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**Historic Landmarks and Preservation Districts  
Commission**

**Certificate of Appropriateness**

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To: Julian West & Tammi Phillips  
Thru: Cynthia Elmore, Historic Preservation Officer  
From: Anthony Schneider, Historic Preservation Specialist  
Date: July 17, 2018

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*ASD*

**Case No:** 18COA1152  
**Classification:** Staff Review

**GENERAL INFORMATION**

**Property Address:** 1616 Arlington Ave.

**Applicant:** Julian West  
New Look Roofing  
3021 Windsor Lakes  
Louisville, KY 40214  
502-341-4415  
[newlookconstruction502@gmail.com](mailto:newlookconstruction502@gmail.com)

**Owner:** Tammi Phillips  
Re-vamp, LLC  
139 Caple Drive  
Clarkson, KY 42726  
502-558-7016

**Estimated Project Cost:** \$10,000.00

**Description of proposed exterior alteration:**

The applicant requests an after-the-fact approval of the demolition of an existing rear yard addition to the principle dwelling. Additionally, applicant is seeking to replace the side and rear windows with new vinyl windows with a consistent muntin pattern with the existing windows and to reconstruct the addition in the exact footprint of the original.

**Communications with Applicant, Completion of Application**

The application was received on June 28, 2018 and was considered complete and requiring staff review on July 17, 2018. Applicant met with staff on June 28 to discuss the requirements for a COA. Staff discussed the typically process for demolition and the

requirements for the replacement of original, wood windows. On July 15<sup>th</sup>, staff informed the applicant that replacement of the front windows would need a public meeting.

## **FINDINGS**

### **Guidelines**

The following design review guidelines, approved for the Clifton Preservation District, are applicable to the proposed exterior alterations: **Addition, Demolition, Siding, 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 R-6 zoned property within the Traditional Neighborhood Form District is located on the south eastern side of Arlington Avenue and located mid-block near the intersection of Stevenson Avenue. This structure is a timber construction, one-story, late-Victorian shotgun home. The home has the original front windows and a gable roof. This home is surrounded by predominately one and two-story shotgun style homes, some of which feature a camelback and most have a rear addition like the one proposed. Most surrounding structures are of the same architectural period with varying façade materials including timber, vinyl, aluminum and brick.

### **Conclusions**

The project generally meets the Clifton design guidelines for **Addition, Demolition, Siding, and Window**. Staff approves of the after the fact demolition as the proposed addition will be in the same footprint as the demolished portion. The proposed addition will be clad with new, 4" exposure, smooth-faced vinyl siding that will coordinate with the existing vinyl siding. The addition will feature a rear door and new window. Three windows on the sides of the structure will be replaced with new, vinyl windows that are the same, double-hung, 4 over 4 muntin pattern that exists currently. The new window on the rear should also be a double-hung, 4 over 4 window. The new rear door will be a half-lite paneled door.

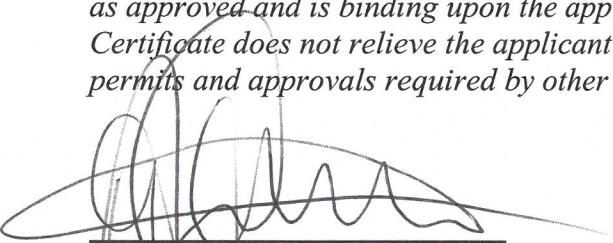
## **DECISION**

On the basis of the information furnished by the applicant, the application for a Certificate of Appropriateness is **approved with the following conditions**:

- 1. The applicant shall obtain building permits.**
- 2. The applicant shall obtain all necessary approvals from Planning & Design Services.**
- 3. The new addition shall not compromise the existing structure.**
- 4. The new siding materials shall be smooth-faced vinyl with 4" exposure with corner boards.**
- 5. New door shall be paneled and ½ lite with moldings that are subordinate to that of the principle entrance.**

6. Any new aluminum flashing shall only be installed over non-historic window features on the sides and rear of the structure. Any historic trim shall be repaired and maintained.
7. New windows shall be double-hung with 4 over 4 muntins.
8. New windows shall fit the historic window openings.
9. If the design changes, the applicant shall contact staff for review and approval.
10. All other Planning & Design approvals shall be obtained prior to construction.

*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.*



Anthony Schneider  
Historic Preservation Specialist

7/17/18  
Date

## Addition

### Clifton Design Guideline Checklist

- + Meets Guidelines
- NA Not Applicable
- Does Not Meet Guidelines
- NSI Not Sufficient Information
- +/- 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.	+	The new addition is indicative of a number of shotgun additions in the area. Will be on the rear with a shed roof.
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.	+	New addition is not faux-historic and will be on the rear of the property
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.	+	New addition has a different roof form from the main structure.
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.	+	
A6	The original street front orientation of a building should not	+	

	Guideline	Finding	Comment
	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.)		
<b>A7</b>	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.	+	First floor addition only.
<b>A8</b>	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.	+	No further alterations to the principle structure will be made where the addition attaches.
<b>A9</b>	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.	NA	
<b>A10</b>	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.	+	New vinyl siding will match existing.
<b>A11</b>	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.	+	The new addition will match the roof form of the demolished addition.
<b>A12</b>	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	
<b>A13</b>	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	
<b>A14</b>	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	
<b>A15</b>	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	
<b>A16</b>	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	
<b>A17</b>	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.	NA	
<b>A18</b>	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	
<b>A19</b>	Exterior fire escape steps constructed of wood should be painted or stained, oriented to the yard, and kept to a	NA	

	Guideline	Finding	Comment
	minimum functional size.		

## Demolition

### Clifton Design Guideline Checklist

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

	Guideline	Finding	Comment
	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:  The Standard Design Guidelines for Demolition DE1-DE6 are replaced in their entirety with the following:	NA	
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.	+/-	The existing addition was demolished prior to application. Applicant depicted in photos the water damage caused from the addition's improper attachment to the principle structure. New addition will be installed in the exact footprint as existing.
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.	+	Applicant has tarped and sealed the exposed structure to the best of ability.
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	
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	NA	

	Guideline	Finding	Comment
	street-facing wall through the use of low fences, walls, and/or vegetation.		
<b>DE8</b>	<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	

## Siding and Trim

### Clifton Design Guideline Checklist

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

	Guideline	Finding	Comment
<b>SD1</b>	Missing wood features should not be replaced with conjectural or falsely historic reconstructions or with newly designed elements that are incompatible with the building's size, scale, or materials.	NA	

	Guideline	Finding	Comment
<b>SD2</b>	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.	+	Existing historic addition was removed and the new addition will be designed and be very similar in design tom what was removed.
<b>SD3</b>	Contemporary wood siding or fiber cement board, which conveys the visual appearance of historic siding, should be used when replacing sections of deteriorated wood. Other materials which expand and contract like wood may be used when approved by staff or ARC review.	NA	
<b>SD4</b>	Structurally inappropriate materials such as textured plywood (e.g., T-111) or similar soft wood products that shed water poorly should not be used on primary structures. Architecturally and historically inappropriate materials should not repair, replace, or be placed over historic wood siding.	NA	
<b>SD5</b>	Exterior veneers shall not be installed over wood siding or as a replacement for exterior siding. Some examples of historically inappropriate exterior veneers not to be used are artificial stone or other masonry, EIFS (synthetic stucco), asbestos shingles, or asphalt shingles.	NA	
<b>SD6</b>	Replace or repair damaged or deteriorated wood siding with wood or wood-like materials. Undamaged, intact historic wood siding should be preserved and not removed and/or replaced.	NA	
<b>SD7</b>	Replacement siding should be installed horizontally unless there is valid historic documentation for a different original orientation.	+	
<b>SD8</b>	Retaining and preserving the original wood siding and trim with paint is encouraged, especially on the street-address façade. The application of fiber cement board matching the original existing exposure is preferred over vinyl or aluminum siding and may be approved by staff without ARC review. Vinyl or aluminum siding may be applied to street address façades, side, and rear elevations with ARC approval. The installation of any type of siding should not obscure or damage historic ornamental details such as fish-scale shingles, moldings, window casings, sills, hoods, brackets, and corner boards. Do not install siding of any type over rotten wood. Do not wrap windows and trim with metal. If applied, remove insul-brick material and apply house wrap before applying siding.	NA	Existing siding is vinyl and new siding will coordinate.
<b>SD9</b>	Fiber cement, vinyl or aluminum siding should match the profile and dimensions of the original wood siding. A smooth-faced, narrow profile siding (3" or 4" reveal) is acceptable for installation. Historic fabric, trim, or corner boards should project slightly beyond the vinyl siding, wherever possible without causing damage.	+	
<b>SD10</b>	Paints and coatings manufactured before 1978 contained lead. Historic structures often contain hazardous substances, such as lead paint and asbestos. Since June, 2010, the EPA regulations require contractors to be certified and follow specific work practices to prevent lead contamination. For additional lead paint information, contact the Metro Health Department. For asbestos removal and disposal methods, contact Metro Air Pollution Control.	NA	
<b>SD11</b>	Installation of insulation with a proper vapor barrier should be done from the interior. Do not remove exterior siding to install insulation within the exterior walls of historic wood frame construction. This can result in damage to historic fabric by locking in mold and moisture and will rot wood from within. Houses need to be breathable.	+	Exterior siding will not be removed to install materials.

# Windows

## Clifton Design Guideline Checklist

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

	Guideline	Finding	Comment
<b>W1</b>	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.	+	Staff has worked with the applicant on the window request when they came in to get their approvals.
<b>W2</b>	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.	+	New windows shall match the historic muntin pattern as those that exist.
<b>W3</b>	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.	+	New windows will fit the historic openings
<b>W4</b>	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.	+	Double-hung replacements
<b>W5</b>	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.	+	



	Guideline	Finding	Comment
<b>W6</b>	Reflective or insulating film shall not be applied to window glass on street-address façades or street-facing façades.	+	No street facing windows are being replaced
<b>W7</b>	Smoked, tinted, or reflective glass shall not be used on windows on street-address façades or street-facing façades.	NA	
<b>W8</b>	Transoms or sidelights shall not be blocked-in or back-painted.	NA	
<b>W9</b>	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.	NA	
<b>W10</b>	Any new window openings for a new use shall not be located on street-address façades or street-facing façades.	+	New window openings will be on side façades.
<b>W11</b>	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.	+	
<b>W12</b>	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	
<b>W13</b>	If exterior storm windows are installed they should duplicate the shape of the original window.	NA	
<b>W14</b>	When installing exterior storm windows or screens do not damage or obscure historic windows or frames.	NA	
<b>W15</b>	Window sashes shall not be altered to accommodate window air-conditioning units.	NA	
<b>W16</b>	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	
<b>W17</b>	Awnings shall be designed to complement existing architectural features. They should not overwhelm the façade.	NA	
<b>W18</b>	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	
<b>W19</b>	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	
<b>W20</b>	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	
<b>W21</b>	Awnings shall be installed so that the valance is no lower than permissible by code (Building Code or Public Works).	NA	
<b>W22</b>	Replacement shutters should match the visual appearance, size, and location of the originals and may be constructed of wood, metal, or synthetic material.	NA	
<b>W23</b>	Shutters shall be installed only where there is historic evidence for them.	NA	