

CITY OF MADISON, WISCONSIN

AN ORDINANCE _____

PRESENTED _____
REFERRED _____

Drafted by: John Strange

Date: February 1, 2019

SPONSORS:

DRAFTER'S ANALYSIS:

The Common Council of the City of Madison do hereby ordain as follows:

Chapter 41 entitled "Historic Preservation" of the Madison General Ordinances is amended to read as follows:

"CHAPTER 41 HISTORIC PRESERVATION

41.02 DEFINITIONS.

In this chapter:

Alteration means any change, addition or modification to an improvement or grading (see improvement).

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

Building means 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 means the Director of the Building Inspection Division or designee.

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

Certificate of Appropriateness means an official form issued by the Preservation Planner stating that the proposed work on a designated landmark or on a building 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) means the sum of all physical attributes in a historic place which can include setting, property types, form, proportion, architectural style, construction methods, and materials.

Commission or Landmarks Commission means the Landmarks Commission created under Sec. 33.19, MGO.

Construction means the erection of any new structure or the alteration of any existing structure (See structure and alteration.).

Demolish means the act or process that removes or destroys in whole or in part a building, structure, or resource.

Demolition by Neglect means the process of allowing landmarks, landmark sites or improvements in historic districts to decay, deteriorate, become structurally defective, or otherwise fall into disrepair.

Development means any improvement or alteration to an existing improvement.

Approved as to form:

Guideline means 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.

Gross Volume means 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.

Height (of a Building) means the vertical distance in feet measured from the arithmetic mean ground level adjoining the structure to the highest point of the roof or parapet of a building, whichever is higher, or to the top of a structure.

Historic District means an area designated by the Common Council pursuant to Subchapter G of this ordinance.

Historic Resource means 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 in a historic district ordinance.

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

Landmark means

(a) 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

(b) 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 means 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.

Landscape means the improvements, topography, plants and open spaces in an area and their arrangement and patterns (See improvement.).

Landscape Feature means any improvement to the natural landscape including plants, gardens, parks, greenways and landscaping around structures (See improvement.).

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

Master means 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.

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

Object means 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.).

Owner means any person having legal possession, custody, or control of an improvement on a landmark site or in an historic district.

Period of Significance means 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 in Subchapter G.

Person means an individual, corporation, partnership, limited liability company, cooperative, trust, association or business entity. For purposes of repeated violations of the provisions of this chapter, any corporation, partnership, limited liability company, cooperative, trust, association or business entity is considered the same as another corporation, partnership, limited liability company, cooperative, trust, association or business entity if they share at least one (1) officer.

Preservation means 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 means the person designated under Sec. 41.05.

Reconstruction means 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 means 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.

Restoration means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Secretary of the Interior's Standards for the Treatment of Historic Properties means the principles developed by the National Park Service (36 C.F.R. 68.3, as may be amended) to help protect historic properties by promoting consistent preservation practices and providing guidance to historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers on how to approach the treatment of historic properties. The Secretary of the Interior Standards for Treatment of Historic Properties may also be referred to in this ordinance as "Secretary of the Interior's Standards."

Site means 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.

Standard means 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 means any building or improvement attached to land (See building and improvement.).

Visually Compatible means harmonious with location, context, setting and character.

SUBCHAPTER G – STANDARDS OF REVIEW FOR HISTORIC ALTERATIONS, ADDITIONS AND NEW CONSTRUCTION IN HISTORIC DISTRICTS

I. Standards for Review for Alterations

A. Building Materials

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

- a) Masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color shall be identified, retained, and preserved.
- b) Masonry shall be protected and maintained by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.
- c) Masonry shall only be cleaned when necessary to halt deterioration or remove heavy soiling. Masonry cleaning tests shall be performed. Test areas should be examined by the Preservation Planner to ensure that no damage has resulted. Soiled masonry surfaces shall be cleaned with the gentlest method possible, such as low-pressure water and detergent and natural bristle or other soft-bristle brushes. Biodegradable or environmentally-safe cleaning or paint removal products and paint removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint are encouraged. Abrasive methods (including sandblasting, other media blasting, or high-pressure water or acids on limestone or marble) which can damage the surface of the masonry and mortar joints are prohibited.
- d) Historically-painted masonry features may be repainted. Painting of historically unpainted masonry is prohibited. Installation of insulation, artificial siding, cementitious materials over masonry is prohibited.
- e) Masonry shall be repaired by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes, such as terra-cotta brackets or stone balusters.
- f) An entire masonry feature may be replaced in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation.

Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities. Exterior insulation and finish systems (EIFS) are prohibited.

- g) Masonry mortar joints shall be repointed where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior. For structures constructed within the period of significance, deteriorated lime mortar shall be carefully removed by hand raking the joints to avoid damaging the masonry. Power tools shall only be used on horizontal joints on brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material which is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in brick masonry. Repointing mortar shall duplicate the strength, composition, color, texture, width, and profile of the historic mortar joints. Lime based, Type O mortar shall be used because it is more flexible. Type N mortar may only be used on structures constructed within the period of significance if masonry test results prove it is similar in strength to the historic mortar. Portland cement based, Type S mortar is prohibited, except on structures constructed outside of the period of significance.
- h) Stucco shall be repaired by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.
- i) Joints in concrete shall be sealed with appropriate flexible sealants and backer rods, when necessary.
- j) Openings in a masonry foundation may be filled with materials that are similar in design, color, scale, architectural appearance, and other visual qualities of the surrounding masonry and shall be inset at least one inch from the face of the wall.
- 2. Wood: Clapboard, Weatherboard, Shingles, and Other Functional and Decorative Elements
 - a) Wood features that are important in defining the overall historic character of the building (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints and finishes shall be identified, retained, and preserved.
 - b) Wood features shall be protected and maintained by ensuring that historic drainage features that divert rainwater from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.
 - c) Paint shall be retained and applied to protect wood features that are subject to weathering, moisture, and ultraviolet light, such as exposed beam ends, outriggers, or rafter tails. Damaged or deteriorated paint shall be removed to the next sound layer using the gentlest method possible (i.e., hand scraping and hand sanding) prior to repainting. Thermal devices (such as infrared heaters) may be used to carefully remove paint prior to repainting. Chemical strippers may be used to supplement other methods such as hand scraping, hand sanding, and thermal devices. Biodegradable or environmentally-safe cleaning or paint removal products and paint removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint are encouraged. Coatings that encapsulate lead paint shall be used where the paint is not required to be removed to meet environmental regulations. Historically-painted wood features shall be repainted. In the event of partial repainting, historically-painted wood features shall be repainted with colors that are appropriate to the building and match features not being repainted.
 - d) The overall condition of the wood shall be evaluated to determine whether more than protection and maintenance, such as repairs to wood features, will be necessary. Wood shall be repaired by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized conservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of wood features when there are surviving prototypes, such as brackets, molding, or sections of siding.
 - e) An entire wood feature may be replaced in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such wood features include a cornice, entablature, or a balustrade. If using wood is not feasible,

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

- f) Re-siding with asbestos, wide clapboards over four (4) inches in exposure, composite clapboards and vertical panels with faux wood grain texture, diagonal boards, vertical boards, rough sawn wood, rough split shingles, shakes, metal, and vinyl siding are prohibited. On elevations not visible from the street on structures constructed within the period of significance and all elevations on structures construction outside of the period of significance, smooth composite clapboards and trim may be used.
 - g) In the event of partial replacement, transitions from historic wood siding to replacement siding shall occur at corners or jogs in the building's mass where feasible. Transitions may occur along a flat wall plane provided each course of siding is "toothed in" or offset at least 16" from the course above or below; aligning vertical butt joints more than two courses high or adding trim between the historic wood siding and the replacement siding is prohibited. The color of the replacement siding shall match the siding not being replaced.
 - h) Where more than one layer of siding exists on the structure, all layers except the first must be removed prior to re-siding.
 - i) All trim must project beyond the face of the siding. If insulation is applied under the new siding, all trim must be built up, so it projects beyond the face of the siding to the same extent it did with the historic siding.
3. Metals: Wrought and Cast Iron, Steel, Pressed Metal, Terneplate, Copper, Aluminum, and Zinc
 - a) Metal features that are important in defining the overall historic character of the building (such as columns, capitals, pilasters, spandrel panels, or stairways) and their paints and finishes shall be identified, retained, and preserved.
 - b) Metals shall be protected and maintained from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.
 - c) Metals shall be cleaned to remove corrosion prior to repainting or applying appropriate protective coatings. The metal shall be identified prior to any cleaning procedure and then tested to ensure that the gentlest cleaning method possible is selected; or, alternatively, determining that cleaning is inappropriate for the particular type of metal. Non-corrosive chemical methods shall be used to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods. The least abrasive cleaning method shall be used for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used if they do not abrade or damage the surface.
 - d) Appropriate paint or other coatings shall be applied to historically-coated metals after cleaning to protect them from corrosion. Historically-painted metal features shall be repainted with colors that are appropriate to the building and district. An appropriate protective coating (such as lacquer or wax) shall be applied to a metal feature that was historically unpainted, such as a bronze door, which is subject to heavy use.
 - e) The overall condition of metals shall be evaluated to determine whether more than protection and maintenance, such as repairs to metal features, will be necessary. Metal shall be repaired by reinforcing the metal using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes, such as column capitals or bases, storefronts, railings and steps, or window hoods.
 - f) An entire metal feature may be replaced in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include steel-sash windows. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.
- B. Building Features & Systems
 1. Roofs
 - a) Roofs and their functional and decorative features that are important in defining the overall historic character of the building shall be identified, retained, and preserved. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and

functional features (such as cupolas, cresting, parapets, monitors, chimneys, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, and patterning. The form of the roof visible from the street shall not be altered except to restore it to the historic documentable appearance. The removal of decorative and functional features visible from the street is prohibited.

- b) A roof shall be protected and maintained by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation. Adequate anchorage shall be provided for roofing material to guard against wind damage and moisture penetration. A leaking roof shall be protected with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired. Roofing material that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) shall be re-painted as part of regularly-scheduled maintenance with a compatible paint coating system following proper surface preparation. Protecting a roof covering when working on other roof features.
- c) The overall condition of the roof and roof features shall be evaluated to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary. A roof shall be repaired by ensuring that the existing historic or compatible non-historic roof covering is sound and waterproof. Repair may include the limited replacement in kind, or with a compatible substitute material, of missing materials (such as wood shingles, slates, or tiles) on a roof visible from the street, as well as those extensively deteriorated or missing components of features when there are surviving prototypes, such as ridge tiles, dormer roofing, or roof monitors. Using corrosion-resistant roof fasteners (e.g., nails and clips) to repair a roof to help extend its longevity.
- d) An entire roof covering or feature may be replaced in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Only missing or damaged roofing tiles or slates shall be replaced rather than replacing the entire roof covering. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities and may include three-tab asphalt shingles, architectural (also known as dimensional or laminate) shingles with a straight bottom edge and light faux shadowing that simulate wood shingles or slate, wood roof shingles, clay or concrete tile, slate, flat standing seam metal, and flat interlocking metal panels on flat roofs. Dutch lap, French method, and interlocking asphalt shingles are allowed on structures constructed after 1920 and within the period of significance. Thick wood shakes, architectural (also known as dimensional or laminate) asphalt shingles with scalloped or staggered bottom edges that simulate wood shake, slate, or tile and have heavy faux shadowing, corrugated or ribbed metal roofing panels, and metal shingles are prohibited.
- e) Low-profile continuous ridge vents shall be permitted provided that the vents extend to the front edge of the fascia and are covered with the same material as the roof visible from the street. Rectangular or continuous soffit vents shall be permitted if they are finished or painted the same color as the adjacent soffit. Round soffit vents are prohibited. Static vents, electric vents, wind turbines, and attic fans visible from the street are prohibited.
- f) Skylights not visible from the street shall be permitted. Skylights visible from the street are prohibited except for side roof slopes where the front edge of the skylight is at least ten (10) feet back from the front edge of the main roof. Skylights shall be flat, parallel to the slope of the roof, and painted to match the roof material. Tubular, arched, domed, or pyramidal shaped skylights are prohibited.
- g) Mechanical and service equipment on the roof (such as heating and air-conditioning units or solar panels) when required for a new use shall be installed so that they are as unobtrusive as possible and do not damage or obscure character-defining historic features. 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. Locating solar panels on the site (ground-mounted), on structures constructed outside of the period of significance, additions, or new structures is encouraged.

2. Windows

- a) Windows and their functional and decorative features that are important to the overall character of the building shall be identified, retained, and preserved. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, sash horns, glazing, pane configuration, sills, mullions, casings, brick molds, or trim) and related features, such as shutters. Historic windows visible from the street shall be retained and preserved.
- b) The wood or metal which comprises the window jamb, sash, and trim shall be protected and maintained through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems. Windows shall be made weathertight by re-caulking gaps in fixed joints and replacing or installing weather-stripping. The historic operability of windows shall be sustained by lubricating friction points, replacing broken components of the operating system (such as hinges, latches, sash chains or cords), and replacing deteriorated gaskets or insulating units.
- c) Sash locks, window guards, removable storm windows, and other reversible treatments may be installed to meet safety, security, or energy conservation requirements. Storm windows may be added with a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows. Storm windows improve energy efficiency and are especially beneficial when installed over wood windows because they also protect them from accelerated deterioration. Storm windows shall be painted or otherwise coated to match the color of the window; mill finish or anodized aluminum is prohibited. Interior storm windows may be added as an alternative to exterior storm windows.
- d) The overall condition of the windows shall be evaluated to determine whether more than protection and maintenance, such as repairs to windows and window features, will be necessary. Window frames and sashes shall be repaired by patching, splicing, consolidating, or otherwise reinforcing them. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated, broken, or missing components of features when there are surviving prototypes, such as sash, sills, hardware, or shutters. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities. Glazing putty that has failed shall be removed, and new putty shall be applied; or, if glass is broken, carefully remove all putty, replace the glass, and re-putty. A historic single-glazed sash may be modified to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter its appearance. Except in structures constructed outside of the period of significance, clear (no low-e) glass shall be used to repair windows; low-e glass with a visible light transmittance (VLT) of greater than seventy-two percent (72%) and a visible light reflectance of less than twelve percent (12%) may be used in the repair of windows if the glazing manufacturer's specification or cut sheet is provided to the Preservation Planner. Colored glass shall be used to repair stained glass windows. Patterned glass may be used for privacy in bathrooms.
- e) An entire window may be replaced in kind if it is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature, when the replacement can be based on historic documentation, or on elevations not visible from the street. Compatible substitute material similar in design, color, scale, architectural appearance, and other visual qualities may be considered, such as wood, aluminum clad wood, and steel. Aluminum may be allowed on non-residential buildings. True divided lights and simulated divided lights with window grids on the exterior and interior the same color as the window sash with spacer bars between the panes of glass shall be permitted. Incompatible, non-historic windows may be replaced with new windows that are compatible with the historic character of the building, or windows may be reinstated in openings that have been filled in with new windows that are compatible with the historic character of the building. Except in structures constructed outside of the period of significance, vinyl, fiberglass, vinyl or fiberglass clad wood, aluminum, glass block, picture, bay, and bow windows are prohibited. Except in structures constructed outside of the period of significance, clear (no low-e) glass shall be used to replace windows; low-e glass with a visible light transmittance (VLT) of greater than seventy-two percent (72%) and a visible light reflectance of less than twelve percent (12%) may be used in the replacement of windows if the glazing manufacturer's specification or cut sheet is provided to the Preservation Planner. Colored glass shall be used in the replacement of stained-glass windows. Patterned glass may be used for privacy in bathrooms.

- f) The sills of historic window openings on elevations not visible from the street may be raised to serve bathrooms and kitchens. The reconfigured openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration. The new openings shall have similar operation (e.g., double hung, casement, awning, or hopper) where possible, components (including sash, muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish as historic windows of the structure. For instance, a 6 over 6 double hung window's operation may be reconfigured to a 6-light fixed, awning, or hopper window or a 9-light casement window. Historic components such as sills, mullions, casings, brick molds, or trim shall be identified, retained, and preserved, and a new panel shall be inserted below a new, higher sill.
 - g) New window openings where none previously existed on elevations not visible from the street may be added if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration. The new openings shall have a similar height to width ratio, operation (e.g., double hung, casement, awning, or hopper), components (including sash, muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish as historic windows of the structure. If the historic design of the building is predominantly single or pairs of window openings with wall between, the new window opening shall be single or pairs of window openings with wall between. New window openings containing multiple windows where none previously existed are prohibited.
 - h) Window openings in a masonry foundation may be filled with materials that are similar in design, color, scale, architectural appearance, and other visual qualities of the surrounding masonry and shall be inset at least one inch from the face of the wall.
3. Entrances & Porches
- a) Entrances and porches and their functional and decorative features that are important in defining the overall historic character of the building shall be identified, retained, and preserved. The materials themselves (including masonry, wood, and metal) are significant, as are their features, such as doors, transoms, pilasters, columns, balustrades, stairs, roofs, and projecting canopies. A historic entrance or porch shall be retained even though it will no longer be used because of a change in the building's function. A porch that is historic to the structure or dates to the period of significance of the district shall be retained and preserved.
 - b) The masonry, wood, and metals which comprise entrances and porches shall be protected and maintained through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems.
 - c) The overall condition of entrances and porches shall be evaluated to determine whether more than protection and maintenance, such as repairs to entrance and porch features, will be necessary. Entrances and porches shall be repaired by patching, splicing, consolidating, and otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated features or missing components of features when there are surviving prototypes, such as balustrades, columns, and stairs.
 - d) An entire entrance or porch that is too deteriorated to repair (if the overall form and detailing are still evident) shall be replaced using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.
 - e) If the entrance door is historic or dating from the period of significance and blends with the historic character of the structure, it shall be retained unless the owner can demonstrate to the Landmarks Commission that it is beyond repair. Aluminum clad wood, aluminum, and insulated hollow metal entrance doors shall be approved if they are similar in design, color, scale, architectural appearance, and other visual qualities. Storm doors shall be compatible with the entrance door and the overall design of the building. Storm doors shall be full-light or full-view, wood or aluminum, and in the same color as the entrance door or trim. Mid-view and high-view storm doors are prohibited. Storm doors with metal grilles may be approved if they blend with the style of the structure. Unpaneled, modern-style doors and doors with a fake wood grain, mill finish or clear anodized aluminum, and other metallic finishes are prohibited, except on structures constructed outside of the period of significance. All doors

shall be painted or finished with a material that resembles a painted finish, unless staining can be based on historic documentation.

- f) New in-swinging or out-swinging French door openings may be added where none previously existed on elevations not visible from the street. The new openings and the doors in them should be compatible with the overall design of the building but, in most cases, not duplicate historic doors. The new openings shall have a similar height to width ratio, components (including muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish as historic doors of the structure.
 - g) Where physical evidence of the overall form and detailing are not evident, porch ceilings shall have the appearance of narrow beaded boards, unless another historic material is approved by the Landmarks Commission. Porch pilasters, columns, or posts shall be trimmed with decorative molding at the top and bottom of the posts. Solid wall porch balustrades and stair wing walls shall be covered in masonry or siding to match the structure. Open porch balustrades and stair railings shall have top and bottom rails with the bottom rails raised no higher than four (4) inches above the floor. Balusters shall be located between (not in front of or behind) the top and bottom rails and shall be vertical, square, and spaced such that a four (4) inch sphere may not pass through the railing at any point. Handrails on stairs shall be wood to match the porch balustrade. Decorative wrought iron, aluminum or other metal, composite, and vinyl balustrades and railings are prohibited, except on structures constructed outside of the period of significance. Stairs may be constructed of wood, concrete, or brick. If wood is used, stairs shall have solid wood risers and be enclosed on the sides by lattice or a wing wall. First floor porch flooring shall be tongue-in-groove boards; carpeting, dimensional lumber or board decking, and composites with faux wood grain texture are prohibited. Porch floor joists shall be hidden from view by rim joists or frieze boards. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, or other openwork design. The lattice shall be designed such that a three-(3) inch sphere could not pass through any portion of the lattice. All wood on exterior porches, except flooring and stair treads, shall be painted or opaque stained. Other porch designs may be permitted if they are compatible with the character of the structure and the district and if the owner can demonstrate to the Landmarks Commission that a different design is original to the structure.
 - h) Porches on elevations not visible from the street may be enclosed with wood-framed screens or storm windows similar in proportion to windows on the structure, on the condition that the balustrade be retained and preserved, repaired, or replaced in a design compatible with the historic character of the structure. The wood-framed screens or storm windows shall match the color of the porch and be placed behind pilasters, columns, or posts and balustrades so they do not obscure those features. Screening porches visible from the street is allowed, but enclosing porches visible from the street is prohibited.
 - i) Garage doors shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district. Horizontally paneled doors and flat paneled doors are prohibited.
4. Storefronts
- a) Storefronts and their functional and decorative features that are important in defining the overall historic character of the building shall be identified, retained, and preserved. The storefront materials (including wood, masonry, metals, ceramic tile, clear glass, and pigmented structural glass) and the configuration of the storefront are significant, as are features, such as display windows, base panels, bulkheads, signs, doors, transoms, kick plates, corner posts, piers, and entablatures. The removal of inappropriate, non-historic cladding, false mansard roofs, and other later, non-significant alterations can help reveal the historic character of the storefront. However, later, non-original features that have acquired significance over time and are within the period of significance shall be retained. The glazing and the transparency (i.e., which allows the openness of the interior to be experienced from the exterior) that is so important in defining the character of a historic storefront shall be retained.
 - b) Masonry, wood, glass, ceramic tile, and metals which comprise storefronts shall be protected and maintained through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.

- c) The overall condition of the storefront shall be evaluated to determine whether more than protection and maintenance, such as repairs to storefront features, will be necessary. Storefronts shall be repaired by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of storefronts when there are surviving prototypes, such as transoms, base panels, kick plates, piers, or signs. Except in structures constructed outside of the period of significance, clear (no low-e) glass shall be used to repair storefront glazing. Low-e glass with a visible light transmittance (VLT) of greater than seventy-two percent (72%) and a visible light reflectance of less than twelve percent (12%) may be used in the repair of storefront glazing if the glazing manufacturer's specification or cut sheet is provided to the Preservation Planner. Prismatic glass may be used at storefront transoms.
 - d) An entire storefront that is too deteriorated to repair (if the overall form and detailing are still evident) may be replaced in kind using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities. Missing awnings or canopies that can be historically documented to the building may be replaced, or new signage, awnings, canopies, or lighting that are compatible with the historic character of the building may be added.
5. Mechanical Systems
- a) A split system mechanical unit may be installed in a manner that will have minimal impact on the historic character and result in minimal loss of historic building material and shall be placed in a location on a elevations not visible from the street. Split system mechanical units on elevations visible from the street are prohibited.
 - b) 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. Installing mechanical equipment on the roof that is overly large or highly visible from the street is prohibited
 - c) Air conditioning compressors shall be placed in a location on an elevation or roof not visible from the street. Air conditioning compressors on elevations visible from the street are prohibited.
 - d) Grilles (mechanical air intake, exhaust, etc.), vents (plumbing stack, mechanical air intake or exhaust, etc.), electrical and communications equipment (transformers, cabinets, mobile service boosters, security cameras, etc.), and utility meters (water, gas, electric, etc.) shall be placed in a location on an elevation not visible from the street or on the roof. Grilles, vents, equipment, and meters on elevations visible from the street are prohibited, unless technically infeasible. Grilles, vents, equipment, and meters shall be finished or painted to match adjacent materials.
- C. Building Site
- 1. Features of the building site that are important in defining its overall historic character shall be identified, retained, and preserved. Site features may include walls, fences, or steps; circulation systems, such as walks, paths or roads; vegetation, such as trees, shrubs, grass, orchards, hedges, windbreaks, or gardens; landforms, such as hills, terracing, or berms; furnishings and fixtures, such as light posts or benches; decorative elements, such as sculpture, statuary, or monuments; water features, including fountains, streams, pools, lakes, or irrigation ditches; and subsurface archeological resources, other cultural or religious features, or burial grounds which are also important to the site. The historic relationship between buildings and the landscape shall be retained. Graveling, mulching, or gardening the entire front yard is visually obtrusive and is prohibited.
 - 2. Buildings and site features shall be protected and maintained by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape. Any existing irrigation that may be wetting the building excessively shall be corrected. Disturbance of the terrain around buildings or elsewhere on the site shall be minimized, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds. Areas where the terrain will be altered shall be surveyed and documented to determine the potential impact to important landscape features, archeological resources, other cultural or religious

- features, or burial grounds. Important landscape features shall be preserved through regularly-scheduled maintenance of historic plant material. Protective fencing, bollards, and stanchions may be installed on a building site, when necessary for security, that are as unobtrusive as possible. Continued protection and maintenance of buildings and landscape features on the site shall be provided through appropriate grounds and landscape management.
3. The overall condition of materials and features shall be evaluated to determine whether more than protection and maintenance, such as repairs to site features, will be necessary. Historic site features which have been damaged, are deteriorated, or have missing components shall be repaired to reestablish the whole feature and to ensure retention of the integrity of the historic materials. Repairs may include limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of site features when there are surviving prototypes, such as paving, railings, or individual plants within a group (e.g., a hedge). Repairs should be physically and visually compatible. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.
 4. An entire feature of the site that is too deteriorated to repair (if the overall form and detailing are still evident) may be replaced using the physical evidence as a model to reproduce the feature. Examples could include a walkway or a fountain, a land form, or plant material. If using the same kind of material is not feasible, then a compatible substitute material may be considered. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.
- D. Code Required Work
1. Accessibility
 - a) The historic building's character-defining exterior features and features of the site and setting which may be affected by accessibility code-required work shall be identified.
 - b) 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.
 - c) Specialists in accessibility and historic preservation shall be utilized to determine the most sensitive solutions to comply with access requirements in a historic building, its site, or setting.
 - d) Barrier-free access that promotes independence for the user while preserving significant historic features shall be provided.
 - e) Solutions to meet accessibility requirements that minimize the impact of any necessary alteration on the historic building, its site, and setting, such as compatible ramps, paths, and lifts, shall be utilized.
 - f) Relevant sections of existing codes regarding accessibility for historic buildings shall be used that provide alternative means of code compliance when code-required work would otherwise negatively impact the historic character of the property.
 - g) Except in structures constructed outside the period of significance, the impact of accessibility ramps shall be minimized by installing them on elevations not visible from the street when it does not compromise accessibility or by screening them with plantings.
 - h) 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 and the district.
 - i) An exterior stair or elevator tower that is compatible with the historic character of the building may be added on an elevation not visible from the street only when it is not possible to accommodate it on the interior without resulting in the loss of significant historic spaces, features, or finishes.
 - j) A lift shall be installed as inconspicuously as possible when it is necessary to locate it on an elevation visible from the street of the historic building.
 2. Life Safety
 - a) The historic building's character-defining exterior features and features of the site and setting which may be affected by life-safety code-required work shall be identified.
 - b) Life-safety codes (including requirements for impact-resistant glazing) shall be complied with in such a manner that the historic building's character-defining exterior features and features of the site and setting are preserved or impacted as little as possible.
 - c) Building materials shall be removed only after testing has been conducted to identify hazardous materials and using only the least damaging abatement methods.

- d) Code officials and historic preservation specialists shall be utilized to investigate systems, methods, or devices to make the building compliant with life-safety codes to ensure that necessary alterations will be compatible with the historic character of the building.
- e) Relevant sections of existing codes regarding life safety for historic buildings shall be used to provide alternative means of code compliance when code-required work would otherwise negatively impact the historic character of the building.
- f) A new stairway to meet life-safety code requirements shall be added in a manner that preserves adjacent character-defining features and spaces. Existing openings on elevations not visible from the street or, if necessary, creating new openings on elevations not visible from the street shall be used to accommodate second egress requirements.

II. Standards for Review for New Additions

A. General

- 1. Functions and services required for a new use (including elevators and stairways) shall be placed in secondary or non-character-defining interior spaces of the historic building rather than constructing a new addition.
- 2. A new addition shall be constructed on an elevation not visible from the street. New additions on the front of the principal structure are prohibited, except for restoring or reconstructing missing historic features like entrances and porches.
- 3. A new addition shall be constructed that results in the least possible loss of historic materials so that character-defining features are not obscured, damaged, or destroyed. New additions that destroy significant historic materials or character-defining features are prohibited.
- 4. A new addition shall be designed that is subordinate, secondary, and compatible to the historic building. No addition shall be higher than the existing principal structure. If the existing principal structure is already nonconforming, any additions or enlargements shall conform to the provisions of this ordinance for new structures and Section 28.192.
- 5. The same forms, materials, and color range of the historic building shall be used in a manner that does not duplicate it but distinguishes the addition from the historic building.
- 6. The alignment, rhythm, and size of the window and door openings of the new addition shall be based on those of the historic building.
- 7. A simple, recessed, small-scale hyphen, or connection, may be incorporated to physically and visually separate the addition from the historic building.
- 8. The addition shall be distinguished from the historic building by setting it back from the wall plane of the historic building.
- 9. The addition shall be stylistically appropriate for the historic building type (e.g., whether it is residential or non-residential).
- 10. The design for a new addition shall be considered in terms of its relationship to the historic building as well as the historic district, neighborhood, and setting.
- 11. New additions in densely-built locations (such as a downtown commercial district) may appear as a separate building or infill, rather than as an addition. In such a setting, the addition or the infill structure must be compatible with the size and scale of the historic building and surrounding buildings—usually the front elevation of the new building should be in the same plane (i.e., not set back from the historic building). This approach may also provide the opportunity for a larger addition or infill when the façade can be broken up into smaller elements (i.e., may appear as several separate buildings) that are consistent with the scale of the historic building and surrounding buildings.
- 12. A compatible rooftop addition for a multi-story building, when required for a new use, shall be designed that is set back from elevations visible from the street and that is inconspicuous when viewed from a standing position from across the street. A rooftop addition shall be limited to one story in height to minimize its visibility and its impact on the historic character of the building.

B. Building Materials

- 1. Masonry: Stone, Brick, Terra Cotta, Concrete, Stucco, and Mortar
 - a) New additions shall be designed and constructed so that the character-defining masonry features of the historic building are not negatively impacted. New additions shall result in the least possible loss of historic masonry materials so that character-defining features are not obscured, damaged, or destroyed. New additions that destroy significant historic masonry materials or character-defining features are prohibited.
 - b) Materials for exterior walls shall be similar in design, color, scale, architectural appearance, and other visual qualities of the historic building, but differentiated enough so that it is not

confused as historic or original to the building. Combinations of materials that occur on the historic building or in the historic district, i.e., brick on first floor with clapboard on second floor are acceptable. Stone, brick, terra cotta, concrete, stucco, and mortar are encouraged. Decorative concrete block, composite panels with faux stucco texture, and exterior insulation and finish systems (EIFS) may be used as secondary or accent cladding materials with Landmark Commission approval. Pebble dash is prohibited.

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

- a) New additions shall be designed and constructed so that the character-defining wood features of the historic building are not negatively impacted. New additions shall result in the least possible loss of historic wood materials so that character-defining features are not obscured, damaged, or destroyed. New additions that destroy significant historic wood materials or character-defining features are prohibited.
- b) Materials for exterior walls shall be similar in design, color, scale, architectural appearance, and other visual qualities of the historic building, but differentiated enough so that it is not confused as historic or original to the building. Horizontal wood or smooth composite clapboards four (4) inches or less in exposure, smooth wood shingles, or combinations of materials that occur on the historic building or in the historic district, i.e., brick on first floor with clapboard on second floor are acceptable. Smooth composite vertical panels and metal may be used as secondary or accent cladding materials with Landmark Commission approval. Asbestos, wide clapboards over four (4) inches in exposure, composite clapboards and vertical panels with faux wood grain texture, diagonal boards, vertical boards, rough sawn wood, rough split shingles, shakes, metal, and vinyl siding are prohibited.

C. Building Features & Systems

1. Roofs

- a) Mechanical and service equipment on the roof (such as heating and air-conditioning units or solar panels) when required for a new use shall be installed so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.
- b) Rooftop additions, decks, or terraces when required by a new or continuing use shall be designed to be set back from elevations visible from the street and inconspicuous when viewed from a standing position from across the street and not damage or obscure character-defining historic features. A rooftop addition shall be limited to one story in height to minimize its visibility and its impact on the historic character of the building.
- c) A green roof or other roof landscaping, railings, or furnishings shall be installed that are not visible on the site or from the street and do not damage the roof structure.
- d) The form and pitch of the roof shall be similar to the roof form and pitch on the historic structure.
- e) New chimneys shall be constructed of compatible masonry materials that are similar in design, color, scale, architectural appearance, and other visual qualities as the rest of the structure. If there is no masonry on the structure, chimneys shall be constructed of compatible masonry materials that are similar in design, color, scale, architectural appearance, and other visual qualities as other structures within the period of significance of the district.
- f) New dormers not visible from the street shall be permitted. New dormers visible from the street are prohibited except for side roof slopes where the front edge of the dormer is no less than twelve (12) feet from the front edge of the roof. The ridge line of a dormer shall not extend above the ridge line of the main roof. The front face of a dormer wall shall not extend beyond the face of the main structure wall below. Shed dormers behind existing dormers or gables may be approved on elevations not visible from the street. Dormer roof form, overhang, cladding, trim, and window shall be similar in design, color, scale, architectural appearance, and other visual qualities as the historic building. If the historic roof form is not practical, another form may be approved if it does not detract from the historic character of the building or the neighborhood.
- g) Roof materials shall be similar to the roof materials on the historic structure. Any roofing materials shall be permitted on flat or slightly sloped roofs not visible from the street. Three-tab asphalt shingles, architectural (also known as dimensional or laminate) shingles with a straight bottom edge and light faux shadowing that simulate wood shingles or slate, wood roof shingles, clay or concrete tile, slate, flat standing seam metal, and flat interlocking metal

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

- h) Low-profile continuous ridge vents shall be permitted provided that the vents extend to the front edge of the fascia and are covered with the same material as the roof visible from the street. Rectangular or continuous soffit vents shall be permitted if they are finished or painted the same color as the adjacent soffit. Round soffit vents are prohibited. Static vents, electric vents, wind turbines, and attic fans visible from the street are prohibited and ones not visible from the street are permitted provided they match the color of the roof.
- i) Skylights not visible from the street shall be permitted. Skylights visible from the street are prohibited except for side roof slopes where the front edge of the skylight is at least ten (10) feet back from the front edge of the main roof. Skylights shall be flat, parallel to the slope of the roof, and painted to match the roof material. Tubular, arched, domed, or pyramidal shaped skylights are prohibited.
- j) Mechanical and service equipment on the roof (such as heating and air-conditioning units or solar panels) shall be installed so that they are as unobtrusive as possible. 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. Locating solar panels on the site (ground-mounted), on structures constructed outside of the period of significance, additions, or new structures is encouraged.

2. Windows

- a) Openings and the windows in them should be compatible with the overall design of the historic building but not duplicate the historic fenestration. The new openings shall have a similar operation (e.g., double hung, casement, awning, or hopper), components (including sash, muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish as historic windows of the structure.
- b) Wood, aluminum clad wood, and steel windows are permitted. Aluminum windows are permitted on non-residential buildings. True divided lights and simulated divided lights with window grids on the exterior and interior the same color as the window sash and spacer bars between the panes of glass shall be permitted. Bay windows may be approved if they have sides perpendicular to the wall and if they do not extend beyond the eaves of the roof. Except in structures constructed outside of the period of significance, vinyl, fiberglass, vinyl or fiberglass clad wood, aluminum, glass block, picture, bay, and bow windows are prohibited. Clear or low-e glass may be used, and patterned glass may be used for privacy in bathrooms.

3. Entrances & Porches

- a) Doors shall be compatible with the overall design of the building but, in most cases, not duplicate historic doors. New door openings shall have a similar height to width ratio, components (including muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish as historic doors of the structure. Aluminum clad wood, aluminum, and insulated hollow metal entrance doors shall be approved if they are similar in design, color, scale, architectural appearance, and other visual qualities. Storm doors shall be compatible with the door and the overall design of the building. Storm doors shall be full-light or full-view, wood or aluminum, and in the same color as the entrance door or trim. Mid-view or high-view storm doors are prohibited. Storm doors with metal grilles may be approved if they blend with the style of the structure. Unpaneled, modern-style doors and doors with a fake wood grain, mill finish or clear anodized aluminum, and other metallic finishes are prohibited, except on structures constructed outside of the period of significance. All doors shall be painted or finished with a material that resembles a painted finish, unless staining can be based on historic documentation.
- b) Except on structures constructed outside of the period of significance, porch ceilings shall have the appearance of narrow beaded boards. Porch pilasters, columns, or posts shall be trimmed with decorative molding at the top and bottom of the posts. Solid wall porch balustrades and stair wing walls shall be covered in masonry or siding to match the structure. Open porch balustrades and stair railings shall have top and bottom rails with the bottom rails raised no higher than four (4) inches above the floor. Balusters shall be located between (not

in front of or behind) the top and bottom rails and shall be vertical, square, and spaced such that a four (4) inch sphere may not pass through the railing at any point. Balusters may also be compatible with the overall design of the historic porch but, in most cases, not duplicate the historic balusters. Handrails on stairs shall be wood to match the porch balustrade. Decorative wrought iron, aluminum or other metal, composite, and vinyl balustrades and railings are prohibited, unless not visible from the street. Stairs may be constructed of wood, concrete, or brick. If wood is used, stairs shall have solid wood risers and be enclosed on the sides by lattice or a wing wall. First floor porch flooring shall be tongue-in-groove boards; carpeting, dimensional lumber or board decking, and composites with faux wood grain texture are prohibited. Porch floor joists shall be hidden from view by rim joists or frieze boards. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, or other openwork design. The lattice shall be designed such that a three-(3) inch sphere could not pass through any portion of the lattice. All wood on exterior porches, except flooring and stair treads, shall be painted or opaque stained. Other porch designs may be permitted if they are compatible with the character of the structure and the district and if the owner can demonstrate to the Landmarks Commission that a different design is original to the structure.

- c) Porches on elevations not visible from the street may be enclosed with wood-framed screens or storm windows similar in proportion to windows on the structure. The wood-framed screens or storm windows shall match the color of the porch and be placed behind pilasters, columns, or posts and balustrades so they do not obscure those features. Screening porches visible from the street is allowed, but enclosing porches visible from the street is prohibited.
- d) Except on structures constructed outside of the period of significance, rear yard decks may have solid wall balustrades and stair wing walls with masonry or siding to match the structure or open balustrades and stair railings with top and bottom rails with the bottom rails raised no higher than four (4) inches above the floor. Balusters shall be located between (not in front of or behind) the top and bottom rails and shall be vertical, square, and spaced such that a four (4) inch sphere may not pass through the railing at any point. Balusters may also be compatible with the overall design of the historic porch but, in most cases, not duplicate the historic balusters. Handrails on stairs shall be wood to match the deck balustrade. Decorative wrought iron, aluminum or other metal, composite, and vinyl balustrades and railings are prohibited, unless not visible from the street. Spaces beneath decks and stairs shall be screened by framed lattice or evergreen shrubs, and all parts of the deck, except the flooring and steps, shall be painted or opaque-stained in a color to blend with the colors on the structure.
- e) Second exit stairways shall be provided on the interior of the structure where possible. When this is not possible, exterior second exit platforms and stairs shall be as unobtrusive as possible and located on elevations not visible from the street. Second exit platforms or stairs visible from the street are prohibited, unless the owner can demonstrate to the Landmarks Commission that no other location is possible.
- f) Projecting, partially projecting/inset, and inset balconies are prohibited on elevations visible from the street.
- g) Garage doors shall be located on elevations not visible from the street whenever feasible and shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district. Horizontally paneled doors and flat paneled doors are prohibited.
- 4. Storefronts
 - a) Storefronts, signage, awnings, canopies, or lighting shall be compatible with the historic character of the building. Clear or low-e glass may be used.
- 5. Mechanical Systems
 - a) 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 street. Split system mechanical units on elevations visible from the street are prohibited.
 - b) 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. Installing

mechanical equipment on the roof that is overly large or highly visible from the street is prohibited.

- c) Air conditioning compressors shall be placed in a location on an elevation not visible from the street. Air conditioning compressors on elevations visible from the street are prohibited.
- d) Grilles (mechanical air intake, exhaust, etc.), vents (plumbing stack, mechanical air intake or exhaust, etc.), electrical and communications equipment (transformers, cabinets, mobile service boosters, security cameras, etc.), and utility meters (water, gas, electric, etc.) shall be placed in a location on an elevation not visible from the street or on the roof. Grilles, vents, equipment, and meters on elevations visible from the street are prohibited, unless technically infeasible. Grilles, vents, equipment, and meters shall be finished or painted to match adjacent materials.

D. Building Site

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

E. Code Required Work

- 1. Accessibility
 - a) The impact of accessibility ramps shall be minimized by installing them on elevations not visible from the street when it does not compromise accessibility or by screening them with plantings.
 - b) An exterior stair that is compatible with the historic character of the building may be added on an elevation not visible from the street only when it is not possible to accommodate it on the interior without resulting in the loss of significant historic spaces, features, or finishes.
 - c) A lift shall be installed as inconspicuously as possible when it is necessary to locate it on an elevation visible from the street of the historic building.
- 2. Life Safety
 - a) A new stairway to meet life-safety code requirements shall be added in a manner that preserves adjacent character-defining features and spaces.
 - b) Existing openings on elevations not visible from the street or, if necessary, creating new openings on elevations not visible from the street shall be used to accommodate second egress requirements.
 - c) A code-required stairway that cannot be accommodated within the historic building shall be placed in a new exterior addition located on an elevation not visible from the street.
 - d) A new exterior stairway addition shall be designed to be compatible with the historic character of the building.

III. Standards for Review for New Structures

A. General

- 1. New construction shall be located far enough away from the historic building, when possible, where it will be minimally visible from the street and will not negatively affect the building's character, the site, or setting.
- 2. New construction on a historic site or in a historic setting shall be designed that it is compatible but differentiated from the historic building or buildings within two hundred (200) feet of the subject property.

3. The design for related new construction shall be considered in terms of its relationship to the historic building as well as the historic district and setting.
4. New construction shall be secondary to the historic building and shall not detract from its significance.
5. Site features or land formations, such as trees or sloping terrain, shall be used to help minimize the new construction and its impact on the historic building and property.
6. Infill structures in a densely-built location (such as a downtown commercial district) must be compatible with the surrounding historic buildings—usually the front elevation of the new building should be in the same plane (i.e., not set back from the historic building) and the façade can be broken up into smaller elements (i.e., may appear as several separate buildings) that are consistent with the historic building and surrounding buildings within two hundred (200) feet of the subject property.
7. New principal structures shall be no more than one story higher than historic buildings within two hundred (200) feet of the subject property. To minimize the additional story's visibility and its impact on the historic character of the surrounding buildings, it shall be set back from elevations visible from the street and inconspicuous when viewed from a standing position from across the street.
8. The gross area of the front elevation, i.e., all walls facing the street, shall be no greater than one hundred twenty-five percent (125%) of the average gross area of the front elevations of structures within two hundred (200) feet of the subject property, or the front façade shall be modulated with variations in setbacks that reflect or repeat the rhythm of adjacent historic buildings constructed during the period of significance and the spaces between them within two hundred (200) feet of the subject property.
9. Accessory structure shall only be erected in the rear yard. Building materials and building features shall be similar in design, color, scale, architectural appearance, and other visual qualities as the historic building and surrounding buildings within two hundred (200) feet of the subject property. Windows shall be either casements or double-hung units of a similar proportion to the windows on the principal structure. Garage doors shall be located on elevations not visible from the street whenever feasible and shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district. Horizontally paneled doors and flat paneled doors are prohibited.

B. Building Materials

1. Masonry: Stone, Brick, Terra Cotta, Concrete, Stucco, and Mortar
 - a) Materials for exterior walls shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district, but differentiated enough so that it is not confused as a historic building. Stone, brick, terra cotta, concrete, stucco, and mortar are encouraged. Decorative concrete block, composite panels with faux stucco texture, and exterior insulation and finish systems (EIFS) may be used as secondary or accent cladding materials with Landmark Commission approval. Pebble dash is prohibited.
2. Wood: Clapboard, Weatherboard, Shingles, and Other Functional and Decorative Elements
 - a) Materials for exterior walls shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district, but differentiated enough so that it is not confused as a historic building. Wood building materials such as horizontal wood or smooth composite clapboards four (4) inches or less in exposure and smooth wood shingles, or combinations of materials that occur within the historic district, i.e., brick on first floor with clapboard on second floor are encouraged. Smooth composite vertical panels and metal may be used as secondary or accent cladding materials with Landmark Commission approval. Asbestos, wide clapboards over four (4) inches in exposure, composite clapboards and vertical panels with faux wood grain texture, diagonal boards, vertical boards, rough sawn wood, rough split shingles, shakes, metal, and vinyl siding are prohibited.

C. Building Features & Systems

1. Roofs
 - a) Mechanical and service equipment on the roof (such as heating and air-conditioning units or solar panels) when required for a new use shall be installed so that they are inconspicuous on the site and from the street and do not damage or obscure character-defining historic features.
 - b) Rooftop decks or terraces shall be designed so that they are inconspicuous and minimally visible on the site and from the street.

- c) A green roof or other roof landscaping, railings, or furnishings shall be installed that are not visible on the site or from the street.
 - d) The form of a roof shall be similar to the roof form on existing structures within two hundred (200) feet of the subject property. The pitch of a roof shall be similar to the roof pitch on existing structures within two hundred (200) feet of the subject property but shall be no less than 4-in-12.
 - e) New chimneys shall be constructed of compatible masonry materials that are similar in design, color, scale, architectural appearance, and other visual qualities as existing structures within two hundred (200) feet of the subject property.
 - f) Roof materials shall be similar to the roof materials on existing structures within two hundred (200) feet of the subject property. Any roofing materials shall be permitted on flat or slightly sloped roofs not visible from the street. Three-tab asphalt shingles, architectural (also known as dimensional or laminate) shingles with a straight bottom edge and light faux shadowing that simulate wood shingles or slate, wood roof shingles, clay or concrete tile, slate, and flat standing seam and flat interlocking metal panels on flat roofs shall be permitted on roofs visible from the street. Thick wood shakes, Dutch lap, French method, interlocking shingles, architectural (also known as dimensional or laminate) asphalt shingles with a scalloped or staggered bottom edges that simulate wood shake, slate, or tile and have heavy faux shadowing, corrugated or ribbed metal roofing panels, and metal roof shingles are prohibited on roofs visible from the street.
 - g) Low-profile continuous ridge vents shall be permitted provided that the vents extend to the front edge of the fascia and are covered with the same material as the roof visible from the street. Rectangular or continuous soffit vents shall be permitted if they are finished or painted the same color as the adjacent soffit. Round soffit vents are prohibited. Static vents, electric vents, wind turbines, and attic fans visible from the street are prohibited and ones not visible from the street are permitted provided they match the color of the roof.
 - h) Skylights not visible from the street shall be permitted. Skylights visible from the street are prohibited except for roof slopes where the front edge of the skylight is at least ten (10) feet back from the front edge of the main roof. Skylights shall be flat, parallel to the slope of the roof, and painted to match the roof material. Tubular, arched, domed, or pyramidal shaped skylights are prohibited.
 - i) Mechanical and service equipment on the roof (such as heating and air-conditioning units or solar panels) shall be installed so that they are as unobtrusive as possible. 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. Windows
- a) Openings and the windows in them should be compatible with, but not duplicate, other openings in structures within the period of significance of the district and within two hundred (200) feet of the subject property. Openings shall have a similar operation (e.g., double hung, casement, awning, or hopper), components (including sash, muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim), and finish.
 - b) Wood, aluminum clad wood, and steel windows are encouraged. Vinyl, fiberglass, and vinyl or fiberglass clad wood are permitted. Aluminum windows are permitted on non-residential buildings. True divided lights and simulated divided lights with window grids on the exterior and interior the same color as the window sash and spacer bars between the panes of glass shall be permitted. Bay windows may be approved if they have sides perpendicular to the wall and if they do not extend beyond the eaves of the roof. Aluminum, glass block, picture windows, bay windows with angled sides, and bow windows are prohibited. Clear or low-e glass shall be used, and patterned glass may be used for privacy in bathrooms.
3. Entrances & Porches
- a) The primary entrance to the structure shall be on the front elevation, or, in the case of a corner lot, it may be at the corner. The entrance shall either be inset or projecting from the plane of the front elevation. Entrance and storm doors shall be compatible with, but not duplicate, other openings in structures within the period of significance of the district and within two hundred (200) feet of the subject property. Openings shall have similar components (including muntins, glazing, pane configuration, sills, mullions, casings, brick molds, or trim) and finish. Wood, aluminum clad wood, aluminum, and insulated hollow metal entrance doors are encouraged. Unpaneled, modern-style doors and doors with a fake wood

grain, mill finish or clear anodized aluminum, and other metallic finishes are permitted. Storm doors shall be full-light or full-view, wood or aluminum, and in the same color as the entrance door or trim. Mid-view or high-view storm doors are prohibited. Storm doors with metal grilles may be approved if they blend with the style of the structure.

- b) Porches at the primary entrances of residential structures are encouraged. Porch pilasters, columns, or posts shall be trimmed with decorative molding at the top and bottom of the posts. Solid wall porch balustrades and stair wing walls shall be covered in masonry or siding to match the structure. Open porch balustrades and stair railings shall have top and bottom rails with the bottom rails raised no higher than four (4) inches above the floor. Balusters shall be located between (not in front of or behind) the top and bottom rails and shall be vertical, square, and spaced such that a four (4) inch sphere may not pass through the railing at any point. Balusters may also be compatible with the overall design of porches on structures constructed within the period of significance within two hundred (200) feet of the subject property but, in most cases, not duplicate the historic balusters. Handrails on stairs shall be wood to match the porch balustrade. Decorative wrought iron, aluminum or other metal, composite, and vinyl balustrades and railings are prohibited, unless not visible from the street. Stairs may be constructed of wood, concrete, or brick. If wood is used, stairs shall have solid wood risers and be enclosed on the sides by lattice or a wing wall. First floor porch flooring shall be tongue-in-groove boards; carpeting, dimensional lumber or board decking, and composites with faux wood grain are prohibited, unless not visible from the street. Porch floor joists shall be hidden from view by rim joists or frieze boards. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, or other openwork design. The lattice shall be designed such that a three-(3) inch sphere could not pass through any portion of the lattice. All wood on exterior porches, except flooring and stair treads, shall be painted or opaque stained. Other porch designs may be permitted if they are compatible with the character of the district.
 - c) Porches on elevations not visible from the street may be enclosed with wood-framed screens or storm windows similar in proportion to windows on the structure. The wood-framed screens or storm windows shall match the color of the porch and be placed behind pilasters, columns, or posts and balustrades so they do not obscure those features. Screening porches visible from the street is allowed, but enclosing porches visible from the street is prohibited.
 - d) Rear yard decks may have solid wall balustrades and stair wing walls with siding to match the structure or open balustrades and stair railings with top and bottom rails with the bottom rails raised no higher than four (4) inches above the floor. Balusters shall be located between (not in front of or behind) the top and bottom rails and shall be vertical, square, and spaced such that a four (4) inch sphere may not pass through the railing at any point. Handrails on stairs shall be wood to match the deck balustrade. Decorative wrought iron, aluminum or other metal, composite, and vinyl balustrades and railings are prohibited, unless not visible from the street. Spaces beneath decks and stairs shall be screened by framed lattice or evergreen shrubs, and all parts of the deck, except the flooring and steps, shall be painted or opaque-stained in a color to blend with the colors on the structure.
 - e) Second exit stairways shall be provided on the interior of the structure.
 - f) Projecting, partially projecting/inset, and inset balconies are prohibited on elevations visible from the street.
 - g) Garage doors shall be located on elevations not visible from the street whenever feasible and shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district.
4. Storefronts
- a) Storefronts, signage, awnings, canopies, or lighting shall be compatible with the historic buildings within two hundred (200) feet of the subject property. Clear or low-e glass may be used.
5. Mechanical Systems
- a) A split system mechanical unit may be installed on elevations not visible from the street. Split system mechanical units on elevations visible from the street are prohibited.
 - b) Mechanical equipment on the roof may be installed, when necessary, so that it is minimally visible from the street. Installing mechanical equipment on the roof that is overly large or highly visible from the street is prohibited.

- c) Air conditioning compressors shall be placed in a location on an elevation not visible from the street or on the roof. Air conditioning compressors on elevations visible from the street are prohibited.
 - d) Grilles (mechanical air intake, exhaust, etc.), vents (plumbing stack, mechanical air intake or exhaust, etc.), electrical and communications equipment (transformers, cabinets, mobile service boosters, security cameras, etc.), and utility meters (water, gas, electric, etc.) shall be placed on elevations not visible from the street or on the roof. Grilles, vents, equipment, and meters on elevations visible from the street are prohibited, unless technically infeasible. Grilles, vents, equipment, and meters shall be finished or painted to match adjacent materials.
- D. Building Site
- 1. New onsite features (such as parking areas, access ramps, or lighting) shall be designed so that they are as unobtrusive as possible, retain the historic relationship between the building or building and the landscape, and are compatible with the historic character of the property.
 - 2. New exterior additions to historic buildings or adjacent new construction shall be designed to be compatible with the historic character of the site and preserve the historic relationship between the building or building and the landscape.
 - 3. An irrigation system needed for a new or continuing use of the site shall be located where it will not cause damage to historic buildings.
 - 4. Poured concrete retaining walls with a smooth rubbed finish and under twenty-four (24) inches in height, flagstone, and stone ashlar retaining walls are permitted. Proposals to construct front yard retaining walls of other materials must be submitted to Landmarks Commission for approval prior to installation. Railroad tie, landscape timbers, boulders, and concrete block retaining walls are prohibited.
 - 5. Wrought iron, simulated wrought iron, and wood fences are permitted. Chain link, metal mesh, vinyl, and composite fences are permitted on elevations not visible from the street. Bamboo, reed, and other rustic style fences, such as rough sawn wood or split-rails, are prohibited. Fences in the front yard shall not exceed three (3) feet in height.
 - 6. No new parking lots will be approved unless they are accessory to and on the same zoning lot as a commercial structure or multiple family dwelling."