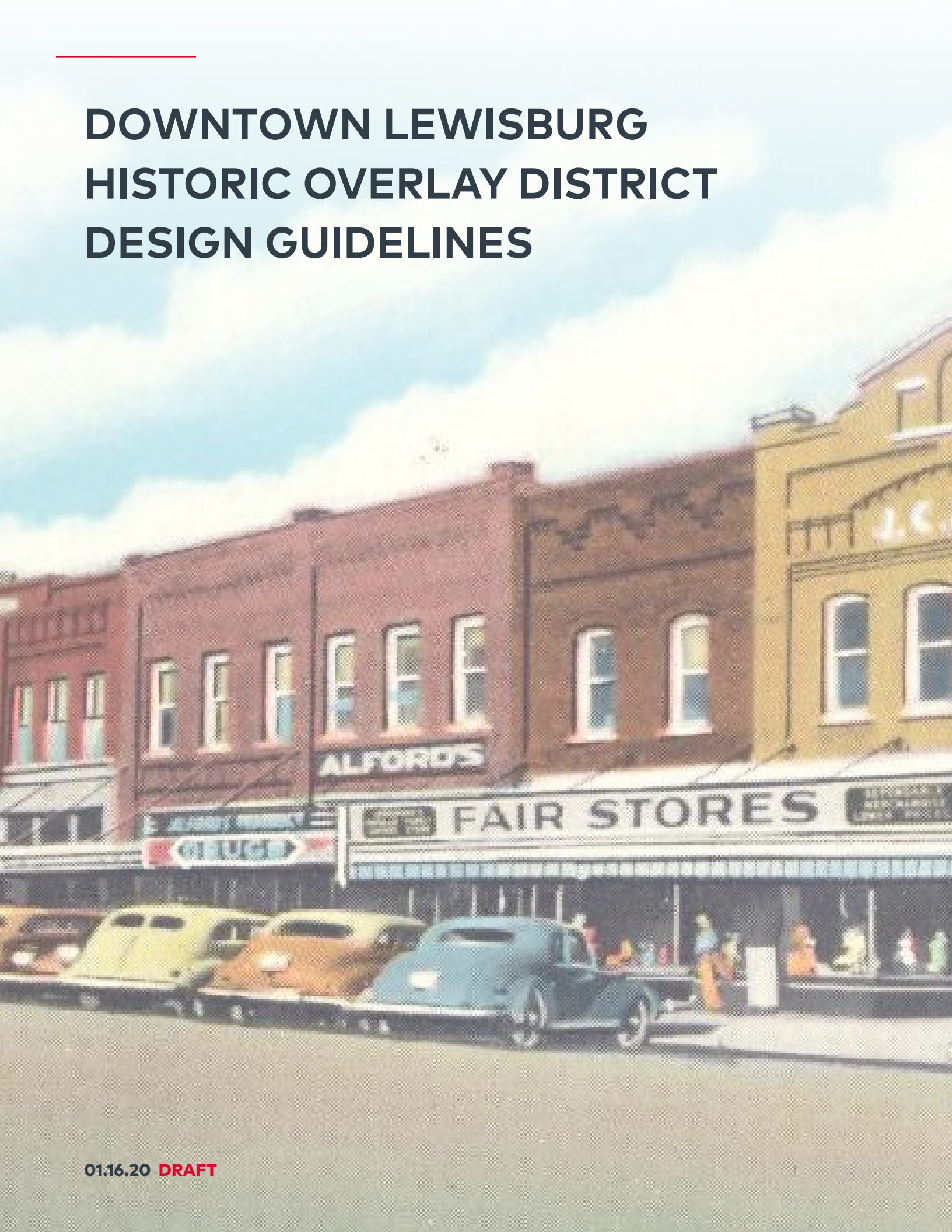
DOWNTOWN LEWISBURG HISTORIC OVERLAY DISTRICT DESIGN GUIDELINES



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acknowledgements

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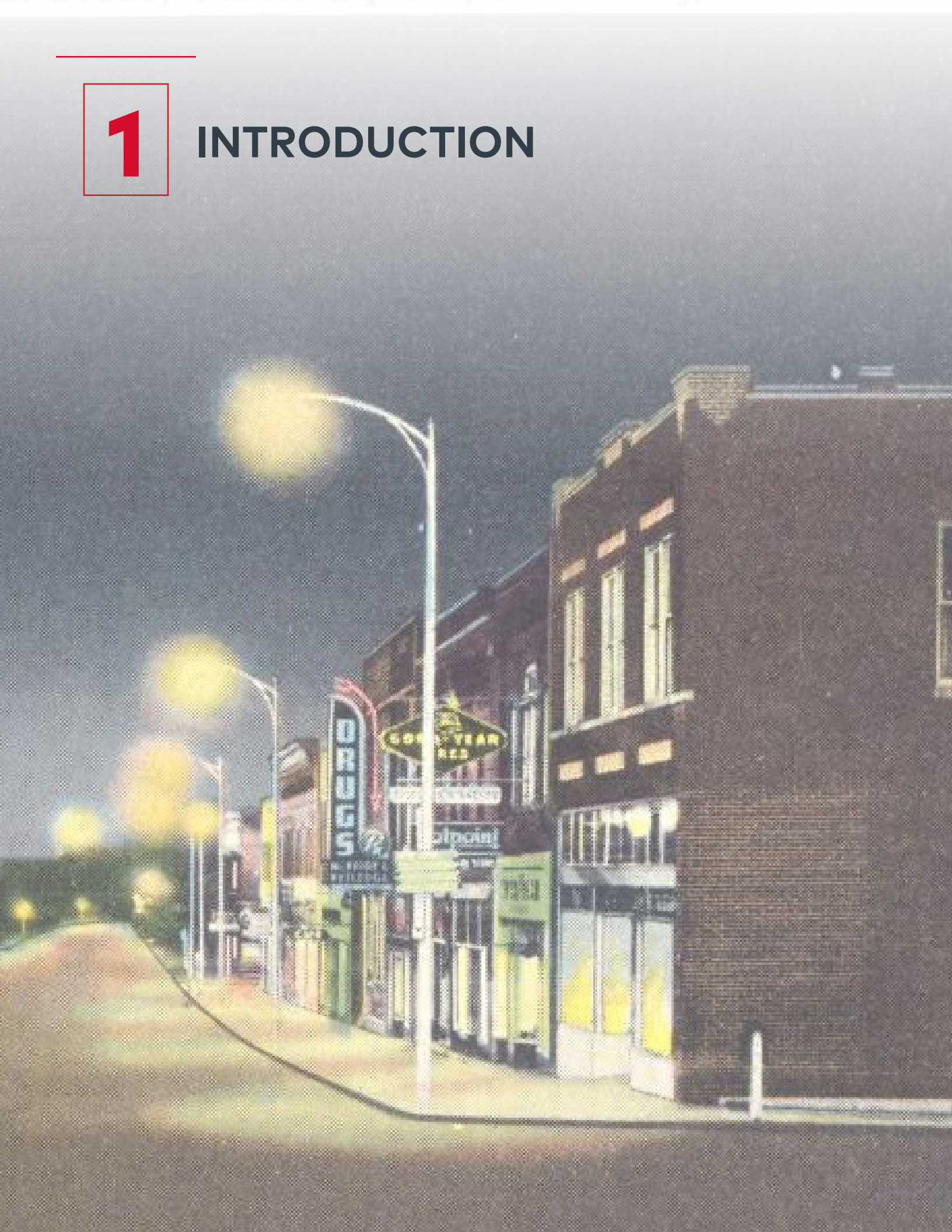
1 INTRODUCTION



purpose

In 2013, the City of Lewisburg conducted a public planning effort to engage the community in developing a twenty-year vision for the future of the City. The document that came from this effort was Lewisburg 2035, and it provides recommendations to enhance the quality of life in Lewisburg organized around three key topics: parks and open space, corridors, and downtown. The Vision Plan recommendations for downtown range from physical improvements to policies aimed at preserving and enhancing the Downtown as the heart of the community. Two specific recommendations for Downtown outlined the need for Lewisburg to "Adopt a City Historic Preservation Ordinance to create the public policy infrastructure for a preservation program" and to "Draft and adopt Downtown Design Guidelines to regulate alterations to existing buildings and new infill development." Lewisburg currently has in place standards for Downtown development; however, these standards are not part of an official preservation program, which limits eligibility for certain tools to aid in preservation.

There are benefits to historic preservation policies and programs beyond simply preserving and enhancing the heritage of a place. Preservation can at times be costly, but projects under such programs are often eligible for grants and tax credits that incentivize the preservation of existing historic structures. The adoption of a Historic Preservation Ordinance to establish historic districts not only provides guidance on how a community can preserve its heritage, it makes that municipality eligible for Certified Local Government status (CLG)—a preservation partnership between local, state, and federal governments. CLG communities have access to experience and expertise at the state level; partnership opportunities with federal organizations; and receive prioritization to receive federal grants related to preservation. As of this writing, there are 44 CLG municipalities in Tennessee and over $750,000 in grants were awarded in 2017. Lewisburg believes that the establishment of a Historic Preservation Ordinance and the subsequent establishment of Historic Districts and Landmarks can only help achieve its goal to preserve and celebrate its past.

The purpose of this document is:

1. To implement the recommendations of the Lewisburg 2035 Plan;
2. To promote standards of building and site design in the downtown area of the City of Lewisburg ("Downtown");
3. To protect and enhance the appeal and attraction of the City to residents, visitors and tourists, and to serve as support and stimulus to business and industry;
4. To foster civic pride in the beauty and accomplishments of the past; and
5. To assist, promote and encourage businesses in Downtown.

Vision Lewisburg 2035
HODGSON DOUGLAS
landscape architecture . planning . urban design
THE WALKER COLLABORATIVE
kennon calhoun | WORKSHOP
architecture design planning management
Rock Creek Park
Franklin Avenue
West Commerce Street
First Avenue
Historic Downtown Lewisburg
A
B
C
D
E
G
J
VISION PLAN

historic preservation ordinance overview

The Historic Preservation Ordinance is a document that helps give Lewisburg the ability to establish historic districts and maintain their historic structures and landmarks. The Historic Preservation Ordinance is made up of two distinct sections. Section 7.150 establishes the Historic Zoning Commission and Section 5.062 defines the historic districts and landmarks and provides procedures for how to apply Historic Overlay Zoning onto an area in the City of Lewisburg.

The Historic Zoning Commission contains five to seven members which are appointed by the mayor and subject to confirmation by the City Council. The Commission is primarily responsible for reviewing applications for the designation of a Historic District, adopting design guidelines for each historic district, and then reviewing Certificate of Appropriateness applications. It is important to note that there shall be no construction, demolition, relocation, alteration, or remodeling that affects the external appearance of a designated Historic Landmark within a Historic District without the prior approval of the Historic Zoning Commission.

The purpose of creating a Historic Zoning Overlay District is to preserve and protect the historic and/or architectural value of buildings or other structures within the City of Lewisburg. This will help regulate exterior design and architecture, create aesthetic, stabilize property values, foster civic beauty, strengthen the local economy, and promote the use of historical districts for the education, pleasure and welfare of the present and future citizens of the City of Lewisburg. These Design Guidelines help guide the City of Lewisburg in how to treat historic structures in the Downtown area and help make decisions on what is deemed appropriate or inappropriate in this area.

history of lewisburg

The City of Lewisburg, located entirely in the southern portion of the Nashville Basin, started as vast wilderness Native Americans used in search of food and fertile lands. The area known now as Marshall County, was also abundant in rivers and streams, especially those sourced from the Duck River.

Before Marshall County and the State of Tennessee were established, the area now known as Lewisburg was first truly settled by soldiers and officers from the Revolutionary War. Those soldiers from the state of North Carolina were granted lands for their service, and due to the soil and favorable climate, many other settlers followed as well. In February of 1836, citizens of surrounding counties petitioned to the General Assembly to establish a new county in hopes to better serve residents that lived furthest away from their current courthouses.

From this effort, Marshall County, named in honor of Chief Justice John Marshall, was created. Subsequently, a city was to be selected to act as the county seat, and a year later, 50 acres of land was donated to be the City of Lewisburg, named after Meriwether Lewis. Lewisburg was incorporated into Marshall County the following year, in December 1837.

During the next 70 years, Lewisburg, like many other pioneer settlements in the region, was growing around agriculture as its primary industry. The major industries in agriculture were livestock, poultry, tobacco grains, dairy, and lumber. It was not until the early 1900's that Lewisburg started to see industrial development and growth. The Red Cedar Pencil Company was the first to arrive in 1909, followed by the Borden Company setting up a milk processing plant. Other small business and larger industrial operations such as the Marshall Stove Company, the General Show Corporation, and the Florence Stove Company followed in the coming years. Though the city did see industries come into the City of Lewisburg, even throughout the Great Depression and beyond, agriculture was still the driving industry and job creator in the area. Following WWII, as a technological shift was well underway, and many sectors of industry were

advancing, the agricultural sector took a hit with jobs. From the 1940's to the 1960's however, production, manufacturing and other traditional industrial plants found their way into Lewisburg utilizing low/medium skilled workers in labor-oriented industries. For these reasons, along with greater access to Lewisburg through rail and highway construction, the city's population and economy continued to grow. Up until the turn of the century, Lewisburg, along with the state of Tennessee as a whole, continued to see growth, which eventually resulted in placing an Urban Growth Boundary around the city. Consolidating this growth resulted in industrial parks, creation of Ellington Parkway, expansion of water and sewer, and seeing more manufacturing, retail, and other services replace former industries.

downtown lewisburg character

The urbanism of Downtown Lewisburg is similar to that of other small towns found across the U.S. and particularly in the south. Downtown developed west of Big Rock Creek in a common iron-grid fashion with numbered avenues traversing north and south and streets east and west. Blocks in the core of Downtown are, for the most part, square measuring approximately 270 feet in length on all sides. The blocks expand a bit beyond the nine core blocks and the strict grid falls apart just south of Downtown.

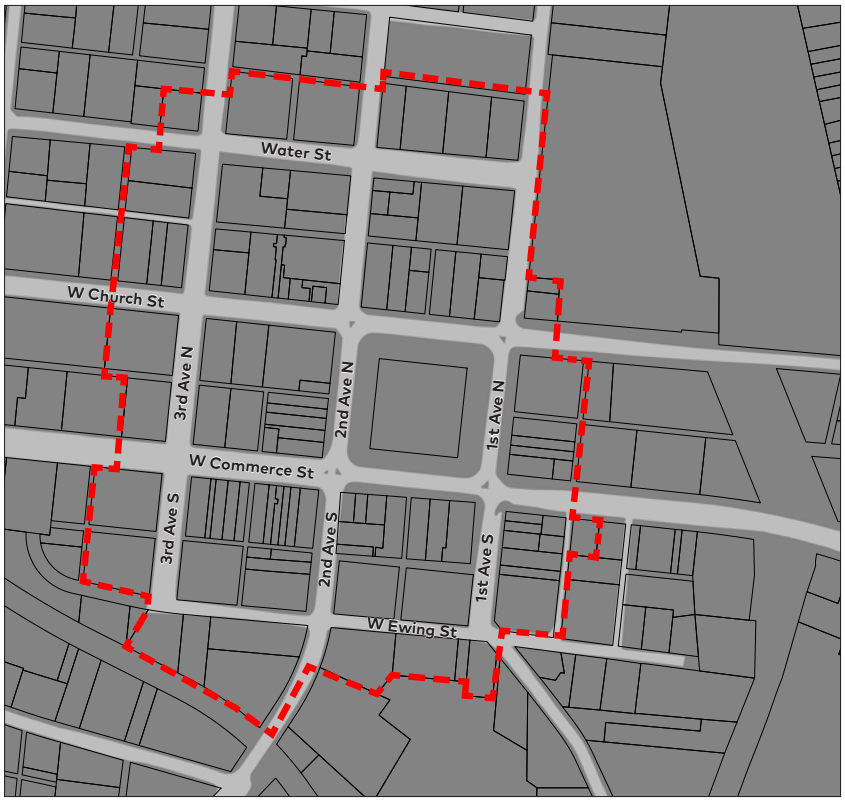
The historic plan of the Downtown core follows the block-square model, where the central block serves as a public square with streets and avenues entering at its corners. The streets around the square were designed wide enough to accommodate the parking of wagons and eventually automobiles. As with many historic towns, the grand County courthouse occupies the center of the public square. Over time, what was originally open space around the courthouse was replaced with parking lots and the streets around the edge of the square were widened to accommodate higher traffic volumes.

Buildings are built close to the street around the courthouse square and along Commerce Street, but other building configurations are revealed just beyond Downtown's main streets.

The buildings that define the Historic District are diverse in building type and architecture. Building type refers less to use and more to the basic urban form of the building—its placement on the lot, its height and massing, and accessory elements such as access and the location of parking. The Downtown consists of types contributing to the historic urban character of the district as well as buildings more suburban in character. While architectural style can influence building type, style is often more reflective of the time period in which the building was built and the associated fashion and use of materials and other building features. There are several basic building types within the Downtown Historic District and the architectural style of these types varies greatly. The following is a basic description of building types and architectural styles found in Downtown Lewisburg.

Key

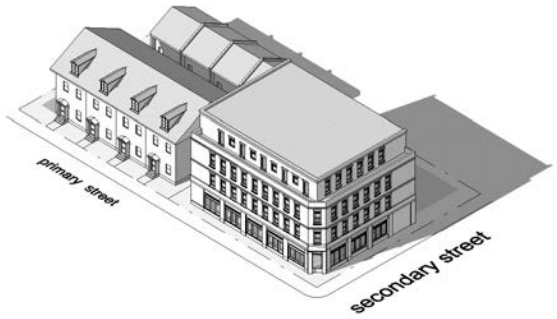
- Historic District
- Streets
- Parcels



Urban Building Types

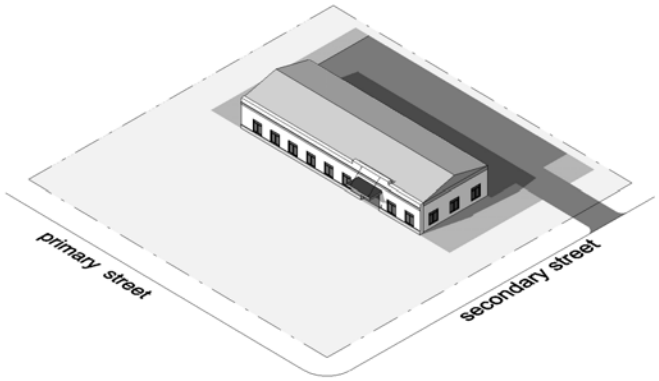
Commercial/Mixed Use

The Commercial/Mixed-use building type is the dominant type surrounding the public square and the Marshall County Court House. Its main characteristics include placement directly adjacent or close to the sidewalk; height of one to two stories; storefronts at street level; and parking located behind the building if provided.



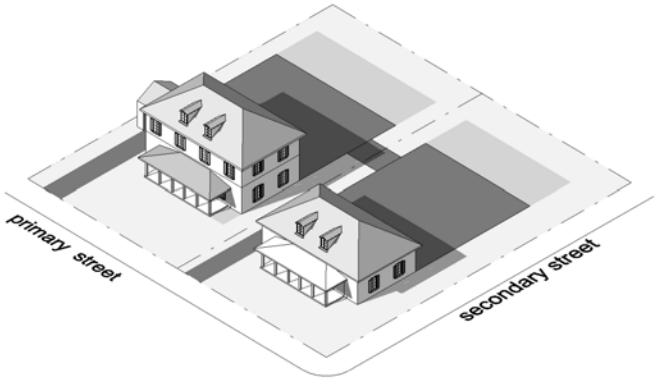
Industrial

The urban Industrial building type is generally found one block off the Historic Square. While such buildings may be placed close to the sidewalk, they vary from urban Commercial/ Mixed-use building types in that they typically do not have storefronts and are generally only one story with taller ceilings to accommodate machinery and/or mezzanine offices.



Single-family Detached House

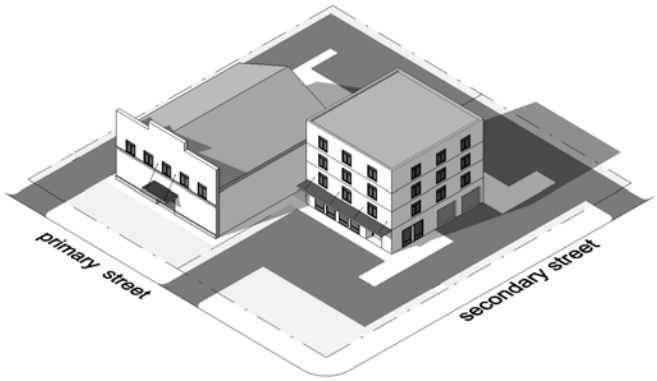
This building type is found at least a block off the Historic Square. The building type is set back from the street with front and side yards; buildings are typically one to three stories in height; front porches are commonly attached to front facades; and parking is generally located to the side or rear of buildings.



Suburban Building Types

Commercial/Mixed Use

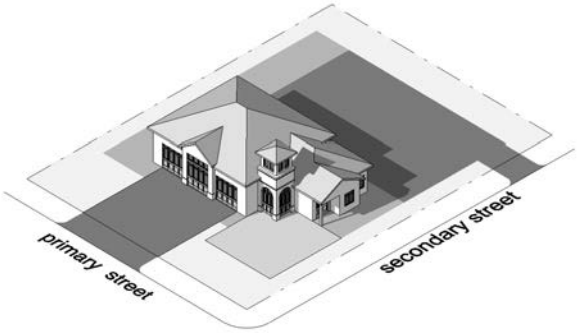
The suburban Commercial/Mixed-use/Industrial building type is mainly concentrated one block off the Historic Square. These buildings were built later in the development of Downtown and are decidedly less urban—hence their name. Common characteristics include front facades set back from the street; height of one to two stories; varied transparency at ground level; and parking located in front, to the side, and/or rear of the building. These building types typically do not contribute to the historic character of the district but are important to the overall character of Downtown.



Other Building Types

Civic/Institutional

The Civic/Institutional building type is found throughout the Historic District and is typically a church or government use, such as the courthouse. Due to their unique nature, it is difficult to pinpoint common elements. These building types tend to be set back from the street and side property lines with yards on all sides, but vary in scale and size.



architectural styles

The following architectural styles can be found in Downtown Lewisburg. Defining characteristics of each style are listed below:

Commercial/Mixed-use and Civic/ Institutional Building Types

Italianate

- Brick facades;
- Full height brick pilasters;
- Storefronts with wood or cast-iron columns and detailing;
- Vertically proportioned windows with flat or segmented arches; and
- Flat roofs behind cornices or ornate parapets with brick corbeling.

Early 20th-Century

- Brick facades;
- Ganged windows;
- Precast horizontal banding;
- Storefronts with wood or cast-iron columns and detailing; and
- Flat roofs behind simply detailed brick parapets.

Modernistic

- Concrete or smooth stone panels;
- Large expanses of glass;
- Recessed entries; and
- Flat roofs behind simple unadorned parapets.

Industrial

Italianate

- Brick facades;
- Large expanses of façade with little to no windows;
- Vertically proportioned windows with flat or segmented arches; and
- Sloped or flat roofs with behind cornices or ornate parapets with brick corbeling and/or crenulation.

19th/20th-Century

- Brick facades;
- Ganged windows;
- Simple detailing;
- Sloped, barrel vaulted, or flat roofs behind simply detailed brick parapets.

Modernistic

- Horizontal emphasis;
- Concrete, brick, or stone with minimal detail;
- Ganged windows that reinforce horizontal proportion;
- Recessed entries; and
- Sloped or barrel-vaulted roofs behind simple unadorned parapets.

Residential Building Types

Romanesque Revival

- Vertical emphasis;
- Double-hung windows with vertically proportioned sashes and panes;
- Stone foundations, brick facades, rusticated stone masonry details;
- Arches over porches and/or windows;
- Recessed porches and projecting bays; and
- Steeper primary roofs that are hipped with deep overhangs.

Queen Anne

- Square or rectangular principal mass and projecting wings;
- Vertically proportioned windows;
- Stone foundations, wood siding and trim;
- Steep pitched roofs often featuring chamfered corners, projecting gables, and unique cupolas;
- Dormers; and
- Front porches that often wrap around one side—particularly in corner conditions.

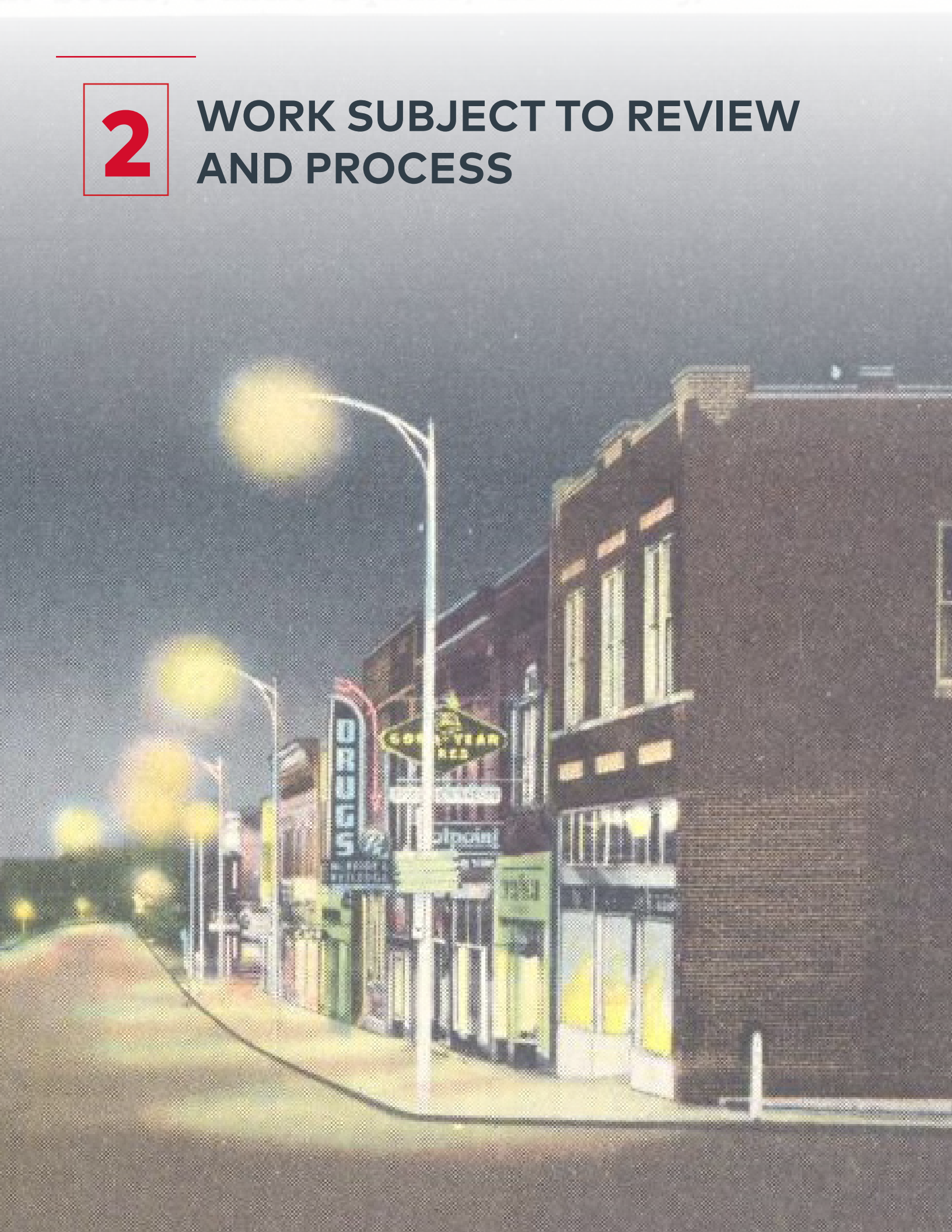
Folk Victorian

- Vertical emphasis;
- Double-hung windows with vertically proportioned sashes and panes;
- Stone foundations, wood siding and trim;
- Steep primary roofs and lower pitched ancillary roofs; and
- Porches include thin, square columns turned or with simple chamfering and ornate brackets and/or porch beams.

Craftsman

- Horizontal emphasis;
- Individual windows ganged together to form a horizontal "ribbon;"
- Stone foundations, brick facades, and wood accents and trim;
- Lower pitched roofs;
- Front to back gabled roofs with front-facing gable wings or porches;
- Exposed rafter tails and brackets;
- Wide or battered columns; and
- Spacing between columns typically wider than tall.

2 WORK SUBJECT TO REVIEW AND PROCESS



work subject to review

New Construction of Primary Buildings

Certificate of Appropriateness required? Yes

New Construction of Accessory buildings

Ex. garages, carports, sheds, etc.

Certificate of Appropriateness required? Yes

Additions to Existing Buildings Where There is an Increase in Footprint, Height, or Building Envelope

Ex. Occupiable building area addtions, porches, chimneys, dormers, etc.

Certificate of Appropriateness required? Yes

Accessory Elements (site or building)

Ex. Fences, walls, sidewalks, curb cuts, etc.

Certificate of Appropriateness required? Yes

Alterations to Existing Buildings

Ex. Painting, repair/replacement of building façade materials, windows, exterior doors, exterior lighting, etc.

Certificate of Appropriateness required? Yes

Demolitions in Whole or in Part

Certificate of Appropriateness required? Yes

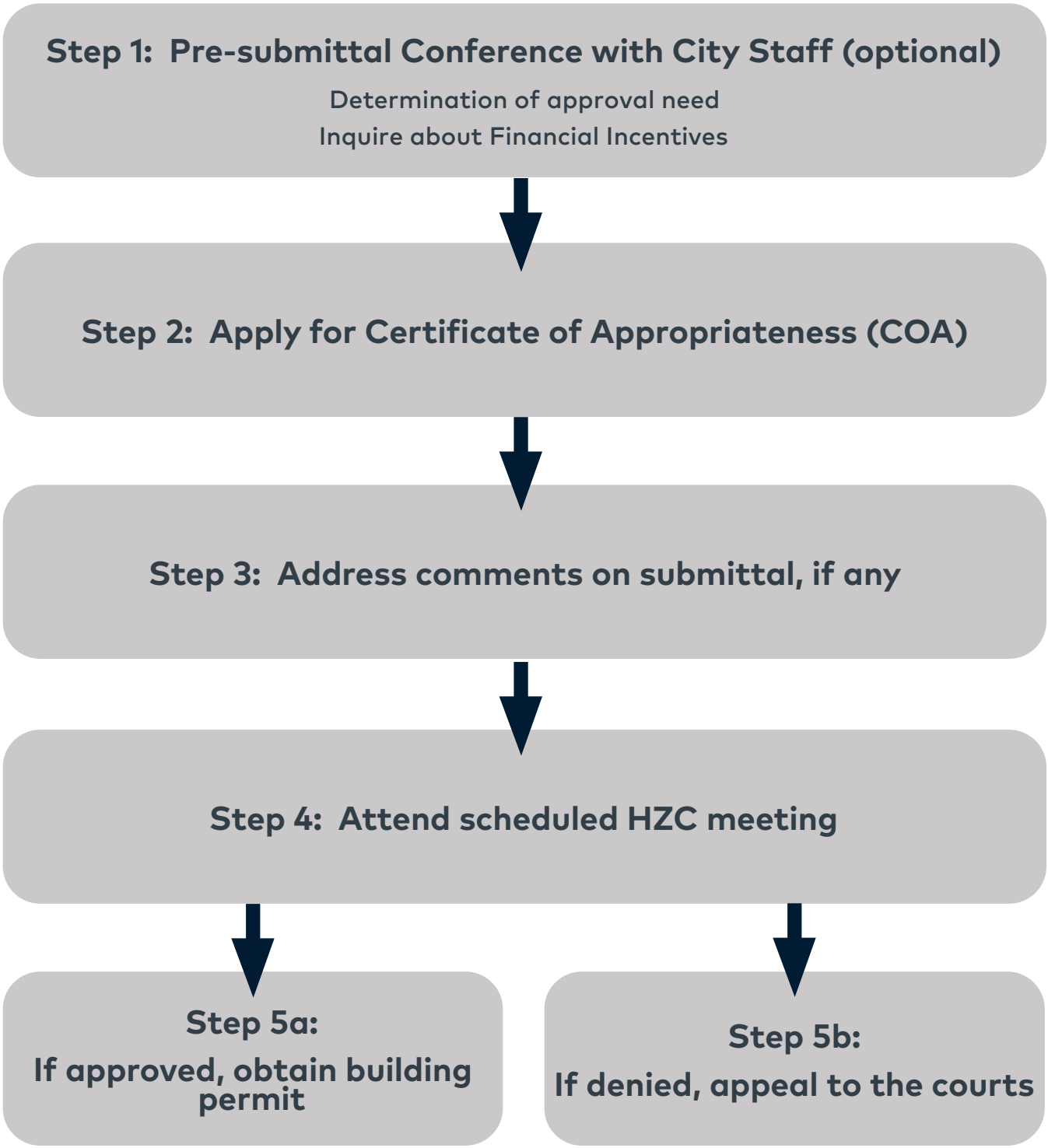
Relocations of Existing Buildings

Certificate of Appropriateness required? Yes

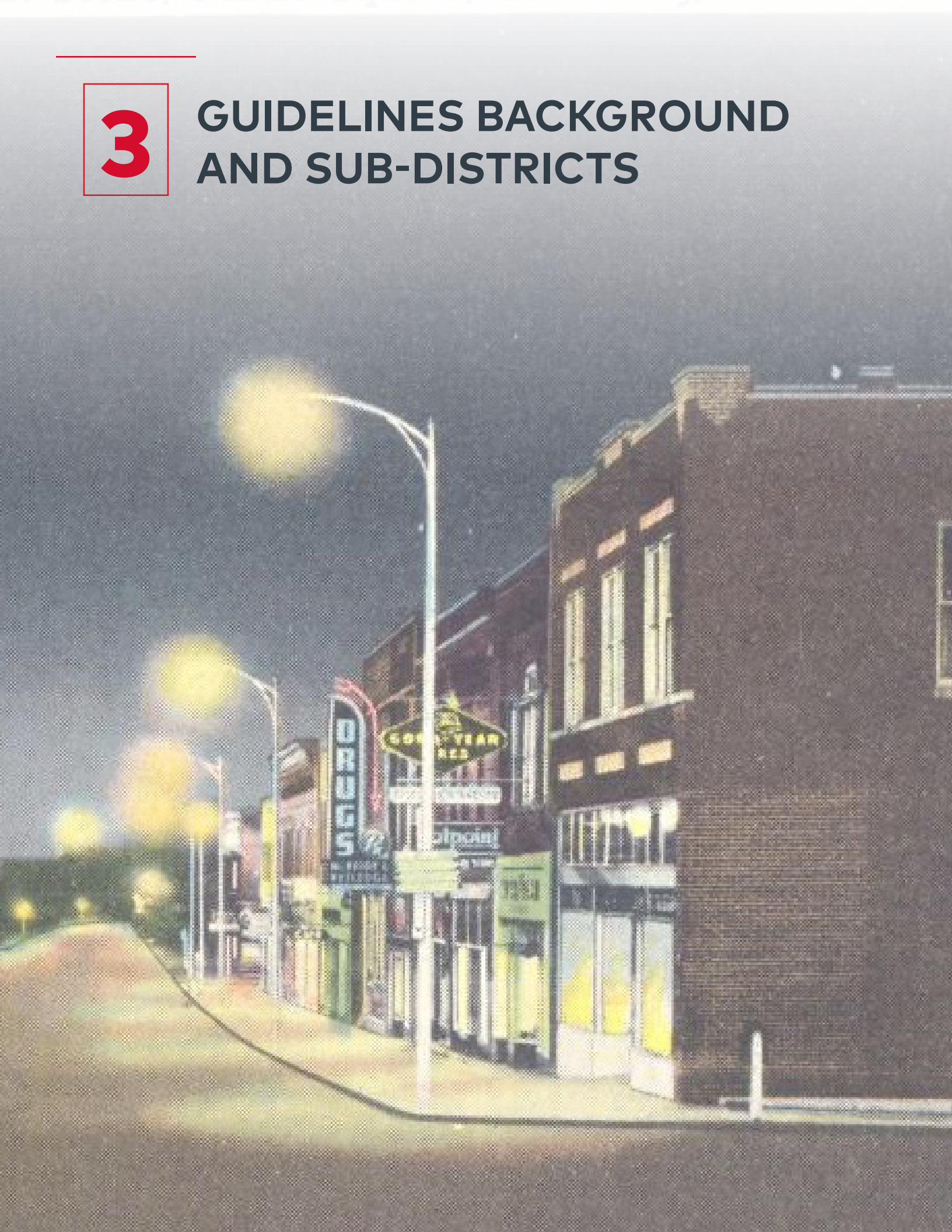
Interior Alterations or Renovations

Certificate of Appropriateness required? No

certificate of appropriateness process



3 GUIDELINES BACKGROUND AND SUB-DISTRICTS



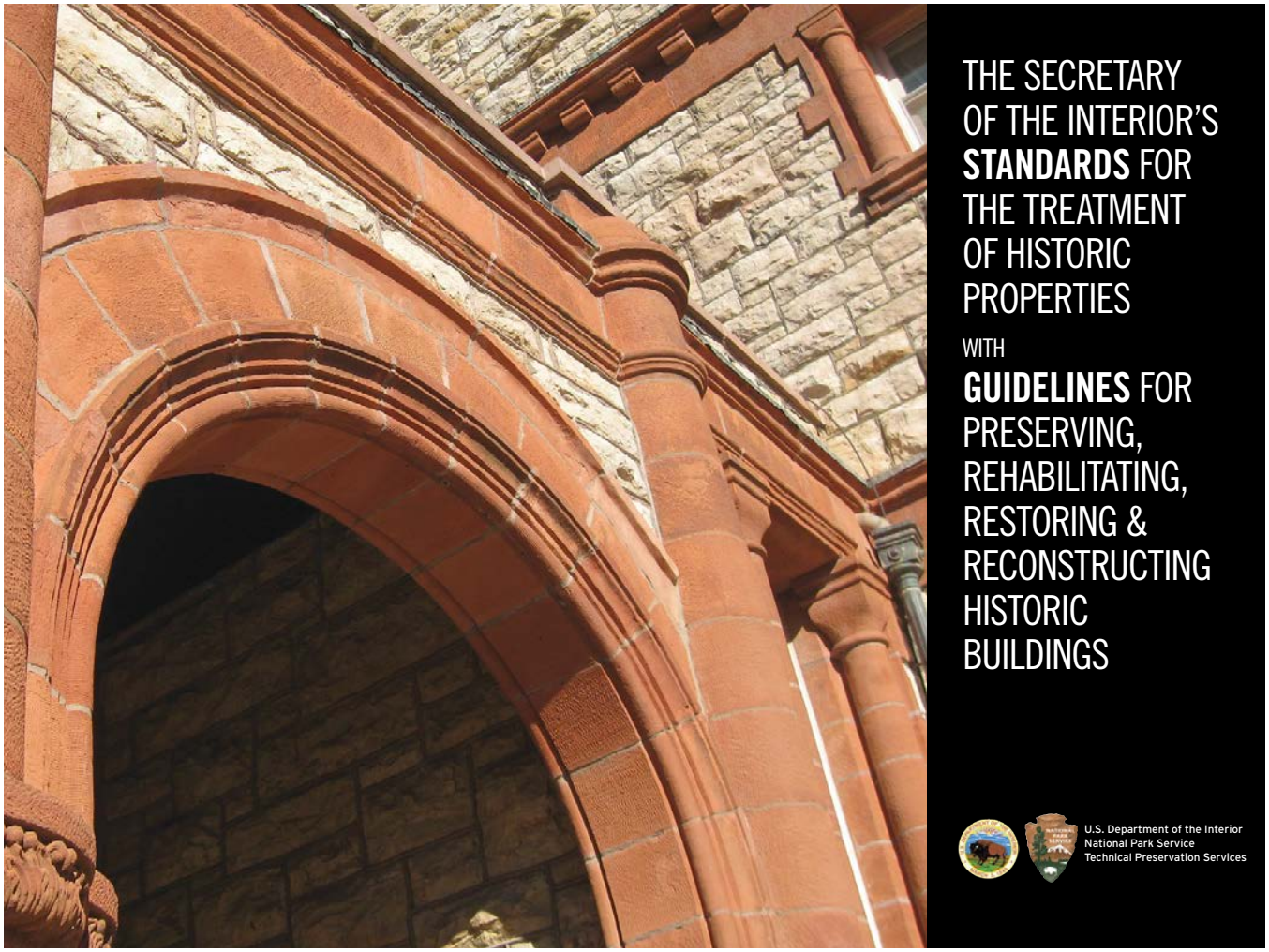
the secretary of the interior's standards

From the U.S. Department of the Interior National Park Service, the Secretary of the Interior's standards for the treatment of Historic Properties:

Under the National Historic Preservation Act (NHPA), the Secretary of the Interior is responsible for establishing professional standards and for providing guidance on the preservation of the nation's historic properties. The Secretary of the Interior's Standards for the Treatment of Historic Properties apply to all grants-in-aid projects assisted through the Historic Preservation Fund (authorized by the NHPA) and are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects, and districts. The Standards address four treatments: preservation, rehabilitation, restoration, and reconstruction.

The treatment Standards, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995, Federal Register (Vol. 60, No. 133). They replaced the 1978 and 1983 versions of 36 CFR Part 68, entitled The Secretary of the Interior's Standards for Historic Preservation Projects. The revised Guidelines herein replace the Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings, published in 1995 to accompany the treatment Standards.

The Secretary of the Interior's Standards for the Treatment of Historic Properties are regulatory only for projects receiving Historic Preservation Fund grant assistance and other federally-assisted projects. Otherwise, these Guidelines are intended to provide general guidance for work on any historic building.



The purpose of The Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings is to provide guidance to historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers prior to beginning work. It is always recommended that preservation professionals be consulted early in any project.

There are four sections, each focusing on one of the four treatment Standards: Preservation, Rehabilitation, Restoration, and Reconstruction. Each section includes one set of Standards with accompanying Guidelines that are to be used throughout the course of a project. The Standards that apply to the buildings in the city of Lewisburg Historic District are the Rehabilitation Standards. They are defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.

applicability

Subdistricts

Recognizing that a "one size fits all" approach to the Design Guidelines would not be reflective of the varied character within the district, two distinct sub-districts were established: the Historic Core and the Historic Frame.

Core

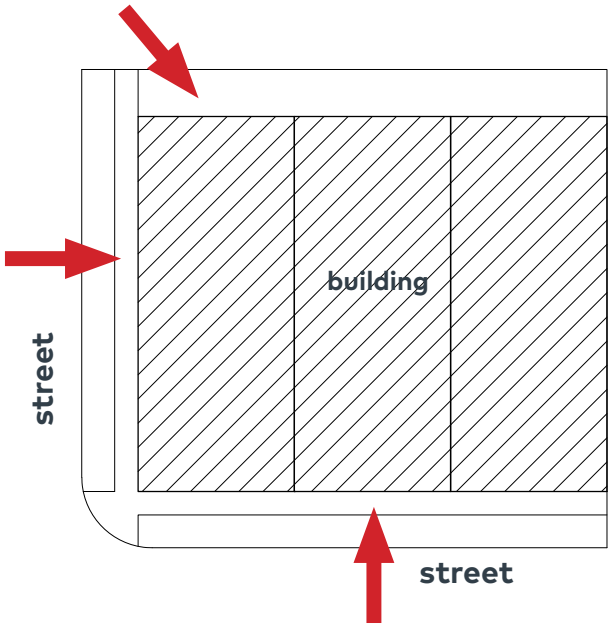
The Historic Core is the area within the boundary that is centralized around the Marshall County Court House and along Commerce Street. The Core consists mainly of the urban Commercial/Mixed-use building type ranging from 1 to 2 stories giving this sub-district a distinctly urban feel with buildings close to the sidewalk and framing the street. Buildings in this sub-district generally include storefronts at street level that—when filled with retail or restaurant uses—can activate the sidewalk and encourage pedestrian activity.

Frame

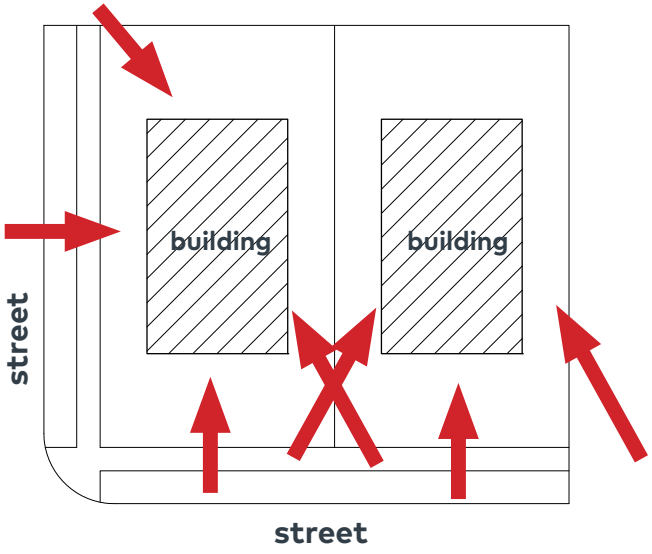
The Historic Frame is much different compared to the Core. Building types in the Frame are more varied even if commercial uses are dominant. Residential building types are more prevalent in the Frame as well many buildings that are not historically contributing. Though the Frame is more diverse in character, attention to design can result in complementary structures that still contribute to Downtown as a whole.

Where do the Guidelines Apply?

Within the two sub-districts, the Design Guidelines for buildings and structures generally apply to facades that face a street. However, in certain instances facades do not directly face a street, but are still visible from a street. See the diagrams below for guidance on where the guidelines apply. The extent to which the guidelines apply to side facades shall be at the discretion of the Historic Zoning Commission and based on the distance between adjacent buildings.



building types attached on one or more sides



detached building types

historic district overlay map

The map below depicts the boundary of the entire district as well as the boundaries of the two sub-districts.

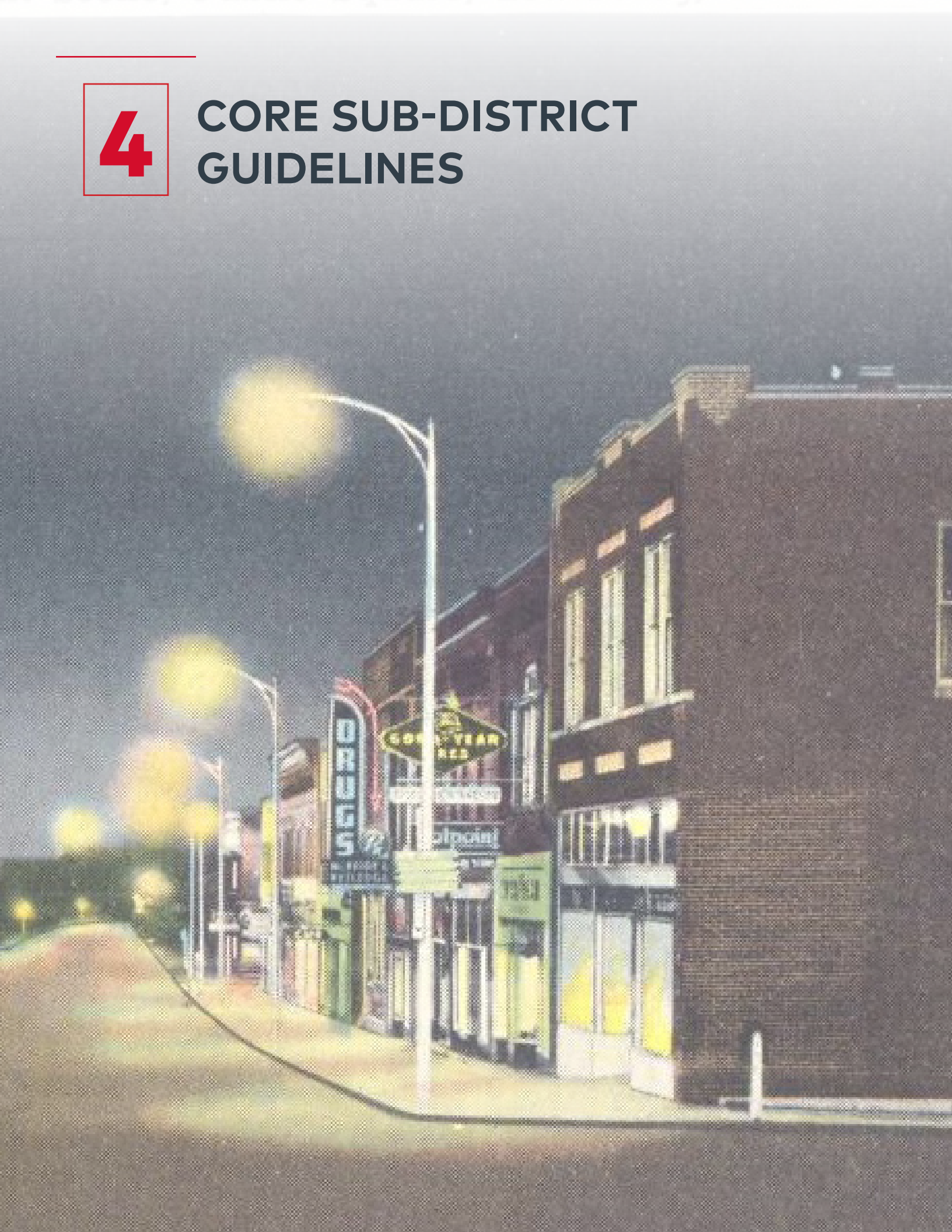
Key

- Historic District
- Historic Core
- Historic Frame

0 125′ 250′ 500′

NORTH

4 CORE SUB-DISTRICT GUIDELINES



core sub-district map

The standards in this section apply to the rehabilitation of existing buildings as well as additions, new construction and non-contributing buildings within the shaded area in the map below.

Key

Historic District

Historic Core

0 125′ 250′ 500′

NORTH

rehabilitation of existing buildings

1. Exterior Walls

Guidelines

a. **Materials**

i. Masonry

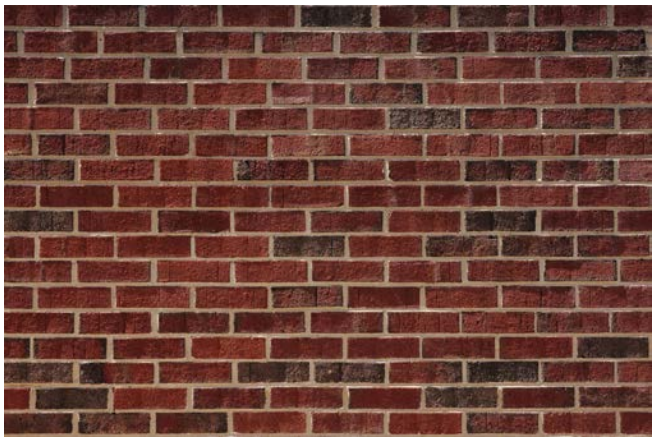
Brick masonry is the most common exterior wall material of existing buildings in the Core Sub-district. Stone masonry is fairly limited as a primary exterior wall material, but can be found in some exposed foundation walls—particularly in civic and institutional buildings such as the Old Jail and First Presbyterian Church. Stucco as a primary exterior wall material appears to have been applied during later alterations and not as a historicalal material.

1. Masonry original to the building shall be preserved and maintained.
2. Cleaning of masonry should occur only to prevent deterioration or to remove heavy soiling and shall be accomplished utilizing methods that are the least abrasive.
3. Brick masonry that is historically unpainted should remain as so; however, murals are permitted with approval from the Historic Zoning Commission.
4. Stone masonry shall not be painted.

ii. Wood

In the Core Sub-district, the use of wood on exterior walls is scarce and generally limited to details such as cornices.

1. Where wood was used historically and still exists, care should be taken to maintain or restore it using accepted preservation techniques.
2. Wood should be painted.
3. Alternative materials may be approved to replace wood deteriorated beyond repair.



Historically unpainted brick should remain as so. Cleaning of masonry should be done in a manner that is least abrasive.

The use of stone in downtown Lewisburg is limited. Most stone masonry is in an ashlar pattern. Any new stone should have a similar pattern and color palette.

iii. Metal

In the Core Sub-district, the use of metal on exterior walls is limited to details such as cornices.

1. Where metal was used historically and still exists, care should be taken to maintain or restore it using accepted preservation techniques.
2. Cleaning of metal shall be accomplished by utilizing non-corrosive methods.
3. Alternative materials may be approved to replace metal deteriorated beyond repair.

b. Details and Configuration

i. Historic exterior wall elements, details, and designs shall be preserved and maintained.

ii. Original building elements that have been altered or covered should be restored to their original design based on historic documentation.

iii. Elements that have deteriorated beyond repair should be replaced in kind. Repairing the damaged portion of elements is preferable to replacing the entire element. Replacement should match the original detail in size, shape, design, and color.

2. Openings

Guidelines

a. **Windows**

i. Original windows shall be preserved and maintained.

ii. Original window openings shall not be altered.

iii. Windows that are missing or have deteriorated beyond repair should be replaced in kind (for example: wood for wood; metal for metal; etc.).

iv. Aluminum-clad windows may be considered as an appropriate replacement window.

v. Replacement windows shall match the original historic window design, dimensions, and profile as closely as possible.

vi. Replacement glass shall be clear and not mirrored or heavily tinted.

b. **Storefronts**

i. Original storefronts shall be preserved and maintained including details such as bulkheads, display windows, entries, transoms, piers, entablatures, etc.

ii. Later additions to original storefronts that have gained significance over time should be retained.

iii. Original storefronts, including entries, that have been altered or removed should be restored to their original design based on historic documentation as long as the original design coexisted with current building features.

iv. Storefronts or storefront elements that have deteriorated beyond repair should be replaced in kind. Repairing the damaged portion of the storefront is preferable to replacing the entire element. Replacement should match the original detail in size, shape, design, and color.

v. If replacing a storefront or storefront element in kind is not feasible, a compatible substitute material may be considered.

vi. A new storefront design that is compatible with the size, scale, material, and color of the historic building may be considered.

c. **Doors**

i. Original doors shall be preserved and maintained.

ii. Doors that are missing, or have deteriorated beyond repair, should be replaced in kind.

iii. Replacement glass in doors shall be clear and not mirrored or heavily tinted.

3. Roofs

Guidelines

a. **Materials**

   i. Original roof materials shall be preserved and maintained.

   ii. Portions of roofs that are missing, or have deteriorated beyond repair, should be replaced in kind.

   iii. When entire roof replacement is required, it should be replaced in kind.

   iv. If replacing a roof in kind is not feasible, a compatible substitute material may be considered.

b. **Elements and Details**

   i. Original roof shape and its details, such as dormers, chimneys, ridge tiles, cornices, parapets, etc. shall be preserved and maintained.

   ii. Roof details that that are missing, or have deteriorated beyond repair, should be replaced in kind based on historic documentation.

   iii. Replacement roof details with a new design may be considered if compatible with the size, scale, material, and color of the historic building.

rehabilitation of existing buildings (cont.)

4. Attachments

Guidelines

a. **Awnings/Canopies**

   i. Original awnings/canopies shall be preserved and maintained.

   ii. New canvas or metal awnings are appropriate as long as the shape matches the opening shape, the style matches the historic building, and the awnings/canopies do not obscure the architectural details of the building.

b. **Porches/Stoops**

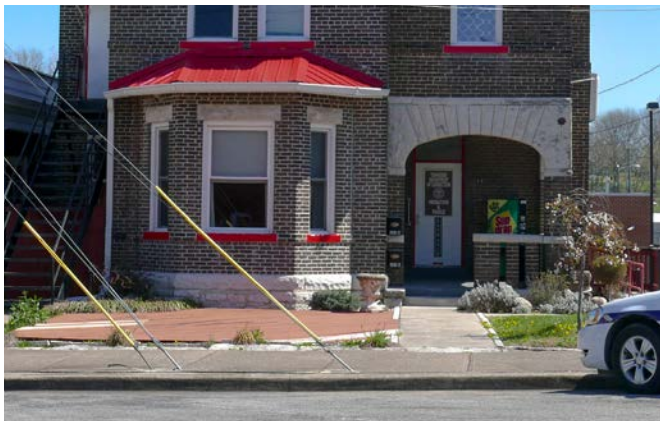
   i. Original porches/stoops shall be preserved and maintained.

   ii. Portions of porches/stoops that are missing, or have deteriorated beyond repair, should be replaced in kind based on historic documentation.

c. **Bays**

   i. Original bay windows shall be preserved and maintained.

   ii. Portions of bay windows that are missing, or have deteriorated beyond repair, should be replaced in kind based on historic documentation.



additions, new construction, & non-contributing buildings

1. General

Guidelines

a. Additions and alterations to non-contributing buildings shall generally follow the guidelines of this section with the exception that the design of such additions and alterations should be compatible with the non-contributing building as opposed to copying a historical style.

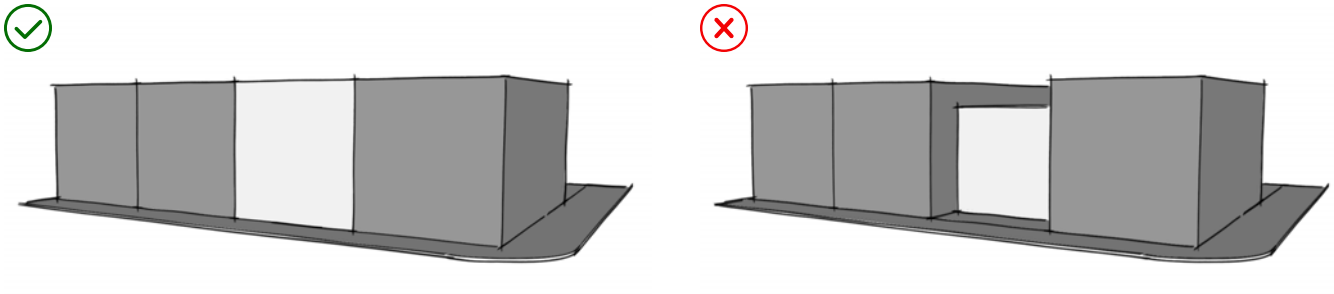
b. The design of new construction and additions to existing buildings should be guided by the surrounding context without being a facsimile of historic architecture.

c. The design of new construction should follow the spacing and rhythm of the surrounding context.

d. The scale of buildings should be human—that is, different elements should be visible to a pedestrian from the sidewalk and not overwhelming.

e. The form (shape), mass (perceived weight), and proportion (ratio of width to height) of new construction should be inspired by the surrounding context.

f. Buildings should have a clear hierarchy of base, middle, and cap.



The design of new construction and additions shall be guided by the surrounding context. For example, if the surrounding context includes buildings built close to the sidewalk, the placement of new buildings should match.

2. Placement

Guidelines

a. **Additions**

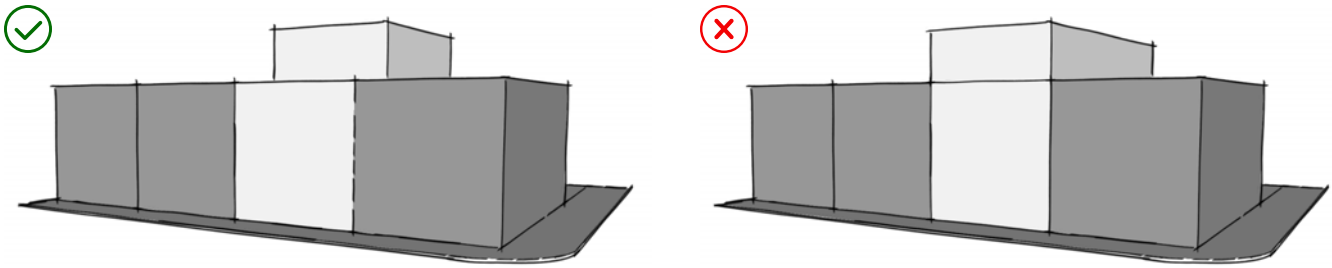
   i. Ground level additions shall be limited to the rear of the original structure.

   ii. Upper story additions shall be set back from the front façade a minimum of 10 ft. to minimize their visual impact from the street. Overall building height shall be limited to three stories.

b. **New Construction**

   i. The front façade of new non-institutional buildings shall be aligned with adjacent non-institutional buildings built to the back of the sidewalk.

   ii. The front façade of new institutional buildings may be setback a maximum of 15 ft. from the back of the sidewalk.



Generally, additions shall be to the rear or side of a structure. In instances where additional stories are proposed, they should be stepped back a minimum of 10 ft. to reduce their visual impact on the streetscape (above, left). Vertical additions aligned with the front facade are prohibited (above, right).

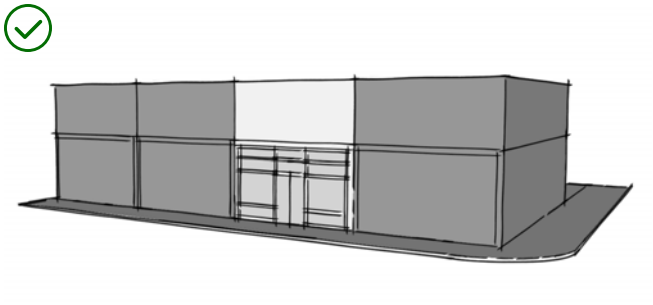
3. Height

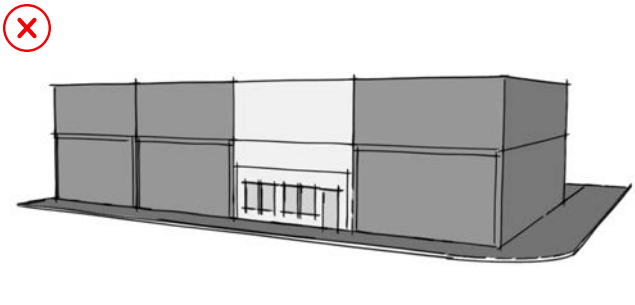
Guidelines

a. New buildings shall be a maximum of 3 stories to a height of 45 ft. measured from the average grade along the front façade to the bottom of the eave for sloped roofs or to the top of the parapet for flat roofs.

b. The height of ground level stories should be consistent with the height of ground stories in adjacent historic buildings.

c. The height of ground level additions shall not exceed the height of the original structure.





The height and design of ground floor stories shall be similar to adjacent historic context (above, left). Inconsistent story height and design shall be avoided (above, right).

4. Exterior Walls

Guidelines

a. **Materials**

i. The primary material for visible exterior walls in new construction should be brick masonry.

ii. The primary material for additions should be brick masonry.

iii. Accent materials, such as materials for foundations and cornices, should be similar to materials used historically in the district in terms of color, texture, and scale (examples: stone, wood, etc.)

iv. Contemporary materials are permitted for accents, but should convey a character similar to that of materials used historically (examples: fiber cement, composite, architectural metal, etc.).

b. **Details and Configuration**

i. Generally, exterior walls of new construction and additions should be constructed with a single primary material. In rare instances where multiple primary materials are used more, there shall be no more than two used on visible facades and walls should change materials along a horizontal line or inside corners.

ii. Contemporary materials should be chosen and installed to promote authenticity (example: smooth-finished fiber-cement siding instead of faux-wood grained finish).

5. Openings

Guidelines

a. Windows

i. Windows and surrounding trim, headers, and sills in new construction and additions should have a similar profile, dimension, and proportion as windows in surrounding historic buildings.

ii. Windows should align with or be centered between windows and openings above or below.

iii. The rhythm and spacing of windows should be similar to surrounding historical buildings.

iv. Windows should be wood or aluminum-clad.

v. Windows should have true divided lites or simulated divided lites on both sides of the glass.

vi. Glass shall not be mirrored or heavily tinted.

b. Storefronts

i. Storefronts in new construction should have a similar design, dimension, and proportion as storefronts in surrounding historic buildings.

ii. Storefronts should be wood, composite, or metal.

iii. Glass shall not be mirrored or heavily tinted.

c. Doors

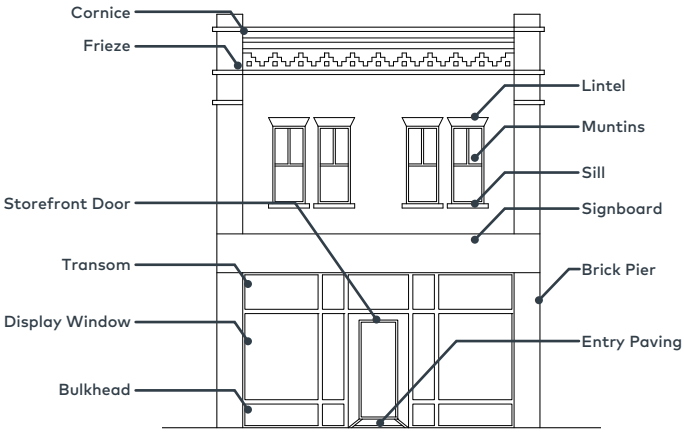
i. A primary pedestrian entrance shall be located on the front façade of new construction.

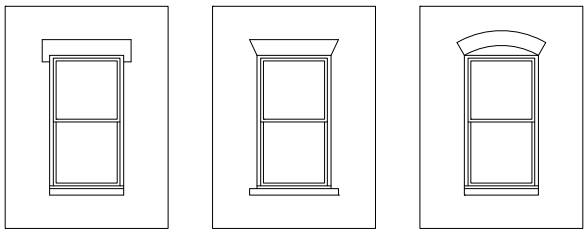
ii. Doors and door surrounds in new construction and additions should have a similar design and dimension as doors in surrounding historic buildings.

iii. Doors should be wood, composite, or metal.

iv. Doors on front facades shall be at least half-glazed.

v. Glass shall not be mirrored or heavily tinted.





Left: The basic elements of an urban "Main Street" facade. Above: Windows should be vertically proportioned and have sills and headers appropriate to the style of the building. From left to right: cast stone header with brick sill, Brick jack arch with cast stone sill, Brick segmented arch with brick sill

6. Roofs

Guidelines

a. **Materials**

   i. Since most of the buildings in the Core have flat roofs, the primary material for roofs should be appropriate for low slope roofs.

b. **Elements and Details**

   i. The roofs of new construction and additions should be compatible with the roofs and roof elements of surrounding historic buildings.

   ii. Buildings with flat roofs shall include a parapet on facades visible from a public street, excluding alleys.

   iii. Parapets and other roof-related elements, such as eaves, should have a similar design, proportion, and dimension as surrounding historic buildings.

7. Attachments

Guidelines

a. **Awnings/Canopies**

   i. New canvas or metal awnings are appropriate as long as the shape matches the opening shape, the style matches the historic building, and the awnings/canopies do not obscure the architectural details of the building.

b. **Bays**

   i. Bay windows in new construction and additions should be constructed of the same materials permitted for accent walls.

   ii. Bay windows shall have visible support, either by extending the bay to grade with a foundation or transferring the projection back to the wall with beams, brackets, or masonry corbeling that is compatible with the existing building.

c. **Decks**

   i. Decks should be located to the rear of new construction or additions.

accessory elements

1. Accessibility

Guidelines

a. Nothing in these guidelines should prevent compliance with applicable accessibility codes.

b. Accessible elements should be designed to have minimal impact on the entry façade.

c. Ramps should be contemporary and designed simply to complement, rather than mimic, existing handrails. Where ramps become obtrusive, consider a lift.

2. Lighting

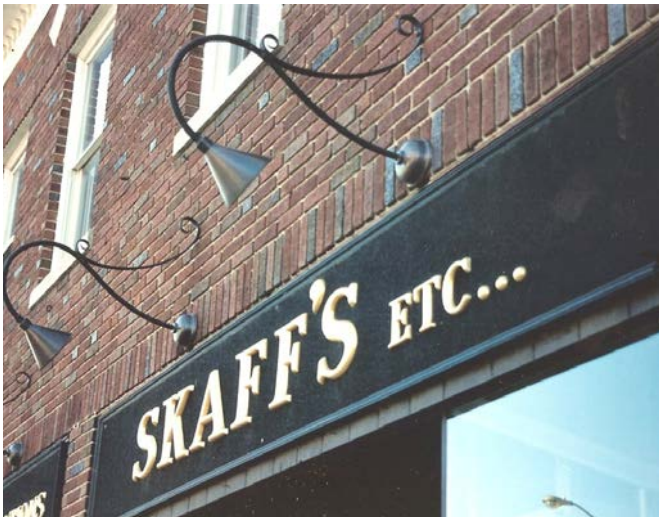
Guidelines

a. Light fixture design should be representative of the style of historic buildings.

b. Light fixtures should be attached to building facades and the bottom of the fixture should be a minimum of 8 feet above grade.

c. Light fixtures shall be unobtrusive and should be directed so as to highlight the building and/or merchandise.

d. Adequate lighting should be provided in parking lots.



1. Fences and Walls

Guidelines

a. Original fences and walls shall be preserved and maintained.

b. Fence details that that are missing, or have deteriorated beyond repair, should be replaced in kind based on historic documentation.

c. Replacement of fences and walls with a new design may be considered if compatible with the historic building on the property.

2. Screening

Guidelines

a. Parking lots that abut a public street, excluding an alley, shall be screened with landscaping or wall.

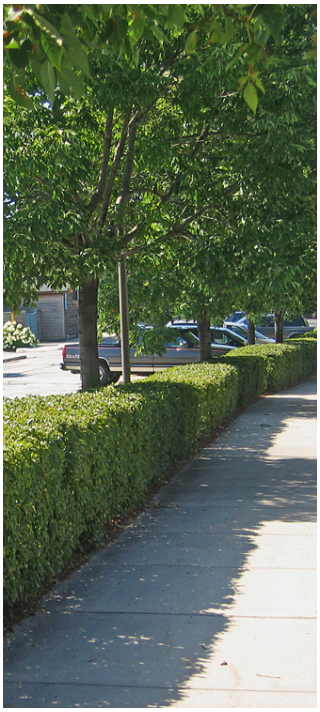
b. Outdoor utilities and dumpster enclosures shall be screened with fences or walls. Dumpster enclosures shall include gates to fully hide dumpster.

c. Landscape screening shall consist of native, evergreen plants to provide year-round screening.

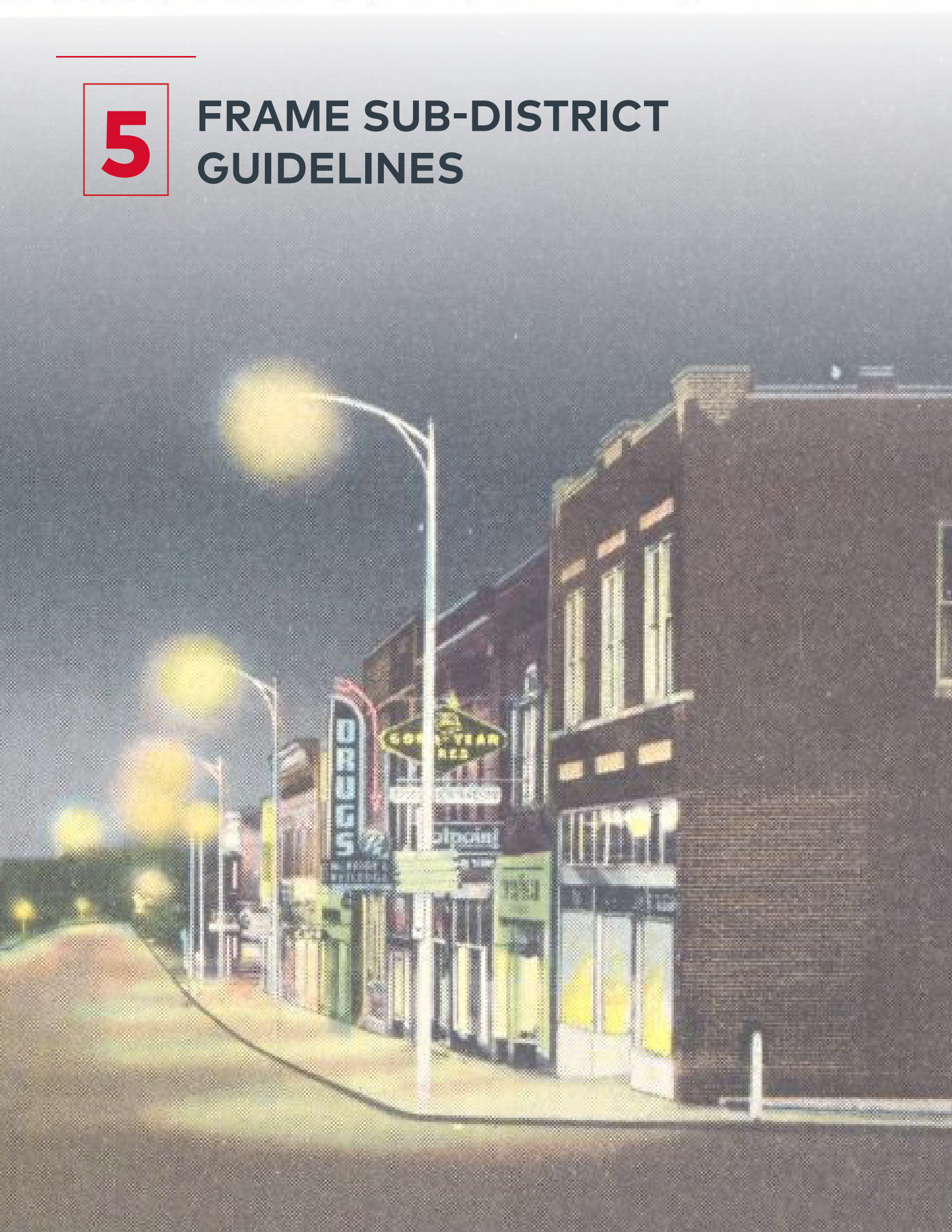
d. Fences used for screening shall be built with durable materials that provide complete screening.

e. Walls used for screening shall be constructed of the same materials as the primary material of the existing or new principal building on the property.

f. The design and detail of screen walls should be compatible with adjacent historic buildings.



5 FRAME SUB-DISTRICT GUIDELINES



frame sub-district map

The standards in this section apply to the rehabilitation of existing buildings as well as additions, new construction and non-contributing buildings within the shaded area in the map below.

Key

Historic District

Historic Core

0 125' 250' 500'

NORTH

rehabilitations to existing buildings

1. Exterior Walls

Guidelines

a. **Materials**

i. Masonry

Brick masonry is the most common exterior wall material for commercial buildings in the Frame Sub-district. Stone masonry can be found in most exposed foundation walls of residential and institutional buildings.

1. Masonry original to the building shall be preserved and maintained.
2. Cleaning of masonry should occur only to prevent deterioration or to remove heavy soiling and shall be accomplished utilizing methods that are the least abrasive.
3. Brick masonry that is historically unpainted should remain as so. Murals should be avoided in the Frame sub-district.
4. Stone masonry shall not be painted.

ii. Wood

In the Frame Sub-district, the use of wood on exterior walls is prominent on residential buildings.

1. Where wood was used historically and still exists, care should be taken to maintain or restore it using accepted preservation techniques.
2. Wood should be painted.
3. Alternative materials may be approved to replace wood deteriorated beyond repair.

iii. Metal

In the Frame Sub-district, the use of metal on exterior walls is extremely limited.

1. Where metal was used historically and still exists, care should be taken to maintain or restore it using accepted preservation techniques.
2. Cleaning of metal shall be accomplished by utilizing non-corrosive methods.
3. Alternative materials may be approved to replace metal deteriorated beyond repair.

b. Details and Configuration

i. Historic exterior wall elements, details, and designs shall be preserved and maintained.

ii. Original building elements that have been altered or covered should be restored to their original design based on historic documentation.

iii. Elements that have deteriorated beyond repair should be replaced in kind. Repairing the damaged portion of elements is preferable to replacing the entire element. Replacement should match the original detail in size, shape, design, and color.

2. Openings

Guidelines

a. **Windows**

i. Original windows shall be preserved and maintained.

ii. Original window openings shall not be altered.

iii. Windows that are missing or have deteriorated beyond repair should be replaced in kind (for example: wood for wood; metal for metal; etc.).

iv. Aluminum-clad windows may be considered as an appropriate replacement window.

v. Replacement windows should match the original historic window design, dimensions, and profile as closely as possible.

vi. Replacement glass shall be clear and not mirrored or heavily tinted.

b. **Storefronts**

i. Original storefronts shall be preserved and maintained including details such as bulkheads, display windows, entries, transoms, piers, entablatures, etc.

ii. Later additions to original storefronts that have gained significance over time should be retained.

iii. Original storefronts, including entries, that have been altered or removed should be restored to their original design based on historic documentation as long as the original design coexisted with current building features.

iv. Storefronts or storefront elements that have deteriorated beyond repair should be replaced in kind. Repairing the damaged portion of the storefront is preferable to replacing the entire element. Replacement should match the original detail in size, shape, design, and color.

v. If replacing a storefront or storefront element in kind is not feasible, a compatible substitute material may be considered.

vi. A new storefront design that is compatible with the size, scale, material, and color of the historic building may be considered.

c. **Doors**

i. Original doors shall be preserved and maintained.

ii. Doors that are missing, or have deteriorated beyond repair, should be replaced in kind.

iii. Doors should match the original historic door design, dimensions, and profile as closely as possible.

iv. Replacement glass in doors shall be clear and not mirrored or heavily tinted.

3. Roofs

Guidelines

a. **Materials**

i. Original roof materials shall be preserved and maintained.

ii. Portions of roofs that are missing, or have deteriorated beyond repair, should be replaced in kind.

iii. When entire roof replacement is required, it should be replaced in kind.

iv. If replacing a roof in kind is not feasible, a compatible substitute material may be considered.

b. **Elements and Details**

i. Original roof shape and its details, such as dormers, chimneys, ridge tiles, cornices, parapets, etc. shall be preserved and maintained.

ii. Roof details that that are missing, or have deteriorated beyond repair, should be replaced in kind based on historic documentation.

iii. Replacement roof details with a new design may be considered if compatible with the size, scale, material, and color of the historic building.

4. Attachments

Guidelines

a. **Awnings/Canopies**
   i. Original awnings/canopies shall be preserved and maintained.
   ii. New canvas or metal awnings are appropriate as long as the shape matches the opening shape, the style matches the historic building, and the awnings/canopies do not obscure the architectural details of the building.

b. **Porches/Stoops**
   i. Original porches/stoops shall be preserved and maintained.
   ii. Portions of porches/stoops that are missing, or have deteriorated beyond repair, should be replaced in kind based on historic documentation.

c. **Bays**
   i. Original bay windows shall be preserved and maintained.
   ii. Portions of bay windows that are missing, or have deteriorated beyond repair, should be replaced in kind based on historic documentation.

d. **Chimneys**
   i. Original chimneys shall be preserved and maintained.
   ii. Chimneys deteriorated beyond repair should be replaced to match their original appearance or designed in a manner compatible with the style and age of the building.
   iii. Chimney caps, if installed, should be masonry or finished metal.

additions, new construction, & non-contributing buildings

1. General

Guidelines

a. Additions and alterations to non-contributing buildings shall generally follow the guidelines of this section with the exception that the design of such additions and alterations should be compatible with the non-contributing building as opposed to copying a historical style.

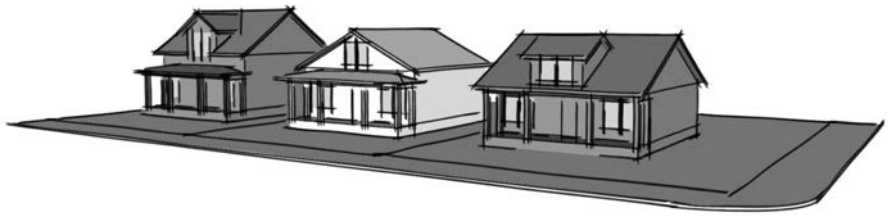
b. The design of new construction and additions to existing buildings should be guided by the surrounding context without being a facsimile of historic architecture. Contemporary designs are encouraged as long as they do not alter the historic character of the existing building.

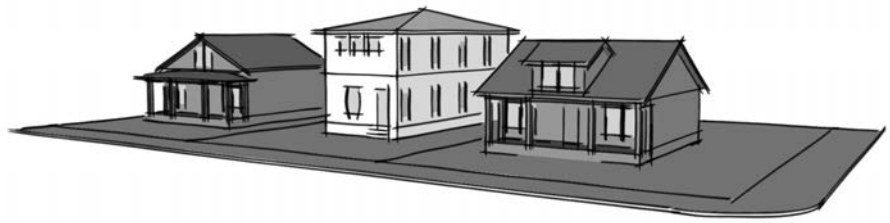
c. The design of new construction should follow the spacing and rhythm of the surrounding context.

d. The scale of buildings should be human—that is, different elements should be visible to a pedestrian from the sidewalk and not overwhelming.

e. The form (shape), mass (perceived weight), and proportion (ratio of width to height) of new construction should be inspired by the surrounding context.

f. Buildings should have a clear hierarchy of base, middle, and cap.





The form, mass, and proportion of new buildings as well as the rhythm of building width (solid) and the space between buildings (void) shall be compatible with the surrounding historic context (left, top). New buildings that do not respect the form, mass, and proportion of buildings shall be avoided (left, bottom).

2. Placement

Guidelines

a. **Additions**

   i. Ground level additions shall be limited to the rear or side of the original structure. Side additions shall be clearly subordinate to the original structure and recessed well behind the principal façade facing a public street.

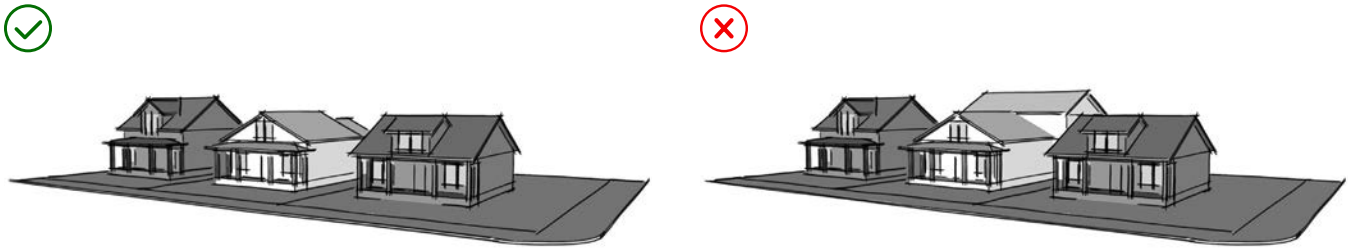
   ii. Rear additions shall be inset a minimum of 1 foot from side elevations

b. **New Construction**

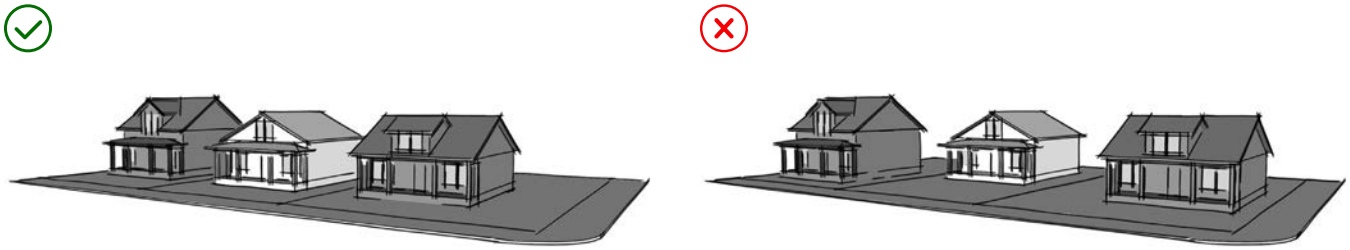
   i. The front façade of new commercial buildings shall be aligned with adjacent commercial buildings.

   ii. The front façade of new institutional buildings may be setback a maximum of 15 ft. from the back of the sidewalk.

   iii. The front façade of new residential buildings shall be aligned with adjacent residential buildings or residential buildings along the same block face, if applicable.



Additions shall be to the rear, or in some cases the side, of buildings and clearly subordinate to the principal structure (above, left). Additions taller than the principal structure and visible from a public way are prohibited (above, right).



The placement of new buildings shall be consistent with the surrounding historic context (above, left). The placement of new buildings in a manner that is not consistent with the rhythm and pattern of the surrounding context shall be avoided (above, right).

3. Height

Guidelines

a. New buildings shall be a maximum of 2 stories to a height of 30 ft. measured from the average grade along the front façade to the bottom of the eave for sloped roofs or top of the parapet for flat roofs.

b. The height of ground level stories should be consistent with the height of ground stories in adjacent historic buildings.

c. The height of ground level additions shall not exceed the height of the original structure.

d. New residential buildings or additions to residential buildings should have a raised foundation that matches the existing structure or surrounding context.

The height and massing of new buildings shall be consistent with the surrounding historic context (above, left). New buildings that are substantially taller than the surrounding context are prohibited (above, right).

4. Exterior Walls

Guidelines

a. **Materials**

i. The primary material for visible exterior walls in new construction shall be brick masonry, wood lap siding, or fiber cement lap siding.

ii. The primary material for additions should complement the exterior materials of the principal building and consist of brick masonry, wood lap siding, or fiber cement siding.

iii. Accent materials, such as materials for foundations and cornices, should be similar to materials used historically in the district in terms of color, texture, and scale (examples: stone, wood, etc.). If concrete block is used on exposed foundations, it shall be split-faced or have cement parging.

iv. Contemporary materials are permitted for trim and accents, but should convey a character similar to that of materials used historically (examples: fiber cement, composite, etc.).

b. **Details and Configuration**

i. Generally, exterior walls of new construction and additions should be constructed with a single primary material. In rare instances where multiple primary materials are used more, there shall be no more than two used on visible facades and walls should change materials along a horizontal line or inside corners.

ii. Contemporary materials should be chosen and installed to promote authenticity (example: smooth-finished fiber-cement siding instead of faux-wood grained finish).

5. Openings

Guidelines

a. **Windows**

   i. Windows and surrounding trim, headers, and sills in new construction and additions should have a similar profile, dimension, and proportion as windows in surrounding historic buildings.

   ii. Windows should align with or be centered between windows and openings above or below.

   iii. The rhythm and spacing of windows should be similar to surrounding historical buildings.

   iv. Windows should be wood or aluminum-clad or vinyl. Vinyl windows shall not project beyond the face of the façade.

   v. Windows should have true divided lites or simulated divided lites on both sides of the glass.

   vi. Glass shall not be mirrored or heavily tinted.

   vii. If installed, shutters shall be designed to match the opening and include hardware so as to appear operable.

b. **Storefronts**

   i. Storefronts in new construction should have a similar design, dimension, and proportion as storefronts in surrounding historic buildings.

   ii. Storefronts should be wood, composite, or metal.

   iii. Glass shall not be mirrored or heavily tinted.

c. **Doors**

   i. A primary pedestrian entrance shall be located on the front façade of new construction.

   ii. Doors and door surrounds in new construction and additions should have a similar design and dimension as doors in surrounding historic buildings.

   iii. Doors should be wood, composite, or metal.

   iv. Doors on front facades shall be at least half-glazed.

   v. Glass shall not be mirrored or heavily tinted.

6. Roofs

Guidelines

a. **Materials**

   i. The primary material for sloped roofs should be shingles or standing-seam metal.

   ii. The primary material for flat roofs should be appropriate for low slope roofs.

b. **Elements and Details**

   i. The roofs of new construction and additions should be compatible in design with the roofs and roof elements of surrounding historic buildings.

   ii. The apex of roofs on additions should not extend above the apex of the existing roof.

   iii. Buildings with flat roofs shall include a parapet on facades visible from a public street, excluding alleys.

   iv. Parapets and other roof-related elements, such as eaves, should have a similar design, proportion, and dimension as surrounding historic buildings.

7. Attachments

Guidelines

a. **Awnings/Canopies**

   i. New canvas or metal awnings are appropriate as long as the shape matches the opening shape, the style matches the historic building, and the awnings/canopies do not obscure the architectural details of the building.

b. **Bays**

   i. Bay windows in new construction and additions should be constructed of the same materials permitted for accent walls.

   ii. Bay windows shall have visible support, either by extending the bay to grade with a foundation or transferring the projection back to the wall with beams, brackets, or masonry corbeling that is compatible with the existing building.

c. **Decks**

   i. Decks should be located to the rear of new construction or additions.

accessory elements

1. Accessibility

Guidelines

a. Nothing in these guidelines should prevent compliance with applicable accessibility codes.

b. Accessible elements should be designed to have minimal impact on the entry façade.

c. Ramps should be contemporary and designed simply to complement, rather than mimic, existing handrails. Where ramps become obtrusive, consider a lift.

d. For residential buildings, consider locating ramps to the side or rear of historic buildings, if feasible.

2. Lighting

Guidelines

a. Light fixture design should be representative of the style of historic buildings.

b. For residential buildings, light fixtures should be limited to porch ceilings, entries, and accent lighting directed toward the building.

c. For non-residential buildings, light fixtures should be attached to building facades and the bottom of the fixture should be a minimum of 8 feet above grade.

d. Light fixtures shall be unobtrusive and should be directed so as to highlight the building and/or merchandise.

e. Adequate lighting should be provided in parking lots.

3. Driveways

Guidelines

a. Existing driveways should be maintained.

b. New driveways and associated parking should be located to the side and rear of residential buildings.

landscaping and screening

1. Foundation Plantings

Guidelines

a. Buildings that are set back from the street should include foundation plantings.

b. Native, drought-tolerant plant species should be considered.

2. Fences and Walls

Guidelines

a. Original fences and walls shall be preserved and maintained.

b. Fence details that that are missing, or have deteriorated beyond repair, should be replaced in kind based on historic documentation.

c. Replacement of fences and walls with a new design may be considered if compatible with the historic building on the property.

d. Fences for residential properties should be low along street frontages.

e. Chain link fencing is not permitted and vinyl fencing is discouraged.

3. Screening

Guidelines

a. Parking lots that abut a public street, excluding an alley, shall be screened with landscaping or wall.

b. Outdoor utilities and dumpster enclosures shall be screened with fences or walls. Dumpster enclosures shall include gates to fully hide dumpster.

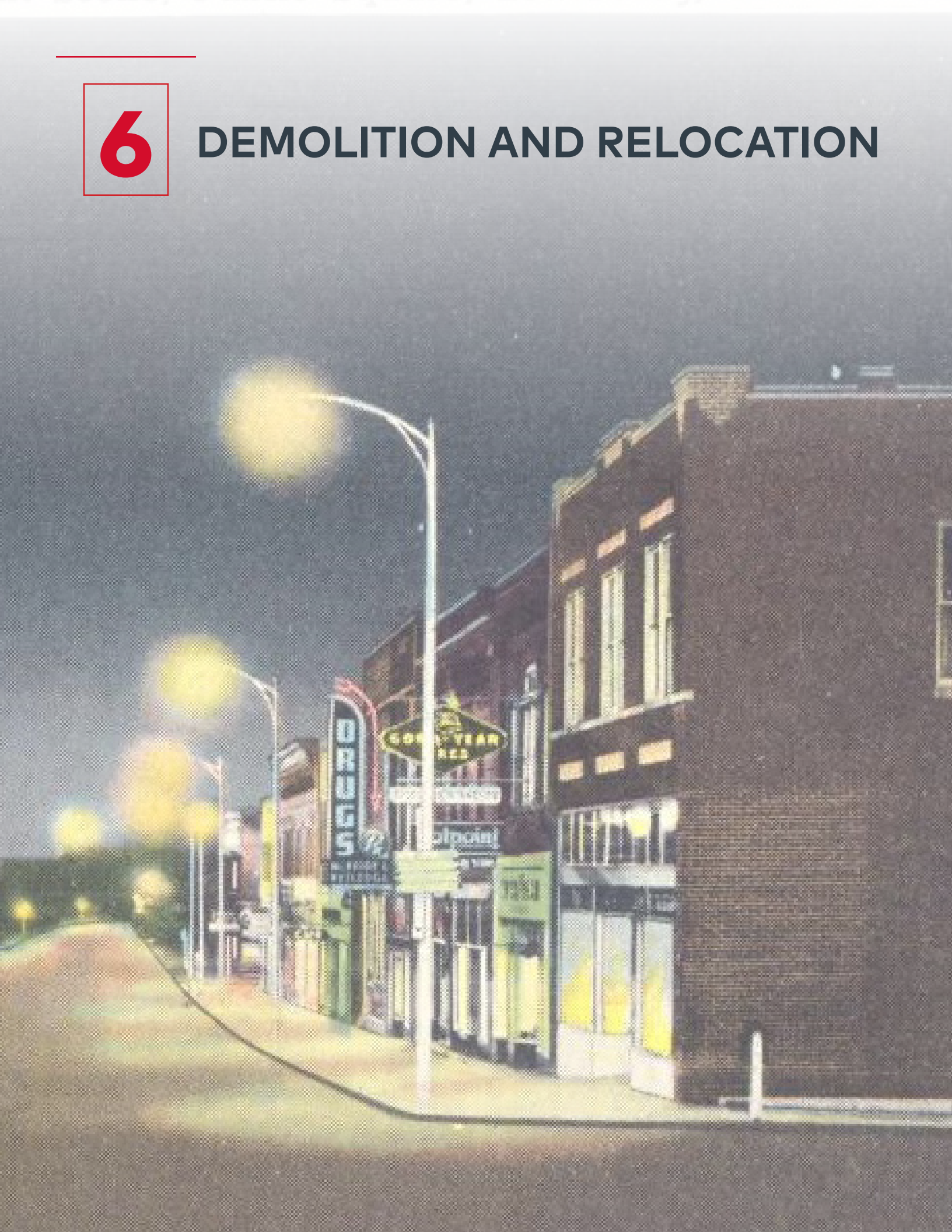
c. Landscape screening shall consist of native, evergreen plants to provide year-round screening.

d. Fences used for screening shall be built with durable materials that provide complete screening.

e. Walls used for screening shall be constructed of the same materials as the primary material of the existing or new principal building on the property.

f. The design and detail of screen walls should be compatible with adjacent historic buildings.

6 DEMOLITION AND RELOCATION



Guidelines

a. **Structures within the Historic District should not be demolished.**

b. **Demolition of a historic structure may be approved by the Historic Zoning Commission if:**

   i. The building has lost its original architectural integrity or no longer contributes to the character of the district;

   ii. Retaining the building threatens the safety and welfare of the public;

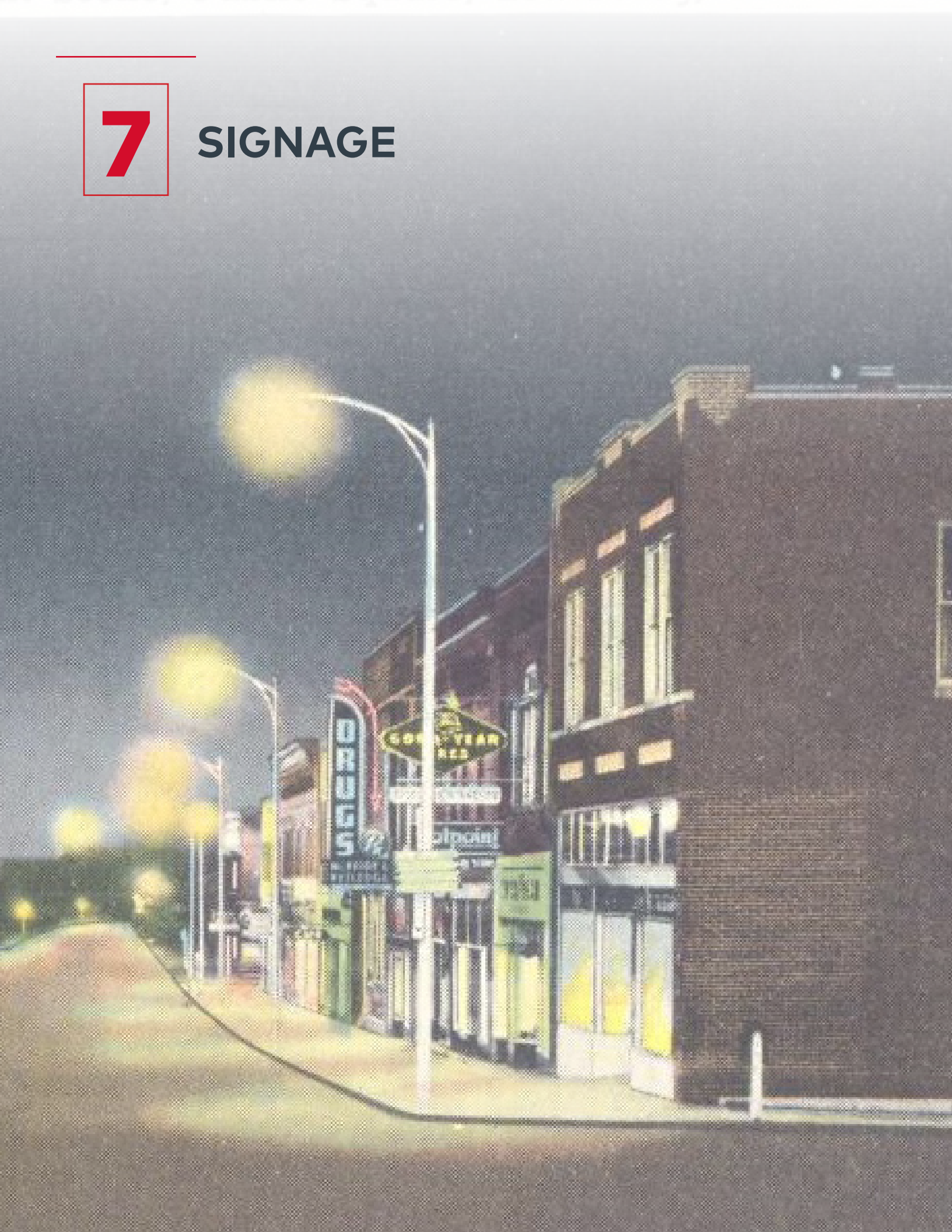
   iii. The denial of a demolition request will result in an economic hardship on the applicant as determined by the Historic Zoning Commission according to section 5.063 of the Zoning Ordinance; or

   iv. The structural instability and deterioration of the building has been documented by a licensed structural engineer in a report, which includes detailed information on the condition of the building and opinion of probable costs for rehabilitation and demolition. The report must be accompanied with a separate plan for future action on the site.

c. **Relocation of buildings should be considered a last resort to demolition.**

d. **Relocate buildings on sites similar to the original site and orient the building in a manner similar to its original orientation.**

7 SIGNAGE



1. General

c. Historic signage should be preserved and maintained.

d. Repairs, including repainting, of historic signs is permitted, but shall match the design, details, and colors of the original sign.

e. Generally, new signage should be similar to the style of signage from the late 19th century and early 20th century, but new individual signs should be compatible with the historic character of the building it is associated with.

2. Prohibited Signs

a. Billboards

b. Pole-mounted signs

3. Temporary Signs

a. Signs for political purpose, which shall be removed within 14 days after an election;

b. Special event signs erected no sooner than 14 days before the event, and removed within 7 days after the event;

c. Signs to indicate the opening of a new business, change of use, or going out of business sale displayed within the first 60 days the occupancy is open or the last 90 days before closing;

d. Signs announcing construction not exceeding 32 sf and 10 feet in height; and

e. Signs announcing real estate availability.

4. Exempt Signage

a. Signs required for legal notices and other official instruments;

b. Flags and insignias of governmental, religious, charitable or fraternal organizations with an area of less than 50 sf and mounted on a single pole;

c. Decorative flags and bunting as authorized by the Council for town-wide celebrations, commemorations or conventions;

d. Memorial signs, tablets or cornerstones, names of buildings and dates of erection when included as an integral part of the building and constructed of durable non-combustible material or cut into masonry surfaces;

e. Directional signs and symbols not exceeding 3 sf in area, used solely for the purpose of traffic or pedestrian direction and placed on the property to which the public is directed;

f. Holiday lights and decorations during customary holiday periods.

signage (cont.)

5. Permitted Signs and Guidelines

a. **Awning Sign: A sign where graphics or letters are directly applied the awning surface and are an integral part of the awning.**

   i. Awning signs shall have a maximum height of 2 feet and a maximum area of 16 square feet.

   ii. Awning signs should be limited to awnings above ground story windows and doors.

   iii. Awning signs shall not be internally illuminated.

b. **Canopy Sign: A sign where graphics or letters are attached to a canopy.**

   i. Canopy signs shall have a maximum height of 2 feet and a maximum area of 16 square feet.

   ii. Canopy signs shall not extend beyond the ends of the canopy.

   iii. Canopy signs shall be limited to one sign per canopy.

   iv. Canopy signs may be internally or externally illuminated.

c. **Ground-mounted Sign: A sign wholly independent of a building façade that is attached to the ground along its length or by posts at each end.**

   i. Ground-mounted signs are permitted for institutional uses in the Core sub-area and for all non-residential uses in the Frame sub-area.

   ii. Ground-mounted signs shall have a maximum height of 10 feet; a maximum depth of 2 feet; and a maximum area of 80 square feet. The base of a ground-mounted sign shall have a maximum height of 2 feet.

   iii. Ground-mounted signs shall be limited to one sign per lot frontage.

   iv. Ground-mounted signs shall set back a minimum of 5 feet from a property line.

   v. Ground-mounted signs should be externally illuminated with period lighting and generally not exceed 1200 lumens.

d. **Mural Sign: A sign directly painted on the exterior wall of a building and visible from a public street, excluding alleys.**

   i. The design and placement of murals shall be reviewed and approved by the Historic Zoning Commission.

e. **Projecting Sign: A sign attached and perpendicular to a building facade that projects more than one foot from the building facade it is attached to.**

   i. Projecting signs shall have a maximum height of 3 feet; a maximum projecting width of 4 feet; a maximum depth of 6 inches; a maximum area of 6 square feet; and the bottom of the sign no lower than 8 feet above adjacent grade.

   ii. A projecting sign shall have a minimum of 6 inches and a maximum of 12 inches of space between facade and sign.

   iii. Projecting signs shall be limited

to one sign per ground floor entrance.

iv. Projecting signs shall be located between ground story window and door heads and second story window sills. In single story buildings, projecting signs shall not extend above roof eaves on a sloped roof or above the surface of a flat roof.

v. Projecting signs shall not be internally illuminated.

f. Wall Sign: A sign applied to or attached to a building facade that projects no more than one foot from the building facade it is attached to.

i. Wall signs shall have a maximum depth of 1 foot and a maximum area of 20 square feet.

ii. Wall signs shall not extend above roof eaves on a sloped roof or above the parapet on flat roofs.

iii. Wall signs shall not cover windows or doors.

iv. Wall signs may be internally or externally illuminated.

Awning Signs

Canopy Signs

Ground-mounted Signs

Mural Signs

Projecting Signs

Wall Signs

Window Signs

signage (cont.)

5. Permitted Signs and Guidelines (cont.)

g. Window Sign: A sign affixed to the outside or inside of a window or door intended to be visible on or through the window or door it is affixed to.

   i. Window signs shall be limited to ground story windows and doors.

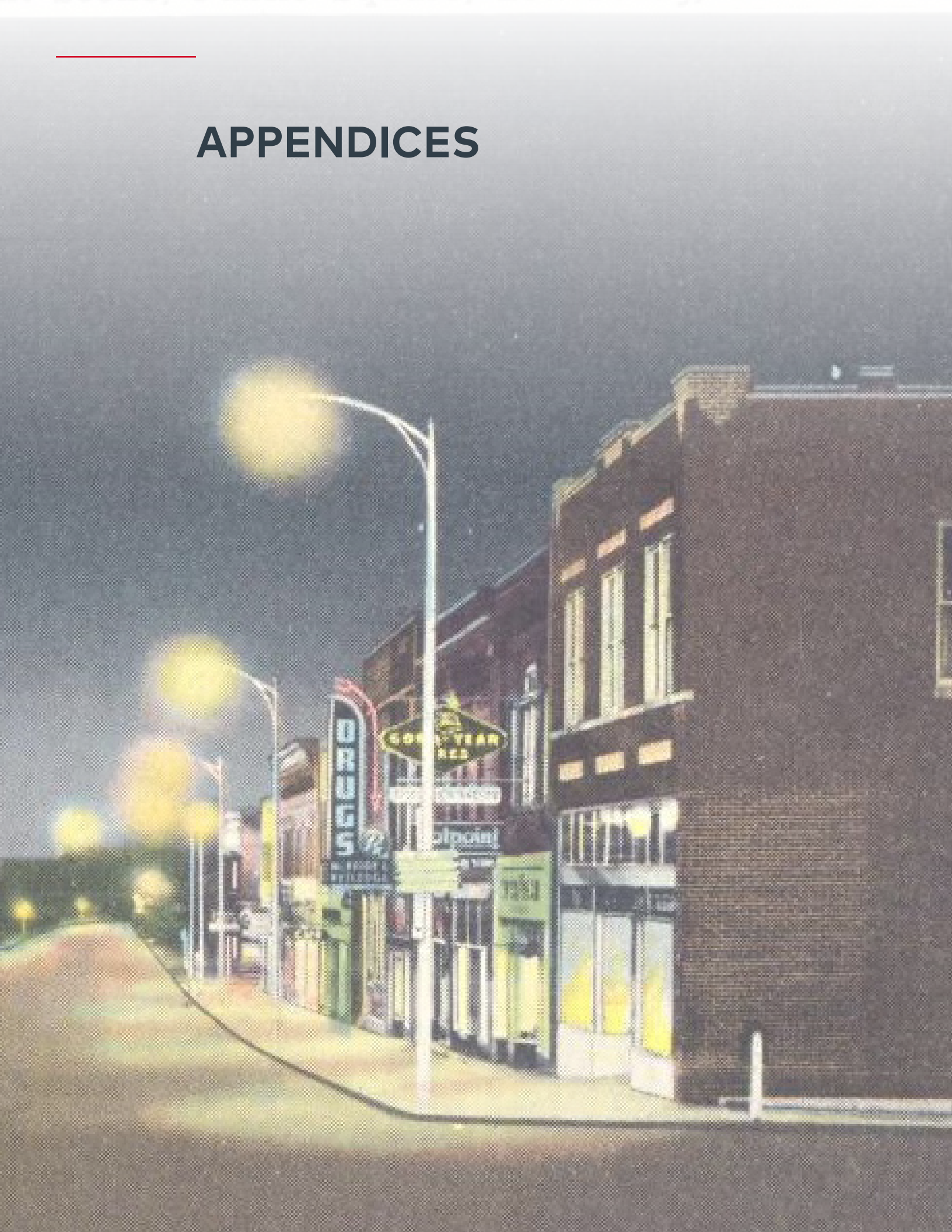
   ii. Window signs shall not cover more than 20% of ground story windows and doors.

6. Non-conforming Signs

a. An existing sign may remain exempt from full compliance with the provisions herein provided the sign is maintained in good condition at all times, and is not abandoned.

b. An existing sign shall be brought into compliance with the provisions herein if, at any time, the sign is altered, repaired, restored or rebuilt to the extent that the cost exceeds fifty percent of the estimated replacement cost of the sign (in current dollar value). If the alteration or repair is caused by involuntary damage or casualty, this standard will not apply and the sign may be altered or repaired to any extent.

APPENDICES



definitions

a. Bay: Habitable space that projects from a building façade and is includes windows one, or all, sides.

b. Bulkhead: A typically low upright partition at the base of a storefront.

c. Cornice: A horizontal decorative molding that crowns a building or building element.

d. Entrance: An opening intended for the entry or exit of pedestrians in a building.

e. Facade: The exterior face of a building.

f. Frieze: The central portion of an architectural entabalature.

g. Height, Ground Story: A building story that is located at street level measured from finished floor to the finished floor of the level above.

h. Height, Upper Story: A building story located above the ground story that is measured finished floor to the finished floor of the level above.

i. Lintel: A horizontal element above openings that can be structural, decorative, or a combination thereof.

j. Muntin: A horizontal or vertical element of a window intended to separate, or give the appearance of separation between individual panes of glass.

k. Opening: A window or door within a building facade.

l. Pier: A vertical building element on a facade that can be structural, decorative, or a combination thereof.

m. Porch: A covered, occupiable platform attached to a building facade near grade level.

n. Raised Foundation: The distance the finished floor of the ground story is elevated above the average elevation of grade along the primary street building line.

o. Roof: The structure forming the upper covering of a building including parapet walls.

p. Signboard: A generic term for architectural signage attached to a building facade.

q. Sill: A horizontal element at the bottom of a window.

r. Stoop: A covered platform attached to a building facade near a building entrance.

s. Street, Primary: The fronting street of a lot; or when a lot fronts more than one street, the street with the wider right-of-way or that which carries the greater volume of traffic.

t. Street, Secondary: Where a lot fronts more than one street, the street that has the narrower right-of-way or carries the lesser volume of traffic.

u. Transom: A horizontal element above an opening that often includes a window (syn. transom window).

certificate of appropriateness overview and checklist

Application Details

Applications for Certificate of Appropriateness shall be made at the office of the Codes Official of the City of Lewisburg. The Codes Official shall notify the Historic Zoning Commission of such applications, which shall be in the form of preliminary scale drawings and specifications, and such other documents as are appropriate to acquaint the commission with the details of the proposed project. If the preliminary drawings and other data are sufficiently clear, the Commission may grant final approval upon the basis of them. However, the Commission shall have the power to require drawings signed by registered architects or engineers and such other documentation as required.

Application Deadlines:

Applications and support materials must be submitted approximately 30 days prior to the regular Historic Zoning Commission (HZC) meeting. Regular HZC meetings take place on the 3rd Monday of each month typically at 10:00 AM in the Council Chambers at City Hall (131 E Church St).

All applications for COAs received by the Codes Official ten (10) days prior to the next regularly scheduled meeting of the Historic Zoning Commission shall be considered by the Commission at the next meeting date.

Application Representation:

The applicant or an authorized representative of the applicant must attend the public HZC meeting to support the application.

General Overview

Below is the process for obtaining a COA from the City of Lewisburg:

Step 1: Pre-submittal Conference with City Staff (optional)

- Determination of approval need
- Inquire about available Financial Incentives

Step 2: Apply for Certificate of Appropriateness (COA)

Step 3: Address comments on submittal, if any

Step 4: Attend scheduled HZC meeting

Step 5: If approved, obtain building permit. If denied, appeal to the courts.

Design Guidelines

The Downtown Lewisburg Historic Overlay District Design Guidelines contain guidelines for the most commonly proposed changes. The HZC uses the design criteria when reviewing applications for COAs. Please refer to the guidelines prior to submitting an application.

Application Checklist

All COA applications must be complete and include the required supporting materials listed on the reverse side of this form. A complete application includes the following:

- Seven (7) collated copies of the application and all supporting materials must be submitted to the Codes Official for review.
- Disk, flash drive, or email of PDFs of all materials submitted for review.

Incomplete COA applications will not be forwarded to the HZC for consideration. Contact the Codes Official for questions about fees, the approval process, or applicable guidelines.

certificate of appropriateness application

Applicant* **NOTE: If applicant is not the owner, a letter from the owner authorizing proposed work must be included.*

Name		Phone	
Address		Email	

Property Owner

Name		Phone	
Address		Email	

Project Type

Please check the project type:

New Construction

- ☐ Primary building
- ☐ Accessory structure

Additions

- ☐ Exterior walls
- ☐ Openings (Storefronts, doors, windows, etc.)
- ☐ Roofs
- ☐ Attachments (Awnings/canopies, porches/stoops, bays, chimneys, decks, etc.)

Rehabilitation/Alterations of Existing Buildings

- ☐ Exterior walls
- ☐ Openings (Storefronts, doors, windows, etc.)
- ☐ Roofs
- ☐ Attachments (Awnings/canopies, porches/stoops, bays, chimneys, decks, etc.)

Accessory Elements

- ☐ Accessibility
- ☐ Lighting
- ☐ Driveways

Landscaping and Screening

- ☐ Foundation Plantings
- ☐ Fences and Walls
- ☐ Screening

Demolition and/or Relocation

- ☐ Full demolition
- ☐ Partial demolition
- ☐ Relocation

Miscellaneous

- ☐ Exterior Painting
- ☐ Other (explain below)

_____

_____

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Project Specifics

Property Parcel/ Tax ID Number			
Address			
Existing Zoning:		Existing Land Use:	
Lot Size:			
Square footage of proposed additions /new construction:		*Existing:* _____	*Proposed:* _____
Height of new structure/proposed additions:		*Existing:* _____	*Proposed:* _____
Please describe the project in detail below: (type, size, materials, etc.)			

_____

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In filling out this application, I attest that I am familiar with the rules, regulations, and procedures of the City of Lewisburg and the Historic Zoning Commission. I (we) also acknowledge that (I am)/(we are) the owner(s) of the property described.

Applicant Name	*Applicant Signature*	*Date*
Property Owner Name	*Property Owner Signature*	*Date*

photo inventory of properties

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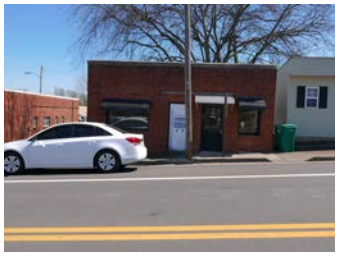

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photo inventory of properties

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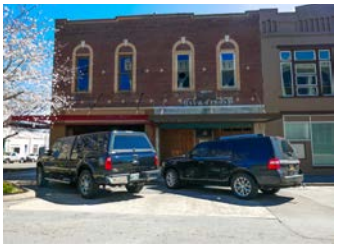

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photo inventory of properties

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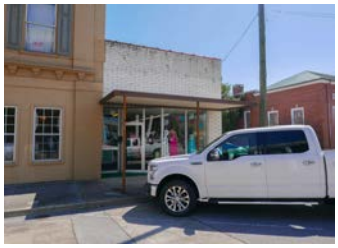

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CITY OF LEWISBURG, TENNESSEE