



HISTORIC REVIEW COMMISSION OF PITTSBURGH

DESIGN GUIDELINES:
ALLEGHENY WEST HISTORIC DISTRICT

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DESIGN GUIDELINES: ALLEGHENY WEST HISTORIC DISTRICT

A. Introduction

1. The following "Guidelines for Rehabilitation" shall be used by the Historic Review Commission of the City of Pittsburgh, (as constituted under City Council under Ordinance #20 of 1979) when determining the appropriateness of applications for exterior alterations in the Allegheny West Historic District.
2. The "Guidelines for Rehabilitation" substantially incorporate the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (revised 1983) as used to determine if rehabilitation projects qualify as "certified rehabilitations" pursuant to the Tax Reform Act of 1976 (Section 36, Code of Federal Regulations, Part 67) and subsequent legislation. The issuance of a Certificate of Appropriateness by the Historic Review Commission, however, does not constitute an approval of a rehabilitation for tax purposes. Prior to beginning a "certified rehabilitation", the appropriate state and federal agencies should be consulted.
3. The guidelines are designed to help individual property owners formulate plans for the preservation, rehabilitation and continued use of historic buildings in the Allegheny West Historic District. The guidelines pertain to buildings of all occupancy and construction types. They apply to permanent and temporary construction on the exterior of historic buildings as well as to new construction in the district. There shall be no demolition of any structure, addition to any structure or alteration of the exterior of any structure in the historic district without Historic Review Commission review.

B. General Guidelines

1. Every reasonable effort shall be made to provide a compatible use for a property, which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.

6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.

9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.

10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

C. Streetscape and Building Site

The Historic Review Commission will review favorably proposals that:

1. Retain the distinctive historic features of the streetscape, including walkways, alleys, building setbacks, lighting, signage, planters, curbing and paving and archaeological features that give the district its distinguishing character.
2. Use lighting, signage, planters, curbing and paving that are compatible with the character of the district in size, scale, material and color.
3. Replace in kind a feature of the streetscape or building site that is too deteriorated to repair using 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.

The Historic Review Commission will not review favorably proposals that:

1. Destroy the relationship between the buildings and their environment by widening existing streets, changing building setbacks, or by introducing inappropriately located streets, alleys, walkways and parking lots.
2. Destroy distinctive streetscape features, including lighting, signage, planters, curbing and paving.
3. Introduce new lighting, signage, planters, curbing and paving that are not in keeping with the historic character of the district.

D. Masonry: Brick, Stone, Terra Cotta, Concrete, Stucco and Mortar

Brick and stone walls should be repaired and retained as is. They can be cleaned by the use of cleaning chemicals; they should not be sand-blasted. There should be no need to seal brick or stone with chemical sealants, unless they are particularly deteriorated, once mortar and other structural repairs are completed. Unpainted brick or stone should be left unpainted, while painted masonry can be cleaned or repainted.

The Historic Review Commission will review favorably proposals that:

1. Identify, retain and preserve 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; joint and unit size, tooling and bonding patterns, coatings and colors also should be preserved.
2. Repair masonry features by patching, piecing-in or consolidating the masonry using recognized preservation methods. Repair also may 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 or sufficient historical documentation for an accurate reconstruction of the original.
3. Design and install a new masonry feature such as a cornice or door surround 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.
4. Clean masonry only when necessary to halt deterioration or remove heavy soiling. Cleaning of masonry should be done with the gentlest means possible, using low pressure water wash (not to exceed 600 psi), sometimes in conjunction with mild detergents, chemical agents and/or natural bristle brushes. Prior to cleaning, tests of the proposed method of cleaning should be performed to insure that the cleaning will not harm the masonry. Tests should be performed over a sufficient period of time to evaluate both the immediate and long-range effects of the cleaning.

5. Patchpoint or repoint masonry only when necessary by carefully removing the existing mortar to a depth 2 1/4 times the width of the joint so as not to cause damage to adjacent masonry surfaces; then, repoint with a mortar that matches the appropriate historical mortar in strength, color and texture. If the original mortar was substandard, care should be taken in its reformulation to insure that the new mixture will not cause damage, through excessive bonding or compressive strength, to the historic masonry units. The original mortar joints should be duplicated in width and tooling.

6. Repaint masonry only when historically appropriate by carefully removing damaged or deteriorated paint only to the next sound layer using the gentlest means possible; and, then repainting using a compatible paint coating in a color that is historically appropriate to the building and the district.

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

8. Apply new or non-historic surface treatments such as water-repellent coatings to masonry only if masonry have failed to arrest water penetration problems.

The Historic Review Commission will not review favorably proposals that:

1. Remove or radically change masonry features which are important in defining the overall historic character of the building; or that remove or rebuild a major portion of a masonry wall that can be repaired.
2. Use substitute materials for masonry that do not convey the visual appearance of the surviving parts of the masonry feature or that are physically or chemically incompatible.
3. Create a false historic appearance because the replaced masonry feature is based on insufficient historical, pictorial and physical documentation; introduce a masonry feature that is incompatible in size, scale, material and color.
4. Clean masonry surfaces when they are not heavily soiled; clean without sufficient testing; use abrasive cleaning methods such as sandblasting or grinding; clean using corrosive chemicals such as acidic products on marbles and limestones; use high pressure water cleaning or steam cleaning; use water or liquid chemical solutions when there is a possibility of freezing temperatures.
5. Remove non-deteriorated mortar from sound joints, then repoint the entire building to achieve a uniform appearance; use power tools to remove existing mortar when it is likely that such action will damage adjacent masonry surfaces; repoint with high portland cement content mortars that could cause damage to historic masonry; replace mortars with synthetic caulking compounds; change the width or joint profile when repointing.

6. Remove historically appropriate paint from masonry; use methods of paint removal that damage masonry surfaces; use paint colors that are historically inappropriate to the building or the district.

7. Paint existing unpainted masonry surfaces (except in certain cases of advanced deterioration).

8. Remove sound historic stucco or repair with stucco that is stronger than the historic material or does not convey the same visual appearance.

9. Apply waterproofing, water-repellents 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 the historic masonry as well as accelerate its deterioration.

E. Wood: Trim and Decorative Elements and Siding

Existing wood siding should be retained and repaired or replaced as needed. Aluminum or vinyl siding (of proper size and shape) could be used on the sides and rear, if they are not very visible -- as they might be on a corner house. Ornamental elements add significantly to the character of a building and should be retained, repaired or replaced to match.

The Historic Review Commission will review favorably proposals that:

1. Identify, retain and preserve wood features that are important in defining the overall historic character of the building such as cornices, brackets, window and doorway trim.

2. Repair 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 when there are surviving prototypes or sufficient documentation for an accurate reconstruction of the original.

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

4. Design and install 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.

5. Cover wood siding that is too deteriorated to repair with vinyl or aluminum siding on a secondary facade that is minimally visible from a public right-of-way.

The Historic Review Commission will not review favorably proposals that:

1. Remove or radically change wood features, which are important in defining the overall character of the building so that, as a result, the character is diminished.

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

3. Remove an entire wood feature that is un-repairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

4. Create a false historic appearance because the replaced wood feature is based on insufficient historical, pictorial and physical documentation; introduces a wood feature that is incompatible in size, scale, material and color.

5. Cover wood siding with vinyl or aluminum siding on a primary facade.

F. Architectural Metals: Cast Iron, Steel, Pressed Metals, Bronze, Copper and Aluminum

Ornamental elements add significantly to the character of a building and should be retained, repaired, or replaced to match.

The Historic Review Commission will review favorably proposals that:

1. Identify, retain and preserve metal features that are important in defining the overall historic character of the building such as columns, capitals, or window hoods.

2. Repair metal features by patching, splicing or otherwise reinforcing the metal 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 when there are surviving prototypes or sufficient documentation for an accurate reconstruction of the original.

3. Replace in kind an entire 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. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

4. Design and install a new 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.

5. Clean soft metals such as bronze, lead, tin, copper, terneplate and zinc with appropriate chemical methods because their finish can easily be damaged with abrasive methods; use 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.

The Historic Review Commission will not review favorably proposals that:

1. Remove or radically change metal features, which are important in defining the overall character of the building so that, as a result, the character is diminished.
2. Replace an entire metal feature such as a column when repair of the metal and limited replacement of the deteriorated or missing parts are appropriate.
3. Remove an entire metal feature that is un-repairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.
4. Create a false historic appearance because the replaced architectural metal feature is based on insufficient historical, pictorial and physical documentation; introduces a metal feature that is incompatible in size, scale, material and color.
5. Use cleaning methods which alter or damage the historic color, texture and finish of the metal, or clean when it is inappropriate for the metal; remove the patina of historic metal; clean soft metals using abrasive methods that damage the surface.

G. Roofs

If a roofing material is unusual and lends a lot of character to the building (such as irregular or patterned slates, clay tiles, or metal), it should be retained, repaired, or replaced to match its appearance. Property owners are encouraged to keep and their slate roofs, since slate is the best roofing material. However, if that is impossible, a standard slate roof could be replaced with a new one of synthetic slates or fiberglass, asphalt shingles, black or dark gray in color.

Built-in gutters on the visible parts of the roof should be retained, not replaced with a hung gutter. Aluminum or vinyl soffit and fascia should be avoided. Downspouts are best painted to match the color of the building. Changes to the shape and slope of a roof should be limited to the less-visible rear sections, which is also where flat skylights could be installed.

The Historic Review Commission will review favorably proposals that:

1. Identify, retain and preserve roofs -- and their functional 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 cresting and

chimneys; and roofing materials such as slate, clay tile and metal, as well as its size, color and patterning.

2. Repair a roof by reinforcing the historic materials, which comprise roof materials. Repair also will 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 or sufficient documentation for an accurate reconstruction of the original.

3. Replace in kind an entire feature of the roof 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 material is not technically or economically feasible, then a compatible substitute material may be considered.

4. Design and construct a new feature such as a chimney or cupola 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.

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

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

The Historic Review Commission will not review favorably proposals that:

1. Remove or radically change the roof or roof features, which are important in defining the overall character of the building so that, as a result, the character is diminished.

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

3. Remove a feature of the roof that is un-repairable and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

4. Create a false historic appearance because the replaced feature is based on insufficient historical, pictorial and physical documentation; introduce a metal feature that is incompatible in size, scale, material and color.

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

6. Radically changes a character defining roof shape or damages or destroys character-defining roofing materials as a result of incompatible design or improper installation.

H. Windows and Doors

Windows:

In general, windows should be repaired or replaced with windows that are the same size, and are made of the same materials, and have the same configuration of glass panes. Wood windows are almost always appropriate. Aluminum or vinyl windows might be appropriate on the sides and rear, if they are not visible (as they might be on a corner house). Double-hung windows should be replaced with new double-hung windows, and window openings should not be made narrower or shorter to fit stock units. If a window has a lot of character -- for instance, if it has multiple panes of glass or stained glass -- it should be retained or replaced to match exactly. Glass block should only be used in basement windows if the windows cannot be seen from the street; it should not be used in other window or door openings.

New windows could be cut into walls if they do not disrupt the character of the building. This means that they can usually be installed only in minimally visible and rear walls.

Double-glazed windows are appropriate as energy-saving elements. However, it may not be possible to obtain double-glazing with true divided light (multi-paned) windows. Storm windows can therefore be added, either on the outside or the inside, to help insulate existing windows and new multi-paned ones. A storm window should correspond in size, shape, major divisions and color with the window it covers. Shutters could be installed, if proper to the style of the building, and they should be operable or mounted to look as if they were operable (with all hardware). Simple iron burglar bars can be installed over the lower sashes of first-floor windows and over basement windows.

Doors:

Paneled wood doors are appropriate for residential buildings, although the size, shape, and arrangement of the panels changes according to the architectural style of each building. Steel doors might be used in minimally visible side and rear walls. Storm doors that are mostly glass can be used in appropriate colors.

The Historic Review Commission will review favorably proposals that:

1. Retain historic window and door openings and infill, including window sash, glass, lintels, sills, architraves, shutters, doors, pediments, hoods, steps and all hardware. Owners of buildings whose windows and doors have been altered in the past are

encouraged to restore these elements to their original appearance based on site evidence and appropriate historic research.

2. Repair window and door elements by patching, splicing, consolidating or otherwise reinforcing the historic materials. Such repair also can 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 or sufficient documentation for an accurate reconstruction of the original.

3. Replace in kind an entire window or door 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 material is not technically or economically feasible, then a compatible substitute material may be considered.

a. Replacement windows on the side or rear facades, when minimally visible from the street, may be wood, vinyl clad wood, vinyl or aluminum which fit the original opening without alteration. Replacement doors on the side or rear facade, when minimally visible from a street, may be wood or panelled steel.

4. Design and construct a new door or window 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.

5. Design and install additional windows or doors on elevations of limited historic interest. New openings also may be cut into an exposed party wall. Their design should be compatible with the overall design of the building but not duplicate the arrangement and detailing of the historic openings.

6. Provide a setback in the design of dropped ceilings when they are required to allow for the full height of the window openings.

7. Introduce exterior storm windows, which do not alter the basic shape of the opening. All meeting rails and mullions must align with the original sash and should be painted to match the window frame color.

8. Introduce operable window shutters.

9. Introduce wrought iron security bars with vertical pickets which cover only the lower sash of the first floor windows or the full height of basement windows.

The Historic Review Commission will not review favorably proposals that:

1. Remove or alter windows and doors that are important in defining the historic character of the building so that, as a result, the character is diminished; this includes the use of inappropriate glazing, reconfiguration of mullions and covering historic trim with metal or other material. Exterior storm windows are permitted if they do not alter the basic shape of the opening. All meeting rails and mullions must align with the original sash and they should be painted to match the historic window color.

2. Replace entire windows or doors when repair of materials and limited replacement of deteriorated or missing parts is appropriate.

3. Remove a character-defining window or door that is un-repairable and block it in; or replacing it with a new window or door that does not convey the same appearance as the historic window or door.

4. Create a false historic appearance because the replaced window or door is based on insufficient historical, pictorial and physical documentation; introduce a window or door that is incompatible in size, scale, material and color.

5. Introduce a new window or door design that is incompatible with the historic character of the building, including the use of a solid, non-commercial door in storefronts or other commercial spaces.

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

7. Introduce mill finish aluminum storm windows or storm doors or metal awnings.

8. Replace clear-glazed areas with block glass, on a primary facade.

9. Introduce vinyl or aluminum windows, snap-in grids or a steel door on the primary facade.

I. Entrances and Porches

Porches are a very important element of the building and should be retained and repaired. The enclosure of a porch might be acceptable if the porch was located on the side or rear of a building and if the enclosure retains some of the character of the porch.

The Historic Review Commission will review favorably proposals that:

1. Retain entrances and their functional and decorative features that are important in defining the overall historic character of the building such as doors, transoms, fanlights, sidelights, pilaster, entablatures, columns, balustrades and stairs.
2. Repair entrances and porches by patching, splicing, consolidating or otherwise reinforcing the historic materials. Such repair also can 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.
3. Replace 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.

The Historic Review Commission will not favorably review proposals that:

1. Remove or radically change entrances and porches, which are important in defining the overall historic character of the building so that, as a result, the character is diminished.
2. Cut new entrances on a primary facade.
3. Replace an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.
4. Remove an entrance or porch that is un-repairable and not replace it with a new entrance or porch that does not convey the same visual appearance.

J. Storefronts

Storefronts in historic buildings should be designed in a traditional manner, with large display windows and signs set on designed signboards. Storefronts should be relatively undecorated, and should avoid the use of too many or inappropriate materials.

The Historic Review Commission will review favorably proposals that:

1. Retain historic storefronts including window trim, glass, lintels, sills, architraves, shutters, cornices, pediments, hoods, steps and all hardware. Owners of buildings whose storefronts have been altered in the past are encouraged to restore these elements to their original appearance based on site evidence and appropriate historic research.
2. Repair storefront elements by patching, splicing, consolidating or otherwise reinforcing the historic materials. Such repair also can 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 or sufficient documentation for an accurate reconstruction of the original.
3. Replace in kind an entire storefront element 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 material is not technically or economically feasible, then a compatible substitute material may be considered.
4. Design and construct a new storefront 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.

The Historic Review Commission will not review favorably proposals that:

1. Remove or radically change storefront features, which are important in defining the overall character of the building so that, as a result, the character is diminished.
2. Replace storefront elements when repair and limited replacement of the deteriorated or missing parts are appropriate.
3. Remove an entire storefront element that is un-repairable and not replacing it; or replacing it with a new element that does not convey the same visual appearance.
4. Create a false historic appearance because the replaced storefront is based on insufficient historical, pictorial and physical documentation, or uses false historic elements such as half-timbering, pent roofs, or shingles.
5. Introduce a storefront that is incompatible in size, scale (including one that does not fill the structural frame at the first floor), color, and material (including one that uses reflective glass, flat metal panels, aluminum siding, vinyl siding, synthetic stucco, plywood siding, or structural concrete block).
6. Alter the commercial character of the storefront by substantially reducing the area of glass in the storefront.

K. Signage

Signs should be designed as an integral part of the design of the building, and should not cover up or distract from the architectural character of the building. Many kinds of signs can be appropriate: painted, individual raised letters, and neon. Internally illuminated box signs are not appropriate in historic areas.

The Historic Review Commission will review favorably proposals that:

1. Employ signage that does not obscure architectural features or that does not compete visually with the historic character of the building.
2. Design signage that attaches to historic materials in a manner that causes no irreversible damage to that material.
3. Allow for wall signs with a maximum area of one hundred (100) square feet. Wall signs should be installed below the sills of the second-story windows. Wall signs should be painted on wood, metal, or opaque plastic backboards; be composed of individually-applied letters or individually-illuminated channel letters; or be neon signs, back-lit (silhouetted) signs, or signs illuminated by small shielded spotlights.
4. Allow for signs that move, flash, or are intermittently illuminated. All such proposals shall be reviewed on a case-by-case basis, in order to determine the appropriateness of such signs to the individual building and to the district.
5. Allow for one window sign per floor that is a maximum of 20% of the glazed area of the storefront windows in area, or a maximum of 50% of the glazed area of the upper-floor windows in area.
6. Allow for one awning sign, with lettering a maximum of eight (8) inches in height.
7. Allow for one wall sign on a blank sidewall of a building, with a maximum area of one hundred (100) square feet, and a maximum height of thirty (30) feet above grade.
8. In the case of corner properties with two street frontages, allow the frontage on each street to be computed and employed separately for the determination of the sign area.
9. Allow for the suspension of the above guidelines on a case by case basis for the use of properly documented historic sign types that can be shown to have been used in the district during its period of historical significance.

The Historic Review Commission will not review favorably proposals that:

1. Incorporate signage that obscures architectural detail or visually competes with the architectural character of the building. Internally illuminated box signs are not permitted,

except in instances where the face of the sign is opaque and only the individual letters and logos that "push" through the face are illuminated. Signs are not permitted to be located on the roof of the building; nor should the supports for any sign extend above the cornice of the building. Computer-generated message boards are not permitted.

2. Signage whose attachment to the building requires irreversible anchorage into historic materials.

L. Awnings

Awnings may be installed at door and window openings - flat-topped if the opening is square, rounded if the opening is arched. The most appropriate shape is a simple triangular sloped awning.

The Historic Review Commission will review favorably proposals that:

1. Design awnings that are made of canvas or canvas-like material and whose attachments cause no irreversible damage to historic materials. Awnings should be located so as not to obscure historic detail.
2. Incorporate signage into the awning that measures no greater than eight inches in height.
3. Incorporate awnings on the upper stories; however, they must be applied over all of the upper floor windows.
4. Allow for the suspension of the above guidelines on a case-by-case basis for the use of properly documented historic awning types that can be shown to have been used in the district during its period of historic significance.

The Historic Review Commission will not review favorably proposals that:

1. Specify metal awnings, arched awnings (unless the window or door opening has an arched head), awnings that are curved in section, or awnings that have soffits or internal illumination.
2. Incorporate signage in the sloping surface of the awning.
3. Specify the installation of canopies across the sidewalks.

M. Color and Exterior Features

The Historic Review Commission will review favorably proposals that:

1. Retain coatings such as paint that help protect exterior materials from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and repainting will follow shortly.
2. Use with care electric hot-air guns and electric heat plates, supplemented by chemical strippers, for removal of highly deteriorated paints that require total removal. Otherwise surfaces should be hand scraped and feather sanded to the next sound layer.
3. Apply compatible paint coating systems following proper surface preparation.
4. Repaint with colors that are appropriate to the period of historic significance of the building and district. Color selection should be based on historic paint analysis of the original layers of paint or appropriate historic research.

The Historic Review Commission will not review favorably proposals that:

1. Strip paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.
2. Use destructive paint removal methods such as propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage historic materials.
3. Fail to follow manufacturers' product and application instructions when repainting exterior materials.
4. Use new colors that are inappropriate to the historic building or district.

N. Mechanical Services: Heating, Air Conditioning, Electrical, Plumbing, and Fire Protection

The Historic Review Commission will review favorably proposals that:

1. Install mechanical equipment in areas and spaces that require the least amount of alteration to the historic materials, plan and elevations of the building.
2. Install roof-mounted mechanical equipment, such as air conditioners, that are inconspicuous as not to be visible from the public right-of-way.
3. Install vertical runs of ducts, pipes and cables in closets, service rooms and wall cavities where they will not be visible on the exterior elevations.
4. Avoid cutting holes in important architectural features, such as cornices, decorative ceilings and paneling.

The Historic Review Commission will not review favorably proposals that:

1. Install mechanical equipment, which radically changes the appearance of the historic building or destroys windows by installing heating/air-conditioning units in historic window frames.
2. Install roof mounted mechanical equipment, which is conspicuous from the public right-of-way.
3. Install vertical runs of ducts, pipes and cables on the exterior of the building.
4. Install mechanical equipment, which requires the destruction of historical fabric.

O. Security Screens

The Historic Review Commission will review favorably proposals that:

1. Use security gates inside the storefront windows.
2. Paint security gates to be as inconspicuous as possible.

The Historic Review Commission will not review favorably proposals that:

1. Locate security gates on the exterior of the storefront.

P. Illumination

The Historic Review Commission will review favorably proposals that:

1. Mount exterior illumination in an inconspicuous and non-destructive manner.

The Historic Review Commission will not review favorably proposals that:

1. Design lighting that requires destructive methods of anchorage in historical materials or lighting that obscures historic detailing.

Q. Safety and Code Requirements

The Historic Review Commission will review favorably proposals that:

1. Comply with code requirements in such a manner that the historic character of the building is preserved intact.
2. Install adequate fire prevention equipment in a manner that does minimal damage to the appearance and fabric of the property.
3. Provide access for the handicapped without damaging the historical character of the property.

4. Add required stairways and elevators that do not alter important architectural features and spaces of the building.

R. New Construction

The Historic Review Commission will review all plans for new construction to ensure that new buildings or additions are visually compatible with their surroundings. The Commission will take the following criteria into account when it makes its review:

1. The established architectural character of the area;
2. Building height;
3. Building proportions (height to width);
4. Building setbacks;
5. Materials;
6. Colors;
7. Proportions of openings (windows and doors);
8. Rhythm of solid wall to openings;
9. Roof shapes, styles and materials;
10. Landscaping (in general);
11. Architectural detail;
12. Rhythm of building spacing on the street;
13. Rhythm of porch/entrance projections; and
14. Vertical or horizontal character of the facade.

The Historic Review Commission will review favorably proposals that:

1. Design an exterior addition to an historic building or adjacent infill construction that is compatible with the historic character of the site, and which takes into account the size, proportions, facade composition, rhythm and proportions of openings, materials, and colors of neighboring buildings.

2. Locate additions on secondary facades so that the character defining elements are not obscured or destroyed.

3. Incorporate new on-site parking, loading docks or ramps when required that are as unobtrusive as possible and assure the preservation of the character-defining features of the site.

4. Remove non-significant buildings, additions, or site features that detract from the historic character of the district.

The Historic Review Commission will not favorably review proposals that:

1. Introduce new construction into the district that is visually incompatible in terms of size, scale, design, materials, color and texture or that destroys historic relationships on the site.

2. Place parking and loading facilities in a location that could result in damage to historic sites, buildings, or landscape features.

3. Removes an historic building in a complex, a significant historic addition, or a site feature that is important in defining the historic character of a site.

S. Demolition

The Historic Review Commission will review all demolition applications on a case-by-case basis, and will take the following criteria into account in its review:

1. the historical and architectural significance of the building;
2. the importance of the building in the context of the surrounding streetscape;
3. the structural condition of the building;
4. the feasibility of reusing the building; and
5. the plans for any new structures that would replace the building on its site.

T. Criteria for Review of Aluminum Replacement Windows

1. In reviewing an application for the installation of aluminum replacement windows, the Historic Review Commission is primarily concerned that the aluminum windows be a visual match for the original windows. To help ensure that, the Commission reviews the following criteria:

- a. the economic or technical feasibility of replacing the windows in kind;

- b. identical arrangement and shape of the window sashes and muntins;
- c. identical sidelines (widths of window elements and expanse of glass);
- d. sash detailing (including beveled recreations of the window putty, at sash and muntins);
- e. custom panning, to match the original window framing in profile;
- f. custom color(s);
- g. clear, unwarped glazing (yielding unwarped reflections).

2. The Commission requires the submission of drawings that show, in detail, the existing profiles of the window sash and frame and the profiles of the proposed aluminum sash and panning. After its approval is given, the Commission requires the submission of a sample of the panning and sash to its staff for final review before a Certificate of Appropriateness will be issued.

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