##### **CONSERVATION GUIDELINES: {ENTER NAME} HISTORIC DISTRICT**

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## **INTRODUCTION TO GUIDELINES**

The Conservation Guidelines outlined in this booklet are intended to assist property owners, architects, and contractors who are considering work within the {Enter Name} Historic District, and includes recommendations for building rehabilitation and alterations, site improvements and alterations, new construction and additions, and demolition.

The guidelines have been adapted from the Secretary of Interior’s [Standards for Rehabilitation](https://www.nps.gov/tps/standards/rehabilitation.htm) and the National Park Service’s [Preservation Briefs](https://www.nps.gov/tps/how-to-preserve/briefs.htm). These guidelines are not rigid sets of rules, but serve as a guide in making improvements which are compatible with the district’s historic character. They set broad parameters within which district changes should occur, while maintaining ample opportunity for design creativity and individual choice. The guidelines give the owner and the City’s Historic Conservation Board a way to determine if the proposed work is appropriate for the long-term interests of the district.

When construction or demolition is proposed within the Historic District, a Certificate of Appropriateness (C.O.A.) must be obtained from the Historic Conservation Board (HCB). This is in addition to a building permit, although there is no additional fee. The following kinds of work do not require a C.O.A.:

* Ordinary repair and maintenance which does not result in an exterior change.
* Interior work such as painting, plumbing, wiring, and plastering.

The following points are extremely important:

* The guidelines do not require that an owner make improvements.
* The guidelines do not force an owner to “take the property back to the way it was.”
* The HCB may modify certain guidelines, as appropriate, in cases of economic hardship.
* The HCB must approve the proposal, even if it doesn’t meet the guidelines, when the owner demonstrates:
	1. That there is no economically feasible and prudent alternative which would conform to the guidelines, and
	2. That strict application of the guidelines would deny a reasonable rate of return on the property and would amount to a “taking of the property without just compensation.”
		+ The guidelines and the legislation which set up the HCB are structured for negotiating solutions which will give the owner substantial benefit without causing substantial harm to the district. The Board may grant approval, set conditions, or waive certain guidelines to aid negotiations.
		+ Any applicant who disagrees with a Board decision may appeal the decision to City Council.

Applicants are encouraged to consult with the Historic Conservation Office staff during the planning stages prior to formal application for a building permit. We are available in Suite 500, Centennial Plaza Two, 805 Central Avenue or at 513-352-4890.

*This project was made possible in part by a grant from the National Park Service, U.S. Department of the Interior administered by the State Historic Preservation Office of the Ohio History Connection. Department of the Interior regulations prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or disability. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, U.S. Department of the Interior, National Park Service, 1849 C. Street, N.W. Washington, D.C. 20240.*

## **GENERAL CHARACTERISTICS**

*For information to complete the General Characteristics section, refer to Section 7 and 8 of the National Register Nomination for the historic district. The National Register nomination can be obtained by contacting the* [*State Historic Preservation Office*](https://www.ohiohistory.org/preserve/state-historic-preservation-office/about-the-state-historic-preservation-office) *at 614-298-2000. If the district is not designated through the National Register, refer to* [*National Register Bulletin 15*](https://www.nps.gov/nr/publications/bulletins/nrb15/) *or consult with the Historic Conservation Office Staff at 513-352-4890 for guidance on completing the section below.*

Description of Physical Appearance

Describe the defining architectural characteristics and major features of the historic district. These characteristics should include the general construction dates of the buildings, architectural styles, exterior construction materials (wood, brick, etc.), and distinguishing architectural features (cornices, porches, window openings, etc.) that are commonly found throughout the historic district. Also describe changes made to the historic district since its construction.

Statement of Significance

Describe the significance of the district (including the district's period of significance) as identified in the National Register nomination or district documentation. Note important people or trends from the past associated with the historic district including significant residents, business owners, or previous thriving industries.

## **GENERAL GUIDELINES**

***Adapted from the Secretary of Interior’s Standards for Rehabilitation***

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

## **DEFINITION OF EXISTING CONDITIONS**

Photo of masonry in poor condition

Photo of masonry in fair condition

Photo of masonry in good condition

Photo of wood (windows and doors) in poor condition

Photo of wood (windows and doors) in fair condition

Photo of wood (windows and doors) in good condition

Photo of cast iron in poor condition

Photo of cast iron in fair condition

Photo of cast iron in good condition

Excellent

Excellent conditions consist of no signs of aging or ordinary exposure; the architectural feature should look brand new. This condition will often only be used after the repair, restoration or replacement of an architectural feature.

Good

Good conditions consist of typical signs of aging and ordinary exposure from the elements. Deterioration at this level should generally be addressed through repairs or restoration and/or can be sufficiently maintained at its current condition through routine maintenance.

Fair

Fair conditions consist of long-term neglect; inadequate protection against the elements; damage from vandalism or small fires; intentional destruction or removal of portions of architectural features. Deterioration at this level may require rebuilding, replicating or replacing architectural features or portions of them.

Poor

Poor conditions consist of rot, irreparable deterioration, collapse or partial collapse, past removal and destruction of significant architectural features. Architectural features that display poor conditions lack the physical integrity to be repaired or restored.

## **BUILDING REHABILITATION AND ALTERATION**

## **GENERAL GUIDELINES FOR REHABILITATION**

**Overview**

The guidelines for Building Rehabilitation and Alteration are intended to ensure that rehabilitation will maintain significant features of buildings. The guidelines are not concrete rules, but are used by the Historic Conservation Board as a guide to assess the compatibility and the appropriateness of proposed changes. Ordinary repair and maintenance that in no way changes the appearance of the building shall not be subject to review. Replacement is subject to review.

The following general guidelines apply to all subsections of *Building Rehabilitation and Alteration:*

**Identify, Retain, and Preserve**

Identify, retain, and preserve features that are important in defining the overall historic character of the building and are in good condition. Rehabilitation work should fit the character of the original building.

**Protect and Maintain**

Original building materials should not be covered by other materials.

Surface cleaning should be done by the gentlest means possible. Cleaning may not be necessary at all if the materials have a protective patina, are not heavily soiled, or could be damaged by cleaning methods.

**Repair and Replace**

Original materials should be repaired, restored, and reused wherever possible. If replacing, replicate the original based on existing materials.

Replace missing or severely deteriorated material sensitively to harmonize with or replicate the original as closely as possible with regard to:

 Type of material Color Placement

 Size of Unit Shape Detailing

 Composition Texture

 Size Type of joint

If no evidence of original materials or detailing exists, alterations and completely new features should be detailed in a simple manner and be contemporary in design, yet harmonize with the character of the building in terms of scale, texture, design, and composition.

**Not Recommended**

* Making the building look older than it really is or inventing a feature that “might have been.”
* Removing or altering historic materials or distinctive architectural features.

## **EXTERIOR WALLS AND ARCHITECTURAL FEATURES**

**Overview**

Exterior Materials: Brick, Stone, Mortar, Wood, Metal

Location of Materials: Walls, Foundation, Architectural Features

Exterior Architectural Features: Cornices, Architraves, Pediments, Brackets, Railings, Columns

Overview: The exterior walls and architectural features of buildings in this district are composed primarily of brick, stone, wood, and cast iron. Brick varies considerably in size and quality. Historic mortar was generally quite soft, consisting of lime and sand and other additives. Stone can include various types of sandstone, limestone, marble, granite, slate and fieldstone and be used in foundations, roofs, and ornamentation. Wood was used as siding and for ornamentation such as cornice brackets. Cast iron can be found in architectural features including storefronts, building facades and porches.

*For help with identifying masonry materials, refer to* [*Preservation Brief 2*](https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm)*.*

Sample photo of lime mortar v. Portland mortar

Sample photo of common stone types

Sample photo of historic masonry v. newer masonry

Sample photo: Wood clapboard

Sample photo: window pediment

Sample photo: Cornice

**Identify, Retain, and Preserve**

Identify, retain, and preserve all **exterior features** that are important in defining the overall historic character of the building such as **walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns;** and details such as tooling and bonding patterns, coatings, and color.

**Protect and Maintain**

Protect and maintain **masonry, wood,** and **architectural metals** by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

The cleaning of **exterior materials** should be done by the gentlest means possible. Identify the particular material prior to any cleaning procedure. Clean **masonry** only when necessary to halt deterioration or remove heavy soiling. *Refer to* [*Preservation Brief 1*](https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm) *for recommended cleaning methods for masonry surfaces.* Clean **architectural metals**, when appropriate, to remove corrosion prior to repainting or applying other appropriate protective coatings. *Refer to* [*Preservation Brief 27*](https://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm) *for maintenance and repair of architectural cast iron.*

The color of trim and decorative detailing on a building should contrast with the wall **paint color**. Light colored buildings should have darker trim and dark colored buildings should have lighter trim. The detailing and trim should not be painted the same color as the walls.

While not permanent, **paint** provides an effective protective skin for structures. Painted **brick** buildings should be repainted rather than stripped or cleaned to reveal the natural brick color. The best treatment for **painted** **brick** is a gentle scraping, then repainting. Inspect painted **wood** surfaces to determine whether repainting is necessary or if cleaning is all that is required. On **wood** surfaces, remove damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping and hand sanding), then repainting. Apply chemical preservatives to **wood** features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted. Retain coatings such as **paint** that help protect the **wood** from moisture and ultraviolet light. *Refer to the* [*Secretary of Interior Standards Guidelines on Wood*](https://www.nps.gov/tps/standards/rehabilitation/rehab/wood01.htm) *for treatment of painted wood surfaces.* For **architectural metals,** apply appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.

**Repair**

Repair **masonry and wood** features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair **architectural metal** features by patching, splicing, or otherwise reinforcing the metal following recognized preservation methods. Repair may also include the limited replacement in kind--or with compatible substitute material--of those extensively deteriorated or missing parts of architectural features. *Refer to* [*Preservation Brief 16*](https://www.nps.gov/tps/how-to-preserve/briefs/16-substitute-materials.htm) *for recommended use of substitute materials.*

Repair **masonry** walls and other masonry features by repointing the mortar joints where there is evidence of deterioration which can significantly aid the rehabilitation of a structure. When repointing an existing **masonry** wall, duplicate old **mortar** in strength, composition, color, and texture, and duplicate old mortar joints in width and in joint profile. *Refer to* [*Preservation Brief 2*](https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm) *for mortar history, technical assistance, and recommendations for repairing.*

**Replace**

Missing or deteriorated materials is to be replaced with new materials which match the original details as closely as possible, when known, with regard to the following: type, color, style, shape, and texture of material, composition, type of joint, size of unit, placement and detailing. When alternative materials other than those historically used in the district are proposed the following qualities will be used in evaluating its appropriateness and its establishment of visual continuity:

1. Life-span/durability of the material

2. Sheen, glare, reflectivity

3. Texture

4. Color

5. Design/Pattern/Profile

6. Dimensions

**Not Recommended for Exterior Walls and Architectural Features**

* Removing or radically changing features which are important in defining the overall historic character of the building so that, as a result, the character is diminished. Replacing or rebuilding a major portion of exterior walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction.
* Replacing an entire feature when repair of and limited replacement of deteriorated or missing parts are appropriate. Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the feature or that is physically or chemically incompatible.
* Removing a feature that is unrepairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance. Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation. Introducing a new feature that is incompatible in size, scale, material and color.
* Treating a material without identifying, evaluating, and removing the source of deterioration.
* Applying **paint** or other coatings (such as stucco to masonry) that has been historically unpainted or uncoated to create a new appearance. Removing **paint** from historically painted material. Radically changing the type of paint or coating or its color.

Photo exemplifying difference between sandblasting damage and non

* Sandblasting and use of wire brushes are not an acceptable method of **cleaning**. *Refer to* [*Preservation Brief 6*](https://www.nps.gov/tps/how-to-preserve/briefs/6-dangers-abrasive-cleaning.htm) *for the dangers of abrasive cleaning.*
* **Waterproof and water repellent** **coatings** should never be used on **masonry** unless there is actual water penetration through the **masonry**, then only the affected area should be treated and only after it has thoroughly dried. *Refer to* [*Preservation Brief 1*](https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm) *for recommended water-repellent treatment.*
* Removing non-deteriorated **mortar** from sound joints, then repointing the entire building to achieve a uniform appearance. Repointing with **mortar** of high portland cement content unless it is the content of the historic mortar. Repointing with a synthetic caulking compound. Changing the width or joint profile when repointing. *Refer to* [*Preservation Brief 2*](https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm) *for additional information on repointing historic mortar joints.*
* The use of aluminum or vinyl siding for wood clapboard siding replacement or resurfacing material on wood frame buildings. The use of artificial stone, asbestos, asphalt shingles, and other similar resurfacing material.

## **DOOR AND WINDOW OPENINGS**

**Overview**

Common Window Styles: {dependent on district}

Common Door Styles: {dependent on district}

Overview: Among the most important features of any building are its openings—its windows and doors. The size and location of openings are an essential part of the overall design and an important element in the building’s architecture.

Sample photos of common window styles in district

Sample photos of common door styles in district

**Identify, Retain, and Preserve**

Identify, retain, and preserve windows--and their functional and decorative features--that are important in defining the overall historic character of the building.

**Protect and Maintain**

Apply appropriate treatment methods, such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems, to surface materials which comprise the windows and doors. *Refer to* [*Preservation Brief 9*](https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm) *for appropriate wooden window treatments,* [*Preservation Brief 27*](https://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm) *for the maintenance of historic cast iron, and* [*Preservation Brief 47*](https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm) *for maintaining and cleaning openings.*

Evaluate the overall condition of materials to determine whether more than protection and maintenance are required.

**Repair and Replace**

Original doors and window sashes should be repaired rather than replaced, whenever possible. When replacement is necessary, the new door or window should match the original in size and style as closely as possible.

Original openings should not be filled in and shall not be filled in on street facing facades. If infill of original openings cannot be avoided, the outline of the openings should remain apparent by setting the new infill material back from the existing wall plane and by leaving the existing sills and lintels in place.

Screens and storm windows should be as inconspicuous as possible.

Repair window frames, windows sashes, and doors by patching, splicing, consolidating or otherwise reinforcing. If an entire window, door, or its parts are extensively deteriorated or missing, replace in kind or with compatible substitute material.

Missing shutters may be reintroduced, particularly where existing hard-ware proves that they were part of the original design and function of the building. New shutters must fit the original window openings and be functional.

**Not Recommended for Openings**

* Altering or infilling original openings.
* Changing the historic appearance of windows and doors through the use of inappropriate materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.
* Metal or plastic window frames, trim, and storm windows and doors are generally unacceptable. Roll down shutters and metal bar systems installed on the exterior of the buildings that cover door and window openings are not encouraged.
* Replacing a window or door when it can be repaired.

## **ROOFS**

**Overview**

Roof Materials: {dependent on district}

Common Roof Styles: {dependent on district}

Overview: The roof is an important design element of many historic buildings. In addition, a weathertight roof is essential to the long term preservation of the entire structure. Historic roofing reflects availability of materials, levels of construction technology, weather, and cost.

Sample photos of common roof styles within district

**Identify, Retain, and Preserve**

Identify, retain, and preserve roofs--and their functional and decorative features--that are important in defining the overall historic character of the building. The existing roofline and architectural features which give the building its character should be preserved. *For help with identifying roofing materials, refer to* [*Preservation Brief 4*](https://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm)*.*

**Protect and Maintain**

It is important to identify and locate issues with a building’s roof. Protect a leaking roof until it can be repaired. Maintain a roof by providing adequate anchorage for roofing material to guard against wind and moisture penetration. Clean gutters and downspouts and replace deteriorated flashing. *Refer to* [*Preservation Brief 4*](https://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm) *for help with identifying common failures of surface materials.*

**Repair and Replace**

Repair a roof by reinforcing the historic materials which comprise roof features. Repairs will also generally include the limited replacement in kind--or with compatible substitute material. Original materials are always appropriate and should be maintained where possible. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered. On flat or low-pitched roofs that are not visible from public areas, other roof materials may be considered. *Refer to* [*Preservation Brief 4*](https://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm) *for use of alternative roofing materials.* The original roof configuration, framing style, and dormers must be retained. An entire feature that is too deteriorated to be repaired can be replaced in kind, however, if the overall form and detailing are still evident and can be used as a model to reproduce the feature. *Refer to* [*Preservation Brief 4*](https://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm) *for additional information on repairing and replacing historic roofing materials.*

**Not Recommended for Roofs**

* Inappropriate roof materials for the district: {dependent on district}
* Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.
* Removing a major portion of the roof, and entire feature, or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.
* Painting or applying coating to roof which has been historically uncoated.
* Failing to clean and maintain gutters and downspouts properly. Allowing roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration. Permitting a leaking roof to remain unprotected.
* Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof.
* Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.
* The addition of features such as vents, skylights, decks, and rooftop utilities should be avoided or should be inconspicuously placed and screened where necessary. *Refer to section Site Improvements- Utility Equipment.*

## **HISTORIC STOREFRONTS (WHERE APPLICABLE)**

**Overview**

The storefront is usually the most prominent feature of a historic commercial building. Several buildings in this district contain storefronts at the first level. These are concentrated along (denote area with significant concentration of storefronts). The storefront varies from the rest of the building in design and detailing. The basic elements which give the storefront its character include:

 Decorative work Original piers

 Original Lintels Doorways

 Original sill height Original window height

 Proportions of openings Transoms

Sample photos of storefronts and features (labeled)

**Identify, Retain, and Preserve**

The basic elements which give the storefront its character should be retained and preserved. *Refer to* [*Preservation Brief 11*](https://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm) *for detail on the identification and preservation of historic storefronts.*

Ornamentation and design elements which separate the storefront from the upper floors should not be covered or removed. Original ornamentation, including transoms, window configurations, and doors, should be retained, repaired, or replicated.

**Protect and Maintain**

Protecting and maintaining materials which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems. *Refer to* [*Preservation Brief 11*](https://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm) *for detail on the identification and treatment of historic storefronts materials.*

Protect storefront from arson and vandalism prior to rehabilitation work begins. Protection should include covering storefront opening with at least one-half inch of CDX plywood that is weather protected and tightly fitted to the opening and secured by screws or bolts.

**Repair and Replace**

Repair storefronts by reinforcing the historic materials.

Repairs will also generally include the limited replacement in kind--or with compatible substitute materials--of those extensively deteriorated or missing parts of storefronts where there are surviving prototypes such as transoms, kick plates, pilasters, or signs. *Refer to* [*Preservation Brief 16*](https://www.nps.gov/tps/how-to-preserve/briefs/16-substitute-materials.htm) *for the recommended use of substitute materials on historic exteriors.*

Where no original materials or detailing remains, new work should be contemporary in design and compatible in size, scale, and material with the original character of the building.

*Refer to* [*Preservation Brief 11*](https://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm) *for detail on the repair and replacement of historic storefronts.*

**Not Recommended for Historic Storefronts**

* Removing or radically changing storefronts--and their features--which are important in defining the overall historic character of the building so that, as a result, the character is diminished or the storefront appears residential rather than commercial in character.
* Introducing coach lanterns, mansard designs, wood shakes, non-operable shutters, and small-paned windows if they cannot be documented historically.
* Changing the location of a storefront's main entrance or openings.
* Stripping the storefront of historic material.
* Removing a storefront that is unrepairable and not replacing it; or replacing it with a new storefront that does not convey the same visual appearance.

## **SITE IMPROVEMENTS AND ALTERATIONS**

## **SIGNS**

Photos of accurate masonry joint installation

Photos of accurate sign location on and above storefront

Photos of new compatible sign designs and materials

Overview: New signs for businesses within commercially designated Historic Districts should be designed for clarity, legibility and compatibility with the building or property on which they are located. Diversity in new signs in their sizes, types, colors, lighting, lettering and other qualities are encouraged. Signs should reflect the nature of the business that they are identifying.

Existing historic signs should be retained whenever possible. *Refer to* [*Preservation Brief 25*](https://www.nps.gov/tps/how-to-preserve/briefs/25-signs.htm) *for recommendations on retaining, maintaining and reusing historic signs.*

Design

New signs do not need to appear historic, but should be made of materials that are consistent in appearance with the age of the building. New signs should respect the size, scale and design of the historic building. Small projecting signs such as symbol signs are appropriate. Neon signs may be approved on a case-by-case basis.

Location

Signs should be located above the storefront, on the storefront windows or on awnings. Wall and projecting signs should be located above the storefront or first story and below the second story sills. Signs should not cover any architectural features or overwhelm the historic character of the building themselves. New signs should also respect neighboring buildings. They should not shadow or overpower adjacent structures.

Installation

New signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians. Fittings should penetrate mortar joints rather than brick, for example, and sign loads should be properly calculated and distributed.

Not Recommended

* Any sign that disrupts or covers significant architectural features of the building and neighboring buildings.
* Attaching signs to buildings which were originally private homes, although small identification signs may be acceptable.
* Attaching signs to buildings in a manner that will damage historic fabric, such as installing signs directly into the brick masonry and not at the mortar joints.
* Billboards and rooftop signs are prohibited regardless of installation on a secondary elevation.
* Uniformity of signs within commercial districts is discouraged.
* Internally lit signage. Halo lighting maybe acceptable. {dependent on district}

## **PARKING LOTS**

Overview: {Choose One}

Strictly Residential Districts: New parking lots within residential districts are discouraged. If new lots are necessary, such as in the conversion of a single residential building to a multi-family residential where additional parking is needed, the following recommendations for design and locations should be adhered to below.

Commercial and/or Residential Districts: A lot used for surface parking of motor vehicles should be for the exclusive use of owners, occupants and customers of a building located within 300 feet of the lot, and shall be subject to a restrictive covenant to implement this provision.

Aerial photos of accurate parking lot locations

Photos of properly screened parking lots

Design {Choose One}

Strictly Residential Districts: Parking lots should be sufficiently screened to minimize the public view of parked cars. Appropriate screening includes landscaping, decorative fencing, and berms. Parking lots with a capacity of 10 or more cars should be planted with shade trees in order to soften the visual impact of the lots on the neighborhood. In these cases, trees should be placed around the perimeter of the lots and in planting islands within the lots.

Commercial and/or Residential Districts: Parking lots should be sufficiently screened to minimize the public view of parked cars. Appropriate screening includes low masonry walls in conjunction with planting areas and landscaping, low masonry walls with wrought iron fencing, and planting areas with landscaping and wrought iron fencing. Parking lots with a capacity of 10 or more cars should be planted with shade trees in order to soften the visual impact of the lots. In these cases, trees should be placed around the perimeter of the lots and in planting islands within the lots. Concrete curbs, not rolled asphalt bumpers, are appropriate edges for parking lots

Location

New parking lots should be placed to the side or rear of buildings and should be as small as possible. Parking lots should relate well to the natural slopes and site contours, avoiding excessive cutting and filling.

Parking pads (parking for one or two cars) are permitted at the rear of the property, with access at alleys or existing curb cuts whenever possible.

Not Recommended

* Chain link fences should never be used for screening parking lots.
* Parking lots and pads in areas other than the rear and side yard shall be judged on a case-by-case basis and judged by their impact on the property and on the district.

## **WALLS AND FENCES**

Overview: Stone retaining walls and wrought iron fences are distinctive characteristics of the Historic District. Existing historic walls, gates, and fences should be repaired and retained wherever possible. *Refer to* [*Preservation Brief 2*](https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm) *for recommendations on caring for masonry and* [*Preservation Brief 27*](https://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm) *for protecting and maintaining cast iron.* New walls and fences should adhere to the following recommendations below.

Photos of new compatible fence and wall designs (both primary and secondary locations)

Design

New fences should be of wood, iron, or stone and should be simple and contemporary in design. Fencing may be set between wrought iron and cast iron posts, natural stone posts or pre-cast concrete posts. Fencing may also be set on a concrete curb or on top of a retaining wall. Landscaping in front of a fence is encouraged. Plain board fences (vertical boards nailed side-by-side on horizontal stringers) or wire fences are appropriate at the rear and side of the property.

New retaining walls should be of dry stone or stone masonry or an appropriate masonry unit material that replicates the look, feel and size of stone. In some instances, planted hedges may be more appropriate than new fences or walls.

Location

New fences and walls in the front yard should only be constructed where physical, photographic, or other evidence suggests that a building originally possessed fences or walls in front of the façade (primary elevations). These fences and walls should not exceed four (4) feet in height in the front yard, so that views of the contributing buildings within the district are not obstructed.

New fences and walls are appropriate at the side and rear of the property. These fences and walls should be compatible with the materials within the historic district.

Not Recommended

* Chain-link, concrete block, unfaced concrete, plastic, fiberglass, or plywood fences and walls are inappropriate. Solid (privacy) fences, including "stockade" fences, are discouraged, except where they are necessary for screening storage or small parking areas.
* Concrete products including cinder block, stucco and unfinished concrete masonry units should not be used as the finish material for any retaining wall.

## **LANDSCAPE AND SITE FEATURES**

Overview: The landscape of the property includes the following site features: circulation systems such as sidewalks and paths; vegetation such as trees and plants; landforms such as terracing, berms or grading; furnishings such as lights, benches or outdoor furniture; decorative elements such as sculptures or monuments; and water features including fountains, streams, pools or lakes. New landscaping should be reflective of the space in which it is contained, the stylistic nature of the property, and the character of the Historic District.

Photos of properly scaled landscaping

Design

Identify, retain and preserve site features that are important in defining the property’s overall historic character. Retain existing vegetation, especially trees whenever possible. New landscaping should be scaled to complement the primary elevation of the property. Landscaping should not overwhelm or hide primary elevations. The design of new site features should be simple and contemporary.

Location

When constructing new site features, consider the topography, views, patterns of open spaces and planted areas and other significant existing landscape features of the district. It is important to protect trees and other features during construction. The installation of site features should not cover or require the alteration of any architectural details.

Not Recommended

* Landscaping that overwhelms or hides primary elevations.
* The installation of site features that cover or require the alteration of any architectural details.
* The installation of out of character site features, such as antiques or historic reproductions.
* The cutting down of mature, healthy trees. An Arborist report may be required.

## **AWNINGS AND CANOPIES**

Overview: The installation of fabric awnings on residential and commercial buildings that historically had awnings is encouraged. The installation of new canopies on historic buildings is only encouraged when evidence of a historic canopy is present. The installation of awnings where no awning previously existed, may be permitted if the awning is compatible with the historic building.

Existing historic awnings and canopies should be retained whenever possible. *Refer to* [*Preservation Brief 44*](https://www.nps.gov/tps/how-to-preserve/briefs/44-awnings.htm) *for recommendations on retaining, maintaining and reusing historic awnings and hardware.*

Photos of compatible canopies

Photos of accurate masonry joint installation

Photos of accurate awning location

Photos of accurate awning shape and materials

Design

The shape, material, scale, and massing of awnings or canopies must be compatible with the historic character of the building. The traditional shed awning, which is triangular in section with a valance hanging down the outside edge, is appropriate for most historic window, door, and storefront installations. Awnings should be made of fabric, particularly canvas. On both commercial and residential buildings, awnings should only be wide enough to cover the single window opening that it shelters. Canopies should be flat metal or aluminum and can stretch across a single facade, or be connected to extend along an entire block.

Location

Awnings should be installed only where necessary, such as elevations experiencing full sun exposure or storefronts. Awnings on storefronts should not be higher up on the building facade than necessary to shade the entrance and display window. Storefronts with glass transoms may have the awnings placed above or below the transom. Awnings should be installed so they do not cover or require the removal of any original architectural feature. Canopies should only be installed where historic evidence is present and should be installed in the same location.

Installation

New awning hardware should be installed in a way that does not damage historic materials. Clamps and fasteners used to attach awning frames should penetrate mortar joints rather than brick or other masonry surfaces. If new backboards and rollers are installed, care needs to be taken not to damage cornices or transoms.

Not Recommended

* Internally illuminated awnings are not permitted.
* Use of metal, plastic, vinyl (not vinyl coated fabric) or wood materials for awnings is discouraged, however will be reviewed on a case-by-case basis.
* Installation that requires the covering, removal or damage of historic materials.
1. **UTILITY EQUIPMENT**

Overview: The installation of utility and mechanical systems such as water or gas meters, solar equipment and central air conditioning cooling units, should be inconspicuously placed and screening should be provided; the installation of such systems should be avoided on the façade (primary elevation).

Photos of properly screened utility equipment

Design

Utility and mechanical systems at the ground level should be screened from public view. Appropriate screening includes landscaping, decorative fencing, and berms and should be of a design compatible with the surrounding buildings and landscape elements. Solar equipment should have camouflaging screens incorporated into the design. This can be accomplished by having the roofing materials the same color as the solar panel.

Location

Utility and mechanical systems, including water, electric and gas meters, should be installed on secondary elevations when possible. A meter placement agreement for utility service providers can be requested through the Historic Conservation Office at 513-352-4890. Utility and mechanical systems installed on the roof should be situated in a manner so that they are not visible from the street. Solar equipment should be located in an inconspicuous location that cannot easily be seen from the street, such as a rear slope of the roof or in a shed. Location should maximize the sun’s energy and should not interfere with the building’s characteristics.

Not Recommended

* Wall or window air conditioning units on the façade (primary elevation) should be avoided.

## **DECKS, BALCONIES AND FIRE ESCAPES (WHERE APPLICABLE)**

Overview: Where physical, photographic, or other evidence suggests that a building originally possessed balconies or decks on primary elevations, they may be reintroduced in the scale and basic design of those that were common throughout the Historic District. New balconies or decks on secondary elevations may be constructed and must be compatible to the Historic District. Rooftop decks may be an acceptable element of adaptive reuse. Fire escapes located on primary elevations may be removed on a case-by-case basis.

Photos of Secondary Elevation accurate locations

Photos of Primary Elevation accurate locations

Photos of compatible railing designs

Design

Balconies and decks on primary elevations will replicate the original width and scale conveyed by historic evidence, or that which is similar to other buildings from the era found in close proximity. As closely as building code permits, new balconies on primary elevations should mimic one of the railing designs found in the Historic District that remains from the same era in which the building was constructed. The owner does not have to prove that the proposed balcony design is an exact replica of what was on the building if there is insufficient evidence to do so, but may use any design consistent with the era, style and features of the building.

New balconies and decks on secondary elevations should use compatible materials and styles for the Historic District and be designed to be minimally noticeable. Wood decks should be stained or painted.

Rooftop deck railing should be of a material and design that minimizes the visibility of the deck from all vantage points.

Location

Balconies on the façade (primary elevation) should only be constructed where physical, photographic or other evidence suggests that the building originally possessed balconies. These replicated balconies should be constructed in their previous locations. Balconies may be added to the rear or side elevations that were not constructed to face the street (i.e. on side elevations that are not the street-facing side of a corner building.)

No part of a roof deck including railings, access structures or any element of the deck should be visible from a street-level vantage point from within 40 feet in any direction from the primary street-facing facade. The same criteria should be applied to the secondary elevation sides of corner buildings.

Fire escapes located on the façade (primary elevation) which were often later additions may be removed on a case-by-case basis through consultation with Historic Conservation Office Staff at 513-352-4890. Fire escapes on secondary elevations may remain and be maintained. Any fire escape being used as a mean of egress must be inspected periodically. For more information on maintaining existing fire escapes for egress, please review the [Façade and Fire Escape Inspection Programs.](https://www.cincinnati-oh.gov/buildings/facade-and-fire-escape-inspection-programs/)

Not Recommended

* Balconies that are historically inaccurate either because evidence conclusively establishes that the building never possessed a balcony or because the design, size, scale and materials do not replicate balconies found on buildings of similar age and location cannot be added to the primary street-facing façade.
* Design must not detract from the historic integrity of the building, and must not damage or cover architecturally significant components.
* Rooftop deck designs with modifications to the existing structure that alter the roofline or slope, chimneys or cornices.
1. **MURALS (WHERE APPLICABLE)**

Overview: The installation of murals on historic buildings is permitted.

Photos of Party Wall before and after mural

Design

Murals may vary in artistic depictions, design, and colors.

Location

Murals should be located on secondary elevations that were previously painted or preferably on exposed party walls. Only one wall of a historic building can be designated for a mural.

Not Recommended

* Murals located on the façade (primary elevation).
* Any mural that constitutes as a sign. For information on restoring painted historic signs on building elevations, refer to the *Signs* section of this document.

**NEW CONSTRUCTION AND ADDITIONS**

*For information on New Construction within a Historic District or the construction of an Addition to an existing building within a Historic District, refer to the City of Cincinnati’s* [*Building Codes*](https://www.cincinnati-oh.gov/buildings/relevant-codes/) *or contact the Buildings & Inspections Permit Center, 805 Central Avenue, Suite 50 or at 513-352-3267.*

1. **COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (1990)**

Overview: For any change of occupancy, additions/new components, and/or alterations made to existing buildings, including those designated as historic, there are requirements for accessibility pursuant to the [Ohio and Cincinnati Building Codes](https://www.cincinnati-oh.gov/buildings/application-forms/all-forms-handouts-checklists-alphabetical-list/accessibility-ada-requirements-for-an-exsisting-building-policy/) ([2011 OBC, Chapter 34, Existing Structures](http://codes.ohio.gov/oac/4101%3A1-34-01v1)).

Design and Location

Unless *technically infeasible* (see [summary](https://www.cincinnati-oh.gov/buildings/application-forms/all-forms-handouts-checklists-alphabetical-list/accessibility-ada-requirements-for-an-exsisting-building-policy/) of Accessibility Requirements for Existing Buildings and Structures for definition), alterations and additions to historic buildings shall be required to meet Ohio Building Codes.

When *technically* *feasible,* accessibility solutions should preserve the property’s historic character and avoid impacting its historic significance. New or altered accessible ramps, routes, and entrances should be located on a secondary elevation. If these new or altered accessible features must be on a primary façade, the feature should be designed and located in a way that is compatible with the historic building and does not impact the overall historic character. Refer to [Preservation Brief 32](https://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm) for accessibility solutions on historic properties.

If compliance with requirements for accessible features threatens or destroys the historic significance of a building, OBC sections [3411.9.1—3411.9.4](https://www.cincinnati-oh.gov/buildings/application-forms/all-forms-handouts-checklists-alphabetical-list/accessibility-ada-requirements-for-an-exsisting-building-policy/) may be required as an alternative.

1. **ARCHAEOLOGICAL RESOURCES**

Under Section 106 of the National Historic Preservation Act of 1966, the City of Cincinnati is responsible for reviewing federally funded projects and are to take into account how the undertaking is affecting historic properties. To apply for Section 106 review, contact the Historic Conservation Office Staff at 513-352-4890.

New construction sites that are not federally funded should also be evaluated for their potential for archeological resources. Contact the Historic Conservation Office Staff at 513-352-4890 for consultation and guidance on existing archeological survey protocols.

## **DEMOLITIONS**

The demolition of existing buildings shall not be permitted unless one of the following conditions exist:

1. Demolition has been ordered by the Director of Buildings and Inspections for public safety because of an unsafe or dangerous condition which constitutes an emergency.
2. The owner can demonstrate to the satisfaction of the Historic Conservation Board that the structure cannot be reused nor can a reasonable economic return be gained from the use of all or part of the building proposed for demolition.
3. The demolition request is for a non-significant building or portion of a building and the demolition will not adversely affect those parts of the building which are significant as determined by the Historic Conservation Board.
4. The demolition request is for a non-contributing building and the demolition will not adversely affect the character of the district.

## **NON-CONTRIBUTING BUILDINGS**

**Overview**

Buildings, which do not contribute to the distinctive character and historical significance of the district fall into two general categories:

Newer buildings: Most buildings that were built within the past seventy-five years do not fit the historic or architectural context, or period of significance, of the neighborhood. The majority of these newer buildings differ architecturally from the district’s historic buildings, especially in scale, building materials, and detailing.

Significantly altered buildings: Some older buildings have lost the integrity of their original design due to substantial, incompatible exterior alterations. Buildings in this category not only have been stripped of architectural details, but have been altered completely in their appearance. This does not include buildings that have façade treatments covering historic facades. The basic design, scale and rhythm of these buildings no longer relate to the historic buildings of the District.

The following buildings do not contribute to the District:

{List addresses which are non-contributing buildings or contain non-contributing structures}

The Historic Conservation Board shall review the proposed alteration or demolition of these buildings based on the guidelines in this section. These guidelines encourage changes in the District that will reinforce its historic and architectural character, but acknowledge that some buildings are of a different age or architectural period.

**Guidelines for Non-Contributing Buildings**

The rehabilitation of non-contributing buildings should comply with the guidelines for rehabilitation, as outlined in the *Rehabilitation and Alterations* section of this document. These rehabilitation guidelines provide a framework for maintaining a building’s basic architectural character; they do not suggest that a building be redesigned or altered to appear older than it is.

Alterations to a newer building should be compatible with the original architectural character of that structure or should help the building to relate better architecturally to the surrounding historic district. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, should not be undertaken.

The rehabilitation of an older, altered structure should restore elements of the building’s historic character, whenever possible, based on remaining physical evidence, historic documentation, or similar buildings nearby. Refer to the *Rehabilitation and Alterations* section of this document.

Alterations to non-contributing buildings should not create a false sense of history. In many cases it is preferable to rehabilitate and reuse a non-contributing building than to have a vacant parcel or parking lot.

Additions to non-contributing buildings should comply with the guidelines outlined in the *Additions* section of this document. Additions should be designed to relate architecturally to adjacent buildings and to the building of which they are a part. Additions should not overpower the original building. *Refer to Preservation Brief 14 for further guidance on additions.*

Non-contributing buildings may be demolished if the demolition will not adversely affect the character of the District. The Historic Conservation Board’s review of an application to demolish a non-contributing building will include an evaluation of plans for the redevelopment of the cleared site based on the *New Construction* and *Site Improvements and Alterations* sections of this document.