

**TO: Historic Preservation Board**

**Item Number: 1**

**FROM: Planning & Development Services Department Staff**

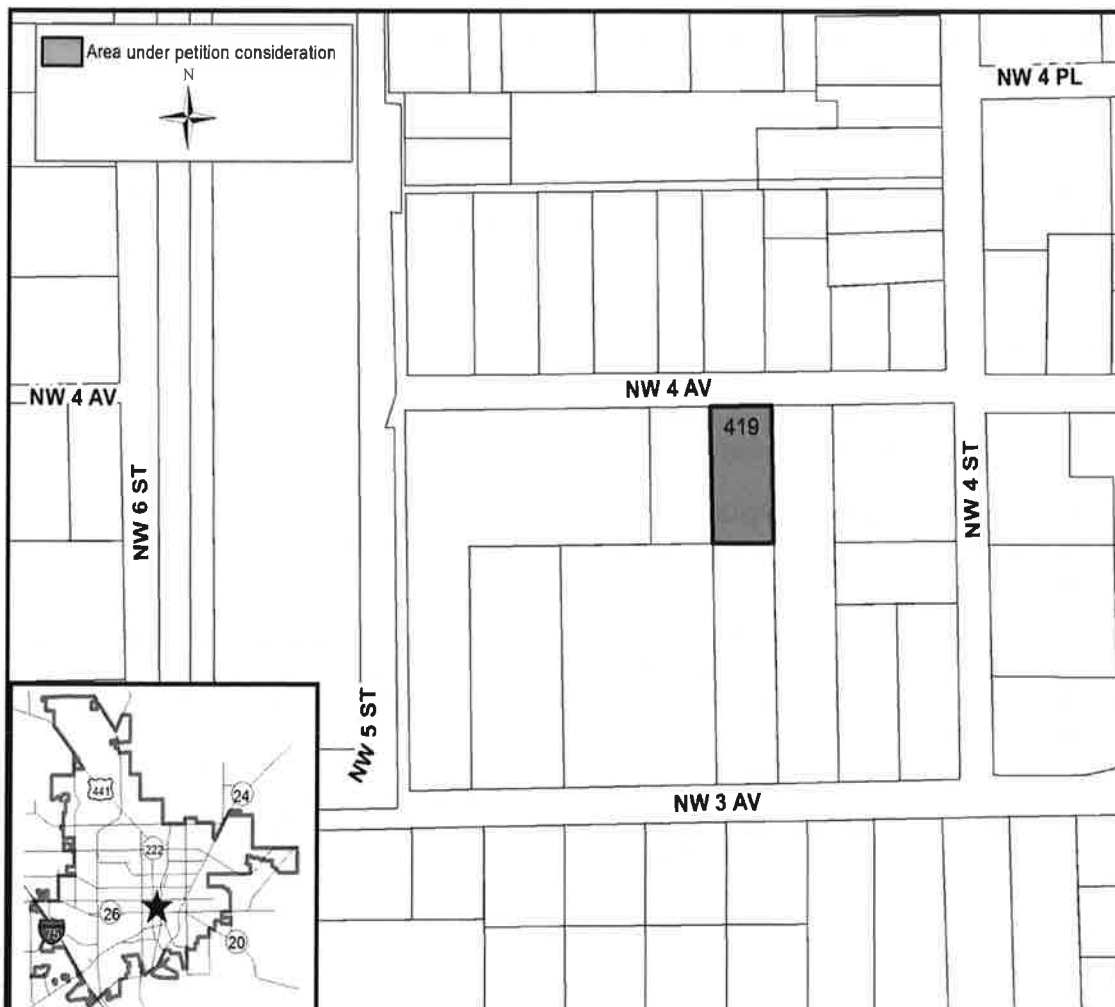
**DATE: July 5, 2016**

**SUBJECT: Petition HP-16-49. James Bowman, owner. Replacement of 17 windows with new windows on existing single-family dwelling. Located at 419 NW 4<sup>th</sup> Avenue. This home is contributing to the Pleasant Street District.**

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### Recommendation

Staff recommends approval of Petition HP-16-49 with the condition that the window replacements be made out of wood and match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass.



### **Project Description**

The property is located at 419 NW 4<sup>th</sup> Avenue. The contributing structure was built in 1930, according to the Alachua County Property Appraiser's office (parcel 14500-000-000). The property is zoned RC and is approximately 1,954 square feet in size. The building is a contributing structure to the Pleasant Street Historic District.

The applicant is proposing to replace 17 of the home's original wood windows with aluminum clad wood frame, Pella 850 Architect Series.

The proposed exterior rehabilitation also includes:

- ❖ Repair or replace wood window screens and;
- ❖ Replace all rotten window trim in-kind.

### **Basis for Approval – Secretary of the Interior's Standards for Rehabilitation**

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.

The *Historic Preservation Rehabilitation and Design Guidelines*, based on the Secretary of Interior Standards for Rehabilitation, which has become the authoritative guidelines for rehabilitation, list the following:

#### **Windows, Shutters and Awnings**

##### **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.
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.
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.

Identify, retain, and preserve windows and their functional features that contribute to defining the building. Such features include frames, sash muntins, glazing, sills and moldings.

The placement, design, and materials of windows is often a significant part of the architectural character of a building. Common historic windows in the Gainesville's Historic Districts are double hung sash in a 1/1, 2/2, 6/6 or multi-light/1 pattern, wooden or steel casement types, and commercial show windows. Windows often offer or contain significant stylistic elements. Examples include lancet windows with stained glass in Gothic Revival churches; multi-light upper sash in Bungalows; and round arch windows in buildings associated with Mediterranean influenced styles. Non-historic windows include awning, jalousie, and pivot types.

Whether to repair or replace windows is an issue that can pose considerable problems in rehabilitation. Distinctive windows that are a significant part of the overall design of a building should not be destroyed under Standard 6. Careful repair is the preferred approach. If repair is not technically or economically feasible, new windows that match the original in size, general muntin/ mullion configuration, and reflective qualities may be substituted for missing or irreparable windows. Window design to enhance appearance is not permissible under the standards. The proper procedure is to improve existing windows first. Weather stripping and other energy conservation methods should be employed. If after careful evaluation, window frames and sashes are so deteriorated they need replacement, they should be duplicated in accordance with Standard 6.

If, following careful evaluation, window frames are deteriorated, and then they can be replaced. Replacement windows must be selected with care. They should match the original sash, pane size, configuration, glazing, muntin detailing, and profile. Small differences between replacement and historic windows can make big differences in appearance.

If 50 percent or more are deteriorated or missing, then wholesale replacement of windows is allowable. When choosing replacements, the qualities of the original windows should be used as criteria. Consider the following features of the original:

1. trim detail;
2. size, shape of frame, sash;
3. location of meeting rail;
4. reveal or setback of window from wall plane;
5. separate planes of two sash;
6. color, reflective qualities of glass;
7. muntin, mullion profiles, configuration

#### **Recommended**

1. Retain and repair window openings, frames, sash, glass, lintels, sills, pediments, architraves, hardware, awnings and shutters where they contribute to the architectural and historic character of the building.

2. Improve the thermal performance of existing windows and doors through adding or replacing weather-stripping and adding storm windows which are compatible with the character of the building and which do not damage window frames.

3. Replace missing or irreparable windows on significant elevations with new windows that match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass.

#### **Not Recommended**

1. Introducing or changing the location or size of windows, and other openings that alters the architectural and historic character of a building.

2. Replacing window features on significant facades with historically and architecturally incompatible materials such as anodized aluminum mirrored or tinted glass.

3. Removing window features that can be repaired where such features contribute to the historic and architectural character of a building.

4. Changing the size or arrangement of window\panes, muntins, and rails where they contribute to the architectural and historic character of a building.

5. Replacing windows that contribute to the character of a building with those that are incompatible in size, configuration, and reflective qualities or which alter the setback relationship between window and wall.

6. Installing heating/air conditioning units in window frames when the sash and frames may be damaged. Window installations should be considered only when all other visible heating/cooling systems would result in significant damage to historic materials. If installation proves necessary, window units should be placed on secondary elevations not readily visible from public thoroughfares.

#### **Staff Approval Guidelines**

Staff can approve repair of existing historic windows. Additions of the new windows that meet the italicized conditions can be approved by staff:

*New window openings can be introduced on "less-visible secondary elevations" provided that they are of the same size or proportions as the nearest window and utilize the same material as the historic windows. "Less visible secondary elevation" is defined as the portion of the building which is more than halfway behind the front and not fronting on street; Alterations to non-historic portions of contributing buildings provided they are compatible in scale, design and materials with but distinguishable for the historic proportions.*

#### **Board Approval Guidelines**

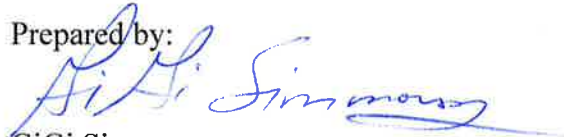
New windows on additions should be compatible with those of the nearest window on the historic building in terms of proportions, frames, sills and lintels. Installing window designs reflective of a historic period is discouraged. Designs that match the proportions of existing historic windows, but are simple in detailing, are preferred.

Respectfully submitted,



Andrew Persons  
Interim Principle Planner

Prepared by:



GiGi Simmons  
Planning Technician

#### List of Exhibits

**Exhibit 1**      **City of Gainesville *Historic Preservation Rehabilitation and Design***

***Guidelines: Windows, Shutters, and Awnings***

**Exhibit 2**      **Photos of the Property**

**Exhibit 3**      **Application**

**EXHIBIT**

tabbles®  
1



*Wood frame windows with distinctive wood brackets and trim in Southeast District.*



*Wood frame windows with distinctive wood brackets and trim in Craftsman Bungalow style.*

## WINDOWS, SHUTTERS AND AWNINGS

### 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. Do not undertake changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings.*
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.*

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.*

### Windows

Identify, retain, and preserve windows and their functional features that contribute to defining the building. Such features include frames, sash muntins, glazing, sills and moldings.

The placement, design, and materials of windows is often a significant part of the architectural character of a building. Common historic windows in the Gainesville's Historic Districts are double-hung sash in a 1/1, 2/2, 6/6 or multi-light/1 pattern, wooden or steel casement types, and commercial show windows. Windows often offer or contain significant stylistic elements. Examples include lancet windows with stained glass in Gothic Revival churches; multi-light upper sash in Bungalows; and round arch windows in buildings associated with Mediterranean influenced styles. Non-historic windows include awning, jalousie, and pivot types.

Under Standard 2, the visual role of historic window design and its detailing or craftsmanship should be carefully consid-

ered in planning window repair or replacement. Factors to consider include the size and number of historic windows in relationship to a wall surface and their pattern of repetition; their overall design and detailing; their proximity to ground level and key entrances; and their visibility, particularly on key elevations.

Whether to repair or replace windows is an issue that can pose considerable problems in a rehabilitation. Distinctive windows that are a significant part of the overall design of a building should not be destroyed under Standard 6. Careful repair is the preferred approach. If repair is not technically or economically feasible, new windows that match the original in size, general muntin/mullion configuration, and reflective qualities may be substituted for missing or irreparable windows.

Window design to enhance appearance is not permissible under the standards. The proper procedure is to improve existing windows first. Weather stripping and other energy conservation methods should be employed. If after careful evaluation, window frames and sashes are so deteriorated they need replacement, they should be duplicated in accordance with Standard 6.

The following steps are recommended for evaluating historic windows. First, analyze their significance to the building. Consider their size, shape, color, and detailing. Then consider the condition of the window. Inspect the sill, frame, sash, paint and



Sidelights that frame the door of the Matheson House in Southeast District.



Window with distinctive colored glass panes in Southeast District.

## REHABILITATION GUIDELINES Windows, Shutters and Awnings



*Period Revival Tudor style window in University Heights North District.*



*Window with distinctive muntins associated with Craftsman/Bungalow style in University Heights North District.*

wood surface, hardware, weather-stripping, stops, trim, operability, and glazing. Then, establish repair and replacement needs for existing windows.

If, following careful evaluation, window frames are deteriorated, then they can be replaced. Replacement windows must be selected with care. They should match the original sash, pane size, configuration, glazing, muntin detailing, and profile. Small differences between replacement and historic windows can make big differences in appearance.

If 50 percent or more are deteriorated or missing, then wholesale replacement of windows is allowable. When choosing replacements, the qualities of the original windows should be used as criteria. Consider the following features of the original:

1. trim detail;
2. size, shape of frame, sash;
3. location of meeting rail;
4. reveal or setback of window from wall plane;
5. separate planes of two sash;
6. color, reflective qualities of glass;
7. muntin, mullion profiles, configuration.

If these criteria are fulfilled, the new windows need not be exact replicas of the originals. The Standards further permit new windows to be constructed of non-historic materials such as aluminum and to have a tint of up to 10 percent. Of course, matching the original materials and visual qualities is always preferable. In general, changes to window openings should be avoided.

Owners often wish to replace windows to create a new look, for energy efficiency, to decrease maintenance costs or because of problems operating existing units. Highly tinted windows, windows with reflective qualities, or stock windows of incompatible design and materials often result from such an approach and conflict with Standards 3, 6, and 9.

The rhythm of window and door openings is an important part of the character of buildings. In some instances, new window or door openings may be required to fulfill code requirements or for practical needs. New openings should be located on non-significant walls. For commercial buildings these would be common or party walls or secondary elevations. For residential buildings, these would be side or rear walls not readily visible from a main thoroughfare.

### Alterations

The alteration of historic windows may be approved by staff if the replacement sash is of the same material, design, features size and configuration of that of the original window. When replacing historic windows, special care should be taken to match the trim detail, the width of the frames and sash, the location of the meeting rail, the setback of the window from the wall plane, the separate planes of the two sashes, and the reflective qualities of the glass. "Snap-in" grids are not allowed.

Repairing window frames and sashes by patching, splicing, consolidating, or otherwise reinforcing the window is encouraged.

The design of replacement windows which seek to replicate or duplicate a missing historic window must be documented through historical, physical or photographic sources.

Enclosing historic window openings is discouraged. If a window is no longer needed for its intended use, the glass should be retained and the back side frosted, screened, painted black, or shuttered so that it gives a functional appearance.

Window openings on facades or highly-visible elevations shall not be relocated, enlarged or reduced.



Altering historic windows by use of awning, glass jalousie, picture or any other modern window material is not permissible in any wall of an historic structure that is visible from a right-of-way.

Replacement windows for irreparable historic windows should be made of the same materials. Compatible substitute materials may be considered only on a case-by-case basis depending on building use and generally when the replacement window is on a less-visible secondary elevation.

### Window Additions

New window openings are inappropriate on the principal facade(s); new openings should be placed on secondary elevations.

The addition of modern windows, metal sash, sliding glass windows or any type of window which is inappropriate to the period shall be confined to "less visible secondary elevations."

### Shutters

Shutters which are appropriate to the period and design of the building can be introduced to facilitate energy efficiency.

Under Standard 3, unless there is physical or documentary evidence of their existence, shutters should not be mounted. If shutters are found to be appropriate, they should be operable or appear to be operable and measure the full height and one-

half the width of the window frame. They should be attached to the window casing rather than the exterior finish material. Wooden shutters with horizontal louvers are the preferred type although exact types vary with style. Avoid metal and vinyl types except in new construction.

### Awnings

Awnings shall be considered on a case-by-case basis depending on the proposal's impact on the historic character and materials of the building.

Canvas awnings were sometimes featured on buildings, particularly Mediterranean styled buildings, Bungalows, and commercial buildings. They are functional, decorative, and appropriate to the many historic buildings. Standard 3 should be considered when awnings are proposed as part of a rehabilitation plan.

Under Standard 9, new awnings should be of compatible contemporary design. They should follow the lines of the window opening. Round or bell shaped are appropriate for Mediterranean styled buildings. Angled, rectangular canvas awnings are most appropriate for flat headed windows and storefronts. Fiberglass and metal awnings and awnings that obscure significant detailing are inappropriate.



*Awning on "Chert House" in University Heights South District.*



*Windows of residence in Northeast District.*



*Awnings in University Heights North District.*



*Canvas awning on Mediterranean style residence in Northeast District.*

## REHABILITATION GUIDELINES

### Windows, Shutters and Awnings



*Multiple windows typical of Craftsman/Bungalow style fenestration.*



*Lowered wood awning in Northeast District.*



*Awning on residence in Southeast District.*

#### Recommended

1. Retain and repair window openings, frames, sash, glass, lintels, sills, pediments, architraves, hardware, awnings and shutters where they contribute to the architectural and historic character of the building.

2. Improve the thermal performance of existing windows and doors through adding or replacing weather-stripping and adding storm windows which are compatible with the character of the building and which do not damage window frames.

3. Replace missing or irreparable windows on significant elevations with new windows that match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass.

4. Install awnings that are historically appropriate to the style of the building or that are of compatible contemporary design. Awnings should follow the lines of window or door opening they are intended to cover.

#### Not Recommended

1. Introducing or changing the location or size of windows, and other openings that alter the architectural and historic character of a building.

2. Replacing window features on significant facades with historically and architecturally incompatible materials such as anodized aluminum, mirrored or tinted glass.

3. Removing window features that can be repaired where such features contribute to the historic and architectural character of a building.

4. Changing the size or arrangement of window panes, muntins, and rails where they contribute to the architectural and historic character of a building.

5. Installing on significant facades shutters, screens, blinds, security grills, and awnings which are historically inappropriate and detract from the building's character.

6. Replacing windows that contribute to the character of a building with those that are incompatible in size, configuration, and reflective qualities or which alter the setback relationship between window and wall.

7. Installing heating/air conditioning units in window frames when the sash and frames may be damaged. Window installations should be considered only when all other visible heating/cooling systems would result in significant damage to historic materials. If installation proves necessary, window units should be placed on secondary elevations not readily visible from public thoroughfares.

8. Installing metal or fiberglass awnings.

9. Installing awnings that obscure architecturally significant detailing or features.

10. Replacing architecturally significant detailing, such as commercial canopies, with awnings.

## Staff Approval Guidelines

Staff can approve repair of existing historic windows.

Additions of the new windows that meet the italicized conditions can be approved by staff:

*New window openings can be introduced on "less-visible secondary elevations" provided that they are of the same size or proportions as the nearest window and utilize the same material as the historic windows. "Less visible secondary elevation" is defined as the portion of the building which is more than halfway behind the front and not fronting on street;*

*Alterations to non-historic portions of contributing buildings provided they are compatible in scale, design and materials with but distinguishable for the historic proportions.*

## Board Approval Guidelines

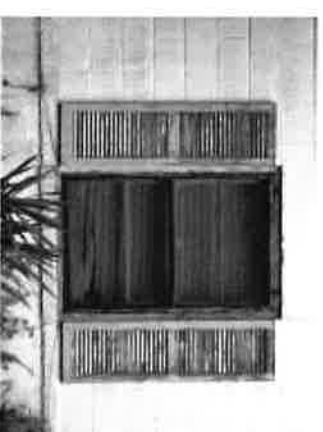
New windows on additions should be compatible with those of the nearest window on the historic building in terms of proportions, frames, sills and lintels. Installing window designs reflective of a historic period is discouraged. Designs that match the proportions of existing historic windows, but are simple in detailing, are preferred.



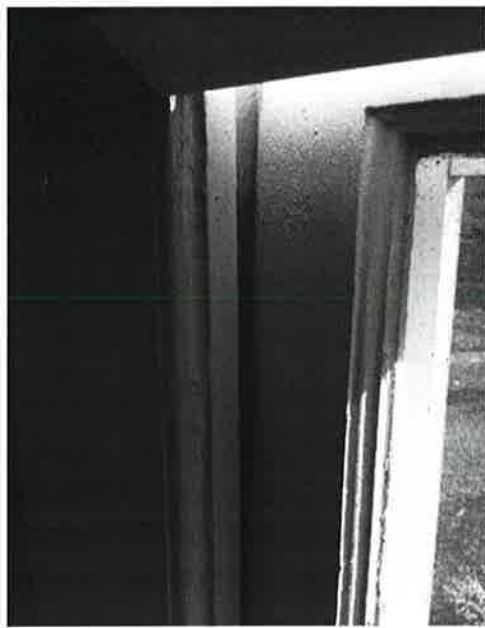
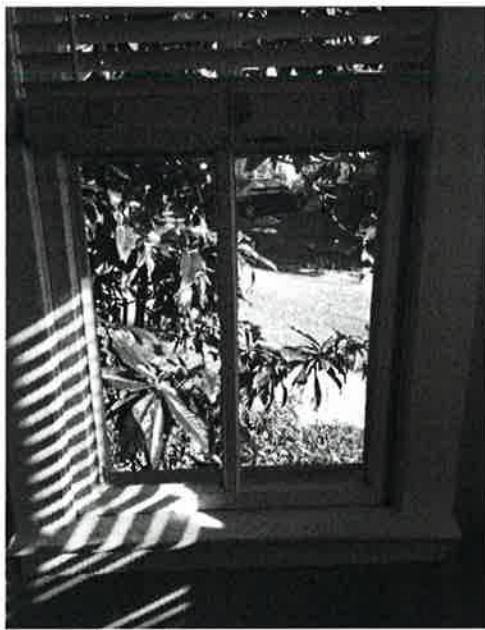
*Window shutters on residence in Northeast District.*



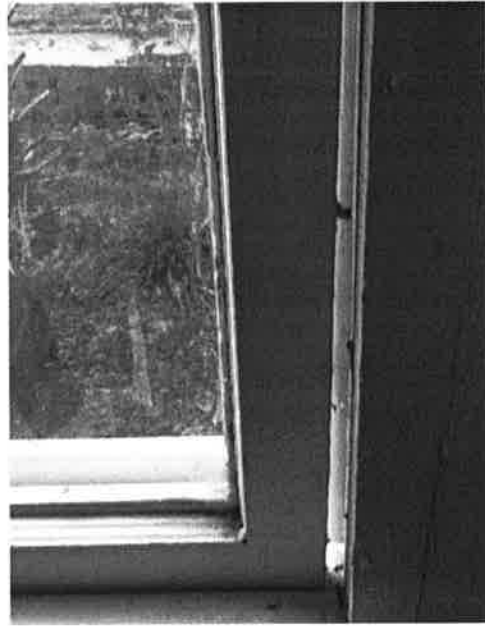
*Awning on residence in Southeast District.*



*Window shutters proportioned to size of window.*







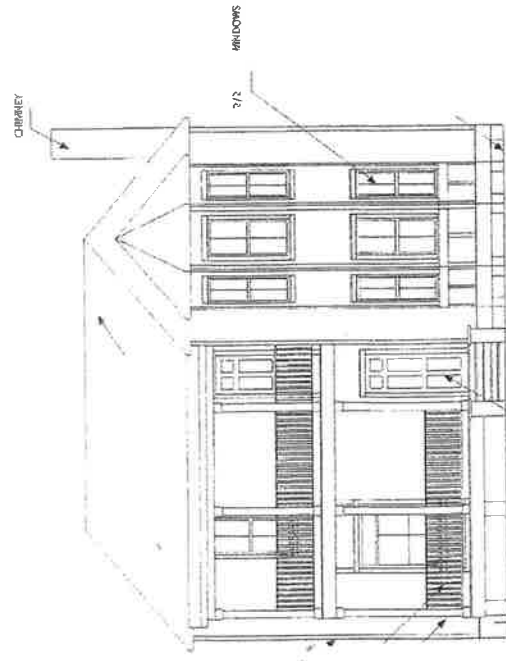


It states in the HPB guidelines. "If 50% or more of the windows are deteriorated or missing, then the wholesale replacement of windows is allowable."

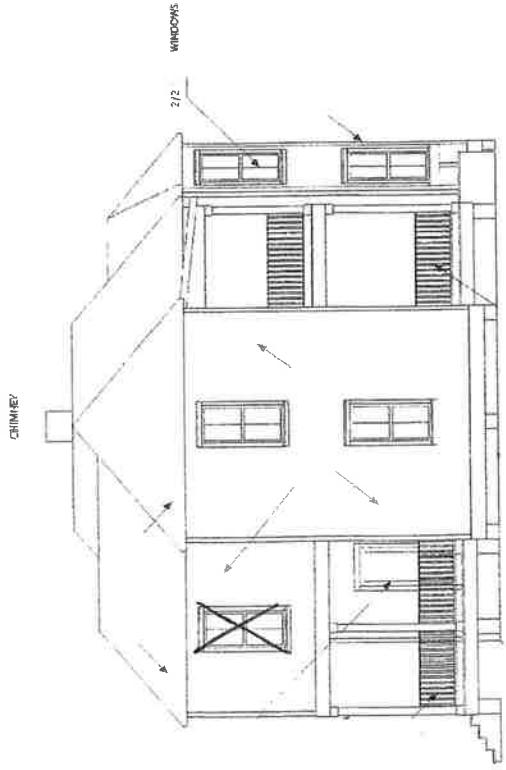
Due to the cost of replacing 17 windows in the house. I would like to use a highest quality vinyl double hung window. The new windows would match in size, trim, reveal, color, reflective quality, and would be built to match the current muntin, and mullion configuration.

The replacements would not change the historical appearance of the home. And have a longer life span, and are considerably more durable than an all wood window.

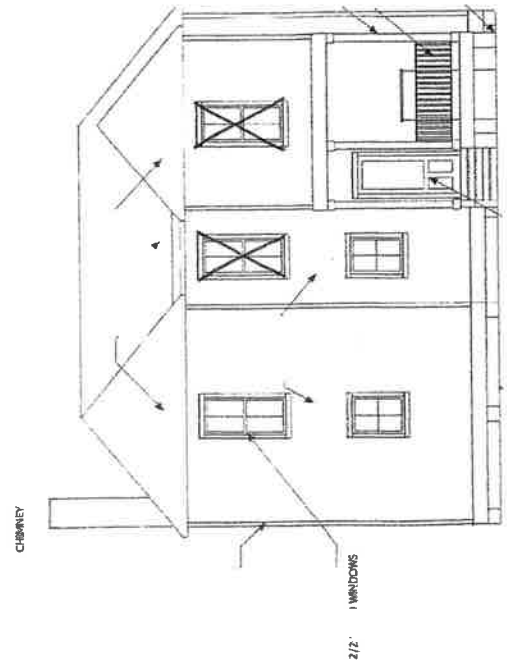
See attached info pamphlet.



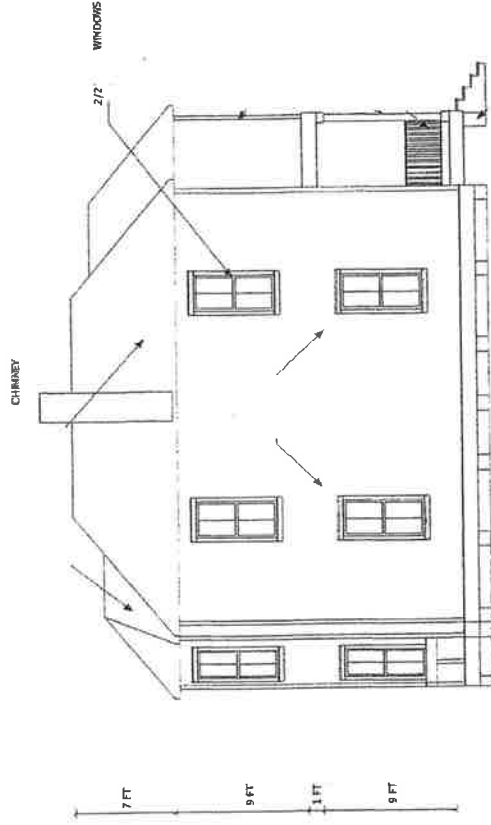
NORTH ELEVATION (FRONT)  
SCALE: 1/4" = 1'



EAST ELEVATION (SIDE)  
SCALE: 1/4" = 1'



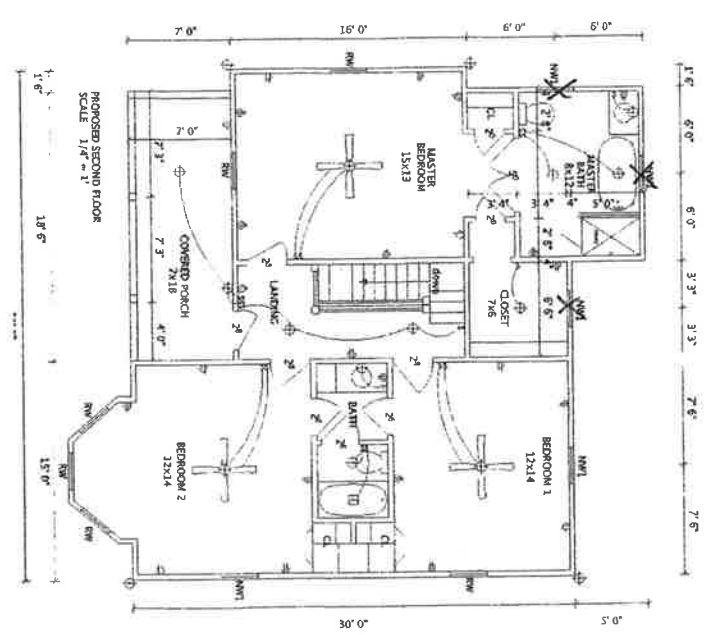
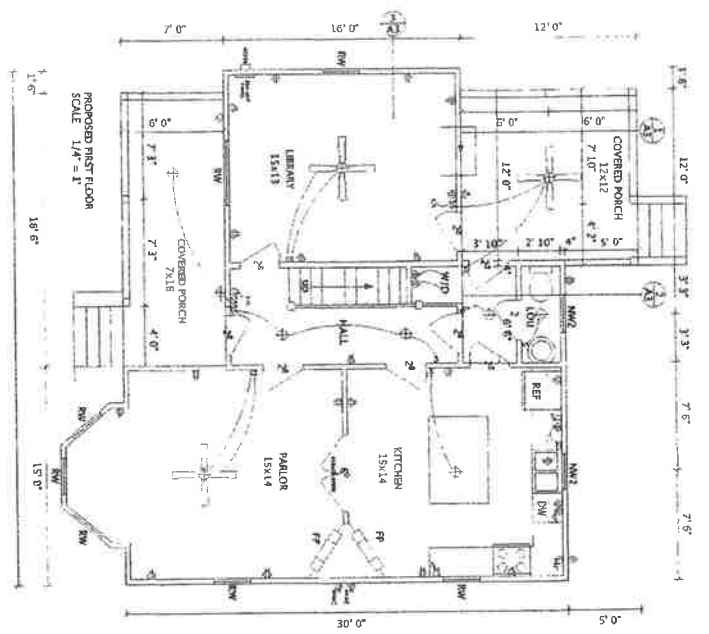
SOUTH ELEVATION (REAR)  
SCALE: 1/4" = 1'



WEST ELEVATION (SIDE)  
SCALE: 1/4" = 1'







# CERTIFICATE OF APPROPRIATENESS APPLICATION

EXHIBIT

3

Planning & Development Services 306 N.E. 6th Avenue

Gainesville, Florida 32601

352.334.5022 Fax 352.334.3259

www.cityofgainesville.org/planningdepartment

## REQUIREMENTS

CONTACT THE HISTORIC  
PRESERVATION OFFICE FOR A  
PRE-APPLICATION CONFERENCE  
334.5022

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

PLEASE PROVIDE ONE (1) DISK OR  
USB FLASH DRIVE CONTAINING  
ALL OF THE FOLLOWING:

1 ORIGINAL SET OF PLANS TO  
SCALE SHOWING ALL DIMENSIONS  
AND SETBACKS.

LIST IN DETAIL YOUR PROPOSED  
REPAIR AND/OR RENOVATION

A SITE PLAN OR CERTIFIED  
SURVEY

PHOTOGRAPHS OF EXISTING  
CONDITIONS

ANY ADDITIONAL BACKUP  
MATERIALS AS NECESSARY

AFTER THE PRE-CONFERENCE,  
TURN IN YOUR COMPLETED COA  
APPLICATION TO THE PLANNING  
OFFICE (RM 210, THOMAS CENTER-  
B), PAY APPROPRIATE FEES, AND  
PICK UP PUBLIC NOTICE SIGN TO BE  
POSTED 10 DAYS IN ADVANCE OF  
THE MEETING.

MAKE SURE YOUR APPLICATION  
HAS ALL THE REQUIREMENTS.

FAILURE TO COMPLETE THE  
APPLICATION AND SUBMIT THE  
NECESSARY DOCUMENTATION WILL  
RESULT IN DEFERRAL OF YOUR  
PETITION TO THE NEXT MONTHLY

PROJECT TYPE: Addition ☐ Alteration ☒ Demolition ☐ New Construction ☐ Relocation ☐  
Repair ☒ Fence ☐ Re-roof ☐ Other ☐

### PROJECT LOCATION:

Historic District: PLEASANT STREET

Site Address: 419 NW 4TH AVE

Tax Parcel # 14500-000-000

### OWNER

Owner(s) Name

JAMES BOWMAN  
Corporation or Company

Street Address

419 NW 4TH AVE

City State Zip

GAINESVILLE FL. 32609

Home Telephone Number

Cell Phone Number

352 219 8756

Fax Number

E-Mail Address

jimmyjamesb@gmail.com

### APPLICANT OR AGENT

Applicant Name

JAMES BOWMAN  
Corporation or Company

Street Address

419 NW 4TH AVE

City State Zip

GAINESVILLE FL. 32609

Home Telephone Number

Cell Phone Number

(352) 219-8756

Fax Number

E-Mail Address

jimmyjamesb@gmail.com

### TO BE COMPLETED BY CITY STAFF

(PRIOR TO SUBMITTAL)

Fee: \$ 115.75

EZ Fee: \$ 57.88

HP # -16-49

Contributing Y ☒ N ☐

Zoning RC

Pre-Conference Y ☒ N ☐

Application Complete Y ☒ N ☐

Enterprise Zone Y ☒ N ☐

Request for Modification of Setbacks

Y ☐ N ☒

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

Received By Jason Simmons

Date Received 5/26/16

RECEIVED  
PLANNING DIVISION  
STAMP

## DID YOU REMEMBER?

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 AVE.,  
GAINESVILLE, FL 32601, CITY  
HALL AUDITORIUM AT 5:30PM.  
THE SCHEDULE OF MEETINGS  
IS AVAILABLE ON THE  
PLANNING DEPARTMENT'  
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's 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 [www.cityofgainesville.org/planningdepartment](http://www.cityofgainesville.org/planningdepartment) 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 5 to 7 days prior to the HPB meeting and can be found at [www.cityofgainesville.org/planningdepartment](http://www.cityofgainesville.org/planningdepartment) — Citizen Advisory Boards — Historic Preservation Board.

Public notice signage is required to be posted at the property by the applicant no later than 10 day s prior to the scheduled Historic Preservation Board meeting. The notarized *Public Notice Signage Affidavit* must be submitted once the sign is posted.

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.

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 valid 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 \_\_\_\_\_ 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 concept review 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](http://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 *FAQ's Living and Developing 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.**

Please provide all documents on one (1) disk or USB Flash Drive. One full sized printed set of drawings may also be requested on a case-by-case basis. Materials will not be returned to applicant.

A completed application may include the following:

## SUBMITTAL REQUIREMENT CHECKLIST

		Applicant	HP Planner
<b>Survey and Site Plan</b>	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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Drawings to Scale</b> <ul style="list-style-type: none"> <li>Elevations</li> <li>Floor Plan</li> <li>Square Footage</li> <li>Dimensions &amp; Height</li> <li>Materials &amp; Finishes</li> </ul>	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. <b>A scaled line elevation drawing &amp; footprint drawing is required for all new construction.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Photographs</b>	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. Photos shall be submitted in jpeg or PDF format. (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"/>
<b>Specific Items</b>	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"/>
<b>Modification of Existing Zoning</b>	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"/>
<b>Demolition Report</b>	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"/>
<b>Notarized Consent Letter</b>	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"/>

## PROJECT DESCRIPTION

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

THE CURRENT WINDOWS APPEAR TO BE ORIGINAL TO THE HOME. THEY WERE "REPAIRED" ACCORDING TO THE PREVIOUS OWNER. NONE OF THE WEIGHTS PULLEY SYSTEMS FUNCTION PROPERLY. THERE IS WOOD DAMAGE CAUSED BY TERMITES & POWDER POST BEETLES. THE TOP SASHES FALL WHEN YOU OPEN THE LOCK LATCHES. THERE ARE LARGE GAPS SOME AS BIG AS 3 INCHES. WEATHER STRIPPING THE WINDOWS WILL NOT FILL THE GAPS. AND WILL PREVENT WINDOWS FROM OPENING.

\* SEE ATTACHED PHOTOS \*

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). Attach further description sheets, if needed.

I WOULD BE PURCHASING HIGH QUALITY REPLACEMENT WINDOWS PELLA OR SIMILAR BRAND. REPLACEMENTS WOULD NOT COMPROMISE THE EXTERIOR OR INTERIOR FINISH OF THE PROPERTY. REPLACEMENTS WILL MATCH THE LOOK OF THE ORIGINALS. THEY WILL HAVE THE SAME FINISHING OPTIONS, SUCH AS, SIZE, TRIMS, MULLIONS, AND REFLECTIVE PROPERTIES.

17 TOTAL WINDOWS.

\* SEE ATTACHED PAMPHLET AND ESTIMATE \*

## DEMOLITIONS AND RELOCATIONS (If Applicable)

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 (If Applicable)

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.



## **CERTIFICATE OF APPROPRIATENESS**

(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 ☐ APPROVED ☐ DENIED BY A \_\_\_\_\_ VOTE, SUBJECT TO THE FOLLOWING CONDITIONS:

THE BASIS FOR THIS DECISION WAS:

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

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.

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

# 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 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 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. Please submit Part 2 applications by the **October** Historic Preservation Board deadline in order to ensure enough time for it to go before the City Commission and be processed by the Tax Appraiser's office.

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's Code of Ordinances Section 25-61 for qualification and process information.

This information is available online at [www.municode.com](http://www.municode.com) for the City of Gainesville, FL Chapter 25 Section 25-61—25-65.

For an application form, please contact the Planning Department 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](http://www.cityofgainesville.org/planningdepartment)

**Certificate of Appropriateness  
Application Deadline (11:00 a.m.)**

**Historic Preservation Board  
Meeting (5:30 p.m.)**

Tuesday, December 7, 2015

Monday, January 4, 2016

Monday, February 1, 2016

Monday, March 7, 2016

Monday, April 4, 2016

Monday, May 2, 2016

Monday, June 6, 2016

Monday, July 27, 2016

Monday, August 1, 2016

Monday, September 5, 2016

Monday, October 3, 2016

Monday, November 7, 2016

Monday, December 5, 2016

Tuesday, January 5, 2016

Tuesday, February 2, 2016

Tuesday, March 1, 2016

Tuesday, April 5, 2016

Tuesday, May 3, 2016

Tuesday, June 7, 2016

Tuesday, July 5, 2016

Tuesday, August 2, 2016

Tuesday, September 6, 2016

Tuesday, October 4, 2016

Tuesday, November 1, 2016

Wednesday, December 7, 2016

Tuesday, January 3, 2017

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 single-family structures, 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.planning.cityofgainesville.org](http://www.planning.cityofgainesville.org) to determine the amount of the application fees for your project. There is not fee for a staff approved Certificate of Appropriateness. The application is **due by 11:00 AM** on the application deadline date as noted on the annual meeting and cut-off schedule. Staff can be contacted at 352.334.5022 or 352.334.5023

PLANNING & DEVELOPMENT SERVICES, PLANNING DIVISION

P.O. 490, Station 11

Gainesville, Florida 32627

352.334.5023 or 352.334.5022

Website: <http://www.cityofgainesville.org/PlanningDepartment.aspx>



# CERTIFICATE OF APPROPRIATENESS

Pre-Application Conference with Staff and Petitioner  
352.334.5022

Petitioner submits application materials and corresponding fee  
(Refer to submission deadlines)

Staff reviews application

Incomplete  
or insufficient

Board Approval  
Required

Staff Approval  
Required

Property is posted no less than ten  
days

Written decision issued

Historic Preservation Board Meeting  
1<sup>st</sup> Tuesday of month  
5:30 PM City Hall Auditorium

Grant COA  
with/without condi-

Deny COA

Continue COA  
Additional infor-

Written decision issued

Can be appealed to City Commission  
(must be submitted 14 days following written decision)

Affirm

Amend

Reverse

Court Appeal

Commission issues written decision

# PROPERTY OWNER AFFIDAVIT

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Parcel No.: 14500-000-000

Acreage: \_\_\_\_\_

S: \_\_\_\_\_

T: \_\_\_\_\_

R: \_\_\_\_\_

I hereby certify that: I am the owner of the subject property or a person having a legal or equitable interest therein. I authorize the above listed agent to act on my behalf for the purposes of this application.

Property owner signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

The foregoing affidavit is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL \_\_\_\_\_

Signature of Notary Public, State of \_\_\_\_\_



Operator: Ellen Bailey

Receipt no: 55968

Item	Description	Account No	Payment	Payment Reference	Paid
HP-16-00049 00419 NW 4TH AVE Bowman Window Replacement	Cert of Appropriateness - Single Family/Accessory	001-660-6680-3405	CREDIT		\$57.88
<b>Total:</b>					<b>\$57.88</b>

Transaction Date: 05/26/2016

Time: 14:38:20 EDT



Owners Name:

James Bowman & Vanessa Burt

Address:

419 NW 4th Ave  
Gainesville, FL. 32601

Phone:

352-219-8756

Email:

jimmyjamesb@gmail.com

Agent Name:

Address:

Phone:

Email:

Parcel No.:

00 - 00 - 000

Acreage:

S

T:

R

I hereby certify that: I am the owner of the subject property or a person having a legal or equitable interest therein. I authorize the above listed agent to act on my behalf for the purposes of this application.

Property owner signature

Printed name

James Bowman & Vanessa Burt

06/15/16

The foregoing affidavit is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL

Signature of Notary Public, State of \_\_\_\_\_

ENCLOSURE

STAMP