

TO: Historic Preservation Board

Item Number: 3

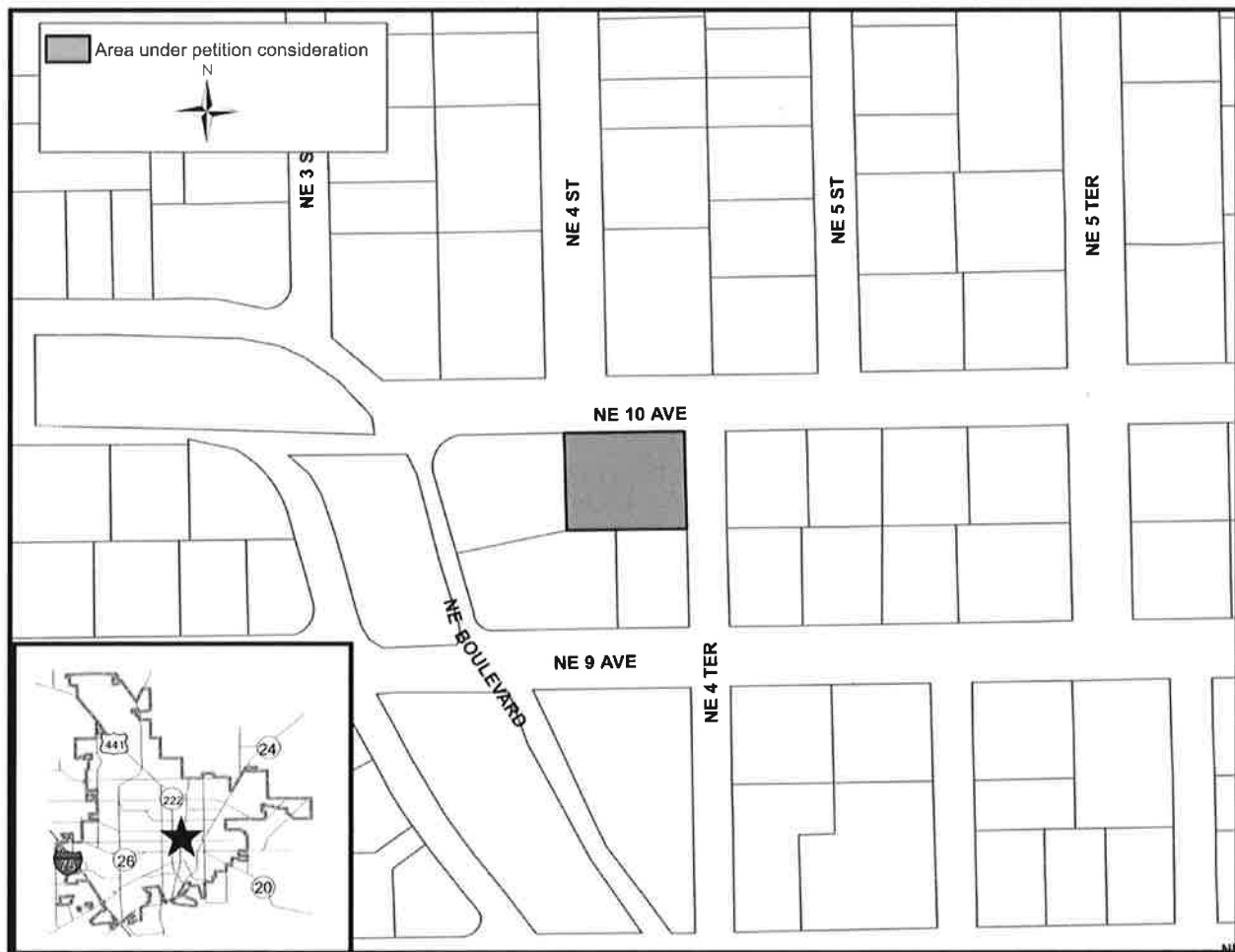
FROM: Planning & Development Services Department
 Staff

DATE: August 2, 2016

SUBJECT: Petition HP-15-40. Aner & Sarit Sela, owners. Part 2. Ad Valorem Tax Exemption for conversion of a room into a master bathroom in a single-family dwelling. Located at 405 NE 10th Avenue. This building is contributing to the Northeast Residential Historic District.

Recommendation

Staff recommends approval of Petition HP-15-40.



Petition HP-15-40
August 2, 2016

Explanation

The applicant has completed the restoration/rehabilitation approved in Part 1 – Preconstruction Application for the Historic Preservation Property Tax Exemption. The project meets the *Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings* and the City of Gainesville’s *Historic Preservation Rehabilitation and Design Guidelines*. The building is located in the Northeast Residential Historic District.

Exhibit 1 contains the Part 1 Historic Preservation Property Tax Exemption application and the staff report with pre-construction backup and photographs approved by the Historic Preservation Board on August 4, 2015.

The estimated cost of the renovation project is \$22,000.00 (see Exhibit 1). Photos are in Exhibit 3.

Project Description

The property is located at 405 NE 10th Avenue. The contributing structure was built in 1938 according to the Alachua County Property Appraisers Office. The property is zoned RSF-3 and is approximately 0.27 acres in size. The building is a contributing structure to the Northeast Historic District.

The applicant converted a small room attached to the master bedroom into a master bathroom. The new bathroom design would match the original designs of the existing 2.5 bathrooms in the house including black and white subway floor and wall tiles. The renovation included:

- Installation of plumbing piping and fixtures
- Interior paint
- Installation of flush, straight-edged 3 inch-6 inch tiles, as well as hexagonal floor tiles, consistent with the existing pattern, using natural Carrara marble.

Basis for Approval – Secretary of the Interior’s Standards for Rehabilitation

Section 25-61 *et seq* of the City Code of Ordinances (see Exhibit 1) authorizes ad valorem tax exemptions for historic properties. As part of its review, the Historic Preservation Board must determine whether “the proposed improvement is consistent with the *Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and is therefore an eligible improvement.” Staff will assess the application relative to each standard.

The relevant Secretary of the Interior’s Standards (Department of Interior regulations, 36 CFR 67) for this project are listed below:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

&

Petition HP-15-40
August 2, 2016

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Compatible – The property will maintain its historic residential use. The applicant will maintain the architectural features and the spatial relationships that characterize the structure and its site and environment.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

&

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Compatible – The completed work did not adversely affect distinctive features, materials, or finishes.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Compatible – No exterior work was done for the bathroom addition.

Respectfully submitted,



Andrew Persons
Interim Principal Planner

Prepared by:



Jason Simmons

Petition HP-15-40
August 2, 2016

List of Exhibits

Exhibit 1 Part 2 Application

Exhibit 2 Photos

Exhibit 3 Staff Report, Part 1 Application, and Backup Materials



HISTORIC PRESERVATION PROPERTY
TAX EXEMPTION APPLICATION
PART 2 – FINAL APPLICATION FOR REVIEW
OF COMPLETED WORK

Instructions: Upon completion of the restoration, rehabilitation or renovation, return this form with photographs of the completed work (both exterior and interior views for buildings) to the the City of Gainesville Historic Preservation Office, as applicable. These photographs must provide a comprehensive description of the completed work. They should be the same views as the *before* photographs included in the Preconstruction Application. Type or print clearly in black ink. The final recommendation of the Division of Historical Resources or the Local Historic Preservation Office, as applicable, with respect to the requested historic preservation property tax exemption is made on the basis of the descriptions in this Request for Review of Completed Work.

1. **Property identification and location:**

Property Identification Number BP-16-00873
Address of property: Street 405 NE 10th Avenue -
City Gainesville County FL Zip Code 32601

2. **Data on restoration, rehabilitation or renovation project:**

Project starting date: 3.8.16 Project completion date 6.10.16
Estimated cost of entire project: \$ 22,000.
Estimated costs attributed solely to work on historic buildings or archaeological sites: \$ 22,000.

3. **Owner attestation:** I hereby apply for the historic preservation property tax exemption for the restoration, rehabilitation or renovation work described above and in the Preconstruction Application for this project which received approval on August 4, 2015. I hereby attest that the information provided is, to the best of my knowledge, correct, and that in my opinion the completed project conforms to the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings*, and is consistent with the work described in the Preconstruction Application. I also attest that I am the owner of the property described above, if the property is not owned by an individual, that I am the duly authorized representative of the owner. Further, by submission of this application, I agree to allow access to the property by representatives of the Division of Historical Resources or the Local Historic Preservation Office, where such office exists, and appropriate representatives of the local government form which the exemption is being requested, for the purpose of verification of information provided in this application. I understand that, if the requested exemption is granted, I will be required to enter into a Covenant with the local government granting the exemption in which must agree to maintain the character of the property and the qualifying improvements for the term of the exemption. I also understand that falsification of factual representations in this application is subject to criminal sanctions pursuant to the Laws of Florida.

SARIT SELA Sarit Sela 6.20.16
Name Signature Date

Title _____ Organization Name _____
Mailing Address 405 NE 10th Ave
City Gainesville State FL Zip Code 32601
Daytime Telephone Number 650 796 9956

List Additional Owners:

Name ANER SELA

Street 405 NE 10th Ave.

City Gainesville State FL Zip Code 32601

Name _____

Street _____

City _____ State _____ Zip Code _____

If there are additional owners, provide the indicated information for each on a separate sheet of paper.

PART 2 – FINAL APPLICATION FOR REVIEW OF COMPLETED WORK
For Local Historic Preservation Office or Division Use Only

Property Identification Number 10342-000-000

Property Address 405 NE 10th Avenue

The Local Historic Preservation Office () Division has reviewed Part 2 (Request for Review of Completed Work) of the Historic Preservation Property Tax Exemption Application for the above named property and Hereby:

() Determines that the completed improvements to the above referenced property are consistent with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic buildings, and the criteria set forth in Chapter 1A-38, F.A.C., and, therefore, recommends approval of the requested historic preservation tax exemption.

() Determines that the completed improvements to the above referenced property are not consistent with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic buildings, and the criteria set forth in Chapter 1A-38, F.A.C., and, therefore, recommends denial of the requested historic preservation tax exemption.

Review Comments: _____

Additional comments attached? Yes () No ()

Signature Jason Simmons

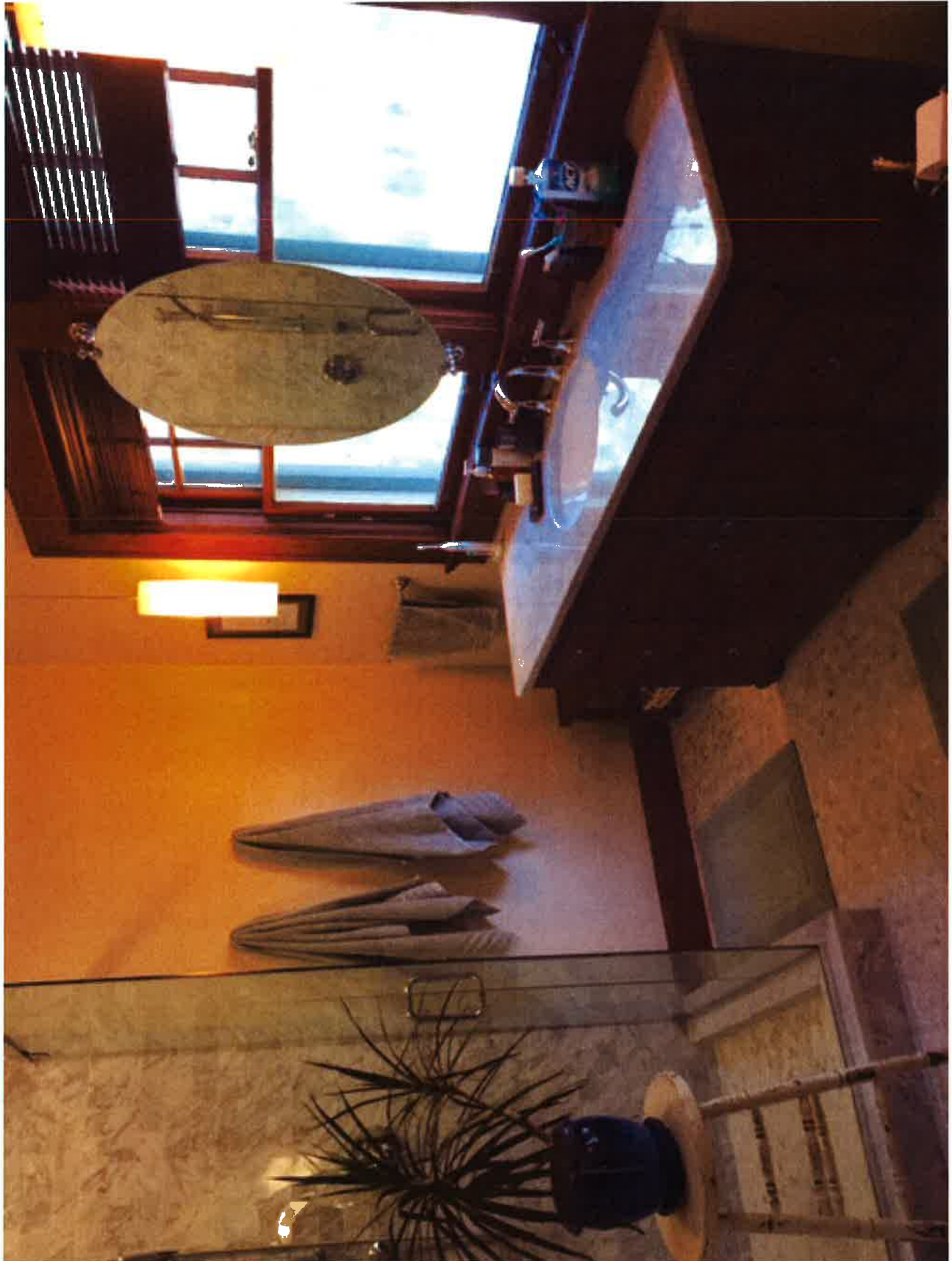
Typed or printed name Jason Simmons

Title Planner

Date 7/19/16



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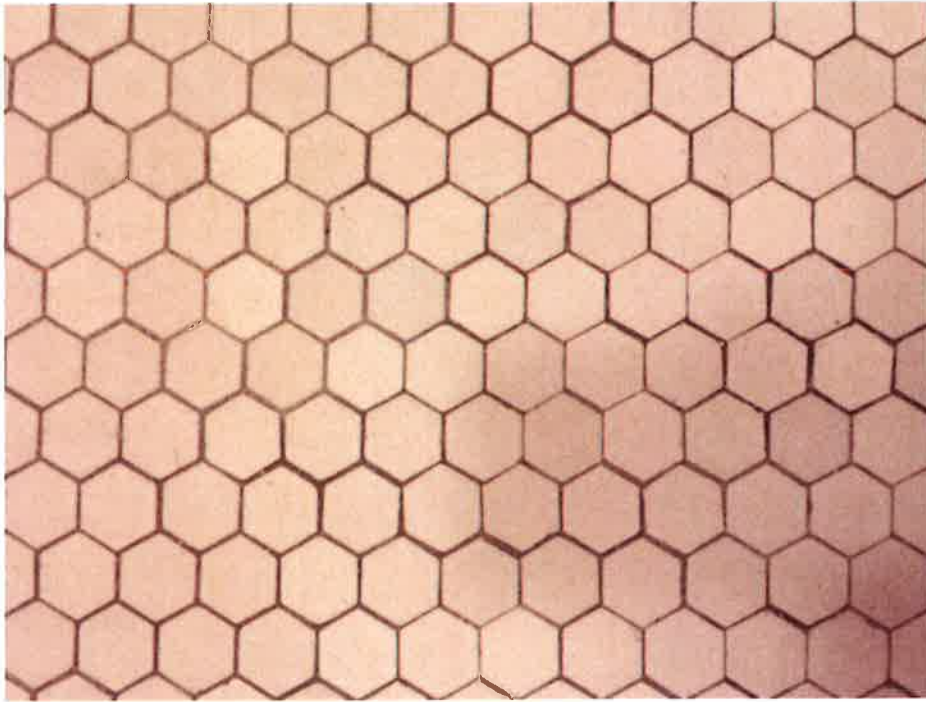
Our original intention was to use white subway-style 3"x6" straight edge wall tiles, as well as 3/4" hexagonal floor tiles, identical to the ones present in the other full bathroom in the house. However, as we embarked on the project, our general contractor advised us that such tiles were unavailable on the market. The only serially-produced white 3"x6" tile he was able to source was a highly glossy *beveled* ceramic tile, which not only looked cheap but was also markedly different from the tiles found in the other existing bathroom (indeed, it looked like an unsuccessful attempt to resemble the existing tile). Consequently, we decided to remain true to the original geometry of our existing tiles— namely flush, straight-edged 3"-6" tiles, as well as consistent 3/4" hexagonal floor tiles – consistent with the existing pattern, using natural Carrara marble. These wall tiles are used only inside the shower. In addition to the aforementioned availability constraint, we chose Carrara for two important reasons: first, Carrara marble is currently present in multiple prominent areas throughout the house, including the living room fireplace façade (see the attached picture) and various thresholds in the dining room, hallway, and kitchen. Second, because the master bathroom is considered the most upscale (and private) bathroom in the house, it is logical to retain the same tile geometry used in the other bathroom but to upgrade the material slightly. It is important to note that the resulting visual effect appears natural and harmonious with other areas of the house.



White 3"x6" ceramic subway wall tile in the existing bathroom



Natural Carrera marble 3"x6" subway wall tile in the new bathroom



Hexagon ceramic floor tile in the existing bathroom



Hexagon Carrera marble subway floor tile in the new bathroom



Existing Carrera marble fireplace façade in the living room



Existing Carrera marble threshold in the dining room



Existing Carrera marble threshold in the hallway



1625 SW 42nd Street
Gainesville, Florida 32607
V: 352.262.1838
F: 352.378.1838
info@ivansolbach.com
CBC 1252957

June 23, 2016

Sarit & Aner Sela
405 NE 10th Ave
Gainesville, FL 32601

Dear Mr. and Mrs. Sela,

This letter is to inform you that the existing white ceramic tiles in your home are unavailable to use for the new bathroom in your home. The market doesn't make any comparable tile. We chose carrera marble in the same basic size and shape as your existing bathroom. This choice will preserve the classic look that is present in your home.

Sincerely,

A handwritten signature in black ink that reads "Ivan Solbach". The signature is written in a cursive, flowing style.

Ivan L. Solbach
President
Ivan Solbach Company, Inc.

TO: Historic Preservation Board **Item Number: 2**

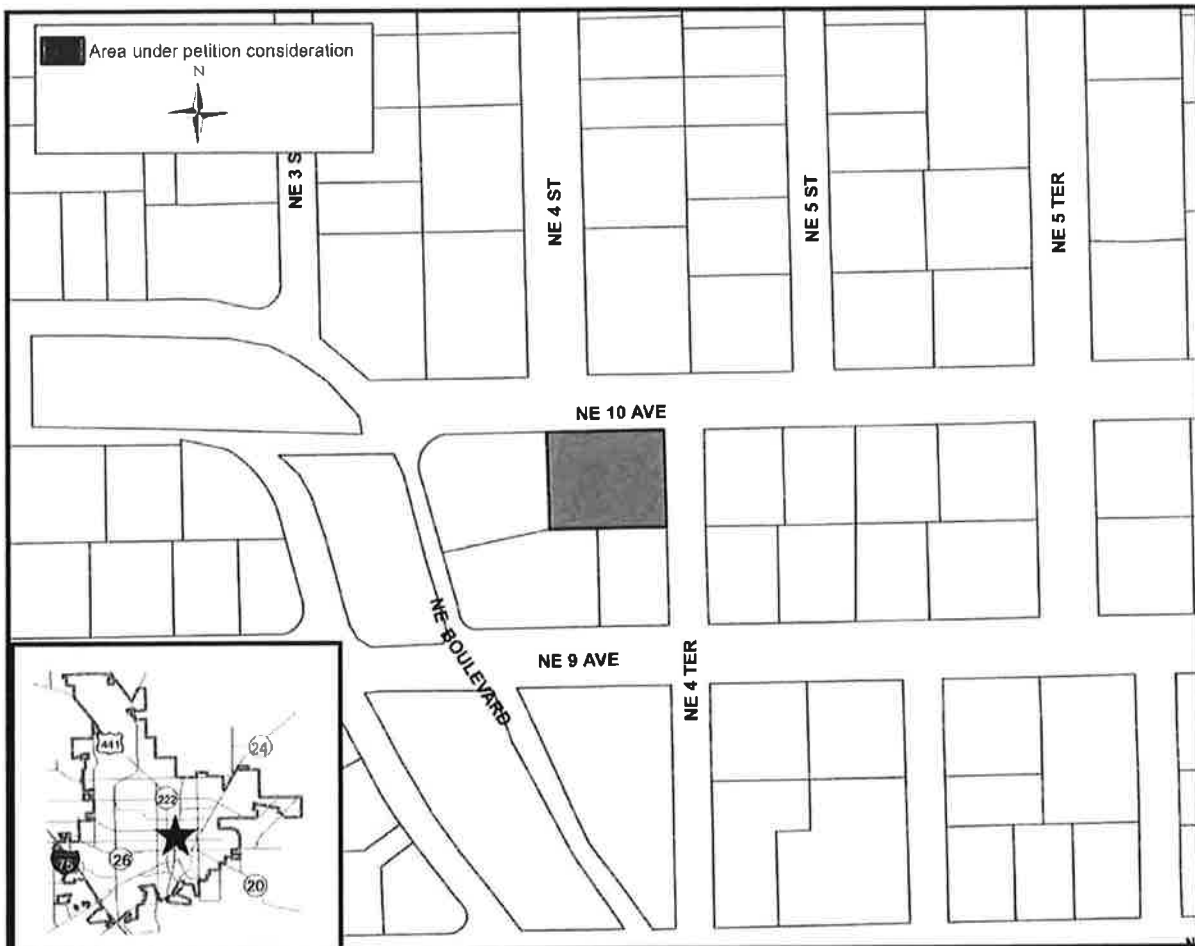
FROM: Planning & Development Services Department **DATE:** August 4, 2015
Staff

SUBJECT: Petition HP-15-40. Aher & Sarit Sela, owners. Ad Valorem Tax Exemption for conversion of a room into a master bathroom in a single-family dwelling. Located at 405 NE 10th Avenue. This building is contributing to the Northeast Residential Historic District.

Recommendation

Staff recommends approval of Petition HP-15-40 for a "Part 1" ad valorem tax exemption based on the following:

1. The property is an eligible property because it is a contributing structure and
2. The proposed improvements are eligible.



Petition HP-15-40
August 4, 2015

Project Description

The property is located at 405 NE 10th Avenue. The contributing structure was built in 1938 according to the Alachua County Property Appraisers Office. The property is zoned RSF-3 and is approximately 0.27 acres in size. The building is a contributing structure to the Northeast Historic District.

The applicant is proposing to convert a small room attached to the master bedroom into a master bathroom. The new bathroom design would match the original designs of the existing 2.5 bathrooms in the house including black and white subway floor and wall tiles. Renovation will include:

- Installation of plumbing piping and fixtures
- Interior paint
- Installation of black and white subway floor and wall tiles

Basis for Approval – Secretary of the Interior’s Standards for Rehabilitation

Section 25-61 *et seq* of the City Code of Ordinances (see Exhibit 3) authorizes ad valorem tax exemptions for historic properties. As part of its review, the Historic Preservation Board must determine whether “the proposed improvement is consistent with the *Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and is therefore an eligible improvement.” Staff will assess the application relative to each standard.

The relevant Secretary of the Interior’s Standards (Department of Interior regulations, 36 CFR 67) for this project are listed below:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

&

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Compatible – The property will maintain its historic residential use. The applicant will maintain the architectural features and the spatial relationships that characterize the structure and its site and environment.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

&

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in

Petition HP-15-40
August 4, 2015

design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Compatible – The proposed work will not adversely affect distinctive features, materials, or finishes.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Compatible – No exterior work is proposed for the bathroom addition except as may be needed for the routing of ventilation flutes on the roof.

Respectfully submitted,



Ralph Hilliard
Planning Manager

Prepared by:



Jason Simmons

List of Exhibits

- Exhibit 1 Application**
- Exhibit 2 Photos and Elevations**
- Exhibit 3 City of Gainesville Code of Ordinances Sec. 25-65**
- Exhibit 4 Historic Preservation Rehabilitation and Design Guidelines**

CITY OF
GAINESVILLE
FLORIDA



HISTORIC
PRESERVATION BOARD

COA APPLICATION ■ REQUIREMENTS

Planning & Development Services 306 N.E. 6th Avenue
Gainesville, Florida 32601
352.334.5022 Fax 352.334.3259
www.cityofgainesville.org/planningdepartment

DID YOU REMEMBER TO?

CONTACT THE HISTORIC PRESERVATION OFFICE FOR A PRELIMINARY DESIGN REVIEW APPOINTMENT. 334.502

REVIEW THE CHECKLIST FOR A COMPLETE SUBMITTAL (If all requirements are not submitted it could delay your approval.)

PROVIDE 1 ORIGINAL SET OF PLANS TO SCALE (no larger than 11" x 17", writing to be legible) SHOWING ALL DIMENSIONS AND SETBACKS.

LIST IN DETAIL YOUR PROPOSED REPAIR AND/OR RENOVATION

ATTACH A SITE PLAN OR CERTIFIED SURVEY

PROVIDE PHOTOGRAPHS OF EXISTING CONDITIONS

IF YOUR COA IS A HISTORIC PRESERVATION BOARD APPROVAL, 10 COLLATED REDUCED INDIVIDUAL SETS OF THE PLANS WILL BE NEEDED FOR SUBMITTAL.

AFTER THE PRE-CONFERENCE, TURN IN YOUR COMPLETED COA APPLICATION TO THE PLANNING COUNTER, 1ST FLOOR, THOMAS CENTER-B + APPROPRIATE FEES

CHECKLIST REMINDER

MAKE SURE YOUR APPLICATION HAS ALL THE REQUIREMENTS ATTACHED.

FAILURE TO TIMELY COMPLETE THE APPLICATION, COMPLY WITH THE INSTRUCTIONS, AND SUBMIT THE NECESSARY DOCUMENTATION WILL RESULT IN DEFERRAL OF YOUR PETITION TO THE NEXT MONTHLY MEETING.

RECEIVED
STAMP

PROJECT TYPE: Addition Alteration Demolition New Construction Relocation

PROJECT LOCATION:

Historic District: *North east.*
Site Address: *405 NE 10th Ave.*
10342-000-000

OWNER

Owner(s) Name
Aner & Sarit Sela.
Corporation or Company

Street Address
405 NE 10th Ave
City State Zip
Gainesville, FL 32601.
Home Telephone Number

Cell Phone Number
650 796 9956
Fax Number

E-Mail Address
saritsela1@gmail.com

APPLICANT OR AGENT

Applicant Name
Corporation or Company

Street Address
City State Zip
Home Telephone Number

Cell Phone Number
Fax Number

E-Mail Address

TO BE COMPLETED BY CITY STAFF

(PRIOR TO SUBMITTAL AT PLANNING COUNTER)

HP # *15-40*
Contributing Y N
Zoning *RSF-3*
Pre-Conference Y N
Application Complete Y N

- Fee: \$ _____
EZ Fee: \$ _____
- Staff Approval—No Fee (HP Planner initial _____)
 - Single-Family requiring Board approval (See Fee Schedule)
 - Multi-Family requiring Board approval (See Fee Schedule)
 - Ad Valorem Tax Exemption (See Fee Schedule)
 - After-The-Fact Certificate of Appropriateness (See Fee Schedule)
 - Account No. 001-660-6680-3405
 - Account No. 001-660-6680-1124 (Enterprise Zone)
 - Account No. 001-660-6680-1125 (Enterprise—Credit)

Received By *Jason Simmons*
Date Received *7/6/15*

Request for Modification of Setbacks
Y N

PAID
STAMP

TO BE COMPLETED BY CITY STAFF

IF STAFF APPROVAL ALLOWS THE ISSUANCE OF THE CERTIFICATE OF APPROPRIATENESS, THE BASIS FOR THE DECISION WAS:

This meets the *Secretary of Interior's Standards for Rehabilitation* and the *City of Gainesville's Historic Preservation Rehabilitation and Design Guidelines*.

_____ HISTORIC PRESERVATION PLANNER _____ DATE _____

THE HISTORIC PRESERVATION BOARD CONSIDERED THE APPLICATION OF HP _____ AT THE _____ MEETING. THERE WERE _____ MEMBERS PRESENT. THE APPLICATION WAS _____ BY A _____ VOTE, SUBJECT TO THE FOLLOWING CONDITIONS:

The basis for this decision was:

Chairperson _____ Date _____

It is understood that the approval of this application by the Historic Preservation Board or staff in no way constitutes approval of a Building Permit for construction from the City of Gainesville's Building Department.

After the application approval, the COA is valid for one year and null and void if construction does not begin within six months. Please post the CERTIFICATE OF APPROPRIATENESS at or near the front of the building.

PROJECT DESCRIPTION

1. DESCRIBE THE EXISTING CONDITIONS AND MATERIALS Describe the existing structure(s) on the subject property in terms of the construction materials and site conditions as well as the surrounding context.

The main house includes 4 bedrooms and 2.5 baths. In addition, there is a small room (8'-6" x 11'-4") attached to the Master Bedroom in the second floor.

2. DESCRIBE THE PROPOSED PROJECT AND MATERIALS Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s). Attached further description sheets, if needed.

We would like to turn the small room (see above) into a master bathroom. We believe this function would be the best use of this space and would complete the Master Suite. The new bathroom design will match the original bathroom's design, and will include black & white Subway floor and wall tiles.

DEMOLITIONS AND RELOCATIONS

Especially important for demolitions, please identify any unique qualities of historic and/or architectural significance, the prevalence of these features within the region, county, or neighborhood, and feasibility of reproducing such a building, structure, or object. For demolitions, discuss measures taken to save the building/structure/object from collapse. Also, address whether it is capable of earning a reasonable economic return on its value. For relocations, address the context of the proposed future site and proposed measures to protect the physical integrity of the building.) Additional criteria for relocations and demolitions: Please describe the future planned use of the subject property once vacated and its effect on the historic context.

N/A.

MODIFICATION OF EXISTING ZONING REQUIREMENTS.

Any change shall be based on competent demonstration by the petitioner of Section 30-112(d)(4)b. Please describe the zoning modification and attach completed, required forms.

N/A.

DID YOU REMEMBER TO?

CHECK YOUR ZONING AND SETBACKS FOR COMPLIANCE

REVIEW THE HISTORIC PRESERVATION REHABILITATION AND DESIGN GUIDELINES

REVIEW THE SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION

CHECK TO SEE IF YOU WOULD BE ELIGIBLE FOR A TAX EXEMPTION FOR REHABILITATION OF A HISTORIC PROPERTY

THE HPB MEETINGS ARE HELD MONTHLY AT CITY HALL, 200 EAST UNIVERSITY AVENUE, GAINESVILLE, FL 32601, CITY HALL AUDITORIUM AT 5:30PM. THE SCHEDULE OF MEETINGS IS AVAILABLE ON THE PLANNING DEPT. WEBSITE.

THE HISTORIC PRESERVATION OFFICE STAFF CAN PROVIDE ASSISTANCE AND GUIDANCE ON THE HP BOARD'S REVIEW PROCESS, AND ARE AVAILABLE TO MEET WITH PROPERTY OWNERS OR AGENTS. IF YOU NEED ASSISTANCE, PLEASE CONTACT THE HISTORIC PRESERVATION PLANNER AT (352) 334-5022 OR (352) 334-5023.

PERSONS WITH DISABILITIES AND CONTACT INFORMATION

PERSONS WITH DISABILITIES WHO REQUIRE ASSISTANCE TO PARTICIPATE IN THE MEETING ARE REQUESTED TO NOTIFY THE EQUAL OPPORTUNITY DEPARTMENT AT 334-5051 (TDD 334-2069) AT LEAST 48 HOURS PRIOR TO THE MEETING DATE.

FOR ADDITIONAL INFORMATION, PLEASE CALL 334-5022.

OVERVIEW

The Historic Preservation Board (HPB) is an advisory board to the City of Gainesville City Commission, composed of citizens who voluntarily, without compensation, commit their time and expertise to the stewardship of historic resources in our community.

The HPB approval is a procedure which occurs for alterations, construction, restorations, or other significant changes to the appearance of an structure in Gainesville's Historic Districts which have an impact on the significant historical, architectural, or cultural materials of the structure and/or the district. The City's historic review guidelines are available online at planning.cityofgainesville.org and within the Land Development Code, Section 30-112.

After submission of an application, the Historic Preservation Planner prepares a written recommendation for the board meeting which addresses whether the proposed changes are compatible with the criteria of the SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION and the City of Gainesville's HISTORIC PRESERVATION REHABILITATION AND DESIGN GUIDELINES. Once staff has prepared and completed the staff report, an Agenda of the proposed meeting and the staff report will be posted online approximately 3 to 5 days prior to the HPB meeting and can be found at planning.cityofgainesville.org - Citizen Advisory Boards - Historic Preservation Board.

The applicant and/or owner of the property should be present at the Historic Preservation Board meeting and be prepared to address inquiries from the board members and/or the general public. The HPB meeting is a quasi-judicial public hearing with procedural requirements. The review body may approve, approve with conditions, or deny projects. It is not necessary for owners to be present at the HPB meeting if your COA has been staff approved.

In addition to a Certificate of Appropriateness (COA), a building permit may be required for construction from the Building Department. This is a separate process with submittal requirements. Building permits will not be issued without proof of a COA and the Historic Preservation Planner signing the building permit.

After the application approval, the COA is valid for one year and null and void if construction does not begin within six months.

Please post the CERTIFICATE OF APPROPRIATENESS at or near the front of the building.

CERTIFICATION

BY SIGNING BELOW, I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AT THE TIME OF THE APPLICATION. I ACKNOWLEDGE THAT I UNDERSTAND AND HAVE COMPLIED WITH ALL OF THE SUBMITTAL REQUIREMENTS AND PROCEDURES AND THAT THIS APPLICATION IS A COMPLETE SUBMITTAL. I FURTHER UNDERSTAND THAT AN INCOMPLETE APPLICATION SUBMITTAL MAY CAUSE MY APPLICATION TO BE DEFERRED TO THE NEXT POSTED DEADLINE DATE.

1. I/We hereby attest to the fact that the above supplied parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Planning and Development Services Department to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that Certificates of Appropriateness are only active for one year from issuance.
4. It is understood that the approval of this application by the Historic Preservation Board or staff in no way constitutes approval of a Building Permit for construction from the City of Gainesville's Building Department.
5. The COA review time period will not commence until your application is deemed complete by staff and may take up to 10 days to process.
6. Historic Preservation Board meetings are conducted in a quasi-judicial hearing and as such ex-parte communications are prohibited (Communication about your project with a Historic Preservation Board member).

SIGNATURES

Owner
Applicant or Agent

Sarit Sela.
Sarit Sela.

Date 7.5.15.
Date 7.5.15.

A pre-application conference with the Historic Preservation Planner is required before the submission of a Certificate of Appropriateness (COA) application. A pre-application conference with the City of Gainesville's Historic Preservation Board is optional.

For a single-family structure, accessory structures and all other structures which require Historic Preservation Board review, there is an application fee. Fees vary by the type of building and change annually. Please consult with planning staff or online at www.cityofgainesville.org/planningdepartment to determine the amount of the application fees for your project. There is no fee for a staff approved Certificate of Appropriateness. Please consult the brochure "Living in a Historic District" and the Historic Preservation Rehabilitation and Design Guidelines for restoration & rehabilitation that is staff approvable. The COA review time period will not commence until your application is deemed complete by staff.

The application is due by 11:00 a.m. on the application deadline date as noted on the attached annual meeting and cut-off schedule.

THIS CHECKLIST IS A GUIDE TO BE USED FOR PROPER COA SUBMITTAL. SOME ITEMS MAY NOT APPLY TO YOUR PERMIT APPLICATION.

A completed application may require the following: as requested by the Building Official, the Preservation Planner, or the Historic Preservation Board, if you are submitting, as determined by the Historic Preservation Planner, a Board Approval Certificate of Appropriateness. Please provide all documents in sets of 10 on paper no larger than 11" x 17". One large format set may also be requested if details are not legible.

SUBMITTAL REQUIREMENT CHECKLIST

Applicant HP Planner

Survey and Site Plan	A drawing giving dimensions of property; location of building(s) showing distances from property lines (building set-back lines (dimensioned), names of streets front and sides, and north/south orientation. A current site plan or survey may be submitted for this requirement, if it provides the requested information. (1 full size set, as requested and 10 reduced sets on 11" x 17" or smaller is required for a board approval project.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drawings to Scale	One complete set of plans (with all (4) exterior elevations) and specifications for the project. All drawings must be clear, concise and drawn to scale. All rooms shall be dimensioned and labeled for use. Height measurement and square footage of different areas shall be on plans. Indicate features on the exterior (i.e.: chimney), the roof pitch, placement of windows and doors and label all materials and textures. A scaled line elevation drawing & footprint drawing is required for all new construction. (1 full size set, as requested and 10 reduced sets on 11" x 17" or smaller is required for a board approval project.)	<input type="checkbox"/>	<input type="checkbox"/>
▪ Elevations			
▪ Floor Plan			
▪ Square Footage			
▪ Dimensions & Height			
▪ Materials & Finishes			
Photographs	Photographs of existing building(s) (all facades or elevations of structure) and adjacent buildings. Photographs should clearly illustrate the appearance and conditions of the existing building(s) affected by the proposed project, close-up views of any specific elements under consideration i.e., windows or doors if proposed to be modified or removed, as well as photographic views of its relationship with neighboring buildings. The format for photos shall be 3" x 5", or 4" x 6" colored or black and white prints, with the name of owner and address of structure on back of picture. (10 sets) (City staff may take photographs of your property prior to the board meeting as part of their review procedure. The photos will be used for presentation to the Historic Preservation Board.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Specific Items	Specific items may be requested, such as landscape plans, wall sections, roof plans, perspective drawings, a model, a virtual illustration and/or verification of economic hardship.	<input type="checkbox"/>	<input type="checkbox"/>
Modification of Existing Zoning	Attach separate form requesting a zoning modification based on competent demonstration by the petitioner of Section 30-112(d)(4)b.	<input type="checkbox"/>	<input type="checkbox"/>
Demolition Report	In the case of demolition provide substantiating report(s) based on competent demonstration by the petitioner of Section 30-112(d)(6)c.	<input type="checkbox"/>	<input type="checkbox"/>
Notarized Consent Letter	Notarized letter of consent from the property owner, if the applicant is not the owner of the property or is in the process of purchasing the property.	<input type="checkbox"/>	<input type="checkbox"/>

TAX SAVINGS FOR HOMEOWNERS OF HISTORIC PROPERTIES

The improvements to your historic property may qualify for a property tax exemption. The City of Gainesville permits an Ad Valorem property tax exemption for renovations, rehabilitations, and restorations to contributing properties within Historic Districts. The City adopted an Ad Valorem Tax Exemption which permits 100 percent of the assessed value of the eligible improvements and remains in effect for ten years.

The amount of the exemption shall be determined by the Alachua County Property Appraiser based upon its usual process for post-construction inspection and appraisal of property following rehabilitation or renovation. The duration of the exemption shall continue regardless of any change in the authority of the City to grant such exemptions or any change in ownership of the property. In order to retain an exemption, however, the historic character of the property, and improvements which qualified the property for an exemption, must be maintained over the period for which the exemption was granted.

This is an excerpt from the Gainesville Code of Ordinances, ARTICLE IV. TAX EXEMPTION FOR HISTORIC PROPERTIES Sec. 25-61--66

An Overview of the Application Process:

An applicant (owner of record or authorized agent) seeking an ad valorem tax exemption for historic properties must file with the city manager or designee the two-part Historic Preservation Property Tax Exemption Application with "Part 1: Preconstruction Application" (Part 1) completed. In addition, the applicant shall submit the following:

A completed application for a Certificate of Appropriateness for the qualifying restoration, renovation, or rehabilitation.

An application fee of not more than five hundred dollars (\$500.00) to be determined by the city manager or designee based on the estimated cost of the work to be performed and the administrative costs to be incurred by the city in processing the application and monitoring compliance.

The City of Gainesville Historic Preservation Board (HPB) shall review Part 1 applications for exemptions. The HPB shall determine whether the property is an eligible property and whether the Part 1 proposed improvement is consistent with the Secretary of Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and is therefore an eligible improvement.

Upon completion of work specified in the "Part 1" application, the applicant shall submit a "Part 2: Final Application for Review of Completed Work" (Part 2). The HPB shall conduct an inspection of the subject property to determine whether or not the completed improvements are in compliance with the work described and conditions imposed in the approved Part 1 application. Appropriate documentation may include paid contractor's bills and canceled checks, as well as an inspection request by the applicant within two (2) years following approval of the Part 1 application.

On completion of review of the Part 2 application, the HPB shall recommend that the city commission grant or deny the exemption. The recommendation and reasons therefore, shall be provided in writing to the applicant and to the city commission.

A majority vote of the city commission shall be required to approve a Part 2 application and authorize the ad valorem tax exemption. If the exemption is granted, the city commission shall adopt an ordinance.

The property owner shall have the historic preservation exemption covenant recorded in the official records of Alachua County, and shall provide a certified copy of the recorded historic preservation exemption covenant to the city manager or designee.

The effective date of the ad valorem tax exemption shall be January 1 of the year following the year in which the application is approved by the city commission and a historic preservation exemption covenant has been transmitted to the Alachua County Appraiser.

To qualify for an exemption, the property owner must enter into a covenant with the City of Gainesville for the term for which the exemption is granted. The covenant shall be binding on the current property owner, transferees, and their heirs, successors, or assigns.

Violation of the covenant or agreement will result in the property owner being subject to the payment of the differences between the total amount of taxes which would have been due in March in each of the previous years in which the covenant or agreement was in effect had the property not received the exemption and the total amount of taxes actually paid in those years, plus interest on the difference calculated as provided in F.S. § 212.12(3), as amended.

Please review City of Gainesville Code of Ordinances Section 25-61 for qualification and process information.

This information is available online at www.municode.com for the City of Gainesville, FL Chapter 25 Section 25-61 – 25-65

For an application form, please contact the Historic Preservation Planner at (352) 334-5022 or (352) 334-5023.



PLANNING

P.O. Box 490, Station 11

Gainesville, Florida 32602-0490

352.334.5022

352.334-5023

Fax: 352.334.3259

www.cityofgainesville.org/planningdepartment



**HISTORIC PRESERVATION PROPERTY
TAX EXEMPTION APPLICATION
PART 1 -- PRECONSTRUCTION APPLICATION**

Instructions: Read the attached instructions carefully before completing this application. Your application cannot be evaluated unless it is complete and all required supporting materials are provided. In the event of any discrepancy between the application for and other supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form shall take precedence. Type or print clearly in black ink. This form needs to accompany a completed Certificate of Appropriateness (COA) form. If additional space is needed, attach additional sheets.

A. GENERAL INFORMATION (To be completed by all applicants)

1. Property identification and location:

Property Identification Number (from tax records) 10342000-000 (Attach legal description)

Address of property: Street 405 NE 10th Ave

City Gainesville County FL Zip Code 32601

- () Individually listed on the National Register of Historic Places () In a National Register Historic District
() Individually listed on the Local Register of Historic Places * (X) In a Local Register Historic District

* For applications submitted to the Division of Historical Resources, attach a copy of the local designation report for the property and the official correspondence notifying the property owner of designation.

Name of Historic District Northeast Residential Historic District

For locally designated historic properties or landmarks, or properties located in locally designated historic districts, provide the following additional information:

Name of local historic preservation agency/office city of Gainesville, Planning Department

Mailing Address ³⁰⁶ 302 NE 6th Ave

City Gainesville State FL Zip Code 32601

Telephone Number ⁽³⁵²⁾ 334-5023

2. Type of request:

- (X) Exemption under 196.1997, F.S. (Standard exemption)
() Exemption under 196.1998, F.S. (Exemption for properties occupied by non-profit organizations or governmental agencies and regularly open to the public.) *If applying under 196.1998, F.S., complete Section D. SPECIAL EXEMPTION*

3. Owner Information:

Name of individual or organization owning the property Aner & Sant Sela

Mailing Address 405 NE 10th Ave

City Gainesville State FL Zip Code 32601

Daytime Telephone Number ⁽⁶⁵⁹⁾ 796 9956

If the property is in multiple ownership, attach a list of all owners with their mailing addresses.

Property Identification Number 10342 000 000

Property Address 405 NE 10th Ave, Gainesville FL 32601.

4. **Owner Attestation:** I hereby attest that the information I have provided is, to the best of my knowledge correct, and that I own the property described above or that I am the authority in charge of the property. Further, by submission of this application, I agree to allow access to the property by representatives of the appropriate representatives of the local government form which the exemption is being requested, to the purpose of verification of information provided in the application. I also understand that, if the requested expiation is granted, I will be required to enter into a covenant with the local government grant the exemption in which I must agree to maintain the character of the property and the qualifying improvements for the term of the exemption.

Name Sant Sela. Signature Sant Sela. Date 7.4.15

Complete the following if signing for an organization of multiple owners:

Title _____ Organization Name _____

B. **EVALUATION OF PROPERTY**
(To be completed only for properties in historic or archaeological districts)

5. **Description of Physical Appearance:**

N/A.

Date of Construction _____ Date(s) of Alteration(s) _____

Has building been moved? () Yes (X) No If so, when? _____

6. **Statement of Significance:**

N/A.

7. **Photographs and Maps:**

Attach Photographs and Maps to Application

Property Identification Number 10349 000 000

Property Address 405 NE 10th Ave. Gainesville FL, 32601.

C. PROPERTY USE (To be completed by all applicants)

1. Use(s) before improvement: Residential
2. Proposed use(s): Residential

D. SPECIAL EXEMPTION (complete only if applying for exemption under s. 196.1998, F.S., property occupied by non-profit organization or government agency and regularly open to the public)

NOTE: Applicants should check with local officials to determine whether or not the exemption program offered by their municipal government and/or county allows the special exemption provided by s. 196.1998, F.S.

1. Identify the governmental agency or non-profit organization that occupies the building or archaeological site.
N/A.
2. How often does this organization or agency use the building or archaeological site? _____
3. For buildings, indicate the total usable area of the building in square feet. (For archaeological sites, indicated the total area of the upland component in acres) _____ square feet () acres ().
4. How much areas does the organization or agency use? _____ %.
5. What percentage of the usable area does the organization or agency use? _____ %.
6. Is the property open to the public? () Yes () No. If so, when? _____
7. Are there regular hours? () Yes () No. If so, what are they? _____
8. Is the property open by appointment? () Yes () No
9. Is the property open only by appointment? () Yes () No

LEGAL DESCRIPTION:

Lot one (1) and the east 45 feet of lot two (2), Block N, Highland Heights as per plat thereof recorded in plat Book B page 2 of Public Records of Alachua County, Florida.

PART 1 PRECONSTRUCTION APPLICATION REVIEW
For Local Historic Preservation Office or Division Use Only

Property Identification Number 10342-000-000

Property Address 405 NE 10th Avenue

The () Local Historic Preservation Office () Division, has reviewed Part 1 (Preconstruction Application) of the Historic Preservation Property Tax Exemption Application for the above named property and hereby:

- Certifies that the above referenced property qualifies as a historic property consistent with the provisions of s. 196.1997 (11), F.S.
- () Certifies the above referenced property does not qualify for the special exemption provided under s. 196.1997, (11) F.S.
- () Certified that the above referenced property qualifies for the special exemption provided under s. 196.1998, F.S., for properties occupied by non-profit organizations or government agencies and regularly open to the public.
- () Certified that the above referenced property does not qualify for the special exemption provided under s. 196.1998, F.S.
- Determined that improvements to the above referenced property are consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C.

Review Comments: _____

Additional Review Comments attached? Yes () No ()

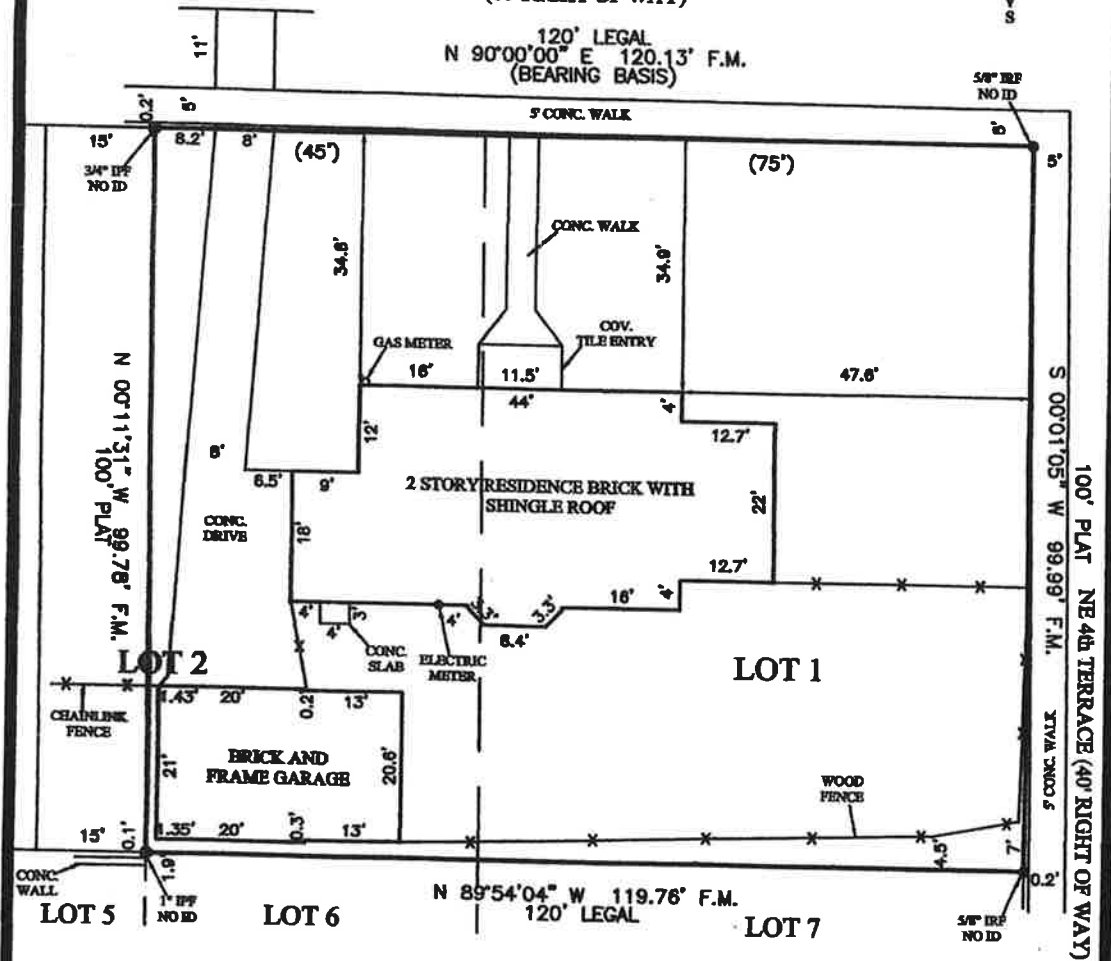
Signature Jason Simmons
Typed or printed name Jason Simmons
Title Planner
Date 7/22/15

BOUNDARY SURVEY

NE 10th AVENUE
TUSCAWILLA AVENUE
(60' RIGHT OF WAY)



120' LEGAL
N 90°00'00" E 120.13' F.M.
(BEARING BASIS)



THIS SURVEY IS CERTIFIED TO:
ANER SELA AND SARIT SELA
FBC MORTGAGE, LLC, BRAGA ATIMA
OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
SALTER FEINER, P.A.

PROPERTY ADDRESS: 405 NE 10th AVE
Gainesville, Florida

LEGAL DESCRIPTION:
LOT ONE (1) AND THE EAST 45 FEET OF LOT TWO (2), BLOCK N, HIGHLAND HEIGHTS
AS PER PLAT THEREOF
RECORDED IN PLAT BOOK 2 PAGE 2 OF PUBLIC RECORDS OF ALACHUA COUNTY, FLORIDA

LEGEND

- O.R. OFFICIAL RECORDS
- CONC. CONCRETE
- COV. COVERED
- F.M. FIELD MEASURED
- IRF IRON REBAR FOUND
- IPF IRON PIPE FOUND
- IRS IRON REBAR SET
- CMF CONCRETE MONUMENT FOUND
- W.M. WATER METER
- C.B. CABLE BOX
- ID IDENTIFICATION
- BSL BUILDING SETBACK LINE
- PUB PUBLIC UTILITIES EASEMENT
- CL CENTERLINE
- PL POWERLINE

THIS SURVEY IS NOT
TRANSFERABLE FOR USAGE TO
ANY OTHER PERSON, LENDING
DISTRIBUTION OR ENTITY

Philip A. Pistorino, P.A.

7400 N.W. 47th Court, Gainesville Florida 32606 - (352) 372-0946



NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL
SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER
NATIONAL FLOOD INSURANCE PROGRAM COMMUNITY FLOODING
MEASUREMENTS BASED ON ASSUMED FACTORS UNDER THE 1 AND 2
EXCLUSIONS AND IMPROVEMENTS IF ANY NOT LOCATED
EFFECTIVE FROM FURNISHING BY CLIENT
FORBIDDEN TO PROVIDE ANY OTHER SERVICE



SCALE: 1"=20'

FIELD DATE: 5/21/2015

DRAWN BY: CHARLES PISTORINO

Existing Bathroom #1



Existing Bathroom #160228C

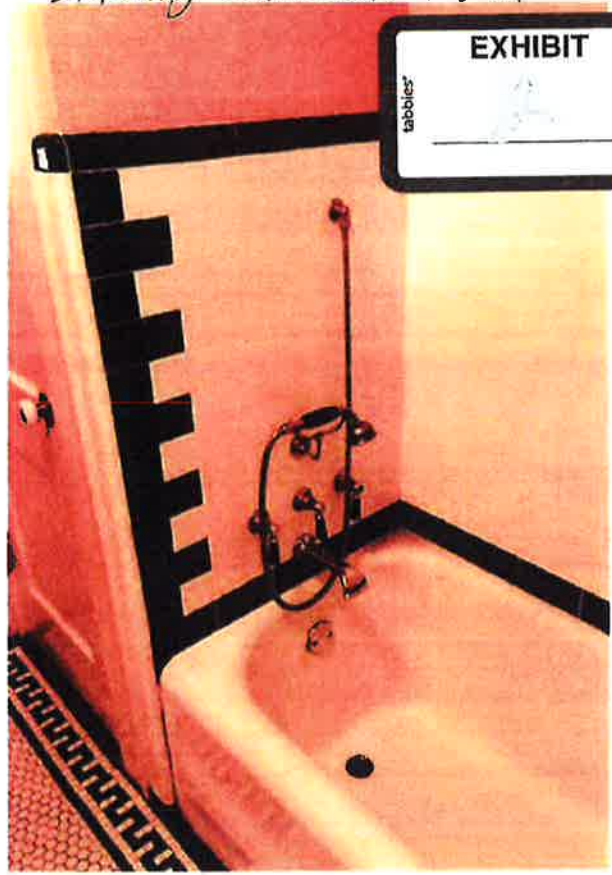
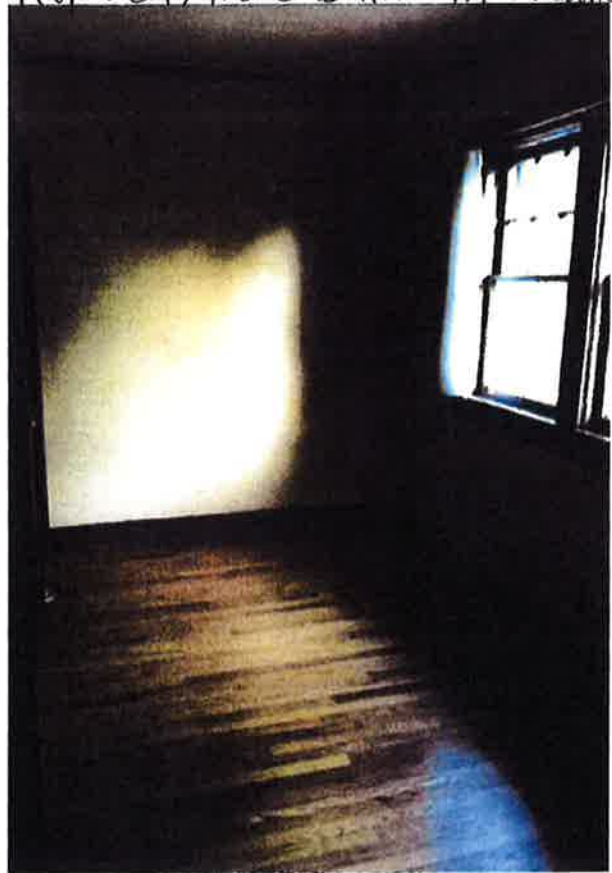


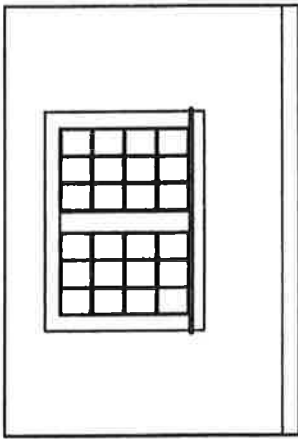
EXHIBIT
tabbies

Existing Bathroom #2B



Proposed Master Bathroom Location

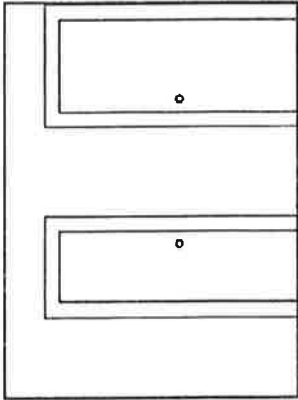




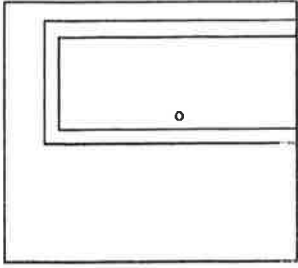
Existing Elevation: North



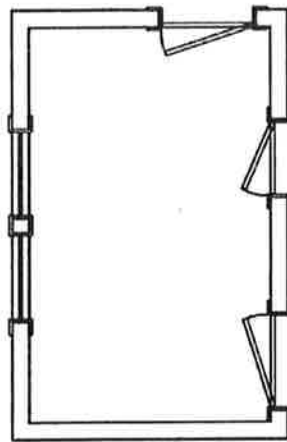
Existing Elevation: West



Existing Elevation: South



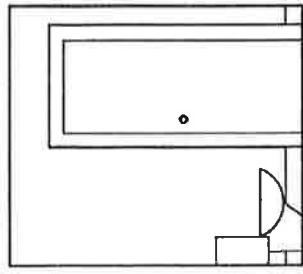
Existing Elevation: East



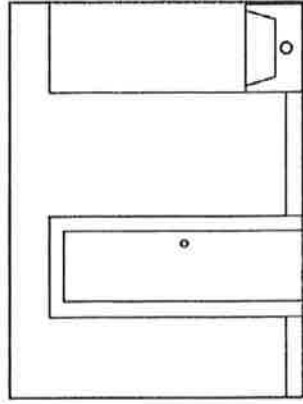
Existing Floor Plan

405 NE 10th Ave: New Master Bathroom: Existing Plan & Elevations

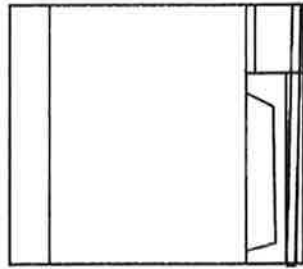
Scale: $\frac{3}{16}'' = 1'-0''$



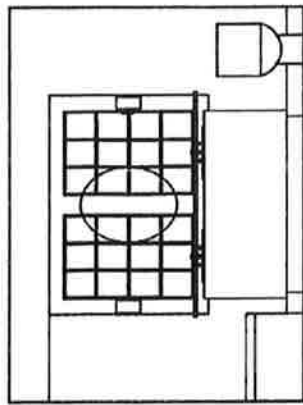
Proposed Elevation: East



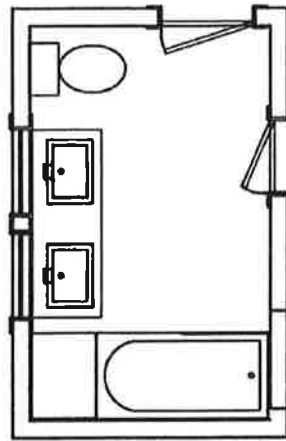
Proposed Elevation: South



Proposed Elevation: West



Proposed Elevation: North



Proposed Floor Plan

405 NE 10th Ave: New Master Bathroom: Proposed Plan & Elevations

Scale: $\frac{3}{16}'' = 1'-0''$



City Of Gainesville Code of Ordinances Section 25-65

Sec. 25-65. - Procedure for obtaining tax exemption.

- (a) Application. An applicant (owner of record or authorized agent) seeking an ad valorem tax exemption for historic properties must file with the city manager or designee the two-part Historic Preservation Property Tax Exemption Application with "Part 1: Preconstruction Application" (Part 1) completed. In addition, the applicant shall submit the following:
 - (1) A completed application for a Certificate of Appropriateness for the qualifying restoration, renovation, or rehabilitation.
 - (2) An application fee of not more than five hundred dollars (\$500.00) to be determined by the city manager or designee based on the estimated cost of the work to be performed and the administrative costs to be incurred by the city in processing the application and monitoring compliance.
- (b) Review by property appraisers office. Upon receipt of the preconstruction application, the city manager or designee will transmit the application to the Alachua County Property Appraiser's office, which will review and provide an estimate of the probable increase in the appraisal of the property to the applicant and the City. The applicant can withdraw the application within forty-five (45) days of receiving the estimate and be reimbursed for the filing fee.
- (c) Review by historic preservation board.
 - (1) The City of Gainesville Historic Preservation Board (HPB) shall review Part 1 applications for exemptions. The HPB shall determine whether the property is an eligible property and whether the Part 1 proposed improvement is consistent with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and is therefore an eligible improvement.
 - (2) For improvements intended to protect or stabilize severely deteriorated historic properties or archaeological sites, the HPB shall apply the following additional standards:
 - a. Before applying protective measures that are generally of a temporary nature and imply future historic preservation work, an analysis of the actual or anticipated threats to the property shall be made.
 - b. Protective measures shall safeguard the physical condition or environment of a property or archaeological site from further deterioration or damage caused by weather or other natural, animal or human intrusions.
 - c. If any historic material or architectural features are removed, they shall be properly recorded and, is possible, stored for future study or reuse.
 - d. Stabilization shall reestablish the structural stability of a property through the reinforcement of loadbearing members or by arresting material deterioration leading to structural failure. Stabilization shall also reestablish weather resistant conditions for a property.

- e. Stabilization shall be accomplished in such a manner that it detracts as little as possible from the property's appearance. When reinforcement is required to reestablish structural stability, such work shall be concealed wherever possible so as to not intrude upon or detract from the aesthetic and historical quality of the property, except where concealment would result in the alteration or destruction of historically significant material or spaces.
- (3) For applications submitted under the provisions of section 25-64, the HPB shall also determine that the property meets the standards set forth in that section.
 - (4) The HPB shall notify the applicant and the city commission in writing of the results of its review and shall make recommendations for correction of any planned work deemed to be inconsistent with the requirements for an eligible improvement.
 - (5) When an applicant is applying jointly for the ad valorem tax exemption and for federal historic preservation tax credits, the applicant will complete the National Park Service's (NPS) federal tax credit application and Part 1 of the historic preservation property tax exemption application and submit both to the city manager or designee. The HPB shall defer action on the applications until the NPS has rendered a determination. In the event the NPS approves the federal tax credit application, the Part 1 application shall be amended to reflect any conditions issued by the NPS. The HPB shall then approve the tax exemption application and forward it to the city commission to be handled as part of the normal approval process set forth below. A denial by the NPS shall cause the HPB to deny the ad valorem tax exemption.
- (d) Request for review of completed work application.
 - (1) Upon completion of work specified in the "Part 1" application, the applicant shall submit a "Part 2: Final Application for Review of Completed Work" (Part 2). The HPB shall conduct an inspection of the subject property to determine whether or not the completed improvements are in compliance with the work described and conditions imposed in the approved Part 1 application. Appropriate documentation may include paid contractor's bills and canceled checks, as well as an inspection request by the applicant within two (2) years following approval of the Part 1 application.
 - (2) On completion of review of the Part 2 application, the HPB shall recommend that the city commission grant or deny the exemption. The recommendation and reasons therefor, shall be provided in writing to the applicant and to the city commission. The applicant shall be given at least ten (10) days notice of the date of the public hearing of the city commission on the requested exemption. If a denial is recommended, and the applicant submits elevations and plans which indicate that the applicant intends to undertake the work necessary to comply with the recommendations of the HPB, the denial of the application may be continued by the city manager or designee for a period of time not to exceed sixty (60) days, while the applicant makes a good faith effort to comply with the recommendations. The applicant may resubmit documents indicating that the reasons for recommendation of denial of the application have been remedied and the city manager or designee will reinspect the work.

- (e) Approval by city commission. A majority vote of the city commission shall be required to approve a Part 2 application and authorize the ad valorem tax exemption. The commission, in overturning or modifying the recommendation of the historic preservation board shall utilize the same standards as used by the historic preservation board in reaching its decision. If the exemption is granted, the city commission shall adopt an ordinance that includes the following:
- (1) The name of the owner and the address of the historic property for which the exemptions granted.
 - (2) The date on which the ten-year exemption will expire.
 - (3) A finding that the historic property meets the requirements of this article.
 - (4) A copy of the historic preservation exemption covenant, as provided in section 25-66, signed by the applicant and the mayor-commissioner or designated successor.
- (f) Notice to property appraiser. The property owner shall have the historic preservation exemption covenant recorded in the official records of Alachua County, and shall provide a certified copy of the recorded historic preservation exemption covenant to the city manager or designee. Within fifteen (15) days of receipt of the certified copy, the city manager designee shall transmit a copy of the approved "Part 2: Final Application", as well as the historic preservation exemption covenant to the Alachua County Property Appraiser with instructions that the property appraiser provide the ad valorem tax exemption to the applicant. Responsibility for paying the recording costs lie with the applicant.
- (g) Effective date of exemption. The effective date of the ad valorem tax exemption shall be January 1 of the year following the year in which the application is approved by the city commission and a historic preservation exemption covenant has been transmitted to the Alachua County Appraiser.
- (h) An applicant previously granted a historic rehabilitation tax exemption by the historic preservation board may undertake additional improvement projects during the exemption period, or following its expiration, and reapply for an additional historic rehabilitation tax exemption for such work. An additional ten-year exemption shall apply only to the additional improvement.

(Ord. No. 950480, § 1, 8-28-95)

Historic Preservation Rehabilitation and Design Guidelines

INTERIOR SPACE, FEATURES & FINISHES

Applicable Secretary Standards

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- 5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.*
- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires re- placement of a distinctive feature, the new feature shall match the old in de- sign, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.*
- 9. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

Interior spaces are not reviewed by staff or the board unless a tax exemption has been applied for in conjunction with a rehabilitation. The historic preservation planner should be consulted before any work is undertaken to insure the appropriateness of the rehabilitation project.

An interior floor plan, the arrangement of spaces, built-in features, and applied finishes may be individually or collectively important in defining the historic character of a building. The identification, retention, protection, and repair of these characteristics should be given prime consideration in every rehabilitation project. Caution should be exercised in pursuing any plan that would radically change character-defining spaces or obscure, damage or destroy interior features or finishes.

Under Standard 1, consideration should be given to how to best integrate a new function into an existing historic structure without destroying its character. A new use will have its own set of requirements, and some may not be compatible with the existing character of a building. For example, a historic building with many small rooms would be ill-suited for adaptive use as an art gallery which requires a few large rooms. Similarly, single purpose facilities such as jails, industrial buildings, or social clubs often prove difficult to adapt to other uses without destroying their historic character.

Under Standard 2, interior spaces which define the historic use of a building should be respected. Church sanctuaries, theatre auditoriums, and hotel lobbies and ballrooms should remain intact both for their detailing and their relationship to the building's original use. Obscuring or destroying such significant interior spaces should be avoided.

During the course of a rehabilitation, the significant spatial qualities of a historic interior should be preserved under Standard 9. Spatial qualities are defined by ceiling, wall dimensions, size, number of openings between rooms, and arrangement of rooms that link spaces on a particular floor. Interior alterations should be compatible with these historic spatial qualities. New partitions, floor, or ceiling cuts, and other treatments which adversely alter or destroy significant interior spaces should be avoided.

Recommended

1. Identify, retain, and preserve interior features and finishes that are important in defining the overall historic character of the building, including columns, cornices, baseboards, fireplaces and mantels, paneling, light fixtures, hardware, and flooring; and wallpaper, plaster, paint, and finishes such as stenciling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.
2. Protect and maintain masonry, wood, and architectural metals which comprise interior features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coatings.
3. Protect interior features and finishes against arson and vandalism before project work begins, erecting protective fencing, boarding-up windows, and installing fire alarms systems that are keyed to local protection agencies.
4. Protect interior features such as stair- case, mantel, or decorative finishes and wall coverings against damage during project work by covering them with heavy canvas or plastic sheets.
5. Install protective covering in areas of heavy pedestrian traffic to protect historic features such as wall covering, parquet flooring and paneling.
6. Remove damaged or deteriorated paints and finishes to the next sound layer using the gentlest method possible, then repainting or refinishing using compatible paint or other coating systems.
7. Repaint with colors that are appropriate to the historic building.
8. Limit abrasive cleaning methods to certain industrial or warehouse buildings where the interior masonry or plaster features do not have distinguishing design, detailing, tooling, or finishes; and where wood features are not finished, molded, beaded, or worked by hand. Abrasive cleaning methods should only be considered after other, gentler methods have been proven ineffective.

9. Evaluate the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to interior features and finishes will be necessary.
10. Repair interior features and finishes by reinforcing the historic materials. Repair will also generally include the limited replacement in kind or with compatible substitute materials of those extensively deteriorated or missing parts of repeated features when there are surviving prototypes such as stairs, balustrades, wood paneling, columns; or decorative wall coverings or ornamental tin or plaster ceilings.
11. Replace in kind an entire interior feature or finish that is too deteriorated to repair, if the overall form and detailing is still evident, using the physical evidence to guide the new work. Examples could include wainscoting, a tin ceiling, or interior stairs. If using the same kind of material is not technically feasible, then a compatible substitute material may be considered.
12. Design and install a new interior feature or finish if the historic feature or finish is completely missing. This could include missing partitions, stairs, elevators, lighting fixtures, and wall coverings; or even entire rooms if all historic spaces, features, and finishes are missing or have been destroyed by inappropriate “renovations.” The design may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building, district, or neighborhood.
13. Accommodate service functions such as bathrooms, mechanical equipment, and office machines required by the building’s new use in secondary spaces such as first floor service areas or on upper floors.
14. Reuse decorative material or features that have had to be removed during the rehabilitation work, including wall and baseboard trim, door molding, paneled doors, and simple wainscoting. Relocate such material or features in areas appropriate to their historic placement.
15. Install permanent partitions in secondary spaces; removable partitions that do not destroy the sense of space should be installed when the new use requires the subdivision of character-defining interior spaces.
16. Enclose an interior stairway where required by code so that its character is retained. In many cases, glazed fire-rated walls may be used.
17. Place new code-required stairways or elevators in secondary and service areas of the historic building.
18. Create an atrium or a light well to provide natural light when required for the new use in a manner that preserves character-defining interior spaces, features, and finishes as well as the structural system.
19. Add a new floor, if required, for the new use in a manner that preserves character-defining structural features, and interior spaces, features, and finishes.

Not Recommended

1. Removing or radically changing features and finishes which are important in defining the overall historic character of the building so that the character is diminished.
2. Installing new decorative material that obscures or damages character-defining interior finishes or features.
3. Removing paint, plaster, or other finishes from historic surfaces to create a new appearance such as removing plaster to expose surfaces such as brick walls or a chimney piece.
4. Applying paint, plaster or other finishes to surfaces that have been historically unfinished to create a new appearance.
5. Stripping historically painted wood surfaces to bare wood, then applying clear finishes or stains to create a "natural look."
6. Stripping paint to bare wood rather than repairing or reapplying grained or marble finishes to features such as doors and paneling.
7. Radically changing the type of finish or its color, such as painting a previously varnished wood feature.
8. Failing to provide adequate protection to materials on a cyclical basis so that deterioration of interior features results.
9. Permitting entry into historic buildings through unsecured or broken windows and doors so that interior features and finishes are damaged by exposure to weather or through vandalism.
10. Stripping interiors of features such as woodwork, doors, windows, light features, copper piping, radiators, or decorative materials.
11. Failing to provide proper protection of interior features and finishes during work so that they are gouged, scratched, dented or otherwise damaged.
12. Failing to take new use patterns into consideration so that interior features and finishes are damaged.
13. Using destructive methods such as propane or butane torches or sandblasting to remove paint or other coatings. These methods can irreversibly damage the historic materials that comprise interior features.
14. Using new paint colors that are inappropriate to the historic building.
15. Changing the texture and patina of character-defining features through sandblasting or use of other abrasive methods to remove paint, discoloration or plaster. This includes both exposed wood, including structural members, and masonry.

16. Failing to undertake adequate measures to assure the preservation of interior features and finishes.
17. Replacing an entire feature such as a staircase, paneled wall, parquet floor, or cornice; or finish such as a decorative wall covering or ceiling when repair of materials and limited replacement of such parts are appropriate.
18. Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts or portions of the interior feature or finish or that is physically or chemically incompatible.
19. Removing a character-defining feature or finish that is not repairable and not replacing it; or replacing it with a new feature or finish that does not convey the same visual appearance.
20. Discarding historic material when it can be reused within the rehabilitation project or relocating it in historically appropriate areas.
21. Installing permanent partitions that damage or obscure character-defining spaces, features, or finishes.
22. Enclosing an interior stairway with fire-rated construction so that the stairwell space or any character-defining features are destroyed.
23. Creating a false historical appearance because the replaced feature is based on insufficient physical, historical, and pictorial documentation or on information derived from another building.
24. Introducing a new interior feature or finish that is incompatible with the scale, design, materials, color, and texture of surviving interior features and finishes.

Staff Approval Guidelines

Staff does not review interior spaces unless owner applies for tax exemption.

Board Approval Guidelines

Board does not review interior spaces unless owner applies for tax exemption.