

**TO:** Historic Preservation Board

**Item Number:** 3

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

**DATE:** Dec. 7, 2016

**SUBJECT:** Petition HP-16-107 & HP-16-108. Jay Reeves and Associates, Inc., agent for Mike and Michelle Jaffee. Certificate of Appropriateness & Ad Valorem Tax Exemption for demolition of a non-contributing accessory structure and construction of a new accessory structure, which will be non-contributing to the Northeast Residential Historic District. Zoning modification request on the rear from 7.5' to 3'. Located at 621 NE 5th Terrace.

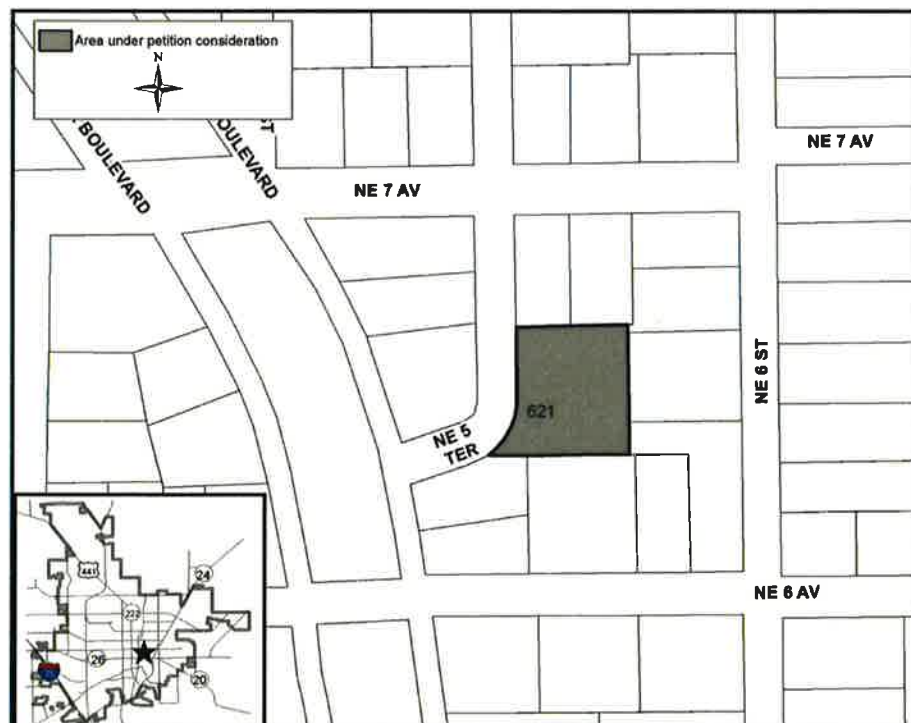
### Recommendation

Staff recommends approval of Petition HP-16-107 for a COA and Zoning Modification with the conditions follows:

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

Staff recommends approval of HP-16-108 for a "Part 1" ad valorem tax exemption based on the following:

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



## **Property Description**

The property is zoned RSF-3 and is approximately 0.35 acres in size.

The site contains a two-story Monterey-style house, built in 1934 according to the Alachua County Property Appraisers Office and listed as a contributing structure to the Historic District. The site also contains a single-story, wood frame accessory structure used as a garage at the rear of the site that is non-contributing.

## **Project Background**

The applicant came before the board in August of 2016 (HP-16-63/64) for COA/ Pt 1 tax application of the project, which at that time proposed two phases: Phase 1, a new master bathroom and closet to replace the existing and reduce the master bedroom size in the main house and Phase 2, a guest house addition of approximately 400 square feet to the existing garage. The addition required no zoning modification. The COA and Part 1 tax application were approved.

## **Proposed Project**

This application does not include the work on the main house, as there are no changes, but proposes demolition of the existing garage and replacement with a small guest house and carport. The existing garage is very small, and allows room only for one small or compact car. The new carport would allow coverage for two cars. The proposed guest house would be approximately 425 square feet, about the same square footage as the previously approved proposal. The guest house would contain a bedroom, a bathroom, and a living room /wet bar.

The floor plan indicates a sink and a refrigerator in the wet bar area, which is allowed. Zoning for this property (RSF-3), allows single-family dwellings by right, specifically the occupancy of a single-family dwelling by one family. A dwelling unit is a room(s) comprising the essential elements of a single housekeeping unit. Facilities for the preparation, storage and keeping of food for consumption within the premises shall cause a unit to be construed as a single dwelling unit. Each area with separate facilities for the preparation, storage and keeping of food for consumption within the premises shall be considered as a separate dwelling unit. The historic structure on the property is the one allowed dwelling unit on the site. The addition of a range, stove, or oven would categorize the addition as an area with separate facilities for the preparation, storage and keeping of food for consumption within the premises, and would then be determined to be a separate dwelling unit. As such, no range, stove, or oven shall be installed in the proposed addition.

The existing garage structure is located at the end of the driveway and is only visible from the driveway into the property. The new carport and guest house will be approximately aligned with the face of the existing house, so they will not be directly visible when looking from the street up the driveway. The proposed location has a side setback of 13'-14' and a rear setback of 3'. The required side and rear setbacks for an accessory structure is 7.5'.

The carport would connect the to the existing rear porch with a small breezeway extension of the shingle roof. The carport would be 25' x 25' with painted brick piers, a gable-form architectural shingle roof, with Hardi-Plank ship lap siding on the gable end. The wood trim and beams on the carport and breezeway will have scalloped rafter ends to match the existing house and accessory structure. The guest house would be 12'-6" x 34', with a combination of painted brick and Hardi-Plank ship lap siding on its facades. The new brick on the addition would match the existing brick on the west face of the building and the existing garage is currently 30 % Hardi-Plank. The windows would be Marvin Integrity, doors

and windows will be fiberglass. The one-story structure will have a gable-form architectural shingle roof. The wood trim and beams on the carport and breezeway will have scalloped rafter ends to match the existing house and accessory structure.

**Basis for Approval – Zoning Modification Request**

Section 30-51 of the Land Development Code list the requirements for RSF Zoning Districts:

TABLE 1. DIMENSIONAL REQUIREMENTS FOR RSF DISTRICTS

• **Accessory Structures<sup>1</sup>, Excluding Fences and Walls**

Minimum front and side yard setbacks	Same requirements are for the principal structure.
Minimum yard setback, rear <sup>2</sup>	7.5 ft.
Maximum building height	25 ft.
Transmitter towers <sup>3</sup>	80 ft.

Using the Land Development Code requirements under Section 30-112(d) (4) b, the modification “will not affect the public safety, health, or welfare of abutting property owners or the district;” the proposed change is “consistent with historic development, design patterns or themes in the historic district,” “the proposal reflects a particular theme or design pattern that will advance the development pattern of the historic district,” and “the proposed complies with utility, stormwater, access requirements and other requirements related to site design in the land development code.” Lastly, “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.” As this pertains to the rear yard setback, the adjacent lot owner has been notified by letter.

**Basis for Approval – Ad Valorem Tax Exemption**

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

**Basis for Approval – Certificate of Appropriateness**

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.

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

2. *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.* **Compatible** – The property will maintain its historic residential use. The applicant will maintain the architectural features and the spatial relationships that characterize the structure and its site and environment. The new carport and guest house will not be visible from the street.

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

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

The proposed design is also reviewed under the twelve criteria for new construction in a historic district. As the building will be a non-contributing, accessory structure that is not visible from the street, these criteria **do not apply**:

1. *Rhythm of the Street.*
2. *Setbacks. (also reviewed under Zoning Modification Application)*
5. *Rhythm of Entrances and Porches.*
6. *Walls of Continuity.*
8. *Directional Expression.*
9. *Proportion of the Front Facade.*
10. *Proportion of Openings.*
11. *Rhythm of Solids to Voids.*

Staff finds the proposed design to be **compatible** with the remainder of the design criteria:

3. *Height.*
4. *Roof Forms.*
7. *Scale of Building.*
12. *Details and Materials.*

Respectfully submitted,



Andrew Persons  
Interim Principal Planner

Prepared by:




Cleary Larkin  
Planner

**List of Exhibits**

- |                  |   |
|------------------|---|
| <b>Exhibit 1</b> | <b>Application for COA &amp; Zoning Modification</b>                                  |
| <b>Exhibit 2</b> | <b>Drawings and Photos</b>  |
| <b>Exhibit 3</b> | <b>City of Gainesville Code of Ordinances (Zoning Modification) Sec. 30-112 d(4)b</b> |
| <b>Exhibit 4</b> | <b>Historic Preservation Rehabilitation and Design Guidelines</b>                     |
| <b>Exhibit 5</b> | <b>City of Gainesville Code of Ordinances (Tax Exemption) Sec. 25-65</b>              |

# Exhibit 1- Applications

 <b>CITY OF GAINESVILLE</b> <small>FLORIDA</small>	<b>CERTIFICATE OF APPROPRIATENESS APPLICATION</b>																		
Planning & Development Services 306 N.E. 6th Avenue Gainesville, Florida 32601 352.334.5022 Fax 352.334.3259 <a href="http://www.cityofgainesville.org/planningdepartment">www.cityofgainesville.org/planningdepartment</a>																			
<b>REQUIREMENTS</b>  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	<b>PROJECT TYPE:</b> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Relocation <input type="checkbox"/> Repair <input type="checkbox"/> Fence <input type="checkbox"/> Re-roof <input type="checkbox"/> Other <input type="checkbox"/>  <b>PROJECT LOCATION:</b> Historic District: <u>NORTH EAST RESIDENTIAL</u> Site Address: <u>621 N.E. 5th Terrace</u> Tax Parcel #: <u>12337-000-000</u>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">OWNER</th> <th style="width: 50%;">APPLICANT OR AGENT</th> </tr> </thead> <tbody> <tr> <td>Owner(s) Name: <u>MIKE &amp; MICHELE JAFFEE</u></td> <td>Applicant Name: <u>JAY REEVES</u></td> </tr> <tr> <td>Corporation or Company: _____</td> <td>Corporation or Company: <u>JAY REEVES &amp; ASSOC. INC.</u></td> </tr> <tr> <td>Street Address: <u>621 N.E. 5th Terr.</u></td> <td>Street Address: <u>725 N.E. 1st STREET</u></td> </tr> <tr> <td>City State Zip: <u>GAINESVILLE FL 32601</u></td> <td>City State Zip: <u>GAINESVILLE FL 32601</u></td> </tr> <tr> <td>Home Telephone Number: _____</td> <td>Home Telephone Number: _____</td> </tr> <tr> <td>Cell Phone Number: <u>210-722-0463</u></td> <td>Cell Phone Number: <u>352-284-4399</u></td> </tr> <tr> <td>Fax Number: _____</td> <td>Fax Number: _____</td> </tr> <tr> <td>E-Mail Address: _____</td> <td>E-Mail Address: <u>JAY.REEVES@JAYREEVES.COM</u></td> </tr> </tbody> </table>	OWNER	APPLICANT OR AGENT	Owner(s) Name: <u>MIKE &amp; MICHELE JAFFEE</u>	Applicant Name: <u>JAY REEVES</u>	Corporation or Company: _____	Corporation or Company: <u>JAY REEVES &amp; ASSOC. INC.</u>	Street Address: <u>621 N.E. 5th Terr.</u>	Street Address: <u>725 N.E. 1st STREET</u>	City State Zip: <u>GAINESVILLE FL 32601</u>	City State Zip: <u>GAINESVILLE FL 32601</u>	Home Telephone Number: _____	Home Telephone Number: _____	Cell Phone Number: <u>210-722-0463</u>	Cell Phone Number: <u>352-284-4399</u>	Fax Number: _____	Fax Number: _____	E-Mail Address: _____	E-Mail Address: <u>JAY.REEVES@JAYREEVES.COM</u>
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<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>RECEIVED</b> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>STAMP</b> </div>	<b>TO BE COMPLETED BY CITY STAFF</b> (PRIOR TO SUBMITTAL) Fee: \$ _____ EZ Fee: \$ <u>57.88</u> HP #: <u>16-107/108 (ref HP-16-63)</u> Contributing: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Zoning: _____ Pre-Conference: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Application Complete: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Enterprise Zone: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>  Request for Modification of Setbacks: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>  Received By: <u>Charm Kim</u> Date Received: <u>11/14/2016</u>																		

Revised 3/21/16



## 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 days 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 POSTED DEADLINE DATE.

1. I/We hereby attest to the fact that the above supplied parcel number(s) and legal description(s) is (are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the Planning and Development Services Department to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that Certificates of Appropriateness are only 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  
Applicant or Agent



Date  
Date 11-6-16 2

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

PROJECT INVOLVES DEMOLITION OF A NON-CONT.  
1-CAR GARAGE AT REAR OF PROPERTY.

EXISTING STRUCTURE IS SUBSTANDARD SIZE IN  
FAIR CONDITION, ALREADY APPROVED FOR ADDITIONS  
WITH PREVIOUS COA.

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.

REMOVE EXISTING STRUCTURE, REPLACE WITH GUEST  
SUITE AND STORAGE ROOM AND TWO CAR CARPORT.  
ADDITION WILL MATCH EXISTING MATERIALS, WOOD  
FRAME- WOOD SIDING/ BRICK VENEER.  
AN EXISTING REAR KIT PORCH WILL BE MODIFIED  
TO CONNECT TO NEW STRUCTURE.

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.

DEMOLISH EXISTING NON-CONTRIBUTING GARAGE.

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.

NONE



## APPLICATION FOR ADMINISTRATIVE MODIFICATION Planning & Development Services Department

OFFICE USE ONLY	
Petition No. <u>HP-16-107</u>	Hearing Date: <u>12/07/2016</u>

CHECK ONE: ☒ Historic District: NORTHEAST ☐ Individual Listing

Owner(s) of Record (please print)		Agent Authorized to Act on Owner Behalf	
Name: <u>Michelle &amp; Mike Jaffee</u>		Name: <u>Jay Reeve</u>	
Address: <u>621 NE 5th Terrace</u> <u>Gainesville, FL 32601</u>		Address: <u>Jay Reeve &amp; Assoc. Inc.</u> <u>725 NE 1st Street</u> <u>Gainesville FL 32601</u>	
E-mail Address:		E-mail Address:	
Phone: <u>352-722-0467</u>		Phone: <u>352-284-4779</u>	
Fax:		Fax:	
PROPERTY INFORMATION:			
Street address: <u>621 NE 5th Terrace</u>			
Tax parcel no(s): <u>12337-000-000</u>			
Legal description (may be attached): <u>Highlands PB A-135 Lots 103 &amp; 104 OR 4434/2400</u>			
Existing Zoning: <u>RSF-3</u>		Lot size: <u>.24 Acres</u>	
Present use: <u>SF</u>		Proposed use: <u>SF</u>	
Present structures (type) and improvements upon the land: <u>HOUSE &amp; GARAGE</u>			
SURROUNDING PROPERTY INFORMATION: (List all uses surrounding the subject property under "Existing use." Staff is available to supply zoning and land use information.)			
	Zoning	Land Use	Existing Use
North	<u>RSF3</u>	<u>Single Fam.</u>	<u>SFR</u>
South	<u>"</u>	<u>"</u>	<u>"</u>
East	<u>"</u>	<u>"</u>	<u>"</u>
West	<u>"</u>	<u>"</u>	<u>"</u>

The requested modification will change the following  
zoning or building requirement in this manner:

(select only those that apply)	Required	Existing	Proposed
<input checked="" type="checkbox"/> Front, Side, Or Rear Building Setback Line ( <u>Accessory</u> )	<u>7.5'</u>	<u>9.2'</u>	<u>3'-0"</u>
<input type="checkbox"/> Building Height			
<input type="checkbox"/> Building Separation			
<input type="checkbox"/> Floor Area Ratio			
<input type="checkbox"/> Maximum Lot Coverage			

Certified Cashier's Receipt

Planning Division  
Planning Counter—158

Fax: 352-334-3259  
Phone: 352-334-5023  
<http://www.cityofgainesville.org/PlanningDepartment>

Thomas Center B  
306 NE 6th Avenue



## Exhibit 1- Applications

The following information must be collected to demonstrate the foundation for the requested modification as specifically required by the Land Development Regulations. As the applicant, you bear the burden of proving the administrative modification criteria.

1. Document that the proposed modification(s) will not impact the public safety, health, or welfare of the abutting property owners or the historic district.

THE PROPOSED CHANGES WILL NOT ADVERSELY IMPACT PUBLIC SAFETY, HEALTH, OR WELFARE OF ABUTTING PROPERTY OWNERS. THERE IS A 6' STOCKADE FENCE BLOCKING THE VIEW.

2. Describe the neighboring building patterns or historic development conditions that are consistent with the proposed modification(s).

OUTBUILDING/ ACCESSORY STRUCTURES ARE OFTEN LOCATED ON OR NEAR REAR PROPERTY LINES.

3. What particular design elements or composition of the proposed modification(s) contribute to the existing building patterns or historic development of the historic district?

ORIGINAL GARAGES/ ACCESSORY STRUCTURE ARE TYPICALLY LOCATED IN THE REAR PROPERTY CORNERS, OFTEN ON OR VERY CLOSE TO THE PROPERTY LINES. EXISTING GARAGES ARE ON NORTH

4. Affirm that applicable site design requirements such as utilities, stormwater, and access, as per the Land Development Code of the proposed development are in compliance.

THIS IS SINGLE FAMILY RESIDENTIAL AND IN COMPLIANCE.

*Please continue on additional pages as needed*

### SIGNATURES

1. (a) I 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.  
(b) I 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.
2. I/We understand that this petition becomes a part of the permanent records of the Planning Division. I/We hereby certify that the above statements and the statements or showings made in any document or plans submitted herewith are true and correct to the best of my/our knowledge.

Property Owner Signature: Melissa Duffee Date: 11/29/16

STATE OF FLORIDA  
COUNTY OF Alachua

Sworn to and subscribed before me this 29 day of November 2016  
by (Name) Margaret Beckelheimer

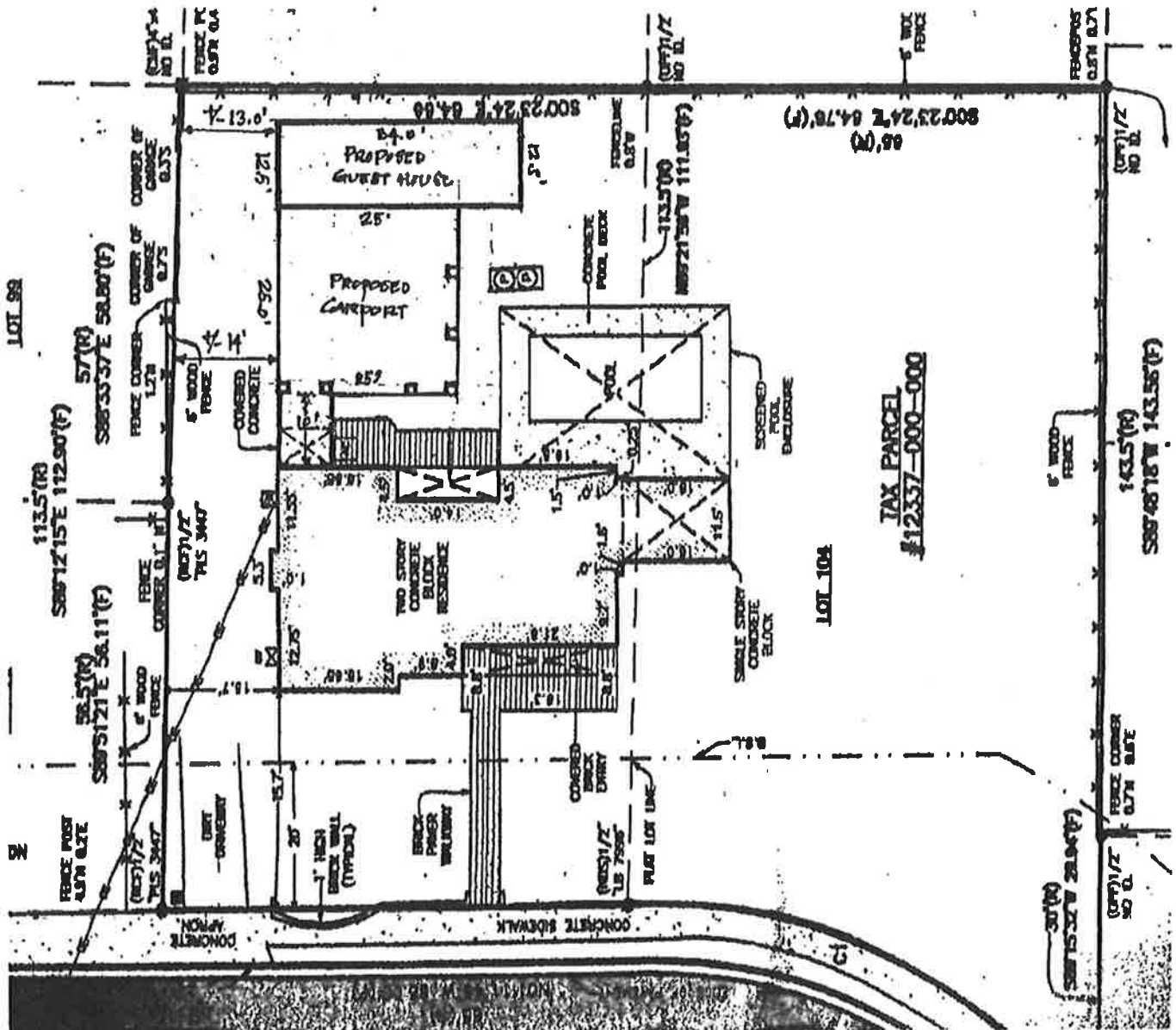
Margaret Beckelheimer  
Signature of Notary Public

Personally Known ☐ OR Produced Identification ☒ (Type) driver's licenses

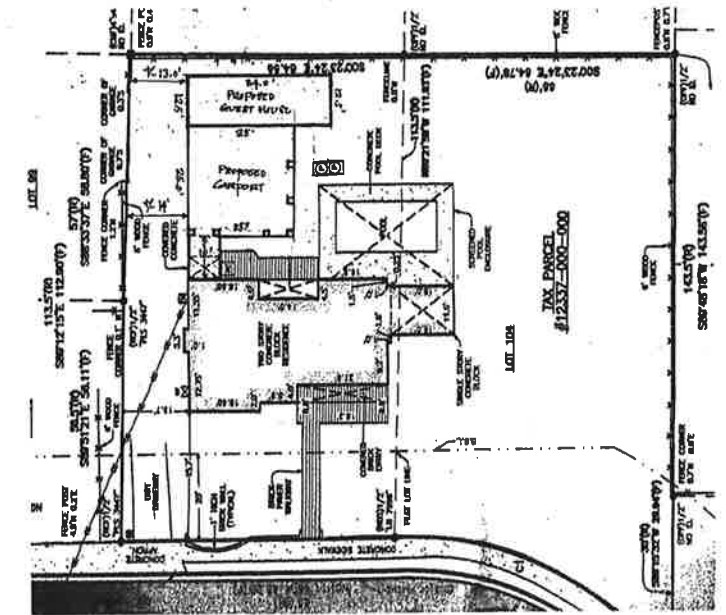
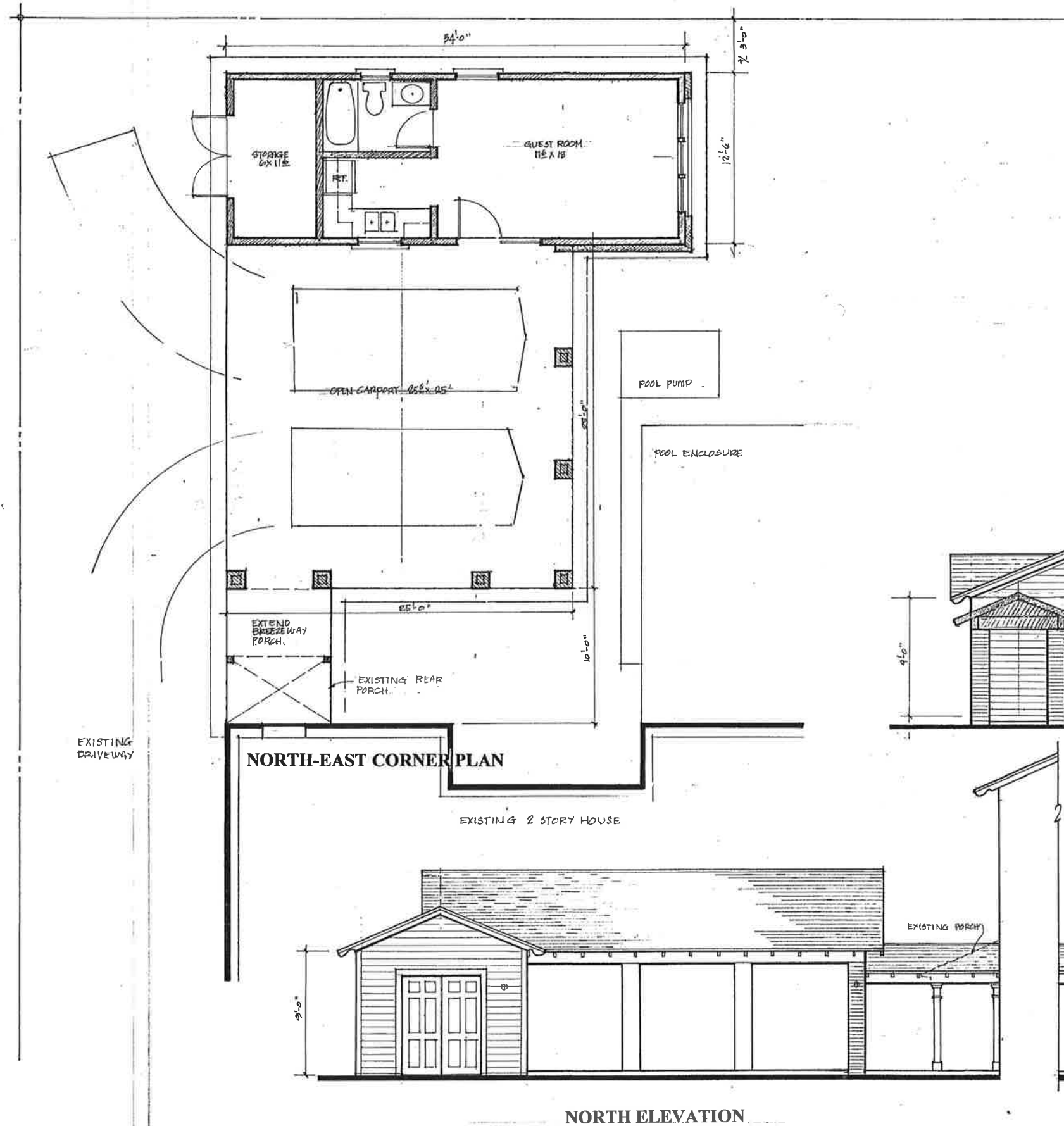


MARGARET BECKELHEIMER  
MY COMMISSION # FF 026170  
EXPIRES: June 26, 2017  
Bonded Thru Budget Notary Services

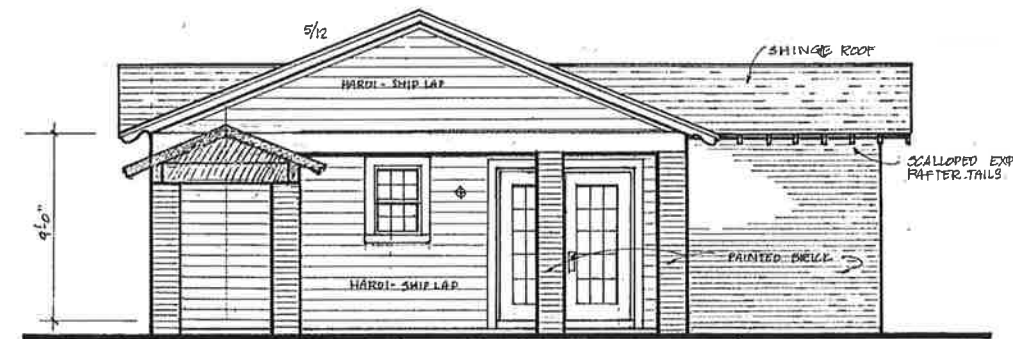




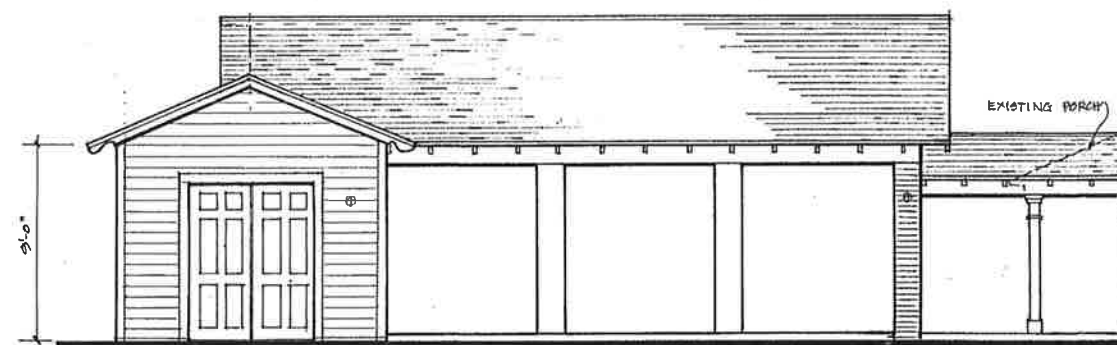
Proposed Site Plan



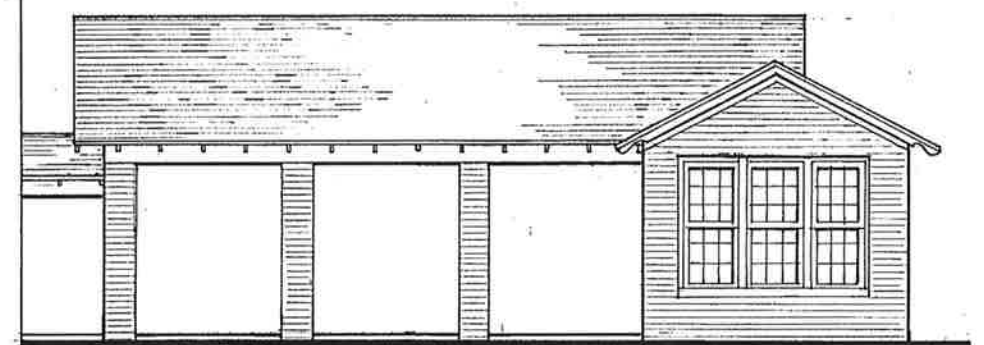
**SITE PLAN**  
SCALE: 1" = 20'-0"



**WEST ELEVATION**



**NORTH ELEVATION**



**EAST ELEVATION**



## Exhibit 2- Drawings & Photos



Monterey-style house (contributing structure)



Existing accessory building (non-contributing structure)



**Exhibit 3      City of Gainesville Code of Ordinances: Sec. 30-112 d(4)b**  
**Sec. 30-112. - Historic preservation/conservation.**

*(d) Local register of historic places.*

*(4)Effect.*

*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.

**Exhibit 4      Historic Preservation Rehabilitation and Design Guidelines**

**DESIGN GUIDELINES FOR NEW CONSTRUCTION: Northeast, Southeast, & Pleasant Street  
Historic Districts**

**MAINTAINING THE HISTORIC CHARACTER OF THE DISTRICTS**

New construction should complement historic architecture. Through sound planning and design, it can respect and reinforce the existing patterns of a historic district. Good infill design does not have to imitate demolished or extant buildings to be successful. Rather, it utilizes significant patterns, such as height, materials, roof form, massing, setbacks and the rhythm of openings and materials to insure that a new building fits with the context.

While the Secretary of the Interior's Standards are oriented toward rehabilitation of existing historic buildings, Standards 2, 3, and 9 apply to new construction in historic districts and near individual landmarks. Under Standard 2, the setting of historic buildings should be preserved when new construction is undertaken. The relationship of new construction to adjacent buildings, landscape and streetscape features, and open spaces should also be considered. New construction adjacent to historic buildings can dramatically alter the historic setting of neighboring buildings or the district. Such construction should not create a false sense of historical development through the use of conjectural features or stylistic elements drawn from other buildings under Standard 3. Under Standard 9, new construction is appropriate as long as it does not destroy significant historic features, including designed landscapes, and complements the size, color, material, and character of adjacent buildings and their historic setting. This allows for considerable interpretation in the design of new structures.

**DEFINING THE CRITERIA**

Without careful attention to overall design, materials, scale, massing, and setbacks, contemporary construction in a Historic District can threaten the coherence of the historic context. As often the case, context has been sacrificed through ignorance, indifference, and in the effort to make new projects absolutely cost efficient.

The following criteria are used to evaluate the compatibility of new construction proposed for the historic districts. These criteria should be considered during the design process to ensure compatibility and to avoid unnecessary conflicts in the review process. The terms are adapted from the eleven standards of visual compatibility found in the City's Land Development Code.

Please note, however, that "Scale" is broken up into two parts, *Scale of the Street* and *Building Scale* emphasizing the importance of these two related but very different issues of scale.

Each criteria is explained in a text and illustrated with an analytical drawing of selected buildings, streets and lots found throughout the three districts.

1. *Rhythm of the Street*. The relationship of the buildings, structures and open spaces along a street that creates a discernible visual and spatial pattern.
2. *Setbacks*. The size of buildings, structures and open spaces and their placement on a lot relative to the street and block.
3. *Height*. The overall height of buildings and structures related to those sharing the same street or block.
4. *Roof Forms*. The shape of a building or its roof system in relationship to its neighbors.
5. *Rhythm of Entrances and Porches*. The relationship of entrance elements and porch projections to the street.

6. *Walls of Continuity*. Appurtenances of a building or structure such as walls, fences, landscape elements that form linked walls of enclosure along a street and serve to make a street into a cohesive whole.
7. *Scale of Building*. Relative size and composition of openings, roof forms and details to the building mass and its configuration.
8. *Directional Expression*. The major orientation of the principle facade of a building or structure to the street.
9. *Proportion of the Front Facade*. The width of the building, structure, or object to the height of the front elevation in relationship to its immediate context.
10. *Proportion of Openings*. The width and height relationship of the windows and doors in a building or structure to the principle facade.
11. *Rhythm of Solids to Voids*. The pattern and overall composition of openings such as windows and doors in the front facade.
12. *Details and Materials*. The relationship of details, materials, texture and color of building facades, structures, objects and landscaped areas to the existing context.

**Recommended**

1. Keep new construction to a minimum through rehabilitation and adaptive use of existing structures and landscapes.
2. Design new buildings to be compatible in scale, size, materials, color, and texture with the surrounding buildings.
3. Employ contemporary design that is compatible with the character and feel of the historic district.

**Not Recommended**

1. Designing new buildings whose massing and scale is inappropriate and whose materials and texture are not compatible with the character of the district.
2. Imitating an earlier style or period of architecture in new construction, except in rare cases where a contemporary design would detract from the architectural unity of an ensemble or group.

**Exhibit 5      City of Gainesville Code of Ordinances Sec. 25-65**  
**Sec. 25-65. - Procedure for obtaining tax exemption.**

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

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

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

(b)      Review by property appraisers office. Upon receipt of the preconstruction application, the city manager or designee will transmit the application to the Alachua County Property Appraiser's office, which will review and provide an estimate of the probable increase in the appraisal of the property to the applicant and the City. The applicant can withdraw the application within forty-five (45) days of receiving the estimate and be reimbursed for the filing fee.

(c)      Review by historic preservation board.

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

(2)      For improvements intended to protect or stabilize severely deteriorated historic properties or archaeological sites, the HPB shall apply the following additional standards:

a.      Before applying protective measures that are generally of a temporary nature and imply future historic preservation work, an analysis of the actual or anticipated threats to the property shall be made.

b.      Protective measures shall safeguard the physical condition or environment of a property or archaeological site from further deterioration or damage caused by weather or other natural, animal or human intrusions.

c.      If any historic material or architectural features are removed, they shall be properly recorded and, if possible, stored for future study or reuse.

d.      Stabilization shall reestablish the structural stability of a property through the reinforcement of loadbearing members or by arresting material deterioration leading to structural failure. Stabilization shall also reestablish weather resistant conditions for a property.

e.      Stabilization shall be accomplished in such a manner that it detracts as little as possible from the property's appearance. When reinforcement is required to reestablish structural stability, such work shall be concealed wherever possible so as to not intrude upon or detract from the aesthetic and historical quality of the property, except where concealment would result in the alteration or destruction of historically significant material or spaces.

(3)      For applications submitted under the provisions of section 25-64, the HPB shall also determine that the property meets the standards set forth in that section.

(4)      The HPB shall notify the applicant and the city commission in writing of the results of its review and shall make recommendations for correction of any planned work deemed to be inconsistent with the requirements for an eligible improvement.

(5) When an applicant is applying jointly for the ad valorem tax exemption and for federal historic preservation tax credits, the applicant will complete the National Park Service's (NPS) federal tax credit application and Part 1 of the historic preservation property tax exemption application and submit both to the city manager or designee. The HPB shall defer action on the applications until the NPS has rendered a determination. In the event the NPS approves the federal tax credit application, the Part 1 application shall be amended to reflect any conditions issued by the NPS. The HPB shall then approve the tax exemption application and forward it to the city commission to be handled as part of the normal approval process set forth below. A denial by the NPS shall cause the HPB to deny the ad valorem tax exemption.

(d) Request for review of completed work application.

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

(2) On completion of review of the Part 2 application, the HPB shall recommend that the city commission grant or deny the exemption. The recommendation and reasons therefor, shall be provided in writing to the applicant and to the city commission. The applicant shall be given at least ten (10) days notice of the date of the public hearing of the city commission on the requested exemption. If a denial is recommended, and the applicant submits elevations and plans which indicate that the applicant intends to undertake the work necessary to comply with the recommendations of the HPB, the denial of the application may be continued by the city manager or designee for a period of time not to exceed sixty (60) days, while the applicant makes a good faith effort to comply with the recommendations. The applicant may resubmit documents indicating that the reasons for recommendation of denial of the application have been remedied and the city manager or designee will reinspect the work.

(e) Approval by city commission. A majority vote of the city commission shall be required to approve a Part 2 application and authorize the ad valorem tax exemption. The commission, in overturning or modifying the recommendation of the historic preservation board shall utilize the same standards as used by the historic preservation board in reaching its decision. If the exemption is granted, the city commission shall adopt an ordinance that includes the following:

- (1) The name of the owner and the address of the historic property for which the exemptions granted.
- (2) The date on which the ten-year exemption will expire.
- (3) A finding that the historic property meets the requirements of this article.
- (4) A copy of the historic preservation exemption covenant, as provided in section 25-66, signed by the applicant and the mayor-commissioner or designated successor.

(f) Notice to property appraiser. The property owner shall have the historic preservation exemption covenant recorded in the official records of Alachua County, and shall provide a certified copy of the recorded historic preservation exemption covenant to the city manager or designee. Within fifteen (15) days of receipt of the certified copy, the city manager designee shall transmit a copy of the approved "Part 2: Final Application", as well as the historic preservation exemption covenant to the Alachua County Property Appraiser with instructions that the property appraiser provide the ad valorem tax exemption to the applicant. Responsibility for paying the recording costs lie with the applicant.

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



(h) An applicant previously granted a historic rehabilitation tax exemption by the historic preservation board may undertake additional improvement projects during the exemption period, or following its expiration, and reapply for an additional historic rehabilitation tax exemption for such work. An additional ten-year exemption shall apply only to the additional improvement.

(Ord. No. 950480, § 1, 8-28-95)