

# DESIGN GUIDELINES

## DESIGN GUIDELINES (For Residential Properties):

### INTRODUCTION

Article IX of the Second Amended and Restated Declaration of Covenants, Restrictions and Easements for the Truman Annex as amended and restated from time to time (hereinafter referred to as the "Declaration") establishes the right of the Architectural Review Committee, if one is appointed, (hereinafter referred to as the Committee" or "ARC") to approve and disapprove, pursuant to a set of design guidelines, residential construction, renovations or modifications within Truman Annex. If an ARC is not appointed, the Board shall function as the ARC.

This manual of Design Guidelines shall serve as a check list for the ARC to use in evaluating and controlling the quality and adequacy of residential construction or other modification proposals, renovation projects and designs within The Truman Annex community. The design review process and design guidelines, as administered by the ARC, if one is appointed, will encourage harmonious architectural design and siting.

The intent is to preserve The Truman Annex community as it existed in 1999 at build-out. They will also enhance the quality of life within The Truman Annex community as well as protect property values. In addition to the process set forth herein, there are mandatory regulations and codes at the local and state levels which also must be followed. The responsibility for compliance with said regulations rests with each Owner. The criteria presented herein are not intended to take precedent over any rules, regulations, or requirements of any regulatory agency having jurisdiction over The Truman Annex. The approval of the ARC does not and shall not relieve the Owner of the responsibility of compliance with the rules and regulations of such agencies including, without limitation, the City of Key West and its Historic Architectural Review Commission. Owners shall familiarize themselves with the sections of the City of Key West Zoning Ordinance, Buildings Code and other Codes which are applicable to their respective development project.

### THEME

The principal design theme promulgated by these design guidelines is: REFLECTION OF THE KEY WEST OLD TOWN VERNACULAR GOALS.

The ARC, by implementation of the design guidelines, seeks and intends:

- a To maintain a community with a sense of place and general visual quality that is reflective of and compatible with the adjacent Key West National Historic District.
- b To maintain a community scale and visual quality that is harmonious of and compatible with The Truman Annex National Historic District and the Key West National Historic District.

- c To establish and maintain physical conditions and an urban context that will produce value and assure the long-term preservation of value.

## **REVIEW AND APPROVAL PROCESS**

The Architectural Review Committee will make all decisions based upon the Second Amended Declaration of Covenants, Restrictions and Easements for The Truman Annex, as the same may be amended and upon the design guidelines contained herein.

### **1. LEGAL BASIS FOR DESIGN REVIEW**

The Declaration provides the legal basis for reviewing and accepting construction, modification, repair and/or restoration proposals. As part of the Declaration, the Board is empowered to adopt and amend architectural and design guidelines (“Design Guidelines”) that cover a wide variety of subjects including building design, materials, landscaping of property, and other development standards.

### **2. DECISION CRITERIA OF THE ARCHITECTURAL CONTROL COMMITTEE**

GOAL: Retain Continuity & Integrity of Residential District

The Department of the Interior guidelines for construction within historic districts should be consulted when designing renovations or additions to all property. While most buildings within The Truman Annex are not truly historic in nature, the annex resides within the Key West Historic District and as such must comply with Historic District architectural requirements. Close consultation with experienced designers and with the Historical Architectural Review Commission is key to obtaining required approval and permitting for any construction, renovation of repairs on The Truman Annex property.

The ARC encourages sensitive planning and diverse architectural styles which conform to the Design Guidelines. Owners should strive to preserve the integrity of the natural environment, to remove a minimal amount of the native vegetation, to retain existing trees whenever possible, and to promote minimal disturbance of the natural site features.

If questions arise with implementation of the guidelines, policies, and procedures of the ARC, every effort will be made to address the issues and clarify the intent of the Committee. The policies and guidelines will be subject to periodic review and revision by the Board of Directors of The Truman Annex Master Property Owners Association.

Should a particular feature or an entire design be determined to fall short of the design objectives, it will not be construed as a mandated precedent.

Housing should be designed for the specific site and for the particular need of its users. Therefore, proposals shall be reviewed on a case-by-case basis. Approval of a design for one site will not necessarily mean the same design will be approved for any other site.

### 3. EXISTING VEGETATION PRESERVATION AND LANDSCAPE MATERIALS

The Owner shall make every effort to preserve existing vegetation on each site, and site plans shall reflect this effort. Appropriate procedures consistent with the best practices of tree preservation must be employed at each site.

### 4. DESIGN REVIEW PROCESS

Plans for all construction, renovations, restorations, alterations, additions and/or landscaping must be reviewed and approved in writing by the ARC prior to the initiation of work on the property. If construction is started prior to the receipt of written approval by the ARC, the property owner shall be deemed in violation of the Design Review Process and shall be subject to penalties and corrective measures, as determined by the TAMPOA Board of Directors.

### 5. DESIGN AND REVIEW AND APPROVAL SEQUENCE

a Owner. Meets informally with Architectural Review Committee to discuss plans and to obtain assistance in the application process.

(If the property falls under the purview of a sub-association within The Truman Annex, the Owner should obtain the written approval of the plans by that sub-association prior to meeting with the ARC.)

b Owner. Submits application and plans.

c ARC. Upon acceptance of application, the Architectural Review Committee conducts a review of the application and plans and works with the Owner to resolve any issues.

d Owner. When the plans are approved by the ARC, the Owner begins the process of obtaining a City of Key West Building Permit.

### 6. ARCHITECTURAL REVIEW COMMITTEE ACTION

Within thirty (30) days of the receipt of the Application, the ARC will review the application for completeness.

If incomplete, the Owner shall be notified of additional information required.

The ARC shall not act on any application until such additional information is received.

Once the application is complete, the Owner will be so notified in writing and the ARC shall then have sixty (60) days within which to review the application, inspect the site for compliance with the plans, and make its final decision. If no action is taken by the Committee within the sixty (60) day period, the application shall be considered approved as submitted.

**Committee Approval:** When compliance has been ascertained, the plans shall be annotated "Approved for Design Compliance".

**Architectural Review Committee Rejection:** The Committee may offer specific suggestions to assist in resolving problems which arise during the review process. The ARC can, however, reject an application based on the judgement of its members. Reasons for rejection include, but are not limited to, the following:

- a. Insufficient information to adequately evaluate the design or design intent.
- b. Poor overall design quality.
- c. Incompatible design elements.
- d. Inappropriate design treatment.
- e. A design thought to have an adverse impact on the character of The Truman Annex.

**Resubmission:** In the event of any disapproval by the ARC of any of the required submittals, the resubmission will follow the same procedure as the original submittal.

**Appeal:** As set forth in the Article IX of the Declarations, “an owner may appeal the ARC decision to the Board of Directors by filing such a claim which will address the matter at its next regularly scheduled meeting, or within sixty days, whichever occurs first. Upon the vote of 2/3 of the Board, the Board may reverse the decision of the ARC.”

## **7. CITY OF KEY WEST BUILDING PERMIT**

Approval by the ARC is required before application for a Building Permit from the City of Key West can begin. The Key West building permit is governed by city ordinances and regulations separate from those of TAMPOA. Approval by the ARC does not preclude approval by the City of Key West.

## **8. WORK IN PROGRESS**

The ARC may inspect all work in progress and give notice of non-compliance. Absence of such inspection or notification during the construction period does not constitute approval of the work in progress or compliance with the provisions of these Guidelines.

## **9. PROJECT COMPLETION**

Upon completion of the improvement for which final plan approval is given by the ARC, the Owner will give written notice of improvement completion to the Committee. Within such reasonable time as the Committee may determine, but in no case exceeding twenty (20) working days from the receipt of such written notice of completion from the Owner or its duly authorized representative, the Committee may inspect the improvements. If it is found that such work has not been done in strict compliance with the final plan as approved by the ARC, the Committee shall notify the Owner in writing of such

noncompliance within such period specifying in reasonable detail the particulars of noncompliance and shall require the Owner to remedy the same.

If upon expiration of thirty (30) calendar days from the date of such notification by the ARC, the Owner shall have failed to remedy such noncompliance, the ARC shall notify the Owner and the Board of Directors who will determine corrective action.

If, after receipt of written notice of completion from the Owner, the Committee fails to notify the Owner of any failure to comply with its directives within the period provided above, the improvements shall be deemed to be in accordance with the plan.

## **MAINTENANCE**

Owners are responsible for the maintenance of their property.

Maintenance means: all normal and necessary building, site elements, landscape, irrigation, grass, signs, fencing, gates, lighting fixtures, and paved walkway maintenance services required to properly maintain and operate any developed parcel, including but not limited to painting, patching, collecting windblown debris, irrigating, mowing, weeding, fertilizing, repairing, maintenance and adjustment of the irrigation systems and other devices within the development, spraying, replacement of dead or unhealthy plants, painting and repairing signs, light fixtures, replacement of light bulbs, repairing paved walkways, maintenance/repair of shared elements, payment of energy charges incurred including energy for lighting and such other activities and services indicative of good husbandry and maintenance practices in high quality residential areas. An owner's failure to timely comply with this obligation could lead to the Association taking remedial action on his or her behalf and at his or her expense.

### **1. PARKING & DRIVEWAYS**

Owners shall provide sufficient on-site paved surfaces for vehicular parking and maneuvering requirements associated with the Owner's site. All pavement areas and driveways shall be properly designed and constructed of durable, approved, and dust-free materials in accordance with standard engineering practice, suitably sloped and drained, and shall be of a strength adequate for the traffic load expected.

The drainage flow line which exists with a curb and gutter shall be maintained across all entry driveways through the use of an approved concrete swale located along the line of the removed curb and gutter section.

The perimeter of all pavement areas, adjacent to existing or designated road rights-of-way and landscape planter beds contiguous to or within pavement areas shall be curbed. Paved parking areas located along the side and rear property lines which are not adjacent to road rights-of-way may be edged with ribbon or flush curbs.

However, any parking spaces located along such lines shall be provided with wheel stops set back two (2) feet from the edge of paving. Vehicular parking stalls shall be striped in a durable, traffic bearing paint or similar substance.

## **2. DRAINAGE**

The Owner of each multi-family parcel is responsible for meeting all storm water quality requirements of the City of Key West, South Florida Water Management District and State of Florida.

In order to preserve the urban character of The Truman Annex and Key West Old Town, ARC recommends consideration of porous asphalt or porous concrete parking areas. Proper design and maintenance of such pavement can eliminate or greatly reduce the need for swales and other storm water retention areas.

## **3. UNDERGROUND UTILITIES**

Whenever possible, all electrical, television cable, and telephone service as well as any other wired services shall be located underground from the source to the building(s) and brought into the site from the nearest available source. Such source location shall be coordinated with and approved by the ARC. Owners shall be responsible for the cost of such underground service.

## **4. OFF-SITE CONSTRUCTION**

Any required removal and replacement of existing or installed improvements such as curbing, paving, grade lines, and landscaping located within a road right-of-way or easement or on the property of other Owners with respect to the construction or installation of utilities, driveways, and sidewalks shall be in accordance with ARC-approved specifications. Owners shall be responsible for the cost of repairs or replacements.

## **5. SOLID WASTE AND REFUSE REMOVAL**

The disposal of solid waste and refuse must be in conformance with the system of disposal used in The Truman Annex and must comply with the State Board of Health and City of Key West requirements. Collection areas and equipment used in connection with solid waste and refuse shall be adequately screened and wherever possible shall not be located any closer than ten (10) feet from any side or rear property line and shall not be located forward of the front building setback line. Solid waste and refuse disposal services will be supplied by the City of Key West or its franchisee or an option developed by the homeowners or similar association.

### **SITE DESIGN GUIDELINES**

This section sets forth standards which are intended to guide achievement of the basic Old Town rhythm of building spacing, site coverage and landscape placement.

The single-family lots generally have been planned with a front facing on a secondary street and walkway. The site elements and landscape planting standards are intended to create a front yard area which, while secure, is open to public view and thus contributes to the general street scene. Standards are established for minimum setbacks (or maximum site coverage), placement of site elements, and location of landscape materials.

## Element Design Guidelines

### Architecture:

Within the Key West Old Town Vernacular theme, the objective for Single Family design is to produce a style that is reflective of the Key West "Conch House" and its variations. This style is principally expressed in wood framed structures which range from a predominance of simple classical ornamentation to those which are highly ornamental in a Victorian motif. Simple rectangular forms, usually two stories in height, are accented by steep roofs, porches, balconies, dormers, widow walks, and cupolas. Windows and doors are usually adorned with shutters -New England, Bahamian, movable louver. Wooden ornamental scroll work, balustrades, spindles and brackets adorn the facades. The overall character is derivative of many styles. Key West Old Town structures and the older residences in Truman Annex are themselves the true guide to this style.

The ARC objective is to retain the appearance of residential structures that are in scale and visual harmony with other single-family structures of The Truman Annex and Old Town Key West. This is to be achieved by use of articulated forms, broken roofs, turrets, balconies, porches, and ornamental detailing.

As a general rule long, flat wall surfaces, and long unbroken or flat roofs are to be avoided.

The Foundry townhomes, Harbour Place Condominiums and Mills Place condominiums are multifamily structures developed within historic buildings and generally are not subject to Single Family design criteria.

### ARCHITECTURAL DETAILS AND MATERIALS:

- 1. Walls:** Horizontal wood or approved wood-like clapboard shall be the primary wall material. Patterned lap shingles may be used for detailing of gables and accent areas. Smooth painted stucco or masonry are discouraged but may be used if trim details achieve the appropriate scale and the Victorian articulation. Aluminum and vinyl siding materials are expressly prohibited.
- 2. Roofs:** All roofs shall be pressed metal shingles or standing seam metal where appropriate. All roofs shall be silver in color.
- 3. Foundations/Skirting:** Foundations may be either piers (preferred) or solid walls of brick, patterned brick, concrete or stucco masonry. When piers are used, the crawl space shall be skirted with wooden lattice or open brick lattice.
- 4. Windows:** Windows should be of approved material and design appropriate to the Unit, and may be multi-paned double hung, casement or fixed. Any material other than clear or obscured clear shall be submitted for color approval. Stained glass may be used only as an accent feature in front door areas. Reflective glass is prohibited.
- 5. Doors:** Wood or other approved material with multi-panes, multi-panels, ornamental carving, oval glass or stained glass. Flat panel, Jailhouse and Belair doors are prohibited.

6. **Shutters:** Wood in New England hinged, Bahamian or movable louver.
7. **Trim:** Wood in simple classical to highly ornamental Victorian.
8. **Chimneys:** Brick or silver metal.
9. **Paint Colors:**

White is the preferred basic color for all structures. Gray tones, cream tints, soft pastel colors and neutral bleaching oil are acceptable. Trim, shutters and window frames may be painted with complimentary darker shades. Primary colors and bright tones are prohibited except as accents.

The paint colors listed below have been pre-approved by the ARC and may be viewed on the TAMPOA website. Colors are listed with Benjamin Moore color names and numbers for your reference. Please be advised that all of exterior paints should be latex semi-gloss. Deck coatings must be of an approved color.

a	<b>Stonington gray</b>	<b>#HC-170</b>	Exterior House Paint Color
b	<b>Peach parfait</b>	<b>#2175-70</b>	Exterior House Paint Color
c	<b>Weston Flax</b>	<b>#HC-5</b>	Exterior House Paint Color
d	<b>Fresh Mint</b>	<b>#2037-70</b>	Exterior House Paint Color
e	<b>Barely Teal</b>	<b>#2048-70</b>	Exterior House Paint Color
f	<b>Innocence</b>	<b>#2055-70</b>	Porch Ceiling Color, may also be used as Exterior House Paint Color
g	<b>Deck Gray</b>	<b>#71</b>	Exterior Deck Paint Color
h	<b>Light Gray</b>	<b>#70</b>	Exterior Deck Paint Color
i	<b>Redwood</b>	<b>#20</b>	Exterior Deck Solid Stain - Foundry Only
j	<b>Brilliant White Semi-Gloss</b>		Exterior Enamel

Neighboring houses must be different colors if other than white, unless otherwise approved.

No more than 30% of the single-family homes may be painted a color other than white and no more than 70 percent of the President's Lane Townhomes (70 units) be painted a color other than white.

All fences and exterior trim should be painted in Brilliant White Semi-Gloss Exterior Latex Enamel

Porch ceilings may only be painted "Innocence" blue or white.

## 10. SITE FIXTURES

Site Fixtures consist of those non-building structures, elements or items which complement the building and landscape planting, and include such items as lighting, signs, fences, gates, screens, walks, walls, bollards, benches, statuary, etc. It is the objective of the Committee that the Site Fixtures be designed so as to be compatible with all aspects of the site and overall development.

## 11. SIGNS

Only two types of permanent signs are permitted:

**Community Signs:** Each multifamily development shall have no more than one identification sign. Community Signs must be approved by the ARC.

**Number Plates:** Each dwelling unit shall carry a number plate. Each single-family unit shall have a plate visible from the street and alley at both the front and rear gate, if appropriate. Each multifamily unit shall have a plate visible from the nearest walkway, preferably adjacent to the front door. Number plates must be of an approved size, color and design

## 12. LIGHTING

It is intended that the perimeter lights of each lot and parcel contribute to the project's lighting character.

- a. **Site Lighting.** The intent of lighting for multifamily housing sites is to produce an adequate degree of lighting to ensure safety and visual appeal. In providing a functional and aesthetic solution, the location, design of pole and fixture, and light intensity should be considered. The intensity, for example, may be varied, either increased or decreased, to change the mood on a court or walkway from that of a parking area. Crowded or tight spaces may require more light for adequate security.

Walkways can be lighted with either pole or bollard fixtures, fence or landscape lighting.

- b. **Parking and Service Lighting.** Parking lots should be lighted with a high enough intensity to discourage vandalism and help create security. The design of the pole and fixture could be coordinated with other site lighting. Poles must be protected from auto bumpers by placing them far enough away from bumper overhangs. Hooded lights are recommended for parking areas to increase efficiency. Care shall be taken in placing lights to avoid light penetration into adjacent sites/homes

## 13. FENCES/SCREENS/WALLS

Site enclosure by ornamental fences and landscape planting is an essential part of the Key West vernacular. The primary street frontage of each single-family lot shall have a wood picket or rough iron fence system which permits an adult pedestrian to view the front of the yard. With the exception of The Foundry homes, front fences shall not exceed four (4) feet in height.

Rear yards of single-family lots and multifamily parcels may be screened with wood or masonry enclosures, or planted hedges or vine trellises.

#### **14. CANOPIES/AWNINGS**

Must be of an approved solid color, generally forest green.

#### **15. ARBORS/TRELLISES/GAZEBOS**

The use of arbors, trellises and gazebos planted with vines as screens, parts of gates and general site fixtures is encouraged.

#### **16. CARPORTS**

Single-family units may use a carport designed integrally with adjacent screens, fences and arbors.

#### **17. SWIMMING POOLS**

Swimming pools shall be in ground and sited to be out of view from the adjacent street. Hot tubs and spas may be above ground and may be approved on a case by case basis depending on siting.

#### **18. MECHANICAL EQUIPMENT**

All mechanical equipment (air conditioner compressors, tanks, electrical meter, etc.) shall be screened from view from streets and adjacent properties by fences, arbors or hedges. Through-the-wall and window air conditioner units are prohibited.

#### **19. TRASH CONTAINERS**

All trash containers shall be screened from view by use of fences, walls or hedges.

#### **20. WALKS AND PATIOS**

Brick or concrete are the preferred material for pavement of residential walkways and visible patio areas.

#### **21. PORCH AND LAWN FURNITURE**

All porch and lawn furniture that remains outside and in view from the street shall be painted wood, wrought iron or another approved material. All other site fixtures, such as children's swing and play sets, shall be subject to design approval.

### **PROHIBITIONS**

The following site elements are expressly prohibited:

Wire, chain link and barbed wire fencing

Mailboxes

Large satellite dishes, although small satellite dishes (under 3.5 feet) can be permitted subject to approval of location and visibility.

## **LANDSCAPE PLANTING**

Prior to making any changes to the exterior of any unit, including landscaping, owners must obtain approval from the ARC.

The provisions of this section are intended to promote and maintain the aesthetic character of The Truman Annex and to provide for the preservation of the existing vegetation. This section shall not be construed as to prohibit the use of creative design in landscaping. If a more creative design is presented which does not meet the requirements set forth herein to the strictest sense but lends itself to a more unique and aesthetically pleasing design, such plan may be approved. The plans, however, must meet the requirements of the City of Key West Landscape Ordinance.

### **1. YARD (BUILDING PERIMETER) LANDSCAPING**

For the purposes of determining the minimum landscape requirements at the building perimeter, generally a five (5) foot zone has been created around each multifamily building constructed within Truman Annex. This zone is considered to exist around all projections of the building including screened service yards. Approved projections over ten (10) feet above finished grade such as balconies and roof overhangs will not be included in establishing this zone. The building perimeter zone shall be protected from and shall not include any vehicular encroachment, driveways, aisles, or parking spaces.

### **2. GROUND COVER**

Site appropriate yard grasses may be installed by sod or by sprigging. Ground covers may be used in lieu of grass sod and shall be planted in such a manner as to present a finished appearance and substantially complete coverage within six months after planting.

### **3. TREES**

Large trees shall be of a species attaining an average natural spread of crown greater than twenty four (24) feet and trunks which can be maintained in a clean condition and with more than seven (7) feet of clear trunk. Trees having an average natural spread of crown of less than twenty-four (24) feet may be substituted by a grouping that shall meet the spread requirements. Ornamental trees shall be of a species attaining an average natural spread of crown greater than twelve (12) feet. Palm trees may be used to meet the minimum requirements provided they are used at a ratio of three (3) palms to one (1) required tree.

### **4. VINES**

Vines shall be a minimum of thirty (30) inches in height immediately upon planting and staked when used against walls.

## **5. HEDGING AND SHRUBS**

Hedge material used for screening purposes herein defined shall be not less than thirty six (36) inches in height at time of planting and shall not be planted more than thirty (30) inches on center and shall be maintained to form a continuous, opaque visual screen. Materials selected shall attain a minimum four (4) feet height within one (1) year after planting and be capable of forming a closed hedge at six (6) feet in height.

Hedging material may be used to screen service parking and privacy yard areas. Hedging of side yard and rear yard lines is preferred over wall or fence. Plant groupings shall be incorporated into the hedge to break up the continuous line of the hedge. All hedges should be designed to reach six (6) feet in height with taller intermittent plantings.

## **6. APPROVED PLANT MATERIAL**

At least 70% of all plant material must be native or well adapted species.

## **7. VIOLATIONS**

Failure to properly maintain all landscape material and to promptly remove and replace any dead landscape material shall constitute a violation of these Design Guidelines.

## **8. IRRIGATION**

Owners shall have the option of installing, maintaining, and properly using an automatically controlled landscape irrigation system. Such irrigation system shall be designed to conserve water and apply water in amounts appropriate to the plants and season. Irrigation devices shall not be installed above finish grade within roadside and pedestrian areas and adjacent roadway rights of-way in such a manner as to be hazardous to pedestrian traffic. The system shall be designed and maintained so as to keep off-site walks and roads dry.

## **9. LIMITATIONS**

All landscape materials shall be planted in a manner which will not impede or create a hazard for vehicular or pedestrian traffic, and shrubs planted between sidewalks and adjacent roadway curbs shall not attain a height in excess of thirty-six (36) inches at maturity. Landscape material shall not extend over a sidewalk more than twelve (12) inches from the property line below a height of seven (7) feet.

### **ADDITIONS TO EXISTING RESIDENCES IN TRUMAN ANNEX**

GOAL: Retain Continuity & Integrity of Residential District. The Department of the Interior guidelines for construction within historic districts should be consulted when designing additions to all property. While most buildings within The Truman Annex are not truly historic in nature, the annex resides within the Key West Historic District and as such must comply with Historic District architectural requirements. Close consultation with experienced designers and with the Historical Architectural Review Commission is key to obtaining required approval and permitting for any construction on The Truman Annex property.