



Historic Landmarks and Preservation Districts Commission

Report to the Committee

To: Doug Foster, Louisville Free Public Library
Thru: Savannah Darr, Historic Preservation Officer
From: Iná Nakao, Historic Preservation Specialist
Date: May 2, 2023 *S Darr*

Case No: 23-COA-0053
Classification: Committee Review

GENERAL INFORMATION

Property Address: 3305 Northwestern Pkwy.

Applicant: Doug Foster
Louisville Free Public Library
301 York Street
Louisville, KY 40203
(502) 432-7898
doug.foster@lfpl.org

Owner: same as applicant

Architect: Colin L. Drake
JRA Architects
829 East Market Street, Suite B
Louisville, KY 40206
(502) 657-5990
cdrake@jrarchitects.com

Estimated Project Cost: \$2,000,000

Description of proposed exterior alteration:

The applicant requests approval to build a two-story addition on the rear (north) elevation of the existing Portland Branch Library. The new addition will fit into the "L" shape of the existing building on the northwest side and extend to the northeast in a curved footprint, aligning with the east façade of the primary building that faces 33rd Street. The existing building is about 32' high and the new addition will be 22' high. The rooftop of the new addition flat roof will be about 2'-0" below the soffit line of the existing hipped roof, aligning with the limestone trim around the building.

Only a small part of the addition will be seen from the street-address façade on the south and will be recessed about 33'-0" on the west. The south façade of the addition features a large glass window and brick wall. All the new brick in the addition matches the pale-yellow brick on the primary historic building. The west facade of the new addition will feature a masonry wall with only a door. The north façade will also feature a masonry wall with one large glass window on the right.

On the east side façade, which faces 33rd Street, the addition will attach to the existing building about 20' recessed on north façade and will extend to the north, then turn to the east on a curve until aligning with the existing structure. The east façade of the addition will divide into two levels. The first level near the courtyard will be a one-story space, it will feature the new accessible entrance near the existing building, which will be a storefront with a glass door, flanked by two glass panels on the left and one on the right. The curved wall will feature large clear glazing panels encapsulated with horizontal wood grilles, which wraps the wall facing the street. This curved wall will have a three-layer brick base. The second level of this façade is recessed. It will also feature the large clear glazing panels encapsulated with wood grilles on the curved wall and a storefront system on the two-story wall facing the street, framed by a brick column on the right and a 4' tall brick wall on the bottom. The wall on top of the new entrance on the second floor will be recessed and clad with limestone.

The east side yard landscape will be reconstructed to accommodate new steps and an accessible route to the existing and to the new entrance, as well as, new concrete sidewalks, improvements to the existing parking area on 33rd Street and the alley and a quarter-circle courtyard amphitheater to be built in the space between the new addition curved wall and the existing building. An existing rear ramp and east side concrete stairs will be removed for this.

The applicant also seeks approval for the following work:

- Replace the south front glass double-door with a wood double-door on the same location as the existing.
- Replace the existing historic windows sashes on the south and east facades with energy efficient window sashes that convey the same appearance as the existing. The stone window mullions will remain, the sashes will be replaced with historically appropriate components, by the manufacturer Parrett Window and Door.
- Replace the east side metal solid door with sidelights with a wood solid door with sidelights.
- Demolish two small portions of the existing wall to connect with the new addition. One portion is located on the north rear façade and will be turned into a window into the new accessible entrance vestibule. Another portion is also located on the north rear façade, recessed on the west of the building, and it will become a passageway to the new addition.
- Remove the bottom 2 sashes of 4 mullioned windows on the west side facade. They will become interior operable interior casement windows.
- Remove six large trees on the north rear of the property to make room for the new addition.

Communications with Applicant, Completion of Application

The application was received on March 20, 2023 and considered completed and requiring committee level review on March 27, 2023. The case is scheduled to be heard by the Individual Landmarks Architectural Committee Review (ARC) on May 10, 2023 at 4:30pm in the Old Jail Auditorium (514 W. Liberty Street).

FINDINGS

Guidelines

The following design review guidelines, approved for Individual Landmarks are applicable to the proposed exterior alteration: **Demolition, Addition, New Construction–Commercial, Site, Door, and Window.** 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 property is zoned UN within the Traditional Neighborhood Form District. It is located on the northwest intersection of Northwestern Pkwy and N 33rd St. The Portland Branch is significant as the westernmost library in the Louisville Free Public Library system at the time of construction and the third oldest branch of the Carnegie Libraries. The building was designed by local architect Valentine Peers Collins in the Beaux Arts style. Defining characteristics of the structure are a curved corner wall, with curved stone mullioned windows, classical revival style pediment over the front and side entrances, large stone mullioned windows and pale-yellow brick walls. The masonry structure accentuated by stone details was constructed in 1913, listed on the National Register in February 1981 and locally designated as an Individual Landmark in 2002.

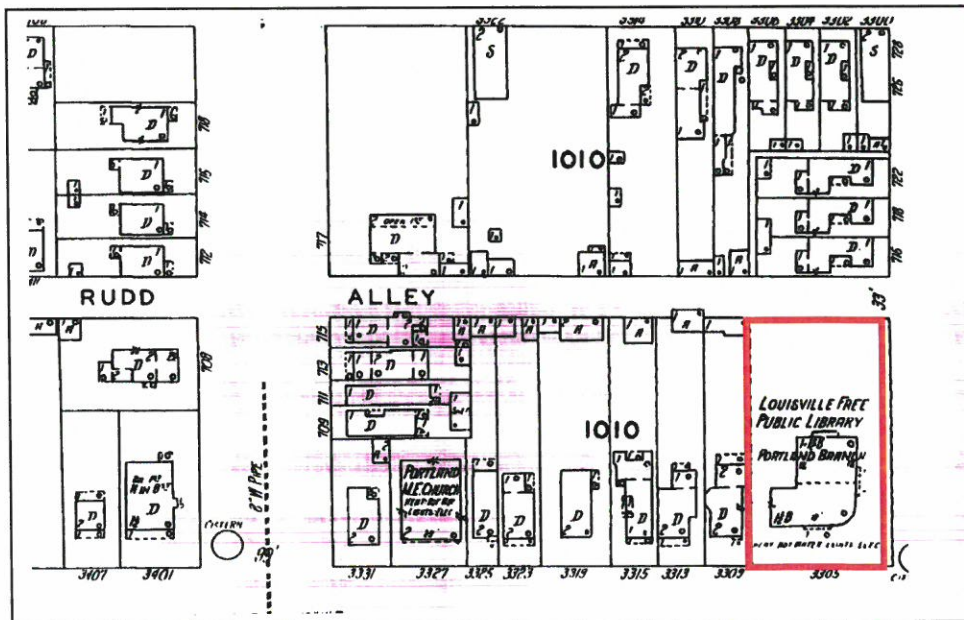


Figure 1. 1928 Sanborn Fire Insurance Map (Vol. 36, Sheet 397), showing the location of 3305 Northwestern Pkwy.

Conclusions

The proposed project generally meets the Individual Landmarks design guidelines for **Demolition**. The proposed demolitions to the existing building exterior are minimal to connect to the new addition and are located in walls that will become internal.

The proposed project generally meets the Individual Landmarks design guidelines for **Site**. The proposed landscape design will alter the site facing the east and north of the property. It will be complementary to the existing building and the new addition and will provide an accessible route to the side entrance. It will also add an amphitheater and seating, which are inviting for pedestrians along the east façade. The general required property line setbacks will be maintained, as well as, the main sidewalks along the side street.

The proposed door replacement generally meets the applicable Individual Landmarks design guidelines for **Door**. It is unknown when the front façade double door was set back about three feet to create a code required landing on top of the front steps. The existing entrance doors on the front and side façades are not original. The replacement doors will maintain the historic double door on the front façade (**Figure 2**) and will be placed on the same location as the existing. The replacement door on the side façade will maintain the existing design of a single door with sidelights.



Figure 2. Historic Photo showing Portland Branch Library main entrance (Unknown source).

The proposed window replacement generally meets the applicable Individual Landmarks design guidelines for **Window**. One of the defining characteristics of the building is the stone mullioned wood windows. The wooden part, however, shows signs of deterioration and rot. The applicant proposes energy efficient replacement to the historic wood window sashes that will convey the same appearance of the existing, will be built with the same material, and will replicate the dimensions. Because the stone mullion will be retained, the replacement of

the wooden parts of the window will not impact the historic integrity of the building. The bottom two sashes of the windows located on the west side of the building will be altered from double-hung to casement windows, however they will be located inside the new addition and the stone mullions will remain.

The proposed project somewhat meets the applicable Individual Landmarks design guidelines for **New Construction-Commercial** and **Addition**. The existing structure is 6,618 SF and the proposed new addition is 6,215 SF, which exceeds half of the existing footprint square footage, following the need to update the size of the existing library according to the expansion of the surrounding community. However, the proposed design is compatible, subordinate and in proportion with the mass and scale of the existing historic primary building, adjacent structures and the district.

The new addition will be located on the rear of the building facing the side street, its height will be below the soffit line of the existing structure and will be recessed from the façade where it attaches to the existing building. The elevation of the new addition will break into two height levels on the east, minimizing the scale on that façade and creating a pedestrian friendly outdoor space at the new accessible entrance. While the new design is contemporary, it echoes the materials, aligns below the roof heights, conforms with setbacks, and simplify the curved form and details of the historic building for the purpose to subordinate to the primary historic structure. The use of large glazing panels encapsulated with horizontal wood grilles on the curved façade creates the appearance of a continuous wall on the exterior, while the interior of the library will have the necessary clarity and transparency.

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. **Demolitions shall be conducted in a manner that will not threaten the integrity of existing contributing structures.**
2. **Do not carry out excavations or regrading within or adjacent to a historic building in a manner that could cause the foundation to shift or destroy significant archeological resources.**
3. **The historic limestone curbing and brick pavers located in the alley shall be protected during construction and retained.**
4. **Any new concrete shall be historic concrete mix.**
5. **The front façade door shall be a double-door and historically appropriate to the period and style of the building. The applicant shall submit the double-door cutsheet to the Landmarks staff prior to installation.**
6. **Replacement window sashes on street facing facades shall be wood or clad wood and shall replicate the design and features of the historic wood windows. Replacement window sashes shall fit the existing opening.**
7. **Reflective or insulating film, smoked, tinted and reflective glass shall not be used on window glass on street-address façades or street-facing façades.**

8. Exterior lighting shall be directed down and away from neighboring properties. Energy-efficient lights shall be used to create a soft illumination and to minimize the impact to adjacent properties.
9. Make provisions for screening and storage of trash receptacles when designing new construction.
10. If the design or materials of any component change, the applicant shall contact staff for review and approval.
11. All other required permits or approvals shall be obtained prior to construction beginning.

The foregoing information is hereby incorporated in the Certificate of Appropriateness as approved and is binding upon the applicant, their 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.



Ina Nakao
Historic Preservation Specialist

05.02.23
Date

DEMOLITION

Design Guideline Checklist From Economic Hardship Exemption

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

Introduction

Unless the city has determined that it poses an imminent threat to life or property, do not demolish any historic structure or part of a historic structure that contributes to the integrity of any historic district, or any individual landmark or part of an individual landmark.

Demolition by Neglect

The deteriorated condition of a historic building attributable to the owner's failure to provide proper maintenance over an extended period of time will not be considered a mitigating circumstance in evaluations of economic hardship. Hardship that is attributable to a building's being allowed to deteriorate will be considered self-imposed; restoration costs incurred to remediate such neglect will not be considered.

	Guideline	Finding	Comment
DE1	Do not demolish existing non-contributing buildings and additions in a manner that will threaten the integrity of existing contributing structures.	+/-	See conditions of approval
DE2	Do take steps to assure the integrity of a wall exposed to the elements by the removal of a non-historic addition.	NA	
DE3	Do remove non-historic interior finishes such as plaster, drywall, or paneling that may be exposed as a result of the removal of non-historic additions.	NA	
DE4	Do infill non-historic openings in historic walls, exposed as a result of the removal of the non-historic finishes.	NA	
DE5	Do landscape areas that are left vacant as the result of removals of non-contributing buildings and additions. Topography should be made consistent with that of adjacent properties. The slope and grades of land left vacant after demolition should continue and be consistent with those features on adjacent properties.	NA	
DE6	Do take measures to reestablish the street wall after demolition through the use of low fences, walls, and/or vegetation.	+	The demolition on the exterior of the building and site are minimal and needed for the new addition and alterations on the site for accessibility.

ADDITION

Design Guideline Checklist

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

	Guideline	Finding	Comment
A1	Ensure that the design of any new addition is in proportion with the size and scale of the historic building and district.	+/-	See conclusions
A2	Design any addition so that it is subordinate to the original building. Generally, additions should not exceed half of the original building's total floor area or building footprint.	+/-	See conclusions
A3	Generally, additions should be attached to secondary elevations and should be set back from the front façade, so as not to damage or obscure character-defining features.	+	
A4	Use materials 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.	+	Materials are appropriate
A5	Respect original roof forms when designing an addition. Additions should complement existing forms, not overwhelm them.	+	
A6	Do not undertake any full-floor additions in residential preservation districts (adding an additional full floor on top of a building).	NA	
A7	Generally, the original orientation of a building should not be altered when constructing a new addition. An addition should not turn a secondary façade into primary façade.	+	
A8	Design any new addition so that 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.	+	The addition height is appropriate
A9	Design additions to have the same relationship of solids (wall surfaces) to voids (window and door openings) as the historic portion.	+/-	See conclusions
A10	Design additions so that there are subtle distinguishing characteristics between the historic portion and the new alteration. This may include simplifying details, changing materials, or slightly altering proportion.	+	The distinction is clear
A11	Set back additional stories from the historic wall plane of commercial or institutional structures when such an approach is required for a new use. The construction of additional stories should be as inconspicuous as possible and not damage or destroy character-defining features.	+	
A12	Do not design additions to appear older than the original building.	+	Design is contemporary.
A13	Comply with the Kentucky building code in such a way that a historic building's character-defining features are preserved.	+	
A14	Do not radically change or damage a building's character-defining features when adding a new code-required stairway or elevator. Any such addition should be compatible with the materials and scale of the historic structure.	NA	
A15	Install fire escapes only on secondary elevations. Respect the locations of original doors and windows and do not cause	NA	

	undue damage to historic materials. They should preferably be painted to match the color of the wall.		
A16	Do not construct a deck on a front or side façade. Decks should be of wood construction and be either painted or finished with an opaque stain. Use the railing detail developed by the Landmarks Commission or other approved detail.	NA	
A17	Design rear decks so that they do not extend beyond the side walls of the house and are not visible from the street.	NA	
A18	Wood fire stairs should be painted or stained and should be kept to a minimum functional size.	NA	

NEW CONSTRUCTION

COMMERCIAL AND INSTITUTIONAL DESIGN GUIDELINES

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

	Guideline	Finding	Comment
NC1	Make sure that new designs conform to all other applicable regulations including the Jefferson County Development Code and Zoning District Regulations.	+/-	See conditions of approval
NC2	Do not demolish contributing structures in a historic district to make way for new or large-scale construction. Non-contributing buildings are identified in each of the district or individual landmark designations or National Register nominations.	NA	
NC3	Design new construction so that the building height, scale, massing, volume, directional emphasis, and setback reflects the architectural context established by surrounding structures.	+	Design meets guideline
NC4	Make sure that the scale of new construction does not conflict with the historic character of the district.	+	
NC5	Select materials and design elements for new construction that are sympathetic with surrounding historic buildings in the district. Materials should be of a complementary color, size, texture, scale, and level of craftsmanship.	+	New materials echo existing materials of the historic building.
NC6	Do not use materials in new construction that are visually incompatible with surrounding historic buildings within the district. Materials to be avoided include: ornamental pierced concrete masonry screens and walls, "antiqued" brick, wrought-iron porch columns, chain-link fencing, exterior carpeting, jalousie windows, glass block, picture windows, unpainted wood, and asphalt siding.	+	
NC7	Have new construction reinforce the human scale of historic districts by emphasizing the base of the building where this is a character-defining feature.	+	Design meets guideline
NC8	Design infill construction that enhances the pedestrian-oriented character of historic commercial districts. Commercial buildings should have a well-defined base at the pedestrian level with details conveying a sense of horizontality and progression along the sidewalk.	NA	

NC9	Design new construction in such a way that it does not disrupt important public views and vistas.	+	
NC10	Plant canopy trees in front of any large-scale new construction to provide a visual sense of consistency along a streetscape.	+	
NC11	Reinforce existing patterns of open space and enclosure, created by circulation routes, fences, walls, lawns, and allees of trees, in designs for new construction.	+	The new addition site design will reinforce the existing patterns of pedestrian circulation.
NC12	Design infill construction that reinforces the spatial organization established by surrounding buildings. The character of historic streetscapes relies heavily on the visual continuity established by the repetition of similarly-designed facades.	NA	
NC13	Design infill construction in such a way that the façade's organization closely relates to surrounding buildings. Window and door openings should be similar in size to their historic counterparts, as should the proportion of window to wall space. Cornice lines, columns, and storefronts are other important character-defining facade elements.	NA	
NC14	Design new construction so that the building mass has a similar sense of lightness or weightiness as surrounding historic structures. Mass is determined by the proportion of solid surfaces (walls) to voids (window and door openings).	+	The new addition will use materials in a way to create the visual appearance of similar mass with the existing.
NC15	Maintain historic patterns of window and door proportion and placement in designs for new construction.	+	See comment above.
NC16	Develop designs for new construction using windows that are sympathetic to the window patterns of surrounding buildings. Use of comparable frame dimensions, proportions, and muntin configurations is encouraged.	+	The new addition will use materials in a way to create the visual appearance of openings proportion with the existing building, while addressing the needs of a library building.
NC17	Develop designs for new construction using front doors that are sympathetic to the door patterns of surrounding buildings. Use of comparable frame dimensions, proportion, and panel and light configuration is encouraged.	+	The historic entrances will be maintained.
NC18	Design new construction so that the orientation of the main entrance is the same as the majority of other buildings on the street.	+	The historic entrances will be maintained.
NC19	Retain the character-defining features of a historic building when undertaking accessibility code-required work.	+	
NC20	Investigate removable or portable ramps as options to providing barrier-free access.	NA	
NC21	Locate handicapped access ramps 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.	+	Proposed access route is located on secondary elevation.
NC22	Design infill construction so that it is compatible with the average height and width of surrounding buildings. The rhythm of the façade should also reflect the characteristic rhythm of existing buildings on the street. Vertical elements (doors, columns, and storefronts) should be spaced approximately every 20 to 40 feet at the pedestrian level.	NA	
NC23	Design new construction to have a floor-to-floor height that is within 10 percent of adjacent historic construction where the floor-to-floor height is relatively consistent, and a character-defining feature.	+	

NC24	Incorporate set-back upper stories into designs for new construction that exceed the established cornice line.	+	
NC25	Maintain the historic rhythm of the streetscape. The space between new construction and existing structures should fall within 20 percent of the average spacing for the block. New construction should be built out to the property lines where this is a character-defining feature.	+	
NC26	Historic commercial properties have long been anchors in Louisville's preservation districts. Construction of commercial properties on vacant corner lots should preferably be built to the corner with an entrance oriented to the corner.	NA	
NC27	Maintain historic setback patterns. In order to maintain the continuity of the streetscape, setbacks for new construction should either match that of adjacent buildings where all share the same setback or be within 20 percent of neighboring structures in areas with varied setbacks.	+	
NC28	Ensure that the roofs of new buildings relate to those of neighboring historic structures in pitch, complexity, and visual appearance of materials.	+	The existing historic building has a hipped roof, the new addition will have a flat roof, which is subordinate to the existing.
NC29	Follow the precedent set by adjacent buildings when designing rooflines for infill construction. Where the predominate form is flat, built-up roofs are preferred. Where the predominate form is complex and steeply pitched, that is preferred. In blocks characterized by shallow-pitched roofs and pronounced overhangs with exposed rafters, these elements should be incorporated.	NA	
NC30	Design new construction so that the orientation of the main roof form is parallel with the majority of other roofs on the street where roof forms are relatively consistent and a character-defining feature.	NA	
NC31	Design new construction to emphasize the existing cornice line on each block where this is a character-defining feature.	NA	
NC32	Integrate mechanical systems into new construction in such a way that rooftops remain uncluttered.	NA	
NC33	Make provisions for screening and storage of trash receptacles when designing new construction.	+/-	See conditions of approval
NC34	Use an exterior sheathing that is similar to those of other surrounding historic buildings.	NA	
NC35	Use masonry types and mortars that are similar to surrounding buildings in designs for new construction.	+	New brick and limestone cladding is similar to the existing building
NC36	Do not use modern "antiqued" brick in new construction.	NA	
NC37	Design parking garages so that they relate closely to adjacent structures. Their facades should reflect the hierarchical organization and design elements seen on surrounding buildings.	NA	
NC38	Design new construction so that access to off-street parking is off alleys or secondary streets wherever possible.	+	
NC39	Generally, leave at least 20 percent of a parking lot's surface area unpaved and planted. All parking lots must meet the minimum requirements of the city's Development Code. Perimeter landscaping, fencing, colonnades, or other construction that visually continues the building line along open sidewalks is encouraged.	+	Existing parking area will remain and be updated.

NC40	Generally speaking, parking should be located in the rear.	+	Existing parking area is located on the street on the east side of the property
NC41	Design required new parking in such a way that it is as unobtrusive as possible and minimizes the impact on the historic setting. Shared parking areas among groups of businesses is encouraged.	NA	
NC42	Do not build additional surface parking lots within the West Main Preservation District.	NA	
NC43	Incorporate storm-water management provisions into the design of new construction, so that any related runoff will not adversely impact nearby historic resources.	+/-	See conditions of approval
NC44	Do not create additional open space within the West Main Historic District.	NA	

SITE

Design Guideline Checklist

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

	Guideline	Finding	Comment
ST1	Consider the relationships that exist between the site and structure when making exterior alterations. Changes to one will affect the other. A primary goal should be to maintain a complementary relationship.	+	The new site plan is complementary to the new addition
ST2	Retain established property line patterns and street and alley widths. Any replatting should be consistent with original development patterns.	+	
ST3	Use paving materials that are compatible with adjacent sites and architectural character.	+	Paving materials are compatible with existing
ST4	Restore and reuse historic paving materials for streets and sidewalks such as brick and hexagonal pavers and limestone curbing. Maintain original curbing whenever possible. The historic relationship between the road surface and edging should be preserved. Any replacement should use historic materials. 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.	NA	
ST5	Maintain brick, stone, or poured concrete steps wherever present. If replacement is required, original materials should be used. New construction should incorporate steps on blocks where they are a character-defining feature.	+	New landscape design is needed for new accessible addition and will use original materials
ST6	Do not harm historic resources through road widening or underground utility repair.	NA	
ST7	Locate driveways, parking areas, and loading docks to the side and rear of properties. Access from alleys is preferred.	NA	

ST8	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 recontour front-yard berms into stepped terraces, using railroad ties, landscape timbers, or any other historically-inappropriate material for retaining walls.	+	New landscape design on street facing side façade will maintain original yard topography.
ST9	Do not carry out excavations or regrading within or adjacent to a historic building, which could cause the foundation to shift or destroy significant archeological resources.	NA	
ST10	Do not install masonry walls in street-visible locations unless they are used to retain earth at changes in grade, screen service areas, or unless a historic precedent exists.	NA	
ST11	Use materials that match existing sections of historic fencing in material, height, and detail when carrying out limited replacement projects. If an exact match cannot be made, a simplified design is appropriate.	NA	
ST12	Use materials that match the existing character of the original when replacing retaining walls or curbing. If an exact match cannot be made, a simplified design is appropriate.	NA	
ST13	Install only historically-compatible iron fencing under 2'-5" in height where there is demonstrable historic precedent.	NA	
ST14	Do not install front-yard fencing where there is no historic precedent.	NA	
ST15	Install any rear- or side-yard privacy fencing so that it is set back from the side wall at least two feet and presents the finished side out. Any privacy fencing should be less than seven feet in height. Contact the Department of Inspections, Permits, and Licenses regarding additional restrictions on fencing at corner properties.	NA	
ST16	Do not install chain-link, split-rail, or woven-wood fencing, or concrete block walls in areas that are visible from a public way. Opaque fencing, such as painted or stained pressure-treated wood, may be permitted with appropriate design.	NA	
ST17	Use understated fixtures when installing any type of exterior lighting. Fixture attachment should be done so as not to damage historic fabric. Fixtures should not become a visual focal point.	NA	
ST18	Do not light parking areas or architectural features in a harsh manner. Generally, an average illumination level of 1.5 to 2.0 foot-candles will be sufficient. Light should be directed down and away from neighboring properties.	+/-	See conditions of approval
ST19	Parking lots of a certain size should have a portion of the parking area dedicated to plantings that will soften the expanse of paving. See the Jefferson County Development Code - Requirements for Landscaping and Land Use Buffers for specific requirements.	+	
ST20	Use high-pressure sodium or metal halide lights to create a soft illumination where site or streetscape lighting is desired.	NA	
ST21	Position fixtures, such as air conditioning units, satellite dishes, greenhouse additions, and overhead wiring, on secondary elevations where they do not detract from the character of the site. Try to minimize noise levels to adjacent properties.	NA	
ST22	Preserve large trees whenever possible and enhance established street tree patterns by planting additional trees along public rights-of-way. Consult the city arborist to determine what tree species are suitable for placement near overhead wires. Select and place street trees so that the plantings will not obscure historic storefronts once mature. Removal of trees within or immediately adjacent to a public right-of-way or within public open spaces requires review unless directed by the city arborist for emergency or public safety reasons.	+	Six large trees will be removed on the north of the property for the construction of the new addition. Landscape design shows the planting of new trees on site.
ST23	Ensure that all proposed cellular towers and associated fixtures will be properly screened from view.	NA	

ST24	Install utility lines underground whenever possible.	NA	
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DOOR

Design Guideline Checklist

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

	Guideline	Finding	Comment
D1	Do not alter the character of entrances by either removing historic elements or through the addition of elements for which there is no historic precedent.	+	
D2	Photographically document architectural features that are slated for reconstruction prior to the removal of any historic fabric	+	
D3	Use historical, pictorial, and physical documentation when undertaking the reconstruction of a missing entrance or porch feature. 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	
D4	Use only those replacement doors that duplicate the design, proportion, and arrangement of paneling and glazing of the original.	+/-	See conditions of approval
D5	Do not replace historic double leaf doors with a single door.	+	Front door will remain double leaf
D6	Do not alter original openings to accommodate stock doors.	NA	
D7	Install only screen doors or storm doors that are simple with a narrow-frame design that enables the inner door to be seen. Metal screen and storm doors should be painted or finished to match the inner door.	NA	
D8	Install any security bars in such a way that they do not obscure the architectural character of original doors or damage historic fabric. Commercial security grilles should retract out of sight during business hours and preferably be mounted inside the glass. Painting security bars an unobtrusive color is recommended.	NA	
D9	Differentiate between primary and secondary doors, using the detailing of the doors or the articulation of the frame.	+	Primary and secondary entrances are differentiated
D10	Do not add vestibules to primary facades unless there is a historic precedent. Such additions alter the character, proportion, and massing of the façade.	NA	
D11	Do not create new entrances on facades that can be seen from a public way.	NA	Original openings are being maintained on the front and side facade
D12	Replacement of non-original, non-historic doors with new doors that are appropriate to the period and style of the building and are the size of the original opening is recommended.	+/-	See conditions of approval

WINDOW

Design Guideline Checklist

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

	Guideline	Finding	Comment
W1	Replace severely deteriorated historic windows with new windows that convey the same visual appearance. 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 vinyl- and aluminum-clad wood window systems on primary elevations may be permissible if the proportion and detail closely match the original.	+/-	See conclusions
W2	Select windows that match the historic sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and decorative features when repair of original windows is impossible.	+	Window sashes will be replaced with energy efficient sashes that convey the same appearance of the existing.
W3	Evaluate the option of using appropriate salvage materials when replacing windows that are deteriorated beyond repair.	NA	
W4	Do not use replacement sash that does not fit historic window openings. Original openings should never be blocked-in to accommodate stock windows	+/-	See conditions of approval
W5	Do not install contemporary picture, glass block, or jalousie windows in exterior window openings.	NA	
W6	Do not install synthetic replacement windows (vinyl, etc.) on primary facades.	NA	
W7	Install replacement windows that operate in the same way as the original windows - double-hung windows are replaced with double-hung, and casement windows are replaced with casements.	+	Only window sashes will be replaced and will match existing.
W8	Do not replace multi-pane windows that have true divided lights with thermal glazing windows that have false "snap-in" or applied muntins on primary façade elevations.	+	
W9	Do not apply reflective or insulating film to window glass.	+/-	See conditions of approval
W10	Do not use smoked, tinted, low-E, or reflective glass on building facades that can be seen from a public way.	+/-	See conditions of approval
W11	Use large sheets of clear glass when replacement of storefront display windows is required.	NA	
W12	Do not block-in or back-paint transoms or sidelights.	NA	
W13	Use surviving prototypes to reconstruct missing window elements, such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds. The reconstructed element should be constructed of materials for which there is a historic precedent or a compatible substitute material if that is not possible.	NA	
W14	Do not alter the number, size, location, or shape of original windows seen from a public way 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.	+	A window will be altered in the rear façade and will be an indoor window.

W15	Locate any new windows openings that may be required for a new use on a façade that cannot be seen from a public way. Newly-installed windows should be compatible with the overall design of the building.	NA	
W16	Do not obscure historic window trim with metal or siding material.	NA	
W17	Do not install new floors or dropped ceilings that block the glazed area of historic 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	
W18	Install exterior storm windows that duplicate the shape of the original window. Storm windows should be painted to match the color of the window frame.	NA	
W19	Do not install exterior storm windows or screens that damage or obscure historic windows or frames. Mount storm windows on the blind stop within the window frame. Storm window or screen rails should always match the rails of the windows behind. They should have either wood or narrow, metal frames that are painted to match the color of the building trim.	NA	
W20	Do not install window air conditioning units on a primary façade if installation on a secondary façade can address the same need. If this is not an option, do not alter the window sash to accommodate the air-conditioning unit.	NA	
W21	Install any security bars in such a way that they 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	
W22	Design awnings to complement existing architectural features. They should not overwhelm the façade.	NA	
W23	Install awnings made of weather-proofed canvas of a traditional form. Fiberglass, metal, plastic, and back-lit awnings that have contemporary shapes are inappropriate and visually intrusive.	NA	
W24	Select an awning color that complements the building, with solid colors and narrow or wide stripes running perpendicular to the building being the preferred patterns.	NA	
W25	Install awnings in a way that does not harm the building. Hardware installation should be limited to that which is required for structural stability and should be driven into mortar joints rather than into masonry.	NA	
W26	Attach awnings between the window display area and the signboard or second-floor window sills. Awnings should be attached below the transom line where historic prism glass is present and building scale allows.	NA	
W27	Install awnings so that the valance is no lower than 7' above the sidewalk.	NA	
W28	Repair shutters with in-kind materials. If damage is so extensive that they cannot be repaired, replacement shutters should match the visual appearance of the originals.	NA	
W29	Install shutters only where there is historic evidence for them. Replacement shutters should be or appear to be operable, measure the full height and width of the windows, and be constructed of a historically-appropriate material. Solid shutters are appropriate for the ground floor, and solid or louvered shutters are appropriate for upper floors.	NA	
W30	Mount replacement shutters so that they partially cover the vertical trim of the window frame. This gives shutters the appearance that they are indeed operable, even if in truth they are not. Shutters should not be applied to the masonry or cladding on either side of the window.	NA	
W31	Do not install aluminum or vinyl shutters.	NA	
W32	Photographically document architectural features that are slated for reconstruction prior to the removal of any historic fabric.	+	