
# STEVENS SQUARE HISTORIC DISTRICT DESIGN GUIDELINES

**(Adopted December, 1988; Revised January, 1989)**

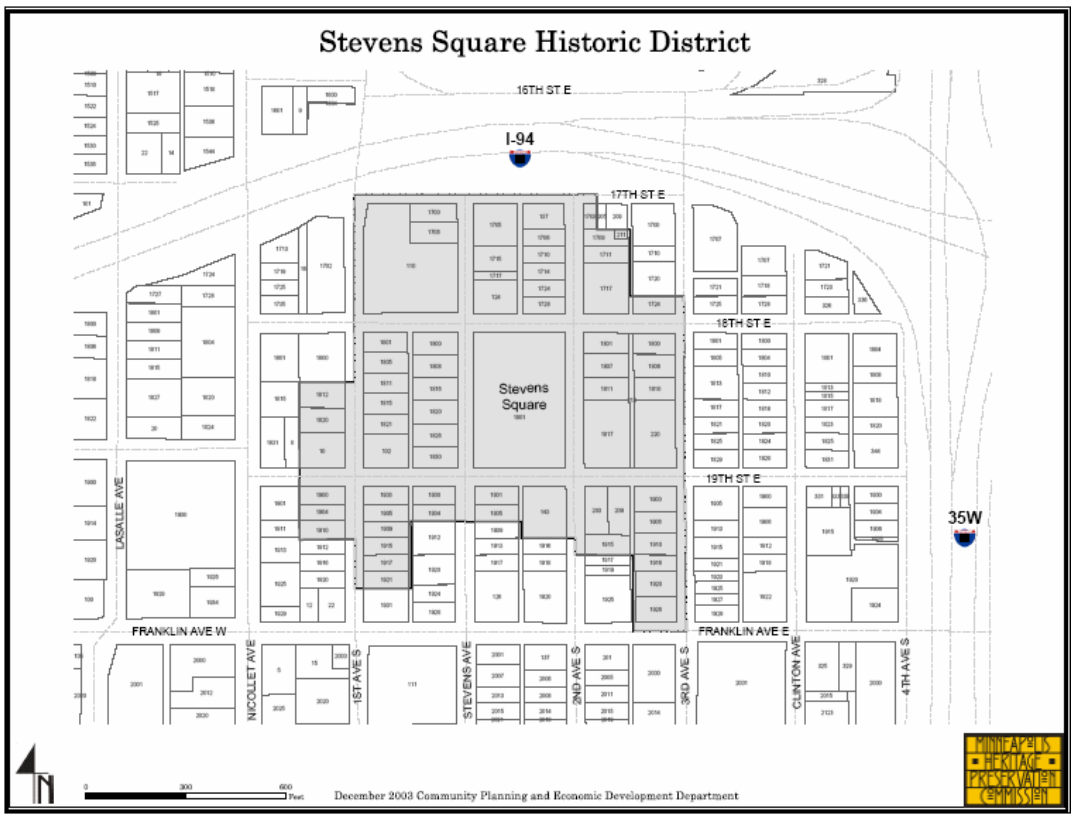
MINNEAPOLIS HERITAGE PRESERVATION COMMISSION

# STEVENS SQUARE HISTORIC DISTRICT

## GUIDELINES FOR REHABILITATION & NEW CONSTRUCTION

## INTRODUCTION

These Guidelines have been prepared by the Heritage Preservation Commission to help property owners and developers of the Stevens Square Historic District understand what the Heritage Preservation Commission will find acceptable in terms of alterations to existing structures and of new construction.




These guidelines have been divided into three sections:

I. The Secretary of the Interior's Standards for Rehabilitation and accompanying "Guidelines for Rehabilitating Historic Buildings"

II. Additional HPC Guidelines for Rehabilitation of Buildings

III. Guidelines for Infill (New) Construction

# I. The Secretary of the Interior's Standards for Rehabilitation

***Masonry**: Brick, stone, terra cotta, concrete, adobe, stucco, and mortar*
**Recommended:**

- Identifying, retaining, and preserving masonry features that are important in defining the overall historic character of the building such as walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns; and joint and unit size, tooling and bonding patterns, coatings, and color.

- Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

- Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.

- Carrying out masonry surface cleaning tests after it has been determined that such cleaning is necessary. Tests should be observed over a sufficient period of time so that both the immediate effects and the long range effects are known to enable selection of the gentlest method possible.

- Cleaning masonry surfaces with the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.

- Inspecting painted masonry surfaces to determine whether repainting is necessary.

- Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.

- Applying compatible paint coating systems following proper surface preparation.

- Repainting with colors that are historically appropriate to the building and district.

- Evaluating the overall condition of the masonry to determine whether more than protection and maintenance are required, that is, if repairs to the masonry features will be necessary.

- Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork.

- Removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry.

- Duplicating old mortar in strength, composition, color, and texture.

- Duplicating old mortar joints in width and in joint profile.

- Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.

- Repairing masonry features by patching, piecing-in, or consolidating the masonry using recognized preservation methods. Repair may also include the limited replacement in kind - or with compatible substitute material - of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes such as terra-cotta brackets or stone balusters.

- Applying new or non-historic surface treatments such as water-repellent coatings to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.

- Replacing in kind an entire masonry feature that is too deteriorated to repair - if the overall form and detailing are still evident - using the physical evidence to guide the new work. Examples can include large sections of a wall, a cornice, balustrade, column, or stairway. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

**Design for Missing Historic Features**

- Designing and installing a new masonry feature such as steps or a door pediment when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

**Not Recommended:**

- Removing or radically changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Replacing or rebuilding a major portion of exterior masonry walls that could be repaired so that, as a result, the building is no longer historic and is essentially new construction.

- Applying paint or other coatings such as stucco to masonry that has been historically unpainted or uncoated to create a new appearance.

- Removing paint from historically painted masonry.

- Radically changing the type of paint or coating or its color.

- Failing to evaluate and treat the various causes of mortar joint deterioration such as leaking roofs or gutters, differential settlement of the building, capillary action, or extreme weather exposure.

- Cleaning masonry surfaces when they are not heavily soiled to create a new appearance, thus needlessly introducing chemicals or moisture into historic materials.

- Cleaning masonry surfaces without testing or without sufficient time for the testing results to be of value.

- Sandblasting brick or stone surfaces using dry or wet grit or other abrasives. These methods of cleaning permanently erode the surface of the material and accelerate deterioration.

- Using a cleaning method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

- Cleaning with chemical products that will damage masonry, such as using acid on limestone or marble, or leaving chemicals on masonry surfaces.

- Applying high pressure water cleaning methods that will damage historic masonry and the mortar joints.

- Removing paint that is firmly adhering to, and thus protecting, masonry surfaces.

- Using methods of removing paint which are destructive to masonry, such as sandblasting, application of caustic solutions, or high pressure waterblasting.

- Failing to follow manufacturers' product and application instructions when repainting masonry.

- Using new paint colors that are inappropriate to the historic building and district.

- Failing to undertake adequate measures to assure the preservation of masonry features.

- Removing non-deteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance.

- Using electric saws and hammers rather than hand tools to remove deteriorated mortar from joints prior to repointing.

- Repointing with mortar of high portland cement content (unless it is the content of the historic mortar). This can often create a bond that is stronger than the historic material and can cause damage as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

- Repointing with a synthetic caulking compound.

- Using a "scrub" coating technique to repoint instead of traditional repointing methods.

- Changing the width or joint profile when repointing.

- Removing sound stucco; or repairing with new stucco that is stronger than the historic material or does not convey the same visual appearance.

- Replacing an entire masonry feature such as a cornice or balustrade when repair of the masonry and limited replacement of deteriorated or missing parts are appropriate.

- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the masonry feature or that is physically or chemically incompatible.

- Applying waterproof, water-repellent, or non-historic coatings such as stucco to masonry as a substitute for repointing and masonry repairs. Coatings are frequently unnecessary, expensive, and may change the appearance of historic masonry as well as accelerate its deterioration.

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

**Design for Missing Historic Features**

- Creating a false historical appearance because the replaced masonry feature is based on insufficient historical, pictorial, and physical documentation.

- Introducing a new masonry feature that is incompatible in size, scale, material, and color.

***Wood**: Clapboard, weather-board, shingles, and other wooden siding and decorative elements*
**Recommended:**

- Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colors.

- Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

- Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.

- Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.

- Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.

- Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping and hand sanding), then repainting.

- Using with care electric hot-air guns on decorative wood features and electric heat plates on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.
- Using chemical strippers primarily to supplement other methods such as hand scraping, hand sanding and the above -recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may - with the proper safeguards - be chemically dip-stripped.

- Applying compatible paint coating systems following proper surface preparation.

- Repainting with colors that are appropriate to the historic building and district.

- Evaluating the overall condition of the wood to determine whether more than protection and maintenance are required, that is, if repairs to wood features will be necessary.

- Repairing wood features by patching, piecing-in, consolidating, or otherwise reinforcing the wood using recognized preservation methods. Repair may also include the limited replacement in kind - or with compatible substitute material - of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, moldings, or sections of siding.

- Replacing in kind an entire wood feature that is too deteriorated to repair - if the overall form and detailing are still evident - using the physical evidence to guide the new work. Examples of wood features include a cornice, entablature or balustrade. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

**Design for Missing Historic Features**

- Designing and installing a new wood feature such as a cornice or doorway when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

**Not Recommended:**

- Removing or radically changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Removing a major portion of the historic wood from a facade instead of repairing or replacing only the deteriorated wood, then reconstructing the facade with new material in order to achieve a uniform or “improved” appearance.

- Radically changing the type of finish or its color or accent scheme so that the historic character of the exterior is diminished.

- Stripping historically painted surfaces to bare wood, then applying clear finishes or stains in order to create a “natural look.”

- Stripping paint or varnish to bare wood rather than repairing or reapplying a special finish, i.e., a grained finish to an exterior wood feature such as a front door.

- Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.

- Using chemical preservatives such as creosote which can change the appearance of wood features unless they were used historically.

- Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.

- Removing paint that is firmly adhering to, and thus, protecting wood surfaces.

- Using destructive paint removal methods such as a propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage historic woodwork.

- Using thermal devices improperly so that the historic woodwork is scorched.

- Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.

- Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.

- Failing to follow manufacturers' product and application instructions when repainting exterior woodwork.

- Using new colors that are inappropriate to the historic buildings or district.

- Failing to undertake adequate measures to assure the preservation of wood features.

- Replacing an entire wood feature such as a cornice or wall when repair of the wood and limited replacement of deteriorated or missing parts are appropriate.

- Using substitute materials for the replacement part that does not convey the visual appearance of the surviving parts of the wood feature or that is physically or chemically incompatible.

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

**Design for Missing Historic Features**

- Creating a false historic appearance because the replaced wood feature is based on insufficient historical, pictorial, and physical documentation.

- Introducing a new wood feature that is incompatible in size, scale, material, and color.

***Architectural Metals:*** *Cast iron, steel, pressed tin, copper, aluminum, and zinc*
**Recommended:**

- Identifying, retaining, and preserving architectural metal features such as columns, capitals, window hoods, or stairways that are important in defining the overall historic character of the building; and their finishes and colors.

- Protecting and maintaining architectural metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved, decorative features.

- Cleaning architectural metals, when necessary, to remove corrosion prior to repainting or applying other appropriate protective coatings.

- Identifying the particular type of metal prior to any cleaning procedure and then testing to assure that the gentlest cleaning method possible is selected or determining that cleaning is inappropriate for the particular metal.

- Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with appropriate chemical methods because their finishes can be easily abraded by blasting methods.

- Using the gentlest cleaning methods for cast iron, wrought iron, and steel - hard metals - in order to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low pressure dry grit blasting may be used as long as it does not abrade or damage the surface.

- Applying appropriate paint or other coating systems after cleaning in order to decrease the corrosion rate of metals or alloys.

- Applying an appropriate protective coating such as lacquer to an architectural metal feature such as a bronze door which is subject to heavy pedestrian use.

- Evaluating the overall condition of the architectural metals to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

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

- Replacing in kind an entire architectural metal feature that is too deteriorated to repair - if the overall form and detailing are still evident - using the physical evidence to guide the new work. Examples could include cast iron porch steps or steel sash windows. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

**Design for Missing Historic Features**

- Designing and installing a new architectural metal feature such as a sheet metal cornice or cast iron capital when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

**Not Recommended:**

- Removing or radically changing architectural metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Removing a major portion of the historic architectural metal from a facade instead of repairing or replacing only the deteriorated metal, then reconstructing the facade with new material in order to create a uniform, or "improved" appearance.

- Radically changing the type of finish or its historical color or accent scheme.

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

- Placing incompatible metals together without providing a reliable separation material. Such incompatibility can result in galvanic corrosion of the less noble metal, e.g., copper will corrode cast iron, steel, tin, and aluminum.

- Exposing metals which were intended to be protected from the environment.

- Applying paint or other coatings to metals such as copper, bronze, or stainless steel that were meant to be exposed.

- Using cleaning methods which alter or damage the historic color, texture, and finish of the metal; or cleaning when it is inappropriate for the metal.

- Removing the patina of historic metal. The patina may be a protective coating on some metals, such as bronze or copper, as well as a significant historic finish.

- Cleaning soft metals such as lead, tin, copper, terneplate, and zinc with grit blasting which will abrade the surface of the metal.

- Failing to employ gentler methods prior to abrasively cleaning cast iron, wrought iron or steel; or using high pressure grit blasting.

- Failing to re-apply protective coating systems to metals or alloys that require them after cleaning so that accelerated corrosion occurs.

- Failing to assess pedestrian use or new access patterns so that architectural metal features are subject to damage by use or inappropriate maintenance such as salting adjacent sidewalks.
- Failing to undertake adequate measures to assure the preservation of architectural metal features.

- Replacing an entire architectural metal feature such as a column or a balustrade when repair of the metal and limited replacement of deteriorated or missing parts are appropriate.

- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the architectural metal feature or that is physically or chemically incompatible.

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

**Design for Missing Historic Features**

- Creating a false historic appearance because the replaced architectural metal feature is based on insufficient historical, pictorial, and physical documentation.

- Introducing a new architectural metal feature that is incompatible in size, scale, material, and color.

***Roofs***
**Recommended:**

- Identifying, retaining, and preserving roofs - and their functional and decorative features - that are important in defining the overall historic character of the building. This includes the roof's shape, such as hipped, gambrel, and mansard; decorative features such as cupolas, cresting, chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning.

- Protecting and maintaining a roof by cleaning the gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration; and to insure that materials are free from insect infestation.

- Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.

- Protecting a leaking roof with plywood and building paper until it can be properly repaired.

- Repairing a roof by reinforcing the historic materials which comprise roof features. Repairs will also generally include the limited replacement in kind - or with compatible substitute material - of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slates, tiles, or wood shingles on a main roof.

- Replacing in kind an entire feature of the roof that is too deteriorated to repair - if the overall form and detailing are still evidence - using the physical evidence to guide the new work. Examples can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

**Design for Missing Historic Features**

- Designing and constructing a new feature when the historic feature is completely missing, such as a chimney or cupola. It may be an accurate restoration using historical, pictorial and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building.

**Alterations/Additions for the New Use**

- Installing mechanical and service equipment on the roof such as air conditioning, transformers, or solar collectors when required for the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

- Designing additions to roofs such as residential, office, or storage spaces; elevator housing; decks and terraces; or dormers or skylights when required by the new use so that they are inconspicuous from the public right-of-way and do not damage or obscure character-defining features.

**Not Recommended:**

- Radically changing, damaging, or destroying roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Removing a major portion of the roof or roofing material that is repairable, then reconstructing it with new material in order to create a uniform, or "improved" appearance.

- Changing the configuration of a roof by adding new features such as dormer windows, vents, or skylights so that the historic character is diminished.

- Stripping the roof of sound historic material such as slate, clay tile, wood, and architectural metal.

- Applying paint or other coatings to roofing material which has been historically uncoated.

- Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof fasteners, sheathing, and the underlying structure.

- Allowing roof fasteners, such as nails and clips to corrode so that roofing material is subject to accelerated deterioration.

- Permitting a leaking roof to remain unprotected so that accelerated deterioration of historic building materials - masonry, wood, plaster, paint, and structural members - occurs.

- Replacing an entire roof feature such as a cupola or dormer when repair of the historic materials and limited replacement of deteriorated or missing parts are appropriate.

- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

- Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

**Design for Missing Historic Features**

- Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

- Introducing a new roof feature that is incompatible in size, scale, material, and color.

**Alterations/Additions for the New Use**

- Installing mechanical or service equipment so that it damages or obscures character-defining features; or is conspicuous from the public right-of-way.

- Radically changing a character-defining roof shape or damaging or destroying character-defining roofing material as a result of incompatible design or improper installation techniques.

***Windows***
**Recommended:**

- Identifying, retaining, and preserving windows - and their functional and decorative features - that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings, and interior and exterior shutters and blinds.

- Protecting and maintaining the wood and architectural metal which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

- Making windows weather tight by recaulking and replacing or installing weather-stripping. These actions also improve thermal efficiency.

- Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.
- Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

- Replacing in kind an entire window that is too deteriorated to repair - if the overall form and detailing are still evident - using the physical evidence to guide the new work. If

using the same kind of materials is not technically or economically feasible, then a compatible substitute material may be considered.

**Design for Missing Historic Features**

- Designing and installing new windows when the historic windows (frame, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.

**Alterations/Additions for the New Use**

- Designing and installing additional windows on rear on other-non character-defining elevations if required by the new use. New windows openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

- Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

**Not Recommended:**

- Removing or radically changing windows which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash which does not fit the historic window opening.

- Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which radically change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

- Obscuring historic window trim with metal or other material.

- Stripping windows of historic material such as wood, iron, cast iron, and bronze.

- Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the windows results.

- Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.

- Failing to undertake adequate measures to assure the preservation of historic windows.

- Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

- Failing to reuse serviceable window hardware such as brass lifts and sash locks.

- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

- Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

**Design for Missing Historic Features**

- Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.

- Introducing a new design that is incompatible with the historic character of the building.

**Alterations/Additions for the New Use**

- Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

- Inserting new floors or furred-down ceilings which cut across the glazed areas of the windows so that the exterior form and appearance of the windows are changed.

***Entrances and Porches***

**Recommended:**

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

- Protecting and maintaining the masonry, wood, and architectural metal that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

- Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to entrance and porch features will be necessary.

- Repairing entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind - or with compatible substitute material - of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.
- Replacing in kind an entire entrance or porch that is too deteriorated to repair - if the form and detailing are still evident - using the physical evidence to guide the new work. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

**Design for Missing Historic Features**

- Designing and constructing a new entrance or porch if the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building.

**Alterations/Additions for the New Use**

- Designing enclosures for historic porches when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

- Designing and installing additional entrances or porches when required for the new use in a manner that preserves the historic character of the building, i.e., limiting such alteration to non-character-defining elevations.

**Not Recommended:**

- Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Stripping entrances and porches of historic material such as wood, iron, cast iron, terra cotta, tile and brick.

- Removing an entrance or porch because the building has been reoriented to accommodate a new use.

- Cutting new entrances on a primary elevation.

- Altering utilitarian or service entrances so they appear to be formal entrances by adding paneled doors, fanlights, and sidelights.

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

- Failing to undertake adequate measures to assure the preservation of historic entrances and porches.

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

- Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.

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

**Design for Missing Historic Features**

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

**Alterations/Additions for the New Use**

- Enclosing porches in a manner that results in a diminution or loss of historic character such as using solid materials such as wood, stucco, or masonry.

- Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.

***Storefronts***
**Recommended:**

- Identifying, retaining, and preserving storefronts - and their functional and decorative features - that are important in defining the overall historic character of the building such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures.

- Protecting and maintaining masonry, wood, and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

- Protecting storefronts against arson and vandalism before work begins by boarding up windows and installing alarm systems that are keyed into local protection agencies.

- Evaluating the overall condition of storefront materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

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

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

**Design for Missing Historic Features**

- Designing and constructing a new storefront when the historic storefront is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the size, scale, material, and color of the historic building. Such new design should generally be flush with the facade; and the treatment of secondary design elements, such as awnings or signs, kept as simple as possible. For example, new signs should fit flush with the existing features of the facade, such as the fascia board or cornice.

**Not Recommended:**

- Removing or radically changing storefronts - and their features - which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

- Changing the storefront so that it appears residential rather than commercial in character.

- Removing historic material form the storefront to create a recessed arcade.

- Introducing coach lanterns, mansard overhangings, wood shakes, nonoperable shutters, and small-paned windows if they cannot be documented historically.

- Changing the location of a storefront's main entrance.

- Failing to provide adequate protection to materials on a cyclical basis so that deterioration of storefront features results.

- Permitting entry into the building through unsecured or broken windows and doors so that interior features and finishes are damaged through exposure to weather or through vandalism.

- Stripping storefronts of historic material such as wood, cast iron, terra cotta, carrara glass, and brick.

- Failing to undertake adequate measures to assure the preservation of the historic storefront.

- Replacing an entire storefront when repair of materials and limited replacement of its parts are appropriate.

- Using substitute material for the replacement parts that does not convey the same visual appearance as the surviving parts of the storefront or that is physically or chemically incompatible.

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

**Design for Missing Historic Features**

- Creating a false historical appearance because the replaced storefront is based on insufficient historical, pictorial, and physical documentation.

- Introducing a new design that is incompatible in size, scale, material, and color.

- Using new illuminated signs; inappropriately scaled signs and logos; signs that project over the sidewalk unless they were a characteristic feature of the historic building; or

other types of signs that obscure, damage, or destroy remaining character-defining features of the historic building.

***Mechanical Systems:*** *Heating, Air Conditioning, Electrical, and Plumbing*

**Recommended:**

**Alterations/Additions for the New Use**

- Installing a completely new mechanical system if required for the new use so that it causes the least alteration possible to the building's floor plan, the exterior elevations, and the least damage to historic building material.

- Installing the vertical runs of ducts, pipes, and cables in closets, service rooms, and wall cavities.

- Installing air conditioning units if required by the new use in such a manner that the historic materials and features are not damaged or obscured.

- Installing heating/air conditioning units in the window frames in such a manner that the sash and frames are protected. Window installations should be considered only when all other viable heating/cooling systems would result in significant damage to historic materials.

**Not Recommended:**

**Alterations/Additions for the New Use**

- Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.

- Installing vertical runs of ducts, pipes, and cables in places where they will obscure character-defining features.

- Cutting through features such as masonry walls in order to install air conditioning units.

- Radically changing the appearance of the historic building or damaging or destroying windows by installing heating/air conditioning units in historic window frames.

***Building Site***

**Recommended:**

- Identifying, retaining, and preserving buildings and their features as well as features of the site that are important in defining its overall historic character. Site features can include driveways, walkways, lighting, fencing, signs, benches, fountains, wells, terraces, canal systems, plants and trees, berms, and drainage or irrigation ditches; and archeological features that are important in defining the history of the site.

- Retaining the historic relationship between buildings, landscape features, and open space.

- Protecting and maintaining buildings and the site by providing proper drainage to assure that water does not erode foundation wall; drain toward the building; nor erode the historic landscape.

- Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, that is, if repairs to building and site features will be necessary.

- Repairing features of buildings and the site by reinforcing the historic materials. Repair will also generally include replacement in kind - with a compatible substitute material - of those extensively deteriorated or missing parts of features where there are surviving prototypes such as fencing and paving.

- Replacing in kind an entire feature of the building or site that is too deteriorated to repair-if the overall form and detailing are still evident-using the physical evidence to guide the new work. This could include an entrance or porch, walkway, or fountain. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

**Design for Missing Historic Features**

- Designing and constructing a new feature of a building or site when the historic feature is completely missing, such as an outbuilding, terrace, or driveway. It may be based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building and site.

**Alterations/Additions for the New Use**

- Designing new onsite parking, loading docks, or ramps when required by the new use so that they are as unobtrusive as possible and assure the preservation of character-defining features of the site.

- Designing new exterior additions to historic buildings or adjacent new construction which is compatible with the historic character of the site and which preserve the historic relationship between a building or buildings, landscape features, and open space.

- Removing nonsignificant buildings, additions, or site features which detract from the historic character of the site.

**Not Recommended:**

- Removing or radically changing buildings and their features or site features which are important in defining the overall historic character of the building site so that , as a result, the character is diminished.

- Removing or relocating historic buildings or landscape features, thus destroying the historic relationship between buildings, landscape features, and open space.

- Removing or relocating historic buildings on a site or in a complex of related historic structures - such as a mill complex or farm - thus diminishing the historic character of the site or complex.

- Moving buildings onto the site, thus creating a false historical appearance.

- Lowering the grade level adjacent to a building to permit development of a formerly below-grade area such as a basement in a manner that would drastically change the historic relationship of the building to its site.

- Failing to maintain site drainage so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water no longer drains properly.

- Failing to undertake adequate measures to assure the preservation of building and site features.

- Replacing an entire feature of the building or site such as a fence, walkway, or driveway when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building or site feature or that is physically or chemically incompatible.

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

**Design for Missing Historic Features**

- Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial, and physical documentation.

- Introducing a new building or site feature that is out of scale or otherwise inappropriate.

- Introducing a new landscape feature or plant material that is visually incompatible with the site or that destroys site patterns or vistas.

**Alterations/Additions for the New Use**

- Placing parking facilities directly adjacent to historic buildings where automobiles may cause damage to the buildings or landscape features or be intrusive to the building site.

- Introducing new construction onto the building site which is visually incompatible in terms of size, scale, design, materials, color and texture or which destroys historic relationships on the site.

- Removing a historic building in a complex, a building feature, or a site feature which is important in defining the historic character of the site.

***District/Neighborhood***

**Recommended:**

- Identifying, retaining, and preserving buildings, and streetscape, and landscape features which are important in defining the overall historic character of the district or neighborhood. Such features can include streets, alleys, paving, walkways, street lights, signs, benches, parks and gardens, and trees.

- Retaining the historic relationship between buildings, and streetscape and landscape features such as a town square comprised of row houses and stores surrounding a communal park or open space.

- Protecting and maintaining the historic masonry, wood, and architectural metals which comprise building and streetscape features, through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems; and protecting and maintaining landscape features, including plant material.

- Protecting buildings, paving, iron fencing, etc. against arson and vandalism before rehabilitation work begins by erecting protective fencing and installing alarm systems that are keyed into local protection agencies.

- Evaluating the overall condition of building, streetscape and landscape materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

- Repairing features of the building, streetscape, or landscape by reinforcing the historic materials. Repair will also generally include the replacement in kind - or with a compatible substitute material - of those extensively deteriorated or missing parts of features when there are surviving prototypes such as porch balustrades, paving materials, or streetlight standards.

- Replacing in kind an entire feature of the building, streetscape, or landscape that is too deteriorated to repair - when the overall form and detailing are still evident - using the physical evidence to guide the new work. This could include a storefront, a walkway, or a garden. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

**Design for Missing Historic Features**

- Designing and constructing a new feature of the building streetscape, or landscape when the historic feature is completely missing, such as row house steps, a porch, streetlight, or terrace. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the district or neighborhood.

**Alterations/Additions for the New Use**

- Designing required new parking so that it is as unobtrusive as possible, i.e., on side streets or at the rear of buildings. "Shared" parking should also be planned so that several businesses can utilize one parking area as opposed to introducing random, multiple lots.

- Designing and constructing new additions to historic buildings when required by the new use. New work should be compatible with the historic character of the district or neighborhood in terms of size, scale, design, material, color, and texture.

- Removing nonsignificant buildings, additions, or streetscape and landscape features which detract from the historic character of the district or the neighborhood.

**Not Recommended:**

- Removing or radically changing those features of the district or neighborhood which are important in defining the overall historic character so that, as a result, the character is diminished.

- Destroying streetscape and landscape features by widening existing streets, changing paving material, or introducing inappropriately located new streets or parking lots.

- Removing or relocating historic buildings, or features of the streetscape and landscape, thus destroying the historic relationship between buildings, features and open space.

- Failing to provide adequate protection of materials on a cyclical basis so that deterioration of building, streetscape, and landscape feature results.

- Permitting buildings to remain unprotected so that windows are broken; and interior features are damaged.

- Stripping features from buildings or the streetscape such as wood siding, iron fencing, or terra cotta balusters; or removing or destroying landscape features, including plant material.

- Failing to undertake adequate measures to assure the preservation of building, streetscape, and landscape features.

- Replacing an entire feature of the building, streetscape, or landscape such as a porch, walkway, or streetlight, when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

- Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the building, streetscape, or landscape feature or that is physically or chemically incompatible.

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

**Design for Missing Historic Features**

- Creating a false historical appearance because the replaced feature is based on insufficient historical, pictorial and physical documentation.

- Introducing a new building, streetscape or landscape feature that is out of scale or otherwise inappropriate to the setting's historic character, e.g., replacing picket fencing with chain link fencing.

**Alterations/Additions for the New Use**

- Placing parking facilities directly adjacent to historic buildings which cause the removal of historic plantings, relocation of paths and walkways, or blocking of alleys.

- Introducing new construction into historic districts that is visually incompatible or that destroys historic relationships within the district or neighborhood.

- -Removing a historic building, building feature, or landscape or streetscape feature that is important in defining the overall historic character of the district or the neighborhood.

***Energy Retrofitting***

**Recommended:**

**District/Neighborhood**

- Maintaining those existing landscape features which moderate the effects of the climate on the setting such as deciduous trees, evergreen wind-blocks, and lakes or ponds.

**Building Site**

- Retaining plant materials, trees, and landscape features, especially those which perform passive solar energy functions such as sun shading and wind breaks.

- Installing freestanding solar collectors in a manner that preserves the historic property's character-defining features.

- Designing attached solar collectors, including solar greenhouses, so that the character-defining features of the property are preserved.

**Masonry/Wood/Architectural Metals**

- Installing passive solar devices such as a glazed "trombe" wall on a rear or inconspicuous side of all the historic building.

**Roofs**

- Placing solar collectors on noncharacter-defining roofs or roofs of nonhistoric adjacent buildings.

**Windows**

- Utilizing the inherent energy conserving features of a building by maintaining windows and louvered blinds in good operable condition for natural ventilation.

- Improving thermal efficiency with weather-stripping, storm windows, caulking, interior shades, and, if historically appropriate, blinds and awnings.

- Installing interior storm windows with airtight gaskets, ventilating holes, and /or removable clips to insure proper maintenance and to avoid condensation damage to historic windows.

- Installing exterior storm windows which do not damage or obscure the windows and frames.

**Entrances and Porches**

- Utilizing the inherent energy conserving features of a building by maintaining porches, and double vestibule entrances in good condition so that they can retain heat or block the sun and provide natural ventilation.

**New Additions to Historic Buildings**

- Placing new additions that have an energy conserving function such as a solar greenhouse on non-character-defining elevations.

**Not Recommended:**

**District/Neighborhood**

- Stripping the setting of landscape features and landforms so that the effects of the wind, rain, and the sun result in accelerated deterioration of historic materials.

**Building Site**

- Removing plant materials, trees, and landscape features, so that they no longer perform passive solar energy functions.

- Installing freestanding solar collectors that obscure, damage, or destroy historic landscape or archeological features.

- Locating solar collectors where they radically change the property's appearance; or damage or destroy character-defining features.

**Masonry/Wood/Architectural Metals**

- Installing passive solar devices such as an attached glazed "trombe" wall on primary or other highly visible elevations; or where historic material must be removed or obscured.

**Roofs**

- Placing solar collectors on roofs when such collectors change the historic roofline or obscure the relationship of the roof to character-defining roof features such as dormers, skylights, and chimneys.

**Windows**

- Removing historic shading devices rather than keeping them in an operable condition.
- Replacing historic multi-paned sash with new thermal sash utilizing false muntins.
- Installing interior storm windows that allow moisture to accumulate and damage the window.
- Installing new exterior storm windows which are inappropriate in size or color, which are inoperable.
- Replacing windows or transoms with fixed thermal glazing or permitting windows and transoms to remain inoperable rather than utilizing them for their energy conserving potential.

**Entrances and Porches**

- Enclosing porches located on character defining elevations to create passive solar collectors or airlock vestibules. Such enclosures can destroy the historic appearance of the building.

**New Additions to Historic Buildings**

- Installing new additions such as multistory solar greenhouse additions which obscure, damage, destroy character-defining features.

***New Additions to Historic Buildings***
**Recommended:**

- Constructing a new addition so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed.
- Locating the attached exterior addition at the rear or on an inconspicuous side of a historic building; and limiting its size and scale in relationship to the historic building.
- Designing new additions in a manner that makes clear what is historic and what is new.
- Considering the attached exterior addition both in terms of the new use and the appearance of other buildings in the historic district or neighborhood. Design for the new work may be contemporary or may reference design motifs from the historic building. In either case, it should always be clearly differentiated from the historic building and be compatible in terms of mass, materials, relationship of solids to voids, and color.
- Placing new additions such as balconies and greenhouses on non-character-defining elevations and limiting the size and scale in relationship to the historic building.
- Designing additional stories, when required for the new use, that are set back from the wall plane and are as inconspicuous as possible when viewed from the street.

**Not Recommended:**

- Attaching a new addition so that the character-defining features of the historic building are obscured, damaged, or destroyed.

- Designing a new addition so that its size and scale in relation to the historic building are out of proportion, thus diminishing the historic character.

- Duplicating the exact form, material, style, and detailing of the historic building in the new addition so that the new work appears to be part of the historic building.

- Imitating a historic style or period of architecture in new additions, especially for contemporary uses such as drive-in banks or garages.

- Designing and constructing new additions that result in the diminution or loss of the historic character of the resource, including its design, materials, workmanship, location, or setting.

- Using the same wall plane, roof line, cornice height, materials, siding lap or window type to make additions appear to be a part of the historic building.

- Designing new additions such as multistory greenhouse additions that obscure, damage, or destroy character-defining features of the historic building.

- Constructing additional stories so that the historic appearance of the building is radically changed.

## II. Guidelines For Rehabilitation of Buildings

A. Masonry Repair

1. No exterior sandblasting is permitted.

2. Chemical cleaning is not permitted on glazed brick or terra-cotta, limestone, marble, or other masonry material susceptible to damage from chemical exposure.

3. Repointing of joints shall be done with a mortar design similar to the original. Joints shall be tooled to match original profile.

B. Window Replacement/Repair

1. Windows shall have clear glass unless historical documentation is presented which shows patterned or opaque glass.

2. Anodized aluminum finishes are not permitted.

3. Mullion patterns will match original. Replacement windows shall replicate original window operation.

4. Exterior windows should not be blocked or obscured from the interior. Exceptions may be granted for windows on secondary facades if a special case can be made for the necessity of such an alteration.

C. Wood trim and siding

1. All exterior wood shall be painted, including decks, unless historical documentation demonstrates otherwise.

2. Deteriorated wood siding shall be replaced with wood siding. Aluminum, vinyl, and other synthetic siding will not be allowed.

D. Roofing materials

1. Wherever possible the original roofing shall be replicated when replacement is required. Flat, hidden roofs may be replaced with any suitable material including membrane roofs. However, parapets and coping materials should be replaced to match the original materials.

2. Asphalt shingles may replace wood, but must be simple, square shingles. Timberline or other wood facsimile shingles are not allowed.

3. Clay tile shingles may be replaced with replica materials that are approved by the Commission.

4. Copper roofs shall be repaired or replaced with copper.

E. Removal of historic fabric

Selective removal of original building materials are allowed when deterioration has occurred or for remodeling as part of an adaptive use. HPC approval is required for any removal of historic building materials.

F. Mechanical systems

Exterior alterations for mechanical systems should be as inconspicuous as possible and should never occur on the street facades of the structure.

G. Health and safety code requirement

Exterior alterations required by health and safety codes also require review by the Heritage Preservation Commission. when necessary, the HPC can argue for exceptions to the building codes when life-safety issues are not involved.

## III. Guidelines for infill (new) construction

A. Building massing (General footprint and shape)

1. Setback from principle street
    a. The setback shall match existing buildings or predominate setback on the street.
    b. New construction shall not be set back further than existing buildings.

2. Building shape
    a. The building shall be rectangular in shape with the narrow end facing the street.
    b. New construction on corner lots may have a longer facade facing each street.

3. Building height
    a. Minimum height shall be 2-1/2 stories.
    b. Maximum height shall be 3-1/2 stories.
    c. Additions to existing buildings may be constructed to the height of the adjacent structure.

B. Street facade

1. Building material
    a. Primary facing material shall be dark brown or red unglazed brick.
    b. Corner buildings shall have dark brick on both street facades.
    c. Brick shall be of modular size.

2. Windows
    a. Window opening shall be symmetrically placed to either side of doorway.
    b. Window design shall be true single or double hung.
    c. Window height shall be three times the width.
    d. Window glass shall be clear.
    e. Window frames shall be wood or metal painted in a contrasting color to the brick.
    f. Windows shall have stone, brick, or cast concrete sill.
    g. Ground level windows shall have glass and will be protected by metal bars.

3. Entrance
    a. The entry shall be centered on the primary facade.
    b. Entry shall have a double door and shall be set off by special details.
    c. Windows over the entry will be at the 1/2-story.
    d. Balconies are permitted only at center bay over primary entry.

4. Cornice Line

   The cornice line shall be set off with any of the following design elements: projecting eaves, brick corbeling, or contrasting horizontal banding of precast concrete, stone, etc.

5. Base

   The base of the building between the basement 1/2-story and the first floor shall be defined from the upper stories. This can be done by brick detailing or a contrasting material such as stone, precast concrete, or rock-face block.

C. Side or rear wall

1. Building materials

   a. Dark brick matching the primary facade shall be used in the first bay from the street facade.

   b. Remainder of facade shall be light colored brick.

2. Window fenestration

   a. Windows shall be true double- or single-hung and have a vertical orientation.

   b. Window glass shall be clear.

   c. Window frames shall be painted wood or painted metal.

   d. Ground level windows shall be glass and shall be protected by metal bars.

   e. Balconies are not permitted on side or rear elevations.

3. Cornice line

   The front cornice line shall carry back on side walls one bay.

D. Roof

1. The roof shall be flat with parapet walls.

2. Mechanical equipment shall be set back from parapet and screened from street view.

E. Site

1. No new curb cuts along Stevens Square frontage.

2. Brick gate posts and wrought iron fencing will be permitted where appropriate and shall be encouraged.

3. Chain link, wood picket, or contemporary redwood fencing not allowed.