

NILES LOCAL HISTORIC DISTRICT DESIGN GUIDELINES



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CITY OF NILES

333 N 2nd Street, Niles, MI 49120

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FORWARD

Preservation Design guidelines adopted by the Local Historic District Commission of Niles (LHDC) address a variety of structures and architectural features, these guidelines are provided to assist in the interpretation and application of the Secretary of the Interiors Standards and guidelines but are not intended to supersede them. The purpose of the guidelines is to assist property owners, architects and building improvement contractors in planning the appropriate repair, rehabilitation and new construction of designated historic landmarks and properties within established historic districts.

These guidelines by their nature must be written broadly. The City's Staff (hereafter referred to as staff) can provide additional assistance to applicants. Each application is considered on its own merits. A complete application that fully details the proposed work is a prerequisite to LHDC consideration. Applicants who use the guidelines and consult with staff to submit a complete application will speed the review process and improve the likelihood that their proposal will be approved. Section four, the design guidelines provide more detailed information regarding the process for application and review of projects within historic districts.

HISTORIC PRESERVATION COMMISSION

The Local Historic District Commission (LHDC) was created pursuant to authorization of state law, MCL 399.201 et. Seq. It consists of seven (7) members who reside in the City of Niles. Members are appointed by the City Council for four-year terms. Members shall have a demonstrated interest in or knowledge of historic preservation. Must reside in the city. Two members must be recommended by a duly organized Historical Preservation Society and one member must be a licensed architect or someone who has knowledge in that field if such person is available.

The LHDC has several responsibilities, including recommending designation of new historic districts, reviewing applications for proposed alterations within historic districts, enforcing the Historic Preservation Ordinance Chapter 46, cooperating with the state, federal and local governments in pursuance of its responsibilities, and conducting meetings or hearings necessary to carry out these purposes.

HISTORIC DISTRICT

Historic Districts can be multi-resource areas such as Downtown Niles Historic District or a single resource district (commonly referred to as a Landmark), such as the Henry A. Chapin House 508 East Main Street. A historic district is defined as a significant concentration, linkage or continuity of resources united historically or aesthetically by plan or design. The district's identity is a result of the interrelationship between individual resources that work together to create a visual sense of its history.

There are two primary types of historic districts in Niles: National Register districts and Local Historic Districts.

National Register Historic Districts are areas of historically significant cultural resources that have been researched and documented and found worthy of placement on the National Register of Historic Places. The

National Register is a program of the National Park Service, U.S. Department of the Interior, which is managed by the State Historic Preservation Office. Listed properties are given special consideration when the Federal Government is planning or

giving aid to projects that may affect the historic resource. However, listing on the National Register does not prevent a private citizen from altering, managing or demolishing the property.

Local Historic Districts are historically significant resources that are protected by a Historic District Ordinance. The local unit of government appoints a Historic District Commission to review work to the exterior of resources in the district to determine if the work meets the Secretary of Interior Standards and Guidelines for Rehabilitation. Designation of an area is one of the few ways a community can provide legal protection for its historic resources.

The legal foundation for such districts is provided by Michigan Local Historic District Act, Act 169 of 1970.

Within the City limits, only the Old Post Office located at 322 East Main Street is listed on the National Register and also in the Niles Downtown Historic District. The overlapping of designations has no real affect to the property other than to give it additional status nationally and for the purposes of the Federal Historic Preservation Tax Credit Program.

Downtown Historic District Boundary Description:

Beginning at center pt of intersection of 2nd and Main Sts; th S in center of 2nd to pt in line with S line of 111 N 2nd; th E along S line of sd 111 N 2nd to W line of 209 E Cedar; th S on W line of sd 209 E Cedar to center of E Cedar St; th E in center line of Cedar to center of N 3rd St; th N in center of sd N 3rd to pt in line with S line of 109 N 3rd; th E along S line and N along E line of sd 109 N 3rd to center of alley; th E in center line of alley behind (S of) 322 E Main E to center of N 4th St; th S in center line of S 4th to pt in line with S line of 103-105 N 4th/403 E Cedar; th E along sd S line to SE cr of sd 103-105 N 4th/403 E Cedar; th N along sd E line and E line of 111 N 4th to center of alley S of Four Flags Hotel property; th E along center line of sd alley to center of N 5th St; th S along center line of N 5th St. to center of Cedar St.; th east along center of Cedar St. to center line of N. 7th St.; th north along N. 7th St. to center of E Main St.; th W along center line of E Main to center of N 4th; th N along center line of N 4th to S line of 217-29 N 4th/214 N 5th; th E along S line of 217-29 N 4th/214 N 5th to center of N 5th St; th N along center line of N 5th to center of Sycamore St; th W along center line of Sycamore to pt in line with E line of 305 N 3rd; th N and W along E and N lines of 305 N 3rd to center of N 3rd St; th S along center line of N 3rd to center of Sycamore St; th W along center line of Sycamore to E line of 35 Sycamore; th N, W and S along E, N and W lines of 35 Sycamore and in same S'ly direction across Sycamore and along W line of 34 Sycamore to SW cr of 34 Sycamore property; th E along S line of 34 Sycamore and 220-222 Front to center of Front St; th S along center of Front to center of E Main St; th E along center line of E Main to center of N 2nd St, POB.



Boundaries have been drawn to include the contiguous historic core of the downtown while omitting some parking lots, vacant land where buildings once stood, and areas containing modern buildings that surround the historic core area.

Fourth Street Historic District Boundary Description:

Beginning at the southwest corner of Wayne and Fourth Streets; thence west 32 feet; thence south 82 feet; thence west 105 feet; thence south 50 feet to the northwest corner of Lot 90, O.P. Lacey's Second Addition; thence south to the southeast corner of R.P. Barkers Subdivision of H.B. & G.W. Hoffman's Addition; thence west along the south line of the said R.P. Barkers Subdivision 68.5 feet; thence south to the centerline of Sycamore Street; thence west along the centerline of Sycamore Street to the center point (viz., the intersection of the centerlines) of Third and Sycamore Streets; thence south along the centerline of Third Street to the intersection of the centerline of Third Street and the centerline projected west of the east-west alley between Third and Fourth Street; thence east along the centerline of said alley to the centerline of Fourth Street; thence north along the centerline of Fourth Street to the south line of H.B. & G.W. Hoffman's Addition; thence east 95.75 feet; thence north 66 feet; thence east nine feet; thence north to the south line of Lot 36 of H.B. & G.W. Hoffman's Addition; thence east to the southeast corner of said lot 36; thence north 198 feet; thence west 50 feet; thence northeasterly to a point on the south line of Lot 42 of H.B. Hoffman's Addition which is 82.5 feet west of the southeast corner of said lot; thence north 132 feet; thence west 19.1 feet; thence north 264 feet; thence west to the east line of Lot 75 of H.B. Hoffman's Addition; thence north to the northeast corner of Lot 111 of O.B. Lacey's Second Addition; thence west along the northerly boundary of said lot to the place of beginning. Also, commencing 84 feet north of the southwest corner of Lot 54 of William Justice's Addition; thence east 120 feet; thence north 53 feet; thence west 120 feet; thence south 53 feet to the place of beginning. Excepting, however, the west 30 feet of the south 66 feet of Lot 46 of H.B. Hoffman's Addition. Said district being located in the City of Niles, County of Berrien, State of Michigan.



WHY PRESERVE OLD BUILDINGS?

Niles' historic downtown and neighborhoods define the character of the city and who we are.

Niles has experienced change over the past fifty years, and will continue to change and grow. Urban growth has often led to the loss of historic resources, but it doesn't have to. In fact, many architects and developers today are rediscovering the principles that characterized most historic districts: well built houses on smaller lots, with street trees and convenient proximity to schools, parks, shopping and public transportation.

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

Income producing properties such as, rental houses, bed and breakfasts, industrial and commercial, that are listed on the National Register of Historic Places may be eligible for the Federal Tax Credit for Rehabilitation. This program encourages rehabilitation by offering owners a 20% tax credit for the substantial rehabilitation of certified historic structures for commercial, industrial and rental residential purposes, and a 10% tax credit for the substantial rehabilitation of nonresidential purposes for buildings built before 1936.

Contact the **State Historic Preservation Office** in Lansing for further information about these programs, at **517-373-1630**.

SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION

The Standards listed below were originally printed in of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic resources of all materials, construction types, sizes, and occupancy. The Standards also include related landscape features, site and environment as well as attached adjacent or related new features.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preservation. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission (HPC) reviews exterior work to all resources in a designated historic district including out buildings and site. All work that will change or alter the appearance of a structure or site will require review by the HPC or staff as delegated.

All work considered to be minor, ordinary maintenance, shall not require review. Ordinary maintenance is work undertaken from time to time to maintain the exterior condition. Ordinary maintenance does not change the external appearance or material of the resource or site except for the removal of the effects of weathering. Such undertakings can include the repair of small areas of siding, the occasional window sill and the replacement of broken glass. Review is waived only in cases of minor repair, such as the repair/replacement of a very small section of siding or trim.

Ordinary repairs will require review when the area or areas affected are sizable or numerous. For example, when the repair or replacement of siding is required throughout the building in various locations or if a large section of any given façade requires repair/ replacement. Such instances require review and can most often be staff approved.

The CoA Process

Property Owner Consults With Staff About Project

Property owner/contractor obtains application form from staff or from www.nilesmi.org .
Proposed project is classified by staff as requiring “staff approval” or “LHDC approval”.

IF STAFF APPROVAL NEEDED

Applicant submits completed application form and required materials.

Project is reviewed by staff.

Application is approved by staff and a Certificate of Appropriateness (CoA) is issued.

After obtaining proper permits, applicant begins approved work.

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IF LHDC APPROVAL NEEDED

Applicant submits completed application form and required materials by application deadline.

Project is reviewed by staff and placed on next available LHDC Agenda.

Application is heard and reviewed at regularly scheduled LHDC Meeting.

Approved Projects

HPC issues CoA or notice to proceed based upon guidelines and standards. Approvals may include conditions attached by the HPC.

Denied Projects

Applicant may revise request and submit new application.

OR

Applicant may appeal to State Historic Preservation Review Board.

Excerpt from City of Niles Code of Ordinances – Article III (Historic Districts)

City of Niles Historic District Ordinance Sec. 43.63 (a) A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within a historic district. The person proposing to do that work shall file an application for a permit with the building official. If the building official receives the application, the application shall be immediately referred together with all required supporting materials that make the application complete to the commission. A permit shall not be issued and proposed work shall not proceed until the commission has acted on the application by issuing a certificate of appropriateness or a notice to proceed as prescribed in this chapter. The city may charge a reasonable fee to process a permit application.

IMPORTANT

The following information will help the Commission understand the work you propose to do. Please include any other information that you feel will assist the approval of your application.

MATERIALS TO BE SUBMITTED BY APPLICANT

- _____ Photograph of the entire structure in its present condition as seen from the street. The photographs should be labeled with the address and date of photo.

- _____ Current close-up photographs of each portion of the structure, in its present condition, that is proposed for alteration, removal or replacement. Each photograph should be labeled to indicate what is shown, address, and date of photograph.

- _____ Elevation drawings (scaled or near to scale) of any side of the structure proposed for alteration, improvement or new construction, showing complete architectural details to be added, removed or altered. If proposed work involves any alteration, removal or improvements of one architectural detail (example: a window, door entrance or roof cornice), then scaled drawings of these details may be submitted in place of elevation drawings.

- _____ Sketch identify all existing and proposed materials and finishes.

- _____ Materials list, including size and type of material.

- _____ Physical samples of materials, items or devices to be installed, or manufacturer’s brochures. Illustrations/pictorial information which accurately depict color, texture and scale of all new materials, items or devices

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INSTRUCTIONS TO APPLICANTS

1. An application **must** be submitted and approved before making any additions, alterations or repairs affecting the exterior appearance of a resource or property within a Historic District or upon a designated Historic Landmark. This includes, but is not limited to: houses, garages, carriage houses, fences, walls, sites, objects, commercial and industrial structures, sheds, land contours, paving, signs and awnings. **The Community Development Office**, located at City Hall 333 N 2nd Street, 3rd Floor Niles, MI 49120, **must receive applications on or before the listed filling date to ensure review at the next scheduled meeting (see attached meeting schedule).**
2. Applications that indicate the work will match existing or original materials and design may be **administratively approved** by City Staff. Staff may approve: re-roofing, repointing, chimney repair, storm windows and doors, repair of siding/trim, repair of other features.
3. Painting: The proposed painting of masonry, stone, brick, foundations, metal or other surfaces that have never been painted before must have approval from the Commission before proceeding. **The painting of wood siding, trim and other previously painted elements do not need approval.**
4. All approved work must be completed with **good workmanship**. Some work may require a separate Building Permit.
5. The Commission follows the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings when reviewing applications.
6. The Commission has written guidelines regarding the following:
 - Porches
 - Fences
 - Exterior masonry cleaning
 - Windows and doors
 - Business signs
 - Garage and carriage house doors
 - Artificial siding and trim
 - Skylights and solar systems
 - Infill development (new construction)
 - Gutters and downspouts
 - Placement of satellite dishes
7. Applications should follow the above standards and guidelines when applicable. Copies are available from Community Development Office 3rd Floor City Hall 333 N 2nd Street, Niles, MI 49120.
8. Historic photographs of properties may be available from:
 - Niles History Center 508 E Main Street683-4700

- Niles District Library – Local Historic Collection 620 E Main Street.....683-8545
- Niles DDA Main Street – 3rd Floor, City Hall.....687-4332

PRESERVATION BRIEFS: Technical bulletins to assist in recognizing and resolving common repair problems. Briefs and other related information can be downloaded from the NPS at <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

- #1 The Cleaning and Waterproof Coating of Masonry Buildings.
- #2 Repointing Mortar Joints in Historic Brick Buildings.
- #3 Conserving Energy in Historic Buildings.
- #4 Roofing for Historic Buildings (also see #19, #29, # 30).
- #5 The Preservation of Historic Adobe Buildings.
- #6 Dangers of Abrasive Cleaning to Historic Buildings.
- #7 The Preservation of Historic Glazed Architectural terra cotta.
- #8 Aluminum and Vinyl Sidings on Historic Buildings (also see #16).
- #9 The Repair of Historic Wooden Windows.
- #10 Exterior Paint Problems on Historic Woodwork.
- #11 Rehabilitating Historic Storefronts.
- #12 The Preservation of Historic Pigmented Structural Glass.
- #13 The Repair and Thermal Upgrading of Historic Steel Windows.
- #14 New Exterior Additions to Historic Building Exteriors (also see #8).
- #15 Preservation of Historic Concrete: Problems and General Approaches.
- #16 The Use of Substitute Materials on Historic Building Exteriors (also see #8).
- #17 Architectural Character: Visual Aspects of Historic Buildings as an Aid to Preserving their Character.
- #18 Rehabilitating Interiors in Historic Buildings.
- #19 The Repair and Replacement of Historic Wooden Shingle Roofs.
- #20 The Preservation of Historic Barns.
- #21 Repairing Historic Flat Plaster Walls and Ceilings.
- #22 The Preservation and Repair of Historic Stucco.
- #23 Preserving Historic Ornamental Plaster.
- #24 Heating, Ventilating, and Cooling Historic Building: Problems and Recommended Approaches.
- #25 The Preservation of Historic Signs.
- #26 The Preservation and Repair of Architectural Cast Iron.
- #27 The Maintenance and Repair of Architectural Cast Iron.
- #28 Painting Historic Interiors.
- #29 The Repair, Replacement and Maintenance of Historic Slate Roofs.
- #30 The Preservation and Repair of Historic Clay Tile Roofs.

- #31 Mothballing Historic Buildings.
- #32 Making Historic Properties Accessible.
- #33 The Preservation and Repair of Historic Stained and Leaded Glass.
- #34 Applied Decoration for Historic Interiors: Preserving Composition Ornament.
- #35 Understanding Old Buildings: The Process of architectural Investigation.
- #36 Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes.
- #37 Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing.
- #38 Removing Graffiti from Historic Masonry.
- #39 Holding the Line – Controlling Unwanted Moisture in Historic Buildings.
- #40 Preserving Historic Ceramic Tile Floors
- #41 The Seismic Retrofitting of Historic Buildings.
- #42 The Maintenance, Repair and Replacement of Historic Cast Stone.
- #43 The Preparation and Use of Historic Structures Report.
- #44 The Use of Awnings on Historic Buildings.
- #45 Preserving Historic Wooden Porches
- #46 The Preservation and Reuse of Historic Gas Stations
- #47 Maintaining the Exterior of Small and Medium Size Historic Buildings
- #48 Preserving Grave Markers in Historic Cemeteries
- #49 Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement
- #50 Lightning Protection for Historic Buildin

EXTERIOR BUILDING FEATURES

WOOD

Wood is historically the most commonly used building material. It was used in framing, exterior cladding 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.

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Recommended:

- Retain and preserve wooden features that contribute to the overall historic character of a building and a site, including but not limited to, such functional and decorative elements as siding, shingles, shakes, cornices, architraves, brackets, pediments, columns, balustrades, architectural trim, porch ceilings, floors and fascia.
- Protect and maintain wooden surfaces and features through appropriate methods.
- Repair wooden features using recognized preservation methods for patching, consolidating, splicing and reinforcing.
- If replacement of an entire wooden feature is necessary, replace it in kind, matching the original design, dimension, detail, material and texture. Consider compatible substitute materials only if using the original material is not technically feasible.
- If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail in kind rather than in entire feature. Match the original detail or element in design, dimension, texture and material. Consider compatible substitute materials only if using the original material is not technically feasible.
- If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, material and texture with the historic building and district.
- Clean wood using gentle methods such as low-pressure washing with detergents and natural bristle brushes.

Not Recommended:

- It is not appropriate to strip surfaces to bare wood and then apply a clear stain or finish to create a natural wooden surface.
- It is not appropriate to replace or cover wooden details, elements or surfaces such as aluminum, Masonite or vinyl. The use of such material conceals the historic fabric of a building and can lead to the removal or the destruction of historic elements causing grave damage to the character of historic buildings.
- It is not appropriate to introduce wooden features or details to a historic building in an attempt to create a false historical appearance.

- It is not appropriate to clean wooden surfaces and features with destructive methods such as blasting, power washing, and propane or butane torches.

MASONRY

Masonry encompasses a wide range of materials such as brick, terra-cotta, limestone, granite, stucco, slate, concrete, cement block, and clay and ceramic tile. The removal of surface grime or stains resulting from failure of drainage systems, paint, graffiti etc. Should be accomplished using the gentlest means possible.

GENERAL GUIDELINES

Recommended:

- Protect, maintain and preserve masonry features and surfaces that contribute to the overall historic character of a building and site.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces.
- Repair masonry using recognized preservation methods.
- Repoint masonry mortar joints if the mortar is cracked, crumbling or missing or if damp walls or damaged plaster indicate moisture penetration. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicate the original in strength, color, texture, composition, width and profile.
- If replacing a deteriorated detail remove only the deteriorated portion in kind rather than the entire surface or feature.
- Consider compatible substitute material only if using the original material is not technically feasible.
- If a feature is missing replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, material and color of the historic building and district.

CLEANING

The cleaning of exterior masonry for the rehabilitation or restoration of a historic structure may be appropriate, provided that the cleaning technique used will not cause damage or permanent alteration to the historic structure. The natural weathering and discoloration or patina of masonry materials is to be respected as the appearance achieved as a result of the original design's selection of exterior materials. The use of any cleaning technique that would totally remove this natural patina from original building materials should be avoided.

APPLICATION FOR CLEANING

Each application proposing the cleaning of masonry surfaces will be reviewed on its merit. **Any commission approval of a cleaning technique for an individual structure should not be interpreted as allowing the unrestricted use of that cleaning technique on other materials or structures.** Each application for masonry cleaning shall be reviewed and decided on the basis of the cleaning technique proposed, and the type and condition of the exterior to be cleaned.

The following are requirements for proposed masonry cleaning applications:

- An explanation of the purpose of cleaning the masonry surface(s) of the building.
- A detailed written description of the cleaning technique to be used, including:
- An exact description of the cleaning agent to be applied, and the pressure or method in which the cleaning agent will be applied
- Pressure specifications are to be expressed in pounds per square inch (PSI) exerted at the nozzle of the instrument (wand).
- If a rinse is to be used, a description of the rinse, and the pressure or method in which the rinse will be applied.
- An exact description of the type and location of the exterior materials to be cleaned, including their existing condition (e.g. cracked, spalling, open joints, patched, etc.)
- A copy of manufacturers' written specifications.

The following are cleaning recommendations and requirements:

- A test location on a small area (9 square feet maximum) in an inconspicuous spot should be performed after approval of the application. After this test area has been inspected by Commission staff, the Certificate of Appropriateness will be issued so that work may proceed with the project.
- Wet cleaning should only take place between April 15 and November 1.
- Chemical cleaning may be used on brick surfaces if approved by the HPC. However, most chemicals are not recommended for stone and stucco surfaces. Some stone can be stained by chemical cleaners, while stucco is far too fragile in nature to sustain these chemicals.
- Water rinse is required whenever a chemical cleaner is used.
- Stucco and stone surfaces are best cleaned by use of mild detergent and a low pressure water rinse (100 PSI maximum).

METAL

A variety of metals are employed in the detailing and surfacing of buildings, street elements and site features. Metals are commonly used for roofing, gutters and downspouts, flashing, finials, cornices, coping and cresting. Other features include storm doors and windows, vents, grates, windows, railings, storefronts, etc.

Metals such as copper, tin, tinplate, cast iron, wrought iron, lead, brass, stainless steel, aluminum are all found within historic districts. The shapes, textures, and detailing of these metals reflect the nature of their manufacture, whether wrought, cast, pressed, rolled or extruded.

GUIDELINES

Recommended:

- Retain and preserve metal features that contribute to the overall historic character of the building and site, including but not limited to roofing, flashing, storefronts, cornices, railings, windows and fences.
- Repair before replace.
- If replacement is necessary replace only the deteriorated portion in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.
- When a feature is missing it must be replaced with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, material, and color with the historic building and district.
- Regular maintenance of metal is critical in the prevention of corrosion, oxidation (rust) and water damage which are chemical reactions to air exposure and moisture. A sound coat of appropriate paint can be the key to preserving historic metal (except in the instance of copper and bronze which should

retain their natural patina). If corrosion begins it will be necessary to remove all of the rust immediately followed by priming the areas with a zinc-based primer or other rust-inhibiting primer. Again, this does not apply to copper and bronze.

- Corrosion can also result from a chemical reaction caused by contact between two dissimilar metals. Patching or replacing deteriorated metal in kind is always preferable to using substitute material. The reactions between dissimilar metals limit the options of patching one metal with another.
- If a detail of a painted metal feature such as a decorative cornice is missing or deteriorated, replacement in kind may not be feasible, and the replication of the detail in fiberglass, wood or aluminum may be appropriate.

Not Recommended:

- It is not appropriate to clean soft metal surfaces with destruction methods like grit blasting.
- It is not appropriate to introduce architectural metal features or details to a historic building in an attempt to create a false sense of historical appearance.
- Asphalt products such as roofing tar corrode metals and should never be used to patch flashing or other metal surfaces.

SUBSTITUTE SIDING

Substitute siding and trim etc. encompasses but is not limited to vinyl, metals, or other man-made material intended to cover all or any part of, an exterior wall, trim work or other building element.

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The use of substitute siding, trim, etc. in any form is not recommended. Substitute materials rarely replicate the dimensions or appearance of original materials. The use of original or comparable materials is the only historically appropriate approach.

All new technology will be reviewed on a case by case basis.

ROOFS

The roof form and pitch are among the major distinguishing characteristics of historic buildings. Roofs can be flat, pitched, hipped, curved, or arranged in various combinations of these forms. Certain architectural styles are clearly distinguished by roof types: *i.e.: Gothic Revival displays a steep-pitched complex arrangement of roofs and gables.*

GUIDELINES

Recommended:

- Retaining and preserving roofs and their functional and decorative features that are important to the character of the building. This includes but is not limited to roof shape, cupolas, cresting, chimneys, weathervanes, and roofing material.
- Repairing a roof by reinforcing the historic materials. Repairs will also generally include the limited replacement in kind of those extensively deteriorated or missing parts of feature when there are surviving prototypes such as cupola louvers, dentils, dormer roofing or slates, tiles or wood shingles on a main roof.

- If using the same kind of material is not technically or economically feasible then a compatible substitute material may be considered.
- When roofing material is clearly distinctive to a buildings style, retaining or replacing it in kind is important and all efforts should be exhausted before replacement with a substitute material is considered.
- Maintenance is key, keep the roof free of leaves and other debris and inspect it regularly for leaks and damage. Slate and tile are extremely durable but brittle, they can last more than a century, but their fasteners, flashing and sheathing may not. However, if they are carefully reset, they may last another lifetime. Metal roofs, if kept painted, can last more than a century as well.
- Maintain and preserve roofs and roof forms that contribute to the historic character of the building, including but not limited to materials, cresting, dormers, chimneys, cupolas and cornices.
- Repair roofs and their distinctive features through recognized preservation methods.
- When replacement is required replace only the deteriorated area in kind to match the original feature in design, dimension, detail, color and material. Compatible substitute materials are only to be considered if using the original material is not technically feasible.
- When a feature is missing, replace it with a new feature based on accurate documentation of the original feature or new design compatible in size, scale, material.

Not Recommended:

- Radically changing, damaging or destroying roofs.
- Removing a roof that is repairable then reconstructing it with new material in order to create a uniform or improved appearance.
- Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights.
- Stripping the roof of sound historic materials such as slate, clay tile, wood, or metal.
- Failing to maintain the roof.
- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.
- Removing a feature such as chimney or dormer and not replacing it.
- It is not appropriate to remove a roof feature that is important in defining the historic character of a building.
- It is not appropriate to install tarpaper as a finished roofing material or roofing tar as a replacement for valley flashing.
- It is not appropriate to patch any roofing or flashing with tar or asphalt products, unless they are identical to the existing roofing.

SKYLIGHTS, SOLAR SYSTEMS & ROOF ACCESSORIES

The use of features and materials which will adversely alter the original roofline and/or physical character of designated historic properties and structures is discouraged. Owners of historic properties should explore alternative means of adding light or conserving energy before considering the use or installation of skylights and solar systems.

GUIDELINES

Recommended:

- Skylights, or solar systems will be evaluated based on the following factors:
 - The historic character and architectural importance of the structure and surrounding environment;
 - The intended purpose of the installation;
 - Other alternative means explored for introducing natural light to the structure's interior and/or conserving heat energy, and the reasons for their rejection;
 - The visibility of the skylights and/or solar system from adjacent public streets and adjoining properties; and,
 - The design and replacement of the skylight and/ or solar system and their compatibility with the structure's roof line, color, texture and shape.

Not Recommended:

- It is not appropriate to introduce new roof features such as skylights, dormers or vents if they will compromise the historic roof design, or damage character defining roof materials.
- It is not appropriate to install vents, solar collectors, antennas, skylights, or mechanical equipment in locations that will compromise character-defining roofs or on roof slopes prominently visible from the street.

CHIMNEYS

See Exterior Walls – Masonry section for guidelines.

GUTTERS AND DOWNSPOUTS

For these guidelines, gutters and downspouts refer to systems that are built into or attached to a structure or auxiliary structure, to facilitate the orderly conveyance of rainwater or melting snow from the roof.

The place and style of gutters on historic structures varies greatly. Some structures were designed as to not require gutters, others were built in and some were mounted at the roof edge. These systems may be needed to carry water away from foundations and avoid water infiltration, but on the other hand it can create hazards in the winter as they build up with ice and carry tremendous weight. To ensure adequate function in both summer and winter gutters and downspouts must be designed appropriately for size, placement and method of attachment.

Gutters and downspouts will be reviewed for location, design, method of attachment and material. Most applications may receive staff review.

GUIDELINES

Recommended:

- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and where possible, material.

Not Recommended:

- Removing an architectural feature that is unrepairable and not replacing it; or replacing it with a new architectural feature that does not convey the same visual appearance.

GUIDELINES

Recommended:

SIZE/WATER VOLUME

- Repair of historic gutters systems is recommended over replacement.
- When replacement of add-on gutters is being considered it should first be determined if gutters are necessary at all. In many cases simply regrading and removing excess vegetation around the structure in order to direct run-off water away from the foundation will make gutters and downspouts unnecessary. Not every structure was intended to, or should, have gutters and downspouts.
- Gutter system must be of the appropriate size to accommodate the volume of water collected on the roof

SHAPE, STYLE AND PROPERTIES

Built-in, “K Style” and “Half Round” gutters all have a historical presence on homes in historic districts depending on the architectural design of the roof/eaves of the house. The appropriate application of any gutter system is directly related to the overall roof design to ensure the practical long-term success and economy of the roof drainage system.

“K Style” Gutters

- Designed for roofs with flat vertical edges, most common for structures popular from the 1910’s through the present day.
- The “K Style” gutters are shaped to be mounted against the flat fascia board, and to mimic classical crown moldings. In effect, it replaces the detailing common in tapered roof edges discussed below. The plain flat back of the “K Style” makes it appropriate only when placed against the flat fascia board original to many “revival” style houses. It is not appropriate in situations where it needs to hang free beneath the roof edge.
- Installations rely on a vertical fascia board on the eave to support the base of the gutter. This allows the gutter to be pitched along its length for drainage.

No Gutters or Half-Round Gutters

- Two types of eaves which may never have had gutters are common in the historic districts of Niles: tapered eaves and eaves with open rafter tails. They are designed to allow water to drip off the edge without flowing backward and down the face of the building.
 - In cases where a gutter is used, the half-round design is normally appropriate because it is intended to hang free of the trim details and rafter ends.

Built-In Gutters

- Two types of built-in gutters, which are common in the historic districts, one is visible from the ground because it is built on top of the roof surface and the other is largely out of sight because it is built within the eave structure below the level of the roof. Both allow all of the detailing of the roof edge to be seen.
- Built-in gutters that are integral to a historic property are an important characteristic of the property and should be preserved.

Downspouts

- Rectangular downspouts typically accompany “K Style” gutters while round downspouts typically accompany half-round and built in gutters.
- Historic gutters, scuppers, and downspouts should be maintained and when necessary repaired rather than replaced.

Not Recommended:

- Original crown moldings or other detailing should not be removed or covered over in order to install a “K Style” gutter.
- Assuming a property is physically capable to handle a “K Style” gutter, such as when rafter tails are cut vertically, does not make it appropriate. Such an application would not be acceptable.
- Plastic, vinyl and lightweight aluminum materials are generally not appropriate as they do not have the strength necessary to function properly.
- It is not appropriate to install the improper gutter design as it compromises existing eaves and details as well as the success of the gutter system.

WINDOWS AND DOORS

The various arrangements of windows and doors, sizes and proportion of openings, and decorative elements associated with them are used to achieve architectural stylistic effects on buildings. Windows and doors are important historic features and as such every effort should be made to preserve or duplicate the unique features of the original windows and doors.

Improper or insensitive treatment of windows and doors of a historic building can seriously detract from its architectural character. The basic elements of windows, such as sashes and muntins play a large role in the overall appearance of the window and the structure as a whole. This is very prevalent in wood windows. The depth and profile of a wood sash and external muntins create a defined and distinct visual affect which is further accentuated by the shadow lines created by such depth. Modern vinyl windows have a much narrower and flatter sash that give little to no definition and create no shadow lines. This is also true of internally applied as well as flat external muntins that basically have no profile at all.

The removal of these historic features has a dramatic affect on the characteristics of the window itself as well as the integrity of the entire structure. Peeling paint, high air filtration, sticking sash, or broken panes are all repairable conditions and do not necessitate replacement. Wooden-framed windows are generally easy and inexpensive to repair. For example, changing a sash cord is relatively simple, and lightly coating window tracks with wax may allow the sash to slide smoothly. Furthermore, the inherent imperfections in historic glass give it a visual quality not replicated by contemporary glass manufacturing.

GUIDELINES

Recommended:

- Retain and preserve windows and doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, mutins, sills, heads, moldings, surrounds, hardware, shutters, glazing, panels, sidelights, fanlights, and thresholds.
- Repair historic windows and doors and their distinctive features rather than replace.
- When necessary replace an entire window that is too deteriorated to repair, if the overall form and detailing are still evident using the physical evidence to guide the new work.
- When possible, repairing and retaining the original windows and doors is preferred. There are various commercial products and experienced local companies which can make possible the repair of even severely damaged windows and doors, often at less expense than comparable replacements.
- Retain and preserve historic doors and windows, replacement should only be considered if repair is not feasible.
- If replacement of a deteriorated window or door feature or detail is necessary replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material.
- If replacement of an entire unit is necessary replace the unit in kind, matching the design, dimension, panels, pane configuration, architectural trim, detail, mutins and materials.

- If a window or door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building. Material should match existing windows and doors.
- Replacement windows and doors should fit existing openings and be consistent with existing trim and other features of the structure. Replacement windows must duplicate the appearance of the existing or original windows in design, dimensions, proportion, reflective qualities, profile, sash rails, stiles, muntins, panels, material and operation.
- Replacement of deteriorated or missing shutters should be based off of historic and pictorial evidence. Shutters should be made of wood, sized to fit the opening and mounted as if they were operable. All shutters must be attached to wood elements and when necessary into mortar joints. They are never to be installed in a manner that damages masonry.
- Wood or aluminum storm windows may be installed with staff review if they fit the opening properly, are painted to match the trim and have meeting bars that match the window.
- Aluminum or wood storm doors may be installed with staff review if they fit the opening properly, are painted to match the trim or door and are an approved design.
- Where historically appropriate the installation of fabric awnings over windows, doors, storefronts or porch openings may be considered if they are compatible in scale, form, and color to the structure. Such applications will be reviewed on case by case basis with great consideration given to the proposed awning design, location and architectural design of the structure. If approved awnings should be installed into wood elements, but, when necessary they may be installed into mortar joints. They should never be installed in a manner that damages or obscures masonry or another historic feature.

Not Recommended:

- Removing or radically changing windows which are important in defining the overall historic character of the building so that, as a result, the character is diminished.
- Changing the number, location, and size or glazing pattern of windows and doors through cutting new openings, blocking-in, and installing replacement sash which does not fit the historic opening.
- Retrofitting or replacing windows rather than maintaining the sash, frame and glazing.
- Installing new exterior storm windows which are an inappropriate size or color. An aluminum storm window may be appropriate as a way to increase the efficiency of a house while retaining the historic windows. Requiring that the storm window be of proper size, with appropriate meeting bars and appropriate color is to ensure that the storm window blend with the features of the house and not become a visual distraction.
- Installing additional window and door openings. If such additions are necessary they should be installed on a rear or non-character-defining façade, but only if they do not compromise the architectural integrity of the building. The design of such units must be compatible with the overall design and material of the buildings existing units.
- Changing or closing existing window and door openings are considered inappropriate and will only be considered under compelling reasons. If a change is required the pattern of proposed openings should be characteristic of and complementary to the historic building and the historic district context.
- The use of glass block to fill in openings is generally not appropriate. Instead the repair of the existing features is favored.

- The only potentially feasible location for the use of glass block is in basement windows and then only with the following conditions are met:
 - It is not appropriate in windows that are visible from the public right-of-way;
 - Glass block is recessed as deeply as possible in the foundation wall;
 - Using glass block sizes and glazing patterns to follow as closely as possible other window styles in the structure;
 - Placing a window screen and/or obscuring storm window over the basement window opening to obscure the glass block;
 - Using textured, obscuring glass block rather than clear, reflective glass block and; Not installing glass block with vents which can destroy the symmetry and glazing and adds a second inconsistent feature
- It is not appropriate to remove original doors, windows, shutters, details and trim.
- It is not appropriate to use snap-in muntins to create a false divided-light appearance.
- It is not appropriate to use tinted or opaque glass.

PORCHES, BALCONIES & STOOPS

Porches, balconies and stoops include but are not limited to structures attached to or immediately adjacent to a permanent structure, with or without a roof, without permanent weatherproof walls or windows, used as or connected to an entrance to the main structure.

Entrances and porches often distinguish the street facades of historic buildings and provide highly visible opportunities for stylistic embellishments, such as columns, pilasters, rails, latticework, balustrades, soffits, steps, brackets, beaded board ceilings, and tongue and groove flooring to name a few.

Recessed entries within a street-level storefront are typical for historic commercial buildings, whereas elaborate porticos or two-story porches often grace historic institutional structures.

The prominence of these features makes their preservation of primary importance.

GUIDELINES

Recommended:

- Identifying, preserving and retaining entrances and their functional and decorative feature.
- Repairing entrances and porches by reinforcing the historic materials. Repair or limited replacement in kind of those extensively deteriorated or missing parts of features where there are surviving prototypes.
- Replacing in kind an entire porch that is too deteriorated to repair using physical evidence to guide the new work.
- Design a new entrance or porch if the historic entrance or porch is completely missing using historic evidence.
- Protect, maintain, retain and preserve features that contribute to the overall historic character of a building.
- Repair historic features using recognized preservation methods for patching, consolidating, splicing and reinforcing.
- If replacement of a deteriorated detail or element is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material.
- If replacement of an entire feature is necessary it should match the original in design, dimension, detail, texture and material.

- If replacing a feature that is missing, replace it with a new feature based on accurate documentation of the original or a new design compatible with the historic character of the building and district, being careful to be consistent with the design, material, scale and levels of the structure.
- The design of a new entrance, porch, stoop, or balcony on a secondary façade may be appropriate if it does not diminish the buildings architectural character and the design is compatible with the building and the site.
- All exposed wood elements should be finished or painted.
- Repair of masonry porch foundation should match existing or original materials. When replacing missing masonry foundations, they should match the foundation of the main building. If such a match is technically or economically unfeasible an unobtrusive material may be used.
- All steps should have enclosed/solid risers.
- Tongue and groove 3" wide cedar or pine extended 1" past fascia/trim is the preferred porch flooring.
- Tongue and groove bead board ceilings.
- All newly installed porch floors should provide for proper drainage.
- Building and Housing code limits regarding railing height and spindle spacing may be waived for historic considerations.
- The style of porch skirting should match original skirting or be consistent with those commonly used at the time the original building was constructed.

Not Recommended:

- Removing or radically changing entrances and porches which are important in defining the overall historic character of the building.
- Removing an entrance or porch because the building has been reoriented to accommodate a new use.
- Enclosing porches in a manner that results in a diminution or loss of historic character.
- Stock, unframed, cross-hatched wooden skirting in a diamond pattern is not recommended as size and spacing of members is not historically correct.
- Decking is not an appropriate flooring material.
- Pressure treated wood is not recommended other than where the wood will be in contact with the ground and hidden from view by finish material.
- It is not appropriate to remove any detail material associated with entrances, porches, stoops, balconies etc.
- It is not appropriate to remove an original entrance, porch, stoop, balcony etc.
- It is not appropriate to introduce features or details to a historic entrance, porch, balcony, etc. in an attempt to create a false historical appearance.

MECHANICAL EQUIPMENT

Mechanical equipment and systems include but are not limited to all exterior devices related to heating, electric, plumbing, air conditioning, ventilation and media. A few examples of such devices and systems are vents, exhaust pipes, cable, conduit, electrical boxes, meters, air conditioning units, generators, antennae, and phone and cable boxes.

Energy conservation, replacement or upgrade of inadequate utility services and introduction or upgrade of mechanical systems is a typical concern of property owners. In the historic districts it is important to ensure that such concerns are addressed in ways that do not damage or diminish the historic character of the building, the site, or the district.

Historic structures are designed with a variety of energy conserving site and building features such as thoughtfully placed shade trees, projecting porches, operable windows, shutters and awnings. All helped to control the introduction of sunlight and breezes within a building and site. An understanding of how such historic features enhance energy efficiency is critical to maximizing the energy efficiency of historic buildings.

As with other alterations to exteriors of landmarks and buildings within historic districts the introduction of mechanical systems or changes that require review. These features can be new, repairs, upgrades or replacements of pre-existing devices.

GUIDELINES

Recommended:

- Installing new mechanical system if required so that it causes the least alteration possible to the building's floor plan, the exterior elevation, site and environment, and the least damage to historic building material.
- Installation of air conditioning units, if required by the new use, in such a manner that historic materials and features are not damaged or obscured.
- Installing heating/air conditioning units in the window frames in such a manner that the sash and frames are protected. Window installations should be considered only when all other viable heating/cooling systems would result in significant damage to historic materials.
- All mechanical equipment should be installed in the least visible location, normally the rear of the structure.
- The existence of other historically inconsistent work in the area is not a basis for approval of another inconsistent feature.
- When mechanical equipment is affixed to a building it must be installed to avoid damaging the structure. For example, when affixed to a masonry structure, it should be attached to mortar joints, not the brick or stone.
- Mechanical equipment should be installed low to the ground and using as little space as possible. This will decrease the visual impact, while also enabling the installation of appropriate screening.
- Screening materials may include vegetative material, lattice, fencing or other compatible material. All proposed screening materials and designs must be reviewed and approved by the HPC or staff.
- Visual and physical affects to the structure or neighborhood must also be considered. The equipment should be made to blend with the surrounding by painting it to match the structure and screening it with appropriate materials.

Not Recommended:

- Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged or destroyed.
- Installing vertical runs of duct, pipe and cable in places where they will damage or obscure character-defining features.
- Cutting through features in order to install mechanical units.
- Radically changing the appearance of the historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames.

REVIEW PROCESS FOR MECHANICAL EQUIPMENT

Review requirements are based on location and impact. Listed below is a breakdown of review requirements.

Rear:

If the above noted guidelines are met equipment located at the rear of the property, with no visibility from the right-of-way, HPC Staff may approve the application. The exception to this rule is properties located on a corner lot.

Side:

If it is impossible to locate the equipment in the rear, then the side yard or walls would be the next preferred location. If the above noted guidelines are met then HPC Staff may approve applications proposing a location along the side of the property towards the rear with minimal visual impact from the public right-of-way. Installation proposed for the side of property toward the front will require HPC review.

Front:

The least compatible location for mechanical systems is in the front yard, on the front of the building or side elevation. Placement in the front results in a negative visual impact to the historic building and district. If the only possible location for the new equipment is in the front, then the placement of the equipment should be next to or attached to the primary building in a way that incorporates it into the façade design while causing no damage to the structure. This can be accomplished through the use of appropriate screening materials. However, the installation of mechanical equipment in the front yard or attached to the front or side elevation will require stringent review by the HPC.

Corner Lots:

Due to the high visibility of corner lots, installation of mechanical equipment will be reviewed more carefully. Given that three out of four sides of a corner lot have high visibility it is recommended that applicants work with staff to determine the best location. If the chosen location will cause significant visual impact or damage to the building the application will require HPC review.

Commercial Equipment:

All efforts should be made to house such equipment on the interior of the building. Where this is not possible then roof top installation is the preferred location for commercial structures. It should be installed in a way that is not visible from the ground and will not cause damage to or obscure architectural details. When roof top installation is not an option, the equipment should then be located adjacent to or attached if necessary to the least visible façade, as stated above. Equipment attached to the façade will need to be done in such a manner as not to destroy or cover architectural elements. Staff may approve these installations in locations that are not visible from the public right-of-way and do not damage or obscure architectural details, site or district.

SATELLITE DISHES

Satellite dishes are communication devices utilized to assist in the viewer's ability to receive video programming signals from direct broadcast satellites, multi-channel multipoint distribution providers and television broadcast stations.

According to Federal Regulation 36 CFR 800.5(a)(1), the installation of a satellite dish is an undertaking that may alter, directly or indirectly, any of the characteristics of a historic property for inclusion in the National Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling or association. Specifically,

the undertaking will result in: The introduction of visual, atmospheric or audible elements that diminish the integrity of the property's significant historic features.

The rule of the Telecommunications Act of 1966 is cited as 47 CFR 1.4000. This rule applies to viewers who place video antennas or satellite dishes on property that they own and that is within their exclusive use or control, including condominium owners and cooperative owners who have an area where they have exclusive use, such as a balcony or patio in which to install the antenna or dish. The rule applies to town homes and manufactured homes as well as to single family homes. On January 22, 1999, the Act was amended to also apply to rental property where the renter has exclusive use, such as a balcony or patio.

The rule does not prohibit legitimate safety restrictions or restrictions designed to preserve designated or eligible historic or prehistoric properties.

The objective is to be consistent with the FCC rulings, provide maximum flexibility for individuals, and retain the ability to exercise influence over satellite dish locations. The goal is to avoid highly visible installations that significantly affect the visual character of a building and its surroundings.

GUIDELINES

Recommended:

- When possible, a satellite dish must be placed in the least visible location.
- Whenever a satellite dish is affixed to a building, it must be installed to avoid damaging the structure. For example, when affixed to a masonry structure, it should be attached to mortar joints, not the brick or stone.

Not Recommended:

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

REVIEW PROCESS FOR SATELLITE DISHES

Review requirements are based on location and impact. Listed below is a breakdown of review requirements.

Rear (Not relevant to Corner Lots):

When possible all satellite dishes as well as other "contemporary" communication devices should be located unobtrusively. The placement of such on or near a structure so that they are not visible from the street will not require review. Specifically the dishes should be located at the rear of the primary building or attached to the rear of the primary building (either rear walls or rear slope of the roof). This does not apply to corner lots.

Side (Not relevant to corner lots):

Any dish located on the rear 2/3rds of the structure, where it may be visible from the street, will require staff approval, when a nonvisible location is not an option. Dishes located on the front 1/3rd of the house will require HPC review, see front façade for guidelines.

Front:

Any dish located on the front 1/3rd or front of the building will require an application and review by the Historic Preservation Commission. These options are only available if there are no other alternative locations.

- While not recommended, if the only possible location for a dish is the front yard, then the placement of the dish should be next to the primary building. It is recommended that every effort be made to screen the dish so that it is not readily visible from the street. Screening material may include vegetative material, lattice, fencing or other compatible materials as approved by the HPC.
- Similarly, if the only location for the placement of a dish is attached to the front of the building, either attached to the wall of the building or on the front roof slope, then the proper design and location of the dish, as well as any proposed screening material, must be submitted to the HPC for review.

Corner Lots:

As with front yard, in the case of a corner lot, the side yard is a possible location provided that the dish can be screened so that is not readily visible from the street. Such locations will require HPC review.

Vacant Lots:

Where there is no primary building on the property, either because it is a vacant lot or in cases where the designation is of an object or site, the HPC will review the location and any proposed screening material on a case by case basis.

OUT BUILDINGS

Out buildings are defined as enclosed structures such as, garages, carriage houses and sheds.

GUIDELINES FOR NEW CONSTRUCTION

Recommended:

- Retaining and preserving buildings and their features as well as features of the site that are important in defining its overall historic character.
- Retaining the historic relationship between buildings, landscape features and open spaces.
- Repairing features in kind.
- Replacing features in kind that are too deteriorated to repair using physical evidence to guide the new work.
- Design a new feature of a building or site when the historic feature is completely missing, based on historical, pictorial and physical documentation or design a new feature that is compatible with the historic character of the building and site.
- A shed should be located in the rear yard towards the back-property line. Corner lots will require additional scrutiny to determine the least obtrusive location.
- Exterior wall materials should be consistent with historic materials appropriate to the main structure and neighborhood, such as, wood, stucco and masonry. A cement board clapboard siding product known as Hardi-Plank may also be considered in new construction.
- Basic roof design is gable but exception may be made when replicating the main structure. Roofing material may range from asphalt shingles to a more natural product such as slate, tile and wood shakes.
- All windows and doors are to be made of wood, style and design will be reviewed on a case by case basis.

Not Recommended:

- Introducing any new building, streetscape or landscape feature that is out of scale or otherwise inappropriate to the setting's historic character.
- Removing an entire wood feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.
- Introducing new construction onto the building site which is visually incompatible in terms of size, scale, design, materials and texture or which destroys historic relationships on the site.
- Locating a shed in the front or side yard or adjacent to the main structure.
- Utilizing exterior materials such as metal, vinyl and OSB.
- Utilizing vinyl or clad windows or metal service doors and overhead doors.

SHEDS

The term shed refers to an out building with enclosed walls and roof with an area no greater than 100 square feet and a wall height no greater than 8 feet. When the guidelines pertaining to outbuildings are met they may be staff approved.

Pre-made Rubber Maid exterior storage closets do not require review.

Existing out buildings will follow guidelines set forth for main structures in their repair and maintenance.

GARAGES & CARRIAGE HOUSES

Garages and Carriage houses are important historic resources in conjunction with related main structures and in their own right. As such, every effort should be made to preserve or duplicate the unique features of the original garage or carriage house.

The term carriage house refers to an outbuilding that is usually more than one story tall. The term garage refers to an enclosed outbuilding that is more than 100 square feet in size and one story tall. Repair, replacement and new construction of garages and carriage houses will require review utilizing the historic district guidelines.

Most carriage houses were designed to complement the main structure and often contained additional living quarters for servants. On the other hand, garages were often bought ready built and did not match the main structure. The movement to match the garage to the main structure did not begin to occur until the 1920s and 1930s.

GUIDELINES FOR OUT BUILDING DOORS

Recommended:

- Repair a feature or portion of a feature in-kind, utilizing the same material.
- Replace a feature or portion of a feature that is too deteriorated to be repaired. All new will match existing in design, dimensions, location and material.
- Where possible repairing and rehangng original doors is preferred. Some garage door designs can lend themselves to conversion of operation.
- Only when a historic door is beyond repair will its replacement be considered. If a historic door is beyond repair the replacement door should match the historic door in design, dimensions, operation and material.

- In new construction if the garage door opening is larger than a standard two-stall the garage wall should be divided and separate doors hung.
- In new construction standard door height should be seven (7) feet; the exception is in replacing existing doors on an existing structure.
- If matching the historic door is technically and economically not feasible the proposed replacement door should contain some of the elements of the historic door or of a door design appropriate for the period and design of the structure and main structure.
 - Typical designs would include vertical division, inset panels and wainscoting. A door should be no larger than necessary to enclose the existing opening.
 - To be compatible with a historic door the new door should have glass panels constituting between one quarter and one-third of the surface of the door.
 - When replacing a historic door, the new door should be of the same material. Products such as steel, vinyl and fiberglass seldom match the appearance of wood nor do they lend themselves to the application of added detailing.
- When replacing a non-historic door or replacing a missing door it is preferred, but, not required that the new door be consistent with doors of the period.
 - When replacing non-historic or missing garage doors new doors should be compatible with the historic character of the building.
 - It should be compatible in quantity of doors, height, width, proportion, trim, corner details, and pattern of panels, glass and operation.
 - In such instances an alternate material with appropriate design may be considered.

Not Recommended:

- Replacing features that can be repaired.
- Replacing badly deteriorated features with new that do not match the original in design, dimension and material.
- Installing a feature that is not compatible with the structure.
- Installing a feature that detracts from or covers historic features.
- Removing features and not replacing them.
- Installing a door wider than a standard two-stall area.

GUIDELINES FOR NEW CONSTRUCTION

The construction of new carriage houses and garages shall follow the New Construction Guidelines.

ADDITIONS TO HISTORIC BUILDINGS

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

New additions should never compromise the integrity of the original structure or site either directly through destruction of historic features and materials or indirectly through their location, size, height, scale, design and materials. The impact of an addition can be significantly diminished by locating it on the least character defining elevation and by keeping it deferential in volume.

GUIDELINES

Recommended:

- Constructing a new addition so that there is the least possible loss of historic materials and so that character defining features are not obscured, damaged or destroyed.
- Designing new additions in a manner that makes clear what is historic and what is new.
- Design for the new work may be contemporary or may reference design motifs from the historic building. In either case, it should be compatible in terms of massing, materials, relationship of solids to voids and color.
- Placing new additions on non-character defining elevations and limiting size and scale in relationship to the historic building.
- New additions should be designed to be compatible with the original building yet at the same time discernible from it. For example: it can be differentiated through a break in roofline, cornice height, wall plane, materials, siding profile or window type.
- The form, design, relationship of openings, scale and selection of materials, details and features of proposed new additions shall be reviewed in terms of compatibility with the original building
- A new addition should be designed and located so that significant site features, including mature trees, are not lost.
- Construct new additions so that the character defining features of the historic building and site are not destroyed, damaged or obscured.
- Locate the new addition on an inconspicuous elevation of the historic building, usually the rear

- Limit 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 district.

Not Recommended:

- Attaching an addition so that the character defining features of the historic building are obscured, damaged or destroyed.
- Designing a new addition so that the size and scale in relation to the historic building are out of proportion.
- A new addition should never overpower or dramatically alter the original building through size or height.
- A new addition should not detract from the historic character of the building or site nor should it require the removal of significant building elements or site features.
- It is not appropriate to construct an addition that significantly changes the proportion of built mass to open space on the individual site.

Roof top additions for commercial structures are generally a requirement for the installation of roof top mechanical systems. These structures should be placed away from the edges of the building to eliminate or limit its visibility from the street. The construction of such structures should not adversely affect any existing architectural details of the structure including such things as historic roof top sky lights. These structures should maintain a low profile and should utilize exterior materials that are compatible with the main structure.

NEW CONSTRUCTION

The introduction of a compatible but contemporary new construction project can add depth and contribute interest to the district if the new design and location reflect an understanding of and compatibility with the character of the district.

The success of new construction within a historic district relies on understanding the distinctive architectural character of the district. The first elements that should be considered are height, form, massing, proportion, size, scale and roof shape. For example, if the street facades of most nearby buildings are vertical in proportion, taller than they are wide, then maintaining the vertical orientation of the building façade will result in a more compatible design.

A similar study of materials, building features, and details typical of existing buildings along the streetscape or block will provide a vocabulary to draw on in designing compatible buildings. Particular attention should be given to spacing, placement, scale, orientation, and size of window and door opening as well as the design of the doors and windows themselves. In addition, the selection of appropriate exterior materials and finishes depends on an understanding of compatibility of materials and finishes in composition, scale, module, pattern, texture and sheen.

GUIDELINES

Recommended:

- Retaining site features that are important to the overall historic character.
- Retaining the historic relationship between buildings, landscape features and open space.
- A new feature may be designed that is compatible with the historic character of the site, district and neighborhood.
- New construction siting should be reviewed based on existing district setbacks, orientation, spacing and distance between adjacent buildings.
- Design new construction so that the overall character of the site, site topography, character-defining site features, and district vistas and views are retained.
- Conform to design guidelines involving the site and environment.
- Design new buildings to be compatible with surrounding building that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportions and roof shape. Giving special attention to the proportions of the front façade.

- Utility connections shall be placed to minimize visibility from the street.
- Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in new construction to be compatible with surrounding historic buildings.
- Utilize windows and doors in new buildings that are compatible in material, subdivision, proportion, pattern and detail with the windows and doors of surrounding historic building that contribute to their character.
- Select materials and finishes that are compatible with historic materials and finishes found in surrounding historic buildings that contribute to their historic character.

- Design new buildings so that they are compatible with but discernable from adjacent historic buildings.

Not Recommended:

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

STOREFRONTS

For most historic commercial buildings, the storefront is the most prominent architectural feature. Storefronts are often stylistically and visually tied to the street façade, and differentiated from the upper façade by large display windows flanking the main entry and by change in materials. Typical, functional and decorative features include display windows, doors, transoms, signs, awnings, columns, pilasters, entablatures and bulkhead panels. Storefronts with a recessed entrance also incorporate an exterior ceiling area and an extension of the sidewalk often surfaced by decorative floor tiles.

Typically, storefront display windows rest on low wooden recessed panels or on bulkheads constructed of masonry or faced in ceramic tiles. Recessed entries and projecting awnings create a streetscape rhythm while glazed transoms provide opportunities to pull diffused daylight deep into the building.

GUIDELINES

Recommended:

- Protecting, maintaining and preserving storefronts and their functional and decorative features that are important in defining the overall historic character of the building, such as, display windows, signs, doors, transoms, kick plates, corner posts, and entablatures.
- Repair storefronts as needed, this may include replacement in kind or with compatible substitute material of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters or signs.
- 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. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.
- Designing and constructing a new storefront when the historic storefront is missing. Such designs may be an accurate restoration using historical, pictorial and physical documentation or a new design that is compatible with the size, scale, material and color of the historic building.
- Retain and preserve storefronts that contribute to the overall historic character of a building, including such functional and decorative features as transoms, display windows, doors, entablatures, pilasters, recessed entries and signs.
- Repair historic storefront features using recognized preservation methods for patching, consolidating, splicing and reinforcing.

- When replacement of a deteriorated feature is necessary, only the deteriorated detail is to be replaced in kind rather than the entire feature. All repairs and replacements are to match the original in design, dimension, texture, location and material.
- If the entire feature must be replaced it will be replaced in kind matching the original feature in design, dimensions, detail, texture, location and material.
- If an entire storefront or feature is missing, replace
- it with a new feature or storefront based on accurate documentation. If such documentation does not exist then utilize a new design compatible with the building in scale, size, material and design.
- For signage concerns see Sign Guidelines.
- Fabric awnings may be considered if historically appropriate and compatible with the storefront in scale, form and material.

- Masonry and wood should be cleaned using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Chemical strippers can be used only if gentler methods are ineffective.

Not Recommended:

- Removing or radically changing storefronts and their features which are important in defining the overall historic character of the building so that the character is diminished.
- Changing the storefront so that it appears residential rather than commercial.
- Removing historic material to create a recessed arcade.
- Introducing coach lanterns, mansard roof overhangs, wood shakes, non-operable shutters and small-paned windows if they cannot be documented historically.
- Changing the location of a storefront's main entrance.
- Replacing an entire storefront when repair of materials and limited replacement of its parts are appropriate.
- Using substitute materials for replacement parts that does not convey the same visual appearance as the surviving parts.
- Removing a storefront and not replacing it. Or replacing it with new that does not convey the same visual appearance.
- Creating a false historical appearance because the replaced storefront is based on insufficient historic, pictorial and physical documentation.
- Introducing a new design that is incompatible in size, scale, material and color.
- Replacing an entire feature when only a detail is deteriorated.
- Replacing deteriorated features and details with new that is incompatible with the original feature and detail in design, dimensions, detail and material.
- Replacing a missing feature that is incompatible in design, scale, size and material of the existing building.
- Installing awnings that damage or compromise the storefront's character-defining features.
- It is not appropriate to clean masonry or wood with destructive methods such as blasting, power washing or propane or butane torches.
- It is not appropriate to strip wooden storefronts that were historically painted and apply clear stains or sealers to create a natural wood appearance.
- It is not appropriate to cover or replace historic storefronts and entries with contemporary substitute materials such as aluminum or vinyl.
- It is not appropriate to introduce features or details to a historic building in an attempt to create a false historical appearance or which create a residential appearance.
- Removing historic material from storefront to create a recessed arcade.
- Changing the location of a storefront's main entrance.

Business signs refer to any outdoor sign, display or message intended to advertise or inform, which is secured to, or painted on a structure or an accessory structure such as a garage, awning or canopy or posted in the ground adjacent to the structure.

GUIDELINES

Recommended:

- Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged or destroyed.
- New work should be compatible with the historic character of the district or neighborhood in terms of size, scale, design, material and texture.
- Secondary design elements such as awnings and signs should be kept as simple as possible.
- Signs should be consistent in style and appearance with the neighborhood the sign is to be located in.
- Signs shall be of a style, size, material and appearance consistent with the architecture of the main structure on the property.
- Signs proposed for residential areas should be limited in size and scaled to be legible at the slow travel speeds of residential streets and small enough that they do not dominate buildings originally designed for non-commercial purposes, impose on pedestrian traffic or disturb the continuity of the streetscape.
- Applicable Zoning Code provisions limit the size and location of business signs, in some instances imposing stricter limits than historic district guidelines.
- All sign applications will be judged on an individual basis and are all subject to Zoning Code.
- Two (2) types of sign placement used: Affixed Signs and Yard Signs
- An affixed sign must be installed to avoid damaging the structure. For example, those affixed to a brick wall shall be attached into the mortar joints and not through the brick.
- For those signs affixed to a structure, size and proportion must be sensitive to the style and proportions of the structure.
- Size must also comply with the sign provisions of the Zoning Code.
- Buildings built as residential structures normally can accommodate a sign no larger than four (4) square feet.
- Structures originally built for commercial or institutional use, there may be larger blank wall areas on which a larger sign would be consistent with the architecture.
- Yard Signs: Signs posted in a yard the zoning limits shall be observed.
- Size of the sign must be proportionate to the main structure.
- Sign styles include but are not limited to:
 - Hanging or protruding signs.
 - Flat wall mounted signs or individual lettering.
 - Painted signs on previously painted surfaces.
 - Awning or canopy signs.
 - Vinyl decal lettering for windows.
 - Yard posted and monument signs.
- Historically appropriate materials include wood, cast metal, and flat sheet metal. Alternate, modern materials may be considered if they are used in a way that replicates historic materials and designs.
- Appropriate lettering techniques and designs include paint or gilding on a flat surface; individual letters or logos cut out and mounted on a smooth sign surface or building wall; and metal castings of the entire sign.

- In case of commercial style buildings with appropriate wall area, separate letters mounted to the wall of the structure, taking care to minimize damage to the wall area, is recommended.
- Lighting of signs shall be done through external means.
- The sign lettering, decoration, logo, design or any other elements must be consistent with the scale, design and appearance of the structure to which the sign relates.

Not Recommended:

- Using new internally illuminated signs; inappropriately scaled signs and logos; signs that project over the sidewalk unless they were characteristic feature of the historic building; or other types of signs that obscure, damage, or destroy remaining character defining features of the historic building.
- Introducing any new building, streetscape or landscape feature that is out of scale or otherwise inappropriate to the settings historical character.
- The use of unfinished pressure treated lumber is not recommended.
- Sand-blasting or wood (or other methods) leaving raised letters on a heavily-textured background is not recommended.
- Painting by spraying or air-brushing, yielding letters and designs which are not clearly defined is not recommended.
- Interior illuminated, neon signs, flashing lights and back-lit signs are normally not recommended.

AWNINGS

Awnings have played an important role in the function of historic structures as well as the visual character of streetscapes. Awnings have had great appeal as a tool for providing climate control. They are a cost effective way to block out the sun while still admitting daylight and air circulation. They protect shoppers from the rain and protected merchandise from fading due to sunlight exposure. The practicality of awnings still prevails today as an effective tool for an energy efficient building.

TYPICAL DESIGNS

Building owners could choose from a wide range of colors and designs, including stripes, ornate valances and painted lettering and logos. The vast array of options enabled owners to select awnings that complimented their buildings. Awnings were made of canvas and installed as either operable for ease of use or placed on iron pipes to create a more permanent fixture. As designs, shapes, colors and patterns expanded the installation of awnings became a way to draw attention to a structure or particular storefront, a methodology still used to this day.

Canvas awnings may be considered if historically appropriate and compatible with the storefront in scale and form.

Awnings must be attached to the building through the wood storefront framing when possible. They should be attached into masonry and metal only if no other option exists. When installed into a masonry wall it must be attached into the mortar joints and not the stone or brick.

ACCESSIBILITY, HEALTH & SAFETY CONSIDERATIONS

A need for public access, a change in use or a substantial rehabilitation of a historic building may necessitate compliance with current standard of life safety and accessibility.

- Meet accessibility and building code requirements in such a way that the character-defining features of the historic building and site are preserved.
- If needed install additional means of access that are reversible and that do not compromise the original.

HEALTH AND SAFETY REQUIREMENTS

As part of a new use it is often necessary to make modifications to a historic building so that it can comply with current health, safety and code requirements. Such work needs to be carefully planned and undertaken so that it does not result in a loss of character-defining spaces, features and finishes.

GUIDELINES

Recommended:

- Comply with barrier free and safety codes in a manner that ensures the preservation of character-defining features.
- Provide barrier free access through removable or portable ramps rather than permanent ramps.
- Placing needed additions in the rear of the building or on an inconspicuous side keeping its size and scale limited in relationship to the historic building.

Not Recommended:

- Altering, damaging or destroying character-defining spaces, features and finishes.

RELOCATION

These guidelines pertain to the moving of historic structures located outside of historic districts to a historic district.

Historic structures are occasionally moved from their original site into a historic district in order to save them from pending demolition. Activities such as this often result in the saving of the structure and the enhancement of the district. However, if the structure is not compatible with its proposed new surroundings its relocation into the historic district could result in the loss of integrity of the setting and environment. As such, careful consideration must be given to the structure and its intended setting.

CONSIDERATIONS:

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

GUIDELINES:

- Relocate a structure into a historic district only if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines of new construction.
- Situate a building on site according to new construction guidelines.
- Protect significant site features.

DEMOLITION

Demolition of a structure within a historic district or a historic landmark shall be permitted through the issuance of a “Notice to Proceed” by the Historic Preservation Commission if one or more of the following criteria prevail and are found necessary by the HPC.

- 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 a 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 property 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.

If demolition is granted the following steps shall be taken:

- Before demolition the structure and site will be recorded through photographs.
- Before demolition the owner shall work with interested parties to salvage usable architectural materials and features.
- During demolition the safety of adjacent historic resources will be ensured.
- After demolition follow edicts of the HPC as it pertains to the approval.