

DESIGN GUIDELINES FOR SUBSTANTIAL REHABILITATION.

I. APPLICABILITY OF GUIDELINES.

The design guidelines apply to the rehabilitation of multi-family buildings, subject to H.P.D. review and approval.

The purpose of these guidelines is to establish minimum acceptable criteria for quality rehabilitation of multi-family housing. These guidelines are not intended to supersede the requirements of any other rules and regulations of any other agency having jurisdiction, in which case the more restrictive shall govern.

Other agency rules and regulations may include, but are not limited to: New York State Multiple Dwelling Law; New York City Building Code, Housing Maintenance Code and Zoning Resolution, and particular program requirements. Also, projects must meet Federal, State and City environmental laws, including those pertaining to: historic preservation; air, water and noise quality; flood plain (special flood hazard areas), wetland, coastal zone management and solid waste management.

Guidelines using the word “must” are mandatory. However, the word “should” is advisory. Minor deviations from the guidelines will be allowed if they are necessary to avoid structural changes or if they result in a clearly superior design. Substantial deviations from the “should” guidelines are not acceptable.

II. SITE DEVELOPMENT.

A. Open Space.

1. Paving should be provided in rear, side and court yards. Where appropriate, building entrance gates and steel picket fencing at front yards should be provided. Chain link fencing at side and rear yards should be provided. Provide street trees as per Parks Department guidelines.
2. Space for refuse/recycling collection should be provided and screened from the sidewalk/street.
3. Provide security gates at fire passages with panic hardware to eliminate unauthorized entry to site.

B. Street Facades.

1. Existing window openings must not be altered.
2. Existing building entrances should not be relocated.
3. Existing street facades must not be altered except:
 - a. Installing new fire escapes or extensions to existing fire escape to comply with egress requirements.
 - b. Changing the storefront by converting commercial space to residential use.
4. Existing architectural details (cornices, porticoes, stonework etc.) should be repaired and/or replaced.

III. BUILDING DESIGN

A. Commercial Space

1. Commercial space rehabilitation should only include work necessary to obtain a Certificate of Occupancy (i.e. fire rated walls/ceilings between commercial/residential spaces, subflooring, 1/2 bathroom.) Commercial tenants will be responsible for any other modifications.
2. Commercial spaces must comply with handicapped accessibility requirements (L.L. 58/87).
3. Existing store(s) can be converted into additional residential units if the zoning resolution permits and specific H.P.D. Program requirements allow.

B. Building Entrance

1. Locate mailboxes in vestibule area for maximum visibility from street and as per U.S.P.S. requirements.
2. Building entrance and vestibules must comply with handicapped accessibility requirements. Provide ramps if space permits.

C. Dwelling Unit Distribution

1. Two bedroom dwelling units are preferred. In addition, studios, one and three bedroom dwelling units should be provided to maximize the overall design efficiency of the building.

The bedroom average of a given building should range from 1.7 to 2.0. A building's bedroom average is calculated:

$$\text{Bedroom Average} = \frac{\text{Total No.of Bedrooms}}{\text{Total No.of Apartments}}$$

D. Location of Dwelling Units

1. An existing apartment in the basement or cellar may be retained for use only if it meets the definition and criteria as outlined in the Multiple Dwelling Law and Building Code.
2. The dwelling unit located in the basement or cellar should be used only for the building superintendent and family.

E. Maintenance

1. Provide separate rooms for mechanical services: boiler, electric meters, gas meters. All walls in the cellar should be CMU type.
2. Janitor closets should be provided with slop sinks.
3. Provide a trash chute, recycling room and trash compactor in buildings with 20 or more dwelling units.
4. Provide vandal/frost-proof hose bibb at front and rear of building.

IV. APARTMENT DESIGN GUIDELINES

A. Room Sizes

Minimum required room sizes in all projects must be as set forth in the following **Table I:** (see next page)

TABLE 1 **MINIMUM AREA (SQ. FT.)**

Location	For separate and combined spaces					Minimum Dimension
	0 - BR D.U.	1 - BR D.U.	2 - BR D.U.	3 - BR D.U.	4 - BR D.U.	
LR	NA	160	160	170	180	11' - 0"
LR/DA	NA	210	210	230	250	11' - 0"
LR/DA/SA	250	NA	NA	NA	NA	11' - 0"
LR/DA/K	NA	270	270	300	330	11' - 0"
LR/SA	210	NA	NA	NA	NA	11' - 0"
K/DA	100	120	120	140	160	8' - 0"
DR	NA	100	100	110	120	8' - 0"
BR (primary)	NA	130	130	130	130	10' - 0"
BR (secondary)	NA	NA	110	110	110	9' - 4"

Abbreviations:

0 - BR:	Studio apartment with no separate bedroom.
D.U.	Dweling Unit
BR:	Bedroom
SA:	Sleeping Area
LR:	Living Room
K:	Kitchenette
DA/DR:	Dining Area / Dining Room
NA:	Not Applicable

- Notes:**
1. Primary bedrooms must have at least one uninterrupted wall space of at least 10 feet.
 2. Variations to these minimum areas and dimensions may be permitted when existing structural elements prevent precise compliance and the available area or dimensions allow furniture placement and adequate use of the space.

B. Apartment Arrangement

1. Living Rooms should be located at the front or rear of the building, to the extent possible, in order to maximize natural light and ventilation. Bedrooms facing the street should be minimized at the entrance level.
2. The arrangement of rooms and spaces within the dwelling units should provide adequate circulation and functional relationships between rooms. There must be no circulation through bedrooms to other bedrooms or to primary bathrooms. Bathrooms should be near the bedrooms; circulation through the Living Room should be avoided. Bathrooms must not be visible from the Living Room, Dining Room or Kitchen.
3. Kitchenette should have natural ventilation unless building constraints prohibit. Bathrooms also should be naturally ventilated. However, in situations where windows are limited, kitchenette should take precedence.
4. Windows of the Primary Bedroom and the Living Room must not be located on an interior court less than 250 s.f.
5. Windows of the secondary bedroom must not be located on an interior court less than 20 s.f.

C. Kitchens (Kitchenette)

1. Kitchen to living room visibility should be maximized by pass-through openings and half-height partitions with countertops.
2. Plumbing and ventilation chase walls should be shared where possible.
3. Kitchen equipment must consist of a 30" range, refrigerator (14 c.f. min.), 24" sink, base cabinets with countertop and wall hung cabinets. A minimum of 1'-6" of countertop work surface should be located adjacent to: both sides of the sink, one side of the range and the door handle side of the refrigerator. The minimum length of countertop work surface (excluding sink/appliances) and cabinet shelving provided must be as follows:

Table II

Apartment Type	Countertop Work Surface	Cabinet Shelving
0 B.R.	5 lin. ft.	30 lin. ft.
1 B.R.	6 lin. ft.	40 lin. ft..
2 B.R.	7 lin. ft.	50 lin. ft.
3 B.R.	8 lin. ft.	55 lin. ft.
4 B.R.	8 lin. ft.	65 lin. ft.

4. Base cabinets/Countertops must be 2'-0" deep minimum.
5. Shelving must be 11½" deep minimum.

D. Dining Area

1. Every dwelling unit must contain a space for dining, located so as to accommodate a table and chairs for the intended maximum number of occupants.

E. Bathrooms

1. Every dwelling unit must contain at least one bathroom containing a bathtub with shower head, a lavatory with vanity cabinet and a water closet. Bathrooms must provide for comfortable access to and use of each fixture.
2. Three bedroom apartments must have an additional half bathroom containing a lavatory and a water closet.
3. Four bedroom apartments must contain two complete bathrooms.

F. Storage

1. Coat Closet

Every dwelling unit must contain a coat closet convenient to the entrance that is at least 2'-0" clear deep and 3'-0" wide.

2. Bedroom Closets

Every bedroom must contain a clothes closet at least 2'-0" clear deep and 5'-0" wide.

3. Linen Closets

Every dwelling unit must contain storage for linens that is at least 1'-6" deep and 2'-0" wide.

4. Bulk Storage

Additional storage space should also be provided in each dwelling unit

5. Provide swinging doors for all closets.