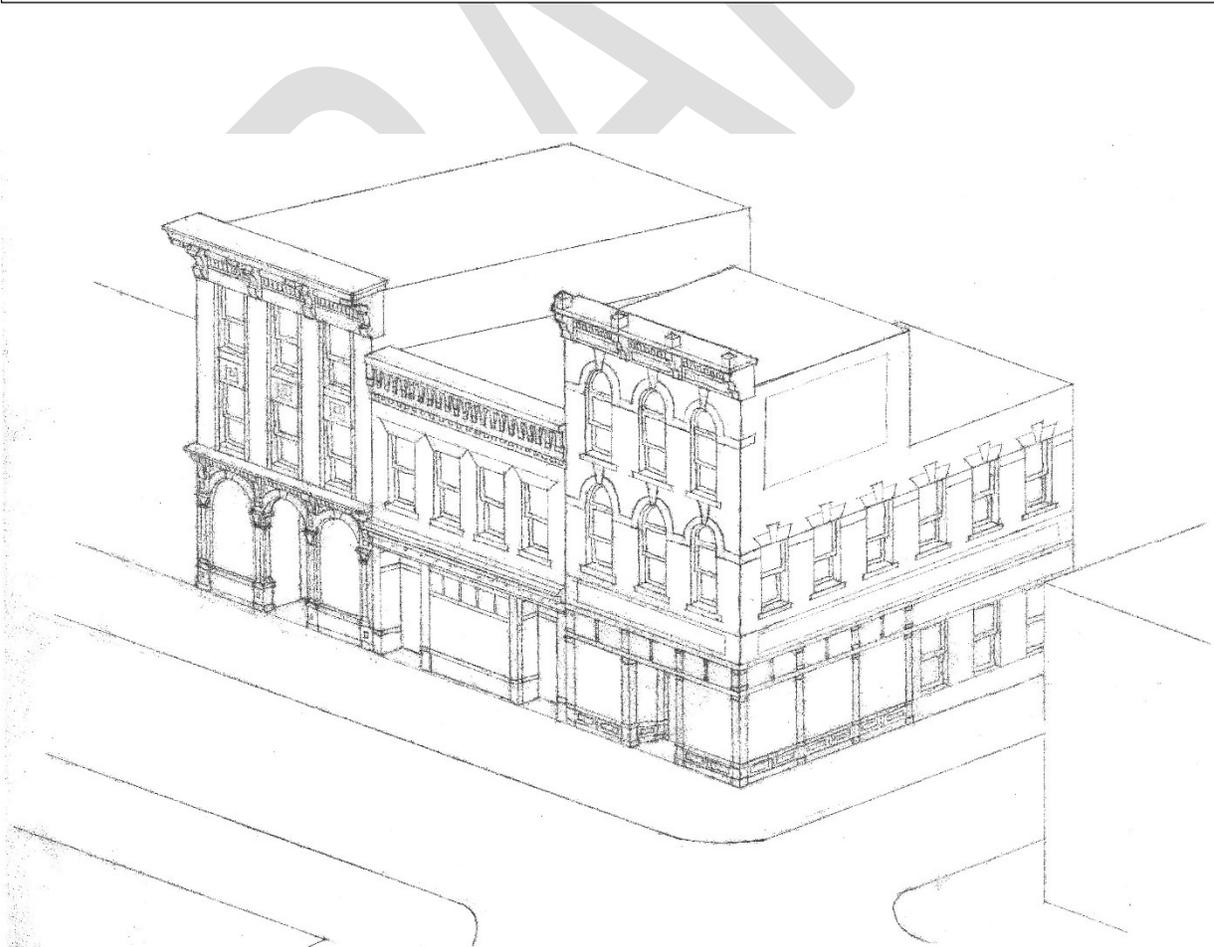


# Historic Residential Design Guidelines

LaPorte Historic Preservation Commission  
July 2021



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## What are the guidelines all about and how are they used?

The LaPorte Historic Preservation Commission (Commission) has adopted the following guidelines after consulting with property owners, city officials, and others interested in preserving LaPorte’s legacy buildings. Each generation is entrusted with the historical, cultural, architectural, archaeological, social, and economic heritage LaPorte. The guidelines aim to help in this task by offering a vision for preserving the historic buildings and neighborhood by identifying features that imbue their character.

These guidelines provide direction for property owners proposing exterior repairs, rehabilitation, alterations, and additions to existing buildings and for the design of new structures in the district, moving buildings and in rare instances demolitions. They are written broadly to allow a range of best practice approaches to a variety of projects.

The Commission and the staff use the guidelines when reviewing a proposed project. Each section provides recommendations and includes a list of approaches generally not approved by the Commission.

For a deeper dive, linked sections in the text will take you to additional information on the topic. Here you will find in-depth guidance about the project you are considering, examples useful in developing a project, and information about the historic aspects of your building.

Help is always available if you would like feedback about your project, have questions, or want ideas about how to accomplish a project you envision. Reach out to the Commission:

LaPorte Department of Community Development & Planning  
David Heinold, Interim City Planner  
dheinold@cityoflaportein.gov

### NAVIGATING THE GUIDELINES



Click on any blue colored text to jump to a linked section.

Just want to know what types of projects are recommended – look in the Project Guidelines Section



Want to get more “how to” or background information look in the For More Information Section.

## FAQ's

### **How are the guidelines applied?**

The Commission recognizes some buildings, individually or within a district, carry great architectural or historic importance and have been little altered over time. Others feature more commonplace design or many alterations. Taken together, this variety creates the building's and district's special character.

Consequently, the guidelines provide a range of options and their application. They have been developed based on best practices promoted by the National Park Service, the state historic preservation office, and historic districts Commissions nationwide.

### **How are buildings within the district rated?**

The Commission, as required by state law, has adopted a ratings structure for the district's buildings. These ratings guide decisions about proposed changes to those buildings over time, allowing the greatest flexibility while preserving the characteristics of those buildings and the district overall that make it the special place it is today.

Each property within the district falls into one of five classes, identified in greater detail [here](#). The level of review and latitude for alternative construction materials, additions, etc., is based on the building's significance and level of change over time, called integrity.

The Commission considers integrity when reviewing proposed changes to a building, ranging from those rated most architecturally significant, or "outstanding" rated buildings, to the least significant, or "non-contributing". The Commission generally is more conservative in allowing changes to outstanding-rated buildings, offering more latitude for non-contributing properties.

### **What is the general philosophical framework for the guidelines?**

Projects should retain and repair the parts of their building that give it its look and architectural design rather than replace them wholesale. Original materials are important, conveying the age of the building and its connection to the past. And, often, such materials are of a better quality than modern replacements.

If a part of a building cannot be repaired, then it should be replaced with a matching material of the same type and design, if possible. Sometimes new materials can be substituted but need to imitate the original. The guidelines have pre-approved material lists to help guide proposals.

Parts of historic buildings that are completely missing can be reconstructed or restored using photographs or designs from buildings of a similar age.

New construction of entire buildings or additions to historic buildings should be designed to be compatible to the overall district and/or the building to which it is added. Read more about new construction and additions [here](#).

**How do other city codes, zoning or permits relate to the district guidelines?**

The guidelines address only the elements of the site and building that are related to its historic design or construction. Other city building codes, zoning, and permits may also need to be followed.

For more information about city building codes, zoning or permits go [here](#) or **contact:**

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## HOW DOES THE COMMISSION AND APPROVAL PROCESS WORK?

To apply for a Certificate of Appropriateness (COA) contact:

NAME OF STAFF:	David Heinold
ADDRESS	City of LaPorte, 801 Michigan Avenue, LaPorte, Indiana 46350
PHONE NUMBER	(219) 362-8260
EMAIL	<a href="mailto:dheinold@cityoflaportein.gov">dheinold@cityoflaportein.gov</a>
WEBSITE	<a href="#">Historic Preservation Commission</a>

### When do I need a Certificate of Appropriateness (COA) from the Commission?

A COA is required for changes to any part of the building and site that can be seen from a public view. Routine maintenance does require a COA however when you are repairing a part of a building with the same material and look staff can usually approve within 24 hours.

#### Do I need other building permits or variances?

A COA is needed before the building department will issue a permit. However, COA approval and these guidelines relate only to the historic elements of the District, site and building. Other city building codes may also need to be followed. Find out information about other city codes [here](#). Or contact: (219)362-8260.

#### How much does it cost?

General repair and maintenance – no COA or fee  
Staff approvable COA - \$25

Commission approvable COA - \$25

Retroactive COA – \$100 – see [here](#) for further details about retroactive COAs.

#### Do I have to have a contractor selected before applying?

No. The best practice is to have a proposed project approved prior to finalizing, signing, and putting a deposit with a contractor. Sometimes the project may change during the review process.

### What information is required for a COA Application?

The LaPorte Historic Preservation Commission has created a simple form to assist property owners in outlining their project and for the Commission members and staff to have enough information to complete a review. Find an application form [here](#).

### What is the deadline for a COA Application?

Two weeks prior to the regular Commission meeting date; generally, the first Tuesday of each month, by end of business day.

### What happens after I apply?

If you have not already met with a staff person, you will probably be contacted to answer any questions they may have and possibly schedule a site visit. Staff will prepare a report to the Commission detailing your proposed project, how it does/does not conform to the guidelines for the historic district. Your application will be part of the next Commission meeting agenda, where the Commission will review the staff report with your application and any supporting documents, photos, etc. There will be opportunity for you to speak about your project and answer questions the Commission may have before they vote to approve (or deny). A decision is made at the meeting.

### **What projects can be approved by staff and what projects must go to the full Commission?**

The Commission has approved a wide range of projects that can be approved administratively by the staff. This process was created to assist owners by keeping approval time to a minimum while meeting the legal responsibilities held by the Commission. If a project follows the guidelines for the proposed project, then staff can approve the project and you do not have to wait for a full Commission meeting.

Throughout the guidelines, staff approvable items have been noted. Any projects that do not fall within the staff approval overview must go to the Commission for their review for approval.

Regular maintenance and repair project where the same material and design are being installed as part of the repair require a COA but can usually be approved by staff within one business day of submission.

### **When/where does the full Commission meet?**

The Commission meets the third Tuesday of each month at 5:30 p.m., in the City Hall Council Chambers, 801 Michigan Avenue, LaPorte, Indiana 46350.

### **Will I be notified and how does the Commission let me know about the meeting and decision?**

A copy of the agenda that includes your COA application, as well as time and place of the meeting, will be emailed to you in advance. If you prefer a paper copy can be mailed to you.

### **Do I have to attend the meeting? Can I send someone else? Can I call in? Who can comment?**

It is important that you and/or your representative attend the meeting to answer questions. COA applications can be denied for lack of information/representation. Telephone participation is not allowed. (that may vary by location). The public is also offered an opportunity to comment in support or against your project during the meeting.

### **Retroactive COA's - I already did the work – but did not get approval now what?**

Applications for the approval of work already completed – known as retroactive applications – can be heard by the Commission. The Commission does not consider favorably retroactive applications and an additional fee will be charged. The Commission can require projects completed prior to a COA Approval be removed and the building returned to its pre-project condition. Contact staff as soon as possible to talk about next steps.

### **Who makes up the Commission that review the projects?**

The Commission is a group of appointed community members. Commission members are appointed by the Mayor. Commission members are all volunteers and have an interest and experience working on historic buildings.

### **My COA was approved – what happens next?**

Following the meeting, owners will receive a letter or email confirming approval of their COA application. Owners may then apply for other necessary permits before beginning work.

### **How long is a COA valid? Can it be extended?**

A COA is valid for 1 year. The Commission may renew a COA after reviewing it.

### **What if I do not agree with a Commission decision?**

Owners may appeal the decision of staff to the Commission. In such a situation the applicant must submit that appeal to be heard by the full Commission. Owners may appeal a full Commission decision by judicial review.

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# ACCESSIBILITY

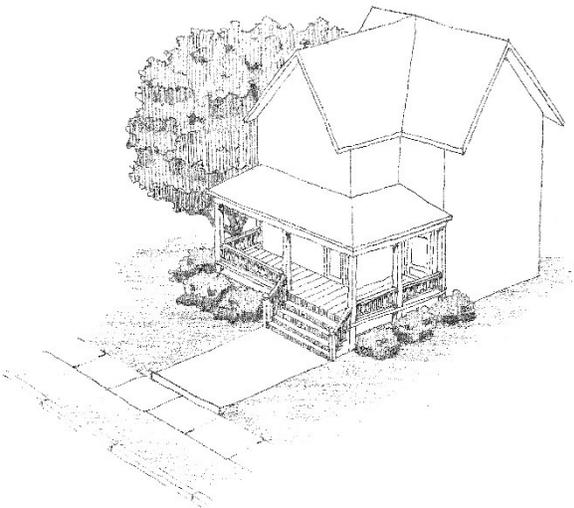
## General understanding and approach

Access to historic buildings for everyone regardless of ability is an important project goal for all sites. Owners of historic properties making changes for accessibility should comply with the American with Disabilities Act (ADA) and other accessibility laws, while also preserving the integrity of the character-defining features of their buildings and sites. Special provisions for historic buildings exist in the law that allow some alternatives in meeting the ADA standards. Find out more about Accessibility Standards [here](#).

When an addition is required to allow for accessibility, refer to New Construction and Additions to historic Buildings section [here](#).

## What is your project?

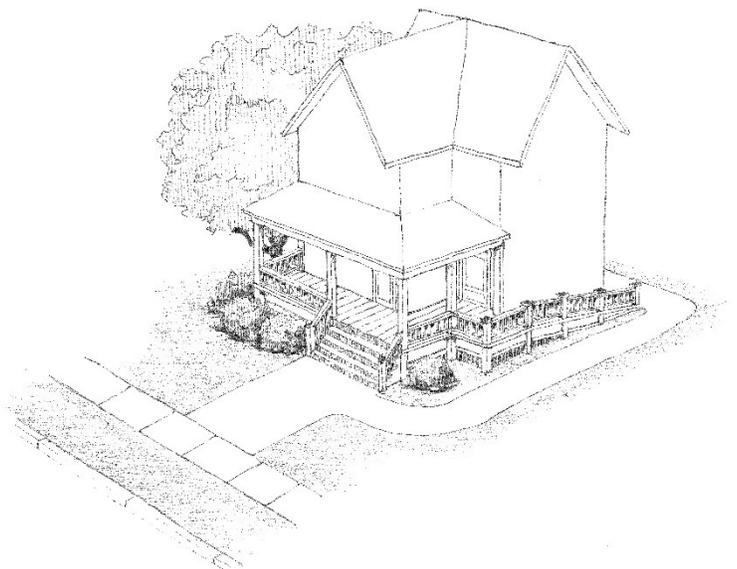
### Adding a ramp.



- Ramps should be constructed in a manner that is reversible avoiding removal of historic materials that could not be returned if the ramp is moved or eliminated.
- If access to the front door is not possible due to the building's historic design or site limitations, the accessible entrance should be equally public.

Accessibility projects that involve adding a ramp should:

- Create an accessibility solution that respects character defining features and spaces of a building and site.
- Materials proposed for the ramp should be complimentary to the existing building such as using masonry for buildings that are masonry and wood where the building is wood.



- New accessible entrances should be visually unobtrusive and complement the building's design and materials.

#### **Modifying sidewalks and other walkways.**

- Projects should consider modification of sidewalks by elevating the grade a few inches, where possible, to eliminate a step to provide an accessible entry.

Staff approval – minor modification of sidewalks to allow step free access to the front door or other accessible entrance and development of an accessible site route.

#### **Adding railings to existing stairs.**

Projects that propose to add new railings:

- New handrails should be designed with balusters and handrails that are reflective of the design of the building.
- Materials should be reflective of the building.
- New handrails on existing steps should match existing historic railings on other parts of the building.

**The following is not recommended and generally not approved by the Commission:**

- Removing a historic porch or stoop to install a ramp.
- Removing all historic railings and balustrades with new.

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## CHIMNEYS

### General approach and understanding

Chimneys can be distinctive features on historic buildings contributing its overall character. Preserve historic chimneys and associated ornamental features even if no longer functional.

Read more about the history of chimneys and recommendations for their maintenance [here](#).

### What is your project?

#### Repair an existing chimney and associated decorative parts. Cap a now non-functional chimney.

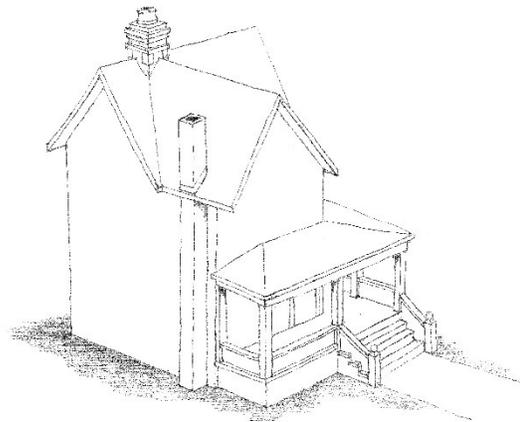
- Repair chimneys and their associated decorative parts with the original materials or those that match the original in color, texture and brick face orientation.
- Mortar strength, color and joint placement should match the original.
- Capping a non-functional chimney should be done in concrete or limestone.
- Vents and other piping should be terminated before the cap so as not to extend above or enclosed in a new decorative chimney pot.

Staff approval – any repairs with materials to match existing. Capping a non-functional chimney with a concrete cap in complimentary color.

#### Rebuild an existing chimney.

When a chimney needs complete reconstruction down to the roof:

- All historic materials not deteriorated beyond repair shall be retained.
- Any new materials should match as closely as possible in material, texture, color, and scale original materials.
- Salvage and reuse the historic brick for the outside face and utilize new masonry materials for the interior and flues.
- Corbeling or other decorative designs in the existing chimney should be replicated with the reconstruction.
- Mortar joint color and detailing should match the original.
- Decorative chimney pots or historic flue extensions should be retained and reinstalled.
- The reconstructed chimney can be capped with a concrete or limestone cap in a color complimenting the brick.



Staff approval – rebuilding a chimney and its associated decorative features with salvaged original bricks or new bricks matching the original, re-laid to match original.

**Removing a secondary or non-character defining chimney.**

- Secondary or chimneys that are not character defining may be removed and not replaced. Any siding behind that chimney, missing roofing or eave conditions must be repaired as part of the project.

See also Walls [here](#).

Staff approval – removing a chimney that is not part of the architectural look of the building.

**The following is not recommended and generally not approved by the Commission:**

- Removal of a distinctive chimney.
- Covering with a stucco or other similar coating that obscures the brick.
- Adding non-historic elements or oversized fixtures.

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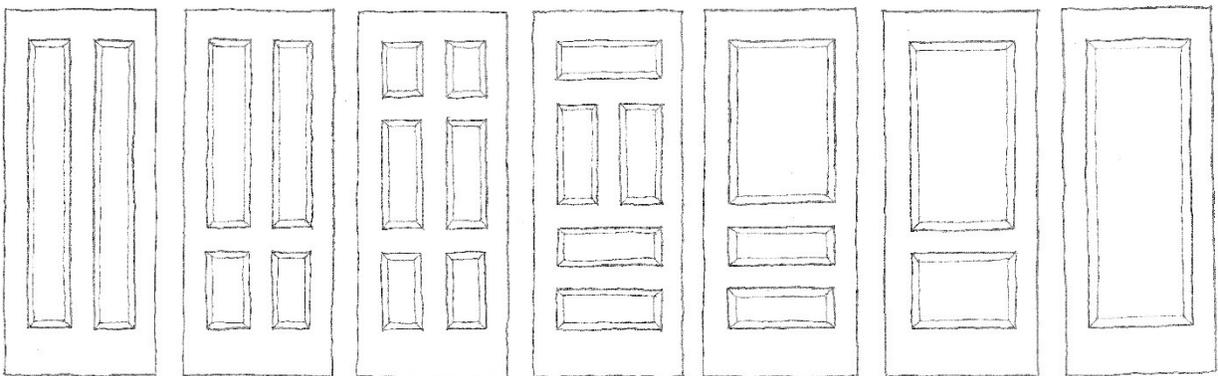
## DOORS

### General understanding and approach

The character-defining features of a historic door, surround, distinct materials, and placement should be preserved. New door(s) should be in character with the historic building with special emphasis on the main facades. historic doors should be repaired. Installing and weather-stripping doors and associated frames is a preferred method to replacement for improving weather efficiency as are storm doors.

Staff can approve a change in swing of an exterior door required due to code or fire regulations. Simply re-swinging an existing non character defining door for code purposes does not require its replacement with a new door that fits the building's design better.

Read more about the history of doors including designs for different timeframes [here](#).



### What is your project?

#### Repair a deteriorated front façade or other publicly visible façade entrance door.

- Preserve historic doors by repairing with the same material and matching decorative and functional features.
- historic details that should be preserved through rehabilitation include the door itself, any historic glass panes and related lite pattern and location, and hardware.

Staff approval – repair an existing historic door with matching materials.

#### Replace a deteriorated or damaged existing historic door.

- historic doors on rear or alley locations can be replaced with alternatives such as metal to provide added security.

- Doors on primary facades beyond repair, as defined as over 50% of material needing replacement, can be replaced with a new door matching the existing door in design, details, panel configuration and installation.
- Replacement doors should match the materials of the original but may be constructed with alternative materials if approved by the HPC.

Staff approval – replace a door more than 50% deteriorated matching historic door’s materials, design, details, panel configuration and installation.

**Add a new door or entrance or restore an altered door and entrance.**

- New entrances should be added to rear or alley facades.
- New modern entrances may be developed when historic entrances have been removed and no evidence of the original entrance exists.
- New entrances should be developed with proportions and details that are reflective of the period of the building. Starkly modern entrances should be avoided.
- New entrances proposed for the main façade should be related to the façade’s overall design in proportion, materials, and window to wall ratio.
- Historic main entrances and doors should be preserved.
- When proposing the reconstruction of an altered entrance, the design should be based on historic images of the building and the missing element.
- If images of the existing building are unavailable, historic images of similar age buildings from the district or the timeframe from the building’s construction should be utilized to guide the design.

Staff approval – creating a new rear or alley entrance in compliance with the guidelines.

**Widen a door for handicapped accessibility.**

- Before widening the doorway and installing a new door, consider use of offset hinges to allow door to open wider within the existing frame and install an electric opener to allow hands-free operation.
- Install electric openers in locations that meet the requirement for ADA avoiding and minimizing the requirement to remove character defining features such as decorative trim.
- If a doorway must be widened, the widened opening should be trimmed to match the original. The new door in the widened opening should match the original door that is being replaced. The original door should be stored on site

**Replace or add a storm door.**

- Historic storm doors should be repaired with matching materials.

- If more than 50% is beyond repair, a new door should be compatible with the design and age of the building on which it is installed.
- The use of traditional wood storm doors with details compatible with the age and design of the building it is installed are preferred.
- Metal storm doors with full window/screen inserts are acceptable.
- Storm and screen door frames and cross members shall match those of the primary door behind so that there is no obstruction of door behind.
- Doors and frames should be finished to match the door behind.

Staff approval – storm doors that follow the guidelines.

**The following is not recommended and generally not approved by the Commission:**

- Storm doors with silvery metallic finish.
- Security screens and bars.
- Replacement of ornate or intricate doors and hardware.
- Vinyl doors.
- Replacing a door with a shorter door or narrowing an existing historic door or doorway.
- Replacing a historically double leaf door with a single door.

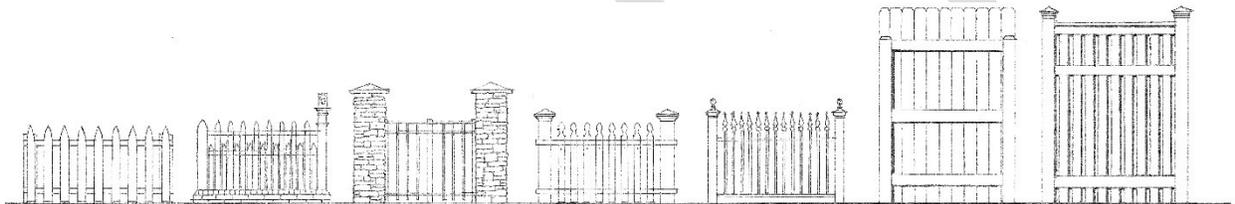
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## FENCING AND RETAINING WALLS

### General understanding and approach

Fences in front yards should be no taller than three feet and comprised of an open design as approved by the Commission (see examples below). Traditional materials such as wood or wrought iron are encouraged. Fences in rear yards beyond the back wall of a building should be no taller than six feet and have the finished face installed towards the neighboring property. Rear yard fences should be constructed of wood in approved designs (see examples below).

historic walls are considered character defining features and help to establish, a sense of visual continuity, and should be preserved. Where new retaining walls are installed, they should complement the traditional retaining walls in the District or building to which they are associated.



### What is your project?

#### Repair an existing fence.

- Existing historic fences should be repaired using the same materials and designs as the existing fence.
- Existing chain link fences requiring less than 20% repair can be repaired to with matching materials and design.
- Chain link fencing requiring more than 20% replacement should be replaced with a new fence of a design approved by the Commission. See chart and drawings below.

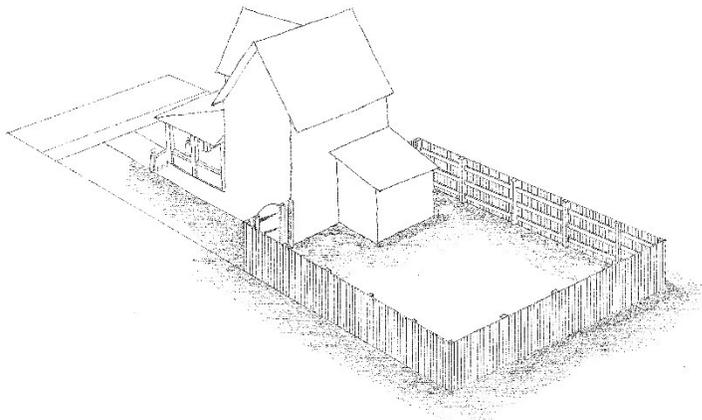
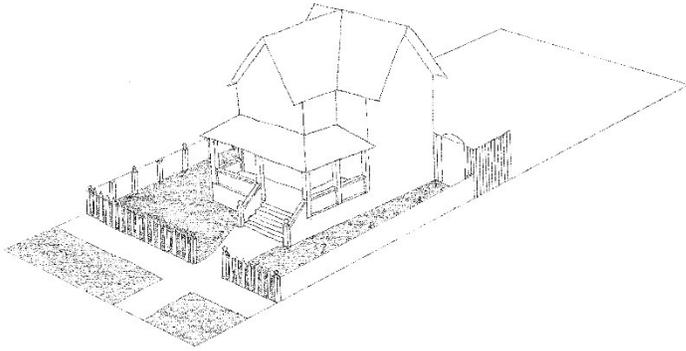
Staff approval— repair of an existing fence with the same materials and design as existing.

#### Replace an existing fence.

- Existing historic fences should be repaired rather than replaced.
- If an existing historic fence is beyond repair, defined as more than 50% needing replacement, then a new fence should either match the historic fence in design, material and installation or utilize one of the approved designs and materials below.

Staff approval – replacement of an existing fence with one that matches the original or with a pre-approved fence design and materials.

**Install a new fence where no fence exists.**



- New front yard fences should only be installed if front yard fences are a prevalent part of the district's other property's front yards.
- New front yard fences should be no more than 36 inches tall and be at least 50% open visually.
- The front yard fence should extend down the side yard to at least the front wall of the house.
- Rear and side yard fences should start no further forward on the site than the front wall of the house, no taller than six-foot- and may be solid in construction.
- New rear and side yard fences should be constructed of wood

Staff approval – fences that are from the pre-approved design and materials following the guidelines.

**Install a landscaping screen.**

- Planting windbreaks or hedgerows to function as a privacy "fences" alone or in front of a true fence may be considered, where adequate historic documentation exists, or where screening of less appropriate site amenities may be required.

**Repair an existing retaining or garden wall.**

- historic retaining walls should be repaired with the same materials from which they are constructed including the replication of details that give it its character.
- Repointing should be done when necessary using a mortar mix that is like that used historically and applied in a joint design that matches the original.

Staff approval – repair of existing with the same materials and design.

### **Install a new retaining or garden wall.**

- Preserve distinctive grading features of a site avoiding grade changes greater than 12”.
- Any grade changes need to take into consideration impact to adjacent sites and the overall character of the district.
- New walls should be compatible with the character of the property and district.
- New walls should be constructed out of materials that match the house or building.
- Walls should be no taller than four feet and include a masonry cap.
- A retaining wall that defines the sidewalk edge or is used in the front yard, should be no taller than thirty-six inches.

### **The following is not recommended and generally not approved by the Commission:**

- Unfinished concrete, concrete block or interlocking brick retaining or garden walls
- Chain-link, barbed wire, or vinyl fencing
- Horizontal board fencing

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## FOUNDATIONS

### General understanding and approach

Foundations support a building with materials that contribute to the architectural look. The original foundation materials should be maintained to keep out water and repaired with methods and materials like the original.

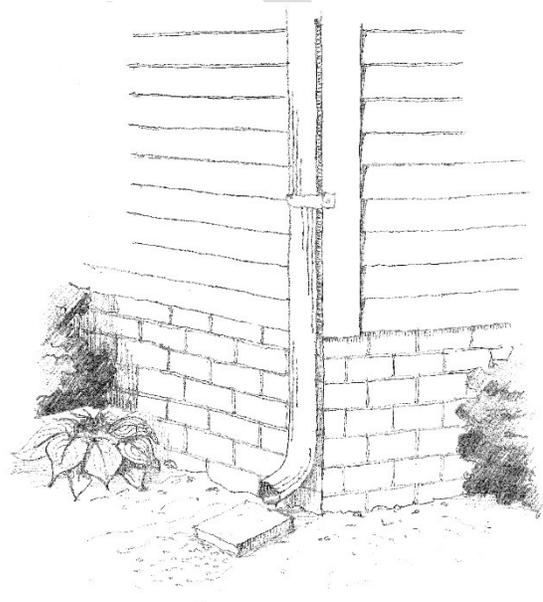
Read more about historic foundation materials, repair recommendations and foundation construction [here](#).

### What is your project?

#### Repair a foundation or masonry porch pier.

- Foundations should be repaired by reusing the original materials or with new materials to match the original damaged pieces.
- Re-pointing should be done with a mortar that is of similar strength and patterning as the original.
- Repair of mortar joints should replicate the original rake (look), depth and color as the original.
- Correction of leaning masonry porch piers that are otherwise sound should be considered for mud-jacking or other similar correction measures rather than demolition and reconstruction.

Staff approval – repair with salvaged materials from the existing foundation or with new materials and mortar to match in color, texture, and detailing as well as muck jacking of porch piers.



#### Remove an original element such as a coal chute, basement windows or exterior entrances.

- Original basement windows should be retained and repaired.
- Security measures should be installed on the interior of the basement opening leaving the original windows in place.
- Glass block infill can be considered when the existing basement windows and coal chutes are beyond repair or security is a paramount concern. Glass block infill should be set back to the same depth as the original and be screened with landscaping.

Staff approval – installing security measures on the inside of the basement leaving the original elements installed. Glass block infill if there is landscape screening installed.

### **Replace an entirely failed foundation.**

- Replacement of a failed foundation should be done in a manner that preserves the look of the original building proportions including height from grade to sill.
- The new foundation should match the original in materials, texture, color, and mortar joint details.
- The material of the foundation below grade should be of quality materials to ensure the stability of the house but do not need to match the original.
- The original grade should be maintained while facilitating adequate drainage away from the structure.

Staff approval – replacement of a foundation matching the original in all aspects outlined in the guidelines.

### **Add a new egress window or basement entrance.**

- New egress windows or basement entrances should be installed on rear of the building.
- Egress windows should be screened with landscaping to the extent allowable by code.

Staff approval – egress windows or entrance on the rear or non-public side.

Commission approval does not include review of the structural soundness of the proposed new egress window or any other code requirements that may be required. The structural advisability of a proposed new egress window or door should be performed by a qualified engineer or architect.

### **The following is not recommended and generally not approved by the Commission:**

- Egress windows on the front of a house.
- Covering historic foundation materials with a stucco or other type of similar coating.
- Painting brick foundations.
- Covering the traditionally exposed foundation with new earth and landscaping.
- Glass block to fill windows or other foundation elements on public street view facades.

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# PAINT

## General approach and understanding

Paint is one of the most common ways to protect the exterior surfaces of historic buildings, as well as accentuate the architectural details and appearance of the building. Although paint colors are temporary and generally reversible, they are also quite visible and should be selected wisely.

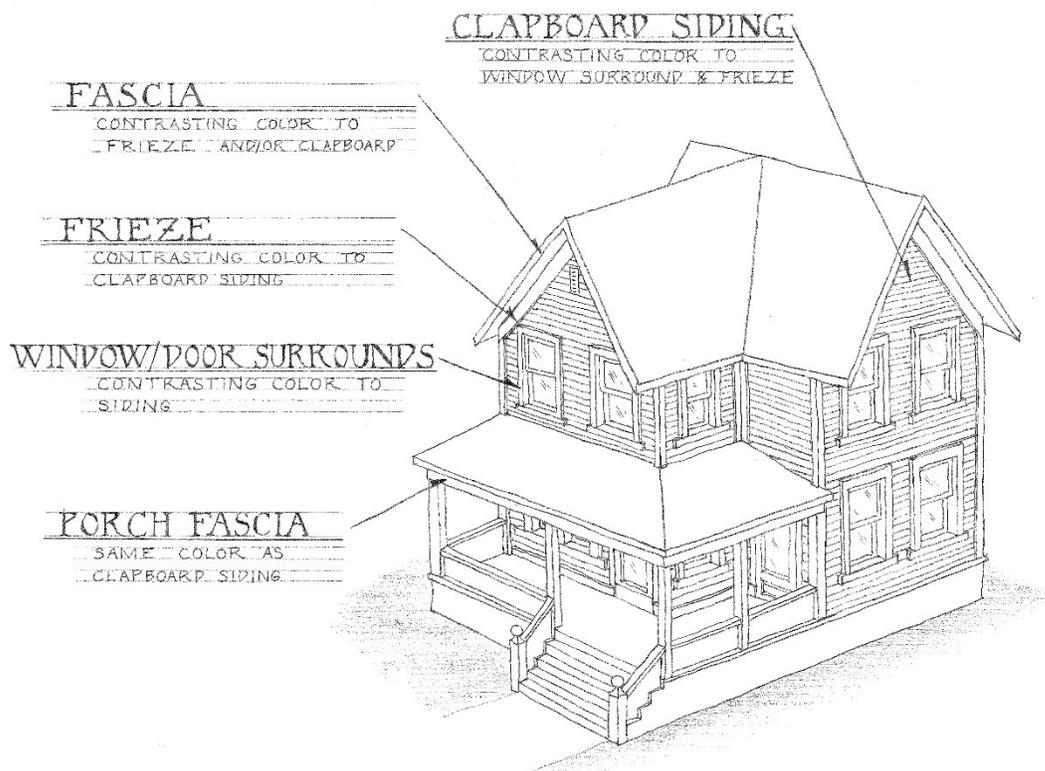
Colors should be suited to the age of the building, its style, and the District. Generally, a paint color scheme is broken down into the various parts of the building, including siding, trim, decorative details, and window sashes.

Read more about best practices for a lasting paint job and historic paint schemes [here](#).

Read more about lead safe work practices and the EPA's RRP rule [here](#).

## What is your project?

Repaint a building.



- Exterior paint schemes should reflect the period of the building.
- Paint schemes should include different color for the walls, trim and windows – with windows being darkest in color such as black, dark green or deep red.

Staff approval – Painting with approved colors (Sherwin Williams Historic Exterior Color Palette or equivalent).

**The following is not recommended and generally not approved by the Commission:**

- Painting brick walls that have not previously been painted
- Spray on vinyl or other “permanent” coatings
- Single-color for walls, trim, and windows
- Exceptionally bright or high-contrast paint schemes
- High gloss paint finish
- Murals on residential designed buildings

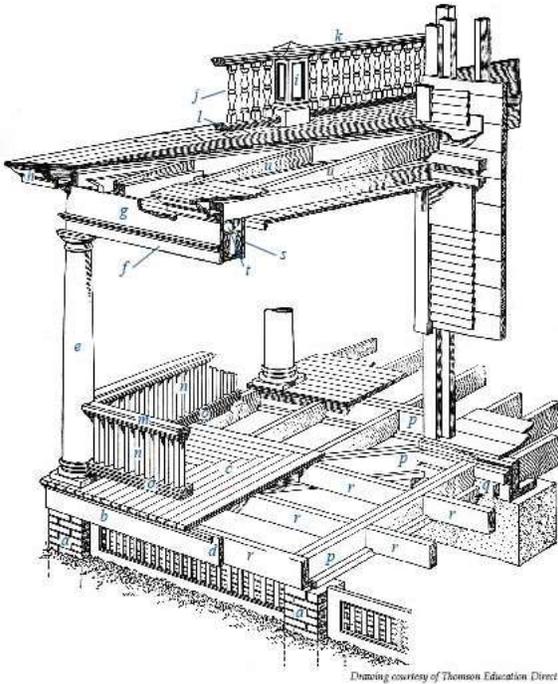
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# PORCHES

## General understanding and approach

Porches are often the most visible feature of a historic house and play an important role in the appearance of the house and surrounding neighborhood. Historic porches should be retained, maintained, and, if needed, repaired.



In these guidelines, “porch” refers all the various parts of the porch including the roof, columns and posts, balustrades, steps, and decorative details. Find an illustration of a porch and the what the various parts are called [here](#).

Read more about the history of porches and recommendations for their maintenance [here](#).

## What is your project?

### Repair an existing porch and associated decorative details.

- Repair damaged portions of the porch and associated details in place.
- Replace only missing or deteriorated parts to match the original in design, materials, scale, and placement.

Staff approval – any repairs with materials and design to match existing.

### Rebuild an existing porch.

When a porch is so deteriorated that it cannot be repaired, defined as over 50% needing replacement:

- Use remaining elements of porch as a guide to rebuild.

- If new alternate materials from the list of approved materials are proposed, then the new components must match dimensions, profiles, detailing and finish of the historic component.

Staff approval – Porch rebuilt using approved materials to exactly match existing historic porch.

**Build a new porch where one no longer exists.**

- Determine design based on historic photographs or by looking at similar houses in the neighborhood.
- Consider size, shape, scale, materials, massing, and color.
- Use materials that were available when the original porch was constructed.
- If new alternate materials from the list of approved materials are proposed, then the new components must match dimensions, profiles, detailing and finish of the historic component.
- If a design cannot be duplicated, create a simplified design compatible with the building, using stock lumber and moldings.

Staff approval – Porch rebuilt using approved materials to exactly match a documented historic porch.

**Enclose an existing porch.**

- Porches on the front of the house should not be enclosed.
- Screening with narrow wood-framed screening or clear glass may be acceptable.
- Screens or glass should be set back from porch columns and balustrade, so the porch still appears as a porch, not as an enclosed room.

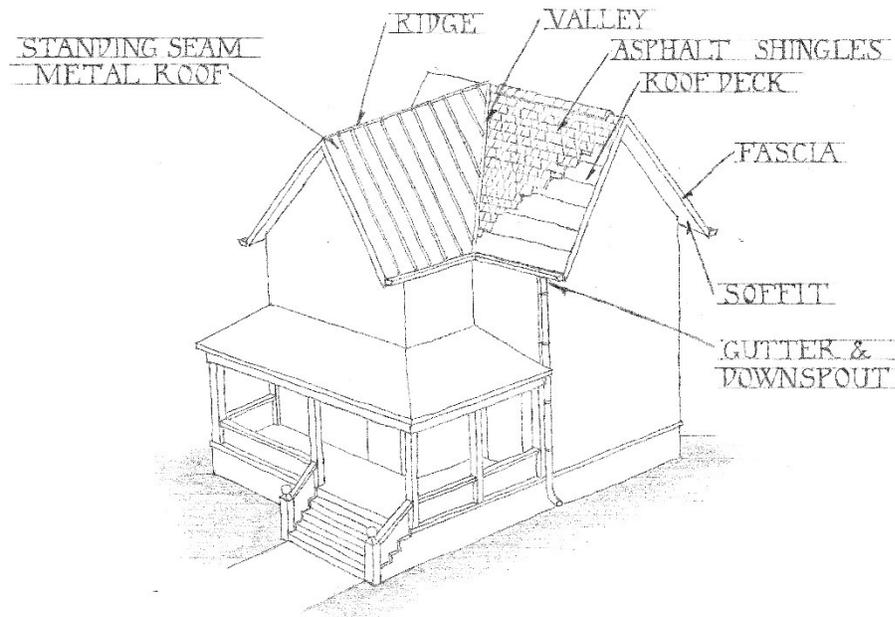
**Install lighting or ceiling fans.**

- Decorative lights should be a design that suits the building, limited in number, and located near the front door.
- General lighting and security cameras should be sized and located to be as unnoticeable as possible.
- Ceiling fan style should complement the building and should not have lights attached.

**The following is not recommended and generally not approved by the Commission:**

- Replacing balusters with contemporary deck railing panels.
- Replacing original porch details with materials from an earlier or later period of construction.
- Installation of a modern, pressure-treated deck on the front of the house.
- Pergolas over the front entrance.
- Replacing steps with a different material, such as replacing wood steps with brick.
- Vinyl lattice used as porch apron to screen area underneath porch.

## ROOF, GUTTERS/DOWNSPOUTS, SOFFITS



### General understanding and approach

Roof shape, material and details are character defining elements of the architectural look of a building. A roof's slope, materials, and decorative elements should be preserved through repair and maintenance and not removed during a re-roofing project.

Read more about different types of roofs, maintenance, and repair recommendations and different roofing materials [here](#).

### What is your project?

#### Reroof an asphalt roof.

- Replace an asphalt roof with a new asphalt roof even if it previously replaced a slate or tile roof.
- A tile, slate or metal roof that has been lost to a later asphalt roof can be restored with an appropriate new material to match the original installation. Flashing for asphalt roofs should be galvanized metal or copper.
- Repair of other elements on the roof such as dormers, cupolas, and brackets should be done at the same time as the re-roofing to avoid damage to the new roof later and ensure water tightness of the flashings. Repair to those elements should follow guidelines for [Walls](#).

Staff approval – Replacement of an asphalt roof in-kind or to match documented original.

#### Repair a tile, slate, metal, or asbestos roof.

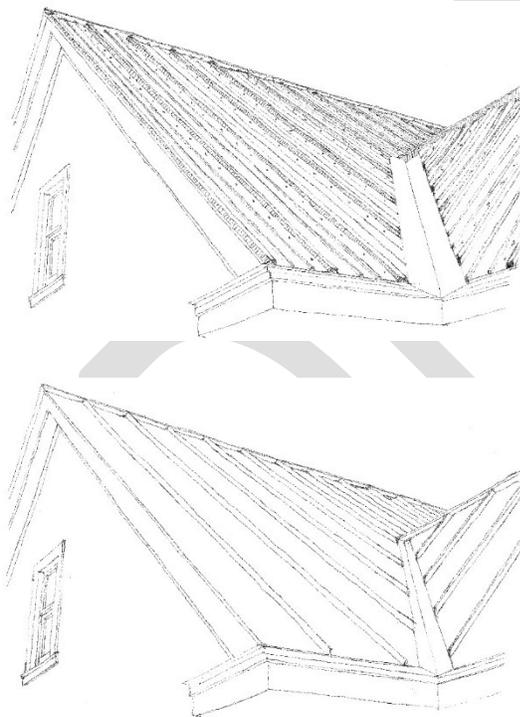
- Original tile, slate, metal, or asbestos roofs should be repaired rather than replaced. Select materials to repair the roof covering that match the original in color, shape, thickness and reveal.

- Flashings shall be selected to be compatible with the final roof materials selected.
- Repair of other elements on the roof such as dormers, cupolas, and brackets should be done at the same time as the re-roofing to avoid damage to the new roof later and ensure water tightness of the flashings. Repair to those elements should follow guidelines for [Walls](#).
- Copper and lead roofs may be left unpainted, terne-metal roofs should be painted traditional roof colors.
- The proportion of the seams and trim on replacement metal roofing shall match the original.

Staff approval – Repair roof with material and methods matching existing.

### **Remove a tile, slate, metal or asbestos roof and re-roof with a new material.**

- Effort shall be made to retain historic slate, tile, standing seam metal or asbestos roofs.
- Before wholesale replacement is considered, repair of the associated flashings, valley and other weatherproofing should be explored as the source of leaking.



- Original slate, tile, metal, or asbestos roofs may be replaced if more than 50% of the original material is deteriorated beyond repair. The Commission may consider alternate materials that replicate the look of the original so long as those alternate materials have a satisfactory performance.
- Alternate slate materials should match tile size, thickness and gradation and particularly if it is laid up with a graduated reveal of larger at the bottom and smaller at the top.
- Use the form and detailing of severely deteriorated roof features, such as cupolas and dormers, or chimneys, to create appropriate replicas.
- Roofs proposed to be covered with metal should be done with a traditional standing seam design and installation with the seam being proportioned to the overall size of the roof.
- Flat seamed metal roofing is appropriate for low sloped roofs.

The Commission has approved the following colors for new standing seam roofs: Metal roofing of a color which reasonably looks like galvanized metal. Other colors need proof of past use on the building and Commission approval.

### **Add a dormer or bump-up addition.**

**New dormers or bump up additions should:**

- Be added to side or rear on roof areas not visible from the primary public street.
- Be less than 75% of the roof area on which it is added.
- Finished with wall materials matching other dormers on the house.
- Be detailed with eaves, soffits, and moldings to match either other dormers on the house or the main roof itself.
- Windows should match those of other dormers or be of scale within the overall size of the dormer with divisions like those found on the rest of the house.

**Repair damaged gutters and downspouts.**

- Repair damaged gutters and downspouts with new materials that match the original material and design as the damaged section.
- Retention of half round gutters are preferred over replacement with a different type.
- In limited cases “ogee” or “K style” profile aluminium gutters may be considered to replace half round gutters damaged beyond repair.
- Galvanized steel gutters and downspouts shall be painted to match the color of wall or soffit behind them to prevent rust and staining of adjacent materials and blend with the building.
- Copper gutters and downspouts should be repaired and not replaced. Copper downspouts can be replaced with coated aluminium to deter theft. The color of the downspout should be coated or integral to match a future patina color.

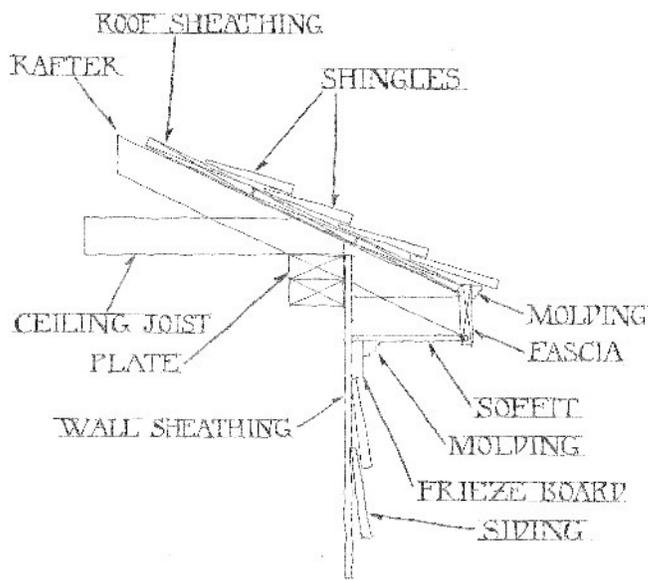
Staff approval – Replace existing with the same materials and design.

**Install a skylight, satellite dish, antenna, or other roof mounted item.**

- Install new roof-top mechanical or service equipment (including satellite dishes and antennas) in such a way that historic materials are not damaged.
- Skylights, including solar tube type lights, shall be installed on rear or roof planes not visible from the primary public street.

Staff approval – roof mounted equipment and skylights in compliance with guidelines.

**Repair or wrap an eave or soffit with new materials.**



- Original eaves, soffit, brackets, and gables should remain visible and not covered or enclosed when repairing or replacing the roof.
- Eaves or soffits that are deteriorated less than 50% should be repaired with the same material, detailing and finish as the original.
- Eaves or soffits requiring more than 50% replacement as part of a repair can use alternate materials found in the pre-approved list by the Commission or be considered for wrapping as a last resort.

Staff approval – Repair of building parts with the same materials and design as existing or with materials pre-approved by the Commission.

The Commission has approved the use of Cedar, thermally modified wood, PolyAsh (Boral TruExterior), fiber cement (James Hardie), and cellular PVC (Azek).

#### Install a green roof.

- Installation of a green roof should only be undertaken if its installation does not require removal of historic roof materials such as slate, tile or metal and be done if modification of the roof's look and design is not required.

#### The following is not recommended and generally not approved by the Commission:

- Removing original architectural features.
- Adding out of scale new elements with no historic evidence.
- Removing a slate, tile, or asbestos roof without exhausting repair alternatives.
- Use of vinyl or other plastic roof coverings.
- Installing or attaching anything other than the roofing materials and associated elements to a surface of a roof visible from a primary public street.
- Metal exposed fastener roofing systems.

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## Site projects – garages, landscaping, parking areas, decks, driveways, sidewalks and paths

### General understandings and approach

Landscaping is an evolving part of a historic district with the focus for preservation on mature and long-lived landscaping that give the district its primary character.

Remove mature trees and plantings only if diseased, dead or poses a risk to people or buildings. New landscaping and construction projects should be planned and executed to protect mature landscaping during construction.

The area surrounding a historic building and contained within an individual parcel of land is considered the building site. The site, including all associated historic features, contributes to the overall integrity of the property, and should be preserved. The relationship between the building and contributing features within the site's boundaries should be considered when designing improvements. Traditional plans that include front yard grass with defined planting beds is encouraged.

Rear and alley access drives, and parking areas are recommended. The insertion of new curb cuts and parking – both garages and driveways – should be kept to a minimum. Preservation and replication of any of the historic materials used in sidewalks, walkways, steps, and curbs is preferred. Substitute materials may be considered when other alternatives are not feasible.

If you want to construct a new garage, then refer to the guidelines on new construction [here](#).

Read more about traditional plants, history of landscaping (including driveways and sidewalks) in the district and recommendations for plantings, and landscape design and maintenance [here](#).

See also section on fences [here](#).

### What is your project?

#### **Plant annuals or add mulch to existing beds.**

No review is required for the planting of annuals or short-lived landscaping such as bulk mulch.

#### **Remove a tree(s).**

Mature or long-lived trees like oak, maple, pine, walnut, ash, should be retained and removed only when diseased, dead, or causing potential harm to people or buildings.

Staff approval – removal of a hazardous mature tree, as deemed by an arborist or qualified forestry professional or any trees listed on the approved removal list.

### Install a new landscaping plan.

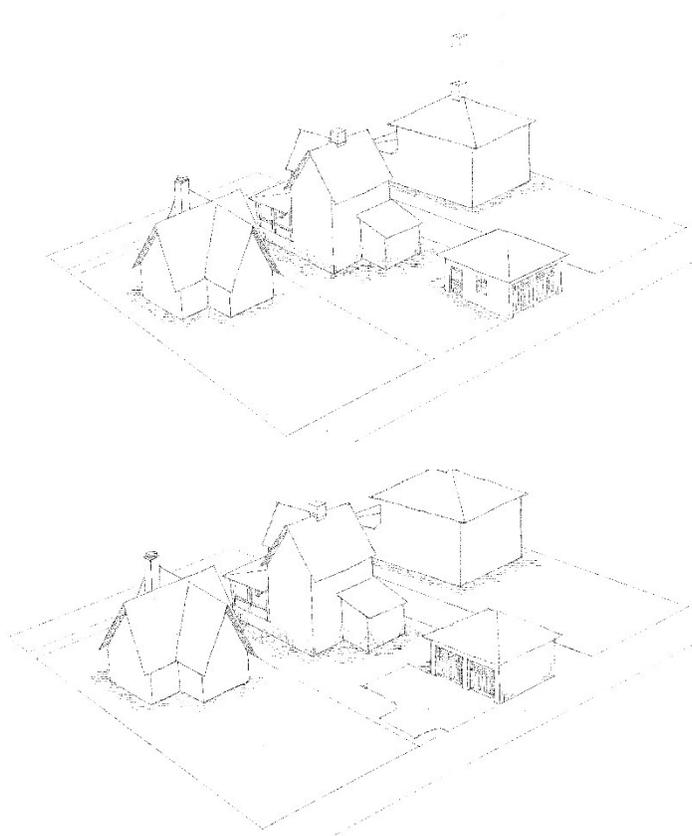
- When developing a new landscaping plan for a site, mature trees and perennials should be preserved and incorporated into the new plan.

Staff approval – plans that preserve the mature landscaping while adding in a new cohesive plan that compliments the historic building and site.

### Install outdoor lighting.

- New exterior lighting should be installed to accent architectural features, primary facades or provide necessary security.
- Light heads should be screened with low landscaping plantings to hide the fixtures.
- Side and top shields should be included to limit the light from spilling onto adjacent properties.

Staff approval – new exterior lighting.



### Modify a garage for modern vehicle access.

- Modifying alley facing auto garage door openings to accommodate newer cars is encouraged over demolition and new construction acceptable within the district.
- Enlarging alley facing auto garage doors for a standard modern width or relocating garage doors to a non-street facing orientation should be allowed.
- Removal of historic garage doors is allowed on non-street facing garage entrances.
- New overhead doors should reflect the period of design of the house or era of garage.
- Wood doors or wood clad aluminum doors are preferred. Aluminum doors without wood cladding may be installed if approved by the Commission.

Staff approval – modification of a garage door or relocation of a garage door to non-street facing walls to accommodate use by modern vehicles.

### **Repair a gazebo or other secondary structure on the site.**

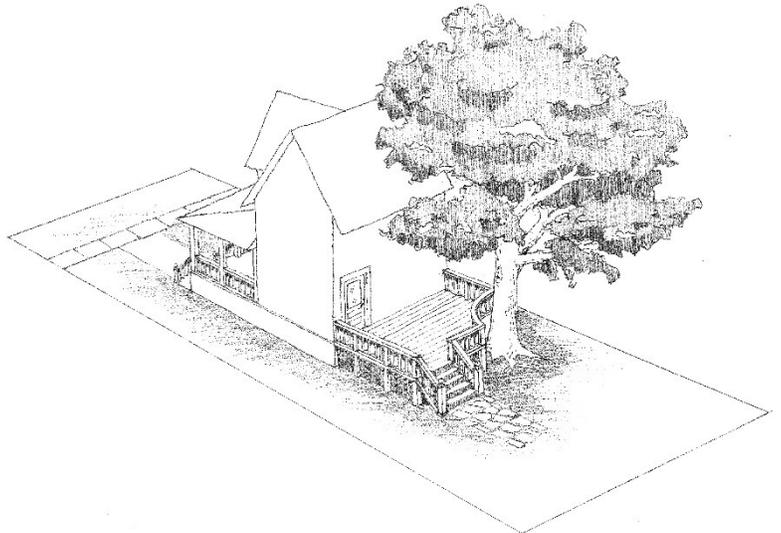
- Historic secondary structures should be retained and preserved including their placement on the site in relation to the main house.
- Repair and reconstruction of secondary buildings should follow guidance for the specific aspect of the building as would be followed for the main structure –

Go to [Walls](#).      Go to [Roofs](#)

Staff approval – Repair to match existing per the guidelines as outlined in respective section.

### **Construct a new deck.**

- Decks should be installed only on the rear of the house.
- Decks and associated parts like stairs, balusters and benches should be constructed of wood or composite materials and painted to blend with the house.



Staff approval – wood/composite decks at the rear of the house.

### **Repair an existing parking area, driveway, sidewalk, or path.**

- Existing driveways, sidewalks or paths should be repaired in the same materials, width and detailing as exists at the time of repair. If physical or photographic evidence suggest an alternate finish, size, or placement then the recreating the historic construction should be considered.

Staff approval – replacement in the same materials, size and configuration as existing.

### **Install a new parking area, driveway, sidewalk, or path.**

- New parking areas should be confined to the rear yard of the building.
- Where driveways from the front exist throughout the district, a new driveway from the front should be designed in a similar manner as exists throughout the district.
- Where historically front driveways were not constructed in the district, new driveways should be limited to rear access.

- The use of permeable paving materials is encouraged for driveways.
- New sidewalks should be designed and installed like those found throughout the district.
- Secondary paths on the site should be installed within side and rear yards.

Staff approval – New rear parking areas, sidewalks, and driveways.

### **Curbs, steps, and street gutters.**

- Maintain historic curbs, steps, and street gutters.
- When replacement is necessary, use materials that are the same as the original materials.
- Where limestone exists but its replacement is infeasible, concrete colored and finished to resemble the original is an acceptable alternative.

Staff approval – Replacement with similar materials.

### **Install a geothermal system.**

- Installation of geothermal system should be installed with least amount of disruption to the site as possible.
- Landscaping should be reinstalled in disturbed areas including screening for any visible equipment.
- Mechanical equipment should be designed, sized, and located to minimize their effect on the character of a historic building and placed in locations that avoid obscuring the building or significant site features.

Staff approval – proposals for geothermal installation that are not visible to the public and repair disrupted areas.

### **The following is not recommended and generally not approved by the Commission:**

- Plantings and trellises that attach to the building such as climbing vines.
- Stone, lava rock or other similar hardscape for planting beds.
- “Broom finish” concrete
- Asphalt
- Parking areas in the front and side yards unless found throughout the district historically
- Semi-circular drives where none previously existed or are found in the district.
- Loose stone driveways or sidewalks
- Decks in front or side yards

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## SOLAR PANELS, WIND TURBINES, SATELLITE DISHES/INTERNET COMMUNICATION

### General understanding and approach

Accommodating alternative energy projects within the district is an important goal. Their integration into a historic structure or site should maintain the building and districts look and feel considering historic integrity of the site and building. Mounting and installation should be done in a manner that is reversible without harm to the historic building.

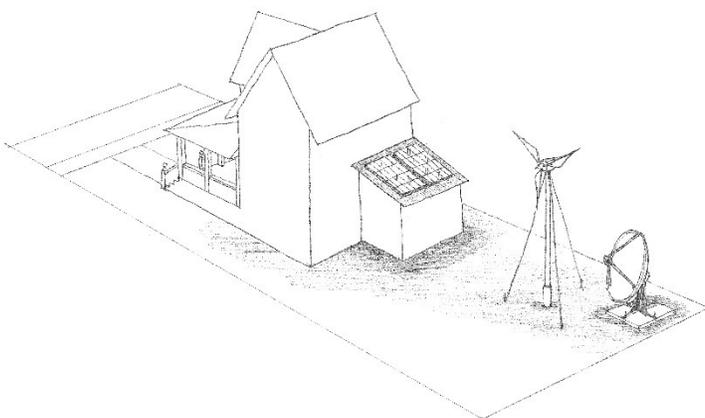
To plan energy efficiency improvements, check out a suggested guide for the evaluation of all energy-generating technologies along with the importance of first utilizing strategies to reduce energy consumption prior to undertaking an energy generation project [here](#).

See also section on Sites [here](#).

### What is your project?

#### Install solar panels, wind turbines or satellite dish (equipment).

- Equipment should be installed in a manner that is reversible without harm to historic materials and in locations shielded from public view.
- Equipment should be placed on the ground in the rear of the property and designed, sized, and located in locations that avoid obscuring the building or significant site features.



- Installation of equipment on a roof is a last resort if no suitable ground locations are possible.
- Equipment proposed for a roof installation shall be mounted on roofs not facing or visible from a public street and installed as flush to the roof surface as possible.
- Equipment shall not extend above the ridge line.
- Equipment shall be placed on secondary roofs or rear wings and mounted to the rear of the roof and not towards edge.
- Exposed hardware, frames and piping should have a matte finish, and be consistent with the color scheme of the primary structure.

Staff approval – installation of equipment on accessory buildings, or secondary roofs or rear wings not visible to the public from a public street.

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## WALLS

### **General understanding and approach**

The exterior walls of a building are a primary feature that gives the building its architectural look. Walls are clad in a variety of materials fashioned in a wide variety of designs, patterns, installation methods. Together the materials protect the underlying structure and produce the exterior architectural look of the building. The original materials that cover the wall should be repaired to match the original materials in type, design, installation, and pattern. If matching materials cannot be secured then modern replacements can be considered if they match the look, design, and pattern of the original.

### **What is your project?**

### **Repair the existing wall cladding, siding and/or trim.**

Photographically document architectural features that are slated for reconstruction prior to the removal of any historic materials.

#### Wood:

- Repair wood siding with the same material as the original.
- If new composite siding from the list of approved siding materials is proposed, then the new siding must be installed to match original orientation, edge profile, reveal and finish of the original.

PRE-APPROVED Siding: Boral TruExterior, JamesHardie HardiePlank

#### Masonry – brick, terra cotta, stucco:

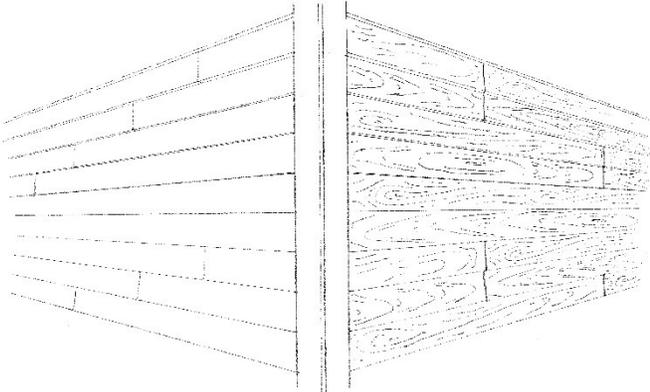
- Salvage and reuse original masonry for repair.
- Repairs should be done with materials and designs that match the original look. Brick and Terra Cotta units should match the size, color, shape and finish of the original.
- Joints should utilize a mortar similar in strength, color and joint rake, depth, and decorative finishes of the original.
- Fiberglass reproductions of missing terra cotta pieces are acceptable provided a mock-up sample is presented for approval prior to full scale use in the project.
- Stucco walls should match the original in texture and tooling. Modern stucco coating materials are allowable for recoating and repair so long as the result is not a diminished reveal for the windows, trim, doors, or other wall details.

Staff review – repair of any wall with the same materials as existed or with approved alternative materials.

### **Replace existing siding with new siding.**

If the historic siding is deteriorated beyond repair, defined as over 50% needing replacement, new siding should match the original in materials, form, size, placement, and design.

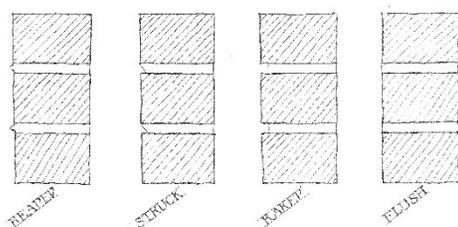
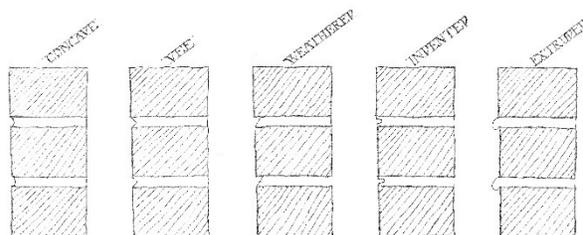
Wood:



- Replacement wood siding should match the existing profile, exposure, and thickness. New wood siding is recommended. The following alternate materials have been approved by the Commission.
- Any alternate siding must match the dimensions of the original siding including a smooth face, lap exposure and orientation and be installed with the least damage to the original.
- Vinyl or aluminum siding should be avoided and allowed only as a last option when other approaches or solutions have proven to be infeasible.
- If vinyl or aluminium is considered, window heads or other decorative features of the exterior should not be covered or removed but repaired and painted. Corner boards, window and door trim, eave boards, skirt boards, flared mid-wall details should be replicated in the final look by the new siding and not covered over with the primary wall siding.
- New siding must be ventilated to prevent deterioration of the wall structure behind.

**Brick:**

- Brick walls shall be re-laid with bricks that match the original pattern.
- The size of the brick shall match as closely as possible to the original in face texture, width and height, mortar size, color, rake, and placement along with any decorative overlays.

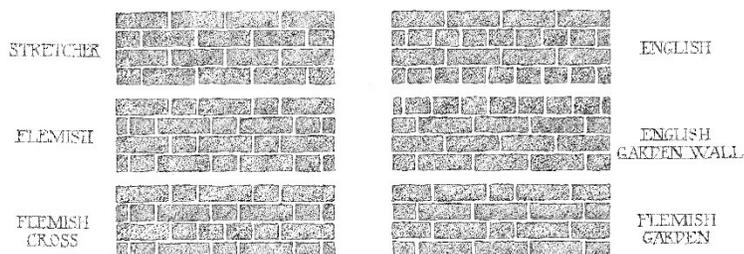


**Stucco:**

- Failed stucco that cannot be re-attached with anchors and recoated can be considered for full replacement.
- New stucco finishes should match the existing texture and tooling.
- Traditional stucco construction methods are preferred however modern stucco coating is allowable for recoating and repair so long as the result is not a diminished reveal for the windows, trim, doors, or other wall details.

Staff approval – replacement of all siding with same as original or with materials in approved materials list.

**BONE PATTERNS**



**Projects involving lead remediation.**

The following pertains only to the nature of the work as it pertains to historic aspects of the project. Owners or their representatives must ensure when conducting lead remediation, that all work complies with local, state, and federal standards.

- Original wall cladding that contains lead should be maintained and repaired rather than removed and replaced.
- Encapsulation and/or removal of lead paint using safe tools and techniques before applying a new non-lead paint is the preferred project approach over wholesale replacement of original materials.

The following is not recommended and generally not approved by the Commission:

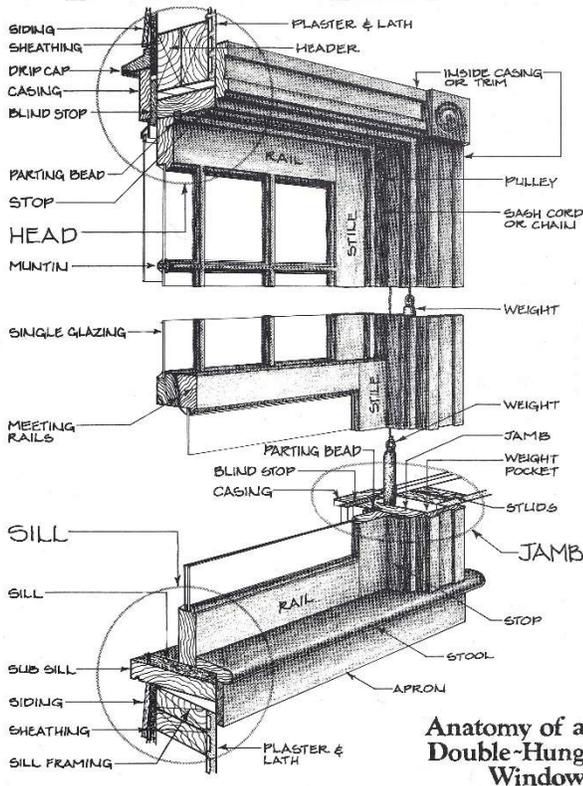
- Replacing missing wood features with conjectural or falsely reconstructed or with newly designed elements that are incompatible with the building's size, scale, material, or color.
- Covering brick or stucco with a modern insulating system including insulation board.
- Textured plywood (T-111) vertical siding.
- Artificial stone, asbestos singles, or asphalt shingles over or replacing historic siding.
- Vinyl or aluminium siding to replace historic material.
- Obscuring or damaging historic ornament, or decoration, such as fish scale shingles, window casings, sills, hoods, brackets, or corner boards when installing new siding.
- Blown in insulation without the proper interior vapor barrier installed.
- Removing paint from traditionally painted materials and leaving uncoated.
- Encapsulating lead paint with vinyl or aluminium siding.

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DRAFT

# WINDOWS

## General approach and guidance



Courtesy Old House Journal

Windows are a primary feature defining the architectural look of a building and are themselves individually important historic pieces of a building. Original or early windows should be preserved and not replaced unless beyond repair – defined as over 50% of the original materials needing to be replaced. Features of windows that are important to the architectural look of a building include their materials, placement within the facade of a building and their overall operational design – i.e. double hung, casement, hopper or fixed.

Repairing, weather stripping, and/or insulating around the window frame within the wall has been found to be as or more energy efficient, less expensive, and maintains the architectural look of a building while achieving energy efficiency. Read more about that [here](#). If windows are not able to be rehabilitated then new windows should match the original in materials, operation, placement, and opening size.

Read more about window repair and replacement [here](#).

What is your project?

Repair existing windows, sash, or jamb.

- Original or early windows should be repaired using the same materials as original. Epoxy or similar repair consolidates are recommended.

Staff approval – repair of windows using the same materials, or a combination of original materials and epoxy as described in the “How to Repair Wood Windows” section [here](#).

## Replace fewer than all the windows.

- Original or early windows should be repaired using the same materials as original. Epoxy or similar repair consolidates are recommended.
- Where some but not all windows in a building are beyond repair, as defined as over 50% of the original window material requiring replacement, proposed replacements shall match the existing windows that will remain in size, shape, lite division, operation and materials.
- When some windows need replacement on different facades, and a phased plan is proposed, replacement projects should be undertaken one entire facade at a time. The applicant should specify which facade and the planned project timeframe.
- Phased projects should be completed in less than three years to avoid colors that don't match over time or manufacture's that change product lines.

The Commission has adopted the list below of approved windows and systems below.

Window Replacement Matrix

- Question 1: Repair, or replace?  
 Question 2: What is the condition of the existing window?  
 Question 3: Are the window dimensions going to change (specifically the glazing area)?  
 Question 4: What is the rating of the structure?

		EXISTING MATERIAL					
		WOOD	ALUMINUM-CLAD	FIBERGLASS-CLAD	FIBERGLASS	VINYL-CLAD	VINYL
FINAL MATERIAL	WOOD	STAFF	STAFF	STAFF	STAFF	STAFF	STAFF
	ALUMINUM-CLAD	HPC	STAFF	STAFF	STAFF	STAFF	STAFF
	FIBERGLASS-CLAD	HPC	HPC	STAFF	STAFF	STAFF	STAFF
	FIBERGLASS	HPC	HPC	HPC	STAFF	STAFF	STAFF
	VINYL-CLAD	HPC	HPC	HPC	HPC	STAFF	STAFF
	VINYL	HPC	HPC	HPC	HPC	HPC	STAFF

Staff approval— replacement of windows of the same size and design included within the adopted list including a proposal for a phased project that is less than three years that proceeds facade by facade.

## Replace all the windows in a building.

- Original or early windows should be repaired using the same materials as original. Epoxy or similar repair consolidates are recommended.
- Where windows are beyond repair, as defined as over 50% of the original window material (not including glass) needing replacement, any new windows should match the original or early windows in size, shape, lite division, operation and materials.
- The use of aluminum clad wood systems or composite (non-vinyl) windows on primary elevations may be permissible if the new windows closely match the original.
- New sash utilizing applied grids on the exterior and interior to simulate original divided lite windows should also have a black internal divider matching the grids.

The Commission has adopted the following list of approved windows and systems below.

#### Pre-Approved Replacement Window Products\*

Disclaimer: This information is provided to assist property owners. It is not an endorsement of products or exclusionary of similar products that may meet the standards in the Historic District Ordinance

- Andersen
  - E-Series – aluminum-clad
  - A-Series – fiberglass-clad
- Kolbe
  - VistaLuxe – aluminum-clad
  - Ultra – aluminum-clad
- Marvin
  - Signature Series – Ultimate (all wood or aluminum-clad) and Modern, Tilt-Pacs
  - Elevate – fiberglass-clad
  - Essential – fiberglass
- Parrett
  - Wood and aluminum-clad wood
- Pella
  - Architect Series – all-wood
  - Impervia – fiberglass
- Windsor
  - Pinnacle – aluminum-clad
  - Legend – composite

\*Note – guidelines specify that repair is recommended over replacement. When over 50% of the existing window would be replaced due to repair needs, then replacements would be in order. The chart provides a list of pre-approved products that staff could work with an applicant to approve if the proposed replacements match size and configuration.

Staff approval – replacement of windows with new windows that match the original period of the building and are compatible with the original opening size. Approval of any windows beyond repair that are utilizing those in the approved list.

#### Restore windows where the original windows have previously been replaced.

- Where original or early windows have previously been replaced, new windows should be based on surviving windows still extant on the building, photos of the building with the original windows or similar windows found on buildings of the same period and/or in the district.
- New windows should match windows of a similar aged building in size, operation, glass to frame proportion and frame to sash proportion/opening.

- Aluminum clad wood windows systems or composite (non-vinyl) in colors approved by the Commission are allowable if they are following other aspects of the guidelines. The chart above outlines windows pre-approved by the Commission:

Staff approval – replacement of previously replaced windows with new windows that match the original period of the building and are compatible with the original opening size. Approval of any windows beyond repair that are utilizing those in the approved list.

#### **Add a new window and opening to accommodate a use inside the building.**

- New windows openings should only be added to side and rear facades.
- New openings and windows should match those that are on other facades.
- Where a smaller opening is proposed, it should be in proportions like the existing window.
- Kitchens and bathrooms should be located where their windows would be on the side or rear elevations of a house to avoid a smaller window on the front façade.
- Where bathrooms and kitchens may necessitate adding a window, the new window should match those that are on other facades.

See approved list above for pre-approved new windows systems.

Staff approval – adding a new opening to the rear or non-public view side that follows the guidelines.

#### **Fill in or obscure an existing original window.**

- Original window openings should remain in place.
- A window sash not needed due to interior use conflicts should be fixed in place with glass blacked out leaving the exterior of the window exposed and covering over on the interior is preferred.
- If an opening is approved for in-fill, the exterior wood siding should be installed with staggered joints to blend the filled opening in with the surrounding siding. Brick infill should be toothed in to match the adjacent brick installation pattern. See also [Walls](#).
- Kitchens and bathrooms should be located where their windows would be on the non-public side or rear elevations of a house. Where bathrooms and kitchens may necessitate covering over a portion of a window's original size, the original window should remain in place with the lower portion blacked out on the glass and covered over on the interior while the exterior remains exposed.
- Windows shall not be re-sized to accommodate interior dropped ceilings. Where interior ceilings are being dropped, the ceilings should be bulk-headed or held back from the window to avoid shortening the window or visually obscuring its overall opening.

Staff approval – blacking out an existing window, adding a new opening to the rear or non-public view side.

#### **Install new storm windows.**

- New storm windows should match the size of the window openings on which they are installed in the material, size, frame to glass proportion, the divisions of the sash, and color. The color of the storms should match the trim around the opening.
- Double or triple track aluminum storms are acceptable if they match the underlying trim.

Staff approval– new wood storms that match the profile, size, and color of the window openings on which they are installed. New double/triple track aluminum storm windows in colors that match the window trim on which they are installed.

#### **Repair or install shutters by windows where no shutters exist.**

- Shutters should not be installed on buildings where no evidence of their original installation exists.
- Existing shutters should be repaired with the same materials.
- If historic shutters are deteriorated beyond repair, new shutters should be made to match the originals in material, size and installed the same way as the originals were installed.
- Composite materials for the replicated shutters may be considered if the design, profile, and installation match the original.
- Shutters that are installed to replicate original missing units must appear to be operational in their mounting.

Staff approval – replacement of existing shutters with new that match in materials, design, and installation method.

#### **Repair or replace deteriorated decorative windows such as leaded, stained glass panels.**

- Decorative windows shall be retained and repaired.
- When deteriorated beyond repair as determined by an expert with experience working on the window type, restoration should include retaining the glass within a new frame that matches the original frame in size, materials, and design.

Staff approval – repair of deteriorated decorative windows with materials that match the original.

#### **Projects involving lead remediation.**

The following pertains only to the nature of the work as it pertains to historic aspects of the project. Owners or their representatives must ensure when conducting lead remediation, that all work complies with local, state, and federal standards. Read more about the EPA RPP rule on lead remediation [here](#).

- Original wall cladding that contains lead should be maintained and repaired rather than removed and replaced.
- Encapsulation and/or removal of lead paint using safe tools and techniques before applying a new non-lead paint is the preferred project approach over wholesale replacement of original materials.

**The following is not recommended and generally not approved by the Commission:**

- Vinyl clad or full vinyl sash/frame insert replacement.
- Sashes that are smaller than the original frames, openings, glass size to frame ratio.
- Sashes that are larger than the original frames, openings, glass size to frame ratio.
- Changes in operation such as double hung to casement, steel fixed to double hung, double hung to jalousie
- New windows that have applied glass divisions but do not have an interior divider in the insulated glass.
- Glass block in operable window openings.
- Permanent removal of sash and frame and in-fill of openings.
- Replacing multi-pane windows with true divided lites with thermal glazing windows that have false “snap-in” or applied muntin and mullions or sash with no divided lites.
- Smoked, tinted, or reflective glass on building facades that can be seen from the public street.
- Filling in or removing transoms or side lites.
- Install new floors or dropped ceilings that block the glazed area of historic windows. If such an approach is required, the design should incorporate setbacks that allow the full height of the window to be seen unobstructed.
- Single hung storm windows where the window behind is a double hung or other multiple sash operation.
- Storm windows that do not match with the window behind in color or sash division.
- Permanently remove or alter original sash to install a window air conditioner.
- Security bars located on the exterior of the window opening.
- New shutters where none original existing or those that are installed outside of the window trim.

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## NEW CONSTRUCTION

### THE PRINCIPLE

A new residential building should be compatible with its context and reflect design features found in traditional District residential buildings. This includes building setback, scale and overall height, the number of stories, massing, foundation height, roof form, window and door sizes and placement, and porches.

Building setbacks within a typical residential context reflect a transition from public to private space. This transition begins at the street, which is the most public space, then proceeds through semi-private front yard, and ends at the front door, which is the start of private space. This sequence should be maintained, because it enhances the pedestrian environment and contributes to the character of a residential District.

The massing of a new building should fit within existing patterns but need not directly copy them. Variables in massing include varied heights, articulated masses, and entryways. Building massing should continue to provide a variety of pedestrian-friendly scales and visually appealing forms. Buildings should not be monolithic in scale or greatly contrast with the existing scale of the area.

To achieve a sense of human scale with new development, it is important to focus design on aspects most directly experienced by pedestrians, such as the scale of buildings and architectural details at the street level. For example, providing a front porch in a residential setting creates a human scale. These features should be respected in new construction.

In most Districts, a similarity of building and roof form also contributes to a sense of visual continuity. To maintain this characteristic, a new building should have basic building and roof forms like those seen in the District.

Most residential buildings have similar amounts of glass, resulting in a relatively uniform solid-to-void (window to wall) ratio. The amount of façade devoted to wall surface on a new building as compared to that developed as openings, should be like that of other buildings within the District. A new residential building should appear to be clearly connected to the street.

Building materials for new structures and additions to existing buildings should contribute to the visual continuity of the District and appear like those seen traditionally.

### THE GUIDELINES

#### SETBACKS AND SITE PARAMETERS

- Design characteristics of typical existing buildings help define rhythms that may contribute to the character of a neighborhood. Specific features that should be used in defining physical context include: building age, style, design character, materials, the relationship of openings to solid wall areas, building use, roof lines, eaves, location of entries, and the placement of accessory structures.

- Reflect the traditional setbacks seen within the block. Place the façade of the building at the property line. This should only vary in special circumstances, such as local precedence with treatments for large public buildings and places of worship.

#### MASSING AND SCALE

- Maintain the average perceived size of buildings at the sidewalk.
- Façade heights of new buildings should fall within the established range along the block and respect traditional proportions of height to width. Floor-to-floor heights should appear like those of traditional buildings in the area.
- Traditional spacing patterns created by the repetition of uniform building widths along streets should be maintained. New façade widths should reflect the established range of the building widths seen along the block. Reference historic examples for double and triple lot buildings.
- Where a building must exceed this width, use a change in design features to suggest the traditional building widths. Changes in façade material, window design, façade height or decorative details are techniques that may be considered. These variations should be expressed through the structure, so the composition is a collection of smaller buildings.
- Position taller portions of a structure away from neighbouring buildings of lower scale.
- Where permitted by zoning, taller structures should be located to minimize looming effects and shading of lower-scaled neighbours. Taller buildings should step down towards lower-scaled neighbors, including adjacent historic properties and Districts.
- Establish a sense of human scale in building designs. Use vertical and horizontal articulation to break up large facades. Incorporate changes in color, texture and materials in building designs to help define human scale. Use architectural details that create visual interest and convey a three-dimensional façade. Use materials which help to convey scale through their proportions, detailing and form. Size and locate signs to engage pedestrians and help define building entries.
- Roof forms should be like those historically found in the District.
- Use a ratio of solid-to-void (wall-to window) that is like that found on traditional commercial structures. Large surfaces of glass beyond the storefront is not recommended.

#### ARCHITECTURAL CHARACTER

- Design a new building to reflect its time, while respecting key features of its context. Use contemporary interpretations of historic architectural building types when designing a new building.
- Open porches on the main façade area a primary design requirement.
- Contemporary interpretations of traditional designs and details should be considered.
- Special features which may be used in defining physical character: building height, building form, roof form, variations in wall planes, and the relationship of building floor area to lot size.
- Use similar window and door proportions to those seen traditionally. Upper story windows with a vertical emphasis are encouraged. A general rule is that the height of the window should be twice the dimension of the width. If a larger window is needed, combine sets of vertically proportioned windows.
- Maintain the general alignment of horizontal features on a building front. Typical elements that align include window mouldings, tops of display windows, cornices, copings, and parapets at the

tops of buildings. When large buildings are designed to appear as several buildings, there should be some slight variation in alignments between the horizontal façade elements.

- Maintain the traditional spacing patterns created by upper story windows. Maintain the historic proportions of windows. Window headers and sills on new buildings should maintain the traditional placement relative to cornices and belt courses.

#### MATERIALS

- Use masonry that appears similar in character to that seen historically. Brick should have a modular dimension like that used traditionally. Brick larger than the nominal 2-3/8" x 8" is discouraged. Brick should also appear structural in its application as load bearing and should be detailed accordingly.
- Stone, like that used traditionally, is also appropriate.
- Alternative materials should appear similar in scale, proportion, texture, and finish to those used traditionally for that building type.
- Use high quality, durable materials proven to be durable in the local climate.
- Façade materials should maintain an intended finish over time or acquire a patina which is understood to be an outcome of normal interaction with the elements.
- Use materials that match the historic building in look and detailing. The following materials have been pre-approved by the Commission for use on additions:

#### CHART OF MATERIALS (SAME AS IN GUIDELINES)

**The following is not recommended and generally not approved by the Commission:**

#### SETBACKS AND SITE PARAMETERS

- Demolishing contributing structures in a historic District to make way for new or large-scale construction.
- Locating entire building fronts behind the established set-back line.

#### MASSING AND SCALE

- Exotic roof forms, such as A-frames and steep shed roofs.

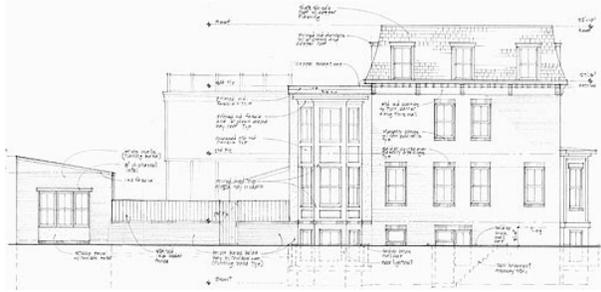
#### ARCHITECTURAL CHARACTER

- Odd window shapes such as octagons, triangles, and diamonds.
- Undersized trim around windows and doors, corners and eaves.

#### MATERIALS

- Vinyl and synthetic materials.

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## ADDITIONS

### THE PRINCIPLE

When planning an addition to an existing building, consider the effect it will have on the structure.

The guidelines are intended to direct design of additions that positively contribute to the original characteristics and style of a building as well as any later, appropriate alterations that occurred over time. Later, inappropriate alterations that are not in line or compliment the original characteristics of the house should not be considered in design of an addition.

The design should take advantage of existing site features, the orientation of the property, and its prevailing wind or solar patterns.

### The Guidelines

#### MASSING

- Design the mass of a new addition to remain compatible but no overpower the primary structure.
- The loss of historically significant features, where they exist, should be avoided.
- An addition should be simple in design to prevent it from competing with the primary façade.
- The addition should be distinguishable from the historic structure upon close inspection, while not drawing contrast as to detract from the historic structure.
- A new addition should fit within the range of stories, size, and scale, that help define the character of the building and District.
- Generally, the original orientation of a building should not be altered when constructing a new addition. An addition should not turn a secondary façade into a primary façade.
- New additions should be reflective of their own time and not create a false historic look.

#### RELATIONSHIP WITH THE HISTORIC STRUCTURE

- Place an addition at the rear of a building or set it back from the front to minimize its visual impact. This will allow the original proportions and character to remain prominent.
- An addition should be compatible in scale, materials, and character with the main building.
- Design any addition so that it is subordinate to the original building. Generally, additions should not exceed half of the original building's total floor area or building footprint.
- Additions shall be attached to secondary or tertiary elevations and should be set back from the front façade, so as not to damage or obscure character-defining features.

- While a smaller addition is visually preferable, if the addition is to be significantly larger than the original building, one option is to separate it from the primary building, when feasible, and then link it with a smaller connector.
- For a larger addition, break up the mass of the addition into smaller modules that relate to the scale of the parts of the historic structure.
- Use materials that are the same as or subordinate to the primary material of the original building.
- Use materials that match the historic building in look and detailing. The following materials have been pre-approved by the Commission for use on additions:

#### CHART OF MATERIALS (SAME AS IN GUIDELINES)

- Respect original roof forms when designing an addition. Additions should complement existing forms, not overwhelm them.
- Design any new addition so that the first-floor height is equal to or slightly lower than the original building. The floor-to-floor heights should be equal to or up to ten percent (10%) less than the original building. In no case should the floor heights exceed those of the original building.
- Design additions to have the same relationship of solids (wall surfaces) to voids (window and door openings) as the historic portion.
- Design additions so that there are subtle distinguishing characteristics between the historic portion and the new. This may include simplifying details, changing materials, or slightly altering proportion.

#### ROOFTOP ADDITIONS

- Vertical additions are encouraged on side or rear roofs to minimize the impacts of additions and preserve rear yards.
- The roof form of a dormer addition should be in character with and subordinate to that of the primary building.
- Repeat the roof lines and slopes, and details found on the primary structure. Typically, gable hip and shed roofs are appropriate for residential-type building additions. Flat roofs may occasionally be appropriate when no other option is feasible, or on international style structures.
- When constructing a rooftop addition, keep the mass and scale subordinate to the primary building and to the overall roof mass and should be in scale with those on similar historic structures
- Dormer additions should not overhang the lower floors of the primary building.
- Rather than oversized dormers or large bump up additions an addition to the rear of a structure should be considered.
- The ridge of a dormer addition should be below the ridge line of the primary structure.
- A dormer should be similar in character to the primary roof form.
- Use materials that match the historic building in look and detailing. The following materials have been pre-approved by the Commission for use on additions:

## CHART OF MATERIALS (SAME AS IN GUIDELINES)

- The number and size of dormers should not visually overwhelm the scale of the primary structure.

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## Demolition, Deconstruction and Moving of a Building

Demolition and deconstruction, herein referred to as demolition, are considered only when fire, winds, flooding, or other natural disasters cause unrepairable extensive damage to a building and/or its structural framework. Demolition is defined as the razing, wrecking or removal by any means of the entire or partial exterior of a structure. Demolition by neglect occurs in the absence of ordinary and routine maintenance, jeopardizing the structural integrity of the building.

Demolition of a contributing building within the historic district is a last resort and approved only in rare circumstances such as when a building has become a hazard to the safety and welfare of the public and repairs are not possible.

When demolition is considered, salvage of character defining features is encouraged along with a plan for the use/development of the site post demolition.

Commission approval is required for all demolition proposals including a situation where a collapse may pose a threat to public safety. In such an emergency the Commission staff should be contacted, and an emergency meeting of the Commission may be called either in person or virtually. Except in extreme situations, before a demolition can proceed, an opinion by a licensed structural engineer familiar with the historic building type must be provided.

What factors are considered by the Commission when reviewing an application for demolition?

- Failed or inadequate foundation.
- Collapsed roof and/or floor supports.
- Wall members, partitions or other vertical supports that split, lean, list or buckle.
- Structural members of ceilings and roofs, or other horizontal elements which sag, split, or buckle.
- Lack of weather protection to the walls, roof, or foundation.
- Despite marketing the property, no one is interested in its rehabilitation – evidence of marketing will be required as part of the COA submission.
- Estimates for the cost of renovation.
- Appraisals for the market value of the building after renovation.

The architectural and historical significance of the building and its relation to the street shall be considered as it fits in with the street and overall district.

In instances where the demolition of a historic building is approved by the Commission, owners are encouraged to salvage character defining materials and other reusable items.

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## Moving A Building

On rare occasions where a building is not beyond repair and no alternative exists to incorporate it into a new development, then relocation shall be considered. The first preference is to relocate a building within the same district as it currently exists. If no suitable locations exist within the district, then a site should be selected in another historic area that is of a similar era and allows the positioning of the relocated building on the new site in a way that is similar to its original location. Important considerations include the elevation from street level set back from front and or side streets. Before demolition is approved absent relocation, the applicant shall provide evidence that redevelopment of the existing building or relocation is not feasible.

The following must be submitted by the applicant in support of their effort to identify a party interested in redeveloping the building in place or its relocation:

- Statement about the reason the building cannot remain in its present location, cannot be included in a new project including design and use program constraints.
- Advertisements or other evidence of efforts to inform the public of the availability of the building for either redevelopment or relocation.
- Sites considered as potential new location along with reasons each site was eliminated.

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