WASHINGTON-WILLOW HISTORIC DISTRICT DESIGN REVIEW GUIDELINES

CITY OF FAYETTEVILLE, ARKANSAS

2019
The mission of the Fayetteville Historic District Commission is to advocate for the preservation of architectural and historic resources of the city; to cultivate sense of place; to promote the use of historic architecture and the built environment for the education, enjoyment, and well-being of residents and visitors; and to encourage preservation of historic integrity in land use and development planning.”
Thanks are due to the many residents in the Washington-Willow Historic District who provided their time to participate in the public meetings and planning process. In addition to the residents, assistance in the preparation of this manual was provided by the City Planning Division. Particular thanks are due to the Historic District Commission for their contributions to this manual.

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CHAPTER 1: INTRODUCTION AND PURPOSE OF THIS MANUAL

The Fayetteville Historic District Commission (Commission) was created on March 1, 1979 through Ordinance 2509 pursuant to the provisions of A.C.A. 14-172-206 to recommend the establishment of historic districts to the City Council. The City of Fayetteville considers the preservation of historic resources and community heritage a priority. Numerous historic neighborhoods, buildings, and landscapes provide both architectural and cultural reminders of the community’s historical past. Preservation of historic buildings contributes to the character of the City and, equally important, reduces waste, and maximizes the use of existing materials and infrastructure. The concepts of sustainability and fiscal responsibility are therefore intertwined.

The powers and duties of the Commission include: suggesting specific alternative guidelines for the alteration and new construction of structures; fostering and encouraging preservation and restoration; encouraging public participation in identifying and preserving these resources and promoting the safety, education, health, and general welfare of the citizens.

The City of Fayetteville is committed to the preservation of its historic properties. Fayetteville has seven historic districts listed in the National Register of Historic Places. Since this honorary designation provides only limited protection to buildings or districts, the City has strengthened protection of its cultural heritage by creating an ordinance for oversight of properties within the Washington-Willow Historic District. This neighborhood was platted in 1870 as the Masonic Addition, the first addition to the original town boundary. The loss of several historic dwellings in recent years has heightened the interest of residents and the City Council to pursue protection mechanisms for historic resources in the district. Specifically, the adoption of a zoning overlay historic district with Certificate of Appropriateness requirements.

The design guidelines for the Washington-Willow Historic District provides the Commission and property owners with best practices for residential rehabilitation and new construction. The guidelines are practical approaches to specific design elements common for dwellings built in the 19th and 20th centuries. The guidelines are intended to preserve the essential architectural character of the historic district while allowing for additions and modifications needed for the present. Design guidelines aim to provide acceptable solutions to adapting historic buildings for modern lifestyles, striking a balance between function and preservation. The guidelines allow for change when it is accomplished in a sensitive manner that maintains the special character of the Historic District while meeting the practical needs of the residents and property owners. The guidelines direct the Commission, staff, and property owners in making appropriate decisions in the physical appearance of exterior elements of historic properties regarding primary residential buildings, as well as their associated outbuildings, site features, landscaping, driveways, walkways, and overall streetscapes.

Of particular importance to the Commission and Historic District residents is preventing demolition of significant resources. Demolition of properties which contribute to the character of the district should only be a last resort and the burden of proof to justify demolition will be the responsibility of the property owner. Properties must also not be allowed to deteriorate to the point where important architectural features are threatened due to owner neglect.
**How Does the Design Review Process Work?**

The design guidelines for the Washington-Willow Historic District are guidelines only and are not regulatory in nature. However, if an overlay zone is approved in the future, the design guidelines will be referenced by the Historic District Commission (Commission) and City Planning Division Staff when making decisions regarding applications for the issuance of a Certificate of Appropriateness (COA). The COA is an official document which property owners are required to obtain prior to receiving a building permit or performing any exterior rehabilitation, new construction or demolition in any locally designated historic district. The Commission will review rehabilitation, new construction, and demolition on all properties within the Washington-Willow Historic District or any other locally designated residential historic district in the city.

The manual assists property owners and the Commission in determining the appropriate means and methods of treatment of historic properties. The manual also provides guidance to developers of new construction within any locally designated historic district. The guidelines outline the process that property owners in any locally designated historic district are to follow when considering a project that affects the exterior appearance of the building. Within a locally designated district all buildings and structures are categorized into one of two classes - Contributing or Non-Contributing. Contributing resources are identified as possessing historical or architectural merit, are fifty years old or older and retain integrity from their period of significance. Non-Contributing properties are those which are less than fifty years of age, or have experienced alterations to such a degree their architectural character has been compromised. There may be some properties which are less than fifty years of age which are identified as having exceptional significance in history or architecture. The Commission may, at its discretion, classify such buildings as contributing to the character of the district.

In any locally designated district the owner of a property classified as Contributing or Non-Contributing must apply for a Certificate of Appropriateness (COA) prior to beginning any work affecting the exterior of the building or grounds of the historic property. The Commission will issue the COA for work it has reviewed and approved. A COA shall be required before a work permit is issued for the following:

1. Demolition of a historic building;
2. Moving a historic building;
3. Material change in the exterior appearance of existing building classified as historic by additions, reconstruction, or alteration;
4. Any new construction of a principal building or accessory building or structure subject to view from a public street, and;
5. Change in existing walls and fences, or construction of new walls and fences.

Non-contributing buildings may still possess characteristics that make them important to overall district character. They may possess design elements such as scale, massing, setback, lot placement, and materials that have the potential to positively effect neighboring historic structures. A building’s designation as non-contributing does not exclude it from the application of design review and each case will be evaluated on an individual basis to determine how the proposed work will impact the property, adjacent properties, the blockscape, streetscape, and neighborhood as a whole, and the historic district.
What Will Be Required for a Certificate of Appropriateness (COA)?

For any locally designated historic district an application for a COA shall be requested in the office of the City Planning Division. Detailed drawings, plans, or specifications shall not be required but each application shall be accompanied by such sketches, drawings, photographs, descriptions, or other information showing the proposed exterior alterations, additions, changes, or new construction as are reasonably required for the Commission to make a decision. Such application except for color change only, must be filed in accordance with the Planning Division’s published calendar for submittal deadlines to allow adequate time to review and process the application prior to the Historic District Commission meeting.

The property owner shall submit all materials to the City Planning Division Staff, who shall transmit the application for a COA, together with the supporting information and material, to the Commission for review. The Commission shall hold a public hearing upon each application for a COA affecting property under its control except in those instances where the Commission has determined that the application for a COA is not a substantive change and further that the Commission has determined that the COA complies with the adopted guidelines. Notice of the time and place of the hearing shall be given by publication in the form of a legal advertisement appearing in the official journal of the town at least seven days before such hearing and by the posting of the notice on or at the main entrance of the City Hall or wherever else the Commission determines to regularly conduct its meetings.

Within not more than 45 days after the filing of an application, the Commission shall either approve or disapprove the application and give written notice of its decision. If approved, the applicant will receive a COA and can then move forward to receiving a Building Permit. If disapproved the Commission shall have the right to make such recommendations for changes and modifications as it may deem necessary to enable the applicant to meet the guidelines. No Building Permit shall be authorized which affects a building, structure or site in the Historic District without a COA except as otherwise permitted by the provisions of state law or the zoning ordinance. Any person or persons aggrieved by any decision, act or proceeding of the Commission shall have the right to appeal to the Mayor and City Council.

Certificate of Appropriateness applications should be accompanied by drawings sufficient to show the proposed design and dimensions of a feature.
What Are the Design Guidelines Based On?

The Washington-Willow Historic District Design Review Guidelines are based on the “Secretary of the Interior’s Standards for Rehabilitation” set forth by the National Park Service (NPS). Most historic district Commissions across the country use these guidelines as a basis for local design review and for projects utilizing federal funds or tax credits. The “GUIDELINES” were first published in 1977 and revised in 1990 and 2017. They are applicable to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior of historic buildings as well as related landscape features and the building’s site and environment.

THE SECRETARY OF THE INTERIOR’S STANDARDS FOR REHABILITATION

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. Avoid the removal of historic materials or alteration of features and spaces that characterize a property.

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 historic 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 preserved. 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.
Which Guidelines are Mandatory and Which are Advisory?

The Historic District Commission (HDC) specifically recommended that elements in the Washington Willow Design Guidelines are divided into two broad categories as listed below. Pursuant to A.C.A. §14-172-208, a Certificate of Appropriateness is required to be approved by the HDC before modification of certain exterior architectural features including: “…architectural style, general design, and general arrangement of the exterior of a structure, including the kind and texture of the building material and type and style of all windows, doors, light fixtures, signs and other appurtenant fixtures.”

(A.C.A. §14-172-208(a)(2).

The HDC will concentrate its review on the mandatory guidelines listed below. Projects involving advisory guidelines are anticipated as being approved with minor review on consent agenda.

**Mandatory Guidelines**
- Demolition
- New construction
- No abrasive cleaning of brick
- No vinyl siding unless it matches the existing wood profiles and does not conceal window and door trim and does not remove or cover architectural details
- Mechanical equipment may not be roof mounted as viewed from the street
- No enclosure of front porches for additional living space (screening in porches as un-conditioned space is permitted)
- Retaining walls
- New windows
- Exterior Insulation Finishing Systems (EIFS) is prohibited in all renovation and new construction
  No aluminum or vinyl columns for front porches

**Advisory Guidelines**
- Exterior materials (except vinyl siding as noted under mandatory list above)
- Architectural features
- Awnings
- Chimneys
- Doors and entrances
- Foundations
- Gutters and downspouts
- Lighting
- Mechanical systems (except roof mounted visible from the street)
- Paint and colors
- Roofs
- Window Repair and Rehabilitation
- Fences, gates
- Garages and outbuildings
- Walkways
- Energy retrofits (addition of solar panels)

*Note: The Historic District Commission will not regulate paint or paint colors.*
**Terminology in the Guidelines**

There is a set of terms common to guidelines in general. This terminology is used throughout the Washington-Willow Design Review Guidelines and reflects the principles that the Commission will consider when making decisions. These terms and their interpretation are as follows:

**Appropriate**
The term “appropriate” applies to a component, method, or design choice that is sensitive to the historic quality of a building and overall district. When “appropriate,” the project will be in compliance with the guidelines.

**Beyond Repair and Beyond Reasonable Repair**
The terms “beyond repair” and “beyond reasonable repair” describe deterioration that cannot be reversed. The damage to the building or feature is so extreme that not enough physical material remains for its repair. The burden of proof to demonstrate “beyond repair” will be the responsibility of the applicant.

**Character**
The term “character” means the attributes, qualities, and features that collectively convey the particular essence of a setting, place, or building.

**Compatible and Compatibility**
The terms “compatible” and “compatibility” mean “appropriate.” Compatibility also means the characteristics of different uses or activities that permit them to be located near each other in harmony and without conflict.

**Inappropriate**
An “inappropriate” feature, action, or design choice that compromises the historic character of a building or district. An inappropriate project would not be in compliance.

**In-Kind and Like-Kind**
When repair or replacement of specific elements of materials are needed, “in-kind” and “like-kind” substitutes match the existing, original, or historic in material, size, detail, profile, finish, texture, and appearance as closely as possible, and when installed will not be easily distinguishable from the original upon close inspection.

**Recommended**
The term “recommended” means suggested, but not mandatory actions outlined in the guidelines.

**Shall or Should**
Where the terms “shall” or “should” are used, compliance is specifically required.

**Visible or Readily Visible**
The terms “visible” or “readily visible” means easily visible from public streets and rights-of-way, including through parking lots and other open spaces.
Washington-Willow Historic District Map

Fayetteville’s Historic District Commission and Design Review
How to Use This Manual

Property owners, real estate agents, developers, contractors, tenants, architects, and building designers should use these guidelines when considering any project that will affect the exterior elements of a property in the Washington-Willow Historic District or any future designated districts.

The Commission will use these guidelines in its review of proposed projects in the city’s locally designated historic districts. In each case, a unique combination of circumstances and preservation variables will require the Commission to conduct its review and make its decision on the merits of the particular case. In making its determination of the appropriateness of a project, the Commission will determine whether:

- The proposed work complies with the criteria in the guidelines.
- The integrity of the individual historic building or property is preserved.
- The integrity and overall character of the historic district is preserved.
- New buildings or additions are designed to be compatible with surrounding historic properties.

Each chapter of these guidelines is organized to provide background information and specific regulatory principles and requirements. Each design guideline element is described with a broad policy statement followed by specific recommendations based on best practices design principles. The information in the policy statement and specific itemized guidelines all serve as the basis for Commission decisions.

There are three primary approaches to work in the Washington-Willow Historic District and any future locally designated districts:

⇒ **Maintenance**
This refers to proper care and regular maintenance of a building as well as minor repairs in keeping with original design and materials. Typically regular maintenance will not require Commission or Staff review.

⇒ **Staff Review**
Many actions involving historic buildings can be reviewed directly by the City Planning Division staff and can typically be reviewed in a brief period of time as long as such actions would not require review by the Commission and are consistent with the requirements contained in the guidelines.

⇒ **Historic District Commission Review**
Projects with greater complexity and more permanent effect on the historic district or property including extensive alterations to historic buildings, new construction, and requests for demolition are among the actions that require review by the Commission.
Planning Your Project

Projects involving a historic structure or new construction within the Washington-Willow Historic District and any locally designated district may include a variety of approaches, including maintenance, simple repairs, or adding additional living space. In understanding the history and architectural development of a structure and its use, its present condition and the actions necessary to complete your project, you can develop an overall approach. The Secretary of the Interior’s Standards are based on the four types of projects:

**Preservation:** Keeping an existing structure in its current state by initiating a program of maintenance and repair.

**Rehabilitation:** Actions to return a structure to its original state by preserving features that contribute to its historic character. This can also include using appropriate in-kind or replacement materials, adaptive reuse and adding compatible additions. Most projects taken before the Commission would be considered rehabilitation.

**Restoration:** This process involves reconstructing the appearance of the structure as it looked from a particular period of time.

**Reconstruction:** Reconstruction is defined as the act or process of depicting by means of new construction the form, features and architectural character of a structure that no longer exists. This type of project typically involves replicating a historic structure to a particular point in time—often for interpretive purposes.

After the project approach has been identified, the property owner should refer to this manual and apply the design guidelines in the initial stages of planning and design. The primary approach of the Commission and the design review guidelines emphasizes preservation instead of removal/replacement and the use of sustainable practices and materials where possible. These principles are demonstrated in the use of words such as repair, retain, maintain, compatible and replace in-kind. When planning a rehabilitation or new construction project, the Commission encourages property owners to consider a series of steps in their planning.

**One—What Is the Significance of the Property?**

What is the age of the property and how has it changed over time? Does the building contribute to the character of the historic district through its architectural design? The Commission and Staff can assist in determining if a property is contributing or non-contributing.

**Two—What Is the Building’s Condition and Integrity?**

A building with historic and architectural integrity will retain most of its character defining features on its primary and secondary elevations that are visible from the street. A property’s degree of integrity will help determine the desired outcome of the project.

**Three—What Is the Intent of the Project?**

Some projects may only require upgrades to interiors which are not reviewed by the Commission. Exterior changes may be limited to in-kind repair and replacement or involve entire structure rehabilitation. Projects may also involve adding living space to a historic structure.
Four—What Is the Proposed Project Treatment Plan?

An appropriate project treatment plan will result once the historical significance, integrity and project intent has been determined. A project may include a variety of actions such as maintenance of some elements, repair of deteriorated materials, replacement of deteriorated materials in-kind or replacement of deteriorated materials with compatible new materials, and construction of an addition or ancillary building.

When reviewing a property owner’s proposed project treatment plan the Commission will be guided buy a series of principles as follows:

- Proposed projects should emphasize retaining, maintaining, preserving, and repairing original or historic features.

- If such features and elements cannot be retained, maintained, preserved, and repaired, then replacement in-kind is recommended. Replacement in-kind means that the new feature and element match the existing original, or historic in material, size, detail, profile, finish, and texture as closely as possible. Architectural details and materials can be documented through drawings, photographs, or physical evidence. Such documentation will aid in defining appropriate rehabilitation activities.

- If material replacement in-kind is not feasible or practical, the Commission may consider the use of appropriate alternative materials that match the original as closely as possible in texture, design, and overall appearance.

- Rehabilitation will be reviewed to determine the impact, compatibility, and appropriateness of the proposed work to the existing structures, site, streetscape, and district.

- Rehabilitation shall be compatible with the historic building or structure for which it is proposed. Compatible rehabilitation efforts are those that protect and retain significant architectural and features and elements of individual buildings and the district.

- New construction for primary buildings and outbuildings shall be compatible with adjacent buildings along the street and blockface in massing, scale, materials, and setback.

Five—What Must be Submitted to the Commission for Review?

In addition to a completed Certificate of Appropriateness, the Commission also requires the following for specific projects:

- New retaining walls: A sample of the proposed wall material.

- New exterior materials: A sample of the proposed exterior material.
**Alternative Materials for Rehabilitation and New Construction**

An alternative material is a material which differs from that used to create the original. Terms used to describe alternative materials also include “non-original,” “imitation,” “synthetic,” “substitute,” and “replacement.” Where a historic feature is entirely missing, or damaged beyond repair, a visually identical and physically compatible alternative material may be considered by the Commission for contributing structures, and will be considered for non-contributing structures. Alternative materials may also be appropriate in the construction of new primary or ancillary buildings or additions.

When reviewing the appropriateness of alternative materials the Commission will consider the following:

**Potential Impact to Architectural Character and Historical Significance.** Removing and replacing historic material will generally diminish a building’s historic integrity and retaining original or historic materials is always preferred. If an applicant proposes to remove historic material and replace it with an alternative material, the Commission will need to be convinced that this is necessary. The extent to which the feature is an important character defining feature will be considered in determining whether an alternative material is an acceptable substitute in lieu of other criteria.

**Durability.** The alternative material must be demonstrated to the Commission to have proven durability, longevity, and repairability.

**Appearance.** An alternative material shall have a similar profile, texture, detail, and finish as the historic material, so that the only aspect of the alternative material that varies from the original being replaced is the material itself. Products which have simulated wood graining or a bright sheen are generally incompatible with historic materials. Visual appearance on close inspection is a good baseline standard.

If a feature being replaced was historically made of painted wood, the replacement alternative material must be paintable, painted upon installation, and maintained as a painted feature, so that it appears like other painted wooded features on the exterior of the property and those properties around it. In some instances, such as windows with baked enamel finishes, unpainted alternative materials may be considered.

**Location.** The location of alternative materials is an important factor in their approval. Alternative materials are more appropriate for rear or non-readily visible side elevations than for primary elevations. The distance of alternative materials from the casual observer on the street or sidewalk is also important. An alternative material may be appropriate for roof cornices or other parts of a building where the material cannot be observed up close.

**Sustainability.** The sustainability of alternative materials may also be considered including assessing the amount of recycled product content, and use of non-renewable resources. A materials manufacturing process, transport, and ability to be recycled may also be considered.

**Cost.** The cost of an alternative material versus an in-kind historic material will also be considered. When evaluating alternative materials, include cost factors such as life cycle cost and payback over time. Front-end cost saving sometimes can be misleading.
**Interaction with Historic Building Materials.** Some alternative materials can interact negatively with historic materials. For example, some alternative siding or window materials may contract and expand differently than the historic material they replace and adversely affect weather-protection properties, and future appearance. Alternative materials age differently than original historic materials and the appearance of pre-finished and painted materials differ as they age, often substantially. Because of these realities, care must be taken and future differences in appearance taken into consideration when considering whether an alternative material can be used in close proximity to the original material it will be replacing. Some metals may corrode and stain adjacent materials.

In considering alternative materials, the Commission may review:

1. Samples of the material;
2. Product literature, including information on the expected lifespan, durability of the material, and long term life cycle costs;
3. Ability to accurately replicate the visual and aesthetic characteristics of the historic material in the specific application requested;
4. The level of detail, significance, and characteristics of the feature being replaced;
5. Ability to expand and contract with historic materials; and,
6. Where economic hardship is a consideration, the cost of the alternative material relative to the original material.

The Commission may request a mock-up of the product installed in the requested location to determine how it will appear on site.

These guidelines leave room for the further development and acceptance of alternative materials that meet the visual guidelines that are ultimately the most important aspect of rehabilitation and the retention of historic character. However, while the National Park Service guidelines recommend the replacement of entire character-defining features under certain well defined circumstances, they never recommend removal and replacement with an alternative material of a feature which, although deteriorated or damaged, could reasonably be repaired and thus preserved. Repair of deteriorated historic features is always the most appropriate treatment, followed by in-kind replacement.
Financial Incentives for Residential Rehabilitation

The State of Arkansas passed legislation in 2009 allowing tax credits on rehabilitation projects on historic properties. The Arkansas Historic Preservation Program serves as the State Historic Preservation Office and is the liaison between property owners and the National Park Service, which administers the tax credit program. There are Federal and State tax credits available through the program. Properties listed in the National Register of Historic Places individually or as a Contributing resource of a listed district may be eligible for the rehabilitation tax credit. The owner of the eligible property may be an individual or corporation. Property owners and developers interested in pursuing the credit should consult an accountant, tax attorney, other professional tax advisor, legal counsel, or the Internal Revenue Service for help in determining the tax and other financial implications.

Federal Tax Incentives for Rehabilitation

A federal tax credit is available for properties for National Register-listed properties that are income-producing. In residential historic districts rental property will be eligible for this tax credit. This tax credit is 20% of the total amount expended on the rehabilitation of a property. Property owners who wish to take the tax credit must follow established guidelines for rehabilitation. The “Secretary of the Interior’s Standards for Rehabilitation” are designed to provide guidance in the renovation of historic buildings in order to preserve their historic architectural character.

State Commercial Tax Credit

The State of Arkansas provides a 25% tax credit for the rehabilitation of certified income-producing buildings. Qualified applicants can deduct 25% of all qualifying rehabilitation costs from their Arkansas income taxes. For new tax credit projects starting after July 1, 2017, the credit has been raised from $125,000 to $400,000 for income-producing projects. There is a minimum requirement of $25,000 investment to claim any credit. The rehabilitation must meet the Secretary of Interior’s Standards. The state commercial tax credit may be used in addition to the federal tax credit and may also be combined with the state residential tax credit for mixed-use buildings.

Residential State Tax Credit

The state of Arkansas provides an 25% tax credit for the rehabilitation of owner-occupied, certified historic homes, as determined by the Division of Historic Preservation. Property owners may claim up to $25,000 per project for work on their private residences, with a minimum investment of $25,000. Each project is reviewed to ensure compliance with the Secretary of the Interior’s Standards. The Arkansas Department of Revenue defines qualified rehabilitation expenditures on which the credit may be taken. Buildings which have been determined to be vacant and blighted are eligible for a 36% credit.
The 1902 Queen Anne-style Judson Millard House at 1410 South Gaines Street in Little Rock was rehabilitated using historic preservation tax credits (Photos courtesy the Arkansas Historic Preservation Program.)
The Washington-Willow Historic District—A Brief History

The area of present-day Washington County was first inhabited by PaleoIndian peoples at least since 8,500 B.C. The area was sparsely populated through the Mississippian period. The land was later hunting grounds for the Osage tribe. In 1809, Cherokee tribe members moved here, trading for land east of the Mississippi River. Major William Lewis Lovely was named as Indian agent to the Arkansas Cherokee in 1813. Lovely attempted to resolve warring between the Osage and Cherokee by creating a buffer zone of land that later took his name. Lovely County was established in 1827. The migration of European-American settlers to the area created more cultural tension and land disputes.

In 1828, Lovely County was abolished, and Washington County was created. The county seat was named Fayetteville in 1835 at the suggestion of two commissioners from Fayetteville, Tennessee. The following year, the area of Washington County was reduced with the creation of Benton and Madison Counties. Yet, the influx of new settlers maintained a positive growth rate in the Washington County population, from 2,182 in 1830 to 7,148 in 1840. In the latter year, 425 people were residents of Fayetteville. The founding of the Fayetteville Female Seminary in 1836 contributed to the city’s growth and established an important educational presence.

Leading up to the Civil War, representatives from Washington County voted against secession at the state convention. Most reversed their votes, however, after the firing on Fort Sumter. During the war, Fayetteville endured skirmishes, raids and looting, alternating occupation, and a conflict on April 18, 1863. The battle was indecisive and illustrative of the local division of loyalties, as many of the soldiers in both the Union and Confederate forces came from the area.

Fayetteville’s population declined slightly from 972 to 955 between 1860 and 1870 but the decade of the 1870s brought new prosperity to the region. In 1869, the farm of George McGarrah, one of the city’s earliest settlers, was subdivided into building lots for a residential neighborhood. Located within two blocks of the county courthouse, this first neighborhood annexed into the city was known as the Masonic Addition which became a preferred residential neighborhood in the late 19th century. Numerous homes were built in the Masonic Addition, including the Greek Revival-style Wood House at 306 N. Washington Avenue, the Folk Victorian Wade-Heerwagen House at 338 N. Washington Avenue, and the Stone-Hilton House (no longer extant) at 306 E. Lafayette Street. These homes were some of the earliest in the area later known as the Washington-Willow Historic District.

The founding of the state university at Fayetteville was a major boost to the city. Under the auspices of the Morrill Land Grant Act of 1862, the Arkansas Industrial University opened in 1872. The institution became the University of Arkansas in 1899. Fayetteville’s population reached 1,788, by 1880, an increase of 87 percent increase from 1870. The City's development progressed with the coming of the St. Louis and San Francisco Railroad in 1881. Timber and produce were the basis of the local economy, and additional rail lines facilitated the development of Fayetteville as a packaging and shipping center for apples and tomatoes. The Fayetteville population rose steadily throughout the end of the 19th century to 4,061 residents in 1900.
The Washington-Willow Historic District

Ca. 1890 view of the Washington-Willow neighborhood (Photo from FayettevilleHistory.org).

The 1904 Sanborn Fire Insurance Map shows most lots in the Washington-Willow neighborhood developed with houses and outbuildings (Courtesy Arkansas State Library and Archives).
The University of Arkansas played a predominant role in the history of Fayetteville. The Washington-Willow neighborhood became the home of numerous University faculty and administrators, as well as leading businessmen and public figures. Arthur M. Harding, residing on Washington Avenue, was President of the University of Arkansas. Other prominent residents of the neighborhood included Albert M. Byrnes, who moved to Fayetteville in 1866 and established a major lumber and contracting business. This company built over 300 buildings in the city, including ten homes in the district. Dr. Harvey Wood, a county physician for over 60 years, lived at 305 Washington Avenue (a home built by Byrnes ca. 1888). Benjamin R. Davison arrived in Fayetteville as a child in 1859 and became a lawyer, bank president, railroad president, and state legislator. Davidson lived at 128 E. Davidson Street, built ca. 1869.

From 1880 to 1900, the Washington-Willow neighborhood grew dramatically with many Victorian and Revival-style houses constructed. In 1917, St. Joseph’s Catholic Church established a parochial school in the old Mulholland home on Washington Avenue. A school was soon opened on church grounds at the corner of Lafayette and Willow. The district continued to a preferred residential neighborhood of the city into the early 20th century. Architectural styles such as Colonial Revival, Dutch Colonial Revival and Tudor Revival were built between 1900 and 1930. In addition to the revival styles, owners and developers also built a number of Craftsman and Bungalow style dwellings during this same period. By the late 1920s most lots in the district were developed and new house construction throughout the city slowed considerably during the Great Depression and World War II. After 1950, several new Ranch style homes were built in the district.

During the mid-20th century a number of the homes were converted into apartments while others were neglected or demolished. With renewed interest in neighborhood revitalization, many of the dwellings were rehabilitated and the district’s significance was recognized when it was listed in the National Register of Historic Places in 1980. A reassessment of the original boundary resulted in adding additional properties to the district in 1995. Today, the Washington-Willow Historic District is regarded as one of the city’s finest collections of 19th and early twentieth century residential architecture and there is an emphasis on the preservation and rehabilitation of properties throughout the district.

Many properties in the historic district have been well-preserved such as the ca. 1888 dwelling at 305 N. Washington Avenue.
The Washington-Willow Historic District—Architectural Styles

**Greek Revival, ca. 1830-1860**

The Greek Revival style was first introduced in America by Thomas Jefferson following a trip to Europe. Jefferson embraced the style of Classical origin over the English-based styles that predominated Colonial architecture. The use of the Greek Revival style, therefore, symbolized democracy following the Revolutionary War. The style was used for public buildings and private homes. Greek Revival-style dwellings can be one- or two-story. The façade features a central entrance portico with full-height columns supporting a Classical entablature. The cornice may display modillion blocks and/or dentils. Symmetrically arranged windows are double-hung sash design, often with six-over-six lights.

**Characteristics**
- Symmetry, balance, order
- Classically-derived architectural features
- Rectangular plan
- Central entrance portico
- Gable end chimneys
- White, or other light hue, exterior

The 1853 Headquarters House (aka Tebbetts House) at 118 Dickson Street (above) and the 1872 Pittman-Campbell-Gregory House (below) are examples of the Greek Revival style. Both properties are located in the Washington-Willow Historic District and are individually listed in the National Register.
Folk Vernacular, 1870-1910

The term Folk Vernacular applies to localized types or simple interpretations of more elaborate late-19th-century styles. During this period of Victorian styles, architecture included sometimes extravagant ornamentation, made available by mass production methods and expanding rail transportation. Folk Vernacular designs may include decorative details of wood trim such as milled wood posts, railing, and spindles. These frame dwellings typically are one- or one-and-one-half-stories in height. Examples of Folk Vernacular dwellings are often referred to by their plan or form. The forms include gabled ell, side gable, front gable, and pyramidal square.

Characteristics
- Frame construction
- Typically, one- or one-and-one-half stories in height
- The plan or form is self-defining (e.g., gabled ell, pyramid square, side gable)
- May have some decorative woodwork features
- Porches on the primary façade and often on side or rear elevations

The gabled ell Folk Victorian dwelling at 308 N. Washington Avenue retains much of its original design and detailing.
Queen Anne, 1880-1905

The Queen Anne style became very popular with the development of balloon framing and mass production of wood ornamental features. American tastes in architecture shifted from the orderly, symmetrical, Classically-derived designs of the antebellum period to asymmetrical plans with extensive woodwork, including corner towers and wrap-around porches with milled columns. Queen Anne style houses may have highly detailed spindling, bay or stained glass windows, roof cresting, wood shingle siding, corbelled brick chimneys with chimney pots, and irregular roof planes. Queen Anne style houses are often painted in rich, contrasting color schemes.

Characteristics
- Frame construction
- Asymmetrical floor plans
- Wrap-around porches
- Highly decorative wooden elements
- Hip or gable roof

Queen Anne dwelling at 731 N. Willow Avenue (above). The White-Shultz House at 503 N. Willow Avenue was built in 1889 (below).
Neo-Classical, ca. 1895-1955

At the end of the 19th century, Americans moved towards a preference for Classically derived architecture. A major influence in the shift away from Victorian aesthetics was the “White City” of 1893 World’s Fair in Chicago. The Fair marked the 400th anniversary of Columbus’ discovery of America, and its collection of Neo-Classical buildings signified an embrace of architecture as a symbol of democracy. Neo-Classical-style dwellings share common traits with the Greek Revival style, emphasizing order and balance through Classical designs such as Ionic or Corinthian columns and Palladian window groups. These dwellings are typically two-stories, allowing for full-height porticos on the main façade.

Characteristics
- Full-height façade portico with Classical columns
- Broken pediment over entry door
- Decorative door surrounds, columns, or sidelights
- Side or front portico or entry porch
- Dentilled cornice
- White, or other light hue, exterior

The dwellings at 310 (above) and 348 (below) N. Washington Avenue are excellent examples of the Neo-Classical style with their full-height Ionic porticos.
Colonial Revival, 1900-1955

In addition to the Neo-Classical style, the Colonial Revival style also became preferred by many Americans in the early 20th century. These designs reflected restraint, simplicity, symmetry, and order. These traits defined the Progressive movement of the early 20th century, when efficiency was emphasized in work and home settings. Colonial Revival-style dwellings typically have rectangular plans and symmetrical facades. The roof may be gabled or hipped. Windows are often six-over-six double-hung sash. The decoration of the Colonial Revival style was expressed in sidelights, fanlights, pediments, and columns or pilasters at the façade entrance. The details are classically inspired, and entry porticos are common.

Characteristics
- Symmetry, balance, order
- Classically-derived architectural features
- Rectangular plan
- Dormers on a gable, or hip, roof
- White, or other light hue, exterior

The dwelling at 220 E. Lafayette Street is an example of the Colonial Revival style with its symmetrical façade and gabled entry porch.
Dutch Colonial Revival, ca. 1915-1955

The Dutch Colonial Revival style is reflects the symmetry and order of the Colonial Revival style but is distinguished by its gambrel roof. It generally has a symmetrical façade with a simple entrance stoop or single-bay porch, flanked by matching window arrangements. The style is typically applied to a two-story structure. There are often shed roof or gable roof dormers on the main façade.

Characteristics
- Symmetry, balance, order
- Rectangular plan
- Gambrel roof defines the style
- Light color with darker color of shutter or trim
- Single-bay porch or stoop

The dwelling at 322 E. Lafayette Street is an excellent example of the Dutch Colonial Revival style with its gambrel roof, Ionic entry porch, and shed roof dormer.
Craftsman, ca. 1890-1930

The Arts and Crafts Movement began in England and emerged in America before 1900 in places like western New York and the California coast. The movement and architectural style placed an emphasis on craftsmanship versus mass production. The desire for organic, simple aesthetics extended to furniture and decorative art. The Craftsman style is not defined by a particular form or shape, and house plans may be random and open on the interior. Materials may be mixed, expressing the designer’s personal vision. Craftsman dwellings are typically one-and-one-half to two-stories in height as opposed to the related Bungalow house form which is generally one-story.

Characteristics
- One-and-one-half to two-stories
- May have a complex roof shape
- May display mixed materials
- Multi-light windows and façade door
- Often full-width porches

The dwelling at 428 N. Willow Avenue reflects the Craftsman style in its full-width porch, mix of wood siding, stone, and stucco, and multi-light windows and doors.

The Washington-Willow Historic District
Bungalow, ca. 1905-1940

Bungalows originated on the West Coast, and the design became popular for small houses across the country. Typically, a Bungalow is one- or one-and-one-half-story in height. The façade features a full-width porch, often under the main roof of the dwelling. The interior is characterized by an open floor plan. Like its larger Craftsman relative, Bungalows have low-pitched, gable roofs with wide eave overhangs, exposed rafters, decorative beams or braces, full- or partial-width porches, and tapered porch posts on brick piers.

Characteristics

- One- or one-and-one-half-story
- Low-pitched roof
- Exposed rafter tails
- Brackets under roof eaves
- Wide porch with columns on piers

This Bungalow dwelling at 410 Washington Avenue has a multi-gable roof and a deep porch with tapered posts on brick piers, character-defining features of this style.
The Tudor Revival style is derived from English architecture with influences from the Arts and Crafts Movement. High-style Tudor Revival houses can include accent towers, thatch-type or wood-shingle roofs, and diamond-light, metal casement windows. More modest houses have common details such as steeply pitched multi-gable roofs, façade wall chimneys, casement windows, projecting entrance vestibules, Tudor and rounded arched entrances and half-timbering and stucco in gable fields.

**Characteristics**
- Asymmetrical plan
- Façade wall chimney
- Mixed materials (stone, brick, shingles, stucco)
- Darker colors with some light-colored trim.
- Arched doors and windows
- Single-bay entrance on facade

*The Tudor Revival style is reflected in the dwellings at 308 E. Sutton Street (above and 403 N. Washington Avenue (below). Both houses have gabled entry bays with rounded arched doorways and high-pitched roofs.*
Ranch, ca. 1945-1960

The Ranch style originated in California in the 1930s. After World War II, the Ranch-style house became the predominant design for families migrating to America’s suburbs. Lot sizes were larger than in urban settings, allowing for houses oriented parallel rather than perpendicular to the street. The basic of Ranch-style house is rectangular in plan. The roofs may be hipped or gabled, with a low pitch. The Ranch style often incorporates an attached garage or carport under the house roof. Back yards with patios or decks were preferred more than front porches as social space, and façade porches were minimized or eliminated. The Ranch façade typically retains a front entrance, but residents more often enter through a side entrance from the garage. Large picture windows and sliding glass doors provide views to the outdoors from within the open-plan Ranch-style house.

Characteristics

- One-story
- Low-pitched roof
- Horizontal emphasis
- Picture windows
- Large chimneys
- Minimal ornamentation

The Ranch-style dwelling at 228 E. Lafayette Street has a horizontal form, low-pitched hipped roof, and inset porch with a wrought iron post.
1.0 MATERIALS—OVERVIEW

POLICY AND JUSTIFICATION

Primary historic building materials include wood siding, brick, stone, stucco, terra cotta, concrete, and metal. Proper maintenance of historic primary materials is key to preservation; avoid harsh or abrasive cleaning treatments. Do not cover or conceal historic primary materials. Limited replacement of damaged historic materials with matching materials may be considered.

GUIDELINES

1.1 Repair in-kind architectural features with materials, form, scale, and design which match the original.

1.2 Replace architectural materials which match the original as closely as possible in form, scale, and design.

1.3 Do not remove or alter original architectural materials from the dwelling.

1.4 Do not add non-historic materials to a building.
   Added materials to a property must be accurately based on physical, pictorial, or historical evidence in scale, location, proportions, form, and detailing.

1.5 The covering or concealment of original wood siding or shingles with synthetic materials such as vinyl and aluminum may be approved under certain conditions. Materials such as Exterior Insulation Finishing Systems (EIFS) and masonry veneers are not approvable for rehabilitation or new construction.

1.6 The use of epoxies for wood repair and special masonry repair components may be appropriate.

1.7 The use of alternative materials may be considered in some circumstances.

The design guidelines emphasize preserving rather than replacing original materials. An example of original materials include the wood brackets and stucco surface in the gable field at 214 E. Lafayette Street.
POLICY

The key to historic brick preservation is to keep out water and continue to use a soft mortar when repair is needed. Abrasive cleaning such as sandblasting erodes the skin of the brick and should not occur. The use of hard mortars like Portland cement can cause the brick to crack and break when it can’t expand and contract with the hot and cold weather. Low pressure water cleaning and the use of soft mortar mixes are best for brick dwellings.

GUIDELINES

2.1 Abrasive cleaning of brick and masonry in the historic district is not allowed. Abrasive cleaning methods such as sandblasting erodes historic brick surfaces and is not permitted.

2.2 Preserve and maintain original masonry including brick, stone, stucco, terra cotta, cast concrete, and mortar. Masonry provides texture, finishes, and patterns that contribute to a dwelling’s distinct appearance. Proper maintenance of masonry preserves the historic character of a dwelling. Do not cover or conceal original masonry surfaces with non-historic materials such as stucco, metal, or vinyl.

2.3 Use the gentlest means possible when cleaning masonry. Masonry generally needs infrequent cleaning, perhaps in order to stop deterioration or to remove graffiti and stains. Mild detergent diluted with water may be used to remove dirt or grime from masonry. Gently scrub with a natural bristle brush. Alternatively, a non-harmful chemical solution may be used. In either case, finish with a low-pressure water rinse. Before applying a cleaning agent to brick, test it in a small, inconspicuous area to ensure it will not damage or discolor the masonry. Never apply abrasive cleaning such as high-pressure water or sandblasting to masonry.

2.4 Do not paint historic masonry. If historic masonry is at risk of water penetration, apply a water-repellent coating. Do not use silicone-based sealants on masonry walls, however, as these products do not allow the brick to “breathe” and can trap moisture within walls. There are also non-paint treatments available that are highly effective in strengthening damaged sandblasted masonry and provide a water repellent property.

2.5 Do not use power tools on historic masonry. When mortar is crumbling and needs to be removed and for re-pointing, use hand tools, not power tools. Hand tools allow for precision work, minimizing the chance for damage to adjacent brick and stone.
2.6 **Preserve original mortar if possible, or repoint as necessary, using mortar mixes similar to the original.**

Before the 1930s, traditional mortar mixes had a high ratio of lime. Portland cement, a harder mortar, was used in small proportions, if at all. Brick production has also evolved, in composition and firing method. Therefore, historic brick has a porous property that does not pair well with hard mortars, which force water through the softer masonry, causing damage. Mechanical stresses cause expansion, contraction, settlement, and water-driven deterioration mechanisms like freeze-thaw will also be relieved in the masonry rather than the mortar if the latter is harder than the former. Modern mortars may also contain harmful soluble salts that further accelerate brick and stone deterioration. Match new mortar to the original mortar in width, depth, color, joint profile, and texture.

_Abrasive cleaning of brick removes the exterior “crust” and can lead to deterioration as shown at left and spalling as shown at right._

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**Technical Information**

NPS Preservation Brief #1
Assessing Cleaning and Water Repellent Treatments for Historic Masonry Buildings
Www.nps.gov.history/hps/tps/briefs/brief1.htm

NPS Preservation Brief #2
Repointing Mortar Joints in Historic Masonry Buildings
Www.nps.gov.history/hps/tps/briefs/brief2.htm

NPS Preservation Brief #6
Dangers of Abrasive Cleaning to Historic Buildings
Www.nps.gov.history/hps/tps/briefs/brief6.htm
RESIDENTIAL DESIGN GUIDELINES
3.0 MATERIALS—CONCRETE AND STUCCO

POLICY

Original stucco and concrete surfaces should be repaired as needed and maintained. The original texture of the stucco and concrete should be replicated when repair or replacement is needed. The replacement of stucco with an Exterior Insulation Finishing System (EIFS) is not approvable for historic dwellings since the material does not resemble stucco and is prone to water damage.

GUIDELINES

3.1 Repair concrete walls and features using compatible materials and a stucco mix which is similar in strength, composition, texture, and color.

3.2 Clean stucco and concrete using the most gentle means possible such as low-pressure water wash and a soft bristle brush.

3.3 Remove paint from stucco and concrete with appropriate chemical agents and professional contractors. A test patch should be conducted first to ensure that no etching or staining of the wall surfaces will occur.

3.4 Painting previously painted stucco and concrete walls and features may be appropriate.

3.5 Do not remove historic stucco surfaces from masonry walls unless more than 50 percent of the stucco has lost its bond with the masonry behind it.

3.6 Original rock-faced or textured concrete block should be repaired with materials to match as closely as possible in dimensions, design, and texture.

3.7 The replacement of stucco with a surface of Exterior Insulation Finishing System (EIFS) is not approvable in the historic district.
Rock-faced concrete block is used for a number of porch foundations such as at 329 N. Washington Avenue.

Stucco was used for a wide variety of surface textures for historic dwellings. This gable field has a decorative stucco surface at 427 N. Washington Avenue.

Technical Information
NPS Preservation Brief #15
Preservation of Historic Concrete
Www.nps.gov.history/hps/tps/briefs/brief15.htm

Technical Information
NPS Preservation Brief #22
The Preservation and Repair of Historic Stucco
Www.nps.gov.history/hps/tps/briefs/brief22.htm
POLICY

Original wood siding materials should be preserved and maintained. If replacement is required it should be with materials to match the original as closely as possible. For contributing buildings, alternative materials may be considered for non-visible elevations. For non-contributing buildings, alternative materials may be considered for all elevations. The concealment of original wood siding materials with vinyl, aluminum, or other synthetic sidings is not appropriate. These materials do not successfully imitate the appearance of historic original wood siding. Synthetic materials also are not “breathable” and may cause condensation and damage to the original siding beneath. Asbestos shingle siding is not hazardous as long as it is kept painted and encapsulated. If an owner is concerned about the potential hazard of the asbestos shingles they may be removed and replaced with appropriate alternative materials which match the original shingles as closely as possible.

GUIDELINES

4.1 **Preserve and maintain original wood siding**
The texture scale, and shape of original wood siding helps define a dwelling’s historic character and architectural style. Original wood siding is significant to the fabric of a structure, and alternative materials cannot adequately mimic its finish. Removal of original siding compromises a building’s architectural integrity.

4.2 **Repair original siding when necessary, and replace only if it is beyond repair.**
Regular maintenance of siding will ensure its longevity. A finished surface can be achieved with the application of an opaque stain. If replacement of siding is necessary due to deterioration, match new siding to the original in size, placement, and design.

4.3 **Synthetic or substitute materials such as vinyl and aluminum are discouraged.**
Synthetic sidings do not adequately mimic the organic appearance of traditional materials and greatly diminish a building’s historic character. Replacement or concealment of traditional wood materials with vinyl, aluminum or other synthetic materials is discouraged but may be allowed in the Historic District. The application of these materials must be reviewed by the Commission. Vinyl or aluminum siding must match the existing wood profile, be properly vented, not conceal window or door trim, or result in the removal or concealment of architectural details.

4.4 **Clean siding with the gentlest means possible.**
Do not attempt to clean original siding with potentially destructive, dangerous, and/or abrasive cleaning techniques, such as propane torching and sand- or water-blasting.
Preserve and maintain original weatherboard and wood shingle siding for textural contrast and historic character (325 N. Washington Avenue).

The gable field at 305 N. Washington Avenue includes several character-defining wood features including lap siding, gable shingles, and eave vergeboard.
POLICY

The historic architectural details and features of a dwelling are important stylistic elements that contribute to its historic character. They should be preserved and should never be removed or concealed. If a feature is beyond repair, in-kind replacement elements should match the original as closely as possible in material, design, color, and texture.

GUIDELINES

5.1 **Preserve and maintain historic architectural details and features; do not cover or conceal them.**
Visually the various historic architectural details of a building together convey the distinct historic character and specific style of the building. To maintain that special quality, these details should be preserved. Removing or covering original architectural details will compromise the historic character of the building. In turn, the overall historic appearance of the district is then diminished. Guidelines provide direction for proper care and maintenance, preventing loss through deterioration of individual elements and overall integrity.

5.2 **Cleaning architectural details may be appropriate.**
Depending on the material type, some architectural details and features may occasionally need cleaning to promote their longevity. Generally, the use of water with mild detergent and brushes are appropriate cleaning applications. For more complicated situations, a historic architect or contractor with experience in historic buildings may provide consultation.

5.3 **Deteriorated or damaged historic architectural features can be returned to their original appearance with proper repair.**
Deterioration of wooden features can be rectified with the application of epoxy to fill in small openings. Larger areas of decay should be cut out and re-fitted with pieces of new wood. Light corrosion on historic metal features can be gently removed with a wire brush. Heavier corrosion may require alternative methods including low pressure grit or sand blasting, flame cleaning, and chemical treatment. These treatments are more hazardous, and consultation of a professional is recommended. Protect adjacent materials such as brick, glass, and wood with some form of temporary covering. Immediately following rust and paint removal, metal features should be painted. Epoxies may be used to fill small gaps. Consult with a historic architect, architectural conservator, or experienced contractor to determine the appropriate treatment.
5.4 **Do not add non-original architectural features to historic buildings where none previously existed.**

The addition of non-historic architectural details creates an inauthentic appearance and detracts from the original character of the building. Such introductions compromise the building's historic integrity.

5.5 **Replace a missing or severely damaged historic architectural detail with an in-kind element that matches the original.**

Replacement features should match the original feature in design, proportion, and detail. Historic photographs, drawings, graphics, or other physical evidence are useful in matching original features. If no historic documentation is available, select a simple design in keeping with the building's historic architectural style and period. The replacement feature should be made of the same material as the original, but when necessary, substitute materials may be considered if they successfully match the original detail appearance. The use of substitute materials may be especially appropriate where they are not readily visible from the street such as along upper facades and cornices.

*Architectural details such as scalloped wood shingles and eave brackets should not be concealed or removed (329 N. Washington Avenue).*
POLICY

Awnings were once familiar features on homes built before the introduction of air-conditioning. Providing shade, awnings may still be installed to reduce heat inside a dwelling. Early awnings were made of canvas or similar materials, and in the 1930s metal awnings were introduced. Today, adding canvas awnings contributes to the historic appearance of a dwelling and to its energy efficiency. Preserve and maintain any pre-1969 metal awnings or canopies. The introduction of awnings to historic dwellings may be appropriate, taking design, placement, and materials into consideration.

GUIDELINES

6.1 **Select awnings of traditional design.**
Most window or porch openings are fitted appropriately with awnings of shed design. An arched awning is appropriate only for an arched opening. Bubble, concave, or convex awnings are discouraged except where used originally. Awnings may be retractable or fixed in place. Choose awning colors that blend with the building, rather than stand out.

6.2 **Do not install an awning as to conceal or detract from architectural details and features.**
On a porch or series of windows, each opening should have its own awning. An awning should not extend over multiple openings, covering the wall space, pilaster, or column in between.

6.3 **Use awnings of traditional materials.**
Canvas awnings are appropriate for late 19th- and earlier 20th-century dwellings. Metal awnings are appropriate on mid-century dwellings.

![This canvas awning appropriately spans the full length of the grouped windows. (311 E. Prospect Street).](image)
These examples of appropriate porch awnings are of shed design and of canvas material. They fit the porch opening and do not conceal architectural details.

These examples of appropriate window awnings are of canvas material and of shed design. The awning pictured above left is designed to cover paired connecting windows while the other is correctly sized to the window opening.

Technical Information
NPS Preservation Brief #44
The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
www.nps.gov.history/hps/tps/briefs/brief44.htm
RESIDENTIAL PROPERTIES
7.0 DETAILS—CHIMNEYS

POLICY

Retain and maintain original chimneys. Today, many home owners have gas inserts in their fireplaces, or use chimneys to vent furnaces. On the exterior of the dwelling, the chimney should be preserved as an architectural feature, unless it becomes a safety hazard. Brick chimneys often feature decorative corbelling that contributes to the overall historic appearance of the dwelling. Maintain and preserve chimneys in accordance with the primary materials guidelines.

GUIDELINES

7.1 Do not remove or alter original chimneys
Preserve and maintain even non-functioning chimneys. Do not cover chimneys with stucco or other veneers unless the brick surfaces are in poor condition. Concrete, slate, unglazed terra cotta and stone caps are appropriate.

7.2 Follow the guidelines for brick/masonry to promote the longevity of an original chimney.
Use gentle cleaning methods as needed. When repointing is necessary, apply soft, historic mortar compounds that match the original.

7.3 An unstable chimney can be rebuilt, matching the original as closely as possible.
An unstable chimney may be rebuilt or otherwise supported. With metal straps or brackets anchored to the roof framing. Use brick or other materials that match historic materials in shape, dimensions, mortar, color, and brick patterns.

Corbelled brick chimneys can be important features which help define a dwelling’s architectural style such as the chimneys at 306 N. Washington Avenue (left) and 504 N. Willow Avenue (right).
8.0 DETAILS—DOORS AND ENTRANCES

POLICY

The focal point of a dwelling is its entrance, which is composed of several elements, including doors, transoms, sidelights, pediments, and surrounds. These components help define the building’s architectural style. Preserve and maintain all original entrance elements. A storm or screen door may be added and should be a design that allows full view of the main door. The addition of wood screen doors is appropriate as long as the framing is minimal and the historic door is visible behind it. The installation of security doors on primary facades may be appropriate if they have minimal framework, are of full-view design and allow the visibility of the historic door behind it. Security doors which have extensive frame or grill work should only be added to entrances at rear or non-readily visible side elevations. Storm doors are also appropriate for front facades if they are of full-view design and allow the visibility of the historic door behind it. Storm doors should be of baked-enamel aluminum or wood and in a color that blends with the door frame and is as unobtrusive as possible.

GUIDELINES

8.1 Preserve and maintain original doors and entrances.
Retain and keep in good repair all historic entrance components including jambs, sills, and headers of openings. Preserve primary doors on the main façade, as they are character-defining features. Enclosing or covering original door openings is discouraged.

8.2 Make repairs to deteriorated or damaged historic doors in keeping with the historic appearance.
The repair of historic doors should be with methods to retain their historic fabric and appearance as much as possible. Use epoxy to strengthen deteriorated wood.

8.3 Replace missing historic doors or doors damaged beyond repair with new doors that match the originals.
Replacement doors should match the historic door in materials and size. The new doors should suit the dwelling’s style and date of construction. Historic photographs from the building’s historic period are helpful for researching appropriate styles when replacing doors. Additionally, similar dwellings that retain original doors may provide guidance for appropriate door design. Match the original door’s materials, pane configuration, panel arrangement, and dimensions.

8.4 Do not introduce a new door opening where none existed on a readily visible facade.
The installation of a new door opening is an alteration of the dwelling’s façade and compromises its architectural integrity. This practice is highly discouraged. A new opening may be permitted on an elevation out of public view. The new entrance should still be compatible in scale, size, proportion, placement, and style to historic openings. Side or rear elevations are appropriate locations for the installation of a new door opening.
8.5 Use storm or screen doors if desired.
Preserve historic screen doors, or select a screen or storm door design that allows full view of the original primary door.

This entrance displays its original oval-light door and transom (216 E. Sutton Street).

The dwelling at 356 N. Washington Avenue retains its original door and surround.

Example of an original multi-light, Craftsman-style wood door at 345 N. Walnut Avenue.

This full-view storm door allows the viewing of the original door (308 E. Sutton Street).
RESIDENTIAL DESIGN GUIDELINES
9.0 DETAILS—FOUNDATIONS

POLICY

Foundations may be both functional and also reflect the dwelling’s design and style. Most foundations in the historic district are brick, stone, or rock-faced and poured concrete. Preserve and maintain these historic foundation materials. Keep historic foundations in good repair following the materials guidelines.

GUIDELINES

9.1 Preserve and maintain original foundations.
Maintain original foundation materials, design, and detailing. The covering or concealment of original foundation materials with concrete block, plywood panels, corrugated metal, or similar materials is discouraged.

9.2 Follow materials guidelines for cleaning, care, and repair of foundations.

9.3 If replacing foundation materials are necessary, match the original as closely as possible.
Use in-kind materials for replacement of original foundations and install using similar construction techniques.

9.4 Avoid contact of water with foundations as possible.
Water exposure over time causes deterioration of foundations. Direct downspouts and splash blocks away from the foundation. Also adjust irrigation systems as to keep water a minimum of three feet away from foundations, with spray directed away from the foundations. Even better, install drip irrigation lines in foundation plantings to eliminate spray and keep moisture at ground level. It is also recommended to plant woody shrubs and trees well off the dwelling’s perimeter, as they can increasing trap moisture at the foundation as they grow in size and fullness.

9.5 Do not conceal historic pier foundation.
For houses with pier foundations, the openings between the piers may be installed with lattice panels. Cut and fit lattice into the openings. Do not span across and cover piers. Historically, homeowners may have added brick infill between piers, and these should remain in place. Repair frame lattice panels between brick piers and replacement of lattice panels in keeping with traditional designs. Frame lattice panels should be set back from the fronts of the piers by at least 2 inches. If brick lattice panels are used, the brick should be similar in color, texture and mortar joint profile as the original brick piers.

9.6 Foundations should not be painted or stuccoed but these treatments may be considered if the brick and/or mortar is mismatched or inappropriately repaired.
The Washington-Willow Historic District features many foundations of finely tooled stone (505 N. Washington Avenue).

Appropriate design lattice panels between brick piers at 314 E. Sutton Street.

New lattice panels of appropriate design at 505 N. Washington Avenue.
POLICY

Gutters and downspouts are essential to protecting a dwelling from the effects of rain and water. While their presence is functional, they can have aesthetic value through material or color, such as copper installations that take on a green patina over time or examples intentionally matched to trim color of the dwelling. Original boxed gutters on a property should be preserved and maintained. Existing gutters should be regularly cleaned and maintained. If new gutters are required, half-round designs are the most historically accurate. If not readily available, “K” or ogee design gutters of aluminum are also appropriate.

GUIDELINES

10.1 Maintain gutters, downspouts, and splash blocks.
Diverting water away from the roof and dwelling is essential to home maintenance. Retain existing boxed or built-in gutters and remove any debris to keep them in good working order. Repair deteriorated or damaged gutters.

10.2 If original gutters are beyond repair, replace them with gutters of an appropriate type.
For historic houses, half-round gutters are the most appropriate design. Ogee gutters may be appropriate for buildings dating from or influenced by designs from the 1940s or later.

10.3 Downspouts should be unobtrusive and should direct away from architectural features.
Appropriately placed downspouts will protect the building and not detract from its historic character. Direct downspouts away from foundations, including those of neighboring dwellings.

10.4 Gutters and downspouts should be of colors that blend with the dwelling’s main body or trim colors.

10.5 The use of conductor heads, where appropriate, is encouraged.

Half round gutters (left) are preferred to “K” crimped gutters (middle) and ogee gutters (right).
Appropriate gutter and downspout locations at 22 E. Dickson Street (above) and 327 N. Washington Avenue (right).
RESIDENTIAL DESIGN GUIDELINES
11.0 DETAILS—LIGHTING

POLICY

The 19th century dwellings in the district pre-date electricity, and these properties were later updated with light fixtures. These are historic features, just as original light fixtures of early 20th century are historic and should be preserved and maintained. New light fixtures should be compatible with the architectural style of the dwelling and be of traditional materials and placement, such as at the main entrance and at porch ceilings. Lighting to accent sidewalks or front yards is appropriate.

GUIDELINES

11.1 Maintain historic light fixtures.
Preserve historic light fixtures as they contribute to the overall historic character of a dwelling.

11.2 Repair or replace missing or severely damaged historic light fixtures with replacements that match the originals.
Original light fixture design may be documented through photographic or physical evidence. Otherwise, select a design that blends with the style of other historic features of the historic dwelling. The use of modern, low-wattage bulbs is recommended.

11.3 Select simple designs appropriate to the character of the building
If light fixtures of a modern design are desired, they should be unobtrusive and concealed with landscaping. Their light should be directed toward the building.

11.4 Do not allow light fixtures to damage or obscure architectural features or other building elements.
The installation of new light fixtures should not damage masonry, siding, or other historic materials. Illumination should aid visibility without detracting from the building’s historic character.

11.5 Light fixture installed for security, such as flood lights, should be mounted on rear or sides of buildings rather than on the front.
Floodlights mounted in yards to illuminate the front of the house are discouraged but acceptable. The light from yard fixtures should be concentrated on the property and overly illuminate neighboring properties. The down-lighting of trees on a property is more appropriate than up-lighting.

11.6 Light fixtures for sidewalks and front yards should be of small footlights or post-mounted fixtures compatible with the primary dwelling.
Residential Design Guidelines - 11.0 Details: Lighting

Examples of original light fixtures at 423 E. Lafayette Street (left) and 425 E. Lafayette Street (right).

Solar foot-light fixtures as at 322 N. Washington Avenue are unobtrusive and appropriate for the district.

Original light fixture at 308 E. Sutton Street.
**POLICY**

Mechanical systems such as window air conditioners and exterior HVAC system components should be placed at rear elevations or non-readily visible side elevations. Mechanical systems should not be installed on primary or readily visible side elevations unless they are effectively screened by landscaping or fencing.

**GUIDELINES**

12.1 **Modern appliances such as satellite dishes and HVAC units should not be visible from the public right-of-way**

   Locate modern utilities out of public view, especially roof-mounted equipment. Screen HVAC units, and utility meters with landscaping, lattice panels, or fencing. Mechanical and HVAC equipment must be screened if visible from the public right-of-way.

12.2 **The installation of mechanical systems on primary facades or readily visible side façades is not appropriate unless the systems are effectively screened through landscaping, fencing, or lattice panels.**

12.3 **The addition of air conditioning units in window openings should only be in windows on rear or non-readily visible side elevations.**

   This installation should not result in the loss of the original window and be reversible if the unit is removed at a later date.

12.4 **Roof-mounted equipment should not be placed on front- or corner side yard-facing roof planes and should be set back from the edges of roofs and screened, so that it is not visible to pedestrians and does not detract from the historic character of the dwelling.**
RESIDENTIAL DESIGN GUIDELINES
13.0 DETAILS—PAINT AND COLORS

POLICY

Paint colors do not require review by the Commission. Owners are encouraged to conduct paint analysis on their dwellings and match those colors or follow color palettes appropriate to the dwelling’s period and style. Masonry surfaces which have not been previously painted should not be painted unless the brick and/or mortar is mismatched. Spray-on siding coatings should be avoided since the permeability of these products and their longevity has yet to be demonstrated.

GUIDELINES

13.1 Maintain a building’s original historic painted or unpainted appearance.
Historically painted building surfaces or features should be maintained in paint. Do not paint unpainted masonry resurfaces. If paint has been applied in the past to masonry buildings, then the continued maintenance of paint is appropriate. Windows should not be painted shut but left operable.

13.2 Remove paint using non-abrasive methods, protecting historic materials during the process.
The removal of paint should be undertaken only with non-abrasive methods such as chemical cleaning, hand-scraping, or hand-sanding. The use of abrasive or high-pressure methods is not appropriate. Low-heat stripping with a heat gun or heat plate, with a temperature of less than 450 degrees, may be used for paint removal. This method softens paint layers by applying heat which then allows scraping.

13.3 Remove as little paint as possible.
Remove damaged or deteriorated paint only to the next sound layer. If paint is blistered to the bare surface level, remove all paint completely.

13.4 Owners are encouraged to use paint colors in keeping with their dwelling’s style and age.

13.5 Painting of previously unpainted masonry surfaces is not appropriate but may be considered if the masonry and/or mortar has become mismatched or discolored.

13.6 The use of spray-on siding coatings is discouraged in the historic district.
These products have not been demonstrated to have sufficient permeability to allow a building to “breathe” and their life expectancy is unknown.

13.7 Use Appropriate Paint.
Use oil-based or latex paint, which will adhere to a previously painted surface. Elastomeric paint should not be used because it lacks permeability and can trap moisture.
13.8 Traditionally, most historic dwellings had no more than four colors—wall, trim, and various accents—and this approach to exterior paint colors is encouraged. It is best to connect a dwelling historically with its period of construction through appropriate paint color choices. Traditionally, paint color schemes include no more than four hues. Typically the same color is used on all trim including horizontal and vertical trim boards, porch columns, and window framing; a contrasting color for walls; and a darker color for doors, shutters, and window sashes.

13.9 Follow traditional paint color palettes.

These general color schemes are recommended:

Greek Revival: Light colors such as white, gray and yellow. 
Frame Vernacular of Folk Victorian: Contrasting wall and trim colors. 
Queen Anne: Deep rich colors such as green, rust, red, or brown for walls and trim. Shingles may be differently colored than walls. 
Colonial Revival: Softer colors for walls with white or ivory trim. 
Bungalow/Craftsman: Earth tones, sometimes different colors for different floors, for walls and complementary trim. 
Ranch: Varied colors but often differing shades for wood siding especially to contrast with brick or stone veneer materials.

Illustration of appropriate locations and variations for paint colors on a two-story historic dwelling.
Paint colors assist in providing contrasts between wood shingles and siding on the dwelling at 506 Willow Avenue.

Paint colors are appropriately used to highlight the gables and trim on the dwellings at 503 N. Willow Avenue (left) and 506 Willow Avenue (right).

**Technical Information**

NPS Preservation Brief #10

Exterior Paint Problems on Historic Woodwork

Residential Design Guidelines

14.0 Details – Porches

POLICY

Porches and their components (columns, valances, spindles, stairs, railings and other wood trim) help express the historic character and architectural style of a dwelling. Preserve and maintain original porch materials. The enclosure of porches on the primary façades of dwellings with wood or glass panels is not approvable. The screening of porches on the fronts of dwellings is appropriate if the framing is kept to a minimum. If repair of porch elements is required, use materials to closely match those which exist. If porch elements such as columns, balusters, or floor boards are deteriorated and need replacement, alternative materials may be considered.

If an original porch is missing, a new porch may be constructed based upon photographic or physical evidence, or based upon the design of similar style and age dwellings. In some cases dwellings had their original porches removed and replaced with Craftsman/Bungalow style porches in the 1920s and 1930s. These porches reflect the historical evolution of the property and may be significant in their own right.

GUIDELINES

14.1 Retain, maintain, and repair wood and masonry porches.
Follow the guidelines for wood and masonry, under the Materials section, to maintain and preserve porches and their elements.

14.2 Replace when necessary.
Guidelines call for repair as possible, or replacement when necessary. Retain as much original fabric as possible, replacing only those portions beyond repair. For example, replace only the damaged spindles and retain the portion of a valance that can be repaired. If an entire porch element is beyond repair, replace it completely with a design that matches the historic design.

14.3 Do not enclose a porch on a primary façade for living space.
Enclosing an open porch on the primary façade with glass, wood siding, brick or other materials is not approvable. If enclosing a porch is desired, use screen panels with minimal structural elements. Fit the screen sections between the porch’s columns, posts, or other original divisions. The original openings should remain visible. Porches on rear or non-readily visible side facades may be enclosed with glass or wood panels as long as there is no removal of extensive historic fabric and the enclosure is reversible.

14.4 Alternative materials may be appropriate.
Wood and plastic composite products may be appropriate substitutes for historic wood porch floors under some circumstances. If an alternative material is used, choose a product that resembles wood and matches typical dimensions of wood floor boards. The porch floor should be painted to blend with the house colors.
14.5 Ceiling fans are appropriate for porches.

14.6 Porches which have wood floors should have wood stairs repaired or replaced as needed, not brick or concrete.  
On rear or non-readily visible side elevations wood stairs are also recommended but brick or cast concrete steps may be added at these locations.

14.7 Porches that are missing their original columns and balusters should be rebuilt based upon photographic or physical evidence.   
If no evidence exists, porches should be rebuilt in keeping with porches of similar house styles and age. Wood columns are recommended but the installation of columns of alternative materials may be appropriate if they match historic designs in dimensions and overall appearance.

14.8 Balusters (also called spindles) should be carefully sized for any replacement porch.  
Milled spindles measuring 3 feet high and 2 inches in diameter are best for Greek Revival, Queen Anne, and Folk Victorian dwellings. Balusters or spindles which are smaller than 2 inches in diameter are not appropriate for exterior porches. Square balusters which are 3 feet high and 2 to 3 inches in width and depth are best for Craftsman/Bungalow dwellings.

14.9 Retain historic porch steps and railings  
Retain historic porch steps and railings whenever possible. Replace individual sections of porch stairs and railings if possible, rather than a complete replacement. Use materials that match the porch’s materials.

14.10 Do not install pre-cast concrete steps on front porches.  
If replacement of original steps is necessary, do not replace them with pre-cast concrete steps on entrances that are readily visible from the street.

14.11 Keep replacement railings simple and in kind with original.  
Match replacement railings in style and appearance to the original railing. Simple painted wood railings with balusters between the top and bottom rail are appropriate.

Some of the oldest original porches display milled columns and woodwork such as the dwelling at 305 N. Washington Avenue.
By the early 20th century many porches in the historic district displayed classical columns such as the Ionic columns at 329 N. Washington Avenue (left) and 435 N. Washington Avenue (right). These columns are distinguished by their Ionic capitals.
Porches on Bungalow and Craftsman style houses were often designed with tapered wood posts on brick piers (410 N. Washington Avenue).

Example of an appropriate rebuilt wood porch stair at 219 E. Maple Street.

Appropriate screen panels on a second story balcony at 428 N. Washington Avenue.
This porch at 309 N. Willow Avenue is appropriately screened, with sections inserted within the openings between its posts.

This porch at 315 N. Willow Avenue also has appropriate screen panels between the columns.

**Technical Information**

NPS Preservation Brief #45
Preserving Historic Wooden Porches
[www.nps.gov.history/hps/tps/briefs/brief45.htm](http://www.nps.gov.history/hps/tps/briefs/brief45.htm)
RESIDENTIAL DESIGN GUIDELINES
15.0 DETAILS—ROOFS

POLICY

Original roof forms such as gable or hipped should be preserved and maintained. If additions to roofs are desired such as new dormers or skylights, these should be added at rear or side rooflines that are not readily visible. Historic roof materials such as metal standing seam, slate and clay tile should be repaired and preserved. If repair is no longer practical, replacement with approved metal, asphalt or fiberglass roof materials is appropriate. When replacing metal roofing the pattern should match that of the existing roof.

GUIDELINES

15.1 Retain historic roof shapes and features.
Preserve roofs in their original size, shape, and pitch. Retain original materials and decorative feature such as cresting and finials. Retain and preserve roof features such as parapets, cornices, and chimney flues.

15.2 Do not alter a roof with the introduction of a new element that compromises the building’s historic character.
Skylights, solar panels, balconies, and satellite dishes are modern amenities that should be placed out of public view and should not obscure original features. Rear roof lines are typically the most appropriate location for installing these features.

15.3 Preservation of a historic building depends on roof maintenance.
Inspect for and repair leaking roofs, gutters, and downspouts. Proper ventilation prevents condensation, which promotes decay. Anchor roofing materials solidly to prevent wind and water damage. Check seams of metal roofs.

15.4 If an entire roof is beyond repair, wholesale replacement may be necessary.
If the original roof is not salvageable, replacing the entire roof with new roofing materials may be appropriate. The new materials should be compatible with the historic character of the dwelling and the district and should match original materials as closely as possible. New metal roofs should match the original in crimping design and seam spacing. Metal roofs are available in a wide spectrum of colors; choose a roof color that fits with the existing two- or-three-hue paint color palette of the dwelling.

15.5 Roofs should not have new dormers introduced on front façades but may have dormers added on rear façades or secondary façades which are not readily visible and if in keeping with the character and scale of the structure.

15.6 The use of reflective roof shingles may be considered if the shingles are not shiny and are in shades of brown and other medium-dark colors.
Light gray and white roofs are not appropriate for the district.
New metal roofs should match historic profiles of crimping and spacing to match original metal roof designs of the dwelling’s period.

Metal roofs such as this design or those with exaggerated seams are not appropriate for the district.

**Technical Information**
NPS Preservation Brief #04
Roofing for Historic Buildings
[www.nps.gov.history/hps/tps/briefs/brief04.htm](http://www.nps.gov.history/hps/tps/briefs/brief04.htm)
RESIDENTIAL DESIGN GUIDELINES
16.0 DETAILS – WINDOWS

POLICY

Historic windows should be reserved, maintained, or repaired. Do not cover or enclose original windows. If original windows are beyond repair, install replacements which closely match the original. New windows of wood are preferred but alternative materials such as aluminum-clad or composite may also be acceptable. Match the original windows in number and configuration of panes, or lights. Original window openings should not be enclosed for the addition of smaller windows. New window openings should not be added on the fronts of dwellings but may be added at the rear or side elevations if not readily visible.

Window shutters have been traditional features on 19th and early 20th century houses in the district in both louvered and paneled wood designs and their continued use is encouraged. Historic wood shutters should be preserved and maintained. New shutters may be added if they are of wood, of traditional design and with dimensions which match the window opening. The installation of storm windows can help in lowering energy costs and are appropriate as long as they are full-view design or match the window's meeting rail location.

GUIDELINES

16.1 Preserve and maintain original windows, particularly on primary elevations.
Window openings, windows, window details, and the size and shape of these elements help establish rhythm, scale, and proportion of buildings and reflect architectural style and character. These are important character-defining features of a dwelling and windows on primary elevations should be preserved, repaired as needed and retained.

16.2 Keep wood windows in good repair. As needed, replace missing panes or deteriorated sashes, rather than entire windows.
Make repairs as necessary, using epoxy to strengthen wood where it has deteriorated. Replace as little of the original window materials as necessary. Retaining as much historic window elements as possible will help ensure the building's historic character and appearance.

16.3 Preserve, maintain, and repair original metal windows.
During the mid-20th century, metal windows such as steel, aluminum, and bronze were widely in use. Preserving these materials as well as their original designs and details helps convey a sense of time and architectural style. Make repairs with materials that match the original as closely as possible.
16.4 Replace original windows if they are beyond repair, and install replacements that match the size, materials, and number and arrangement of lights of the original windows. Ideally, original wood windows would be replaced with wood windows. Fiberglass composite windows and aluminum-clad windows may also be appropriate alternatives. Vinyl and vinyl-clad windows do not accurately replicate historic windows and are discouraged but may be approvable under certain circumstances. Replace historic metal windows with like materials. Replacement windows should match the appearance of historic wood or metal window through appropriate dimensions, depth of frame, and the appearance of true divided lights. Simulated divided lights for windows are preferred or windows with lights that are bonded to the glass with spacers and appropriate grid profiles. If original hardware from the removed windows is sound and operational, it should be salvaged and re-used with the replacement windows.

16.5 Replacement windows should not have snap-on, flush, or simulated divided muntins. Muntins sandwiched between layers of glass, snap-on muntins, and surface-applied muntins are not approvable.

16.6 New window openings should not be added to primary façades or to readily visible side elevations.

16.7 Clear glass should be used in windows on the primary and readily visible side elevations. Do not use reflective, tinted, patterned, or sandblasted glass in windows. The addition of these glass materials may be used on rear elevations or those not readily visible.

16.8 If an interior dropped ceiling is lower than the top of the window, the ceiling should be stepped back from the window to not obscure the top of the window from outside view.

16.9 Repair historic wood shutters with in-kind materials.

16.10 Replace historic wood shutters with in-kind materials or similar design.

16.11 Add wood shutters based on traditional designs and that fit the window opening.

16.12 Add screen panels with wood or metal frames that are full-view design and allow the visibility of the historic window behind it.

16.13 Add storm windows of wood or metal frames which are full-view design or match the meeting rail of the window behind it. Storm windows should be of anodized or baked-enamel surfaces and not unfinished metal.

16.14 Add security bars on windows on rear or non-readily visible side elevations.

16.15 Shutters that are original to the dwelling should be preserved and maintained.

16.16 New shutters should be of louvered or paneled wood construction. All shutters shall be appropriately sized to fit the window opening so that if working and closed, they would cover the window opening.
By the late 19th century, one-over-one wood sash windows became the standard design for dwellings in the district (329 N. Washington Avenue).

Some of the oldest windows in the historic district are two-over-two wood sash such as these windows at 128 E. Davidson Street.
Bungalow and Craftsman style dwellings often had vertical lights in the upper sash as at 428 N. Washington Avenue.

Metal casement windows were common for Tudor Revival and Ranch style dwellings (400 N. Washington Avenue).

Example of appropriate one-over-one storm windows at 339 N. Washington Avenue.
Why Preserve Original Windows—
The Economic, Historic, and Environmental Arguments

- Windows are a significant part of the original fabric of historic structures. They provide important architectural qualities that define and characterize an architectural style and time period, as well as the scale of a building and/or historic district. The loss of windows alters the defining qualities of the historic fabric, structure, and/or historic district.

- Rebuilding historic wood windows and adding storm windows makes them as efficient as new windows and more than offsets the cost of installation. Several comprehensive window studies have found that a wood window with weatherstripping and an added storm window is as energy efficient as most new thermo-pane windows and last longer.

- The old-growth lumber used in historic window frames can last if well maintained, unlike new-growth wood, vinyl, or aluminum.

- In most cases, windows account for less than one-fourth of a home’s energy loss. Insulating the attic, walls and basement is a more economical approach to reducing energy costs than replacing historic windows.

- Any energy savings from replacing wood windows with aluminum or vinyl seldom justifies the costs of installation. For most buildings, it would take decades to recover the initial cost of installation, and with a life expectancy of 10 to 15 years or less, installing new vinyl or aluminum windows does not make good economic sense.

**Technical Information**
NPS Preservation Brief #09
The Repair of Historic Wooden Windows
Www.nps.gov/history/hps/tps/briefs/brief09.htm

**Technical Information**
NPS Preservation Brief #13
The Repair and Thermal Upgrading of Historic Steel Windows
www.nps.gov.history/hps/tps/briefs/brief09.htm
CHAPTER 4: RESIDENTIAL DESIGN GUIDELINES
17.0 SETTING—DRIVEWAYS

POLICY

The location of driveways and their spacing, placement, dimensions, and materials are an important part of the historic district’s streetscapes. Parking areas should only be on side and rear elevations of a dwelling and not in front yards. Traditional paving materials such as gravel, brick, and concrete are encouraged over black asphalt and similar modern materials. The use of permeable paving materials for driveways and parking areas is encouraged to allow water absorption into the ground and reduce flooding.

GUIDELINES

17.1 **Preserve original driveway materials such as crushed gravel, or concrete.** Original designs such as concrete “ribbon” driveways contribute to the character of a property and should be preserved.

17.2 **Driveway and curb cut widths should be limited to a width of one car.** Driveways and curb cuts should be limited in width to preserve the setting of the district.

17.3 **Driveways and parking areas in side and rear yards should be of gravel (white or pea gravel), brick, grass, concrete, textured concrete, or concrete ribbons (narrow strips).** Non-historic materials such as asphalt are discouraged but acceptable.

17.4 **Screen and minimize the visual impact of parking areas in rear or side yards with hedges, shrubs, or fences.**

17.5 **At commercially-used houses, churches, and apartment buildings, driveways and parking areas should be located in rear yards, but when necessary in a side yard. Parking areas should be located no closer than the front wall of the building.**

17.6 **Parking areas on vacant lots between buildings should align edge screening with front façades of adjacent buildings.** On corner lots, they should have edge screening on both the primary and secondary street.

17.7 **Sidewalks and driveways should be oriented perpendicular to the street.** If historical documentation provides evidence of curvilinear designs or other shapes and designs on that site or other similar house styles, such shapes may be appropriate.

17.8 **Locate new driveways and sidewalks so that the topography of the dwelling site and significant landscape features, such as mature trees, are retained.** Protect mature trees and other significant landscape features from direct construction damage or from delayed damage such as destruction of root area or soil compaction by construction equipment.
Driveways should be located at traditional side yard location and connect with garages recessed or attached at the rear of the dwelling.

Historic concrete “ribbon” driveways should be preserved and maintained (428 N. Washington Avenue).
Residential Design Guidelines - 18.0 Setting: Fences, Gates, Walls

POLICY

Historic fence materials such as cast and wrought iron, brick, and woven wire should be preserved and maintained. The installation of new fences in keeping with traditional locations, designs and materials is appropriate for the historic district. The district also displays a number of original concrete and stone retaining walls which are important site features. Vinyl and similar synthetic fencing materials are inappropriate for the district in front and readily visible side yards.

GUIDELINES

18.1 **Preserve historic fences and retaining walls.**
Retain and maintain original cast and wrought iron fences and retaining walls. Do not cover, remove, or obscure them. Keep metal fences clean using the gentlest means possible to remove paint buildup and corrosion with hand-scraping and wire brushing. If these methods are ineffective, apply low-pressure, dry-grit blasting (less than 100 pounds per square inch) making sure not to damage the surface.

18.2 **Repair or replace fence or wall materials with in-kind materials.**

18.3 **Installation of new wood picket fences in front yards or privacy wood fences in side or rear yards is appropriate if they are in traditional and permitted dimensions and designs.**
Fences should have pickets no wider than 4 inches and should be set apart a maximum of 3 inches. Wire fences should not be more than 4 feet tall. Privacy fences constructed of wood board should be located in rear yards and generally be no taller than 6 feet.

18.4 **Cast iron fences may be added to buildings constructed in the mid- to late-19th and early 20th centuries.**
Cast iron fences are not appropriate for dwellings built after the mid-20th century.

18.5 **Chain link, concrete block, or synthetic materials are not appropriate for the historic district in front yards or readily visible side yards. Split or horizontal rails, railroad ties, or timbers are also inappropriate for front yards or elsewhere if readily visible.**

18.6 **Fence posts, rails, and other framing members should be on the inside of the fence facing the dwelling or adjacent property rather than the street and sidewalk.**

18.7 **Fence gates should be designed to be compatible with the overall fence design and consistent with the age and style of the dwelling.**

18.8 **New retaining walls should be of traditional historic materials and be of similar heights to existing retaining walls along the street.**
The historic district contains several notable examples of cast iron fences and gates such as at 322 E. Lafayette Street (left) and 435 N. Washington Avenue (right).

Preserve and maintain historic stone and concrete retaining walls as at 322 N. Washington Avenue (left) and 316 E. Maple Street (right).

Examples of appropriate picket fence designs and height in front yards.
Privacy fences should be set back from the street and be of appropriate height and materials (left, 328 N. Willow Avenue, right, 322 E. Lafayette Street).

The privacy fence at 329 N. Washington Avenue is of appropriate height, placement and materials with a matching gate.
POLICY

Outbuildings such as garages, sheds, carriage houses and smokehouses are part of the historical and architectural significance of the historic district and reflect the cultural changes over time. Historic outbuildings should be preserved and maintained. They should be repaired with materials and details to match the original.

GUIDELINES

19.1 Preserve and maintain historic outbuildings.
Preserve and maintain original outbuildings such as garages, carriage house and sheds, as they contribute to the history of a property.

19.2 Original outbuildings should be repaired with materials to match the original.
If original garage doors on contributing buildings are missing or damaged, sectional overhead roll-up doors and side-hinged doors of wood in historic designs are appropriate. For non-contributing outbuildings these designs are also recommended and doors of metal, composite, and other alternative materials may be appropriate.

19.3 Replace damaged or deteriorated sections of historic garages and accessory structures, only if deteriorated beyond repair and with in-kind materials to match the original.
Where possible, replace only the damaged or deteriorated portions rather than the entire feature.

19.4 Outbuildings were often built without gutters and those of frame construction may have deterioration of the sills and lower siding materials. If this is the case consider only repairing these damaged areas rather than replacing the entire structure.
Preserve and maintain original outbuildings such as at 228 E. Dickson Street (left) and 345 N. Walnut Avenue (right).

One of the most notable outbuildings in the historic district is the smokehouse at 118 E. Dickson Street.

If replacement garage doors are needed on garages, sectional roll-up doors (left) and side-hinged doors (right) in traditional designs are appropriate.
RESIDENTIAL DESIGN GUIDELINES
20.0 SETTING—WALKWAYS

POLICY

Walkways which lead from the public sidewalks to dwellings display a variety of materials. Some dwellings retain their brick and stone walkways laid in the 19th and early 20th centuries while others have concrete walkways original to the dwelling. Property owners should repair and retain historic walkway materials as long as possible. If replacement is needed, materials should be match the original as closely as possible or owners may substitute traditional materials such as stone, brick and concrete. New walkways with these materials are appropriate. Permeable paving materials may also be appropriate. The use of asphalt for walkways is not appropriate and the use of this material is discouraged.

GUIDELINES

20.1 Repair historic walkway materials with in-kind materials.

20.2 Replace historic walkways if determined to be non-repairable and with in-kind or compatible materials.

20.3 Retain existing historic walkway materials such as brick, stone and concrete.

20.4 Replace damaged areas with in-kind materials as closely as possible.

20.5 New paving materials should be in traditional materials such as brick, stone, and concrete.

20.6 Avoid paving materials such as asphalt, bright white or colored concrete, and other non-traditional materials and colors.

20.7 Permeable paving surfaces for walkways may be appropriate if they have the appearance of traditional materials
The walkway at 339 N. Washington Avenue was designed with brick steps and pavers to follow the grade change.

The dwelling at 503 N. Willow Avenue displays a traditional stone walkway leading from the sidewalk to the front steps.
CHAPTER 5: NEW CONSTRUCTION
21.0 ADDITIONS

POLICY

Additions to dwellings are appropriate as long as they minimally affect historic materials, are not readily visible, are secondary in size and scale to the footprint of the original dwelling, and maintain the dominance of the original structure. The new addition should be distinguishable from the character of the original dwelling while blending with the overall design. An addition should be designed and constructed in a manner that would allow its potential removal in the future with minimal effect to the historic structure. For non-contributing buildings there may be additional flexibility in the design and size of rear additions.

GUIDELINES

21.1 Consider the location, size, and scale of the addition. A new addition should be secondary to the historic dwelling. Locate new additions on rear or side elevations not visible from the street.

21.2 Retain historic character. The addition should blend with the historic dwelling and still be clearly differentiated from it. Do not attempt to duplicate form, material, style, wall plane, or roofline, but fit the addition to appear as a discernible wing from the historic building.

21.3 Character-defining features of dwellings should not be radically changed, obscured, damaged, or destroyed by an addition. The existing historic dwelling fabric should not be damaged by the construction of a new addition.

21.4 The connection between an addition and the historic dwelling should be visibly discernible. A transition between the new addition and the historic structure should be identifiable.

21.5 Additions shall respect the scale and massing of neighboring historic buildings. Large additions may be required to be divided into smaller components similar in scale to the original building and neighboring historic buildings.

21.6 Additions should be designed to respect the established front and side yard setbacks present in the district.
Example of a contemporary but compatible rear addition at 310 N. Washington Avenue.

Adding a second story to a one-story dwelling is not appropriate as shown in example A. The rear addition in example B is a more appropriate solution for adding living space.
**YES**—This rear addition is appropriately scaled to the one-story dwelling and attached via a hyphen.

**NO**—This rear addition is oversized and out of scale with the original dwelling.

**YES**—Examples of appropriate locations and scale for rear additions.
**Technical Information**
NPS Preservation Brief #14
New Exterior Additions to Historic Buildings:
Preservation Concerns
Www.nps.gov.history/hps/tps/briefs/brief14.htm

**NO—** Do not add a second story to a one- or one-and—one-half-story dwelling. Rear additions are more appropriate.
POLICY

Rear decks were not widely built until the mid-20th century when they became popular. Decks are typically not historic elements. As modern features, they should be designed and placed to minimize their impact on a dwelling’s appearance. As in the case of adding rooms, wood decks should only be built at the rear of dwellings or on non-readily visible side elevations for both contributing and non-contributing buildings. Decks should be screened from the street by fencing or landscaping. Installation of decks should not result in the loss of historic fabric and should be reversible.

GUIDELINES

22.1 **Decks, patios, and other outdoor spaces should be located at the rear of dwellings.**
If built on the side of a dwelling the deck should be screened from street view with fencing and/or landscaping.

22.2 **If of wood, decks should be stained or painted to match or blend with the colors of the dwelling if visible.**

22.3 **Decks should be simple rather than ornate and of a design that does not detract from the house, adjacent properties, or the historic district.**
If visible, wood decks are recommended to have wood balusters set no more than 3 inches apart. Balusters should be no more than 2 inches in width and depth.

22.4 **Decks of wood construction are recommended.**
Alternative materials may also be appropriate considered if the deck is not readily visible and if compatible with traditional materials in texture, design, and overall appearance.
These decks are of appropriate location and size at the rear of a dwelling (above) and recessed at the side of a dwelling (left).
POLICY

The general approach to new construction for garages and outbuildings is to be secondary in scale and compatible with adjacent dwellings. Compatible means reinforcing typical features that the primary dwelling on the lot may have as well as other dwellings and outbuildings along the block. Architects and property owners are encouraged to design outbuildings compatible with the context of primary dwelling on the lot and adjacent historic dwellings. Replications or reproductions of historic designs are also appropriate. The erection of ancillary outdoor features may be appropriate if they are sited in rear or side yards not readily visible from the street and adequately screened.

GUIDELINES

23.1 Design new garages and other accessory buildings to be compatible with the historic district.
   Design new garages and accessory buildings to be compatible with the architectural style and scale of the associated dwelling.

23.2 New garages and accessory buildings shall be sited appropriately on the lot.
   Locate new garages and outbuildings appropriately, such as to the rear of a dwelling or set back from the side elevations. Attached garages and accessory buildings should be set back from the front façade of the primary dwelling at least one-third of the total depth of the dwelling.

23.3 Reconstruction of a missing or replacement garage or outbuilding should be based on accurate evidence of the original configuration, form, massing, style, placement, and detail and confirmed with photographs or other documentation of the original building.

23.4 The design of new garages and outbuildings should be secondary to that of the primary historic dwelling.

23.5 Materials used for new garages and outbuildings should reflect historical development of the property.
   Materials used at exterior façades of garages and outbuildings were often different (and less costly) than that of the main dwelling. Materials that are appropriate for new secondary buildings include wood or brick. If frame buildings are constructed, alternative materials may be considered if they resemble traditional wood siding in texture, dimension, and overall appearance. Materials such as T1-11 siding are not sufficiently durable for exterior use and are not appropriate.
23.6 **Metal garage doors with a paneled design may be appropriate.**
These doors can be used on garages that are located at the back of the lot and are minimally visible from the street or public right-of-way. If the garage and garage doors are highly visible from a public street or located on a corner lot, solid wood or wood garage doors with a paneled design are more appropriate.

23.7 **At double garages, two single garage doors rather than one larger, double door should be installed.**
This will maintain the scale and rhythm of older structures, making a two-car garage seem smaller and more compatible with the primary dwelling.

23.8 **The appearance and location of a new outbuilding should be based on the appearance of the historic outbuilding if such existed.**
Use historic photographs and other documentation such as Sanborn Fire Insurance maps for guidance as to size and location of a previous outbuilding on the property.

23.9 **The installation or erection of ancillary outdoor features such as gazebos, pool houses etc. may be appropriate if they are located at rear or side elevations and not readily visible from the public right-of-way.**
Such structures should be adequately screened and built with materials traditionally found in the historic district such as wood or brick. These features should compliment the architectural design of the dwelling or main building and be compatible with other improvements to the property and those of adjacent properties.

23.10 **New carports should be located at the rear of dwellings and not visible.**
Most carport designs have flat roofs and metal support columns and are not compatible with historic dwelling designs. Carports imitative of porte-cocheres (drive-thru wings on historic dwellings) with wood or brick columns, flat roofs, and wood construction may be added to sides of dwellings visible from the street. Carports should be reflective of the architecture of the house and not detract from the dwelling’s original design.

![Garage doors should be in traditional designs such as paneled wood, glass and wood, and diagonal board such as on this new garage.](image)
These two contemporary garages are appropriate examples for new construction of outbuildings and are of wood shingles and siding with compatible garage doors.
NEW CONSTRUCTION
24.0 PRIMARY DWELLINGS

POLICY

New construction of primary dwellings should maintain the existing historic pattern of a neighborhood in setback, distance between homes, scale, materials, window size and placement, and colors. and site features. New design should blend with, not attempt to replicate, historic dwellings. The general approach to new construction is for it to be compatible with adjacent dwellings. Compatible means reinforcing typical features that dwellings display along the block. Architects and property owners are encouraged to design houses compatible with the context of the lot and the historic dwellings along the block. Replications or reproductions of historic designs are also appropriate and acceptable for the historic district.

The Washington-Willow Historic District is zoned RSF-4, Residential Single-Family. This requires new construction to have front setbacks of at least 15’, side setbacks of at least 5’ and rear setbacks of at least 15’. The maximum height allowed in the district for new construction is three stories but most houses are one– to two-stories in height and this maximum height is recommended.

GUIDELINES

24.1 Maintain existing historic patterns.
New primary dwellings should reinforce the historic patterns along the block. Follow typical setbacks, materials, height, width, roof shapes, scale, and proportions.

24.2 Orientation towards the street.
New dwellings should be oriented towards the major street.

24.3 Maintain existing patterns of building height
New dwellings should be compatible with adjacent dwellings in terms of height. New dwellings should not exceed the height of other buildings within the adjacent streetscape.

24.4 Maintain existing scale along the street.
New dwellings should be compatible with adjacent dwellings in terms of scale and proportions.

24.5 Maintain existing patterns of roof form.
Roof form of new dwellings should be compatible with those of adjacent dwellings.

24.6 Maintain historic setting designs.
New construction should follow the traditional designs of setting such as location of retaining walls, driveway placement and outbuilding placement. Parking spaces should be located at the side or rear of the dwelling and not in front of the house or in front yards.

New Construction - 26.0: Primary Dwellings
24.7 Match materials of surrounding dwellings.
New dwellings should use traditional primary materials on their exteriors:

Foundations: Within the historic district brick, stone, stucco, or concrete are appropriate for foundations, piers, chimneys, and lower column piers on Bungalow design dwellings. Siding materials shall be of wood or simulate the appearance of wood. Vinyl siding is allowed with appropriate trim and fascia details (to simulate wood) in the historic district. Siding shall not protrude beyond the face of door and window frames and frieze boards. Appropriate siding includes beveled or lap siding, board and batten, and reverse board and batten or board and board with 1” by 12” boards. Materials such as faux-stone and Exterior Insulation Finishing Systems (EIFS) are not approvable for new construction.

Windows and Doors: For windows and doors, use wood materials or materials that simulate the appearance of wood. Hung windows (double, single, etc.) with a 2:1 height to width ratio minimum are appropriate designs.

Porches: Since porches are traditional focal points of historic facades, new primary dwellings (except garages and accessory buildings) should have front porches. Porches should be two-thirds minimum of total width of the front façade. Minimum depth of the front porch should be 7’0.” Any side/back porches may have a minimum depth of 4’0.”

Porch Columns: Porch columns shall be wood or materials that simulate the appearance of wood. Column types may include turned or rounded, rectangular, or square and may have chamfered (beveled) corners and be fluted.

Chimneys: Use traditional masonry (brick, stucco, etc.) for chimneys or the same material as the dwelling exterior. Chimneys that are not masonry should be finished with the same material as the house exterior, up to, but not beyond the point of roof penetration. Above that point, a properly installed galvanized stove pipe type chimney shall be required.

Roofs: Appropriate materials for roofs of new dwelling include metal (low-profile strong back, corrugated, V-crimp), slate, or asphalt composition shingles. Roof pitch shall be 8:12 minimum. Appropriate roof types include gable or hip with a dormer at the front façade if desired.
24.8 **Maintain existing patterns of building setback.**

New dwellings should align with the setback of adjacent buildings. New dwellings must conform to setback and lot size requirements as required in the RSF-4 Zoning Code.

24.9 **New dwellings should maintain foundation heights.**

New dwellings excepting garages and accessory buildings should be raised as follows:

- New dwellings on concrete slab should be raised 3’- 0” minimum above finished grade at edge of slab.

- Porch foundations should have 2’- 0” minimum piers (porch shall have a 2’- 0” minimum crawl space from finished grade to bottom of floor joists).

- New dwellings on piers should have 2’- 0” minimum piers. Crawl space shall be 2’- 0” minimum (from finished grade to bottom of floor joists).

- Lattice may be placed between or behind piers, but shall not cover the face of the piers.

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The new construction at 305 E. Maple Street is an appropriate replica of a Craftsman style dwelling. It has compatible materials, roof slopes, windows, and porch placement.
NEW CONSTRUCTION
25.0 RAMPS, LIFTS AND ELEVATORS

POLICY

The addition of new ramps, wheelchair lifts, and elevators to historic dwellings may be required to provide access and meet the needs of residents and visitors. The ADA Act provides flexibility in compliance for historic dwellings. Property owners should contact the City staff early in the planning stages for professional assistance on such projects and to work with building code officials in investigating alternative methods of meeting requirements for historic dwellings. Add ramps, lifts, and elevators to rear elevations and side elevations not readily visible from the public right-of-way. Adding ramps and lifts on primary façades is not appropriate unless this is the only feasible alternative for access. If the need for access is only occasional, consider temporary ramps rather than permanent ones.

GUIDELINES

25.1 Install ADA features with minimal effect to dwelling.
To provide access for residences there may be requirements to meet Americans with Disabilities Act (ADA) compliance. Follow all health and safety codes in such a manner that a historic property’s character-defining features are affected as minimally as possible. To diminish the impact of ADA features, design these elements to be compatible with the architectural character, proportion, scale, materials, and finish of the historic dwelling. Elevators can sometimes be sensitively installed inside a house without affecting rooms, features, or details.

25.2 Install ADA ramps on side or rear elevations to minimize their visual impact.

25.3 Chair lifts and elevators may be appropriate.
Chair lifts and elevators may also be appropriate if they are sited at side or rear elevations not readily visible. Install chair lifts and elevators in a manner that is reversible and with the least impact to the historic building as possible.

25.4 Use temporary ramps where possible.
If the need for ADA compliance is intermittent, consider the use of temporary ramps which can be stored and not visible when not in use.
Examples of appropriate ADA ramps. These ramps are located on side elevations, screened through landscaping and have compatible materials.

This chair lift design provides access from a dedicated parking space, is screened by landscaping and only a small section of the porch was required to be removed.

Technical Information
NPS Preservation Brief #32
Making Historic Properties Accessible
Www.nps.gov.history/hps/tps/briefs/brief32.htm
NEW CONSTRUCTION
26.0 ENERGY RETROFITS

POLICY

Property owners in the historic district may request methods for improving overall energy efficiency. It is important that such concerns be addressed in ways that do not compromise the character of the dwelling or the district. Historic dwellings were constructed with wide eaves, large floor-to-ceiling heights, transoms and other methods for natural heating and cooling. Taking advantage of energy-efficient historic assets and responsibly retrofitting historic buildings can maximize their potential for energy conservation.

GUIDELINES

26.1 Retain and preserve the historic energy-conserving features and materials that contribute to the overall character of a building or site, including projecting front canopies, shutters, operable windows and transoms.

26.2 Increase the thermal efficiency of historic buildings through appropriate, traditional practices, including the installation of weatherstripping and caulking, storm windows and doors, insulation in attics, floors, and walls, and, if appropriate, awnings and operable shutters.

26.3 Install new energy upgrades in areas and spaces that will require the least amount of alteration to the building exterior, historic building fabric and site features.

26.4 Minimize the visual impact of solar panels.
Solar panels should not be seen from the public street. Locate them on rear rooftops, back yards, or rear accessory buildings that are out of public view. Rear elevations or rear roof slopes are the best location for solar panels.

26.5 Ensure that solar panels that are attached to a dwelling are not readily visible from the street.
Mount solar panels on rooftops flush with the roofline. If not attached to the building, locate solar panels in side or rear yards. Do not use hardware, frames, and piping with a non-reflective finish.

26.6 Property owners may consider the use of reflective roofing surfaces to increase energy efficiency in warmer months.

26.7 Property owners may consider the installation of geothermal heating and cooling systems. Installation of such a system, involving drilling of holes in the ground, does not affect the exterior of a building and offers significant energy savings.
At left is an example of inappropriate mounting of solar panels on the front roofline of a dwelling due to its visibility from the street. At right are solar panels appropriately mounted on a rear roof line.

If solar panels are desired, they should be installed at rear roof lines (above) or free-standing in rear yards (below).
NEW CONSTRUCTION
27.0 SIGNS

POLICY

The Washington-Willow Historic District is primarily residential in character, but there are sign provisions for home businesses. When an application for signage occurs, the Fayetteville Sign Ordinance shall be followed. Many sign types that are acceptable in areas zoned for commercial activity are inappropriate for a residential neighborhood. Free-standing or monument signs are not allowed in front yards but wall signs and hanging signs are appropriate signs for residences.

GUIDELINES

27.1 Placement of Primary Signs
For the residences in the historic district signs may be placed on the front wall of the house or hanging from the porch eave. The sign should not exceed eight square feet in size and be of compatible materials such as wood or simulated wood.

27.2 Freestanding or monument signs are not permitted for front yards.

27.3 Internally illuminated plastic faced signs are not appropriate for the historic district.

Example of an appropriate wall sign for a home office in a historic dwelling. Also shown is a smaller sign with a construction date and address.
Relocation - 30.0 Overall Approach

CHAPTER 6: RELOCATION
28.0 OVERALL APPROACH

POLICY

Moving a contributing building in a historic district is strongly discouraged. It should only be considered after all other approaches to protect a historic dwelling on its site have been exhausted, and relocation to a compatible vacant lot for rehabilitation becomes the last resort. Before the Commission approves relocation of a historic dwelling, it will carefully evaluate the conditions that give rise to both the threat of demolition and subsequent proposal of relocation.

GUIDELINES

29.1 Relocating dwellings and outbuildings should be in accordance with the design guidelines for new construction and the Secretary of the Interior’s Standards.

28.2 Relocating dwellings and outbuildings that contribute to the historic and architectural character of a district should be avoided unless demolition is the only alternative.

28.3 Relocating a building into the historic district may be appropriate if [i] it is compatible with the district's architectural character through style, period, height, scale, materials, setting, and placement on the lot, and [ii] its location on the new site will consistent with its original location and will respect the front and side yard setbacks, orientation, and foundation heights of the neighboring properties.

28.4 All features should be adequately protected and windows and doors boarded or braced in the least damaging manner.

28.5 Relocated buildings should be carefully rebuilt and placed on a foundation which replicates the original using masonry material compatible with traditional foundations. Salvaging and reuse of original foundation materials is strongly encouraged.

28.6 Porches and chimneys or any other projections that cannot be raised with the building, should be carefully dismantled. Each member should be numbered and recorded to rebuild onto the building in the same place and manner at the new site. The chimney should be reconstructed using the removed materials with new mortar that matches the original in color, content and consistency. Any repair materials should match in kind to the original.

28.7 Buildings relocated into the historic district must meet the guidelines for new construction, unless they would have met the criteria to be considered contributing if they had originally been located in the historic district, in which instance they will be subject to the guidelines for existing structures.
CHAPTER 7: DEMOLITION
29.0 OVERALL APPROACH

POLICY

Demolition of dwellings that contribute to the historic or architectural significance of the historic district should only be an action of last resort. Demolition of existing structures within the historic district must be approved by the Commission. Demolition through neglect is not permitted and owners who do not conform to maintenance codes may be subject to legal action.

The Commission will need to have ample evidence that a dwelling cannot be rehabilitated and consultation with experts may be necessary. A decision can only be reached after thorough analysis of the historic and architectural documentation that must accompanies an application for demolition. If the building is planned for demolition to accommodate new construction, expansion of another building or new development, the Commission may not receive the future replacement designs for review until a later meeting after the demolition decision is reached.

GUIDELINES

29.1 Demolition of a building that contributes to the historic or architectural significance of the historic district should not occur, unless:

- public safety and welfare requires the removal of the building or structure;
- the building has lost its architectural and historical value;
- the building does not contribute to the historical or architectural character of the historic district, its removal will improve the appearance of the district, and will not adversely impact the integrity of the historic streetscape and the historic district.

29.2 In order for the Commission to reach the important decision of demolishing a contributing building, the owner should submit with the application [i] historic background and archival research, [ii] thorough documentation of the building and property, and [iii] a plan for dismantling of historic materials for salvation. Such materials to be salvaged include historic timber framing, windows, doors, mantels, newel posts, balusters, moldings, flooring, hardware, metalwork, brackets, weatherboard, brick, stone, other masonry components, and any other interior or exterior decorative elements.

29.3 If demolition appears inevitable, the owner is encouraged to consider moving or relocating the building to another location within or near the historic district, and the Commission may pursue measures with the owner and other parties to preserve the contributing resource.
29.4 An experienced, licensed, and qualified structural or architectural engineer and builder with experience on historic buildings should evaluate the condition of the subject building and whether it might be able to withstand relocation as an alternative to demolition.

This assessment should consider how much damage can be caused by removal and be compiled into a historic conditions report for the Commission evaluation. In situations involving contributing properties, other expert consultation including the Arkansas Historic Preservation Program may be necessary.

29.5 When approved, the demolition should be accomplished in a manner that will preserve existing trees and major vegetation.

29.6 When approved, the demolition should be accomplished in a manner which recycles as many materials as possible and has minimal environmental impacts to adjacent properties.

The Commission may request a plan from the applicant prior to demolition which outlines materials to be salvaged such as architectural details, wood flooring, bathroom and kitchen fixtures, and other recyclable items. Demolition should be conducted by qualified professionals to minimize exposing neighbors and pets to hazardous air quality.

29.7 Pest control abatement should occur prior to demolition.

Properties which have been vacant for lengthy periods of time may have infestations of rodents or insects and should be abated prior to demolition.
The National Park Service’s Preservation Tech Notes provide practical information on traditional practices and innovative techniques for successfully maintaining and preserving cultural resources. The Tech notes are available at the National Park Service’s page [https://www.nps.gov/tps/how-to-preserve/tech-notes.htm](https://www.nps.gov/tps/how-to-preserve/tech-notes.htm).

The following Preservation Briefs are made available by the National Park Service. The links will take you to the National Park Service’s website ([http://www.nps.gov/hps/tps/briefs/presbhom.htm](http://www.nps.gov/hps/tps/briefs/presbhom.htm)).

1. Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing for Historic Buildings
5. Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
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 (Vitrolite and Carrara Glass)
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete
16. The Use of Substitute Materials on Historic Buildings Exteriors
17. Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
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 Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement & 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
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 Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wood Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings
APPENDIX B - Maintenance Recommendations

MATERIALS

1. Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.
2. All exposed wood should be kept painted, stained or treated with preservatives.
3. Repairs for wood siding such as cracks can be made through the use of waterproof glue. Large cracks may be filled with caulk followed by putty. The surface should then be sanded, allowed to dry, and painted.
4. Where exterior siding has to be replaced the use of siding to match in dimension, size and profile is recommended.
5. Use paints consistent (oil or latex) with the existing paint surface for exterior siding.
6. Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, water-blasting and other abrasive cleaning methods are detrimental to historic buildings and should not be used.
7. Re-pointing of historic mortar should be with a mortar which matches the original in appearance and composition. Most mortar from before 1900 was composed of lime and sand and a mortar with similar content should be applied. The use of Portland cement is not appropriate due to the hardness of the mortar versus the softness of the brick.
8. Most silicone based or waterproof coatings have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The use of these products is not appropriate.

ROOFS, CORNICES, CHIMNEYS

1. Check the roof regularly for leaks, deterioration of flashing, and worn roof surfaces such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water related problems.
2. Know what metals are used in the cornice or roof flashing and use only similar metals during replacement or repair. Different metals should not touch each other or a galvanic reaction may occur leading to corrosion.
3. Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with an iron oxide oil base. Asphalt based paints and aluminum paints should not be used on historic metals as they could accelerate the rusting process.
4. Chimneys should be regularly checked for cracking, leaning, spalling, and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is recommended to keep out moisture. Refer to the chimney section – only certain types of caps and colors are acceptable.

PORCHES AND EXTERIOR ORNAMENTATION

1. Keep all porch and trim elements painted.
**GUTTERS AND DOWNSPOUTS**

1. Keep gutters and downspouts in good repair. Make sure they are properly connected, are clean of leaves and other debris, and channel water effectively away from the building. Seal all cracks in downspouts with silicone caulk or sealants.
2. Deteriorated gutters and downspouts should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferable to corrugated designs.

**FOUNDATIONS**

1. All water should drain away from a building and should not enter the foundation.
2. Trees, shrubs, and other plants should be kept well away from the foundation to prevent damage from moisture and root movement. Typically a minimum distance of 2’ between the plantings and the foundation wall is recommended.
3. The use of splash blocks (slanted trays placed at the bottom of a downspouts to drain water away from the foundation) is recommended.

**ENTRANCES**

1. Doors, transoms, and sidelights should be kept clean.
2. Original locks and hardware should be kept oiled and in good repair. If original hardware is missing or is deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.
3. Doors with a stained wood finish should be kept varnished; painting over the wood finish is not recommended.

**WINDOWS**

1. Windows should be kept clean and free of dirt and grime. Wood sash surfaces should be painted regularly.
2. Windows should be kept caulked and sealed to aid in energy conservation.
3. Shutters should be kept painted and in good repair.

**AWNINGS**

1. Fabric awnings should be washed periodically and kept in good repair.
2. Awning hardware should be regularly checked for rust or loose mechanisms.
3. Awnings which become torn or otherwise deteriorated should be replaced.

**SIGNS**

1. Abandoned signs and sign hardware should be removed from buildings, unless historic.
2. Signs should be kept painted, and mounting bolts should be checked periodically to make sure they are secure.
3. Light fixtures, conduits, and wiring for signs should be inspected and replaced when necessary.
### Adaptive Re-Use
Recycling an old building for a use other than that for which it was originally intended when constructed. Adaptive re-use may involve a sympathetic rehabilitation that retains much of the building’s original fabric or character, or it can involve a more extensive remodeling.

### Addition
New construction added to an existing building or structure.

### Alignment
The linear relationship of structure creating a visual line and a sense of continuity along a streetscape.

### Alteration
Work which impacts any exterior architectural feature including construction, reconstruction, or removal of any building or building element.

### Aluminum siding
Sheet of exterior wall covering fabricated from aluminum to resemble wood siding.

### American bond
A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposes, to structurally tie the wall together.

### Appropriate
Suitable to or compatible with what exists. Proposed work on historic properties is evaluated for “appropriateness” during the design review process.

### Apron
A decorative, horizontal trim piece on the lower portion of an architectural element.

### Arch
A curved construction of wedge-shaped stones or bricks which spans an opening and supports the weight above it. (see flat arch, jack arch, segmental arch and semicircular arch)

### Architectural Conservation
The method of maintaining and/or repairing the materials of a building or structure to lessen or reverse the physical deterioration such as cleaning, repointing masonry joints and reattaching any loose elements.

### Architectural Style
Showing the influence of shapes, materials, detailing or other features associated with a particular architectural style.

### Architrave
The lowest of three main sections of a classical entablature resting directly on the capital of a column.

### Asbestos Shingle
Shingles composed of cement reinforced with asbestos fibers, manufactured in various sizes and shapes.

### Asbestos Slate
An artificial roofing slate manufactured with asbestos-reinforced cement.

### Ashlar
Finished stonework or quarried block often used in the foundation. Ashlar has a smooth or tooled finish.
**Asphalt Shingles** Shingles manufactured from saturated roofing felt that is coated with asphalt, with mineral granules on the side that is exposed to the weather.

**Asymmetrical** Not symmetrical, with the parts not arranged correspondingly identical on both sides of a central axis.

**Attic** The upper level of a building, not of full ceiling height, directly beneath the roof.

**Awning** A roof-like cover of canvas or other lightweight material that extends over a doorway or windows to provide protection from the sun and rain.

**Baluster** One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.

**Balustrade** An entire rail system with top rail and balusters.

**Bargeboard** A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

**Bay** The portion of a facade between columns or piers providing regular divisions and usually marked by windows.

**Bay window** A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

**Belt course** A horizontal band usually marking the floor levels on the exterior facade of a building.

**Board and batten** Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.

**Bond** A term used to describe the various patterns in which brick (or stone) is laid, such as "common bond" or "Flemish bond."

**Bracket** A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.

**Building Type** A definition based on floor plan, height, and sometimes roof shape of a house, having nothing to do with architectural style. Most houses that can be identified as a particular house type are of vernacular design meaning that their designs are based on regional tradition and utilize regional materials.

**Bungalow** Common house form of the early twentieth century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.

**Capital** The head of a column or pilaster.

**Casement window** A window with one or two sashes which are hinged at the sides and usually open outward.

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

**Caulking** A soft material compound used to seal joints and cracks, prevent leakage, provide waterproofing, or provide a seal at expansion joints.
Certificate of Appropriateness A document giving approval to work proposed by the owner of a property located within a locally-designated historic district or designated as a local landmark. Specific conditions, set forth by the Historic District Commission and to be followed during the project, may be specified in the document. Possession of a Certificate of Appropriateness does not remove any responsibility on the part of the property owner to acquire a building permit prior to beginning the project.

Certified Local Government Any city, county, parish, township, municipality, or borough or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

Chamfer The grooved surface made when an edge or corner is beveled or cut away, usually at a 45-degree angle.

Character Those individual qualities of buildings, sites and districts that differentiate and distinguish them from other buildings, sites and districts.

Cladding Any exterior wall covering, including masonry.

Clapboards Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weather-proof exterior wall surface.

Classical order Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

Clipped gable A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

 Colonial Revival House style of the early twentieth century based on interpretations of architectural forms of the American colonies prior to the Revolution.

Column A circular or square vertical structural member.

Compatible Not detracting from surrounding elements, buildings, sites or structures; appropriate given what already exists.

Complex Roof A roof that is a combination of gable and hip forms and may include turrets and towers. Most commonly found on Queen Anne-style houses.

Component An individual part of a building, site or district.

Contemporary Of the current period; modern.

Contributing Contributes to the architectural or historic significance of a historic district. (A “contributing building” in a historic district is one that may be of limited individual significance but nevertheless functions as an important component of the district.)

Context The setting in which a historic element or building exists.

Coping The capping member of a wall or parapet.

Appendix C - Glossary of Terms
**Corbel** In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

**Corinthian order** Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

**Corner Board** A narrow vertical board placed in corners of buildings to terminate the wooden clapboards.

**Cornice** The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

**Course** A horizontal row of bricks, stones, or other masonry units.

**Cresting** A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

**Cross-gable** A secondary gable roof which meets the primary roof at right angles.

**Demolition** Any act or process that destroys a structure in part or in whole.

**Deck** A roofless porch, usually located at the rear of a building.

**Demolition by Neglect** The result of a prolonged lack of significant maintenance; the preventable demise of a historic building due to deliberate lack of maintenance.

**Dentils** A row of small tooth-like blocks in a classical cornice.

**Doric order** A classical order with simple, unadorned capitals, and with no base.

**Dormer** A structure projecting from a sloping roof, most commonly housing a vertical window with its own roof; may also contain a ventilating louver.

**Dormer window** A window that projects from a roof.

**Double-hung window** A window with two sashes, one sliding vertically over the other.

**Eave** The edge of a roof that projects beyond the face of a wall.

**Easement** An amendment to the deed of a piece of property granting rights to others to use the property in a specified manner; might include restrictions for use or development on the property.

**Element** An individual defining feature of a building, structure, site or district.

**Elevation** Any of the external faces of a building.

**Ell** The rear wing of a house, generally one room wide and running perpendicular to the principal building.

**Engaged column** A round column attached to a wall.

**Entablature** A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Appendix C - Glossary of Terms
Facade  The face or front elevation of a building.

Fanlight  A semi-circular window usually over a door with radiating muntins suggesting a fan.

Fascia  A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.

Fence  A structural barrier consisting of wood, iron, or other materials used to define, separate, or enclose areas such as yards, gardens, fields, and cemeteries.

Fenestration  The arrangement of windows on a building.

Finial  A projecting decorative element, usually of metal, at the top of a roof turret or gable.

Fishscale shingles  A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

Flashing  Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

Flat arch  An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

Flemish bond  A brick-work pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

Fluting  Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

Footprint  The outline of a building’s ground plan from an overhead view; a projected area of a building on a horizontal surface.

Foundation  The lowest exposed portion of the building wall, which supports the structure above.

Frame Construction  A building constructed with wood frame rather than masonry.

Frieze  The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

Front-gabled  Describes a building with a gable end on its façade.

Gable  The triangular section of a wall to carry a pitched roof.

Gable roof  A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel roof  A ridged roof with two slopes on either side.

Garage  A building attached or detached where the motor vehicle is kept.

Gazebo  A small structure that is usually octagonal in plan with a steeply pitched roof that is topped by a finial. The sides of the structure are usually left open. It is usually found in a garden or yard.
**Gingerbread** The highly decorative woodwork applied to Victorian-style houses such as a Queen Anne.

**Green Space** Space that is planted with grass, plants, shrubs, or trees. Sometimes, this land is set aside and cannot be built on.

**Half-timbering** A framework of heavy timbers in which the interstices are filled with plaster or brick.

**Header** A brick laid with the short side exposed, as opposed to a “stretcher.”

**High Style** A completely authentic or academically correct interpretation of an architectural style; a “textbook” example of one particular style and not a composition of several different styles.

**Historic District** A geographically definable area designated as possessing a concentration, linkage, or continuity of sites, buildings, structures, or objects of historic, archaeological, architectural or aesthetic value.

**Historic Site** A site worthy of protection or preservation, designated as historic for its historic, archaeological or aesthetic value.

**Historic Structure** A structure worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.

**Hipped roof** A roof with uniform slopes on all sides.

**Hood molding** A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold.

**Infill** New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

**In-kind** Denotes a replacement element that replicates a deteriorated or missing element.

**Integrity** Authenticity of a property’s historic identity, evidence by the survival of physical characteristics that existed during a property’s historic period.

**Ionic order** One of the five classical orders used to describe decorative scroll capitals

**Jack arch** (see Flat arch)

**Keystone** The wedge-shaped top or center member of an arch.

**Knee brace** An oversize bracket supporting a cantilevered or projecting element.

**Landmark** A building, structure, object or site worthy of preservation, designated as historic for its historic, archaeological, architectural or aesthetic value.

**Lattice** An openwork grill of interlacing wood strips used as screening.

**Light** A section of window; a single pane of glass.

**Lintel** The horizontal top member of a window, door, or other opening.
Louver  A small opening, usually with wood slats, used for ventilating attics or other spaces.

Maintenance  Routine care for a building, structure or site that does not involve design alterations.

Mansard roof  A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

Masonry  Exterior wall construction of brick, stone or adobe laid up in small units.

Massing  The three-dimensional form of a building.

Materials  The quality of integrity applying to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Metal standing seam roof  A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roof are named.

Modillion  A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

Mortar  A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mothballing  When all means of finding a productive use for a historic building have been exhausted or when funds are not currently available to put a deteriorating structure into a useable condition, it may be necessary to close up the building temporarily to protect it from the weather as well as to secure it from vandalism.

Mullion  A heavy vertical divider between windows or doors.

Multi-light window  A window sash composed of more than one pane of glass.

Muntin  A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

National Park Service  A bureau of the U.S. Department of the Interior whose purview includes the historic and cultural resource in the National Park system and the National Historic Preservation Programs.

National Register of Historic Places  The official federal list of districts, sites, buildings, structures, and objects significant to American history, architecture, archaeology, engineering, and culture.

Neglect  The failure to care for a property in such a manner as to prevent its deterioration. Neglect is often not intentional, but may lead to very serious deterioration of materials and even structural systems.

Neo-classical style  Early twentieth-century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

Appendix C - Glossary of Terms
**New Construction**  The construction of a new element, building, structure or landscape component; new construction involves the introduction of designs not original to the building, structure or site.

**Noncontributing** Does not contribute to the architectural or historic significance of a historic district. (Some noncontributing resources are not yet fifty years of age, and therefore do not meet the age requirement for contributing resources. Other noncontributing resources may be historic but have lost their architectural integrity due to extensive changes or alterations.)

**Oriel window** A bay window which emerges above the ground floor level.

**Ornamentation** Any accessory or detail used to adorn, decorate, or embellish the appearance of an object.

**Overhang** The horizontal distance that the upper level/story or roof projects beyond the level immediately below.

**Paired brackets** Two brackets spaced close together to form a pair.

**Paired columns** Two columns supported by one pier, as on a porch.

**Palladian window** A window with three openings, the central one arched and wider than the flanking ones.

**Panelled door** A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

**Parapet** A low horizontal wall at the edge of a roof.

**Patio** An outdoor area, usually paved and shaded, adjoining or enclosed by walls of a house.

**Pattern** The rhythm of architectural elements in a space.

**Pediment** A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

**Pergola** An outdoor structure with an open wooden-framed roof, often latticed, supported by regularly spaced supports or columns.

**Pier** A vertical structural element, square or rectangular in cross-section.

**Pilaster** A square pillar attached, but projecting from a wall, resembling a classical column.

**Pitch** The degree of the slope of a roof.

**Pointing or “Tuck pointing”** The process of scraping out failing mortar between bricks back to the stable point and re-troweling new mortar that matches the makeup, color, and mixture of the original mortar.

**Porch** A roofed entrance.

**Porte-Cochere** A large covered entrance porch through which a vehicle can drive or park. An exterior structure usually used to shelter a driveway area in front or on the side of a building.

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Appendix C - Glossary of Terms
**Portico** A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

**Portland cement** A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.

**Preservation** The act of maintaining the form, details, character, and integrity of a building as it presently exists. Preservation stops deterioration and stabilizes the structure, but does not involve reconstruction to any significant degree.

**Pressed tin** Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

**Proportion** The relationship between buildings or elements of a building. For example, the combination of elements in one building is said to be proportionate if they are of like size or dimension to those of an adjacent or neighboring building.

**Pyramidal roof** A roof with four identical sides rising to a central peak.

**Queen Anne style** Popular late nineteenth century revival style of early eighteenth century English architecture, characterized by irregularity of plan and massing and a variety of texture.

**Quoins** A series of stone, bricks, or wood panels ornamenting the outside of a wall.

**Recess** Receding parts or space, such as a cavity in a wall for a door, an alcove, or niche.

**Reconstruction** The accurate recreation of a vanished or irreplaceably damaged structure, or part thereof; the new construction recreates the building’s exact form and detail as they appeared at some point in history.

**Rehabilitation** The act of returning a building to usable condition through repair, alteration, and/or preservation of its features.

**Relocation** The process of moving a building or structure to a new location.

**Remodel** To alter a building in a way that may or may not be sensitive to the preservation of its significant architectural forms and features.

**Renovation** The process of repairing and changing an existing building for modern use to make it functionally equivalent to a new building.

**Repair** Any minor change to a property that is not construction, removal, demolition or alteration and that does not change exterior architectural appearance.

**Restoration** The process of accurately taking a building’s appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

**Retaining Wall** A brace of free-standing wall that bears against an earthen backing.

**Retro-fit** The process of installing new mechanical, fire protection, and electrical systems or equipment in an existing building.

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**Appendix C - Glossary of Terms**
Return The continuation of a molding from one surface onto an adjacent surface.

Ridge The top horizontal member of a roof where the sloping surfaces meet.

Risk Assessment An environmental survey of an existing building to determine the extent of hazardous materials that may be present, such as lead paint or asbestos.

Rusticated Roughening of stonework of concrete blocks to give greater articulation to each block.

Sand-blasting An abrasive method of cleaning brick, masonry, or wood by directing high-powered jets of sand against the surface.

Sash The moveable framework containing the glass in a window.

Scale The proportions of a building in relation to its surroundings.

Segmental arch An arch whose profile or radius is less than a semicircle.

Semi-circular arch An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

Sense of Place The general feelings of locality.

Setback The distance a building is located from the street or sidewalk; the distance between a building and the property line.

Setting The immediate physical environment of a building, structure, site or district.

Sheathing An exterior covering of boards of other surface applied to the frame of the structure. (see Siding)

Shed roof A gently-pitched, almost flat roof with only one slope.

Shutter One of a pair of movable panels used at window openings to provide privacy and protection when closed over the window; also used as a decorative element.

Sidelight A vertical area of fixed glass on either side of a door or window.

Siding The exterior wall covering or sheathing of a structure.

Significant Possessing importance to a particular building, structure, site or district; essential to maintaining the full integrity of a particular building, structure, site or district.

Sill The bottom crosspiece of a window frame.

Site A place or plot of land where an event occurred or where some object was or is located.

Soffit The exposed underside surface of entablature, archways, balconies, beams, lintels, or columns.

Spall In stone, to flake or split away though frost action or pressure.

Spindles Slender, elaborately turned wood dowels or rods often used in screens and porch trim.
**Stabilization** The essential maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

**Streetscape** The general appearance and configuration of the many buildings which define the street.

**Stretcher bond** A brickwork pattern where courses are laid flat with the long "stretcher" edge exposed.

**String Course** A projecting band of masonry running horizontally around the exterior of a building; also known as a “belt course.”

**Structure** Anything constructed or erected which has, or the use of which requires, permanent or temporary location on or in the ground, or which is attached to something having a permanent location on the ground, including, but not limited to, the following: buildings, gazebos, signs, billboards, tennis courts, radio and television antennae and satellite dishes (including supporting towers), swimming pools, light fixtures, walls, fences and steps.

**Stucco** An exterior fine plaster finish consisting of a mixture of Portland cement, sand, lime, and water; usually textured.

**Style** A given type of architecture made of specific character-defining elements.

**Surround** An encircling border or decorative frame, usually at windows or doors.

**Swag** Carved ornament on the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.

**Symmetry** The exact correspondence of forms of similar size and arrangement of parts, intermediate or opposite sides of a dividing line or plane.

**Transom** A horizontal opening (or bar) over a door or window. (see Overlight)

**Trim** The decorative framing of openings and other features on a facade.

**Turret** A small slender tower.

**Veranda** A covered porch or balcony on a building's exterior.

**Vergeboard** The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.

**Vernacular** A regional form or adaptation of an architectural style and utilizing regional materials.

**Wall dormer** Dormer created by the upward extension of a wall and a breaking of the roofline.

**Water table** A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

**Weatherboard** Wood siding consisting of overlapping boards usually thicker at one edge than the other.

**Weatherstrip** A piece of wood, metal, or other material installed around a door or window opening to prevent air infiltration and moisture penetration.

Appendix C - Glossary of Terms
**Wrought Iron** Decorated iron that is hammered or forged into shape by hand, as opposed to cast iron, which is formed by a mold.

**Zoning** Areas divided into geographic zones with different mixtures of allowable use, size, siting and form of real estate property. Zoning is typically applied in conjunction with a zoning code or review of permit application for development and variance.

For additional terms, see https://en.wikipedia.org/wiki/Glossary_of_architecture.
Demolition Standards

Requests for demolition of any portion of or the entirety of any building, structure, or object shall require review by the Historic Preservation Commission when such demolition request affects:

A. More than twenty-five percent (25%) of any exterior street façade of a building, structure or object;

B. More than twenty-five percent (25%) of any combination of exterior foundations, walls, and/or roofs;

C. Any purposefully-designed landscape by a notable individual; or

D. A significant, naturally-occurring land or geological formation when such building, structure, object or site has been designated as a Historic Landmark or has been included within a designated Historic District.

Demolition shall be considered only when all other redevelopment options for a building, structure, object, improvement, or site have been exhausted.

A. Procedure for the Demolition of Designated Historic Landmarks and Historic District Properties

Any application for a demolition permit for all or part of any Historic Landmark or at any property within a Historic District shall be subject to the following review process.

1. Pre-application Meeting. Prior to submitting a demolition request, an Applicant shall meet with the City Planning Division to review the demolition proposal. At that time, the City Planning Division shall identify, to the Applicant, any known historic significance classification or documentation pertaining to the property.

2. Application. All applications for a demolition permit shall be submitted on forms provided by the City Planning Division. No demolition permit application shall be accepted for processing unless it is complete and is accompanied by all applicable fees, deposits, bonds, and all items required by City ordinance.

A complete demolition permit application shall contain the following:

a) a legible, dimensioned, and accurate property map indicating location of all improvements proposed for demolition;

b) written affidavit of the Owner(s) of Record of the property acknowledging the proposed demolition when the Applicant is not the Owner of Record;

c) sketch floor plans of all levels of the building or structure proposed to be demolished;

d) photographs of all existing conditions including all exterior elevations, all significant architectural features (exterior and interior), and all rooms or spaces (exterior and interior) affected by the proposed demolition work;

   e) historic images of the property and general area of proposed work, if any available;
f) a written chain of title investigation that identifies previous owners of the property upon which demolition is proposed;

g) a detailed report of non-code-compliant elements and structural deficiencies, prepared by a registered architect and/or structural engineer with expertise in the rehabilitation of existing and/or historic properties;

h) a detailed list of irreparable or deteriorated building features, components or elements;

i) a detailed cost estimate for the rehabilitation of the improvement, property, or site, prepared by a design professional or licensed contractor with expertise in the renovation of existing and/or historic properties;

j) a comparison of the estimated rehabilitation cost of the property proposed for demolition with market values for comparable improvements, properties, or sites within the municipal boundaries;

k) a detailed cost estimate for the restoration of the site per City code in the event that no new construction activity commences following demolition;

l) a summary of potential sites, if any, to which the resource could be relocated within the Historic District with an estimate of the cost of the move to each proposed location, if any, by a qualified building mover;

m) a proposed schedule for demolition activities;

n) a completed Building Permit Application; and

o) other reasonable information required by City ordinance or that may be requested by City staff.

3. Commission Analysis.

Prior to the public meeting for the purpose of reviewing a demolition application, the City Planning Division, on behalf of the Commission, shall conduct an analysis of the submitted documents and a written summary of site visit as part of a written report containing preliminary findings on the historic, architectural, and aesthetic significance of the improvements. The analysis shall be provided to the Commission, in writing, and made available to the public in advance of the public hearing.

4. Public Hearing. The public hearing for the purpose of reviewing a demolition application shall be conducted by the Historic Preservation Commission and a record of such proceedings shall be preserved in such manner as the Commission shall, by rule, prescribe from time to time.

The Applicant bears the burden of proof that the failure to approve the proposed work would leave the subject property without an economically viable use, and that the sale, rental, or rehabilitation of the property is not possible, resulting in the property being incapable of earning any reasonable economic return.

5. Withdrawal by Applicant. An Applicant may withdraw, in writing, a demolition application at any time preceding the scheduled public hearing. The Applicant shall not be responsible for any fees incurred after the date of withdrawal.

6. Commission Action. The Commission shall consider only the property, building, structure, architectural feature, or object proposed for demolition; the merit of any proposed replacement construction or improvement shall not be a standard of review for a demolition request. The Commission may solicit expert testimony to evaluate information provided either as part of a demolition application or at the public hearing. A public hearing may be continued to a date certain in the event that the Commission determines that additional information, unavailable at the public hearing, is warranted and necessary for the purpose of making a finding of fact.

Appendix D - Demolition Standards
Additionally, the Commission may continue a public hearing to the next regularly scheduled meeting of the Commission to provide time to fully evaluate new evidence presented at the public hearing. Furthermore, the Commission may continue a public hearing regarding a request for demolition for a specified period of time, not to exceed one hundred and twenty (120) calendar days, for the sole purpose of allowing the Applicant and the Commission to seek alternatives to demolition when the Commission determines that all of the following conditions exist:

a) the property itself, or in relation to its environs, has significant historical, architectural, aesthetic or cultural value in its present condition;

b) realistic alternatives for preservation for the property—including adaptive uses—are believed to be neither cost prohibitive nor beyond the limits of local market value; and

c) the property, in its existing condition, does not present a public health or safety hazard to individuals, neighboring properties or the greater community.

When the Commission postpones a recommendation regarding a demolition request, the Commission shall retract said postponement when the Commission determines that an Applicant has:

a) made a bona fide and reasonable, but unsuccessful, effort to locate a purchaser for the property who is willing to preserve, rehabilitate, or restore the improvement, property, or site;

b) made a bona fide and reasonable, but unsuccessful, effort to locate a purchaser for the improvement who is willing and able to relocate the improvement to another property or site;

c) made a bona fide and reasonable, but unsuccessful, effort to develop a cost effective program for the preservation of the improvement; and

d) agreed to accept a demolition permit on specified conditions of the Commission.

When the Commission considers a request for demolition, an Applicant may be required, as a condition of demolition approval, to prepare and submit, prior to the commencement of demolition work, the following documentation of a building, structure, object, improvement, or site that is designated as a Historic Landmark or identified as a contributing or significant property within a designated Historic District:

a) Site Plan (scale not less than 1 inch equals 20’-0”);

b) Floor Plans of each level (scale not less than 1/8" equals 1’-0”);  
c) Elevations of each side of the property improvement (scale not less than 1/8” equals 1’-0”); and

d) Photographs of each elevation and significant, interior or exterior architectural feature as determined by the Commission (clear, black and white images).

The Commission shall make written findings of fact within forty-five (45) calendar days following the close of the public hearing.

The Commission may grant a demolition request for a Historic Landmark or a property within a Historic District if, upon review of all testimony, the maintenance, use, and/or alteration of the property would cause immediate and substantial hardship for the Owners of Record because rehabilitation in a manner which preserves the architectural, historic, or structural integrity of the property either:

a) is infeasible from a technical, mechanical, or structural perspective; or

b) would leave the property with no reasonable economic value because it would require an unreasonable expenditure when accounting for such factors as current market value, permitted uses of the property, and/or the cost of compliance with local, state, and federal codes applicable to the property.

The Commission, by a simple majority vote, shall grant or deny the application for demolition.

7. Appeal of a Demolition Denial to City Council. If an application for any demolition work is not approved by the Historic Preservation Commission, then the Applicant may request, in writing, to the City Planning Division that an appeal of the Commission’s decision be made to the City Council.
Both the Applicant and the Commission have the right to be heard at the appeal proceedings.

Upon consideration of the written record of the Commission’s decision and the Applicant’s appeal, the City Council shall grant or deny the application for proposed demolition work.

Within thirty (30) calendar days after such an appeal is made, the City Council shall, by resolution, affirm, or reverse the Commission’s determination according to the applicable standards set forth in this chapter. In accordance with said standards, the City Council may also modify the Commission’s determination. A reversal or modification of the Commission’s determination shall be approved by a vote of not less than two-thirds (2/3) of the aldermen holding office.

8. Suspension of Work. During the period beginning with the filing of an application for demolition and ending with the final action of either the Historic Preservation Commission or the City Council, granting or denying said application, no exterior architectural feature of any building, structure, object, improvement, or site that is the subject of an application for demolition may undergo alteration, construction, demolition, or removal. Nothing in this subsection shall operate to bar ordinary repair and maintenance or any work that is necessary to prevent or correct an imminently dangerous or hazardous condition.

9. Site Restoration. Upon completion of any approved demolition, a site must be restored and maintained as required by City Code until such time that construction activity resumes at the property.

10. Lapse of Demolition Approval. Any approval granted by the Commission or City Council for the demolition, in whole or in part, of any building, structure, object, improvement, or site shall be valid for a period of twelve (12) months from the date of the issuance of a demolition approval. Failure to complete the approved work in a timely fashion will require the re-application for approval of any outstanding demolition work.

B. Standards for Demolition Request Review

The Historic Preservation Commission shall make findings related to a demolition request based upon the evidence presented to it in each specific case and shall not approve a proposed demolition unless demolition action improves or corrects one or more of the following conditions:

1. the property constitutes a hazard to the safety and welfare of the general public or occupants of the improvement, property, or site as determined, in consultation with the City Planner, Building Official, Code Enforcement Officer, Chief of Police, and Fire Chief;

2. the property is a deterrent to a major improvement program that will be of substantial benefit to the community for which the Applicant has secured all necessary and required planning and zoning approvals, environmental clearances, and project financing;

3. retention of the property will cause undue economic hardship to the Owner of Record when a governmental action, an act of God, or other events beyond the control of the Applicant created the hardship and all feasible alternatives to eliminate the financial hardship (which may include sale of the property at fair market value or relocation of the improvement to another site) have been attempted and exhausted by the Applicant; or

4. the retention of the property is not in the best interest of the majority of the Community.

C. Demolition by Neglect and Deferred Maintenance

Buildings, structures, and objects designated as a Historic Landmark or lying within the boundaries of a Historic District shall be maintained and protected from demolition that results from neglect or undeterred deterioration of the exterior features or structural elements.

1. Duty to Maintain. Any building, structure, or object designated as a Historic Landmark or lying within the boundaries of a Historic District shall be preserved against material deterioration of exterior features and structural elements by its Owner of Record.
2. Duty to Repair. The Owner of Record for any building, structure, or object designated as a Historic Landmark or lying within the boundaries of a Historic District shall, upon written notice from the City Code Enforcement Officer, or other representative on behalf of the City, repair any deficient element that is contributing to material deterioration, including, but not limited to, damage to or decay of:

a) foundations, flooring, or floor supports that causes leaning, sagging, splitting, listing, or buckling of all or part of the building, structure, or object;

b) walls or other vertical supports that causes leaning, sagging, splitting, listing, or buckling of all or part of the building, structure, or object;

c) ceilings, roofs, and their support systems or other horizontal members, that causes leaning, sagging, splitting, listing, or buckling of all or part of the building, structure, or object;

d) fireplaces or chimneys that causes leaning, sagging, splitting, listing, or buckling of all or part of the building, structure, or object;

e) exterior finishes, including, but not limited to wood, brick, stone, stucco, mortar or other material;

f) any design detail, significant feature, or structural element that results in any appreciable loss of architectural, historic, or structural integrity of the building, structure, or object;

g) any window, window frame, door, or doorway that, individually or collectively, results in any appreciable loss of architectural, historic, or structural integrity of the building, structure, or object;

h) any feature intended to provide a watertight condition that results in significant moisture infiltration into the building, structure, or object; or

i) any feature or element that results in the creation of a fire hazard or other nuisance to the welfare of the general public.

j) any archaeological site or vacant Historic Landmark/property within a Historic District shall be adequately secured against unauthorized entry.

D. Natural Destruction or Demolition

In the case of partial or complete destruction or demolition of a Historic Landmark or a building, structure, object, improvement, or site within a Historic District as a result of an act of God or other natural disaster, the property may be completely demolished without Commission review provided that the Building Official, Fire Department Chief, and Chief of Police, in consultation with the City Planner, jointly determine the improvement is structurally unsound and poses an immediate or imminent nuisance and/or hazard to the general health, safety, and welfare of the public.

Appendix D - Demolition Standards
APPENDIX E
Sources of Information


