OVERVIEW

This document supplements the updated Historic Area Commission Design Guidelines and Standards adopted in June 2016.

This supplement provides graphic clarification of concepts and terminology used in the Guidelines and Standards, in a format that matches their breakdown to allow applicants to download stand-alone sections relevant for their property and project.

This supplement is meant to be used in conjunction with the Guidelines and Standards. It does not supersede them.

ACKNOWLEDGMENTS

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The Historic Area Commission reviews building permit applications for:

- Work in the Historic Residence District and Historic Commerce District
- Work on buildings eligible for listing on the National Register of Historic Places

The Historic Area Commission considers:

- Historical and architectural value and significance of the building, site or structure
- General design, arrangement, texture, material and color of the building, site or structure
- Position of the building, structure or site in relation to the street and other structures
- Existing buildings, context, and features in the immediate surroundings
- Whether the proposed work is visible from the public right-of-way: public street, sidewalk, alleys and adjacent public open space

Refer to Historic Area Commission Design Guidelines and Standards for more detail.
Applicant Submits Application

Building Official Reviews for Completeness/Appropriateness

Appropriate – Historic Review Certificate Issued
BUILDING PERMIT ISSUED
CONSTRUCTION BEGINS

Inappropriate – Historic Review Certificate NOT Issued
BUILDING PERMIT NOT ISSUED

Applicant Submits Revised Application

Appropriate – Historic Review Certificate Issued
BUILDING PERMIT ISSUED
CONSTRUCTION BEGINS

Inappropriate – Historic Review Certificate NOT Issued
BUILDING PERMIT NOT ISSUED

Applicant Appeals to HISTORIC AREA COMMISSION

HISTORIC AREA COMMISSION REVIEW*

*See Tier 2: REVIEW BY HISTORIC AREA COMMISSION

Appropriate – Historic Review Certificate Issued
BUILDING PERMIT ISSUED
CONSTRUCTION BEGINS

Inappropriate – Historic Review Certificate NOT Issued
BUILDING PERMIT NOT ISSUED

Applicant Appeals to Board of Adjustment

Refer to Historic Area Commission Design Guidelines and Standards for more detail.
Applicant Submits Application

Building Official Reviews for Completeness/Appropriateness

HISTORIC AREA COMMISSION REVIEW

Appropriate – Historic Review Certificate Issued

BUILDING PERMIT ISSUED

CONSTRUCTION BEGINS

Appropriate – Historic Review Certificate Issued

BUILDING PERMIT ISSUED

CONSTRUCTION BEGINS

Inappropriate – Historic Review Certificate NOT Issued

BUILDING PERMIT NOT ISSUED

Applicant Submits Revised Application

Building Official Reviews for Completeness/Appropriateness

Applicant Appeals to Board of Adjustment

Refer to Historic Area Commission Design Guidelines and Standards for more detail.
CHARACTER DEFINING FEATURES:
- Shape: volume, height, visibility
- Elements: Dormers, chimneys, cupolas
- Roofing material: metal, slate, cedar shakes, clay tiles, asphalt shingle, etc.
- Roofing pattern: patterned slatwork, standing seam metal roof, etc.
- Decorative features: trim, metal work, etc.

APPLICATION SUPPORTING DOCUMENTATION
- Date of construction of existing building
- Overall photographs of building including views from street
- Detail photographs of damaged areas that require replacement
- Materials product data, specification and samples
- Scaled drawing if changing roof lines and/or structure

Refer to Historic Area Commission Design Guidelines and Standards for more detail.
Refer to Historic Area Commission Design Guidelines and Standards for more detail.
**CHARACTER DEFINING FEATURES:**

- Material: wood cladding, stone or brick masonry, stucco
- Design: coursing, pattern, direction (vertical, horizontal), profile
- Surface texture and finish
- Elements: water table, sills, headers, etc.
- Relationship with openings (windows and doors)

**APPLICATION SUPPORTING DOCUMENTATION:**

- Date of construction of existing building
- Overall photographs of building including views from street
- Detail photographs of damaged areas that require replacement
- Drawings showing extent of work/installation details
- Materials product data, specification and samples

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**BRICK MASONRY**

- **RUNNING (OR STRETCHER) BOND**
- **COMMON BOND**
- **ENGLISH CROSS BOND - OR DUTCH BOND**
- **FLEMISH BOND**

**STONE MASONRY**

- **ASHLAR**
- **RUBBLE STONE**

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Refer to Historic Area Commission Design Guidelines and Standards for more detail.
Refer to Historic Area Commission Design Guidelines and Standards for more detail.
CHARACTER DEFINING FEATURES:

- Shape, spacing (rhythm), scale
- Material: wood, metal, glazing, hardware
- Design: mode of operation, number of sashes and lights, ornamentation, trim
- Elements: transoms, sidelights, etc.
- Relationship with exterior masonry or wood cladding

APPLICATION SUPPORTING DOCUMENTATION

- Date of construction of existing building
- Overall photographs of buildings including views from street
- Detail photographs of existing door(s)/window(s) that require(s) replacement
- Photograph of location of new door(s)/window(s)
- Detail drawing of door(s)/window(s) and trim, including materials product data and specification

TERMINOLOGY

WINDOW

- HEAD
- STILE
- TOP SASH
- MUNTIN
- RAIL
- LOWER SASH
- JAMB
- CASING
- SILL

WINDOW OPERATION

- SINGLE HUNG
- DOUBLE HUNG
- CASEMENT
- HOPPER
- AWNING
- SLIDING
- FIXED

Refer to Historic Area Commission Design Guidelines and Standards for more detail.
Refer to Historic Area Commission Design Guidelines and Standards for more detail.
CHARACTER DEFINING FEATURES:
• Street grid
• Building scale, setback and alignment
• Roadway, sidewalk and driveway paving materials and finishes
• Storefronts, signage, lighting, and street furniture
• Fencing, ground-mounted equipment, and landscaping

APPLICATION SUPPORTING DOCUMENTATION
• Overall photographs of buildings including views from street
• Photographs of existing streetscape features (yards, porches, fences)
• Scaled site plans and elevations
• Dimensioned detail drawing and detail of new streetscape elements
• Materials product data and specification

VISIBILITY

BRICK PAVING PATTERNS
- RUNNING BOND
- 45 DEGREE RUNNING BOND
- 45 DEGREE HERRINGBONE
- 90 DEGREE HERRINGBONE
- SINGLE BASKET WEAVE
- SPANISH BOND

SIDEWALK VARIETY

Refer to Historic Area Commission Design Guidelines and Standards for more detail.
Refer to Historic Area Commission Design Guidelines and Standards for more detail.
NEW CONSTRUCTION

CHARACTER DEFINING FEATURES:

• Site location: setback, orientation
• Overall envelope: building size, scale, roof shape, façade rhythm and proportions, openings, etc.
• Architectural style: details, materials, textures and colors
• Design compatible with proportions, design and materials of existing historic buildings and streetscape.
• Design that minimally affects perception of existing structures from public right-of-way

APPLICATION SUPPORTING DOCUMENTATION

• Overall photographs of existing buildings including views from street
• Photographs of site of new construction and existing streetscape features (yards, porches, fences)
• Scaled drawings (site, plans, sections, elevations, door, window and trim details)
• Materials product data and specification
• Materials and colors samples

ADDITIONS

CONTEXT AREA FOR PROPERTY

SCALE

VISIBILITY FROM PUBLIC RIGHT-OF-WAY (STREET, ALLEYS, ETC.)

Refer to Historic Area Commission Design Guidelines and Standards for more detail.
NEW CONSTRUCTION

CONTEXT IS:
ALIGNMENT, SCALE, RHYTHM, AND PROPORTIONS

Refer to Historic Area Commission Design Guidelines and Standards for more detail.
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