

ARCHITECTURAL GUIDELINES

NORTH END - HUNTINGTON HEIGHTS HISTORIC DISTRICT

October 2016

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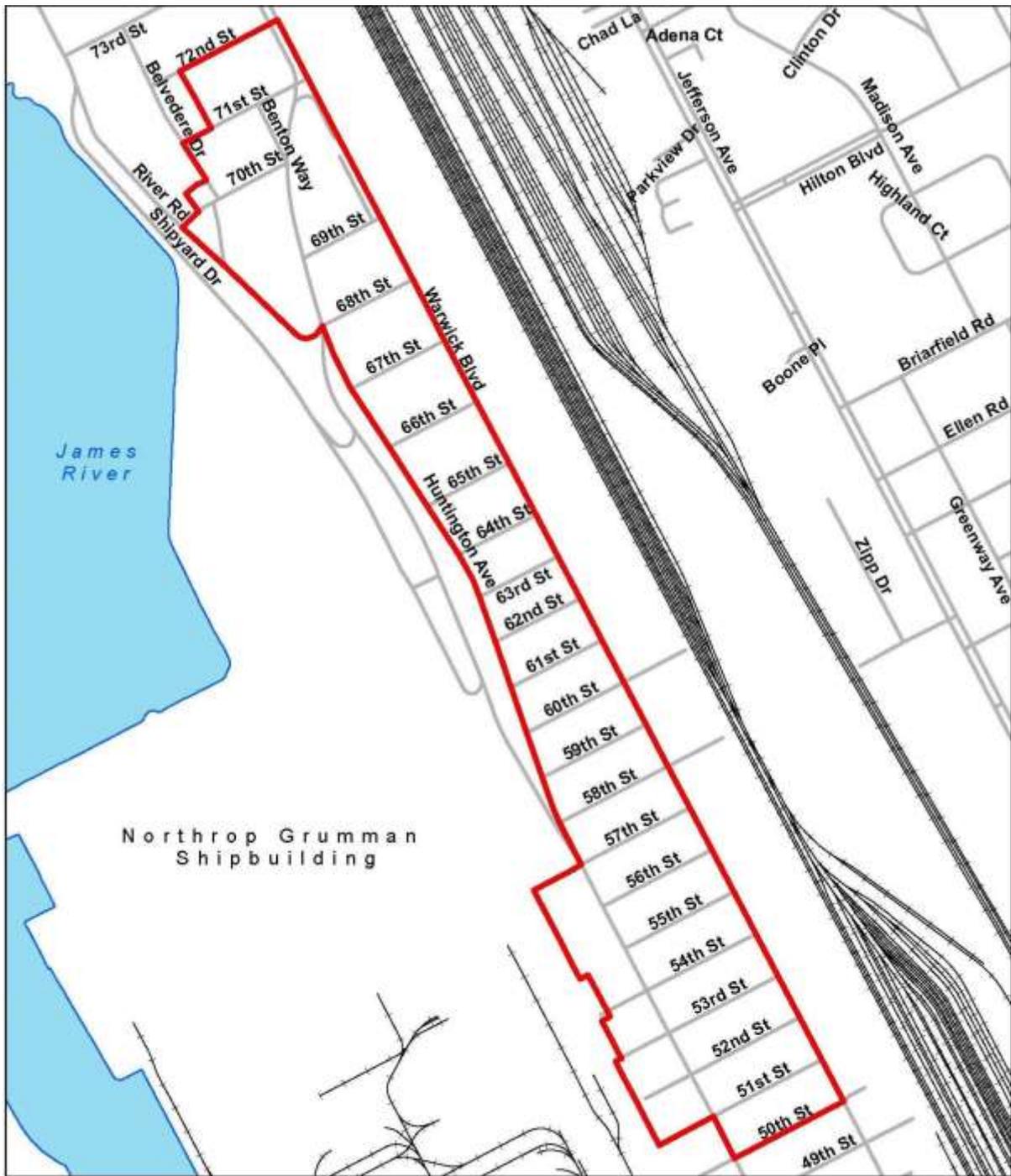
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1 in = 700 ft

Date: 9/16/2010



CITY OF NEWPORT NEWS
North End/Huntington Heights

HISTORIC NORTH END/HUNTINGTON HEIGHTS ARCHITECTURAL GUIDELINES

PREFACE

Special Historic Zoning Regulations for North End/Huntington Heights empower an Architectural Review Board to review all certificates of appropriateness against a pre-approved set of guidelines. It does so by making these guidelines an amendment/overlay to existing building codes. These guidelines are subject to public review annually.

The Architectural Review Board does not enforce the guidelines or the existing building codes; this is a function of the City of Newport News Codes Compliance Department.

These guidelines also attempt to go past this basic purpose to provide a common set of suggested practices for those with an inclination aligned with the stated objectives. Solicitation of the Board's opinion or suggestions on architectural items not covered by the guidelines is welcome. The Board hopes that many will benefit from the information included within.

Owners wishing to apply for the Federal Tax Credits for Rehabilitation (income-producing property) and/or the State Historic Rehabilitation Tax Credit Program (income-producing and also owner-occupied dwellings) are advised to consult Appendix V of these guidelines for the Secretary of the Interior's Standards for Rehabilitation, which may impose different requirements than those specified in these guidelines.

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BILL OF RIGHTS

It is the intent of the North End/Huntington Heights Architectural Review Board Guidelines that homeowners have the right to:

1. Perform routine maintenance to your property without consulting the Board.
2. Present and defend or change proposals to the Board.
3. Appeal decisions of the Board to the Newport News City Council.
4. Apply for service as a member of the Board.
5. Participate in the creation and revision of the guidelines.
6. Have protection from board bias in written form (the guidelines).
7. Stabilize and secure your property in an emergency situation.
8. Seek Board advice before submitting applications.
9. Attend and participate in any and all Board meetings.
10. Choose how you do work on your property within the guidelines.

These rights are further explained in the guidelines.

I. Introduction

The North End/Huntington Heights Architectural Review Board was formed with the following intents:

Preserve the neighborhood for future generations by maintaining the historical accuracy and appropriateness of the properties and establish a long term vision for general appearance.

Ensure that the Board becomes a resource aid to the homeowners in improving their properties. The Board will attempt to balance historical accuracy and appropriateness with cost required to implement. The Board will also attempt to minimize infringement of property owners' liberty.

Provide resource information on the selection of products and provide information on how maintenance can be performed to keep historical details from deteriorating.

II. North End/Huntington Heights Architectural Review Board

The North End/Huntington Heights Architectural Review Board (NEHHARB, also referred in this document as the Board) was created by the Newport News City Council in October 1999 via an amendment to the City Charter to establish the North End/Huntington Heights Historic District. The neighborhood had previously been designated a Virginia Historic landmark and placed on the National Register of Historic Places in October 1986. The Newport News Zoning Ordinance, Chapter 45, Article XXXI, as amended by the Zoning Ordinance establishes special historic zoning regulations for North End/Huntington Heights. A copy of the ordinance can be found in Appendix IV.

To accomplish this purpose the Board has been granted specific authority to:

1. Prepare and maintain guidelines for standards to be applicable to land and building exteriors within the Historic District.
2. Review and approve, where appropriate, plans for new buildings, additions, alterations, fences, signs, non-vegetative landscaping components whose height is twelve (12) inches above the finish grade (yard elevation), painting, and off-street parking.

Persons with an interest in becoming a member of the Architectural Review Board may apply by filling out a board application form at the City Clerk's office.

A. PRELIMINARY DESIGN REVIEWS

Property owners or others contemplating work of a major nature may elect to appear informally before the Board to seek assistance and guidance in the appropriate design of their project. Sketches and drawings of the current structure and proposed alterations or additions may be used at this time.

The purpose of this review is to aid the handling of applications by allowing the Board and the applicant to discuss ideas for the most appropriate design of a project before the formal submission of detailed plans and a formal permit hearing.

Preliminary Design Reviews may be scheduled by contacting the Department of Planning, City Hall, 2400 Washington Avenue, Newport News, Virginia 23607, phone (757) 926-8761.

B. PROCEDURES FOR SUBMISSION OF PLANS

1. All plans for new buildings, additions, and alterations to existing buildings and outbuildings must be reviewed by the Board prior to issuance of building permits or commencement of work and issuance of a Certificate of Appropriateness. The Board meets on the first Thursday of each month. However, if there is no business to be considered by the Board, it may elect not to hold its meeting. The Department of Planning may be contacted to confirm if the Board will hold a meeting. Applications with required submissions shall be submitted to the Department of Planning twenty-one (21) working days prior to the meeting date. Incomplete or late applications may be delayed if they cannot be processed before the next meeting. The application must be signed by the owner or his/her authorized representative. If the application is signed by the representative, then a letter of authorization from the owner shall be accompanied with the application at the time of the submission. Applications and application submission deadlines for Certificates may be obtained from the Department of Planning, City Hall, 2400 Washington Avenue, Newport News, Virginia 23607, (757) 926-8761.
2. To facilitate work related to certain exterior repairs and maintenance, Certificates may be issued by the City Administrative Agent, Department of Planning. Standards and procedures for those activities are outlined under specific headings for such activities in Section IV.
3. Approval by the Board does not constitute approval for the commencement of work on a project until a Certificate of Appropriateness is issued by the Department of Planning and other required permits are obtained (such as Building Permits, Demolition Permits, and Right-of-Way Permits). Please note that a Certificate is required prior to issuance of any other type of permit.
4. Property owners or others contemplating any exterior work in the District should notify the Department of Planning of their intent to determine whether a Certificate is required.
5. Caution should be exercised when applying for a "Mechanical Permit" if the work involved requires an exterior alteration or cutting into the exterior of the structure. When this circumstance exists, Board review must be sought.

If an emergency arises that threatens “health or safety”, please contact Department of Codes Compliance (757) 926-8861 for information on stabilization of the property.

C. REQUIRED SUBMISSIONS

The following exhibits are required for consideration by NEHHARB (at the discretion of the Board or the Department of Planning, specific requirements may be waived in whole or in part). When uncertain about a proper submission, contact the Department of Planning.

For New Buildings or Additions, submit to the Department of Planning:

- a. A plan (scale – no less than 1” = 40’) showing the building or addition, adjoining uses, pedestrian and vehicular circulation, and non-vegetative landscaping. Any materials used in exterior development should be indicated as to type, quantity, and scale.
- b. Drawing(s), including plan and elevations, (scale – no less than 1/8” = 1’) indicating the building, addition, adjoining uses, and the material from which they are constructed. Details shall be provided to show material, type, and sizes of all windows, entrances, doors, fascias, cornices, dormers, or other appurtenances. Photographs may be used to show the relationship of buildings to be altered to adjacent or related structures.
- c. Photographic evidence of any architectural details such as shutters, trim, porches, etc. to be replaced, temporarily removed, or obscured by an addition or other improvement.
- d. A plat or scale diagram of the property showing the footprint of all structures on the property

For Improvements to Buildings, submit to the Department of Planning:

- e. Elevations (scale – no less than 1/8” = 1’0”) or a photograph showing adjoining or related uses and the area to be altered or improved. Indications will be given as to the location, type, and proportion for materials.
- f. Details (at a larger scale) to show materials, type, and sizes of all windows, entrances, doors, fascias, cornices, dormers, or other appurtenances.
- g. Photographic evidence of any existing architectural details such as shutters, trim, porches, etc. to be replaced, temporarily removed, or obscured by an addition or other improvement.

For Site Improvements, submit to the Department of Planning:

- h. A plan (scale – no less than 1" = 40') indicating non-vegetative landscaping, lighting, permanently installed furniture, or other exterior developments for adjoining uses, related uses, and the improvements to be considered.
- i. Details of exterior structures showing methods of installation and of materials, and the appearance of the structure. (Photographs and manufacturer's illustration are acceptable as submissions).

For Fencing, submit to the Department of Planning:

- j. Photograph, sample, or scale drawing of a portion of the type fencing to be used.
- k. A sketch (scale – no less the 1" = 40') indicating the limits of the area to be fenced and the adjoining properties.

Manufacturer's illustrations and photographs are acceptable as exhibits of color, materials, fixtures, and other accessories. Plans and sketches should be on good grade paper, no larger than 24" x 36" and must be reproducible.

D. INSTRUCTIONS FOR COMPLETING APPLICATION

The Board meets on the first Thursday of each month. Applications shall be submitted to Department of Planning twenty-one (21) working days before the meeting. Application forms may be obtained at the Department of Planning. A sample application is in Appendix VI.

Incomplete or late applications may be delayed if they cannot be processed for the next meeting. The application must be signed by the owner or authorized representative.

- ii. Questions 1, 2, 2A, and 2B concern the address and owner of the property.
- iii. Question 3 asks to detail what is to be done. Be specific. Use additional sheets if necessary.
- iv. Question 4 concerns the use of the property after the requested activity. A change in use would be from residential to commercial or similar change.
- v. Questions 5, 5A, and 5B should be completed if the contractor who will do the work is known.
- vi. Questions 6, 6A, and 6B identify the person filling out the application.
- vii. Read the statement at the bottom, and sign and date the application.

The applicant shall be notified by mail of the date, time, and place of the meeting. The Board cannot consider the application unless someone is present to represent the applicant and answer questions at the meeting.

Submission of the application and required exhibits constitutes a request to the Board to set a meeting date. Notice of the date shall be sent to the applicant and adjacent property owners at least five (5) calendar days prior to the meeting.

E. EXPIRATION OF CERTIFICATES

Unless otherwise noted on the Certificate, the Certificate shall expire one (1) year from the date of issuance, or upon expiration of the building permit, if required.

F. FACTORS CONSIDERED WHEN APPROVING APPLICATIONS

- viii. The compliance of the proposed use with the Zoning Ordinance of the City of Newport News, Virginia.
- ix. The location of the building, addition, or alteration as it relates to setbacks, side yards, building spacing, and lot sizes in the pattern of the neighborhood.
- x. The bulk size of an addition in relationship to the original structure. Small lot sizes in the District and the scale of original structures create a unique setting. While the relationship of the addition to the original structure is prime factor, as a general guideline, thirty percent of the structure's original footprint area should be the maximum allowable sum total footprint of all subsequent additions combined.
- xi. The composition of the building, addition, or alteration as to the appropriateness of scale, detailing, shape, materials, and roof form and pitch. Attention will be given to the conformity of building orientation, the treatment of windows, doors, porches, and other appurtenances.
- xii. The conformity of additions or alterations to the circulation network. Vehicular drives and pedestrian paths and walks should reflect the character of the original scheme. Attention will be given to materials, color, texture, and scale.
- xiii. The exterior developments, such as lighting, non-vegetative landscaping, parking areas, and fences. Materials, colors, textures, scale, form, and composition should reflect the character of the local neighborhood.
- xiv. The blending of accessory uses with main structures. Attention will be given to garages, storage sheds, and other related uses and to the materials from which they are constructed.

- xv. Mailboxes, light fixtures, house numbers and similar details are a matter of personal taste. Care should be taken to select items in scale with the local neighborhood setting. Style should reflect the historic character of the local neighborhood. Large, modern, or unusually colored details may be incompatible with the style of the local neighborhood.
- xvi. The Board encourages owners of duplexes and row houses to consult and cooperate with each other when accomplishing exterior work. Ensuring that individual portions of a duplex or row house complement each other will protect their historic significance and property value.
- xvii. Parking automobiles, trucks, trailers, boat, or recreational vehicles in front yards (excluding paved driveways) is prohibited. The Special Historic Zoning Regulations for North End/Huntington Heights state specifically:

Off-Street Parking: This shall include the construction of new driveway entrances or enlargements of existing entrances as well as the use of front yards for off-street parking.

G. HOW TO OBTAIN A BUILDING PERMIT

After consideration and approval by the North End/Huntington Heights Architectural Review Board, notice shall be sent to the Department of Codes Compliance. Upon approval from the Board, an official Certificate of Appropriateness from the Department of Planning is sent to the applicant, which then can be submitted to the Department of Codes Compliance for issuance of a permit. Such notice shall state specifically any restrictions, modifications, or conditions to the request as submitted and also will be reflected in the building permit.

“No building permit, sign permit, or other city permit shall be issued nor shall any individual undertake any of the activities listed ... until the Architectural Review Board or the designated administrator shall have certified that such activity is in conformance with the provisions of this division of the City Code” – Section 45-3150 of the Zoning Ordinance.

H. APPEAL OF A REVIEW BOARD DECISION

Appeals of a decision of the North End/Huntington Heights Architectural Review Board must be made within thirty (30) calendar days of such decision. Appeal is made to the City Council.

I. ENFORCEMENT

1. The North End/Huntington Heights Historic District is an overlay district of the Zoning Ordinance. The Zoning Administrator located in the Department of Codes Compliance enforces the rules and regulations of the Zoning Ordinance, including those of the North End/Huntington Heights Historic District. The Zoning Administrator also enforces the decisions of the Board.
2. Violations of the Historic District regulations weaken the historical significance of the entire community. To assist in the preservation of the North End/Huntington Heights' unique historical value, it is requested that complaints and/or violations be reported to the Department of Codes Compliance at (757) 926-8861 as soon as such violations are observed.

III. GENERAL GUIDELINES

A. PREFACE

The North End/Huntington Heights neighborhood is unique in size, shape and the length of time over which it was built. It is roughly 23 blocks long and one block wide in most places. The lower blocks were developed beginning in the late 1890's and the upper blocks were completed in the post-World War II years.

The houses encompass a variety of popular architectural styles including Victorian Era Queen Annes and representatives from the Eclectic movement which stressed correct historical interpretations of earlier European styles: Tudor Revival, Mission, Colonial Revival, Neoclassical, and a splendid example of Beaux-Arts high style.

The development of the neighborhood coincided with the first wave of modern architecture in the form of the Craftsman bungalow and the Prairie style exemplified by the "American" Four-Square. The neighborhood also includes houses from the depression and post-war Modern period with simpler interpretations of Tudor, Colonial, Classical, and other historical styles, along with some examples of the Modernistic period.

While there is a gradual chronological progression evident as the area grew from 50th Street to 73rd Street, vacant lots were often infilled with later styles. This variety is often reflected in a lack of uniformity in style and scale of adjacent houses. While many of the houses on Huntington Avenue have roughly equal front, side and back yards, most of the side streets presented two story houses on narrow lots for a very vertical look. The bungalow and later post-war and Ranch style houses present a more earthbound, horizontal look.

The North End/Huntington Heights neighborhood truly reflects the artistic, economic and social forces at work in the first half of the 20th Century. It is the intent of the board to preserve the uniqueness and range of architectural styles and eclecticism by encouraging responsible changes, additions and modifications to houses in the neighborhood.

B. BACKGROUND

The following section details the specifications and procedures involved in obtaining a Certificate of Appropriateness for projects of a normal, routine or maintenance nature. If there are questions regarding the applicability of a specific project, contact the Department of Planning, City Hall, 2400 Washington Avenue, Newport News, VA 23607 (757) 926-8761

C. POLICY

While many of the original elements of the neighborhood structures have been lost or modified over the years, it is the responsibility of the Board to encourage all persons associated with the Historic North End/Huntington Heights neighborhood to recognize that in order to best preserve the historical aspects of the neighborhood, proposed changes, additions, and modifications must relate to the original design of the principal structures in terms of use, style, scale, and placement.

1. It shall be the policy of this Board to:
 - a. Encourage projects which strengthen the distinguishing character and qualities of the original structure design.
 - b. Allow modifications, additions, and changes provided those proposals are in keeping with the original or historic design of the structure or house style. Modifications from the original design for the structure will require photographic evidence that it is appropriate to the house or house style or approved in A Field Guide to American Houses, by Virginia and Lee McAlester.
2. In applying the aforementioned policy to projects, the Board will:
 - a. Require that projects relate to the visual integrity of each building as a whole and to the other structures on the property.
 - b. Require that projects relate to historic design and detail in:
 - (1) Building heights
 - (2) Scale
 - (3) Orientation, spacing, and site coverage of buildings
 - (4) Façade proportions and window patterns
 - (5) Size, shape, and proportions of entrances and porch projections
 - (6) Materials, texture and color.

3. Rights of Non-conforming Conditions to Continue

Any building, structure, or other site conditions that would otherwise be subject to these guidelines and which lawfully existed at the time these guidelines were adopted by the Board may be continued in use. Such uses shall be known as non-conforming conditions and they may continue in use as long as the non-conforming conditions are maintained per Section III.D.

If the non-conforming condition cannot be maintained as detailed in Section III.D, the non-conforming condition must be modified to meet the Architectural Review Guidelines when making improvements thereto.

The Board shall approve applications for certificates of appropriateness where a building permit was legally obtained prior to establishment of the guidelines but a final City inspection was not given, regardless of the detailed requirements of the guidelines. Any item on the City inspection that does not pass is exempted from this allowance and must meet all requirements of the guidelines.

D. ROUTINE MAINTENANCE OR SMALL AREA REPAIRS

A Certificate of Appropriateness is not required for routine maintenance or repair where no change is made to the appearance of the structure or grounds. The following list illustrates primary examples of work which a property owner may undertake without a Certificate of Appropriateness application to the Board:

1. Painting. Property owners are advised to consult Exterior Paint Guidelines (See Section IV.G).
2. Replacement of window glass panes with same. This item does not include alteration of the style or type of window or replacement of sashes (See Section IV.K).
3. Caulking and weather stripping.
4. Installation of window air conditioners in existing window frames.
5. Installation of grade-level mechanical equipment, such as heating and air conditioning units which are completely screened from view with shrubbery or appropriate fencing.
6. Minor landscaping such as vegetable and flower gardens, trees, and shrubbery. (See Section IV.N for additional exemptions.)
7. Pruning and/or removal of trees and/or shrubbery. NOTE: Removal of trees or shrubbery from the City's parkway easement requires Department of Parks and Recreation approval per City Ordinance.
8. Repair to walks, driveways, patios, and decks as long as replacement materials match the original materials and configuration.
9. Repair of existing fences. Replacement with identical material and form of existing fences or walls of wood, cast iron, wrought iron, cement, or brick which comply with the Fences and Walls Guidelines (Section IV.E).
10. Repair of asphalt or fiberglass roof coverings with a material of similar color, texture, and general appearance. Repair or replacement of slate,

tile, or tin roof coverings where there is no change in materials. For application of roof coatings for repair purposes, see item III.D.19.

11. Complete removal of artificial siding when the original siding is to be repaired and repainted.
12. Replacement of small amounts of missing or deteriorated siding, trim, porch flooring, steps, etc., as long as replacement materials match the original or existing materials and provided that such work does not damage or eliminate prominent architectural details. For siding and porch flooring, repairs shall not exceed 100 square feet.
13. Repair or replacement of masonry foundations where the original foundation's material is retained or where new material matches the original in color, material and appearance. Installation of metal foundation vents (side and rear only).
14. Repointing and other masonry repairs, excluding parging of previously non-parged surfaces. It is recommended that the color and composition of the mortar match the original, and the new brick or stone matches the original.
15. Installation of house numbers and mailboxes.
16. Installation of exterior lighting fixtures compatible with existing or original fixtures.
17. Repair of existing street or yard lighting.
18. Temporary signs, such as real estate, political, etc.
19. Use of coatings to repair flat roofs, gutter linings or pre-existing roll roofing.

Note: Use of coatings over slate, asbestos, tiles, or shingles is prohibited.

E. GUIDELINES FOR CONSIDERATION OF ADDITIONS, NEW BUILDING USES, AND MODIFICATION

The integrity of the facades, their overall composition, and balance shall be maintained. The splitting of a historic façade into visually unrelated portions should be avoided.

Contemporary design for alteration, additions, and new buildings will not be discouraged when such alterations, additions, and new construction is compatible with the size, scale, color, material, and character of the property.

The materials, colors, textures, scale, form, and composition of the exterior developments, such as lighting, non-vegetative landscaping, and fences, should reflect the character of the primary structure on the property.

The above goals will be met by applying the following criteria to the Design and Consideration of a Project:

1. Scale

- a. Proposed projects shall relate in size or mass to the size or mass of abutting or adjacent structures and should relate to the size of the property on which it is situated.
- b. While the relationship of an addition to the original structure is important, as a general guideline, thirty (30) percent of the structure's original footprint area should be the maximum allowable sum total footprint of all subsequent additions combined. Decks and porches shall be treated as unenclosed living space and be subject to the thirty (30) percent guideline provided. A prime factor in determining whether that percentage guideline will be applied will be the height of the proposed deck or porch to the mean ground elevation.
- c. The number of stories allowed for new construction shall not exceed the number of stories of adjacent structures. The height of new structures must be complimentary to the size and scale of the primary structures and adjacent structures, which may include neighboring properties.

2. Materials

- a. Deteriorated architectural features shall be repaired rather than replaced wherever possible.
- b. Replacement of missing architectural features and details should be based on accurate duplications of features and details.
- c. Exterior wall materials of proposed additions and modifications should match or compliment the composition, color, and texture of the exterior wall material on abutting structures.
- c. The size, texture, color, and pattern of masonry units, as well as mortar joint size and tooling should be respected in any addition or repair.

3. Size and Placement of Doors and Windows (Fenestration)

- a. Doors: The size and placement of exterior doors shall relate to the size and placement of original structures whenever possible.
- b. Windows: The size, style, and placement of windows shall match the size, style, and placement on original structures.

4. Architectural Details

- a. Offsets should be used to tie in the addition at the wall and roof line.
- b. Rake boards and trim boards should match the existing adjoining structure.
- c. The cornice detail should match that of the existing structure.
- d. Roof forms: The pitch of the roof should relate to that of the existing structure.
- e. Foundation treatment: Footings and exposed foundation material should relate to the footing and exposed foundation treatment on original structures; therefore:

(1) The elevation of existing siding material shall match that of adjoining siding in cases where floor elevation is maintained; and

(2) The exposed foundation material should match the surface of the original foundation.

- f. Interior element and window sill relationship:

In circumstances where an interior element (i.e. a counter top) extends above the window sill, the Board recommends modification to the interior, instead of modification to the exterior to alter or shorten the length of the existing window.

5. Orientation on Property/Setback

- a. Front yard setbacks should be complimentary and establish a feeling of order and coherence.
- b. New structures should face the same direction as existing structures on the block.

F. LANDSCAPING

1. Landscaping includes any yard decorations utilizing structural or non-vegetative components when such components are twelve (12) inches above the average yard elevation.
2. All fences, walls, curbs, steps, pavement, gravel, front walkways, and water features should be compatible with the style of the house to which they relate in terms of design, materials and location.

G. ACCESSORY BUILDINGS (GARAGES, GARDEN SHEDS, GAZEBOS)

The size and scale of a new accessory building shall compliment and be compatible with the original house and/or neighboring buildings.

1. Building Exterior: Exterior must match original house materials or be compatible with house and neighboring buildings. The reconstruction of a historically significant building shall match original materials, detailing, size, and scale.
2. Fenestration and Doors: Windows shall match original house muntin spacing and detailing. Door detailing shall be compatible with original house doors. A building of greater than 80 square feet shall have at least one window on the ground floor level (garages and sheds). Size and scale of window(s) to be compatible with original house.
3. Roof: Roofing material must be compatible with original house. No flat, low sloped roofs shall be allowed. The roof height (eave and peak) and pitch of new structure must relate to the original house roof form and pitch. The eaves height for garden sheds shall be 7'-0" maximum above finished grade. The eaves height for gazebos shall be 8'-0" maximum above finished floor.
4. Location: New structures shall comply with existing city setback requirements. Buildings being constructed on existing foundations shall be exempt from this section.

Garages: Rear Yard Only

Garden Sheds: Rear Yard and rear 50% of Side Yard

Gazebos: Rear Yard Only

5. Screening: External central air conditioning units, trash containers, above ground swimming pools, etc. shall be located where they are least likely to detract from the neighborhood. Landscape screening or fencing should be used when needed to screen these elements from street view.

III.

H. SUSTAINABILITY MODIFICATIONS

1. The Board recognizes the recent shift in public awareness of energy management and, as such, is willing to support such modifications to existing homes and properties. However, the Board continues to stand firm that any such modifications will not affect the overall historical character of the home and/or property.
2. Energy efficient modifications and features may include, but are not limited to, rain barrels, porous pavements, window tinting, and various landscaping features.
3. Any modifications for energy management must be presented to the Board for approval. The Board is concerned with visibility from street frontage, screening options, and overall historical character of the modified property.
4. Materials used and arrangement of such items may not obscure, radically change, damage, or destroy any historical character defining feature of the home.
5. The Board will consider not only the details of installation, but also how such installation will be removed and what effect removal would have on the structure or property. The method of eventual removal and the repair of any resulting damage shall be clearly identified in any COA application.

IV. IV. SPECIFIC GUIDELINES

Included in this section are guidelines for projects of a nature routine to the District. Under most conditions, these require application for a Certificate of Appropriateness. Dependent upon the project specifications, the Certificate may be issued either by the Administrative Agent under Administrative Review or by the Board under Board Review.

The Board reserves the right to take exception to exact wordings and to accommodate unique situations provided the decisions reflect the overall intent and purpose of these guidelines.

“Original”, as referenced in this document means that the item in question has been a part of the property presumably since its construction. If the status as original is in question by the Board, the Board shall use length of time known to be installed, likelihood that material/design was used at time of construction, and how the item relates to the architectural style of the structure.

“Historic” as referenced in this document means that the item in question has been a part of the property for the greater period of existence of the main structure, and has been identified by the Board as being characteristic to the structure in its current style.

A. AWNINGS

A Certificate must be approved prior to installation of any awning with the exception that existing canvas/fabric awnings may be replaced in kind without obtaining a Certificate.

Administrative Review: None

Board Review: The following design criteria will be used during the review:

1. Awning material is canvas or synthetic fabric or of architecturally and period appropriate wood or aluminum design.
2. Colors used compliment house colors
3. Installation is on windows or entire porch facade only
4. Installation does not alter window, eave, or fascia.

B. DOORS, EXTERIOR ENTRANCE

Replacement doors requiring no modification to door or entrance way treatment may be installed without obtaining a Certificate provided said installation complies with all of the following:

1. No previously unenclosed space or porch shall be enclosed as a result, and installation does not required removal of trim.
2. Door style is identical to the original door of the structure.
3. It is recommended that colors conform to guidelines.
 4. Door hardware must be consistent with the architectural style of the home.

Administrative Review: None

Board Review: Any project not meeting the above specifications must be submitted to the Board for consideration.

C. DOORS, STORM OR SCREEN

New or replacement storm doors requiring no modification to door or entrance way treatment may be installed without a Certificate of Appropriateness provided said installation complies with the following:

- i. Door type is a “Full-view” all glass storm door.
- ii. Installation does not require the removal of trim other than for the placement of hinges and hardware.
- iii. No previously unenclosed space or porch shall be enclosed as a result.
- iv. Door must be painted or stained. Aluminum storm doors must be powder coated or painted. It is recommended that colors should conform to section IV.G of the guidelines.

Administrative Review: None

Board Review: Any project not meeting the above qualifications must be submitted to the Board for consideration.

D. DRIVEWAYS AND WALKWAYS

Changes to existing dimensions or materials of the driveway, driveway apron, or driveway runners require a Certificate of Appropriateness. Driveway runners may not be removed, nor shall runners be expanded to create a full width driveway.

Projects involving paving or replacing of driveway entrances within the city right-of-way require special permits from the Department of Engineering and also require a Certificate of Appropriateness. A Certificate must be obtained prior to the issuance of any other right-of-way permit. Other paving projects noted below may require a Certificate. No Certificate is required if the project maintains the existing footprint and matches the original material. Increasing the driveway

apron in the city right of way to meet minimum city code widths does not require a Certificate.

Administrative Review: Front sidewalks (city sidewalk to front door) may be replaced with any of the materials listed in Section IV.D.2 if they maintain the same footprint.

Board Review: The following design criteria will be used during the review:

- i. Submission of plans or drawings showing the location on the property of the project, its location in relationship to the main and accessory structures and to the city right-of-way.
- ii. Materials to be limited to the following:
 1. Brick
 2. Slate
 3. Flagstone
 4. Natural Gravel
 5. Crushed oyster shells
 6. Concrete (including pavers)

NOTE: It is recommended but not required to have an exposed aggregate finish to blend in with aged sidewalks. For the purpose of this article, an exposed aggregate finish is defined as the process whereby the cement is scrubbed or washed away from a concrete mixture containing a stone aggregate of not less than ¼” or more than 1-1/2” average diameter so that the aggregate is exposed to view when the mixture is hardened.

- a. In cases where a walkway leads to stairs, at the intersections, the walkway shall relate to the stair width.
- b. Asphalt is acceptable only where an asphalt driveway presently exists.
- c. The use of any front yard for an unpaved off-street parking area is prohibited.

E. FENCES, WALLS, AND RETAINING WALLS

A Certificate is required unless work is confined to repair or replacement of components of existing wood, iron, or chain link fencing (See Section III.D.9). The board recommends historically original retaining walls in front and side yards shall be maintained (retaining wall may be covered with grade, but not removed)

Administrative Review: May be obtained for the following fence types: Picket, Board and Batten, Shadow box, Cast/Wrought iron, Stockade.

1. Maximum height of the fence and placement of the finished side shall be as stated in Section IV. E (fencing) Board Review Items 2 and 4.
2. The screening must be placed abutting the house or auxiliary building
3. Treated wood, if used, shall be painted or stained to be compatible with the house, or fencing, within one year of approval.

Board Review: The Board will review the application for the following attributes:

Fence/wall type is one of the following:

- Post and rail
- Brick or stucco walls
- Cement, brick, or paver retaining walls
- Chain link –Use of chain link fencing is limited to rear yard only. Vegetative screening of chain link fencing is encouraged.
- Single loop or double loop wire picket

NOTE: Vinyl, PVC, and aluminum may be used in the above styles. Finish should mimic original material.

- iii. Maximum height of the fence above mean finish grade does not exceed forty-two (42) inches in the front yard and seventy-two (72) inches from side or rear yard except where city codes prevail. Chain link fencing height is limited to a maximum height of forty-two (42) inches except where city codes prevail. Corner lots are limited to forty-eight (48) inches maximum along street frontage from front of the house to the back of the house. In addition for a corner lot, if the distance from the back of the house to the rear of the property line is less than 16 feet, the street frontage from the rear of the house to the rear of the property line is also limited to forty-eight (48) inches. Corner lots with side yards abutting Warwick Boulevard may have up to a 72 inch fence height in side and rear yards except where city codes prevail.
- iv. Fences should be installed with the finished side facing the adjacent property or street. NOTE: If the installation of a fence involves a corner lot, special setback requirements must be maintained as prescribed by the city's Zoning Ordinance.
- v. Retaining wall material must be appropriate to the house style, and to driveway and foundation materials, with natural color stone, brick, concrete, or other masonry. Treated wood is permitted if painted or stained to be compatible with the house. The use of railroad ties, utility poles, and untreated wood is prohibited because of termite and other deterioration problems.

E. GUTTERS

No Certificate of Appropriateness is required for removal or installation of gutters.

Use of gutters appropriate to the design of the structure is encouraged, although not required.

F. PAINT

Administrative Review: None

Board Review: The painting of previously unpainted masonry (brick, stone, cement) requires board review, with the intent that unpainted masonry should not normally be painted due to the difficulty/damage that results from removing the paint later.

No Certificate of Appropriateness is required for painting, except for unpainted masonry as stated above.

The following information is provided as a suggestion when painting structure exteriors:

1. For the majority of buildings, no more than three colors should be used. Use one color for the walls, a contrasting color for the trim and an accent color for sash, doors, and shutters. The accent color may also be used for the roof and an additional color for the foundation may be introduced. If a building is particularly ornate and has many different wall materials, an additional color can be used. It is best to treat similar elements and surfaces with the same color to achieve a unified instead of an overly busy and disjointed appearance.
2. Choose colors that blend with and complement the overall color schemes on the street. If the color scheme is predominantly white, other colors may be used. Do not use bright and obtrusive colors. The choice of colors can differ according to architectural style:
 - a. Victorian Houses (Queen Anne and vernacular Victorian): Deep, rich colors such as greens, rusts, reds, and browns are used. The important objective is to respect the many textures of these highly ornate structures. Shingles can be treated with a different color from the siding on the same building.
 - b. Neoclassical: Softer colors should be used on these buildings and the trim is usually painted white or ivory since the style is a return to classical motifs.
 - c. Colonial Revival: White or cream colors with black, red, green, or blue doors and shutters.
 - d. American Foursquare, Hipped, and Frame Vernacular: These buildings are generally very simple designs with plain detailing. One color should be used for the trim and contrasting color for the wall.

- e. Bungalows: Natural earth tones and stains of tans, greens, and grays are most appropriate for this style. Use color to emphasize the many textures and surfaces of these buildings.
 - f. Tudor Revival: Natural earth tones in the bricks stones, wood shingles and trim painted or stained to blend with the natural elements.
3. Colors of exterior walls and trim should match on both sides of a duplex

G. ROOFING

A Certificate of Appropriateness is not required for repairs performed meeting the requirements of Section III.D.10 and Section III.D.19.

Administrative Review: A certificate may be granted through this process under the following conditions:

- i. Replacement of roof with material identical in composition, size, shape, profile, and color. Note: Asphalt and fiberglass shingles are interpreted for the purpose of this paragraph to be identical in composition to each other. Replacement of three-tab shingles with architectural shingles is allowed under administrative review if composition, size, profile, and color remain identical to the old roofing. Asbestos roofs may be replaced with modern materials appropriate to the architectural style of the structure

Board Review: Certificates of Appropriateness are required for all roofing projects excluding the repairs of Section III.D.10. The following design criteria will be used during the review:

- 1. Material: Roof materials used in repairing or replacing visible areas of any roof form will be replaced with roofing material that is similar in size, shape, and profile as previous or original roof and compatible in color with the structure.
Exceptions:
 - a. If the roofing material on the house is an integral part of the architectural design (such as a tile roof on mission style house), either the original material or a modern material mimicking the original material must be used in replacement of roofing material.
 - b. If the a house presently has a slate roof and the roof is severely damaged, a replacement slate roof, a modern product such as fiberglass dimensional shingles designed to look like slate, or an artificial slate shingle made from fiberglass and cement or rubber may be used.
- 2. Opaque coating or painting of a shingled, asbestos, slate or tiled roof is prohibited. Clear sealant requires Board review.
- 3. Color of roofing material on additions shall match that of the original structure.

4. Solar Panels
 - a. The surface area of the solar panel may not be visible from the front of the house nor from the side facing a street if the property is a corner lot.
 - b. Panels may only be installed on the rear roof.
 - c. Panels shall be uniformly colored.
 - d. Panels must be fixed and not moveable.
 - e. Roofing under the panels must comply with standards set forth in the Guidelines.
 - f. The panels must be parallel to the existing roof and may not extend more than six inches above the roof surface

H. SHUTTERS

Routine maintenance of existing shutters (painting, repairing holes or slats) does not require a Certificate. A Certificate is required before installation or replacement of shutters on any structure or window of a structure. Original hardware (i.e. shutter dogs and hinges) attached to the house must be maintained on the structure even if non-functional shutters are installed. Hardware may be replaced with replacement functional hardware if functional shutters are installed.

Administrative Review: None

Board Review: The following design criteria will be used for the review:

1. Style is appropriate to the house.
2. Shutters are to be used only on windows that show evidence of their use in the past.
3. Shutter material must simulate that of the original shutter.
4. Correctly sized shutter is sized to cover the glass.

I. SIDING

A Certificate is required for installation or replacement of siding excluding minor repairs per Section III.D.12. See also Section III.E.2.d on masonry.

Administrative Review: Replacement of historically original siding with identical size, profile, and material. Cement composite siding (e.g. HardiPlank) may also be approved with administrative review if the proposed siding is identical in size and profile of the historical original siding. Historically original wood trim may be replaced with solid core PVC if it is identical in size and profile to the historically original wood trim.

Board Review: Siding projects will be reviewed for the following attributes:

1. Profile of siding: Siding must be replaced with material having the same width and design as the original siding.
2. Material: Material should match that of the original siding.

A house with wooden siding that is now rotting, peeling, or leaking may be repaired or the siding replaced with aluminum or vinyl, or cement board siding provided all of the following are met:

- a. It is the same width and design as the original wood.
- b. Wood trim is used for window, doors, and other decorative features. Original wood trim should be retained where possible. Boxing-in of exposed eaves is prohibited.
- c. The underlying structure has been repaired prior to encapsulating in synthetic material.

NOTE: The Board discourages but does not prohibit the use of synthetic siding. See Appendix VII for concerns in installing synthetic siding.

3. Siding should cover only areas that were originally covered by siding, and the new siding should duplicate the appearance of the original as closely as possible. Shingles or vertical siding should be repaired or replaced in kind rather than being replaced with horizontal artificial siding.

J. WINDOW, EXTERIOR

A Certificate of Appropriateness must be issued before removal of existing and installation of new, additional, or replacement windows. Additionally a Certificate is required before modifying, enlarging, or enclosing screened or open spaces. A Certificate is not necessary if only repairs, such as replacement of broken panes with like material, is involved. A Certificate may be applied for as follows:

Administrative Review: A Certificate may be granted through this process under the following conditions:

1. Application is for replacement of existing windows only and involves no installation of additional windows.
2. Replacement of windows shall meet all of the following qualifications:
 - a. Be of identical material as the historically original window.
 - b. Be of the same type, either double hung or casement, as the historically original or existing window.
 - c. Match in size, height, and width the sashes of the historically original or existing window.

- d. Have the same number and proportional size of panes as the historically original or existing window and consistent with original/existing muntins thickness.
- e. A historically original wood window may be replaced with a wood composite window if all other administrative review qualifications are met.

Board Review: Replacement windows are discouraged. Window rails (top, bottom, and meeting) must match the width of the historical original window. Window glass area must match the glass area of the original window.

Board approval of a Certificate must be sought if any application does not meet the criteria established above or if any additional windows are to be installed. The following design criteria will be used in the review:

1. Window treatment is one of the most significant character-defining features of a structure. Consequently, in order to maintain the architectural integrity of a structure, all modifications to windows should match the original design in placement size, and number of proportional panes.
2. All casement windows must be replaced with the same style as the original window.
3. Changing the original size of windows in a structure disturbs the original window patterns, thereby drastically altering original architectural symmetry of the window pattern, therefore:
 - a. Windows located in the front and side of a structure have high visibility and should not be altered.
 - b. When making improvements to the rear of a structure, consideration will be given to the size and placement of windows in accordance with existing window patterns.
4. New skylights are only allowed in additions and may not be visible from the street.
5. Plastic bubble skylight openings to be maintained must be replaced with flat pane glass skylights.
6. Wrapping of window trim with aluminum or vinyl is prohibited. (See Section IV.J.2). An exception will be made to allow wrapping of window trim with aluminum or vinyl provided the following conditions are met:
 - a. Only flat board window trim can be wrapped. Trim that has any contoured shape shall not be wrapped.
 - b. The drip cap on top of the window shall not be wrapped.

- c. A photographic exhibit of original (unwrapped) window trim shall be presented to the board for review prior to approval.

IV. (Continued)

K. WINDOWS, STORM AND SCREEN

New or replacement storm windows may be installed without obtaining a Certificate on the following conditions:

7. Installation does not involve the removal of trim.
8. Installation is not for the purpose of enclosing an entrance or porch.
9. The storm window frames are either painted, stained, or powder coated. No bare aluminum storm windows are allowed.
10. The horizontal divider between sashes of the storm window must align with the horizontal divider of its associated window. Single panel screen or glass pane over entire associated window is exempted from this requirement.

Administrative Review: None

Board Review: Projects not meeting the qualifications established above must be submitted to the board for consideration.

L. PORCHES, STOOPS, DECKS

A Certificate of Appropriateness is required for all projects not meeting Section III.D. (Routine Maintenance or Small Repair)

Administrative Review: None

Board Review: The following design criteria will be used for the review:

1. All weather exposed wood surfaces must be stained with an opaque stain or painted when surfaces are visible from the street.
2. All attempts shall be made to use materials that relate to the main structure or are appropriate to houses of the same style.
 - a. Replacement vinyl trim is allowed for architectural decorative details for widow's walks, balustrades. This trim must match the configuration/profile of the original detail.
 - b. Fiberglass and composite resin columns are allowed. Vinyl and aluminum (thin-walled) columns are prohibited.
 - c. Latticework used as grilles under porches shall have an open gap not exceed the width of the individual lattice boards.

IV. M. (Continued)

3. Porch enclosures will be considered as an addition.
 - a. Screening in of a porch is considered by these guidelines as enclosing a porch.
 - b. Front porch enclosures are prohibited.
4. All decks, terraces, and patios exceeding 12" above finished grade, either attached or unattached to existing structures, requires Board review.
5. The Board discourages the construction of substantially large decks. Consideration will be given to site location, grading, and overall compatibility with existing yard features. In addition, consideration will be given to finished deck elevation to ensure privacy of neighbors. Decks should be limited to the rear yard.
6. Deck flooring and terraces shall not exceed the height of first floor door sills.
7. The replacement material used as a replacement for flooring on front porches shall be of a tongue and groove design.

M. LANDSCAPING

The following items are exempted from requiring a Certificate:

1. Any plant material.
2. Recreational and lawn equipment such as chairs, grills and items that are not permanently installed and that do not require a building permit for installation.
3. Flagpoles.
4. Permanent gas grilles installed in side or rear yards.
5. Waterfalls, fountains, ponds, stepping stones, landscaping timbers, trellis, birdbaths, gazing balls, figurines, and statues (all items under six feet in height and located in the back yard only).

Administrative Review: None

Board Review: The following items are not exempted and require Board review:

1. Permanently installed garden, seating, and play structures such as trellises, arbors, fun forts, etc., not exempted above, requiring footings and/or over 12 inches above the average yard elevation. Visibility from the street shall be a major consideration for non-historic structures such as swing sets and fun forts in approving a Certificate of Appropriateness.
 - a. Any structures must be of wood, wrought iron, cast iron, and other natural materials compatible with the house style.

- b. Swimming pools. The Board will review swimming pools to ensure screening from the street with either fencing or shrubbery. See Section IV.E., (Fences, Walls, and Retaining Walls).

N. DEMOLITION

Demolition of structures or porches, or any demolition that would reduce the square footage of a structure requires a Certificate.

Administrative Review: None

Board Review: The Board must review all requests for demolition except those which are ordered by the courts or the Department of Codes Compliance. Removal of any exterior features above must be photographed and documented by the Board prior to issuance of certificate.

GLOSSARY OF TERMS

Addition: To add a new part such as a wing, ell, or porch to an existing building or structure.

Administrative Review: Review by which a Certificate of Appropriateness can be issued by the Department of Planning without a presentation before the Board.

Alteration: To make a visible change to the exterior of a building or structure.

American Four-Square: See Four-Square.

Arbor: An open structure of trees or shrubs closely planted either twined together and self-supporting or supported on a light latticework frame.

Art Deco: A style popular in the 1920's and 1930's which emphasized the modern streamlining and geometric ornament.

Balcony: A projecting platform on a building, sometimes support from below, sometimes cantilevered; enclosed with a railing or balustrade.

Balustrade: A low barrier formed of uprights supporting a railing.

Bargeboard: The decorative board along the roof edge of a gable concealing the rafters.

Bay: Within a structure, a regularly repeated spatial element usually defined in plan by beams and their supports, or in elevation by repetition of windows and doors in the building façade.

Bay Window: Fenestration projecting from an exterior wall surface and often forming a recess in the interior space.

Beaux Arts: A monumental style featuring classical details taught by Ecole de Beaux Arts in Paris during the late 19th century.

Board Review: Review by which a Certificate of Appropriateness can be issued by the Department of Planning requiring a presentation before the Architectural Review Board.

Bracket: A wooden or stone decorative support beneath a projecting floor, window, or cornice.

Bungalow: A style of building popular from the turn of the 20th century until World War II. Bungalows are characterized by a horizontal composition, low sweeping roofs with overhangs, porches, and an informal quality.

Capital: The top or head of a column or pilaster.

Casement Window: A window whose sash opens on hinges placed on its vertical edge.

Certificate of Appropriateness (Certificate): A certificate issued by the Department of Planning stating that a project meets standards set forth in the Architectural Review Guidelines.

Classical: Pertaining to the architecture of Greece and Rome, or to the styles inspired by this architecture.

Clipped Gable Roof: A roof type that is cut back at the peak of the gable ends and a small roof section is added creating an abbreviated hipped form.

Colonial Revival: A style popular during the late 19th century and early 20th century. The style commonly features an accentuated front entry, doors with overhead fanlights and or sidelight, and a symmetrically balanced front façade. The style is remindful of 18th century English Georgian architecture which appeared in the North American Colonies.

Column: Vertical shaft or pillar that supports or appears to support a load.

Corbel: A projection (or building out) from a masonry wall, sometimes to support a load and sometimes for decorative effect.

Corner Board: One of the narrow vertical boards at the corner of a traditional wood frame building into which the siding butts.

Cornice: The top part of an entablature, usually molded and projecting; originally intended to carry the eaves of a roof beyond the outer surface.

Deck: An uncovered porch, usually at the rear of a building.

Dentil: A number of small cubical members at the base of a classical cornice that resemble teeth.

Dormer: A structure containing a window (or windows) and its own roof that projects through a pitched roof.

Downspout: A pipe, usually of metal for carrying rainwater from roof gutters.

Eave: The part of a sloping roof that projects beyond a wall.

Eclectic: As it pertains to architecture, the free use and mixture of forms and details from any historic style; especially prevalent in the latter part of the 19th century in the United States.

Elevation: A drawing showing the vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane.

Entablature: An architectural element at the top of a wall or above a column capital comprised of the architrave, frieze and cornice.

Existing: Condition existing at present time.

Eyebrow Window: A type of dormer window with a semi-circular or triangular shape.

Façade: The front face or elevation of a building.

Fanlight: A semicircular window with radiating muntins, located above a door.

Fascia: A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal or eaves side of a pitch roof. The rain gutter is often mounted on it.

Fenestration: The arrangement of the openings (doors and windows) of a building.

Finial: A formal ornament at the top of a canopy, gable, pinnacle, street lights, etc.

Finished Grade: The nominal grade (yard/drive/walkway level) in area adjacent to the project.

Flashing: Pieces of metal used for waterproofing roof joints.

Florida Room: A glass enclosed porch, usually placed in order to obtain maximum advantage of the winter sun; a conservatory.

Fluting: A system of vertical grooves (flutes) in the shaft of a column.

Four-Square: Considered by many as the first truly American home style, influenced by the revolt led by Frank Lloyd Wright against the Eclectic movement. The style is characterized by hip roofs, hipped-roofed dormers, projecting overhangs, combinations of clapboard or brick with stucco, hipped roof porches, with usually square columns. Many four-squares were given colonial revival or neoclassical details to fit in with their fancier eclectic style neighbors. See also Prairie.

Frieze: The horizontal member of a classical entablature located immediately below the cornice, sometimes ornamented. Also a horizontal decorative panel.

Foundation: The supporting portion of a structure below the first floor construction, or below grade, including footings.

Gable Roof: A pitched roof in the shape of a triangle.

Gambrel Roof: A roof in which the angle of pitch changes part way between the ridge and eaves; an element typical of the Dutch Colonial style.

Gazebo: A freestanding roofed structure usually open on all sides.

Glazing: Another term for glass or other transparent material used in windows.

Hipped Roof: A roof defined by having slopes on all four sides.

Historic: The item in question has been a part of the property for the greater period of existence of the main structure, and has been identified by the Board as being characteristic to the structure in its current style.

Jalousie: A blind or shutter having adjustable horizontal slats for regulating the passage of air and light. Later applied to the aluminum and glass windows popular in Florida architecture and trailer homes.

Lattice: A network, often diagonal, of interlocking lathe or other thin strips used as screening, especially in the base of a porch.

Lintel: A horizontal member spanning an opening supporting construction; a beam.

Mission: An architectural style characterized by brick or stucco wall, round arches, hip roof with red tiles, decorative stringcourse and distinctive shaped parapets.

Modillion: A block or bracket in the cornice of the classical entablature.

Modillion Cornice: Cornice with classical brackets forming a molding.

Molding: A decorative band having a constant profile or having a pattern in low relief, generally used for transition or decorative relief.

Muntin: A glazing bar that separates panes of glass.

Neoclassical: An architectural style characterized by a two story pedimented portico or porch supported by Greek style columns, usually Ionic or Corinthian, centrally located doorway and symmetrically placed windows.

Oriel Window: A bay window usually above the first floor, supported by brackets or corbels.

Original: The item in question has been a part of the property presumably since its construction. If the status as original is in question by the Board, the Board shall use length of time known to be installed, likelihood that material/design was used at time of construction, and how the item relates to the architectural style of the structure.

Overlay Zoning District: A set of legal regulations that are imposed on properties in a particular area or district that are additional requirements to the existing zoning regulations in effect for those properties.

Palladian Window: A neoclassical style window that is divided into three lights. The middle light is larger than the other two and usually arched.

Patina: The appearance of a material's surface that has aged and weathered. It often refers to the green film that forms on copper and bronze.

Patio: An open, paved court.

Pedestal: Base for a column or for a piece of sculpture.

Pediment: A triangular gable bounded on all sides by a continuous cornice; this form is characteristic of classical architecture.

Pier: An upright structure of masonry serving as a principal support.

Pilaster: A flat or half-round decorative member applied at a wall suggesting a column; sometimes called an engaged column.

Pitch: The degree of slope of a roof.

Plan: A drawing showing the horizontal elements of a building, either interior or exterior, as a direct projection to a horizontal plane.

Plinth: The base block of a column.

Porch: A covered outdoor area attached to the house, usually roofed and generally open sided with a floor and balustrades.

Porte Cochere: A roofed passageway large enough for wheeled vehicles to pass through.

Portico: A small entrance porch or covered walk consisting of a roof supported by open columns.

Prairie: An architectural style, founded by Frank Lloyd Wright, characterized by its overall horizontal appearance through the use of bands of casement windows, long terraces, low pitched roofs with overhangs, one-over-one windows. The Prairie School stressed the house's relationship to its surroundings.

Preservation: To sustain the existing form, integrity, and material of a building or structure.

Queen Anne: Architectural style characterized by irregularity of plan, variety of color and texture, variety of window types, multiple steep roofs, porches with decorative gables and trim. Style so called because its English founders began by borrowing from Tudor and Flemish architecture and adding classical details such as pediments associated with the reign of Queen Anne in the early 18th Century.

Quoin: In masonry, a hard stone or brick used, with similar ones, to reinforce an external corner of a wall; often distinguished decoratively from adjacent masonry.

Rake: Trim members that run parallel to a roof slope and form the finish between the wall and the gable roof extension.

Ranch: The predominant post-World War II architectural style, adapted by California architects, which promised casual and carefree living on one level with living areas open and the outside accessible.

Rehabilitation: To return a property to a state of utility through repair or alteration which make possible an efficient contemporary use while preserving those portions or features which are significant to its historical, architectural, and cultural values.

Remodel: To alter a structure in a way that may or may not be sensitive to the preservation of its significant architectural forms and features.

Renovation: See Rehabilitation.

Restoration: To accurately recover the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work and/or by the replacement of missing earlier work.

Repoint: To remove old mortar from courses of masonry and replace with new mortar.

Reveal: The depth of wall thickness between its outer face and a window or door set in an opening.

Riser: Each of the vertical boards closing the spaces between the treads and stairways.

Sash: The movable part of a window holding the glass.

Setback: The distance that a building is placed from the edges of its lot.

Sidelight: A narrow window flanking the side of a door.

Sill: The horizontal water-shedding member at the bottom of a door or window.

Soffit: the exposed undersurface of any overhead component of a building such as an arch balcony, beam, cornice, lintel, or vault.

Split Level: Post-World War II house style in which the floor levels of adjoining rooms are separated by about a half-story.

Stabilization: To reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

Standing Seam Metal Roof: Roof where long narrow pieces of metal are joined with raised seams.

Story: The space in a building between floor levels or between a floor and a roof line.

Tongue and Groove: Boards having a tongue on one edge and a groove on the next for tight joining and surface alignment

Tread: The horizontal board in a stairway on which the foot is placed

Trim: The finish material on a building, such as moldings, applied around openings or edges

Tudor Revival: Style distinguished by strong timber foundations supports, knees and studs and whose walls are filled with stucco or masonry materials such a brick

Turret: A small tower, usually corbelled from a corner

Veranda: A covered porch or balcony, extending along the outside of a building, planned for summer leisure.

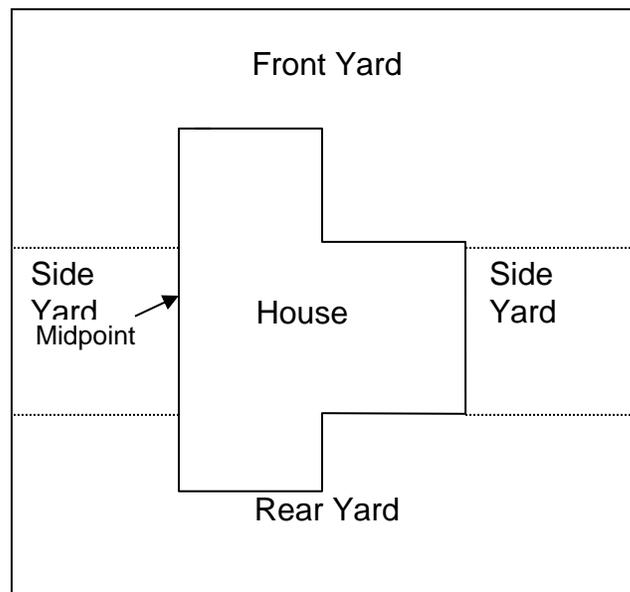
Vernacular: Indigenous architecture that generally is not designed by an architect and may be characteristic of a particular area. Any local adaptation of popular architectural forms. For example, a Southern house may have more emphasis on windows and porches for coolness and ventilation than the same style in colder climates.

Williamsburg Style: Of or pertaining to the styles displayed in the restoration of Colonial Williamsburg.

Wrought Iron: Iron that is rolled or hammered into shape, never melted.

Yards; Front, Side, and Rear: Defined in Glossary Figure 1 below.

Yard Height, Average: See Finished Grade.



Glossary Figure 1: Yard

NORTH END/HUNTINGTON HEIGHTS ARCHITECTURAL REVIEW BOARD

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APPENDIX I
ADMINISTRATION OF
THE NORTH END/HUNTINGTON HEIGHTS ARCHITECTURAL REVIEW BOARD
BYLAWS

O. Authority

The North End/Huntington Heights Architectural Review Board (hereinafter referred to as the “ARB”) has been created pursuant to Chapter 45, Zoning Ordinance, of the Code of the City of Newport News, Virginia, Article XXXI., Overlay Zoning Districts and Regulations, Division 6. Special Historic Zoning Regulations for North End/Huntington Heights.

P. Adoption of Rules and Procedures

The ARB has the authority to adopt rules and procedures, including design guidelines, without amendment to the zoning ordinance or the vote of the governing authority for:

1. the transaction of its business; and
2. consideration of applications for certificates of appropriateness.

The adoption of rules and standards shall require the affirmative vote of at least four (4) ARB members. The adoption of any design guidelines shall require the affirmative vote of at least four (4) ARB members after a duly advertised public hearing.

Q. Membership

d. General

The ARB shall consist of seven persons appointed by the Newport News City Council. The seven (7) persons shall have the following qualifications: one professionally licensed architect or engineer, one landscape architect or artist, and five (5) resident owners of real estate in the North End/Huntington Heights Historic District.

e. Terms

Terms of office shall be as prescribed by City Code Section 45.3147 and further governed by City Charter Section 17.02.

f. Vacancies.

Should a member die, resign, or move his/her permanent residence outside of the City of Newport News, the Chair shall recommend to City Council that a vacancy be declared and that the vacant position be filled.

g. Salary

Members shall not receive a salary.

5. Officers

a. Chair

A Chair shall be elected by the members of the ARB annually from among their membership. The Chair shall preside at all meetings and hearings. The Chair shall decide all points of order and procedure, subject to the zoning ordinance, these bylaws, and any rules of procedure or guidelines adopted by the ARB, unless directed otherwise by a majority of the members in session at the time. The Chair may discuss or vote on any matters before the body.

b. Vice Chair

A Vice Chair shall be elected by the members of the ARB from among their membership in the same manner as the Chair. The Vice Chair shall serve as acting Chair in the absence of the Chair, or when that officer shall refrain from participation because of a conflict of interest, and shall have the same powers and duties as the Chair when acting in that capacity.

c. Secretary

The ARB shall appoint a Secretary to serve at the pleasure of the membership. If an individual who is not a member is appointed as Secretary, that individual shall not have a vote on matters before the ARB. The Secretary shall cause a permanent record to be made of all resolutions, proceedings, and actions of the body.

d. Elections

Officers shall serve one-year terms and shall be eligible for reelection. The ARB shall elect its initial officers at the first meeting following their appointment and thereafter in January of each year. If a vacancy should occur in any office an individual shall be elected from the membership to serve for the remainder of the unexpired term.

R. Meetings

e. Regular Meetings

Regular meetings of the ARB shall be held on the first Thursday of each month at 6:00 PM. However, if there is no business to be considered by the Board, it may elect not to hold its meeting. The Department of Planning may be contacted to confirm if the Board will hold a meeting. If a regularly scheduled meeting occurs on a legal holiday, the Chair may set an alternate date for the meeting.

f. Special Meetings

Special meetings of the ARB may be called at any time by the Chair. At least forty-eight hours' notice of time and place of special meetings shall be given to each member; provided that this requirement may be waived by consent of all the members. The purpose of the special meeting must be stated in the notice.

g. Cancellation of Meetings

Whenever there is no business to be conducted, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four hours prior to the time set for the meeting.

h. Adjourned Meetings

Should the business before the ARB not be completed, the Chair may adjourn the same from day to day until the matters before the body are disposed of.

i. Quorum

A quorum shall consist of four (4) members.

j. Open Meetings

All meetings of the ARB shall be open to the public, but the ARB may go into executive session as provided by the Freedom of Information Act. A time limit may be set by the ARB for the presentations or remarks of non-members.

k. Agenda

The agenda for each meeting shall be prepared by the Secretary at the discretion of the Chair. The normal order of business at each meeting shall be: (1) determination of quorum, (2) call to order, (3) approval of minutes of the previous meeting, (4) applications for certificates of appropriateness, (5) old business, (6) new business, and (7) adjournment.

l. Voting

Decisions of the ARB shall be by a majority of those members present and voting, a quorum being present. All votes shall be made by roll call.

m. Committees

The chair may appoint any committees found necessary to facilitate business before the ARB and shall be an ex-officio voting member of all committees. With the concurrence of the ARB, committees may include residents of the North End/Huntington Heights Community who are not members of the ARB.

n. Staff

The City of Newport News shall provide technical and clerical assistance as the ARB may require.

o. Conflict of Interest

A member shall not cast a vote on any issue before the ARB which involves the interests of that member or an organization in which that member has an ownership interest or position of control or directly represents. Neither shall a member cast a vote on any matter which could provide direct financial benefit to that member. Whenever a conflict of interest situation arises in the conduct of business the following actions shall be taken:

- (1) The individual member shall divulge the existence and reasons for the potential conflict;
- (2) The remaining members of the ARB shall decide if such a conflict exists;
- (3) If it is decided that a conflict exists, the affected member shall refrain from presenting, voting on, or discussing the project, other than answering a direct question.
- (4) Should the ARB determine that a conflict of interest does not exist, the nature of the alleged conflict and the reason(s) for determining that a conflict did not exist shall be entered into the minutes.

p. Amendments

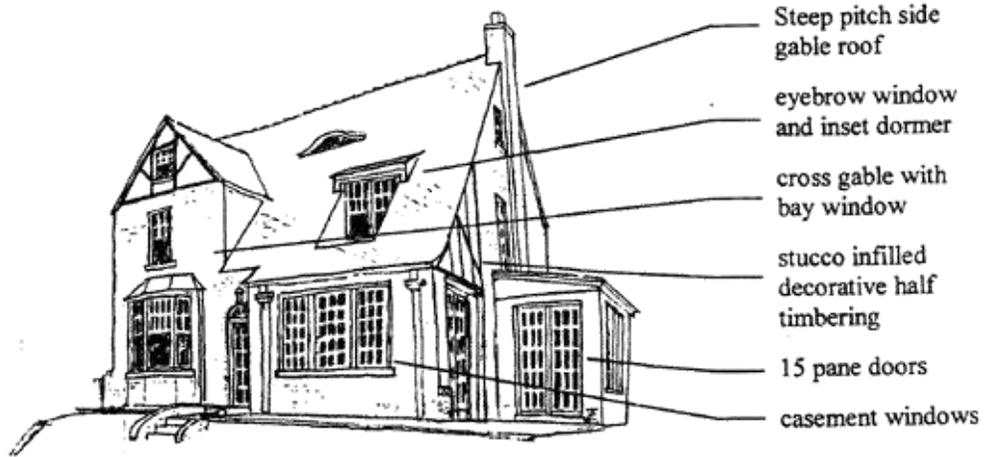
These bylaws may be amended by the affirmative vote of five (5) members of the ARB, provided that notice of the intent to amend and the content of the amendment shall have been distributed in writing to each member for at least twenty-one (21) days prior to the meeting at which the vote to amend is taken or presented to the members, all members being present, at the regular meeting preceding the meeting at which the vote to amend is taken.

APPENDIX II

CHARACTERISTICS OF TYPICAL ARCHITECTURAL STYLES IN THE NORTH END/HUNTINGTON HEIGHTS NEIGHBORHOOD

Note: The details shown in the illustrations show specific houses in the neighborhood. Details shown in the illustrations may not be typical of the architectural styles shown. The requirements of Section IV of the guidelines takes precedence over any illustration shown in Appendix II.

II. ECLECTIC STYLES (continued)



B. TUDOR (ENGLISH TUDOR REVIVAL) 1920 - 1940

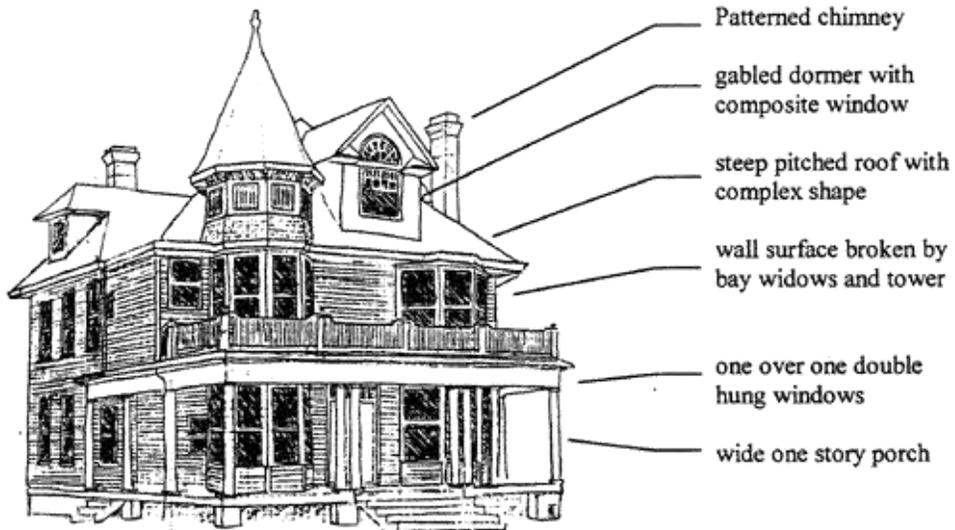


C. PRAIRIE BOX (AMERICAN FOURSQUARE) 1900 - 1930

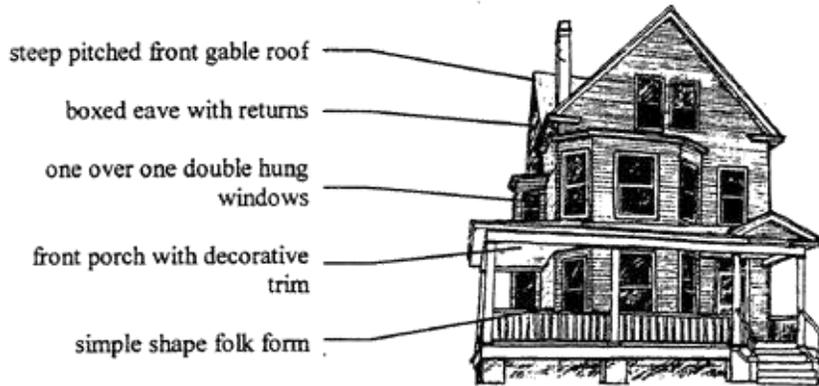
APPENDIX II

ARCHITECTURAL STYLES FOUND IN NORTH END/HUNTINGTON HEIGHTS
AND TYPICAL CHARACTERISTICS

I. VICTORIAN STYLES



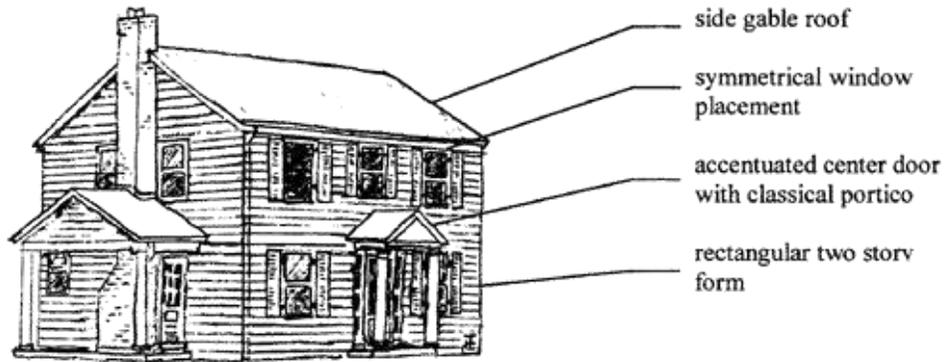
A. QUEEN ANNE 1900 - 1910



B. FOLK VICTORIAN (VERNACULAR) 1900 - 1915

II ECLECTIC STYLES

A. COLONIAL REVIVAL



1. COMMON COLONIAL REVIVAL 1900 – 1940



2. DUTCH COLONIAL REVIVAL 1910 – 1950

3. CAPE COD 1920 - ONWARD

APPENDIX III

INVENTORY OF HOUSES IN
THE NORTH END/HUNTINGTON HEIGHTS HISTORIC OVERLAY

(Reserved)

APPENDIX IV

SPECIAL HISTORIC ZONING REGULATIONS FOR THE NORTH END/HUNTINGTON HEIGHTS

ORDINANCE NO. 5356-99

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 45, ZONING ORDINANCE, OF THE CODE OF THE CITY OF NEWPORT NEWS, VIRGINIA, ARTICLE XXXI., OVERLAY ZONING DISTRICTS AND REGULATIONS, BY ADDING THERETO A NEW DIVISION, NAMELY, DIVISION 6, SPECIAL HISTORIC ZONING REGULATIONS FOR NORTH END/HUNTINGTON HEIGHTS.

BE IT ORDAINED by the Council of the City of Newport News:

That Chapter 45, Zoning Ordinance, of the Code of the City of Newport News, Virginia, Article XXXI., Overlay Zoning Districts and Regulations, be, and the same hereby is amended and reordained, by adding thereto a new division, namely, Division 6., Special Historic Zoning Regulations for North End/Huntington Heights, as follows:

CHAPTER 45

ZONING ORDINANCE

ARTICLE XXXI. OVERLAY ZONING DISTRICTS AND REGULATIONS

**DIVISION 6. SPECIAL HISTORIC ZONING REGULATIONS FOR
NORTH END/HUNTINGTON HEIGHTS**

Sec. 45-3142. General.

(a) *Purpose and intent.* The purpose of this article is to protect against destruction, degradation, and encroachment upon the areas, structures, and premises designated to be of substantial historic significance; to encourage uses which will lead to their continuance, conservation, and improvement in a manner appropriate to the preservation of the historic heritage of the City of Newport News and the Commonwealth of Virginia; to prevent creation of environmental influences adverse to such purposes; and to assure that new structures and uses within the historic district created by this article will be in keeping with the character to be preserved and enhanced. To accomplish such purpose, this article provides for:

- (1) The creation of the North End/Huntington Heights Historic District identified in this division of the City Code as the "Historic District";
- (2) Modifications to use and dimensional regulations within the Historic District;
- (3) Architectural standards within the Historic District;

(4) The creation of an architectural review board for the Historic District identified in the division of the City Code as the "Architectural Review Board" or "Board"; and

(5) A procedure for reviewing plans by the Architectural Review Board.

(b) *Creation of North End Huntington Heights Historic District.* A special zoning district is hereby created to be known as the North End/Huntington Heights Historic District and as shown on the Zoning District Map which is on file in the office of Codes Compliance and in the department of planning and development. The North End/Huntington Heights Historic District as shown on the zoning district map is bounded approximately by the south side of 72nd Street from Belvedere Drive to Warwick Boulevard, the west side of Warwick Boulevard from 72nd Street to 50th Street, the north side of 50th Street from Warwick Boulevard to Huntington Avenue, the east side of Huntington Avenue from 50th to 51st Street, the north side of 51st Street, in an westerly direction to the boundary of property belonging to Newport News Shipbuilding and Dry Dock Company, on the east side of property belonging to Newport News Shipbuilding and Dry Dock Company north to a point on the south side of 57th Street extended, east on a line with the southerly line of 57th Street to Huntington Avenue, thence north on the east side of Huntington Avenue to its intersection with the northerly line of 68th Street, thence west along the easterly line of River Road to its intersection with 70th Street, thence east on 70th Street to Belvedere Drive including therein that parcel known as 7001 Belvedere Drive (Assessor's #282.0001-07), thence north on Belvedere Drive to its intersection with 72nd Street, excluding therefrom that parcel known as 310 73rd Street (Assessor's #282.0001-04).

Existing community facilities and commercially zoned property within the boundary of the district are exempt from the provisions of the Historic District.

Sec. 45-3143. Permitted uses.

(1) *Uses permitted.* In the Historic District, buildings or premises may be used as permitted in the underlying zoning districts in accordance with Article IV, section 45-402.

(2) *Accessory uses:* Any use customarily incidental or accessory to any other uses is permitted in this district when clearly established as an accessory use to a permitted use.

(3) *Signs:* Signs permitted in the Historic District shall be the same as those set forth in City Code 33.01-4(e). In reviewing requests for such signs, the Architectural Review Board for the Historic District shall consider whether each sign is compatible with the architecture and concept of the Historic District.

(4) *Special exceptions:* Special exceptions shall be permitted as allowed in the regular zoning district regulations; provided, however, that the review as otherwise required include review by the Architectural Review Board.

Sec. 45.3144. Architectural standards.

The design, height, setback and spacing of new structures in the Historic District shall be in conformity with the guidelines set by the Architectural Review Board. Plans for all new structures shall be approved by the Board, unless otherwise provided. Additions and alterations to structures shall also follow the guidelines set by the Architectural Review Board, and plans shall be approved by the Board.

Sec. 45-3145. Lot area and dimensional regulations.

The lot area and dimensional regulations of the applicable regular zoning districts shall apply, unless otherwise modified below:

Residential districts: Front and side yards shall conform to the pattern established by the original North End/Huntington Heights design. Accessory buildings shall be set back no less than three (3) feet from the side yard and five (5) feet from the rear yard. Notwithstanding the foregoing, accessory buildings may be reconstructed within the original footprint of prior or existing accessory buildings.

Sec. 45-3146. Off-street parking and loading regulations.

Off-street parking spaces and loading spaces shall be provided in conformity with the requirements for specific uses set forth in Article XXX of this Chapter. Plans for off-street parking shall be approved by the Board.

Sec. 45-3147. Architectural review board.

- (a) *Creation of the Architectural Review Board.* The Architectural Review Board shall be appointed by the Newport News City Council. Such Board shall consist of seven (7) persons having the following qualifications: One professionally licensed architect or engineer, one landscape architect or artist, and five (5) resident owners of real estate in the North End/Huntington Heights Historic District.
- (b) *Term of office:* The term of office is four (4) years for all members. No member shall serve more than two (2) consecutive terms, except those members who initially fill unexpired terms of less than four (4) years may be reappointed for two (2) full four (4) year terms. However, in no case shall any member serve more than ten (10) consecutive years.

The initial Board shall be appointed to serve the following terms: three (3) members for four (4) years; two (2) members for three (3) years; two (2) members for two (2) years. Reappointments of such members shall be for four (4) years.

(c) *Organization am meetings:* The Board shall elect a chairman each year and other officers as necessary. The Board shall meet at regularly scheduled times. A quorum shall consist of four (4) members, but a lesser number may conduct public hearings or meetings at which the principal purpose is collection of information, provided that no action binding on the Board is taken at such hearings or meetings. All meetings and records of the Board shall be public, and anyone present at the meetings shall be allowed to speak.

(d) *Procedures and duties of the Architectural Review Board:*

(1) The Architectural Review Board shall prepare guidelines for standards to be applied to land and the exterior of buildings and structures within the North End/Huntington Heights Historic District.

(a) Such guidelines shall be in written form and shall become effective only upon adoption after a duly advertised public hearing.

(b) Said public hearing shall be advertised once in a local newspaper, not less than ten (10) days prior to the date of said hearing.

(c) The Board shall review the guidelines at least once each year at a public hearing and may make any changes necessary to protect the intent of this division of the City Code.

(2) Plans to be submitted:

a. On and after April 1, 2000, all plans for new buildings and structures and additions and alterations to existing buildings and structures including the painting thereof, in the Historic District shall be reviewed by the Architectural Review Board unless otherwise provided herein. The department of planning and development shall be responsible for receiving applications and providing technical assistance to the Board. On and after April 1, 2000, whenever a permit for a building, structure, sign, or demolition is needed for work to be performed within the Historic District, the applicant shall submit to the Board plans showing sufficient detail prior to the issuance of any such permit; provided, however, that demolition required pursuant to City codes enforcement activity shall not be subject to Board review and approval. The Board shall review an application within thirty (30) days after it is filed. The Board shall notify the applicant and the owners of the property adjacent to each side of the property in question of the time and place where a review is to be held. Such notice shall arrive at least five (5) days before the review.

- b. The Board, when it deems it necessary in order to review a particular application, may require the submission of any or all of the following items: Architectural plans, plot plans, landscaping plans, plans for off-street parking, proposed signs, elevations of all portions of proposed structures facing streets, and elevation photographs or perspective drawings showing proposed structures and all such existing structures that are within one hundred (100) feet of the Historic District and are substantially related to it visually or by reason of function, traffic generation, or other characteristics.
 - c. In its review of the material submitted, the Architectural Review Board shall examine the architectural design and the entire exterior surface, treatment of the buildings and structures within the area, and other pertinent factors affecting the appearance and efficient functioning of the Historic District. The Board shall not consider any interior arrangement nor shall it make requirements except for the purpose of preventing development obviously incongruous to the historic aspects of the district. The Board shall vote to approve or disapprove within sixty (60) days after the application is filed.
- (e) *Approval of application by Architectural Review Board:* When the Board finds that proposed building structure, alteration, repair, demolition, or sign is within the intent of this division of the City Code, the Board shall issue a certificate of appropriateness and report its findings to the department of codes and compliance. A certificate of appropriateness is a written statement by the Board indicating that the proposed building, use or structure fulfills the requirements of the North End/Huntington Heights District.
- (f) *Disapproval by the Board:* Should the Board disapprove the application, it shall submit to the applicant a list of the reasons for disapproval and suggestions for changing the application as to be acceptable. The applicant may review and resubmit his application.
- (g) *Appeal:* Decisions of the Architectural Review Board may be appealed by any aggrieved party to the Board of Zoning Appeals as provided in Article XXXII.
- (h) *Failure of the Board to act:* Should the Board fail to approve or disapprove a complete application within sixty (60) days from the date of submission, the application shall be considered approved.

Sec. 45-3148. Administrative procedures.

The city manager shall designate an agent of the city who shall be responsible for administration of this division of the City Code and shall handle the administrative approval of applications authorized herein. The administrator shall review such application for conformity with specific standards set forth by these sections and shall approve the same where appropriate by issuing a certificate of appropriateness for such activity when found in conformity with the guidelines and standards as set forth by the Architectural Review Board and shall report in writing to the Architectural

Review Board the approval of the application and conditions of approval.

Sec. 45-3149. Administrative approval of routine activities.

- (a) To facilitate the normal functioning of the Historic District, the Architectural Review Board shall identify and set forth in its guidelines those normal and routine exterior repairs and maintenance activities that may be performed without adverse influence or effect to the character of the Historic District or intent of the Historic District regulations.
- (b) The identification of these activities shall include specific details as to color, materials, dimensions and other information necessary to permit administrative review and approval of such activities.

Sec. 45-3150. Prohibition and standards.

No building permit, sign permit, or other city permit shall be issued nor shall any individual undertake any of the activities listed below until the Architectural Review Board or the designated administrator shall have certified that such activity is in conformance with the provisions of this division of the City Code:

- (1) *New buildings*: This shall include any new principal or accessory structure.
- (2) *Additions and/or alterations*: This shall include any exterior modifications to existing structures.
- (3) *Fence*: This shall include all new fences and any modification to existing fencing resulting in changes in height, material or location but shall exclude normal structural maintenance.
- (4) *Signs*: See Chapter 33.01 of the City Code.
- (5) *Landscaping*: This shall include any landscaping or yard decorations using structural or non-vegetative components when such landscaping components are twelve (12) inches above the average yard elevation and are visible from adjacent property. The Board shall not consider or rule upon the appropriateness of any plant material.
- (6) *Painting*: This shall include any colors utilized in the exterior finishes of structure in the Historic District.
- (7) *Off-street parking*: shall include the construction of new driveway entrances or enlargements of existing entrances as well as the use of front yards for off-street parking.

PASSED BY THE COUNCIL OF THE CITY OF NEWPORT NEWS OCTOBER 26, 1999
Bernice I. Berry, QIC/ME
City Clerk
Charles C. Allen, AICP
Vice Mayor

APPENDIX V

REHABILITATION GUIDELINES TO ASSIST HOMEOWNERS

NOTE: The below listed information is to assist homeowners in maintaining their property. There are no binding requirements in this appendix.

REHABILITATION

I. Introduction

Proper preservation of historic buildings is obtained by performing normal maintenance. If an older structure is properly maintained, it should not require extensive rehabilitation except for necessary modernization of mechanical systems and periodic replacement of items that wear out, such as roofs and paint. Good maintenance practices can extend the life of most features of a historic building.

Many of the recommendations of the rehabilitation guidelines emphasize the importance of and give specific advice on proper maintenance of various building elements. Nevertheless, if a historic building has insensitively remodeled over the years, it may require some level of rehabilitation to return it to a more historically appropriate appearance.

Before beginning a rehabilitation project, take the following steps to insure that you have considered all aspects of the project.

1. Look at your building to determine the style, age and elements that define its special character.
2. Review the Secretary of the Interior's Standards for Rehabilitation listed in this appendix. These are the basis of many of the recommendations of the Architectural Review Guidelines when considering applications for Certificates of Appropriateness.
3. Become familiar with the BOCA Code provisions for historic buildings listed in this appendix and meet with the building inspector early on about your plans.
4. If your project is complicated or involves new construction, consider employing the services of an architect with experience in working with historic buildings.
5. Meet with the Architectural Review Board early in the process to get their informal input and to receive any detailed technical information that may aid your project.

I.

6. Seek advice from or use contractors experienced in working with historic buildings and materials. Some tasks, such as brick repointing or cleaning historic masonry, require special knowledge, techniques, and methods.

II. Federal Tax Credits for Rehabilitation

Federal Tax Credits for Rehabilitation

An owner undertaking a major rehabilitation of a contributing historic building in the Nation Register of Historic Places Historic District which is within the North End/Huntington Heights Historic District may be eligible for certain federal tax credits. Among the requirements for federal tax credits are:

1. The building must be income-producing. Homeowners are not eligible for this program.
2. An application must be filed with the Virginia Department of Historical Resources before any construction begins.
3. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings must be followed.

Contact the Virginia Department of Historical Resources for further information about this program.

State Tax Credits for Rehabilitation

An owner undertaking rehabilitation of an owner-occupied or income producing property may wish to apply for the state program by checking out the requirements on the Virginia Department of Historic Resources tax rehabilitation program on the web at <http://state.vipnet.org/dhr/>

II. The Secretary of the Interior's Standards for Rehabilitation

The guidelines for the rehabilitation of existing buildings in the North End/Huntington Heights Historic District are based upon The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

These guidelines are used by the National Park Service to ensure that the rehabilitation of a historic building is undertaken in a manner that is sensitive to its historic integrity. The guidelines are very broad in nature, as they apply to the rehabilitation of any contributing building in any historic district throughout the United States. The Ten guidelines are:

II. (Continued)

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes 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 historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires a replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structure, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project 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 that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic 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.

III. Building Code Provisions

Section 513 of the BOCA Basic National Building Code allows some exceptions to the building code requirements for historic buildings:

“The provisions of this code relating to the construction, repair, alteration, enlargement, restoration and moving of buildings or structures shall not be mandatory for existing buildings or structures identified and classified by the state or local government authority as historic buildings, subject to the approval of the board of appeals, when such buildings are judged by the building official to be safe and in the interest of public health, safety and welfare regarding any proposed construction, alteration, repair, enlargement and relocation. All such approvals must be based on the applicant’s complete submission of professional architectural and engineering plans and specifications bearing the professional seal of the designer.”

This provision allows a building owner undertaking renovations to a contributing building in a local historic district a certain amount of flexibility in complying with the building code, letter for letter. It is the owner’s responsibility to convince the building code official that the planned alteration approaches follow the intent of the building code and continue to provide safety for the general public. This clause can be very useful in helping retain historic elements of a building that might not otherwise meet the current requirements of the code.

IV. Specific Projects

A. Windows

1. Retain original windows. Ensure all hardware is in good operating condition. Ensure that caulk and glazing putty are intact and in good condition and that water drains off the sills.
2. Repair original windows by patching, splicing, consolidating or otherwise reinforcing the wooden members. Wood that appears to be in bad conditions because of peeling paint or separated joints can often be repaired.
3. Uncover and repair covered-up windows and reinstall windows where they have been blocked in. If the window is no longer needed, the glass should be retained and the back side frosted, screened, covered with dark paint on the inside, or shuttered so that it appears from the outside to be in use.
4. Replace windows only when they are missing or beyond repair.

IV. A. (Continued)

5. Improve thermal efficiency with weather-stripping, storm windows (preferably interior), caulking, interior shades, and if appropriate for the building, shutters and awnings. Install interior storm windows with airtight gaskets ventilating holes, and/or removable clips to ensure proper maintenance and to avoid condensation damage to windows. Install exterior storm windows that do not damage or obscure the windows and frames. The storm window divisions should match those of the original window. Aluminum storm windows and screen frames should be first primed with a zinc chromate primer before painting. Do not use tinted glass on major facades of the building.
6. Use shutters only on windows that show evidence of their use in the past. A correctly sized shutter will only cover the glass. Shutters are generally inappropriate on composite or bay windows.

B. Doors

1. Repair doors by patching, splicing, consolidating or otherwise reinforcing original material. Wood that appears to be rotted because of peeling paint and separated joints may be sound enough to repair. Reuse serviceable door hardware and locks.
2. Uncover and repair covered-up doors. If the door is no longer needed, it should be fixed in place with the back side of any glass in the door frosted, screened, painted black, or shuttered so that it appears from the outside to be used.
3. Avoid changing the size of doors by installing replacement doors that do not fit the original openings.
4. Only replace doors when they are missing or beyond repair. Base reconstruction on physical evidence from the original door or on old photographs if they are available, and use appropriate materials, finishes, and details. Avoid substituting stock, mass produced doors from building supply firms for original historic doors.
5. If purchasing a storm door, look for one that is mostly glass so that it does not cover up the historic door or use a historically appropriate wood storm door.

IV. (Continued)

C. Entrances and Porches

1. Inspect masonry, wood and metal of porches and entrances for signs of rust, peeling paint, wood or mortar deterioration, and improper drainage. Correct any of these conditions.
2. Do not strip entrances and porches of historic material and details.
3. Do not remove or radically change entrances and porches important in defining the building's overall character.
4. Avoid adding gingerbread elements where they were not original; avoid installing decorative iron supports where they were not original; and avoid replacing wood steps with concrete steps.
5. Do not enclose porches on primary elevations and avoid enclosing porches on secondary elevations in a manner that radically changes historic appearance.
6. Replace an entire porch only if it is too deteriorated to repair or is completely missing. Match the new porch to the original as closely as possible.

D. Cornices

1. Maintain gutter system and flashing if possible.
2. Do not remove elements such as brackets or blocks which are a part of the original composition without replacing them with new ones of a like design.
3. Match materials, decorative details and profiles of existing original cornice design when making repairs.
4. Do not replace an original cornice with a new one that conveys a different period, style or theme from that of the building. If the cornice is missing, base the replacement on physical evidence, or barring that, make the design compatible with the design of the original building.

IV. (Continued)

E. Painting

1. Remove loose and peeling paint to the next sound layer, using the gentlest means possible: hand scraping and hand sanding (wood and masonry) and wire brushes (metal). Never use an open flame. A heat gun can be use on wood for heavy build up of paint. **DO NOT USE SANDBLASTING OR HIGH-PRESSURE WATER WASH** to remove paint from masonry, soft metal, or wood. Take precautions when removing older paint layers since they may contain lead.
2. Ensure that all surfaces are free of dirt, grease, and grime before painting.
3. Prime surfaces if bare wood is exposed or if changing the types of paints, such as from oil-based to latex. Use primers formulated for the material to be painted, for instance metal primers for metal and alkyd based primer for wood.
4. Do not apply latex paint directly over oil based paint as it may not bond properly and can pull of the old oil based paint. Use a high-quality paint and follow manufacturer's specifications for preparation and application.
5. **DO NOT PAINT MASONRY THAT IS UNPAINTED.**
6. Choose colors that blend with and complement the overall color schemes on the street. **IF** the color scheme is predominantly white, other colors may be used. Do not use bright and obtrusive colors.

F. Masonry

1. Retain masonry features such as walls, railings, cornices, window surrounds, pediments, steps, and columns that are important in defining the overall character of the building. Th size, texture, color, and pattern of masonry units, as well as mortar joint size and tooling should be respected.
2. Monitor the condition of mortar and the masonry units. Prevent water from causing deterioration by ensuring proper drainage, removing vegetation too close to the building, repairing leaking roofs, gutters, and downspouts, securing loose flashing, caulking joints between masonry and wood, and repairing cracks and unsound mortar.

3. DO NOT APPLY WATERPROOF, WATER-REPELLENT, OR NON-HISTORIC COATINGS IN AN EFFORT TO STOP MOISTURE PROBLEMS: they often trap moisture inside the masonry and cause more problems in freeze/thaw cycles. Water repellent coating should be used only if the bricks have been damaged by sandblasting.

IV. F. (Continued)

4. Clean masonry only when necessary to halt deterioration or to remove heavy soiling. Use knowledgeable contractors and check their references and methods. (Look for damage caused by improper cleaning such as chipped or pitted bricks, washed out mortar, rounded edges of brick, or a residue or film.)
5. Clean unpainted masonry with the gentlest means possible. The best method is a low pressure wash with detergents. Test the cleaner on a small inconspicuous part of the building. Older brick may be too soft to clean and can be damaged by detergents and the pressure of the water.
6. DO NOT USE ABRASIVE CLEANING METHODS SUCH AS SANDBLASTING OR EXCESSIVELY HIGH-PRESSURE WATER WASHES. These methods remove the hard outer shell of a brick and can cause rapid deterioration.
7. Use chemical cleaners cautiously. Do not clean with chemical methods that damage masonry and do not leave chemical cleaners on the masonry longer than recommended.
8. Avoid using water-based cleaning methods below 32 degrees Fahrenheit.
9. Disintegrating mortar, cracks in mortar joints, or loose bricks may signal the need for repointing masonry. Remove deteriorated mortar by carefully hand raking the joints to avoid damaging the masonry.
10. Do not repoint with mortar that is stronger than the original mortar and brick itself. Brick expands and contracts with freezing and heating conditions. When this change occurs, old mortar moves to relieve the stress. If portland cement is used, the mortar does not flex as much and the brick can crack, break, or spall. Do not repoint with a synthetic caulking compound.
11. Mortar of older brick buildings has a high lime and sand content. Replacement mortar should be composed primarily of lime (one part) and sand (two parts) with some (no more than 20 percent of the lime and cement combined) portland cement (ASTM C 150

Type 1) for workability. In newer buildings, the lime content would be decreased and the portland cement content increased.

12. Duplicate old mortar joints in width and profile.
13. Repair damaged masonry features by patching, piecing, or consolidating to match the original instead of replacing an entire masonry feature if possible.

IV. (Continued)

G. Wood

1. The main objective in wood maintenance is to keep it free from water infiltration and wood boring pests.
2. Keep all surfaces primed and painted.
3. Remove vegetation that grows too closely to wood.
4. Repair leaking roofs, gutters, downspouts, and flashing and ensure proper ventilation.
5. Maintain proper drainage around the foundation to prevent standing water.
6. Recaulk joints where moisture might penetrate a building. Do not caulk under individual siding boards or window sills. This action seals the building too tightly and can lead to moisture problems within the frame walls and to failure of paint.
7. Repair rotting or missing sections rather than replace the entire element. Use epoxies to patch, piece, or consolidate parts. Match existing materials and details.
8. Replace wood elements only when they are rotten beyond repair. Match the original material and design, or use substitute materials that convey the same visual appearance or use surviving material.
9. Base the design of reconstructed elements based on pictorial or physical evidence from the actual building rather than similar buildings in the area when possible.

APPENDIX VI

NUMBER _____

**APPLICATION FOR A
CERTIFICATE OF APPROPRIATENESS
NORTH END / HUNTINGTON HEIGHTS ARCHITECTURAL REVIEW BOARD**

1. ADDRESS OF ACTIVITY _____

2. OWNER _____

2A. OWNER'S ADDRESS _____

2B. OWNER'S PHONE _____

3. ACTIVITY (Please detail what is to be done as fully as possible. Provide plats, scale drawings, elevations, and/or exterior details and photographs. Include materials and colors. See Section II.C of guidelines for clarification.)

4. WILL USE OF PROPERTY CHANGE ? NO
YES
NEW USE _____

5. CONTRACTOR (if known) _____

5A. CONTRACTOR'S ADDRESS _____

5B. CONTRACTOR'S PHONE _____

6. PERSON REPRESENTING APPLICATION _____

6A. ADDRESS _____

6B. PHONE _____

PLEASE READ

I/WE UNDERSTAND THAT THE ABOVE PROPERTY MAY BE POSTED WITH NOTICE OF THIS APPLICATION AND THAT SOMEONE MUST BE PRESENT AT THE MEETING OF THE NORTH END / HUNTINGTON HEIGHTS ARCHITECTURAL REVIEW BOARD AT WHICH TIME THIS APPLICATION WILL BE CONSIDERED. I ALSO UNDERSTAND THAT MEMBERS OF THE BOARD AND CITY STAFF MAY VISIT THE SITE OF THE PROJECT PREVIOUS TO THE MEETING AND AFTER THE WORK HAS BEEN UNDERTAKEN.

7. SIGNATURE _____ DATE _____

APPENDIX VII

DETRIMENTAL EFFECTS FROM THE USAGE OF SYNTHETIC SIDING

The appearance of a historical building is a product of the cultural heritage of its region, the technology of its period, the skill and training of its builders, and the material used for its construction. The application of siding which cover, or cause the removal of original building features raises some of the fundamental issues of architectural conservation. Therefore, the North End/Huntington Heights Architectural Review Board discourages, but does not prohibit, the use of synthetic siding for the following reasons:

- (1) The siding of structures having walls or portions of walls whose original material is stucco or shingle can radically change the appearance of the structure. Widespread application of synthetic siding over stucco or shingle could produce the appearance of “tract” housing and reduce the diverse look that makes the neighborhood unique.
- (2) A structure is historic because its materials and the craftsmanship reflected in its construction are tangible and irreplaceable evidence of our cultural heritage. To the degree that they conceal the original building fabric, synthetic materials such as aluminum and vinyl siding will always subtract from the basic integrity of historic and architecturally significant buildings.
- (3) The historic appearance of a building may be visually altered by changes in scale, texture, color, and detailing which are inappropriate. The changes are especially dramatic where “clapboard” spacing is increased, shadow reveals are lost, trim is removed, and windows are altered or replaced.
- (4) The existing wall fabric is further damaged by the nailing required to apply siding. The panels may be nailed directly to the building fabric or furring strips may be nailed up as a base. Either technique will leave numerous holes in wood siding and will cause irreversible cracking or spoiling of stucco walls.
- (5) If an impermeable layer of siding is applied to the exterior or cold side of a wall, moisture can be trapped within the wall cavity and create condition favorable to deterioration due to wood rotting or staining fungi.
- (6) Another potential source of moisture problems results from the application of synthetic siding to buildings in need of repair. When leaking roofs, broken gutters and downspouts, or flashing problems are left unrepaired during a cosmetic application of an impermeable siding, quantities of water may be channeled into the wall behind the siding. Such excessive moisture levels within the wall can contribute to problems with interior finishes such as paint or wallpaper, causing peeling, blistering, or staining of the finishes.
- (7) The application of synthetic siding prohibits periodic inspection of the underlying historic building fabric. Since these sidings are frequently applied to buildings in need of maintenance and repair, the result of this can be the concealing of

problems which are the early warning signs of deterioration. Minor problems, concealed and uncorrected, can progress to the point where expensive, major repairs to the structure are necessary.

- (8) If aluminum or vinyl sidings are damaged and later replacement is necessary, it may be difficult or impossible to obtain an exact replacement. Siding manufacturers can change products, styles, or colors in response to market factors without any advance notice to owners.
- (9) There is little doubt that the application of synthetic siding will affect property values. In the case of a non-historic house of modest cost and in need of repair, the effect will likely be to increase the property value. A different set of factors govern in the case of a historic building, particularly in a historic district where authenticity in materials and style commands a premium.

Revision Record for NEHHARB Guidelines

Release Date	Revision Level	Description of Change	Purpose
3/4/00	0	N/A (First Draft – Not Issued)	First public posting
3/19/00	0.1	Modifications to First Draft (Not Issued)	Second public posting
4/01/00		Incorporation of comments from public hearings on the first and second public postings of the guidelines (held March 16 and March 29, 2000).	Initial issue of guidelines as approved by the NEHHARB on March 29, 2000
9/06/01	A-1	II.C.1.d: Require plat showing footprint of structures. III.D.10, III.D.19, IV.H.3: Added guidelines for roof coatings. IV.E.2: Added exception of fence heights for properties along Warwick Blvd. IV.H: Added administrative review of replacement roofing. IV.M: Added requirement that all decks, terraces, and patios 18” or more inches above grade require board review.	Annual Review
1/09/03	A-2	Various: <ol style="list-style-type: none"> 1. Grammatical corrections and minor formatting changes. 2. Replace reference to the “North End Huntington Heights Architectural Review Board” as the “Board”. 3. Modify reference to the “Department of Planning and Development” to the “Department of Planning”. <p>Page 1:</p> <p>First Paragraph: Replaced “building permits” with “certificates of appropriateness.</p> <p>Third Paragraph: Modified text to clarify that obtaining the board’s opinion in items not covered by the guidelines is voluntary.</p> <p>Fourth paragraph: Add reference to state and federal tax credits available for rehabilitation.</p> <p>Section II.B.1: Allowed waiving monthly meeting if there is no business to be considered. Increased minimum working days prior to meeting to submit applications from 10 to 21.</p> <p>Section II.C: Clarified that specific exhibits for application may be waived at the discretion of the Board or the</p>	Annual Review

	<p>Department of Planning.</p> <p>Section II.C.1.d: Allowed a scale diagram in lieu of a plat of the property.</p> <p>Section II.D: Increased minimum working days prior to meeting to submit applications from 10 to 21.</p> <p>Section III.C.3: Limited non-conforming conditions to be limited to those which lawfully existed at the time the guidelines were adopted. Added allowance for guidelines to be waived for work for which a building permit was legally obtained, but a final inspection was not performed. Allowance does not apply for items that fail city inspection.</p> <p>Section III.D.2: Clarified routine repair of window panes.</p> <p>Section III.D.4: Limited installation of window air conditioners as routine maintenance only when installed in existing window frames.</p> <p>Section III.D.6: Clarified definition of minor landscaping.</p> <p>Section III.D.8: Clarified attributes of original driveway patios and decks that must be matched in repair.</p> <p>Section III.D.13: Deleted replacement of wood access doors as routine maintenance.</p> <p>Section III.D.14: Excluded parging of previously non-parged surfaces as routine maintenance.</p> <p>Section III.D.19: Allowed use of coatings to repair flat roofs, gutter linings or pre-existing roll roofing. Prohibited use of coatings over slate, asbestos, tiles or shingles. (incorporated in 2001 revision)</p> <p>Section III.G.2: Modified to state minimum square footage for a auxiliary structure to require a window (greater than 80 square feet).</p> <p>Section IV.: Provides definition of "Original" and "Historic" as referenced in the guidelines.</p> <p>Section IV.A, Board Review Item 1. Allow use of architecturally and period appropriate wood or aluminum awnings.</p> <p>Section IV. A, Board Review Item 4. Requires that installation does not alter window, eave or fascia.</p> <p>Section IV C.1: Storm door not requiring a certificate of appropriateness is limited to a "Full view" all glass storm door.</p> <p>Section IV.D: Specifies that increasing driveway apron in city right of way to meet minimum city code widths does</p>	
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	<p>not require a certificate. Adds allowance that front sidewalks may be replaced without a certificate of appropriateness if the two following requirements are both met: (1) materials limited to those listed in Section IV.D.2 and (2) the sidewalk maintains the original footprint.</p> <p>Section IV.D.3: Clarified relationship of sidewalk to stairs.</p> <p>Section IV.D.4: Allows use of asphalt driveway with a certificate of appropriateness if an asphalt driveway presently exists.</p> <p>Section IV.E.: Clarifies that historically original retaining walls in front and side yards shall be maintained. (Retaining wall may be covered with grade, but not removed).</p> <p>Section IV.E.1.k.: Allows the use of single loop or double loop wire picket fencing.</p> <p>Section IV.G.3.b and c: Swaps color palates.</p> <p>Section IV.H., Administrative review: Allow administrative review of replacement of roof with material identical in composition, size, shape, profile, and color. (Incorporated in 2001 revision)</p> <p>Section IV.H. Board review, Item 1. Adds profile as an attribute for review.</p> <p>Section IV.H. Board review, Item 1.c: Adds allowance for asbestos roofs to be replaced with modern materials appropriate to the architectural style of the structure.</p> <p>Section IV.H. Board review, Item 1.d: Prohibits opaque coating or painting of a singled, asbestos, slate, or tiled roof. Clear sealant requires Board review. (Added in 2001 revision, revised in 2003 revision)</p> <p>Section IV.J.2: Deletes requirement for synthetic siding to simulate wood (embossed wood grain).</p> <p>Section IV.J.2.b: Prohibits boxing-in of exposed eaves.</p> <p>Section IV.K.: Adds requirement for certificate of appropriateness to remove existing windows.</p> <p>Section IV. K, Board review, Item 4: Modifies that vinyl clad wood windows are discouraged, but allowed</p> <p>Section IV. K, Board review, Item 5: Adds that solid vinyl windows are discouraged, but allowed. Adds requirement that solid vinyl window rails must match width of historically original window or be architecturally accurate to the historic architecture of the structure.</p> <p>Section IV. K, Board review, Item 8: Reemphasizes</p>	
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		<p>requirement of Section IV.J.2 that wrapping of window trim with aluminum or vinyl is prohibited.</p> <p>Section IV. L. Adds requirement for storm window installed without certificate of appropriateness that the horizontal divider between sashes of the storm window must align with the horizontal divider of its associated window. Single panel screen or glass pane over the entire associated window is exempted from this requirement.</p> <p>Section IV.M.2: Adds requirement for latticework used as grilles under porches to have an open gap not to exceed the width of the individual lattice boards.</p> <p>Section IV.M.4: Adds requirement for all deck, terraces, and patios exceeding 12" above grade either attached or unattached to existing structures to require Board review. Adds Board consideration of finished deck elevation to ensure privacy of neighbors.</p> <p>Section IV. M.5: Limits deck flooring and terrace height to the height of the first floor door sills.</p> <p>Section IV.N.5: Adds the following additional items exempted from requiring a certificate: Waterfalls, fountains, ponds, stepping stones, landscaping timbers, trellis, birdbaths, gazing balls, figurines, and statues. All specified items must be under six feet in height and located in back yard only to be exempt from a certificate.</p> <p>Section IV. O, Board review: Demolition ordered by courts or Department of Codes Compliance exempted from Board review. Removal of any exterior features listed in section O must be photographed and documented by the Board prior to issuance of certificate.</p> <p>Appendix I, Section V.A.: Modified meeting time from 7 pm to 6 pm.</p> <p>Appendix II: Modified to state that illustrations show specific houses in the neighborhood. Details shown in the illustrations may not be typical of the architectural styles shown. The requirements of Section IV of the guidelines takes precedence over any illustration shown in Appendix II.</p>	
2/5/04	A-3	Section IV.E: Modified to state "The Board recommends"	Annual Review
12/2/04	A-4	Section IV.E.4: Deleted "to be compatible with the house" from the end of the second sentence.	Annual Review
1/5/06	A-5	<p>Bill of Rights: Modified Item 3 to state that appeals of board decisions be heard by City Council instead of the Board of Zoning Appeals. This is consistent with current state law.</p> <p>Section IV.E: Modified Board Review Item 1.i to</p>	Annual Review

		delete text stating "Chain link fencing is discouraged but permitted for security purposes only."	
10/19/06	A-7	<p>Section IV.D: Clarified that replacement of front sidewalks maintaining original footprint using list of approved materials requires administrative review.</p> <p>Section IV.E: Modified Board Review Item 1.j to allow use of vinyl/PVC fencing in front yards.</p> <p>Section IV.E: Modified Board Review Item 2 to allow fencing up to six feet along street frontage in rear yards if specifications are met.</p> <p>Section IV.G: Modified to add board review for the painting of previously unpainted masonry.</p> <p>Section IV.K: Modified Board Review Item 8 to allow wrapping window trim if specifications are met</p> <p>Section IV.M: Added Board Review Item 7 stating that replacement front porch flooring must be of a tongue and groove design.</p> <p style="text-align: center;">6.</p>	
10/16/07	A-8	<p>Section IV.E: Modified Board Review Item 2 to relocate forwardmost boundary for six foot high fencing from front of house to midpoint between front and rear of house.</p> <p>Section IV.H: Modified Administrative review to allow replacement of three-tab shingles with architectural shingles if composition, color, size, and profile are maintained.</p> <p>Section IV.K: Modified Administrative Review Item 2.d and Board Review Item 9 to require muntins on multipane replacement windows to be affixed to the exterior of the window.</p>	

10/9/08		<p>Remove Section IV.K: Modified Administrative Review Item 2.d and Board Review Item 9 to require muntins on multi-pane replacement windows to be affixed to the exterior of the window.</p> <p>Modification of Section IV.E. to read:</p> <p>Administrative Review may be obtained for waste receptacle screening if the following attributes are met:</p> <ol style="list-style-type: none"> 4. Area screened off maybe no more than 8 feet long or 8 feet wide 5. The fence type must be one of the following: <ol style="list-style-type: none"> a. Picket b. Board and Batten c. Shadow box d. cast/Wrought iron e. Vinyl or PVC fencing f. Stockade 6. Maximum height of the fence and placement of the finished side shall be as stated in Section IV. E (fencing) Board Review Items 2 and 4. 7. The screening must be placed abutting the house or auxiliary building 8. Treated wood, if used, shall be painted or stained to be compatible with the house, or fencing, within one year of approval. 	
		II.	
10/8/09		<p>III. G. Accessory Buildings. In order to clarify window placement, the text “on the ground floor level” was added</p> <p>IV. E Fences . Administrative Review was expanded as follows: Administrative Review: May be obtained for the following fence types: Picket, Board and Batten, Shadow box, Cast/Wrought iron, Stockade.</p> <p>IV. Roofing</p> <ol style="list-style-type: none"> 4. Solar Panels <ol style="list-style-type: none"> a. The surface area of the solar panel may not be visible from the front of the house nor from the side facing a street if the property is a corner lot. 	

		<p>b. Panels may only be installed on the rear roof.</p> <p>c. Panels shall be uniformly colored.</p> <p>d. Panels must be fixed and not moveable.</p> <p>e. Roofing under the panels must comply with standards set forth in the Guidelines.</p> <p>f. The panels must be parallel to the existing roof and may not extend more than six inches above the roof surface.</p>	
10/14/10		<p>E. 1. Scale The number of stories allowed for new construction shall not exceed the number of stories of adjacent structures. The height of new structures must be complimentary to the size and scale of the primary structure and adjacent structures, which may include neighboring properties.</p> <p>IV. B. Doors Door hardware must be consistent with the architectural style of the home.</p> <p>IV. D. Driveways and walkways Changes to existing dimensions or materials of driveway apron/runners require a Certificate of Appropriateness. Runners may not be removed, nor shall runners be expanded to create a full width driveway.</p> <p>IV. J. Board Review: Replacement windows are discouraged. Window rails (top, bottom, and meeting) must match the width of the historical original window. Window glass area must match the glass area of the original window.</p> <p>6. New skylights are only allowed in additions and <i>may not be visible from the street. All sky lights must be flat pane.</i></p>	

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10/6/11		<p>H. APPEAL OF A REVIEW BOARD DECISION. <i>There is no longer a required fee for appealing to City Council, and the sentence noting the fee was struck.</i></p>	
10/16/14		<p>The following amendments to the Guidelines were approved:</p> <p><i>Cement composite siding (e.g. Hardiplank) may also be approved with administrative review (in lieu of Board review) if it is identical in size and profile of the historical original siding. Historically original wood trim may be replaced with solid core PVC if it is identical in size and profile to the historically original wood trim”.</i></p> <p><i>A historically original wood window may be replaced with a wood composite window under administrative review (in lieu of Board review) if all other administrative review qualifications are met.</i></p>	
10/6/16		<p>Section IV G. The wording <i>Asbestos roofs may be replaced with modern materials appropriate to the architectural style of the structure</i> was moved to administrative review.</p> <p>IV. L Addition of 3.a Screening in of a porch is considered by these guidelines as an enclosure. 3.b. Front porch enclosures are prohibited.</p>	

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