



Historic Architectural Review Commission Staff Report for Item 13

To: Chairman Haven Burkee and Historic Architectural Review
Commission Members

From: Daniela Salume, MFA
Historic Architectural Preservationist

Meeting Date: October 22, 2024

Action Item: Approval of Proposed changes to Chapter VI, Article c, “Roofing”
of the Historic Architectural Guidelines.

Previous Reviews: September 24, 2024 (Discussion Item-HARC)

Executive Summary:

On August 27, 2024, the discussion regarding standing seam roofing began as two unique projects of large scale were presented to HARC Commission for approval. Both items were approved, and decisions were made based on various factors including the size and age of the structure. To prevent these projects from setting a precedent for future permits and applications, the HARC Commission recommended that staff incorporate standing seam as an approved material within the Historic Architectural Guidelines.

During the HARC meeting on September 24, 2024, a draft was presented as a discussion item regarding the inclusion of standing seam as an approved material for certain non-historic commercial or governmental buildings. The HARC Commission provided brief comments, recommending adding mass and scale to the language. Staff added to the discussion that any standing seam roofing that was done without a permit would need to go to a HARC Commission. Commission agreed to add that to the language as well.

The text amendment for roofing guidelines includes the addition of guideline #7 which states the following: The use of standing seam as a replacement or as a new roof material for non-historic commercial or governmental buildings may be considered by the commission. This consideration will be based on the exposure of the roof to its urban

context as the new roof cannot take precedence over historic surrounding buildings. Additionally, the seams must have a low profile with finished side edges and gutters. Low profile seams, which are typically 1 inch or less in height, are designed to be less pronounced compared to traditional standing seam profiles. This design approach offers a more subtle, less obtrusive appearance while effectively managing water drainage, making it an appropriate choice for buildings within historic contexts where minimal visual impact is preferred. Finish color shall be silver mill or white.

The proposed roof replacement will be assessed in terms of its mass and scale, to ensure compatibility with the surrounding historic fabric. The evaluation will focus on preserving the architectural character of the historic district, as outlined in the city's historic preservation standards. In cases where a standing seam metal roof has been installed without a permit, approval from the HARC Commission is required if seeking to replace in-kind.

Staff recommends the approval of the proposed changes to Chapter VI, Article c, "Roofing" of the Historic Architectural Guidelines (as referenced on Section 90-142 of the Land Development Regulations). Additionally, staff has included the proposed timeline for all required reviews:

September 24 – HARC discussion item **DONE**

October 22 – HARC action item (will include draft for ordinance)

December ___ – Planning Board

January ___ – City Commission First Reading

February ___ – City Commission Second Reading

DEO Rendering max of 45 days + 21 days for appeal

Florida SHPO max of 30 days concurrent with DEO – SHPO is required for all ordinances, guidelines or regulations pertaining HARC Commission as prescribed under the Certified Local Government agreement by the City and the State Historic Preservation Office.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF KEY WEST,
FLORIDA, TO AMEND THE HISTORIC
ARCHITECTURAL REVIEW COMMISSION
GUIDELINES FOR ROOFING, SPECIFICALLY
SECTION VI (C.) ROOFING, AS
REFERENCED IN CHAPTER 90
(ADMINISTRATION), ARTICLE II, DIVISION 4
- HISTORIC ARCHITECTURAL REVIEW
COMMISSION OF THE CITY OF KEY WEST LAND
DEVELOPMENT REGULATIONS; PROVIDING FOR
SEVERABILITY; PROVIDING FOR REPEAL OF
INCONSISTENT PROVISIONS; PROVIDING FOR
AN EFFECTIVE DATE.

WHEREAS, the Historic Architectural Review Commission initiated the proposed amendments to update the Historic Architectural Guidelines relevant to roofing; and

WHEREAS, the Historic Architectural Review Commission finds that roofing guidelines shall include specific language pertaining to certain non-historic commercial or governmental buildings, as the Commission has previously addressed projects involving standing seam roofing; and

WHEREAS, amendments to the Historic Architectural Guidelines are initiated by the HARC from time to time to better preserve the character and appearance of the historic preservation districts and other designated historic sites or resources; and

WHEREAS, Section 90-142 of the Land Development Regulations incorporates the Historic Architectural Guidelines by reference; and

WHEREAS, amendments to the Historic Architectural Guidelines must follow the same procedural requirements as amendments to the Land Development Regulations as specified in Sections 90-516 - through 90-524 of the Code of Ordinances; and

WHEREAS, the City's Comprehensive Plan, includes under the Historic Preservation element Policy 1A-1.2.1: HARC Guidelines, the City and HARC shall continue to protect all historically significant structures and historic districts by periodically updating the HARC Guidelines; and

WHEREAS, the Historic Architectural Review Commission finds that strengthening the Historic Architectural Guidelines with new materials that can be appropriate for certain buildings, will benefit the public and the preservation of the character of the historic district and its streetscapes; and

WHEREAS, the planning board held a noticed public hearing on _____, 2024, where based on the consideration of recommendations by the Historic Architectural Review Commission, their staff, and planning director recommended approval of the proposed amendments; and

WHEREAS, the City determined that the proposed amendments to the Historic Architectural Guidelines, specifically for roofing, are consistent with the Comprehensive Plan; in conformance with all applicable requirements of the Code of Ordinances; are stimulated by changed conditions after the effective date of the existing regulation; will promote land use compatibility; will not result in additional demand on public facilities; will have no impact on the natural environment; will not negatively impact property values or the general welfare; will result in more orderly and compatible land use patterns; and are in the public interest.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1. Chapter VI entitled Design Guidelines in Key West's Historic District, section (C) roofing, of the

Historic Architectural Guidelines dated May 14, 2002, are amended as follows:

ROOFING

Many historic structures in Key West have metal shingle roofing. Other common roofing materials include metal V-crimp, and conventional asphalt shingles. Roof replacements should be done on an in-kind basis, with the new roof matching the materials used previously, unless HARC believes the replacement material to be more suitable than the existing roofing material. Roof form and secondary features such as dormers, chimneys, and other details are important in defining the architectural style of the building.

1. Historical roofing materials such as metal shingles should be preserved when possible. If replacement is necessary, similar metal shingles must be used, not inappropriate roofing materials such as V-crimp metal. If a roof can be shown to have been made of another material such as wood shingles or slate, it may be replaced with that material. V-crimp roofs may be replaced with metal shingles.

[*Coding: Added language is underlined; deleted language is ~~struck through~~.]

2. Conventional modern roofing materials such as asphalt shingles, V-crimp, or composition roofing may be used on non-contributing structures, provided that they do not detract from the characteristics of nearby historic properties.

3. Roofing materials and forms used in new construction must be visually compatible with the existing historical and architectural context of the streetscape and neighborhood.

4. The form and configuration of a roof must not be altered in pitch, design, materials or shape unless the resulting changes would return the roof to a verifiable and appropriate historical form. Original features such as scuttles, chimneys and roof porches should not be removed or altered.

5. The public view of the roofline should not be altered by the addition of new features such as dormers, scuttles, vents or skylights. Such features may be allowed on roof surfaces not visible from a public right-of-way.

6. Fascia, soffit, cornice and bracket elements shall not be altered or removed unless it can be documented by photographic or other verifiable historical evidence that they were not historically accurate in form and placement.

7. The use of standing seam as a replacement or as a new roof material for non-historic commercial or governmental buildings may be considered by the commission. This

consideration will be based on the exposure of the roof to its urban context as the new roof cannot take precedence over historic surrounding buildings. Additionally, the seams must have a low profile with finished side edges and gutters. Low profile seams, which are typically 1 inch or less in height, are designed to be less pronounced compared to traditional standing seam profiles. This design approach offers a more subtle, less obtrusive appearance while effectively managing water drainage, making it an appropriate choice for buildings within historic contexts where minimal visual impact is preferred. Finish color shall be silver mill or white.

The proposed roof replacement will be assessed in terms of its mass and scale, to ensure compatibility with the surrounding historic fabric. The evaluation will focus on preserving the architectural character of the historic district, as outlined in the city's historic preservation standards. In cases where a standing seam metal roof has been installed without a permit, approval from the HARC Commission is required if seeking to replace in-kind.

Section 2: If any section, provision, clause, phrase, or application of this Ordinance is held invalid or

unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 3: All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 4: This Ordinance shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission and approval by the Florida Department of Economic Opportunity, pursuant to Chapter 380, Florida Statutes.

Read and passed on first reading at a regular meeting held this _____ day of _____, 2024.

Read and passed on final reading at a regular meeting held this _____ day of _____, 2024.

Authenticated by the presiding officer and Clerk of the Commission on _____ day of _____, 2024.

Filed with the Clerk _____, 2024.

Mayor Danise Henriquez _____
Vice Mayor Clayton Lopez _____
Commissioner Lisette Carey _____
Commissioner Monica Haskell _____
Commissioner Mary Lou Hoover _____
Commissioner Sam Kaufman _____
Commissioner Donald "Donnie" Lee _____

DANISE HENRIQUEZ, MAYOR

ATTEST:

KERI O'BRIEN, CITY CLERK

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2. Conventional modern roofing materials such as asphalt shingles, V-crimp, or composition roofing may be used on non-contributing structures, provided that they do not detract from the characteristics of nearby historic properties.
3. Roofing materials and forms used in new construction must be *visually* compatible with the existing historical and architectural context of the streetscape and neighborhood.
4. *The form and configuration of a roof must not be altered* in pitch, design, materials or shape unless the resulting changes would return the roof to a verifiable and appropriate historical form. Original features such as scuttles, chimneys and roof porches should not be removed or altered.
5. The public view of the roofline should not be altered by the addition of new features such as dormers, scuttles, vents or skylights. Such features may be allowed on roof surfaces not visible from a public right-of-way.
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