

WARREN COUNTY, NORTH CAROLINA

HISTORIC PRESERVATION

DESIGN GUIDELINES

References and Resources: Warren County, State of North Carolina Historic Preservation Office, Preservation NC, Historic Preservation Listserve (North Carolina Counties), NC-APA Listserve, NCAZO Listserve, Town of Warrenton-NC, Chowan County-NC, City of Statesville-NC, - Town of Edenton-NC, City of Hickory-NC, Town of Apex-NC



INTRODUCTION

Warren County's historic buildings, properties, neighborhoods and communities are among the County's most valued and important assets. Historic District Overlay Zoning (*WHEN ZONING IS ADOPTED IN THE COUNTY*) helps to preserve these buildings, properties, neighborhoods and communities by managing changes to buildings. This section explains the design guidelines Warren County uses to how promote and enhance preservation of its historic resources.

In a historic district (*DESIGNATED COMMUNITY?*), certain exterior work, from "do it yourself" home repairs to major construction, must be approved in advance to preserve the communities' historic character. Approval is in the form of a Certificate of Appropriateness issued by the Warren County Historic Preservation Commission (HPC) or the Warren County Planning/Zoning and Code Enforcement Department Staff (to insure proposed changes are consistent with the guidelines as outline din this ordinance).

This section illustrates recommended methods and techniques for work on historic buildings and properties, with examples of sketches and drawings. In addition practical information is provided for the for the property owner to help in planning home improvements that will preserve the historic character of the property.

The Commission has adopted as its guidelines the "Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings" (*LOCAL ACTION BY THE HPC NEEDED?*) as they apply to the exterior portions of Historic Properties and Districts. In addition the Design Guidelines contained in this ordinance are tailored to reflect the special character and particular needs of Warren County's Historic buildings, properties, neighborhoods and communities

APPLYING FOR A CERTIFICATE OF APPROPRIATENESS (COA)

When considering work to one's house or property, the property owner should first contact the Planning/Zoning and Code Enforcement Department at 252-257-7027 to see if a COA is needed. Approvals for exterior work are classified under these categories.

- ◆ *Ordinary Maintenance and Repair*, which includes repair and some replacement of exterior features and materials that do not change the original design, does not require a COA.
- ◆ *Minor Work*, which includes construction of parking lots and minor additions to a historic structure, requires a COA to be issued by Planning/Zoning and Code Enforcement Department staff with little delay. The staff may not deny you application; buy may forward this COA application to the Historic Preservation Commission for further review.
- ◆ *Major Work*, which includes construction, demolition or any substantial change to a historic structure, requires a COA issued after design review by the Historic Preservation Commission. A Certificate of Appropriateness is required before a Zoning Permit (if applicable), Development Permit (if applicable) or Building Permit can be issued.

Application forms and copies of the Guidelines may be picked up in the Planning/Zoning and Code Enforcement Department or mailed upon request. Please attach a detailed written description of the project which specifies the types of materials to be used to your COA application. Proposed structural alterations or additions will require elevation drawings. A site plan may be required to show the location of existing and proposed property improvements if a zoning permit is necessary.

GUIDELINES

The following sections of the Design Guidelines recommend methods for cleaning, repairs, replacement and construction for historic district and local landmark property owners. The recommended methods, illustrations and examples are based on the Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings, but have been modified to meet the requirements of Warren County. The Historic Preservation Commission does have the right to make further modifications, to be applied in a reasonable manner, based on economic or technical feasibility of a particular situation.

For a historic property to be eligible for tax credits it must meet the full requirements of the Secretary of the Interior's Standards for Rehabilitation, this section is based on the Secretary of the Interior's Standards for rehabilitation as they provide the framework for Warren County's Design Guidelines:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest mean possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

DETERMINING INCONGRUITY - FACTORS

An element is incongruous with the special character of the district if it is significantly different from what is found on similar buildings in the vicinity or throughout the district (**COMMUNITY**). The standard in North Carolina is that a Historic Preservation Commission shall make no requirements except to prevent work that is obviously incongruous or out of character with the district (**COMMUNITY**) as a whole or the landmark:

1. Height
2. Setback and placement (lot coverage, yards, orientation, positioning of the building, spacing).
3. Materials (wood, aluminum, vinyl, brick, stone, combination - surface textures; rough, smooth, reflective, non-reflective - patterns; regular, irregular, obvious and highly visible, subtle, random, repetitive)
4. Architectural detailing (simple, complex, traditional, vernacular, high-style - window and door surrounds; simple, unadorned, complex, elaborate -decorative details, lintels, cornices, brick bond, foundation materials).
5. Roof shapes, forms, materials (shape, forms; shed, gable, gambrel, hip, mansard, flat, high pitch, moderate pitch, low pitch - features; cupolas, chimneys, dormers, turrets, gutters, vents, cornices, brackets -equipment; skylights, solar panels, HVAC, antennas - materials; wood shingle, asphalt shingle, clay tile, slate, rolled, galvanized metal, tin)
6. Fenestration (window and door openings) proportions, shapes, position and location, pattern (proportions, shapes; horizontal, vertical, rectangular, square, arched, round, regular, irregular - position and location; comparable, different from similar buildings in the district- pattern; style, materials, form, regular, orderly, complex, simple, random)
7. General form and proportions of buildings and structures (form proportion; stories, essentially horizontal, essentially vertical - shape or plan; rectangular, square, irregular, with offsets, without offsets, porches)
8. Appurtenant features and fixtures: Lighting, walls, fences (lighting fixtures and features; pathway, entrance, garage, landscape, spot, security, location, materials, wiring, location, arming, shielding -walls and fences; materials, length, height, character, overall appearance, placement)

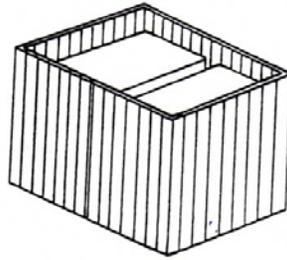
SECTION ONE –COMMUNITY AND NEIGHBORHOOD

An improved environment includes any gardens, parks, parking lots, or any other proposed outside improvements, such as planted vegetation, public street furniture, sidewalks, signage, or any other appurtenant features. Trees and other landscaping features are important to the overall character of the community. These features are those which define, service, or surround the site of the building or streetscape and should be given the same considerations as the structure or area itself. Warren County and the utility companies should take extra care when pruning the trees to protect utility lines, sidewalks, etc. The features can enhance and add a finishing touch to a project. Neglecting appurtenant features may result in a reduction of the entire community's quality (the community's character is the product of these elements). Proper care and maintenance should be provided to landscape areas. Additionally, strategic “gateways” or entrances should be identified and landscaped in a manner which symbolizes the districts.

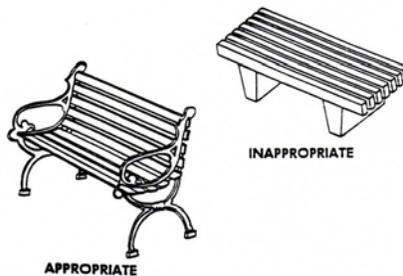
Landscape Features

1. It is recommended that mature trees and other landscape features, such as sloping terrains, remain intact and undisturbed whenever possible.
2. When older vegetation requires replacement, size of the new materials in relation to the immediately surrounding environment should be considered. New plant materials should be congruous with the character of the neighborhood.
3. Retain planting strips between sidewalk and street. Consider placement and type of trees to avoid damage to sidewalks, curbs, retaining walls, foundations, etc.

Trash Containers, Dumpsters: It is recommended that trash containers and dumpsters be screened from public view.

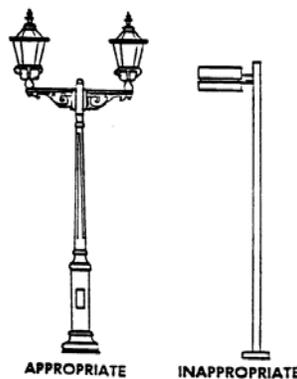


Public Street Furniture: It is recommended that benches, trash receptacles, fountains, or the like be designed to enhance and blend with the surroundings.



Lighting

1. Low level lighting should be located at the public/private edge for pedestrian safety.
2. Retain original lighting fixtures whenever possible.
3. Lighting fixtures should be compatible in style, size, scale, and material with the character of the structure and neighborhood.
4. Along public streets in the historic districts, the Commission encourages the installation of decorative lighting fixtures of pedestrian scale, uniform spacing and with underground wiring.
5. Detached lighting fixtures should be hidden from view as much as possible unless they are intended to be decorative elements appropriate to the architectural style.

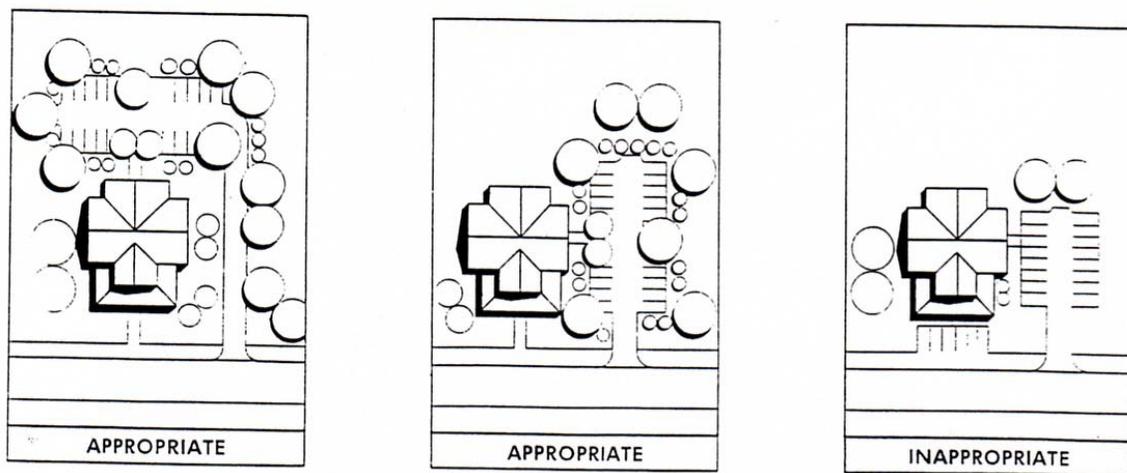


Mailboxes: Placement of new mailboxes at curbside or in locations other than the front wall or porch of a property is not permitted in the historic districts.

SECTION TWO – BUILDING SITE

The landscape surrounding a historic building and contained within an individual parcel of land is considered the building site. The site, including its associated features, contributes to the overall character of the historic property. As a result, the relationship between the buildings and landscape features within the site's boundaries should be considered in the overall planning for rehabilitation project work.

The building site may be significant in its own right, or derive its significance simply from its association with the historic structure. The level of significance, association, integrity, and condition of the building site may influence the degree to which the existing landscape features should be retained during the rehabilitation project. In an industrial property, the site may be defined simply as the relationship between buildings or between the ground plane and open space and its associated buildings. Designed historic landscapes significant in the field of landscape architecture require a more detailed analysis of their character defining features which may include lawns, hedges, walks, drives, fences, walls, terraces, water features, topography (grading) and furnishings. Vegetation is an important feature in landscapes; this material, including both native species and cultivated plants, creates an appearance that is constantly changing, both seasonally and annually. Since most plant material is adapted to specific environment, the character of landscapes varies dramatically in different climates, elevations and regions.



Parking areas should be placed behind buildings or to the side and screened from view.

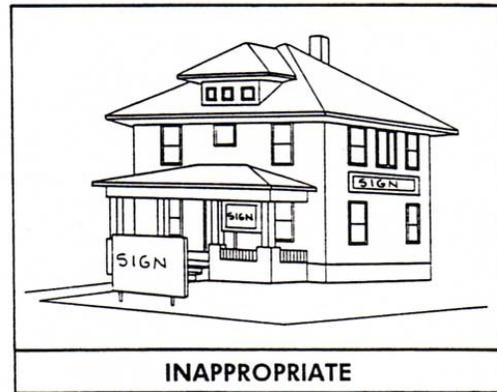
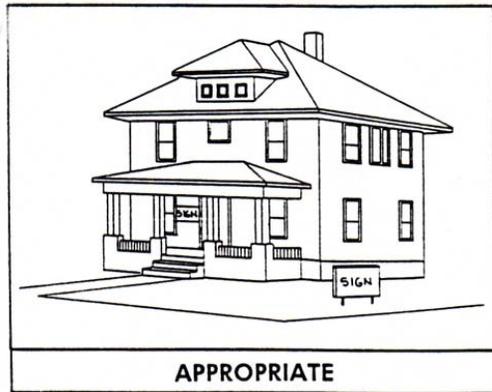
Outdoor Advertising Signs: Outdoor advertising signs are an important visual element at designated landmarks and in historic districts, and should be in harmony with the structure, site and neighborhood. While the City's sign ordinance is tailored for today's auto-oriented businesses, the buildings in the historic districts and the designated landmarks were built when walking was the prominent form of travel. The following guidelines seek to satisfy the legitimate needs of commerce without visual clutter, obstruction of public views, or obscuring architectural details of historic buildings. Signs on historic properties must conform to the codes and ordinances of Warren County.

Guidelines

1. At locations where more than one business is located, signs should be of uniform design and not more than one freestanding sign and one wall sign will be deemed appropriate.
2. For historical residential buildings a freestanding sign should not exceed 12 square feet in area or 6 feet in height. For historical institutional buildings, a freestanding sign should not exceed 32 square feet in area or 6 feet in height. For historic commercial buildings, a freestanding sign should not exceed 48 square feet in area or 8 feet in height.
3. Signs should only be illuminated by screened ground-level spotlights. Backlit signs and internally-illuminated signs are discouraged.
4. In general, a sign should fit the architecture. This means that a sign can vary in type, but should not obstruct elements that define the design of the building.
5. Wood and metal are preferred materials. Plastic signs which are sturdy and of high quality materials may be used.
6. Flush mounted flat signs are recommended. Major architectural details or ornamental features should not be interrupted or covered.

Definitions

Sign Area – The surface area of a sign shall be computed as including the entire area within a parallelogram, triangle, circle, semi-circle or other regular geometric figure, including all of the elements of the display, but not including any blank masking border, (a plain strip, bearing no advertising matter around the edge of a sign), frames, display of identification or licensing officially required by any governmental body, or structural elements outside the sign surface and bearing no advertising matter. The width of the masking border or sign frame structure shall not extend beyond the maximum surface area more than six (6) inches.



Free Standing signs of limited size are recommended. If signs must be placed on buildings, a small panel at the entrance is recommended.

Driveways

1. Single-land driveways (12 ft. in width) are preferred in the front yard along a side property line. If a wider driveway is desired, it should be provided at the rear of the lot. Planting strips should be left between driveways and adjacent property lines.
2. It is recommended that driveways not be construction or extended in front of a present or former residential structure (between the structure and the public right-of-way).
3. Driveways should be designed to minimize changes to existing historical materials and features, such as retaining walls, walkways, and major landscaping. Avoid paving in the drip line area under large evergreens and paving more than 20% of the drip line area under large deciduous trees.

Swimming Pools

1. Pools are modern amenities which should be screened from public right-of-way by vegetation or appropriate fencing to reduce the intrusive effect on the character of the neighborhood.
2. Pools should be located only in the rear yard. On corner lots, pools should be located in the portion of the rear yard farthest from the street.
3. Fencing for screening or pool safety should be in compliance with the guidelines for fences and walls.
4. Pools should be designed to minimize the impact on the existing environment, including mature trees.

Walks and Pathways

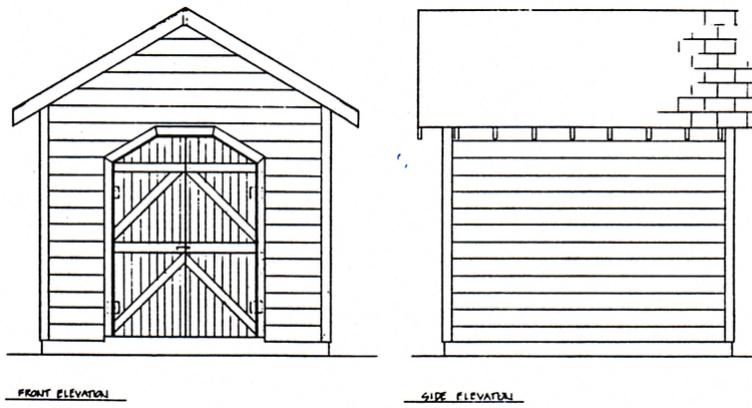
1. Maintain walks and pathways in their original state as closely as possible. Widths and materials should harmonize with the community and neighborhood.
2. Maintain sidewalks in such a manner as not to disturb vegetation.
3. Pathways and walkways giving access to buildings should be serviceable and relate to building in scale, width, placement and material.
4. Preserve details, such as original granite curbstones, brick pavers, rock, etc.

Parking Lots

1. Parking lots were historically in the rear yards of buildings. They should be designed to minimize their impact on the existing environment and be placed behind buildings if possible or to the side and screened or partially screened from view.
2. Areas for circulation and parking should be clearly defined. Edges within these areas should be clearly defined using appropriate markings and materials.
3. Landscaping should be used to visually reduce the impact of off-street parking lots. Large expanses of paving should be broken up into smaller components with interior planting areas.
4. When new parking lots are being developed, existing vegetation such as mature trees, should be retained and incorporated into the landscape plan.

NOTE: Historic Commercial and Institutional Properties may apply for a waiver of the parking requirements. For more information please contact the Warren County Planning/Zoning and Code Enforcement Department.

Garages and Accessory Buildings The garage apparently evolved from carriage barns which were modified to store an automobile as well as a carriage. The earliest true garages were simple frame structures with no floor, which could accommodate a single automobile and little else. Gradually they became more substantial structures and sometimes provided living quarters for servants. They could be distinctive, often matching the architecture of the house. A surprising number of original garages and even a few carriage barns survive in the historic districts and provide models for new garages.



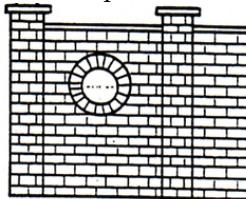
Plans for a new storage building based on design features.

Guidelines for Garages and Accessory Buildings

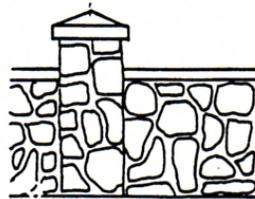
1. Historically significant outbuildings (storage buildings, garages, carports, greenhouses, gazebos, sheds), especially those noted in the National Register of Historic Places Inventory, should be preserved and treated as historic structures.
2. Garages and outbuildings should generally follow the guidelines for Architectural Design Elements.
3. Garages and outbuildings should be freestanding structures unattached and sited to the rear of main buildings.
4. It is recommended that metal utility sheds, metal carports, and metal garages be located in the rear yard and screened from public view.

Fences and Walls

1. The use of materials similar to that which were originally used in the district, such as brick, stone, cast iron, or wood is recommended.
2. Size, height, scale, material, color and location need to be considered when creating a new fenced or walled area. Avoid any new fence which would not contribute to the character of the district, such as split rail fencing.
3. Chain link fencing should be confined to the rear and screened from view.
4. Fences and walls cannot exceed 4 feet in height in the front yard, 6 feet in height in the side yards and 8 feet in height in the rear yard.
5. Good construction methods should be used when constructing or repairing fences so they won't sag, lean, or fall down.
6. It is recommended that fences be designed so that there are not long unbroken expanses of wood or brick.



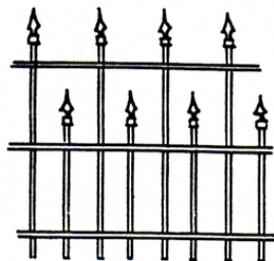
Brick



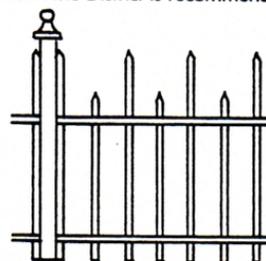
Stone

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Materials similar to that which was originally used in the District is recommended.



Cast Iron



Wood

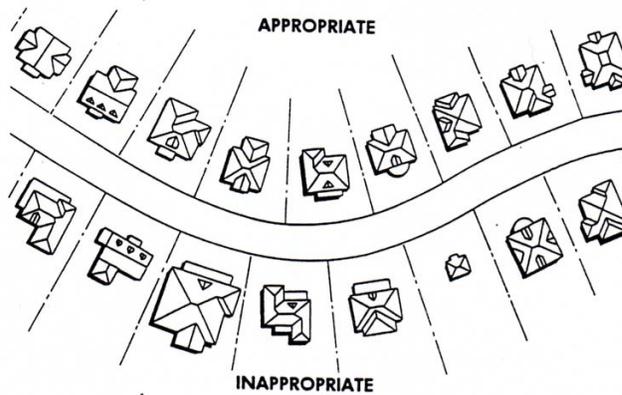
SECTION THREE – CONSTRUCTION

Construction may be contemporary and current in style while at the same time blending in comfortably with the character of the district. There is no requirement that a new structure attempt to duplicate any of the existing historical styles in the neighborhood. An exception to this might be a structure built in close association with an existing structure or structures, such as an outbuilding located on the same lot where a contemporary design would detract from the architectural unity. Construction is required to be complementary to the surrounding structures.

Guidelines

1. Lot Coverage

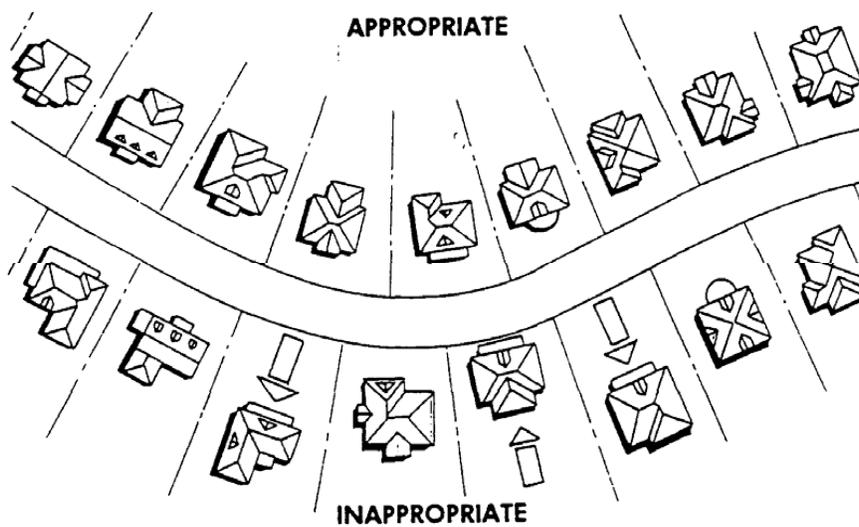
- a. Construction within should have lot coverage similar to that of existing and/or surrounding buildings in the community.



Lot coverage for structures should be similar to that of existing buildings.

2. Setback

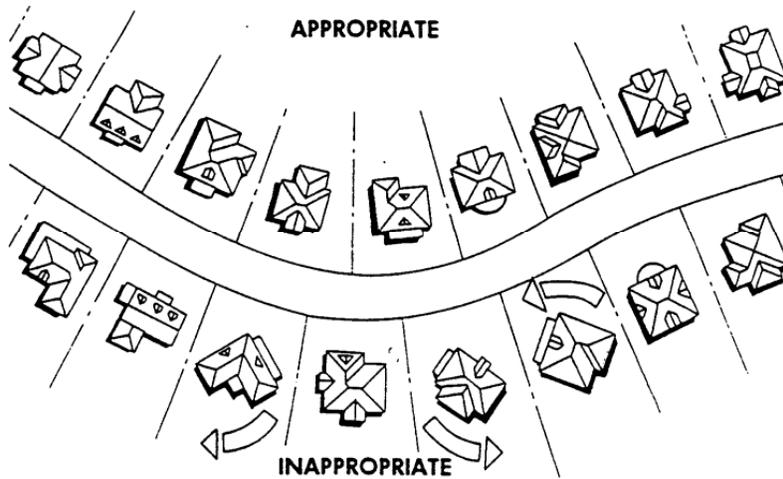
- a. Setback should be uniform and establish a feeling of order and coherence.
- b. New structures should have setbacks consistent with existing buildings on their block.
- c. Side yards should also be similar in size to yards of neighboring buildings.



Structures should have setbacks consistent with existing buildings.

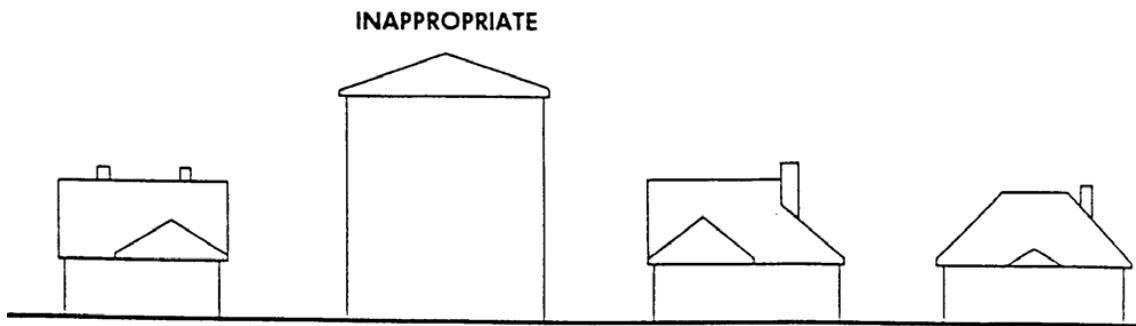
3. Spacing of Structures - Spacing should conform to the spacing of existing structures within their block.

4. Orientation - New structures should face the same directions as existing structures within their block.



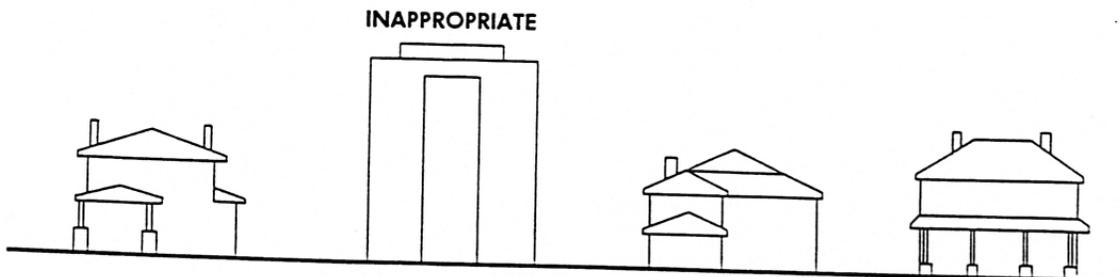
Structures should face the same direction as existing buildings.

5. Building Height - Height should be consistent with the existing buildings on their block.



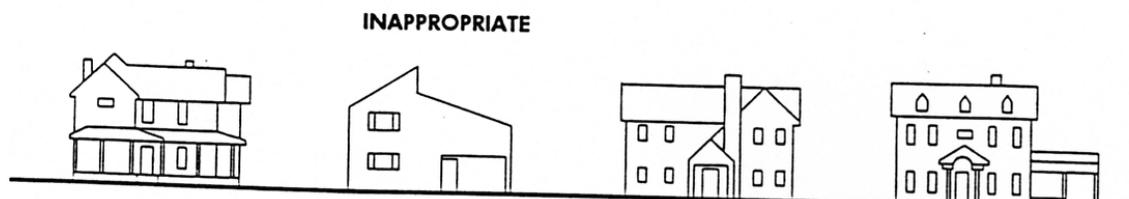
Height should be consistent with existing buildings.

6. Scale - Scale of elements of the construction should be compatible with existing and/or surrounding structures within the neighborhood.



Scale of elements of the construction should be compatible with existing buildings.

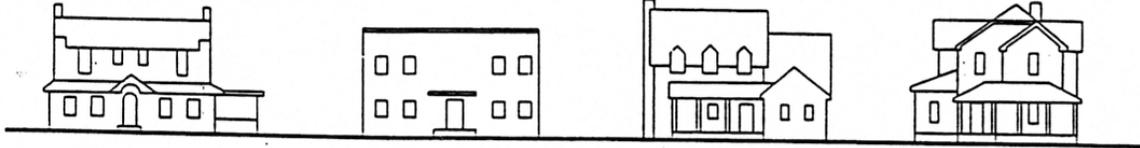
7. Basic Shape and Form - Construction should be compatible in basic shape and form with existing and/or surrounding structures within the district.



Construction should be compatible in basic shape and form with existing buildings.

8. Roof Types
 - a. Roof form and pitch for construction should conform to that of existing structures on the block.

- b. Roofing materials should be compatible with those of existing structures.



Roof type and pitch for construction should conform to that of existing buildings.

9. Exterior Architectural Components - Architectural design components of the exterior are such things as cornices, lintels, foundation materials, and chimneys. These design components provide a sense of unity and cohesion within the district. Architectural components must be compatible with the new building, as well as surrounding structures.

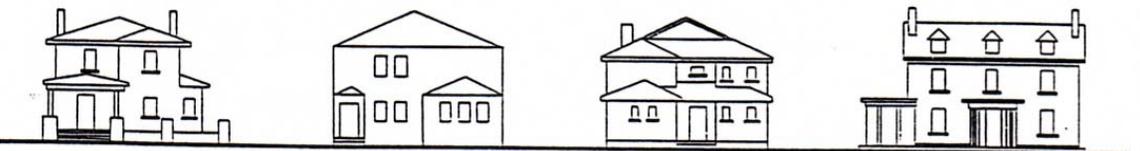
INAPPROPRIATE



Building materials for construction should be compatible with surrounding structures.

10. Exterior Building Materials and Surface Textures - Within Warren County the most prevalent building materials used are wood siding, brick, stone and stucco. Building materials, such as artificial brick or stone, artificial siding, oversized brick, exposed and/or painted concrete blocks or cinder blocks, and plate glass walls are not recommended for construction as pertains to historic buildings. Building materials and surface textures should be compatible with those of surrounding structures.

INAPPROPRIATE



Architectural components of construction should be compatible with surrounding structures

Definitions

- a. **Lot Coverage:** measure of density of developed land along each block front and for each lot.
- b. **Setback:** is the distance from the edge of the right-of-way to the building front. A strong and continuous streetscape is achieved by a uniform setback pattern.
- c. **Building Height:** is the vertical distance measured from the average elevation of the finished grade to the topmost section of the roof.
- d. **Spacing:** is the distance between adjacent buildings. A regular pattern of spacing adds strength and continuity to the streetscape.
- e. **Orientation:** is the position and placement of a structure on a lot in relationship to the street.
- f. **Scale:** is the size of unit's construction and architectural details in relation to one another and to size of humans. Scale is determined by the relationship of a building mass to open space.

SECTION FOUR – ARCHITURAL MASONRY

Brick is one of the most frequently occurring masonry building materials found in the Warren County. Other types of masonry materials are present throughout the District, but with fewer examples. Older brick walls have certain characteristics which should be preserved and enhanced. With age, a brick wall develops a patina, which is a definite maintenance advantage over wood siding.

Brick is laid in a pattern known as bond, a method of laying brick with headers and stretchers exposed at the face of the wall. Bond previously served the purpose of providing stability of brick construction, yet today, it has become more of an aesthetic consideration through its patten of order and repetition.

The repointing of mortar joints involves the removal of old mortar to replace with new mortar. Repointing is necessary when moisture problems are evident or when there is sufficient mortar missing to cause water to stand in the mortar joints. Mortar composed of a high Portland cement content is not recommended for repointing. This will often create a mortar that is stronger than the existing masonry. This is a potential source of deterioration as the new mortar will bond too strongly to the existing masonry. To avoid giving the building a strange, unnatural appearance, colored sands or mineral pigmented mortar mixtures can be used to help match new mortar to original mortar. Organic or chemical pigments are not recommended since they may fade.

Brick surfaces may have been painted or white-washed for practical or aesthetic reasons. Indiscriminate paint removal may subject the building to harmful damage and may give the surface an unauthentic appearance. Additionally, cement coatings applied to brick foundations or other masonry eventually break loose, usually removing the protective brick face in the process. These coatings also hide in the texture and detail of chimney and foundation brick.

Cleaning brick should only be undertaken to stop deterioration, not as a result of the effects of weathering. The use of low pressure water and soft natural brushes are recommended. Chemical cleaners are only to be used after a spot test has demonstrated that the chemicals will not have an adverse reaction with the masonry.

Sandblasting and waterblasting erode the protective skin form the surface and leave the core of the material open to moisture penetration.

Waterproof and water repellent coatings are generally unnecessary, expensive, and can accelerate deterioration.

Deteriorated brick should be repointed duplicating existing bond, brick size, color, and width of joint.

Guidelines - Masonry materials commonly found in the historic districts include: brick, stone, terra cotta, concrete, and stucco. Brick is the most frequently occurring masonry building material and is found in all of the districts. Other types of masonry materials are exhibited throughout the districts, but with fewer examples.

1. Use of original or Early Masonry Material

- a. Retain all original or early masonry materials whenever possible.
- b. If it is necessary to repair or replace deteriorated masonry, it should be with products that duplicate the existing materials as closely as possibly in appearance, texture, and color.
- c. New masonry materials which are appropriate are cast stone (dry-tamped), glass fiber-reinforced concretes, precast concrete, and fiber-reinforced polymers. Specifically not recommended is the use of artificial brick siding, artificial cast stone, and portland cement.

2. Cleaning of Masonry Material

- a. Cleaning masonry is recommended only when it is determined that the “dirt” is actually accumulated deposits and not simply the effects of weathering.
- b. Masonry should be cleaned with the gentlest methods possible, such as the low pressure water and soft natural brushes. Chemical cleaners are acceptable, provided they are used only after a spot test demonstrates that they will not have an adverse affect upon the masonry material.
- c. Sandblasting with either wet or dry abrasives is not recommended. This method erodes the surface of the building material and will accelerate deterioration of the masonry. The use of chemical cleaners is an acceptable alternative; however, please contact the Warren County Planning/Zoning and Code Enforcement Department for more technical information on these chemicals and their possible hazards.

3. Repointing Old or Existing Mortar Joints

- a. Duplicate old or existing mortar in composition, color, and texture. Repointing with a mortar composed of high portland cement content is not recommended as its strength is usually greater than that of the existing masonry and will not expand and contract with temperature changes in the same way that the original masonry does. The resulting stress on the original masonry will cause it to crumble.
- b. If repointing work is carefully executed, there will be little excess mortar to clean from walls. A conscientious mason will remove most mortar particles with a bristle brush after the mortar dries, but before it hardens. Hardened mortar can be removed with a wooden paddle or, if necessary, a chisel.

3. Painting Masonry and Removing Paint

- a. The Commission discourages the painting of existing masonry structures which have not been previously painted.
- b. Remove paint from masonry with great care. Test patches should be done first to determine if the paint may be removed successfully without damaging the masonry.

Warning: Lead in old paint can be a health hazard during paint removal. Paint chips from sanding or fumes from burning off paint can be dangerous if ingested or breathed. Contact the Historic Preservation Commission staff member for further information.

5. Retention and Replacement of Masonry Architectural Features - All masonry architectural features (cornices, moldings, etc.) should be retained, as they are significant parts of structures and contribute to their character. If these details are missing and if it is determined by research that they existed, the Commission encourages their replacement with identical or similar compatible elements.

6. Repairing and Cleaning of Stucco Finish

- a. Permanently removing an original stucco finish is inappropriate.
- b. Repair stucco with a mixture duplicating the original, as closely as possible in composition, color, texture, style, and character. It is not recommended to appoint or repair with mortar or portland cement content which is harder or stronger than the existing building material.
- c. Avoid applying a stucco finish to a building on which such finish would be incongruous.
- d. It is recommended to use only the gentlest cleaning methods on stucco finishes

Definition

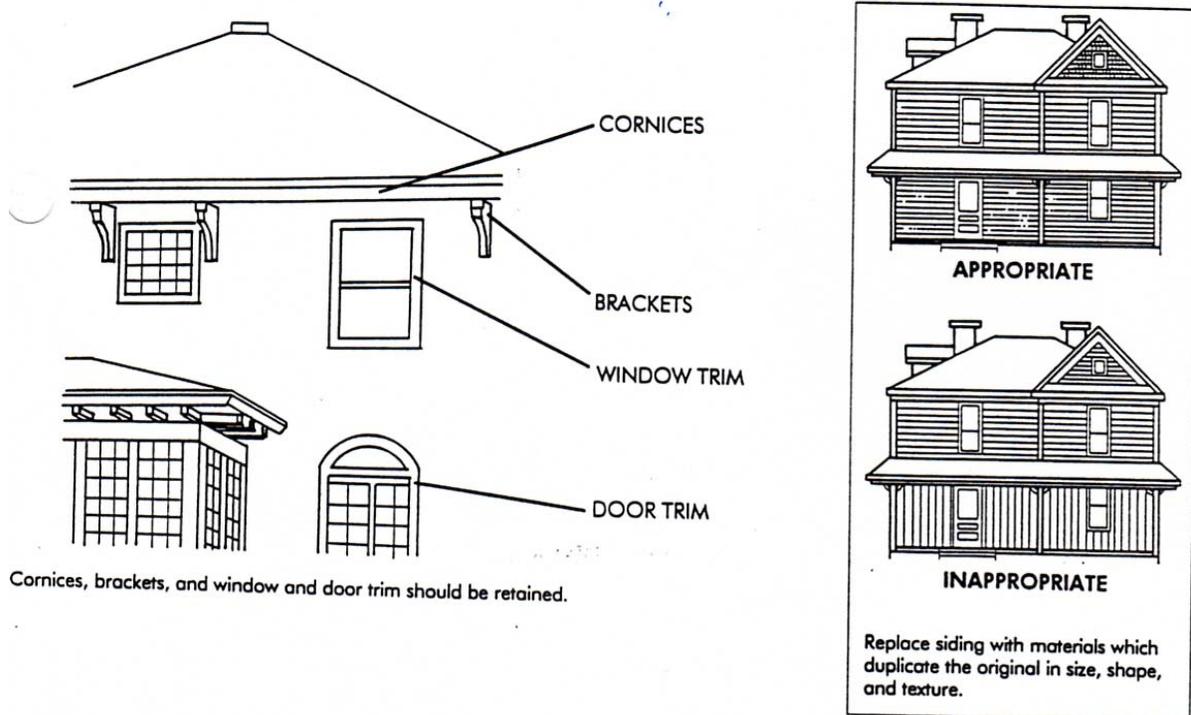
- a. **Bond** – The pattern formed by the laying of brick in a regular manner in a wall for strength. Masonry bond is essential to brickwork when wire reinforcement is not used. The following are different types of bond:
- b. **Common bond** – Also called American bond; a brick wall pattern in which the fifth, sixth, or seventh course is a header course.
- c. **English bond** – A brick pattern in which alternating courses are composed entirely of stretchers or entirely of headers.
- d. **Flemish bond** – A brick wall pattern in which every course is composed of alternating headers and stretchers.
- e. **Running bond** – Also called stretcher bond; a contemporary pattern of continuous stretcher courses with no headers.
- f. **Brick** – Bricks are generally composed of clay mixed with some coarser materials such as silt or sand and burnt, not baked, in a kiln. The common standard brick is now about 7 3/4 x 3 5/8 x 2 1/4 inches, but many other sizes exist.
- g. **Brick veneer** – An outer covering, usually for a wood frame building, consisting of a single layer of brick attached to the load bearing walls with ties.
- h. **Courses** – Parallel layers of bricks, usually horizontal, including any mortar laid with them.
- i. **Header** – A brick laid across the thickness of a wall to bond together different layers of a wall; the exposed end of a brick.
- j. **Mortar** – A mixture of portland cement, lime, putty, and sand in various proportions used for laying bricks. Until the use of hard Portland cement became general, the softer lime-clay or lime-sand mortars and masonry cement were common.
- k. **Joints** – The mortar between adjacent bricks or stones.
- l. **Pointing** – Raking out deteriorated mortar joints and filling into them a surface mortar to repair the joint.
- m. **Portland cement** – A very hard and strong hydraulic cement, one that hardens under water, made by heating a slurry of clay and limestone in a kiln.
- n. **Sandblasting** – An abrasive and damaging method of cleaning bricks, masonry, or wood which involves directing high-powered jets of sand against a surface.

- o. **Score** – To cut a channel or groove in a material with a hand tool or a circular saw so as to interrupt the visual effect of a surface or otherwise decorate it.
- p. **Stretcher** – A brick that is laid with its length parallel to the length of a wall.
- q. **Stucco** – An exterior finish, usually textured, composed of portland cement, lime, and sand, which are mixed with water; older-type stucco may be mixed form softer masonry cement rather than portland cement.
- r. **Waterblasting** – Similar to sandblasting except that water is used as an abrasive; like sandblasting this method is also damaging.

SECTION FIVE – ARCHITECTURAL WOOD

Because it can be easily shaped by sawing, planing, carving and gouging, wood is used for architectural features such as clapboard, cornices, brackets, entablatures, shutters, columns and balustrades. These wooden features, both functional and decorative, may be important in defining the historic character of the building and thus, their retention, protection, and repair are important in rehabilitation projects.

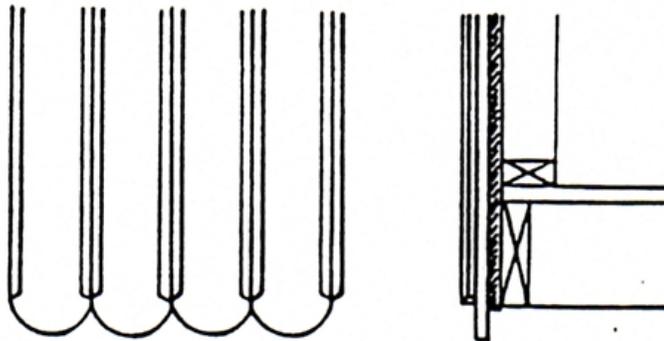
Wood has played a central role in American buildings during every period and in every style. Whether as structural membering, exterior cladding, roofing, interior finishes, or decorative features, wood is frequently an essential component of historic and older buildings.



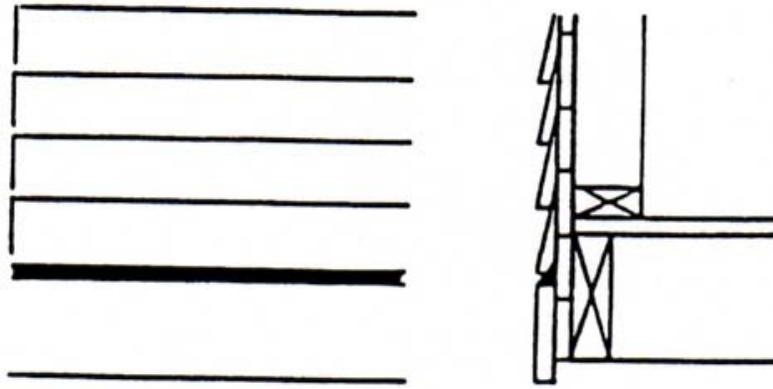
Guidelines

1. It is recommended that all original or existing wood siding and wooden architectural features be retained whenever possible.
2. Repairs or replacement for any deteriorated wood materials should match the existing in size, shape, material and texture.
3. Historic structures, as well as accessory structures, should be appropriately painted or finished with a material that is congruous with the structure and the surrounding neighborhood.
4. When certain wooden architectural features are no longer produced or deemed economically unfeasible by the Historic Preservation Commission, substitute materials (i.e., fiberglass, plastic molding, etc.) may be appropriate if they are matching in appearance and texture.
5. It is recommended that whenever artificial materials, such as asphalt shingles and vinyl siding, are removed, they should be replaced with materials matching the original wood in appearance and texture.

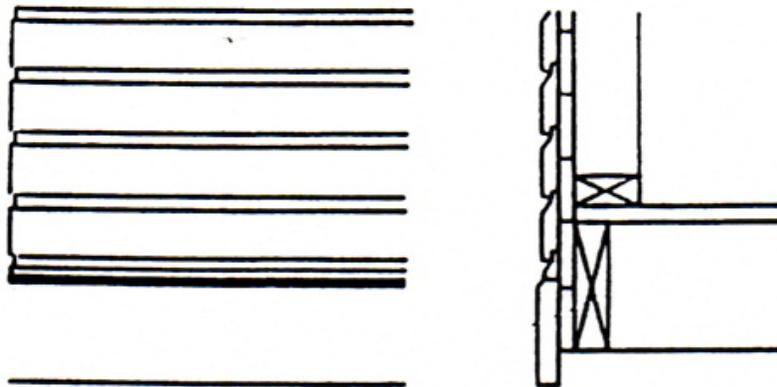
Board and Batten - Closely spaced wide boards or planes placed vertically with the joints covered by thin wood strips called battens.



Clapboard - Overlapping horizontal boards which are slightly thicker at the exposed bottom edge.

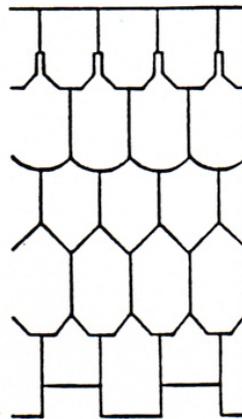


Shiplap or German Siding - Siding with a flat face which is beveled or grooved at the lap.



Cut Wood Shingles - The wood shingles are nailed to the sheathing which covered the frames of the building. Examples of cut wood shingles include:

- a) Spaced and Cut
- b) Fish Scale
- c) Feather Cut
- d) Imbricated and Beveled
- e) Stagger Butt



Definitions:

- a. **Apron** – An either plain or decorated piece of interior trim found directly below the stool of a window. Apron sometime is used to describe any paneling found on the exterior of a building.
- b. **Balustrade** – A series of balusters connected on top by coping or a handrail (top rail) and sometimes on the bottom by a bottom rail; used on staircases, balconies and porches, etc.
- c. **Batten** – A narrow board used to cover gaps between siding boards and sheathing; also used to brace and stiffen boards joined edge to edge, as in a batten door.
- d. **Brackets** – Projecting support members found under eaves or other overhangs; may be plain or decorated. Related terms: console, mutules, medallions, corbel. **Cornice** – The projection at the top of a wall; the top course or molding of a wall when it serves as a crowning member.
- e. **Entablature** – In classical architecture and derivatives, the part of a building carried by the columns; consists of cornice, frieze and architrave.
- f. **Shutters** – Solid blinds on either side of a window; may be plain or decorated, operative or purely ornamental, and on the inside or outside of a building.

SECTION SIX – ARCHITECTURAL METALS

Architectural metal features, such as cast iron façades, porches and steps, sheet metal cornices, siding, roofs, roof cresting and storefronts, and cast or rolled metal doors, window sash, entablatures and hardware, are often highly decorative and may be important in defining the overall historic characters of the building.

Metals commonly used in historic buildings include lead, tin, zinc, copper, bronze, brass, iron, steel, and to a lesser extent, nickel alloys, stainless steel and aluminum. Historic metal building components were often created by highly-skilled local artisans, and by the later 19th Century, many of these components were prefabricated and readily available from catalogs in standardized sizes and designs.

Guidelines

1. Original architectural metals should be retained. Removal of these features often destroys the structure's character and, therefore, is not recommended.
2. The Commission recommends the cleaning of architectural metals by appropriate methods. Cast iron may be cleaned by mechanical methods. Pressed tin and aluminum should be cleaned by the gentlest methods possible such as detergent, water and soft bristled brushes.
3. Radically changing the type of finish or its historic accent scheme is not recommended.
4. It is recommended that any feature damaged beyond repair be replaced in like kind or with material that matches the original in design, size and appearance.

Definitions

- a. **Cornice** – The projection at the top of a wall; the top course of molding of a wall when it serves a crowning member.
- b. **Crest** – The ornamental work forming the top of a screen or wall, or the decorative railing running along the ridge of a roof; often times perforated as well as decorated.
- c. **Façade** – The principal face or front elevation of a building.
- d. **Entablatures** – The classical architecture and derivatives, the part of a building carried by the columns; consists of cornice, frieze and architrave.
- e. **Sash** – The framework into which glass panes are set.

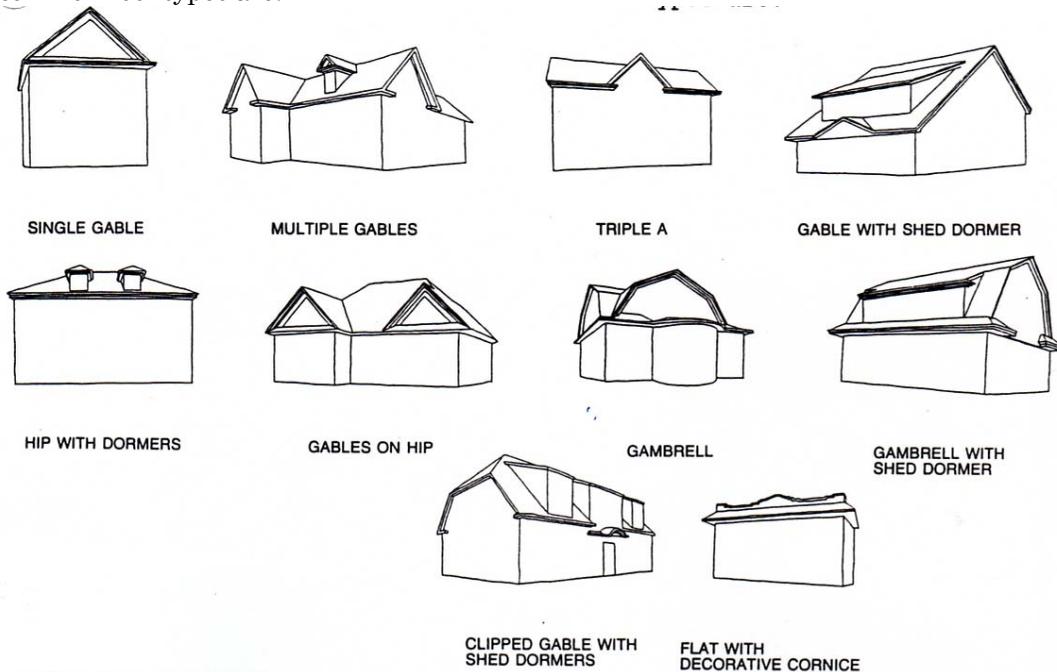
SECTION SEVEN – ROOFS AND ROOFING MATERIALS

The roof – with its shape; features such as cresting, dormers, cupolas, and chimneys; and the size, color, and patterning of the roofing material – is an important design element of many historic buildings. In addition, a weather tight roof is essential to the long term preservation of the entire structure. Historic roofing reflects availability of materials, levels of construction technology, weather, and cost. For example, throughout the country in all periods of history, wood shingles have been used – their size, shape, and detailing differing according to regional craft practices. European settlers used clay tile for roofing as early as the mid-17th century. In some cities, such as New York and Boston, clay was popularly used as a precaution against fire. The Spanish influence in the use of clay tiles is found in the southern, southwestern, and western states. In the mid-19th century, tile roofs were often replaced by sheet-metal, which is lighter and easier to maintain. Evidence of the use of slate for roofing dates from the mid-17th century. Slate has remained popular for its durability, fireproof qualities, and decorative applications. The use of metals for roofing and roof features dates from the 18th century, and includes the use of sheet iron, corrugated iron, galvanized metal, tinplate, copper, lead, and zinc. Awareness of these and other traditions of roofing materials and their detailing will contribute to more sensitive treatment.



Dormers, chimneys, cornices, and crests should be retained.

The historic districts and landmarks exhibit a variety of roof shapes. Some of the most common roof types are:



Guidelines

1. As roofs are one of the most important visual features of a building, the existing roof shape should be preserved. All architectural features that give a roof its essential character (dormer windows, cupolas, cornices, brackets, chimneys, and crestings) should be retained. Roof equipment and alterations (such as skylights, solar panels, power ventilators, and television antennas) should be located on rear slopes or inconspicuous where they are not easily visible from public view.
2. Whenever possible, the existing original roofing material should be retained. The application of new roofing material that is inappropriate to the style and period of the building or surrounding structures is not recommended. A deteriorated roof covering should be replaced with new materials that match the existing in composition material.

3. It is recommended that metal roof materials be protected from pitting, streaking, rust and corrosion. For information on recommended methods please contact the Warren County Planning/Zoning and Code Enforcement Department.
4. In order to prevent roof deterioration and damage, gutters and downspouts should be cleaned and maintained regularly.
5. It is recommended that deteriorated roofing materials be replaced with materials matching the original. If alternative materials are required, they should match the original in shape, size and design so as not to change the appearance of the structure.
6. Remove asbestos shingles from the roof with great care. **Warning: Asbestos in old shingles can be a health hazard during removal. Asbestos dust can be dangerous if breathed. Contact the Warren County Planning/Zoning and Code Enforcement Department for further information.**

Chimneys

1. Chimneys are significant features of historic properties and should be preserved whenever possible. They should be repaired or rebuilt, rather than shortened or removed, when they become deteriorated.
2. Special care should be taken to ensure that the repairs blend in. Chimney stacks should not be stuccoed above the foundation as a means of stabilizing weak masonry.
3. Non-original chimneys may be removed if the appearance of the structure will otherwise remain unchanged.
4. Wooden boxed chimneys and exposed metal vent pipes are not appropriate where easily visible from a street.
5. New chimneys should be congruous with the original structure and the surrounding neighborhood.
6. It is not appropriate for antennas to be attached to chimneys in a way that would cause damage or deterioration.

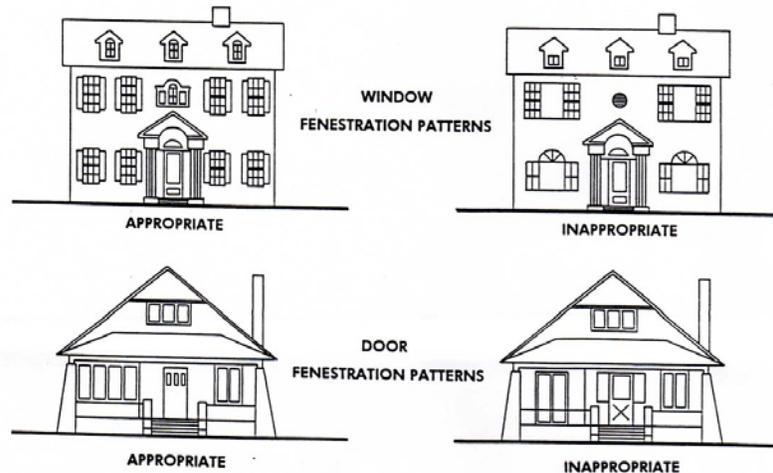
Definitions

- a. **Brackets** – Projecting support members found under eaves or overhangs; may be plain or decorated.
- b. **Cornice** – The projection at the top of a wall; the top course or molding of a wall when it serves as a crowning member.
- c. **Crest** – The ornamental work forming the top of a screen or wall, or the decorative railing running along the ridge of a roof.
- d. **Dormer Window** – A vertical window projecting from the slope of a roof.

SECTION EIGHT – WINDOWS AND DOORS

Windows add light to the interior of a building, provide ventilation, and allow a visual link to the outside. At the same time windows help to define a building's particular style through the rhythm, patterns, size, proportions, and ratios of solids (walls) and voids (windows and doors). There is a variety of architectural styles and periods of construction within the historic district. Likewise, there is a corresponding variation of styles, types, and size of windows.

Doors vary as much as windows and help to define a building's particular style through the size, proportions and materials. Doors serve to allow access to the interior of a building. They also, in association with porches and entrances, may be decorated and ceremonial. Doors on secondary façades tend to be simpler and more utilitarian but also help define the character of the building. Outbuildings, too, can have character defining doors.



Original window and door opening in the structure's façade should be retained.

Guidelines - Windows and doors are important architectural elements. The historic character of a structure can be adversely affected by the alteration of these elements.

1. The original window and door openings, their size and dimensions should be retained, especially on front and side street façades, unless restoring the appearance of the structure to its original design. Also, important elements pertaining to the windows and doors, such as sashes, lintels, sills, and architraves should be retained.
2. The repair of existing original windows and doors is encouraged. If replacement of a window or door element is necessary, the replacement should be compatible with the architectural style of the structure and match the original as closely as possible.
3. It is recommended that new window or door opening match the pattern, style, location, and appearance of the architectural period of the structure and the surrounding district.
4. Whenever possible, the existing original door and window materials should be retained. The application of new material to original doors or windows on principal elevations that are inappropriate to the style and period of the building or surrounding structures in the district is not recommended. A deteriorated window and door should be replaced with new materials that match the existing in composition and material.
5. Snap in muntins may be deemed appropriate upon individual review to determine that the size and pattern of the muntins are congruous with the existing patterns and sizes on the structure or surrounding structures.
6. It is recommended that replacement shutters be constructed of wood or like material. Shutters made of an alternative material must match the original in appearance, texture, and design.

Storm Windows and Storm Doors

1. Original windows and door elements should not be destroyed when storm windows or doors are installed.
2. Storm windows and doors should blend in with the building rather than appear to be tacked on. The shape and general appearance should match the existing window or door as closely as possible. Storm doors and windows should be full view or sectioned in an unobtrusive manner so as not to obscure nor distort the existing window or door. Storm windows should have a meeting rail which aligns with the meeting rail of the window to which it is applied.
3. Storm doors should be detachable.
4. Raw metal storm window and door frames are discouraged as raw metal conflicts with traditional building material finishes. Traditional wood, baked enamel or painted storm windows are preferable alternatives to raw metal.
5. Whenever possible, the Commission encourages the placement of storm windows on the interior side of the existing windows.

Awnings for Residential Buildings

1. Awnings are most appropriate for late and post-Victorian house styles – especially Queen Anne, Colonial Revival, Bungalow, Spanish and the many period-revival styles.
2. The use of both awnings and shutters for window openings is not appropriate.
3. For residential usage, the three most common awning materials are canvas, vinyl coated canvas and acrylic. Metal awnings are inappropriate for any style other than post-Second World War homes.
4. Awnings should generally be mounted within the window opening, directly on the frame. If this is not possible, they should be attached just outside the opening. On masonry Structures, attachments for awnings should be made in the mortar joints and not in the brick itself.

Awnings for Commercial Buildings - The canvas awning was an important design element in the traditional storefront. It provides cover, adds color and serves as a transition between the storefront and the upper façade.

1. An awning should reinforce the frame of the storefront and should not cover piers or the space between the second story window sills and the storefront cornice.
2. Window awnings may be appropriate on upper story windows, but not if shutters are present.
3. Arched awnings are appropriate for arched windows.
4. Awning materials can vary from canvas, vinyl-coated canvas or other appropriate canvas-like synthetic materials. Aluminum, plastic, or wood shingle awnings generally detract from the historic character and are not recommended.

Definitions

- a. **Awning** – A roof-like covering of canvas, often adjustable, over a window, door, etc., to provide protection against the sun, rain, and wind.
- b. **Bay Window** – A projecting bay with windows which extends floor space on the interior and usually extends to ground level on the exterior.
- c. **Beveled Glass** – Glass panes whose edges are ground and polished at a slight angle so that patterns are created when panes are set adjacent to one another.
- d. **Blinds** – External or internal louvered wooden shutter that exclude direct sunlight but admit light through a window or door. This feature is found on many southern houses since its exterior placement intercepts the sun's heat before striking a window pane, thereby helping to cool the interior.
- e. **Bow Window** – A curved bay window.
- f. **Casement Window** – A window which swings open along its entire length, usually on hinges fixed to the sides of the opening into which the window is fitted.
- g. **Casing** – The exposed trim molding, framing, or lining around a door or window; may be either flat or molded.
- h. **Clerestory Windows** – Windows located relatively high up in a wall that often tends to form a continuous band. This was a feature of many Gothic cathedrals and was later adapted to many of the Revival styles found here.
- i. **Corner Block** – A block placed at a corner of the casing around a wooden door or window frame, usually treated ornamentally.
- j. **Double-hung Window** – A window with two sashes which open by sliding up and down in a cased frame.
- k. **Etched Glass** – Glass whose surface has been cut away with a strong acid or by abrasive action into a decorative pattern.
- l. **Fanlight** – An arched overdoor light whose form and tracery suggest an open fan.
- m. **French Window** – A long window reaching to floor level and opening in two leaves like a pair of doors.
- n. **Glue-chip Glass** – A patterned glass with a surface resembling front crystals; common in turn-of-the-century houses and
- o. bungalows.
- p. **Jamb** – The vertical sides of any opening, usually for a door or window.
- q. **Lancet** – A narrow window with a sharp pointed arch typical of Gothic architecture.
- r. **Lunette** – A semicircular opening.
- s. **Molded Surround** – A decorate molded frame around an opening, such as a window door.
- t. **Mullion** – A molding which forms part of the frame of a window sash and holding one side of a pane.
- u. **Oriel Window** – A projecting bay with windows, generally on the second story of a building. An oriel is adopted from Gothic forms.
- v. **Overdoor Light** – A glazed area above a doorway and sometimes continued vertically down the sides.

SECTION NINE – ENTRANCES AND PORCHES

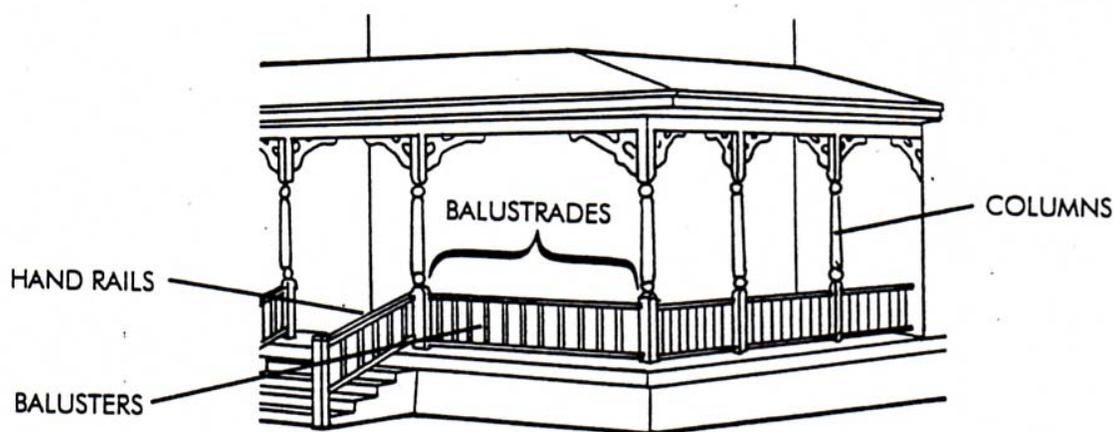
Porches are common features of many structures in Warren County. Their function is to serve as an extension of living space to the outdoors. They take a variety of shapes and forms, varying from small one-bay porches to the large wraparound porches of the Victorian Style.

Entrances and steps serve as an important first view to the property and should be preserved as they were originally intended.

Architectural details, such as hand rails, balusters, balustrades, columns, cornices, moldings, finials, etc., are important parts of a building. Stripping porches of these details is not recommended.

The replacement of original wood porch floors with concrete is not recommended. Porches have often been filled in to create interior space. Every attempt should be made to keep porches “open”.

Decks can be incorporated into the rear façade of the house. Through compatible design and materials, this can be achieved. Screening under decks with an architectural element, such as lattice or with vegetation, is recommended.



Hand rails, balusters, balustrades, and columns should be retained.

Guidelines

1. Original or existing porches and porte cocheres and their features and steps should be retained. Deteriorated details, such as hand rails, balusters, balustrades, columns, etc. should be repaired or replaced, matching materials as closely as possible. If alternative materials are required they should match the original in size, design and shape.
2. Original wood porch floors should be retained.
3. Avoid enclosing porches and where possible, remove any existing infill to restore the original appearance. If enclosure is necessary, the enclosure should be of a transparent material, such as glass or screening, which will allow the basic structure to show through. Such enclosures should be installed behind the original railing and/or columns.
4. D. The use of artificial turf, indoor/outdoor carpeting, or similar materials is not recommended for covering or partially covering porch floors which are visible from the street.
5. Special care should be taken in installing features to aid the handicapped and disabled. Such features should be designed so there is minimal visual impact on the structure and, if possible, should not be visible from the street. The scale, materials and details of these features should be compatible with the structure and should be designed so that these features may be constructed and removed with minimum damage to the structure.
6. Decks may be permitted when they are placed at inconspicuous locations; usually the rear of a building, screened from view from the street, and is designed to blend with the structure.

Definitions

- a. **Baluster** – One of a series of short pillars or other uprights that support a handrail or coping. Balusters are often lathe-turned and vase-shaped in appearance, although they are also quite often simple square posts or cutouts.
- b. **Balustrade** – A series of balusters connected on top by coping on a handrail (top rail) and sometimes on the bottom by a bottom rail; used on staircases, balconies, porches, etc.
- c. **Cornice** – The projection at the top of a wall; the top course or molding of a wall when it serves as a crowning member.
- d. **Finial** – An ornament that caps a gable, hip, pinnacle finial is vase-shaped. When a finial is used on a gable with a barge board, it is generally

terminated or other architectural feature. The term urn is used if the with a pendant.

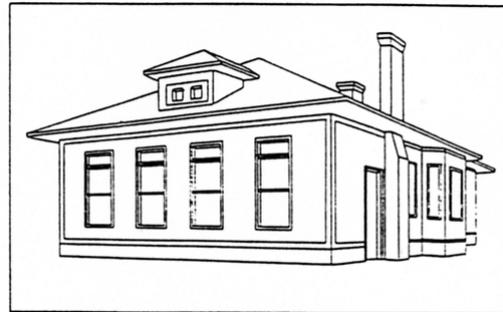
- e. **Moldings** – A continuous decorative band; serves as an ornamental device on both the interior and exterior of a building or structure; also often serves the function of obscuring the joint formed when two surfaces meet.
- f. **Pendant** – A hanging ornament; usually found projecting from the bottom of a construction member such as a newel in a staircase, the bottom of a barge board, or underside of a wall overhand.



Decks should be designed to blend with the structure. Screening under decks is recommended.



APPROPRIATE



INAPPROPRIATE

Porches should be kept open. If enclosure is necessary, transparent materials should be installed behind the original porch structure.

SECTION TEN – STOREFRONTS

The street level storefront is defined by the upper façade's piers and the sign frieze which separates the storefront's display windows and entrance from the upper architecture. This lower portion of the façade provides visual and physical access to the business located within and is the area in which the individuality and identity of that business can best be expressed. The storefront is the focus of the façade, providing the visual interest and sense of activity which make the street interesting and inviting. The storefront acts as a unifying element within the block face by creating strong horizontal elements, including continuous display windows, a consistent sign frieze and colorful awnings which link buildings together.

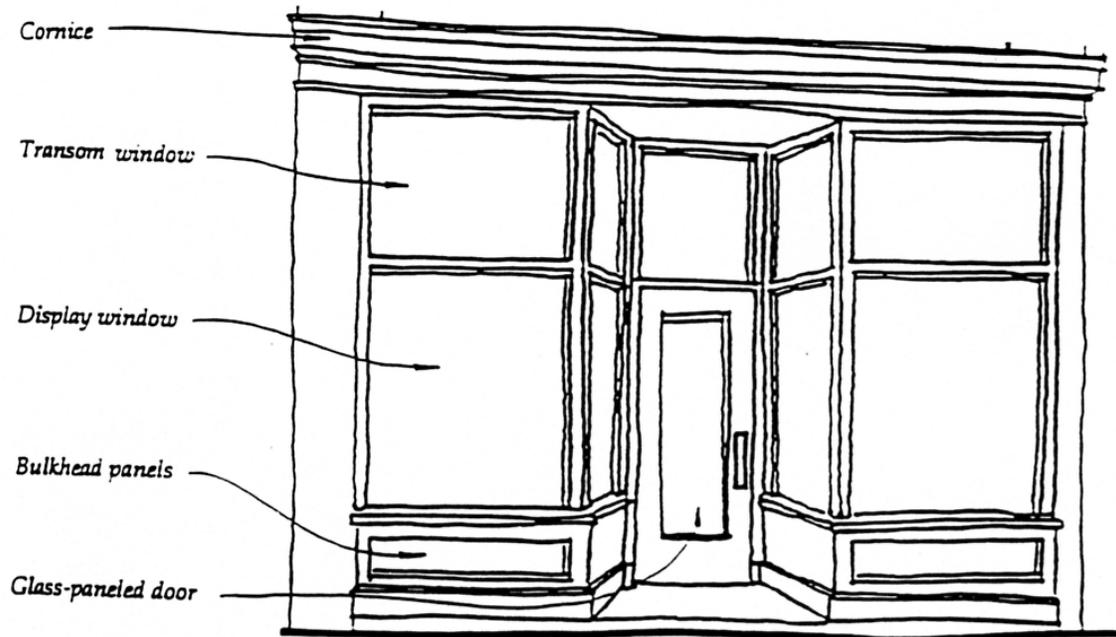
Guidelines

1. Retain and preserve storefronts that contribute to the overall historic character of a building, including such functional and decorative features as transoms, display windows, doors, entablatures, pilasters, recessed entries, and signs.
2. Protect and maintain historic storefront features and materials through appropriate methods:
3. Inspect regularly for signs of moisture damage, rust, fungal or insect infestation, cracked glass, and structural damage or settlement.
4. Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
5. Clean painted surfaces regularly using the gentlest means possible, and repaint only when the paint film is damaged or deteriorated.
6. Retain protective surface coatings, such as paint or stain, to prevent damage to storefront materials from moisture or ultraviolet light.
7. Repair historic storefront features using recognized methods for patching, consolidating, splicing, and reinforcing.
8. If replacement of a deteriorated detail or element of a storefront feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original detail or element in design, dimension, color, and material. Consider compatible substitute materials only if using the original material is not technically feasible.
9. If replacement of an entire storefront feature is necessary, replace it in kind, matching the original feature in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not technically feasible.
10. If a storefront feature or an entire storefront is missing, replace it with a new feature or storefront based on accurate documentation of the original or new.
11. Repaint storefront features in color that are appropriate to the building and the district.
12. If desired, introduce new signage that is compatible with the storefront in material, scale, and color. It is not appropriate to install signage that damages, obscures, or diminishes the character-defining features of the storefront.
13. If desired and historically appropriate, introduce fabric awnings that are compatible with the storefront in scale, form, and color. It is not appropriate to install awnings that damage or compromise the storefront's character-defining features.
14. It is not appropriate to clean storefronts with the destructive methods such as sandblasting, power washing, and using propane or butane torches. Use chemical strippers only if gentler methods such as low-pressure washing with detergents and natural bristle brushes are ineffective.
15. It is not appropriate to strip wooden storefront surfaces that were historically painted down to bare wood and apply clear stains or sealers to create a natural wood appearance.
16. It is not appropriate to replace or cover wooden storefront and entry elements with contemporary substitute materials such as aluminum or vinyl.
17. It is not appropriate to introduce storefront features or details to a historic building in an attempt to create a false historical appearance.

Definitions

- a. **Architrave** – In classical architecture and its derivatives, the lowest of the three main parts of the entablature.
- b. **Cornice** – The projection at the top of a wall; the top course or molding of a wall when it serves as a crowning member.
- c. **Entablature** – In classical architecture and derivatives, the part of a building carried by the columns; consist of cornice, frieze, and architrave.
- d. **Frieze** – In classical architecture, the member between the architrave and cornice. Also, any plain or decorative band or board, or the top of a wall immediately below the cornice; sometimes decorated with festoons or other ornamentation.

- e. **Pier** – One of the square pillars supporting an arch; the solid mass between two openings in a building.
- f. **Pilaster** – A rectangle column or shallow pier attached to a wall; quite frequently decoratively treated so as to represent a classical column with a base, shaft, and capital.
- g. **Transom** – A small window or series of panes above a door, or above a casement or double hung window.



SECTION ELEVEN – ENERGY RETROFITTING

Some character-defining features of a historic building or site, such as cupolas, shutter, transoms, skylights, sun rooms, porches, and plantings, also play a secondary, energy-conserving role. Therefore, prior to retrofitting historic buildings to make them more energy efficient, the first step should always be to identify and evaluate the existing historic features to assess their inherent energy-conserving potential. If it is determined that retrofitting measures are necessary, then such work needs to be carried out with particular care to insure that the building's character is preserved in the process of rehabilitation.

Guidelines

1. As a general policy, the Historic Preservation Commission discourages the use of artificial building materials in the historic districts. When artificial materials are required, particular attention will be paid to any special circumstances that make use of artificial siding prudent or necessary. Likewise, the Commission will carefully scrutinize the application in terms of the effect of the artificial materials on the building's historical and architectural integrity, and the effect on the historic district as a whole.
2. For the use of artificial siding (such as aluminum siding, steel siding, vinyl siding, and other plastic or synthetic siding), the Commission has adopted the following guidelines:
 - a. The architectural character of the structure should not be lost due to the covering of details and the removal of features (such as window trim).
 - b. The artificial materials should be similar in appearance to the original materials used by similar properties in the district.
 - c. The substitute material should match the historic materials in size, profile, and finish so that there is minimal change in the character of the building.
 - d. The application of artificial siding should not hide underlying problems that could progress unseen to the point of seriously affecting structural soundness and make necessary future restoration more difficult and expensive.
 - e. The artificial siding should be easy to replace and match if a piece is damaged.
 - f. The contractor should use appropriate application methods and be sensitive to the need to preserve architectural details.
 - g. All artificial siding should run in the same direction as the original siding.
 - h. All decorative architectural detailing should remain uncovered.
 - i. All existing shutters should be returned to their original location after the siding is applied.
 - j. All masonry should remain uncovered.
 - k. The width of the artificial siding should have approximately the same width and shape as the original siding.
 - l. Artificial siding should not be installed over rotted wood; all original materials should be repaired prior to the installation of the artificial siding.
 - m. Siding materials with a stamped or molded design which imitates masonry or wood grain should not be used (unless the original siding has a similar grain appearance).
 - n. The careful removal of artificial siding materials and restoration of the original siding is encouraged.

SECTION TWELVE – RELOCATION AND DEMOLITION

The demolition or relocation of a designated landmark may not be denied. The demolition or destruction of a pivotal or contributing building, outbuilding, or site within a historic district or their relocation from a historic district may not be denied. However, the effective date of such certificates may be delayed for a period of up to 180 days. The Commission may waive all or part of the delay period if the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from such property by virtue of the delay.

During a delay period, the Commission will study the feasibility of rehabilitating or relocating the structure, ensure potential buyers are aware of the threatened demolition, and photographically document the property.

If the Commission finds that a building or site within a district has no special significance or value toward maintaining the character of the district, it shall waive all or part of such period and authorize earlier demolition, destruction, or removal.

Relocation - If the Historic Preservation Commission approves the relocation of a local historic landmark, the structure may retain its designation.

1. A delay is recommended for the relocation of a designated landmark, for the removal from a historic district of a primary building listed in the National Register of Historic Places as a pivotal or contributing structure in the historic district, and for the removal from a historic district of an outbuilding considered historically significant by the HPC.
2. To ensure that buildings relocated within historic districts are compatible with the surrounding buildings and are suitably situated on the proposed site, the guidelines for Construction shall generally be followed.
3. The proposed relocation site should not possess historical significance that would be adversely affected by the intrusion of the structure.

Demolition - Delays are recommended for demolition or destruction if:

1. Demolition or destruction is proposed for a designated landmark, for a primary building or site listed in the National Register of Historic Places as pivotal or contributing to a historic district, or for an outbuilding considered as historically significant by the HPC.
2. The proposed demolition or destruction would have an adverse effect upon the overall aesthetic character of a historic district, or to any other individual structure or site located in the district.
3. The structure or site is of such architectural or historic interest that its demolition or destruction would be detrimental to the public interest.

Any large trees (or other important landscape feature) should be protected during the demolition or destruction.

If the site is to remain vacant for more than 60 days, it should be cleared of debris and replanted.

Before any demolition activity is started, photographic documentation should be made of the historic structure for future historical reference.

SECTION THIRTEEN – HEALTH AND SAFETY CODES

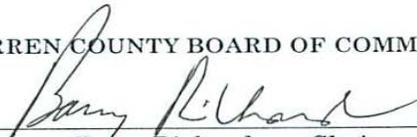
Historic properties are not exempt from laws requiring accessibility for persons with disabilities. Accessibility solutions should be considered that are both sensitive to human needs and respectful of a property’s significant historic features. The key to a successful project is determining early in the planning process which areas of the historic property can be altered and to what extent, without causing loss of significance or integrity.

1. Accessibility measures (stairs, ramps, grade changes) should be designed to meet accessibility codes without creating a significant visual impact on the historic structure.
2. Ramps and railings should be of simple design, be located where architectural features of the entrance way or porch are not obscured, and project from the building as little as possible.
3. Unless necessary to comply with accessibility codes, accessibility measures should not negatively impact or impair the original fabric of a structure, especially its significant features. If a main entrance cannot be altered without loss of historic significance, then another primary public entrance should be considered. (Note: Accessibility codes require access by a primary public entrance.)
4. Fire escapes should be placed at inconspicuous locations if possible, preferably on the rear of the building. They will generally not be approved for an exposed elevation, such as the exposed side of a building on a corner lot.

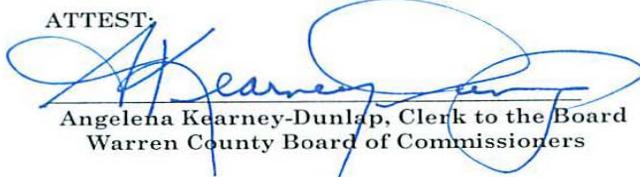
THIS DOCUMENT, AS AN ADDENDUM TO THE WARREN COUNTY HISTORIC PRESERVATION ORDINANCE WAS ADOPTED BY ACTION OF THE WARREN COUNTY HISTORIC PRESERVATION COMMISSION AND RECOMMENDED TO THE WARREN COUNTY BOARD OF COMMISSIONERS ON JULY 22, 2010.

Effective Date - Duly adopted this 7th day of, September 2010.

WARREN COUNTY BOARD OF COMMISSIONERS


Barry Richardson, Chairman
Warren County Board of Commissioners



ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board
Warren County Board of Commissioners