

**CITY OF MADISON  
INTER-DEPARTMENTAL  
CORRESPONDENCE**



DATE: October 26, 2020

TO: Landmarks Ordinance Review Committee (LORC)  
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SUBJECT: Draft Historic Preservation Ordinance

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At its meeting of December 17, 2019, the LORC concluded its direction to staff for amending the July 30, 2019, working draft of the Historic Preservation Ordinance pertaining to the local historic districts. The highlighted text represents changes to the July 30, 2019, draft based upon feedback from the committee.

Current organization is:

- 41.xx Standards for Maintenance
- 41.xx Standards for Repairs
- 41.xx Standards for Alterations
- 41.xx Standards for Additions
- 41.xx Standards for New Structures

Each of these sections have the following subsections:

- A. General
- B. Building Site
- C. Exterior Walls
- D. Roofs
- E. Windows and Doors
- F. Porches, Balconies and Decks
- G. Building Systems

Each of the subsections above will include requirements and guidelines as defined below:

Requirements- Any project subject to this ordinance shall meet all requirements.

Guidelines- Any project subject to this ordinance should refer to the guidelines for additional guidance and instruction that may be helpful in meeting the requirements and purpose and intent of this ordinance.

A draft of the ordinance developed per this direction is attached. Note that there is no content for some subsections, requirements, or guidelines. However, these headings remain in this draft as placeholders in case content is added during the Committee's discussion.

## **41.xx STANDARDS FOR MAINTENANCE**

### **(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.xx).

### **(2) Building Site**

#### **(a) General**

##### **1. Requirements**

- a. 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.

##### **2. Guidelines**

- a. Materials and features should be protected and maintained by ensuring that drainage features and systems that divert rainwater from surfaces (such as roof overhangs, gutters and downspouts) are intact and functioning properly.
- b. Irrigation systems shall not wet the building excessively.

### **(3) Exterior Walls**

#### **(a) Masonry**

##### **1. Requirements**

- a. The Preservation Planner shall approve proposed masonry cleaning methods.
- b. 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.
- c. Masonry building walls and features shall be maintained with tight mortar joints and operational rain water conduction systems.
- d. Sealants and water-repellent coatings applied to the face of the masonry are prohibited.
- e. Previously painted masonry may be repainted, but the painting of previously unpainted masonry is prohibited.

##### **2. Guidelines**

- a. Masonry is susceptible to damage by allowing water to pool on surfaces, improper maintenance or repairs, abrasive cleaning, or application of nonpermeable coatings.
- b. Masonry should only be cleaned when necessary to halt deterioration or remove heavy soiling.
- c. Soiled masonry surfaces should be cleaned with the gentlest method possible, such as low-pressure water and detergent and natural bristle or other soft-bristle brushes and tested on a small area to ensure that no damage has resulted.
- d. Joints in concrete should be sealed with appropriate flexible sealants and backer rods, when necessary.
- e. If approved by the Preservation Planner and 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, such as low-pressure water and detergent and natural bristle or other soft-bristle brushes.

(b) Wood

1. Requirements

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

2. Guidelines

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

(c) Metals

1. Requirements

- a. 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.

2. Guidelines

- a. Metals are prone to corrosion by allowing water to pool on surfaces, not maintaining protective coatings, and using abrasive cleaning methods.
- b. Metals should be cleaned to remove corrosion prior to repainting or applying appropriate protective coatings.
- c. The metal should 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.
- d. Appropriate paint or other coatings should be applied to historically-coated metals after cleaning to protect them from corrosion.

(d) Vegetation

1. Requirements

- a. Growing new vegetation directly on building walls and roofs is prohibited.
- b. Pre-existing vegetation shall be maintained to ensure exterior building surfaces remain undamaged.

2. Guidelines

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

(4) Roofs

(a) General

1. Requirements

- a. The materials which comprise the roof covering, flashing, gutters and downspouts and related trim shall be protected and maintained in functional and operational condition.

2. Guidelines

## (5) Windows and Doors

### (a) Windows and Doors

#### 1. Requirements

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

#### 2. Guidelines

a. Appropriate treatments for wood and metal window or door components typically involve cleaning, paint removal, and reapplication of protective coating systems.

b. Windows and doors should be made weathertight by re-caulking gaps in fixed joints and replacing or installing weather-stripping.

c. 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), and replacing deteriorated gaskets or insulating units.

## (6) Porches, Balconies and Decks

### (a) Entrances and Porches

#### 1. Requirements

a. 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.

b. The materials that comprise entrances and porches shall be protected and maintained through appropriate surface treatments.

#### 2. Guidelines

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

## (7) Building Systems

### 41.xx STANDARDS FOR REPAIRS

#### (1) General

(a) This section provides standards for building repair when the scope of a project exceeds normal on-going 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.xx).

#### 1. Requirements

a. 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.

b. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.

#### 2. Guidelines

a. 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.

b. Areas and features to be repaired should blend seamlessly with the adjacent areas of the building and features.

## (2) Building Site

### (a) General

#### 1. Requirements

- a. 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.

#### 2. Guidelines

- a. 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 walls, paving, or railings.

## (3) Walls

### (a) Masonry

#### 1. Requirements

- a. 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.
- b. For structures constructed within the period of significance, deteriorated 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 is causing damage to the masonry units.
- c. Repointing mortar shall duplicate the strength, composition, color, texture, width, and profile of the historic mortar joints.
- d. 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.
- e. Application of sealers and abrasive cleaning is prohibited of masonry units is prohibited.
- f. For replacement of masonry units, see Standards for Alterations (2)(a).

#### 2. Guidelines

- a. Exterior insulation and finish system (EIFS) is not an acceptable new material.

### (b) Wood

#### 1. Requirements

- a. 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. Guidelines

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

## (4) Roofs

### (a) General

#### 1. Requirements

- a. Roof repairs shall ensure that the existing historic or compatible non-historic roof covering is sound and waterproof.

#### 2. Guidelines

- a. 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.

- b. 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. Requirements**

- a. Deteriorated or broken components or features shall be repaired.
- b. Replacement in kind or with a compatible substitute materials shall be used when materials or features are **deteriorated beyond repair** or missing.

**2. Guidelines**

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

**(6) Porches, Balconies and Decks**

**(a) Entrances and Porches**

**1. Requirements**

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

**2. Guidelines**

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

**(7) Building Systems**

**41.xx STANDARDS FOR ALTERATIONS**

**(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. Requirements**

- a. Alterations shall be in keeping with the original design and character of the building.
- b. The removal of historic features on elevations visible from the street is prohibited.
- c. The introduction of conjectural features without historic precedent on the building shall be avoided.

**2. Guidelines**

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

**(c) Replacement**

**1. Requirements**

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

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

(d) Accessibility

1. Requirements

- a. Whenever possible, access to historic buildings should be through a primary building entrance.
- 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. Utilize 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.

2. Guideline

- a. 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.

(2) Building Site

(a) General

1. Requirements

- a. Chain link and rustic style fences, such as rough sawn wood or split rails, are prohibited in the front yard.
- b. For retaining walls visible from the street, poured concrete walls with a smooth rubbed finish, flagstone and stone ashlar are permitted. Railroad ties, landscape timbers, boulders, and concrete blocks are prohibited.

2. Guidelines

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

(3) Exterior Walls

(a) Masonry

1. Requirements

- a. Masonry **not previously covered** shall not be covered with stucco, exterior insulation and finish systems (EIFS), paint, or other covering.
- b. Removing a chimney visible from the street or altering its appearance is prohibited.
- c. Refer to Section (3)(d) related to chimneys as roof elements.
- d. Replacement brick units shall be of a similar dimension, color, and permeability as the historic bricks
- e. 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.

2. Guidelines

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

(b) Wood

1. Requirements

- a. Replacement siding shall imitate the original siding within 1 inch of historic exposure/reveal.
- b. Re-siding with asbestos-style shingles, wide clapboards over six (6) inches in exposure, and vertical panels with faux wood grain texture, diagonal boards, vertical boards, rough sawn wood, rough split shingles and shakes, and vinyl siding are prohibited.
- c. Where more than one layer of siding exists on the structure, all layers except the first must be removed prior to re-siding.
- d. All trim must project beyond the face of the siding to the same extent it did with the historic siding.
- e. Wrapping of trim and ornament is prohibited.

2. Guidelines

- a. Re-siding with siding that replicates the historic siding in profile exposure and detail is preferred.
- b. 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.
- c. 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.
- d. The color of the replacement siding should match the siding not being replaced.
- e. Compatible substitute materials should be similar in design, color, scale, architectural appearance, and other visual qualities.

(c) Metals

1. Requirements

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

2. Guidelines

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

(4) Roofs

(a) General

1. Requirements

- a. Alterations to a roof shall include a roof style that is compatible with the existing roof.
- b. The form of the roof visible from the street shall not be altered except to restore it to the historic documentable appearance.
- c. The removal of decorative and functional features visible from the street is prohibited, except to restore the building to its historic appearance.

2. Guidelines

- a. 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 and inform what is a compatible roof alteration.
- b. New dormers are additions (refer to Section 41.xx).

(b) Materials

1. Requirements

- a. A roof feature may be replaced in kind if it is too deteriorated to repair.



- b. Compatible substitute materials should be similar in design, color, scale, architectural appearance, and other visual qualities.
  - c. Dutch lap, French method, and interlocking asphalt shingles are allowed on structures constructed after 1920 and within the period of significance.
  - d. The following roof treatments are prohibited: thick wood shakes; corrugated or ribbed metal roofing panels; metal shingles; architectural asphalt shingles that have heavy faux shadowing; and any shingles with scalloped or staggered bottom edges.
2. Guidelines
- a. Compatible substitute materials may include three-tab asphalt shingles; architectural asphalt shingles with a straight bottom edge and light faux shadowing; flat standing seam metal and flat interlocking metal panels on flat roofs.
  - b. Replacement should replicate the overall form and detailing using any available physical evidence or historic documentation as a model to reproduce the feature.
- (c) Skylights
1. Requirements
- a. Skylights shall be flat, parallel to the slope of the roof, and have the frame painted to match the roof material.
  - b. Skylights not visible from the street shall be permitted.
  - c. Skylights visible from the street are allowed where the front edge of the skylight is at least twelve (12) feet back from the front edge of the roof.
  - d. Tubular, arched, domed, or pyramidal shaped skylights are prohibited.
2. Guidelines
- (d) Chimneys
1. Requirements
- a. Removing a chimney visible from the street or altering its appearance, is prohibited.
  - b. Refer to Section (2)(a) and (b) related to chimneys as wall elements.
2. Guidelines
- a. Adding or replacing caps above the chimney opening is not considered an alteration.
- (e) Vents
1. Requirements
- a. 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.
  - b. Rectangular or continuous soffit vents are permitted if they are finished or painted the same color as the adjacent soffit.
  - c. Round soffit vents, static vents, electric vents, wind turbines, and attic fans visible from the street are prohibited
2. Guidelines
- (5). Windows and Doors**
- (a) Openings
1. Requirements
- a. Historic/original openings in walls above the foundation level visible from the street shall not be filled.
  - b. A limited number of openings in walls above the foundation not visible from the street may be filled in a manner that retains the original opening pattern and size, and is similar in design, color, scale, architectural appearance, and other visual qualities of the surrounding wall.
  - c. New window openings may be added to elevations not visible from the street.

- d. The new openings and the windows or doors in them shall be compatible with the overall design of the building
2. Guidelines
    - a. 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, and retaining original window trim.
    - b. 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), and finish as historic windows of the structure.
- (b) Sill and Head Height
1. Requirements
    - a. The treatment of the window or door opening shall retain the original opening pattern and size.
    - b. Infilling at the head or jambs is prohibited.
    - c. The new or reconfigured openings shall have similar appearance to the historic windows or doors of the structure.
    - d. The sills of historic window openings on elevations not visible from the street may be raised to serve bathrooms and kitchens.
  2. Guidelines
    - a. The reconfigured openings and the windows in them should be compatible with the overall design of the building.
- (d) Windows
1. Requirements
    - a. Original decorative windows shall be repaired and retained.
    - b. Only when original windows are too deteriorated to repair may they be replaced with new windows that replicate all design details.
    - c. Replacement shall replicate the dimensions of the window components and any decorative detailing using any available physical evidence or historic documentation as a model to reproduce the feature.
    - d. Compatible substitute materials shall be similar in design, color, scale, architectural appearance, and other visual qualities.
    - e. 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.
    - f. 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.
    - g. Replacement stained glass and decorative glass windows shall replicate the original windows.
    - h. Incompatible, non-historic windows may be replaced with new windows compatible with the historic character of the building.
    - i. Storm windows shall have a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows.
    - j. Storm window frames and trim shall be painted or otherwise coated to match the color of the window.
    - k. Storm windows with mill finish or anodized aluminum are prohibited.

- l. Windows that are compatible with the historic character of the building may be reinstated in openings that have been filled in with new windows.
  - m. 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.
2. Guidelines
- a. 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 should inform compatible window alterations.
  - b. Sash locks, window guards, removable storm windows, and other reversible treatments may be installed to meet safety, security, or energy conservation requirements.
  - c. Storm windows improve energy efficiency and 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.
  - d. Patterned glass may be used for privacy in bathrooms or added to the interior of window glass to provide the appearance of patterned glass.
- (g) Pedestrian Doors
1. Requirements
- a. 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.
  - b. Doors shall not have a textured fake wood grain.
  - c. Storm doors shall be full-light or full-view, wood or aluminum, in the same color as the entrance door or trim, and shall be compatible with the entrance door and the overall design of the building.
2. Guidelines
- a. Aluminum clad wood, aluminum, and insulated hollow metal entrance doors are an acceptable alternative material if they are similar in design, color, scale, architectural appearance, and other visual qualities of the original doors.
  - b. All doors should be painted, finished with a material that resembles a painted finish, or opaquely stained.
  - c. Storm doors with metal grilles may be approved if they blend with the style of the structure.
- (h) Garage Doors
1. Requirements
- a. Garage doors shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district.
  - b. Overhead doors shall not have false hinges or hardware applied.
2. Guidelines
- (6) Porches, Balconies and Decks
- (a) Replacement
1. Requirements
- a. 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.

- b. A historic entrance or porch shall be retained in all instances, including change of use or space function.
  - 2. Guidelines
    - a. 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) Porch Elements
- 1. Requirements
    - a. 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.
    - b. Porch pilasters, columns, or posts shall be in proportion to the other porch elements and the rest of the structure, and trimmed with decorative molding at the top and bottom of the posts.
    - c. Solid panel and porch balustrades and stair wing walls shall be covered in masonry or siding to match the structure.
    - d. 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.
    - e. Balusters shall be located between (not in front of or behind) the top and bottom rails and shall be vertical and square
    - f. Handrails on stairs shall be of a design and material to match the porch balustrade.
    - g. Composite, vinyl, and decorative metal balusters and railings are prohibited, except on structures constructed outside of the period of significance.
    - h. 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.
    - i. First floor porch flooring shall be tongue-and-groove boards; carpeting, dimensional lumber or board decking, and composites with faux wood grain texture are prohibited.
    - j. Porch floor joists shall be hidden from view by rim joists or frieze boards.
    - k. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, or other approved openwork design to allow ventilation.
    - l. All wood on exterior porches shall be painted or opaquely stained.
  - 2. Guidelines
    - a. Other porch designs may be permitted if they are compatible with the character of the structure and the district.
    - b. A simple railing design with 2-inch by 2-inch square balusters is often acceptable.
- (c) Enclosing Porches
- 1. Requirements
    - a. Porches on elevations visible from the street may have wood-framed screens or storm windows similar in proportion to windows on the structure 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. 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.
    - b. Enclosing porches visible from the street with solid walls is prohibited. Enclosing porches not visible from the street with solid low walls that relate to railing heights and windows above while maintaining architectural details that convey the original porch may be allowed.
  - 2. Guidelines

(d) Balconies and Decks

1. Requirements

- a. Except on structures constructed outside of the period of significance, rear yard decks and balconies shall have balusters located between (not in front of or behind) the top and bottom rails that are compatible with the overall design of the historic structure, but in most cases, not duplicate the historic porch appearance.
- b. Spaces beneath decks and stairs shall be screened by framed panels of crisscross design, narrow vertical boards, or other openwork design to allow ventilation.
- c. All parts of the deck shall be painted or opaquely stained.

2. Guidelines

(7) Building Systems

(a) Mechanical Systems

1. Requirements

- a. 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.
- b. Air conditioning compressors, except window units, and other mechanical equipment shall be located so that they are inconspicuous when viewed from the street.
- c. Grilles, vents, equipment, meters, and other equipment attached to the building shall be finished or painted to match the building.
- d. Installing mechanical equipment on the roof that is overly large or highly visible from the street is prohibited

2. Guidelines

- a. Air conditioning compressors and 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.
- 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.
- c. 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.) should not be placed in the front yard or on the front elevation.

(b) Solar

1. Requirements

- a. 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.
- b. Roof-mounted solar arrays on flat roofs shall be installed so as to be minimally visible from the street.

2. Guidelines

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

(c) Lighting and Electrical Systems

1. Requirements

- a. Decorative light fixtures shall replicate the original in style and placement.
- b. 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.
- c. Exterior mounted conduit on elevations visible from the street is prohibited.

- d. Roof appurtenances such as antennas, satellite dishes, or communications equipment should be installed so that they are minimally visible from the street and do not damage or obscure historic features.
2. Guidelines
  - a. More contemporary lighting styles may be considered if they are simple in style and design and should not read as faux or overly ornamental.

#### 41.xx STANDARDS FOR ADDITIONS

##### (1) General

###### (a) General

###### 1. Requirements

- a. New additions on the front of the principal structure are prohibited, except for restoring or reconstructing missing historic features that can be documented.
- b. A new addition shall be designed to be subordinate and compatible with the character of the structure.
- c. No addition shall be taller than the roof of the existing structure.
- d. The addition shall be visually separated from the principal building.
- e. The alignment, rhythm, and size of the window and door openings of the new addition shall be similar to those of the historic building.
- f. Rooftop additions, decks, terraces, and mechanical and service equipment shall be located to be set back from elevations visible from the street in order to minimize its visibility and impact on the historic character of the building.

###### 2. Guidelines

- a. 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 and visually separate the addition from the historic building, or by providing a break in the slope of the roof.
- b. The addition shall be stylistically appropriate for the historic building type, but does not duplicate it so as to distinguish the addition from the original building.

###### (b) Materials and Features

###### 1. Requirements

- a. 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.
- b. New additions that destroy significant historic materials or character-defining features are prohibited.

###### 2. Guidelines

###### (c) Accessibility

###### 1. Requirements

- a. Whenever possible, access to historic buildings should be through a primary building entrance.
- 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. Utilize 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.

## 2. Guideline

- a. 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.

## (2) Building Site

### (a) General

#### 1. Requirements

- a. 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.
- b. 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.

#### 2. Guidelines

## (3) Exterior Walls

### (a) General

#### 1. Requirements

- a. Materials used for exterior walls of the addition 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.

#### 2. Guidelines

### (b) Masonry

#### 1. Requirements

- a. Masonry wall materials: Decorative concrete block, composite panels with faux stucco texture shall not be used as the primary material, but may be used as secondary or accent material. Pebble dash, large concrete blocks, and exterior insulation and finish systems (EIFS) are prohibited.
- b. Refer to Section (3)(d) related to chimneys as roof elements.

#### 2. Guidelines

### (c) Wood

#### 1. Requirements

- a. Wood wall materials: Smooth composite vertical panels and metal shall not be used as the primary building material, but may be used as secondary or accent material.
- b. Wide clapboards over six (6) 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.

#### 2. Guidelines

## (4) Roofs

### (a) General

#### 1. Requirements

- a. Additions to a roof shall maintain the character defining features and form of the existing roof.
- b. The form and pitch of the addition roof shall be similar to the existing roof form and pitch.
- c. Roofs of dormer additions shall conform to Dormers section, (4)(f)

2. Guidelines

- a. 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.

b. A green roof or other roof landscaping, railings, or furnishings should be installed so to be minimally visible from the street.

(b) Materials

1. Requirements

- a. Visible roof materials shall be similar to the roof materials on the historic structure.
- b. Any roofing materials shall be permitted on flat or slightly sloped roofs not visible from the street
- c. The following roof treatments are prohibited: thick wood shakes; corrugated or ribbed metal roofing panels; metal shingles; architectural asphalt shingles that have heavy faux shadowing; and any shingles with scalloped or staggered bottom edges.

2. Guidelines

(c) Skylights

1. Requirements

- a. Skylights not visible from the street shall be permitted.
- b. Skylights visible from the street are prohibited except for 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.
- c. Skylights shall be flat, parallel to the slope of the roof, and painted to match the roof material.

2. Guidelines

(d) Chimneys

1. Requirements

- a. 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.
- b. Refer to Section (2)(a) and (b) for when chimneys are wall elements.

2. Guidelines

- a. 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. Requirements

- a. 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.
- b. Rectangular or continuous soffit vents shall be permitted if they are finished or painted the same color as the adjacent soffit.
- c. Round soffit vents, static vents, electric vents, wind turbines, and attic fans visible from the street are prohibited. If not visible from the street, they are permitted provided they match the color of the roof.

2. Guidelines

(f) Dormers

1. Requirements

- a. Dormer additions not visible from the street shall be permitted.



- b. Dormer additions 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.
  - c. The ridge line of a dormer shall not extend above the ridge line of the main roof.
  - d. The front face of a dormer wall shall not extend beyond the face of the main structure wall below.
  - e. 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.
2. Guidelines
- a. 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.

(g) Rooftop Features

1. Requirements

- a. 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.

2. Guidelines

(5) Windows and Doors

(a) General

1. Requirements

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

2. Guidelines

(b) Windows and Storm Windows

1. Requirements

- a. Wood, aluminum clad wood, and steel windows are permitted.
- b. Aluminum windows are permitted on non-residential buildings and buildings outside the period of significance.
- c. True divided lights are permitted. Simulated divided lights are permitted with window grids on the exterior and interior the same color as the window sash and spacer bars between the panes of glass.
- d. Storm windows shall be compatible with the window and the overall design of the building.
- e. Storm windows shall be wood or aluminum, and in the same color as the entrance door or trim. Metallic finishes are prohibited.

2. Guidelines

- a. Clear or low-e glass may be used, and patterned glass may be used for privacy in bathrooms.

(c) Entrance Doors and Storm Doors

1. Requirements

- a. Doors shall be compatible with the overall design of the building.
- b. New door openings shall have a similar height to width ratio, components, and finish as the historic doors of the structure.

- c. 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.
- d. Storm doors shall be compatible with the door and the overall design of the building.
- e. Storm doors shall be full-light or full-view, wood or aluminum, and in the same color as the entrance door or trim.
- 2. Guidelines
  - a. Aluminum clad wood, aluminum, and insulated hollow metal entrance doors may be approved if they are similar in design, color, scale, architectural appearance, and other visual qualities.
  - b. Storm doors with metal grilles may be approved if they blend with the style of the structure.
- (d) Garage Doors
  - 1. Requirements
    - a. Garage doors shall be similar in design, color, scale, architectural appearance, and other visual qualities prevalent within the historic district.
    - b. Overhead doors shall not have false hinges or hardware applied.
  - 2. Guidelines
    - a. More contemporary door styles may be considered if they are simple in style and design

**(6) Porches, Balconies and Decks**

- (a) Porch Elements
  - 1. Requirements
    - a. 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.
    - b. Balusters shall be located between (not in front of or behind) the top and bottom rails.
    - c. Composite, vinyl, and decorative metal balusters **and railings** are prohibited, unless not visible from the street.
    - d. Carpeting, dimensional lumber or board decking, and composites with faux wood grain texture are prohibited **on** first floor **front** porch flooring.
    - e. Spaces beneath porches and stairs shall be enclosed with a framed lattice of crisscross design, narrow vertical boards, or other openwork design.
    - f. All wood on exterior porches, shall be painted or opaquely stained.
    - g. Second exit stairways and second exit platforms and stairs shall be as unobtrusive as possible. Second exit platforms or stairs visible from the street are prohibited.
  - 2. Guidelines

**(b) Balconies and Decks**

- 1. Requirements
  - a. Rear yard decks shall be constructed so that they are not visible from the street to which the building is oriented.
  - b. Spaces beneath decks and stairs **visible from the street** shall be screened by framed lattice,
  - c. All parts of the deck or balcony, except the flooring and steps, shall be painted or opaquely stained in a color to blend with the colors on the structure.**
  - c. Projecting, partially projecting, and inset balconies are prohibited on elevations visible from the street.
- 2. Guidelines

**(7) Building Systems**

**(a) Mechanical Systems**

1. Requirements

- 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.
- b. 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, except for window units.
- 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.

2. Guidelines

- a. 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.

(b) Solar

1. Requirements

- a. 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.
- b. Roof-mounted solar arrays on flat roofs shall be installed so as to be minimally visible from the street.

2. Guidelines

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

(c) Lighting and Electrical Systems

1. Requirements

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

2. Guideline

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

(d) Rooftop Features

1. Requirements

- a. 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.

2. Guidelines

## 41.XX STANDARDS FOR NEW STRUCTURES

### (1) General

#### (a) Primary Structures

1. Requirements. 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:
  - a. 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.
  - b. 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.
  - c. 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
  - d. 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.
  - e. 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.
2. Guidelines

#### (b) Accessory Structures

1. Requirements
  - a. Comply with requirements for new primary structures
  - b. Minimally visible from the street, or for corner lots be minimally visible from the front of the property
  - c. Clearly be secondary to the primary structure
2. Guidelines
  - a. 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.

### (2) Building Site

#### (a) General

1. Requirements
  - a. 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.
  - b. Chain link, metal mesh, and composite fences are permitted on elevations not visible from the street.
  - c. Bamboo, reed, vinyl, and rustic style fences, such as rough sawn wood or split-rails, are prohibited.
  - d. Fences in the front yard shall not exceed three (3) feet in height.
2. Guidelines

### (3) Exterior Walls

#### (a) General

##### 1. Requirements

- a. Materials used for new structures shall be similar in design, scale and architectural appearance to other materials that date to the period of significance on historic resources within 200 feet, but differentiated enough so that it is not confused as a historic building.
- b. The following building materials are prohibited: pebble dash, wide clapboards over six (6) inches in exposure, composite clapboards and vertical panels with faux wood grain texture, diagonal boards, vertical boards, rough sawn wood, rough split shingles, shakes, and metal and vinyl siding.

##### 2. Guidelines

### (4) Roofs

#### (a) Form

##### 1. Requirements

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

##### 3. Guidelines

- a. 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. Requirements

- a. The following roof treatments are prohibited: thick wood shakes; corrugated or ribbed metal roofing panels; metal shingles; architectural asphalt shingles that have heavy faux shadowing; and any shingles with scalloped or staggered bottom edges.
- b. Any roofing material shall be permitted on flat or slightly pitched roofs not visible from the street.

##### 2. Guidelines

#### (c) Skylights

##### 1. Requirements

- a. If visible from the street, skylight shall be located at least twelve (12) feet back from the front edge of the main roof.
- b. Skylights shall be flat, parallel to the slope of the roof, and framing painted to match the roof material.
- c. Tubular, arched, domed, or pyramidal shaped skylights are prohibited on elevations visible from the street.

##### 2. Guidelines

#### (d) Chimneys

##### 1. Requirements

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

##### 2. Guidelines

#### (e) Rooftop Features

##### 1. Requirements

- a. 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.

##### 2. Guidelines

## **(5) Windows and Doors**

### **(a) General**

#### **1. Requirements**

- a. Door and window styles should both match the style of the new structure and be compatible with those on historic resources within 200 feet.
- b. The following materials are prohibited: vinyl; aluminum; glass block, reflective glass; dark glass; plexiglass; doors with a fake wood grain, mill finish or clear anodized aluminum, and other metallic finishes; and faux (decorative/non-functional) hardware.

#### **2. Guidelines**

### **(b) Windows and Storm Windows**

#### **1. Requirements**

- a. Multi-light windows shall have true divided lights or simulated divided lights with muntin grids on the exterior and interior the same color as the window sash.

#### **2. Guidelines**

### **(c) Entrance Doors and Storm Doors**

#### **1. Requirements**

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

#### **2. Guidelines**

### **(d) Shutters**

#### **1. Requirements**

- a. Shutters shall only be allowed if they are found on historic resources in the district
- b. Shutters shall be of a size that they appear operable for the associated window.

#### **2. Guidelines**

### **(e) Awnings**

#### **1. Requirements**

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

#### **2. Guidelines**

### **(f) Garage Doors**

#### **1. Requirements**

- a. Overhead doors shall not have false hinges or hardware applied.

#### **2. Guidelines**

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

## **(6) Porches, Balconies and Decks**

### **(a) Porch Elements**

#### **1. Requirements**

- a. Entrances and porches shall be of a size and configuration consistent with the historic resources in the district.
- b. The primary entrance for the structure shall be located on the front elevation, or, structures on a corner lot may have a corner entrance.
- c. Uncovered porches over fifty (50) square feet are considered decks and shall be placed so that they are not visible from the street to which the building is oriented.
- d. Composite, vinyl, and decorative metal balusters and railings are prohibited, unless not visible from the street.
- e. Second exit stairways shall be provided on the interior of the structure.

#### **2. Guidelines**

(b) Balconies and Decks

1. Requirements

- a. Projecting, partially projecting/inset, and inset balconies are prohibited on elevations visible from the street, unless there is precedent on the historic resources in the district.

2. Guidelines

(7) Building Systems

(a) Mechanical Systems

1. Requirements

- a. Mechanical equipment shall be screened if it is visible from the street.  
b. Static vents, electric vents, wind turbines, and attic fans visible from the street are prohibited.  
c. Grilles, vents, equipment, and meters shall be finished or painted to match adjacent building materials.

2. Guidelines

- a. Split system mechanical units and other mechanical equipment should be installed on elevations, roofs, and at grade so they are not visible from the street.  
b. 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.) should not be placed in the front yard or on the front elevation.

(b) Solar

1. Requirements

- a. 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.  
b. Roof-mounted solar arrays on flat roofs shall be installed so as to be minimally visible from the street.

2. Guidelines

(c) Lighting and Electrical Systems

1. Requirements

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

2. Guideline

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