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## Historic Landmarks and Preservation Districts Commission

### Report to the Committee

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To: Clifton Architectural Review Committee  
Thru: Bob Keesaer, AIA, NCARB- Planning and Design Supervisor  
From: Bob Keesaer  
Date: October 6, 2016 *SDass*

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**Case No:** 16COA1227  
**Classification:** Committee Review

#### GENERAL INFORMATION

**Property Address:** 121 William Street

**Applicant:** Lindsey Stoughton  
LMS Design  
816 Franklin St.  
Louisville, KY 40206  
317-345-4398  
[stoughton@imsdesignllc.com](mailto:stoughton@imsdesignllc.com)

**Owner:** Jesse Francis  
3333 Rose Island Road  
Prospect, KY 40059  
Ph. 502-810-4117

**Architect/Design:** Same as Applicant

**Contractor:** TBD

**Estimated Project Cost:** \$30,000.00

**Description of proposed exterior alteration:**

The applicant requests approval for the following scope of work items:

- The existing enclosed porch will be demoed and replaced with a new concrete open air porch within the same location and matching the footprint of the existing enclosed porch's area. The front of the porch's side walls will have stucco over CMU base foundation walls. The non-original front façade windows, entry door, and side lites will be replaced

with one large wood double hung window, a new wood  $\frac{3}{4}$  lite entry door with transom above and side trim that will replicated the historic appearance shown in documented photos of the structure. The existing vinyl siding on the front façade will be replaced with 4" wood lap siding, and corner trim boards with vinyl siding on the side and rear facades of the house. New front steps, porch and walk will use historic concrete mix. The centrally located masonry chimney located closest to the front of the house will remain in place and will be repaired.

- The rear 1 story addition of the structure was found to have rotten areas causing the addition to cave in and to be in severe disrepair. This area of the house will be removed except for the south and rear side of the house and replaced within the exact same footprint location. A masonry chimney located within the existing one story addition will also be removed as part of the partial demolition. On the north side the original wall was in violation of the required setback; therefore the new exterior wall will be built 2 feet further away from the side property line to be within the required 5ft. setback for side yards. A new two story camelback addition features a pitched roof, vinyl siding, and shows a front bump out area to accommodate the internal stairs with gable vent above. The north elevation shows new staggered double hung vinyl windows on the first and second floors. One existing double hung window, and door on the shotgun portion will be removed and infilled with new vinyl siding. The east elevation facing the yard features 2 first floor and 2 second floor double hung vinyl windows with a centrally located panel door with concrete steps to access the rear yard area. The south elevation features 1 double hung vinyl window. The camelback addition's roof will be asphalt shingles to match the existing roof. The work on the south elevation on the shotgun portion also includes the removal of 4 casement windows that will be infilled with new vinyl siding.
- The rear of the property has remnants of a brick parking area and side wall. The new brick parking pad will be installed in the same location with the same style of brick. A brick parking pad measuring 22'-3" in length by 15'-7" +/- in depth will be installed in the rear yard connecting to the alley, and a new 4'-0" wide brick sidewalk is proposed to provide access from the parking pad to the rear door of the house

### **Communications with Applicant, Completion of Application**

The application was received on September 28, 2016. Staff spoke to the applicant by phone on October 3, 2016 to discuss the proposed design alterations to the house. The applicant requested by e-mail to expedite the review date from October 26, 2016 to October 19, 2016 to address a possible 4 week delay period from application submittal to ARC review. Revised plans were received on October 6, 2016. The case is scheduled to be heard by the Clifton Architectural Review Committee on October 19, 2016 at 6:30 pm, at 444 South Fifth Street, Conference Room 101.

## **FINDINGS**

### **Guidelines**

The following design review guidelines, approved for the Clifton Preservation District, are applicable to the proposed exterior alterations: **Demolition, Porch, Windows, Addition, Door and Entrance, and Site**. The report of the Commission Staff's findings of fact and conclusions with respect to these guidelines is attached to this report.

The following additional findings are incorporated in this report:

### **Site Context/ Background**

The R6 zoned property is located within the Traditional Neighborhood Form District and is located on the east side of William Street. The home is a one-story frame and sided shotgun style home. The surrounding buildings are predominately one story shotgun style homes with an adjacent shotgun home with second story camelback rear addition.

### **Conclusions**

There is only one adjacent shotgun styled house with a second story camelback addition on this street with other examples occurring on adjacent streets within the block area. The second floor addition will have a minimal visual appearance due to the setback distance from the front of the house. The modifications to the front porch and front façade will restore the house to a more original and historic appearance for shotgun styled homes.

## **RECOMMENDATION**

On the basis of the information furnished by the applicant, staff recommends the application for a Certificate of Appropriateness be **approved** with the following conditions.

1. The front elevation will be restored to match PVA photo documentation.
2. All new concrete shall be historic mix.
3. All foundation walls and porch base walls shall have a stucco finish.
4. All new vinyl and wood siding shall have be standard lap with 4" spacing and not have a Dutch Lap design.

*The foregoing information is hereby incorporated in the Certificate of Appropriateness as approved and is binding upon the applicant, his successors, heirs or assigns. This Certificate does not relieve the applicant of responsibility for obtaining the necessary permits and approvals required by other governing agencies or authorities.*

10/6/2016



Date

Bob Keesaer, AIA, NCARB  
 Planning and Design Supervisor

**Attached Documents / Information**

1. Staff Guideline Checklist
2. Applicant Submitted Information Packet

**Demolition**

Clifton Design Guideline Checklist

- + Meets Guidelines
- Does Not Meet Guidelines
- +/- Meets Guidelines with Conditions
- NA Not Applicable
- NSI Not Sufficient Information

	Guideline	Finding	Comment
	<p>The Metro Landmarks Standard Design Guidelines for Economic Hardship Exemption and Guidelines for Demolition also apply to an application for a Certificate of Appropriateness for demolition within the Clifton Preservation District, and associated application for an economic hardship exemption, with the following exception:</p> <p>The Standard Design Guidelines for Demolition DE1-DE6 are replaced in their entirety with the following:</p>		
DE1	Any structure in part or in whole 50 years old or older within the Clifton boundary should be preserved. The Landmarks staff will evaluate the demolition request. All demolition proposals must include photographic documentation by the property owner as part of the application submitted to Landmarks. Historic elements cannot be removed until after approval has been obtained.	+/-	Partial demolition of the existing 1 story non-original rear addition in poor condition.
DE2	With approval, when demolishing a non-historic structure or addition, the existing non-historic building or addition should not be demolished in a manner that will threaten the structural integrity of any existing historic structure.	NA	
DE3	With approval, when demolishing an addition to an historic structure, be mindful that a wall of the existing structure will be left exposed visually, and to the deteriorating effects of weather. Take steps to insure the structural integrity of this newly exposed wall.	+	
DE4	With approval, when demolishing an addition to an historic structure, a wall that was once an interior wall may be exposed. Remove the interior finishes and make the wall suitable to be an exterior wall that matches the historic exterior of the structure.	+	
DE5	With approval, when demolishing an addition to an historic structure, interior openings (such as door openings) will be revealed to the exterior. Retain evidence of exterior door, window openings, or architectural features not incorporated into the interior of the addition. Leave the window or door frame intact. Compatible exterior construction materials should be used.	NA	
DE6	The approved removal of a non-historic structure or an addition to an historic structure will create a new land area as a result of their demolition. Take steps to grade and landscape according to the existing topography and landscaping of the historic property and to be consistent with the slope and grade of adjacent properties.	NA	

	Guideline	Finding	Comment
DE7	The approved removal of an addition to an historic structure may change the look of the street-facing façade of the existing historic structure. Take measures to re-establish the street-facing wall through the use of low fences, walls, and/or vegetation.	+	Removal of 1 story addition will have minimal visual impact as seen from public view.
DE8	<p>Where demolition of an historic structure has been approved, or in the event of an emergency Metro-ordered demolition, documentation of the structure to be demolished will be required. The staff or ARC may set the degree of documentation required according to several factors: primary vs. secondary structure, historic value, and historic contribution to the Clifton neighborhood. Documentation may be subject to the following requirements:</p> <ol style="list-style-type: none"> <li>1. Measured floor plans for the first and each additional story, and drawings of exterior elevations showing views of the front and one side. These drawings shall be drawn at the standard architectural scale of 1/4 or 1/8 inch per foot. Measurements should be accurate to the nearest 1/4 inch and should indicate rough openings. Representative examples of original trim and other finish details shall also be measured. Drawing shall be on acid-free paper and indicated original vs. added construction. Additions 50 years old or older shall be shown by dashed lines for exterior walls only. If a primary structure has been approved for demolition, the ARC may require the above. If this is the case, the applicant is advised to hire a professional to fulfill these requirements. If a secondary structure is approved for demolition, the ARC may amend these requirements to require less-stringent documentation (examples: property-owner supplied drawings, drawn by hand).</li> <li>2. Digital photographs showing: the physical relationship to surrounding resources (streetscape); each façade; typical exterior details (e.g., moldings, brackets, rafter ends, brick patterns); typical interior details (e.g., door/window surrounds, staircases, mantels); typical construction details where visible; exterior landscape features; and outbuildings. A contact sheet shall be printed from the digital files on archival paper and submitted (along with the digital files on acceptable electronic media) to the Metro Landmarks Staff. If a primary structure has been approved for demolition, the committee may require the above. If this is the case, the applicant is advised to hire a professional to fulfill these requirements. If a secondary structure is approved for demolition, the ARC may amend these requirements to require less-stringent documentation (examples: property-owner generated digital photographs in an acceptable electronic media).</li> </ol>	NA	

# Porch

## Clifton Design Guideline Checklist

- + Meets Guidelines NA
- Does Not Meet Guidelines NSI Not Sufficient
- +/- Meets Guidelines with Conditions

	Guideline	Finding	Comment
PO1	Reconstructed entrance or porch features should be replaced with in-kind materials. If not economically or technically feasible, a compatible substitute material may be used including composite or other synthetic materials, columns, or trim designed to reflect the appropriate style of the house. Design elements should match the proportion, detailing, and size of the original style.	+	The front façade of the home will be restored to reflect PVA photos of the more historic conditions of the house.
PO2	Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained.	+	
PO3	Replacement porch railings and balusters should match the originals as closely as possible. If it is technically or economically unfeasible to accomplish this, then pre-fab wood or synthetic materials may be purchased that are similar to the originals. Wood railings should be finished with paint or an opaque stain.	NA	No railings or balusters.
PO4	Cast or wrought iron columns, railings, or balusters should not be used as a replacement for brick or wood porch elements.	NA	
PO5	When installing a new code-required handrail or railing to porch steps or from the street where not originally installed, select a design that is simple and stylistically appropriate or artistic.	NA	
PO6	Conjectural porch ornament should not be added; often its style conflicts with the style of the house. For example, do not add gingerbread spindles or Corinthian columns to a Craftsman-style house.	+	Using PVA photo documentation.
PO7	Over-sized boards (2" thick) should not be used for porch floors. 3/4" to 1" tongue-and-groove boards are generally appropriate. Deck boards are not appropriate for street façade porch floors.	NA	Existing concrete porch structure.
PO8	Replacement porch flooring should be installed that closely matches the original tongue-and groove flooring dimensions. The proper installation of tongue and groove for outdoor flooring provides for a maximum gap of 1/16" between boards to allow for expansion. Wood edging should be applied to the exposed ends of floorboards to prevent moisture infiltration into the grain.	NA	
PO9	Porch or cornice elements or any architectural-defining feature on the street façade should not be covered with vinyl or aluminum siding.	+	
PO10	Porch ceilings should not be installed, nor exposed eaves enclosed, where no such covering existed previously. Exposed rafters and roof decks are character-defining features for certain architectural styles, such as the Craftsman style.	NA	

	Guideline	Finding	Comment
PO11	Deteriorated porch steps should be replaced with in-kind materials. Replacement steps should be of the same scale and dimensions as the original. 5/4" deck boards should not be used for stair treads. Stone steps may be patched with concrete that is tinted a visually compatible color.	+	
PO12	Historic stone steps should not be replaced unless the stone itself is unsafe or no longer useable. Resetting stones on a firm foundation and re-pointing or applying appropriate sealant can address most problems (contact Landmarks for advice on sealant product choices).	NA	
PO13	Front porches can be enclosed with screen panels (not glass panels) provided the construction is reversible and no alterations are made to the original façade. Screen panels that can be removed seasonally when they are set behind porch elements are preferred. The porch enclosure shall not be made into a conditioned living space.	NA	
PO14	When undertaking a non-street front-facing or rear porch enclosure project, do not obscure the design or detailing of original porch elements. The enclosure shall not become a room addition. See the Addition guidelines if a room addition is desired.	+	
PO15	A porch may be added to a structure's primary façade only if the porch design is appropriate to the style of the house.	NA	

## Windows

### Clifton Design Guideline Checklist

- + Meets Guidelines NA
- Does Not Meet Guidelines NSI Not Sufficient  
Information
- +/- Meets Guidelines with Conditions

	Guideline	Finding	Comment
W1	The maintenance and repair of historic windows are essential to preserving the historic character and fabric of Clifton structures and the overall Clifton historic district. For that reason, historic windows on street-address façades and street-facing façades shall not be replaced with new windows unless the Clifton ARC determines that the condition of existing windows, safety or energy efficiency considerations, or other relevant factors support window replacement. During the planning stage for possible window replacement on any façade, and prior to submittal of an application for a Certificate of Appropriateness for window replacement, property owners should consult with the Landmarks staff on the application of these guidelines to their structure, options for addressing the property owner's needs, and concerns regarding their windows.	+	No historic windows on the street address are being removed.

	Guideline	Finding	Comment
W2	If historic windows on façades other than street-address façades or street-facing façades are replaced, or the owner is authorized to replace windows on street-address façade or street-facing façade pursuant to W1, the new windows shall convey the same visual appearance as the historic windows. The visual appearance of a window is based on details such as sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and other decorative features. Replacement windows may either be accurate reproductions using historical, pictorial, and physical documentation or be a new design that is compatible with the historic character of the building and the district. Use of wood, metal, or synthetic window systems for authorized window replacement is permissible. During the planning stage for possible window replacement on any façade, and prior to submittal of an application for a Certificate of Appropriateness for window replacement, property owners should consult with the Landmarks staff on the application of these guidelines to their structure, options for addressing the property owner's needs, and concerns regarding their windows.	NA	
W3	Replacement sash should not be used that does not fit historic window openings. Original openings should never be blocked-in to accommodate stock-sized windows.	+	
W4	Replacement windows proposed for façades other than street-address façades or street-facing façades, and those authorized pursuant to W1 for street-address façades and street-facing façades, shall operate in the same way as the original windows - double-hung windows are replaced with double hung, and casement windows are replaced with casements.	+	
W5	Thermal glazing windows that have muntins in accordance with W2 shall have such muntins permanently applied and may also incorporate internal dividers between the glass panes.	NA	
W6	Reflective or insulating film shall not be applied to window glass on street-address façades or street-facing façades.	NA	
W7	Smoked, tinted, or reflective glass shall not be used on windows on street-address façades or street-facing façades.	NA	
W8	Transoms or sidelights shall not be blocked-in or back-painted.	+	
W9	The number, size, location, or shape of original windows shall not be altered on street-address façades or street-facing façades by making new window openings or permanently blocking existing openings. If windows are no longer needed, they should be shuttered if original shutters exist. If shutters do not exist, a temporary closure should be prepared, leaving the window frame intact.	+	
W10	Any new window openings for a new use shall not be located on street-address façades or street-facing façades.	NA	
W11	The front face of historic window trim shall not be covered with metal or siding material. Siding may butt up to the side of historic window trim.	NA	
W12	New floors or dropped ceilings shall not be installed that block the glazed area of windows. If such an approach is required, the design should incorporate setbacks that allow the full height of the window to be seen unobstructed.	NA	
W13	If exterior storm windows are installed they should duplicate the shape of the original window.	NA	
W14	When installing exterior storm windows or screens do not damage or obscure historic windows or frames.	NA	
W15	Window sashes shall not be altered to accommodate window air-conditioning units.	NA	

	Guideline	Finding	Comment
W16	When installing security bars do not obscure the architectural character of original windows or damage historic fabric. Commercial security grills should retract out of sight during business hours.	NA	
W17	Awnings shall be designed to complement existing architectural features. They should not overwhelm the façade.	NA	
W18	Awnings shall be of a material and form compatible with the building's historic character. Contemporary designs may be considered if compatible with the design and character of the building.	NA	
W19	Awnings shall be installed in a way that does not harm the building. Limit hardware installation to that which is required for structural stability. Anchors shall be installed in mortar joints, not masonry units.	NA	
W20	On commercial buildings attach awnings between the window display area and the signboard or second-floor window sills. Awnings shall be attached below the transom line where historic prism glass is present and building scale allows.	NA	
W21	Awnings shall be installed so that the valance is no lower than permissible by code (Building Code or Public Works).	NA	
W22	Replacement shutters should match the visual appearance, size, and location of the originals and may be constructed of wood, metal, or synthetic material.	NA	
W23	Shutters shall be installed only where there is historic evidence for them.	NA	

## Addition

### Clifton Design Guideline Checklist

- + Meets Guidelines NA
- Does Not Meet Guidelines NSI Not Sufficient
- +/- Meets Guidelines with Conditions

	Guideline	Finding	Comment
A1	The design of any new addition or expansion should be compatible and in proportion with the mass and scale of the historic building, adjacent structures, and the district.	+/-	One adjacent house has an existing camelback addition of similar size and massing.
A2	New additions should be designed in a manner that makes clear what is historic and what is new. Do not design additions to appear older than the original building.	+	
A3	Additions should be designed so there are subtle distinguishing characteristics between the historic portion and the new alteration. This may include simplifying details, changing materials, or slightly altering proportion. Do not duplicate the exact form, material, style, and detailing of the historic building in the new addition.	+	
A4	Additions should be attached to side or rear elevations (façades) and should be set back from the street front façade, and should not damage or obscure character-defining features.	+	
A5	The design of the new addition should be subordinate to the original building. Rear and side additions should not exceed half of the original building's total floor area or building footprint.	+	

	Guideline	Finding	Comment
A6	The original street front orientation of a building should not be altered when constructing a new addition. An addition should not turn a secondary façade into primary façade. (The side or the rear of the house should not become the front of the house.)	+	
A7	The new addition should be designed so the first-floor height is equal to or slightly lower than the original building. The floor-to-floor heights should be equal to or up to 10 percent less than the original building. In no case should the floor heights exceed those of the original building.	+	
A8	The new addition should be designed with the intent to maintain the same relationship of solids (wall surfaces) to voids (window and door openings) as the historic portion. The size and placement of doors and windows should be proportional to the number, size, and shape of the new wall elevation as compared to the mass and scale of the historic building. See Door and Entrance and Window guidelines for more details.	+	
A9	Full-floor additions on contributing residential structures (adding an additional full floor on top of a house) are not recommended unless the full-floor addition will be compatible with the existing streetscape and adjacent homes and structures and the impact on the character of the historic home is not totally transformed.	+/-	Proposed rear camelback addition will have minimal visual impact on the character of the home due to the setback distance from the front façade.
A10	Materials should be used that are the same as or subordinate to the primary material of the original building. Wood is subordinate to brick, and brick and stucco are subordinate to stone.	+	Similar materials vinyl siding , etc.
A11	The original roof pitch, style, shape, and volume should be respected when designing an addition. The roof on the addition should complement the existing roof forms, not overwhelm them.	+	
A12	On commercial or institutional structures, the construction of new additions or additional stories should be as inconspicuous as possible when viewed from the street and should not damage or destroy character-defining features. New additions or additional stories should be set back from the historic wall plane.	NA	
A13	New additions to structures may incorporate contemporary, energy efficient, and sustainable design and materials. However, do not imitate an historic style or period of architecture in new additions, especially for contemporary uses such as drive-in windows or garages.	NA	
A14	Sunrooms or screened porches that are compatible with the home may be constructed as a rear or side addition and built with a similar level of quality construction and design.	NA	
A15	Decks may be constructed on the rear or an inconspicuous side of the building. Do not construct a deck on the front façade. Decks should be of wood construction and be either painted or stained.	NA	
A16	The rear deck design should not extend beyond the side walls of the house and should not be visible from the front façade or street.	NA	
A17	When adding new exterior steps, stairways, fire escapes, or elevator shafts, do not radically change or damage a building's character-defining features. The new addition's construction scale and materials should be compatible with the materials and scale of the historic structure.	+	
A18	Exterior fire escape steps should be installed only on the side or rear façade of the building. Respect the locations of original doors and windows and do not cause undue damage to historic materials. The fire escape should be as inconspicuous as possible when viewed from the street.	NA	
A19	Exterior fire escape steps constructed of wood should be	NA	

	Guideline	Finding	Comment
	painted or stained, oriented to the yard, and kept to a minimum functional size.		

## Door and Entrance

### Clifton Design Guideline Checklist

- + Meets Guidelines NA
- Does Not Meet Guidelines NSI Not Sufficient
- +/- Meets Guidelines with Conditions

	Guideline	Finding	Comment
D1	Front-facing (i.e., street-address façade) doors proposed for replacement should be replaced with the same or in-kind materials. Many options exist for repairing or restoring historic doors and producing historically compatible and durable results. Some of these options may be more economical, in the long run, than replacement. All options should be reviewed with Landmarks staff before replacing historic doors. If replacement is necessary, there are many new products to choose from for economical, compatible replacement doors and building materials.	+	A non-original front door will be replaced.
D2	Replacing non-original, non-historic doors is recommended when the replacement doors are more appropriate to the period and style of the building, and match the size of the original opening.	+	A non-original front door will be replaced with a ¾ lite wood door which is an appropriate style door for the house's shotgun design.
D3	Replacement doors should – whenever possible – duplicate the design, proportion, and arrangement of paneling and glazing of the original door or period of architectural significance. Replacing a missing historic door with one that matches the historic door is preferable if physical, pictorial, or photographic evidence exists to document its appearance. Absent that, the door may be replaced with a new door that is compatible with the style and character of the historic building.	+	
D4	The character of doors and entrances should be maintained by keeping decorative features and historic elements. Avoid the addition of elements for which there is no historic precedent.	+	Using PVA photo documentation.
D5	Creating new entrances on street-address or street-facing facades should be avoided.	NA	
D6	Historically clear-finished (i.e., stained then lacquered or top-coated) doors should be refinished in the same manner and should not be painted. Leave historically clear-finished doors unpainted.	NA	
D7	Replacing historic double-entry (leaf) doors with a single door should be avoided.	NA	
D8	Original entrance or door openings should not be altered to accommodate stock doors. The historic entrance including the door, transom or fanlight, sidelights, pilasters, and entablature should be retained and repaired.	+	

	Guideline	Finding	Comment
D9	Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained.	+	
D10	When undertaking the reconstruction of a missing entrance or porch feature, historical, pictorial, and physical documentation should be used. If there is not sufficient information to determine the original design, a new design should be prepared that is compatible with the architectural character of the building and the district. Conjectural or falsely historical designs are not appropriate.	NA	
D11	Screen doors, storm doors and security doors should be simple with a narrow-frame design that enables the inner door to be seen and does not obscure the architectural character of original doors or damage historic fabric.	NA	
D12	Commercial security grilles should retract out of sight during business hours and preferably be mounted inside the glass. Security bars should be painted an unobtrusive color.	NA	
D13	Vestibules should not be added to the street-address or street-facing facade on commercial use or leased buildings unless there is a historic precedent. Such additions alter the character, proportion, and massing of the façade.	NA	
D14	Character-defining features of an historic building should be retained when undertaking work required for ADA accessibility and code compliance.	NA	
D15	ADA-accessibility ramps should be located on secondary elevations wherever possible. If locating a ramp on the primary façade is required, it should be installed in a way that does not damage historic fabric and is as unobtrusive as possible.	NA	

## Site

### Clifton Design Guideline Checklist

- + Meets Guidelines NA
- Does Not Meet Guidelines NSI Not Sufficient
- +/- Meets Guidelines with Conditions

	Guideline	Finding	Comment
ST1	Paving materials (concrete, brick, paver stones, cobblestones, asphalt, gravel, stone, permeable or pervious materials) that are compatible with adjacent sites and architectural character should be used for private sidewalks, drives, and roadways.	+	Masonry pavers for rear yard walk and parking pad are proposed.
ST2	Historic paving materials for streets, alleys, sidewalks, and curbing (brick, hexagonal pavers, cobblestones, limestone, granite, or natural stone) should be protected, maintained, restored, and reused. The historic relationship between the road surface and edging should be preserved. Replacement with historic materials is encouraged. If replacement with original materials is not technically or economically feasible, a substitute material may be used if it duplicates the color, texture, and visual appearance of the original. See Masonry M13 guideline for cement mortar mix recipe.	NA	

	Guideline	Finding	Comment
ST3	Steps on private property made of brick, stone, or poured concrete should be maintained wherever present. If replacement is required, original materials should be used. New construction should incorporate steps where they are a character-defining feature.	+	
ST4	Paving companies and utility contractors shall not harm historic resources during road or underground utility repair projects.	NA	
ST5	Driveways, parking areas, and loading docks should be constructed or located to the side and rear of properties. Alley access is preferred.	+	Proposed parking pad is located in the rear yard area.
ST6	Maintain original front yard topography, including grades, slopes, elevations, and earthen berms where present. New construction should match the grade of adjacent properties. Do not re-contour front yard berms into stepped terraces. Do not use railroad ties, landscape timbers, or any other historically inappropriate material for retaining walls.	NA	
ST7	Excavations, trenching or re-grading adjacent to a building or site should be performed cautiously so as not to cause the foundation to shift or destroy significant archeological resources. Every reasonable effort shall be made to protect and preserve architectural resources affected by, or adjacent to, any project.	NA	
ST8	Masonry walls in street-visible locations should not be installed unless they are used to retain earth at changes in grade, screen service areas, or unless an historic precedent exists.	NA	
ST9	Retaining wall and curbing should match the existing character of the original materials when carrying out limited replacement projects. If an exact match cannot be made, a simplified design is appropriate.	NA	
ST10	Fencing should match existing sections of fencing in material, height, design, and detail when carrying out limited replacement projects. If an exact match cannot be made, a simplified design is appropriate.	NA	
ST11	Iron fencing should be installed, historically compatible, and of a similar height where there is a demonstrable historic precedent.	NA	
ST12	Front yard fencing should not be installed where there is no historic precedent.	NA	
ST13	Rear yard or side yard privacy fencing should be installed with the finished side out and a side wall setback from the front of the house of at least two feet. Privacy fencing should be less than seven feet in height. Refer to the Land Development Code or contact the Department of Codes and Regulations regarding additional restrictions on fencing at corner properties.	NA	
ST14	Chain-link fencing painted black or dark color may be installed in residential front yards or along commercial corridors at the street where there is an historic precedent. Split-rail, woven-wood fencing, opaque fencing, painted or stained pressure-treated wood fencing, or recycled or reclaimed materials may be permitted with appropriate design. Synthetic or composite fencing that is durable may be considered.	NA	
ST15	Exterior lighting fixtures should not be falsely historical. The fixture should be attached to the exterior in a way as to not damage historic fabric.	NA	
ST16	Exterior lighting for parking areas, architectural features, or other site areas should be directed down and away from neighboring properties. Energy-efficient lights should be used to create a soft illumination and to minimize the impact to adjacent properties. Reference the Land Development Code for illumination restrictions.	NA	

	Guideline	Finding	Comment
ST17	Parking lot design requires a portion of the parking area to be landscaped or buffered from adjoining properties. Reference the Land Development Code for specifics on parking lot design, maneuvering, landscaping, and buffering requirements.	NA	
ST18	Auxiliary fixtures, such as air conditioning units, satellite dishes, rain barrels, greenhouse additions, and overhead wiring, should be located on secondary elevations (side or rear) so they do not detract from the street-address façade and the character of the site.	NA	
ST19	Trees in front yards should be preserved. Established street tree patterns should be enhanced by planting additional trees along the public rights-of-way in the grass area between the street and sidewalk. Consult the city arborist or Frankfort Avenue Street Tree Master Plan to determine tree species that are suitable for placement near overhead wires. Removal of trees within or immediately adjacent to a public right-of-way or within public open spaces requires review by Landmarks staff unless directed by the city arborist for emergency or public safety concerns.	NA	
ST20	Cellular towers and associated fixtures should be strategically located to minimize the impact on historic view shed(s), screened from public view, and should not damage historic elements when attached to structures.	NA	
ST21	Utility lines should be installed underground whenever possible.	NA	
ST22	The concrete mixture should match the existing or historic concrete mixture when repairing or replacing sidewalks or installing new sidewalks in the public right-of-way. Contact the Landmarks staff for the appropriate mixture and specifications.	+	Historic Concrete mix is proposed for all new concrete steps.