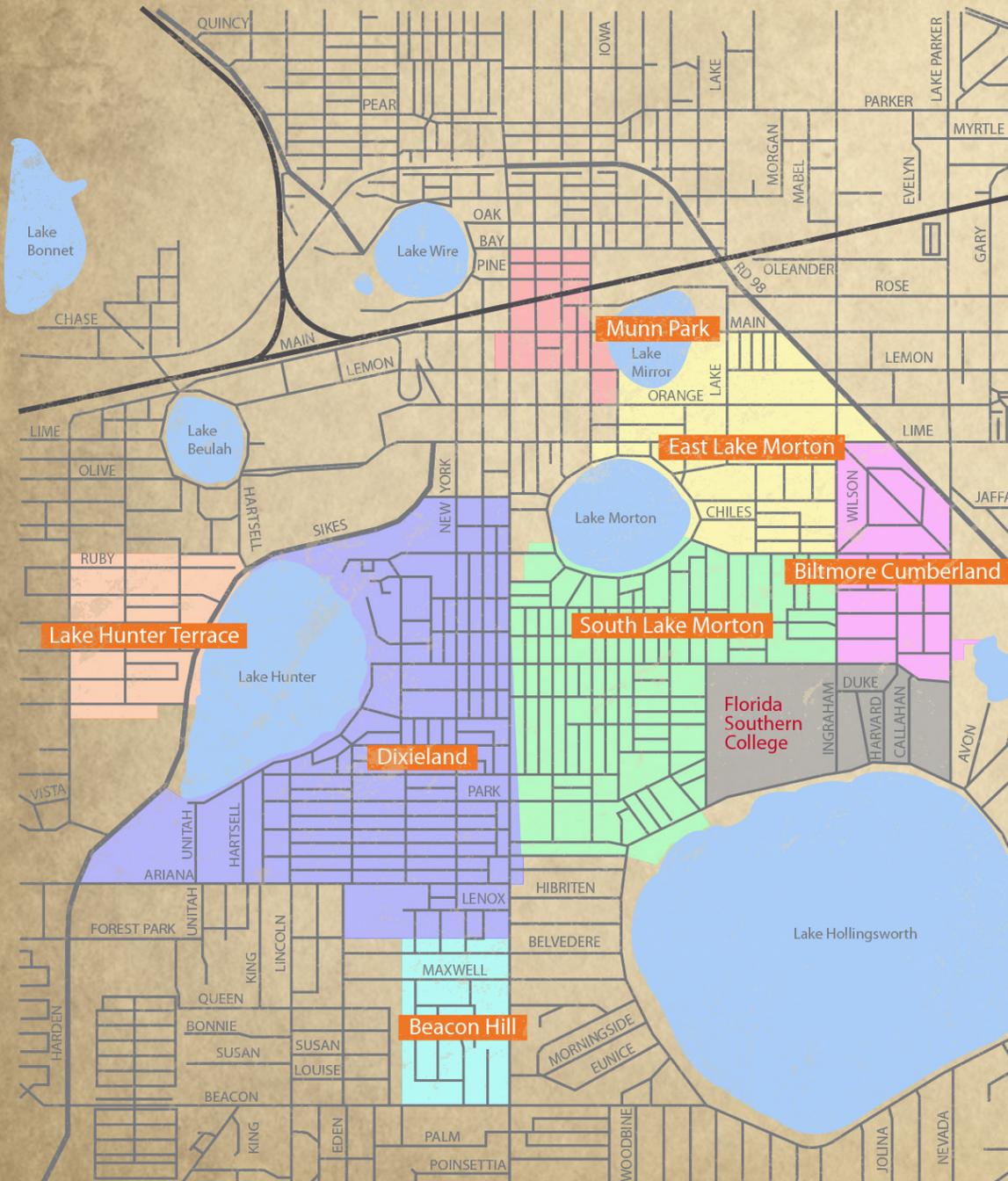
Research shows that property values in Historic Districts consistently outperformed non-historic district neighborhoods during the years 2001-2009, despite effects of the Great Recession.

Source: Center for Governmental Responsibility, University of Florida Levin College of Law, Center and Center for Urban Policy Research, Edward J. Bloustein School of Planning & Public Policy, Rutgers, The State University of New Jersey, *Economic Impacts of Historic Preservation in Florida, Update, 2010* (Tallahassee: Florida Department of State, Division of Historical Resources, 2010), 42.

LAKELAND'S HISTORIC DISTRICTS

The City of Lakeland has seven historic districts. Munn Park is Lakeland's first historic district and contains the oldest commercial buildings in our city, which date from 1884. The remaining six historic districts are primarily residential, reflecting our city's historical development from 1900 through 1953. These seven historic districts are also listed on the National Register of Historic Places. National Register of Historic Places designation does not provide protection from demolition or alteration of historic buildings; only *local* historic district designation provides this protection in the form of Design Review.





Lakeland's Historic Districts are Beacon Hill, Biltmore-Cumberland, Dixieland, East Lake Morton, Lake Hunter Terrace, Munn Park, and South Lake Morton.

The Florida Southern College Architectural District was listed as a National Historic Landmark in 2012. This District has the largest collection of buildings designed by noted architect Frank Lloyd Wright in the world.



Annie Pfeiffer Chapel
Florida Southern College

OVERVIEW

All properties located in the City's historic districts or designated as an individual local historic landmark are subject to the Design Review process. This means that any change to the exterior of a building or property in the historic districts must be reviewed and approved by the Historic Preservation Board (or its staff) prior to the start of such a project. Projects approved by the HPB or its staff will receive a Certificate of Review as the official record of design review approval.

The Design Review process works in conjunction with other City development processes, such as zoning compliance and building permit issuance. It is the applicant's responsibility to ensure that his or her project is in compliance with all City requirements. Contact the Community Development Department at (863) 834-6011 if you have questions regarding zoning, or the Building Inspection Division at (863) 834-6012 if you have questions about building permits.

THE DESIGN REVIEW PROCESS

Citizens applying for Design Review approval for their historic district project should be familiar with the following documents, which provide the City regulations and recommended standards and guidelines for altering historic buildings, constructing new buildings, and making general changes to historic properties.

[City of Lakeland Land Development Code, Article 11: Historic Preservation Standards](#)

[The Secretary of the Interior's Standards for Rehabilitation \(National Park Service\)](#)

Any property owner interested in constructing a new building, altering or rehabilitating the exterior of an existing building, or demolishing a building within a Historic District must apply for a Certificate of Review.

Find all of the guidance documents referenced here on the City of Lakeland Historic Preservation website. These documents can also be requested by calling (863) 834-6011.

[Design Guidelines: A Guide to the Exterior Design of Buildings in the Dixieland, East Lake Morton, South Lake Morton, Lake Hunter Terrace, Beacon Hill, and Biltmore/Cumberland Historic Districts \(September 2009\)](#)

[City of Lakeland Dixieland CRA Commercial Corridor Design Guidelines \(March 2007\)](#)

[A Guide to Non-Historic Buildings in the Munn Park Historic District \(May 1985\)](#)

The LDC Historic Preservation Standards provide the regulatory framework for the Design Review process. Design Guidelines for the historic districts were established to provide consistent standards for the rehabilitation and maintenance of existing historic buildings, as well as for compatible new construction. The Secretary of the Interior's Standards for Rehabilitation are nationally-accepted standards established by the U.S. Department of the Interior, and administered by the National Park Service. The criteria established in these Standards and Design Guidelines are the basis by which a project is evaluated and determined to be compatible to the particular Historic District or Historic Landmark.

Please note that the Historic Preservation Standards and Design Guidelines act as an additional "layer" of development regulation in addition to the regulations set forth in the City of Lakeland Land Development Code and the Florida Building Code, and do not supersede these regulations.



OBTAINING A CERTIFICATE OF REVIEW

In order to receive a Certificate of Review for a proposed project, it is necessary for a citizen to submit an Application for a Certificate of Review to the HPB for approval of the project. There are two types of applications available: (1) Minor Review; and (2) Major Review. To determine which application applies to your project, please see the sections describing Minor Review and Major Review in this Guide.

When requesting an application, it is helpful to state the nature of your project. This will help staff determine which application will be necessary for your project.

Please note that all exhibits, documents, and photographs submitted with your application become part of the public record and cannot be returned to the applicant. The applicant should maintain a copy of all submissions.

PRELIMINARY REVIEW

Preliminary review of proposed projects with staff is encouraged, so that the specific requirements for your project can be discussed and application submission requirements can be verified for completeness. Preliminary review is an informal meeting with staff, and can be done in person, over the telephone, or via email. Each project is reviewed on a case-by-case basis, using the published Design Guidelines of the City of Lakeland, the Secretary of the Interior's Standards, and Historic Preservation Standards of the Land Development Code, as the basis for approval of projects. Contact the Historic Preservation Planner at (863) 834-6094 or emily.foster@lakelandgov.net to schedule Preliminary Review of your project.

APPLICATIONS CAN BE OBTAINED:

Phone

(863) 834-6011 or (863) 834-6094

Online

www.lakelandgov.net/commdev/community-development/historic-preservation/design-review

Written Request or In Person at the Property Information Office

City Hall, 228 S. Massachusetts Avenue, First Floor, Lakeland, FL 33801

Email

emily.foster@lakelandgov.net





HISTORIC PRESERVATION DESIGN REVIEW PROCESS FLOW CHART

The chart below identifies the steps involved in submitting, reviewing, and approving an Application for Certificate of Review (COR). The chart is intended to assist applicants in preparing application materials at the appropriate level of detail to fit the project and in establishing a project schedule. HPB staff will issue a COR for a successful design review application. A COR is necessary as part of the zoning review and/or building permit process.

*Applications are due by a set deadline each month. Consult the Lakeland Historic Preservation website for current dates.

**If the Board approves a project with conditions, the final construction drawings and building permit submittal must reflect those conditions.

Questions?
Call HPB staff at
(863) 834-6094.

MINOR REVIEW CRITERIA AND APPLICATION PROCEDURE

Minor Review is an administrative review performed HPB staff. Projects that are eligible for Minor Review include minor building alterations and replacements, accessory structures, and site work that meet the Design Guidelines. Specifically, Minor Review applies to the following projects:

- **Maintenance and Repairs.** Any work to sustain the existing form or to correct deterioration, decay, or damage, provided that such work does not involve a change in design, material, or exterior appearance.
- **Reroofing.** The removal and replacement of roofing materials, provided that no other significant alterations are made, i.e. change to roof pitch or shape, or removal of architectural roof features, dormers, and chimneys. Proposed replacement materials must be similar to existing materials.
- **Replacement of Existing Features.** The replacement of any original feature of a contributing resource is discouraged, unless the feature is deteriorated beyond repair. In such cases of severe deterioration, replacement of the feature with in-kind or similar materials is permitted. Features eligible for staff review and approval include: windows, doors, roofing, soffits, fascia, awnings, porch steps, railings, screening, or enclosures, and architectural ornamentation.
- **Accessory Structures.** The construction, relocation, removal, or demolition of accessory buildings provided that the structure is 300 square feet or less. Pools and pool screened enclosures regardless of size are eligible for administrative review.
- **Decks.** The construction or removal of decks not visible from a public right-of-way, other than an alley, provided that the decks do not incur any major alterations to a contributing building.
- **Fences and Walls.** The construction, replacement, or removal of any fences, walls, knee or street walls on a property.
- **Driveways, Walkways, Paving.** The construction or replacement of any permanent paving on a property.
- **Signs.** The installation of new signs and removal or alteration of historic signs.
- **Mechanical Systems.** The placement of mechanical systems and any screening material necessary to shield the mechanical systems from the street viewshed.
- **Paint Colors.** Review is limited to the selection of paint colors for new residential buildings and new/existing commercial buildings only.
- Any other request determined by the Historic Preservation Planner or designee and the HPB to have a minor impact or no potential detriment on the historic building or district.

SUBMISSION REQUIREMENTS FOR MINOR REVIEW:

- [Completed Application for Certificate of Review \(Minor Review\)](#); and
- Elevation drawings, site plan, materials list, schematics, photos, and/or other supporting information.

The completed Minor Review Application with all submittal materials may take up to three (3) business days to be processed and reviewed by staff – sooner if a site visit is not required and all applicable information is provided. Once approved, staff will provide an official Certificate of Review to the applicant for the requested project for his or her records.

If staff should disapprove a Minor Review application, the applicant may submit the request to the HPB for Major Review approval, and would then need to follow all submission requirements for the Major Review application process. Please be advised that the review procedures utilized by staff are the same review procedures utilized by the HPB and its Design Review Committee.

All other projects not eligible for Minor Review require Major Review.

HAVE QUESTIONS ABOUT THIS?

Feel free to call the Historic Preservation Planner at (863) 834-6094 or send an email to: emily.foster@lakelandgov.net



919 East Lexington Street received COR Approval in 2012 for a complete rehabilitation of this house. The owners were presented with a Historic Lakeland, Inc. Preservation Award in 2014.

Photo: Tom Hagerty

MAJOR REVIEW CRITERIA AND APPLICATION PROCEDURES

Major Review consists of formal design review performed by the Historic Preservation Board's Design Review Committee during their regularly scheduled public meeting. The Design Review Committee (DRC), a subcommittee of the HPB, consists of between seven to nine HPB members specifically tasked with reviewing proposed Major projects for appropriateness within the Historic Districts.

In order to facilitate design review, a complete Application for Certificate of Review (Major Review) is required to be submitted by the property owner or his/her agent about the requested project. Additional information, such as site plans, elevation drawings, and photographs, are also submitted with the Major Review Application to support the request. The Major Review Application is submitted to the Historic Preservation Planner, who evaluates the request against the City's published regulations, design guidelines and historic preservation standards, and then prepares a written report and recommendation for the request (the applicant will receive a copy of the staff report and recommendation via email prior to the HPB/DRC meeting).

At the public meeting, the DRC considers the Major Review Application and supporting documentation, the staff report and recommendation, and the applicant's feedback about the request. The DRC then evaluates the appropriateness of the Major Review Application on the basis of the Secretary of the Interior's Standards for Rehabilitation, the published design guidelines of the Historic Preservation Board, any other applicable development regulations of the City of Lakeland, as well as staff's recommendation. The DRC then renders a final decision on the Major Review Application and issues a Certificate of Review to the applicant for his/her records if the request is approved or approved with conditions.

If the Major Review Application is denied, the applicant has the option of appealing the HPB/DRC's decision to Florida's 10th Judicial Circuit Court, which decides judicial matters in Polk, Hardee, and Highlands Counties.

Within the Major Review process, an applicant may request Conceptual Review and Approval for any project. Under Conceptual Review, the DRC may evaluate a project in which the details are not yet complete, provide advice to the applicant regarding revisions or suggestions for the project, and grant Conceptual Approval of a project. If Conceptual Approval is granted, a second DRC public meeting is necessary for the project to be finalized and receive Final Approval by the DRC.

PROJECTS THAT REQUIRE MAJOR REVIEW BY THE DRC INCLUDE:

- Rehabilitation/Restoration of an existing building.
- Minor Exterior Alteration to an existing building that is beyond the scope of eligible Minor Review projects.
- Addition to an existing building.
- Construction of a new building.
- Construction of Accessory Buildings larger than 300 square feet.
- Demolition of an existing building.

SUBMISSION REQUIREMENTS FOR MAJOR REVIEW:

- [Completed Application for Certificate of Review \(Major Review\)](#); and
- Supporting documentation and photos. Supporting documentation to be submitted with the Application will differ based upon the type of project requested. The following supporting documentation is necessary for each of the general project types:

HAVE QUESTIONS ABOUT THIS?

Feel free to call the Historic Preservation Planner at (863) 834-6094 or send an email to: emily.foster@lakelandgov.net

New Building Construction and/or New Addition to Existing Building

- Site plan (no larger than 11" X 17") showing property's existing conditions and new building or addition, along with property setback dimensions.
- Architectural elevation drawings (no larger than 11" X 17") for all sides of new building or addition. Please indicate dimensions, height, roof pitch, and types of exterior materials and textures proposed for each feature (i.e. Roof: architectural shingles; Siding: wood clapboard with 6" reveal; Stucco: smooth finish; Windows: wood, double hung sash w/exterior dimensional muntins).
- Floor plan of new building or addition; please indicated the square footage of new building or existing building and addition on plan.
- Photographs of property's existing conditions and adjoining properties.

Major Rehabilitation or Restoration of Existing Building

- Architectural elevation drawings (no larger than 11" X 17") for all sides of existing building. Please indicate the existing and proposed types of exterior materials and textures for each feature that will be rehabilitated or restored (i.e. Roof: architectural shingles; Siding: Hardie Board with 6" reveal; Stucco: smooth finish; Windows: wood, double hung sash w/exterior dimensional muntins).
- Photographs of all sides of existing building and adjacent buildings.
- Documentation of earlier historic appearance (for restoration work only).

Minor Exterior Alterations to Existing Building

- Photographs of all sides of existing building and adjacent buildings.

New Accessory Buildings *(larger than 300 square feet)*

- Site plan (no larger than 11" X 17") showing property's existing conditions, proposed location of accessory building, and property setback dimensions. Indicate square footage of primary structure and proposed accessory building.

- Architectural elevation drawings (no larger than 11" X 17") of all four sides of proposed accessory structure. Please indicate dimensions, height, roof pitch, and the types of exterior materials, textures, architectural details etc. proposed.
- Photographs of site and existing building(s).

Relocation of Building

- Site plan (no larger than 11" X 17") of location to which building will be moved, with dimensions and setbacks.
- Photographs of all sides of building and property.
- Timeframe estimate (include on page 2 of this Application).
- Explanation (include on page 2 of this Application) for why relocation is necessary.

Demolition of Building

- Statement addressing each of the three demolition review considerations (per LDC Article 11, Section 11.6.3.c.):
 - Historic or architectural significance of the building or structure
 - The importance of the building or structure to the historic district
 - The future utilization of the site, including any replacement buildings or structures
- Relocation/Building Materials Salvage or Recycling options for structure
- Report from registered engineer or other qualified professional substantiating structural condition, including estimated cost to repair.
- New construction or other plans (see supporting documents required for New Construction above) for property redevelopment must be submitted at the same time as a demolition request.
- Estimate of demolition cost and timeframe needed for demolition and redevelopment.
- Photographs of all sides of building and property.

The demolition of historic buildings is discouraged by the City of Lakeland and must meet substantial criteria for approval.

If demolition is being proposed, please contact the Historic Preservation Planner first to discuss. (863) 834-6094 or emily.foster@lakelandgov.net

WHAT TO EXPECT AT THE HPB/DRC PUBLIC MEETING

Major Review requires a public meeting before the HPB's Design Review Committee. The purpose of the public meeting is to present specific facts concerning the application, provide the applicant with an opportunity to give input about the project to the DRC, and to obtain feedback from any affected property owners adjacent to the project. The DRC will then evaluate the request and provide a decision. All applications presented at the public meeting are properly noticed to the public.

The Historic Preservation Board meets at 7:30 a.m. on the fourth Thursday of the month. The HPB's agenda usually includes general business of the Board. Following completion of the HPB Agenda, the DRC convenes and hears Certificate of Review Application requests. Applicants are not required to make a presentation about their project at this meeting, but may do so if they wish. Applicants may be asked questions about their project by Board members. For a complete overview of the procedural processes of both the HPB and DRC, please see the HPB's Rules of Procedure.

CERTIFICATE OF REVIEW APPLICATION (MAJOR REVIEW) PROCESSING TIMEFRAME

Major Review Applications are considered by the DRC at a regularly scheduled meeting approximately three weeks after receipt of an Application for Certificate of Review. A completed Major Review Application with all supporting documentation should be submitted by the application deadline in order for the request to be heard by the Design Review Committee during that same month. The HPB-DRC's regular meeting schedule, along with application deadline dates, is published on the City of Lakeland's website. Once a Major Review Application has been approved by the DRC, staff will provide an official Certificate of Review to the applicant for his or her records. Permits can be obtained after receiving the Certificate of Review and satisfying all conditions, if any, specified by staff or the DRC for the project's approval.

CERTIFICATE OF REVIEW EXPIRATION

A Certificate of Review shall be valid for a period of one year from the date of its approval. Otherwise, the applicant must either renew the expired Certificate of Review (if no changes have been made to the request/project) or reapply for a new Certificate of Review (if changes have occurred to the request/project).





A new multi-family residence at 1001-1003 Pennsylvania Avenue was approved by the Historic Preservation Board in 2013, providing needed infill for vacant property on this street.



APPLICATION SUBMITTAL AND CONTACT INFORMATION

Submit Applications for Certificate of Review
(for both Minor Review and Major Review) to:

Lakeland City Hall
Attn: Senior Planner, Historic Preservation
228 S. Massachusetts Avenue
Lakeland, Florida 33801
emily.foster@lakelandgov.net

For questions about or assistance with the
Historic District Design Review process, please contact:

Emily Foster, Senior Planner, Historic Preservation
City of Lakeland, Community Development Department
228 S. Massachusetts Avenue, First Floor
Lakeland, FL 33801
(863) 834-6011 (main)
(863) 834-6094 (direct)
(863) 834-8432 (fax)
emily.foster@lakelandgov.net





Photographs (unless otherwise noted) courtesy of Special Collections, Lakeland Public Library, Lakeland, Florida.



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