



Department of Doing
Planning Division
PO Box 490, Station 11
Gainesville, FL 32602-0490

306 N.E. 6th Avenue
P: (352) 334-5022
P: (352) 334-5023
F: (352) 334-2648

TO: Historic Preservation Board

Item Number: 1

FROM: Department of Doing, Planning Staff

DATE: June 06, 2017

SUBJECT: **Petition HP-17-15b.** Stephen Roberts, owner. Application for Pt 1 Ad Valorem Tax Exemption for 416 NE 2nd Avenue. This building is contributing to the Northeast Residential Historic District.

Recommendation

Staff recommends approval of Petition HP-17-15b.



Project Description

The property is located at 416 NE 2nd Avenue on the corner of NE 2nd Avenue and NE 5th Street. The 0.31 acre parcel (14747-000-000) is zoned RMF-5. The house was built c. 1909 and is two-and-a-half story Colonial Revival style with a cross-gable roof and front porch. The house has a wood frame structure with wood drop siding and cornerboards and a brick chimney. The windows are a combination of original and replacement, including one-over-one double-hung sash and jalousies.

The house has been vacant for multiple years and has recently been purchased by Owners who intend to use the house for a single-family residence. Staff has approved a Certificate of Appropriateness (HP-17-15a) for a 48" wood picket fence along NE 2nd Avenue, NE 5th Street, and along the west side property line, and for a 6'-0" wood privacy fence along the north rear property line.

The Owner is also installing a central air conditioning system and rewiring the house to meet code. The Owner is seeking the Ad Valorem Tax Exemption for all improvements.

Project Review

The Staff-approved Certificate of Appropriateness (Exhibit 1) was granted due to the fencing meeting the Design Guidelines for the historic district. (Exhibit 2) The new air conditioning unit will be installed in the backyard towards the rear side of the house, and will not be highly visible from the street. The new air conditioning registers and the electrical upgrade do not adversely affect the interior character of the house, as no significant historic material is lost or altered. (Exhibit 3)

Basis for Staff Recommendation

- The property is eligible for the Ad Valorem Tax Exemption property because it is a contributing property to the Northeast Historic District.
- Section 25-65 *et seq* of the City Code of Ordinances (Exhibit 4) authorizes ad valorem tax exemptions for historic properties. 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." (Exhibit 5)
- Staff finds the proposed improvements to be consistent with the SOIS and, as such, an eligible improvement.

Respectfully submitted,



Andrew Persons
Interim Principal Planner

Prepared by:

A handwritten signature in black ink that reads "Ari Cleary Larkin". The signature is written in a cursive, flowing style.

Cleary Larkin, AIA
Planner

List of Exhibits

- | | |
|------------------|---|
| Exhibit 1 | Ad Valorem Tax Exemption Part 1 Application |
| Exhibit 2 | COA for fencing (HP-17-15a) |
| Exhibit 3 | Photos of New Work |
| Exhibit 4 | City of Gainesville Code of Ordinances Sec. 25-65 |
| Exhibit 5 | Secretary of the Interior Standards for Rehabilitation (Design Guidelines, p. 9) |



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

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

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

1. Property identification and location:

Property Identification Number (from tax records) 14747-000-000 (Attach legal description)

Address of property: Street 416 NE 2ND AVENUE

City GAINESVILLE County ALACHUA Zip Code 32601

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

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

Name of Historic District NORTHEAST RESIDENTIAL HISTORIC DISTRICT

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

Name of local historic preservation agency/office CITY OF GAINESVILLE, PLANNING & DEVELOPMENT SERVICES

Mailing Address PO BOX 490 - STATION 11

City GAINESVILLE State FL Zip Code 32627-0490

Telephone Number (352) 334-5022

2. Type of request:

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

3. Owner Information:

Name of individual or organization owning the property STEPHEN ROBERTS

Mailing Address 416 NE 2ND AVENUE

City GAINESVILLE State FL Zip Code 32601

Daytime Telephone Number (352) 317-1210

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

Property Identification Number 14747-000-000

Property Address 416 NE 2ND AVENUE

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

Stephen Roberts
Name

[Signature]
Signature

4/18/17
Date

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

Title

Organization Name

B. EVALUATION OF PROPERTY

(To be completed only for properties in historic or archaeological districts)

5. Description of Physical Appearance:

2.5 story Colonial Revival house
w/ cross-gable roof & front porch.
wood frame structure w/ wood drop siding &
cornerboards and brick chimney. windows are 1/1
DHS (wd & metal) & jalousie.

Date of Construction c. 1909

Date(s) of Alteration(s) _____

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

6. Statement of Significance:

Building is a contributing structure within
the Northeast Residential Historic District. It is
representative of a typical Gainesville dwelling
in the neighborhood in the early 1900s.

7. Photographs and Maps:

Attach Photographs and Maps to Application

Property Identification Number 14747-000-000

Property Address 414 NE 2ND AVENUE

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

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

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

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

1. Identify the governmental agency or non-profit organization that occupies the building or archaeological site.

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

N/A

CITY OF GAINESVILLE FLORIDA

HISTORIC PRESERVATION BOARD

COA APPLICATION ■ REQUIREMENTS

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

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

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

PROJECT LOCATION:

Historic District: NORTHEAST
Site Address: 416 NE 2ND AVE.
Tax Parcel # 14747-000-000

OWNER

Stephen Roberts
Owner(s) Name

Corporation or Company

416 NE 2nd Ave.

Street Address

Gainesville, FL 32601

City State Zip

Home Telephone Number

(352) 317-1210

Cell Phone Number

Fax Number

smroberts@ufl.edu

E-Mail Address

APPLICANT OR AGENT

Applicant Name

Corporation or Company

Street Address

City State Zip

Home Telephone Number

Cell Phone Number

Fax Number

E-Mail Address

TO BE COMPLETED BY CITY STAFF

(PRIOR TO SUBMITTAL)

Fee: \$ 57.88

EZ Fee: \$ _____

HP # 17-15

Contributing ☒ Y ☐ N

Zoning RMF-5

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 Clean Park

Date Received 04/18/2017

RECEIVED

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 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 — 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.

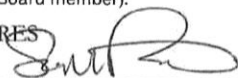
Please post the CERTIFICATE OF APPROPRIATENESS at or near the front of the building.

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 
Applicant or Agent

Date 4/18/17
Date

HP-17-15 fencing

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 Cleary Larkin DATE 4/18/2017

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. 5

style example - will be painted white



Quote Only Order # 150154 Order No. 11-9964238437



Home Improvement Agreement: Proposal for Fencing Installation

Customer's Last Name, First Name Roberts, Steve Store No. 11854 Date 4-7-17

Service Address 4114 ne 2nd Ave QUOTE IS VALID FOR 14 DAYS FROM DATE ABOVE

City Gainesville State FL Zip 32601

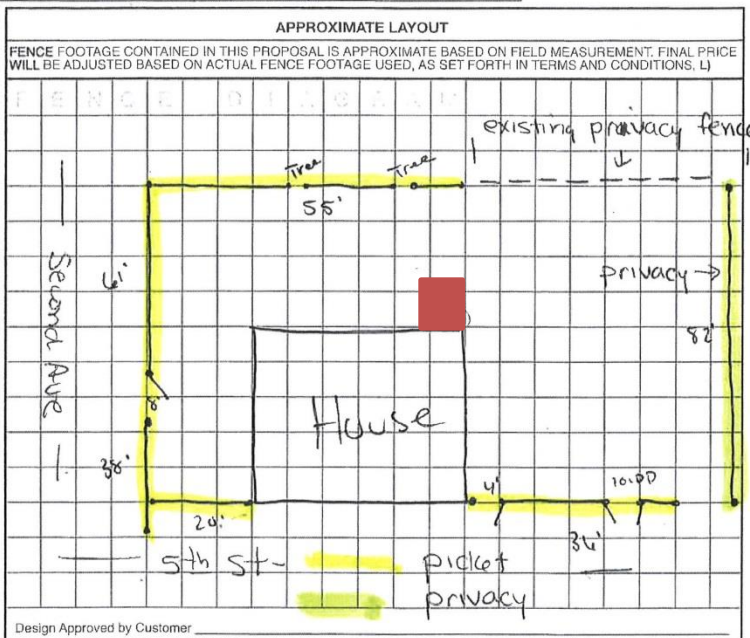
Customer's Daytime Phone No. 352-317-1210 Customer's Evening Phone No. Customer's E-mail Address

PERMIT/INSPECTION INFORMATION

Permit required? ☐ Yes ☒ No ☐ Homeowner to obtain permit (Installation Professional requires copy of permit before installation) ☐ Installation professional to obtain permit

Selection	\$ 5,710.00
ADDITIONAL COST OPTIONS ADD THE PRICES IN THIS COLUMN TO THE SELECTION	
TAKE DOWN AND HAUL AWAY OLD FENCE	\$ <input checked="" type="checkbox"/>
PERMIT COST	\$ <input checked="" type="checkbox"/>
SUB TOTAL	\$ 5,710.00
SALES TAX	\$ <input checked="" type="checkbox"/>
TOTAL CONTRACT PRICE	\$ 5,710.00

- ☒ Stock Product
☒ Special Order Product



FENCE INSTALLATION RELATED TO GRADE: PLEASE INITIAL ONE

☒ PLEASING TO THE EYE ☐ FOLLOWING FLOW ☐ STEPPED INSTALLATION

FENCE TO BE LEVEL WITH HIGHEST GRADE (CUSTOMER TO FILL IN GAPS)

SLIGHTLY UNEVEN GRADE WITH FENCE FOLLOWING FLOW OF GROUND - FENCE WILL BE UNEVEN AT TOP

STEEP SLOPE WHERE FENCE CANNOT "TRACK" ENOUGH TO FOLLOW GRADE AND MUST BE STEPPED, RESULTING IN LARGE GAPS UNDER FENCE- (CUSTOMER TO FILL IN GAPS)

CONTACT ME:

Dealer Name: Auston Sexton
Dealer Phone #: 352-401-4508

Product <u>Picket 2"-3" spacing</u>	Product <u>Board on Board</u>	Product
Style: <u>wood</u> Height: <u>4'</u>	Style: <u>wood</u> Height: <u>6'</u>	Style: Height:
Footage: <u>210'</u> If Gates: <u>1 4' x 10'</u>	Footage: <u>82'</u> If Gates: <u>0</u>	Footage: If Gates:
Post Cap: Color: <u>PT</u>	Post Cap: Color: <u>PT</u>	Post Cap: Color:
Rail Type: Post Type: <u>4x6</u>	Rail Type: Post Type: <u>4x4</u>	Rail Type: Post Type:
Picket Type: \$	Picket Type: \$	Picket Type: \$

DISTRIBUTION: White—Installation Professional Copy

Yellow— Customer Copy

51010265SAP V1 5/13

Note: approximate location of a/c unit shown in red

New Register Locations – 416 NE 2nd Avenue

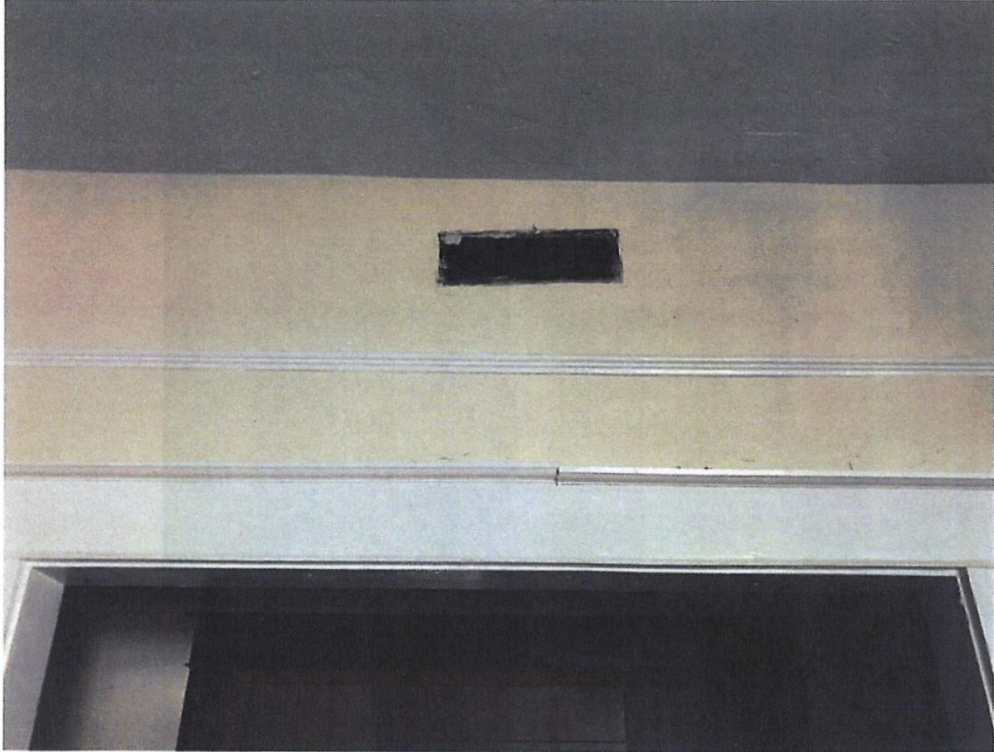
Enclosed porch/sun room – Mini-split AC will be located below window



Living room – Cut-out indicates new register location



Dining room – Cut-out indicates new register location



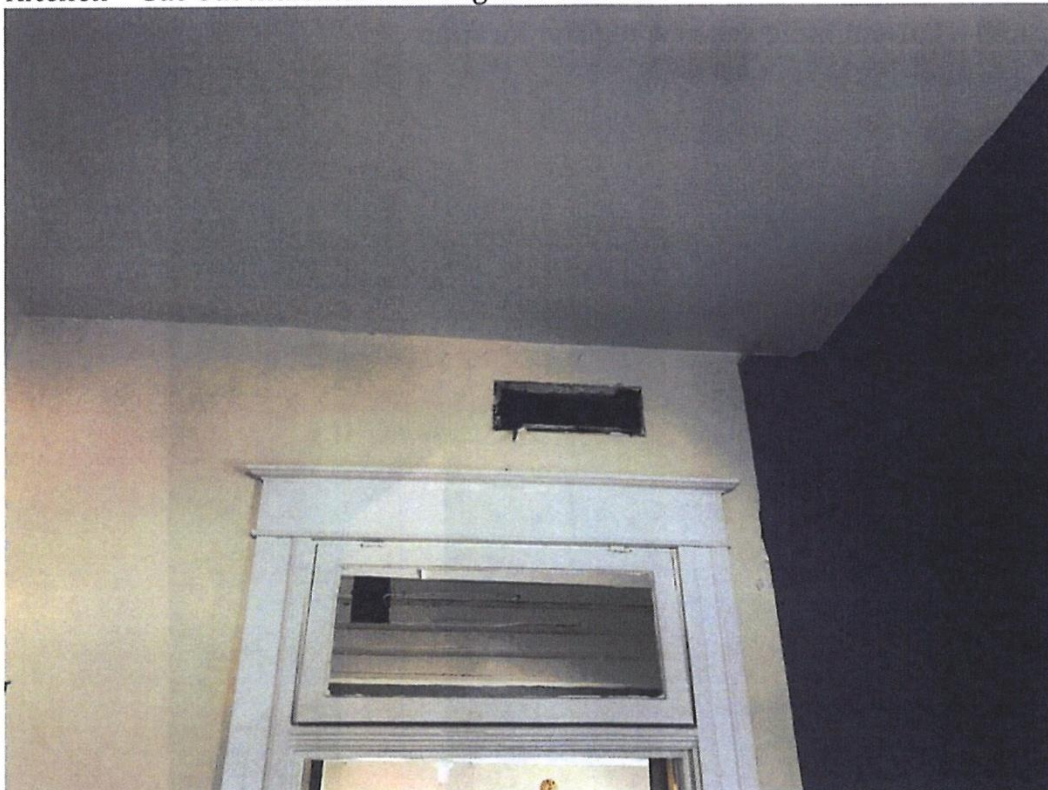
Foyer – New AC register will be placed at same location as old forced air vent



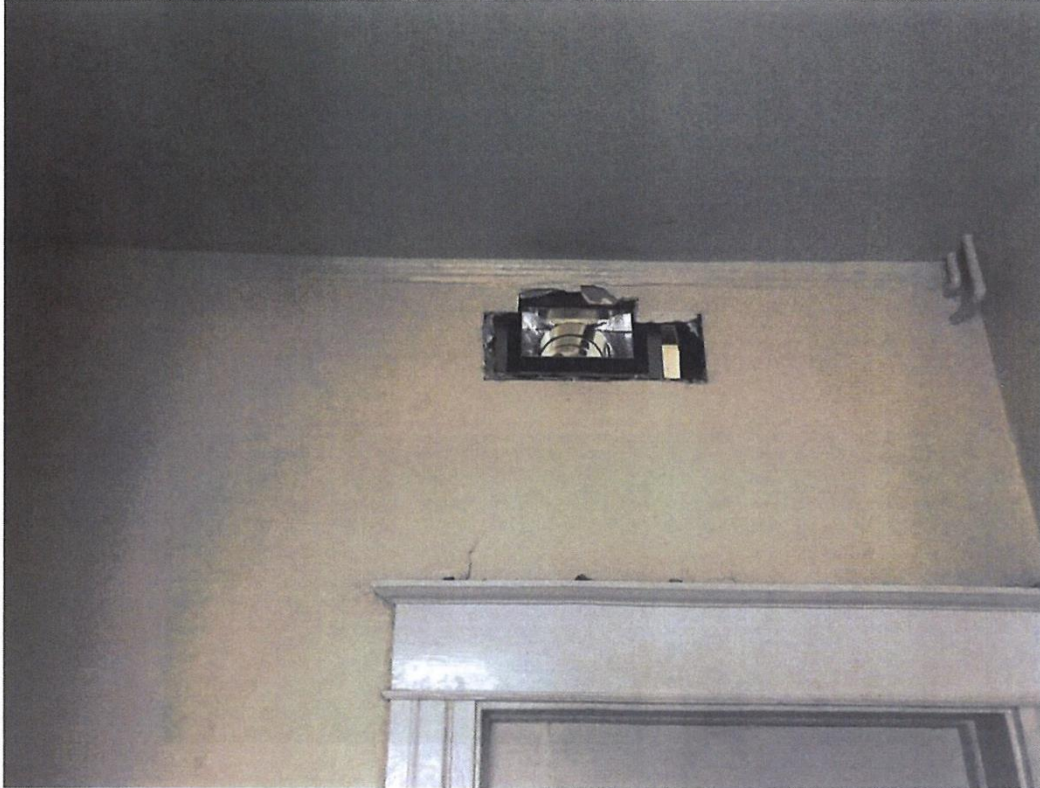
Parlor – Cut-out indicates new register location over doorway



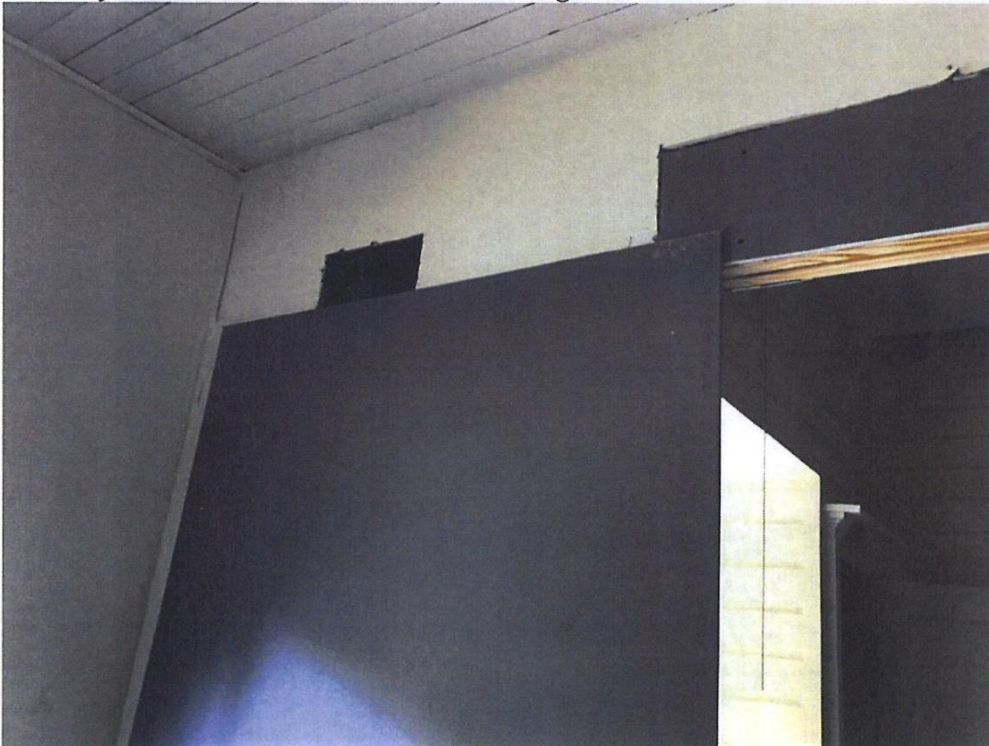
Kitchen – Cut-out indicates new register location



First floor bathroom – New register location over door



Laundry room - Cut-out indicates new register location



Rear entrance – Cut-out for return for first floor unit



Second floor front hallway - Cut-outs indicate locations for two new registers



Second floor bedroom 1 – Cut-outs for new register (left) and return (right)



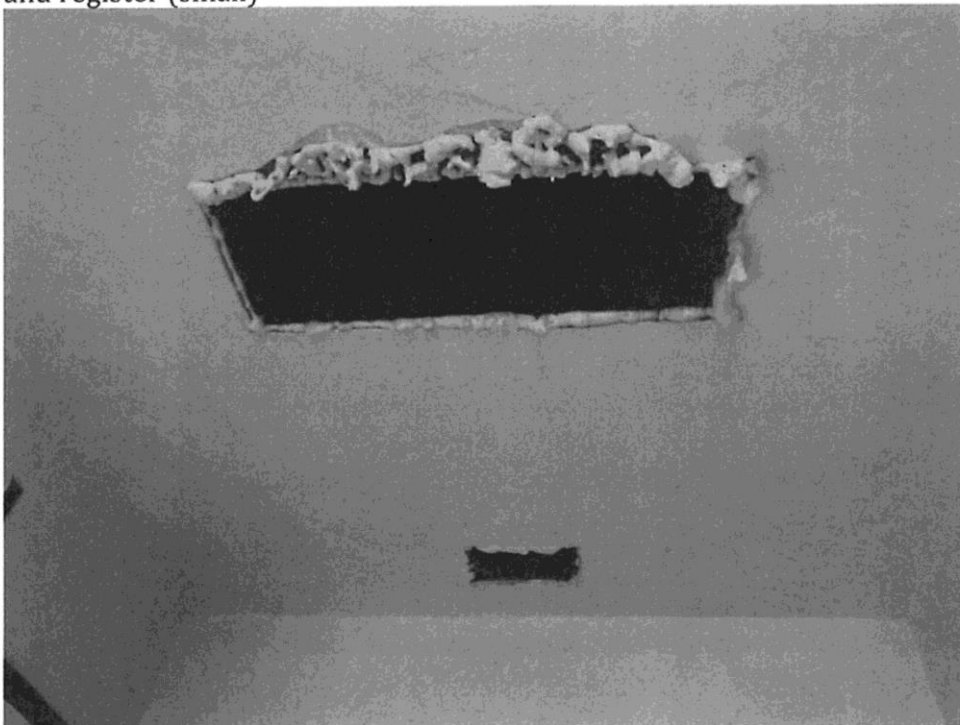
Second floor bedroom 2 – Cut-outs for new register (left) and return (right)



Second floor bedroom 3 – Cutouts for new register (right) and return (left)



Second floor back hallway – Cut-outs for second floor unit return (large opening) and register (small)



Second floor office – Cut-out indicates new register location



Second floor bedroom – Cut-out (on right) indicates new register location



Second floor bedroom - Cut-out indicates return



Second floor bathroom - Cut-out indicates location of new register

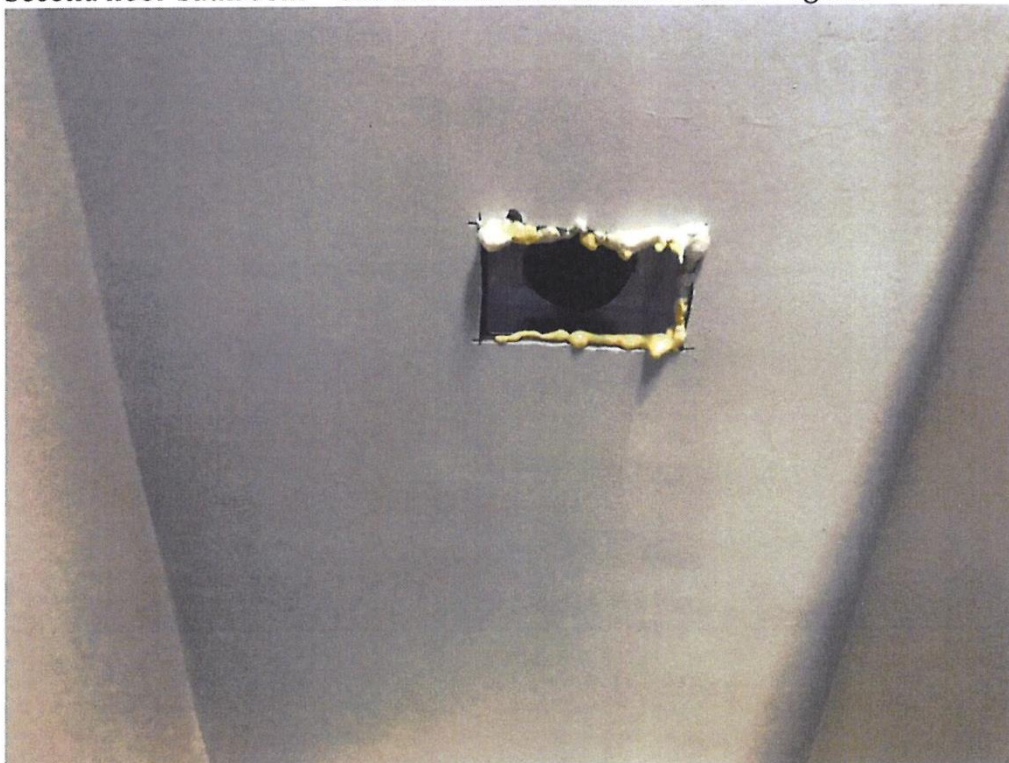


Exhibit 4 City of Gainesville Code of Ordinances Sec. 25-65

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)

Exhibit 5 Summary of the Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior has adopted a set of standards for rehabilitation of historic structures under federal pro- grams, including the tax incentive program for rehabilitation. The following standards are general principles that the Department of the Interior recommends for consideration in the planning stage of rehabilitation.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires re- placement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Re- placement of missing features shall be substantiated by documentary, physical or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

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

10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.