

TO: Historic Preservation Board

Item Number: 5

FROM: Planning & Development Services Department Staff

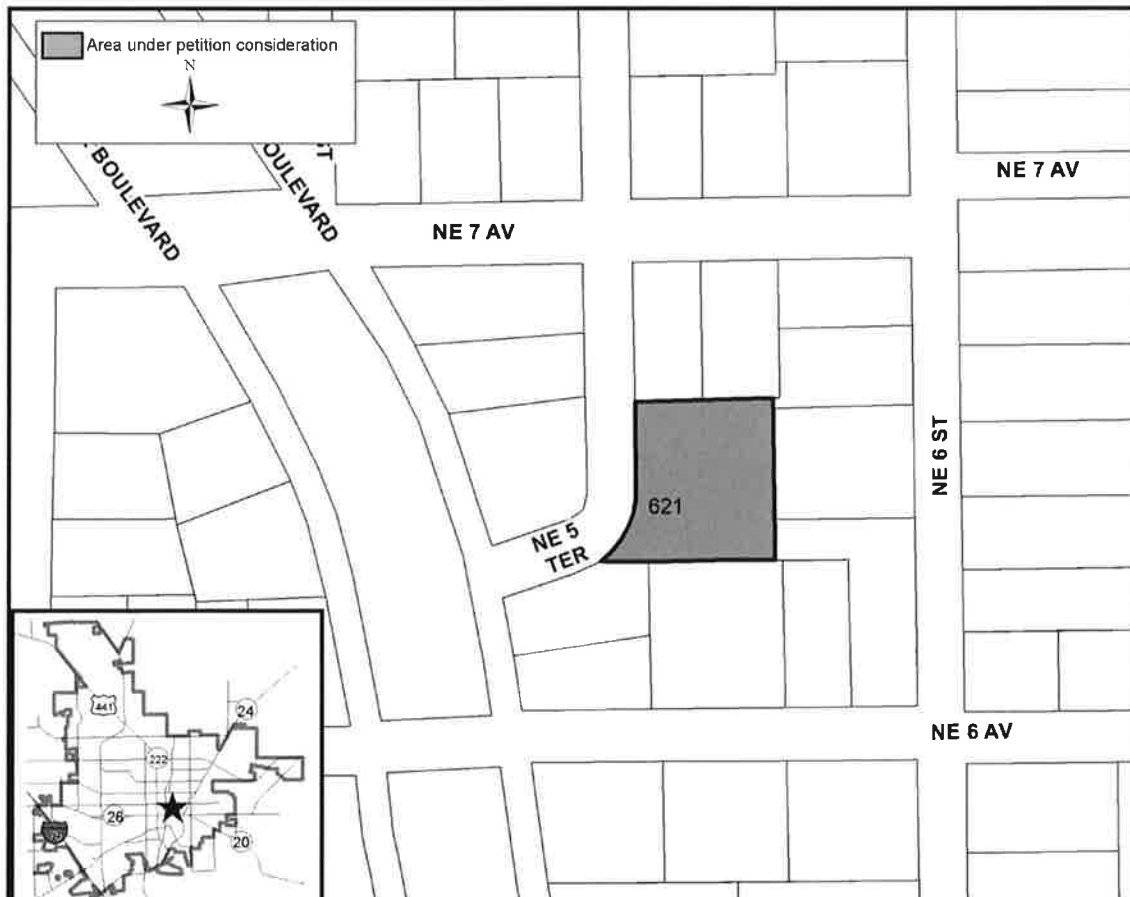
DATE: August 2, 2016

SUBJECT: Petition HP-16-63 & HP-16-64. Jay Reeves and Associates, Inc., agent for Mike and Michelle Jaffee. Certificate of Appropriateness & Ad Valorem Tax Exemption for the interior renovation, and a guest house addition to an existing garage. Located at 621 NE 5th Terrace. This building is contributing to the Northeast Residential Historic District.

Recommendation

Staff recommends approval of Petition HP-16-63 with the conditions as stated on page 2, and approval of HP-16-64 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.



Conditions of Approval

Staff's recommendation of approval for the petition is based on the following conditions:

1. The addition cannot be used as an accessory dwelling unit, which is not an allowed use in the RSF-3 zoning district.
2. No range, stove, or oven shall be installed in the proposed addition.

Project Description

The project has two phases. In phase 1, the applicant is proposing to construct a new master bathroom and closet to replace the existing and reduce the master bedroom size. In phase 2, a guest house addition to the existing garage would be constructed at the rear of the house. The size would be 400 square feet and would match the appearance of the existing garage. The single-family dwelling is a contributing structure in the Northeast Residential Historic District. The accessory garage structure is a non-contributing structure in the district.

Property Information

The contributing structure was built in 1934 according to the Alachua County Property Appraisers Office. The property is zoned RSF-3 and is approximately 0.35 acres in size.

Proposed Project and Guidelines

The existing single-family dwelling is a California Monterey style brick, two-story structure. The proposed work would be divided into two phases. Phase 1 would involve interior modifications only. The master bedroom size would be reduced while there would be a new master bathroom and a closet to occupy some of the area of the existing master bedroom. Phase 2 includes the construction of a guest house addition to the existing garage at the rear of the principal dwelling. The addition would be 20 feet by 20 feet, 400 square feet, and it would match the gable roof and the brick of the garage. There would be HardiePlank siding and the windows would be from the Marvin Integrity series.

Changes to the accessory garage structure include an architectural shingle roof, which would be an entirely new roof structure. The existing wood garage door would be replaced with a metal paneled door. The new brick on the addition would match the existing brick on the west face of the building. The existing siding would be replaced with the HardiePlank shiplap siding. The building is currently 30 % HardiePlank. The windows would be Marvin Integrity, and there would be fiberglass French Doors on the west elevation. The overall intent is to match the appearance of the existing garage.

The size of the addition is over 300 square feet, thus requiring a board approval. However, the existing garage is only visible from the driveway into the property. The proposed addition will not be readily visible when looking at the front of the house, which faces NE 5th Terrace. The addition will be at the rear of the historic building, more directly behind the mass of the building than the existing garage. The proposed HardiePlank shiplap siding will be compatible to the existing garage but will distinguish the addition from the historic principal structure. The new addition will minimize the impact on the visual character and materials of the historic structure

and will be compatible in terms of mass and materials, but the character of the historic resource will be identifiable after the addition is constructed.

The addition will include a bedroom, a bathroom, and a living room /wet bar. The floor plan indicates a sink and a refrigerator in the wet bar area, which is allowed. It should be noted that the zoning for this property is RSF-3, which allows single-family dwellings by right, specifically the occupancy of a single-family dwelling by one family. A dwelling unit is a room(s) comprising the essential elements of a single housekeeping unit. Facilities for the preparation, storage and keeping of food for consumption within the premises shall cause a unit to be construed as a single dwelling unit. Each area with separate facilities for the preparation, storage and keeping of food for consumption within the premises shall be considered as a separate dwelling unit. The historic structure on the property is the one allowed dwelling unit on the site. The addition of a range, stove, or oven would categorize the addition as an area with separate facilities for the preparation, storage and keeping of food for consumption within the premises, and would then be determined to be a separate dwelling unit.

Consideration of a Certificate of Appropriateness application is pursuant to Section 30-112 of the Land Development Code and the Secretary of Interior's Standards for Rehabilitation which serves as the basis for the City of Gainesville's *Historic Preservation Rehabilitation and Design Guidelines*. The Historic Preservation Board shall adhere to the preservation principles of maintaining historic fabric and compatibility with surrounding properties.

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.

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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.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes

that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

&

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

Compatible – The applicant’s proposed addition does not create a false sense of development or remove any features that have acquired historic significance in their own right.

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

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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 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 – The proposed addition is compatible with the materials, design and architectural features of the principal building. The proposed HardiePlank shiplap siding will be compatible to the existing garage but will distinguish the addition from the historic principal structure.

Respectfully submitted,



Andrew Persons
Interim Principal Planner

Prepared by:



Jason Simmons
Planner

List of Exhibits

- | | |
|------------------|---|
| Exhibit 1 | Historic Preservation Rehabilitation and Design Guidelines |
| Exhibit 2 | City of Gainesville Code of Ordinances Sec. 25-65 |
| Exhibit 3 | Application and Photos |
| Exhibit 4 | Site plan, Floor Plan, and Elevations |

Exhibit 1 Historic Preservation Rehabilitation and Design Guidelines

THE *HISTORIC PRESERVATION REHABILITATION AND DESIGN GUIDELINES*, BASED ON THE SECRETARY OF INTERIOR STANDARDS FOR REHABILITATION, WHICH HAS BECOME THE AUTHORITATIVE GUIDELINES FOR REHABILITATION STATE:

ADDITIONS TO EXISTING BUILDINGS

Applicable Secretary Standards

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.*
3. *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
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.*
10. *New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

Additions to historic buildings are often required to make projects economically feasible, to satisfy fire and building code requirements, to house mechanical systems, and for other personal or practical reasons. They are allowed under the Secretary of the Interior's Standards and specifically addressed in Standards 9 and 10.

Although additions are usually acceptable, they should be undertaken only after it has been determined that the new use cannot be successfully met by altering non-character defining interior spaces. If undertaken, additions should not significantly alter original distinguishing qualities of buildings such as the basic form, materials, fenestration, and stylistic elements under Standard 2. Additions that imitate the style of the existing building or other historical styles should be avoided under Standard 3.

Under Standard 9, additions should be clearly distinguished from original portions of the building and should result in minimal damage to its integrity. Character-defining features of a historic building should not be radically changed, obscured, damaged, or destroyed in the process of adding new construction. The size and scale of the new addition should be in proportion to the historic portion of a building and clearly subordinate to it. Additions should be attached to the rear or least conspicuous side of a building. Under Standard 10, they should be constructed so that if removed in the future, the essential form and integrity of a building will be unimpaired.

In order to comply with the Americans with Disabilities Act (ADA) handicap access was required. The addition of a handicap access ramp as required by ADA must comply with Standards 9 and 10. The ramp must be clearly distinguished from the historic portion of the building by its form and construction. Access ramps are clearly not historic features. At the same time the design should be well integrated with the building through the use of appropriate materials and matching paint colors. The ramp location should be considered a design issue. No significant historic features should be impacted. The size and scale of the ramp shall be appropriate to the building and clearly subordinate to it. Under Standard 10, ramps could be removed in the future without altering the form of the building or any significant features. See Design Guidelines for more information on handicap access.

Before considering an addition to a historic building, attempt to accommodate the needed function within the existing structure. Enclosing a historic porch, however, is discouraged.

New additions should be designed to minimize the impact on the visual character and materials of the historic structure. The applicant should take care to preserve as much of the original building wall as possible by utilizing existing openings for passageways rather than increasing their size.

New additions should be compatible in terms of mass, materials, vertical or horizontal projection, relationship of solids and voids, symmetry or asymmetry and size and scale with the principal structure. However, the character of the historic resource should be identifiable after the addition is constructed. Additions should be constructed in a manner that clearly distinguishes the footprint and plan for the historic building.

Recommended

1. Place functions and services required for a new use in non-character defining interior spaces rather than installing a new addition.
2. Protect architectural details and features that contribute to the character of the building during the course of constructing the addition.
3. Construct a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed.
4. Locate an attached exterior addition at the rear or on inconspicuous side of a historic building; and limit its size and scale in relationship to the historic building.
5. Design new additions in a manner that clearly distinguishes historic and non-historic features.
6. Design additional stories, when required for a new use that are set back from the wall plane and are as inconspicuous as possible when viewed from the street.

Not Recommended

1. Expanding the size of a historic building by constructing a new addition when the new use could be met by altering non-character-defining interior spaces.
2. Attaching a new addition so that the character-defining features of the historic building are obscured, damaged, or destroyed.
3. Designing a new addition so that its size and scale are out of proportion to the historic building, thus, diminishing its historic character.
4. Duplicating the exact form, material, style, and detailing of the historic building in the new addition so that the new work appears to be part of the historic building.
5. Imitating a historic style or period of architecture in new additions, especially those used for contemporary uses.
6. Designing and constructing new additions that result in the diminution or loss of the historic character of the resource, including its design, materials, workmanship, location, or setting.
7. Using the same wall plane, roof line, cornice height, materials, siding lap or window type to make additions appear to be part of a historic building.
8. Adding height to a building that changes its scale and character. Changes in height should not be visible when viewing the principal facades.

Staff Approval Guidelines

Additions that meet all of the following conditions can be approved by staff:

Addition to historic building is sited in the rear yard and does not front on two or more streets;

Do not exceed 1-story in height and 300 sq. ft. area;

Utilizes materials and textures consistent with the principal building;

Window openings are of the same proportion as the nearest windows on the principal building;

Existing window and door openings that will be enveloped by the addition are retained and not modified.

Board Approval Guidelines

Plans that propose adding floors to buildings are inappropriate and are unlikely to be approved.

Exhibit 2 City of Gainesville Code of Ordinances Sec. 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)

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 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.

PROJECT TYPE: Addition Alteration Demolition New Construction Relocation

PROJECT LOCATION:

Historic District: NORTH EAST RESIDENTIAL HISTORIC DISTRICT
site Address: 621 N.E. 5th TERRACE
Tax Parcel # 12337-000-000

OWNER

MIKE & MICHELE JAFFEE
Owner(s) Name

APPLICANT OR AGENT

JAY REEVES
Applicant Name

Corporation or Company

621 N.E. 5th Terrace
Street Address

Corporation or Company

Street Address

GAINESVILLE, FL. 32601
City State Zip

City State Zip

210-722-0463
Home Telephone Number

Home Telephone Number

Cell Phone Number

—

Cell Phone Number

352-284-4399

Fax Number

—

Fax Number

E-Mail Address

—

E-Mail Address

JAY.REEVES@JAYREEVES.COM

TO BE COMPLETED BY CITY STAFF

Fee: \$ 115.75

(PRIOR TO SUBMITTAL AT PLANNING COUNTER)

EZ Fee: \$ 57.88

HP # 16-63 & 16-64

Staff Approval—No Fee (HP Planner initial _____)

Contributing Y N _____

Single-Family requiring Board approval (See Fee Schedule)

Zoning RSF-3

Multi-Family requiring Board approval (See Fee Schedule)

Pre-Conference Y _____ N

Ad Valorem Tax Exemption (See Fee Schedule)

Application Complete Y N _____

After-The-Fact Certificate of Appropriateness (See Fee Schedule)

Received By Jason Simmons

Account No. 001-660-6680-3405

Date Received 6/27/16

Account No. 001-660-6680-1124 (Enterprise Zone)

Account No. 001-660-6680-1125 (Enterprise—Credit)

Request for Modification of Setbacks

Y _____ N

RECEIVED
STAMP

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.

PHASE 1 OF PROJECT, NEW MASTER BATH & CLOSET TO REPLACE EXISTING, REDUCE MASTER BEDROOM SIZE. INTERIOR ONLY.

PHASE 2 - GUEST HOUSE ADDITION TO EXIST GARAGE AT REAR OF HOUSE 400 SQ. FT. 20X20, MATCH GABLE ROOF, MATCH BRICK, HARDI PLANK SIDING, MARVIN INTEGRITY WINDOWS. 1-BEDROOM/1 BATH/ LIVING-WET BAR.

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.

ARCHITECTURAL SHINGLE ROOF - NEW WHOLE STRUCTURE. REPLACE WOOD GARAGE DOOR W/ METAL PANELED. MATCH BRICK AT WEST FACE. REPLACE SIDING W HARDI-SHIP LAT / BUILDING 30% HARDI CURRENTLY. MARVIN INTEGRITY NEW WINDOWS - FIBERGLASS FRENCH DOORS. MATCH APPEARANCE OF EXISTING GARAGE.

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.

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.

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 POSED 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 Muelen K. Joffe 6/27/16 Date
Applicant or Agent _____ Date

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 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"/>
<ul style="list-style-type: none"> • 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 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

Operator: Ellen Bailey

Receipt no: 56988

Item	Description	Account No	Payment	Payment Reference	Paid
HP-16-00063 00621 NE 5TH TER	Cert of Appropriateness - Single Family/Accessory	001-660-6680-3405	CHECK	5801	\$57.88
Total:					\$57.88

Transaction Date: 06/28/2016

Time: 16:17:10 EDT



CITY OF GAINESVILLE

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) 12337-000-000 (Attach legal description)

Address of property: Street 621 N.E. 5th TERRACE

City GAINESVILLE County ALACHUA 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 * () 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 NORTH EAST 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 HISTORIC PRESERVATION BOARD

Mailing Address 306 B N.E. 6th AVE

City GAINESVILLE State FLORIDA Zip Code 326

Telephone Number (352) 334-5023

2. Type of request:

- () 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 MIKE & MICHELLE JAFFEE

Mailing Address 621 N.E. 5th TERRACE

City GAINESVILLE State FL. Zip Code 32601

Daytime Telephone Number (352) 210-722-0463

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

Property Identification Number 12337-000-000

Property Address 621 NE 5th TERRACE

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.

Michelle K. Jaffee Michelle Jaffee 6/27/16
Name Signature Date

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:

Date of Construction CA 1938 Date(s) of Alteration(s) 1980's - KITCHEN/BATHS

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

6. Statement of Significance:
CALIFORNIA MONTEREY STYLE BRICK 2-STORY

7. Photographs and Maps:

Attach Photographs and Maps to Application

Property Identification Number 12337-000-000

Property Address 621 N.E. 5th Terrace.

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

1. Use(s) before improvement: RESIDENCE / GARAGE
2. Proposed use(s): RESIDENCE / GARAGE / GUEST HOUSE

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.

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

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

Property Identification Number 12337-000-000

Property Address 621 N.E. 5th TERRACE

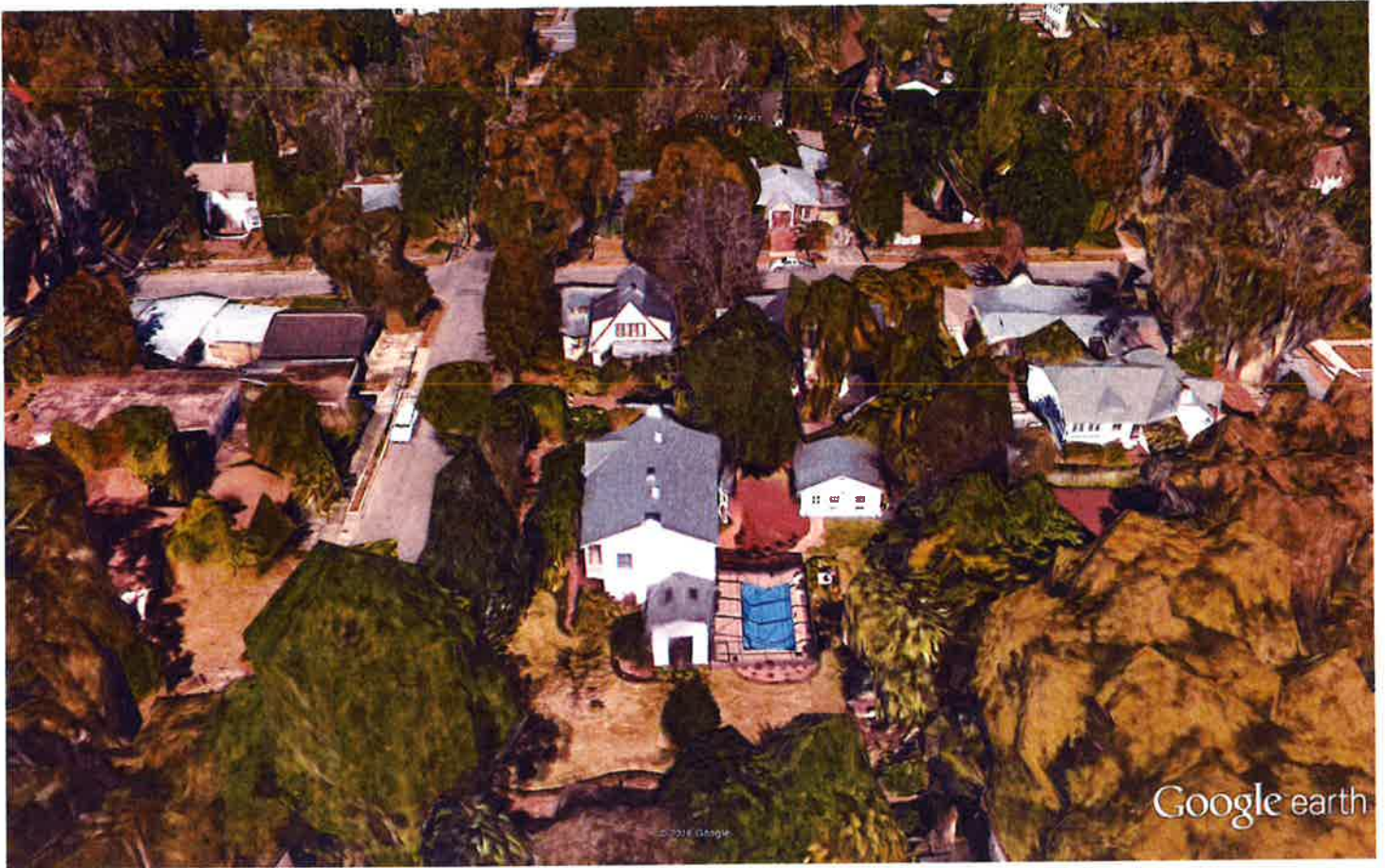
The () Local Historic Preservation Office () Division, has reviewed Part 1 (Preconstruction Application) of the Historic Preservation Property Tax Exemption Application for the above named property and hereby:

- 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 7/19/16



Google earth

feet
meters





217 NE 16 Terrace

© 2016 Google

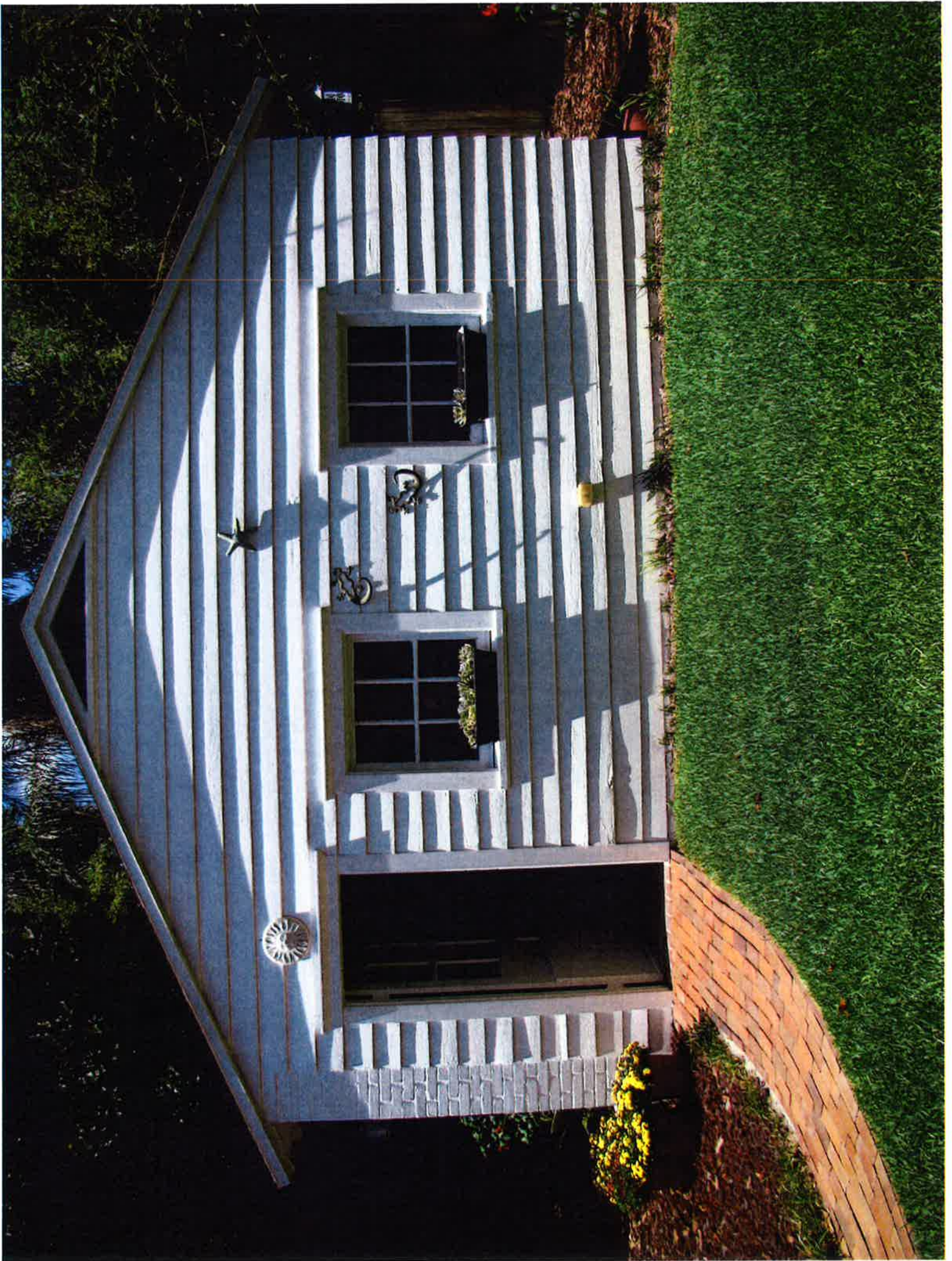
Google

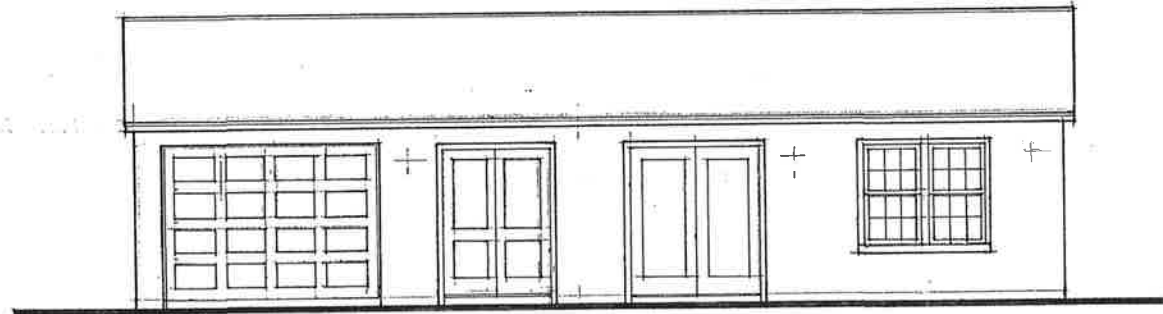
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1995

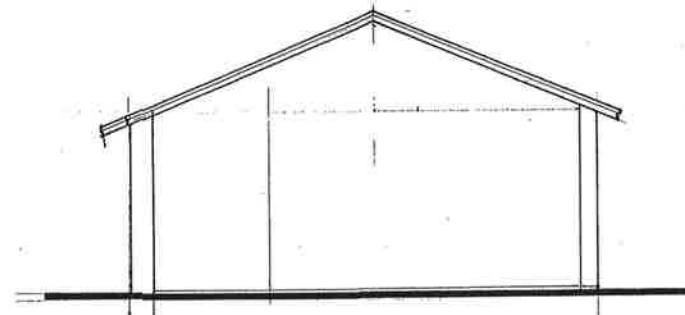




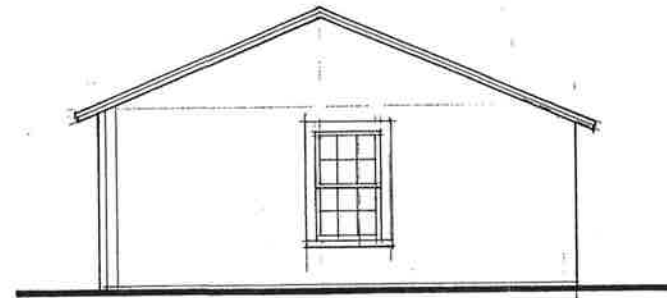




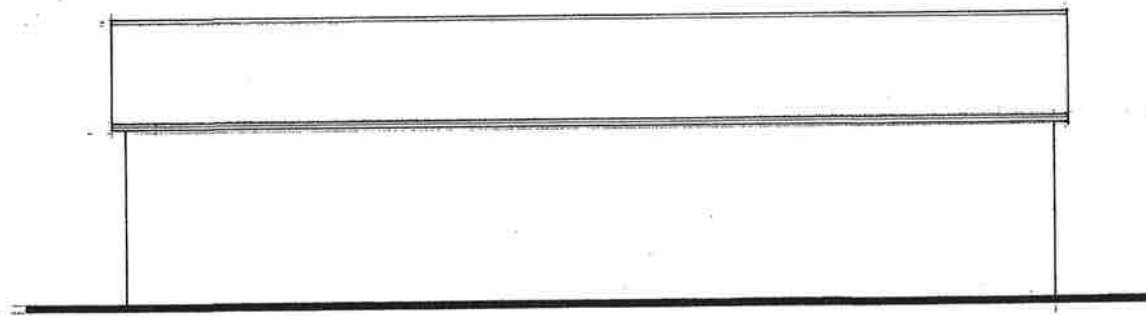
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NORTH ELEVATION

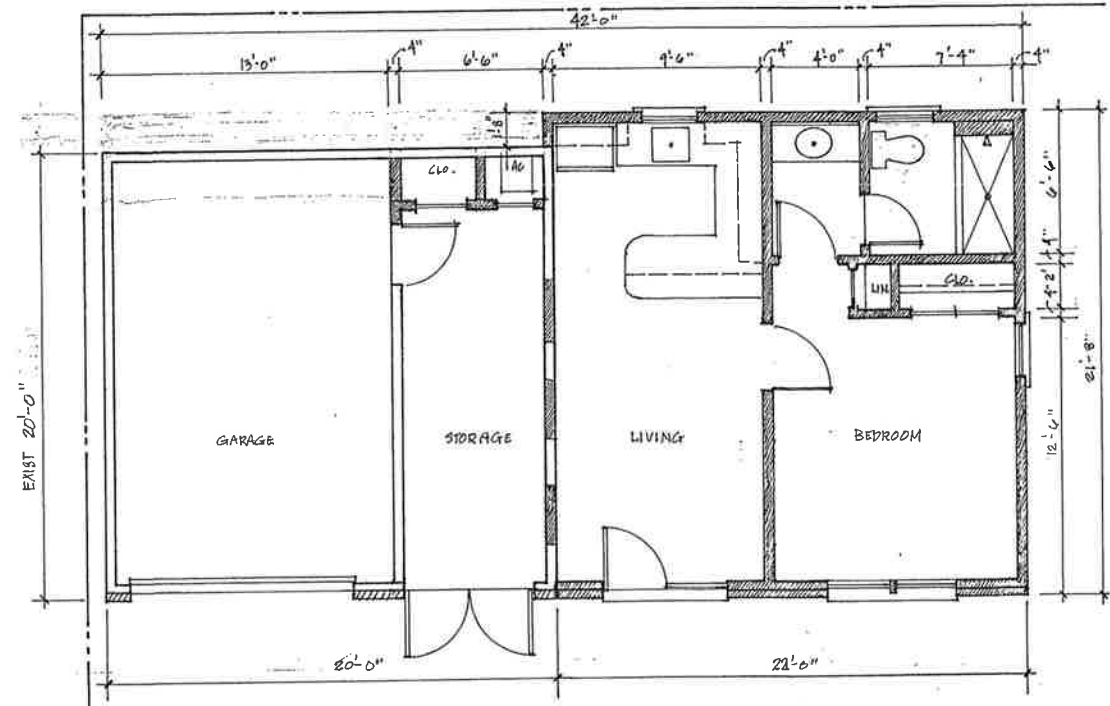


SOUTH ELEVATION

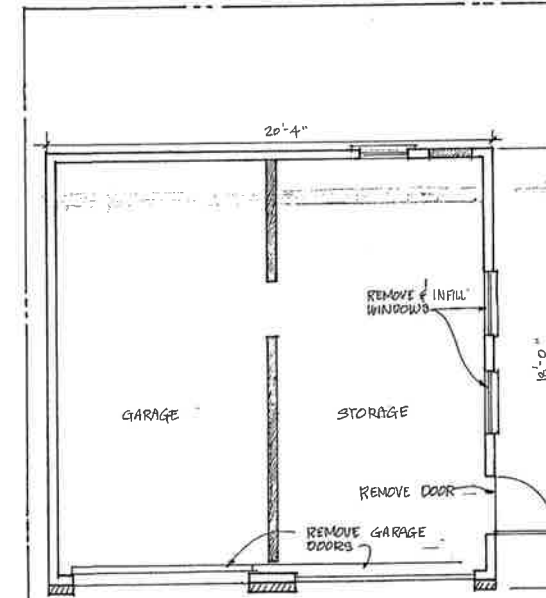


EAST ELEVATION

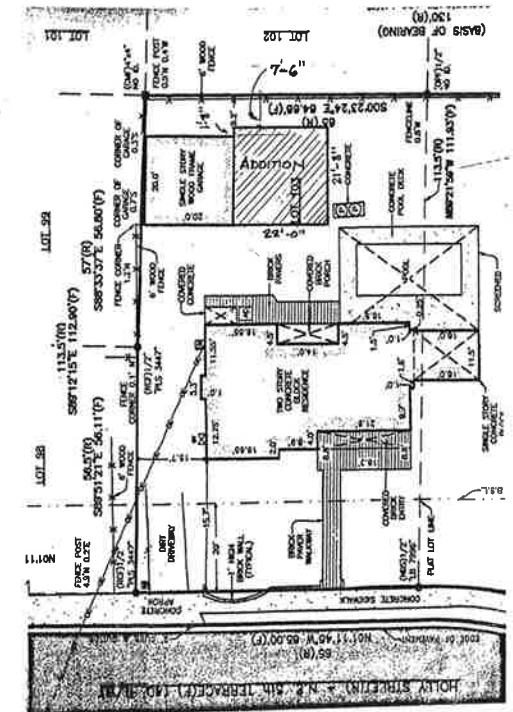
EXHIBIT
4



PROPOSED PLAN WITH ADDITION



EXISTING PLAN
EXISTING GARAGE

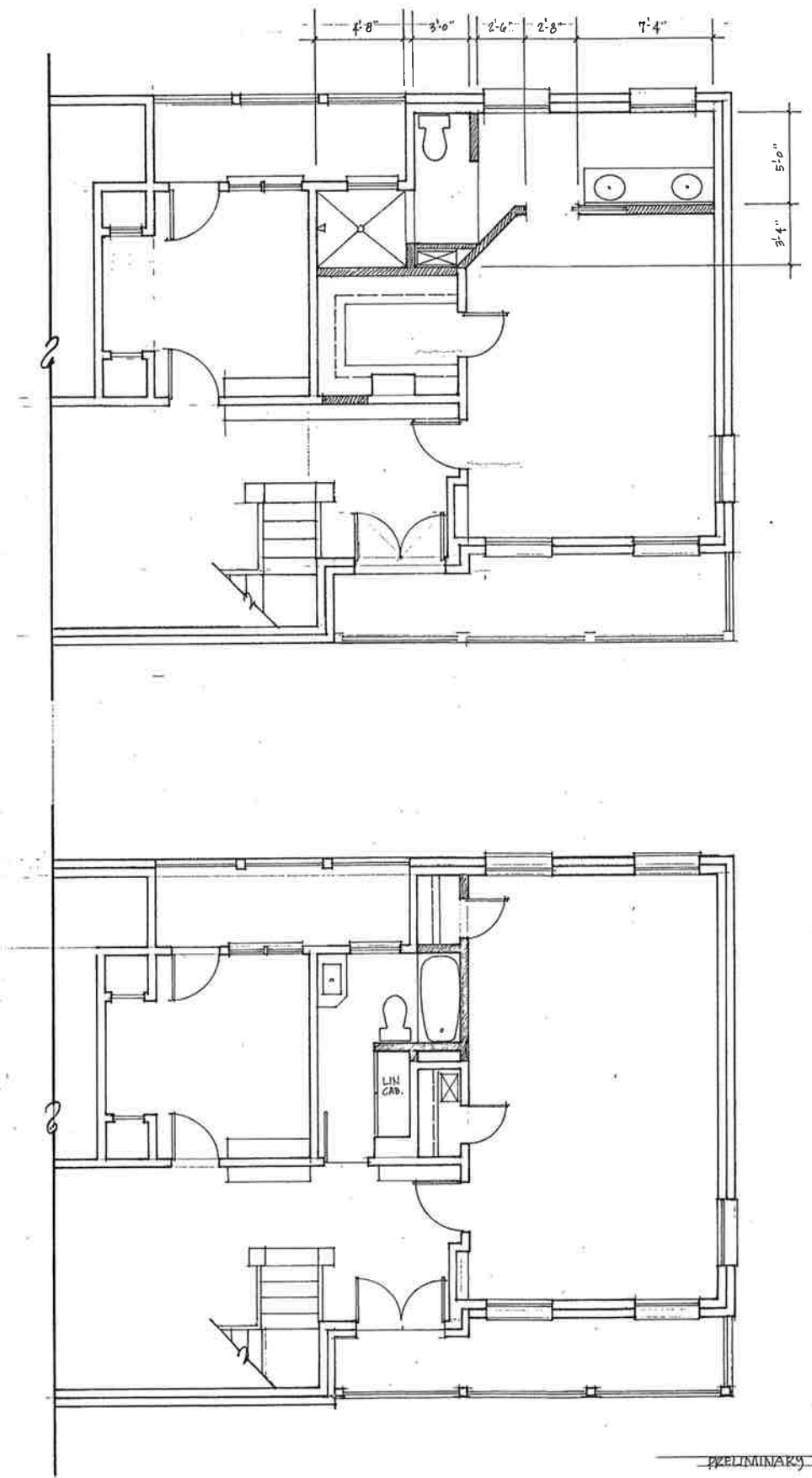


JAY REEVES & ASSOCIATES, INC.
ARCHITECTS AND DESIGNERS
725 NORTHEAST 1ST STREET
GAINESVILLE, FLORIDA 32601
WWW.JAYREEVES.COM
PHONE 352.371.3205

GUEST QUARTERS GARAGE ADDITION
MIKE & MICHELLE JAFFEE
621 NE 5TH TERRACE
GAINESVILLE, FLORIDA 32601

PLANS & ELEVATIONS

A-2



PRELIMINARY 6-11-16

INTERIOR RENOVATIONS FOR
 MIKE & MICHELLE JAFFEE
 621 NE 5TH TERRACE
 GAINESVILLE, FLORIDA 32601

PLANS & ELEVATIONS

A-1

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