



SUBCHAPTER 41.G

HISTORIC DISTRICT STANDARDS

ILLUSTRATED DESIGN GUIDELINES

2023



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Figure 1: Example of well maintained building in the Third Lake Ridge Historic District at 1014 Williamson Street.

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Figure 2: Example of well maintained residential building in the Mansion Hill Historic District at 422 N Henry Street.



Figure 3: Example of well maintained residential building in the University Heights Historic District at 135 N Prospect Avenue.



WHY GUIDELINES?

The purpose of establishing historic districts is to preserve the historic character of a neighborhood's built environment by retaining historic buildings and features while ensuring that new construction and additions are compatible with their historic surroundings. These Design Guidelines were created to support the standards in the Preservation Ordinance by providing words and images to demonstrate the contents. These standards allow for the districts to evolve with time while still being able to convey their historic associations.

These guidelines provide direction on maintaining, repairing, and, when necessary, replacing historic features on historic resources based on the guidance provided by the Secretary of the Interior's Standards for Rehabilitation, which is a framework of preservation practice used by cities across the country.

This document should be used as a reference point for building owners, tenants, architects, designers, and other interested parties when planning exterior alterations to Madison's historic resources.

LAYOUT OF THIS DOCUMENT

Madison's historic district standards appear as a numbered list throughout this document. To help explain the standards, there are callout boxes with associated guidelines, references, illustrations, and pictures.



41.22 Spectrum of Review

1. Property owners should conduct Maintenance activities in compliance with the historic district Standards for Maintenance. When a project only involves Maintenance work, it does not require a Certificate of Appropriateness.
2. The Preservation Planner or designee can administratively approve Repair and Alterations proposals in conformance with the Landmarks Commission Policy Manual or may refer the application to the Landmarks Commission for their review.
3. Applications for Additions and New Construction must go before the Landmarks Commission for their review.



Figure 4: A new rear addition to a residence that would need to receive a Certificate of Appropriateness (41.22.3).

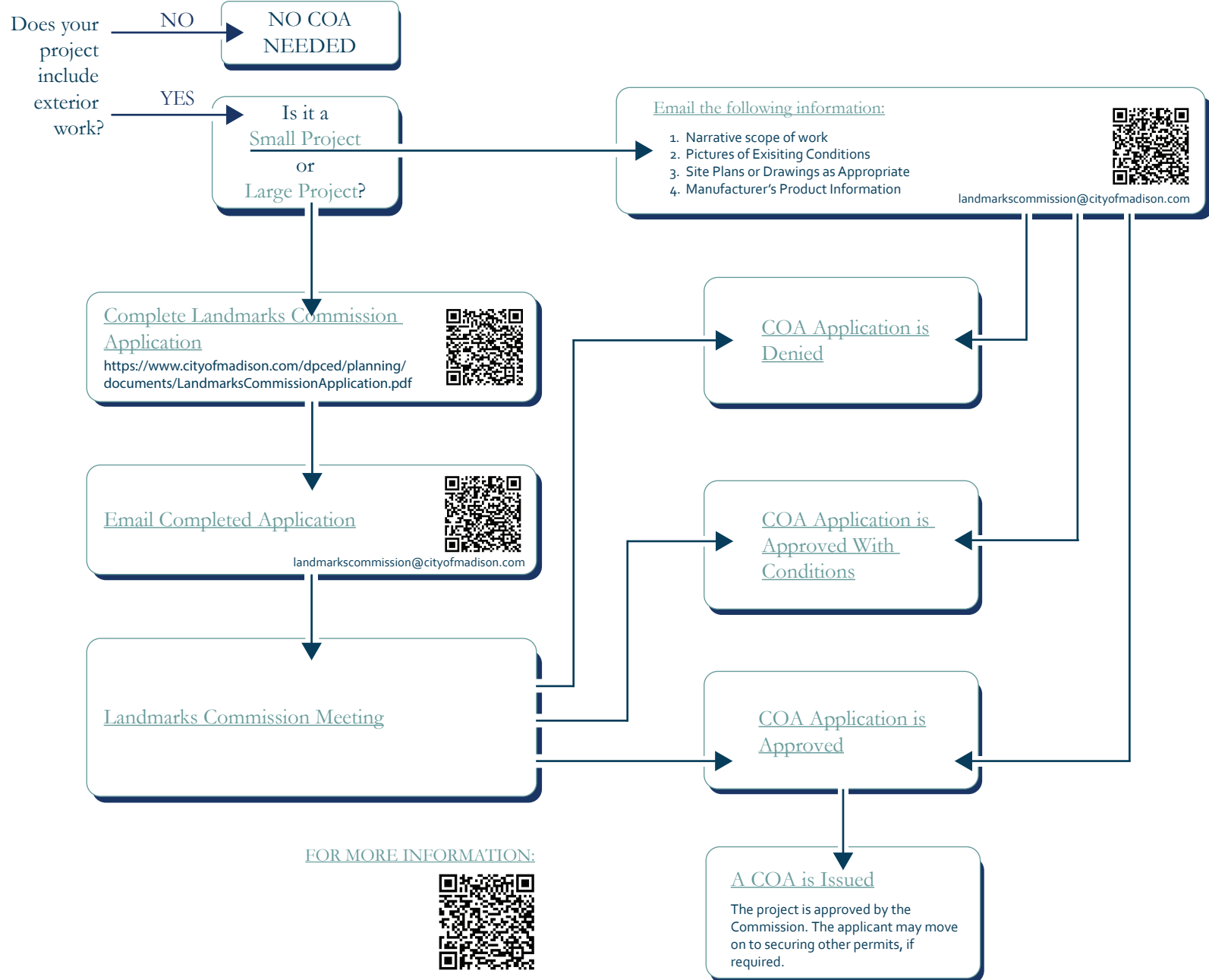


Figure 5: Growing vegetation that can be removed without a Certificate of Appropriateness (41.22.1).

CERTIFICATE OF APPROPRIATENESS


NOTICE OF NON-COMPLIANCE	SITE ADDRESS	617 North Shore (Brittingham Boathouse)	
Failure to comply with the conditions of this approval is subject to a forfeiture of up to \$500 for each day during which a violation of the Landmarks Commission ordinance (MGO 41) continues.	PROJECT	<ul style="list-style-type: none"> - Prepare wood components on west side of structure for repainting. - Replace any wood components too deteriorated to repair with materials in kind. - Replace broken glass as needed. 	
	APPLICANT	Amy Loewenstein Scanlon	
	APPROVED	<i>Meri Pade Orberg</i>	
This permit card must be displayed in a conspicuous location unobstructed from public view.	ISSUED	6/22/2022	EXPIRATION 6/22/2024
	1 YR EXTENSION		PRESERVATION PLANNER: (608) 266-6552

Figure 6: Madison Landmarks Commission Certificate of Appropriateness example.





City of Madison Illustrated Design Guidelines - 41.22 Spectrum of Review

LANDMARKS COMMISSION APPLICATION		LC		
<p>Complete all sections of this application, making sure to note the requirements on the accompanying checklist (reverse).</p> <p><i>If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call (608) 266-4635</i></p>		<p>City of Madison Planning Division 215 Martin Luther King Jr Blvd, Ste 017 PO Box 2985 Madison, WI 53701-2985 (608) 266-4635</p> 		
1. LOCATION				
Project Address: _____		Alder District: _____		
2. PROJECT				
Project Title/Description: _____				
This is an application for: <i>(check all that apply)</i>				
<input type="checkbox"/> New Construction/Alteration/Addition in a Local Historic District or Designated Landmark <i>(specify):</i>		<div>DPCED USE ONLY</div> <table border="1"><tr><td>Registrar #:</td></tr><tr><td>DATE STAMP</td></tr></table>	Registrar #:	DATE STAMP
Registrar #:				
DATE STAMP				
<input type="checkbox"/> Mansion Hill <input type="checkbox"/> Third Lake Ridge <input type="checkbox"/> First Settlement				
<input type="checkbox"/> University Heights <input type="checkbox"/> Marquette Bungalows <input type="checkbox"/> Landmark				
<input type="checkbox"/> Land Division/Combination in a Local Historic District or to Designated Landmark Site <i>(specify):</i>				
<input type="checkbox"/> Mansion Hill <input type="checkbox"/> Third Lake Ridge <input type="checkbox"/> First Settlement				
<input type="checkbox"/> University Heights <input type="checkbox"/> Marquette Bungalows <input type="checkbox"/> Landmark				
<input type="checkbox"/> Demolition				
<input type="checkbox"/> Development adjacent to a Designated Landmark				
<input type="checkbox"/> Variance from the Historic Preservation Ordinance (Chapter 41)				
<input type="checkbox"/> Landmark Nomination/Rescission or Historic District Nomination/Amendment <i>(Please contact the Historic Preservation Planner for specific Submission Requirements.)</i>				
<input type="checkbox"/> Informational Presentation				
<input type="checkbox"/> Other <i>(specify):</i> _____				
3. APPLICANT				
Applicant's Name: _____		Company: _____		
Address: _____		City: _____ State: _____ Zip: _____		
Telephone: _____		Email: _____		
Property Owner <i>(if not applicant)</i> : _____				
Address: _____		City: _____ State: _____ Zip: _____		
Property Owner's Signature: _____		Date: _____		
<div>NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of \$10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (Sec. 2.40, MGO). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.</div>				
4. APPLICATION SUBMISSION REQUIREMENTS <i>(see checklist on reverse)</i>				
All applications must be filed by 12:00pm on the submission date with the Preservation Planner. Applications submitted after the submission date or incomplete applications will be postponed to the next scheduled filing time. Submission deadlines can be viewed here: https://www.cityofmadison.com/dpced/planning/documents/LC_Meeting_Schedule_Dates.pdf				

LANDMARKS COMMISSION APPLICATION	LC
APPLICATION SUBMISSION REQUIREMENTS CHECKLIST:	
In order to be considered complete, every application submission shall include at least the following information unless otherwise waived by the Preservation Planner. All application materials should be submitted electronically to landmarkscommission@cityofmadison.com. Please note that an individual email cannot exceed 20 MB.	
<input type="checkbox"/> Landmarks Commission Application w/signature of the property owner.	
<input type="checkbox"/> Narrative Description/Letter of Intent addressed to the Landmarks Commission, describing the location of the property and the scope of the proposed project.	
<input type="checkbox"/> Photographs of existing conditions;	
<input type="checkbox"/> Photographs of existing context;	
<input type="checkbox"/> Photographs of comparable historic resources within 200 feet of subject property;	
<input type="checkbox"/> Manufacturer's product information showing dimensions and materials.	
<input type="checkbox"/> Architectural drawings reduced to 11" x 17" or smaller pages which may include:	
<input type="checkbox"/> Dimensioned site plans showing siting of structures, grading, landscaping, pedestrian and vehicular access, lighting, mechanicals, signage, and other features;	
<input type="checkbox"/> Elevations of all sides showing exterior features and finishes, subsurface construction, floor and roof;	
<input type="checkbox"/> Floor Plan views of levels and roof;	
<input type="checkbox"/> For proposals of more than two (2) commercial or residential or combination thereof units, a minimum of two (2) accurate street-view normal perspectives shown from a viewpoint of no more than five (5) feet above existing grade.	
<input type="checkbox"/> Any other information requested by the Preservation Planner to convey the aspects of the project which may include:	
<input type="checkbox"/> Perspective drawing	
<input type="checkbox"/> Other _____	
<p><i>Landmarks Commission staff will preliminarily review projects related to the construction of additions and/or new construction with Zoning staff in order to determine the completeness of the submission materials. Applicants are encouraged to contact Zoning staff to discuss projects early in the process to ensure the project considered by the Landmarks Commission meets Zoning requirements.</i></p>	
CONTACT THE PRESERVATION PLANNER:	
Please contact the Preservation Planner with any questions.	
City of Madison Planning Division 215 Martin Luther King Jr Blvd, Suite 017 PO Box 2985 (mailing address) Madison, WI 53701-2985 landmarkscommission@cityofmadison.com (608) 266-6552	

Figure 7: Landmark Commission Application Form.



41.23 Standards for Maintenance

General

Building Site

Exterior Walls

Roofs

Windows and Doors

Entrances, Porches, Balconies and Decks



Figure 8: High Integrity Building - 624 S Thornton Avenue.



Figure 9: High Integrity Building - 853 Williamson Street.



Figure 10: Moderate Integrity Building.

1. General

- a. All structures in historic districts are required to be maintained pursuant to Sec. 41.14. The highest priority of this ordinance is on the proper proactive and continued maintenance to preserve the integrity of the structure utilizing the least degree of intervention. This section provides standards for building maintenance. Work beyond the level described below, as determined by the Preservation Planner, shall be considered a repair and be governed by the Standards for Repair section (Sec 41.24).

For Reference

[The Secretary of the Interior's Standards for the Treatment of Historic Properties](#)

Preservation Brief 35: [Understanding Old Buildings: The Process of Architectural Investigation](#)



Figure 11: Low Integrity Building.



Figure 12: Downspout extension leading water away from building foundation (41.23.2.a.1).



Figure 13: Improper drainage gutter system resulting in deterioration of foundation walls (41.23.2.a.1).

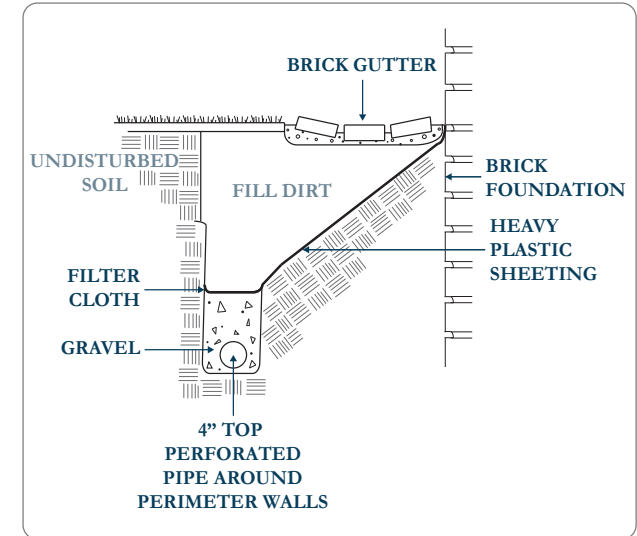


Figure 14: Diagram of a sub-surface perimeter drain in conjunction with historic brick ground gutter system (41.23.2.a.1).

2. Building Site

a. General

1. Buildings and site features shall be protected and maintained by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.

- Guidelines -

- Make sure systems that divert rainwater from surfaces (such as roof overhangs, gutters and downspouts) are intact & functioning properly.
- Irrigation systems should not wet the building excessively.

For Reference

Preservation Brief 39: [Holding the Line: Controlling Unwanted Moisture in Historic Buildings](#)

3. Exterior Walls

a. Masonry

1. The Preservation Planner shall approve proposed masonry cleaning methods.
2. Abrasive methods (including sandblasting, other media blasting, or high-pressure water or acids on limestone or marble) which can damage the surface of the masonry and mortar joints are prohibited.
3. Masonry building walls and features shall be maintained with tight mortar joints and operational rain water conduction systems.
4. Sealants and water-repellent coatings applied to the face of the masonry are prohibited.
5. Previously painted masonry may be repainted, but the painting of previously unpainted masonry is prohibited.

- Guidelines -

- Masonry is susceptible to damage by allowing water to pool on surfaces, improper maintenance or repairs, abrasive cleaning, or application of nonpermeable coatings.
- Masonry should only be cleaned when necessary to halt deterioration or remove heavy soiling.
- Soiled masonry surfaces should be cleaned with the gentlest method possible, such as low-pressure water & detergent and natural bristle or other soft-bristle brushes & tested on a small area to ensure that no damage has resulted.
- Joints in concrete should be sealed with appropriate flexible sealants & backer rods, when necessary.
- If approved by the Preservation Planner & Building Inspection Division, or the Landmarks Commission, masonry that was not historically painted may have paint removed by allowing the property owner to remove peeling paint over time or by other nonabrasive means, as mentioned above.

For Reference

Preservation Brief 1: [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings](#)

Preservation Brief 2: [Repointing Mortar Joints in Historic Masonry Buildings](#)

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings](#)

Preservation Brief 38: [Removing Graffiti from Historic Masonry](#)



Figure 15: Dirty masonry that can be cleaned without a Certificate of Appropriateness (41.23.3.a.1).

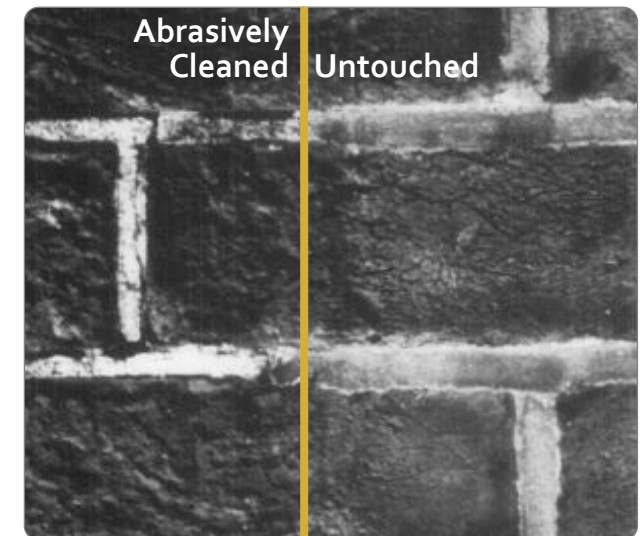


Figure 16: Poor condition of brick after being abrasively cleaned (41.23.3.a.2).

b. Wood

1. Paint or stain shall be retained and applied to protect wood features.

- Guidelines -

- Wood can be damaged by allowing water to pool on surfaces, not addressing sources of moisture & failing to maintain a protective coating of paint or chemical preservatives.
- Repainting a surface to encapsulate lead paint or removal of the lead paint & repainting of the surface are recommended methods of mitigation or remediation of lead paint. All work should follow lead-safe procedures.
- Historically painted or stained wood features, including but not limited to siding, exposed beam ends, outriggers, & rafter tails should be repainted or restained.



Figure 17: Example of wood siding needing to be re-painted on a residence that is otherwise in good condition (41.23.3.b.1).

For Reference

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings](#)

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork](#)



Figure 18: Example of wood shutters and window framing needing to be appropriately re-painted (41.23.3.b.1).

c. Metals

1. Non-corrosive chemical methods shall be used to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods.

- Guidelines -

- Metals are prone to corrosion! Don't allow water to pool on surfaces or use abrasive cleaning methods. Be sure to maintain protective coatings.
- Metals should be cleaned to remove corrosion prior to repainting or applying appropriate protective coatings.
- The type of metal should be identified prior to any cleaning procedure & then tested to ensure that the gentlest cleaning method possible is selected; or, alternatively, determining that cleaning is inappropriate for the particular type of metal.
- Appropriate paint or other coatings should be applied to historically-coated metals after cleaning to protect them from corrosion.



Figure 19: Examples of metal detailing which should be non-abrasively cleaned and repaired (41.23.3.c.1).

d. Vegetation

1. Growing new vegetation directly on building walls and roofs is prohibited.
2. Exterior walls with pre-existing vegetation shall be maintained to ensure exterior surfaces remain undamaged.

- Guidelines -

- Vegetation can damage a structure by trapping moisture against building surfaces, and allowing vines to bore into exterior materials.
- New vegetation supported by trellises may be approved.
- When vegetation begins to deteriorate a building surface, the surface may be repaired and monitored for additional damage or the vegetation removed to prevent further deterioration.



Figure 20: Vegetation on a masonry building can damage the masonry and mortar (41.23.3.d.2).



Figure 21: Growing vegetation that should be removed (41.23.3.d.2).

4. Roofs

a. General

1. The materials comprising the roof covering, flashing, gutters and downspouts and related trim shall be protected and maintained in functional and operational condition.

For Reference

Preservation Brief 4: [Roofing for Historic Buildings](#)

Preservation Brief 19: [The Repair and Replacement of Historic Wooden Shingle Roofs](#)

Preservation Brief 29: [The Repair, Replacement, and Maintenance of Slate Roofs](#)



Figure 22: Example of a maintained roof system at 514 N Carroll Street (41.23.4.a.1).



Figure 23: Example of a gutter guard protecting gutter system at 1520 Rutledge Street (41.23.4.a.1).

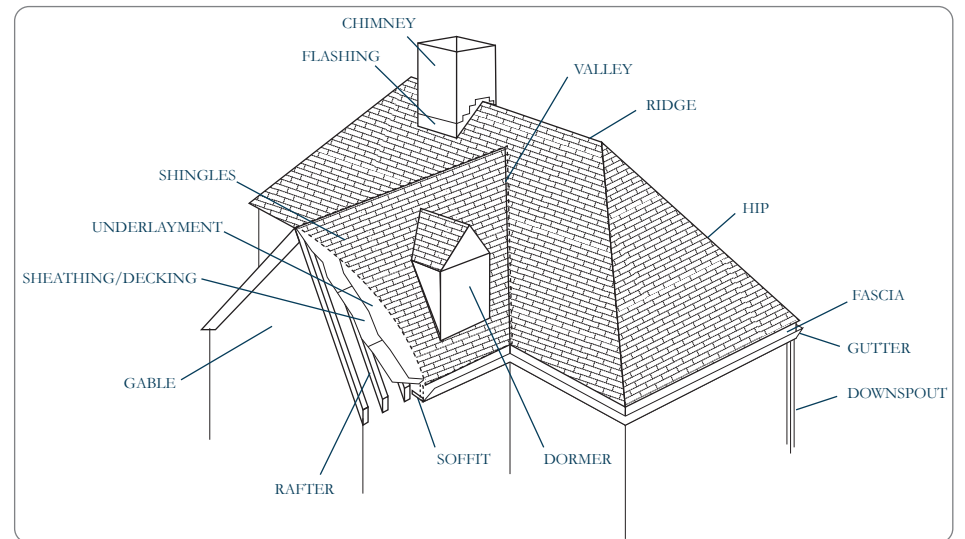


Figure 24: Diagram of roof parts (41.23.4.a.1).



Figure 25: Examples of well maintained windows & doors (41.23.5.a.1).

5. Windows and Doors

a. Windows and Doors

1. The wood or metal comprising the window or door jamb, sash, and trim shall be protected and maintained through appropriate treatments.

For Reference

Preservation Brief 9: [The Repair of Historic Wooden Windows](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows](#)

- Guidelines -

- Appropriate treatments for wood & metal window or door components typically involve cleaning, paint removal, and reapplication of protective coating systems.
- Windows & doors should be made weathertight by re-caulking gaps in fixed joints and replacing or installing weather-stripping.
- The historic operability of windows or doors should be sustained by lubricating friction points, replacing broken components of the operating system (such as hinges, latches, sash chains or cords), & replacing deteriorated gaskets or insulating units.



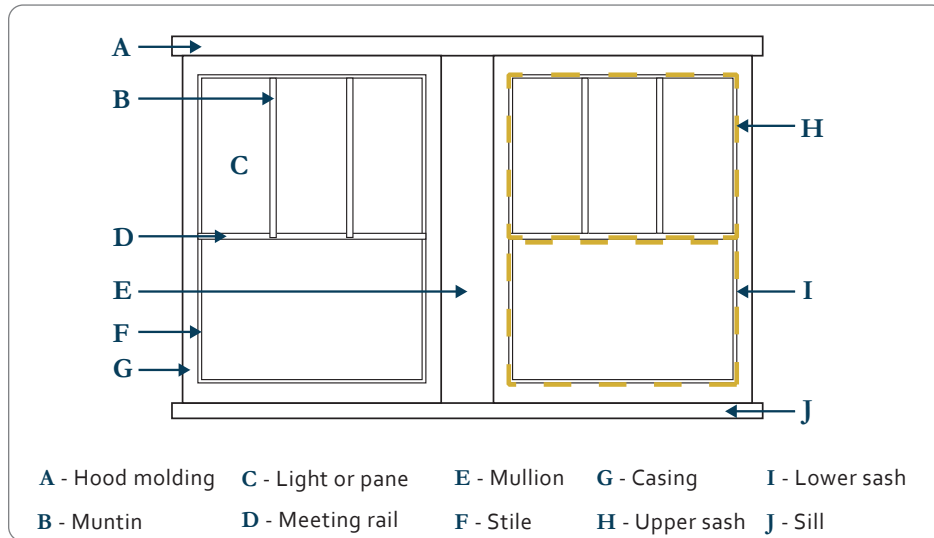


Figure 26: Diagram of typical window parts.

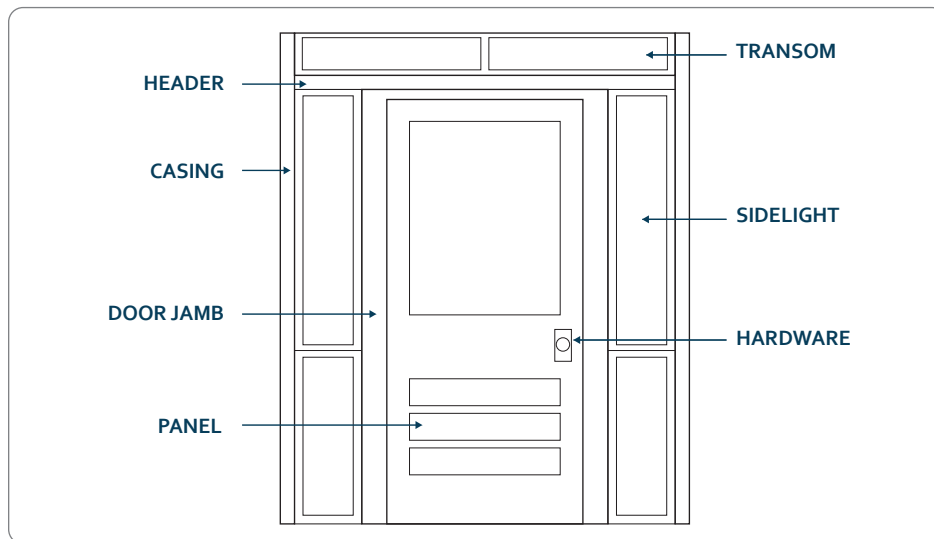


Figure 28: Diagram of typical door parts.

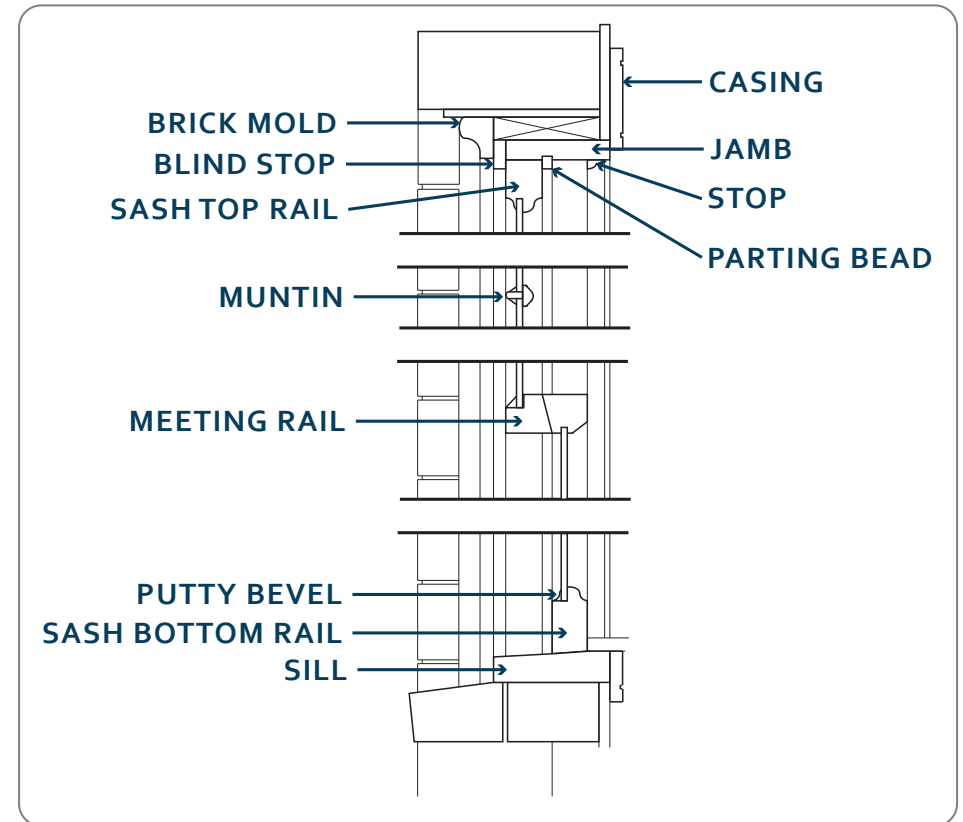


Figure 27: Diagram of typical wood window section.

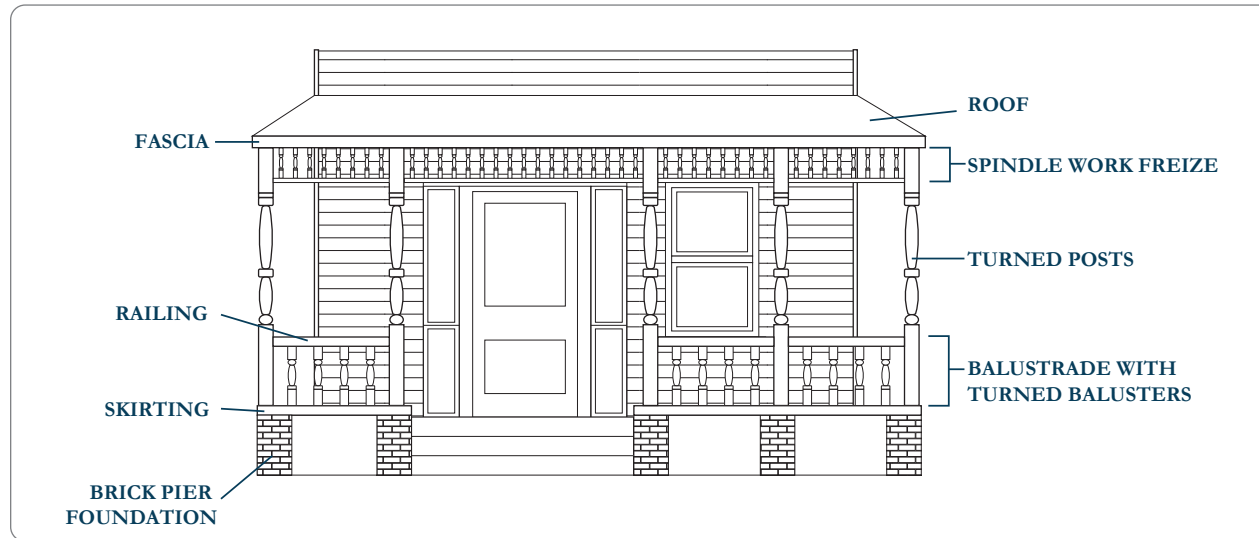


Figure 29: Diagram of typical porch parts (41.23.4.a.2).



Figure 30: Well preserved porch at 754 Jenifer Street (41.23.6.a.1).

6. Entrances, Porches, Balconies and Decks

a. Entrances and Porches

1. Entrances and porches and their functional and decorative features that are important in defining the overall historic character of the building, that are historic to the structure, or that date to the period of significance of the district shall be retained and preserved.
2. The materials that comprise entrances and porches shall be protected and maintained through appropriate surface treatments.

- Guidelines -

- Appropriate treatments for wood, metal, and masonry components typically involve cleaning, paint removal, and reapplication of protective coating systems on wood and metal.

For Reference

Preservation Brief 45: [Preserving Historic Wooden Porches](#)



Figure 31: Well preserved porch at 28 S Franklin Street (41.23.4.a.1).



41.24 Standards for Repair

General

Building Site

Walls

Roofs

Windows and Doors

Entrances, Porches, Balconies and Decks



Figure 32: Oatlands Plantation Leesburg, Va., the National Trust for Historic Preservation tested acetylated wood on this weather-prone balustrade.



Figure 33: Porch flooring and steps replaced with compatible substitute material similar in visual qualities.



Figure 34: Example of a dutchman repair.

1. General

- a. This section provides standards for building repair when the scope of a project exceeds normal ongoing maintenance and a limited amount of repair of any exterior element is necessary. Work beyond the level described below, as determined by the Preservation Planner, shall be considered an alteration and be governed by the Standards for Alterations section (Sec 41.25).
 1. Materials and features shall be repaired by patching, splicing, consolidating, or otherwise reinforcing using recognized conservation and preservation methods for the material or feature needing repair.
 2. Compatible substitute materials shall be similar in design, scale, architectural appearance, and other visual qualities.

- Guidelines -

- Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components when there are surviving prototypes.
- Areas & features to be repaired should blend seamlessly with the adjacent areas of the building & features.

2. Building Site

a. General

1. Historic site features, not including landscaping, which have been damaged, are deteriorated, or have missing components shall be repaired to reestablish the whole feature and to ensure retention of the integrity of the historic materials. When damage or deterioration requires repair that cannot be met by these conditions, work will be considered an alteration (Sec. 41.25)

- Guidelines -

- Repairs may include limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing parts of site features when there are surviving prototypes, such as walls, paving, or railings.



Figure 35: Walkway site features (41.24.1.a.1).



Figure 36: Retaining walls are considered a site feature (41.24.1.a.1).

3. Walls

a. Masonry

1. Remove failed mortar so as to not damage the masonry unit, and new mortar will match the historic in strength, composition, color, texture, and profile of the historic mortar.
2. Stucco and concrete shall be repaired by removing the damaged material and patching with new material that duplicates the old in strength, composition, color, and texture.
3. Application of sealers and abrasive cleaning of masonry is prohibited.
4. For replacement of masonry units, see Standards for Alterations.

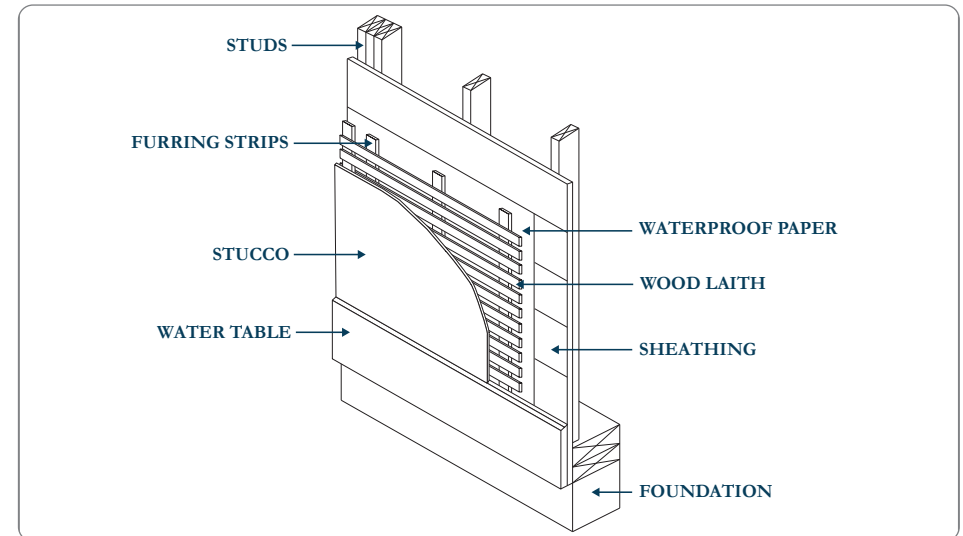


Figure 37: Diagram showing stucco attachment on a wood frame wall (41.24.2.a.2).

- Guidelines -

- Exterior insulation and finish system (EIFS) is not an acceptable new material unless it is able to replicate historic profiles and textures.

For Reference

Preservation Brief 2: [Repointing Mortar Joints in Historic Masonry Buildings](#)

Preservation Brief 22: [The Preservation and Repair of Historic Stucco](#)

Preservation Brief 47: [Maintaining the Exterior of Small and Medium Size Historic Buildings](#)



Figure 38: Proper vs. improper mortar alterations (41.24.2.a.1).



Figure 39: Wood features requiring repair (41.24.2.b.1).



b. Wood

1. Materials and features shall be repaired by patching, splicing, consolidating, or otherwise reinforcing using recognized conservation and preservation methods for the material or feature needing repair.

- Guidelines -

- Deteriorated wood surfaces may be repaired with epoxy, Dutchman repairs, or other methods as approved by the Preservation Planner.
- Compatible substitute materials should be similar in design, color, scale, architectural appearance, & other visual qualities.

For Reference

Preservation Brief 9: [The Repair of Historic Wooden Windows](#)

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork](#)



Figure 40: Wood porch details in good condition (41.24.2.b.1).

4. Roofs

a. General

1. Roof repairs shall ensure that the existing roof covering is sound and waterproof.

- Guidelines -

- Repair may include the limited replacement in kind, or with a compatible substitute material, of missing materials (such as wood shingles, slates, or tiles) on a roof visible from the street.
- Missing or damaged individual roofing shingles, tiles or slates should be replaced rather than replacing large sections of the roof covering.

5. Windows and Doors

a. Windows & Doors

1. Deteriorated or broken components or features shall be repaired.
2. Replacement in kind or with compatible substitute materials shall be used when materials or features are missing or are physically beyond repair and/or are not economically feasible to repair

- Guidelines -

- Replacement materials should match any surviving prototypes, such as sash, sills, hardware, or shutters, & be of similar design, color, scale, architectural appearance, & other visual qualities.
- Glazing putty that has failed should be removed, & new putty should be applied; or, if glass is broken, all putty should be carefully removed, the glass replaced, & re-puttied.
- Weather-stripping, jamb liners, & floor sweeps need to be periodically replaced to keep windows & doors as energy efficient as possible.



Figure 41: Example of windows in need of repair (41.24.5).



Figure 42: Example of windows and door in need of repair (41.24.5).



Figure 43: Examples of porches and a balcony, in need of repair (41.24.6).

6. Entrances, Porches, Balconies and Decks

a. Entrances and Porches

1. Deteriorated or broken components or features shall be repaired.
2. Replacement in-kind or with compatible substitute materials shall be used when materials or features are extensively deteriorated or missing.

- Guidelines -

- Replacement materials should match any surviving prototypes, such as balustrades, columns, & stairs and be of similar design, color, scale, architectural appearance, and other visual qualities.



41.25 Standards for Alterations

General
Building Site
Exterior Walls
Roofs
Windows and Doors
Entrances, Porches, Balconies and Decks
Building Systems

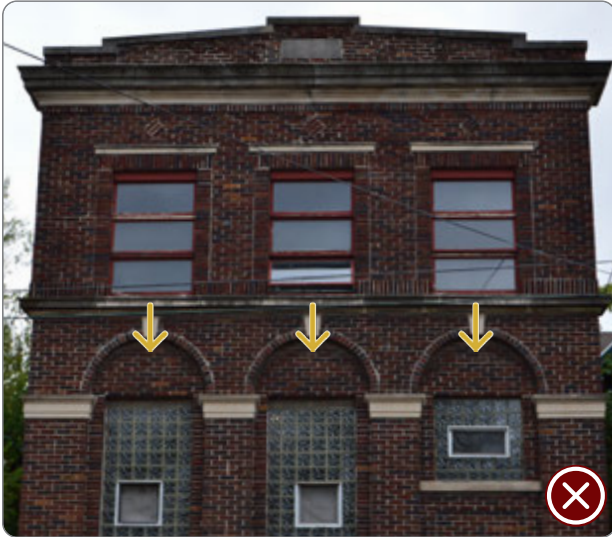


Figure 44: Infill of historic openings on masonry building (41.25.1.b.1).



Figure 45: Incompatible replacement of historic siding (41.25.1.b.1).



Figure 46: Compatible replacement windows (41.25.1.b.1).

1. General

- a. Alterations are defined as any change to any portion of the exterior of a building or site that replaces existing materials or changes its appearance. This section provides standards for building alterations.
- b. Materials and Features
 1. Alterations shall be in keeping with the original design and character of the building.
 2. The removal of historic features on elevations visible from the developed public right-of-way is prohibited.
 3. The introduction of conjectural architectural features without historic precedent on the building is prohibited.

- Guidelines -

- Materials, features, decorative ornament & other details should be retained, and preserved.
- Areas & features to be altered should blend seamlessly with adjacent areas of the building and features.

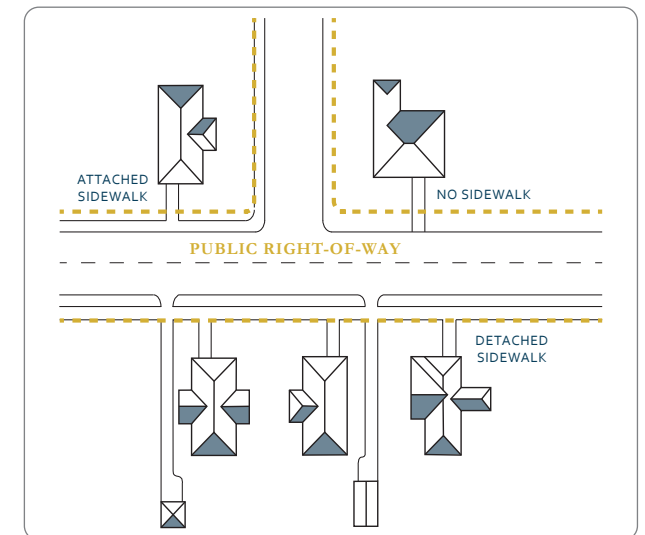


Figure 47: Diagram illustrating the developed public right-of-way (41.25.1.b.2).

c. Replacement

- Existing features shall be replaced in-kind if they are too deteriorated to repair.

- Guidelines -

- Replacement should replicate the overall form & detailing using any available physical evidence or historic documentation as a model to reproduce the feature.
- Compatible substitute materials should be similar in design, color, scale, architectural appearance, & other visual qualities.

For Reference

Preservation Brief 32: [Making Historic Properties Accessible](#)

[State Tax Credit Website](#)

[Historic Window Vendors](#)

d. Accessibility

- Whenever possible, access to historic buildings should be through a primary building entrance.
- Barrier-free access requirements shall be complied with in such a manner that the historic building's character-defining exterior features and features of the site and setting are preserved or impacted as little as possible.

- Guidelines -

- A gradual slope or grade to the sidewalk may be added to access the entrance rather than installing a ramp that would be more intrusive to the historic character of the building & the district.



Figure 48: Compatible accessibility ramp constructed to access the primary building entrance at 1133 Williamson Street (41.25.1.d.1).



Figure 49: Compatible accessibility ramp constructed on side of historic public building at 504 S Brearly Street (41.25.1.d.2).

e. Lead Paint

1. Window replacement due to lead may not be eligible for state preservation tax credits. In order to replace a feature due to lead paint, the proposal must meet the following conditions:
 - a. A test result that demonstrates that a feature has tested positive for lead.
 - b. Documentation of the existing original feature, including profiles, dimensions, configuration, etc. This documentation should include drawings, photographs, and any other relevant documentation.
 - c. Documentation of the proposed replacement feature, which includes a cut sheet or shop drawing of the proposed replacement feature, and a detailed description of the profile, dimensions, configuration, material, finish, etc.

2. **Building Site**

a. General

1. Fences and retaining walls in the front yard shall be in character with the style of fences or retaining walls historically found in the district or in keeping with the materials and character of historic resources in the district.

- **Guidelines** -

- Protective fencing, bollards, & stanchions that are as unobtrusive as possible may be installed on a building site, when necessary for security.



Figure 50: Compatible front yard fence at 422 N Henry Street.



Figure 51: Retaining wall in the University Heights District.

3. Exterior Walls

a. Masonry

1. Masonry not previously covered shall not be covered with stucco, exterior insulation and finish systems (EIFS), paint, or other covering.
2. Removing a chimney visible from the developed public right-of-way or altering its appearance is prohibited.
3. Replacement brick units shall be of a similar dimension, color, and permeability as the historic bricks.
4. Composite patching, epoxy repair, mechanical repair, or a Dutchman repair of large masonry units shall follow established conservation methods, with the alteration to match the historic appearance as closely as possible.

- Guidelines -

- Maintaining elastomeric caulking between masonry & other building materials will assist with keeping a building weather tight.

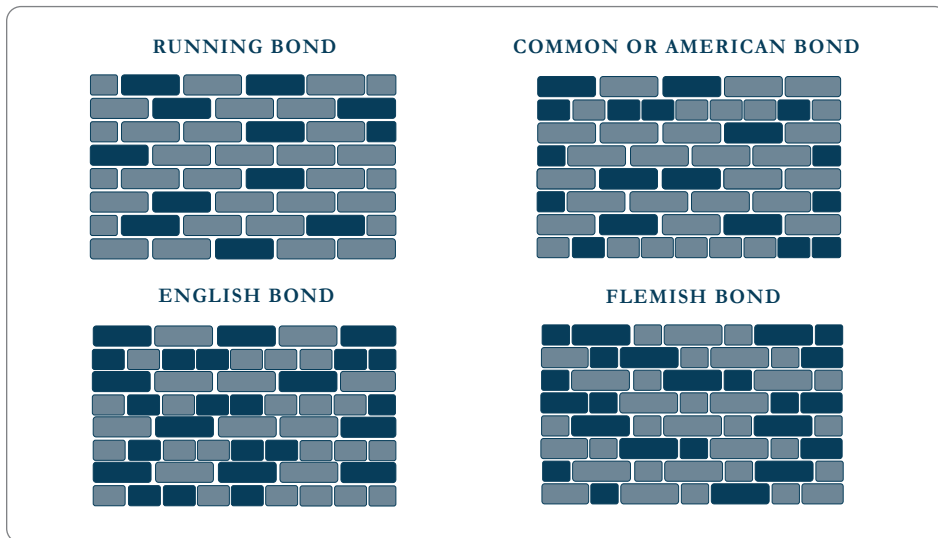


Figure 52: Typical brick bonds found on historic masonry buildings.



Figure 53: Brick masonry units installed around new accessibility door; the new bricks are currently cleaner than the original (41.25.3.a.3).

b. Wood

1. Replacement siding shall imitate the original siding within one inch of historic exposure/reveal.
2. Where more than one layer of siding exists on the structure, all layers except the first must be removed prior to re-siding.
3. All trim must project beyond the face of the siding to the same extent it did with the historic siding.
4. Wrapping of trim and ornament is prohibited.

- Guidelines -

- Re-siding in a manner that replicates the historic siding in profile exposure & detail is preferred.
- In the event of partial replacement, transitions from historic wood siding to replacement siding should occur at corners or transitions in the building mass where feasible.
- When transitions occur along a flat wall plane, each course of siding should be "toothed in" or offset at least 16" from the course above or below.
- The color of the replacement siding should match the siding not being replaced.
- Compatible substitute materials should be similar in design, color, scale, architectural appearance, & other visual qualities.
- Compatible metal substitute materials need to take into account the reactive nature of existing metal to ensure that the replacement is both visually & chemically compatible with the existing building materials.

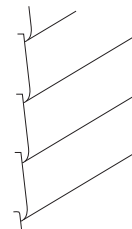
For Reference

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors](#)

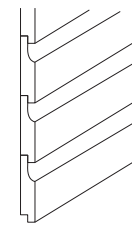


Figure 54: Incompatible wrapped wood columns (41.25.3.b.4).

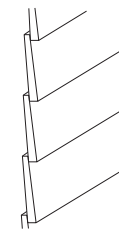
ROUNDED CLAPBOARD SIDING



NOVELTY SIDING



BEVELED SIDING



BOARD AND BATTEN SIDING

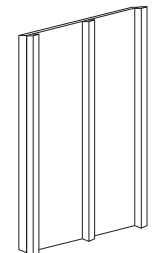


Figure 55: Diagram of typical siding for structures (41.25.3.b.1).

c. Metals

1. Replacement of part or all of a decorative metal feature should be in-kind or with a compatible substitute material, replicating the original appearance.

- Guidelines -

- Compatible substitute materials need to take into account the reactive nature of existing metal to ensure that the replacement is both visually & chemically compatible with the existing building materials.

For Reference

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors](#)



Figure 56: Compatible substitute metal railing replacement (41.25.3.c.1).



Figure 57: Incompatible substitute metal replacement (41.25.3.c.1).

4. Roofs

a. General

1. Alterations to a roof shall include a roof style that is compatible with the existing roof.
2. The form of the roof visible from the developed public right-of-way shall not be altered except to restore it to the historic documentable appearance.
3. The removal of decorative and functional features visible from the developed public right of way is prohibited, except to restore the building to its historic appearance.

b. Materials.

1. A roof feature may be replaced in kind if it is too deteriorated to repair.
2. Replacement materials shall replicate the appearance of historic roofing materials found on the structure or be compatible with roofing found on historic resources in the district.

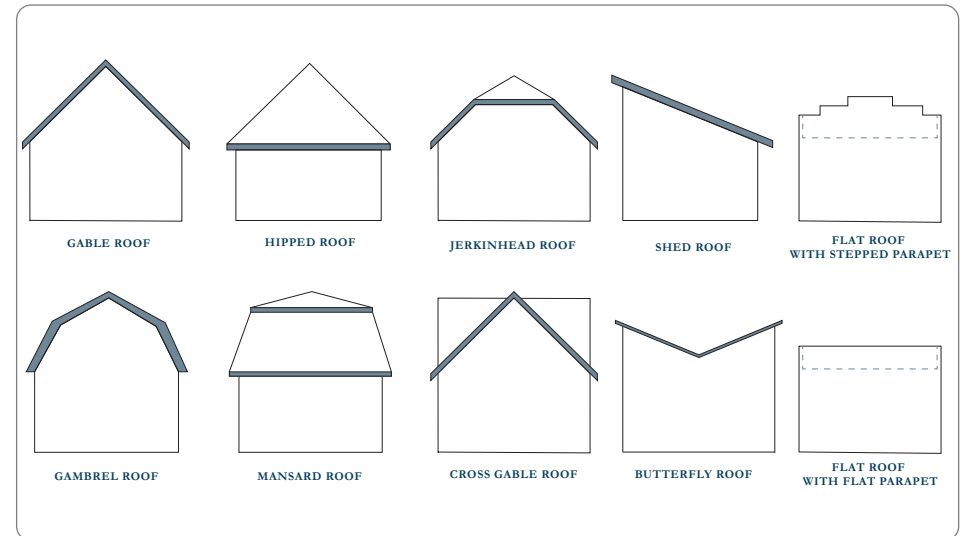


Figure 58: Diagram of typical roof forms (41.25.4.a.1-2).

- Guidelines -

- The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, dormers, ridge tiles, & snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), size, & patterning & should inform what is a compatible roof alteration. The form & cladding of the roof alteration should be complementary to the existing structure.
- Compatible substitute materials may include three-tab asphalt shingles; architectural asphalt shingles with a straight bottom edge & light faux shadowing; flat standing seam metal & flat interlocking metal panels on flat roofs.
- Replacement should replicate the overall form & detailing using any available physical evidence or historic documentation as a model to reproduce the feature.

For Reference

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors](#)

Preservation Brief 19: [The Repair and Replacement of Historic Wooden Shingle Roofs](#)

c. Skylights

1. Skylights visible from the developed public right-of-way shall be flat, parallel to the slope of the roof, and have the frame painted to match the roof material, and be located least twelve (12) feet back from the front edge of the roof.
2. Other forms of skylights are allowed on elevations not visible from the developed public right-of-way.

- Guidelines -

- Skylight trim should match the roof color.

d. Chimneys

1. Removing a chimney visible from the developed public right-of-way or altering its appearance, is prohibited.

- Guidelines -

- Adding or replacing caps above the chimney opening is not considered an alteration.

e. Vents

1. Low-profile continuous ridge vents are permitted when the vents extend to the front edge of the fascia and are clad with the same material as the roof.
2. Rectangular or continuous soffit vents are permitted if they are finished or painted the same color as the adjacent soffit.
3. Round soffit vents, static vents, electric vents, wind turbines, and attic fans visible from the developed public right-of-way are prohibited.



Figure 59: Example of a skylight on a home (41.25.4.c.1).



Figure 60: Example of ridge vent and a prohibited electric vent visible from the developed public right-of-way (41.25.4.e).

5. Windows and Doors

a. Openings

1. A limited number of openings in walls above the foundation not visible from the developed public right-of-way may be filled in a manner that retains the original opening pattern and size, and is similar in design, scale, architectural appearance, and other visual qualities of the surrounding wall.
2. New window openings may be added to elevations not visible from the developed public right-of-way.
3. The new openings and the windows or doors in them shall be compatible with the overall design of the building.

- Guidelines -

- Appropriate approaches to filling windows or doors may include inseting masonry by at least one inch from the face of the wall, adding solid panels, installing closed shutters, & retaining original window trim.
- New openings should have a similar height to width ratio, operation (e.g., double hung, casement, awning, or hopper), components (including sash, muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), & finish as historic windows of the structure.



Figure 61: Incompatible window opening, visible from the right-of-way, not in keeping with existing visual qualities (41.25.5.a.1).

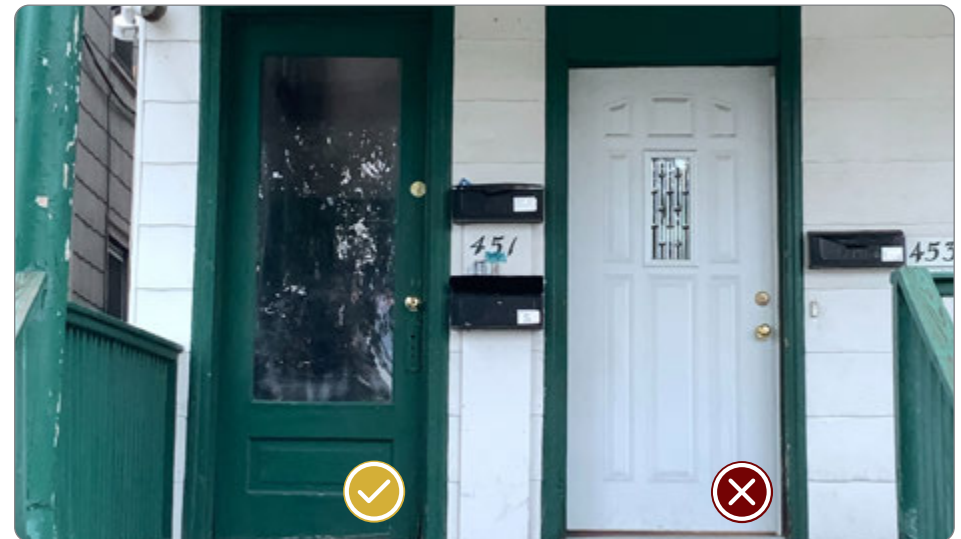


Figure 62: Historic door (on left) and a modern replacement (on right) (41.25.5.a.3).

b. Sill and Head Height

1. Infilling at the head or jambs is prohibited.
2. The new or reconfigured openings shall have similar appearance to the historic windows or doors of the structure.
3. The sills of historic window openings on elevations not visible from the developed public right-of-way may be raised to serve bathrooms and kitchens.

- Guidelines -

- The reconfigured openings and the windows in them should be compatible with the overall design of the building.



Figure 63: Infilled head above windows (41.25.5.b.1).

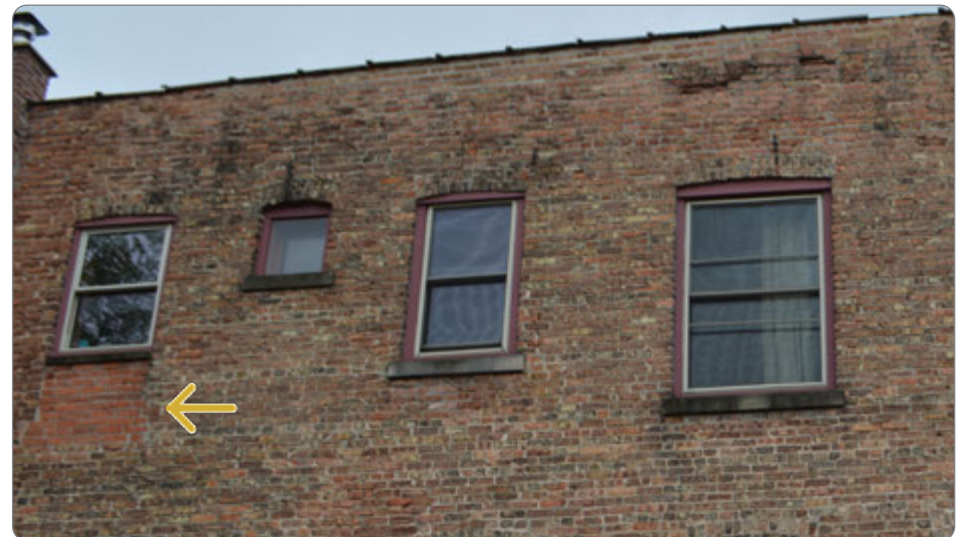


Figure 64: Adjusted sill height (41.25.5.b.3).

c. Windows

1. Original decorative windows shall be repaired and retained.
2. Only when original windows are too deteriorated or hazardous to repair may they be replaced with new windows that replicate all design details.
3. Replacement multi-light windows shall use true divided lights or simulated divided lights with window grids on the exterior and interior with spacer bars between the panes of glass.
4. A historic single-glazed sash may be modified to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter appearance of the window.
5. Incompatible, non-historic windows may be replaced with new windows compatible with the historic character of the building.
6. Storm windows shall have a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows and have frames and trim painted or have a non-reflective coating.
7. New windows that are compatible with the historic character of the building may be reinstated in openings that had previously been filled in.



Figure 65: Original decorative windows (41.25.5.c.1).



Figure 66: Replaced divided light windows (41.25.5.c.3).

For Reference

Preservation Brief 33: [The Preservation and Repair of Stained and Leaded Glass](#)



Figure 67: The left image has compatible wood framed storm windows with painted trim to match original sashes. The right image has incompatible reflective aluminum framed storm windows that do not blend with the historic sashes (41.25.5.c.6).

- Guidelines -

- The window material & how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, sash horns, glazing, pane configuration, sills, mullions, casings, brick molds, or trim) & related features, such as shutters should inform compatible window alterations.
- Sash locks, window guards, removable storm windows, & other reversible treatments, such as safety film, may be installed to meet safety, security, or energy conservation requirements.
- Storm windows improve energy efficiency & are especially beneficial when installed over wood windows because they also protect them from accelerated deterioration. Interior storm windows can provide energy efficiency while not altering the exterior appearance of the windows on the building.
- Patterned glass may be used for privacy in bathrooms or added to the interior of window glass to provide the appearance of patterned glass.
- Reversible window treatments may be installed to meet safety, security, or energy conservation requirements.

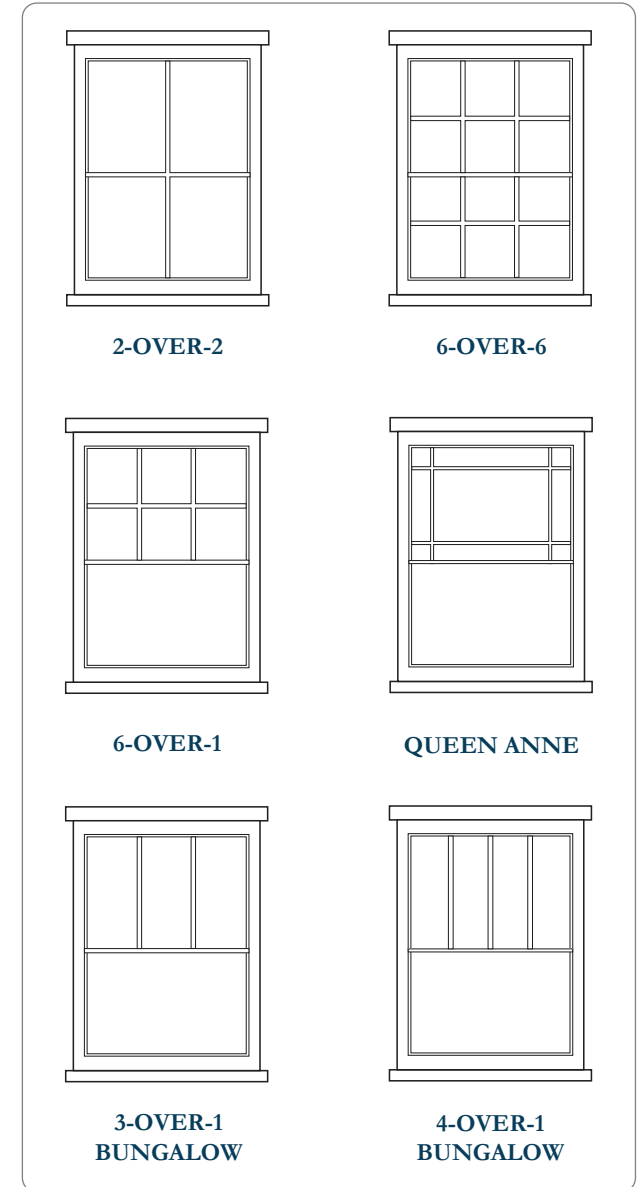


Figure 68: Diagram of typical window types (41.25.5.c.3).



Figure 69: Example of a compatible storm door (41.25.5.d.3).



Figure 70: Example of an incompatible storm door. New storm doors need to be full light (41.25.5.d.3).



Figure 71: Example of a historic door (41.25.5.d.1).

d. Pedestrian Doors

1. Historic entrance doors or those dating from the period of significance may be replaced with a door that blends with the character of the structure when the original is beyond repair.
2. Doors shall not have a textured fake wood grain.
3. Storm doors shall be full-light or full-view, wood or aluminum, and shall be compatible with the entrance door and the overall design of the building.

- Guidelines -

- Aluminum clad wood, aluminum, & insulated hollow metal entrance doors are an acceptable alternative material if they are similar in design, color, scale, architectural appearance, & other visual qualities of the original doors.
- All doors should be painted, finished with a material that resembles a painted finish, or opaquely stained.
- Storm doors with metal grilles may be approved if they blend with the style of the structure.

e. Garage Doors

1. Garage doors shall be similar in design, scale, architectural appearance, and other visual qualities prevalent within the historic district.



Figure 72: Examples of compatible garage doors (41.25. 5.e.1).



6. Entrances, Porches, Balconies and Decks

a. Replacement

1. An entire entrance or porch that is too deteriorated to repair shall be replaced using any available physical evidence or historic documentation as a model to reproduce the porch features.
2. A historic entrance or porch shall be retained in all instances, including change of use or space function.



Figure 73: Example of a replacement railing that is out of character for the style house (41.25. 6.a.1).

- Guidelines -

- If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials should be similar in design, color, scale, architectural appearance, & other visual qualities.

For Reference

Preservation Brief 45: [Preserving Historic Wooden Porches](#)



Figure 74: Example of a historically accurate entrance (41.25. 6).



Figure 75: Example of a porch with compatible details and lattice for ventilation (41.25.6.b.3).



Figure 76: Example of a porch with no openwork design for ventilation (41.25.6.b.3).



Figure 77: Example of full-width porch enclosed with lattice and with painted handrails at 1380 Williamson Street (41.25.6.b.2-4).

b. Porch Elements

1. Where physical evidence of the overall historic form and detailing are not evident, porch elements shall be of a simple design found on similar historic resources within the district.
2. Accessible graspable railings may be added to stair railings and should be painted to match the associated railing.
3. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, masonry, or other approved openwork design to allow ventilation.
4. All wood on exterior porches shall be painted or opaquely stained.

- Guidelines -

- Other porch designs may be permitted if they are compatible with the character of the structure and the district.
- New accessible railings should be painted to match the existing porch railings and trim.

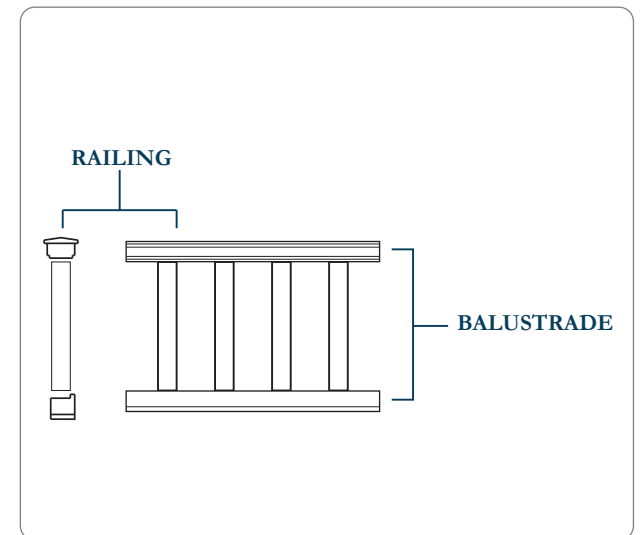


Figure 78: Simple recommended railing design with 2-inch by 2-inch square balusters (41.25.6.b.1).

c. Enclosing Porches

1. Porches on elevations visible from the developed public right-of-way may have framed screens or storm windows, similar in proportion to windows on the structure and painted or coated to match the trim on the porch, installed on the condition that the balustrade be retained and preserved, repaired, or replaced in a design compatible with the historic character of the structure.
2. Enclosing porches visible from the developed public right-of-way with solid walls is prohibited.

d. Balconies and Decks

1. Rear yard decks and balconies shall have simple railings in keeping with the character of the structure.
2. All parts of the deck shall be painted or opaquely stained.



Figure 79: Enclosed porch that retains historic elements 1121 Williamson Street (41.25.6.c.1).



Figure 80: Enclosed porch at 606 S Baldwin Street (41.25.6.c.1).



Figure 81: Painted mechanical equipment on side of 1129 Williamson Street (41.25.7.a.2).



Figure 82: Utilities at the front of a building, in this placement, it should be screened with fencing or landscaping (41.25.7.a.2).



Figure 83: Placement of mechanical equipment that is highly visible from the public right-of-way (41.25.7.a.3).

7. Building Systems

a. Mechanical Systems

1. Mechanical and service equipment shall be installed so that it is as unobtrusive as possible and does not damage or obscure character-defining historic features.
2. Grilles, vents, equipment, meters, and other equipment attached to the building shall be finished or painted to match the building.
3. Installing mechanical equipment on the roof that is highly visible from the developed public right-of-way is prohibited.

- Guidelines -

- Air conditioning compressors & other mechanical equipment should be substantially set back from the front wall of the structure. Screening, including landscaping, can help obscure the view from the street.
- Mechanical equipment on the roof may be installed, when necessary, so that it is minimally visible from the street to preserve the building's historic character and setting.
- Grilles (mechanical air intake, exhaust, etc.), vents (plumbing stack, mechanical air intake or exhaust, etc.), electrical & communications equipment (transformers, cabinets, mobile service boosters, security cameras, etc.), & utility meters (water, gas, electric, etc.) should not be placed in the front yard or on the front elevation.

b. Solar

1. Roof-mounted solar arrays on sloped roofs shall be flat, parallel to the slope of the roof, and arranged in a pattern or grid parallel to the roof's ridge and eaves.
2. Roof-mounted solar arrays on flat roofs shall be installed so as to be minimally visible from the developed public right-of-way.

- Guidelines -

- Locating solar panels on the site (ground-mounted), on structures constructed outside of the period of significance, additions, or new structures is encouraged.



Figure 84: Example of solar panel roof installation (41.25. 7.b).



c. Lighting and Electrical Systems

1. Decorative light fixtures shall replicate the original in style and placement.
2. Security light fixtures or security cameras shall be installed so that they are as unobtrusive as possible and do not damage or obscure character-defining historic features.
3. Exterior mounted conduit on elevations visible from the developed public right-of-way is prohibited.
4. Roof appurtenances such as antennas, satellite dishes, or communications equipment should be installed so that they are minimally visible from the developed public right-of-way and do not damage or obscure historic features.

d. Rooftop Features

1. Rooftop decks or terraces and green roofs or other roof landscaping, railings, or furnishings shall be installed so that they are inconspicuous and minimally visible on the site and from the street.

- Guidelines -

- More contemporary lighting styles may be considered if they are simple in style and design and should not read as faux or overly ornamental.

For Reference

Preservation Brief 24: [The Repair and Replacement of Historic Wooden Shingle Roofs Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches](#)



Figure 85: Security features (41.25.7.c.2).

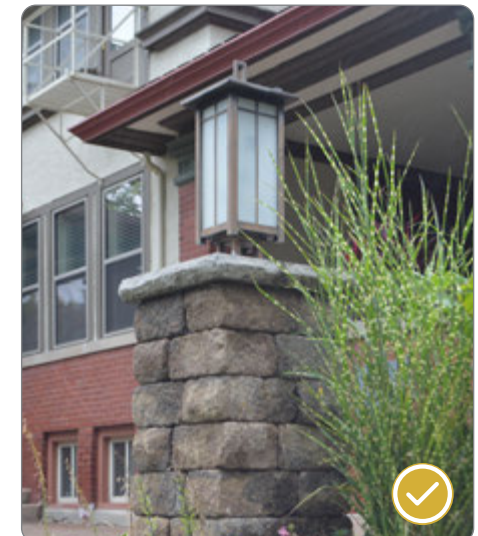


Figure 86: Compatible decorative lighting (41.25.7.c.1).



41.26 Standards for Additions

General

Building Site

Exterior Walls

Roofs

Windows and Doors

Entrances, Porches, Balconies and Decks

Building Systems

1. General

a. General

1. New additions on the front of the principal structure are prohibited, except for restoring or reconstructing missing historic features that can be documented.
2. A new addition shall be designed to be subordinate and compatible with the character of the structure.
3. The addition shall be visually separated from the principal building.
4. The alignment, rhythm, and size of the window and door openings of the new addition shall be similar to those of the historic building.
5. Rooftop additions, decks, terraces, and mechanical and service equipment shall be located to be set back from elevations visible from the developed public right-of-way in order to minimize its visibility and impact on the historic character of the building.

- Guidelines -

- Visually separate the addition from the historic building by setting it back from the wall plane of the historic building, by using a simple, recessed, small-scale hyphen or connector to physically & visually separate the addition from the historic building, or by providing a break in the slope of the roof.
- The addition should be stylistically appropriate for the historic building type, but does not duplicate it so as to distinguish the addition from the original building.

For Reference

Preservation Brief 14: [Exterior Additions to Historic Buildings Preservation Concerns](#)



Figure 87: Incompatible front addition on a residential building (41.26.1.a.1).



Figure 88: Side addition on a public building that is compatible but visually distinct at 301 S Blount Street (41.26.1.a.2-4).

b. Materials and Features

1. A new addition shall be constructed on a secondary or non-character defining elevation so that historic materials and features are not obscured, damaged or destroyed.
2. New additions that destroy significant historic materials or character-defining features are prohibited.

c. Accessibility

1. Whenever possible, access to historic buildings should be through a primary building entrance.
2. Barrier-free access requirements shall be complied with in such a manner that the historic building's character-defining exterior features and features of the site and setting are preserved or impacted as little as possible.

d. Exceptions

1. Additions to structures in Marquette Bungalows Historic District shall be no taller than the existing historic resource.

- Guidelines -

- Materials & architectural details should be of a similar & complementary architectural vocabulary while reading as new materials.
- A gradual slope or grade to the sidewalk may be added to access the entrance rather than installing a ramp that would be more intrusive to the historic character of the building & the district.



Figure 89: Compatible rear addition at 1826 Van Hise Avenue (41.26.1.b.1).



Figure 90: Compatible accessibility ramp to side elevation of 409 E Main Street when primary entrance isn't possible (41.26.1.c.1).

2. Building Site

a. General

1. Exterior additions to historic buildings shall be designed to be compatible with the historic character of historic resources within two hundred (200) feet and to maintain the pattern of the district.
2. New site features (such as parking areas, access ramps, trash or mechanical equipment enclosures) shall be designed so that they are as unobtrusive as possible, retain the historic relationship between the building and the landscape, and are visually compatible with historic resources within two hundred (200) feet.

- Guidelines -

- Additions should not be constructed on street facades, except that historically representative architectural features, such as a porch, may be restored.



Figure 91: Illustration showing compatible vs. incompatible types of residential additions. (41.26.2.a.1).



Figure 92: Illustration showing compatible vs. incompatible types of commercial additions. (41.26.2.a.1).

3. Exterior Walls

a. General

1. Materials used for exterior walls of the addition shall be similar in design, scale, architectural appearance, and other visual qualities of the historic building, but differentiated enough so that it is not confused as historic or original to the building.

b. Wood

1. Products that replicate wood shall have a smooth surface without textured faux wood grain.

For Reference

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors](#)



Figure 93: Side addition on a residential building at 115 North Allen Street (41.26.3.a.1).



Figure 94: Compatible side addition on a residential building at 1608 Adams Street (41.26.3.a.1).



Figure 95: Incompatible side addition on a residential building (41.26.3.a.1).

4. Roofs

a. General

1. The form and pitch of the addition roof shall be similar to and compatible with the existing roof form and pitch.

- Guidelines -

- The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative & functional features (such as cupolas, cresting, parapets, monitors, chimneys, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), & size, and patterning. The form and cladding of the roof addition should be complementary to the existing structure.

b. Materials

1. Visible roof materials shall be similar to the historic roof materials on the structure.
2. Any roofing materials shall be permitted on flat or slightly sloped roofs not visible from the developed public right-of-way.

c. Skylights

1. Skylights not visible from the developed public right-of-way shall be permitted.
2. Skylights visible from the developed public right-of-way shall be located on side roof slopes where the front edge of the skylight is at least twelve (12) feet back from the front edge of the main roof. They shall be flat, parallel to the slope of the roof, and painted to match the roof material.



Figure 96: Compatible roof pitch and form on side addition at 1608 Adams Street (41.26.4.a.1).



Figure 97: Illustration showing compatible vs. incompatible roof additions (41.26.4.a.1).



Figure 98: Examples of chimneys and vents in Madison (41.26.4.d-e).

d. Chimneys

1. New chimneys shall be constructed of compatible materials that are similar in design, color, scale, architectural appearance, and other visual qualities as the masonry features on the rest of the structure or similar historic resources in the district.

- Guidelines -

- If there is no masonry on the structure, chimneys may be constructed of compatible materials that are similar in design, color, scale, architectural appearance, and other visual qualities as other structures within the period of significance of the district.

e. Vents

1. Roof vents shall be minimally visible and as unobtrusive as possible.



Figure 99: Minimally visible roof vent (41.26.4.e.1).

f. Dormers

1. Dormer additions not visible from the developed public right-of-way shall be permitted.
2. Dormer additions visible from the developed public right-of-way shall be located on side roof slopes where the front edge of the dormer is no less than twelve (12) feet from the front edge of the roof.
3. The ridge line of a dormer shall not extend above the ridge line of the main roof or extend beyond the face of the main structure wall below.
4. Dormer roof form, overhang, cladding, trim, and window shall be compatible with the character of the structure.

g. Rooftop Features

1. Rooftop decks or terraces and green roofs or other roof landscaping, railings, or furnishings shall be installed so that they are inconspicuous and minimally visible from the developed public right-of-way.

- Guidelines -

- If matching the dormer form to the historic roof form is not practical, another roof form may be approved if it does not detract from the historic character of the building or the historic district.
- New dormers should not be added to the front elevation of a structure.



Figure 100: Compatible dormer addition to rear of residence at 115 N Allen Street (41.26.4.f.1-4).



Figure 101: Incompatible dormer addition to residence (41.26.4.f.1-4).



Figure 102: Addition windows that are compatible with the historic building at 1707 Madison Street (41.26.5.1.a-b).



Figure 103: Compatible windows on a second story addition at 511 E Main Street (41.26.5.a-b).



Figure 104: Addition windows that are incompatible with historic building (41.26.5.a.1-2).

5. Windows and Doors

a. General

1. Openings and the windows or doors in them shall be compatible with the overall design of the historic building.
2. The new openings shall have similar dimensions, operation, components, and finish as the historic windows or doors of the structure.

b. Windows and Storm Windows

1. Simulated divided lights are permitted with window grids on the exterior and interior with spacer bars between the panes of glass.
2. Storm windows shall minimally obscure the window beneath and have a non-reflective coating.

- Guidelines -

- Windows & doors should be of a complimentary style, but still read as new materials.
- Clear or low-e glass may be used, & patterned glass may be used for privacy in bathrooms.



Figure 105: Compatible storm door (41.26.5.d.1).



Figure 106: Incompatible storm door, new storm doors need to be full light (41.26.5.d.1).



Figure 107: Compatible garage doors that share architectural qualities with the main building at 1005 Oakland Avenue (41.26.5.d.1).

c. Entrance Doors and Storm Doors

1. Doors shall be compatible with the overall design of the building.
2. New door openings shall have a similar height to width ratio, components, and finish as the historic doors of the structure.
3. Storm doors shall be full-light or full-view and have a non-reflective coating.

d. Garage Doors

1. Garage doors shall be similar in design, scale, architectural appearance, and other visual qualities prevalent within the historic district.

- Guidelines -

- Aluminum clad wood, aluminum, & insulated hollow metal entrance doors may be approved if they are similar in design, color, scale, architectural appearance, & other visual qualities.
- Storm doors with metal grilles may be approved if they blend with the style of the structure.
- More contemporary garage door styles may be considered if they are simple in style and design.



Figure 108: Example of a second exit stairway at 120 W Gorham Street (41.26.6.a.4).



Figure 109: Example of a second exit stairway off the front of the building (41.26.6.a.4).



Figure 110: Example of a porch with compatible lattice for ventilation (41.26.6.a.2).

6. Entrances, Porches, Balconies and Decks

a. Porch Elements

1. The style of porch posts, balusters and rails shall be compatible with the overall design of the historic porch but, in most cases, not duplicate the historic features.
2. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, masonry, or other openwork design.
3. All wood on exterior porches shall be painted or opaquely stained.
4. Second exit stairways and second exit platforms and stairs shall be as unobtrusive as possible.

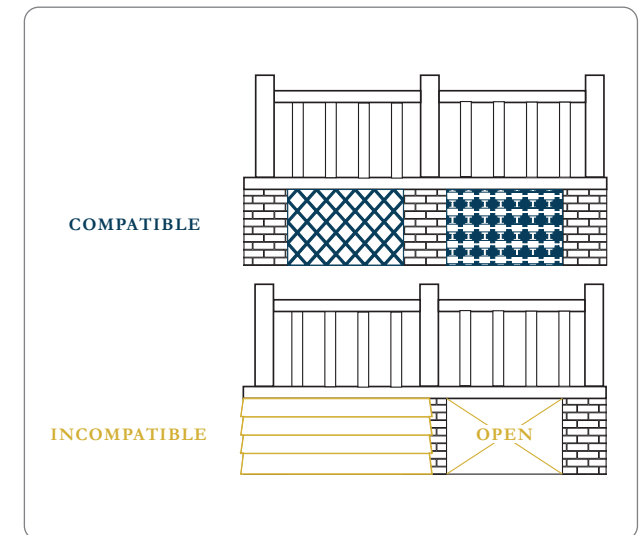


Figure 111: Diagram of compatible vs. incompatible screening options beneath porches (41.26.6.a.2).



Figure 112: Compatible rear balcony addition at 826 Van Hise Avenue (41.26.6.b.1).



Figure 113: Incompatible balcony addition with out of character railing balusters and the deck cutting off the top of the gabled portico over the door (41.26.6.b).



Figure 114: Incompatible balcony addition on the side of a building (41.26.6.b).

b. Balconies and Decks

1. Rear yard decks shall be constructed so that they are not visible from the developed public right-of-way to which the building is oriented.
2. Spaces beneath decks and stairs visible from the developed public right-of-way shall be screened.
3. All parts of the deck or balcony, except the flooring and steps, shall be painted or opaquely stained.
4. Projecting, partially projecting, and inset balconies are prohibited on elevations visible from the developed public right-of-way.



Figure 115: Incompatible balcony addition on front elevation (41.26.6.b).

7. Building Systems

a. Mechanical Systems

1. A split system mechanical unit may be installed in a manner that will have minimal impact on the historic character and result in minimal loss of historic building material and shall be placed on an elevation not visible from the developed public right-of-way.
2. Installing mechanical equipment on the roof that is highly visible from the developed public right-of-way is prohibited.
3. Grilles, vents, equipment, and meters shall be placed in a location on an elevation not visible from the developed public right-of-way or on the roof. Grilles, vents, equipment, and meters on elevations visible from the developed public right-of-way are prohibited, unless technically infeasible. Grilles, vents, equipment, and meters shall be finished or painted to match adjacent materials.

b. Solar

1. Roof-mounted solar arrays on sloped roofs shall be flat, parallel to the slope of the roof, and arranged in a pattern or grid parallel to the roof's ridge and eaves.
2. Roof-mounted solar arrays on flat roofs shall be installed so as to be minimally visible from the developed public right-of-way.

- Guidelines -

- Mechanical equipment on the roof may be installed, when necessary, so that it is minimally visible from the street to preserve the building's historic character and setting.
- Locating solar panels on the site (ground-mounted), on structures constructed outside of the period of significance, additions, or new structures is encouraged.

For Reference

Preservation Brief 24: [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches](#)



Figure 116: Mechanical equipment on front elevation of residence (41.26.7.1.2).



Figure 117: Vent finished and painted to match architectural trim of building (41.26.7.a.3).



Figure 118: Commercial decorative lighting (41.26.7.c.1).



Figure 119: Unobtrusive security camera in Mansion Hill Historic District (41.26.7.c.2).



Figure 120: Exterior mounted conduit on historic building elevation (41.26.7.c.3).

c. Lighting and Electrical Systems

1. Decorative light fixtures shall be compatible in style and location with the overall design of the building.
2. Security light fixtures or security cameras shall be installed so that they are as unobtrusive as possible.
3. Exterior mounted conduit on elevations visible from the developed public right-of-way is prohibited.
4. Roof appurtenances such as antennas, satellite dishes, or communications equipment should be installed so that they are minimally visible from the developed public right-of-way and do not damage or obscure historic features.

d. Rooftop Features

1. Rooftop decks or terraces and green roofs or other roof landscaping, railings, or furnishings shall be installed so that they are inconspicuous and minimally visible on the site and from the street.

- Guidelines -

- More contemporary lighting styles may be considered if they are simple in style & design.



41.27 Standards for New Structures

General
Building Site
Exterior Walls
Roofs
Windows and Doors
Entrances, Porches, Balconies and Decks
Building Systems

1. General

a. Primary Structures

The design for a new structure in a historic district shall be visually compatible with other historic resources within two hundred (200) feet in the following ways:

1. **Building Placement.** When determining visual compatibility for building placement, the Landmarks Commission shall consider factors such as lot coverage, setbacks, building orientation, and historic relationships between the building and site.
2. **Street Setback.** When determining visual compatibility for street setbacks, the Landmarks Commission shall consider factors such as the average setback of historic resources on the same block face within two hundred (200) feet, and the setback of adjacent structures.

For Reference

Preservation Brief 17: [Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character](#)

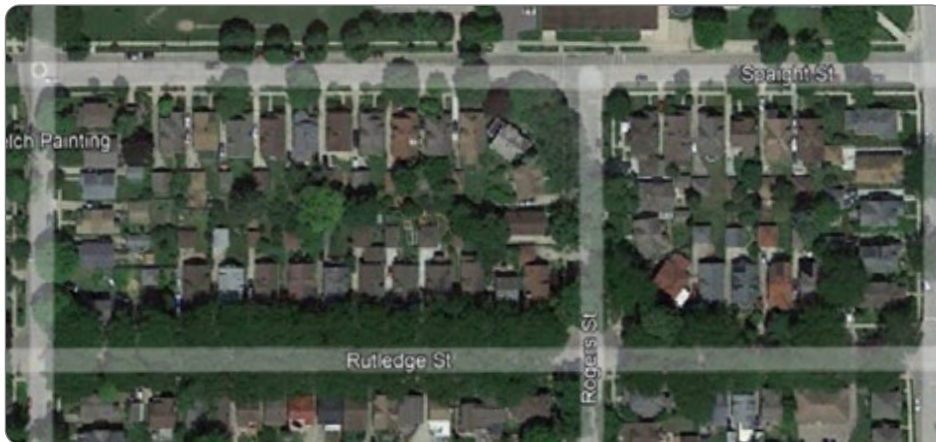


Figure 121: Aerial view of the Marquette Bungalows Local Historic District demonstrating consistent property setbacks (41.27.1.a).

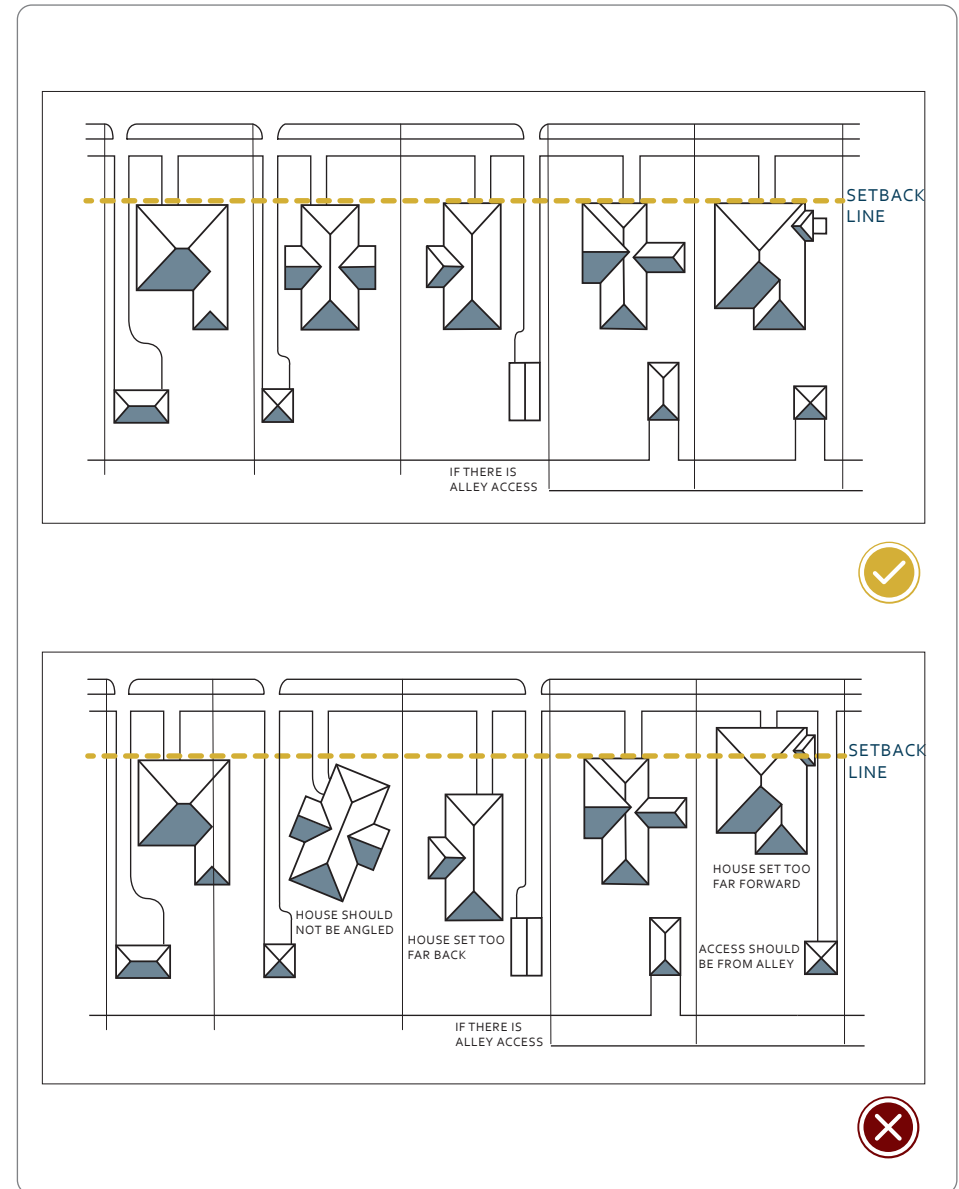


Figure 122: Diagram of orientations and setbacks for a residential street (41.27.1.a).

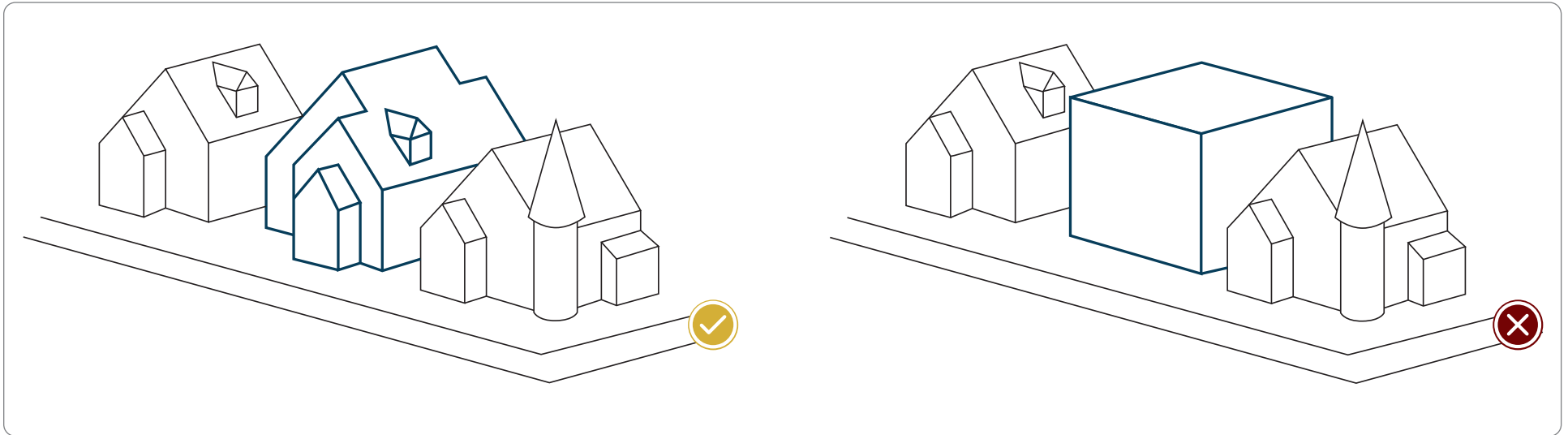


Figure 123: Illustration showing compatible and incompatible residential massing (41.27.1.a.4).

3. Visual Size. When determining visual compatibility for visual size, the Landmarks Commission shall consider factors such as massing, building height in feet and stories, the gross area of the front elevation (i.e., all walls facing the street), street presence, and the dominant proportion of width to height in the façade.
4. Building Form. When determining visual compatibility for building form, the Landmarks Commission shall consider factors such as building type and use, roof shape, symmetry or asymmetry, and its dominant vertical or horizontal expression.

- Guidelines -

- New structures should have a complementary & similar architectural vocabulary to the historic resources while still reading as new structures.
- A building's main entrance should be located on its street façade, & should be large enough to serve as a focal point of that façade. Entrances should meet ADA accessibility requirements in a way that is visually compatible with the historic district.
- Parking accommodations should be located and screened to be as inconspicuous as possible, when viewed from a developed public right-of-way. Screening should be visually compatible with the historic district.



Figure 124: This new building has very different massing and building form in the context of the surrounding buildings and streetscape (41.27.1.a.3).

5. Architectural Expression. When determining visual compatibility for architectural expression, the Landmarks Commission shall consider factors such as the building's modulation, articulation, building planes, proportion of building elements, and rhythm of solids to voids created by openings in the façade.
- b. Accessory Structures
 1. Comply with requirements for new primary structures with other historic accessory structures serving as comparables.
 2. Minimally visible from the developed public right-of-way, or be minimally visible from the front of the property for corner lots.
 3. Clearly be secondary to the primary structure.
- c. Exceptions
 1. New principal structures in Marquette Bungalows Historic District shall be no taller than the existing historic resources in the district.

- Guidelines -

- New accessory structures should be of a similar architecture style as the primary structure while clearly being a new building so as not to create a false sense of history.
- New accessory structure should be of a similar size, scale, & character of other historic accessory structures in the district.



Figure 125: Infill construction demonstrating incompatible architectural expression and massing (41.27.1.a.5).



Figure 126: Compatible accessory structure at 905 Oakland Avenue (41.27.1.b).

2. Building Site

a. General

1. New parking areas, access ramps, trash or mechanical equipment enclosures shall be designed so that they are as unobtrusive as possible, retain the historic relationship between the buildings and the building and the landscape, and are visually compatible with other historic resources in the district.
2. Fences and retaining walls in the front yard shall be in character with the style of fences or retaining walls historically found in the district, or in keeping with the materials and character of historic resources in the district.



Figure 127: Unobtrusive accessibility ramp (41.27.2.a.1).



Figure 128: Stylistically compatible modern fence at 1500 Rutledge Street (41.27.2.a.2).



Figure 129: Infill construction demonstrating compatible wall material (41.27.3.a.1).

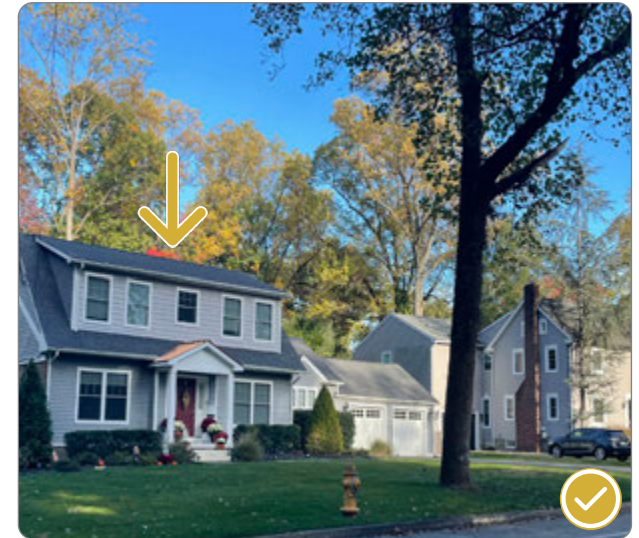


Figure 130: Infill construction demonstrating compatible wall material (41.27.3.a.1).

3. Exterior Walls

a. General

1. Materials used for new structures shall be similar in design, scale and architectural appearance to materials that date to the period of significance on historic resources within two hundred (200) feet, but differentiated enough so that it is not confused as a historic building.

- Guidelines -

- New siding should imitate the original siding of historic resources within 1 inch of historic exposure/reveal.



Figure 131: Infill construction demonstrating incompatible wall material (41.27.3.a.1).

4. Roofs

a. Form

1. Roof form and pitch shall be similar to the form and pitch of the roofs on historic resources within two hundred (200) feet.

- Guidelines -

- In a district with a mix of building types, the proposed new structure would need a similar roof form to some of the historic resources within 200 feet.

b. Materials

1. Roof materials shall replicate materials found on historic resources within two hundred (200) feet.
2. Any roofing material shall be permitted on flat or slightly pitched roofs not visible from the developed public right-of-way.

c. Skylights

1. Skylights visible from the developed public right-of-way shall be flat, parallel to the slope of the roof, and have the frame painted to match the roof material, and be located least twelve (12) feet back from the front edge of the roof.
2. Other forms of skylights are allowed on elevations not visible from the developed public right-of-way.

d. Chimneys

1. A chimney's form and materials shall be similar to other chimneys on historic resources within the district.

e. Rooftop Features

1. Rooftop decks or terraces and green roofs or other roof landscaping, railings, or furnishings shall be installed so that they are inconspicuous and minimally visible on the site and from the street.



Figure 132: Compatible roof form at 902 Grant Street (41.27.4.a.1).

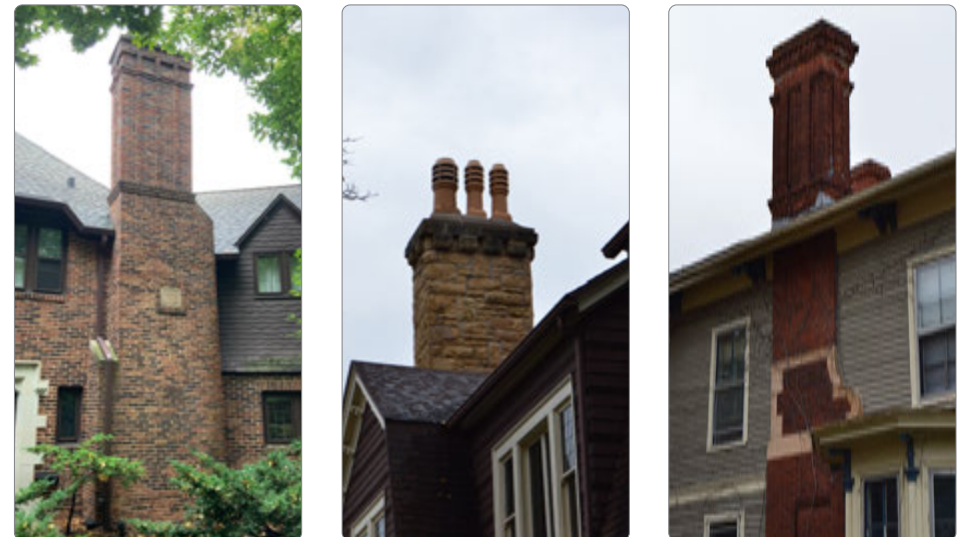


Figure 133: Examples of compatible historic chimneys in Madison (41.27.4.b).



Figure 134: Examples of operable shutters in Madison (41.27.4.d)..

5. Windows and Doors

a. General

1. Door and window styles should both match the style of the new structure and be compatible with those on historic resources within two hundred (200) feet.

b. Windows and Storm Windows

1. Multi-light windows shall have true divided lights or simulated divided lights with muntin grids on the exterior and interior with spacer bars between the panes of glass.

c. Entrance Doors and Storm Doors

1. Sliding glass doors shall not be installed on the ground floor elevation along any street frontage.

d. Shutters

1. Shutters shall be allowed if they are found on historic resources in the district, and shall replicate their operable appearance.

- Guidelines -

- More contemporary styles may be considered if they are simple in style and design.

e. Awnings

1. Awnings will be of a configuration and form consistent with the awnings in the district.
2. Awning materials shall have the appearance of the materials found on historic resources with awnings.

f. Garage Doors

1. Garage doors shall be similar in design, scale, architectural appearance, and other visual qualities prevalent within the historic district.

For Reference

Preservation Brief 44: [The Use of Awnings on Historic Buildings: Repair, Replacement and New Design](#)



Figure 135: Compatible commercial awning (41.27.4.e).



Figure 136: Compatible residential awning (41.27.4.e).

6. Entrances, Porches, Balconies and Decks

a. Porch Elements

1. Entrances and porches shall be of a size and configuration consistent with the historic resources in the district.
2. The primary entrance for the structure shall be located on the front elevation, or, structures on a corner lot may have a corner entrance.
3. Second exit stairways shall be provided on the interior of the structure.

b. Balconies and Decks

1. Projecting, partially projecting/inset, and inset balconies are prohibited on elevations visible from the developed public right-of-way, unless there is precedent on the historic resources in the district.



Figure 137: Porch details seen in Madison (41.27.6.a.1).



Figure 138: Incompatible front balcony addition (41.27.6.b.1).



Figure 139: Porch details seen in Madison (41.27.6.a.1).

7. Building Systems

a. Mechanical Systems

1. Mechanical equipment shall be screened if it is visible from the developed public right-of-way.
2. Static vents, electric vents, wind turbines, and attic fans visible from the developed public right-of-way are prohibited.
3. Grilles, vents, equipment, and meters shall be finished or painted to match adjacent building materials.

b. Solar

1. Roof-mounted solar arrays on sloped roofs shall be flat, parallel to the slope of the roof, and arranged in a pattern or grid parallel to the roof's ridge and eaves.
2. Roof-mounted solar arrays on flat roofs shall be installed so as to be minimally visible from the developed public right-of-way.

- Guidelines -

- Split system mechanical units & other mechanical equipment should be installed on elevations, roofs, & at grade so they are not visible from the street.
- Grilles (mechanical air intake, exhaust, etc.), vents (plumbing stack, mechanical air intake or exhaust, etc.), electrical & communications equipment (transformers, cabinets, mobile service boosters, security cameras, etc.), & utility meters (water, gas, electric, etc.) should not be placed in the front yard or on the front elevation.



Figure 140: Mechanical equipment screened with fencing from the developed public right-of-way (41.27.7.a.1).



Figure 141: Solar panel installation minimally visible from the public right-of-way (41.27.7.b.2).

c. Lighting and Electrical Systems

1. Decorative light fixtures shall be compatible in style and location with the overall design of the building.
2. Security light fixtures or security cameras shall be installed so that they are as unobtrusive as possible.
3. Exterior mounted conduit on elevations visible from the developed public right-of-way is prohibited.
4. Roof appurtenances such as antennas, satellite dishes, or communications equipment should be installed so that they are minimally visible from the developed public right-of-way and do not damage or obscure historic features.

- Guidelines -

- More contemporary lighting styles may be considered if they are simple in style and design.



Figure 142: Example of stylistically appropriate light fixture (41.27.7.c.1).



Figure 143: Example of obtrusive security lighting and exposed conduit (41.27.7.c.2-3).



Appendix A: Madison Local Historic Districts

Mansion Hill features mansions, apartment buildings, and fraternal/sorority housing with some smaller single-family residences interspersed. The historic resources are predominantly high-style expressions of popular architectural styles. The significant architectural styles found in the district include:

- Art/Streamline Moderne
- Colonial Revival
- Dutch Colonial Revival
- Italianate
- Mediterranean Revival
- NeoClassical
- Prairie
- Queen Anne
- Second Empire
- Tudor Revival



1 East Gilman Street

Typical Historic Materials

- Brick
- Narrow wood clapboard (2"-4" exposure)
- Stone
- Stucco

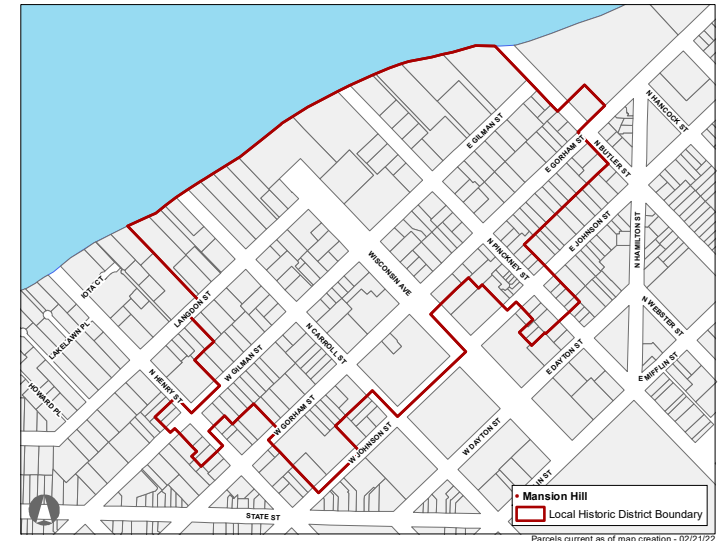
Historic Resources

- Designated Landmarks
- Designated Landmark sites
- Properties constructed during the period of significance, 1850-1930



115 East Gilman Street

Mansion Hill Historic District



18 West Gilman Street

Architectural Character

Third Lake Ridge is notable for its diversity of resources, which include neighborhoods that showcase different periods of population growth, commercial resources, and the span of socio-economic status. Many of the structures typify the crafts traditions of vernacular architecture and there are groupings of mail order housing on the eastern edge of the district. The majority of resources are vernacular expressions of Victorian residential architecture. The significant architectural styles found in the district include:

- Arts & Crafts
- Early 20th Century Commercial
- Dutch Colonial Revival
- Italianate
- Mediterranean Revival
- Prairie
- Queen Anne
- Romanesque Revival
- Tudor Revival

Typical Historic Materials

- Brick
- Narrow wood clapboard (2"-4" exposure)
- Stone
- Stucco

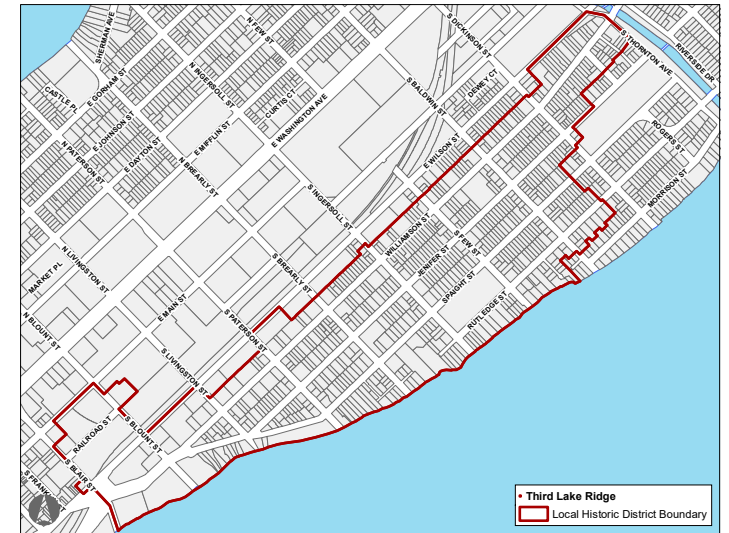
Historic Resources

- Designated Landmarks
- Designated Landmark Sites
- Properties constructed during the period of significance, 1850-1929.

Third Lake Ridge Historic District



1014 Williamson Street



Parcels current as of map creation - 02/21/22



1335 Rutledge Street



853 Williamson Street

Architectural Character

University Heights was a neighborhood that primarily housed faculty and staff employed at the University of Wisconsin. The neighborhood features high style structures, some of which were designed by noted architects. There is a diversity of architectural styles with most of the resources being single-family residences, interspersed with apartments and limited commercial. The significant architectural styles found in the district include:

- Arts & Crafts
- Colonial Revival
- Early 20th Century Commercial
- Dutch Colonial Revival
- Mediterranean Revival
- Prairie
- Queen Anne
- Romanesque Revival
- Tudor Revival



150 North Prospect Avenue

Typical Historic Materials

- Brick
- Stone
- Stucco
- Wood clapboard (4" exposure)
- Wood Shingle

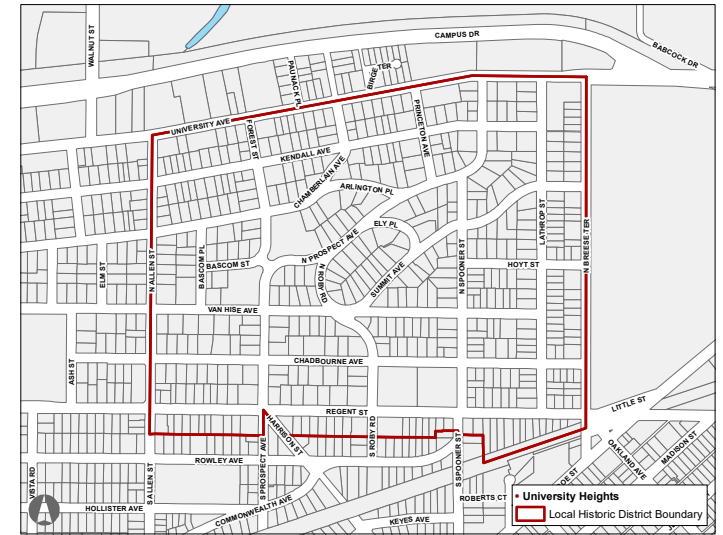
Historic Resources

- Landmarks
- Landmark sites
- Properties constructed during the period of significance, 1893-1928



1727 Van Hise Avenue

University Heights Historic District



135 North Prospect Street

Architectural Character

Marquette Bungalows is a two block development featuring homes with a variety of architectural styles within the bungalow form. The significant architectural styles found in the district include:

- Arts & Crafts
- Colonial Revival
- Mediterranean Revival
- Tudor Revival

Typical Historic Materials

- Brick
- Stone
- Stucco
- Wood clapboard (4" exposure)

Historic Resources

- Landmarks
- Landmarks sites
- Properties constructed during the period of significance. 1924-1930

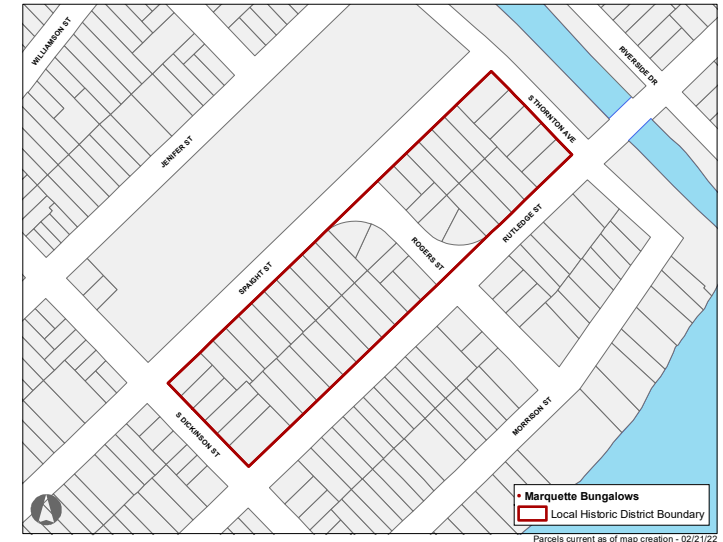


613 Rogers Street



624 South Thornton Avenue

Marquette Bungalows Historic District



606 South Thornton Avenue

First Settlement Historic District

-
- Map of the First Settlement area in St. Louis, Missouri, showing the local historic district boundary. The map includes streets such as E Myrtle St, N Hancock St, N Franklin St, E Butler St, E Washington Ave, S Franklin St, S Hancock St, S Butler St, S Herber St, King St, E Doty St, S Pine St, S Blair St, Railroad St, Williamson St, and John Wolf Dr. A red line outlines the local historic district boundary. A legend in the bottom right corner identifies the red line as the 'Local Historic District Boundary' and a black dot as the 'First Settlement'.

10 South Franklin Street

- Parcels current as of map creation - 02/21/22

-
- A two-story house with a gabled roof, constructed from grey stone. The house features several windows with dark frames and a small dormer on the right side. A front porch with a decorative pediment and columns is visible on the right. The house is surrounded by mature trees and greenery, with a lawn in the foreground.

511 E Main Street



Appendix B: Glossary



A

Alignment:

Arrangement along a straight line.

Alteration:

Any change, addition or modification to an improvement or grading (see improvement).

Architectural Features:

The distinguishing exterior elements of a building or structure including shape, size, design, style, fenestration, materials and decorative details.

Articulation:

A method of styling the joints in the formal elements of architectural design.

Asymmetry:

A design that consists of elements that we've distributed unevenly around a central point or axis.

Awning:

A roof-like cover, temporary in nature, which projects from the wall of a building.

B

Balcony:

A platform that projects from the exterior wall of a building above the ground floor, which is exposed to the open air, has direct access to the interior of the building, and is not supported by posts or columns extending to the ground.

Balusters:

An upright, often vase-shaped, support for a rail (ex: on a stairway or porch).

Balustrade:

A series of balusters with a rail.

Barrier Free Access:

Design for those with physical or other disabilities, involving the provision of alternative means of access to steps (e.g. ramps and lifts (elevators) for those with mobility problems).

Building:

Any structure having a roof that may provide shelter, support, protection or enclosure of persons, animals, or property of any kind (see Structure).

Building Inspector:

The Director of the Building Inspection Division or designee.

Building Orientation:

The relationship of a building to the street. The entrance to the building plays a large role in the orientation of a building. A building with a main entrance facing the street is oriented toward that street.

Bulk:

The size and setbacks of buildings or structures and the location of such buildings or structures with respect to one another.

C

Certificate of Appropriateness (CoA):

An official form issued by the Preservation Planner stating that the proposed work on a designated historic resource in a historic district is in accord with the requirements of this ordinance and that (1) the



proposed work may be completed as specified in the certificate; and (2) that the Building Inspector may issue any permits needed to do the work specified in the certificate.

Character (of a Building and a Historic District):

The sum of all physical attributes in a historic place which can include setting, property types, form, proportion, architectural style, construction methods, and materials.

Character Defining Features:

Those architectural materials and features of a building that define and are integral to the historic character of that building. Such elements may include the form of the building, exterior cladding, roof materials, door and window design, exterior features, ornamentation, surrounding landscape elements, etc.

Commission or Landmarks Commission:

Landmarks Commission created under MGO 33.19.

Conjectural Architectural Features:

Features that have no historic evidence of having been present on a building.

Consolidating:

A repair method that brings together separate parts into a single or unified whole.

Construction:

The erection of any new structure or the alteration of any existing structure (see Structure and Alteration).

D

Demolish:

The act or process that removes or destroys in whole or in part a

building, structure, or resource.

Demolition by Neglect:

The process of allowing landmarks, landmark sites or improvements in historic districts to decay, deteriorate, become structurally defective, or otherwise fall into disrepair.

Detail:

A small piece of the overall character of a building, which contributes to its architectural significance.

Developed Public Right of Way:

Any human-made change to a public thoroughfare or easement granted for the purpose of public access, included but not limited to paved or unpaved highways, streets, bicycle/pedestrian/multi-use paths, or sidewalks. This does not include alleys.

Development:

Any human-made change to improved or unimproved real estate, including, but not limited to, the construction of buildings, structures or accessory structures; the construction of additions or substantial alterations to buildings, structures or accessory structures; the placement of buildings or structures; ditching, lagooning, dredging, filling, grading, paving, excavation or drilling operations; and the deposition or extraction of earthen materials.

Divided Lights:

The small rectangular glass panes that are separated by mullions that make up a window, can be true divided or simulated (see: Simulated Divided Light).

Door Jamb:

The vertical portion of the door frame onto which the door is attached.



Dormer:

A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

Downspouts:

A pipe to carry rainwater from a roof to a drain or to ground level.

Dutchman Repair:

A dutchman, or in some uses graving piece, is a matching piece of good material used to replace a relatively small damaged area that has been cut out of a larger item, to avoid having to replace the entire item; or, any of various techniques for accomplishing such a repair.

E

Eave:

The projecting overhang at the lower edge of a roof.

Elevations:

A flat representation of the vertical view of one side of a building's exterior. The front elevation is often referred to as the façade.

Entablature:

In classical architecture, the part of a structure between the column capital and the roof or pediment; comprised of the architrave, frieze, and cornice.

Epoxy Repair:

Multiple part compounds that can help stabilize decayed wood members.

Exterior Insulation and Finish Systems (EIFS):

Exterior wall cladding that utilizes rigid insulation boards on the exterior of the wall sheathing with a plaster appearance exterior skin.

F

Façade:

The front or principal face of a building, any side of a building that faces a street or other open space.

Fascia:

The flat band or board around the edge of a roof or a part of the entablature.

Flashing:

Sheet metal or other flexible material formed to prevent water from entering a building or structure at joints or intersections, such as where a roof intersects a wall or chimney.

Form:

The overall shape of a structure (ex: most structures are rectangular in form).

Foundation:

A foundation is the supporting portion of a structure below the first-floor construction, or below grade, including the footings.

Full-Light:

Door that is mostly glass with just a frame around the perimeter.



G

Gross Volume:

The entire volume measured in cubic feet enclosed by a structure including attached structures, dormers, attics, crawl spaces, or penthouses. Gross volume is measured from the outside surface of the exterior walls including any portions above existing grade to the roof line. It does not include courtyards with no roof, balconies, canopies, or portions below grade. Decorative or structural features that extend beyond the plane of the outside face of the exterior wall such as trim, cornices, pilasters, buttresses and overhangs are not included.

Guideline:

A principle put forward to help determine a course of action. Under this ordinance, guidelines adopted in a historic district shall serve as a collective set of principles to promote architectural compatibility of new construction and exterior alterations in a historic district.

Gutters:

A trough installed along a roof eave to carry and direct rainwater.

H

Head:

The top horizontal member over a door or window opening.

Historic District:

An area designated as a "historic district" by ordinance of the Common Council, and which may contain within definable geographic boundaries one or more landmarks and which may have within its boundaries other properties or structures that, while not of such historic or architectural significance to be designated

as landmarks, nevertheless contribute to the overall historic or architectural characteristics of the historic district.

Historic Resources:

Any building, structure, sign, feature, improvement, site, or area having significant architectural, archaeological, anthropological, historical, or cultural value. Historic Resources include properties designated as landmarks or historic resources.

I

Improvement:

Any structure, landscape feature or object intended to enhance the value or utility of a property (See structure, landscape feature and object.)

Incompatible:

Items that do not work together, match, relate, or exist in harmony.

Infill:

New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

Integrity:

The ability of a property to convey its historic significance through the retention of its historic location, design, setting, materials, workmanship, feeling, and association.

L

Landmark:

Any improvement which has architectural, cultural, or historic character or value reflecting the development, heritage or cultural characteristics of the City, state or nation and which has been designated as a landmark pursuant to the provisions of this chapter, or

Any land of historic significance due to a substantial value in tracing the history of humankind, or upon which an historic event has occurred, and which has been designated as a landmark pursuant to the provisions of this chapter.

Landmark Site:

The lot or parcel identified in the official landmark designation maintained by the City Planning Division. If a landmark designation does not identify a lot or parcel, landmark site means any lot, or part thereof, on which is situated a landmark, and any abutting lot, or part thereof, used as and constituting part of the premises on which the landmark is situated.

Landmarks Commission Policy Manual:

A document compiling current activities, procedures and basic policies of the City of Madison Landmarks Commission.

<https://www.cityofmadison.com/dpced/planning/documents/Landmarks%20Commission%20Policy%20Manual.pdf>



Landscape:

The improvements, topography, plants and open spaces in an area and their arrangement and patterns (see Improvement).

Landscape Feature:

Any improvement to the natural landscape including plants, gardens, parks, greenways and landscaping around structures (see Improvement).

Lattice:

A panel of crisscrossed, diagonal, or perpendicular slats, often of wood.

Lot:

A tract of land, designated by metes and bounds, land survey, minor land division or plat recorded with the Dane County Register of Deeds.

Low-Profile:

A lower or slimmer version of a standard product.

M

Maintenance:

Any work meant to remedy damage or deterioration of site elements or a structure or its appurtenances that involves no change in materials, dimensions, design, configuration, texture, surface coating, or visual appearance.

Masonry:

Construction materials such as stone, brick, concrete block, or tile.

Masonry Unit:

A standard-size rectangular block used in building construction.



Massing:

The arrangement and proportions of a building's basic geometric components.

Master:

An architect or designer of recognized greatness who is responsible for a body of published work or structures that are notable for their quality, innovation, or level of proficiency within their craft.

Mechanical Equipment:

A machine created to perform one or more specific functions such as air conditioning units.

Module:

The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Mortar :

The materials, generally composed of sand and lime or cement, used to fill the joints of masonry.

Mortar Joint:

Masonry joint between masonry unit, such as brick or stone, filled with mortar to transfer the load, provide a bond between the units, and keep out the elements.

Mullion:

A vertical member supporting and/or separating windows, doors, or panels set in a series.

Muntin:

A member supporting and separating panes of glass in a window or door.

N

National Park Service (NPS):

An agency of the federal government that manages and preserves national parks, national monuments, and historic resources. NPS oversees the National Register of Historic Places, the federal historic preservation tax credit program (in partnership with the IRS), and the National Historic Landmarks Program.

Natural Feature:

Any any native plant community, geological feature, or other natural element. Examples include prairies, oak savannas, water elements, topography, or rock outcroppings.

Non-Character Defining:

Architectural materials or features that neither adds to nor detracts from a district's sense of time and place and historical development.

O

Object:

Any improvement that is of relatively small scale or of simple construction for primarily ornamental or artistic purposes including fountains, monuments, or sculptures (see Improvement).

Original:

Features, components, materials, or other elements of a structure that were part of its initial construction. Structures that were part of the initial development of a site (such as accessory structures built at the same time as the related primary structure). Features or structures that are not original to the structure or site may have gained historic significance in their own right and may still be considered "historic."



P

Patching:

A repair method that brings together separate parts into a single or unified whole.

Pattern (of the district):

The distinguishing character of a particular district as created by its street width, degree of curvature, paving materials, and forms of surrounding buildings.

Period of Significance:

The duration of time between beginning and ending years during which a historic district is associated with the important events, activities, persons, or attained characteristics which qualify it for historic district status. Specific periods of significance are identified for each historic district.

Pitch:

The angle of slope.

Plane:

A two-dimensional surface defined by four points that has no thickness or depth; it is essentially a flat surface and is often used as a reference point when designing or constructing buildings.

Porch:

Porch: A roofed space, open or partly enclosed, often at a building entrance, often with columns and a pediment, and generally with support piers, but occasionally with a full foundation.

Portico:

A large porch having a roof, often with a pediment supported by columns or pillars.

Preservation:

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

Preservation Planner:

The Preservation Planner is a staff member of the Department of Planning and Community and Economic Development. The Preservation Planner shall staff the Landmarks Commission and carry out the duties that the Landmarks Commission properly delegates to the Preservation Planner. In carrying out those duties, the Preservation Planner shall exercise their own professional judgment and expertise, consistent with and subject to general oversight by the Landmarks Commission.

Principal Building:

The primary building on an individual historic site.

Proportion:

The dimensional relationship between one part of 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).

R

Rails:

A horizontal member of a railing or fence; may support vertical elements. Also, a main horizontal member of a door or window.



Ramp:

A sloped surface that makes a transition between two different levels; typically used to provide access to a building or raised surface for those persons with disabilities.

Reconstruction:

The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Rehabilitation:

The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features of the property which convey its architectural and cultural values.

Renovation:

The act or process of repairing and/or changing an existing building for new use or to make it functional; this may involve replacement of minor parts.

Replacement In-Kind:

To replace existing materials or features with materials of identical appearance and composition (or similar approved substitute).

Repointing:

Repairing existing masonry joints by removing defective mortar and installing new, compatible mortar. The new mortar should match the historic mortar as closely as possible in terms of materials and proportions of materials to ensure compatible hardness and compressive strength.

Restoration:

The act or process of accurately depicting the form, features, and

character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Rhythm:

The repetitive use of a group of visual elements, to establish a recognizable pattern.

Ridge:

The horizontal line where the upper slopes of a roof meet.

Ridge Vents:

A type of vent installed at the peak of a sloped roof which allows warm, humid air to escape a building's attic.

Roof Covering:

The top covering of a building that provides protection against weather elements. It can be made of various materials and forms.

Roof Slope:

The steepness of a roof expressed as a ratio of inch rise per horizontal foot, or as the angle in degrees its surface deviates from the horizontal.

S

Sash:

A frame in which the panes of a window are set. The sash may consist of one large pane of glass or may be subdivided into smaller panes by thin member called muntins or glazing bars.

Scale:

A building's size in relation to other buildings.



Service Equipment:

Parts of electrical equipment, usually mounted outside, used to carry electricity to a building such as electrical panels.

Setback:

A distance from a curb, property line, or structure within which building is prohibited, as defined in the municipal zoning ordinance. Also, an architectural device in which the upper stories of a tall building are stepped back from the lower stories.

Setting:

The surrounding buildings, structures, monuments, or landscape that provides visual aesthetics to historic or architectural resources.

Shutter:

A solid panel of wood or metal made to close over a window.

Simulated Divided Lights:

A single window pane used to mimic a true divided light window (see: Divided Light).

Site:

Any location of an event, a prehistoric or historic occupation or activity where the location itself maintains value or significance. Examples include Indian trails, effigy mounds, battlegrounds, or locations of former structures.

Site Features:

Those elements that contribute to the landscape, such as parking areas, access ramps, trash or mechanical equipment enclosures, and other elements that may be located in conjunction with a landscape.

Soffit Vents:

Vents on the undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, or roof overhang.

Spacer Bars:

Bars installed between panes of glass to simulate true divided light windows.

Splicing:

A repair method that brings together separate parts into a single or unified whole.

Standard:

A rule that is required. Under this ordinance, all standards adopted in a historic district must be complied with in every instance of development in that district.

Structure:

Any building or improvement attached to land (See building and improvement).

Stucco:

A masonry material applied as exterior wall covering.

Substitute Materials:

Modern building materials that are used to replace historic materials.

Symmetry:

The use of identical or nearly identical elements on both sides of a center line or plane. This creates a sense of balance and can be used to achieve aesthetic harmony.

Synthetic Materials:

Building materials that are manufactured with man-made or artificial components as opposed to materials derived from natural sources such as plants, trees, or earth. Examples of synthetics include vinyl, aluminum, fiber cement, and plastic resin.



T

Trim:

The decorative framing of openings and other features.

W

Window Grids:

The muntins installed on the interior and exterior of a window to mimic a true divided light window (see: Divided Light).

Y

Yard:

An open space at grade, other than a court or plaza, between a structure and the adjacent lot lines.



Appendix C: NPS Preservation Briefs



City of Madison Illustrated Design Guidelines - Appendix C: NPS Preservation Briefs

Preservation Brief 1: [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings](#)

Preservation Brief 2: [Repointing Mortar Joints in Historic Masonry Buildings](#)

Preservation Brief 3: [Improving Energy Efficiency in Historic Buildings](#)

Preservation Brief 4: [Roofing for Historic Buildings](#)

Preservation Brief 5: [The Preservation of Historic Adobe Buildings](#)

Preservation Brief 6: [Dangers of Abrasive Cleaning to Historic Buildings](#)

Preservation Brief 7: [The Preservation of Historic Glazed Architectural Terra-Cotta](#)

Preservation Brief 8: [Aluminum and Vinyl Siding on Historic Buildings \(1984\)](#) - Rescinded October 2023

Preservation Brief 9: [The Repair of Historic Wooden Windows](#)

Preservation Brief 10: [Exterior Paint Problems on Historic Woodwork](#)

Preservation Brief 11: [Rehabilitating Historic Storefronts](#)

Preservation Brief 12: [The Preservation of Historic Pigmented Structural Glass \(Vitrolite and Carrara Glass\)](#)

Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows](#)

Preservation Brief 14: [Exterior Additions to Historic Buildings: Preservation Concerns](#)

Preservation Brief 15: [Preservation of Historic Concrete](#)

Preservation Brief 16: [The Use of Substitute Materials on Historic Building Exteriors](#)

Preservation Brief 17: [Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character](#)

Preservation Brief 18: [Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements](#)

Preservation Brief 19: [The Repair and Replacement of Historic Wooden Shingle Roofs](#)

Preservation Brief 20: [The Preservation of Historic Barns](#)

Preservation Brief 21: [Repairing Historic Flat Plaster—Walls and Ceilings](#)

Preservation Brief 22: [The Preservation and Repair of Historic Stucco](#)

Preservation Brief 23: [Preserving Historic Ornamental Plaster](#)

Preservation Brief 24: [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches](#)

Preservation Brief 25: [The Preservation of Historic Signs](#)



City of Madison Illustrated Design Guidelines - Appendix C: NPS Preservation Briefs

Preservation Brief 26: [The Preservation and Repair of Historic Log Buildings](#)

Preservation Brief 27: [The Maintenance and Repair of Architectural Cast Iron](#)

Preservation Brief 28: [Painting Historic Interiors](#)

Preservation Brief 29: [The Repair, Replacement, and Maintenance of Slate Roofs](#)

Preservation Brief 30: [The Preservation and Repair of Historic Clay Tile Roofs](#)

Preservation Brief 31: [Mothballing Historic Buildings](#)

Preservation Brief 32: [Making Historic Properties Accessible](#)

Preservation Brief 33: [The Preservation and Repair of Stained and Leaded Glass](#)

Preservation Brief 34: [Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament](#)

Preservation Brief 35: [Understanding Old Buildings: The Process of Architectural Investigation](#)

Preservation Brief 36: [Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes](#)

Preservation Brief 37: [Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing](#) - Under Revision as of 2023

Preservation Brief 38: [Removing Graffiti from Historic Masonry](#)

Preservation Brief 39: [Holding the Line: Controlling Unwanted Moisture in Historic Buildings](#)

Preservation Brief 40: [Preserving Historic Ceramic Tile Floors](#)

Preservation Brief 41: [The Seismic Rehabilitation of Historic Buildings](#)

Preservation Brief 42: [The Maintenance, Repair, and Replacement of Historic Cast Stone](#)

Preservation Brief 43: [The Preparation and Use of Historic Structure Reports](#)

Preservation Brief 44: [The Use of Awnings on Historic Buildings: Repair, Replacement and New Design](#)

Preservation Brief 45: [Preserving Historic Wooden Porches](#)

Preservation Brief 46: [The Preservation and Reuse of Historic Gas Stations](#)

Preservation Brief 47: [Maintaining the Exterior of Small and Medium Size Historic Buildings](#)

Preservation Brief 48: [Preserving Grave Markers in Historic Cemeteries](#)

Preservation Brief 49: [Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement](#)

Preservation Brief 50: [Lightning Protection for Historic Structures](#)



Appendix D: Window Replacement Request Instructions

Window Replacement Request Instructions

For window replacement requests, applicants shall provide the following information:

1. The age of the windows proposed for replacement, noting whether they are original to the structure or date to the period of significance for the landmark or historic district.
2. Photos of each window proposed for replacement.
3. Documentation of the proposed replacement feature, which includes a cut sheet or shop drawing of the proposed replacement feature, and a detailed description of the profile, dimensions, configuration, material, finish, etc. Replacement products must be similar in design, color, scale, architectural appearance, and other visual qualities to existing windows. Replacement multi-light windows must be true divided lights or simulated divided lights with window grids on the exterior and interior with spacer bars between the panes of glass.

If the windows are NOT HISTORIC, this application information will be a complete submittal.

If the windows ARE HISTORIC, replacement can be approved if the windows are deemed physically beyond repair, not economically feasible to repair, OR if they test positive for lead. The applicant must then also provide the following based on their reason for replacement. If it is feasible and practical to repair historic windows, they must be repaired.

Physically beyond repair:

1. 3rd party assessment evaluating each window individually and providing a description of the window, component dimensions,* and the reason it is beyond repair. This assessment must come from a contractor who completes window repair, such as a carpenter, painter, or general contractor. A sample assessment can be found here: www.cityofmadison.com/dpcd/planning/documents/SampleWindowsAssessment.pdf

Not economically feasible to repair:

1. 3rd party assessment evaluating each window individually and providing a description of the window, component dimensions,* and the estimated cost of repair for each window. This assessment must come from a contractor who completes window repair, such as a carpenter, painter, or general contractor. A sample assessment can be found here:
2. A quote from a window replacement contractor noting the proposed replacement window model, dimensions, and cost of replacement (including installation) for each window.

Tests positive for lead:

1. A test result that demonstrates that a feature has tested positive for lead.
2. Documentation of the existing original feature, including profiles, component dimensions,* configuration, etc. along with drawings, photographs, and any other relevant documentation.

Note: Window replacement due to lead may not be eligible for state preservation tax credits.

All materials should be emailed to landmarkscommission@cityofmadison.com and include the project address in the subject of the email.

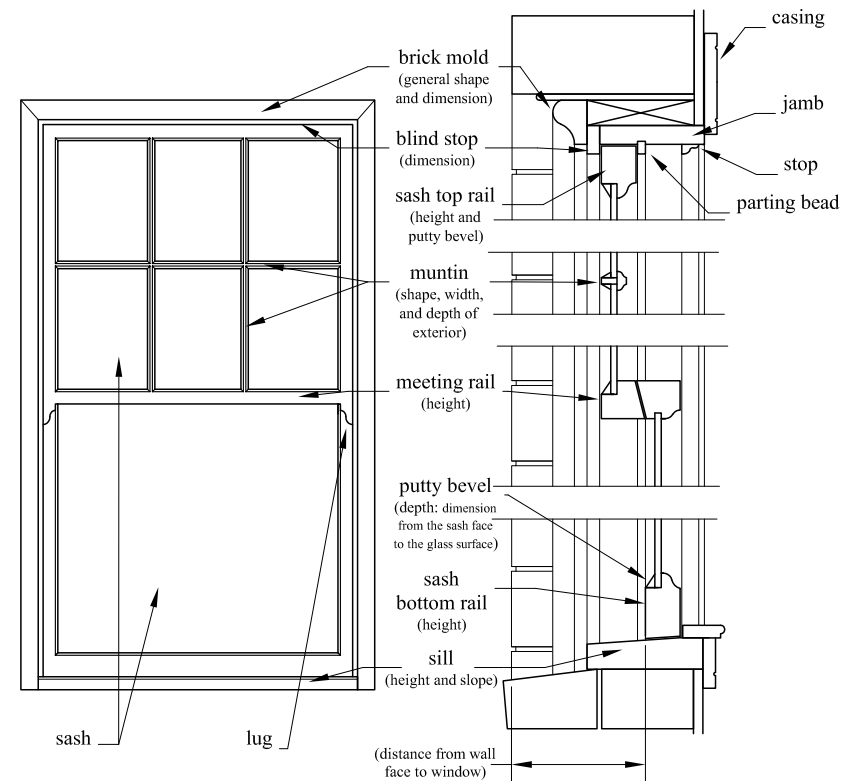
The Preservation Planner shall:

- Determine if the proposed request for window replacement meets the ordinance standards.
- Determine if the replacement windows are similar in design, color, scale, architectural appearance, and other visual qualities.
- Issue a Certificate of Appropriateness administratively, or add the project to an upcoming Landmarks Commission agenda if it cannot be approved administratively.

*See attached illustrations for how to document window components.

Wood Windows

The drawings below show the details required to document existing historic windows and any replacement windows. The specific information needed about each element is noted in parentheses. Note that the section drawing on the right shows the relationship of the window sash to the exterior wall plane.



Industrial Steel Windows

These drawings show the details required to document existing historic windows and any replacement windows. The specific information needed about each element is noted in parentheses. For replacement windows, be sure to show not only the typical muntin dimensions, but also any variations within the unit, such as wider pieces that support the operable sash.

