

Board of Zoning Adjustment Staff Report

May 18, 2015



Case No:	15Variance1016
Project Name:	Carriage House Addition and New Parking
Location:	1048 Cherokee Road
Owner(s):	Hiawatha Condominium
Applicant:	Charlie Williams, Charlie Williams Design, Inc.
Representative:	Charlie Williams
Project Area/Size:	0.397 Acres
Jurisdiction:	Louisville Metro
Council District:	8 – Tom Owen
Case Manager:	Sherie' Long, Landscape Architect

REQUEST

Variance #1: Variance from the Land Development Code, Chapter 5, Section 5.4.1E.6, to allow a proposed addition to encroach into the required southeast side yard.

Variance #2: Variance from the Land Development Code Chapter 5, Section 5.4.1D.3, to allow a reduction in the 30% required private yard.

Variance #1

Location	Requirement	Request	Variance
Side Yard (south)	2 feet	0.17 feet	1.83 feet

Variance #2

Location	Requirement	Request	Variance
Private Yard	5,188sf (30%)	1,875sf	3313sf

CASE SUMMARY/BACKGROUND/SITE CONTEXT

The applicant is proposing to construct a new one story addition on an existing carriage house located at the rear of 1048 Cherokee Road. The two existing carriage houses, accessed by an alley running parallel with Bardstown Road, are located at the rear of the existing condominium development. Both of the carriage houses are proposed to be repaired and restored in addition to the new construction. Two parking areas are also being added between the carriage houses and the condominium building. This property is also located in the Cherokee Triangle Historic Preservation District. The applicant has received approval to construct the new addition and complete the requested repairs and restoration from the Cherokee Triangle Architectural Review Committee (ARC). Due to the location of the new addition and the location of the additional parking areas variances are needed to allow encroachment into the southeast side yard; and a reduction of the required private yard.

LAND USE/ZONING DISTRICT/FORM DISTRICT TABLE

The site is zoned R-7 within the Tradition Neighborhood Form District (TN). It is surrounded by multi-family residential, and commercial property zoned R-7, R-5B, and C-2 in the Traditional Neighborhood (TN) and Traditional Marketplace Corridor (TMC) Form Districts.

	Land Use	Zoning	Form District
Subject Property			
Existing	Multi-family residential	R-7	TN
Proposed	Multi-family residential	R-7	TN
Surrounding Properties			
North	Multi-family residential	R-7 R-5B	TN
South	Commercial	C-2	TMC
East	Multi-family residential	R-5B	TN
West	Multi-family residential	R-7	TN

PREVIOUS CASES ON SITE

15COA1044 Certificate of Appropriateness from the Historic Landmarks and Preservation Districts Commission to construct a new addition and to renovate the existing carriage houses approved on May 4, 2015.

INTERESTED PARTY COMMENT

None have been received.

APPLICABLE PLANS AND POLICIES

Land Development Code

STANDARD OF REVIEW AND STAFF ANALYSIS FOR VARIANCE

Variance #1: Variance from the Land Development Code, Chapter 5, Section 5.4.1E.6, to allow a proposed addition to encroach into the required southeast side yard.

(a) The requested variance will not adversely affect the public health, safety or welfare.

STAFF: The variance will not adversely affect the public health, safety or welfare because the addition is proposed between the existing carriage house and the condominium building, internal to the development. Access to the new addition will be limited to residents of the property and their guest.

(b) The requested variance will not alter the essential character of the general vicinity.

STAFF: The requested variance will not alter the general character since the new addition has been reviewed and approved by the Cherokee Triangle ARC. Plus the existing carriage houses will be renovated to improve the condition of both buildings.

(c) The requested variance will not cause a hazard or nuisance to the public.

STAFF: The requested variance will not cause a hazard or nuisance to the public because the new addition is located farther from the property line than the existing carriage house façade.

- (d) The requested variance will not allow an unreasonable circumvention of the zoning regulations.

STAFF: The requested variance will not allow an unreasonable circumvention of the zoning regulations since the existing carriage house façade is closer to the property line than the new addition.

ADDITIONAL CONSIDERATIONS:

1. The requested variance arises from special circumstances which do not generally apply to land in the general vicinity or the same zone.

STAFF: The requested variance does arise from special circumstances. The existing carriage house was not built wide enough to accommodate automobiles. The addition will allow the existing building to be utilized for parking.

2. The strict application of the provisions of the regulation would deprive the applicant of the reasonable use of the land or create an unnecessary hardship on the applicant.

STAFF: The strict application of the provisions of the regulation would create an unnecessary hardship on the applicant since the addition is to increase the width to allow the building to be used by the residences for off street parking.

3. The circumstances are the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought.

STAFF: The circumstances are not the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought since the applicant is requesting a variance prior to construction.

STANDARD OF REVIEW AND STAFF ANALYSIS FOR VARIANCE

Variance #2: Variance from the Land Development Code Chapter 5, Section 5.4.1D.3, to allow a reduction in the 30% required private yard.

- (a) The requested variance will not adversely affect the public health, safety or welfare.

STAFF: The variance will not adversely affect the public health, safety or welfare because the private yard is internal to the development. Access to the private yard will be limited to the residences and their guests.

- (b) The requested variance will not alter the essential character of the general vicinity.

STAFF: The requested variance will alter the general character of the private yard area. The addition of pavement and parked cars essentially limit the private yard area to small green spaces along the edges of the parking areas. However, the applicant is proposing to use pervious pavers in the parking areas to improve drainage which will be more aesthetically pleasing.

- (c) The requested variance will not cause a hazard or nuisance to the public.

STAFF: The requested variance will not cause a hazard or nuisance to the public since the private yard is internal to the development and access is limited to the residences and their guests. Plus the use of pervious pavers will improve the drainage in the area.

- (d) The requested variance will not allow an unreasonable circumvention of the zoning regulations.

STAFF: The requested variance will not allow an unreasonable circumvention of the zoning regulations since the intent is to provide off street parking while still providing some green scape.

ADDITIONAL CONSIDERATIONS:

1. The requested variance arises from special circumstances which do not generally apply to land in the general vicinity or the same zone.

STAFF: The requested variance does arise from special circumstances. Since there are existing carriage houses at the rear of the lot, the only location for additional off street parking is within the area between the carriage house and the condominium building. In order to create additional off street parking at the rear of the building the private yard area is impacted greatly. However, some green space is being provided around the perimeter of the parking area.

2. The strict application of the provisions of the regulation would deprive the applicant of the reasonable use of the land or create an unnecessary hardship on the applicant.

STAFF: The strict application of the provisions of the regulation would create an unnecessary hardship on the applicant because the proposed off street parking would not be able to be built.

3. The circumstances are the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought.

STAFF: The circumstances are not the result of actions of the applicant taken subsequent to the adoption of the zoning regulation from which relief is sought since the applicant is requesting a variance prior to construction.

TECHNICAL REVIEW

There are no technical review issues.

STAFF CONCLUSIONS

Based upon the information in the staff report, the analysis of the standards of review support the request to grant the variances, therefore, the Board of Zoning Adjustment must determine if the proposal meets the standard for a variance established in the Development Code based on the testimony and evidence provided at the public hearing.

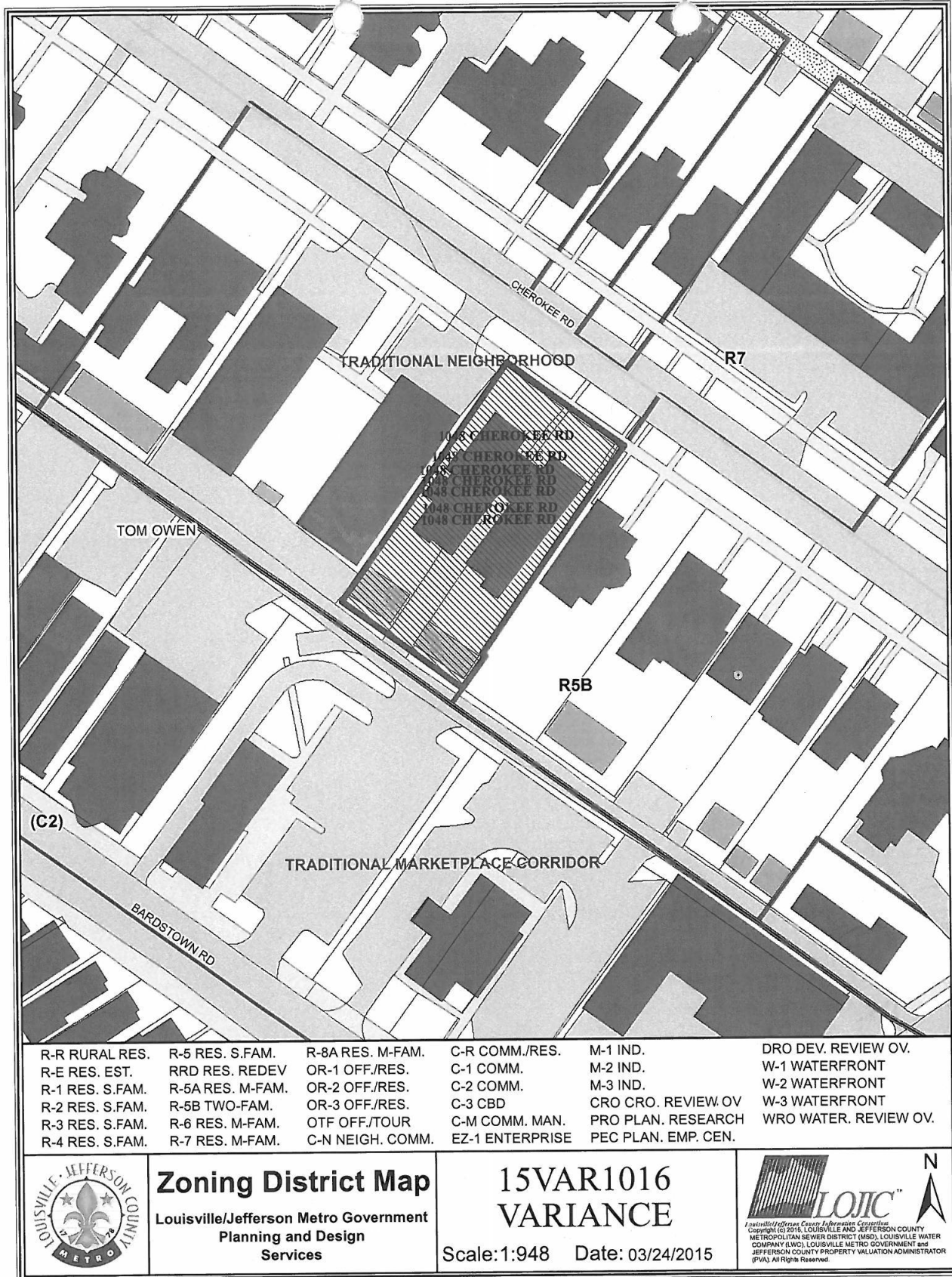
NOTIFICATION

Date	Purpose of Notice	Recipients
05/01/2015	BOZA Hearing	1 st tier adjoining property owners Neighborhood notification recipients
05/04/2015	Sign Posting	Subject property

ATTACHMENTS

1. Zoning Map
2. Aerial Photograph
3. Site Plan
4. Private Yard Exhibit
5. Elevations
6. Applicant's Justification Statement
7. Site Photographs
8. Certificate of Appropriateness

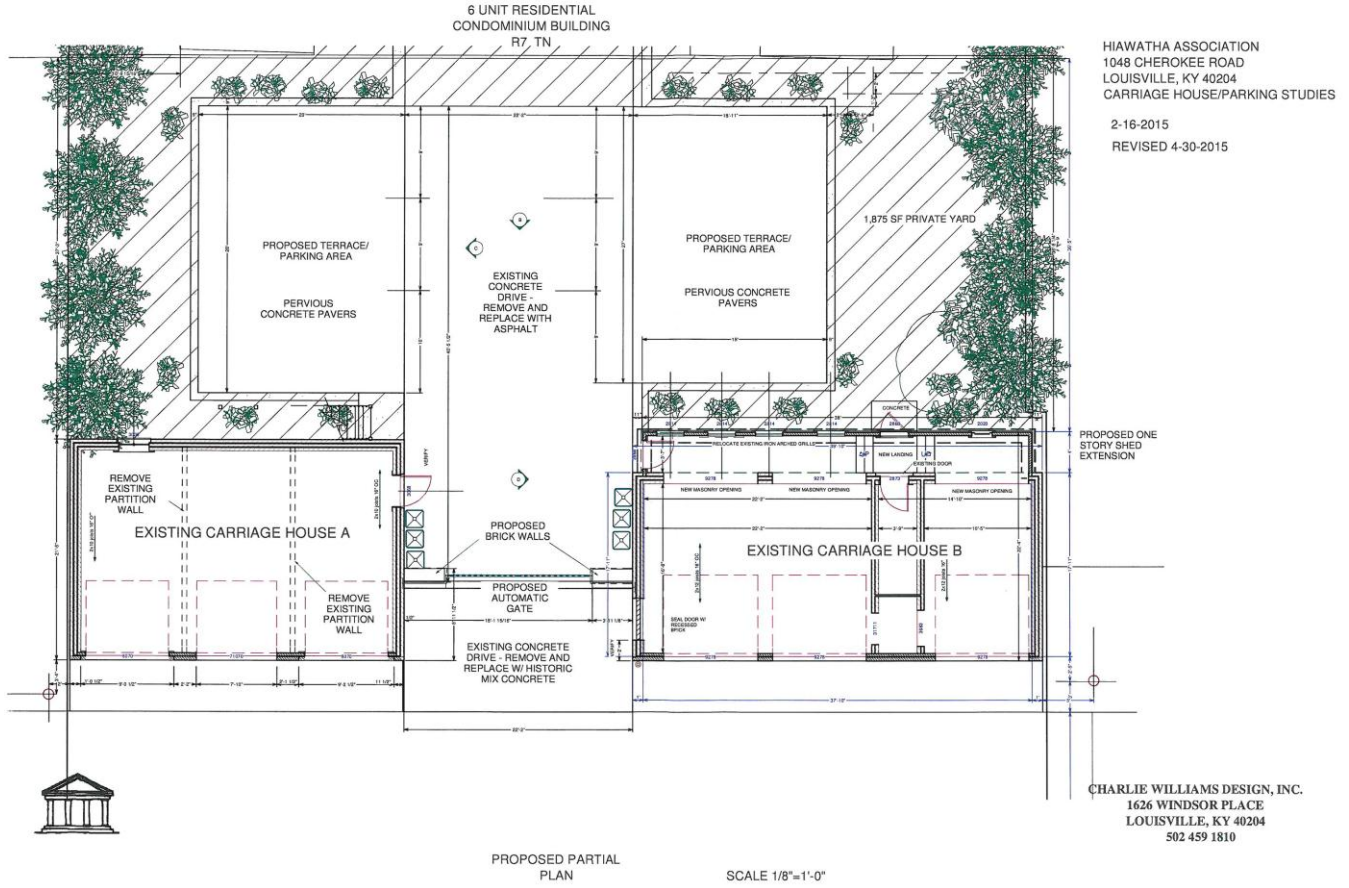
Attachment 1: Zoning Map:



Attachment 2: Aerial Photo:



Attachment 4: Private Yard Exhibit



Attachment 5: Elevations

HIAWATHA ASSOCIATION
 1048 CHEROKEE ROAD
 LOUISVILLE, KY 40204
 CARRIAGE HOUSE/PARKING STUC
 2-16-2015



RECEIVED
 MAR 2 2015
 PLANNING &
 DESIGN SERVICES



FINAL DOOR DESIGN TO
 BE DETERMINED

SCALE 1/8"=1'-0"

CHARLIE WILLIAMS DESIGN, INC.
 1626 WINDSOR PLACE
 LOUISVILLE, KY 40204
 502 459 1810

15 APR 2015

HIAWATHA ASSOCIATION
 1048 CHEROKEE ROAD
 LOUISVILLE, KY 40204
 CARRIAGE HOUSE/PARKING STUC
 2-16-2015

RECEIVED
 MAR 2 2015
 PLANNING &
 DESIGN SERVICES



CHARLIE WILLIAMS DESIGN, INC.
 1626 WINDSOR PLACE
 LOUISVILLE, KY 40204
 502 459 1810

15 APR 2015

Attachment 6: Applicant's Justification Statement

Variance Justification:

In order to justify approval of any variance, the Board of Zoning Adjustment considers the following criteria. Please answer all of the following items. Use additional sheets if needed. A response of yes, no, or N/A is not acceptable.

1. Explain how the variance will not adversely affect the public health, safety or welfare.

Rear yard is between existing apartment building and existing carriage houses and will be fully enclosed when proposed gate is installed. There will be no access for the general public. Side yard setback encroaches less than the existing encroachment.

2. Explain how the variance will not alter the essential character of the general vicinity.

The proposed parking area and renovation of the carriage houses will be approved by Landmarks to conform to the standards of the Cherokee Triangle Preservation District.

3. Explain how the variance will not cause a hazard or a nuisance to the public.

Proposed parking will remove cars from street parking, secure the existing garages w/ doors and limit access to the apartments from the alley. Proposed work should reduce hazards and nuisances to everyone.

4. Explain how the variance will not allow an unreasonable circumvention of the requirements of the zoning regulations.

There are several similar parking configurations in the area and two adjacent properties that have multiple parking spaces in the front yards. Side yard setback encroaches less than the existing encroachment.

Additional consideration:

1. Explain how the variance arises from special circumstances, which do not generally apply to land in the general vicinity (please specify/identify).

This property has existing carriage houses (c.1890) that are too shallow to allow cars to pull in and have doors installed. These also make the yard between the structures smaller than most in the area. This plan will also increase the depth of three garage bays, encroaching into the private yard.

2. Explain how the strict application of the provisions of the regulation would deprive the applicant of the reasonable use of the land or would create unnecessary hardship.

Area between the structures would not be able to be fully utilized and residents will have to park on the street or in the existing nonsecure garages. The proposed parking area will also be used for resident events or other gatherings. It will be landscaped and comprised of attractive surfaces.

3. Are the circumstances the result of actions of the applicant taken subsequent to the adoption of the regulation from which relief is sought?

Yes, however the current owners did not layout or construct the existing buildings.

RECEIVED

MAR 20 2015
PLANNING &
DESIGN SERVICES
SAMPSON

Variance Justification:

In order to justify approval of any variance, the Board of Zoning Adjustment considers the following criteria. Please answer all of the following items. Use additional sheets if needed. A response of yes, no, or N/A is not acceptable.

1. Explain how the variance will not adversely affect the public health, safety or welfare.

Private yard is between existing apartment building and existing carriage houses and will be fully enclosed when proposed gate is installed. There will be no access for the general public. Side yard setback encroaches less than the existing side and rear encroachments.

2. Explain how the variance will not alter the essential character of the general vicinity.

The proposed parking area and renovation of the carriage houses will be approved by Landmarks to conform to the standards of the Cherokee Triangle Preservation District.

3. Explain how the variance will not cause a hazard or a nuisance to the public.

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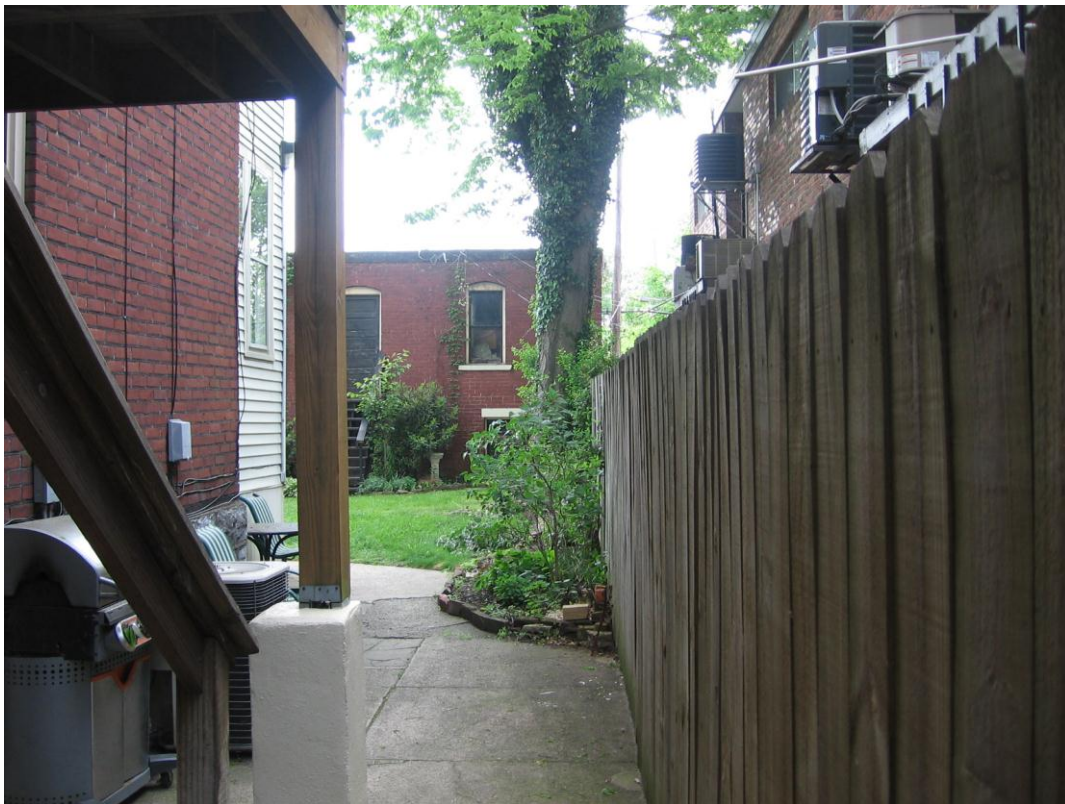
3. Are the circumstances the result of actions of the applicant taken subsequent to the adoption of the regulation from which relief is sought?

Yes, however the current owners did not layout or construct the existing buildings.

Attachment 7: Site Photographs



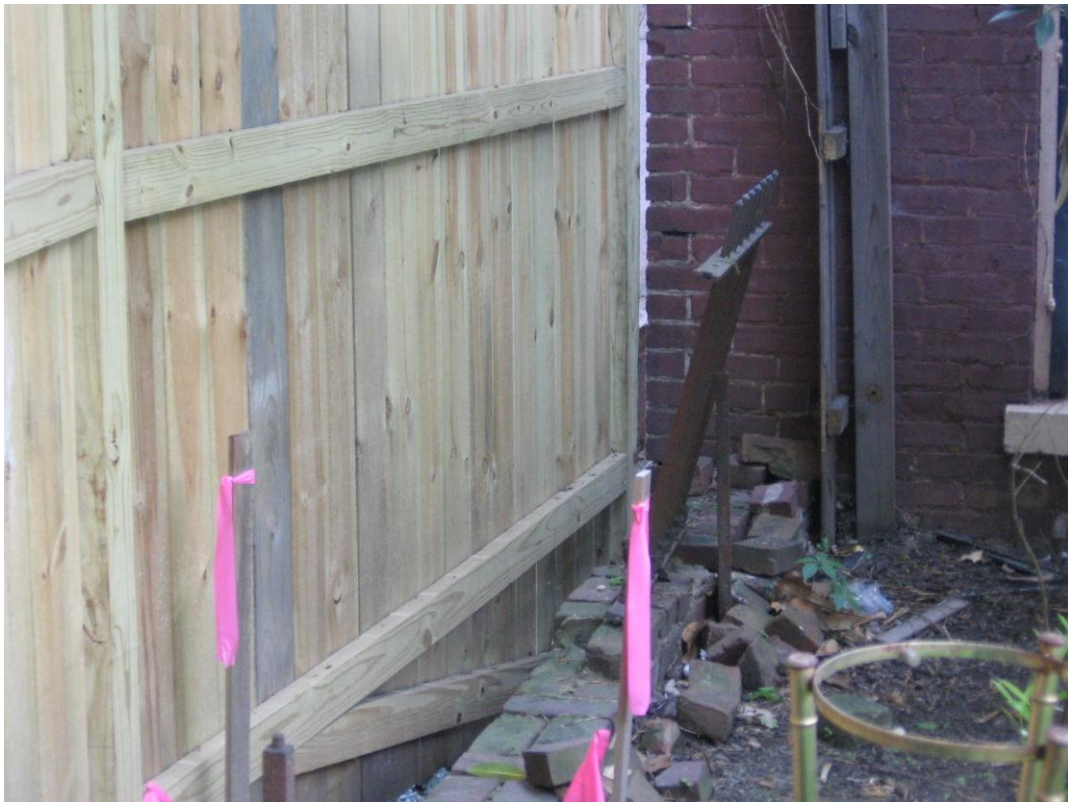
Front of condominium building



Carriage house at rear of property



Carriage house at rear of property/ Private yard area and existing parking



Location of the proposed addition



Existing private yard area



Existing private yard



Adjacent property to the northwest



Rear of carriage house /northwestern perimeter of property



Rear of carriage house/ southeastern perimeter of the property



Restaurant across the alley from the rear of the carriage houses



Looking northwest up alley from rear of carriage house



Looking south east down alley from rear of carriage house



**Historic Landmarks and Preservation
Districts Commission**

Certificate of Appropriateness

Report of the Committee

To: Charles Williams
Thru: Bob Keesaer, AIA, NCARB- Urban Design Administrator
From: Burcum Keeton, Architectural Projects Coordinator
Date: April 24, 2015

Case No: 15COA1044
Classification: Committee Review

GENERAL INFORMATION

Property Address: 1048 Cherokee Road

Applicant: Charles Williams
1626 Windsor Place
Louisville, KY 40204
502-459-1810
charliewilliamsdesign@gmail.com

Owner: Hiawatha Condominiums
1048 Cherokee Road
Louisville, KY 40204
502-558-4014

Estimated Project Cost: \$ 25,000.00 +/- (exterior only)

Description of proposed exterior alteration:

The applicant requests approval for existing carriage houses to be repaired/restored. Any brick repair/replacement/tuck pointing will be done with soft, historic mortar. Garage doors will be replaced with carriage style doors, upper windows on rear will be covered with louvered shutters. Windows on yard side will be repaired.

Brick walls with limestone caps to support new automatic gate at alley. Steps to yard on existing north carriage house to be relocated with stained wood steps and rail.

South garage will have new one story shed roofed addition to increase depth of the garage. Painted horizontal siding with weathered wood asphalt shingle roof. Nine lite exterior door, six panel exterior door, wood 4 lite fixed glass window and relocated stable vents from rear wall of the garage. Cornice to be restored to

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match original. Alley facing brick wall to be structurally stabilized and veneered with salvaged bricks from façade.

Historic mix concrete apron from new gate to alley, asphalt drive to replace existing concrete drive, pervious pavers on new parking & terrace areas with cast concrete curb and retaining walls.

Communications with Applicant, Completion of Application

The application was received by Planning & Design Services on March 20, 2015. The application was determined to be complete and classified as requiring Committee Review by Landmarks on March 23, 2015.

The case will be heard by the Cherokee Triangle Architectural Review Committee on April 22, 2015 at 4:30pm, at 444 S. Fifth Street, conference room 101.

The Cherokee Triangle ARC met on April 22, 2015 with the meeting commencing at 4:30 pm. Committee members in attendance were Carolyn Brooks, Michael Gross, Christopher Quirk, and Monica Orr. No members of the public were present. Staff Burcum Keeton and Applicant Charlie Williams were in attendance. A vote was taken and Michael Gross was elected unanimously as Chairperson of the committee.

Applicant Charlie Williams described the site and proposed project and presented the committee with drawings, renderings, and photographs. After some discussion, recommendations for approval with conditions were made by the committee.

Christopher Quirk made a motion to approve the staff report and recommendations as discussed. Brooks seconded the motion. The motion carried with ayes and the meeting was adjourned at 5:30pm.

FINDINGS

Guidelines

The following design review guidelines, approved for the Cherokee Triangle Preservation District, are applicable to the proposed exterior alteration: **Addition, Door, Window, Masonry, Siding, Roofing, 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

1048 Cherokee Road is a six unit condominium building, located on the south side of Cherokee Road with the alley abutting Bardstown Road, mid-block between Highland Avenue and Grinstead Drive. It is a three story brick structure with balconies, built in 1974, zoned R7.

Conclusions

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The proposed project meets the Design Guidelines for the Cherokee Triangle Preservation District for **Addition, Door, Window, Masonry, Siding, Roofing, and Site.**

DECISION

On the basis of the information furnished by the applicant, the Staff recommends approval with the following conditions:

1. The 'shed' frame addition be clad in 4" Hardi-board horizontal siding
2. An overhang of 6" at roof of shed to be added
3. The new parking areas in the courtyard be consist of ancient brick or similar salvaged brick pavers
4. A native hardwood shade tree be planted to replace the one that will be removed
5. Existing chimneys to remain
6. New veneer at alley side of structures to incorporate existing bricks from façade
7. The six panel person door of garage to be wood, or wood clad, and to be staff approved before installation
8. Garage doors to be individual carriage style, and to be approved by staff before installation

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.



Michael Gross, CT Chairperson

May 4, 2015
Date

Attached Documents / Information

1. Staff Guideline Checklist
2. Application

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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.	+	
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.	+	
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.	+/-	Addition is on accessory structure's front façade
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.	+	
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).	+	
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.	+	
A9	Design additions to have the same relationship of solids (wall surfaces) to voids (window and door openings) as the historic portion.	+	
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.	+	
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.	+	
A13	Comply with the Kentucky building code in such a way that a historic building's character-defining features are preserved.	+	

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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.	+	
A15	Install fire escapes only on secondary elevations. Respect the locations of original doors and windows and do not cause 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.	+	

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.	+	
D4	Use only those replacement doors that duplicate the design, proportion, and arrangement of panelling and glazing of the original.	+	
D5	Do not replace historic double leaf doors with a single door.	+	
D6	Do not alter original openings to accommodate stock doors.	+	
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	NA	

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	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.		
D9	Differentiate between primary and secondary doors, using the detailing of the doors or the articulation of the frame.	NA	
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	
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.	+	Nine lite exterior door; six panel exterior door proposed

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.	+	Windows at side yard to be repaired.
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.	+	
W3	Evaluate the option of using appropriate salvage materials when replacing windows that are deteriorated beyond repair.	+	
W4	Do not use replacement sash that does not fit historic window openings. Original openings should never be blocked-in to accommodate stock windows	+	
W5	Do not install contemporary picture, glass block, or jalousie windows in exterior window openings.	+	
W6	Do not install synthetic replacement windows (vinyl, etc.) on primary facades.	+	
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.	+	
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.	+	

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W10	Do not use smoked, tinted, low-E, or reflective glass on building facades that can be seen from a public way.	+	
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.	+	
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.	+	Windows on alley side to have Louvered shutters
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.	+	
W16	Do not obscure historic window trim with metal or siding material.	+	
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.	+	
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.	+	New shutters to match existing
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.	+	
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.	+	
W31	Do not install aluminum or vinyl shutters.	+	
W32	Photographically document architectural features that are slated for reconstruction prior to the removal of any historic fabric.	+	

MASONRY

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
M1	Do not construct new masonry features that are either falsely historical (characteristic of periods prior to the building's actual construction) or are incompatible with the building or historic district in terms of size, scale, material, or color.	+	Brick repair and replacement and tuckpointing
M2	Do not cut new openings into exterior walls on elevations that can be seen from a public way. Creating an opening for the installation of an air conditioning unit, for example, is not appropriate for a façade that is visible from a public way.	+	
M3	Photographically document architectural features that are slated for reconstruction prior to the removal of any historic fabric.	+	
M4	Match the existing bonding pattern, coursing, color, size, strength, and pointing mortar of masonry when replacing a section of brick wall. Bricks should always be toothed-in to historic brickwork, to disguise the joint between new and old.	+	
M5	Do not remove or rebuild substantial portions of exterior walls if such an action would adversely impact a structure's historic integrity.	+	
M6	Make sure that any exterior replacement bricks are suited for exterior use.	+	
M7	Do not replace sections of historic brick with brick that is substantially stronger.	+	
M8	Repoint only those joints that are no longer sound. Do not remove all joints, sound and unsound, in an effort to achieve a uniform appearance when repointing. Large-scale removal of mortar joints often results in damage to historic masonry.	+	
M9	Remove unsound mortar joints carefully with hand tools that are narrower than the mortar joint. Power tools should not be used, because they have the potential to scar adjacent masonry.	+	

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M10	Remove unsound mortar to a depth of two-and-one-half the times the width of the joint or to sound mortar, whichever is greater.	+	
M11	Match historic mortar joints in color, texture, joint size, and tooling when repointing.	+	Historic mortar mix to be used
M12	Use a mortar mix that is compatible with historic masonry. Repointing mortar should be equivalent to or softer than the original mortar. When repointing mortar is harder than the surrounding masonry, as is the case with many modern mixtures, moisture cannot escape through the joints. Trapped moisture will crystallize within the walls and fragment surrounding brick and stone.	+	Historic mortar mix to be used
M13	If possible, have your mortar analyzed. In order to determine an appropriate mortar mix for individual historic structures, it is recommended that property owners have a sample of the original mortar sent to a lab for analysis. If this is not feasible, a high lime and low Portland cement content mortar mix (1 part cement, 1 part lime, and 6 parts sand) is frequently acceptable.	NA	
M14	Do not attempt to remove joints that have been repointed using a very hard mortar or in an unworkmanlike manner until natural weathering has begun to weaken and crack them. Removal prior to that time would likely damage the masonry units	+	
M15	Do not use synthetic caulking to repoint historic masonry.	+	
M16	Have realistic expectations of how the cleaned masonry surface will appear. Remember, it is better to underclean than overclean. A "like new" appearance is rarely desirable.	+	
M17	Make sure that your contractor has a clear understanding of the physical and chemical properties of your masonry before proposing or testing any chemical cleaning treatments. Such treatments, if improperly applied, can result in permanent damage that significantly outweighs any benefits of cleaning.	+	
M18	Test proposed cleaning treatments in an inconspicuous area of the building to evaluate potential adverse effects to the masonry. Observation over a complete seasonal cycle is preferable, so that long-term effects may be ascertained.	+	
M19	Do not use sandblasting or high-pressure water to clean historic masonry. The process of sandblasting or cleaning buildings using water pressure greater than 300 psi removes the tough, outer-protective surface of the brick and loosens mortar joints, accelerating deterioration.	+	
M20	Do not clean masonry on buildings with deteriorated mortar joints. Such masonry should be properly repointed prior to cleaning to ensure that water does not penetrate the wall during the cleaning process.	NA	
M21	Do not use any type of water- or chemical-based cleaning systems when a possibility for freezing temperatures exists. Masonry cleaning should not be undertaken until the temperature will remain above 50 degrees for 72 hours after cleaning.	NA	
M22	Remove graffiti as soon as possible, beginning with the gentlest means possible and taking care not to inadvertently etch an outline of the graffiti onto the wall.	NA	
M23	Use solvent-based chemical strippers to remove paint from previously-painted masonry only after testing its effectiveness and evaluating its potential to damage brickwork. Testing should be carried out in an inconspicuous location.	NA	
M24	Do not paint masonry or stucco that has never been painted. While one layer of paint may not affect the appearance of the masonry or stucco, accumulated layers will eventually obscure decorative detail.	+	

M25	Paint previously-painted masonry a color that is close to its existing color, approximates a natural masonry color as approved, or is recommended by staff. Staff is available to consult with you on appropriate colors.	NA	
M26	Use a "breathable" masonry paint that is compatible with and can create a strong bond with existing paint.	NA	
M27	Make sure that areas of patched stucco match the strength, composition, color, and texture of the original to the greatest degree possible.	NA	
M28	When patching stucco, cut back the successive layers to provide a key for the new layers to prevent new cracking.	NA	
M29	Carry out stucco repairs so that the dimension between the surface of the stucco and adjacent finishes remains unchanged.	NA	
M30	Do not install stucco, Dryvit, or permastone-type cladding over historic masonry or wood siding.	+	
M31	Do not resurface historic masonry with exterior insulation.	NA	
M32	Use a masonry or terra cotta chimney cap if needed. Metal chimney caps are not historically appropriate.	NA	

SIDING & TRIM

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
SD1	Do not replace missing wood features with conjectural or falsely-historic reconstructions or with newly-designed elements that are incompatible with the building's size, scale, material, or color.	+	
SD2	Photographically document architectural features that are slated for reconstruction prior to the removal of any historic fabric.	+	
SD3	Consider using contemporary wood siding, which conveys the visual appearance of historic siding, when replacement of such materials is required.	+	
SD4	Do not use textured plywood (T-111) vertical siding. It is not an appropriate substitute material.	+	
SD5	Do not install artificial stone, asbestos shingles, or asphalt shingles over or as a replacement for exterior siding.	+	
SD6	Orient all replacement siding horizontally, unless there is sound, historic documentation for a different original orientation.	+	
SD7	Do not install vinyl or aluminum siding on primary elevations on historic buildings. Retention of exposed original wood siding is always preferred; however, if a decision is made to apply siding to side and rear elevations, it should be done in a way that does not obscure or damage historic ornament, such as fishscale shingles, window casings, sills, hoods, brackets, and cornerboards.	+	
SD8	Use only vinyl or aluminum siding that matches the dimensions of the original siding. Generally, smooth-faced, narrow-profile siding (3" or 4" depending on the character of the existing siding) is acceptable for installation on secondary elevations. Wherever possible without causing damage to historic fabric, trim, such as cornerboards, should project slightly beyond the vinyl siding.	+	

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SD9	Make sure that removal, handling, and disposal of lead-containing paint complies with all local, state, and federal standards.	+	
SD10	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. Installation of insulation with a proper vapor barrier should be done from the interior.	+	

ROOFING

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
R1	Use only replacement materials that closely match the original roofing material in color, texture, and profile. Possible substitute materials include asphalt shingles, dimensional shingles, or cement tiles.	+	
R2	Use copper, lead-coated copper, terne-coated stainless steel, or terne metal when replacing a historic metal roof with in-kind materials. While copper roofs may be left unpainted, terne-metal roofs should be painted either muted red or green, traditional roof colors. Replacement with in-kind materials is recommended in order to preserve the visual appearance of the original.	NA	
R3	Make sure that the proportion of the seams and trim on replacement metal roofing matches that of the original. Commercial-grade architectural metal roofing systems should not be used on residential architecture, because the scale is inappropriate.	NA	
R4	Retain ridge and hip tiles on historic tile roofs. Field tiles may be replaced with a compatible substitute material, such as a dimensional shingle in a color approximating the original. Ridge and hip tiles, however, should be reinstalled to maintain the roof's historic profile. Reinstallation of sound roof tiles and slates on smaller, secondary roof forms (porches, bay windows, etc.) is encouraged wherever possible.	NA	
R5	Remove existing roofing material when replacing non-repairable or non-historic roofing. Removing these underlying layers will prolong the life of the roof and help restore the original profile of the roof edge.	+	
R6	Do not apply asphalt shingles over wood shingles. This will trap moisture and cause deterioration of the roof structure.	+	
R7	Base the reconstruction of any missing roof feature on historical, pictorial, and physical evidence. If such evidence is insufficient, the feature should be of a compatible new design rather than a falsely-historical or conjectural reconstruction.	+	
R8	New roof designs for additions or new construction should be compatible in size, scale, material, and color with the historic building and district.	+	
R9	Use the form and detailing of severely deteriorated roof features, such as cupolas and dormers, or chimneys, to create appropriate replicas.	NA	
R10	Avoid having extensive areas of flashing visible. In some cases, portions of metal flashing may be covered by mortar or stucco.	+	
R11	Do not destroy historic detail when installing replacement gutters. If synthetic materials are used, they should be painted to match the trim color.	+	

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R12	Half-round replacement gutters that are of a simple design and do not alter the character of the trim, or in limited cases ogee profile gutters, are preferred. Synthetic materials painted to match the trim color are acceptable.	+	
R13	Do not use unpainted galvanized steel gutters or downspouts, which rust and stain adjacent materials. These gutters should be painted after a period of weathering. Vinyl gutters and downspouts should be avoided due to their short life expectancy.	+	
R14	Leave historically-exposed rafter ends and eaves open and uncovered.	NA	
R15	Make sure that any new roof-top additions do not compromise the structural integrity of the building.	+	
R16	Install any new roof-top mechanical or service equipment in such a way that historic fabric is not damaged.	NA	
R17	Do not attach antennae, satellite transmitters, skylights, vents, air conditioning units, decks, terraces, dormers, or solar panels that can be seen from a building's primary elevation. Skylights should be flush (not the "bubble" type) with curbs painted to match the color of the roof material. Consolidate antennae wherever possible.	+	
R18	Do not introduce mechanical equipment or systems that may overload and compromise a historic building's existing structural system.	+	
R19	Paint all roof vent assemblies to match the color of the roofing material.	+	
R20	Do not install ridge vents on historic structures. They are non-historic approaches to attic ventilation.	+	
R21	Replace historic roof details, such as decorative cresting and finials and metal ridge caps on slate roofs with in-kind materials or materials that are visually compatible.	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.	+	
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.	+	
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.	+	
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.	+	

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ST6	Do not harm historic resources through road widening or underground utility repair.	+	
ST7	Locate driveways, parking areas, and loading docks to the side and rear of properties. Access from alleys is preferred.	+	
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.	NA	
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.	+	
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.	+	
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.	+	
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.	+	
ST13	Install only historically-compatible iron fencing under 2'-5" in height where there is demonstrable historic precedent.	+	
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.	+	
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.	+	
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.	+	
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.	+	
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.	+	
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.	NA	
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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