Policy/Procedure: Historic Preservation Review Guidelines

Date Adopted or Implemented: 06-09-2008 (approved by City Council)

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

I. IDENTIFYING KEY ELEMENTS OF THE RESOURCES

1. **Contributing Resources** Resources which contribute to the historic character of the district (most of which will be over 50 years old) may be described by condition:

   (a) The original design is largely intact, with its original ornament and detail. Maintenance and repair may be needed, but new design work is not necessary.

   (b) The original design can be discerned, but some elements have been removed or replaced with later designs. If early photographs or architectural drawings are available, exact reconstruction of missing details will be possible. Otherwise, new but compatible designs may be necessary.

   For these contributing resources, the Secretary of the Interior's Standards for Rehabilitation should be followed. The guidelines in this document provide greater detail but are consistent with the Secretary's standards.

2. **Non-Contributing Resources** Resources may not contribute to the historic character of the district for several reasons:

   (a) Some are over 50 years old but their original design has been significantly altered. For these, even when documentation of the original design and details is available, the Commission must decide whether enough remains to justify restoration to the original design. Otherwise, the guidelines for additions and new construction should be applied (section V).

   (b) Some are less than 50 years old but are of good architectural quality for the period in which they were built, and they have become important parts of the context of the contributing resources in the district. Proposed changes should be judged against the standards of the period of the building. Changes should only be approved which are consistent with the structure's own style, form, scale, relationship of openings, selection of materials, details and other features.

   (c) Others less than 50 years old are of poor architectural quality. The guidelines for additions and new construction should be applied (section V).

3. **Identify Characteristics** Identify and give consideration to the elements and characteristics which are original to the resource, and those that are later but contribute to its history or architectural significance.

   (a) All features, components and details which are original to the building should be preserved. They should not be covered with signs or new materials.

   (b) Features which are damaged should be repaired whenever possible. Repair is

always preferred over replacement.

(c) When replacement is absolutely necessary, the original element should be reconstructed as exactly as possible.

(d) When a feature is missing, it should only be reconstructed if there is a model or clear documentary evidence upon which to base the design. Otherwise, recognizably new but compatible designs may be necessary.

4. **The Surroundings** Identify the significant characteristics of the history and/ or architecture of the surroundings and give consideration to the impact of the proposed changes on the integrity of the surrounding area.

5. **Need for Changes** Identify and give consideration to how important the proposed adaptations are to continuing the same use, or allowing an adaptive re-use of the resource.

6. **Variances for Lot Lines** Due to conditions of design and construction in historic neighborhoods where structures were often built close to the lot lines, it is in the public interest to retain a neighborhood's historic appearance by allowing variances to normal yard requirements. Where deemed that such variances will not significantly affect neighboring properties, the Commission may recommend to the Zoning Board of Appeals that such variance to standard yard requirements be made.

7. **Variances from Codes** Typical historic details, such as heights of railings, may not meet current building or housing codes. Where deemed that such variances will not significantly affect the safety of occupants or the public, the Commission may recommend to the appropriate authorities that variances to the modern standard codes be allowed.

II. PRIMARY STRUCTURES

A. Materials, Maintenance, and Substitutes

1. **Original Materials** On contributing resources, original materials shall be used for repairs and additions wherever feasible. *(Note: Existing substitute siding or trim may be repaired with the same substitute materials without review, if less than 25% of the material needs to be replaced.)*

2. **Maintenance**
(a) Exterior materials should be maintained, cleaned and repaired using methods and products which will not endanger the integrity of the materials.

(b) Clean ***wood*** using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Blasting with particulates, power washing at high pressures, and propane or butane torches are not appropriate.

(c) Only types of paint which "breathe" (allow moisture to pass through the

surface) should be used on wood surfaces.

(d) The cleaning of exterior ***masonry*** for the rehabilitation or restoration of a historic structure may be appropriate, provided that the cleaning technique used will not cause damage or permanent alteration to the historic structure. The natural weathering and discoloration or patina of masonry materials is to be respected as the appearance achieved as a result of the original design's selection of exterior materials. The use of any cleaning technique that would totally remove this natural patina from original building materials should be avoided

(e) Cleaning guidelines for ***metal*** are available from the National Park Service.

3. **Retaining Wood Features** Wooden features that contribute to the overall historic character of a building and a site should be retained and preserved. These features include, but are not limited to, such functional and decorative elements as siding, shingles, shakes, cornices, architraves, brackets, pediments, columns, balustrades, other architectural trim, porch ceilings, floors and facia.

4. **Replacing Wood Features**

(a) If replacement of an entire wooden feature is necessary, it should be replaced in kind, matching the original design, dimension, detail, material and texture. Compatible substitute materials should be considered only if using the original material is not technically feasible.

(b) If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail in kind rather than an entire feature.

(c) If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in profile, scale, size, material and texture with the historic building and district.

5. **Substitute Materials**

(a) The use of substitute siding or trim in any form on an existing building is not recommended. Substitute siding or trim rarely replicates the dimensions or appearance of original materials.

(b) Cast, molded, composite or synthetic architectural details and exterior materials may be used on existing structures if the original product is no longer available and if such application would not eliminate any architectural details. Such materials shall be permitted in new construction.

(c) In order to qualify for the exceptional approval of substitute materials on an existing building, the application must meet the following tests:
—the substitute material will replace other substitute material on the structure; and
—the cost of restoring the original material is unreasonable, judged in relation to the finished value of the property; and/ or
—the original materials (or other suitable alternatives), or the skills necessary to apply those materials are unavailable; or
—there is an emergency (probably temporary) need to provide the material in a

time period which does not allow use of the original material (or other suitable alternative).

(d) Where substitute material replaces other substitute material, the siding installation should not eliminate any architectural details.

(e) On existing structures, the first-time application of vinyl or aluminum siding is not permitted. The use of vinyl or aluminum siding is also not permitted on new structures.

6. **Missing Details** When a feature is missing it must be replaced with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, material, and color with the historic building and district. If a detail of a painted metal feature such as a decorative cornice is missing or deteriorated, replacement in kind may not be feasible, and the replication of the detail in fiberglass, wood or aluminum may be appropriate.

7. **Masonry Repairs** Masonry repairs must retain the original or existing appearance of the masonry. If masonry is to be replaced, the new material must match the original or existing material in color, texture and hardness. Mortar must replicate original or existing mortar in color, consistency, design and hardness. For example, older brick walls were often laid with a higher lime content than is now common, and sometimes with dark gray or black mortar and finished with recessed joints.

8. **Sealing Masonry** Sealants should not be applied to masonry unless it is necessary to prevent further deterioration. Use of sealants is subject to review by the Commission.

9. **Maintaining Metal** Regular maintenance of metal is critical in the prevention of corrosion, oxidation (rust) and water damage which are chemical reactions to air exposure and moisture. A sound coat of appropriate paint can be the key to preserving historic metal (except in the instance of copper and bronze which should retain their natural patina). If corrosion begins it will be necessary to remove all of the rust immediately followed by priming the areas with a zinc-based primer or other rust-inhibiting primer. Again this does not apply to copper and bronze. Corrosion can also result from a chemical reaction caused by contact between two dissimilar metals. Patching or replacing deteriorated metal in kind is always preferable to using substitute material. The reactions between dissimilar metals limit the options of patching one metal with another.

10. **Painting Metal and Concrete** Unpainted metal and unpainted exposed concrete (except in a foundation wall) is prohibited unless it is deemed an essential element to the total design and is compatible with the existing character of the overall Historic District.

11. **False History** It is not appropriate to introduce wood or architectural metal features or details to a historic building in an attempt to create a false historical appearance.

B. Coatings and Colors

1. **Colors** Colors that are historically associated with the period of the resources shall not be considered for existing structures; however, the commission may recommend a broad palette of colors as being compatible with the overall character of the district.

2. **Unpainted Masonry** Previously unpainted masonry shall not be painted. Masonry which was previously painted may be re-painted. Unless old paint or other coatings can be removed without damage to the masonry, a painted surface should be re-painted rather than stripped of old paint. In preparing to repaint previously painted masonry, stripping should only occur where the paint can be easily removed without damaging the underlying masonry. Blasting with sand or other highly abrasive materials is not permitted. Where paint stripping cannot be performed without damaging the masonry, repainting over the existing paint is the only appropriate solution.

3. **Repair Before Painting** Necessary masonry repairs (i.e. tuckpointing, stucco patching, crack repairs, etc.) should be satisfactorily completed prior to cleaning the masonry surface. This will help guard against possible damage that could be caused by cleaning tools or materials penetrating into cracks and holes. A masonry surface must be in a state of good repair before cleaning is attempted.

C. Roofs, Parapets, and Gutters

1. **Roof Forms** Roofs and roof forms should be maintained and preserved when they contribute to the historic character of the building, including but not limited to materials, cresting, dormers, chimneys, cupolas and cornices. Repairs may include the limited replacement in kind of those extensively deteriorated or missing parts of a feature when there are surviving prototypes such as cupola louvers, dentils, dormer roofing or slates, tiles or wood shingles on a main roof

2. **Roofing Materials** When roofing material is clearly distinctive to a buildings style, retaining or replacing it in kind is important and all efforts should be exhausted before replacement with a substitute material is considered. It is not appropriate to remove a roof that is repairable, and then reconstruct it with new material in order to create a uniform or improved appearance.

3. **Substitute Roofing** If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

4. **Roof Accessories** Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights is generally not appropriate. Exceptions may arise when the addition of such a feature will solve a design problem raised by an adaptive re-use of the resource (such as adding a dormer to light a previously unused space).

5. **Gutters** Both "K Style" and "Half Round" gutters have a historical presence on homes in our historic districts depending on the architectural design of the roof and eaves of the house. The appropriate application of either gutter system is related to the overall roof design for the practical long term success and economy of the roof drainage system.

—Appropriate “K Style" Gutter installations rely on a vertical facia board on the eave to support the flat back side of the gutter in a vertical position. The facia board must be large enough to both support the base of the gutter and allow the gutter to be pitched along its length for drainage.
—Half Round Gutters are designed to suspend below the eave and catch the run-off. Because half-round gutters are self-supporting, not reinforced by a facia board, they are typically manufactured from heavier gauge materials. They are typical and appropriate to houses with tapered eaves and open rafter tails.
—Built-in gutters that are integral to a historic property are an important characteristic of the property and should be preserved.

D. Doors and Windows

1. **Retaining Windows and Doors** Windows and doors that contribute to the overall historic character of a building should be retained and repaired as needed, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, glazing, panels, sidelights, fanlights, and thresholds.

2. **Replacing Windows and Doors**
(a) If replacement of a deteriorated window or door feature or detail is necessary replace only the deteriorated feature in kind rather then the entire unit. Match the original in material, design, dimension, proportion, reflective qualities, profile, sash rails, stiles, muntins, panels, and operation. If replacement of an entire unit is necessary, replace the unit in kind, matching the design, dimension, panels, pane configuration, architectural trim, detail, muntins and materials. It is ***not appropriate*** to use snap-in muntins to create a false divided-light appearance.

(b) Replacement windows and doors should maintain and fit existing openings and be consistent in glass size and with existing trim and other features of the structure.

(c) Changing the number, location, and size or glazing pattern of windows and doors through cutting new openings, blocking-in, and installing replacement sash which does not fit the historic opening are not recommended.

3. **Doors** Original doors should not be substituted with stock doors that do not fit the opening properly or do not fit with the style of the house. Transom windows and sidelights should be preserved.

4. **Windows** If a replacement window has an insulating glass pane which is not actually divided by muntins, the appropriate muntin pattern should be permanently applied with muntins no wider than 7/8 inch, as well as with spacer bars internal to the insulated glass. There should be no flat muntin grids, nor removable muntin grids, applied to the inside or outside panes.

5. **Glass Block** The use of glass block to fill in openings is generally not appropriate, unless it was part of the style and period of the structure. Instead, existing features should be repaired.

6. **Storm Windows** Installation of metal storm windows and doors which have a painted or baked enamel finish may be approved when they do not alter or destroy the original structure and trim of the opening. Replacement, repair, or installation of wood storm or screen doors and which are stained or painted to match the house or trim may also be approved.

E. Porches, Steps and Entries

1. **Porch Details** If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. If the original is not known, use a design commonly used at the time the original building was constructed.

2. **Complete Replacement** Replacing in-kind an entire porch that is too deteriorated to repair using physical evidence to guide the new work. Design a new entrance or porch if the historic entrance or porch is completely missing using historic evidence.

3. **Rails and Skirting** The style of porch railings and skirting should match the original or be consistent with those commonly used at the time the original building was constructed.

4. **Porch Flooring** Tongue and groove 3" wide cedar or pine extended 1" past fascia/ trim is the preferred porch flooring. The boards should be laid in the traditional manner, directly on the joists (to allow drying from the underside) and with a slight slope away from the building (to allow drainage–at least 1 ½ inches in 8 feet). Decking is not an appropriate flooring material (but see also IV.C regarding decks).

5. **Pressure Treated Wood** is not recommended other than where the structural wood will be in contact with the ground and hidden from view by finish material.

6. **Risers** All steps should have enclosed/solid risers.

7. **Porch Foundations** Repair of masonry porch foundations should match existing or original materials. When replacing missing masonry foundations they should match the foundation of the main building. If such a match is technically or economically unfeasible an unobtrusive material may be used.

8. **Painting** All exposed wood elements should be finished or painted. Only types of paint which “breathe” (allow moisture to pass through the surface) should be used on wood surfaces.

F. Commercial Structure Style and Detailing

1. **Storefront Features** Functional and decorative features that are important in defining the overall historic character of a storefront, such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures should be preserved.

2. **Repair of Storefronts** Storefronts should be repaired as needed, which may include replacement in kind or with compatible substitute material of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters or signs.

3. **New and Rebuilt Storefronts** When a storefront is being built new or extensively renovated, the following characteristics of typical storefronts should be considered:
—Roofs are normally relatively flat and never visually prominent
—Facades which stretch across more than one business space are normally articulated with a strong vertical element at each division of space.
—Parapet walls are used on the facade facing the street, and sometimes on other walls.
—Store-front glass is a major element of the main facade of a retail commercial building, taking up most of the length of the facade. The bottom of the glass is normally within 2 feet of the pavement, and the top at least as high as the top of the entry door; glass transom windows is often placed above the storefront. The glass should be clear, not tinted or mirrored.
—Entries are recessed to create a visual indication of their importance, and to allow doors to swing outward without striking pedestrians passing by.
—A two or more story building should have a clear demarcation between the first story and second story.

4. **Signs** For signage concerns see section II.G.

5. **Awnings** Fabric awnings may be considered if historically appropriate and compatible with the storefront in scale, form and material. They should be triangular in form, and should not be back-lit. They should be a minimum of 7 feet and a maximum of 10 feet above the sidewalk.

6. **Secondary Facades** In some cases, more than one facade is highly visible to the public, such as with a corner building, or a rear entrance from a parking area. In these cases, the visible facades should be treated with similar parapets and major architectural details. In cases where secondary facades are visible but not highly so, architectural features may be simplified, or wrapped a short way around a corner.

G. Building-Mounted Signs

1. **Architectural Compatibility** A sign should be consistent in size, type, materials, color, and type of supporting device with the architectural characteristics of the building upon which it is placed or within which it is placed for the purpose of being viewed from the exterior.

2. **Protecting the Building** A sign should not in any way obstruct or destroy unique architectural features of the building upon which it is placed nor of surrounding buildings. An affixed sign should be installed to avoid damaging the structure. For example, those affixed to a brick wall should be attached into the mortar joints and not through the brick.

3. **Sign ocations** The preferred location for the main business sign is flush-mounted below the cornice-line of a single-story building, or the area between the store-front windows and the second-storey windows on a two or more storey building. If there is a separate cornice above the store-front, the sign should be on or below that cornice-line. Another acceptable location for a business sign is on the storefront glass, where painted or stenciled letters may be placed.

4. **Historic Signs** If the Historic Preservation Commission determines that an existing sign is of historic significance, its repair or restoration may be allowed whether or not it would otherwise meet the guidelines in this section.

5. **Substitute Materials** Sign materials which were not used when the structure was built may be permitted contingent upon the durability, permanency, appearance, and appropriateness in relation to the building and District.

6. **Residential Buildings** Buildings built as residential structures normally can accommodate a sign no larger than four (4) square feet. Signs are also regulated in the zoning ordinance.

7. **Banners** Flags, banners, buntings and other hanging objects which are not permanently affixed to the structure do not need approval of the Commission. Any flag, banner, bunting, or other hanging object which becomes unsightly because of deterioration must be removed or replaced.

8. **Other City Codes** Applicants should note that signs, banners, awnings, etc. are also subject to the City Zoning Code.

9. **Sign Lighting** Lighting of signs should be done through external means. Internally illuminated signs are generally considered inappropriate.

H. Lighting Fixtures and Light Sources

1. **Compatible Lighting** Exterior lighting, including lighting of signs, should be consistent with the historical period of the structure. The quality and color of light on or near a building should be comfortable and flattering to the people entering the businesses. Awnings should not be lit with interior bulbs or up-lights.

2. **Security Lighting** Security lighting should be designed and located discretely so as not to detract from the historic building and neighborhood.

3. **Floodlighting Buildings** The illumination of building facades in residential areas with harsh floodlights is not recommended.

4. **Retaining Fixtures** When possible a historic light fixture should be repaired rather then replaced. If fixtures are missing or beyond repair, antique or reproduction lighting fixtures are readily available. Contemporary fixtures that are inconspicuous or that complement the style and the character of the building may be selected for historic buildings.

J. Awnings, Canopies and Shutters

1. **Compatible Replacements** Replacement of deteriorated or missing shutters should be based on historic and pictorial evidence. Shutters should be made of wood, sized to fit the opening and mounted as if they were operable. All shutters must be attached to wood elements and when necessary into mortar joints. They are never to be installed in a manner that damages masonry.

2. **Canopies and Awnings** Canopies or awnings are encouraged, and should be placed to give a comfortable human scale underneath them. Normally this would call for the lowest part of a canopy or awning to be a minimum of 7 feet and a maximum of 10 feet above the pavement, and a maximum of 1 foot above the store-front windows (not counting any transom windows). They should be triangular in form, and should not be back-lit.

3. **Repairs not Reviewed** Repair of awnings, canopies or shutters when there is no change in design, materials, or general appearance requires no review.

4. **Attaching Awnings** Awnings must be attached to the building through the wood storefront framing when possible. They should be attached into masonry and metal only if no other option exists. When installed into a masonry wall it must be attached into the mortar joints and not the stone or brick.

III. SECONDARY STRUCTURES

1. **Compatible Out-Buildings** Buildings and their features as well as features of the site that are important in defining its overall historic character should be retained and preserved. Existing out buildings should follow the guidelines set forth for main structures in their repair and maintenance.

2. **Materials** Exterior wall materials should be consistent with historic materials appropriate to the main structure and neighborhood, such as, wood, stucco and masonry. A cement board clapboard siding product known as Hardi-Plank may also be considered in new construction.

3. **Roofs** Roof design should usually be the same type as the roof of the primary structure. If a gable, it should be the same pitch as that of the primary structure. Roofing material may range from asphalt shingles to a more natural product such as slate, tile and wood shingles.

4. **Doors and Windows** All windows and doors should be made of wood. The style and design will be reviewed on a case by case basis.

5. **Retaining Garage Doors** Where possible, repairing and re-hanging original garage doors is preferred. Some garage door designs can lend themselves to conversion of operation. When replacing a historic door the new door should be of the same material. Products such as steel, vinyl and fiberglass seldom match the appearance of wood nor do they lend themselves to the application of added detailing. If a historic door is beyond repair the replacement door should match the historic door in design, dimensions, operation and material. If matching the historic door is not feasible technically or economically, the proposed replacement door should contain some of the elements of the historic door or of a door design appropriate for the period and design of the structure and main structure.

6. **Replacing Garage Doors** When replacing non-historic or missing garage doors new doors should be compatible with the historic character of the building. It should be compatible in quantity of doors, height, width, proportion, trim, corner details, and pattern of panels, glass and operation.

7. **Garage Door Windows** To be compatible with a historic door the new door should have glass panels constituting between one quarter and one-third of the surface of the door.

8. **Size of Garage Doors** In new construction, if the garage door opening is larger than a standard two-stall, the garage wall should be divided and separate doors hung. Standard door height in a residential garage should be seven (7) feet.

9. **New Garages** The construction of new carriage houses and garages shall follow the New Construction Guidelines, section V.

10. **Sheds** The term shed refers to an out building with enclosed walls and roof with an area no greater then 100 square feet and a wall height no greater then 8 feet. When the guidelines pertaining to outbuildings are met they may be staff approved. A shed should be located in the rear yard towards the back property line. Corner lots will require additional scrutiny to determine the least obtrusive location.

IV. THE LAND AND SITE IMPROVEMENTS

A. Archeological Resources

1. Alteration and/ or removal of archeologically significant features require Commission approval.

B. Landscaping and Retaining Walls

1. **Definitions** Landscaping includes the movement and contouring of soils, use of paving and retaining walls and the placement of plantings at a property. Retaining walls include walls or other structures used to retain soils or other materials adjacent to driveways, sidewalks, and property lines.

2. **Changes Requiring Review** The Commission will review landscaping proposals to the extent that they involve a significant change in the contouring and elevations of a property, or incorporate the use of retaining walls. The Commission does *not* review the selection, placement or movement of plantings, although it will consider the use of plantings where they impact on other work, such as their use to obscure a new feature, basement windows, or utility equipment. (Note that there is a separate tree ordinance, and the zoning ordinance may regulate some aspects of landscaping.)

3. **Retaining Walls and Grading**
(a) Repair/ replacement of existing retaining walls when there is no change in design, materials, or general appearance requires no review. When repair or reconstruction in the original materials is thought to be impractical, review will be required. If the Commission agrees with replacement, simple designs consistent with historic types are recommended over more contemporary methods. Size and scale of the features will be considered closely.

(b) The historic contours and changes of grade and their relation to the structures should not be significantly changed without good reason.

(c) Retaining structures which present no more than 9 inches of vertical exposure (such as may be used within a garden layout) are not reviewed unless Commission staff determine that they will have a significant visual impact as seen from the street or neighboring properties.

(d) For new retaining walls, concrete, stone, brick or other historic materials are recommended over concrete block, treated wood, railroad ties, metal or other contemporary materials. Walls sometimes reflected the style of the main structure, but often were unadorned and utilitarian. Earlier versions were often constructed of cut stone or brick. Later, concrete became the most common material. The physical evidence of even a deteriorated wall can often give an indication of the original style and material.

C. Fences

1. **Rear Yard Fences** Erection of fences on the rear, side (except on corner lots), or interior location of the lot, at or behind the building line may receive administrative approval, when height and materials are similar to those regularly approved by the Commission.

2. **Front and Side** Front and side yard fences should not impede clear vision at intersections or driveways, as they could sacrifice safety as well as historical appropriateness. Front yard fencing should not infringe upon or obstruct historic setbacks, vistas, streetscapes or neighborhood continuity.

3. **Compatible Fences** Fencing shall be permitted contingent upon the appearance and appropriateness in relation to the building and Historic District. (Applicants should note that all fencing within the Historic District is also subject to the City Zoning Codes, Chapter 155.143.)

4. **Height of Fences** Height should be between two (2) and six (6) feet, with a maximum height of three (3) feet for front yard fences. Materials should be wood, wrought iron, or other historic materials (some aluminum faux wrought iron products are allowed). Styles may include picket and wood privacy fences, with tops trimmed with horizontal boards or simple dog-ear detail. Other styles not listed will be reviewed on a case by case basis.

D. Patios, Decks, Garden Structures

1. **Rear Yard Patios and Decks** Elevated platforms and flush patios may be allowed in rear yards only, unless special circumstances exist. Similar structures in front or side yards should follow guidelines for porches (see II.E). Most decks should be free-standing (not attached to the house). If it is necessary to attach a deck to the house, it should be done in such a way as not to damage any significant architectural details and it should be easily removed.

2. **Height of Decks** Height of decks and patios is a site sensitive issue and will be reviewed on a case by case basis.

3. **Flooring** Flooring materials may consist of masonry (stone or brick pavers, poured concrete), wood 6" decking (this allowance is for rear yard decks only–for porches see porch guidelines, II.E) and wood tongue and groove flooring. Other designs and/ or materials may be presented to the Commission for consideration.

4. **Railings** When allowed by Housing and Building codes, low level or flush decks and patios do not require rails. When rails are required or desired, they should match the historical porch rails on the front porch of the main structure. If this is not feasible, rails may follow the porch guidelines for rail design. Custom rails are allowed and will be reviewed on a case by case basis.

5. **Skirting** Skirting should either match historically appropriate skirting on the main structure or the porch guidelines. Custom designs are welcome and will be reviewed on a case by case basis.

6. **Garden Structures**

(a) Garden structures include open structures which are not secured to permanent footings (below the frost line), such as open play equipment, open gazebos, arbors and trellises, ponds, fountains and bird baths, sculpture or other art works. Garden structures will *not* be reviewed.

(b) A structure is *not* considered a garden structure if it has one or more of the following characteristics: 1) attached to permanent footings; 2) with solid, glassed, or screened walls, and larger than 50 square feet (such as garages, garden sheds); 3) attached to the principal structure on the property. For structures with the above characteristics, review *is* required. See guidelines on fences (II.C. above), porches (II.E), secondary structures (III.), additions and new construction (V.) which may apply, as well as the Secretary of the Interior's Standards.

E. Free-Standing Signs

1. Installation/ replacement of all signs, fixed and/ or free-standing may receive administrative approval. (Applicants should note that signs posted in a yard may also be subject to the zoning code.)

2. The size of any free-standing sign should be appropriate to the main structure.

3. Building-mounted signs are addressed in section II.G. of these guidelines.

V. ADDITIONS AND NEW CONSTRUCTION

A. Additions

1. **Compatible Additions** New additions within historic districts can be appropriate if they do not destroy historic features, materials and spatial relationships of the original building and site. Their location, size, height, scale, design and materials should be compatible with the original structure. The Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning placement of additions on the lot.

2. **Site Protection** A new addition should be designed and located so that significant site features, including mature trees, are not lost.

3. **Distinguishing New from Old** New additions should be designed in such a manner as to make clear what is historic and what is new. They should be constructed so that they can be removed in the future without damage to the building.

4. **Massing** It is not appropriate to construct an addition that significantly changes the proportion of built mass to open space on the individual site.

B. New Construction

1. **Streetscape Compatibility** With new structures or renovations which totally change the facades, the appearance of the streetscape as a whole should be respected. Facades for new structures should be compatible with the overall design and appearance of the surrounding streetscape in its design and appearance

2. **Architectural Style** New structures need not replicate existing styles. They may be honest modern or contemporary adaptations or reflections of traditional styles or they may be totally new, distinctive structures which are nevertheless compatible with the district's character.

3. **Compatibility of Siting and Massing**
(a) The historic relationship between buildings, landscape features and open space should be retained. The siting should be reviewed based on existing district setbacks, orientation, spacing and distance between adjacent buildings.

(b) The height and bulk of a new building shall be compatible with its surroundings and shall in no event exceed that of existing buildings in the Historic District.

(c) If there is a significant variation in siting or in height and bulk from the immediately surrounding buildings which creates a material adverse impact on the character of that area, the Commission may make recommendations to the Planning Commission and/ or the Zoning Board of Appeals concerning height, massing and placement on the lot of the new construction.

4. **Compatible Detailing** In addition to the scale of the structure, details such as roof lines, materials, the size, type, and placement of windows, doors, porches, fences, chimneys and garages, should be considered in assessing the compatibility of the new structure with the existing streetscape.

5. **Pedestrian Scale** Especially in commercial areas, the scale of architectural elements should provide comfortable surroundings for pedestrians. This applies especially to heights of canopies or awnings, and heights of doors and windows.

6. **Distinguishing New from Old** New buildings should be designed so that they are compatible with, but discernable from, adjacent historic buildings.

VI. RELOCATION AND DEMOLITION OF CONTRIBUTING RESOURCES

1. **Relocation or Demolition** of structures which are contributing resources in a historic district is not recommended.

2. **Exceptions** An application for the relocation or demolition of a resource may only be permitted through issuance of a "notice to proceed" by the Commission if any of the following conditions prevail:

(a) The resource constitutes a hazard to the safety of the public or the occupants and if, in the opinion of the Commission, the proposed demolition is the only reasonable way to improve or correct this condition.

(b) The resource is a deterrent to a major improvement program which will be of substantial benefit to the community and which outweighs the benefit to the public interest and the general welfare of the citizens of the city derived from the historic, architectural, or contextual significance of the structure.

(c) Retention of the structure would cause undue financial hardship to the owner, provided that any hardship or difficulty claimed by the owner is not self-created or is not the result of a failure to maintain the property in good repair, which itself is not the result of financial hardship of the owner. All feasible alternatives to eliminate the financial hardship, which may include offering the property for sale at its fair market value, or moving the resource to a vacant site within a historic district, should have been attempted and exhausted by the owner.

(d) Retention of the structure would not be in the best interest of the community.

3. **Conditions for Relocation** Before permitting relocation of a contributing resource, the Commission should determine whether the structure is threatened with demolition, whether relocation is the only alternative, and whether the structure is sound enough to survive a move.

4. **Compatibility with New Location** If it is proposed to relocate a structure in a historic district, the Commission should only permit it if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.

5. **Site Protection** With relocation of a structure in a historic district, significant site features of the new context should be protected, and the building should be situated on the site according to the guidelines for new construction.

VII. CURRENT CODES & MECHANICAL SYSTEMS

A. Accessibility

1. **Protect Defining Features** A need for public access, a change in use or a substantial rehabilitation of a historic building may necessitate compliance with current standards of life safety and accessibility. Meet accessibility and building code requirements in such a way that the character-defining features of the historic building and site are preserved.

2. **Reversible Changes** If needed, install additional means of access that are reversible and that do not compromise the original.

B. Mechanical Systems with Outside Elements

1. **Mechanical Equipment Not Obtrusive** Mechanical equipment and systems include but are not limited to all exterior devices related to heating, electric, plumbing, air conditioning, ventilation and media. A few examples of such devices and systems are vents, exhaust pipes, cable, conduit, electrical boxes, meters, air conditioning units, generators, antennae, and phone and cable boxes. New mechanical systems should be installed so that they cause the least alteration possible to the building's floor plan, the exterior elevation, site and environment, and the least damage to historic building material. All mechanical equipment should be installed in the least visible location, normally the rear of the structure.

2. **Heating/Air Conditioning** units should be installed in the window frames in such a manner that the sash and frames are protected.

3. **Central Air Conditioning** unit(s) should be installed on a side of a structure not facing a public street, where they cannot be seen from the street or are screened from view with shrubbery or appropriate fencing.

4. **Antennas and Vents** Normal-size television and radio antennas, and basement and roof ventilators should be placed to be as little visible as possible from the street or neighboring properties. (Does not include CB and ham radio equipment or satellite dishes.)

5. **Attaching Equipment** When mechanical equipment is affixed to a building it must be installed to avoid damaging the structure. For example, when affixed to a masonry structure, it should be attached to mortar joints, not the brick or stone. Mechanical equipment should be installed low to the ground and using as little space as possible. This will decrease the visual impact, while also enabling the installation of appropriate screening.

C. Satellite Dishes

1. **Location** A satellite dish must be placed in the least visible location possible.
—The placement of a dish on or near the rear of a structure so that they are not visible from the street will not require review. Specifically the dishes should be located at the rear of the primary building or attached to the rear of the primary building (either rear walls or rear slope of the roof). This does not apply to corner lots.
—On the rear 2/3rds of the side of a structure, when a non-visible location is not an option, will require staff approval,. Dishes located on the front 1/3rd of the house will require Commission review.
—On the front 1/3rd or front of the building, review by the Commission will be required. The least visible and best screened solution should be sought.

2. **Attaching** Whenever a satellite dish is affixed to a building, it must be installed to avoid damaging the structure. For example, when affixed to a masonry structure, it should be attached to mortar joints, not the brick or stone.

D. Skylights and Other Roof Accessories

1. **Protecting the Roof Line** The use of features and materials which will adversely alter the original roof line and/ or physical character of designated historic properties and structures is discouraged. Owners of historic properties should explore alternative means of adding light or conserving energy before considering the use or installation of skylights and solar systems.

2. If skylights or solar systems can be placed in locations which are not very visible from the street or neighboring properties, they may be considered appropriate by the Commission.

3. Alternative means should be explored for introducing natural light to the structure's interior and/or conserving heat energy.

E. Chimneys

1. **Retaining Chimneys** Primary chimneys on historic structures are defining characteristics of these buildings. They should not be removed, even if their function is eliminated by modern utilities. Smaller, secondary chimneys may not be so important visually, and the Commission may approve their removal. For maintenance and repair of chimneys, see Masonry section for guidelines, II.A.

F. Commercial Roof Top Additions

1. **Roof Top Additions** for commercial structures are generally a requirement for the installation of roof top mechanical systems. These structures should be placed away from the edges of the building to eliminate or limit visibility from the street. The construction of such structures should not adversely affect any existing architectural details of the structure including such things as historic roof top sky lights. These structures should maintain a low profile and should utilize exterior materials that are compatible with the main structure.