

DESIGN GUIDELINES FOR HISTORIC PRESERVATION

A MANUAL PUBLISHED BY THE
**HISTORIC PRESERVATION COMMISSION
CITY OF FORT MYERS, FLORIDA**

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CHAPTER I.

INTRODUCTION

A. PURPOSE OF THIS MANUAL

This manual was published by the City of Fort Myers to explain the city's historic preservation program and presents design guidelines for alterations to historic buildings.

This manual is organized as follows:

- Chapter I explains how historic resources are analyzed and recorded and then provides maps of historic landmarks and historic districts that have been designated by the City of Fort Myers.
- Chapter II presents design guidelines for alterations to existing buildings.
- Chapter III presents guidelines for relocating or demolishing existing buildings and for new construction in historic districts.
- Chapter IV describes the design review process in the City of Fort Myers.
- Chapter V summarizes the city's process for designating additional historic landmarks and historic districts.
- Appendix A reprints the *Standards for Rehabilitation* from the United States Secretary of the Interior.
- Appendix B reprints the introduction to the *Guidelines for Rehabilitating Historic Buildings*, also from the United States Secretary of the Interior.

This manual supplements the legal documents that created the city's historic preservation program, including the historic preservation chapter of the Land Development Code (Chapter 114) and various ordinances that have designated the city's four historic districts and its 21 individual historic landmarks.

B. IDENTIFYING HISTORIC RESOURCES

1. WHAT ARE HISTORIC RESOURCES?

What makes a building or place historic? Not everything that is old is historic; local judgment is a critical factor in determining what is important to Fort Myers about its history and culture.

The term “historic resource” can include a building or other structure, a site without any structures, or a collection of buildings or sites that together comprise a historic district.

Some historic resources are important because they are an excellent example of architecture; others because they are visible reminders of building traditions of other eras. Some historic resources are important mainly because of their connection to past people or events. Age is a factor, with most historic properties being at least fifty years old – but some newer buildings and sites can be considered historic.

Some historic resources are designated or listed at the national, state, county, or city levels. Others do not appear on any published lists but still have something important to tell a community about its past.

Historic resources are generally identified during historic resource surveys, which are a formal process of gathering information about a defined area. These surveys include background research; a field search and inventory of potentially significant resources; a process to winnow the inventory data using defined criteria for historical, architectural, and cultural significance; and documentation of potential historic resources.

2. HOW HISTORIC RESOURCES ARE RECORDED

Historic resources can be formally recorded or designated in various ways:

- The **National Register of Historic Places** is the nation’s official list of historic buildings and districts deemed worthy of protection. Listing on the National Register may qualify a building for tax incentives for preserving the property. Listing protects a building from many federally funded impacts but not from private activities.
- The **Florida Master Site File** is the state’s official inventory of historic and cultural resources and also serves a repository for historical surveys. The Site File relies on submissions by individuals and organizations throughout the state. Inclusion offers no special protection or legal status.
- In the unincorporated area, **Lee County** formally designates individual buildings as historic resources and also designates historic and archeological districts. Alterations to designated buildings and sites require advance approval from Lee County’s Historic Preservation Board.

- Local **Historic Landmarks** are buildings or sites that have been individually designated by the City of Fort Myers. Historic landmarks are subject to design review as described in this manual.
- Local **Historic Districts** are also designated by the City of Fort Myers. All buildings in historic districts are subject to design review as described in this manual:
 - Certain buildings within each district, due to their strong historic significance, are designated as “contributing” to the significance of the district.
 - Other buildings are of less historic significance and are therefore designated “non-contributing.” Non-contributing buildings are not considered to be historic resources but they are subject to design review by the City of Fort Myers because of their importance to the remainder of the historic district.
 - A building may meet the requirements of a strong historic significance but has not yet been designated as “contributing”.
 - The original design characteristics of a building may have been removed or altered so as to render the structure markedly different from the surrounding historic neighborhood or district.
 - The designation as “contributing” may be attached, or re-attached, to a structure that has received work restoring its original historic character.

3. ADDITIONAL HISTORIC RESOURCES

Identifying, recording, and designating historic resources is an ongoing process. One factor is the simple passage of time; another is that additional historic surveys can carefully examine buildings and sites in neighborhoods that hadn't been reviewed in prior surveys.

A building or site that has not designated by the city as a historic landmark or a historic district may be considered a historic resource by virtue of its listing in one or more of the sources above, or by its identification by the Historic Preservation Commission or its staff, or through future historic surveys.

Many more historic resources in Fort Myers have already been identified than have been formally designated by the city as individual historic landmarks or as historic districts. Very few designations have been made by the city since it established the four current historic districts in 1995 through 1998 despite the abundance of buildings constructed before World War II in neighborhoods across the city.

Chapter V of this manual discusses how potential or already-listed historic resources are evaluated for significance and how additional historic resources

may be designated in the future by the City of Fort Myers as individual landmarks or as historic districts.

The design guidelines in this manual are not legally binding on buildings other than those designated as individual historic landmarks or located in historic districts. However, most buildings constructed before World War II would benefit from consideration of these guidelines before exterior alterations are undertaken.

C. DESIGN GUIDELINES FOR HISTORIC RESOURCES

1. GUIDELINES IN THIS MANUAL

The design guidelines in this manual focus on the basic principles of historic preservation as practiced throughout the country, supplemented by urban design principles that promote a sense of neighborhood identity and livability for residents. These guidelines promote a pedestrian friendly environment that is based on the traditional scale and character of the city's historic districts.

These design guidelines provide a basis for objective and consistent decision-making by the Historic Preservation Commission and by city staff. They provide valuable guidance for architects, designers, contractors, and property owners even for older buildings that have not been formally designated by the city.

By following these design guidelines, property owners know that investments they and their neighbors make in their historic properties will maintain and enhance the historic character of the buildings and their neighborhoods for themselves and future generations.

2. APPLICABILITY TO DESIGNATED LANDMARKS AND DISTRICTS

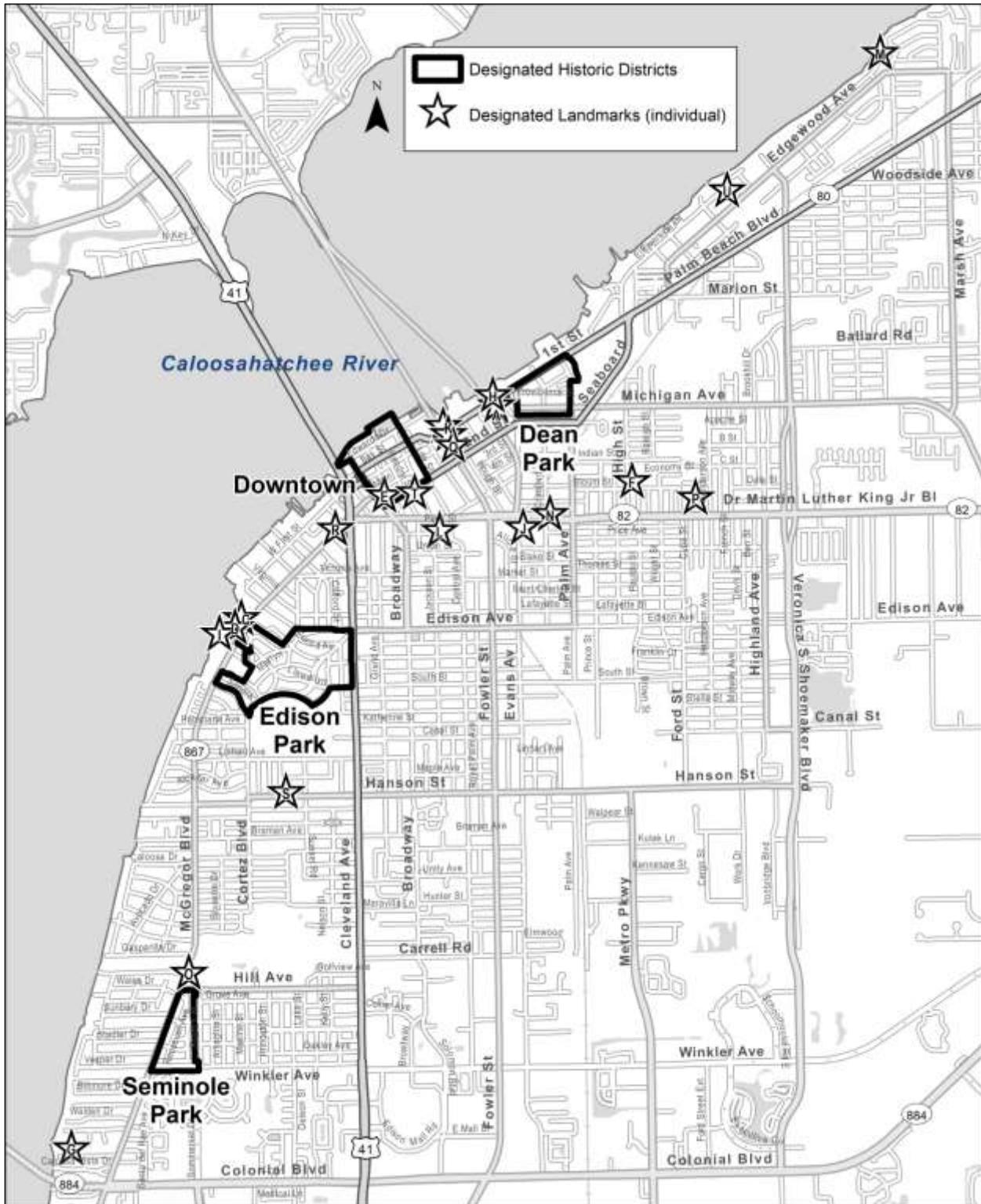
These design guidelines apply to all individually designated historic landmarks in the City of Fort Myers.

These guidelines also apply to all designated historic districts; as of 2017, four historic districts had been designated by the City of Fort Myers:

- **Edison Park** Historic District
- **Dean Park** Historic District
- **Downtown** Historic District
- **Seminole Park** Historic District

The location of the historic landmarks and historic districts are shown on a map on the next page. The names and addresses of historic landmarks are listed on the page after the map.

Map of Historic Landmarks and Historic Districts



List of Historic Landmarks

- A Alderman House**, 2572 First Street
- B Murphy-Burroughs Home**, 2505 First Street
- C Thomas Edison Winter Home**, 2350 McGregor Boulevard
- D Henry Ford Estate**, 2376 McGregor Boulevard
- E Lee County Courthouse**, 2120 Main Street
- F Paul Laurence Dunbar Community School**, 1857 High Street
- G Residence at 1318 Caloosa Vista Road**
- H Gilmer Heitman House**, 2577 First Street
- I Casa Rio**, 2424 McGregor Boulevard
- J 1937 Works Progress Administration Brick Water Plant Building**,
2600 Dr. Martin Luther King Jr. Boulevard
- K Langford-Kingston Home**, currently located at 2500 First Street
- L Atlantic Coast Line Railroad passenger station**, 2031 Jackson Street
- M Residence at 336 Van Buren Street**
- N McCollum Hall**, 2701 Dr. Martin Luther King Jr. Boulevard
- O Tootie McGregor Terry Memorial Fountain**, currently located at
3591 McGregor Boulevard
- P Williams Academy** (building only), currently located at
1936 Henderson Avenue
- Q Former residence at 1611 Fowler Street**
- R Towles-Engelhardt Home** (building only), currently located at
2050 McGregor Boulevard
- S Residence at 1717 Hanson Street**
- T Andrew D. Gwynne Institute**, 2266 Second Street
- U Residence at 3488 East Riverside Drive**

3. CONTRIBUTING AND NON-CONTRIBUTING BUILDINGS

Properties in historic districts are designated as either “contributing” or “non-contributing” based on the level of historic significance of their buildings and other structures.

Contributing buildings were constructed during the historic period and they retain most if not all of their original appearance. In contrast, non-contributing buildings were either constructed after the historic period or have been altered such that they no longer maintain their original historic appearance. In either case, the buildings are still important to the overall visual setting and other characteristics of the historic district.

Maps on the following pages show the current designation of properties with contributing or non-contributing buildings in each local historic district.

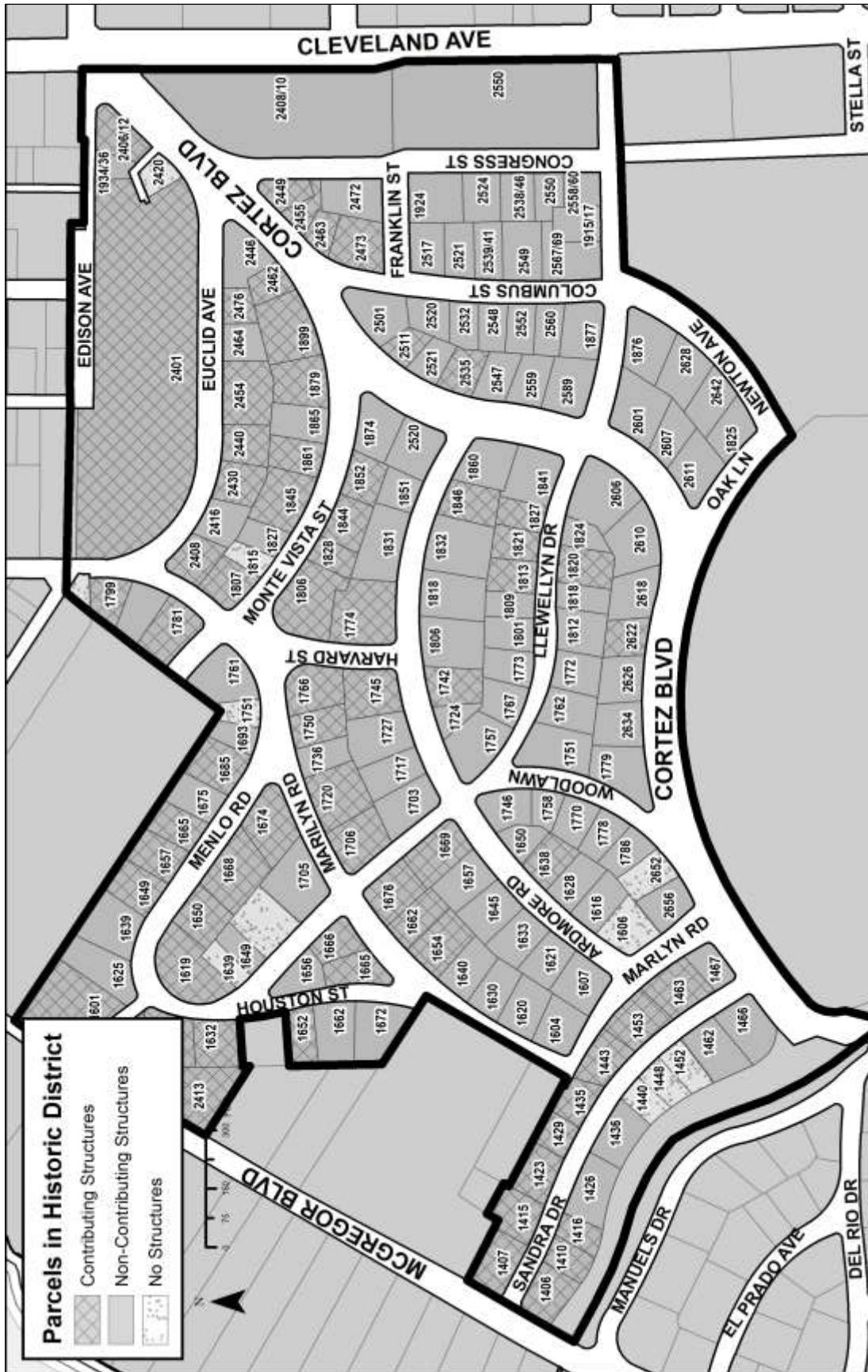
Both types of buildings are subject to design review. The level of review for non-contributing buildings is calibrated to reflect the age of the building and the degree of previous modifications:

- **Changes to contributing buildings** – those constructed after the historic period – are acceptable and need only to be compatible with the house’s architectural style and the neighborhood, as described in Chapter II.
- **Changes to non-contributing buildings** – those constructed during the historic period – are encouraged, especially when the owner or designer attempts to return the building to its original appearance, thereby changing a non-contributing building to a contributing building.

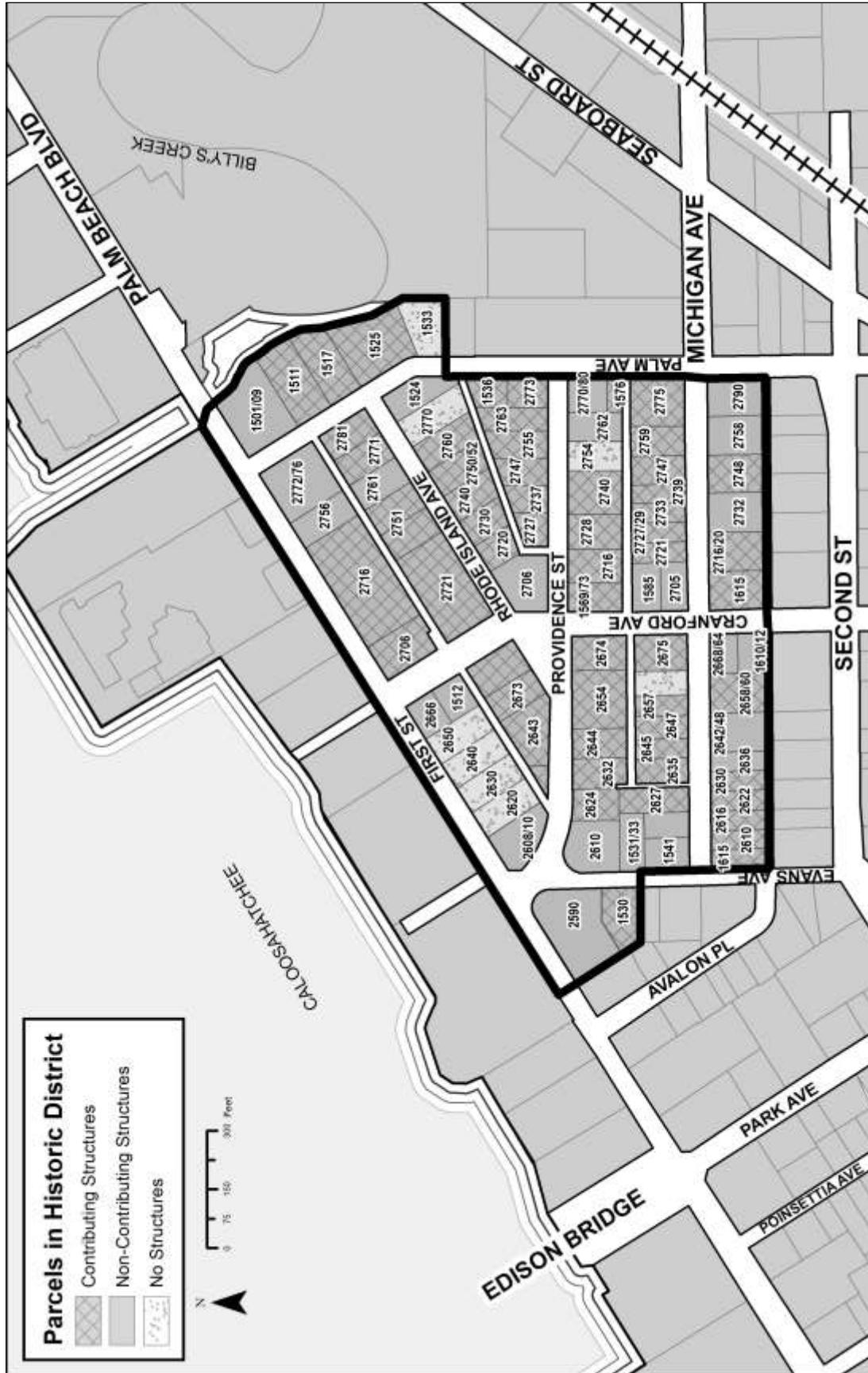
If the owner or designer is unable to return an older building to its original historic appearance, either because no record or evidence of the original construction can be found or because the project budget cannot support such an effort, then the goal should be the same as for a newer building, namely the proposed work should be compatible with the building and the neighborhood. Another approach which is highly recommended is to undertake a phased project, where restoration to the original appearance is accomplished over a longer time period consistent with the owner’s schedule and budget.

The Historic Preservation Commission can provide invaluable expertise and advice to property owners who wish to upgrade non-contributing buildings. Owners and designers should consult with the Commission early on to discuss their aspirations and preliminary ideas for their properties.

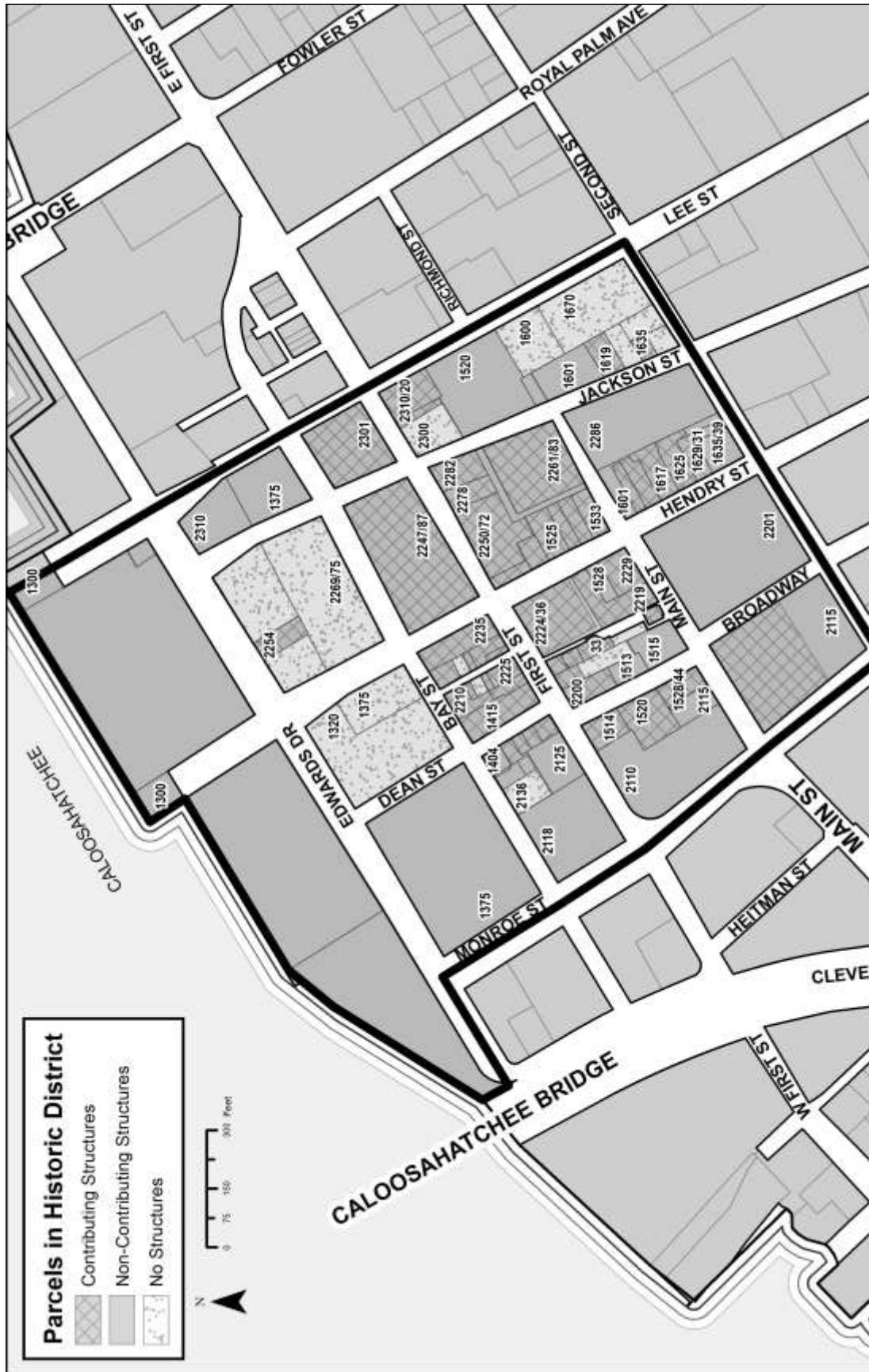
Edison Park Historic District



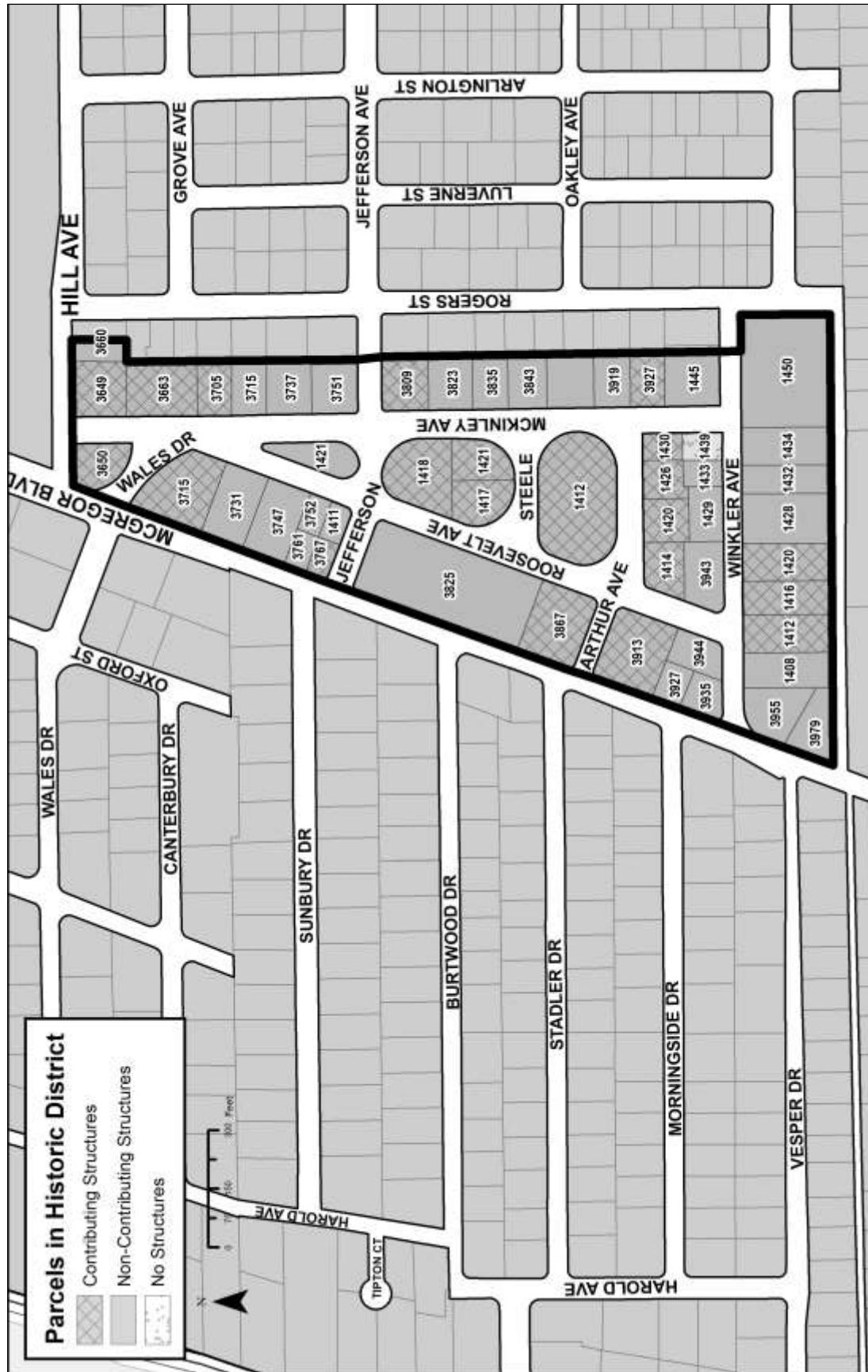
Dean Park Historic District



Downtown Historic District



Seminole Park Historic District



CHAPTER II.

DESIGN GUIDELINES FOR EXISTING BUILDINGS

This chapter provides specific design guidelines for alterations to existing buildings that have been designated as historic landmarks or are located in historic districts. Guidelines B-1 and B-2 apply only to commercial and mixed-use buildings. Guidelines for enlarging building are at the end of this chapter.

All of these guidelines are criteria to be considered when decisions are being made about issuing a certificate of review for alterations. Consideration will also be given to the U.S. Secretary of the Interior's *Standards for Rehabilitation* (see Appendix A). Although they are not mandatory criteria, consideration may also be given to technical advice found in the U.S. Secretary of the Interior's *Guidelines for Rehabilitation of Historic Buildings* (see Appendix B).

Design guidelines will be evaluated in a manner that takes into account technical feasibility and avoids creating unreasonable economic hardships.

For buildings in historic districts, some design guidelines distinguish between buildings that have been deemed "contributing" versus "non-contributing" to the historic district (see Chapter I).

This chapter supplements the design standards and principles adopted by the City Council in the historic preservation chapter of the Land Development Code (Chapter 114).

A. GUIDELINES FOR MAINTENANCE AND IMPROVEMENTS

1. ORDINARY REPAIR AND MAINTENANCE

Ordinary repair and routine maintenance does not require a certificate of review. To qualify as ordinary repair and maintenance, work must be limited to correcting or preventing any exterior deterioration or damage and restoring the prior design and condition, using materials which are the same or as close as possible to the original.

City staff can help property owners determine if work would be considered ordinary repair and maintenance or if a certificate of review will be required. Some certificates of review for minor exterior work can be issued administratively; all other certificates of review are issued by the Historic Preservation Commission.

Members of the Historic Preservation Commission have decades of experience in maintaining and restoring historic buildings. The Board is always willing to share this experience with property owners who are maintaining historic buildings, at no cost to the property owner. City staff can provide references regarding historic preservation resources, including consultants, pertaining to restoration, maintenance tips, and techniques.

2. PAINTING

Paint colors are a matter of personal taste and choice and are easily changed, so color selection and color changes on traditionally painted materials are not regulated. The Historic Preservation Commission does strongly encourage all historic district property owners to use proper contrasts in their paint schemes. The colors of trim and foundations should be visually differentiated from the main body of the structure.

- a. The selection of paint colors is not regulated. If requested, the Historic Preservation Commission or its staff can provide advice on historic color palette choices and on the benefits of desirable contrasts for painted trim and foundations.
- b. Only traditionally painted materials, such as wood, should be painted.
- c. The painting of unpainted brick or masonry is not considered a change of color but a fundamental change in the character of a building. Therefore, the painting of brick or other masonry would only be permitted in special circumstances, such as the repainting of buildings already painted prior to the designation of the historic district, or where a brick building has poorly matched additions or repair work and the proposed painting would unify the disparate parts of the building.
- d. Brick, whether painted or not, should never under any circumstances be sandblasted, as this procedure will result in the failure (disintegration) of the brick. Property owners are encouraged to consult with the Historic Preservation Commission for references regarding the heavy cleaning of brick.

3. REPLACEMENT WINDOWS AND DOORS

The placement and relationship of windows and doors are often critical parts of the style of a building. The demands of modern energy efficiency and security standards often lead owners of older building to consider replacement windows. These guidelines are designed to accommodate replacement windows in a manner that respects the original character of historic properties.



The placement and relationship of windows and doors would be critical parts of this Landmark house.

- a. Replacement windows and doors should retain the same configuration and details as the originals.
- b. Replacing panes with stained, leaded, or beveled glass is acceptable as long as the configuration remains the same.
- c. Metal replacement doors may be acceptable as long as they are of the same configuration as the original door. These metal doors should be painted or clad to match the trim of the house.
- d. All replacement windows should have either true divided lights, or molded exterior muntins, if appropriate. Flat or interior false muntins are not in keeping with the character of most older structures. Muntin design should reflect the original window configuration. False muntin bars, if used, should be applied to the exterior of the new windows.
- e. Ideally, window and door openings should not be reduced or enlarged in size. Alterations to window and door openings should remain in proper proportion to the overall design of the building.

- f. Sensitively designed exceptions to these guidelines will be considered by the Historic Preservation Commission when such proposals are conceived to accommodate the adaptive reuse of older buildings or to conform to the provisions of the Americans With Disabilities Act.
- g. Glass block replacement windows should be installed only on side or rear elevations not readily visible from the street.
- h. Vinyl doors and window frames are prohibited.

4. SUBSTITUTE SIDING AND TRIM

One of the most important components of a building's character is the material used in its construction. The weight and permanence of brick or stone, the texture and shadow of wood, and the color and amount of glass are vital elements in most architectural styles. Historically, masonry and wood have been the most popular choice as a residential building material in Fort Myers' older areas. The application of non-traditional siding materials over the masonry, stucco, or wood eliminates the scale, warmth, and appearance of the original material.

The use of substitute or replacement materials should not be considered as an alternative to routine maintenance. If a building envelope is compromised, the reason for the problem will not be corrected by the application of a covering, and indeed may make the problem worse.

5. REPLACEMENT ROOFING

One of the most important aspects of building maintenance is ensuring that a structure has a sound roof. At the same time, the style and materials used on roofs can be one of the most basic elements in defining the style and character of a building. The guidelines outlined below are designed to encourage property owners to maintain roofs in their original styles and materials, while



accommodating changes when warranted and when the change would not alter the overall style of a structure.

- a. Re-roofing with the same material as the original roof is considered to be ordinary repair and maintenance and therefore a certificate of review is not required; a property owner may proceed directly to obtaining a building permit.
- b. Specialty roofing materials such as slate, tile, or metal shingles are often an integral part of a building's character, and a change to other materials could have an adverse effect on the property's integrity.
- c. If a change in materials is desired on a non-contributing building, a certificate of review may be obtainable administratively.

6. PORCHES

The retention of the original porch configuration is very important for landmark houses and those in historic districts. A porch is one of the main defining features of a house, and it often signifies a building's age and style. Replacement with matching materials is essential. Wood porches and porch steps should not be replaced with brick, ironwork, concrete, or concrete blocks. Insensitive porch alteration compromises the overall appearance of a structure and disturbs its size and scale.



A porch is one of the main defining features of a house and should not be enclosed or removed.

A. ENCLOSURE OF EXISTING PORCHES

Full enclosure of an existing porch will compromise the historic integrity of a house and therefore is strongly discouraged. Partial enclosure proposals may be considered by the Historic Preservation Commission on a case-by-case basis. Front porch enclosures that reorient the entrance away from the street are strongly discouraged. To be successful, a porch enclosure must preserve essential design elements of the house and must be reversible.

B. ADDING A NEW PORCH

Generally, the addition of a porch changes the original character of a structure, and therefore a new porch or deck should not be added to the main facade or readily visible side façade where one never existed. Where photographic or physical evidence of an original removed porch exists, reconstruction in a design which is appropriate to the house's architectural style is encouraged.

C. REMOVAL OF AN ORIGINAL PORCH

An original porch should not be removed from the main facade or a readily visible side facade.

D. REPAIR AND REPLACEMENT

Porch elements that are deteriorated should be repaired or replaced with matching materials, wherever possible. The use of outdoor carpeting or artificial turf that will be readily visible is strongly discouraged.

The original porch railings should be retained, wherever possible. If additional railing height is required, simple metal or wooden extensions should be utilized so that the original historic configuration can be maintained.

7. FENCES



Example of a fence with 36" posts and 30" pickets.

The Historic Preservation Commission considers fencing to be a major element in the character of historic landmarks and historic districts because of its strong visual contribution to the historic streetscape. Consequently, all front and street side yard fencing for historic landmarks and within historic districts requires a certificate of review (interior side and rear yard fencing less than six feet in height is exempt). Fences that meet all of these guidelines and current city codes may be approved administratively. Fences requiring special permitting or variances require approval by the Historic Preservation Commission.

- a. Fencing in the front and street side yard setback (generally, the area that is 20 feet behind the sidewalk) cannot obscure the elevations of the primary structure on the property. Therefore, front yard privacy fences are not be allowed.
- b. Picket fences may be as tall as 42 inches above grade if they have a uniform void or open area of 50 percent when viewed perpendicular to the fence. Other fences in the front and street side yard setback may be as tall as 36 inches.
- c. Fencing materials and design should be compatible with the architectural style of the primary structure on the lot. Vinyl fencing is prohibited.
- d. Wooden fences should be painted or stained to match or to be compatible with the house and the neighborhood.
- e. Structural members of a fence should be turned in to face the property. The finished side of the fence should face the street.
- f. On corner lots, the guidelines apply to both the front yard and street side yard of the property.

8. HANDICAPPED ACCESS

Historic landmarks and historic districts properties are not exempt from federal, state, or city laws requiring that all structures other than single-family dwellings be made accessible to handicapped citizens. Careful attention must be given to the design of such facilities so they will be useful and meet legal requirements while maintaining the character of the building and site.



*Mechanical lift is screened by lattice work
on this house used as an office.*

- a. The ideal approach on most historic properties is to place access ramps or other structures at the side of the building.
- b. Any new ramps or other structures should be designed to be as simple and unobtrusive as possible.
- c. Landscaping, the careful choice of building materials, and compatible color choices are all suggested ways of lessening the visual impact of handicapped access structures.
- d. In lieu of a ramp, mechanical lifts or other devices should be considered, wherever feasible, as a less-intrusive alternative.
- e. If site conditions preclude an access ramp in a side location, the Historic Preservation Commission will consider approval of a ramp on the front elevation of an existing structure. However, in such cases, the design of the ramp must be sensitive to the character and massing of the existing structure.



9. ACCESSORY BUILDINGS

The main building on a lot makes the strongest statement about the character of a historic landmark or historic district. However, smaller structures that share the lot can also have a significant influence on the historic streetscape. Accessory buildings not visible from a street, or located in the side or rear of a lot and meeting all of the following guidelines, can often be approved administratively.

- a. A reconstructed garage should occupy the original building footprint, wherever possible.
- b. A new garage, carport, or accessory building should be located to the side or rear of the property, wherever possible.
- c. A new garage, carport, or other accessory structure visible from the street should be constructed of materials that are in keeping with the main building on the lot.
- d. The design for a new garage, carport, or other accessory structure visible from the street should be inspired by the main building. Building details should be derived from the main building but can be less elaborate than the main building.
- e. A new garage, carport, or other accessory structure should be in proper scale for the property and have an appropriate site relation to the main building as well as surrounding buildings.
- f. Prefabricated accessory structures must be located where they will not be visible from the street.

10. LANDSCAPING

Many of Fort Myers' historic areas are primarily residential in scale and character, with buildings covering less than a third of the average lot. It is important to preserve both the proportion of green area to building mass and the formal or informal character of the landscaping. Large mature trees line many streets. Gardens are generally located in the rear yards, but some larger lots also have side yards with gardens. Existing hedges illustrate that foliage can be as effective as fences or walls in creating physical enclosure or visual screening.

Significant elements of the landscape, such as grassy lawns, mature trees, hedges, foundation plantings, fences, walls, ground cover, trellises, patios, terraces, fountains, and gardens, can contribute to the character of the specific site and the neighborhood as a whole. The preservation of such elements is essential in preserving the historic character of landmarks and historic districts.



Landscape elements contribute to the character of this property as well as the historic district as a whole.

- a. Retain and maintain landscaping that contributes to the character of the specific landmark or historic district. This level of landscaping may exceed minimum requirements of the current Land Development Code.
- b. If a mature tree or hedge is damaged or diseased so severely that removal is necessary, replacement with the same or similar species will maintain the historic character of the landscape.
- c. *The removal of large trees for any reason generally requires a Tree Permit from the city. Contact the Department of Community Development in order to obtain an application and to see if a replacement tree is needed.*
- d. Retain and preserve historic plant materials such as trees and shrubs. If replacement is necessary, use varieties similar to those planted originally or traditionally found in the neighborhood.
- e. Retain and preserve historic ground covering materials, such as brick or granite pavers. If replacement is necessary, use new materials that match the original materials, or materials traditionally found in the neighborhood.
- f. When installing new sidewalks, the historic sidewalk patterns (scoring, texture, color) found in the neighborhood should be matched.
- g. When installing new landscape features, their locations should be consistent with the location of similar elements in the neighborhood.

B. ADDITIONAL GUIDELINES FOR COMMERCIAL AND MIXED-USE BUILDINGS

1. REPLACEMENT STOREFRONTS

In the Downtown Historic District, for example, there are several lots where historically significant storefronts have been significantly altered or no longer exist, and new fronts need to be designed which are compatible with the size, scale, colors, materials, and character of the adjacent historic storefronts. The new design should “read” as a storefront. Filling in the space with brick or similar solid material is inappropriate for historic commercial areas. The following guidelines can assist in developing new or replacement storefronts that respect the historic character of downtowns and Main Streets yet meet current economic and code requirements.



This series of new storefronts in the Downtown Historic District “reads” as a traditional storefront.

A. SCALE

Respect the scale and proportion of the adjacent buildings in the new storefront design.

B. MATERIALS

Select construction materials that are appropriate to the storefronts. Wood, metal, and glass are usually more appropriate replacement materials than masonry which tends to give a massive appearance.

C. CORNICE

Respect the horizontal separation between the storefront and the upper stories. A cornice or fascia board traditionally helped contain the store's sign.

D. FRAME

Maintain the historic planar relationship of the storefront to the facade of the adjacent buildings and the streetscape. Most historic storefront frames are composed of horizontal and vertical elements.

E. ENTRANCES

Differentiate the primary retail entrance from the secondary access to upper floors. Many downtown entrances are recessed, with the side display windows at a 60-degree angle rather than the typical 45-degree angle found in modern storefronts. Entrances should be placed where there were entrances historically, especially when echoed by architectural detailing on the upper stories.

F. WINDOWS

The storefront generally should be as transparent as possible. Visually clear glass in doors, transoms, and display areas will allow visibility into and out of the store. Where storefronts are used as offices, interior shading devices can provide privacy.

G. SECONDARY DESIGN ELEMENTS

Secondary design elements such as graphics and awnings should be kept as simple as possible to avoid visual clutter to the building and its streetscape.

2. SIGNS

Appropriate signage enhances the character of historic buildings and districts. Signs citing the name and the year of construction of commercial buildings are desirable features.

The Historic Preservation Commission will consider the proposed dimensions and locations of signs along with the graphic style, materials, colors, and supports. Signs must also meet standard city regulations for signs.

- a. The color, style, and placement of signs should not be overly obtrusive. New permanent signage should use traditional sign materials such as wood, metal, or stone and be carefully placed in locations that do not damage, conceal, or obscure significant architectural features and details. Graphics and words painted on windows or applied to fabric awnings are also appropriate.
- b. New signs should be sized to be consistent with the building design and the pedestrian scale of the historic district or environs. Graphics should be simple and legible. The number of colors on signs should be limited and should relate to the colors of the building and adjacent structures.
- c. Where allowed, free-standing signs should be no larger than necessary and should not block the view or passage of pedestrians or motorists.



Appropriate signage can enhance the character of a historic area, such as on this store window.



This example of a mounted sign avoids blocking the view of the building and its entrance.



These window decals allow for commercial signage without compromising the building's historic façade.

C. GUIDELINES FOR ENLARGING BUILDINGS

New additions that are compatible with contributing and non-contributing historic buildings in a historic district are acceptable if they do not visually overpower the original building, obscure or damage character-defining features, or compromise the historic character of the building or district.

The compatibility of proposed additions with historic buildings will be reviewed in terms of the mass, scale, materials, color, roof form, and proportion and spacing of windows and doors. Additions that echo the style of the original structure and additions that introduce compatible contemporary design are both acceptable if the additions are placed on inconspicuous elevations.

By placing an addition on an inconspicuous elevation and limiting its size and height, the integrity of the original building can be maintained and the addition can be differentiated from the original building without losing the original form.



A two-story addition has been placed inconspicuously at the rear of this one-story residence

1. Additions should be compatible with the historic building in mass, materials, color, and proportion as well as in spacing of windows and doors.
2. Design an addition so there is the least possible loss of historic fabric; do not obscure, damage, or destroy any character-defining features of the historic building or district.
3. Limit the size and scale of an addition so that it does not visually overpower the original structure:
 - Locate an addition as inconspicuously as possible, preferably on the rear or least character-defining elevation of the building.

- A second-story addition to a single story house should be subordinate in scale to the existing dwelling. A second-story addition should be set back from the existing building front at least ten feet.
 - If a larger addition is necessary, then it should be set back from the primary facade or separated from the existing building, using a smaller connecting element to link the two. Larger additions should follow the guidelines in Chapter III for new construction in historic districts.
4. Additions are generally designed so that they can be differentiated from the historic building. It is not necessary to duplicate the form, material, style, and detail of the historic building so closely that the original building is indistinguishable. Design motifs can reference the historic building or even introduce a contemporary design that is compatible with the historic building if the addition is placed on an inconspicuous elevation.
6. For the predominant material of the addition, select a historic material, such as wooden siding or stucco, compatible with the historic materials of the original building. Contemporary substitute materials, such as composite siding or vinyl, are not acceptable.
7. Design the roof form to be compatible with the historic building and consistent with historic roof forms in the neighborhood.
8. The eave lines of additions should align generally with those of the historic building.
9. The exterior colors of the addition should be compatible with the historic building.



A second-story addition to this residence has been set back from the existing building front.

CHAPTER III.

RELOCATION, DEMOLITION, NEW BUILDINGS

This chapter provides specific guidelines for relocating or demolishing existing buildings that have been designated as historic landmarks or are located in historic districts, followed by guidelines for new construction in historic districts.

These guidelines are criteria to be considered when decisions are being made about issuing a certificate of review for relocations, demolitions, and new construction. Consideration will also be given to the U.S. Secretary of the Interior's *Standards for Rehabilitation* (see Appendix A). Although they are not mandatory criteria, consideration may also be given to technical advice found in the U.S. Secretary of the Interior's *Guidelines for Rehabilitation of Historic Buildings* (see Appendix B).

Guidelines will be evaluated in a manner that takes into account technical feasibility and avoids creating unreasonable economic hardships.

For buildings in historic districts, these guidelines distinguish between buildings that have been deemed "contributing" versus "non-contributing" to the historic district (see Chapter I).

This chapter supplements the design standards and principles adopted by the City Council in the historic preservation chapter of the Land Development Code (Chapter 114).



This is an example of an unremarkable infill building.

A. RELOCATION OF CONTRIBUTING BUILDINGS AND HISTORIC LANDMARKS

Generally, the relocation of a historic building should be avoided. Moving a historic structure always negates its integrity of site and setting and therefore the owner would lose the ability to use a possible historic tax credit which may become available in the future. However, relocation of a building is occasionally an acceptable alternative to demolition.

1. MOVING A CONTRIBUTING BUILDING OUT OF A HISTORIC DISTRICT

Moving a building which retains its architectural and historical integrity and/or which contributes to the historic district in which it is located is inappropriate and should not be permitted except in extraordinary or unusual circumstances.



The Langford-Kingston House was moved across Fowler Street to its current location. Both locations are outside the nearby Downtown Historic District. The landmark is now directly across First Street from the Burroughs House, another city Landmark.

2. MOVING A NON-CONTRIBUTING BUILDING OUT OF A HISTORIC DISTRICT

Moving a non-contributing building (a building which has lost its architectural integrity or was constructed after the historic period) out of a historic district may be permitted and even encouraged if its replacement will result in a more historic streetscape.

3. MOVING A BUILDING INTO A HISTORIC DISTRICT

A building may be moved into a historic district if it is of an appropriate architectural style for the neighborhood and its new setback matches the existing buildings on the block.

4. MOVING A BUILDING WITHIN A HISTORIC DISTRICT

A building may be moved from one site to another within a historic district if the new location will be similar in setting and siting; if the building will be compatible with the buildings adjacent to the new location in style, height, scale, materials, and setback; and if the relocation will not result in a negative visual impact on the site and surrounding buildings from which it will be removed.

5. DOCUMENTATION

Before moving a building, the original site conditions should be documented. Use historic photographs, digital photographs, and other written or graphic materials such as site plans to record the original setting. The documentation must be submitted for review by the Historic Preservation Commission before the relocation can be approved.

6. MOVING THE BUILDING

The structural condition of the building must be assessed by a licensed structural engineer prior to moving. Contractors with extensive experience in successfully moving historic buildings are preferred. The building must be protected from weather damage and vandalism during and after the relocation. All required city permits must be obtained prior to the move.

B. DEMOLITION

1. DEMOLITION OF LANDMARKS OR STRUCTURES IN HISTORIC DISTRICTS

The primary purpose of designating historic landmarks and historic districts is to preserve Fort Myers' architectural and cultural history for future generations. Demolition of landmarks or contributing buildings in historic districts is inconsistent with this purpose and is inappropriate in nearly all circumstances.

The following Guidelines are designed to follow the United States Secretary of the Interior's Standards for Rehabilitation in a manner that affords as much protection as possible to historic landmarks and historic districts. At the same time, the Guidelines attempt to minimize the inconvenience to a property owner in the rare cases when demolition is warranted.

A. DANGEROUS CONDITION

A demolition may be approved if the city's Building Official determines it to be immediately necessary to correct an unsafe and dangerous condition. A certificate of review can be issued administratively; a standard demolition permit is still required.

B. ECONOMIC HARDSHIP

Whenever the owner of a historic landmark or contributing property in a historic district believes that the burdens associated with this designation causes an unreasonable economic hardship, the owner may apply to the Historic Preservation Commission for a Designation of Economic Hardship as part of an application for demolition.

C. INSIGNIFICANT ACCESSORY BUILDINGS

The demolition of insignificant accessory buildings on historic landmark sites and within historic districts may be approved administratively. The determination of insignificance should be guided by these standards. If the determination is not clear, the proposed demolition should be referred to the Historic Preservation Commission for a certificate of review.

D. NONCONTRIBUTING BUILDINGS OR STRUCTURES

A building which does not contribute to the integrity of a historic district (shown as a noncontributing property on the official map adopted for the district) may be considered for demolition, provided that an appropriate replacement building (one whose design is consistent with the Guidelines for new buildings in historic districts) or interim site and landscape improvements are proposed. The intent in this situation is to avoid the introduction of a vacant and unimproved lot into an established neighborhood which would detract from the neighborhood's streetscape.

The proposed demolition and its replacement will require a certificate of review from the Historic Preservation Commission.

E. CONTRIBUTING BUILDINGS OR STRUCTURES

The demolition of contributing buildings in historic districts should not be considered unless there are unusual circumstances surrounding the proposed demolition. In such cases, the Historic Preservation Commission will review and may approve demolitions provided that appropriate mitigation measures are proposed which reduce the significant adverse aspects of the demolition project to insignificance. The Historic Preservation Commission will determine the degree of mitigation that is appropriate on a case-by-case basis. For example, a single modest mitigation measure may be appropriate for a marginal or dilapidated structure which barely contributes to a historic district. In contrast, a number of extensive mitigation measures may be needed when a property which is a significant contributor to a historic district is proposed for demolition. At the other extreme, it may not be possible to adequately mitigate the demolition of a property of major importance to Fort Myers' architectural or cultural history. In such a case, if no mitigation is deemed adequate, the Historic Preservation Commission will deny an application for a certificate of review.

Following are some examples of mitigation measures that have been found to be appropriate. The list is far from complete as it is not possible or appropriate to generate a fixed list of mitigation measures. All projects involving demolitions are unique, so flexibility is necessary to encourage creative solutions.

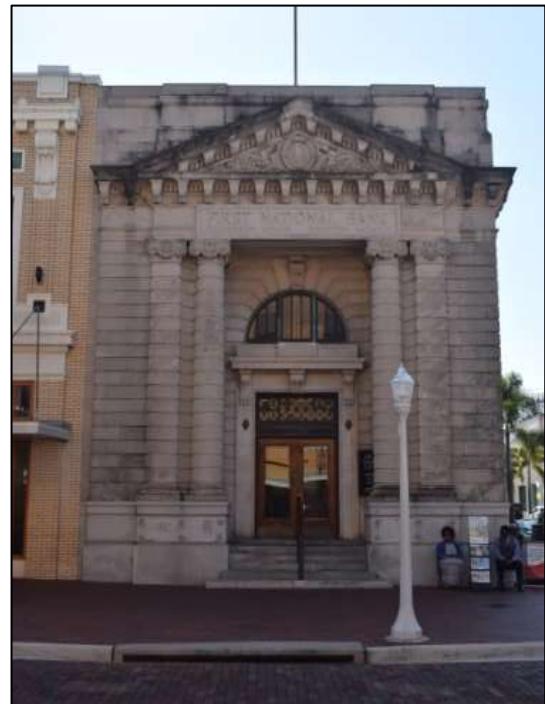
Note: the following measures are presented in a generally recognized order of acceptability, the first being the most widely accepted, the last barely acceptable.

#1 – ADAPTIVE REUSE

Frequently, a new use can be found for a historic property, wherein the building and its grounds can be changed to accommodate current market demands, thus avoiding demolition of an obsolete building. The term adaptive reuse implies that certain structural and/or design changes have been made predominately to the interior of the building in order for it to function in its new use. The Historic Preservation Commission can recommend zoning changes if they would be needed to allow the adaptive reuse to occur.



A fine example of adaptive reuse is this former movie theatre now utilized as an office complex.



Previously a bank, this building is now an office.

#2 – Reconstruction

In contrast to the complete demolition of a building, sometimes it is possible to retain the original facade or other basic design elements, incorporating them into a reconstructed building that retains the original architectural character of the building and thus continues to contribute to the integrity of the neighborhood.



This is an example of a reconstructed building that retains the original façade elements while new construction to the rear provides residential units.

#3 – EXCHANGE

This alternative may be acceptable when the structure to be demolished is much altered, dilapidated, and barely contributes to the district in which it is located. In exchange for receiving Historic Preservation Commission approval to demolish the structure, the applicant agrees to completely renovate and restore another building within the district. Before demolition occurs, the applicant should provide the Commission with a report which details the architectural and historical significance of the property to be demolished as well as the application for rehabilitation of the other building.

#4 – DOCUMENT AND SALVAGE

This measure may not be acceptable by itself unless the structure in question is so marginal that it contributes little if anything to the historic district. At least its replacement would be consistent with the design guidelines for new buildings in historic districts and therefore would continue to contribute to the streetscape.

Documentation can be accomplished by making a permanent record of the structure before demolition. The record should consist of digital photographs of all elevations, dimensioned drawings of the facades and floor plan, a detailed site plan showing all important site features, and other documents as needed that describe the architectural character and special features of the building and its site. The Historic Preservation Commission determines on a case-by-case basis the precise documentation of a specific building that is required. The documentation must be submitted for review by the Commission before the demolition can be approved. Two final hard copies should be submitted, as the record is retained in the permanent archives of the Fort Myers Department of Community Development and the Southwest Florida Museum of History, Museum Archives.

The applicant should also work with the Historic Preservation Commission and staff to identify salvageable materials and potential buyers or recipients of salvaged materials. The removal of all salvageable building materials before demolition is encouraged, and may be required depending on the significance of the building. After the site is cleared, it should be improved as soon as possible with new construction or other improvements that are consistent with the design guidelines for new buildings in historic districts. If new construction is not immediately possible, the site should be secured and interim landscaping installed and maintained.

#5 – OTHER ALTERNATIVES

The Historic Preservation Commission is always interested in creative solutions that can benefit the applicant as well as the city. Applicants are encouraged to meet with the staff and Commission early in the process to discuss various alternatives that can be ultimately endorsed.

2. DEMOLITION OF BUILDINGS NOT IN DESIGNATED HISTORIC DISTRICTS

The demolition of a structure with potential historic significance is subject to review by the Historic Preservation Commission even if the structure has not been officially designated in a historic district or as a historic landmark. Criteria for assessing historic significance are found in Chapter V.

The historic review of a demolition permit application for such a structure will be undertaken during the city's regular permitting process. Before city staff may issue a demolition permit, a certificate of review must be issued by the Historic Preservation Commission. The Commission will review the historic and cultural significance of the structure and the adequacy of any mitigation measures that are proposed before it issues or denies a certificate of review for the demolition of the structure.

C. NEW CONSTRUCTION IN HISTORIC DISTRICTS

New construction in historic districts can achieve important public goals. New buildings can reverse blighted conditions – for instance, a new building can replace a burned-out building, be placed on a vacant lot, or replace a non-contributing building. New buildings bring new people into established urban neighborhoods and let them become involved in neighborhood activities.

New buildings, sometimes called infill, is a standard feature of neighborhood regeneration. When done successfully, new buildings can complement historic districts and enhanced their overall character. In contrast, insensitive new construction can compromise the integrity of historic districts and damage property values.

The following guidelines will help maintain and enhance the architectural and historic character of Fort Myers' historic districts. The Historic Preservation Commission does not specify a particular architectural style or design for new construction projects; the scale, mass, and size of a building are more important than surface styling or decorative details. New buildings need to fit into historic districts but not necessarily mimic or match exactly the existing buildings.



Example of insensitive new construction, along with an inappropriate addition, that has compromised the integrity of this historic house.

1. HEIGHT

Most buildings in the city's historic districts are one to three stories in height. Slightly taller buildings are found Downtown. The height of a new building in a historic district should be reasonably similar to the height of other buildings on the same or adjoining blocks and should never overwhelm the historic scale of a historic district.

2. PROPORTION

New buildings should be similar to nearby buildings in proportion of width to height. The narrow widths of most lots in older neighborhoods will preclude most buildings whose proportions differ greatly from existing buildings.

3. RHYTHM

Historic streetscapes are defined by the rhythm of individual buildings (the relationship of windows, doors, porches, and other elements). New buildings in historic districts should maintain this rhythm of window and door openings on

the main façade and other prominent facades. Entrances should be oriented to the street rather than to an alley. Blank walls, garage doors, or other features that would erode the historic character should never dominate a primary or other prominent facade.

4. SETBACKS

Setbacks should be similar to adjacent and nearby buildings even if that distance is greater than required by current codes.

5. MATERIALS AND TEXTURE

The materials and texture of new buildings should be compatible with adjacent and nearby buildings on the block. Wood frame buildings should maintain materials and designs found throughout the neighborhood in terms of type and texture siding. The texture and weight of stucco buildings should be compatible with existing stucco buildings. Plywood siding, vinyl siding, and sprayed stucco are rarely acceptable.

6. ROOF SHAPES

Roofs for new buildings should be similar to nearby buildings. Most houses in the city's historic districts have variations of hipped or gable roofs so there is considerable flexibility in roof design. Lots that are narrow and deep can accommodate roofs that change toward the rear of the building; such a change could accommodate an additional floor toward the rear that would not be readily visible from the street.

7. ARCHITECTURAL DETAILS AND DECORATIVE FEATURES

The details and decoration of Fort Myers' historic buildings include many building types and styles from different eras. Common details include cornices, roof overhangs, chimneys, lintels, sills, brackets, shutters, entrance decorations, and porches.

It can be a challenge to create new designs that use historic details successfully. One extreme is to simply copy the complete design of a historic building; the other extreme is to "paste on" historic details on a modern unadorned design. Neither solution is ideal for buildings that need to relate to their historic context. Successful new buildings in historic districts take their cues and basic forms from existing buildings or historic images and reinterpret traditional decorative elements.

8. INFRASTRUCTURE

The character of historic districts relies heavily on the size and shape of blocks, the placement and interconnection of streets and alleys, and the character of sidewalks, street trees, on-street parking, and lighting.

Changes to any of these features can either enhance or detract from the character of a historic district. It is almost never acceptable to close or vacate streets and alleys or to add travel lanes to existing streets. Speeding on local streets can be countered by simple traffic-calming measures. Prior closure of streets or alleys, or conversion of two-way streets to one-way traffic, can be reversed to help restore historic character and improve the walkability that was eroded by those changes.

CHAPTER IV.

DESIGN REVIEW PROCESS

The design review process in Fort Myers applies to all designated historic landmarks and to all properties in designated historic districts. This process allows the city to evaluate each proposed alteration individually and in its relationship to the immediate surroundings.

The design review process for alterations to existing buildings addresses the following elements, as described in detail in Chapter II of this manual:

- Ordinary Repair and Maintenance
- Painting
- Replacement Windows and Doors
- Substitute Siding and Trim
- Replacement Roofing
- Porches
- Fences
- Handicapped Access
- Accessory Buildings
- Landscaping

For commercial and mixed-use buildings, the design review process also addresses these additional elements:

- Replacement Storefronts
- Signs

Chapter III of this manual describes the substantive review criteria for proposals to relocate or demolish an existing building or for new construction.

To assure compliance with the design standards in Chapter 114 of the Land Development Code and the guidelines in this manual, the city has authorized four reviewing bodies and established three levels of design review, as summarized below.

A. REVIEWING BODIES

1. CITY STAFF

The city has experienced and knowledgeable staff that administer the city's historic preservation program. These professionals advise the general public and individual landowners; process design review requests as they are submitted, and formally advise the Historic Preservation Commission. Certain certificates of review can be approved administratively by city staff.

2. HISTORIC PRESERVATION COMMISSION

The city's Historic Preservation Commission is a body of knowledgeable volunteers appointed by the City Council and authorized to approve or deny certificates of review for proposed alterations, relocations, and demolitions of historic landmarks and buildings in historic districts, and for new construction in historic districts.

3. PLANNING BOARD

The city's Planning Board, appointed by the City Council, manages the city's overall planning process, oversees the Land Development Code, and advises the City Council on many land-use issues. The Planning Board formally reviews proposed designations of historic landmarks and historic districts. When a development project in a historic district requires rezoning, the rezoning application will be considered by the Planning Board after the Historic Preservation Commission has made a decision on the certificate of review application and before the rezoning is approved or denied by the City Council. The Planning Board is not otherwise involved in the design review process.

4. CITY COUNCIL

The City Council has final authority in most planning and zoning matters, including designating historic landmarks and historic districts, appointing members of the Historic Preservation Commission, adopting design guidelines, and amending the historic preservation chapter of the Land Development Code (Chapter 114). When a development project in a historic district requires rezoning, the rezoning application will be approved or denied by the City Council after the Historic Preservation Commission has made a decision on the certificate of review application and after the Planning Board has made a recommendation on the rezoning. The City Council also hears appeals of other decisions of the Historic Preservation Commission, but the City Council is not otherwise involved in the design review process as it is applied to individual properties.

B. LEVELS OF DESIGN REVIEW

The legal requirements for design review in Fort Myers can be found in Chapter 114 of the Land Development Code. The various levels of review are summarized here.

1. NO FORMAL REVIEW

Ordinary repair and routine maintenance that does not change the design, material, or appearance of exterior elements does not require a certificate of

review or any other formal review beyond the normal process for seeking a building permit (if necessary).

To qualify as ordinary repair and maintenance, work must be limited to correcting or preventing any exterior deterioration or damage and restoring the prior design and condition, using materials which are the same or as close as possible to the original. See Chapter II, section A.1.

The color of paint on painted surfaces may be changed without a certificate of review; however, this exemption does not include painting of unpainted surfaces including brick and stucco.

During a state of emergency, certain required repairs may be made without a certificate of review.

2. SOME CERTIFICATES OF REVIEW CAN BE APPROVED BY CITY STAFF

City staff can help property owners determine if work would be considered ordinary repair and maintenance or if a certificate of review will be required under Chapter 114 of the Land Development Code.

Although most certificates of review are issued by the Historic Preservation Commission, city staff is authorized to issue some certificates of review for minor exterior work that does not involve substantial alterations, additions, or demolition that could impair the integrity of a building or structure. The design guidelines in this manual specify the conditions where this administrative review is authorized. City staff applies the same criteria the Historic Preservation Commission would use when deciding whether to issue a certificate of review.

The application procedure is as follows:

Step 1: *A landowner or authorized agent compiles complete plans and brings them to the Planning Counter for review. The inclusion of historic photographs in the application packages is strongly encouraged.*

Step 2: *If the plans qualify for administrative approval and meet the standards in Chapter 114 including the design guidelines in this manual, the Community Development Director will issue a letter granting the certificate of review and the applicant may proceed to obtain a building permit (if necessary).*

Step 3: *If the plans do not comply with the standards and design guidelines, the plans must be modified before a certificate of review can be issued. An applicant may appeal staff's determination of non-compliance to the Historic Preservation Commission.*

Step 4: *If the plans do not qualify for administrative approval, staff will advise the applicant to submit a complete application package for consideration by the Historic Preservation Commission.*

City staff is also authorized to issue a certificate of review for demolition of a building that the Building Official has determined to be so dangerous that immediate demolition is required.

3. MOST CERTIFICATES OF REVIEW CAN BE APPROVED ONLY BY THE HISTORIC PRESERVATION COMMISSION

All alterations that exceed the regulatory thresholds for “ordinary repair and maintenance” and “minor exterior work” can be approved only by the Historic Preservation Commission.

CHAPTER V.

DESIGNATING NEW DISTRICTS & LANDMARKS

Chapter I described how historic resource surveys can be conducted to identify and evaluate potential historic resources. In the future, the City of Fort Myers may designate additional historic landmarks and historic districts based on prior and future surveys and may create additional programs to protect undesignated historic resources from sudden or inadvertent demolition or character-changing alterations.

This chapter describes how historic or cultural significance can be evaluated on undesignated historic resources and how the most valuable historic resources might be designated as landmarks or districts in the future.

A. CRITERIA FOR DETERMINING SIGNIFICANCE

Properties older than 50 years receive special attention for historic significance, but age alone does not establish significance. The Community Development Department is the city's lead historic and cultural preservation agency and can be tasked with assessing the historical or cultural significance of a property that is not currently recorded or designated. The following criteria are based on those widely utilized widely by federal, state, and local jurisdictions to assess significance:

- | | |
|---------------------------|---|
| <u>Event</u> | Is the property associated with an event that has made a significant contribution to Fort Myers, Lee County, or Florida history; or |
| <u>Person</u> | Is the property associated with the life of a person who was significant in Fort Myers, Lee County, or Florida history; or |
| <u>Design</u> | Does the property embody the distinctive characteristics of a type, period, or method of construction found in Fort Myers; or |
| <u>Information</u> | Has the property yielded, or may be likely to yield, information important in Fort Myers, Lee County, or Florida prehistory or history; or |
| <u>Integrity</u> | Does the property retain enough aspects of location, design, setting, workmanship, materials, feeling, and association to convey its historic significance? |

Landowners, community groups, or historic associations wishing to assess the historic significance of a property or potential district may pursue the following options to provide background information and potential findings:

1. INTERESTED PARTIES PROVIDES INFORMATION

Any person or group can provide information to the city. Many local residents and property owners have detailed knowledge of their properties or neighborhoods, including names of former owners and dates of major alterations. Interested parties should work closely with the Community Development Department to see what information is already available and what is still needed.

2. PRIVATE CONSULTANT PREPARES EVALUATION

For an individual building, an architectural historian could be retained as a consultant to prepare a report, often called a "Historic Structures Report," that would document a property's architectural and historical significance. Again, city staff should be contacted during this undertaking.

3. CITY OF FORT MYERS SPONSORS EVALUATION

An applicant can request the Historic Preservation Commission to initiate a designation report for a potential historic district or a nomination for historic landmark status. Formal evaluation processes are described in Sections 114-3 and 114-4 of the Land Development Code. Commission members collectively have decades of experience in the field of historic preservation and have been authorized by the City Council to seek and accept nominations for historic landmark status.

B. PROCESS FOR DESIGNATING NEW HISTORIC DISTRICTS

The City Council may designate additional historic districts in Fort Myers in the future. Consideration begins when the City Council or the Historic Preservation Commission directs the preparation of a designation report that evaluates the historic significance of buildings and potential boundaries of a new district.

A nomination report is prepared if this evaluation is promising. The report is shared with property owners within the boundaries and a public hearing is held before the Historic Preservation Commission to receive public comments on the proposal and to determine if the required criteria for designation are met.

The Planning Board then holds another public hearing to determine consistency with the comprehensive plan and make a recommendation to the City Council.

The City Council holds one more public hearing and may adopt an ordinance establishing the new historic district and indicating which buildings in the district are

“contributing” or “non-contributing.” Property owners are notified by mail so they can participate in the public hearings before the Planning Board and City Council.

The detailed requirements for considering new historic districts are found in Section 114-3 of the Land Development Code.

The process for expanding an existing historic district would be the same as creating a new district.

C. PROCESS FOR DESIGNATING NEW HISTORIC LANDMARKS

The process for designating additional historic landmarks in Fort Myers follows the same steps as designating a new historic district. However, the process may also be initiated by a property owner who is expected to provide detailed information as to the historical significance of the property.

The detailed requirements for considering new historic landmarks are found in Section 114-4 of the Land Development Code.

APPENDIX A

U.S. SECRETARY OF THE INTERIOR'S *STANDARDS FOR REHABILITATION*

Standards for Rehabilitation

Introduction to the Standards

The Secretary of the Interior is responsible for establishing standards for all programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places.

The Standards for Rehabilitation (codified in 36 CFR 67 for use in the Federal Historic Preservation Tax Incentives program) address the most prevalent treatment. "Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties within the Historic Preservation Fund grant-in-aid program, the **Standards for Rehabilitation** have been widely used over the years--particularly to determine if a rehabilitation qualifies as a Certified Rehabilitation for Federal tax purposes. In addition, the Standards have guided Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

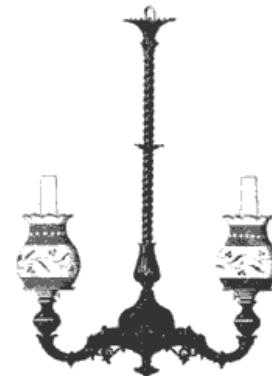


The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified for Federal tax purposes, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s), and where applicable, the district in which it is located.

As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments--if improperly applied--may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the 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.**

APPENDIX B

U.S. SECRETARY OF THE INTERIOR'S *GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS*

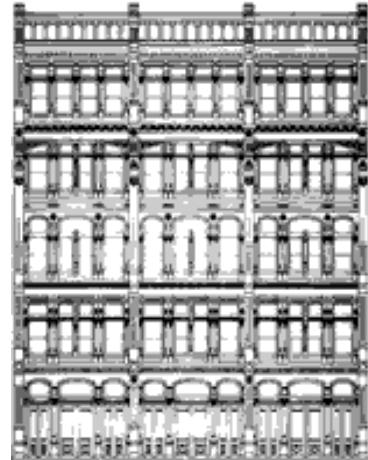
Guidelines for Rehabilitating Historic Buildings

Introduction to the Guidelines

The **Guidelines for Rehabilitating Historic Buildings** were initially developed in 1977 to help property owners, developers, and Federal managers apply the Secretary of the Interior's **Standards for Rehabilitation** during the project planning stage by providing general design and technical recommendations. Unlike the Standards, the Guidelines are not codified as program requirements.

Together with the Standards for Rehabilitation they provide a model process for owners, developers, and Federal agency managers to follow.

The Guidelines are intended to assist in applying the Standards to projects generally; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell owners or developers which features of their own historic building are important in defining the historic character and must be preserved--although examples are provided in each section--or which features could be altered, if necessary, for the new use. This kind of careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of the historic properties.



The Guidelines pertain to historic buildings of all sizes, materials, occupancy, and construction types; and apply to interior and exterior work as well as new exterior additions. Those approaches, treatments, and techniques that are consistent with the Secretary of the Interior's "Standards for Rehabilitation" are listed in **bold-face type** under the "**Recommended**" section in each topic area; those approaches, treatments, and techniques which could adversely affect a building's historic character are listed in the "**Not Recommended**" section in each topic area.

To provide clear and consistent guidance for owners, developers, and Federal agency managers to follow, the "Recommended" courses of action in each section are listed in order of historic preservation concerns so that a rehabilitation project may be successfully planned and completed--one that, first, assures the preservation of a building's important

or "character-defining" architectural materials and features and, second, makes possible an efficient contemporary use. Rehabilitation guidance in each section begins with protection and maintenance, that work which should be maximized in every project to enhance overall preservation goals. Next, where some deterioration is present, repair of the building's historic materials and features is recommended. Finally, when deterioration is so extensive that repair is not possible, the most problematic area of work is considered: replacement of historic materials and features with new materials.

To further guide the owner and developer in planning a successful rehabilitation project, those complex design issues dealing with new use requirements such as alterations and additions are highlighted at the end of each section to underscore the need for particular sensitivity in these areas.

How to Access the Full Guidelines

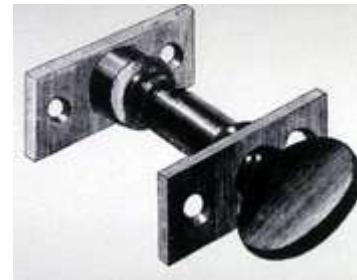
The full illustrated guidelines are available here:

<https://www.nps.gov/tps/standards/rehabilitation/rehab/guide.htm>

How to Use The Guidelines

Identify, Retain, and Preserve

The guidance that is basic to the treatment of all historic buildings--***identifying, retaining, and preserving*** the form and detailing of those architectural materials and features that are important in defining the historic character--is always listed first in the "Recommended" area. The parallel "Not Recommended" area lists the types of actions that are most apt to cause the diminution or even loss of the building's historic character. It should be remembered, however, that such loss of character is just as often caused by the cumulative effect of a series of actions that would seem to be minor interventions. Thus, the guidance in *all* of the "Not Recommended" areas must be viewed in that larger context, e.g., for the total impact on a historic building.



Protect and Maintain

After identifying those materials and features that are important and must be retained in the process of rehabilitation work, then ***protecting and maintaining*** them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coating; the cyclical cleaning of roof gutter systems; or installation of fencing, protective plywood, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

Repair

Next, when the physical condition of character-defining materials and features warrants additional work **repairing** is recommended. Guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind--or with compatible substitute material--of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

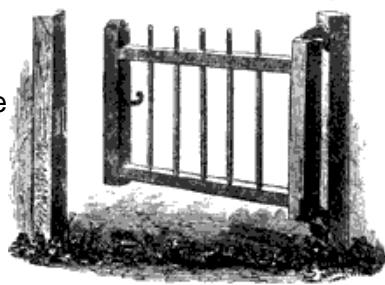
Replace

Following repair in the hierarchy, guidance is provided for **replacing** an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature under certain well-defined circumstances, they never recommend removal and replacement with new material of a feature that--although damaged or deteriorated--could reasonably be repaired and thus preserved.

GATE HINGES AND FASTS.

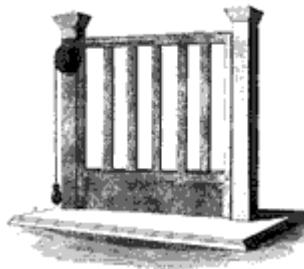
To Swing Both Ways, and Self-Shutting.



Design for Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the *first* or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second

GATE FASTENINGS

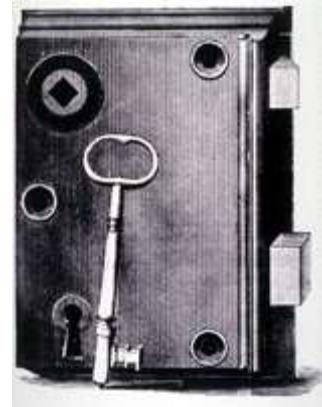


acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

Alterations/Additions to Historic Buildings

Some exterior and interior alterations to historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes.

Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.



The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non-character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

Additions to historic buildings are referenced within specific sections of the guidelines such as Site, Roof, Structural Systems, etc., but are also considered in more detail in a separate section, New Additions to Historic Buildings.

Energy Efficiency/Accessibility Considerations/Health and Safety Considerations

These sections of the rehabilitation guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to conserve energy. Although this work is quite often an important aspect of rehabilitation projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of rehabilitation work to meet code and energy requirements.