

## Draft La Alma Lincoln Park Customized Design Guidelines

### Intent:

The La Alma Lincoln Park neighborhood was the heart of the Chicana/o movement and is a significant part of the Chicano/Latino story of Denver. The neighborhood was initially established near the railroad and Burnham Yards as a working-class immigrant community of the 1870s and 1880s. The architecture of the neighborhood reflects the early development of the area and illustrates the changes over time as it evolved into the center of the Denver Chicano Movement.

To better reflect the history, architecture, and culture of the district, Landmark staff worked with community members to customize design guidelines for this potential historic cultural district. The customized design guidelines address the early vernacular architectural styles and the evolution of the buildings over time. Staff, with community input, changed or altered the phrasing of design guidelines to better fit the neighborhood and removed guidelines that were not consistent with the historic fabric of the La Alma Lincoln Park.

Since the number of buildings being torn down in the neighborhood is relatively small, the streetscapes, the rhythm of buildings, and the size of structure has historically remained the same. However, over time there have been changes to some of the materials, cladding, porches, and fences in the neighborhood. As a result, the guidelines that address massing or form remain the same, but greater flexibility is provided in the areas of materials, cladding, porches, and fencing. For example, since stucco siding, vinyl windows, and chain link fences are prevalent in the proposed district, all of those materials are allowed with the customized design guidelines.

### How to Use of Customized Design Guidelines:

The *Design Guidelines for Denver Landmark Structures and Districts* are used to review all projects in historic districts. For projects in La Alma Lincoln Park, the citywide *Design Guidelines for Denver Landmark Structures and Districts* would apply. However, two chapters would be replaced with customized design guidelines. These chapters, which address Preserving Historic Buildings (Chapter Two) and Sitework and Fencing (Chapter Five), would be an appendix in the citywide design guidelines. These customized chapters would provide property owners in the La Alma Lincoln Park neighborhood with greater flexibility in materials, site work, and fencing.

A list of distinctive features for most properties is included in the proposed designation application of the La Alma Lincoln Park neighborhood. These distinctive features are characteristics that are important to keep and would be given special consideration in design review. Examples of distinctive features are porches, PermaStone cladding, transom windows, and decorative wood or brickwork. These distinctive features would provide property owners, Landmark staff, and the Landmark Preservation Commission a consistent basis for reviewing proposed changes to properties in the district.

### La Alma Lincoln Park:

As the park has long been central to the community, the continued use of the park is important to the vitality of the neighborhood. Within the park, a few features and structures have been noted as contributing to the historic cultural district – the amphitheater, the historic rock retaining wall, the La Alma Recreation Center, and the Neighborhood House. Alterations to the contributing features will follow the customized design guidelines.

However, beyond these features, there should be great flexibility in design review to allow for the park to change and evolve in order to continue serving the community. While the Landmark Ordinance, Chapter 30 of the Denver Revised Municipal Code, will require all projects on the exterior of a building or site that requires a building or zoning permit to be reviewed, the intent of these customized design guidelines is to provide increased flexibility to make changes as necessary. Changes to the non-contributing features should be compatible with the nature of the park and its character defining features. Additionally, Landmark Preservation does not have purview over vegetation and will not review changes to the natural landscape. The murals on the exterior and interior of the La Alma Recreation Center are under the stewardship of Denver Parks and Recreation, and are highly significant to the community and the understanding of the Chicano culture; they are of particular interest to the community.

While currently Landmark Preservation cannot require the preservation of the murals, we highly encourage their preservation.

### Customization of Design Guidelines

- Grey text is existing guidelines that will not be altered
- Black text is part of existing guidelines that will be altered
- Green text is new language
- Strikethrough is the existing language to be removed

### Add Original or Historic

For properties in La Alma Lincoln Park, throughout the entire Design Guidelines, “original” will mean “original or historic.”

## Chapter 2: Guidelines for Preserving Historic Buildings

### 2.1 Preserve original building materials.

- a. Protect original building materials from deterioration.
- b. Don't remove original materials in good condition or which can be repaired.

### 2.2 Use gentle methods when cleaning and refinishing historic materials.

- a. Use a low pressure water wash if cleaning is necessary.
- b. Perform a test patch before cleaning and refinishing to ensure that the procedure will not have an unanticipated negative effect on the material.
- c. Avoid using harsh cleaning methods, such as sandblasting, which can damage historic materials and cause future deterioration.

### 2.3 Repair original building materials, when needed.

- a. Repair deteriorated building materials by patching, piecing-in, consolidating, or otherwise reinforcing the material.
- b. If disassembly of an original element is necessary for its repair or restoration, replace the disassembled components in their original configuration.

### 2.4 Replace original building materials in kind, if repair is not feasible.

- a. Replace only those materials necessary to facilitate a necessary repair.
- b. Use original materials, historic sizes, and original installation method to replace damaged building materials on a primary façade whenever possible.
- ~~c. If use of original materials is not feasible, use only replacement materials that have proven durability and are similar in scale, finish and character to the original material.~~
- ~~d. Use of alternative materials may sometimes be acceptable for replacement of damaged building materials for rear façades.~~
- c. Avoid covering historic materials **brick or decorative wood features** with new ones or using veneers.

### 2.5 Remove later covering materials that have not achieved historic significance.

- a. Repair original materials after they are uncovered.
- b. Test the removal of covering materials ~~such as stucco or permastone~~ to assure that the original underlying material will not be damaged.

2.6 Maintain original protective layers on masonry.

- a. Maintain the natural water-protective layer, or patina, to protect masonry from the elements.
- b. Consider removing paint if the procedure will not damage the original finish.
- c. Do not paint or stucco masonry walls that were not coated historically (this can seal in moisture, which may cause extensive damage over time).

2.7 Re-point deteriorated masonry mortar joints.

- a. Duplicate original mortar in strength, composition, color and texture.
- b. Duplicate the mortar joints in width and profile.
- c. Avoid using caulk, silicone sealant, or mortar with a high Portland cement content, which will be substantially harder than the original.

2.8 Protect wood features from deterioration.

- a. Maintain paint on wood surfaces. Original wood features have a long lifespan when properly maintained.
- b. Provide proper drainage and ventilation to minimize decay.
- c. Maintain protective coatings to retard deterioration and ultraviolet damage.
- d. Use wood consolidants to preserve as many original materials as possible.
- e. Repair wood siding and features, replacing elements beyond repair in-kind.
- f. Avoid covering wood with stucco or similar finishes.

2.9 Preserve and repair significant architectural metal features.

- a. Preserve historic cast iron, steel, copper and other original materials used in columns, roofs, fences and decorative features.
- b. Provide proper drainage on metal surfaces to minimize water retention.
- c. Maintain protective coatings, such as paint, on exposed metals.
- d. Repair metal features by patching, splicing or otherwise reinforcing the original metal whenever possible.

2.10 Preserve significant stylistic and architectural features.

- a. Retain and treat exterior stylistic features and examples of skilled craftwork with sensitivity.
- b. Employ preventive maintenance measures such as rust removal, caulking, and repainting.
- c. Do not add architectural details that were not part of the original structure. For example, decorative millwork should not be added to a structure if it was not an original feature as doing so would convey a false history.
- d. Do not remove/add features that would change the architectural style of the building.

2.11 Carefully clean historic architectural features to maintain the original finish.

- a. Use the gentlest cleaning method possible that will achieve the desired results.
- b. Employ treatments such as rust removal, caulking, limited paint removal and reapplication of paint or stain where appropriate.

2.12 Replace architectural features that cannot be repaired.

- a. Replace only those portions that are beyond repair.

- b. Use a design that is substantiated by physical or pictorial evidence to avoid creating a misrepresentation of the structure's history. The replacement must match the original in material, composition, design, color, texture and other visual qualities.
- c. Use the same kind of material as the original detail when feasible.
- d. An alternative material may be acceptable if the size, shape, texture and finish conveys the visual appearance of the original.

2.13 Develop a new design that is a simplified interpretation of a similar feature when the original is missing and cannot be documented.

- a. The new element should relate to comparable features in general size, shape, scale and finish.
- b. Use materials similar to those employed historically, where feasible

2.14 Maintain the pattern and proportion of historic window and door openings.

- a. Preserve the position, number and arrangement of historic windows and doors ~~in a building wall. Modifying a window or door on the rear of a contributing structure may be considered on a façade that is not visible.~~ **on readily visible façades.** See page 24 for more information.
- b. Maintain the original size and shape of window and door openings on primary façades.
- c. ~~Repair and maintain windows and doors regularly, including wood trim, glazing putty and glass panes.~~
- d. ~~Restore altered window or door openings on primary façades to their original configuration, when feasible.~~
- c. Avoid enclosing a historic window or door opening or adding a new opening.
- d. Do not reduce an original opening to accommodate a smaller window or door, or increase it to accommodate a larger one. ~~More flexibility may be appropriate on a façade that is not visible.~~ See page 24 for more information.

2.15 ~~Preserve historic doors.~~ **Preserve original or historic doors when they are a character-defining features of the building.**

- a. The character-defining features of historic doors should be repaired and preserved whenever possible.
- b. Restore altered ~~windows and doors~~ **on readily visible facades**, if feasible.

~~2.16 Preserve historic window materials.~~

- a. ~~Preserve historic window features including the frame, sash, muntins, mullions, glazing, sills, heads, jambs, moldings, operation and groupings of windows.~~
- b. ~~Use special care to preserve and protect stained and leaded glass.~~
- c. ~~Repair original windows by re-glazing and patching and splicing elements such as muntins, the frame, sill and casing.~~

**2.16 Preserve character defining windows that are readily visible.**

- a. **Use special care to preserve and protect stained and leaded glass.**
- b. **Preserve character window features including the frame, sash, muntins, mullions, glazing, sills, heads, jambs, moldings, operation and groupings of windows.**
- c. **Repair character windows by re-glazing and patching and splicing elements such as muntins, the frame, sill and casing.**

2.17 Enhance the energy efficiency of an original historic window rather than

replacing the window.

- a. Install or replace compatible storm windows on the inside or outside of windows.
- b. Match the sash of the original window, if storm windows are installed on the outside.
- c. Maintain original windows in operable condition to enhance energy efficiency.
- d. If using metal storm windows, match the proportions and profile of the original windows and ensure that frames are anodized or painted so raw metal or highly reflective aluminum is not visible.
- e. Use cost-effective weather-stripping and insulation to improve energy efficiency in a historically sensitive manner.
- f. Retain early glass, taking special care in putty replacement.
- g. Use clear UV films, awnings, and insulated blinds.

2.18 Locate and design a new egress window to be as inconspicuous as possible.

- a. Place an egress window on a less visible façade that does not face the street, if possible. See “Egress windows” on page 31 for more information.
- b. Align a new basement egress window or expansion of an existing window with other windows and features on the façade.
- c. Match a new basement egress window to a historic basement window type or use a simple single-light casement window.
- d. ~~Do not place an egress window on a primary façade.~~ Egress windows on a primary façade should be no larger than the minimum requirements, and the wells should not be more than 6” above grade.

2.19 ~~When replacement of an original window is necessary, match the replacement design to the original.~~ When replacement of an original or historic window is necessary, match the replacement design to the original or historic window, or to the design of historic windows commonly found in the historic district (see “Review & Approval Process for Windows” on page 31 for more information).

- a. Match the original window size.
- b. ~~When possible, on the front façade, match the original or historic window configuration type and operation (if the original windows are wood double hung, the new windows must be either wood or clad wood double hung, and can be double or triple glazed).~~ When possible, on the front façade, match the original or historic window configuration type and operation (if the original windows are wood double hung, the new windows must be either wood or clad wood double hung, and can be double or triple glazed).
- c. Set windows into the same depth as the windows being replaced
- d. ~~Match original window materials, or use materials that are similar in texture, durability and appearance. Match the original outward facing thickness and depth of perimeter framing material.~~ Match original window materials, or use materials that are similar in texture, durability and appearance. Match the original outward facing thickness and depth of perimeter framing material.
- e. Use clear, or nearly clear low-e glass.
- f. ~~Closely match the original window profile.~~ Use a window profile that is similar in style and size, or is a close approximation to the historic or original window.
- g. ~~Match the original divided light type and pattern.~~
- h. ~~For replacements of a divided light window, use a simple design or use applied muntins with an interstitial spacer for dividers. Applied muntins shall be installed on both sides of the glass (note that true divided light windows may be difficult to obtain with modern double glazing).~~ For replacements of a divided light window, use a simple design or use applied muntins with an interstitial spacer for dividers. Applied muntins shall be installed on both sides of the glass (note that true divided light windows may be difficult to obtain with modern double glazing).
- i. ~~If windows are missing, use a replacement design that matches the style, size, and material of the original windows.~~
- j. Do not use perimeter infill framing to create smaller windows.
- k. ~~Do not use alternative material windows or sashes.~~

2.20 Replace a non-original or non-historic window that is out of character, whenever possible.

- a. Use a design that is similar to other original windows in similar locations.
- b. If all windows have been replaced, use photographs or evidence from other similar properties to re-create the original appearance.
- c. When replacing a non-original ~~or non-historic~~ window, use ~~traditional~~ historic materials, ~~such as wood, particularly if other original windows remain on the structure.~~ If all historic windows have been removed, an alternate material that closely matches the original ~~or historic~~ in appearance, ~~such as composite fiberglass for wood,~~ may be acceptable.
- d. For windows on the front façade, maintain the historic double or single-hung operation. A slider window operation would not be appropriate.
- e. Internal muntins are not part of the historic character of the district and are not appropriate.

2.21 ~~Preserve and repair functional and decorative features of an original door.~~

- a. ~~Preserve features including door frames, sills, heads, jambs, moldings, detailing, transoms, stained glass, hardware and flanking sidelights.~~
- b. ~~Repair locks and other hardware, if feasible.~~
- c. ~~Limit replacement parts and materials to only those parts of the door that are deteriorated beyond repair.~~
- d. ~~Do not apply faux or stained glass window film to a historic door.~~
- e. ~~Do not alter the original size and shape of a historic door opening.~~
- f. ~~Do not change the historic position of doors on primary façades.~~
- g. ~~Do not add a new door opening on a primary façade.~~
- h. ~~Do not enclose transoms or sidelights.~~

2.21 Preserve original or historic door fenestration patterns on readily visible facades.

- a. Do not alter the original or historic size and shape of door opening.
- b. Do not change the historic position of doors on primary façades.
- c. Do not add a new door opening on a primary façade.
- d. Do not enclose transoms or sidelights.
- e. Use a door design that is similar in style, or is a close approximation to the historic or original door.

2.22 Enhance the energy efficiency of original doors.

- a. Weather-strip original framework on doors.
- b. Retain early glass, taking special care in putty replacement.

2.23 ~~When replacement of an original door is necessary, match replacement design to the original.~~

- a. ~~Only replace an original door if it is damaged beyond repair.~~
- b. ~~Use materials that match or appear similar to that of the original door.~~
- c. ~~When replacing an original door on a primary façade, use a design that matches or appears similar to the original door and complements the building's style.~~
- d. ~~When replacing an original door on a non-primary façade, consider an alternative design that is in character, if a design that is similar to the original is not feasible.~~
- e. ~~Do not use a featureless, flush face door where it is not in character.~~

2.24 Preserve the form, materials and features of an original historic roof.

- a. Maintain the perceived line and orientation of the roof as seen from the street.

- b. Maintain roof overhangs because they contribute to the perception of the building's historic scale.
- c. Preserve functional and decorative roof features, including original dormers, parapets, chimneys, towers, turrets, finials and crests, especially when they are character-defining features of the structure.
- d. Avoid altering the angle of a historic roof.
- e. Avoid removing or covering original roof materials and features that are in good condition, or that can be repaired.
- f. Do not cut back exposed roof rafters and soffits.

2.25 Repair original roof materials and features, and replace only when necessary.

- a. Check roof flashing for open seams and look for breaks or holes in the roof surface.
- b. Retain and repair roof detailing, including gutters and downspouts.
- c. If replacement is necessary, use original materials whenever possible. The use of original materials is particularly critical for landmark structures, or structures where the original material is important to the landmark or district designation.
- d. If matching materials are not available or feasible, choose alternative materials, with a matching or closely matching appearance. For wood shingle roofs, a low profile asphalt in a brown color is typically appropriate.
- e. Do not allow a roof to fall into disrepair, threatening the historic building.

2.26 Minimize the visual impacts of skylights, dormers and other rooftop alterations.

- a. Locate a new dormer or skylight below the ridgeline of the roof.
- b. Locate a new dormer or skylight on a rear (preferred) or side-facing roof slope, when possible.
- c. Set back a side-facing gable from the front façade to minimize its visibility from the street and sidewalk.
- d. Set dormers back behind the roof eave and the building wall plane below to ensure that the building's original roof lines and building form are predominant. A setback of at least one foot from the adjacent wall plane is strongly recommended.
- e. Design a dormer to be subordinate to the overall roof mass and in scale with those on similar historic structures.
- f. Install a new skylight to have a low profile.
- g. Do not remove or alter sizes of historic dormers on street-facing elevations.
- h. Do not add a shed dormer in a visible location if shed dormers are not seen in the surrounding historic context.
- i. Do not install a bubble skylight, or other form that is not flat.
- j. Do not install a dormer or skylight on a front-facing roof plane.
- k. Do not visually overwhelm the original roof, particularly street-facing elevations, with dormers, skylights and other features.

2.27 Maintain and repair an original foundation.

- a. Re-point original masonry foundations to retain the original design. Note, an analysis of appropriate mortar type is necessary since incompatible mortar can damage masonry structures.
- b. Keep stone foundations in good repair.
- c. Patch a deteriorated foundation using a restoration patching material that closely matches the appearance and texture of the original material.

- d. Avoid applying a coating or stucco over an existing foundation to create a uniform appearance, or to hide the original material due to its deteriorated condition.
- e. Do not cover an original foundation with newer siding material.
- f. Do not allow an original foundation to fall into disrepair.
- g. Do not install windows and window wells on the street-facing façades of an original foundation. (New windows and window wells may sometimes be appropriate on non-primary façades.)

2.28 Only replace foundation materials that are beyond repair.

- a. If the foundation material cannot be repaired or patched, only replace the minimum amount of material needed to make the repair.
- b. When replacing foundation materials, use original materials and details whenever possible.
- c. If original materials are not available for the foundation replacement, choose new materials that convey the scale, texture and appearance of the original.
- d. Do not increase the height of the structure when replacing a foundation wall as it will alter the proportions of the structure.

2.29 Preserve a historic addition that has achieved significance in its own right.

- a. Respect character-defining building components of a historically-significant addition or accessory structure added during the period of significance.
- b. Avoid the demolition of a historically-significant addition or secondary structure added during the period of significance. For example, an 1890 kitchen wing added to an 1882 house would be important both for its age and its link with the house's long history. Such an addition is usually similar in character to the original structure in terms of materials, finishes and design.

2.30 Remove a non-historic addition, if possible (enclosed front porches, covered storefronts, etc.)

- a. Ensure that the historic fabric of the primary structure is not damaged when removing a non-historic addition.
- b. When restoring an enclosed front porch, retain original porch fabric such as columns, porch floor and steps, when feasible.

2.31 Maintain and enhance the energy-saving features of the original structure.

- a. Retain original operable windows, shutters, awnings, canopies, transoms and porches. Such features allow for natural climate control.
- b. Install weatherization strategies in a way that avoids altering or damaging significant materials and their finishes.
- c. Use materials which are environmentally friendly and that will not interact negatively with historic building materials when installing weatherization.

2.32 Install compatible energy-efficiency improvements that enhance the energy saving features of the original structure.

- a. Consider a professional energy audit to identify energy efficiency improvements that will not compromise the historic character of the structure.
- b. Install operable systems such as storm windows and doors, insulated coverings, curtains and awnings to enhance performance of original windows and doors, whenever possible.

- c. When adding storm windows, match the proportions, profile and configuration (muntin pattern) of the original windows, and avoid an anodized or mill finish aluminum storm window, particularly on the exterior.
- d. Install draft stoppers in a chimney, if possible. Open chimney dampeners can increase energy costs by up to 30%.

2.33 When installing solar collectors, minimize potential adverse effects on the character of a historic property.

- a. Place collectors in an unobtrusive location on the property, if possible. Such locations may include an addition, garage or secondary structure.
- b. Place collectors to avoid obscuring significant features or adversely affecting the perception of the overall character of the property.
- c. Mount collectors below the ridge line on a sloping roof.
- d. Mount collectors flush, with a minimum rise above the roof plane. This will not cause a significant decrease in the device's solar gain capabilities.
- e. On a side-facing roof plane of a primary structure, minimize visual impacts by locating solar collectors on the rear 2/3 of the roof length.
- f. Size solar collectors to be subordinate to the historic structure.
- g. Ensure that exposed hardware, frames and piping have a matte finish, and are consistent with the color scheme of the primary structure.
- h. Use the least invasive method feasible to attach solar collectors to a historic roof.
- i. Install solar collectors so they may be readily removed and the original character easily restored.
- j. Minimize adverse impacts on a historic roof structure when installing solar collectors or similar technologies.

2.34 Preserve a **character-defining** original porch or stoop.

- a. Maintain the historic location and form of a porch or stoop.
- b. Maintain and repair historic porch and stoop components, finishes and details.
- c. Retain the historic location, orientation and size of front porch steps.
- d. **Avoid enclosing a historic porch, particularly on a highly-visible front façade.**
- e. Do not remove an original porch or stoop.

2.35 If necessary, repair or replace damaged porch elements.

- a. Replace missing or deteriorated components and decorative features to match existing components and features.
- b. Use historical documentation to guide the design of a replacement component or decorative feature, or design simplified versions of similar components seen on nearby historic properties, if no documentation is available (See "A New or Replacement Porch" on page 44 for more information).
- c. Maintain the overall composition when replacing components and decorative features (i.e., when replacing balusters, match the original proportions and spacing).
- d. **Composite or alternative materials would be appropriate if they match the historic or original appearance.**
- ~~d. Restore altered or non-original components and decorative features to their original condition, whenever possible (i.e., if original wood porch steps have been replaced with concrete, consider restoring them to their original, wood condition).~~

~~e. Do not replace wood porch decking and steps with concrete or synthetic materials.~~

2.36 Use historic evidence to inform replacement of a missing front porch or stoop.

- a. Add a new front porch or stoop to a historic residential structure only when there is evidence that one was historically present, or an original porch or stoop is present on a very similar adjacent structure (sometimes called a “sister house”).
- b. Reconstruct a porch or stoop based on historic documentation of its location, appearance and materials. If good documentation does not exist, a replacement design may be based on contextual analysis.
- c. If there is evidence that a porch or stoop once existed, but no historical documentation is available, design a new porch or stoop as a simplified version of a comparable feature on a similar structure in the surrounding historic context (preferred) **historic district**. A more decorative porch or design may be appropriate if decorative porches appear on comparable structures in the surrounding historic context (will be considered on a case-by-case basis).
- d. Design a replacement porch or stoop to be appropriate to the architectural style and relate to the overall scale of the primary structure.
- e. When there is no evidence that a front porch or stoop existed, consider adding a sensitive and appropriately scaled patio as an outdoor seating area.

2.37 Ensure that decks are compatible with the surrounding historic context.

- a. Locate decks to minimize visual impacts on the street when they are not a part of the historic context.
- b. Do not incorporate a roof deck on a historic residential structure.

~~2.38 Preserve original detached garages and secondary structures where feasible.~~

- ~~a. Keep historic garages and outbuildings in good repair, similar to the main house.~~
- ~~b. Respect character-defining building components of a historically significant garage or secondary structure.~~
- ~~c. Do not demolish a historically significant garage or secondary structure. See “Demolition” on page 56 for more information.~~
- ~~d. When additional space is needed, consider constructing an addition, or adding another secondary building, rather than demolishing the historic one. See “Additions to a Historic Secondary Structure” on page 47 for more information.~~
- ~~e. Do not move a historically significant garage or secondary structure from its original location whenever possible.~~
- ~~f. Preserve and repair historic wooden garage doors if at all possible since they are rare in Denver.~~
- ~~g. Preserve historic windows and doors on a garage or secondary structure, if possible.~~

2.39 Preserve other original secondary structures features such as a porte cochere.

- a. Respect character-defining building components of a porte cochere.
- b. Avoid the demolition of a historic porte cochere structure.

2.40 Preserve the character-defining elements of a historic storefront.

- a. Maintain the interest of pedestrians through an active street level storefront.
- b. Preserve the storefront glass if it is intact.

- c. Repair storefront elements by patching, splicing, consolidating or otherwise reinforcing the historic materials.
- d. Avoid altering the size and shape of a storefront opening.
- e. Do not use reflective, opaque or tinted glass except in the transom, if necessary.
- f. Do not remove or enclose a transom.
- g. Do not insert a garage door into a historic storefront.

2.41 Restore an altered storefront to its original design.

- a. Restore and reconstruct missing features based on historical documentation and physical evidence.
- b. Reconstruct a missing lintel or cornice to help define the storefront.
- c. Replace missing pilaster elements.
- d. Reopen an enclosed or covered transom.
- e. If the original transom glass is missing, use new glass, or a sign panel/decorative band if the transom must be blocked out.
- f. Use wood and glass, or metal and glass doors, as appropriate to the building.
- g. Do not install solid non-commercial doors.
- h. Do not install mill-finish metal doors or decorative historic-looking doors not original to the building.

2.42 Preserve the character-defining elements of a historic warehouse building. These can include:

- a. Man-door: A small door for use by people entering the building. These can be similar in character to a storefront on a retail building. They often include a transom.
- b. Ground floor windows: Windows located at the street level. These often are larger and display a similar pattern to the upper story windows. Guidelines related to new windows are provided on page 52.
- c. Upper-story windows: Windows located above the street level. These usually have a vertical orientation.
- d. Cornice molding: A decorative band at the top of the building.
- e. Loading dock: A raised landing for handling goods; some project from the façade while others are inset behind the building plane.
- f. Loading bay doorway: A large opening at the landing dock. Typically these are rectangular, although sometimes arched. Rolling overhead or horizontal sliding doors were used in these openings. Singular and multiple openings were found on façades.
- g. Canopy: A metal structure usually sheltering the loading dock. Some were horizontal and others were sloped. They were supported on metal and heavy timber supports that were wall mounted.

2.43 Preserve a historic warehouse façade when considering alterations and new openings.

- a. Install new openings for windows and doors only on a façade that is not visible from the street or sidewalk. See page 24 for more information.
- b. Insert a garage door for sidewalk or patio access only where there is an existing industrial opening of sufficient size.

2.44 If locating a rooftop patio on a historic building, minimize visual impacts on the original building and historic streetscape.

- a. Set the rooftop patio back at least ten feet from the street-facing façade of the historic building and from readily visible façades. Small exceptions to this setback may be appropriate if

the patio is not readily visible from public vantage points due to a raised roof parapet or other similar reasons.

- b. Use simple, open railings to minimize visibility of the rooftop patio from the street.
- c. Integrate permanent shade devices into the design of rooftop patios and deck.
- d. Do not use temporary materials such as plywood and drapery to provide shade for a rooftop deck or patio in lieu of more permanent and integrated shading designs.
- e. Locate any necessary elevator or stairwell enclosures at the rear of the rooftop patio, away from the historic façade.
- f. Do not affix umbrella holders or planters to rooftop patio railings.

2.45 Preserve historic loading docks.

- a. Maintain the historic location and form of a loading dock, since this influences the perceived scale of the structure.
- b. Maintain and repair loading dock components and details, such as a canopy or railing.
- c. Avoid altering, enclosing or removing a historic loading dock.

2.46 Design a new loading dock to be as inconspicuous as possible.

- a. Locate in a secondary location when feasible.
- b. If it must be located on the primary façade, design a new loading dock to be subordinate in character.
- c. Screen a new loading dock so that it is unobtrusive when viewed from sidewalks, streets and nearby buildings or houses.
- d. Do not adversely affect the character of the historic commercial structure when adding a new loading dock.

2.47 Preserve the overall rhythm and arrangement of windows on a historic commercial building façade.

- a. Maintain existing asymmetrical window arrangements on historic warehouse façades.
- b. If necessary, replace windows with thermal pane glass, similar in appearance to the original, on a historic storefront.
- c. If replacing windows, replicate the original materials, type, pattern, operability and appearance.
- d. Avoid adding new windows on a façade that is visible from the street.
- e. Restore altered, or closed-in windows whenever possible.
- f. Do not alter the size and shape of an existing window opening.

2.48 Add new windows only if they do not impact the historic character of the commercial façade.

- a. Retain existing window openings and repair historic windows to the extent feasible.
- b. Use an existing opening, such as an overhead door, for new windows.
- c. Explore adding skylights as a window alternative if no existing openings are suitable for new windows.
- d. Add new windows to a rear or alley facing façade if existing openings or skylights are not sufficient.
- e. Maintain existing masonry columns when adding a new window in a compatible location.
- f. Design a new window in a compatible location to reflect the floor levels and architectural bays that are present in the building.
- g. Minimize the addition of new windows on a commercial building. This is especially important for a warehouse building.

h. Design a new window in a compatible location to be a simplified version of existing historic windows, matching historic window proportions.

2.49 Preserve original canopies and awnings, when possible.

2.50 Use historic evidence to inform replacement of a missing canopy.

- a. Add a new permanent metal canopy to a commercial, mixed-use or civic building only when there is evidence that a canopy was historically present.
- b. Reconstruct a canopy based on historic documentation of its location, appearance and materials. If good documentation does not exist, a replacement design may be based on contextual analysis.
- c. If there is evidence that a canopy existed, but no historical documentation on design is available, design a new canopy as a simplified version of a comparable canopy on a similar structure in the surrounding historic context.
- d. Position a replacement canopy to be consistent with historically-established canopy heights. When the original height is not known, use a height level with the second floor or that of other canopies on the block.
- e. Design a replacement canopy to be appropriate to the architectural style and relate to the overall scale of the primary structure.
- f. Do not add a permanent metal canopy where one did not exist historically.
- g. Do not use architecturally-salvaged canopy poles unless adequate documentation and historical research support their use.

2.51 Ensure that new awning locations and designs are in character with the original building and surrounding historic context.

- a. Design an awning to be a subordinate feature that accentuates the character defining features of the historic building.
- b. Fit the awning within the opening of the building.
- c. Consider using a traditional triangular-shaped awning to frame a storefront window or door.
- d. Use a solid color or other scheme that is compatible with the overall façade.
- e. Do not cover historic features, such as decorative banding or a transom with an awning.
- f. Do not use arched, bubble-shaped or bull nose awnings.
- g. Do not use plastic, plastic-like, or shiny awning materials

2.52 Preserve the character-defining elements of a civic or institutional building. These can include:

- a. Site features such as landscaped front, side and rear setbacks and parking in rear or off-site
- b. High quality materials such as brick and stone, clearly articulated stone base, and tile, slate or metal roofs
- c. Four-sided architecture
- d. Building features such as a:
  - » Grand entry with a broad stairway and additional side entrances
  - » Building division into base, middle and top
  - » Steeples, towers, domes, cupolas and other iconic rooftop features
  - » Sense of mass with a low window to wall ratio (less transparency at the ground level especially)
  - » Elaborate window openings

- 2.53 Retain civic and institutional building entry features in their original condition. These can include:
- a. Elaborate doors and doorways
  - b. Porticos
  - c. Stairways
- 2.54 If a building is unoccupied, secure it in a way that protects its historic character.
- a. Maintain a weather-tight roof. Temporary roofing may be installed if needed.
  - b. Structurally stabilize the building, if needed.
  - c. Provide adequate ventilation to the interior of the building.
  - d. When closing off or boarding up a window or door opening, paint the boards and panels to match the building color.
  - e. When closing off a window or door opening, avoid mounting boards or panels on the exterior, especially if that may damage frames, sashes or other historic components.
  - f. Consider performing a Historic Building Assessment to document a building's condition and identify possible adaptive reuse scenarios. See "Stabilizing a Historic Building" at left for more information.
- 2.55 Do not demolish contributing buildings to a historic district or historic buildings with individual landmark designation.
- a. Take all measures required to repair and retain a contributing or landmark historic structure to protect the community interests in its preservation.
  - b. Preserve the essential form and integrity of historic buildings and structures.
  - c. Avoid demolitions that change the overall appearance, massing and volume of the historic building as perceived from public vantage points.
  - d. Avoid demolition actions that remove historic structural systems or which compromise the structural integrity of a historic building.
  - e. Do not demolish character-defining features of a historic property.
- 2.56 Minimize damage to historic structures when demolishing non-contributing additions or features.
- a. Carefully remove non-historic additions or features (such as a non-original porch) to avoid damage to historic building walls and features.
  - b. Evaluate and repair historic building walls that are exposed when nonhistoric additions or features are removed.
  - c. Restore any damaged or missing historic building walls or features when historic exterior walls are re-exposed as a result of a demolition.
- 2.57 Plan projects to minimize demolition to a historic structure, including its historic additions and accessory structures.
- 2.58 Select uses that are compatible with the original historic character of the building.
- a. When a significant change in use is necessary to keep a building in active service, select a use that requires the least alteration to significant elements.
  - b. Do not select a use that requires alteration of the structure's character defining features.
  - c. Do not select a use that adversely affects the integrity of the building.
- 2.59 Maintain a structure's character when converting to a new use.
- a. Retain the key character-defining features of a residential structure, such as the front yard, front door, moldings, siding etc.

- b. Retain the key character-defining features of commercial, mixed use and multifamily buildings, such as storefronts, entries, windows, loading docks, etc.
- c. Retain the key character-defining features of civic and institutional buildings when converting to a new use, such as iconic rooftop features or grand entry features.

2.60 Place mechanical, utility and communications equipment to minimize visual impacts on a historic building.

- a. Install roof-mounted, and other mechanical/HVAC equipment, such as air conditioners and center towers to be inconspicuous when viewed from public streets and public vantage points.
- b. Locate ground-mounted units in an inconspicuous location and sensitively screen if visible from public vantage points.
- c. Install automated teller machines (ATMs) on the inside of a building to avoid impacts to the historic façade.
- d. Incorporate mechanical equipment with matte or non-reflective finishes that blend with building colors if the equipment will be visible from the street or sidewalk.
- e. Group utility lines into one conduit, when feasible.
- f. Install vertical runs of ducts, pipes and cables in closets, service rooms and wall cavities where they will not be visible on the exterior elevations.
- g. Do not use exposed conduit for lighting on the exterior of a building.

2.61 Install communications, utility and mechanical equipment to minimize damage to historic building fabric.

- a. Install mechanical equipment in areas and spaces that require the least amount of alteration to the historic materials and elevations of the building.
- b. Avoid cutting holes in important architectural features, such as cornices, decorative ceilings and paneling.
- c. Avoid cutting into a masonry wall to install conduit.
- d. Do not install mechanical equipment on a primary façade

2.62 Do not damage the historic character of the original building when installing security devices.

- a. Do not damage or obscure significant architectural features of the original historic building.
- b. The installation should be reversible. Once removed the original building should remain intact and the integrity of historic materials should not be compromised.
- c. Do not run exposed conduit on the exterior of a building.

2.63 Minimize the visual impact of security devices on commercial buildings.

- a. When locating a security camera, use a small size and an inconspicuous location, such as inside the building eaves or inside an awning.
- b. When locating security devices on a retail frontage, install them inside the storefront, whenever possible.
- c. Use operable and transparent security screens on ground floor storefronts, when necessary.
- d. Opaque, roll-down metal screens are discouraged, because these obscure products on display and thereby weaken the interest of the street to pedestrians when in a closed position.
- e. Decorative security devices are appropriate when they complement the architectural style.
- f. Generally security devices are inappropriate above the second floor, unless unique security conditions are indicated.

2.64 Minimize the visual impact of security devices on residential buildings.

- a. Security devices should be small and simple in design.
- b. For residential buildings, locating security devices on the interior is preferred, but the exterior is an acceptable location if it is in keeping with the architectural style. If located on the exterior, ensure there is no exposed conduit on the building or site

2.65 When adding accessibility features, such as ramps, minimize impacts on historic buildings and the surrounding historic context.

- a. Retain the key features of the historic structure in any design.
- b. Ensure that accessibility improvements are reversible to accommodate future changes in technology or building use.
- c. Add a ramp to the outside of a building or at an entry, wherever possible.
- d. Do not alter a storefront design or location to accommodate a ramp on the inside.

2.66 When adding accessibility features to historic civic/institutional buildings, or other buildings that are located on a landscaped site, ensure compatibility with the historic site.

- a. Integrate ramps with the building's architecture and landscape setting.
- b. Consider providing access by gently re-sloping a large lawn and eliminating the need for railings, ensuring that the historic character of the building and site are not negatively impacted.
- c. Place ramps behind historic features such as low walls or railings, ensuring that they remain easy to find.
- d. Use materials for ramps that are compatible with the original building materials and design.
- e. Avoid installing pre-manufactured steel ramps or wheelchair lifts on the primary façade(s) of a historic building.

#### **Chapter 4: Guidelines for New Buildings and Non-contributing Buildings**

4.6 Use materials that appear similar in scale, color, texture and finish to those seen historically in the district.

- a. Masonry materials such as brick, stone and genuine-stucco are appropriate in most districts.
- f. ~~Do not use fiber cement board that is detailed to resemble wood grain~~