

# TOWN OF ST. FRANCISVILLE HISTORIC DISTRICT DESIGN GUIDELINES

## ORDINANCE 2018-1

Approved by St. Francisville Board of Aldermen on June 12, 2018

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## **Article I Introduction, Purpose, Boundaries, Applicability**

### **Section 1.1. Introduction**

It is recognized that changes to and the expansion of historic buildings and sites are a necessary part of a changing and evolving community. These guidelines are intended to manage that change in a way that protects the character defining features of the historic district and the entire community.

Determining what features and materials are historic is the first step of any rehabilitation effort. The character defining features of an individual property and the neighborhood at large shall be preserved and protected. Determining which features are character defining for a given property involves understanding the history of that property and the condition of the features. The elements described in these guidelines, when historic and in repairable condition, are character defining features. However, individual properties may have additional features that are imbued with significance due to their unique design or due to an association with an important person or event, and these features need to be identified, recognized, and then protected.

Protection of these features does not prohibit changes that may be required to achieve accessibility, life safety provisions, mandated code requirements, or in some cases, energy efficiency. These necessary changes should be made in a manner that minimizes their impact and effect on the character defining features of the site or building.

### **Section 1.2. Purpose**

These guidelines are principles that are intended to protect and enhance the historic character and visual character of the St. Francisville National Register Historic District and other historic sites. These guidelines protect the character of the Historic District by requiring the preservation of certain features and materials and by guiding the design of additions and new construction. The purposes of this overlay district are as follows:

1. The protection and stewardship of all structures in the designated historic districts in the Town of St. Francisville.
2. The protection of those structures that have architectural and historical value and that should be preserved for the benefit of the people of the municipality and the state.
3. Encouraging preservation, restoration and rehabilitation of structures, areas and neighborhoods to prevent future blight.
4. Fostering civic pride in the beauty of, and accomplishments in, St. Francisville's past.

### **Section 1.3. Boundaries**

The official boundaries of the St. Francisville Historic District are located in the St. Francisville Comprehensive Zoning Ordinance, Section 4.3.B. St. Francisville Historic District Overlay District Boundaries.

**Section 1.4. Applicability**

The guidelines shall apply to all development, re-development, modification, renovation or expansion of existing development within the historic district. Additionally, the guidelines shall also apply to any structures or land officially designated as historic by the Town of St. Francisville.

## **Article II      Definitions**

For the purpose of these guidelines, these terms and words are hereby defined. Terms not defined in this Article have the meaning customarily assigned to them, or a meaning to be assigned by a duly authorized representative of the Town of St. Francisville.

**ACCESSORY BUILDING** means a structure, such as a detached garage, shed, gazebo, or other building that supports the function of the principal building on the site and that is subordinate to this principal building.

**ADDITION** means construction that increases the size of the original structure by building outside of the existing walls and/or roof. Additions can be either horizontal or vertical.

**ALTERATION** means an act that changes one or more of the exterior architectural features of a structure or its appurtenances, including but not limited to the erection, construction, reconstruction, or removal of any structure or appurtenance.

**APPROPRIATE** means typical of the historic architectural style, compatible with the character of this property or district, and consistent with these preservation criteria.

**ARCHITECTURAL STYLE** means a category of architecture of similar buildings distinguished by similar characteristics of construction, design, materials, etc.

**AWNING** means a roof-like cover extending over a window or door, intended to provide the pedestrian protection against sun, rain, and wind. Awnings are usually made of soft canvas or other fabric and may be fixed or adjustable.

**BALCONY** means a second story projection from a building's facade into the exterior space, either with or without a roof. A balcony can be supported by columns below (in which case it becomes a GALLERY), it can be canti-levered, or supported from below by brackets.

**BOARD AND BATTEN** means a type of wood wall cladding for wood frame houses where boards are closely spaced, usually placed vertically, the joints of which are covered by narrow wood strips.

**CANOPY** means a projecting roof structure that shelters an entrance to a building.

**CARPORT** means a structure or part of a structure that is open on a minimum of two sides used to shelter vehicles.

**CHARACTER DEFINING FEATURE** means those important architectural materials or features that constitute the building's historic significance as determined by the Commission. Character defining features may include a historic building's form, materials, features, craftsmanship, decorative details, as well as its site environment.

**COLUMN** means the entire column, including the base, shaft and capital.

**COMMISSION** means the HISTORIC DISTRICT COMMISSION.

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**COMPATIBLE** means a design or use that maintains the historical appearance of a building and does not require irreversible alteration.

**CONSTRUCTION** means the act or business of building a structure or part of a structure.

**DEMOLITION** means an act or process that destroys or razes a structure or its appurtenances in part or in whole, or permanently impairs its structural integrity, including its ruin by neglect of necessary maintenance and repairs.

**DISTRICT** means a historic district within the Town of St. Francisville, specifically the St. Francisville Historic District.

**DOUBLE-HUNG SASH WINDOW** means a window with two parts (sashes) that overlap slightly and slide up and down within a frame.

**ENTRY** means a door, gate, or passage used to enter a building.

**ERECT** means to attach, build, draw, fasten, fix, hang, maintain, paint, place, suspend, or otherwise construct.

**FAÇADE** means any exterior face or elevation of a building.

**FENCE** means a structure or hedgerow that provides a physical barrier, including a fence gate.

**FENESTRATION** means the proportion and size of window and door openings and the rhythm and order in which they are arranged.

**FORM** means the size, shape, and massing of a building.

**GALLERY** means a two or three-level extension from a building's façade into the exterior space. A gallery forms a covered porch or storefront space on the first floor, and a balcony space above on the second or third floors. A gallery includes columns.

**GARAGE** means an enclosed space for shelter of vehicles.

**GARAGE, DETACHED** means a detached accessory structure designed or used for shelter of vehicles, that does not contain habitable space.

**HEIGHT** means the vertical distance from the average grade level to the average level of the roof.

**HISTORIC** means a property, building, element or material that dates either to the original construction date or to some later but important alteration date, or, is determined to have historical significance and whose distinctive character conveys unique architectural and/or cultural heritage.

**HISTORIC DISTRICT** means a definable geographic area that contains a number of related historic structures, features, or objects united by past events or aesthetically by plan or physical development and that has been designated by a local or state governing body, or is listed on the National Register of Historic Places.

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**HISTORIC DISTRICT COMMISSION** shall mean the St. Francisville Historic District Commission created by St. Francisville Ordinance 1995 - 5, which shall exist to serve the municipality and review all applications for Certificates of Appropriateness, including plans for new construction and reconstruction of existing structures, partial renovations, and construction of new and/or refurbishment of existing signs in a Historic District.

**INFILL CONSTRUCTION** means construction on property between or adjacent to existing buildings.

**INTEGRITY** means a measure of the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period in comparison with its unaltered state.

**INTERIOR SIDE FAÇADE** means a façade not facing a street or alley.

**INTERIOR SIDE FENCE** means a fence not adjacent to a street or alley.

**INTERIOR SIDE YARD** means a side yard not abutting a street or alley.

**LANDSCAPE** means the whole of the exterior environment of a site, district, or region, including landforms, trees, and plants.

**LOT** means a surveyed parcel of land that fronts on a public street, especially of a size to accommodate an individual building.

**MAIN BUILDING** means the primary residential building on the site.

**MODIFY or MODIFICATION** means to make changes to an existing structure.

**MULLION** means a wide upright bar dividing two window units within a frame.

**MUNTIN** means a strip of wood or other material that separates lights or panes of glass within a window sash.

**NEW CONSTRUCTION** means the act of adding to an existing structure or erecting a new principal or accessory structure or appurtenances to a structure, including, but not limited to, buildings, extensions, outbuildings, fire escapes, and retaining walls.

**ORDINARY MAINTENANCE AND REPAIR** means work meant to remedy damage to deterioration of a structure or its appurtenances, which will involve no change in materials, dimensions, design, configuration, color, texture, or visual appearance.

**PORCH** means a covered and floored area of a building, especially a house that is open at the front and usually the sides.

**PORTE COCHERE** means a covered entrance for the passage of vehicles.

**PRESERVATION** means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property.

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**PROPORTION** means the dimensional relationship between one part of a structure or appurtenance and another. Façade proportions involve relationships such as height to width, the percent of the façade given to window and door openings, the size of these openings, and floor-to-ceiling heights. Often described as a ratio, proportions may be vertical (taller than wide), horizontal (wider than tall), or non-directional (equally tall and wide).

**PROTECTED** means an architectural or landscaping feature that must be retained and maintain its historic appearance, as near as practical, in all aspects.

**REHABILITATION** means the act or process of making possible a compatible use for a historic property thru repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural, or architectural values.

**REPAIR** means fixing a deteriorated part of a building, structure, or object, including mechanical or electrical systems or equipment, so that it is functional; may involve replacement of minor parts.

**REPLACEMENT** means to interchange a deteriorated element of a building, structure, or object with a new one that matches the original element as closely as possible.

**REPLICATION** means to accurately reconstruct an element of a building, structure or object using the original element as a model or mold.

**REPOINTING** means repairing existing masonry joints by removing defective mortar and installing new mortar.

**RESTORATION** means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time.

**SCALE** means the relative proportion of a building to neighboring buildings, or of a building to a pedestrian observer.

**SETBACK** means the horizontal distance between a structure's vertical planes and a reference line, usually the property line.

**SITE** means the land on which a building or other feature is located.

**SOLID-TO-VOID RATIO** means the proportion of window and door openings to wall surface area in the exterior wall of a building.

**STOOP** means a small porch, platform, or staircase leading to the entrance of a house.

**STRUCTURE** means anything constructed or erected, on the ground or attachment to something having a location on the ground, including but not limited to buildings, gazebos, billboards, outbuildings, and swimming pools.

**VISIBILITY FROM A PUBLIC WAY OR PUBLIC STREET** means able to be seen from any public right-of-way, or other place, whether privately or publicly owned, upon which the public is regularly allowed or invited to be.

## **Article III      General Guidelines for all Development**

### **Section 3.1    General Applicability**

These guidelines shall not exempt or supersede any other permit or approval required by the Town of St. Francisville, including, but not limited to: building, zoning or construction permits. All applications and permits for any structure or parcel in the Historic District shall be reviewed by the Town of St. Francisville for compliance with these regulations.

### **Section 3.2    Certificate of Appropriateness Required**

A Certificate of Appropriateness is required before the commencement of any work in the Historic District or on any structure or parcel covered by these guidelines that involves the following:

1. Any new construction.
2. Alteration or addition to any existing structure, including, but not limited to fences, boundary walls, light fixtures, steps, paving or other appurtenant fixtures.
3. Painting and major repairing of any existing structure.
4. Relocation to a site or removal from a site of any structure.
5. Movement, excavation or destruction of any earthworks of historical or archaeological importance.
6. Construction or alteration of any signage.

### **Section 3.3    Certificate of Appropriates Not Required**

A Certificate of Appropriateness is only not required in the following instances. If a condition exist that is not covered in Section 3.3, then a Certificate of Appropriates shall be required.

1. Ordinary maintenance or repairs to structures that do not involve a change of design, color, material, or the outward appearance of the structure.
2. Where a permit was issued prior to the establishment of the Historic District within which the permitted structure or site is located.
3. When the Board of Alderman has otherwise overruled the Historic District Commission on appeal.
4. If ordered by final decision of a court of competent jurisdiction.
5. Other actions clearly exempted in rules adopted by the Historic District Commission.



**Section 3.4 General Standards**

1. All new construction or reconstruction of existing structures shall be made to conform to the architectural periods or styles prevalent in the Historic District, and specifically the neighboring structures. Conformance with this intent shall be at the discretion of the Historic District Commission.
2. No structure shall be moved from its original site without a Certificate of Appropriateness.
3. In addition to these guidelines, a public official or public body may also refer to the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, & Reconstruction Historic Buildings in considering applications.

**Section 3.5 Protected Facades and Structures**

These guidelines are intended to protect the protected facades and structures. Protected facades are those facades that are typically visible from the public right-of-way, including side streets and from the opposite side of the street. Figure 3.4.1 and Figure 3.4.2 show examples of protected facades and structures. All protected facades and structures shall comply with these guidelines.

Nonprotected facades and structures are the remaining facades of the building and structures. Work to these facades and structures should be appropriate, but the guidelines recognize that change will occur, and that alterations and additions may be required to these facades and structures. Changes and additions to non-protected facades and structures shall also be appropriate, whenever possible.

Figure 3.4.1 Protected Facades at Corner Lots

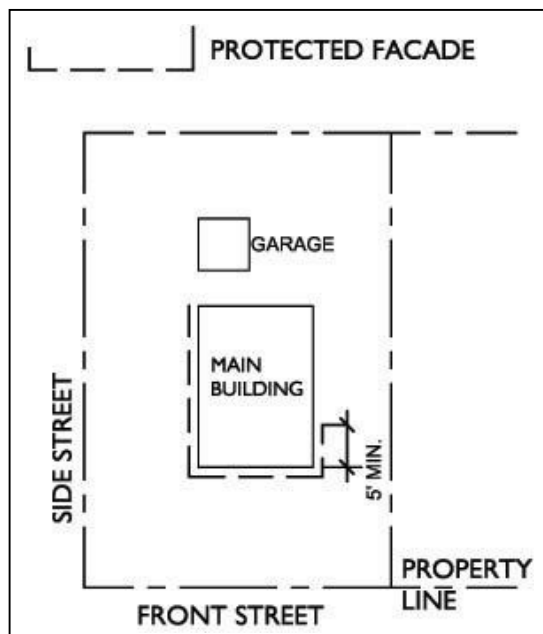


Figure 3.4.2 Protected Facades at Interior Lots



## **Article IV Site Guidelines**

### **Section 4.1. General Applicability**

The guidelines are intended to preserve the historic, character defining features of the contributing properties by retaining as much historic material as possible, by repairing rather than replacing, and by protecting the historic features that give a property its character.

### **Section 4.2. Site Characteristics**

#### **1. General**

Site and context are critical to the character of a historic building and district. The relationship of buildings and structures to their respective sites and to the adjacent sites is an important character defining feature of the district.

#### **2. Guidelines**

- a. Avoid rearranging the site by moving or removing buildings and site features, such as walks, drives, fences, walls, and light posts which help define the historic value of the district.
- b. Setback shall be determined by the comprehensive zoning ordinance, however:
  - i. No structure or addition shall encroach onto the historic front yard.
  - ii. New construction shall generally use the same setbacks as the historic buildings in the district. If the setbacks for the historic buildings are inconsistent within the district, then the new construction shall use a setback in context with similar historic buildings located nearby.
- c. Reconstructed features of historic buildings, including additions, shall be constructed based on documentary evidence of their historic appearance and location. When additions must be reconstructed due to poor condition or damage, the addition shall be permitted to be constructed in the same location and with the same size, scale, and massing as the original historic structure.
- d. All yard ornamental statuary, fixtures, amenities, gazebos, solar power lights, etc. shall be compatible with the scale and proportion of the structure(s) and lot size. The context of these items shall be appropriate to the historic site and/or Historic District.

### **Section 4.3. Walkways**

#### **1. General**

Residential and commercial properties have varying setbacks from the street, and therefore a variety of walkway conditions. Walkways in the district are typically concrete, or sometimes brick.

#### **2. Guidelines**

- a. It is encouraged that historic walkways be repaired rather than replaced.
- b. Where changes to the historic walkways are necessary, the alterations and new walkways shall be similar to and compatible with the historic walkways.
- c. Primary walkways on new construction shall be compatible with the historic walkways in the district.

### **Section 4.4. Driveways and Parking Areas**

#### **1. General**

Paved and un-paved driveways lead to concrete and gravel parking areas. Driveways and parking areas are usually located directly in front of or next to each property, and each parking area or driveway is typically the width of one vehicle. Street parking is also available throughout the historic district. Driveways on adjoining residential properties are typically not located side-by-side, and instead have green spaces or landscaping between them.

#### **2. Guidelines**

- a. It is encouraged that historic driveways be repaired rather than replaced.
- b. If replacement is necessary, the replacement shall be similar to and compatible with the historic driveways.
- c. Green spaces and landscaping between driveways and parking areas are protected and should not be paved or covered to serve as an additional driveway or parking area.
- d. Additions to driveways and new driveways shall be compatible with the historic driveways.
- e. Side-by-side driveways, where a driveway is placed next to a neighboring property driveway, are not permitted unless there is no reasonable alternative.
- f. No heavy duty or highway duty vehicles (such as semi-trailers or large travel trailers), except in the case of deliveries or repairs, shall be parked in plain view of the public in the residential areas of the Historic District.

- g. In accordance with existing town ordinances, no vehicles shall be parked in front of the front façade building line of any property and/or blocking the sidewalk or walkway.

## **Section 4.5. Landscape**

### **1. General**

Landscaping varies, but the predominant features include native landscaping such as palmettos, crepe myrtle trees, oak trees with Spanish Moss, pine trees, azalea bushes, and colorful flowers. Landscaping gives the historic district a lush, colorful garden-like atmosphere that is a character defining feature of the district. Grassy areas also line the streets and are used between parking areas.

### **2. Guidelines**

- a. Landscaping that is native to South Louisiana, including, but not limited to, healthy trees, shall be maintained as character defining features.
- b. Grass and vegetation shall be mowed, trimmed, and generally maintained.
- c. Nothing in these guidelines shall exempt any landscaping or buffer requirements in the zoning ordinance.

## **Section 4.6. Signage**

### **1. General**

Signage shall be appropriate for the district in appearance, size, position, method of attachment, texture of materials, and design. Signage shall enhance the quaint and distinctive character of the Historic District. Signage shall not negatively impact a historic building or the district in any way. No sign shall be displayed or placed in any manner that disfigures or conceals any significant architectural feature or detail of any building. Illuminated, flashing, and changeable-letter signs are not permitted.

### **2. Guidelines**

- a. All signage shall comply with sign standards in the St. Francisville Comprehensive Zoning Ordinance and the St. Francisville Historic District Overlay District.
- b. In addition to the standards contained in the Comprehensive Zoning Ordinance, approval of the display of a sign in the historic district shall be granted by the Historic District Commission only when such sign and the plans, as they related to the appearance, color, size, position, method of attachment, texture of materials and design conform to the character of the historic district or do not injuriously affect it or impair the value of the building within it having historical worth.

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**Section 4.7. Fencing, Walls, and Other Site Characteristics**

**1. General**

Historically, several properties included some form of simple fencing along property lines that helped provide separation between neighboring properties. Historic fencing typically included cast or wrought iron fences, wooden picket fences, and in some cases, small masonry site walls. Fences that lined a front property line also included a small gate.

Today, the district includes some cast and wrought iron fence elements, along with some picket fencing. Fencing in the historic district is considered a character defining feature.

**2. Guidelines**

- a. Historic fencing and site walls shall be repaired rather than replaced. However, if replacement is necessary due to severe deterioration or damage, the replacement shall be similar to or compatible with the historic fence.
- b. A new fence or site wall that is installed shall be appropriate to the style of the historic building and in harmony with the nature of the historic district.
- c. The following fencing materials are not acceptable: barbed wire, chain-link, concrete block, stockade, plastic, plywood, hardboard, asbestos board, plastic, vinyl, or any non-wood/non-metal fencing.
- d. Proportions and height of any fencing shall be appropriate to the historic context or properties of the site. No fence shall violate the fence height requirements in the CZO.

## **Article V Building Features and Facades**

### **Section 5.1. General Applicability**

It is recognized that the construction of new structures in historic districts and changes to and the expansion of historic buildings are a necessary part of a community's evolution. These guidelines are intended to manage that change in a way that protects the character defining features of the district.

Additions shall be designed to minimize their impact on the historic design and materials of the main building. Additions shall be compatible with the main building in massing, size, scale and material. Whenever possible, new additions to buildings should be done in such a manner that, if removed in the future, the essential form and integrity of the historic building and site would be unimpaired. Additions shall also be designed to be distinct from the original historic building, clearly not historic, and shall not create false history by adding conjectural features.

Architectural elements include parts of a building that are integral to its composition, including balconies, roofs, porches, chimneys, dormers, parapets, and other parts of a building that contribute to its overall shape and silhouettes. The choice and arrangement of elements of a proposed building should reflect those of other buildings in the historic district. The building should not draw unnecessary attention to itself by failing to relate to neighboring styles. The object is to compliment the context of the Historic District.

### **Section 5.2. Proposals for New Construction**

Proposals for new construction shall seek compatibility with existing structures through the appropriate use of site planning, materials, decorative details, architectural elements and scale. A proposal should not draw unnecessary attention to itself in any one of these characteristics. The architectural context is of primary concern. All proposals shall comply with the guidelines of these regulations.

### **Section 5.3. Form and Style**

#### **1. General**

The form of a building is defined by its shape, roof line, and footprint on the property. The style is defined by both the form and the design of the features and materials that make up the building. The form and style of a historic building is one of the most important building features that gives the historic district ~~is~~ **its** character. Additions to historic buildings should be completed very carefully, taking the form and style of the main building into consideration at all times.

#### **2. Guidelines**

- a. The historic form of the building to the extent that it is visible from the opposite side of a public street is protected.

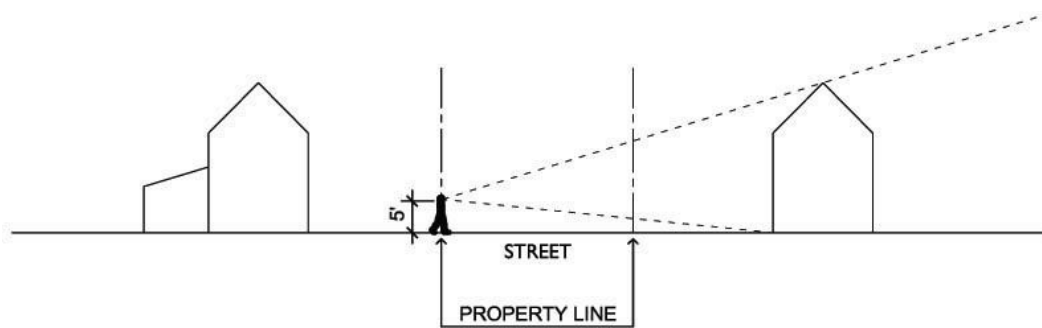


Figure 5.3.1: Sight lines used to determine visibility

- b. The historic style of a building is protected. Where the style of a building has been altered, repairs and alterations shall serve to “bring back” the historic style of the building. Therefore, repairs and alterations shall be compatible with the historic style of the building.
- c. Additions shall be designed to be appropriate to the style of the historic building and additions shall not destroy, damage, or obscure character defining historic features that are visible from the street.
- d. A historic shotgun may be modified with a second story addition. Generally, camelback second story additions are preferred with an appropriate setback from the front façade in keeping with the style and design of historic camelbacks in the historic district.
- e. In situations where regulations or insurance require that an existing property within the historic district be raised, the new foundation shall match the existing foundation in material and appearance along protected facades. If concrete block or concrete masonry unit is used to construct a new or raised foundation, the concrete block or concrete masonry unit shall include a masonry veneer, stucco, or otherwise blend in with the raised pier and beam foundation along the protected facades.
- f. Accurate reconstructions of buildings or portion of buildings that once existed on the property, where there is adequate documentation to support reconstruction, are permitted.
- g. New construction should be compatible with the scale and form of historic buildings within the district. If concrete block or concrete masonry unit is used to construct a new or raised foundation, the concrete block or concrete masonry unit shall include a masonry veneer, stucco, or otherwise blend in with the raised pier and beam foundation along the protected facades.
- h. Any new commercial construction shall be encouraged to have a raised foundation or otherwise be consistent with historic foundations that are found within the district.

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**Section 5.4. Porches, Stoops, Balconies, Storefronts, and Porte Cochere**

**1. General**

Porches, stoops, balconies, storefronts, and porte cochere are considered character defining features. Porches, stoops, balconies, storefronts, and porte cochere are special, and provide interest and variety to the neighborhood. Each style of building uses these features in different ways and it is important to maintain appropriate designs for these elements.

**2. Guidelines**

- a. Historic porches, stoops, balconies, storefronts and porte cochere are protected and shall not be removed. Additions to historic stoops and porte cochere are not permitted.
- b. New balconies or porches, or additions to balconies or porches may be considered if they conform to the distinctive architecture of the building and the historic district.
- c. Enclosure of historic porches, balconies, stoops, porte cochere, or entryways that were not originally enclosed is not permitted, except at side porches where the entire porch is integral to the roof form of the building. A side porch may only be enclosed using the following standards:
  - i. Enclosure shall utilize the maximum amount of glass practical.
  - ii. Glass shall be clear and in the largest expanses practical, with minimal size mullions and muntins.
  - iii. Windows, if used, shall be consistent in style with the historic windows on the building.
  - iv. The design of the enclosure does not draw attention to itself or add details and design features that are incompatible with the historic building, complete with the design of the historic porch.
  - v. Screening is discouraged but allowed to be used to enclose porches.
- d. The removal of non-historic enclosures from historic porches is encouraged.
- e. The reconstruction of missing stoops, balconies, porches, storefronts and porte cochere features are encouraged, based on documentation of the historic design.
- f. For new construction, porches, stoops, balconies, storefronts, and porte cochere are encouraged, however porte-cochere are not permitted to be located directly in front of the main building entrance.
  - a. Any new construction of these features shall be compatible with the historic design of the building.



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- b. New porches should be at least six (6) feet in depth and should be functional and meet all building requirements.

## **Section 5.5. Doors**

### **1. General**

Historic doors are an important character defining feature of a building. Door design typically provides an accent and may incorporate a special material, finish, or design that provides variety and interest to the neighborhood. Each style of building uses characteristic door styles and it is important to maintain appropriate designs for these elements. For example, a Craftsman style door is not appropriate on an Italianate building.

### **2. Guidelines**

- a. Historic doors, including the frame, transoms, sidelights, and hardware, are protected.
- b. Historic doors shall be repaired rather than replaced. However, if replacement is necessary due to severe deterioration or damage, the replacement shall match the historic door size, material, finish (painted or stained), and other design characteristics.
- c. Replacement doors for non-historic doors shall be based either on:
  - i. A design to match the historic door based on adequate documentation.
  - ii. A design that is appropriate to the style of the building.
- d. The retention of historic screen doors is encouraged.
- e. One primary front door or pair of doors shall be provided. Additional entrances may be provided but their design shall be less prominent than that of the primary entrance.
- f. Doors on an addition shall be compatible in style, form, size, and material with the historic building.

## **Section 5.6. Windows**

### **1. General**

Historic windows are one of the most important character defining features of a building. Windows in the district vary according to the style of buildings from simple single hung, one-over-one light windows to decorative leaded glass casement windows. Typically, windows within a building are of one or two types with occasional accent windows that may include special designs. Some windows are arched or include arched surrounds that serve as important character defining features. Each style of building uses characteristic styles of windows and it is important to maintain appropriate designs for these elements. For example, a Folk Victorian style window is not appropriate on a Craftsman style building.

## 2. Guidelines

- a. Historic windows, including the sash, frame, glazing, and sill are protected. Historic shutters are also protected.
- b. Historic windows and shutters shall be repaired rather than replaced. However, if replacement is necessary due to severe deterioration or damage, the replacement shall match the historic window size, material, finish (painted or stained), window pane number and configuration, and other design characteristics. When there is severe deterioration of windows such that repair is not practical, this condition shall be documented in written and photographic form before alterations are made.

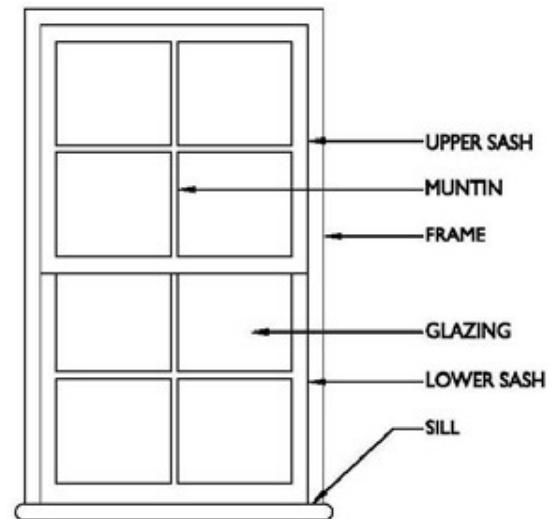


Diagram 4.1-4: Window components

- c. For new construction, the proportion of windows and the ratio of window to wall shall be similar to that of the historic buildings in the district.
- d. Replacement windows or shutters for non-historic windows shall be based either on:
  - i. A design to match the historic window based on adequate documentation, or
  - ii. A design that is appropriate to the style of the building.
- e. Replacement windows shall incorporate true divided lights (real window panes). Plastic divider strips on the interior side of the glass are not permitted as a means of simulating divided lights.
- f. Windows with multiple panes shall use true divided lights or simulated divided lights that include a muntin with a dimension similar to that of a true divided light on the interior and the exterior of the glass. Muntins that are flat and applied on the interior of the window are not permitted to simulate divided lights.
- g. Glazing shall be clear and without tint or reflectivity except that where glazing must be replaced, an insulated glass unit is appropriate, and a clear Low E coating is permitted upon review by the Commission.
- h. Replacement glazing shall match the historic glazing where possible.
- i. The restoration of specialty glass, art glass, stained glass, and leaded glass is encouraged to be treated by an artisan or specialist in this area.

- j. Storm windows are permitted and may be approved if they are easily removable and do not damage historic windows.
- k. Window shutters, where appropriate to the style of the building are encouraged. Operable working shutters are encouraged. Shutters must be appropriate size to fit window opening.

## **Section 5.7. Roofing**

### **1. General**

Historic or typical roofing materials in the historic district include clay tile, slate, composition shingle where wood shingles once existed, and metal. Roofing is the single most important component of a building envelope, protecting other materials as well as the building interior from the damaging effects of water and moisture. Therefore, the maintenance of a roof is critical to the preservation of the building. Roof forms and materials are character defining features of a building.

### **2. Guidelines**

- a. Historic roofing, including eaves, soffits, cornices, parapets, coping, dormers, and decorative elements, such as cresting, and roof forms are protected.
- b. Historic roofing shall be repaired rather than replaced. However, if replacement is necessary due to severe deterioration or damage, the replacement shall match the roofing material, texture, color, and shape where possible, or be similar in appearance to the historic roofing.
- c. Replacement roofing for non-historic roofing shall be based either on:
  - i. Roofing that matches or is similar in appearance to the historic roofing based on adequate documentation.
  - ii. Roofing that is appropriate to the style of the building.
  - iii. Substitute materials that simulate historic roofing materials are permitted where their design is appropriate.
- d. For new construction, roofing shall be compatible in scale and material with the historic buildings in the district.

## **Section 5.8. Decorative Details and Elements**

### **1. General**

Decorative details include the ornamentation or embellishment of the structure, including cornices, lintels, arches, balustrades, chimneys, shutters, columns, and other common details.

## **2. Guidelines**

When used, these details should create a unifying effect on a building and should be compatible with the context of the neighborhood.

### **Section 5.9. Exterior Lighting**

#### **1. General**

Historic light fixtures are typically accent features that may incorporate a special material, finish, or design that provides variety and interest to the neighborhood. Each style of building uses characteristic styles of lighting and it is important to maintain appropriate designs for these elements. For example, a Folk Victorian style light fixture is not appropriate on a Craftsman style building. Exterior lighting may be used to accentuate pathways, landscaping, and outdoor areas, and may be considered historical as well.

#### **2. Guidelines**

- a. Historic light fixtures are protected.
- b. Historic light fixtures shall be repaired rather than replaced.
- c. Replacement light fixtures shall be of a design that is appropriate to the style of the building and shall match any existing historic light fixtures in material, size, shape, and design when possible.
- d. Exterior lighting on the property shall be of a design that is appropriate to the size and layout of the property and shall not take away from any of the historic features of the property, including landscaping, fences, and pathways.
- e. For new construction, all exterior lighting shall be compatible in scale and material with the exterior lighting on the historic buildings and properties in the neighborhood.

### **Section 5.10. Mechanical Systems, Aerials, and Antennas**

#### **1. General**

Mechanical equipment is generally located out of view from public streets and screened with landscaping. Insensitive installation of mechanical equipment and other site or building accessories, such as satellite dishes, television receivers, and inline generators, can cause damage to historic materials and alter the visual qualities of a building.

#### **2. Guidelines**

- a. Mechanical equipment, aerials, antennas, satellite dishes, telecommunication equipment (included standalone, structure-mounted, and telecommunication towers), and other building accessories, shall not be visible from a public street, or landscape shall screen the visibility of the equipment.

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- b. Window heating and air-conditioning units are discouraged. However, if window units are necessary, they shall be located on a nonprotected façade, and shall not be visible from the street.
  - c. Any exterior HVAC equipment shall be screened by landscaping and/or fencing of a height sufficient to screen equipment.

### **Section 5.11. Accessory Structures**

#### **1. General**

Historic accessory structures such as garages and other outbuildings are protected, where they are visible from a public street. Historic accessory structures shall maintain their historic integrity.

#### **2. Guidelines**

- a. Historic accessory structures shall be repaired rather than replaced.
- b. When removal of an historic accessory structure is necessary due to extreme structural instability or other hazardous conditions, the removal must be approved by the Commission.
- c. Replacement accessory structures shall be of a design that is appropriate to the style of the building and shall match any original historic accessory structure in size, shape, and design when possible.
- d. New accessory structures shall be compatible with other accessory buildings in the district in location on the site, size, scale, and materials.
- e. Front loading garages are not permitted.

### **Section 5.12. Environmental**

#### **1. General**

Making environmentally sustainable choices and improving the energy performance of a building are necessary but they can also cause damage or alter the visual qualities of a building and site. Historic buildings typically already incorporate many environmentally sustainable design features such as cross ventilation as well as shading on south and west sides of the building. Reuse of existing buildings is a sustainable act in and of itself. The intent of the guidelines below is to minimize the impact of environmental-driven improvements on the protected facades of the main building.

- a. Solar panels located on roofs facing front or side streets are not permitted. Solar panels located on flat or parapet roofs, or in areas that are not visible from the street are permitted.
- b. Storm windows and doors are permitted and may be approved if they are easily removable and do not damage the historic windows and doors.

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- c. Awnings, canopies, and other removable sun shading devices are permitted. These elements shall match the historic awnings, canopies, and sun shading devices where possible.
  - d. Shutters that operate are permitted where appropriate to the style of the building as a means of improving energy efficiency and protecting windows during storms.
  - e. Green roofs, defined as planted roof areas, are permitted where they are not visible from the street.
  - f. Rainwater harvesting is permitted where it is not visible from the street.

### **Section 5.13. Accessibility**

#### **1. General**

Accessibility to a building by those with disabilities is sometimes needed with a residential building. Care must be taken not to damage or make inappropriate alterations to the visual qualities of a building and site. Most historic buildings in the historic district are built with a pier and beam foundation that raises the first floor off the ground; this requires an accessible ramp of some length. The presence of a porch or raised entryway might also require the presence of an accessible ramp. The intent of the guidelines below is to minimize the impact of accessibility on the protected facades of the main building.

#### **2. Guidelines**

- a. Locating ramps or other accessibility related elements on the side or rear of the main building is encouraged.
- b. The installation of a ramp or other accessibility related elements shall not damage or obscure the character defining features of the main building. Where a ramp must be added to the front façade of a residential building that includes a character-defining feature like a stoop or porch, the accessible ramp shall be as subtle or non-obtrusive as possible, and shall be reviewed by the Commission for appropriateness.
- c. Elements associated with accessibility shall be compatible in scale and material with the historic buildings in the district when possible.

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## **Article VI Historic Materials**

Historic materials provide individual properties and the neighborhood or district at large with authenticity and integrity. Historic materials are protected and should always be repaired rather than replaced whenever possible. The historic district includes several types of historic materials, and each imparts a unique quality and sense of character to the district. The maintenance of historic building materials is a vital part of preserving character defining features in the historic district.

### **Section 6.1. Wood**

#### **1. General**

Wood is used for clapboard, weatherboard, wall shingles, doors, windows, and trim. In addition, door and window surrounds, transoms, exposed rafter ends, sun screening elements, porch elements, brackets, balustrades, and decorative elements are also typical character defining features built of wood.

#### **2. Guidelines**

- a. Historic wood features are protected.
- b. Historic wood features shall be repaired rather than replaced. However, if replacement is necessary due to severe deterioration or damage, the replacement shall always match the historic element in appearance, dimension, form, and texture. The replacement shall match the original material where possible. Hardi-board is an acceptable substitute for wood siding.
- c. Exposed wood shall be painted, stained, or otherwise protected from deterioration, except for shingles and other elements that were historically unpainted.
- d. Paint removal methods that involve thermal devices, failure to neutralize chemical strippers, stripping over a prolonged period such that the grain is raised, and the surface is roughened, and mechanical abrasive methods to remove paint are not permitted.
- e. Plastic or vinyl materials are not considered appropriate alternatives to wood materials.

### **Section 6.2. Masonry**

#### **1. General**

Masonry includes brick, stone, cast stone, mortar, and concrete. These materials are typically used as either the primary façade material or as accent materials. Masonry is typically considered a character defining feature.

## **2. Guidelines**

- a. Historic masonry and features such as texture, tooling, bonding patterns, and joint treatment are protected.
- b. Historic masonry features shall be repaired rather than replaced. However, if replacement is necessary due to severe deterioration or damage, the replacement shall match the historic material, size, form, texture, bonding pattern, joint size, shape, appearance, and mortar.
- c. Painting, waterproofing, water repellent treatments and other coating of historic brick, stone, and cast stone is not permitted, except if it can be shown that the material was painted at the time the building was constructed or if it can be demonstrated that the masonry is unable to perform and is causing water penetration problems.
- d. Cleaning of masonry should only be undertaken when necessary to stop deterioration and should employ the gentlest means possible, such as low-pressure water and soft bristle brushes. Cleaning with chemical cleaners or micro-abrasive systems shall be tested on a hidden area of the building to determine if damage will occur and to ensure an appropriate cleaning treatment.
- e. Mechanical abrasive methods of cleaning such as grit or sand-blasting are not permitted.
- f. Repointing of masonry should be undertaken only where joints are deteriorated—when mortar is missing, loose, or otherwise failing. Cutting out of joints shall be undertaken with care not to damage the masonry unit. Mortar for repointing masonry shall match the historic mortar in material compressive strength, appearance, joint profile, and dimension. Readymade gray cement mortars are typically not a good match to historic mortars and shall not be used.
- g. The removal of paint and other coatings that were not historically part of the building is permitted where testing has confirmed that the removal methods will not do harm to the masonry. The use of mechanical abrasive methods such as grit or sand blasting to remove paint or other coatings is not permitted.

### **Section 6.3. Stucco**

#### **1. General**

The historic district includes several building styles that include stucco as an exterior finish material. Stucco textures range from a smooth to rough finish. The stucco comes in a variety of colors ranging from white, to tan, to red, and brown. Stucco is a character defining feature within the district.

#### **2. Guidelines**

- a. Historic stucco is protected, and shall be repaired rather than replaced.



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- b. The finish, color, and texture of historic stucco is also protected.
  - c. Where removal of historic stucco is necessary due to severe damage or deterioration, new stucco shall match the historic material in texture and color.
  - d. Stucco used in new construction shall be compatible with the stucco used on historic buildings in color and texture.

## **Section 6.4. Metals**

### **1. General**

The historic district includes a variety of metal features that range from metal roofing to cast iron and wrought iron architectural features. Metal roofing is addressed separately in the Design Guidelines, under the “Roofing” section in 5.7. Some of the cast iron and wrought iron features that are addressed here are structural, while other features are purely decorative. Metal is found in the historic district typically as porch or gallery elements, railings, fencing, decorative screens, brackets, grillwork, and vents. Metal materials may include cast iron, wrought iron, aluminum, zinc, tin, and steel. Both structural and decorative metal features on historic buildings are considered character defining features.

### **2. Guidelines**

- a. Historic metal in accent elements is protected.
- b. Historic metal shall be repaired rather than replaced. However, if replacement is necessary due to severe deterioration or damage, the replacement shall match the historic element in all respects.
- c. Retaining historic metal components such as gutters, down spouts, mailboxes, and hardware is encouraged.
- d. Historic metal patina shall be retained. The patina may be protected with a clear coating, if desired.
- e. Metal elements used in new construction shall be compatible with the corresponding metal elements on the historic buildings.
- f. Metals subject to corrosion such as steel, wrought iron, and cast iron shall be painted.
- g. Cleaning of metals shall be undertaken using the gentlest means possible and with testing in obscure areas to determine if any damage will occur.
- h. Mechanical abrasive cleaning and paint removal methods such as grit or sand blasting and harsh chemicals are not permitted.

**Section 6.5. Paint and Color****1. General**

The preservation of a paint record for historic properties and appropriate paint color selections for repainting campaigns are important to the record and character of a historic neighborhood. Today, most of the historic paint has been painted over and often in very different colors. Paint color, particularly for buildings made primarily of painted wood, is a character defining feature.

**2. Guidelines**

- a. The Historic District Commission shall prepare and maintain a book of historic colors suitable for use (note: find and reference approved ordinance). All construction, including new construction, reconstruction, partial renovations, or refurbishing of existing structures or construction of new or refurbishment of existing signs shall conform with this book of historic colors and shall be compatible with the neighboring properties.
- b. Historic paint shall be preserved in place where possible beneath new paint. It is recommended that where removal of all paint is necessary to achieve a proper bond for new paint, retain a small area with the full record of paint layers.
- c. Paint removal, where necessary, shall be undertaken without causing damage to the historic wood, metal, or other substrate material.
- d. Paints and color choices on the exterior of a structure are encouraged to be appropriate for the style of the building.

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## **Article VII     Appendix: Secretary of the Interior's Standards for Rehabilitation**

The ten standards below comprise the Secretary of the Interior's Standards for Rehabilitation (February 16, 2018), developed to guide work undertaken on historic buildings; the intent is to assist with the long-term preservation of a property's significance through the preservation, restoration, rehabilitation or reconstruction of historic materials and features. These standards are incorporated in the enabling ordinance for the Historic Preservation Program as the standards that govern historic districts and properties. These standards are subject to changes by the U.S. Department of the Interior and are reproduced here for convenience.

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 historic 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.