

CHAPTER 9 – DESIGN GUIDELINES

Table of Contents

Section 900. Entranceways. 1

900.1. Purpose and Intent. 1

900.2. Administration. 1

900.3. Designated Entranceways. 1

900.4. Land Uses Permitted within Entranceways. 1

900.5. PD Application Required. 1

900.6. Standards for Development. 2

900.7. Port Manatee. ~~43~~

900.8. Waivers. ~~43~~

Section 901. Cortez Fishing Village Design Guidelines. ~~20~~~~42~~

901.1. Definitions/Glossary of Terms. ~~22~~~~42~~

901.2. Introduction. ~~23~~~~42~~

901.3. Goals. ~~24~~~~43~~

901.4. Project Approach. ~~24~~~~44~~

901.5. Character Defining Features of the Village of Cortez. ~~25~~~~44~~

901.6. Guidelines for New Construction, Relocation and Demolition. ~~36~~~~24~~

901.7. Relocation of Buildings. ~~44~~~~32~~

901.8. Demolition. ~~45~~~~33~~

901.9. Rehabilitation and Maintenance of Historic Properties. ~~45~~~~33~~

901.10. Definitions. ~~46~~~~34~~

901.11. Design for Missing Historic Features. ~~46~~~~34~~

901.12. Additions and Alterations. ~~46~~~~34~~

901.13. Specific Materials Recommendations for Rehabilitation of Historic Properties. ~~47~~~~35~~

901.14. Certificate of Appropriateness for Historic Properties. ~~54~~~~44~~

Table of Maps

Map 9 - 1: Entranceways to Manatee County54
 Map 9 - 2: I-75/ US 301 Entranceways into Manatee County76
 Map 9 - 3: I-75/SR 64 Entranceway into Manatee County96
 Map 9 - 4: I-75/SR 70 Entranceways into Manatee County117
 Map 9 - 5: I-75/US 301/University Pkwy Entranceways into Manatee County.....138
 Map 9 - 6: I-275/US 41 Entranceways into Manatee County149
 Map 9 - 7: US 41/US 301 Entranceways in Manatee County1640
 Map 9 - 8: I-75/US 41 Entranceways into Manatee County1944

Table of Figures

Figure 9 - 1: 1940s Aerial of Cortez.....2645
 Figure 9 - 2: 1966 Aerial of Cortez2746
 Figure 9 - 3: 1999 Aerial of Cortez2746
 Figure 9 - 4a & b—Typical streetscapes2847
 Figure 9 - 5: Frame Vernacular Style3048
 Figure 9 - 6: Frame Vernacular Style - pyramidal roof3120
 Figure 9 - 7: Frame Vernacular Style - 2 story3120
 Figure 9 - 8: Bungalow Style3224
 Figure 9 - 9: Masonry Vernacular Style, commercial3324
 Figure 9 - 10: Masonry and Frame Styles3422
 Figure 9 - 11: Industrial Vernacular—Frame construction.....3422
 Figure 9 - 12: Industrial—Masonry Vernacular3523
 Figure 9 - 13: Industrial—Marine/Fishing Frame Vernacular3523
 Figure 9 - 14 a: 2 Story Construction with Open Area.....3725
 Figure 9 - 15: Rhythm, Alignment and Spacing.....3826
 Figure 9 - 16: Incompatible New Construction3826
 Figure 9 - 17: Compatible New Construction3927
 Figure 9 - 18: Window Proportion and Spacing.....4028
 Figure 9 - 19: Compatible Addition to Existing Structure.....4028
 Figure 9 - 20: New Commercial Construction4129
 Figure 9 - 21: Signage4334

Chapter ~~49~~ – DESIGN GUIDELINES

Section 900. ~~Section 737~~ Entranceways.

900.1. ~~737.1~~ Purpose and Intent.

It is the purpose and intent of this part:

- A. ~~737.1.1~~—To convey to the traveling public a strong image that Manatee County is a high quality place to live, work and visit;
- B. ~~737.1.2~~—To provide standards and criteria by which proposed development in these entranceway areas will be reviewed; and
- C. ~~737.1.3~~—To protect and enhance existing native vegetative communities and promote the use of zonal landscaping and other low water landscaping materials and techniques.

900.2. ~~737.2~~ Administration.

The Department Director ~~The Planning Director~~ shall be responsible for the administration of this section and coordination with other agencies.

900.3. ~~737.3~~ Designated Entranceways.

~~737.3.1~~—In order to meet the intent of this Section, entranceways shall be defined as follows; and as depicted generally based on Maps 8-1 through 8-9 as attached.

- A. ~~1~~—One-quarter (¼) mile on either side of Interstate 75 (I-75), throughout the County.
- B. ~~2~~—One-quarter (¼) mile on either side of Interstate 275 (I-275), throughout the County.
- C. ~~3~~—One (1) mile long intersecting arterials from the intersection with the interstate(s), on both sides of the street at a width of one-half (½) mile on either side of the street and shall be measured from the ~~elosest~~ {closest} point of the right-of-way relating to the interchange.
- D. ~~4~~—One-half (½) mile west of and one (1) mile east of U.S. Highway 301 at University Parkway for a distance of one-half (½) mile.
- E. ~~5~~—One-quarter (¼) mile on either side of U.S. 41 for a distance of one (1) mile from both the north and south county borders.

~~These entranceways shall meet all standards set forth in Section 737.5.~~

900.4. ~~737.4~~ Land Uses Permitted within Entranceways.

~~737.4.1~~—Land uses within entranceways shall be limited to those uses permitted in the PDMU, PDPI, PDC, PDR, PDI, PDW, PDRP and PDO districts.

~~737.4.2~~—No adult entertainment uses, as defined by this Code, shall be allowed in or adjacent to any entranceway.

900.5. PD Application Required.

~~737.4.1.1~~—All development proposals, excluding accessory structures, within ~~these areas designated entranceways~~ shall be processed as planned developments; ~~applications, except~~ Development proposals meeting the following criteria may be approved administratively; as limited in Section 737.4.1.2 below.

- A. ~~737.4.1.2~~—~~Allowable exceptions to Section 737.4.1.1 may be processed administratively if n~~No other ~~requirements-section~~ of the Land Development Code or the Comprehensive Plan require the development to obtain planned development or a special permit approval; ~~and~~

B. ~~The application meets all of the entranceway criteria standards contained in this chapter;~~ and

C. ~~The proposal meets the following criteria (residential projects are required to meet only including all of those listed below for non-residential projects and items 63- through 5e-, 7g-, 8h- and 9j- below for residential projects):~~

1. ~~a.~~ Buildings adjacent to I-75 and/or I-275 shall be finished so that building fronts or front facades face said highway(s). The ~~Department Director Planning Director~~ shall have the authority to approve an alternative which is aesthetically equal to, or superior to this requirement.
2. ~~b.~~ Buildings adjacent to I-75 and/or I-275 shall be designed so as to position in their parking areas in a manner which generally avoids visibility from said highway(s). The ~~Department Director Planning Director~~ shall have the authority to approve an alternative which is aesthetically equal to, or superior to this requirement.
3. ~~c.~~ Any chain link fence utilized ~~in perimeter areas, around retention ponds or used anywhere else on the~~ site shall be a dark color such as a black, dark brown or dark green.
4. ~~d.~~ Seventy-five (75) percent of all trees exceeding twenty-four (24) inch ~~d.b.h.~~ DBH shall be preserved.
5. ~~e.~~ All wetland impacts must meet a 2:1 mitigation requirement for herbaceous wetlands and a 4:1 mitigation ratio for forested wetlands.
6. ~~f.~~ All dumpsters, compactors and other utility equipment shall be located in the rear of all buildings, and these units shall meet all minimum setback requirements. These units shall not be visible from any collector or arterial facility. Exceptions may be granted by the ~~Department Director Planning Director~~ for corner lots where no reasonable alternative location is available. Screening must be constructed with building materials matching the principal building on site.
7. ~~g.~~ Foundation landscaping shall be required in the amount of forty (40) square feet per one thousand (1,000) square feet of gross floor area, with at least sixty (60) percent of the required foundation landscaping located along foundations visible from entranceway roadways.
8. ~~h.~~ At least seventy-five (75) percent of all new required trees, shrubs and groundcover shall consist of native species.
9. ~~i.~~ Any other requirement deemed necessary by the ~~County Administrator or designee~~ ~~Department Director~~ to protect the health, safety, welfare and aesthetic quality of the entranceway. Any such requirement, applicable to the regulation of signs, shall not be based on sign content.

Commented [LEA1]: Orientation of parking areas will be reviewed in further detail during phase 2.

Commented [LD12]: [update d per adopted sign ordinance]

900.6. 737.5. Standards for Development.

A. Landscaping and Buffers.

1. ~~737.5.1. Landscaping.~~ All required landscape areas and buffers shall retain existing native vegetation to the greatest extent possible. Existing trees and shrubs meeting the minimum standards set forth in **Section 701745** may be counted towards fulfilling the landscaping requirements. All required landscape buffers shall be shown on any site plan or plat as a landscape easement, and duly recorded as such after ~~F~~final ~~S~~site ~~P~~plan approval.
2. ~~737.5.1.1. Required Buffer.~~ A minimum twenty (20) foot wide landscaped buffer strip shall be required along all arterial, ~~and collector, street highway and interstate~~ frontages adjacent to the project, ~~including along all highways and interstates~~. Those projects which receive access from frontage roads adjacent to the arterial/collector road shall provide this buffer. However, site locations internal to the development and not adjacent to the arterial/collector shall not be required to provide this buffer.
3. ~~Minimum Requirements~~ **Buffer Landscaping.** Landscaped buffers shall consist of at least one (1) decorative or canopy tree, meeting the requirements of **Section 701745**, [to] be planted every twenty-five (25) feet on center. In addition, hedges, shrubs and berms shall be used to achieve sixty (60) percent opacity at a height of five (5) feet.
4. ~~737.5.1.2. Landscaping Easements.~~ These landscape buffers shall be maintained per **Section 701745** of this Code.

B. 737.5.2. Access.

~~All projects located within a designated entranceway shall gain access by means of indirect access, such as cross-access agreements and consolidated driveways.~~ Unless inconsistent with state law, no project shall gain direct access to any road designated as a minor arterial or higher, but such project shall make use of frontage roads, ~~or cross-access easements, or consolidated driveways~~ to access through local roads or lower classified thoroughfare facilities.

1. ~~737.5.2.1. Frontage Road Requirements.~~ Frontage roads shall require a minimum twenty-four (24) foot pavement width and fifty (50) to eighty-four (84) feet of right-of-way. ~~The Department Director Manatee County Building and Development Services Department~~ will determine the right-of-way requirements for each entranceway as developed.
2. ~~737.5.2.2. Cross Access Easements.~~ All projects within an entranceway shall provide for internal cross access with adjacent projects. This shall be accomplished ~~by~~ through the use of cross access easements, internal drive aisles and/or frontage roads.

C. 737.5.3. Signs. The standards of ~~Chapter 6~~ Section 724, Signs, shall apply to signs ~~in the~~ within designated entranceways. ~~The regulations of signs in the Entranceways shall not be based upon the content of sign.~~

1. ~~737.5.3.1. Types of Signs.~~ On-site, temporary, exempt, and subdivision signs shall be allowed within the entranceways. All other sign types are prohibited. ~~Subdivision s~~ Signs shall be governed by ~~Chapter 6~~ Section 724 and applicable development approvals, ~~except as noted below.~~
2. ~~737.5.3.2. Number of Signs.~~ One ~~project identification~~ freestanding sign is allowed per road frontage per premise, regardless of length. In the case of a shopping center with outparcel(s), each outparcel may be permitted a separate ground sign provided that the outparcel has a minimum of one hundred (100) feet of frontage on the roadway where the sign is located.
3. ~~737.5.3.3. Size of Signs.~~ The maximum sign area and height of free-standing on-site signs shall be as follows:

Type of Sign	Length of Road Frontage			Height
	0 ≤ 300 L.F.	300 1 - 600 L.F.	≥ 600 1 +	
Ground Sign	60 sq. ft.	80 sq. ft.	100 sq. ft.	8 ft.
Pole Sign	45 sq. ft.	60 sq. ft.	75 sq. ft.	20 ft.

4. ~~737.5.3.4.5. Combination Signs.~~ Any one combination sign within a project in an entranceway shall be limited to a maximum of five (5) separate sign/tenant items.
5. ~~737.5.3.4. Sign Approvals.~~

- a. ~~737.5.3.4.1. Sign Plan.~~ All entranceway projects shall provide a sign plan with submittal of a final plan/plat which includes the following:
 - i. Total number of signs;
 - ii. Size—individually and total square footage;
 - iii. Design;
 - iv. Height;
 - v. Building materials;
 - vi. Color, style; and
 - vii. Elevations (~~both~~ pole, ground and wall mounted signs).

~~737.5.3.4.2. Sign Permit.~~ A separate sign permit issued by the Building Official is required before construction or placement of any sign.

- b. ~~737.5.3.4.3.~~ No sign permit shall be issued for a permanent freestanding sign in the entranceways unless

Commented [LEA3]: updated per adopted sign ordinance. propose deleting last sentence. already stated in chapter 5

such sign is specified in the development approval.

~~a.c. 737.5.3.4.4.~~ All permanent freestanding signs in the entranceways shall also require the approval of the Planning Department Director.

~~D. 737.5.4.~~ **Open Space.** Properties developing within the entranceways shall provide an additional five (5) percent landscaped open space over the required minimum standards of the zoning district.

900.7. ~~737.6.~~ Port Manatee.

Port Manatee shall not be required to meet the buffer requirements of **Section 900.6737.5.4** as the PDPM District has created other buffer requirements suitable for this facility.

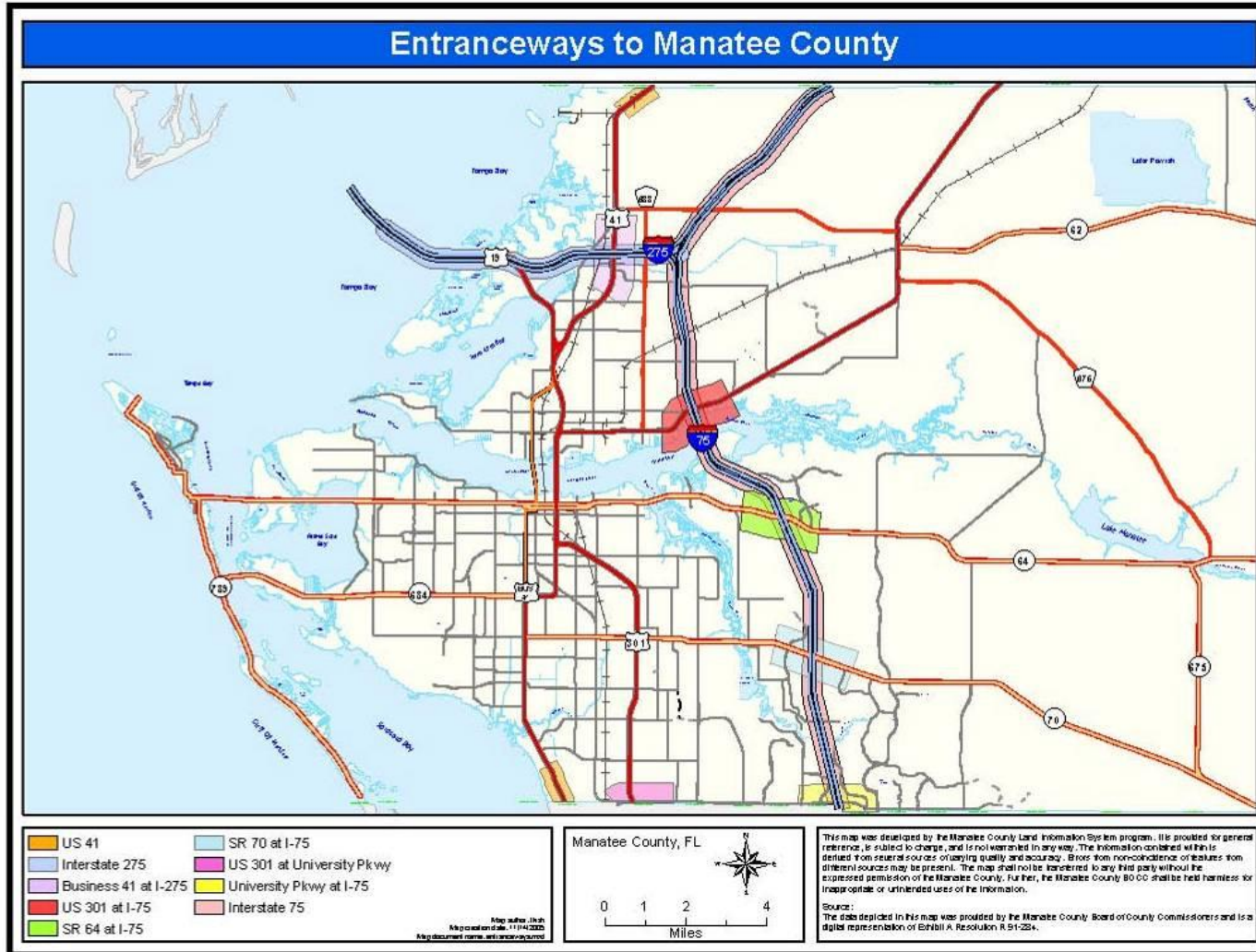
900.8. ~~737.7.~~ Waivers.

The Board may waive certain required improvements in order to facilitate the implementation of other entranceway criteria.

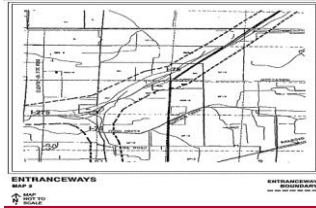
~~(Ord. No. 91-23, § 3, 2-19-91; Ord. No. 91-29, § 3, 11-20-91; Ord. No. 92-60, § 3, 12-14-92; Ord. No. 93-27, § 2, 9-1-93; Ord. No. 94-09, § 3(l), 6-16-94; Ord. No. 00-22, § 2, 1-25-00; Ord. No. 02-20, § 2, 3-26-02; Ord. No. 08-35, § 2, 4-3-08)~~



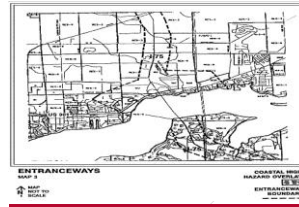
Map 9 - 1: Entranceways to Manatee County Entranceways, Map 4



Commented [LD14]: [Staff: note that all maps are missing the coastal high hazard area and historic overlays that were on the original; however, they are not needed. The county may want to consider putting all entranceways on one map]

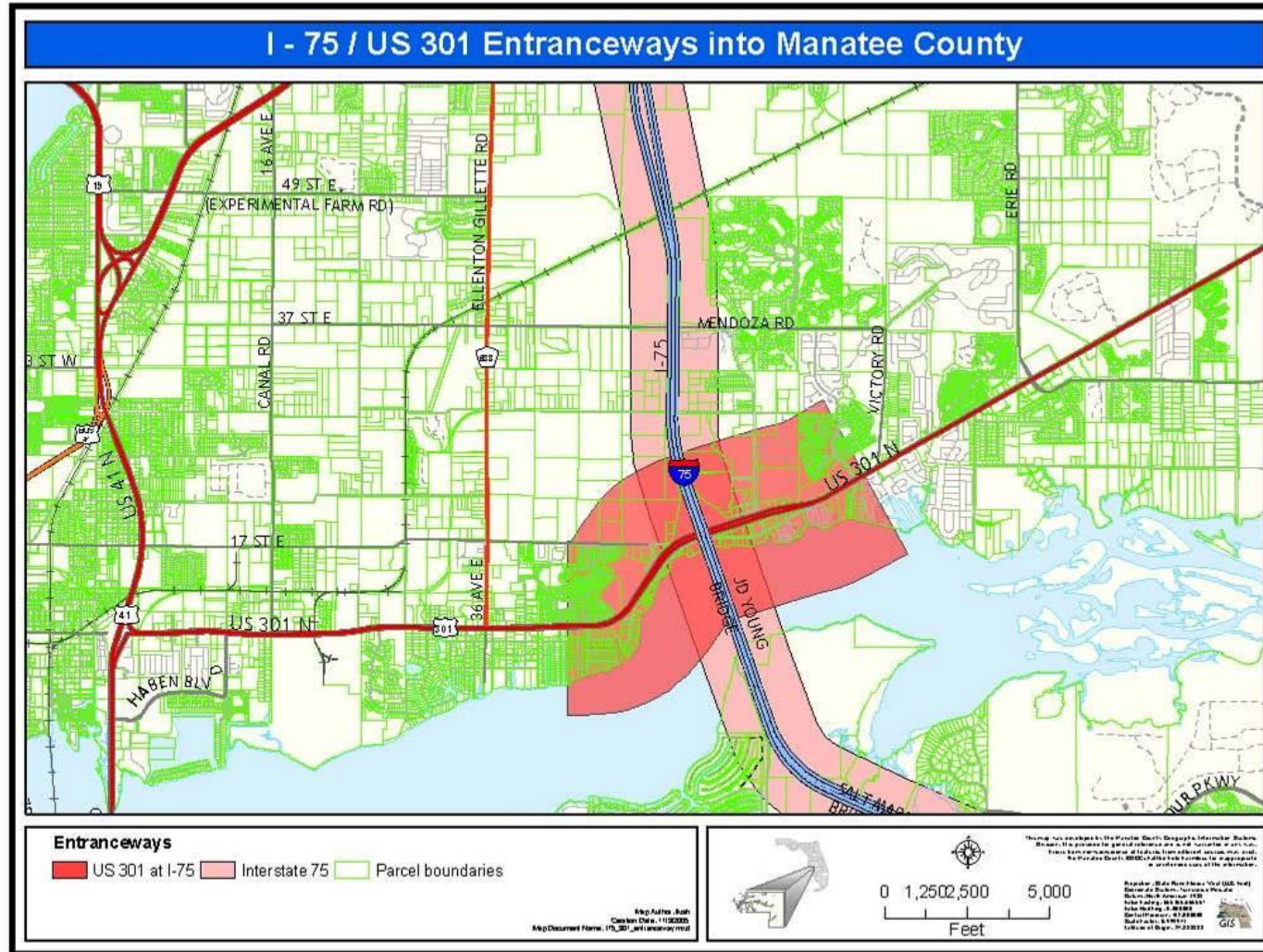


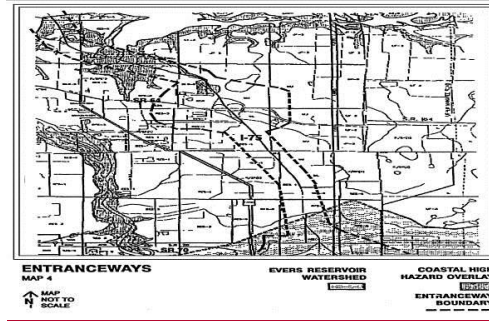
Entranceways, Map 2



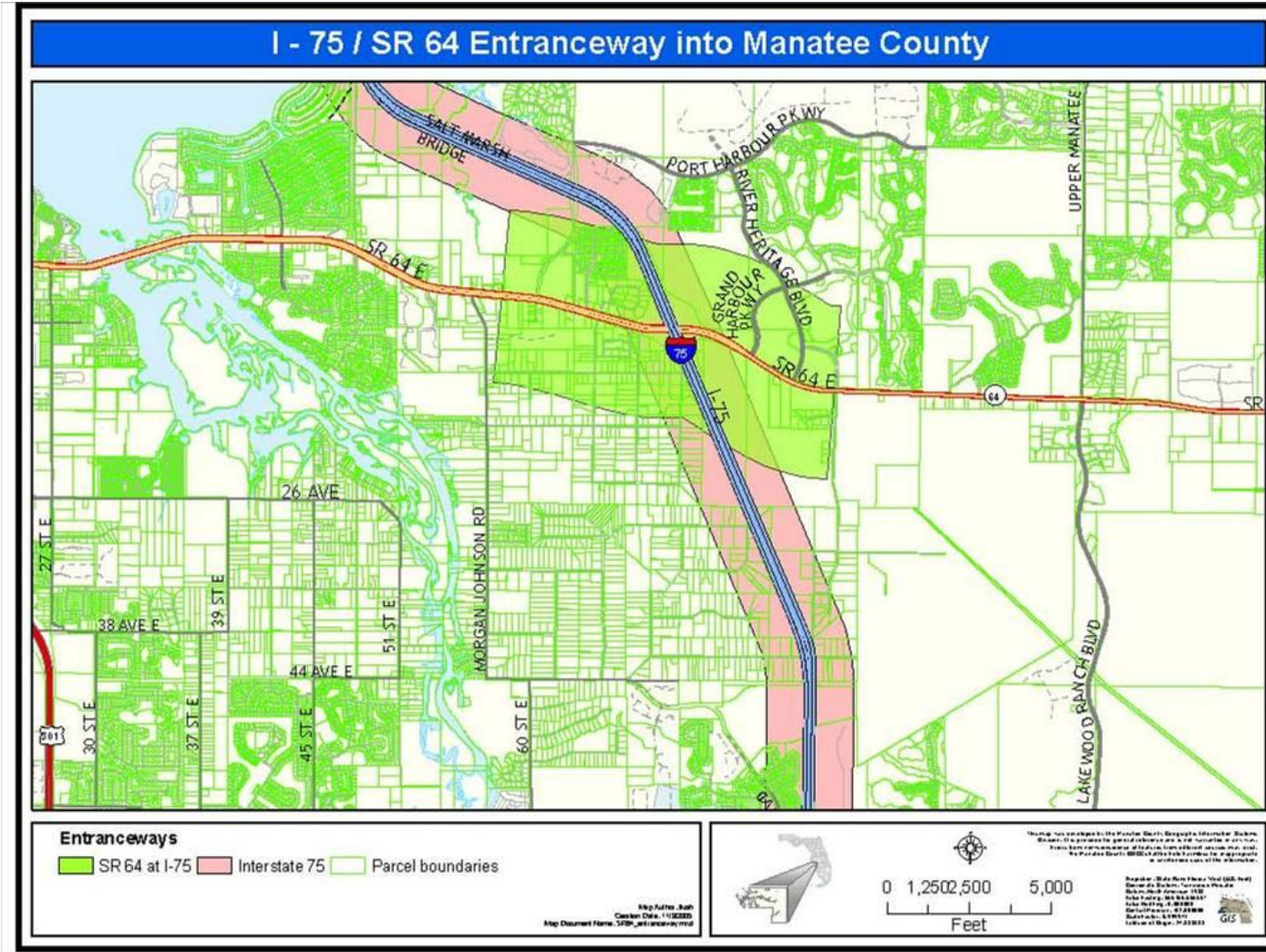
Commented [LD15]: [Entranceways map 2 has been deleted as it showed the same thing as map 1]

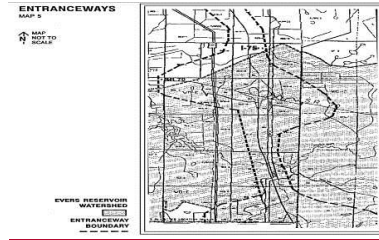
Map 9 - 2: I-75/ US 301 Entraceways into Manatee County Entraceways, Map 3



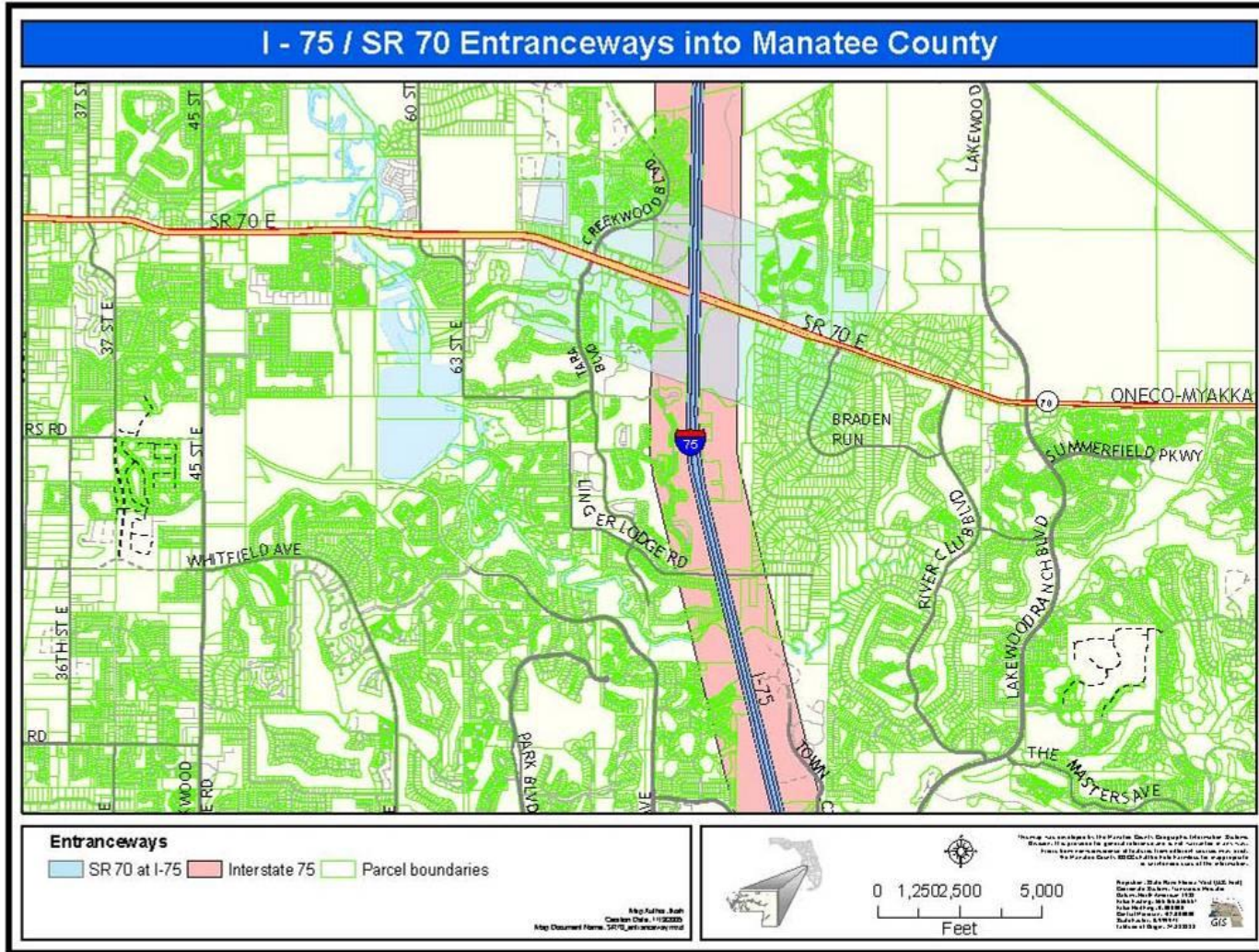


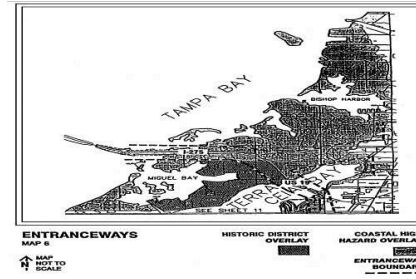
Map 9 - 3: I-75/SR 64 Entranceway into Manatee County Entranceways, Map 4



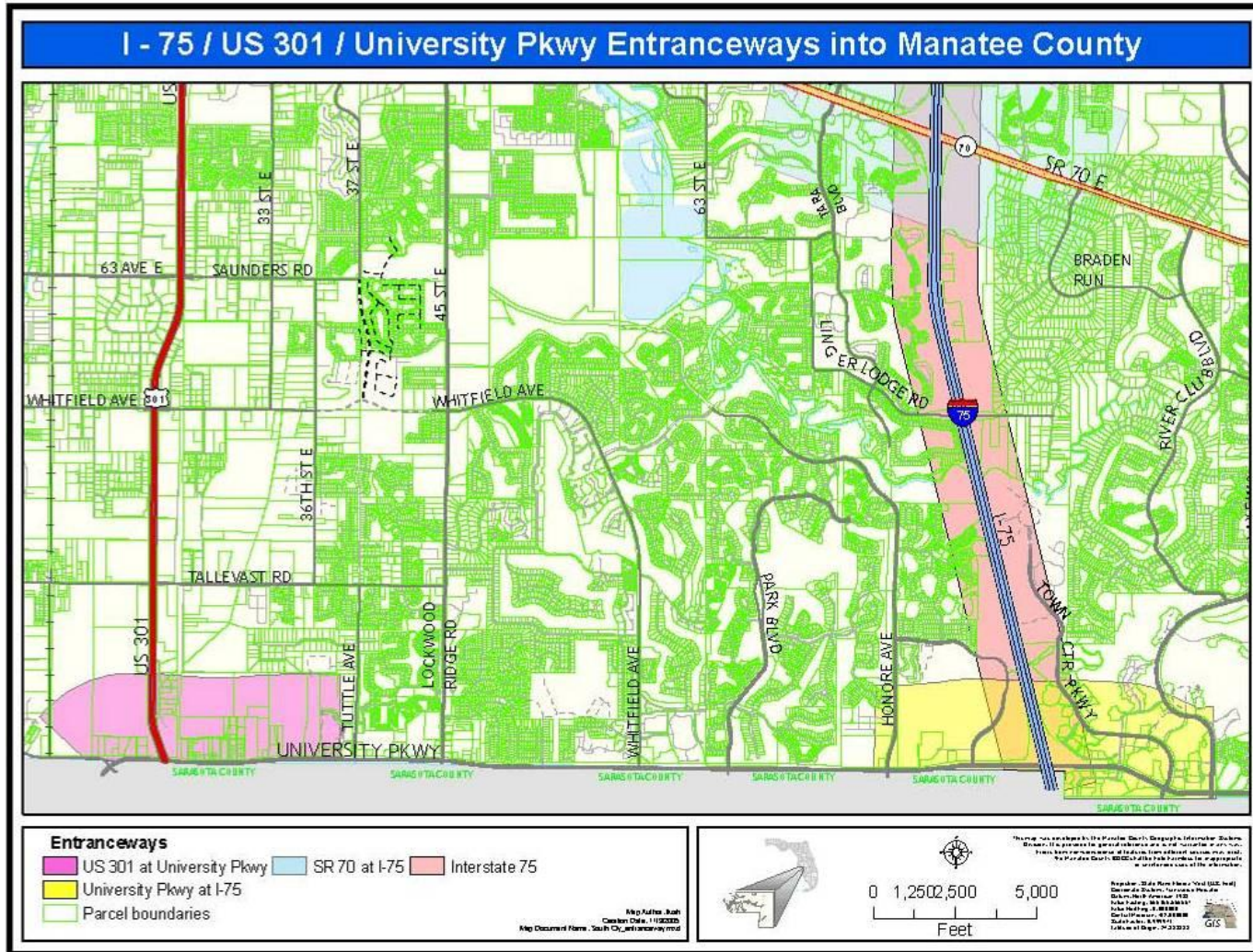


Map 9 - 4: I-75/SR 70 Entranceways into Manatee County Entranceways, Map 5

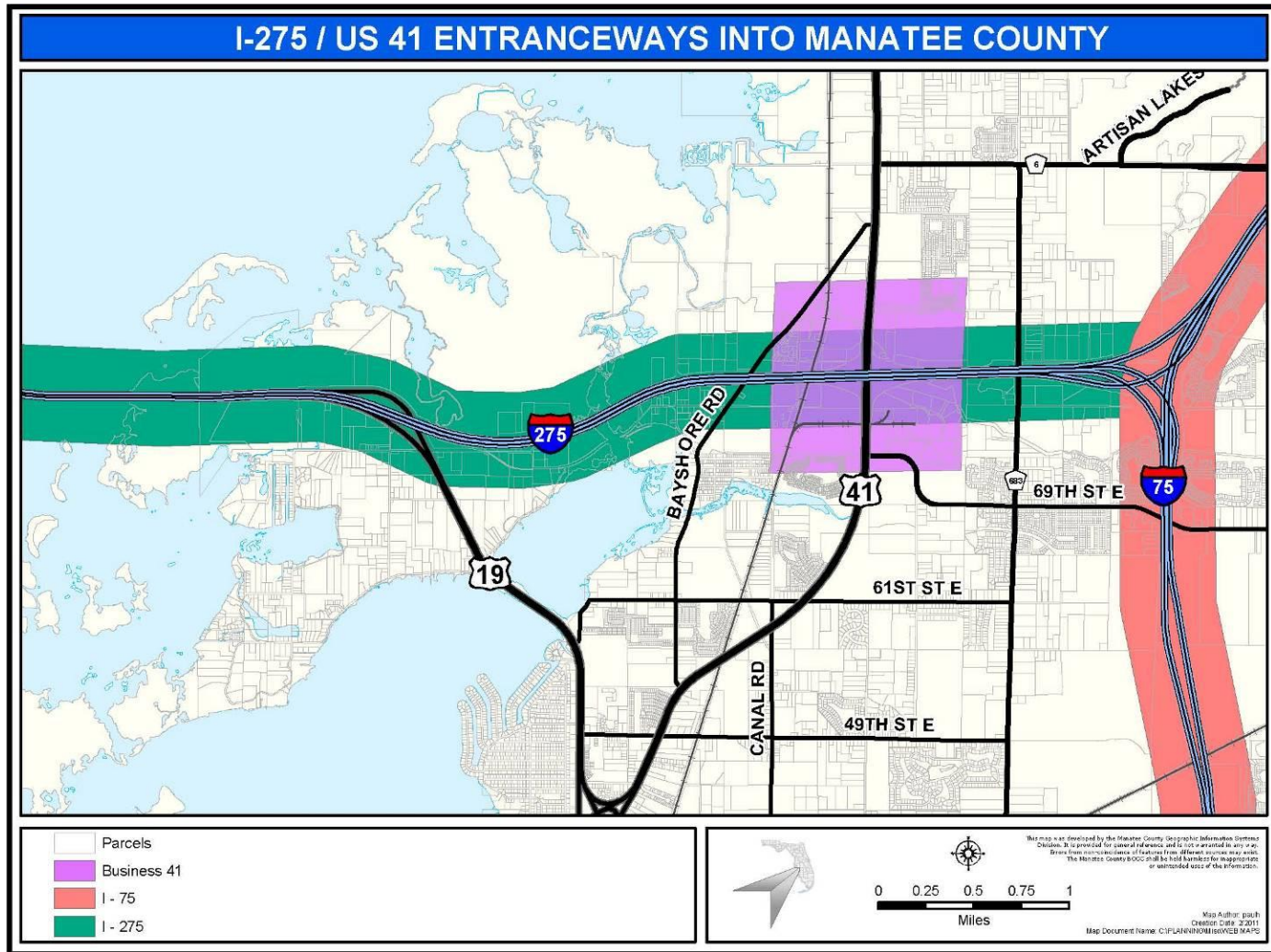


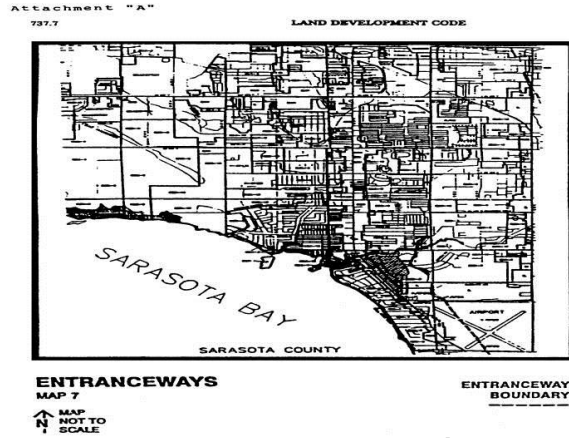


Map 9 - 5: I-75/US 301/University Pkwy Entranceways into Manatee County

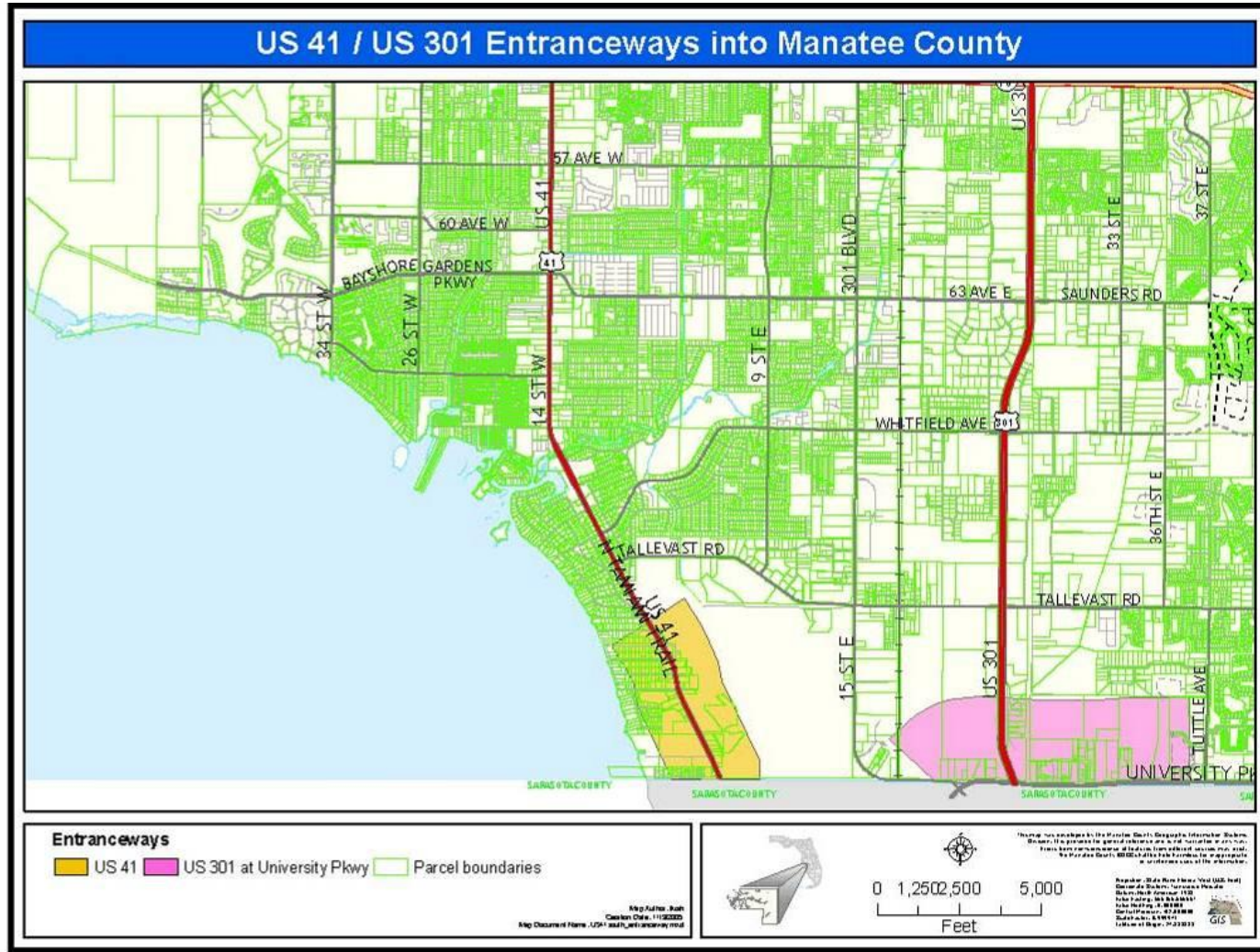


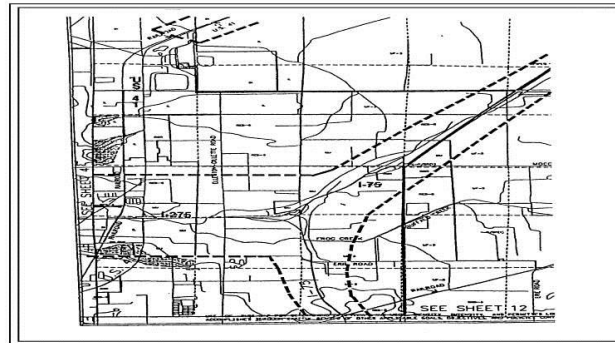
Map 9 - 6: I-275/US 41 Entranceways into Manatee County Entranceways, Map 6





[Map 9 - 7: US 41/US 301 Entranceways in Manatee County](#) ~~Entranceways, Map 7~~





ENTRANCEWAYS

MAP 8

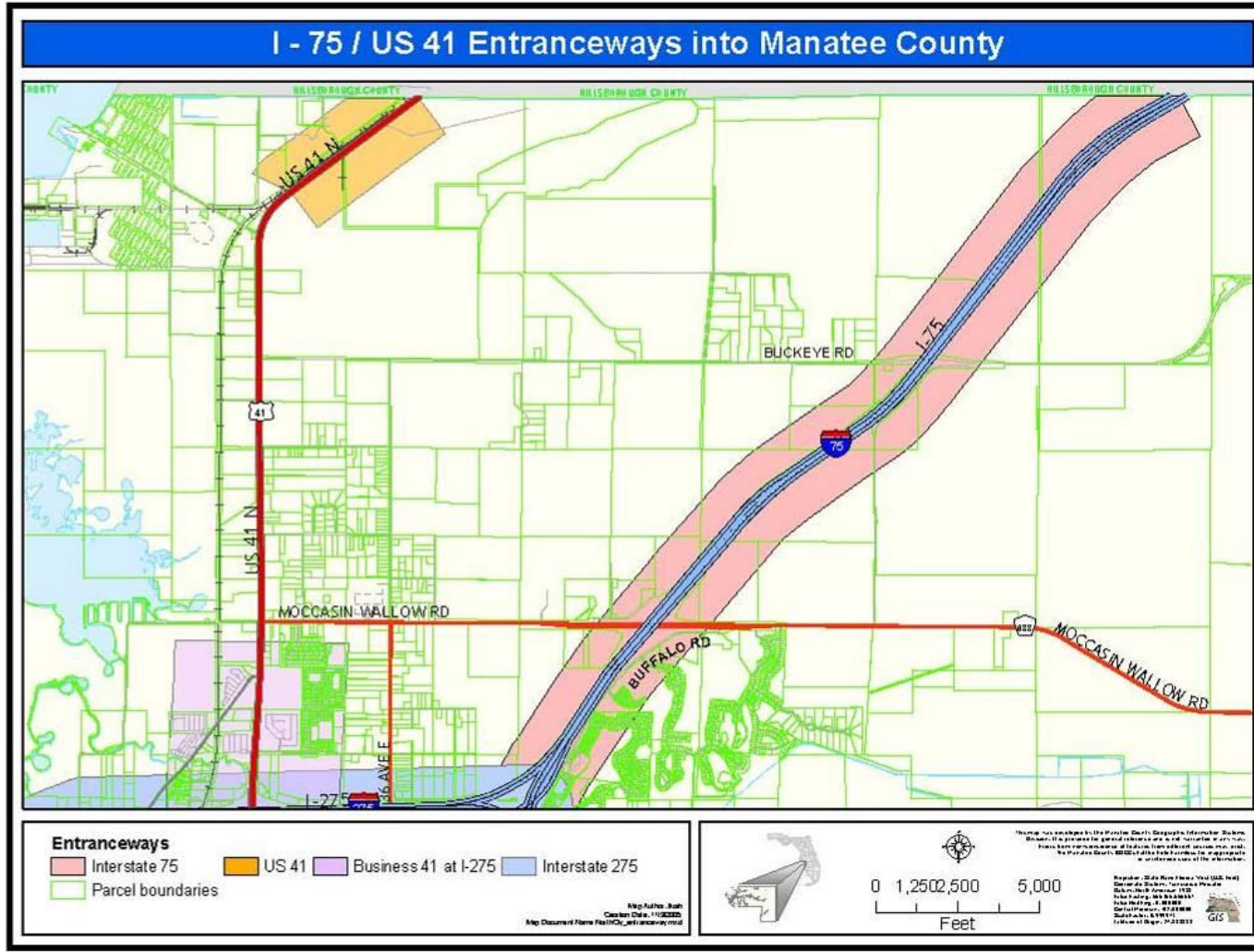
MAP
N
NOT TO
SCALE

COASTAL HIGH
HAZARD OVERLAY

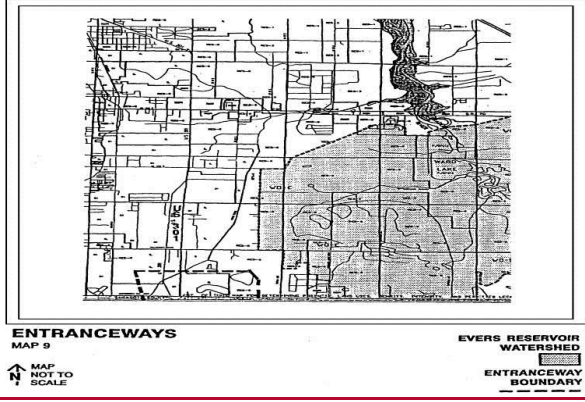
ENTRANCEWAY

BOUNDARY

Map 9 - 8: I-75/US 41 Entranceways into Manatee County Entranceways, Map 8



Map 8-0: Entranceways Map 9



Commented [LD16]: [Map 9 has not been recreated yet.]

Section 901. Section 401. Cortez Fishing Village Design Guidelines.

Figure 4-1 sets forth the Design Guidelines for the Cortez National Register Historic District.
(Ord. No. 07-57, § 3, 9-6-07)

Commented [LD17]: [This section not part of scope however it was updated to match other chapters]

FIGURE 4-1

Design Guidelines For The Cortez National Register Historic District



STEVENS ON ARCHITECTS INC.
June 2001

Table Of Contents

- Acknowledgements
- List of Figures
- Definitions
 - I. Introduction
 - II. Character Defining Features of the Village of Cortez
 - III. Guidelines for New Construction
 - Design Guidelines for Residential Buildings, Design Guidelines for the Commercial Buildings, Design Guidelines for the Waterfront/Marine area
 - IV. Guidelines for Relocation
 - V. Guidelines for Demolition
 - VI. Rehabilitation and Maintenance of Historic Properties
- Appendices
 - A. Specific Materials Recommendations
 - B. The Secretary of the Interior Standards for Rehabilitation
 - C. Certificate of Appropriateness
- Bibliography

Acknowledgements

This project has been financed in part with historic preservation grant assistance provided by the Bureau of Historic Preservation, Division of Historical Resources, Florida Department of State, assisted by the Historic Preservation Advisory Council. However, the contents and opinion do not necessarily reflect the views and opinions of the Florida Department of State, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the

~~Florida Department of State.~~

~~Valuable guidance and assistance was provided by the work of Robert Jeffrey, Manager of Urban Design and Historic Preservation with the City of St. Petersburg.~~

~~Many thanks go to Linda Stevenson who provided over half of her services as in-kind to make this project possible.~~

~~Thanks to Dan Pennington and Alex Magee of 1000 Friends of Florida.~~

~~Special thanks go to the Cortez Waterfronts Florida Committee who voted to maintain their neighborhood character by pursuing design standards and to the Florida Institute of Saltwater Heritage (FISH) who applied for and worked on this grant.~~

~~Thanks to the Manatee County Board of County Commissioners for funding the Cortez Waterfronts Florida Program whose manager, Janet Hoffman, provided grant administration and technical assistance for this document.~~

~~The Historic Preservation Board of Manatee County provided guidance and comments helpful to the creation of the document.~~

~~Figure 1a~~

~~Figure 1b~~

~~List of Figures~~

Cover	Cortez Street Scene
Figure 1 a & 1 b	Cortez Waterfront Scenes
Figure 2	1940s Aerial of Cortez
Figure 3	1966 Aerial of Cortez
Figure 4	1974 Aerial of Cortez
Figure 5	1999 Aerial of Cortez
Figure 6 a & 6 b	Typical streetscapes
Figure 7	Frame Vernacular Style
Figure 8	Frame Vernacular Style — Pyramidal Roof
Figure 9	Frame Vernacular Style — 2 story
Figure 10	Bungalow Style
Figure 11	Masonry Vernacular Style, Commercial
Figure 12	Masonry and Frame Vernacular Style
Figure 13	Industrial — Frame Vernacular Construction
Figure 14	Industrial — Masonry Vernacular Construction
Figure 15	Industrial — Marine/Fishing — Frame Vernacular Construction
Figure 16a	Two Story Construction With Open Area
Figure 16b	Traditional relationship of Front Entrances to Street
Figure 17	Rhythm, Alignment and Spacing
Figure 18	Incompatible New Construction
Figure 19	Compatible New Construction
Figure 20	Window Proportion and Spacing
Figure 21	Compatible Addition to Existing Structure
Figure 22	New Commercial Construction
Figure 23	Signage

901.1. Definitions/Glossary of Terms

Alignment	The relationship of three-dimensional features in space where the element matches a line established by an adjacent element to its position in space. Alignments can be horizontal, vertical or diagonal.
Compatibility	Sensitivity and responsiveness of a building's design to the existing character of a neighborhood or historic or special area. Elements of assessing compatibility include the following features: <input type="checkbox"/> Relationship of the building to the street (height, facade details, landscaping,

	transition from public to private spaces) ☐ Spacing between buildings ☐ Consistency of the building's design features ☐ Scale
Context	Characteristics or quality of the natural or physical attributes of an area, topography, landscape and water features and the man-made components (built environment) consisting of buildings and streetscape features.
Contributing structure	A contributing structure of a historic district is a structure that was built during the area's period of significance, and reinforces the character and style of the district.
Drop siding	A siding in which the upper portion of each board has a concave curve. Also know as novelty, rustic and German Siding.
FEMA	Federal Emergency Management Agency, agency responsible for setting requirements for federal flood insurance program.
Fenestration	The arrangement of the various windows, doors and other exterior openings in a building.
FIRM	Flood Insurance Rate Map
Massing	The arrangement of geometric forms of building into a whole.
Non-contributing structure	A non-contributing structure is one that was either: a) built after the area's period of significance, b) a structure that dates from the area's period of significance but has had substantial alterations to its character-defining features.
Rehabilitation	The process of returning a building to a state of usefulness through repair or alteration which preserves those features that are historically or architecturally significant.
Relocation	Any change in the location of a building from its present setting to another setting.
Rhythm	The regular or harmonious recurrence of building lines, shapes, forms or color. Rhythm can be established by rooflines, porches and entrances, columns, window shapes and patterns and other horizontal or vertical elements on the facades.
Scale	is + The proportional size of a building related to its surroundings, particularly other buildings in the surrounding context.
Setting	The relationship of a historic building to adjacent buildings and the surrounding site and environment. The setting of a historic building includes such important features as yards, gardens, signs, streets and building set-backs. The landscape features around a building are often important aspects of its character and the district in which it is located.
Spacing	The regular interval of repetition of elements in a group.

901.2. ~~1~~-Introduction.

Cortez is the same quintessential commercial fishing village today as it was 100 years ago. In fact, it has remained a viable fishing location for over 200 years, utilized by itinerant fishermen before it was permanently settled by five fishermen, ~~three~~ Three of them were brothers, from Carteret County, North Carolina. The present village of Cortez faces pressures never imagined when it was settled as an isolated village, accessible only by water, in the late 1880s.

Even though modern development pressures have dramatically altered the shoreline of much of Florida, the Cortez waterfront remains true to its marine heritage as a working commercial fishing village - so far. Cortez is feeling the pressure of dwindling waterfront property, post WWII, car oriented development regulations, and the commercial fishing net ban. The village is struggling to keep its historic integrity both culturally and architecturally.

Concern for Cortez is not new. In 1975 Manatee County completed a road study for Cortez Road. Recommendations were made to create special regulations to preserve the community's character. In 1989 the Manatee County Comprehensive Plan was adopted, which recognized Cortez with a Historical and Archaeological Overlay District. In 1990, the County adopted its new Land Development Code (LDC) also designating Cortez as an historical district. Since then, the Village has been listed on the National Register of Historic Places (1995) and was designated a Waterfronts Florida community in 1999.

The 1990 LDC established the first Manatee County Historic Preservation Board (HPB). The HPB reviews proposed projects in Cortez, both renovations and new construction, and issues a Certificate of Appropriateness for appropriate construction as part of the permitting process. Design criteria provided by the Secretary of Interior Standards for Rehabilitation, adopted in the LDC, guide the County's review process. While the Standards provide some guidance

for historic properties, it has become apparent that more site - specific design guidelines are needed for infill construction, and alterations and additions to existing structures.

The Cortez Vision Plan is one of the Cortez Waterfronts Florida Committee's first projects, developed with input of a community-wide survey in January 2000 and through a series of public meetings held between February and April 2000. The survey was returned by 78% of the community. The Visioning process identified the preservation of community character as the number one concern of Cortez residents. The Vision Plan reflects this concern for community. The first strategy in the Vision Plan under goal #1: Maintain Community Character, calls for the development of design guidelines for new construction. This document was specifically created to implement the community preservation goals of the Cortez Vision Plan.

901.3. Project Goals:

The goals of these Design Guidelines are to:

- A. ~~1.~~ Provide a framework for the preservation of a historical/cultural and ethnographical community as the working fishing community grows and transitions over time.
- B. ~~2.~~ Clearly define the important features of the Cortez community and provide uniform expectations for those involved in new or re-construction including:
 1. ~~a.)~~ Property Owners who are renovating historic properties and who need guidance in retaining historic integrity;
 2. ~~b.)~~ Property Owners who are building new structures in the community whose construction can reinforce character defining community features;
 3. ~~c.)~~ Architects who are designing new homes and renovations to existing homes who require compatibility guidance and the County Staff who are reviewing the plans;
 4. ~~d.)~~ Historic Preservation Board members who review projects for their appropriateness for the community, and who must make recommendations on development projects and approve or deny Certificates of Appropriateness for these plans; and
 5. ~~e.)~~ County Planning and review staff who may be involved in future County projects in Cortez.
- C. ~~3.~~ Preserve those physical characteristics that are character defining features in Cortez, including:
 1. ~~1.~~ Preservation of the scale in the community;
 2. ~~2.~~ Preservation of open space and vistas;
 3. ~~3.~~ Preservation of traditional street and drainage patterns (no curbs/gutters); and
 4. ~~4.~~ Preservation of traditional architectural character and forms.
- D. ~~4.~~ Create a "holistic" approach to the planning process, that encompasses the physical, economic and visual characteristics of the community.
- E. ~~5.~~ Preserve the relationship of the community to the working waterfront.
- F. ~~6.~~ Preserve a traditional mix of uses; residential, commercial and marine/industrial.
- G. ~~7.~~ Carefully integrate new marine uses.

901.4. Project Approach:

The following elements were incorporated into these Design Guidelines:

- A. ~~1.~~ Study of the historical development patterns that have created the Village.
- B. ~~2.~~ Identification of the modern development patterns and regulatory forces acting on the Village today.
- C. ~~3.~~ Analysis of the features on the existing streetscape, landscape and site characteristics that contribute to the

character of Cortez.

- ~~D. 4.~~ Analysis of the existing character defining features and architectural styles that make up the historic building stock.

901.5. ~~II.~~ Character Defining Features of the Village of Cortez.

A. Historical Development Patterns.

Cortez is located on a peninsula historically known as "Hunter's Point". Early in the 19th century, Spanish fishermen plied the waters of the area and established plantations or "ranchos" on the peninsula. No remnants of these structures remain. The Village was settled by fishing families, from Cateret County, North Carolina. Many of the descendants of those families still live in the community today.

Established in the late 1880-s, Cortez was accessible only from the water. Boats were the main mode of transportation along with walking. Before the hurricane of 1921 destroyed all but one structure on the waterfront, many homes were located there. Residents rebuilt at a distance from the shoreline and anchored their new homes to withstand high winds. All community activity centered on the waterfront and the development of the Village reflects that orientation. Streets in Cortez began as footpaths and their narrow width today is a result of that pedestrian beginning. Most streets are oriented in a north-south direction, allowing access directly to the water.

A study of the development of the Village through a series of aerial photographs reveals that the Village layout was largely unchanged from plats in the 1920s and platted street patterns in the 1940s- (Figure 9-12). A few streets have been extended to meet Cortez Road, the major east-west road from Bradenton to the islands. The one east-west street, 45th Avenue, which parallels Cortez Road, was also extended through Cortez when the village was paved- (Figures 9-2 and 9-3 (3, 4 and 5)).

B. Modern Development Patterns and Forces.

"Modern" development patterns (generally dating from post-World War II) were based on providing places for cars. This car-based development model, with its wide streets, accents on driveways and garages and large setback requirements, runs counter to traditional development patterns in Cortez. Three areas of conflict include:

~~1)~~ *Development Regulations.*

1. The rules for new development as described in the County's current Land Development Code (LDC) are typical for suburban developments that are related to automobile travel, and uniformity of requirements. These rules do not address the needs of historical communities like Cortez, with its tradition of an individualistic approach to single lot development and its traditional pedestrian scale.

These Design Guidelines address those issues specific to this historic small scale community. As part of the planning process, specific amendments to the LDC pertaining to Cortez will be proposed through existing overlays or other special zoning districts, (with the exception of commercial design criteria for the north side of Cortez Road, which will be adopted as recommendations for consideration by developers only).

~~2)~~ *Flood Insurance and FEMA.*

2. Federal Emergency Management Agency (FEMA) created the National Flood Insurance Program (NFIP) to minimize damage to properties that are located in flood prone areas of the nation. The program is enforced in flood prone Cortez at the county level. FEMA's requirement that new construction in the village be elevated, with the first floors often 10 feet above grade, has encouraged the creation of large scale homes that dwarf their historic neighbors. These huge homes negate the pedestrian scale and orientation of the village by constructing front entrances that are often no longer tied to the street. These homes also block light and breezes for their small neighbors, casting some adjacent properties in permanent shadow.

The "50%" rule, which requires elevation of substantial work on non-conforming (non-historic) homes in the district also has the potential to create hardships for young families who need to expand their homes as their families grow.

~~3)~~ *Economic pressures.*

3. Demand for waterfront property is at an ~~all-time~~ all-time high as the supply of this property has been substantially diminished in Florida over the last decade. As the land costs increase, the trend is towards large

Commented [LD18]: Figure 4 not found in Municode

luxurious homes, and larger regional commercial developments. As affluent non-natives move in, they sometimes complain about their neighbors involved in traditional commercial fishing activities such as storing nets, crab traps, fish coolers, boats in yards and working on fishing boats.

On the waterfront, commercial fishing concerns have the potential to be purchased by non-working development. Should this happen, the unique character of Cortez will be lost forever.

Figure 9 - 1: ~~Figure 2-10~~ 1940s aerial of Cortez



Figure 9 - 2: 1966 Aerial of Cortez



Figure 9 - 3: 1999 Aerial of Cortez

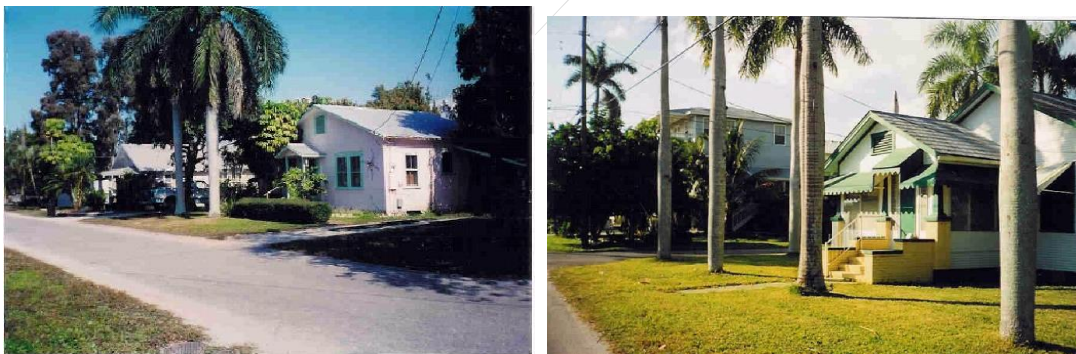


C. Characteristics of the Cortez Setting.

1. The Village was traditionally approached from the water. Because Cortezians work on the waterfront, with their daily movements taking them from home to work and back, most of the streets in the Village run north-south to the water.
2. The Village is laid out in a simple grid of streets that terminates in open vistas at the waterfront.
3. The historic residential and commercial buildings are set close to the streets, to allow easy pedestrian access, including those on Cortez Road.
4. Historical buildings in Cortez create the pedestrian scale of the street through the placement of building facade, porch or stoop, steps to grade and a small walkway to front door, opening directly to and facing the street. (Figure 9-46 b).
5. The streets are narrow when compared to contemporary, auto-oriented standards.

D. Typical Streetscapes.

1. The streets do not contain curbs and gutters.
2. No sidewalks exist in the Village, except along the south side of Cortez Road.
3. Few fences or garden walls are to be found in Cortez, creating the effect of open space flowing around the buildings. Fence construction has accelerated in recent years.
4. Before the 1921 hurricane, Royal Palms lined the streets, a few palms remain in some areas, especially along 45th Avenue West and the west side of 121st Street West.
5. Typically the lot sizes are small, with the short side of rectangle oriented to the street.
6. Relatively large areas of open space punctuate the density on the east side of the Village.
7. Lot coverage is often no more than 30%.

Figure 9 - 4a & b—Typical streetscapes**Figure 6 a & b—Typical streetscapes****E. Individual Character Defining Features of Buildings in Cortez****1. Residential Buildings**

- a. Buildings typically elevated a few feet above grade on piers.
- b. Stoops, or porches, roofed over, enclosed or screened are common features.
- c. Height: Most are 1 story, some structures are 2 to 2.5 stories
- d. Type: Residential: Small single family cottages, often less than 1,000 square feet, a few larger homes
- e. Home styles are predominately Frame Vernacular, some Bungalows, Masonry Vernacular and

Industrial vernacular structures. (See next section for examples).

- f. Wood is the most common material used for siding, trim, porches and railings. Other materials include stucco on masonry or frame, and an example of stone.
- g. Roofs are generally gabled with some pyramidal and cross-gabled forms. Hip roofs are also common.
- h. Roof pitch: Varies from 4:12 to 8:12.
- i. Homes are predominately composed of a rectangular mass with a horizontal orientation, with some complex forms resulting from multiple additions over time.

2. Commercial and Waterfront

- a. Buildings typically at grade (ca. 1940s), or elevated on piers (earlier structures).
- b. Buildings are generally located close to the road.
- c. Most buildings are 1 story in height, some structures are 2 stories. Commercial buildings are 1 story masonry or 1 and 2 story frame buildings often converted from residences.
- d. Waterfront structures are generally single story frame (1920s to 1940s) or masonry structures primarily related to the fishing industry.
- e. Construction materials typically include stucco on masonry or frame construction. Some of the older structures have wood siding, either beveled or novelty. Later materials include vinyl siding and asphalt shingle coverings.
- f. Predominate styles are Frame Vernacular, Masonry Vernacular and Industrial vernacular structures.
- g. Roofs are typically flat behind parapets, usually built - up tar and gravel. Gable or hip roofs often were covered with crimped metal, later replaced by asphalt shingles. Roof pitch is either flat (shallow) or sloped.
- h. Building massing is predominately rectangular.

F. Characteristic Architectural Styles in Cortez

The existing stock of buildings contains a limited number of architectural styles. Cortez is not a designed or planned high-style community of similar types of structures dating from a precise period, as was Whitfield Estates or Palma Sola Park. Rather, it is a more humble, organic place that developed over time.

The Village is characterized by "folk" architecture, constructed from a variety of materials, over an extended period of time. Many homes were moved to Cortez from other areas, such as Bradenton. Some structures were built from materials salvaged from boats and other construction. Some were once "net camps" located on pilings in the Bay, and used to dry cotton fishing nets. After the introduction of monofilament nets, these camps were no longer needed and were moved to shore to be used as residences.

The community achieves its cohesive character through the similarity of forms, materials and massing of its structures, as well as a consistent relationship of building to street and to surrounding space.

— *Frame Vernacular.*

1. One of the most common styles of architecture in Florida is Frame Vernacular. Vernacular architecture refers to "folk" architecture that is built with local materials and local labor, without plans and at the most economical price at the time. It does not adhere to any academic style, and relies heavily on the builder's experience. The vernacular, while termed a style, is defined by not belonging to any particular formal architectural style. Folk architecture was heavily influenced by regional building traditions.

The footprint of a Vernacular building is usually rectangular and regular, with simple facades that lack decorative details or stylistic features. Roof finishes were typically wood shingles or 2V or 5V crimp metal, with many roofs replaced with composition and fiberglass shingles. Exposed rafter ends are a typical feature.



Figure 9 - 54: Frame Vernacular Style

The original porches were often enclosed to add additional area for growing families. In Cortez, there are very few remaining open porches, especially on the smallest houses. Porch columns are simple and small. Undisturbed foundation systems are constructed of either brick or concrete block piers.

The front facing gable or a hip roof are typical roof designs for this style. The horizontal siding, clapboard pine, is also typical. A number of alterations have occurred to these buildings over the years: window openings and sash have been altered, porch columns have been changed, or added, and sheathing materials for wall and roof surfaces have been replaced.

Stylistic Features include:

- Simple rectangular shape
- Roof pitch 6 in 12 or steeper on older structures, shallower roof pitches on later houses
- Gable or hip roofs
- Bevel or Novelty wood siding
- Exposed rafter ends
- Wood double-hung windows
- Little ornamentation

Figure 9 - 65: Frame Vernacular Style - pyramidal roof



Figure 9 - 76: Frame Vernacular Style - 2 story



—Bungalow.

2. The Bungalow style developed in the late nineteenth and early twentieth centuries as a single family housing type that became widespread through extensive distribution of mail order plans. The Bungalow residential style is found in almost all Florida towns, as it was inexpensive, attractive and provided all the amenities of a suburban dwelling. The materials are similar to those found in the Frame Vernacular. There is some attempt at decoration on these buildings that is not found on Frame Vernacular. The ornament may be found on window surrounds, column bases and capitals, gable end trim and decorative cutting on rafter ends. Windows are often grouped in pairs with separation to allow for window sash weights. Chimneys are typically brick with simple decorative caps. Columns are usually larger than those found on Frame Vernacular, and often tapered.



Figure 9 - 87: Bungalow Style

The typical Bungalow in the Village of Cortez is modest in scale, with one or one and one half stories in height, and a large porch across the front facade. Floor plans are simple and straightforward, with enough variation in solid masses and void spaces to create an interesting facade. Chimneys are typically brick, while foundation systems are usually masonry piers set on the ground.

Stylistic Features include:

- Simple rectangular shape
- Emphasis on horizontal lines
- Gabled or hipped roof with wide eaves
- Exposed rafter ends
- Wood double-hung windows
- Porches with short columns
- Wall materials: wood
- Pier foundations

—Masonry Vernacular.

3. The buildings' shapes were typically symmetrical and one or two stories in height. Roofs were often flat or with shallow slopes, clad in roll roofing or asphalted built-up materials. Wood double hung sash or casement windows, along with articulated and exposed lintels were the most common fenestration seen. Decoration was sparse, usually limited to stucco columns, piers and rafter eave brackets, or decorative parapet caps.

Stylistic Features include:

- Simple parapet roof detail
- Decorative parapet cap
- Horizontal emphasis
- Canopies or awnings
- Stucco or painted finish
- Storefront windows and doors
- Piers expressed on the exterior



Figure 9 - 98: Masonry Vernacular Style, commercial

Masonry and Frame Vernacular Styles.

4. The term "masonry and frame vernacular" style is used to signify a structure that, largely through alterations, is a hybrid of these two predominant vernacular styles. Usually, remnants of the original character defining features remain after the transformation. These structures are most often seen with masonry lower floors and frame second floors.

Stylistic Features include:

- Mix of architectural styles
- Masonry Vernacular and Frame Vernacular
- Mix of materials or construction systems
- Structures that have been altered over time.



Figure 9 - 109: Masonry and Frame Styles

Industrial Architecture.

5. Industrial buildings reflect the function for which they are used. There are several interesting examples in the area that were created for the commercial waterfront activities. Depending on the period of construction, these buildings will either be constructed of wood frame with wood or metal cladding, or masonry construction. While these structures contain the elements of the previously identified vernacular styles, it is important to note how the functional concerns of an industrial facility find expression in the architectural features.

Metal roofs, metal or masonry cladding and large structural frames with large interior volumes are typical features. Many of the buildings feature open covered porches, or canopy areas adjacent to the waterfront.

Stylistic Features include:

- Earlier structures are wood frame vernacular, later examples—Post 1940s are often masonry vernacular construction
- Metal roofs
- Simple pattern of openings
- Industrial materials commonly used
- Related to marine/fishing industry



Figure 9 - 114: Industrial Vernacular—Frame construction

Figure 9 - 12: Industrial—Masonry Vernacular



Figure 9 - 13: Industrial—Marine/Fishing Frame Vernacular



Note how the frame fish houses retain the large covered areas by the waterfront, and the building form is expressed with simple volumes clad in wood and metal. The masonry vernacular forms of the A. P. Bell fish house provide large unbroken wall surfaces facing the street and the mechanical equipment is expressed on the exterior of the building.

901.6. ~~III~~ Guidelines for New Construction, Relocation and Demolition.

A. Design Guidelines for Residential Buildings

~~—~~ Housing Types.

1. There are three types of residential housing stock in the community. Each type of housing has been addressed in sections of these guidelines.

Historic Structures:

- ~~☐~~ For those structures over 50 years old and considered to be contributing to the historic district, please see section VI on the Rehabilitation and Maintenance of Historic Properties for specific guidelines on materials restoration of these structures.
- ~~☐~~ For guidance on additions and alterations to historic structures, see section VI.

Non-contributing and those becoming eligible for listing in the near future.

- ~~☐~~ Please refer to this section of the guidelines.
- ~~☐~~ Encourage the continued updating of the architectural and historical survey of the community to identify and list those structures as they become eligible.

Recent structures and proposed structures

- ~~☐~~ These structures were built post FIRM and are elevated above the base flood elevation.
- ~~☐~~ Please refer to this section of the guidelines. Please see **figures 9-1748 through 9-1849** for examples of appropriate and inappropriate design approaches.

2. Site Design

Do:

- ~~☐~~ Maintain the traditional drainage patterns of the community.
- ~~☐~~ Driveways: Use materials that are more pervious (allows water to penetrate into the ground) than concrete slabs, such as shell or paver blocks (with grass).
- ~~☐~~ When structures are elevated on columns or piers, keep the grade level close to the adjacent area to avoid run off onto neighbors' properties. Avoid impervious foundation areas under elevated buildings as much as possible. (**Figure 46a9-14 a**).
- ~~☐~~ Maintain the front setback line of adjacent structures.
- ~~☐~~ Maintain the traditional relationship of street, walk, steps, entrance porch or stoop and structure behind. (**Figure 469-14 b**).
- ~~☐~~ Maintain the rhythm of typical lot size, approximately 50' wide, even if lots are combined.

Avoid:

- ~~☐~~ Avoid creating curbs at the street.
- ~~☐~~ Avoid large amounts of fill areas.
- ~~☐~~ Avoid impervious foundation areas, large areas of concrete slabs under elevated structures.
- ~~☐~~ Avoid fences in the front yard whenever possible. If a fence is desired in the side or rear yards, open fencing materials, such as chain link is acceptable.

Figure 9 - 1446 a: 2 Story Construction with Open Area



Figure 9 - 1446 b: Traditional Relationship of Front Entrance to Street

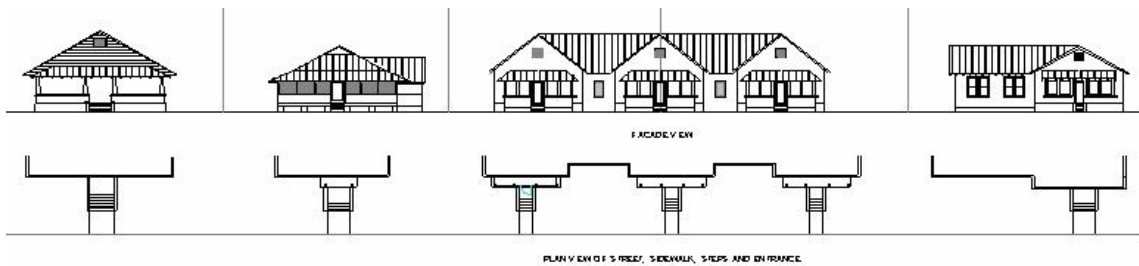


3. Residential Building Massing

Do:

- Break up building mass and volume into articulated sections and forms, instead of creating massive blocks. See [figure 9-1547](#).
- Use design elements that help achieve proper mass such as:
 - A rhythm of similar forms that echo the existing street rhythm of the individual small gable or hip roofed boxes. The spacing of these forms should also repeat the existing rhythm.
 - Aligning the facades so that the common alignment of other structures on the street is maintained.

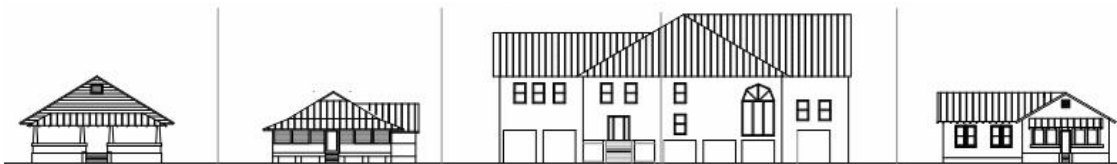
Figure 9 - 15: ~~Figure 17~~—Rhythm, Alignment and Spacing



Avoid:

- Massive structures with walls extending up vertically more than two stories on the front and/or sides of the building.
- Placement of the facades that don't line up with the other structures on the street.

Figure 9 - 16: ~~Figure 18~~—Incompatible New Construction



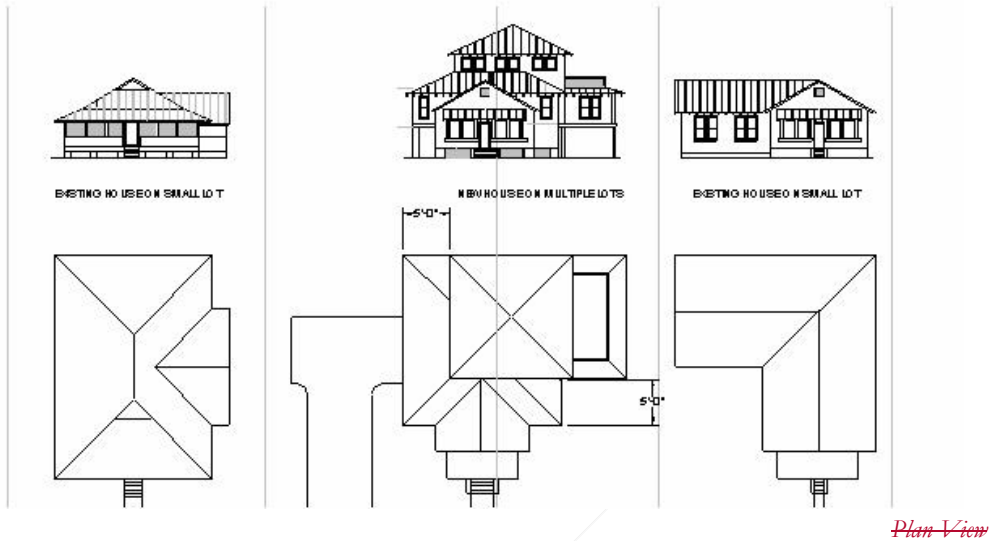
In the example above, the massiveness of the new house dwarfs the surrounding structures. When the building envelope is pushed out the edges of the lot's buildable area, the towering mass also blocks light and air flow to its neighbors.

Do:

- Step back the upper stories from the face of the story below (at least 5 feet), particularly on the front and side facades.
- Use the correct shape and proportions of new windows to recall the historic window shapes, proportions and rhythms. See [figure 9-1820](#).
- Incorporate the traditional roof forms, porches and balconies.

Facade View

Figure 9 - 17: ~~Figure 19~~—Compatible New Construction



4. Appropriate Materials for Residential Buildings

Do:

- Use appropriate materials including:
- Siding
 - Wood clapboard
 - Wood shingles
 - Hardi-plank (cementitious) siding
 - Stone (see existing stone houses)
 - Some metals
- Roofing
 - Wood shingles
 - Asphalt shingles
 - Metal sheet roofing - preferred
- Windows
 - Wood
 - Clad wood
 - Some metal (white finish)
 - Vertical proportions
 - Height is at least 2.25 times width
 - Spacing between windows
 - At least 1.5 width of window
 - Double-hung
 - Casement
- Building Features
 - Porches
 - Balconies
 - Decks
 - Cupola

- — Monitors
- — Chimneys

Avoid:

- Materials that are incompatible in scale, texture and sheen, such as
- Siding
 - — Aluminum
 - — Vinyl siding ~~** (Vinyl deteriorates under UV and may not be cost effective long-term)~~
- Roofing
 - — Bright colors on metal or asphalt shingles
- Windows that are:
 - — Mill finish or dark aluminum
 - — Horizontally oriented windows



Figure 9 - 1820: Window Proportion and Spacing

~~— ** Vinyl deteriorates under UV and may not be cost effective long-term.~~

Figure 20 — Window Proportion and Spacing

~~— Additions and alterations to Residential Buildings.~~

~~5. Additions and alterations also fall into the category for new construction. If the addition or alteration is for a historic property, please also see Section VI for additional guidelines.~~

Do:

- Utilize the same scale, materials and fenestration patterns as the original structures.

Figure 9 - 19: Figure 21 — Compatible Addition to Existing Structure



Existing Addition at side and rear Existing

~~— Design Guidelines for Commercial Buildings.~~

~~B. The commercial area of the Village of Cortez borders the north and south sides of Cortez Road. There are three~~

distinct zones along this linear strip.

Beginning at the traffic light at 119th Street on the north side, the eastern end of the road is characterized by sparse development on the road and low density. Cortez Road narrows to two lanes at this point. As the road curves slightly to the west, the middle section of this zone contains a mixture of 1 and 2 story non-historic commercial and some converted residential structures. At the western end of the road, the development reflects the recreational and marine character of the area. The road continues out of the Village over the Cortez Bridge and terminates on Anna Maria Island.

While Cortez Road serves as a major connector to the Gulf beach communities, it also performs the function of a local commercial street within the Village. Particularly during the tourist season, there is significant pedestrian and bicycle traffic that uses the roadway. There is an existing concrete sidewalk along the south side of the road right of way.

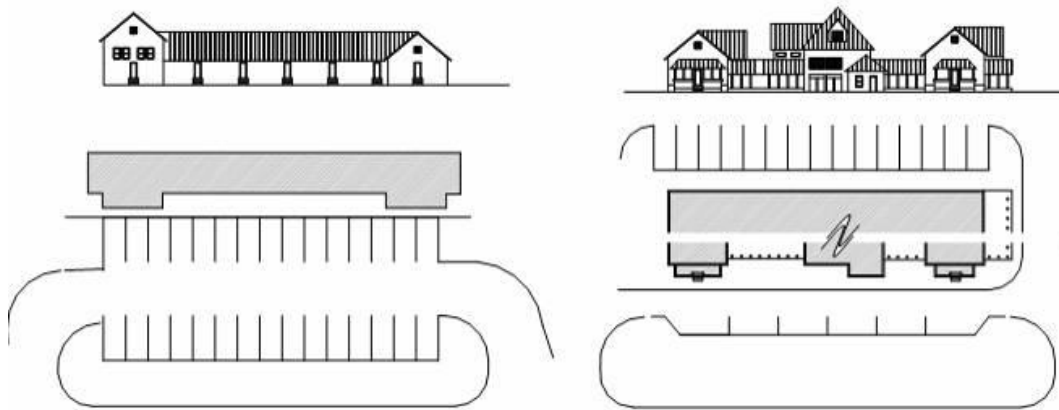
1. Commercial Site Design

Do:

- Place commercial structures as close as possible to the street to reinforce the Village character.
- Place front facades facing the street.
- Provide minimal parking up front (no more than one aisle) and additional parking at the sides and rear of the structure. See [Figure 9-1924](#).
- Provide a landscaping palette that is compatible with the existing palette in the Village.

Commercial Buildings on Cortez Road

Figure 9 - 20: ~~Figure 1922~~ — New Commercial Construction



Incompatible commercial structure

- Parking lot in front and building setback far from street
- Creates the effect of a "sea" of parking
- Large and long building mass with little articulation

Compatible commercial structure

- Small parking area in front and building set closer to road for Handicap Accessible spaces-
- Additional parking is placed behind the building
- Large building mass is broken up into smaller forms
- Porches, entrances and human scale elements make structure more inviting to pedestrians and more compatible with the surrounding scale and character of the Village-

2. Significant Exterior Features for Commercial Buildings

Do:

- Create building forms that are compatible with the nearby structures.
- Create a compatible appearance for long facades that are created in response to the lot frontage by breaking up the forms.
- Employ skillful use of elements such as porches, balconies and windows that recall the proportions found in the Village.
- Use gable or hip roof forms whenever possible.

Commercial Signage

3. Signs are an important component of commercial architecture. Typical types of signs include:

- Fascia signs
- Hanging or projecting signs
- Letters painted or applied to storefronts
- Awnings or canopies with signs painted onto or attached to their faces
- Neon signs

Design signs so that the scale of the sign is compatible with the scale of the building. There are two different scales along Cortez Road, one is vehicular and the other is pedestrian.

Figure 9 - 21: Signage



Signage creates visual clutter at the entrance to Cortez Village



Sign scale and design works well with context



Design of this sign works well with the surrounding character of the area, at both the pedestrian and vehicular scales.



This sign works well at both pedestrian and vehicular scale



Upper sign band too large for facade, lower band is better



Scale and design of this sign work in context.

Do:

- ~~☐~~ Locate new signs on the flat, unadorned parts of a facade, such as show windows, horizontal canopies, fascia and frieze band.
- ~~☐~~ Use simple designs and lettering such as a block -style or serif style, painted in high contrast to the sign panel color.
- ~~☐~~ Size the signage to the scale of the building.
- ~~☐~~ Utilize smaller sign panels that suit pedestrian scale on the buildings.
- ~~☐~~ Canvas awnings with signs.

Avoid:

- ~~☐~~ Ornate signs or signs based on architectural styles inappropriate to the commercial architecture of the Village.
- ~~☐~~ Signs that obscure architectural details.
- ~~☐~~ Curved shaped awnings or "bull-nose" with backlit signs.

C. Design Guidelines for the Waterfront Industrial/Marine Area**1. Waterfront Site Development Features**

- ~~☐~~ New structures should be placed close to the property lines and to the waterfront to reinforce the marine character of the waterfront, similar to the character of the existing structures. The waterfront setback requirements in the Manatee County LDC should be modified to suit the community character.
- ~~☐~~ Front facades should face the water.
- ~~☐~~ Retain a maximum height of two stories.
- ~~☐~~ Provide parking on the street side of the structure.

2. Significant Exterior Features

- ~~☐~~ Building forms should be compatible with the nearby structures.
- ~~☐~~ If a long facade is created in response the lot frontage, articulation of the forms, (breaking them up) will provide a more visually compatible appearance.
- ~~☐~~ Use of exterior decks, docks and platforms overlooking the waterfront is recommended.
- ~~☐~~ Materials: In addition to the list of materials provided in the residential guidelines section, other industrial types of materials are encouraged, such as metal siding/roofing.

901.7. ~~IV.~~ Relocation of Buildings.

There are several criteria to be considered when reviewing a proposal to move a building to a new site, similar to those for compatible new construction and infill. The built environment for the new site should be similar to the old one in terms of the age of the surrounding buildings, their height, materials, set-back and architectural details.

Relocation of historic vernacular homes to the Cortez area is encouraged on vacant lots.

Do:

- ~~☐~~ Retain the historic relationship between buildings and streetscape and landscape features.
- ~~☐~~ Choose a site for a building that is compatible to the original setting.
- ~~☐~~ Place the structures on the street so that it reflects the traditional locations of houses relative to the street.
- ~~☐~~ Place the building so that the orientation of its principal facade and front and side setbacks are compatible with surrounding buildings.
- ~~☐~~ Make every effort to preserve the historic character of the homes. This will provide some relief in issues related to FEMA concerns and historic character.
- ~~☐~~ Provide a new foundation whose height, design and facing materials reflect the surrounding examples. Salvage original foundation materials where possible for re-use as a veneer on the new foundation. (See note above regarding FEMA requirements for elevated structures and historic preservation issues).
- ~~☐~~ If demolition of a structure in the Village is considered, make every attempt to relocate the structure instead.

Avoid:

- ~~☐~~ Relocating a building to the Village where the surrounding buildings date from a different period or are

- architecturally incompatible due to their height, materials, setback and detailing.
- ~~☐~~ Destruction or alteration of significant features, structures or archaeological sites at the new location.
- ~~☐~~ Improperly locating a building on its new site so that its orientation and front and side setbacks are incompatible with surrounding buildings.
- ~~☐~~ Placing the building on a new foundation whose design and materials are incompatible with the original. Examples include slab foundations or unfinished concrete blocks.

901.8. ~~V~~ Demolition.

Demolition exerts a significant negative impact on a historic district. Often a conspicuous void is created or the replacement is usually less well-designed and constructed than the original. Demolition of contributing pre-FIRM structures is strongly discouraged. The Manatee County Historic Preservation Board has a review process for demolition requests in the Historic District of the Village.

In some instances, demolition may be appropriate. Non-historic buildings whose designs are not in character with its surroundings can be removed without negative impact. Demolition of non-significant additions may also be appropriate. Demolition may be undertaken if the addition is less than fifty years old; or does not possess characteristics compatible with the neighborhood; or is so deteriorated that it would require reconstruction; or obscures earlier significant features.

Do:

- ~~☐~~ Identify, retain and preserve buildings, which are important in defining the overall historic character of the historic district.
- ~~☐~~ Retain the historic relationship between buildings and landscape and streetscape features that were identified in the description of setting in the Village.
- ~~☐~~ Remove non-significant buildings, additions or site features which detract from the historic character of a site or the surrounding district or neighborhood.

Don't:

- ~~☐~~ Removing buildings that are important in defining the overall character of the Village.
- ~~☐~~ Removing a historic building in a complex, a building feature or significant later addition, which is important in defining the historic character of a site or the surrounding neighborhood.

901.9. ~~VI~~ Rehabilitation and Maintenance of Historic Properties.

Rehabilitation includes structural repairs, repairing roofs and exterior finishes, painting, and upgrading mechanical systems. It frequently involves changes in use. These changes may result in physical alterations, such as additions, expanded parking, and measures to comply with contemporary health and safety code requirements. Sensitive rehabilitation results in changes that do not negatively affect the historic character of a building and its setting.

All work done on buildings that contribute to the historic character of the Village shall comply with these guidelines.

A. ~~General Principles~~ Principles for Rehabilitation of Historic Properties:

1. ~~▲~~ Remove non-historic facades, materials and components. Numerous historic facades were covered at some time in the building's history. These coverings usually consisted of vinyl siding, stucco, or metal facades that can be removed, uncovering the important historic characteristics of the building.
2. ~~▲~~ Identify and stabilize historic components and their materials. Historic components can be identified by their importance to the original building. Generally, if it is part of the original building and it is reasonably intact, it should be retained. Repair is always preferable to replacement. Attempt to stabilize with the following priorities:
 - Structural Components
 - Moisture and weather protection components
 - Decorative elements
3. ~~▲~~ Re-establish fenestration if altered. In simpler terms, fenestration is the buildings openings. These include windows, storefronts and doors.

4. Identify, evaluate and rehabilitate decorative elements. Decorative elements should first be evaluated to determine their condition. If they are deteriorated they should be repaired if possible. If the detail is too deteriorated to repair, it should be replicated using identical materials.
5. Identify missing historical components. If a historic component is missing and can be documented that it existed on the original building, it should be replicated. If it cannot be documented, then it is appropriate to design a new feature that is compatible with the existing building and the missing feature. It must be easily recognizable as a new feature, designed so that it will not give the impression that it was an original component of the building.

B. Building Maintenance

1. Clean and repair facade. Repairs should be addressed in the following priorities:
 - Structural Components
 - Moisture and weather components
 - Decorative elements
2. Remove materials that are not compatible with the nature of the building or the neighborhood.
3. Maintain the proportion and scale of the buildings on the street. This includes the buildings height, width, distance from the street, window/door openings and spacings. Align the heights of horizontal features such as window heights, canopies, parapets, signs and roofs.

901.10. Definitions

Repair

Repairs are warranted when the physical condition of character defining materials and features require it. Repair of historic material begins with the least degree of intervention possible, such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading the material according to recognized preservation methods. Repair also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing parts of features when there are surviving prototypes. Although using the same kind of material is always the preferred option, substitute materials can be acceptable. The form, design and materials can enhance the visual appearance of the remaining historical feature and finish if designed thoughtfully.

Replace

Replacement is appropriate when an entire character defining feature is not repairable. If the essential form and detailing are still evident so that the physical evidence can be used to reestablish 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 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.

901.11. Design for Missing Historic Features

A new feature is appropriate when an entire interior or exterior feature is missing. Under these circumstances the original feature no longer plays a role in physically defining the historic character of a 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 preferred course of action.

However, a second 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 a false historical appearance is not created.

901.12. Additions and Alterations

Some exterior and interior alterations to a historic building are generally needed to assure its continued use. It is, however, generally important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include the provision for additional parking spaces on an existing historic building site; cutting new entrances or windows on secondary elevations; and installing an entirely

new mechanical system.

The construction of an exterior addition to a historic building may seem essential for a new use. The guidelines emphasize, however, 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, non-character-defining interior spaces. If an exterior addition is needed, it should clearly be distinguished from the historic building and constructed so that character-defining features are not radically changed, obscured, damaged, or destroyed.

Every effort should be made to "hide" the addition at the rear of the structure and to ensure that its scale, height and materials are compatible with the character defining features of the historic structure.

Within the context of the Village of Cortez, the modest scale of the houses ensures that exterior additions will be necessary to improve the comfort and practicality of these structures. In addition to the recommendations on massing already contained in section III Guidelines for New Construction, the following sections of additional areas of concerns should be addressed.

Additions should utilize the same scale, materials and fenestration patterns as the original structures.

Appendix A

901.13. Specific Materials Recommendations for Rehabilitation of Historic Properties.

The following guidelines are intended to assist the home-owner in determining the best methods of preserving the character defining features for historic and contributing properties in the Village.

This section is divided into the areas of character-defining features of historic buildings. The appropriate standard of the Secretary of the Interior Standard's for Rehabilitation are cited along with recommendations on preservation and repair techniques.

~~The Secretary of Interior Standards are contained in Appendix B of this report.~~

Detailed recommendations on the proper treatment and preservation techniques for historic materials can be found in the series of Preservation Briefs, published by the National Park Service. Please see the bibliography for contact information.

— Foundations and Infill

A. Applicable Secretary of the Interior's Standards: 2, 3, 6, 9

- #2. Retention of Distinguishing Architectural Character
- #3. Recognition of Historic Period
- #6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence
- #9. Compatible Contemporary Design for New Alterations/Additions

— Introduction

1. Most residential historic buildings in Florida rest on raised masonry foundations, either continuous or piers, while most commercial buildings' foundations are slab on grade. Although brick is the most common material, there are many examples of other foundation types, including beveled and rock-faced concrete block. Some buildings, particularly Bungalows, feature foundation elements as an important part of the overall design of the facade. Historically, lattice, pierced brick, and continuous brick or other masonry generally was used as infill between foundation piers. Infill materials protected the underside of building, allowed ventilation, and sometimes provided additional decoration.

Retain and repair original historic materials.

If replacement is required, replace with a similar material. Do not replace with non-historic materials, such as unpainted concrete block, plywood or stucco.

Enclosures should be limited to historically appropriate materials under Standard 3 or a compatible new design under Standard 9. Pierced brick and lattice are examples of compatible contemporary infill. Pierced continuous brick infill, a pattern of bricks laid with air space between the end surfaces, can easily be added to a foundation, providing ventilation, continuous support to the sill plates, and a historic appearance. Lattice

infill can be purchased in prefabricated panels and installed between masonry piers. Square criss cross lattice infill is also an appropriate infill material.

2. Recommendations:

- ~~☐~~ Retain, repair as needed or replace historic foundations with matching materials.
- ~~☐~~ Maintain open spaces between piers.
- ~~☐~~ If foundation enclosures are missing, enclose with an appropriate material such as lattice or pierced brick.

Avoid:

- ~~☐~~ Removing historic foundation enclosures unless they are deteriorated and irreparable.
- ~~☐~~ Enclosing a pier foundation with continuous infill that prevents ventilation and destroys the openness of the feature.
- ~~☐~~ Using a replacement infill material that is inappropriate the style of the building.
- ~~☐~~ Using historically inappropriate material such as concrete block, stucco, or plywood as infill.

~~—~~ **Wood Exterior Fabric.**

B. Applicable Secretary of the Interior's Standards: 2, 3, 9, and 10

- #2. Retention of Distinguishing Architectural Character
- #3. Recognition of Historic Period
- #7. Cleaning with Gentlest Method Possible
- #9. Compatible Contemporary Design for New Alterations/Additions

~~—~~ Introduction.

1. Horizontal wood siding is the predominant exterior finish of residential buildings in Cortez. Wood siding is a character defining feature of frame vernacular buildings. Important characteristics of wood siding which should be considered in its repair or replacement is board size, width of exposure, length, and trim detail.

Probably the greatest threat to wood siding and wooden features is the application of non-historic surface coverings such as aluminum and vinyl siding. Application of these materials violates Standards 2 and 3.

Standard 2 states that the removal or alteration of any historic material or distinctive architectural feature should be avoided when possible. Application of non-historic exterior finishes results in either the removal or covering of historic materials and details. Decorative trim around doors, windows, and under roof lines is frequently removed. Wood detailing, such as beveling or beading, is lost. Board width, length, and exposure are generally changed, thus altering the scale and appearance of the building.

Standard 3 states that historic buildings shall be recognized as products of their time and that alterations that have no historical basis shall be discouraged. Aluminum and vinyl are clearly non-historic materials and violate this standard. Artificial siding also frequently damages the fabric underneath because it traps moisture, encouraging decay and insect infestation. Furthermore, despite manufacturers' claims, artificial siding requires maintenance. All materials have a limited life span and vinyl and aluminum are no exceptions. Within twenty years the finish of these materials will begin to deteriorate from weather, requiring painting, repair, or replacement.

Abrasive cleaning and paint removal pose significant threats to historic wooden siding and violate Standard 7. The proper method for paint removal is cleaning, light scraping, and sanding down to the next sound layer. If more intensive paint removal is required, the gentlest means possible should be used. Appropriate methods include the following:

- ~~☐~~ a heat plate for flat surfaces such as siding, window sills and doors
- ~~☐~~ an electric heat gun for solid decorative elements
- ~~☐~~ or chemical dip stripping for detachable wooden elements such as shutters, balusters, columns, and doors when other methods are too laborious. (Note: test any chemical strippers in an inconspicuous area first, to ensure that the products do not produce an irreversible adverse effects on the wood).

Harsh abrasive methods such as rotary sanding discs, rotary wire strippers, and sandblasting should never be used to remove paint from exterior wood. Such methods leave visible circular depressions in the wood, shred the wood, or erode the soft, porous fibers of the wood, leaving a permanently pitted surface. Harsh thermal methods such as hand-held propane or butane torches should never be used because they can scorch or ignite wood.

— *Caution:*

2. Many historic paint coatings contain lead. Please use caution in the treatment of these surfaces. For guidance on this subject, refer to the Preservation Brief #37 available from the National Park Service. Please see Bibliography for information.

3. *Recommendations:*

- Retain wooden materials and features such as siding, cornices, brackets, soffits, fascia, window architrave, and doorway pediments, wherever possible. These are essential components of a building's appearance and architectural style.
- Protect and maintain wood features by providing proper drainage so that water is not allowed to stand on flat horizontal surfaces or accumulate in decorative features.
- Apply chemical preservatives to wood features such as beam ends or outriggers exposed to decay hazards and are traditionally unpainted.
- Retain coatings such as paint that protects the wood from moisture and ultraviolet light.
- Paint removal should be considered only where there is paint surface deterioration, and as part of an overall maintenance program that involves repainting or applying other appropriate protective coatings.
- Clean wood using the gentlest means possible. Repair trim and siding before applying paint. Seal holes, caulk cracks, and treat for wood fungus. Remove loose paint using commercial strippers, electric heat guns or plates, wire brushes and scrapers. Hand sand to reduce paint layering.
- Repair or replace, where necessary, deteriorated material that duplicates in size, shape, and texture of the original as closely as possible. Consider original characteristics such as board width, length, exposure and trim detailing when selecting a replacement.
- Repair may also include the limited replacement in kind or with compatible substitute material of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets molding, or sections of siding.
- Replace in kind an entire wood feature that is too deteriorated to repair if the overall form and detailing are still evident using the physical evidence as a model to reproduce the feature. Examples of wood features include a cornice, entablature or balustrade.
- Design and install a new wood feature such as a cornice when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation, or a new design that is compatible with the size, scale, material, and color of the historic building.
- Use chemical strippers primarily to supplement other methods such as hand scraping, hand sanding and the above recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may with the proper safeguards-be chemically stripped.
- Evaluating the overall condition of the wood to decide whether repairs to wood features will be necessary.

4. *Avoid:*

- Removing or radically changing wood features that are important in defining the overall historic character of the building so that, as a result, the character is diminished.
- Removing a major portion of the historic wood from a facade instead of repairing or replacing only the deteriorated wood.
- Reconstructing the facade with a new material to achieve a uniform or "improved" appearance.
- Stripping historically painted surfaces to bare wood, then applying clear finishes or stains to create a "natural" look.
- Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.
- Using chemical preservatives such as creosote that can change the appearance of wood features

unless they were used historically.

- Removing paint that is firmly sticking to and thus protecting wood surfaces.
- Resurfacing frame buildings with new material that is inappropriate or was unavailable when the building was constructed such as artificial stone, brick veneer, asbestos or asphalt shingles, rustic shakes, and vinyl or aluminum siding.
- Abrasive cleaning methods, rotary sanding or rotary wire brushing, sand blasting or extreme high pressure washing (PSI of more than 100) or harsh thermal methods such as propane or butane torches. These methods irreversibly damage historic wood work.

Masonry Exterior Fabric (Stucco)

C. Applicable Secretary of the Interior's Standards: 2 and 3

#2. Retention of Distinguishing Architectural Character

#3. Recognition of Historic Period

1. Recommendations:

- Repairing stucco by removing the damaged material and patching with new stucco that duplicated the old in strength, composition, color, and texture.
- Retain stucco that is an important decorative or stylistic feature of the building.

2. Avoid:

- Removing sound stucco or repairing it with new stucco that is stronger than the original material or does not convey the same visual finishes.
- Removing or improperly treating decorative stucco.

Roofs and Roof Surfaces

D. Applicable Secretary of the Interior's Standards: 2, 4, 5, 6, 9.

2. Retention of Distinguishing Architectural Character

4. Retention of Significant Later Alterations/Additions

5. Sensitive Treatment of Distinctive Features and Craftsmanship

6. Repair/Replacement of Deteriorated or Missing Architectural Features Based on Historic Evidence

9. Compatible Contemporary Design for New Alterations/Additions

Introduction

1. Roofs are highly visible components on historic buildings in Cortez. They are an integral part of a building's overall design and often help define its architectural style. The forms of a roof also comprise an important part of the streetscape and can reinforce a unified rhythm with neighboring buildings. The most common residential roof types are gable, hip, or a combination. Other examples are pyramidal or clipped gable (gerkinhead). Flat roofs with parapets predominate in commercial districts.

In planning roof repairs, identifying significant features and materials is important. They must be treated with sensitivity under standards 2 and 5. Under standard 6, significant features and materials should be repaired rather than replaced. If replacement of a deteriorated feature is necessary, the new materials should closely match the original.

Roofs perform an essential function in keeping a building weather tight. As a result, they are particularly subject to change. In Cortez, the most common original roofing materials were embossed or crimped sheet metal and sawn wood shingles on sloped roofs. Flat and low slope roofs were typically finished with built-up roofs and sheet metal. The original wood shingle coverings have been removed and were often replaced with ornamental sheet metal. In some cases, the metal has been replaced with asphalt-based shingle products. Such historic changes to roofs have gained significance in their own right and should be respected under Standard 4.

Where existing roofing material is not original and significant, there is greater flexibility. The existing roof may be retained, replaced accurately based on documentation or physical evidence, or treated in a contemporary

style according to Standards 6 and 9. In reviewing replacement of non-historic roof surfacing, standard 9 is the guiding principle. Even if the existing surfacing is inappropriate, the replacement material must be compatible with the overall design of the building.

2. Recommendations:

- Identify, retain and preserve roofs, their functional and decorative features—that are important in defining the overall historic character of the building. This includes the roofs' shape; decorative features such as cupolas, cresting, chimneys, and weathervanes; and the roofing materials, as well as the materials' size, color, and patterning.
- Provide adequate roof drainage and insure that the roofing material provides a watertight covering for the structure.
- Protect a leaking roof with plywood and building paper until it can be properly repaired.
- Replace deteriorated roof surfacing with matching materials or new materials, such as composition shingles or tabbed asphalt shingles, in shades that match the original in composition, size, shape, color, and texture.
- Retain or replace where necessary dormer windows, cupolas, cornices, brackets, chimneys and other distinctive architectural or stylistic features that give a roof its essential character.
- Replace in kind an entire feature of the roof that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the feature.
- Design and construct a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictorial, and physical documentation. It can also be a new design that is compatible with the size, scale, material, and color of the historic building.
- Install mechanical and service equipment inconspicuously on the roof such as air conditioning, transformers, or solar collectors when required for the new use. They should not be visible from the public right-of-way. Place the equipment and related part so that they do not damage or obscure character-defining features.
- Design rooftop additions, when required for a new use, that are set back from a wall plane and are as inconspicuous as possible when viewed from the street.

3. Avoid:

- Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.
- Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material to create a uniform, or "improved" appearance.
- Changing the essential character of a roof by adding inappropriate features such as dormers, vents, skylights, air-conditioners, and solar collectors which are visible from public right-of-ways.
- Failing to clean and maintain gutters and downspouts properly so that water and debris collect, causing damage to roof fasteners, sheathing, and the underlying structure.
- Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials occurs.
- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.
- Constructing additional stories so that the historic appearance of the building is radically changed.

Painting.

E. Applicable Secretary of the Interior's Standards: 2 and 5

- #2. Retention of Distinguishing Architectural Character
- #5. Sensitive Treatment of Distinctive Features and Craftsmanship

Introduction.

1. The following advisory guidelines are offered to property owners who are interested in painting their building historically appropriate colors. Because of frequent painting, few buildings in Florida exhibit original colors. The best way to verify original color is through paint analysis.

Paint colors, finishes, and decorative painting are important factors in defining the character of a historic building. Under Standard 2 painting a building that has never been painted, or removing paint from a building that has traditionally been painted is never a recommended rehabilitation treatment. Either of these treatments can change a building's appearance to one that is at odds with its historic character. Likewise, when repainting a historic building that is already painted, the new color should generally be close to the original, and historically appropriate to the building, and the historic district where it is located.

2. Recommendations:

- Preserve painted and unpainted surfaces as they traditionally existed on a building.
- Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) before repainting.
- Applying compatible paint coating systems following proper surface preparation.
- Choose appropriate color for the period and style of the building and district.

Please see lead paint caution under Wood guidelines.

3. Avoid:

- Removing paint that is firmly sticking to, and thus protecting, surfaces.
- Using methods of removing paint that are destructive, such as sandblasting, application of caustic solutions, or high pressure water blasting.
- Painting a traditionally unpainted surface and removing paint from a traditionally painted surface.
- Failing to follow manufacturers' product and application instructions when repainting.
- Stripping historically painted surfaces to bare wood, then applying clear finishes or stains to create a "natural" look.'
- Bright gaudy colors or colors without historic basis.

Handicap Accessibility/ADA Requirements

F. Applicable Secretary of the Interior's Standards: 2, 9, and 10

- #2. Retention of Distinguishing Architectural Character
- #9. Compatible Contemporary Design for New Alterations/Additions
- #10. Reversibility of New Alterations/Additions

Introduction:

1. The Americans with Disabilities Act (ADA) extends comprehensive civil rights to individuals with disabilities. Historic properties, including buildings, sites, and landscapes, are not exempt from the ADA and must comply with its regulations. However, as with other alterations, historic properties can generally be made accessible while preserving their architectural character through careful planning and sensitive design.

Standard 2 addresses the need to preserve the historic character of a property while making it handicap accessible. As in any aspect of rehabilitation, the character defining features, materials, and spaces of a property should be thoroughly inspected and evaluated before upgrading it for handicap accessibility. The items that should be preserved include significant materials, the form and style of the property, the principal elevations, major architectural and landscape features, and the principal public spaces. When inspecting a property, features, materials, and spaces of less significance to the historic character of a property should also be identified. Under Standard 2 non-significant spaces, secondary pathways, later, non historic additions, previously altered areas, utilitarian spaces, and service areas can usually be modified without threatening or destroying a property's historical significance.

Modifications for handicap accessibility should be compatible with the property under Standard 9 and reversible under Standard 10. They should be in scale with the property, visually compatible with their design and materials, but be differentiated from the original. They should be reversible so that if removed in the future, the essential form and integrity of the property would be unimpaired.

When it enacted the Americans with Disabilities Act, Congress recognized the national interest in preserving significant historic properties. It established alternative minimum requirements for qualified historic properties that cannot be made physically accessible without threatening or destroying their significance.

Qualified historic properties include properties listed in or eligible for listing in the National Register of Historic Places, and those designated under state or local law. Owners of qualified properties must first consult with the State Historic Preservation Officer (SHPO) before using the alternative minimum requirements. If it is determined by the SHPO that compliance with the accessibility requirements would threaten or destroy the significance of a building or facility, the following alternative minimum requirements may be used:

- One accessible route must be provided from a site access point to an accessible entrance. Using a ramp with a 1:6 slope is permissible for a run of up to 2 feet.
- One accessible entrance must be provided. If it is not possible to make the public entrance accessible, then an alternative, unlocked entrance is acceptable. Directional signage at the primary entrance and a notification system at the accessible entrance must be provided.
- **If toilets are provided, only one must be accessible, and it may be unisex.**

2. Recommendations:

- Review the historical significance of a property and identify character-defining features.
- **Assess the property's existing and required level of accessibility.**
- **Evaluate accessibility options within a preservation context.**
- Comply with barrier-free access requirements in such a manner that character defining spaces, features, and finishes are preserved.
- Work with local disability groups, access specialists, and historic preservation specialists to decide the most appropriate solution to access problems.
- Provide barrier-free access that promotes independence for the disabled person to the highest practicable degree, while preserving significant historic features.
- Public spaces on the level of the accessible must be accessible, and other public levels should be accessible whenever practical.
- Displays and written information should be placed where they can be seen by a seated person. Horizontal signage should be no higher than 44 inches above the floor.
- In limited circumstances, if it is determined in consultation with the SHPO that compliance with the alternative minimum requirements would also threaten or destroy the significance of a historic building, alternative methods of access may be used. The alternative methods of accessibility that may be used to make a building's program and activities accessible include the following:
 - Using audio-visual materials and devices to show inaccessible areas of a historic property.
 - Assigning persons to guide individuals with disabilities into or through inaccessible areas of a historic property.
 - Provide barrier-free access through removable or portable ramps, rather than permanent ones.
 - **Adopting other innovative methods.**
 - Design new or additional means of access that are compatible with the historic property and its setting.
 - If providing barrier free access threatens the integrity of a historic property, consult the SHPO about using the alternative minimum requirements.

3. Avoid:

- Undertaking code-required alterations before identifying those spaces, features or finishes which are character-defining and must therefore be preserved.
- Altering, damaging, or destroying character-defining spaces, features, and finishes while making modifications to a building or site to comply with barrier free access.
- Making changes to buildings without first seeking expert advice from access specialists and historic preservationists to determine solutions.
- **Installing permanent ramps that damage or diminish character defining spaces.**
- Providing access modifications that do not provide a reasonable balance between independent safe access and preservation of historic features.
- Providing barriers free access which destroys significant features of a historic property without first consulting the SHPO.
- Designing new or additional means of access without considering the impact on the historic property and its setting.

- Providing barriers free access which destroys significant features of a historic property without first consulting the SHPO.

Appendix B
The Secretary of The Interior's Standards For Rehabilitation

~~For properties that are considered historic or as contributing structures within a historic district, The Secretary of the Interior has adopted a set of standards for rehabilitation of historic buildings under federal programs, including the tax incentive program. The following standards are general principles that the Department of the Interior recommends for consideration in the planning stage of rehabilitation.~~

~~**The Secretary of the Interior's Standards**~~

- ~~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 historic 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 archaeological 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 C**~~

901.14. Certificate of Appropriateness for Historic Properties

In order to preserve, protect and enhance the valuable historic and archeological resources, Manatee County has created a review process for all properties in the historic overlay area by the County's Historic Preservation Board.

The Village of Cortez is regulated by the Historic Preservation Board as part of the Cortez Fishing Village Historical and Archaeological Overlay District.¹ The Board reviews proposed projects for their impact on historic resources in the surrounding area as part of the building permitting process. If the project complies with the guidelines and with the general criteria defined in the Land Development Code², the owner is issued a Certificate of Appropriateness.

New construction is reviewed for compatibility of height, window shapes, solids to voids ratio, entrances and porches, materials, textures, roof shapes and massing. It is the intent of these new guidelines to further define the criteria for compatibility of these elements.

Demolition requests must also obtain a Certificate of Appropriateness from the Historic Preservation Board. Criteria for permitting a demolition approval include:

- If the property can-not be used for any reasonable purpose
- If the property is condemned or structurally unsound.

Bibliography

¹ Section ~~347.2.C.514.2.3.~~ Land Development Code (LDC), County of Manatee

² Section ~~347.2.B.1514.3.2.4.~~ LDC.

~~Historic Property Associates, Pappas Associates and Paul L. Weaver, III and the Division of Historical Resources. Model Guidelines for Design Review, A guide for developing standards for historic rehabilitation in Florida communities. Green. Fog's Comin' In. Land Development Code, County of Manatee, 2000. McAlester, Virginia and Lee. A Field Guide to American Houses. New York: Alfred A. Knopf, 1984. Preservation Briefs, published by the National Park Service. The briefs are available on line at <http://www2.cr.nps.gov/tps/briefs/prosbhom.htm>. The briefs are also available from the Bureau of Historic Preservation at the Florida Department of State. (800) 847-7278 (Ord. No. 07-57, § 4, 9-6-07)~~

~~North Central Overlay District.~~

~~[CONSIDERING MOVING THE NORTH CENTRAL OVERLAY DISTRICT SIGNS STANDARDS TO THIS SECTION AS PART OF PHASE III]~~