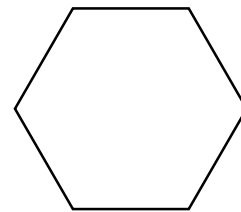


Design Guidelines

Monticello Historic Districts
Monticello, Georgia



Acknowledgments ●

This project was initiated by the Monticello Historic Preservation Commission and financed in part by the City of Monticello on behalf of the current and future citizens of Monticello, Georgia. Additionally, appreciation should be expressed to the Historic Preservation Division of Department of Natural Resources for the staff's helpfulness on numerous occasions. A special thanks is included to Jenny Tucker Segal and Mrs. Margaret Jordan, without whose foresight, leadership and fortitude the commission and the community would be the poorer.

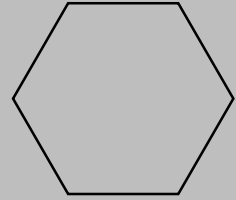
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Produced for:
The City of Monticello
Historic Preservation Commission
Monticello, Georgia

Produced by:
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Athens, Georgia

Introduction



[PG 4-5] Provides a summary of the purpose and intent of local design guidelines; reviews local preservation initiatives, including the ordinance and the establishment of a design review board.

Preface

Intent Statement

Historic Preservation Ordinance

*Historic Preservation
Commission (HPC)*

[PG 6-7] Reviews the documentation and recognition of Monticello's historic properties, including national, state, and local programs and status.

Historic Properties

Historic Resource Survey

*National Register of
Historic Places*

Monticello Historic Districts

[PG 8-9] Outlines the design review process, providing a flow chart and answers to the most common questions.

Design Review Process

Administration

Common Questions

Design Review Chart

[PG 10-17] Gives the historical background of Monticello's pattern of development and describes the types of resources found in the town.

Visual Character

Historic Context

Building Types

Architectural Styles

[PG 16-21] Introduces the national guidelines and sets the stage for the following local guidelines: *Non-Residential* [PG 23-55] and *Residential* [PG 57-95]; includes a glossary of the most commonly used terms [PG 20-21].

Standards & Guidelines

Secretary of the

Interior's Standards

Glossary

◆ PREFACE ◆

◆ *Intent and Purpose*

This booklet was initiated by the Monticello Historic Preservation Commission and financed in part by the City of Monticello on behalf of its current and future citizens. The purpose of this booklet is to provide information on local preservation measures, the design review process, and the visual character which defines Monticello's downtown and residential areas. The remainder of the booklet outlines design guidelines for non-residential and residential areas. The guidelines listed and illustrated herein are designed to assist decision makers --- property owners, developers, contractors, and commissioners --- in developing design solutions which satisfy Monticello's historic preservation ordinances.

◆ *Historic Preservation Ordinance*

“In support an furtherance of its findings and determination that the historical, cultural, and aesthetic heritage of the City of Monticello is among its most valued assets,” the City of Monticello adopted a historic preservation ordinance May 2, 1988. The ordinance is designed to preserve the community's identity and historic character, promote harmonious growth in relationship to historic properties, to strengthen community pride and awareness of historic assets, to stabilize property values and encourage investment in historic areas, to capture the benefits of tourism and economic development, and to maintain and protect historic properties. By preserving its unique historic character, the City ensures that future generations will enjoy the benefits of Monticello's rich architectural heritage.

● *Historic Preservation Commission*

The Historic Preservation Commission Ordinance establishes the Historic Preservation Commission (HPC), the volunteer board which serves as part of the planning functions of the City of Monticello. The HPC is charged with the responsibility of initiating local designation, the design review process, public education and awareness, securing preservation related grant funding, and preservation planning and research. The Commission consists of five appointed members, who serve three-year terms without monetary compensation. Because of the work of the HPC, the City of Monticello also qualifies as a Certified Local Government (CLG) community. CLG status enables the municipality to apply for a variety of preservation grant and funding opportunities at the state and federal levels.

◆ *HISTORIC PROPERTIES* ◆

◆ *Historic Resource Survey*

Recognizing the value of its historic resources the City of Monticello initiated a Historic Resource Survey in 1988 to identify and research historic properties within the city limits. The resulting survey report indicated that a substantial portion of the town was eligible to be listed as a district in the National Register of Historic Places.

◆ *National Register of Historic Places*

Following a preservation study conducted by the University of Georgia the Monticello Historic Preservation Commission contracted a historic preservation consultant to conduct research and prepare paperwork for the nomination of the Monticello Historic District to the National Register of Historic Places. The proposed Monticello Historic District was favorably reviewed by the State of Georgia and the National Park Service resulting in its designation as a National Register District in 1997.

◆ *Monticello Historic Districts*

The National Register District boundaries served as a template for the designation of local districts and full protection of historic Monticello. To the Forsyth Street District, which was designated shortly after the Monticello Preservation Ordinance was enacted, the Eatonton/E. Greene Street, Downtown, College Street Area, Funderburg Drive Area, Madison Street Area, and Hillsboro/W. Washington Street Districts were added. These additions brought nearly the entire National Register District under local protection.

The Monticello Historic Districts. The map below depicts the local historic district boundary. Properties within the local historic district boundary are protected by the design review process.



◆ *DESIGN REVIEW PROCESS* ◆

◆ *Administration*

Property owners within the Monticello Historic District enjoy the advantages of increased economic value and a built environment protected from unsympathetic changes. The Historic Preservation Commission (HPC) protects the rights and investments of property owners and business establishments through the design review process. By preserving and maintaining visual character, the HPC ensures that citizens and visitors alike will enjoy the benefits of Monticello's historic built environment.

◆ *The Common Questions*

What is design review?

The Historic Preservation Ordinance provides for a design review process. Design review consists of the evaluation of any proposed exterior work upon a property with a designated district. Both minor and extensive projects must be reviewed and approved prior to beginning work. The design review process is often triggered by a building permit application; however, building permits can not be issued until design review is complete. Although some types of work projects, such as installation of a walkway or a satellite dish, may not require a building permit, design review is still required.

Which properties require design review?

All designated properties require design review. Designated properties include all properties within historic districts and any individually designated sites. Please note that design review covers both historic and non-historic properties in a historic district. The city's Official Zoning Map shows all designated districts and properties. A call to the City Hall can confirm whether or not a property is designated.

What type of work requires design review?

All work involving a change to an exterior feature of a designated property requires design review. Projects that physically alter the property include but are not limited to:

- > changes in site or setting,
- > relocation or demolition, and
- > repair or rehabilitation,
- > new construction or additions.

Neither interior alterations nor a change in the use of the property require design review. The Historic Preservation Ordinance applies only to the external aspects of the property and regulates neither zoning nor land use. The HPC does not review planting or repainting. Ordinary maintenance does not require design review.

What is a Certificate of Appropriateness?

When planning a work project, an owner must submit a completed application for a Certificate of Appropriateness (COA). Applications are available from and should be submitted to City Hall. The deadline for applications is eight days prior to the HPC's regular meetings. Please contact City Hall for regular meeting dates and times. Utilizing design guidelines and the general standards for the rehabilitation of historic properties, the HPC must decide to approve or deny the application. If the application is approved, a Certificate of Appropriateness is issued and design review is complete.

What should an application include?

In order that the Commission may make an informed decision, completed applications must be accompanied by support materials. Illustrations may include site plans, elevations, and floor plans drawn to a standard architectural scale, e.g. 1/4 inch equals one foot. Photographs of the building, site, and neighboring properties are also helpful. Support materials may differ according to the type and size of the project. The application and support materials must be submitted at the same time.

What could happen if work begins before design review?

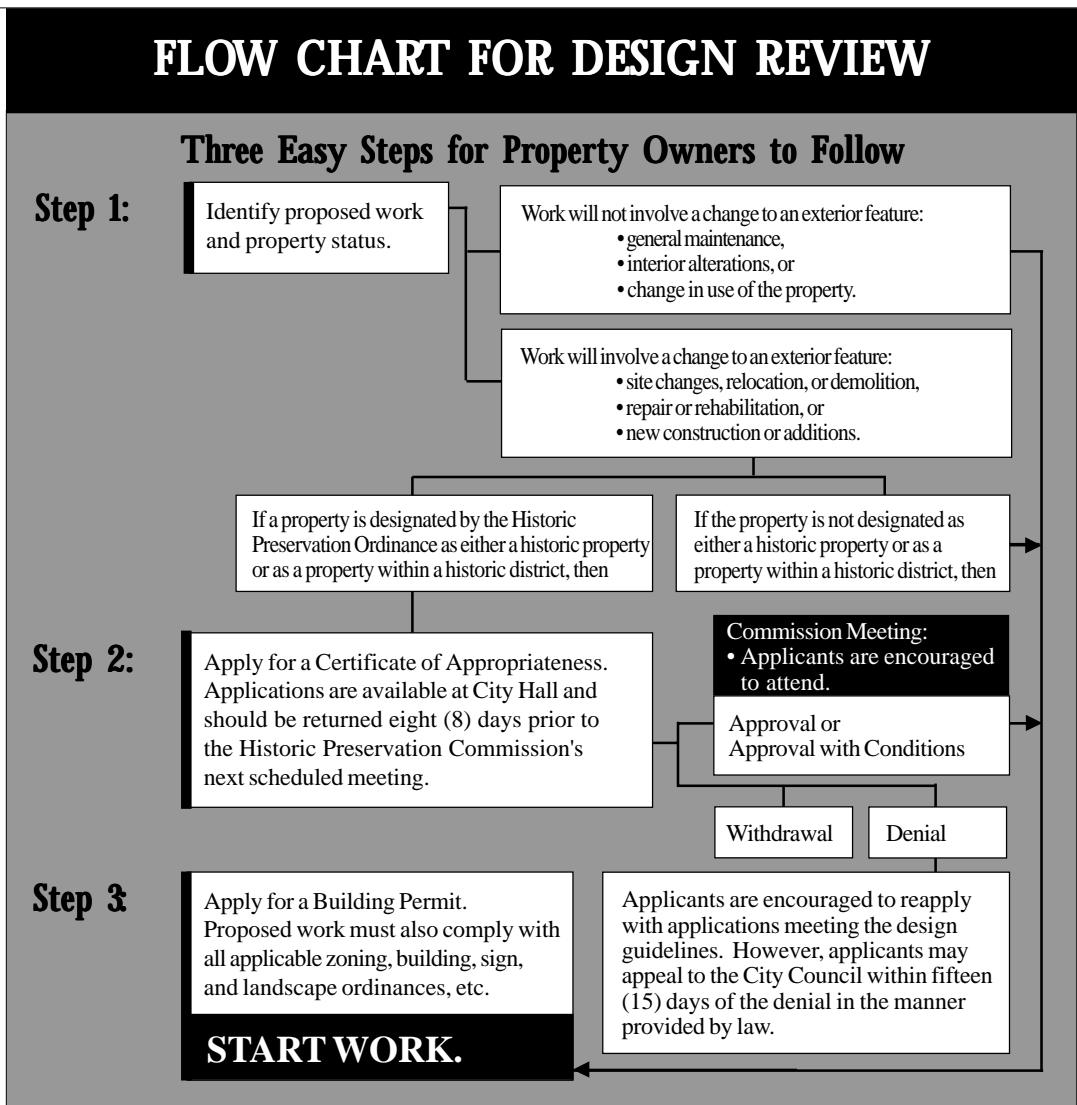
If work is initiated prior to approval of a COA application or to obtaining a building permit, a stop work order may be issued. If these requirements are not met, the property owner may face fines or an order to restore the original condition of the property.

Where can additional assistance be found?

This booklet outlines design guidelines which are useful for project planning; however, the HPC does not actually develop plans or designs. Property owners are encouraged to review the design guidelines set forth in the booklet prior to planning any rehabilitation work or new construction. Familiarity with the design guidelines will facilitate design review. For information concerning the process or for assistance with the preparation of the application, contact the Preservation Planner at (706) 468-8834.

Are there any other review procedures?

Review of projects by the HPC may not be the only review required before work may proceed. Other city departments and commissions may be required to examine a project for compliance with existing zoning regulations, building codes, and sign or landscape ordinances.

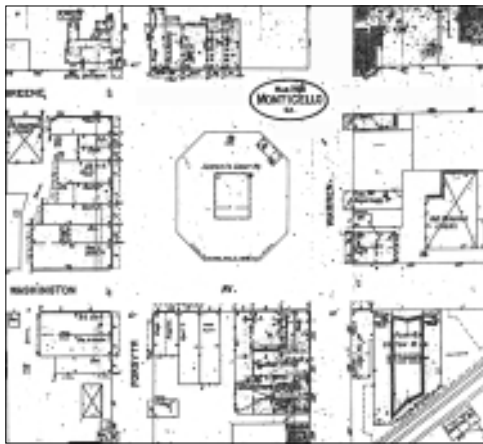


◆ VISUAL CHARACTER ◆

Monticello has a unique and distinctive physical appearance because of the manner in which it developed (historic context) and because of the pattern formed by its construction (visual character). **Visual character** - the general appearance of an area created by its architecture, site planning, streetscape elements, natural features, landscape features, etc. - defines specific areas and distinguishes different areas from one another (e.g. downtown vs. residential areas).

◆ *Historic Context*

Located in the north-central piedmont region of Georgia, Monticello serves as the seat of Jasper County. The earliest influx of European settlers in the area began following the land cession by the Creek Indian Nation in 1805



Monticello's use of the "Washington Plan," as depicted on the 1903 Sanborn Fire Insurance Map. Note the defining visual characteristic - a central square formed by the intersection of four roads and surrounded by commercial blocks.

and continued until 1830. Following the creation of four new counties by the state legislature, the town was officially founded in 1807 and designated as the seat of Randolph County (subsequently renamed Jasper County) the following year. Monticello, named after Thomas Jefferson's estate, was surveyed and laid out in 1808 in a distinctive pattern that has become known as the "Washington Plan." As a basic layout for many Georgian communities, this plan featured a central square with streets radiating out at right angles from each other. The original city limits were established along a one and one-half mile radius centered upon the town square, forming the circular municipality also common to Georgia.

Downtown Monticello developed around this central core. Many of the first commercial buildings around the square were frame and vulnerable to fire. The fires of 1843, 1874 and 1878 resulted in the destruction of nearly all of the commercial buildings facing the square. Subsequently, fire alleys were established to group fire-prone businesses off of the square and reconstruction efforts began to use brick. In addition to commercial enterprises, the downtown area also grew as a community and government center. After occupying a log cabin for its first twenty-two years, a formal brick courthouse was erected in 1845 on the town square, raised above street grade by a gray stone retaining wall and shaded by elm trees.

The early transportation routes in the area were the Ocmulgee River, eight miles west of Monticello, and the stage coach roads to the north and to the south (Seven Islands Stage Road and Old Alabama Road respectively). A stagecoach from Augusta via Greensboro and Eatonton later served Monticello. The first formal road through Monticello, established in 1823,

served as a postal route from Athens to Macon. However, as with many Georgia communities, the coming of the railroad heralded a new era. The Covington and Macon Railroad line and the Monticello's first passenger train arrived 1887 and connected to Athens within a year. By 1889, three trains ran between Macon and Athens: a through freight, a local freight, and the "Fast Mail." The railroad became the impetus for tremendous growth in terms of retailing, manufacturing, banking, and agriculture.

The visual character of downtown Monticello, as it survives today, was predominantly a result of the Railroad Era (1885-1930). One-story and two-story commercial buildings of brick construction lined the town square and extended the downtown area. Such buildings featured brick detailing and often elements of the Italianate style, such as decorative window hoods and bracketed cornices. However, the majority of the construction was commercial vernacular and indicative of small town architecture. Some prominent buildings evidence a higher degree of architecture, such as the Neoclassical Benton Supply Company and Department Store (1903), Neoclassical Jasper County Courthouse (1907), Art Deco H.C. Tucker Motor Company (1929), and Colonial Revival U.S. Post Office (1936).

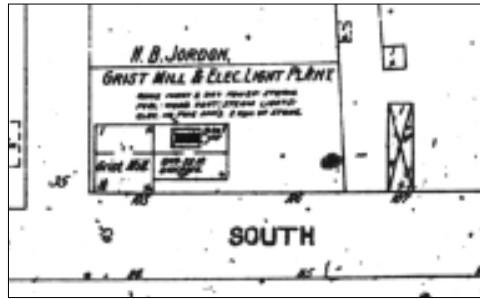


North side of Green Street flanking the central square features a range of commercial buildings, including the high-style Jasper County Courthouse. Note that brick construction and storefronts at street level are the predominant visual characteristics.



Despite the demolition of the 1845 courthouse, the central square remained a town focal point. The square became a new public greenspace with a monument and hexagonal paver walkways. By the 1900s, most of the sidewalks around the square reflected this distinctive concrete pattern.

Hexagonal paver sidewalks in Downtown Monticello. Note that the hexagonal paver walks are a distinctive visual element, retaining the unique charm and character of small town Georgia.



H.B. Jordan's grist mill and electric light plant on the corner of Mill and South Streets, shown by the 1903 Sanborn Fire Insurance Map, provided Monticello's first electricity.

electric system and to install a water works system. The public natural gas system and the sewage system would follow some thirty years later.

Institutional resources also contributed to the town's character. The Methodists and Baptists organized in the early 1800s with their respective black congregations splitting off in the 1860s. Chartered in 1829, the Presbyterians constructed a prominent edifice in the Carpenter Gothic style in 1898. Another superlative example of such religious architecture was constructed on Short Street. The development of the town also included the establishment of two large independent cemeteries - Westview Cemetery, operated by the Monticello Garden Club, and Southview Cemetery, an important African-American resource.

In terms of educational resources, as the town grew the early "field schools" were replaced by gender-specific private academies, which were in turn supplanted by Monticello's first district school in 1868. The Cargile Institute, established for the education of the black community, erected its first school on South Warren Street by 1889 (burned in 1980); with rapid growth in enrollment, the institution renamed itself the Jasper County Training School and constructed a new building in 1921 on Mason Street (no longer extant). When Jasper County schools consolidated in 1956, the Washington Park School served the black community. Architect Henry H. Jordan of Atlanta designed the first brick school, Monticello High School, which opened in 1922, integrated in 1970, and served as an education facility until 1974. With elements of the Italian Renaissance Revival, the high-style building with its gymnasium, library, and the "Rose Bowl" football field became notable visual assets.



The Monticello High School remains a highly valuable community landmark. Note that institutional construction amid residential development utilizes the typical large front yard and sensitively hides parking in the rear.

Monticello's residential development concentrated along its main corridors leading to the town square: College, Eatonton, Funderburg, Green, Hillsboro, Washington, and Warren streets. Developed along these radiating roadways, the parcels and dwellings followed a unique pattern. Instead of neighborhoods of a specific era or the typical large house on large lot development along major corridors followed by subdivision of the rear yard for later construction, residential construction in Monticello resulted in large houses on deep lots which typically subdivided the side yards. Thus, large homes are interspersed with smaller houses and the periods of development varies from the 19th and 20th centuries.

Some of the earliest and most significant dwellings are not necessarily the grandest. Modest houses, such as the Jeremiah Pearson House on West Green Street (c. 1816), was built following an I-House plan with a few stylistic porch details. The Hitchcock-Roberts House on Warren Street (c. 1817), one of the earliest brick residences in town, was once part of the Jeremiah Smith estate and later gained prominence as the home of a freedwoman and the community's first library.



The Hitchcock-Roberts House, a simple yet significant dwelling, is individually listed in the National Register of Historic Places. Note that the Monticello has only three other individually listed properties: the Jordan-Bellew House, the Monticello High School, and the Jasper County Courthouse.

High-style architecture, such as the Italianate-influenced Jordan-Bellew House on Madison Street (c. 1838) and the Neoclassical style J.D. Persons House on College Street (c. 1903), also flourished along Monticello's corridors. Residential construction experienced a boom period from around 1886 to 1915, representing a variety of building types and architectural styles [see pg. 14-17]. This growth, coinciding with that of the railroad, reflected national building trends and increased availability of materials.

Another important aspect of community development occurred in 1908, when an estate was auctioned to benefit black citizens and create the Washington Park neighborhood. These houses and those built on secondary streets within the city signified the growing independence and prosperity of the African-American community. A notable example was the prominence of Dr. Douglas Funderburg, the only physician in Jasper and Putnam counties during the 1938 flu epidemic and whose practice served the entire community.

As the town developed, Monticello also retained its gracious front yards, numerous old growth trees, and many pecan orchards and open spaces. These site features, as well as historic secondary buildings - sheds, barns, garages, servants/tenant quarters, and smokehouses - fences and walls, gates, and walks and drives, added to the town's rural setting and make a vital contribution to the Monticello Historic District's visual character.

◆ Building Types

Structures make the most obvious contribution to visual character and are commonly discussed in terms of **building type**. In general, a building type refers to structures which share a similar arrangement of features. A one story example is called a cottage whereas the same form with two stories is called a house. A building type can indicate whether a building is rare or common in an area and, in some cases, identify the historical period in which the structure was most likely built.

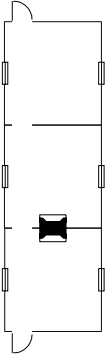
◆ **I-house - 1830-1890** ▶

- ▶ roof: side gable
- ▶ rooms: two typically with central hall
- ▶ doors: one, centered
- ▶ chimneys: both gable ends




◆ **Shotgun - 1870-1930** ▶

- ▶ roof: front gable or hip
- ▶ rooms: two or more in line
- ▶ doors: one
- ▶ chimneys: ridge




◆ **Single Pen - 1850-1900** ▲ ▼

- ▶ roof: side gable
- ▶ rooms: one
- ▶ doors: one
- ▶ chimneys: gable end



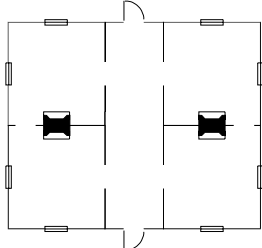


◆ **Saddlebag - 1830-1930** ▲

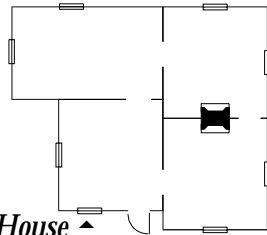
- ▶ roof: side gable
- ▶ rooms: two
- ▶ doors: one or two
- ▶ chimneys: center ridge




◆ **Georgian Cottage/House**
1850-1920 ▼ ▲

- ▶ roof: hip or side gable
- ▶ rooms: four; stacked with center hallway
- ▶ doors: one, centered
- ▶ chimneys: two, symmetric, on roof slope



▼ *Queen Anne Cottage/House* ▲
1880-1910

- ▶ roof: hip with gables
- ▶ rooms: four or more with no hallway
- ▶ doors: one, central
- ▶ chimneys: on roof slopes



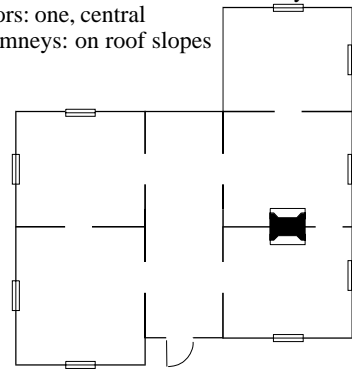
◄ *Bungalow - 1910-1950*

- ▶ roof: front gable, hip, side gable, or cross gable
- ▶ rooms: five or more with varied, irregular floor plans
- ▶ doors: varied
- ▶ chimneys: varied



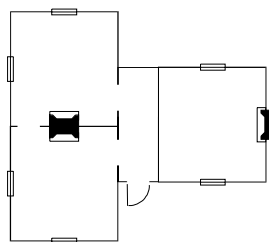
◄ *New South Cottage/House* ▼
1890-1925

- ▶ roof: hip with gables
- ▶ rooms: five or more with a hallway
- ▶ doors: one, central
- ▶ chimneys: on roof slopes



▲ *Gabled Ell Cottage/House* ▶
1875-1915

- ▶ roof: cross gable
- ▶ rooms: three or more; (in a T or L often with a hallway)
- ▶ doors: one
- ▶ chimneys: on ridges or gable end



Shown above are a few of the many examples of the most typical house forms found in Monticello. When proposing work to homes owners should take care to preserve those aspects of the house that define its form.

llway
slope

◆ *Architectural Styles*

Style, the external decoration of a building, is another classification method for describing structures. When all the defining aspects of a particular style are present, a building may be labeled as **high style**. If only a few stylistic details are present, the building is referred to as influenced by a style or as having **elements of a style**. High style buildings are few in number and are often designed by an architect; whereas, buildings with elements of a style are quite common as local interpretations of an architectural style.

Second Empire - 1855-1885 ▶

- ▶ roof: mansard, corner tower
- ▶ detail/materials: clapboard, window hoods and pediments
- ▶ door: located at tower
- ▶ windows: double-sashed
- ▶ porch: one story



Greek Revival - 1825-1860 ▶

- ▶ roof: hipped with a low pitch
- ▶ detail/materials: clapboard, classical columns, heavy entablature
- ▶ door: symmetrically oriented, framed by sidelights and transom
- ▶ windows: double-sashed, 9/9
- ▶ porch: full-height, full-facade



Italianate- 1840-1885 ▶

- ▶ roof: hipped
- ▶ detail/materials: clapboard, paneled boxed columns, detailed cornices with brackets, heavy window crowns
- ▶ door: paneled surrounded by transom and sidelights
- ▶ windows: double-sashed, 6/6
- ▶ porch: one-story, full-width



▲ *Queen Anne - 1880-1910*

- ▶ roof: multiple gables
- ▶ detail/materials: clapboard, turned posts, sawnwork
- ▶ door:
- ▶ windows: double-sashed
- ▶ porch: one story wrap, balcony

Craftsman - 1905-1930 ▾

- ▶ roof: gabled with a low pitch
- ▶ detail/materials: novelty board, knee braces, half-timbering
- ▶ door: framed by sidelights
- ▶ windows: double-sashed, 12/1
- ▶ porch: square columns on piers, porte-cochere



Tudor - 1890-1940 ▾

- ▶ roof: cross gables, steeply pitch
- ▶ detail/materials: brick, crenulations, stonework, elaborate chimney
- ▶ door: asymmetrically oriented, Tudor arch
- ▶ windows: double-sashed, casement, arched
- ▶ porch: entry porch, integrated



NeoClassical - 1895-1950 ▾

- ▶ roof: hipped with a low pitch
- ▶ detail/materials: clapboard, classical columns, heavy entablature
- ▶ door: symmetrically oriented, framed by sidelights and transom
- ▶ windows: double-sashed
- ▶ porch: full-height, full-facade



Colonial Revival- 1880-1955 ▲

- ▶ roof: side gable with a steep pitch, dormers
- ▶ detail/materials: brick, classical columns
- ▶ door: symmetrically oriented, classical door surround
- ▶ windows: double-sashed, 9/9
- ▶ porch: portico

Prairie - 1900-1920 ▲

- ▶ roof: hipped; low pitch with wide eaves
- ▶ detail/materials: stucco, eave brackets
- ▶ door: double, framed by sidelights and multi-light transom
- ▶ windows: double-sashed, 16/1, in bands of three
- ▶ porch: square stone columns, porte cochere

Shown above are a few of the many examples of homes in Monticello which exhibit a particular architectural style. Noted are the general dates of the style and features this example exhibits. When proposing work to homes owners should take care to preserve those aspects of the house that define its style.

◆ STANDARDS & GUIDELINES ◆

◆ In General

national standards

Design Guidelines are model criteria established to assist property owners, developers, and commissioners during design review. The Historic Preservation Commission adheres to the Secretary of the Interior's Standards for Rehabilitation, which present general guidelines for the rehabilitation of historic buildings used by commissions throughout the nation.

preservation

Preservation is planning for the protection and maintenance of historic properties. Historic properties and buildings can continue to contribute to the social and economic vitality of a community if properly preserved and maintained. Although preservation does include restoration efforts (recapturing the pristine original design of a building), preservation usually involves varying degrees of rehabilitation.

rehabilitation

Rehabilitation is a sensitive approach to historic design and materials during simple repairs and during alterations. Rehabilitation permits contemporary use while preserving those features of the building which are significant to its historic character. Such character-defining features are an integral part of each building and contribute to the visual character of the surrounding area.

new construction

New construction can be compatible with historic properties and buildings through attention to design and materials. In addition, existing non-historic buildings can increase their compatibility by following similar design considerations during renovation projects. Sensitive design of new construction is imperative when planning either new buildings, additions to existing buildings, or renovating intrusive non-historic buildings.

design guidelines

Developed at the request of the Monticello Historic Preservation Commission, the design guidelines within this booklet are based specifically upon the visual character of Monticello's historic districts and are divided into two sections: Non-Residential and Residential. Thereafter, topical categories provide further direction for both rehabilitation, new construction, and site and setting.

special consideration

Institutional properties, both public and private, are often the exception to the rule. While historic institutional properties should follow the same guides for rehabilitation, new institutional buildings may vary from the surrounding district in some respects to distinguish the property's civic importance. For example, a new government building may utilize a deeper setback than surrounding historic buildings while using a similar exterior material.

◆ *Secretary of the Interior's Standards for Rehabilitation*

DEVELOPED IN 1975 AND REVISED IN 1983 AND 1992

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions of features which convey its historical, cultural, or architectural values.

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- ▶ A property shall be used for its historic purpose or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- ▶ The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
- ▶ 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 elements from other historic properties, shall not be undertaken.
- ▶ Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
- ▶ Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- ▶ 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 where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
- ▶ Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
- ▶ Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
- ▶ New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- ▶ 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.

◆ Glossary ◆

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

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

Arch. A curved construction which spans an opening and supports the weight above it.

Awning. A sloped projection supported by a frame attached to the building facade or by simple metal posts anchored to the sidewalk.

Barrier free access. The provision of appropriate accommodations to ensure use of buildings by persons with disabilities.

Bay. The horizontal divisions of a building, defined by windows, columns, pilasters, etc.

Beyond repair. When such a large portion of an element is damaged that repair becomes infeasible, generally, but not specifically, more than 50%.

Bond. A term used to describe the various patterns in which brick is laid.

Bracket. A decorative support feature located under eaves or overhangs.

Bulkhead. The panel between framing members and beneath the display windows in a storefront; also known as a kickpanel or kickplate.

Canopy. A flat projection from the building facade or attached to the building facade to shelter the storefront and pedestrian traffic.

Capital. Topmost member of a column or pilaster.

Cast iron front. A storefront made of glass and pieces of utilitarian and decorative iron cast in easily assembled parts.

Character defining. An element whose design and material is associated with the age and style of a building and helps define its architectural style (e.g. tile roofing on Mission Style buildings).

Clapboard. A wood exterior siding applied horizontally and overlapped with the lower edge thicker than the upper.

Column. A vertical, cylindrical or square supporting member, usually with a classical capital.

Coping. The capping member of a wall or parapet.

Corbeling. A series of stepped or overlapped pieces of brick or stone forming a projection from the wall surface.

Cornice. The uppermost, projecting part of an entablature, or feature resembling it.

Course. A horizontal layer or row of stones or bricks in a wall.

Dentil. One of a series of small, square, tooth or block-like projections forming a molding.

Documentation. Evidence of missing elements or configurations of buildings such as architectural plans, historic photographs, or “ghosts” of missing elements.

Double hung window. A window having two sashes, one sliding vertically over the other.

Elevation. Any of the external faces of a building.

Entablature. The horizontal group of members supported by the columns, divided into three major parts, it consists of architrave, frieze, and cornice.

Evergreen vegetation. Vegetation which retains foliage through the winter months maintaining its screening property.

Facade. The front elevation or “face” of a building.

Facade line. An imaginary line established by the fronts of buildings on a block.

Fanlight. An semicircular or semi-elliptical window 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.

Fenestration. The arrangement of window openings in a building.

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

Flashing. Thin metal sheets used to make the intersections of roof planes and roof/wall junctures watertight.

Footprint. The outline of a building’s ground plan from a top view.

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

Frame construction. A method of construction in which the major parts consist of wood.

French door. A door made of many glass panes, usually used in pairs and attached by hinges to the sides of the opening in which it stands.

Frieze. The middle horizontal member of a classical entablature, above the architrave and below the cornice.

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

Gentlest means possible. The least abrasive, intrusive, damaging means of preserving historic material.

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. Applies to a new structure such as a new building between two older structures or new material such as block infill in an original window opening.

In-kind. Using the exact same material when replacing a damaged element (e.g. using a wood element to replace a wood element).

Jack arch. An arch with wedge shaped stones or bricks set in a straight line; also known as a flat arch.

Jamb. The vertical side of a doorway or window.

Keystone. The top or center member of an arch.

Light. A single pane of glass.

Lintel. A horizontal beam over a door or window which carries the weight of the wall above; usually made of stone or wood.

◆ Glossary ◆

Main block. The central mass of a building, generally excluding secondary blocks such as additional wings, projections, dormers, or porches.

Masonry. Brick, block, or stone which is secured with mortar.

Massing. A term used to define the overall volume of a building.

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.

Mullion. A heavy vertical divider between windows or doors.

Muntin. A secondary framing member to divide and hold the panes of glass in a window.

National Register of Historic Places. The nation's official list of buildings, sites, and districts which are important in our history or culture. Created by Congress in 1966 and administered by the states.

Nearby historic homes/buildings. The closest possible examples: 1) adjacent historic buildings, 2) historic buildings along the same street, 3) historic buildings within the immediate area, 4) historic buildings within the district.

Orientation. The direction that the building (usually includes the primary entrance) faces.

Parapet. A low protective wall located at the edge of a roof.

Parking. Areas, generally paved, provided for the storage of automobiles.

Party wall. A common, shared wall between two buildings; typical of downtown brick buildings.

Paving. Any material used for pavement such as asphalt, brick, concrete, gravel, or pavers.

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

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

Pilaster. A pier attached to a wall, often with capital and base.

Pitch. A term which refers to the steepness of roof slope.

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 (too much so for historic buildings) hydraulic cement used to bind mortar.

Proper repointing. Hand raking deteriorated mortar and duplicating old mortar in strength, composition, color, and texture as well as joint width and joint profile.

Public view. That which can be seen from any public right-of-way.

Quoins. Decorative blocks of stone or wood used on the corners of buildings.

Recessed panel. A decorative element that often functions as an area for signage.

Reveal. The vertical profile created by the lap of siding, window casings, muntins, door surrounds, etc.

Reversible. Constructing additions or new elements in such a manner that if removed in the future original form and material would be largely unchanged.

Routine maintenance. Any action performed in order to preserve historic including minor replacement of material in-kind providing no change is made to the appearance of the structure or grounds.

Rhythm. The pattern created by the relationship of elements along a street or on individual buildings (e.g. buildings to the open space or windows to wall space).

Sash. The portion of a window that holds the glass and which moves.

Scale. A term used to define the proportions of a building in relation to its surroundings.

Secondary blocks. Portions of the building attached to the central mass of a building, generally such as additional wings, projections, dormers, or porches.

Setback. A term used to define the distance a building is located from a street or sidewalk.

Sidelight. A glass window pane located at the side of a main entrance way.

Siding. The exterior wall covering or sheathing of a structure.

Sill. The horizontal member located at the top of a foundation supporting the structure above; also the horizontal member at the bottom of a window or door.

Solid-to-void. The total area of wall in comparison to the total area of openings on an elevation.

Spacing. The distance between adjacent buildings.

Storefront. The street-level facade of a commercial building, usually having display windows.

Streetscape. The combination of building facades, sidewalks, street furniture, etc. that define the street.

Stucco. Any kind of plasterwork, but usually an outside covering of portland cement, lime, and sand mixture with water.

Surround. An encircling border or decorative frame, usually around a window or door.

Synthetic stucco (EIFS). Exterior insulation and finish systems (EIFS) are multi-component exterior wall systems which generally consist of: an insulation board; a base coat reinforced with glass fiber mesh; and a finish coat.

Transom. A small operable or fixed window located above a window or door.

Variiegated brick. Multi-colored brick used in an attempt to create an antique look.

Vernacular. Indigenous architecture that generally is not designed by an architect and may be characteristic of a particular area. Any local adaptation of popular architectural forms.

Wrought iron. Decorative iron that is hammered or forged into shape by hand, as opposed to cast iron which is formed in a mold.

Topics/Issues

Rehabilitation

[PG 24-39] Reviews the elements of historic construction that contribute to architectural style and building form for non-residential properties and areas. Highlights common mistakes to avoid and provides examples of changes subject to the design review process.

Roofs - Shape & Features

Materials

Details

Storefronts

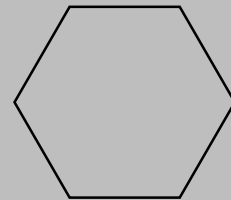
Windows

Doors

Awnings

Additions

Non-Residential



New Construction

[PG 40-49] Discusses the most significant aspects of new construction and its relationship to and potential impact upon the existing built environment for non-residential properties and areas. Highlights common mistakes to avoid.

Placement

Scale

Form

Openings

Materials & Details

Site & Setting

[PG 50-55] Outlines the accessory features commonly located on historic properties and reviews their relationship to the historic building for non-residential properties and areas. Highlights common mistakes to avoid and provides examples of changes subject to the design review process.

Walls & Fences

Signs

Modern Features

REHABILITATION *ROOFS* SHAPE & FEATURES

Roof shape refers to the overall roof type and pitch. Roof features are any items attached to the roof, including parapets.

GOAL:

The primary goal is to maintain the original form of the building, especially as seen from the public view.

Actions to achieve the goal:

- Maintain the existing pitch and shape of the roof as seen from the public view. Changes hidden by existing parapets may be allowed.
- Replace existing roofing materials with the same type of roofing material. Changes hidden by existing parapets may be allowed.
- Secondary features and character defining materials which contribute to design should be retained.
- Maintain historic chimneys.
- Preserve historic skylights whenever possible.

Glossary terms:

Character defining: p. 20

Parapet: p. 21

Public view: p. 21

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Examples: Changes requiring a COA

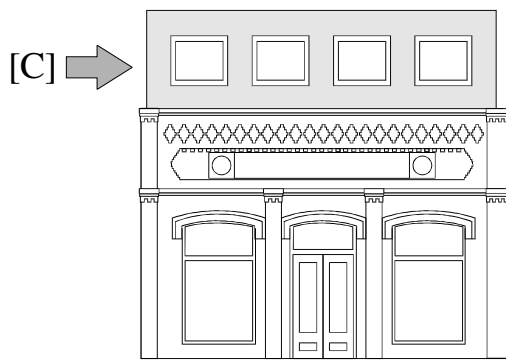
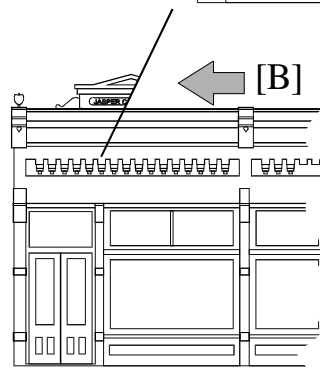
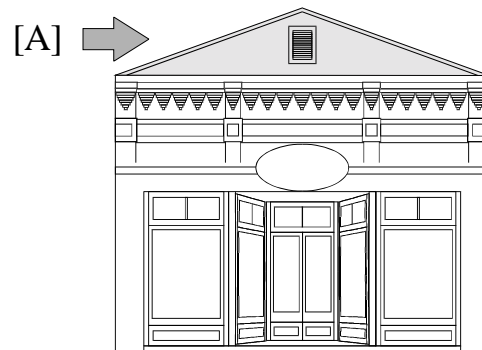
- * Changing the pitch or shape of a roof.
- * Reroofing a roof with a material which is different than the existing material.
- * Removing or adding chimneys.
- * Stuccoing brick chimneys.
- * Repointing parapets or chimneys.

Examples: Changes not requiring a COA

- * Reroofing a roof with the same material.
- * Repairing flashing.
- * Repairing existing gutters.

Common Mistakes

- Replacing a flat roof with a gable roof which is not hidden by the parapet. [A]
- Removing ornamental roof features. [B]
- Repointing parapets with cement or not matching the original mortar joints. [C]
- Adding a story to the building. [C]



REHABILITATION *MATERIALS*

Materials, in this instance, refers to the materials of the exterior walls.

GOAL:

The primary goal is to maintain the texture created by historic exterior materials.

Actions to achieve the goal:

- Maintain historic exterior materials.
- Leave unpainted historic masonry unpainted and uncoated.
- Repair damaged exterior materials in-kind and only in the area of damage, rather than total replacement.
- Use a historic mortar mix and match the original mortar joints when repointing brick. Use a qualified, professional mason.
- Use the gentlest means possible to clean exterior materials.

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Glossary terms:

Gentlest means possible: p. 20

In-kind: p. 20

Proper repointing: p. 21

Examples: Changes requiring a COA

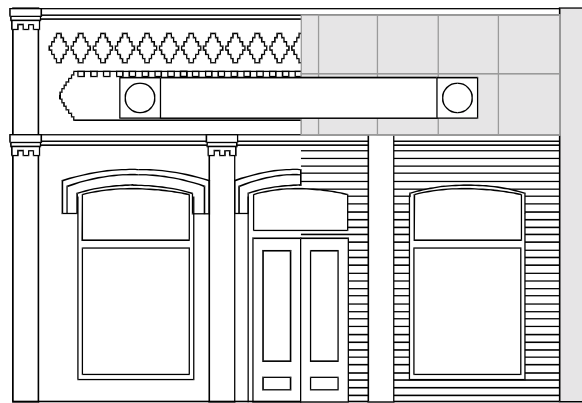
- * Removing siding material (historic or non-historic).
- * Residing a building.
- * Painting unpainted masonry.
- * Entirely removing paint from a building.

Examples: Changes not requiring a COA

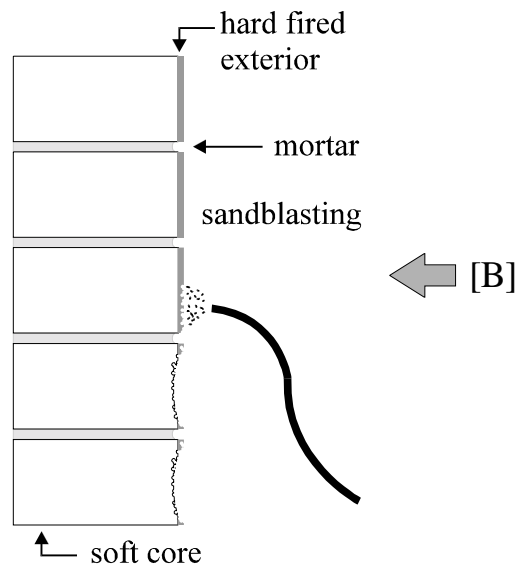
- * Repainting a building.
- * Preparing surfaces for repainting.

Common Mistakes

- ▶ *Placing vinyl siding, aluminum, exterior insulating finishing systems (E.I.F.S. or synthetic stucco), or another type of synthetic siding on a historic building. [A]*
- ▶ *Sandblasting exterior surfaces which will remove historic brick's protective exterior. [B]*
- ▶ *Painting or "waterproof" coating unpainted masonry. "Waterproofing" rarely corrects water infiltration and often worsens damage by trapping the moisture.*



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REHABILITATION DETAILS

Details refers to those components on the exterior of the building which serve to embellish the structure. Details are often related to a specific architectural style.

GOAL:

The primary goal is to maintain detail elements typical to commercial buildings many of which impart a specific architectural style.

Actions to achieve the goal:

- Maintain and preserve historic details.
- Replace damaged details with details of matching material and matching design.
- Restore missing details when documentation of those elements are available.

Glossary terms:

Documentation: p. 20



Examples: Changes requiring a COA

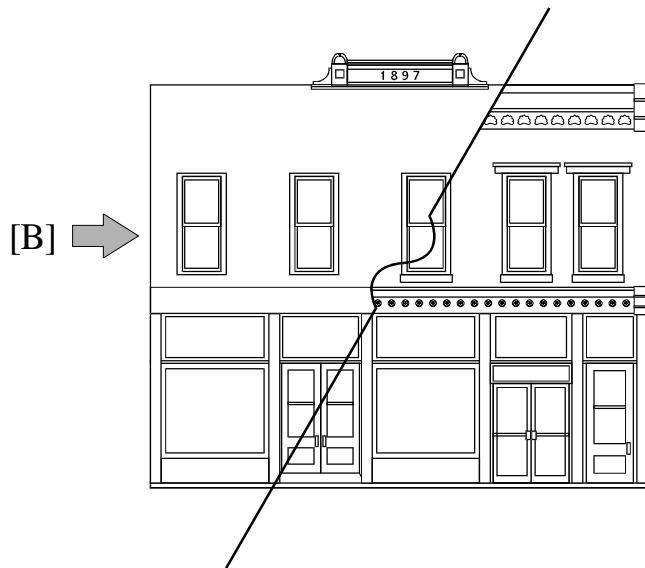
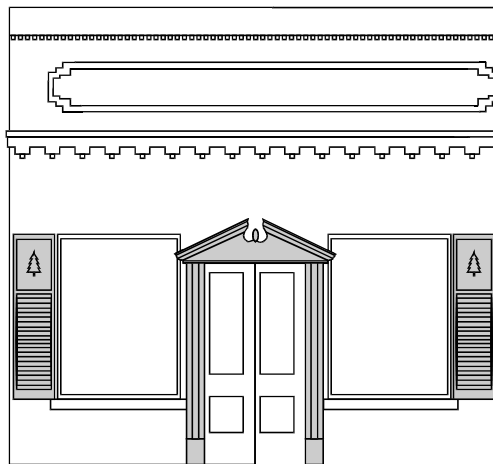
- * Removing architectural details.
- * Adding architectural details.

Examples: Changes not requiring a COA

- * Repairing architectural details.
- * Repainting architectural details.

Common Mistakes

- ▶ Adding architectural details where none existed before. [A]
- ▶ Removing details from a building. [B]
- ▶ Adding shutters which do not fit the windows. [A]
- ▶ Using stock, out of scale, details rather than matching the original details.



REHABILITATION STOREFRONT

Storefront refers to the first floor of historic commercial buildings usually consisting of an entrance, display windows, transoms, and bulkheads.

GOAL:

The primary goal is to maintain the original materials and configuration of the storefront.

Actions to achieve the goal:

- Maintain historic cast iron columns.
- Maintain transoms. Reopening previously covered transoms is encouraged.
- Maintain original window components replacing only damaged portions.
- Maintain the high ratio of window to wall in display area. Restoring previously enclosed display windows based on documentation or traditional design is encouraged.
- Maintain original bulkheads, replacing with the same materials only if necessary.

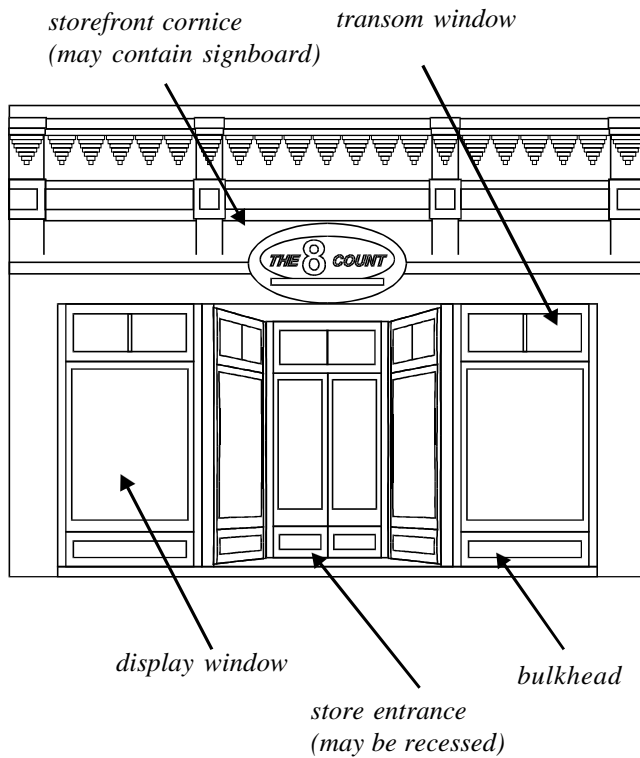
Glossary terms:

Bulkhead: p. 20

Documentation: p. 20

In-kind material: p. 20

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Examples: Changes requiring a COA

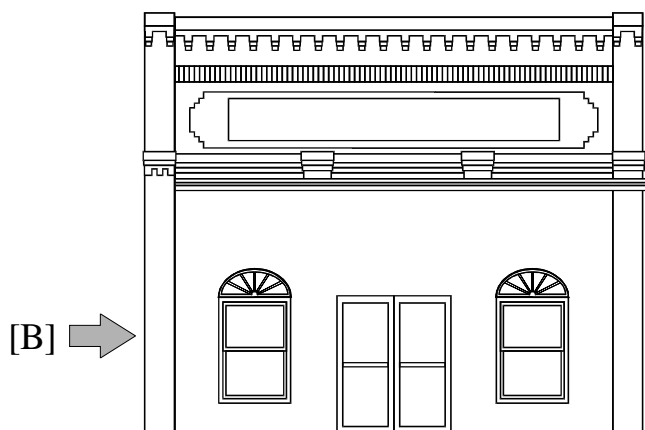
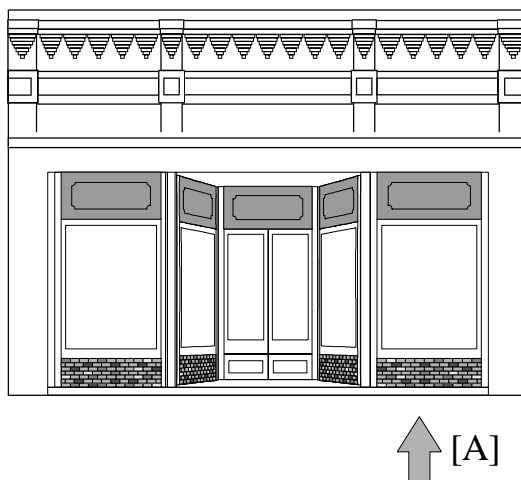
- * Replacement of 25%+ of the existing storefront.
- * Replacement of a nonhistoric storefront.
- * Replacement of the bulkheads.
- * Replacement of all glass.

Examples: Changes not requiring a COA

- * Repair of broken glass with clear glass.
- * Replacement with in-kind material if less than 25% of the storefront.

Common Mistakes

- ▶ Replacing wooden bulkheads with brick. [A]
- ▶ Replacing display windows with smaller or more elaborate windows. [B]
- ▶ Replacing display windows with wall surface.
- ▶ Placing window air conditioners in transom windows.
- ▶ Covering transom windows with plywood. [C]



REHABILITATION WINDOWS

Windows refers to glazed openings in the exterior walls of the building. (see also *Storefronts*, p. 30)

GOAL:

The primary goal is to maintain the historic windows, their design, and their placement.

Actions to achieve the goal:

- Maintain and preserve historic windows.
- Repair damaged portions of historic windows rather than replacing them in total.
- Historic windows damaged beyond repair should be replaced with windows of matching materials and design.
- Maintain the historic window configuration and dimensions.
- New windows on side and rear elevations should relate to historic windows in the following ways:
 - a) use matching materials,
 - b) be of matching or similar size, and
 - c) use matching or similar design.
- Use storm windows which match the color of the window frame and obscure the window as little as possible.

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Glossary terms:

Beyond repair: p. 20

Muntin: p. 21

Examples: Changes requiring a COA

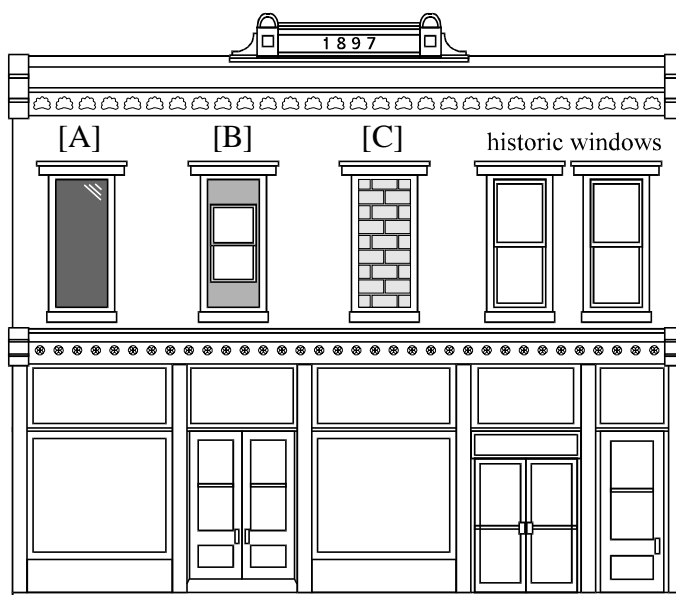
- * Removing and replacing windows.
- * Filling in existing window openings.
- * Adding new window opening.
- * Adding new storm windows and screens.

Examples: Changes not requiring a COA

- * Replacing broken window glass.
 - * Repairing damaged portions of existing sashes.
 - * Weather-stripping, caulking, painting and other general maintenance.
 - * Adding clear UV coating.
-

Common Mistakes

- ▶ *Replacing viable historic windows with new windows, even similar looking windows.*
- ▶ *Replacing windows with tinted glass, single panes, or smaller windows. [A]*
- ▶ *Reducing the size of windows. [B]*
- ▶ *Infilling windows. [C]*
- ▶ *Adding storm windows which obscure the historic window.*



REHABILITATION DOORS

Doors refers to entrances into the building including the doorway and features around the doorway. (see also *Storefronts*, p. 30)

GOAL:

The primary goal is to maintain the historic doors, their design, and their placement.

Actions to achieve the goal:

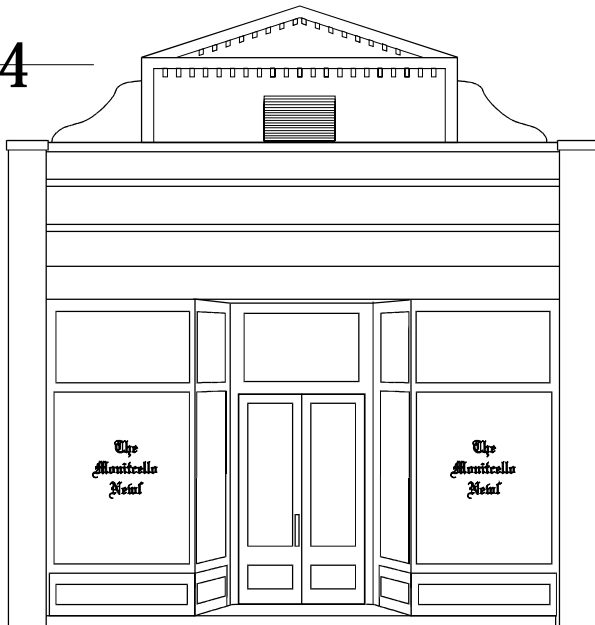
- Maintain and preserve historic doors and surrounding features.
- Repair damaged portions of historic doors rather than replacing the door in total.
- Historic doors damaged beyond repair should be replaced with doors that match in material and design.
- Maintain the historic door placement on the facade including entrances to upper floors.
- Replace non-historic doors with a replication of the historic door if documentation exists or a design typical for the age of the building.

Glossary terms:

Beyond repair: p. 20

Muntin: p. 21

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Examples: Changes requiring a COA

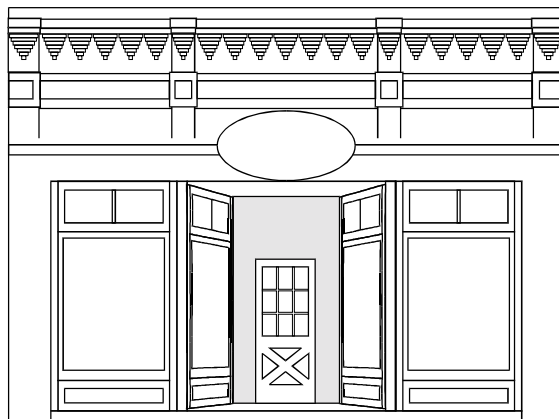
- * Removing and replacing doors.
- * Filling in existing door openings.
- * Adding new door openings.
- * Adding new storm /screen doors.

Examples: Changes not requiring a COA

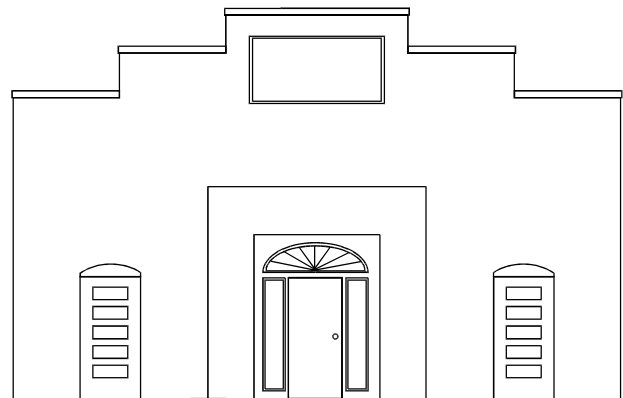
- * Repairing damaged portions of existing doors.
- * Weather-stripping, caulking, painting and other general maintenance.

Common Mistakes

- *Replacing viable historic doors with new doors, even similar looking doors.*
- *Using a door with a residential appearance. [A].*
- *Adding or removing doors on the facade.*
- *Adding sidelights, transoms, fanlights, or other features where none existed before. [B]*



[A]



[B]

REHABILITATION AWNINGS

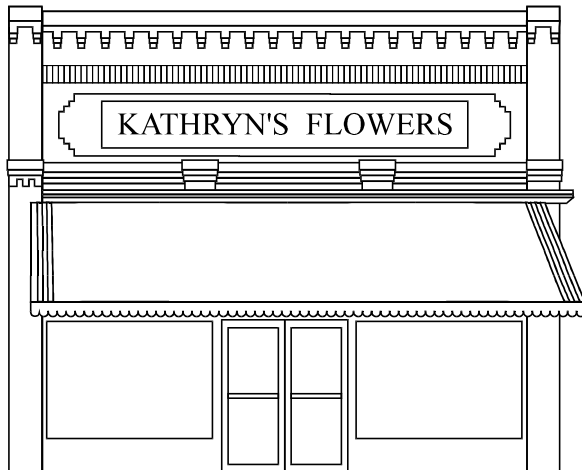
Awnings refers to elements projecting from the building which provide shade to the adjacent area. Canopies are included.

GOAL:

The primary goal is to promote the use of traditional form and design for awnings and canopies.

Actions to achieve the goal:

- Maintain historic awnings and canopies.
 - Use canvas for awning materials.
 - Match awnings shape to the shape of the window or door opening.
 - Fit awning within the frame of the window or doorway without covering architectural detail.
-



Examples: Changes requiring a COA

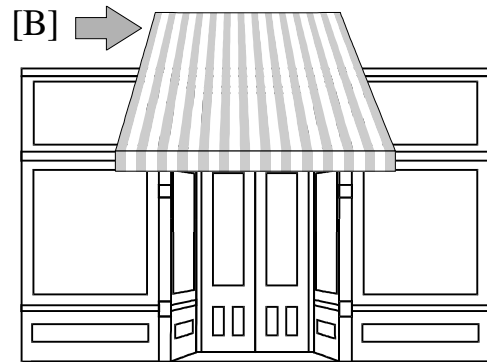
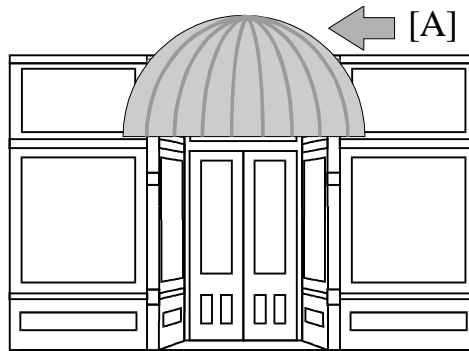
- * Removing awnings.
- * Adding a new awnings or canopies.

Examples: Changes not requiring a COA

- * Replacing awning canvas.
- * Repairing a metal awning.
- * Repainting a metal awning.

Common Mistakes

- ▶ Using a rounded awning for a rectangular doorway or window. [A]
- ▶ Using an awning which does not match the dimension of the doorway or window. [B]
- ▶ Using metal or rigid plastic awnings.
- ▶ Lighting awnings internally.
- ▶ Using a continuous awning across two buildings to join them as one business. [C]
- ▶ Constructing a front porch and balcony were none existed before.



REHABILITATION *ADDITIONS*

Additions refers to any increase in the square footage of a building.

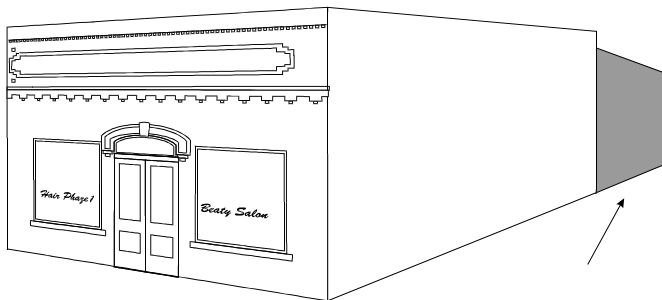
38

GOAL:

The primary goal is to allow expansion while maintaining historic character.

Actions to achieve the goal:

- ◆ Additions should respect the original portion of the building by:
 - a) being placed away from the public view on the rear elevation or (for buildings not on the square) on a side elevation well behind the facade,
 - b) maintaining the form, orientation, and symmetry of the original structure,
 - c) creating a discernible break at the juncture with the original structure,
 - d) using matching or similar materials such as roofing and siding,
 - e) using matching or similar elements, such as windows, on side elevations and reserving more modern elements for the rear elevation,
 - f) using a degree of ornamentation equal to the original or less, and
 - g) being reversible with a limited loss of historic materials and elements.



additions are best placed at the rear of the building

Glossary terms:

Elevation: p. 20

Facade: p. 20

Public view: p. 21

Reversible: p. 21

Examples: Changes requiring a COA

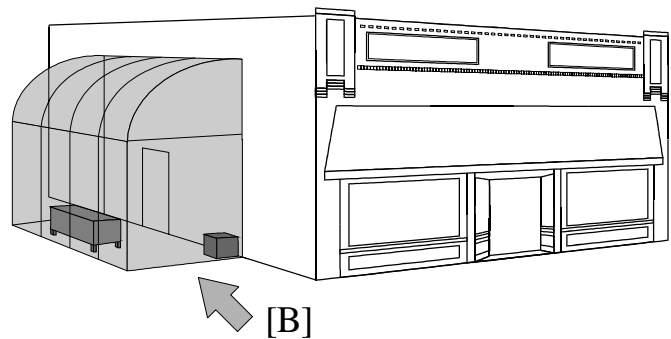
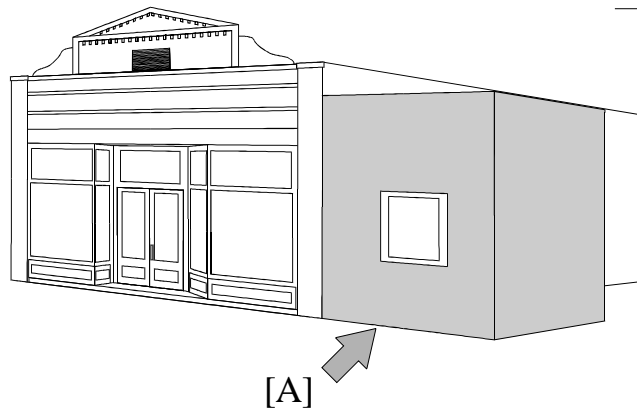
- * Adding an addition to a building.
- * Removing an addition from a building.

Examples: Changes not requiring a COA

- * Routine maintenance to existing additions.

Common Mistakes

- ▶ *Constructing the walls of the addition flush with the facade of the original structure. [A]*
- ▶ *Constructing an addition out of scale which greatly alters the original form of the building.*
- ▶ *Using incompatible materials or details on an addition. [B]*
- ▶ *Removing a large amount of original material to add an addition.*



NEW CONSTRUCTION *PLACEMENT*

Placement refers to how the building is located or situated upon its lot. Placement includes building setback, spacing, and orientation.

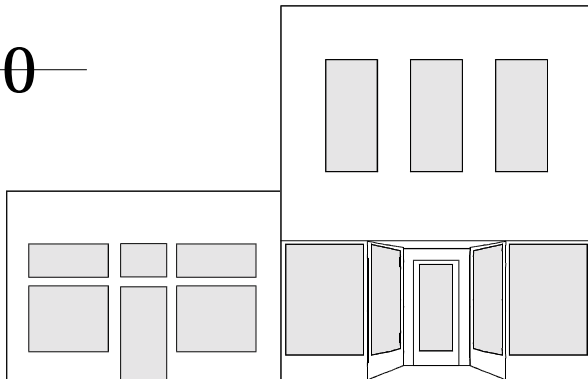
GOAL:

The primary goal is to follow the distinct rhythm established by the placement pattern of historic buildings in the district.

Actions to achieve the goal:

- ◆ New buildings should respect the placement of nearby historic buildings by being:
 - a) placed at a setback equal to or (for buildings off the square) within 10 feet of that of nearby similar historic buildings or similar buildings within the district,
 - b) placed centrally on a lot with equal spacing on each side (party walls for buildings on the square), and
 - c) placed oriented or facing the same street as nearby historic buildings.

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Downtown buildings are placed at the front of their lots (zero lot line) and share side walls with adjacent buildings (party walls).

Glossary terms:

Nearby historic buildings: p. 21

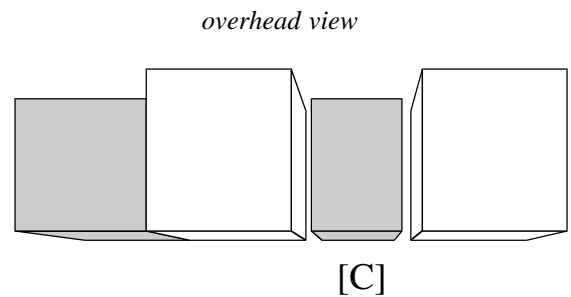
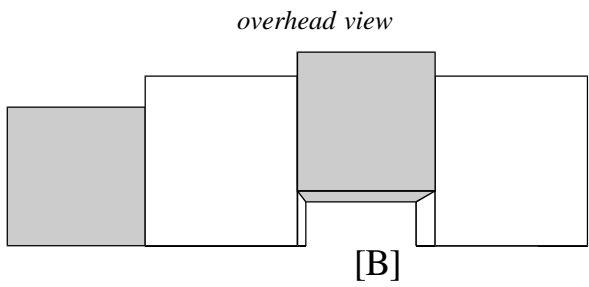
Orientation: p. 21

Party wall: p. 21

Rhythm: p. 21

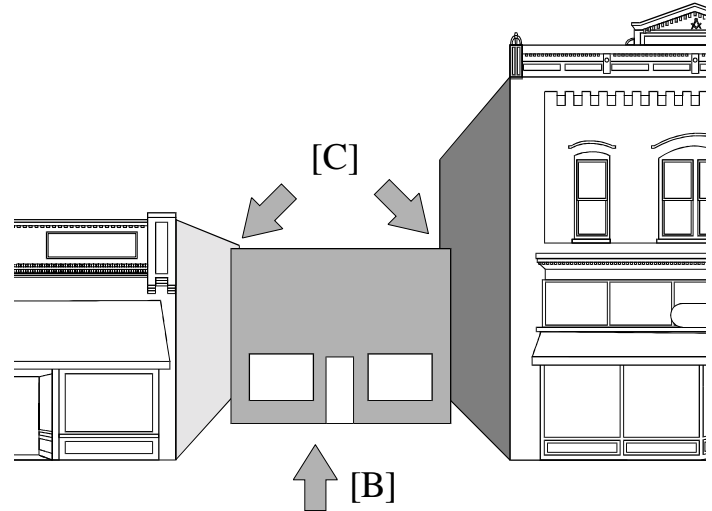
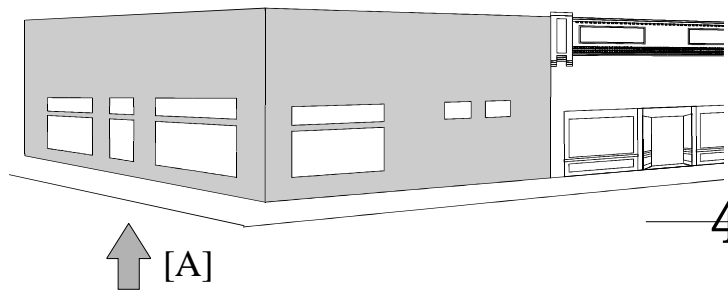
Setback: p. 21

Spacing: p. 21



Common Mistakes

- ▶ Placement of a building facing a different street; corner or dual frontage properties should follow the example set by nearby historic corner properties. [A]
- ▶ Placement of a building not on the front lot line. [B]
- ▶ Placement of a building with side setbacks not party walls. [C]



NEW CONSTRUCTION *SCALE*

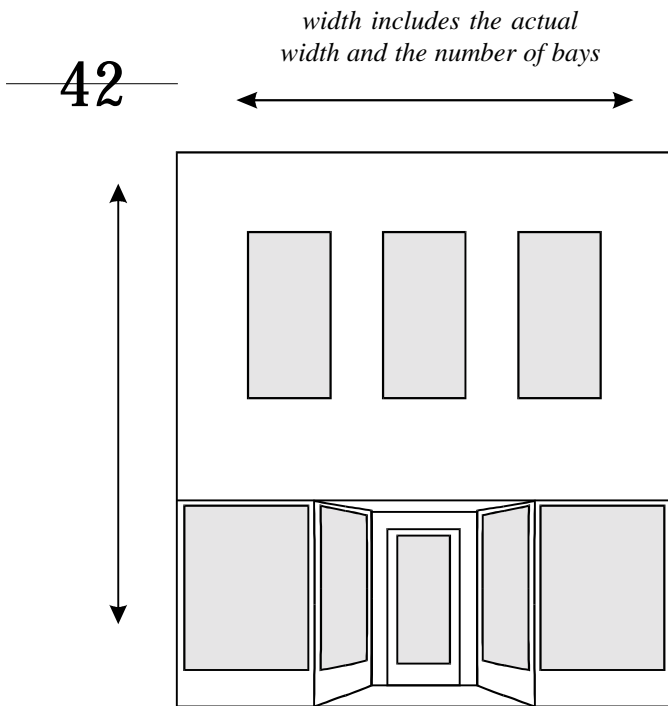
Scale refers to a building's dimensions - height, width, and depth - particularly in comparison to other buildings in the vicinity.

GOAL:

The primary goal is to follow the established dimensions of historic buildings within the district.

Actions to achieve the goal:

- ◆ New buildings should respect the existing scale of historic buildings by being:
 - a) either one-story or two-story depending upon the uniformity of height displayed by nearby historic buildings,
 - b) approximately the same width as nearby historic buildings of similar form, and
 - c) approximately the same depth of nearby historic buildings; for more depth, new buildings should follow the addition pattern of nearby historic buildings of similar scale.

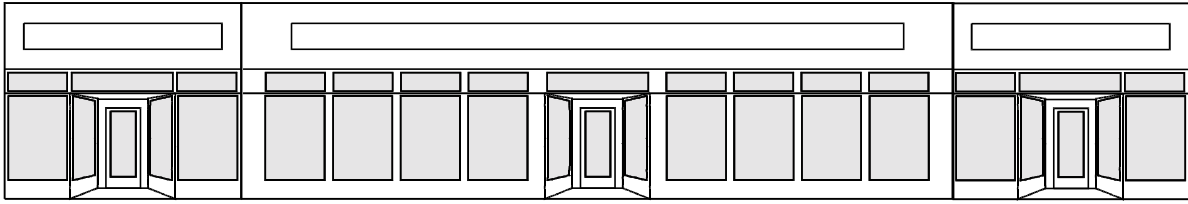


height includes both the number of stories as well as story heights

Glossary terms:

Bay: p. 20

Nearby historic buildings: p. 21



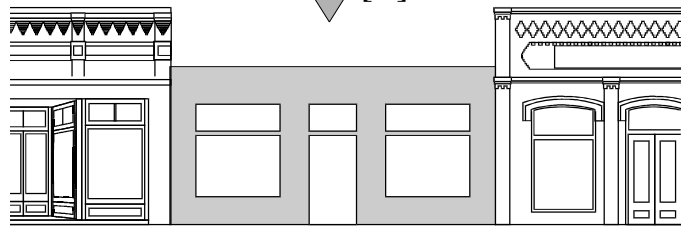
[C]

Common Mistakes

- ▶ *Constructing a building of more than two stories. [A]*
- ▶ *Constructing a building out of scale with its neighbors even though the number of stories is equal. [B]*
- ▶ *Constructing a building that is too wide and creates an inappropriate horizontal appearance. [C]*



43



NEW CONSTRUCTION *FORM*

Form refers to a building's overall shape and composition. Vertically there are three divisions of form: the roof, the body, and the foundation.

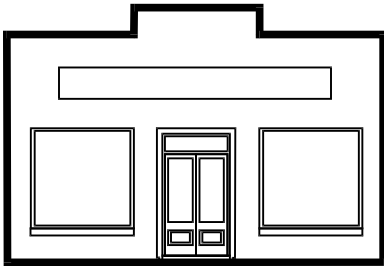
GOAL:

The primary goal is to follow the unique pattern of building forms found within the historic district.

Actions to achieve the goal:

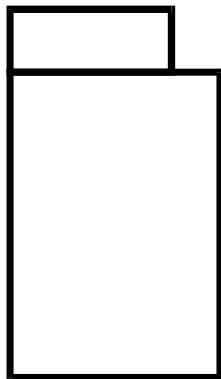
- ◆ New buildings should respect the existing form represented among historic buildings by:
 - a) using roof shapes, pitches, and parapets such as those on nearby similar historic buildings or similar buildings within the district,
 - b) creating a main block and using secondary blocks in a manner similar to that of nearby similar historic buildings or similar buildings within the district, and
 - c) having foundations of the similar height and pattern as similar historic buildings.

44



From the front each building creates a silhouette. On blueprints, this known as an "elevation."

Each building creates a "footprint" created by the exterior walls of the building. On blueprints, this is called the "plan" or "floor plan."



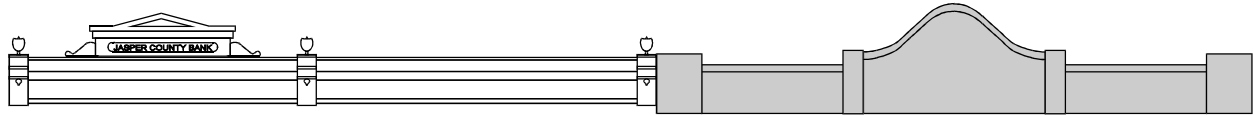
Glossary terms:

Main block: p. 21

Nearby historic buildings: p. 21

Pitch: p. 21

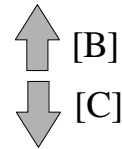
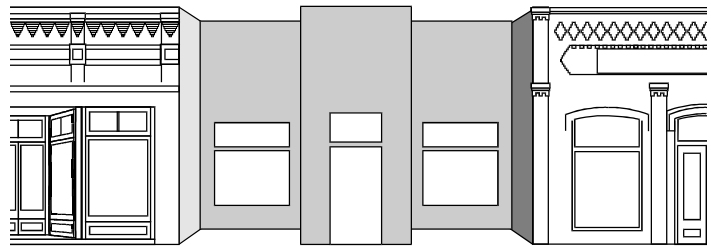
Secondary block: p. 21



[A]

Common Mistakes

- ▶ *Constructing a parapet with a form or style atypical to the area. [A]*
- ▶ *Constructing a building with secondary blocks rather than one main block. [B]*
- ▶ *Constructing a building with a roof form unlike the established pattern. [C]*



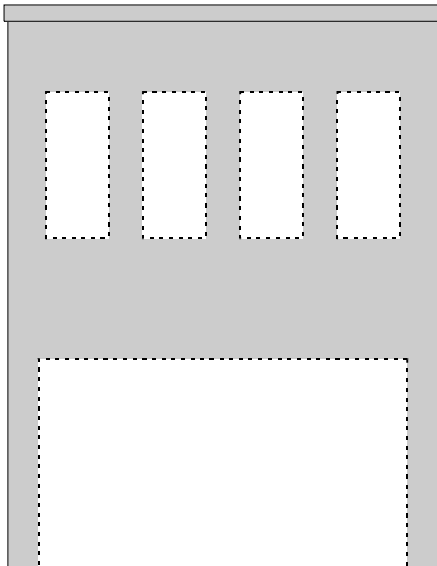
NEW CONSTRUCTION *OPENINGS*

Openings refers to windows and doors. Void is another term for openings.

GOAL:

The primary goal is to follow the solid-to-void ratio characteristic of historic buildings in the district.

46



Downtown commercial buildings have a high degree of void at street level and evenly spaced smaller voids on upper floors.

Actions to achieve the goal:

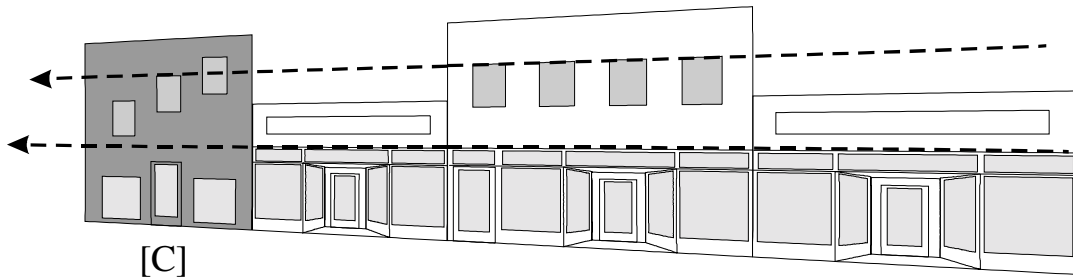
- ◆ New buildings should respect the pattern of openings on historic buildings by:
 - a) using openings of similar dimensions and shape,
 - b) placing or distributing openings in a manner similar to that of nearby similar historic buildings or similar buildings within the district, and
 - c) balancing the ratio of solid-to-void by using the appropriate amount of opening on an elevation.

Glossary terms:

Elevation: p 20

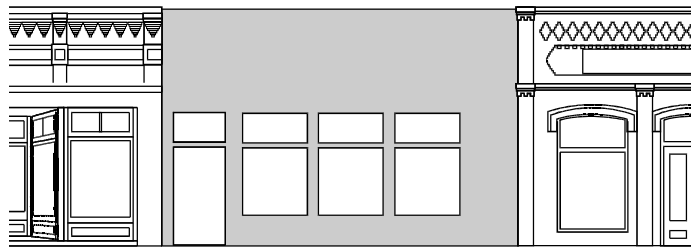
Nearby historic buildings: p. 21

Solid-to-void: p 21.



Common Mistakes

- ▶ *Using an asymmetrical distribution of windows and doors when symmetrical facades are the established pattern with that block. [A]*
- ▶ *Using a high solid-to-void ratio at ground level (the storefront) or a low solid-to-void ratio on upper floors. [B]*
- ▶ *Failing to align openings with other buildings on the same block. [C]*



↑ [A]

47



↑ [B]

NEW CONSTRUCTION *MATERIALS & DETAILS*

Materials refers to the composition, texture, and appearance of the exterior surface of a building. Details refers to ornamentation that embellish the building.

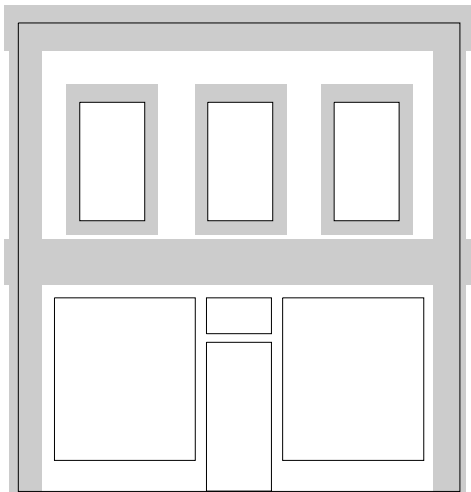
GOAL:

The primary goal is to follow the pattern of use of materials within the historic district.

Actions to achieve the goal:

- ◆ New buildings should respect the historic materials within the district by using the predominant exterior material - namely brick.
- ◆ New buildings should respect the ornamentation within the district by:
 - a) using ornamentation in a manner similar to that of nearby similar historic buildings or similar buildings within the district, and
 - b) using ornamentation to a degree equal to or less than that of nearby similar historic buildings or similar buildings within the district.

48



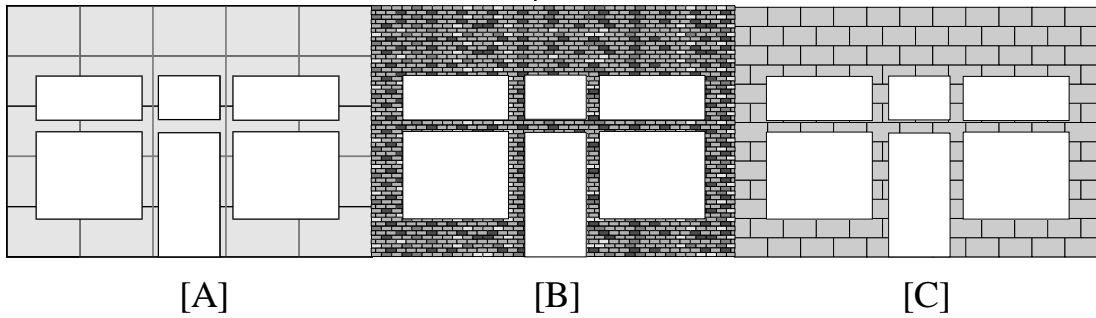
Shaded areas are traditional locations of ornament on commercial buildings.

Glossary terms:

Nearby historic buildings: p. 20

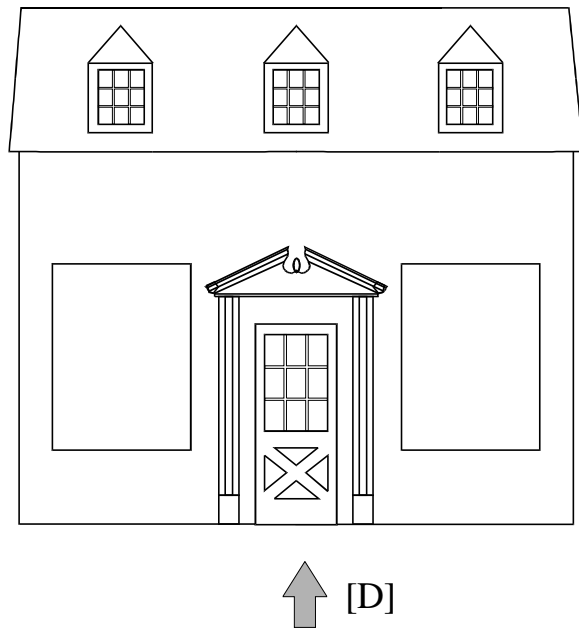
Synthetic stucco (E.I.F.S.): p. 21

Variiegated brick: p. 21



Common Mistakes

- ▶ *Using synthetic stucco (E.I.F.S.) [A]*
- ▶ *Using variegated brick . [B] or concrete block. [C]*
- ▶ *Using any material other than brick on the square.*
- ▶ *Copying historic styles or themes not common to the area such as colonial or wild west. [D]*
- ▶ *Use of stock details which do not match the proportions and degree of craftsmanship of historic details.*



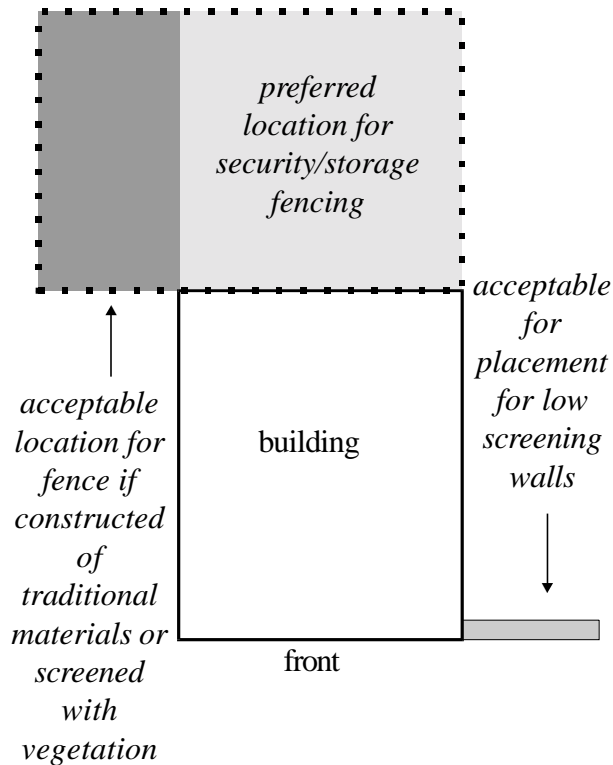
Walls and fences refers to nonvegetative elements used in and around a property for safety, security, and screening.

GOAL:

The primary goal is to maintain the pattern of fencing in the commercial area and to use fencing and walls to screen parking and storage areas.

Actions to achieve the goal:

- Historic fences and retaining walls should be maintained and not removed.
- New security fences should limit their impact by:
 - a) being placed behind the rear elevation, and
 - b) using traditional materials (in most cases wood) or screening fence from the public view with evergreen vegetation or a second traditional fence.
- New screening walls can be used to limit the impact of parking on the district by:
 - a) being of a height to partially screen parked vehicles;
 - b) replicating the facade line of near by historic buildings; and
 - c) using traditional materials (in most cases brick).



Glossary terms:

Evergreen vegetation: p. 20

Facade line: p. 20

Examples: Changes requiring a COA

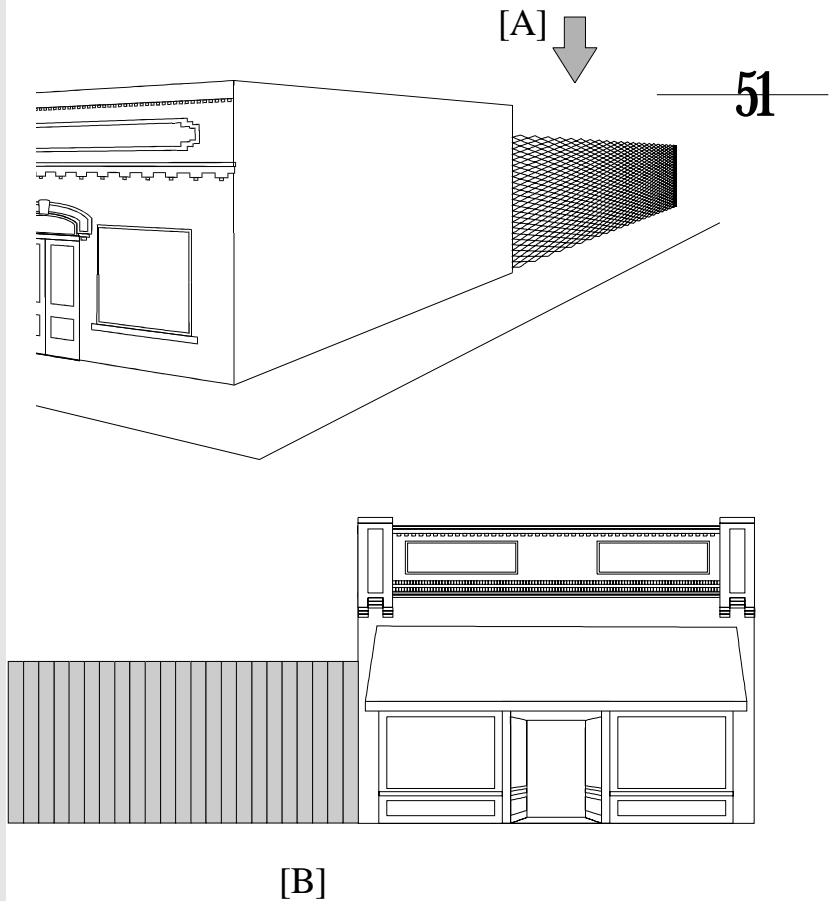
- * Construction of a new fence.
- * Construction of a new screening wall.

Examples: Changes not requiring a COA

- * Repair of an existing fence.
- * Painting an existing fence.
- * Repair of an existing wall.
- * Temporary fences at construction sites.

Common Mistakes

- ▶ *Using nontraditional materials for fences in the public view. [A]*
- ▶ *Placing a privacy fence flush with the facade of a building. [B]*



SITE & SETTING

MODERN FEATURES

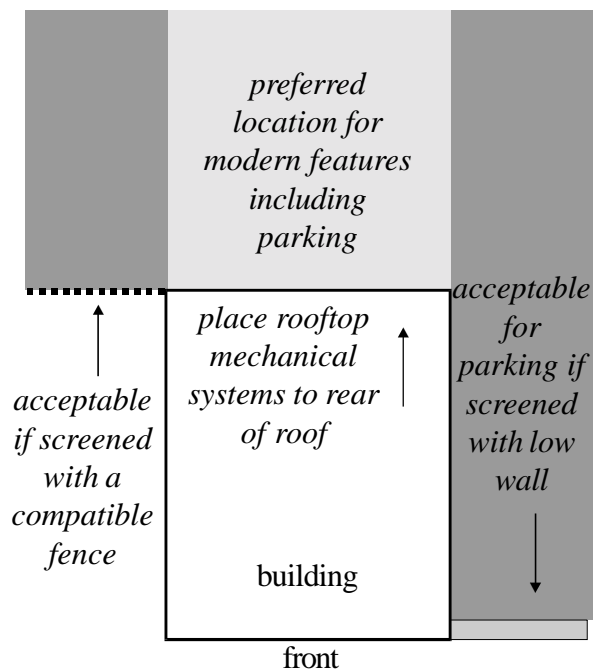
Modern features refers to equipment and functions not used in the past such as dumpsters, fire escapes, mechanical systems, and parking areas.

GOAL:

The primary goal is to integrate modern features while limiting the negative impact to the historic district.

Actions to achieve the goal:

- Mechanical systems placed behind the building and out of the public view.
- Rooftop mechanical systems, utility meters and security lighting should be placed unobtrusively.
- New lighting should use traditional designs appropriate to the character of the building.
- New parking should:
 - a) be placed as unobtrusively as possible;
 - b) use traditional materials: gravel, concrete, stone pavers, though asphalt is allowed in the downtown; and
 - c) use appropriate screening (see *Walls & Fences* p. 50).



Glossary terms:

Facade line: p. 20

Public view: p. 21

Examples: Changes requiring a COA

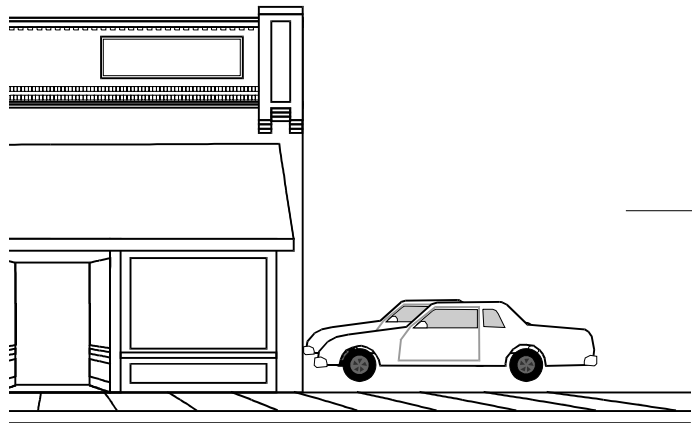
- * Adding parking areas.
- * Placing exterior mechanical systems such as satellite dishes, air-conditioning units, or utility meters.
- * Adding exterior lighting.

Examples: Changes not requiring a COA

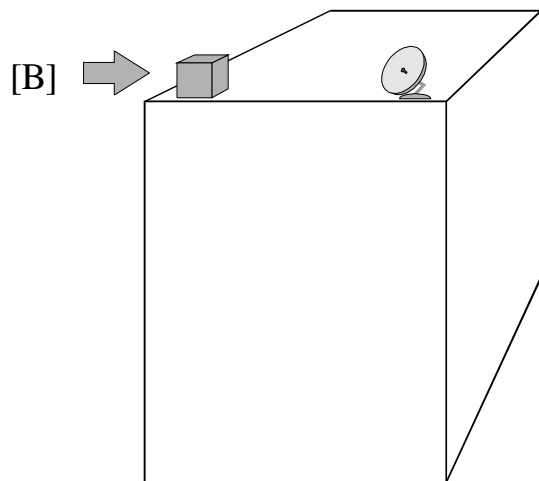
- * Resurfacing an existing parking area with the same material.
- * Interior changes to mechanical systems.
- * Temporary event lighting.

Common Mistakes

- ▶ *Demolishing historic buildings for parking (see demolition p.).*
- ▶ *Failing to screen parking from the public view (see Fences & Walls, p. 48) [A]*
- ▶ *Placing mechanical systems to the front of rooftops. [B]*



[A]



[B]

SITE & SETTING SIGNS

Signs refers to permanent signs for business identification, advertisement, and operation.

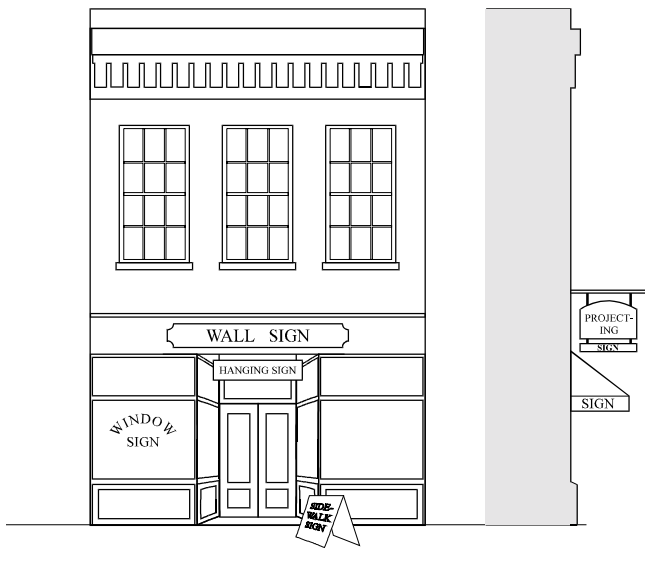
GOAL:

The primary goal is to create signs which both inform the public and compliment the property where they are located.

Actions to achieve the goal:

- Historic signs should be maintained and preserved
- Signs must conform to the City of Monticello sign ordinance.
- Signs should:
 - a) be limited in number to the minimum necessary for identification purposes,
 - b) use traditional sign locations,
 - c) be of a scale appropriate to the building and the district,
 - d) be painted wood or metal,
 - e) have little ornament or use ornament similar to the style of the building, and
 - f) avoid attachment to roofs or covering architectural details.

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Examples: Changes requiring a COA

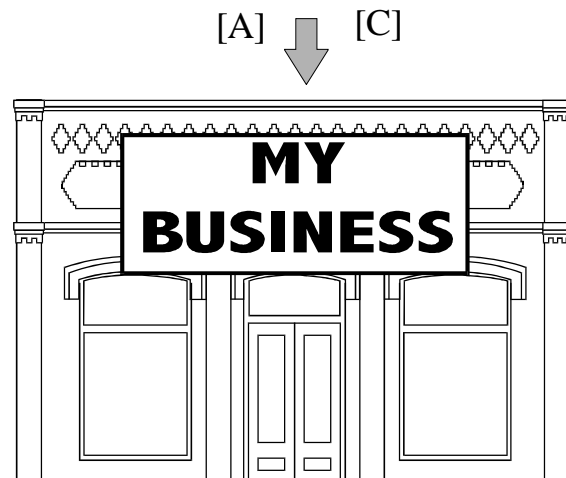
* Placing a new sign on a building or property.

Examples: Changes not requiring a COA

* Placing temporary signs such as event, political, or real estate signs.

Common Mistakes

- ▶ *Using internally lit plastic signs.*
- ▶ *Using inappropriately large signs. [A]*
- ▶ *Using signs with a colonial motif. [B]*
- ▶ *Covering architectural details such as the cornice. [C]*
- ▶ *Painting over or stripping historic painted signs.*



Topics/Issues

Rehabilitation

[PG 58-75] Reviews the elements of historic construction that contribute to architectural style and building form for residential properties and areas. Highlights common mistakes to avoid and provides examples of changes subject to the design review process.

Roofs - Shape & Dormers
Roofs - Materials & Features
Materials
Foundations
Details
Windows
Doors
Porches
Additions

New Construction

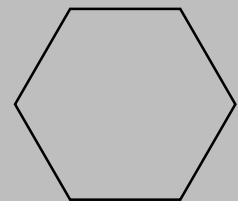
[PG 76-83] Discusses the most significant aspects of new construction and its relationship to and potential impact upon the existing built environment for residential properties and areas. Highlights common mistakes to avoid.

Placement
Scale & Form
Openings
Materials
Details

Site & Setting

[PG 84-95] Outlines the accessory features commonly located on historic properties and reviews their relationship to the historic building for residential properties and areas. Highlights common mistakes to avoid and provides examples of changes subject to the design review process.

Walls & Fences
Walks & Drives
Modern Features
Outbuildings
Signs
Access



REHABILITATION **ROOFS** SHAPE & DORMERS

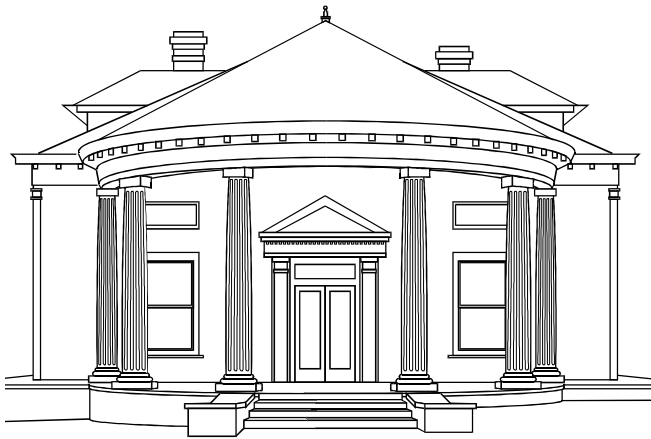
Roof shape refers to the overall roof type, its pitch, as well as any secondary roof forms. Dormers are roofed windows projecting from the slope of the main roof.

GOAL:

The primary goal is to maintain the original form of the house, especially as seen from the public view.

Actions to achieve the goal:

- Maintain the existing pitch and shape of the roof.
- Maintain the shape and style of historic dormers.
- Place new dormers on the rear roof slope out of the public view.



Glossary terms:

Facade: p. 20

Pitch: p. 21

Public view: p. 21

Routine maintenance: p. 21

Examples: Changes requiring a COA

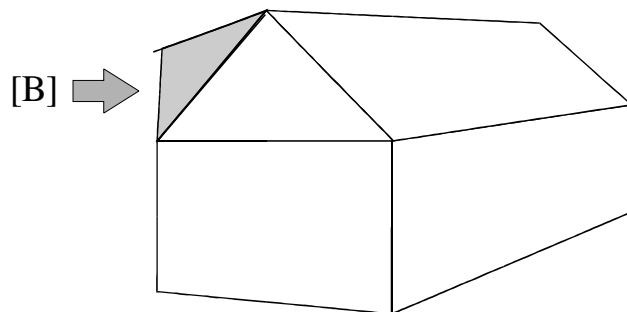
- * Changing the pitch or shape of a roof.
- * Altering the shape of a dormer.
- * Addition of a dormer.
- * Removal of a dormer.

Examples: Changes not requiring a COA

- * Routine maintenance to dormers.

Common Mistakes

- ▶ *Placing a new dormer on the facade of a house where none has existed before. [A]*
- ▶ *Changing the shape of a roof in order to gain upstairs space. [B]*
- ▶ *Change an existing front dormer's shape.*



REHABILITATION *ROOFS* MATERIALS & FEATURES

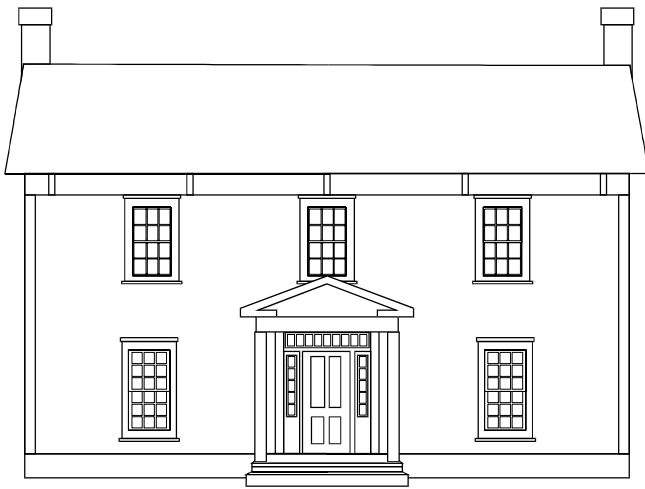
Roof materials refers to the material with which the roof is sheathed. Roof features are any items attached to the roof whether functional or ornamental.

GOAL:

The primary goal is to maintain the texture and silhouette created by historic roofing materials and features.

Actions to achieve the goal:

- Replace existing roofing materials with the same type or with materials originally on the house or that more closely match the original.
- Maintain hidden gutters or eaves designed without gutters whenever possible.
- Maintain historic chimneys.
- Rebuild documented missing chimneys whenever possible.
- New chimneys (including chimneys on additions) should:
 - a) be placed on the rear or toward the rear on side elevations,
 - b) use traditional design, and
 - c) should be brick.



Glossary terms:

Character defining: p. 20

Flashing: p. 20

Examples: Changes requiring a COA

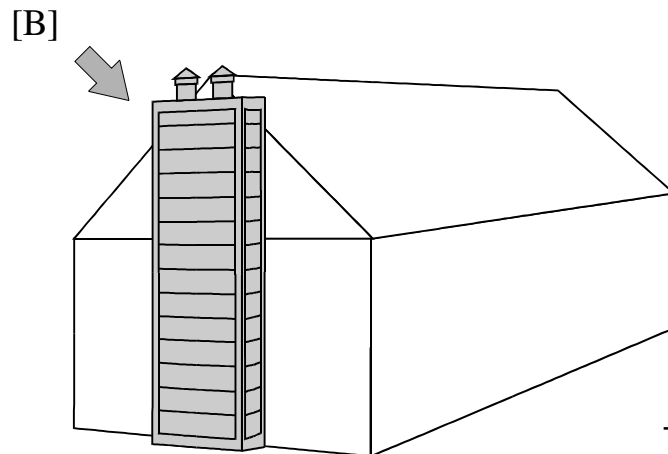
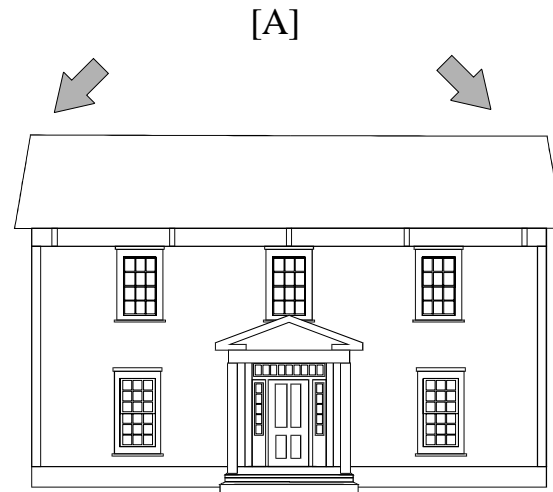
- * Reroofing a roof with a material which is different than the existing material.
- * Removing or adding chimneys.
- * Stuccoing brick chimneys.
- * Adding roof vents.
- * Adding gutters where none exist.

Examples: Changes not requiring a COA

- * Reroofing a roof with the same material.
- * Repointing chimneys.
- * Repairing flashing.
- * Repairing existing gutters.

Common Mistakes

- ▶ *Replacing character defining roofing materials (e.g. pressed metal shingles) with another material.*
- ▶ *Removing chimneys. [A]*
- ▶ *Adding modern-looking, false chimneys. [B]*



REHABILITATION *MATERIALS*

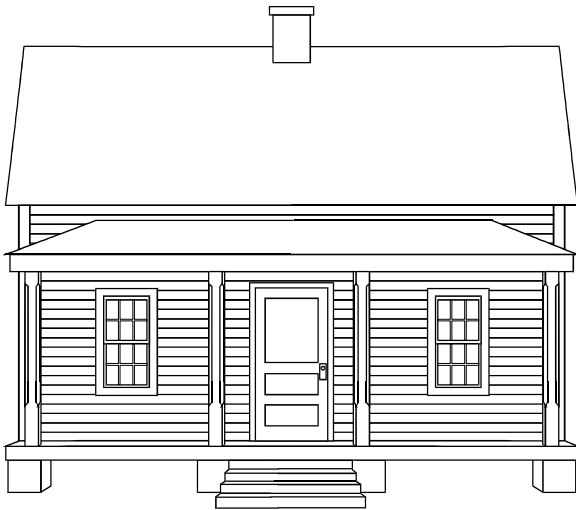
Materials, in this instance, refers to the material with which the exterior walls of the house are covered.

GOAL:

The primary goal is to maintain the texture created by historic exterior materials.

Actions to achieve the goal:

- Maintain historic siding.
- Leave unpainted masonry unpainted and uncoated.
- Repair damaged siding in-kind and only in the area of damage rather than completely replacing the siding.
- Use a historic mortar mix and match the original mortar joints when repointing brick. Use a qualified professional mason.
- Use the gentlest means possible to clean exterior materials.



Glossary terms:

Gentlest means possible: p. 20

In-kind: p. 20

Examples: Changes requiring a COA

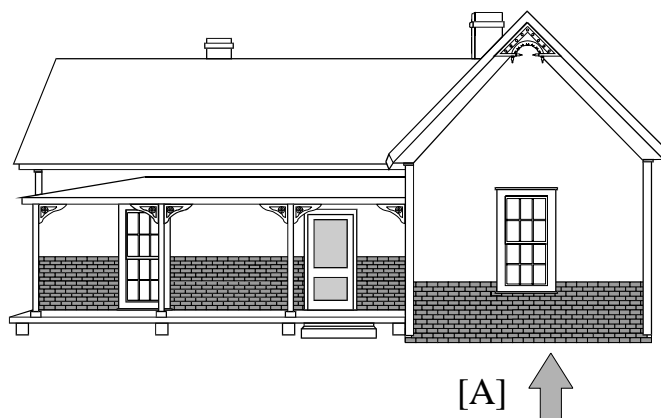
- * Removing siding material.
- * Residing a building.
- * Painting unpainted masonry.
- * Entirely removing paint from a building.
- * Repointing of brick.

Examples: Changes not requiring a COA

- * Repainting a building.
 - * Preparing surfaces for repainting.
-

Common Mistakes

- ▶ *Placing vinyl siding, aluminum, EIFS (synthetic stucco), or another type of synthetic siding on a historic house.*
- ▶ *Adding brick veneer to a house. [A]*
- ▶ *Sandblasting exterior surfaces.*
- ▶ *Painting or “waterproof” coating unpainted masonry.*



REHABILITATION

FOUNDATION

Foundation refers to the structure on which the house rests and which anchors the house to the ground.

GOAL:

The primary goal is to maintain the original design of the foundation.

Actions to achieve the goal:



- Maintain the original design and materials of the foundation.
- Maintain open pier foundations of the main structure whenever possible.
- Always leave porch pier foundations open or infill with wood lattice or vertical wood slats.
- Should pier foundations be infilled:
 - a) recess the infill material from the piers,
 - b) skim coat the infill with stucco,
 - c) paint the infill a dark color, and
 - d) install vents at regular intervals.
- Leave unpainted historic masonry foundation materials unpainted.

Examples: Changes requiring a COA

- * Rebuilding foundations.
- * Placing material between pier foundations.
- * Painting unpainted foundations.
- * Stuccoing foundations.

Examples: Changes not requiring a COA

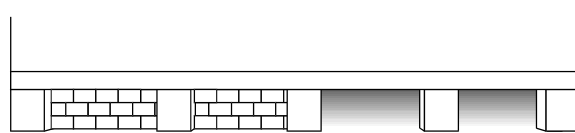
- * Repainting foundations.
- * Repointing brick foundations.
- * Repairing infill material between pier foundations.

Common Mistakes

- ▶ *Infilling porch foundations with solid fill.* [A]
- ▶ *Using concrete block between piers without a skim coat of stucco or painting it a dark color.* [B]
- ▶ *Not recessing infill between piers.* [C]
- ▶ *Painting unpainted, historic, masonry foundations.*



↑ [A]



↑ [B]



↑ [C]

REHABILITATION *DETAILS*

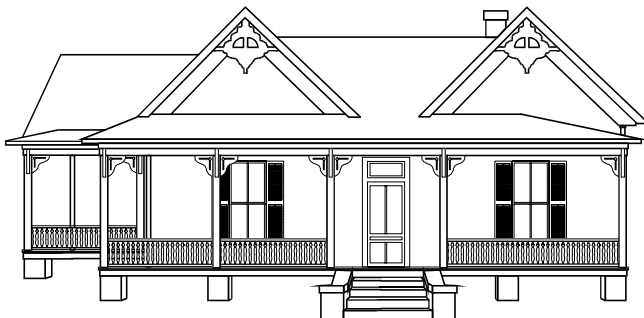
Details refers to those components on the exterior of the house which serve to embellish the structure often related to a specific architectural style.

GOAL:

The primary goal is to maintain detail elements typical to historic houses many of which impart a specific architectural style.

Actions to achieve the goal:

- Maintain and preserve historic details.
- Replace damaged details with details of matching material and matching design.
- Restore missing details when documentation of those elements are available.



Glossary terms:

Documentation: p. 20

Examples: Changes requiring a COA

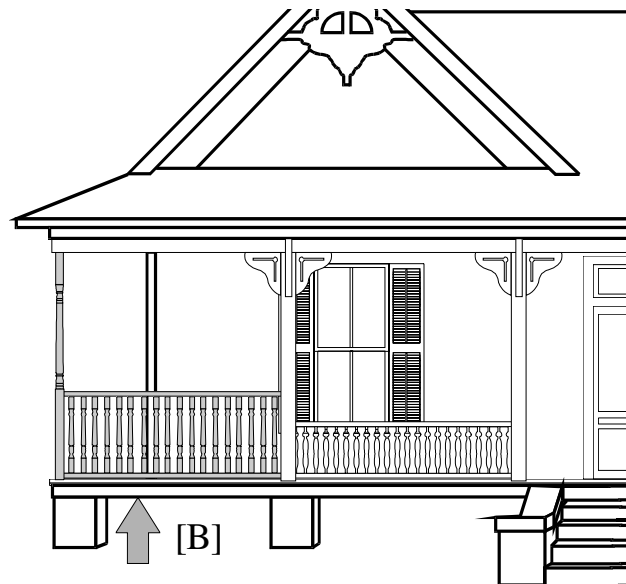
- * Removing architectural details.
- * Adding architectural details.

Examples: Changes not requiring a COA

- * Repairing architectural details.
- * Repainting architectural details.

Common Mistakes

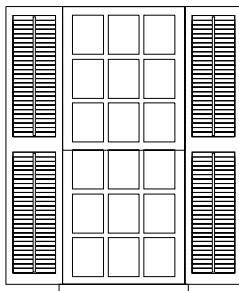
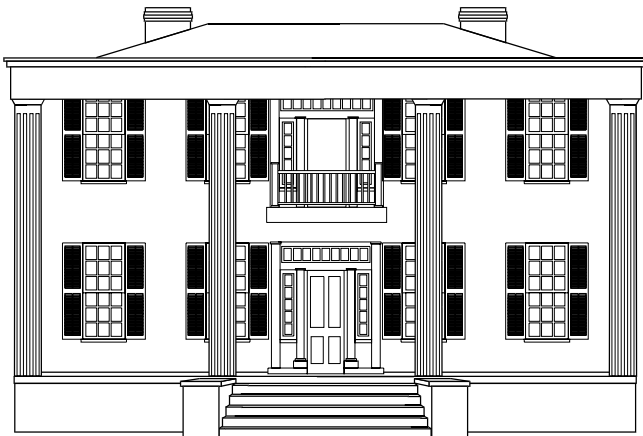
- ▶ *Adding architectural details where none existed before.*
- ▶ *Removing details from a house. [A]*
- ▶ *Using stock, out of scale, details rather than matching the original details. [B]*



REHABILITATION WINDOWS

Windows refers to glazed openings in the exterior walls of the building.

GOAL:



The primary goal is to maintain the historic windows, their design, and placement.

Actions to achieve the goal:

- Maintain and preserve historic windows.
- Repair damaged portions of windows rather than replacing them in total.
- Windows damaged beyond repair should be replaced with windows of matching materials and design.
- Maintain the window configuration on the facade.
- New windows on side and rear elevations should relate to historic windows in the following ways:
 - a) use matching materials,
 - b) be of matching or similar size, and
 - c) use matching or similar design.
- Use storm windows which match the color of the window frame and hide the window as little as possible.

Glossary terms:

Beyond repair: p. 20

Muntin: p. 21

Examples: Changes requiring a COA

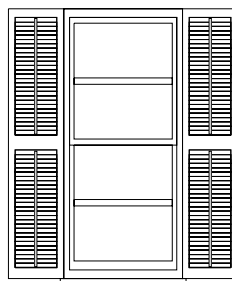
- * Removing and replacing windows.
- * Closing existing window openings.
- * Adding new window opening.
- * Adding new storm windows.

Examples: Changes not requiring a COA

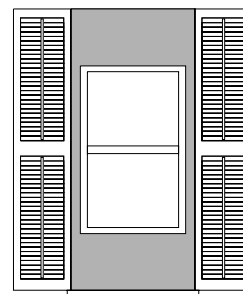
- * Replacing broken window glass.
- * Repairing damaged portions of existing window sashes.
- * Weatherstripping, caulking, painting and other general maintenance.

Common Mistakes

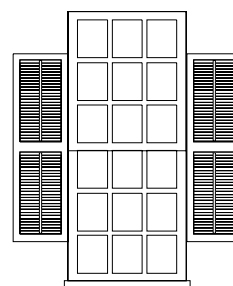
- ▶ *Replacing viable historic windows with new windows, even similar looking windows.*
- ▶ *Replacing damaged windows with stock windows of a different size, design, or with flat snap-in muntins. [A], [B]*
- ▶ *Adding or removing windows on the facade.*
- ▶ *Adding shutters which do not fit the window or adding shutters to paired windows. [C]*
- ▶ *Adding storm windows of “raw” aluminum or which hide the historic window. [D]*



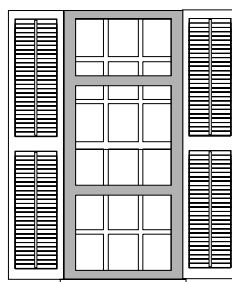
[B]



[A]



[C]



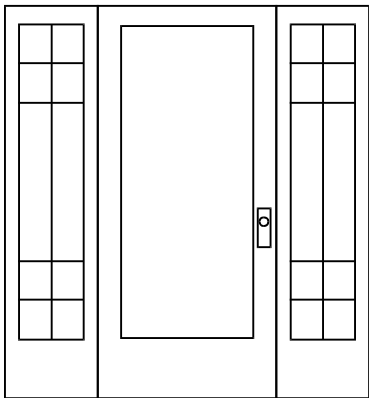
[D]

REHABILITATION DOORS

Doors refers to entrances into the building including the doorway and surrounding features such as sidelights and transoms.

GOAL:

The primary goal is to maintain historic doors, their design, and their placement.



Actions to achieve the goal:

- Maintain and preserve historic doors.
- Repair damaged portions of doors rather than replacing them in total.
- Doors damaged beyond repair should be replaced with doors of matching materials and design.
- Maintain the door arrangement on the facade.
- New doors on side and rear elevations should relate to historic doors in the following ways:
 - a) use matching materials,
 - b) be of matching or similar size, and
 - c) use matching or similar design.
- Use storm doors which match the color of the door frame and hide the door as little as possible.

Glossary terms:

Beyond repair: p. 20

Facade: p. 20

Muntin: p. 21

Examples: Changes requiring a COA

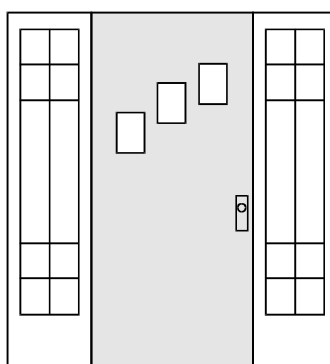
- * Removing and replacing doors.
- * Closing existing door openings.
- * Adding new door openings.
- * Adding new storm or screen doors.

Examples: Changes not requiring a COA

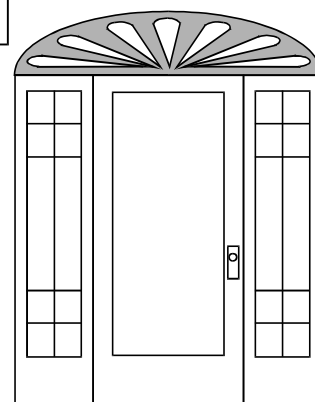
- * Repairing damaged portions of existing doors.
- * Weatherstripping, caulking, painting and other general maintenance.

Common Mistakes

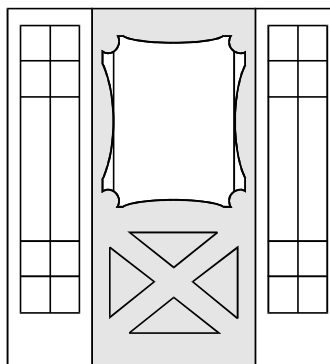
- ▶ *Replacing viable historic doors with new doors, even if similar looking.*
- ▶ *Replacing damaged doors with stock doors of a different size or design.* [A]
- ▶ *Adding or removing doors on the facade.*
- ▶ *Adding sidelights, transoms, fanlights, or other features where none existed before.* [B]
- ▶ *Adding storm doors which hide the historic door.* [C]



[A]



[B]



[C]

REHABILITATION PORCHES

Porches refers open transitional spaces outside the envelope of the house, generally roofed, located on the front, rear, or sides of a house.

GOAL:

The primary goal is to maintain the form, design, and materials of historic porches.

Actions to achieve the goal:



- Maintain and preserve the following aspects of historic porches:
 - a) the open design,
 - b) the historic materials
 - c) the roof supports and balustrades, and
 - d) the roof shape.
- Add only elements which are documented to have existed historically.
- Screen only rear and side porches or, in very few instances, the front porches of vernacular houses.
- Set screening behind architectural details.

Glossary terms:

Routine maintenance: p. 21

Vernacular: p. 21

Examples: Changes requiring a COA

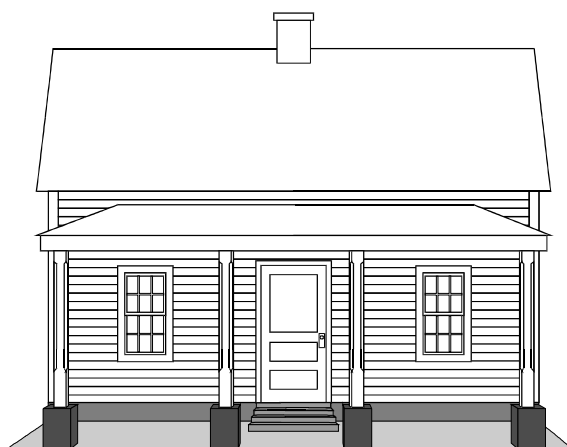
- * Removing porches or portions of porches.
- * Adding a new porch. (For new decks see p. 88)
- * Enclosing, glazing, or screening a porch.
- * Adding, removing, or replacing porch posts, railings, or other porch features.
- * Reroofing a porch with a different material.

Examples: Changes not requiring a COA

- * Repainting a porch.
- * Replacing a damaged porch floor with the same material.
- * Reroofing a porch with the same material.
- * Routine maintenance.

Common Mistakes

- ▶ *Replacing porch floor and foundation with slab concrete or brick. [A]*
- ▶ *Enclosing or glazing front porches or enclosing side porches. [B]*
- ▶ *Adding front porches to historic homes where none existed before.*
- ▶ *Screening architecturally significant front porches.*
- ▶ *Using stock “Victorian” replacement porch features that are out of scale with historic examples.*



↑ [A]



[B]

REHABILITATION *ADDITIONS*

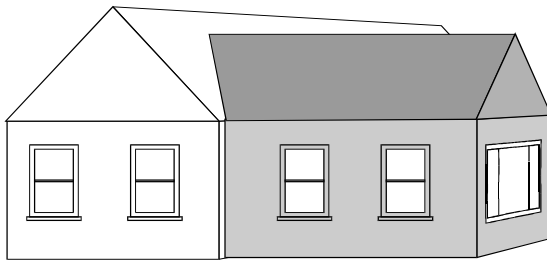
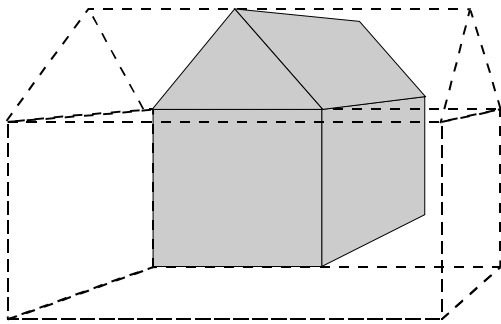
Additions refers to any increase in the square footage of a house.

GOAL:

The primary goal is to allow for the expansion of a house while maintaining its historic character.

Actions to achieve the goal:

- ◆ Additions should respect the original portion of the house by:
 - a) being placed away from the public view on the rear elevation or on a side elevation well behind the facade,
 - b) not obscuring the form, orientation, or symmetry of the original structure,
 - c) creating a discernible break at the juncture with the original structure,
 - d) using matching or similar materials for roofing and siding,
 - e) using matching or similar elements, such as windows, on side elevations and reserving more modern elements for the rear elevation,
 - f) not exceeding the degree of ornamentation on the original structure, and
 - g) being reversible with a limited loss of historic materials and elements.



Glossary terms:

Elevation: p. 20

Facade: p. 20

Public view: p. 21

Reversible: p. 21

Examples: Changes requiring a COA

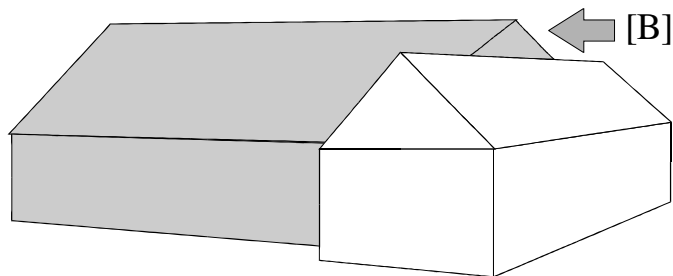
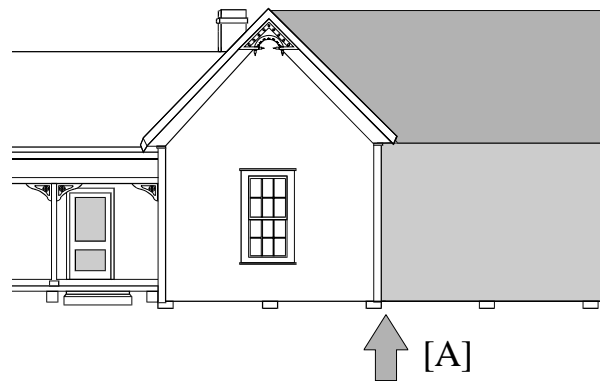
- * Adding an addition to a house.
- * Removing an addition from a house.

Examples: Changes not requiring a COA

- * Routine maintenance to existing additions.

Common Mistakes

- ▶ *Placing a side addition flush with the facade of the house. [A]*
- ▶ *Constructing an addition out of scale which greatly alters the original form or roof of the house. [B]*
- ▶ *Using incompatible materials or details on an addition.*
- ▶ *Removing a large amount of original material to add an addition.*

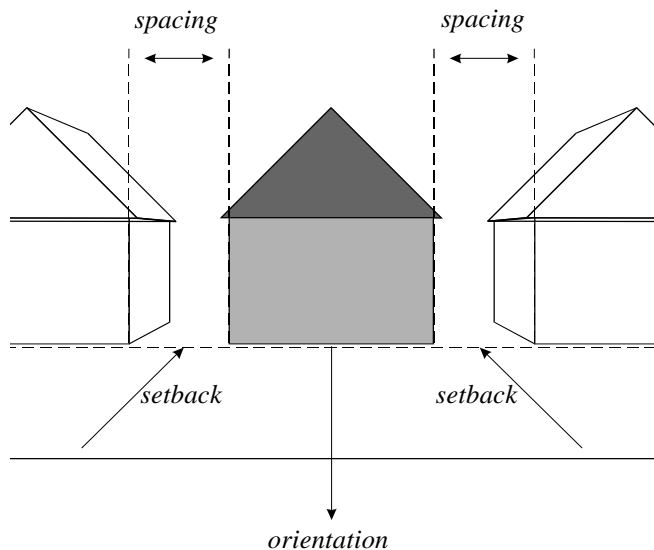


NEW CONSTRUCTION *PLACEMENT*

Placement refers to how the building is located or situated upon the lot. Placement includes building setback, spacing, and orientation.

GOAL:

The primary goal is to follow the distinct rhythm established by the placement pattern of historic homes in the district.



Actions to achieve the goal:

- ◆ New buildings should respect the placement of nearby historic homes by being:
 - a) placed at a setback equal to or within 10 feet of that of nearby historic homes,
 - b) placed centrally on a lot with equal spacing on each side, and
 - c) placed oriented to or facing the same street as nearby historic homes.

Glossary terms:

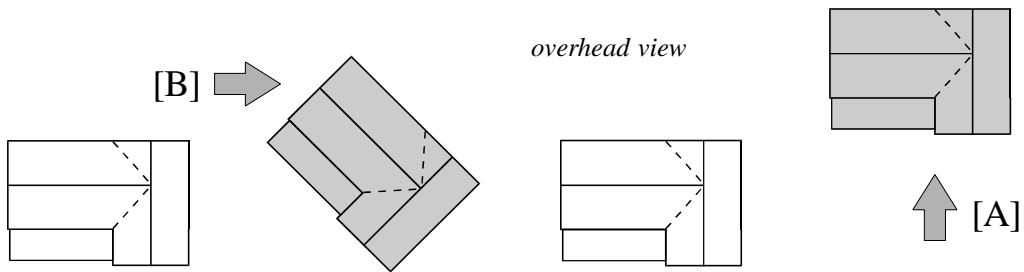
Nearby historic homes: p. 21

Orientation: p. 21

Rhythm: p. 21

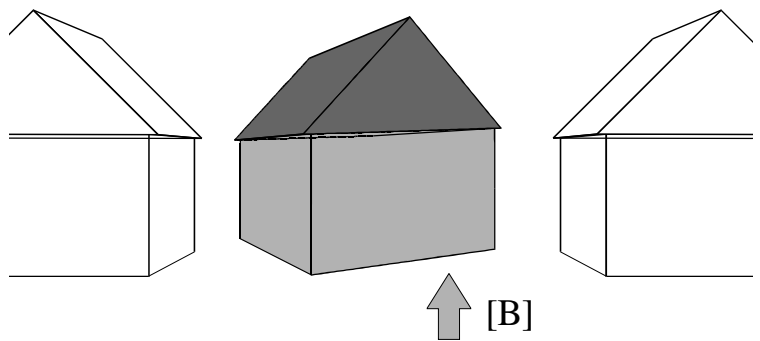
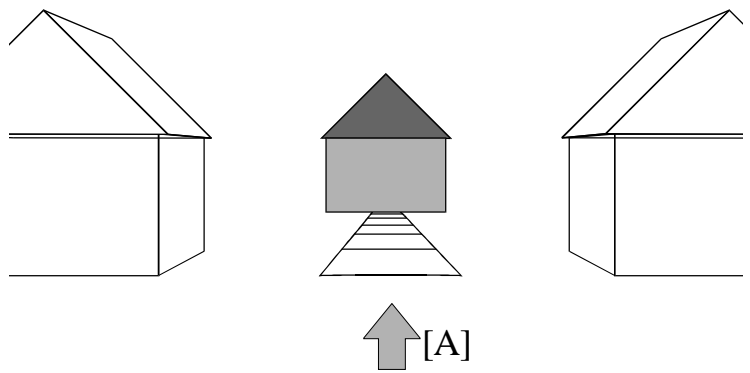
Setback: p. 21

Spacing: p. 21



Common Mistakes

- ▶ *Constructing a house too deep on a lot. [A]*
- ▶ *Constructing a house diagonally on a lot. [B]*
- ▶ *Constructing a house facing a different street; corner or dual frontage properties should follow the example set by nearby corner properties.*



NEW CONSTRUCTION

SCALE & FORM

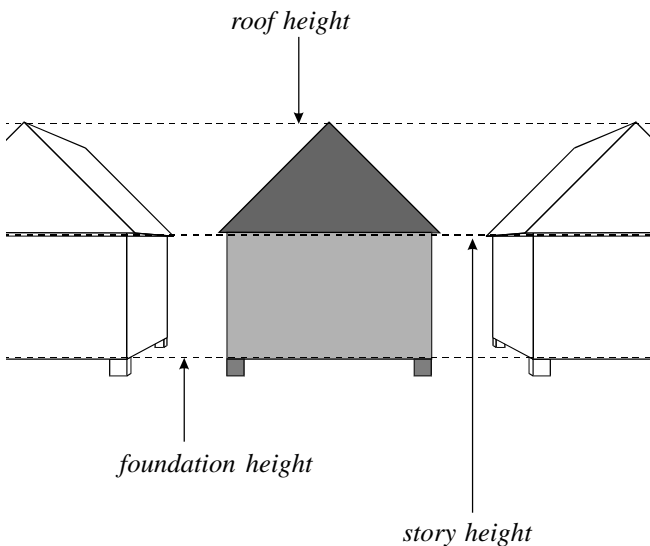
Scale refers to a building's dimensions - height, width, and depth. Form refers to a building's overall shape and composition.

GOAL:

The primary goal is to follow the established pattern of building dimensions and forms of historic buildings within the district.

Actions to achieve the goal:

- ◆ New buildings should respect the existing scale and form of historic homes by approximately matching these aspects of nearby historic homes:
 - a) the number of stories,
 - b) the foundation, story , and roof heights,
 - c) width and depth (for more depth follow the follow traditional addition patterns),
 - d) roof shapes and pitches, and
 - e) the use of a main block and using secondary blocks; especially the use of front porches.

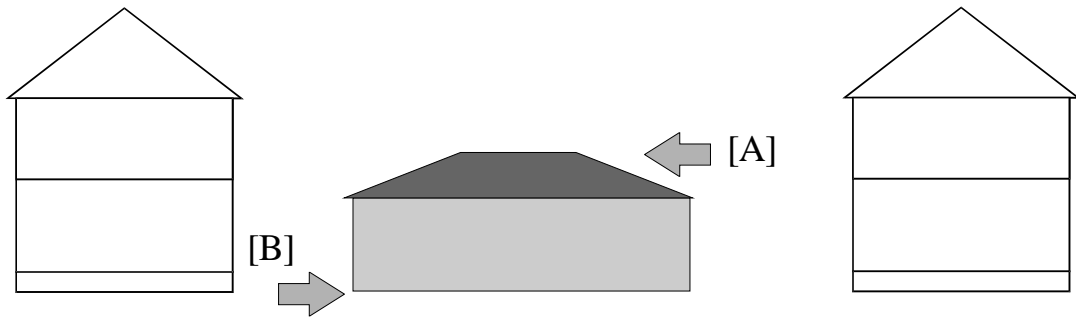


Glossary terms:

Main block/Secondary block: p. 20

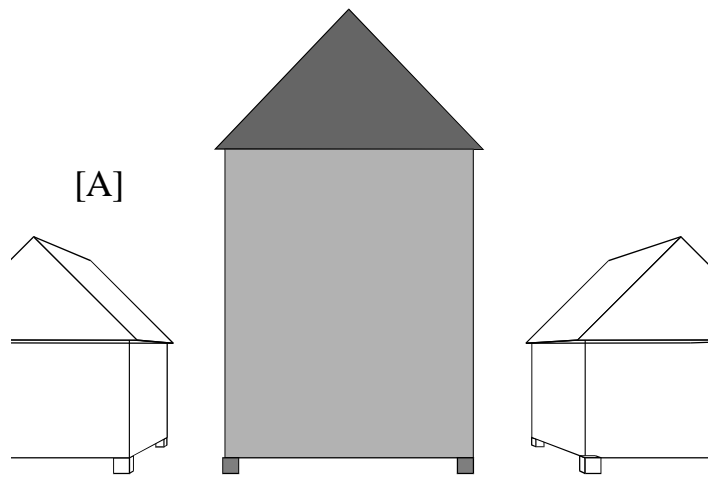
Nearby historic homes: p. 21

Pitch: p. 21



Common Mistakes

- ▶ *Constructing a one-story building along a street that has only two-story homes; the reverse scenario would also be inappropriate. [A]*
- ▶ *Constructing a building that covers almost an entire lot.*
- ▶ *Constructing a building on a slab foundation. [B]*



NEW CONSTRUCTION *OPENINGS*

Openings refers to windows and doors. Void is another term for openings.

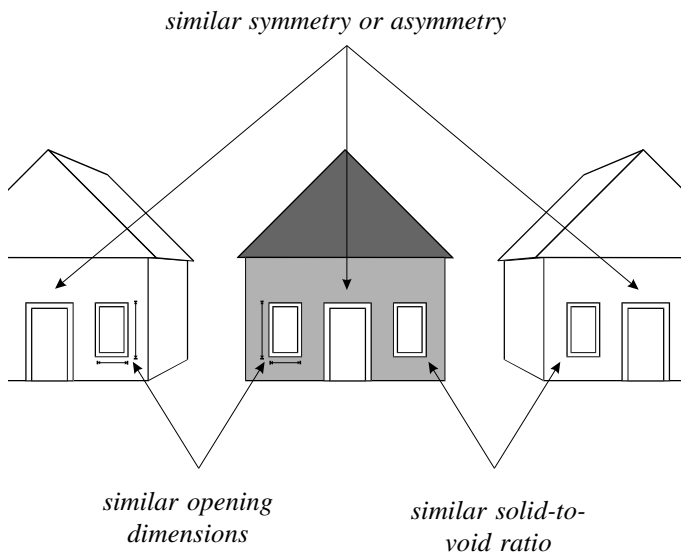
GOAL:

The primary goal is to follow the solid-to-void ratio characteristic of historic buildings in the district.

Actions to achieve the goal:

◆ New buildings should respect the pattern of openings on historic homes by:

- using openings of similar dimensions and shape,
- placing or spacing openings in a manner similar to that of nearby historic homes,
- using pier foundations for front porches, and
- balancing the ratio of solid-to-void by using the appropriate amount of opening on an elevation.



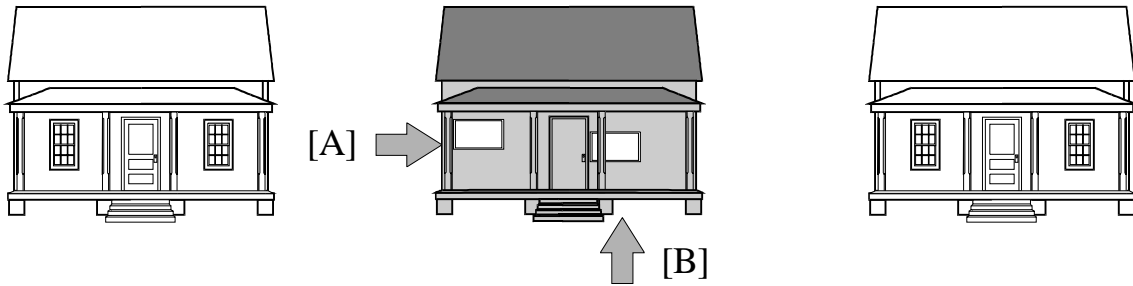
Glossary terms:

Elevation: p. 20

Facade: p. 20

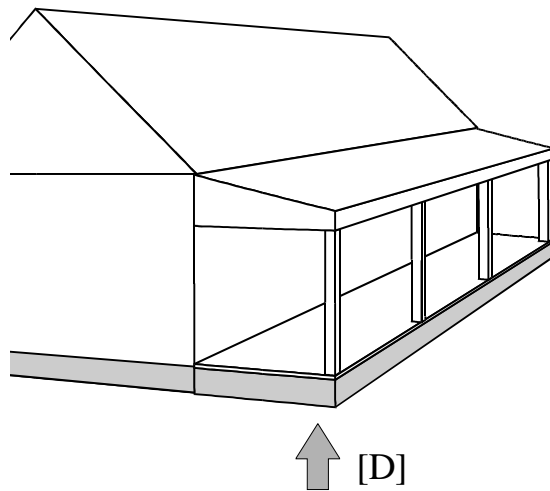
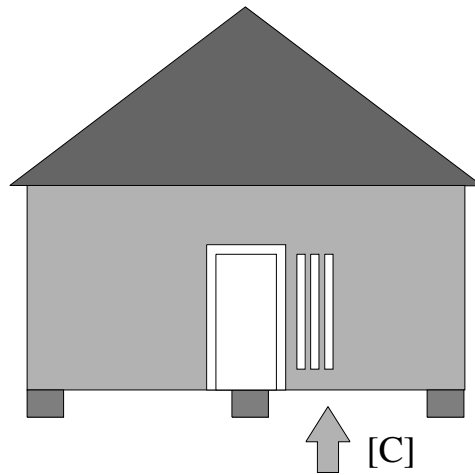
Nearby historic homes: p. 21

Solid-to-void: p. 21



Common Mistakes

- ▶ *Using horizontal, rectangular windows on a street with vertical, rectangular windows. [A]*
- ▶ *Using an asymmetrical placement of windows and doors when symmetrical facades are the established pattern. [B]*
- ▶ *Using too many openings.*
- ▶ *Using too few openings resulting in a blank wall facade. [C]*
- ▶ *Using continuous foundations under front porches. [D]*



NEW CONSTRUCTION *MATERIALS & DETAILS*

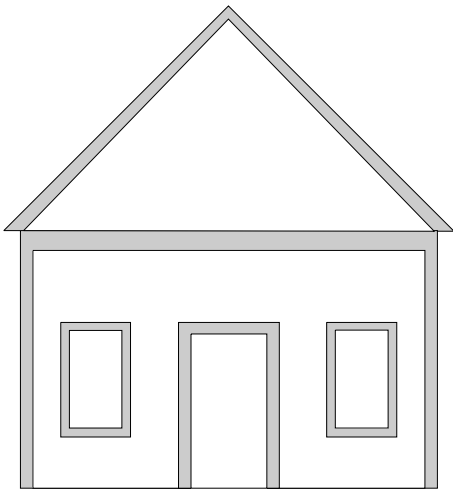
Materials and details refers to the composition, texture, and appearance of the exterior surface of a building as well as elements used to embellish the building.

GOAL:

The primary goal is to use similar materials and a similar degree of architectural detail within the historic district.

Actions to achieve the goal:

- ◆ New buildings should respect the historic materials within the district by:
 - a) using the predominant exterior siding material - namely clapboard - or a modern material that creates a similar texture, appearance, and reveal (vinyl siding is allowed for new construction, but discouraged).
 - b) using brick and stucco to create a brick pier foundation appearance or true piers, and
 - c) using brick for chimneys.
- ◆ New buildings should respect the ornamentation within the district by using similar detail placement patterns and using details to an equal or lesser degree.



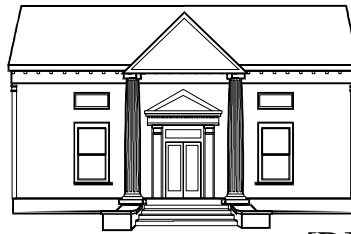
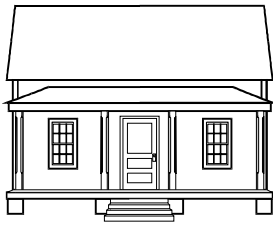
Shaded areas are traditional locations of ornament on residential buildings.

Glossary terms:

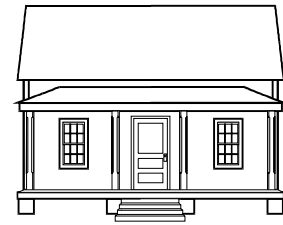
Clapboard: p. 20

Reveal: p. 21

Vernacular: p. 21

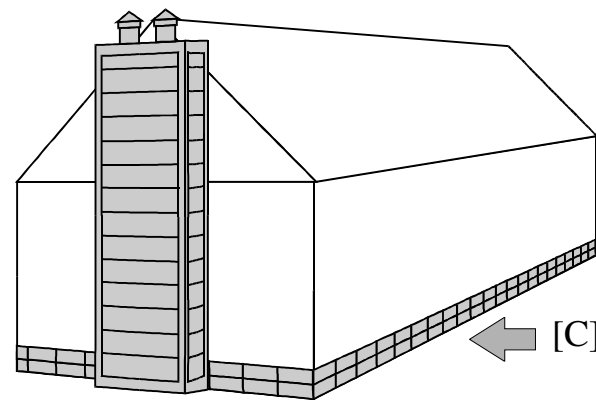
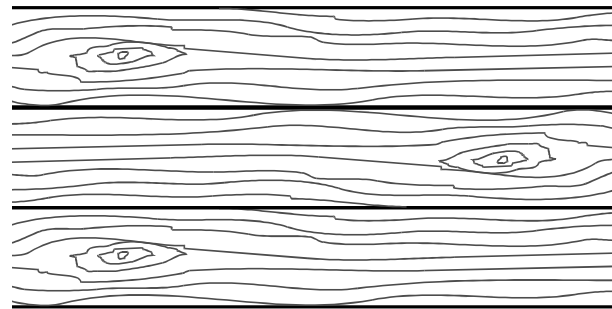


[D]



Common Mistakes

- ▶ *Using synthetic exterior materials with a false wood grain. [A]*
- ▶ *Using any material other than brick for chimneys. [B]*
- ▶ *Using concrete block for foundations. [C]*
- ▶ *Using too many details in a vernacular area. [D]*
- ▶ *Copying historic styles not common to the street or neighborhood.*
- ▶ *Using stock details which do not match the proportions of historic details.*



SITE & SETTING

WALLS & FENCES

Walls and fences refers to nonvegetative elements used in and around a property for privacy, safety, security, and boundary definition.

GOAL:

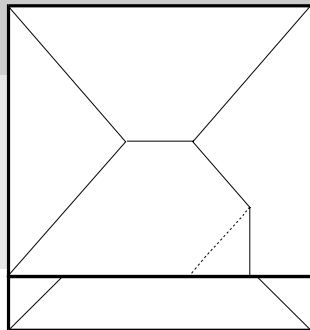
The primary goal is to maintain the pattern of open and enclosed spaces found within the historic district.

Actions to achieve the goal:

- Historic fences and retaining walls should be maintained and not removed.
- New fences and front yard retaining walls should respect the pattern within the district by:
 - a) being placed behind the facade line of the house (except retaining walls); privacy fences should be at or behind the rear elevation,
 - b) using a design appropriate to the district and the house, and
 - c) using traditional materials (in most cases wood for fences, poured concrete for retaining walls) appropriate to the district and the house.
- Pet enclosures of chainlink should be placed out of the public view or screened with evergreen vegetation or a traditional fence.

*Traditional and privacy fencing acceptable.
Traditional and modern retaining walls acceptable.
Pet enclosures in the public view should be screened.*

Traditional fencing and retaining walls acceptable.



Traditional fencing and retaining walls acceptable.

*Avoid fencing unless documented historically.
Traditional retaining walls acceptable.*

Glossary terms:

Elevation: p. 20

Evergreen vegetation: p. 20

Facade line: p. 20

Examples: Changes requiring a COA

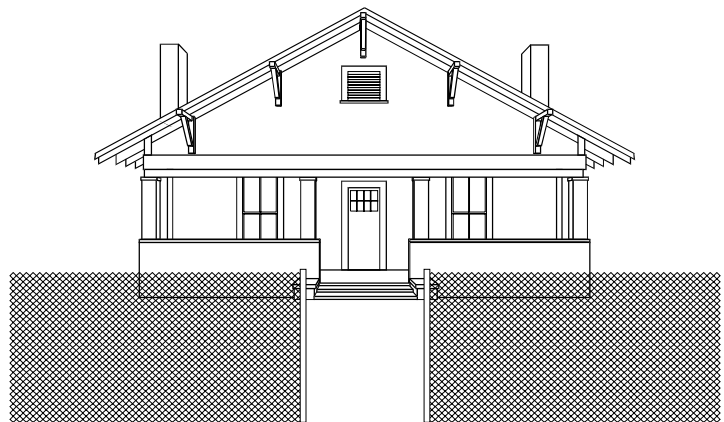
- * Construction of a new fence.
- * Construction of a new retaining wall.
- * Construction of a pet enclosure.

Examples: Changes not requiring a COA

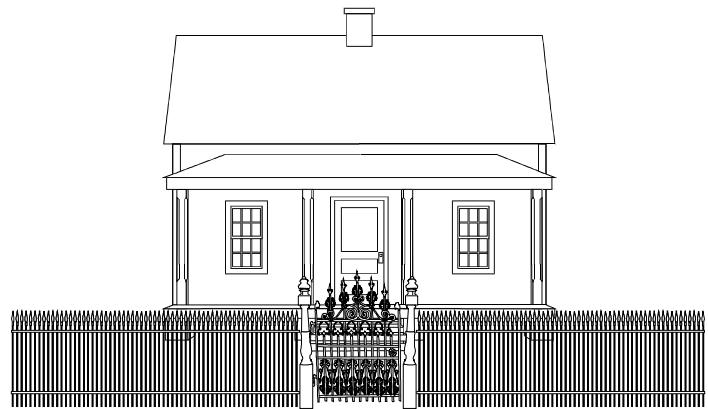
- * Repair of an existing fence.
- * Painting an existing fence.
- * Repair of an existing retaining wall.
- * Temporary fences at construction sites.

Common Mistakes

- ▶ *Placing a fence in front of the house where none existed. [A]*
- ▶ *Using nontraditional materials such as chainlink for fences and railroad ties for front yard retaining walls. [A]*
- ▶ *Using a fence design inappropriate to the age and style of the house or district. [B]*



↑ [A]



↑ [B]

WALKS & DRIVES

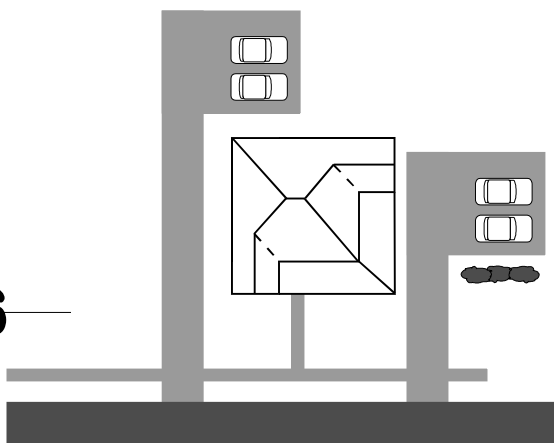
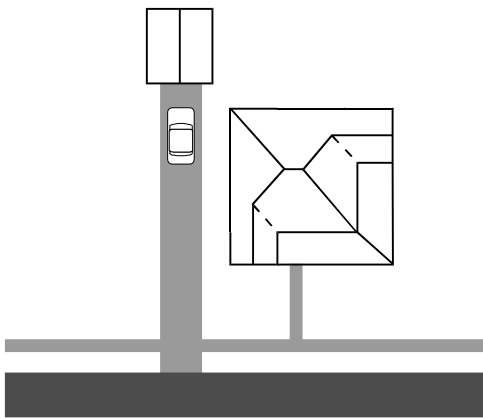
Walks and drives refers to paved pathways both to the property and within the property as well as parking areas.

GOAL:

The primary goal is to maintain the pattern of paved and unpaved areas found within the historic district.

Actions to achieve the goal:

- Historic walks and drives should be maintained and preserved.
- New walks should:
 - a) use traditional placement: generally, directly from the street to the entrance for front walks, and
 - b) use traditional materials: gravel, concrete, stone pavers, and in a few instances bricks.
- New drives should:
 - a) use traditional placement: generally, straight along the side of the house, and
 - b) use traditional materials: gravel or concrete.
- Parking should be located to the rear of the house (preferred) or to the side behind the facade line of the house and screened.



Glossary terms:

Facade line: p. 20

Paving: p. 21

Examples: Changes requiring a COA

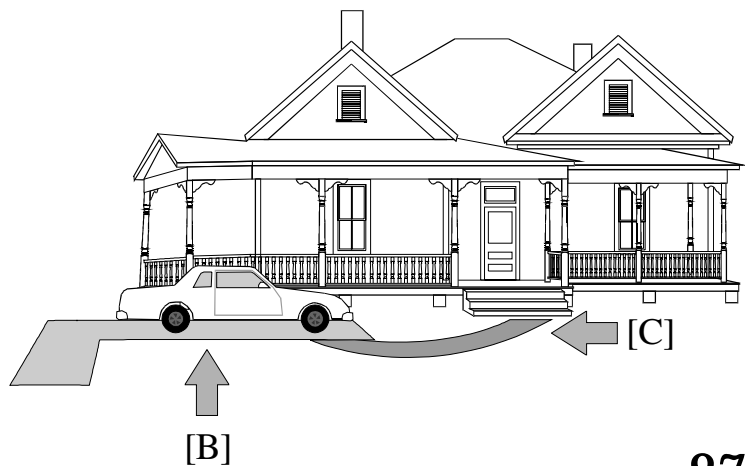
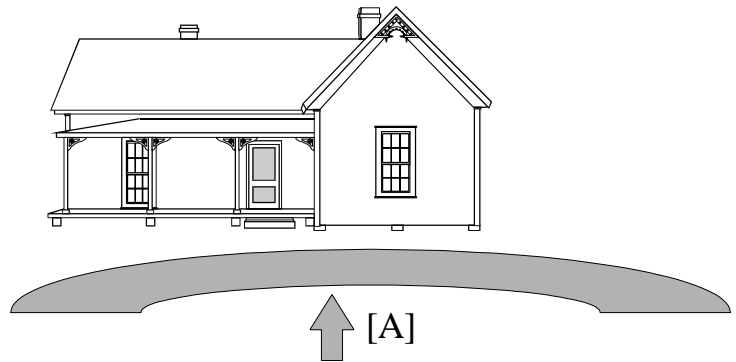
- * Removing an existing walk or drive.
- * Constructing a new walk or drive.
- * Changing the paving material for an existing walk or drive.
- * Extending an existing walk or drive.
- * Adding parking areas.

Examples: Changes not requiring a COA

- * Resurfacing an existing walk, drive or parking area with the same material.

Common Mistakes

- ▶ *Using asphalt or brick for driveways.*
- ▶ *Using circular drives where none existed historically. [A]*
- ▶ *Placing parking in front of the facade line of the house. [B]*
- ▶ *Constructing walks that lead only to the drive rather than the street or public sidewalk. [C]*



SITE & SETTING

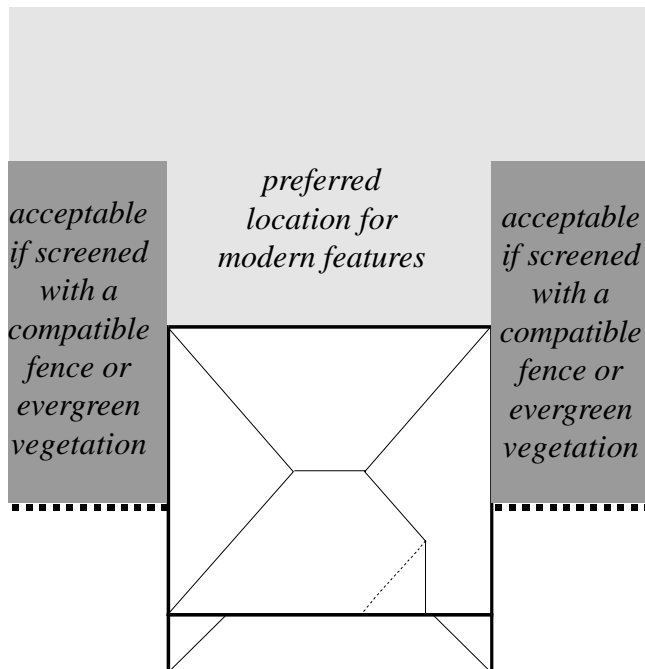
MODERN FEATURES

Modern features refers to mechanical systems, lighting, and recreational equipment not available in the past but now part of everyday life.

GOAL:

The primary goal is to integrate modern features while limiting the negative impact to the historic district.

Actions to achieve the goal:



- Mechanical systems and recreational structures such as pools or play equipment are best placed toward the rear of the property as unobtrusively as possible.
- Mechanical systems within the public view should be screened with evergreen vegetation or appropriate fencing.
- Modern decks are permitted at the rear of the house.
- New porch lighting should:
 - a) use traditional designs appropriate to the age and character of the house, or
 - b) use modern fixtures placed inconspicuously.

Glossary terms:

Evergreen vegetation: p. 20

Facade line: p. 20

Public view: p. 21

Examples: Changes requiring a COA

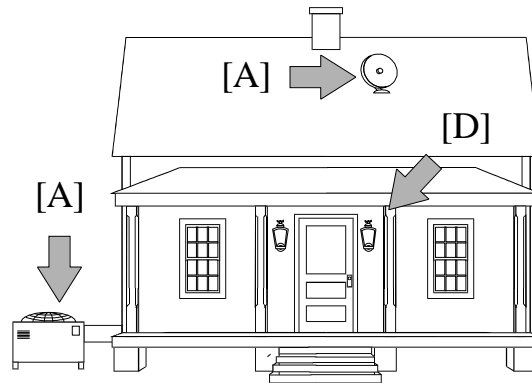
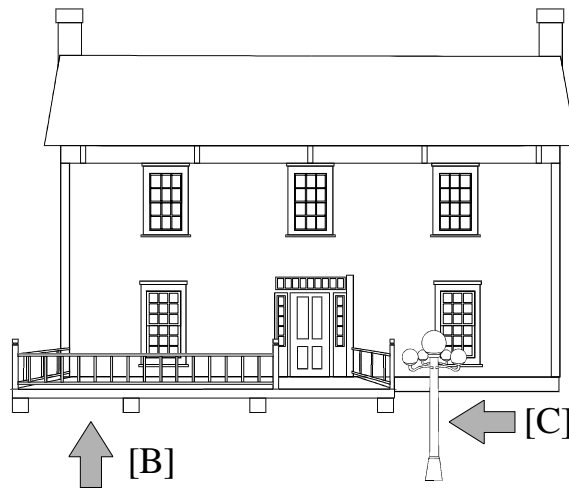
- * Placing exterior mechanical systems such as satellite dishes or air-conditioning units.
- * Constructing a deck or pool.
- * Constructing a semipermanent play structure.
- * Adding exterior lighting including porch lights.

Examples: Changes not requiring a COA

- * Interior changes to mechanical systems.
- * Planting vegetative screening around existing mechanical systems.
- * Temporary event lighting or tenting.
- * Placing mailboxes.

Common Mistakes

- ▶ *Placing mechanical systems or recreational equipment to the front of the property. [A]*
- ▶ *Placing a modern deck on the facade or side elevation of a house. [B]*
- ▶ *Not screening side yard placements from the public view.*
- ▶ *Using “Victorian” street lights in a residential area. [C]*
- ▶ *Using colonial carriage lamps for porch lighting. [D]*



SITE & SETTING

OUTBUILDINGS

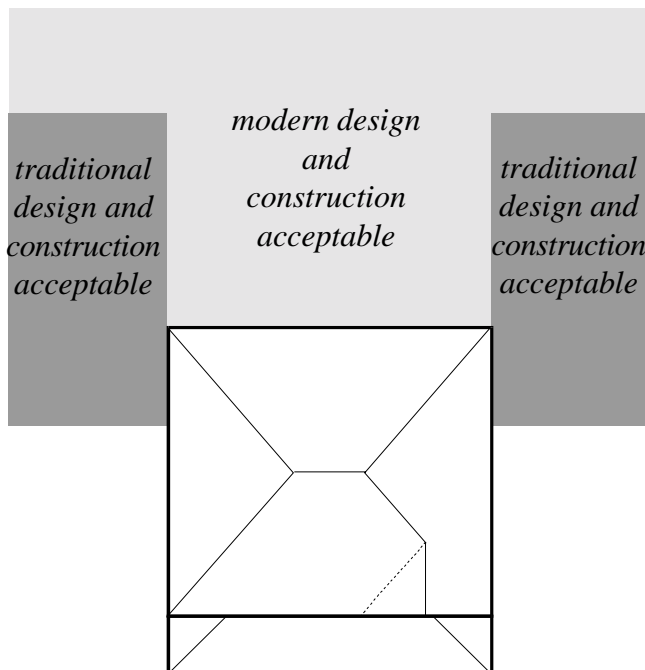
Outbuildings refers to historic and modern structures secondary to the main structure on the property.

GOAL:

The primary goal is to preserve historic outbuildings and to pattern new outbuildings after historic examples.

Actions to achieve the goal:

- Historic outbuildings should be preserved and maintained.
- Rehabilitation of historic outbuildings should be consistent with the rehabilitation guidelines for houses with regard to foundations, materials, details, windows, doors, and roofs.
- New outbuildings should:
 - a) use traditional placement, generally well behind the facade line of the house,
 - b) should not be attached to the house,
 - c) should not be out of scale with the house, and
 - d) should use materials and design compatible with the house when within the public view.



Glossary terms:

Facade line: p. 20

Public view: p. 21

Routine maintenance: p. 21

Examples: Changes requiring a COA

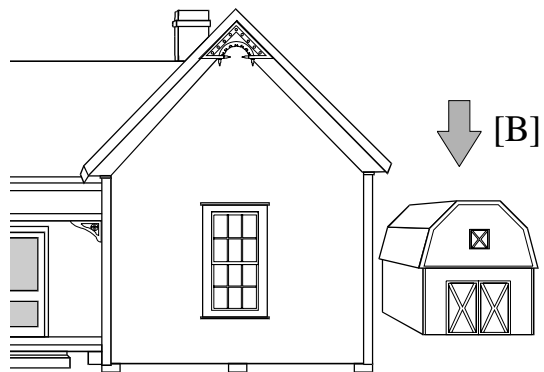
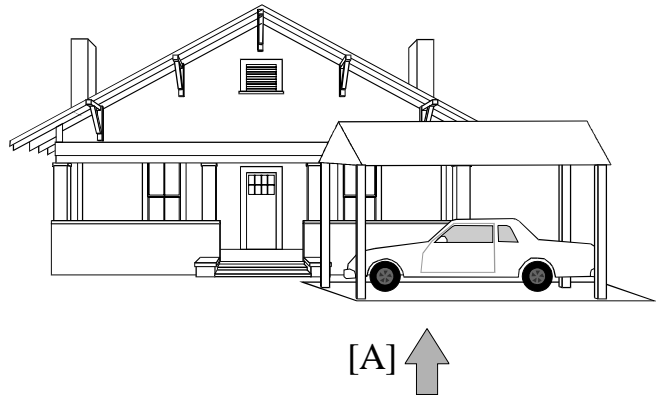
- * Demolition of an outbuilding.
- * Construction of garage or carport.
- * Construction of a storage shed.
- * Construction of any other type of outbuilding.
- * Adding to an outbuilding.
- * Relocation of an outbuilding.

Examples: Changes not requiring a COA

- * Painting an outbuilding.
- * Reroofing an outbuilding.
- * Routine maintenance to an outbuilding.

Common Mistakes

- ▶ *Placing outbuildings at the front of the property. [A]*
- ▶ *Attaching carports to the house.*
- ▶ *Constructing outbuildings of an incompatible design when within the public view. [B]*
- ▶ *Using modern materials when the outbuilding is within the public view.*
- ▶ *Constructing outbuildings of an inappropriate scale.*



SITE & SETTING **SIGNS**

Signs refers to permanent signs for home businesses, special use businesses in residential areas, or businesses in homes now zoned nonresidential.

GOAL:

The primary goal is to create signs which both inform the public and compliment the property where they are located.

Actions to achieve the goal:

- ◆ Signs must conform to the City of Monticello sign ordinance.
- ◆ Signs should:
 - a) be limited in number to the minimum necessary for identification purposes,
 - b) be of a scale appropriate to the house and the district,
 - c) be painted wood or metal,
 - d) have little ornament or use ornament similar to the style of the house, and
 - f) not be attached to roofs, painted on the building, or cover architectural details.



Glossary terms:

Facade line: p. 20

Public view: p. 21

Routine maintenance: p. 21

Examples: Changes requiring a COA

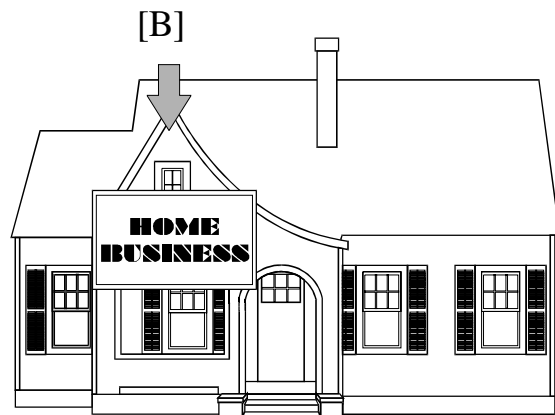
* Placing a sign in the yard or on the building.

Examples: Changes not requiring a COA

* Placing temporary signs such as yard sale, political, or real estate signs.

Common Mistakes

- ▶ *Using internally lit signs.*
- ▶ *Using inappropriately large signs. [B]*
- ▶ *Using signs with a colonial motif. [A]*
- ▶ *Covering architectural details such as porch railings. [B]*



SITE & SETTING ACCESS

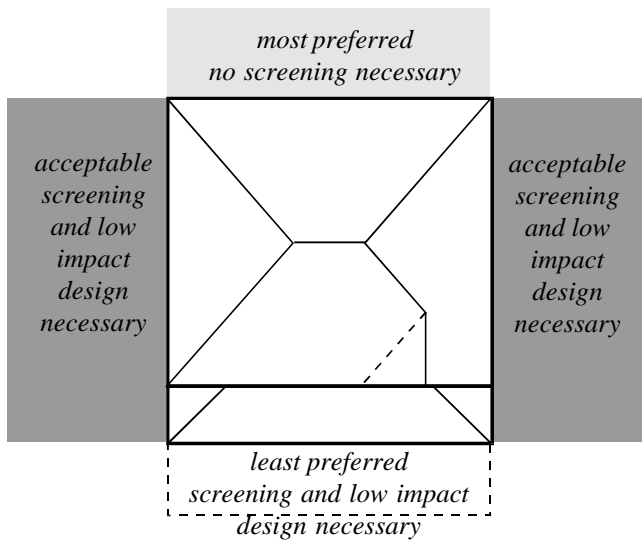
Access refers to changes required by safety codes, fire codes, the Americans with Disabilities Act, or owners' special access needs.

GOAL:

The primary goal is to provide barrier free access and code required egress while preserving the historic character of the building.

Actions to achieve the goal:

- Place ramps and other access aids as unobtrusively as possible while still providing convenient access to users.
- Use materials which create the least visual impact.
- Place fire escapes on side or rear elevations.
- Screen access changes with vegetation.
- Limit the removal of historic material.
- Make changes reversible.



Glossary terms:

Barrier free access: p. 20

Elevation: p. 20

Facade: p. 20

Public view: p. 21

Reversible: p. 21

Examples: Changes requiring a COA

- * Constructing a wheelchair ramp.
- * Constructing a fire escape.
- * Constructing an exterior elevator.

Examples: Changes not requiring a COA

- * Interior modifications for accessibility.
- * Minor alterations of thresholds for accessibility.

Common Mistakes

- ▶ *Replacing or covering front steps with a ramp.* [B]
- ▶ *Adding a fire escape to the facade.* [A]
- ▶ *Altering the symmetry of a building.*
- ▶ *Not screening access features within the public view.*

