

DELEGATION OF COA REVIEW & APPROVAL RESPONSIBILITIES TO STAFF

Accepted by the Board of County Commissioners on 4/20/92, allowing Planning, Permitting, and Inspections Director or his designee be authorized to review applications and issue Certificates of Appropriateness for the below listed activities:

1. All “emergency” related exterior and interior repairs (i.e. when a finding is made by the Planning Director or his/her designee that health, safety and welfare issues are involved);
2. All mobile home and RV park additions, including roofovers, screen rooms, carports, canopies;
3. All mobile home and RV park set-ups;
4. All roof repairs and replacements, including vinyl or aluminum soffit and fascia, on structures less than 50 years old, excluding the Cortez Village Historic Overlay;
5. All vinyl or steel horizontal siding over existing façade for structures less than 50 years old, excluding the Cortez Village Historic Overlay;
6. All stucco over concrete block construction for structures less than 50 years old;
7. All interior completions for commercial, industrial, and residential structures;
8. All interior renovations for structures less than 50 years old;
9. All seawall cap replacements (seawall cap only);
10. All pool /spa, pool cage and pool deck installations / repairs/ replacements / demolitions;
11. The construction /repair / replacement / relocation / demolition of fences in rear and side yards;
12. The construction / repair / replacement / relocation / demolition / alteration of accessory storage structures and sheds allowed by Land Development Code Section 703.2.20 in required rear and side yards;
13. The construction / repair / replacement / relocation / demolition / alteration of child’s playhouses and child’s play equipment, pet shelters, unlighted tennis, basketball or volleyball courts and other similar private outdoor recreation uses as may be qualified by Section 703.2 (see attached);

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14. The construction / repair / replacement / relocation / demolition / alteration of accessory structures and uses allowed by Land Development Code Section 703.1.7 (see attached) in required front yards, except for fences.
15. The construction / repair / replacement / relocation / demolition / alteration of waterfront structures (docks, davits) in the Whitfield Historic Overlay District.
16. The construction / replacement of boat lifts / davits on existing docks in the Terra Ceia Overlay District. (Amended 2007)

It is recommended that the following criteria be met for staff issuance of Certificates of Appropriateness for items 1-9 above:

- The proposed activities involve the repair or replacement of existing materials with original materials for ones on the list of approved standard materials for the district (when “emergency” repairs are involved and this criteria, in the opinion of the Planning Director or his / her designee, cannot be readily or reasonable met, then existing materials can be replaced with like materials);
- The proposed activities do not change the structural integrity of a building or places in a way that detracts from its historical significance;
- The proposed activities do not destroy or significantly alter exemplary materials.
- The proposed activities do not detract, by location, design, setting, materials, workmanship, height, mass, feeling or association, from the district’s sense of time and place, historical development or integrity of its architectural features and spaces.

It is recommended that the following criteria be met for staff issuance of Certificates of Appropriateness for items 10-15 above:

- The proposed activities will not take place on any known archaeological site.
- The proposed activity will be conditioned by the following stipulation – “Any historical or archaeological resources discovered during development activities shall be immediately reported to the Florida Division of Historical Resources and treatment of such resources shall be determined in cooperation with the Division of Historical Resources and Manatee County. Treatment of the resources must be completed before resource-disturbing activities are allowed to continue.”

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- The proposed activities do not detract, by location, design, setting, materials, workmanship, height, mass, feeling or association, from the district's sense of time and place, historical development or integrity of its architectural features and spaces.

These criteria are intended to be reflective of the essence of the established guidelines used by the Historic Preservation Board and appropriate for the types of activities affected. Staff review, however, may result in a determination that the application should be reviewed by the Historic Preservation Board, and will, in such case, schedule it for their action.