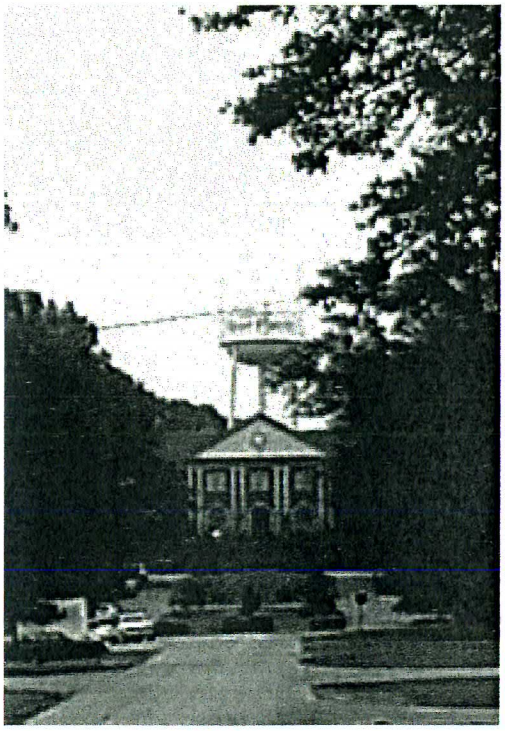
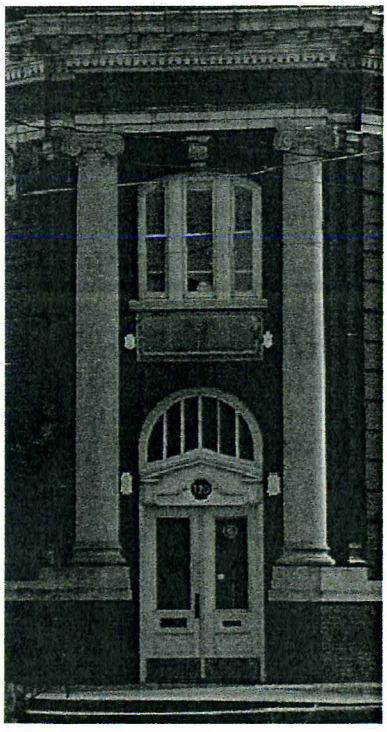
West Point
Design Guidelines





THE JAEGER COMPANY

West Point Historic Preservation Commission, West Point, Georgia

West Point

DESIGN GUIDELINES

West Point Historic Preservation Commission
West Point, Georgia

The Jaeger Company
May 2003

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West Point Design Guidelines
West Point, Georgia

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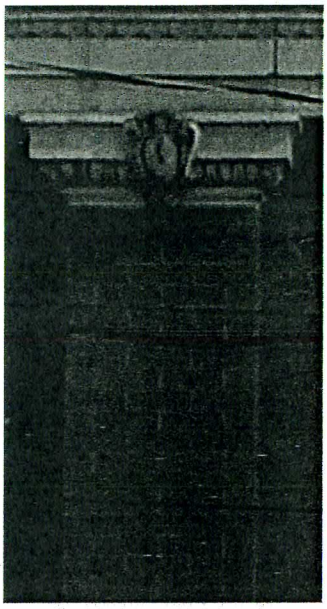
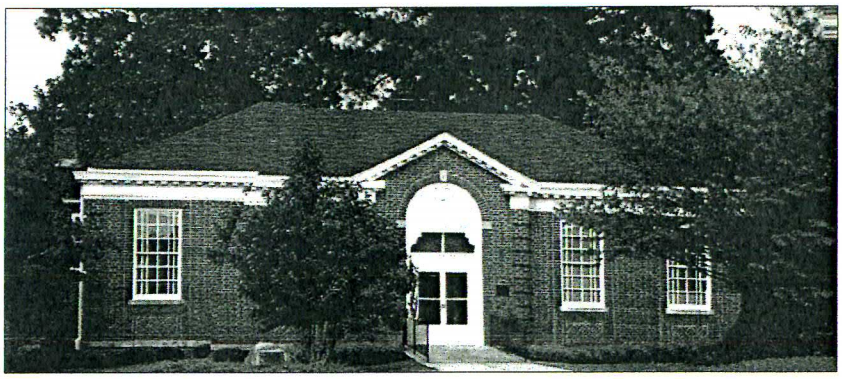
SECTION 1 Introduction to Design Guidelines and Design Review



Section Highlights

- Design Guideline Sections
- Dos & Don'ts of Design Guidelines
- West Point's Historic Preservation Ordinance
- Design Review Process
- Design Review Process Flow Chart
- Secretary of the Interior's *Standards for Rehabilitation*



This manual provides design guidelines for rehabilitation and new construction projects within the West Point Local Historic District. It also provides an overview of the design review process.

The following design guidelines have been written to aid the West Point Historic Preservation Commission in evaluating proposed material changes in appearance to properties located in the designated West Point Historic District. (See *Historic District Map* in Section Two.) Property owners within the historic district will find the guidelines helpful in making decisions about proposed rehabilitation and new construction projects that are sensitive to the historic character of the district.

The guidelines should be viewed as guiding principles that, when followed, will result in sound historic preservation practices and help maintain the unique identity enjoyed by residents of West Point.

Design Guidelines Sections

This Design Guidelines manual is divided into the following sections:

1. **Introduction to Design Guidelines and Design Review** provides information on design guidelines, the West Point design review process, the local historic preservation ordinance, and the Secretary of the Interior's *Standards for Rehabilitation*.

2. **Historic Resources of West Point** provides a brief summary of the history of the community and provides information on the architectural resources in the historic district.

3. **Residential Design Guidelines** provides specific guidelines for residential rehabilitation projects.

4. **Commercial and Institutional Design Guidelines** provides specific guidelines for commercial and institutional rehabilitation projects.

5. **Landscape Design Guidelines** provides guidelines aimed at preserving and enhancing historic landscape resources.

6. **Demolition and Undue Hardship Guidelines** provides specific guidelines for granting demolition and determining when Undue Hardship applies to a Certificate of Appropriateness application.

The **Appendix** contains:
(1) West Point Historic Preservation Ordinance
(2) Sources for Maintenance and Resource Rehabilitation
(3) Glossary of Terms

Dos & Don'ts of Design Guidelines

Design Guidelines are used to evaluate the appropriateness of exterior material changes in appearance to properties within the locally designated historic district. The ultimate goal of the Design Guidelines Manual is to protect the physical and visual qualities of the historic properties within the district as well as the overall historic character of the district, both of which reflect the history and heritage of the community.

Design Guidelines are only concerned with changes to the **exterior** appearance of historic properties and do not affect the interior appearance or the use of a property. In some cases, design guidelines are also used to evaluate proposed changes to the historic landscape and streetscape character. When a property owner proposes changes that would alter the exterior appearance of his/her property, the owner is required to file an **Application for a Certificate of Appropriateness** to obtain permission to make those changes. The Historic Preservation Commission reviews these proposed changes but does not comment on the proposed use of the property. Use of a property is regulated through the zoning ordinance and building and development codes.

Design Guidelines Do:

✓ protect the historic character and integrity of the district

✓ provide guidance to design professionals and property owners undertaking construction in the district

✓ identify important review concerns and recommend appropriate design approaches

✓ provide an objective basis for review, assuring consistency and fairness

✓ increase public awareness of the district and its significant characteristics

Design Guidelines <u>Do Not</u>:

✗ limit growth or development within the district

✗ apply to routine maintenance or to work which does not visibly affect the district, such as interiors

✗ dictate stylistic design approaches which are based on individual preference

✗ restrict creative design solutions

West Point's Historic Preservation Ordinance

The West Point Historic Preservation Ordinance (Article II, Section II, Division 2) was adopted by the Mayor and Aldermen on April 1, 1991 and amended on October 16, 2000. The Historic Preservation Ordinance established the West Point Historic Commission consisting of 5 members each serving 3 year terms. The Commission holds regularly scheduled monthly meetings open to the public on the 1st Wednesday of each month at 1 PM at City Hall.

The Design Review Process

Design Review is the process by which the Historic Preservation Commission reviews proposed material changes in appearance for properties within a historic district and issues or denies Certificates of Appropriateness (COA). An approved COA allows the proposed changes to take place.

Any property owner or occupant wishing to make a material change in appearance to any building, structure, or site within the West Point Historic District must submit an application to the Historic Preservation Commission for a Certificate of Appropriateness. Demolition, relocation, and new construction also require a Certificate of Appropriateness.

For a summary of the design review process see the Flowchart on page 1-6.

Step 1. Determine Whether a Certificate of Appropriateness is Needed

A Certificate of Appropriateness (COA) is required before a building permit can be issued for any exterior **material change in appearance** to a designated historic property. A Certificate of Appropriateness is required for, but is not limited to, any of the following activities:

1. Reconstruction or alteration of the size, shape, or facade of a designated property, including the relocation of any doors or windows; or removal or alteration of any architectural features, details, or elements;

2. Demolition or relocation of a historic property;

3. Commencement of excavation for construction purposes;

4. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps, parking areas, or other appurtenant features.

5. Ordinary maintenance or repair of any exterior architectural or environmental feature in or on a historic property to correct deterioration, decay or damage, or to sustain the existing form, and that does not involve a material change in design, material or outer appearance, does not require a Certificate of Appropriateness.

Step 2. Submit an Application for a Certificate of Appropriateness

A completed application for a Certificate of Appropriateness should be accompanied by plans and other information necessary to determine the appropriateness of features to be reviewed.

Step 3. Historic Preservation Commission Reviews the Application

An application for a Certificate of Appropriateness will be reviewed by the Historic Preservation Commission. All meetings are open to the public and any and all interested parties may attend the meeting.

The applicant and affected property owners will be given an opportunity to address the Commission at the meeting at which the application is presented.

Step 4. Rules of Procedure – Certificate of Appropriateness Issued

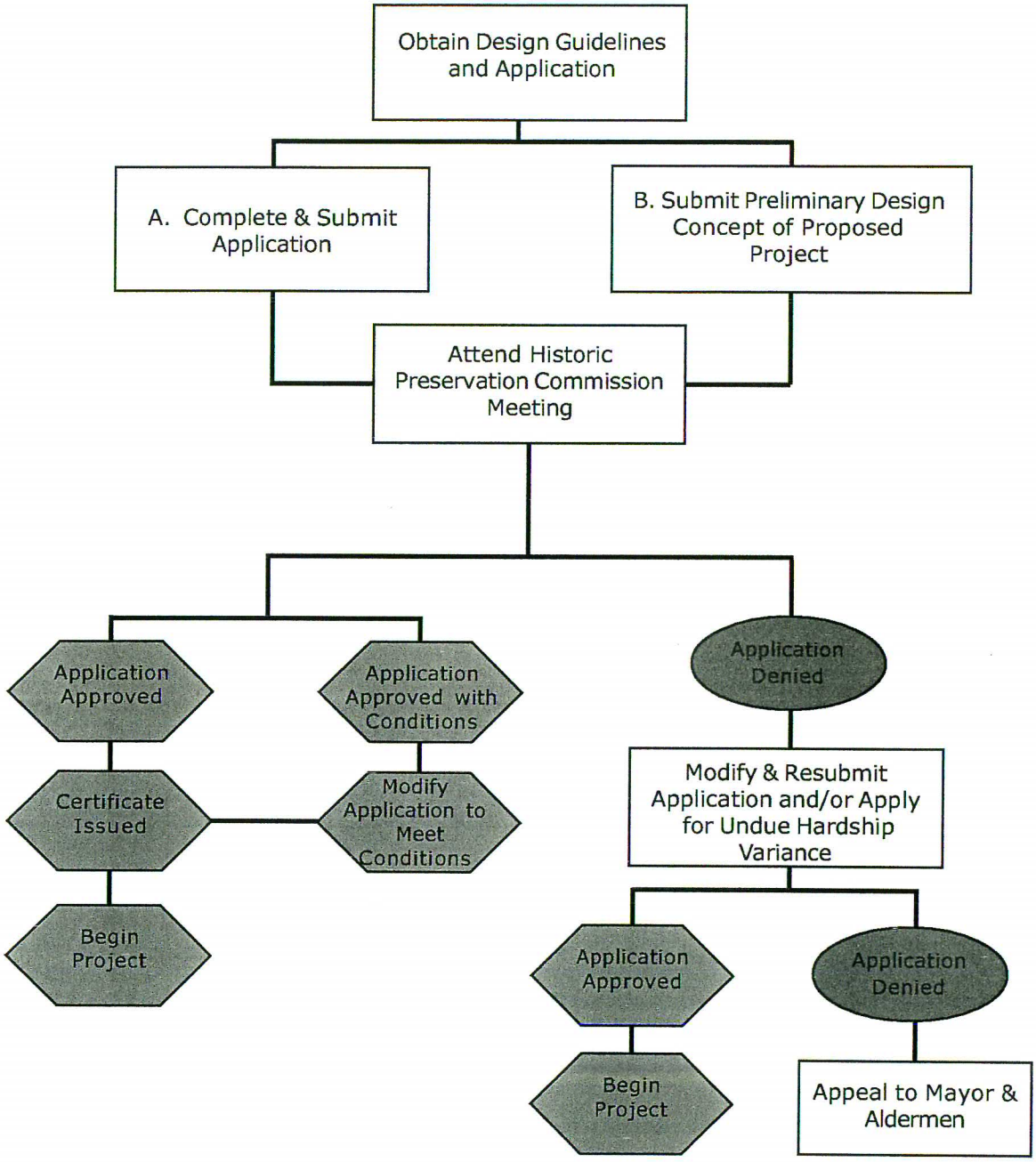
The Historic Preservation Commission will approve, approve with modifications, or deny an application within forty-five (45) days after it has been filed. Failure of the Commission to act within this time period will constitute approval.

If an application is **approved** or **approved with modifications** a Certificate of Appropriateness is issued to the applicant. A copy of the Certificate will be forwarded to the Zoning Administrator, who is responsible for enforcement.

If an application is **rejected**, the Commission will notify the applicant in writing of their decision and state the reasons for the denial.

An applicant adversely affected by a decision made by the Historic Preservation Commission relative either to the approval or denial of a Certificate of Appropriateness may appeal the decision to the Mayor and Aldermen within fifteen (15) days after issuance of the determination. Appeals from the decision of the Mayor and Alderman may be taken to the Superior Court, Sixth Judicial Administrative District, in the manner provided by law for appeals form conviction for West Point ordinance violations.

Design Review Process Flowchart



Secretary of the Interior's *Standards for Rehabilitation*

The U.S. Secretary of the Interior's *Standards for Historic Preservation Projects* were initially developed for use in evaluating the appropriateness of work proposed for properties listed in the National Register of Historic Places. Revised in 1990, the U.S. Secretary's *Standards for Rehabilitation* are considered the basis of sound preservation practices. They allow buildings to be changed to meet contemporary needs while ensuring that those features that make buildings historically and architecturally distinctive are preserved. They have meaningful application to virtually every type of project involving historic resources and are the basis of the West Point Design Guidelines.

The Secretary's *Standards for Rehabilitation* provide the framework for these design guidelines and will be used by the Historic Preservation Commission in reviewing applications for Certificates of Appropriateness in cases where proposed changes do not fit the design guidelines. These standards are:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

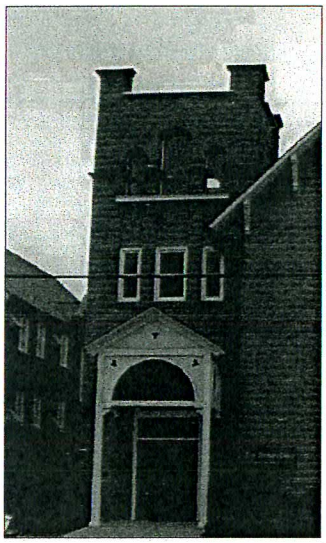
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

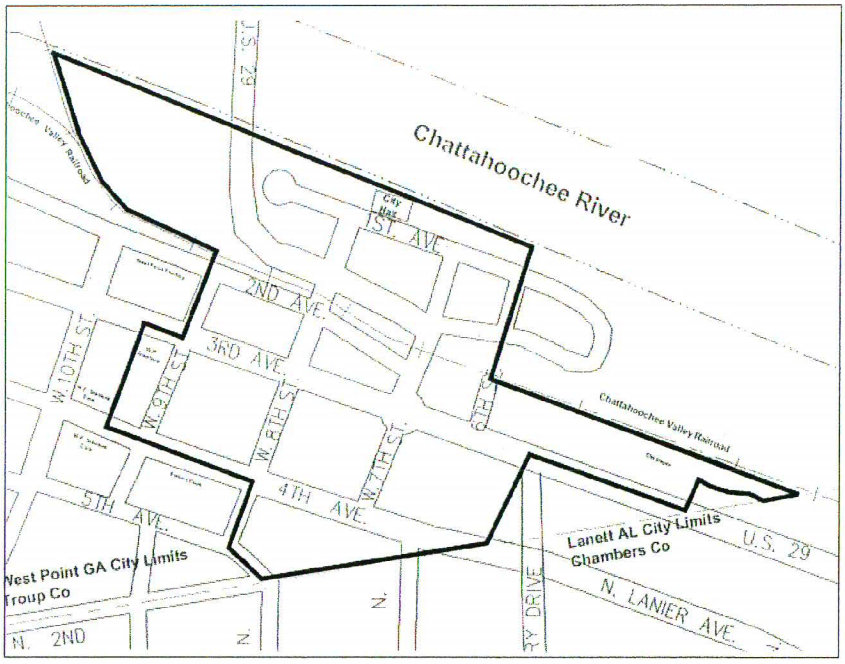
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

SECTION 2 Historic Resources of West Point



Section Highlights

- 2.1 History of West Point
- 2.2 Defining: Architectural Style and Building Type, High Style and Vernacular
- 2.3 Commercial Building Types
- 2.4 Commercial Building Styles
- 2.5 Residential Building Types
- 2.6 Residential Building Styles
- 2.7 Institutional Buildings



City of West Point Commercial Historic District

A majority of the architectural resources located in West Point date from the mid-nineteenth century through the mid-twentieth century. This section begins with a brief developmental history of the city that is followed by an illustrated guide to architectural styles and building types found in West Point. A general understanding of these historic resources and their character-defining features will be helpful to anyone considering a rehabilitation or new construction project that the Historic Preservation Commission will review.

Historic Resources of West Point

2.1 History of West Point

2.2 Defining: Architectural Style and Building Type
High Style vs. Vernacular

2.3 Commercial Building Types
2.3.1 One Part Commercial
2.3.2 Two Part Commercial

2.4 Commercial Building Styles
2.4.1 Beaux-Arts Classicism
2.4.2 Colonial Revival
2.4.3 Folk Victorian
2.4.4 Italianate

2.5 Residential Building Types
2.5.1 Bungalow
2.5.2 Central Hallway
2.5.3 Gabled Ell Cottage/House
2.5.4 Georgian Cottage
2.5.5 New South Cottage/House
2.5.6 Queen Anne Cottage/House
2.5.7 Saddlebag
2.5.8 Shotgun

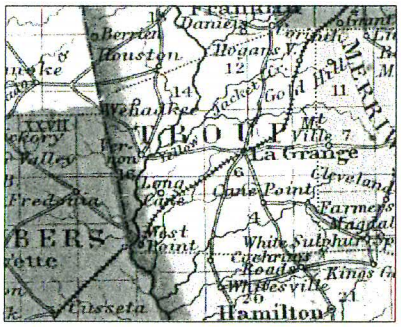
2.6 Residential Building Styles
2.6.1 Colonial Revival
2.6.2 Classical Revival
2.6.3 Craftsman
2.6.4 English Vernacular Revival
2.6.5 Folk Victorian
2.6.6 Gothic Revival
2.6.7 Greek Revival
2.6.8 International
2.6.9 Minimal Traditional
2.6.10 Prairie

2.7 Institutional Buildings

2.1 History of West Point

Located in West Central Georgia, the City of West Point is situated just east of the Georgia-Alabama border in Troup and Harris Counties. Established as a trading post in 1828, just three years after the creation of Troup County in 1825, West Point was initially named Franklin. Incorporated as a town in 1831, the name was officially changed to West Point in 1832, so as not to be confused with another Franklin in nearby Heard County.

As a result of growth, the corporate limits were reestablished in 1835. The town thrived, partly because of barge traffic on the river and wagon traffic crossing the Chattahoochee River, first on a ferry, then on a covered toll bridge completed in 1839. The arrival of the Montgomery & West Point Railroad in 1851 and of the Atlanta and LaGrange Railroad in 1854 continued to allow the town to prosper. In 1854, the town officially became the City of West Point and elected a mayor and four aldermen. By the outbreak of the Civil War in 1861, the city was an important rail, warehousing, and commercial center in the region.



Troup County, 1863

The Battle of West Point occurred on April 16, 1865. Fort Tyler had been constructed two years earlier to protect the bridges spanning the Chattahoochee River. Federal troops took the earthwork fort and destroyed locomotives and burned numerous railroad cars before moving on to LaGrange.

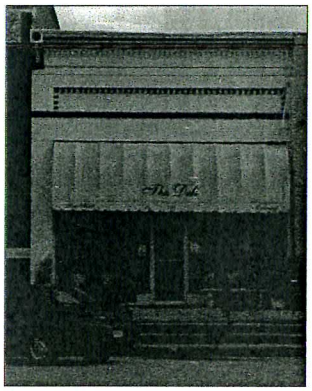
After the Civil War, the local interest in cotton textile manufacturing was revived. In 1866 the Chattahoochee Manufacturing Company was established, from which the West Point Manufacturing Company (now WestPoint Stevens) would grow out of in 1880. In the 1880s, several prominent buildings were constructed on Gilmer Street in the downtown and included the Opera House, W. H. Huguley & Company, and Heyman, Merz, & Company.

Floods threatened the city repeatedly, with the flood of 1919 being exceptionally damaging. A tornado ravaged the downtown in 1920, causing extensive damage to several buildings. The third story of the Opera House was destroyed completely and never rebuilt. Despite these natural disasters, West Point continued to grow well into the Twentieth Century. The West Point Dam, completed in 1974, now prevents severe flooding and resulted in the creation of a 25,000 acre lake.

2.3 Commercial Building Types

2.3.1 One Part Commercial Block (1840s-1950s)

- one story
- front facade consists of a store front with a cornice
- storefront contains large display windows and a prominent entrance
- storefront facades range from plain to ornamented



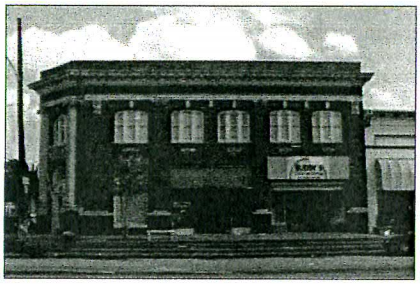
2.3.2 Two Part Commercial Block (1840s-1950s)

- most common commercial facade
- two to four stories in height and divided into two distinct parts—storefront and upper floors
- ground level storefronts house public spaces such as a store or restaurant and are separated from the upper floors by a cornice
- upper floors house more private spaces such as apartments or offices, marked by a row of windows

2.4 Commercial Building Styles

2.4.1 Beaux-Arts Classicism (1885-1930s)

- walls of smooth masonry, with first story rusticated
- symmetrical facade
- decorative wall surfaces often with arched windows and paired columns or pilasters



2.4.2 Colonial Revival (1890s-1950s)

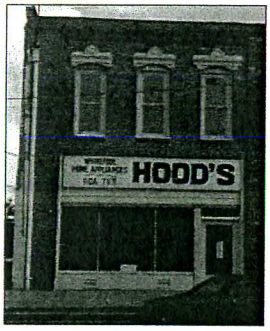
- revival of the interest in the architectural heritage of the Colonial and early Federal periods in American history
- accentuated front door, often with fanlights and sidelights
- decorative pediment supported by slender columns that creates an entry porch
- front facade is almost always symmetrical

2.4.3 Folk Victorian (1880s-1930s)

- most common style for simple, functional commercial buildings
- brick facade with minimal detailing such as a recessed signboard area
- often attached to other buildings
- corbeled brick cornice

2.4.4 Italianate (1845-1910s)

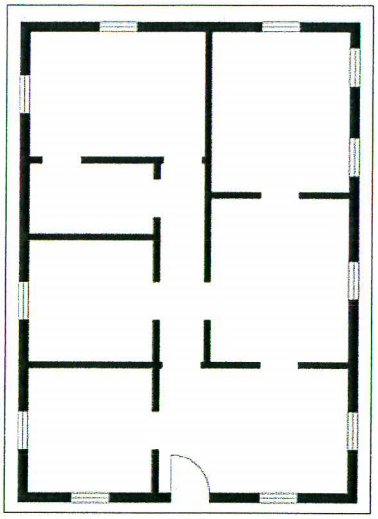
- projecting roof cornice, often with corbeled brickwork or decorative brackets
- tall narrow windows with decorative window hoods
- segmentally arched window openings are common
- often has a cast-iron storefront



2.5 Residential Building Types

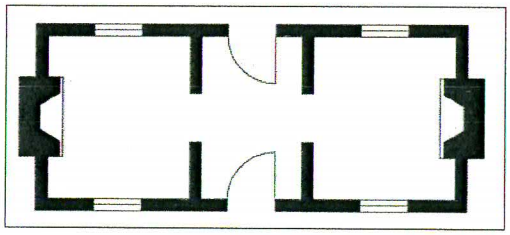
2.5.1 Bungalow (1900s-1930s)

- 1 to 1 ½ stories
- overall rectangular in shape
- low-pitched roof with wide overhang
- subtypes based on roof shape: front gable, side gable, hip, and cross gable



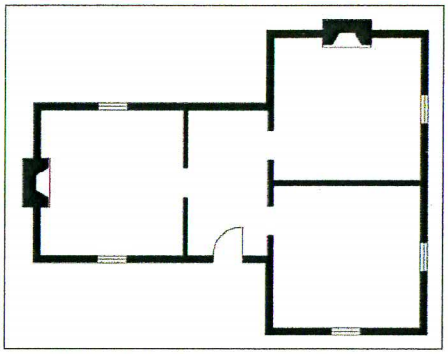
2.5.2 Central Hallway (1840s-1900s)

- symmetrical front, usually with chimneys at each end
- consists of two rooms with a hallway between
- one room deep



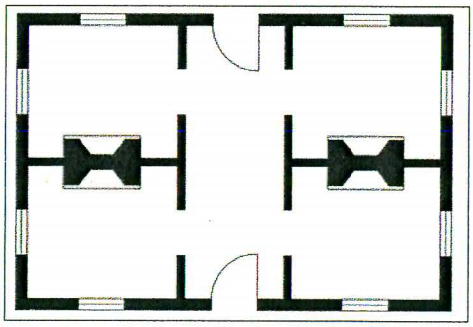
2.5.3 Gabled Ell Cottage & House (1875-1915)

- L or T shaped in plan
- gable front at one end
- recessed wing with entrance that is parallel to the front facade



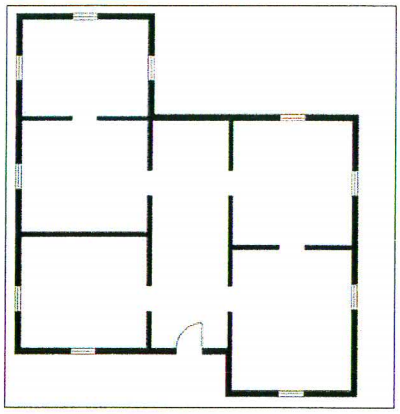
2.5.4 Georgian Cottage (1850s-1900s)

- square or nearly square in plan
- symmetrical front facade with central hallway flanked by two rooms on either side
- hipped or gabled roof



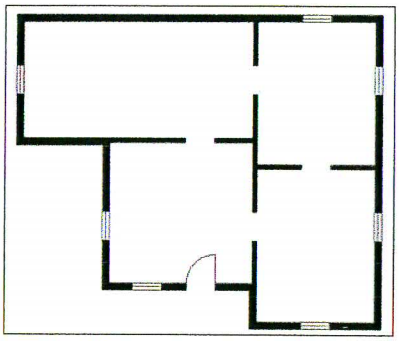
2.5.5 New South Cottage & House (1890s-1920s)

- square main mass, usually with a hipped roof and gabled projections
- central hallway plan emphasizes symmetry, with one or both of the side rooms projecting forward
- a pair of gables, either over projecting rooms, or flush with the wall of the main mass, frequently adds to the asymmetrical look of this type



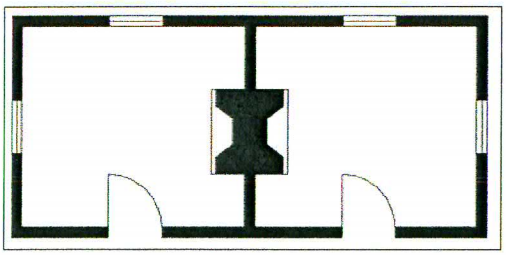
2.5.6 Queen Anne Cottage & House (1880s-1890s)

- square main mass with a hipped or pyramidal roof
- projecting gables facing both the front and side
- interior rooms are arranged in an asymmetrical plan with no central hallway



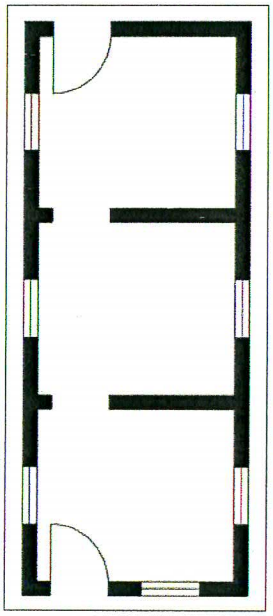
2.5.7 Saddlebag (1880s-1930s)

- central chimney in gabled roof, flanked by one room on either side
- can have either one central exterior door, or two doors leading into each room



2.5.8 Shotgun (1880s-1930s)

- one room wide, two or more rooms deep
- front gabled roof



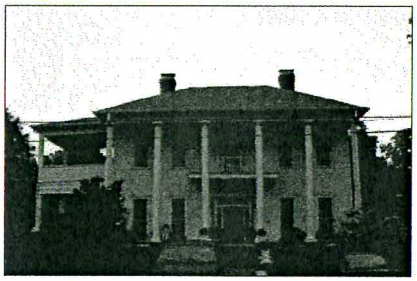
2.6 Residential Building Styles

2.6.1 Colonial Revival (1890s-1950s)

- revival of the interest in the architectural heritage of the Colonial and early Federal periods in American history
- accentuated front door, often with fanlights and sidelights
- decorative pediment supported by slender columns that creates an entry porch
- front facade is almost always symmetrical

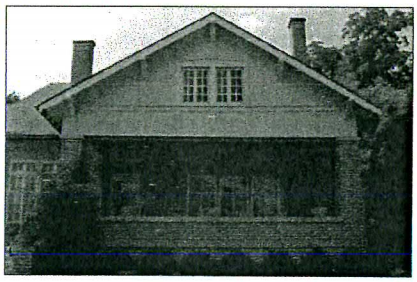
2.6.2 Classical Revival (1770s-1850s)

- entry porch dominates front facade
- triangular pediment supported by four columns
- front facade is symmetrical, typically with five bays
- a prominent fanlight over the main entry door is common



2.6.3 Craftsman (1910s-1930s)

- low pitched roof with wide overhanging eaves and exposed roof rafters
- decorative brackets or braces commonly added under gables
- full- or partial- width porch with roof supported by tapered square columns
- use of decorative woodwork, masonry, and stone that reflects building material craftsmanship is common



2.6.4 English Vernacular Revival (1920s-1940s)

- asymmetrical front facade with steeply pitched roofs
- massive chimney, sometimes ornamented with decorative/chimney pots
- round arched entryway is common
- brick masonry is the usual exterior material, often with stone or half-timbering accents
- Also known as English Tudor Revival

2.6.5 Folk Victorian (1880s-1910s)

- simple house with some amount of Victorian-era ornamentation
- decorative spindles or scrollwork on the porch
- cornice-line brackets under gable eaves are common

2.6.6 Gothic Revival (1840s-1880s)

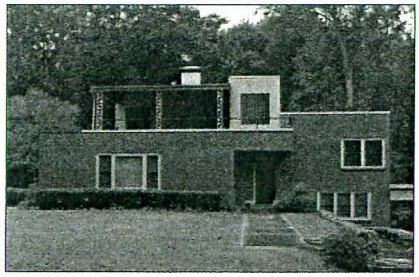
- steeply pitched roof, usually with steeply crossed gables
- decorative scroll sawn woodwork on gable ends and porch
- lancet (pointed) arch windows and drip molding over windows are common

2.6.7 Greek Revival (1830s-1865)

- low pitched gabled or hipped roof
- cornice lines emphasized with wide, divided band of trim (entablature)
- entry porch is supported by square or round prominent columns
- front facades are usually symmetrical and features an entrance with sidelights and a transom light over the door

2.6.8 International (1925-1950s)

- flat roof
- asymmetrical facade, usually with smooth, unornamented wall surfaces
- no decorative detailing at doors or windows



2.6.9 Minimal Traditional (1935-1950s)

- low or intermediate pitched roof with close eaves
- usually there is a large chimney and at least one front-facing gable
- use of a variety of exterior materials almost always one story

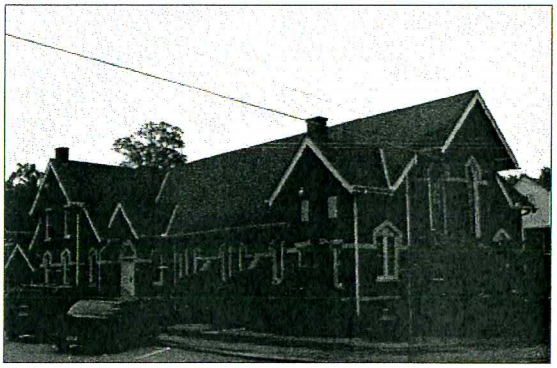
2.6.10 Prairie School (1900s-1920s)

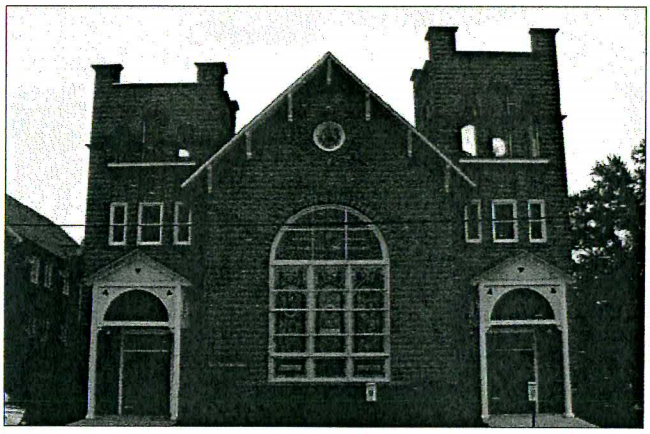
- low-pitched roof with wide, overhanging eaves
- two stories, with one story wings or porches
- facade detailing emphasizes horizontal lines
- massive square porch piers

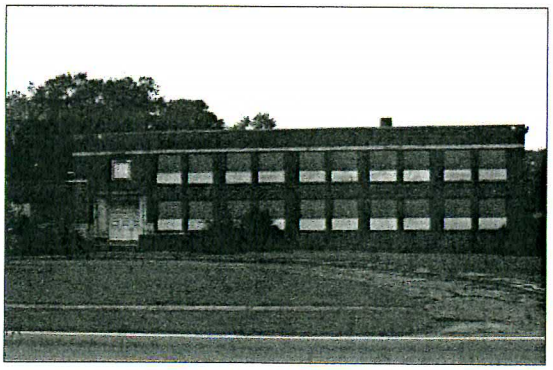
2.7 Institutional Buildings

2.7 Institutional Buildings

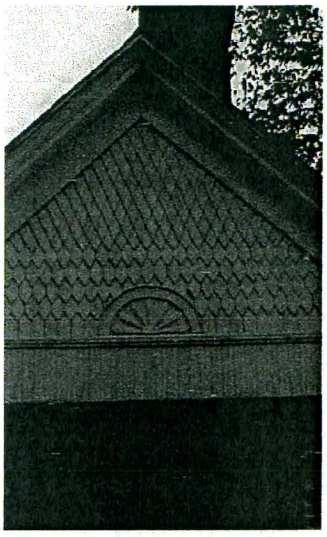
- freestanding
- housed educational, religious, or community facilities
- variety of styles, building type is not consistent







SECTION 3 Residential Design Guidelines



Section Highlights

- 3.1 Exterior Materials
- 3.2 Architectural Details
- 3.3 Entrances and Porches
- 3.4 Windows
- 3.5 Roofs, Chimneys, and Dormers
- 3.6 Foundations
- 3.7 Mechanical Systems
- 3.8 Accessory Buildings
- 3.9 Additions
- 3.10 Adaptive Reuse
- 3.11 Handicap Accessibility Issues
- 3.12 Fire Code Issues
- 3.13 New Residential Construction

The following are design guidelines tailored for the historic residential properties in West Point. These guidelines will assist property owners in making informed decisions when planning and carrying out repair and rehabilitation projects and will offer technical information regarding historic materials and appropriate rehabilitation methods.

The first part of this section lists the guidelines in numerical order for quick review. Additional information and photos for interpreting the residential guidelines follow the numerical listing.

Any property owner or occupant wishing to make an exterior alteration to any building, structure, or site within a locally-designated residential historic district must make an application to the Historic Preservation Commission (HPC) for a Certificate of Appropriateness (COA). Demolition, relocation, or new construction in the district also requires a COA. The HPC reviews each request as a unique case and bases its decision on the design guidelines and the circumstances surrounding the property such as its condition, age, and significance. Properties that do not currently meet the design guidelines will be required to conform to the guidelines when changes, replacements, repairs, or new construction occurs.

These guidelines are based on the Secretary of the Interior's *Standards for the Rehabilitation of Historic Buildings* which should be referred to in instances that do not fit the West Point Residential Design Guidelines.

Residential Design Guidelines in Numerical Order

3.1 Exterior Materials

3.1.1 Retain original exterior materials and repair rather than replace damaged materials whenever possible.

3.1.2 When replacement is necessary, replace only deteriorated materials that match the original material in size, shape, profile, texture, and type.

3.1.3 The application of non-historic exterior siding such as brick veneers, asphalt shingle siding, exterior insulating finishing systems (imitation stucco), and cementitious, aluminum, or vinyl siding over historic materials is strongly discouraged.

3.1.4 When historic exterior materials have deteriorated to the point that repair is no longer feasible, the use of substitute materials must meet one of the following circumstances: a) the unavailability of similar historic materials; b) the unavailability of skilled craftsmen; c) inherent flaws in the original materials; d) code-required changes.

3.1.5 If the use of substitute materials is warranted (see 3.1.4), the new material must be; a) compatible with the original historic material in appearance; b) its physical properties must be similar to those of the historic material; or be installed in a manner that tolerates differences; c) it must meet similar performance expectations as those of the original historic material; d) the application of new siding will not obscure architectural details

3.1.6 Paint removal and repainting should be done using appropriate techniques that do not damage the historic material.

3.1.7 Exterior materials that have never been painted should remain unpainted.

3.1.8 Avoid cleaning methods that damage original materials, such as sandblasting or harsh chemical treatments. Pressure washing with water should not exceed 1000 psi. Tests should be conducted before using any cleaning methods on historic materials.

3.1.9 When repair or replacement of new mortar is needed, the new mortar should duplicate the old in strength, composition, color, texture, and mortar joint width. A high content of Portland cement should not be used in repointing historic masonry joints.

3.1.10 Stucco facing should be repaired with a stucco mixture that comes very close to duplicating the original material in both appearance and texture.

3.2 Architectural Details

3.2.1 Architectural details are essential to a building's style and should be retained.

3.2.2 The application of details that are inappropriate to the period or style of a house is strongly discouraged.

3.2.3 Repair rather than replace damaged architectural elements when possible.

3.2.4 Historic details that have been lost or are beyond repair may be replaced, provided that the replacement details are of compatible design in scale, size, and material and documented by historical evidence.

3.2.5 Balconies should not be added to the front facade of a building unless there is documentation of a historic balcony. The new balcony should replicate the historic balcony in design. In cases where the historic balcony design is unknown, the new balcony should be compatible with the style and period of the building.

3.2.6 The addition of decks and balconies on the rear and unobtrusive side facades is permitted and must comply with other local ordinances and codes. They should be compatible with the building's size, scale, materials, and design. They should be installed in such a manner that they can be removed without harming the original historic materials. They should not have a roof or side wall. The historic features of the building should remain visible.

3.2.7 The use of unpainted pressure treated lumber or composite materials for decks and balconies is not appropriate for the character of the historic district.

3.3 Entrances and Porches

3.3.1 Retain original porches and steps. Repair of porches should not result in the removal of original materials (such as balusters, columns, railings, brackets, and roof detailing) unless seriously deteriorated.

3.3.2 If replacement materials must be introduced on porches, the new should match the old in design, color, texture, and where possible, types. Replacement of missing features should be substantiated by documentary evidence.

3.3.3 The enclosure of front porches, side porches, and porte cocheres visible from a right-of-way is strongly discouraged.

3.3.4 Rear and side porches not visible from the right-of-way may be screened in or enclosed with glass or high-quality plexiglass in a manner that maintains the original open character of the design.

3.3.5 The addition of materials, architectural details, and light fixtures not appropriate to the period or style of the house is strongly discouraged.

3.3.6 The addition of screen and storm doors should not detract from the character of the house and should be compatible with the original door.

3.3.7 Retain original doors and their decorative surrounds. If a deteriorated door must be replaced, the new door and surround should be similar to the original in design and material.

3.3.8 Original door openings on the front facade should not be filled-in.

3.3.9 New door openings on the front facade should be avoided.

3.3.10 New entrances on rear and side facades should be compatible with the building's architectural style, details, and materials.

3.4 Windows

3.4.1 Existing windows, including window sash, glass, lintels, sills, frames, moldings, shutters, and all hardware, should be retained and repaired through routine maintenance whenever possible.

3.4.2 When deteriorated elements must be replaced, new materials should be compatible with original materials in terms of material, design, and hardware.

3.4.3 A replacement window should be sized to the original opening and should duplicate all proportions and pane configurations of the original window.

3.4.4 The addition of caulk and interior storm windows that do not detract from or damage the historic window is encouraged.

3.4.5 The addition of exterior storm windows that obscure the features of a window is strongly discouraged.

3.4.6 Original window openings should not be filled-in.

3.4.7 The addition of new windows on the front facade or visible side facades should be avoided.

3.4.8 The addition of windows on the rear facade or side facades not visible from the right-of-way should match the original windows in size, material, and pane configuration. The use of windows with snap-in grid systems is strongly discouraged. Vinyl-clad and aluminum-clad windows will be reviewed on a case-by-case basis.

3.4.9 When adding or replacing windows on the rear or side facades, a single pane double hung window is acceptable over a window with true muntins and mullions.

3.4.10 Shutters should not be added to buildings that never had them.

3.4.11 When historical documentation exists, new shutters should be appropriate to the style and period of the building in terms of material and design.

3.5 Roofs, Chimneys, and Dormers

3.5.1 Retain the original shape and pitch of the roof with original features and original materials when possible.

3.5.2 Historic roofing materials, such as clay and pressed metal, should be repaired rather than replaced. If replacement is necessary, new materials should match as closely as possible the texture, color, design, and composition of the historic roofing material.

3.5.3 No addition to a house should greatly alter the original form of the roof or render that form unrecognizable.

3.5.4 Historic roof dormers should be retained with their original windows.

3.5.5 The addition of new dormers, roof decks, balconies, or other additions are strongly discouraged on the front facade.

3.5.6 New dormers, roof decks and balconies may be permitted on the rear facade or side facades not visible from the right-of-way if they are compatible with the period, style and details of the building. They should be attached in such a way that if removed they will not damage the original material.

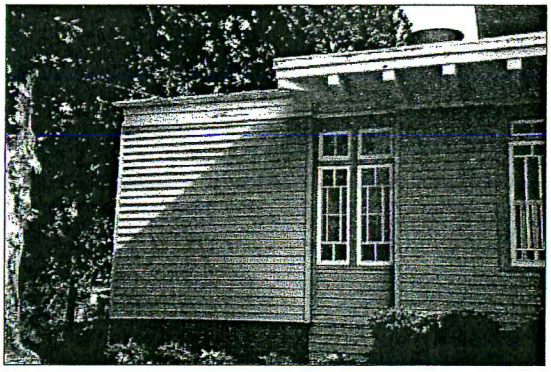
3.9 Additions (3.9.1 — 3.9.5)

Efforts should be made to recognize and maintain additions and alterations that have been made to residential buildings over the years that are of quality workmanship and illustrate the evolution of residential design. Common additions and alterations include the addition of rear porches and rooms, modernization of front porches, and the replacement of windows.

Historic residential buildings often need to be expanded, but certain guidelines should be followed in order to respect the existing architectural integrity of both the individual building and the historic district as a whole. The overall scale of the addition should not overpower the existing building. The historic roof pitch should not be compromised by the new addition.

Exterior additions expand the limits of usable space but also create a new building profile. When adding on to a historic residence, care should be taken when designing so that original materials and features are preserved to the greatest extent possible. The new addition should be differentiated from the old as well as be compatible with the massing, size, scale, and architectural features to protect the historical integrity of the property. Ideally, additions should be added in such a way that they could easily be removed in the future if so desired. For instance, the addition could be built over the existing exterior wall, preserving the exterior wall on the interior of the addition.

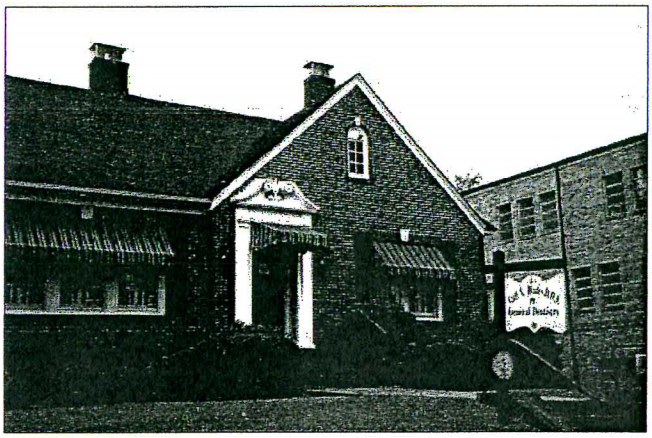
Extra space has been added to this residence by creating a full second story on the rear of the building.



This small addition to the left lacks windows and appropriate detailing that would allow it to complement the historic building.

3.10 Adaptive Reuse (3.10.1 — 3.10.5)

Historic houses may successfully accommodate new uses such as commercial enterprises, private offices, or use by governmental or non-profit agencies. New uses should only be considered if the architectural integrity of the historic exterior features are respected by the adaptation. New uses that require major facade changes such as the installation of plate glass windows would not be considered appropriate.



This former residence has been converted into a dentist's office in a manner that retains its residential character. Additionally, this sign is unobtrusive and of an appropriate scale for the residential neighborhood.

Creativity in signs designed for adaptive use of residential properties is encouraged. The design should not be overly historic, as residential areas in West Point have not been traditionally used for businesses. However, it is important that the residential character of the historic district be respected. Signs located in residential yards or on residential buildings should not be so large that they detract from the residential nature of the street. New sign material should remain as unobtrusive as possible and not have a massive, overwhelming appearance. Mass produced modern signs are not considered appropriate in historic residential areas.

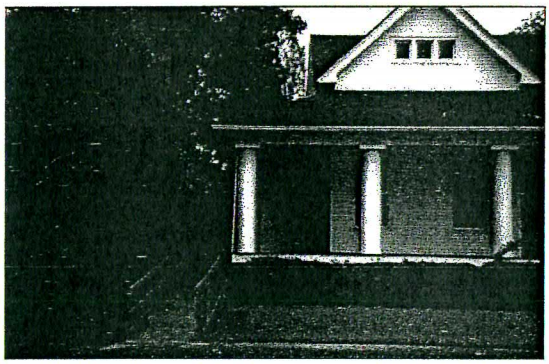
3.11 Handicap Accessibility Issues (3.11.1 — 3.11.7)

The following guidelines highlight some of the special requirements made in the *American with Disabilities Act (ADA)* to allow persons with disabilities access to public buildings. In general, ADA compliance mainly affects buildings open to the public. However, this section will help residential property owners when dealing with handicap accessibility issues for their properties. *Preservation Brief #32* "Making Historic Properties Accessible" is a good source of additional information on how to sensitively renovate historic properties to meet accessibility requirements.

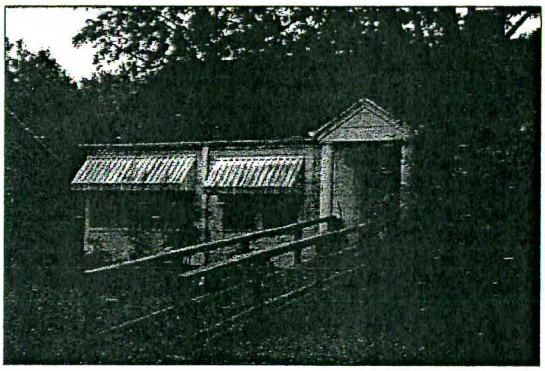
Portable ramps do not meet the accessibility requirements of the ADA but may be used as a temporary measure until a better solution is found. Lifts should be located under cover to protect the user and the mechanism. Avoid ramp switchbacks that destroy the symmetry of the front facade.

Ramps should be constructed of materials compatible with the historic building and be compatible with the symmetry and architectural style. Unpainted pressure treated lumber would not be acceptable on primary facades.

Historic doors should generally not be replaced or widened as entrances are generally a character-defining feature on most historic residences.



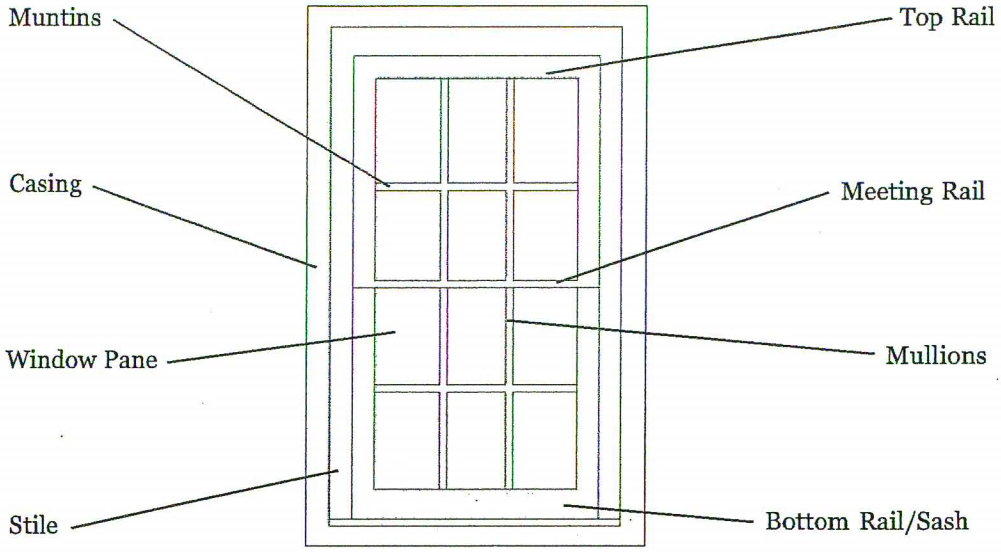
This ramp has been placed discreetly on the side of the porch.



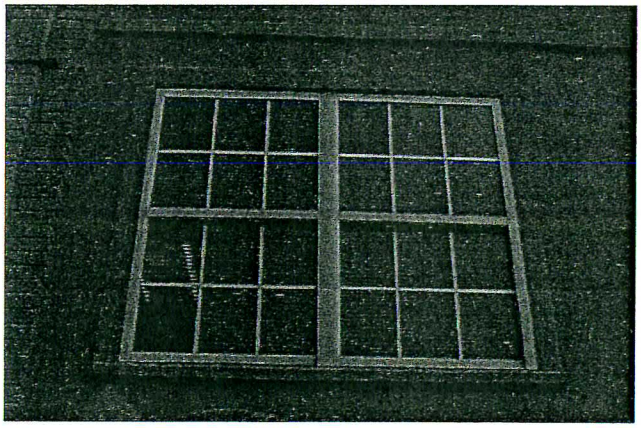
Permanently affixing ramps to the primary facade in a manner that obstructs the main entrance is not recommended. However, when necessary, attaching a ramp in a manner that does not alter historic materials is an acceptable nonpermanent solution.

3.4 Windows (3.4.1 — 3.4.11)

Historic windows are important character-defining features. They establish the overall rhythm on a house as well as help to define the directional emphasis and scale. Highly decorative windows with distinctive shapes or glazing patterns are significant character-defining features of a building's architectural style.



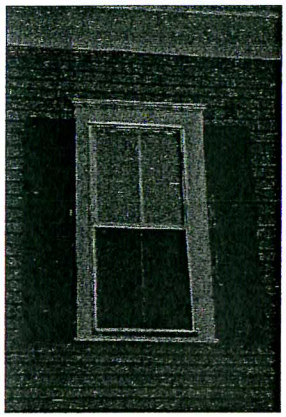
If window replacement is proven to be warranted, replacement windows should not require major alteration to the original window opening. New windows should duplicate the historic window type whenever possible. On occasion, replacing the sash, rather than the entire window may be an appropriate rehabilitation solution. Snap-in grid systems are artificial looking and do not duplicate historic muntin divisions or profiles.



Windows with snap-in grid systems are not appropriate in a historic residential district.

If additional window openings are required, they should be located on a side not visible from the right-of-way. New openings should generally maintain the character of existing windows. The addition of bay windows and other large window openings is generally discouraged on the primary facade(s) of a building.

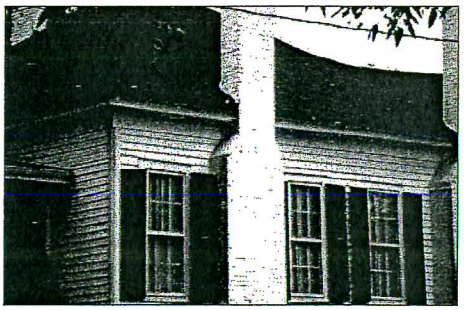
There is often precedent for window screens and storm windows on historic homes. Additionally, these elements can help make a historic home more energy efficient. Ideally, these items should have minimal impact on the historic appearance of the building. If exterior storm windows are used, the color should match the existing sash color as closely as possible. Dividers for storm windows should always match the meeting rails of the window sash. Unpainted aluminum storm windows are strongly discouraged as they detract from the historic character of the district.



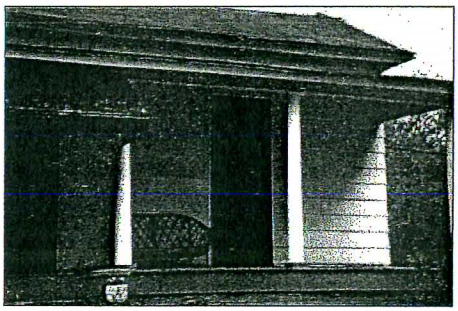
This unpainted aluminum storm window detracts from the historic character of the residential district.

This storm window does not obscure the window's appearance.

Historic shutters add to the integrity of the district just as nonhistoric inoperable shutters detract from the district's integrity. Although some mid-twentieth century house styles did use inoperable shutters as an architectural detail, not all houses had shutters. If a building does have shutters, they should be of the correct style and proportion to fit the house. Shutters that are not sized correctly are noticeably nonhistoric.



The shutters on this house are appropriately sized.

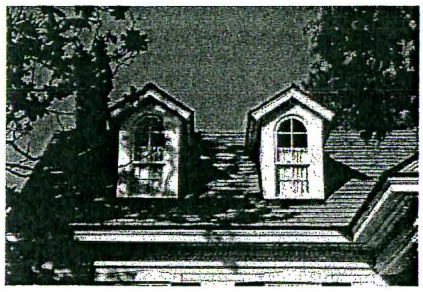


These functioning full-length shutters are appropriate for this historic house.

3.5 Roofs, Chimneys, and Dormers (3.5.1 – 3.5.13)

The roof form is an essential character-defining feature of an historic building. Roof form includes shape, slope, material and color, patterning, and features such as dormers, cresting, and chimneys. Roofs contribute to patterns within the historic district created by their pitches, orientations, and shapes. New additions or new roofing material should never detract from the overall historic quality of the roof.

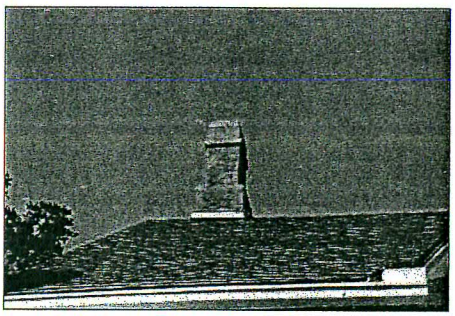
If additional upper story space is required, dormers and skylights provide a viable light source. Ideally, existing dormers and gables should be utilized in an effort to preserve the existing character of the building. If dormers or skylights are added, they should be placed out of view of the public right-of-way when possible. Generally new dormers do not need to be overly stylistic. When adding additional dormers to a building with existing dormers, the design of the new dormers should be compatible with, yet not an exact copy, of the historic dormers. Exact replication creates a false sense of history and is discouraged. When there are no existing dormers on a building, dormer design should be contemporary, yet compatible with the existing building. Skylights should not draw attention to or detract from historic roof features or interrupt major rooflines. They should lie flat and project minimally above the roofline. The location, number, and shape of skylights should be sensitive to the existing roof.



The original dormers of this dwelling should be retained and should serve as a precedent for more contemporary dormer additions.

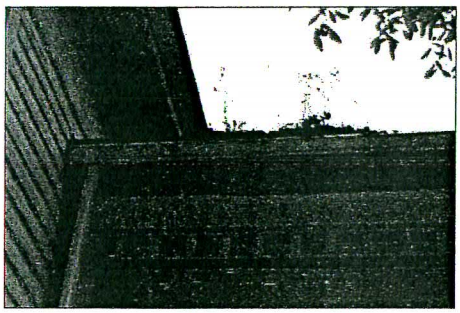
Chimneys are generally constructed of masonry and should be repaired and repointed using appropriate methods (see 3.1.7-3.1.9). A prominent chimney that is no longer in use still functions as an important architectural detail and should be retained as such.

This interior brick chimney is intact but needs some repair.

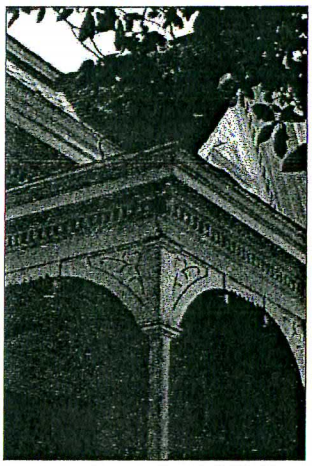


This chimney has been covered with inappropriate nonhistoric stucco.

Adequate roof drainage is necessary to ensure that roofing materials provide a weather-tight covering and prevent water from splashing against walls and foundations or draining towards buildings. Downspouts should be located along the edges and corners of buildings or along porch supports in order to limit visual disruption. Historically some buildings did not have gutters. Original or alternative methods of channeling water runoff should be considered on such buildings. Downspouts combined with the use of splash blocks and ground channels are most effective in directing water away from the foundation. Traditional half-round gutters are most often appropriate for historic buildings.



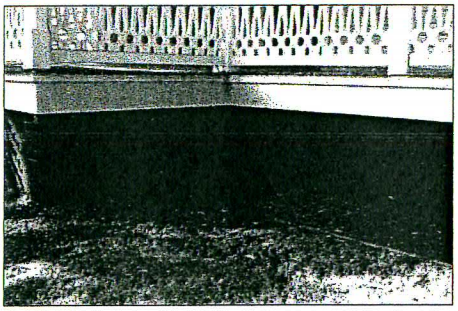
This gutter has not been maintained and is filled with debris and vegetation which will stop the gutter from working properly and can lead to water damage to historic materials.



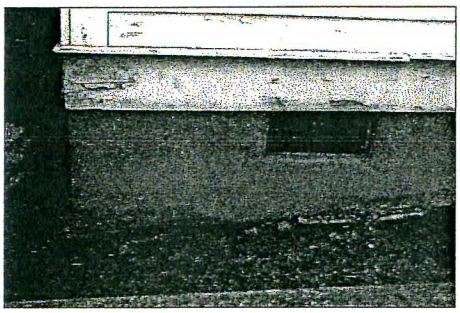
The downspout is missing from this gutter, allowing water to run down onto the porch causing damage.

3.6 Foundations (3.6.1 — 3.6.3)

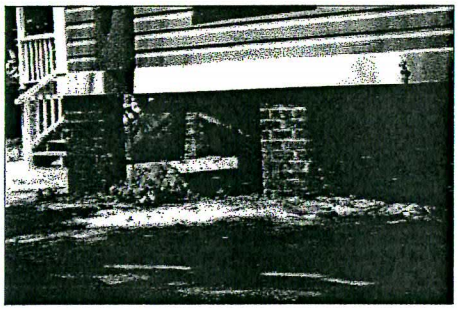
Foundations on historic buildings have often been altered in some way. Few older buildings retain their original open pier foundation system. There are no completely appropriate design solutions for pier foundations that have already been filled-in. Often the best solution is to paint the masonry infill and then obscure the foundation by appropriate landscaping.



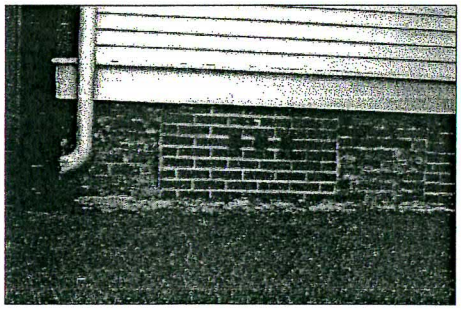
A brick-pier foundation infilled with lattice work is a good treatment. It is removable and does not permanently affect the foundation.



This foundation has been inappropriately covered with nonhistoric stucco.



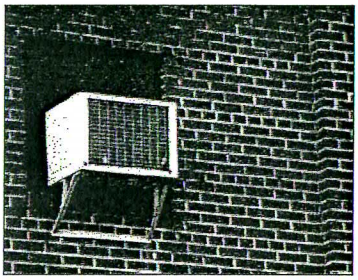
An example of an original, open brick-pier foundation.



Solid brick infill between brick piers is not appropriate and does not allow enough ventilation. Also, new underpinning should be set back slightly from the original piers.

3.7 Mechanical Systems (3.7.1 – 3.7.6)

An example of compressor units attractively screened with shrubbery.



Window air conditioning units should not be placed in a front facade window. Positioning window units on the side and rear facades whenever possible is strongly encouraged.

This satellite dish is inappropriately placed in the front yard of this home.

Modern mechanical systems for heating, air conditioning, and other services are common components of residential buildings. Generally, compressor units should be placed in the side or rear yards of historic houses. Additionally, where units are highly visible, appropriate landscaping or fencing should be used to screen the mechanical systems from public view.

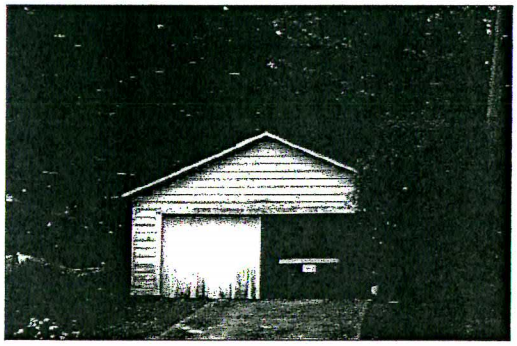
In instances where window air conditioning units are used, they should be placed in windows on less visible facades so as not to detract from the overall historic character of the neighborhood. Wall units designed to be mounted in holes cut into the side of the exterior wall are not considered appropriate as they are installed in a manner that destroys historic material.

A local historic district review board may not deny the installation of satellite dishes according to the Federal Communications Commission. However, the HPC may regulate the placement of the satellite dish on a structure or property. To the greatest extent possible, satellite dishes and similar antennae should be placed out of view from the public right-of-way. Because it is often difficult to site a dish out-of-site and still obtain optimal reception, it is acceptable to mount dishes and antennae on the rear roof of a building where it is not visible from the street.

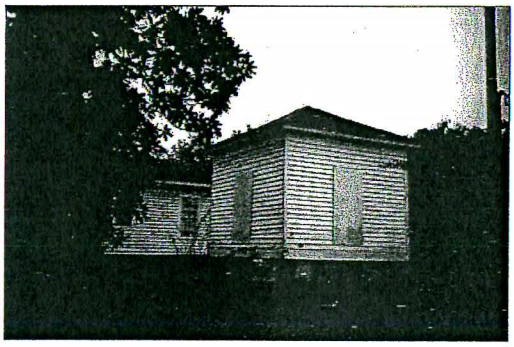
3.8 Accessory Buildings (3.8.1 — 3.8.4)

A number of historic garages, storage buildings, and other accessory structures are located throughout West Point's residential areas. Generally located to the side or rear of the main house, such buildings are an important part of the city's developmental history. Regular maintenance and upkeep should be performed on these buildings. Any rehabilitation treatments should be sensitive to the historic character of the district.

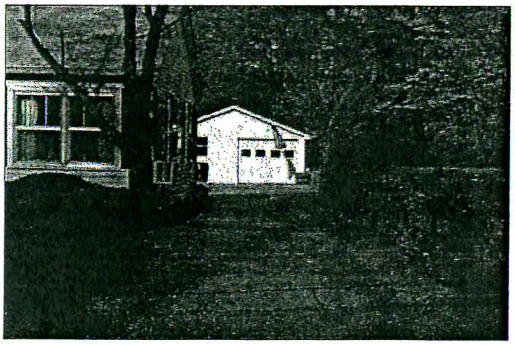
New sheds, storage buildings, or garages should be placed inconspicuously on building lots and should complement, but not replicate, the historic character of the neighborhood. The use of metal or plywood prefabricated sheds is generally discouraged. See also New Residential Construction guidelines (3.13).



This historic detached garage is still used for its original purpose.



Opening the windows of this unique historic outbuilding would restore its original character.



This nonhistoric garage fits in with the scale and shape of the main house and is sited unobtrusively to the rear of the property.

3.5.7 Skylights should be installed in unobtrusive locations, preferably at rear rooflines or behind dormers. Convex or bubble designs are strongly discouraged.
3.5.8 Original chimneys and their arrangement are essential to house type identification and should be retained.
3.5.9 A prominent chimney that is no longer in use should not be covered, removed, or replaced.
3.5.10 The historic material of a chimney should not be covered with a new material such as stucco or siding materials.
3.5.11 Historic gutters and downspouts should be retained.
3.5.12 The addition of gutters on buildings that never had them should be added in such as manner as to be unobtrusive.
3.5.13 Historic gutters that are deteriorated and need to be replaced should be similar to the original in appearance.

3.6 Foundations

3.6.1 Original foundation material should not be covered with stucco or other such materials.
3.6.2 The infill of pier foundations should be done in a way that maintains the appearance of foundation piers by setting the new material 2-3 inches behind the front edge of the piers.
3.6.3 The use of wood lattice or a brick lattice design is more desirable over solid materials for foundation infill.

3.7 Mechanical Systems

3.7.1 Air conditioners and similar mechanical equipment should be placed so as not to detract from the historical integrity of a building.
3.7.2 Air conditioner units should be placed at the rear or side facades of a building and landscaped to shield them from being visible from public right-of-way.
3.7.3 The front facade of a building should not be disrupted by the addition of mechanical systems.
3.7.4 Room air conditioners may be placed in windows on side and rear facades. They should be installed in such a manner as to avoid damage to historic material.
3.7.5 Satellite dishes and other antennae should be located unobtrusively to the side or rear of the primary building.
3.7.6 Satellite dishes and other antennae located on the property, but not on a building, should be sited unobtrusively to the side or rear of the property.

3.8 Accessory Buildings

3.8.1 Garages, sheds, and other accessory buildings that are original to the property should be preserved as significant site elements.
3.8.2 Rehabilitation treatments to accessory buildings should follow the residential design guidelines provided in this section.
3.8.3 The construction of new accessory buildings should be placed at the rear of the property and should be compatible with the historic building.
3.8.4 Historic accessory buildings should not be used as new additions to other buildings.

3.9 Additions

3.9.1 Historic additions and alterations that have acquired significance in their own right should be preserved.

3.9.2 New additions should be placed away from the front facade of the primary building, ideally in the rear or to the side, and should be compatible with the material, design, and scale of the historic building.

3.9.3 Side additions that are flush with the front facade of the building are strongly discouraged.

3.9.4 The design of a new addition should be clearly differentiated so that the addition is not mistaken for part of the original building.

3.9.5 The new addition should be designed so that a minimum of historic material and character-defining elements are obscured, damaged, or destroyed.

3.10 Adaptive Reuse

3.10.1 Residential buildings in the residential district being reused for commercial purposes should follow the residential design guidelines.

3.10.2 Proposed new uses for residential buildings should be compatible with the historic property so that minimal changes are necessary. The property should still be recognized as a residential property.

3.10.3 The arrangement and symmetry of the front facade should be preserved.

3.10.4 Signs for businesses located in historic residential buildings should respect the size, scale, and design of the historic building as well as the surrounding residential neighborhood.

3.10.5 Sign materials of both the sign board and the sign posts should be compatible with the character of both the historic building and the surrounding neighborhood.

3.11 Handicap Accessibility Issues

3.11.1 Ramps/lifts should meet the standards of the Americans with Disabilities Act Standards for Accessible Design. In addition, they should be built of new materials that are compatible with the historic material of the building.

3.11.2 Ramps/lifts on the front facade of the building should be compatible with the symmetry, scale, and architectural style of the building. Every effort should be made to avoid the removal of historic material and/or significant character-defining features.

3.11.3 Ramps/lifts on the rear and side facades of the building may be less compatible with the architectural style, symmetry, and scale of the building, but should avoid blocking existing windows and doors.

3.11.4 Ramps can be faced with a variety of materials including wood, brick, and stone. Unpainted pressure-treated wood or composite materials should not be used to construct ramps because they are not visually compatible with most historic properties.

3.11.5 The enlargement of door openings on the front facade is discouraged.

3.11.6 The use of appropriate door hardware, such as lever handles, is encouraged. Historic hardware should be preserved in storage.

3.11.7 The installation of handicapped access facilities should be done in a manner that, when removed, will not damage or destroy historic fabric.

3.12 Fire Code Issues

3.12.1 All rehabilitation work should meet current local/state fire codes.

3.12.2 Where possible, locate fire exits, stairs, landings, and decks on the rear or side facades.

3.12.3 Fire escapes that are necessary on the front facade of a building should make every effort to use low visibility escapes designed for historic buildings or portable escapes.

3.12.4 New fire doors should be as similar as possible with existing doors in proportion, location, size, and detail.

3.12.5 Necessary additional fire exits should be placed on the rear or side facades of the building and match historic doors in scale and detail.

3.13 New Residential Construction

3.13.1 New buildings should match the scale, directional emphasis, setback, and height of historic buildings in their area of influence.

3.13.2 New buildings may be constructed of new materials that are compatible with surrounding historic buildings in the residential district. Stucco, brick, wood siding, and vinyl siding are examples of appropriate new materials.

3.13.3 Metal-sided buildings are not appropriate for the historic district.

3.13.4 The shape and pitch of a roof on a new building should be consistent with those buildings in their area of influence.

3.13.5 New buildings should be a product of their time and not attempt to be a reproduction of historic architectural styles or details.

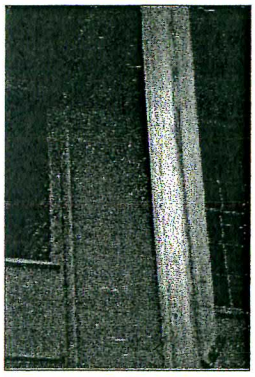
3.13.6 New buildings should echo the dominant rhythms and patterns in their neighborhood. The arrangement of windows and entrances, materials, and orientation to the street are some of the features which should be replicated.

3.13.7 Windows with snap-in grid systems are not appropriate in the historic district. Single pane double hung windows are encouraged.

Interpreting the Residential Design Guidelines

3.1 Exterior Materials (3.1.1 — 3.1.10)

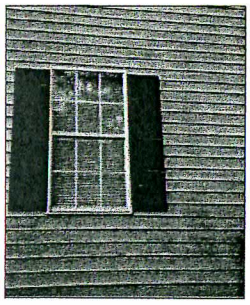
The dominant exterior materials used in a neighborhood or historic district contribute to the visual relationship among buildings. In West Point, wood and brick are the predominant exterior materials, although other materials such as stone masonry are scattered throughout the district. The introduction of certain inappropriate materials can greatly disrupt the predominant visual textures in the district.



Flush siding beneath porches should be maintained as it is an important exterior detail.

Wood can last indefinitely with periodic repair and repainting as long as it is kept free from moisture. When wood elements have deteriorated, first assess the degree of damage and then determine whether replacement is necessary. If replacement is determined to be necessary, replace only those portions that can not be repaired with like materials. Complete replacement of original siding is usually not necessary.

Replacement siding can alter and obscure original architectural details. When placed directly over historic wood siding, moisture retention or insect infestation may be hidden. Aluminum and vinyl siding are not permanent replacement materials, and require yearly maintenance. Aluminum siding can corrode or dent, and vinyl can melt, crack, and distort as it contracts and expands with changes in temperature.



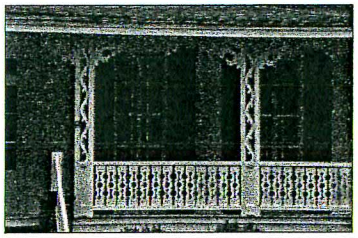
The addition of vinyl siding on this house has resulted in a loss of historic window casings. In addition, the mold growing on the siding is indicative of a lingering maintenance issue.

The use of nonhistoric siding materials will be reviewed on a case by case basis. Nonhistoric siding may be deemed appropriate if measures are taken to ensure that existing trim details (corner boards, base boards, fascia, etc.) will be present after the replacement siding is installed and that the replacement siding is similar in size, texture, and profile as the original siding.

Unpainted masonry, including foundation piers, should remain unpainted. When prepping any exterior surface, abrasive methods such as sandblasting and harsh chemical cleaners are not recommended as they can detrimentally alter the original material's protective surface. Harsh cleaning methods can deteriorate the protective exterior surface of brick, exposing the softer inner brick to the weather and can lift new wood grains on wood siding. Repointing mortar joints should only be undertaken when necessary and appropriate techniques, tools, and materials should be used to avoid damage to the historic masonry and to match the existing visual character.

3.2 Architectural Details (3.2.1 — 3.2.7)

Architectural details such as brackets, cornices, moldings, window and door surrounds, gable details, columns and porch posts are essential to the historic character of individual buildings and to the district as a whole. Adding details such as scrollwork to a porch that never had it changes the history and character of a building.



Adding such decorative scrollwork to houses constructed in the twentieth century is discouraged as it creates a false sense of history.

Decorative gable details are important character-defining features.

Open eaves with exposed rafter ends are significant Craftsman-style details. It is advisable to not enclose the eaves on such houses.

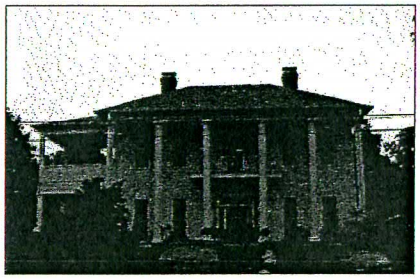
The addition of balconies or decks is often part of the natural progression of change on residential properties. Front facade balconies, unless documented, create a false sense of development, and therefore should be added only to facades that are not visible from the right-of-way. Decks should be added to rear facades where they are out of public view. The construction of a new deck should be performed in such a way that it does not require the removal or destruction of historic architectural details.

Balconies on this former single-family residence were inconspicuously added to the rear of the building so as not to create a false sense of development.

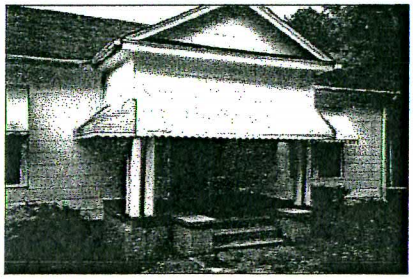
3.3 Entrances and Porches (3.3.1 – 3.3.10)

Entrances and porches are quite often the focus of historic residential buildings. Decorative features, or lack of, can be extremely important in defining the overall architectural style and/or house type.

Enclosing porches is a historic practice. Screening is a traditional approach to porch enclosure and can be accomplished in a manner that does not obscure architectural details. Ideally, existing details such as balustrades and porch posts should be incorporated into the new design. The full enclosure of porches for other uses is generally not approved as it greatly detracts from the historic character of the building and the district. If porch enclosure is a documented necessity, it should be accomplished in a way that can best preserve original materials and elements of the porch.

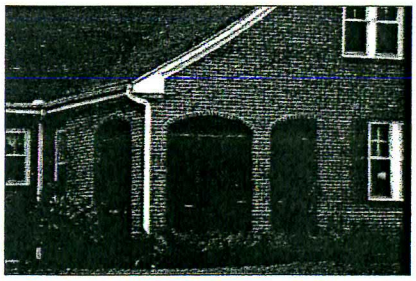


The full-height, full-facade porch is a character-defining feature. Porch enclosure or major modification would destroy this significant characteristic.



The addition of a metal awning to this porch has obscured architectural details.

The alteration of entrances and porches, especially with architectural details that have no historical documentation, is discouraged. Stock colonial fixtures or undocumented porch scrollwork can create a false sense of history as it can make the house appear to date to an early period.



Both of these Tudor Revival houses have been screened in a manner that retains their original openings and does not detract from the character of the residences. The porch on the right is a more historically-sensitive approach to screening in a porch.

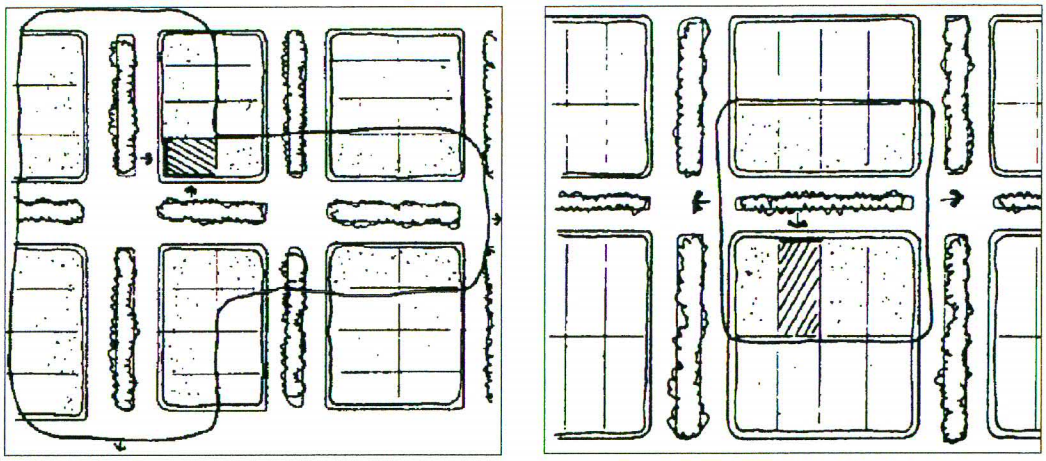
3.12 Fire Code Issues (3.12.1 — 3.12.5)

All rehabilitation work must meet local and state fire codes. Fire safety is of the utmost importance. Typically fire codes are not written to address the preservation of historic structures. In instances where the necessary code requires the removal of significant historic features, it may be possible to work with the local Fire Marshal to find an innovative way to meet both the fire code and preserve the building and its features. This is neither a unique nor a new issue and many communities have come up with successful solutions for preservation/fire code issues.

New lightweight retractable fire escapes are advertised in various preservation publications. If an inconspicuous location can not be found, consider using an innovative design. Consider facing a fire door with a design that matches existing historic doors.

This spiral staircase is being used as a fire escape for an upper floor. Although a more innovative and sensitive design such as a retractable ladder would be more complimentary to the historic neighborhood, this staircase has been attached in a way that did not damage siding or architectural elements and can be easily removed.

3.13 New Residential Construction (3.13.1 — 3.13.7)



Area of influence: Each site within a historic district will have its own unique area of influence. Shown here are two different examples with suggested minimum areas that might be considered. Neighboring buildings should be examined to determine the consistent patterns of design concepts and architectural elements that are present.

A historic district should not be frozen in time. New construction should represent the period in which it is built. The design of a new building should be compatible with the historic buildings in terms of size, scale, materials, roof pitch, and proportion. New buildings should be compatible with the historic surroundings by borrowing, but not copying, design characteristics and materials from adjacent buildings and integrating them into a contemporary expression.

The first step in assessing the impact of new construction is to determine the area of influence that will be affected by the work. The area of influence will be that area which will be visually influenced by the alterations and/or additions. New buildings should have the same setback as other houses on the street. The height of new residential buildings should be no lower, nor any higher than the lowest and highest building in the area of influence.

This newly constructed home was designed to be compatible with the surrounding historic resources by reflecting elements of the Craftsman style such as battered porch supports, wood siding, and window configuration.

The newly constructed yellow house on the street maintains the established setback and building height on the street.

New buildings should attempt to match the patterns and rhythms within the area of influence. Floor heights, massing, and window placement and percentages of window to wall space should match neighboring buildings. Design and construction of new porches should be compatible in size, scale, color, material, and character with both the new building as well as the surrounding historic environment.

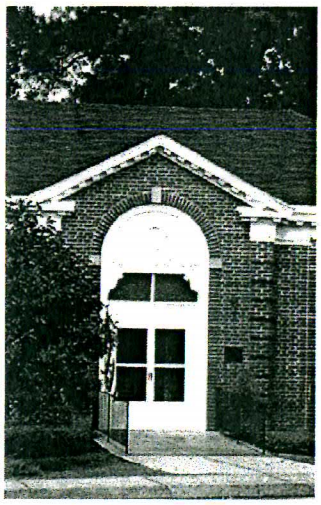
New buildings should be constructed of materials similar to those used in the area of influence. Wood and brick are the most common exterior finishes found in the residential areas. New construction should follow this precedent.

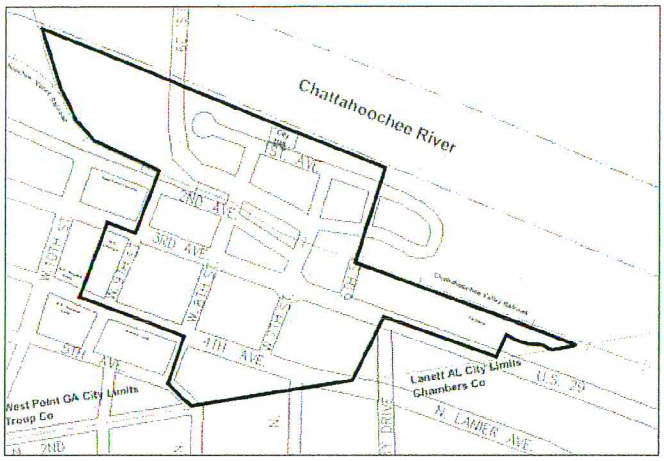
Double hung windows are the dominant type of window used in West Point's residential areas. New construction should make use of single pane double hung windows. Snap-in grid systems are not appropriate for the district.

SECTION 4 Commercial and Institutional Design Guidelines

Section Highlights

- 4.1 Front Facades
- 4.2 Rear and Side Facades
- 4.3 Exterior Materials on All Facades
- 4.4 Architectural Details on All Facades
- 4.5 Awnings
- 4.6 Signs
- 4.7 Exterior Lighting
- 4.8 Roofs
- 4.9 Mechanical Systems
- 4.10 Additions to Historic Commercial Buildings
- 4.11 Handicap Accessibility Issues
- 4.12 Fire Code Issues
- 4.13 New Commercial Construction
- 4.14 Adaptive Reuse





Map of West Point Historic District

The following are design guidelines specific to the commercial and institutional properties in West Point. These guidelines help property owners make sound decisions when planning and carrying out rehabilitation projects as well as offer technical information regarding historic materials and appropriate rehabilitation methods.

The first part of this section lists the guidelines in numerical order for quick review. The second part of the section provides additional information and photos for interpreting the guidelines.

Any property owner or occupant wishing to make an exterior alteration to *any* building, structure, or site within the West Point Historic District must make an application to the Historic Preservation Commission (HPC) for a Certificate of Appropriateness (COA). Demolition, relocation, or new construction in the district also requires a COA. The HPC reviews each request as a unique case and bases it's decision on the design guidelines and the circumstances surrounding the property such as it's condition, age, and significance. Properties that do not currently meet the design guidelines will be required to conform to the guidelines when changes, replacements, repairs, or new construction occurs.

These guidelines are based on the Secretary of the Interior's *Standards for the Rehabilitation of Historic Buildings* which should be referred to in instances that do not fit the West Point Commercial and Institutional Design Guidelines.

Commercial and Institutional Design Guidelines in Numerical Order

4.1 Front Facades

Storefronts

4.1.1 Retain original elements (e.g. windows, doors, siding, etc.) when rehabilitating an intact storefront. Adding storefront features not appropriate to the architectural style of the building is prohibited.

4.1.2 If replacement or reconstruction of storefront doors, windows, and details are required, the replacement features should be compatible in size, scale, materials, and arrangement to the original.

4.1.3 Transoms should be preserved and remain visible. Air conditioners and signs are not appropriate in this space.

4.1.4 Display windows should be transparent single pane glass. Multi-pane windows and reflective glass are not appropriate to the historic character of the district.

4.1.5 Historic changes to storefronts that have themselves become significant should be preserved.

4.1.6 Reconstruction of a partially or completely removed storefront should be based on historical, pictorial, or physical documentation.

4.1.7 New storefront designs should have elements compatible with the size, scale, materials, and arrangement of similar historic storefronts.

4.1.8 Storefronts which have entirely lost their significant historic features and had original features that can no longer be documented or are less than 50 years old should have new storefronts that are a product of their time. Reconstructed store fronts should not attempt to be a reproduction of a historic architectural style.

Doors

4.1.9 Retain original doors and their configuration when rehabilitating a building's intact facade.

4.1.10 Original entrances should not be covered or filled in.

4.1.11 Adding entrance features not appropriate to the architectural style of the building is prohibited.

4.1.12 Residential style doors are not appropriate for commercial buildings.

4.1.13 Adding new door openings to the front facade is strongly discouraged.

Windows

4.1.14 Window openings should not be filled-in.

4.1.15 Windows should be repaired rather than replaced. The addition of caulk and interior storm windows for energy efficiency is encouraged.

4.1.16 If window replacement becomes necessary, windowpane configurations and window size should match the original. Only true muntins and mullions should be used in replacement windows. Snap-in grid systems are not appropriate in the historic district. Vinyl-clad wood windows are acceptable as replacement windows.

4.1.17 Adding new windows openings on the front facade of a building is strongly discouraged.

4.1.18 Shutters should not be added to buildings that never had them. When historical documentation for shutters exists, designs should be appropriate to the period and style of architecture.

Balconies

4.1.19 Balconies should not be added to the front facade of a building unless there is documentation of a historic balcony.

4.1.20 Reconstructed balconies should replicate the historic balcony in design and material. In cases where the historic balcony design in unknown but there is physical evidence of an historic balcony, the new balcony should be compatible with the style and period of the building.

4.2 Rear and Side Facades

Entrances

4.2.1 Entrances on the rear and side facades are typically less ornate than front facades and should reflect their historic use and character.

4.2.2 Historic rear or side entrance features should be preserved.

4.2.3 Changes to rear entrances such as the addition or widening of door openings is acceptable as long as the changes are reversible and are clearly identifiable as recent changes.

Doors

4.2.4 Residential doors are not appropriate for commercial buildings.

4.2.5 New doors should be simple in design and avoid multi-pane glass. French-style doors are not appropriate for the historic character of rear or side facades.

Windows

4.2.6 Historic window openings should not be filled-in.

4.2.7 Historic windows should be repaired rather than replaced. The addition of caulk and interior storm windows for energy efficiency is encouraged.

4.2.8 If window replacement becomes necessary, windowpane configurations and window size should match the original. Only true muntins and mullions should be used in replacement windows. Snap-in grid systems are not appropriate in the historic district. Vinyl-clad wood windows are acceptable as replacement windows.

4.2.9 Adding new windows openings on the rear or side facade of a building is acceptable if they match the size and scale of the historic windows, the overall symmetry is preserved, and the process is reversible. New windows should either match the historic pane configuration or make use of single pane configurations. Single pane fixed-windows are discouraged.

4.2.10 Shutters should not be added to the rear or side facade if there is no historic documentation for shutters.

Decks and Balconies

4.2.11 The addition of decks on the rear and side facades or upper floor rear facade balconies is permitted and must comply with other appropriate local ordinances and codes.

4.2.12 Decks and balconies should be compatible with the building's size, scale, and design and be constructed of materials that are compatible with the historic fabric of the building.

4.2.13 Visually, decks and balconies should have an open appearance. Solid side walls are not permissible. The historic features of the building should remain visible.

4.3 Exterior Materials on All Facades

4.3.1 Preserve original exterior materials to the greatest extent possible; work on these materials should be done with care.

4.3.2 If replacement of historic materials is necessary, the new materials should match the old in design, color, texture, and other visual qualities. Materials should be replaced in kind.

4.3.3 When historic exterior materials have deteriorated to the point that repair is no longer feasible, four considerations warrant the consideration of substitute materials a) the unavailability of historic materials; b) the unavailability of skilled craftsmen; c) inherent flaws in the original material; and d) code-required changes.

4.3.4 When the replacement of historic materials is warranted under 4.3.3, the substitute material should meet the following four basic criteria: a) it must be compatible with the historic materials in appearance; b) its physical properties must be similar to the historic material, or be installed in a manner that tolerates difference; c) it must meet similar performance standards as the historic material; and d) the siding will be installed in a manner that does not obscure architectural details.

4.3.5 Avoid cleaning methods that damage original materials, such as sandblasting or harsh chemical treatments.

4.3.6 The application of exterior insulating finishing systems (i.e. imitation stucco) to historic materials is strongly discouraged.

4.3.7 Brick (and other masonry materials) that has never been painted should remain unpainted.

4.3.8 When repair or replacement of new mortar is needed, the new mortar should duplicate the old in strength, composition, color, texture, and mortar joint width. A high content of Portland cement should not be used in repointing historic masonry joints.

4.4 Architectural Details on All Facades

4.4.1 Retain original architectural details (i.e. terra cotta tile, cornices, etc.) and keep them well maintained.

4.4.2 Significant architectural features on institutional buildings such as cupolas, stained glass windows, and bell towers should not be altered.

4.4.3 Repair rather than replace damaged architectural elements whenever possible.

4.4.4 Application of architectural elements inappropriate for the period or style of the building is strongly discouraged.

4.4.5 All replacement features should be of a compatible design in scale, size, and material to the original and documented by historical evidence.

4.5 Awnings

4.5.1 Awnings placed over display windows are encouraged and often are suitable locations for signs.

4.5.2 Historic awnings that lend character to a building should be retained and repaired whenever possible.

4.5.3 Canvas awnings are recommended. Metal and wood shingle awnings are strongly discouraged.

4.5.4 Awning shapes should match the window and door shapes they are covering.

4.6 Signs

4.6.1 Signs on the upper stories of a building should not cover or detract from the architectural details of the building.

4.6.2 All signs must comply with the West Point Sign Ordinance.

4.6.3 Retain historic signs whenever possible, particularly when they have a historic association for the community or are significant for their design.

4.6.4 New signs should respect the size, scale, and design of the historic building.

4.6.5 New signs should be attached to a building in a manner that avoids damage to historic materials. Fittings should penetrate mortar joints rather than masonry.

4.6.6 Murals painted on the front facades are not appropriate to the historic district. Murals on side facades will not be approved if the historic exterior building material has never been painted. Murals painted on the rear facades may be acceptable if they do not cover more than 25% of the non-window/door wall space and are not painted on historic exterior material that has never been painted.

4.7 Exterior Lighting

4.7.1 Historic lighting fixtures should be repaired and preserved whenever possible.

4.7.2 New lighting fixtures should match the architectural style of the building or be of a simple contemporary design.

4.7.3 Lighting fixtures should be in scale with the entrance of the building.

4.7.4 Lighting should be directed toward the building and away from the street.

4.7.5 Lighting fixtures are appropriate for entrances and signs.

4.7.6 Neon lighting should not be used as a decorative element to frame windows, doors, or other architectural features.

4.8 Roofs

4.8.1 Preserve a building's original roof shape.

4.8.2 Roof additions that would be visible from the right-of-way are discouraged. If an addition is necessary, it should be placed away from a building's prominent facades so as to have a minimal visual impact.

4.8.3 Historic roofing materials should be repaired rather than replaced.

4.8.4 If replacement of roofing materials in necessary, new materials should match as closely as possible the scale, texture, and color of the historic roofing materials.

4.8.5 Historic gutters and downspouts should be retained.

4.8.6 If gutters and downspouts are deteriorated and need to be replaced, new gutters and downspouts should be similar to the original in materials and appearance.

4.8.7 Buildings that have never had gutters and downspouts should add them in such a manner as to be unobtrusive. New and innovative gutter systems for historic buildings are encouraged.

4.9 Mechanical Systems

4.9.1 Air conditioners and similar mechanical equipment should be placed so as not to detract from the historical integrity of a building.

4.9.2 The front facade of a building should not be disrupted by the addition of mechanical systems such as air conditioner units.

4.9.3 Air conditioner units should be placed on the roof or in unobtrusive locations on rear and side facades of a building and be shielded with vegetation or screens.

4.9.4 Satellite dishes and other antennae should be located unobtrusively to the side or rear of the building.

4.9.5 Satellite dishes and other antennae located on the property, but not on a building, should be sited unobtrusively to the side or rear of the property.

4.10 Additions to Historic Commercial Buildings

4.10.1 Historic additions and alterations that have acquired significance in their own right, particularly storefront additions, should be preserved.

4.10.2 New additions should be placed at the rear of the building and should be compatible in material, design, and scale with the existing structure.

4.10.3 New additions should not overwhelm or encase the original building.

4.10.4 New additions should be no taller than adjacent buildings.

4.10.5 The design of the new addition should be clearly differentiated so that the addition is not mistaken for part of the original building.

4.10.6 A new addition should be built in such a manner that if it were removed it would not damage the original historic materials or character-defining elements.

4.10.7 Exterior materials of the addition should be compatible with the historic materials in appearance.

4.10.8 The design of the new addition should be compatible with the size, symmetry, rhythm, and alignments of the original building.

4.11 Handicap Accessibility Issues

4.11.1 Ramps/lifts should meet the standards of the Americans with Disabilities Act *Standards for Accessible Design*. In addition, they should be built of new materials that are compatible with the historic material of the building.

4.11.2 Ramps/lifts on the front facade of the building should be compatible with the symmetry, scale, and architectural style of the building. Every effort should be made to avoid the removal of historic material and/or significant character-defining features.

4.11.3 Ramps/lifts on the rear and side facades of the building may be less compatible with the architectural style, symmetry, and scale of the building, but should avoid blocking existing windows and doors.

4.11.4 The enlargement of door openings on the front facade is discouraged.

4.11.5 The use of appropriate door hardware, such as lever handles, is encouraged. Historic hardware should be preserved in storage.

4.11.6 The installation of handicapped access facilities should be done in a manner that, when removed, will not damage or destroy historic fabric.

4.11.7 Ramps can be faced with a variety of materials, including wood, brick, and stone. Unpainted pressure-treated wood should not be used to construct ramps on the front facades because it usually appears temporary and is not visually compatible with most historic properties.

4.12 Fire Code Issues

4.12.1 All rehabilitation work should meet current local/state fire codes.

4.12.2 Where possible, locate fire exits, stairs, landings, and decks on the rear or inconspicuous side facades.

4.12.3 Fire escapes that are necessary on the front facade of a building should make every effort to use low visibility escapes designed for historic buildings or portable escapes.

4.12.4 New fire doors should be as similar as possible to existing doors in proportion, location, size, and detail.

4.12.5 Necessary additional fire exits should be placed on the rear or side facades of the building.

4.13 New Commercial Construction

4.13.1 New buildings should match the scale, directional emphasis, setback, and height of historic buildings in their area of influence.

4.13.2 New buildings may be constructed of new materials that are compatible with surrounding historic buildings in the commercial district. Stucco, brick, and wood are appropriate exterior materials for new commercial construction.

4.13.3 Metal-sided buildings are not appropriate for the historic district.

4.13.4 The roof shape and pitch of a new building should be consistent with those buildings in the area of influence.

4.13.5 New buildings should conform to the floor-to-floor heights of existing structures if there is a dominant pattern within the area of influence.

4.13.6 New buildings should be a product of their time and not attempt to be a reproduction of historic architectural styles or details.

4.13.7 New buildings should echo the dominant rhythms and patterns in their area of influence.

4.13.8 Windows with snap-in grid systems are not appropriate in the historic district. Single pane double hung windows and plate glass windows are encouraged. Fixed windows are discouraged except for display windows and transoms.

4.14 Adaptive Reuse

4.14.1 A commercial building in the commercial district being used for residential purposes should follow the commercial design standards.

4.14.2 Proposed new uses for commercial buildings should be compatible with the historic property so that minimal changes are necessary.

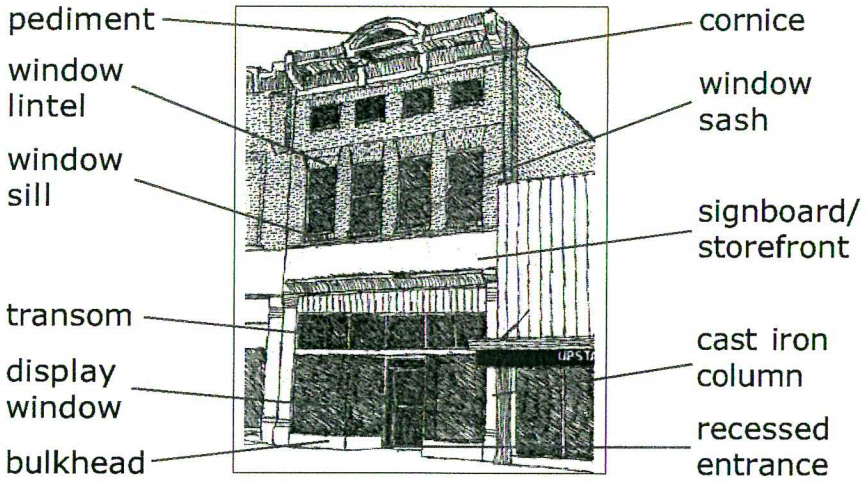
4.14.3 The arrangement and symmetry of the front facade should be preserved.

Interpreting the Commercial and Institutional Design Guidelines

4.1 Front Facades

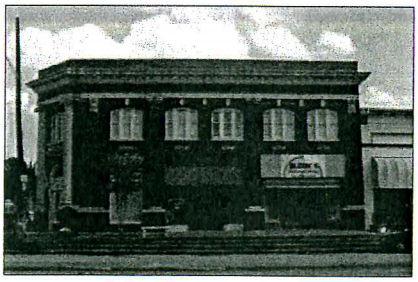
Storefronts (4.1.1- 4.1.8)

The elements and arrangement of the first-floor space identifies a building as a commercial enterprise that is open to the public. A storefront consists of specific elements such as large plate glass windows for merchandise display, transom windows that allow natural light into the store, and often a recessed entrance. The alteration, obstruction, or removal of these historic elements detracts from the historic character of West Point's downtown district.



The divided light transom and large display windows have survived on this simple commercial building.

Original historic storefronts should be preserved whenever possible. The addition of fabricated or historically inaccurate detailing or design (such as stock "Colonial"-style lighting or entrances) is considered inappropriate. The commercial buildings of downtown West Point were constructed primarily from the late 1870s to the early 1940s and should reflect this era.

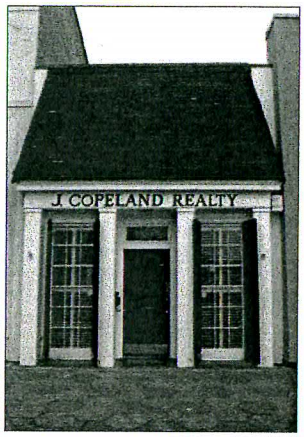


The storefronts of this building retain original recessed entrances, bulkheads, and display windows.

The large expanse of plate glass display windows provides a historically accurate open feel to this commercial building.

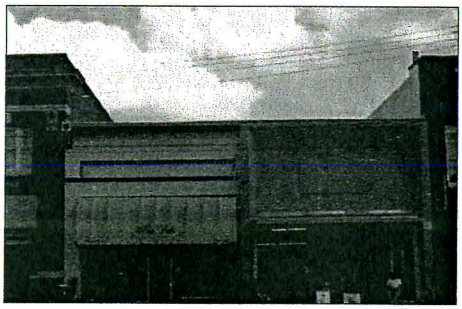
At the end of the nineteenth century, the plate glass industry was growing quickly. By the early twentieth century, plate glass windows were regularly used in store windows. Large expanses of glass were a sign of progress and a source of pride to shop owners. Every effort should be made to preserve the plate glass display windows throughout the commercial district. Multiple-pane store windows date from the early nineteenth century and are not appropriate for West Point's existing historic structures.

The removal of inappropriate, nonhistoric cladding and other later additions may reveal the historic character of the storefront. If a storefront is so deteriorated that repairing isn't feasible, physical evidence should be used as a model for reconstruction of that storefront. A new storefront design should only be considered when there is not enough documentation to accurately reconstruct the historic storefront. Creating a false historical appearance is not an acceptable design solution. A new storefront design should be compatible with the size, scale, material, and color of the historic building. The new design should generally be flush with the historic facade. Treatment of secondary design elements such as cornices, awnings, signs, and lighting, should be kept as simple as possible.

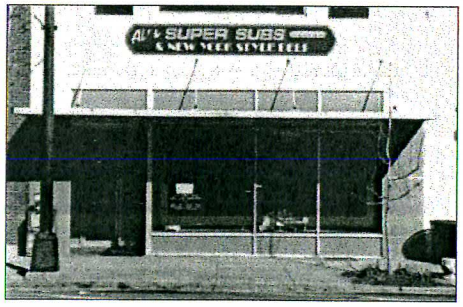


This commercial building facade has been inappropriately altered to look residential.

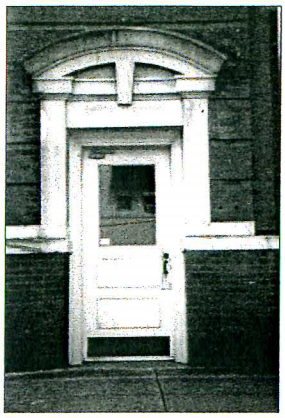
In instances where the storefront has been modernized by aluminum and glass and is not appropriate for the period of the building, it is acceptable to paint the aluminum with paint made for that purpose.



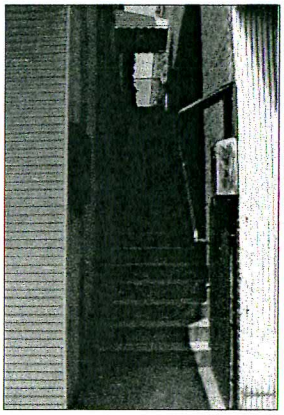
The storefront on the right once had similar detailing to its counterpart on the left. Architectural elements existing on the left storefront could be duplicated.



This storefront has been covered with inappropriate materials.



This entrance retains its stone arch and wood-and-glass door.



This stairway to a second story entrance should be retained.

Doors (4.1.9 - 4.1.13)

In addition to the storefront entrance, commercial buildings have other entrances that provide access to the building. Some entrances may contain a stairway leading to a business or residence that is not on the street level. All entrances, including storefront entrances, should remain functional.

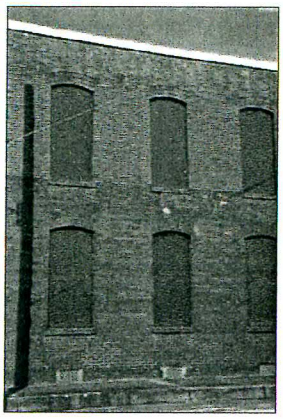
The location of entrances on the front facade should not be changed during a rehabilitation project unless based on documented evidence. Adding new entrances may change the symmetry of the architecture and impact its historic integrity.

If a door needs to be replaced, chose one that is appropriate for the building's date of construction and level of architectural detail. Stock "historic" doors are usually not appropriate for commercial buildings. If an appropriate door can not be located, a simple, single pane contemporary door is acceptable. Doors that make a commercial entrance residential in appearance are discouraged.

Retain surviving historic features and details (doors, surrounds, transoms, and sidelights) whenever possible. Elements such as pediments, cornices, or sidelights should not be added to doors unless there is historical documentation to justify them.

Although the arched entry remains intact, both the door and transom have been replaced with materials inappropriate to a historic commercial district.

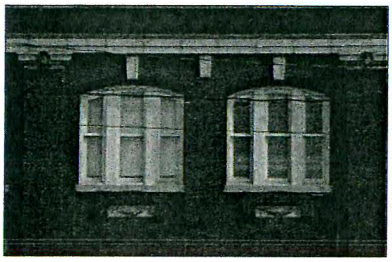
Floor tile such as this is an entrance feature that has survived and should be retained.



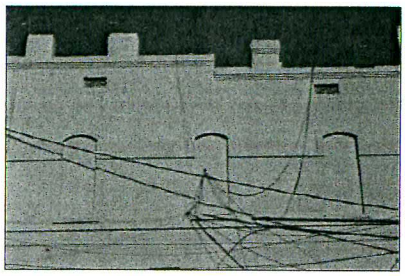
Although covering window openings is discouraged, the above example is a recommended design solution for instances where windows must be enclosed for safety.

Windows (4.1.14 - 4.1.18)

The traditional proportion of window to wall space on the upper stories of commercial buildings should be respected. Windows that have been filled-in give a commercial building a "blank" appearance just as the addition of new window openings disrupts the original rhythm of the building.



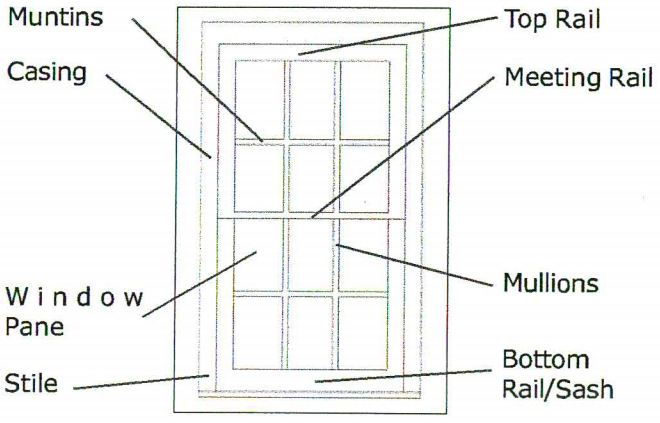
These wooden double hung windows remain intact and allow light into the second story.

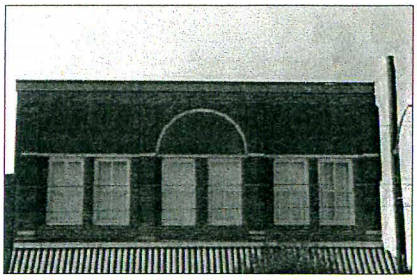


Windows on any facade that is visible from the street are important architectural details. Covering windows gives a vacant appearance to commercial buildings in the downtown.

Every effort should be made to repair rather than replace historic windows on the front facade. The removal of historic windows greatly diminishes the integrity of a historic building. Many new products and techniques are being created for the repair and improved energy efficiency of historic windows. A good carpenter should be able to repair most windows.

Windowpane configuration is often helpful in dating the construction of a building. Changing the window pane configuration on a historic building creates a false sense of history and should be avoided. In a case where new windows need to be installed, the pane configuration should match the original. Equally important is the muntin and mullion profile of a window. Their width and depth can aid in dating a structure and help to create texture on the facade. Snap-in grid systems common on new windows are not a good solution and are not acceptable in the historic district.





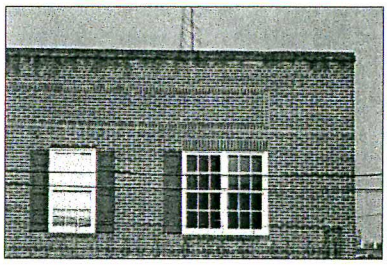
An example of intact historic windows.

The addition of new windows on a facade changes the symmetry and rhythm of the historic structure. It also diminishes the building's historic integrity.

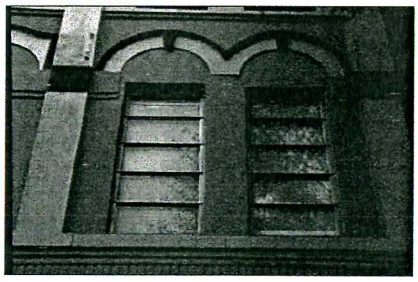
The inappropriate use of shutters that are hung improperly, non-operable, of incorrect size or attached to buildings with no historical documentation can significantly alter the look of a building. Shutters should be sized to properly fit the window and appropriate hardware should be used to install the shutters.

The installation of these new vinyl windows disregarded the historic two-over-two vertically divided window pane configuration. Actions such as this are strongly discouraged.

Metal sash windows were popular in the 1940s and 1950s on industrial buildings and should be preserved in appropriate instances.



Nonhistoric shutters on this commercial building are inappropriately sized and do not appear operable.



Historic windows in this building have been replaced with inappropriate metal jalousie windows.

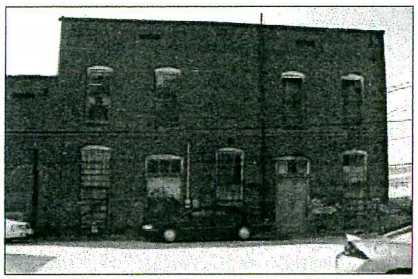
Balconies (4.1.19 — 4.1.20)

The conversion of upper stories in historic commercial buildings for residential use is becoming more popular. Additions and alterations for such use should respect the architectural character of the existing building. Adding a balcony when none existed historically creates a false sense of history. Nonhistoric balconies should be constructed on a side or rear facade where the visual impact will be significantly lessened.

4.2 Rear and Side Facades

Entrances (4.2.1 – 4.2.3)

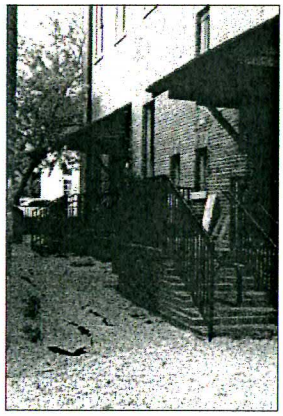
The rear and side facades of commercial buildings typically have less architectural style and detail than front facades. Remaining historic entrance features should be preserved and maintained. Any changes made to this area should be reversible so it would be possible to restore the building if so desired.



Historic features such as the wood double door should be retained on this rear entrance.

This first story side facade has been inappropriately covered with brick veneer, covering original window and door openings.

Contemporary changes to the rear facades, and specifically entrances should, be compatible with the historic building, but should also be clearly identifiable as contemporary. It is important that a false sense of history is not conveyed by these changes.



An example of a well-designed rear facade that provides attractive secondary entrances. It is compatible with the historic building's style and details, yet is clearly contemporary.

Doors (4.2.4 – 4.2.5)

Stock "historic" doors are usually not appropriate for commercial buildings; avoid using residential style doors. Historic doors on the rear and side facades are rare and should be preserved when they exist. New doors should be simple and contemporary in design and should not attempt to match the architectural style of the building. Single pane glass doors are acceptable alternatives to the original historic door.

Windows (4.2.6 – 4.2.10)

Every effort should be made to repair rather than replace historic windows. The removal of historic windows greatly diminishes the integrity of a historic building. Many new products and techniques are being created for the repair and improved energy efficiency of historic windows. A good carpenter should be able to repair most windows.

The rear and side facades have changed over the years. Adding new windows to the less prominent facades is acceptable as long as they match the size and scale of historic windows in their area of influence. Unless historically documented, multi-pane windows are discouraged. All windows should be operable.

See Design Guidelines 4.1.14-4.1.18 for additional window guideline information.

Decks and Balconies (4.2.11 – 4.2.13)

The conversion of upper stories of historic commercial buildings for residential use is a popular adaptive reuse. Alterations and additions for such use should respect the architectural character of the existing building. Adding a balcony where none existed historically creates a false sense of history. For this reason, nonhistoric balconies are strongly discouraged on the primary facade. Nonhistoric decks and balconies may be constructed on the rear or side facade where the visual impact will be significantly lessened.

Decks and balconies should not obstruct the view of the historic buildings. The construction of walls or other barriers should be avoided. Effort should be made to preserve the site lines of individual buildings.

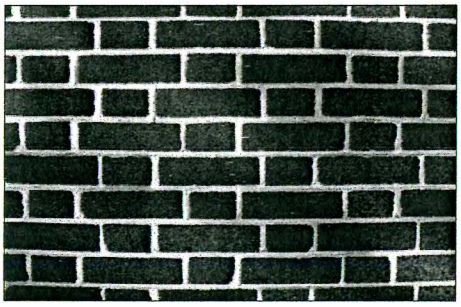
4.3 Exterior Materials on All Facades (4.3.1 – 4.3.8)

Brick is the dominant exterior material used in the West Point Historic District. The introduction of certain inappropriate materials can greatly disrupt the predominant visual textures in the district.

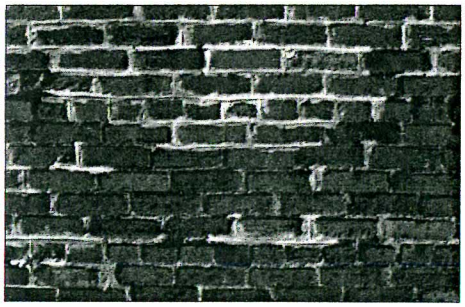
Routine maintenance can prevent the costly replacement of exterior materials. When replacement is determined to be the only practical solution, only severely deteriorated elements should be replaced. Total replacement of an exterior facade is usually not necessary.

This brick has severe structural damage due to excessive water damage and a prolonged lack of maintenance.

Textured brick such as the above example is found on several historic buildings in West Point and should be preserved.

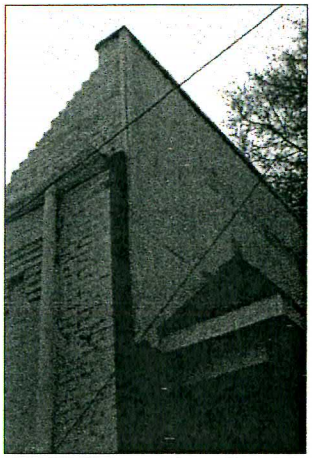


An example of properly maintained brick.



An example of brick that has been improperly repointed. The new mortar differs in color and strength from the existing and extends beyond the mortar joints in some areas.

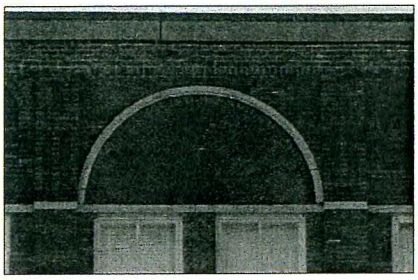
The use of nonhistoric facade materials (such as metal or imitation stucco) is discouraged within the commercial historic district. Replacing commercial facades can alter and obscure original architectural details. Every effort should be made to retain historic architectural details and remove nonhistoric facade materials.



Typical false facades illustrated here are obscuring original architectural details. Removal of inappropriate nonhistoric facades is encouraged.

Unpainted masonry should remain unpainted, unless extremely damaged. When prepping any exterior surface, abrasive methods such as sandblasting and harsh chemical cleaners are not recommended as they can detrimentally alter the original material's protective surface. Harsh cleaning methods can deteriorate the protective exterior surface of brick and expose the softer inner brick to the weather. Repointing mortar joints should only be undertaken when necessary and appropriate techniques, tools, and materials should be used to avoid damage to the historic masonry and to match the existing visual character.

4.4 Architectural Details on All Facades (4.4.1 – 4.4.5)

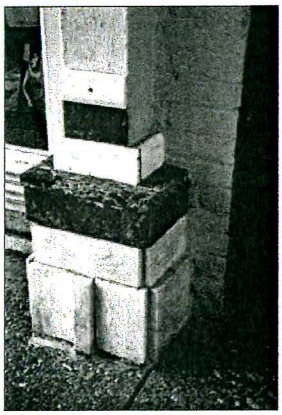


These distinctive terra cotta tiles are an important feature of this storefront and should be preserved.

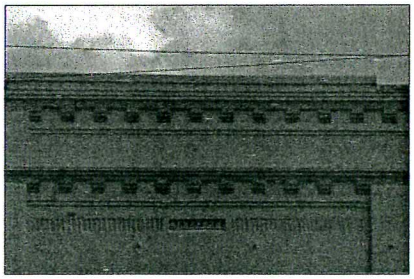
Downtown West Point has a mixture of high style buildings with fine architectural details and simple vernacular buildings with few architectural details. The vernacular buildings are just as important to the historic character of West Point as the high style buildings. Property owners should refrain from adding stylistic features to buildings that never had them. Adding features creates a false sense of history.

Architectural details are usually focused on a commercial building's primary facade. Significant details that should be retained include, but are not limited to, decorative window hoods and arches, pilasters, cornices, decorative brickwork, parapet walls, and other features that show the influence of design and architectural style.

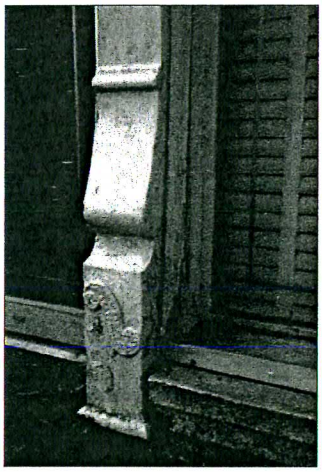
Applying details that are not found in historic documentation creates a false sense of history. The addition of certain types of details may provide an improper residential character for a commercial building.



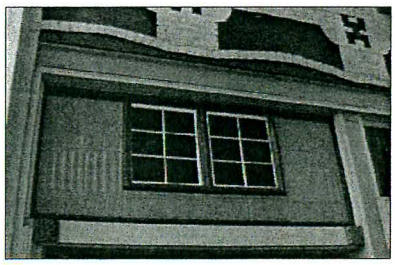
Marble has been improperly added to the base of this storefront column.



Decorative brick detailing should not be obscured by false commercial fronts.



Architectural details need routine maintenance to prevent major repairs, such as those needed for this storefront column.



The divided lights in this infilled transom convey an inappropriate residential feel.

4.5 Awnings (4.5.1– 4.5.4)

Awnings were historically used on commercial buildings to provide protection from the weather for both the customer and the storefront. They continue to be popular today for providing visual enhancement.

The use of traditional cloth awnings is encouraged. Care should be taken so that the design of the new awning considers the color, shape, and height of surrounding awnings. Awnings that require support posts at the curb are discouraged. Round or bubble awnings are appropriate for arched window and door openings, but discouraged for use over traditional storefront windows.

This round awning does not fit the square door opening.

This nonhistoric metal box awning does not fit the character of the historic district.

An example of appropriately sized and shaped window awnings.

4.6 Signs (4.6.1 – 4.6.6)

Signs are one of the most frequently altered details of historic commercial buildings. Signs have the ability to make a positive or negative impact on the building as well as the district. Signs should be appropriately sized and placed in a manner that complements the historic storefront and does not obscure character-defining architectural details. Signs painted on the storefront display window, hanging signs, and attached signs in the signboard area are all appropriate to the character of the historic downtown. Traditionally the area above the transom was reserved for signs. Signs should fit neatly within this space.

An example of a hanging sign that complements the historic architecture.

This sign is appropriately sized for the signboard area above the transom.

The front of an awning is an appropriate space for the name of the business.

Historic signs should be preserved whenever possible. Signs advertising products that were painted on the sides of buildings are becoming increasingly rare and should be preserved.

Historic signs that were painted directly on the building, though faded, add character to the downtown and should not be painted over.

Businesses that paint their signs on the display windows have historic precedent. This type of sign is clearly visible to the pedestrian and motorist.

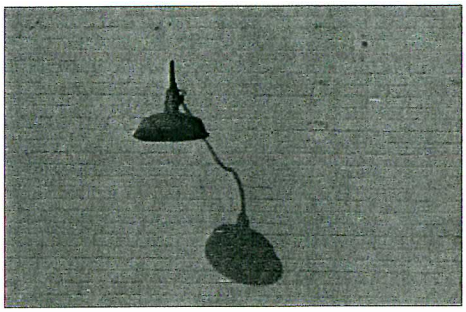
In general, signs should be visible, but should not compete with the architecture. All signs should be appropriately scaled to the building and not obscure significant historic features.

An example of a sign painted on the display window that does not overwhelm the available space.

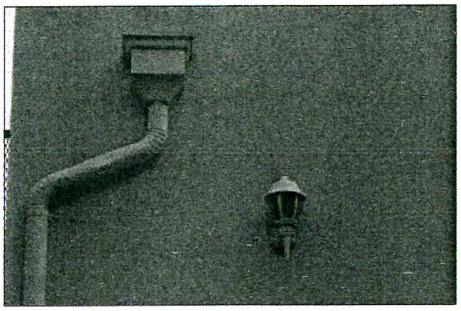
This business's sign has been placed inappropriately on the building, obscuring the transom above the door.

4.7 Exterior Lighting (4.7.1 – 4.7.6)

Historic lighting fixtures are rare and should be preserved whenever they exist. When new lighting fixtures are added to historic buildings, care should be taken that they are appropriate for the building's date of construction and level of architectural detail. Too often, excessively ornate fixtures are added to historic buildings.



Historic lighting fixtures like this are increasingly uncommon and should be retained where possible.



This lighting fixture is residential in nature and too small to be effective in a commercial setting.

Lighting fixtures should be accurately scaled for the building. Fixtures that are too large overwhelm the entrance. Fixtures that are too small are inefficient.

All lighting fixtures should be directed toward the building. Excessive lighting can be a nuisance when it shines away from the building. Recessed lighting is encouraged.

Neon lighting should not be used to highlight architectural features because it detracts from the building's historic integrity. Neon lighting became popular in the 1930s and is appropriate for high style buildings of that era.

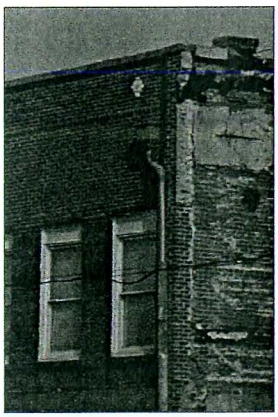
4.8 Roofs (4.8.1 – 4.8.7)

The majority of historic buildings in the downtown area have flat or very slightly pitched roofs hidden by parapet walls. This is a significant feature of the district. The introduction of other roof pitches in the downtown commercial district would not be considered appropriate.

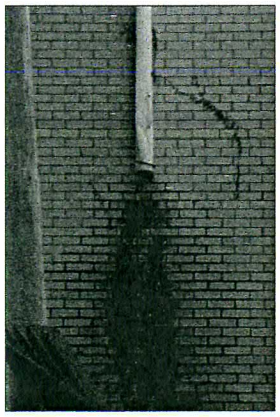
Care should be taken with the design of roof additions. If visible from the pedestrian right-of-way, the roof shape should not alter the pattern of roofs in the area of influence.

Roofs along Third Street are flat. Introducing another roof pitch would not be in character with the historic commercial district.

Adequate roof drainage is necessary to prevent moisture damage and deterioration of exterior building materials. Regular maintenance should be performed on gutters and downspouts. When historic gutters are no longer functioning and can not be repaired, they should be preserved in place if possible. New gutters and downspouts should be placed in such a way that they do not obstruct window or door openings or architectural details. Many new gutter systems for historic buildings are being designed and should be evaluated on an individual basis.



A properly working gutter.

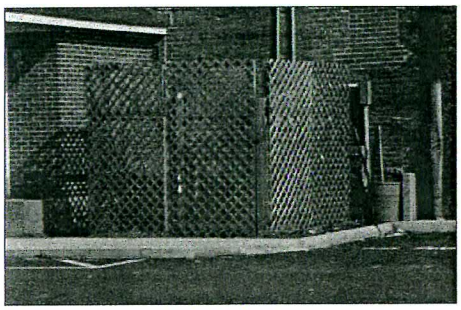


Because a portion of this downspout is missing, water is damaging the brick facade. A problem such as this should be corrected before major damage to the brick occurs.

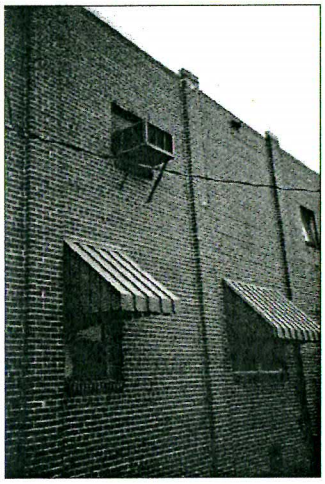
4.9 Mechanical Systems (4.9.1 – 4.9.5)

Modern mechanical systems for heating and air conditioning can easily detract from the historic character of the downtown when conspicuously placed. When placed at ground level, the system should be landscaped or screened to shield it from being visible from the public right-of-way. When located on the roof, systems should be located far enough back from the main facades so that they are not visible from the street.

In instances where window air conditioning units are used, they should be placed in windows on less visible facades so as not to detract from the overall historic character of the district. Wall units designed to be mounted into holes cut into the side of an exterior wall are not appropriate, as installation would require destroying historic masonry.



Screening a mechanical system with wood lattice fencing, or landscaping is recommended even when the system is located to the rear of the building.



This window unit has been appropriately installed in a former window opening on a side facade.

4.10 Additions to Historic Commercial Buildings (4.10.1 – 4.10.8)

Because buildings change over time, additions that are older than 50 years have obtained significance and are a record of the building's history. Historic additions should be preserved.

Changes in storefront designs were common as business owners attempted to modernize their display windows. Storefronts that are older than 50 years that contain Carrara glass or other quality modern materials should be retained even if they are not original to the building.

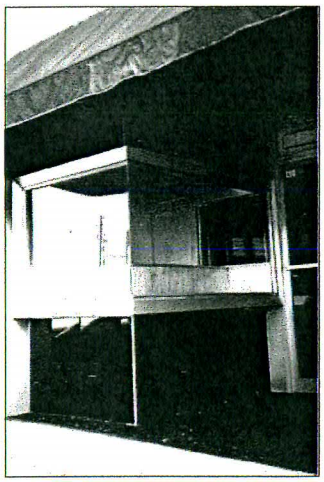
New additions to historic commercial buildings should be made to the rear of the buildings due to the nature of the downtown area. The front facades have the greatest amount of historic integrity and should not be compromised by new additions.

In general, new additions may be taller than the original building, but should not be taller than the adjacent buildings. The new addition should not encase the original historic building, but should be set back from the front facade and not be flush with the side facades. The new addition should not be mistaken for the original building.

Compatible materials and details should be used but they should be clearly contemporary. The new addition should copy the existing rhythms, symmetry, and alignments of the historic building.

The modern addition to the rear of this historic building does not overwhelm the existing building.

The addition on this church (left side of picture) is influenced by, but does not copy, the older building on the right.



Although not original to the building, this modern storefront has gained significance in its own right and should be preserved.

4.11 Handicap Accessibility Issues (4.11.1 – 4.11.7)

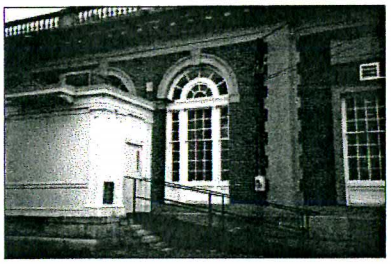
In 1990, the *Americans with Disabilities Act (ADA)* was passed. This Act states that access to properties open to the public is a civil right. Historic buildings are not exempt from the ADA, but there are provisions in the Act that take into account the preservation of historic buildings. Commercial businesses are only required to meet the ADA when they alter their facility. In general, where changes required by the ADA would threaten or destroy the significance of a qualified historic building there are special requirements to meet limited accessibility.

Signage directing disabled persons to a ramp at a less visible entrance is a suitable design solution.

These guidelines highlight some of the special requirements for the ADA and give a good general overview of issues that may frequently need to be addressed by the Architectural Review Board. The National Trust for Historic Preservation published a "Self-Guided Training Course for Historic Preservation Commissions." This training course and *Preservation Brief #32* "Making Historic Properties Accessible" is the underlying framework for these guidelines. These guidelines are not meant to be a substitution for meeting the requirements of the *Americans with Disabilities Act*.

The impact of an access ramp on this institutional building is softened by landscaping.

Portable ramps do not meet the accessibility requirements of the ADA but may be used as a temporary measure until a better solution is found. Lifts should be located under cover to protect the user and the mechanism. Avoid ramp switchbacks that destroy the symmetry of the front facade.



This handicap access ramp, located on the rear of the building, was installed in a manner so that removal would not damage the historic masonry.

Ramps should be built of materials compatible with the historic building and be compatible with the symmetry and architectural style. While unpainted pressure treated lumber would be acceptable on rear facades, it would not be acceptable on the front facades.

Avoid removing significant historic features when adding a ramp. Ramps should be attached to buildings in a manner that is reversible.

The enlargement of door openings on the front facade should be avoided. Entrances are a significant character-defining feature of most historic buildings.

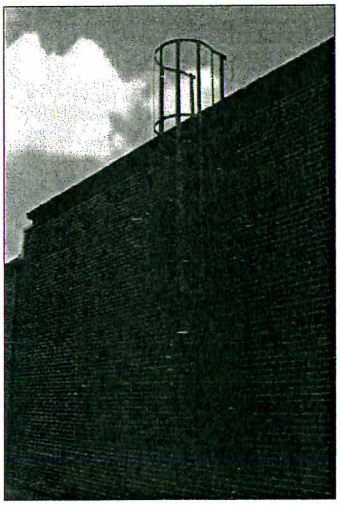
4.12 Fire Code Issues (4.12.1 – 4.12.5)

All rehabilitation work must meet local and state fire codes. Fire safety is of the utmost importance. Typically fire codes are not written to address the preservation of historic structures. In instances where the necessary code requires the removal of significant historic features, it may be possible to work with the local Fire Marshal to find an innovative way to meet both the fire code and preserve the building and its features. This is neither a unique nor a new issue and many communities have come up with successful solutions to preservation/fire code issues.

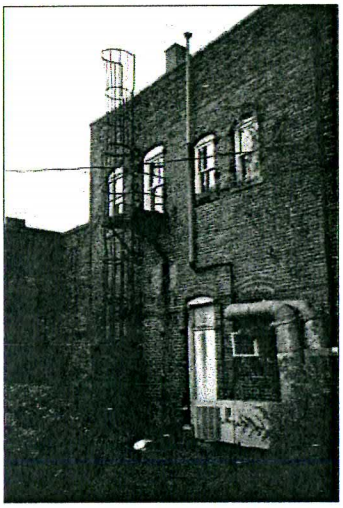
When possible, locate new fire exits and staircases on the rear or side facades in an inconspicuous location. Painting a fire escape the same color as the historic building will help to make it less conspicuous.

New lightweight retractable fire escapes are advertised in various preservation publications. If an inconspicuous location can't be found, consider using an innovative design.

Consider facing a fire door with a design that matches existing historic doors.



When located in a more prominent area, painting the fire escape a similar color as other trim helps it to better blend in with the building.



A standard fire escape located inconspicuously on the rear facade.

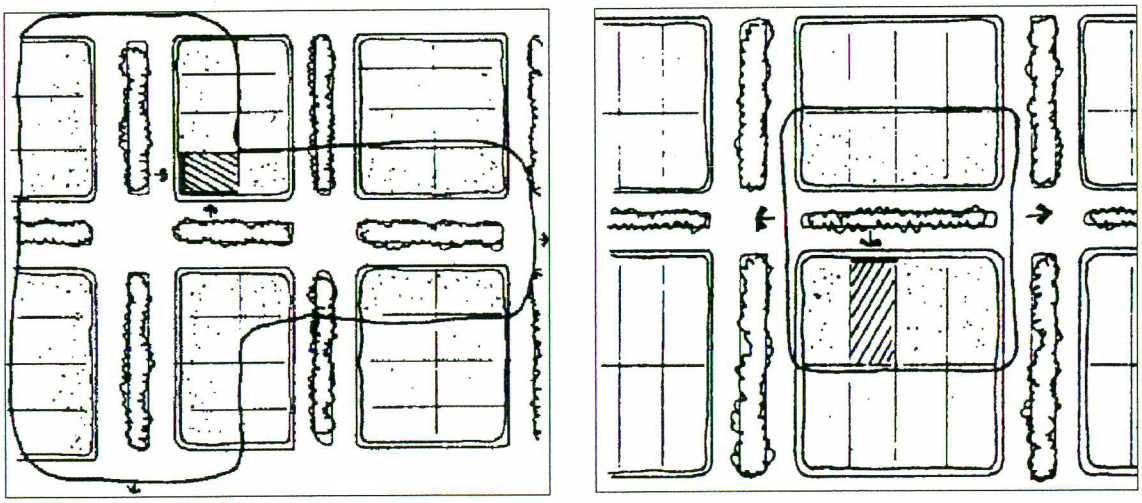
4.13 New Commercial Construction (4.13.1 – 4.13.8)

The first step in assessing the impact of new construction is to determine the area of influence that will be affected by the work. The area of influence will be that area which will be visually influenced by the alterations and/or additions. New buildings should follow the established setback of other commercial buildings on the street. The height of new commercial buildings should be no higher, nor any lower than the lowest and highest buildings in the area of influence.

New buildings should attempt to match the patterns and rhythms within the area of influence. Floor heights, massing, and window placement and percentages of window to wall space should match neighboring buildings. New buildings should be constructed of materials similar to those used in the area of influence.

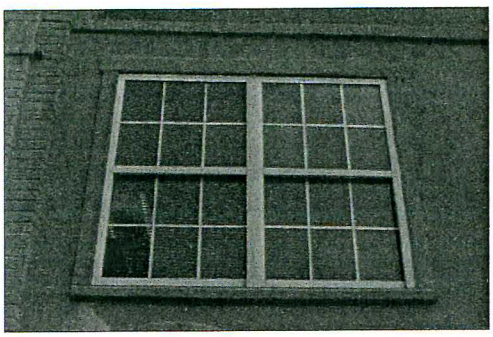
A flat roof hidden by a front parapet is the predominant roof type in downtown West Point, although other types exist. It is generally recommended that new commercial buildings in this area follow the flat roof precedent established by historic commercial buildings.

New construction in downtown West Point area should be representative of the time in which it is built and not attempt to create a false sense of history. New buildings should be compatible with the historic surroundings by borrowing, but not copying, design characteristics and materials from adjacent buildings and integrating them into a contemporary expression.

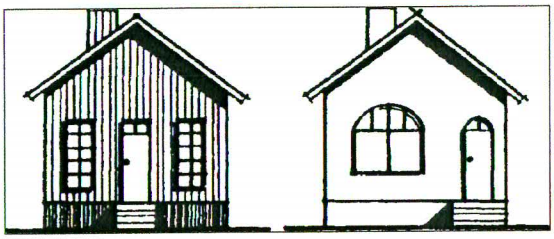


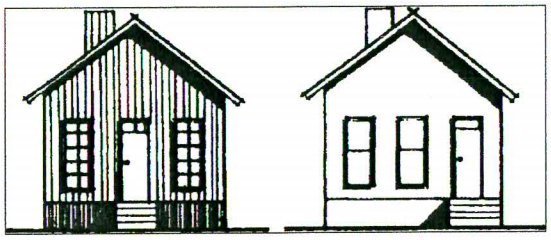
Area of influence: Each site within a historic district will have its own unique area of influence. Shown here are two different examples with suggested minimum areas that might be considered. Neighboring buildings should be examined to determine the consistent patterns of design concepts and architectural elements that are present.

Double hung windows are the dominant type of window used in the commercial district except in the instance of display windows. Snap-in grid systems are not appropriate in the historic district because they lack appropriate thickness and detail of authentic muntin and mullion profiles. New construction should make use of single pane double hung windows.



The snap-in grid system shown here, common in new construction, does not have the distinctive character or profile of a historic window and is not appropriate for the district.





The above comparisons depict relationships between historic (shaded) and new buildings (unshaded) in terms of building elements. The historic house, right example, with rectangular window and door openings is standing next to a new building with inappropriate round-arched window and door openings. The new building to the right of the historic house, left example, has compatible rectangular window and door openings. Note that in both examples the new building has a roof pitch compatible with the historic house.

4.14 Adaptive Reuse (4.14.1 – 4.14.3)

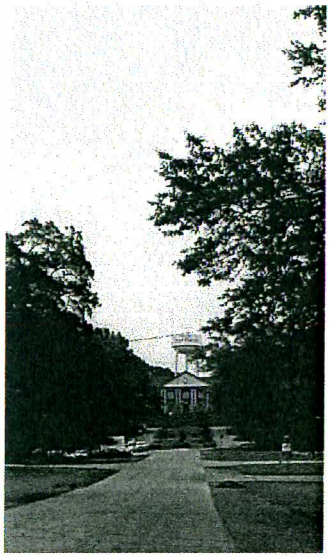
Many historic multi-level commercial buildings were designed to have residential space on the upper levels. Usually, historic commercial buildings can be easily adapted for residential use. Whatever the use, the building should remain commercial in appearance, thus the commercial design guidelines would apply.

Any rehabilitation project that would require substantial change to a historic commercial building will generally not be approved. When a new use for a commercial building is being planned, it should be compatible with the structure and require minimal changes. Substantial changes to a historic building include, but are not limited to, the removal of architectural details; the addition or removal of windows or doors; a change in exterior materials (except for the removal of a nonhistoric facade); a change in height; or the addition of balconies or roof top decks that are visible from the public right-of-way. All of these changes would create a false sense of history by changing the appearance of the commercial building.

The Jackson Building in Gainesville, Georgia is a multi-level commercial building with commercial enterprises on the first floor and residential apartments on the four floors above.

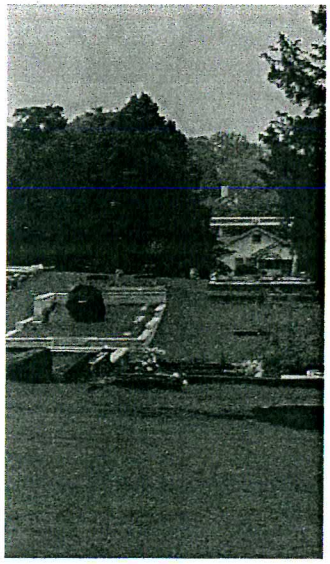
This building is an example of a typical multi-level commercial building with commercial space on the first floor with residential space above it. The building was inappropriately rehabilitated by adding nonhistoric architectural elements that were never on the building.

SECTION 5 Landscape Design Guidelines



Section Highlights

- 5.1 Streetscape
- 5.2 Trees
- 5.3 Commercial Parking Areas
- 5.4 Residential Parking Areas
- 5.5 Commercial Area Landscape Elements
- 5.6 Residential Area Landscape Elements
- 5.7 Cemetery Landscape Features
- 5.8 Gravestones and Monuments



The following are landscape guidelines specific to West Point. This section provides guidance to property owners and the City of West Point in making sound decisions when planning and carrying out landscape projects. Although the Historic Preservation Commission does not review applications for landscape changes in the public right-of-way, this section can provide guidance to the City of West Point in planning right-of-way projects. Additionally, this section provides guidance for the general preservation of West Point cemeteries, including technical information regarding historic materials and appropriate restoration methods.

Any property owner or occupant wishing to make an alteration to any landscape feature within a local historic district must make an application to the Commission for a Certificate of Appropriateness (COA). The Commission reviews each request as a unique case and bases it's decision on the design guidelines and the circumstances surrounding the property such as it's condition, age, and significance. Properties that do not currently meet the design guidelines will be required to conform to the guidelines when changes, replacements, repairs, or new construction occurs.

The first part of this section lists the guidelines in numerical order for quick review. The second part of the section provides additional information and photos for interpreting the guidelines.

Landscape Design Guidelines in Numerical Order

5.1 Streetscape

5.1.1 Sidewalk improvements should duplicate historic patterns.

5.1.2 Green space buffers between the road and sidewalk should be preserved.

5.1.3 Historic paving materials should be preserved where possible.

5.1.4 New curb cuts should be kept to a minimum.

5.2 Trees

5.2.1 Trees under power lines should be lightly pruned on an annual basis rather than periodic severe pruning which destroys the effect of the historic street canopy.

5.2.2 When thinning street trees, no more than 25% of the tree foliage should be removed. Sufficient branch structure should remain on the interior of the tree to avoid splitting the trunk.

5.2.3 Consider replacing aging or diseased trees with tree species native to the West Point area.

5.3 Commercial Parking Areas

5.3.1 Parking areas in the district should be edged with tree plantings and hedges around open parking lots. This will help to buffer and screen these spaces as well as preserve visual edges.

5.3.2 Parking areas in the rear of buildings rather than in front of buildings is always encouraged.

5.4 Residential Parking Areas

5.4.1 Historic driveways should be preserved and historic materials repaired rather than replaced.

5.4.2 Residential buildings that have a commercial use or commercial buildings in residential areas are strongly encouraged to place parking at the rear or side of a property. If necessary, a front parking area should be appropriately landscaped to preserve the appearance of a front yard by leaving a substantial green strip between the sidewalk and parking area.

5.5 Commercial Area Landscape Elements

5.5.1 Historic paving and scoring patterns in sidewalks should be preserved if possible. New paving should strive to replicate historic precedents.

5.5.2 Street furnishings such as benches, sidewalk trash receptacles and planters should compliment historic architecture but not appear to be historic artifacts.

5.5.3 Railroad ties and barrel planters are not appropriate to the period of the historic district.

5.5.4 Vending machines should be located inside buildings as they detract from the historic character of the district.

5.5.5 Commercial trash receptacles should be located at the rear of a building and be screened from the right-of-way by lattice fencing or vegetation.
5.5.6 Consider introducing only new plant materials that are native or that would have been available during the district's period of significance.
5.5.7 New exterior lighting should be compatible with the architectural styles present in the historic district.

5.6 Residential Area Landscape Elements

5.6.1 Every effort should be made to preserve significant historic plant materials such as boxwood hedges.
5.6.2 Consider introducing only new plant materials that are native or that would have been available during the district's period of significance.
5.6.3 The appearance of uninterrupted front lawns on a street should be preserved. New fences would not be appropriate in such a setting.
5.6.4 Historic fences should be preserved and repaired rather than replaced.
5.6.5 New fences should be appropriate to the period and style of the building's architecture.
5.6.6 Chain link, vinyl, or privacy fences in front yards are not appropriate for the historic district.
5.6.7 Railroad ties are not an appropriate landscape design treatment.

5.7 Cemetery Landscape Features

5.7.1 Preserve significant historic landscape features such as walkways, mature plant materials, fences, and boundary walls.
5.7.2 The introduction of modern materials such as concrete and asphalt should be avoided.
5.7.3 Every element of a grave is significant. No element should be removed.
5.7.4 Fences and gates should be repaired rather than replaced.
5.7.5 Chain link, vinyl, and wood fences are not appropriate to the character of the cemetery.
5.7.6 Grass and brush should be trimmed by hand whenever possible to prevent damage to fragile gravestones. The use of power mowers and weed trimmers near graves is not recommended.
5.7.7 Avoid using pesticides, herbicides, and fertilizers. Acidic chemicals can deteriorate limestone, sandstone, and marble. Alkaline chemicals can deteriorate granite.
5.7.8 Vegetation that keeps stones and walls damp or is causing damage should be cut back or removed.
5.7.9 New accessory buildings should be compatible with the period of the cemetery but not attempt to copy historic architecture.

5.8 Gravestones and Monuments

5.8.1 Gravestones and monuments should not be relocated or rearranged except in exceptional circumstances.

5.8.2 Re-inscription of gravestones or monuments is strongly discouraged.

5.8.3 Damaged gravestones and monuments should be repaired rather than replaced. Only qualified conservators or masonry artists should repair historic markers.

5.8.4 If stone or brick needs repointing, new mortar should duplicate the historic mortar in color, texture, and strength. In most cases a mortar with a high Portland cement content will damage historic bricks or stone.

5.8.5 Stone fragments are important and should be saved. It is acceptable to bury a documented stone fragment if a safe and dry storage area can not be found.

5.8.6 Use the gentlest means possible when cleaning gravestones and monuments. Avoid acidic cleaning solutions and solutions containing chlorine bleach.

5.8.7 Gravestone rubbings on fragile stone are strongly discouraged.

5.8.8 Polishing, pressure washing, or sandblasting gravestones and monuments is strongly discouraged.

Interpreting the Landscape Guidelines

5.1 Streetscape (5.1.1 – 5.1.4)

When undertaking sidewalk improvements in the downtown district, handicap accessibility issues should be addressed. Sidewalk improvements within residential districts should follow the established pattern of a green space buffer between the roadway and sidewalk.

Mature trees and other historic plantings that are located in residential area buffer strips should be preserved to the extent possible or replaced with appropriate substitute vegetation when retention is no longer possible. Nonhistoric plant material may be removed if it detracts from the general streetscape character. In addition to providing an area for planting, green space buffers provide a sense of safety for pedestrians on the sidewalk.

An example of a typical residential streetscape with mature plantings.

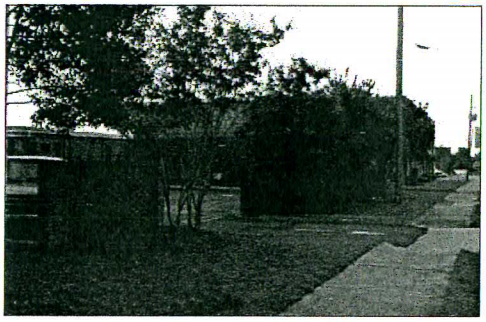
5.2 Trees (5.2.1 — 5.2.3)

Street trees in West Point add to the character of the city. Besides being visually pleasing, the trees provide environmental benefits and improve property values. In order to reap the benefits that trees provide, they must be properly maintained.

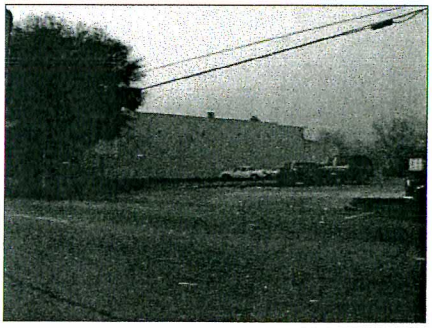
Severe pruning effectively destroyed the tree canopy. Trees with a shorter maximum height, such as dogwoods, are appropriate replacements in green buffer strips beneath power lines.

5.3 Commercial Parking Areas (5.3.1 — 5.3.2)

Other than on-street parking, additional parking lots should always be relegated to the rear of lots. Parking areas in front of buildings should be avoided because they break the rhythm of the streetscape. When parking areas are in the center of street blocks, the edge of the parking area should be landscaped to continue the edge of the buildings on either side. Both the paving and landscaping in parking areas should be well maintained.



This parking lot respects the building setback and is attractively screened with a brick wall and landscaping.

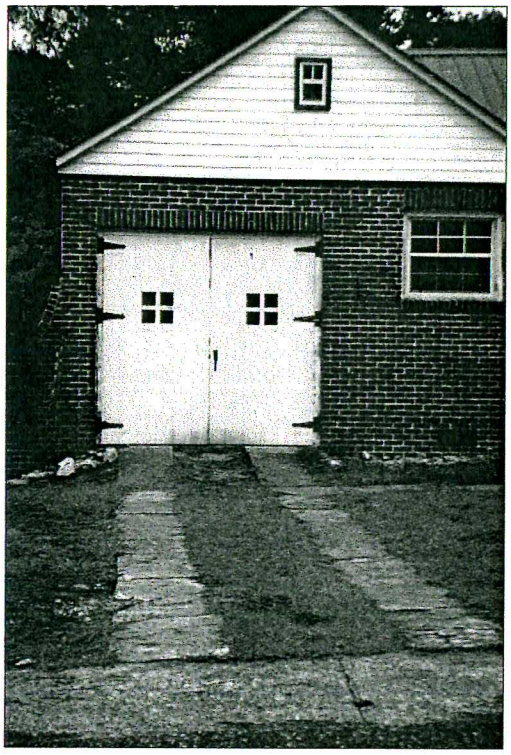


A parking lot that lacks a vegetative buffer detracts from the historic character of the downtown.

5.4 Residential Parking Areas (5.4.1 — 5.4.2)

Driveways have historic precedent that dates to the early 1900s. Most drives were traditionally gravel or dirt. Concrete strips and solid concrete became a more prevalent material in the mid-twentieth century. Although asphalt is now a common driveway material, the use of more traditional materials is encouraged.

Building lots in a residential area should retain a residential character. Parking for commercial establishments in residential areas should be of appropriate size and scale and be screened from the public right-of-way. A large swath of asphalt paving with no vegetative buffer destroys the established rhythm of a residential neighborhood.



Examples of mid-twentieth century driveways such as this should be preserved to the extent possible.

5.5 Commercial Area Landscape Elements (5.5.1 – 5.5.7)

The raised sidewalks on Third Avenue contribute to the unique experience of downtown West Point. ADA compliance should be sensitively incorporated in this area.

The raised sidewalks along 3rd Avenue are a major character-defining feature of the commercial historic district. This feature, along with historic paving and scoring patterns, should be preserved if possible. Historic paving materials should be well maintained and replaced in kind when possible. Historic paving patterns can provide an architectural detail that enhances the character of the historic district. New paving should strive to replicate historic precedents.

These surviving hexagonal pavers provide documentation for incorporating historic paving materials into future sidewalk renovation projects.

Street furnishings should be well maintained and should not overwhelm the historic architecture. Contemporary street furnishings compatible with the architecture are encouraged. The use of period furnishings not appropriate to the period of significance for the district creates a false sense of history.

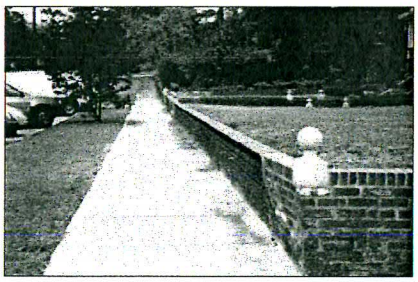
Streetscape fixtures such as these do not detract from, nor create a false sense of history in the commercial district.

5.6 Residential Area Landscape Elements (5.6.1 – 5.6.7)

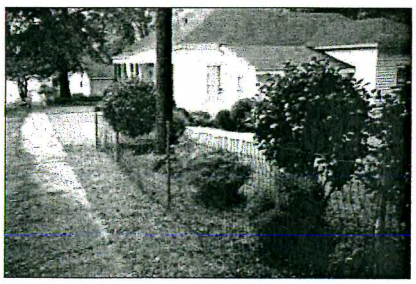
Any designed residential landscape that is historic should be preserved. Early-to-mid twentieth century yards tended to have more informal landscaping. This simpler landscaping is a character-defining feature of early-to-mid twentieth century architectural styles and should also be preserved.

Fences are most often a feature of nineteenth century houses although some twentieth century houses had them as well. The twentieth century brought about the idea of yards on a street flowing into each other, resembling a park-like atmosphere. Uninterrupted front yards on a street should not be interrupted by fences. Although fenced yards are uncommon in West Point's residential areas, historic examples of fences and retaining walls should be preserved.

Small foundation plantings are a typical landscape feature in West Point's residential neighborhoods.



An example of a modest brick retaining wall that does not overwhelm the yard.



Simple vernacular wire fencing is a viable alternative to chain link in side and rear yards.

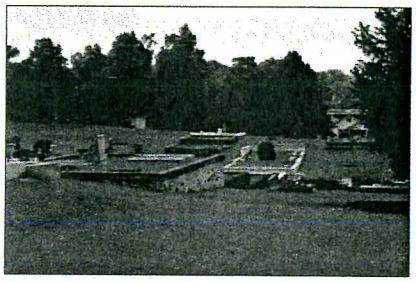
5.7 Cemetery Landscape Features (5.7.1 — 5.7.9)

It is important to preserve major landscape features such as retaining walls, boundary walls, walkways, as well as any plants and trees. Mature trees, shrubs, bulb borders and other such plantings are distinctive features of a cemetery and should be maintained so as not to damage grave markers.

Cedar trees are used often in cemeteries as they represent eternal life. Mature cedars such as these are an important cemetery landscape feature and should be preserved.

It is important to maintain trees and plants as well as significant structural features such as retaining walls so that damage such as this can be prevented.

Traditional maintenance varied with the age and type of cemetery. A planned lawn-park cemetery from the early twentieth century would typically have features such as a neatly mown lawn and grave markers set in rows. African American and rural family cemeteries often have markers placed irregularly and have planted flowers or shrubs as memorials, with less emphasis on a neatly trimmed lawn. Care should be taken to preserve such character-defining features of different types of cemeteries, so as not to create a false sense of historic character.



Although the layout of these two cemeteries differs, each layout is important as a character-defining feature and should not be altered. Just as formal lawn cemetery layouts should be maintained, vernacular cemeteries should be maintained in a manner that is appropriate to their less formal character.

5.8 Gravestones and Monuments (5.8.1 – 5.8.8)

Simple grave markers such as this should be maintained accordingly.

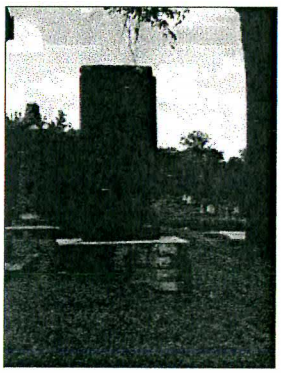
Many early graves or graves of African Americans were marked by simple stones. No markers should be moved for the convenience of mowing or maintenance. The authenticity of the cemetery is lost when markers are moved.

If inscriptions have deteriorated and are nearly illegible, it is recommended that the inscription be replicated on a bronze or stainless steel plaque and located at the grave. Re-inscription destroys the original engraving and falsifies the naturally aged appearance of the stone. Inscribed plaques should be attached to a new small stone placed at the grave or other appropriate place not on the gravestone.

A person untrained in conservation practices should never attempt the repair of historic monuments and gravestones. Irreversible damage can occur. The use of a mortar which is stronger than the original historic mortar will damage historic brick or stone with changes in temperature and should be avoided at all costs.

This gravestone has been properly reset by professionals in a Savannah cemetery.

This stone has been improperly repaired. Metal clamps should not be used to hold broken stone together, as staining and further deterioration will result.

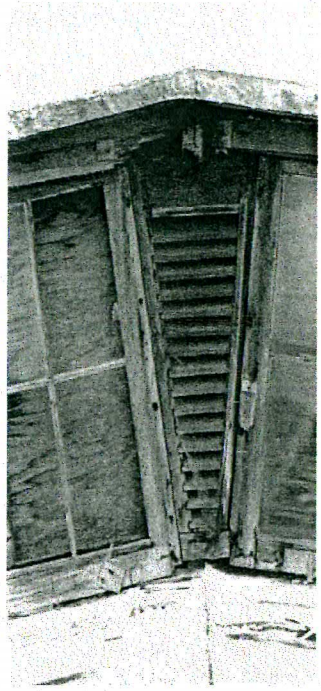


Stone fragments that can not be reattached to the marker or monument should be documented through photographs of the fragment and its original location and identified on a site map. Fragments that are identified with a particular stone should be buried at least six inches under the ground behind the original due to erosion, mowing, etc. If the fragment can not be identified with a particular stone, bury it where it was found.

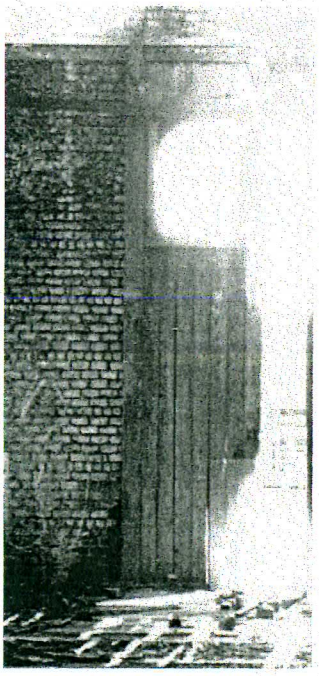
Historic stone is very fragile and should be treated with care. In most instances, gravestones and monuments should be cleaned as little as possible, using a "water bath". Clean stones only to halt deterioration or remove heavy soiling. Gravestone

rubbings are prohibited in many cemeteries because of the potential for damage. Sensitive surfaces can be damaged even from the adhesive tape used to hold the paper to the stone. Waxy crayons and chalk can get into the porous surfaces of stone markers and be difficult to remove. Polishing and sandblasting remove the top layer of stone, uncovering the softer layer beneath to the elements. This hastens deterioration by exposing the softer material to the harsh effects of weathering and pollution. In general, pressure washing should done using the least amount of pressure as will efficiently clean the stone. An average of 15 PSI is recommended and pressure should not exceed 90 PSI. Fragile stones, especially early ones, should never be pressure washed.

SECTION 6 Demolition and Undue Hardship Guidelines



Section Highlights
- 6.1 Demolition of Historic Resources
- 6.2 Undue Hardship



Demolition and undue hardship are two of the most difficult issues relating to design review in local historic districts. Maintenance is vital to the preservation and protection of historic resources. A lack of maintenance results in demolition-by-neglect, the preventable demise of a historic building due to willful lack of maintenance.

Undue economic hardship to the property owner is often difficult for Commission members to grant. The following guidelines give Commission members criteria for granting undue hardship.

The first part of this section lists the guidelines in numerical order for quick review. The second part of the section provides additional information for interpreting the guidelines.

Demolition and Undue Hardship Guidelines in Numerical Order

6.1 Demolition of Historic Resources

6.1.1 The demolition of a historic resource, including significant outbuildings, must meet one of the following criteria: a) the proposed replacement structure is more appropriate and compatible with the historic character of the district than the building proposed for demolition, b) no economically viable use of the property will exist unless the application is approved, or c) the structure poses an imminent threat to public health or safety.

6.1.2 All demolition applications must present plans for the use of the site after demolition. These plans will be reviewed by the Historic Preservation Commission using the guidelines for the new construction of residential (3.0) or commercial (4.0) buildings.

6.1.3 All applications for demolition should provide a comparison between the cost of rehabilitating the current historic resource and the cost of demolition and the subsequent improvements to the site.

6.1.4 For an application of "no economically viable use" the following information will be used for review: a) the past and current uses of the building and property, b) the name and federal income tax bracket of the owner, c) the date and price of purchase or other acquisition of the structure and property, and the party from whom it was acquired, d) the assessed value of the building and property, e) the current fair market value of the structure and property as determined by a licensed appraiser, f) all listings of the structure and property for sale or rent within the previous two years, prices asked, and offers received, g) a profit and loss statement for the building and property, h) all capital expenditures during the current ownership, I) records depicting the current condition of the building and property, j) plans for proposed improvements to the site, and k) any other evidence that shows that the affirmative obligation to maintain the structure or property makes it impossible to realize a reasonable rate of return.

6.1.5 For an application to demolish a structure that poses an imminent threat to public health or safety the following information will be used for review: a) records depicting the current condition of the building, including photos and written descriptions and b) a report regarding the nature, imminence, and severity of the threat, as performed by a licensed architect or engineer or city inspector.

6.1.6 Demolition of a historic resource through neglect is subject to the demolition guidelines.

6.1.7 Demolition of structures less than fifty years of age will be permitted if the building is not eligible under the district's period of significance.

6.2 Undue Hardship

6.2.1 Inability to put the property to its most profitable use does not constitute undue hardship.

6.2.2 If the hardship is self-imposed, caused by an action of the owner, the applicant, or some other agent, undue hardship may not be granted.

6.2.3 The hardship must be peculiar to the building or property in question and must not be common to other properties. If the condition of hardship is common to other properties, the commission should consider a change to the Design Guidelines. Granting an exception in such cases is improper.

6.2.4 Mere inconvenience to the applicant is not sufficient grounds for undue hardship.

6.2.5 In order to grant undue economic hardship, the following is necessary for the commission's review: a) the past and current uses of the building and property, b) the name and federal income tax bracket of the owner, c) the date and price of purchase or other acquisition of the structure and property, and the party from whom it was acquired, d) the assessed value of the building and property, e) the current fair market value of the structure and property as determined by a licensed appraiser, f) all capital expenditures during the current ownership, g) records depicting the current condition of the building and property, h) plans for proposed improvements to the building, and I) the expense of rehabilitation.

Interpreting the Demolition and Undue Hardship Guidelines

6.1 Demolition of Historic Resources (6.1.1 — 6.1.7)

Demolition has a negative impact on a historic district. Because of market conditions and the unavailability of materials and skilled craftsman, compatible new construction is often not feasible. The demolition of a building creates a void on the streetscape and the improvements to the site are usually less well designed and constructed than the original. Each building proposed for demolition should be evaluated for historic and architectural merit as well as it's importance to the character of the site and historic district. No demolition applications will be reviewed without being able to review the proposed site improvements at the same time. Demolition is irreversible.

The burden of proof for a claim of "no economically viable use" rests with the property owner. The property owner must establish clear and convincing evidence to warrant a favorable action by the Commission. Property owners have a right to reasonable use of the land, but the U.S. Constitution does not guarantee the most profitable use. Federal Courts have upheld that if the entire property has a reasonable economic use, a taking of the property has not occurred.

For an application to demolish a structure that poses an imminent threat to public health or safety, the Commission should take into account the severity of the threat and compare it to the expense of correcting the structural issues. Often safety issues can be dealt with by stabilizing and mothballing the building.

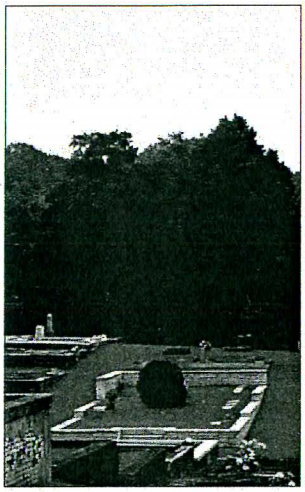
The demolition of structures less than fifty years old which are non contributing resources in the district may be demolished if the structures is not eligible under the district's period of significance. Structures that are going to be demolished must present a plan for the site for HPC approval prior to demolition. No structure, regardless of age, will be approved for demolition without having a plan for proposed site improvements. Site improvements will fall under the guidelines for new construction.

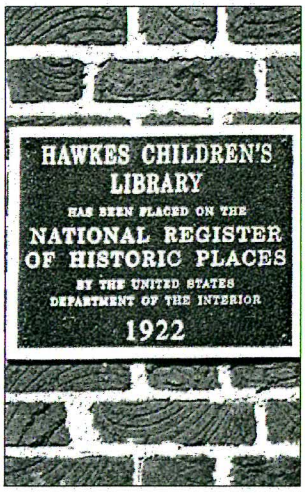
6.2 Undue Hardship (6.2.1 – 6.2.5)

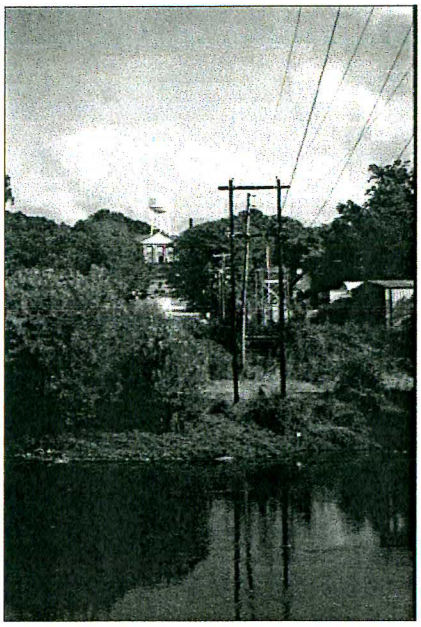
Property owners have a right to reasonable use of the land, but the U.S. Constitution does not guarantee the most profitable use. Federal Courts have upheld that if the entire property has a reasonable economic use, a taking of the property has not occurred.

Undue hardship must be proven. An exception to the Design Guidelines issued for a lesser reason or simply because the review board feels it is doing "the right thing" is an invalid application of the Historic Preservation Commission authority. The burden of proof for a claim of "undue economic hardship" rests with the property owner. The property owner must establish clear and convincing evidence to warrant a favorable action by the commission. The commission should consider the possibility of the owner taking advantage of State and Federal Income Tax incentives to make the rehabilitation project more feasible. As another option, the property could be advertised for sale for 45 days prior to demolition. This would allow for a prospective buyer to purchase and rehabilitate the property instead of demolishing it.

Appendix







Appendix Highlights

- West Point Historic Preservation Ordinance
- Sources for Maintenance and Resource Rehabilitation
- Glossary of Terms

West Point Historic Preservation Ordinance

(6) Public buildings and grounds committee.

a. Parks, cemeteries and playgrounds;
b. Swimming pool;
c. Recreation; and
d. Public use areas.

(Code 1967, §§ 2-23—2-31)

Secs. 2-37—2-40. Reserved.

DIVISION 2. HISTORIC PRESERVATION COMMITTEE*

Sec. 2-41. Purpose.

(a) In support and furtherance of its findings and determination that the historical, cultural and aesthetic heritage of West Point, Georgia is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity and general welfare of the people;

(b) In order to stimulate revitalization of the business districts and historic neighborhoods and to protect and enhance local historical and aesthetic attractions to tourists and thereby promote and stimulate business;

(c) In order to provide for the designation, protection, preservation and rehabilitation of historic properties and historic districts and to participate in federal or state programs to do the same;

(d) The mayor and aldermen of the city hereby declare it to be the purpose and intent of this division to establish a uniform procedure for use in providing for the protection, enhancement, perpetuation and use of places, districts, sites, buildings, structures, objects and landscape features having a special historical, cultural or aesthetic interest or value, in accordance with the provisions herein.

(Ord. of 3-11-91, § 1)

Sec. 2-42. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Building means a structure created to shelter any form of human activity, such as a house, barn, church, hotel or similar structure. Building may refer to a historically related complex such as a courthouse and jail or a house and barn.

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*Editor's note—An ordinance adopted March 11, 1991, providing for the establishment of a historic preservation committee did not specifically amend the Code. Said provisions have been included herein as article II, division 2 of chapter 2 at the discretion of the editor.

Certificate of appropriateness means a document evidencing approval by the historic preservation commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.

Exterior architectural features means the architectural style, general design and general arrangement of the exterior of a building, structure or object, including but not limited to the kind of texture of the building material and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.

Exterior environmental features means all those aspects of the landscape or the development of a site which affect the historical character of the property.

Historic district means a geographically definable area, possessing a significant concentration, linkage or continuity of sites, buildings, structures or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history. A historic district shall further mean an area designated by the city council as a historic district pursuant to the criteria established in section 2-44(b).

Historic property means an individual building, structure, site or object including the adjacent area necessary for the proper appreciation thereof designated by the city council as a historic property pursuant to the criteria established in section 2-44(c).

Material change in appearance means a change that will affect either the exterior architectural or environmental features of a historic property or any building, structure, site, object or landscape feature within a historic district, such as:

(1) A reconstruction of alteration of the size, shape or facade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements;

(2) Demolition or relocation of a historic structure;

(3) Commencement of excavation for construction purposes;

(4) A change in the location of advertising visible from the public right-of-way; or

(5) The erection, alteration, restoration or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.

Object means a material thing of functional, aesthetic, cultural, historical or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

Site means the location of a significant event, a prehistoric or historical occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself maintains historical or archeological value regardless of the value of any existing structure.

Structure means a work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by man, it is often an engineering project large in scale. (Ord. of 3-11-91, § 2)

Sec. 2-43. Creation of a historic preservation commission.

(a) *Creation.* There is hereby created a commission whose title shall be "West Point Historic Preservation Commission" (hereinafter "commission").

(b) *Position with city.* The commission shall be a part of the planning functions of the city.

(c) *Members; number, appointment, terms and compensation.* The commission shall consist of three (3) members appointed by the mayor and ratified by the aldermen. All members shall be residents of the city and shall be persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources.

To the extent available in the city, the three (3) members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or related professions, and building construction or real property appraisal.

Members shall serve three-year terms. In order to achieve staggered terms, initial appointments shall be: one (1) member for one (1) year; one (1) member for two (2) years; and one (1) member for three (3) years. Members shall not receive compensation.

(d) *Powers.* The commission shall be authorized to:

(1) Prepare and maintain an inventory of all property within the city having the potential for designation as historic property;

(2) Recommend to the mayor and aldermen specific districts, sites, buildings, structures or objects to be designated by ordinance as historic properties or historical districts;

(3) Review applications for certificates of appropriateness, and grant or deny same in accordance with the provisions of this division;

(4) Recommend to the mayor and aldermen that the designation of any district, site, building, structure or object as a historic property or as a historic district be revoked or removed;

(5) Advise the mayor and aldermen on the restoration or preservation of any historic properties acquired by the city;

(6) Encourage the donation of facade easements and conservation easements in accordance with the provisions of the Facade and Conservation Easements Act of 1976 (O.C.G.A. §§ 44-10.1 through 5);

(7) Conduct educational programs on historic properties located within the city and on general historic preservation activities;

(8) Make such investigations and studies of matters relating to historic preservation including consultation with historic preservation experts, the mayor and aldermen or

the commission itself may from time to time deem necessary or appropriate for the purposes of preserving historic resources;

(9) Seek out local, state, federal or private funds for historic preservation, and make recommendations to the mayor and aldermen concerning the most appropriate uses of any funds acquired;

(10) Submit to the historic preservation section of the department of natural resources a list of historic properties or historic districts designated;

(11) Perform historic preservation activities as the official agency of the city historic preservation program;

(12) Employ persons, if necessary and subject to the approval of the mayor and aldermen, to carry out the responsibilities of the commission;

(13) Review and make comments to the historic preservation section of the department of natural resources concerning the nomination of properties within its jurisdiction to the national register of historic places; and

(14) Participate in private, state and federal historic preservation programs.

(e) *Power to adopt rules and standards.* The commission shall adopt rules and standards for the transaction of its business and for consideration of applications for designations and certificates of appropriateness, such as bylaws, removal of membership provisions and design guidelines and criteria. The commission shall provide for the time and place of regular meetings and a method for the calling of special meetings. The commission shall select such officers as it deems appropriate from among its members. A quorum shall consist of a majority of the members.

(f) *Conflict of interest.* The commission shall be subject to all conflict of interest laws set forth in Georgia Statutes.

(g) *Records of commission meetings.* A public record shall be kept of the commissions's resolutions, proceedings and actions.
(Ord. of 3-11-91, § 3)

Sec. 2-44. **Recommendation and designation of historic districts and properties.**

(a) *Preliminary research by commission.*

(1) Commission's mandate to conduct a survey of local historical resources: The commission shall compile and collect information and conduct surveys of historic resources within the city.

(2) Commission's power to recommend districts and buildings to the mayor and aldermen for designation: The commission shall present to the mayor and aldermen recommendations for historic districts and properties.

(3) Commission's documentation of proposed designation: Prior to the commission's recommendation of a historic district or historic property to the mayor and aldermen for designation, the commission shall prepare a report for nomination consisting of:

a. A physical description;
b. A statement of the historical, cultural, architectural and/or aesthetic significance;
c. A map showing district boundaries and classification (i.e. historic, nonhistoric, intrusive) of individual properties therein, or showing boundaries of individual historic properties;
d. A statement justifying district or individual property boundaries; and
e. Representative photographs.

(b) *Designation of historic district.*

(1) Criteria for selection of historic districts. A historic district is a geographically definable area which contains buildings, structures, sites, objects and landscape features or a combination thereof, which:

a. Have special character or special historic/aesthetic value or interest;
b. Represent one (1) or more periods, styles or types of architecture typical of one (1) or more eras in the history of the city.

(2) Boundaries of a historic district. Boundaries of a historic district shall be included in the separate ordinances designating such districts and shall be shown on the official zoning map of the city.

(3) Evaluation of properties within historic districts. Individual properties within historic districts shall be classified as:

a. Historic (contributes to the district);
b. Nonhistoric (does not contribute but does not detract from the district as provided for in (b)(1) above); and
c. Intrusive (detracts from the district as provided for in (b)(1) above.)

(c) *Designation of a historic property.*

(1) Criteria for selection of historic properties. A historic property is a building, structure, site or object, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the nation, the city or the state, for one (1) of the following reasons:

a. It is an outstanding example of a structure representative of its era;
b. It is one (1) of the few remaining examples of a past architectural style;
c. It is a place or structure associated with an event or persons of historic or cultural significance to the city, state or region; or
d. It is a site of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of the city, county, state or region.

(d) *Requirements for adopting an ordinance for the designation of historic districts and historic properties.*

(1) Application for designation of historic districts and historic properties. Designations may be proposed by the mayor and aldermen, the commission, or:

a. For historic districts, a historical society, neighborhood association or group of property owners may apply to the commission for designation;
b. For historic properties, a historical society, neighborhood association or property owner may apply to the commission for designation.

(2) Required components of a designation ordinance. Any ordinance designating any property or district as historic shall:

a. List each property in a proposed historic district or describe the proposed individual historic property;
b. Set forth the name(s) of the owner(s) of the designated property or properties;
c. Require that a certificate or appropriateness be obtained from the commission prior to any material change in appearance of the designated property; and
d. Require that the property or district be shown on the official zoning map of the city and kept as public record to provide notice of such designation.

(3) Required public hearings. The commission and the mayor and aldermen shall hold a public hearing on any proposed ordinance for the designation of any historic district or property. Notice of the hearing shall be published in at least three (3) consecutive issues in the principal newspaper of local circulation, and written notice of the hearing shall be mailed by the commission to all owners and occupants of such properties. All such notices shall be published or mailed not less than fifteen (15) nor more than forty-five (45) days prior to the date set for the public hearing. A notice sent via the United States mail to the last-known owner of the property shown on the city tax roll and a notice sent via United States mail to the address of the property to the attention of the occupant shall constitute legal notification of the owner and occupant under this division.

(4) Notification of historic preservation section. No less than thirty (30) days prior to making a recommendation on any ordinance designating a property or district as historic the commission must submit the report, required in subsection (a)(3), to the historic preservation section of the department of natural resources.

(5) The mayor and aldermen's action on commission recommendation. Following receipt of the commission's recommendation, the mayor and aldermen may adopt the designation as proposed, may adopt the designation with any amendments it deems necessary, or reject the designation.

(6) Notification of adoption of designation. Within thirty (30) days following the adoption of the designation by the mayor and aldermen, the owners and occupants of each designated historic property, and the owners and occupants of each structure, site or

work of art located within a designated historic district, shall be given written notification of such designation by the historic preservation commission which notice shall apprise said owners and occupants of the necessity of obtaining a certificate of appropriateness prior to undertaking any material change in appearance of the historic district designated. A notice sent via the United States mail to the last-known owner of the property shown on the city tax roll and a notice sent via United States Mail to the address of the property to the attention of the occupant shall constitute legal notification to the owner and occupant under this division.

(7) Notification of other agencies regarding designation. The commission shall notify all necessary agencies within the city of the ordinance for designation.

(8) Moratorium on applications for alteration or demolition while ordinance for designation is pending. If an ordinance for designation is being considered, the mayor and aldermen shall have the power to freeze the status of the involved property.

(Ord. of 3-11-91)

Sec. 2-45. Application to preservation commission for certificate of appropriateness.

(a) *Approval of material change in appearance in historic districts or involving historic properties.* After the designation by ordinance of a historic property or of a historic district, no material change in the appearance of such historic property, or of a historic or nonhistoric building, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a certificate of appropriateness has been submitted to and approved by the commission.

(b) *Submission of plans to commission.* An application for a certificate of appropriateness shall be accompanied by drawings, photographs, plans and documentation required by the commission, as further set forth on the application for certificate of appropriateness.

(c) *Interior alterations.* In its review of applications for certificates of appropriateness, the commission shall not consider interior arrangement or use having no effect on exterior architectural features.

(d) *Technical advice.* The commission shall have the power to seek technical advice from outside its members on any application.

(e) *Public hearings on applications for certificates of appropriateness, notices and right to be heard.* The commission shall hold a public hearing at which each proposed certificate of appropriateness is discussed. Notice of the hearing shall be published in the principal newspaper of local circulation in the city and written notice of the hearing shall be mailed by the commission to all owners and occupants of the proposed property. The written and published notice shall be provided in the same manner and time frame as notices are provided before a public hearing for rezoning.

The commission shall give the property owner and/or applicant an opportunity to be heard at the certificate of appropriateness hearing.

(f) *Acceptable commission reaction to applications or certificate of appropriateness.*

(1) Commission action: The commission may approve the certificate of appropriateness as proposed, approve the certificate of appropriateness with any modifications it deems necessary, or reject it.

(2) The commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, historic or architectural significance and value of the historic property or the historic district. In making this determination, the commission shall consider, in addition to any other pertinent factors, the following criteria for each of the following acts:

a. Reconstruction, alteration, new construction or renovation: The commission shall issue certificates of appropriateness for the above proposed actions if those actions conform in design, scale, building material, setback and landscaping to the secretary of interior's standards for rehabilitation and guidelines for rehabilitating historic buildings and to any design guidelines adopted by the city.

b. Relocation: A decision by the commission approving or denying a certificate of appropriateness for the relocation of a building, structure or object shall be guided by:

1. The historic character and aesthetic interest the building, structure or object contributes to its present setting.
2. Whether there are definite plans for the area to be vacated and what the effect of those plans on the character of the surrounding area will be.
3. Whether the building, structure or object can be moved without significant damage to its physical integrity.
4. Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure, site or object.

c. Demolition: A decision by the commission approving or denying a certificate of appropriateness for the demolition of buildings, structures, sites or objects shall be guided by:

1. The historic, scenic or architectural significance of the building, structure, site or object.
2. The importance of the building, structure, site or object to the ambiance of a district.
3. The difficulty or the impossibility of reproducing such a building, structure, site or object because of its design, texture, material, detail or unique location.
4. Whether the building, structure, site or object is one of the last remaining examples of its kind in the neighborhood or the county.
5. Whether there are definite plans for reuse of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be.

6. Whether reasonable measures can be taken to save the building, structure, site or object from collapse.
7. Whether the building, structure, site or object is capable of earning reasonable economic return on its value.

(g) *Undue hardship.* When, by reason of unusual circumstances, the strict application of any provision of this division would result in the exceptional practical difficulty or undue economic hardship upon any owner of a specific property, the commission, in passing upon applications, shall be the power to vary or modify strict adherence to said provisions, or to interpret the meaning of said provisions, so as to relieve such difficulty or hardship; provided such variances, modifications or interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the architectural or historical integrity or character of the property shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgement, best fulfill the purpose of this division. An undue hardship shall not be a situation of the person's own making.

(h) *Deadline for approval or rejection of application for certificate of appropriateness.*

(1) The commission shall approve or reject an application for a certificate of appropriateness within forty-five (45) days after the filing thereof by the owner or occupant of a historic property, or of a building, structure, site or object located within a historic district. Evidence of approval shall be by a certificate of appropriateness issued by the commission. Notice of the issuance or denial of a certificate of appropriateness shall be sent by United States mail to the applicant and all other persons who have requested such notice in writing filed with the commission.

(2) Failure of the commission to act within said forty-five (45) days shall constitute approval, and no other evidence of approval shall be needed.

(i) *Necessary action to be taken by commission upon rejection of application for certificate of appropriateness.*

(1) In the event the commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may make modifications to the plans and may resubmit the application at any time after doing so.

(2) In cases where the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of the application for a certificate of appropriateness by the commission shall be binding upon the building inspector or other administrative officer charged with issuing building permits and, in such a case, no building permit shall be issued.

(j) *Requirement of conformance with certificate of appropriateness.*

(1) All work performed pursuant to an issued certificate of appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accor-

dance with such certificate, the commission shall recind the certificate of appropriateness. The commission shall send written notification of the recinsion to the building inspector who shall promptly issue a stop work order.

(2) The mayor and aldermen or the commission shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district, except those changes made in compliance with the provisions of this ordinance or to prevent any illegal act or conduct with respect to such historic property or historic district.

(k) *Certificate of appropriateness void if construction not commenced.* A certificate of appropriateness shall become void unless construction is commenced within six (6) months of a date of issuance. Certificates of appropriateness shall be issued for a period of eighteen (18) months and are renewable.

(l) *Recording of applications for certificate of appropriateness.* The commission shall keep a public record of all applications for certificates of appropriateness, and of all the commission's proceedings in connection with said application.

(m) *Appeals.* Any person adversely affected by any determination made by the commission relative to the issuance or denial of a certificate of appropriateness may appeal such determination to the mayor and aldermen. Any such appeal must be filed with the mayor and aldermen within fifteen (15) days after the issuance of the determination pursuant to subsection (h)(1) herein, or in the case of a failure of the commission to act, within fifteen (15) days of the expiration of the forty-five day period allowed for commission action, subsection (h)(2) herein. The mayor and aldermen may approve, modify or reject the determination made by the commission if the governing body finds that the commission abused its discretion in reaching its decision. Appeals from decision of the mayor and aldermen may be taken to the superior court in the manner provided by law for appeals from conviction for city ordinance violations. (Ord. of 3-11-91, § V)

Sec. 2-46. Maintaining of historic properties and building and zoning code provisions.

(a) *Ordinary maintenance or repair.* Ordinary maintenance or repair of any exterior architectural or environmental feature in or on a historic property to correct deterioration, decay or damage or to sustain the existing form, and that does not involve a material change in design, material or outer appearance thereof, does not require a certificate of appropriateness.

(b) *Failure to provide ordinary maintenance or repair.* Property owners of historic properties or properties within historic districts shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair. The commission shall be charged with the following responsibilities regarding deterioration by neglect:

(1) The commission shall monitor the condition of historic properties and existing buildings in historic districts to determine if they are being allowed to deteriorate by

neglect. Such conditions as broken windows, doors and openings which allow the elements and vermin to enter, the deterioration of a building's structural system shall constitute failure to provide ordinary maintenance or repair.

(2) In the event the commission determines a failure to provide ordinary maintenance or repair, the commission will notify the owner of the property and set forth the steps which need to be taken to remedy the situation.

(c) *Affirmation of existing building and zoning codes.* Nothing in this division shall be construed as to exempt property owners from complying with existing city building and zoning codes, nor to prevent any property owner from making any use of his property not prohibited by other statutes, ordinances or regulations.
(Ord. of 3-11-91, § V)

Sec. 2-47. Penalty.

Violations of any provisions of this division shall be punished in the same manner as provided for punishment of violations of validly-enacted ordinances of the city.
(Ord. of 3-11-91, § VII)

Secs. 2-48—2-65. Reserved.

AN ORDINANCE

An ordinance to amend Chapter Two, Section 2-43, of the Code of Ordinances of the City of West Point, Georgia.

Be it ordained by the Mayor and Aldermen of the City of West Point that Chapter Two, Section 2-43 (c) be amended by deleting Section 2-43 (c) in its entirety and inserting the following Section:

(c) Members; number appointment, terms and compensation. The commission shall consist of five (5) members appointed by the mayor and ratified by the aldermen. All members shall be residents of the city and shall be persons who have demonstrated special interest, experience or education in history, architectural history, planning, architecture or the preservation of historic resources.

To the extent available in the city, the five (5) members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, building construction, real property appraisal, archaeology or related professions.

Members shall serve three year terms. In order to achieve staggered terms, initial appointments shall be: one (1) member for one (1) year; two (2) members for two (2) years and two (2) members for three (3) years. Members shall not receive compensation.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

This ordinance shall become effective on the date of its adoption.

Ordained this 16th day of October 2000, by the Mayor and Aldermen of the City of West Point, Georgia.

_____
Mayor

ATTEST:

_____
City Clerk

Sources for Maintenance and Resource Rehabilitation

PRESERVATION BRIEFS

Preservation Briefs may be obtained from the Georgia Historic Preservation Division, or are available online at http://www2.cr.nps.gov/tps/briefs/presbhom.htm.

1 Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2 Repointing Mortar Joints in Historic Brick Buildings
3 Conserving Energy in Historic Buildings
4 Roofing for Historic Buildings
5 The Preservation of Historic Adobe Buildings
6 Dangers of Abrasive Cleaning to Historic Buildings
7 The Preservation of Historic Glazed Architectural Terra-Cotta
8 Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9 The Repair of Historic Wooden Windows
10 Exterior Paint Problems on Historic Woodwork
11 Rehabilitating Historic Storefronts
12 The Preservation of Historic Pigmented Structural Glass
13 The Repair and Thermal Upgrading of Historic Steel Windows
14 New Exterior Additions to Historic Buildings: Preservation Concerns
15 Preservation of Historic Concrete: Problems and General Approaches
16 The Use of Substitute Materials on Historic Building Exteriors
17 Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18 Rehabilitating Interiors in Historic Buildings - Identifying in Character-defining Elements
19 The Repair and Replacement of Historic Wooden Shingle Roofs
20 The Preservation of Historic Barns
21 Repairing Historic Flat Plaster - Walls and Ceilings
22 The Preservation and Repair of Historic Stucco
23 Preserving Historic Ornamental Plaster
24 Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25 The Preservation of Historic Signs
26 The Preservation and Repair of Historic Log Buildings
27 The Maintenance and Repair of Architectural Cast Iron
28 Painting Historic Interiors
29 The Repair, Replacement, and Maintenance of Historic Slate Roofs
30 The Preservation and Repair of Historic Clay Tile Roofs
31 Mothballing Historic Buildings
32 Making Historic Properties Accessible
33 The Preservation and Repair of Historic Stained and Leaded Glass
34 Applied Decoration for Historic Interiors: Preserving Composition Ornament

35 Understanding Old Buildings: The Process of Architectural Investigation
36 Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37 Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing
38 Removing Graffiti from Historic Masonry
39 Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40 Preserving Historic Ceramic Tile Floors
41 The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42 The Maintenance, Repair and Replacement of Historic Cast Stone

PRESERVATION BRIEF #8
ALUMINUM AND VINYL SIDING ON HISTORIC BUILDINGS

THE APPROPRIATENESS OF SUBSTITUTE MATERIALS FOR RESURFACING HISTORIC WOOD FRAME BUILDINGS

John H. Myers, revised by Gary L. Hume

A historic building is a product of the cultural heritage of its region, the technology of its period, the skill of its builders, and the materials used for its construction. To assist owners, developers and managers of historic property in planning and completing rehabilitation project work that will meet the Secretary's "Standards for Rehabilitation" (36 CFR 67), the following planning process has been developed by the National Park Service and is applicable to all historic buildings. This planning process is a sequential approach to the preservation of historic wood frame buildings.

It begins with the premise that historic materials should be retained wherever possible. When retention, including retention with some repair, is not possible, then replacement of the irreparable historic material can be considered. The purpose of this approach is to determine the appropriate level of treatment for the preservation of historic wood frame buildings.

Standard 6 of the *Secretary of the Interior's Standards for Rehabilitation* states that "deteriorated architectural features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials..." The Guidelines further caution against "removing or radically changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished."

The planning process has the following four steps:

1. Identify and preserve those materials and features that are important in defining the building's historic character. This may include features such as wood siding, brackets, cornices, window architraves, doorway pediments, and their finishes and colors.

2. Undertake routine maintenance on historic materials and features. Routine maintenance generally involves the least amount of work needed to preserve the materials and features of the building. For example, maintenance of a frame building would include caulking and painting; or, where paint is extensively cracking and peeling, its removal and the re-application of a protective paint coating.

3. Repair historic materials and features. For a historic material such as wood siding, repair would generally involve patching and piecing-in with new material according to recognized preservation methods.

4. Replace severely damaged or deteriorated historic materials and features in kind. Replacing sound or repairable historic material is never recommended; however,

if the historic material cannot be repaired because of the extent of deterioration or damage, then it will be necessary to replace an entire character-defining feature such as the building's siding. The preferred treatment is always replacement in kind, that is, with the same material. Because this approach is not always feasible, provision is made under the recommended treatment options in the Guidelines that accompany the Secretary of the Interior's Standards to consider the use of a compatible substitute material. A substitute material should only be considered, however, if the form, detailing, and overall appearance of the substitute material conveys the visual appearance of the historic material, and the application of the substitute material does not damage, destroy or obscure historic features.

In many cases, the replacement of wood siding on a historic building is proposed because little attention has been given to the retention of historic materials. Instead, the decision to use a substitute material is made because: (1) it is assumed that aluminum or vinyl siding will be a maintenance-free material; and (2) there is the desire to give a building a "remodeled" or "renovated" appearance. A decision to replace historic material must, however, be carefully considered for its impact on the historic resource—even when the model planning process has been followed and the appropriate treatment is replacement.

Therefore, this brief focuses on the visual and physical consequences of using a substitute material such as aluminum or vinyl siding for new siding installations on a wood frame historic building. These concerns include the potential of ***damaging or destroying*** historic material and features; the potential of ***obscuring*** historic material and features; and, most important, the potential of ***diminishing the historic character*** of the building.

The Historic Character of Buildings and Districts

The character or "identity" of a historic building is established by its form, size, scale and decorative features. It is also influenced by the choice of materials for the walls—by the dimension, detailing, color, and other surface characteristics. This is particularly true for wood frame buildings which are the typical objects of aluminum or vinyl siding applications. Since wood has always been present in abundance in America, it has been a dominant building material in most parts of the country. Early craftsmen used wood for almost every aspect of building construction: for structural members such as posts, beams and rafters, and for cladding materials and decorative details, such as trim, shakes, and siding.
The variety of tools used, coupled with regional differences in design and craftsmanship, has resulted in a richness and diversity of wood sidings in America. For example, narrow boards with beveled, lapped joints called "clapboards" were used on New England frame dwellings. The size and shape of the "clapboards" were determined by the process of hand splitting or "riving" bolts of wood. The width, the short lengths, the beveled lapping, the "feathered" horizontal joints, and the surface nailing of the clapboards created a distinctive surface pattern that is recognizable as an important part of the historic character of these structures.

The sawn and hand-planed clapboards used throughout the Mid-Atlantic and Southern states in the eighteenth and early nineteenth centuries, by contrast, have a wide exposure—generally between six and eight inches. The exposure of the siding, frequently

coupled with a beaded edge, created a very different play of light and shadow on the wall surface, thus resulting in a different character. The "German" or "Novelty siding"—a milled siding that is thin above and thicker below with a concave bevel—was used throughout many parts of the United States in the late nineteenth and early twentieth century but with regional variations in material, profile, and dimensions. One variation of this type of milled siding was called "California siding" and was milled with a rabbetted or shiplap edge to insure a tight installation of the weather boards. Shingles were also commonly used as an exterior cladding material, and in buildings such as the Bungalow style houses, were often an important character-defining feature of the exterior. Shingles were often applied in decorative patterns by varying the lap, thus creating alternating rows of narrow exposures and wide exposures. Shingles were also cut in geometric patterns such as diamond shapes and applied in patterns. This treatment was commonly used in the gable end of shingled houses. Siding and wood shingles were often used in combination with materials such as cobblestone and brick in Bungalow style buildings to create a distinctive interplay of surfaces and materials.

The primary concern, therefore, in considering replacement siding on a historic building, is the potential loss of those features such as the beaded edge, "drop" profile, and the patterns of application. Replacing historic wood siding with new wood, or aluminum or vinyl siding could severely diminish the unique aspects of historic materials and craftsmanship. The inappropriate use of substitute siding is especially dramatic where sufficient care is not taken by the owner or applicator and the width of the clapboards is altered, shadow reveals are reduced, and molding or trim is changed or removed at the corners, at cornices or around windows and doors. Because substitute siding is usually added on top of existing siding, details around windows and doors may appear set back from the siding rather than slightly projecting; and if the relationship of molding or trim to the wall is changed, it can result in the covering or removal of these historic features. New substitute siding with embossed wood graining—intended to simulate the texture of wood—is also visually inappropriate. Exaggerated graining would have been undesirable on real wood siding and is generally found only after sandblasting, a destructive and totally unacceptable treatment for wood.

While this discussion focuses primarily on the historic character of individual wood frame buildings, of equal importance is the context of buildings that comprise a historic district or neighborhood. Changes to the character-defining features of a building, such as distinctive clapboarding and other wall surfaces and decorative trim, always have an impact on more than just that building; they also alter the historic visual relationship between the buildings in the district. If character-defining weatherboards, clapboards or shingles are replaced on a number of buildings in a historic district, the historic character of the entire district may be seriously damaged. Because of the potential impact some substitute materials have on the character of a neighborhood or district, many communities regulate their use through zoning ordinances and design review boards. These ordinances and review boards usually require review and approval of proposed alterations to a historic building that could potentially impact the historic character of the building or the district, including the application of substitute materials, such as aluminum or vinyl siding.

Preservation of a building or district and its historic character is based on the assumption that the retention of historic materials and features and their craftsmanship are of primary importance. Therefore, the underlying issue in any discussion of replacement materials is whether or not the integrity of historic materials and craftsmanship has

been lost. Structures are historic because the materials and craftsmanship reflected in their construction are tangible and irreplaceable evidence of our cultural heritage. To the degree that substitute materials destroy and/or conceal the historic fabric, they will always subtract from the basic integrity of historically and architecturally significant buildings.

The Products and Their Installation

The use of aluminum and vinyl siding really involves two separate industries. The siding materials themselves, including a variety of inside and outside corner pieces, trim and molding pieces and panning for window and door frames, are produced by a comparatively small number of manufacturers. The product information, advertising, and any manufacturer's warranties on the product itself are handled by this part of the industry. The installation of aluminum or vinyl siding is generally carried out by independent contractors or applicators, who are frequently called "home improvement" contractors, and they are not affiliated with the manufacturers. The manufacturer's warranties normally do not cover the installation, or any damage or defect resulting from the installation process.

Since the manufacturer has little control over the quality of the installation, both the quality of the work and the sensitivity of the application are variable. This variation in quality has traditionally been a problem in the industry and one which the industry and its professional associations have attempted to correct through publishing and disseminating information on the proper application of vinyl and aluminum siding.

Although it is sometimes argued that an artificial siding application is reversible since it can be removed, there is frequently irreversible damage to historic building materials if decorative features or trim are permitted to be cut down or destroyed, or removed by applicators and discarded. The installation process requires that the existing surface be flat and free of "obstructions" so that the new siding will be smooth and even in appearance. To achieve the requisite flat surface, furring strips are usually placed over the wall surface (vertical furring strips for horizontal aluminum or vinyl siding and vice-versa for vertical siding). The potential danger in this type of surface preparation is that the furring strips may change the relationship between the plane of the wall and the projecting elements such as windows, door trim, the cornice, or any other projecting trim or molding. Projecting details may also cause a problem. To retain them, additional cutting and fitting will usually be required. Further, additional or special molding pieces, or "accessories" as they are called by the industry, such as channels, inserts and drip caps, will be needed to fit the siding around the architectural features. This custom fitting of the siding will be more labor-intensive, adding to the cost of the siding installation.

The existing wall fabric is further damaged by the nailing necessary to apply siding. Either by nailing directly to the building fabric or by nailing the furring strips to the old siding, the installation of aluminum or vinyl siding will leave numerous holes in wood siding, molding, trim, window and door frames. When applied to brick or other masonry units, the nail penetrations attaching the furring strips and siding can cause irreversible cracking or spalling of the masonry. Although this reference to damaging masonry is included as a point of fact, the application of aluminum or vinyl siding is highly inappropriate to historic masonry buildings.

The Use of Aluminum or Vinyl Siding on Historic Buildings

The maintenance and periodic painting of wood frame structures is a time-consuming effort and often a substantial expense for the homeowner. It is therefore understandable that a product which promises relief from periodic painting and gives the building a new exterior cladding would have considerable appeal. For these reasons, aluminum and vinyl siding have been used extensively in upgrading and rehabilitating the nation's stock of wood frame residential buildings. For historic residential buildings, aluminum or vinyl siding may be an acceptable alternative only if (1) the existing siding is so deteriorated or damaged that it cannot be repaired; (2) the substitute material can be installed without irreversibly damaging or obscuring the architectural features and trim of the building; and (3) the substitute material can match the historic material in size, profile and finish so that there is no change in the character of the historic building. In cases where a non-historic artificial siding has been applied to a building, the removal of such a siding, and the application of aluminum or vinyl siding would, in most cases, be an acceptable alternative, as long as the abovementioned first two conditions are met.

There are, however, also certain disadvantages in the use of a substitute material such as aluminum or vinyl siding, and these factors should be carefully considered before a decision is made to use such a material rather than the preferred replacement with new wood siding duplicating the old.

Applying Siding without Dealing with Existing Problems

Since aluminum and vinyl sidings are typically marketed as home improvement items, they are frequently applied to buildings in need of maintenance and repair. This can result in concealing problems which are the early warning signs of deterioration. Minor uncorrected problems can progress to the point where expensive, major repairs to the structure become necessary.

If there is a hidden source of water entry within the wall or leakage from the roof, the installation of any new siding will not solve problems of deterioration and rotting that are occurring within the wall. If deferred maintenance has allowed water to enter the wall through deteriorated gutters and downspouts, for example, the cosmetic surface application of siding will not arrest these problems. In fact, if the gutters and downspouts are not repaired, such problems may become exaggerated because water may be channeled behind the siding. In addition to drastically reducing the efficiency of most types of wall insulation, such excessive moisture levels within the wall can contribute to problems with interior finishes such as paints or wallpaper, causing peeling, blistering or staining of the finishes.

It cannot be overemphasized that a cosmetic treatment to hide difficulties such as peeling paint, stains or other indications of deterioration is not a sound preservation practice; it is no substitute for proper care and maintenance. Aluminum and vinyl siding are not directly at fault in these situations since property owners should determine the nature and source of their problems, then make appropriate repairs. The difficulty arises when owners perceive the siding as the total solution to their required maintenance and forgo other remedial action.

Durability and Cost

The questions of durability and relative costs of aluminum or vinyl siding compared to the maintenance cost of historic materials are complex. It is important to consider these questions carefully because both types of siding are marketed as long lasting, low maintenance materials. Assuming that the substitute sidings are not damaged, and that they will weather and age normally, there will be inevitable changes in color and gloss as time passes. A normal application of aluminum or vinyl siding is likely to cost from two to three times as much as a good paint job on wood siding. A sensitive application, retaining existing trim, will cost more. Therefore, to break even on expense, the new siding should last as long as two or three paintings before requiring maintenance. On wood two coats of good quality paint on a properly prepared surface can last from 8 to 10 years, according to the U.S. Department of Agriculture. If a conservative life of seven years is assumed for paint on wood, then aluminum and vinyl siding should last 15 to 21 years before requiring additional maintenance, to break even with the maintenance cost for painting wood siding. Once painted, the aluminum and vinyl siding will require repainting with the same frequency as wood.

While aluminum siding can dent upon impact and the impact resistance of vinyl siding decreases in low temperatures and, therefore, is susceptible to cracking from sharp impact, these materials are generally not more vulnerable than wood siding and shingles. All siding materials are subject to damage from storm, fire, and vandalism; however, there is a major difference in the repairability of wood siding versus substitute materials such as aluminum and vinyl. Although they can all be repaired, it is much easier to repair wood siding and the repair, after painting, is generally imperceptible. In addition, a major problem in the repairability of aluminum and vinyl siding, as mentioned above, is matching color since the factory finishes change with time. Matching the paint for wood siding has a greater likelihood of success.

Energy

Because of high fuel costs, there is a concern for energy conservation in historic materials as well as in substitute materials. Because aluminum and vinyl siding can be produced with an insulating backing, these products are sometimes marketed as improving the thermal envelope of a historic building. The aluminum and vinyl material themselves are not good insulators, and the thickness of any insulating backing would, of necessity, be too small to add to the energy efficiency of a historic building. What energy savings did accrue as a result of a siding application would probably be as much the result of the creation of an air space between the old and new siding as the addition of insulating material. If the historic wood siding were removed in the course of installing the aluminum or vinyl siding (even with an insulating backing), the net result would likely be a loss in overall thermal efficiency for the exterior sheathing.

Preservation Briefs Number 3, "Conserving Energy in Historic Buildings," notes that the primary sources of energy loss in small frame buildings are the doors, windows and roof. It is, therefore, more cost-effective to apply storm windows, weatherstripping and attic insulation than to treat the side walls of these structures. There are numerous publications on energy retrofitting which explain techniques of determining cost-effectiveness based on utility costs, R-factors or materials and initial cost of the treatment. Persons interested in this approach may wish to read "Retrofitting Existing

Houses for Energy Conservation: An Economic Analysis" published by the National Bureau of Standards, or the U.S. Department of Housing and Urban Development booklet "In the Bank or Up the Chimney." One such study in Providence, Rhode Island, determined that for a two-story house, twenty-five feet square, the payback period for twenty-three storm windows, two storm doors and six inches of attic insulation (R-20) was 4.4 years while the payback period of aluminum siding with an R-factor of 2.5 was 29.96 years. Most of the information which is available supports the position that aluminum or vinyl siding will not have a reasonable payback on an energy-saving basis alone.

Summary

The intent of this brief has been to delineate issues that should be considered when contemplating the use of aluminum or vinyl sidings on historic buildings and assessing under what circumstances substitute materials such as artificial siding may be used without damaging the integrity of the historic building or adversely changing its historic character. Many property owners are faced with decisions weighing the historic value of their building and its maintenance cost against the possible benefit of aluminum and vinyl siding materials. To assist in making these decisions, "The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" have been published and are available from National Park Service Regional Offices and State Historic Preservation Offices. Further, since rehabilitation projects for income-producing historic buildings often seek tax benefits under the 1981 Economic Recovery Tax Act, as amended, it is essential that all work, such as the replacement of exterior siding, be carried out in conformance with the Standards and be consistent with the building's historic character to insure that the tax benefits are not denied.

As stated earlier, the application of aluminum and vinyl siding is frequently considered as an alternative to the maintenance of the original historic material. The implication is that the new material is an economical and long-lasting alternative and therefore somehow superior to the historic material. In reality, historic building materials such as wood, brick and stone, when properly maintained, are generally durable and serviceable materials. Their widespread existence on tens of thousands of old buildings after many decades in serviceable condition is proof that they are the original economic and long-lasting alternatives. All materials, including aluminum and vinyl siding can fall into disrepair if abused or neglected; however, the maintenance, repair and retention of historic materials are always the most architecturally appropriate and usually the most economically sound measures when the objective is to preserve the unique qualities of historic buildings.

The appropriate preservation decision on the use of a substitute material in the rehabilitation of a historic building must always center on two principal concerns: the possible damage or destruction of historic building materials; and, the possible negative impact on the historic character of the building and the historic district or setting in which the building is located. Because applications of substitute materials such as aluminum and vinyl siding can either destroy or conceal historic building material and features and, in consequence, result in the loss of a building's historic character, they are not recommended by the National Park Service. Such destruction or concealment of historic materials and features confuses the public perception of that which is truly historic and that which is imitative.

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Acknowledgments

This Preservation Brief was written by John H. Myers, Historical Architect, formerly with Technical Preservation Services, and was published first in 1979. The Brief was substantially revised in 1984 by Gary L. Hume, Deputy Division Chief, Preservation Assistance Division. H. Ward Jandl, Chief, Technical Preservation Services Branch, and the following Branch staff members are to be thanked for reviewing the manuscript and making suggestions that were incorporated into the final text: Emogene A. Bevitt, Kay Davidson Weeks, and Susan Dynes.

Washington, D.C. October, 1984.

This publication has been prepared pursuant to the National Historic Preservation Act of 1966, as amended, which directs the Secretary of the Interior to develop and make available information concerning historic properties. Technical Preservation Services (TPS), Heritage Preservation Services Division, National Park Service prepares standards, guidelines, and other educational materials on responsible historic preservation treatments for a broad public.

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Glossary of Terms

Addition — A non-original element placed onto an existing building, site or structure.

Alteration — Any act or process which changes the exterior architectural appearance of a building.

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

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

Certificate of Appropriateness — A document giving approval to work proposed by the owner of a property located within a locally-designated historic district or designated as a local landmark. Specific conditions, set forth by the Historic Preservation Commission and to be followed during the project, may be specified in the document. Possession of a Certificate of Appropriateness does not remove any responsibility on the part of the property owner to acquire a building permit prior to beginning the project.

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

Commercial Building Type — A definition based on the composition of a commercial building's primary facade. Most commercial facades are divided into major divisions or elements that are used to define the building type.

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

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

Contemporary — Of the current period; modern.

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

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

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

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

Face — In gravestones, commonly the carved and polished surfaces of the gravestone.

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

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

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

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

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

Infill — New construction within a historic district, generally situated on the site of a demolished structure but possibly on a site never previously developed.

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

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

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

New Construction — The construction of a new element, building, structure or landscape component; new construction involves the introduction of designs not original to the building, structure or site.

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

Preservation — The process of taking steps to sustain the form, details and integrity of a property essentially as it presently exists. Preservation may involve the elimination of deterioration and structural damage, but does not involve reconstruction to any significant degree.

Reconstruction — The process of reproducing the exact form of a component, building, structure or site that existed at some time in the past.

Rehabilitation — The process of returning a building to a state of utility while retaining those elements essential to its architectural, historical and/or aesthetic significance.

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

Restoration — The process of returning a building to its appearance at an earlier time (though not necessarily to its original appearance). Restoration involves the removal of later additions and the replacement of missing components and details.

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

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

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

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

Stabilization — Maintaining a building as it exists today by making it weather-resistant and structurally safe.

Streetscape — All physical elements that may be viewed along a street.

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

Vernacular — Based on regional tradition and utilizing regional materials.