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# Concord Historic Preservation Commission 2000-2001

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## **Historic Preservation Commission**

James Williams, Chairman  
Paul Lorenz, Vice Chairman  
Pam Novasad  
Mark Conversano  
Rebecca Shinn  
Todd Berg  
Dr. Daniel Shealy  
Dr. Lee Gray  
Andrew Barkley  
Charles Ferrell

## **Concord Historic District Handbook Committee**

Robert A. O. Calvert, Chairman  
Richard M. Koch  
William C. Dusch  
James E. Ramseur  
Alex M. Patterson

## **Planning and Zoning Handbook Staff**

Jeff Young, Planning and Community Development Director  
Iris Barnhardt, Zoning Administrator  
Kevin Ashley, Planner II  
Sherry Lausch, Planner I

Revised June 2001

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## Welcome to the Concord Historic District!

On behalf of the Historic Preservation Commission and Concord's Planning & Zoning staff, I would like to welcome you and thank you for your part in contributing to the preservation of this great neighborhood.

This handbook was written in 1993 and updated in 2001. It has been developed as a resource to aid property owners in the districts, as well as, architects, builders, landscape architects, realtors and others who are involved with any project that will have an impact on any property or structure within the districts.

The Historic Districts are a source of great civic pride and recognized as being an asset to our community. We recognize the important part that the districts play in our history as well as preserving a unique quality of life. The Commission's objective is to work with you and your goals while maintaining the historic integrity of the neighborhood. We offer this handbook as a guide and we encourage its use when property improvements are considered. It is not meant to limit ideas but rather act as a catalyst for creative design solutions that allow for individual interpretation while placing value on preservation.

Together, as members of this unique community, we have a responsibility to respect our past as we progress forward.

Sincerely,

Jim Williams  
Chairman

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# Concord Historic Districts Handbook

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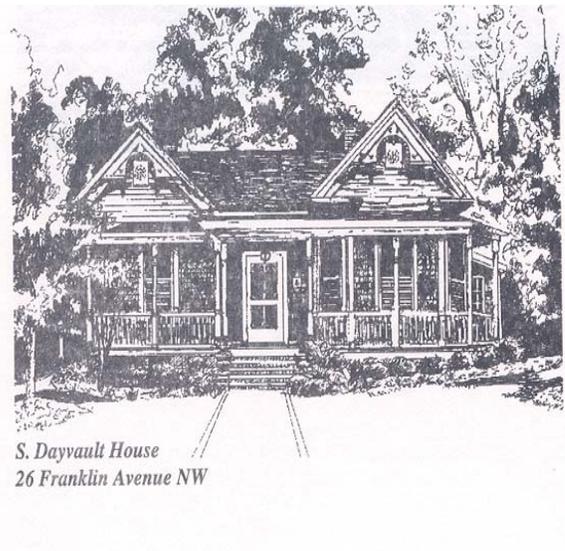
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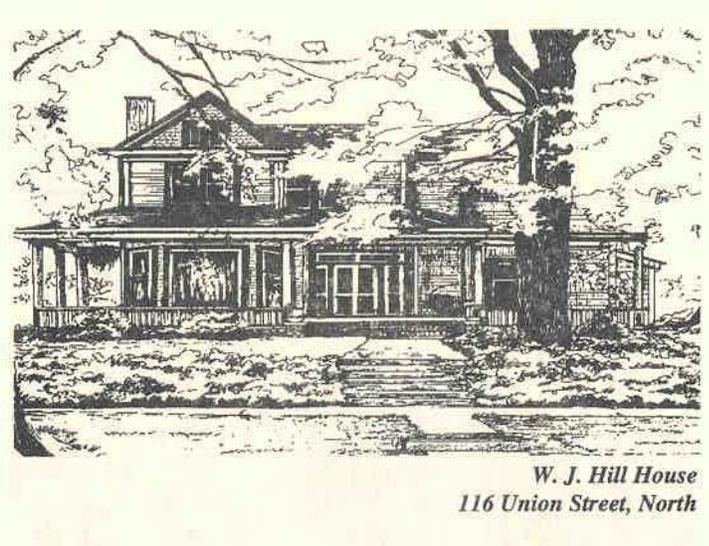


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*N. Felix Yorke House  
103 Union Street, North*

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Sincerely,

Jim Williams  
Chairman

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*Many of the above listed books and articles can be obtained for further reading and reference at the Charles A. Cannon Memorial Library, Concord Branch, 27 Union Street, North , Concord, NC 28025, (704) 786-8610.*

### **GRAPHICS and REFERENCES**

Jennie Martin Tomlin. Faith Covenant Church window sketch, front cover.

Brenda Hardin. Historic home sketches.

*All photos and sketches were used by permission from the Historic District Homeowner(s).*

# Chapter 1:

## PREFACE



*J. W. Cannon House  
65 Union Street, North*

This handbook was originally published and adopted in 1983. Since that time, Concord's Historic Districts have grown in popularity and continue to be focal points of the community. The revised and expanded handbook is intended to further enhance the preservation efforts of Concord's Historic Districts.

The handbook explains how the regulations work and answers the most frequently asked questions about living in a Historic District. It also provides

background about the history and the architecture of Concord's Historic Districts. It illustrates the importance of physical features and sound site planning practice in the process of historic preservation. Additionally, the handbook is intended to serve as a supplement to Article XI of the City of Concord Zoning Ordinance and as a guide and reference manual for the Historic Preservation Commission in their deliberations.

Included in this information is a glossary of common architectural terms and a list of reference materials. Also included is The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, the basis for a majority of the design requirements of the Districts. Whenever possible, photographs and illustrations have been included as examples of desirable features, details, and architectural styles.

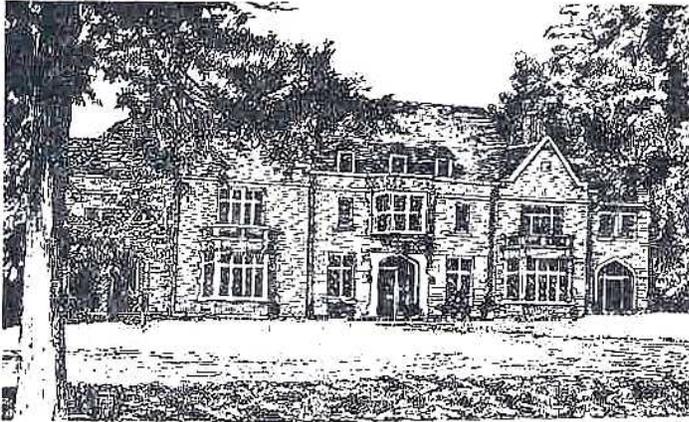
One purpose of traditional zoning is to plan a community's ultimate physical design. Conversely, historic zoning is designed to preserve significant architectural and historical character. Historic zoning encompasses a specific geographical area and may include properties which have no distinctive historic features; however, combined with the properties which have such features, a total historic character is created.

Concord's Historic Districts consist of three such areas. The North and South Union Street Historic Districts were established in 1982. In 1988, the Edgewood Neighborhood was designated as a Historic District. The North and South Union Street Historic Districts are listed in "The National Register of Historic Places," whereas the Edgewood District is a locally designated district.

With the first designations, the Concord Historic District Commission was established in order to promote, enhance and preserve the character of the district, and to administer the Commission's

Ordinance. With the passage of Senate Bill 139 in 1989, the North Carolina General Statutes were amended to allow consolidation of historic district and historic properties commissions into “historic preservation commissions.” As a result, the name of the Concord Historic District Commission was changed to the Concord Historic Preservation Commission in June 1991.

## Chapter 2: HISTORY



*E. T. Cannon House  
(First Presbyterian Church Fellowship Bldg.)  
58 Union Street, North*

Settlement of present day Cabarrus County began in the mid-eighteenth century. The area was populated primarily by Dutch, Scotch-Irish, Germans, and a small group of Welsh-English families, all of whose influences are apparent in the designs of many of the homes in the Districts.

In 1792, the North Carolina Legislature approved the formation of Cabarrus County from what was then part of Mecklenburg. Crucial support for a separate county came from Stephen Cabarrus of Edenton, the Speaker of the House of Commons, and the new

county was named in his honor.

For some time following its creation there was much discussion and disagreement as to the location of the new county seat and the courthouse for the new town. Finally, Stephen Cabarrus wrote a letter appealing to the citizens to bury their differences and have “concord.”

Accordingly, a site was selected, and it was agreed to name the town “Concord.” The principal street was named “Union” to mark the resolution of the dispute about the town’s location.

The town of Concord was established near the center of the County in February 1796, when Samuel Huie sold 26 acres of his land to the newly appointed town commissioners: John Means, James Scott, and Leonard Barberick. Union Street and Corban Avenue was the primary intersection for much of the daily activities.



Odell-Locke Mill

In 1837, Concord was incorporated, and a city government was organized with a land area of one square mile.

In 1839-1840, the Concord Manufacturing Company built a textile mill on the highest point on the newly extended North Union Street, (The current Odell-Locke-Randolph Cotton Mill, 1 Buffalo Avenue NW).

This prevented Union Street from extending any further north, but insured that Concord would grow in that direction. Completion of the North Carolina Railroad on the western edge of town also spurred growth and opened an additional route of transportation, Depot Street, now known as Cabarrus Avenue.

In 1882, the North Union Street neighborhood began to take on the stately appearance it has today. In contrast, the southern and eastern sides of town remained sparsely inhabited.



Franklin C. Niblock house

By the turn of the century, the textile industry had transformed agrarian Concord into a leading industrial town. The more prosperous textile mill owners and professional citizens built residences along North Union Street. These homes were built on the remaining lots and in some instances, existing dwellings were moved to a side street location so that a more “modern” residence could be built. During this same period, South Union Street experienced more limited growth; however, gradual residential development emerged making the street a residential thoroughfare for the owners of small retail, service

enterprises and the employees of the downtown stores. Greater development occurred between Corban Avenue and Chestnut Street, but it was not until the late 1920’s, with the construction of the F.C. Niblock residence (449 South Union Street), that this area began to establish its present architectural and developmental patterns. By 1930, development around Concord had extended primarily to the north and south of the original city boundaries.



James Dayvault house

In the late 1970’s, Peter Kaplan was hired by the city and county governments to do an inventory of the historic properties of Cabarrus County. His work, [The Historic Architecture of Cabarrus County North Carolina](#), was published in 1981. This research generated public support for the establishment of the Historic Districts for Concord.

A variety of architectural styles are present in Concord’s Districts. The most prominent styles are Queen Anne, Colonial Revival, Bungalow, and Italianate. Less common styles include Gothic and Jacobethan Revival, and there are

several examples of “hybrids” which blend characteristics of more than one style.

One of the most prominent examples of Queen Anne architecture is the James Dayvault house at 216 Union Street, South. This home was constructed in the early 1900’s and features asymmetrical massing which is one of the style’s main features.



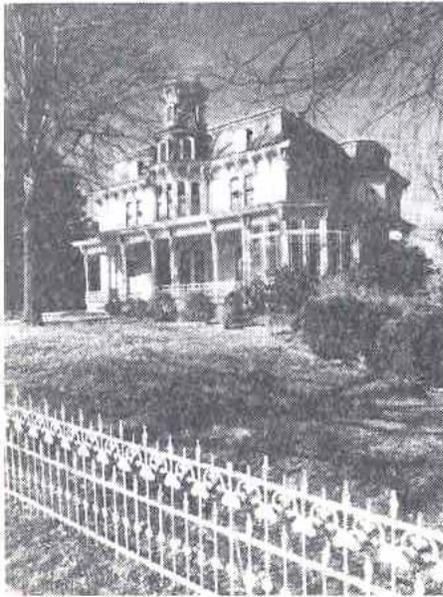
*Moses L. Brown house*

The Charles Wagoner house at 106 Cabarrus Avenue, West, is representative of the Colonial Revival style. The home was constructed in 1903 and has a symmetrical facade, and a portico, which are significant features of Colonial Revival architecture.

An example of Bungalow design is located at 156 Union Street, North. The Levi Sides house was constructed in the early 1920's and features the large square piers and overall design

simplicity associated with the architectural style.

The Moses L. Brown home at 168 Union Street, South, is one of the best examples of the Italianate style, with its molded cornices and sawn brackets. However, several elements of the Queen Anne style were added after the original construction of the home in the early 1800's.



A rare example of Gothic Revival architecture is the B. Franklin Rogers house at 40 Franklin Avenue, N.W. The prominent features of the style represented in this structure include pointed rooflines and sharply pitched dormers, with wavy bargeboard.

The E.T. Cannon house at 58 Union Street, North, is the only example of the Jacobethan Revival style in the entire county. This house was designed by Charlotte architect William H. Peeps, and features many of the characteristic features of the style. These features include tall corbeled chimneys, parapeted roof lines and brick construction with stone trim. This structure is currently used as the fellowship hall for the First Presbyterian Church.

*John Milton Odell House  
288 Union Street, North*



*James William Cannon House  
65 Union Street, North*

Two of the most visible and easily identifiable structures in the Districts employ combinations of more than one architectural style. The John Milton Odell house at 288 Union Street, North, combines elements of Italianate and Second Empire styles. Main features include the use of a projecting central bay with cast iron cresting. The James William Cannon house at 65 Union Street North, combines elements of Queen Anne and Colonial Revival styles. The home was constructed about 1900 and has a two story gable and domed turret which are elements of Queen Anne architecture and fluted

columns on the front porch which are elements of Colonial Revival. The structure is best known as the former site of Cabarrus Academy, now known as the Cannon School.

## Chapter 3: WORKING WITH THE HISTORIC PRESERVATION COMMISSION

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*Dr. P. R. MacFadyen House  
75 Grove Avenue NW*

### A. IN GENERAL

The Official Maps, (Appendix A), of the Districts have been adopted by the City Council and designate the boundaries of the Districts. These maps classify the individual properties into the following categories according to their relative importance to the character of the district.

**Pivotal** – Those properties which, because of their historical, architectural, or cultural characteristics, play a primary, central or “pivotal” role in establishing the qualities for which the District is significant.

**Contributing** – Those properties which, while not pivotal, support and add to the historical, architectural, or cultural characteristics for which the District is significant.

**Noncontributing** - Those properties which do not have an especially negative impact on the general characteristics of the District. They may be similar in form, height, and materials to contributing buildings in the District, but cannot be considered contributing because of the date of construction.

**Intrusive** – Those properties which have a definite negative impact on the historical, architectural, or cultural characteristics for which the District is significant.

**Fill** – Those properties which were constructed on single or scattered site undeveloped lots in established neighborhoods, after the period of significance of the more important structures, but prior to official establishment of the District.

The Historic Preservation Commission is a seven member citizen’s board appointed by the City Council to administer the Historic District regulations. The Commission has the responsibility to:

- Review plans for alteration to the exterior of structures and the removal of trees from properties within Historic Districts, and approve the issuance of Certificates of Appropriateness if those plans are consistent with the Standards and Requirements.
- Provide technical advice to property owners concerning restoration and the treatment of architectural features.
- Delay the demolition of important structures within Historic Districts for up to 365 days in order to explore alternatives.
- Make recommendations to the Board of Adjustment and the Planning and Zoning Commission regarding proposed zoning changes and related matters within the Districts.

The Commission meets the third Thursday of each month at 7:00 p.m. in the City Council Chambers of City Hall (26 Union Street, South). Since the Commission is a quasi-judicial body under North Carolina law, certain rules of procedure must be followed. These procedures include official notification of adjacent property owners, public advertisement in the newspaper, and placement of a public hearing sign on the property.

The Commission's review criteria for Certificates of Appropriateness include taking into account the historic and visual aspects that give the Districts their character, as well as reviewing the proposal's compatibility. Additional information on approval criteria may be found in the Appendix B, "Approval Requirements," Appendix C, The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and in Article 4 – Section 12 of the City of Concord Unified Development Ordinance.

## **B. OBTAINING A CERTIFICATE OF APPROPRIATENESS**

Prior to new construction, demolition, installation of permanent identification signs, and most alteration and rehabilitation activities within the Districts, a Certificate of Appropriateness must be obtained. Alterations to the interior of the structures are not subject to Certificates of Appropriateness. In some matters the City of Concord Planning Department can issue a Certificate. If the proposed alteration is one that the Planning Department can approve, then the applicant does not have to go before the Historic Preservation Commission. The types of work for which Certificates are required are shown in Appendix B. Appendix B also indicates whether Planning and Zoning Department or Commission approval is needed for the proposed work.

The alteration of any site or exterior feature which is not specifically listed in Appendix B will require approval by the Historic Preservation Commission for a Certificate of Appropriateness. The Zoning Administrator shall have the option of referring any item that could be approved within the Planning and Zoning Department to the Historic Preservation Commission for approval.

A property owner must obtain a Certificate of Appropriateness prior to the issuance of a building permit, or any other permit required by the City for construction, alteration, or demolition of a structure within a District. Prior to beginning work on a house or property (including extensive

tree pruning and removal), the owner should contact the Zoning Administrator, (704-920-5120, 66 Union Street South, Concord NC 28025) for a determination on whether a Certificate of Appropriateness will be required.

If the work to be performed requires Historic Preservation Commission approval, an application for a Certificate of Appropriateness must be filed. The application and processing is required to be submitted to the Zoning Administrator at least 28 days prior to a regularly scheduled Commission meeting. Application forms are available at the Planning and Community Development Department.

### **C. DESIGNS REVIEW COMMITTEE**

This Committee is responsible for the review of the more complex projects. The Committee meets either at the request of the Commission Chairperson or the property owner. The Committee meets onsite with the property owner to review the project, usually prior to the monthly meeting.

On occasion, the Commission will continue an item until the next scheduled meeting if the Commission feels that there is insufficient information to vote on an application and will refer the case to the Design Review Committee.

### **D. APPEALS**

Decisions of the Historic Preservation Commission may be appealed to the Board of Adjustment. An appeal may be taken by the applicant or by any other aggrieved party. The appeal application must be filed with the Zoning Administrator within 30 days of the decision. Appeal application forms are available from the Zoning Administrator, and a copy is located in Appendix F of this handbook. Any appeals from the Board of Adjustment are to be taken to the Superior Court of Cabarrus County.

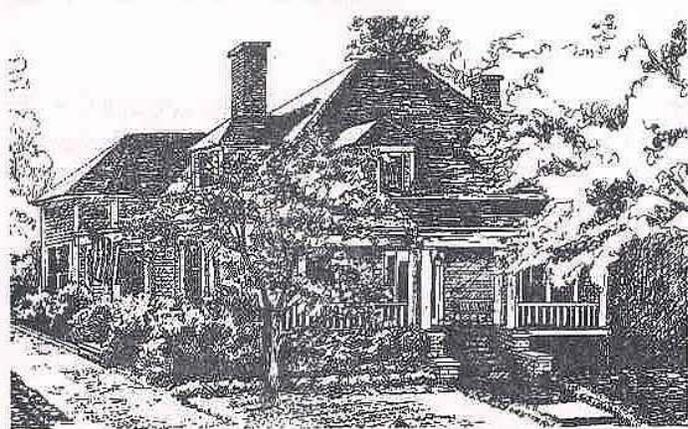
The appeal of a decision by the Historic Preservation Commission to the Board of Adjustment is in the nature of “certiorari.” The aggrieved party cannot present new evidence but must show that the Commission failed to follow the appropriate administrative or procedural regulation or that the decision was contrary to the evidence or was arbitrary and capricious.

### **E. ENFORCEMENT**

Enforcement of the Historic District Ordinance, Article 4 - Section 12, (Appendix G), as with enforcement of any of the provisions of the City of Concord Zoning Ordinance, is done by the Zoning Department. A Certificate of Appropriateness must be obtained before issuance of a building permit or any other permit needed for constructing or altering buildings, structures, or signs. Any violation of Article 4 - Section 12 is a zoning violation and if not corrected or remedied will result in legal action.

## Chapter 4: LOCAL STANDARDS and GENERAL POLICIES

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*C. M. Llewelyn House  
81 Grove Avenue NW*

Local Standards and General Policies are statements based on the Commissioner's past actions and experiences in administering Historic requirements.

**1. Artificial siding:** The Commission views each of Concord's Historic Districts as a whole and thus more than the sum of its individual parts. For this reason, all buildings within the Districts are deemed to be of architectural significance, unless otherwise expressed by the Commission.

Because artificial siding is not considered an authentic, historical material, it is prohibited from being used on structures defined by the Commission as Pivotal and Contributing to the Historic Districts.

Artificial siding would be considered on structures defined by the Commission as Non-Contributing, Intrusive or Fill properties if the following conditions are met:

- The facility is considered not to have existing wood damage or other forms of structural damage that would be concealed by vinyl siding.
- That the structure must have been built during a time and consistent in style with a time during which vinyl siding was commonly used in new construction.
- The application of the vinyl siding nor the vinyl siding itself shall not alter even in the smallest detail historical features that may exist and are considered by the Concord Historic Preservation Commission as important in defining the historic character of the structure.

Where artificial siding is considered, the Commission will require a sample of the siding be submitted at the time of the hearing or during the on-site inspection of the Design Review Committee, that a representative of the Commission certify that existing wood damage or other forms of structural damage are not evident, and that the installation contractor be present at the Commission hearing.

Approval of the application for artificial siding to any building in the Historic Districts does not automatically permit or prohibit the issuance of a Certificate of Appropriateness for other

projects which involve the application of artificial siding to existing structures in the Districts.

- 2. Synthetic Stucco:** Because synthetic stucco is not considered an authentic, historical material, it is prohibited from being used on structures defined by the Commission as Pivotal and Contributing to the Historic Districts.

Synthetic stucco would be considered on structures defined by the Commission as Non-Contributing, Intrusive, or Fill properties if the following conditions are met:

- Its use as a building material shall be limited to a maximum of ten percent (10%) on any one exterior building elevation.
  - It shall not be used in any condition from 0' to 8' above grade.
  - Its use should be limited to detailed areas on masonry buildings such as cornices and window / door headers and not used in large expanses of wall area. The use of this material in the construction of architectural columns is inappropriate.
  - If used it shall be detailed with appropriate reveals and other details to simulate the use of cut stone.
  - Its use is prohibited on any existing structure with regard to additions, renovations, or infill wall areas.
- 3. Synthetic Spray-On Coatings:** Because synthetic spray-on coatings (i.e. spray-on vinyl/ spray-on ceramic) are not considered an authentic, historical material, and there is a potential for loss of detail with its use or application, and due to questionable removal and reversal processes related to the product, it is prohibited from being used on structures located within the Concord Historic Districts.
  - 4. Alterations:** Alterations having no historical basis shall be avoided whenever possible. Any type of alteration of exterior features of a building, site, or environment within the Historic Districts which is not specifically listed within these regulations shall be referred to the Historic Preservation Commission for action on the issuance of a Certificate of Appropriateness.
  - 5. Staff Referral of Proposed Projects:** The Zoning Administrator shall have the option of referring any item that could be approved by the Planning and Community Development Department to the Historic Preservation Commission for approval.
  - 6. Projects Within Right-of-Ways:** Any utilities or other public improvement projects to be constructed within a street or utility right-of-way which have the potential of damaging root systems of trees shall require Commission approval.

7. **Tree Removal:** When the Commission or Planning Department permits the removal of a tree and if the stump is in public view, it must be removed below the ground. If the tree removed was within 15' of the edge of the street pavement, a new tree shall be planted nearby in a manner that will best restore the tree canopy. The Commission may require the stump removal and planting of a new tree in any other appropriate cases.
8. **Use of The Secretary of the Interior's Standards:** The Commission officially adopts The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, (Appendix C), as part of this document in order to provide guidance for rehabilitation and to assist in administration of its duties. Recommendations that are not found in the Historic Handbook may be found in Appendix C.
9. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, site or environment, or to use the property for its originally intended purpose.
10. Original qualities or character of a building, structure, site or environment shall not be destroyed. The removal, alteration or destruction of any historic material or distinctive feature shall be avoided.
11. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
12. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right and this significance shall be recognized and respected.
13. Distinctive stylistic features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features, should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than conjectural designs or the availability of different architectural elements from other buildings or structures.
14. Surface cleaning shall be undertaken with the gentlest means possible. Sandblasting and other harsh cleaning methods that may damage historic building materials is discouraged, although each case will be judged individually.
15. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
16. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical,

architectural or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

- 17.** New additions or alterations shall be construed in such a manner as to preserve the essential form and integrity of the structure, should the addition or alteration be removed.
- 18.** Historically, all structures within the districts and in older neighborhoods throughout the City were “site built,” and the use of prefabricated building materials is a fairly recent development. As a result, prefabricated metal utility buildings and carports are inappropriate throughout the districts, however, their use will be considered by the Commission on a case by case basis.
- 19.** The presence of lead based paint can lead to serious health problems for some individuals. Many historic homes have lead paint somewhere on the premises. If deteriorating lead paint is detected, removal and abatement should be undertaken with the utmost care by experienced professionals.

## Chapter 5 – Section 1: NEW CONSTRUCTION



Appropriate



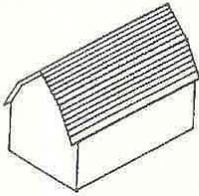
Not Appropriate



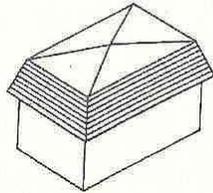
Appropriate

The Historic Preservation Commission recognizes that there are only a few undeveloped lots within the districts; however, their treatment is critical to the future of the districts. The successful integration of new structures or building additions to the neighborhood depends on how well the building will preserve existing site features such as trees, slopes, natural

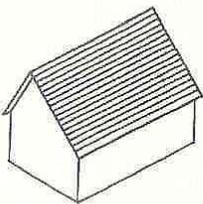
drainage patterns, rock outcrops, etc. Further, the Historic Preservation Commission will consider how well the proposed construction will maintain the unifying features that exist, such as tree canopies, clean boundaries, and architectural and landscape details. Other considerations include how compatible the proposed structure will be in material, scale, site setting, spatial relationships, color and details with immediate neighbors.



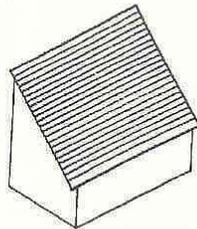
Gambrel



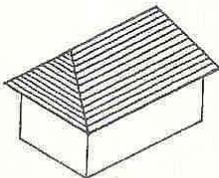
Mansard



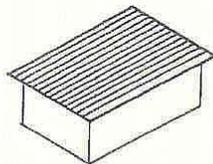
Gable



Shed



Hip



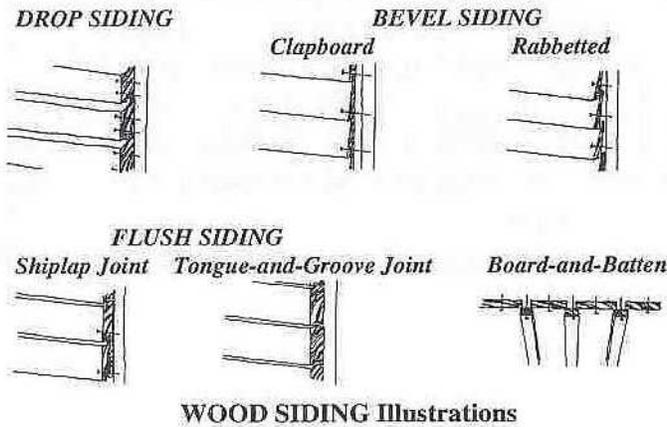
Flat

### DESIGN RECOMMENDATIONS

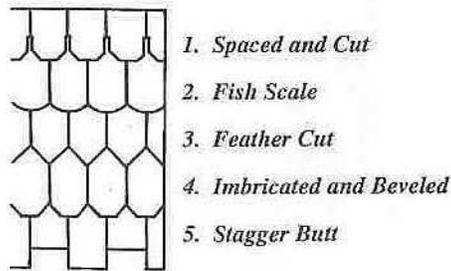
1. All new construction on existing structure(s) should be compatible with existing details, styles, etc.
2. New construction shall coordinate in material, scale, size, site position, and spatial relationship and details with immediate neighbors within one hundred feet (100') of proposed construction.
3. Where feasible, roof forms should be consistent and compatible to others in the District. Large flat expanses of walls or roofs should be avoided.
4. It should be understood that the Historic Preservation Commission encourages compatible contemporary design in order to reflect accurately the differences between historic buildings and newer structures.
5. New construction should avoid A-frame, dome, shed, and flat roofs.

6. New accessory structures should be compatible with the principal structures in terms of form, materials, color and fenestrations. Metal utility buildings and carports are inappropriate in the districts

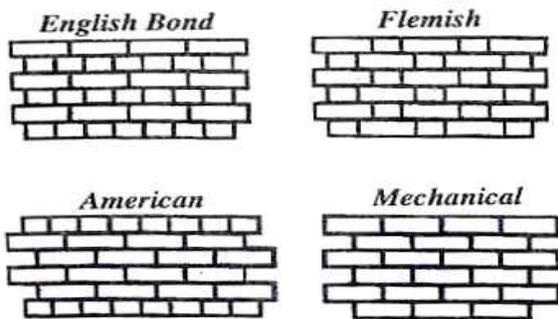
## Chapter 5 – Section 2: SIDING and EXTERIOR MATERIALS



WOOD SIDING Illustrations



CUT WOOD Illustrations



MASONRY Illustrations

There are a variety of materials available for use on the exterior of both existing structures and for new construction. Wood siding is the predominate exterior material within the Historic Districts, although some structures have masonry. The most common type of wood siding is clapboard, which consists of beveled boards that are thicker on the bottom, and are installed so there is some overlap. Other types of wood siding that may be encountered include rabbeted, drop, flush, and board and batten.

Another type of exterior material found in the districts is cut wood which covers the frame of the building. Examples of cut wood shingles are spaced and cut, fish scale, feather cut, imbricated and beveled, and stagger butt.

Stone and brick exteriors are also found within the Districts. English, Flemish, American and “mechanical bonds” are all common brick patterns.

Masonry will eventually need to be repointed (replacing deteriorated mortar with new mortar). Cleaning techniques for masonry include chemical and low pressure washing; however, sandblasting is not permitted.

A number of artificial sidings have been developed since the construction of many of the structures in the Districts. Artificial products that are found on some structures may include asbestos shingles or vinyl or aluminum siding. The General Policy on

Artificial Siding, Chapter 4, contains additional information on the approval process and the application of artificial siding in the Historic Districts.

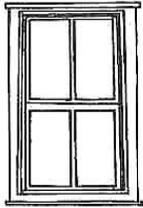
### DESIGN RECOMMENDATIONS

1. To the greatest extent possible, wood siding should be preserved and maintained.
2. In the replacement of wood siding, materials should match the original as closely as possible. “Rough-sawn” siding should be avoided.
3. The use of artificial siding to cover original siding should be avoided.
4. The removal of artificial siding and restoration of original siding materials is encouraged.
5. Gentle methods of paint removal are necessary in order to protect the surfaces. The most acceptable method for wood surfaces is hand scraping and sanding (including gentle power sanding.) Other acceptable methods, in order of preference, include chemical removal, low pressure water blasting, and the limited use of electric heat guns or heat plates. Other forms of power sanding, including rotary, disc, belt and other “high impact” abrasive power sanding techniques along with the extensive use of heat removal techniques will be considered only in the most extreme circumstances. High pressure water and sandblasting can potentially damage the wood, and should never be used. Removal of paint to the bare wood is undesirable, and should be avoided. For metal and masonry surfaces, the most effective methods are chemical removal, and high pressure water and sand blasting. Measures should be undertaken as to not impact adjacent properties with paint dust.

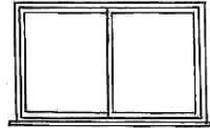
PAINT REMOVAL METHODS FOR WOOD – ORDER OF PREFERENCE		
	<u>Advantages</u>	<u>Disadvantages</u>
Most Favorable	Hand scraping and sanding	time consuming
	Chemical	potentially toxic
	Low pressure water blasting	time consuming
	Electric Heat Gun or Heat Plate (limited use)	time consuming
<b>NO CERTIFICATE REQUIRED</b>		
<b>CERTIFICATE REQUIRED</b>		
	Disc and power sanding	leaves swirl marks, damages wood
	High pressure water or Sand blasting	pits and damages wood
Least Favorable	Other forms of extensive heat removal (including torches)	damaging to wood, potential fire hazard



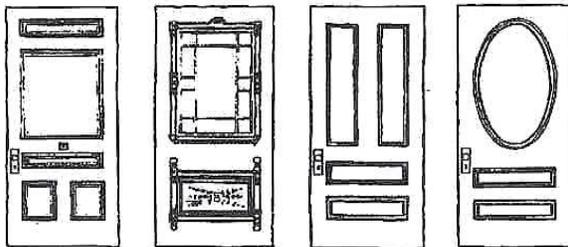
## Chapter 5 – Section 3: FENESTRATIONS



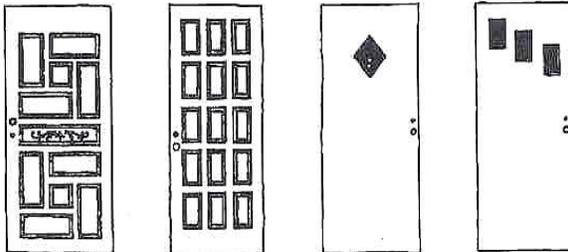
*THIS  
Window*



*NOT THIS  
Window*



*Appropriate Doors*



*Not Appropriate Doors*

There are a variety of existing patterns and forms of windows and doors within all the Historic Districts. Windows on most of the historical homes are of the double hung variety. Emphasis is on vertical rather than horizontal orientation of windows. The number of lights (panes) in the sash varies with the style and period of the house. Although doors are often obscured by porches, they are an important characteristic of the architecture of the period of the house. The typical doors in the Historic Districts are solid-paneled or with one or more light panels. New doors should be compatible with the period and style of the structure. Doors to avoid include flat-surfaced doors and those with conventional light panels.

Whenever possible, the original windows and doors and their features (sashes, glass, lentsils, sills, architraves, shutters, door frames, pediments, hoods, steps, and hardware) should be preserved. If preservation is not possible, replacement materials which match the original should be used.

Alteration in door and window openings, especially on the principal facade, should be avoided whenever possible, except as a restorative measure to return an opening to its original size. New openings should be located in areas where they are not visible from the street or in areas where they are compatible with the original design.

New windows should be consistent or compatible with existing units. The emphasis of the new windows should be vertical rather than horizontal. Wood is the most appropriate material, and vinyl and aluminum clad windows are inappropriate in most instances.

For the most part, only wooden shutters should be installed in the districts. The shutters should match the size of the window opening, sash spacing, and should be attached to the casing and not to the siding.

Storm windows and doors should not obscure the appearance or conflict with the style of the inner door and window and should look like an original feature, not an accessory. Unpainted aluminum storm doors and windows should be avoided.

Awnings and canopies constructed of canvas are appropriate with commercial structures and in some instances with residential structures. Types of residential structures with which awnings are most compatible are Bungalow, Queen Ann, and Colonial Revival. Awnings are not appropriate on structures where shutters were historically used. Aluminum awnings or canopies are inappropriate. Canopies and awnings shall reflect a close visual association with the fenestration involved.

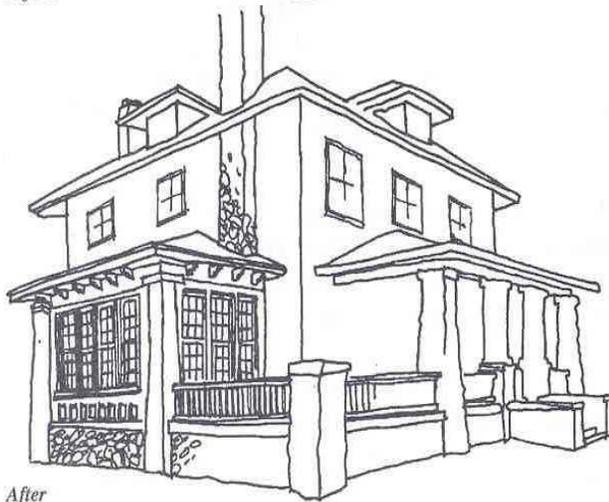
### **DESIGN RECOMMENDATIONS**

- 1.** Choose windows that are appropriate for the style of building, maintain vertical emphasis, and avoid large single paned units.
- 2.** Use doors that are appropriate for the style of building while avoiding flat-surfaced doors, those with small decorative glass panels, and pre-finished window/side lite art glass units.
- 3.** Avoid unpainted aluminum storm doors, and select a style which does not distort or change the appearance of the inner door.
- 4.** Awnings or canopies should be mounted within the opening, directly on the window or door frame, or as an alternate, just outside the opening. The awning or canopy should reflect a close visual association with the opening. Awnings and canopies attached to roofs are inappropriate.

## Chapter 5 – Section 4: PORCHES



Before



After

Porches which are original or are compatible with the design of the structure should be retained. Replacement of original wooden porch columns with metal substitutes should be avoided.

The enclosure of original porches, particularly front porches, should be avoided. Enclosing original side and rear porches with solid walls should also be avoided. However, their conversion to “sun parlors” may be appropriate in some instances. Windows in these enclosures should be smaller, multi-paned, and compatible with existing windows. Larger expanses of glass are not appropriate.

Original steps should be retained and handrails should match the railing on the porch. The replacement of wooden steps with precast concrete should be avoided.

Stairs and fire escapes are often required by North Carolina State Building Code when single family residences are converted to multifamily or nonresidential uses. To the greatest extent possible, stairs and fire escapes

should be located where they are not visible from the street.

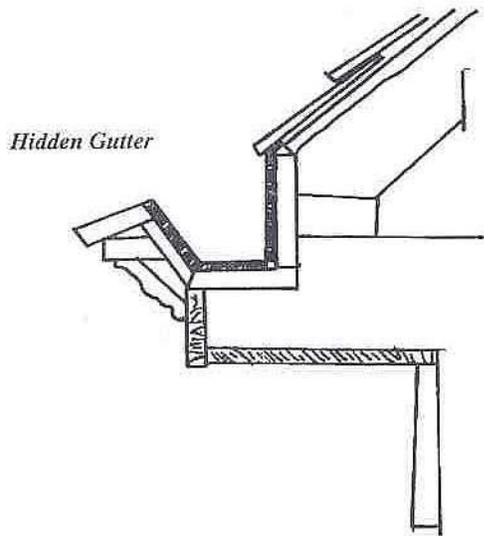
Decks are generally not appropriate for homes within the districts. However, when decks are constructed, they should be located in the rear yard only, and should not project into the interior side yard. Decks should be avoided on corner lots, since their view can not be completely obscured from both streets. Rails on decks should match those on the porches. Lattice and shrubbery around the foundations enhance the appearance of decks, and should be utilized when possible.

### **DESIGN RECOMMENDATIONS**

1. Major alterations to original porches should be avoided.
2. The addition of new decks should be avoided on pivotal and contributing structures. Decks deemed appropriate by a Certificate of Appropriateness should not be visible from the street.
3. Handicap accessible ramps should be temporary structures and able to be removed once no longer needed. Ramps deemed appropriate by a Certificate of Appropriateness should not detract from the aesthetic and architectural character of the principle dwelling unit nor should the removal of a ramp jeopardize any portion of the unit's structural integrity. To the greatest extent feasible, handicap ramps should be located where they are not visible from the street.

## Chapter 5 – Section 5

### ROOFING



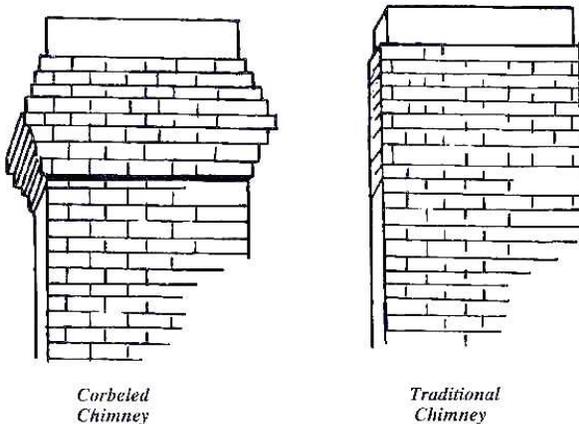
Existing patterns of roofs are usually pitched with variations in steepness, shapes, orientations and combinations. No more than one-half of the height of a structure should appear as roof. Materials are usually consistent over the entire structure, although there are changes in material where there are changes in steepness or shapes. Typical roofing materials used are tin, copper, slate, tiles, wood, and composition shingles.

Changes to roof pitch, configuration, and materials from that of the original should be avoided. Specialty roofing materials such as slate and tile should be maintained and repaired rather than be replaced with other roofing materials. The few metal roofs that exist in the districts should also be preserved. When replacing asphalt shingles, darker color shingles should be used

since they are more historically appropriate. Soffits, fascias, mouldings, and brackets should be restored or replaced with reproductions. Adding new dormers, gables, turrets, and towers should be avoided unless it can be shown that their use is architecturally appropriate.

Gutters that are hidden or built in the eaves should be retained whenever possible, as should attached copper gutters. Installation of traditional attached seamless aluminum gutters or “half round” gutters are appropriate.

Skylights are not generally appropriate for historic structures. In most instances, the addition of new dormers are preferred to skylights, provided that the dormer is architecturally compatible with the rest of the structure. However, when skylights are considered, they should be placed so as to be as inconspicuous as possible. New skylights should be flat rather than the “bubble” type.



Original features on chimneys such as corbeling should be preserved. Enlarging, altering, removing, or shortening chimneys should be avoided.

### **DESIGN RECOMMENDATIONS**

1. New construction should avoid A-frame, dome, shed and flat-alone roof shapes.
2. New construction should avoid the roof being more than one-half the building's height.
3. Use materials in new construction that are consistent with the style of the building; materials should be unobtrusive in texture as well as color.
4. Skylights and solar energy hardware are to be considered on a case by case basis, and when proposed, should be located in such a manner as to not be readily visible from the street.
5. Roof shapes, texture and material should be compatible with new construction as well as with immediate buildings.

## Chapter 5 – Section 6: LANDSCAPING

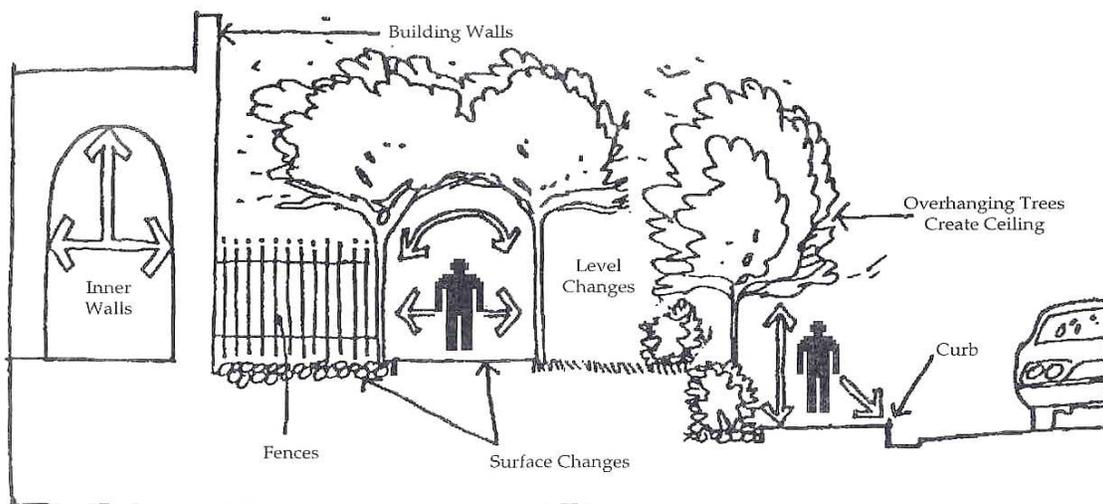
One of the most visible features of the Districts is their landscaping and the associated tree canopy. Activities which negatively impact any aspect of the landscape should be avoided, such as the removal of healthy trees and mature shrubs.

Planting of parking lot landscaping and buffering materials for new or converted nonresidential and multifamily dwellings must be in accordance with Article 7 of the Unified Development Ordinance (Appendix H).

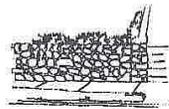
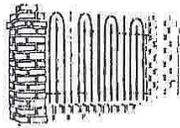
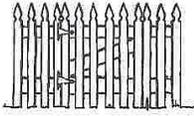
### DESIGN RECOMMENDATIONS

1. Property owners should provide proper care and maintenance for the existing landscape and landscape patterns.
2. Trees which are removed shall be replaced by a species which, upon maturity, is similar in scale to the removed specimen. For example, canopy trees shall be replaced with canopy trees, and understory trees with understory trees.
3. Placement of all vegetation should not interfere with utilities and vehicular traffic (sight-triangles).
4. Residential uses should maintain the four characteristic placements for canopy: to soften building ground line, to separate public/private edge, to separate the boundary of the property, and to maintain property lines. It is also recommended that placement be varied and types of vegetation enhance the appearance of the existing property yet maintain and preserve its historical significance.

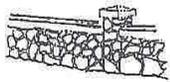
### TYPICAL STREET CROSS-SECTION



## Chapter 5 – Section 7: FENCES and WALLS



*Appropriate Fences and Walls*



Chain link, shadow-box, basket weave, plastic/vinyl, and split-rail fences are prohibited within the historic districts. However, where chain link fences already exist, they should be accompanied by landscaping materials, which will “climb” the fence and act as a screen. Fences should be compatible with most structures in the districts.

The style of fence or wall should respond to the historic nature of the property. All wooden fences should be “stick-built” on site. The styles shown to the left are encouraged as well as custom designs with appropriate architectural detailing. Wooden fences visible from the street and/or wooden fences in front yards and side yards of corner lots are required to be painted or stained white or a color matching the body or trim of the structure, including shutters, foundation color, etc. Painting or staining is recommended, but not required, for rear yard fences unless they are visible from the street. If a fence is designed as a single-sided fence, one with detailing on only one side, the finished detail should be on the outside face of the fence (facing neighboring property).

Additionally, wood picket fences should have pickets spaced at a minimum of 1 inch or half the width of the picket. (See notes regarding “Privacy Fences” for allowable exceptions to this rule.) Additionally, it is not appropriate to introduce walls or fences in front yards and side yards at corner lots that are more than 65% solid. Cast-iron, aluminum, or wrought-iron fences should be designed to follow historic precedent.

Where fences are desired in front yards and side yards at corner lots, the design should be primarily decorative in nature. Front yard fences should not exceed four feet in height and should be painted or stained white or a color matching the body or trim of the structure, including shutters, foundation color, etc.

Rear yard fences are defined as fences, which do not extend forward on the applicant’s property beyond the side centerline of the house in plain view. Approval of the location may also be handled on a case-by-case basis to determine the best natural break in the rear and front yards for placement of fences. Rear yard fences may be higher than four feet. The portions of rear yard fences that face the street should be landscaped with shrubs and trees of a planting size that will fully hide the fence from the street within two years. Size, type, and growth habits of plant materials to screen rear yard fences that face the street should be submitted at time of application. If a front yard fence adjoins a rear yard fence, or an existing neighboring property fence, attention should be given to the transition between the two. Also, attention should be

given to the design of fences placed along a sloping grade. Applicants should be prepared to present these conditions if they apply. All proposed fences and walls should not negatively effect existing trees and mature landscaping.

Privacy fences are defined as fences with no spacing between pickets. Privacy fences may be allowed at the discretion of the Commission in the following circumstances:

1. Privacy fences shall be allowed in rear yards only.
2. Privacy fences may be allowed where the applicant's rear yard is directly adjacent to property that is either not in a historic district, or is within a historic district but is non-contributing or intrusive in that district. The applicant shall show to the satisfaction of the Commission:
  - (a) that the adjacent property is unsightly in comparison to other properties surrounding the applicant's property,
  - (b) that the adjacent property or nearby property raises reasonable security concerns for the applicant, or
  - (c) that the adjacent property could reasonably be determined to negatively impact the property value of the applicant's property.

Privacy fences shall be allowed only on the applicant's property line directly adjoining the aforesaid adjacent property unless the Commission feels that such a partial privacy fence would not be visually appropriate or would not accomplish the purpose(s) of the privacy fence set forth above.

3. Privacy fences encompassing an area of no more than 250 square feet may be allowed at the discretion of the Commission when adjacent to the applicant's house, garage, or other outbuilding in order to screen from view trash cans, mechanical equipment, cars or other unsightly items, provided such fence does not unreasonably impact any neighbor by blocking windows or the like.

Privacy fences allowed by the Commission should be landscaped where practical with appropriate shrubbery to soften the appearance of the fence.

Where walls are concerned, natural stone or brick-masonry walls are encouraged and should not be coated or painted. The type and color of stone and masonry should respond to the historic nature of the property. The transparency or openings in the walls will be considered on an individual basis. Poured-in-place concrete walls are discouraged. Concrete-masonry walls and walls constructed from railroad ties are prohibited.

**DESIGN RECOMMENDATIONS**

1. Do not use high walls or fences to screen front yards.
2. Use materials like stone, brick, wood and iron.
3. Avoid chain link or plastic materials. Also avoid adding slats to chain link fences for screening purposes.
4. Materials and style should coordinate with building and neighboring buildings as well as other walls and fences in the area.

## Chapter 5 - Section 8: DRIVEWAYS and PARKING

The first residential driveways constructed in the districts were fairly narrow, because cars were smaller than they are now. Some of these driveways consist of two parallel “runners” with a grass strip in between. These driveways should be retained, and the style can serve as a model for new driveways. When new driveways are constructed, they should be separated from existing driveways by a grass strip, and should be narrow, since double width driveways are out of scale with the relatively small lots in the districts. Gravel and pavement are acceptable materials for driveways, as are some alternative materials such as cobblestone and brick.

Gravel may be appropriate in some instances for established commercial driveways and parking areas. The Zoning Ordinance dictates that some parking areas be paved; however, if the Historic Preservation Commission finds that gravel parking is more appropriate to the historic nature of the property, it can recommend to the Planning and Zoning Commission that a waiver of the paving requirement be granted. New nonresidential and some multifamily structures are subject to paving requirements in Article 8 of the Unified Development Ordinance and in the North Carolina State Building Code.

### DESIGN RECOMMENDATIONS

1. Parking areas should not be the focal point of the property, and should be located in such a manner as to minimize their visibility from the street.
2. Plant or retain as many trees as possible to maintain the tree canopy and to minimize the focus of the parking areas.
3. Excessive expanses of paving should be avoided.
4. Use vegetation screen or berms to reduce reflection and visual confusion. Within residential areas, integrate parking areas into landscaping and surface with the appropriate materials such as concrete, brick, crushed stone or gravel. In general, asphalt should only be used for areas not visible from the street; its use will be considered on a case by case basis by the Historic Preservation Commission.
5. Within residential areas, integrate parking areas into landscaping and surface with the appropriate materials such as concrete, brick, crushed stone, or gravel. In general, asphalt should only be used for areas not visible from the street; its use will be considered on a case-by-case basis by the Historic Preservation Commission.

## **Chapter 5 – Section 9: LIGHTING and TRANSFORMERS**

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Adding low level security lights and City of Concord security lights and transformers on either new or existing poles requires approval of the Commission. Security needs can usually be met with low profile lights which are compatible with the neighborhood.

Street lights typically occur at intersections and at midpoints on long blocks; concentrations of light are used in potentially hazardous areas. In commercial areas, lights are used to accent building facades and signs.

### **DESIGN RECOMMENDATIONS**

1. Maintain subtle effects with selective spots of light rather than indiscriminate area lighting.
2. Do not concentrate light on facades and avoid casting light on surrounding properties.
3. Use lights to define spaces and accent vegetation.
4. Hide undecorative light fixtures.
5. Do not use fixtures which are incompatible with existing details, styles, etc.

## **Chapter 5 – Section 10: MECHANICAL and INCIDENTAL EQUIPMENT**

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The Commission recognizes that mechanical equipment such as air conditioning and central heat units, compressors, and electrical service equipment are necessary modern conveniences. However, these items, along with solar hardware and satellite dishes, should be placed out of public view. Equipment that is visible from the street should utilize shrubbery or fencing for screening from the street and adjacent property. When possible, refrigerant lines, vent pipes, and similar features should be located on the inside of the structure.

North Carolina State Building Code and ADA (Americans with Disabilities Act) require handicap ramps for some nonresidential and multifamily structures. Although their design is largely dictated by the Building Code, thoughtful planning can result in a design that requires little change to the appearance of the building and not be visible from the street.

### **DESIGN RECOMMENDATIONS**

1. Place mechanical equipment in areas which utilize existing features such as fences, walls, and landscaping to screen their view.
2. Integrate new screening walls into the design of the structure, making them as inconspicuous as possible.
3. Tie handicap ramps to existing porches and avoid alterations to the porches when practical. Construct new handicap ramps to match the existing features of the structure.

## **Chapter 5 – Section 11: DEMOLITION**

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Demolition of any pivotal or contributing structure in any Historic District is undesirable. Historic Preservation Commission approval is required for any demolition.

Article 4 - Section 12.13 of the Unified Development Ordinance, (Appendix G), Historic Preservation Overlay Districts, Delay in Demolition, states that an application for a Certificate of Appropriateness authorizing the demolition of a building or structure within the District may not be denied. However, the effective date of such a certificate may be delayed for a period of up to 365 days from the date of approval. The maximum period of delay authorized by this section shall be reduced by the Historic Preservation Commission where it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from such property by virtue of the delay. During such period, the Historic Preservation Commission may negotiate with the owner and other parties in an effort to find a means of preserving the building. If the Historic Preservation Commission finds that the building has no particular significance or value toward maintaining the character of the District, it shall waive all or part of such period and authorize earlier demolition or removal.

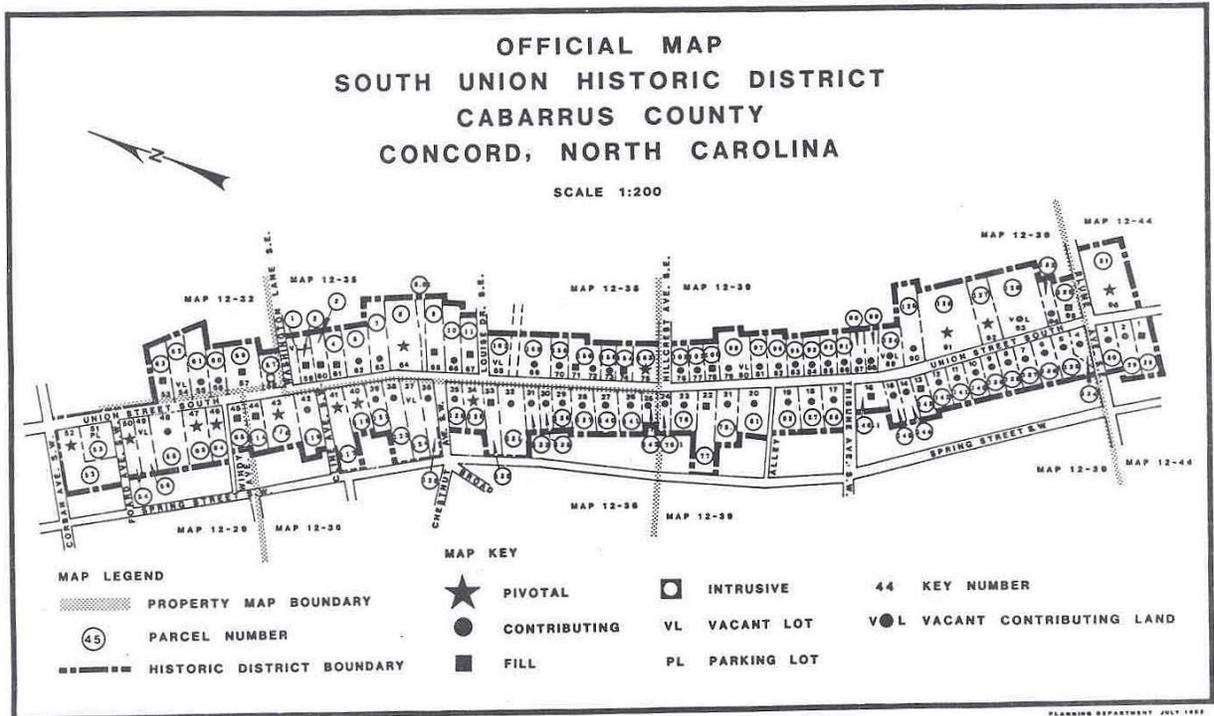
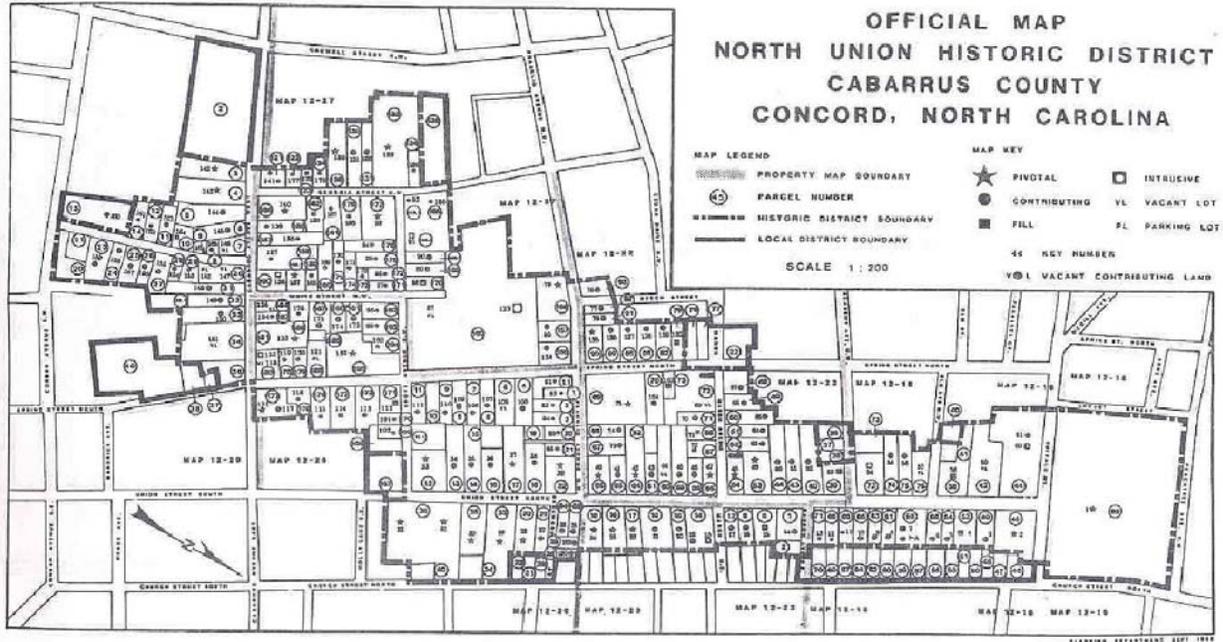
## **Chapter 5 – Section 12: HOUSING CODE**

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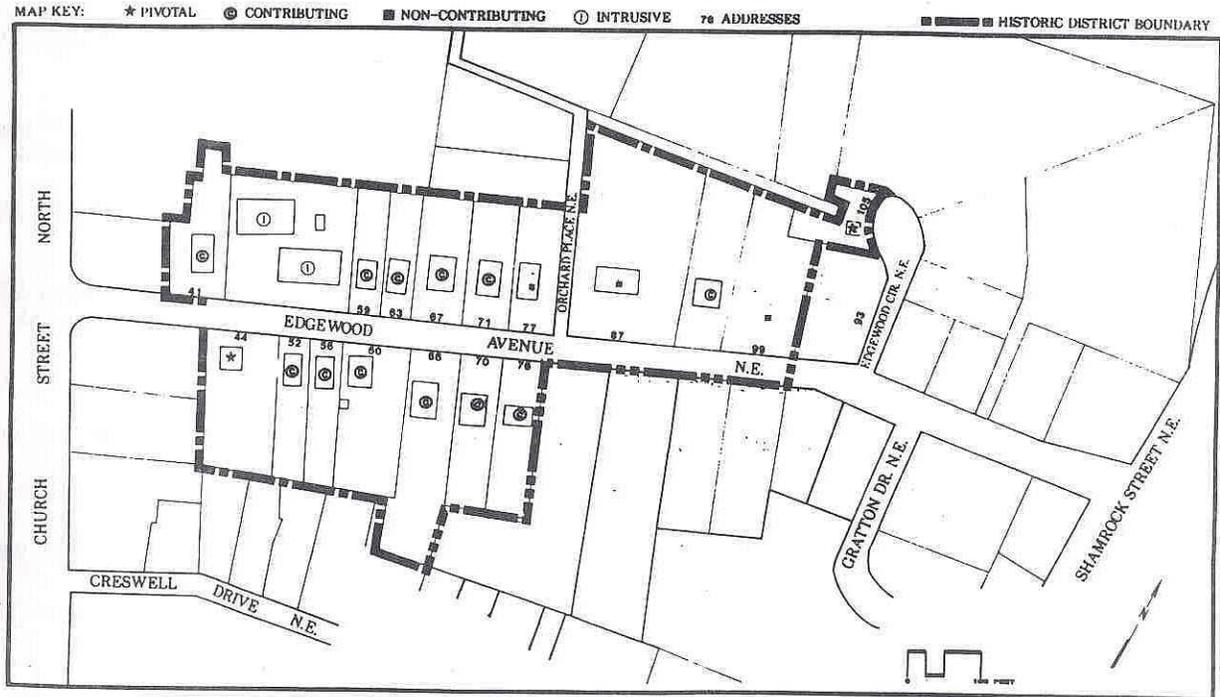
Historic regulations do not require owners to restore or maintain their property at a level higher than that of the Housing Code. Information on the Housing Code is available through the Code Enforcement Officer in the Planning and Community Development Department.

# Appendix A: HISTORIC DISTRICTS OFFICIAL MAPS



# OFFICIAL MAP EDGEWOOD HISTORIC DISTRICT

CABARRUS COUNTY  
CONCORD, NORTH CAROLINA



## Appendix B: APPROVAL REQUIREMENTS

<b>Type of Work:</b>	<b>No Approval Required For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
Accessory Buildings			New construction, demolition, and moving.
Attachments			Attachments such as utility buildings and carports.
Awnings and Canopies			Adding awnings and canopies.
Balconies and Decks	Repair of existing with same materials.	Rebuilding or replicating and original.	Addition of balcony and deck where none previously existed.
Carrara, Pigmented, and Leaded Glass	Removal of broken or hazardous pieces; repairing existing glass.		Removal of existing intact glass.
Certificate of Appropriateness		Renewal of a Certificate of Appropriateness before 6 months.	Certificate of Appropriateness.
Chain Link Fences (See <i>Fencing and Gates</i> )	Removal		
Cleaning Masonry	Chemical or low pressure water cleaning.		Use of harsh cleaning treatments.

<b>Type of Work:</b>	<b>No Approval Require For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
Color			Pre-finished or factory finished building components.
Cornices	Repair using existing materials and duplicating design.	Rebuilding formerly existing cornice detailing.	Any work that does not duplicate original appearance.
Demolition			Demolition of any building or part thereof.
Doors	Repair of existing or original doors with same materials.		Replacement of original doors. Changes in door openings. Stained glass panels. Security grills or bars.
Fencing and Gates <i>(See Masonry Walls)</i>	Replacing or repair of existing with same materials.		All types.
Fire Escapes	Repair of existing escapes.		All types of fire escapes.
Flag Pole	Any installations.		
Gutters	Replacement or repair with similar style and material of existing.	Roofing over built-in gutters and adding new gutter to overhang if style and color is appropriate and no architectural details are obscured.	Installing gutters which obscure or change architectural detailing of style of facade or building.

<b>Type of Work:</b>	<b>No Approval Required For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
Landscaping <i>(See Trees)</i>	Tree planting, trimming, and general landscaping.		
Masonry Foundation	<p>Repair or replacement of masonry foundations where the original foundation material is retained or where new material matches the original as closely as possible.</p> <p>Installation of metal foundation vents (on sides and rear only), and replacement of wood access doors.</p> <p>Installation of foundation access doors which are not in public view.</p>		Repair or replacement where new material does not match existing.
Masonry Walls	Walls not in public view and under 18 inches in height.		All walls in public view or over 18 inches in height.
Metal Storefronts (Architectural Metals)	Cleaning with appropriate methods. (See Painting).		Removal or alteration.
Miscellaneous			Any type of alteration of exterior features of a building, site, or environment which is not specifically listed.
Moving a Building			Moving a building.

<b>Type of Work:</b>	<b>No Approval Required For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
New Construction or Additions			All new construction and additions.
Lighting (Exterior)			Removal or alteration of significant architectural fixtures. Additions of permanent, general illumination fixtures of the metal halide, mercury vapor, or high pressure sodium varieties.
Mechanical Equipment	Installation of residential mechanical equipment such as heating and air conditioning units which are not in public view.		All commercial mechanical equipment.
Paintings and Coatings	Repainting any material other than masonry and using gentle paint removal methods.		Paint colors for new construction. Painting unpainted masonry—stone, brick, terra cotta.
Parking Lots	Resurfacing with same material.		Construction or enlargement of parking lot.
Patios, Walks, and Driveways	Repair or replacement of patios, walks, and driveways with similar materials and design.		All new patios, walks, and driveways.

<b>Type of Work:</b>	<b>No Approval Required For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
Playground Equipment, Commercial and Institutional			All new commercial and institutional playground equipment.
Porch Fixtures <i>(See Lighting)</i>	Flag brackets, house or address numbers, mail boxes.		
Porch Steps	Repair of existing with same materials and color provided existing details and features such as handrails, balusters, columns, and roofs are not altered.		Removal of porch, new porch or steps, and enclosing a porch or steps.
Public Right-of-Way Improvements			Changes in street lights, paving, disturbing root systems, landscaping, and sidewalks.
Repointing Old or Existing Mortar Joint	Repointing with mortar of same color as original.		Repointing with material different than existing.
Roof Shape	Repairs which do not change the shape or texture.		Repairs or changes which alter roof shape.

<b>Type of Work:</b>	<b>No Approval Required For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
Roofing Material	Repairs or replacement using same materials, color, and texture and existing architectural features such as dormers, windows, cupolas, cornices, brackets, chimneys and crestings are retained.		Roofing repair or replacement with materials currently existing inappropriate to style and period of building or repairs which obscure or change original architectural features. Replacement of shingles with a lighter color.
Roofing Vents	Additions not visible from the public right-of-way.		Additions in public view.
Sandblasting, Waterblasting, Etc.	Sandblasting metal and low pressure water cleaning.		Blasting all other materials.
Satellite Dishes and Transmitting Antennas	Interior installation.		All other installation.
Security Grilles			Addition and removal.
Siding	Replacement of missing or deteriorated siding and trim, porch floors, ceilings, columns, and balusters or architectural details with new materials that are identical to the original.		Applications of any simulated materials, aluminum siding, plastic siding, etc.

<b>Type of Work:</b>	<b>No Approval Required For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
Siding Removal		Removal of asbestos, asphalt, or other artificial siding when the original siding is to be repaired and repainted to original condition.	
Signs	Repair of existing signs when signs meet City Code. Temporary signs – real estate, political, removal of signs.		New permanent signs.
Skylights			Any installations.
Stair or Steps <i>(See Porches, Steps)</i>			
Storefronts	Repair or replacement of existing with same materials and colors.		Remodeling of storefronts which results in new or different door, storefront or window placements or use of materials different from existing. Restorations of original storefronts using documented photos or other references. Construction of new storefronts.

<b>Type of Work:</b>	<b>No Approval Required For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
Storm Doors, Storm Windows, Screen Windows	Addition or replacement if it matches trim and does not obscure details (full view).		Other additions.
Street Furniture	Replacing existing furniture in same material, temporary benches or trash receptacles.		Permanent placement of benches, street lights, kiosks, fountains, bollards.
Stucco	Repair of existing stucco.		Addition of stucco to any previously unstuccoed surface.
Trees	Removal of trees which are outside street rights-of-way or more than 15 feet from the street pavement, measured to the center of the tree, and which are less than 12 inches in diameter measured at 4 feet above ground.	Pruning of trees (leaving stubs less than 3 inches in diameter) 12 inches and over in diameter measured at 4 feet above ground within street rights-of-way or within 15 feet of the street pavement measured to the center of the tree.	Removal of healthy trees from street rights-of-way or within 15 feet of the street pavement, measured to the center of the tree.  Removal of healthy trees 12 inches and over in diameter measured 4 feet above ground from areas outside street rights-of-way or more than 15 feet from the street pavement, measured to the center of the tree.

<b>Type of Work:</b>	<b>No Approval Required For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
<p>Trees <i>(Continued)</i></p>		<p>Removing trees which are severely damaged, severely diseased, or dead trees from street rights-of-way or within 15 feet of the street measured to the center of the tree, with the applicant providing a recommendation from a tree surgeon, landscape architect, or Agricultural Extension Agent (staff shall refer disputes to the Historic Preservation Commission).</p>	<p>Tree topping. Removal of more than one-third of green surface of canopy, or leaving stubs larger than 3 inches in diameter.</p>

<b>Type of Work:</b>	<b>No Approval Required For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
<p>Trees <i>(Continued)</i></p>		<p>Removing trees which are severely damaged, severely diseased, or dead trees from areas outside street rights-of-way or more than 15 feet from the street pavement, measured to the center of the tree, which are 12 inches and over in diameter measured at 4 feet above ground, with the applicant providing a recommendation from a tree surgeon, landscape architect, or Agricultural Extension Agent (staff shall refer disputes to the Historic Preservation Commission).</p>	
<p>Utility Work <i>(See Public Right-of-Way improvements)</i></p>			<p>Major utility work that would impact such items as tree canopies, streetlights, sidewalks, curb and gutters, etc.</p>
<p>Waterproof Coatings on Original Masonry</p>	<p>Clear waterproofing.</p>		<p>All opaque masonry coatings.</p>

<b>Type of Work:</b>	<b>No Approval Required For:</b>	<b>Planning Department May Extend Approval For:</b>	<b>Commission Hearing and Approval Required For:</b>
Windows	Repair of windows.		Replacement/changes in window design. Removal of original windows, window components and changes in the window openings. Addition of shutters not original to building and stained glass windows.

## **Appendix C: The Secretary of the Interior's STANDARDS FOR REHABILITATION And Guidelines for Historic Buildings**

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### **INTRODUCTION**

The Secretary of the Interior is responsible for establishing standards for all programs under the developmental authority and for advising Federal agencies of the preservation of historic properties listed or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility, the Secretary of the Interior's Standards for Historic Preservation Projects have been developed to guide work undertaken on historic buildings – there are separate standards for acquisition, protection, stabilization, preservation, rehabilitation, restoration, and reconstruction. The Standards for Rehabilitation (codified in 36 CFR 67) comprise that section of the overall preservation project standards and addresses the most prevalent treatment. “Rehabilitation” is defined as the “process of the returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.”

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties within the Historic Preservation Fund grant-in-aid program. The Standards for Rehabilitation have been widely used over the years – particularly to determine if a rehabilitation qualifies as a Certified Rehabilitation for Federal tax purposes. In addition, the Standards have guided federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified for Federal tax purposes, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s), and where applicable, the district in which it is located.

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the preservation and protection of all cultural resources listed on or eligible for the National Register of Historic Places.

The Secretary of the Interior's Standards for the Treatment of Historic Properties, initially developed in 1975 and revised in 1983 and 1992, are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects and districts. The Standards are not codified as program regulations and may be used as a guide by anyone planning work on historic properties.

## TREATMENTS

There are Standards for four distinct, but interrelated, approaches to the treatment of historic properties – Preservation, Rehabilitation, Restoration, and Reconstruction. **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.) **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. **Restoration** is undertaken to depict a property at a particular period of time in its history, while removing evidence of other periods. **Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

In summary, the simplification and sharpened focus of these revised sets of treatment Standards is intended to assist users in making sound historic preservation decisions. Choosing an appropriate treatment for a historic property, whether preservation, rehabilitation, restoration, or reconstruction is critical. This choice always depends on a variety of factors, including the property's historical significance, physical condition, proposed use, and intended interpretation.

## REHABILITATION

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

## STANDARDS FOR REHABILITATION

1. **A property shall 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 shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property shall be avoided.**
3. **Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.**
4. **Changes to a property that have acquired historic significance in their own right shall be retained and preserved.**

5. **Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**
6. **Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.**
7. **Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.**
8. **Archeological resources shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**
9. **New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.**
10. **New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**

## **REHABILITATION AS A TREATMENT**

When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

## **PRESERVATION**

**Preservation** is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

## **STANDARDS FOR PRESERVATION**

1. **A property shall be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a**

**treatment and use have not been identified, a property shall be protected and, if necessary, stabilized until additional work may be undertaken.**

- 2. The historic character of a property shall be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property shall be avoided.**
- 3. Each property shall be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features shall be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.**
- 4. Changes to a property that have acquired historical significance in their own right shall be retained and preserved.**
- 5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**
- 6. The existing condition of historic features shall be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair of limited replacement of a distinctive feature, the new material shall match the old in composition, design, color and texture.**
- 7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.**
- 8. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.**

#### **PRESERVATION AS A TREATMENT**

When the property's distinctive materials, features and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at particular a period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, Preservation may be considered as a treatment. Prior to undertaking work, a documentation plan for Preservation should be developed.

#### **RESTORATION**

**Restoration** is defined as the act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

## **STANDARDS FOR RESTORATION**

- 1. A property shall be used as it was historically or be given a new use which reflects the property's restoration period.**
- 2. Materials and features from the restoration period shall be retained and preserved. The removal of materials or alteration of features, spaces and spatial relationships that characterize the period shall not be undertaken.**
- 3. Each property shall be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period shall be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.**
- 4. Materials, features, spaces and finishes that characterize other historical periods shall be documented prior to their alteration or removal.**
- 5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period shall be preserved.**
- 6. Deteriorated features from the restoration period shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and where possible, materials.**
- 7. Replacement of missing features from the restoration period shall be substantiated by documentary and physical evidence. A false sense of history shall not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.**
- 8. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.**
- 9. Archeological resources affected by a project shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.**
- 10. Designs that were never executed historically shall not be constructed.**

## **RESTORATION AS A TREATMENT**

When the property's design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces and finishes that characterize other historical periods, when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, Restoration may be considered as a treatment. Prior to undertaking work, a particular period of

time, i.e., the restoration period should be selected and justified and a document plan for Restoration developed.

## **RECONSTRUCTION**

**Reconstruction** is defined as the act or process of depicting, by means of new construction, the form, features and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

### **STANDARDS FOR RECONSTRUCTION**

- 1. Reconstruction shall be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.**
- 2. Reconstruction of a landscape, building, structure or object in its historic location shall be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measure shall be undertaken.**
- 3. Reconstruction shall include measures to preserve any remaining historic materials, features and spatial relationships.**
- 4. Reconstruction shall be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property shall re-create the appearance of the non-surviving historic property in materials, design, color and texture.**
- 5. A reconstruction shall be clearly identified as a contemporary re-creation.**
- 6. Designs that were never executed historically shall not be constructed.**

### **RECONSTRUCTION AS A TREATMENT**

When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction, Reconstruction may be considered as a treatment. Prior to undertaking work, a documentation plan for Reconstruction should be developed.

## HISTORIC RESOURCE

**The Secretary of the Interior's Standards for the Treatment of Historic Properties** may be applied to one historic resource type or a variety of historic resource types; for example, a project may include a complex of buildings such as a house, garage and barn; the site, with a designed landscape, natural features, and archeological components; structures such as a system of roadways and paths or a bridge; and objects such as fountains and statuary.

## HISTORIC RESOURCE TYPES & EXAMPLES

**Buildings:** houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, hotels, theaters, stationary mobile homes, schools, stores and churches.

**Site:** habitation sites, funerary sites, rock shelters, village sites, hunting and fishing sites, ceremonial sites, petroglyphs, rock carvings, ruins, gardens, grounds, battlefields, campsites, sites of treaty signings, trails, areas of land, shipwrecks, cemeteries, designed landscapes, and natural features, such as springs and rock formations and land areas having cultural significance.

**Structure:** bridges, tunnels, gold dredges, firetowers, canals, turbines, dams, power plants, corn-cribs, silos, roadways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications, earthworks, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, telescopes, carousels, bandstands, gazebos and aircraft.

**Object:** sculpture, monuments, boundary markers, statuary and fountains.

**District:** college campuses, central business districts, residential areas, commercial areas, large forts, industrial complexes, civic centers, rural villages, canal systems, collection of habitation and limited activity sites, irrigation systems, large farms, ranches, estates, or plantations, transportation networks and large landscaped parks.

## TECHNICAL GUIDANCE PUBLICATIONS

The National Park Service, U.S. Department of the Interior, conducts a variety of activities to guide federal agencies, States, and the general public in historic preservation project work. In addition to establishing standards and guidelines, the Service develops, publishes, and distributes technical information on appropriate preservation treatments, including Preservation Briefs, case studies, and Preservation Tech Notes.

A catalog of Historic Preservation Publications with stock numbers, prices, and ordering information may be obtained by writing: Preservation Assistance Division, Technical Preservation Services, P.O. Box 37127, Washington, D.C. 20013-7127.

## GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

The Guidelines were initially developed in 1997 to help protect property owners, developers, and Federal managers apply the Secretary of the Interior's "Standards for Rehabilitation" during the project planning stage by providing general design and technical recommendations. Unlike the Standard's the Guidelines are not codified as program requirements. Together with the "Standards for Rehabilitation" they provide a model process for owners, developers, and Federal agency managers to follow.

It should be noted at the outset that the Guidelines are intended to assist in applying the Standards to projects generally; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell an owner or developer which features of their historic building are important in defining the historic character and must be preserved – although examples are provided in each section- or which features could be altered, if necessary, for the new use. This kind of careful case-by-case decision making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of historic properties.

The Guidelines pertain to historic buildings of all sizes, materials, occupancy, and construction types; and apply to interior and exterior work as well as new exterior additions. Those approaches, treatments, and techniques that are consistent with the Secretary of the Interior's "Standards for Rehabilitation" are listed in the "**Recommended**" column on the left; those approaches, treatments, and techniques which could adversely affect a building's historic character are listed in the "**Not Recommended**" column on the right.

To provide clear and consistent guidance for owners, developers, and federal agency managers to follow, the "Recommended" courses of action in each section are listed in the order of historic preservation concerns so that a rehabilitation project may be successfully planned and completed – one that, first, assures the preservation of a building's important or "character-defining" architectural materials and features and, second, makes possible an efficient contemporary use. Rehabilitation guidance in each section begins with protection and maintenance, that work, which should be maximized in every project to enhance overall preservation goals. Next, where some deterioration is present, repair of the building's historic materials and features is recommended. Finally, when deterioration is so extensive that repair is not possible, the most problematic area of work is considered: replacement of historic materials and features with new materials.

To further guide the owner and developer in planning a successful rehabilitation project, those complex design issues dealing with new use requirements such as alterations and additions are highlighted at the end of each section to underscore the need for particular sensitivity in these areas.

## Identify, Retain, and Preserve

The guidance that is basic to the treatment of all historical buildings – **identifying, retaining, preserving** the form and detailing of those architectural materials and features that are important in defining the historic character – is always listed in the “Recommended” column. The parallel “Not Recommended” column lists the types of actions that are most apt to cause the diminution or even loss of the building’s historic character. It should be remembered, however, that such loss of character is just as often caused by the cumulative effect of a series of actions that would seem to be minor interventions. Thus, the guidance in all of the “Not Recommended” columns must be viewed in that larger context, e.g. for the total impact on a historic building.

## Protect and Maintain

After identifying those materials and features that are important and must be retained in the process of rehabilitation work, then **protecting and maintaining** them are addressed. Protection generally involves the least degree of intervention and is preparatory to the other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings; the cyclical cleaning of roof gutter systems; or installation of fencing, protective plywood, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

## Repair

Next, when the physical condition of character-defining materials and features warrants additional work **repairing** is recommended. Guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind- or with compatible substitute material – of exclusively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design, as well as the substitute material itself, convey the visual appearance of the remaining parts of the feature and finish.

## Replace

Following repair in the hierarchy, guidance is provided for **replacing** an entire-defining feature with new material because the level of deterioration or damage of materials includes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this option may not always be

technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

It should be noted that, while the National Park service guidelines recommend the replacement of an entire character-defining feature under certain well-defined circumstances, they never recommend removal and replacement with new material of a feature that –although damaged or deteriorated – could reasonably be repaired and thus preserved.

### **Design for Missing Historic Features**

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade, or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance. Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the first or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However a second acceptable option for the replacement feature in a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

### **Alterations/Additions to Historic Buildings**

Some exterior and interior alteration to the historic building are generally needed to assure its use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.

Additions to historic buildings are referenced within specific sections of the guidelines such as Site, Roof, Structural Systems, etc. but are also considered in more detail in a separate section, **NEW ADDITIONS TO HISTORIC BUILDINGS.**

## **Health and Safety Code Requirements; Energy Retrofitting**

These sections of the rehabilitation guidance address work done to meet health and safety code requirements (for example, providing barrier-free access to historic buildings); or retrofitting measures to conserve energy (for example, installing solar collectors in an unobtrusive location on the site). Although this work is quite often an important aspect of rehabilitation projects, it is usually not part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of rehabilitation work to meet code and energy requirements.

Specific information on rehabilitation and preservation technology may be obtained by writing to the National Park Service, at the addresses listed below:

Preservation Assistance Division  
National Park Service  
P.O. Box 37127  
Washington, DC 20013-7127

Cultural Resources Division  
Alaska Regional Office  
National Park Service  
2525 Gamble St.  
Anchorage, AK 99503

National Historic Preservation Programs  
Western Regional Office  
National Park Service  
450 Golden Gate Avenue  
Box 36063  
San Francisco, CA 94102

Division of Cultural Resources  
Rocky Mountain Regional Office  
National Park Service  
655 Parfet St.  
P.O. Box 25287  
Denver, CO 80225

Preservation Services Division  
Southeast Regional Office  
National Park Service  
75 Spring Street SW, Room 1140  
Atlanta, GA 30303

Office of Cultural Programs  
Mid-Atlantic Regional Office  
National Park Service  
Second and Chestnut Streets  
Philadelphia, PA 19106

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**BUILDING EXTERIOR**

**Masonry: Brick, stone, terra cotta, concrete, adobe, stucco and mortar**

Masonry features (such as brick cornices and door pediments, stone window architraves, terra cotta brackets and railings) as well as masonry surfaces (modeling, tooling, bonding patterns, joint size, and color) may be important in defining the historic character of the building. It should be noted that masonry is among the most susceptible to damage by improper maintenance or repair techniques and by harsh or abrasive cleaning methods. Most preservation guidance on masonry thus focuses on such concerns as cleaning and the process of repointing.

<u>Recommended</u>	<u>Not Recommended</u>
<p>Identifying, retaining, and preserving masonry features that are important in defining the overall historic character of the building such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and joint and unit size, tooling and bonding patterns, coatings, and color.</p>	<p>Removing or radically changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p>
<p>Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.</p>	<p>Replacing or rebuilding a major portion of the exterior masonry walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction. Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance.</p>
<p>Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.</p>	<p>Removing paint from historically painted masonry.</p>
<p>Carrying out masonry surface cleaning tests after it has been determined that such cleaning is necessary. Tests should be observed over a sufficient period of time so that both the immediate effects and the long range effects are known to enable selection of the gentlest method possible.</p>	<p>Radically changing the type of paint or coating or its color.</p>
<p>Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.</p>	<p>Failing to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.</p>
<p>Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.</p>	<p>Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.</p>
<p>Carrying out masonry surface cleaning tests after it has been determined that such cleaning is necessary. Tests should be observed over a sufficient period of time so that both the immediate effects and the long range effects are known to enable selection of the gentlest method possible.</p>	<p>Cleaning masonry surfaces without testing or without sufficient time for testing to be of value.</p>

Masonry (continued) <u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Cleaning masonry surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.</p>	<p>Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.</p>
	<p>Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.</p>
<p>Inspecting painted masonry surfaces to determine whether repainting is necessary.</p>	<p>Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.</p>
<p>Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g. handscraping) prior to repainting.</p>	<p>Applying high pressure water cleaning methods that will damage historic masonry and the mortar.</p>
<p>Applying compatible paint coating systems following proper surface preparation.</p>	<p>Removing paint that is firmly adhering to, and thus protecting masonry surfaces.</p>
<p>Repainting with colors that are historically appropriate to the building and the district.</p>	<p>Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high pressure waterblasting.</p>
<p>Evaluating the overall condition of the masonry to determine whether more than protection and maintenance are required, that is, if repairs to the masonry fence will be necessary.</p>	<p>Failing to follow manufacturers' product and application instructions when repainting masonry.</p>
<p><b>Repairing</b> masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plaster work.</p>	<p>Using new paint colors that are inappropriate to the historic building and district.</p>
<p>Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.</p>	<p>Failing to undertake adequate measures to assure the preservation of masonry features.</p>
	<p>Removing nondeteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.</p>
	<p>Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.</p>

Masonry (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Duplicating old mortar in strength, composition, color, and texture.</p>	<p>Repointing with mortar of high portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.</p>
	<p>Repointing with a synthetic caulking compound.</p>
	<p>Using a “scrub” coating technique to repoint instead of traditional repointing methods.</p>
<p>Duplicating old mortar joints in width and in joint profile.</p>	<p>Changing a width or joint profile when repointing.</p>
<p>Repairing stucco by removing the damaged material and patching with new stucco that duplicated the old in strength, composition, color, and texture.</p>	<p>Removing sound stucco; or repairing with new stucco that is stronger than the historic material or does not convey the same visual appearance.</p>
<p>Using mud plaster as a surface coating over unfired, unstabilized adobe because the mud plaster will bond to the adobe.</p>	<p>Applying cement stucco to unfired, unstabilized adobe. Because the cement stucco will not bond properly, moisture can become entrapped between materials, resulting in accelerate deterioration of the adobe.</p>
<p>Repairing masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind – or with compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes such as terra-cotta brackets or stone balusters.</p>	<p>Replacing an entire masonry feature such as a cornice or balustrade when repair of the masonry and limited replacement of deteriorated or missing parts are appropriate.</p>
	<p>Using a substitute material for the replacement part does not convey the visual appearance of the surviving parts of the masonry feature or that is physically or chemically incompatible.</p>
<p>Applying new or non-historic surface treatment such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problem.</p>	<p>Applying waterproof, water-repellant, or non-historic coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Coatings are frequently unnecessary, expensive, and may change the appearance of historic masonry as well as accelerated its deterioration.</p>

<p>Masonry (continued)</p> <p style="text-align: center;"><b><u>Recommended</u></b></p> <p>Replacing in kind an entire masonry feature that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples can include large sections of a wall, a cornice, balustrade, column, or stairway. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p> <p><b>Design for Missing Historic Features</b></p> <p><b>Designing and installing a new masonry feature such as steps or a door pediment when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.</b></p>	<p style="text-align: center;"><b><u>Not Recommended</u></b></p> <p>Removing a masonry feature that is unrepairable and not replacing it; or replacing it with new feature that does not convey the same visual appearance.</p> <p>Creating a false historical appearance because the replaced masonry feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new masonry feature that is incompatible in size, scale, material, and color.</p>
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The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Wood: Clapboard, weatherboard, shingles, and other wooden siding and decorative element**

Because it can be easily shaped by sawing, planing, carving, and gouging, wood is the most commonly used material for architectural features such as clapboards, cornices, brackets, entablatures, shutters, columns and balustrades. These wooden features – both functional and decorative – may be important in defining the historic character of the building and thus their retention, protection, and repair are of particular importance in rehabilitation projects.

<p style="text-align: center;"><b><u>Recommended</u></b></p> <p><b>Identifying, retaining, and preserving</b> wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colors.</p>	<p style="text-align: center;"><b><u>Not Recommended</u></b></p> <p>Removing or radically changing wood features which are important in defining the overall character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the historic wood instead of repairing or replacing only the deteriorated wood, then reconstructing the facade with new material in order to achieve a uniform or “improved” appearance.</p>
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<p>Wood (continued)</p> <p style="text-align: center;"><b><u>Recommended</u></b></p> <p><b>Protecting and maintaining</b> wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.</p> <p>Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.</p> <p>Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.</p> <p>Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.</p> <p>Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (handscraping and handsanding), then repainting.</p> <p>Using with care electric hot-air guns on decorative wood features and electric heat plates on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.</p> <p>Using chemical strippers primarily to supplement other methods such as handscraping, handsanding</p>	<p style="text-align: center;"><b><u>Not Recommended</u></b></p> <p>Radically changing type of finish or its color or accent scheme so that the historic character of the exterior is diminished.</p> <p>Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a “natural look.”</p> <p>Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish, i.e., a grained finish to an exterior wood feature such as a front door.</p> <p>Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.</p> <p>Using chemical preservatives such as creosote which can change the appearance of wood features unless they were used historically.</p> <p>Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.</p> <p>Removing paint that is firmly adhering to, and thus, protecting wood surfaces.</p> <p>Using destructive paint removal methods such as a propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage historic woodwork.</p> <p>Using thermal devices improperly so that the historic woodwork is scorched.</p> <p>Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.</p>
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<p>and the above-recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may – with the proper safeguards be chemically dip-stripped.</p> <p>Applying compatible paint coating systems following proper surface preparation.</p> <p>Repainting with colors that are appropriate to the historic building and district.</p> <p>Evaluating the overall condition of the wood to determine whether more than protection and maintenance are required, that is, if repairs to wood features will be necessary.</p> <p><b>Repairing</b> wood features by patching, piecing-in, consolidating, or otherwise reinforcing the wood using recognized preservation methods. Repair may also include the limited replacement in kind or with compatible substitute material of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, moldings, or sections of siding.</p> <p><b>Replacing</b> in kind an entire wood feature that is too deteriorated to repair if the overall form and detailing are still evident – using the physical evidence to guide the new work. Example of wood features include a cornice, entablature or balustrade. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p> <p><b>Design for Missing Historic Features</b></p> <p><b>Designing and installing a new wood feature such as cornice or a doorway when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.</b></p>	<p>Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.</p> <p>Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.</p> <p>Using new colors that are inappropriate to the historic building or district.</p> <p>Failing to undertake adequate measures to assure the preservation of wood features.</p> <p>Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Using substitute materials for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature or that is physically or chemically incompatible.</p> <p>Removing an entire wood feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.</p> <p>Creating a false historical appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new wood feature that is incompatible in size, scale, material, and color.</p>
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The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Architectural Metals: Cast iron, steel, pressed tin, copper, aluminum, and zinc.**

Architectural metal features – such as cast-iron facades, porches, and steps; sheet metal cornices, roofs, roof cresting and storefronts; and cast or rolled metal doors, window sash, entablatures, and hardware – are often highly decorative and may be important in defining the overall historic character of the building. Their retention, protection, and repair should be a prime consideration in rehabilitation projects.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving</b> architectural metal features such as columns, capitals, window hoods, or stairways that are important in defining the overall historic character of the building; and their finishes and colors.</p>	<p>Removing or radically changing architectural metal features which are important in defining the overall character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the historic architectural metal instead of repairing or replacing only the deteriorated metal, then reconstructing the facade with new material in order to achieve a uniform or “improved” appearance.</p> <p>Radically changing the type of finish or its historic color or accent scheme.</p>
<p><b>Protecting and maintaining</b> architectural metals by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.</p>	<p>Failing to identify, evaluate, and treat the causes of corrosion, such as moisture from leaking roofs or gutters.</p> <p>Placing incompatible metals together without providing a reliable separation material. Such incompatibility can result in galvanic corrosion of the noble metal, e.g. copper will corrode cast iron, steel, tin, and aluminum.</p>
<p>Cleaning architectural metals, when necessary, to remove corrosion prior to repainting or applying other appropriate protective coatings.</p>	<p>Exposing metals which were intended to be protected from the environment.</p> <p>Applying paint or other coatings to metals such as copper, bronze, or stainless steel that were meant to be exposed.</p>
<p>Identifying the particular type of metal prior to any cleaning procedure and then testing to assure that the gentlest cleaning method possible is selected or determining that cleaning is inappropriate for the particular metal.</p>	<p>Using cleaning methods which alter or damage the historic color, texture, and finish of the metal.</p> <p>Removing the patina of historic metal. The patina may be a protective coating on some metals, such as bronze or copper, as well as a significant historic finish.</p>

Architectural Metals (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with appropriate chemical methods because their finishes can be easily abraded by blasting methods.</p>	<p>Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with grit blasting which will abrade the surface of the metal.</p>
<p>Using the gentlest cleaning methods for cast iron, wrought iron, and steel – hard metals – in order to remove paint build up and corrosion. If handscraping and wire brushing have proven ineffective, low pressure dry grit blasting may be used as long as it does not abrade or damage the surface.</p>	<p>Failing to employ gentler methods prior to abrasively cleaning cast iron, wrought iron or steel; or using high pressure grit blasting.</p>
<p>Applying appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.</p>	<p>Failing to re-apply protective coating systems to metals or alloys that require them after cleaning so that accelerated corrosion occurs.</p>
<p>Repainting with colors that are appropriate to the historic building or district.</p>	<p>Using new colors that are inappropriate to the historic building or district.</p>
<p>Applying an appropriate protective coating such as lacquer to an architectural metal such as a bronze door which is subject to heavy pedestrian use.</p>	<p>Failing to assess pedestrian use or new access patterns so that architectural metal features are subject to damage by use or inappropriate maintenance such as salting adjacent sidewalks.</p>
<p>Evaluating the overall condition of the architectural metals to determine whether more than protection and maintenance are required, that is, if repairs to the features will be necessary.</p>	<p>Failing to undertake adequate measures to assure the preservation of architectural metal features.</p>
<p><b>Repairing</b> architectural metal features by patching, splicing, or otherwise reinforcing the metal using recognized preservation methods. Repair may also include the limited replacement in kind – or with compatible substitute material – of those extensively deteriorated or missing parts of features where there are surviving prototypes such as porch balusters, column capitals or bases, or porch cresting.</p>	<p>Replacing an entire architectural metal feature such as a column or a balustrade when repair of the metal and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the architectural metal feature or that is physically or chemically incompatible.</p>

Architectural Metals (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Replacing</b> in kind an entire architectural metal feature that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples could include cast iron porch steps or steel sash windows. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Removing an architectural metal feature that is unrepairable and not replacing it; or replacing it with a new architectural metal feature that does not convey the same visual appearance.</p>
<p><b>Design for Missing Historic Features</b></p>	
<p><b>Designing and installing a new architectural metal feature such a sheet metal cornice or a cast iron capital when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building</b></p>	<p>Creating a false historical appearance because the replaced architectural metal feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new architectural metal feature that is incompatible in size, scale, material, and color.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Roofs**

The roof – with its shape; such as cresting, dormers, cupolas, and chimneys; and the size, color, and patterning of the roofing material- can be extremely important in defining the building’s overall historic character. In addition to the design role it plays, a weather tight roof is essential to the preservation of the entire structure; thus, protecting and repairing the roof as a “cover” is a critical aspect of every rehabilitation project.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving</b> roofs- and their functional and decorative features- that are important in defining the overall historic character of the building. This includes the roofs’ shape, such as hipped, gambrel, and mansard; decorative features such as cupolas, cresting, chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its color, and patterning.</p>	<p>Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or “improved” appearance.</p>

Roof (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Protecting and maintaining</b> a roof by cleaning the gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation; and to insure that materials are free from insect infestation.</p>	<p>Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.</p>
<p>Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.</p>	<p>Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.</p>
<p>Protecting a leaking roof with plywood and building paper until it can be properly repaired.</p>	<p>Applying paint or other coatings to roofing material which has been historically uncoated.</p>
<p><b>Repairing</b> a roof by reinforcing the historic materials which comprise roof features. Repairs will also generally include the limited replacement in kind – or with compatible substitute material – of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.</p>	<p>Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and underlying structure.</p>
<p><b>Replacing</b> in kind an entire feature of the roof that is too deteriorated to repair- if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Allowing roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration.</p>
	<p>Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials- masonry, wood, plaster, paint and structural members – occurs.</p>
	<p>Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement of deteriorated or missing parts are appropriate.</p>
	<p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.</p>
	<p>Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.</p>

Roof (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Design for Missing Historic Features</b></p> <p><b>Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictorial, and physical documentation or be a new design that is compatible with the size, scale, material and color of the historical building.</b></p>	<p>Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new roof feature that is incompatible in size, scale, material, and color.</p>
<p><b>Alterations/Additions for the New Use</b></p> <p><b>Installing mechanical and service equipment on the roof such as air conditioning, transformers, or solar collectors when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.</b></p>	<p>Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right of way.</p>
<p><b>Designing additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required by the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.</b></p>	<p>Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Windows**

A highly decorative window with an unusual shape, or glazing pattern, or color is most likely identified immediately as a character-defining feature of the building. It is far more difficult, however, to assess the importance of repeated windows on a facade, particularly if they are individually simple in design and material, such as the large, multi-paned sash of many industrial buildings. Because rehabilitation projects frequently include proposals to replace window sash or even entire windows to improve thermal efficiency or to create a new appearance, it is essential that their contribution to the overall historic character of the building be assessed together with their physical condition before specific repair or replacement work is taken.

<u><b>Recommended</b></u>	<u><b>Not Recommended</b></u>
<p><b>Identifying, retaining, and preserving</b> windows and their functional and decorative features – that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.</p> <p><b>Protecting and maintaining</b> the wood and architectural metal which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.</p> <p>Making windows weathertight by recaulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.</p> <p>Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.</p>	<p>Removing or radically changing windows which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash which does not fit the historic window opening.</p> <p>Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which radically change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.</p> <p>Obscuring historic window trim with metal or other material.</p> <p>Stripping windows of historic material such as wood, iron, cast iron, and bronze.</p> <p>Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the window results.</p> <p>Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.</p> <p>Failing to undertake adequate measures to assure the preservation of historic windows.</p>

Windows (continued)	
<p style="text-align: center;"><b><u>Recommended</u></b></p> <p><b>Repairing</b> window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills and interior or exterior shutters and blinds.</p> <p><b>Replacing</b> in kind an entire window that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p> <p><b>Design for Missing Historic Features</b></p> <p><b>Designing and installing new windows when the historic windows (frame, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the new window openings and the historic character of the building.</b></p> <p><b>Alterations/Additions for the New Use</b></p> <p><b>Designing and installing additional windows on rear and on other-non character defining elevations if required by the new use. New windows openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.</b></p>	<p style="text-align: center;"><b><u>Not Recommended</u></b></p> <p>Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Failing to reuse serviceable window hardware such as brass lifts and sash locks.</p> <p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.</p> <p>Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.</p> <p>Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new design that is incompatible with the historic character of the building.</p> <p>Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.</p>

<p>Windows (continued)</p> <p style="text-align: center;"><b><u>Recommended</u></b></p> <p><b>Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.</b></p>	<p style="text-align: center;"><b><u>Not Recommended</u></b></p> <p>Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.</p>
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The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Entrances and Porches**

Entrances and porches are quite often the focus of historic buildings, particularly when they occur on primary elevations. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall historic character of a building. Their retention, protection, and repair should always be carefully considered when planning rehabilitation work.

<p style="text-align: center;"><b><u>Recommended</u></b></p> <p><b>Identifying, retaining, and preserving</b> entrances – and their functional and decorative features – that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.</p> <p><b>Protecting and maintaining</b> the masonry, wood, and architectural metal that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.</p>	<p style="text-align: center;"><b><u>Not Recommended</u></b></p> <p>Removing or radically changing entrances or porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Stripping entrances and porches of historic material such as wood, iron, cast iron, terra cotta, tile and brick. Removing an entrance or porch because the building has been reoriented to accommodate a new use.</p> <p>Cutting new entrances on a primary elevation.</p> <p>Altering utilitarian or service entrances so they appear to be formal entrances by adding panelled doors, fanlights, and sidelights.</p> <p>Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.</p>
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Entrances and Porches (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to entrance and porch features will be necessary.</p>	<p>Failing to undertake adequate measures to assure the preservation of historic entrances and porches.</p>
<p><b>Repairing</b> entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind – or with compatible substitute material – of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.</p>	<p>Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.</p> <p>Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.</p>
<p><b>Replacing</b> in kind an entire entrance or porch that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Removing an entrance or porch that is unrepairable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.</p>
<p><b>Design for Missing Historic Features</b></p>	<p>Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.</p>
<p><b>Designing and constructing a new entrance or porch if the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building.</b></p>	<p>Introducing a new design that is incompatible with the historic character of the building.</p>
<p><b>Alterations/Additions for the New Use</b></p>	<p>Enclosing porches in a manner that results in a diminution or loss of historic character such as using solid materials such as wood, stucco, or masonry.</p>
<p><b>Designing enclosures for historic porches when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.</b></p>	

<p>Entrances and Porches (continued)</p> <p style="text-align: center;"><u><i>Recommended</i></u></p> <p><b>Designing and installing additional entrances or porches when required for the new use in a manner that preserves the historic character of the building, i.e., limiting such alteration to non-character-defining elevations.</b></p>	<p style="text-align: center;"><u><i>Not Recommended</i></u></p> <p>Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.</p>
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**Storefronts**

Storefronts are quite often the focus of historic commercial buildings and can thus be extremely important in defining the overall historic character. Because storefronts also play a crucial role in a store's advertising and merchandising strategy to draw customers and increase business, they area often altered to meet the needs a new business. Particular care is required in planning and accomplishing work on storefronts so that the building's historic character is preserved in the process of rehabilitation.

<p style="text-align: center;"><u><i>Recommended</i></u></p> <p><b>Identifying, retaining, and preserving</b> storefronts – and their functional and decorative features – that are important in defining the overall historic character of the building such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures.</p> <p><b>Protecting and maintaining</b> masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.</p>	<p style="text-align: center;"><u><i>Not Recommended</i></u></p> <p>Removing or radically changing storefronts – and their features – which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Changing the storefront so that it appears residential rather than commercial in character.</p> <p>Removing historic material from the storefront to create a recessed arcade.</p> <p>Introducing coach lanterns, mansard overhangings, wood shakes, nonoperable shutters, and small-paned windows if they cannot be documented historically.</p> <p>Changing the location of a storefront's main entrance.</p> <p>Failing to provide adequate protection to materials on a cyclical basis so that deterioration of storefront features result.</p>
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Storefronts (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Protecting storefronts against arson and vandalism before work begins by boarding up windows and installing alarm systems that are keyed into local protection agencies.</p>	<p>Permitting entry into the building through unsecured or broken windows and doors so that interior features and finishes are damaged through exposure to weather or through vandalism.</p>
<p>Evaluating the overall condition of storefront materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.</p>	<p>Stripping storefronts of historic material such as wood, cast iron, terra cotta, carrara glass, and brick.</p> <p>Failing to undertake adequate measures to assure the preservation of the historic storefront.</p>
<p><b>Repairing</b> storefronts by reinforcing the historic materials. Repairs will also generally include the limited replacement in kind – of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters, or signs.</p>	<p>Replacing an entire storefront when repair of materials and limited replacement of its parts are appropriate.</p>
<p><b>Replacing</b> in kind an entire storefront that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.</p>	<p>Using substitute material for the replacement parts that does not convey it with a new storefront or that is physically or chemically incompatible.</p> <p>Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.</p>
<p><b>Design for Missing Historic Features</b></p>	
<p><b>Designing and constructing a new storefront when the historic storefront is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building. Such new design should generally be flush with the facade; and the treatment of secondary design elements, such as awnings or signs, kept as simple as possible. For example, new signs should fit flush with the existing features of the facade, such as the fascia board or cornice.</b></p>	<p>Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new design that is incompatible in size, scale, material, and color.</p> <p>Using new illuminated signs; inappropriately scaled signs and logos; signs that project over the sidewalk unless they were a characteristic feature of the historic building; or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.</p>

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**BUILDING INTERIOR**

**Structural System**

If features of the structural system are exposed such as load bearing brick walls, cast iron columns, roof trusses, post and beams, vigas, or stone foundation walls, they may be important in defining the building's overall historic character. Unexposed-defining or an entire structural system may nonetheless be significant in the history of building technology; therefore, the structural system should always be examined and evaluated early in the project planning stage to determine both its physical condition and its importance to the building's historic character or historical significance. See also Health and Safety Code Requirements.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving</b> structural systems- and individual features of systems that are important in defining the overall historic character of the building, such as post and beam systems, trusses, summer beams, vigas, cast iron columns, above grade stone foundation walls, or loadbearing brick or stone walls.</p> <p><b>Protecting and maintaining</b> the structural system by cleaning the roof gutters and downspouts; replacing roof flashing; keeping masonry, wood, and architectural metals in a sound condition, and assuring that structural members are free from insect infestation.</p> <p>Examining and evaluating the physical condition of the structural system and its individual features using non-destructive techniques such as x-ray photography.</p>	<p>Removing, covering, or radically changing features of structural systems which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Putting a new use into the building which could overload the existing structural system, or installing equipment or mechanical systems which could damage the structure.</p> <p>Demolishing a loadbearing masonry wall that could be augmented and retained and replacing it with a new wall (i.e. brick or stone), using the historic masonry only as an exterior veneer.</p> <p>Leaving known structural problems untreated such as deflection of beams, cracking and bowing of walls, or racking of structural members.</p> <p>Utilizing treatments or products that accelerate the deterioration of structural material such as introducing urea-formaldehyde foam insulation into frame walls.</p> <p>Failing to provide proper building maintenance on a cyclical basis so that deterioration of the structural system results.</p> <p>Utilizing destructive probing techniques that will damage or destroy structural material.</p>

Structural System (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Repairing</b> the structural systems by augmenting or upgrading individual parts or features. For example, weakened structural members such as floor framing can be spliced, braced, or otherwise supplemented and reinforced.</p>	<p>Upgrading the building structurally in a manner that diminishes the historic character of the exterior, such as installing strapping channels or removing a decorative cornice; or damages interior features or spaces.</p>
<p><b>Replacing</b> in kind-or with substitute material-those portions or features of the structural system that are either extensively deteriorated or are missing when there are surviving prototypes such as cast iron columns, roof rafters or trusses, or sections of loadbearing walls. Substitute material should convey the same form, design, and overall visual appearance as the historic features; and, at a minimum, be equal to its loadbearing capabilities.</p>	<p>Replacing a structural member or other feature of the structural system when it could be augmented and retained.</p> <p>Installing a replacement feature that does not convey the same visual appearance, e.g., replacing an exposed wood summer beam with a steel beam.</p> <p>Using substitute material that does not equal the loadbearing capabilities of the historic material and design or is otherwise physically or chemically incompatible.</p>
<p><b>Alterations/Additions for the New Use</b></p>	
<p><b>Limiting any new excavations adjacent to historic foundations to avoid undermining the structural stability of the building or adjacent historic buildings.</b></p>	<p>Carrying out excavations or regrading adjacent to or within a historic building which could cause the historic foundation to settle, shift, or fail; or could have a similar effect on adjacent historic buildings.</p>
<p><b>Correcting structural deficiencies in preparation for the new use in a manner that preserves the structural system and individual character-defining features.</b></p>	<p>Radically changing interior spaces or damaging or destroying features or finishes that are character defining while trying to correct structural deficiencies in preparation for the new use.</p>
<p><b>Designing and installing new mechanical or electrical systems when required for the new use which minimize the number of cutouts or holes in structural members.</b></p>	<p>Installing new mechanical and electrical systems or equipment in a manner which results in numerous cuts, splices, or alterations to the structural members.</p>
<p><b>Adding a new floor when required for the new use if such an alteration does not damage or destroy the structural system or obscure, damage, or destroy character-defining spaces, features, or finishes.</b></p>	<p>Inserting a new floor when such a radical change damages a structural system or obscures or destroys interior spaces, features, or finishes.</p>

Structural System (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Creating an atrium or a light well to provide natural light when required for the new use in a manner that assures the preservation of the structural system as well as character-defining interior spaces, features, and finishes.</b></p>	<p>Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are radically changed.</p> <p>Damaging the structural system or individual features; or radically changing, damaging, or destroying character-defining interior spaces, features, or finishes in order to create an atrium or a light well.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Interior: Spaces, Features, and Finishes**

An interior floor plan, the arrangement of spaces, and built in features and applied finishes may be individually or collectively important in defining the historic character of the building. Thus, their identification, retention, protection, and repair should be given prime consideration in every rehabilitation project and caution exercised in pursuing any plan that would radically change character-defining spaces or obscure, damage or destroy interior features or finishes.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Interior Spaces</b></p> <p><b>Identifying, retaining, and preserving</b> a floor plan or interior spaces that are important in defining the overall historic character of the building. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, theaters, auditoriums, and important industrial or commercial use spaces.</p>	<p>Radically changing a floor plan or interior spaces-including individual rooms-which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Altering the floor plan by demolishing principal walls and partitions to create a new appearance.</p> <p>Altering or destroying interior spaces by inserting floors, cutting through floors, lowering ceilings, or adding or removing walls.</p> <p>Relocating an interior feature such as a staircase so that the historic relationship between features and space is altered.</p>

Interior Features and Finishes (continued)	
<p style="text-align: center;"><b><u>Recommended</u></b></p> <p><b>Interior Features and Finishes</b></p> <p><b>Identifying, retaining, and preserving</b> interior features and finishes that are important in defining the overall historic character of the building, including columns, cornices, baseboards, fireplaces and mantles, paneling, light fixtures, hardware, and flooring; and wallpaper, plaster, paint, and finishes such as stenciling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.</p> <p><b>Protecting and maintaining</b> masonry, wood, and architectural metals which comprise interior features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.</p> <p>Protecting interior features and finishes against arson and vandalism before project work begins, erecting protective fencing, boarding-up windows, and installing fire alarm systems that are keyed to local protection agencies.</p>	<p style="text-align: center;"><b><u>Not Recommended</u></b></p> <p>Removing or radically changing features and finishes which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Installing new decorative material that obscures or damages character-defining interior features or finishes.</p> <p>Removing paint, plaster, or other finishes from historically finished surfaces to create a new appearance (e.g. removing plaster to expose masonry surfaces such as brick walls or a chimney piece).</p> <p>Applying paint, plaster, or other finishes to surfaces that have been historically unfinished to create a new appearance.</p> <p>Stripping historically painted wood surfaces to bare wood, then applying clear finishes or stains to create a “natural look.”</p> <p>Stripping paint to bare wood rather than repairing or reapplying grained or marbled finishes to features such as doors and paneling.</p> <p>Radically changing the type of finish or its color, such as painting a previously varnished wood feature.</p> <p>Failing to provide adequate protection to materials on a cyclical basis so that deterioration of interior features results.</p> <p>Permitting entry into historic buildings through unsecured or broken windows and doors so that interior features and finishes are damaged by exposure to weather or through vandalism.</p>

Interior Features and Finishes (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
Protecting interior features such as a staircase, mantel, or decorative finishes and wall coverings against damage during project work by covering them with heavy canvas or plastic sheets.	Stripping interiors of features such as woodwork, doors, windows, light fixtures, copper piping, radiators; or of decorative materials.
Installing protective coverings in areas of heavy pedestrian traffic to protect historic features such as wall coverings, parquet flooring and panelling.	Failing to provide proper protection of interior features and finishes during work so that they are gouged, scratched, dented, or otherwise damaged.
Removing damaged or deteriorated paints and finishes to the next sound layer using the gentlest method possible, then repainting or refinishing using compatible paint or other coating systems.	Failing to take new use patterns into consideration so that interior features and finishes are damaged.
Repainting with colors that are appropriate to the historic building.	Using destructive methods such as propane or butane torches or sanblasting to remove paint or other coatings. These methods can irreversibly damage the historic materials that comprise interior features.
Limiting abrasive cleaning methods to certain industrial or warehouse buildings where the interior masonry or plaster features do not have distinguishing design, detail, tooling, or finishes; and where wood features are not finished, molded, beaded, or worked by hand. Abrasive cleaning should only be considered after other, gentler methods have been proven ineffective.	Using new paint colors that are inappropriate to the historic building.
Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to interior features and finishes will be necessary.	Changing the texture and patina of character-defining features through sandblasting or using other abrasive methods to remove paint, discoloration or plaster. This includes both exposed wood (including structural members) and masonry.
<b>Repairing</b> interior features and finishes by reinforcing the historic materials. Repair will also generally include the limited replacement in kind – or with compatible substitute material – of those extensively deteriorated or missing parts of repeated features when there are surviving prototypes such as stairs, balustrades, wood panelling, columns; or decorative wall coverings or ornamental tin or plaster ceilings.	Failing to undertake adequate measures to assure the preservation of interior features and finishes.
	Replacing an entire interior feature such as a staircase, panelled wall, parquet floor, or cornice; or finish such as a decorative wall covering or ceiling when repair of materials and limited replacement of such parts are appropriate.
	Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts or portions of the interior feature or finish or that is physically or chemically incompatible.

Interior Features and Finishes (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Replacing</b> in kind an entire interior feature or finish that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. Examples could include wainscoting, a tin ceiling, or interior stairs. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Removing a character defining feature or finish that is unrepairable and not replacing it; or replacing it with a new feature or finish that does not convey the same visual appearance.</p>
<p><b>Design for Missing Historic Features</b></p>	
<p><b>Designing and installing a new interior feature or finish if the historic feature or finish is completely missing. This could include missing partitions, stairs, elevators, lighting fixtures, and wall coverings; or even entire rooms if all historic spaces, features, and finishes are missing or have been destroyed by inappropriate “renovations.” The design may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building, district, or neighborhood.</b></p>	<p>Creating a false historical appearance because the replaced feature is based on insufficient physical, historical, and pictorial documentation or on information derived from another building.</p> <p>Introducing a new interior feature or finish that is incompatible with the scale, design, materials, color, and texture of the surviving interior features and finishes.</p>
<p><b>Alterations/ Additions for the New Use</b></p>	
<p><b>Accommodating service functions such as bathrooms, mechanical equipment, and office machines required by the building’s new use in secondary spaces such as first floor service areas or on upper floors.</b></p>	<p>Dividing rooms, lowering ceilings, and damaging or obscuring character-defining features such as fireplaces, niches, stairways or alcoves, so that a new use can be accommodated in the building.</p>
<p><b>Reusing decorative materials or features that have had to be removed during the rehabilitation work including wall and baseboard trim, door moulding, panelled doors, and simple wainscoting; and relocating such material or features in areas appropriate to their historic placement.</b></p>	<p>Discarding historic material when it can be reused within the rehabilitation project or relocating it in historically inappropriate areas.</p>
<p><b>Installing permanent partitions in secondary spaces; removable partitions that do not destroy the sense of space should be installed when the new use requires the subdivision of character defining interior spaces.</b></p>	<p>Installing permanent partitions that damage or obscure character-defining spaces, features, or finishes.</p>

Interior Features and Finishes (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Enclosing an interior stairway where required by code so that its character is retained. In many cases, glazed fire-rated walls may be used.</b></p>	<p>Enclosing an interior stairway with fire-rated construction so that the stairwell space or any character-defining features are destroyed.</p>
<p><b>Placing new code-required stairways or elevators in secondary and service areas of the historic building.</b></p>	<p>Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding new code-required stairways and elevators.</p>
<p><b>Creating an atrium or a light well to provide natural light when required for the new use in a manner that preserves character-defining interior spaces, features, and finishes as well as the structural systems.</b></p>	<p>Destroying character-defining interior spaces, features, or finishes; or damaging the structural system in order to create an atrium or light well.</p>
<p><b>Adding a new floor if required for the new use in a manner that preserves character-defining structural features, and interior spaces, features, and finishes.</b></p>	<p>Inserting a new floor within a building that alters or destroys the fenestration; radically changes a character-defining interior space; or obscures, damages, or destroys decorative detailing.</p>

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**Mechanical Systems; Heating, Air Conditioning, Electrical, and Plumbing**

The visible feature of historic heating, lighting, air conditioning and plumbing systems may sometimes help define the overall historic character of the building and should thus be retained and repaired, whenever possible. The systems themselves (the compressors, boilers, generators, and their ductwork, wiring and pipes) will generally either need to be upgraded, augmented, or entirely replaced in order to accommodate the new use and to meet code requirements. Less frequently, individual portions of a system or an entire system are significant in the history of building technology; therefore, the identification of character-defining features or historically significant systems should take place together with an evaluation of their physical condition early in project planning.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving</b> visible features of early mechanical systems that are important in defining the overall historic character of the building, such as radiators, vents, fans, grilles, plumbing fixtures, switchplates, and lights.</p>	<p>Removing or radically changing features of mechanical systems that are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p>

Mechanical Systems (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Protecting and maintaining</b> mechanical, plumbing, and electrical systems and their features through cyclical cleaning and other appropriate measures.</p>	<p>Failing to provide adequate protection of materials on a cyclical basis so that deterioration of mechanical systems and their visible features results.</p>
<p>Preventing accelerated deterioration of mechanical systems by providing adequate ventilation of attics, crawlspaces, and cellars so that moisture problems are avoided.</p>	<p>Enclosing mechanical systems in areas that are not adequately ventilated so that deterioration of the systems results.</p>
<p><b>Repairing</b> mechanical systems by augmenting or upgrading system parts, such as installing new pipes and ducts; rewiring; or adding new compressors or boilers.</p>	<p>Replacing a mechanical system or its functional parts when it could be upgraded and retained.</p>
<p><b>Replacing</b> in kind – or with compatible substitute material – those visible features of mechanical systems that are either extensively deteriorated or are missing when there are surviving prototypes such as ceiling fans, switchplates, radiators, grilles, or plumbing fixtures.</p>	<p>Installing a replacement feature that does not convey the same visual appearance.</p>
<p><b>Alteration/Additions for the New Use</b></p>	
<p><b>Installing a completely new mechanical system if required for the new use so that it causes the least alteration possible to the building's floor plan, the exterior elevations, and the least damage to historic building material.</b></p>	<p>Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.</p>
<p><b>Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities.</b></p>	<p>Installing vertical runs of ducts, pipes, and cables in places where they will obscure character – defining features.</p>
	<p>Concealing mechanical equipment in walls or ceilings in a manner that requires the removal of historic building material.</p> <p>Installing “dropped” acoustical ceilings to hide mechanical equipment when this destroys the proportions of character –defining interior spaces.</p>
<p><b>Installing air conditioning units if required by the new use in such a manner that the historic materials and features are not damaged or obscured.</b></p>	<p>Cutting through features such as masonry wall in order to install air conditioning units.</p>

<p>Mechanical Systems (continued)</p> <p style="text-align: center;"><u><i>Recommended</i></u></p> <p><b>Installing heating/air conditioning units in the window frames in such a manner that the sash and frames are protected. Window installations should be considered only when all other heating/cooling systems would result in significant damage to historic materials.</b></p>	<p style="text-align: center;"><u><i>Not Recommended</i></u></p> <p>Radically changing the appearance of the historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames.</p>
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The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**BUILDING SITE**

The relationship between a historic building or buildings features within a property's boundaries – or building site – helps to define the historic character and should be considered an integral part of overall planning for rehabilitation project work.

<p style="text-align: center;"><u><i>Recommended</i></u></p> <p><b>Identifying, retaining, and preserving</b> buildings and their features as well as features of the site that are important in defining its overall historic character. Site features can include driveways, walkways, lighting, fencing, signs, benches, fountains, wells, terraces, canal systems, plants and trees, berms, and drainage or irrigation ditches; and archeological features that are important in defining the history of the site.</p> <p>Retaining the historic relationship between buildings, landscape features, and open space.</p>	<p style="text-align: center;"><u><i>Not Recommended</i></u></p> <p>Removing or radically changing buildings and their features or site features which are important in defining the overall historic character of the building site so that, as a result, the character is diminished.</p> <p>Removing or relocating historic buildings or landscape features, thus destroying the historic relationship between buildings, landscape features, and open space.</p> <p>Removing or relocating historic buildings on a site or in a complex of related historic structures – such as a mill complex or farm – thus diminishing the historic character of the site or complex.</p> <p>Moving buildings onto the site, thus creating a false historical appearance.</p>
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Building Site (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Protecting and maintaining</b> buildings and the site by providing proper drainage to assure that water does not erode foundation walls; drain toward the building; nor erode the historic landscape.</p>	<p>Lowering the grade level adjacent to a building to permit development of a formerly below-grade area such as a basement in a manner that would drastically change the historic relationship of the building to its site.</p>
<p>Minimizing disturbance of terrain around buildings or elsewhere on the site, thus reducing the possibility of destroying unknown archeological materials.</p>	<p>Failing to maintain site drainage so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water no longer drains properly.</p>
<p>Surveying areas where major terrain alteration is likely to impact important archeological sites.</p>	<p>Introducing heavy machinery or equipment into areas where their presence may disturb archeological materials.</p>
<p>Protecting, e.g. preserving in place known archeological material whenever possible.</p>	<p>Failing to survey the building site prior to the beginning of rehabilitation project work so that, as a result, important archeological material is destroyed.</p>
<p>Planting and carrying out any necessary investigation using professional archeologists and modern archeological methods when preservation in place is not feasible.</p>	<p>Leaving known archeological material unprotected and subject to vandalism, looting and destruction by natural elements, such as erosion.</p>
<p>Protecting the building and other features of the site against arson and vandalism before rehabilitation work begins, i.e., erecting protective fencing and installing alarm systems that are keyed into local protection agencies.</p>	<p>Permitting unqualified project personnel to perform data recovery so that improper methodology results in the loss of important archeological material.</p>
	<p>Permitting buildings and site features to remain unprotected so that plant materials, fencing, walkways, archeological features, etc. are damaged or destroyed.</p>
	<p>Stripping features from buildings and the site such as wood siding, iron fencing, masonry balustrades; or removing or destroying landscape features, including plant material.</p>

Building Site (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Providing continued protection of masonry, wood, and architectural metals which comprise building and site features through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems; and continued protection and maintenance of landscape features, including plant material.</p>	<p>Failing to provide adequate protection of materials on a cyclical basis so that deterioration of building and site features results.</p>
<p>Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to building and site features will be necessary.</p>	<p>Failing to undertake adequate measures to assure the preservation of building and site features.</p>
<p><b>Repairing</b> features of buildings and the site by reinforcing the historic materials. Repair will also generally include replacement in kind – with a compatible substitute material – of those extensively deteriorated or missing parts of features where there are surviving prototypes such as fencing and paving.</p>	<p>Replacing an entire feature of the building or site such as a fence, walkway, or driveway when repair of materials and limited replacement of deteriorated or missing parts are appropriate.</p>
<p><b>Replacing</b> in kind an entire feature of the building or site that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence to guide the new work. This could include an entrance or porch, walkway, or fountain. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building or site feature or that is physically or chemically incompatible.</p>
<p><b>Design for Missing Historic Features</b></p>	<p>Removing a feature of the building or site that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.</p>
<p><b>Designing and constructing a new feature of a building or site when the historic feature is completely missing, such as an outbuilding, terrace, or driveway. It may be based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building and site.</b></p>	<p>Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.</p>
	<p>Introducing a new building or site feature that is out of scale or otherwise inappropriate.</p>
	<p>Introducing a new landscape feature or plant material that is visually incompatible with the site or that destroys site patterns or vistas.</p>

Building Site (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Alterations/Additions for the New Use</b></p> <p><b>Designing new on site parking, loading docks, or ramps when required by the new use so that they are as unobtrusive as possible and assure the preservation of character-defining features of the site.</b></p> <p><b>Designing new exterior additions to historic buildings or adjacent new construction which is compatible with the historic character of the site and which preserve the historic relationship between a building or buildings, landscape features, and open space.</b></p> <p><b>Removing nonsignificant buildings, additions, or site features which detract from the historic character of the site.</b></p>	<p>Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features or be intrusive to the building site.</p> <p>Introducing new construction onto the building site which is visually incompatible in terms of size, scale, design, materials, color and texture or which destroys historic relationships on the site.</p> <p>Removing a historic building in a complex, a building feature, or a site feature which is important in defining the historic character of the site.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

### DISTRICT NEIGHBORHOOD

The relationship between historic buildings, and streetscape and landscape features within a historic district or neighborhood helps to define the historic character and therefore should always be a part of the rehabilitation plans.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Identifying, retaining, and preserving</b> buildings, and streetscape, and landscape features which are important in defining the overall historic character of the district or neighborhood. Such features can include streets, alleys, paving, walkways, streetlights, signs, benches, parks and gardens, and trees.</p> <p>Retaining the historic relationship between buildings, and streetscape and landscape features such as town square comprised of row houses and stores surrounding a communal park or open space.</p>	<p>Removing or radically changing those features of the district or neighborhood which are important in defining the overall historic character so that, as a result, the character is diminished.</p> <p>Destroying streetscape and landscape features by widening existing streets, changing paving material, or introducing inappropriately located new streets or parking lots.</p>

District Neighborhood (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Protecting and maintaining</b> the historic masonry, wood, and architectural metals which comprise building and streetscape features, through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems, and protecting and maintaining landscape features, including plant material.</p> <p>Protecting buildings, paving, iron fencing, etc. against arson and vandalism before rehabilitation work begins by erecting protective fencing and installing alarm systems that are keyed into local protection agencies.</p> <p>Evaluating the overall condition of building, streetscape and landscape materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.</p> <p><b>Repairing</b> features of the building, streetscape, or landscape by reinforcing the historic materials. Repair will also generally include the replacement in kind – or with a compatible substitute material – of those extensively deteriorated or missing parts or features when there are surviving prototypes such as porch balustrades, paving materials, or streetlight standards.</p> <p><b>Replacing</b> in kind an entire feature of the building, streetscape, or landscape that is too deteriorated to repair – when the overall form and detailing are still evident – using the physical evidence to guide the new work. This could include a storefront, a walkway, or a garden. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.</p>	<p>Removing or relocating historic buildings, or features of the streetscape and landscape, thus destroying the historic relationship between buildings, features, and open space.</p> <p>Failing to provide adequate protection of materials on a cyclical basis so that deterioration of building, streetscape, and landscape features results.</p> <p>Permitting buildings to remain unprotected so that windows are broken; and interior features are damaged.</p> <p>Stripping features from buildings or the streetscape such as wood siding, iron fencing, or terra cotta balusters; or removing or destroying landscape features, including plant material.</p> <p>Failing to undertake adequate measures to assure the preservation of building, streetscape, and landscape features.</p> <p>Replacing an entire feature of the building, streetscape, or landscape such as a porch, walkway, or streetlight, when repair of materials and limited replacement of deteriorated or missing parts are appropriate.</p> <p>Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building, streetscape, or landscape feature or that is physically or chemically incompatible.</p> <p>Removing a feature of the building, streetscape, or landscape that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.</p>

District Neighborhood (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Design for Missing Historic Features</b></p>	
<p><b>Designing and constructing a new feature of the building, streetscape or landscape when the historic feature is completely missing, such as row house steps, a porch, streetlight, or terrace. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the district or neighborhood.</b></p>	<p>Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.</p> <p>Introducing a new building, streetscape or landscape feature that is out of scale or otherwise inappropriate to the setting's historic character, e.g. replacing picket fencing with chain link fencing.</p>
<p><b>Alterations/Additions for the New Use</b></p>	
<p><b>Designing required new parking so that it is as unobtrusive as possible, i.e., on side streets or at the rear of buildings. "Shared" parking should also be planned so that several businesses can utilize one parking area as opposed to introducing random, multiple lots.</b></p>	<p>Placing parking facilities directly adjacent to historic buildings which cause the removal of historic plantings, relocation of paths and walkways, or blocking of alleys.</p>
<p><b>Designing and constructing new additions to historic buildings when required by the new use. New work should be compatible with the historic character of the district or neighborhood in terms of size, scale, design, material, color and texture.</b></p>	<p>Introducing new construction into historic districts that is visually incompatible or that destroys historic relationships within the district or neighborhood.</p>
<p><b>Removing nonsignificant buildings, additions, or streetscape and landscape features which detract from the historic character of the district or the neighborhood.</b></p>	<p>Removing a historic building, building feature, or landscape or streetscape feature that is important in defining the overall historic character of the district or the neighborhood.</p>

The aforementioned work is highlighted in bold to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

**Although the work in these sections is quite often an important aspect of rehabilitation projects, it is usually *not part* of the overall process of preserving character-defining features (maintenance, repair, replacement); rather, such work is assessed for its potential negative impact on the building's historic character. For this reason, particular care must be taken not to obscure, radically change, damage, or destroy character-defining features in the process of rehabilitation work to meet new use requirements.**

**HEALTH AND SAFETY CODE REQUIREMENTS**

As a part of the new use, it is often necessary to make modifications to a historic building so that it can comply with current health, safety and code requirements. Such work needs to be carefully planned and undertaken so that it does not result in a loss of character-defining spaces, features, and finishes.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Identifying the historic building's character-defining spaces, features, and finishes so that code required work will not result in their damage or loss.</p>	<p>Undertaking code-required alterations to a building or site before identifying those spaces, features, or finishes which are character-defining and must therefore be preserved.</p>
<p>Complying with health and safety code, including seismic codes and barrier-free access requirements, in such a manner that character-defining spaces, features, and finishes are preserved.</p>	<p>Altering, damaging, or destroying character-defining spaces, features, and finishes while making modifications to a building or site to comply with safety codes.</p>
<p>Working with local code officials to investigate alternative life safety measures or variances available under some codes so that alterations and additions to historic buildings can be avoided.</p>	<p>Making changes to historic buildings without first seeking alternatives to code requirements.</p>
<p>Providing barrier-free access through removable or portable, rather than permanent, ramps.</p>	<p>Installing permanent ramps that damage or diminish character-defining features.</p>
<p>Providing seismic reinforcement to a historic building in a manner that avoids damaging the structural system and character-defining features.</p>	<p>Reinforcing a historic building using measures that damage or destroy character-defining structural and other features.</p>
<p>Upgrading historic stairways and elevators to meet health and safety codes in a manner that assures their preservation, i.e. so that they are not damaged or obscured.</p>	<p>Damaging or obscuring historic stairways and elevators or altering adjacent spaces in the process of doing work to meet code requirements.</p>
<p>Installing sensitively designed fire suppressions systems, such as a sprinkler system for wood frame mill buildings, instead of applying fire-resistant sheathing to character-defining features.</p>	<p>Covering character-defining wood features with fire-resistant sheathing which results in altering their visual appearance.</p>
<p>Applying fire-retardant coatings, such as intumescent paints, which expand during fire to add thermal protection to steel.</p>	<p>Using fire-retardant coatings if they damage or obscure character-defining features.</p>
<p>Adding a new stairway or elevator to meet health and safety codes in a manner that preserves adjacent character-defining features and space.</p>	<p>Radically changing, damaging, or destroying character-defining spaces, features, or finishes when adding a new code required stairway or elevator.</p>

Health and Safety Code Requirements (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Placing a code-required stairway or elevator that cannot be accommodated within the historic building in a new exterior addition. Such an addition should be located at the rear of the building or an inconspicuous side; and its size and scale limited in relationship to the historic building.</p>	<p>Constructing a new addition to accommodate code-required stairs and elevators on character-defining elevations highly visible from the street; or where it obscures, damages or destroys character-defining features.</p>

**ENERGY RETROFITTING**

Some character-defining features of a historic building or site such as cupolas, shutters, transoms, skylights, sun rooms, porches, and plantings also play a secondary energy conserving role. Therefore, prior to retrofitting historic buildings to make them more energy efficient, the first step should always be to identify and evaluate the existing historic features to assess their inherent energy conserving potential. If it is determined that retrofitting measures are necessary, then such work needs to be carried out with particular care to insure that the building's historic character is preserved in the process of rehabilitation.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>District/Neighborhood</b></p> <p>Maintaining those existing landscape features which moderate the effects of the climate on the setting such as deciduous trees, evergreen wind-blocks, and lakes or ponds.</p> <p><b>Building Site</b></p> <p>Retaining plant materials, trees, and landscape features, especially those which perform passive solar energy functions, such as sun shading and wind breaks.</p> <p>Installing freestanding solar collectors in a manner that preserves the historic property's character-defining features.</p> <p>Designing attached solar collectors, including solar greenhouses, so that the character-defining features of the property are preserved.</p>	<p>Stripping the setting of landscape features and landforms so that the effects of the wind, rain, and the sun result in accelerated deterioration of historic materials.</p> <p>Removing plant materials, trees, and landscape features, so that they no longer perform passive solar energy functions.</p> <p>Installing freestanding solar collectors that obscure, damage, or destroy historic landscape or archeological features.</p> <p>Locating solar collectors where they radically change the property's appearance; or damage or destroy character-defining features.</p>

Energy Retrofitting (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p><b>Masonry/Wood/Architectural Metals</b></p>	
<p>Installing thermal insulation in attics and in unheated cellars and crawlspaces to increase the efficiency of the existing mechanical systems.</p>	<p>Applying urea of formaldehyde foam or any other thermal insulation with a water content into wall cavities in an attempt to reduce energy consumption.</p>
<p>Installing insulating material on the inside of masonry walls to increase energy efficiency where there is no character-defining interior moulding around the window or other interior architectural detailing.</p>	<p>Resurfacing historic building materials with more energy efficient but incompatible materials, such as covering historic masonry with exterior insulation.</p>
<p>Installing passive solar devices such as a glazed “trombe” wall on a rear or inconspicuous side of the historic building.</p>	<p>Installing passive solar devices such as an attached glazed “trombe” wall on primary or other highly visible elevations; or where historic material must be removed or obscured.</p>
<p><b>Roofs</b></p>	
<p>Placing solar collectors on non-character-defining roofs or roofs of non-historic-adjacent buildings.</p>	<p>Placing solar collectors on roofs when such collectors change the historic roofline or obscure the relationship of the roof to character-defining roof features, such as dormers, skylights, and chimneys.</p>
<p><b>Windows</b></p>	
<p>Utilizing the inherent energy conserving features of a building by maintaining windows and louvered blinds in good operable condition for natural ventilation.</p>	<p>Removing historic shading devices rather than keeping them in an operable condition.</p>
<p>Improving thermal efficiency with weather-stripping, storm windows, caulking, interior shades, and, if historically appropriate, blinds and awnings.</p>	<p>Replacing historic multi-paned sash with new thermal sash utilizing false muntins.</p>
<p>Installing interior storm windows with airtight gaskets, ventilating holes, and/or removable clips to insure proper maintenance and to avoid condensation damage to historic windows.</p>	<p>Installing interior storm windows that allow moisture to accumulate and damage the window.</p>
<p>Installing exterior storm windows which do not damage or obscure the windows and frames.</p>	<p>Installing new exterior storm windows which are inappropriate in size or color and which are inoperable.</p>

Energy Retrofitting (continued)	
<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Considering the use of lightly tinted glazing on non-character defining elevations if other energy retrofitting alternatives are not possible.</p>	<p>Replacing windows or transoms with fixed thermal glazing or permitting windows and transoms to remain inoperable rather than utilizing them for their energy conserving potential.</p> <p>Using tinted or reflective glazing on character-defining or other conspicuous elevations.</p>
<p><b>Entrances and Porches</b></p>	
<p>Utilizing the inherent energy conserving features of a building by maintaining porches, and double vestibule entrances in good condition so that they can retain heat or block the sun and provide natural ventilation.</p>	<p>Enclosing porches located on character-defining elevations to create passive solar collectors on airlock vestibules. Such enclosures can destroy the historic appearance of the building.</p>
<p><b>Interior Features</b></p>	
<p>Retaining historic interior shutters and transoms for their inherent energy conserving features.</p>	<p>Removing historic interior features which play a secondary energy conserving role.</p>
<p><b>New Additions to Historic Buildings</b></p>	
<p>Placing new additions that have an energy conserving function, such as a solar greenhouse on non-character-defining elevations.</p>	<p>Installing new additions, such as multistory solar greenhouses additions, which obscure, damage, destroy character-defining features.</p>
<p><b>Mechanical Systems</b></p>	
<p>Installing thermal insulation in attics and in unheated cellars and crawlspaces to conserve energy.</p>	<p>Apply urea formaldehyde foam or any other thermal insulation with a water content or that may collect moisture into wall cavities</p>

**NEW ADDITIONS TO HISTORIC BUILDINGS**

An attached exterior addition to a historic building expands its “outer limits” to create a new profile. Because such expansion has the capacity to radically change the historic appearance, an exterior addition should be considered only after it has been determined that the new use cannot be successfully met by altering non-character-defining *interior* spaces. If the new use cannot be this way, then an attached exterior addition is usually an acceptable alternative. New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed in the process of rehabilitation. New design should always be clearly differentiated so that the addition does not appear to be part of the historic resources.

<u><i>Recommended</i></u>	<u><i>Not Recommended</i></u>
<p>Placing functions and services required for the new use in non-character-defining interior spaces rather than installing a new addition.</p>	<p>Expanding the size of the historic building by constructing a new addition when the new use could be met by altering non-character-defining interior spaces.</p>
<p>Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed.</p>	<p>Attaching a new addition so that the character-defining features of the historic building are obscured, damaged, or destroyed.</p>
<p>Locating the attached exterior addition at the rear or on an inconspicuous side of a historic building; and limiting its size and scale in relationship to the historic building.</p>	<p>Designing a new addition so that its size and scale in relation to the historic building are out of proportion, thus diminishing the historic character.</p>
<p>Designing new additions in a manner that makes clear what is historic and what is new.</p>	<p>Duplicating the exact form, material, style, and detailing of the historic building in the new addition so that the new work appears to be part of the historic building.</p>
<p>Designing new additions in a manner that makes clear what is historic and what is new.</p>	<p>Imitating a historic style or period of architecture in new additions, especially for contemporary uses such as drive-in banks or garages.</p>
<p>Considering the attached exterior addition both in terms of the new use and the appearance of other buildings in the historic district or neighborhood. Design for the new work may be contemporary or may reference design motifs from the historic building. In either case, it should always be clearly differentiated from the historic building and be compatible in terms of mass, materials, relationship of solids to voids, and color.</p>	<p>Designing and constructing new additions that result in the diminution or loss of the historic character of the resource, including its design, materials, workmanship, location, or setting.</p>
<p>Placing new additions such as balconies and greenhouses on non-character-defining elevations and limiting the size and scale in relationship to the historic building.</p>	<p>Using the same wall plane, roof line, cornice height, materials, siding lap or window type to make additions appear to be a part of the historic building.</p>
<p>Placing new additions such as balconies and greenhouses on non-character-defining elevations and limiting the size and scale in relationship to the historic building.</p>	<p>Designing new additions such as multistory greenhouse additions that obscure, damage, or destroy character-defining features of the historic building.</p>

New Additions to Historic Buildings (continued)	
<p data-bbox="407 260 589 294" style="text-align: center;"><b><u>Recommended</u></b></p> <p data-bbox="199 327 797 457">Designing additional stories, when required for the new use, that are set back from the wall plane and are as inconspicuous as possible when viewed from the street.</p>	<p data-bbox="1015 254 1226 287" style="text-align: center;"><b><u>Not Recommended</u></b></p> <p data-bbox="823 344 1421 407">Constructing additional stories so that the historic appearance of the building is radically changed.</p>

## **Appendix D: TREE CARE and MAINTENANCE**

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### **Selecting Your Tree**

Trees are for a lifetime, so it pays to spend time now making sure you get the best. In fact, several months before you plant is not too soon to start shopping. Here are four steps to help you make the right decisions:

1. Think clearly about the purpose of your new tree.  
(Examples: shade, privacy, aesthetics, windbreak, etc.)
2. Write down the limitations of the site where you will be planting.  
(Examples: overhead wires, confined root zone, dry climate, clay soil, etc.)
3. Select the species or cultivar to plant that best matches the above conditions you have identified.
4. Examine the trees before you buy, and buy for quality.

Buy only from reputable nurseries (local or mail order). Are they members of professional organizations such as the Mailorder Association of Nurseries or the American Association of Nurserymen? If local, do they have knowledgeable staff to answer questions and care for trees properly “behind the scenes?”

### **Look for These Physical Characteristics in Your Trees:**

#### **Trunk-**

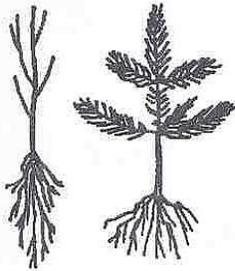
- Is it reasonably straight? Does the trunk taper nicely?
- Is the bark free of cuts and scrapes?  
(Reject trees with wounds wider than  $\frac{1}{4}$  the circumference of the trunk.)
- Are pruning wounds healed over?  
Is it free of frost cracks, sunscald, swollen areas and evidence of disease or insect injury?

## Trunk-

### What is Caliper?

Trunk diameter on young trees is referred to as its caliper size. For standardization, this measurement is taken 6" above the ground on trees with a diameter of 4" or smaller, and 12" above the ground on larger planting stock. The diameter of larger trees is measured approximately 4 ½ feet above ground level and is expressed as diameter breast high (DBH).

#### Bare Root Seedlings-



- Roots should be moist and fibrous.
- Deciduous seedlings up to 10" in height should have roots approximately equal to the stem length; from 12" – 24", look for roots approximately 10" – 12" long.

**NOTE:** Bare root trees of large sizes are also available, but at fewer and fewer nurseries. It may be worth locating a source, as this can often save you 30 to 50 percent of the cost. Careful storage is necessary to prevent drying and planting must be completed before dormancy ends. Success is best with species that continue stem elongation all summer, such as locust hackberry and elm.

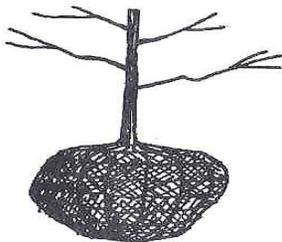
#### Containerized Seedlings-



- The soil plug should be moist and firm.
- Avoid tall, spindly tops. Well developed roots are more important than height of the seedling.

## Roots-

- Is the root ball firm to the touch, especially near the trunk?
- Is the root ball adequate for the tree's size? (See Chart, Page 4)
- Are large, circling roots absent?  
(Check this by feeling down into the top 3' or 4" of the pot.)
- Are pruned roots cut cleanly and no wider than an average finger?
- Are soil and roots joined tightly?



(B & B) Balled and Burlapped



Potted

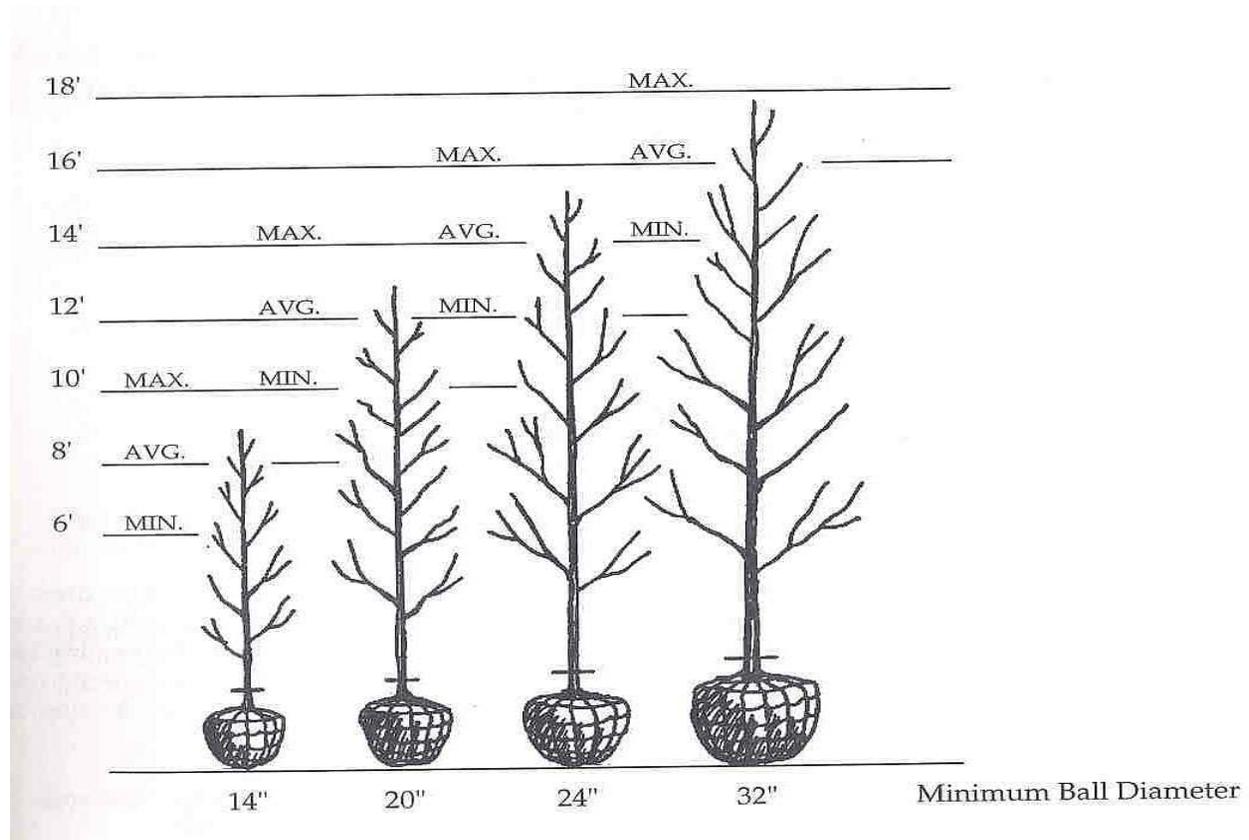
## Crown/Branches

- Is the tree symmetrical?
- Is there a single, well developed leader?
- Are buds plump and healthy looking?
- Are branches well distributed around the trunk and considerably smaller than the trunk?
- Do branches approach the ideal spacing of 8"-12" apart and form at least a 45 degree angle with the trunk?

**NOTE:** Avoid trees that have been “headed back,” the undesirable practice of pruning off the ends of branches. This is sometimes done to reduce the size of an overgrown tree to meet specifications.

## How to Check Proper Size and Root Ball Proportions

To reduce transplanting shock and assure that adequate feeding roots are moved with the tree, the American Association of Nurserymen has established standards for height-diameter relationships and root ball sizes. This chart illustrates these standards for most deciduous shade trees. A more complete range of sizes may be found in American Standard for Nursery Stock.



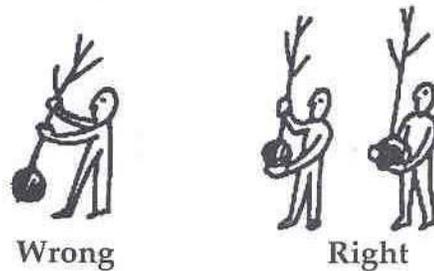
## How to Plant a Tree So It Lives

The goal of tree planting is to have a vigorous, healthy tree that lives to the limits of its natural longevity. Achieving this goal begins with careful tree selection. Next, the tree must be handled carefully until it is safely installed in its new home.

### Trees-Handle With Care

Trees are perishable products and must be treated accordingly. Reputable nursery operators know how to protect trees in shipment or while on display, but after that it is up to you. These two cardinal rules will help keep your trees alive until you get them into the ground.

1. **Carry trees carefully.** When transporting, load and unload gently, being careful not to break branches. Always provide support beneath balled or potted plants.



2. **Keep roots moist!** Depending on the trees and how long you must store them before planting, techniques to prevent drying vary. They include re-dampening the packing material around small bare root seedlings and storing in a refrigerator between 30- 40 degrees F. Bare root trees of all sizes may also be stored by placing the roots and their packing material under loose soil in a shallow trench. The garden often is a handy place to do this. While actually planting, continue to protect the roots from wind and sun by wrapping in wet burlap or carrying in a bucket of water, possibly with mud, moss or sawdust added.

Balled and burlapped or potted trees should be checked for dryness by finger length probing into the soil. Sprinkle or water if necessary. Then store them in a cool garage or shaded area out of the wind.

**Tip:** Buy early in the season to get the best selection of trees – then plant without delay.

## Planting Bare Root Seedlings



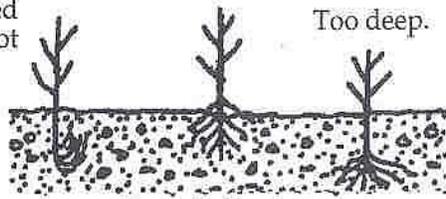
In light or sandy soil, a planting slot makes the job fast and easy. Planting small seedlings in a garden or other temporary spot for the first year is a way to assure better protection, watering and weed control until the seedling is larger. Then it may be transplanted to a permanent location.



In heavier (clay) soil or when planting larger bare root stock, it is best to use the shovel and hole method. This prevents soil compaction and glazing of the hole's sides, allowing new roots to spread more easily.

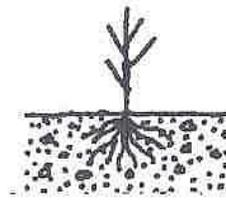
## Avoid These Common Planting Errors:

J- or U- shaped roots. Hole not large enough.



Too deep.

Too shallow or soil washed away.



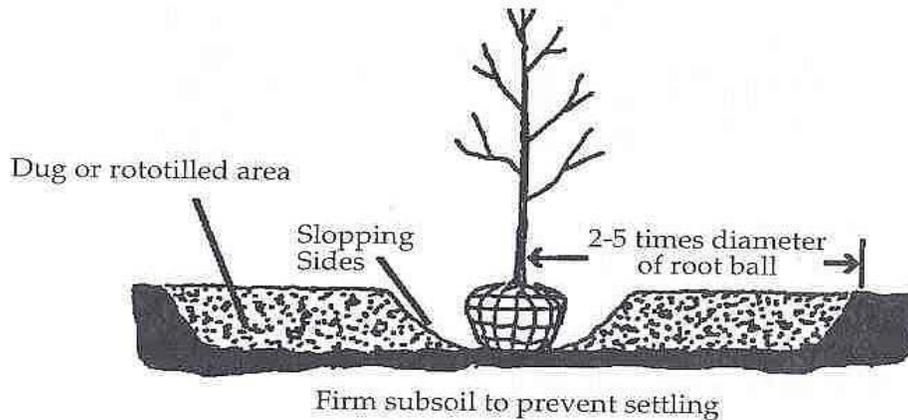
Roots spread down and outward. Soil level even with root collar (soil level where the seedling was grown in the nursery).

## Planting Burlapped or Potted Trees

Recommendations for planting have evolved in recent years as more is learned about the nature of roots and urban soils. Local conditions make generalizations difficult, but here are some guidelines that reflect the latest opinions of tree experts:

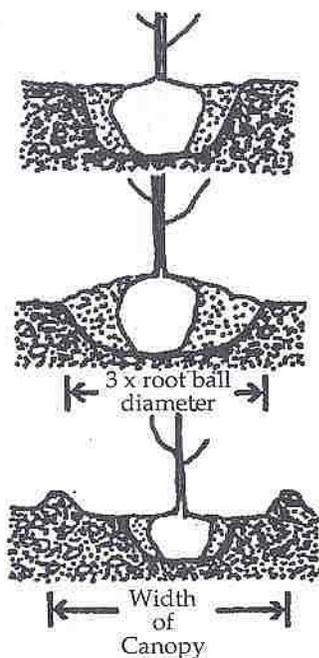
## The Planting Hole

More than any other change in tree planting procedures is the new focus on the planting hole. It can be summed up by the saying, “Don’t plant a \$100 hole!” Proper preparation will encourage root growth rather than adding to the difficulties already challenging the young tree. Here’s the way to give your tree a boost toward rapid growth and recovery from transplant shock.



This method recognizes the fact that most roots spread through the top 12” of soil in a wide periphery around the tree. Therefore, slope the side of the hole and dig or deeply rototill an area around the hole at least twice the diameter of the ball or container. An area up to five times the diameter is recommended if the soil is particularly compacted, the roots of other trees will not be damaged, and space and aesthetics allow.

## How Deep Should You Plant?



- Under normal conditions, root growth is best encouraged by planting even with the surrounding terrain.
- When wet conditions or heavy soil are problems, raising about 1/3 of the root ball above ground will aid the spread of lateral roots.
- In arid climates, a basin can be used to collect precious water.

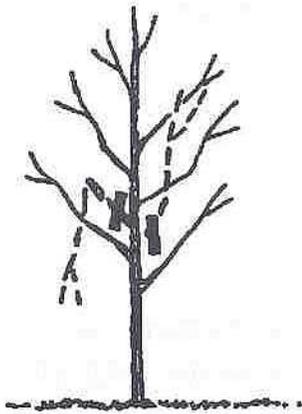
## Filling the Hole

Backfill with native soil unless it is clay from basement excavation or other undesirable fill material. In that case, mix in soil amendments according to instructions from a local nursery, or bring in as much good topsoil as possible. Tamp gently and add water to fill large air spaces and to give your tree its first good drink in its new home. As the tree grows, be sure to water the surrounding soil area to encourage root spread.

## What About the Wrapping Material?

Research has not yet provided a definite answer about the potential harm of leaving wire baskets in place after planting. However, the most prudent action is to cut and remove the top two tiers of wire after the ball is set in the hole. Problems more serious than wire baskets are treated burlap (feels like plastic) and nylon rope. Both should be completely removed. Other kinds of burlap and twine, even if biodegradable, should be cut away from the upper 1/3 of the ball. Never let the remaining pieces protrude above the soil or they can act as wicks, drying the soil. Trees in pots or cans should be gently removed before planting. Cut away the plastic or metal if the root ball does not slide out easily. Paper or plastic trunk wrappers should also be removed. This material was put on the tree to protect it during shipment and will generally do more harm than good if allowed to remain on the tree.

## Following Up After Planting



*Leave as much leaf as possible to help the tree build food reserves. Properly prune out dead or broken limbs, or those that rub. Do corrective pruning for shape the second year.*

### Watering

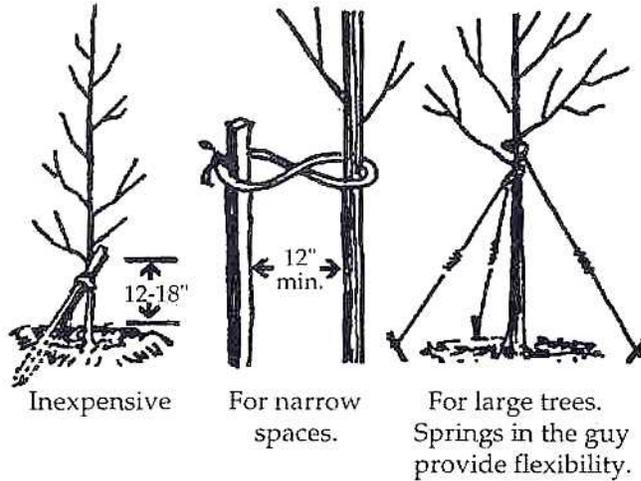
Watering is the key to tree survival. It should be used when filling the planting hole to eliminate large air cavities, firm the soil around fine roots and make nourishment available to the new tree. During planting, bare root trees can be dipped in water absorbing polymers. This amazing chemical comes under a variety of brand names and is available from nurseries. Its function is to attract water when abundant and hold it longer than soil when condition get dry. It can also be used with balled and burlapped trees, being mixed with the backfill. The effects last for about two years. With or without the aid of polymers, water deeply around your tree once a week during warm dry spells.

### Fertilizing

Avoid fertilizing shade trees until late spring of the second year following planting. fertilizers can “burn” roots or stimulate crown growth faster than the roots can supply water.

## Staking

Stakes and guy wires should be used only if support is necessary. Stakes sometimes create tripping hazards and can weaken a young tree. However, when using, avoid common problems by following these guidelines:



- If the main stem droops, find the best place for support ties by moving your hands up the trunk to locate the point above which the top can stand up on its own. Place the support ties about 6” above the point.

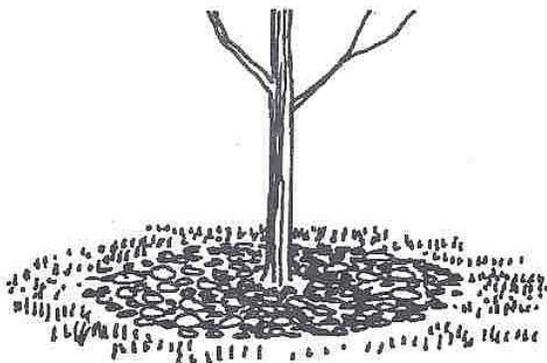
- Ties can be made many ways, but a loosely-fitted figure 8 tie made of polyethylene, cloth or webbed strap is easy to install, provides good support and cushions the tree from rubbing against the stake. Using two ties will also minimize the chance of bark damage from rubbing.

*Stakes vary with space available and personal preference, but should be used only when absolutely necessary.*

- Regardless of the tie used, allow slack for the top to sway.
- Avoid driving stakes through the rootball, or using stakes with flanges that will break roots when removed.
- Remove support ties after one or two years.

## Pruning

Unless directions specify otherwise, it is better not to prune after the planting if the tree will be watered regularly. Leaves manufacture the food needed for root growth, so the young tree needs as much of its crown as possible. Exceptions to this rule include trees that will be exposed to strong winds or drought conditions, in which cases early pruning will reduce the demand for water from the roots. Always prune dead or broken branches.



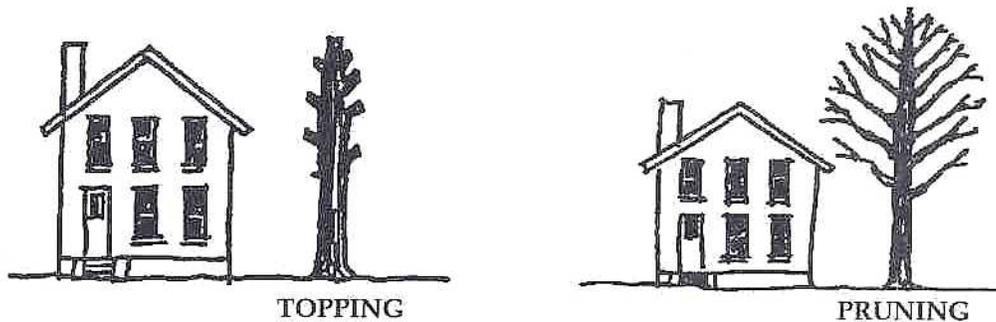
*Mulch is any material placed on soil to protect it and that does not cause the plant problems. Common mulches include bark, wood chips, decorative gravel and crushed lava.*

## Mulch

Mulch is a young tree’s best friend. It holds down competing weeds or grass, retains soil moisture, prevents soil cracking that can damage new roots, protects the trunk from lawnmower damage, and helps prevent soil compaction. Organic mulches such as wood chips or pine needles also contribute to better soil structure and aeration as they decompose. Avoid limestone rock and allow no mulch to touch the tree’s trunk or be piled higher than 3 inches.

## What is Topping?

Topping is the excessive trimming and/or elimination of the tree crown, limbs and branches which gives the tree an abnormal vertical orientation.



## What is Pruning?

Pruning is the acceptable process of removing branches and limbs in such a manner as to reduce potential hazards from overgrowth, and produce a desirable form, minimizing the negative effects which occur from excessive removal, or “topping.”

## Why NOT to “Top”

**Starvation:** Good pruning practices rarely remove more than 1/4 to 1/3 of the crown, which in turn does not seriously interfere with the ability of a tree’s leafy crown to manufacture food. Topping removes so much of the crown that it upsets an older tree’s well developed crown to root ratio and temporarily cuts off its food making ability.

**Shock:** A tree’s crown is like an umbrella that shields much of the tree from the direct rays of the sun. By suddenly removing this protection, the remaining bark tissue is so exposed that scalding may result. There may also be a dramatic effect on neighboring trees and shrubs. If these thrive in shade and the shade is removed, poor health or death may result.

**Insects and Disease:** The large stubs of a topped tree have a difficult time forming callus. The terminal location of these cuts, as well as their large diameter, prevent the tree’s chemically based natural defense system from doing its job. The stubs are highly vulnerable to insect invasion and the spores of decay fungi. If decay is already present in the limb, opening the limb will speed the spread of disease.

**Weak Limbs:** At best, the wood of a new limb that sprouts after a larger limb is truncated is more weakly attached than a limb that develops more normally. If rot exists or develops at the severed end of the limb, the weight of the sprout makes a bad situation even worse.

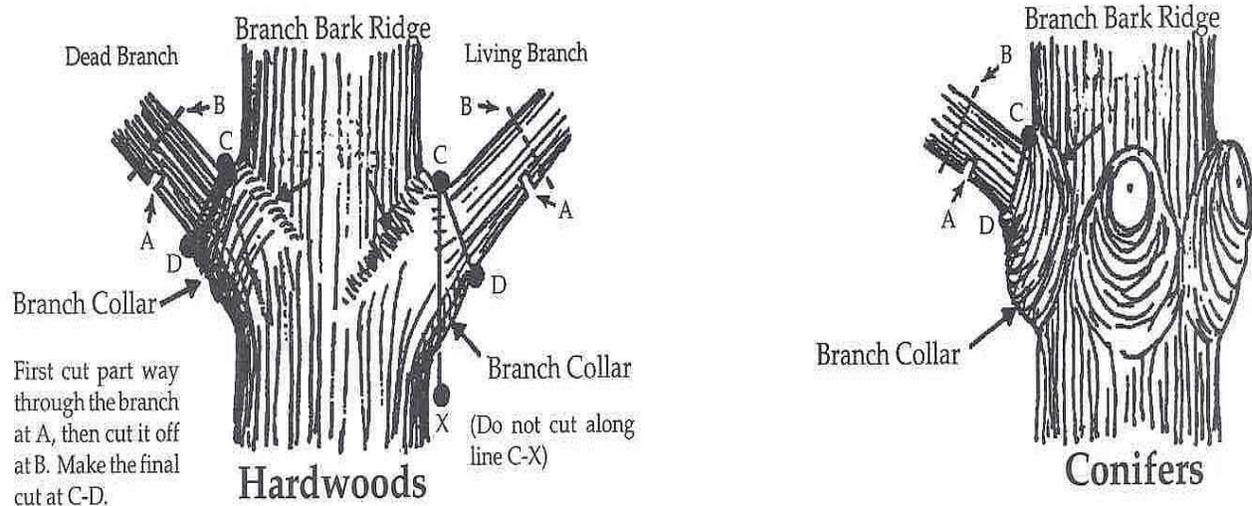
**Rapid New Growth:** The goal of topping is usually to control the height and spread of a tree. Actually, it has just the opposite effect. The resulting sprouts (often called water sprouts) are far

more numerous than normal new growth and they elongate so rapidly that the tree returns to its original height in a very short time with a far denser crown.

**Tree Death:** Some older trees are more intolerant to topping than others. Beeches, for example, do not sprout readily after severe pruning and the reduced foliage most surely will lead to death of the tree.

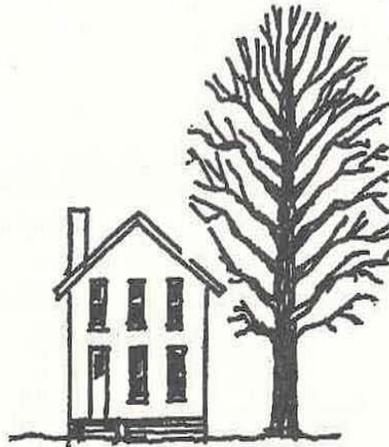
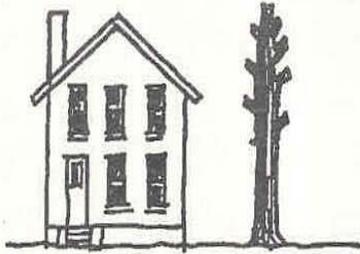
**Ugliness:** A topped tree is a disfigured tree. Even with its regrowth it never regains the grace and character of its species. The landscape and the community are robbed of a valuable asset.

## Proper Pruning Principles



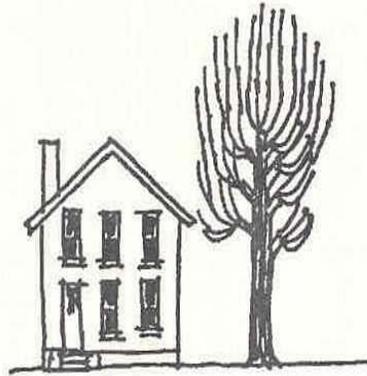
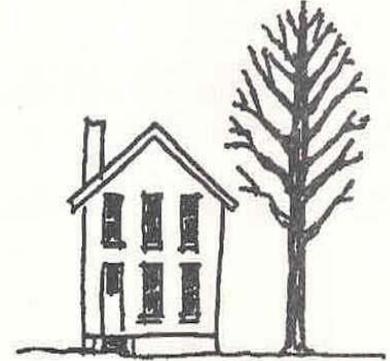
Thanks largely to the work of Dr. Alex L. Shigo and other scientists at the USDA Forest Service's Northeastern Forest Experiment Station in Durham, NH, much is now understood about a tree's natural system of defense against infections from wounds. Based on this knowledge, these methods of making pruning cuts are recommended to help work with rather than against a tree's natural tendency to wall off injured tissues and prevent the spread of decay. In these illustrations, final cuts should be made from points C to D. Do not cut along line C-X, which is simply an imaginary vertical line to help you locate C-D.

## TOPPING



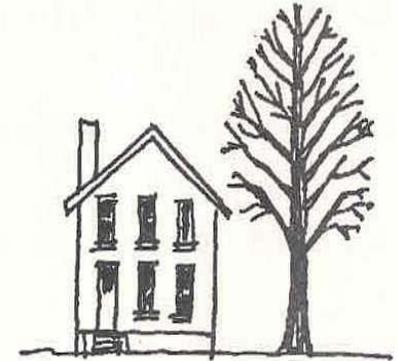
*Original*

## PRUNING



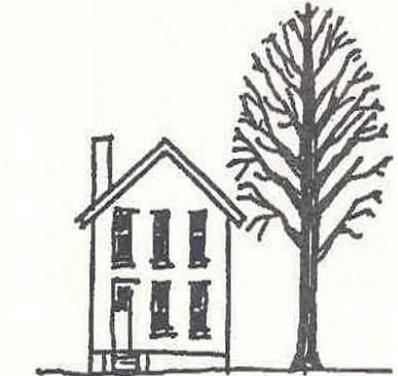
Year 3

Vigorous sprouts have sprung out of the topped tree in large numbers and are growing with abnormal rapidity. The pruned tree adds growth more slowly and more normally distributed.



Year 6

In a relatively short time, the topped tree is as tall - and far bushier and more dangerous - than it was to begin with. The properly pruned tree is safer, more beautiful, and its size better controlled.



## Source of Information

Appendix D, Tree Care and Maintenance was adopted from Tree City USA Bulletin 8 (“Don’t Top Trees!”) and 19 (“How to Select and Plant a Tree”) and was published by:

The National Arbor Day Foundation, 100 Arbor Avenue, Nebraska City, NE 68410.

## Appendix E: GLOSSARY

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**Antebellum** – Dating before the Civil War (1861-1865)

**Architrave** – The lowest part of an entablature, sometimes used by itself around a window or door. Ornamental mouldings around doors, windows, or other openings are also called architraves.

**Baluster** – A lathe-turned or rectangular upright pillar supporting a handrail or coping.

**Balustrade** – A series of balusters connected on top by coping or handrail (sometimes known as a top rail) and occasionally on the bottom by a bottom rail, and used on staircases, balconies, porches, etc.

**Bargeboard** – Ornamental and decorative boards placed on the end of a gable roof to conceal the end rafters. Also known as “vergeboard” or “gableboard.”

**Board and Batten** – Siding constructed of boards installed vertically with narrow strips called battens covering the joined edges.

**Bonds** – The pattern in which bricks are laid.

**Boxed Cornice** – A simple projection along the top on exterior wall, formed by enclosing either the end of the ceiling joists, the plate, or the end of the roof rafters.

**Bracket** – A projecting support member, usually ornamental, set under eaves or other projecting elements of a structure.

**Bungalow** – An architectural style characterized by overall simplicity, small size, dormer windows, broad gables, exposed structural members, and porches with large square piers. The style varies greatly according to geographic location and date of construction.

**Buttress** – A decorative structural member of brick or stone which supports a wall.

**Capital** – The head of a column.

**Clapboard** – A type of siding consisting of boards which are thicker on one edge than the other, with the thick edge overlapping the thinner edge of the board below. Also known as “bevel” or “lap” siding.

**Colonial Revival (1870-1950)** – An architectural style characterized by a balanced facade, the use of decorative elements such as porticoes to emphasize the front entrance, double hung windows with multiple panes, and decorative cornices.

**Corbel** – A carved or molded projecting block which acts as a means of support for floor and roof beams and other structural members. In masonry, a corbel is a series of projections, each stepped progressively further than the one below it.

**Corbelling** - A series of corbels, often masonry, and usually found on walls and chimney stacks.

**Cornice** – The projection or ornamental moulding at the top of the wall, building, arch, etc.

**Crown Moulding** – The finished moulding often located in the area of transition between wall and ceiling, or on the top edge of an exterior wall.

**Cupola** – A small dome crowning a roof or turret.

**Dormer** – A vertical window projecting from the slope of a roof; usually provided with its own roof.

**Double Hung Window** - A window with two movable sashes.

**Downspout** – A pipe which carries water from the gutters to the ground or to a sewer connection.

**Drop Siding** – A type of cladding characterized by overlapping boards with either tongued and grooved or rabbeted top and bottom edges.

**Dutch Lap** – A method of applying shingles or slate in which each shingle overlaps one below and one to the side.

**Eaves** – The portion of the roof which projects beyond the walls.

**Entablature** – The part of the building carried by the columns, including the cornice, frieze, and architrave.

**Fascia** – The principal front face of a building.

**Finial** – An ornament located at the peak of a gable.

**Flat Roof** – A roof that has only enough pitch so that rain water or melting snow can drain.

**French Door** – A door design characterized by glass panes on the entire or on most of the entire surface. French doors are usually found in pairs.

**Frieze** – A band on the top of the wall immediately below the cornice, usually decorative.

**Gambrel Roof** – A roofing having a double slope on two sides of a building.

**Gable** – The triangular end of an exterior wall in a building with a pitched roof.

**German Siding** – Drop-siding with a concave upper edge which fits into a corresponding groove in the siding above.

**Gothic Revival (1830-1880)** – An architectural style characterized by the forms and ornament of medieval Europe, such as overall cottage or castle appearance, use of the pointed arch, and steeply pitched roofs with cross gables.

**Handrail** – A railing which serves as a hand support along a stairway; can also be known as “top rail.”

**Hip Roof** – An external angle formed by the meeting of two sloping roof surfaces.

**Italianate (1840-1880)** – An architectural style characterized by the use of heavy mouldings and brackets, arched openings, cupolas or towers, and narrow single pane double hung windows and double doors.

**Lintel** – A horizontal structural member bridging an opening.

**Mansard Roof** – A roof having two slopes on all four sides; the lower slope is much steeper than the upper.

**Moulding (or Molding)** – A continuous decorative band which serves as an ornamental device either on the interior or exterior of the building.

**Newel** – The post supporting the handrail or top rail at the top and bottom of the stairway.

**Order** – The style of the column and its entablature.

**Parapet** – A protective railing or low wall often used around a balcony or along the edge of a roof.

**Pediment** – A crowning element for doors and windows consisting of a triangular section framed by horizontal moulding on the base and sloping mouldings on each of its sides.

**Pilaster** – A decorative shallow pier or rectangular column attached to a wall.

**Porte-cochere** – A covered porch or entrance which projects across a driveway, and under which vehicles may pass.

**Portico** – A covered walk or porch supported by pillars or columns.

**Queen Anne (1880-1910)** – An architectural style characterized by the multiple steep roofs, frequent use of bay windows, irregularity of plan, variety of texture, and massing.

**Rabbet Siding** – A type of cladding characterized by beveled overlapping boards with rabbeted upper edges.

**Returns** – The continuation of wall cornices, at right angles, from one surface to an adjacent surface.

**Scallop** – A carved or molded ornament in the shape of segments of a circle or shells.

**Second Empire (1855-1890)** – An architectural style characterized by multiple story structures, mansard roofs with multicolored slate or metal shingles, dormer windows, and ornate mouldings and brackets.

**Shakes** – Hand cut wooden shingles, distinguished from traditional shingles in that they are not tapered and consist of more irregular surfaces.

**Shed Roof** – A roof consisting of one inclined plane. Unlike a lean to roof, a shed roof need not be carried by a higher wall.

**Soffit** – The exposed underside of the cornice, balcony, beam, and arch, etc.

**Spandrel** – The triangular space between the stairs and the floor or between the shoulder of an arch and the surrounding rectangular framework.

**Terra Cotta** – A fine grained clay product used on the exterior of buildings either in glazed or unglazed forms, and usually brownish red in color.

**Transom Window** – A small window or series of glass panes above either a door or a double hung or casement window.

**Turned** – Fashioned by use of a lathe, such as a porch post or baluster.

**Turret** – A small and slender tower, often located on the building corner and sometimes known as a “corner turret.”

**Weatherboarding** – Wooden siding consisting of overlapping boards which are thicker at one edge than the other.

*For additional information and illustrations, refer to: Phillips, Steve J., Old House Dictionary*

# Appendix F: COMMISSION FORMS

City of Concord, North Carolina

## *Application for a Certificate of Appropriateness*

*(Type or print in black ink)*

1. Applicant: \_\_\_\_\_
2. Applicant's address *(include state and ZIP)*: \_\_\_\_\_
3. Applicant's telephone: *Home*: \_\_\_\_\_ *Work*: \_\_\_\_\_
4. Location of subject property:
  - (a) Street address: \_\_\_\_\_
  - (b) Cabarrus County P.I.N. #: \_\_\_\_\_
5. Name and address of owner *(if different from applicant)*: \_\_\_\_\_
6. Legal relationship of applicant to property owner: \_\_\_\_\_
7. Area of subject property *(acres or square feet)*: \_\_\_\_\_
8. Current zoning classification: \_\_\_\_\_ Existing land use: \_\_\_\_\_

### General Requirements

The Zoning Ordinance imposes the following general requirements on requests for Certificates of Appropriateness. The applicant must, with reference to the attached plans, demonstrate how the proposed use satisfies these requirements:

1. Description of project (work): \_\_\_\_\_  
\_\_\_\_\_
2. Specifications of project (work): \_\_\_\_\_  
\_\_\_\_\_

### Required Attachments/Submittals

1. Typed metes and bounds description of the subject property. A property deed is sufficient, provided the deed describes only the subject property.
2. Cabarrus County Land Records print-out of names and addresses of all immediately adjacent property owners, including any directly across a street.
3. Scaled site plan, if additions or accessory structures are proposed, on letter, legal, or ledger paper. Larger sized copies will be accepted if **15 folded copies** are submitted for distribution.
4. Any drawings, sketches, renderings, elevations, or photographs necessary to present a reasonable illustration of the project from both a "before" and "after" perspective.

### Certification

*I hereby depose and say that the information contained herein and herewith is true and that this application shall not be scheduled for official consideration until all of the required contents are submitted in proper form to the Planning Department.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Agent

### Staff Use Only:

Fee: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*The application fee is nonrefundable.*

**NOT FOR OFFICIAL USE**

*Note: In accordance with the Historic Districts Handbook, the Design Review Committee is responsible for the review of the more complex projects. The Committee meets either at the request of the Commission Chairperson or the property owner. The Committee meets on-site with the property owner to review the project, usually prior to the monthly meeting. On occasion, the Commission will continue an item until the next scheduled meeting if the Commission feels that there is insufficient information to vote on an application and will refer the case to the Design Review Committee.*

**Staff Use Only:**

1. Scheduled for Historic Preservation Commission consideration:  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

2. Date advertised, written notice(s) sent, and property posted: \_\_\_\_\_

3. **Record of decision:** Motion to:  Approve  Deny

	Yea	Nay
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

4. Historic Preservation Commission recommendation:  Approved  Denied  
 If denied, was an appeal filed? \_\_\_\_\_

5. Applicant notified of Commission action: \_\_\_\_\_

6. Comments: *(See minutes for details.)* \_\_\_\_\_  
 \_\_\_\_\_

*Section 1115 of the City of Concord Zoning Ordinance states: The discontinuance of work or the lack of progress toward achieving compliance with a Certificate of Appropriateness for a period of six months shall be considered as a failure to comply with a Certificate of Appropriateness.*

**NOT FOR OFFICIAL USE**

City of Concord, North Carolina  
**Appeals Application**  
**from Historic Preservation Commission**  
**to Planning and Zoning Commission**  
*(Type or print in black ink)*

1. Appellant: \_\_\_\_\_
2. Appellant's address: \_\_\_\_\_
3. Appellant's telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_
4. Location of subject property:
  - (a) Street address: \_\_\_\_\_
  - (b) Cabarrus County P.I.N. #: \_\_\_\_\_
5. Name and address of owner (if different from appellant): \_\_\_\_\_
6. Current zoning classification: \_\_\_\_\_
7. Date of filing: \_\_\_\_\_

**Appeal**

8. I (we) allege that the \_\_\_\_\_ did err by  granting  denying  
An application for a Certificate of Appropriateness affecting the above premises.
9. The Historic Preservation Commission's decision and reason(s) were:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. I (we) contend that the Commission erred in that:
  - (a) there were errors in the law \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (b) proper Ordinance and General Statutes procedures were not followed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (c) due process rights were not secured \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Staff Use Only:</b>		
Fee: _____	Received by: _____	Date: _____

**NOT FOR OFFICIAL USE**

(d) there was no competent material and substantial evidence to support the decision

\_\_\_\_\_  
 \_\_\_\_\_

(e) the decision was arbitrary and capricious \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

11. Scheduled speakers: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Certification**

*I (we) hereby dispose and say that the information contained herein and herewith is true.*

Signature of Appellant(s):

Date:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Staff Use Only:**

1. Scheduled for Planning and Zoning Commission (Board of Adjustment) consideration:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

2. Date advertised, written notice(s) sent, and property posted: \_\_\_\_\_

3. **Record of decision:** Motion to:  Approve  Deny

**Yea Nay**

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

4. Historic Preservation Commission decision is:  Reversed  Referred Back  Affirmed

5. The Historic Preservation Commission is directed to re-examine the case.

6. Findings of fact: See minutes for details.

7. Appellant notified of Planning and Zoning Commission action: \_\_\_\_\_

**NOT FOR OFFICIAL USE**

# CERTIFICATE OF APPROPRIATENESS

*HAS BEEN ISSUED*

DATE \_\_\_\_\_ APPLICANT \_\_\_\_\_

LOCATION \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_

APPROVAL: \_\_\_\_\_

NOTICE: THIS MUST BE POSTED AT THE BUILDING SITE.

*Historic Preservation Commission  
City of Concord*

**EXPIRES AFTER  
(6) SIX MONTHS!**

*P.O. Box 308  
Concord, NC 28025*

**NOT FOR OFFICIAL USE**

## **Appendix G:**

# **Unified Development Ordinance—ARTICLE 4 SECTION 12 HISTORIC PRESERVATION OVERLAY DISTRICTS**

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## **4.12. HISTORIC PRESERVATION OVERLAY (HPOD) DISTRICTS.**

### **4.12.1. PURPOSE.**

**4.12.1.1.** Concord’s designated historic districts, hereinafter referred to as the “districts,” and historic landmarks, hereinafter referred to as “landmarks” are some of the most valued and important assets of the City of Concord. They are established for the purpose of protecting and conserving the heritage of the City of Concord, County and State; for the purpose of safeguarding the character and heritage of the districts by preserving the districts as a whole and any property therein that embodies important elements of their social, economic, cultural, political, or architectural history; for the purpose of promoting the conservation of such districts or landmarks for the education, pleasure and enrichment of residents of the districts and the City of Concord, County and State as a whole; for the purpose of fostering civic beauty; and for the purpose of stabilizing and enhancing property values throughout the districts as a whole, thus contributing to the improvement of the general health and welfare of the City of Concord and the residents of the districts.

### **4.12.2. HISTORIC DISTRICT ESTABLISHMENT.**

**4.12.2.1.** The historic districts are hereby established as districts which overlap and overlay existing zoning districts, the extent and boundaries of which are as indicated on the official zoning map for the City of Concord. The boundaries of the districts are as shown on the Official Zoning Map of the City of Concord.

**4.12.2.2.** Historic districts, as provided for in this section, may from time-to-time be designated, amended, or repealed, provided; however, that no district shall be recommended for designation unless it is deemed to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance. Such districts must also possess integrity of design, setting, workmanship, materials, feeling, and/or association. No district shall be

designated, amended, or repealed until the following procedure has been carried out:

**4.12.2.2.1.** An investigation and report describing the significance of the buildings, structures, features, sites, or surroundings included in any such proposed district, and a description of the boundaries of such district has been prepared, and;

**4.12.2.2.2.** The Department of Cultural Resources, acting through the State Historic Preservation Officer or his or her designee, shall have made an analysis of and recommendations concerning such report and description of proposed boundaries. Failure of the Department to submit its written analysis and recommendations to the City Council within 30 calendar days after a written request for such analysis has been received by the Department of Cultural Resources shall relieve the City Council of any responsibility for awaiting such analysis, and the City Council may at any time thereafter take any necessary action to adopt or amend its Zoning Ordinance.

**4.12.2.3.** The City Council may also, in its discretion, refer the report and the proposed boundaries to any other interested body for its recommendations prior to taking action to amend the Zoning Ordinance.

**4.12.2.4.** With respect to any changes in the boundaries of such district subsequent to its initial establishment, or the creation of additional districts within the jurisdiction, the investigative studies and reports required by subsection (1) of this section shall be prepared by the Commission and shall be referred to the Planning and Zoning Commission for its review and comment according to the procedures set forth in the Zoning Ordinance. Changes in the boundaries of an initial district or proposal for additional districts shall be submitted to the Department of Cultural Resources in accordance with the provisions of subsection (2) of this section.

**4.12.2.5.** Upon receipt of these reports and recommendations, the City Council may proceed in the same manner as would otherwise be required for the adoption or amendment of any appropriate Zoning Ordinance provisions.

**4.12.3. HISTORIC LANDMARK ESTABLISHMENT**

**4.12.3.1.** Upon complying with the required landmark designation procedures set forth herein, the City Council may adopt and from time-to-time amend or repeal an ordinance designating one or more historic landmarks. No property shall be recommended for designation as a landmark unless it is deemed and found by the Commission to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling, and/or association.

**4.12.3.2.** The ordinance shall describe each property designated in the Ordinance, the name or names of the owner or owners of the property, those elements of the property that are integral to its historical, architectural or prehistorical value, including the land area of the property so designated, and any other information the governing board deems necessary. For each building, structure, site, area or object so designated as a landmark, the ordinance shall require that the waiting period set forth in this ordinance be observed prior to its demolition. A suitable sign for each property designated as a landmark may be placed on the property at the owner’s consent; otherwise the sign may be placed on a nearby public right-of-way.

**4.12.3.3.** No property shall be designated as a landmark until the following steps have been taken:

**4.12.3.3.1.** As a guide for the identification and evaluation of landmarks, the Commission shall, at the earliest possible time and consistent with the resources available to it, undertake an inventory of properties of historical architectural, prehistorical, and cultural significance with Concord.

**4.12.3.3.2.** The Commission shall make or cause to be made an investigation and report on the historic, architectural, prehistorical, educational, or cultural significance of each building, structure, site, area, or object proposed for designation or acquisition. Such report shall be forwarded to the Division of Archives and History, North Carolina

Department of Cultural Resources.

**4.12.3.3.3.** The Department of Cultural Resources, acting through the State Historic Preservation Officer, or his/her designee, shall either upon request of the Department or at the initiative of the Commission be given an opportunity to review and comment upon the substance and effect of the designation of any landmark. All comments will be provided in writing. If the Department does not submit its comments to the Commission within 30 days following receipt by the Department of the report, the Commission and the City Council shall be relieved of any responsibility to consider such comments.

**4.12.3.3.4.** The Commission and the City Council shall hold a joint public hearing (or separate public hearings) on the proposed ordinance. Reasonable notice of the time and place thereof shall be given.

**4.12.3.3.5.** Following the public hearings(s), the City Council may adopt the ordinance as proposed, adopt the ordinance with any amendments it deems necessary, or reject the proposed ordinance.

**4.12.3.3.6.** Upon adoption of the ordinance, the owners and occupants of each landmark shall be given written notification of such designation insofar as reasonable diligence permits. One copy of the ordinance and amendments thereto shall be filed by the Commission in the office of the Register of Deeds of Cabarrus County. Each landmark shall be indexed according to the name of the owner of the property in the grantor and grantee indexes in the Register of Deeds office and the Commission shall pay a reasonable fee for filing and indexing. A second copy of the ordinance and all amendments thereto shall be kept on file in the office of the Concord City Clerk and be made available for public inspection at any reasonable time. A third copy of the ordinance and all amendments thereto shall be given to the building inspector. The fact that a building, structure, site, area, or object has been designated a landmark shall be clearly indicated on all tax maps maintained by Cabarrus County for such period as the designation remains in effect.

**4.12.3.3.7.** Upon the adoption of the landmark ordinance or any amendments thereto, it is the duty of the Commission to give notice thereof to the tax supervisor of Cabarrus County. The designation and any recorded restrictions upon the property limiting its use for preservation purposes shall be considered

by the tax supervisor in appraising it for tax purposes.

#### **4.12.4. PERMITTED USES.**

**4.12.4.1.** The districts contain several zoning classifications. All uses permitted in any such district, whether by right or as a special exception, shall be permitted in the historic districts according to the procedures established for such uses.

#### **4.12.5. DIMENSIONAL REGULATIONS.**

**4.12.5.1.** Structures within the historic districts shall observe the dimensions and other regulations of this Ordinance, except as follows:

**4.12.5.2.** No structures or part thereof shall extend nearer to or be required to be set back further from the front lot line than the average distance of the setbacks of the nearest principal buildings within 300 feet on each side of such building and fronting on the same side of the street.

**4.12.5.3.** No building shall exceed a height of 35 feet.

**4.12.5.4.** The minimum side yard setback shall be 15 feet.

**4.12.5.5.** The minimum new side yard setback shall be 10 feet.

**4.12.5.6.** It is the intent of this section to supersede, within the historic districts, the dimensional regulations of the basic districts applying to the property.

#### **4.12.6. AUTHENTIC RESTORATION OR RECONSTRUCTION**

**4.12.6.1.** Permitted Subject to Approval of Historic Preservation Commission and Planning and Zoning Commission, Although Not Complying with Dimensional Regulations.

**4.12.6.1.1.** Where it is found by the Historic Preservation Commission that an application for a building permit covers activity constituting an authentic restoration or reconstruction in the same location as the original location and in the original conformation of the structure of a structure of historic and/or architectural significance to the historic district, such activity may be approved by the Planning and Zoning Commission, following the approval by the Historic Preservation Commission.

#### **4.12.6.2. Approval Subject to Conditions**

**4.12.6.2.1.** The Planning and Zoning Commission, in approving such authentic reconstruction or restoration, may attach reasonable and appropriate conditions to the approval, such that the public health, safety and general welfare shall be protected.

#### **4.12.6.3. Limitation on Approval**

**4.12.6.3.1.** The Planning and Zoning Commission shall not be authorized, in action undertaken by this section, to approve a use of property which is not a use permitted by right or as a special exception use within the district in which the property is located.

**4.12.6.3.2.** In addition to any other condition the Planning and Zoning Commission may make regarding such authorization, any items restored, reconstructed, or maintained on, over, or within a public sidewalk, public alley area, or other such public way shall be the responsibility of the owner, his heirs and assigns. The owner's restoration, reconstruction, or maintenance of any such item within such area shall constitute the owner's agreement to protect and hold the City of Concord blameless against any and all liability, cost, damage, or expense suffered by the City of Concord as a result of or growing out of the restoration, reconstruction, or maintenance thereof. Such items, so approved, may be lawfully restored, reconstructed, or maintained. Any such item projecting over the vehicular truck way of a street or alley shall be, at its lowest point, 10 feet above the travel way.

#### **4.12.7. PARKING WAIVER**

**4.12.7.1.** Where the Historic Preservation Commission, in considering an application for a Certificate of Appropriateness, shall find that the number of off-street parking spaces required by the zoning regulations for a building or structure for which a building permit is requested would render the building incongruous with the historic aspects of the district, it shall recommend to the Planning and Zoning Commission a waiver, in part or in whole, of the off-street parking requirements. The Planning and Zoning Commission may authorize a lesser number of off-street parking spaces, provided: (1) the Commission finds that the lesser number of off-street parking spaces will not create problems due to increased on-street parking, and (2) will not constitute a threat to the public safety.

**4.12.8. RECOMMENDATIONS ON SPECIAL EXCEPTION APPLICATIONS**

**4.12.8.1.** All special exception applications within the historic districts shall be reviewed by the Historic Preservation Commission at its next regular meeting after the application has been submitted in accordance with the requirements of this Ordinance. The Historic Preservation Commission shall forward its comments and recommendations within 45 days of the filing of the application. The recommendations shall be presented to the Planning and Zoning Commission which has final decision responsibility on applications for special exceptions.

**4.12.9. HISTORIC PRESERVATION COMMISSION**

**4.12.9.1.** Refer to Section 2.5 of this Ordinance.

**4.12.10. CERTIFICATE OF APPROPRIATENESS**

**4.12.10.1.** Required.

**4.12.10.1.1.** From and after the designation of a landmark or a historic district, no exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps, and pavement, or other appurtenant features) no above-ground utility structure nor any type of outdoor advertising sign or business identification sign shall be erected, altered, restored, moved, or demolished on such landmark or within the historic district until after an application for a Certificate of Appropriateness as to exterior features has been submitted to and approved by the Historic Preservation Commission. The municipality shall require such a certificate to be issued by the Commission prior to the issuance of a compliance permit or building permit granted for the purposes of constructing, altering, moving, or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purpose of this part. A Certificate of Appropriateness shall be required whether or not a building permit or compliance permit is required. Any building permit or such other permit not issued in conformity with this section shall be invalid.

**4.12.10.1.2.** The City of Concord and all public utility companies shall be required to obtain a Certificate of Appropriateness prior to initiating any changes in the character of street paving, sidewalks, trees, utility installations, lighting, walls, fences, structures and buildings on property, easements, or

streets owned or franchised by the City of Concord or public utility companies.

**4.12.10.2.** Procedures.

**4.12.10.2.1.** An application for a Certificate of Appropriateness shall be obtained from and, when completed, filed with the Planning Director. Applications for Certificates of Appropriateness shall be considered by the Historic Preservation Commission at its next regular meeting, provided they have been filed, complete in form and content, at least 28 days prior to the regularly scheduled meeting of the Commission; otherwise, consideration shall be deferred until the following meeting.

**4.12.10.2.2.** The Commission shall, by uniform rule in its Rules of Procedure, require data as are reasonably necessary to determine the nature of the application. An application for a Certificate of Appropriateness shall not be considered complete until all required data have been submitted. Nothing shall prevent the applicant from filing with the application additional relevant information bearing on the application.

**4.12.10.2.3.** Upon receipt of an application, the Administrator shall notify the Historic Preservation Commission at least seven calendar days before its regularly scheduled meeting.

**4.12.10.2.4.** Prior to issuance or denial of a Certificate of Appropriateness, the Commission shall conduct a public hearing in accordance with Section 3.1.7 of this Ordinance. The Administrator shall be responsible for notifying the affected parties per section 3.1.5 or this Ordinance.

**4.12.10.2.5.** The Commission shall take action on the application and in doing so shall apply the Review Criteria, contained in Section 4.12.11 of this Ordinance.

**4.12.10.2.6.** The Commission's action on the application shall be approval, approval with modifications, or disapproval.

**4.12.10.2.7.** Prior to final action on an application, the Commission, using the guidelines in Section 4.12.11, shall make findings of fact indicating the extent to which the application is or is not congruous with the historic aspects of the district.

**4.12.10.2.8.** The Commission shall cause to be

entered into the minutes of its meeting the reasons for its action, whether it be approval, approval with modifications, or denial.

**4.12.10.2.9.** If the Commission fails to take final action upon any application within 60 days after the complete application is submitted to the Planning Director, the application shall be deemed to be approved.

**4.12.10.2.10.** If the Commission determines that a Certificate of Appropriateness should not be issued, a new application affecting the same property may be submitted only if substantial change is made in plans for the proposed construction, reconstruction, alteration, restoration or moving.

**4.12.11. Review Criteria**

**4.12.11.1.** Intent

**4.12.11.1.1.** It is the intention of these regulations to insure, insofar as possible, that construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features in the district or of landmarks shall be harmonious with the special character of the district or landmark. However, it is not the intention of these regulations to require the reconstruction or restoration of individual or original buildings or prohibit the demolition or removal of same or to impose architectural styles from particular historic periods. In considering new construction, the Commission shall encourage contemporary design which is harmonious with the character of the district.

**4.12.11.1.2.** In granting a Certificate of Appropriateness, the Commission shall take into account the historic or architectural significance of the structure under consideration and the exterior form and appearance of any proposed additions or modifications to that structure as well as the effect of such change or additions upon other structures in the vicinity.

**4.12.11.1.3.** The Commission shall take no action under this ordinance except to prevent the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant features, outdoor advertising signs, or other significant features which would be incongruous with the special character of the historic district or landmark.

**4.12.11.2.** Exterior Form and Appearance

**4.12.11.2.1.** The following criteria shall be considered, when relevant, by the Commission in reviewing applications for a Certificate of Appropriateness. All applications for Certificates of Appropriateness shall be subject to review based upon the Design Guidelines then in effect. These guidelines are set forth in a manual prepared and adopted by the Commission:

- lot coverage, defined as the percentage of lot area covered by primary structures;
- setback, defined as the distance from the lot lines to the building(s);
- building height;
- spacing of buildings, defined as the distance between adjacent buildings;
- exterior building materials;
- proportion, shape, positioning, location, pattern and sizes of any elements of fenestration;
- surface textures;
- roof shapes, forms and materials;
- use of local or regional architectural traditions;
- general form and proportions of buildings and structures, and relationship of any additions to the main structure;
- expression of architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
- orientation of the building to the street;
- scale, determined by the size of the units of construction and architectural details in relation to the size of man and also by the relationship of the building mass to adjoining open space and nearby buildings and structures;
- proportion of width to height of the total building facade;
- archaeological sites and resources associated with standing structures;

- appurtenant fixtures and other features such as lighting;
- structural condition and soundness;
- walls--physical ingredients, such as brick, stone or wood walls, wrought iron fences, evergreen landscape masses, building facades, or combination of these;
- ground cover or paving;
- maintenance of pedestrian scale and orientation as well as provision for safe pedestrian movement;
- color (new construction only and not for existing residences); and
- effect of trees and other landscape elements.

**4.12.11.2.2.** The Secretary of the Interior’s “Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings” shall be the sole principles and guidelines used in reviewing applications of the State of North Carolina for Certificates of Appropriateness.

**4.12.11.3.** Interior arrangement or design shall be exempt from review by the Historic Preservation Commission. Interior construction and/or reconstruction shall not require a Certificate of Appropriateness.

**4.12.12. CERTAIN CHANGES NOT PROHIBITED**

**4.12.12.1.** Nothing in this article shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the historic district which does not involve a substantial change in design, material, or outer appearance thereof, nor to prevent the construction, alteration, restoration, or demolition of any such feature which the Building Inspector, Zoning Enforcement Officer or similar official shall certify in writing to the Commission is required by the public safety because of an unsafe or dangerous condition. Nothing herein shall be construed to prevent (a) the maintenance, or (b) in the event of an emergency, the immediate restoration, of any existing above-ground utility structure with approval by the Commission.

**4.12.13. DELAY IN DEMOLITION**

**4.12.13.1.** An application for a Certificate of Appropriateness authorizing the demolition, removal, or destruction of a designated landmark or a building structure or site within a historic district may not be denied. However, the effective date of such a certificate may be delayed for a period of up to 365 days from the date of approval. The period of delay shall be reduced by the Commission if it finds that the owner should suffer extreme hardship or be permanently deprived of all beneficial use or return from such property by virtue of the delay. During the delay period the Commission shall negotiate with the owner in an effort to find a means of preserving the building, structure, or site. If the Commission finds that a building, structure, or site has no special significance or value toward maintaining the character of a district, it shall waive all or part of such period of delay and authorize earlier demolition or removal.

**4.12.13.2.** In the case of action initiated by the City, the application for such a certificate will first be reviewed by the Commission and secondly by the City Council for final order of demolition or removal. The Commission shall consider the Housing Code Officer’s inspections and recommendations for demolition or removal of the building or structure.

**4.12.13.3.** If the Commission has voted to recommend the designation of a landmark or the designation of an area as a historic district and the final designation has not been made by the City Council, the demolition or destruction of any building, structure, or site in the proposed district or on the property of the designated landmark may be delayed by the Commission for up to 180 days or until the City Council takes final action on the designation, whichever occurs first.

**4.12.14. APPLICATION REVIEW BY COMMISSION**

**4.12.14.1.** As part of its review procedure, the Commission may view the premises and seek the advice of the Department of Cultural Resources or such other expert advice as it may deem necessary under the circumstances.

**4.12.15. APPEAL OF DECISION**

**4.12.15.1.** In any action granting or denying a Certificate of Appropriateness, an appeal by an aggrieved party may be taken to the Board of Adjustment.

**4.12.15.2.** Written notice of the intent to appeal must be sent to the Commission, postmarked within 30 days following the decision. Appeals shall be in the nature of certiorari. Appeals of decisions of the Board of Adjustment shall be heard by the Superior Court of Cabarrus County.

**4.12.15.3.** The State of North Carolina shall have a right of appeal to the North Carolina Historical Commission, which shall render its decision with 30 days from the date that a notice of appeal by the state is received by the Historical Commission. The decision of the Historical Commission shall be final and binding upon both the State and the Commission.

#### **4.12.16. COMPLIANCE**

**4.12.16.1.** Compliance with the terms of the Certificate of Appropriateness shall be enforced by the Planning Director. Failure to comply with a Certificate of Appropriateness shall be a violation of the Zoning Ordinance. The discontinuance of work or the lack of progress toward achieving compliance with a Certificate of Appropriateness for a period of six months shall be considered as a failure to comply with a Certificate of Appropriateness.

**4.12.16.2.** Nothing contained in this Ordinance shall prohibit, impair, or limit in any way the power of the City Council to prevent the construction, reconstruction, alteration, restoration, or removal of buildings, structures, appurtenant fixtures, or outdoor signs in the Historic Districts in violation of the provisions of this Ordinance. The enforcement of any remedy provided herein shall not prevent the enforcement of any other remedy or remedies provided herein or in other ordinances or laws. (See General Statute 160A-175 and 160A-389.)

#### **4.12.17. STATE RECOMMENDATIONS**

**4.12.17.1.** The districts shall not be established or the authority and powers of Section 2.5 Commission Powers be implemented until the Department of Cultural Resources shall have been given an opportunity, in accordance with the provisions of North Carolina General Statute 160A-400.4 (2), to make recommendations with respect to the establishment of the districts.



# Appendix H:

## Unified Development Ordinance - Article 7

### LANDSCAPING and BUFFERING STANDARDS

#### 7.1. GENERAL STANDARDS FOR LANDSCAPING AND BUFFERING.

##### 7.1.1. PURPOSE.

The purpose of these landscaping, screening, and buffer requirements is to provide standards that will protect the health, safety and general welfare of the public, enhance property values, improve the appearance of the community, and preserve natural resources, trees, and native plants. Planting yard regulations are established herein to minimize potential conflicts between abutting developments, enhance the appearance of buildings and parking lots, and create a unified and attractive streetscape. These requirements will be applied to all new development, redevelopment or building expansion projects including streetscaping of rights-of-ways. These minimum requirements will:

- Reduce soil erosion and increase infiltration in permeable land areas essential to storm water management and aquifer recharge;
- Mitigate air, dust, noise, heat and chemical pollution;
- Reduce the “heat island” effect of impervious surfaces, such as parking lots, by cooling and shading the surface area and breaking up large expanses of pavement;
- Establish a landscape theme including street trees and streetscape designs to be used throughout the City to promote the overall character and identity of the community;
- Address the design of entryways into the City to express the community’s values;
- Establish a streetscape program;
- Preserve existing native vegetation as an integral part of the wildlife habitats, and incorporate native plants and ecosystems into landscape design;
- Promote innovative and cost-conscious approaches to the design, installation, and maintenance of landscaping while encouraging water and energy conservation;
- Promote planting techniques that ensures long term health of plant materials;
- Screen unsightly equipment or materials from the view of persons on public streets or adjoining properties and buffering from uncomplimentary land uses;
- Maintain and increase property values by requiring site appropriate landscaping to be incorporated into development that is designed and installed by a qualified landscape professional.
- Promote walkable pedestrian-scale streetscapes, traditional neighborhoods, and compact centers by exempting uses which relate to each other functionally and visually from certain requirements of this Section.

##### 7.1.2. GENERAL STANDARDS.

**7.1.2.1. Retention of Existing Vegetation.** Existing trees, shrubs and ground cover shall be retained and incorporated into the landscape plan to the extent possible.

**7.1.2.2. Qualified Designer and Installer Required.** Landscape materials shall be installed in conformance with the approved landscape plan prepared by in accordance with § 7.2.

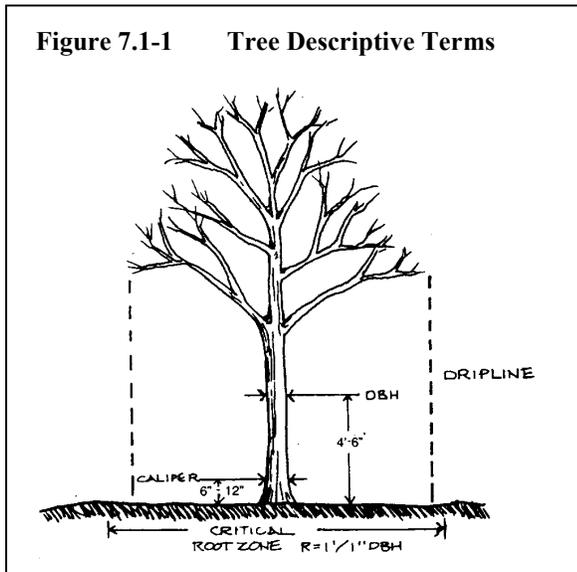
##### 7.1.3. INTERPRETATION OF LANDSCAPING TERMS.

Where necessary to interpret the precise meaning of technical landscaping terms used in this Section, reference shall be made to American Nursery and

Landscape Association (“ANLA”)(formerly the American Association of Nurserymen), *The American Standard For Nursery Stock*, (1996), which document is hereby incorporated by reference.

**7.1.3.1. Definitions.** In addition to the definitions set forth in Appendix A to this Ordinance, the following definitions shall apply to the regulation and control of landscaping within this Section.

**Figure 7.1-1 Tree Descriptive Terms**



**ARBORIST:** A qualified professional who has studied the science or art of cultivating trees especially for ornamental use.

**CALIPER:** A standard trunk diameter measurement for trees taken six inches above ground for up to and including four-inch caliper size and twelve inches above ground for larger sizes.

**CRITICAL ROOT ZONE (CRZ):** A circular region measured outward from a tree trunk representing the essential area of the roots that must be maintained in order for the tree’s survival. The critical root zone is one foot of radial distance for every inch of tree DBH with a minimum of eight feet.

**CROWN:** The upper mass or head of a tree, shrub, or vine, including branches with foliage. (Source: G. Hightshoe, *Native Trees, Shrubs, and Vines for Urban and Rural America* (New York: Van Nostrand Reinhold & Co., 1988), at 790).

**DBH:** Diameter-at-breast-height is the tree trunk diameter measured in inches at a height of 4.5 feet above ground level.

**DECIDUOUS:** Plants that lose their leaves annually.

**DECIDUOUS TREE:** A tree which sheds or loses foliage at the end of the growing season. (Source: G. Hightshoe, *Native Trees, Shrubs, and Vines for Urban and Rural America* (New York: Van Nostrand Reinhold & Co., 1988), at 790).

**DRIP LINE:** A vertical line from a tree canopy or shrub branch extending from the outermost edge to the ground.

**EVERGREEN:** Plants that retain their foliage throughout the year.

**EVERGREEN SCREEN:** A dense vegetative screen that grows to a minimum of 8 feet in height at maturity and retains foliage year round used for purposes of visual mitigation between zoning districts and/or uses.

**EVERGREEN TREE:** A tree which holds green leaves, either broadleaf or needle-shaped, throughout the year. (Source: G. Hightshoe, *Native Trees, Shrubs, and Vines for Urban and Rural America* (New York; Van Nostrand Reinhold & Co., 1988) at 791).

**GABION:** A wire basket containing primarily stones deposited to provide protection against erosion.

**GROUND COVER:** A prostrate plant growing less than 2 feet in height at maturity that is used for: a) ornamental purposes, b) alternatives to grasses, and c) erosion control on slopes.

**HORTICULTURIST:** A qualified professional who has studied the science or art of cultivating plants especially for ornamental use.

**LANDSCAPE ARCHITECT:** A landscape architect licensed pursuant to the North Carolina General Statutes.

**LANDSCAPE CONTRACTOR:** A landscape contractor, or nurseryman, certified pursuant to the NC Landscape Contractors Registration Board.

**LANDSCAPING:** The process or product of site development including grading, installation of plant materials and seeding of turf or ground cover.

**NON-LIVING MATERIALS:** Landscaping materials used to complement plants such as river rock, stone, bark, and similar materials.

**NUISANCE:** Any tree or shrub or part thereof that grows upon private or public property which 1) interferes with the use of any public area; 2) is infected with an infectious plant disease or insects; 3) is invasive and damaging to other plants; or 4) which endangers the life, health, or safety of persons or property.

**PLANTING YARDS:** The required installation of landscaping and/or screening material between zoning districts and certain individual uses. The four Planting Yards are as follows:

- **BUFFER YARD:** A planting yard comprised of a strip of land containing landscaping and/or screening materials, having a varying minimum width, located along side and rear property lines between zoning districts and/or between certain individual uses, as specified in this Article.
- **BUILDING YARD:** A planting yard comprised of a strip of land containing landscaping materials located along the front and/or sides of a building and having a varying minimum width, as specified in this Article.
- **PARKING LOT YARD:** A planting yard comprised of a strip, or strips of land containing landscaping materials located around and within a parking lot and having a varying width, as specified in this Article.
- **STREET YARD:** A planting yard comprised of a strip of land containing landscaping materials located along and parallel to a public street, or streets and having a varying minimum width, as specified in this Article.

**SCREEN:** Vegetation, fence, wall, berm or a combination of any or all of these which partially or completely blocks the view of and provides spatial separation of a portion or all of a site from an adjacent property or right-of-way.

**SHRUB, LARGE:** An upright plant growing to a mature height of more than 8 feet for use as natural ornamentation or screening.

**SHRUB, MEDIUM:** An upright plant growing to a mature height of 4 to 8 feet.

**SHRUB, SMALL:** An upright plant growing to a mature height of less than 4 feet.

**SIGNIFICANT STANDS OF TREES OR SHRUBS:** A massing or group of trees or shrubs which are (1) in good condition and are established on the site, or (2) which may be among the earliest grown species of the area, or (3) which have been identified by the community with a particular area.

**STREET TREE:** A tree planted along a public street or roadway behind or within the right-of-way.

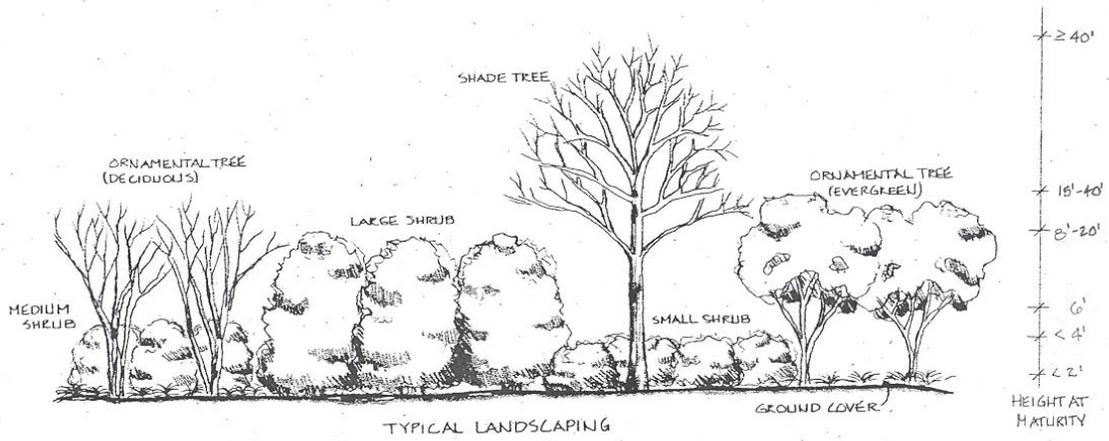
**TREE, ORNAMENTAL:** A small to medium tree, growing to a mature height of 15 to 40 feet and characterized by specific aesthetic qualities, such as colorful flowering, interesting bark or brilliant fall foliage.

**TREE, SHADE:** A large tree growing to a height of 40 feet or more at maturity, usually deciduous, and characterized by its ability to provide canopy cover shade.

**VINES:** A woody plant that spreads as it grows over the ground, walls or trellises.

**XERISCAPE:** Landscaping with native plants that utilizes the existing environmental conditions to the best advantage, conserving water and protecting the native environment.

Figure 7.1.-2 Landscape Plants Typical Sizes



## **7.2. LANDSCAPE PLAN.**

### **7.2.1. PLAN REQUIRED.**

Landscape plans shall accompany any application for site plan approval. Landscape plans shall be submitted in conformance with the requirements of Table B-2, Appendix B to this Ordinance.

### **7.2.2. PERMITS REQUIRED.**

All required landscaping materials shall be in place prior to the time of issuance of a final Certificate of Compliance (as required in Article 3).

**7.2.2.1. Performance Guarantee.** Subject to the conditions as specified in § 3.2.5.2.7 of this Ordinance, a temporary Certificate of Compliance may be issued for occupancy of a structure or initiation of a use prior to the completion of installation of all required planting yards.

### **7.2.3. VIOLATIONS.**

Failure to maintain required landscaping or to adhere to an approved landscaping plan shall constitute a zoning violation, subject to any and all remedies set forth in § 1.6 of this Ordinance.

## 7.3. PLANTING YARDS.

### 7.3.1. PURPOSE.

Planting yards are intended to aesthetically enhance and separate different land uses and zoning districts from each other, as well as to beautify individual sites, the roadside or streetscape, and are intended to eliminate or minimize potential nuisances such as dirt, litter, glare of lights, and unsightly buildings or parking areas. Planting yards shall include the following:

- Buffer Yards (see § 7.4)
- Building Yards (see § 7.5)
- Parking Lot Yards (see § 7.6)
- Street Yards (see § 7.7)

**7.3.2. APPLICABILITY.** Planting yards shall be required for all uses except:

- single-family detached homes;
- two-family homes (duplex);
- agricultural uses as listed in Table 4.6-1 of this Ordinance;
- any use, building or structure for which only a change of use is requested, and which requires no structural modifications which would increase its volume, scale or intensity;
- developments in the CC District (except that the Parking Lot yard requirements of § 7.6 shall apply);
- developments in a TND or PUD District;
- sites containing unoccupied public utility equipment that are less than 1,000 square feet in area, except that all electrical substations shall install a minimum Type B buffer per § 7.4.

**7.3.2.1. Expansion of Uses.** The expansion of an existing use, structure or parking lot shall be required to comply with this Section only for the expansion area. Applicants are encouraged, but not required, to landscape existing areas in conformance with this Section.

**7.3.2.2.** Different uses shall require different planting yards. Minimum dimensions shall apply and be measured horizontally. Plant quantities, in most cases, shall be based upon a point system.

**7.3.2.3.** For the purpose of this section, building setbacks (as listed in § 4.7-1) shall supersede planting yard requirements.

**7.3.2.4.** Landscaping as required within a planting yard shall be counted for only that planting yard and shall not be used in calculating the minimum quantity for any other planting yard.

**7.3.2.5.** The point system, as partially illustrated in Table 7.3-1, is established to ensure that a minimum level of landscaping is achieved during development. It sets forth the points attributable to the five different plant types that are required in the three planting yards subject to the point system. Table 7.3-1 is to be used in conjunction with the other tables in this Article to determine total landscaping required. This table is applicable to planting yards, as well as in determining credits for tree preservation.

**7.3.2.6.** When calculating points, or quantities of plants, fractions shall be rounded upward to the higher whole number for decimals of .5 and higher. Decimals below .5 shall be rounded downward to the lower whole number.

**Table 7.3-1: Points for Individual Plant Types**

Type of Plant	Points
Shade Tree	12
Ornamental Tree	6
Large Shrub	3
Medium Shrub	2
Small Shrub	1

Total landscaping required for buffer yards, building yards and street yards is determined by multiplying the length of the respective planting yard by the minimum required points per linear foot shown in the landscaping requirements tables for each of the three planting yards subject to the point system. The resultant total point figure determines the total amount of landscaping required for the respective planting yard. In some cases, the tables which set forth the planting yard landscaping requirements include a minimum required number of individual plant types, such as shade trees, or large shrubs. In those instances, the minimum number of individual plants types required shall be considered included as part of the total landscaping required.

## 7.4. BUFFER YARDS.

**7.4.1. PURPOSE.** The purpose of buffer yards is to:

- provide a transitional buffer between uses that may differ in development intensity and density; or
- provide a minimum buffer between uses of similar intensity and density.

These landscaped planting yards are intended to ensure that a natural area of appropriate size and density of plantings is planted or preserved between zoning districts and/or uses. Buffer yards shall be of different types, based upon the relationship between the two adjacent land uses between which the buffer yard is to be located. The width of the buffer yard and the density of plantings shall increase as the difference between adjacent land uses increases. Minimum dimensions shall apply, and be measured, horizontally. Widths shall be measured from the respective property line, except where buffer yards are permitted to straddle property lines, as set forth in § 7.4.4.7. Where buffer yards turn at property corners, the length measurements determining plant quantities shall not be required to overlap.

### 7.4.2. YARD TYPES.

There shall be five different classes of land uses for purposes of determining the buffer yard type. Land use classes shall be based upon the specific land use to be developed, which is permitted either by right or conditionally, in the following groupings of zoning districts or *land use groupings* as listed in the Use Matrix of Table 4.6-1 of this Ordinance:

#### **Class 1**

AG Agricultural  
 RE Rural Estate  
 RL Residential Low Density  
 RM-1 Residential Medium Density  
 RM-2 Residential Medium Density  
*Residential uses – single-family detached homes and duplex only*

#### **Class 2**

RV Residential Village  
 RC Residential Compact  
*Residential uses – other than Class 1*

#### **Class 3**

B-1 Neighborhood Commercial/Office  
 O-I Office-Institutional  
 C-1 Light Commercial and Office

*Institutional and Civic uses*  
*Professional Office/Business Services uses*

#### **Class 4**

C-2 General Commercial  
 CD Campus Development  
 PID Public Interest District  
*Retail Trade uses*  
*Wholesale Trade uses*

#### **Class 5**

I-1 Light Industrial  
 I-2 Heavy Industrial  
*Manufacturing and Industrial uses*  
*Transportation, Warehousing and Utilities uses*

**7.4.2.1.** Table 7.4-1 identifies the buffer yard type required for a given development, based on the relationship between the adjacent land uses. If an adjoining parcel is undeveloped, the minimum buffer shall be determined based on the zoning of the adjoining property. Table 7.4-2 contains the required plantings and dimensions of the respective buffer yard types. The width of the buffer yard and the density of plantings increase as the difference in the nature and intensity of development in the respective adjacent land uses increases.

**7.4.2.2.** A wall or fence, a minimum of six (6) feet in height (constructed of masonry, cedar or pressure-treated lumber), or densely planted landscaping a minimum of six (6) feet in height that would provide a complete visual separation within three (3) years of planting, may be used to reduce both the minimum width of the buffer yard and the corresponding number of points per linear foot by 20%.

**Table 7.4-1: Buffer Yard Chart**

<b>Buffer Yard Types For Adjacent Land Use Classes</b>					
<b>Land Use Class</b>	<b>1 EXISTING</b>	<b>2 EXISTING</b>	<b>3 EXISTING</b>	<b>4 EXISTING</b>	<b>5 EXISTING</b>
1 PROPOSED	N/A	N/A	N/A (B <sup>2</sup> )	N/A (C <sup>2</sup> )	N/A (D <sup>2</sup> )
2 PROPOSED	A	A	B	C	D
3 PROPOSED	B <sup>1</sup>	B <sup>1</sup>	A	A	C
4 PROPOSED	C <sup>1</sup>	C <sup>1</sup>	B <sup>1</sup>	A	B
5 PROPOSED	D <sup>1</sup>	D <sup>1</sup>	C <sup>1</sup>	B <sup>1</sup>	N/A

<sup>1</sup> Complete visual separation is required through the use of densely planted landscaping that would provide complete visual separation within three (3) years of planting, or a six foot fence (constructed of masonry or pressure-treated lumber). In either case, the requirements of Table 7.4-2 shall be met for the corresponding buffer yard.

<sup>2</sup> New single-family subdivisions shall provide the required buffer yard, if they abut existing non-residential developments which were constructed before the adoption of this Ordinance and lack the required buffer yard. If an adjacent non-residential development includes the required buffer yard, none shall be required of the residential subdivision.

**Table 7.4-2: Buffer Yard Landscaping Requirements**

<b>Buffer Yard Type</b>	<b>Minimum Width</b>	<b>Min. Required Shade Trees</b>	<b>Min. Required Ornamental Trees</b>	<b>Min. Required Large Evergreen Shrubs</b>	<b>Min. Required Points per Linear Foot</b>
A	8'	1/100'	Optional	Optional	0.2
B	15'	1/75'	1/100'	Optional	0.7
C	20'	1/50'	1/75'	Optional	1.0
D	50' or 25' w/ 6' high berm	1/50'	1/50'	Optional	1.2 or 0.9 w/ 6' high berm

**7.4.3. EXEMPTIONS.**

In addition to the exemptions as set forth in § 7.3.2, certain uses are exempt from the buffer requirements as described in this section. Exemptions include, but are not limited to the following:

- Lot or parcels on which the uses or buildings demonstrate compatible design elements and are linked to adjacent lots or buildings by a common

system of sidewalks or other pedestrian walkways across property lines; and

- Lots or parcels separated by a public street right-of-way greater than 30 feet in width;
- Lots or parcels separated by a railroad right-of-way.

**7.4.4. STANDARDS FOR BUFFER YARD DEVELOPMENT.**

**7.4.4.1. Prohibited Uses.** The construction of any building or the placement of any mechanical equipment within the landscape buffer yard is not permitted except for equipment necessary for the provision of utilities. Signs may be placed within the buffer yard consistent with the Sign Regulations of this Ordinance. Active recreational uses, such as play fields, swimming pools, racquetball and tennis courts or other active, structured recreational uses, or circulation drives and parking lots, shall not be permitted in the buffer yard.

**7.4.4.2. Permitted Uses.** The following other uses may be permitted in a buffer yard provided that none of the required plant material is eliminated, the intended screening is accomplished, the total width of the buffer yard is maintained, and all other requirements of this Section are met:

- passive recreation;
- sculpture, outdoor furniture, picnic areas; pedestrian, bike or equestrian trails; golf courses,
- storm water retention basins;
- parks and open space .

**7.4.4.3. Reduction in Required Buffer Yard Permitted.** Where a dedicated buffer yard exists on an abutting property, a reduction or elimination in a buffer yard for a property to be developed may be allowed subject to the following:

- the adjoining property owners have provided a written agreement restricting the use of the dedicated buffer yard to uses provided for in this Section
- maintenance of the existing buffer yard consistent with the requirements of this Section, the Administrator may approve a reduction in the required buffer yard for the property to be developed

- the “net” buffer yard satisfies the minimum buffer yard requirements of this Section. The net buffer shall include the cumulative total for both required buffers.

**7.4.4.4. Existing Vegetation.** Existing healthy vegetation may be counted toward required landscaping. In order to do so, the landscape plan shall indicate the type, number and size of existing plants which are sufficient to comply with the respective buffer yard. It shall not be necessary to indicate the total inventory of existing plants. Only plants required to meet the provisions of this Ordinance shall be required to be listed.

**7.4.4.5. Application Toward Setback Requirement.** Buffer yard areas shall be counted towards required building setbacks.

**7.4.4.6. Designation of Buffer Yard as Landscaped Area.** Buffer yards shall be designated as landscaped areas on the application for development approval and as landscape easements when shown on a subdivision plat. The buffer yard shall be recorded with the title of the property as a landscape buffer yard easement.

**7.4.4.7. Buffer Yard On Property Line.** When platting abutting lots, the applicant may dedicate a buffer yard that straddles the property line, provided the cumulative buffer width is maintained for both yards.

**7.4.4.8. Visual Separation.** Where complete visual separation is required, that may be accomplished through the use of landscaping which provides year-round opaque screening, earth berms, masonry walls, or fences constructed of pressure-treated wood or other wood resistant to deterioration due to exposure to weather, moisture and insects, or a combination of two or more of these techniques.

## 7.5. BUILDING YARDS.

**7.5.1. PURPOSE AND APPLICABILITY.** The purpose of building yards is to aesthetically and visually enhance the appearance of buildings. Building yards shall be provided along the portion(s) of the building facing any adjacent off-street parking area, excluding loading/unloading areas. Minimum dimensions shall apply, and be measured, horizontally. Widths shall be measured from the respective building front wall. Where building yards turn at building corners, the length measurements determining plant quantities shall not be required to overlap. Building yards shall be of different types, based upon the size of the structure around which the building yard is to be located. The width of the building yard and the density of plantings shall increase as the size of the structure around which the building yard is to be located increases. Entrance walkways to buildings may cross building yards. The width of the entrance walkway shall not be calculated as part of the length of the building yard for purposes of determining the total required landscaping, provided, however, that the width deducted for the entrance walkway shall not exceed the width of the entrance to the building.

### 7.5.2. YARD TYPES.

There shall be four different categories of building size for purposes of determining the building yard type:

**Category 1**

Less than 2,500 Square Feet GFA (Gross Floor Area)

**Category 2**

2,500 Square Feet to 9,999 Square Feet GFA

**Category 3**

10,000 Square Feet to 99,999 Square Feet GFA

**Category 4**

100,000 Square Feet GFA and over

**7.5.2.1.** Table 7.5-1 identifies the building yard required for a given development, based on the size of the structure around which the building yard is to be located, and specifies the required plantings and dimensions of the respective building yard.

**Table 7.5-1: Building Yard Landscaping Requirements**

Building Yard Category	Minimum Width	Min. Required Shade Trees	Min. Required Ornamental Trees	Min. Required Small or Medium Evergreen Shrubs	Min. Required Points per Linear Foot
1	6 feet	N/A	1 per 30 lin. feet	8 per 30 lin. feet	0.4
2	8 feet	N/A	1 per 30 lin. feet	8 per 30 lin. feet	0.5
3	12 feet	1 per 50 lin. feet	1 per 50 lin. feet	12 per 30 lin. feet	0.8
4	16 feet	1 per 50 lin. feet	1 per 50 lin. feet	16 per 30 lin. feet	1.0

## 7.6. PARKING LOT YARDS.

**7.6.1. PURPOSE AND APPLICABILITY.** The purpose of parking lot yards is to aesthetically and visually enhance the appearance of parking lots. Parking lot yards shall be located around and within parking lots and shall be of different sizes, based upon the size of the respective parking lot. The size of the parking lot yard shall increase as the size of the respective parking lot increases. Minimum dimensions shall apply, and be measured, horizontally. The requirements of this section shall apply to all new and expanded (10 or more added spaces) parking lots and parking lots of land uses that have substantially changed. If an existing parking lot (paved or unpaved) is expanded or improved to add 10 or more spaces, it shall comply with the parking lot landscaping requirements within the expanded or improved portion. If a parking lot is expanded or developed, then street yard, buffer yard and parking lot yard landscaping requirements shall be applicable.

### 7.6.2. DESIGN CRITERIA.

**7.6.2.1. Minimum Net Area of Landscaping.** Parking lots shall provide a minimum 10% net area of landscaping on the interior or exterior of parking lots.

**7.6.2.2. Minimum Quantity of Landscape Plantings.** Landscaped planting areas and islands for parking lot yards shall have one (1) shade tree, or two (2) ornamental trees, and eight (8) small shrubs per each ten (10) parking spaces.

**7.6.2.3. Minimum Planting Area Dimensional Requirements.** Planting areas and islands shall be not less than nine (9) feet in width and shall include a minimum of 150 square feet of open planting area for ornamental trees and 300 square feet for canopy trees. Shrubs, or ground covers may be planted within the required open planting area for trees without increasing the area. Planting areas and islands shall have a minimum prepared depth of 18 inches. All landscaped areas shall be protected from vehicular encroachment by concrete curb and gutter. Landscaped areas shall be covered with mulch, ground cover or grass between shrub and tree plantings.

**7.6.2.4. Location of Trees.** Required trees shall be located within or adjacent to parking lots as tree islands, medians, at the end of parking bays, traffic delineators, or between rows or parking spaces in a

manner such that no parking space is located more than 60 feet from a parking lot tree.

### 7.6.3. EXCEPTIONS.

In instances where the strict interpretation of this Section will seriously limit the function of the parking area, increase stormwater runoff, or create ponding or pooling of water so as to impair the habitability of buildings or interfere with traffic circulation, the Administrator may permit a portion of the required landscaping to be located near the perimeter of the lot.

## 7.7. STREET YARDS.

**7.7.1. PURPOSE.** The purpose of street yards is to provide continuity of vegetation along the street right-of-way, creating a pleasing view from the road, and establishing a transition from vehicular thoroughfares, pedestrian areas or the built environment. Minimum dimensions shall apply, and be measured, horizontally. Widths shall be measured from the respective right-of-way/property line. Where street yards turn at street corners, the length measurements determining plant quantities shall not be required to overlap. Street yards shall be of different types, based upon the zoning of the property. The width of the street yard and the density of plantings shall increase as the intensity of the development increases.

**7.7.2. APPLICABILITY.** Street yards shall be required for all developments subject to this Ordinance except for single-family detached residential.

**7.7.3. YARD TYPE.**

There shall be four different classes of land use for purposes of determining the street yard type. Land use classes shall be based upon the specific land use to be developed, which is permitted either by right or conditionally, in the following groupings of zoning districts or *land use groupings* as listed in the Use Matrix of Table 4.6-1 of this Ordinance:

**Class 1**

- B-1 Neighborhood Commercial/Office
- O-I Office-Institutional
- C-1 Light Commercial and Office
- Multi-family residential*
- Single-family attached residential*
- Institutional and Civic uses*
- Professional Office/Business Services uses*

**Class 2**

- C-2 General Commercial
- CD Campus Development
- PID Public Interest District
- Retail Trade uses*
- Wholesale Trade uses*

**Class 3**

- I-1 Light Industrial
- I-2 Heavy Industrial
- Manufacturing and Industrial uses*
- Transportation, Warehousing and Utilities uses*

**7.7.3.1.** Table 7.7-1 contains the required plantings and dimensions of the respective street yard types.

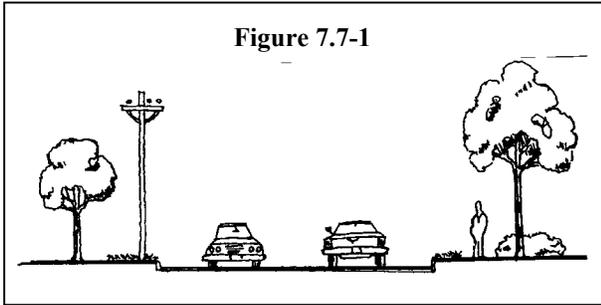
**Table 7.7-1: Street Yard Landscaping Requirements**

Street Yard Level	Minimum Width	Min. Required Shade* or Ornamental Trees	Min. Required Points per Linear Foot
1	8'	1 per 75' or 2 per 75'	0.4
2	8'	1 per 50' or 2 per 50'	0.5
3	12'	1 per 50' or 2 per 50'	0.6

\* Shade trees may not be planted under over-head power lines.

**7.7.4. DESIGN CONSIDERATIONS.**

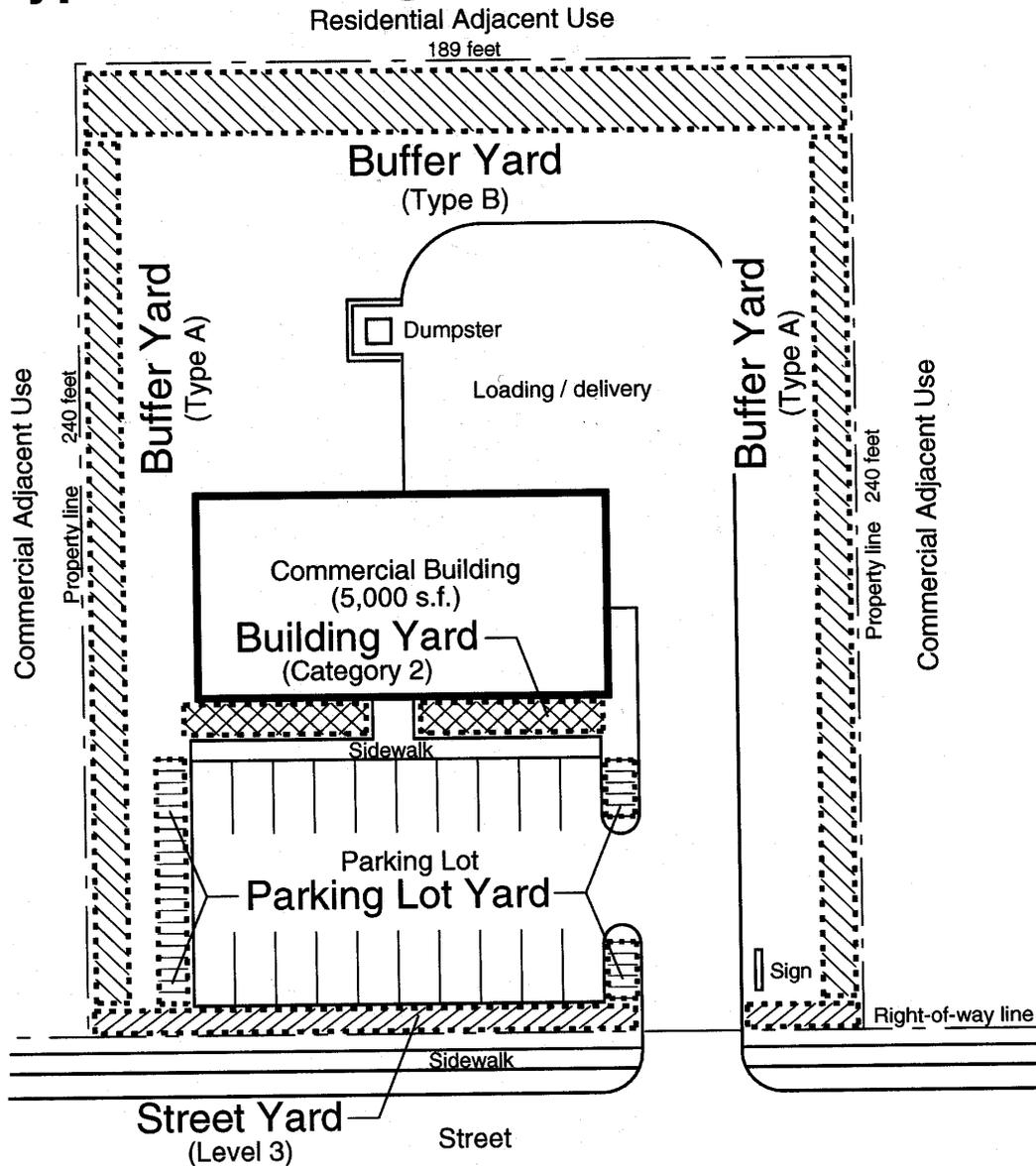
**7.7.4.1. Overhead Power Lines.** The presence of overhead power lines requires street yard trees to be ornamental trees. Larger shade tree varieties are encouraged where overhead power lines are not present. (see Fig. 7.7-1, below)



**7.7.4.2. Site Triangles.** Corner lots, and in situations where driveways and alleys intersect with street rights-of-way, shall be kept free of landscaping and plant materials that interfere with the vision of a motorist or pedestrian. The triangular area (sight triangle) of corner lots, driveways and alley areas abutting rights-of-way shall conform to Appendix C of this Ordinance.

Figure 7.7-2 Planting Yards Typical Diagram

# Typical Planting Yard Illustration



## Planting Yards

**Buffer Yard** - To separate and buffer different land uses

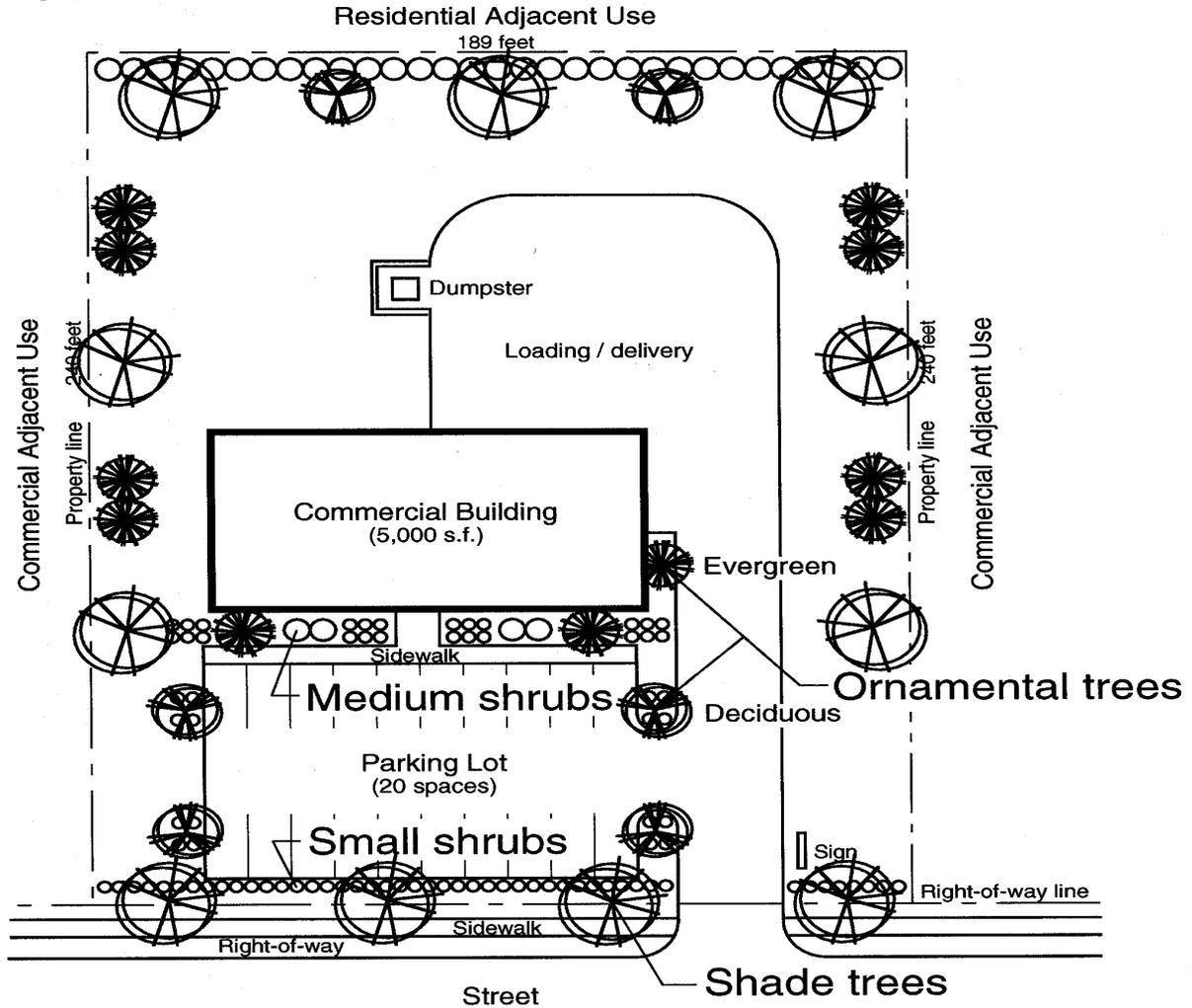
**Building Yard** - To enhance the aesthetic appearance of buildings

**Parking Lot Yard** - To enhance the aesthetic appearance of parking lots

**Street Yard** - To establish a coordinated pattern of tree plantings and other landscaping along streets

Figure 7.7.3 Planting Yards Typical Plan

# Typical Planting Yard Illustration



**Planting Yards** - Commercial abutting residential and commercial

**Buffer Yard** - Type B - 1 shade tree per 40 feet as part of 0.8 points per foot

**Building Yard** - Category 2 - 1 ornamental tree and 8 small shrubs per 30 feet as part of 0.5 points per foot

**Parking Lot Yard** - 2 ornamental trees and 8 shrubs per 10 parking spaces

**Street Yard** - Level 2 - 1 shade trees per 50 feet as part of 0.5 points per foot

## 7.8. SPECIFICATIONS FOR PLANT MATERIALS AND INSTALLATION.

### 7.8.1. SIZE STANDARDS.

The minimum allowable plant size for new installations shall be as set forth herein. Due to the variation between genus and species, the caliper or height necessary for newly installed plant materials may vary. As a general rule, the caliper or diameter of trees shall be measured 6 inches from the ground level up to a 4-inch caliper diameter and at 12 inches for 4-inch caliper diameter or greater. The height of shrubs shall be a minimum of 24 inches as measured at ground level to the top of the densest portion of the top of the shrub or hedge.

**7.8.1.1. Shade Trees.** Shade trees shall measure a minimum 2 to 2.5-inches in caliper, and 10 to 12 feet in height at the time of planting.

**7.8.1.2. Ornamental Trees.** Ornamental trees shall measure a minimum 1.5 to 2-inches in caliper for single-stem trees or 1 to 1.5-inches in caliper for multi-stem trees, and 6 to 8 feet in height at the time of planting.

**7.8.1.3. Large Shrubs.** Large shrubs, normally planted for screening, shall measure a minimum of 3 to 3½ feet in height at the time of planting. Shrubs planted for screening purposes shall form the required density to block visibility within three (3) years from the date of installation.

**7.8.1.4. Small Shrubs.** Small shrubs shall measure a minimum of 18 to 24 inches in spread and/or height at the time of planting. A mix of deciduous and evergreen shrubs is encouraged in order to obtain a variety of color and texture throughout the year.

**7.8.1.5. Ground Cover (Organic).** Organic ground covers shall provide 100 percent coverage on the ground within three (3) years of installation. Except for seeding, grass or turf shall provide 100 percent coverage upon installation. Organic mulch may be used around plantings to maintain soil moisture and prevent the growth of weeds.

**7.8.1.6. Ground Cover (Inorganic).** Inorganic ground covers consisting of river rock or similar materials may be used provided they do not exceed 20 percent coverage of the required landscape planting area.

### 7.8.2. SELECTION OF PLANT MATERIALS.

All plant material, except Ground Covers, shall be selected from Table 7.1-1 Acceptable Plant Species. Consideration shall be given to the environmental conditions of the site, such as soil, topography, climate, microclimate, pattern of sun movement, prevailing winds and precipitation, and air movement to ensure that plant materials will be established successfully. Tree selection for street yards, or other locations within utility rights-of-way, shall consider the presence or planned addition of overhead utility lines. Such trees shall be small and medium trees that are pest- and disease-resistant and are slow growing.

**7.8.2.1. Substitution of Plant Materials.** The Administrator shall have the authority to approve the installation of comparable substitution plant materials to satisfy the requirements of the approved landscape plan when the approved plants and landscape materials are not available at the time that installations are to occur, or when other unforeseen conditions prevent the use of the exact materials shown on the approved landscape plan. Significant changes that require the replacement and relocation of more than 25 percent of the plant materials shall require a new landscape plan and approval through the plan review process.

**7.8.2.2. Mix of Genus and Species Encouraged.** Except for Street Yard trees (§ 7.7), a mix of genus and species of trees, shrubs, ground covering, perennials and annuals is encouraged in order to avoid potential loss due to infectious disease, blight, or insect infestation. Street Yard Trees should retained a reasonably uniform pattern along both sides of a street within the same block or corridor.

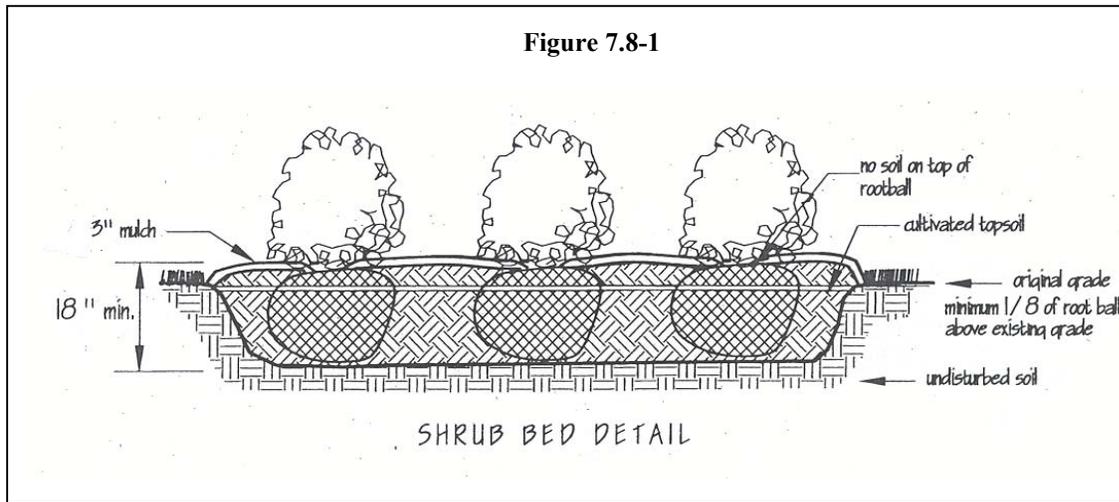
### 7.8.3. STANDARDS FOR INSTALLATION OF LANDSCAPING MATERIALS.

**7.8.3.1. Plant Pit, Hedge Trench and Shrub Bed Preparation.** Preparation of plant pits, hedge trenches and shrub beds shall be done in conformance with Leaflet No: 601, *Planting Techniques for Trees and Shrubs*, North Carolina Cooperative Extension Service, (1997), which is incorporated by reference hereto and the following procedures:

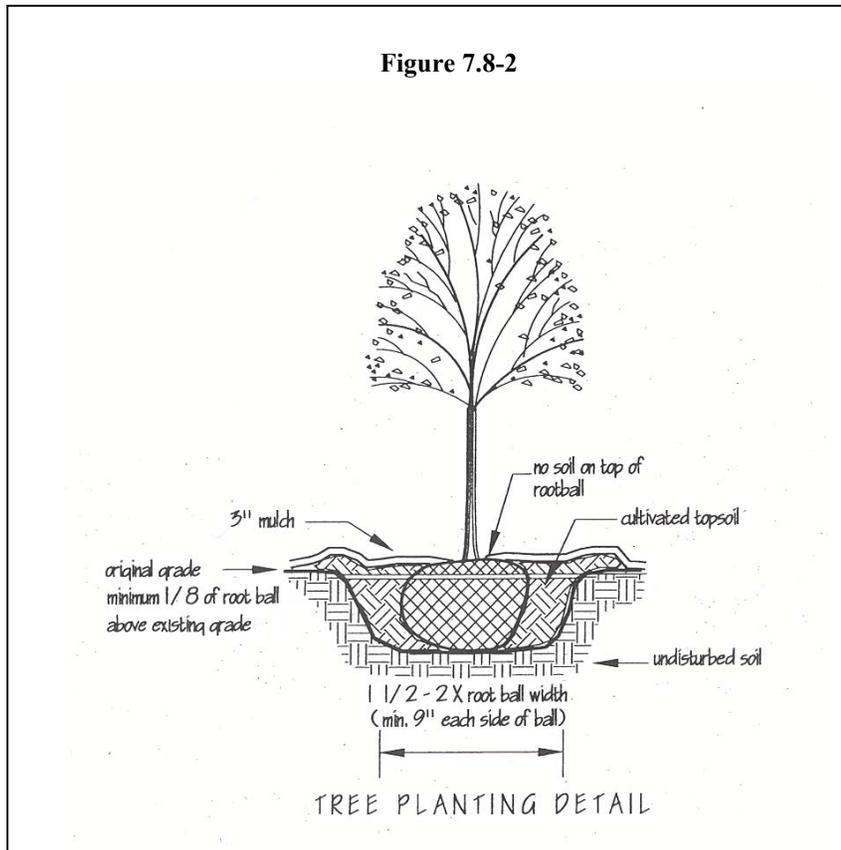
**7.8.3.2. Site Maintenance During Construction.** Equipment, wood and similar objects shall not be

stored or laid upon the critical root zone area during or after construction. Chemicals and liquid construction wastes shall not be dumped, poured or

spilled in the area of any plant materials. Washing of concrete mixers shall not be done near the site.



- Excavate pits with vertical sides approximately the depth of the rootball and with a circular outline which shall be approximately 2 to 3 times wider than the rootball. For planting pits, beds or trenches which are to be developed where paving existed previously, all paving and base stone shall be removed as part of the excavation.
- Remove rock, debris, inorganic compositions and chemical residues from soil in planting pits.
- Cultivate shrub planting pits to a minimum depth of 18 inches. Ground cover and vine planting pits shall be cultivated to a minimum depth of 12 inches.
- Install root ball on a flat, compact surface of undisturbed soil and remove any inorganic ties on top of the rootball. Remove the top 1/3 of wire baskets.
- Leave the top of the tree root ball exposed, to be covered by mulch only.
- Finish the planting with a minimum 3-inch layer of mulch of pine needles, tree bark or similar materials distributed around the tree trunk.
- Prepare soil, plant, fertilize, mulch, and control insects and disease in conformance with the North Carolina Cooperative Extension Service, *Landscape Management Calendar*, which is incorporated by reference hereto.
- Re-establish native plants salvaged from the site or relocated as a result of grading in conformance with the recommendations of the North Carolina Cooperative Extension Service.
- Support trees and shrubs adequately when planted in order to avoid interference with their typical growing patterns.



#### 7.8.4. GENERAL MAINTENANCE OF LANDSCAPING AND SITE.

**7.8.4.1.** The applicant, property owner, and/or subsequent or successor owner, and their agents, including tenants, shall be jointly and severally responsible for maintenance of landscaping on the property on a continuing basis for the life of the development as specified in this Section. All required landscaping shall be maintained in a neat and orderly manner at all times. This shall include, but not be limited to, mowing, edging, pruning, fertilizing, watering, weeding and other activities common to the maintenance of landscaping. Landscaped areas shall be kept free of trash, litter, weeds and other materials or plants not a part of the landscaping.

**7.8.4.2.** Required landscaping shall be maintained in perpetuity, in accordance with § 7.8.4.1. After initial installation, it shall be the responsibility of the owner and/or tenant of the property upon which the landscaping is installed to maintain all required plantings in a healthy, vigorous and attractive state, or replace dead, diseased or deteriorated plants. Within residential subdivisions, the maintenance of

street trees in planting strips between curbs and sidewalks which are within the street right-of-way shall be the responsibility of the respective homeowners association, or the abutting homeowner, in the absence of a homeowners association.

**7.8.4.3.** If after three (3) years following installation of required screening plant materials, the plants have not formed an effective screen, or if an effective screen is not maintained, the Administrator may require that another type of screen be added or additional plantings be installed. Landscaped areas shall require protection from vehicular encroachment. The Administrator shall inspect all landscaping and no Certificate of Occupancy or similar authorization will be issued unless the landscaping meets the requirements of this Ordinance.

**7.8.4.4.** All required plant material shall be maintained in a healthy, growing condition as is appropriate for the season. Plant materials which exhibit evidence of insect pests, disease and/or damage shall be appropriately treated. Dead plants shall be promptly removed and replaced within the next planting season after removal. If replacement is necessary, all plants and other non-living landscape

materials shall be equal in size, density and appearance as originally required at the time of the approval of the development permit.

**7.8.5. UTILITY RIGHT-OF-WAY TREE TRIMMING.**

Utility crews and companies are encouraged to do directional pruning of branches interfering with utility lines to prevent damage, disfigurement and heavy suckering and reduce future pruning needs. Utility tree trimmers are encouraged to remove branches to laterals (drop-crotching) in order to direct tree growth away from utility lines. Directional pruning includes top trimming, side trimming, under trimming and through trimming.

**Table 7.8-1 Acceptable Plant Species.**

The following list of plant species includes shade trees, ornamental trees and shrubs which are acceptable for landscaping in this area of North Carolina. A few species are labeled as “discouraged” due to marginal hardiness in this zone, to disease susceptibility, or to overuse.

**Shade Trees**

<u>Botanical Name</u>	<u>Common Name</u>
Acer rubrum	Red maple
Acer saccharum	Sugar maple
Amelanchier canadensis	Serviceberry
Betula nigra	River birch
Carya illinoensis	Pecan
Carya ovata	Shagbark hickory
Carya glabra	Pignut hickory
Carya cordiformis	Bitternut hickory
Cedrus deodara	Deodar cedar
Celtis occidentalis	Hackberry
Cupressocyparis leylandii	Leyland cypress (discouraged)
Diospyros virginiana	Persimmon
Fagus grandiflora	American beech
Fraxinus americana	White ash
Fraxinus pennsylvanica	Green ash
Ginkgo biloba	Ginkgo
Juniperus virginiana	Eastern red cedar
Liquidambar styraciflua	Sweetgum
Liriodendron tulipifera	Tulip poplar
Magnolia grandiflora	Southern magnolia
Nyssa sylvatica	Black gum
Pinus echinata	Short leaf pine
Pinus nigra	Austrian pine
Pinus thunbergi	Japanese black pine
Pinus taeda	Loblolly pine
Pinus virginiana	Virginia pine
Platanus acerifolia	London planetree
Quercus acutissima	Sawtooth oak
Quercus alba	White oak
Quercus bicolor	Swamp white oak
Quercus coccinea	Scarlet oak
Quercus falcata	Southern red oak
Quercus laurifolia	Laurel oak
Quercus nigra	Water oak
Quercus phellos	Willow oak
Quercus borealis	Northern red oak
Quercus shumardi	Shumard oak
Quercus velutina	Black oak
Quercus virginiana	Live oak
Sophora japonica regent	Japanese pagoda tree
Taxodium distichum	Bald cypress
Ulmus parvifolia	Lacebark elm
Ulmus alata	Winged elm
Zelkova serrata	Japanese zelkova

**Ornamental Trees**

<u>Botanical Name</u>	<u>Common Name</u>
Acer buergeranum	Trident maple
Acer campestre	Hedge maple
Acer palmatum	Japanese maple
Carpinus betulus	European hornbeam
Carpinus caroliniana	American hornbeam
Cercis canadensis	Eastern redbud
Cornus florida	Flowering dogwood
Cornus kousa	Kousa dogwood
Crataegus phaenopyrum	Washington hawthorne
Eleganus angustifolia	Russian olive
Halesia carolina	Carolina silverbell
Hammamelis mollis	Chinese witch-hazel
Ilex fosteri	Foster holly
Ilex opaca	American holly
Ilex opaca hume	Hume holly
Ilex x attenuata savannah	Savannah holly
Koelreutaria paniculata	Golden rain-tree
Lagerstroemia indica	Crapemyrtle
Magnolia soulangeana	Saucer magnolia
Magnolia stellata	Star magnolia
Malus hybrids	Flowering crabapple
Ostrya virginiana	Ironwood
Oxydendrum arboreum	Sourwood
Prunus cerasifera pissardii	Purpleleaf plum
Prunus serrulata kwanzan	Kwanzan cherry
Prunus subhirtella pendula	Weeping cherry
Prunus yedoensis	Yoshino cherry
Prunus caroliniana	Carolina cherry laurel
Pyrus calleryana 'Redspire'	Redspire pear (discouraged)
Pyrus calleryana 'Capital'	Capital pear (discouraged)

**Shrubs**

<u>Botanical Name</u>	<u>Common Name</u>
Abelia grandiflora	Glossy abelia
Aucuba japonica	Japanese aucuba
Azalea hybrida	Glenn dale azalea
Azalea indica	Indian azalea
Azalea obtusum Kaempferi	Kaempferi azalea
Bambusa multiplex	Hedge bamboo
Berberis julianae	Wintergreen barberry
Brberis thunbergii	Japanese barberry
Camellia japonica	Camellia
Camellia sasanqua	Sasanqua Camellia
Chaenomeles speciosa	Flowering quince
Cleyera japonica	Cleyera
Euonymus alatus	Winged euonymus
Euonymus japonicus	Evergreen euonymus
Eleagnus pungens	Eleagnus
Forsythia intermedia	Forsythia
Hammamelis virginiana	Witch-hazel
Hydrangea quercifolia	Oakleaf hydrangea
Ilex aquifolium	English holly

Ilex cornuta	Chinese holly
Ilex cornuta burfordi	Burford holly
Ilex cornuta burfordi nana	Dward burford holy
Ilex crenata 'convexa'	Convex japanese holly
Ilex crenata 'hetzi'	Hetzi japanese holly
Ilex crenata 'rotundifolis'	Roundleaf japanese holly
Ilex "Emily Brunner"	Emily brunner holly
Ilex glabra	Inkberry holly
Ilex latifolia	Lusterleaf holly
Ilex pernyi	Perny holly
Ilex vomitoria	Yaupon holly
Juniperus chinensis pfitzeriana	Pfitzer juniper
Juniperus chinensis hetzi	Hetzi juniper
Laurus nobilis	Laurel
Ligustrum japonicum	Japanese privet
Ligustrum lucidum	Glossy privet
Ligustrum vicaryi	Vicary golden privet
Loropetalum chinense	Lotopetalum
Mahonia bealei	Leatherleaf mahonia
Myrica cerifera	Wax myrtle
Nandina domestica	Nandina
Osmanthus fortunei	Fortune tea olive
Osmanthus fragrans	Fragrant tea olive
Osmanthus heterophyllus	Holly osmanthus
Osmanthus heterophyllus rotundifolius	Curly leaf tea olive
Pieris floribunda	Mountain andromeda
Pieris japonica	Japanese andromeda
Pittosporum tobira	Pittosporum (discouraged)
Prunus laurocerasus	English laurel
Prunus laurocerasus "Zabel"	"Zabel" Skip laurel
Podocarpus macrophyllus maki	Podocarpus (discouraged)
Prunus laurocerasus angustifolia	Narrow leafed english laurel
Pyracantha coccinea	Scarlet firethorn
Raphiolepis umbellata	Yeddo-hawthorn
Raphiolepis indica	India hawthorn
Spirea cantoniensis	Reves spirea
Spirea thunbergi	Thunberg spirea
Spirea prunifolia plena	Bridalwreath spirea
Spirea vanhouttei	Vanhoutte spirea
Taxus cuspidata	Japanese yew
Viburnum rhytidophyllum	Leatherleaf viburnum
Viburnum tinus	Laurestinus viburnum