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HISTORIC PRESERVATION PLAN - ORDINANCE REVISION HISTORIC DISTRICT RECOMMENDATIONS

Background

As part of its Historic Preservation Plan effort, the City of Madison is revising the Historic Preservation Ordinance to update the standards for reviewing projects in each of its five local historic districts:

- Mansion Hill
- Third Lake Ridge
- University Heights
- Marquette Bungalows
- First Settlement

The City engaged a consultant – Legacy Architecture – to assist with this effort. The process began in the summer of 2017, and three rounds of meetings were scheduled for each district. The third and final round of meetings will be to learn about and discuss Legacy Architecture’s recommendations to the City about how revised standards should be incorporated into the Ordinance. These recommendations are attached. The recommendations are based on public input, the State Statutes, the Secretary of the Interior’s Standards, and the current Historic Preservation Ordinance standards.

Next Steps

After being reviewed during the Round 3 meetings, the recommendations will be revised and forwarded to the Landmarks Commission and the City-appointed Landmarks Ordinance Review Committee (LORC). The LORC is scheduled to review the recommendations and develop ordinance language at meetings in January and February of 2019. The work of the LORC will then be reviewed by the Landmarks Commission and forwarded to the Common Council for review and adoption.

Questions and More Information

Project Website: <http://www.cityofmadison.com/historicpreservation>

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RECOMMENDATIONS FOR THE STANDARDS FOR REVIEW

November 19, 2018

The following Recommendations for the Standards for Review have been provided for Round 3 meetings with each historic district. They rely heavily upon the Secretary of the Interior's Standards for Rehabilitation, the Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings, the Wisconsin Historical Society's Guidelines for Planning Historic Preservation Tax Credit Projects in Wisconsin, Wisconsin Historical Society's Contractor Standards for Typical Tax Credit Projects, existing portions of Subchapter 41G, public feedback received during the first two rounds of meetings and the historic preservation planning process, as well as current historic preservation methodology. They are only recommendations.

After the conclusion of the Round 3 historic district meetings, the Landmarks Ordinance Review Committee (LORC) will have a series of public meetings (6 are currently scheduled between January 24, 2019 and February 28, 2019) in which they will delve deeper into the actual ordinance language. Their recommendations will go to the Landmarks Commission for approval and to Common Council for final approval and adoption.

Enabling Legislation

The National Historic Preservation Act of 1966 created the National Register of Historic Places, the list of National Historic Landmarks, and State Historic Preservation Offices, which provides a mechanism for local governments to designate and protect historic properties by local legislation.

Regulation of historic properties is done through local ordinances, which are enabled by Wisconsin State Statute Chapter 44, Section 62.23(7)(em). Such regulation has been upheld by the US Supreme Court as a constitutional exercise of the police power, regulations which enhance or protect the health, safety, general welfare, or moral of a community. In *Penn Central Transportation Co. v. New York City*, 438 U.S. 104 (1978), the Court held that historic preservation enhances the quality of life for all and rejected claims that classification of certain properties as "historic" deprived their owners of the equal protection of the laws and that regulation of proposed alteration to historic properties constituted a "taking for public use without just compensation."

Ordinance Revisions

Based on the recommendation of the Wisconsin Historical Society, all the 180 historic preservation ordinances across the State of Wisconsin should be updated to address two recent legislative actions affecting local historic preservation ordinances: 2015 Wisconsin Act 176 and 2017 Wisconsin Act 317 (62.23(7)(em)2m) which states, "In the repair or replacement of a property that is designated as a historic landmark or included within a historic district or neighborhood conservation district under this

paragraph, a city shall allow an owner to use materials that are similar in design, color, scale, architectural appearance, and other visual qualities.”

In addition to state legislative actions, the City of Madison was already in the process of updating their four-decade old ordinance with the intent to clarify and to be consistent with current state statutes and more closely aligned with national preservation methodology.

41.02 Definitions

Adopt and include National Park Service definitions where possible. Not that the NPS is deemed more worthy or better than state or local definitions, just that they have had decades to perfect it, and those definitions are now accepted nationwide. A historic property owner in San Diego, California would understand the terminology the same as a historic property owner in Bangor, Maine.

Consider improving 41.02 Definitions to remove many of the redundancies currently contained in Subchapter 41G and make the standards more succinct.

Refine definition of “alteration” to remove the word “addition.” Additions should be covered under standards for new structures or should be address via a separate set of standards. The International Building Code had three levels of alterations. In all three instances, alterations include work within the existing volume of a building and do not include adding volume to a building.

- Level 1 alterations include the removal and replacement of the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.
- Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration of extension of any systems, or the installation of any additional equipment.
- Level 3 alterations apply where the work area exceeds 50% of the aggregate area of the building.

Add definition of “area of visual compatibility.” Include language to address parcels zoned for the same use which is particularly important in mixed use districts and parcels must be compatible with other historic resources, not non-historic, non-contributing, or properties constructed outside of the period of significance. Example of the Elks Club on the lake in Third Lake Ridge. Residential properties are the closest, but...

Add definition of “demolition permit.” See City of Evansville’s ordinance.

Add definition of “directional expression.”

Add definition of “façade” and the types of facades, i.e.-street façade.

Refine definition of “historic district.” The National Park Service defines a historic district as follows: “A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or

objects united historically or aesthetically by plan or physical development.” See more about historic districts at https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_4.htm#district

Add definition of “openings.”

Add definition of “proportion.”

Add definition of “rhythm.”

Add definition of “solids.”

Add definition of “stop work order.” See City of Evansville’s ordinance.

Add definition of “visible from the street.” I believe “street façade” is straight forward and easily understood, but there is a gray area for sides of buildings that are still visible from the street. Differentiation should be given to blocks where houses are widely spaced apart and the secondary or side façade is clearly visible from the street, versus blocks where houses are closely spaced and the secondary or side façade is not easily visible from the street. The spacing should be clearly defined and a measurement in feet given. See definition in Marquette Bungalows. This should be coordinated with zoning setbacks, too.

Refine definition of “visually compatible” or cross-reference to area of visual compatibility above.

Add definition of “voids.”

41.03 General Administrative Provisions, 41.07 Designating Landmarks, or 41.10 Creating and Amending Historic Districts

Consider adding language to the ordinance to codify a requirement to identify landmarks and historic district boundaries on the city zoning map. The City of Madison already shows historic district boundaries on the zoning map, but the map is incredibly difficult to locate online.

Consider adding language to the ordinance to codify a requirement to identify landmarks and historic district boundaries on the city assessor’s data. The City of Madison already does this to cross reference to the zoning map.

General Notes for Subchapter 41G

Bold, italicize, or underline words that appear in 41.02 Definitions for better clarity and cross-referencing purposes and to omit redundancies to make it more succinct. Include hyperlinks in online or PDF versions of the ordinance.

Consider omitting all background information such as Purpose and Intent, Criteria for Creation, Historic Resources, and Reference to Plan. They’re redundant and repetitive and don’t highlight the uniqueness of the district, nor do they need to be codified into the ordinance. Furthermore, it’s highly unusual for this type of information to be in an ordinance.

Secretary of the Interior's Standards for Rehabilitation

Consider incorporating the Secretary of the Interior's Standards for Rehabilitation verbatim into the ordinance as many other communities do and utilize them as a baseline for review. These Standards were last updated in 1995 and have stood the test of time for the last 23 years.

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

Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings

Consider incorporating applicable portions of the Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings (<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>) into the ordinance. Local, state, and federal officials utilize the Guidelines, which were updated in 2017, for reviewing a variety of project types, including state and federal historic tax credit applications. The follow Recommendations for the Standards for Review rely heavily upon applicable portions of the Guidelines as well as existing portions of Subchapter 41G.

Recommendations for the Standards for Review for Alterations

Building Materials

Masonry: Stone, Brick, Terra Cotta, Concrete, Stucco, and Mortar

- Masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color shall be **identified, retained, and preserved**.
- Masonry shall be **protected and maintained** by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.
- Masonry shall only be cleaned when necessary to halt deterioration or remove heavy soiling. Masonry cleaning tests shall be performed. Test areas should be examined by the Preservation Planner to ensure that no damage has resulted. Soiled masonry surfaces shall be cleaned with the gentlest method possible, such as low-pressure water and detergent and natural bristle or other soft-bristle brushes. Biodegradable or environmentally-safe cleaning or paint removal products and paint removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint are encouraged. Abrasive methods (including sandblasting, other media blasting, or high-pressure water or acids on limestone or marble) which can damage the surface of the masonry and mortar joints are prohibited.
- Historically-painted masonry features may be repainted with colors that are appropriate to the historic character of the building and district. Painting of historically unpainted masonry is prohibited. Installation of insulation, artificial siding, cementitious materials over masonry is prohibited.
- Masonry shall be **repaired** by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes, such as terra-cotta brackets or stone balusters.
- An entire masonry feature may be **replaced** in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.
- Masonry mortar joints shall be repointed where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior. Deteriorated lime mortar shall be carefully removed by hand raking the joints to avoid damaging the masonry. Power tools shall only be used on horizontal joints on brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material which is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in

brick masonry. Repointing mortar shall duplicate the strength, composition, color, texture, width, and profile of the historic mortar joints. Lime based, Type O mortar shall be used because it is more flexible. Type N mortar may only be used if masonry test results prove it is similar in strength to the historic mortar. Portland cement based, Type S mortar is prohibited.

- Stucco shall be repaired by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.
- Joints in concrete shall be sealed with appropriate flexible sealants and backer rods, when necessary.
- Openings in a masonry foundation may be filled with materials that are similar in design, color, scale, architectural appearance, and other visual qualities of the surrounding masonry and shall be inset at least one inch from the face of the wall.

Wood: Clapboard, Weatherboard, Shingles, and Other Functional and Decorative Elements

- Wood features that are important in defining the overall historic character of the building (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints, finishes, and colors shall be **identified, retained, and preserved**.
- Wood features shall be **protected and maintained** by ensuring that historic drainage features that divert rainwater from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.
- Paint shall be retained and applied to protect wood features that are subject to weathering, moisture, and ultraviolet light, such as exposed beam ends, outriggers, or rafter tails. Damaged or deteriorated paint shall be removed to the next sound layer using the gentlest method possible (i.e., hand scraping and hand sanding) prior to repainting. Thermal devices (such as infrared heaters) may be used to carefully remove paint when it is so deteriorated that total removal is necessary prior to repainting. Chemical strippers may be used to supplement other methods such as hand scraping, hand sanding, and thermal devices. Biodegradable or environmentally-safe cleaning or paint removal products and paint removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint are encouraged. Coatings that encapsulate lead paint shall be used where the paint is not required to be removed to meet environmental regulations. Historically-painted wood features shall be repainted with colors that are appropriate to the building and district.
- The overall condition of the wood shall be evaluated to determine whether more than protection and maintenance, such as repairs to wood features, will be necessary. Wood shall be **repaired** by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized conservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of wood features when there are surviving prototypes, such as brackets, molding, or sections of siding.
- An entire wood feature may be **replaced** in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such wood features include a cornice, entablature, or a balustrade. If using wood is not feasible, then a

compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.

- Re-siding with asbestos, wide clapboards over four (4) inches in exposure, composite clapboards with faux wood grain texture, diagonal boards, vertical boards, rough sawn wood, rough split shingles, shakes, aluminum, and vinyl siding are prohibited.
- Where more than one layer of siding exists on the structure, all layers except the first must be removed prior to re-siding.
- All trim must project beyond the face of the siding. If insulation is applied under the new siding, all trim must be built up, so it projects beyond the face of the siding to the same extent it did with the historic siding.

Metals: Wrought and Cast Iron, Steel, Pressed Metal, Terneplate, Copper, Aluminum, and Zinc

- Metal features that are important in defining the overall historic character of the building (such as columns, capitals, pilasters, spandrel panels, or stairways) and their paints, finishes, and colors shall be **identified, retained, and preserved**.
- Metals shall be **protected and maintained** from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.
- Metals shall be cleaned to remove corrosion prior to repainting or applying appropriate protective coatings. The metal shall be identified prior to any cleaning procedure and then tested to ensure that the gentlest cleaning method possible is selected; or, alternatively, determining that cleaning is inappropriate for the particular type of metal. Non-corrosive chemical methods shall be used to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods. The least abrasive cleaning method shall be used for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used if they do not abrade or damage the surface.
- Appropriate paint or other coatings shall be applied to historically-coated metals after cleaning to protect them from corrosion. Historically-painted metal features shall be repainted with colors that are appropriate to the building and district. An appropriate protective coating (such as lacquer or wax) shall be applied to a metal feature that was historically unpainted, such as a bronze door, which is subject to heavy use.
- The overall condition of metals shall be evaluated to determine whether more than protection and maintenance, such as repairs to metal features, will be necessary. Metal shall be **repaired** by reinforcing the metal using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes, such as column capitals or bases, storefronts, railings and steps, or window hoods.
- An entire metal feature may be **replaced** in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include steel-sash windows. If using the same kind of material is not feasible, then

a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.

Building Features & Systems

Roofs

- Roofs and their functional and decorative features that are important in defining the overall historic character of the building shall be **identified, retained, and preserved**. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, color, and patterning. The form of the roof visible from the public right-of-way shall not be altered except to restore it to the original documentable appearance. The removal of decorative and functional features visible from the public right-of-way is prohibited.
- A roof shall be **protected and maintained** by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation. Adequate anchorage shall be provided for roofing material to guard against wind damage and moisture penetration. A leaking roof shall be protected with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired. Roofing material that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) shall be re-painted as part of regularly-scheduled maintenance with a compatible paint coating system following proper surface preparation. Protecting a roof covering when working on other roof features.
- The overall condition of the roof and roof features shall be evaluated to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary. A roof shall be **repaired** by ensuring that the existing historic or compatible non-historic roof covering is sound and waterproof. Repair may include the limited replacement in kind or with a compatible substitute material of missing materials (such as wood shingles, slates, or tiles) on a main roof, as well as those extensively deteriorated or missing components of features when there are surviving prototypes, such as ridge tiles, dormer roofing, or roof monitors. Using corrosion-resistant roof fasteners (e.g., nails and clips) to repair a roof to help extend its longevity.
- An entire roof covering or feature may be **replaced** in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Only missing or damaged roofing tiles or slates shall be replaced rather than replacing the entire roof covering. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities and may include three-tab asphalt shingles, architectural (also known as dimensional or laminate) shingles with a straight bottom and light faux shadowing, wood roof shingles, clay or concrete tile, slate, and flat standing seam metal.

Roof materials shall be similar to the roof materials on existing structures within two hundred (200) feet of the subject property. Thick wood shakes, Dutch lap, French method, interlock shingles, architectural (also known as dimensional or laminate) shingles with scalloped or staggered bottom edge that simulate wood shake, slate or tile and have heavy faux shadowing, corrugated or ribbed metal roofing panels, and metal shingles are prohibited.

- Continuous ridge vents shall be permitted provided that the vents extend to the front edge of the fascia and are covered with the same material as the main roof. Static vents, electric vents, wind turbines, and attic fans not visible from the public right of way shall be permitted.
- Skylights not visible from the public right of way shall be permitted. Skylights shall be permitted on side roof slopes provided the front edge of the skylight is at least ten (10) feet back from the front edge of the main roof. Skylights shall be flat, parallel to the slope of the roof, and painted to match the roof material. Tubular, arched, domed, or pyramidal shaped skylights are prohibited, as are skylights visible from the public right-of-way.
- Mechanical and service equipment on the roof (such as heating and air-conditioning units or solar panels) when required for a new use shall be installed so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.

Windows

- Windows and their functional and decorative features that are important to the overall character of the building shall be **identified, retained, and preserved**. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, sash horns, glazing, pane configuration, sills, mullions, casings, brick molds, or trim) and related features, such as shutters. Historic windows visible from the public right of way and less than ten (10) feet from the front façade shall be retained and preserved.
- The wood or metal which comprises the window jamb, sash, and trim shall be **protected and maintained** through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems. Windows shall be made weathertight by re-caulking gaps in fixed joints and replacing or installing weather-stripping. The historic operability of windows shall be sustained by lubricating friction points, replacing broken components of the operating system (such as hinges, latches, sash chains or cords), and replacing deteriorated gaskets or insulating units.
- Sash locks, window guards, removable storm windows, and other reversible treatments may be installed to meet safety, security, or energy conservation requirements. Storm windows may be added with a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows. Storm windows improve energy efficiency and are especially beneficial when installed over wood windows because they also protect them from accelerated deterioration. Storm windows shall be painted or otherwise coated to match the color of the window; mill finish or anodized aluminum is prohibited. Interior storm windows may be added as an alternative to exterior storm windows.

- The overall condition of the windows shall be evaluated to determine whether more than protection and maintenance, such as repairs to windows and window features, will be necessary. Window frames and sashes shall be **repaired** by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated, broken, or missing components of features when there are surviving prototypes, such as sash, sills, hardware, or shutters. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities. Glazing putty that has failed shall be removed, and new putty shall be applied; or, if glass is broken, carefully remove all putty, replace the glass, and re-putty. A historic single-glazed sash may be modified to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter its appearance. Clear (no low-e) glass shall be used to repair windows. Low-e glass with a visible light transmittance (VLT) of greater than seventy-two percent (72%) and a visible light reflectance of less than twelve percent (12%) may be used in the repair of windows if the glazing manufacturer's specification or cut sheet is provided to the Preservation Planner.
- An entire window may be **replaced** in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material similar in design, color, scale, architectural appearance, and other visual qualities may be considered. True divided lights and simulated divided lights with window grids on the exterior and interior and spacer bars between the panes of glass the same color as the window sash shall be permitted. Incompatible, non-historic windows may be replaced with new windows that are compatible with the historic character of the building, or windows may be reinstated in openings that have been filled in with new windows that are compatible with the historic character of the building. Picture, bay, and bow windows are prohibited. Clear (no low-e) glass shall be used to repair windows. Low-e glass with a visible light transmittance (VLT) of greater than seventy-two percent (72%) and a visible light reflectance of less than twelve percent (12%) may be used in the repair of windows if the glazing manufacturer's specification or cut sheet is provided to the Preservation Planner.
- The sills of original window openings on rear or other secondary, less-visible elevations more than ten (10) feet from the front facade, may be raised to serve bathrooms and kitchens. The reconfigured openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration. The new openings shall have similar operation (e.g., double hung, casement, awning, or hopper), components (including sash, muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish as historic windows of the structure. For instance, a 6 over 6 double hung window's operation may be reconfigured to a 6-light fixed, awning, or hopper window or a 9-light casement window. Original components such as sills, mullions, casings, brick molds, or trim shall be identified, retained, and preserved, and a new panel shall be inserted below a new, higher sill.
- New window openings where none previously existed on rear or other secondary, less-visible elevations more than ten (10) feet from the front facade, may be added if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration. The new openings

shall have a similar height to width ratio, operation (e.g., double hung, casement, awning, or hopper), components (including sash, muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish as historic windows of the structure. If the original overall design of the building is predominantly single or pairs of window openings with wall between, the new window opening shall be single or pairs of window openings with wall between. New window openings containing multiple windows where none previously existed are prohibited.

- Window openings in a masonry foundation may be filled with materials that are similar in design, color, scale, architectural appearance, and other visual qualities of the surrounding masonry and shall be inset at least one inch from the face of the wall.

Entrances & Porches

- Entrances and porches and their functional and decorative features that are important in defining the overall historic character of the building shall be **identified, retained, and preserved**. The materials themselves (including masonry, wood, and metal) are significant, as are their features, such as doors, transoms, pilasters, columns, balustrades, stairs, roofs, and projecting canopies. A historic entrance or porch shall be retained even though it will no longer be used because of a change in the building's function. A porch that is original to the structure or dates to the period of significance of the district shall be retained and preserved.
- The masonry, wood, and metals which comprise entrances and porches shall be **protected and maintained** through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems.
- The overall condition of entrances and porches shall be evaluated to determine whether more than protection and maintenance, such as repairs to entrance and porch features, will be necessary. Entrances and porches shall be **repaired** by patching, splicing, consolidating, and otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated features or missing components of features when there are surviving prototypes, such as balustrades, columns, and stairs.
- An entire entrance or porch that is too deteriorated to repair (if the overall form and detailing are still evident) shall be **replaced** using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.
- If the entrance door is original or dating from the period of significance and blends with the historic character of the structure, it shall be retained unless the owner can demonstrate to the Landmarks Commission that it is beyond repair. Aluminum clad wood, aluminum, and insulated hollow metal entrance doors shall be approved if they are similar in design, color, scale, architectural appearance, and other visual qualities. Storm doors shall be compatible with the entrance door and the overall design of the building. Storm doors with metal grilles may be approved if they blend with the style of the structure. Unpaneled, modern-style doors and

doors with a fake wood grain, mill finish or clear anodized aluminum, and other metallic finishes are prohibited. All doors shall be varnished or painted or finished with a material that resembles a painted finish.

- New in-swinging or out-swinging French door openings may be added where none previously existed on the rear or other secondary, less-visible elevations more than ten (10) feet from the front facade. The new openings and the doors in them should be compatible with the overall design of the building but, in most cases, not duplicate historic doors. The new openings shall have a similar height to width ratio, components (including muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish as historic doors of the structure.
- Porch ceilings shall have the appearance of narrow beaded boards, unless another original material is approved by the Landmarks Commission. Porch pilasters, columns, or posts shall be trimmed with decorative molding at the top and bottom of the posts. Solid wall porch balustrades and stair wing walls shall be covered in siding to match the structure. Where physical evidence of the overall form and detailing are not evident, open porch balustrades and stair railings shall have top and bottom rails with the bottom rails raised no higher than four (4) inches above the floor. Balusters shall be located between (not in front of or behind) the top and bottom rails and shall be vertical, square, and spaced such that a four (4) inch sphere may not pass through the railing at any point. Handrails on stairs shall be wood to match the porch balustrade. Decorative wrought iron, aluminum or other metal, composite, and vinyl balustrades and railings are prohibited. Stairs may be constructed of wood, concrete, or brick. If wood is used, stairs shall have solid wood risers and be enclosed on the sides by lattice or a wing wall. First floor porch flooring shall be tongue-in-groove boards; carpeting, board decking, and faux wood grain composites are prohibited. Porch floor joists shall be hidden from view by rim joists or frieze boards. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, or other openwork design. The lattice shall be designed such that a three-(3) inch sphere could not pass through any portion of the lattice. All wood on exterior porches, except flooring and stair treads, shall be painted or opaque stained. Other designs may be permitted if they are compatible with the character of the structure and the district and if the owner can demonstrate to the Landmarks Commission that a different design is original to the structure.
- Porches on secondary, less-visible elevations more than ten (10) feet from the front facade may be enclosed with wood-framed screens or storm windows similar in proportion to windows on the structure, on the condition that the balustrade be retained and preserved, repaired, or replaced in a design compatible with the historic character of the structure. The wood-framed screens or storm windows shall match the color of the porch and be placed behind pilasters, columns, or posts and balustrades so they do not obscure those features. Screening porches visible from the public right-of-way is allowed, but enclosing porches visible from the public right-of-way is prohibited.

Storefronts

- Storefronts and their functional and decorative features that are important in defining the overall historic character of the building shall be **identified, retained, and preserved**. The

storefront materials (including wood, masonry, metals, ceramic tile, clear glass, and pigmented structural glass) and the configuration of the storefront are significant, as are features, such as display windows, base panels, bulkheads, signs, doors, transoms, kick plates, corner posts, piers, and entablatures. The removal of inappropriate, non-historic cladding, false mansard roofs, and other later, non-significant alterations can help reveal the historic character of the storefront. However, later, non-original features that have acquired significance over time and are within the period of significance shall be retained. The glazing and the transparency (i.e., which allows the openness of the interior to be experienced from the exterior) that is so important in defining the character of a historic storefront shall be retained.

- Masonry, wood, glass, ceramic tile, and metals which comprise storefronts shall be **protected and maintained** through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.
- The overall condition of the storefront shall be evaluated to determine whether more than protection and maintenance, such as repairs to storefront features, will be necessary. Storefronts shall be **repaired** by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of storefronts when there are surviving prototypes, such as transoms, base panels, kick plates, piers, or signs. Clear (no low-e) glass shall be used to repair storefront glazing. Low-e glass with a visible light transmittance (VLT) of greater than seventy-two percent (72%) and a visible light reflectance of less than twelve percent (12%) may be used in the repair of storefront glazing if the glazing manufacturer's specification or cut sheet is provided to the Preservation Planner.
- An entire storefront that is too deteriorated to repair (if the overall form and detailing are still evident) may be **replaced** in kind using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities. Missing awnings or canopies that can be historically documented to the building may be replaced, or new signage, awnings, or canopies that are compatible with the historic character of the building may be added.

Mechanical Systems

- A split system mechanical unit may be installed in a manner that will have minimal impact on the historic character and result in minimal loss of historic building material and shall be placed in a location on a secondary elevation of the historic building that is not highly visible. Split system mechanical units on primary and other highly-visible elevations are prohibited.
- Heating or air conditioning window units may be installed only when the installation of any other system would result in significant damage or loss of historic materials or features. Window units on primary and other highly-visible elevations are prohibited.
- Mechanical equipment on the roof may be installed, when necessary, so that it is minimally visible to preserve the building's historic character and setting.

- Air conditioning compressors shall be placed in a location on a secondary elevation of the historic building that is not highly visible. Air conditioning compressors on primary and other highly-visible elevations are prohibited.

Building Site

- Features of the building site that are important in defining its overall historic character shall be **identified, retained, and preserved**. Site features may include walls, fences, or steps; circulation systems, such as walks, paths or roads; vegetation, such as trees, shrubs, grass, orchards, hedges, windbreaks, or gardens; landforms, such as hills, terracing, or berms; furnishings and fixtures, such as light posts or benches; decorative elements, such as sculpture, statuary, or monuments; water features, including fountains, streams, pools, lakes, or irrigation ditches; and subsurface archeological resources, other cultural or religious features, or burial grounds which are also important to the site. The historic relationship between buildings and the landscape shall be retained.
- Buildings and site features shall be **protected and maintained** by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape. Any existing irrigation that may be wetting the building excessively shall be corrected. Disturbance of the terrain around buildings or elsewhere on the site shall be minimized, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds. Areas where the terrain will be altered shall be surveyed and documented to determine the potential impact to important landscape features, archeological resources, other cultural or religious features, or burial grounds. Important landscape features shall be preserved through regularly-scheduled maintenance of historic plant material. Protective fencing, bollards, and stanchions may be installed on a building site, when necessary for security, that are as unobtrusive as possible. Continued protection and maintenance of buildings and landscape features on the site shall be provided through appropriate grounds and landscape management.
- The overall condition of materials and features shall be evaluated to determine whether more than protection and maintenance, such as repairs to site features, will be necessary. Historic site features which have been damaged, are deteriorated, or have missing components shall be **repaired** to reestablish the whole feature and to ensure retention of the integrity of the historic materials. Repairs may include limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of site features when there are surviving prototypes, such as paving, railings, or individual plants within a group (e.g., a hedge). Repairs should be physically and visually compatible. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.
- An entire feature of the site that is too deteriorated to repair (if the overall form and detailing are still evident) may be **replaced** using the physical evidence as a model to reproduce the feature. Examples could include a walkway or a fountain, a land form, or plant material. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.

Code Required Work

Accessibility

- The historic building's character-defining exterior features and features of the site and setting which may be affected by accessibility code-required work shall be identified.
- Barrier-free access requirements shall be complied with in such a manner that the historic building's character-defining exterior features and features of the site and setting are preserved or impacted as little as possible.
- Specialists in accessibility and historic preservation shall be utilized to determine the most sensitive solutions to comply with access requirements in a historic building, its site, or setting.
- Barrier-free access that promotes independence for the user while preserving significant historic features shall be provided.
- Solutions to meet accessibility requirements that minimize the impact of any necessary alteration on the historic building, its site, and setting, such as compatible ramps, paths, and lifts, shall be utilized.
- Relevant sections of existing codes regarding accessibility for historic buildings shall be used that provide alternative means of code compliance when code-required work would otherwise negatively impact the historic character of the property.
- The impact of accessibility ramps shall be minimized by installing them on secondary elevations when it does not compromise accessibility or by screening them with plantings.
- A gradual slope or grade to the sidewalk shall be added to access the entrance rather than installing a ramp that would be more intrusive to the historic character of the building and the district.
- An exterior stair or elevator tower that is compatible with the historic character of the building shall be added in a minimally-visible location only when it is not possible to accommodate it on the interior without resulting in the loss of significant historic spaces, features, or finishes.
- A lift shall be installed as inconspicuously as possible when it is necessary to locate it on a primary elevation of the historic building.

Life Safety

- The historic building's character-defining exterior features and features of the site and setting which may be affected by life-safety code-required work shall be identified.
- Life-safety codes (including requirements for impact-resistant glazing) shall be complied with in such a manner that the historic building's character-defining exterior features and features of the site and setting are preserved or impacted as little as possible.
- Building materials shall be removed only after testing has been conducted to identify hazardous materials and using only the least damaging abatement methods.
- Code officials and historic preservation specialists shall be utilized to investigate systems, methods, or devices to make the building compliant with life-safety codes to ensure that necessary alterations will be compatible with the historic character of the building.

- Relevant sections of existing codes regarding life safety for historic buildings shall be used to provide alternative means of code compliance when code-required work would otherwise negatively impact the historic character of the building.
- A new stairway to meet life-safety code requirements shall be added in a manner that preserves adjacent character-defining features and spaces.
- Existing openings on secondary or less-visible elevations or, if necessary, creating new openings on secondary or less-visible elevations shall be used to accommodate second egress requirements.
- A code-required stairway that cannot be accommodated within the historic building shall be placed in a new exterior addition located on a secondary or minimally-visible elevation.
- A new exterior stairway addition shall be designed to be compatible with the historic character of the building.

Recommendations for the Standards for Review for New Additions

General

- Functions and services required for a new use (including elevators and stairways) shall be placed in secondary or non-character-defining interior spaces of the historic building rather than constructing a new addition.
- A new addition shall be constructed on a secondary or non-character-defining elevation and its size and scale shall be limited in relationship to the historic building. New additions on the front of the principal structure are prohibited.
- A new addition shall be constructed that results in the least possible loss of historic materials so that character-defining features are not obscured, damaged, or destroyed. New additions that destroy significant historic materials or character-defining features are prohibited.
- A new addition shall be designed that is compatible with the historic building.
- The addition shall be subordinate and secondary to the historic building and compatible in massing, scale, materials, relationship of solids to voids, and color. No addition shall be higher than the existing principal structure. If the existing principal structure is already nonconforming, any additions or enlargements shall conform to the provisions of this ordinance for new structures, the height restrictions for the zoning district in which the principal structure is located, and Section 28.192.
- The same forms, materials, and color range of the historic building shall be used in a manner that does not duplicate it, but distinguishes the addition from the original building.
- The alignment, rhythm, and size of the window and door openings of the new addition shall be based on those of the historic building.
- A simple, recessed, small-scale hyphen, or connection, may be incorporated to physically and visually separate the addition from the historic building.
- The addition shall be distinguished from the original building by setting it back from the wall plane of the historic building.
- The addition shall be stylistically appropriate for the historic building type (e.g., whether it is residential or institutional).

- The design for a new addition shall be considered in terms of its relationship to the historic building as well as the historic district, neighborhood, and setting.
- New additions in densely-built locations (such as a downtown commercial district) may appear as a separate building or infill, rather than as an addition. In such a setting, the addition or the infill structure must be compatible with the size and scale of the historic building and surrounding buildings—usually the front elevation of the new building should be in the same plane (i.e., not set back from the historic building). This approach may also provide the opportunity for a larger addition or infill when the façade can be broken up into smaller elements that are consistent with the scale of the historic building and surrounding buildings.
- A compatible rooftop addition for a multi-story building, when required for a new use, shall be designed that is set back at least one full bay from the primary and other highly-visible elevations and that is inconspicuous when viewed from surrounding streets. A rooftop addition shall be limited to one story in height to minimize its visibility and its impact on the historic character of the building.

Building Materials

Masonry: Stone, Brick, Terra Cotta, Concrete, Stucco, and Mortar

- New additions shall be designed and constructed so that the character-defining masonry features of the historic building are not negatively impacted. New additions shall result in the least possible loss of historic masonry materials so that character-defining features are not obscured, damaged, or destroyed. New additions that destroy significant historic masonry materials or character-defining features are prohibited.
- Materials for exterior walls shall be similar in design, color, scale, architectural appearance, and other visual qualities of the historic building, but differentiated enough so that it is not confused as historic or original to the building. Combinations of materials that occur on the historic building or in the historic district, i.e., brick on first floor with clapboard on second floor are acceptable. Concrete block, pebble dash, composite stucco panels, and exterior insulation and finish systems are prohibited.

Wood: Clapboard, Weatherboard, Shingles, and Other Functional and Decorative Elements

- New additions shall be designed and constructed so that the character-defining wood features of the historic building are not negatively impacted. New additions shall result in the least possible loss of historic wood materials so that character-defining features are not obscured, damaged, or destroyed. New additions that destroy significant historic wood materials or character-defining features are prohibited.
- Materials for exterior walls shall be similar in design, color, scale, architectural appearance, and other visual qualities of the historic building, but differentiated enough so that it is not confused as historic or original to the building. Horizontal wood or smooth composite clapboards four (4) inches or less in exposure, smooth wood shingles, or combinations of materials that occur on the historic building or in the historic district, i.e., brick on first floor with clapboard on second

floor are acceptable. Asbestos, wide clapboards over four (4) inches in exposure, composite clapboards with faux wood grain texture, diagonal boards, vertical boards, rough sawn wood, rough split shingles, shakes, aluminum, and vinyl siding are prohibited.

Building Features & Systems

Roofs

- Mechanical and service equipment on the roof (such as heating and air-conditioning units or solar panels) when required for a new use shall be installed so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.
- Rooftop additions, decks or terraces, dormers, or skylights when required by a new or continuing use shall be designed so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features.
- A green roof or other roof landscaping, railings, or furnishings shall be installed that are not visible on the site or from the public right-of-way and do not damage the roof structure.
- The form and pitch of the roof shall be similar to the roof form and pitch on the historic structure.
- New chimneys shall be constructed of compatible masonry materials that are similar in design, color, scale, architectural appearance, and other visual qualities as the rest of the structure. If there is no masonry on the structure, chimneys shall be constructed of compatible masonry materials that are similar in design, color, scale, architectural appearance, and other visual qualities as other structures within the period of significance of the district.
- New dormers shall be no less than twelve (12) feet from the front edge of the roof. The ridge line of a dormer shall not extend above the ridge line of the main roof. The front face of a dormer wall shall not extend beyond the face of the main structure wall below. Shed dormers behind existing dormers or gables may be approved on sides not visible from the public right-of-way. Dormer roof form, overhang, cladding, trim, and window shall be similar in design, color, scale, architectural appearance, and other visual qualities as the historic building. If the historic roof form is not practical, another form may be approved if it does not detract from the historic character of the building or the neighborhood.
- Roof materials shall be similar to the roof materials on the historic structure. Any roofing materials shall be permitted on flat or slightly sloped roofs not visible from the public right of way. Three-tab asphalt shingles, architectural (also known as dimensional or laminate) shingles with a straight bottom and light faux shadowing, wood roof shingles, clay or concrete tile, slate, and flat standing seam metal roofing materials shall be permitted on roofs visible from the public right of way. Thick wood shakes, Dutch lap, French method, interlock shingles, architectural (also known as dimensional or laminate) shingles with a scalloped or staggered bottom edge that simulate wood shake, slate, or tile and have heavy faux shadowing, corrugated or ribbed metal roofing panels, and metal roof shingles are prohibited on roofs visible from the public right of way.

- Continuous ridge vents shall be permitted provided that the vents extend to the front edge of the fascia and are covered with the same material as the main roof. Static vents, electric vents, wind turbines, and attic fans not visible from the public right of way and matching the color of the roof shall be permitted.
- Skylights not visible from the public right of way shall be permitted. Skylights shall be permitted on side roof slopes provided the front edge of the skylight is at least ten (10) feet back from the front edge of the main roof. Skylights shall be flat, parallel to the slope of the roof, and painted to match the roof material. Tubular, arched, domed, or pyramidal shaped skylights are prohibited, as are skylights visible from the public right-of-way.

Windows

- Openings and the windows in them should be compatible with the overall design of the historic building but not duplicate the historic fenestration. The new openings shall have a similar height to width ratio, rhythm of solids to voids, operation (e.g., double hung, casement, awning, or hopper), components (including sash, muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish as historic windows of the structure.
- True divided lights and simulated divided lights with window grids on the exterior and interior and spacer bars between the panes of glass the same color as the window sash shall be permitted. Bay windows may be approved if they have sides perpendicular to the wall and if they do not extend beyond the eaves of the roof. Picture, bay, and bow windows are prohibited. Clear or low-e glass with a visible light transmission (VLT) of greater than seventy-two percent (72%) and a reflectance of less than twelve percent (12%) shall be used.

Entrances & Porches

- Doors shall be compatible with the overall design of the building but, in most cases, not duplicate historic doors. New door openings shall have a similar height to width ratio, components (including muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish as historic doors of the structure. Aluminum clad wood, aluminum, and insulated hollow metal entrance doors shall be approved if they are similar in design, color, scale, architectural appearance, and other visual qualities. Storm doors shall be compatible with the door and the overall design of the building. Storm doors with metal grilles may be approved if they blend with the style of the structure. Unpaneled, modern-style doors and doors with a fake wood grain, mill finish or clear anodized aluminum, and other metallic finishes are prohibited. All doors shall be varnished or painted or finished with a material that resembles a painted finish.
- Porch ceilings shall have the appearance of narrow beaded boards. Porch pilasters, columns, or posts shall be trimmed with decorative molding at the top and bottom of the posts. Open porch balustrades and stair railings shall have top and bottom rails with the bottom rails raised no higher than four (4) inches above the floor. Balusters shall be located between (not in front of or behind) the top and bottom rails and shall be vertical, square, and spaced such that a four (4) inch sphere may not pass through the railing at any point. Balusters may also be compatible

with the overall design of the historic porch but, in most cases, not duplicate the historic balusters. Handrails on stairs shall be wood to match the porch balustrade. Decorative wrought iron, aluminum or other metal, composite, and vinyl balustrades and railings are prohibited. Stairs may be constructed of wood, concrete, or brick. If wood is used, stairs shall have solid wood risers and be enclosed on the sides by lattice or a wing wall. First floor porch flooring shall be tongue-in-groove boards; carpeting, board decking, and faux wood grain composites are prohibited. Porch floor joists shall be hidden from view by rim joists or frieze boards. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, or other openwork design. The lattice shall be designed such that a three-(3) inch sphere could not pass through any portion of the lattice. All wood on exterior porches, except flooring and stair treads, shall be painted or opaque stained. Other designs may be permitted if they are compatible with the character of the structure and the district and if the owner can demonstrate to the Landmarks Commission that a different design is original to the structure.

- Porches on secondary, less-visible elevations more than ten (10) feet from the front facade may be enclosed with wood-framed screens or storm windows similar in proportion to windows on the structure. The wood-framed screens or storm windows shall match the color of the porch and be placed behind pilasters, columns, or posts and balustrades so they do not obscure those features. Screening porches visible from the public right-of-way is allowed, but enclosing porches visible from the public right-of-way is prohibited.
- Rear yard decks may have solid wall balustrades and stair wing walls with siding to match the structure or open balustrades and stair railings with top and bottom rails with the bottom rails raised no higher than four (4) inches above the floor. Balusters shall be located between (not in front of or behind) the top and bottom rails and shall be vertical, square, and spaced such that a four (4) inch sphere may not pass through the railing at any point. Balusters may also be compatible with the overall design of the historic porch but, in most cases, not duplicate the historic balusters. Handrails on stairs shall be wood to match the deck balustrade. Decorative wrought iron, aluminum or other metal, composite, and vinyl balustrades and railings are prohibited. Spaces beneath decks and stairs shall be screened by framed lattice or evergreen shrubs, and all parts of the deck, except the flooring and steps, shall be painted or opaque-stained in a color to blend with the colors on the structure.
- Second exit stairways shall be provided on the interior of the structure where possible. When this is not possible, exterior second exit platforms and stairs shall be as unobtrusive as possible and located on the rear or other secondary, less-visible elevations more than ten (10) feet from the front facade. Second exit platforms or stairs visible from the public right-of-way are prohibited, unless the owner can demonstrate to the Landmarks Commission that no other location is possible.

Building Site

- New onsite features (such as parking areas, access ramps, or lighting) shall be designed so that they are as unobtrusive as possible, retain the historic relationship between the building or building and the landscape, and are compatible with the historic character of the property.

- New exterior additions to historic buildings or adjacent new construction shall be designed to be compatible with the historic character of the site and preserve the historic relationship between the building or building and the landscape.
- An irrigation system needed for a new or continuing use of the site shall be located where it will not cause damage to historic buildings.
- Poured concrete retaining walls with a smooth rubbed finish and under twenty-four (24) inches in height, flagstone, and stone ashlar retaining walls are permitted. Proposals to construct front yard retaining walls of other materials must be submitted to Landmarks Commission for approval prior to installation. Railroad tie, landscape timbers, boulders, and concrete block retaining walls are prohibited.
- Wrought iron, simulated wrought iron, and wood fences are permitted. Chain link, metal mesh, vinyl, composite, bamboo, reed, and other rustic style fences, such as rough sawn wood or split-rails, are prohibited. Fences in the front yard shall not exceed three (3) feet in height.
- No new parking lots will be approved unless they are accessory to and on the same zoning lot as a commercial structure or multiple family dwelling.

Code Required Work

Accessibility

- The impact of accessibility ramps shall be minimized by installing them on secondary elevations when it does not compromise accessibility or by screening them with plantings.
- An exterior stair that is compatible with the historic character of the building shall be added in a minimally-visible location only when it is not possible to accommodate it on the interior without resulting in the loss of significant historic spaces, features, or finishes.
- A lift shall be installed as inconspicuously as possible when it is necessary to locate it on a primary elevation of the historic building.

Life Safety

- A new stairway to meet life-safety code requirements shall be added in a manner that preserves adjacent character-defining features and spaces.
- Existing openings on secondary or less-visible elevations or, if necessary, creating new openings on secondary or less-visible elevations shall be used to accommodate second egress requirements.
- A code-required stairway that cannot be accommodated within the historic building shall be placed in a new exterior addition located on a secondary or minimally-visible elevation.
- A new exterior stairway addition shall be designed to be compatible with the historic character of the building.

Recommendations for the Standards for Review for New Structures

General

- A new building may be added to a historic site or property only if the requirements for a new or continuing use cannot be accommodated within the existing structure or structures.
- New construction shall be located far enough away from the historic building, when possible, where it will be minimally visible and will not negatively affect the building's character, the site, or setting.
- New construction on a historic site or in a historic setting shall be designed that it is compatible but differentiated from the historic building or buildings. The massing, scale, relationship of solids to voids, alignment, rhythm, and size of the window and door openings of adjacent historic buildings within two hundred (200) feet of the subject property shall be considered.
- The design for related new construction shall be considered in terms of its relationship to the historic building as well as the historic district and setting.
- New construction shall be secondary to the historic building and shall not detract from its significance.
- Site features or land formations, such as trees or sloping terrain, shall be used to help minimize the new construction and its impact on the historic building and property.
- Infill structures in a densely-built location (such as a downtown commercial district) must be compatible with the size and scale of the surrounding historic buildings—usually the front elevation of the new building should be in the same plane (i.e., not set back from the historic building) and the façade can be broken up into smaller elements that are consistent with the scale of the historic building and surrounding buildings.
- New principal structures shall be similar in height and compatible with the principal structures within two hundred (200) feet of the subject property. The maximum height of principal structures in the TR-C2, TR-C3, TR-C4, TR-V1, and TR-V2 Zoning Districts shall be thirty-five (35) feet and shall not exceed two and one-half (2½) stories. The maximum height of principal structures in the TR-U1, NMX, TSS, and LMX Zoning Districts shall be forty (40) feet. The maximum height of principal structures in the TR-U2 Zoning District shall be fifty (50) feet. [Need maximum heights of principal structures in other zoning districts.]
- The gross area of the front facade, i.e., all walls facing the street, shall be no greater than one hundred twenty-five percent (125%) of the average gross area of the front facades of structures within two hundred (200) feet of the subject property, or the front façade shall be modulated with variations in setbacks that reflect or repeat the rhythm of adjacent historic buildings constructed during the period of significance within two hundred (200) feet of the subject property.
- The maximum height of accessory structures, as defined in Section 28.211, shall be fifteen (15) feet. Accessory structure shall only be erected in the rear yard. Building materials and building features shall be similar in design, color, scale, architectural appearance, and other visual qualities as the principal structure. Windows shall be either casements or double-hung units of a similar proportion to the windows on the principal structure. Garage doors shall be located on the side or rear facades whenever feasible and shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district. Horizontally paneled doors and flat paneled doors are prohibited.

Building Materials

Masonry: Stone, Brick, Terra Cotta, Concrete, Stucco, and Mortar

- Materials for exterior walls shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district, but differentiated enough so that it is not confused as a historic building. Masonry building materials such as brick, stone, and stucco are encouraged. Concrete block, pebble dash, composite stucco panels, and exterior insulation and finish systems are prohibited.

Wood: Clapboard, Weatherboard, Shingles, and Other Functional and Decorative Elements

- Materials for exterior walls shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district, but differentiated enough so that it is not confused as a historic building. Wood building materials such as horizontal wood or smooth composite clapboards four (4) inches or less in exposure and smooth wood shingles are encouraged. Asbestos, wide clapboards over four (4) inches in exposure, composite clapboards with faux wood grain texture, diagonal boards, vertical boards, rough sawn wood, rough split shingles, shakes, aluminum, and vinyl siding are prohibited.

Building Features & Systems

Roofs

- Mechanical and service equipment on the roof (such as heating and air-conditioning units or solar panels) when required for a new use shall be installed so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.
- Rooftop decks or terraces shall be designed so that they are inconspicuous and minimally visible on the site and from the public right-of-way.
- A green roof or other roof landscaping, railings, or furnishings shall be installed that are not visible on the site or from the public right-of-way.
- The form of a roof shall be similar to the roof form on existing structures within two hundred (200) feet of the subject property. The pitch of a roof shall be similar to the roof pitch on existing structures within two hundred (200) feet of the subject property but shall be no less than 4-in-12.
- New chimneys shall be constructed of compatible masonry materials that are similar in design, color, scale, architectural appearance, and other visual qualities as existing structures within two hundred (200) feet of the subject property.
- Roof materials shall be similar to the roof materials on existing structures within two hundred (200) feet of the subject property. Any roofing materials shall be permitted on flat or slightly sloped roofs not visible from the public right of way. Three-tab asphalt shingles, architectural (also known as dimensional or laminate) shingles with a straight bottom and light faux shadowing, wood roof shingles, clay or concrete tile, slate, and flat standing seam metal roofing

materials shall be permitted on roofs visible from the public right of way. Thick wood shakes, Dutch lap, French method, interlock shingles, architectural (also known as dimensional or laminate) shingles with a scalloped or staggered bottom edge that simulate wood shake, slate, or tile and have heavy faux shadowing, corrugated or ribbed metal roofing panels, and metal roof shingles are prohibited on roofs visible from the public right of way.

- Continuous ridge vents shall be permitted provided that the vents extend to the front edge of the fascia and are covered with the same material as the main roof. Static vents, electric vents, wind turbines, and attic fans not visible from the public right of way and matching the color of the roof shall be permitted.
- Skylights not visible from the public right of way shall be permitted. Skylights shall be permitted on side roof slopes provided the front edge of the skylight is at least ten (10) feet back from the front edge of the main roof. Skylights shall be flat, parallel to the slope of the roof, and painted to match the roof material. Tubular, arched, domed, or pyramidal shaped skylights are prohibited, as are skylights visible from the public right-of-way.

Windows

- Openings and the windows in them should be compatible with, but not duplicate, other openings in structures within the period of significance of the district and within two hundred (200) feet of the subject property. Openings shall have a similar height to width ratio, rhythm of solids to voids, operation (e.g., double hung, casement, awning, or hopper), components (including sash, muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish.
- True divided lights and simulated divided lights with window grids on the exterior and interior and spacer bars between the panes of glass the same color as the window sash shall be permitted. Picture, bay, and bow windows are prohibited. Clear or low-e glass shall be used.

Entrances & Porches

- The main entrance to the structure shall be on the front facade. The entrance shall either be inset or projecting from the plane of the main facade. Entrance and storm doors shall be compatible with, but not duplicate, other openings in structures within the period of significance of the district and within two hundred (200) feet of the subject property. Openings shall have a similar height to width ratio, rhythm of solids to voids, components (including muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish. Aluminum clad wood, aluminum, and insulated hollow metal entrance doors may be approved. Storm doors with metal grilles may be approved if they blend with the style of the structure. Unpaneled, modern-style doors and doors with a fake wood grain, mill finish or clear anodized aluminum, and other metallic finishes are prohibited. All doors shall be varnished or painted or finished with a material that resembles a painted finish.
- Porches at the main entrances are encouraged. Porch ceilings shall have the appearance of narrow beaded boards. Porch pilasters, columns, or posts shall be trimmed with decorative molding at the top and bottom of the posts. Open porch balustrades and stair railings shall have

top and bottom rails with the bottom rails raised no higher than four (4) inches above the floor. Balusters shall be located between (not in front of or behind) the top and bottom rails and shall be vertical, square, and spaced such that a four (4) inch sphere may not pass through the railing at any point. Balusters may also be compatible with the overall design of historic porches on existing structures within two hundred (200) feet of the subject property but, in most cases, not duplicate the historic balusters. Handrails on stairs shall be wood to match the porch balustrade. Decorative wrought iron, aluminum or other metal, composite, and vinyl balustrades and railings are prohibited. Stairs may be constructed of wood, concrete, or brick. If wood is used, stairs shall have solid wood risers and be enclosed on the sides by lattice or a wing wall. First floor porch flooring shall be tongue-in-groove boards; carpeting, board decking, and faux wood grain composites are prohibited. Porch floor joists shall be hidden from view by rim joists or frieze boards. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, or other openwork design. The lattice shall be designed such that a three-(3) inch sphere could not pass through any portion of the lattice. All wood on exterior porches, except flooring and stair treads, shall be painted or opaque stained. Other designs may be permitted if they are compatible with the character of the district.

- Porches on secondary, less-visible elevations more than ten (10) feet from the front facade may be enclosed with wood-framed screens or storm windows similar in proportion to windows on the structure. The wood-framed screens or storm windows shall match the color of the porch and be placed behind pilasters, columns, or posts and balustrades so they do not obscure those features. Screening porches visible from the public right-of-way is allowed, but enclosing porches visible from the public right-of-way is prohibited.
- Rear yard decks may have solid wall balustrades and stair wing walls with siding to match the structure or open balustrades and stair railings with top and bottom rails with the bottom rails raised no higher than four (4) inches above the floor. Balusters shall be located between (not in front of or behind) the top and bottom rails and shall be vertical, square, and spaced such that a four (4) inch sphere may not pass through the railing at any point. Handrails on stairs shall be wood to match the deck balustrade. Decorative wrought iron, aluminum or other metal, composite, and vinyl balustrades and railings are prohibited. Spaces beneath decks and stairs shall be screened by framed lattice or evergreen shrubs, and all parts of the deck, except the flooring and steps, shall be painted or opaque-stained in a color to blend with the colors on the structure.
- Second exit stairways shall be provided on the interior of the structure.

Building Site

- New onsite features (such as parking areas, access ramps, or lighting) shall be designed so that they are as unobtrusive as possible, retain the historic relationship between the building or building and the landscape, and are compatible with the historic character of the property.
- New exterior additions to historic buildings or adjacent new construction shall be designed to be compatible with the historic character of the site and preserve the historic relationship between the building or building and the landscape.

- An irrigation system needed for a new or continuing use of the site shall be located where it will not cause damage to historic buildings.
- Poured concrete retaining walls with a smooth rubbed finish and under twenty-four (24) inches in height, flagstone, and stone ashlar retaining walls are permitted. Proposals to construct front yard retaining walls of other materials must be submitted to Landmarks Commission for approval prior to installation. Railroad tie, landscape timbers, boulders, and concrete block retaining walls are prohibited.
- Wrought iron, simulated wrought iron, and wood fences are permitted. Chain link, metal mesh, vinyl, composite, bamboo, reed, and other rustic style fences, such as rough sawn wood or split-rails, are prohibited. Fences in the front yard shall not exceed three (3) feet in height.
- No new parking lots will be approved unless they are accessory to and on the same zoning lot as a commercial structure or multiple family dwelling.

Recommendations for a Spectrum of Standards for Review

Consider incorporating a spectrum of Standards for Review.

Applications that are for identifying, retaining, and preserving; protecting and maintaining; or repairing may be reviewed and approved by staff, which should approve the overall timeliness of the process. However, staff shall have the discretion to forward applications on to Landmarks Commission if they see fit. Applications for replacement, new additions, and new construction must be reviewed and approved by Landmarks Commission.

The above recommendations for the Standards for Review shall be studied further, within the framework of a hierarchy of standards in which properties constructed during the period of significance shall be more stringent than properties constructed outside of the period of significance, new additions, or new structures. Similarly, Standards for Review for primary, front, or street-facing facades shall be more stringent than secondary, side, rear, or non-street-facing facades.