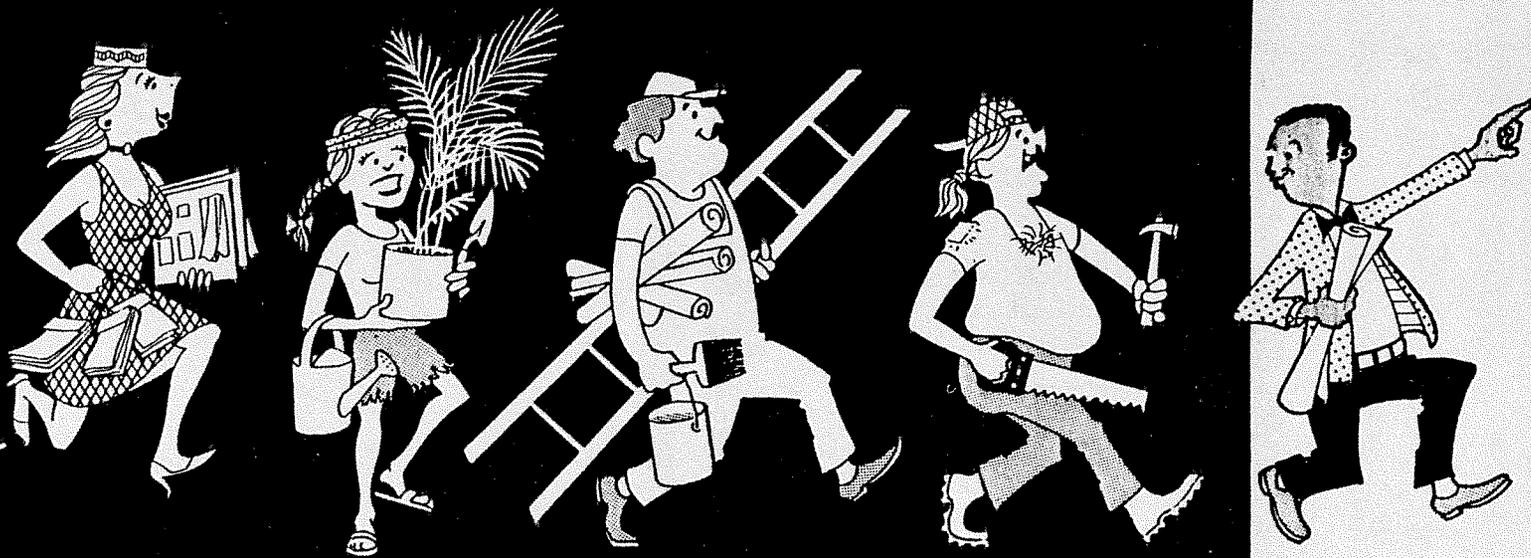


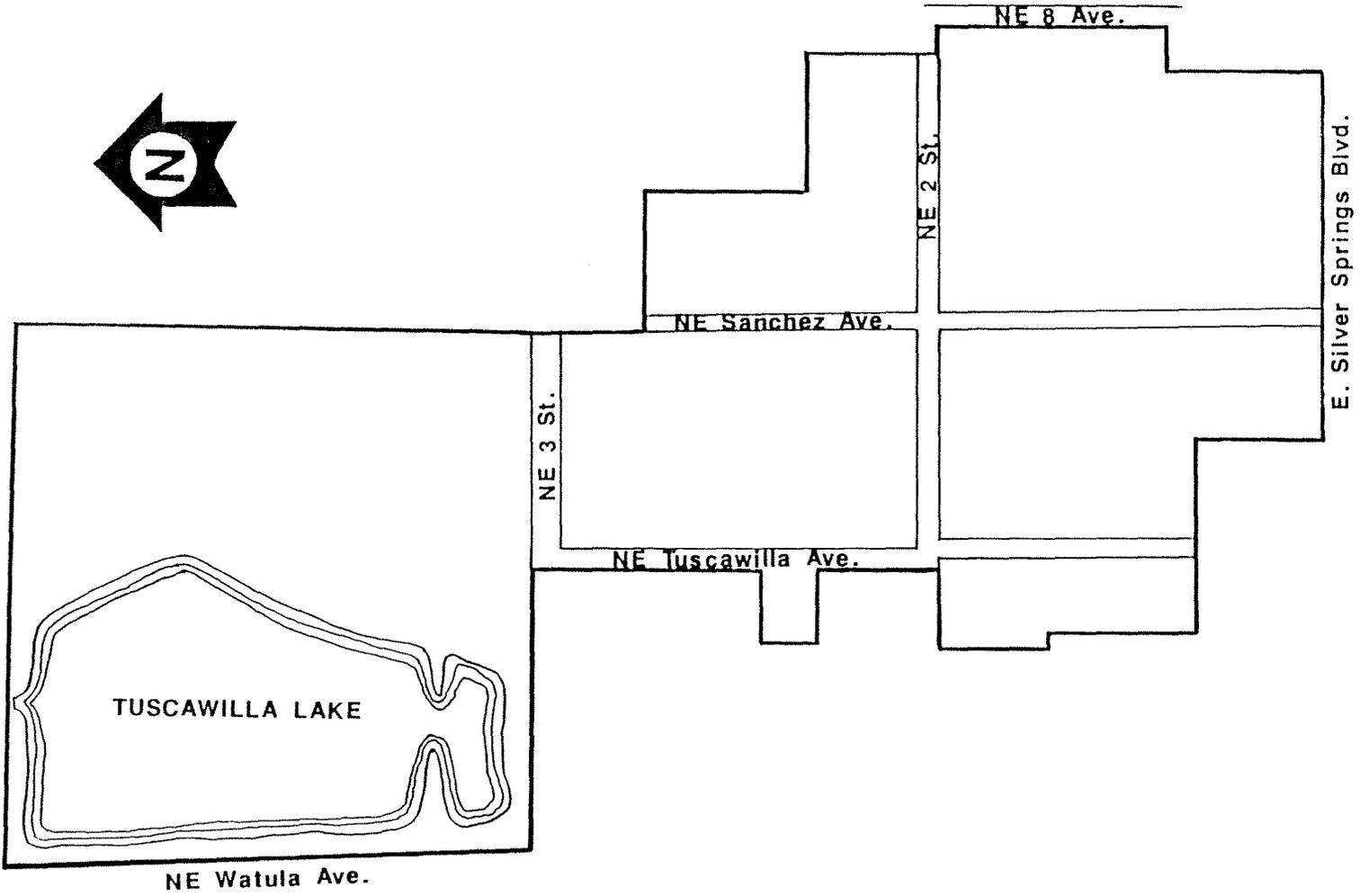
# City of Ocala

## Historic Preservation Design Guidelines

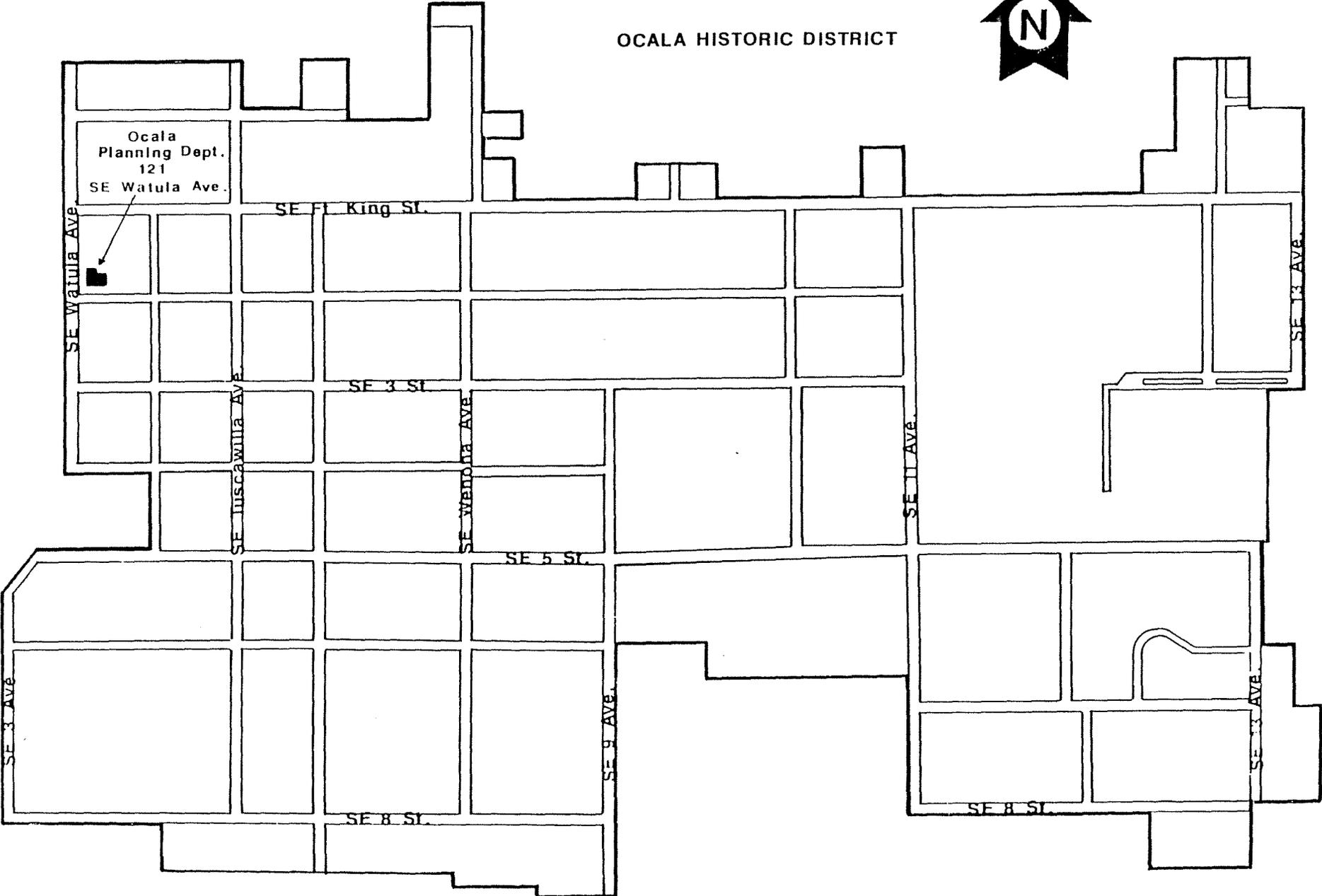


Produced by  
the City of Ocala, Florida Planning Department  
in cooperation with  
the Ocala Historic Preservation Advisory Board.

TUSCAWILLA PARK HISTORIC DISTRICT



OCALA HISTORIC DISTRICT



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## **INTRODUCTION**

In order to retain the distinctive historic architectural styles found in the Ocala and Tusawilla Park National Register Historic Districts, the Ocala City Council has given the Ocala Historic Preservation Advisory Board (OHPAB) the authority to evaluate proposed exterior changes. OHPAB is required to base its evaluation on the criteria contained in the *United States Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.

"Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property that are significant to its historic, architectural, and cultural values." This definition assumes that at least some repair or alteration of the historic building will need to take place in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy the materials and features – including their finishes – that are important in defining the building's historic character.

Preservation of a building's historic character is based on the assumption that: (1) the historic materials and features and their unique craftsmanship are of primary importance; and (2) they will be retained, protected, and repaired in the process of rehabilitation to the greatest extent possible, not removed and/or replaced with materials and features which appear to be historic, but which are, in fact, new.

## **GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS**

**These Guidelines are intended to assist in applying the Standards to projects generally; they are not meant to give case-specific advice or address exceptions or rare instances. This kind of careful case by case decision making is best accomplished by seeking assistance from the Ocala Historic Preservation Advisory Board prior to submitting a formal Certificate of Appropriateness application.**

**These Guidelines pertain to all buildings in the Ocala and Tusawilla Park Historic Districts and individual properties designated as being historically important by the Ocala City Council. Those approaches, treatments, and techniques that are consistent with the Secretary of the Interior's "Standard's for Rehabilitation" are described as "Recommended"; those approaches, treatments, and techniques which could adversely affect a building site's or a district's historic character are described as "Not Recommended."**

**To provide clear and consistent guidance for owners or developers to follow, the "Recommended" courses of action in each section are listed in order of historic preservation concerns so that a rehabilitation project may be successfully planned and completed--one that, first, assures the preservation of a building's important or "character-defining" architectural materials and features and, second, makes possible an efficient contemporary use. Rehabilitation guidance in each section begins with PROTECTION and MAINTENANCE, that work which should be maximized in every project to enhance overall preservation goals. Next, where some deterioration is present, REPAIR of the building's historic materials and features is recommended. Finally, when deterioration is so extensive that repair is not possible, the most problematic area of work is considered: REPLACEMENT OF HISTORIC MATERIALS AND FEATURES WITH NEW MATERIALS.**

### **IDENTIFY, RETAIN, AND PRESERVE**

**Identifying, retaining, and preserving the form and detailing of those architectural materials and features that are important in defining the historic character is always listed first under "Recommended". Actions that are most apt to cause loss of the building's, site's, or district's historic character are listed under "Not Recommended." Loss of character is just as often caused by the cumulative effect of a series of actions that would seem to be minor**

interventions. Thus, the guidance in all of the "Not Recommended" sections must be viewed for the total impact on a historic building, site, or district.

### **PROTECT AND MAINTAIN**

Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings; the cyclical cleaning of roof and gutter systems; or installation of fencing, protective plywood, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical conditions should always begin at this level.

### **REPAIR**

When the physical condition of character-defining materials and features warrants additional work repairing is recommended. Repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind—or with compatible substitute material—of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

### **REPLACE**

Guidance is provided for replacing an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can

be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the replacement of an entire character-defining feature is recommended under certain well-defined circumstances, removal of a feature and replacement with new material is never recommended—even though the feature is damaged or deteriorated—if the feature could reasonably be repaired and thus preserved.

### DESIGN FOR MISSING HISTORIC FEATURES

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the Guidelines as the first or preferred, course of action. If adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. A second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

### ALTERATIONS/ADDITIONS TO HISTORIC BUILDINGS

Some exterior and interior alterations to the historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include providing additional parking space on an existing historic building's site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing

an entirely new mechanical system; or creating an atrium or light well. Alterations may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the Guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, non character-defining interior spaces. If an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

### **HEALTH AND SAFETY CODE REQUIREMENTS** **ENERGY RETROFITTING**

These sections of the Guidelines address work done to meet health and safety code requirements (for example, providing barrier-free access to historic buildings); or retrofitting measures to conserve energy (for example, installing solar collectors in an unobtrusive location on the site). Particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of rehabilitation work to meet code and energy requirements.

## **II ROOFS**

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The roof--with its shape; features such as cresting, dormers, cupolas, and chimneys; and the size, color, and patterning of the roofing material--can be extremely important in defining the building's overall historic character. In addition to the design role it plays, a weathertight roof is essential to the preservation of the entire structure; thus, protecting and repairing the roof as a "cover" is a critical aspect of every rehabilitation project.

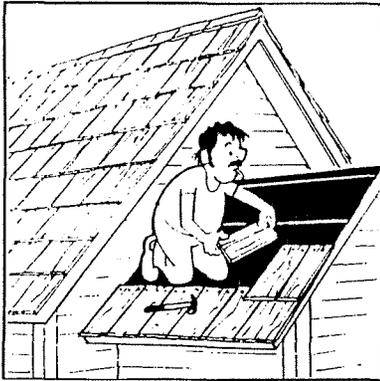
A Certificate of Appropriateness can be issued by the Ocala Planning Director for ordinary reroofing in cases where a roof is going to be re-shingled, provided that upon completion of the work, the new roof will be visually similar to the old roof that was replaced. A Certificate of Appropriateness from the Planning Department (a staff C.A.) may be requested when asphalt or fiberglass shingles are going to be replaced with new, three-tab shingles. Also, a staff C.A. may be requested when asbestos or composition concrete are going to be replaced with three-tab shingles. Flat roofs, which are not visible from the ground, may also be repaired with a staff Certificate of Appropriateness.

A request to change from roofing materials such as clay tile, metal shingles or panels, or slate to some other type of roofing, including three-tab shingles, will have to be reviewed by OHPAB.

It is not uncommon to find that fascia, soffit, rafter ends, or gutters and downspouts, etc., need repair during a reroofing project. These types of repairs are considered ordinary maintenance and repair and can be authorized by a staff Certificate of Appropriateness from the Planning Department provided that the completed work will maintain a visual appearance similar to that prior to the repair.

## IDENTIFY, RETAIN, AND PRESERVE

### Recommended



Identifying, retaining, and preserving roofs--and their functional and decorative features--that are important in defining the overall historic character of the building. This includes the roof's shape, such as

hipped, shed, or gable; decorative features such as cupolas, cresting, chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal; as well as its size, color, and patterning.

### Not Recommended

Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the historic character is diminished.

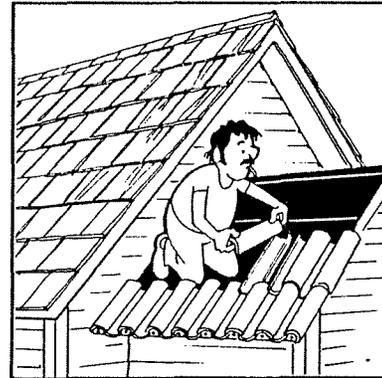
Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.

Applying paint or other coatings to roofing material which has been historically uncoated.

**Recommended**

**Not Recommended**

Removing all historic roofing material, such as slate or clay tiles or composition shingles, and replacing the roof with three-tab shingles when limited repair of deteriorated and leaking original materials would be appropriate.



## PROTECT AND MAINTAIN

### Recommended

Protecting and maintaining a roof by cleaning the gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to ensure that materials are free from insect infestation.

Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.

### Not Recommended

Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure

Allowing roof fasteners, such as nails and clips, to corrode so that roofing material is subject to accelerated deterioration.

**Recommended**

**Protecting a leaking roof with plywood, roofing felt, or plastic until it can be properly repaired.**

**Not Recommended**

**Permitting a leaking roof to remain unprotected so that water damage occurs inside the building and there is accelerated deterioration of structural components, such as trusses or rafters, and non-structural ceilings.**



## REPAIR

### Recommended

Repairing a roof through the conservation of the historic materials which comprise roof features. Repairs will also generally include the limited replacement in kind, or with compatible substitute material, of those extensively deteriorated or missing parts of features when there are surviving prototypes such as rafter ends, decorative brackets, gable-end decorations, and dormer elements.

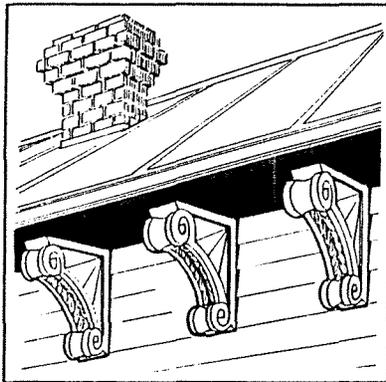
### Not Recommended

Removing all historic roofing material, such as slate or clay tiles or composition shingles, and recovering the roof with three-tab shingles when limited repair of the deteriorated and leaking original materials would be appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof.

## REPLACE

### Recommended

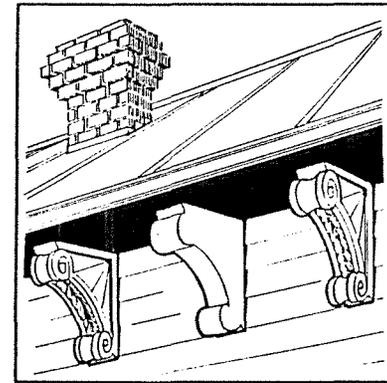


Replacing in kind an entire feature of the roof that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence to guide the new work. Examples can include a large

section of roofing, a dormer, a chimney, or decorative elements. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

### Not Recommended

Replacing an entire roof feature such as a chimney or dormer when repair of the historic materials and limited replacement of the missing parts are appropriate.



## DESIGN FOR MISSING HISTORIC FEATURES

### Recommended

Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or dormer. It may be an accurate restoration using historical, pictorial, or physical documentation.

### Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, or physical documentation.

## ALTERATION OR ADDITIONS FOR A NEW OR EXPANDED USE

### Recommended

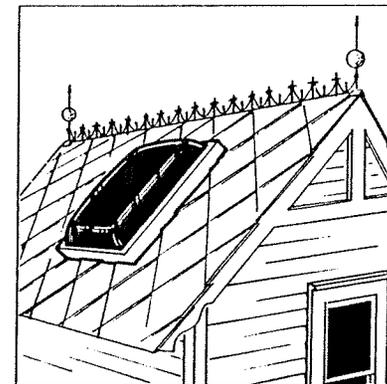
Installing mechanical and service equipment--such as air conditioners or solar collectors--on the roof when required by a new or expanded use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

Designing additions to roofs--such as skylights or dormers--when required by a new or expanded use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

### Not Recommended

Installing mechanical or service equipment so that it damages or obscures character-defining features or is conspicuous from the public right-of-way.

Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.



### **III BUILDING WALLS**

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A wall is one of the sides of a building that connects the foundation and the roof. Walls have two functions: to support the roof and the upper floors; and to create an enclosed, interior space that is protected from weather and intrusion. For the purposes of historic architectural review and the issuance of a Certificate of Appropriateness, the concern is with the external appearance of a wall, which involves the "enclosing" function. Consideration of the appearance of a wall begins with the visible building material on the wall itself, such as wood, brick, stone, or stucco. Openings in the walls--windows and doors--are of major importance to the historic architecture as are attachments to the walls, such as porches. Windows, doors, and entrances and porches will be discussed in later chapters.

Wall insulation, which is important in energy conservation, will diminish the historic character of a building if it is applied to the exterior and then covered up with a non-historic siding material such as vinyl or aluminum. The use of non-historic siding materials are, of course, not recommended for historic buildings. One important way to help reduce the amount of air conditioning needed is to plant shade trees. Consideration should be given to planting native shade trees in locations that will shade a building, and still be far enough away so that the trees will not damage the building as they grow.

One item on a wood frame house that can need repair is the wooden siding. Replacing a small amount of decayed wooden siding with new wooden siding that matches the original siding is considered ordinary maintenance and repair. Replacing a small amount of siding with identical siding therefore does not require a Certificate of Appropriateness from OHPAB. However, a staff C.A. and a building permit may be needed. You can contact the Ocala Planning Department at 629-8529 for additional information.

Painting does not require a C.A. As is pointed out in this chapter, surface preparation before painting must be done using the gentlest methods possible so as to not damage the building material. Also, the color of the paint used should be compatible with the historic district and neighborhood.

## IDENTIFY, RETAIN, AND PRESERVE

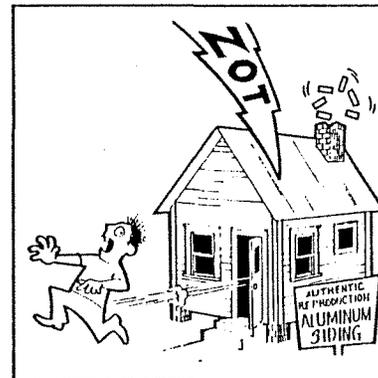
### Recommended

Identifying, retaining, and preserving the historic building materials of the exterior walls that are important in defining the overall historic character of the building.

Preserve the outside material by inspecting for termites and other destructive insects on a regular basis. It may be necessary to hire a professional exterminating company to make a thorough inspection.

### Not Recommended

Removing or radically changing the building materials of the exterior walls that are important in defining the overall historic character of the building so that, as a result, the historic character is diminished.



**Recommended**

**Not Recommended**

Removing a major portion of a historic wall instead of repairing or replacing the deteriorated section, and then reconstructing the wall with new material in order to achieve a uniform or "improved" appearance.



Replacing or rebuilding major portions of the exterior walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction.

Radically changing the paint color.

**Recommended**

For masonry: Identifying, retaining, and preserving mortar joints and bonding patterns, coatings, and color.

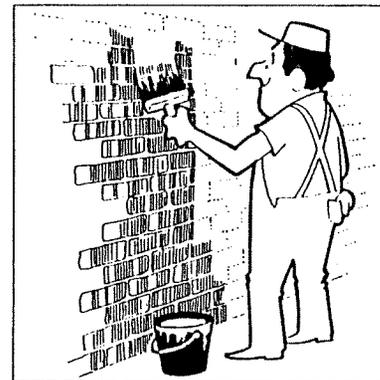


For masonry: Paint, if historically painted; do not paint if historically unpainted.

**Not Recommended**

For wood: Stipping historically painted surfaces to bare wood, then applying clear finishes in order to create a "natural look."

For masonry: Applying paint or a coating such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance.



For masonry: Removing paint from historically painted masonry; painting historically unpainted masonry.

## PROTECT AND MAINTAIN

### Recommended

Protecting and maintaining walls through regular inspections, followed by cleaning, limited paint removal, and re-application of protective coating materials when needed.

Protecting and maintaining walls by inspecting surfaces to determine whether repainting is necessary.

Protecting and maintaining walls by inspecting for termites and other destructive insects on a regular basis. It may be necessary to have a professional exterminating company make a thorough inspection to ensure the building is and remains free of insect infestation.

### Not Recommended

Failing to inspect and provide adequate protection to materials on a regular basis, allowing deterioration.

Removing paint that is firmly adhering to, and thus protecting, walls.

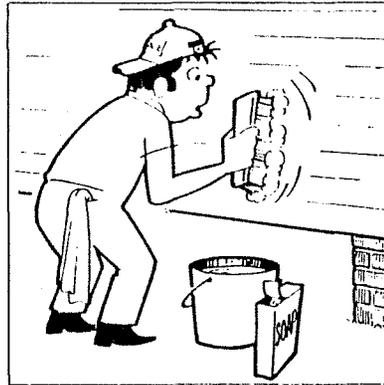
Failing to inspect for termites and other insects on a regular basis, allowing infestation to occur.

**Recommended**

Cleaning walls only when necessary to halt deterioration or remove heavy soiling.

Carrying out surface cleaning tests after it has been determined that cleaning is necessary. Tests should be observed over a sufficient period of time so that both the immediate effects and the long range effects are known to enable selection of the gentlest method possible.

Cleaning wall surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.

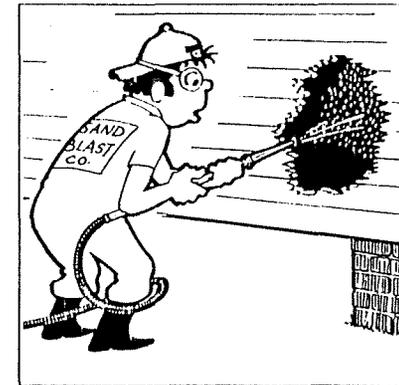


**Not Recommended**

Cleaning wall surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.

Cleaning wall surfaces without proper testing.

Sandblasting wall surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.



**Recommended**

Inspecting painted wall surfaces to determine if repainting is necessary.

Removing damaged or deteriorated paint only to the next sound layer using the gentlest methods possible (e.g., hand-scraping) prior to repainting.

For wood: Using with care electric hot-air guns and electric heat plates when paint is so deteriorated that total removal is necessary prior to repainting.

**Not Recommended**

Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

Cleaning with chemical products that will damage wall surfaces or leaving chemicals on wall surfaces.

Applying high pressure water cleaning methods that will damage wall surfaces.

Removing paint that is firmly adhering to, and thus protecting, wall surfaces.

Using methods of removing paint which are destructive to wall surfaces such as sandblasting, treating with caustic solutions, or high pressure waterblasting.

For wood: Using a propane or butane torch to remove paint.

**Recommended**

**For wood:** Using chemical strippers primarily to supplement other methods such as hand-scraping, hand-sanding, and thermal devices.

Applying compatible paint coating materials following proper surface preparation.

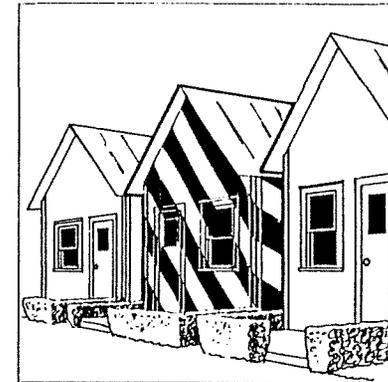
Repainting with colors that are historically appropriate to the building and district. A Certificate of Appropriateness is not required for painting, nor does the color have to be approved.

**Not Recommended**

**For wood:** Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.

Failing to follow manufacturers' product and application instructions when repainting walls.

Using new paint colors that are inappropriate to the historic building and district.



**Recommended**

**For wood:** Applying neutral or colored chemical preservatives to wood features that are exposed to decay hazards and are traditionally unpainted.

**For masonry:** Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork.

**For masonry:** Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.

**Not Recommended**

**For wood:** Introducing chemical preservatives, such as creosote, which can change the appearance of wood features.

**For masonry:** Removing nondeteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.

**For masonry:** Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.

**Recommended**

**For masonry: Duplicating old mortar in strength, composition, color, and texture.**

**For masonry: Using traditional repointing methods.**

**For masonry: Duplicating old mortar joints in width and in joint profile.**

**For masonry: Repairing original stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.**

**Not Recommended**

**For masonry: Repointing with high portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the new material and the original mortar.**

**For masonry: Repointing with a synthetic caulking compound.**

**For masonry: Using something other than traditional repointing methods.**

**For masonry: Changing joint width or profile when repointing.**

**For masonry: Removing sound stucco; or repairing with new stucco that is stronger than the historic material and does not convey the same visual appearance.**

**Recommended**

Protecting and maintaining exterior walls by providing proper drainage so that water does not stand on flat horizontal surfaces or accumulate in curved decorative features.

Providing proper drainage on the site so that water does not erode or rot foundation walls; providing proper drainage so that standing water does not accumulate around and remain in contact with exterior walls.

Evaluating the overall condition of the wall surfaces to determine whether more than protection and maintenance are required; that is, if repairs to the wall surface features will be necessary.

**Not Recommended**

Failing to identify, evaluate, and treat the various causes of wall deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.

Failing to maintain stormwater drainage on the site so that buildings are damaged; or, changing the site grading so that water no longer drains properly.

Failing to undertake adequate measures to assure the preservation of wall surfaces.

**Recommended**

**Not Recommended**

Failing to maintain sufficient site drainage which results in building damage and various causes of wall deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.



## REPAIR

### Recommended

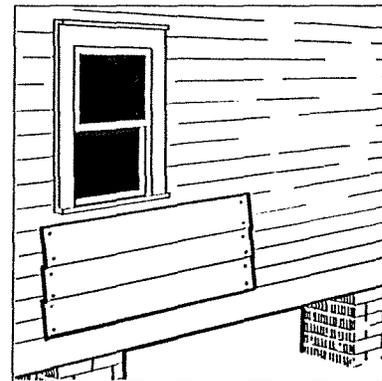
Repairing wall features by patching or piecing-in using recognized preservation methods. Repair may also include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of wall features when there are surviving prototypes, such as brackets.

### Not Recommended

Repairing an entire wall feature when repair of the wall and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the

v i s u a l  
appearance of  
the surviving  
parts of the  
wall feature or  
that is  
physically or  
chemically  
incompatible.



## REPLACE

### Recommended

Replacing in kind an entire wall feature that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Applying new or non-historic surface treatments such as a water-repellent coating to wall surfaces only if other repairs have failed to arrest water penetration problems.

### Not Recommended

Removing a wall feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

Applying waterproof, water-repellent, or non-historic coatings. Coatings are frequently unnecessary, expensive, and may change the appearance of historic walls as well as accelerate their deterioration.

**Recommended**

**Not Recommended**

**Creating a false historical appearance because the replaced wall feature is based on insufficient historical, pictorial, and physical documentation.**

**Introducing a new wall feature that is incompatible in size, scale, material, or color.**

## ENERGY RETROFITTING

### Recommended

Installing insulating material on the inside of masonry walls to increase energy efficiency where there is no character-defining interior moulding or other architectural detailing provided.

Installing insulation in wall spaces so that the historic wall material is not damaged or covered up with new siding material.

Installing passive solar devices on a rear or inconspicuous side of the historic building.

### Not Recommended

Resurfacing historic building materials with more energy efficient but incompatible materials, such as covering historic masonry with exterior insulation.

Adding insulation to the exterior wall of a building, and then enclosing the insulation with nonhistoric siding material such as aluminum, vinyl, or stucco.

Installing passive solar devices on primary or other highly visible elevations; or where historic material must be removed or will be obscured.

## **IV WINDOWS**

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**A window is an opening in an external wall of a building that will admit light and (before air conditioning) air. Windows are usually glazed.**

**The parts of a window are:**

- sash:** the framework of the window (not to be confused with the frame itself which is the immovable structure that holds the sash)
- mullion (or munton):** the primary vertical members of a sash that separate and support the panes
- muntin:** a secondary framing member of the sash that holds panes within a window

**[definitions from The Illustrated Dictionary of Historic Architecture, Cyril M. Harris, ed., (1977)]**

**The arrangement and design of the window, i.e., the visual pattern made by all the windows of a building, is called fenestration.**

**As a character-defining feature a window must be assessed at two levels: First, the design(s), materials, and appearance of the individual windows must be noted; then the fenestration of the entire assemblage of windows must be considered. Because rehabilitation projects frequently include proposals to replace window sash or even entire windows to improve thermal efficiency, it is essential that the contribution to the overall historic character of the building be assessed for individual windows and for the fenestration. The physical condition of each window should be evaluated before specific repair or replacement work is undertaken.**

## IDENTIFY, RETAIN, AND PRESERVE

### Recommended

Identifying, retaining, and preserving windows--and their functional and decorative features--that are important in defining the overall historic character of the building.

### Not Recommended

Removing or radically changing windows which are important in defining the overall historic character so that, as a result, the historic character of the building is diminished. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and exterior shutters.

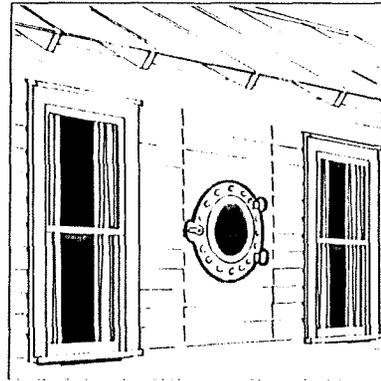
Changing the number, location, size, or glazing pattern of windows through cutting new openings, blocking-in windows, or installing replacement sash which does not fit the historic window opening.

**Recommended**

The original window sashes used in Ocala's historic districts were exclusively made of wood. Most windows have multiple, individual panes of glass which are held in place by strips of wood called muntins. Unless cared for through a regular maintenance program, the wood sashes and muntins may have become damaged by weather or termites. Wooden windows with true muntins always should be retained. Many window companies will custom make replacement windows which can be ordered locally. The Historic Ocala Preservation Society (HOPS) maintains a warehouse that has some original windows and other salvaged historic building material. If replacement windows are needed, contact HOPS at 351-1861 to see if salvaged windows are available.

**Not Recommended**

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which radically change the sash, depth of reveal, and the muntin configuration; the reflectivity of the glazing; or appearance of the frame.



Obscuring historic window trim.

## PROTECT AND MAINTAIN

### Recommended

Protecting and maintaining the wood material which comprises the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning and repainting.

Making weathertight by recaulking and replacing or installing weatherstripping. (These actions also improve thermal efficiency.)

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e., if repairs to windows and window features will be required.

### Not Recommended

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the windows results.

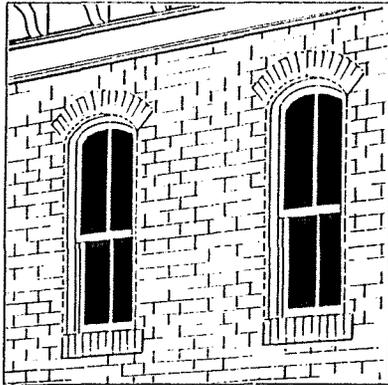
Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.

Failing to undertake adequate measures to assure the preservation of historic windows.

## REPAIR

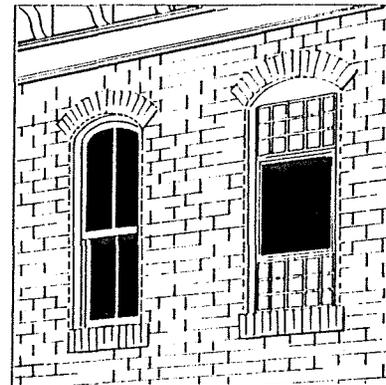
### Recommended

Repairing window frames and sash by patching, splicing, consolidation or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing when there are surviving examples.



### Not Recommended

Replacing the entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.



**Recommended**

**Not Recommended**

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically incompatible.

Failing to reuse serviceable window hardware.

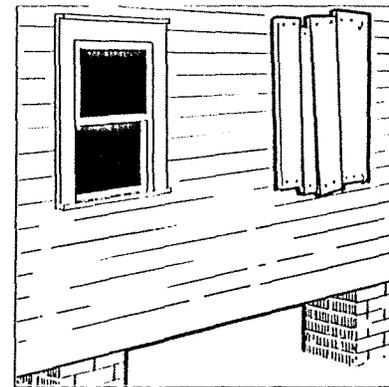
## REPLACE

### Recommended

Replacing in kind an entire window that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

### Not Recommended

Removing a character-defining window that is unrepairable and blocking-in the opening.



**Recommended**

**Not Recommended**

Replacing the window with a new one that does not convey the same visual appearance; for instance, using an aluminum window to replace a wooden one.

Using a replacement window that has false muntins instead of one that has true muntins.

**DESIGN FOR MISSING HISTORIC FEATURES**

**Recommended**

**Not Recommended**

Designing and installing new windows when the historic windows (frame, sash, and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.

Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.

Introducing a new design that is incompatible with the historic character of the building.

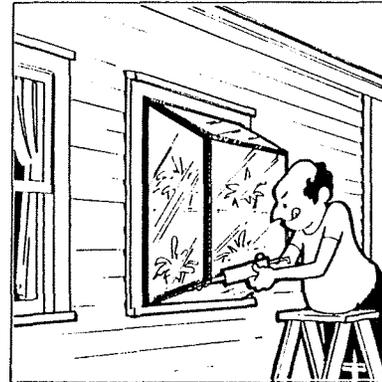
## ALTERATIONS OR ADDITIONS FOR A NEW USE

### Recommended

Designing and installing additional windows on rear or other non-character-defining elevations if required by a new use. The design should be compatible with the overall design of the building, but should not duplicate the fenestration pattern and detailing of a character-defining elevation.

### Not Recommended

Installing new windows--including frames, sash, and muntin configuration--that are incompatible with the building's historic appearance; or, installing new windows that obscure, damage, or destroy character defining features.



**Recommended**

Providing a setback in the design of dropped ceilings to allow for the full height of the window openings.

**Not Recommended**

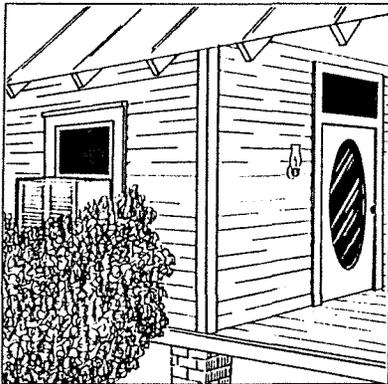
Inserting new floors or lowering internal ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.

Installing a new roof, such as for a porch, that obscures existing windows.

## MECHANICAL SYSTEMS: AIR CONDITIONING, HEATING, ELECTRICAL, AND PLUMBING

### Recommended

Installing heating/air conditioning units in the window frames in such a manner that the sash and frames are protected. Note: Window installations should be considered only when all other viable heating/cooling systems would result in significant damage to historic materials.



### Not Recommended

Cutting through exterior walls in order to install air conditioning units.

Radically changing the appearance of the historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames or transoms.



## ENERGY RETROFITTING

### Recommended

Utilizing the inherent energy conserving features of a building by maintaining windows and louvered blinds in good operable condition for natural ventilation.

Improving thermal efficiency with weatherstripping, storm windows, interior shades, and, if historically appropriate, blinds or awnings.

Retaining wood framed windows.

Installing interior storm windows with airtight gaskets, ventilating holes, and/or removable clips to insure proper maintenance and to avoid condensation damage to historic windows.

### Not Recommended

Removing historic window shading devices rather than keeping them in an operable condition.

Replacing historic multi-paned windows with new thermal windows with false muntins.

Replacing wood framed windows with aluminum framed windows.

Installing interior storm windows that allow moisture to accumulate and damage the window.

**Recommended**

**Installing exterior storm windows which do not damage or obscure the windows and frames.**

**Considering the use of lightly tinted glazing on non-character-defining elevations if other energy retrofitting alternatives are not possible.**

**Not Recommended**

**Installing new exterior storm windows which are inappropriate in size or color, or are inoperable.**

**Using tinted or reflective glazing on character-defining or other conspicuous elevations.**

**Replacing windows or transoms with fixed thermal glazing or permitting windows and transoms to remain inoperable rather than utilizing them for their energy conserving potential.**

## **V ENTRANCES/PORCHES**

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Entrances and porches often are the focal point of historic buildings, particularly when they occur on primary elevations. Together with their functional and decorative features such as door, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall character of a building. In many cases, porches were energy-saving devices, shading southern and western elevations. Usually entrances and porches were integral components of a historic building's design.

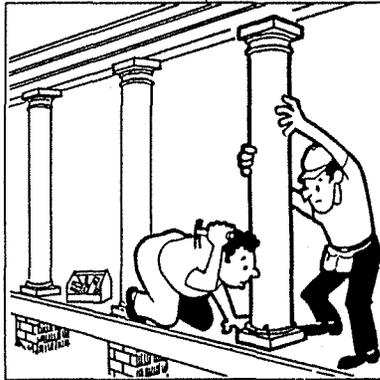
Ocala is a city of many front, side, rear, wrap-around, second story, sleeping, and veranda porches. Homes in Ocala's historic districts are wrapped with open porches defined by brackets or milled ornamentation. Victorian houses tend to have protruding porches with a porch roof, while bungalow styles incorporate the porch under the main roof. The rhythm of these projections defines streetscapes with variety and visual interest. Commercial buildings display typical patterns of entrances within recessed storefronts and beneath awning projections. (Ocala Historic Preservation Plan Optional Element, 1991, p. 56-57)

One item on a wood frame house that commonly needs maintenance and repair is the wooden decking on a porch. When the repaired deck will have the same visual appearance as it did prior to the work, it is considered ordinary maintenance and repair and therefore does not require a Certificate of Appropriateness from the Ocala Historic Preservation Advisory Board. However, a staff C.A. and a building permit may be needed. Before repairing a porch deck, please check with the Planning Department at 629-8529.

## IDENTIFY, RETAIN, AND PRESERVE

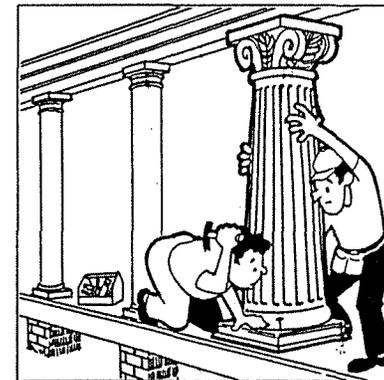
### Recommended

Identifying, retaining, and preserving entrances and porches and their functional and decorative features that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, columns, balustrades, and stairs.



### Not Recommended

Removing or radically changing entrances and porches, and their functional and decorative features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.



**Recommended**

**Not Recommended**

**Stripping entrances and porches of historic material.**

**Removing an entrance or porch because the building has been reoriented and adapted to a new use.**

**Cutting a new entrance on a primary elevation.**

**Altering utilitarian or service entrances so they appear to be formal entrances by adding such things as panelled doors, fanlights, or sidelights.**

## PROTECT AND MAINTAIN

### Recommended

Protecting and maintaining the masonry, wood, and architectural metal that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required; that is, if repairs to entrance and porch features will be necessary.

### Not Recommended

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.

Failing to undertake adequate measures to assure the preservation of historic entrances and porches.

## REPAIR

### Recommended

Repairing entrances and porches by conserving the historic materials. Repair will generally include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts where there are surviving prototypes such as balustrades, cornices, columns, sidelights, and stairs.



### Not Recommended

Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement parts that does not convey the visual image of the surviving parts of the entrance, porch, and functional and decorative features, or that is physically or chemically incompatible.



## REPLACE

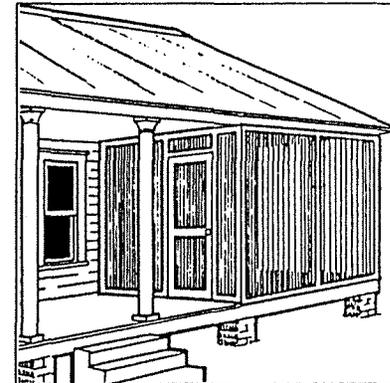
### Recommended

Replacing in kind an entire entrance or porch that is too deteriorated to repair--if the form and detailing are still evident--using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.



### Not Recommended

Removing an entrance or porch, or associated functional and decorative feature, that is unrepairable and then not replacing it with a new porch or entrance or feature that conveys the same visual appearance.



## DESIGN FOR MISSING HISTORIC FEATURES

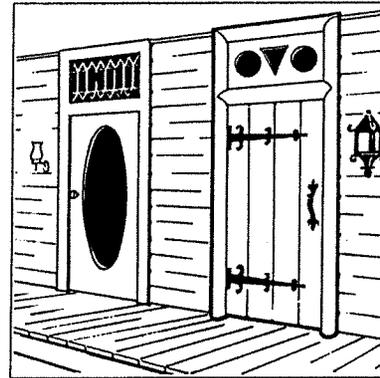
### Recommended

Designing and constructing a new entrance or porch if the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building.

### Not Recommended

Creating a false historical appearance because the replaced entrance or porch or

associated functional or decorative features are based on insufficient historical, pictorial, and physical documentation.

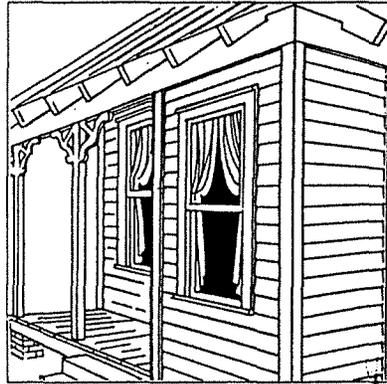


Introducing a new entrance, porch, or associated functional or decorative feature that is incompatible in size, scale, material, design, or color.

## ALTERATIONS OR ADDITIONS FOR A NEW USE

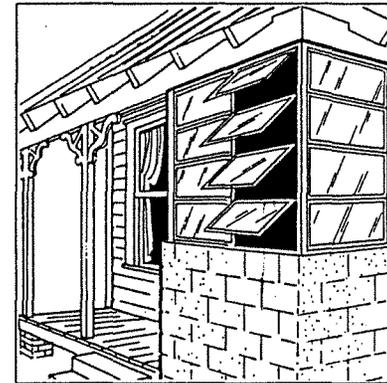
### Recommended

Designing enclosures for historic porches when required by a new use in a manner that preserves the historic character of the building.



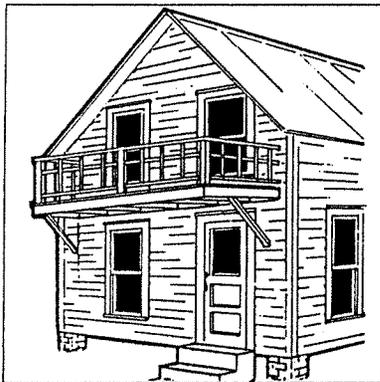
### Not Recommended

Enclosing porches in a manner that results in a loss of historic character.



**Recommended**

Designing and installing additional entrances or porches when required for a new use in a manner that preserves the historic character of the building, i.e., limiting such alteration to non-character-defining elevations.



**Not Recommended**

Installing entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.



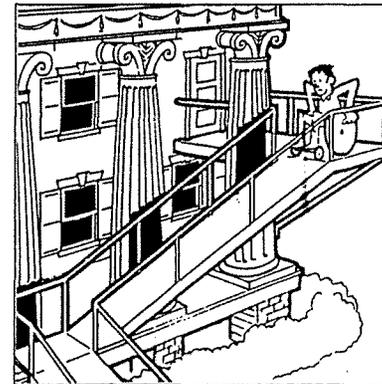
## HEALTH AND SAFETY CODE REQUIREMENTS

### Recommended

Providing barrier-free access through removable or portable, rather than permanent, ramps.

### Not Recommended

Installing permanent ramps that damage or diminish character-defining features.



## **ENERGY RETROFITTING**

### **Recommended**

Utilizing the inherent energy conserving features of a building by maintaining porches in good condition so that they can retain heat in cold months or shade and natural ventilation when it is hot.

### **Not Recommended**

## **VI STRUCTURAL SYSTEMS**

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**Exposed features of the structural system, such as loadbearing walls, columns, trusses, and foundation walls are not only important in defining the building's overall historic character, they are essential to the support and continued existence of the building. The structural system should always be examined and evaluated early in the project planning stage to determine both its physical condition and its importance to the building's historic character.**

**Concealed structural features may be significant in the local history of building technology; therefore, the structural system should always be examined and evaluated early in the project planning stage to determine both its physical condition and its importance to the building's historic character or historical significance.**

**The most common types of structural systems found in historic buildings in Ocala include: wooden frame construction, balloon frame construction, cavity and solid brick wall construction, cast in place concrete, structural terra cotta clay, and concrete slab and post construction.**

## IDENTIFY, RETAIN, AND PRESERVE

### Recommended

Identifying, retaining, and preserving structural systems, and individual features of systems, that are important in defining the overall historic character of the building.

### Not Recommended

Removing, covering, or radically changing features of structural systems which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

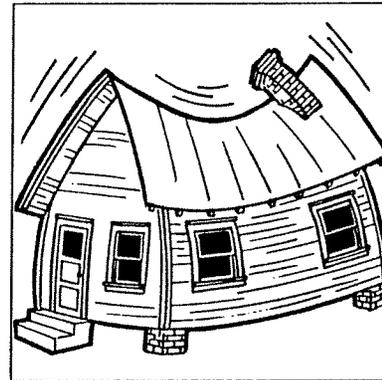
Putting in a new use, or expanding an existing use, which could overload the existing structural system; or installing equipment or mechanical systems which could damage the structure.

Demolishing a loadbearing wall that could be augmented and retained and replacing it with a new wall.

**Recommended**

**Not Recommended**

**Leaving known structural problems untreated.**



**Utilizing treatments or products that accelerate the deterioration of structural material such as introducing urea formaldehyde foam insulation into frame walls.**

## PROTECT AND MAINTAIN

### Recommended

Protecting and maintaining the structural system by keeping roof shingles or other covering and flashing in good, water tight condition; cleaning roof gutters and downspouts; keeping walls and windows in sound condition; and assuring that structural members are free from insect infestation.

Examining and evaluating the physical condition of the structural system using non-destructive techniques.

### Not Recommended

Failing to provide proper building maintenance on a cyclical basis so that deterioration of the structural system results.

Utilizing destructive probing techniques that will damage or destroy structural material.

## **REPAIR**

### **Recommended**

Repairing the structural system by augmenting or upgrading individual parts or features. For example, weakened floor members can be spliced, braced, or otherwise supplemented or reinforced.

### **Not Recommended**

Upgrading the building structurally in a manner that diminishes the historic character of the exterior.

Replacing a structural member or other feature of the structural system when it could be augmented and retained.

## REPLACE

### Recommended

Replacing in kind--or with appropriate substitute material--those portions or features of the structural system that are either extensively deteriorated or are missing when there are surviving prototypes. Substitute material should convey the same form, design, and overall visual appearance as the historic feature; and be able to satisfy loadbearing requirements.

### Not Recommended

Installing a replacement feature that does not convey the same visual appearance.

Using substitute material that does not equal the loadbearing capabilities of the historic material, or is otherwise physically or chemically incompatible.

## ALTERATIONS OR ADDITIONS FOR A NEW OR EXPANDED USE

### Recommended

Limiting any new excavations adjacent to historic foundations to avoid undermining the structural stability of the building or adjacent historic buildings.

Correcting structural deficiencies in preparation for a new or expanded use in a manner that preserves the structural system and individual character-defining features.

Designing and installing new mechanical or electrical systems when required for a new or expanded use which minimize the number of cutouts or holes in structural members.

### Not Recommended

Carrying out excavations adjacent to or within a historic building which could cause the historic foundation to settle, shift, or fail; or could have a similar effect on adjacent historic buildings.

Radically changing interior spaces or damaging or destroying features or finishes that are character-defining while trying to correct structural deficiencies in preparation for the new or expanded use.

Installing new mechanical or electrical systems or equipment in a manner which results in numerous cuts, splices, or alterations to structural members.

**Recommended**

**Adding a new floor or ceiling when required for a new or expanded use if such an alteration does not damage or destroy the structural system or obscure, damage, or destroy character-defining spaces, features, or finishes.**

**Not Recommended**

**Inserting a new floor or ceiling when such a radical change damages a structural system or obscures or destroys interior spaces, features, or finishes.**

**Inserting a new floor or lowering ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are radically changed and the fenestration altered.**

## **VII MECHANICAL SYSTEMS HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING**

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The visible features of historic mechanical systems help define the overall historic character of a building. Surviving elements of historic mechanical systems should be retained and repaired whenever possible.

The 19th century interest in hygiene, personal comfort, and the reduction of the spread of disease was met with the development of central heating, piped water, piped gas, and networks of underground cast iron sewers. By the turn of the 20th century, it was common to have all of these modern amenities in a building.

In the 20th century the greatest impact on mechanical systems was from the use of electricity. Electronic technology was accompanied by an increasingly high level of design and decorative art in the functional elements of mechanical, electrical, and plumbing systems.

The visible decorative features of historic mechanical systems such as grilles, lighting fixtures, and ornamental switch plates contribute to the overall historic character of a building and should be retained and repaired, whenever possible. Their identification needs to take place together with an evaluation of their physical condition early in project planning. The functioning parts of many older systems, such as radiators, electric wiring, and pipes may need to be upgraded or replaced entirely in order to accommodate a new use and to meet code requirements.

The most common situation in this category that is encountered in Ocala's historic districts is the need to add new cooling and heating units. When new heating or air conditioning units, duct work, and wiring are visible on the exterior of a building, a Certificate of Appropriateness is needed for the work.

## IDENTIFY, RETAIN, AND PRESERVE

### Recommended

Identifying, retaining, and preserving visible features of historic mechanical systems that are important in defining the overall historic character of the building.

### Not Recommended

Removing, radically changing features of, or failing to provide adequate protection to, the components of historic mechanical systems important in defining the overall historic character of a building so that, as a result, the character is diminished.

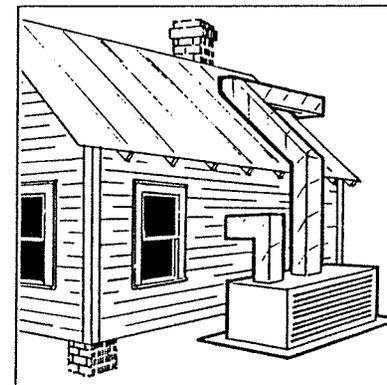
## ALTERATIONS OR ADDITIONS FOR A NEW USE

### Recommended

Installing a completely new mechanical system: in an inconspicuous location so that it does not detract from the exterior elevations, so that damage to historic building material is minimized, and selecting the type of equipment that requires the least alteration possible to the building's floor plan.

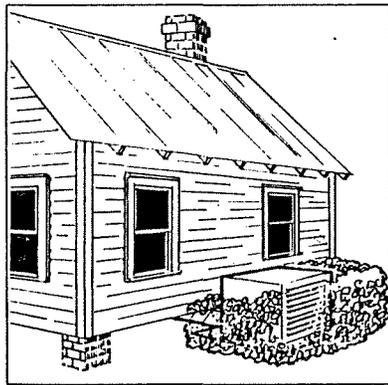
### Not Recommended

Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.



**Recommended**

Installing air conditioning units so that historic materials and features are not damaged or obscured.



Installing ducts, pipes, and cables in concealed locations such as under the building, in wall cavities, or in closets.

**Not Recommended**

Cutting through walls in order to install air conditioning units.

Concealing mechanical equipment in walls or ceilings in a manner that requires the removal of historic building material.

Installing "dropped" acoustical ceilings to hide mechanical equipment when this destroys the proportions of character-defining interior spaces.

Installing ducts, pipes, and cables in places where they will obscure or visually detract from character-defining features.

**Recommended**

Installing heating/air conditioning units in the window frames in such a manner that the sash and frames are protected. Window installations should only be considered when all other viable heating/cooling systems would result in significant damage to historic materials.

**Not Recommended**

Changing the appearance of a historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames.

Cutting new openings for "window" heating/air conditioning units.

## ENERGY RETROFITTING

### Recommended

Installing thermal insulation in attics, under floors, and in wall cavities to increase the efficiency of heating/air conditioning systems.

Installing insulating material on the inside of masonry walls to increase energy efficiency where there is no character-defining interior molding around windows or other interior architectural detailing.

Installing freestanding solar collectors in a manner that preserves the historic property's character-defining features.

### Not Recommended

Applying urea or formaldehyde foam or any other thermal insulation with a water content into wall spaces in an attempt to reduce energy consumption.

Resurfacing historic building materials with energy efficient but incompatible materials, such as covering exterior walls with insulation and siding or stucco.

Installing freestanding solar collectors that obscure, damage, or destroy historic character-defining features.

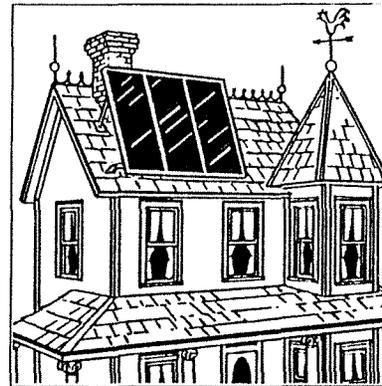
**Recommended**

**Designing attached solar collectors so that the character-defining features of the property are preserved.**

**Installing passive solar devices on a rear or inconspicuous side of the historic building.**

**Placing solar collectors on noncharacter-defining roofs.**

**Not Recommended**



**Locating solar collectors where they radically change the property's appearance or damage or destroy character-defining features.**

**Installing passive solar devices on primary or other highly visible elevations; or where historic material must be removed or obscured.**

**Placing solar collectors on roofs when such collectors change the historic roofline or obscure the relationship of the roof to character-defining roof features, such as dormers, skylights, and chimneys.**

**Recommended**

Utilizing the inherent energy conserving features of a building by maintaining windows and louvered blinds in good operable condition for natural ventilation.

Improving thermal efficiency with weatherstripping, storm windows, caulking, interior shades and, if historically appropriate, blinds and awnings.

Retaining wood framed windows.

Installing interior storm windows with airtight gaskets, ventilating holes, and/or removable clips to insure proper maintenance and to avoid condensation damage to historic windows.

**Not Recommended**

Removing historic window shading devices rather than keeping them in an operable condition.

Replacing historic multi-paned windows with new thermal windows utilizing false muntins.

Replacing wood framed windows with aluminum framed windows.

Installing interior storm windows that allow moisture to accumulate and damage the window.

**Recommended**

**Installing exterior storm windows which do not damage or obscure the windows and frames.**

**Considering the use of lightly tinted glazing for windows on noncharacter-defining elevations if other energy retrofitting alternatives are not possible.**

**Retaining historic interior and exterior shutters and transoms for their inherent energy conserving features.**

**Not Recommended**

**Installing new exterior storm windows which are inappropriate in size or color, or are inoperable.**

**Replacing windows or transoms with fixed thermal glazing or permitting windows and transoms to remain inoperable rather than utilizing them for their energy conserving potential.**

**Using tinted or reflective glazing on windows on character-defining or other conspicuous elevations.**

**Removing historic interior or exterior features which play a secondary energy conserving role.**

## **VIII HEALTH AND SAFETY CODE REQUIREMENTS**

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**As part of general rehabilitation, or to provide for a new use, it is usually necessary to make modifications to a historic building so that it can comply with current health, safety, and code requirements. Such work needs to be carefully planned and undertaken so that it does not result in a loss of character-defining spaces, features, or finishes.**

**In undertaking rehabilitation work on historic buildings, it is necessary to consider the impact that meeting current health and safety codes (public health, occupational health, life safety, fire safety, electrical, structural and building codes) will have on character-defining space, features, and finishes. Special coordination with the Ocala Planning and Building Departments. Contact the Planning Department at 629-8529 for information on code requirements and permitting procedures.**

**Research has found that some materials commonly used in the past such as asbestos in insulation, floor and wall coverings, siding, and shingles; and lead paint, can be hazardous to building occupants. Following careful investigation and analysis, some form of abatement may be required such as encapsulation, or partial or total removal. All workers involved in the encapsulation, repair, or removal of known toxic materials should be adequately trained and should wear proper personal protective equipment. Finally, preventative and routine maintenance procedures for historic structures known to contain such toxic materials must contain adequate safety precautions.**

## IDENTIFY, RETAIN, AND PRESERVE

### Recommended

Identifying the historic building's character-defining spaces, features, and finishes so that work required to bring the building up to code will not result in their damage or loss and will not diminish the historic character of the building.

### Not Recommended

Undertaking code-required alterations to a building or site before identifying those spaces, features, or finishes which are character-defining and therefore must be preserved.

## REPLACE

### Recommended

Replace asbestos roof shingles with shingles having a similar visual appearance, i.e., shape and texture. If replacement shingles are prohibitively expensive, consider a dimensional, three-tab shingle.

### Not Recommended

Replacing asbestos shingles with standard three-tab shingles without checking into the availability and cost of shingles that are visually similar to the asbestos shingles.

## DESIGN FOR MISSING HISTORIC FEATURES

### Recommended

Designing and constructing a new feature of a building, when the historic feature is completely missing, such as a porch railing. It may be based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building.

### Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation. In the case of a porch rail, designing a rail based on current code requirements without checking with the Ocala Building Department to see if a more compatible railing could be allowed.

## ALTERATIONS OR ADDITIONS FOR A NEW OR EXPANDED USE

### Recommended

Working with local code officials and the Ocala Historic Preservation Advisory Board to investigate alternative life safety measures so that visually intrusive alterations and additions to historic buildings can be avoided, or at least minimized. The height of porch railings and the spacing of the balusters is an example where the Building Department has exercised flexibility in the code requirements to maintain the historic character of a building.

### Not Recommended

Making changes to historic buildings without first seeking alternatives to code requirements. Exterior alterations require a Certificate of Appropriateness from OHPAB. The process of applying for and receiving a C.A. automatically provides a forum for the discussion of complying with building codes. For interior work that does not need a C.A., the owner should contact the Ocala Building Department, 629-8421. Contacting and working with the Building Department during the planning stages of interior code work can greatly reduce expense and save time.

**Recommended**

Complying with health and safety codes, including barrier-free access and other applicable portions of the Americans with Disabilities Act, in such a manner that character-defining spaces, features, and finishes are preserved.

Providing barrier-free access through removable or portable, rather than permanent, handicap ramps.

Upgrading historic stairways to meet health and safety codes through means that will not damage historic materials or obscure historic character.

**Not Recommended**

Altering, damaging, or destroying character-defining spaces, features, or finishes while making modifications to a building or site to comply with code requirements.

Installing permanent handicap ramps that damage or diminish character-defining features.

Damaging or obscuring historic stairways or altering adjacent spaces in the process of doing work to meet code requirements.

**Recommended**

Installing sensitively designed fire suppression systems, such as sprinkler systems, instead of applying fire-resistant sheathing to character-defining features.

Applying fire-retardant coatings, such as intumescent paints, which expand during fire to add thermal protection.

Adding a new stairway to meet health and safety codes in a manner that preserves adjacent character-defining features and spaces.

Adding a new stairway that cannot be accommodated within the historic building in a new exterior addition. Such an addition should be located at the rear of the building or on an inconspicuous side. The size and scale of the addition must be appropriate for the historic building.

**Not Recommended**

Covering character-defining features with fire-resistant sheathing which results in altering their visual appearance.

Using fire-retardant coatings if they damage or obscure character-defining features.

Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding a new code-required stairway.

Constructing a new addition to accommodate code-required stairs on character-defining elevations highly visible from the street; or where it obscures, damages, or destroys character-defining features.

## **IX BUILDING SITE**

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**The relationship between a historic building or buildings and landscape features--including trees, other vegetation, and structures such as fences--helps to define historic character and should be considered an integral part of overall planning for rehabilitation project work.**

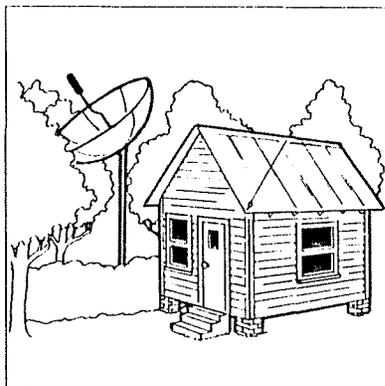
**It is important to protect vacant buildings. These buildings must be boarded up to keep vandals and looters out. Securing buildings against unauthorized entry is an important issue and owners should carefully consider how to do this. Owners may contact the Ocala Building Department, 629-8421, for tips on how to seal a building.**

**It is important to be aware that historic preservation includes archaeology. The historic districts are archaeological sites that contain the cultural artifacts of the earlier residents of Ocala. Artifact hunting can be broken down into two basic levels: In the less intensive type artifact hunters will use metal detectors to find such things as randomly lost coins or metal buttons. The more intensive kind involves digging up wells, privies, cisterns, or storage cellars. These features can be located through the use of old maps, drawings, or photographs; by use of a metal detector; or by using a metal probe to feel for structures beneath the ground. Artifact hunting is destructive; the historic districts are protected from artifact hunting by the Preservation Ordinance. For more information on the protection of archaeological resources in Ocala's historic districts, call the Ocala Planning Department at 629-8529.**

## IDENTIFY, RETAIN, AND PRESERVE

### Recommended

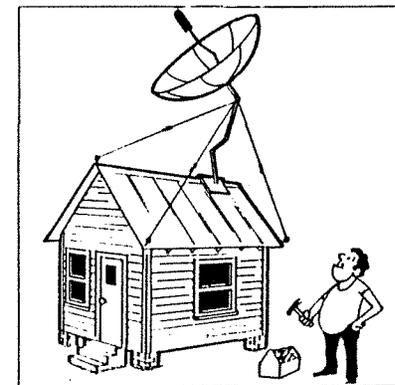
**Identifying, retaining, and preserving buildings and their features as well as features of the site that are important in defining its overall historic character. Site**



**features include driveways, walkways, streetlights, business signs, benches, fountains, drainage retention areas, fences and walls, berms, and plants and trees.**

### Not Recommended

**Removing or radically changing buildings or their features or site features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.**



**Recommended**

Even though archaeological remains will probably not be visible above ground, the archaeological record is an important asset of historic preservation. If a rehabilitation project will involve excavations associated with new construction, identification of archaeological remains will be important and should be done as early as possible in the planning process. The Ocala Planning Department can provide information on archaeological remains, 629-8529.

Retaining the historic relationship between buildings, landscape features, and open space.

**Not Recommended**

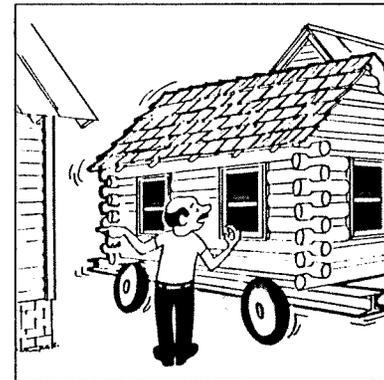
Not considering the possibility of archaeological remains being present in the planning of rehabilitation projects that will require excavations for new construction.

Removing or relocating historic buildings or destroying the historic relationship between buildings, landscape features, and open spaces.

**Recommended**

**Not Recommended**

**Removing or relocating historic buildings on a site thus diminishing the historic character of the site or complex.**



**Moving buildings onto the site, thus creating a false historical appearance.**

## PROTECT AND MAINTAIN

### Recommended

Protecting and maintaining buildings and the site by providing proper drainage to assure that water does not erode foundation walls, does not drain toward the building, and does not erode the historic landscape and any archaeological sites within that landscape.

Providing continued protection for the building site features, and landscape features through appropriate surface treatments, continued protection, and maintenance.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required; that is, if repairs to building and site features will be necessary.

### Not Recommended

Failing to maintain site drainage so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water no longer drains properly.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of buildings and site features results.

Failing to undertake adequate measures to assure the preservation of building and site features.

**Recommended**

Minimizing disturbance of terrain around buildings or elsewhere on the site, thus reducing the possibility of destroying unknown archaeological materials.

Surveying areas where major terrain alteration is likely to impact important archaeological sites.

Protecting known archaeological material by leaving it undisturbed.

**Not Recommended**

Introducing heavy machinery or equipment into areas where their presence may disturb archaeological materials.

Failing to survey the building site prior to the beginning of rehabilitation project work so that, as a result, important archaeological material is destroyed.

Leaving known archaeological material unprotected and subject to vandalism, looting, and destruction by natural elements, such as erosion.



**Recommended**

**Planning and carrying out any necessary investigation and excavation using professional archaeologists.**

**Protecting archaeological sites by not allowing artifact hunters to dig on the property; notifying the police when it becomes known that artifact hunters are digging and stealing artifacts from the property.**

**Protecting the building and other features of the site against arson, vandalism, and theft before rehabilitation work begins.**

**Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to the building and site features will be necessary.**

**Not Recommended**

**Permitting unqualified collectors to dig up and remove artifacts so that archaeological data are destroyed.**

**Giving permission to artifact hunters to search the property for artifacts.**

**Permitting buildings and site features to remain unprotected so that building materials, site features, plant material, and archaeological artifacts are destroyed or stolen.**

**Failing to undertake adequate measures to assure the preservation of the building and the building site.**

## REPAIR

### Recommended

Repairing features of buildings and the site by reinforcing the historic materials. Repair will also generally include replacement in kind, or with a compatible substitute material, of those extensively deteriorated or missing parts of features where there are surviving prototypes.

### Not Recommended

Replacing an entire feature of the building or site when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building or site feature or that is physically or chemically incompatible.

## REPLACE

### Recommended

Replacing in kind an entire feature of the building or site that is too deteriorated to repair--if the overall form and detailing are still evident--using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

### Not Recommended

Removing the feature of the building or site that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

## DESIGN FOR MISSING HISTORIC FEATURES

### Recommended

Designing and constructing a new feature of a building or site when the historic feature is completely missing, such as an outbuilding. It may be based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building and site.

### Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

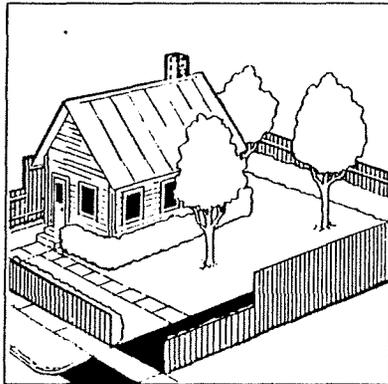
Introducing a new building or site feature that is out of scale or otherwise inappropriate.

Introducing a new landscape feature or plant material that is visually incompatible with the site or destroys site patterns or vistas.

## ALTERATIONS OR ADDITIONS FOR A NEW OR EXPANDED USE

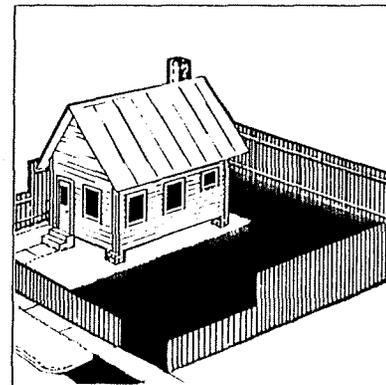
### Recommended

Designing new on-site parking, loading docks, or ramps when required by a new or expanded use so that they are as unobtrusive as possible and assure the preservation of character-defining features of the site.



### Not Recommended

Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features or be intrusive to the building site.



**Recommended**

Designing new exterior additions to historic buildings or adjacent new construction which is compatible with the historic character of the site and which preserve the historic relationship between a building or buildings, landscape features, and open space.

Removing nonsignificant buildings, additions, or site features which detract from the historic character of the site.

**Not Recommended**

Introducing new construction onto the building site which is visually incompatible in terms of size, scale, design, materials, color, and texture or which destroys historic relationships on the site.

Removing a historic building in a complex, a building feature, or a site feature which is important in defining the historic character of the site.

## ENERGY RETROFITTING

### Recommended

Retaining plant materials, trees, and landscape features, especially those which perform passive solar energy functions such as sun shading and wind breaks.

Installing freestanding solar collectors in a manner that preserves the historic property's character-defining features.

Designing attached solar collectors, including solar greenhouses, so that the character-defining features of the property are preserved.

### Not Recommended

Removing plant materials, trees, and landscape features, so that they no longer perform passive solar energy functions.

Installing freestanding solar collectors that obscure, damage, or destroy features of the historic landscape or that will cause damage to an archaeological site.

Locating solar collectors where they radically change the property's appearance; or damage or destroy character-defining features.

## **X DISTRICT AND NEIGHBORHOOD**

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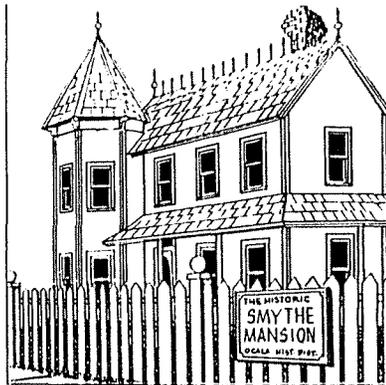
**The relationship among historic buildings, landscaping, and the features of the streetscape is a major factor in defining the historic character of an area. This overall relationship should always be considered in rehabilitation plans. Even though they usually aren't visible, archaeological sites are fundamental to the historic, and perhaps prehistoric, identity of an area; therefore, plans for new construction should consider the possibility that archaeological sites may be present.**

**The setting is the area or environment in which a historic property is found. The elements that form the setting, such as the relationship of buildings to each other, setbacks, fence patterns, views, driveways, walkways, and landscaping create the character of a district or neighborhood. Proper maintenance of buildings and yards also contributes to the desirable appearance of the historic district or neighborhood.**

## IDENTIFY, RETAIN, AND PRESERVE

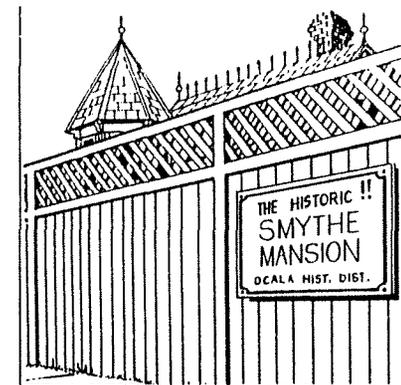
### Recommended

Identifying, retaining, and preserving buildings, streetscape, and landscaping features which are important in defining the overall historic character of the district or neighborhood. Such features can include streets, alleys, walkways, street lights, signs, benches, parks, and trees and landscaping.



### Not Recommended

Removing or radically changing features of the district or neighborhood which are important in defining the overall historic character so that, as a result, the character is diminished.



**Recommended**

**Retaining the historic relationship among buildings, streetscape and landscaping streetscape features. This includes considering the height and mass of buildings and the building set back distance from the street, as well as the architectural style of a building.**

**Not Recommended**

**Removing or relocating historic buildings, landscaping, or streetscape features thereby destroying the historic character of the district or neighborhood. Introducing new construction into historic districts that is visually incompatible. Undertaking construction without considering the possibility of archaeological sites being present.**

## PROTECT AND MAINTAIN

### Recommended

Protecting and maintaining the historic wood, masonry, and other materials that are used in the construction of building and streetscape features, through appropriate surface treatments including: cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.

Protecting buildings, historic fencing, etc., against deterioration from weather, arson, vandalism, and theft before rehabilitation work begins.

### Not Recommended

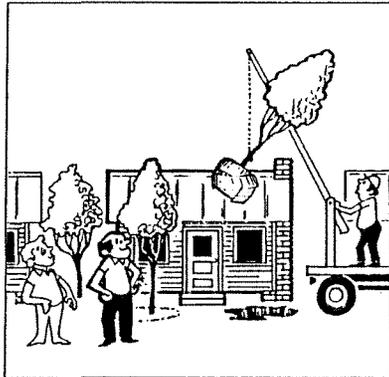
Failing to provide adequate protection of materials on a cyclical basis so that deterioration of a building, landscaping, or streetscape features results. Vacant buildings must be protected, especially roofs, doors, and windows, to ensure that weather damage and vandalism do not take place. Allowing an unoccupied building to be unprotected and open to the weather is known as "demolition by neglect." Demolition by neglect is a violation of the Ocala Historic Preservation Ordinance.

Stripping features from buildings or the streetscape, including doors, wood siding, or iron fencing.

**Recommended**

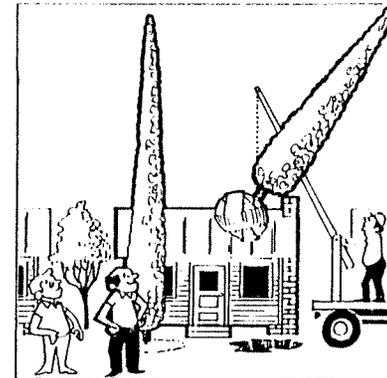
Protect and maintain trees and other landscaping materials. Prune trees to protect the trees themselves as well as nearby historic buildings. Be sure proper pruning techniques will be used. The Ocala Planning Department can provide

information on proper tree pruning, 629-8529. Before hiring a firm, check with the Ocala Building Department, 629-8421, to be sure the company is licensed and insured.



**Not Recommended**

Removing healthy, appropriate landscaping material, especially specimen native trees. Adding trees and landscaping that is not in keeping with the era of a historic district or neighborhood, thereby diminishing the overall historic character.



Planting large tree species too close to a building so that as it grows the tree will damage the foundation or roof.

**Recommended**

Neatly maintain the site; have storage areas properly located where they are not visible from public right-of-way or adjacent properties. Keep items such as boats, trailers, recreation vehicles, lawn care equipment, and disabled vehicles that are being repaired in enclosed structures when possible; or, at a minimum, keep them in the rear yard.

Evaluating the overall condition of a building and streetscape features to determine if more than protection and maintenance are required. That is, determining if repairs will be necessary.

Garbage collection areas, whether cans or a dumpster, should be as unobtrusive as possible and screened from public view with landscape materials and a fence or wall when necessary. Dumpsters should be located as far away as possible from adjacent residential properties.

**Not Recommended**

Storing boats, trailers, or recreational vehicles in front or side yards; parking vehicles in the front yard; leaving disabled vehicles where they are visible from the public right-of-way or adjacent properties.

Failing to undertake adequate measures to assure the preservation of a building and features of the streetscape.

Locating garbage collection areas where they are easily visible or will impact adjacent residential properties.

**Recommended**

If archaeological sites are discovered, leave them in undisturbed open space or landscaped areas. If a site must be disturbed, seek assistance from a professionally trained archaeologist. Contact the Planning Department, 629-8529, for more information on archaeological recovery techniques.

**Not Recommended**

Destroying an archaeological site without attempting some form of mitigation or salvage recovery program. Allowing artifact hunters to take whole items without recording what was found. Failing to sample all the artifacts, including broken items, food bones (such as from chicken, fish, or beef), etc., resulting in information on the earliest residents of Ocala being lost.

## REPAIR

### Recommended

Repairing features of the building or streetscape by reinforcing the historic materials. Repair will also generally include the replacement in kind--or with a compatible substitute material--of those extensively deteriorated or missing parts of features when there are surviving prototypes.

### Not Recommended

Replacing an entire feature of the building or streetscape when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Using a substitute material for the replacement part that does not have the same visual appearance as the surviving parts of the building or streetscape features. For instance, using vinyl or aluminum siding on exterior walls instead of matching the original wood.

Using a replacement material that is not physically compatible, such as a modern type of hard cement instead of a softer, traditional type mortar for masonry.

## REPLACE

### Recommended

Replacing in kind an entire feature of the building, or streetscape that is too deteriorated to repair--when the overall form and detailing are still evident--using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Since shade trees are assets of a historic district, when a mature tree has to be removed, it should be replaced with a native shade tree. The new shade tree should always be a quality tree with a grade of Florida #1 or better. The tree should be planted far enough away from buildings so that it will not do any damage as it gets larger.

### Not Recommended

Removing a feature of the building or streetscape and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

Removing a tree and not replacing it; or, replacing it with a tree that is not appropriate to the historic district considering the district's era and the native tree species; or replacing the tree with one that is not Florida #1 or better in quality; or, planting the new tree too close to a building.

## DESIGN FOR MISSING HISTORIC FEATURES

### Recommended

Designing and constructing a new feature of the building or streetscape when the historic feature is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the district or neighborhood.

Adding appropriate landscaping, including trees, flowering bushes, ground cover, etc., that is consistent with the types of plants that would have been used originally. All plant material should be Florida #1 or better in quality. Trees should be planted far enough away from buildings so that there won't be any damage as the trees get larger.

### Not Recommended

Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

Introducing a new building or streetscape feature that is out of scale or otherwise inappropriate to the setting's historic character, e.g., replacing picket fencing with chain link fencing.

Leaving yard areas without plant material, or adding plant material that is not appropriate based on the era of significance of the district and the local climate. Using plant material that is not good quality. Planting trees too close to a building so that damage is done as the trees get larger.

## **ALTERATIONS OR ADDITIONS FOR A NEW OR EXPANDED USE**

### **Recommended**

**Designing and constructing appropriate new additions to historic buildings when required by a new or expanded use. New work should be compatible with the historic character of the district or neighborhood in terms of size, scale, location on the lot, design, materials, color, and texture.**

**Removing nonsignificant buildings, additions, landscaping, or streetscape features which detract from the historic character of the district or neighborhood.**

**Modular storage sheds can be used but careful consideration must be given to exterior material and roof shape. A Certificate of Appropriateness from OHPAB is required before a shed can be installed in a historic district.**

### **Not Recommended**

**Introducing new construction into historic districts that is visually incompatible or that destroys historic relationships within the district or neighborhood.**

**Removing a historic building, outbuilding, building feature, streetscape, or landscaping feature that is important in defining the overall historic character of the district or neighborhood.**

**Purchasing and installing a modular shed without a Certificate of Appropriateness from OHPAB.**

**Recommended**

Designing required new parking so that it is as unobtrusive as possible. Parking should be located at the rear of the building. Parking areas should be the minimum size necessary to accommodate the use. Parking areas for non-residential and multi-family uses must be buffered from the street and any adjoining single-family properties. Contact the Planning Department for buffering information, 629-8529. The surface of a parking lot should be carefully considered and a material other than asphalt should be used when feasible. "Shared" parking and driveways should be planned so that two or more uses can utilize the same parking lot. This will reduce the number of individual parking lots in the historic districts. Design parking lots so that specimen trees are saved in landscape islands.

**Not Recommended**

Destroying streetscape and landscaping features (especially specimen trees) by introducing inappropriately designed parking areas and driveways. Failing to buffer adjoining residences or the streetscape. Constructing individual parking lots when shared parking would be possible. Using asphalt when a less obtrusive material could be substituted.

**Recommended**

Increasing the amount of impervious surface on a site, which of course includes the addition of on-site parking, may necessitate the use of a drainage retention area (DRA). Careful consideration must be given to the location, size, slope of the sides, depth, and buffering of DRAs so that these holes won't detract from the historic character of a district or neighborhood. It may be possible to discharge most or all of the stormwater run-off into an off-site retention area. For more information on DRAs, contact the Planning Department, 629-8529.

Most uses other than single-family residences must provide for handicap accessibility. Usually a handicap ramp to accommodate a wheelchair has to be provided. Construction of a handicap ramp requires a Certificate of Appropriateness from OHPAB; OHPAB's review for a Certificate of Appropriateness is limited to location and visual design.

**Not Recommended**

Failing to recognize that a drainage retention area can have a significant visual impact on a building site, district, or neighborhood and therefore the potential negative effect of the DRA is not considered during the planning phase of new construction. Not examining the possibility of using an approved off-site DRA.

Installing a handicap ramp without a Certificate of Appropriateness or building permit from the Building Department.

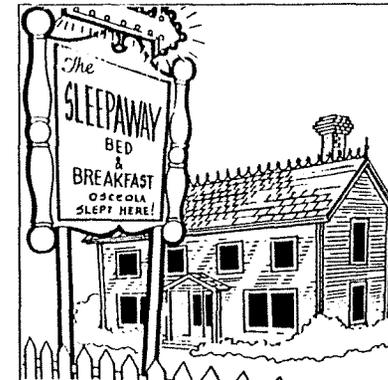
**Recommended**

The Building Department must review and approve the technical aspects of a handicap ramp such as width and slope. For information on the handicap accessibility and technical specifications of a handicap ramp, contact the Building Department, 629-8421.

Business signs for non-residential and multi-family uses must conform to the applicable requirements of the Ocala Sign Code and must be granted a Certificate of Appropriateness from OHPAB. Contact the Planning Department for information on signage in the historic districts, 629-8529.

**Not Recommended**

Purchasing and installing a sign without a Certificate of Appropriateness from OHPAB.



**Recommended**

Perform a site survey on the area of new construction to check for the possibility of archaeological remains. Monitor excavations for new construction to check for archaeological remains that were not visible at ground surface.

**Not Recommended**

Excavating for new construction without checking for archaeological sites.

**ENERGY RETROFITTING**

**Recommended**

Maintaining appropriate landscaping materials, primarily trees and hedge plants, which moderate the effects of the climate on the setting.

**Not Recommended**

Stripping the setting of landscape features so that the effects of winds, rain, and the sun result in accelerated deterioration of historic materials.