

City of Thibodaux Historic District Commission

Thibodaux Historic District Commission – Guidelines for Decisions

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Thibodaux Historic District Commission Guidelines for Decisions

The Secretary of the Interior's Standards for Rehabilitation are a set of general guidelines developed by the National Park Service that are used by federal, state, and local agencies and officials in determining the appropriateness of historic rehabilitation projects. The standards are designed to promote the long-term preservation of a property by preserving historic materials and features.

The standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

Section 1: New Construction

Proposals for new construction in the City of Thibodaux Historic District should seek compatibility with existing structures through the appropriate use of site planning, materials, decorative details, architectural elements and scale.

- A. **Scale:** *The relationship of the building and its elements (including doors and windows) to other structures in the district.* It is important in considering scale that a careful study be made of the height, width and mass of buildings in the immediate neighborhood and district as a whole. This study should serve to confirm or deny the appropriateness of the height, width and mass of the proposed building. Maximum height of any new structure shall conform to The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. In no case shall a new structure exceed a height of 75 feet above the street.
- B. **Sitting:** *The positioning of a building on a lot.* This process includes determining the setback of a building, the spacing of this building from adjacent buildings and the location of the walls, fences, walks, drives and landscaping if any of these are used in the overall design.
- C. **Materials:** *The surface building fabric, which contributes to the exterior character and appearance of a building.*
- D. **Decorative Details:** *Ornamentation or embellishment.* These include cornices, lintels, arches, balustrades, chimneys, shutters, columns and other common details. When used, details should create a unifying effect on a building and should be compatible with the context of a neighborhood.
- E. **Architectural Elements:** *Parts of a building that are integral to its composition.* These include balconies, roofs, porches, chimneys, dormers, parapets and other parts of a building that contribute to its overall shape and silhouette. The choice and arrangement of elements of a proposed building should reflect those of other buildings in the neighborhood. The building should not draw unnecessary attention to itself by failing to relate to neighboring styles. Neither should it copy these styles. The object is to compliment the context of the City of Thibodaux Historic District.

Section 2: Approaches to the Treatment of Historic Buildings

A. Standards for Preservation

1. A property will 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 will be protected, and if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.

4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.
7. Chemical or physical treatments, when determined appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

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 a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, preservation must be considered as a treatment.

B. 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 materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features 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 will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and 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.

When repair and replacement of deteriorated features are necessary; when alterations to the property are planned for a new or continued use; and 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 must be considered as a treatment.

C. 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 will 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 will 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 will be undertaken.
10. Designs that were never executed historically shall not be constructed.

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 documentation plan for restoration developed.

D. 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 measures 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 recreation.
6. Designs that were never executed historically shall not be constructed.

When a contemporary design 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.

Guidelines for Rehabilitating Historic Buildings

Building Exterior

Section 1: Masonry (Brick, Stone, Terra Cotta, Concrete, Adobe, Stucco & Mortar)

A. Identify, Retain & Preserve

a. *Recommended:*

- 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 details such as tooling and bonding patterns, coatings, and color.

b. *Not recommended:*

- 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.
- Replacing or rebuilding a major portion of 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.
- Removing paint from historically painted masonry.
- Radically changing the type of paint or coating or its color.

B. Protect & Maintain

a. *Recommended:*

- Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.
- Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.
- Carrying out masonry surface cleaning tests after it has been determined that such cleaning is appropriate. Tests should be observed over a sufficient period of time so that both the immediate and the long-range effects are known to enable selection of the gentlest method possible.
- Cleaning masonry surfaces with the gentlest method possible, such as low-pressure water and detergents, using natural bristle brushes.
- Inspecting painted masonry surfaces to determine whether repainting is necessary.
- Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand-scraping prior to repainting).
- Applying compatible paint coating systems following proper surface preparation.
- Repainting with colors that are historically appropriate to the building and district.
- Evaluating the overall condition of the masonry to determine whether more than protection and maintenance are required, that is, if repairs to the masonry features will be necessary.

b. *Not Recommended:*

- 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.
- Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.
- Cleaning masonry surfaces without testing or without sufficient time for the testing results to be of value.
- 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.
- Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.
- Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.
- Applying high-pressure water cleaning methods that will damage historic masonry and the mortar joints.

- Removing paint that is firmly adhering to, and thus protecting, masonry surfaces.
- Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high pressure water-blasting.
- Failing to follow manufacturers' product and application instructions when repainting masonry.
- Using new paint colors that are inappropriate to the historic building and district.
- Failing to undertake adequate measures to assure the protection of masonry features.

C. Repair

a. *Recommended*

- Repairing 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 plasterwork.
- Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.
- Duplicating old mortar in strength, composition, color, and texture.
- Duplicating old mortar joints in width and in joint profile.
- Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.
- Using mud plaster as a surface coating over unfired, unstabilized adobe because the mud plaster will bond to the adobe.
- Cutting damaged concrete back to remove the source of deterioration (often corrosion on metal reinforcement bars). The new patch must be applied carefully so it will bond satisfactorily with, and match, the historic concrete.
- 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.
- Applying new or non-historic surface treatments such as water repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.

b. *Not recommended:*

- Removing non-deteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.
- Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.
- 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.
- Repointing with a synthetic caulking compound.
- Using a "scrub" coating technique to repoint instead of traditional repointing methods.
- Changing the width or joint profile when repointing.
- Removing sound stucco; or repairing with new stucco that is stronger than the historic material or does not convey the same visual appearance.
- Applying cement stucco to unfired, unstabilized adobe. Because the cement stucco will not bond properly, moisture can become entrapped between materials, resulting in accelerated deterioration of the adobe.
- Patching concrete without removing the source of deterioration.
- 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.
- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the masonry feature or that is physically or chemically incompatible.
- Applying waterproof, water repellent, 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 accelerate its deterioration.

D. Replace

a. *Recommended:*

- 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 as a model to reproduce the feature. 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.

b. *Not recommended:*

- Removing a masonry feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

E. Design for Missing Historic Features

a. *Recommended:*

- 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. *Not recommended:*

- Creating a false historical appearance because the replaced masonry feature is based on insufficient historical, pictorial, and physical documentation.
- Introducing a new masonry feature that is incompatible in size, scale, material, and color.

Section 2: Wood

A. Identify, Retain & Preserve

a. *Recommended:*

- Identifying, retaining, and preserving 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.

b. *Not recommended:*

- Removing or radically changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.
- Removing a major portion of the historic wood from a façade instead of repairing or replacing only the deteriorated wood, then reconstructing the façade with new material in order to achieve a uniform or “improved” appearance.
- Radically changing the type of finish or its color or accent scheme so that the historic character of the exterior is diminished.
- Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a “natural look”.
- Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish, i.e., a grain finish to an exterior wood feature such as a front door.

B. Protect & Maintain

a. *Recommended:*

- Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.
- Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.
- 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.
- Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.

- Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand-scraping and hand-sanding), then repainting.
- 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.
- Using chemical strippers primarily to supplement other methods such as hand-scraping, hand-sanding and the above-recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may – with the proper safeguards – be chemically dip-stripped.
- Applying compatible paint coating systems following proper surface preparation.
- Repainting with colors that are appropriate to the historic building and district.
- 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.

b. Not recommended:

- 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.
- Using chemical preservatives such as creosote which can change the appearance of wood features unless they were used historically.
- Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.
- Removing paint that is firmly adhering to, and thus, protecting wood surfaces.
- Using destructive paint removal methods such as propane or butane torches, sandblasting or water-blasting. These methods can irreversibly damage historic woodwork.
- Using thermal devices improperly so that the historic woodwork is scorched.
- Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.
- Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.
- Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.
- Using new colors that are inappropriate to the historic building or district.
- Failing to undertake adequate measures to assure the protection of wood features.

C. Repair

a. Recommended:

- Repairing 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, molding, or sections of siding.

b. Not recommended:

- 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.
- Using substitute material 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.

D. Replace

a. Recommended:

- Replacing 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 as a model to reproduce the feature. Examples 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.

b. Not recommended:

- Removing a feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

E. Design for Missing Historic Features

a. *Recommended:*

- Designing and installing a new wood feature such as a cornice or 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. *Not recommended:*

- Creating a false historical appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.
- Introducing a new wood feature that is incompatible in size, scale, material, and color.

Section 3: Architectural Metals

A. Identify, Retain & Preserve

a. *Recommended:*

- Identifying, retaining, and preserving 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. Identification is also critical to differentiate between metals prior to work. Each metal has unique properties and thus requires different treatments.

b. *Not recommended:*

- Removing or radically changing architectural metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.
- Removing a major portion of the historic architectural metal from a façade instead of repairing or replacing only the deteriorated metal, then reconstructing the façade with new material in order to create a uniform, or “improved” appearance.
- Radically changing the type of finish or its historic color or accent scheme.

B. Protect & Maintain

a. *Recommended:*

- Protecting and maintaining architectural metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved, decorative features.
- Cleaning architectural metals, when appropriate, to remove corrosion prior to repainting or applying other appropriate protective coatings.
- 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.
- 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.
- Using the gentlest cleaning methods for cast iron, wrought iron, and steel – hard metals – in order to remove paint buildup and corrosion. If hand-scraping and wire brushing have proven ineffective, low pressure grit blasting may be used as long as it does not abrade or damage the surface.
- Applying appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.
- Repainting with colors that are appropriate to the historic building or district.
- Applying an appropriate protective coating, such as lacquer, to an architectural metal feature, such as a bronze door, which is subject to heavy pedestrian use.
- Evaluating the overall condition of the architectural metals to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

b. *Not recommended:*

- Failing to identify, evaluate, and treat the causes of corrosion, such as moisture from leaking roofs or gutters.

- Placing incompatible metals together without providing a reliable separation material. Such incompatibility can result in galvanic corrosion of the less noble metal, e.g., copper will corrode cast iron, steel, tin, and aluminum.
- Exposing metals which were intended to be protected from the environment.
- Applying paint or other coatings to metals such as copper, bronze, or stainless steel that were meant to be exposed.
- Using cleaning methods which alter or damage the historic color, texture, and finish of the metal; or cleaning when it is inappropriate for the metal.
- 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.
- Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with grit blasting which will abrade the surface of the metal.
- Failing to employ gentler methods prior to abrasively cleaning cast iron, wrought iron or steel; or using high pressure grit blasting.
- Failing to re-apply protective coating systems to metals or alloys that require them after cleaning so that accelerated corrosion occurs.
- Using new colors that are inappropriate to the historic building or district.
- 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.
- Failing to undertake adequate measures to assure the protection of architectural metal features.

C. Repair

a. **Recommended:**

- Repairing architectural metal features by patching, splicing, or otherwise reinforcing the metal following recognized preservation methods.
- Repairs may also include the limited replacement in kind – or with a compatible substitute material – of those extensively deteriorated or missing parts of features when there are surviving prototypes such as porch balusters, column capitals or bases; or porch cresting.

b. **Not recommended:**

- 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.
- 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.

D. Replace

a. **Recommended:**

- Replacing 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 as a model to reproduce the feature.
- 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.

b. **Not recommended:**

- 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.

E. Design for Missing Historic Features

a. **Recommended:**

- Designing and installing a new architectural metal feature such as a metal cornice or 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. **Not recommended:**

- Creating a false historical appearance because the replaced architectural metal feature is based on insufficient historical, pictorial, and physical documentation.
- Introducing a new architectural metal feature that is incompatible in size, scale, material and color.

Section 4: Roofs

A. Identify, Retain & Preserve

a. *Recommended:*

- Identifying, retaining, and preserving roofs – and their functional and decorative features – that are important in defining the overall historic character of the building.
- This includes the roof's 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 size, color, and patterning.

b. *Not recommended:*

- 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.
- Removing a major portion of the roof or roofing material that is unrepairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.
- Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.
- Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.
- Applying paint or other coatings to roofing material which has been historically uncoated.

B. Protect & Maintain

a. *Recommended:*

- Protecting and maintaining 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 water penetration; and to insure that materials are free from insect infestation.
- Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.
- Protecting a leaking roof with plywood and building paper until it can be properly repaired.

b. *Not recommended:*

- Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.
- Allowing roof fasteners, such as nails and clips to erode so that roofing material is subject to accelerated deterioration.
- Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials – masonry, wood, plaster, paint and structural members – occurs.

C. Repair

a. *Recommended:*

- Repairing 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.

b. *Not recommended:*

- 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.
- Failing to reuse intact slate or tile when only the roofing substrate needs replacement.
- 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.

D. Replace

a. *Recommended:*

- Replacing 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 as a model to reproduce the feature.
- 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.
 - b. Not recommended:**
 - 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.
- E. Design for Missing Historic Features**
- a. Recommended:**
 - 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 historic building.
 - b. Not recommended:**
 - Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.
 - Introducing a new roof feature that is incompatible in size, scale, material and color.
- F. Alterations/Additions for the New Use**
- a. Recommended:**
 - 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.
 - 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. Not recommended:**
 - Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.
 - 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.

Section 5: Windows

- A. Identify, Retain & Preserve**
- a. Recommended:**
 - Identifying, retaining, and preserving 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, paneled or decorated jambs and moldings, and interior and exterior shutters and blinds.
 - Conducting an in-depth survey of the conditions of existing windows early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.
 - b. Not recommended:**
 - Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.
 - Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking in windows, and installing replacement sash that do not fit the historic window opening.
 - Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.
 - Obscuring historic window trim with metal or other material.
 - Stripping windows of historic material such as wood, cast iron, and bronze.
 - Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.

B. Protect & Maintain

a. *Recommended:*

- Protecting and maintaining 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.
- Making windows weathertight by re-caulking and replacing or installing weather-stripping. These actions also improve thermal efficiency.
- 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.

b. *Not recommended:*

- Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the window results.
- Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.
- Failing to undertake adequate measures to assure the protection of historic windows.

C. Repair

a. *Recommended:*

- Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing.
- Such repair may also include replacement in kind – or with compatible substitute material – of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

b. *Not recommended:*

- Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.
- Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.
- Using 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.

D. Replace

a. *Recommended:*

- Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.

b. *Not recommended:*

- 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.

E. Design for Missing Historic Features

a. *Recommended:*

- Designing and installing new windows when the historic windows (frames, 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 window openings and the historic character of the building.

b. *Not recommended:*

- Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.
- Introducing a new design that is incompatible with the historic character of the building.

F. Alterations/Additions for the New Use

a. *Recommended:*

- Designing and installing additional windows on rear or other non-character defining elevations if required by the new use. New window 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.
- 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. Not recommended:

- 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.
- 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.

Section 6: Entrances & Porches

A. Identify, Retain & Preserve

a. Recommended:

- Identifying, retaining, and preserving entrances – and their functional and decorative features – that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilaster, entablatures, columns, balustrades, and stairs.

b. Not recommended:

- Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.
- 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 re-oriented to accommodate a new house.
- Cutting new entrances on a primary elevation.
- Altering utilitarian or service entrances so they appear to be formal entrances by adding paneled doors, fanlights, and sidelights.

B. Protect & Maintain

a. Recommended:

- Protecting and maintaining the masonry, wood, and architectural metal that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.
- Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, repairs to entrance and porch features will be necessary.

b. Not recommended:

- Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.
- Failing to undertake adequate measures to assure the protection of historic entrances and porches.

C. Repair

a. Recommended:

- Repairing entrances and porches by reinforcing the historic materials.
- Repair will also generally include the limited replacement in kind – if 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.

b. Not recommended:

- Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.
- 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.

D. Replace

a. Recommended:

- Replacing in kind an entire entrance or porch that is too deteriorated to repair – if the form and detailing are still evident – using the physical evidence as a model to reproduce the feature. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

- b. **Not recommended:**
 - 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.
- E. **Design for Missing Historic Features**
- a. **Recommended:**
 - Designing and constructing a new entrance or porch when 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 building.
 - b. **Not recommended:**
 - Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.
 - Introducing a new entrance or porch that is incompatible in size, scale, material and color.
- F. **Alterations/Additions for the New Use**
- a. **Recommended:**
 - 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.
 - Designing and installing additional entrances or porches when required for the new use in a manner that preserves the historic character of the buildings, i.e., limiting such alteration to non-character-defining elevations.
 - b. **Not recommended:**
 - Enclosing porches in a manner that results in a diminution or loss of historic character by using solid materials such as wood, stucco, or masonry.
 - 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.

Section 7: Storefronts

- A. **Identify, Retain & Preserve**
- a. **Recommended:**
 - Identifying, retaining, and preserving 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.
 - The removal of inappropriate, non-historic cladding, false mansard roofs, and other later alterations can help reveal the historic character of a storefront.
 - b. **Not recommended:**
 - 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.
 - Changing the storefront so that it appears residential rather than commercial in character.
 - Removing historic material from the storefront to create a recessed arcade.
 - Introducing coach lanterns, mansard designs, wood shakes, non-operable shutters, and small-paned windows if they cannot be documented historically.
 - Changing the location of a storefront's main entrance.
- B. **Protect & Maintain**
- a. **Recommended:**
 - Protecting and maintaining 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.
 - Protecting storefronts against arson and vandalism before work begins by boarding up windows and installing alarm systems that are keyed into local protection agencies.
 - 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.

b. Not recommended:

- Failing to provide adequate protection of materials on a cyclical basis so that deterioration of storefront features results.
- 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.
- Stripping storefront of historic material such as wood, cast iron, terra cotta, Carrara glass, and brick.
- Failing to undertake adequate measures to assure the preservation of the historic storefront.

C. Repair

a. Recommended:

- Repairing storefronts by reinforcing the historic materials.
- Repairs will also generally include the limited replacement in kind – or with compatible substitute materials – of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters, or signs.

b. Not recommended:

- Replacing an entire storefront when repair or materials and limited replacement of its parts are appropriate.
- Using substitute material for the replacement parts that does not convey the same visual appearance as the surviving parts of the storefront or that is physically or chemically incompatible.

D. Replace

a. Recommended:

- Replacing in kind an entire storefront that is too deteriorated to repair – if the overall form and detailing are still evident – using the physical evidence as a model. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.

b. Not recommended:

- 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.

E. Design for Missing Historic Features

a. Recommended:

- Designing and constructing a new storefront when the historic storefront 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. Not recommended:

- Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.
- Introducing a new design that is incompatible in size, scale, material, and color.
- Using inappropriately scaled signs and logos or other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.