DESIGN STANDARDS FOR STRUCTURES CONTRIBUTING TO THE RESIDENTIAL HISTORIC DISTRICTS

Effective Date: April 1, 2004
Revised March 5, 2020

INTRODUCTION

The following Residential Design Standards are intended to identify the character-defining features of a site or structure used in determining the compatibility of the proposed alteration, repair, renovation, rehabilitation or restoration of an existing structure or the construction of a new structure regarding the appropriateness of the size, location, materials, style, rhythm, and any other quality deemed as contributing to the character of a historic property or structure as determined by the Historic Preservation Commission (Commission).

For items not addressed by the following standards or guidelines, the Commission will refer to the U.S. Department of the Interior, Secretary of the Interior Standards for the Treatment of Historic Properties, latest edition, for guidance.

In filing for a Certificate of Preservation all standards shall be complied with and so demonstrated on said application and supporting documentation. Guidelines, as indicated herein, may or may not be demonstrated in the application or supporting documentation for a Certificate of Preservation. Maintenance recommendations, if any, are included for informational purposes only and are not required to be included in an application for a Certificate of Preservation and, as such, shall not be considered by the Commission in reviewing said applications.

Generally:

1. It is not appropriate to introduce structures or contemporary equipment such as satellite dishes, solar collectors, playground equipment, heating and air units, storage units, and swimming pools, in locations that compromise the historic character of the building or site. Locate such features unobtrusively, and screen them from view.
2. When planning to alter the topography of a site substantially through grading, filling, or excavation, one shall contact the Cartersville Planning and Development Department to confirm that the proposed changes comply with the city building code and development regulations.
3. When remodeling historic structures or constructing new structures in historic districts, care shall be taken in retaining and preserving the historic relationship between buildings and related features of the district, to include but not be limited to, site topography, retaining walls, foundation plantings, hedges, walkways, driveways, parking lots, trees, gardens, yards, arbors, ground cover, fences, accessory buildings, patios, terraces, and significant vistas and views.

PART ONE—MAINTAINING, REPAIRING, AND REPLACING EXISTING STRUCTURES

A. Wood:

1. Repair historic wooden features using the recognized preservation methods for patching, consolidating, splicing, and reinforcing.
2. If replacement of a deteriorated detail or element of a wooden feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials only if using the original material is not feasible.
3. If replacement of an entire wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, and texture. Use compatible substitute materials only if using the original material is not feasible.
4. If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, material, and texture with the historic building and district.
5. One shall not clean wooden features and surfaces with destructive methods such as sandblasting, power washing, and using propane or butane torches. Clean using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Chemical strippers can be used only if gentler methods are ineffective.
6. One shall not strip historically painted surfaces down to bare wood and apply clean stains or finishes to create a natural wood appearance.
7. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
8. One shall not replace or cover wooden siding, trim, or window sashes with contemporary substitute materials such as aluminum, masonite or vinyl without approval from the Commission. However, in order to maintain continuity, material for additions, as well as out buildings, shall closely match the house.
9. One shall not introduce wooden features or details to a historic building to create a false historic appearance.
10. Preserve wooden features that contribute to the overall historic character of a building and site, including such functional and decorative elements as siding, shingles, cornices, architrave, brackets, pediments, columns, balustrades, and architectural trim.
11. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed.

a. When retaining and cleaning painted surfaces, it is required that the gentlest means possible be used. It is further required that historic structures be painted only when the paint film is damaged or deteriorated.
b. Protect and maintain wooden surfaces and features through appropriate methods. Inspect for and repair signs of moisture damage, mildew, and fungal or insect infestation. Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
c. Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.
d. Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.

Examples of appropriate wooden structures:

These examples of wooden brackets, column capitols, dentils and bargeboard have been well maintained and are appropriate for the historical district.

B. Masonry:

1. Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
2. Protect and maintain historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their constructive features, including bond patterns, corbels, water tables, and unpainted surfaces.
3. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, patching damaged or deteriorated masonry. One shall not apply a waterproof coating to exposed masonry.
4. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration.

5. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, texture, and composition. Match the original mortar joints in width and profile.
6. If replacement of a deteriorated detail, module, or element of a masonry feature or surface is necessary, replace only the deteriorated portion in kind rather than the entire surface or feature. Use compatible substitute materials only if using the original material is not technically feasible.
7. If replacement of a large masonry surface or entire feature is necessary, replace it in kind, with matching, substitute materials only if using the original material is not technically feasible.
8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, and material of the historic building and district.
9. One shall not paint, coat, or waterproof unpainted masonry surfaces. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
10. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

    a. Inspect surfaces and features for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
    b. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.
    c. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible.
    d. Repaint painted masonry surfaces when needed.
    e. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. One shall not clean masonry features and surfaces with destructive methods, including sandblasting, high-pressure water blasting, and power washing.

Examples of masonry:

C. Architectural Metals

1. Retain and preserve architectural metal features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as roofing, flashing, cornices, railings, hardware, casement windows, and fences.
2. Retain and preserve architectural metals, such as copper, tin, brass, cast iron, wrought iron, lead, and terneplate, which contribute to the overall historic character of the district.
3. If replacement of deteriorated detail or element of an architectural metal feature is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of an entire architectural feature is necessary, replace it in kind, matching the original feature in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If an architectural metal feature is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, and material with the historic building and district.
6. Repair deteriorating architectural metal features and surfaces using recognized preservation methods for splicing, patching, and reinforcing.
7. One shall not introduce architectural metal features or details to a historic building in an attempt to create a false historical appearance.
8. One shall not patch metal roofs or flashing with tar or asphalt products.
9. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
    a. Protect and maintain architectural metal surfaces and features through appropriate methods:
        1. Inspect for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint film failure.
        2. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
        3. Clear metal roofs and gutters of leaves and debris.
    b. Retain protective surface coatings, such as paint and lacquers, to prevent corrosion.
    c. Clean when necessary to remove corrosion or to prepare for recoating. Use the gentlest effective method.
    d. Repaint promptly when paint film deteriorates.
    e. Clean soft metals, including lead, tin, terneplate, and copper, with chemical solutions after pretesting them to ensure that they do not damage the metal surface. It is not appropriate to clean soft metal surfaces with destructive methods like grit blasting.
    f. Clean hard metals such as cast iron, wrought iron, and steel using the gentlest means possible. Consider low-pressure glass bead blasting only if hand scraping and wire brushing have been ineffective.

Architectural metals were historically utilized for several building features, including roof materials, fences, and porches.

D. Paint:

1. Preserve and protect original exterior building surfaces and site features that were painted by maintaining a sound paint film on them.
2. One shall not paint brick, stone, copper, bronze, concrete, or cement block surfaces that were historically unpainted. Do not sandblast exterior surfaces. Use the gentlest means possible to clean exterior materials.
3. One shall not replace painted wooden siding that is sound with new siding to achieve a uniformly smooth wooden surface.
4. One shall not remove paint films through destructive methods such as sandblasting, water blasting, power washing, or the use of propane or butane torches.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
   a. Protect and maintain previously painted exterior surfaces in appropriate ways:
      1. Inspect painted surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
      2. Clean painted surfaces to avoid unnecessary repainting. Use the gentlest means possible.
      3. Remove deteriorated and peeling paint films to the first sound paint layer before repainting. Use the gentlest means possible, such as hand scraping and hand sanding. Use electric heat guns and plates with caution and only if gentler methods are ineffective.
      4. Ensure that surfaces to be repainted are clean and dry, and that any exposed wood or metal surface has been primed so that new paint will bond properly.

   b. Repaint previously painted surfaces with compatible paint.

E. Roofs:

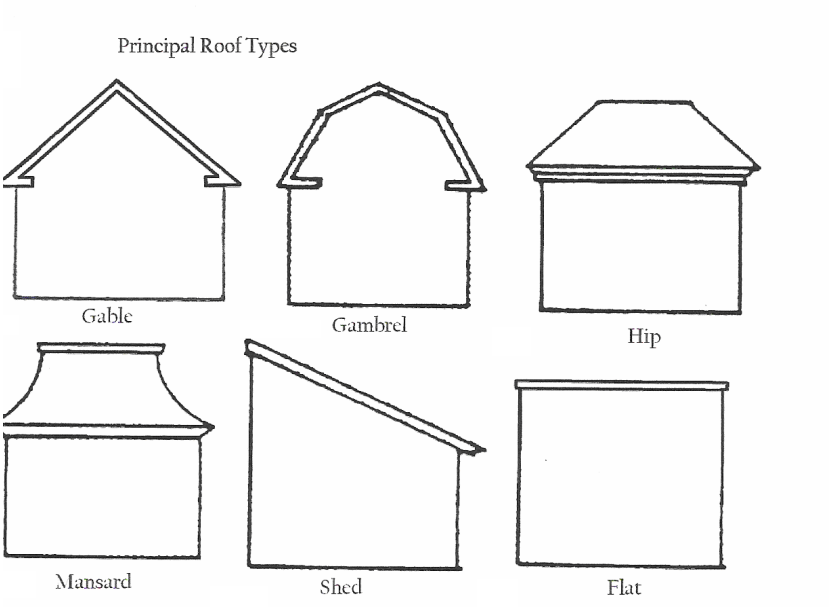
1. Retain and preserve roofs and roof forms that contribute to the overall historic character of a building, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices, unless approved by the Commission. 17

17

2. If replacement of a partially deteriorated roof feature is necessary, replace only the deteriorated portion in kind to match the original feature in design, dimension, detail, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
3. If full replacement of a deteriorated historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If a roof feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, and material, with the historic building and district.

5. One shall not remove a roof feature that is important in defining the overall historic character of a building rather than repair and replace it.
6. If new gutters and downspouts are needed, install them so that no architectural features are lost or damaged. Retain the shape of traditional half-round gutters and downspouts if replacing them.
7. One shall not replace concealed, built-in gutter systems with exposed gutters.
8. One shall not introduce new roof features such as skylights, dormers, or vents if they will compromise the historic roof design, or damage character-defining roof materials or the character of the historic district.
9. One shall not install ventilators, solar collectors, antenna, skylights, or mechanical equipment in locations that compromise character defining roofs or on roof slopes prominently visible from the street.
10. One shall not install exposed tarpaper rolls as a finished roofing material or roofing tar as a replacement for valley flashing.
11. One shall not patch any roofing or flashing with tar or asphalt product.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
    a. Protect and maintain the metal, wooden, and masonry elements of historic roofs through appropriate methods:
        1. Inspect for signs of deterioration and moisture penetration.
        2. Clean gutters and downspouts to ensure proper drainage.
        3. Replace deteriorated flashing as necessary.
        4. Reapply appropriate protective coats to metal roofs as necessary.
        5. Maintain adequate ventilation of roof sheathing to prevent moisture damage.
        6. Ensure that roofing materials are adequately anchored to resist wind and water.
        7. Re-fasten loose (or replace damaged) shingles, slates, or tiles.

    b. Repair historic roofs and their distinctive features through recognized preservation methods for resetting or reinforcing.



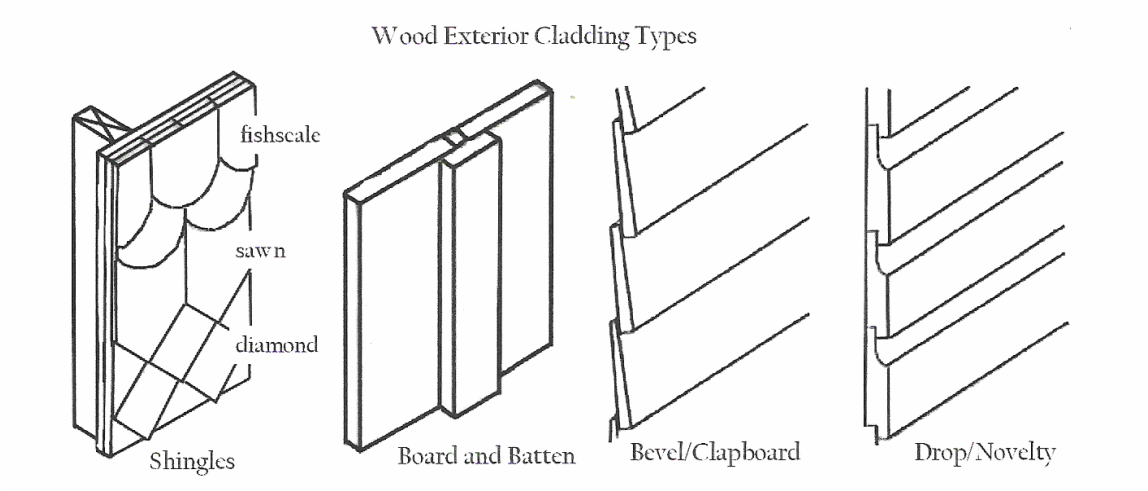
F. Exterior Walls:

1. Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including their functional and decorative features, such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
2. Retain and preserve exterior wall materials that contribute to the overall historic character of a building, including brickwork, stucco, stone, wooden shingles, wooden siding, asbestos siding, and metal, wooden, or masonry trim work.
3. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.
4. If the replacement of a deteriorated detail or element of an exterior wall is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in design, dimension, detail, texture, pattern, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If replacement of an entire exterior wall or feature is necessary because of deterioration, replace it in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
6. If an exterior wall or feature is completely missing, replace it with a new wall or feature based on accurate documentation of the original or new design compatible with the historic character of the building and the district.
7. One shall not introduce new features such as window or door openings, bays, vents, balconies, or chimneys to character-defining exterior walls if this will compromise the architectural integrity of the building.

8. One shall not remove or cover any material detail associated with exterior walls, including decorative shingles, panels, brackets, bargeboards, and corner boards unless supported by historic documentation.
9. One shall not cover historic wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or contemporary substitute materials.
10. It is not appropriate to introduce features or details to an exterior wall that would create a false historical appearance.

Examples of appropriate exterior walls

Examples of inappropriate exterior walls



G. Driveways, Walkways, and Off-Street Parking:

During rehabilitation and/or repair which requires a Certificate of Preservation the following standards shall be observed:

a. Driveways, walkways and off-street parking should be gravel, brick, concrete, or paved with appropriate textured asphalt.
b. Care should be taken not to injure nearby trees by intruding on the root areas.
c. Design new driveways, walkways to be compatible in location, spacing, configuration, and dimension with existing walkways and driveways that contribute to the overall historic character of the district.
d. One shall not locate new parking areas where they are visible from the street, or to significantly alter the proportion of built area to yard area.
e. One shall not locate parking where it will obstruct the principal structure.

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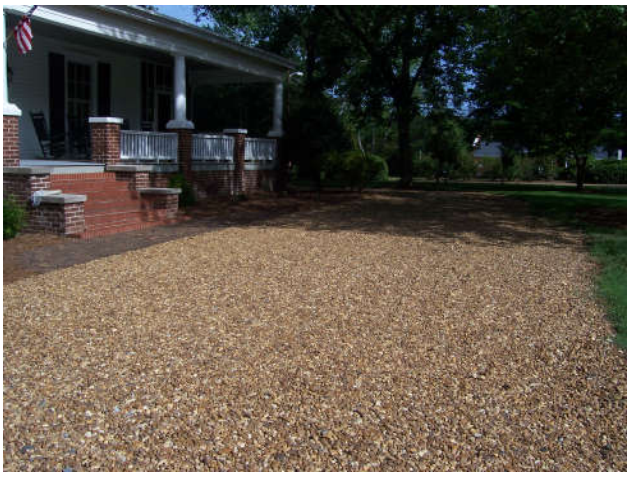


H. Lighting:

During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:

a. Lighting of walkways, driveways and off-street parking shall retain and preserve mechanically sound exterior fixtures that contribute to the overall historic character of a building, site or streetscape.
b. If replacing missing or deteriorated historical exterior fixtures, replace with fixtures that are similar in appearance, scale, and material to the original.
c. The introduction of indiscriminate permanent area lighting, illuminating facades of houses with harsh floodlight, or creating a runway effect with multiple footlights along front walks is not allowed unless approved by the Commission.

Appropriate residential lighting

I. Windows and Doors:

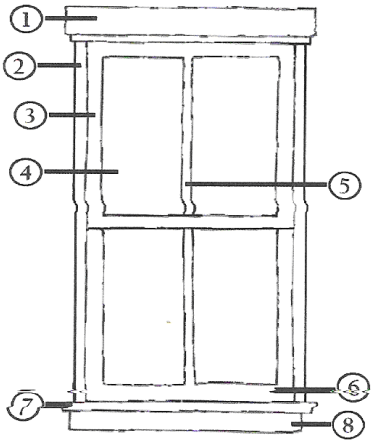
1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.
2. Retain and preserve doors that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.
3. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of a deteriorated window or door unit is necessary, replace the unit in kind, matching the design and dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a window or a door is completely missing, replace it with a new unit based on accurate documentation of the original or a new design compatible with the original opening and the historic character of the building.
6. Replace deteriorated or missing wooden shutters with historically appropriate wooden shutters sized to fit the opening. Do not introduce shutters on a historic building if no evidence of earlier shutters exists.
7. If additional windows and doors are necessary for a new use, install them on a rear or non-character-defining facade of the building, but only if they do not compromise the architectural integrity of the building. Design such units to be compatible with the overall design of the building, but not to duplicate the original.
8. One shall not remove original doors, windows, shutters, hardware, and without approval from the Commission.
9. One shall not remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless supported by historic documentation.
10. One shall not use snap-in muntins to create false divided-light appearance.
11. One shall not replace clear glazing with tinted or opaque glazing.
12. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
    a. Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods:
        1. Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
        2. Clean the surface using the gentlest means possible.
        3. Limit paint removal and reapply protective coatings as necessary.
        4. Reglaze sash as necessary to prevent moisture infiltration.
        5. Weather-strip windows and doors to reduce air infiltration and increase energy efficiency.
    b. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.

c. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with the existing meeting rail.
d. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Select storm doors with a painted, stained, or baked-enamel finish that is compatible with the existing door. Bare aluminum storm doors are not appropriate.
e. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured..

Example of appropriate doors:

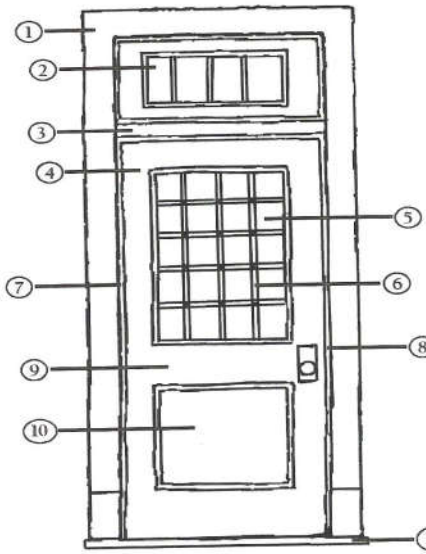
Example of appropriate windows:

Window Components



2 over 2, double-hung window

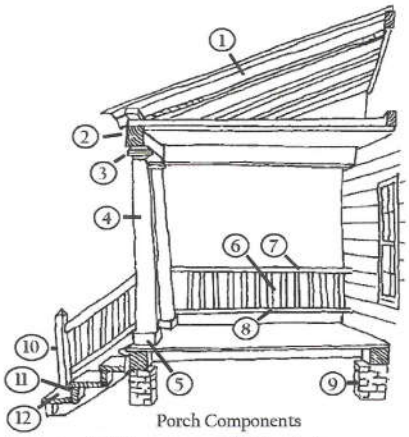
1. Head
2. Casing
3. Stile
4. Glazing/Light
5. Muntin
6. Rail
7. Stool
8. Sill



1. Head Casing
2. Transom
3. Transom Bar
4. Rail
5. Glazing/Light
6. Muntin
7. Hinge Stile
8. Lock Stile
9. Lock Rail
10. Panel
11. Threshold

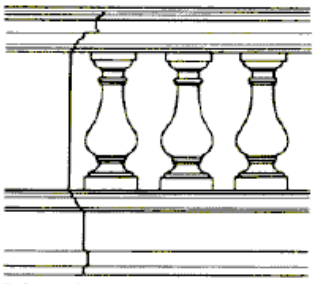
J. Entrances, Porches, and Balconies:

1. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including such functional and decorative elements as columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
2. When repairing historic entrances, porches, balconies and their distinctive features and materials, use recognized preservation methods for patching, consolidating, splicing, and reinforcing.
3. If replacement of a deteriorated detail or element of an entrance, porch or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
4. If replacement of an entire entrance, porch or balcony feature is necessary because of deterioration, replace in kind, matching the original in design, dimension, detail, texture, and material. Use compatible substitute materials as determined by the Commission only if using original materials is not technically feasible.
5. If a feature or an entire entrance, porch or balcony is missing, replace it with a feature based on accurate historic documentation or a new design compatible with the historic character of the building and the district.
6. One shall not enclose a front porch or balcony without approval from the Commission.
7. One shall not remove any detail material associated with entrances and porches, such as graining, spindle-work, beveled glass, or beaded board, unless supported by historic documentation.
8. One shall not remove an original entrance or porch or add a new entrance or porch on a primary facade.
9. One shall not introduce features or details to a historic entrance, porch or balcony that would create a false historical appearance.



Porch Components

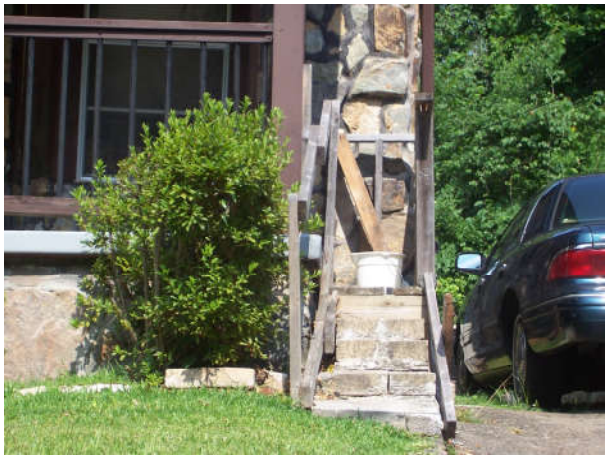
1. Rafter
2. Cornice
3. Column Capital
4. Column
5. Column Base
6. Baluster
7. Top Rail
8. Bottom Rail
9. Pier
10. Newel
11. Riser
12. Tread



Balustrade

Examples of appropriate entrances, porches and balconies

Examples of inappropriate entrances, porches, and balconies



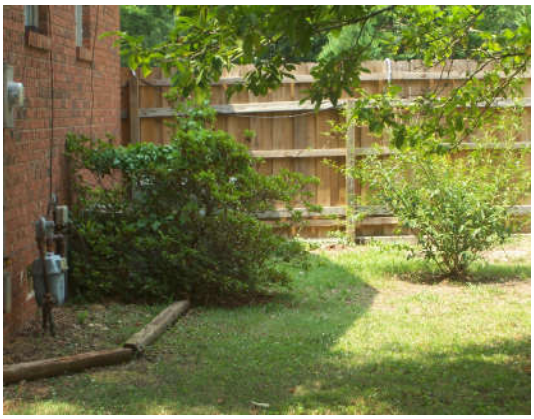
These front steps need to be replaced.

This porch has been enclosed which takes away from the historic character of the house.

K. UTILITIES AND ENERGY RETROFIT:

1. If a new mechanical system is needed, install it so that it causes the least amount of alteration to the building's exterior facades, historic building fabric, and site features.
2. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features, such as awnings, operable shutters, and storm windows and doors, where appropriate.
3. Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, and operable windows, transoms, shutters, and blinds.
4. Locate portable window air-conditioning units on rear facades or inconspicuous side facades.
5. During rehabilitation and/or repair which requires a Certificate of Preservation, the following standards shall be observed:
   a. If desired, introduce narrow-profile exterior or interior storm windows so that they do not obscure or damage the existing sash and frame. Select exterior storm windows with a painted or baked-enamel finish that is compatible with the sash. For double-hung windows, operable storm window dividers should align with existing meeting rails.
   b. If desired, introduce full-light storm doors constructed of wood or aluminum that do not obscure or damage the existing door or frame. Select storm doors with a painted, stained, or baked-enamel finished that is compatible with the existing door. Bare aluminum storm doors and storm windows are not appropriate.
   c. If desired and where historically appropriate, install fabric awnings over window, door or porch openings with care to ensure that historic features are not damaged or obscured.
   d. In general, the introduction of underground utility lines to reduce the intrusion of additional overhead lines and poles is encouraged. However, in trenching, take care to avoid archaeological resources and the roots of trees.

Inconspicuous utility units



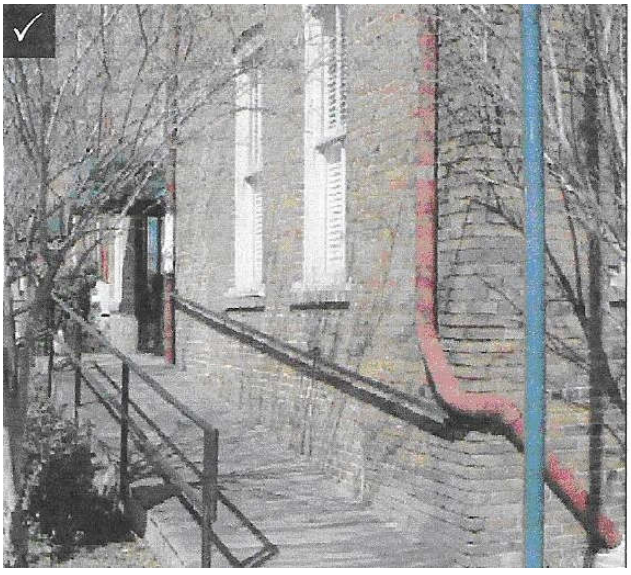
View from road

View from side

Inappropriate Examples:

L. ACCESSIBILITY, HEALTH, AND SAFETY CONSIDERATIONS:

1. In considering changes to a historic building, review accessibility and life safety code implications to determine if the proposed change is compatible with the building's historic character and setting or will compromise them.
2. Meet accessibility and life-safety building code requirements in such a way that the historic building's character-defining facades, features, and finishes are preserved.
3. Determine appropriate solutions to accessibility with input from the Commission, historic preservation specialists and local disability groups.
4. Introduce new or additional means of access that are reversible and that do not compromise the original design of a historic entrance or porch.
5. Work with code officials to explore alternative methods of equal or superior effectiveness in meeting safety code requirements while preserving significant historic features.
6. Locate fire doors, exterior fire stairs, or elevator additions on side or rear facades. Design such elements to be compatible in character, materials, scale, proportion, and finish with the historic building.

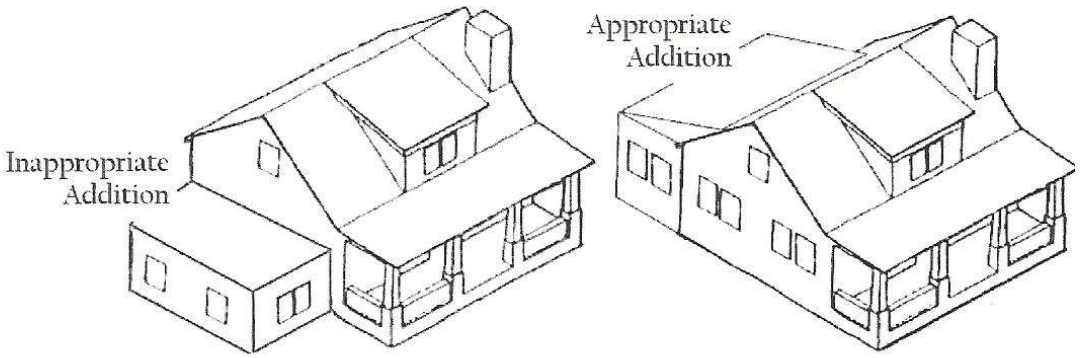


Locate accessibility and safety features in ar
that do not compromise the architectural

M. ***Aesthetic recommendations:***

1. Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
2. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip lines of trees.
3. Limit the size and scale of an addition in relationship to the historic building so that it does not diminish or visually overpower the building.

Addition Location:



Even though this addition is an appropriate location, it does not match the historic character of the house. To improve this, the new addition would need to be covered with rock, rather than siding.

PART TWO—ADDITIONS AND NEW BUILDING CONSTRUCTION

A. *Additions to historic buildings:*

1. Design an addition to be compatible with the historic building in mass, materials, and relationship of solids to windows and doors in the exterior walls, yet make the addition discernible from the original.
2. One shall not construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.
3. One shall not construct an addition that significantly changes the proportion of built mass to open space on the individual site.
4. Construct new additions so that there is the least possible loss of historic fabric and so that the character-defining features of the historic building are not destroyed, damaged, or obscured.
5. Design new additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and view are retained.
6. Locate a new addition on an inconspicuous elevation of the historic building, usually the rear one.

New home that blends in well with the historic district.

B. *New building construction:*

1. New site construction shall be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of orientation, and distance from adjacent buildings.
2. Design new construction so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.
3. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
4. Design new buildings to be compatible with surrounding buildings that contribute to the overall character of the historic district in terms of height, form, size, scale, massing, proportion, and roof shape.

5. Design the proportion of the proposed new building's front facade to be compatible with the front facade proportion of surrounding buildings.
6. Design the spacing, placement, scale, orientation, proportion, and size of window and door openings in proposed new construction to be compatible with surrounding buildings that contribute to the special character of the historic district.
7. Select windows and doors for proposed new building that are compatible in material, subdivision, proportion, pattern, and detail with the windows and the doors of surrounding buildings that contribute to the special character of the historic district.
8. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in surrounding buildings that contribute to the special character of the historic district in terms of composition, scale, module, pattern, detail, texture, finish and sheen.
9. Design new buildings so that they are compatible with, but discernible from, historic buildings in the district.

Recommendations:

1. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the drip line of trees.

PART THREE—RELOCATION OF STRUCTURES

1. Before moving a historic structure, document its original setting and context. Use photographs, site plans, or other graphic or written statements to record existing site conditions.
2. Enlist contractors experienced in moving historic buildings to do the following:
   a. Determine the structural condition of the property before the move.
   b. Coordinate the move with the utility companies and appropriate city departments.
   c. Protect the structure from vandalism or weather damage before, during and after the move.
   d. Minimize structural damage during the move.
3. Relocate a structure within the historic district only if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.
4. Relocate a structure on a site within a historic district according to new construction guidelines for siting, orientation, plantings, and other pertinent aspects of site and setting.
5. Ensure that the relocation of a structure will not diminish or damage existing historic district buildings or the overall character of the district. Pay particular attention to the tree canopy along the route of the move.
6. Provide the HPC with site plan information for the proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
7. If the original site of the structure to be relocated is within a historic district, before the move, submit to the Commission a site plan for proposed site features and plantings of the original site after the relocation.

8. Protect significant site features of the original site, the new site, and the route of the move during relocation.

PART FOUR—DEMOLITION

1. Before demolition, submit a site plan to the Commission illustrating proposed site development or plantings to follow demolition.
2. During demolition, ensure the safety of any adjacent properties and historic resources. Also, during and after demolition, protect the trees on the site from damage due to compaction of the soil by equipment or materials.
3. After demolition, clear the site promptly and thoroughly.
4. After demolition, plant or develop the site promptly as approved in the proposed site plan.