

CITY OF HAMILTON, OHIO

ARCHITECTURAL DESIGN REVIEW BOARD POLICIES & GUIDELINES

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City of Hamilton, Planning Department

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Architectural Conservation/Historic Design Review Board

Policies & Procedures

- A. The Historic Design Review Board will have an assistance role to property owners wherever possible. When a property owner's plans run contrary to Department of Interior Standards, the legislated criteria for Board decision making, or the "Guidelines For Decision Making" as developed by the Historic Design Review Board, the Board will attempt to work with the property owner to a mutual resolution.
- B. The Board recognizes four classifications of meetings:
1. Regular Meetings – meetings held for the purpose of reviewing requests for Certificates of Appropriateness and other business requiring official Board action. Unless otherwise determined by Board action or a decision of the Chair, Regular Meetings of the Board will be held the first Tuesday of every month at 4:00 p.m. in a public location. Meetings may be cancelled due to a lack of requests/business for the Board. Regular Meetings will be open to the public and official minutes will be taken.

[Revised: September 2009 – ADRB Meeting]

Regular meetings are open to the public and shall adhere to public notice requirements listed in the ADRB Policies and Guidelines, "Advertisement of Public Meeting."

[Revised: December 4, 2018 – ADRB Meeting]

2. Working Meetings – meetings held for the purpose of obtaining technical information and/or the discussion of technical information in an effort to:
 - a. Establish/refine decision making standards and/or policies and guidelines used by the Board, and/or;
 - b. Assist in the public education/information efforts by the Board, and/or;
 - c. Assist the Board in the performance of other duties outlined/required by the legislation, and/or
 - d. Establish general or overarching direction and guidance for the Board's work and processes for the year, or other time period.

Working Meetings will be called as needed by the Board or by the Chair. Working Meetings are not required to, but may be open to the public. If it is determined such a meeting requires public meeting notice, the procedure shall follow the requirements listed in the ADRB Policies and Guidelines, "Advertisement of Public Meeting."

[Revised: December 4, 2018 – ADRB Meeting]

3. Special Meetings – meetings called for the purpose of considering special requests for a Certificate of Appropriateness or special work items identified by the Board. Special Meetings may be requested by any Board member or the Secretary. Special Meetings require advance approval of the Board or the Chair and will be called only for those items/requests specifically outlined in the meeting request. Special Meetings will be open to the public and official minutes will be taken. Notice of special meetings shall be advertised on the city website at least 24 hours prior to the date of the meeting. Special meetings may be advertised further in advance of the meeting date depending on the nature of the requests or topics for consideration as part of the agenda.

[Revised: December 4, 2018 – ADRB Meeting]

4. Emergency Meetings – meetings called for the purpose of handling of emergency requests only. These meetings may be requested by any Board member or the Secretary. Emergency Meetings require advance approval of the Chair and will be called only for the items/requests specifically outlined in the meeting request. The record of actions/discussions undertaken by the Board at an Emergency Meeting will be entered into the official minutes of the next Regular Meeting as part of the Secretary’s Report. (examples are fire, acts of nature, etc.)

[Revised: September 2009 – ADRB Meeting]

5. Advertisement of Public Meeting

- a. A board calendar listing the scheduled public meeting dates of the year for the Architectural Design Review Board shall be posted on the City of Hamilton website under the “Architectural Design Review Board” section and Planning Department page, by January of that year. This posting shall serve as the required advertisement of public meetings of the Architectural Design Review Board for the year, and shall be updated on a yearly basis.
- b. Individual meeting agendas listing the meeting time, date of meeting, and location of meeting, shall also serve as notice of public meeting, and shall be posted to the City of Hamilton website.

[Revised: December 4, 2018 – ADRB Meeting]

C. The Board will recognize four classifications of requests:

1. Regular requests – requests involving no special time constraints or extenuating circumstances. The legislated thirty (30) day deadline for consideration is the only constraint (Ordinance No. EOR2005-7-71).
2. Special requests – requests involving special time constraints. These requests either cannot wait for the two weeks between regular board meetings or must take advantage of immediate or unusual circumstances related to the maintenance/repair of a property in the district.
3. Emergency requests – requests involving immediate threats to, or impending danger of, a property in the district. The request must be dealt with immediately. These cases will usually involve fire or nature related incidents.
4. Minor project requests – requests submitted for one or a combination of the following items only:
 - a. Replacement of exterior architectural elements with exact duplicates made of the same material as the original elements.
 - b. The repainting of a property in its existing colors provided the existing colors have been previously approved by the Design Review Board.
[Revised: September 2009 – ADRB Meeting]
 - c. *NEW*: The painting or repainting of a property or structure as the continuance of a paint color scheme recently approved by the Architectural Design Review Board (ADRB) and/or is a continuance of an existing color scheme that is present on the property or structure.
 - i. The proposal still requires a COA Application, as well as review and approval by the ADRB Secretary before work/painting can begin.
 - ii. In the event the ADRB Secretary determines that the proposed paint or color project does not conform with the above clauses, the Applicant may have the proposal reviewed by the ADRB at a regular meeting.
[Added: May 2, 2019 – ADRB Meeting]
 - d. Reroofing a structure provided that:
 - i. No building permit is required for the roofing project.
 - ii. The structure will not be visibly and dramatically altered on the exterior by the reroofing process. (For example, a proposed significant change in roof color for the purposes of this definition **would not** be considered

a minor project. – such as going from black, grey, or brown to bold green, bold blue, or bold red)

A lesser change of color (remaining in neutral colors such as black or greys, or going to a neutral brown color) can be considered minor.

- iii. The structural integrity will not be altered. (For example, a change from a slate roofing material to an asphalt shingle roofing material is an example of alteration in integrity that **would not** be considered a minor project.)

[Revised: December 4, 2018 – ADRB Meeting]

D. On minor project requests for a Certificate of Appropriateness, the Secretary to the Board will have authority to issue, deny, or postpone issuance on behalf of the Board. Decisions made on such requests will be reported to the Board at the next Regular Meeting as part of the Secretary's report. Nothing in this policy should be construed to deny the Secretary the opportunity to present a minor project request to the Board.

E. In considering a request for a Certificate of Appropriateness, the Board may use the Secretary of the Interior's Standards for Rehabilitation augmented by the technical support information published in the preservation Briefs Series prepared by the U.S. Department of the Interior (the Technical Preservation Series Division), authors of the Standards. Additionally, the Board will use the criteria in the Historic District Ordinance (Section 1126.00 et. seq. of the Hamilton City Zoning Code) for decision making where such criteria is stated, and/or the "Guidelines for Decision Making", as developed by the Design Review Board.

[Added/Revised: September 2009 – ADRB Meeting]

F. The Board reserves the right to develop/rewrite specific policies and/or standards for decision making on events, requests, products, or construction/rehabilitation techniques as needed. The Board also reserves the right to establish standards based on local experience with specific architecture/construction within the district. These standards for decision-making will be outlined in separate item listings in the publication of the Board's "Guidelines for Decision Making".

- G. The Board will follow the compliance process outlined below:
1. Compliance with issued Certificates will be determined by the Board following inspections of the properties for which Certificates have been issued. Inspections will take place as staff/board members time permits or will be initiated through the receipt of a complaint/request of the general public.
 2. In all cases where the Board determines that the terms of an issued Certificate of Appropriateness have not been met, the property owner will be informed that he/she has fourteen (14) days from the date of written notification of Board action in which to bring the property into compliance.
 3. If compliance cannot be attained within the fourteen (14) day period note above, the Board will permit the property owner to submit a written plan to bring the property into compliance. Such written plan will be required by the Board within the original fourteen (14) day compliance period noted in item "2" above. The submitted written plan will be reviewed by the Board for approval for a defined compliance period, and the property owner notified of the Board's decision in writing.
 4. The Board will consider the process outlined in item "3" above as the attempt to "reconcile differences" specified by Section 1126.50 of the Hamilton City Zoning Code.
 5. Failure to bring a property into compliance with an issued Certificate will be considered by the Board as equivalent to work without a Certificate; the matter will be referred to the City Law Department for appropriate legal action to enforce the ordinance.
- H. Requests for a Certificate of Appropriateness must be filed in writing by the property owner either on an approved application form or by letter. The Board reserves to the right to:
1. Postpone any request received by letter due to a lack of sufficient detailed information until such information is provided by the owner as requested by the Board.
 2. Postpone any request filed without a written and/or completed approved application form.
 3. Extensions of time may be granted with the mutual consent of the applicant and the Design Review Board.

[Added: September 2009 – ADRB Meeting]

- I. The Secretary, or Planning Staff after consulting the ADRB Secretary and/or Chairperson, is authorized to reissue Certificates of Appropriateness in full as originally approved for work that is not completed within the six-month limit of the Certificate, not to exceed an eighteen month (18 month) period.

[Revised: September 2009 – ADRB Meeting]

[Revised: December 4, 2018 – ADRB Meeting]

Guidelines for Decision Making

The guidelines on the following pages are a supplement to the requirements of Section 1126.00 of the Hamilton Zoning Code. The guidelines are the result of either a direct development (where the code is silent or needs clarification) or as a result of requests/situations that have come before the Board for which a guideline was needed. Unless otherwise stated on the following pages, the overriding guideline beyond those required by the ordinance, is that a property should retain as close to an original appearance as is possible using materials that match the original.

Exceptions to the above guidelines will be considered on the merits of individual cases as requests for exceptions come before the Board. Where exceptions are granted, the reason for the exception will be recorded in the official minutes of the Board.

[Added: September 2009 – ADRB Meeting]

General Suggestions for Ensuring a Positive ADRB Experience

The Architectural Design Review Board and the Planning Staff want to work with property owners to create vibrant historic neighborhoods in Hamilton. The following information will help you understand what you need to do for the Certificate of Appropriateness process.

- The first step is to apply for a Certificate of Appropriateness (COA) **before** working on an historic structure. The ADRB Secretary and/or Planning Staff can provide general guidance on the COA process and performing work in the historic districts. Reviewing the Board's guidelines can also help you with your project.
- Please note that work that does not change the appearance and materials of the historic structure and property are considered to be Like-for-Like and a COA can be issued by the ADRB Secretary or Planning staff without the need for Board review. For example, if you want to paint your structure and you are painting it the same color, this activity is considered Like-for-Like. It is still necessary to apply for a COA with this streamlined process **before** the work begins.
- The most effective COA application that you can make has as few changes as possible to the historic building architecture. Such a proposal avoids damaging or losing any historic architecture or structure.
- Clear and complete information are the most successful elements in communicating to staff and Board members the "what", "where", "how" and "why" of your application. Providing actual samples of the materials to be used is very beneficial to the overall application. Current photos of your property which document the areas that you are proposing to change would assist everyone involved in understanding your intended work. You can provide the photos and information in a Microsoft Word document or similar program.
- If you are painting any structure on your property, include physical samples of the colors you are proposing with your COA application. You can get a swatch card or color pamphlet from the paint store or home improvement store selling your selected paint. These physical samples will document for future reference the exact color you use.
- Pre-Application Meetings can be arranged to help you work through your project. Pre-Application meetings can be set with either the Planning Staff and/or the Board itself at a regularly scheduled meeting. You arrange a Pre-Application Meeting by sending a written request for the meeting to the ADRB Secretary. The Pre-Application Meeting provides you the opportunity to ask about specific work that you are considering. Information that is helpful in these meetings includes photos of the current condition of the items you are considering replacing/repairing/changing. Photos showing the profile of the building also serve as a "Before Work" image of the structure. It is important to know the reasons and circumstances that prompted your proposal. Sharing any substantial evidence related to your plan helps give a clear picture of what you would like to do.

[Section Added: March 6, 2018 – ADRB Meeting]

Demolition Requests – Approval of Demolition of a Property in a Historic District or Historic Inventory Structure

Requests for Certificate of Appropriateness for demolition will be granted or denied based on the Board’s evaluation of the following criteria:

In the absence of a State of Ohio or city mandate, or city declared nuisance, when an application for a Certificate of Appropriateness is filed, there will be no approval of demolition of any structure, located in a historic district or included as part of a historic inventory regulated by the Architectural Design Review Board, unless the applicant can prove, with credible evidence¹, a specific need, and justification for demolition of the structure exists. Historic structures and the Historic Districts have significant value placed on them by the City and demolition of historical structures represents a loss of unique architecture, history, and character of the historic neighborhoods and the City.

The applicant shall be required to submit sufficient documentation² from qualified professionals that supports that at least two (2) of the following conditions from the Architectural Design Review Board Policies & ADRB Guidelines: Approval of Demolition of a Property in a Historic District or Historic Inventory Structure apply:

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¹ Financial quotes or similar, in writing: of repairing, rehabilitating, or restoring the existing structure and architecture, with same materials, same components, and same craftsmanship

² This can include but is not limited to: structural assessments of the viability of the building; comparative financial quotes, in writing: of restoring the structure compared to demolition; written or demonstrable evidence of actively marketing the property over a period of at least several months. Please refer to the criteria for consideration of a demolition proposal.

Criteria for Consideration of Approval of Demolition

(At least two (2) out of the following five (5) conditions, A through E, are required):

- A. That the property proposed for demolition is not inherently consistent with other properties in its area of the Architectural Conservation/Historic District. For example, it may have been built at a time outside of the period of significance of the historic district.

- B. That the property proposed for demolition contains no features of architectural and/or historical significance. The structure proposed for demolition has no architectural significance or historical significance either, due to:
 - 1. Significant loss of original architectural features.

 - 2. Significant loss of decorative or other architectural features that contribute to a historic structure and historic district.

 - 3. Compounding alterations and changes to the structure that render original architecture and historic significance lost or indeterminable.

 - 4. The structure contains no historic architectural features (i.e. modern buildings or modern additions to a historic structure).

 - 5. Architectural and historical significance can be attributed to the finding of or the lack of several factors. Refer to the Supplemental criteria found within the following sections of the Demolition Guidelines: “Architectural Significance”, “Historical Significance” and/or “Historic Designation”

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- C. That there is no reasonable economic use for the property as it exists or as it might be rehabilitated, that there is no feasible means or prudent alternative to demolition.
1. The applicant has submitted evidence of attempts at alternatives to demolition of the structure.
 2. The applicant has submitted evidence of having no reasonable economic use that allows for preservation, rehabilitation, restoration, or reconstruction of the structure.
 3. The applicant has submitted evidence illustrating significant damage or structural issues pertaining to the structure that would present a specific infeasibility towards the use or occupation of the structure, as it currently exists, or an economic infeasibility towards the preservation, rehabilitation, restoration, or reconstruction of the structure.
 4. The property owner and/or applicant has actively marketed the property and structure for the purposes of maintenance, preservation, restoration, or reconstruction, and not demolition. The property owner and/or applicant has provided detailed documentation demonstrating marketing efforts such as Requests for Proposals (RFPs) or an MLS listing.

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Detailed Information Required:

The property owner and/or applicant shall provide detailed information supporting this claim, such as:

- a. Length of time the property was marketed or for sale and response to the marketing efforts;
- b. Lack of interest in maintenance, preservation, restoration, or reconstruction of the property; and/or
- c. Cost of rehabilitation of structure compared to estimated property value post-rehabilitation.

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- D. Existing structures listed in Section 1126.110 (Central Area Building Inventory) shall be maintained. No demolition proposal will be accepted:
1. Without evidence showing significant financial infeasibility of preserving, rehabilitating, restoring or reconstructing the structure. An example might be providing a pro forma that documents how the costs of rehabilitation could not be recuperated reasonably through the reuse of the building.
 2. Without a detailed plan of demolition and potential reuse of the property.
 3. Without a detailed plan of preserving any remaining exterior architectural features and/or historical features of the structure and site.

In addition to the above:

4. For a demolition application of a Central Area Inventory Building, it is mandatory that the property owner and/or applicant has a pre-application meeting with the board at a regular Architectural Design Review Board (ADRB) meeting, and/or holds a public meeting with stakeholders, before the item is included on an ADRB Agenda for review and final action by the board.

The list of properties included in the Central Area Building Inventory:

105 Court Street	23 S. Second Street	222 High Street
320 High Street	311-315 Ludlow Street	100 Monument Street
320 S. Front Street	120 S. Second Street	215 S. Third Street
228-234 Court Street	1 High Street	228-236 High Street
332 High Street	337 Ludlow Street	111 S. Front Street
105 N. Second Street	319 S. Second Street	220 S. Third Street
309-311 Court Street	101 High Street	254 High Street
10 Journal Square	10 Monument Street	212 S. Front Street
128 N. Second Street	136 N. Third Street	225 S. Third Street
19 S. Front Street	219 High Street	300 High Street
225 Ludlow Street	20 Monument Street	301 S. Third Street
2 S. Second Street	100 S. Third Street	

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- E. The demolition of the property would contribute to a significant economic development purpose or proposal that furthers the City of Hamilton’s comprehensive plan, Plan Hamilton. That the demolition would have a strategic economic impact to the historic district or neighborhood as a whole beyond the individual property.

This can include some or all of the following, but is not limited to:

1. The property would be demolished for a major roadway or traffic improvement, specifically for traffic safety or traffic management.
2. The property is located around or near a collection of other developable properties and can be utilized for a strategic city purpose and/or as part of a potential large-scale redevelopment. A development proposal should be in place as part of the demolition application.
3. Property will be part of a new business or business redevelopment that creates new a significant number of jobs and is reasonably unable to adapt the historic structure or property in the development plan.

Mandatory Items for Criteria “E”

In addition to the above, the following items are required for consideration of this criterion:

1. The proposal will require a reuse plan for the property, which will include a site plan that is legible, preferably professionally drawn. The reuse plan can be preliminary or final, and shall be approved with the COA for demolition.
2. Demonstration of the infeasibility of reusing or incorporating the existing structure as part of the development proposal.
3. The proposed project is large-scale in nature, such as a commercial building, mixed-use development, or apartment complex, that complements the design of the historic district and is supported by the City of Hamilton Economic Development Department.

Miscellaneous:

Any property ordered for demolition by the City's Court system or declared a public safety nuisance by a City Authority (Health Commissioner or Building Department Administrator) is exempt from ADRB review. *[Added: September 2009 – ADRB Meeting]*

Supplemental Considerations for Evaluation of Properties Proposed for Demolition

Criteria "B" states, "the property proposed for demolition contains no features of architectural and/or historical significance." Below is additional information that speaks to what is meant by Architectural and Historical significance.

Architectural Significance

The architectural significance of a structure or property, as defined by the presence of historic architectural components and features. A structure can have significance in one (1) or more of the following ways:

1. Existence of historic architectural features original to the structure, that are not in a state of extreme disrepair (siding, windows, doors, box gutters, roof, etc.).
2. The structure possesses some architectural details of particular interest or particular historic uniqueness.
3. The structure is a very early example of a construction type, or an example of a transition of one architectural style to another.
4. The structure contains a unique architectural design or is a work of special interest.
5. The structure is recognized as the design or product of an architect or citizen integral to the history and/or culture of Hamilton and the historic districts.
6. The structure is a very early example of a construction type, or an example of a transition of one architectural style to another.
7. The structure is a contributing building to the historic district. Such examples include structures included in the Local Historic Inventory and/or the State of Ohio Historic Inventory, and/or property located along a major street of a historic district
 - a. Rossville: Ross Avenue, Main Street, South D Street
 - b. Dayton-Campbell (Dayton Lane): Dayton Street, Campbell Street
 - a. German Village: North Third Street, North Second Street

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- c. Downtown: Multiple buildings are very unique architecturally and lend to the character of downtown and the city. Buildings can be evaluated for architectural significance and considered on a case-by-case basis.

Historic Significance

The historical significance of a structure or property, as defined by the existing historic designations on the structure or property. Depending on the level of historic designation, the structure has historic significance in one (1) or more of the following ways:

1. Structure or property is a noteworthy example of a particular architectural style, craftsmanship, or method of construction.
2. The structure or property is a rare or sole survivor of a style of construction or development.
3. The structure or establishes a broader pattern of historic development in the historic district, neighborhood, or the city.
4. The structure or property is associated with the life or activities of persons significant to the historic district, neighborhood, and/or the city, related to the context of local history and impact.
5. The structure and/or property is associated with historic events or historic trends related to the historic district, neighborhood, or the city.
6. The structure or property is integral to the development patterns of the cultural history of the historic district, neighborhood, or the city. Examples include historical industrial sites, and structures related to religious or ethnic groups.
7. The structure is an original surviving structure of the Great 1913 Flood (primarily applicable to German Village, Dayton Lane).

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Supplemental Information and Assistance for Demolition proposals:

Because demolishing a historic structure is the most significant alteration to a historic building that can occur, the ADRB suggests that applicant complete additional steps before submitting a demolition request. The applicant may want to consider completing one or more of the following activities:

1. Meet with Planning Department Staff about a potential demolition application, before submitting for a Certificate of Appropriateness Application (COA Application).
2. Explore alternatives to demolition regarding the structure before proposing demolition.
 - a. This can include:
 - i. Rehabilitation of the structure (either all at once, or incrementally over a period of time). The ADRB and Staff encourage sound repair and rehabilitation of a structure. Both the ADRB and Staff can be consulted for steps moving forward.
 - ii. Repair of key areas of the structure to prevent damage and deterioration (repair of roof, gutters – to prevent water leaks)
 - iii. Marketing of the property to other interested parties.
3. Research the available history and records of a potential property proposed for demolition.
 1. Meet with the respective historic district organization that would be directly impacted by the demolition.
 4. Schedule a pre-application meeting with the board at a regular Architectural Design Review Board (ADRB) meeting, to evaluate the structure and the situation.
 - a. Applicants can contact Planning Department Staff to help facilitate a pre-application meeting with the ADRB.
 - b. The ADRB can accommodate a pre-application meeting if planned at least seven (7) days before a scheduled meeting.

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5. When proposing demolition, the property owner / applicant should consider a salvage plan.
 - a. Will salvageable architectural features and site features be saved for use or donation towards other historic projects? This can include: remaining windows, doors, railing, fencing, decorative features, and other original historic features.
 - b. Will interior components, such as doors, mantles, railing, and other structural items contributing to historic character, be saved?
6. When proposing demolition, there should be a reuse plan of the vacant property. Reuse plan can be one of, but is not limited to the following:
 - a. Redevelopment proposals for the site. (Projects, Site Plans, Concepts)
 - b. Marketing and advertisement of the site for reuse and redevelopment.
7. If the demolition is part of a commercial development or other non-residential development:
 - a. Consider integrating the historic structure as part of the development.
 - b. Preserving an existing structure can help maintain the historic integrity of the site or neighborhood, while offering a unique asset and potential draw for the site/development.

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Refusal or Postponement of Demolition Application

If the Architectural Design Review Board (ADRB) and/or Planning Staff finds that the application does not meet the above criteria, the application for Certificate of Appropriateness for demolition shall be refused.

Or, the ADRB and the applicant can agree to a postponement of the application to a later ADRB meeting. Such postponement or delay of the review of a demolition application shall not exceed 120 calendar days.

The ADRB and Planning Staff shall work with the applicant to evaluate the application and property in question, and reconcile a revised plan.

Appeal of ADRB Decision

If the Architectural Design Review Board (ADRB) and the applicant are unable to reconcile an alternative plan to demolition, and if the Architectural Design Review Board (ADRB) refuses the issuance of a Certificate of Appropriateness for demolition, the applicant may appeal the decision of the Architectural Design Review Board to the City's Board of Zoning Appeals (BZA).

Fences

Requests for Certificates of Appropriateness (COA) involving fences will be treated by the Board as follows:

When proposing fences, it is recommended that the applicant consider the fences typical of the historic district and how the proposed fence interacts with adjacent properties and visibility from the right-of-way.

- A. Fences visible from the right of way, especially fences in the front yard, should be made of high quality materials and should be designed with the context of the neighborhood in mind. Fences such as wrought iron, decorative fences, or picket fences are primary options for a front yard space in a historic district. Modern materials and fence designs that are visually harmonious with the property, streetscape, and historic district can also be considered.
- B. Rear yards and side yards which serve as the primary outdoor space for a property can have some liberty and leeway regarding fence types. Fences proposed for this space can continue the course and type of the front yard. Wood privacy fences are a generally accepted rear-yard fence. Other types of fencing, including chain-link fencing, can be considered depending on the context of the property, though they may be subject to additional requirements and conditions of the ADRB for approval.
- C. Brick Walls, Stone Walls, and Masonry Walls are considered fencing and require a COA.
- D. Applicants and the ADRB should also consider issues such as visual appearance, color continuity, and material continuity with other fences along the street. However, this should not discourage COA Applications based in individual preferences and proposals for any fence, if either the proposed fence contributes to the property and streetscape, or the fence's impact to a property or historic district is relatively minimal.

[Section Amended and Revised: August 21, 2018 – ADRB Meeting]

Fence Composition and Course

- A. For each yard space, only one type of fence should be proposed (for instance: wood picket or wrought iron for the whole front yard; wood privacy for the whole rear yard; etc.)
1. Differing fence types and materials will only be considered if there is a logical implementation or compelling reason for the proposal.
 2. Examples:
 - Front fence along sidewalk/street is wrought iron, while the side property lines are black aluminum due to cost or feasibility issues.
 - Front yard fence is picket or wood, while there is another smaller area wood fence or metal fence towards the innermost portion of the yard for screening sensitive equipment, mechanicals, or other space.
 - Front yard fence is wood or metal, while the innermost area has a shorter fence or different fence portion to demarcate a different area of the yard or structure such as landscaping or inner patio space.
 - The design of the fence has more than one material such as a brick or stone wall with pillars, filled in by a metal or wood fence between the pillars.
 - Topography issues with the property limit the feasibility of certain fence types.
- B. Bollards erected either to continue the barrier of a fence, or for protection of a fence can be considered, but where possible they should be harmonious with the fence in terms of design, placement, and color.
- C. Front Yard Fences should be limited to three and a half feet in height.
- D. Rear Yard Fences should be limited to six feet in height.

[Section Added: August 21, 2018 – ADRB Meeting]

Fence Color

A. Fence colors are recommended by the guidelines as follows, with consideration for the natural appearance of wood colors and consideration for the colors of stained wood. Colors beyond the recommended can be considered on a case-by-case basis. Staff recommends applicants provide reasoning for their color choices.

1. Wood Rear Yard or Side Yard Privacy:

- Natural Wood
- Stained Wood
- Browns, Mute Reds, Grays

2. Wood Front Yard, Picket:

- Natural Wood
- Stained Wood
- Browns, Mute Reds, Grays, White

3. Aluminum, Iron, and Metal Fences:

- Black, Browns, Mute Reds, Grays
- Mute Greens will be considered on a case-by-case basis
- White will be considered on a case-by-case basis

4. Chain-Link:

- Black, or Green
- Stained Wood

[Section Added: August 21, 2018 – ADRB Meeting]

Chain-Link Fences

Requests for chain-link fencing that may be visible from a public right-of-way (public street, public roadway, public sidewalk, or alley) will be denied as inappropriate for the district, unless:

A. The Board may approve the installation of chain-link fencing with the following constraints:

1. The property owner proves to the Board's satisfaction that alternative fencing has been investigated and is not able to meet the need for the fence as such need is outlined by the property owner in the request.
 - a. To satisfy this requirement, the applicant must produce at least one of the following items:
 - i. Documented research of other fence types, which can include pricing quotes from manufacturers or home improvement stores.
 - ii. An outline listing the reasons a chain-link fence satisfies the applicant's fencing needs, compared to other types of fencing (wood privacy, wood picket, aluminum, etc.)

OR

2. If approved: the chain-link fence must be hidden from public right-of-way view (public street, public roadway, public sidewalk, or alley) by an evergreen hedge or comparable shrubbery that is maintained year round at a minimum height equal to the height of the fence. Any vegetation planted to mitigate and screen a chain-link fence must be maintained so as not to disturb the neighboring property or create an unappealing visual aesthetic.

OR

3. The chain-link fence is screened from public right-of-way (public street, public roadway, public sidewalk, or alley) by an acceptable visually appropriate fence for the historic property or historic district. This can be based on fence types found within the historic district of the subject property. Other types of appropriate fencing include solid wooden fences: privacy fence or picket fence.

OR

4. The proposed chain-link fence is in the rear yard or side rear yard of the property, and matches the height and color of another appropriate type of fencing that is prominent on the property. Alternatively, a chain-link fence in the rear yard or side yard can continue significant screening and boundary provided by a planting (such as evergreen hedges or comparable shrubbery).
 - a. Some examples include:
 - i. Black chain-link fence in the rear/side yard that continues the course of a black wrought iron or black aluminum fence.

- ii. Brown or mute red chain-link fence that leads into or continues the course of a wood privacy fence or wood picket fence.
- iii. Green chain-link fence that continues the course of or are mitigated by existing landscape plantings of evergreen, bushes, or shrubbery.

For an approved chain-link fence: the chain-link fence is painted a dark green or black (or other guideline prescribed color) to mitigate its appearance, or as otherwise stipulated by the ADRB on a case-by-case basis.

NOTE: The ADRB may also combine the above mitigating measures in the approval of a chain-link fence and add further reasonable measures, (considering the property, district, and applicant) to lessen the visual impact of a chain-link fence as necessary.

- B. Existing chain-link fences can be restored to the same height, location, and appearance, with Staff recommendation that the fence be painted black or green. This is considered a like-for-like item and can be approved by the ADRB Secretary or Planning Staff.

[Section Added: August 21, 2018 – ADRB Meeting]
[Section Revised: August 21, 2018 – ADRB Meeting]

Privacy Fences

- A. A privacy fence will generally be approved in the rear yard of a property if it is not extensively visible from a public right-of-way (public street, public roadway, public sidewalk, or alley). If a privacy style fence is visible from public right-of-way, the finished side of the fence must face the right-of-way and the Board may impose installation/setback conditions for approval.
- B. The ADRB may also impose a landscaping requirement for the sides of the fence visible from a public street, public roadway, or public sidewalk, to reduce or mitigate the appearance of a privacy fence when this fence is not the prevailing fence type of the district, or as deemed necessary based upon the review.

[Added: August 21, 2018 – ADRB Meeting]

Vinyl Privacy Fence

- A. Fences made of vinyl are generally not approved. Vinyl fences do not enhance the aesthetic or historic quality of the historic districts and properties.
- B. The applicant must produce sufficient written and/or physical evidence that a vinyl fence is the only means available to them for their project (i.e. written quotes from contractors or home improvement vendors, etc.)
- C. Fences of this nature are generally discouraged as the material and makeup of these types of fences is not conducive to the aesthetic or quality of the historic districts and historic properties.
- D. This fence type of fence will only be considered in very unique circumstances, and will need the applicant's thorough demonstration and explanation as to the reason for this proposal.

[Added: August 21, 2018 – ADRB Meeting]

Aluminum Fences

- A. These types of fences are typically found in the front yard, and used as a substitute for higher quality front yard fencing that is either cost prohibitive or resource prohibitive for an applicant. This fence can be approved but it must be painted black.

[Added: August 21, 2018 – ADRB Meeting]

Fence Maintenance, Upkeep of Fences

- A. A condition for COA fence approval is that fence must be properly maintained, including the approved color of fence. The fence should not have holes or missing pieces, and the fence should be properly affixed to the ground or base, not leaning or falling.

[Added: August 21, 2018 – ADRB Meeting]

Garages / Garage Doors

Requests for Certificates of Appropriateness involving new construction/replacement of garage doors will be treated by the Board as follows:

- A. Replacement garage doors will replicate, as close as possible, the existing garage doors in design and material.
- B. New/replacement garage doors that cannot replicate existing doors will have a multi-paneled design.
- C. Garages should be painted in a color scheme that compliments the principal structure.

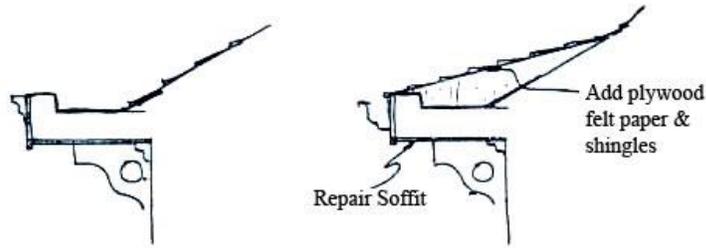
Gutters

Requests for Certificates of Appropriateness involving new construction/replacement of gutters will be treated by the Board as follows:

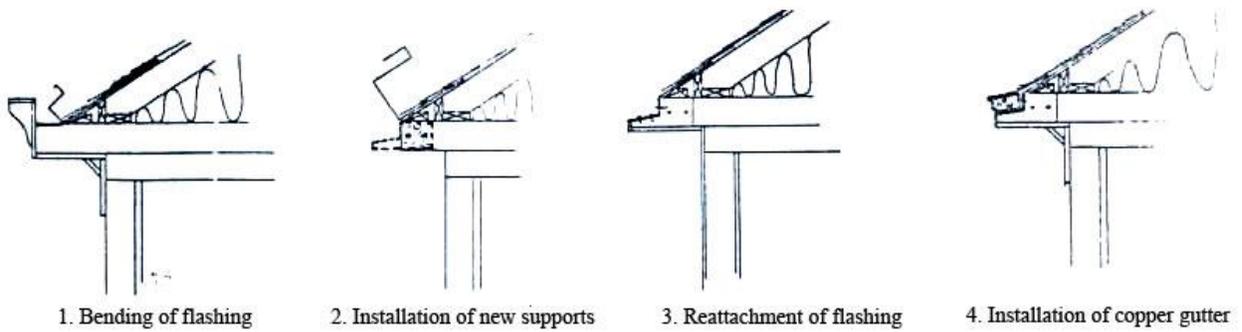
- A. Every effort should be made to repair/reconstruct existing box, trough, or other original gutters with original materials to retain the original construction and appearance.
- B. The following relining materials may be substituted for original metal linings if the existing metal is proven to be beyond repair:
 - 1. Rubberized rolled roofing material
 - 2. Polyester rolled (“rubber”) roofing material
- C. Tar (aka “pitch”, “coal tar”, etc.) patching of original gutters will only be approved if such “repair” efforts had been undertaken on the property prior to 1/1/86, and is subsequently requested as a “temporary” repair until a permanent improvement is made.
- D. If the existing gutters are proven beyond saving and a bypass system is necessary, one of the following reconstruction methods may be approved. Bypass System Type II is the preferred method. All architectural details removed during bypass installation must be reinstalled or replaced.

[Added/Revised: September 2009 – ADRB Meeting]

Bypass Type I



Bypass Type II



Insulation

Requests for Certificates of Appropriateness involving installation of blown-in insulating materials should not change the external appearance of the house.

[Revised: September 2009 – ADRB Meeting]

Murals

Background

The City of Hamilton Architectural Design Review Board reviews applications for Certificates of Appropriateness for substantial alterations to properties in the City's designated historic areas or properties individually listed by Ordinance. Mural art is considered a substantial alteration requiring approval of the Architectural Design Review Board.

The Architectural Design Review Board supports the use of mural art in the historic areas. Mural art is widely considered one of the oldest methods of artistic expression. Murals bring art from the private to the public sphere, add visual and aesthetic value to neighborhoods and provide a medium to display the history, beliefs, and culture of a community. When appropriately executed, murals can enhance the character and reinforce the historic fabric of any of the City's historic areas.

Purpose

The purpose of regulating mural art is to ensure the continued visual aesthetic of the historic district while allowing for compatible artistic and creative expression in appropriate locations and designs. The established review criteria provide guidance concerning the compatibility and appropriateness of the placement, massing scale and materials of mural art with minimal intrusion into the artistic expression and content of the work. The criteria are written keeping sensitivity to the neighborhoods and their buildings as a priority.

[Section Added: September 6, 2016 – ADRB Meeting]

Guidelines:

- In order to preserve the integrity of the materials, unpainted historic materials, such as brick, are unsuitable spaces for murals.
- Unless it can be incorporated into the theme of the mural, no windows or doorways should be obscured by a mural's installation nor should any architectural details be hidden. For example, architectural details, windows, and doors can be painted but not "filled in" or "boarded over".
- Murals should be located in mixed-use and commercial areas.
- Side elevation murals are preferred.
- Murals must be coated with a clear layer of anti-graffiti coating or sealant.
- There will be a written, long-term maintenance plan for the upkeep of the mural.
- Exclusive of Signage: The design will not contain any direct advertisement of any product or company associated with any artist or third party, any libelous or slanderous expression, or any obscene or pornographic content.
- The physical appearance of the building and surrounding area should be considered in the designs.
- All work must be the artist's original design and not taken directly from copyrighted materials. Artists may take inspiration from imagery that is copyrighted as a part of their designs.
- Proof of building owner's permission to place a mural on the structure must be provided with the application.
- In general, buildings on the Basic List of Historic Properties (as noted in Section 1126.30, Section F - of the City Zoning Ordinance) will not be considered for murals. Exceptions can be made for outside walls that are not original to the building. An example of this case is 212 Main Street, the former Marshall Electric building.

[Added: March 21, 2017 – ADRB Meeting]

New Additions to Existing Structures

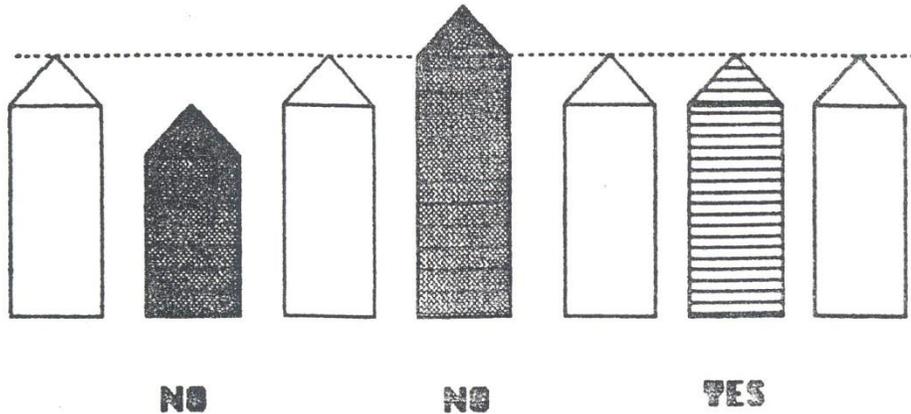
Requests of Certificates of Appropriateness involving additions to existing structures will be treated by the Board as follows:

- A. The height of any addition will not exceed the highest point of the existing original structure for which the addition is proposed.
- B. The finishing material of the exterior of any addition will match the finishing material of the existing original structure so as to blend as closely as possible with the finished appearance of the original structure.
[Amended: September 2009 – ADRB Meeting]
- C. Window and door dimensions, style, and placement in the addition should replicate the dimensions, styles, and placement of those in the original structure.

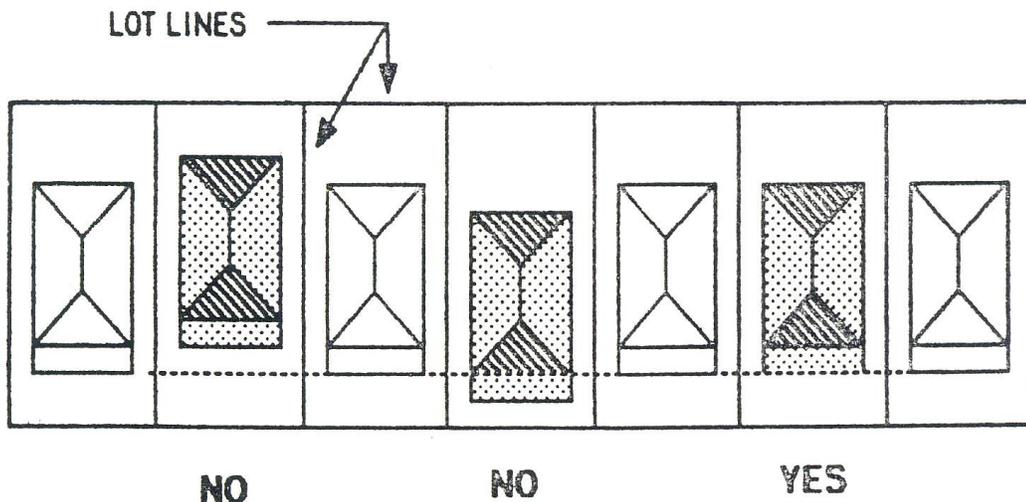
New Construction

Requests for Certificates of Appropriateness involving new construction will be treated by the Board as follows:

A. Height requirements for new construction in the District will be as follows:



1. If located in the center of a block, the new structure will not exceed the average height of the principal structures on either side of the new construction site.
 2. If located on a corner, the new structure will not exceed the average height of the principal structures on each of the sites immediately adjacent to the new construction site.
 3. If immediately adjacent site(s) is/ (are) vacant, the new structure will not exceed the average height of the principal structures in the affected block.
- B. The front of any new construction will be set back from the street the exact same distance as the front of the structures on the immediately adjacent properties, unless documented evidence can be presented to prove that the front wall of the original structure on the site was closer or farther from the street than the front wall of the structures on the immediately adjacent properties.



For the purposes of this section, if the proposed new construction has a porch, the furthest forward point of the porch structure will be considered the front of the structure that must meet set back requirements.

- C. Existing side and rear yard requirements in the Hamilton City Zoning Code will apply to new construction in the District.
- D. Windows and doors for new construction in the District will conform to the following:
 1. If located in the center of a block, windows and doors of new construction will conform to the average window and door dimensions, styles, and locations of the principal structures on either side of the new construction site.
 2. If located on a corner, windows and doors of new construction will conform to the average window and door dimensions, styles, and locations of the principal structures on immediately adjacent sites.
 3. If the immediately adjacent site(s) is/(are) vacant, windows and doors of new construction will conform to the average window and door dimensions, styles, and locations on the principal structures in the affected block.
- E. The exterior finishing material on new construction will match the original exterior finishing material that is found in the block affected by the new construction. (For example, if 4" pine lap siding, red smooth faced brick, and orange rough faced brick all exist as finishing material in the block affected by the new construction, one or a combination of these finishing materials only will be accepted as a finishing material on the new structure.)

Painting – Color Approval

Please note, that it is not a requirement or regulation to paint a building in its original colors. However, these guidelines, the Architectural Design Review Board, and the respective Historic District neighborhoods encourage that buildings in the district be painted in historically accurate colors or alternatively, subdued, or muted colors. At the same time, Applicant, Property Owner and User preferences can and will be considered by the ADRB, though providing reasoning for any and all paint proposals is recommended.

The color schemes for structures vary depending on the style of the building and its date of construction. The following are some instances of architecture and possible color schemes for historic structures.

[Amended: September 2009 – ADRB Meeting]

[Amended: May 15, 2018 – ADRB Meeting]

Requests for Certificates of Appropriateness involving the painting of a property and/or the color selection for the same will be treated by the Board in the following manner:

General Recommendations:

- A. Recommend identifying and preserving all character defining features of a building that traditionally have been painted by maintaining their paints, finishes, and colors.
- B. Recommend testing paint a small section of the structure in the rear (or less visible area). This would allow a preview of the new color on the physical structure, and the smaller space can be remedied easier in case an Applicant wants to change or return to the previous color.
- C. Recommend using high-quality paint or acrylic coatings. Ensure paint is appropriate to the surface of the structure being painted.
- D. Recommend considering adjacent properties, neighboring properties and streetscapes when considering color choices. Color combinations can be unique, but they should not overpower the visual appeal of an overall streetscape.
- E. Recommend removing paint from any type of surface only when there is evidence of deterioration, such as: peeling, and excessive build-up that conceals important detailing.
- F. Recommend removing deteriorated paint only down to the next intact layer using the gentlest means possible, such as:
 - i. Hand-Sanding,
 - ii. Mild chemical strippers, and
 - iii. Hand-Scraping or Wire-Brushing.
- G. Ensure that all lead-based paint removal occurs according to current health and safety standards. The use of protective clothing, proper clean-up, and other measures is necessary to ensure hazard-free removal.
- H. You may want to consider documenting historic paint colors before painting. This can be through taking photos of a structure before painting, keeping a small amount of paint chips of the old color, photographing.

Not Recommended:

Do not remove paint from any surface using abrasive stripping techniques such as:

- i. Sandblasting,
- ii. Caustic solutions, and
- iii. Propane or butane torches.

Avoid radically changing the type of finish.

Avoid stripping paint where it is firmly adhered to any type of surface.

[Added: May 15, 2018 – ADRB Meeting]

Wood and Wood Siding, Recommendations:

- A. Remove excess layers of deteriorating paint to facilitate window and door operation and to restore original detailing.
- B. Prime and paint all elements, including both sides of floor and siding boards.
- C. Follow manufacturer's directions carefully when using chemical stripping products to avoid damage to wood surfaces or personal injury.

Not Recommended:

Do not remove paint to bare wood or apply clear finishes or stains to give a building a "natural" look.

Do not remove paint from historic woodwork unless it is peeling. Most other conditions such as mildewing, staining, or excessive chalking only require a thorough surface cleaning before repainting.

[Added: May 15, 2018 – ADRB Meeting]

Masonry and Stucco, Recommendations:

- A. Maintain and repaint historically painted masonry. Masonry buildings that historically have been painted—perhaps because of the use of soft brick or incompatible later brick infill—should not be stripped.
- B. Remove paint from masonry only when the following applies:
 - i. The paint is not historic,
 - ii. Removing the paint will not reveal visual problems, and
 - iii. The process of removal will not damage the masonry.
- C. Use low-pressure water as a supplement to other acceptable paint removal techniques only on masonry buildings.

Not Recommended:

Generally, do not paint unpainted masonry features or walls. Paint destroys the visual character of brick or stone work, such as texture and bonding pattern. Painted masonry requires significantly greater upkeep and may hide problems.

[Added: May 15, 2018 – ADRB Meeting]

Color Schemes

These guidelines recommend repainting with colors that are historically appropriate to the building style and district.

Paint color choices should consider other elements of the house, structure, and property, such as roof color, shutter color, fence color, masonry wall color, and others. Note that large trees and other elements capable of casting shadows can make your paint and colors appear darker when viewed. Further, painting the structure with consideration of the streetscape, the immediate neighborhood, and the historic district as a whole, is encouraged.

The use of color, much of which results from painting various building features, is an important part of architectural style.

Choose a simple color scheme. A three-color (3 colors) combination of paint is recommended as: Body, Trim, and Accent. Most houses require no more than four (4) colors, including the roof, which is generally not painted:

1. Roof Color
2. Wall Color (Body, Façade)
 - a. Color of Main Body of Structure, Main Siding
3. Major Accent Color (Trim)
 - a. for trim areas such as porch, cornice, and window frames and sashes
4. Minor accent color (Accent)
 - a. for the front door, small decorative details, and, window sashes.

Note: Trim and Accent items can vary from structure to structure. Depending on the prominence of architectural features (dentils, cornices, porticos, moldings, etc.), trim and accent items can be interchanged.

Note: While three-color (3 colors) schemes are recommended, proposals with more colors will be considered by the board based on circumstances of the proposal.

As a suggestion, try to investigate other appropriate color schemes by consulting historic paint catalogs and historic photographs of the building (for light/dark relationships) or by analyzing paint scrapings from the building itself. Structures have been painted repeatedly over the years and decades of their lifetime, resulting in layering of paint coats. Discovering the layers of paint could be insightful for your potential paint project and proposal.

As possibilities, please check the library or consult the Butler County Historical Society.

[Added: May 15, 2018 – ADRB Meeting]

Color Schemes Recommendations

These color schemes represent the generally accepted colors for historic buildings based on architecture. *If selected and appropriate swatches are provided, Planning Staff could approve the paint choice. Planning Staff can approve the painting of trim and accents from any color to a neutral color (white, gray, black) if appropriate swatches are provided.*

The Body Color is the most crucial item for painting when working with a historic building and painting in a historic district. This should be the color choice with the most attention and consideration. The colors of the structure that cannot be changed, such as the natural appearance of masonry, in some cases roof color, and surfaces that can't be painted should also be considered when choosing paint colors.

[Added: May 15, 2018 – ADRB Meeting]

Color Contrasts

Colors sharply contrasting each other are not recommended.

Some examples include but are not limited to:

- Bright or Bold red used with bright or bold green
- Bright or Bold orange and bright/bold blue or bright/bold purple
- Bright or Bold yellow and bright/bold blue or bright/bold purple
- Bright or Bold warm colors used in combination with each other (bright red, orange, yellow)
- Bright or Bold cool colors used in combination with each other (bright green, blue, purple)
- Bright and/or Bold primary colors used in combination (bright red, bright yellow, bright blue)
- Bright and/or Bold secondary colors used in combination (bright orange, bright green, bright purple)
- Using singular bright, bold, and/or contrasting color on a distinct architectural element, while the other elements follow a different color scheme.
 - (Bright blue door on a structure with neutral colors or earth tone colors)
 - (Bright purple windows trim/sashes/lintels on a structure of neutral colors or earth tone colors)

[Added: May 15, 2018 – ADRB Meeting]



Example of structure with an arguably less than desirable historic exterior color scheme.

However, color schemes can be considered depending on the type of building and applicant reasoning.

There are also structures with forms and design elements from different architectural types. The basis of applicant paint color choice on any or all of the identifiable architecture types will be considered by the board.

[Added: May 15, 2018 – ADRB Meeting]

By Type:

Federal and Greek Revival buildings, Recommend:

- Body: white or very light colors (white, lighter grays, tans, beiges)
 - Exceptions for natural brick body
- Trim: white, light colors, or dark colors
- Accent: white, light colors, or dark colors – should either compliment the body or can be a neutral contrast from the body (black, dark or dark mute colors)

[Added: May 15, 2018 – ADRB Meeting]



[1]



[2]



[3]



[4]

Examples of Architecture and Paint/Color

- (1) *Example of a Federal with Greek Revival elements. Note the white body, lighter tan roof, and contrast of mute dark green shutters.*
- (2) *A case of painting a newer rehabilitated storefront on an otherwise untouched brick building. The paint colors while mute and of the earth tones still make their architectural elements known and visible.*
- (3) *A Greek Revival with elements of Italianate. The structure has a mute sand color for the body, framed by pale green for the columns and roof trim, and complimented by brown for the window and door border accents, again returning to a different shade of the body's color.*
- (4) *An unpainted Colonial Revival type structure, but note the painting of trim in mute beige, yet the color still highlights prominent architectural features and entrances, while the complimentary mute bold red further enforces the visual emphasis.*

Gothic, Gothic Revival, Italianate, and other early Victorian buildings (circa 1830-1850 approximate), Recommend:

- Body: Pale Earth Tones (light-mute Browns, Tans, and Grays.), Whites.
- Trim/Major Accent: darker shades that compliment the body

[Added: May 15, 2018 – ADRB Meeting]



[1]



[2]



[3]

Examples of Italianate Style Architecture and Paint/Color

- (1) *For this example (Italianate), note burgundy red body, highlighted by light gold trim for the porch roof, window lintels, and columns. A deep mute green is used for accent along the roof line and to give prominence to specific architectural features like the lentil arches and the corbels.*
- (2) *On this Gothic/Gothic Revival, while it is a brick structure, note the use of earth tones for body, trim and accent. Red brick for the body, complimented by browns and beiges as trim, and then returning with mute pale reds for accents to compliment the brick body.*
- (3) *On this Italianate, note the white body contrasted by black shutters, yet trim and accent beyond that consist of light grays and other whites.*

Queen Anne and other **High Victorian buildings** (*circa 1880-1900 approximate*),
Recommend:

- Body: Rusts, Reds, Greens, Grays, and Browns
- Trim/Major Accent:
 - Whites primarily as they will further accent the body color, particularly if one employs a bolder color. Beiges.
 - Bold or Muted variant of the Body color, depending on the Body color's appearance.

[Added: May 15, 2018 – ADRB Meeting]

Victorian and 'Painted Ladies'

Paint schemes or choices of broader colors can be considered on a case-by-case basis, particularly for Victorian style buildings.

The basis of painted ladies, broader colors, and using more colors stems from structures having more trim, accents, architectural features, and ornamental features, all with potential to compliment a cohesive color design. Victorian structures of larger size, presence, and prominence may also be considered for broader colors, though the color design should be considerate of the historic district, streetscape, and neighborhood.

[Added: May 15, 2018 – ADRB Meeting]



[1]



[2]



[3]

Examples of Queen Anne Style and Victorian Architecture and Paint/Color

- (1) A Victorian with architectural prominence. The color scheme is purple: boasting a lilac body, plum color expression lines, and white as a prominent accent, complimented by a gray color roof.*
- (2) Queen Anne with gray as the body, richer grays for trim and accent, with slightly lighter gray for the frame and sashes of the window and other accents – note the gray color roof further ties in with the color scheme. Beige is used sparingly but to good effect to highlight ornamental architectural expression bands on the structure.*
- (3) A Queen Anne variant, recently painted to a slightly rich gold body with similar colors as complimentary, and light gold and white for prominent trim and accent.*

Colonial Revival, Saltbox and Neoclassical buildings, Recommend:

- Body: Light Colors, or Mute Colors
- Trim/Major Accent: White Tones, Grays or Black.

[Added: May 15, 2018 – ADRB Meeting]



[1]



[2]



[3]

Examples of Architecture and Paint/Color

- (1) *These can come in brick, siding or stucco – though note the example uses a white body with black trim and accent, including black shutters.*
- (2) *A structure with Saltbox features. Note the very light cream color body with light blue accent around windows and at the roof line, contrasting with the brown roof color.*
- (3) *A Neoclassical style residence. While this example is a brick building, there are significant colors used: such as the prominent columns and front porch structure as white, while shutters and other railing is in a black color.*

Second Renaissance, Second Empire, Recommend:

- Body: Pale Earth Tones (light-mute Browns, Tans, and Grays.), Whites.
- Trim/Major Accent: lighter shades of neutral colors to compliment body and/or masonry

[Added: May 15, 2018 – ADRB Meeting]



[1]



[2]

Examples of Architecture and Paint/Color

(1) Recommend maintaining natural masonry's appearance, or if paint is truly desired, remain within the realm of muted earth tones with complimentary neutral colors.

(2) A former Italianate now in Second Empire. While this is masonry body, note the beige of the window arches, and the white of the window trim as immediate but complimentary contrast

Tudor Revival, Recommend:

- Trim: Dark Browns, Dark Reds, Dark Greens,
- Stucco/Non-Masonry: Light earth tones (light browns, tans, grays and greens).

[Added: May 15, 2018 – ADRB Meeting]



[1]



[2]

Examples of Architecture and Paint/Color

(1) Note that sometimes surfaces are masonry and have no need for paint – yet still carry a theme of firm or dark earth tones

(2) A variant example of Tudor Revival with predominant brown, complimented by off-white, dark brown trim, and gray roof

Bungalow, Craftsman Recommend:

- Body: Light and Muted earth tones
- Trim: Contrary color to Body, though still muted color

[Added: May 15, 2018 – ADRB Meeting]



[1]



[2]



[3]



Examples of Architecture and Paint/Color

- (1) *A light mute sand color body with mute green trim, and mute gold shutters. The red of the brick serves as a contrary accent to the overall structure, yet not overwhelming.*
- (2) *This example shows a mute, light brown color for the body, contrasted by dark brown accent around the windows, while leaving doors and windows white.*
- (3) *Another example with a light color body and trim, but using contrasting yet muted color for shutters.*

Prairie-Style and **Four Square** buildings, Recommend:

[Added: August 21, 2018 – ADRB Meeting]

- Body: Light color or muted color
- Body: Using two (2) colors for the body is possible, particularly if the structure has two different types of siding.
- Trim: white or mute colors
- Trim: Contrary color to body, though still muted color
- Accent: white, light colors, mute colors, or dark colors



[1]



[2]

Examples of Architecture and Paint/Color

- (1) A house with Four Square design features. Note the body has two colors and they are both within the realm of the suggested colors types.*
- (2) An example with Prairie and Four Square features. The structure has a mute body color, but note the use of white for trim, and then the return to the using the body color for window sash as accent.*

Other Paint References and Literature:

- A. The Board may use the following publications as reference base for decision making on color applications.

[Amended: September 2009 – ADRB Meeting]

[Amended: May 15, 2018 – ADRB Meeting]

1. A Century of Color, Roger Moss, American Life Foundation, 1981.
2. Victorian Exterior Decoration, Roger Moss and Gail Winkler, Holt & Co., 1987.
3. House Colors, Susan Hershman, 2007.
4. Caring for your Historic House, Chapter: *Exterior Paints and Other Finishes*, 1998.
5. Old House Colors, Lawrence Schwin III, 1990.
6. America's Painted Ladies, Elizabeth Pomada and Michael Larsen, 1992.
7. Daughters of Painted Ladies, Elizabeth Pomada and Michael Larsen, 1987.

The Board may also take into consideration technical information that may be available locally, through the Ohio Historic Preservation Office, and paint sampling research from the property in question, such as paint chips/flakes, or various layers/sediment layers of previous paint existing on the structure.

- B. The Board will attempt to provide corresponding color matches by paint company trade name to the basic reference colors approved through the publications listed in Item "A" above.

- C. For technical items not covered above, the Board will rely on the following:

1. Preservation Brief No. 10, Exterior Paint Problems on Historic Woodwork, U.S. Department of the Interior, Technical Preservation Services Division, 1982.
[\[https://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm\]](https://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm)
2. The Old House Journal, published by OHJ Inc., New Jersey, June, 1986.
3. This Old House, Website/Blog [\[https://www.thisoldhouse.com\]](https://www.thisoldhouse.com)
[Added/Amended: May 15, 2018 – ADRB Meeting]
4. The Craftsman Blog [\[https://thecraftsmanblog.com/topic/painting/\]](https://thecraftsmanblog.com/topic/painting/)
[Added/Amended: May 15, 2018 – ADRB Meeting]

- D. As staffing permits, the Board will attempt to provide a record of colors other than those listed in the reference publication that have been approved under selected circumstances.

[Section Amended: September 2009 – ADRB Meeting]

[Section Amended: May 15, 2018 – ADRB Meeting]

Parking Lots

Requests for Certificates of Appropriateness involving parking lots will be treated by the Board as follows:

- A. Certificates issued for the installation of new parking lots will require the following:
 - 1. A landscape buffer will be installed and maintained between the sidewalk and the first parking space.
 - 2. The required landscaped buffer will consist of an evergreen hedge maintained at a height of at least 36 inches and consist of a depth equal to the front yard of the immediately adjoining property.
 - 3. The screen wall required by the City code between parking lots and residential property will not extend beyond the actual front wall of the adjacent residential structure. The composition/material of the screen wall may be specified by the Board.
- B. The Board reserves the right to attach landscape buffering requirements as a condition for approval of the reconstruction/surfacing or resurfacing of existing parking lots.
- C. Scaled plans of parking lot proposals with detailed landscaping and screening layouts will be required with a request for a Certificate.

Shutters

Request for Certificates of Appropriateness involving the installation of shutters will be treated by the Board as follows:

- A. A request for shutters will be approved only if the following criteria are met:
 - 1. There is evidence on the building that shutters did exist at one time (i.e. brackets still exist, or coloration on the building indicates a one-time presence of shutters).
 - 2. There is no evidence on the building per say but given the environment the building rests in and its style, it is reasonable to assume shutters may have been a part of the building. In this circumstance, historic photos of the area in question and architectural reference sources may be used in making a determination of approval/denial. *[Revised: September 2009 – ADRB Meeting]*
- B. If approved, actual shutter installation must meet the following conditions which will be considered a part of the issued Certificate of Appropriateness:
 - 1. If original hardware is present, the shutter is capable of being opened and closed over the window.
 - 2. The shutters are to be made of a material most closely related to the original shutters, or to a typical shutter of the architectural period/style in question (i.e. wood)
 - 3. The shutters are to replicate, as closely as possible, the appearance of the original shutter or a typical shutter of at least one of the following:
 - a. the architectural period of the property
 - b. the architectural style of the building and its window openings
 - c. the typical shutters of the immediately adjacent area of the district in which the property is located
 - 4. The shutter is sized correctly for the window opening it is designed to cover (i.e. not longer, shorter, or wider than the full window opening).
- C. For items not covered above, the Board may refer to the U.S. Department of the Interior (the Technical Preservation Services Division), the Ohio Preservation Office, and/or references from the above.

Siding

Requests for Certificates of Appropriateness involving the application of aluminum, vinyl aluminum, vinyl, or other siding material not original to a property or the historic district will be treated by the Board as follows:

- A. Application of a non-original siding material to a property will be approved only as a measure of last resort and when extenuating circumstances justify the application. If non-original siding material is approved, the Board will identify the extenuating circumstances in its official minutes. (Example: fire damage to an entire side of a structure would be an extenuating circumstance.)
- B. A copy of Preservation Brief No. 8, Aluminum and Vinyl Siding on Historic Buildings (U.S. Department of the Interior, Technical Preservation Service Division, 1984) will be made available to every property owner considering/requesting a Certificate for aluminum, vinyl, or vinyl aluminum siding once the Board has been made aware of the desire by the property owner and before the request for Certificate is considered by the Board.
- C. The Board will not approve the application of siding materials over brick.
- D. In all cases involving the application of non-original siding material, the Board will require an actual sample of material(s) and a written contract proposal for installation—before approval will be given. *[Revised: September 2009 – ADRB Meeting]*
- E. If approved, the new siding material must have an appearance as close to the original siding as possible and have a minimum thickness of 04-inch. It is understood that this requirement will generally preclude the application of very wide sidings, vertical sidings in 4 x 8 panels, and raised wood-grain “look” sidings. *[Amended: September 2009 – ADRB Meeting]*
- F. The Board may require certain application methods and/or materials to mitigate the effect of the new siding on a property and/or its environs.
- G. New products will be treated as such by the Board and may be approved on an experimental basis, after any one or more of the following:
 - 1. Review and/or investigation of the manufacturer’s specification/claims for the product.
 - 2. Consultation with the U.S. Department of Interior, Technical Preservation Services Division.
 - 3. Consultation with the Ohio Historic Preservation Office.

4. Consultation with other preservation/design commissions, contractors, and/or architects who may have experience with or knowledge of the product.
- H. For technical items not covered above, the Board may rely on Preservation Brief No. 8, Aluminum and Vinyl Siding on Historic Buildings (Technical Preservation Services Division, the U.S. Department of the Interior, 1984), the U.S. Department of the Interior, the Ohio Historic Preservation Office, and/or references from the above.

Signs **NEW!******

[Added: August 21, 2018 – ADRB Meeting]

Historically, the usage and types of signage varied depending on the building, the location, historic district, and the type of business or facility. Hanging signs would be used for places highly visible and with heavy traffic from pedestrians. Large wall signs would be used to garner attention on buildings with wall sizes capable of feasibly accommodating them at a size where they could be visible.

With the advent of modern day crafts, production techniques, logo designs being comparably advanced, and the specific desires of business owners for unique branding and visibility, there is the possibility of conflict with the intended aesthetics and character for the respective historic districts and historic designated buildings.

These guidelines are meant for business owners to consider when proposing new signs or revising existing signs for buildings in the historic district. Each application will be reviewed using its own unique circumstances and therefore these guidelines should be applied as practices instead of as absolute rules.

Please note:

The Architectural Design Review Board does not regulate signage content.

General Signage Guidelines

All signage must follow the requirements of the Hamilton Zoning Ordinance regardless of the guidelines for historic sign review.

There is a sign permit process through the City of Hamilton's Building Department that must occur in addition to receiving a Certificate of Appropriateness (COA) for signage from the Architectural Design Review Board.

General Signage Guidelines

[Added: August 21, 2018 – ADRB Meeting]

- A. All signs need to be made of durable materials, and not to become a hazard due to disrepair, damage or inclement weather. All letters, numbers, and logos shall be permanently affixed to the sign itself or the building.
- B. New signage should be designed to be a logical and complementary component of the overall design of a building. New signage should also visibly compliment the streetscape and historic district through shape, form, material and overall design.
- C. Signs should reflect the scale and character of its surroundings in size, type, face, graphics, lighting, square footage, style, material, and related qualities to the building.
- D. Historic and/or existing iconic signs should be preserved, rehabilitated, and maintained when feasible.
- E. Pedestrian oriented signage is preferred and encouraged,
 - i. Projecting Signs are encouraged when feasible
 - ii. Wall signs are also appropriate
- F. The signage message should be designed in a simple fashion and may include the business name, logo, function and/or street number or address and related artistic treatments.
- G. Signage should not obscure any significant architectural elements; the installation of a sign must be reversible and cannot permanently alter or damage historic building materials.
- H. Not recommended: Flashing Lights, Strobe Lights or other similar treatments and LED screens, projectors and related equipment and LED programmable signs. They will be evaluated on a case-by-case basis, based on context.
 - i. **Not Recommended:**
 - ii. Internally illuminated window signs are generally not appropriate but can be considered on a case-by-case basis. This includes flashing and strobe lights and other such attention-seeking devices whether or not they are part of a sign.
- I. Historic Theatre Signs, Marquee Signs and other High-Quality signs, appropriate and sensitive to the historic character of the building and area can be considered.
- J. New lighting / signage technologies will be considered on a case-by-case basis.

K. Lighting the signs externally is encouraged. Utilizing decorative building lights to light the sign often is most appropriate. However, internally illuminated signage will be evaluated on a case-by-case basis.



Examples of desired sign designs for historic district

- (1) *Not every historic sign needs to be overly complicated. A simple shape beyond a square or rectangle, accented by an outline, combined with a decent but simple color scheme can work for signage.*
- (2) *Signs that feature higher craftsmanship, dimension, variation, articulation and suit the character of the historic district and surrounding area are desired.*



More Examples of desired sign designs for historic district

[1] and [2]:

[1] Signs should complement the structure and property as best as possible, in terms of form, color and material. Notice the address sign and business wall placard complimenting the architecturally rich structure, using metal, wood, and muted earth tones

[2] A close-up of the business placard sign from (1). The frame features a design beyond a simple square or rectangle; has an outline in the same color as the font, adding style to the sign; and the use of two colors overall – one for font and another for background. The sign serves its function while not competing or detracting from the aesthetics of the building.

[3]:

[3] A projecting sign / blade sign that shows detailed craftwork, featuring an artistic, shaped framing, and diverse but visually harmonious fonts for the signage.

Projecting Signs / Blade Signs

- Projecting signs should utilize artistic design treatments, craftsmanship and other design approaches to enhance the sign (i.e. metal and carved wood), including sculptural forms. If utilized - Sign Brackets should use appropriate materials and be of such a decorative design as to serve as an enhancement to the sign itself. This is also a recommended feature for proposed signs on prominent streetscapes such as Main Street.
- A minimum of 10 feet of clearance should be maintained between the ground and the bottom of the projecting sign.

[Added: August 21, 2018 – ADRB Meeting]



[1]



[2]



[3]



[4]

Examples of Desired and Appropriate: Projecting Signs

- (1) *Art Off Symmes: was a sculpted metal sign for an arts and crafts related business*
- (2) *Pet Wants Projecting Sign using the logo as the overall shape to give visual appeal*
- (3) *Sara's House: Cabinet Box Projecting Sign with Lightbulbs*
- (4) *J Austin's sign with a round background and branding, yet still simple*

Wall Sign Guidelines

- Wall signs should be located within the signage band between the first and second floor windows. Other signage placements will be considered on a case by case basis.
- Signage should be centered or aligned considering the significant architectural features (storefront windows / windows, doors) and their arrangement on the façade. Other signage placements will be considered on a case by case basis.
- Buildings with multiple tenant spaces should establish a cohesive rhythm appropriate to the building for the placement of wall signs.
- Painted wall signs may be appropriate on surfaces that have been previously painted, but should be neat, high quality, and professionally done. Painted wall signs are not appropriate on unpainted surfaces including unpainted brick and unpainted masonry.
- If utilized - sign brackets should use appropriate materials and be of such a decorative design as to serve as an enhancement to the sign itself. This is also a recommended feature for proposed signs on prominent streetscapes such as Main Street and High Street.
- Ghost wall signs are considered historical and it is encouraged to maintain them in their current condition, but paint proposals, including attempted restoration of the painted sign will be considered on a case-by-case basis, and based on context.
- Install wall signs in a manner that does not damage the historic building materials, architectural features, or elements.

For example:

- Mount a wall sign to the mortar rather than directly on historic masonry.

[Added: August 21, 2018 – ADRB Meeting]



[1]



[2]



[3]



[4]



[5]



[6]



[7]

Examples of Desired and Appropriate: Wall Signs

[1]: Wall Signs are preferred as letter signage, particularly with larger signs and/or on quality architectural façade.

[2]: Wall Signs are preferred in formats sensitive to the architecture. Also, use of gooseneck lamps and other visually appealing external lighting is encouraged.

[3] and [4]: Another example of Wall Signage, this one lending itself to the architectural accents and façade of the building. Also note the use of gooseneck lamps for external illumination.

[5] and [6]: Ghost Wall Signs should be preserved where possible, while restoration of these signs may be considered depending on the situation and context.

[7]: While change and painting to refurbish buildings can be encouraged, consider that some Ghost Wall Signs take on a legacy and life of their own, becoming iconic thanks to their prominence.

Awning Sign Guidelines

- Graphics allowed on an awning should only be located on the front facing flap (valance).
- The maximum allowable area for graphics on an awning sign should not exceed 50 percent of the area of the front facing flap.
- Buildings with multiple tenant spaces should use a consistent font size, placement and color in the specifications for awning signage. Other proposals to be considered on a case-by-case basis.
- Lettering color and form should take into consideration the color of the awning and building. The ADRB will take into consideration any relevant applicant branding considerations (such as specific font and color profiles).
- Awnings should not be internally illuminated.
- Install Awnings and hardware related to the awning sign in a manner that does not damage the historic building materials, architectural features, or elements.
- Select awning shape with a logical reflection of the respective architecture.

For example:

- Choose an awning shape that reflects the door size if it will be erected above a door,
- Choose an awning shape that reflects the window size / window opening, if it will be erected above that architectural feature.

[Added: August 21, 2018 – ADRB Meeting]

Awning Materials

The ADRB recommends: Fabric / “Sunbrella” as the preferred material.

- Other materials considered on a case by case basis
- The ADRB encourages quality design and materials for awnings and awning signs.

[Added: August 21, 2018 – ADRB Meeting]



[1]



[2]

Examples of: Awning Signs

- (1) Awning Signs are preferred as a fabric material with simple, minimal text and/or graphics
- (2) While Awnings sizes should fit the size of windows and doors, rather than span a whole wall or façade. Awnings signs should be simple in form and display.

Window Sign Guidelines

- A window sign is any sign or graphic that is attached to the exterior or interior of the window or door glass.
- It is recommended that window signs should be transparent in overall design, and/or positioned so there is still significant visibility through the window into the store/building.
- The cumulative area of all window signs should not exceed 25 percent the total glass area of the storefront or 6 square feet, whichever is less.
- “Open”, “Now Open”, and similar small-scale signs conducive to the day-to-day operation of the business are permitted. Simple illuminated small-scale signs of this nature are excluded from review, provided they follow the regulations of the City’s Zoning Ordinance.
- Other window signs will be evaluated on a case-by-case.

[Added: August 21, 2018 – ADRB Meeting]



[1]

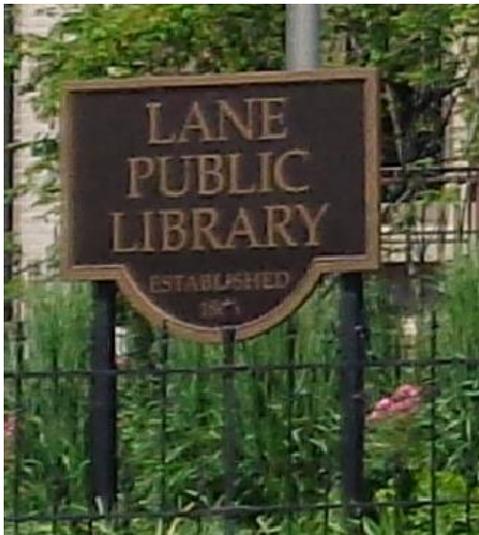
Examples of Desired and Appropriate: Window Signs

- (1) *Almond Sisters: Decal Window Sign showing an artistic, clean, meaningful logo. The sign does not take up excessive amounts of the window and is lettering, both allowing more visibility into and out of the store, while the placement serves the prominent pedestrian traffic.*
- (2) *Renaissance Art: Decal Sign utilizing a logo while still leaving a majority of window transparency. This placement is slightly higher on the window, yet still serves both the pedestrian traffic and vehicular traffic.*
- (3) *Miami Regionals: Note that vinyl decals can be approved, however, the decals should strive to compliment the window, storefront space, and building – considering all of the appropriate scales.*

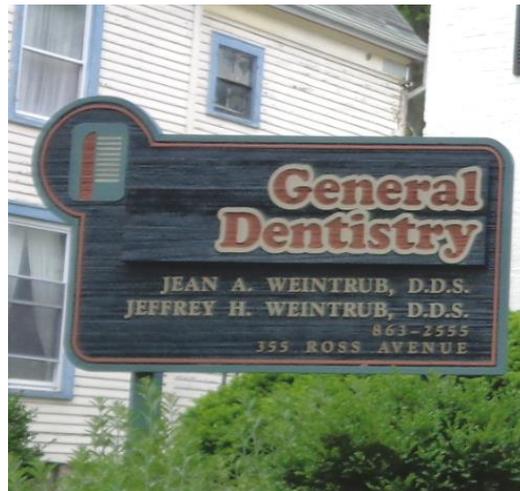
Ground Sign Guidelines

- Ground Signs (otherwise known as monument signs) should be sensitive to the architecture of the structure, the site itself, and the streetscape.
- Generally, signs should be externally illuminated as not to disturb the evening character of the historic districts. Differing applications will be considered on a case-by-case basis.
- Ground mounted signs in all Districts are to be monument style with materials and color(s) to match the parent building's materials. The sign structure should be of brick, stone or of materials to match the primary material found in the principal structure(s) on the site.

[Added: August 21, 2018 – ADRB Meeting]



[1]



[2]



[3]



[4]

Examples of Desired and Appropriate: Ground Signs

- (1) Lane Public Library: Signage is metal, simple but elegant in design and only two colors are utilized. Signs should be made of higher quality material like metals, and made with higher quality technique such as etching. These signs should also be illuminated externally.*
- (2) General Dentistry: Smaller, Simpler Signs are best, with exceptional design features, especially in urban residential portions of historic districts. Again, signs should be made of higher quality material like wood, and higher quality craftsmanship, such as etching.*
- (3) Butler County Historical Society: Signage with decorative posts and simple but decorative framing is more in line with the historic districts.*
- (4) Modern signs can also be made to harmonize with a historic district and historic property. Adding design detail to a monument sign and signs for historic properties is recommended.*

Roofs

Asphalt Roofs

Dimensional roofing is preferred in all cases.

[Added: September 2009 – ADRB Meeting]

Slate Roofs

Requests for Certificates of Appropriateness involving slate roofs will be treated by the Board as follows:

- A. Every effort should be made to repair/save an original slate roof for the following reasons:
 - 1. The color, texture, and design of a slate roof contribute significantly to the overall architectural appearance of a structure and its environs.
 - 2. Specific slate roofing products/designs/installation methods may be indicative of significant architectural periods/design developments within the district.
 - 3. Slate roofs have the longest life of any roofing material.
- B. Requests for slate roof replacement must include the following conclusive information from the property owner:
 - 1. Evidence that alternatives to complete slate roof replacement were explored by the property owner with contractors/individuals knowledgeable in, and qualified to work with, slate roofing.
 - 2. Evidence of the need for slate roof replacement in written form submitted by more than one source experienced in slate roofs.
- C. The Board reserves the right to complete an onsite investigation of the need for replacement by the Board itself or its designate prior to rendering a decision to issue or deny a Certificate.

- D. If replacement of a slate roof is approved the following will apply:
1. The Board will give priority consideration to replacement of the existing (old) slate roof with a new slate roof as close in design and color to the original as possible.
 2. If the cost of replacement under consideration "1" above is proven to be prohibitive to the property owner, the Board may approve/specify an acceptable alternative roofing application/material. Every effort will be made to minimize the impact of such and approval on the structure, its environs, and/or the district.
 3. The Board may require that the existing (old) slate be saved by the owner/contractor and be given/sold to a third party not-for-profit for future use in city preservation efforts.
- E. For technical items not covered above, the Board may rely on Preservation Brief No. 4, Roofing for Historic Buildings (the Technical Preservation Service Division, U.S. Department of the Interior, 1978), the Old House Journal (December, 1975), the Ohio Historic Preservation Office, and/or reference from the above.

Chimneys

General Chimney Guidelines

Chimneys should be preserved and maintained. The ADRB views chimneys as important to the character of the structure. Most older structures, and residences have masonry chimneys. Chimneys generally have their own bases at the building's foundation to support the weight of the structure.

A general makeup of a historic chimney includes the following:

The firebox and the hearth are stone, firebrick, or tile. The stack, including the flue, is stone or brick. The flue connects the firebox to the stack and includes a smoke chamber to prevent any downward drafts from filling the house with smoke and ash.

Guidelines

- Leaning stacks should be dismantled and rebuilt. Typically, the chimney needs to be rebuilt only from the roof line up.
- Chimneys should be capped with either a brick or stone chimney cap that has at least a two-inch overhang from the outside of the chimney to avoid water damage inside the chimney.
- Encasing Brick or Original Masonry Chimneys in concrete or similar material is not recommended.

[Section Added: March 6, 2018 – ADRB Meeting]

ADRB Window Guidelines December 2019 (v12.17.2019)

Windows

Preface (Why Historic Windows):

Historic windows are found on many of the buildings in Hamilton's Historic Districts. These windows typically date from the 19th century to the early 20th century. Windows may come in all different sizes and configurations and may be unique to a particular architectural style. Windows are an important part of a building's overall design scheme, help date the building's construction, and contribute to the visual cohesion of both the building and the historic district streetscape – commensurate with the architectural significance of the structure. Windows are a distinctive part of any building and their shape and configuration should not be altered when possible.

The improper or insensitive treatment of windows and their openings can drastically change a building, in terms of appearance, historic significance, and contribution to a historic district or neighborhood.

Retention of historic windows should be the goal. Historic windows were built so that any part of the window could be repaired or replaced. Therefore, if just a part of the window is broken or rotted, that part of the window can be replaced.³⁴⁵⁶⁷

With proper maintenance and attention, a historic window can significantly longer than a vinyl window.

³ John H. Myers, *Preservation Brief #9, The Repair of Historic Wooden Windows*: Washington, DC: Technical Preservation Services, U.S. Department of the Interior, 1981.

<https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>

⁴ Sedovic (2005) "What Replacement Windows Can't Replace: The Real Cost of Removing Historic Windows".

<https://www.lenfant.org/eblasts/October2011/WhatReplacementWindowsCan'tReplace.pdf>

⁵ New Jersey Historic Preservation Office, *Saving Wood Windows*, 2012.

https://www.state.nj.us/dep/hpo/4sustain/08_svg_wd_wndws.pdf

⁶ "Let the Numbers Convince You: Do the Math." *Old House Journal* 35 no. 5 (September/October 2007).

⁷ "Testing the Energy Performance of Wood Windows in Cold Climates." A Report to the State of Vermont Division for Historic Preservation. 30 August, 1996. <https://www.ncptt.nps.gov/blog/testing-the-energy-performance-of-wood-windows-in-cold-climates-a-report-to-the-state-of-vermont-division-for-historic-preservation-agency-of-commerce-and-community-development-1996-08/>

General Window Regulations & Guidelines

A. Critical Parts of Windows that Shall Not Be Altered

The following items will be considered a critical part of the exterior architectural/design elements that shall not be altered on a structure, except on a case-by-case basis:

1. The specific location of each individual window.
2. The specific style of each individual window.
3. The number of panes (lights/grids/sashes) of each individual window. (example: 2x2 grid/pane, 4x4 grid/pane, 9x9 grid/pane)
4. The specific dimensions of each individual window.
5. The specific treatment of the framing for each individual window.
6. The relationship of the above elements and/or related elements for each window in the overall window treatment/design of a structure.

B. General Window Requirements (Unless otherwise approved)

1. All glass for the windows is to be clear unless otherwise approved by the ADRB.
2. All composite, fiberglass, or aluminum surfaces are to be smooth, without faux-wood texture (grooved texture).
3. Windows and window products must be paintable if the building trim is intended to be paintable.
4. Commercial window frames should match trim unless otherwise approved by the ADRB.

C. Do not buy windows before getting a COA (Certificate of Appropriateness) approval

There is no guarantee your proposal will be approved as you desire. For instance, you may be approved for only replacing the side windows and rear windows; or the rear windows only; or your chosen replacement of windows may be denied outright. The ADRB is a preservation board, with a purpose of preserving historic structures, including the unique architectural designs and components of historic buildings.

Window Work approvable by Planning Staff

The following window proposals and products are permitted in the historic districts and historic inventory properties. Such proposals will be considered like-for-like approval or minor approval by Staff, and will not need review and approval from the ADRB.

A. Repair of Windows

1. Repair of existing windows is encouraged by the ADRB.
2. Repair of existing windows can be approved administratively by Planning Staff.

B. Replacement Windows as Like-for-Like:

The following replacement windows can be approved administratively by Planning Staff as a minor approval item, if the following conditions apply:

1. Replace with Wood Windows or Same Material

Proposed replacement windows that are the same material as the existing window are permitted and considered Like-for-Like with the exception of vinyl windows. The window must match the existing window in location, style, size, dimensions, grids/sashes/panes, and treatment. Like for like replacement is permitted with the exception to vinyl windows.

- For all like-for-like replacement windows: The product must be paintable if the building trim is intended to be painted.
- Any proposed window that is different from the existing window requires ADRB review, approval, and issuance of a Certificate of Appropriateness (COA).
- Below is a list of wood windows that have been identified by the ADRB as a like-for-like replacement option. This list is not comprehensive and will be updated as additional products are reviewed through the ADRB process.

MANUFACTURER	SERIES	MATERIAL
Andersen	400 Series Woodwright [Link]	Fibrex (40% Wood Fiber, 60% Polymer) Exterior / Wood Interior
Andersen	400 Series [Link]	Vinyl Exterior / Wood Interior
Andersen	A Series [Link]	Fibrex Exterior / Fiberglass and Wood Interior
Fiber Frame	2100 Series [Awning] [Casement] [Picture]	Fiberglass Exterior & Interior
Marvin	Infinity [Link]	Fiberglass Exterior & Interior
Marvin	Elevate Double Hung [Link]	Fiberglass Exterior & Wood Interior
Pella	Impervia [Link]	Fiberglass Composite Exterior & Interior

Replacement of Significantly Damaged or Missing Windows

In the event that the window is significantly damaged or missing, Planning staff may be able to approve a Certificate of Appropriateness administratively for window replacement.

1. Window is significantly damaged: This means that the window is damaged or rotted 50% or more, or is missing key components. (In such cases, photo evidence shall be required).
 - Half of the window is missing
 - Missing window sash and/or frame
 - Damaged/Missing window sill

2. Window is missing: the window is missing, leaving only a window opening in the façade or a bricked in place where the window once was.

C. List of Approved Replacements for Significantly Damaged or Missing Windows

The list of approved replacement windows for significantly damaged or missing windows is more varied than the like-for-like list and includes composite windows. To the extent the design of the original window is known, the window must match the historic window in location, style, size, dimensions, grids/sashes/panes, proportions, and treatment.

- The product must be paintable if the building trim is intended to be paintable.
- Any proposed window that is different from the historic window requires ADRB review, approval, and issuance of a Certificate of Appropriateness (COA).
- Below is a list of windows that have been identified by the ADRB as a window that can be approved administratively for a significantly damaged or missing window. This list is not comprehensive and will be updated as additional products are reviewed through the ADRB process.

(Continued on Next Page)

MANUFACTURER	SERIES	MATERIAL
Andersen	100 Series [Link]	Fibrex (40% Wood Fiber, 60% Polymer) Exterior & Interior
JeldWen	Siteline [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Marvin	Ultimate-Next Generation 2.0 [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Kolbe	Ultra Series “Sterling” [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Trimline	Eclipse EC300 [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Lincoln	Standard Double-Hung [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Loewen	Standard Double-Hung [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Pella	Architect Series Reserve [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Quaker	Brighton LS Series [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Quaker	H600 “Historical Series” [1] [Link]	Aluminum
Weathershield	Premium Series [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Universal	700 Series [1] [Link]	Aluminum Exterior & Interior

D. Non-Historic Window Replacement

Applications for new windows that will replace existing replacement windows that are not considered historic, including but not limited to existing vinyl replacement windows, can be approved administratively. To the extent the design of the original window is known, the window must match the historic window in location, style, size, dimensions, grids/sashes/panes, and treatment. The ADRB’s preference is for non-vinyl paintable windows. Other proposed replacement may require ADRB approval.

Window Work that Requires Approval by the ADRB

The following windows are conditional and require review and approval by the ADRB. The ADRB may also assign additional conditions to the approval of these window projects.

A. Replacement Windows – (Windows less than 50% damaged or missing.)

Replacement windows shall not be considered unless the applicant has presented sufficient evidence that the original windows to be replaced are too deteriorated to be repaired, but are not 50% or more damaged or missing.

The replacement window must match the existing window in location, style, size, dimensions, grids/sashes/panes, and treatment. The product must be paintable if the building is intended to be painted.

Facades:

1. Front Façade –

This is the most important façade and shall have the most stringent window requirements.

- a. The first priority shall be the repair of the existing windows.
- b. The second priority shall be minor replacement of damaged parts of an existing window, matching the original in size, scale, proportion, material, and detail.
- c. The third priority shall be the relocation of surviving original windows from other facades to the front façade, where feasible and where reasonable given the size, condition, style, design, and dimensions.
- d. The replacement of historic windows on the front façade will be considered after the applicant has worked with the ADRB to preserve the windows and has exhausted feasible efforts to rehabilitate the windows. When this occurs, the windows should be replaced with a permitted replacement window type (see List of Conditional Window Replacement) or a close approximation to one of these products.

2. Side Façade & Rear Facade –

These are secondary façades and shall be considered with greater leniency. The ADRB's priority is the preservation of historic windows, but if the window is not visible from the street, the ADRB can consider window replacement with a permitted window type with a great deal of flexibility.

B. Considerations for Window Replacements:

When the ADRB is reviewing a Certificate of Appropriateness for window replacement, the following information will be considered to determine the appropriateness of replacing historic windows:

1. That multiple avenues of preserving the historic windows have been pursued, including consulting a historic window preservation specialist or contractor with demonstrable background and experience in preserving historic windows.
2. Difficulty in repairing the existing wood windows or difficulty in obtaining a contractor to repair the existing wood windows.
3. Difficulty in obtaining new wood windows or wood composite windows that match the existing wood windows.
4. The structure or portion of structure is comparatively more modern or newer than other houses and principal structures in the immediate area. This can include new additions of a structure.
5. That the request for window replacement is part of a large scale renovation project in a building that is substantial disrepair and would be in danger of demolition if not for the renovation project.

ADRB has asked the applicants to provide written evidence to support these considerations, including estimates, quotes, and/or recommendations from a professional and/or letters on letterhead with signature of the professional(s) involved in the assessment.

Information about the overall project and building condition is requested. Cost information on structural stabilization work, historic gutter rehabilitation, and other relevant preservation efforts should be included.

In all situations that ADRB is considering window replacement, the windows shall match the design of the historic window and the preference is for one of the approved window models or a close approximation.

C. List of Conditional Replacement Windows

Below is a list of windows reviewed by the Architectural Design Review Board (ADRB) through Certificate of Appropriateness Applications (COA) or through additional research. These windows may be proposed as a replacement type, but still require ADRB review, approval and issuance of a Certificate of Appropriateness (COA). An applicant is welcome to propose an alternative window, but the ADRB requests that the applicant provide information on how it is a close approximation of one of the windows listed below. The product must be paintable if the building trim is intended to be painted.

MANUFACTURER	SERIES	MATERIAL
Andersen	100 Series [Link]	Fibrex (40% Wood Fiber, 60% Polymer) Exterior & Interior
JeldWen	Siteline [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Marvin	Ultimate-Next Generation 2.0 [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Kolbe	Ultra Series “Sterling” [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Trimline	Eclipse EC300 [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Lincoln	Standard Double-Hung [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Loewen	Standard Double-Hung [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Pella	Architect Series Reserve [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Quaker	Brighton LS Series [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Weathershield	Premium Series [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Quaker	H600 “Historical Series” (For Heavy Commercial or Industrial Only) [Link]	Aluminum
Universal	700 Series (For Heavy Commercial or Industrial Only) [Link]	Aluminum Exterior & Interior

D. Other Window Replacement Types

1. Vinyl Windows

Vinyl windows are not paintable, so they are not appropriate for paintable buildings. As is true for all window replacement applications, vinyl replacement windows shall only be considered if the window matches the existing window in appearance, location, style, size, dimensions, grids/sashes, treatment, and design. If approved, vinyl windows shall match the trim color of the structure.

2. Glass Block Windows

Glass Block windows can be considered where the existing basement windows are damaged, deteriorated, or missing or where the existing basement windows pose a safety concern (history of break-ins, etc.)

3. Unique window proposals

For unique window proposals, such as stained glass windows, and other window proposals not addressed by the guidelines, the proposals shall be reviewed by the ADRB.

4. Commercial Windows and Industrial Windows

Windows for businesses, commercial structures, and heavy industrial structures shall be considered on a case-by-case basis. There are cases where commercial and industrial structures require a different window type than the existing window. When the proposal is not appropriate for staff administrative review, ADRB will consider all relevant factors, including:

- a. Replacement windows can be any material appropriate to the structure, including metal products.
- b. The replacement window shall replicate the size and transparency of the existing window (if reducing or filling a window, or creating a new opening, please refer to that section of the window guidelines).
 - o If the applicant is proposing a window that does not match the existing design, sufficient justification for the change must be provided to the ADRB. This may include but is not limited to considerations such as the viability of the business operation and/or historical examples of why the proposed change is appropriate.

5. New Window Opening

New window openings are typically discouraged for historic structures. Such additions interfere with the architecture and composition of the façade of the structure. However, adding a new window opening to the structure will be considered on a case-by-case basis by the ADRB. The following rationale shall be considered by the ADRB in the issuance of a COA for such proposals:

- Structure is a commercial or industrial building and the new window opening is necessary for the viability of the business.

- Structure is part of a significant residential, commercial, rehabilitation project, or business investment for the property, neighborhood, and/or historic district.

6. Reduction of Window or Filling In Window

The following window proposals are conditional and generally considered inappropriate. Such proposals will be reviewed with the highest scrutiny and will only be approved when appropriate to the structure and historic district. The ADRB may also assign additional conditions to the approval of these window projects.

The reduction of a window opening or filling in of a window opening shall only be considered in the following cases.

- Window reduction shall only be located on the rear or side facade and is not highly visible from the street or sidewalk.
- The ‘fill’ of the previous window shall be consistent with the material and form of the façade. (i.e. on a brick façade, the filled portion shall be brick; no plywood, painted wood panel, vinyl, plastic, or metal on any façade type)
- The replacement window is for a special, utilitarian, and/or specific renovation of the structure (the most common being, new bathroom, or closet).
- The structure or portion of structure is comparatively more modern or newer than other houses and principal structures in the immediate area. This can include new additions of a structure.
- Structure is a commercial or industrial building and the proposal is necessary for the viability of the business.

Storm Windows

A. Interior Storm Windows not visible from the exterior

Interior storm windows not visible from the exterior are considered an interior item, and are not under the purview of the Architectural Design Review Board (ADRB).

Below is a list of storm windows that can be installed without a certificate of appropriateness (COA).

MANUFACTURER	LOCATION	MATERIAL / TYPE
Indow	Interior	Window Inserts
Window Systems LLC	Interior	Innerglass
Allied Window	Interior	Custom

Climate Seal	Interior	Preservation Series
Magnetite	Interior	Heritage Series

B. Exterior Storm Windows

1. Storm windows shall be made out of wood or anodized aluminum
2. Storm windows shall be flush with the original window openings
3. Storm windows shall have a narrow sash so as not to obstruct the original window
4. Storm Windows shall be painted to match trim
5. Storm windows shall have proper glass (Plexiglass or similar materials are not permitted).
6. Storm windows shall be installed to be inconspicuous on the façade.
7. New storm windows shall match any original or existing storm windows, including color, for a consistent appearance.

Prohibited Window Types and Window Work

The following window proposals are prohibited.

A. Wrapping Existing Wood Windows in Metal or Vinyl

Wrapping existing wood windows, wood casing, or brick molding in vinyl or metal is prohibited.

B. Replacing Existing Windows with False Windows

Replacement of existing windows with false windows, spandrel glass, or other similar treatments is prohibited.

Further Information and help with Historic Windows:

This Old House, Historic Preservation Specialists - Topic: Windows / Window Replacement

<https://www.thisoldhouse.com/ideas/all-about-wood-windows>

<https://www.thisoldhouse.com/how-to/windows>

<https://www.thisoldhouse.com/tags/windows>

“Opening Jammed Windows”

- <https://www.thisoldhouse.com/more/opening-jammed-windows>

“How to Replace Window Sash Cords”

- <https://www.thisoldhouse.com/how-to/how-to-replace-window-sash-cords>

“How to Repair Sash Windows”.

- <https://www.thisoldhouse.com/how-to/how-to-repair-sash-windows>

“How to Repair Window, Muntins”.

- <https://www.thisoldhouse.com/how-to/how-to-repair-window-muntin>

“How to Straighten a Window”

- <https://www.thisoldhouse.com/how-to/how-to-straighten-window>

The Craftsman Blog - Topic: Windows

- <https://thecraftsmanblog.com/all-about-historic-windows/>

Home Advisor:

Repair Windows

- <https://www.homeadvisor.com/cost/doors-and-windows/repair-windows/>

Replace Storm Windows

- <https://www.homeadvisor.com/cost/doors-and-windows/install-replace-storm-windows/>

Preservation Briefs:

Preservation Brief 9: The Repair of Historic Wooden Windows

- <http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>

Preservation Brief 13: The Repair and Thermal Upgrading of Historic Steel Windows

- <http://www.nps.gov/tps/how-to-preserve/briefs/13-steel-windows.htm>

National Trust for Historic Preservation web site

- <http://www.preservationnation.org/who-we-are/press-center/press-releases/2012/new-windowsstudy>