



MIRROR LAKE LOCAL HISTORIC DISTRICT DESIGNATION APPLICATION

The City of St. Petersburg has received a citizen-initiated request to consider local historic district designation for a portion of the Mirror Lake neighborhood. The historic significance of this area has been previously recognized through the 2004 listing of the Downtown St. Petersburg Historic District in the National Register of Historic Places. This area's additional listing as a local historic district in the St. Petersburg Register of Historic Places would establish a layer of protection intended to preserve the area's character by encouraging sensitive changes over time.

In accordance with City Code [Section 16.30.070.2.5.B.2](#), the City of St. Petersburg's Urban Planning and Historic Preservation Division is required to facilitate the request starting with a public information meeting, followed by the distribution of ballots, and possible processing of an application for local historic district designation. This document is intended to summarize the applicable process with additional details cross-referenced in City Code.

- **Public Information Meeting.** A public information meeting is scheduled for Wednesday, January 10, 2024, starting at 6:30 PM. The purpose of the public information meeting is to present background information related to the subject request, explain related terminology, describe what it means to become a local historic district, explain the Certificate of Appropriateness ("COA") process for exterior modifications, explain how St. Petersburg's Design Guidelines for Historic Properties are used in the COA process, and describe next steps in the application process, including balloting and what is required for a designation application to be determined complete for consideration.

January 10, 2024, 6:30 PM
Sunshine Senior Center
330 5th Street North
St. Petersburg, FL 33701

SPECIAL NOTES: Currently, there is no official application for local landmark designation, and no votes or other actions regarding the pursuit of designation will take place at this public information meeting. An official application for district designation can only follow a balloting process that exceeds the minimum threshold required by City Code (50-percent of tax parcels, plus one).

- **Balloting.** Following the public information meeting, ballots will be issued by direct mail to all registered owners of property within the proposed designation boundary. The issuance of ballots must occur no less than 15-days and no more than 90-days after the public information meeting. The balloting period shall remain open for 60 days after the date of mailing regardless of the number of ballots received in support of the application.
 - The response for each tax parcel shall be counted as one vote. If more than one owner of a tax parcel responds and one or more owners show opposition/nonsupport, then the property shall be counted as not supporting the application; each tax parcel (which may be more than one lot) shall be considered one "property" for purposes of balloting.

- City-owned tax parcels shall not have a vote and shall not be counted toward the total number of tax parcels.
- Once a signed ballot is received by the City, the signor's position may not be changed for the purposes of meeting the requirements of the application minimum (such persons may express any change of opinion or vote in any other legal manner).
- A ballot received with a signature and for which no choice is indicated is not a position for purposes of this subsection and shall remain open until the close of the ballot period. The City reserves the right to contact the signor and inform them of the blank status of the received ballot. An owner may correct a blank ballot to indicate a position at any time before the conclusion of the 60-day balloting window. Ballots that remain blank at the end of the balloting period shall be counted as a non-response. Each non-response is equivalent to a vote of non-support.
- If affirmative ballots exceed the minimum threshold required by City Code for initiating a designation application, the citizen-applicant(s) must officially file the application within six months of a determination by the City certifying the results of the balloting process.

IF BALLOTING EXCEEDS THE MINIMUM THRESHOLD REQUIRED AND AN OFFICIAL APPLICATION IS TIMELY FILED BY THE CITIZEN-APPLICANT(S), THEN ...

- **SPECIAL NOTES:** Pursuant to City Code [Section 16.30.070.2.5.H](#), when a complete application for designation has been timely filed, no permits shall be issued for any exterior alteration, new construction, demolition, or relocation on the property which is the subject of the recommendation until one of the following has occurred:
 1. City Council designates the property and a certificate of appropriateness is issued;
 2. The application is withdrawn; or
 3. The designation is denied by City Council.
 4. This prohibition shall not apply to a noncontributing resource within the boundaries of an application for local landmark designation for a local historic district nor shall it apply to permits for ordinary repair and maintenance of contributing resources, as determined by the POD.
- **Community Planning and Preservation Commission (CPPC) Public Hearing.** One advertised public hearing will be scheduled with the CPPC. The CPPC must conduct a public hearing and determine whether the application meets one or more of the nine criteria outlined in City Code [Section 16.30.070.2.5.D.1](#), plus one or more of the seven factors of integrity, with conditions, outlined in City Code [Section 16.30.070.2.5.D.2](#). The CPPC will then vote to make its recommendation to the City Council.
- **City Council Public Hearing.** One advertised public hearing will be scheduled with the City Council, following the CPPC public hearing. The City Council must conduct a public hearing, review the CPPC's recommendation, and determine whether the application meets one (1) or more of the nine criteria outlined in City Code [Section 16.30.070.2.5.D.1](#), plus one or more of the seven factors of integrity, with conditions, outlined in City Code [Section 16.30.070.2.5.D.2](#). In addition to the criteria for

designation, City Council may also consider the relationship of the proposed designation to the existing and future plans for the development of the City.

- If the CPPC recommends *for* district designation, then a simple majority vote of the City Council is required to approve the application, regardless of whether a property owner located within the district boundary is opposed to the district designation.
- If the CPPC recommends *against* district designation, then a supermajority vote of the City Council is required to reverse the CPPC recommendation and approve the application.