

# **DESIGN GUIDELINES FOR HISTORIC DISTRICTS**

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## **PART 1: GUIDELINES FOR SITE DESIGN**

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### **SET-BACKS**

1. MAINTAIN THE PATTERN AND ALIGNMENT OF BUILDINGS ESTABLISHED BY THE TRADITIONAL SET-BACKS FROM THE STREET.

### **ENTRANCE ORIENTATION**

2. MAINTAIN THE TRADITIONAL DESIGN VOCABULARY USED FOR DEFINING BUILDING ENTRANCES.

### **PLANT BEDS AND PLANTINGS**

3. LOCATE PLANTINGS IN TRADITIONAL AREAS OF THE SITE.  
\* Along fences, walks, foundations, and at porch edges are good locations.

### **FENCES**

4. MAINTAIN TRADITIONAL FENCE LINES WHERE THEY EXISTED.  
\* Preserve historic fences in their original location.

### **PAVING**

5. WHERE HISTORIC PAVING MATERIALS EXIST IN THE AREA, CONSIDER USING SIMILAR MATERIALS FOR NEW PAVING.  
\* Preserve historic paving materials in their original location.

### **PARKING LOTS**

6. PLAN PARKING LOTS TO BE SUB-DIVIDED INTO SMALL COMPONENTS SO THAT THE VISUAL IMPACT OF LARGE PAVED AREAS IS REDUCED.  
\* Provide planting buffers at the edges of the parking lots.  
\* Also include islands of planting in the interior of lots.  
\* Side or rear locations are preferred for parking lots.

### **SIGNS**

Signs should be subordinate to the architecture and overall character throughout the district. The types and sizes of signs allowed are defined in the zoning ordinance. These guidelines also apply:

7. NO MOVEABLE OR PORTABLE SIGNS ARE ALLOWED IN ANY LOCATION IN THE DISTRICT.

8. POSITION FLUSH-MOUNTED SIGNS SO THEY WILL FIT WITHIN ARCHITECTURAL FEATURES.  
\* Locate flush signs so they do not extend beyond the outer edges of the building front.  
\* Avoid obscuring ornament and detail.

9. LOCATE PROJECTING SIGNS ALONG THE FIRST FLOOR LEVEL OF THE FACADE.  
\* Positions near the building entrance are encouraged.

10. WHERE SEVERAL BUSINESSES SHARE A BUILDING, COORDINATE THE SIGNS.  
\* Align several smaller signs, or group them onto a single panel.

\* Use similar forms or backgrounds for the signs, to visually tie them together.

11. LOCATE POLE MOUNTED SIGNS IN LANDSCAPED AREAS.

12. SIGN MATERIALS SHOULD BE COMPATIBLE WITH THE BUILDING MATERIALS.

## **PART 2:**

### **GUIDELINES FOR THE REHABILITATION OF CONTRIBUTING STRUCTURES IN HISTORIC DISTRICTS**

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These guidelines, #13-26, apply to the rehabilitation of all contributing structures in the "Historic Districts" in addition to the site guidelines, #1-12.

#### **ESTABLISHING A GENERAL APPROACH:**

The primary objectives of a rehabilitation plan should be:

\* The preservation of all important or "character-defining" architectural materials and features of the building.

AND

\* Provision for a safe and efficient contemporary use.

#### **DETERMINING THE CONTENTS OF A REHABILITATION PLAN:**

A plan should contain strategies for these three types of work:

\* Protection and maintenance of historic features that survive in generally good condition.

\* Repair of historic materials and features that are deteriorated.

\* Replacement of historic materials and features with new materials where deterioration is so extensive that repair is not possible.

A plan MAY also include strategies for:

\* Alterations to the exterior of the historic building.

\* Additions of new rooms or spaces to the exterior of the historic building.

#### **General Preservation Policy:**

Preservation of character-defining elements of historic buildings is a top priority, and alterations and repairs should accurately represent the historic qualities of the buildings. Original documentation therefore should be used for restoration work whenever possible. Where original documentation is not available, interpretations of similar elements that occurred in the area may be considered.

#### **DESIGN CHARACTER**

13. RESPECT THE ORIGINAL DESIGN CHARACTER OF THE BUILDING.

\* Analyze the building to determine which elements are essential to its character.

\* Don't try to make it appear older (or younger) in style than it really is. The genuine heritage of the District should be expressed.

#### **CHANGE IN USE**

14. NEW USES THAT REQUIRE THE LEAST CHANGE TO EXISTING STRUCTURES ARE ENCOURAGED.

\* Every reasonable effort should be made to provide a **compatible use** for the building that will require minimal alteration to the building and its site.

### **REPAIRING ORIGINAL FEATURES**

#### **15. AVOID REMOVING OR ALTERING ANY HISTORIC MATERIAL OR SIGNIFICANT ARCHITECTURAL FEATURES.**

\* Original materials and details that contribute to the historic significance of the structure are qualities that should be preserved whenever feasible. Rehabilitation work should not destroy the distinguishing character of the property or its environment.

\* Examples of historically significant architectural features are porches, window trim, and chimneys. Other significant elements may be the overall building form, its roof shape or material finish.

#### **16. PROTECT AND MAINTAIN EXISTING SIGNIFICANT STYLISTIC ELEMENTS.**

\* Protection includes the maintenance of historic material through treatments such as rust removal, caulking, and re-painting.

#### **17. USE APPROVED PROCEDURES FOR CLEANING, REFINISHING, AND REPAIRING HISTORIC MATERIALS.**

#### **18. MINIMIZE INTERVENTION WITH HISTORIC ELEMENTS.**

\* Deteriorated architectural features should be repaired rather than replaced, wherever possible.

\* Patch, piece-in, splice, consolidate, or otherwise upgrade the existing material, using recognized preservation methods, whenever possible.

#### **19. THE REPLACEMENT OF MISSING PORTIONS OF AN ELEMENT MAY BE INCLUDED IN REPAIR ACTIVITIES.**

\* Match the original material when feasible. A substitute material is acceptable if the form and design of the substitute conveys the visual appearance of the original.

#### **20. WHEN DISASSEMBLY OF AN HISTORIC ELEMENT IS NECESSARY FOR ITS REHABILITATION, USE METHODS THAT MINIMIZE DAMAGE TO THE ORIGINAL MATERIALS.**

\* Always devise methods of replacing the disassembled materials in their original configuration.

### **REPLACING ORIGINAL FEATURES**

#### **21. REPLACEMENT OF MISSING ARCHITECTURAL ELEMENTS SHOULD BE BASED ON ACCURATE DUPLICATIONS OF ORIGINAL FEATURES.**

\* In the event replacement is necessary, the new material should match that being replaced in design, color, texture, and other visual qualities.

\* The design should be substantiated by physical and/or pictorial evidence.

#### **22. USE MATERIALS SIMILAR TO THOSE EMPLOYED HISTORICALLY WHERE FEASIBLE.**

\* If alternate materials must be used, they should match the original in appearance as closely as is possible.

#### **23. WHERE RECONSTRUCTION OF AN ELEMENT IS IMPOSSIBLE BECASUE OF A LACK OF HISTORICAL EVIDENCE, THEN A NEW DESIGN THAT RELATES TO THE BUILDING IN GENERAL SIZE, SCALE AND MATERIAL MAY BE CONSIDERED.**

\* Use design elements that reflect teh building's style.

### **EXISTING ALTERATIONS**

#### **24. PRESERVE OLDER ALTERATIONS THAT HAVE ACHIEVED HISTORIC SIGNIFICANCE IN THEMSELVES.**

\* Many changes to buildings that have occurreed in the course of time are themselves evidence of the history of the building and its neighborhood. These changes may have developed significance in their own right, and this significance should be recognized and respected.

\* An example of such an alteration may be a porch or a kitchen wing that was added to the original building early in its history.

25. MORE RECENT ALTERATIONS THAT ARE NOT HISTORICALLY SIGNIFICANT MAY BE REMOVED.

#### **SERVICE AREAS AND EQUIPMENT**

26. SCREEN SERVICE EQUIPMENT AND TRASH CONTAINERS FROM PUBLIC VIEW.

\* The visual impact of mechanical and electrical equipment should be minimized.

#### **NOTE:**

\* If the rehabilitation project involves a commercail type of building, also see guidelines #27-31.

\* If the rehabilitation project involves a residential type building, also see guidelines #32-38.

### **PART 3:**

#### **SPECIAL GUIDELINES FOR COMMERCIAL TYPE BUILDINGS**

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These guidelines apply to the rehabilitation of commercial type structures in the "Historic Districts" in addition to the general guidelines, #1-26.

#### **DISPLAY WINDOWS**

27. MAINTAIN THE LARGE DISPLAY WINDOWS THAT ARE CHARACTERISTIC OF COMMERCIAL BUILDINGS.

\* The traditional "storefront" image should be preserved at the street level.

\* When replacing glass or restoring windows, maintain the original size and shape of the storefront opening.

#### **SECOND STORY WINDOWS**

28. PRESERVE THE ORIGINAL SIZE AND SHAPE OF UPPER STORY WINDOWS.

#### **BUILDING ENTRANCES**

29. MAINTAIN ORIGINAL RECESSED ENTRIES WHERE THEY EXIST.

#### **ROOFS**

30. PRESERVE ORIGINAL ROOF FORMS WHERE THEY CONTRIBUTE TO THE HISTORIC CHARACTER OF THE BUILDING.

31. MAINTAIN ORIGINAL ROOF MATERIALS WHERE THEY ARE VISIBLE TO THE STREET

### **PART 4:**

#### **SPECIAL GUIDELINES FOR RESIDENTIAL TYPE STRUCTURES**

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These guidelines apply to the rehabilitation of residential type structures in the "Historic Districts" in addition to the general guidelines, #1-26.

#### **MATERIALS**

32. MAINTAIN THE ORIGINAL FINISH.

#### **TRIM AND ORNAMENT**

33. MAINTAIN HISTORIC TRIM AND ORNAMENT.

\* Preserve existing trim in place where it survives.

- \* Where original trim is missing, replace missing elements with designs to match the original.
- \* Use original proportions for trim designs.

#### **ROOFS**

34. PRESERVE ROOFS AT THEIR ORIGINAL PITCH.
35. PRESERVE THE CHARACTER OF ORIGINAL ROOFING MATERIALS.

#### **WINDOWS**

36. MAINTAIN HISTORIC WINDOW PROPORTIONS.
37. IF STORM WINDOWS ARE USED, THEY SHOULD NOT OBSCURE ORIGINAL WINDOW PROPORTIONS.

#### **ENTRANCES**

38. MAINTAIN THE HISTORIC CHARACTER OF THE BUILDING ENTRANCE.
  - \* Where porches exist, they should be preserved.
  - \* Where original doors contribute to the historic character, they should be preserved.

### **PART 5: GUIDELINES FOR NEW CONSTRUCTION IN HISTORIC DISTRICTS**

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In general, new buildings should be harmonious in form, material, siting and scale with the established district character. In addition to the general site design guidelines #1-12, the following guidelines apply to all new construction in "Historic Districts."

#### **BUILDING ORIENTATION**

34. ALIGN THE FACADE OF THE NEW BUILDING WITH THE ESTABLISHED SET-BACKS FOR THE AREA.

#### **BUILDING FORM AND SCALE**

35. NEW BUILDINGS SHOULD APPEAR SIMILAR IN MASS AND SCALE WITH HISTORIC STRUCTURES IN THE AREA.
  - \* Where new building facades will be wider than those found traditionally, subdivide the surface into portions similar in scale to historic facades by varying set-backs, roof forms, and materials.

36. USE BUILDING FORMS THAT MATCH THOSE USED HISTORICALLY.

37. USE ROOF FORMS THAT MATCH THOSE USED HISTORICALLY.

#### **MATERIALS**

38. USE BUILDING MATERIALS THAT ARE SIMILAR TO THOSE EMPLOYED HISTORICALLY FOR ALL MAJOR SURFACES.
  - \* Materials for roofs should be similar in appearance to those used historically.
  - \* New materials may be used if their appearances are similar to those of the historic building materials.
  - \* Use finishes similar to others in the district.

#### **ENTRANCES**

39. ORIENT THE MAIN ENTRANCE OF THE BUILDING IN A MANNER SIMILAR TO ESTABLISHED PATTERNS IN THE DISTRICT.
  - \* If porches are typical of the district, use similar elements to define entrances to new buildings.

## **WINDOWS**

40. USE OF WINDOW SIZES AND PROPORTIONS SIMILAR TO HISTORIC DESIGNS IS ENCOURAGED.

NOTE: If the new construction includes an addition to an existing building, see also guidelines #41-46.

## **PART 6: ADDITIONS TO "CONTRIBUTING" STRUCTURES**

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These guidelines apply for additions to contributing structures in the "Historic Districts" in addition to guidelines, #1-12 and #34-40.

### **RELATIONSHIP TO MAIN BUILDING**

41. ADDITIONS TO EXISTING BUILDINGS SHOULD BE COMPATIBLE WITH THE SIZE, SCALE, COLOR, MATERIAL, AND CHARACTER OF THE MAIN BUILDING AND ITS ENVIRONMENT.

\* Additions include porches and bay windows, as well as entire wings or rooms.

### **ORIGINAL DESIGN CHARACTER**

42. WHEREVER POSSIBLE, NEW ADDITIONS OR ALTERATIONS TO BUILDINGS SHOULD NOT OBSCURE OR CONFUSE THE ESSENTIAL FORM AND CHARACTER OF THE ORIGINAL BUILDING.

43. AVOID NEW ADDITIONS OR ALTERATIONS THAT WOULD HINDER THE ABILITY TO INTERPRET THE DESIGN CHARACTER OF THE HISTORIC PERIOD OF THE DISTRICT.

\* Alterations that seek to imply an earlier period than that of the building are inappropriate.

\* Alterations that seek to imply an inaccurate variation on the historic style are also inappropriate.

### **LOCATION**

44. WHEN LOCATING ADDITIONS TO HISTORIC BUILDINGS, MAINTAIN THE PATTERN CREATED BY THE REPETITION OF BUILDING FRONTS IN THE AREA.

\* Site additions back from the building front so they will not alter the historic rhythm of building fronts.

45. LOCATE ADDITIONS SO THEY WILL NOT OBSCURE OR DAMAGE SIGNIFICANT ORNAMENT OR DETAIL.

\* Place additions to the side or rear.

\* Avoid impacts to special moldings, decorative windows or dormers.

### **MATERIALS**

46. USE MATERIALS THAT ARE COMPATIBLE WITH THE ORIGINAL BUILDING.