

Permitting at a Glance...

Permit processing varies from 2 to 4 weeks depending upon current volume. Staff will contact you once the permit has been issued.

Maintain a record of your permit application number for future references or inquiries.

Inform staff of any change in address or phone number.

Always provide 2 complete sets of all plans / documentation with your permit application.

Fast Track Permitting (Priority Handling) is available for an additional fee.

Fast Track permit applications are accepted Monday through 4:00 PM Friday. Complete permit applications are issued by Wednesday, Thursday or Friday of the following week.

A detailed site plan is required for additions, sheds, screen rooms, carports, decks, etc.

Properties located in a Historic District will need to obtain a Certificate of Appropriateness (COA) prior to applying for a permit. Visit the 2nd floor Planning Division, Room 220 for more information. See adjacent map.

A Zoning Compliance Permit (ZCP) is required prior to applying for an Occupancy or Change of Use permit. Visit the 1st floor Planning counter for more information.

Inspection requests are accepted daily with a 4:00PM cut off time for the following day's work schedule.

Handwritten notes:
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 non-contributing incorrect under Ordinance 30
 AS IT TENDS TO FOLLOW IN
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 SO AS IT TENDS TO FOLLOW IN
 ASKED "WHAT IS THE DIFFERENCE BETWEEN NON-CONTRIB AND CONTRIBUTING"
 THE DIFFERENCE IS THAT NON-CONTRIB IS NOT IN THE HISTORIC DISTRICT

QUOTE FROM "Permitting at a Glance" (the largest info. poster on the wall where we apply for permits)

"Properties located in a Historic District will need a COA PRIOR to applying for a Permit." THIS IS FALSE. only contributing structures do

1 WAS TOLD BY DEE HENDRIX "THERE IS VIRTUALLY NO DIFFERENCE." - ALSO I WAS TOLD WINDOWS ARE ATTACHMENTS. FALSE

LAND DEVELOPMENT CODE

§ 30-112

cate of appropriateness for demolition in conjunction with new construction, the applicant must file a development plan or apply for a building permit prior to receiving a demolition permit.

Ad valorem tax exemption for historic properties. Historic properties may be eligible for an exemption from ad valorem taxes resulting from an increase in value as specified by the provisions of section 25-61 et seq. of the City of Gainesville Code of Ordinances.

Demolition by neglect. The intent of this section of the land development code is to stop the continuing deterioration of historic properties and neighborhoods through application of chapters 13 and 16 of the code of ordinances.

1. The historic preservation board may, on its own initiative, file a formal complaint with the codes enforcement division requesting repair or correction of defects to any designated structure so that it is preserved and protected.
2. The code enforcement division shall provide written notice to the staff member assigned to the historic preservation board of any minor or major housing code violation for a building or structure that is either listed on the national or local historic register or is a contributing structure to either a nationally or locally designated historic district.
3. The code enforcement office shall provide written notice to the staff member assigned to the historic preservation board of a determination that a building or structure that is either listed on the national or local historic register or is a contrib-

DOES NOT APPLY TO NON-CONTRIBUTING

so... everything below does not apply either!

uting structure to either a nationally or locally designated historic district is "dangerous," as defined by section 16-17 of the code of ordinances.

4. Upon receipt of this notice, the city manager or designee is authorized to access these properties accompanied by a code enforcement officer to assess the damage that formed the basis for the decision to find the building "dangerous." The assessment will be presented to the historic preservation board, which shall be allowed to appeal the determination to the board of adjustment pursuant to section 16-27 of this code and present evidence against the determination that the building is "dangerous".

Certificate of appropriateness required.

- a. A certificate of appropriateness must be obtained before making certain alterations, described below as regulated work items, to contributing structures within a local register district and structures listed individually on the local register.
- b. For each of the regulated work items listed below, the following applies:
 1. *Ordinary maintenance.* If the work constitutes ordinary maintenance as defined in this chapter, the work may be done without a certificate of appropriateness.
 2. *Staff approval.* If the work is not ordinary maintenance, but will result in the original appearance as defined in this chapter, or meet the design standards in the preservation design and procedure manual for existing historic/cultural resources on file in the department of community development, the

certificate of appropriateness may be issued by the city manager or designee.

- 3. *Historic preservation board approval.* If the work is not ordinary maintenance and will not result in the original appearance, and cannot be approved by the city manager or designee, a certificate of appropriateness must be obtained from the historic preservation board before the work may be done.
- c. The following are regulated work items:
- 1. *Abrasive cleaning.* Cleaning of exterior walls by blasting with abrasive materials.
 - 2. *Awnings or canopies.* Installation or removal of wood or metal awnings or wood or metal canopies.
 - 3. *Decks.* Installation of all decks above the first-floor level and/or on the front of the structure.
 - 4. *Exterior doors and door frames.* Installation of an exterior door or door frame, or the infill of an existing door opening.
 - 5. *Exterior walls.* Installation or removal of any exterior wall, including the enclosure of any porch or other outdoor area.
 - 6. *Fencing.* The installation or relocation of wood, chainlink, masonry (garden walls) or wrought iron fencing, or the removal of masonry (garden walls) or wrought iron fencing.
 - 7. *Fire escapes, exterior stairs and ramps for the handicapped.* The installation or removal of all fire escapes, exterior stairs or ramps for the handicapped.
 - 8. *Painting.* Painting unpainted masonry, including stone, brick, terracotta and concrete.

- 9. *Porch fixtures.* Installation or removal of railings or other wood, wrought iron or masonry detailing.
- 10. *Roofs.* Installation of new materials, or removal of existing materials.
- 11. *Security grilles.* Installation or removal of security grilles, except that in no case shall permission to install such grilles be completely denied.
- 12. *Siding.* Installation of new materials, or removal of existing materials.
- 13. *Skylights.* Installation or removal of skylights.
- 14. *Screen windows and doors.* Installation of screen windows or screen doors.
- 15. *Windows and window frames.* Installation of a window or window frame or the infill of an existing window opening.

d. In addition to the foregoing, a certificate of appropriateness must be obtained from the historic preservation board to:

- 1. Erect a new building, structure, fence or parking lot within a district listed on the local register.
- 2. Demolish a building, structure or object listed individually on the local register, or designated as contributing to a district listed on the local register.
- 3. Relocate a building, structure or object listed individually on the local register, or designated as contributing to a district listed on the local register.
- 4. Increase the size of a noncontributing structure within a district listed in the local register by constructing an addition, adding an additional floor, or en-

Meaning for all other structures in a historic district which are non-contributing.

none of these apply to me.

I WAS FALSELY TOLD A WINDOW IS AN ATTACHMENT.

closing one or more porches, carports or any other architectural features that will increase the size of the structure or change the roof form.

} does not apply to me.

(6) *Criteria.*

- a. *Generally.* The decision on all certificates of appropriateness, except those for demolition or relocation, shall be guided by the Secretary of the Interior's Standards for Rehabilita-

Comprehensive plan or comprehensive development plan means the City of Gainesville 1991-2001 Comprehensive Plan adopted by the city commission, and all amendments thereto.

Concurrency means the necessary public facilities and services to maintain the level of service standards adopted in the plan are available when the impacts of development occur.

Concurrency determination means a document issued by the director of the community development department, or designee, stating that there appears to be sufficient public facility capacity so that designated levels of service shall be adequate for the project for which the concurrency determination is issued. A concurrency determination reserves no public facility capacity and is in no way binding on the city.

Concurrency management system means the procedures and processes utilized by the city to determine that development orders, when issued, will not result in the reduction of the level of service standards adopted in the plan.

Consolidated apartment management office means an office within the boundaries of a special area plan providing residential rental services for apartments including, at a minimum, the management of apartments on the same property as the office, and including customary services such as apartment search and referral, provision of maintenance services, and lease transaction, limited to apartments or property within the boundaries of the same special area plan.

Contributing properties means properties located in a local register of historic places district which meet the following criteria:

- (1) The property is one which, by its location, design, setting, materials, workmanship, feeling and association, adds to the district's sense of time and place and historical development.
- (2) A property should not be considered contributing if the property's integrity of location, design, setting, materials, workmanship, feeling and association have been

so altered by man or physical deterioration that the overall integrity of the property has been irretrievably lost.

- (3) Ordinarily structures that have been built within the past 50 years shall not be considered to contribute to the significance of a district unless a strong justification concerning their historical or architectural merit is given or the historical attributes of the district are considered to be less than 50 years old.

Corner clearance (Z) means the distance measured along the street right-of-way line from the intersection of the street right-of-way lines to the nearest edge of the driveway.

Corporate offices means establishments in which the on-site activities are limited to personnel, accounting, market development, inventory control, data processing, planning and management services, regardless of the actual primary business of the corporation. There shall be no warehousing or outside storage. These offices do not have to be incorporated.

Corporate park means any single development or recorded plat located within the corporate park district.

Crown means the main mass of branching of a plant above ground.

Crown spread means the branching distance measured across the greatest diameter of a crown.

Cul-de-sac means a street which terminates at one end with vehicle turnaround facilities at the end.

Curb or curblin means the inside vertical face of a masonry curb, the centerline of a valley gutter, or the edge of the pavement where no curb or gutter exists.

Curb transition (T) means the sloped area of drop curb design.

Dangerous person means a person who:

- (1) Has charges of an illegal act of violence pending against himself/herself or is confined pending resolution of his/her competency to stand trial for such an act;

Sec. 25-62. Definitions.

The following words and phrases, when used in this article, shall have the following meanings:

Contributing property shall mean a building, site, structure, or object which adds to the historical architectural qualities, historic associations, or archaeological values for which a district is significant because

- (a) It was present during the period of significance of the district and possesses historic integrity reflecting its character at that time;
- (b) It is capable of yielding important information about the period; or
- (c) It independently meets the National Register of Historic Places criteria for evaluation set forth in 36 CFR part 60.4 or in Section 30-112 of the Land Development Code for the City of Gainesville Local Register of Historic Places.

Eligible improvement shall mean changes to the interior and/or exterior condition of real property brought about by the expenditure of labor or money for the restoration, renovation or rehabilitation of such property. Improvements include additions and accessory structures (i.e., a garage) necessary for efficient contemporary use.

Eligible property shall mean a site, building, structure or object that, at the time an exemption is granted, is, and is certified to the city commission by the Historic Preservation Division to be

- (a) Individually designated on the National Register of Historic Places;
- (b) A contributing property in a national register listed historic district;
- (c) Designated as a historic property or landmark under the provisions of the City of Gainesville historic preservation ordinance; or
- (d) A contributing property in a historic district designated under the City of Gainesville historic preservation ordinance.

Government or nonprofit purpose shall mean at least sixty-five (65) percent of the useable space of a historic building is occupied or used by an agency of the federal, state or local government or nonprofit corporation whose articles of incorporation have been filed by the Department of State in accordance with F.S. § 617.0125.

Preservation exemption covenant shall mean the historic preservation property tax exemption covenant paralleling Florida DOS Form No. HR3E111292 which indicates that the owner agrees to maintain and repair the historic property so as to preserve the architectural, historical, or archaeological integrity of the property during the exemption period.

Regularly and frequently open to the public shall mean public access to the property is provided not less than fifty-two (52) days a year on an equitably spaced basis, and at other times by appointment. The owner may charge a reasonable nondiscriminatory admission fee.

Renovation or rehabilitation shall mean the act or process of returning a historic property or portion thereof that is of historical or architectural significance to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, cultural and archeological values. For historic properties or portions thereof that are of archaeological significance or are severely deteriorated, *renovation or rehabilitation* shall mean the act or process of applying measures designed to sustain and protect the existing form and integrity of a property, or reestablish the stability of an unsafe or deteriorated property while maintaining the essential form of the property as it presently exists.

Restoration shall mean the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later

work or by the replacement of missing earlier work.

(Ord. No. 950480, § 1, 8-28-95)

30-112. Historic preservation/conservation.

(a) *Findings.* The city commission hereby finds as follows:

- (1) There are located within the city districts, sites, buildings, structures, objects and areas, both public and private, which are reminders of past eras, events and persons important in local, state or national history, or which provide significant examples of architectural styles of the past, or which are unique and irreplaceable assets to the city and its neighborhoods, or which provide for this and future generations examples of the physical surroundings in which past generations lived;
- (2) In recognition of these assets, the city has recently adopted the 1991-2001 Comprehensive Plan which includes a historic preservation element;
- (3) The historic preservation element of the comprehensive plan by reference includes a survey of historic and cultural resources which has been adopted;
- (4) Through this and other dedicated efforts of local public and private groups and individuals, the value of a district and several sites, buildings, structures, objects and areas, both public and private, has been recognized by their inclusion in the National Register of Historic Places, the state inventory maintained by the division of archives, history and records management, department of state, the city's survey of cultural resources, and/or the county architectural survey; however, many other resources remain unidentified;
- (5) The recognition, protection, enhancement and use of such resources is a public purpose and is essential to the health, safety, morals and economic, educational, cultural and general welfare of the public, since these efforts result in the enhancement of property values, the stabilization of neighborhoods and areas of the city, the increase of economic benefits to the city and its inhabitants, the promotion of local interest, the enrichment of human life in its educational and cultural dimensions, serving spiritual as well as material needs, and the fostering of civic pride in the beauty and noble accomplishments of the past;
- (6) It is the policy of the city to encourage beautification and general improvement of and cleanliness within the city by requiring the installation of appropriate landscaping which will enhance the community's ecological, environmental and aesthetic qualities and which will preserve the value of the property;
- (7) The city has for many years exerted efforts in an attempt to encourage redevelopment of the original center of the city and continues to do so;
- (8) The city commission desires to take advantage of all available state and federal laws and programs that may assist in the development of the city;
- (9) The federal government has established a program of matching grants-in-aid for projects having as their purpose the preservation for public benefit of properties that are significant in American history and architecture;
- (10) There are other federal programs providing monies for projects involving the rehabilitation of existing districts, sites, buildings, structures, objects and areas;
- (11) The policy of the city is to conserve the existing housing stock and extend the economic life of each housing unit through the rehabilitation of such units under housing and neighborhood development programs in selected areas;
- (12) The city, in applying for block grant funds under the Housing and Community Development Act of 1974, must comply with the requirements of several federal laws relating to the protection of historical, architectural, archaeological and cultural resources

as part of the environmental review process;

(13) Inherent in the enactment and implementation of these federal mandates is the policy of the United States government that the spirit and direction of the nation are founded upon and reflected in its historic past; that the historical and cultural foundations of the nation should be preserved as a living part of our community life and development in order to give a sense of orientation to the American people; that in the face of the ever-increasing extensions of urban centers, highways, and residential, commercial and industrial developments, the present governmental and nongovernmental programs and activities are inadequate to ensure future generations a genuine opportunity to appreciate and enjoy the rich heritage of our nation;

(14) It is the will of the people of the state as expressed in Article II, section 7 of the 1968 Constitution, that the state's natural resources and scenic beauty be conserved and protected; and

(15) It is the will of the state legislature, as expressed in F.S. Ch. 267, that the state's historic sites and properties, buildings, artifacts, treasure troves and objects of antiquity, which have scientific or historical value, or are of interest to the public, be protected and preserved.

(b) *Purpose.* In recognition of these findings, the purpose of this chapter is to promote the health, morals, economic, educational, aesthetic, cultural and general welfare of the public through:

(1) The identification, protection, enhancement, perpetuation and use of districts, sites, buildings, structures, objects and areas that are reminders of past eras, events and persons important in local, state or national history, or which provide significant examples of architectural styles of the past, or which are unique and irreplaceable assets to the city and its neighborhoods, or which provide this and future generations examples of the physical surroundings in which past generations lived;

(2) The enhancement of property values, the stabilization of neighborhoods and business centers of the city, the increase of economic and financial benefits to the city and its inhabitants, and the promotion of local interests;

(3) The preservation and enhancement of varied architectural styles, reflecting the city's cultural, social, economic, political and architectural history; and

(4) The enrichment of human life in its educational and cultural dimensions in order to serve spiritual as well as material needs by fostering knowledge of the living heritage of the past.

(c) *Violations; penalties; stop work orders.* Any person failing to comply with any of the provisions of this section shall be subject to punishment as provided in section 1-9 of the Code of Ordinances. In addition, a stop work order shall be issued by the code enforcement official in any case where work has commenced, or preparation for work has commenced, which requires a certificate of appropriateness under subsection 30-112(d)(5) and where no such certificate has been obtained. The stop work order shall be issued to the property owner, the occupant or any person, company or corporation commencing work or preparation for work in violation of this section. The stop work order shall remain in full force and effect until a certificate of appropriateness has been obtained and posted on the property, or it has been determined by the historic preservation board that no certificate of appropriateness is required.

(d) *Local register of historic places.*

(1) *Creation.* A local register of historic places is hereby created as a means of identifying and classifying various sites, buildings, structures, objects and districts as historic and/or architecturally significant. The local register will be kept by the city manager or designee.

(2) *Placement of sites, buildings, districts, etc., on local register--Initiation.* Placement of sites, buildings, structures, objects or districts on the local register may be initiated by the city commission or the historic preservation board. In addition, placement may be initiated by the owner of the site, building, structure, object or area; or, in the case of a district, by the owner of a site, building, structure, object or area within the proposed district.

(3) *Procedure.*

a. The following procedure shall be followed for placement of sites, buildings, structures, objects, areas and districts on the local register:

1. An appropriate nomination form shall be completed by the applicant and returned to the department of community development. Nomination forms shall be available at the department of community development.

2. Upon receipt of a completed nomination form, including necessary documentation, the city manager or designee shall place the nomination on the agenda of the next regularly scheduled meeting of the historic preservation board. If the next regularly scheduled meeting of the board is too close in time to allow for the required notice to be given, the nomination shall be placed on the agenda of the succeeding regularly scheduled meeting.

3. Adequate notice of the board's consideration of the nomination shall be provided to the public at large, and to the owners of the nominated property(ies), at least 15 days in advance of the meeting at which the nomination will be considered by the board.

4. The historic preservation board shall, within 90 days from the date of the meeting at which the nomination is first on the board's agenda, review the nomination and write a recommendation thereon. The recommendation shall include specific findings and conclusions as to why the nomination does or does not meet the appropriate criteria for listing on the local register. The recommendation shall also include any owner's objection to the listing. If the nomination is of a district, the recommendation shall also clearly specify, through the use of maps, lists or other means, those buildings, objects or structures which are classified as contributing to the historical significance of the district.

5. The nomination form and the board's recommendation shall be sent to the city plan board. The nomination shall then be handled as any other rezoning and the procedure for amendments to the Land Development Code set forth in section 30-6 et seq. of this chapter shall be followed. From the date the board recommends the nomination to the city plan board until the city commission either approves or denies the amendment to the Land Development Code, or until one (1) year has elapsed, whichever shall occur first, no permit for the demolition or relocation of a structure nominated for individual listing on the local register or of a structure classified as contributing to the character of a district nominated for listing on the local register shall be issued unless the board follows the procedures and requirements for a certificate of appropriateness set forth in subsections 30-112(d)(5) through 30-112(d)(7) and finds that such a permit may be issued.

6. In order to be listed on the local register, a site, building, object, structure, or district must be determined to be significant and to possess integrity. To be significant, a building, object, structure, or district must

meet at least three of the criteria listed below, or, if approved by a six to nine vote of the historic preservation board, it must meet at least one of the criteria listed below. A site, building, object, structure, or district must possess integrity as defined by the National Park Service in National Register Bulletin #15: How to Apply the National Register Criteria for Evaluation. The quality of significance in American history, architecture, archaeology, engineering, and culture is present in a district, site, building, structure, or object when the district, site, building, structure, or object:

- i. Is associated with events that are significant to our local, state, or national history;
- ii. Embodies the distinctive characteristics of a type, period, or method of construction;
- iii. Represents the work of a master;
- iv. Possesses high artistic values; or
- v. Represents a significant and distinguishable entity whose components may lack individual distinction.

b. Nominations of individually listed properties to the local register of historic places by the city commission or the historic preservation board must have the consent of the property owner or must be approved with a six-sevenths vote of the city commission and a six-ninths vote of the historic preservation board.

c. Upon placement of a property or properties on the local register, the board shall cause this designation to be recorded in the official record books of the county.

d. Application may be made for the removal of a property from the local register, and the same procedure shall be employed as in the placement of a property or properties under this section. A property may be removed if the board makes a new and negative evaluation of the reasons for its original recommendation or for any other valid reason approved by the board.

(4) *Effect.*

a. *Certificate of historic significance.* The city manager or designee shall issue an official certificate of historic significance to the owner of properties listed individually on the local register or judged as contributing to the character of a district listed on the local register. The city manager or designee is additionally authorized to issue and place official signs denoting the geographic boundaries of each district listed on the local register.

b. *Modification of existing zoning requirements.* The listing of a building, structure, object, site or district on the local register of historic places shall modify the regulations and procedures set forth in chapter 30 to the extent stated in this article. To facilitate new construction, redevelopment, rehabilitation, or relocation of buildings or structures in historic districts or individually listed on the local register, the city manager or designated department head or the appropriate board within the development review process may determine dimensional requirements such as front, side and rear setbacks, building height, separation between buildings, floor area ratios, and maximum lot coverage for buildings and structures based on historic development patterns. Any change shall be based on competent demonstration by the petitioner of the following:

1. The proposed development will not affect the public safety, health, or welfare of abutting property owners or the district;

2. The proposed change is consistent with historic development, design patterns or themes in the historic district. Such patterns may include reduced front, rear and side yard setbacks, maximum lot coverage and large floor area ratios;
3. The proposal reflects a particular theme or design pattern that will advance the development pattern of the historic district; and
4. The proposed complies with utility, stormwater, access requirements and other requirements related to site design in the land development code.

Where the proposed modification would encroach into a side or rear yard setback that adjoins an existing lot, notice will be provided to the adjacent property owner. Staff or the appropriate reviewing board will document the basis for its decision. If staff makes the decision, it will provide a written determination on the complete modification request within 21 days of receiving the request. If the adjacent property owner objects to the encroachment in writing within 16 days of the date from which the notice was mailed, the request shall be referred to the board of adjustment, which shall review the request using the same standards in this section used by staff. If the decision is to be made by a board, the board shall hear the objection of the adjacent property owner as part of its public hearing. The remainder of the requirements, regulations and procedures set forth in this chapter shall remain applicable.

c. *Modification of building code requirements.* Structures and buildings listed individually on the local register or judged as contributing to the character of a district listed on the local register shall be deemed historic and entitled to modified enforcement of the standard codes where appropriate.

d. *Issuance of certificate of appropriateness.* No final approval of development plans as set forth in Article VII of chapter 30 shall be granted for any development which includes any of the actions specified in section 30-112(d)(5) of this article without the issuance of a certificate of appropriateness from the historic preservation board. A certificate of appropriateness is effective for one year from the date of approval. After one year, the applicant must reapply for a new certificate of appropriateness and will be subject to any changes in the historic preservation board's design guidelines that took effect during the intervening period.

e. *Issuance of building or demolition permits.* No building or demolition permit shall be issued for any of the actions specified in subsection 30-112(d)(5) without the issuance of a certificate of appropriateness from the historic preservation board, or a written statement from the board to the building official stating that no certificate of appropriateness is required. If the board issues a certificate of appropriateness for demolition in conjunction with new construction, the applicant must file a development plan or apply for a building permit prior to receiving a demolition permit.

f. *Ad valorem tax exemption for historic properties.* Historic properties may be eligible for an exemption from ad valorem taxes resulting from an increase in value as specified by the provisions of section 25-61 et seq. of the City of Gainesville Code of Ordinances.

g. *Demolition by neglect.* The intent of this section of the land development code is to stop the continuing deterioration of historic properties and neighborhoods through application of chapters 13 and 16 of the code of ordinances.

1. The historic preservation board may, on its own initiative, file a formal

complaint with the codes enforcement division requesting repair or correction of defects to any designated structure so that it is preserved and protected.

2. The code enforcement division shall provide written notice to the staff member assigned to the historic preservation board of any minor or major housing code violation for a building or structure that is either listed on the national or local historic register or is a contributing structure to either a nationally or locally designated historic district.

3. The code enforcement office shall provide written notice to the staff member assigned to the historic preservation board of a determination that a building or structure that is either listed on the national or local historic register or is a contributing structure to either a nationally or locally designated historic district is "dangerous," as defined by section 16-17 of the code of ordinances.

4. Upon receipt of this notice, the city manager or designee is authorized to access these properties accompanied by a code enforcement officer to assess the damage that formed the basis for the decision to find the building "dangerous." The assessment will be presented to the historic preservation board, which shall be allowed to appeal the determination to the board of adjustment pursuant to section 16-27 of this code and present evidence against the determination that the building is "dangerous".

(5) *Certificate of appropriateness required.*

a. A certificate of appropriateness must be obtained before making certain alterations, described below as regulated work items, to contributing structures within a local register district and structures listed individually on the local register.

b. For each of the regulated work items listed below, the following applies:

1. *Ordinary maintenance.* If the work constitutes ordinary maintenance as defined in this chapter, the work may be done without a certificate of appropriateness.

2. *Staff approval.* If the work is not ordinary maintenance, but will result in the original appearance as defined in this chapter, or meet the design standards in the preservation design and procedure manual for existing historic/cultural resources on file in the department of community development, the certificate of appropriateness may be issued by the city manager or designee.

3. *Historic preservation board approval.* If the work is not ordinary maintenance and will not result in the original appearance, and cannot be approved by the city manager or designee, a certificate of appropriateness must be obtained from the historic preservation board before the work may be done.

c. The following are regulated work items:

1. *Abrasive cleaning.* Cleaning of exterior walls by blasting with abrasive materials.

2. *Awnings or canopies.* Installation or removal of wood or metal awnings or wood or metal canopies.

3. *Decks.* Installation of all decks above the first-floor level and/or on the

front of the structure.

4. *Exterior doors and door frames.* Installation of an exterior door or door frame, or the infill of an existing door opening.

5. *Exterior walls.* Installation or removal of any exterior wall, including the enclosure of any porch or other outdoor area.

6. *Fencing.* The installation or relocation of wood, chainlink, masonry (garden walls) or wrought iron fencing, or the removal of masonry (garden walls) or wrought iron fencing.

7. *Fire escapes, exterior stairs and ramps for the handicapped.* The installation or removal of all fire escapes, exterior stairs or ramps for the handicapped.

8. *Painting.* Painting unpainted masonry, including stone, brick, terracotta and concrete.

9. *Porch fixtures.* Installation or removal of railings or other wood, wrought iron or masonry detailing.

10. *Roofs.* Installation of new materials, or removal of existing materials.

11. *Security grilles.* Installation or removal of security grilles, except that in no case shall permission to install such grilles be completely denied.

12. *Siding.* Installation of new materials, or removal of existing materials.

13. *Skylights.* Installation or removal of skylights.

14. *Screen windows and doors.* Installation of screen windows or screen doors.

15. *Windows and window frames.* Installation of a window or window frame or the infill of an existing window opening.

d. In addition to the foregoing, a certificate of appropriateness must be obtained from the historic preservation board to:

1. Erect a new building, structure, fence or parking lot within a district listed on the local register.

2. Demolish a building, structure or object listed individually on the local register, or designated as contributing to a district listed on the local register.

3. Relocate a building, structure or object listed individually on the local register, or designated as contributing to a district listed on the local register.

4. Increase the size of a noncontributing structure within a district listed in the local register by constructing an addition, adding an additional floor, or enclosing one or more porches, carports or any other architectural features that will increase the size of the structure or change the roof form.

(6) *Criteria.*

a. *Generally.* The decision on all certificates of appropriateness, except those for demolition or relocation, shall be guided by the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

and the following visual compatibility standards:

1. *Height.* Height shall be visually compatible with adjacent buildings.
 2. *Proportion of building, structure or object's front facade.* The width of building, structure or object to the height of the front elevation shall be visually compatible to buildings and places to which it is visually related.
 3. *Proportion of openings within the facility.* The relationship of the width of the windows in a building, structure or object shall be visually compatible with buildings and places to which the building, structure or object is visually related.
 4. *Rhythm of solids to voids in front facades.* The relationship of solids to voids in the front facade of a building, structure or object shall be visually compatible with buildings and places to which it is visually related.
 5. *Rhythm of buildings, structures, objects or parking lots on streets.* The relationship of the buildings, structures, objects or parking lots to open space between it and adjoining buildings and places shall be visually compatible to the buildings and places to which it is visually related.
 6. *Rhythm of entrance and porch projection.* The relationship of entrances and projections to sidewalks of a building, structure, object or parking lot shall be visually compatible to the buildings and places to which it is visually related.
 7. *Relationship of materials, texture and color.* The relationship of materials, texture and color of a parking lot or of the facade of a building, structure or object shall be visually compatible with the predominant materials used in the buildings to which it is visually related.
 8. *Roof shapes.* The roof shape of the building, structure or object shall be visually compatible with the buildings to which it is visually related.
 9. *Walls of continuity.* Appurtenances of a building, structure, object or parking lot such as walls, fences and landscape masses shall, if necessary, form cohesive walls of enclosure along a street, to ensure visual compatibility of the building, structure, object or parking lot to the building and places to which it is visually related.
 10. *Scale of building.* The size of the building, structure, object or parking lot; the building mass of the building, structure, object or parking lot in relation to open space; and the windows, door openings, porches and balconies shall be visually compatible with the buildings and places to which it is visually related.
 11. *Directional expression of front elevation.* A building, structure, object or parking lot shall be visually compatible with the buildings and places to which it is visually related in its directional character.
- b. *Criteria for relocations.* In addition to the guidelines provided in subsection c. below, concerning demolition, issuance of certificates of appropriateness for relocations shall be guided by the following factors:
1. The historic character and aesthetic interest the building, structure or object contributes to its present setting;
 2. Whether there are definite plans for the area to be vacated and what

the effect of those plans on the character of the surrounding areas will be;

3. Whether the building, structure or object can be moved without significant damage to its physical integrity; and

4. Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure or object.

c. *Demolition.* A decision by the historic preservation board approving or denying a certificate of appropriateness for the demolition of buildings, structures or objects other than those in the Pleasant Street Historic District shall be guided by:

1. The historic or architectural significance of the building, structure or object;

2. The importance of the building, structure or object to the ambience of a district;

3. The difficulty or the impossibility of reproducing such a building, structure or object because of its design, texture, material, detail or unique location;

4. Whether the building, structure or object is one of the last remaining examples of its kind in the neighborhood, the county or the region;

5. Whether there are definite plans for reuse of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be;

6. Whether reasonable measures can be taken to save the building, structure or object from collapse; and

7. Whether the building, structure or object is capable of earning reasonable economic return on its value.

d. *Demolition in Pleasant Street Historic District.* A decision by the historic preservation board approving or denying a certificate of appropriateness for the demolition of buildings, structures, or objects in the Pleasant Street Historic District shall be guided by:

1. The significance of the property. Significance concerns historic or architectural aspects of the building, structure, or object. A property shall be considered to be significant if it meets one the following criteria:

i. The property is located on an important street and within a cluster of historic buildings. Cluster of historic buildings is defined by the presence of three historic buildings adjacent to each other on the same block as the property proposed for demolition, either on the same side of the street, across the street, or on adjacent side street of the block containing the property. Important streets is defined as NW 2nd, 3rd, or 4th Street, NW 2nd, 3rd, or 4th Avenue, NW 4th or 6th Place, the 200--600 block of NW 1st Street, the 200--400 block of NW 7th Avenue, and the 300 block of NW 5th Avenue.

ii. The property is located on an important street or within a cluster of historic buildings, and meets one of the following criteria:

(A) It maintains its basic plan; additions, if any, were made to nonprominent elevations and porches were not enclosed.

(B) Its features are unique and there are few remaining occupied buildings of its type in the neighborhood.

(C) It is associated with an important person based on original ownership documentation contained in the nomination of Pleasant Street to the National Register of Historic Places.

iii. The property is not on an important street and not within a cluster of historic buildings, but it has been evaluated for its architectural quality and structural condition and merits preservation.

2. *Plans for redevelopment.* Demolition of historic building without definitive plans for redevelopment is discouraged. This factor evaluates the proposed reuse of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be.

3. *Condition of the building.* The historic preservation board will evaluate the structural integrity, weathertightness and the economic feasibility of rehabilitation based on the condition of the roof, foundation and walls as well as the cost of replicating features and details on the historic building in any proposal for new development, and will determine if reasonable measures can be taken to save the building, structure, or object from collapse. The applicant shall allow the city manager or designee to inspect the structure with reasonable notice.

e. *Consideration of economic impact on property owner.* If an owner claims that the decision of the historic preservation board will cause economic hardship, he or she may petition the board for a hearing to consider relevant evidence of hardship. The owner must submit all evidence to the city manager or designee within 60 days of the board's original decision. The hearing shall then be held at the next regular board meeting taking place at least 24 days after the evidence is submitted.

1. Relevant evidence includes the following:

i. A written estimate from a licensed engineer, contractor or architect with experience in rehabilitation of the cost of the proposed construction, or alteration, and a written estimate of any additional cost that would be incurred in order to comply with the recommendation of the historic preservation board. "Experience in rehabilitation" means work on certified rehabilitation projects where federal tax credits for historic preservation were received, or work on a building or structure in Florida which required a local certificate of appropriateness;

ii. A written report from a licensed engineer, contractor or architect with experience in rehabilitation as to the structural soundness of the subject structure and its suitability for rehabilitation. The report shall include detailed documentation (including scope of work, and cost of materials and labor) of the cost of complying with the recommendation of the historic preservation board;

iii. An independent written appraisal by an appraiser with competent credentials of the estimated market value of the property in its current condition; after completion of the proposed

construction, alteration, demolition, or removal; after any changes recommended by the historic preservation board; and, in the case of a proposed demolition, both after renovation of the existing property for continued use and after demolition and new construction (an appraiser must at least have a state license to be considered competent).

iv. In the case of a proposed demolition, an estimate from a licensed architect, contractor, certified appraiser or other professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property. Estimates of the proposed construction cost shall include the cost of replacing the historic structure with one of similar design and character-defining interior and exterior features; and

v. The amount paid for the property, the date of purchase and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer.

2. If the property is income-producing the historic preservation board may also consider the following information in determining economic hardship.

i. The annual gross income from the property for the previous two years; itemized operating and maintenance expenses for the previous two years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period.

ii. Reserved.

iii. All appraisals performed by a certified appraiser within the previous two years for the owner or applicant in connection with the purchase, financing or ownership of the property.

iv. Any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two years.

v. The assessed value of the property according to the two most recent assessments.

vi. The real estate taxes for the previous two years.

vii. The form of ownership or operation of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture or other.

viii. Any other information, including the income tax bracket of the owner, applicant or principal investors in the property, considered necessary by the preservation board to a determination as to whether the property does yield or may yield a reasonable return to the owners.

3. The historic preservation board shall review all the evidence presented at the public hearing and make a determination no later than 30 days after the hearing. The applicant must show by competent substantial evidence that the denial or conditional approval of the certificate of appropriateness or demolition permit has caused or will cause an economic hardship. If the board determines that the applicant has proved economic hardship, it must consider whether relief is available

that will not result in economic hardship and will provide minimal adverse effect to the historic building or structure. If found, the board may grant this relief, or grant the relief requested with conditions that ensure the minimum adverse effect and does not result in unreasonable economic hardship.

(7) *Procedure.*

a. *Application.* A person wishing to undertake any of the actions specified in subsection 30-112(d)(5) as requiring a certificate of appropriateness shall file an application for a certificate of appropriateness.

b. *Pre-application conference(s).*

1. The prospective applicant shall confer with the city manager or designee concerning the nature of the proposed action and requirements related to it. The city manager or designee shall advise the applicant of the nature and detail of the plans, designs, photographs, reports or other exhibits required to be submitted with the application. Such advice shall not preclude the historic preservation board from requiring additional material prior to making its determination in the case.

2. Following the conference with the city manager or designee, a pre-application conference shall be held with the historic preservation board if requested by the applicant.

c. *Referral to historic preservation board.* Upon receipt of a completed application and all required submittals and fees, the city manager or designee shall place the application on the next regularly scheduled meeting of the historic preservation board allowing for notice as required herein. Applications for certificates of appropriateness may be heard at specially called meetings of the historic preservation board provided all notice requirements are met. Upon mutual agreement between the applicant and the city manager or designee, the application may be set for hearing at a public meeting later than the next regularly scheduled meeting.

d. *Notice.* The city manager or designee shall give reasonable notice by placing a sign on the property at least ten days prior to the meeting at which the application is to be heard in a manner which complies with the public notice laws of the state. Written notice of the time and place of the meeting shall also be sent to the applicant and all persons or organizations filing written requests with the department of community development.

e. *Hearing(s).*

1. The hearing shall be held at the time and place indicated in the notice. All parties shall be given the opportunity to present evidence through documents, exhibits, testimony, or other means. All parties shall be given the opportunity to rebut evidence through cross-examination or other means.

2. The decision of the historic preservation board shall be made at the hearing, or no later than 45 days after said hearing. The time period for reaching a decision may be extended by mutual written agreement between the applicant and the historic preservation board. Such agreement may be made at any time within the 45-day period indicated, and may be subsequently extended. The historic preservation board shall make written findings and conclusions that specifically relate the criteria for granting certificates of appropriateness.

3. The department of community development shall record and keep records of all meetings. The records shall include the vote, absence, or abstention of each member upon each question, all official actions of the historic preservation board, and the findings and conclusions of the historic preservation board. All records shall be filed in the department of community development.

f. *Decision-making authority.* The historic preservation board shall use the criteria set forth in subsection 30-112(d)(6) of this chapter to review the completed application and accompanying submittals. After completing the review of the application and fulfilling the public notice and hearing requirements set forth above, the historic preservation board shall take one of the following actions:

1. Grant the certificate of appropriateness with an immediate effective date;
2. Grant the certificate of appropriateness with special modifications and conditions;
3. Grant the certificate of appropriateness with a deferred effective date, which date shall not exceed one year from the date of issuance;
4. Deny the certificate of appropriateness; or
5. Grant the certificate of appropriateness if the historic preservation board finds that the property cannot be put to a reasonable beneficial use without the approval of the proposed work; in the case of income-producing property, the historic preservation board shall, before making its decision, determine whether the applicant can obtain a reasonable return from the property without the approval of the proposed work.

g. *Action on denial or deferral.* Where the certificate is denied or issued with a deferred effective date, the historic preservation board shall take or promote the taking of an action desirable for the conservation or preservation of the structure, building, object or area. Such action shall include impressing the desirability of preservation and/or conservation upon the property owner and recommending to him various alternatives that would make the project acceptable.

h. *Effect of failure to decide within time limit.* Failure of the historic preservation board to act within the time limits established shall be deemed an approval of the application, and, upon request of the applicant, the building official shall issue any permit dependent upon the issuance of a certificate of appropriateness.

i. *Right to appeal.*

1. Any person aggrieved by a decision rendered by the historic preservation board may appeal the decision to the city commission within 14 days from the date the decision by the historic preservation board is reduced to writing and served by certified or registered mail, return receipt requested, to such person. The appeal shall be made by filing a written notice of appeal within the above-proscribed time period with the clerk of the city commission. The notice shall set forth concisely the decision appealed from and the reasons or grounds for the appeal.

2. The appeal shall be heard by the city commission at its next regular meeting, provided at least 14 days have intervened between the time of the filing of the notice of appeal and the date of such meeting. The city commission shall hear and consider all evidence and testimony placed before it, and shall render its decision promptly. The city commission may

affirm, amend or reverse the historic preservation board's decision. The decision of the city commission shall be reduced to writing and shall constitute final administrative review. Appeals from decisions of the city commission may be made to the courts as provided by law.

j. *Posting requirement.* No work for which a certificate of appropriateness is required may be undertaken unless a certificate of appropriateness authorizing the work is conspicuously posted on the property with appropriate building permits where the work is to be performed.

(8) *Emergency issuance of certificates of appropriateness.* The following procedure shall be used when the building official or designee determines that a building or structure listed on the Local Register of Historic Places or located within a district on the Local Register of Historic Places is in imminent danger of structural failure or collapse due to an event or events outside the control of the owner of the structure.

a. The building official or designee shall convene a meeting of an emergency committee which shall consist of the building official or designee, the city manager or designee and a member of the historic preservation board who is an architect, engineer or building contractor. Every reasonable measure shall be taken to notify the owner of the structure, as determined by the records of the Alachua County Property Appraiser. In addition, the property on which the structure is located shall immediately be posted with the time and place of the emergency meeting.

b. At the meeting, the building official or designee shall present evidence of the imminent danger of structural failure or collapse. The owner and members of the public shall be given the opportunity to present evidence.

c. If the majority of the emergency committee finds that the structure is in imminent danger of structural failure or collapse due to an event or events outside the control of the owner, it shall issue a certificate of appropriateness for work to secure the structure in an economically efficient manner that causes the least impact to the historic and architectural integrity of the building.

d. Actions taken by the emergency committee to preserve a structure in an emergency situation that deviate from the standards or practice of the historic preservation board shall not be considered a precedent for future actions of the board.

(e) *Establishment of a bed and breakfast use.* A special use permit for a bed and breakfast establishment may be obtained according to the procedures delineated in the Land Development Code, section 30-101, of the City of Gainesville.

(Ord. No. 3777, § 1, 6-10-92; Ord. No. 3994, §§ 2--4, 7-25-94; Ord. No. 4075, § 11, 5-8-95; Ord. No. 960693, §§ 1--6, 4-28-97; Ord. No. 970565, § 1, 3-23-98; Ord. No. 970743, § 1, 3-23-98; Ord. No. 980582, § 1, 1-11-99; Ord. No. 000901, § 1, 5-14-01; Ord. No. 021196, § 1, 7-28-03)

Cross references: Waiting period for issuance of demolition permit for historic structures, § 6-19; historic preservation/conservation district, § 30-79; historic preservation board, § 30-355.

Sec. 30-355. Historic preservation board.

- (a) *Creation.* There is hereby created and established a historic preservation board.
- (b) *Duties and authority.* It shall be the responsibility of the board to:
- (1) Update the official inventory of cultural resources and submit to the city commission recommendations and documentation concerning such updating.
 - (2) Develop programs to stimulate public interest in urban neighborhood conservation, to participate in the adaptation of existing codes, ordinances, procedures and programs to reflect urban neighborhood conservation policies and goals.
 - (3) Explore funding and grant sources and advise property owners concerning which might be available for the identification, protection, enhancement, perpetuation and use of historic, architectural, archaeological and cultural resources.
 - (4) Cooperate with agencies of city, county, regional, state and federal governments in planning proposed and future projects to reflect the concerns and policies expressed in this article, and assist in the development of proposed and future land use plans.
 - (5) Advise property owners and local governmental agencies concerning the proper protection, maintenance, enhancement and preservation of cultural resources.
 - (6) Advise the city commission concerning the effects of local governmental actions on cultural resources.
 - (7) Conduct regular public meetings and call special meetings.
 - (8) Otherwise further the objectives and purposes defined in subsection 30-112(b).
 - (9) Submit to the city commission for its approval, rules and procedures to be used by the board for implementation of the powers and duties consistent with the provisions of this chapter.
 - (10) Report to the city commission concerning the board's activities at least once a year.
 - (11) Review and recommend sites, buildings, structures, objects, areas and districts, both public and private, for listing on the local register for historic places.
 - (12) Approve or deny petitions for certificates of appropriateness required under subsection 30-112(c)(5).
 - (13) Notify the city manager who will take appropriate action when it appears that there has not been compliance with the requirements of subsection 30-112(c)(5).
- (c) *Composition; terms; vacancies.*
- (1) The board shall consist of nine (9) citizen members who shall be appointed by the city commission. All members of the board shall be residents of the city. One (1) member shall be a registered architect. The city commission shall, when possible, appoint a representative from each of the following areas of expertise:
 - a. History.
 - b. Real estate and/or real property appraisal and/or finance.
 - c. Urban planning and/or law.
 - d. Engineering and/or building construction.
 - e. Landscape architecture.

The city commission shall appoint additional persons from other segments of the community to complete the board appointments.

(2) After initial appointment, all appointments shall be made for a term of three (3) years. Members may be reappointed for consecutive terms, but service on the board may not exceed six (6) consecutive years. Reappointment may then occur after one (1) year of absence from the board.

(3) All members of the board shall be residents of the city.

(4) If a vacancy occurs, a new appointment shall be made by the city commission for the unexpired term.

(d) *Officers.* The board shall elect from its membership a chairperson and a vice-chairperson who shall serve for terms of one (1) year and who shall be eligible for reelection. The chairperson shall preside over the board and shall have the right to vote. In the absence or disability of the chairperson, the vice-chairperson shall perform the duties of the chairperson. The director of the department of community development or designee shall serve (ex officio) as secretary of the board but shall have no vote. Additional staff will be supplied as available.

(e) *Organization.*

(1) *Regular meetings.* The board shall hold regular meetings at least monthly.

(2) *Quorum.* No business shall be conducted by the board without the presence of a quorum of five (5) voting members.

(3) *Voting on certificates of appropriateness.* Approval or denial of petitions for certificates of appropriateness shall require the affirmative vote of at least four (4) voting members. If insufficient affirmative votes are obtained, a matter shall be tabled and placed on the agenda for the next following meeting. However, petitions for certificates of appropriateness shall be deemed automatically granted if not approved or denied within forty-five (45) days after the first meeting at which they were considered.

































































(4) *Rules.* The board shall adopt rules, as approved by the city commission, for the transaction of its business, which provide for the time and place of regular meetings and for the calling of special meetings. All meetings of the board shall be open to the public, and a public record shall be kept on the board's resolutions, proceedings and actions.

(5) *Special meetings.* The board shall hold special meetings called according to the rules and procedures adopted by the board. Notice in advance of the meeting shall be given to the clerk of the commission for dissemination to the news media.

(Ord. No. 3777, § 1, 6-10-92)

Cross references: Waiting period for issuance of demolition permit for historic structures, § 6-19; historic preservation/conservation district, § 30-79; historic preservation/conservation, § 30-112.

Historic Preservation Board Meeting Agendas, Minutes, & etc.:

Date	Meeting Subject	Type	Size
5/2/2006	Historic Preservation Board 	Agendas	(46KB) 
2/7/2006	Historic Preservation Board 	Minutes	(39KB) 
12/6/2005	Historic Preservation Board 	Minutes	(35KB) 
11/8/2005	Historic Preservation Board 	Minutes	(12KB) 
11/1/2005	Historic Preservation Board 	Minutes	(36KB) 
10/4/2005	Historic Preservation Board 	Minutes	(31KB) 
9/6/2005	Historic Preservation Board 	Minutes	(2KB) 
8/2/2005	Historic Preservation Board 	Minutes	(39KB) 
7/5/2005	Historic Preservation Board 	Minutes	(41KB) 
6/7/2005	Historic Preservation Board 	Minutes	(20KB) 
2/1/2005	Historic Preservation Board 	Minutes	(31KB) 
1/18/2005	Historic Preservation Board 	Minutes	(10KB) 
11/9/2004	Historic Preservation Board 	Minutes	(18KB) 
10/15/2004	Historic Preservation Board 	Minutes	(18KB) 
9/14/2004	Historic Preservation Board 	Minutes	(20KB) 
8/3/2004	Historic Preservation Board 	Minutes	(11KB) 
5/4/2004	Historic Preservation Board 	Minutes	(26KB) 
4/6/2004	Historic Preservation Board 	Minutes	(33KB) 
3/2/2004	Historic Preservation Board 	Minutes	(23KB) 
12/2/2003	Historic Preservation Board 	Minutes	(29KB) 
10/7/2003	Historic Preservation Board 	Minutes	(35KB) 
9/2/2003	Historic Preservation Board 	Minutes	(26KB) 
8/5/2003	Historic Preservation Board 	Minutes	(20KB) 
7/1/2003	Historic Preservation Board 	Minutes	(19KB) 
6/3/2003	Historic Preservation Board 	Minutes	(23KB) 
4/1/2003	Historic Preservation Board 	Minutes	(15KB) 
3/4/2003	Historic Preservation Board 	Minutes	(21KB) 
2/4/2003	Historic Preservation Board 	Minutes	(20KB) 
1/7/2003	Historic Preservation Board 	Minutes	(19KB) 
12/3/2002	Historic Preservation Board 	Minutes	(21KB) 
11/5/2002	Historic Preservation Board 	Minutes	(21KB) 
10/1/2002	Historic Preservation Board 	Minutes	(21KB) 

The Structure of the Guidelines

The second section of the guidelines is divided into two main chapters covering rehabilitation and new construction. The first section examines rehabilitation issues with respect to existing historic properties and landscapes. This section also addresses the modification of historic structures to accommodate handicapped accessibility requirements and the demolition and relocation of buildings. In the second section, a systematic approach to designing and evaluating compatible new buildings, additions, out buildings and landscapes is outlined followed by detailed recommendations and avoidances; a synopsis of which can be found in Appendix 5.

All the recommendations in these chapters are based on the Secretary of the Interior Standards for Rehabilitation (see Appendix 1). While the treatment of rehabilitation is the major focus of these guidelines, they strongly emphasize the importance of well-designed new construction in the process of preserving the character of historic districts.

Authority to Review

Section 30-112 of the Land Development Code authorizes City staff and the Historic Preservation Board to review and approve, approve with conditions or deny applications for Certificates of Appropriateness that propose the regulated work items. These work items, summarized below, are spelled out more specifically in Section 30-112(d)(5)(c) of the City of Gainesville Land Development Code.

- Abrasive cleaning
- Awnings or canopies
- Decks
- Exterior doors and door frames
- Exterior walls
- Fencing
- Fire escapes, exterior stairs and hand-capped ramps
- Painting (includes only painting unpainted masonry, not wood)
- Porch fixtures
- Roofs
- Security grilles
- Siding
- Skylights
- Screen window and doors
- Windows and door frames

Certificate of Appropriateness

In addition to the foregoing, a Certificate of Appropriateness (COA) must be obtained from the Historic Preservation Board to:



1. Erect a new building, structure or parking lot within a district listed on the local register.
 2. Demolish a building, structure or object listed on the local register, or designated as contributing to a district listed on the local register.
 3. Relocate a building, structure or object listed individually on the local register, or designated as contributing to a district listed on the local register.
- Buildings and structures, which do not conform to the Historic Preservation Rehabilitation Guidelines at the time of Local Register nomination, are "grandfathered" meaning they are not required to come into conformance. However, if an applicant proposes to replace a feature of the building that is considered nonconforming, then he or she will be required to conform to the standards set forth in the guidelines.



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