

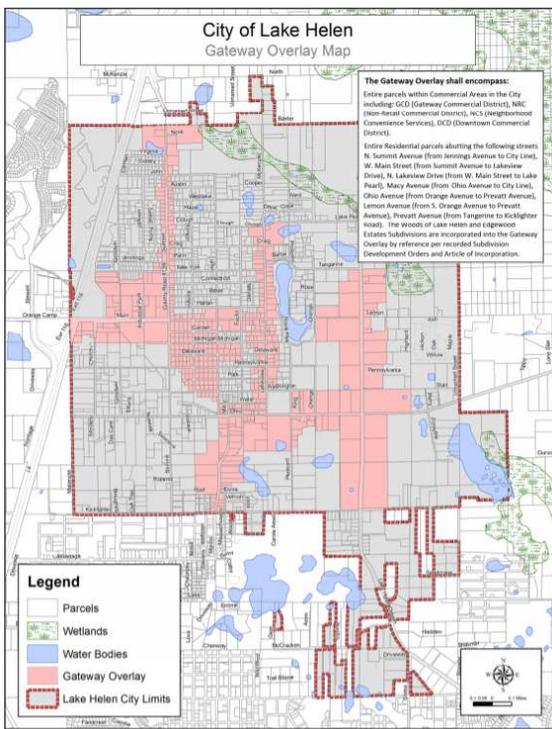


HISTORIC PRESERVATION AND GATEWAY OVERLAY
 CERTIFICATE OF APPROPRIATENESS (COA) - APPLICATION GUIDE

The City of Lake Helen is committed to excellence in architecture, planning and landscape architecture. The purpose of the Design Review and COA process is to contribute to the development of a well-planned urban environment by fostering the creation of visually compatible and harmonious development within the City's Gateway Corridors and the Historic District the benefits of which will be spread over the City as a whole and can be shared by existing and future residents of the City. While there are nine architectural styles listed as acceptable in the City Code for the Gateway Corridor standards, the City encourages creative design within these style with the understanding that architects and landscape architects are expected to incorporate into their designs the following:

1. promote, protect and maintain the City's historic character and small-town atmosphere;
2. create and maintain a strong community image, identity and sense of place;
3. create and maintain a positive visual ambiance for the community;
4. provide for well-landscaped, scenic gateways to the City;
5. enhance and sustain property values;
6. promote a high degree of compatibility between surrounding structures and land uses;
7. establish and promote a standard for quality design and enduring quality development;
8. provide for traffic circulation patterns that enhance public safety, roadway capacity, vehicular and non-vehicular movement functions; and
9. foster civic pride and community spirit by maximizing the positive impact of quality development.

Gateway design Intent principles: These fundamental principles to be followed in designing all residential, office, retail and commercial structures on the gateway overlay in Lake Helen.



Design integrity: Assuring that the design of the architecture has integrity, that the structures are pleasing as well as appropriate to the area in which they exist and that they always communicate a sense of place.

Timeless architecture: Applying the principles of classical architecture to create a sense of timelessness and ensure that communities in Lake Helen will age gracefully.

Four-sided architecture: Using the same material on all four sides of a structure so that, no matter what vantage point it is viewed from, the design is never interrupted, and all the parts are perceived as part of a unified whole.

LAKE HELENS NINE HISTORICAL STYLES

- | | |
|-------------------|-----------------------|
| Classical Revival | Mediterranean Revival |
| Colonial Revival | Italianate |
| Gothic Revival | Shingle |
| Queen Anne | Frame Vernacular |
| Bungalow | |



Other historical styles may be permitted upon application to the City Commission where the applicant demonstrates, and the City Commission or its designee determines, that the utilization of such style contributes positively to the historic character of the City and is consistent with the intent of the City articles.

Architects, planners, landscape architects and developers are encouraged to display their design creativity within the Architectural Design Standards & Guidelines while remaining sensitive to the desires of the community as embodied in the City's Comprehensive Plan, City Codes and other applicable regulations.

Approval of architectural elevations for the Gateway Overlay is the responsibility of the City Administrator with an opportunity for public input for these projects. Staff will submit the design and elevations for the improvements on the Gateway Overlay site to the Historic Design Review Consultant (DRC) and the Historic Preservation Board (HPB) and/or (PLDRC) for both public and board input. Staff will also be presenting those elevations to the City Commission to receive public and commissioner comments. To assist you in this process we have provided this Guide to the application and Design review process.

OVERVIEW OF DESIGN REVIEW(S) AND THE CERTIFICATE OF APPROPRIATENESS (COA) PROCESS

RESIDENTIAL

1. Design Consultation Meeting with DRC (optional, but Highly recommended)
2. Preliminary Design Review on Agenda with HPB (optional)
3. Final Design Review on Agenda with HPB, if approved will then go on to Commission for COA Approval
4. Agenda for City Commission Meeting

COMMERCIAL

1. Design Consultation Meeting with DRC (optional, but Highly recommended)
2. Preliminary Design Review on Agenda with HPB (optional)
4. Final Design Review on Agenda with HPB, if approved will then go on to Commission for COA Approval.
5. Site Review on Agenda with PLDRC, if approved will then go on to Commission

This application guide is for the COA approval only. See Land Development Codes and Planning and Zoning requirements for PLDRC Meeting. This step is included for Clarity, other state and County permits' may be required in addition to the City of Lake Helen.

6. Agenda for City Commission Meeting

STEPS TO OBTAIN THE CERTIFICATE OF APPROPRIATENESS

It is your decision whether you want to receive present preliminary concepts to the HPB for a **Preliminary Design Review** by the board or submit for **Final Design Review**. The difference between the two is the amount of information required for each application and the objective of the submittal.



These reviews ensure adherence to the City Code for the Gateway Corridor standards and Lake Helen Gateway Historic Style Guides (or Lake Helen Pattern Book) Guide through a design review process with homeowners and architects.

If you want advice from the Historic Preservation Board (HPB), Planning Land Development Review Committee and or Lake Helen's Design Consultant at an early stage, you may request a Preliminary Design Review. To do this, submit a completed application form with applicable fees along with the name and location of your project and ten copies of preliminary plans to The City of Lake Helen, Planning Dept.

STEP 1 - FILING AN APPLICATION

The first step is submitting an application for either preliminary or final design review to the City of Lake Helen, required fees are due at the time of submittal. Please see the Application requirements for details on what your application needs to contain.

Please see our Forms and Applications page.

The application will be reviewed for completeness within 5 days. You will be notified if the application is found to be incomplete. Incomplete means that either all information required was not submitted or, some of that information was found inadequate. You will be told what information we need to make your application complete. Once complete application is received, your item will be placed on the next available agenda of the Historic Preservation Board. See City Schedule for next available meeting and submittal deadlines. You will be notified of the date and time your item is scheduled.

STEP 2 - PRELIMINARY DESIGN REVIEW

You will be notified of the date and time your item is scheduled. You will receive a Preliminary Historic Design Review report from the DRC that will be submitted to the HPB in addition to your submittal. You or your architect should attend the meeting to present your project. At the meeting, the Historic Preservation Board may make suggested changes to your project. The Board will let you know their informal recommendations. Please consider these recommendations and resubmit your new design solutions for final review when you are ready. You can schedule a meeting with the Design Review Consultant at any time for assistance.

STEP 3 - FINAL DESIGN REVIEW

After preliminary design review, and once you have met the Board's requests for more information and/or plan changes, your project can go back to the Design Review Board at the next available meeting for final design review. Before the meeting, a staff report will be prepared for the Board. At the final design review, the Board will either recommend to City Commission to approve the project as submitted, approve with conditions, or deny the project and send back for redesign. Historic Preservation Board's is to allow a Maximum of 20 Mins at final Review.

STEP 4 - CONSTRUCTION DESIGN REVIEW

Construction documents submitted for permit are show detailed working drawings and specifications for exterior detailing to adhere to Design COA that was approved. The DRC will review constructions documents for adherence to the COA approved. A PDF set can be emailed for this purpose, prior to permit. During, Construction Design Review Consultant is available to answer questions and review changes as they may arise. Major changes will have to be reviewed before they are implemented.

STEP 5 – AS BUILT DESIGN IMPLEMENTATION REVIEW

Prior to City issuing a Certificate of Occupancy the Design Consultant will prepare a report for the city to Confirm that the exterior Elements and details have been implemented by Builder as agreed. If major changes to the exterior effecting the overall conformity of the approved design, these changes will need to be submitted to the Historic



Design Review Consultant and the HPB for Review. A fee and possible rebuild of the area of concern may be required. See noncompliance Section in City Code.

FUTURE DESIGN PRECEDENTS

Only projects, or project elements of the highest Historic grade may be added to the Lake Helen Pattern Book in future revisions as New Traditional Style precedents. Determined by the city staff and Boards to be a "Conforming" and a "Contributing" building after the Owner and or Builder obtains the Certificate of Occupancy (C.O.) for the building. Exterior photos of the property will be taken.

THE DESIGN PROCESS

DESIGN CONSULTATION MEETING

To help you adhere to the City Code for the Gateway Corridor standards and Lake Helen Gateway Historic Style Guides (or Lake Helen Pattern Book), the Design Review Consultant (DRC) starts informally when homeowners are selecting a lot and continues through home construction. The Design Review Consultant (DRC) is available to answer questions and review changes as they may arise. If you want advice at an early stage, you may request a Design Consultation Meeting with the Design Review Consultant (DRC). To do this, submit a completed application form with applicable fees and a meeting will be scheduled at the earliest convenient time.

DESIGN CONSULTATION MEETING – REQUIREMENTS

- Application and Appropriate fees
- Make Appointment
- Please bring any images to meeting to help describe your desires for the Project. These can include
 - o historic precedent images,
 - o a lot Survey,
 - o preliminary Exterior Elevations,
 - o and preliminary Floor Plans

You can also email them to the Historic Design Review Consultant prior to the meeting. afaith@lakehelen.com

PRELIMINARY DESIGN REVIEW

CERTIFICATE OF APPROPRIATENESS APPLICATION – REQUIREMENTS

- Application and Appropriate fees

Submit The following: You can use The Final Design Checklist as a Template

DESIGN CONCEPT NARRATIVE

- Describe Historical style chosen
- Provide Historical Precedent images to support your design decision

CONCEPTUAL SITE DESIGN PLAN (RESIDENTIAL AND COMMERCIAL)

- Site plan Showing location of building on lot with roof plan
- Drives and walkways, proposed gardens and/or other site feature locations
- Front yard fencing and rear yard fencing

BUILDING ELEVATIONS - MASSING AND COMPOSITION (RESIDENTIAL AND COMMERCIAL)



- Exterior Elevations, including Auxiliary Buildings Proposed on site (Color Rendering is not required at preliminary)
- All four sides – Front, Right side, Left side and Rear
- Showing Building heights
- Showing Door and windows locations,

Note: Floor plans are not required but can be helpful to communicate the design intent and recommended for the Preliminary review.

STYLE SPECIFIC EXTERIOR DETAILS, (RESIDENTIAL AND COMMERCIAL)

Illustration details to be provided, not construction details. This can be accomplished through sketches, illustrations, typical cad details, and photos of existing building details that clearly define the design intent of the proposed design. To include but not limited to:

- Eave Soffit details
- Window style, Door style and Exterior Trim details
- Cladding materials and possible Façade cladding options
- Roofing materials
- Porch details included, Posts, Columns, Railings, Roof material (if different then main building) and Porch Ceiling materials, Porch Eaves detail
- Dormers, Brackets, Corbels, Special feature details, Gutters and downspouts, and Chimney caps

FINAL DESIGN REVIEW

CERTIFICATE OF APPROPRIATENESS APPLICATION - REQUIRMENTS

Complete **front, sides and rear elevations and overhead view of roof of all structures** shall be submitted as an exhibit to any **site plan** submitted for review and approval. Such drawings shall be rendered **in color and shall include:** exterior construction material specifications, color charts, structure dimensions, service area and mechanical equipment locations, outdoor storage area locations, screening devices, master signage plan, master lighting plan, and any other information as determined necessary by the City to ensure consistency with the provisions of the City articles.

Submit the following: You can use The Final Design Checklist as a Template

DESIGN CONCEPT NARRATIVE

- Describe Historical style chosen
- Describe how this design concept conforms to the Style chosen
- Provide Historical Precedent images to support your design decisions

If alternative Historic Style is being presented in addition to above, provide a narrative to why you believe this design is appropriate for the Historic Gateway in Lake Helen. Alternate Styles can be reviewed if a building can be shown to be a "Contributing Design" and are a "Conforming Historic Style" to the City Code for the Gateway Corridor standards.

CONCEPTUAL SITE DESIGN PLAN (RESIDENTIAL)

- Site plan showing location of building on lot and relationship with surrounding lots
- Roof plan to be included on site plan
- Drives and walkways, proposed garden and or pool feature locations
- Front Yard fencing and rear Yard fencing
- Site plan should clearly show tree and landscaping requirements and proposed tree removal



CONCEPTUAL SITE DESIGN PLAN (COMMERCIAL)

Site plan includes the above as well as:

- Location signage and signage concept elevations of signage. "Master Signage Plan"
- Location of service area and mechanical equipment locations, outdoor storage area locations, and screening devices. "Master Lighting Plan"
- See PLRDC for Civil and Site additional submittal requirements for a Commercial Project

BUILDING ELEVATIONS - MASSING AND COMPOSITION (RESIDENTIAL AND COMMERCIAL)

- Color Renderings of Exterior Elevations, including Auxiliary Buildings proposed on site
- All four sides – Front, Right side, Left side and Rear
- Showing Building Heights
- Showing Door and Windows locations
- Exterior trim detailing and building details
- Additional drawn, non- rendered elevations may be included for clarity when desired

STYLE SPECIFIC EXTERIOR DETAILS, (RESIDENTIAL AND COMMERCIAL)

Illustration details to be provided, not Construction details this can be accomplished through sketches, illustrations, typical cad details, and photos of existing building details that clearly define the design intent of the proposed design. To include but not limited to:

- Eave Soffit details
- Window style, Door style and Exterior Trim details
- Cladding materials and possible Façade cladding options
- Roofing materials
- Porch details included, Posts, Columns, Railings, Roof material (if different then main building) and porch Ceiling materials, Porch Eaves detail
- Additional design features element details
- Dormers, Brackets, Corbels, Special feature details, Gutters and Downspouts, and Chimney caps
- Other Items might include, Exterior Lighting, Shutters, Front Yard fencing and Rear Yard fencing, if applicable

Note: Floor plans are not required but can be helpful to communicate the design intent. Details can be referenced from the style guides provided by the City of Lake Helen, online. If you chose this method, clear page and detail references must be provided.

IF HPB APPROVES WITH CONDITIONS - REVISED ELEVATIONS ARE REQUIRED

During the review process, if the City approves with "provisions" or "conditions", alternations to elevation designs submitted in blackline or non-rendered elevations that reflect the "provisions" or "conditions", must be submitted to City clearly communicating the changes agreed upon during the HPB meeting, prior to being put on the City Commission's Agenda for C.O.A. approval. The Design Review Consultant will review to confirm the agreed "provisions" or "conditions", have been implemented.

Information on the Gateway Overlay, Standards and Style Guidelines can be found online at <http://lakehelen.com/commission/historic-preservation-board/gateway-historic-style-guides>.

Please contact Historic Design Review Consultant (HDRC) or City Clerk to set up an appointment to discuss the process, designs and applications: Phone: (386) 228-2121 or (386) 228-4279. Email questions and concept drawings to: afaith@lakehelen.com



FUTURE SUBMISSION DATES AND MEETING DATES

Historic Preservation Board**Nov 2018 – Nov 2019 Schedule**

Agenda Item Submission Due Date	Historic Preservation Board Meeting Date
Tuesday, November 20, 2018	Tuesday, December 04, 2018
Tuesday, December 18, 2018	Wednesday, January 02, 2019
Tuesday, January 08, 2019	Tuesday, January 29, 2019
Tuesday, February 05, 2019	Tuesday, February 26, 2019
Tuesday, March 05, 2019	Tuesday, March 26, 2019
Tuesday, April 02, 2019	Tuesday, April 23, 2019
Tuesday, May 07, 2019	Tuesday, May 28, 2019
Tuesday, June 04, 2019	Tuesday, June 25, 2019
Tuesday, July 02, 2019	Tuesday, July 23, 2019
Tuesday, August 06, 2019	Tuesday, August 27, 2019
Tuesday, September 03, 2019	Tuesday, September 24, 2019
Tuesday, October 08, 2019	Tuesday, October 29, 2019
Tuesday, November 05, 2019	Tuesday, November 26, 2019

For all City meeting times and dates please refer to latest data on the City of lake Helen's Official Website.