

# New Baltimore

## Historic District Design Guidelines



A Guide to Building Maintenance, Repair,  
and Improvements in the Historic District

### **New Baltimore Historic District Commission**

City of New Baltimore  
36535 Green Street  
New Baltimore, Michigan

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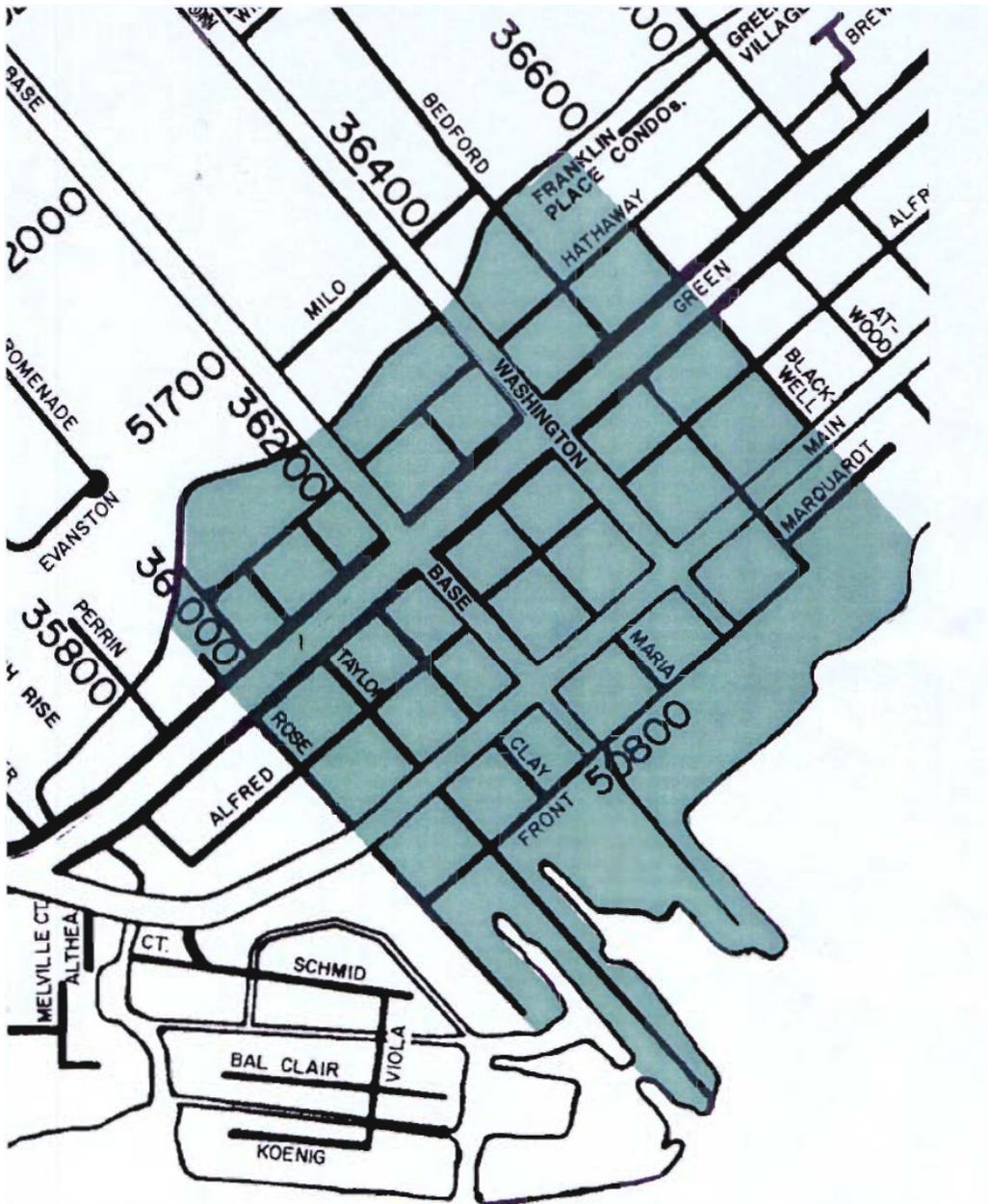
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## INTRODUCTION

The New Baltimore Historic District Commission (“HDC”) was created in 1989 when the City of New Baltimore designated a historic district that contains an area in the central city roughly bounded by Rose Street, Lake St. Clair (Anchor Bay), Blackwell Street and Crapeau Creek. Five non-contiguous properties are included in the district: 51180 Washington (Big Stone School); 52945 Washington (The Firs, now demolished); 36821 Green Street (now demolished); 36848 Main Street and 36876 Main Street. The contiguous portion of the district is shown in the map below.



The Historic District is bounded by Rose to the south, Blackwell to the north, Crapeau Creek to the West and Lake St. Clair to the East.

Figure 1 – New Baltimore contiguous historic district boundaries

## HISTORY AND ARCHITECTURAL STYLES

Located on the north shore of Lake St. Clair in Macomb County, the New Baltimore area was originally occupied by Native Americans and by French fur trappers and traders in the late 1790s. In 1845 Alfred Ashley platted sixty acres into the typical grid system of streets and lots, creating the Village of Ashley – located roughly between the present day streets of Clay and Maria. In 1867 the village was renamed New Baltimore and was home to manufacturers of barrels, bricks, brooms, corsets, coffins and creamery products. However, the village's location on Anchor Bay and the transportation facilities that were provided - long docks out into the lake - allowed New Baltimore to grow by exporting local agricultural and manufactured goods.

In the mid- to late-1800s the community transitioned from that of a transportation center to a resort area for vacationing Detroiters. An opera house, hotels and bath houses were constructed to provide for recreational activities in the summer and winter. During this time a brewery and numerous commercial establishments were built that served the local and tourist communities. In the late 1890s the Detroit and St. Clair River Railway ran its line from Detroit to Port Huron through New Baltimore and changed the focus of transportation from water to rail. The interurban line first arrived in 1897 and served the area until its closure in the 1920s.

The tremendous growth at Selfridge Air Field, located to the south on Lake St. Clair, beginning with World War II and into the Cold War brought another growth spurt to New Baltimore as servicemen required nearby housing for their families.

Residents originally built houses and commercial buildings in architectural styles popular in the period, first Greek Revival, then Queen Anne, Italianate, Colonial Revival, and Craftsman/Bungalow through the 1900s. Newer construction is typical of styles in the 1950s, 60s, and 70s, as are the alterations to properties.

### GREEK REVIVAL (1820 – 1860)

Popular in the very early days of New Baltimore, a number of examples of this style survive. Greek Revival style buildings were constructed to resemble the architecture of ancient Greece. As a new democracy, Americans identified with the ancient democracies of Greece and wanted their architecture to illustrate those ideals.

Identifying features include: Low-pitched, front-gable roof with full or broken pediment, known as a temple front; Classical detailing such as heavy cornices, simple moldings, and columns and pilasters; a rectangular building shape, often with a wing.





Although altered with additions, new window openings and artificial siding, this house is an example of the Greek Revival style. The wide fascia board, eave returns and knee-wall windows indicate the early age of this house.



The First Congregational Church is another example of the Greek Revival Style with its pediment front, wide corner boards, entrance door and window hoods.

## ITALIANATE (1855-1885)

Italianate architecture was primarily influenced by the architecture of the Italian Renaissance including countryside villas and palaces. It is a departure from the simplicity of the Greek Revival style and illustrates the growing influence of European styles on American architecture. The style was applied to residences and commercial buildings and New Baltimore has some of each type of building.

Identifying features include: Deep overhanging eaves with carved brackets on residences, elaborate heavy cornices with brackets on commercial buildings; corner quoins and corbelled brickwork; tall narrow windows, often with rounded or segmented arches; low, flat pyramidal roofs, sometimes with a cupola in the center (residential).

**36848 Main Street is a good example of the Italianate style with elaborate window hoods, dentiled cornice and detailed porch.**



**The Grand Pacific House is a commercial building example of the Italianate style.**

## QUEEN ANNE (1875-1900)

Named and popularized by a group of English architects, the Queen Anne style has asymmetrical floor plans and irregular roof shapes. Proponents of the style found their inspiration in the medieval art and architecture that preceded its namesake's reign as the Queen of England from 1702 to 1714. The style's compatibility with earlier American Colonial styles evoked nostalgia and helped popularize it in the United States. The diversity of forms and materials available at the time allowed a great variety within Queen Anne style architecture. Examples of the style in New Baltimore are primarily residential, and generally not as decorative as those in larger communities. Many have had their ornamentation removed through the installation of artificial siding over the years.

Identifying features include: Rounded or polygonal towers; windows of many shapes, sometimes with borders of small squares of tinted glass; decorated wall surfaces including use of carved trim pieces; use of pressed metal to imitate stone features (commercial); decorative brick patterns in commercial buildings including corbelling, bands of molded brick or terra cotta and inset panels.

**This is a typical example of the Queen Anne style.**



**This house is a simple example of the Queen Anne style. The off-set front door, wide first floor window, Doric porch columns and gable-front roof with dormers are indicative of the style.**

## COLONIAL REVIVAL (1880-1955)

Spurred in part by the American Centennial, the Colonial Revival style replicated details of American colonial architecture and adapted it to the massing and forms of the period. The style typically includes rectangular floor plans and symmetrical facades. Colonial Revival architecture is quite common and was the dominant residential style in the twentieth century. In addition to residential construction, the style was also used for monumental commercial buildings such as churches, schools, and banks. In New Baltimore the style is found on both historic and non-historic residential buildings, along with some newer commercial buildings.

Identifying features include:

Small overhangs with dentil moldings; fanlights above doors; Palladian windows and double-hung sash with small panes; center entrances; Wood siding and wood details (residential); red brick walls and stone trim with wood moldings (commercial).

**The entry door, porch columns and railing, and dormer details all contribute to the Colonial Revival style of this house.**



**An example of a Dutch Colonial Revival with a gambrel roof**

## **BUNGALOW or CRAFTSMAN (1905 – 1930)**

Bungalow denotes a general type or form rather than a specific style of architecture. Although residential bungalows display a variety of materials and details, they are easily recognized by their wide, low-pitched roofs and broad front porches. They became very popular in the United States in the early 20<sup>th</sup> century partly in response to a rejection of the constraints of the earlier Victorian styles. Bungalows range in scale from modest one-story dwellings to large two or two-and-a-half story homes. They often feature art glass and have exposed brackets and rafters and combinations of different textures such as cobblestones and shingles.

Created in Southern California by the architects Greene and Greene, the Craftsman style home was a very popular type of bungalow influenced by the English Arts and Crafts movement. The popularity of the style grew with the publication of pattern books and Gustave Stickley's magazine, "The Craftsman." The style carried the message of simplicity, harmony with nature, and promotion of craftsmanship.

Identifying features include: Massive gable or hipped roof with wide overhang and exposed rafter tails; prominent porches, verandas, or terraces; use of wood and stone or brick as primary materials.



**This modified Craftsman Bungalow still retains its porch piers, deep eaves, and brackets**



**This Craftsman Bungalow has porch piers and deep eaves that are typical for the style.**

## HISTORIC DISTRICT COMMISSION

This document has been created by the New Baltimore Historic District Commission (“HDC”) as an aid to completing building improvement projects. All exterior work within the historic districts must be reviewed and approved by the HDC before the City can issue a building permit. Many minor projects can be approved by City staff on behalf of the Commission. Major projects, including demolition, additions, new construction and signage must be reviewed at one of the Commission’s meetings which are typically held the first Tuesday of every month at 7 PM at City Hall. The Commission is made up of seven city residents that are appointed by the Mayor and City Council for three year terms.

### Historic Tax Credits

Owners of income producing properties that are listed on the National Register of Historic Places, 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 rehabilitation. As of 2010 New Baltimore does not have any National Register listed properties. More information can be found at [www.michigan.gov/hpcredit](http://www.michigan.gov/hpcredit).

### Using the Design Guidelines

These guidelines apply to repair, maintenance, rehabilitation and new construction projects undertaken in New Baltimore’s locally designated historic districts.

These design guidelines should be consulted any time a property owner is contemplating work to the exterior. Ordinary repair and maintenance are encouraged; however even projects that may seem small – like replacing windows or doors – can have a dramatic effect on historic properties. The following is a list of common changes that can have a large impact on the integrity of a historic structure or district:

- Alteration or restoration of exterior features of a historic building
- Removal or demolition, in whole or in part, of a historic building
- Alteration of a storefront or windows above
- Application of a new exterior siding materials
- Addition of a new window or door opening
- Creation of a driveway or a parking area
- Application of architectural features and other miscellaneous modifications, such as cornices and bulkheads
- Construction of a new additions
- Construction of a new building in a historic district

The above list is not all inclusive, but is indicative of the types of changes to which these design guidelines apply. 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.

Property owners should first refer to the guidelines for all historic properties and also to the information for Residential and Commercial structures. These terms apply to the building’s original use. For example, there are some houses that now have a commercial use or zoning, but the residential portion of the design guidelines would apply to them since they were constructed as houses. Institutional type buildings such as schools and churches will generally need to refer to the Commercial guidelines.

These guidelines will be used by the Historic District Commission (“HDC”) when reviewing projects in the locally designated historic district. Property owners, contractors, and architects should use the guidelines when planning projects in the historic districts.

The HDC will consider each project on a case-by-case basis to determine compliance with relevant design guidelines and *The Secretary of the Interior's Standards for Rehabilitation*. In some cases, certain guidelines will not be relevant. For example, when a project involves the repair or replacement of a historic window, the design guidelines for new construction would not apply.

Each project is unique in the building, the work, and the circumstances. This requires the HDC to determine the character-defining features of the district and property and how the proposed project affects them. If a proposed project is not compatible, there may be design alternatives that would bring it into compliance with the guidelines.

These guidelines do not cover every possible type of work or circumstance that may occur in historic districts. The final decision on whether to approve a specific project rests with the HDC.

For questions regarding permits and the applicability of these guidelines, please contact the Historic District Commission at City Hall.

## THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The United States Secretary of the Interior publishes a set of standards for the treatment of historic properties. These standards inform many preservation programs and provide a basis for the more detailed design guidelines presented in the other sections of these guidelines.

In accordance with local and state law the HDC is required to use The Secretary of the Interior's Standards for Rehabilitation. The Standards apply to historic buildings of all periods, styles, types, materials, and sizes. The Standards encompass historic buildings and their related landscape features as well as attached, adjacent, or related new construction. The ten standards are listed below and more information can be found at the National Park Service website: <http://www.nps.gov/history/hps/tps/tax/rehabstandards.htm>

*The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.*

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 shall 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 a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## DESIGN GUIDELINES FOR ALL HISTORIC PROPERTIES

This section includes general guidelines that are applicable to the maintenance, rehabilitation and expansion of both commercial and residential property types. Please also see the sections specific to commercial and residential properties which may also apply to your project. The National Park Service has published a very useful series of publications called *Preservation Briefs* that cover a wide range of preservation topics. A list of the briefs and electronic versions can be found at this site: <http://www.cr.nps.gov/hps/tps/briefs/presbhom.htm>. Specific briefs are mentioned within the appropriate topics below.

### Additions to Historic Buildings

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

A new addition should never compromise the integrity of the original building or site either directly through destroying or removing 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 commercial buildings should be designed to not be visible from the main street.

For more information refer to the National Park Service Preservation Briefs 14, New Exterior Additions to Historic Buildings, Preservation Concerns, accessible at this site: <http://www.cr.nps.gov/hps/tps/briefs/brief14.htm>

### GUIDELINES FOR ALL ADDITIONS

#### Appropriate

- Determine if an addition is absolutely required.
- Placing the required addition on non-character defining or inconspicuous elevations and limiting the size and scale in relationship to the historic property.
- Locating and designing a new addition so that significant site features, including mature trees, are not lost or damaged.
- Designing a new addition in a way 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 surrounding district. The addition's footprint should not exceed half of the original building's footprint or total floor area.
- Designing the addition so it is compatible in terms of massing, materials, relationship of solids to voids, and proportion of openings.

#### NOT Appropriate

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

## RESIDENTIAL ADDITIONS

### Appropriate

- Locating an addition within a detached accessory structure located to the rear of the primary building.
- Separating a larger addition from the main building by linking it with a smaller connecting structure, “a hyphen.”

### NOT Appropriate

- Designing an addition that overpowers or dramatically alters the original building through size or height.
- Designing an addition that adds a full floor directly above the front of the building without stepping back.

## COMMERCIAL ADDITIONS

### Appropriate

- 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 or rooftop additions that are set back from the front and side walls and are as inconspicuous as possible when viewed from the street.

### NOT Appropriate

- Designing an addition that overpowers or dramatically alters the original building through size, height or materials.
- Designing an addition that adds height at the exterior wall planes without stepping back.

## Windows

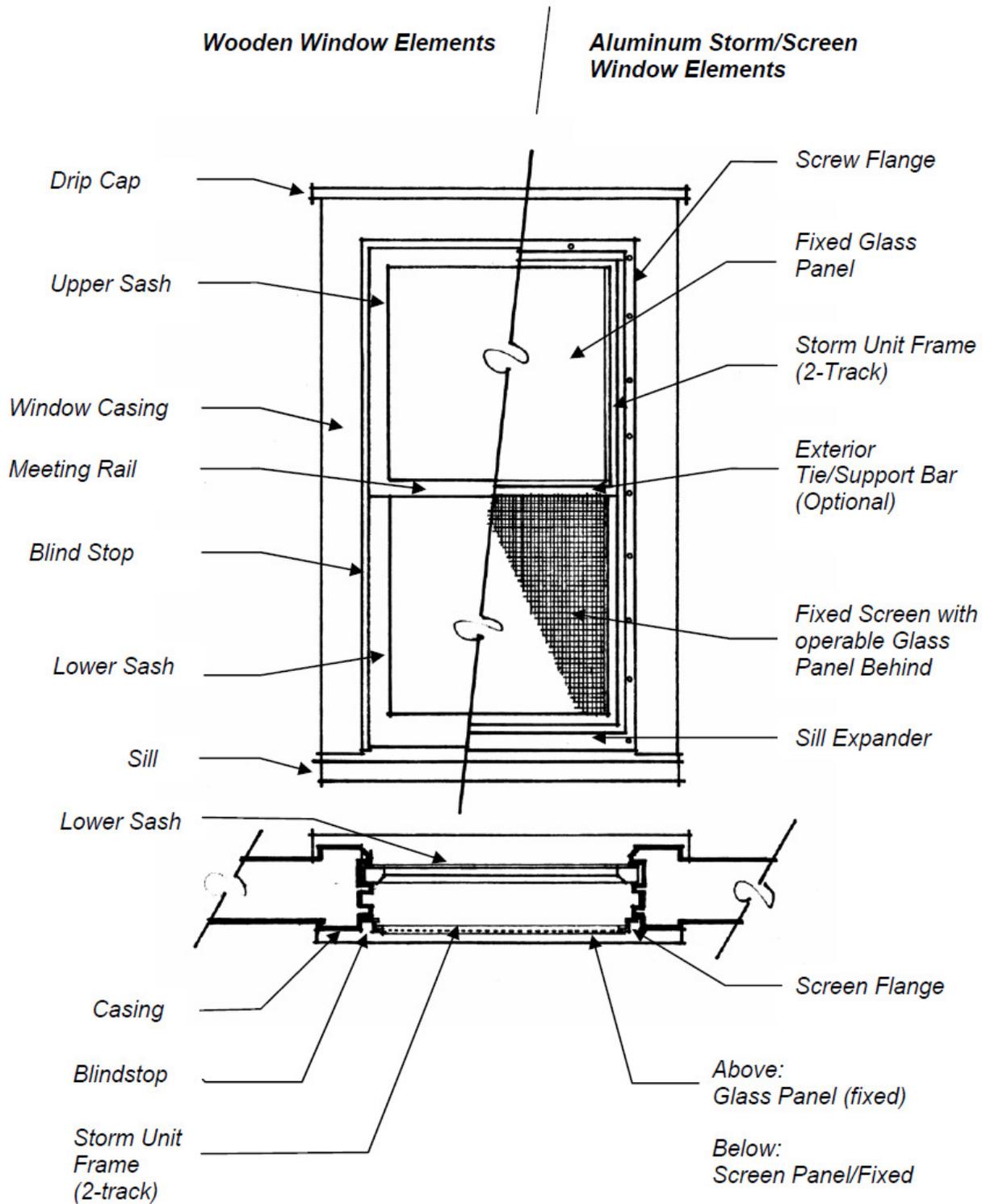
The various arrangements of windows, the sizes and proportions of openings, and the decorative elements associated with them are used to achieve and enhance the architectural style of the building. Windows are an important design element of historic buildings and every effort should be made to preserve or duplicate their unique features. 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.

For more information refer to the National Park Service Preservation Briefs 9, Repair of Historic Wooden Windows and Briefs 13, The Repair and Thermal Upgrading of Historic Steel Windows, accessible at these links:

<http://www.cr.nps.gov/hps/tps/briefs/brief09.htm> and <http://www.cr.nps.gov/hps/tps/briefs/brief13.htm>

WINDOW PARTS AND PROPER STORM WINDOW INSTALLATION

(courtesy John Rosemurgy, Keweenaw National Historical Park, Calumet Historic District Design Guidelines)



## WINDOWS

### Appropriate

- Retaining and maintaining windows in good condition. Normal maintenance includes 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.
- Replacing seriously deteriorated windows that cannot be repaired with new windows that match the existing in material, layout, muntin size, glass area, and stile size to the original. Insulated, non-reflective glass is permitted in window replacement using interior and exterior muntins with a spacer bar that replicates the original window.
- If a window is completely missing, replacing 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 on historic and pictorial evidence.

### NOT Appropriate

- Failing to maintain and repair existing windows.
- Replacing an entire window that is not deteriorated beyond repair.
- Removing or radically changing a window that is important in defining the overall historic character of the property.
- Changing the number, location, size, and/or glazing pattern of the windows by cutting new openings, blocking-in, and installing replacement sash which does not fit the historic opening.
- Using tinted, reflective, or opaque glass.
- Installing an exterior storm/screen window that is an incorrect size and that does 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.
- Blocking windows with dropped ceilings or relocated walls.

## 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.

The following guidelines should be followed when repairing, cleaning, rehabilitating or replacing historic wood siding, trim and architectural details on both commercial and residential structures.

#### Appropriate

- Preserving and maintaining wood siding, shingles, trim, and architectural features by protecting surfaces with paint or stain.
- Repairing 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.
- Replacing wood siding, shingles, trim and architectural features that are deteriorated beyond repair with components that exactly match the original in dimension, detail, and texture.
- Removing non-original substitute siding and trim and restoring the original wood siding, trim and architectural features.
- Replacing 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.

#### NOT Appropriate

- Using substitute materials to cover or replace wood siding, shingles, trim, and architectural features.
- Resurfacing wood buildings with new materials that are inappropriate or were unavailable when the building was constructed, such as artificial stone, metal, vinyl siding, or the siding material T-111.
- 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.

## **Masonry - Walls, Trim and Foundations**

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

The following guidelines should be followed when repairing, cleaning, rehabilitating or replacing historic masonry walls, trim or foundations on both commercial and residential structures.

#### Appropriate

- Retaining original masonry and mortar wherever possible without the application of any surface treatment.
- Protecting, maintaining and preserving masonry features and surfaces that contribute to the overall historic character of a building and site.
- Repointing 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.
- Providing adequate drainage to prevent water from standing on flat, horizontal surfaces.
- Duplicating old mortar in composition, color, texture, joint size, method of application, and joint profile.

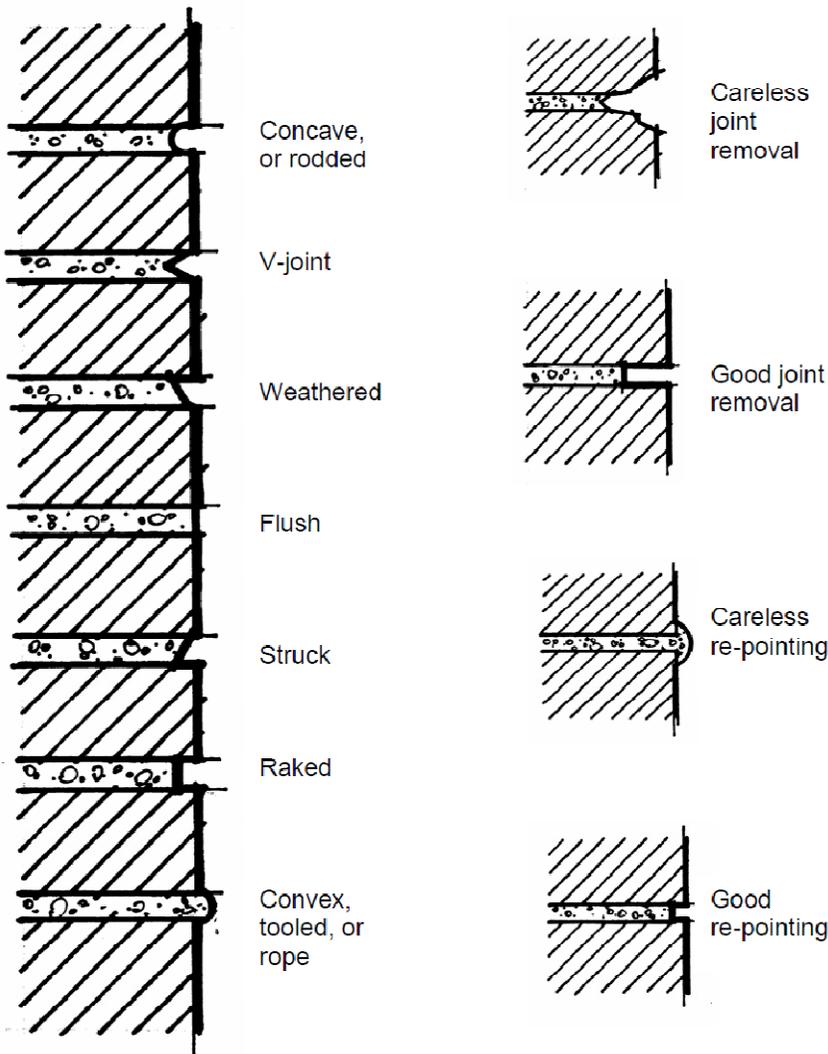
- Repairing historic masonry using recognized preservation methods.
- Repairing stucco with a mixture that duplicates the original as closely as possible in texture, color, and appearance.
- Cleaning masonry only when necessary to halt deterioration or to remove graffiti and stains, using only the gentlest method possible such as low pressure water (less than 100 psi) and soft natural bristles.
- If a feature is completely missing, replacing 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 or district.

NOT Appropriate

- Sandblasting or using other abrasive techniques that will damage historic masonry.
- Concealing historic masonry, including painting historic masonry that is unpainted.
- Applying waterproof or water repellent coatings or applying surface consolidation treatments.
- Using 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.
- Using synthetic caulking to repair masonry walls.

**Typical Mortar Joints**

**Masonry Repointing**



**Typical mortar joints and tuckpointing (repointing) - courtesy John Rosemurgy, Keweenaw National Historical Park, Calumet Historic District Design Guidelines**

## Roofs – Shape, Materials, Gutters, Dormers and Chimneys

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 and original roofing features such as dormer windows, cupolas, cornices, brackets, chimneys, weather vanes, historic gutters and downspouts, and lightning rods. If a roof has an original historic material such as slate, tile or metal the original material should be retained.

The following guidelines should be followed when repairing, cleaning, rehabilitating or replacing historic roofs, gutters or chimneys.

### Appropriate

- Retaining and maintaining original historic roofing materials, roof shape, dormers, cupolas, chimneys, and built-in or decorative gutters and downspouts.
- Maintaining historic roofing materials by keeping the roof free of leaves, trimming tree branches that touch the roof, and regularly inspecting for leaks and damage.
- Repairing historic roofing materials such as slate, tile, or metal by replacing only the deteriorated portions with exactly matching materials, and replacing deteriorated flashing to match the existing.
- Replacing historic roofing material that is deteriorated beyond repair with matching materials. If using the original is not technically feasible, the compatible substitute materials may be considered.
- Replacing non-original roofing materials with either the documented historic roofing material or a compatible new material.
- Designing and constructing a new feature – such as a dormer or chimney – when the historic feature is completely missing using historic photos, drawings or physical documentation.
- Retaining original coping tiles on parapet walls.

### NOT Appropriate

- Replacing historic roofing materials such as tile and slate that are repairable.
- Installing tar paper 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 standard gutters hung on the eaves.
- 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 bricks that do not match the original and/or mortar that does not exactly match the original in composition, color, hardness and joint profile.
- Installing gutters on a roof that is not designed to have gutters.
- Adding skylights, chimneys, cupolas, and dormers where they are not appropriate.
- Wrapping rubber membrane coverings on flat roofs over the tops and sides of parapet walls so the material is visible from the street.

## Mechanical Equipment

Mechanical equipment and systems include, but are not limited to, all exterior devices related to heating, electric, plumbing, air conditioning and ventilation. The following guidelines should be followed when installing mechanical equipment on a historic property.

## Appropriate

- Installing mechanical equipment and wiring in locations so it is not visible from a public right-of-way.
- Installing new air conditioning units and related mechanical equipment so 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 such as vegetation and fencing around mechanical equipment.
- Painting mechanical equipment to blend with the building or landscape.

## NOT Appropriate

- Installing new mechanical systems that change or destroy 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.

## Lighting

The placement of lighting should have minimal impact on the historic features of historic buildings. Lighting levels need to be compatible with the district, not too bright or improperly aimed. Exterior lighting includes, but is not limited to: wall mounted lights, ceiling/can lights, pole mounted lights and flood lights. The following guidelines should be followed when repairing, maintaining, replacing or installing new light fixtures.

### APPROPRIATE

- Repairing and maintaining historic light fixtures that are attached to historic buildings, site lighting, and street lighting.
- Attaching light fixtures so historic materials are not damaged or destroyed.
- Where a historic light fixture is deteriorated beyond repair, replacing it with a reproduction light fixture that matches the historic appearance. If a reproduction is not available, installing a new contemporary fixture that is inconspicuous or complements the style and character of the resource is appropriate.
- When installing a new fixture where there is no historic light fixture, using a fixture that is inconspicuous or complements the style and character of the resource.
- When introducing new site and street lighting using fixtures that are compatible with the scale and historic character of the district.

### NOT Appropriate

- Introducing area or security lighting that is attached to power poles and that is out of scale or character with the historic buildings or district.
- Introducing flood lighting on front or side building faces. All floodlights should have shields and be aimed down.
- Installing new lighting in locations that change or destroy historic features or materials.
- Cutting through historic features to install lights.
- Illuminating building facades in residential areas with floodlights.

## Site Features

Site features such as driveways, walkways, landscaping and lighting contribute to the existing setting of historic districts.

### Driveways, Curb Cuts, Parking, Walkways and other Paved Areas

Paving includes, but is not limited to, any structure or material that is used as surface material for walks, drives, or other surfaced areas and is not part of a building. The following guidelines should be followed when working with driveways, curb cuts, parking, walkways or other paved areas in residential and commercial settings.

#### Appropriate

- Retaining and maintaining historic sidewalks, walkways, driveways, and patio/terraces.
- Designing new driveways with “radius” type curb cuts and paved with gravel, concrete, asphalt or brick. Stamped or patterned concrete will be reviewed on a case-by-case basis.
- Installing new parking areas that do not require the demolition of historic buildings and are compatible with the scale, proportion of yard area, and characteristics of the historic district behind buildings. All new parking areas will be reviewed on a case-by-case basis.
- Retaining and maintaining existing historic driveways and curb cuts.

#### NOT Appropriate

- 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.
- Reconstructing any new sidewalk, driveway, terrace, patio, and other landscape features without sufficient documentation like photos or drawings of what the historic feature looked like.



**Lawns, trees, sidewalks, and curb cuts all contribute to the setting of historic districts and properties.**

## DESIGN GUIDELINES FOR HISTORIC RESIDENTIAL PROPERTIES

This section presents general design policies for the maintenance and rehabilitation of existing residential historic resources. Refer to Chapter 3: Design Guidelines for All Historic Properties for supplementary information and guidelines on alterations to historic structures and other historic building elements and site features.

### Historic Residential Building Elements.

Historic residential building elements include doors, porches, decks, and patios. The individual elements of residential accessory structures and the appearance and location of mechanical equipment are also important. The following section provides background information and guidelines for the repair, rehabilitation, maintenance, replacement and location of historic building elements on residential structures.

### Doors

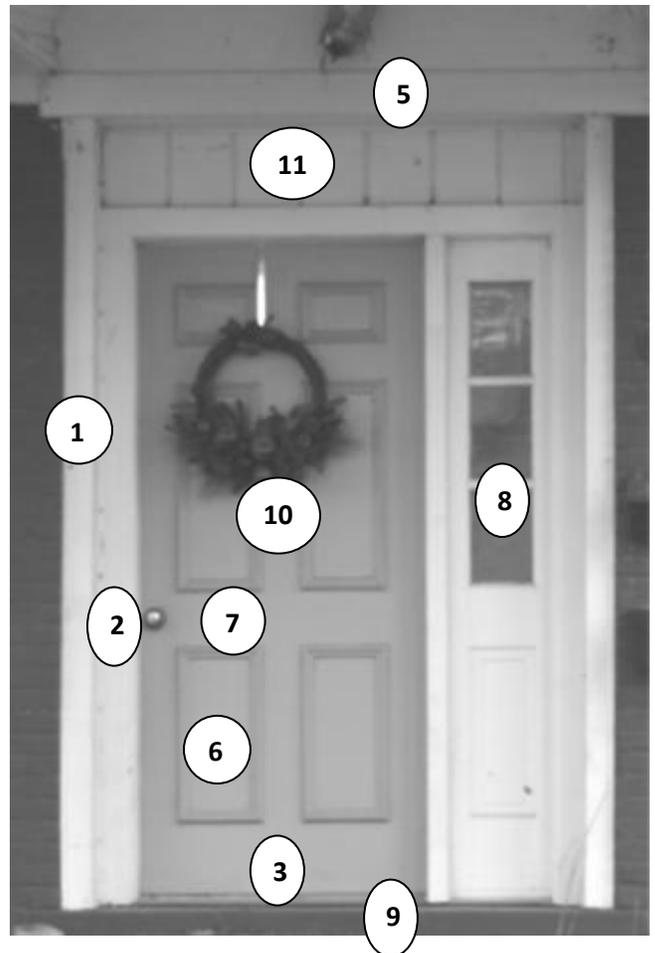
Doors are important features of the exterior of a residential building. The front door is one that everyone passing by and entering the property sees. If the original door still exists it is important to retain and repair it so the historic integrity of the property is maintained.

### Historic Door Parts

The numbered historic door parts glossary terms are keyed to the numbers on the photo. Familiarity with historic door parts will assist in planning for maintenance and rehabilitation of historic doors.

**Fanlight (not pictured):** A semicircular window over the opening of a door, with radiating bards in the form of an open fan.

1. **Frame:** The fixed, outer portion of the door.
2. **Hardware:** The operating parts of the door; i.e., the doorknob.
3. **Kickplate:** The area at the foot of the door, designed to be occasionally kicked.
4. **Light:** The glass within the door; can refer to the number of divided areas of glass (not illustrated).
5. **Lintel:** The horizontal structural member of the frame above the door.
6. **Panel:** A portion of the door that is sunk below the surrounding area, distinctly set off by molding or some other decorative device.
7. **Rail:** A horizontal member of the door.
8. **Sidelight:** The framed area of fixed glass alongside a door opening.
9. **Sill:** A horizontal member covering the floor joint on the threshold of the door.
10. **Stile:** A vertical member of the door.
11. **Transom:** A horizontally oriented fixed window above the door.



## Treatment for historic doors:

### Appropriate

- Retaining, repairing and maintaining original doors, hardware, and trim, including transoms, sidelights and surrounds.
- Replacing a missing original or non-original door 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.
- Retaining, repairing, and maintaining original storm/screen doors.
- Installing new wood or painted aluminum or steel storm/screen/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.
- Replacing original doors that are deteriorated beyond repair with a door that matches the existing exactly in design, size, proportions, profile and material.

### NOT Appropriate

- Removing or replacing repairable original door, screen/storm door, trim, transoms, sidelights or surrounds.
- Enlarging, reducing, or otherwise changing the door opening size.
- Installing a new screen/storm/security door that is not full view or that has ornamentation.
- Replacing a non-original door with a new door that does not match the house style, or that has frosted or decorative glass that is not replicating an original door.
- Installing a new door opening.

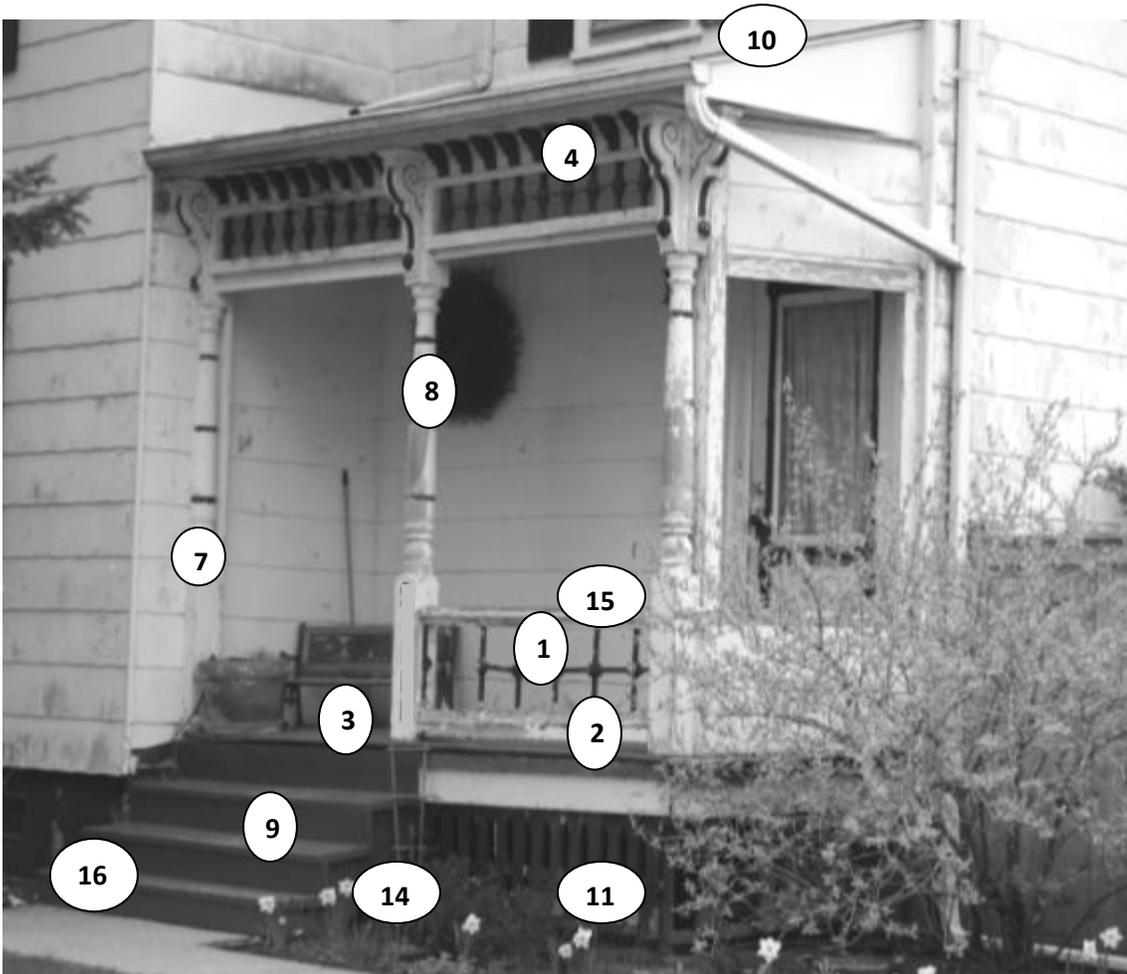
## Porches

Porches include, but are not limited to, structures attached to or immediately adjacent to a permanent structure. They are used as, or connected to, an entrance to the primary structure. Porches can be roofed or unroofed and may or may not have permanent weatherproof walls and windows. A porch usually constructed to the overall architectural style of the building, and its prominence on a property makes its preservation important. 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.

## Historic Porch Parts

The numbered historic porch parts glossary terms are keyed to the numbers on the photo. Familiarity with historic porch parts will assist in planning for maintenance and rehabilitation of historic porches.

1. Balustrade: A railing at the side of a staircase or balcony
2. Bottom Rail: The horizontal bottom member of the balustrade
3. Deck/Floor: The part of the porch that is walked on
4. Fascia: A horizontal band or board that is often used to conceal the ends of rafters
5. Newel Post: A post used to support the base or top of a stair railing (not illustrated)
6. Pediment: The triangular end of a gable roof (not illustrated)
7. Pilaster: A rectangular column or half of a post projecting slightly from a wall
8. Post/Column: The vertical members supporting the porch roof, shape varies depending on style of house
9. Riser: The vertical face of stair step
10. Roof: The covering of the porch
11. Skirting: Finish trim hiding the area beneath the porch floor
12. Soffit: The underside of a structural component (not illustrated)
13. Stair Railing: The railing or balustrade on the sides of the stair, could also be a masonry wing wall (not illustrated)
14. Stringer: The diagonal supporting member for treads and riser
15. Top Rail: The horizontal top member of the balustrade
16. Tread: The part of a step that is stepped on



The following guidelines should be followed when repairing, maintaining or installing new elements on a residential porch. The guidelines should also be followed when building a new porch.

#### APPROPRIATE

- Repairing and maintaining all porches and not allowing them 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.**
- Painting or staining all exposed wood elements.
- Replacing a porch which has deteriorated beyond repair, using physical evidence to guide the new work.
- Installing a new porch and entrance on secondary elevations may be appropriate if it does not diminish the building's architectural character and the design and materials are compatible with – but do not duplicate - the building and site.
- Repairing and maintaining balustrades, columns, newel posts, steps, and decorative trim by keeping materials in a sound condition and painted if appropriate.
- Make required new stair railings as unobtrusive as possible.
- Frame in new porch skirting. Replacement skirting should match the original or be vertical boards or wood lattice.

#### NOT Appropriate

- Removing or radically changing an entrance or porch which is important in defining the historic character of the property.
- Removing an entrance or porch because the building has been reoriented to accommodate a new use.
- Enclosing a porch in a manner that results in a 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 a porch, entrance, feature, or detail that is made up or comes from other properties (salvaged or copied).

## Residential Awnings

Awnings at windows or over doors can help provide interior climate control by blocking out some of the sun's heat while still admitting daylight and fresh air.

#### APPROPRIATE

- Retaining historic awning frames where they exist.
- When installing a new awning, fitting the awning within the existing opening.
- Installing the awning frame so historic trim and character-defining features are not destroyed or obscured.
- Using canvas, vinyl-coated canvas or acrylic fabrics.
- Using an awning that is compatible in scale and form to the historic structure, usually triangular in shape with a valance.
- Installing awning supports through mortar joints not masonry units.

## NOT APPROPRIATE

- Using curved fixed-frame awnings.
- Using aluminum covered fixed-frame awnings.

## 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 yard unless special circumstances exist. For deck-type structures on the sides or front of the house see the design guidelines for porches.

The following guidelines should be followed when repairing, maintaining, or installing new elements on a residential deck or patio, including when building a new deck or patio.

### Appropriate

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

### NOT Appropriate

- Installing railings with spindles attached to the sides of the top and bottom rails.
- Installing top and bottom rails that are taller than wide (like a 2x6 turned on its side).

## Residential Accessory Structures

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.

The following guidelines should be followed when repairing, maintaining, or rehabilitating historic residential accessory structures and when constructing new accessory buildings.

### Appropriate

- 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 garages and barns to match the existing materials and configuration.
- Where elements of historic outbuildings are deteriorated beyond repair, replacing the elements in kind.

- Replacing non-historic or missing garage doors with new doors in keeping with the style and period of the existing garage using the historic openings.
- Locating new sheds and garages in the rear yard.
- For new construction using exterior all and roof materials that are compatible with historic materials on the main structure and in the neighborhood.
- For new construction using a roof shape and pitch that replicates the shape and pitch of the roof of the main structure.
- For new construction using windows and doors that are compatible in proportion and style to the main structure and the neighborhood.

#### NOT Appropriate

- Introducing new structures or site features that are out of scale with the property or the district or are otherwise inappropriate.
- Removing historic garages, barns, sheds, trellises, or other historic accessory structures.
- Replacing repairable original historic doors, garage doors, and windows.
- Altering historic garages, barns, and sheds by using materials, configurations, and designs that do not match the existing or historic appearance.
- For new construction introducing a structure that is visually incompatible with the size, scale, placement or materials with the primary structure and the surrounding district.
- Locating a new shed or garage in the front yard or in the front of the side yards of the main structure.
- Designing a new garage or other new accessory structure that is taller or larger than the main house.



**Historic accessory structures such as this barn should be retained and preserved.**

## Fencing and Walls

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. In some instances hedgerows also serve to define boundaries. Historic lines of hedges or landscaping should be retained and if necessary replanted.

The following guidelines should be followed when repairing or maintaining historic residential fences and walls or when building new fences or walls on historic properties.

### Appropriate

- Repairing and maintaining historic fences and walls using standard preservation practices to retain their historic materials and appearance.
- Installing fences and walls that meet City Code.
- Locating new fences and walls on lot and setback lines whenever possible.
- Using wood (picket 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.
- Retaining and maintaining mature trees, hedges, and other historic plantings.

### NOT Appropriate

- Removing a repairable historic fence or wall.
- Installing fences or walls over three (3) feet high in the front yard and over six (6) feet high in the rear yard.
- Impeding clear vision at intersections by exceeding a height of thirty (30) inches high within twenty-five (25) feet of an intersection.
- Removing mature trees, hedges and other historic landscaping.
- Paving the lawn area between the sidewalk and the street.

## DESIGN GUIDELINES FOR HISTORIC COMMERCIAL PROPERTIES

This section covers elements specific to historic commercial properties such as awnings, storefronts and doors. Other parts of historic commercial buildings such as windows and masonry should follow the design guidelines for all historic properties.

### Storefronts

The ground level of many historic commercial buildings features a storefront area. In most cases the storefront is the most prominent feature of the building. Storefronts contribute to pedestrian friendly streetscape and generate activity and interest at the street level.

Preserving significant historic storefronts and restoring altered or missing storefront features are important preservation goals. When planning for the rehabilitation of a storefront, an evaluation on the original design of a missing or altered storefront feature, examine the existing building for any clues regarding the original location and size of glass, window supports, transoms or other elements.

For more information refer to the National Park Service, *Preservation Briefs 11 Rehabilitating Historic Storefronts*, accessible at this site: <http://www.cr.nps.gov/hps/tps/briefs/brief11.htm>

### Types of Storefronts

Storefronts have changed designs over the years. Below is a brief summary.

**Mid and Late 19<sup>th</sup> Century** (c. 1860 to c. 1890) – these storefronts often have elaborately adorned cornice, cast iron columns and large glass display windows that are not divided.



**Late 19<sup>th</sup> and Early 20<sup>th</sup> Century** (c. 1890 to c. 1920) – these storefronts have simple detailing, transom windows above the large display windows, and entrance doors that are setback.



**Early 20<sup>th</sup> Century** (c. 1900 to c. 1920) – these storefronts have metal framed display windows, setback entrance doors, and a glass grid above the display windows.



**Mid 20<sup>th</sup> Century** (c. 1920 – c. 1940) – these storefronts have aluminum and stainless steel framed display windows, tall bulkheads, and sometimes pigmented structural glass, glass block, or enamel metal panel facades



### Storefront Elements

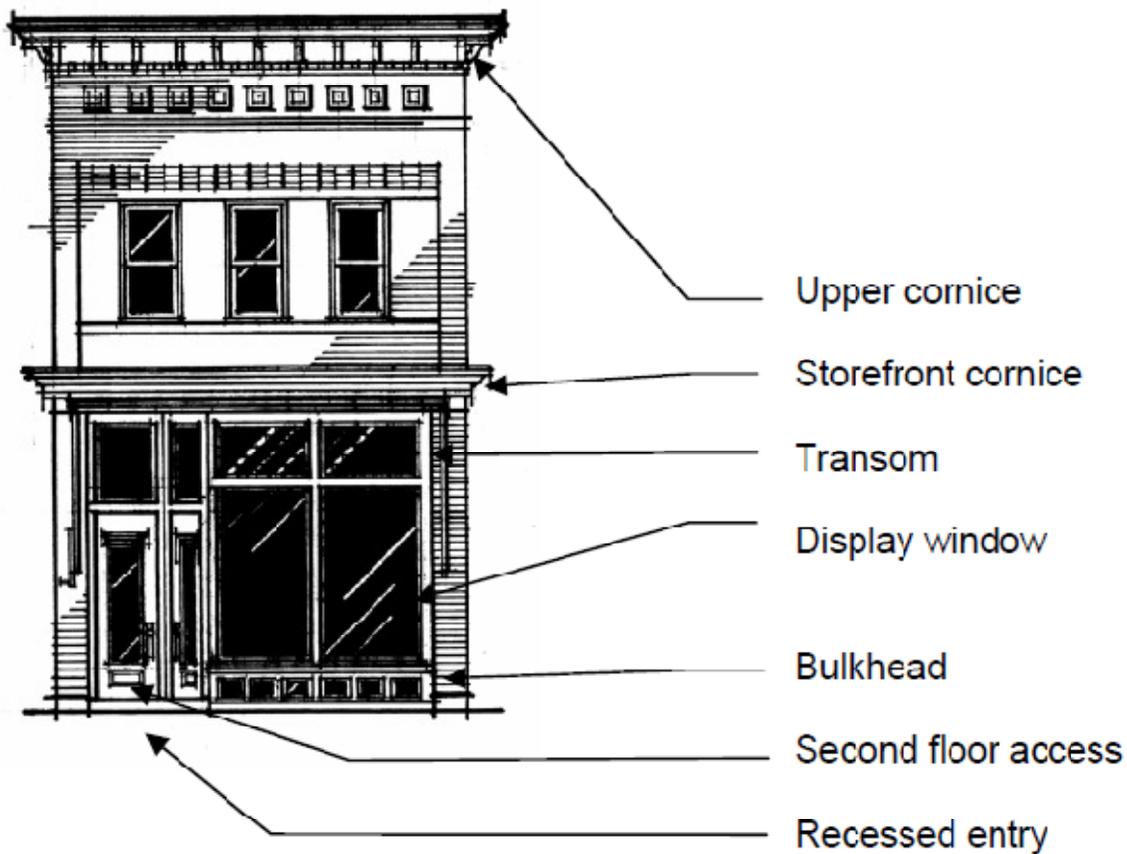


Diagram of a typical historic storefront, courtesy of John Rosemurgy, Keweenaw National Historical Park, Calumet Historic District Design Guidelines

## Storefronts

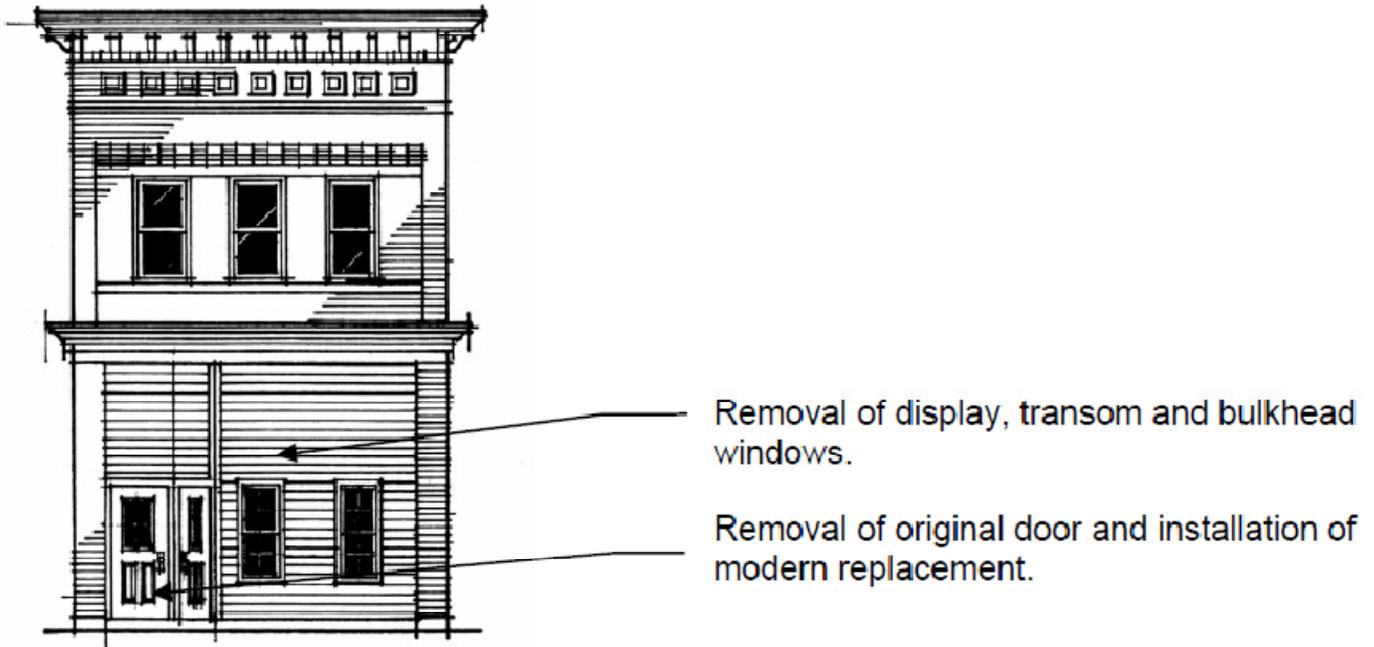
The following guidelines should be followed for repairing, rehabilitating or replacing a historic commercial storefront. Roll-down security grills, if required, will be reviewed on a case-by-case basis. The mounting and location of the storage box and equipment shall be installed so it does not destroy or obscure historic materials.

### Appropriate

- 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, bulkheads, 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 may 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 in design.

### NOT Appropriate

- 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.
- Blocking in large display windows or reducing the size of the original window area with smaller, inset windows.
- 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 is possible.
- 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.
- Using reflective glass that makes it difficult for pedestrians to see into the storefront.
- Setting a storefront back from its historic position at the sidewalk edge.



**Inappropriate storefront alterations, courtesy of John Rosemurgy, Keweenaw National Historical Park, Calumet Historic District Design Guidelines**

**Commercial Entries/Doors**

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

The following guidelines should be followed when repairing, rehabilitating or replacing commercial entries and associated doors.

**Appropriate**

- Retaining, repairing and maintaining original doors, hardware, and trim, including surrounds and transoms.
- Replacing missing original doors with a design that matches the original doors remaining on the building, or with a compatible new design that fits the style and period of the building and 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.

**NOT Appropriate**

- 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.

## Commercial Awnings

Awnings are noteworthy features of historic commercial buildings and their continued use is encouraged. 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 color and softened the transition between the upper and lower portions of the façade.

The traditional shape for storefront awnings on historic buildings is triangular when viewed from the side with a short vertical valance at the bottom. The valance may be loose or fixed. Canopies are usually a rigid, flat, fixed protective roof covering projecting over a door or storefront.

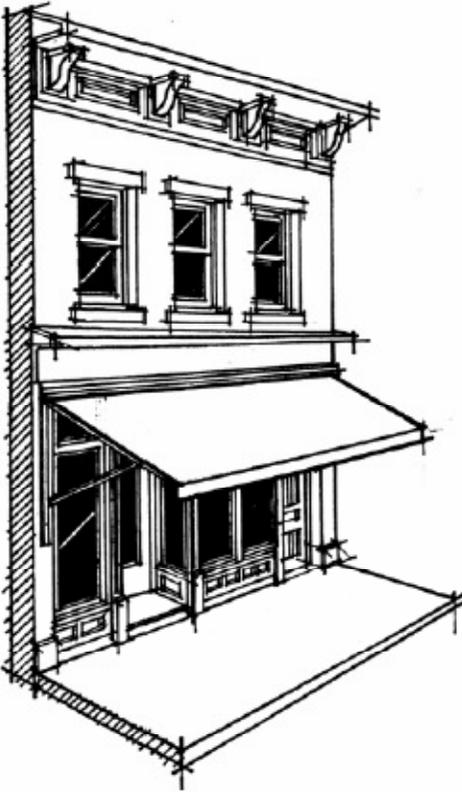
The following guidelines should be followed when designing awnings for all commercial buildings in historic districts or when repairing, rehabilitating, or replacing historic commercial awnings and canopies. The Historic District Commission will grant more latitude to awning and canopy design for non-contributing commercial buildings.

### Appropriate

- Mounting a standard storefront awning so that the bottom of the fixed frame is at least 7 feet above the sidewalk, 8 feet is preferred. Consideration should be given to the height of neighboring awnings.
- Projecting the awning no more than 4 feet from the face of the building.
- 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 the brick, stone, or terra cotta units.
- Using canvas, vinyl-coated canvas or acrylic fabrics for awnings.
- Lighting awnings from above.
- Installing awnings so they do not cover or require the removal of historic detail.

### NOT Appropriate

- Using translucent or backlit awnings.
- Using “box” or curved or “waterfall” shaped awnings.
- Covering the piers/columns or space above the cornice with the awning or canopy.



**APPROPRIATE RETRACTABLE AWNING**



**INAPPROPRIATE FIXED AWNING**

Courtesy of John Rosemurgy, Keweenaw National Historical Park, Calumet Historic District Design Guidelines

## Signs

Signage is an integral part of the character of historic commercial buildings. Signs include any outdoor display or message intended to advertise or inform. They can be secured to, or painted on a structure or an accessory structure or posted in the ground adjacent to the structure. The number of signs should be limited and in no instance may the total signage area exceed that allowed in the sign ordinance.

Historically, street level signs mounted on the exterior of the primary façade advertised the primary business of the building with upper story businesses having window signs. Signs were historically mounted to fit within architectural features without obscuring the building design. In many cases, signs were mounted flush above the storefront, just above moldings. Other signs were located between columns, centered in “panels” on a building face or painted on to display windows.

Signage in historic districts must be in compliance with Chapter 42 of the New Baltimore Code of Ordinances and be approved by the Historic District Commission. The following guidelines should be followed when replacing or installing new signage.

Appropriate

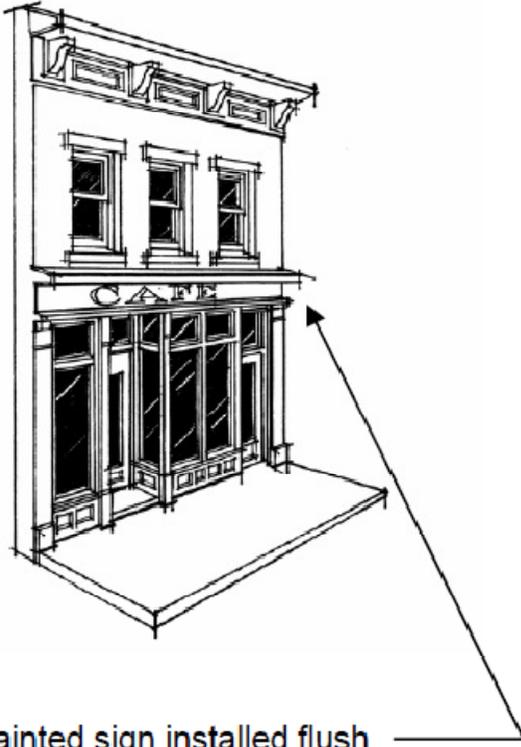
- Preserving historic painted signs where they exist.
- Installing signage that is subordinate to the overall building composition.
- Mounting signage to fit within existing architectural features using the shape of the sign to help reinforce the horizontal lines of moldings and transoms seen along the street.

- 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.
- Placing signs to align with others along the commercial block face.
- Consolidating signage for multiple businesses at a single storefront to reduce the total number of signs on the building.
- Providing a consolidated directory listing sign for all offices in a building to reduce the total number of signs on the building.

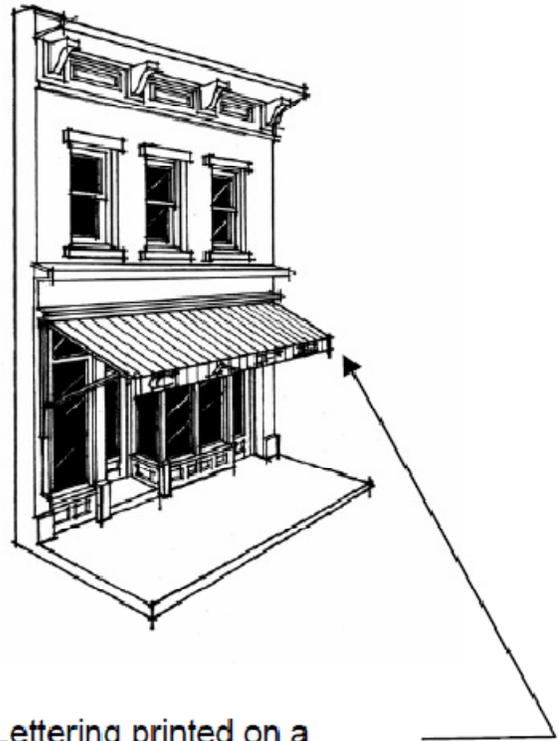
#### NOT Appropriate

- Installing signs that are too large or that are made from a material that is incompatible with the historic building or district.
- Obstructing character-defining features of a historic building with signage.
- 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 that are backlit.
- Installing signs that are overly complex, use more than three or four colors or use fluorescent colors.
- Installing signs that use highly reflective materials that are difficult to read.
- Installing permanent free-standing signs.
- Mounting signs to project off an awning.
- Installing several signs to advertise a single business.

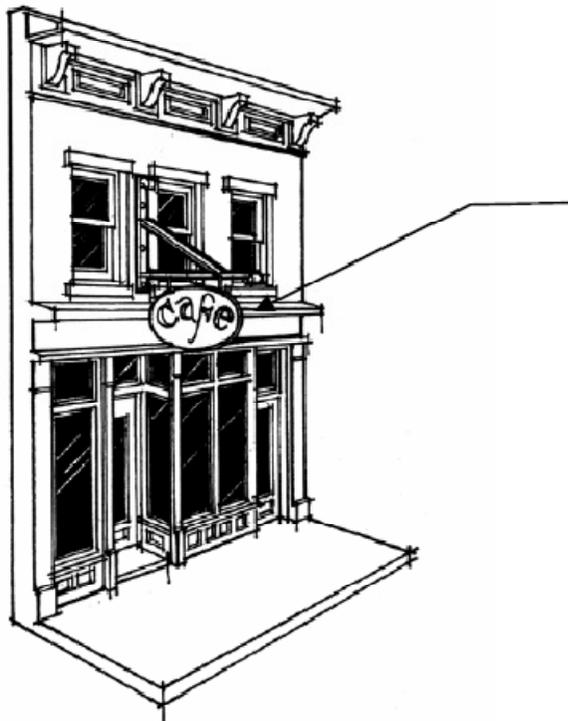
Examples of appropriate signage and awnings. Courtesy of John Rosemurgy, Keweenaw National Historical Park, Calumet Historic District Design Guidelines.



A painted sign installed flush with a building's lower cornice.



Lettering printed on a retractable fabric awning.



An externally lit sign hung on a bracket that is perpendicular to the building's facade.

## Metal Elements on Commercial Buildings

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.

The following guidelines should be followed when repairing, rehabilitating or replacing metal elements on historic commercial buildings.

### Appropriate

- 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 materials do not cause corrosion.
- Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with appropriate methods that do not abrade the surface or damage the historic color or patina.
- 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, and material with the historic building and district.

### NOT Appropriate

- 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 features 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.

## **GUIDELINES FOR RELOCATION & DEMOLITION**

The purpose of a historic district is to protect historic properties. Therefore it is inappropriate to demolish or relocate historic resources in historic districts. The following information is presented for consideration when ALL other alternatives have been thoroughly explored.

### **Relocation of Historic Resources**

Moving an existing building that contributes to the character of a district should be avoided whenever possible. However, it may occasionally be appropriate to relocate a historic resource from its original site to another location within the historic district as an alternative to demolition.

Inappropriate relocation of historic resources could result in a loss of integrity of the setting and environment of the historic district. Therefore, it is important to consider the following questions when reviewing the possible relocation of historic resources:

- Will the removal of the structure from 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 new location?
- Will the move damage significant district site features such as the tree canopy, lawns, etc?

### **Demolition of Historic Structures**

It is vital that historic properties be preserved, wherever feasible, so that the integrity of the historic district will be sustained. Demolition of historic buildings is strongly discouraged. 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.

#### **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 A HAZARD TO THE SAFETY OF THE PUBLIC OR THE STRUCTURE'S OCCUPANTS**

When an applicant is requesting demolition or other action due to a hazard, 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 listed below:

- A report from a licensed engineer or architect with experience in historic rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.
- The costs for rehabilitation and the costs for the proposed work.
- Reports from the building official, fire official and public safety official on hazardous conditions.
- Information on the occupancy of the resource and efforts made to eliminate any hazards over the past 2 years.
- Interior photographs evidencing any deterioration.

#### **EVIDENCE OF UNDUE FINANCIAL HARDSHIP**

When an applicant is requesting demolition or other action due to 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 listed below:

- Estimate of the cost of the proposed construction, alteration, demolition or removal and an estimate of the cost to rehabilitate the resource.
- Estimated market value of the property in its current condition, after rehabilitation that would comply with the *Secretary of the Interior's Standards for Rehabilitation*, and after the completion of the proposed work.
- Purchase date of the property, purchase price of the property, costs incurred to maintain the property since purchase.
- 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, for the previous 2 years.
- All appraisals obtained within the previous 2 years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
- Any listing of the property for sale or rent, price asked and offers received, within the previous 2 years.
- Assessed value of the property according to the 2 most recent assessments.
- Property taxes for the previous 2 years.
- Any other information the Commission deems necessary or the owner wishes to provide.

## GUIDELINES FOR NEW CONSTRUCTION

Use this chapter when planning new, infill construction in the historic district. New construction must respect the character of the historic buildings and neighborhood. The following information is intended to ensure that new buildings respect their surroundings and do not compromise the integrity of the historic districts.

The following should be followed when planning new construction in residential or commercial areas of the historic district.

### Appropriate

- Retaining site features that are important to the overall historic character.
- Retaining the historic relationship between buildings, landscape features or open space by matching the front yard setback and maintaining the existing spacing of side yard setbacks within the block.
- 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 different 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.
- Orienting the front of the building toward the street and clearly identifying the front door.
- 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 to be compatible with surrounding historic buildings.
- Maintaining the apparent solid-to-void ratios and general alignment of openings seen on the primary facades of the adjacent historic buildings.
- Selecting materials and finishes found in or compatible with surrounding buildings that are contributing to the historic character of the district.
- Placing utility connections at the rear or other locations that minimize visibility from the street.

### NOT Appropriate

- 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.
- Paving a high percentage of front yard area or otherwise disrupting the landscape pattern within front yard setbacks.
- Placing a structure outside of the existing pattern of front setbacks.
- Having a sunken or below grade entry in a historic commercial setting.

## GLOSSARY OF TERMS

The following terms may be helpful in understanding the historic district design guidelines.

*Appropriate:* Suitable or compatible; in reference to alterations or additions to a historic building or historic district

*Apron:* A 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:* A vertical support post for a railing

*Balustrade:* An entire railing system that includes a top rail and balusters, and sometimes 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 or series of windows 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

*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 wall under the end of a ridged roof, or a wall rising above the end of a ridged roof

*Gable Roof:* 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:* Walls with exposed timber framing with the spaces filled in with plaster (stucco) or masonry.

*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 interlaced laths or other thin strips and 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 and 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 around the edge of a roof or balcony

*Patio:* A usually paved and shaded area adjoining or enclosed by the exterior 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 fixed sash located beside a door or window

*Sliding Window:* A window that moves horizontally in grooves, on strips, 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