

## MEMORANDUM

TO: Mayor and Council

FROM: Jayne Miller, Community Services Administrator

DATE: June 18, 2007

SUBJECT: Resolution to Approve Ann Arbor Discovering Downtown Historic Criteria Advisory Committee Recommendations

Attached for your review and approval is a resolution to approve recommendations for Historic District Criteria developed by the A2D2 Steering Committee, the Downtown Historic Criteria Advisory Committee and staff to implement the Downtown Development Strategies Final Report.

### Background

On March 20, 2006, City Council approved the Implementation Plan for the Downtown Development Strategies Final Report and directed staff to begin work on priority elements of the plan.

On July 17, 2006, City Council approved the work plans for the following initiatives:

- Create special overlay zoning for the downtown that identifies areas of similar character
- Streamline the development proposal process (process mapping and technology improvements)
- Incorporate a set of essential design standards
- Pursue a comprehensive parking strategy for the downtown
- Work with the Historic District Commission to clarify criteria for development

In the development of the work plans, City Council requested that each project be completed by June 2007. The Council appointed advisory committees for each project in October 2006 to assist staff and the Steering Committee in developing these recommendations.

### Advisory Committee Review Process

The Downtown Historic Criteria Advisory Committee met twice a month beginning in November, 2006. The Committee first reviewed and provided comments to staff on the proposed revisions to Chapters 8 and 103. The Committee's comments were incorporated into the revised ordinance. Public comment was sought on the ordinance in November and December, 2006. Council adopted the revised ordinance in March, 2007.

Beginning in January, 2007 the Committee began reviewing sections of historic design guidelines. Comments that were provided to staff were incorporated into the draft. On March 22, 2007 the Downtown Historic Criteria Advisory Committee held a joint meeting with the Downtown Design Guidelines Advisory Committee to discuss common elements between the two committees and how areas surrounding historic districts might be treated. In May the Downtown Historic Criteria Advisory Committee supported the draft guidelines at a public hearing held by the Historic District Commission on May 10. Public comment was positive and the Historic District Commission passed a motion recommending that Council adopt the proposed guidelines. A second public comment meeting was held on May 23. Members of the Downtown Historic Criteria Advisory Committee attended, and public comment was positive. The draft Historic District Design Guidelines are attached.

In May 2007 the Committee reviewed fieldwork and recommendations by staff regarding which buildings in downtown historic districts were considered non-historic. The Committee provided recommendations, and the results of that work are attached. There were only a few properties in all of the downtown districts that changed status from historic to non-historic, or from non-historic to historic. The exception to this was in the portion of the Old West Side Historic District within the A2D2 study area. The Old West Side was designated prior to the requirement of defining historic and non-historic resources, and it was never done for the district.

### Recommendations

The Downtown Historic Criteria Advisory Committee recommends that Council approve the attached recommendations and direct staff to forward the Historic District Guidelines informally to SHPO for their informal review during the time that essential design standards are being developed and then to follow-up formally with the SHPO after the essential design standards are complete. If substantive changes are made to the Historic District Guidelines as a result of feedback from SHPO or as a result of the essential design standards, staff will bring the updated Guidelines back for Council approval. While it is important to move the historic design guideline process forward as property owners look for guidance on how to treat their historic properties under the revised Chapter 103, staff believes it is important that the historic district guidelines be reviewed at the time the essential design standards are in a final form to ensure consistency between the two standards when necessary.

While historic design guidelines are not mandatory, this is a document that staff and property owners will use on a daily basis. If property owners have a better understanding about how to treat their properties it will improve their applications to the Historic District Commission. It is important to note that these guidelines have applicability throughout the historic districts, in addition to the A2D2 study area.

The Committee recommends that Council appoint a study committee that is directed specifically to conduct an intensive level survey of the Old West Side Historic District to determine the historic and non-historic properties within the existing district. Although

the majority of the district is outside the A2D2 study area this will assist in implementing the changes to Chapter 103. The time frame to appoint the study committee is not immediate. City staff will apply for a grant in August 2007 to conduct the intensive level survey. If successful, grants are awarded in January, 2008 and it is at that time staff would be asking for Council creation of the study committee.

Prepared by: Kristine M. Kidorf, Historic Preservation Consultant  
Reviewed by: Jayne Miller, Community Services Administrator  
Approved by: Roger W. Fraser, City Administrator

**R-259-6-07****RESOLUTION TO APPROVE ANN ARBOR DISCOVERING DOWNTOWN  
HISTORIC CRITERIA ADVISORY COMMITTEE RECOMMENDATIONS**

Whereas, On March 20, 2006, City Council adopted Resolution R-94-3-06 to approve the Implementation Plan for the Downtown Development Strategies Final Report;

Whereas, On July 17, 2006 City Council adopted Resolution R-332-7-06 to approve the work plans for high priority projects related to downtown zoning, urban design guidelines, historic preservation criteria, parking, and development processes;

Whereas, On October 3, 2006, City Council adopted Resolution R-448-10-06, appointing five Ann Arbor Discovering Downtown (A2D2) advisory committees to work with staff on the A2D2 work plans;

Whereas, The Downtown Historic Criteria Advisory Committee has met since November 2006 to provide revisions to Chapters 8 and 103; to create historic district design guidelines; and to review which historic designated properties within the A2D2 study area are historic and non-historic;

RESOLVED, That City Council approve the attached recommendations dated June 18, 2007;

RESOLVED, That Council appoint a study committee that is directed specifically to conduct an intensive level survey of the Old West Side Historic District to determine the historic and non-historic properties within the existing district, at a later date as recommended by staff; and

RESOLVED, City Council directs staff to provide a schedule for implementation of the recommendations no later than September 2007.

Submitted by: Community Services  
Date: June 18, 2007

**APPROVED  
BY ANN ARBOR CITY COUNCIL**

***June 18, 2007***

**CITY CLERK  
ANN ARBOR, MI**





City of Ann Arbor  
Historic District Commission

# Historic District Design Guidelines



*Main and Liberty Streets*

DRAFT

City Council Approval:  
SHPO Approval:  
HDC Adoption:  
Effective:

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## Why preserve Ann Arbor's historic resources?

Ann Arbor's historic buildings tell the story of Ann Arbor, from the homes and businesses of the city's earliest residents to the development of the University of Michigan and the neighborhoods and businesses that support their growth. We value pieces of our built heritage because of their beauty, because of the people that lived and worked there, and because of their relationship to the development of our culture. We value them because they help us understand who we are in a tangible way.

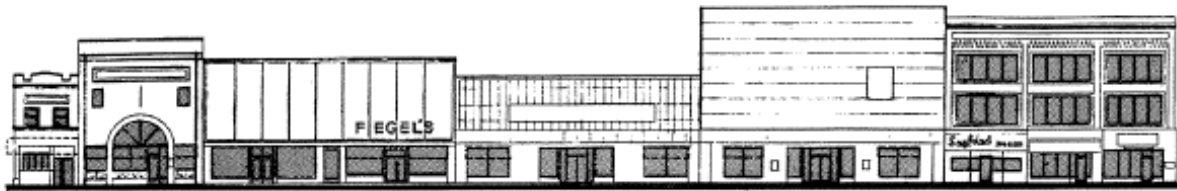
Preservation protects history and sense of place, it promotes a high quality of life, stabilizes neighborhoods, increases property values, addresses livability concerns and growth management as well as making good economic sense.

In Michigan owners of historic resources within a locally designated historic district may qualify for a state income tax credit of 25% of rehabilitation costs. Owners must spend a minimum of 10% of the State Equalized Value and the State Historic Preservation Office must approve the work in order to receive the credit. Link to [www.michigan.gov/shpo](http://www.michigan.gov/shpo) for more information.

Owners of income producing properties that are listed on the National Register of Historic Places and that undertake a substantial rehabilitation of their property, and have the work approved by the National Park Service can apply for a federal income tax credit equal to 20% of the cost of the rehabilitation. Link to <http://www.cr.nps.gov/hps/tps/tax/index.htm> for more information.

The Ann Arbor Historic District Commission was created in 1973 to protect and preserve Ann Arbor's Historic Resources. The Commission consists of seven members appointed by the Mayor and City Council. All members must be residents of the city, one must be an architect, and two must be appointed from a list provided by historic preservation organizations. Members serve three year terms, and meetings are generally held the second Thursday of every month.

The Historic District Commission can be contacted at 734-994-2797 or link to their website, <http://www.a2gov.org/CommunityServices/Planning/Building/HDC/preservation.html> for more information.



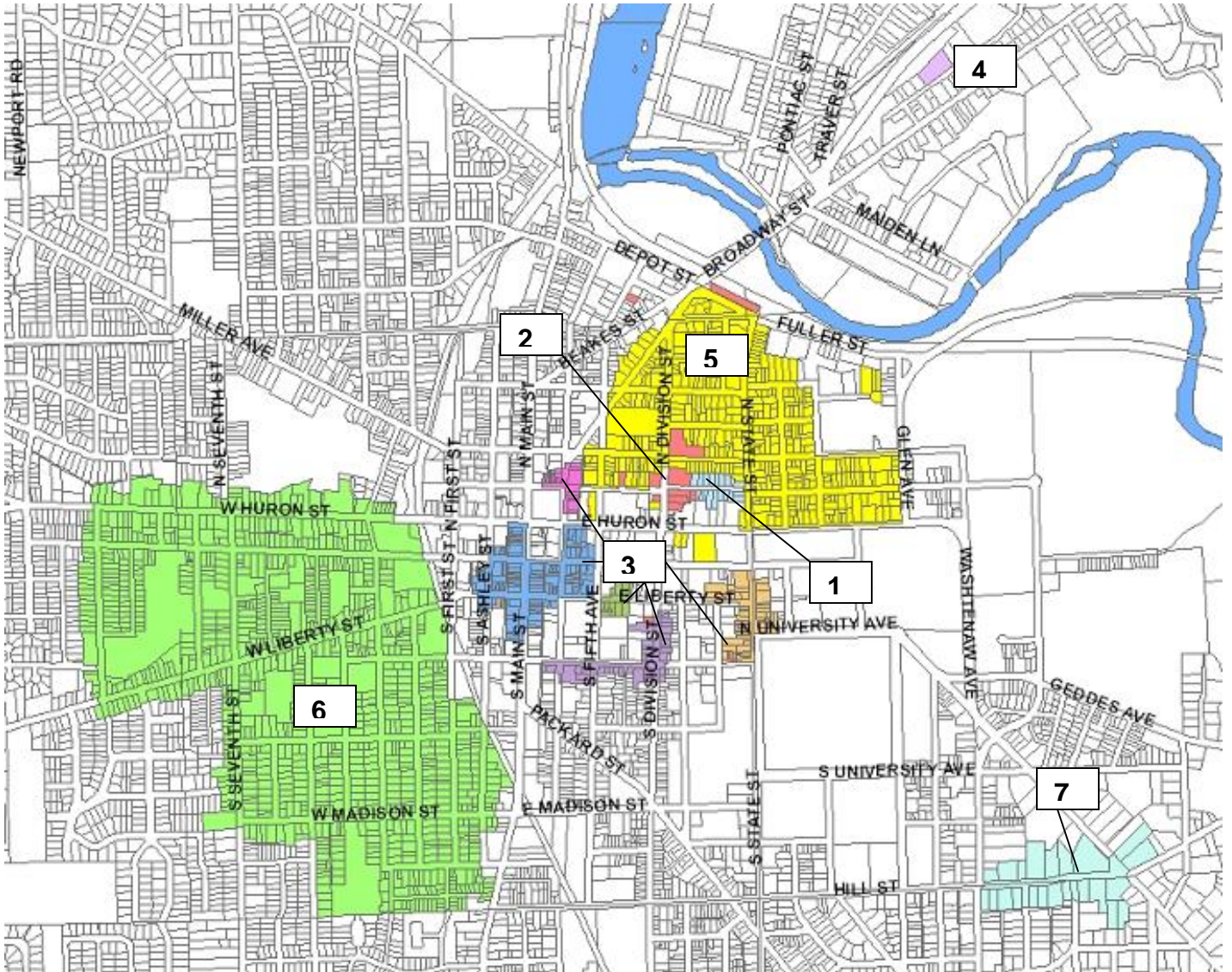
*300 Block, S. Main Street*

*Before Rehab*



*300 Block, S. Main Street*

*Potential Rehab*



**Map of Historic Districts in Ann Arbor**

- 1. Ann Street Historic Block Historic District
- 2. Division Street Historic District
- 3. Downtown Historic Districts (E. Liberty, 4<sup>th</sup>/Ann, Liberty, Main, State, E. William)
- 4. Northern Brewery Historic District
- 5. Old Fourth Ward Historic District
- 6. Old West Side Historic District
- 7. Washtenaw Hill Historic District
- \*\*\*\* (Cobblestone Farm Historic District Not Shown)

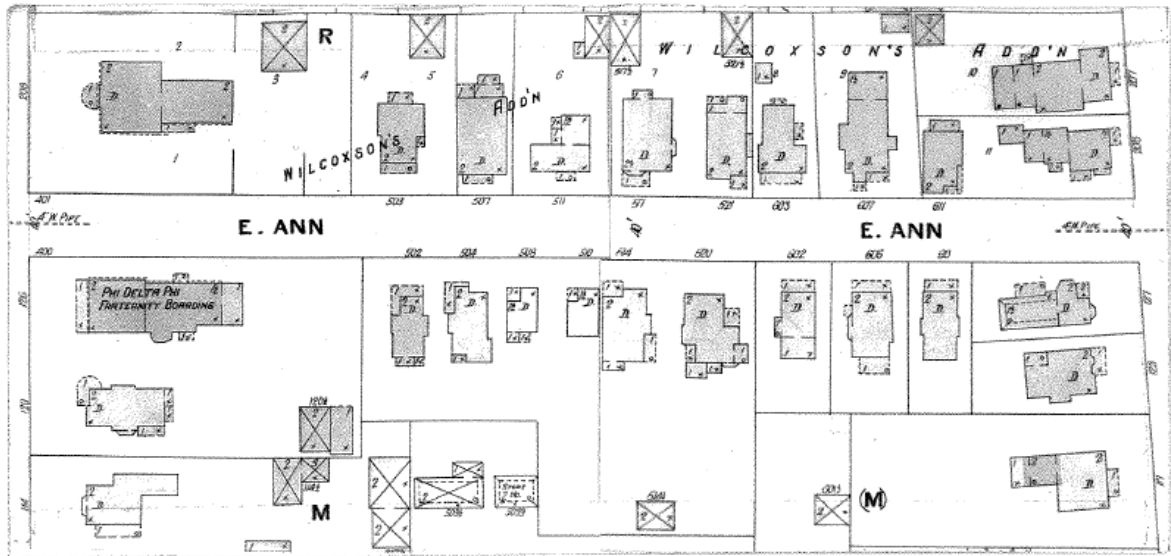


# Ann Street Historic Block Historic District – Adopted 4/16/1979

## *Historic overview*

The Ann Street Historic Block Historic District is a one block district between the Division Street Historic District and the Old Fourth Ward Historic District and is a densely spaced, small scale block of nineteenth-century houses. Ann Street was named after Ann Allen, the wife of John Allen, one of the founders of Ann Arbor. This section of Ann Street was extended in 1857 and three of the houses in the district are visible on the 1866 bird's eye map of Ann Arbor. All of the nineteen houses in the district, except one, were constructed before 1900.

Styles in the district include Greek Revival, Italianate, Queen Anne, and Colonial Revival. Ann Arbor's earliest prominent citizens including doctors, lawyers, businessmen, clergymen, and four of Ann Arbor's mayors built the houses. There is consistency in the massing and form of the houses on the street. They have a relatively small front setback, they are frame structures covered with clapboard or shingles resting on fieldstone foundations, have front porches and are two-stories in height.



500 Block, Ann Street, source: 1908 Sanborn Insurance Map, pages 4 & 5.



**Ann Street Historic Block Historic District Map**

## Cobblestone Farm Historic District – Adopted 2/1/1982

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*Cobblestone Farm, c. 1898, by Charles Ciccarelli*

### *Historic overview*

The Ticknor-Campbell house is known as the Cobblestone Farm because of the unique construction technique of the cobblestone house on the property. Built for Dr. Benajah Ticknor in 1844, in the Classic Revival style, it is one of the finest of the few examples of cobblestone construction in Michigan. Together with the wooden kitchen ell in the rear, it forms an unusually fine example of a pioneer Michigan farm dwelling.

The construction of the cobblestone house was probably the work of Stephen Mills, who had learned his trade in western New York state, where cobblestone architecture was popular before and after the digging of the Erie Canal. The Classic Revival style of the cobblestone house is reflected in the balance of architectural elements: the use of square “dressed” stone quoins at wall corners; and the use of enclosed columns, and sidelights at the entrance. The exterior of the house is symmetrical and features cornice returns and louvered shutters.

The Ticknor-Campbell house was built of hand-hewn oak members joined by mortise and tenon. The finishing courses of cobblestones were veneered onto the rubble-stone inner wall. The house represents one of the last remaining examples of a completely hand-built house, a portion of which is in the rare cobblestone medium. The house was built during a time when Michigan, like the rest of the country, was rapidly becoming dependent on machine technology and shifting to new construction methods.

There has been only one alteration to the exterior of the cobblestone house. During the Booth family tenure (1860-1880), an Italianate-style wooden front porch with bracketed columns was added to the front façade.





**Cobblestone Farm Historic District Map**

## Division Street Historic District – Adopted 4/16/1973

### Historic overview

The Division Street Historic District is the first local historic district created in Ann Arbor. It is a non-contiguous historic district that includes some of the earliest and most important buildings in Ann Arbor.

Together through their architecture and history, they tell the story of Ann Arbor's early development.

The Bennett (Kempf) and Wilson-Wahr houses are excellent examples of Greek Revival architecture and housed University professors and an early judge. The Italianate style is represented through the home of an early brewer. The homes of physicians and early newspaper owners are included, as is the high style designs of the DKE Shant designed by William Lebaron Jenney, and the former Michigan Central Depot designed by Spier & Rohns. St. Andrew's Episcopal Church, the oldest in Ann Arbor, was designed by Gordon W. Lloyd.



121 N. Division Street



Division Street Historic District Map

## Downtown Historic Districts

*East Liberty Historic Block Historic District – Adopted 3/16/1992*  
*East William Street Historic District – Adopted 12/18/1989*  
*Fourth Avenue/Ann Street Historic District – Adopted 12/18/1989*  
*Liberty Street Historic District – Adopted 3/10/1975*  
*Main Street Historic District – Adopted 12/18/1989*  
*State Street Historic District – Adopted 3/16/1992*

### *Historic overview*

The first businesses in Ann Arbor were established, soon after the town site was established by John Allen and Elisha Walker Rumsey in 1824. The central business district developed along Main Street and around the county courthouse square. By 1838 Ann Arbor could boast, "...a court-house, a jail, a bank, two banking associations, four churches, one each of Presbyterian, Baptist, Episcopal, and Universalist, two printing presses which issue two weekly newspapers, a bookstore, two druggists, a flouring mill with six run of stone, a sawmill, woolen factory, carding machine, iron foundry, and extensive plow manufactory, two tanneries, seventeen dry-goods stores, eleven lawyers and nine physicians..." Historic photographs show that most of the earliest retail businesses occupied wood frame structures.



122 W. Washington

A post-Civil War building boom propelled a transformation of the downtown from a collection of insubstantial buildings in a stately array of "commercial palaces," a mode popular for retail business buildings since its introduction in New York in the 1840s. Two- and three-story masonry structures with richly ornamented facades offered patrons an elegant atmosphere in which to browse – an atmosphere calculated to stimulate the instinct to purchase. By 1878, when a railroad link with Toledo was finally established, Ann Arbor had become one of the most thriving business centers west of Detroit.

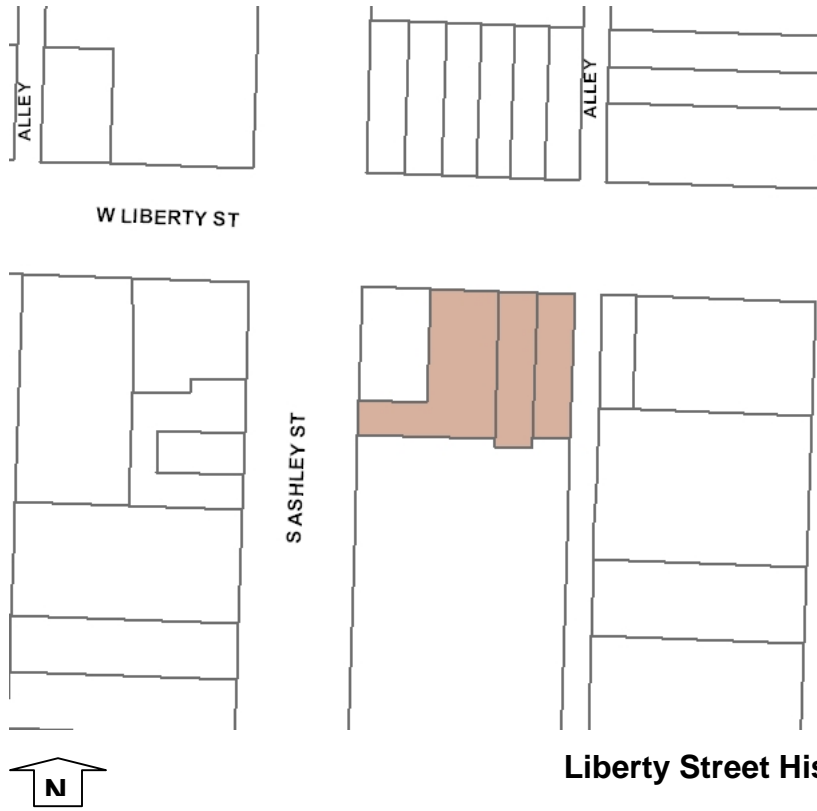


231 S. State

Beginning in the 1870s, a second business area developed on State Street adjacent to the expanding University of Michigan. In August of 1916 the *Daily Times News* reported numerous changes along State Street, so many, in fact, that the reporter doubted that returning students would recognize the area. In this area the majority of the commercial buildings are two-story and from the early twentieth century. One particularly impressive addition was the Nickel's Arcade, a unique type of commercial development in Ann Arbor.

As both the Main Street and State Street districts expanded a commercial corridor along Liberty Street that functioned as a link between the two. While the residential character of the neighborhood lying between the two districts was never entirely erased, significant commercial developments occurred along East Liberty in the 'teens and 1920s and 1930s. The Zwerdling Block, the Darling Block and the Michigan Theater evidence this era of development in the city's business history.

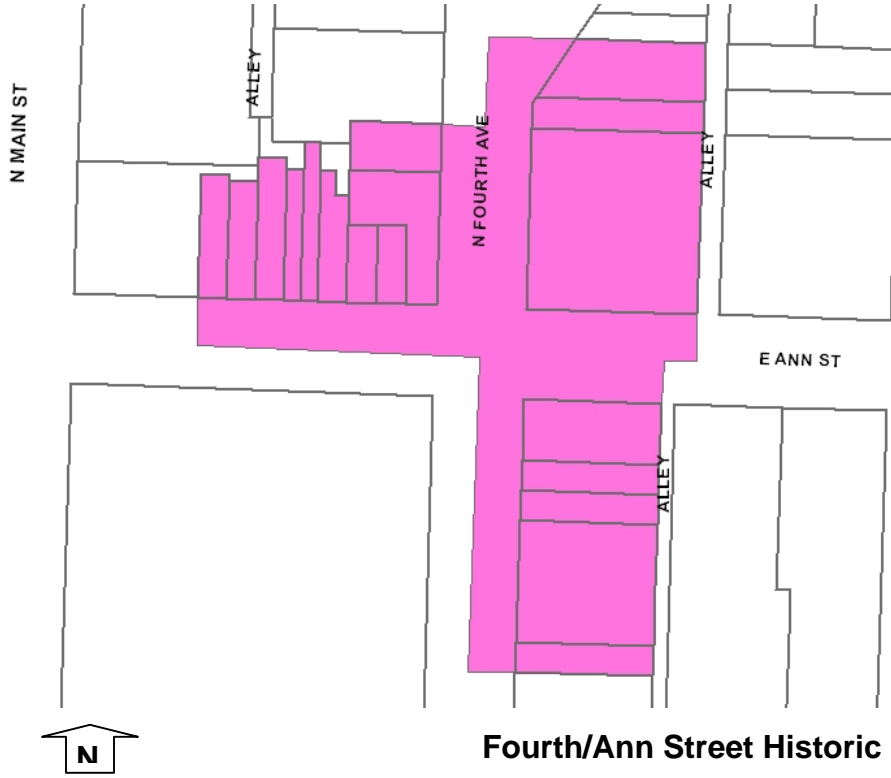
The styles of buildings within the five downtown historic districts cover the range of popular architectural designs from the 1860s through the 1940s and include Italianate, Queen Anne, Romanesque Revival, Classical Revival, Beaux Arts, and Art Deco.



Liberty Street Historic District Map



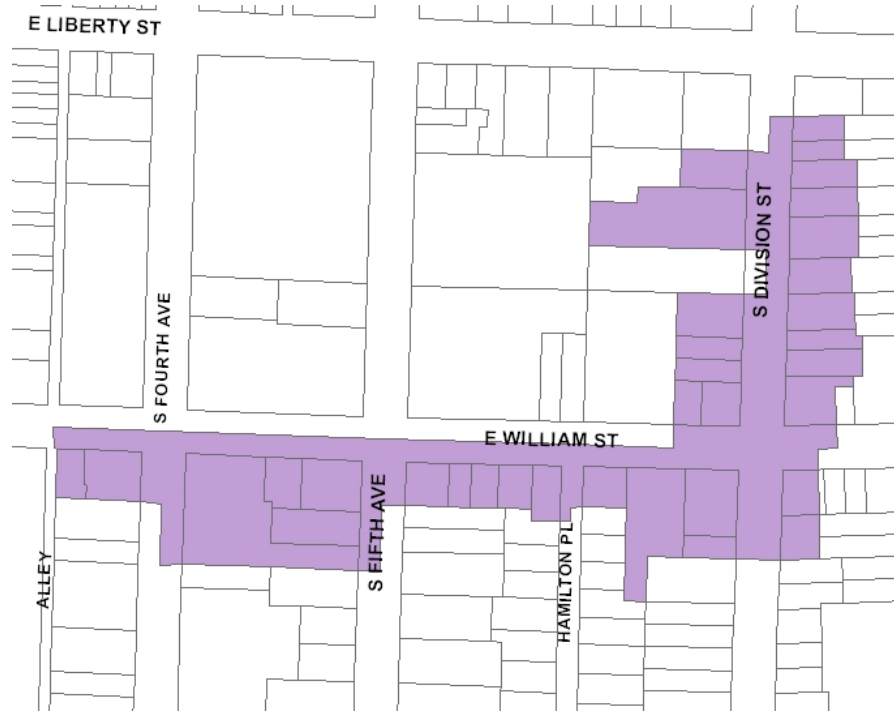
Main Street Historic District Map



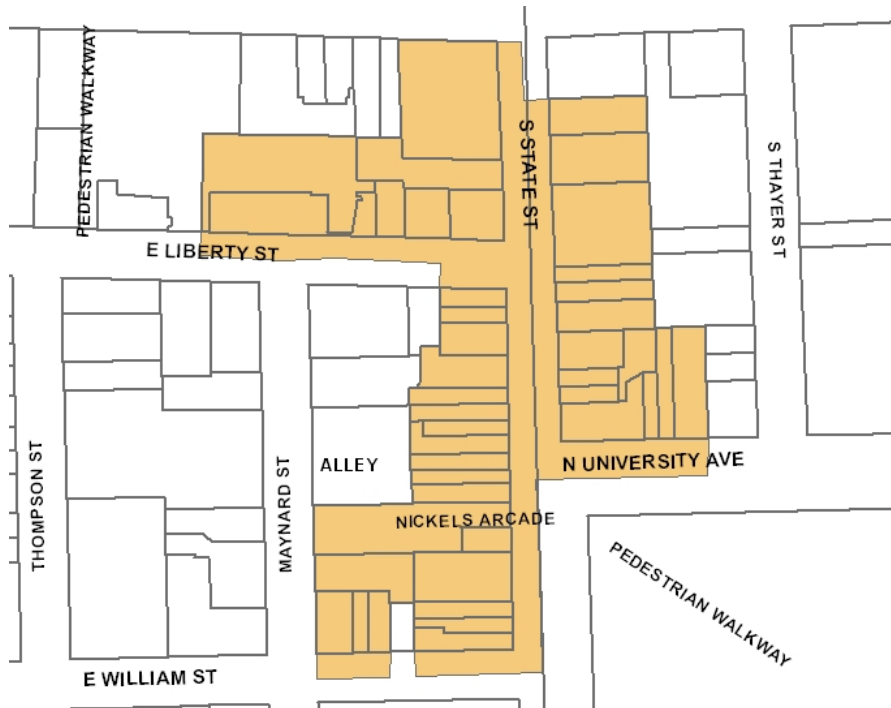
**Fourth/Ann Street Historic District Map**



**East Liberty Street Historic District Map**



East William Street Historic District Map



State Street Historic District Map

## Northern Brewery Historic District – Adopted 12/18/1978

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### *Historic overview*

The Northern Brewery Historic District is a district comprised of two structures, a Brewery Building and a Foundry Building located at 1327 Jones Drive. Constructed in 1886 by Herman Hardinghaus, beer was brewed at this location until 1908, when the building was converted to an icehouse run by Ernest Rehberg. The Ann Arbor Foundry, owned by Charles Baker and Tom Cook, operated on the property from 1922 to 1972. The buildings were completely rehabilitated using the federal historic tax credits in 1976.



**Northern Brewery Historic District Map**



## Old Fourth Ward Historic District – Adopted 8/15/1983

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### *Historic overview*

The Old Fourth Ward Historic District is one of the oldest residential enclaves in Ann Arbor. The city's Fourth Ward from 1851 until 1955, the neighborhood was home to the city's early bankers, lawyers, judges, doctors, merchants, and city officials – including seven mayors.

The neighborhood was a popular boarding house area for professors and students, many of whom achieved national as well as local prominence in the course of their careers. Many of Ann Arbor's best known educators lived in the district including, University of Michigan President Henry Frieze, Ann Arbor High School principals Albert and Judson Pattengill, the first director of the public school system Edwin Lawrence, and many popular teachers throughout the years. The district also housed some of the city's early schools. Community High School, built in 1922 as Jones School, sits on the site of the original Fourth Ward School.

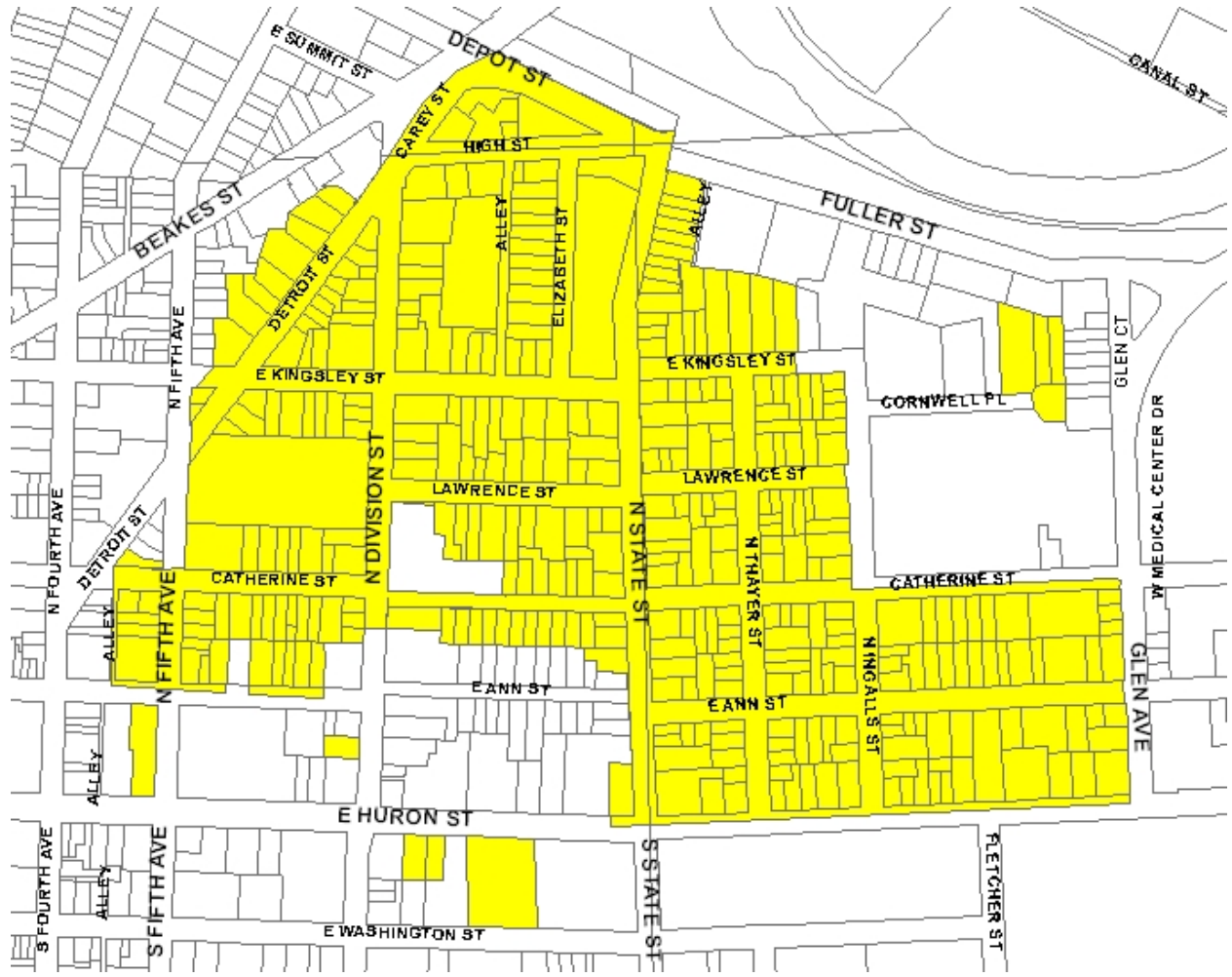
There are over 400 resources in the district, nearly one-third of which were constructed before 1900. Most of the remaining structures were built soon after 1900 and represent all of the architectural styles including Greek Revival, Gothic and Italianate, Queen Anne, Shingle, and the revival styles of the early 1900s.

The district contains several churches, including the First Unitarian Church, an excellent example of the Richardson Romanesque style. Many of the city's "firsts" are located in the district including the first synagogue, first home for the elderly, the oldest surviving apartment house, the second oldest surviving schoolhouse, and the first university cooperative housing constructed in the United States. Other unique buildings in the district include a firehouse, Harris Hall, and the former Armory.



311 East Ann Street





Old Fourth Ward Historic District Map

## Old West Side Historic District – Adopted 4/6/1978

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### *Historic overview*

The Old West Side Historic District, located to the south and west of downtown, is a neighborhood primarily consisting of houses constructed in the 19<sup>th</sup> century. The southern half of the district was platted between 1848 and 1861 by William S. Maynard. The northern half was platted later, and Murray and Mulholland Streets were platted in the 1910s. The neighborhood historically had a strong German heritage, with German-speaking churches, schools, and newspapers. Homeowners tended to be shopkeepers or workers in the nearby industries such as the Michigan Furniture Factory, the Michigan Union Brewery, or the vinegar works next to the Ann Arbor Railroad on the east border of the district.

While there are a few larger houses and commercial buildings in the district, the majority of the buildings are modest, gable-fronted, clapboard-sided houses, one-and-one-half to two-stories tall, with wide front porches and generous side yards. Nearly every architectural style from the 19<sup>th</sup> and early 20<sup>th</sup> centuries exist in the district including examples of the Italianate, Queen Anne, Colonial Revival, Craftsman, and Bungalow styles. Modern buildings, primarily three story brick apartment buildings were built east of Third and north of Jefferson, closer to downtown.



*308 W. Huron Street*



*116 Chapin*



## Washtenaw-Hill Historic District – Adopted 4/10/1980

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### *Historic overview*

The Washtenaw - Hill Historic District is comprised of the 1300, 1400, and 1500 blocks of Hill Street and one corner of Washtenaw, totaling twenty one parcels. The district is located to the south and east of the University of Michigan central campus and has strong university associations, with the majority of the houses having been built for faculty. This reflects the huge surge in growth of the university between 1890 and 1930 when the number of faculty went from 35 in 1871 to over 3,000 in 1929.

Four houses have noted architects, 1410 and 1416 Hill Street were designed by Irving Pond, and 1331 Hill and 1555 Washtenaw were designed by Albert Kahn. Some of the Tudor Revival, Colonial Revival, and Craftsman style houses have been converted to student housing. The tradition of sororities and fraternities being located in this area began in 1903 and became prevalent in the 1920s, and many of the organizations had the houses built.

The landscape of the district includes numerous old growth trees that are important to the setting and character of the district.



1310 Hill



**Washtenaw Hill Historic District Map**

## Discussion of historic resources

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While all work within Ann Arbor's historic districts must be reviewed, not all properties within the districts are considered historic resources. Newer construction and buildings that have been significantly altered may be considered non-historic resources.

The State Historic Preservation Office provides a definition for historic and non-historic resources.

A contributing **(historic)** resource, is one that adds to the historic association, historic architectural quality, or archaeological values for which a property is significant because it was present during the period of significance, relates directly to the documented significance, and possesses historic integrity.

A non-contributing **(non-historic)** resource is one that does not add to the historic architectural qualities or historic association of a district because it was not present during the period of significance, does not relate to the documented significance, or due to alteration, additions, and other changes it no longer possesses historic integrity.

Usually resources within locally designated historic districts are defined as contributing or non-contributing when the district is surveyed and during the preparation of the study committee report. Where this information does not exist the staff of the Historic District Commission will prepare information and history about the property in order for the Commission to determine if the resource contributes to the historic character of the district.

Work to non-historic resources must still be compatible with the surrounding historic district, however there is usually more flexibility with what work can be approved.

## How to use these guidelines

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These guidelines were developed to assist property owners in planning projects for their historic properties by further explaining how *The Secretary of the Interior's Standards for Rehabilitation* are to be applied in specific instances. **They do not substitute for review of projects by the Historic District Commission.**

These guidelines do not cover every possible type of work that may be contemplated in historic districts. The final decision on whether to approve a specific project rests with the Ann Arbor Historic District Commission. There may be instances where the Commission may deviate from these guidelines.

Residential vs. Commercial – These terms are applied to the type of building, and usually relate to its historic use, but not necessarily its current use. For example in downtown Ann Arbor there is a number of former houses (residential) that are now house businesses (commercial). If you need assistance in determining which guidelines to use on your property contact the Historic District Commission Staff (see page 4).



## The Secretary of the Interiors Standards for Rehabilitation

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In accordance with state and local law, the Historic District Commission is required to use *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Below are the ten standards, however the associated guidelines are too lengthy to publish here. Copies of the standards and guidelines are available from the Historic District Commission offices in City Hall.

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

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## Residential Doors

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Doors are an important feature of the exterior of a building. The front door is one that everyone passing by and entering the property sees. If the original door still exists it is important to retain and repair it so the historic integrity of the property is maintained.

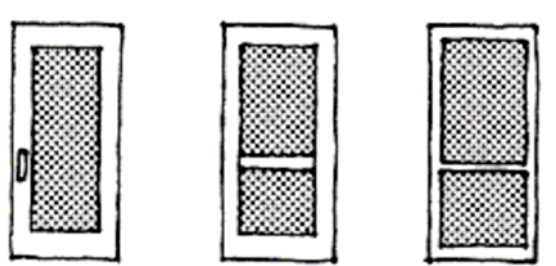
### *Recommended:*

- Retain, repair and maintain original doors, hardware, and trim, including transoms, sidelights, and surrounds.
- Replace missing original or non-original doors with a design that matches original doors remaining on the house, or with a compatible new design and material that fits the style and period of the house and the existing opening. The Commission will review materials on a case-by-case basis.
- Retain, repair, and maintain original storm/screen doors.
- Install new wood or painted aluminum or steel screen/storm/security doors that do not have bars or ornamentation, and have structural members that are aligned with the primary door, or have an appropriate design for the period and style of the house.
- Replace original doors that are deteriorated beyond repair with a door that matches the existing exactly in design, size, proportions, profile, and material.

### *Not recommended:*

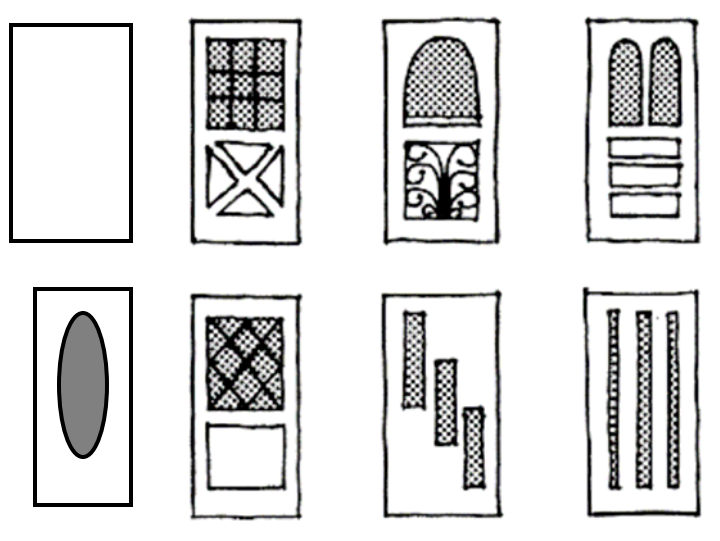
- Removing or replacing repairable original doors, screen/storm doors, trim, transoms, sidelights or surrounds.
  - Enlarging, reducing, or otherwise changing the door opening size.
  - Install new screen/storm/security doors that are not full view or that have ornamentation.
  - Replacing non-original doors with new doors that do not match the house style, or that have frosted or decorative glass that is not replicating an original door.
  - Installing new door openings.
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### *Examples of storm/screen doors that ARE appropriate*

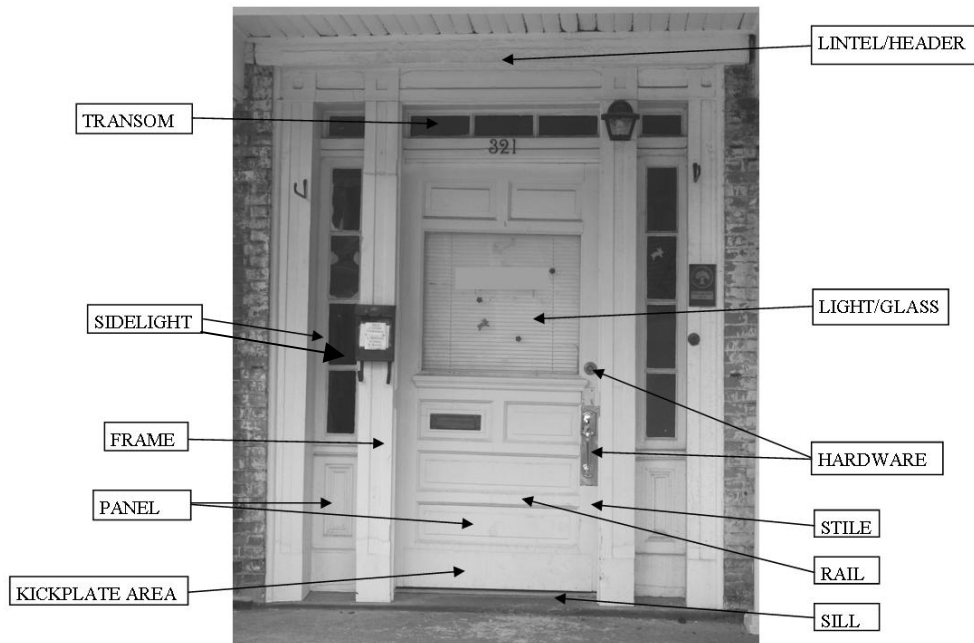




*Examples of doors that are **NOT** appropriate*



*Door Diagram*



## Residential and Commercial Windows

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The various arrangements of windows, the sizes and proportion of openings, and the decorative elements associated with them are used to achieve and enhance the architectural style of the building. Windows are important historic features and every effort should be made to preserve or duplicate the unique features of the original windows and doors. Peeling paint, air infiltration, sticking sash and broken panes are all repairable conditions and do not necessitate replacement. Imperfections in historic glass and the depth and profile of muntins all give historic windows a distinct visual quality not replicated with modern window replacements.

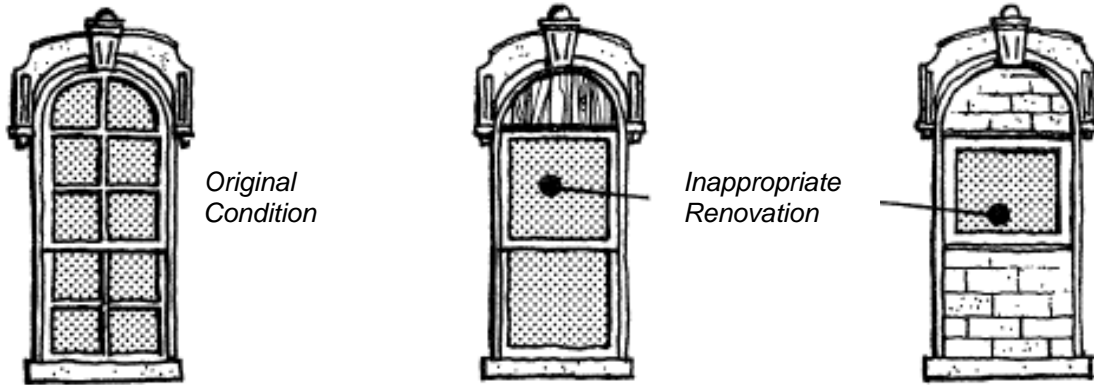
### *Recommended*

- Retaining and maintaining windows in good condition. Normal maintenance will include cleaning, sash cord replacement, limited paint removal, re-caulking where necessary, and new paint to make windows fully operable.
- Adding weather stripping and painted wood or aluminum storm/screen windows that fit the opening size to improve energy efficiency.
- Repairing windows in somewhat good condition, by installing some new wood pieces or laying epoxy into sills, jamb, or sash. Deteriorated parts, such as sash locks and cords, should be replaced.
- Seriously deteriorated components that cannot be repaired will be replaced with like material, identical layout, muntin size, glass area, and stile size to the original. Insulated glass is permitted in sash replacement. (Relevant criteria for window replacement apply.)
- Only if the components are deteriorated beyond repair (deep rot, missing parts, major perimeter gaps) will the Historic District Commission entertain the option of window replacement. Be prepared to bring a sample of the proposed window as requested.
- The Historic District Commission will assist homeowners in evaluating the windows of a historic building and will furnish a list of local firms/individuals competent in window repair and sash replacement. Such an evaluation is required before proceeding with major repairs or – if necessary – replacement of deteriorated windows.
- If a window is completely missing, replace it with a new window based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building. Materials other than wood will be reviewed by the Commission on a case-by-case basis.
- Replacing shutters that are missing or deteriorated beyond repair with shutters that are based off of historic and pictorial evidence.

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### *Not recommended*

- Failing to maintain and repair existing windows.
- Replacing an entire window that is not deteriorated beyond repair.
- Removing or radically changing windows that are important in defining the overall historic character of the property.
- Changing the number, location, and size or glazing pattern of windows by cutting new openings, blocking-in, and install replacement sash which does not fit the historic opening.

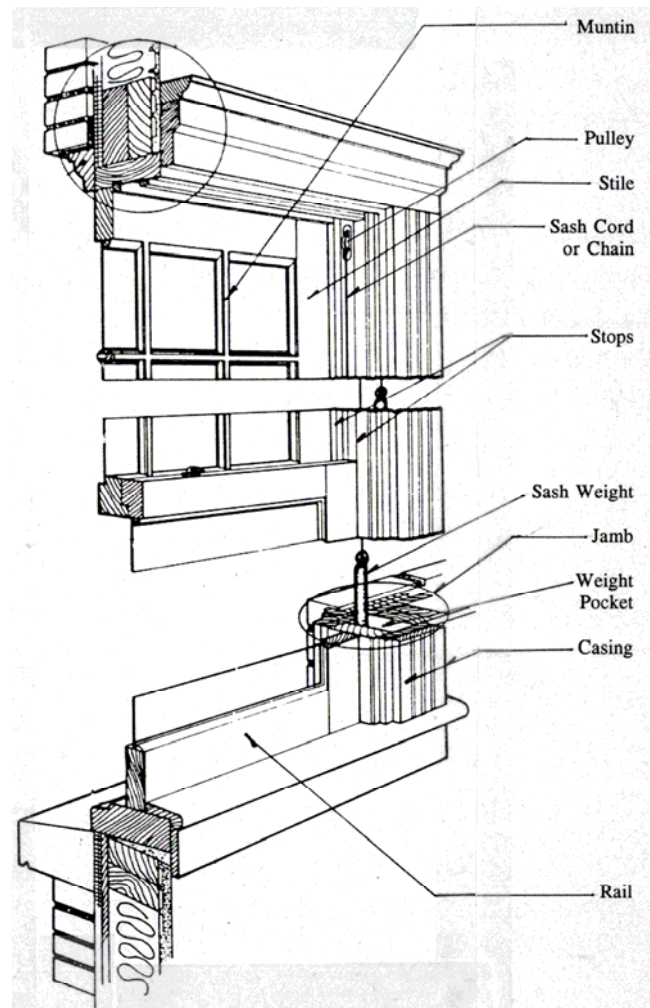


- Using tinted, reflective, or opaque glass.
- Installing exterior storm/screen windows that are an inappropriate size and that do not blend with the existing window.
- Using glass block to fill in openings.
- Wrapping exterior wood window trim in aluminum or vinyl.
- Installing decorative trim or shutters when a property never had any.
- Installing security bars on the exterior or interior of windows.

Use the graphic at right to familiarize yourself with window elements. The window pictured is a 6/1 double-hung window, exterior view. Refer to the Window Element diagram for proper measurements.

For cases of necessary replacement of original windows, the Historic District Commission requires that a new window meet *all* of the following criteria:

- The unit functions as the original (double-hung, casement, etc.)
- The glass size remains within 90% of the original in all directions.
- The exterior surface of the unit's glass insets in the sash is within 1/8" of the original.
- The number and location of muntins matches the original.
- The distance from glass surface to exterior surface of muntin, rail, and stile is at least 3/8".
- The viewable profile dimensions of the exterior rails and stiles are within 1/4" of the original.
- The distance from sash face to back of casing is within 1/8" of the original dimensions, but not less than 3/8" total.



- The sill is similar in pitch to the original, extend to the outer edge of casing, and have a thickness within 1/8" of the original.
- The casing (including drip cap, if applicable) thickness matches original.
- The casing (including drip cap, if applicable) width is within 1/8" of the original.

Refer to "window element measurements" graphic for numbered items and where to measure window elements; refer to "resource list" for those individuals and companies who may be equipped to aid in your window evaluation/repair.)

## WINDOW ELEMENT measurements

**#2 GLASS SIZE**

existing width

proposed width

existing height

proposed height

**#7 SASH FACE**

existing distance

proposed

**#6 PROFILES**

existing

proposed

**#5 MUNTINS**

existing distance

proposed

**#3 INSET**

existing

proposed

**#9 CASING**

exist. width

proposed width

exist. depth

proposed depth

**#8 PITCH**

existing

proposed

**THICKNESS**

existing

proposed

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## Glossary of window parts

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*Apron:*

Non-moving, interior portion of the window below the sill.

*Casing:*

The finished, visible framework around a door or window.

*Drip Cap:*

A usually small, horizontal molding strip located above a door or window casing; designed to shed water, causing it to drip beyond the outside of the frame.

*Frame:*

The fixed, outer portion of the window that holds the sash.

*Jamb:*

The vertical member at each side of the window frame.

*Lights:*

The glass within the window; can refer to the number of divided areas of glass.

*Mullion:*

A vertical member between window panels set in a series.

*Muntin:*

A secondary framing member that holds the mains of glass within a window or window wall.

*Pane:*

A single piece of window glass.

*Rail:*

Horizontal members of the sash.

*Sash:*

The framework into which panes are set.

*Sill:*

The exterior horizontal portion at the bottom of a window. The sill keeps the jamb boards lined up properly and is angled to drain water off the surface. The sill should be watched for water damage and rot.

*Stile:*

Any vertical member of a sash.

*Stool:*

The interior casing or molded piece running along the base of a window and contacting the bottom rail on the inside of a building. Also known as the interior sill.

*Stop:*

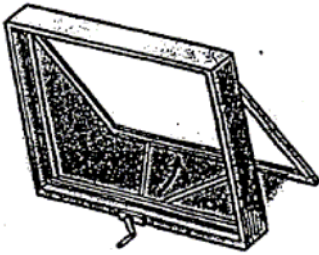
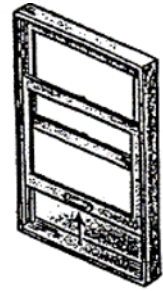
The removable vertical strip against which a window sash rests.

## Window types

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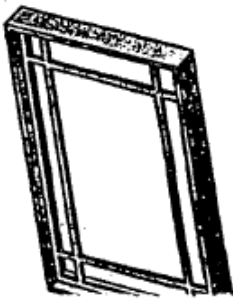
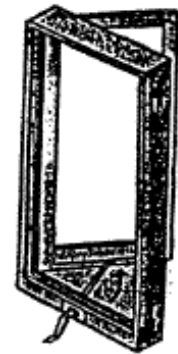
Following are four common types of windows seen frequently in residential and commercial buildings.

*Double-Hung:* A window with two sashes, each movable by means of a sash cord and weights, or some other mechanism. Double hung windows are the most popular. Modern versions have a tilt sash for easy cleaning of the outside panes.



*Awning:* A window that is hinged at the top and swings outward. Awning windows are often used for ventilation under large, fixed-pane windows in contemporary homes. They keep out rain and when open, and as long as the wind is not blowing hard.

*Casement:* A single window sash that opens on hinges fixed to its vertical edge. The casement window's full-height opening provides excellent ventilation. Casements, especially wooden ones, can suffer damage if left open in the rain.



*Fixed:* A fixed frame window (or part thereof) that does not open. Fixed windows have sash that is permanently affixed to the frame. They are often flanked by double-hung or casement, or set above or below an awning or hopper. They come in a variety of shapes, including round, half-round, diamond, and trapezoid (to echo gable-end rafter pitches).

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## Residential Awnings

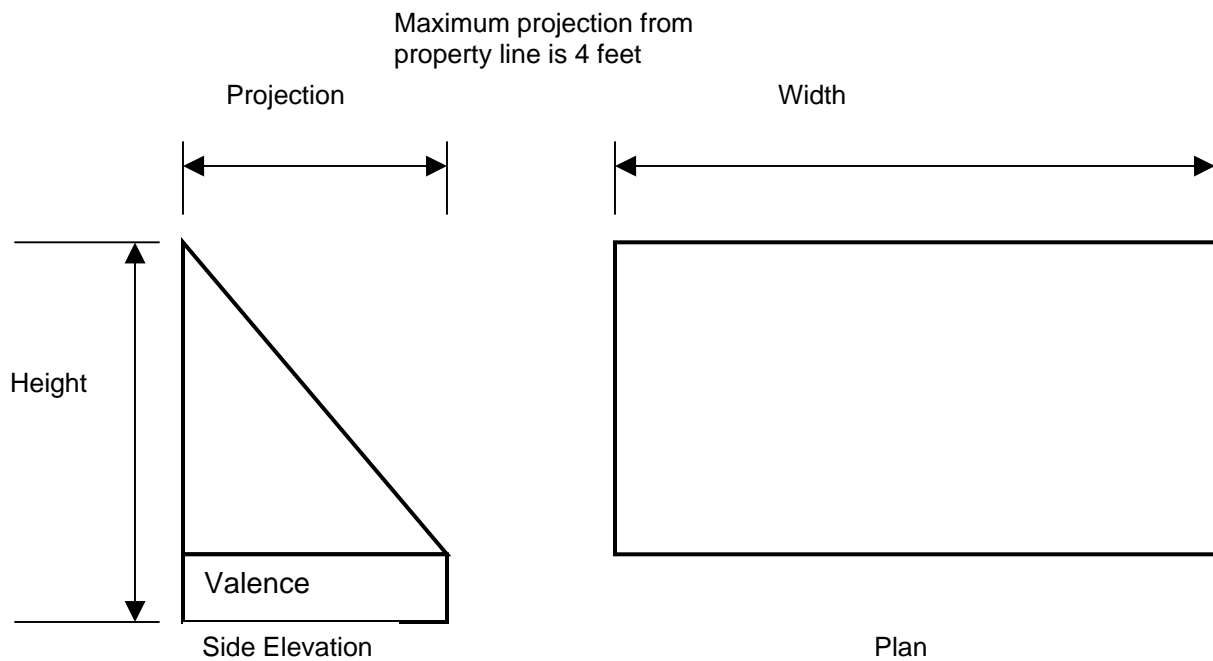
Awnings have played an important role in the function of historic structures. They have been a tool for providing climate control by blocking out the sun's heat while still admitting daylight and fresh air.

### *Recommended*

- When installing new awnings, fit the awning within the existing opening.
- Installing the frame so historic trim and character defining features are not destroyed or obscured.
- Using canvas, vinyl-coated canvas, or acrylic fabrics.
- Using awnings that are compatible in scale and form to the historic structure.
- Installing awning supports through mortar joints, not masonry units.

### *Not recommended*

- Using metal or fiberglass awnings.
- Using curved fixed frame awnings.





## Residential Porches

Porches include but are not limited to structures attached to or immediately adjacent to a permanent structure, with or without a roof, without permanent weatherproof walls or windows, used as or connected to an entrance to the main structure. Porches usually contribute to the overall architectural style of the building, and their prominence on a property makes their preservation important.

### *Recommended*

All porches should be repaired and maintained and must not be allowed to deteriorate. Repairs which match the original in scale, material, and design are not considered changes. All work requires a building permit and must be inspected by the Building Department.

All exposed wood elements shall be painted or stained.

When a porch has deteriorated beyond repair it should be replaced using physical evidence to guide the new work.

If the historic entrance or porch is completely missing the new entrance or porch may replicate the original using accurate documentation, or a new design compatible with the historic character of the building and the district. Alternate materials will be considered by the Commission on a case-by-case basis.

New porches and entrances on secondary elevations may be appropriate if it does not diminish the building's architectural character and the design and materials are compatible with the building and the site.

### Posts

#### *Full Height – common types:*

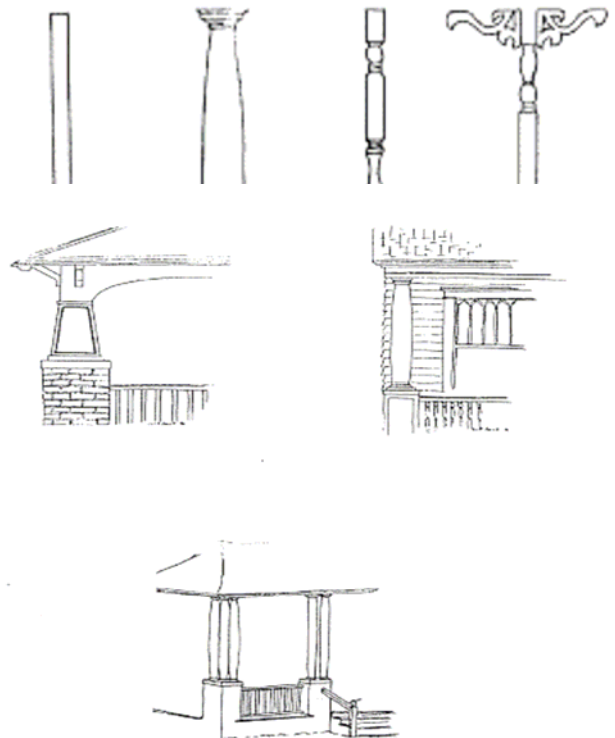
- Square, straight, minimum thickness 5 inches, with or without top and bottom molding
- Round, tapered, with simple cap and base; most appropriate for Colonial Revival
- Turned, maximum height of square base portion 36 inches and minimum thickness 5 inches; may include decorative brackets; most appropriate for Queen Anne

#### *More unusual types:*

1. Composite (typical on Italianate and Gothic Revival)
2. Chamfered, occasionally square, more commonly 2x6 with wide edge facing front, edges chamfered above pedestal base and below top molding; may include decorative brackets; appropriate for Italianate

#### *Short*

1. Square, with molding at top and bottom; fat, tapered posts, sometimes paneled, common in Craftsman and Bungalow
2. Round, single, fluted, concrete, with Ionic capital and base: most appropriate for Colonial Revival
  - a) Round, single, fluted, concrete, with Doric capital and base: most appropriate for Colonial Revival
  - b) Round, in pairs or threes (especially at corners), slim, tapered, with simple caps

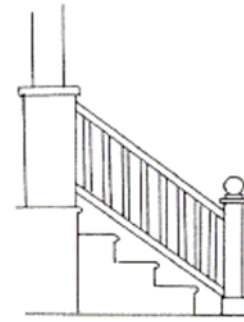




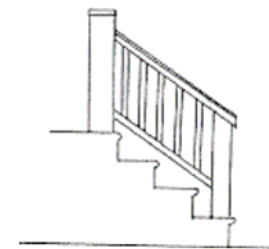
and bases; most appropriate for Colonial Revival

**Newel Posts**

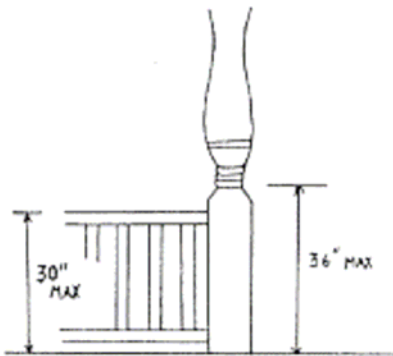
Should generally correspond to porch posts in thickness and whether round or square. Where porch posts are turned, square newel posts are recommended. Turned newel posts are not recommended in any circumstances. Top railing may butt to newel post or extend over the top. Where railing butts to post, top should be finished with either flat cap slightly larger than post or decorative wood ball.



*Newel post plan*



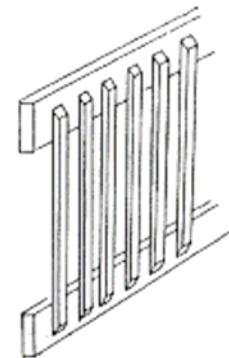
**Recommended**



**Railings**

Height – should match original height as determined by existing railing or scars on porch wall. If no evidence exists, height should not exceed 30 inches. [Please note: this differs from the code requirement of 36 inches minimum height. Should safety be an issue, due to the height of the porch above grade, alternative design solutions will be considered, including the use of trellises, window boxes, intermediate rails, etc.]

Spindles – should match original; if originals are not available, new ones may be round, turned or square, between 1 and 2 inches thick depending on height and spacing. Code requires a maximum spacing of 4 inches apart. Spindles must butt to top and bottom railings. Spindles nailed to sides of top or bottom railings are not appropriate.



**Not Recommended**

Top Railing – should match original; if original is not available, the new one may consist of a 2x4 with beveled top and plan, rounded or grooved sides. (railing section)



**Top Rail - Recommended**

**Not Recommended**

Bottom Railing – should match top railing (without grooved sides) and should be set between 2 and 4 inches above the porch deck.

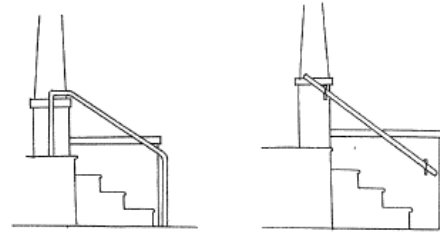
Solid masonry railings and foundations (stone or brick) – should be repointed with mortar to match the existing in color and profile. Rock-faced block porches should be repaired rather than replaced, if possible. Split-face or other modern block should not be used as a replacement material.

Solid wood railings and foundation (clapboard or shingle) – should be repaired rather than replaced.

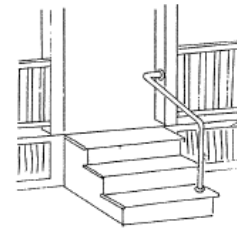
### Handrails on steps

Since most steps never had handrails but are now required to do so by code, the intent is to make them as unobtrusive as possible. Metal pipe and wrought iron railings are not recommended.

- Height – at least 30 inches above the nosing of the stair treads.
- Where porch is wood and has an original wood railing – new handrails for porch steps should be designed to match. If wood railing is solid, plain 2x4 handrails extending over 4x4 newel posts are recommended.
- Where railing is solid masonry and steps are flanked by stepped masonry sidewalls, the following choices apply:
  - (a) a free-standing, welded, 2 inch diameter painted steel railing anchored to the porch deck at the top and the sidewalk at the bottom;
  - (b) metal brackets supporting a round, painted wood rail. Whether this choice will work depends on the height of the flanking walls at the bottom and top.
  - (c) other solutions may be acceptable but will require the prior approval of the Historic District Commission.



**Recommended**



**Not Recommended**

### Porch Floor

The traditional deck material is 1x3 tongue and groove fir, laid perpendicular to the front wall of the house. The ends of the board may be trimmed with a small molding or left untrimmed. New flooring must have a closed butt joint.

### Steps

Risers must be closed and no more than 8 ¼ inches in height. Treads must be at least 9 inches wide (wider is recommended) and may be one or two boards wide. Rounded nosings are recommended. New pre-cast concrete steps are not recommended. Existing original concrete steps should be repaired with new concrete in the same color and profile as the original.

### Skirting

1. Framing – wood skirting should be framed with boards at least 6 inches wide on the top and at least 4 inches wide on the corners and bottom.
2. Screening should match original; if original is not available, new screening may be vertical or diagonal wood lattice. Decoratively cut vertical boards are also appropriate. Vinyl lattice is not recommended. Lattice may not be attached on the outer side of the framing boards. The sides of the steps may be enclosed with matching screening or the screening may extend behind the steps to complete the enclosure.

### Roof

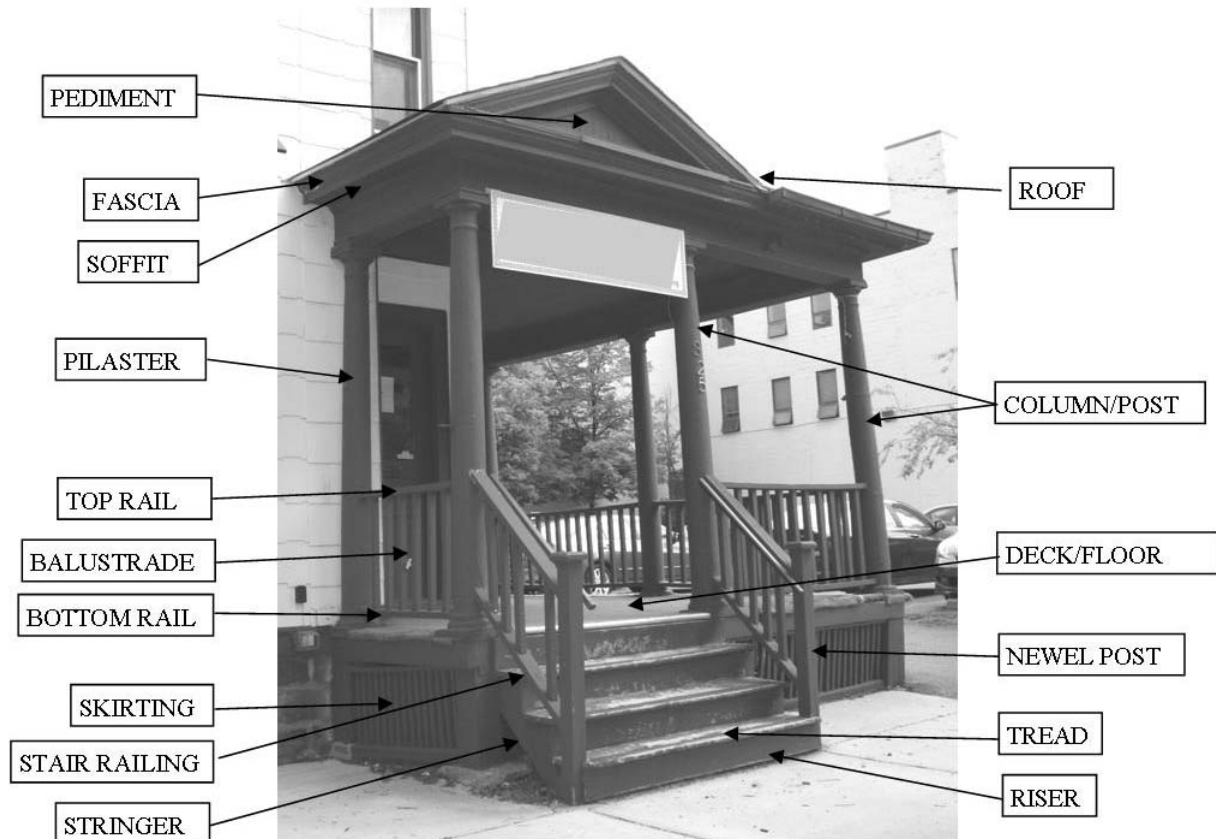
The traditional roof for a full front porch is hipped with a shallow pitch. If decorative elements such as small gables or Mansard edges exist, they should be maintained. New elements should not be added.

## Architectural Trim

1. Brackets, upper spindle work, decorative shingles and moldings should be repaired rather than replaced. Any replacements should match the original in size, shape, and material.
2. Conjectural features and/or architectural elements from other buildings may not be added.

### *Not recommended*

- Removing or radically changing entrances and porches which are important in defining the historic character of the property.
- Removing an entrance or porch because the building has been re-oriented to accommodate a new use.
- Enclosing porches in a manner that results in a diminution or loss of historic character.
- Using stock, unframed, cross-hatched skirting in a diamond pattern.
- Using decking as a flooring material that does not have a closed butt joint.
- Using pressure treated wood except where structural members are hidden and come in contact with the ground.
- Removing detail or trim materials.
- Creating a false historical appearance by adding porches, entrances, features, or details that are conjectural or come from other properties.



## Residential and Commercial Wood, siding, trim and architectural details

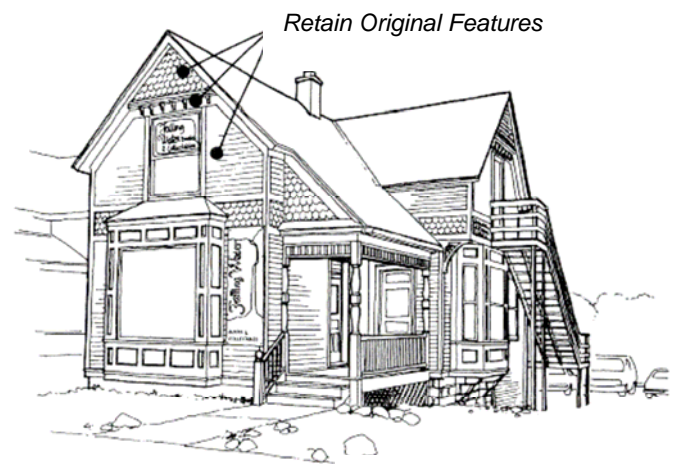
Wood is historically the most commonly used building material. It was used in framing, exterior cladding, windows and doors, and ornamental detailing. Wooden features and surfaces on a building should be maintained and repaired to retain the original character of the structure. Repair or replacement of deteriorated wood may involve selective replacement of portions in kind through splicing or it may involve the application of an epoxy wood consolidant to stabilize the deteriorated portion in place.

### *Recommended*

- Preserve and maintain wood siding, shingles, trim, and architectural features by protecting surfaces with paint or stain as appropriate.
- Repair wood siding, shingles, trim, and architectural features by using recognized preservation methods for patching, consolidating, splicing and reinforcing in order to exactly match the existing historic material appearance.
- Replace wood siding, shingles, trim, and architectural features that are deteriorated beyond repair with components that exactly match the original in dimension, detail, and texture.
- Remove non-original substitute siding and trim and restore the original wood siding, trim and architectural features.
- Replace missing features with elements based on documentation of the original feature or with a new design that is compatible in scale, size, material, and texture with the historic building and district.
- Removing damaged or deteriorated paint to the next sound layer using the gentlest means possible (hand-scraping and hand-sanding), then repainting.
- Cleaning, only if necessary, wood features using a gentle method such as a natural bristle scrub brush and garden hose.

### *Not recommended:*

- Using substitute materials to cover or replace wood siding, shingles, trim, and architectural features.
- Introducing new elements that were not part of the historic building and for which there is no physical, pictorial, or documentary evidence.
- Stripping surfaces to bare wood and applying a clear stain or finish to create a “natural” wood surface that historically was painted.
- Cleaning or stripping wood surfaces with destructive methods such as blasting, power washing, and propane or butane torches.



*318 S. Ashley Street*

## Residential and Commercial Masonry

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Masonry encompasses a wide range of materials such as brick, terra-cotta, stucco, slate, concrete, cement block, and clay and ceramic tile.

### *Recommended*

- Retain original masonry and mortar whenever possible without the application of any surface treatment.
- Protect, maintain and preserve masonry features and surfaces that contribute to the overall historic character of a building and site.
- Repoint only those mortar joints where there is evidence of moisture problems or when sufficient mortar is missing to allow water to stand in the mortar joint.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces.
- Duplicate old mortar in composition, color, texture, joint size, method of application, and joint profile.
- Repair historic masonry using recognized preservation methods.
- Repair stucco with a mixture that duplicates the original as closely as possible in texture, color, and appearance.
- Clean masonry only when necessary to halt deterioration or to remove graffiti and stains and use only the gentlest method possible such as low pressure water (less than 100 psi) and soft natural bristle brushes.
- If a feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, material and color of the historic building and district.



*402 S. Fourth*

### *Not recommended*

- Sandblasting or using other abrasive cleaning techniques that will damage historic masonry.
- Applying waterproof or water repellent coatings or applying surface consolidation treatments.
- Using electric saws, hammers, and other power tools that can damage masonry units to remove mortar.
- Using mortar containing high amounts of Portland cement where the historic mortar is soft and did not contain cement.

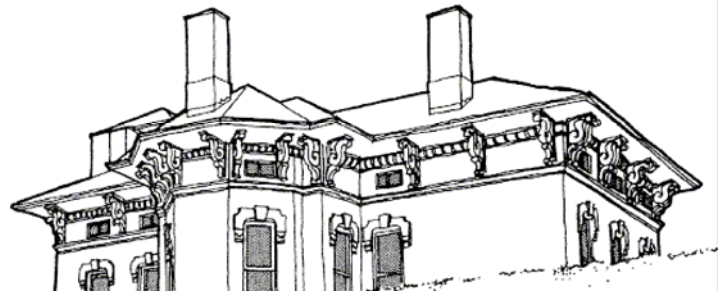
## Residential and Commercial Roofs, roof elements, gutters and chimneys

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The roof shape and pitch is a primary definition of the architecture of the building, and the goal in rehabilitation is to retain the original roof shape, the original roofing material, and the original roofing features such as dormer windows, cupolas, cornices, brackets, chimneys, weather vanes, gutters, downspouts, and lightning rods.

### **Recommended:**

- Retain and maintain original historic roofing materials, roof shape, dormers, cupolas, chimneys, and built-in or decorative gutters & downspouts.
- Maintain historic roofing materials by keeping the roof free of leaves, trimming tree branches that touch the roof, and regularly inspecting for leaks and damage.
- Repair historic roofing materials such as tile, slate, or metal by replacing only the deteriorated portions with exactly matching materials, and replacing deteriorated flashing to match the existing.
- Replace historic roofing material that is deteriorated beyond repair with matching materials. If using the original is not technically feasible, then compatible substitute materials may be considered.
- Replace non-original roofing materials with the documented historic roofing material.
- Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or cupola with an accurate restoration using historical, pictorial, and physical documentation.



### **Not recommended:**

- Replacing historic roofing materials that are repairable.
- Installing tarpaper as a finished roofing material or using roofing tar in place of flashing.
- Patching any roofing or flashing with tar or asphalt products UNLESS they match the existing roofing material.
- Covering built-in gutters or replacing them with surface mounted gutters.
- Changing the shape or configuration of an existing roof.
- Removing or altering historic roof features such as chimneys, dormers, cupolas, lightning rods, built-in or decorative gutters.
- Repairing or reconstructing chimneys with mortar that does not exactly match the original in composition, color, hardness, and joint profile.
- Installing gutters where the roof is designed to not have gutters.
- Adding chimneys, cupolas, and dormers where not appropriate.

## Residential Decks and patios

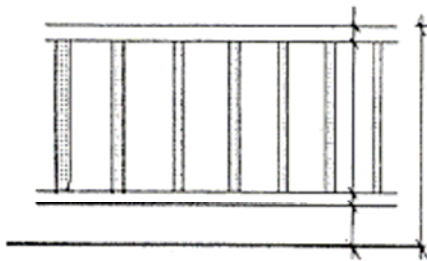
Decks include, but are not limited to; rear yard elevated platforms. Patios are flush with the ground level. To be considered a deck or patio it must be located in the rear yard, unless special circumstances exist. For deck type structures on the sides or front of the house see porch guidelines.

### *Recommended:*

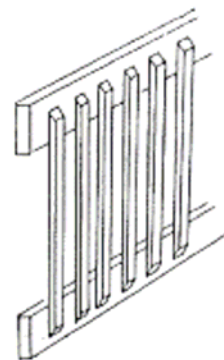
- Installing decks in the rear of the property that are subordinate in proportion to the building.
- Installing decks that are free standing (self supporting) so they do not damage historic materials.
- Using railings that have a chamfered top and bottom rail, simple square or round spindles, and the spindles are attached to the underside and top of the rails.
- Custom railing designs will be reviewed on a case-by-case basis.
- Installing flooring made of wood or composite wood.
- Installing railings made of wood.
- Installing patios flush with grade using stone, brick pavers, or concrete. Custom materials will be considered on a case-by-case basis.
- Ensure decks and patios drain away from the historic resource.

### *Not recommended:*

- Installing railings with spindles attached to the sides of the top and bottom rails.
- Installing top and bottom rails that are vertically proportioned.



**Recommended  
Railing**



**NOT  
Recommended**



## Residential

### Barrier free accommodations, safety codes and fire escapes

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It may be necessary to make modifications to a historic building for the use to comply with current health, safety and code requirements. Such work needs to be planned and undertaken so that it does not result in a loss of character-defining spaces, features, and finishes.

#### *Recommended:*

- Comply with barrier free and safety codes in a manner that ensures the preservation of character-defining features.
- When required, installing barrier free access ramps, stairways, and elevators that do not alter character defining features of the building, keep historic building materials intact, and that if removed in the future the historic building remains intact.
- When required, adding new stairways and elevators that do not alter existing facilities and spaces of the building.
- Removing non-original fire escapes and exterior stairs from the front of historic resources.
- Paint or stain fire escapes to match the adjacent building wall.

#### *Not recommended:*

- Altering, damaging, or destroying character-defining spaces, features and finishes.
- Installing fire escapes on the front or street side of a property.
- Installing railings with spindles attached to the sides of the top and bottom rails.

## Residential

### Satellite dishes, antennas and mechanical equipment

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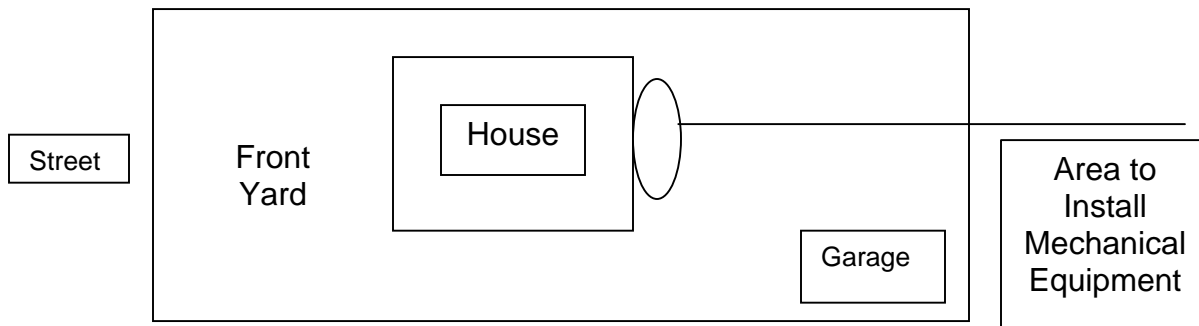
Satellite dishes and antennas are communication devices utilized to assist in the viewer's ability to receive video programming signals from a variety of sources. Mechanical equipment and systems include but are not limited to all exterior devices related to heating, electric, plumbing, air conditioning, ventilation, and media.

#### *Recommended:*

- Placing satellite dishes and antennae so they are not visible from a public right-of-way.
- If affixing satellite dishes and antennae to a structure, use methods and placement that do not damage historic materials.
- Installing mechanical equipment and wiring in a location so it is not visible from a public right-of-way.
- Installing new air conditioning units and related mechanical equipment in such a manner that historic materials and features are not damaged or obscured.
- Installing vertical runs of ducts, pipes, and cables in closets, service rooms, or wall cavities, so that they are not exposed on the exterior of the building.
- Using screening around mechanical equipment such as vegetation and fencing.
- Painting mechanical equipment to blend with the house or landscape.

#### *Not recommended:*

- Installing satellite dishes and antennae on the front of a building.
- Installing a new mechanical system that changes or destroys character defining features and materials.
- Installing vertical runs of duct, pipe and cable in places where they will damage or obscure character defining features or materials.
- Cutting through architectural character defining features to install mechanical equipment, antennae, satellite dishes, and related equipment.



## Residential

### Landscaping: Landscape features, grading, stone curbing, hitching posts and carriage steps

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Landscaping includes but is not limited to, the movement and contouring of soils and use of plantings at a property.

#### *Recommended*

- Retaining historic relationships between buildings, landscape features, and open spaces.
- Preserving and maintaining natural landforms and designed grades.
- Retaining and maintaining mature trees, hedges, and other historic plantings.
- Retaining and maintaining stone curbs, hitching posts, and carriage steps.

#### *Not recommended*

- Removing mature trees, hedges, & other historic landscaping.
- Planting new landscaping where it will conceal the character defining features of the building or the site.
- Paving the lawn area between the sidewalk and the street.
- Introducing any new building, streetscape, or landscape feature that is out of scale or otherwise inappropriate to the district's historic character.
- Introducing a new landscape feature or plant material that is visually incompatible with the site or destroys site patterns or vistas.

## **Residential**

### **Paving, driveways, curb cuts, parking and walkways**

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Paving includes, but is not limited to, any structure or material that is not integral to any building, is used as surface material for walk, drives or other surfaced areas. Replacement of existing paving or introduction of new paving requires review.

#### *Recommended*

- Retain and maintain existing historic driveways and curb cuts, including “two track” driveways.
- Retaining and maintaining historic sidewalks, walkways, driveways, and patios/terraces.
- New driveways should have “radius” type curb cuts and be paved with gravel, concrete, asphalt, or brick. Stamped or patterned concrete will be reviewed on a case-by-case basis.
- New parking areas shall be reviewed on a case-by-case basis, shall be installed behind buildings, and shall be compatible with the scale, proportion of yard area, and characteristics of the historic district.

#### *Not recommended*

- Installing or enlarging parking areas in front of buildings.
- Installing driveways or parking areas that are too wide or large for the building site and are out of character for the district.
- Re-constructing any new sidewalk, driveway, terrace, patio, and other landscape features without sufficient documentation of what the historic feature looked like.

## Residential Fences, walls

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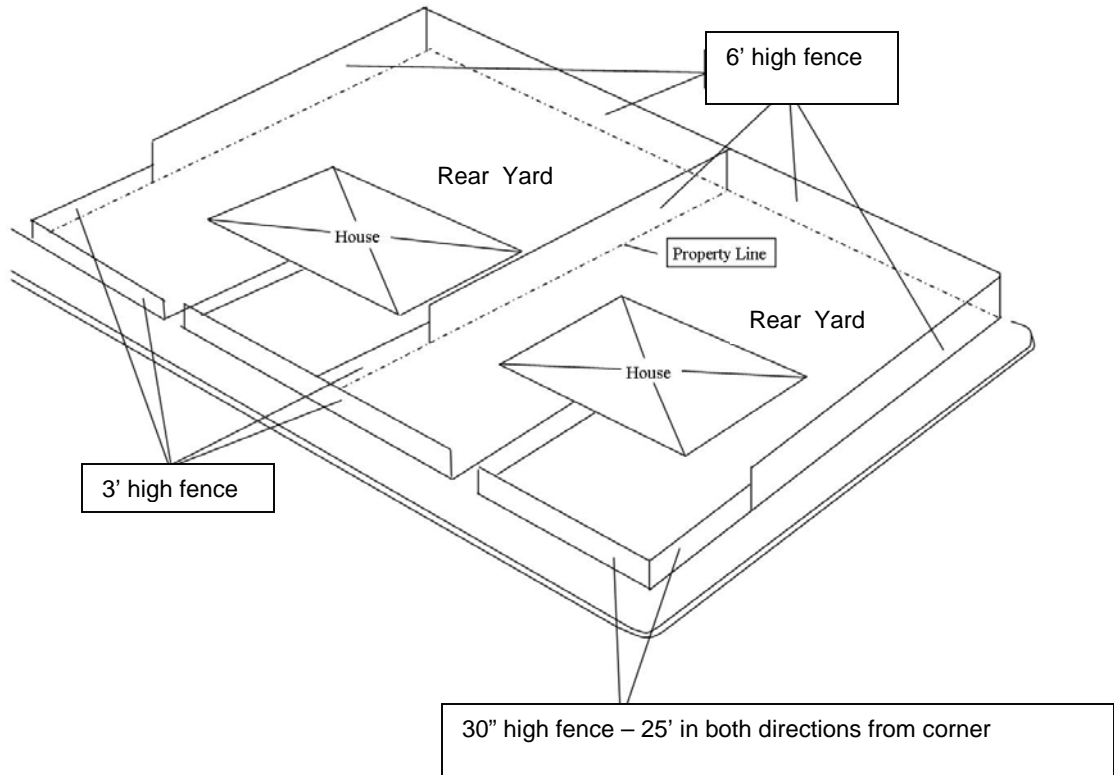
Fencing and walls include any structure that is not integral to any building and is used as a barrier to define boundaries, screen off, or enclose a portion of a property. Historic fencing and walls should be preserved and repaired.

### *Recommended*

- Repairing and maintaining historic fences and walls using standard preservation practices to retain their historic materials and appearance.
- Installing fences and walls that meet Chapter 104 of the Code of the City of Ann Arbor, and that are no higher than three (3) in the front yard and six (6) feet in the rear yard.
- Locating new fences and walls on lot and setback lines whenever possible.
- Using wood (picket, solid board, or alternating board); wrought iron or metal (wrought iron style); or chain link (rear yards only) for fencing.
- Using brick or stone for new walls. Custom masonry products will be reviewed on a case-by-case basis.
- Installing custom designs which will be reviewed on a case-by-case basis.
- Using hedges in place of fencing, and planting vegetation along fencing.

### *Not recommended*

- Removing a repairable historic fence or wall.
- Installing fences or walls over three (3) feet in height in the front yard and over six (6) feet in height in the rear yard.
- Impeding clear vision at intersections by not exceeding a height of thirty (30) inches in height within twenty five (25) feet of an intersection.



***Recommended fence installation***

## Residential Lighting

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Exterior lighting includes, but is not limited to: wall mounted lights, ceiling/can lights, pole mounted lights and flood lights. Lighting will be reviewed for location, design, size, and scale. Exceptionally bright lights or improperly aimed lights can cause a change in the setting of a historic property and the district.

### *Recommended*

- Repair and maintain historic light fixtures that are attached to historic buildings, site lighting, and street lighting.
- Where a historic light is deteriorated beyond repair, replace it with a reproduction light fixture that matches the historic appearance. If a reproduction is not available, install a new contemporary fixture that is inconspicuous or complements the style and character of the resource.
- When installing a new fixture and there is no historic light fixture, use a fixture that is inconspicuous or complements the style and character of the resource.
- When introducing new site and street lighting use fixtures that are compatible with the scale and historic character of the district.

### *Not recommended*

- Introducing area or security lighting that is attached to power poles and that is out of scale or character of the historic buildings or district.
- Introduction of flood lighting on front or side building faces. All floodlights should have shields and be aimed down.
- The illumination of building facades in residential areas with harsh floodlights.



## Residential

### Accessory structures: Garages, garage doors, barns, sheds

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Accessory buildings are defined as enclosed structures such as garages, carriage houses, barns, and sheds. Historic garages, carriage houses, and barns should be preserved and repaired. The same standards that apply to primary buildings apply to accessory structures.

#### *Recommended*

- Maintaining and repairing historic barns, garages, sheds, trellises, and other accessory structures to match the historic materials and configuration.
- Maintaining and repairing historic doors and windows on historic barns and garages to match the existing materials and configuration.
- Where elements of historic outbuildings are deteriorated beyond repair, replace the elements in kind.
- Replacing a non-historic or missing garage doors with new doors in keeping with the style and period of the existing garage, using the historic opening size.

#### *Not recommended*

- Introducing new structures or site features that are out of scale with the property or the district or are otherwise inappropriate.
- Removing historic barns, garages, sheds, trellises, or other historic accessory structures.
- Replacing repairable original historic doors, garage doors, and windows.
- Altering historic barns, garages, and sheds by using materials, configurations, and designs that do not match the existing or historic appearance.

## Residential

### New construction – additions

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New additions to historic buildings are appropriate as long as they do not destroy historic features, materials, and spatial relationships of the original building, site, and the historic district. New additions should be differentiated from the original building and constructed so that they can be removed in the future without damage to the property.

New additions should never compromise the integrity of the original structure or site either directly through destruction of historic features and materials or indirectly through the location, size, height, scale, design, and materials of the addition.

#### *Recommended*

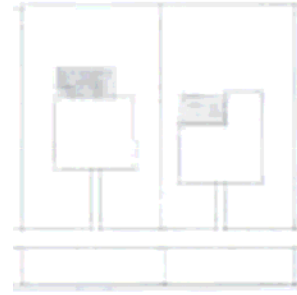
- Locating a required addition on the least character defining elevation and keeping it deferential in volume to the historic building.
- Placing new additions on non-character defining or inconspicuous elevations and limiting the size and scale in relationship to the historic property.
- Locating and designing the new addition so that significant site features, including mature trees, are not lost or damaged.
- Designing new additions in a manner that makes clear what is historic and what is new.
- Limiting the size and scale of the addition in relationship to the historic building so that it does not diminish or visually overpower the building or the district. The addition's footprint should not exceed half of the original building's footprint.
- Design the addition so it is compatible in terms of massing, materials, relationship of solids to voids, and proportion of openings.

#### *Not recommended*

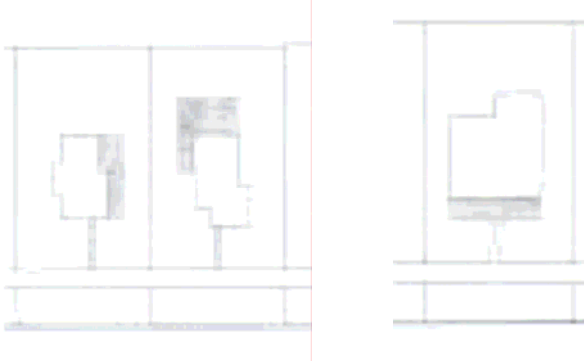
- Attaching an addition so that the character defining features of the property are obscured, damaged or destroyed.
- Designing a new addition so that the size and scale in relation to the historic property are out of proportion.
- Designing an addition that overpowers or dramatically alters the original building through size or height.
- Designing an addition that requires the removal of significant building elements or site features.
- Constructing an addition that significantly changes the proportion of built mass to open space on the individual site.
- Designing an addition that adds a full floor to the top of a building.
- Designing an addition that turns a secondary façade into a primary façade.
- Designing an addition to appear older or the same age as the original building.



Recommended Addition Locations



Recommended Addition Locations



NOT Recommended Addition Locations



Side addition – NOT Recommended

## Residential

### New construction – infill/new buildings

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The success of new construction within a historic district relies on understanding the distinctive architectural character of the district. Elements from the surrounding historic buildings that need to be considered are setback, height, form, massing, proportion, size, scale, and roof shape. For example, if the street facades of most nearby buildings are vertical in proportion, taller than they are wide, then maintaining the vertical orientation of the new building's façade will result in a more compatible design. Materials, building features, and details of the surrounding buildings and streetscape also need to be considered. Particular attention should be given to spacing, placement, scale, orientation, and size and shape of window and door openings, as well as the design of the doors and windows themselves. The selection of appropriate exterior materials and finishes depends on an understanding of the composition, scale, module, pattern, texture, and sheen of the existing materials and finishes on the surrounding historic properties.

#### *Recommended*

- Retaining site features that are important to the overall historic character.
- Retaining the historic relationship between buildings, landscape features and open space.
- Designing new features so they are compatible with the historic character of the site, district, and neighborhood.
- Basing the site location of new buildings on existing district setbacks, orientation, spacing and distance between adjacent buildings.
- Designing new sidewalks, entrances, steps, porches and canopies to be consistent with the historic rhythm established in the district.
- Designing new buildings to be compatible with, but discernable from, surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportions, and roof shape.
- Designing a new front façade in proportion of height to width and in features to be consistent with surrounding buildings that contribute to the overall character of the historic district.
- Designing the spacing, placement, scale, orientation, proportion, pattern and size of window and door openings in new buildings to be compatible with surrounding historic buildings.
- Selecting materials and finishes that are compatible with historic materials and finishes found in surrounding historic buildings that contribute to their historic character.
- Placing utility connections at the rear or other locations that minimize visibility from the street.

#### *Not recommended*

- Introducing any new building that is out of scale or otherwise inappropriate to the setting's historic character.
- Introducing a new feature that is visually incompatible with or that destroys the patterns of the site or the district.
- Introducing new construction onto a site or in a district, which is visually incompatible in terms of size, scale, design, materials, and texture or which destroys relationships on the site or the district.

## Residential

### New construction – accessory buildings

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Accessory buildings include garages, carriage houses, sheds, and other enclosed structures. The same standards and guidelines that apply to primary buildings also apply to accessory buildings.

#### *Recommended*

- Retaining the historic relationship between buildings, landscape features, and open spaces.
- Locating sheds and garages in the rear yard.
- Using exterior wall and roof materials that are compatible with historic materials on the main structure and in the neighborhood.
- Using a roof shape and pitch that replicates the shape and pitch of the roof of the main structure.
- Using windows and doors that are compatible in proportion and style to the main structure and the neighborhood.

#### *Not recommended*

- Introducing new construction onto the building site, which is visually, incompatible in terms of size, scale, design, materials, and texture or which destroys historic relationships on the site.
- Locating a shed or garage in the front yard or in side yards in front of the main structure.
- Designing a garage or other accessory structure that is taller or larger than the main house.

## Residential

### Demolition and relocation

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It is not appropriate to demolish or relocate historic resources within the historic district. **Although zoning code may allow a larger building on the property, this is not meant to encourage or approve the demolition of historic buildings.** The demolition of a historic resource will only be permitted if the conditions to issue a Notice to Proceed are met. Occasionally historic resources are moved from their original site to another location within the historic district as an alternative to demolishing the resource. However, if the resource is not compatible with its proposed new surroundings, the relocation could result in the loss of integrity of the setting and environment of the historic district.

#### Notice to proceed

Work within a historic district shall be permitted through the issuance of a notice to proceed by the commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the commission to be necessary to substantially improve or correct any of the following conditions:

- (a) The resource constitutes a hazard to the safety of the public or to the structure's occupants.
- (b) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
- (c) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
- (d) Retaining the resource is not in the interest of the majority of the community.

#### Evidence of undue financial hardship

The commission may at its sole discretion solicit expert testimony and/or require that the applicant make submissions concerning any or all of the information set forth below:

- (a) Estimate of the cost of the proposed construction, alteration, demolition, or removal and an estimate of any additional cost that would be incurred to comply with the recommendations of the commission for changes necessary for the issuance of a notice to proceed;
- (b) A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation;
- (c) Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition, or removal; after any changes recommended by the commission; and, in the case of a proposed demolition, after renovation of the existing property for continued use;
- (d) In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility or rehabilitation or reuse of the existing structure on the property;
- (e) Amount paid for the property, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer;

- (f) If the property is income-producing, the annual gross income from the property for the previous 2 years; itemized operating and maintenance expenses for the previous 2 years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;
- (g) Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous 2 years;
- (h) All appraisals obtained within the previous 2 years by the owner or applicant in connection with the purchase, financing, or ownership of the property;
- (i) Any listing of the property for sale or rent, price asked and offers received, if any, within the previous 2 years;
- (j) Assessed value of the property according to the 2 most recent assessments;
- (k) Property taxes for the previous 2 years;
- (l) Form of ownership or operation of the property, whether sole proprietorship, for-profit or nonprofit corporation, limited partnership, joint venture, or other;
- (m) Any other information the owner wishes to provide or the Commission deems necessary.
- (n) In the event that any of the information is not reasonably available to the owner, cannot be obtained by the owner, or may not be disclosed without a substantial adverse impact upon the owner, the owner may file with the commission a description of the information which cannot be obtained and describe the reasons why such information cannot be obtained or provided.

## **Relocation considerations**

- Will the removal of the structure into a historic district adversely affect the overall character of the historic district and adjacent structures?
- Is the structure threatened with demolition?
- Is relocation the only alternative?
- Is the structure significant enough architecturally or historically to warrant moving it?
- Is the structure sound enough to survive a move?
- Will the introduction of the structure into a historic district adversely affect the overall character of the historic district and adjacent structures?
- Will the structure fit into the period of significance of the district; is its style, architectural quality, size and scale compatible with the surroundings of the proposed new location?
- Will the move damage significant district site features, such as a tree canopy, etc.?



## Commercial Signage

Signs on historic commercial buildings must be approved by the Historic District Commission and must be in compliance with Chapter 61 of the Ann Arbor City Code, Signs and Outdoor Advertising. Signs refer to any outdoor sign, display or message intended to advertise or inform, which is secured to, or painted on a structure or an accessory structure such as a garage, awning or canopy, or posted in the ground adjacent to the structure.

### *Recommended*

- Installing signage in the historic sign band area of the building, typically the area above the transoms or just above the storefront.
- Attaching signage through masonry joints, not masonry units, or through materials that can be easily repaired, such as wood, when the signage is removed.
- Painting signs on window glass, or using vinyl decal letters, that can be removed without damaging historic materials.
- Installing signage that is compatible in size, style, material, and appearance to the historic resource and district.
- Installing signage that is lit from external light fixtures above or below the sign.

### *Not recommended*

- Installing signs that are too large or that are of a material that is incompatible with the historic building or district.
- Installing signs through brick, stone, or other masonry units in a manner that damages historic materials.
- Installing signs that are made of unfinished, pressure treated wood, or that have a rough, unfinished surface.
- Installing signs that have interior illumination or are backlit.



223 N. Main



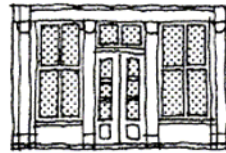
300 W. Huron

**RECOMMENDED**

## Commercial Storefronts

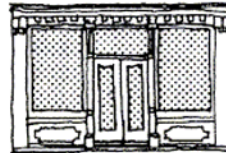
The storefront is the most prominent feature of most historic commercial buildings. It is the ground level of the commercial facade. Typical functional and decorative features include display windows, doors, transoms, signs, awnings, columns, pilasters, entablatures, and bulkhead panels. Recessed storefronts often have decorative ceilings and floors as well.

The storefront window area is typically composed vertically of three parts: kick panel or bulkhead at the bottom, large display window in the middle, and transom above. Elements of design within the three areas include: the cornice, sign panel, display windows, recessed entry, and canvas awnings.



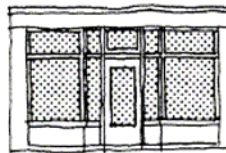
- **Early 19th Century**

Construction is heavy timber  
Display windows are divided  
Detailing is simple



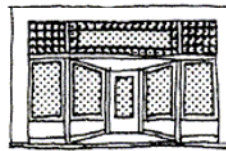
- **Mid and Late 19th Century**

Cornice is elaborately adorned  
Cast iron is used for columns  
Display windows are undivided



- **Late 19th and Early 20th Century**

Detailing is simple  
Display windows have transom windows above  
Entrance door is set back



- **Early 20th Century**

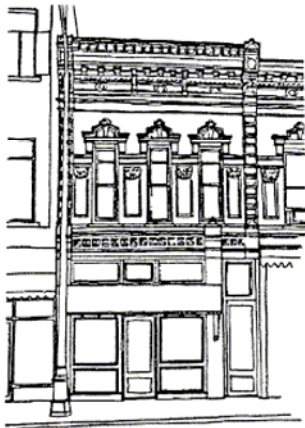
Display windows have metal framing  
Entrance is set back  
Glass grid is above display windows

### *Recommended*

- Protecting, maintaining and preserving storefronts and their functional and decorative features that are important in defining the overall historic character of the building such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures using recognized preservation methods.
- Protecting and maintaining masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as reinforcement of historic materials, cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.
- Repairing storefronts as needed, which may include replacing parts that are deteriorated beyond repair or that are missing with matching or compatible substitute materials. Missing parts must be appropriately documented.
- Replacing in-kind an entire storefront that is too deteriorated to repair, if the overall form and detailing are still evident, using the physical evidence to guide the new work.
- Designing and constructing a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, and material of the historic building. New designs should be flush with the façade and be kept as simple as possible.

*Not recommended*

- Removing or radically changing storefronts and their features which are important in defining the overall historic character of the building so that the character is diminished.
- Changing the storefront so that it appears residential rather than commercial in character.
- Removing historic material to create a recessed arcade.
- Changing the location or configuration of the storefront's historic main entry.
- Replacing an entire storefront when repair of materials and limited replacement of its parts are appropriate.
- Introducing new reproduction or salvaged architectural elements that were not historically part of the building.
- Creating a false historical appearance because the replaced storefront is based on insufficient historic, pictorial, and physical documentation.
- Installing a new storefront that is incompatible in size and material with the historic building and district.
- Removing paint from wooden storefronts that were historically painted and applying clear stains or sealers to create a natural wood appearance.



*Original  
Facade*



*Inappropriate  
Remodeling*



*Appropriate  
Contemporary  
Storefront*

## Commercial Lighting and mechanical equipment

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Although required to keep buildings comfortable and safe, the placement of mechanical systems, wiring, and lighting should have minimal impact on character defining features of a historic building. They should not introduce massing, noise, or light levels that are incompatible with the character of the historic district.

Mechanical equipment and systems include, but are not limited to, all exterior devices related to heating, electric, plumbing, air conditioning, ventilation, and media.

### *Recommended*

- Retaining and repairing historic light fixtures.
- When required, installing new light fixtures that are compatible with the scale and style of the historic building.
- Attaching light fixtures and mechanical equipment so historic fabric is not damaged or destroyed.
- Installing mechanical equipment and wiring in locations on the roof, rear elevations, or in alleys, so they are not visible from a street.
- Installing new air conditioning units and related mechanical equipment in such a manner that historic materials and features are not damaged or obscured.
- Installing vertical runs of ducts, pipes, and cables in the interior of the building in closets, service rooms, or wall cavities so they are not visible on the exterior.
- Using compatible screening around outdoor mechanical equipment such as vegetation and fencing.
- Painting mechanical equipment to blend with the historic building.

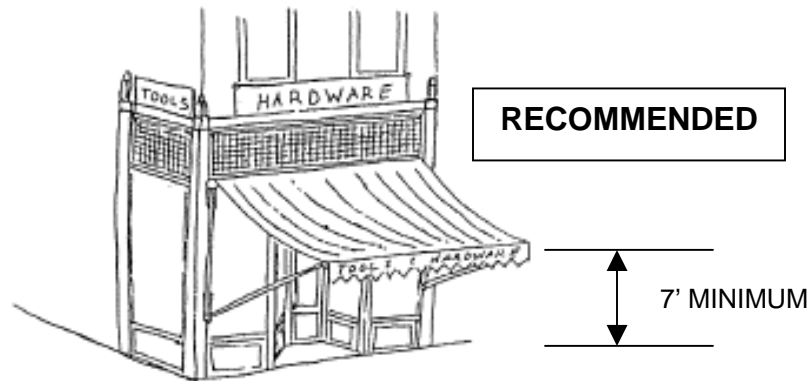
### *Not recommended*

- Installing new mechanical systems, lighting, or wiring in locations that change or destroy character defining features and materials.
- Installing vertical runs of duct, pipe and cable in places where they will damage, obtrude on, or obscure character defining features or materials.
- Cutting through character defining features to install lighting, mechanical equipment, antennae, satellite dishes, and related equipment.

## Commercial Awnings and banners

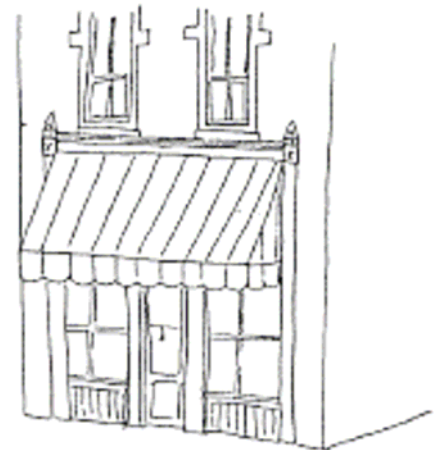
Retractable canvas awnings were a traditional feature of historic storefronts. They provided a covered space in front of the store to protect customers from the weather; they shaded the interior of the store during the summer months; and they contributed to the design of the building by providing a dash of color and by softening the transition between the upper and lower portions of the façade.

Shape – The traditional shape for a storefront awning on a historic building is triangular in section with a short vertical valence at the bottom. The valence may be loose or fixed. Variations on the traditional shape may include gables over the entrance or a rounded canopy from entrance to curb. More latitude will be given to awnings on non-contributing buildings.



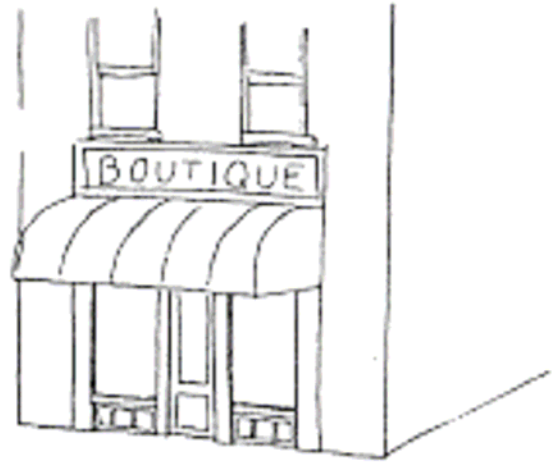
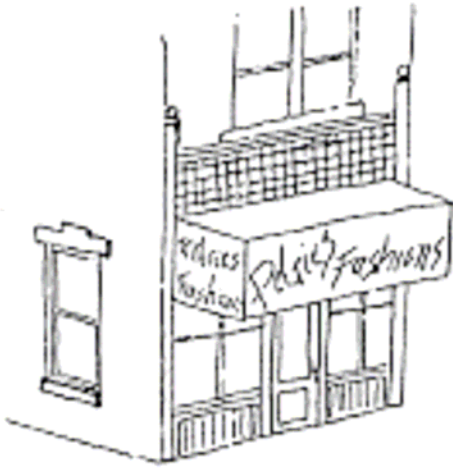
### *Recommended*

- Mounting a standard storefront awning so that the bottom of the fixed frame is at least 7 feet above the sidewalk, although 8 feet is preferred. Consideration should be given to the height of neighboring awnings.
- Projecting the awning from the face of the building no more than 4 feet.
- Attaching the awning just below the storefront cornice and fitting it within the storefront opening.
- Mounting the awning or banners on masonry structures through the mortar joints and not through brick, stone, or terra cotta
- Using canvas, vinyl-coated canvas, or acrylic fabrics for awnings and banners.
- Lighting awnings and banners from above.
- Installing banners and awnings so they do not cover or require the removal of any historic detail.



*Not recommended*

- Using translucent, backlit awnings.
- Using “box” or curved or “waterfall” shaped awnings.
- Using aluminum or fiberglass awnings or canopies.
- Covering the piers or space above the cornice with the awning or canopy.



**NOT RECOMMENDED**



## Commercial Doors

Historic commercial buildings feature two types of doors: the storefront door and the door to the upper floors. The storefront door was usually a wood door or a pair of doors with a large glass panel, usually recessed between the display windows. The upper floors entry door was usually a wood door, sometimes with a glass panel, flush with the façade and to one side of the storefront.

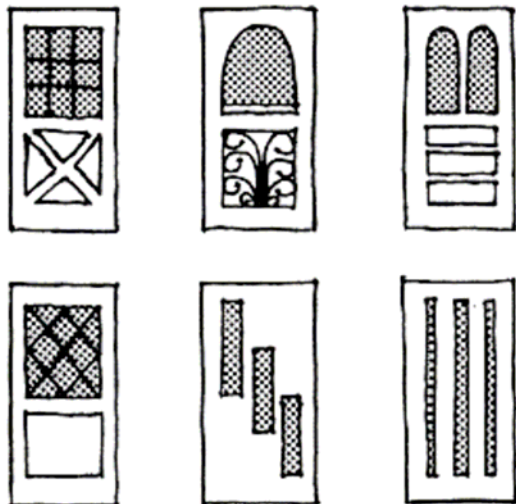
### *Recommended*

- Retaining, repairing and maintaining original doors and trim, including surrounds and transoms.
- Replacing missing original doors with a design that matches original doors remaining on the building, or with a compatible new design that fits style and period of the building and the existing opening.
- Retaining, repairing, and maintaining original screen doors.
- Replacing original doors that are deteriorated beyond repair with doors that match the existing exactly in design, size, proportions, profile, and material.
- Roll-down security grills, if required, will be reviewed on a case-by-case basis. The mounting and location of the storage box and equipment shall be installed so it does not destroy or obscure historic materials.

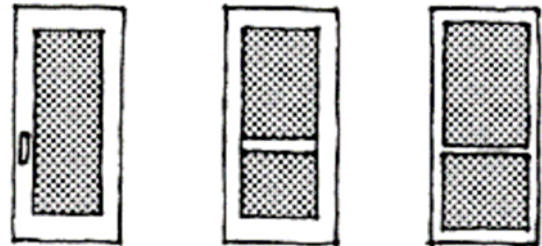
### *Not recommended*

- Removing or replacing repairable original doors, screen/storm doors, trim, transoms, sidelights or surrounds.
- Enlarging, reducing, or otherwise changing the door opening size.
- Replacing non-original doors with new doors that do not match the building style, or that have frosted or decorative glass that is not replicating an original door.
- Installing new door openings.

*Examples of doors that are NOT appropriate*



*Examples of storm/screen doors that ARE appropriate*





## Commercial Metal

Some historic commercial buildings have metal cornices, window hoods, storefronts, and other trim that strongly contribute to the architectural character of the building. Although not always visible, metal flashing, parapet caps, and gutters are equally important to maintain to prevent water from entering the building.

### *Recommended*

- Retaining and preserving metal features that contribute to the overall historic character of the building and site.
- Providing regular maintenance of metal and the protective paint coating to prevent corrosion, rust, and water damage.
- Providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved, decorative features.
- Patching or replacing deteriorated metal in kind so that adjacent dissimilar metals do not cause corrosion.
- Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with appropriate methods that do not abrade the surface.
- Cleaning hard metals such as cast iron, wrought iron, and steel, using the gentlest means possible that do not abrade the surface.
- Replacing features that are deteriorated beyond repair with a new feature that matches the design, dimension, texture, and material of the original. If the original material is technically infeasible a new material will be considered on a case-by-case basis.
- Replacing a missing feature with a new feature based on pictorial, physical, or documentary evidence, or installing a new feature that is compatible in scale, size, material with the historic building and district.

### *Not recommended*

- Using asphalt products such as roofing tar to patch flashing or other metal surfaces as it corrodes metals.
- Cleaning soft metals with abrasive methods such as grit blasting.
- Introducing architectural metal feature or details that create a false historical appearance.
- Repairing existing metals with exposed fasteners unless they were part of the original design.
- Mounting signs, lights, or other items in such a manner that damages or punctures original metal building components.



## Commercial

### Paving: Driveways, curb cuts, parking walkways

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Paving includes, but is not limited to, any structure or material that is not integral to any building, is used as surface material for walk, drives or other surfaced areas. Replacement of existing paving or introduction of new paving requires review.

#### *Recommended*

- Retain and maintain existing historic sidewalks, walkways, terraces and patios.
- New driveways should have “radius” type curb cuts and be paved with gravel, concrete, asphalt, or brick. Stamped or patterned concrete will be reviewed on a case-by-case basis.
- New parking areas shall be installed behind buildings, and shall be compatible with the scale and proportion of the yard area, and characteristics of the historic district.

#### *Not recommended*

- Installing or enlarging parking areas in front of buildings.
- Installing driveways or parking areas that are too wide or large for the building site and are out of character for the district.
- Re-constructing any new sidewalk, driveway, terrace, patio, and other landscape features without sufficient documentation of what the historic feature looked like.

## Commercial

### New construction – additions

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New additions to historic buildings are appropriate as long as they do not destroy historic features, materials, and spatial relationships of the original building and site. New additions should be differentiated from the original building and constructed so that they can be removed in the future without damage to the original resource.

New additions should never compromise the integrity of the original structure or site either directly through destruction of historic features and materials or indirectly through the location, size, height, scale, design, and materials of the addition. Additions at the rear or to the top of flat roofed buildings should be designed not to be visible from the main street.

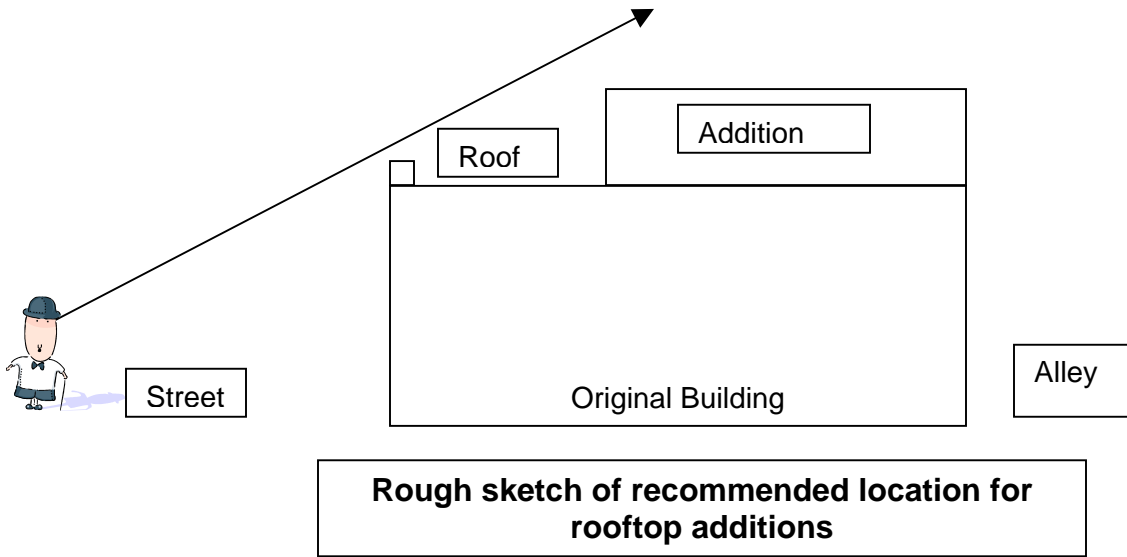
#### *Recommended*

- Locating required additions on the least character defining elevation and keeping them deferential in volume to the main building.
- Placing new additions on non-character defining or inconspicuous elevations and limiting the size and scale in relationship to the historic property.
- Locating and designing the new addition so that significant site features, including mature trees, are not lost or damaged.
- Designing new additions in a manner that makes clear what is historic and what is new.
- Limiting the size and scale of the addition in relationship to the historic building so that it does not diminish or visually overpower the building or the district. Additions should not exceed half of the original building's total floor area or building footprint.
- Design the addition so it is compatible in terms of massing, materials, relationship of solids to voids, proportion of openings, and color.
- Placing additions such as balconies on non-character-defining elevations and limiting the number, size, and scale in relationship to the historic building.
- When required, designing additional stories that are set back from the front and side wall planes and are as inconspicuous as possible when viewed from the street.

#### *Not recommended*

- Attaching an addition so that the character defining features of the property are obscured, damaged or destroyed.
- Designing a new addition so that the size and scale in relation to the historic property are out of proportion.
- Designing an addition that overpowers or dramatically alters the original building through size, height, or materials.
- Designing an addition that requires the removal of significant building elements or site features.
- Constructing an addition that significantly changes the proportion of built mass to open space on the individual site.
- Designing an addition that adds a full floor to the top of a building, see sketch below.

- Designing an addition that turns a secondary façade into a primary façade.
- Designing an addition to appear older or the same age as the original building.



## Commercial

### New construction – infill/new buildings

The success of new construction within a historic district relies on understanding the distinctive architectural character of the district. **Although zoning code may allow a larger building on the property, this is not meant to encourage or approve the demolition of historic buildings.** Elements from the surrounding historic buildings that need to be considered are setback, height, form, massing, proportion, size, scale, and roof shape. For example, if the street facades of most nearby buildings are vertical in proportion, taller buildings than they are wide, then maintaining the vertical orientation of the building façade will result in a more compatible design.



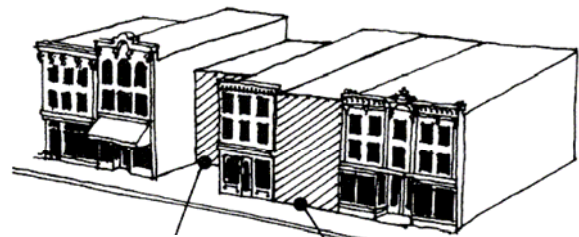
OR



Materials, building features, and details of the surrounding buildings and streetscape also need to be considered. Particular attention should be given to spacing, placement, scale, orientation, and size of window and door openings, as well as the design of the doors and windows themselves. The selection of appropriate exterior materials and finishes depends on an understanding of the composition, scale, module, pattern, texture, and sheet of the existing materials and finishes on the surrounding historic properties.

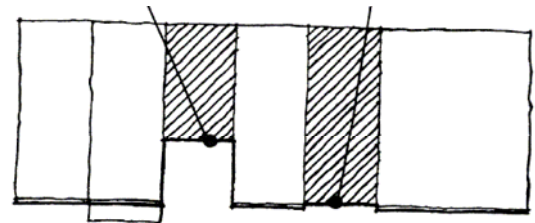
#### *Recommended*

- Retaining site features that are important to the overall historic character.
- Retaining the historic relationship between buildings, landscape features and open space.
- Designing new features so they are compatible with the historic character of the site, district, and neighborhood.
- Basing the site location of new buildings on existing district setbacks, orientation, spacing and distance between adjacent buildings.
- Designing new sidewalks, entrances, steps, and canopies to be consistent with the historic rhythm established in the district.
- Designing new buildings to be compatible with, but discernable from, surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportions, and roof shape.
- Designing a new front façade to be consistent in the proportion of height to width and features of the surrounding buildings that contribute to the overall character of the historic district.



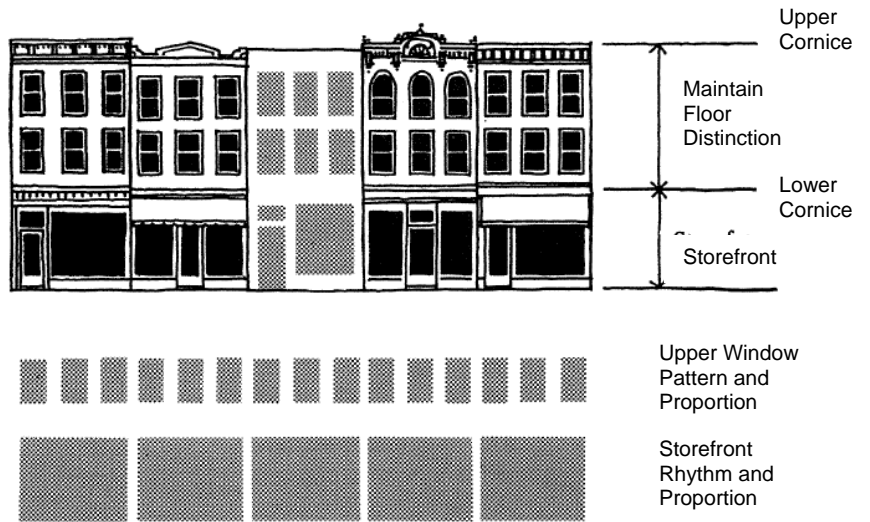
NOT Recommended  
- new construction

Recommended -  
new construction



PLAN VIEW

- Designing the spacing, placement, scale, orientation, proportion, pattern and size of storefronts, window and door openings in new buildings to be compatible with surrounding historic buildings.
- Selecting materials and finishes that are compatible with historic materials and finishes found in surrounding historic buildings that contribute to their historic character.
- Placing utility connections at the rear or other locations that minimize visibility from the street.



*Not recommended*

- Introducing any new building that is out of scale or otherwise inappropriate to the setting's historic character.
- Introducing a new feature that is visually incompatible with the site or that destroys patterns or vistas.
- Introducing new construction onto a site or in a district, which is visually incompatible in terms of size, scale, design, materials, and texture or which destroys relationships on the site or the district.

## Commercial Demolition and Relocation

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It is not appropriate to demolish or relocate historic resources in historic districts. **Although zoning code may allow a larger building on the property, this is not meant to encourage or approve the demolition of historic buildings.** The demolition of a historic resource will only be permitted if the conditions to issue a Notice to Proceed are met. Occasionally historic resources are moved from their original site to another location within the historic district as an alternative to demolishing the resource. However, if the resource is not compatible with its proposed new surroundings, the relocation could result in the loss of integrity of the setting and environment of the historic district.

### Notice to proceed

Work within a historic district shall be permitted through the issuance of a notice to proceed by the commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the commission to be necessary to substantially improve or correct any of the following conditions:

- (a) The resource constitutes a hazard to the safety of the public or to the structure's occupants.
- (b) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
- (c) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
- (d) Retaining the resource is not in the interest of the majority of the community.

### Evidence of undue financial hardship

The commission may at its sole discretion solicit expert testimony and/or require that the applicant make submissions concerning any or all of the information set forth below:

- (a) Estimate of the cost of the proposed construction, alteration, demolition, or removal and an estimate of any additional cost that would be incurred to comply with the recommendations of the commission for changes necessary for the issuance of a notice to proceed;
- (b) A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation;
- (c) Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition, or removal; after any changes recommended by the commission; and, in the case of a proposed demolition, after renovation of the existing property for continued use;
- (d) In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility or rehabilitation or reuse of the existing structure on the property;
- (e) Amount paid for the property, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer;



- (f) If the property is income-producing, the annual gross income from the property for the previous 2 years; itemized operating and maintenance expenses for the previous 2 years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;
- (g) Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous 2 years;
- (h) All appraisals obtained within the previous 2 years by the owner or applicant in connection with the purchase, financing, or ownership of the property;
- (i) Any listing of the property for sale or rent, price asked and offers received, if any, within the previous 2 years;
- (j) Assessed value of the property according to the 2 most recent assessments;
- (k) Real estate taxes for the previous 2 years;
- (l) Form of ownership or operation of the property, whether sole proprietorship, for-profit or nonprofit corporation, limited partnership, joint venture, or other;
- (m) Any other information the owner chooses to provide or the Commission deems necessary.
- (n) In the event that any of the information is not reasonably available to the owner, cannot be obtained by the owner, or may not be disclosed without a substantial adverse impact upon the owner, the owner may file with the commission a description of the information which cannot be obtained and describe the reasons why such information cannot be obtained or provided.

### **Relocation considerations**

Is the structure threatened with demolition?

Is relocation the only alternative?

Is the structure significant enough architecturally or historically to warrant moving it?

Is the structure sound enough to survive a move?

Will the introduction of the structure into a historic district adversely affect the over character of the historic district and adjacent structures?

Will the structure fit into the era of the district; is its style, architectural quality, size and scale compatible with the surroundings of the proposed new location?

Will the move damage significant district site features, such as a tree canopy, etc.?

## Glossary of Terms

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*Apron:* An either plain or decorated piece of trim found directly below the stool of a window.

*Arch:* A curved and sometimes pointed structural member used to span an opening.

*Areaway:* A sunken area around a basement window or doorway, or mechanical air intake.

*Attic:* The room or space in the roof of a building.

*Awning Window:* A window that is hinged at the top and swings outward.

*Balcony:* A railed projecting platform found above ground level on a building.

*Baluster* : One of a series of short pillars or other uprights that support a handrail or coping.

*Balustrade:* A series of balusters connected on top by a coping or a handrail and sometimes on the bottom by a bottom rail; used on staircases, balconies, porches, and the like.

*Base:* The lowest part of a column.

*Basement:* The story below the main floor; may be partially or totally below ground level.

*Bay:* A space protruding from the exterior wall that contains a bay window.

*Bay Window:* A projecting window with an angular plan.

*Bracket:* A projecting support used under cornices, eaves, balconies, or windows to provide structural or visual support.

*Brick:* A usually rectangular building or paving unit made of fired clay.

*Canopy:* A projection over a niche or doorway; often decorative or decorated.

*Capital:* The uppermost part, or head, of a column or pilaster.

*Casement:* A hinged window that opens horizontally like a door.

*Casing:* The finished visible framework around a door or window.

*Cement Mortar:* A mixture of cement, lime, sand, or other aggregates with water; used in plastering and bricklaying.

*Clapboard:* A thin board, thinner at one edge than the other, laid horizontally and with edges overlapping on a wooden-framed building.

*Column:* A round, vertical support. In classical architecture the column has three parts, base, shaft, and capital.

*Concrete:* Made by mixing cement or mortar with water and various aggregates such as sand, gravel, or pebbles.

*Concrete Block:* A hollow or solid rectangular block made of Portland cement, aggregates, and water; used in the construction of walls, foundations, and piers, etc.

*Coping:* The protective uppermost course of a wall or parapet.

*Corner Boards:* Boards placed at the corners of exterior walls to provide a neater appearance and to protect the ends of the wood siding.

*Cornice:* In classical architecture the upper, projecting section of an entablature; also the projecting ornamental molding along the top of a building or a wall.

*Course:* A horizontal row of stones, bricks, or block in a wall.

*Dentil:* A small rectangular block used in a series to form a molding below the cornice.

*Dormer:* A vertically set window on a sloping roof; also the roofed structure housing such a window.

*Double Hung Window:* A window of two (or more) sash, or glazed frames, set in vertically grooved frames and capable of being raised or lowered independently of each other.

*Downspout:* A pipe that carries water from the gutters to the ground or sewer connection.

*Eaves:* The lower edge of a roof that projects beyond the building wall.

*Ell:* An extension that is at right angles to the length of the building.

*Fascia:* The flat area or board covering the ends of roof rafters.

*Fenestration:* The arrangement of windows and other exterior openings on a building.

*Fixed Sash:* A window, or part of a window, that does not open.

*Flashing:* Pieces of metal used around wall and roof junctions and angles as a means of preventing leaks.

*Flat Roof:* A roof that has only enough pitch so that water can drain.

*Gable:* The triangular upper part of a wall under the end of a ridged roof, or a wall rising above the end of a ridged roof.

*Gable Roof:* A sloping (ridged) roof that terminates at one or both ends in a gable. A roof formed by two pitched roof surfaces.

*Gambrel Roof:* A roof having a double slope on two sides of a building. The most common example is a barn roof.

*Gazebo:* An outdoor pavilion or summer house popular for lawns and gardens of rural houses in the Victorian era.

*Gutter:* A channel of wood or metal running along the eaves of the house; used for catching and carrying off water.

*Half-timbered:* Descriptive of 16<sup>th</sup> and 17<sup>th</sup> century houses built with timber framing with the spaces filled in with plaster or masonry. This style of building was imitated in the 19<sup>th</sup> and early 20<sup>th</sup> centuries with the Tudor Revival style.

*Hip Roof:* A roof formed by four pitched roof surfaces.

*Hood:* A protective and sometimes decorative cover over doors or windows.

*Hopper Window:* A window that is hinged on the bottom and swings inward.

*Keystone:* The central stone of an arch.

*Lattice:* Open work produced by interlacing of laths or other thin strips used as screening, especially in the base of the porch.

*Leaded Glass Window:* A window composed of pieces of glass that are held in place with lead strips; the glass can be clear, colored, or stained.

*Lintel:* The piece of timber, stone, or metal that spans an opening and supports the weight above it.

*Mansard Roof:* A roof having two slopes on all four sides; the lower slope is much steeper than the upper.

*Mullion:* A large vertical member separating two casements or coupled windows or doors.

*Muntin:* One of the thin strips of wood used for holding panes of glass within a window.

*Newel Post:* The post supporting the handrail at the top and bottom of a stairway.

*Parapet:* A low wall or protective railing, usually used around the edge of a roof or around a balcony.

*Patio:* A usually paved and shaded area adjoining or enclosed by the walls of a house.

*Pediment:* A triangular section framed by a horizontal molding on its base and two sloping moldings on each side.

*Pilaster:* A rectangular column or shallow pier attached to a wall.

*Porch:* A covered entrance or semi-enclosed space projecting from the façade of a building. May be open sided, screened, or glass enclosed.

*Portland Cement:* A hydraulic cement binder for concrete.

*Pyramidal Hipped Roof:* A pyramid-shaped roof with four sides of equal slope and shape.

*Rafters:* The sloping members of a roof upon which the roof covering is placed.

*Retaining Wall:* A braced or freestanding wall that bears against an earthen backing.

*Ridge:* The horizontal line formed when two roof surfaces meet.

*Sash:* The framework of a window into which panes are set, usually the moveable part of a window.

*Screen Door:* A door intended to allow ventilation but exclude insects, usually consisting of a lightweight frame and screening.

*Shed Roof:* A roof consisting of one inclined plane.

*Side Light:* A usually long fixed sash located beside a door or window.

*Sliding Window:* A window that moves horizontally in grooves, on strips, or between runners.

*Stucco:* An exterior wall covering consisting of a mixture of Portland cement, sand, lime, and water.

*Terra Cotta:* A fine-grained fired clay product used ornamentally on the exterior of buildings; may be glazed or unglazed, molded or carved; usually brownish red in color, but may also be found in tints of gray, white, and bronze.

*Transom Window:* A small window or series of panes above a door, or above a casement or double hung window, or above a storefront display window.

*Valley:* The depressed angle formed at the meeting point of two roof slopes.

*Wing:* A parallel extension to a building.

**EAST LIBERTY HISTORIC BLOCK HISTORIC DISTRICT – NON-HISTORIC (Non-Contributing)**



**322-26 E. Liberty – East Liberty Historic Block HD – historic building demolished**

**EAST LIBERTY HISTORIC BLOCK HISTORIC DISTRICT – HISTORIC (Contributing)**



**314 E. Liberty – East Liberty Historic Block HD – Formerly Non-Historic – Now old enough to contribute to the district**



**EAST WILLIAM STREET HISTORIC DISTRICT – NON-HISTORIC (Non-Contributing)**

**Both properties originally defined as non-contributing – no change**



**315 S. Division – East William Street - HD**



**344 S. Division – East William Street - HD**

**FOURTH/ANN HISTORIC DISTRICT – NON-HISTORIC (Non-Contributing)**

**Both properties originally defined as non-contributing – no change**



**125 Ann – Fourth/Ann HD – vacant lot**



**211 Ann – Fourth/Ann HD**



**MAIN STREET HISTORIC DISTRICT – NON-HISTORIC (Non-Contributing)**



**111-13 E. Liberty - Main Street HD**



**121-23 E. Liberty - Main Street HD**



**112-14 E. Liberty - Main Street HD – parking lot**

MAIN STREET HISTORIC DISTRICT – NON-HISTORIC (Non-Contributing) Page 2



114 S. Main (Kai Garden) - Main Street HD\* - originally contributing



310-12 S. Main (Ark) - Main Street HD\* - originally contributing



317 S. Main - Main Street HD



218 S. Main - Main Street HD\* - originally contributing



206 E. Washington - Main Street HD\* - originally contributing



**MAIN STREET HISTORIC DISTRICT – NON-HISTORIC (Non-Contributing) Page 3**



**212-18 S. Fourth - Main Street HD**



**220 S. Fourth - Main Street HD**



**210 S. Fifth - Main Street HD**



**216 S. Fifth - Main Street HD – parking lot**



**208 S. Fifth - Main Street HD**



**208 E. Huron - Main Street HD**

**OLD FOURTH WARD – PORTION IN A2D2 STUDY AREA – NON-HISTORIC (Non-Contributing)**



**215 N. Fifth – Old Fourth Ward**



**303 Ann (vacant lot) – Old Fourth Ward**



**303 Catherine @ Fifth – Old Fourth Ward**



**315 Catherine – Old Fourth Ward\* - originally contributing**



**OLD WEST SIDE – PORTION IN A2D2 STUDY AREA – NON-HISTORIC (Non-Contributing)**



? Liberty @ Second – Old West Side



314 W Liberty – Old West Side



424 W. Washington – Old West Side



426 First – Old West Side

**OLD WEST SIDE – PORTION IN A2D2 STUDY AREA – NON-HISTORIC (Non-Contributing) Page 2**



**511-13 Ashley – Old West Side – approved for demo**



**611 Ashley – Old West Side**



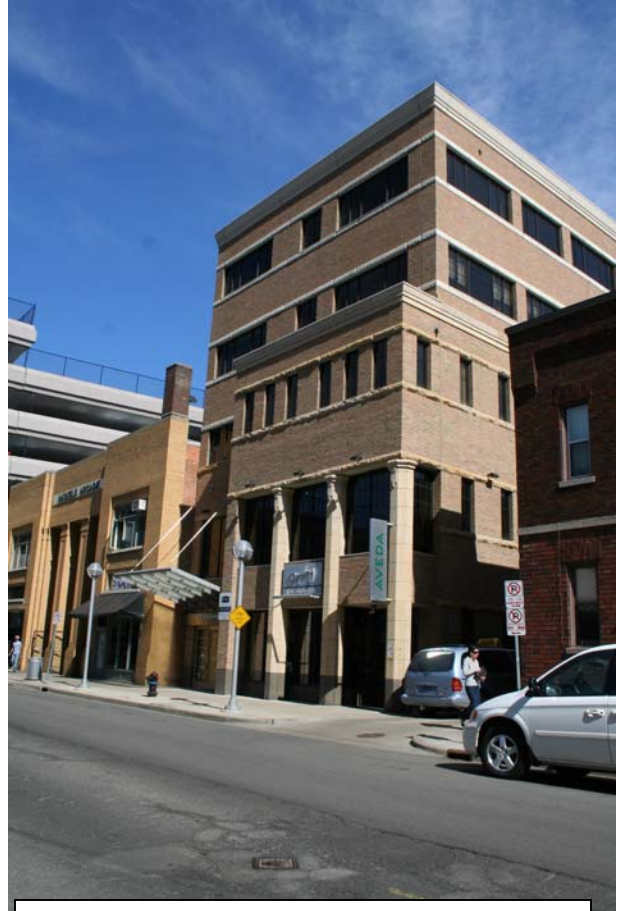
**630 Ashley – Old West Side**



**STATE STREET HISTORIC DISTRICT – NON-HISTORIC (Non-Contributing) – No change from original designation**



301 S. State – State Street - HD



331-33 Maynard – State Street - HD



625 E. Liberty/220-30 S. State – State Street HD



611 E. Liberty – State Street HD



715 N. University – State Street HD

**STATE STREET HISTORIC DISTRICT – HISTORIC (Contributing) – one change from original designation**



**235 S. State – State Street HD – originally non-contributing**