

# TABLE OF CONTENTS

INTRODUCTION AND GOALS	2
AIR CONDITIONING EQUIPMENT	3
AWNINGS AND CANOPIES	5
BALCONY ENCLOSURES	8
CONSTRUCTION	10
General Guidelines	10
Building Location and Scale .....	14
Building Surface Materials	15
Roofing Materials .....	15
Oceanfront and Bayfront	17
Offices	18
Retail and Storefronts	19
Satellite Dishes	21
Service Stations	22
Windows	23
CRIME PREVENTION	25
FENCES	26
Temporary Construction	26
Perimeter Fences and Walls	26
LANDSCAPING .....	27
LIGHTING	28
MIXED USE ENTERTAINMENT DISTRICTS (MXE)	30
NEON	31
PAINT COLOR	32
PARKING FACILITIES	33
SERVICE BAYS AND DELIVERY AREAS .....	35
SHUTTERS AND SECURITY GRILLES	36
Hurricane and Security - Non-residential Property	36
Hurricane and Security - Residential Property	37
SIDEWALK CAFES	39
SIGNS	41
WINDOW DISPLAYS: MERCHANDISE IN WINDOWS	46

## **INTRODUCTION**

The following Design Review guidelines represent the suggested approaches to various design situations. The Guidelines are supplemental to regulations listed in the City's Zoning Ordinance, Design Review guidelines contained in neighborhood plans, and where appropriate, the U.S. Secretary of Interior's "Standards for Rehabilitation". The Guidelines are used by staff and the Design Review Board/Historic Preservation Board as part of their review of applications for Design Review and Certificates of Appropriateness (historic buildings). The Guidelines should be read in their entirety as in most cases multiple sections apply to individual design situations.

The Design Review Board and Historic Preservation Board periodically review and amend the Guidelines. Applicants submitting a project for review should check with the Board staff to determine if the Guidelines are current.

## **GOALS**

- \* Preservation and rehabilitation which contribute to the character of the historic districts.
- \* Encourage new construction to be contemporary and compatible with surrounding properties in scale, height, setbacks and massing but not in style.
- \* To upgrade the quality of design within the historic districts as well as throughout the City.

## **AIR CONDITIONING EQUIPMENT**

Every effort should be made to relocate air-conditioning units to the rear of the building or mounted on the roof (screened from the street). Air-conditioning units located above entry doors or in display windows and walls are unsightly, drip water on the sidewalk, stain walls and are noisy. In all, they give an unprofessional, unattractive appearance to the individual store and the street as a whole.

1. National Register or Local Historic Site or District -
  - a. Central air conditioning is encouraged throughout the entire building.
  - b. Air conditioning equipment which is flush-mounted with a wall (maximum 1/4" projection) which faces an interior with an existing building or rear lot line is permitted, provided it cannot be seen from the street and all grilles are selected or painted to match the building.. In this regard, a diagonal line shall be drawn from the center of the adjacent properties, at the curb, to the subject building. All areas within view of this line should not incorporate any type of wall a.c. unit.
  - c. For those buildings which abut a vacant lot, Board approval for flush mounted units shall be required.
  - d. No air conditioning equipment is permitted on elevations that face a public street or on portions of elevations which have significant architectural features.
  - e. Window a.c. units are discouraged throughout the building.
  - f. All air conditioning equipment located on the roof shall not be visible from the street.
  - g. For those structures where wall air conditioning units were original to the building, the replacement of said units, with flush mounted units, may be left as an option to the property owner, although conversion to central a.c is still encouraged. Said replacement of wall units shall also include internal condensation drains. Historic records documenting the originality of wall units shall be required if the owner opts to retain them.
2. Other areas, including single family, not in National Register or Local Historic Site or District - Same regulations as listed above for new construction and rehabilitations.
3. Equipment mounted on the roof should be located in an area that screens it from views at street level. Large equipment should be screened or be enclosed with an architectural treatment that is compatible with the design of the building. The screening should conceal it from the view of surrounding mid/high rise buildings.

## AWNINGS AND CANOPIES

Overhead protection from rain and sun should be provided for pedestrians. In commercial districts, awnings most often provide this protection. Awnings also have an impact on the appearance of the storefront and building and tend to bring pedestrians closer to shop windows and entrances.

1. Buildings/storefronts should have awnings or other means to provide pedestrians with sun/rain protection unless physically unsuited.
2. Awnings should be a consistent height and depth to form a continuous canopy along the sidewalk. If the formation of a continuous row covers or impedes architectural features and embellishments, recesses or openings may be necessary.
3. Variation in awning shape, for reason of compatibility with architectural form or detailing, is acceptable as long as the awning can be integrated with the standard awnings on either side.
4. In the case of a building containing multiple storefronts, it is preferable to have one continuous awning the full length of the building. This will not detract from the individual character of each storefront and will result in a more attractive overall building. In some instances (when the architectural features of the building differentiate separate stores) it may be preferable for individual stores or windows to have their own awning; however, all awnings on the building shall have the same form, fabric and color.
5. High gloss vinyl (plastic) awnings and awnings with horizontal ribbing are discouraged.
6. Fabric awnings/canopies can be painted. This allows greater flexibility in building appearance, improves faded or patched awnings, and increases the life span of the fabric.
7. The awning/canopy support structure is highly visible and should be maintained at the same high level as other components of the building. Rusting/peeling support structures should be cleaned and repainted. Rotted or broken supports should be replaced. If a new awning/canopy support system is to be added, simple pipe systems are preferred over decorative ones. Faded and dirty awnings should be cleaned or replaced. Awnings should be supported by poles connected to the building underneath the awning and awnings needing vertical support columns are generally discouraged.
8. Solid color or broad striped fabric patterns are preferred. Narrow striped, flowered, or other patterns are discouraged.
9. The awnings on corner buildings should continue around the corner for compatibility with building form and pedestrian patterns.
10. Backlit awnings/canopies are strongly discouraged. These awnings, because of their high visibility, become attention getting devices - such as a sign, rather than a means to provide comfort and protection for the pedestrian. Such awnings overwhelm the appearance of the buildings they are located on, detracting from architectural qualities.

Awnings which incorporate subtle downlighting in a manner which creates a discreet peripheral washing of the awning, may be appropriate in some instances.

11. Awnings may extend over a public sidewalk if the building presents a substantially flush facade on the sidewalk. It may not be appropriate to attach awnings to buildings which have a porch or terrace (with or without roof) fronting on the sidewalk. The awning should not extend over sidewalks which are 5 ft. or less. In all cases awnings should be compatible with the design of the buildings.

Awnings proposed for installation on buildings with front porches are reviewed with particular consideration given to the relationship of the proposed awning to the street, the mass and scale, height of the porch and the proposed awning and the existing setback of the structure. The maximum distance for projection over the sidewalk of an awning in a historic district is 3' to 5' depending on the shape of the awning and whether or not it is retractable.

12. Awnings should reflect the shape of the window or door they cover.
13. Awnings/canopies placed on historic buildings should be similar in form to the original type. Contemporary domed or "waterfall" shape awnings may not be appropriate.
14. Signs on awnings/canopies shall be consistent with Sign criterion 9.
15. The size of awnings should be proportional to the scale of a building and the surrounding streetscape.
16. Metal awnings should be contemporary in design and shall be subject to the same restrictions and guidelines as other awning material.
17. All awnings should incorporate straight valences; scalloped awnings may be appropriate in some instances, depending on the architecture of the building and the type and shape of awning used.

## BALCONY ENCLOSURES

This section refers to the enclosure of a balcony (open to the air on at least one (1) side, with or without screening) on a residential building or building originally designed for residential use. The enclosure of balconies are generally discouraged because:

1. It substantially alters the architectural pattern, rhythm, light and shade of the building design.
2. Balconies were not originally designed to meet the requirements of interior space and their enclosure may result in serious structural and/or water damage.
3. Enclosure of balconies may alter the Floor Area Ratio (FAR) and set back requirements of a building.

The Design Review Board will consider balcony enclosures if all the following conditions are met:

1. There are existing balcony enclosures on the building elevation in question.
2. The proposed enclosure does not front on a public street. A balcony may not be enclosed if any portion of that balcony fronts on a public street.
3. The application is approved by the building owner and/or condominium association and includes the enclosure of all balconies on the elevation in question. Applications for individual balcony enclosures should not be considered. The Board will evaluate the impact of the enclosures of the overall building design, therefore, matching enclosures are encouraged. Applications include full building elevations.
4. Applications should include zoning calculations for the new FAR and set backs created by the enclosures.
5. Applications should include structural data indicating load capacity and construction details.
6. Applications should address interior sprinkling and fire safety systems.
7. Applications should include roof and water run-off construction details.
8. Applications should demonstrate that the redesigned unit meets the light and ventilation requirements of the Building Code.
9. All requests for balcony enclosures should require full Design Review Board approval and may not be approved administratively.

If the above conditions are met, the following guidelines will be used to evaluate projects:

1. The original architectural rhythm and pattern of the elevation is maintained or enhanced.
2. All finishes on the enclosure should match those of existing visible wall, windows, etc.

- 
- 
3. All enclosures should be consistent in design, except if a specific pattern which requires certain differences in enclosures is desired.

## CONSTRUCTION

### General Guidelines

The relationship between entrances, windows, upper stories and building cornices is important. Alterations can disturb the symmetry of design, clarity of entrance, and appearance of the total building. As such, construction plans should address the following:

#### New Construction:

1. Buildings should have a recognizable entrance facing the public street. This entrance should be visible to pedestrians even if vehicular entrances are located elsewhere and include some type of entrance surround.
2. All projects should consider the overall form, pattern and detail of the building. Box buildings are not encouraged and new structures within historic districts should consist of simpler forms to be compatible with neighboring structures. These include contemporary buildings with minor abstractions of previous architectural styles in the district. Exact replications of Historic Buildings are strongly discouraged.
3. New structures outside the historic districts should be compatible with any neighborhood or redevelopment plan and should not attempt to replicate past architectural styles and vernaculars.
4. Design and location of balconies should reinforce the building form.
5. Roof top air conditioning units and other appurtenances should be screened.

#### Rehabilitations and Additions (Historic Buildings):

The utilization of archival data is paramount to the success of any rehabilitation and/or restoration of an existing historic structure. The City's Building Department has microfilm record on a number of properties within the historic districts. For those which no microfilm data is available, it is suggested that historic photographs be researched. These photographs may be obtained in the research section of the Historical Museum or in the Florida Room of the Metro-Dade Public Library. Both of these institutions are located in the Cultural Center in Downtown Miami. Also, the Miami Design Preservation League and Dade Heritage Trust have staff members and research capability which could also be of assistance.

1. Rehabilitation of historic structures should promote a retention of the buildings' original appearance, depending on the condition of the building and past alterations, as well as the availability of archival data. For buildings which have been somewhat altered over time, rehabilitation should be based on the building's original appearance, if documentation is available. If documentation is not available, the design should be consistent with the architectural character of the building.
2. For buildings which have been altered over time to such an extent that few, if any, of the design features which contributed to its historical status remain, the rehabilitation should



incorporate either an overall contemporary look, with minor abstractions from the previous design or a restoration to its original appearance, based on historic documentation.

3. Ground level alterations and additions in the front and/or street sides are not encouraged. Minor alterations on these elevations may be possible, depending on their sensitivity to the original design and the extent of the alterations. Adjustments in fenestration, door and balcony openings is strongly discouraged, particularly on buildings originally designed as residential structures. (see #5 below)
4. Roof top additions should be as discreet as possible, and not visible from across the street, particularly from the front and street sides. (see #10, Line-of-Sight Study, on the next page) Said additions should be simple as well as distinct in style from the existing building, while bearing some relationship in terms of window patterns and roof line.
5. For structures which endeavor an adaptive re-use to a restaurant and/or retail storefront, the following shall apply:
  - a. The architectural integrity of the building should be maintained. Alterations and modifications should be confined to awnings, paint schemes and signage.
  - b. "Buzz-Sawing" new or larger openings on principal facades is discouraged. New openings should be limited to secondary facades.
6. Remove building sidings and other non-historic additions such as brick planters, electrical and plumbing fixtures and jalousie windows and porch enclosures to expose and restore original architectural elements and fenestration patterns, if possible.
7. The removal of non-historic massive railings with excessive iron and concrete and their replacement with simplified decorative wrought iron and pipe rails is encouraged.
8. On storefronts, restoration of cornices, knee walls and other architectural features is encouraged.
9. Do not alter roof type or design.
10. Line of Sight Study - This study is required for rooftop additions of buildings in the National Register District. The purpose of the study is to define the building envelop in which construction may occur. The methodology is to start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6 ft. above the sidewalk connecting to a point on the parapet. The line is continued forming a triangular space in which construction may occur.
11. Any improvement proposed for a historic building located within a historic district shall comply with the U.S. Secretary of the Interior's Standards as amended.
12. Gutters and downspouts should either be concealed within the structure or painted to match the building.
13. Pipes located in the garage portion of the building should be concealed from view.

14. All alterations performed in order to comply with the Americans with Disabilities Act, should be in a manner which has a limited impact on the overall character and structural integrity of the building. Individuals are strongly encouraged to work with City staff in order to address this issue and come up with creative solutions.
15. All alleyways abutting a particular building or property are encouraged to be rehabilitated, particularly when the alley will be a primary point of ingress and egress. Improvements may include, but are not required to be, trash enclosures, paving overlay, repair of all potholes and cracks, and in some instances the utilization of landscaping.

Rehabilitations (Non-Historic Buildings):

1. If constructing a new elevation, the primary elements of the facade should be re-created, retaining the architectural character of the period in which the building was constructed. An exact replication of the previous architectural style, or other architectural styles within the City is not encouraged.
6. Line of Sight Study - This study is required for rooftop additions of buildings in the National Register District. The purpose of the study is to define the building envelop in which construction may occur. The methodology is to start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6 ft. above the sidewalk connecting to a point on the parapet. The line is continued forming a triangular space in which construction may occur.
7. Any improvement proposed for a building located within a historic district shall comply with the U.S. Secretary of the Interior's Standards as amended.
8. Gutters and downspouts should either be concealed within the structure or painted to match the building.
9. Gutters and downspouts should be concealed within the structure or painted to match the color of the building.
10. Pipes located in the garage portion of the building should be concealed from view.
11. All alterations performed in order to comply with the Americans with Disabilities Act, should be in a manner which has a limited impact on the overall character and structural integrity of the building. Individuals are strongly encouraged to work with City staff in order to address this issue and come up with creative solutions.
12. All alleyways abutting a particular building or property are encouraged to be rehabilitated, particularly when the alley will be a primary point of ingress and egress. Improvements may include, but are not required to be, trash enclosures, paving overlay, repair of all potholes and cracks, and in some instances the utilization of landscaping.

## **BUILDING LOCATION AND SCALE**

1. Additions to the front or street sides of historic buildings is generally discouraged. Additions to said sides of non-historic buildings are encouraged to conform or relate to the setbacks of the abutting properties.
2. Building Heights for additions and new construction are encouraged to relate to the height of abutting buildings.
3. Building footprints should take into account pedestrian and vehicular circulation. This includes unencumbered pedestrian access to all public spaces. Overbuilding of lots is strongly discouraged.
4. New construction should differentiate itself from neighboring buildings in terms of architectural style while the scale, rhythm, height and setbacks, as well as the location of windows, doors and balconies bear some relationship to neighboring buildings and maintain some semblance of compatibility.
5. Differentiations between office-commercial and residential entrances in mixed use buildings is strongly encouraged.

## BUILDING SURFACE MATERIALS

The surface of a building is a key factor in its appearance and relationship to adjacent buildings. In commercial and hotel areas, building surfaces are often altered, sometimes more than once to "update" a building's appearance. These updated materials have included aluminum or wood siding, ceramic tile, and stone/brick veneers which conceal the original facades. These surfaces rarely are successful over time, making the building appear more dated than it was before.

1. Remove new facades, metal and wood siding, and veneers. Restore original building surface if possible.
2. The surfaces of multiple storefronts within a larger building should be consistent from storefront to storefront. Individuality will be apparent through window displays and signs.
3. New construction should utilize surface materials compatible with the South Florida region including stucco, tile, clear glass, oolitic limestone, etc. Use of field stone, metal or plastic surfaces or other materials more typical of northern environments may not be appropriate.
4. Even though it may not be original to the building, placing stone, marble, ceramic tile or other impervious material on stucco bulkheads is encouraged to reduce maintenance and improve the appearance of the buildings. Tile should be simple in design to be compatible with the building design. Small squares, multicolored and patterned tile are discouraged. Tile should not be used to cover vitrolite, keystone, marble, or other historic material.
5. With regard to historic buildings the following shall apply in reference to the retention and restoration of original surface materials.:
  - A. If the original exterior building material remains, it should be retained and restored; or,
  - B. If the original exterior building material is not present but is known, it should be restored; or,
  - C. If the original exterior building material is not known, a new treatment consistent with materials common to the period/building style should be considered.
  - D. For Streamline Moderne or Art Deco Buildings, smooth stuccoed walls with incremental stepping and curvilinear eyebrows are appropriate.
  - E. For Mediterranean Revival Buildings, rough, or in some cases, smooth stucco walls are appropriate.

## **ROOFING MATERIAL**

For existing historic buildings within the historic district, the roofing material original to the building shall be retained or replaced.

For non-historic buildings both inside and outside of the historic districts, the following shall apply:

1. All single family and existing mediterranean revival buildings should use a flat or barrel tile roof.
2. For multi-family and commercial structures which utilize standing seam metal roofs, the following is suggested:
  - a. The design of metal roofs should relate to and enhance the architectural style of the building.
  - b. The material and design of metal roofs should be sympathetic to adjacent buildings.
  - c. Stainless steel or permanently colored metal is more desirable than metal which is intended to be painted.

## OCEANFRONT AND BAYFRONT

1. Buildings should provide view/light/breeze corridors to the ocean or bay.
2. Building pedestal should not form a continuous sheer wall along the beach. Decorative surfaces, multi-level decks, berming and sufficient setbacks shall reduce the impact of the pedestal.
3. Because of greater viewing distances and the high visibility, it is particularly important that buildings be designed with a distinctive form. Stepped form and distinctive roof lines create a more interesting skyline and increase building recognition.
4. Pool decks should include landscaping to provide shade and tropical image.
5. All oceanfront projects should include a dune district landscape plan. This plan should:
  - a. utilize native/adaptive oceanfront species
  - b. wood or wood-like construction only
  - c. lighting
  - d. retain the beach character, sod should not extend seaward of the bulkhead line.
6. Where possible, projects are encouraged to provide walkways along the rear of the property which can be integrated into the City's Bicycle and Walkway Plan. When necessary, security measures are permitted; however, views towards the bay and ocean are encouraged to be as open as possible.

## **OFFICES**

The following guidelines refer to those districts where professional offices are permitted.

1. The ground level portions of office buildings fronting on a street shall contain storefronts in conformance with the retail storefront section of these guidelines.
2. Commercial uses in ground floor space is encouraged.
3. Reflective/mirrored glass is not encouraged.
4. Buildings shall not have unfinished surfaces visible to the public.

## RETAIL AND STOREFRONTS

1. Retail construction should include a strong pedestrian connection to existing/proposed sidewalks. These pedestrian connections should be located to continue existing pedestrian patterns.
2. Off-street parking should occur behind or on the side of retail construction, allowing stores to front partially or wholly on the sidewalk. (See Parking guidelines for additional guidelines.)
3. The face of new retail construction should be aligned with existing, neighboring buildings. Allowances for courtyards, recessed entrances, etc. may be made.
4. New retail construction should comply with all other guidelines including parking, awnings, surface material, etc.
5. The conversion of existing non-retail historic structures to a retail or commercial use should not result in architectural alterations to the building. The use should adapt to the building and not the building to the use. (see pages 8 & 9)
6. For properties with existing or proposed retail storefronts, the following shall apply:
  - a. Retail construction containing multiple storefronts should have a consistent sign program, including type, size and location of signs throughout the development. Knee walls are encouraged for new construction and are required for rehabilitation projects for those properties that originally included this feature.
  - b. New retail construction should include a substantial percentage of its street frontage in shop windows. The bottom of the windows should not be lower than 24 inches above the sidewalk elevation. This height could be modified based upon the nature of the use and importance of screening merchandise such as drugs, hazardous materials, etc.
  - c. Rehabilitation of existing storefronts should include restoration and replacement of original architectural features. (see pages 8 & 9)
  - d. Pedestrian entrances should be easily recognizable in new retail construction.
  - e. All storefronts within a building should be uniform and be contained within structural bays or the lintel of the building.
  - f. All storefronts should be defined and separated by uniform horizontal lintels, vertical piers and knee-walls.
  - g. Storefront design, relief features and decorative treatments should complement adjacent storefronts and relate to the detailing of the entire building or block.
  - h. Individual storefront windows within a large building should not be filled in.
  - i. Signage for storefronts should be uniform according to type (e.g. channel letter) but not necessarily style or color. The design of all signs, though, should be respectful of a building's architecture. The size of any sign should be



proportionate to the storefront (e.g. 1 sq. ft. signage per 1 linear ft. storefront).  
Please refer to the sign section of these guidelines for specific sign types.

## **SATELLITE DISHES**

Satellite Dishes should be mounted where least visible to the general public. If ground mounted, dishes should be located in the rear or interior side yards and densely screened with landscape where feasible. If roof mounted, the dish should be as close to the middle of the roof as possible, or a parapet should be installed to screen the view of the dish, if necessary, whenever possible. The color of the dish should match the color of the building, otherwise black or white coated dishes are encouraged.

## SERVICE STATIONS

Service Stations often have a negative impact on commercial streets. These businesses are needed in the commercial district and should be expected to contribute to the improved appearance of the street. Newer stations have been designed with landscape buffers and greater attention to building materials. However, service stations have had a tendency toward excessive, large paved areas, multiple signs and large numbers of automobiles stored on the property forming unscreened, ill-placed parking lots.

1. Service stations should only have those signs necessary to identify themselves to the motorist and gasoline price signs required by law. Multiple signs facing the same direction or visible to the same circulation route are discouraged. Permitted accessory use signs, such as a "Food Mart" or "Car Wash" may be permitted. Advertising signs for specific products are not permitted.
2. Service stations should provide landscape islands, buffers, and screens to improve the appearance of the station on the street;
3. Only those automobiles being serviced should remain on site. These should be screened as would any parking lot;
4. Service stations shall follow the same design guidelines as other business establishments.
5. The entire property where a service station exists should have all parking spaces and driveways defined by continuous concrete curbing and landscaping in order to prevent the excess parking of cars. All areas not used as driveways or bona-fide parking spaces should be landscaped.

## **WINDOWS**

1. Windows (office or storefront) are among the most important elements in establishing an active, successful commercial district. Existing windows should not be eliminated or decreased in size.
2. For window replacement outside the City's locally designated historic, the following shall apply:
  - a. Window replacement in existing buildings is encouraged to replicate original window patterns and finishes.
  - b. Jalousie windows may be replaced with more efficient and secure window types.
  - c. If replacements for casement windows are not available or would result in economic hardship, awning windows with the same mullion pattern may be substituted.
  - d. Minimal tinting to meet energy codes or other regulatory requirements may be acceptable if compatible with the architectural character of the building.
3. For window replacement within one of the City's designated historic districts or a historic site, the following shall apply:
  - a. Microfilm of the subject building shall be required to determine the original window pattern and finish; this material is available at the City's Building Department.
  - b. Window replacement in existing buildings is should replicate original window patterns and finishes.
  - c. Jalousie windows should be replaced with more efficient and secure window types which resemble the building's original windows.
  - d. If original to the building, jalousie windows may be retained or replaced with new jalousie windows, at the discretion of the property owner. If a different type of replacement window is desired, it should be simple in design and be either horizontal awning or, in the case of exterior hallways and balconies, 1/1 single-hung or sliding. Colonial style and other similar replacement windows are discouraged.
  - e. If replacements for casement windows are not available or would result in economic hardship, awning windows with the same mullion pattern may be substituted.
  - f. Dark or reflective tinting and reflective coatings are discouraged in any local or National Register historic site or district.

## **CRIME PREVENTION**

The U.S. Government "Crime Prevention Through Environmental Design Program" (CPTED) incorporates architectural solutions to reducing the opportunity of crime. Elimination of recessed entryways, provision of adequate lighting and proper design of spaces will reduce the possibility of criminal activity.

1. Building mounted lighting shall be installed on alley frontage and side yards. This is particularly encouraged at service/delivery entrances.
2. Windows in the alleys or sides provide the appearance of natural surveillance and may discourage break ins. Such windows should not be blocked up.
3. See through fences/gates of metal pickets should be located to discourage uncontrolled access to service/delivery areas.
4. Hiding places and blind corners should be eliminated from site/building, where possible.
5. See Hurricane and Security Shutters for further guidelines in Crime Prevention.
6. The concept of natural surveillance, visibility by the public (shoppers, pedestrians, motorists, and/or personnel) shall be incorporated into the design where possible.
7. Landscaping should be designed to discourage crime. Tree heights/spread should allow sufficient visibility, not completely block views of/from doors and windows, shrubs should not be planted where they may become hiding places.
8. Fences within a local or National Register historic site or district should be set back from the front property line to allow for a traditional landscape barrier. Fences should be largely transparent. Low fences/walls are preferred.

## **FENCES**

### **Temporary Construction**

All chainlink fences should be black vinyl coated. Construction walls/fences are encouraged to contain art work and graphics as approved by the Design Review Board. Commercial advertisements are prohibited. Names of architects, contractors, designer, financing institutions, etc. are permitted if consistent with the Zoning Ordinance.

### **Perimeter Fences and Walls**

Within a local or National Register historic site or district, the following shall apply:

- a. Fencing is discouraged. If proposed, however, it is encouraged to be composed of wrought iron or aluminum. Simple designs consistent with the architecture of the period are encouraged.
- b. CBS/stucco walls should incorporate quoining, scoring or other decorative treatment.
- c. Acceptable paint on wrought iron or aluminum fencing includes white, black or matched to the color of the building.
- d. Fences should be set back from the front property line to allow for a traditional landscape barrier and be largely transparent. Low fences/walls are preferred.

Outside the historic districts, the following shall apply:

- a. Wood and chainlink fencing may be used on interior side yards and rear yards only. These fence types shall not be used within the front yard set back or extend beyond the front wall of a building or face any public right-of-way.
- b. Wood fences should be painted to match the building and all chainlink fences should be vinyl coated in black.
- c. Fences may be composed of any material which is consistent with the Zoning Ordinance. It is suggested that contractors review Section 6-25,B-8 of the Zoning Ordinance.

## LANDSCAPING

The creation of landscape areas within a property is strongly encouraged. Besides being an asset to the environment and providing shade, landscape can help articulate a property as well as enhance the architecture of a building.

With regard to landscape designs for new construction and existing buildings, the following shall apply:

1. Having a landscape plan drawn, signed and sealed by a Florida Registered Landscape Architect is strongly encouraged.
2. A landscape plan should reflect and enhance a building's architecture, but not overpower it.
3. Blank walls and other unattractive areas of a site or building should be heavily screened with landscaping. This may or may not include the use of decorative lattice work.
4. Large parking areas and driveways should be heavily landscaped along the perimeter and with interior and terminal islands.
5. All landscape plans should reflect 100% property wide irrigation.

## LIGHTING

Proper lighting can be one of the most powerful methods of establishing a business image with the public during evening hours. Even if a store is closed during the evening, lighting of the building, signs, and windows is an effective marketing tool.

Lighting is also important in residential projects. It increases visibility of recreation facilities, enhances the views for residents and improves security and safety.

1. Within a typical storefront, those elements which need illumination include signs, entrances, window displays, and the interior. The levels of illumination for each of these areas should be varied. It is unnecessary to provide intense, glaring illumination to attract attention to the storefront. In some cases, lighting levels lower than adjacent businesses, but with carefully placed highlights, are more dramatic and attention-getting. In residential projects, light levels should clearly denote entrances, high security areas and walkways and other circulation systems.
2. Lighting should not be so intense as to draw more attention than the objects it illuminates. Lighting should not be used as a method to make a building stand out or used as an attention getting device. Therefore, indirect lighting and hidden spotlights are usually the most effective.
3. In addition to signs and merchandise, it is often desirable to light the structure itself. Many buildings possess attractive and unique architectural details which should be enhanced with discreet architectural/decorative lighting.
4. The second story interiors of two story commercial buildings should be illuminated in the evening even if they contain only storage or vacant space. Light coming from second floor windows (through curtains or shutters) provides a comfortable feeling of presence in the neighborhood, and eliminates the deserted feeling many commercial areas have after the shops are closed.
5. Backlighting of translucent awnings is discouraged. Lighting designed to light the sidewalk may be installed under awnings constructed of an opaque material (see page 5, #10).
6. Alleys and rear/side delivery areas should have lighting which remains on all evening hours.
7. Lighting on buildings and in parking lots should be white light.
8. Decorative lighting of landscape, landscape features, pool decks and recreation areas is encouraged.
9. All parking areas shall have sufficient lighting to provide a safe and functional environment.
10. Light fixtures in parking lots shall have a maximum height of 20 feet.
11. See Section on Neon for design guidelines.





## MIXED USE ENTERTAINMENT DISTRICTS (MXE)

It is the intent of MXE zoning to accommodate small to mid-size buildings in older, pedestrian oriented, waterfront neighborhoods. MXE zoning was developed to maintain the scale and historic character of these neighborhoods by expanding traditional uses of existing buildings to make them economically viable.

1. Existing buildings should be treated in a manner consistent with their period of construction. Rehabilitation of character defining architectural elements and public/semi-public interiors shall be maintained, or restored if necessary, as originally designed. An allowance for contemporary materials to replace deteriorated original materials, if necessary, may be considered if the new material closely resembles the original.
2. Existing buildings should not be made to appear older (more historic) or newer than they are. Each building shall be treated as a product of its own time. Additions to existing buildings should be compatible but contemporary.
3. New construction should be compatible in scale, setback and orientation with existing buildings but shall be contemporary in design.
4. All buildings in the MXE District should be well integrated with adjacent public sidewalks. Building entrances should be visible and accessible to pedestrians.
5. Semi-public areas such as lobbies, restaurants, cafes, etc. should be oriented to adjacent sidewalks and/or waterways.
6. Properties which include waterfront outlots should landscape and maintain the outlots as part of any rehabilitation or new construction project.
7. New construction, if taller than neighboring buildings, should be terraced to maintain perception of compatible scale. Whenever possible, it should be setback to reduce visibility from the street.
8. If outdoor music is part of a project, the area in which the music is intended to be heard should be designed in a manner to contain the music as best as possible on site. All outdoor music must meet the noise limits set forth in the City Code and Zoning Ordinance.

## **NEON**

1. The use of neon as a method to accent architectural details is encouraged; however, the cumulative effect of neon should not overpower the architecture of the building or be used in a manner which gives the impression that an architectural feature exists when in fact it does not. The brightness of the neon should be considered in evaluating this criteria.
2. Neon which is used to border windows or create a false sense of architecture is discouraged.
3. See SIGN section when neon is used as an advertising device.

## PAINT COLOR

The color of a storefront and/or building helps to establish a mood or feeling about the business or residence. It also reinforces both the individuality of the building and its relationship to its block, area and City. In recent years, buildings painted in multiple pastel hues has become a Miami Beach trademark. This multi-colored treatment creates a tropical image as well as a lively, carefree feeling which is consistent with a resort city; however, it is not necessarily appropriate to all architectural styles or to the desired image of all businesses. Light colors, however, are required by the Zoning Ordinance. Applicants are encouraged to study the City's official color chart before submitting color plans.

1. Paint color should be used to highlight architectural forms and details, but not to create them. Architectural murals and other trompe l'oeil may be appropriate for a particular building and will be considered on a case-by-case basis.
2. The color relationship between adjacent buildings should be compatible (not necessarily identical).
3. When a commercial building contains more than one storefront, the building shall have integrity of color. It should not be subdivided to reflect the storefronts.
4. Pastel colors are encouraged. Dark tones as well as glaring bright colors should be avoided.
5. Stone or tile surfaces shall not be painted. Choice of paint color on adjacent stucco surfaces should be chosen for compatibility with the stone/tile color. Where stone or tile surfaces have been painted, they should be carefully stripped, using water pressure/chemical methods, and re-sealed.
6. For historic and non-historic buildings within the historic districts, lighter pastels in accordance with the Miami Beach Paint chart are strongly encouraged. The only exception to this is Mediterranean Revival buildings, for which lighter earth tones are more appropriate.
7. For buildings outside the historic districts, all colors should have a light base and minimize the number of colors used for trim.

## **PARKING FACILITIES**

For at-grade parking lots, the following shall apply:

1. Landscape plans shall meet the minimum standards of Section 8 of the Zoning Ordinance. It is strongly encouraged to have a landscape plan for any parking area drawn, signed and sealed by a Florida Registered Landscape Architect.
2. With the exception of temporary parking lots, the landscaped areas of an at-grade parking lot should be defined with a six (6) inch curb.
3. Parking lots in the front or side yards of residential buildings in the National Register or local historic districts are discouraged. Parking in the rear or in off-site lots is encouraged.
4. Parking lots associated with commercial uses are encouraged to be located on the side or rear of the main building when such properties are located on streets that have a strong pedestrian orientation.
5. Parking lots in historic districts, where appropriate, are encouraged to use the alley as a means of entrance and exit.
6. Within the historic districts, the closing of existing curb cuts is generally encouraged and the construction of new curb cuts is generally discouraged.

For parking garages and structures, the following shall apply:

1. The ground floor of parking structures should contain commercial uses with storefronts and architectural detailing so as not to appear as a garage on elevations that face a street. The placement of commercial uses must receive zoning approval.
2. The multiple levels of parking structures should be parallel to grade on primary and waterfront elevations.
3. The primary elevations of parking structures should be designed to be compatible with neighboring buildings.
4. Stairways and elevators, which are the most commonly vandalized areas of garages, should be glass enclosed or open and clearly visible to the street or other populated areas.
5. Ramps, stairwells and any other portion of a garage should be buffered with the use of decorative grilles and screens.
6. Parking garages within the historic districts are encouraged to be located on sites which are non-historic, non-contributing and blighted.

### **Service Bays, Mechanical (HVAC) Equipment and Delivery Areas**

1. For new construction, all Service Bays, Mechanical (HVAC) Equipment and Delivery Areas, to the greatest extent possible, should be fully enclosed and located within the interior of the subject building or structure.
2. For new construction, all Service Bays, Mechanical (HVAC) Equipment and Delivery Areas should be located away from, and not be visible from streets, waterways, beachfronts, sidewalks and adjacent properties which have a residential or hotel component.
3. In the event existing or proposed Service Bays, Mechanical (HVAC) Equipment and Delivery Areas are visible from adjacent properties which have a residential or hotel component, a large, sound proof barrier wall, buffered by landscaping on both sides, where feasible, should be constructed. The height and size of any wall should be limited to the dimensions permitted under the code; however, in the event code limitations do not allow for adequate sound and visual abatement, a variance may be considered by the Board of Adjustment.
4. A dense landscape buffer shall be provided in between all existing and proposed exterior service/delivery areas and adjacent residential properties. Continuous concrete curb, bollards and bumper guards should be utilized to protect all landscape areas from vehicular intrusion.
5. The sale, repair, dismantling or servicing of any vehicles, equipment, materials or supplies shall not take place within any service bay or delivery area, unless the property is located in the I-1 district or is a licensed automotive repair/servicing facility.
6. Exterior service bays and delivery areas should not be used for the storage of vehicles or materials.
7. Driveways and loading spaces associated with exterior service bays and delivery areas shall be located so that any vehicle using such space does not intrude on or hinder the use of travel lanes, walkways, public or private streets, or adjacent properties.

## **SHUTTERS/SECURITY GRILLS**

### **Hurricane and Security - Non-residential Property**

1. Roll-up or accordion shutters are permitted on the ground floor fronting a public street when constructed of a see-through, non-solid grate material. The casing for the grilles should be painted to match the building and should not damage or obscure architectural, historic or decorative material.
2. Roll-up or accordion shutters of a solid nature, meeting hurricane protection requirements may be installed on upper floors if all windows are included and the same shutter is used on all windows. These shutters may also be used on ground floor windows which do not front upon a public street.
3. Only removable shutters with removable tracks are permitted on the ground floor of non-residential buildings (or commercial or office uses within a residential building) on those elevations fronting on a public street.
4. Security bars are not encouraged but may be installed on the inside of windows and painted to match the mullion pattern and window surrounds.
5. For all buildings within designated historic districts which endeavor to install hurricane shutters, the following shall apply:
  - a. All shutters on the first and second levels of historic buildings shall consist of removable tracks and panels; said shutters may only be installed in the event of a hurricane warning or hurricane watch.
  - b. All third level and above windows on historic buildings shall replace existing glass with force resistant laminated glass, subject to the approval of the Miami Beach Building Department. Said replacement shall mimic the historical mullion pattern, original to the window.
  - c. The laminated glass described above may also be used in lieu of removable storm shutters on the first and second levels of a given historic structure.
  - d. Roll-up or accordion shutters may also be permitted, but only if they are integrated into the interior of the wall, are not visible on the exterior when open and do not change window or door openings.

### **Hurricane and Security - Residential Property**

1. Roll-up or accordion shutters should match window size exactly. The same type shutter shall be used throughout the building.
2. No part of the shutter, storage box, track or associated hardware should damage or obscure architectural, historical or decorative material.

3. In cases of small residential buildings, single family homes or commercial uses in residential buildings, an awning is encouraged to screen the view of the storage box or roll-up shutters.
4. If installed in a multi-family building, the application should be approved by the building owner or condominium association. Only one type of shutter shall be approved per building.
5. Roll-up or accordion shutters on balconies should be installed abutting the building wall, not balcony railings. Shutters shall not be used to enclose balconies.
6. All shutter tracks and storage boxes should be painted to match the building color.
7. For security purposes, basement windows and/or other below grade openings may be blocked with glass blocks. This may not be permitted if it would require removal of an existing historic material (to be determined on a case-by-case basis).
8. Security bars are not encouraged but may only be installed on the inside of windows. Bars must meet building/fire safety requirements and painted to match the window mullion and surrounds.
9. For all buildings within designated historic districts which endeavor to install hurricane shutters, the following shall apply:
  - a. All shutters on the first and second levels of historic buildings shall consist of removable tracks and panels; said shutters may only be installed in the event of a hurricane warning or hurricane watch.
  - b. All third level and above windows on historic buildings shall replace existing glass with force resistant laminated glass, subject to the approval of the Miami Beach Building Department. Said replacement shall mimic the historical mullion pattern, original to the window.
- c. The laminated glass described above may also be used in lieu of removable storm shutters on the first and second levels of a given historic structure.
- d. Roll-up or accordion shutters may also be permitted, but only if they are integrated into the interior of the wall, are not visible on the exterior when open and do not change window or door openings.



## SIDEWALK CAFES

Location of dining tables on the public right of way can have a positive effect on the character of the street as well as the individual businesses. Sidewalk cafes must be associated with an adjacent licensed restaurant and comply with all other Zoning Requirements.

1. Placement of tables, chairs, and other permitted items shall be such that 50% of the sidewalk width, with a minimum of five (5) feet, is maintained at all times as an unobstructed pedestrian path.
2. Tables shall not be located in front of another business without the written approval of that business.
3. Sidewalk cafe service shall not be via take-out windows. Service shall be by waiter only.
4. Food preparation/sale shall not occur outside of the enclosed restaurant. Food preparation shall not be permitted in the outdoor portion of a restaurant.
5. The tables form sufficient advertisement, no additional signs for the sidewalk cafe are permitted. Signs on table umbrellas is not permitted. Sandwich board signs are not permitted.
6. Sidewalk cafe furniture shall be substantial enough not to blow over with normal winds.
7. All furniture shall be stored inside the restaurant whenever the business is closed.
8. All outdoor furniture and fixtures shall be approved by the Division of Planning, Design and Historic Preservation.
9. Beside tables and chairs, the only additional items located within the right-of-way may be movable potted plants and one (1) menu board not to exceed four (4) square feet.
10. All disposable table materials such as plates, glasses, and napkins shall be imprinted with the name of the cafe. This regulation is intended to control litter.
11. Awnings associated with sidewalk cafes shall comply with the guidelines in that section.
12. Sidewalk cafes shall receive a Revokable Permit subject to the procedures established by the City.
13. Please refer to chapter 39 of the Miami Beach Code for all applicable rules and regulations regarding sidewalk cafes.

## SIGNS

Signs should provide the potential customer with specific information in a simple, straightforward and attractive manner. This information includes the business name, address, and possibly, the type of product. Generally, additional information only confuses the customer and detracts from the appearance of the building. This is especially true on vehicular streets where traffic moves rapidly. Simple signs are far more effective.

1. Eliminate excessive signs, including signs left from previous tenants.
2. Many building facades contain architectural elements whose purpose is to frame or otherwise highlight signs. If such elements exist, they should be utilized.
3. Do not obscure architectural detailing with signs.
4. Signs should be constructed of individual channel letters or neon. Neon logos or pictorial displays in the historic districts should be de-emphasized in relation to sign copy. All signs should be flush mounted, though, in some instances, discreet raceways may be acceptable. Plastic panels or other types of background devices, including the use of paint, are strongly discouraged. Within small centers, where the maximum size of each sign is twenty (20') square feet, it is suggested that the maximum height of all letters not exceed eighteen (18") inches.
5. Painted wall signs, in general, are discouraged. However, in the event these types of signs are sought, the following criteria shall apply:
  - A. Copy shall be limited to script or stylized letters only and the design of said sign must be composed by a graphic artist or graphic designer and executed by a professional sign painter. Block or helvetica letters, as well as background images or borders shall not be allowed.
  - B. Painted signs may only be applied directly to flat, solid stucco surfaces or other such existing surface as may be approved by staff. Painted signs may not be applied to fluted, metal, plastic, wood or other non-stucco surfaces, as may be proposed to be attached.
  - C. External devices used to illuminate painted signs are generally discouraged; however, if necessary, it is suggested that said devices be discreet, uniform and compatible with the architecture of a given structure.
6. Panel signs, general advertising signs, pole signs or box signs are not encouraged. Roof top signs are prohibited. Transformers should be obscured from view.
7. Paper signs attached to the shop window are discouraged.
8. For pedestrian customers, the business name, and hours of operation should be discreetly printed on the display window glass. The name of business should be printed in letters not to exceed four (4) inches in height. Hours of operation shall be printed in numerals not to exceed two (2) inches in height.
9. The name of the business may be printed on one (1) sign suspended under an awning. The sign shall not exceed a total of three (3) square feet with letters not to exceed six (6) inches in height. Such signs shall have a minimum height clearance above the sidewalk of seven (7) feet, six (6) inches.

10. Within historic districts, or in the case of historic buildings, restoration of the original sign is encouraged. Historic signs may have to be modified to meet the Zoning Ordinance regulations. Reviews of such signs are on a case by case basis. Considerations include the quality, size, and location of the historic sign and the design of the historic building.
11. Awning signs should consist of the name of the business and numerical address only, located on the awning valance. Letters should not exceed 6" in height and total sign area should not exceed three (3) square feet. An awning sign may exceed this size if it is the only sign for the business. Size is to be determined through the Design Review process and cannot exceed that permitted in the Zoning Ordinance. These regulations also apply to canopies; however, signs may be located on the one panel facing the street only.
12. Signs on professional office buildings containing multiple offices or principals should consist of one primary building or office name per street frontage. The names of individual offices or principals may be listed on an office directory the total size of which shall conform to one (1) accessory use sign.
13. Signs on professional office buildings containing one (1) office/principal are limited to one (1) primary sign per street frontage. Use of a logo to replace the primary sign is encouraged.
14. Signs should not be located in upper floor windows or upper levels of the building elevation (except building identification signs or a sign associated with the principal tenant of a building). Buildings which have upper level commercial or retail uses shall submit a sign program in which all signs can be accommodated at the ground floor entrance. No other exterior signs for second floor uses are permitted unless approved by the Design Review Board and consistent with the Zoning Ordinance.
15. Multi-floor residential buildings which have been converted in their entirety to commercial use which have exterior "catwalk" entrances may have exterior signs (subject to all other guidelines) at the business entrances, but in no other location. The overall size of the signage in this regard should be proportional to the width of the storefront. The guideline is in effect if entrances front a public street or parking facility, otherwise such signs are not permitted.
16. When a building has multiple uses or storefronts, signs should be of a consistent size, type and location. Specifically, the following shall apply:
  - A. On new construction, all signage should embrace the following:
    1. A combination of some form of individual or channel letter such as front lit, back lit or open face.
    2. Variations in letter style, size, color and material.
    3. All signage should be located in a similar vicinity, unique to each storefront

This is not to suggest that creativity in types of signs be impeded, only that a relationship between the various entities within a building be established. Specifically, a regimented uniform sign program, consisting of the exact same style, color and type of sign, is strongly discouraged.
  - B. On existing structures which do not have a comprehensive sign plan, some degree of cohesive design should be established over time. This may include having proposed skeleton neon signs

placed in open channels or having non-illuminated individual letter signs incorporate the same width as channel letter signs.

C. Painted signs may be utilized on existing buildings which do not have a previously mandated uniform sign program. External devices used to illuminate these signs are generally discouraged; however, if necessary, it is suggested that said devices be discreet, uniform and compatible with the architecture of a given structure.

17. Signs located in the interior of the store shall be set back a minimum of 10 feet from windows except for neon signs which are consistent with No. 17.
18. In commercial or mixed used entertainment districts, one secondary sign is permitted in the window (facing the street) when the primary sign cannot be viewed by pedestrians because of an awning or overhang. The secondary sign must be composed of neon and approximately 2 sq. ft. Neon window signs may be mounted on a clear plastic back. Black or other colored backgrounds are discouraged.
19. Change of copy on existing box, panel or pole sign is not encouraged. It is recommended that these sign types be eliminated and more appropriate signs be installed.
20. Sandwich sign boards are discouraged.
21. No portion of a sign should extend above the parapet and all Signs should be located immediately above the use they identify.
22. All signs, including temporary signs, shall conform to the Zoning Ordinance.

## **WINDOW DISPLAYS: MERCHANDISE IN WINDOWS**

Window displays of merchandise (not including signs) are not subject to Design Review; however, one of the most important impressions a business makes on the pedestrian customer is with the window display. The methods in which merchandise is shown or, in some cases not shown, provides the customer with a mass of information and impressions about the store and its merchandise. The following information is provided for the applicants consideration.

The purpose of a window display includes capturing the pedestrian customers' attention, establishing a positive and professional image for the business, informing the potential customer of the merchandise available in the store, and enticing them to make a purchase. Simply putting merchandise in a window without careful planning sends a message to the potential customer that the merchandise is uninteresting and was selected without care, that the customer's wants are not being considered, and that the store is run in a nonprofessional manner.

1. The merchandise selected for window display is a sample of what can be found in the store. It is not necessary to display all available merchandise in the window at one time.
2. Window displays help establish the customer's feeling for the store as well as the merchandise. The merchant should choose color, background, props, and lighting that create the appropriate image, be it innovative, progressive, traditional, conservative, sophisticated, etc.
3. Window displays should be changed frequently. Merchandise should be changed weekly or biweekly. The overall display (background, props, lighting) can be used through several merchandise changes, but some modification should occur periodically. Displays which remain unchanged are soon taken for granted and items become faded and dusty and stop attracting customers.
4. Signs in window displays shall be consistent with Sign criterion 15.

# **CITY OF**

# MIAMI BEACH

  

# DESIGN GUIDELINES

Adopted by the Joint Design Review/Historic Preservation Board

October 12, 1993

Amended June 13, 2000

Prepared By:

Planning Department

Jorge G. Gomez, Director

William Cary, Director of Design, Preservation and Neighborhood Planning

Thomas R. Mooney, AICP, Design and Preservation Manager