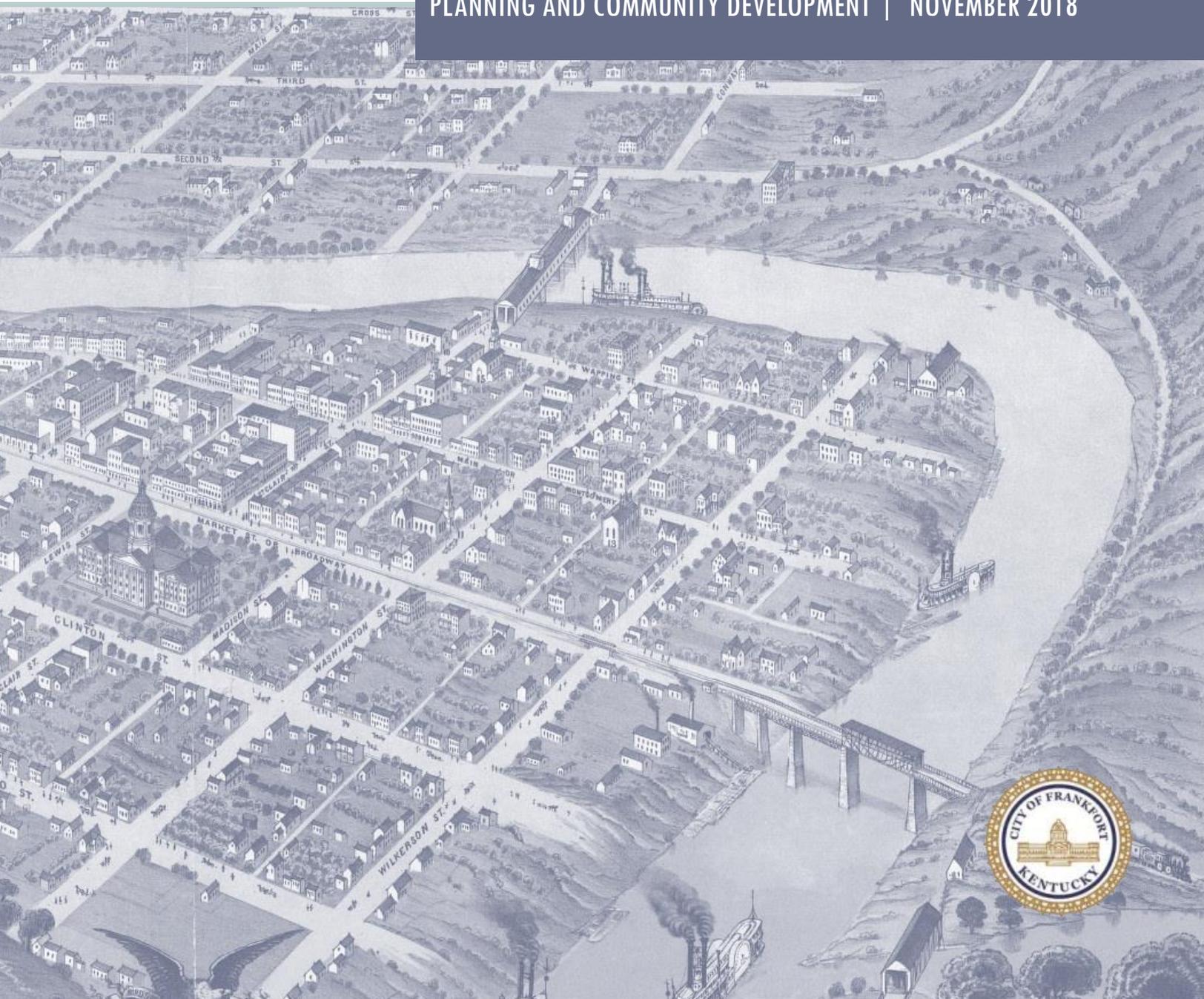


# CENTRAL BUSINESS ZONING DISTRICT DESIGN GUIDELINES

## FRANKFORT, KENTUCKY

PLANNING AND COMMUNITY DEVELOPMENT | NOVEMBER 2018



# **CENTRAL BUSINESS ZONING DISTRICT DESIGN GUIDELINES**

**CITY OF FRANKFORT, KENTUCKY**

**NOVEMBER 2018**

**PLANNING AND COMMUNITY DEVELOPMENT  
CITY OF FRANKFORT  
315 WEST SECOND STREET  
FRANKFORT, KENTUCKY 40601**

## **ACKNOWLEDGEMENTS**

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### **SPECIAL THANKS TO**

Frankfort-Franklin County Planning Commission

City of Frankfort Architectural Review Board

City of Frankfort Zoning Update Committee

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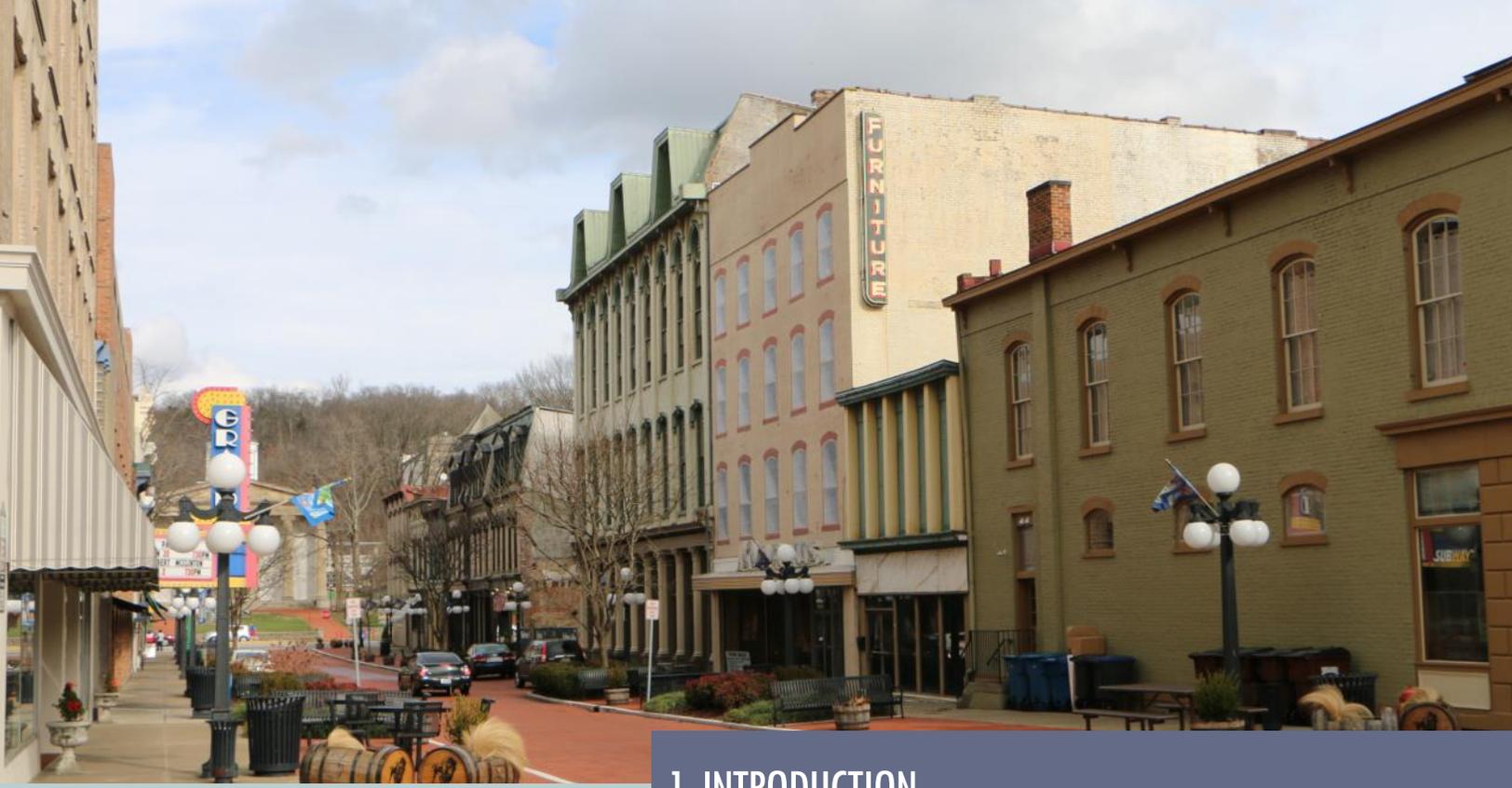
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## 1. INTRODUCTION

### IN THIS SECTION

#### 1.1 Central Business District Guidelines

##### Using the Guidelines

### 1.1 CENTRAL BUSINESS DISTRICT GUIDELINES

The City of Frankfort has a rich history that is reflected in its diverse collection of buildings, structures, and landscapes. These irreplaceable resources define the character of our community and serve as visual anchors that provide a link to our past.

Through the Planning and Community Development Department, the City of Frankfort has established preservation planning programs and routinely works with organizations and private property owners to meet the goal of preserving, protecting, and celebrating our historic places. Recognizing the City's commitment to historic preservation, the City has been designated as a Certified Local Government (CLG) by the Kentucky Heritage Council (KHC) and the National Park Service (NPS), linking it to communities throughout the Commonwealth of Kentucky that share the goal of protecting local history.

The purpose of historic preservation planning and the designation of local historic districts is covered extensively in Chapters 1-3 of the **Special Historic District Design Guidelines**. These chapters also address the importance of careful project planning and provide a summary of the City's review and approval processes for projects within local historic districts. These chapters are likewise applicable to projects undertaken in the Central Business District and are incorporated into this document by reference. Any questions regarding these materials or their applicability should be directed to the Planning and Community Development Department.

## USING THE GUIDELINES

The design guidelines serve as a user-friendly complement to the legal direction provided in Article 17 of the City of Frankfort's Zoning Code. The guidelines reinforce and expand upon the information therein to more comprehensively address issues affecting historic properties in local historic districts. It is important to note that the guidelines are designed to be applicable to all building styles and types, and are not intended to address rare and unusual situations.

Property owners should consult the guidelines for any project that affects the exterior of a property within a local historic district, from maintenance and repair to construction of an addition, as well as new construction and demolition. It is important that the guidelines be consulted early in the planning process in order to avoid getting too far along with a project that might be considered inappropriate. Such early review can help save time and money in receiving approval for a project.

The guidelines are likewise intended for use by the Architectural Review Board (ARB). While the ARB must consider the particular circumstances and context of a specific property for any individual review, the ARB uses the guidelines as a basis for their approval or denial of a proposed project to ensure it employs an appropriate approach. Use of the guidelines helps ensure that such review is conducted according to consistent, fair, and well-publicized standards.

### Organization, Format, and Language

This document is organized into three distinct sections that walk the user through interpreting and applying the guidelines:

- *Section 1 (Chapter 1):* Section 1 presents a basic outline for using the design guidelines for the Central Business District.
- *Section 2 (Chapters 2–5):* Section 2 presents specific guidelines for maintenance and rehabilitation of existing structures, new construction and demolition, and changes to a property's setting.
- *Section 3 (Appendices):* Section 3 presents additional reference materials such as a glossary, bibliography, and common forms associated with the design review process.



### USE THE GUIDELINES WHEN PLANNING TO:

- Alter, restore, or replace exterior features;
- Install new cladding materials;
- Replace windows or doors or add a new window or door opening;
- Install exterior energy-efficient measures such as solar collectors;
- Construct an addition;
- Construct a new building;
- Demolish, in whole or in part, an existing building; or
- Relocate an existing building.

### Who Uses the Design Guidelines?

- *Property Owners and their Design Professionals*  
Property owners (in association with their chosen architects, engineers, and other contractors) use the guidelines when planning and undertaking a project in order to ensure it meets the intent of the applicable guidelines.
- *City of Frankfort Planning and Community Development Department Staff*  
Staff of the Planning and Community Development Department use the guidelines when providing guidance to property owners, determining if administrative approval is appropriate, and making recommendations to the Architectural Review Board.
- *Architectural Review Board Members*  
Members of the Architectural Review Board use the guidelines when reviewing proposed exterior alterations by applicants in order to determine if the project should be approved or denied based on the proposal.
- *Community Members*  
The public uses the guidelines to express desires for their neighborhood and the larger community and to help guide the direction of future changes and development.

## Anatomy of a Design Guideline

Each section of the guidelines follows a standard outline that provides an easy-to-navigate, tiered arrangement, which ties together individual points of guidance under important concepts. Such an arrangement places an emphasis on understanding how individual points of guidance relate to one another, making their relevance more readily apparent. An example follows:



### 1 COMMERCIAL STOREFRONTS

Property owners commonly look to rehabilitate or update commercial storefronts to meet new needs or alter aesthetics. Careful consideration must be given to these important pedestrian-oriented areas.

#### 2 1. Retain and preserve historic storefronts, including individual components.

- 3 • Identify character-defining features of the storefront and work to preserve them.
- Select building uses that minimize the need for changes to historic storefronts.
- Maintain storefronts as pedestrian-oriented spaces that are largely transparent.

1 *Section Title:* Each section begins with a brief explanation of the topic, its importance, and a summary statement on important principles.

2 *Guideline:* Within each section, individual guidelines provide direction for specific project components.

3 *Clarification:* Points of clarification under each guideline reinforce the principal concept and provide additional guidance regarding treatments.

4 *Illustrations:* Each section is fully illustrated with line drawings and representative photographs.

The language presented in the guidelines has been purposely selected to convey specific meanings. The following definitions are particularly important to keep in mind in applying the guidelines:

- *Appropriate/Recommended/Encouraged:* These terms denote suggested design solutions known to be compliant with preservation principles. Applicants may also propose alternatives.
- *Shall:* "Shall" means compliance with that particular guideline is required unless unusual circumstances apply, which the applicant must be able to demonstrate.
- *Shall Not/Prohibited:* "Shall not" and "prohibited" mean an action is impermissible and would not be approved by the Architectural Review Board.

## Special Information

While a great deal of information is presented in the body of this document, items of particular interest or reinforcement are frequently presented in highlighted sidebars for the benefit of the reader. These are further denoted by specific icons:

! *Noteworthy information for the property owner*

? *Suggestions for additional guidance and technical information*

\* *Additional guidance on issues of sustainability*



## 2. REHABILITATION GUIDELINES

### IN THIS SECTION

- 2.1 Universal Guidelines
- 2.2 Masonry
- 2.3 Wood
- 2.4 Metals
- 2.5 Roofs, Cornices, and Related Features
- 2.6 Commercial Storefronts
- 2.7 Entrances and Doors
- 2.8 Upper-story Windows
- 2.9 Awnings and Canopies
- 2.10 Utilities and Equipment
- 2.11 Accessibility

### 2.1 Universal Guidelines for Historic Materials and Features

The character of a building is defined by the total of features and materials used in its construction. Whether a building's wall materials or a significant feature such as a storefront, the elements that define a building help convey its architectural style and place it within a certain period of time. They also reflect patterns of development, advancements in technology, and the evolution of trends and tastes over the course of more than two hundred years of architecture.

Given the importance of individual elements in defining the overall character of a building, it is important to give appropriate consideration to how a proposed change—even if seemingly minor— may affect the historic character of a building. As such, maintenance and rehabilitation projects should not be viewed as isolated actions but rather as a series of related activities that, over time, affect our perception of the historic places that define our community. By adhering to a set of universal principles founded in accepted preservation treatments, we can more readily ensure that the total of our actions respect and maintain the unique character of our heritage assets.



The character of buildings in Frankfort’s historic commercial core is defined by the combination of building forms, architectural features, and materials. As such, it is important to embrace preservation strategies that promote a holistic treatment that recognizes how individual elements work together to establish the character of a property.

### 2.1.1 RETAIN AND PRESERVE HISTORIC BUILDING MATERIALS AND FEATURES

- A. Original architectural materials such as brick and stone, wood trim, cast and wrought iron, and sheet metal should be repaired, restored, and reused.
- B. Historic architectural features and decorative elements should be retained and repaired rather than replaced.
- C. Intact or repairable historic materials and features should not be removed or covered from view.
- D. Adding features not historically present is not appropriate as it conveys a false sense of history and shall be prohibited.

### 2.1.2 USE THE GENTLEST MEANS POSSIBLE WHEN CLEANING HISTORIC MATERIALS

- A. Maintain protective weather-proof coatings such as paint or stain on historic materials. Always remove deteriorated coatings to the next intact layer before applying new coatings to ensure adherence.
- B. Clean historic materials only when necessary to stop deterioration or remove graffiti, heavy soiling, or biological growth. Water cleaning shall otherwise be avoided so as not to unnecessarily introduce moisture into the building’s materials.
- C. Select a test patch before cleaning to ensure the chosen method will not cause damage to historic materials.

- D. Start with a low pressure washing and a soft, natural bristle brush when cleaning is necessary. Abrasive cleaning methods such as high pressure water washing and sandblasting, which can damage historic materials and lead to additional deterioration, shall not be used.

### **2.1.3 REPAIR DETERIORATED BUT REPAIRABLE HISTORIC MATERIALS BEFORE CONSIDERING REPLACEMENT**

- A. Deteriorated but serviceable materials and features shall be repaired by using accepted preservation treatments rather than being replaced.
- B. Repairs shall be completed using in-kind new or recycled materials that match the original materials in appearance, dimension, profile, texture, and finish as closely as possible.
- C. If disassembly of a historic building feature is necessary in order to complete a repair or avoid inadvertent damage to surrounding features, document the configuration of the feature before disassembly to facilitate reinstallation following repairs.
- D. Removing or covering historic materials and features, particularly those visible from the right-of-way, instead of appropriately repairing them is not appropriate and shall be prohibited.

### **2.1.4 WHEN REPLACEMENT OF HISTORIC MATERIALS AND FEATURES IS NECESSARY, REPLACE IN-KIND**

- A. Only the portions of a feature that are deteriorated beyond repair shall be replaced. Wholesale replacement of otherwise intact features or materials shall be prohibited.
- B. Deteriorated materials shall be replaced with new or salvaged materials that match the original in dimension, detail, profile, texture, and finish.
- C. Alternative materials shall be considered on a case-by-case basis in consideration of the building feature and its location and the proposed material's durability and compatibility.

- D. Synthetic materials such as vinyl and aluminum siding or faux stone and wood shall be avoided.

### **2.1.5 CONSIDER REMOVAL OF REPLACEMENT MATERIALS AND FINISHES THAT COVER HISTORIC MATERIALS**

- A. Carefully remove replacement finishes so as not to cause inadvertent damage to underlying materials.
- B. Uncovered historic materials shall be repaired in accordance with the guidelines.
- C. When removing paint, stain, stucco, or other claddings, select a localized area to test the removal process and to ensure underlying materials will not be damaged.

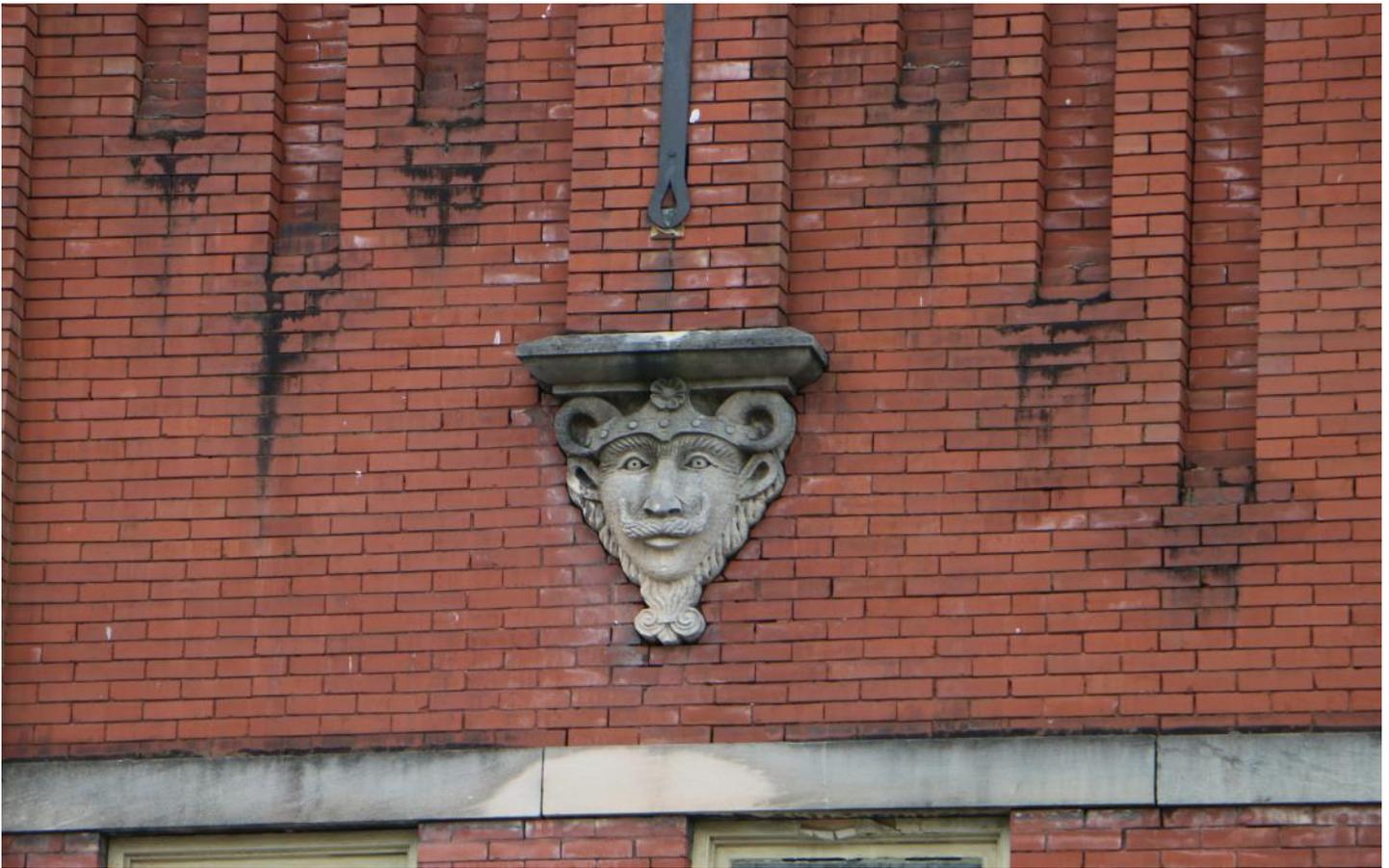
### **2.1.6 ENSURE COMPATIBILITY WHEN RECONSTRUCTING MISSING FEATURES**

- A. Designs based on historical, photographic, and/or physical evidence and documentation shall be used to reconstruct missing components.
- B. In the absence of appropriate documentation, a simplified design compatible to the building in scale, profile, materials, and finish shall be used. Nearby buildings of similar vintage and style may be used as a reference for developing an appropriate design.
- C. The addition of features that are out of scale with the property or not compatible with the character of the building shall be prohibited.



### **DEVELOPING SIMPLIFIED REPLACEMENT DESIGNS**

While elements from buildings of a similar style may be used as a reference for reconstructing missing features such as a porch, designs should not simply replicate those found on other buildings. Planning and Community Development staff can provide guidance on appropriate design solutions.



## 2.2 MASONRY

Masonry is found in both structural and decorative applications and includes brick and stone, as well as terra cotta, tile, and cementitious products such as concrete and stucco. Buildings with masonry structural walls are prevalent in Frankfort’s commercial core, and masonry lintels, sills, cornices, quoins, pediments, and other decorative components are also commonly found in the area. The total of masonry features and their individual characteristics—color, texture, patterns—contribute to the architectural character and variety of the downtown core.

Masonry materials and features are to be retained and maintained as character-defining features. When properly maintained, historic masonry materials such as brick and stone can last for centuries. Masonry materials are not to be needlessly removed or covered with other materials and repairs should be undertaken with an understanding of the differences between historic masonry materials and modern masonry materials, which have differing structural and physical characteristics and are not always compatible.

### 2.2.1 PROTECT AND MAINTAIN ORIGINAL MASONRY SURFACES AND FEATURES

- A. Historic masonry features—such as pilasters, columns, cornices, and decorative brick and tilework—shall be retained.
- B. Cleaning shall be completed by the least damaging method available, ranging from washing with a mild detergent and soft bristle brushes to chemical cleaning. Sandblasting destroys masonry surfaces, reduces the life of buildings, and shall not be permitted.
- C. Siding and veneers shall not be used to cover or replace masonry walls.
- D. Sealants shall not be used unless there is actual water penetration through masonry. If water is penetrating the masonry to the interior, then only the affected area shall be treated and only after the masonry is dry.
- E. Maintain paint on buildings that have historically been painted. Painting masonry that has not historically been painted shall not be permitted.

## MASONRY SEALANTS

Applying waterproof or water repellent coatings to masonry is generally not appropriate. Not only can such coatings alter the appearance of masonry, but sealing a foundation can also prohibit the natural movement of moisture through masonry, ultimately causing additional deterioration. Sealants shall not be used as a substitute for appropriately repairing deteriorated materials. Sealants are only to be applied in rare circumstances where moisture can be demonstrated to be infiltrating masonry and when the method of infiltration is understood.

In instances where use of a sealant is determined appropriate, coat only the affected masonry. It is not appropriate to seal masonry that has not demonstrated infiltration. Sealants shall only be applied on dry masonry. Treating masonry while damp can trap moisture inside the masonry.



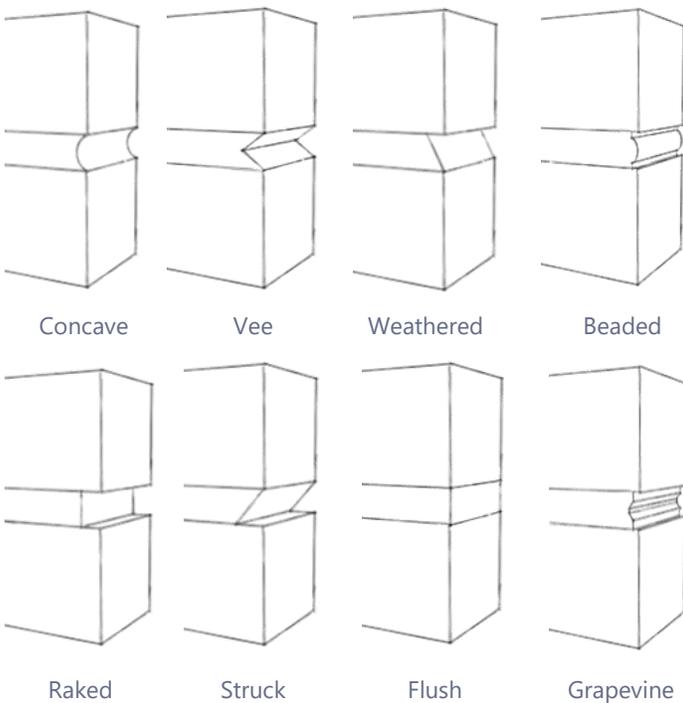
Once masonry has been painted, it is important to appropriately maintain the coating to protect the underlying brick. If a paint coating is to be removed, it should be removed cleanly and the brick assessed for structural integrity.

## 2.2.2 REPOINT DETERIORATED MORTAR JOINTS

- A. Remove deteriorated mortar and clean the joint with hand tools. Using power tools can cause inadvertent damage to surrounding masonry and is generally not appropriate.
- B. Tuckpointing shall be completed with a soft mortar, simulating historic lime and sand mortars in appearance and composition. The use of such mortars will allow for proper expansion and contraction of masonry units.
- C. New tuckpointing shall match the original joint type. Unless demonstrated to be historically different, the mortar joint shall be concave because it allows for the tightest bond between mortar and masonry.
- D. New mortar shall be tooled and tinted to match the color of the original materials as closely as possible.

## 2.2.3 REPLACE DETERIORATED OR MISSING MASONRY UNITS OR FEATURES IN-KIND

- A. The color, texture, pattern (where applicable), and composition of replacement masonry shall duplicate the original; the composition, color, and tooling of existing mortar shall also be duplicated around new masonry units.
- B. If an original detail is deteriorated beyond repair or missing, it shall be replaced with a newly-designed detail appropriate in scale, proportion, and character.



Unless otherwise demonstrated to have had a different mortar profile, masonry shall be tuckpointed using a concave joint, which provides the tightest bond between mortar and masonry and allows for proper water runoff. Vee joints have similar properties but can allow moisture penetration if the point is not perfectly tooled. Profiles with recessed joints that expose the flat surface of the masonry unit (weathered, raked, and struck) increase the possibility of moisture penetration and shall not be used unless historically present. Flush joints, which are typically not perfectly even, can create a shelf between the mortar and masonry, allowing for water to settle. Decorative joints (beaded and grapevine) create a distinctive profile and shall not be used unless historically present.

## TUCKPOINTING AND REPLICATING HISTORIC MORTARS

While tuckpointing historically referred to a very specific application, both it and repointing are commonly used interchangeably to refer to the replacement of missing or deteriorated mortar with new mortar. It is important both for the aesthetics of the building and the longevity of original masonry materials that the replacement mortar matches as closely as possible the structural characteristics of the original lime-based mortars, which accommodate natural expansion and contraction resulting from fluctuating temperature cycles. Mortar that is too hard and does not allow for proper expansion and contraction forces the tension to be placed on the masonry units, which can lead to the development of cracks and cause the face of the masonry to break apart.

In general, new mortar should be softer than the surrounding masonry and no harder than the original mortar. While mortars should ideally be custom matched to the existing mortar on a building, a mixture consisting of one part lime to two parts of the smallest available mesh sand is recommended as a general starting point. While Portland cement may be added to improve the workability of the mixture, no more than 20% of the total volume of the mortar mixture should consist of Portland cement unless the original mortar can be demonstrated to have been a heavy cement-based mortar (typically buildings after 1900).

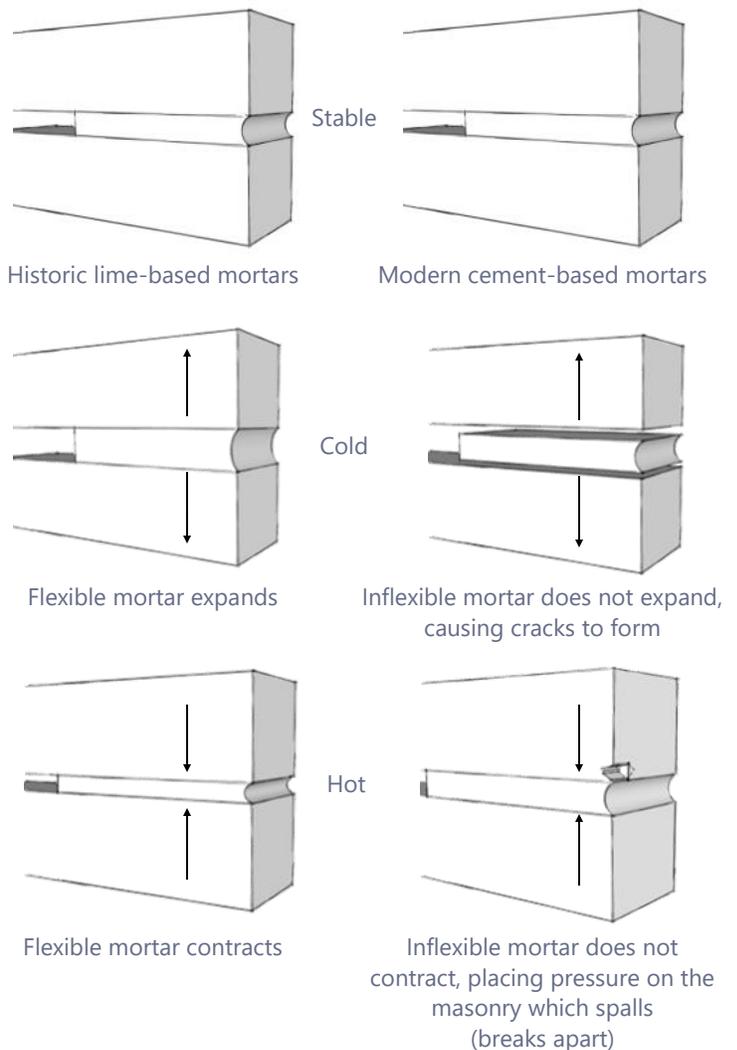
To repoint deteriorated masonry:

- Remove deteriorated mortar—with hand tools to the extent possible—to a depth of 2-1/2 times the height of the mortar joint
- Remove stray, loose mortar from the joint with a soft stream of water and brush.
- Prepare mortar mixture matching the existing mortar in color and composition (use within 30 minutes of mixing).
- Pre-hydrate the mixture and set into the clean joint in thin 1/4" layers.
- Once the mortar is semi-hardened, tool the joint to replicate the original mortar profile.
- Use a nylon or natural bristle brush to clean excess mortar from the joint and surrounding masonry. Do not leave excess mortar on the masonry as it can lead to deterioration.



Soft, older bricks (left) and harder modern bricks (right) are visually distinct from one another. Before undertaking a tuckpointing project, it is important to understand which type of brick and mortar you are dealing with so as not to inadvertently cause harm to a property.

Properties of historic lime-based mortars vs. modern cement-based mortars and effects on soft brick





## 2.3 WOOD

Wood is not as common in the commercial core of Frankfort as it is in residential areas, but the material is still found in a variety of applications—structural framing, storefront assemblies, cornices, shutters, doors and windows, columns and posts, and decorative features such as brackets, dentils, door surrounds, and window hoods. At the hands of a craftsman, it can take on both simple and complex forms, from planed siding to intricate scrollwork, and can be installed in a variety of configurations that result in unique patterns, profiles, and textures.

While wood features can be susceptible to weather damage, insects, and biological growth, properly maintained components that have a protective coating can last for many years before replacement is necessary. This is particularly true for historic features constructed of highly-durable, dense old growth lumber. When wood components become deteriorated, selective repair or replacement of isolated sections is often a viable option, leaving the intact section of original materials in place.

### 2.3.1 IDENTIFY, RETAIN, AND MAINTAIN HISTORIC WOOD SIDING, TRIM, AND ARCHITECTURAL FEATURES

- A. Wood surfaces and features shall be protected from deterioration by providing a weather-resistant coat of paint or stain.
- B. Identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes, deteriorated caulking at seams, plant materials, and insect or fungus infestation.
- C. Apply chemical preservatives as appropriate to historically exposed wood features.
- D. Hand scraping shall be used to remove deteriorated protective coatings to the next sound layer for repainting of the substrate. Damaging methods such as propane torches shall not be used.
- E. Stripping surfaces to bare wood or applying a stain where surfaces were historically painted shall be avoided.

### 2.3.2 REPAIR DETERIORATED BUT SERVICEABLE WOOD ELEMENTS VISIBLE FROM THE STREET AS CHARACTER-DEFINING FEATURES

- A. Deteriorated wood surfaces shall be repaired by patching, consolidating, splicing, or otherwise reinforcing deteriorated sections.
- B. Repairs shall be matched to the original materials in appearance, profile, texture, and finish.
- C. When patching or splicing deteriorated wood components, timber that matches the grain and density of original materials shall be used.
- D. Unique details such as beaded edges and bevels shall be retained when repairing deteriorated wood components.

### 2.3.3 MAINTAIN COMPATIBILITY WHEN REPLACING WOOD FEATURES THAT ARE DETERIORATED BEYOND REPAIR

- A. The profile, scale, dimensions, details, and character of the original feature shall be retained when replacing deteriorated materials.
- B. Fiber cement board shall be permitted as a replacement material for deteriorated wood siding. Fiber cement board shall be scaled to be compatible with the historic character of the property. Faux wood grains are not appropriate.
- C. Wooden materials and fiber cement board shall not be applied to masonry as an alternative to repair.
- D. Rough-sawn wood or plywood siding (i.e., T-111) shall be prohibited for exterior walls, trim, and ornamentation.
- E. Vinyl and aluminum siding shall not be permitted. Buildings already having artificial stone, asbestos, asphalt shingles, and other similar materials shall be permitted to use similar materials in resurfacing or repair.



### SALVAGED TIMBER

When undertaking repairs or replacing deteriorated sections of wood features, using salvaged timber goods can be a viable option in many instances. Salvaged timber of old growth materials can be found in many architectural salvage yards and can be reclaimed for reinstallation, reducing the impact of timber harvesting and making use of the embodied energy in previously harvested goods. Before installing salvaged timber, prepare it by removing all paint and finishes and sanding to a smooth, feathered edge. Fill any holes or minor cracks with epoxy filler and finish the timber to match existing materials.



### “DETERIORATED BEYOND REPAIR”

While each material has a different threshold, “deteriorated beyond repair” generally means that more than 50% of a material feature is no longer in serviceable condition and it is no longer feasible to repair a feature by patching, splicing, or otherwise reinforcing deteriorated materials. The burden of proof in demonstrating that a material is deteriorated beyond repair lies with the project applicant. Planning and Community Development staff and/or the ARB may request detailed photographic evidence and/or request to visually inspect a property in order to confirm the level of deterioration.



From door and window assemblies to storefront components, cornices, and other architectural details, wooden features are found throughout the commercial core of Frankfort in a wide variety of applications in both simple and complex arrangements. Historic wooden features should be protected by maintaining protective features and embracing selective repair before considering replacement.

## The Simple Truth: Vinyl Materials

While vinyl materials are not as common in the commercial core of Frankfort as they are in residential sections, vinyl materials are still often considered as siding for certain areas, windows, and doors. However, vinyl materials are strongly discouraged in the district. Not only is vinyl an extremely environmentally-unfriendly product, but it also dramatically changes the character of the building to which it is applied, as well as the overall streetscape. Perhaps most importantly, despite what many marketing materials claim, vinyl is not a cure-all that will remedy problems. In fact, vinyl materials introduce their own set of problems:

- Composed primarily of polyvinyl chloride, vinyl does not provide a sustainable rehabilitation option and its manufacturing process results in the release of dioxins and furans, two of the most harmful industrial pollutants.
- Vinyl will not get rid of existing problems evident in stone or wood wall materials, it will just mask them. Often, the installation of vinyl can actually cause the problem to worsen; with the problem hidden and out of sight, the property owner is more likely to ignore or forget about the deterioration, which will continue. The presence of vinyl siding will prevent the property owner from being able to easily access and correct the problem in the future.
- Vinyl is considered a non-permeable material. While moisture cannot penetrate the material, it also means that if a cladding is installed incorrectly, there is a manufacturer defect in a vinyl window, or vinyl warps or otherwise allows moisture behind it, water will be trapped and unable to dry out to the surface.
- “Maintenance-free” simply means the material is not easily repairable. Just like every other material—natural or synthetic—vinyl deteriorates. Over time it will dent, warp, crack, fade, discolor, or sag. While traditional materials such as masonry and timber can be patched and repaired on a localized basis as needed, vinyl cannot be repaired. When it deteriorates, it must be fully replaced.
- Vinyl dramatically alters the character of the building and the overall streetscape. The installation of vinyl destroys the integrity of a historic building, changing the scale, composition, texture, and profile of finishes and features that historically characterized a property.





## 2.4 METALS

Architectural metals are versatile and distinctive materials that can be used in a variety of applications—cornices, storefront components, roof light fixtures, wall anchors, shutter latches, fences, cresting, railings, brackets, and window hoods—and sculpted into a variety of designs and patterns, resulting in a rich variety of colors, textures, and shapes. As particularly unique features of a building, it is important that historic architectural metal elements are retained as character-defining features.

Critical in determining an appropriate approach for metal features is understanding the characteristics of the particular metal being addressed. Soft metals (tin, zinc, copper, bronze, and aluminum) and hard metals (cast iron, wrought iron, and steel) react very differently to different types of cleaning and different types of coatings, and using the inappropriate method can unintentionally accelerate deterioration rather than correct it. Before any work is done, it is recommended that methods be tested on a localized area to ensure inadvertent damage will not be done.

### 2.4.1 RETAIN AND PRESERVE HISTORIC ARCHITECTURAL METAL FEATURES VISIBLE FROM THE STREET

- A. Historic architectural metals such as copper, tin, and wrought iron used in architectural details and ornamentation shall be maintained.
- B. Altering, obscuring, or removing historic architectural metal features shall be avoided.
- C. Protective coatings, where historically present, on metal surfaces shall be maintained in order to extend the life of the material. Exposing historically coated metals can accelerate deterioration and shall not be permitted.
- D. Painting historically exposed metals such as copper and bronze is not appropriate and shall be avoided.
- E. Removing naturally-occurring patina—which acts as a protective coating—on historic metals such as copper shall be avoided.



Architectural metals are found in a variety of forms in Frankfort's historic commercial core, each contributing to the unique character of a particular building. Historic metal components are to be retained as significant components that contribute to the architectural integrity of the area.

#### 4.4.2 CLEAN AND REPAIR LOCALIZED DETERIORATION TO MAINTAIN ARCHITECTURAL INTEGRITY

- A. Clean metals prior to reapplying protective coatings to improve longevity of the coating.
- B. Clean soft metals such as copper with chemical solutions, starting by testing localized areas. Abrasive methods such as grit blasting shall be avoided.
- C. Clean hard metals such as cast and wrought iron with the gentlest means possible — start with hand scraping and wire brushing before to determine if more abrasive methods are necessary.
- D. Deteriorated features shall be repaired by patching or reinforcing the original fabric with components of compatible material. Substitute materials that alter the visual appearance of the intact portions shall not be permitted.

#### 4.4.3 MAINTAIN COMPATIBILITY WHEN REPLACING DETERIORATED OR MISSING FEATURES

- A. If a portion of an architectural metal feature is deteriorated beyond repair, only the deteriorated section shall be replaced. Wholesale replacement of the entire component when only isolated deterioration is present shall be avoided.
- B. Replacement pieces shall match original materials in-kind in terms of design, dimension, and texture. When in-kind materials are not feasible, a substitute material that replicates the design, dimension, and profile of the original material may be considered.
- C. If an architectural metal feature is missing, it shall be replaced with a new feature based on accurate documentation of the original design or with a simplified design that is compatible in scale, size, material, and color.
- D. When replacing metal elements, avoid contact between two different types of metals as this can cause a chemical reaction that will accelerate corrosion. Ensure all fasteners are also chemically compatible with the substrate.



## 2.5 ROOFS, CORNICES, AND RELATED FEATURES

Whether flat, gabled, hipped, or comprised of a variety of intersecting shapes, the roof shape and pitch play an important role in defining a building's massing, volume, and form. While many commercial buildings feature flat roofs that are not visible, many are also defined by features such as chimneys, cornices, brackets, cresting, and other such features that help convey the architectural style and vintage of a particular building and contribute to the rich variety of architecture within Frankfort's commercial core.

While many original roofing materials have been replaced over time, the shape, configuration, and detailing of the roof often remain as character-defining features. Emphasis is to be placed on retaining the original roof shape and pitch, as well as associated features, as changes to the roof and alterations or removal of associated features can significantly alter the character of the entire building.

### 2.5.1 RETAIN ORIGINAL ROOF SHAPES AND ASSOCIATED CHARACTERISTICS

- A. The original roof shape shall be preserved.
- B. Original architectural features that give the roof its character—such as dormer windows, cupolas, cornices, brackets, chimneys, and cresting—shall be retained.

### 2.5.2 RETAIN AND MAINTAIN ORIGINAL CHIMNEYS

- A. Original chimneys, particularly those visible from the public right-of-way, shall be retained.
- B. Maintaining chimneys in working order to take advantage of their ventilating properties is recommended. In instances where a chimney cannot be used, install a chimney cap to protect the chimney. The cap shall be installed so that it does not diminish the original design, require removal of decorative features, or damage historic materials.

- C. If rebuilding a chimney is necessary, historically appropriate materials such as brick or stone shall be used. Materials that simulate masonry shall not be permitted.
- D. Altering the character of a chimney by painting, parging, wrapping in siding, or otherwise covering historically-exposed masonry materials visible from the right-of-way is not appropriate and shall be avoided.
- E. Shortening or removing original chimneys when they become deteriorated is not appropriate, particularly when readily visible from the public right-of-way, and shall be avoided. Deteriorated masonry shall be repaired in accordance with the guidelines.



### 2.5.3 RETAIN HISTORIC CORNICES AND PARAPETS

- A. Historic cornices and parapets shall be preserved through appropriate maintenance.
- B. The scale and configuration of historic cornices and parapets shall be maintained. Removal of intact components, lowering parapets, or addition of features with no historical basis shall be avoided.
- C. Wholesale removal of cornices shall not be permitted. Repair and replacement shall be limited to deteriorated or missing sections.
- D. Replacement sections and elements shall be with materials compatible with the original in size, shape, color, and texture. Replacement with in-kind materials is encouraged. Substitute materials shall be considered on a case-by-case basis in consideration of their compatibility with the original feature.
- E. Where a historic cornice is missing and reconstruction is desired, the new design shall be compatible with the building's style, vintage, and scale. Use physical evidence, historic photographs, and documentation as the basis of the design where available. In the absence of such information, a simplified cornice design typical of the building's vintage shall be used.

While most commercial buildings in Frankfort's core feature a flat roof that is not visible from ground level, there is a rich variety of cornices and parapets found throughout the district. Such features should be maintained as part of the roof structure and architectural detailing.

## 2.5.4 REPLACE VISIBLE BUT DETERIORATED ROOFING MATERIALS WITH COMPATIBLE COUNTERPARTS

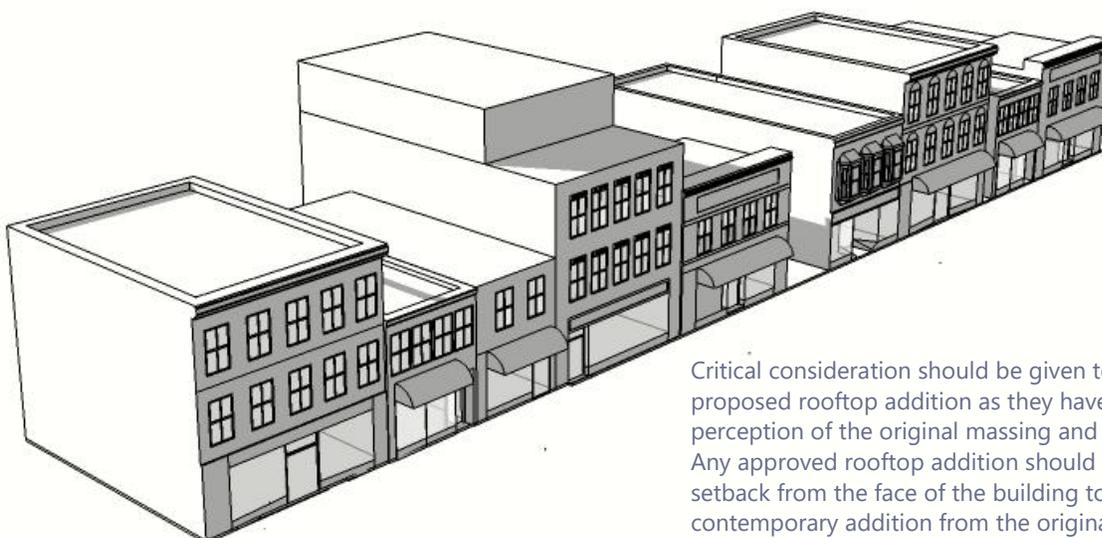
- A. The original roof shape and configuration shall be retained when installing new cladding materials.
- B. Visible but deteriorated roofing shall be replaced with in-kind materials appropriate to the style and period of the building and neighborhood and match the original in appearance, pattern, color, composition, size, and shape.
- C. When visible, new metal roofing shall be standing seam with 15-inch wide panels at minimum. Corrugated roofing shall be prohibited when visible from the front.
- D. Where large sections of specialty materials such as slate or tile are deteriorated on primary slopes, consider consolidating intact units from the rear slope for use in the deteriorated area.
- E. Full replacement of a visible roof with materials other than those existing shall only be approved after the applicant has submitted evidence and documentation of why the existing roof material cannot be repaired and/or replaced with the same material.
- F. Spray insulation foam and alternate paint coatings over metal roofing shall be allowed to increase the longevity of the material as long as it does not alter the visual qualities of the roofing as visible from the street.

## 2.5.5 UTILIZE GUTTERS AND DOWNSPOUTS THAT ARE NON-INTRUSIVE TO THE DESIGN OF THE BUILDING

- A. Box gutters shall be preserved and repaired or replaced with the same style box gutters on all elevations visible from the right-of-way.
- B. Box gutters that are deteriorated beyond repair on elevations not visible from the right-of-way may be replaced with half-round hanging gutters and round downspouts.
- C. Hanging gutters and downspouts, unless made of copper, shall be painted the same color as the house or the trim. To prevent the paint from flaking and peeling within a short period of time, non-galvanized metal or aluminum gutters or downspouts shall be coated with a galvanized steel primer before applying the finishing coats of paint.
- D. All new hanging gutters shall be half-round and new downspouts shall be round unless otherwise approved. K-style and PVC style gutters shall not be permitted.

## 2.5.6 MINIMIZE THE IMPACT OF ROOFTOP ADDITIONS, EQUIPMENT, AND OTHER CHANGES

- A. Rooftop additions are generally discouraged. In rare circumstances where a rooftop addition is permitted, it shall be setback from the face of the building to minimize its appearance from the front and retain perception of the original massing.



Critical consideration should be given to the location of any proposed rooftop addition as they have the potential to alter perception of the original massing and volume of a building. Any approved rooftop addition should be appropriately setback from the face of the building to distinguish the contemporary addition from the original building.

- B. Changes to the original roof shape or adding features inappropriate to the character of the roof, such as oversized dormer windows, shall be avoided.
- C. Skylights, roof gardens, television antennae, satellite dishes, and mechanical equipment such as air conditioning units shall be placed in an inconspicuous location where they will not detract from the character of the building. Generally, they shall not be placed on an elevation visible from the street. Installation on façade roof slopes or flat roofs near the front face of the building shall be prohibited.
- D. Architectural details such as decorative cornices, cupolas, and brackets that were not historically present on a building shall not be added as they convey a false sense of history.



On most commercial buildings with a flat roof, there are a wide variety of options for placing rooftop equipment, antenna, and sustainable solutions. Careful consideration must be given in each instance as rooftop features located at or near the façade can disrupt the character of the district along the right-of-way.



## INSTALLING GREEN FEATURES

Rooftop solar collectors—either solar panels or solar shingles—that translate the sun’s energy into usable power for a building may provide a viable option for some property owners who desire to reduce energy consumption. In addition, green roofs may improve water runoff, reduce energy use, and reduce heat transfer into the building. Use of such features as an energy-efficient mechanism is permitted and encouraged when it can be demonstrated that the installation will not diminish the integrity of the building on which it is located. Consider the following when assessing the feasibility of rooftop features to minimize the potential for the building’s character to be negatively impacted:

- Make sure the roof structure can support the added weight of the feature.
- If installing solar tiles, maintain compatibility with original roof materials in scale, profile, and configuration.
- To the extent feasible and practical, place solar collectors and green roofs toward the rear of a roof. Shielding installations behind parapets is encouraged.
- If a building’s orientation will limit the productivity of solar collectors, consider the rear portion of sloped roofs (where present) on secondary elevations as an alternative.
- Secondary buildings at the rear of a lot may provide a viable alternative for locating solar collectors.
- Size the solar collectors and select an arrangement compatible with the scale and form of the building.
- Select collectors and mounting systems similar in color to existing roof materials to minimize their appearance.
- Install solar collectors so they lay as parallel as possible to the roof surface. In general, solar collectors should not be positioned more than 6” away from the roof surface.
- Install features so they do not cause irreversible damage to the roof structure or require the removal or alteration of character-defining features such as dormers, chimneys, and cornices.



## 2.6 COMMERCIAL STOREFRONTS

The storefront is undoubtedly the most important element of a business, providing a mechanism for engaging pedestrians along Frankfort’s commercial corridors. This corridor includes traditional commercial buildings that share the same basic components—although the size, style, materials, and details vary widely—as well as a few historic residential buildings that have been converted for business activity.

Over time, storefronts become common targets for rehabilitation and alterations as business owners look to update the appearance of their property. Careful consideration must be given to any such decision to alter a storefront since it is the most readily visible design element of a property and the means through which patrons first interact with a business. Decisions related to alterations should place a priority on working with existing fabric and embracing historic precedents and design standards that have become character-defining features of historic commercial corridors. Significant changes to the character of intact historic storefronts are not appropriate as they significantly disrupt the character of the property.

### 2.6.1 RETAIN AND MAINTAIN HISTORIC STOREFRONTS, INCLUDING INDIVIDUAL COMPONENTS

- A. Identify character-defining features of the storefront. These features shall be preserved as critical components of the composition, design, and materiality.
- B. Select building uses that minimize the necessity of changes to historic storefronts.
- C. The traditionally well-defined openings and arrangement of a storefront shall be retained. Enlarging or infilling openings shall be avoided where there is no historical basis.
- D. The primary plane of the storefront shall be maintained at the sidewalk edge. Recessed vestibules are to be retained where they exist or are documented.
- E. Functional elements such as piers, columns, lintels, and cornices shall be preserved as character-defining features that establish the spatial organization of the space.

- F. The depth and profile of the original entry shall be maintained. Locating commercial entries flush with exterior walls or excessively recessing entries within the building face to create a vestibule is not appropriate.

### 2.6.2 REPAIR RATHER THAN REPLACE DETERIORATED BUT SERVICEABLE STOREFRONT COMPONENTS

- A. Historic masonry, wood, and metal storefront components shall be protected through appropriate maintenance.
- B. Paint finishes shall be maintained on historically painted surfaces.
- C. Replacement of storefront components shall be limited to those too deteriorated for practical repair. Wholesale replacement of serviceable storefronts shall be avoided.
- D. When replacement is necessary, in-kind materials that match the original in size, scale, shape, color, texture, and finish shall be used.
- E. In-kind materials are encouraged. Substitute materials such as fiber cement board shall be considered on a case-by-case basis in consideration of their compatibility with the building. Vinyl, faux masonry, and unfinished wood shall not be used. Exposed aluminum shall be considered on a case-by-case basis.

### 2.6.3 WHEN NECESSARY DUE TO ABSENCE, TOTAL LOSS, OR ADVANCED DETERIORATION, CONSTRUCT STOREFRONTS THAT ARE COMPATIBLE IN DESIGN WITH THE BUILDING

- A. Where historic storefronts are deteriorated, storefronts compatible with the original in dimensions, form, design, and scale shall be used.
- B. Where a historic storefront is missing, use physical evidence, historical photographs, and documentation to reconstruct a compatible replacement storefront.
- C. In the absence of documentation, a storefront with simple detailing and traditional storefront elements shall be used. Designs shall maintain a transparency compatible with traditional storefront openings in Frankfort.
- D. Alteration of a building to make it appear older than it is and introduction of features not historically present shall be prohibited.

### 2.6.4 FOR CONVERTED RESIDENTIAL BUILDINGS, MINIMIZE THE IMPACT OF COMMERCIAL ENTRIES ON BUILDING FABRIC

- A. Historic porches, stoops, and related features on the front façade shall be retained in place.
- B. Historic entry surrounds, transoms, and sidelights on the front façade shall be retained and repaired in place. Removing character-defining features of the entry to accommodate a new entry is not appropriate.
- C. Handrails, balusters, and other elements added to existing steps and stoops to comply with building code shall be simple in character and finish. Gas and water piping is not appropriate as railings.
- D. Doors on the front facade shall be sized to fit the original opening. Enlarging or partially enclosing an opening to accommodate a commercial door shall be prohibited.
- E. Commercial doors shall be simple in character and unobtrusive to the original design. Doors with full-view glass and wood or metal frames are recommended. Wood shall be painted and metal shall be painted or have a baked-on enamel finish compatible with the building. Exposed aluminum doors are not appropriate.



Storefronts are critical components of the pedestrian streetscape. Unsympathetic alterations can severely impact the character of a space and limit opportunities for interactions with patrons.



## 2.7 PRIMARY ENTRANCES AND DOORS

Commercial buildings commonly feature an entry at the storefront and a secondary entry leading to upper-story space. Entrances, particularly at the storefront, are one of the most distinctive features of a building. From the style and configuration of the door to the inclusion of decorative and functional features, entries along Frankfort's commercial corridor vary widely, reflecting the needs of the business owner and the architectural style of the building.

Given the importance of entries in defining the character of a property and particularly the storefront, it is critical that the historic features of an entry—including door, transoms, and decorative elements—be retained and repaired as necessary. Changes to an entry should be carefully considered during the project planning process. Substantial changes such as the removal of intact entry components or enclosure of façade door openings should be avoided as they can significantly compromise the character of the building or negatively impact how potential patrons interact with a business.

### 2.7.1 RETAIN THE LOCATION AND CHARACTER OF HISTORIC ENTRY ASSEMBLIES ON THE FAÇADE

- A. The location, size, proportion, and shape of original door openings shall be retained.
- B. Door openings on the front façade shall not be reduced, enlarged, or filled in.
- C. Storefront entries on the front façade shall not be enclosed. If entries to upper-story spaces are no longer needed, retain the door opening, block it from the interior, and maintain the door fixed in place so as to maintain the exterior appearance. Boarding-over of historic door openings is not appropriate and shall be prohibited.
- D. If original openings are filled in on the side or rear elevations, the outline of the original opening shall remain apparent by setting infill material back from the face and leaving original sills and lintels in place.
- E. Consider restoring previously altered door openings at the storefront.
- F. Cutting new entry openings into the storefront or front façade is discouraged.

## 2.7.2 RETAIN AND MAINTAIN ORIGINAL DOORS AND ENTRY FEATURES ON THE FRONT FAÇADE

- A. Original doors, trim, and features, shall be retained and repaired unless determined to be deteriorated beyond repair.
- B. Solid-core wood commercial doors are effective natural insulators. Weatherstripping doors to enhance efficiency is encouraged.
- C. Maintain protective surface coatings on historic wood components. Carefully scrape, prime, and repaint deteriorated coatings to provide a weather-resistant coating.
- D. When repair is necessary, repair only the deteriorated section of components in accordance with the materials guidelines.
- E. Removing historic leaded, art, stained, or prismatic glass panes is not appropriate and shall be prohibited.
- F. Original door hardware shall be retained and repaired whenever feasible.
- G. Only clear glass shall be used when repairing damaged glazing on façade entries. Frosted, tinted, reflective, opaque, and patterned glass is not appropriate and shall be avoided unless it was historically present.



## 2.7.3 WHERE NECESSARY, SELECT REPLACEMENT DOORS THAT ARE COMPATIBLE WITH THE CHARACTER OF THE BUILDING

- A. Original doors on the front façade shall only be replaced when they are determined to be deteriorated beyond repair.
- B. When replacing non-original doors on the front façade, new doors shall be compatible with the character and style of the building and shall be compatible with the size, proportion, shape, glazing, and configuration of the original door. Installing residential doors or an undistinguished flush door shall be prohibited.
- C. In-kind materials that replicate the historic door are strongly encouraged. Compatible substitute materials shall be considered on a case-by-case basis.
- D. Enlarging or partially enclosing an original opening on the front façade to accommodate a replacement door is discouraged.



Commercial entries are critical components of the streetscape and contribute to the overall character and intricacy of a storefront. Retaining historic doors (top) or incorporating compatible new doors should be a primary goal of any project. Installing undifferentiated, flush doors (bottom) should be avoided as it disrupts the transparency of the streetscape.



## 2.8 STOREFRONT AND UPPER-STORY WINDOWS

Most commercial buildings in Frankfort are characterized by a series of storefront windows and various levels of upper-story windows. Storefront windows are particularly critical features as they are important in drawing the attention of potential patrons. Upper-story windows are likewise important elements of the streetscape. While outside of the pedestrian level, upper-story windows help articulate a building's façade and provide a sense of rhythm along the commercial corridor.

Regardless of their placement on the façade, original window openings should not be altered. Preserving historic window components should be considered a priority as inappropriate changes can diminish the integrity of the entire building and also disrupt the continuity of the commercial streetscape. Both storefront and upper-story windows should be maintained and preserved as character-defining features that help convey the historic function of a building and its architectural style and vintage.

### 2.8.1 RETAIN THE CHARACTER AND ARRANGEMENT OF HISTORIC STOREFRONT WINDOWS

- A. Maintain the original pattern, shape, and size of storefront window openings. Where alterations are necessary for security or functionality, the changes shall not be discernible from the exterior.
- B. Storefront windows shall not be reduced, enlarged, or filled. Restoring previously altered storefront windows is strongly encouraged.
- C. Permanent boarding over of storefront windows or covering with opaque materials shall be prohibited. Removal of such coverings is strongly encouraged.
- D. Storefront windows shall be maintained as open, transparent space to encourage pedestrian interest and patron interaction. Clear glass shall be used in storefronts.

## 2.8.2 SELECT COMPATIBLE UNITS WHEN STOREFRONT WINDOWS REQUIRE REPLACEMENT

- A. Deteriorated but serviceable functional elements such as framing members shall be repaired.
- B. When replacement is necessary, new units shall match the original in size, shape, scale, and character. Framing members shall be compatible with the scale, spacing, and profile of the storefront.
- C. Wood or anodized aluminum (painted or with baked-on finish) shall be used for replacement materials unless another material can be demonstrated to have historically been present. Exposed aluminum shall be considered on a case-by-case basis.

## 2.8.3 RETAIN AND MAINTAIN ORIGINAL UPPER-STORY FAÇADE WINDOWS AND ASSOCIATED FEATURES

- A. Maintain the rhythm, pattern, and shape of upper-story front façade window openings. Enlarging, reducing, or enclosing openings on the façade shall be avoided. In rare instances where enclosure is permitted, recess the infill material from the face of the building to maintain the outline of the original opening.
- B. Original windows on the front façade shall be retained when possible, and repaired as needed, including all functional and decorative elements such as the sash, hardware, casing, and any decorative moldings or hoods.
- C. Protective surface coatings shall be maintained. Carefully scrape, prime, and repaint deteriorated coatings to provide a weather-resistant coating.
- D. Improving the energy efficiency of intact historic windows is encouraged. Maintain caulk and glazing putty in good condition, providing weather-tight seals. Apply weather-stripping, ensuring all joints are tight and sealed, to reduce air infiltration.



## SIMPLE SUSTAINABLE SOLUTIONS

While we typically think of incorporating sustainable solutions as a large endeavor, there are small things every property owner can do to promote energy efficiency and sustainable approaches in window projects:

- Maintain and preserve existing old growth wood windows to the extent possible, which minimizes the need to harvest new timber and eliminates landfill waste.
- When using wood for repair or in replacement windows, choose timber from sustainably managed forests.
- Lock your windows. It not only provides security but also creates a tight seal between sashes and reduces air infiltration.
- Maintain glazing putty and sealants in good condition to minimize air and moisture penetration. Adding weatherstripping can reduce infiltration by as much as 50%.
- Installing storm windows provides a tremendous boost in efficiency. In fact, the combination of a historic wood window and a properly sealed storm window can, in many instances, provide better value than a brand-new double-pane sash.

- E. Low-e or light-absorbing coatings are only appropriate on the façade when it can be demonstrated that there will be no change in the original appearance of the glass. Mirror glass is prohibited.
- F. Storm windows shall allow for a full-view of the primary window or have a meeting rail that aligns with that of the primary window. Storm windows shall have no other divisions. Interior storm windows are encouraged but shall be installed in a manner that limits the potential for damaging condensation to form on the primary window. Incorporating air-tight gaskets, ventilating holes, and/or removal clips is recommended.

## 2.8.4 REPAIR DETERIORATED ORIGINAL MATERIALS ON THE FAÇADE BEFORE CONSIDERING REPLACEMENT

- A. Original window components that are deteriorated yet still serviceable shall be repaired rather than replaced.
- B. Permanent boarding over of façade windows as an alternative to repair shall be prohibited.
- C. Only the deteriorated section of a window shall be repaired, removing as little historic material as possible.
- D. If necessary, remove a sash from its frame before repairing in order to minimize inadvertent damage to other components. Identify and record the components of the window before dismantling for repair.
- E. Only clear glass shall be used when repairing damaged units on the front façade. Tinted, reflective, opaque, or patterned glass shall not be used unless it was historically present.

## 2.8.5 WHEN NECESSARY, REPLACE UPPER-STORY WINDOWS WITH COMPATIBLE REPLACEMENTS

- A. Original window sashes on the front façade shall only be replaced when they are determined to be deteriorated beyond repair.
- B. Only the deteriorated component of a window (such as the sash) shall be replaced. Wholesale replacement of the entire assembly shall be avoided when only isolated deterioration is present.
- C. When replacement windows are used, they shall match the original in size, shape, and configuration.
- D. Using in-kind materials is encouraged. Compatible substitute materials may be used and will be reviewed on a case-by-case basis. Anodized aluminum (painted or baked-on finish), aluminum-clad, and fiberglass-clad wood frame windows are example of compatible materials. Vinyl windows are not a compatible alternative for the front façade.

Upper-story windows along Frankfort’s commercial corridors come in a variety of shapes, sizes, and configurations but all contribute to the rhythm and continuity of the streetscape and help define the architectural character of individual buildings. As such, decisions to alter upper-story windows must be carefully weighed.



- E. New window sashes shall be properly recessed within the original opening to protect the window, maintain water runoff, and preserve historic profiles.
- F. Replacement windows should match the operation (e.g., double-hung) of the original window.
- G. Deteriorated sashes shall be replaced with true divided light sashes or simulated divided light sashes with dimensional muntins permanently affixed to the exterior of the glass. Snap-in grids or grids between panels of glass that give a false appearance of a multi-pane sash are discouraged and shall not be administratively approved.
- H. Windows of a style different than the building shall not be used.

### 2.8.6 CAREFULLY CONSIDER CHANGES TO WINDOWS ON SECONDARY AND REAR ELEVATIONS

- A. Retaining and maintaining historic windows on side and rear elevations is strongly encouraged.
- B. Use of in-kind and compatible substitute materials such as anodized aluminum, aluminum-clad, and fiberglass-clad wood frame windows is strongly encouraged.
- C. Replacement of non-original windows shall maintain the opening size and design of the building.

### 2.8.7 DESIGN NEW WINDOW OPENINGS TO BE AS INCONSPICUOUS AS POSSIBLE TO THE ORIGINAL DESIGN OF THE BUILDING

- A. New openings shall be limited to side and rear elevations. Cutting new openings into the front façade or prominent secondary elevations (for corner properties) shall be avoided.
- B. New openings shall be compatible with the size, height, and proportions of existing openings.
- C. Simple designs shall be used for new openings. Elaborate decorative details are not appropriate and shall be avoided.

### 2.8.8 UTILIZE SHUTTERS THAT COMPLEMENT THE HISTORIC CHARACTER OF THE BUILDING

- A. Original shutters on elevations visible from the street shall be retained. Deteriorated but serviceable shutters shall be repaired in accordance with the materials guidelines.
- B. Where existing shutters are deteriorated beyond repair, new shutters shall match the old in composition, size, shape, and color.
- C. Vinyl shutters on the front façade shall be prohibited.
- D. Shutters shall look as if they could work; they shall be sized to cover the entire window when closed and they shall not overlap when open. Shutters that are out of character or scale with the building shall not be used.



## CONSIDERING REPLACEMENT WINDOWS?

- Determine the condition of your windows. Completing an inventory of existing conditions can help you identify how extensive your needs are and determine if replacement is really the most practical option.
- Consider what needs to be replaced. Carefully evaluate what needs to be replaced and why. That is, determine what you are trying to achieve. You may find that a simple repair or energy enhancement will achieve the same goal.
- Consider the significance and visibility of your windows. While all serviceable historic windows on the façade should be preserved, those that are particularly significant or of a unique shape or configuration warrant extra consideration.
- Evaluate the suitability of your replacement window. Carefully consider the compatibility of your chosen replacement window and assess the life-cycle costs of its installation, including any maintenance or replacement that may be needed in the future. Demonstrated performance should be an important factor.



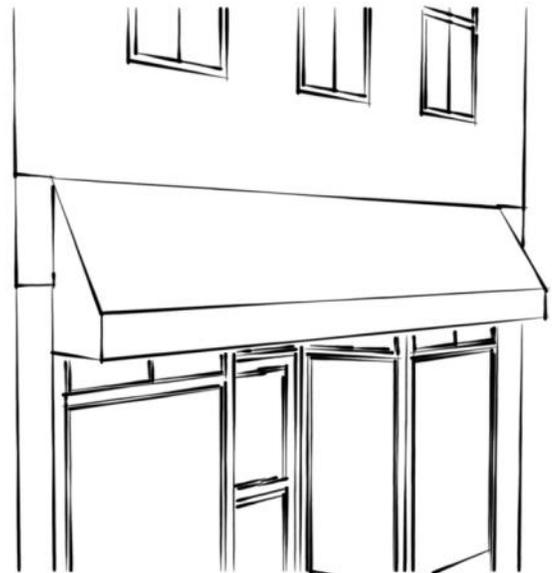
## 2.9 AWNINGS

Awnings have historically been used in commercial areas for a number of reasons, including to protect storefront display windows from the sun, minimize heat gain inside a store, and provide protection from the weather for pedestrians. Awnings can also serve as a decorative feature and help define the spatial relationships of a particular building, influencing perception of the property. Awnings can provide depth to a building, help identify building entrances, and mark the transition between the first floor shop space and upper story tenant space. Continued use of awnings in the commercial district is appropriate as a compatible element of the streetscape.

### 2.9.1 SELECT AWNINGS THAT ARE COMPATIBLE WITH THE INDIVIDUAL BUILDING AND STREETScape

- A. Awnings shall be deep enough to provide shelter and shed but not obstruct views along the streetscape. In general, awnings should project no more than 4 feet from the curb.
- B. Awnings shall be placed at an acceptable height. In general, the bottom of an awning shall be at least 7 feet above the sidewalk.
- C. Awnings shall be installed so that they do not obstruct or damage character-defining features. Awnings shall be installed below the storefront cornice and fit the storefront opening. Where masonry is present, framing shall be mounted through mortar joints.
- D. Awnings shall be only as wide as the storefront that they shelter. Awnings that obscure end columns and piers that divide storefronts are not appropriate.

- E. Fabric/canvas awnings supported by a metal internal structural framework are most appropriate. Plastic, vinyl, and metal awnings are discouraged. All awnings must be fire retardant.
- F. Retractable awnings are appropriate.
- G. Awning shapes shall be based on the shape of the window opening that it shelters. Shed awnings (triangular when viewed from the side) are most appropriate for flat and segmentally-arched window openings. Half-dome awnings are most appropriate for arched openings. Box awnings are not appropriate in Frankfort.
- H. Internal illumination of awnings is prohibited.



Awnings that have a roughly triangular shape are most appropriate for the flat and segmentally-arched window openings that are common throughout the commercial district.



Awnings are found in a variety of sizes, colors, and configurations in Frankfort. Awnings should continue to be used as compatible elements of the landscape that add depth and dimension to buildings and the streetscape and serve a functional purpose in sheltering storefronts and pedestrians.



## 2.10 UTILITIES AND EQUIPMENT

It is a recognized fact that making allowances for modern systems is a critical factor in the continued use of historic buildings. Such systems may include heating, ventilation, air-conditioning, plumbing, satellite dishes and antennae, and sustainable technologies such as solar collectors and green roofs.

It is important that the repair, replacement, and installation of modern systems do not negatively impact the character of a historic building or alter the overall visual qualities of the area. Systems should be installed in inconspicuous locations away from the public right-of-way so that their effect on a building is minimized. It is also important that modern systems work in conjunction with original features such as operable windows, recessed entry vestibules, and operable chimneys, which historically provided for many of the comforts now supported by modern equipment. New systems should be designed in consideration of such features, with an emphasis on their retention instead of replacement.

### 2.10.1 ENHANCE BUILDINGS RATHER THAN REPLACE OR REMOVE ORIGINAL MATERIALS FEATURES TO MAXIMIZE ENERGY CONSERVATION

- A. Retaining awnings, operable windows, transoms, recessed entry vestibules, and other such historic features is appropriate and encouraged.
- B. Enhance the energy efficiency of existing features by installing weather stripping and maintaining tight seals by caulking.
- C. Introducing features such as storm windows in accordance with the guidelines to maximize the efficiency of features is encouraged.
- D. Insulating roofs/attic space can provide energy savings and is encouraged.
- E. Installing draft plate sealers to electrical outlets and switches is appropriate. Filling electrical, plumbing, and ventilation chases with insulation is also appropriate.

- F. Sealing around holes in foundations and walls used for service lines is appropriate so long as it does not destroy or lead to deterioration in exterior materials. Spray foam shall not be used on masonry.

### 2.10.2 PLACE MODERN SYSTEMS AND EQUIPMENT IN LOCATIONS THAT MINIMIZE AESTHETIC IMPACTS

- A. Placing equipment such as air-conditioning units at the rear of a property is strongly encouraged.
- B. Screening ground-mounted equipment from view along the public street with appropriately scaled landscaping or fencing is appropriate.
- C. Locating new utility systems such as water, gas, and electric meters at the rear of the property is encouraged.



Locating service connections at the rear of secondary elevations as illustrated above is the most appropriate means of locating utilities within the historic district.

- D. Antennae and satellite dishes shall be located at the rear of a roof or substantially setback so as to eliminate view from the street. Installation at the front face of a building is prohibited.
- E. Exhaust vents and other such systems associated with commercial purposes shall not be located on the front façade. They shall be placed toward the rear of side elevations or at the rear elevation and scaled in consideration of use and the building.
- F. Consider screening antennae and satellite dishes from view by placing behind chimneys, dormers, or mechanical penthouses.
- G. Consider painting systems and equipment to blend with the building.
- H. Installing runs of ducts, pipes, or cables on the exterior of a building is not appropriate.
- I. Installation of communication towers within the boundaries of the district shall be avoided.
- J. Installing window air-conditioning units on the façade or secondary elevations visible from the public street is not appropriate.

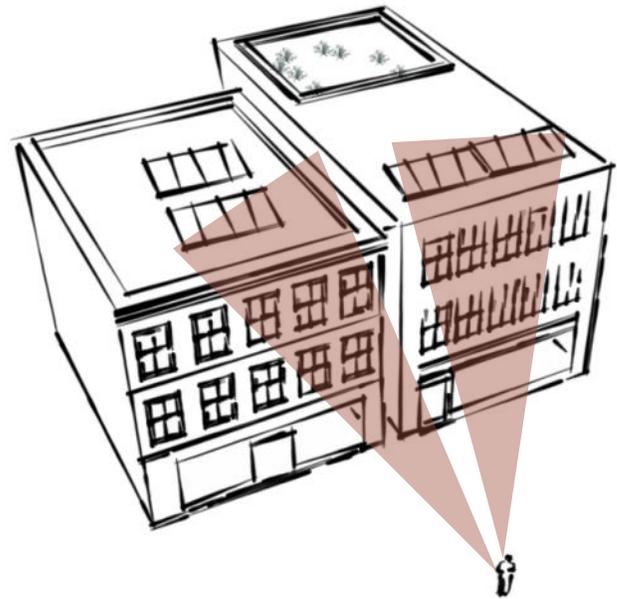
### 2.10.3 INSTALL MODERN SYSTEMS AND EQUIPMENT IN A MANNER THAT AVOIDS OR MINIMIZES DAMAGE TO HISTORIC MATERIALS AND FEATURES

- A. Rooftop mechanical systems shall be setback from the public face of the building to minimize its appearance from the street.
- B. When installing roof-mounted systems, methods that do not damage historic fabric or require removal of character-defining features shall be used.
- C. Equipment shall be installed in such a way that it can be easily removed in the future without damaging historic fabric.
- D. Cutting holes in masonry or features such as decorative cornices or rake boards shall be avoided.

- E. Installing interior mechanical systems in a manner that requires the installation of drop ceilings and the partial filling in or covering over of historic window openings perceivable from the exterior is not appropriate.
- F. Historic features and materials shall be protected from inadvertent damage when repairing existing systems or installing new systems.

#### **2.10.4 INSTALL PASSIVE ENERGY COLLECTION SYSTEMS IN A MANNER THAT DOES NOT DIMINISH THE CHARACTER OF THE BUILDING**

- A. Setback passive systems such as solar collectors, roof-mounted turbines, and green roofs from the public face of a building.
- B. Finishes for exposed hardware, frames, and piping shall be selected so as to blend in with the building. Finishes that detract from the character of the building or area are not appropriate.
- C. Framing systems with reflective surfaces draw unnecessary attention to the system and shall be avoided. Matte finishes of black, brown, and gray are appropriate.



The location of passive energy systems such as solar panels and green roofs should be carefully evaluated in consideration of visibility from the public right-of-way. Setting such features back from the face of the building is strongly encouraged. Locating such elements at the face of the building where they are highly visible is not appropriate.



## 3. NEW CONSTRUCTION

### IN THIS SECTION

#### 3.1 New Construction

### 3.1 New Construction

Over time, historic districts may evolve through new construction (additions and infill) designed to improve the functionality of an existing building, infill a vacant lot, or replace an existing building due to the loss of existing buildings through fire, weather events, or demolition. Careful consideration must be made in both cases as the introduction of substantial additions and new buildings into the district has the potential to negatively impact the fabric of the streetscape if not carefully planned for and designed. Where new construction is pursued, it should be designed in discussion with the Architectural Review Board to ensure that it respects the historic design integrity of the district and is compatible with existing architecture in setback, massing, scale, materiality, and articulation. With proper planning—which starts with an understanding of how a property fits into the larger landscape of the area and is perceived from the public right-of-way—new construction can both meet the needs of the property owner and be appropriately compatible with the character of the district.

### 3.1.1 LOCATE ADDITIONS WITH RESPECT TO THE HISTORIC STREETScape AND BUILDING

- A. The rear elevation provides the most appropriate location for an addition in the commercial district.
- B. Where vacant lots along a side elevation are considered for an addition, additions should maintain the historic street wall.
- C. Additions should be attached so that they can be removed in the future, if so desired, without causing damage to the character-defining features of the original building. Reversibility is important.
- D. Additions shall be designed and located so that they do not impact historic character-defining features of the original building.
- E. Additions shall be designed so that they are compatible with the size, scale, setback, and massing of the original building.
- F. Additions shall be designed so that they are subordinate to the height and volume of the primary mass as visible from the street.
- G. Large unbroken expanses of wall surface along the public street are out of character with the district and are not appropriate. Additions that front the street shall feature articulation and window and door openings that maintain the character of the streetscape.
- H. Additions shall be designed with reference to the roof shape, pitch, and complexity of the original building.
- I. Additions shall be designed so that they are compatible with the character of the primary mass but so that they stand as a product of their own time. Subtle changes in material and architectural details are appropriate means for distinguishing additions from the original building.
- J. Simplified details that reference the character of the original building are appropriate.
- K. Door and window openings that conform to the proportion, size, and rhythm of those on the original building shall be used.



### CONSIDERATIONS WHEN PLANNING AN ADDITION TO A HISTORIC BUILDING

When evaluating the appropriateness of planning for the construction of an addition to a historic building, it is important to consider factors similar to those that will be evaluated by the ARB as part of the design review process. Questions that the ARB may consider include:

- How visible will the addition be from the public right-of-way?
- Does the addition diminish one's ability to interpret the character and age of the original building?
- Does the addition disrupt one's perception of adjacent properties and the larger streetscape?
- Does the addition require significant alterations to the original building or removal of character-defining features?
- Does the addition require significant structural changes to the original building?
- Is the addition subordinate to the original building?
- Is the addition of a simple design that is compatible with the original building?
- Is the addition of high-quality design and materials?
- Could the addition be removed in the future without causing irreversible damage to the original building?

## New Construction and Zoning Conflicts

It is recognized that historic precedents of building setback, height, and massing and precedents of lot coverage may conflict with the modern base zoning for a particular area. The designation of historic properties and areas provides a mechanism for addressing such conflicts. Specifically, through these design guidelines, standards are established for new construction that helps maintain compatibility with the significant character-defining features of the commercial area, which include how buildings fit into the streetscape. Elements such as building massing, height, and setback are to conform with the stipulations of these design guidelines where guidance is provided. In the absence of specific criteria in this document, base zoning shall apply. It is recommended that any applicant proposing new construction work with Planning and Community Development staff early in the project planning process to identify applicable zoning issues prior to advancing too far with a project. Staff can provide insight regarding any necessary variances that might be required for a particular project.

### 3.1.2 DESIGN NEW CONSTRUCTION SO THAT IT IS COMPATIBLE WITH HISTORIC PRECEDENTS IN THE DISTRICT

- A. Significantly altering the existing topography of a site to accommodate a new structure is not appropriate and shall be avoided.
- B. Consolidating lots into a larger property in order to accommodate a larger structure disrupts the pattern of properties within the commercial district and shall be avoided.
- C. New construction shall respect the existing organization of space along the street edge. Buildings shall be located so that they fall within established patterns to maintain the pedestrian-oriented nature of the commercial area.
- D. New construction shall employ a setback that falls within the range of adjacent buildings. Generally this includes a building wall along the edge of the right-of-way and may incorporate a recessed entry.
- E. The primary façade shall span the entire width of the lot.
- F. New construction shall be designed so that it is parallel to existing lot lines.
- G. New sidewalks, entrances, steps, and ramps shall be designed to be consistent with the rhythm present in the community.



### APPLYING THE GUIDELINES FOR NEW CONSTRUCTION

The guidelines are not intended to define a specific style or set of features required for new buildings. Rather, they are intended to promote an understanding of the general characteristics that are important to consider in designing a new building so that it is compatible with established precedents. The goal is to promote high-quality design that enhance the architectural character of the area, not detract from the unifying features of the commercial district. The following may be considered by the ARB when reviewing proposed new construction:

- Does the building fall within the established rhythm along the street?
- Is the entrance oriented to the street?
- Does the building's massing fall within the established range of the district?
- Does the façade incorporate pedestrian-scaled features?
- Is the ratio of solid wall to openings—particularly on the façade—consistent with that of surrounding buildings?
- Is the complexity of the building appropriate within its context?
- Is the façade appropriately articulated?
- Are materials of an appropriate scale?
- Does the building refrain from duplicating historic features yet incorporate details that promote visual interest?

### 3.1.3 DESIGN NEW CONSTRUCTION SO THAT ITS SIZE, SCALE, AND MASSING IS COMPATIBLE WITH EXISTING BUILDINGS

- A. New construction shall be compatible with the range of heights and widths traditionally found in the immediate vicinity. In general, all forms and massing shall relate to the street and pedestrian.
- B. New construction shall be compatible in directional expression—either vertical or horizontal emphasis—with historical precedents.
- C. New construction shall employ or give the impression of floor-to-ceiling heights that fall within the range of traditional precedents.
- D. New construction shall employ a storefront that is compatible with the scale and proportion of historic storefronts. New construction shall maintain existing ratios of transparent space along the pedestrian level.
- E. Contemporary interpretations of traditional storefronts are appropriate so long as they maintain the overall character of the streetscape.

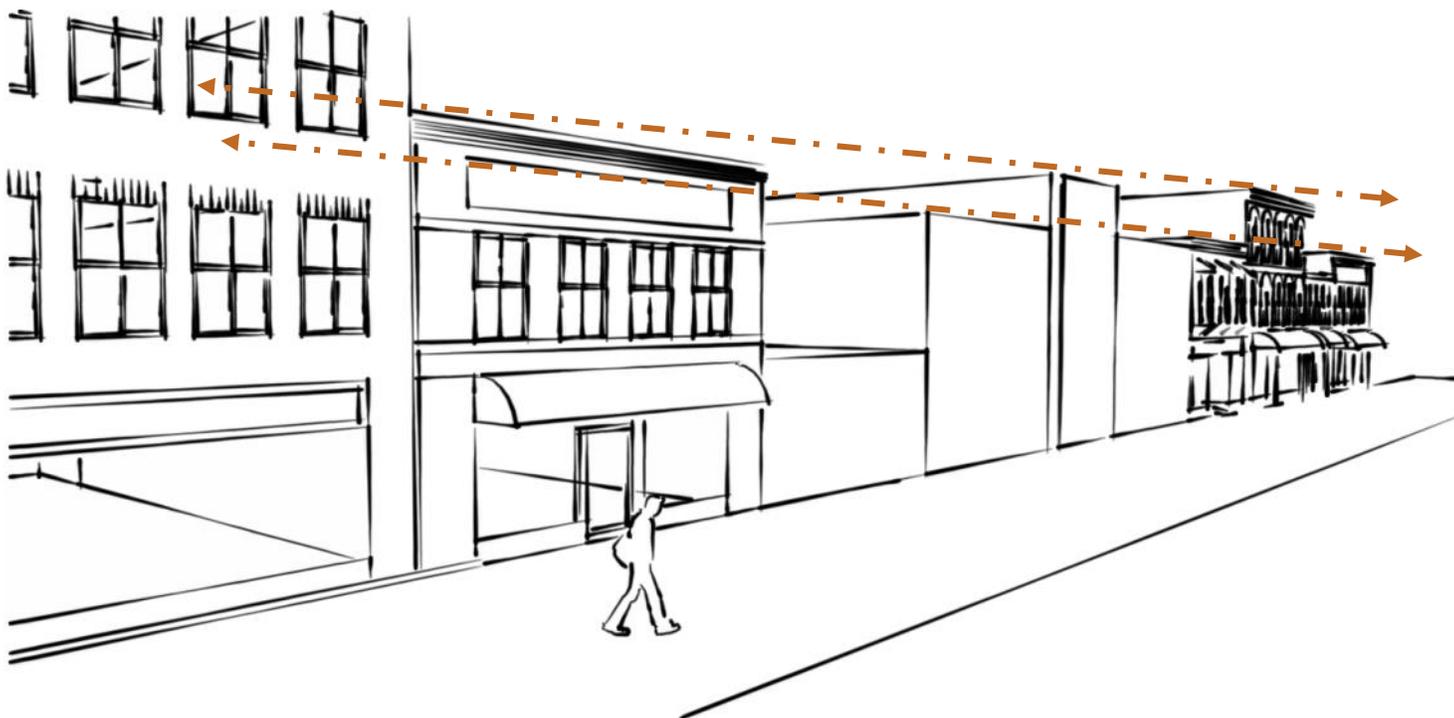


### NEW CONSTRUCTION CHECKLIST

An easy-to-use quick reference list for new construction has been provided as Appendix F for use by property owners and the ARB in considering the key criteria of new construction.

### 3.1.4 INCORPORATE FEATURES THAT FALL WITHIN THE RHYTHM AND ARTICULATION OF EXISTING FEATURES

- A. New construction shall employ a human scale in their design by including pedestrian-oriented features as storefront windows. First floors should encourage pedestrian interaction through incorporation of storefronts, awnings, and pedestrian-scaled details.
- B. The scale and proportion of façade features shall be consistent with those historically found in the area.
- C. Traditional ratios of solid wall space to openings shall be maintained, particularly on the façade.



New construction should fall within the range of accepted heights within the commercial area, based on adjacent buildings along the same block and across the street. Buildings that deviate substantially from the historic precedent can disrupt the flow and character of the streetscape.

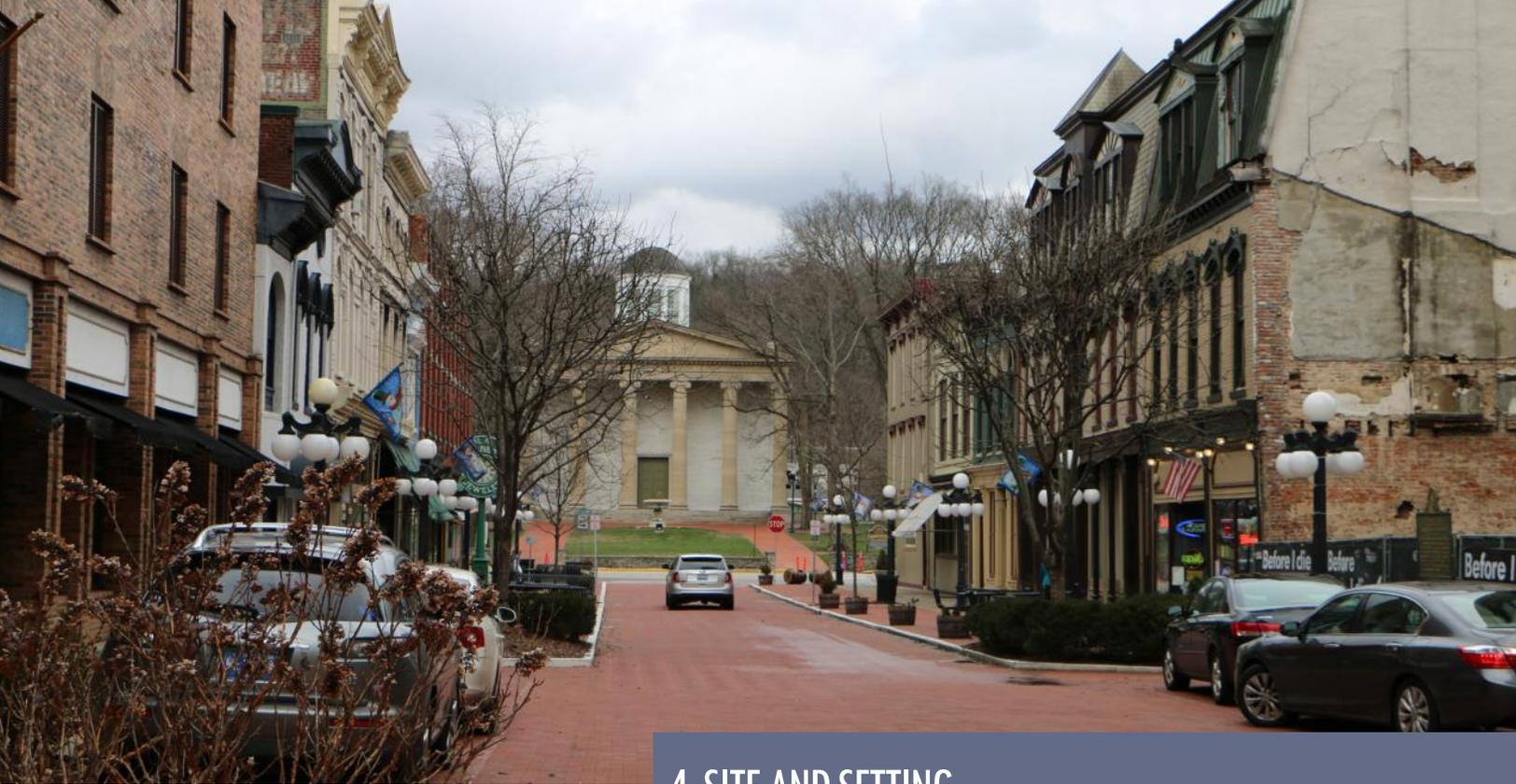


New construction that uses a large building mass should employ techniques of breaking up or dividing the street wall elevation so as to maintain historic precedents of rhythm and scale along the right-of-way. Large undifferentiated masses shall be avoided.

- D. Designs that echo or reinterpret historic precedents are appropriate. However, replication of historic designs creates a false sense of history and shall be avoided.
- E. Window and door openings shall be compatible with those on surrounding buildings in placement, spacing, scale, proportion, and size. New construction shall not include blank walls or prominent elevations with singular openings.
- F. Large buildings shall be broken by dividing the façade into distinct bays that are compatible with the width and scale of traditional pedestrian-oriented architecture in the district. Changes between bays in materials, window designs, and architectural details are techniques that are appropriate for dividing large areas.
- G. Main entrances shall fall within the range of expectations for pedestrian-oriented construction on the same block.
- H. Upper-story windows and cornices shall be compatible with the range of sizes and scales found in adjacent buildings.
- B. Materials and textures that are compatible with the surrounding area, promote a sense of human scale, and have proven durability shall be used.
- C. Masonry that is compatible with the character of traditional masonry materials in size, texture, and color shall be used. Using oversized masonry materials or finishes inconsistent with the character of the area shall be avoided.
- D. Alternative materials such as fiber cement board and cast concrete are appropriate for new construction where maintaining compatibility with traditional materials is a priority.
- E. Where storefronts are constructed, metal framing is encouraged as the most appropriate material.
- F. Finishes shall be compatible with the character of the district. Unfinished and reflective materials are prohibited.

### 3.1.5 EMPLOY TRADITIONAL MATERIALS OR ALTERNATIVE MATERIALS THAT ARE COMPATIBLE TO THOSE FOUND WITHIN THE AREA

- A. Materials that are compatible in scale, profile, texture, and finish to those already existing in the area shall be used.



## 4. SITE AND SETTING

### IN THIS SECTION

- 4.1 Pedestrian Streetscapes
- 4.2 Vehicular Parking
- 4.3 Signage

### 4.1 PEDESTRIAN STREETSCAPES

Frankfort’s commercial core is the heart of the community and comprised of dynamic areas that must cater to a variety of users, including business owners, residents, workers, and visitors. Commercial areas also must be responsive to both pedestrians and motorists, each of which brings its own needs to the district. These needs are met in both the private sphere—elements of the streetscape located on private property—and the public sphere—those elements located within the public right-of-way and managed by the municipality—although they work together to define the total character of the district. As such, the Planning and Community Development Department encourages sensitive consideration to the overall setting in both spheres in order to retain the unique sense of place that defines the character of the commercial district and reinforces it as a pedestrian-oriented area that caters to the multiple users of the businesses, offices, and venues located within the district. While there are no specific requirements or prohibitions for certain elements—such as plantings, lighting, or public infrastructure—recommendations are provided for actions that appropriately consider the role that each plays in contributing to the total character of the district.

#### 4.1.1 MAINTAIN AND RESPECT THE CHARACTER-DEFINING FEATURES OF THE OVERALL SETTING

- A. Maintaining the traditional character of the streetscape as a pedestrian-friendly corridor is encouraged.
- B. Maintaining existing street and road patterns and topography is encouraged. Designing new construction and additions to be oriented toward traditional infrastructure is encouraged.
- C. Maintaining the location, character, and scale of existing alleys is encouraged.
- D. Maintaining open viewsheds and lines of sight throughout the commercial district are encouraged.
- E. Maintaining established relationships among buildings, streets, and landscapes is encouraged. Significantly altering existing relationships or locating new construction outside of accepted precedents is not appropriate.



A priority should be placed on maintaining a pedestrian-friendly, aesthetically-pleasing environment in Frankfort's commercial core.



- F. Maintaining the location and character of site features such as sidewalks and walkways, light fixtures, and street furnishings is encouraged.
- G. Limiting the installation of new curb cuts, particularly to accommodate surface parking lots, is encouraged.

#### **4.1.2 EMBRACE DESIGN AND MAINTENANCE STANDARDS THAT PLACE A PRIORITY ON THE PEDESTRIAN**

- A. Maintain unobstructed, clean sidewalks.
- B. Continuing sidewalks uninterrupted across driveways to parking lots is encouraged to maintain the emphasis on pedestrians as a primary user.
- C. Maintain a strong sidewalk edge through building placement during new construction and buffering of street-fronting parking.
- D. Maintain street trees and other vegetation and prune regularly so as not to block sight lines along the commercial corridor.
- E. Select street lighting fixtures that are compatible in size, scale, material, and light output with the character of the district. Pedestrian-scaled lights (rather than automobile-scaled lights) are encouraged.
- F. Select sidewalk furniture that promotes the character of the district as a place of high-quality design and permanence. Finished wood and metal are most appropriate. Plastic, vinyl, and other cheaply-produced materials detract from the quality of the streetscape.
- G. Al fresco dining and other complementary uses are encouraged as means to encourage pedestrian interaction and cultivation of a vibrant commercial corridor.



## 4.2 VEHICULAR PARKING

Vehicular parking is a necessity in a commercial area but careful attention must be given to minimizing its impact on the character of the district. Large surface parking areas have the potential to create voids in the landscape and diminish the cohesive, urban feeling of the corridor. While parking must comply with the City's design standards and zoning ordinances, attention also should be given to limiting the effects of its presence on the aesthetics of the community.

### 4.2.1 MINIMIZE THE IMPACT OF NEW PARKING AREAS

- A. Locate parking in inconspicuous areas such as the rear of a building.
- B. Visually screening parking areas from the right-of-way by a planting strip or masonry wall in line with the block face is strongly encouraged. Corner parking lots should be screened on both facing streets.
- C. Avoiding large expanses of impervious surfaces is encouraged. Employing landscaping islands and buffers is appropriate.
- D. Providing clear pedestrian access and crossings is strongly encouraged.
- E. Where lighting is approved, incorporating pedestrian-scaled, shielded lighting is most appropriate in providing a safe environment.



## 4.3 SIGNAGE

Historic signage in Frankfort’s commercial district is found in the name plaques historically used on buildings as identifiers and remnants of painted advertisements (commonly referred to as “ghost signs”) that reflect the City’s commercial heritage and retail past.

Alongside signage of the past are the contemporary signs used to attract patrons to Frankfort’s businesses of today. These signs are distinct visual elements designed to provide visibility and recognition. Selection, design, and placement of signage are critical in not only attracting patrons but also in maintaining the aesthetic qualities of the district and individual buildings. Signs that are not well thought out or located in inappropriate locations have the potential to be perceived as visual clutter and detract from a business rather than support it. Compatibility and harmony between new signage and the historic character of a building is paramount.

### 4.3.1 MAINTAIN AND PRESERVE HISTORIC SIGNAGE

- A. Historic name plaques shall be maintained, preserved, and repaired in accordance with the applicable material guidelines.
- B. Obscuring or otherwise diminishing the visibility of historic name plaques shall be avoided.
- C. “Ghost signs” shall be retained as they exist. Re-painting these signs so that they appear to be new is not appropriate.
- D. Painting over, removing, or otherwise diminishing the visibility of historic “ghost signs” shall be avoided.

### 4.3.2 DESIGN NEW SIGNAGE TO BE A POSITIVE CONTRIBUTION TO THE DISTRICT

- A. High-quality designs that reflect a sense of permanence are encouraged.
- B. Employing designs that are compatible with the architectural character of the building and retail heritage of the area are encouraged.

- C. Design signs so as to complement the character of the building to which they are fixed. Signs that are icons unto themselves are not appropriate.
- D. Employ visual consistency in fonts and imagery. Overly complex signs that use more than two or three colors or numerous typefaces are not compatible with the retail heritage of the area and are not appropriate.

appearance to historic materials. Rough, unfinished surfaces, reflective materials, plastic and glossy materials, and pressure-treated wood are not appropriate.

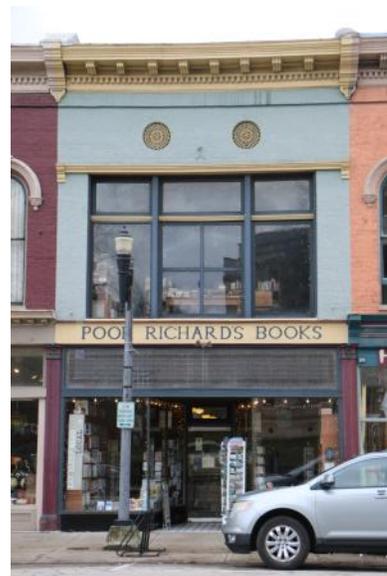
- F. Install signs so that they do not obstruct or cause damage to historic character-defining features and materials. Signage shall be attached through mortar joints (not the masonry face) or materials such as wood that are easily repairable.

#### 4.3.3 DESIGN NEW SIGNS TO BE COMPATIBLE IN LOCATION, FORM, SIZE, AND MATERIAL TO THE BUILDING

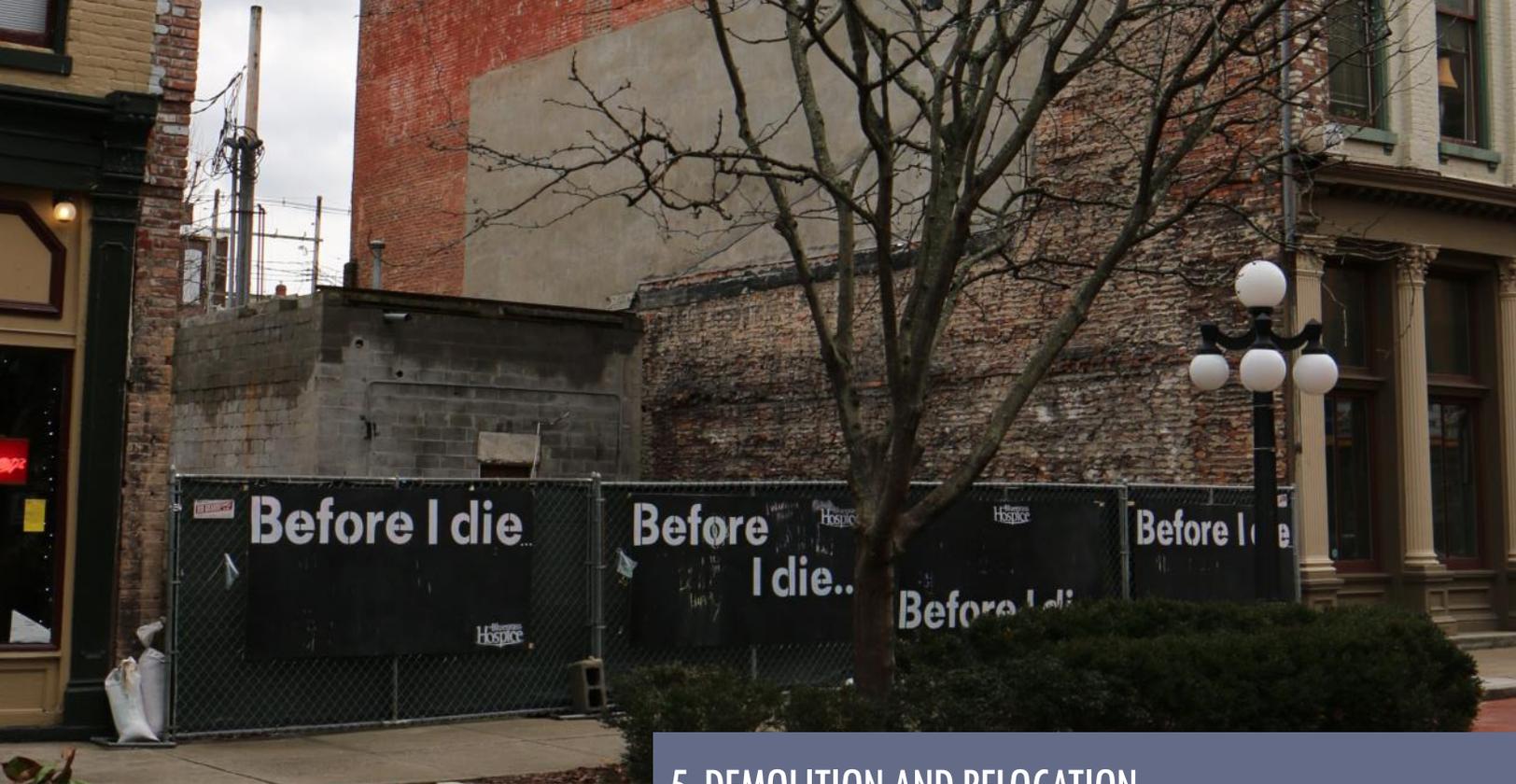
- A. Select traditional sign locations such as signboards, storefront windows, and projecting and pendant signs. Pole signs, rooftop signs, billboards, animated signs, and other outdoor advertising signs used for interstate traffic are prohibited in the district.
- B. Limiting signs on upper levels of a building above 20 feet is encouraged as they are not oriented to the pedestrian nature.
- C. Scale signs to be subordinate to the building. Overlay large signs are traffic and safety hazards and are perceived as visual clutter.
- D. Employ signage shapes that fit within the profile of the building and fall within the vertical and horizontal lines of a building.
- E. Select materials that complement the palette of the historic district. Permanent, durable materials historically used in the district are encouraged as are contemporary materials such as urethane board that are similar in

#### 4.3.4 SELECT SIGN LIGHTING THAT IS COMPATIBLE WITH THE CHARACTER OF THE DISTRICT

- A. Embracing ambient street lighting and storefront lighting is encouraged.
- B. Lighting shall be sufficient to allow for identification of a business but not detract from the character of the property or otherwise become a hazard. Shielded lighting that uses a warm light is most appropriate.
- C. Fixtures shall be appropriately scaled to the building and sign. Fixtures shall be hidden from view or finished in a dark, matte color so as not to detract from a building's character.
- D. Illuminated signage shall be reviewed in consideration of the City's zoning ordinance and the historic character of the commercial district.



New signage should be located in traditional locations such as signboards above entries and storefront windows. These locations allow for signage easily scaled to the total of the building and are oriented toward the pedestrian.



## 5. DEMOLITION AND RELOCATION

### IN THIS SECTION

- 5.1 Demolition
- 5.2 Relocation

### 5.1 Demolition

While demolition of non-historic buildings that are not contributing to the significance of the area may be appropriate, demolition—in whole or in part—of a historic building that contributes to the historical and architectural integrity of the area is an irreversible action that removes a component of our history from the landscape and leaves a void in the fabric of the community. Every alternative should be evaluated prior to applying for demolition of a historic building to promote continued use of historic building stock. Working with the Planning and Community Development Department, Kentucky Heritage Council, and other such entities is encouraged to explore potential alternatives for the building. No demolition shall be approved unless ordered by a Court, approved by the Code Enforcement Board, or cleared through the receipt of a Certificate of Appropriateness by the Architectural Review Board.

### 5.1.1 CAREFULLY CONSIDER THE EFFECTS OF DEMOLISHING A HISTORIC BUILDING PRIOR TO PURSUING DEMOLITION

- A. Historic buildings are to be maintained and preserved. Demolition of contributing buildings—particularly those that are structurally sound—is not appropriate and shall be prohibited.
- B. Evaluating alternatives to demolition—such as rehabilitation and reuse or sale of the property to another entity—is encouraged prior to pursuing demolition. Seeking advice from the Planning and Community Development Department is also encouraged.
- C. Consider stabilization and mothballing of historic buildings rather than demolition. Mothballing shall be accomplished by securing the exterior of the structure to prevent damage from inclement conditions, pests, and vandalism.

### 5.1.2 IN RARE CIRCUMSTANCES WHERE DEMOLITION IS APPROVED, CARRY OUT DEMOLITION WITH RESPECT TO THE BUILDING, SITE, AND OVERALL AREA

- A. Recording the building in its original setting and documenting existing conditions through photography and/or drawings is encouraged.
- B. Salvaging of intact and significant architectural materials and features such as windows, doors, hardware, and masonry that could be reused is encouraged.
- C. Protect significant site features such as historic masonry walls from inadvertent damage. Avoid damage to neighboring properties.
- D. Promptly clear the site of all debris following demolition.
- E. Select a redevelopment plan for the site that is compatible with the existing character of the area.



### DEMOLITION AND NON-CONTRIBUTING BUILDINGS

These guidelines are intended principally for historic buildings in the Central Business district that are considered contributing to its significance. Non-contributing buildings and additions—which may include those constructed outside the period of significance and those that have undergone significant alteration and no longer reflect their historic character—and buildings with conditions that have substantially deteriorated, undermining the structural integrity, may have more lean thresholds for approval of demolition at the discretion of the Architectural Review Board.

### CONSIDERATIONS FOR APPROVAL

The Planning and Community Development Department and the ARB take demolition of historic buildings very seriously. There are specific requirements for what must be submitted for review of a proposed demolition. Applications will be intently evaluated in consideration of the following:

- What is the historic and architectural significance of the building proposed for demolition? Is it particularly unique to the area or is it of individual noteworthy significance?
- Does the building contribute to the district?
- Is the building structurally sound?
- Have all efforts been exhausted in considering alternatives to demolition?
- What effect will the demolition have on neighboring properties, the streetscape, and the overall area?
- Is there new development planned for the site?
- Is the new development compatible with the guidelines for new construction?

In all instances, if demolition is approved, the actual demolition permit shall not be issued until a permit for construction has been reviewed, approved, and issued by the Planning and Community Development Department. While recordation of the building prior to demolition and salvaging of intact architectural features is encouraged in all instances, it may be required as a condition of approval for demolition by the Architectural Review Board at its discretion.

## 5.2 RELOCATION

Buildings are to be preserved in their original location on their original site. Relocation of a building from its original site not only compromises the integrity of the relocated building by changing its context, but it also disrupts the character of the area. Relocation of a commercial building that is closely tied to neighboring buildings is also a very difficult proposition that can often result in inadvertent damage to adjacent buildings. As such, relocation is generally prohibited unless the building is threatened with demolition.

A complicated and expensive process, relocation—where permitted—should be carefully evaluated and planned to avoid inadvertent damage to the building or surrounding areas. The building should be properly secured before, during, and after the move to minimize potential harm. It is preferable in all situations that buildings be relocated in one piece rather than being disassembled. If the building is relocated to another site within a local historic district, the site and alterations must be approved.

### 5.2.1 CONSIDER ALL ALTERNATIVES PRIOR TO PURSUING RELOCATION OF A BUILDING

- A. Relocation—particularly of contributing buildings—is not appropriate and should be considered only as a last resort when faced with demolition. Relocating structurally sound buildings that are not threatened with is not appropriate.
- B. Evaluating reuse strategies or the opportunity to sell prior to relocation is encouraged.
- C. Buildings should not be unnecessarily relocated when there are no plans for new construction on a property. New construction must follow applicable guidelines.
- D. Documentation of the building in its original setting through photographs is encouraged to create a record of the property.

### 5.2.2 MINIMIZE IMPACTS TO THE RELOCATED BUILDING, THE SITE TO BE VACATED, AND THE OVERALL AREA

- A. Protect the building before, during, and after the move by thoroughly evaluating the structural condition of the property and properly securing it from vandalism, exposure



### CONSIDERING RELOCATION

When considering applications for the relocations of buildings within the Special Historic district, the Architectural Review Board may consider the following:

- The significance of the building proposed for relocation and whether it is contributing to the area.
- The condition and integrity of the building proposed for relocation.
- Whether the building is faced with potential threats of demolition.
- Whether there are concrete plans for redevelopment of the lot.
- Whether the building can be relocated without causing damage.
- Whether the building can be relocated without causing damage to significant site features.
- If it is to be relocated within the district, whether the proposed relocation site is compatible with the building.

to weather and adverse conditions, and shifting during the moving process.

- B. Protect significant site features such as masonry walls and mature trees on the original site and along the route of the move. If site features must be removed to relocate the building, they shall be reinstalled in their original location following the move.
- C. Protect adjacent structures from inadvertent damage.
- D. Significantly altering the existing topography of the original site to facilitate relocation of the building is not appropriate.
- E. Select a relocation site with similar characteristics as the original site.
- F. Planning for new construction on the original site of the relocated building that is compatible with the area rather than leaving a vacant parcel is encouraged.

## APPENDIX A. FREQUENTLY ASKED QUESTIONS

### 1. DOES MY PROJECT REQUIRE DESIGN REVIEW?

If you are proposing exterior changes (beyond routine maintenance or painting already painted surfaces) to your building and it is located within the designated Central Business District you are required to go through the design review process and receive a Certificate of No Exterior Effect or Certificate of Appropriateness before you begin work. Interior work does not typically require design review; however, if interior work will affect the exterior appearance of the building (such as enclosing a window opening), you will be required to go through the review process.

### 2. WHERE SHOULD I BEGIN THE REVIEW PROCESS?

Your primary contact for the design review process is the Planning and Community Development Department, which provides a staff person to support the Architectural Review Board. Planning and Community Development Department staff can be reached at 502.352.2094. Staff can speak with you regarding your proposed project, verify that you need to go through the design review process, and provide the most recent edition of the guidelines and an application form for the Certificate of Appropriateness.

### 3. WHEN IS THE BEST TIME TO BEGIN COORDINATION?

In order to avoid unnecessary delays and expenses, it is recommended that you contact the Planning and Community Development Department staff as early as possible in the planning process. Staff will be able to provide guidance and information regarding the required level of review as well as the materials that need to be submitted to receive approval, if required.

### 4. IS THE REVIEW PROCESS EXPENSIVE?

The Planning and Community Development Department charges a set fee for a Certificate of Appropriateness, which is scaled to the nature of the proposed work. The most current information on fees can be obtained from department staff.

### 5. IS THERE A WAY TO SPEED UP THE REVIEW PROCESS?

The design review process is guided by a set calendar that allows for consistent review and meeting timelines. Completing the application process in accordance with set procedures is important to ensure that projects are reviewed efficiently. The best way to speed up the process is to coordinate early with Planning and Community Development Department staff to ensure that you submit appropriate, complete materials for your project.

### 6. DO I NEED TO HIRE A PROFESSIONAL?

You are not required by the design guidelines to hire an architect, engineer, contractor, or other professional. However, for complex projects that require the submission of scaled drawings or renderings, retaining the services of a professional may be useful in providing the appropriate materials. Professionals can also provide detailed guidance regarding what options exist for meeting the needs of a project.

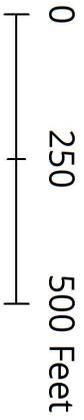
### 7. CAN I BEGIN WORK AFTER RECEIVING A COA?

Most times, going through the design review process and receiving a Certificate of Appropriateness is just one step of the process necessary to begin work on a project. You should also check with Planning and Community Development staff to ensure that you have all necessary permits prior to beginning work. Note that you cannot receive a building permit without first having an approved Certificate of Appropriateness.

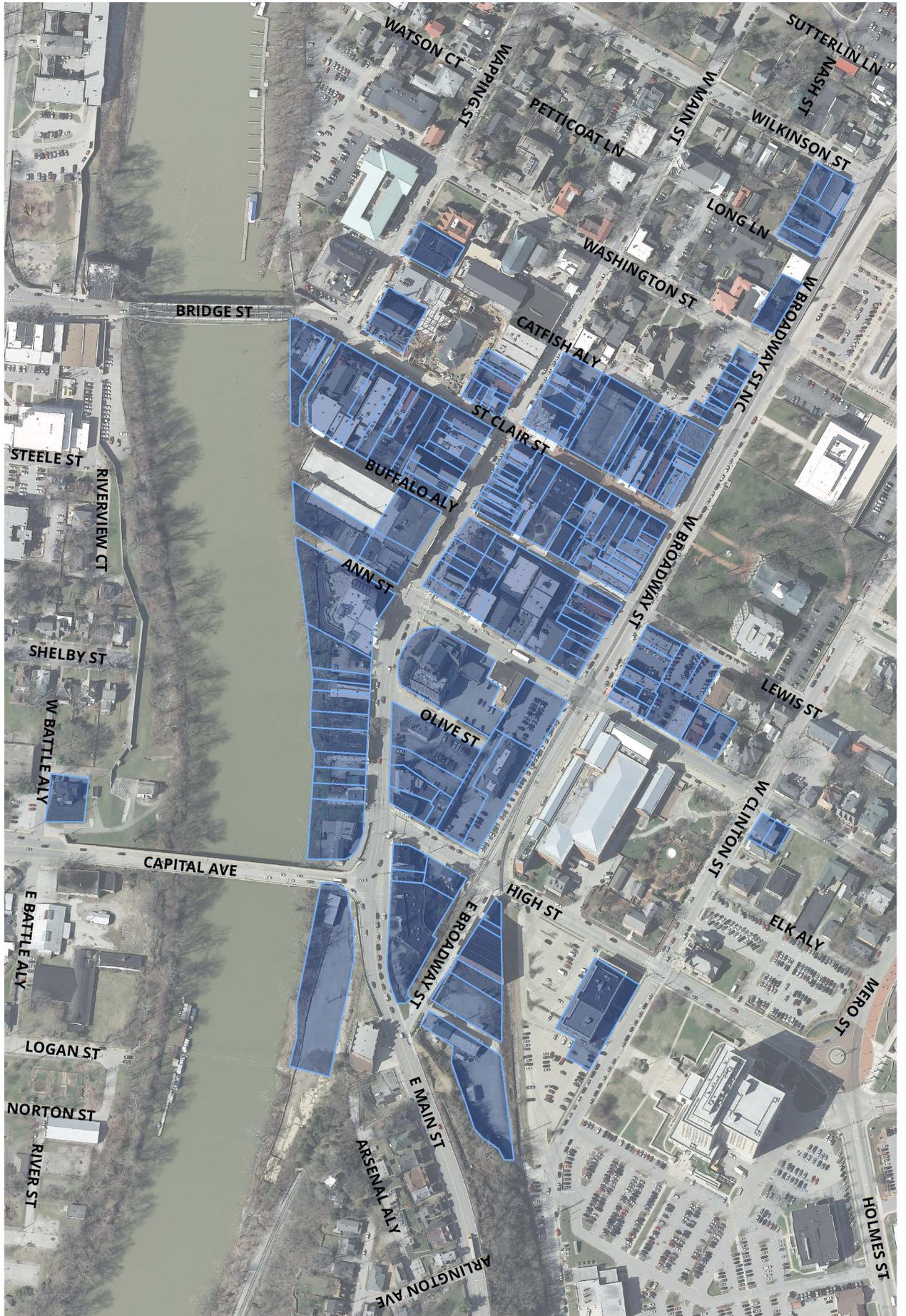
### 8. WHAT IF AN EMERGENCY REPAIR IS NEEDED?

If a building requires an emergency repair due to unforeseen events such as a tree collapse, fire, or weather event, an emergency work permit can be issued without review by the Architectural Review Board. Property owners are encouraged to contact the Planning and Community Development Department as soon as possible to notify the director of the emergency condition warranting immediate action.

# APPENDIX B. HISTORIC DISTRICT MAP



Central Business Zoning District



## APPENDIX C. LISTING OF CONTRIBUTING AND NON-CONTRIBUTING PROPERTIES (CURRENT AS OF FEBRUARY 2018)

STREET NAME	STATUS
Ann Street	
306-310 Ann Street	Contributing
316 Ann Street	Non-contributing
402 Ann Street	Contributing
404 Ann Street	Non-contributing
406-414 Ann Street	Contributing
410-416 Ann Street	Non-contributing
503-505 Ann Street	Contributing
Battle Alley	
104 Battle Alley	Contributing
104 Battle Alley	Contributing
Broadway	
100 Broadway	Contributing
106 Broadway	Contributing
114 Broadway	Non-contributing
119 Broadway	Contributing
122 Broadway	Non-contributing
200 Broadway	Contributing
202 Broadway	Contributing
204 Broadway	Contributing
206 Broadway	Non-contributing
212 Broadway	Contributing
217-219 Broadway	Contributing
221-223 Broadway	Contributing
227-229 Broadway	Contributing
231 Broadway	Contributing
233 Broadway	Contributing
235 Broadway	Contributing
237 Broadway	Contributing
239 Broadway	Contributing

STREET NAME	STATUS
241 Broadway	Contributing
243 Broadway	Contributing
307 Broadway	Contributing
313 Broadway	Contributing
315 Broadway	Contributing
317 Broadway	Contributing
325 Broadway	Contributing
325-327 Broadway	Contributing
329 & 329 1/2 Broadway	Contributing
331-333 Broadway	Contributing
335 Broadway	Non-contributing
337 Broadway	Non-contributing
409 Broadway	Contributing
411 Broadway	Contributing
413 Broadway	Contributing
415 Broadway	Contributing
Clinton Street	
124 Clinton Street	Contributing
High Street	
306 High Street	Contributing
315 High Street	Contributing
320 High Street	Contributing
417 High Street	Non-contributing
Lewis Street	
309-311 Lewis Street	Contributing
312 Lewis Street	Contributing
314 Lewis Street	Contributing
407-413 Lewis Street	Non-contributing

STREET NAME	STATUS
Long Lane	
306 Long Lane	Contributing
308 Long Lane	Contributing
310 Long Lane	Contributing
314 Long Lane	Contributing
Main Street	
100 East Main	Contributing
101 East Main	Contributing
104 East Main	Contributing
112 East Main	Non-contributing
101 West Main	Contributing
103 West Main	Contributing
104 West Main	Contributing
106 West Main	Contributing
109-111 West Main	Contributing
113 West Main	Contributing
115 West Main	Contributing
116 West Main	Contributing
119 West Main	Non-contributing
119 1/2 West Main	Non-contributing
121 West Main	Non-contributing
125 West Main	Non-contributing
130 West Main	Contributing
200 West Main	Contributing
201-205 West Main	Contributing
202-204 West Main	Contributing
206 West Main	Contributing
208-214 West Main	Contributing
215 West Main	Non-contributing
216 West Main	Contributing
220 West Main	Contributing
222 West Main	Contributing

STREET NAME	STATUS
224 West Main	Contributing
225 West Main	Contributing
226 West Main	Contributing
228 West Main	Contributing
230 West Main	Contributing
232 West Main	Contributing
234 West Main	Contributing
236 West Main	Contributing
238 West Main	Contributing
301 West Main	Contributing
305 West Main	Contributing
306 West Main	Contributing
307 West Main	Contributing
309 West Main	Contributing
310 West Main	Contributing
311 West Main	Contributing
312 West Main	Contributing
314 West Main	Contributing
416 West Main	Contributing
St. Clair Street	
226-230 St. Clair Street	Contributing
232 St. Clair Street	Contributing
234 St. Clair Street	Contributing
305-307 St. Clair Street	Contributing
308 St. Clair Street	Contributing
309-311 St. Clair Street	Non-contributing
312-314 St. Clair Street	Non-contributing
313-319 St. Clair Street	Contributing
321-323 St. Clair Street	Contributing
324 St. Clair Street	Contributing
325-327 St. Clair Street	Contributing
326 St. Clair Street	Contributing

STREET NAME	STATUS
328 St. Clair Street	Contributing
329 St. Clair Street	Contributing
330 St. Clair Street	Contributing
331 St. Clair Street	Contributing
332 St. Clair Street	Contributing
333 St. Clair Street	Contributing
334 St. Clair Street	Contributing
336 St. Clair Street	Contributing
337 St. Clair Street	Contributing
338-340 St. Clair Street	Contributing
Wapping Street	
306 Wapping Street	Contributing
316 Wapping Street	Contributing
Washington Street	
318 Washington Street	Contributing
Wilkinson Street	
305 Wilkinson Street	Contributing
307 Wilkinson Street	Contributing
309 Wilkinson Street	Contributing
311 Wilkinson Street	Contributing
315 Wilkinson Street	Contributing
317-319 Wilkinson Street	Contributing

## APPENDIX D. GLOSSARY OF SELECTED ARCHITECTURAL TERMS

<b>ADDITION</b>	Construction that increases the existing size of a structure.
<b>ALTERATION</b>	Any process that changes the exterior appearance of a building or individual feature.
<b>ARCHITRAVE</b>	Lowest of the three main parts of the entablature. It sits directly on the capital of a column.
<b>ASPHALT SHINGLE</b>	A composition shingle with an asphalt-impregnated felt base, surfaced with mineral granules.
<b>AWNING</b>	A roof-like cover that projects from a building and is designed to protect from weather or act as a decorative feature.
<b>BALUSTER</b>	Vertical member under a railing. It fills the opening between a handrail and the stair or floor.
<b>BALUSTRADE</b>	Series of balusters connected on top by a handrail. Used on staircases, balconies, porches, etc. Balusters are short pillars or other uprights that support a handrail, such as pickets or spindles.
<b>BAY</b>	Repetitive divisions into which a building is divided.
<b>BEAM</b>	Horizontal structural member designed to support loads.
<b>BONDING PATTERN</b>	Repeating arrangement of masonry (such as brick or stone) into various patterns.
<b>BRACKET</b>	Projecting support member found under eaves or other overhangs. May be only decorative or may be used to support weight.
<b>CAPILLARY ACTION</b>	Pulling of water through a small opening or fibrous material by the adhesive force between the water and the material.
<b>CAPITAL</b>	The upper, decorated portion of a column or pilaster.
<b>CASEMENT WINDOW</b>	A window that is hinged on one vertical edge.
<b>CAST IRON</b>	Iron/carbon alloy that is poured as a hot liquid into molds to give it form. It can easily be cast into almost any shape, but it is too hard and brittle to be shaped by hammering.
<b>CAULKING</b>	Method of filling with an elastic compound all of the small crevices, holes, and joints between different materials that cannot be sealed by any other method.
<b>CAUSTIC</b>	Capable of burning, dissolving, or eating away by chemical action.
<b>CEMENT</b>	Any material or mixture of materials (such as clay and limestone) that is allowed to harden in place. Cement is often combined with an aggregate (such as sand or gravel) to form concrete.
<b>CERTIFICATE OF APPROPRIATENESS</b>	Permit to proceed with new construction or alterations to property within a historic district.
<b>CHAMFER</b>	A beveled edge on the corner of a porch post.
<b>CHIMNEY</b>	A vertical shaft of masonry that encloses a flue designed to remove combustion products.

<b>CLADDING</b>	Exterior, non-structural finish material on a building.
<b>CLAPBOARD</b>	Twelve to fourteen inch hand split boards used as overlapping horizontal siding.
<b>COLUMN</b>	Pillar that may be square, truncated, patterned, or circular and serves as a support for something resting on its top.
<b>CONCRETE</b>	Mixture of sand, gravel, crushed rock, or other aggregate held together by a paste of cement and water. When hardened, concrete has great structural strength.
<b>CORNICE</b>	Projecting decorative molding along the top of a building or wall. It is the upper section of an entablature.
<b>CRESTING</b>	Decorative work forming the top of a wall, or a decorative railing running along the ridge of a roof.
<b>CUPOLA</b>	Small structure built on top of a roof, originally providing ventilation.
<b>DEMOLITION</b>	Any process that destroys in part or in whole a portion of a building or feature.
<b>DORMER</b>	Vertical window projecting from the slope of a roof, usually with its own roof.
<b>DOUBLE-HUNG WINDOW</b>	A window composed of two movable sashes set one above the other.
<b>EAVES</b>	Lower part of a roof that overhangs a wall.
<b>EFFLORESCENCE</b>	Water-soluble salts that leach from masonry by capillary action and settle on the surface by evaporation as a white, powdery substance.
<b>ELEVATION</b>	View of a vertical face of a building.
<b>ENTABLATURE</b>	Horizontal construction above a classical column or set of columns. There are three parts: architrave, frieze, and cornice.
<b>FAÇADE</b>	Front or face of a building. The main view of a building.
<b>FANLIGHT</b>	Semicircular or fan-shaped window set above a door or window.
<b>FENESTRATION</b>	The arrangement of window and door openings on a building.
<b>FIBER CEMENT SIDING</b>	A lightweight material that is manufactured to simulate wood products. Resistant to rot, termites, fire, and dimensionally stable.
<b>FIBERGLASS SHINGLE</b>	A composition shingle with a fiberglass base, surfaced with colored ceramic granules.
<b>FIXED WINDOW</b>	A non-operable framed window.
<b>FLASHING</b>	Thin, continuous sheet of metal, plastic, or waterproof paper used to prevent water passing through a joint in a wall, roof, or chimney.
<b>FRIEZE</b>	Middle part of the entablature between the cornice and architrave. It is often decorated.
<b>GABLE</b>	Triangular end of a wall under a roof, formed by two sloping sides.

<b>GLAZING</b>	Fitting glass into windows or doors.
<b>GUTTERS</b>	A horizontal trough located near the bottom edge of a roof slope to collect rainwater.
<b>HIP</b>	A roof with four sloped sides.
<b>INFILL</b>	Buildings that have been designed and built to replace missing structures or buildings so they fill gaps in the streetscape.
<b>IN KIND</b>	Staying with the same material or items used originally.
<b>JOINT</b>	Junction at which two surfaces meet.
<b>LIGHT</b>	A glass pane in a window or door.
<b>LIME</b>	Calcium oxide, which comes from burning limestone.
<b>LINTEL</b>	Horizontal structural member that supports a load over an opening. May be covered by ornamental or trim board.
<b>MASSING</b>	Physical volume or bulk of a building, and the building's arrangement and organization in relation to the physical site and other buildings.
<b>MOLDING</b>	A linear decorative element.
<b>MORTAR</b>	Substance used in bricklaying to join masonry units. It is usually made of cement or lime mixed with sand and water. It dries hard and firm.
<b>MULLION</b>	The vertical bar between coupled windows or multiple windows.
<b>MUNTIN</b>	Strips separating panes of glass in a window sash.
<b>NEWEL POST</b>	A post supporting one end of a handrail at a flight of stairs.
<b>ORIEL WINDOW</b>	A bay window located above the first floor level supported by brackets or corbels.
<b>PANE</b>	A single piece of window glass.
<b>PATINA</b>	Mellowing of age on any material due to exposure to the elements. This causes the material to look different than the day it was installed.
<b>PEDIMENT</b>	Triangular part of a gabled roof often used as a crowning element above doors or windows.
<b>PIER</b>	A square masonry or concrete support for a building or porch.
<b>PILASTER</b>	Flattened column attached to a wall for decoration.
<b>PITCH</b>	Slope of a roof.
<b>POINTING</b>	The process of removing deteriorated mortar from the joints of a masonry wall and replacing it with new mortar.
<b>PRESSED TIN</b>	Thin sheets of tin molded into decorative designs and used to cover interior walls and ceilings. Pressed tin is sometimes used on exteriors in protected locations.

<b>PRIMERS</b>	First coatings that prepare the surface to accept other coatings such as paint.
<b>RAFTER TAIL</b>	The exposed portion of a rafter that overhangs an exterior wall.
<b>RAIL</b>	When referring to a window, the horizontal members that meet in the center of two sashes.
<b>RAILING</b>	Top member of a balustrade.
<b>REHABILITATION</b>	The process of repairing a building to sound condition with minimal changes to original building fabric, allowing for contemporary use while preserving significant historical and/or architectural features.
<b>RHYTHM</b>	Sense of movement created by the regular recurrence of elements across the face of a building, as in the spacing of doors and windows.
<b>ROOF</b>	The part of the structure which covers and protects it from weather, together with decorative elements such as cresting, coverings, chimneys, and other elements.
<b>ROOF COVERINGS</b>	Materials used to cover the roof, such as asphalt shingles, concrete or terra cotta tiles, slate, or others.
<b>SASH</b>	The framework into which window panes are set.
<b>SCALE</b>	Absolute height and width in relation or proportion to neighboring buildings.
<b>SETBACK</b>	Distance from the front of any part of a building to the street right-of-way.
<b>SHADOWLINE</b>	Markings left from an original element that has been removed.
<b>SHED ROOF</b>	A roof that is pitched in a single direction.
<b>SHINGLE</b>	Thin piece of wood, slate, or tin used in overlapping rows to form the surface of an exterior wall or roof. They may be laid in patterns (imbricated).
<b>SIDELIGHT</b>	Narrow, vertical windows on each side of a door.
<b>SILL</b>	A horizontal member at the bottom of a window.
<b>SIMULATED DIVIDED LIGHT WINDOW</b>	A window in which a single, full-length piece glass is set behind affixed muntins to simulate a true divided light window.
<b>SLIDING WINDOW</b>	Overlapping horizontally sliding sashes.
<b>SOFFIT</b>	The underside of a roof overhang.
<b>STREETSCAPE</b>	The characteristics of the street and features along it, as well as their arrangement
<b>STUCCO</b>	Plaster or cement applied to exterior walls. It can be decoratively textured.
<b>TERNEPLATE</b>	Metalplate that must be painted, or otherwise will corrode. Placing terneplate next to copper or aluminum will also cause corrosion.
<b>TERRA COTTA</b>	Fine-grained, fired clay product used as exterior building ornamentation or as roofing tiles.
<b>TOOLING</b>	Finishing of a mortar joint by pressing and compacting it to create a particular profile.

<b>TRANSOM</b>	Small window or series of panes above a door.
<b>TRUE DIVIDED LIGHT</b>	A window in which the glass is installed as individual small panes.
<b>VAPOR PERMEABLE</b>	Coatings that allow materials to breathe. They allow for an adequate amount of moisture and air to pass through them.
<b>WATER SEALANT</b>	Coatings and sealers that keep out a significant amount of moisture.
<b>WEATHERBOARD</b>	Wood siding for the exterior covering of a frame building.
<b>WEATHER STRIPPING</b>	A narrow, compressible band used between the edge of a window or door and the opening to seal against water and air penetration.
<b>WINDOW</b>	A glazed opening in a wall that provides an interior space with natural light and ventilation.
<b>WINDOW HOOD</b>	Protective and sometimes decorative cover found over doors and windows.
<b>WROUGHT IRON</b>	Almost pure iron that is soft and bendable, and can be forged or bent into many shapes.

## APPENDIX E. SAMPLE MAINTENANCE INSPECTION CHECKLIST

This sample checklist has been created for the benefit of the property owner. While regular and systematic inspection of your property is encouraged, use of this inspection checklist or any other checklist is not required. Property owners are encouraged to review and adapt the checklist as needed to address the particular features of an individual property.

BUILDING ELEMENT/MATERIAL	YES	NO	ACTIONS TO CONSIDER (IF YES)
<b>ROOFS—ALL</b>			
Are surfaces sagging or bowing?			Consult an architect or engineer to determine if structural deficiencies are present.
Are there signs of loose or missing fasteners?			Replace fasteners as necessary with compatible counterparts.
<b>ROOFS—METAL</b>			
Are there signs of significant rust or corrosion?			Inspect the roof for structural integrity, patch or re-solder deteriorated sections, and recoat surfaces as necessary. Tin and terne-coated surfaces need to be repainted every 5-10 years to maintain durability.
Are there broken seams or holes in the metal surfaces?			If there is significant deterioration throughout the roof, consider replacement with an in-kind or compatible counterpart.
<b>ROOFS—ASPHALT</b>			
Are there signs of missing, broken, curling, or warped shingles?			Replace deteriorated or missing shingles in-kind.
Are shingles losing mineral cover or do edges look thin?			If deterioration is significant or spread throughout the roof, consider replacement.
Are there signs of nails popping?			Re-fasten shingles with appropriate nails.
Are there signs of moss or other biological growth?			Clean surfaces of growth and treat to minimize conditions that attract biological growth.  Consider trimming overhanging branches within 5-10 feet of the property that shade the roof to allow for it to dry out properly.
<b>ROOFS—TILE</b>			
Are there signs of missing or broken tiles?			Replace deteriorated or missing tiles in-kind.
Are there signs of delaminating on individual units?			If deterioration is significant or spread throughout the roof, consider in-kind replacement of the roof.
<b>ROOFS—WOOD</b>			
Are there signs of moss or other biological growth?			Clean surfaces of growth and treat to minimize conditions that attract biological growth.  Consider trimming overhanging branches within 5-10 feet of the property that shade the roof to allow for it to dry out properly.
Are there signs of warped, split, missing, or eroded shingles?			Replace deteriorated or missing tiles in-kind.  If deterioration is significant or spread throughout the roof, consider in-kind replacement of the roof.

BUILDING ELEMENT/MATERIAL	YES	NO	ACTIONS TO CONSIDER (IF YES)
<b>ROOFS—FLASHING</b>			
Is there loose, missing, or rusted flashing at chimneys, valleys, ridges, or walls?			Remove previously applied but deteriorated or not appropriate patches and patch with compatible materials.
Are there signs of previous patching with roofing cement or tar?			If deterioration is substantial, consider replacement of the entire section of flashing.
<b>GUTTERS AND DOWNSPOUTS</b>			
Are gutters clean and do they drain correctly?			Clean and repair deteriorated sections with in-kind materials as necessary.  If deterioration is significant, consider replacement of the entire unit with in-kind materials.
Are there loose, rotted, or missing gutters or downspouts?			
Do gutters have low spots or lack uniform slope?			Realign and hang gutters to provide proper drainage toward downspouts.
Are there broken seams or do gutter connections leak?			Solder open joints to maintain the integrity of the connections.
Does water pool at the foundation at the terminus of the downspout?			Install splashblocks or extensions at the end of the downspout to direct water away from the foundation.  Regrade the earth near the foundation to direct water away from the foundation.
<b>CHIMNEYS</b>			
Are bricks or mortar cracked, crumbling, or missing at chimneys?			Patch and repair masonry with in-kind materials.  Repoint deteriorated mortar with a compatible mortar.  If deterioration is significant or the chimney presents a structural concern, reconstruction may be necessary. Reconstruct with compatible materials.
Does the chimney exhibit curvature on one side due to the effects of uneven heating and cooling?			
Is the chimney liner missing or defective or do fireplaces smoke excessively?			If using a wood-burning fireplace or the interior masonry exhibits significant deterioration, install a liner.
<b>EXTERIOR WALLS AND FOUNDATIONS</b>			
Does the wall seem out of plumb, un-level, or are there visible bulges?			Such characteristics can reflect serious structural issues with the building. Consult with an architect or engineer to verify the integrity of the structure.
Do doors and windows fail to line up squarely in their openings?			
Are there open joints around doors and windows or trimwork?			Repair any identified deterioration and re-caulk gaps as appropriate.
Where paint is present, is it peeling, cracking, or plastering?			This may indicate moisture penetration. Monitor deterioration, prepare surfaces, and repaint every 5 to 7 years to maintain integrity.

BUILDING ELEMENT/MATERIAL	YES	NO	ACTIONS TO CONSIDER (IF YES)
<b>EXTERIOR WALLS AND FOUNDATIONS</b>			
Is paint powdering or chalking to a dull surface?			May indicate improper surface cleaning or surface preparation prior to painting. Scrape, prepare, prime, and repaint surfaces.
Is there mold or mildew on the wall surface?			Identify sources of moisture and correct as appropriate. Clean surfaces with gentle water cleaning and a gentle detergent, if necessary, to remove growth.  Trim back landscaping to allow the surfaces to dry out and minimize future growth.
Where present, are shingles or siding dented, faded, or rotted?			Repair deteriorated sections or replace with in-kind materials as appropriate.
Are there significant cracks in masonry (stone, brick, or concrete) or mortar?			Cracks—particularly vertical or diagonal cracks that split the masonry units—can indicate significant structural problems. Consult with an architect or engineer to verify structural integrity.  Horizontal and hairline cracks are typically of less concern. Monitor growths to determine if they are continuing to increase in size.
Is any masonry loose, missing, or deteriorated?			Replace with in-kind units as appropriate.  If deterioration is widespread, consider potential reconstruction of the feature.
Is any mortar soft or crumbling?			Repoint mortar with a compatible modern mortar.
Is efflorescence (typically a white powdery surface representing the leaching out of water-soluble salts from masonry) present?			Clean the surface with a low-pressure water washing and natural bristle brush.  Monitor masonry for the continued presence of efflorescence, which could reflect larger problems.
<b>WINDOWS AND DOORS</b>			
Do window and door components exhibit deterioration or deteriorated coatings?			Clean and repair deteriorated sections with in-kind materials through splicing or consolidating as appropriate.  If deterioration is significant, consider replacement of the entire section with in-kind materials.
Is there evidence of moisture penetration around openings?			Re-caulk deteriorated or missing seals and replace deteriorated or missing weather-stripping to minimize air and moisture infiltration.
Are there open joints in need of caulking?			
Do doors have deteriorated or missing weather-stripping?			Re-glaze the deteriorated areas to maintain integrity and prevent infiltration.
Is putty around glazing cracking, soft, or pulling away from the glass?			

BUILDING ELEMENT/MATERIAL	YES	NO	ACTIONS TO CONSIDER (IF YES)
<b>WINDOWS AND DOORS</b>			
Are sashes loose in their frames?			Reset dislodged components and replace deteriorated hardware to ensure proper functioning.
Do window sashes and doors operate smoothly?			
Do window and door locks function properly?			
<b>PORCHES</b>			
Are there loose, deteriorated, or missing structural or decorative components?			Repair or replace components in accordance with the respective materials guidelines.
Are stairs and railings in poor condition?			Reset loose or deteriorated stairs and railings to maintain safe access to the property.
Do porches exhibit improper sloping away from the building?			Porches should gently slope away from the building to allow for water to move away from the foundation. Consult with an architect or engineer to correct the slope of the porch.
Are there signs of excessive deterioration or cracking in the porch floor or unusual settling of the porch foundation?			Such issues may reflect significant structural issues with the porch. Consult with an architect or engineer to verify the integrity of the structure.
<b>SITE</b>			
Is the site sufficiently graded and drained?			Regrade the property as appropriate to maintain proper water drainage away from the foundation of the primary and secondary structures.
Are large shrubs or trees located close (within 5 feet) of the building?			Relocate small landscaping or trim back large landscaping and trees to allow for surfaces to properly dry out, minimizing the potential for biological growth.
Are fences or walls dislodged or deteriorated?			Re-secure dislodged components and repair deteriorated sections with in-kind materials.
Are brick or flagstone pavers missing, cracked, or otherwise deteriorated?			Verify the stability of the base beneath the units and replace deteriorated or missing units.
Is vegetation growing between individual units of hardscape elements?			Some vegetation can lead to the dislodging or cracking of masonry. Remove vegetation and root systems.
Do concrete driveways, walkways, sidewalks, or parking areas exhibit cracking?			Seal cracks to minimize moisture penetration. If deterioration is significant, consider sealing surfaces or repaving to maintain integrity.

## APPENDIX F. CLASSIFICATION OF WORK AND REVIEW REQUIREMENTS

The following chart provides a breakdown of commonly applied for projects within Frankfort’s local historic districts and identifies the level of design review required by the project. This chart should be considered for general reference only. Questions regarding specific projects and applicability of design review requirements should be directed to the Planning and Community Development Department.

PROJECT TYPE	ROUTINE MAINTENANCE (NO REVIEW REQUIRED)	ADMINISTRATIVE APPROVAL	ARCHITECTURAL REVIEW BOARD
EXISTING PRIMARY STRUCTURES	(Zoning Permit only)	(Zoning or Building Permit)	(Building Permit)
Architectural details: Repair with no change in materials or design	X		
Architectural details: Replacement of existing features with in-kind materials and design or if not visible from the public right-of-way		X	
Architectural details: Replacement of existing features with new materials and/or design, addition of new features, or removal of existing features visible from the right-of-way			X
Awnings and canopies: Repair of existing features with no change in materials or design	X		
Awnings and canopies: Replacement of existing features, installation of new features, or removal of existing features not on front elevation		X	
Awnings and canopies: Expanding existing features visible on front elevation			X
Chimneys: Repair or replacement of existing features with no change in materials or design and removal of chimneys not visible from the front		X	
Chimneys: Replacement of existing features, construction of new features, or removal of existing features visible from the front			X
Decks: Repair of exiting features with no change in materials or design	X		
Decks: Installation, replacement, or removal of decks on front elevation		X	
Doors: Repair of existing features with no change in materials or design; replacement of hardware	X		
Doors: Replacement of existing features and other work not on the front elevation		X	

PROJECT TYPE	ROUTINE MAINTENANCE (NO REVIEW REQUIRED)	ADMINISTRATIVE APPROVAL	ARCHITECTURAL REVIEW BOARD
EXISTING PRIMARY STRUCTURES			
Doors: Replacement of existing features with new materials or design, installation of new openings, or removal of existing openings on front elevation			X
Doors (storm): Installation of storm doors not visible from the right-of-way		X	
Doors (storm): Installation of storm doors visible from the right-of-way			X
Foundations: Chemical or water cleaning where not visible from the right-of-way	X		
Foundations: All tuckpointing and all other masonry treatments, repairs, and alterations visible from the right-of-way		X	
Gutters and downspouts: Repair of existing features with no change in materials or design	X		
Gutters and downspouts: Covering over of built-in gutters with appropriate materials with no removal of features		X	
Gutters and downspouts: Installation of new features, removal of existing features, or replacement with new design when visible			X
Lighting fixtures: Repair of existing features with no change in materials or design	X		
Light fixtures: Replacement of existing features, removal of existing features, or installation of new features		X	
Masonry: Cleaning of material where no sandblasting occurs	X		
Masonry: Repair and tuckpointing according to appropriate preservation treatments and painting of already-painted surfaces		X	
Masonry: Repair and tuckpointing not conforming to accepted practices, painting of non-painted surfaces, and all other treatments			X
Painting: All painting, excluding unpainted masonry surfaces	X		
Painting: All painting of historically unpainted masonry surfaces			X
Patios: Repair of existing features with no change in materials or design	X		

PROJECT TYPE	ROUTINE MAINTENANCE (NO REVIEW REQUIRED)	ADMINISTRATIVE APPROVAL	ARCHITECTURAL REVIEW BOARD
EXISTING PRIMARY STRUCTURES			
Patios: Alteration of existing features with a change in design or materials if not visible from the right-of-way and construction of new features not visible from the right-of-way		X	
Patios: Alteration of existing features with a change in design or materials if visible from the right-of-way and construction of new features visible from the right-of-way			X
Porches: Repair of existing features with no change in materials or design	X		
Porches: Replacement with same style and design; new or expanded porches when on rear with no new walls; removal of porches when less than 50 years of age and not visible from the public right-of-way		X	
Porches: Replacement with different materials, style or design when visible from the public right-of-way; new porches visible from the public right-of-way; removal of porches more than 50 years of age or when visible from the public right-of-way			X
Railings: Repair of existing (no pipe materials)	X		
Railings: Replacement with same style or design or installation of new wood or metal railings		X	
Railings: Removal from front façade			X
Roofs: Repair of existing roofs with no change in design or materials	X		
Roofs: Structural repair; replacement of existing materials with same style, material, and design; installation of new materials when not visible from the public right-of-way; installation of skylights, equipment, or solar panels when not visible from the public right-of-way		X	
Roofs: Replacement with different height, pitch, design or material; installation of equipment visible from the right-of-way; new, altered, or removal of dormers; removal or changes to architectural features such as cupolas, cornices, brackets, and the like			X
Shutters: Repair of existing features	X		

PROJECT TYPE	ROUTINE MAINTENANCE (NO REVIEW REQUIRED)	ADMINISTRATIVE APPROVAL	ARCHITECTURAL REVIEW BOARD
EXISTING PRIMARY STRUCTURES			
Shutters: Replacement or installation of new with wood materials and sized to cover window; removal when not visible from the right-of-way		X	
Shutters: Installation of new shutters visible from the right-of-way or removal of shutters visible from the right-of-way			X
Siding: Repair and replacement with no change in materials or design or replacement with smooth-finished fiber cement board	X		
Siding: Replacement of deteriorated siding with smooth-finished fiber cement board		X	
Siding: Repair and replacement with a change in materials other than fiber cement board or a change in design, installation of new siding, or removal of existing siding			X
Stairs and steps: Repair of existing features with no change in materials or design	X		
Stairs and steps: Alteration with a change in materials or design or construction or removal when not visible from the right-of-way		X	
Stairs and steps: Alteration with a change in materials or design or construction or removal when visible from the right-of-way			X
Windows: Repair of existing features with no change in materials, configuration, or design	X		
Windows: Replacement of existing windows on the front façade with no change in dimension, configuration, style, or material and material		X	
Windows: Replacement of existing windows that result in a change in dimension, configuration, style, or on storefront			X
Windows: Installation of new window openings or removal of window openings not on front elevation		X	
Windows: Installation of new window openings or removal of window openings on front elevation			X
Windows (storm): Repair of existing; removal of existing	X		
Windows (storm): New storm windows that are wood or painted aluminum		X	
Windows (storm): New storm windows of an unapproved material or those that conceal or alter decorative features			X

NEW CONSTRUCTION			
New construction of a primary building			X
New construction of an addition to a primary building			X
ACCESSORY BUILDINGS			
Construction of an accessory building not visible from the front or an accessory building		X	
Construction of an accessory building visible from the front and over 200 sq ft			X
Repair of an accessory building with no change in materials or design	X		
Alteration of an accessory building with a change in materials or design		X	
Removal of a non-historic accessory building or replacement with a new building of similar design and materials		X	
Removal of a historic accessory building			X
DEMOLITION AND RELOCATION			
Demolition of any primary building			X
Demolition of non-contributing detached accessory structures; non-original porches; and additions less than 50 years old not visible from the right-of-way		X	
Demolition of historic additions and additions visible from the right-of-way or demolition of any other part of a building			X
SITE AND SETTING			
Driveways, parking lots, and sidewalks: Repair of existing surfaces	X		
Driveways, parking lots, and sidewalks: Replacement or expansion of existing surfaces; installation of new sidewalks		X	
Driveways, parking lots, and sidewalks: New parking lots or driveways (except where required for ADA)		X	
Fences and walls: Repair of existing features with no change in design or materials	X		
Fences and walls: Repair of existing rear yard features with a change in design or materials, replacement or removal of existing features in rear yard, or installation of new rear yard features not to exceed six feet in height		X	

PROJECT TYPE	ROUTINE MAINTENANCE (NO REVIEW REQUIRED)	ADMINISTRATIVE APPROVAL	ARCHITECTURAL REVIEW BOARD
SITE AND SETTING			
Fences and walls: Repair of existing front and side yard features with a change in design or materials, replacement or removal of existing features in front or side yard, installation of new front and side yard features, and installation of picket or iron over four feet and any wood over six feet in height			X
Fire escapes: Structure repair and appropriate alterations such as stair location		X	
Fire escapes: New or enlarged fire escapes			X
Landscaping: Plantings, trimming, general maintenance and removal of damaged species	X		
Landscaping: Replacement/new shrubs and trees		X	
Landscaping: Removal of non-damaged/diseased trees larger than 12" dbh or removal of all shrubs with no replacement		X	
Mechanical and electrical equipment: Repair or removal of existing features	X		
Mechanical and electrical equipment: Installation of equipment not visible from the right-of-way		X	
Mechanical and electrical equipment: Installation of equipment visible from the right-of-way			X
Satellite dishes, antenna, and solar panels: Installation of new features not visible from the right-of-way		X	
Satellite dishes, antenna, and solar panels: Installation of new features visible from the right-of-way			X
Signs: Repair of existing signs with no change in materials or design	X		
Signs: Removal of existing non-historic signs	X		
Signs: Replacement of existing signs with new signs that are compatible with size and styling		X	
Signs: Installation of new signs that conform with zoning regulations			X
Signs: Installation of new signs that do not conform with zoning regulations			X

## APPENDIX G. NEW CONSTRUCTION CHECKLIST

The following chart provides a breakdown of common factors that will be considered by the ARB when reviewing proposals for new construction within the historic district. The chart is provided here for the benefit of the property owner so that decisions related to the development can be evaluated for appropriateness during the planning process. This list should not be considered exhaustive. The individual character of a property is an important consideration.

SITE AND BUILDING ELEMENTS	YES	NO
<b>WALKWAYS/DRIVEWAYS/PARKING AREAS</b>		
Are the locations compatible with the character of the area?		
Are the dimensions compatible with the character of the area?		
Are the materials and finish compatible with the character of the area?		
<b>LANDSCAPING</b>		
Are mature and character-defining trees of the site retained?		
Are the species of new plants appropriate for the area?		
Are plantings of an appropriate scale and in an appropriate location for the site and building?		
<b>FENCES/WALLS</b>		
Are the locations compatible with the character of the area?		
Is the scale compatible with the character of the area?		
Are the designs, materials, and details compatible with the character of the area?		
Do they meet all applicable code requirements?		
<b>UTILITIES AND EQUIPMENT</b>		
Are the locations of mechanical units and utilities appropriate?		
Are mechanical units and utilities appropriately screened from view from the public right-of-way?		
<b>BUILDING PLACEMENT</b>		
Is the building placement in relation to the street (setback) compatible with the character of the area?		
Is the primary entry oriented toward the street?		
Is lot coverage and the spacing of the building compatible with the character of the area?		
<b>BUILDING SIZE</b>		
Is the massing of the building compatible with the character of the area?		
Is the complexity of the building form compatible with the character of the area?		
Is the height of the building compatible with surrounding buildings?		
Is the width of the building compatible with the character of the area?		
<b>ROOF</b>		
Does the roof use a pitch and form compatible with the character of the area?		
Are contemporary materials compatible with the character of the area?		
Are chimneys, dormers, cornices, or other items used to create visual interest and are they of the appropriate scale and character?		

SITE AND BUILDING ELEMENTS	YES	NO
<b>CHARACTER AND INDIVIDUAL FEATURES</b>		
Do windows and doors exhibit compatible ratios, spacing, and proportions with others in the area?		
Are window materials and casing features compatible with the character of the area?		
Are the door styles—particularly the façade door(s)—and finish compatible with the character of the area?		
Do storm windows and doors (if included) conform to the size and character of the openings?		
Are shutters (if included) scaled to the window openings?		
Are entries, porches, or storefronts compatible in scale and style with the character of the area?		
Are entries, porches, or storefronts compatible with the materials, proportions, and placement of historic features in the area?		
Does the building use traditional materials or alternative materials that are compatible with the character of the area?		
Does the building incorporate simplified, contemporary details that promote visual interest?		
Is the building compatible with the area but clearly distinguishable as a product of its own time so as not to convey a false sense of history?		
Is the primary façade appropriately articulated and distinguished?		
<b>OUTBUILDINGS</b>		
Are the locations of outbuildings compatible with the character of the area?		
Are the outbuildings designed to be subordinate to the primary building?		
Are the outbuildings scaled to the building and site?		
Do the outbuildings use a roof pitch compatible with the primary building or other outbuildings?		
Do the outbuildings employ materials compatible with those of the primary building?		
Are windows and doors of appropriate proportions and scale?		

## **APPENDIX H. ADDITIONAL RESOURCES**

### **PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

Planning and Community Development Department:

<https://www.frankfort.ky.gov/151/Planning-Community-Development>

City of Frankfort Zoning Code: <https://www.frankfort.ky.gov/507/Zoning-Land-Use>

### **PRESERVATION ORGANIZATIONS**

Kentucky Heritage Council: <http://heritage.ky.gov/>

Preservation Kentucky: <http://www.preservationkentucky.org/home.php>

Bluegrass Trust for Historic Preservation: <http://bluegrasstrust.org/resources.html>

National Trust for Historic Preservation: <http://www.preservationnation.org/>

### **NATIONAL PARK SERVICE TECHNICAL INFORMATION**

National Park Service Technical Preservation Services: <http://www2.cr.nps.gov/tps/index.htm>

Secretary of the Interior's Standards: <http://www.nps.gov/tps/standards.htm>

Illustrated Guide for Rehabilitating Historic Buildings: <http://www2.cr.nps.gov/tps/tax/rhb/index.htm>

Illustrated Guidelines on Sustainability: <http://www.nps.gov/tps/sustainability.htm>

Preservation Briefs: <http://www.nps.gov/tps/how-to-preserve/briefs.htm>

Preservation Tech Notes: <http://www.nps.gov/tps/how-to-preserve/tech-notes.htm>

### **BOOKS AVAILABLE AT PAUL SAWYIER PUBLIC LIBRARY**

Caring for Your Historic House (1998) by the National Park Service

Historical Building Construction: Design, Materials, and Technology (2010) by Donald Friedman

Historic Preservation: An Introduction to Its History, Principles and Practice (2000) by Norman Tyler

House Colors: Exterior Color by Style of Architecture (2007) by Susan Hershman

New Life for Old Houses: A Guide to Restoration and Repair (2002) by George Stephen

Old Electrical Wiring: Evaluating, Repairing, and Upgrading Dated Systems (2008) by D.E. Shapiro

Old House Handbook: A Practical Guide to Care and Repair (2008) by Roger Hunt

The Old House Doctor: The Essential Guide to Repairing, Restoring, and Rejuvenating Your Old Home (2013) by Christopher Evers

The Vintage House: A Guide to Successful Renovations and Additions (2011) by Mark A. Hewitt

Victorian House Manual: Care and Repair for This Popular House Type (2014) by Ian Rock

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