


GUNDERSON, PALMER, NELSON & ASHMORE, LLP



MEMORANDUM

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TO: Gary Vollmer, Joel Landeen, John Wagner, Karen Bulman, Kay Rippentrop, Pat Roseland, Ruth Brennan, Marcia Elkins

FROM: Patrick G. Goetzinger 

DATE: December 3, 2009

RE: Historic Preservation Study Committee

GPNA FILE NO. 09371.0002

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Please accept my apology in not communicating with you earlier on the work of the Committee. The last quarter of each year is my busiest time of the year and work projects have kept me hopping.

Since our last communication, I've met with City staff to clarify my understanding of the status of our work and the responsibility for follow-up from our last meeting. I wanted to clarify my understanding of the task before the Committee and Marcia Elkins' last email to our Committee.

The work of the Committee has expanded at the direction of both the City Council and the Mayor's office. Our mission has evolved from simply recommending the formation of a Historic District Commission and drafting a report and ordinance to support the recommendation to including in the ordinance specific guidelines for issuance of a Certificate of Appropriateness. Before the Council considers the Committee's recommendation, key members on the City Council have requested a comprehensive ordinance be prepared. The ordinance needs to include specific guidelines regarding the issuance of Certificates of Appropriateness.

In order to comply with this request, my thought is to ask Pat Roseland and John Wagner to work with the Historic Preservation Commission in recommending the specific Certificate of Appropriateness guidelines to the Committee while we work to schedule the next meeting. With my schedule, I can foresee a meeting in either late December or sometime in January.

At our next meeting, I would like to accomplish finalizing the draft ordinance drafted by John Wagner and make substantial progress toward recommendation of drafting guidelines for issuing Certificates of Appropriateness.

To assist in drafting the guidelines for issuance of Certificates of Appropriateness, I am attaching draft guidelines submitted by Pat Roseland previously. Another source provided by Karen Bulman is <http://www.uga.edu/napc/programs/napc/guidelines.htm>.

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Also attached, for informational purposes, are SDCL Sections 1-19B-42 through 50.

The delay in setting the next meeting will allow for a meaningful review of John Wagner's draft ordinance and work on the guidelines. To keep the work of the Committee moving forward, I'm going to ask that materials for review and action by the Committee at the next meeting be made available no later than one week before the meeting. If there are any alternative versions of the draft ordinance for the Committee's consideration, those drafts need to be distributed before the meeting to give each member a meaningful opportunity to compare and comment at the meeting.

My objective is to avoid Committee approval of an ordinance that is dead on arrival at City Hall, or with the Historic Preservation Commission. If you have any questions please do not hesitate to contact me.

PGG:ajw

**1-19B-42.** Local historic preservation - Historic districts - Certificate of appropriateness for exterior alterations.

After the designation of an historic district, no exterior portion of any building or other structure (including walls, fences, light fixtures, steps, and pavement, or other appurtenant features) nor above-ground utility structure nor any type of outdoor advertising sign may be erected, altered, restored, moved, or demolished within such district until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the Historic District Commission. The municipality shall require such a certificate to be issued by the commission prior to the issuance of a building permit or other permit granted for purposes of constructing or altering structures. A certificate of appropriateness is required whether or not a building permit is required.

**1-19B-43.** Local historic preservation - Historic districts - Exterior features subject to control.

For purposes of this chapter, the phrase, exterior features, includes the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the color, the kind and texture of the building material, and the type and style of all windows, doors, light fixtures, signs, other appurtenant fixtures, and natural features such as trees and shrubbery. In the case of outdoor advertising signs, the term, exterior features, means the style, material, size, and location of all such signs.

**1-19B-44.** Local historic preservation - Historic districts - Interior arrangement not subject to control--Restriction on commission activities.

The Historic District Commission may not consider interior arrangement and may take no action under § 1-19B-42 except for the purpose of preventing the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or natural features in the historic district which would be incongruous with the historical, architectural, archaeological, or cultural aspects of the district.

**1-19B-45.** Local historic preservation - Certificate of appropriateness - Change in use - Zoning changes.

No change in the use of any structure or property within a designated historic district is permitted until after an application for a certificate of appropriateness has been submitted to and approved by the Historic District Commission. The county or municipality shall require such a certificate to be issued by the commission prior to the approval of any change of zoning classification within the historic district.

**1-19B-46.** Local historic preservation - Certificate of appropriateness - Certificate for extreme hardship.

The Historic District Commission may approve an application for a certificate of appropriateness in any case in which the owner would suffer extreme hardship, not including loss of profit, unless the certificate of appropriateness were issued forthwith.

**1-19B-47.** Local historic preservation - Certificate of appropriateness - Notice and hearing before action on certificate of appropriateness.

Prior to issuance or denial of a certificate of appropriateness the historic district commission shall take such action as may reasonably be required to inform the owners of any property likely to be materially affected by the application, and shall give the applicant and such owners an opportunity to be heard. In cases in which the commission deems it necessary, it may hold a public hearing concerning the application.

**1-19B-48.** Local historic preservation - Certificate of appropriateness - Issuance when appropriate.

If the historic district commission determines that the proposed construction, reconstruction, alteration, moving or demolition is appropriate, it shall forthwith approve such application and shall issue to the applicant a certificate of appropriateness.

**1-19B-49.** Local historic preservation - Certificate of appropriateness - Denial of certificate - Reasons recorded - Notice to applicant.

If the Historic District Commission determines that a certificate of appropriateness should not be issued, the commission shall place upon its records the reasons for such determination and shall forthwith notify the applicant of such determination, furnishing the applicant an attested copy of its reasons therefor and its recommendations, if any, as appearing in the records of the commission.

**1-19B-50.** Local historic preservation - Certificate of appropriateness - Appeal to circuit court on denial.

Any applicant aggrieved by a determination of the historic district commission may appeal to the circuit court for the county in which the land concerned is situated.

*Prepared by John Wagner*

6/30/09

## **Preliminary Draft Ordinance**

### Section \_\_\_\_\_ Establishment of the West Boulevard Historic District

It is declared that the properties described (1. might refer to or reference the "Verbal Boundary Description" contained in Section 10 of the National Register of Historic Places Registration Form [January 1992], or 2. the City's map of the historic District, or 3. other description?), known as the West Boulevard Historic District, are a historic district pursuant to SDCL Section 1-19B-38.

### Section \_\_\_\_\_ Creation of the West Boulevard Historic District Commission

The West Boulevard Historic District Commission is established pursuant to SDCL Section 1-19B-40. It shall consist of seven members appointed by the City Council with due regard to proper representation of fields such as history, architecture, architectural history, urban planning, archaeology, paleontology, and law. Where possible, the members shall be selected from residents of the historic district. Members of the Rapid City Historic Preservation Commission may comprise all or part of the West Boulevard Historic District Commission. The appointments to membership on the Historic District Commission shall be arranged so that the term of at least one member will expire each year, and their successors shall be appointed in like manner for terms of three years. Persons appointed to fill an unexpired term shall serve for the remainder of the term. Any member who fails to attend three consecutive meetings without presenting an explanation accepted by the Historic District Commission may be deemed to have abandoned the office and may be replaced as provided herein.

### Section \_\_\_\_\_ Duties of the Historic District Commission

A. The Historic District Commission shall elect annually a chairman and vice-chairman from its own membership. It shall meet at least monthly at a regular time and place to be established by the Commission. A quorum shall consist of a majority of the commissioners in office and shall be required in order for the Commission to take action.

B. The Historic District Commission shall prepare an annual report for the City Council, and it shall include information about any property in the historic district that is threatened. The Historic District Commission may, subject to appropriation by the City, employ consultants to help in carrying out its responsibilities under this ordinance. Persons on the City staff may be asked to assist the Historic District Commission including through the provision of clerical help that is needed. The Historic District Commission may adopt rules and regulations not inconsistent with the provisions of this ordinance and state law.

C. No member of the Historic District Commission shall participate in the discussion about any matter or vote on any matter that may affect the property, income, or business interest of that member.

Section \_\_\_\_\_ Powers of the Historic District Commission

The West Boulevard Historic District Commission shall have those powers, duties, and limitations set forth in SDCL Sections 1-19B-40 through 1-19B-54.

Section \_\_\_\_\_ Certificate of Appropriateness

A. No exterior portion of any building or other structure, including walls, fences, light fixtures, steps, and pavement, or other appurtenant features, nor above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished within the district or its environs until after the Historic District Commission has received and approved an application for a certificate of appropriateness for the proposed work on the exterior features of the building or structure.

B. The owner or applicant shall submit an application that provides information about the proposed work on exterior features of the building or structure. The application shall include the material that is requested by the Historic District Commission.

C. A certificate of appropriateness to be issued by the Historic District Commission is required prior to the issuance of a building permit or other permit granted for the purpose of demolishing, constructing, or altering a building or structure. A certificate of appropriateness is required whether or not a building permit is required.

D. For purposes of this ordinance, "exterior features" shall include the architectural style and detail, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material and the type and style of all windows, doors, siding, stoops, porches, railing, light fixtures, signs, and other appurtenant features. Changes in the exterior features of a building or structure shall include proposed new construction or demolition.

E. The Historic District Commission shall not review plans that involve changes to the interior of a building or structure. As to exterior features, the Historic District Commission shall only act for the purpose of preventing the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant features, or outdoor advertising signs in the historic district which would be incongruous or incompatible with the historical, architectural, archaeological, or cultural aspects of the district.

F. The Historic District Commission shall adopt guidelines to help in its review of proposed work. The guidelines shall include the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and they may include other guidelines appropriate for historic buildings and structures in the City. The Historic District Commission may expand or amend the guidelines it has adopted.

*Key 5  
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to have the  
guidelines  
spelled out.*

G. Prior to the review of an application for a certificate of appropriateness, the Historic District Commission shall inform the owners of property likely to be materially affected by the application and shall give the applicant and such owners an opportunity to be heard.

H. If the Historic District Commission determines that the proposed construction, reconstruction, alteration, moving, or demolition is appropriate, it shall promptly approve the application and shall issue a certificate of appropriateness. If the Historic District Commission determines that a certificate of appropriateness should not be issued, it shall place in its records the reasons for this determination and shall promptly notify the applicant, furnishing the applicant a copy of its reasons and its recommendations, if any. The Historic District Commission shall act on the application within forty-five days, or it shall be deemed to have approved the application.

Section \_\_\_\_\_ Certificate of Appropriateness Issued in Case of Extreme Hardship.

The Historic District Commission shall approve an application for a certificate of appropriateness in any case where the owner would suffer extreme hardship, not including loss of profit, unless the certificate of appropriateness were issued promptly.

Section \_\_\_\_\_ Appeal to Circuit Court.

Any applicant aggrieved by a determination of the Historic District Commission may appeal to the Circuit Court.

Section \_\_\_\_\_ Ordinary Maintenance and Repairs.

Nothing in this ordinance shall be interpreted to prevent the ordinary maintenance or repair of any exterior feature of a property which does not involve a change in its design, material, or outer appearance.

Section \_\_\_\_\_ Emergency Conditions

In any case where a city building inspector determines that there are emergency conditions

dangerous to life, health, or property involving a designated property, the building inspector shall order the remedying of these conditions without the approval of the Historic District Commission. The building inspector shall promptly notify the chairman of the commission of the emergency action.

Section \_\_\_\_\_ Prevention of Demolition by Neglect.

Any owner of a property within the historic district shall be guilty of a Class 2 misdemeanor when the owner permits the deterioration of the property by intentional neglect. Where appropriate, the Historic District Commission may request a meeting with the owner in order to discuss the condition of the property. Each day that a violation continues to exist shall constitute a separate offense.

Section \_\_\_\_\_ Conformity of Work with the Approvals Given.

All work performed pursuant to an approval given under this ordinance shall conform to the provisions of the approval. City staff shall inspect from time to time any work being performed in order to ensure compliance with its approval. City staff shall assist the Historic District Commission by making inspections to ensure compliance. When there is not compliance with the approval, the City may issue a stop work order in addition to any other penalties provided herein.

Section \_\_\_\_\_ Penalties.

Any person who performs work without following the provisions of this ordinance shall be guilty of a violation of this ordinance and shall be subject to a fine not exceeding one hundred dollars. Each day that a violation continues to exist shall constitute a separate offense.

Section \_\_\_\_\_ Coordination with Other City Departments.

City departments shall give timely notice to the Historic District Commission of matters that will affect property in the West Boulevard Historic District. Notice shall also be given on matters affecting the environs of the district. The Historic District Commission may provide comments to the City staff regarding the such matters.

Section \_\_\_\_\_ Definitions.

As used in this Ordinance, the following terms shall mean:



- A. "Alteration." Any construction involving the exterior appearance of a building, structure or site including, but not limited to, adding to, changing, or eliminating doors, windows, steps, fences, railings, porches, balconies, or ornamentation and the changing of roofing material, siding, or other building materials. Ordinary repairs and maintenance, including changes in paint color, shall not be considered an alteration.
- B. "Certificate of Appropriateness." A document, issued by the Historic District Commission, which authorizes work to be done on property within a locally designated historic district and its environs.
- C. "Demolition." Any act which destroys in whole or in part a building or structure.
- D. "Environs." Property or a portion of a property that is located within 50 feet of the historic district or individual historic property. The measurement of streets, alleys, and other rights-of-way shall not be counted as part of the 50-foot environs.
- E. "Extreme Hardship." The inability of owners of historic property to make reasonable use of their property. Extreme hardship occurs when a historic property cannot be used by the owner or a tenant because of its condition, and the historic property cannot be rehabilitated for an amount of money that would be reasonable after recognizing that rehabilitation of historic property can cost more than other properties. Extreme hardship does not occur when deterioration of the property occurs because of intentional neglect.
- F. "New Construction." The construction of a principal or accessory building or structure or the addition to an existing building or structure.
- G. "Ordinary Maintenance or Repairs." Work which corrects or prevents any deterioration or damage to a building or structure in order to preserve it or restore it to its condition prior to any deterioration or damage. The work does not involve a change in the design, materials, or outer appearance of the building or structure.
- H. "Rehabilitation." Returning property to a state of utility through an expansion, addition, repair, or alteration that makes possible a contemporary use of the property while retaining those features that qualify the property for historic designation.
- I. "Secretary of the Interior's Standards for Rehabilitation." The standards used by the federal government in evaluating applications for the federal tax incentives that are given for rehabilitating the historic property. These standards are also used by state and local preservation programs.

Section \_\_\_\_\_ Penalties.

Any person who performs work without following the provisions of this ordinance shall be guilty of a violation of this ordinance and shall be subject to a fine not exceeding one hundred dollars. Each day that a violation continues to exist shall constitute a separate offense.

Section \_\_\_\_\_ Severability of Provisions.

If any section of this ordinance shall, for any reason, be declared invalid or unconstitutional, the remaining provisions shall continue to have full force and effect.

# DESIGN GUIDELINES FOR HISTORIC DISTRICTS

by: Nore V. Winter

## PART 1:

### GUIDELINES FOR SITE DESIGN

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#### SET-BACKS

1. MAINTAIN THE PATTERN AND ALIGNMENT OF BUILDINGS ESTABLISHED BY THE TRADITIONAL SET-BACKS FROM THE STREET.

#### ENTRANCE ORIENTATION

2. MAINTAIN THE TRADITIONAL DESIGN VOCABULARY USED FOR DEFINING BUILDING ENTRANCES.

#### PLANT BEDS AND PLANTINGS

3. LOCATE PLANTINGS IN TRADITIONAL AREAS OF THE SITE.
  - \* Along fences, walks, foundations, and at porch edges are good locations.

#### FENCES

4. MAINTAIN TRADITIONAL FENCE LINES WHERE THEY EXISTED.
  - \* Preserve historic fences in their original location.

#### PAVING

5. WHERE HISTORIC PAVING MATERIALS EXIST IN THE AREA, CONSIDER USING SIMILAR MATERIALS FOR NEW PAVING.
  - \* Preserve historic paving materials in their original location.

#### PARKING LOTS

6. PLAN PARKING LOTS TO BE SUB-DIVIDED INTO SMALL COMPONENTS SO THAT THE VISUAL IMPACT OF LARGE PAVED AREAS IS REDUCED.
  - \* Provide planting buffers at the edges of the parking lots.
  - \* Also include islands of planting in the interior of lots.
  - \* Side or rear locations are preferred for parking lots.

#### SIGNS

Signs should be subordinate to the architecture and overall character throughout the district. The types and sizes of signs allowed are defined in the zoning ordinance. These guidelines also apply:

7. NO MOVEABLE OR PORTABLE SIGNS ARE ALLOWED IN ANY LOCATION IN THE DISTRICT.
8. POSITION FLUSH-MOUNTED SIGNS SO THEY WILL FIT WITHIN ARCHITECTURAL FEATURES.
  - \* Locate flush signs so they do not extend beyond the outer edges of the building front.
  - \* Avoid obscuring ornament and detail.
9. LOCATE PROJECTING SIGNS ALONG THE FIRST FLOOR LEVEL OF THE FACADE.
  - \* Positions near the building entrance are encouraged.
10. WHERE SEVERAL BUSINESSES SHARE A BUILDING, COORDINATE THE SIGNS.
  - \* Align several smaller signs, or group them onto a single panel.

- \* Use similar forms or backgrounds for the signs, to visually tie them together.

11. LOCATE POLE MOUNTED SIGNS IN LANDSCAPED AREAS.

12. SIGN MATERIALS SHOULD BE COMPATIBLE WITH THE BUILDING MATERIALS.

## **PART 2:**

### **GUIDELINES FOR THE REHABILITATION OF CONTRIBUTING STRUCTURES IN HISTORIC DISTRICTS**

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These guidelines, #13-26, apply to the rehabilitation of all contributing structures in the "Historic Districts" in addition to the site guidelines, #1-12.

#### **ESTABLISHING A GENERAL APPROACH:**

The primary objectives of a rehabilitation plan should be:

- \* The preservation of all important or "character-defining" architectural materials and features of the building.

AND

- \* Provision for a safe and efficient contemporary use.

#### **DETERMINING THE CONTENTS OF A REHABILITATION PLAN:**

A plan should contain strategies for these three types of work:

- \* Protection and maintenance of historic features that survive in generally good condition.
- \* Repair of historic materials and features that are deteriorated.
- \* Replacement of historic materials and features with new materials where deterioration is so extensive that repair is not possible.

A plan MAY also include strategies for:

- \* Alterations to the exterior of the historic building.
- \* Additions of new rooms or spaces to the exterior of the historic building.

#### **General Preservation Policy:**

Preservation of character-defining elements of historic buildings is a top priority, and alterations and repairs should accurately represent the historic qualities of the buildings. Original documentation therefore should be used for restoration work whenever possible. Where original documentation is not available, interpretations of similar elements that occurred in the area may be considered.

#### **DESIGN CHARACTER**

13. RESPECT THE ORIGINAL DESIGN CHARACTER OF THE BUILDING.

- \* Analyze the building to determine which elements are essential to its character.
- \* Don't try to make it appear older (or younger) in style than it really is. The genuine heritage of the District should be expressed.

#### **CHANGE IN USE**

14. NEW USES THAT REQUIRE THE LEAST CHANGE TO EXISTING STRUCTURES ARE ENCOURAGED.

- \* Every reasonable effort should be made to provide a compatible use for the building that will require minimal alteration to the building and its site.

#### REPAIRING ORIGINAL FEATURES

##### 15. AVOID REMOVING OR ALTERING ANY HISTORIC MATERIAL OR SIGNIFICANT ARCHITECTURAL FEATURES.

- \* Original materials and details that contribute to the historic significance of the structure are qualities that should be preserved whenever feasible. Rehabilitation work should not destroy the distinguishing character of the property or its environment.
- \* Examples of historically significant architectural features are porches, window trim, and chimneys. Other significant elements may be the overall building form, its roof shape or material finish.

##### 16. PROTECT AND MAINTAIN EXISTING SIGNIFICANT STYLISTIC ELEMENTS.

- \* Protection includes the maintenance of historic material through treatments such as rust removal, caulking, and re-painting.

##### 17. USE APPROVED PROCEDURES FOR CLEANING, REFINISHING, AND REPAIRING HISTORIC MATERIALS.

##### 18. MINIMIZE INTERVENTION WITH HISTORIC ELEMENTS.

- \* Deteriorated architectural features should be repaired rather than replaced, wherever possible.
- \* Patch, piece-in, splice, consolidate, or otherwise upgrade the existing material, using recognized preservation methods, whenever possible.

##### 19. THE REPLACEMENT OF MISSING PORTIONS OF AN ELEMENT MAY BE INCLUDED IN REPAIR ACTIVITIES.

- \* Match the original material when feasible. A substitute material is acceptable if the form and design of the substitute conveys the visual appearance of the original.

##### 20. WHEN DISASSEMBLY OF AN HISTORIC ELEMENT IS NECESSARY FOR ITS REHABILITATION, USE METHODS THAT MINIMIZE DAMAGE TO THE ORIGINAL MATERIALS.

- \* Always devise methods of replacing the disassembled materials in their original configuration.

#### REPLACING ORIGINAL FEATURES

##### 21. REPLACEMENT OF MISSING ARCHITECTURAL ELEMENTS SHOULD BE BASED ON ACCURATE DUPLICATIONS OF ORIGINAL FEATURES.

- \* In the event replacement is necessary, the new material should match that being replaced in design, color, texture, and other visual qualities.
- \* The design should be substantiated by physical and/or pictorial evidence.

##### 22. USE MATERIALS SIMILAR TO THOSE EMPLOYED HISTORICALLY WHERE FEASIBLE.

- \* If alternate materials must be used, they should match the original in appearance as closely as is possible.

##### 23. WHERE RECONSTRUCTION OF AN ELEMENT IS IMPOSSIBLE BECAUSE OF A LACK OF HISTORICAL EVIDENCE, THEN A NEW DESIGN THAT RELATES TO THE BUILDING IN GENERAL SIZE, SCALE AND MATERIAL MAY BE CONSIDERED.

- \* Use design elements that reflect the building's style.

#### EXISTING ALTERATIONS

##### 24. PRESERVE OLDER ALTERATIONS THAT HAVE ACHIEVED HISTORIC SIGNIFICANCE IN THEMSELVES.

- \* Many changes to buildings that have occurred in the course of time are themselves evidence of the history of the building and its neighborhood. These changes may have developed significance in their own right, and this significance should be recognized and respected.
- \* An example of such an alteration may be a porch or a kitchen wing that was added to the original building early in its history.

25. MORE RECENT ALTERATIONS THAT ARE NOT HISTORICALLY SIGNIFICANT MAY BE REMOVED.

#### **SERVICE AREAS AND EQUIPMENT**

26. SCREEN SERVICE EQUIPMENT AND TRASH CONTAINERS FROM PUBLIC VIEW.

\* The visual impact of mechanical and electrical equipment should be minimized.

#### **NOTE:**

\* If the rehabilitation project involves a commercial type of building, also see guidelines #27-31.

\* If the rehabilitation project involves a residential type building, also see guidelines #32-38.

### **PART 3: SPECIAL GUIDELINES FOR COMMERCIAL TYPE BUILDINGS**

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These guidelines apply to the rehabilitation of commercial type structures in the "Historic Districts" in addition to the general guidelines, #1-26.

#### **DISPLAY WINDOWS**

27. MAINTAIN THE LARGE DISPLAY WINDOWS THAT ARE CHARACTERISTIC OF COMMERCIAL BUILDINGS.

\* The traditional "storefront" image should be preserved at the street level.

\* When replacing glass or restoring windows, maintain the original size and shape of the storefront opening.

#### **SECOND STORY WINDOWS**

28. PRESERVE THE ORIGINAL SIZE AND SHAPE OF UPPER STORY WINDOWS.

#### **BUILDING ENTRANCES**

29. MAINTAIN ORIGINAL RECESSED ENTRIES WHERE THEY EXIST.

#### **ROOFS**

30. PRESERVE ORIGINAL ROOF FORMS WHERE THEY CONTRIBUTE TO THE HISTORIC CHARACTER OF THE BUILDING.

31. MAINTAIN ORIGINAL ROOF MATERIALS WHERE THEY ARE VISIBLE TO THE STREET

### **PART 4: SPECIAL GUIDELINES FOR RESIDENTIAL TYPE STRUCTURES**

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These guidelines apply to the rehabilitation of residential type structures in the "Historic Districts" in addition to the general guidelines, #1-26.

#### **MATERIALS**

32. MAINTAIN THE ORIGINAL FINISH.

#### **TRIM AND ORNAMENT**

33. MAINTAIN HISTORIC TRIM AND ORNAMENT.

\* Preserve existing trim in place where it survives.

- \* Where original trim is missing, replace missing elements with designs to match the original.
- \* Use original proportions for trim designs.

#### **ROOFS**

34. PRESERVE ROOFS AT THEIR ORIGINAL PITCH.
35. PRESERVE THE CHARACTER OF ORIGINAL ROOFING MATERIALS.

#### **WINDOWS**

36. MAINTAIN HISTORIC WINDOW PROPORTIONS.
37. IF STORM WINDOWS ARE USED, THEY SHOULD NOT OBSCURE ORIGINAL WINDOW PROPORTIONS.

#### **ENTRANCES**

38. MAINTAIN THE HISTORIC CHARACTER OF THE BUILDING ENTRANCE.
  - \* Where porches exist, they should be preserved.
  - \* Where original doors contribute to the historic character, they should be preserved.

### **PART 5:**

## **GUIDELINES FOR NEW CONSTRUCTION IN HISTORIC DISTRICTS**

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In general, new buildings should be harmonious in form, material, siting and scale with the established district character. In addition to the general site design guidelines #1-12, the following guidelines apply to all new construction in "Historic Districts."

#### **BUILDING ORIENTATION**

34. ALIGN THE FACADE OF THE NEW BUILDING WITH THE ESTABLISHED SET-BACKS FOR THE AREA.

#### **BUILDING FORM AND SCALE**

35. NEW BUILDINGS SHOULD APPEAR SIMILAR IN MASS AND SCALE WITH HISTORIC STRUCTURES IN THE AREA.
  - \* Where new building facades will be wider than those found traditionally, subdivide the surface into portions similar in scale to historic facades by varying set-backs, roof forms, and materials.

36. USE BUILDING FORMS THAT MATCH THOSE USED HISTORICALLY.

37. USE ROOF FORMS THAT MATCH THOSE USED HISTORICALLY.

#### **MATERIALS**

38. USE BUILDING MATERIALS THAT ARE SIMILAR TO THOSE EMPLOYED HISTORICALLY FOR ALL MAJOR SURFACES.
  - \* Materials for roofs should be similar in appearance to those used historically.
  - \* New materials may be used if their appearances are similar to those of the historic building materials.
  - \* Use finishes similar to others in the district.

#### **ENTRANCES**

39. ORIENT THE MAIN ENTRANCE OF THE BUILDING IN A MANNER SIMILAR TO ESTABLISHED PATTERNS IN THE DISTRICT.
  - \* If porches are typical of the district, use similar elements to define entrances to new buildings.

## **WINDOWS**

40. USE OF WINDOW SIZES AND PROPORTIONS SIMILAR TO HISTORIC DESIGNS IS ENCOURAGED.

NOTE: If the new construction includes an addition to an existing building, see also guidelines #41-46.

## **PART 6:**

### **ADDITIONS TO "CONTRIBUTING" STRUCTURES**

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These guidelines apply for additions to contributing structures in the "Historic Districts" in addition to guidelines, #1-12 and #34-40.

#### **RELATIONSHIP TO MAIN BUILDING**

41. ADDITIONS TO EXISTING BUILDINGS SHOULD BE COMPATIBLE WITH THE SIZE, SCALE, COLOR, MATERIAL, AND CHARACTER OF THE MAIN BUILDING AND ITS ENVIRONMENT.

\* Additions include porches and bay windows, as well as entire wings or rooms.

#### **ORIGINAL DESIGN CHARACTER**

42. WHEREVER POSSIBLE, NEW ADDITIONS OR ALTERATIONS TO BUILDINGS SHOULD NOT OBSCURE OR CONFUSE THE ESSENTIAL FORM AND CHARACTER OF THE ORIGINAL BUILDING.

43. AVOID NEW ADDITIONS OR ALTERATIONS THAT WOULD HINDER THE ABILITY TO INTERPRET THE DESIGN CHARACTER OF THE HISTORIC PERIOD OF THE DISTRICT.

\* Alterations that seek to imply an earlier period than that of the building are inappropriate.

\* Alterations that seek to imply an inaccurate variation on the historic style are also inappropriate.

#### **LOCATION**

44. WHEN LOCATING ADDITIONS TO HISTORIC BUILDINGS, MAINTAIN THE PATTERN CREATED BY THE REPETITION OF BUILDING FRONTS IN THE AREA.

\* Site additions back from the building front so they will not alter the historic rhythm of building fronts.

45. LOCATE ADDITIONS SO THEY WILL NOT OBSCURE OR DAMAGE SIGNIFICANT ORNAMENT OR DETAIL.

\* Place additions to the side or rear.

\* Avoid impacts to special moldings, decorative windows or dormers.

#### **MATERIALS**

46. USE MATERIALS THAT ARE COMPATIBLE WITH THE ORIGINAL BUILDING.