

# Historic Preservation Commission Design Guidelines





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## Article VI. Fundamental Design Guidelines

### A. Generally

The design of buildings is determined by the way in which various basic design concepts and elements are utilized: building orientation and setback, shape, proportion, scale/height, directional emphasis, massing, rhythm, and architectural and site elements. These concepts form the basis for visual relationships among buildings, which in turn influence the ways in which the public perceives buildings.

When new work is added or a new structure is built among existing buildings, the level of success with which it relates to those existing buildings—and whether it contributes to or detracts from the area in which it is to be located—will be determined by the ways in which its design recognizes the prevailing design expression in the area of influence. The following identify and define several principal concepts of design and offer guidelines for referencing predominant design characteristics in evaluating the appropriateness of a proposed new building or addition.

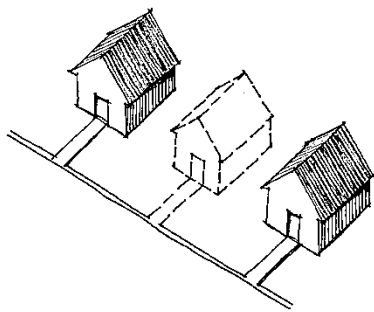
The following illustrations are intended only to point out the types of relationships between new buildings and existing buildings of importance and are not meant to serve as specific design solutions. The Commission reserves the right to amend or append these guidelines at any time. Accompanying the illustrations is written guidelines, such as the following:

*Identify and respect the prevailing character of adjacent buildings and surrounding development.*

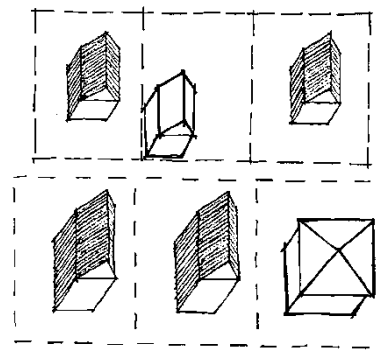
### B. Building Orientation and Setback

Building orientation refers to the directional placement of the building on the site; while setback refers to how far back the building is from the street and side lots lines.

*The orientation of a new building and its site placement shall appear consistent with dominant patterns within the area of influence, if such patterns are apparent.*



*Building Orientation/Setback—  
Appropriate: The proposed (center)  
building respects prevailing orientation  
and setback patterns.*

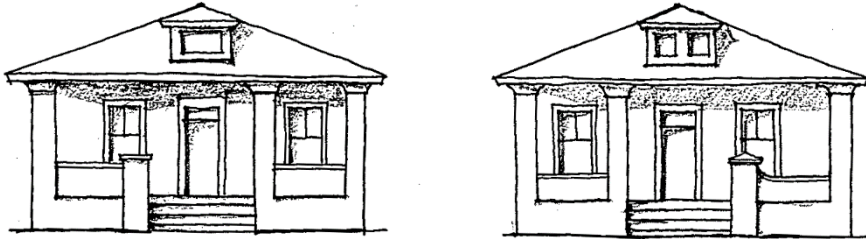


*Building Orientation/Setback—Inappropriate: The middle  
building at the top violates the established setbacks from  
the street and property lines. The building on the right at  
the bottom, with its square plan, is inconsistent with the  
established front-to-back orientation pattern of the  
adjacent houses*

### C. Directional Emphasis

Most buildings are either vertical or horizontal in their directional emphasis, which is determined by the size and placement of elements and openings on a building's front façade as well as by the building's overall shape. Surface materials and architectural detailing may also influence directional emphasis.

*A new building's directional emphasis should be consistent with dominant patterns of directional emphasis within the area of influence, if such patterns are present.*



*Directional Emphasis—Appropriate: The two nearly identical houses above both exhibit horizontal directional emphasis.*

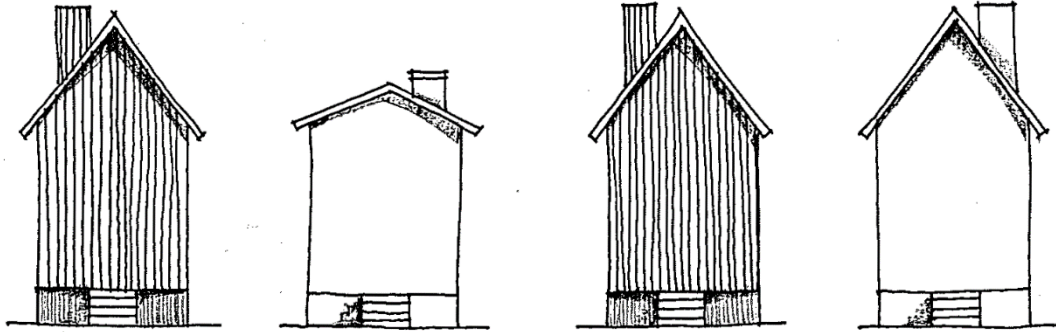


*Directional Emphasis—Inappropriate: Shown above are two houses, typical for the neighborhood and each with a vertical directional emphasis, and a new house that is clearly horizontal in emphasis. This new building is neither sympathetic nor consistent with the established pattern of directional emphasis along this street.*

## D. Shape

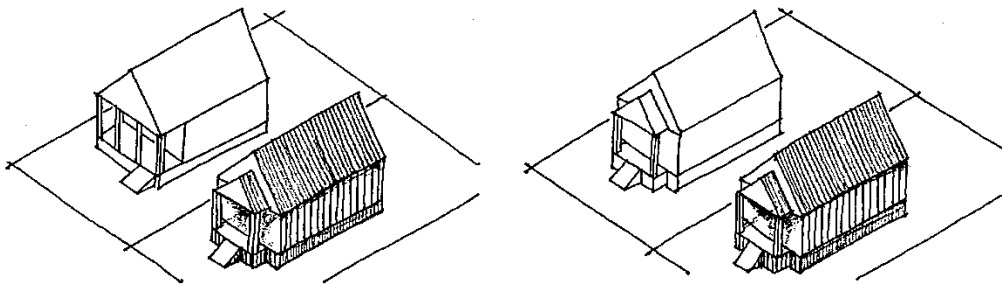
A building's surfaces and edges define its overall shape. This overall shape, in concert with the shapes of individual elements (such as roof pitch, porch form, and window and door openings), is important in establishing rhythms in a streetscape. Shape can also be an important element of style.

*Roof Pitch: The roof pitch of a new building should be consistent with those of existing buildings within the area of influence, if dominant patterns are apparent.*



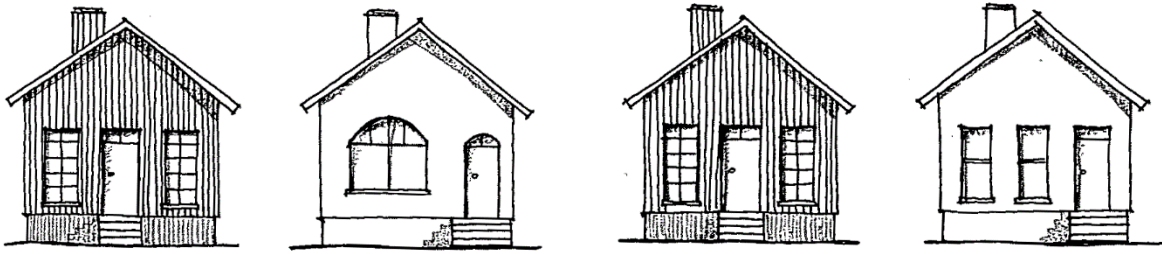
*Shape—Roof Pitch—Inappropriate/Appropriate Examples: These two comparisons depict relationships between historic and new buildings in terms of roof pitch. The example on the left is that of a historic house (shaded) with a steeply pitched roof standing next to a new building with an inappropriate shallow-pitched roof. The example on the right shows a more compatible roof pitch on the new building.*

*Porch Form: The shape and size of a new porch should be consistent with those of existing buildings within the area of influence, if dominant patterns are apparent.*



*Shape—Porch Form—Inappropriate/Appropriate Examples: These two comparisons depict relationships between historic and new buildings in terms of porch form. The example on the left is that of a historic house (shaded) with an extending front gable porch standing next to a new building with an inappropriate integral porch. The example on the right shows a more compatible porch form on the new building.*

*Building Elements: The principal elements and shapes used on the front facade of a new building should be compatible with those of existing buildings in the area of influence, if dominant patterns are apparent.*



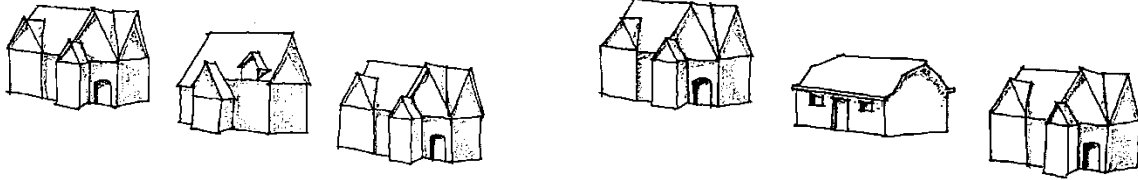
*Shape—Building Elements—Inappropriate/Appropriate Examples: These two comparisons depict relationships between historic and new buildings in terms of building elements. The example above left is that of a historic house (shaded) with flat-arched windows and door openings standing next to a new building with inappropriate round-arched window and door openings. The example above right shows more compatible window and door openings on the new building.*



## E. Massing

Massing has to do with the way in which a building's volumetric components (i.e., main body, roof, bays, overhangs, and porches) are arranged and with the relationship between solid wall surfaces and openings.

*The massing of a new building should be consistent with dominant massing patterns of existing buildings in the area of influence, if such patterns are apparent.*

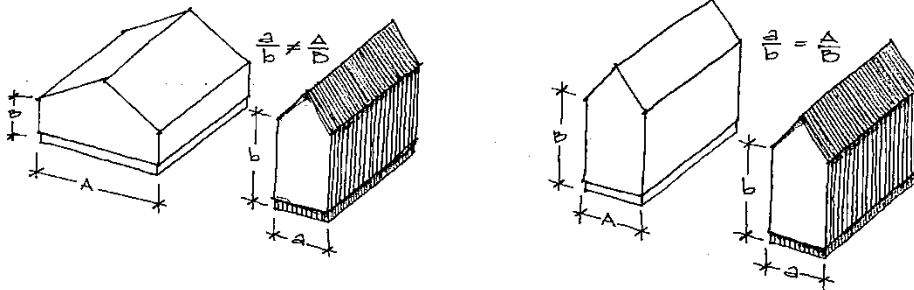


*Massing—Compatible New Development: The new building in the middle has used a massing scheme that is compatible with the patterns established by the historic buildings to either side.*

*Massing—Incompatible New Development: The new building in the middle has used a massing scheme that is not compatible with the patterns established by the historic buildings to either side.*

Proportion is the relationship of one dimension to another; for example, the relationship of the height to the width of a building, or the height and width of windows and doors. Individual elements of a building should be proportional to each other and the building.

*The proportions of a new building should be consistent with dominant patterns of proportion of existing buildings in the area of influence, if such patterns are apparent.*

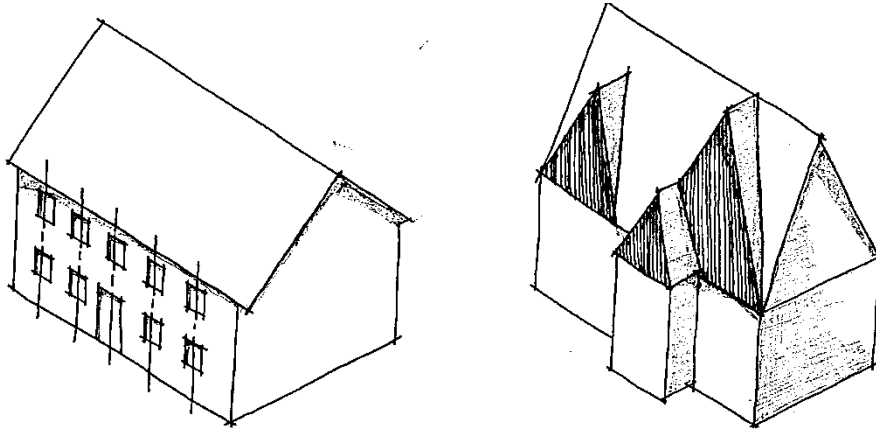


*Proportion—Inappropriate/Appropriate Examples: These two comparisons depict relationships between historic and new buildings in terms of front-façade height-to-width ratio. The example on the left is that of a historic house (shaded) with a height-to-width ratio resulting in a very vertical expression standing next to a new building with a horizontal height-to-width ratio. The example on the right shows a more compatible height-to-width ratio on the new building.*

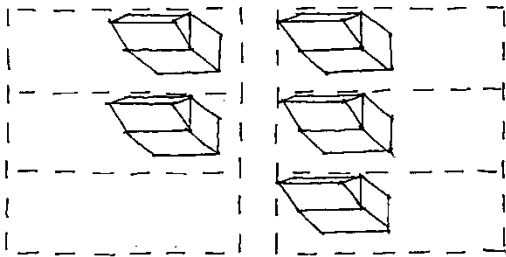
## F. Rhythm

Rhythm is the recurring patterns of lines, shapes, forms, or colors (materials) on a building or along a streetscape. For example, the rhythm of openings on a house refers to the number and placement of windows and doors on a façade. Rhythm also occurs on the larger scale of streetscapes as created by development patterns (orientation and setback) and details of individual buildings (directional emphasis, scale, height, massing, etc.)

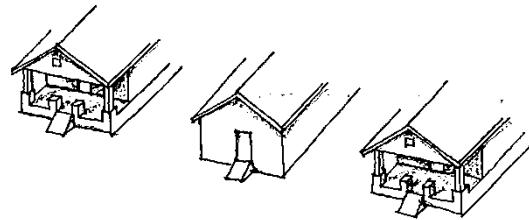
*New construction should respect and not disrupt existing rhythmic patterns set in the area of influence, if such patterns are apparent.*



*Rhythm—Symmetrical/Asymmetrical: These two houses illustrate different types of rhythms created by individual building elements. On the left is a building with a regular placement of elements creating a symmetrical façade. The building on the right has an irregular placement of elements creating an asymmetrical façade.*



*Rhythm—Established Setback Rhythm: These five houses have expressed a well-defined setback and placement rhythm along this street. A new building on the vacant parcel will either continue to or disrupt this pattern.*

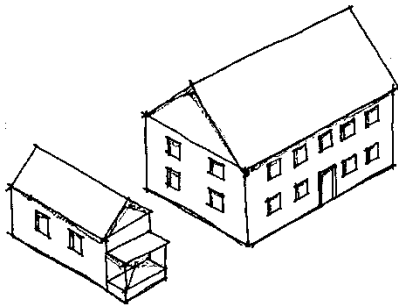


*Rhythm—Inappropriate New Construction: Patterns of solid and voids help create rhythm along a street. The existing buildings in this illustration display a characteristic open porch space. The proposed building in the middle presents a solid front wall surface that disrupts the existing rhythm.*

## G. Scale and Height

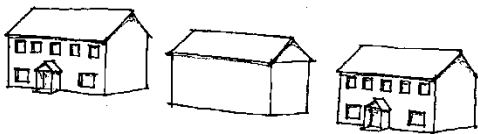
Scale refers to the apparent relationship between two entities, such as the relationship of a building's height to human height, the relationship between different buildings' heights and sizes, or the relationship between the size of an addition and the building to which it is attached. In the Historic Districts the two most important issues are (1) the relationship of new construction to structures in the area of influence, and (2) the relationship of additions to the building to which they are being added.

*A proposed new building should appear to conform to the floor-to-floor heights of existing structures if there is a dominant pattern within the established area of influence.*

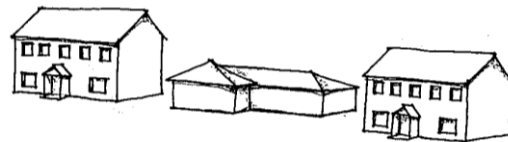


*Scale/Height—Illustrations of Different Scales: The buildings to the left obviously express different scales.*

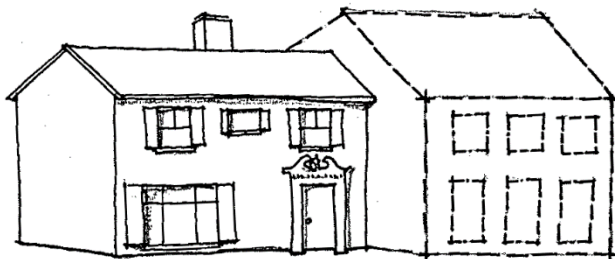
*New construction should be consistent with dominant patterns of scale within the area of influence, if such patterns are present. Additions should not appear to overwhelm the existing building.*



*Scale/Height—Appropriate New Construction: The scale of the proposed building in the middle is compatible with that of the historic buildings to either side.*



*Scale/Height—Inappropriate New Construction: The scale of the proposed building in the middle is incompatible with that of the historic buildings to either side.*



*Scale/Height—Inappropriate Addition: This addition (dashed) is too large and overwhelms the original structure. It also juts forward, thus accenting its presence.*

## **Article VII. Design Guidelines Relative to Rehabilitation and Alteration**

### **A. Generally**

The primary objectives of rehabilitation in a historic district should be to preserve all important, character-defining architectural materials and features of the structure, designed and executed in a manner that provides for a safe and efficient contemporary use compatible with the particular location within the district. To assure these objectives are met, there should be prepared for any rehabilitation effort an *overall plan for rehabilitation* that contains strategies for:

- Protection and maintenance of historic features that survive in a generally good condition;
- Repair of historic materials and features that may be deteriorated;
- Replacement of historic materials and features with new materials where deterioration is so extensive that repair is not possible.

To provide overall guidance to property owners, the Commission has adopted the following *Secretary of the Interior's Standards for Rehabilitation* as general guidelines for planning, design, and execution of all rehabilitation projects, taking into reasonable consideration economic and technical feasibility.

### **B. Secretary of the Interior's Standards for Rehabilitation**

1. A property shall be used for its historical purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires the replacement of a distinctive feature, the new one shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historical materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated

from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

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

## **C. Standards for Rehabilitation and Alteration**

The following standards shall be applied to all rehabilitation or alteration of contributing buildings and structures in the district:

### **1. Design Character**

- Respect the original design character of the structure.
- Express the character of the structure—do not attempt to make it appear older or younger than it is.
- Do not obscure or confuse the essential form and character of the original structure.
- Do not allow alterations to hinder the ability to interpret the design character of the historic period of the district.

### **2. Repairing Original Features**

- Avoid removing or altering any historic material or significant architectural features.
- Preserve original materials and details that contribute to the historic significance of the structure.
- Do not harm the historic character of the property or district.
- Protect and maintain existing significant stylistic elements.
- Minimize intervention with historic elements.
- Repair, rather than replace, deteriorated architectural features.
- Use like-kind materials, and utilize a substitute material only if its form and design conveys the visual appearance of the original.
- Disassemble historic elements only as necessary for rehabilitation, using methods that minimize damage to original materials, and use only methods of reassembly that assure a return to the original configuration.

### **3. Replacing Original Features**

- Base replacement of missing architectural elements on accurate duplications of original features, substantiated by physical or pictorial evidence.
- Use materials similar to those employed historically, taking care to match design, color, texture, and other visual qualities.
- Employ new design that relates in style, size, scale and material wherever reconstruction of an element is not possible due to lack of historical evidence.

### **4. Existing Alterations**

- Preserve older alterations that have achieved historic significance in themselves in the same manner as if they were an integral part of the original structure.

### **5. Materials**

- Maintain original materials and finishes.

- Retain and repair original siding, generally avoiding the use of synthetic siding. When replacement is required, use like-kind materials that conform to the original in profile and dimension, unless such materials are not available.

## Article VIII. Design Guidelines Relative to Specific Work Activity

### A. Additions

New additions to existing buildings are common, but there are certain guidelines that should be followed in order to respect the architectural integrity of the individual building and the district as a whole. Property owners considering making an addition to an existing building should ask themselves three questions:

1. Does the proposed addition preserve significant existing materials and features?
2. Does the proposed addition preserve the character of the building and the surrounding context?
3. Does the proposed addition protect the significance of the building by making a visual distinction between old and new?

*In most cases, additions to existing buildings should not be placed on the main façade(s) of a building. Locate the proposed addition away from the principal public view, ideally to the rear or side of the building. Additions that are flush with the front façade of the building are highly discouraged. Respect the proportions of the building to which it is being added so the addition does not dominate its environment. Whenever possible, an addition should be made so that at a later date it could be removed without compromising the character of the building.*

*Additions should respect the design characteristics and architectural integrity of original buildings. However, the design of the addition should be clearly differentiated so that the addition is not mistaken for part of the original building. While the addition should be compatible, it is acceptable and appropriate for the addition to be clearly discernible as an addition rather than appearing to be an original part of the building. Consider providing some differentiation in material, color, and/or detailing and setting additions back from the existing building's wall plane. The new addition should be designed so that a minimum of existing materials and character-defining elements are obscured, damaged, or destroyed.*

*In most cases, an added structure should be located to the rear of the existing building, where it will have little or no impact on the streetscape. If the new building will be visible from the street, respect the established setbacks and orientations of the buildings in the area. Landscaping is also an important component. For example, a concrete or brick plaza adjacent to the sidewalk is incompatible with an area dominated by grassy lawns.*

#### 1. Generally

An exterior addition to a historic building can significantly alter its appearance and thereby adversely affect both adjacent properties and the character of the entire district. Additions to existing structures in the district have a responsibility to complement and reflect the design, scale and architectural type of the original structure. Before an addition is planned, every effort should be made to accommodate the new use within the existing structure. When an addition is necessary, it should be designed and constructed so that it will complement the original and not confuse the viewer or detract from the character-defining features of the building.

*It should be noted that all additions shall be designed and constructed in accord with the following standards and with the standards for new construction that follow.*

The following standards shall be applied to all construction in the district that involves additions to existing buildings and structures.

**2. Location**

- Maintain the pattern created by the repetition of building fronts, bays and sections in the particular area of the district.
- Locate additions so they will not obscure or damage significant architectural features, ornament or detail.
- Place additions to the side or rear, or set back slightly from the building front.

**3. Materials**

- Use materials that are inspired by and compatible with those of the general character of the original structure.
- Do not obscure window proportions with inappropriate storm windows.

**4. Original Design Character**

- Maintain the size, scale, materials, and character of additions, including their foundations, in a manner compatible with the main building and its context.
- Design and construct additions in such a manner that, if the change were to be removed in the future, the essential form and integrity of the original structure would not be impaired.
- Limit the size of additions to those that do not visually overpower the existing structure.
- Do not allow additions to hinder the ability to interpret the historic character of the structure or district.

**B. New Construction**

After identifying the area of influence and assessing the prevailing character of the development within that area, the next step is to begin the design of the project. Each project is unique and needs to be taken on a case-by-case basis to meet the needs of the owner while at the same time protecting the character of the property and area. There are some general concepts, however, that can assist with the design of the new development.

*New construction should reference and not conflict with the predominant site and architectural elements of existing properties in the area of influence.*

To be compatible with its context, new construction should respect established design patterns within the area of influence. Following are some additional guidelines for new construction.

*New construction should reference predominant design characteristics that make an area distinctive in order to achieve creative and compatible design solutions that are more than just mere imitations of existing buildings. However, new construction is not limited to historical styles, and new buildings should not be imitations of earlier styles.*

**1. Generally**

New construction has an obligation to harmonize with the historic character and scale of the district. Designs for infill and other new construction must be designed with the surroundings in mind. The setback, scale, mass, and size of a structure are as important



as the style or decorative details. However, style, decoration, building materials and landscape treatment and planting shall be utilized in the design to provide the attributes necessary for new construction to be compatible with the district, while creating a distinctive character for the new structure.

The following standards shall be applied to all new construction, *including additions*, in the district.

## **2. Doors and Windows**

- Design new construction so that the rhythm, patterns, and ratio of solid to void (walls to windows and doors) on public facades are compatible with those of adjacent contributing buildings.
- Design new construction so that the size and proportion (ratio of width to height) of window and door openings of primary facades are similar to and compatible with those on facades of adjacent contributing buildings.
- Use doors and windows whose size, proportions and degree of setback from the exterior wall are similar to those of historic designs used in the district.

## **3. Form and Scale**

- Design new buildings to be compatible with contributing buildings in that particular part of the district, yet retain enough of the individuality in form, scale, or level of complexity to avoid confusing the viewer as regard to the age of the new structure.
- Design new buildings to respect the overall relationship of height to width of surrounding contributing structures.
- Proportion new construction to the size of the lot in a manner similar to typical examples of contributing structures within the particular part of the district.
- Provide features on new construction that reinforce the scale and character of the surrounding area by including elements such as porches, porticos, and decorative features, as appropriate.
- Use roof forms and pitches appropriate for and that harmonize with those used historically in the particular part of the district.
- Design all new garage(s) and outbuilding(s) to be compatible with the style of the major buildings on the property and scaled to be subordinate to the main building and the lot.

## **4. Foundations**

- Use foundations that harmonize with those in the surrounding part of the district.

## **5. Massing and Orientation**

- Respect the site planning, massing and building orientation precedents set by nearby similar-size contributing buildings of the district.
- Align the facade of the new building with the predominant setbacks of nearby buildings within the district.
- Orient the main entrance of the building in a manner similar to established patterns in the particular part of the district.

## **6. Materials**

- Use materials and finishes for all major building surfaces, including roofs, that are similar to those employed historically in the particular location in the district and appropriate to their form and location.

## **C. Demolition**

The Commission shall not grant Certificates of Appropriateness for the demolition or relocation of any property within a historic district unless the Commission finds that the removal or relocation of such building will not be detrimental to the historical or architectural character of the district. In making this determination, the Commission shall consider:

- The historic or architectural significance of the structure;
- The importance of the structure to the integrity of the historic district, the immediate vicinity, an area, or relationships to other structures;
- The difficulty or the impossibility of reproducing the structure because of its design, texture, material, detail or unique location;
- Whether the structure is one of the last remaining examples of its kind in the neighborhood, the county, or the region or is a good example of its type, or is part of an ensemble of historic buildings creating a neighborhood;
- Whether there are definite plans for reuse of the property if the proposed demolition is carried out, and what effect such plans will have on the architectural, cultural, historical, archaeological, social, aesthetic, or environmental character of the surrounding area.

All applications to demolish or remove a structure in a historic district shall contain the following minimum information:

- The date the owner acquired the property, purchase price, and condition on date of acquisition;
- The number and types of adaptive uses of the property considered by the owner;
- Whether the property has been listed for sale, prices asked and offers received, if any;
- Description of the options currently held for the purchase of such property, including the price received for such option, the conditions placed upon such option and the date of expirations of such option;
- Replacement construction plans for the property in question and amounts expended upon such plans, and the dates of such expenditures;
- Financial proof of the ability to complete the replacement project, which may include but not be limited to a performance bond, a letter of credit, a trust for completion of improvements, or a letter of commitment from a financial institution; and
- Such other information as may reasonably be required by the Commission.

In no event shall the Commission entertain any application for the demolition or relocation of any historic property unless the applicant also presents at the same time the post-demolition or post-relocation plans for the site.

## **D. Public and Common Areas and Facilities**

The public rights-of-way and other parts of the public realm are critically important in helping to define the unique character of a historic district. The following standards are aimed at retaining important character-defining features, expanding their use as the opportunity arises, and

making additional improvements to open space and streetscape trees and landscape planting that will complement the historic character of the district.

### **1. Standards for Public and Common Areas and Facilities**

- Maintain the overall continuity of the district and its character.
- Maintain and enhance over time the canopy effect of mature deciduous shade trees, and replace damaged or missing trees with appropriate species, especially indigenous, hardy species that require minimal maintenance.
- Retain and enhance historic plant materials, mindful of the differences in scale and types of landscaping relative to various parts of the district and to the size, age and use of the buildings, insofar as practicable.
- Design fences and walls to maintain the overall continuity of the district as viewed from public rights-of-way and properties owned or maintained by the City of Tuscaloosa.
- Do not exceed the average height of fences and walls of comparable type and location found on adjacent properties.
- Use only materials that have historic precedent in the district, taking care to preserve historic paving materials by saw cutting when inserting new materials or repairing damaged areas.
- Situate and design paving in a manner and of material, color and texture to be compatible with the historic character of the property and its neighbors.
- Screen new parking areas through use of low walls, iron fences or landscape plantings, mindful of the need to maintain the overall continuity of the district, and especially as it may be viewed from public rights-of-way and properties owned or maintained by the City of Tuscaloosa.
- Design, install, and maintain exterior lighting to maintain the character of the district and to direct light only on intended areas.
- Design and install all signs to a size and scale and of types that conform to the historic context of the district and its structures and in a manner to focus only on the intended audience.
- Screen service, mechanical, and electrical equipment and trash containers and permanent dumpsters from public view with walls, fences, or plant materials that conform to all pertinent provisions set forth elsewhere in these standards.

### **E. Signs**

- Design and install all signs to a size and scale and of types that conform to the historic context of the district and its structures and in a manner to focus only on the intended audience.
- Retain and preserve original signs that contribute to the overall historic character of the building or district.
- Introduce new signage that is compatible in material, size, scale and character with the building or the district. Design signage to enhance the architectural character of a building.
- If desired install small identification signs and historic plaques for residential buildings so that no architectural features or details are obscured or damaged.
- Construct new signs of traditional sign materials:

**Examples of Appropriate Materials:**

- Stone
- Brick
- Vinyl lettering and/or sign face
- Wrought iron or metal
- Canvas awning
- Wood
- Stucco
- High Density Urethane (HDU) sign board (or equivalent) resembling wood or metal for lettering or logo
- Install freestanding signs in appropriate locations on low standards or grown bases. Screening the base of ground signs with plantings to enhance its appearance is required.
- Mount flush signboards in appropriate locations on façades so that no architectural details or features are obscured or damaged. On masonry buildings, holes for fasteners should be placed in the mortar joints, not the masonry units.
- Light signs in a manner compatible within the historic character and the pedestrian scale of the historic district.
- For commercial and institutional buildings, design signs to be integral to the overall building façade. Avoid covering a large portion of the façade, front yard, or any significant architectural features with signage.
- Temporary signs, including sales advertizing, and real estate signs should be located so as not to damage or obscure significant architectural features, and shall be removed upon completion of work, sale, campaign, etc. The maximum number of allowable signs shall be one per street frontage.
- Signs directing users to an accessible entrance or parking space should be installed to avoid damaging or obscuring significant architectural features, while conforming to Accessibility Standards (ADAAG).

**Examples of Inappropriate Materials:**

- Vinyl sign structure or vinyl awning
- Internally illuminated signs
- Plastic

**F. Cross-Applicability of Design Guidelines**

To the extent applicable, all Design Guidelines relative to specific items enumerated in Article VIII shall apply to work activity as appropriate and necessary.

## Article IX. Design Guidelines Relative to Architectural Materials and Features of the Primary Structure

### A. Exterior Blinds, Awnings, and Shutters

- Use exterior blinds and shutters only as appropriate to the style, proportion, and character of the structure, and sized to cover the window.

#### Examples of Appropriate Materials:

- Wood: louvered or solid panel
- Fabric awnings
- Copper
- Standing seam metal or steel

#### Examples of Inappropriate Materials:

- Plastic or vinyl blinds, shutters, awnings
- Aluminum awnings (unless original)

### B. Entrances and Doorways

- Maintain the historic character of the building entrance.
- Retain historic doors and openings, together with any moldings, transoms, or sidelights.

#### Examples of Appropriate Materials:

- Wood panel
- Wood panel with glass lights
- Leaded glass with lead cams
- Aluminum-clad wood
- Fiberglass

#### Examples of Inappropriate Materials:

- Metal, except for security doors on rear or side of the house or other appropriate situations, with simulated divided lights and internal muntins.

### C. Foundations

- Keep cellar and crawl space vents open so that air may flow freely, being sure to retain any vents that are original to the building.
- Ensure that land is graded so that water flows away from the foundation and, if necessary, install drains around the foundation.

#### Examples of Appropriate Foundations:

- Stucco piers or infill
- Brick piers or infill
- Wood lattice
- Vertical picket infill
- Stuccoed concrete block
- Stone

#### Examples of Inappropriate Foundations:

- Metal infill
- Plywood panels
- Mineral board panels
- Plastic or vinyl sheeting
- Unfinished concrete block
- Imitation brick or stone
- Vinyl lattice

### D. Porches and Railings

- Maintain and repair historic porches to reflect their historic period and the relationship to the structure.
- Use materials that blend with the style of the structure or other structures in the district. Balustrades of stairs and ramps should match the design and materials of the porch or be unobtrusive.
- Do not permit enclosure of front porches. Where rear or side porches are to be enclosed, the enclosure shall preserve the original configuration of columns, handrails and other important architectural elements.

## **E. Roofs**

- Preserve the original roof form, pitch and overhang of all structures, and use roof materials appropriate to the form and pitch of the roof.
- Preserve the character of the original roofing materials and details.
- Retain elements such as chimneys, skylights, and light wells that contribute to the style and character of the structure.
- Use roofing materials similar to those used in the district and that are comparable in style, shape, and color as those found on surrounding structures.

### **Examples of Appropriate Roof Materials:**

- Slate
- Tile
- Metal of appropriate style, gauge, color, and fastening system based on the type of structure
- Wood shingle
- Cement fiber shingle
- Asphalt or fiberglass shingle
- Built-up or membrane on slopes of 3-and-12 or less where hidden by parapets

### **Examples of Inappropriate Roof Materials:**

- Corrugated fiberglass
- Asphalt roll roofing
- Built-up membrane on slopes greater than 3-and-12
- Corrugated metal or tin

## **F. Storm Doors and Windows**

- Permit storm doors, storm windows, and screens so long as they do not obscure doors or windows with inappropriate materials, finishes, colors, or other elements.

### **Examples of Appropriate Materials:**

- Wood
- Metal with baked enamel or anodized finish to match frame or sash color

### **Examples of Inappropriate Materials:**

- Mill finish aluminum
- Vinyl

## **G. Surface Cleaning**

- Use no abrasive cleaning methods on exterior surfaces, such as those involving grit, sand, high-pressure water blasting, or mechanical sanding.
- Use only those cleaning techniques that have proved effective while having little or no adverse impact on the underlying materials (these include low-pressure water cleaning and gentle chemical washes, scrubbing with a brush and detergent, and hand sanding and scraping to remove paint).

## **H. Trim and Ornament**

- Maintain historic trim and ornament in place.
- Replace missing original trim and ornament with like-kind materials whose designs, proportions and finishes match those of the original.

## **I. Windows**

- Maintain the original number, location, size, and glazing pattern of windows on primary building elevations.
- Maintain historic window openings and proportions.

- Permanently affixed internal and external muntins should be employed where appropriate.

**Examples of Appropriate Window Materials:**

**Examples of Inappropriate Window Materials:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Wood sash windows in double-hung, single-hung, and casement styles</li><li>• Aluminum-clad wood</li><li>• Fiberglass (Pella, Marvin, or equal) that mimics wood</li><li>• Steel, if original to the structure</li><li>• Composite material with wood sash, frame, and glides</li><li>• Cellular PVC material (All-Season or equal) that mimics wood</li><li>• Monarch M-Cell vinyl-clad window, Hurd vinyl-clad window, or equal that mimics wood</li></ul> | <ul style="list-style-type: none"><li>• Aluminum or vinyl</li><li>• Snap-in or artificial muntins</li><li>• Reflective or tinted glass</li></ul> |
|---|--|

## **Article XII. Design Guidelines Relative to Site Features and Lot Improvements**

Site features and lot improvements are critical to the character of the district, regardless of the contributing or non-contributing nature of the structures in any particular part of the district. Much of the character of an historic district is attributable to the continuity of its open space, distinctive tall shade trees, and richly textured lawns and landscape plantings. Outbuildings, walks, driveways, and parking areas also play an important part in defining not only the setting for individual structures, but also the district as a whole.

### **A. Accessory Buildings, Structures, and Appurtenances**

#### **1. Detached Garages or Carports**

- Locate garages to the rear of the main structure, and set back at least five (5) feet from the side yard property line(s).
- Garages or carports should complement the main structure through the use of similar building materials, including siding, windows, and roof. If windows are to be installed in the garage, they should match or complement the window pattern of the main structure while maintaining an appropriate scale and proportion to the garage.
- Garage doors, when used, should be compatible with the main structure or character of the district. Typically, garage doors should be metal (steel or aluminum), fiberglass, or wood, and in keeping with the character of the main structure and district.

#### **2. Dumpsters and Mechanical Equipment**

- Place site and building appurtenances to the side and rear of the main building, and screen service and mechanical and electrical equipment and trash containers and permanent dumpsters from public view with walls, fences, or plant materials.

#### **3. Pergolas and Pavilions, Storage and Work Sheds**

- Locate pergolas, pavilions, and storage and work sheds to the rear of the main building, and set back at least five (5) feet from the side yard property line(s).
- Pergolas, pavilions, storage, and work sheds should complement the main structure through the use of similar building materials, including siding, windows, and roof. If windows are to be installed in the structure, they should match or complement the window pattern of the main structure while maintaining an appropriate scale and proportion to the structure.

#### **4. Yard Accessories**

- Yard accessories such as large play equipment, trampolines, tents, etc., are to be located to the rear of the main building. Yard accessories also include outdoor appurtenances less than and up to 120 square feet.

### **B. Decks, Porches, and Railings**

#### **1. Decks**

- Locate and construct decks so that the historic fabric of the structure and its character-defining features and details are not damaged or obscured. Install



decks so that they are structurally self-supporting and may be removed in the future without damage to the historic structure.

- Introduce decks in inconspicuous locations, usually on the building's rear elevation and inset from the rear corners, where they are not visible from the street.
- Design and detail decks and associated railings and steps to reflect the, scale and proportions of the building. Materials for decks should be compatible with the building. Deck and deck railing designs should be coordinated with existing elements wherever possible.
- In rare occasions where it is appropriate to site a deck in a location visible to the public right-of-way (i.e. the side of a building), it should be treated in a more formally architectural way. Careful attention should be paid to details and finishes, including painting or staining the deck's rails and structural support elements in colors compatible with the colors of the building.
- Align decks generally with the height of the building's first-floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirtboards, lattice, masonry panels, and dense evergreen foundation plantings.
- It is not appropriate to introduce a deck if doing so will require removal of a significant building element or site feature such as a porch or a mature tree.
- It is not appropriate to introduce a deck if the deck will detract from the overall historic character of the building or the site.
- It is not appropriate to construct a deck that significantly changes the proportion of built area to open space for a specific property.

## **2. Porches and Railings**

- Maintain and repair historic porches to reflect their historic period and the relationship to the structure.
- Use materials that blend with the style of the structure or other structures in the district. Balustrades of stairs and ramps should match the design and materials of the porch or be unobtrusive.
- Do not permit enclosure of front porches. Where rear or side porches are to be enclosed, the enclosure shall preserve the original configuration of columns, handrails and other important architectural elements.

## **C. Exterior Lighting**

- Design, install, and maintain exterior lighting to focus only on intended areas within the property, and to avoid invading surrounding areas.

## **D. Fences and Walls**

- Design fences and walls to maintain the overall continuity of the district as viewed from public rights-of-way.
- Complement the buildings and do not detract from their character and relation to their neighbors with the design, scale, placement, and materials of fences, walls, and gates.
- Locate fences and walls no closer to the street than the side yard setback of any structure adjacent to a side street.
- Do not exceed the average height of fences and walls of comparable type and location found on adjacent properties, generally not to exceed six (6) feet.

- Present the finished side of all fences to the exterior of the property being fenced.
- Relate scale, height, materials and level of ornateness of the design of new fences and walls to that of the existing structure and/or its neighbors.

**Examples of Appropriate Fence Materials:**

- Wood picket
- Wood slat
- Wood lattice
- Iron
- Brick
- Stone
- Stucco over masonry
- Historically appropriate wire
- Powder-coated aluminum mimicking cast/wrought iron

**Examples of Inappropriate Fence Materials:**

- Chain link
- Stockade
- Post and rail
- Unstuccoed concrete block
- Masonite
- Plastic
- Plywood or asbestos panels
- Vinyl

**E. Landscape and Plant Materials**

- Design and install landscape plantings to maintain the overall continuity and aspect of the district. Look at patterns that exist and work with those patterns.
- Maintain and/or enhance the historic plant materials, mindful of the differences in scale and types of landscaping relative to the size, age and use of the buildings, insofar as practicable.
- Specify and locate trees to avoid conflict with or damage to buildings, sidewalks and driveways.
- When appropriate, retain and preserve the building and landscape features that contribute to the overall historic character of the district, including trees, gardens, yards, arbors, groundcovers, fences, accessory buildings, patios, terraces and fountains, fish ponds, and significant vistas or views.
- Retain and preserve the historic relationship between buildings and landscape features on the site. It is not recommended to alter the topography of substantially through grading, filling or excavation.
- Replace seriously diseased or severely damaged trees (as defined by Sec. 24-252 of the Zoning Ordinance) or hedges with new trees or hedges or equal or similar species.
- Large canopy trees (12" dbh) should not be removed unless seriously diseased or severely damaged or if it poses immediate threat to persons or property.

**F. Mailboxes**

- Mailboxes should be placed in a location consistent with other structures in the district and be of similar design and material. For example mailboxes should not be placed on a post at the street when mailboxes on other structures in the district are attached to the structure at or about the structure's entrance.

**G. Overall Continuity**

- Maintain the overall continuity of the district and its aspect and character, especially as viewed from public rights-of-way.

## **H. Pools, Hot Tubs, and Saunas**

- Pools and hot tubs must meet the requirements of Section 24-107 of the Zoning Ordinance, in addition to the following guidelines:
  - Locate pools to the rear of the main building, and behind the side yard setback of any structure adjacent to a side street or common alleyway.
  - Pools should not disrupt the building and landscape features that contribute to the overall historic character of the district, including trees, gardens, yards, arbors, groundcovers, fences, accessory buildings, patios, terraces and fountains, fish ponds, and significant vistas or views.
  - Pool decking should complement the historic character of the district.
- Saunas should be located to the rear of the main structure, and set back at least five (5) feet from the side yard property line(s).

## **I. Satellite Dishes, Antennae, Solar Panels, Electronic Devices, and Other Appurtenances**

- Satellite dishes, antennae, solar panels, electronic devices, and other appurtenances should be located at the rear of the primary building or attached to rear of the primary building (either on the rear walls or the rear slopes of the roof) and not be visible from the public right of way.
- Any satellite dish, antennae, solar panels, electronic devices, and other appurtenances located on the front one-third of the structure, in the front yard of a structure, on the side of a structure on a corner lot, or otherwise where it is clearly visible from the public right of way, will require an application and review by the Commission. These options are only available if there are no other alternative locations and would be considered as a hardship situation.
- Televisions may be placed on front porches or other locations visible from the public right of way on a temporary basis (less than 7 calendar days) only. Televisions may not be permanently mounted to the structure in a location visible from the public right of way. Mounting hardware for televisions to be temporarily located in a place visible from the public right of way may be maintained on a permanent basis so long as it is hidden from public view to the maximum extent possible.
- Green technology equipment or devices such as wind collectors, geothermal equipment and the like shall be located at the rear of the structure and not visible from the public right of way.

## **J. Sidewalks, Drives, Parking, and Paving**

### **1. Sidewalks and Paving**

- Use only materials that have historic precedent in the district, taking care to preserve historic paving materials by saw cutting when inserting new materials or repairing damaged areas.
- Situate, design, and install paving materials of a color and texture and in a manner to be compatible with the historic character of the property and its neighbors.

## 2. Parking

- Residential parking areas should not exceed 35% of the total rear yard area. For the purposes of these Design Guidelines:
  - For interior lots, the rear yard is the area not defined as the “front yard” in Section 24-125(b) of the Zoning Ordinance or the side yard, being the area along a side property line between the front and rear walls of the primary structure. The rear yard shall also exclude the footprint of the primary structure and any additional roofed structures.
  - For corner lots, the rear yard shall be the area not defined as the “front yard” in Section 24-125(b). The rear yard shall also exclude the footprint of the primary structure and any additional roofed structures.
- Use only materials that have historic precedent in the district. The use of permeable materials is encouraged.

### Examples of Appropriate Materials:

- Concrete
- Brick or stone pavers
- Gravel or crushed stone
- Other materials as approved by the Commission

### Examples of Inappropriate Materials:

- Asphalt

- Minimize the presence and appearance of all parking areas visible from a public street through site planning and design.
- Parking should be screened in a manner so that the parking is not the dominant feature of the property. Screen new parking areas through use of low walls (4-6 feet high), iron fences, or landscape plantings, mindful of the need to maintain the overall continuity of the district as viewed from public rights-of-way and adjacent properties. Screening should extend to the edges of the driveway.
- No residential or commercial parking should be installed between the front face of the primary structure and the front right-of-way line of the property.
- All residential and commercial parking should be set back a distance that will maintain the pattern and alignment of primary building setbacks in the neighborhood.

## 3. Driveways

- Locate driveways to the side and rear of the main building.
- Extend all driveways at least to the rear of the main building.
- Install residential driveways in a manner and width compatible with those historically installed, and generally not wider than ten feet.

## K. Wheelchair Ramps

- Consider locations which will have the least visual impact on the historic building and setting. On some buildings, ramps can be integrated into existing stairs or porches with little visual impact.
- Materials for ramps and railings should be compatible with the building: wooden ramps are often appropriate for frame buildings and converted residences, while concrete or brick ramps may be best for masonry buildings. Ramp and railing designs should be coordinated with existing elements wherever possible.

- Wooden ramp surfaces can be punted with a sanded punt for slip resistance. In some cases, altering grade levels to accommodate a very shallow ramp slope can alleviate the requirement for railings. Ramps can be concealed with landscaping.

## Appendix A. Classification of Work

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (THPC)	INSPECTION REQUIRED
1	New Construction or Additions to Primary Building			X	X
2	Demolition of any primary structure or any part of a primary structure			X	X
3	Relocation of buildings			X	X
4	Alteration/Removal of Architecturally Significant Features			X	X
5	Alteration/Removal of Contributing Historical Features			X	X
6	Accessory Structures or Buildings: Repair/Replacement with no change in design, materials, or general appearance	X			
7	Accessory Structures or Buildings: Alteration		X		
8	Accessory Structures or Buildings: Additions			X	X
9	Accessory Structures or Buildings: New			X	X
10	Accessory Structures or Buildings: Removal of not architecturally or historically significant		X		X
11	Accessory Structures or Buildings: Removal of architecturally or historically significant			X	X
12	Architectural Details: Repair or Replace with no change in design, materials, or general appearance	X			
13	Architectural Details: Alteration, Addition, or Removal		X		
14	Awnings, Canopies or Shutters: Repair or Replace with no change in design, materials, or general appearance	X			
15	Awnings, Canopies, or Shutters: Alteration, Addition, or Removal		X		
16	Awnings, Canopies, or Shutters: Installation of New		X		
17	Carport: Alteration, Addition, or Removal			X	X
18	Carport: Construction of New			X	X
19	Chimney: Construction, Alteration, or Removal			X	X
20	Deck: Repair or Replace with no change in design, materials, or general appearance	X			

	<b>TYPE OF WORK</b>	<b>ROUTINE MAINTENANCE</b>	<b>MINOR WORK (Staff)</b>	<b>MAJOR WORK (THPC)</b>	<b>INSPECTION REQUIRED</b>
21	Doors: Alteration, Addition, or Removal		X		Case by case basis
22	Doors: Installation of New		X		Case by case basis
23	Doors (Storm): Installation, Alteration or Removal		X		Case by case basis
24	Driveway: Repair or Replacement with no change in design, materials, or general appearance	X			Case by case basis
25	Driveway: Alteration, Addition, or Removal		X		X
26	Driveway: Construction of New		X		X
27	Fences or Walls: Repair or Replacement with no change in design, materials or general appearance	X			
28	Fences or Walls: Construction of New		Side and Rear Yards	Front Yards	X
29	Fences or Walls: Removal		Side and Rear Yards	Front Yards	X
30	Foundations (Exposed): Repair or Replacement with no change in design, materials, or general appearance	X			
31	Foundations (Exposed): Alteration		X		Case by case basis
32	Gutters and Downspouts: Repair or Replace with no change in design, materials, or general appearance	X			
33	Gutters and Downspouts: Installation, Addition, or Removal		X		Case by case basis
34	House Numbers and Mailboxes: Installation		X		
35	Interior Alterations		X		
36	Landscaping, excluding the removal of trees 12" dbh		X		
37	Lighting Fixtures: Repair or Replacement with no change in design, materials, or general appearance	X			
38	Lighting Fixtures: Installation, Alteration, or Removal		X		
39	Masonry: Repair or Replacement with no change in design, materials, or general appearance	X			
40	Masonry: Construction, Alteration, or Removal		X		X
41	Mechanical Equipment: Installation of (such as heating and air conditioning units)		X		Case by case basis

	<b>TYPE OF WORK</b>	<b>ROUTINE MAINTENANCE</b>	<b>MINOR WORK (Staff)</b>	<b>MAJOR WORK (THPC)</b>	<b>INSPECTION REQUIRED</b>
42	Painting (Generally)	X			
43	Painting of previously unpainted brick			X	
44	Parking Area: Repair or Replace with no change in design, materials, or general appearance	X			
45	Parking Area: Alteration or Removal of an existing lot		X		
46	Parking Area: Construction of New (Residential or Commercial)			X	X
47	Patios: Repair or Replacement with no change in design, materials or general appearance	X			
48	Patios: Alteration, Addition, or Removal of an existing patio		X		Case by case basis
49	Patio: Construction of New		X		X
50	Porches: Alteration of Existing			X	X
51	Porches: Construction of New			X	X
52	Roof: Repair or Replacement of sloped coverings with no change in design, materials, or general appearance	X			
53	Roof: Alteration of sloped coverings			X	X
54	Roof: Repair or Replacement of flat coverings with no change in design, materials, or general appearance	X			
55	Roof: Alteration of flat coverings			X	
56	Roof: Alteration to a roof form to prevent damage to the resource			X	X
57	Signs: Repair, Replacement, or Re-Facing with no change in design, materials, or general appearance		X		
58	Signs: Installation, Alteration, or Removal			X	X
59	Stairs and Steps (Exterior): Repair or Replacement with no change in design, materials, or general appearance	X			
60	Stairs and Steps (Exterior): Alteration, Addition, or Removal			X	X
61	Stairs and Steps (Exterior): Construction of New			X	X
62	Surfaces (Exterior): Repair or Replacement with no change in design, materials, or general appearance	X			
63	Surfaces (Exterior): Alteration, Addition, or Removal			X	X
64	Swimming Pools, Hot Tubs, and Saunas: Repair to existing with no change in design, materials, or general appearance	X			



	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (THPC)	INSPECTION REQUIRED
65	Swimming Pools, Hot Tubs, and Saunas: New Construction, Alteration, or Addition			X	X
66	Swimming Pools, Hot Tubs, and Saunas: Removal		X		
67	Temporary Features: Installation, Alteration, or Removal of features necessary to ease difficulties associated with a medical condition		X		Case by case basis
68	Tree Removal (Large trees 12" dbh)		Damaged or Diseased Trees (with arborist letter)	All other trees	
69	Vents and Ventilators: Repair or Replacement with no change in design, materials, or general appearance	X			
70	Vents and Ventilators: Installation, Alteration, or Removal		X		Case by case basis
71	Satellite Dishes, Television Antennas, Televisions, Solar Panels, and/or other Electronic Equipment, Decks, Ramps, and Appurtenances <u>not visible</u> from the public right of way		X		Case by case basis
72	Satellite Dishes, Television Antennas, Televisions, Solar Panels, and/or other Electronic Equipment, Decks, Ramps, and Appurtenances <u>visible</u> from the public right of way			X	Case by case basis
73	Walks (Existing): Repair or Replacement with no change in design, materials, or general appearance	X			
74	Walks (Existing): Alteration, Addition, or Removal		X		Case by case basis
75	Walks: Construction of New		X		X
76	Walls (See Fences)				
77	Windows: Repair or Replacement with no change in design, materials, or general appearance	X			
78	Windows: Alteration or Removal of Existing			X	X
79	Windows: Installation of New			X	X
80	Windows: Caulking and Weatherstripping with no change in design, materials or general appearance	X			

	<b>TYPE OF WORK</b>	<b>ROUTINE MAINTENANCE</b>	<b>MINOR WORK (Staff)</b>	<b>MAJOR WORK (THPC)</b>	<b>INSPECTION REQUIRED</b>
<b>81</b>	Windows (Storm): Installation, Alteration, or Removal		X		Case by case basis
<b>82</b>	Yard Accessories (play equipment, trampolines, tents, etc. placed in rear yards)		X		
<b>83</b>	Other Features Not Specifically Listed: Repair or Replacement with no change in design, materials, or general appearance	X			
<b>84</b>	Other Features Not Specifically Listed: Addition, Alteration, or Removal		X		
<b>85</b>	Certificates of Appropriateness: Changes to Previous		Most Changes	Changes deemed by staff to be substantial in nature	
<b>86</b>	Certificates of Appropriateness: Renewal		X		
<b>87</b>	Emergency installation of temporary features to protect a historic resource (that do not permanently alter the resource: six month duration; replacement with in-kind reconstruction or an approved Certificate of Appropriateness		X		