

CITY OF FORT MYERS
FLORIDA

DESIGN GUIDELINES FOR HISTORIC PROPERTIES

HISTORIC PRESERVATION COMMISSION

Prepared for the City of Fort Myers by
Parker/Mudgett/Smith Architects, Inc.

I. INTRODUCTION

A. WHAT IS A HISTORICAL RESOURCE

A historical resource is defined as a resource listed in the National Register of Historic Places, the Florida Master Site File, or included in the local list of historic sites, districts, and landmarks. The fact that a resource is not listed in all of these sources shall not preclude the Historic Preservation Commission or its staff from determining the resource may be a historical resource. Based on these definitions, historical resources in the City of Fort Myers include the following properties.

- Properties or Districts listed in the National Register of Historic Places.
- Properties that have been designated local Landmarks by the City of Fort Myers.
- Properties within a local designated Preservation District that contribute to the significance of the District. Note: Non-contributing properties within a local Preservation District are not considered to be historical resources although they are subject to design review as per the City's Historic Preservation Ordinance.
- Properties listed as having historical significance in the City's local register even though the properties have not been officially designated as Landmarks or Preservation Districts by the City.
- Other properties presumed to be historically or culturally significant.

B. CRITERIA TO DETERMINE HISTORICAL OR CULTURAL SIGNIFICANCE

Although properties older than 50 years are considered to be historic, not all such properties are necessarily significant. The Department of Community Development, the City's lead historic and cultural preservation agency, determines whether a project involves a property of historical or cultural significance. The above listings provide the primary guide for this determination. In cases where the documentation is not available; appears to be inaccurate; or is otherwise disputed, the following process can be followed in order to determine significance.

Staff Determination of Significance

The Department of Community Development staff will review the project to determine if the property in question has historical or cultural significance to the city. The staff will apply the following criteria that are utilized widely by federal, State, and local jurisdictions to determine historical significance.

Event. Is the property associated with an event that has made a significant contribution to Fort Myers, Lee County, or Florida history; or

Person. Is the property associated with the life of a person who was significant in Fort Myers, Lee County, or Florida history; or

Design. Does the property embody the distinctive characteristics of a type, period, or method of construction found in Fort Myers; or

Information. Has the property yielded, or may be likely to yield, information important in Fort Myers, Lee County, or Florida prehistory or history; or

Integrity. Does the property retain enough aspects of location, design, setting, workmanship, materials, feeling, and association to convey its historic significance?

Other Options to Determine Significance

If the Department of Community Development is unable to make the determination of historic significance due to a lack of information, the staff will be unable to render a determination. In this case, the applicant may pursue the following options in order to provide the necessary information and findings.

Applicant Provides Information

The applicant can provide the information. Many property owners have a detailed knowledge of their properties, including names of former owners and dates of major alterations. In this case, the applicant should work closely with the Department of Community Development to see how much information is needed and whether the information is adequate for the Historic Preservation Commission to render a determination.

Consultant Provides Information

The applicant may retain an architectural historian consultant to prepare a report, often called a "Historic Structures Report," that will document the property's architectural and historical significance. Again, the applicant and the consultant are encouraged to work closely with the Department of Community Development so that important aspects of the building or site are not overlooked.

Department of Community Development Provides Information

The applicant may at no cost to the applicant refer the project to the Historic Preservation Commission for a determination. The Commission members collectively have decades of experience in the field of historic preservation and, by Ordinance, are authorized to make recommendations. In reviewing a project, the Historic Preservation Commission will follow the above criteria for determining historical or cultural significance.

II. DESIGN GUIDELINES

The Design Guidelines focus on the basic principle of urban design that promotes a sense of neighborhood identity and livability for residents. The Guidelines seek to promote a pedestrian friendly environment that is based on the traditional scale and character of the city's historic districts.

These Design Guidelines also provide a basis for objective and consistent decision-making by architects, designers, contractors, property owners, Department of Community Development staff members, and Historic Preservation Commission members.

By following the Design Guidelines, property owners can be assured that any investments they make and their neighbors make in their historic properties will maintain and enhance the historic character of the buildings and the neighborhood for future generations.

These Guidelines are intended to also incorporate the same sense of neighborhood as it relates to downtown Central Business Districts (CBD). All parameters discussed may be applied here as well.

A. ACCESSORY BUILDINGS

Although the main building on a lot makes the strongest statement about a property's contribution to the character of an historic district, the accessory buildings that share the lot can also have a significant influence on the historic streetscape. Designs for accessory buildings that meet the following guidelines can usually be approved by a Staff Review.

1. A reconstructed garage should occupy the original building footprint, wherever possible.
2. A new garage, carport, or accessory building should be located to the side or rear of the property, wherever possible.



3. A new garage, carport, or accessory building visible from the street should be constructed of materials that are in keeping with the main building on the lot.



4. The design for a new garage, carport, or accessory building visible from the street should be inspired by the main building. Building details should be derived from the main structure but can be less elaborate than the main structure.



5. A new garage, carport, or accessory building should be in proper scale for the property and have an appropriate site relation to the main structure as well as surrounding structures.



6. Prefabricated accessory buildings must be located where they will not be visible from the street.

B. ADDITIONS

The introduction of additions compatible with contributing and non-contributing historic buildings in an historic district is acceptable if the addition does not visually overpower the original building, compromise its historic character, or destroy any significant features and materials. By placing additions on inconspicuous elevations and limiting their size and height, the integrity of the original buildings can be maintained. It is important to differentiate the addition from the original building so that the original form is not lost.

The compatibility of proposed additions with historic buildings will be reviewed in terms of the mass, scale, materials, color, roof form, and proportion and spacing of windows and doors. Additions that echo the style of the original structure and additions that introduce compatible contemporary design are both acceptable.



- 1. Construct additions so that there is the least possible loss of historic fabric. Also, ensure that character-defining features of the historic building are not obscured, damaged, or destroyed.



- 2. Limit the size and scale of an addition so that it does not visually overpower the original structure.

The scale of the two story addition is mitigated by the original structure..



- 3. If a larger addition is necessary, then it should be set back from the primary facade or separated from the existing building, using a smaller connecting element to link the two.

A two-story addition has been placed back from the primary façade.



4. Locate an addition as inconspicuously as possible, on the rear or least character-defining elevation of the building.



A two-story addition has been placed inconspicuously to the rear of this one-story residence.

5. Additions should be designed so that they are differentiated from the historic building. It is not necessary to duplicate exactly the form, material, style, and detail of the historic building so closely that the integrity of the original building is lost or compromised.

6. Design additions so that they are compatible with the historic building in mass, materials, color, and proportion and spacing of windows and doors. Either reference design motifs from the historic building, or introduce a contemporary design that is compatible with the historic building.



These additions, which nearly double the area, are integrated into the original historic structure. There are no disparities of scale, proportion or materials. A contemporary design is used which is totally compatible with the historic house.

7. For the predominant material of the addition, select a historic material, such as wooden siding or stucco, compatible with the historic materials of the original building. Contemporary substitute materials, such as synthetic siding or vinyl, are not acceptable.



HardiPlank/HardiBoard siding is compatible with the historical character.

8. A second story addition to a single-story house should be subordinate in scale to the existing dwelling.

This addition is in a prominent location and is not subordinate in scale to the primary structure.



9. A second story addition should be set back from the existing building front. A ten-foot minimum setback is recommended.
10. Design the roof form to be compatible with the historic building and consistent with historic roof forms in the neighborhood.
11. Design the eave lines of additions to align generally with those of the historic building.

The eaves of the carport addition do not align with those of the original structure and the addition is not subordinate in scale to the primary structure.



12. It is recommended that the exterior colors of the addition be compatible with the paint colors on the historic building.

C. DEMOLITION

1. Demolition of Landmarks or Structures Located within Historic Districts

The primary purpose of designating Historic Districts is to preserve Fort Myers' architectural and cultural history for future generations. The proposed demolition of landmarks or structures located within Historic Districts is inconsistent with this purpose and is therefore inappropriate.

The following Guidelines are designed to follow the United States Secretary of the Interior's Standards for Rehabilitation in a manner that affords as much protection as possible to the landmarks or structures located within Historic Districts. At the same time, the Guidelines attempt to minimize the inconvenience to a property owner when the proposed demolition is warranted.

a. Dangerous Condition

A demolition may be approved when the City's Building Official determines it to be immediately necessary to correct an unsafe and dangerous condition. A Demolition Permit is required as per the provisions of the City.

b. Economic Hardship

Whenever the owner of a property designated as conforming or situated within an Historic District believes that the burdens associated with such a designation will cause an unreasonable economic hardship, the owner may apply to the Historic Preservation Commission for a Designation of Economic Hardship to accomplish the demolition.

c. Insignificant Accessory Buildings

Staff may approve the demolition of insignificant accessory buildings that are located on conforming properties or within Historic Districts. The determination of what is insignificant should be guided by these standards. If the determination is not clear, the proposed demolition should be referred to the Historic Preservation Commission for review.

d. Noncontributing Structures

A building which does not contribute to the integrity of a Historic District (shown as a noncontributing building on the official map adopted for the District) may be considered for demolition, provided that an appropriate replacement building (one whose design is consistent with the Guidelines for New Construction) or interim site and landscape improvements are proposed. The intent in this situation is to avoid the introduction of a vacant and unimproved lot into an established neighborhood which would detract from the neighborhood's streetscape. In this case, the proposed demolition and its replacement will require a public hearing, review, and approval by the Historic Preservation Commission.

e. Contributing Buildings

As stated above, the demolition of contributing buildings located within Historic Districts may be inconsistent with State and/or City law and should not ordinarily be considered unless there are unusual circumstances surrounding the proposed demolition. In such cases, the Historic Preservation Commission will review and may approve demolitions provided that appropriate mitigation measures are proposed which reduce the significant adverse aspects of the demolition project to insignificance. The Historic Preservation Commission will determine the degree of mitigation that is appropriate on a case by case basis. For example, a single modest mitigation measure may be appropriate for a marginal or dilapidated structure which barely contributes to an Historic District. In contrast, a number of extensive mitigation measures may be needed when a property which is a significant contributor to an Historic District is proposed for demolition. At the other extreme, it may not be possible to adequately mitigate the demolition of a property of major importance to Fort Myers' architectural or cultural history. In such a case, if no mitigation is deemed adequate, then an Appeal to the City Council will likely be required.

2. Possible Appropriate Mitigation Measures

Following are some examples of mitigation measures that have been found to be appropriate. The list is far from complete, as it is not possible or appropriate to generate a fixed list of mitigation measures. All projects involving demolitions are unique, so flexibility is necessary to encourage creative solutions. Note: the following measures are presented in a generally recognized order of acceptability, the first being the most widely accepted, the last barely acceptable.

a. Adaptive Reuse

Often times, in lieu of demolition, a new use can be found for the historic property, wherein the building and its grounds can be changed to accommodate current market demands. The term adaptive reuse implies that certain structural and/or design changes have been made predominately to the interior of the building in order for it to function in its new use. The Historic Preservation Commission can recommend zoning changes, if feasible, in order to allow the adaptive reuse of the property to occur.



A fine example of adaptive reuse is this former movie theatre now utilized as an office complex .



Previously a bank, this building is now an office.

b. Reconstruction

In contrast to the complete demolition of a building, sometimes it is possible to retain the original facade or other basic design elements, incorporating them into a reconstructed building that retains the original architectural character of the building and thus continues to contribute to the integrity of the neighborhood.

This is an example of a reconstructed building that retains the original façade elements while new construction to the rear provides commercial units.



c. Moving a Building within a Historic District

Moving an historic building from its original site to another site within the District generally destroys the historic context of the building to its immediate environment and therefore is not recommended. On the other hand, if the building absolutely must be moved, e.g., demolition is imminent, there are some benefits which may accrue that can help to mitigate the move. First, certain economic or cultural benefits may accrue to the property owner, the neighborhood, or the City in moving the building. Secondly, the Historic District as a whole retains a contributing building. Third, the streetscape where the building is moved to is enhanced - for example, losing a vacant lot or non-contributing building while gaining a contributing building. Finally, the lot where the contributing building is moved from is developed with new construction or other improvements that are consistent with the Design Guidelines, thereby maintaining the integrity of the original streetscape.

d. Moving a Building Outside a Historic District

This alternative in most cases is inappropriate and is not nearly as acceptable as moving a building within a District. First, the Historic District loses a contributing building. Second, a structure's historic integrity is tied to its original site, so that integrity is destroyed. Therefore, this alternative is not usually an appropriate mitigation measure unless the building itself has considerable architectural merit, and its relocation and restoration in another part of the City would benefit Fort Myers' architectural heritage.

e. Exchange

This alternative may be acceptable when the structure to be demolished is much altered, dilapidated, and barely contributes to the District in which it is located. In exchange for receiving Historic Preservation Commission approval to demolish the structure, the applicant agrees to completely renovate and restore another building within the District. Before demolition occurs,

the applicant should provide the Commission with a report which details the architectural and historical significance of the property to be demolished as well as the application for rehabilitation of the other building.

f. Document and Salvage

This measure may not be acceptable by itself unless the structure in question is so marginal that it contributes little if anything to the Historic District. At least its replacement would be consistent with the Design Guidelines for New Construction and therefore would continue to contribute to the streetscape.

Documentation can be accomplished by making a permanent record of the structure before demolition. The record should consist of digital photographs of all elevations, dimensioned drawings of the facades and floor plan, a detailed site plan showing all important site features, and other documents as needed that describe the architectural character and special features of the building and its site. The Historic Preservation Commission determines on a case by case basis the precise documentation of a specific building that is required. The documentation must be submitted for review by the Commission before the demolition can be approved. Two final hard copies should be submitted, as the record is retained in the permanent archives of the Fort Myers Department of Community Development and the Southwest Florida Museum of History, Museum Archives.

The applicant should also work with the Historic Preservation Commission and staff to identify salvageable materials and potential buyers or recipients of salvaged materials. The removal of all salvageable building materials before demolition is encouraged, and may be required depending on the significance of the building. After the site is cleared, it should be improved as soon as possible with new construction or other improvements that are consistent with the Design Guidelines for New Construction. If new construction is not immediately possible, the site should be secured and interim landscaping installed and maintained.

g. Other Alternatives

The Historic Preservation Commission is always interested in creative solutions that can benefit the applicant as well as the City. Applicants are encouraged to meet with the staff and Commission early in the process to discuss various alternatives that can be ultimately endorsed.

3. Demolition of Buildings Not Situated in Historic Districts

The demolition of buildings deemed historic is subject to review, even though the buildings have not been officially designated as Contributing or are not situated in Historic Districts.

The review of a demolition permit application will be undertaken during the City's regular review process. Prior to rendering a decision, the project should first be referred to the Historic Preservation Commission. The Commission will review the historic and cultural significance of

the structure or structures in question and the adequacy of the proposed mitigation measures. The Commission will then refer its comments in writing to the Building Department, Planning Commission, or City Council to assist those bodies in their deliberations.

The demolition of buildings not deemed historic may be approved through the standard process currently in place.

D. FENCES

The Historic Preservation Commission considers fencing to be a major element in the character of the Historic Districts because of its strong visual contribution to the historic streetscape. Consequently, all front and street side yard fencing (interior side and rear yard fencing less than six feet in height is exempt) within a Historic District requires design review approval. Fence projects that meet the following guidelines may be approved by the staff, except that fence projects that involve Conditional Use Permit or Zoning Variance procedures should be reviewed by the Commission.

- 1. Fencing in the front and street side yard setback (generally, the area that is 15 feet behind the sidewalk) cannot exceed three feet in height. Additional height may be approved by Conditional Use Permit or Zoning Variance.
- 2. Fencing materials and design should be compatible with the architectural style of the primary structure on the lot. Vinyl fencing is discouraged.
- 3. For picket fences, the height of the support posts cannot exceed 36 inches above grade, and the recommended height of the pickets is 30 inches.

Example of a fence with 36 inch posts and 30" pickets



- 4. Wooden fences should be painted or stained to match or to be compatible with the house and the neighborhood.
- 5. Fencing should not obscure the front elevation of the primary structure on the property. Therefore, front yard privacy fences should not be allowed.
- 6. Structural members of a fence should be turned in to face the property. The finished side of the fence should be presented to the street.
- 7. On corner lots, the guidelines apply to the front yard and street side yard of the property.

E. HANDICAP ACCESS

Properties in Historic Districts are not exempt from federal, State, or City laws requiring that all structures other than single-family dwellings be made accessible to handicapped citizens. The Historic Preservation Commission recommends careful attention be given to the design of such facilities. The goal is to meet the requirements of the law while at the same time maintaining the character of the building and site.

1. The ideal approach on most historic properties is to place access ramps or other structures at the side of the building.

Access ramp, with materials matching original building, is located to the side of this building, which is now used as an art gallery



2. Any new ramps or other structures should be designed to be as simple and unobtrusive as possible.
3. Landscaping, the careful choice of building materials and compatible color choices are all suggested ways of lessening the visual impact of handicapped access structures.

4. In lieu of a ramp, applicants should consider the use of mechanical lifts or other devices where feasible, as a less intrusive alternative.

Mechanical lift is screened by lattice work on this house used as an office.



5. If site conditions preclude an access ramp in a side location, the Historic Preservation Commission will consider approval of a ramp on the front elevation of an existing structure. However, in such cases, the design of the ramp must be sensitive to the character and massing of the existing structure.



G. LANDSCAPING

Most of Fort Myers' historic areas are primarily residential in scale and character, with buildings covering less than a third of the average lot. It is important to preserve both the proportion of green area to building mass and the formal or informal character of the landscaping. Large, mature trees line many streets. Gardens are generally located in the rear yards, but some larger lots also have side yards with gardens. Existing hedges illustrate that foliage can be as effective as fences or walls in creating physical enclosure or visual screening. Significant elements of the landscape, such as grassy lawns, mature trees, hedges, foundation plantings, fences, walls, ground cover, trellises, patios, terraces, fountains, and gardens, all contribute to the character of the specific site and the neighborhood as a whole. Consequently, the preservation of such elements is essential in preserving the historic character of the District. Designs for new landscaping that meet the city's landscape requirements and the following guidelines can be recommended to the city by the staff.

1. Retain and maintain landscaping that contributes to the character of the District.
2. If a mature tree or hedge is damaged or diseased so severely that removal is necessary, replacement in kind or with a similar species will maintain the historic character of the landscape.
3. The removal of large trees for any reason generally requires a Tree Permit from the City. Contact the Department of Community Development in order to obtain an application and to see if a replacement tree is needed.

Landscape elements contribute to the character of this property as well as the historic district as a whole.



4. Retain and preserve historic plant materials, such as trees and shrubs. If replacement is necessary, use varieties similar to those planted originally or traditionally found in the neighborhood.

5. Retain and preserve historic ground covering materials, such as brick or granite pavers. If replacement is necessary, use new materials that match the original materials, or materials traditionally found in the neighborhood.
6. When installing new sidewalks, try to match the historic sidewalk patterns (scoring, texture, color) found in the neighborhood.
7. When installing new landscape features, keep their locations consistent with the location of similar elements in the neighborhood

H. NEW CONSTRUCTION

New construction in Historic Districts can achieve a number of important City of Fort Myers goals. New construction can reverse blighted conditions - a new building can replace a burned-out structure, or new construction can occur on a debris-strewn or overgrown lot. New construction can increase housing opportunities for the City, bringing new people into the neighborhood that will enjoy the established urban setting and become involved in neighborhood activities.

New construction in historic areas, often called infill construction, has occurred throughout the country. When successful, the new structures have complemented an historic area and enhanced its overall character. In contrast, insensitive new construction can compromise the integrity of an historic area and possibly result in lowered property values.

The purpose of the Design Guidelines for New Construction is to ensure that the architectural character of Fort Myers' Historic Districts is maintained and enhanced. The Historic Preservation Commission does not specify a particular architectural style or design for new construction projects. The scale, mass, and size of a building are often far more important than the decorative details applied. New or infill construction should not seek to mimic or match exactly existing buildings in the District, as historic reproductions tend to confuse observers, now and especially in future years.

1. Height

The majority of the structures in the city's Historic Districts are one to three stories in height. Slightly taller structures are found in the Downtown Historic District. The height of new construction in an Historic District should be compatible with adjacent structures.

2. Proportion

New construction should match adjacent structures in proportions of width to height. The narrow widths of most lots in some older neighborhoods will preclude most buildings whose proportions differ greatly from existing buildings.



Examples of insensitive new construction, incompatible with the scale of the neighborhood and especially immediately adjacent structures



Examples of compatible new construction. These houses are new and larger than the nearby structures but are in appropriate proportion and scale to the immediately adjacent structures.

3. Setbacks

Setbacks should be consistent with adjacent structures when greater than the minimums established by the City of Fort Myers zoning regulations.

4. Materials and Texture

New construction should be compatible with adjacent and nearby buildings on the block. Wood frame buildings should maintain materials and designs found throughout the neighborhood in terms of type and texture siding. The texture and weight of stucco buildings should be compatible with existing stucco buildings. As a general rule, plywood siding, vinyl siding, and sprayed stucco should not be considered.



5. Roof Shapes

Roofs for new construction should be compatible with adjacent structures. Most of the houses in the city's Historic Districts have variations of hipped or gable roofs, so there is some flexibility in roof design for new buildings. As most lots are long and narrow, it is possible for new construction to have roofs which change roof lines in the rear half of the building. This change could accommodate an additional floor which would not be readily visible from the street.



6. Architectural Details and Decorative Features

The details and decoration of Fort Myers' historic buildings vary tremendously with the different styles, periods, and types. Such details include cornices, roof overhangs, chimneys, lintels, sills, brackets, shutters, entrance decorations, and porch elements. It is a challenge to create new designs that use historic details successfully. One extreme is to simply copy the complete design of a historic building; the other is to "paste on" historic details on a modern unadorned design. Neither solution is appropriate for designing architecture that relates to its historic context and yet still reads as a contemporary building. More successful new buildings take their clues from historic images and reintroduce and reinterpret designs of traditional decorative elements.

I. NON-CONTRIBUTING BUILDINGS

There are generally two kinds of buildings in an Historic District, contributing buildings and non-contributing buildings. Buildings that contribute to the historic character of the District are those constructed during the historic period that retain most if not all of their original appearance. In contrast, non-contributing buildings do not contribute to the integrity of the District because they were either constructed after the historic period or have been altered inappropriately so that they no longer maintain their original historic appearance.

Non-contributing buildings are also subject to design review but the level of review is undertaken on a case-by-case basis depending on the age of the building or the degree of previous modifications. The following guidelines can provide some direction for this review.

1. Changes to newer buildings - those constructed after the historic period - are acceptable and need only to be compatible with the house's architectural style and the neighborhood.

2. Changes to older buildings - those constructed during the historic period - are encouraged, especially when the owner or designer attempts to return the building to its original appearance, thereby changing a non-contributing building to a contributing building.
3. If the owner or designer is unable to return an older building to its original historic appearance - either because no record or evidence of the original construction can be found, or because the project budget cannot support such an effort, then the goal should be the same as for a newer building, namely the proposed work should be compatible with the building and the neighborhood.
4. Another approach which is highly recommended is to undertake a phased project, wherein restoration to the original appearance is accomplished over a longer time period consistent with the owner's schedule and budget.
5. The Historic Preservation Commission can provide invaluable expertise and advice to property owners who wish to upgrade non-contributing buildings. The Board encourages owners and designers to consult with the Board early on to discuss their aspirations and plans for their properties.

J. PAINTING

The Historic Preservation Commission does not regulate paint color, since colors are a matter of personal taste and can be easily changed. However, the Board does strongly encourage all Historic District property owners to use proper contrasts in their paint schemes. The Guidelines suggest trim and foundations should be visually differentiated from the main body of the structure. Also, only traditionally painted materials should be painted.

1. The selection of paint colors is considered to be a matter of choice for property owners and has limited bearing on the preservation of structures. Therefore, the Historic Preservation Commission does not regulate the choice of paint colors. However, the Historic Preservation Commission or its staff can provide advice on historic color palette choices.
2. Only traditionally painted materials, such as wood, should be painted.
3. The painting of unpainted brick or masonry is not considered a change of color but a fundamental change in the character of a building. Therefore, the painting of brick or other masonry should not be permitted except in such special circumstances as (1) the repainting of buildings already painted prior to the designation of the Historic District, and (2) in cases where a brick building has poorly matched additions or repair work, and where the proposed painting is designed to unify the disparate parts of the building.

4. Brick, whether painted or not, should never under any circumstances be sandblasted, as this procedure will result in the failure (disintegration) of the material. Property owners are encouraged to consult with the Historic Preservation Commission for references regarding the heavy cleaning of brick.

K. PORCHES

The retention of the original porch configuration is very important for houses in a Historic District. A porch is one of the main defining features of a house, and it often signifies a building's age and style. Replacement with matching materials is essential. Wood porches and porch steps should not be replaced with brick, ironwork, concrete, or concrete blocks. Insensitive porch alteration compromises the overall appearance of a structure and disturbs its size and scale.

A porch is one of the main defining features of a house and should not be enclosed or removed.



1. Enclosure of Existing Porches

Full enclosure of an existing porch will compromise the historic integrity of a house and therefore is not recommended. Partial enclosure proposals should be reviewed by the Historic Preservation Commission on a case by case basis. Front porch enclosures that reorient the entrance away from the street are strongly discouraged. To be successful, a porch enclosure must preserve essential design elements of the house and must be reversible.



The enclosure of this porch and the addition of a screened enclosure above it has changed the character of the front of this historic structure completely.

2. Adding a New Porch

Generally, the addition of a porch changes the original character of a structure, and therefore a new porch or deck should not be added to the main facade where one never existed. Where photographic or physical evidence of an original removed porch exists, reconstruction in a design which is appropriate to the house's architectural style is encouraged.



This portico addition changes the character of the main house. In addition, the proportion, detailing and roof slope are not in keeping with the original structure

3. Removal of an Original Porch

An original porch should not be removed from the main facade or a readily visible side facade.

4. Repair and Replacement

Porch elements which are deteriorated should be repaired or replaced with matching materials, wherever possible. The use of outdoor carpeting or artificial turf that will be readily visible is strongly discouraged. The original porch railings should be retained, wherever possible. If additional railing height is required, simple metal or wooden extensions should be utilized so that the original historic configuration can be maintained.

L. RELOCATION

Generally, the relocation of a historic building should be avoided. Moving a historic structure always negates its integrity of site and setting and therefore the owner would lose the ability to use a possible historic tax credit which may become available in the future. However, relocation of a building to the extent that it is practical is a desirable alternative to demolition.

1. Moving a Contributing Building Out of a Historic District

Moving a building which retains its architectural and historical integrity and which contributes to the Historic District in which it is located is inappropriate and should not be permitted except in extraordinary or unusual circumstances.

The Langford-Kingston House was moved across Fowler Street to its current location. Both locations are outside the nearby Downtown Historic District. The landmark is now directly across First Street from the Burroughs House, another city Landmark.



2. Moving a Non-contributing Building Out of a Historic District

Moving a non-contributing building (a building which has lost its architectural integrity or was constructed after the historic period) out of a Historic District may be permitted and even encouraged if its replacement will result in a more attractive streetscape.

3. Moving a Building into a Historic District

A building may be moved into a Historic District if it is of an appropriate architectural style for the neighborhood and its new setback matches the existing buildings on the block.

4. Moving a Building within a Historic District

A building may be moved from one site to another within a Historic District if the new location will be similar in setting and siting; if the building will be compatible with the buildings adjacent to the new A building may be moved from one site to another within a Historic District location in style, height, scale, materials, and setback; and if the relocation will not result in a negative visual impact on the site and surrounding buildings from which it will be removed.

5. Documentation

Before moving a building, the original site conditions should be documented. Use historic photographs, digital photographs, and other written or graphic materials such as site plans to record the original setting. The documentation must be submitted for review by the Historic Preservation Commission before the relocation can be approved.

6. Moving the Building

The structural condition of the building must be assessed by a licensed structural engineer prior to moving. Work with contractors experienced in successfully moving historic buildings. Protect the building from weather damage and vandalism during and after the relocation. All required city permits must be obtained prior to the move.

M. REPAIR AND REPLACEMENT

The Historic Preservation Commission believes that ordinary repair and replacement projects and routine maintenance do not require design review and approval, as long as the work does not result in any changes in design or material. Historic Preservation Commission staff can help property owners determine if their projects are true repair and replacement projects, or if a design review application is necessary under the terms of the City's Historic Preservation Ordinance.

Within the members of the Historic Preservation Commission there are decades of experience in maintaining and restoring historic buildings. The Board is always willing to share this experience with property owners performing maintenance on their historic buildings. At no cost to the property owner, the staff can provide references regarding historic preservation resources, including consultants, pertaining to restoration, maintenance tips, and techniques.

N. REPLACEMENT ROOFING

One of the most important aspects of building maintenance is ensuring that a structure has a sound roof. At the same time, the style and materials used on roofs can be one of the most basic elements in defining the style and character of a building. The guidelines outlined below are designed to encourage property owners to maintain roofs in their original styles and materials, while accommodating changes when warranted and when the change would not alter the overall style of a structure.

1. Re-roofing with in-kind materials is considered to be normal maintenance and therefore an historic related application is not required. However, a typical Building Permit will be required.
2. If a change in materials is desired, staff will use its discretion to determine whether a staff approval is possible.
3. Specialty roofing materials such as slate, tile, or metal shingles are often an integral part of a building's character, and a change to other materials could have an adverse effect on the property's integrity.

Tile roofing is an integral part of this house's character



Metal Shingle roofing is an integral part of this house's character.



O. REPLACEMENT STOREFRONTS

In the Downtown Historic District, for example, there are several lots where historically significant storefronts have been significantly altered or no longer exist, and new fronts need to be designed which are compatible with the size, scale, colors, materials, and character of the adjacent historic storefronts. The new design should “read” as a storefront. Filling in the space with brick or similar solid material is inappropriate for historic commercial areas. The following guidelines can assist in developing new or replacement storefront designs that respect the historic character of downtown yet meet current economic and code requirements

1. Scale

Respect the scale and proportion of the adjacent buildings in the new storefront design.



This new storefront in the Downtown Historic District “reads” as a traditional storefront.

2. Materials

Select construction materials that are appropriate to the storefronts. Wood, metal, and glass are usually more appropriate replacement materials than masonry which tends to give a massive appearance.

3. Frame

Maintain the historic planar relationship of the storefront to the facade of the adjacent buildings and the streetscape. Most historic storefront frames are generally composed of horizontal and vertical elements.

4. Entrances

Differentiate the primary retail entrance from the secondary access to upper floors. Many downtown entrances are recessed, with the side display windows at a 60 degree angle rather than the typical 45 degree angle found in modern storefronts. Entrances should be placed where there were entrances historically, especially when echoed by architectural detailing on the upper stories.

5. Windows

The storefront generally should be as transparent as possible. Use of glass in doors, transoms, and display areas allows for visibility into and out of the store.

6. Secondary Design Elements

Keep the treatment of secondary design elements such as graphics and awnings as simple as possible in order to avoid visual clutter to the building and its streetscape.

P. REPLACEMENT WINDOWS AND DOORS

The placement and relationship of windows and doors are often critical parts of the style of a building. The demands of modern energy efficiency and security standards often lead owners of older building to consider replacement windows. These guidelines are designed to accommodate replacement windows in a manner that respects the original character of historic properties.

The placement and relationship of windows and doors would be critical parts of this Landmark house.



1. Replacement windows and doors should retain the same configuration and details as the originals.
2. Replacing panes with stained, leaded, or beveled glass is acceptable as long as the configuration remains the same.
3. Metal replacement doors may be acceptable as long as they are of the same configuration as the original door. These metal doors should be painted or clad to match the trim of the house.
4. All replacement windows should have either true divided lights, or molded exterior muntins, if appropriate. Flat or interior false muntins are not in keeping with the character of most older structures. Muntin design should reflect the original window configuration. False muntin bars, if used, should be applied to the exterior of the new windows.
5. Ideally, window and door openings should not be reduced or enlarged in size. Alterations to window and door openings should remain in proper proportion to the overall design of the building.
6. Sensitively designed exceptions to these guidelines will be considered by the Historic Preservation Commission when such proposals are conceived to accommodate the adaptive reuse of older buildings or to conform to the provisions of the Americans With Disabilities Act.

7. Glass block replacement windows should be installed only on side or rear elevations not readily visible from the street.
8. Vinyl doors and window frames are prohibited.

Q. SIGNS

Appropriate signage in a Historic District can enhance its historic character. Signs citing the name and the year of construction of commercial buildings are fairly common practices.

In reviewing applications for new signs, the Historic Preservation Commission considers their proposed dimensions, graphics, materials, colors, supports, and locations. All proposed signs must also conform to the City's Sign Ordinance. Sign proposals should be submitted directly to the city.

1. New signage should be kept unobtrusive by selecting traditional materials such as wood, metal, or stone, and carefully placing signs in locations that do not damage or conceal architectural features and details.



Appropriate signage can enhance the character of a historic area, such as on these store windows.

2. New signs should be sized to be consistent with the pedestrian scale of the District. Graphics should be kept simple and legible.



3. Generally, freestanding signs should be no larger than necessary and should be mounted fairly low to the ground to avoid blocking the pedestrian's and motorist's view.



These examples of ground mounted signs avoid blocking the view of the building and its entrance.

4. Graphics painted on windows or applied to fabric awnings are also appropriate.

These window decals and inside mounted neon allow for commercial signage without compromising the building's historic façade.



5. Limit the number of colors on signs and relate the colors to adjacent structures.

R. SUBSTITUTE SIDING AND TRIM

One of the most important components of a building's character is the material used in its construction. The weight and permanence of brick or stone, the texture and shadow of wood, and the color and amount of glass are vital elements in most architectural styles. Historically, masonry has been the most popular choice as a residential building material in Fort Myers' older areas. The application of non-traditional siding materials over the stucco eliminates the scale, warmth, and appearance of the original material.

The use of substitute or replacement materials should not be considered as an alternative to routine maintenance. If a building envelope is compromised, the reason for the problem will not be corrected by the application of a covering, and indeed may make the problem worse.

S. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

III. DESIGN REVIEW

All projects within the Historic Districts are subject to design review. The design review process allows the City to evaluate each individual project and its relationship to its surroundings (streetscape). The design standards address the following elements:

- Site Planning
- Rhythm of Spacing of Buildings on a Street
- Height, Scale and Massing of Structures
- Arrangements of Doors, Windows, and Other Openings
- Textures, Materials and Colors
- Roof Shape
- Entrances and Approaches
- Landscaping
- Lighting
- Signage
- Overall Design Quality

To assure compliance with the Historic Design Standards, the City has implemented a project review and approval process. This process includes design review, whereby all projects are evaluated for compliance with these design standards which consider potential impacts of projects upon existing historic resources, the particular Historic District, and the city as a whole.

A. REVIEWING BODIES

Design Review Committee

The City's Historic Preservation Commission is a body of knowledgeable volunteers appointed by the City Council, and authorized by Ordinance to review design elements of construction projects throughout the City. The Commission reviews all projects in the Historic Districts and projects outside the Districts which may be potential Landmarks or Conforming Structures for

compliance with these Design Standards. The Commission is authorized to take final action on certain projects identified in the Design Review section below.

Planning Commission

The City’s Planning Commission is a body of City residents, appointed by the Mayor with approval of the majority of the City Council. The Commission is authorized by the city Ordinance to review land use, environmental and historic preservation issues. When projects in the Historic Districts have land use applications, they are subject to review by the Planning Commission, who will acquire recommendations from the Historic Preservation Commission so as to be able to evaluate whether the project conforms to these Design Standards.

City Council

The City Council has final review of all matters relating to planning and zoning. Projects in the Historic Districts will be reviewed by the City Council upon appeal of a Planning Commission decision, or when the project involves certain land use applications (such as zone change, General Plan amendment, tentative tract map, etc.).

B. DESIGN REVIEW PROCESS

The various levels of City review needed to verify that any project in an Historic District complies with the Design Standards are described below. Routine maintenance does not require formal review, although staff consultation is recommended. Routine maintenance includes painting of structures, and duplicating damaged or deteriorated exterior architectural features.

The inclusion of historic photographs in the application packages is strongly encouraged.

Staff Review

Those projects listed below are subject to review and approval by staff in the following manner:

- Step 1: An applicant compiles and brings plans to the Planning Counter for review by staff. All documents must be submitted in complete form as described prior to any action being taken by the staff.
- Step 2: If the project meets standards, approval is granted and the applicant applies for building permits (when necessary).
- Step 3: If staff determines that a project does not comply with the standards contained in this document, approval will not be granted unless plans are modified to meet standards. An applicant may appeal staff's determination of non-compliance to the Historic Preservation Commission.

1. Minor exterior alterations, including installation, change, replacement or removal of the following:
 - a) Doors, windows, columns, piers, siding and architectural trim;
 - b) Roofing;
 - c) Major landscape features;
 - d) Installation and replacement of air conditioning units and new electrical service meters
 - e) Chimneys, fireplaces, and masonry piers;
 - f) Decks;
 - g) Modifications to accommodate access for the disabled;
 - h) Accessory structures less than 120 square feet, such as trash enclosures, storage sheds, etc.; and,
 - i) The following when located in a front or side yard area, or are visible from the public street:
 - Skylights, solar panels, greenhouse windows, and roof mounted equipment
 - Hardscape and new flatwork
 - Arbors and fences
2. Installation of new signs upon buildings for which there is an approved sign program, or routine maintenance of existing signs.

Historic Preservation Commission Review

The projects listed below will generally be subject to review and approval by the Commission, even if the individual project represents a significant cumulative impact resulting from successive projects of the same type over any time period.

- New signs and sign programs.
- Any change or alteration of any facade within an Historic District.
- Addition to a contributing structure.
- Addition to a non-contributing structure within an Historic District. A determination needs to be made that the changes will not have an adverse impact on the existing structure, the surrounding area, or the Historic District.
- Any combination of alternations which result in a non-contributing structure being enlarged by more than 20% cumulatively of the original floor area.
- New accessory structures, greater than 120 square feet in size.
- Demolition of non-contributing accessory structures greater than 120 square feet, when the replacement structure is similar in function and size to the structure being removed.

Planning Commission Review

The projects listed below will require review and by the City Planning Commission:

- Partial demolition of a structure, when it is located within an Historic District.
- Demolition of a contributing accessory structure greater than 120 square feet in size.
- Demolition of a non-historic resource located within an Historic District.
- Addition to a contributing structure, when the addition is visible from the street, increases the floor area of the existing structure by more than 20% cumulatively, or exceeds the height of the existing structure.
- Any addition to, or modification of, a building designated as a contributing structure (individually listed on or eligible for listing on the State or National Register).
- Any combination of alterations which result in a contributing structure being enlarged by more than 20% of its original floor area.
- Additional units on a lot zoned for such purposes, when an existing contributing structure is retained in place on the property.

- Infill construction on a lot, in conjunction with demolition of a contributing or non-contributing structure in an Historic District.
- Infill construction on vacant property in an Historic District.

City Council Review

The projects listed below will generally require review and approval by the City Council:

- Demolition of a contributing structure, site, landmark, or historic feature.
- Partial demolition of a contributing structure.
- Any infill construction, when Commission or staff recommendation is that the construction will have an adverse impact upon the surrounding area or the Historic District.
- Project is an appeal of the prior decision of the Historic Preservation Commission.

Demolition Review

Demolition review is a process as established by ordinance that provides for review and approval of replacement structures prior to issuance of a demolition permit. Such review is also intended to assure that replacement structures are compatible with the established character of the Historic District in which they are located and conform to adopted design standards. Demolition review is required whenever all or part of a structure is removed from a site, either by relocation or destruction, when such removal permanently impairs the architectural or structural integrity of the structure or district.

Exception: Demolition review is not intended to apply to:

- Demolitions ordered by the Chief Building Official or Fire Official of the City of Fort Myers to remedy “state of emergency” conditions determined to be dangerous to life, health or property. Demolitions of structures on the state or national register require approval of the Florida Department of State, Division of Historical Resources. This approval of listed structures includes declaration of a “state of emergency” by officials of the State of Florida.
- Demolition of a non-historic resource which has a floor area less than 120 square feet.

C. REVIEW CRITERIA

In addition to the Design Guidelines, the decision makers shall consider the Secretary of the Interior’s Standards for Rehabilitation (refer to Appendix A) and Guidelines for Rehabilitation (refer to Appendix B) and the following general criteria in making a project determination:

1. Compatibility of the project with surrounding development and neighborhoods:

- a) The development shall be consistent in size, scale and context with surrounding development.
 - b) The development shall retain the historic relationship between buildings, landscape features and open space.
 - c) Building design, colors and material shall be compatible with the character of the existing structure and surrounding area and district.
 - d) Additions shall be designed and constructed so as to not significantly change, obscure, damage, or destroy the character defining features of an historic building or district.
 - e) The development shall not erode or adversely affect an historic resource or district.
2. Adequacy of screening/buffering:
- a) Trash receptacles, storage and loading areas, and mechanical equipment shall be screened from view of public streets, in a manner which is architecturally compatible with the building.
 - b) Landscape areas shall be provided in and around parking lots to break up the appearance of large expanses of paving in accordance with ordinance.
3. Landscaping:
- a) The type, size and location of landscape materials shall be compatible with the scale of building(s) and property. Note that compatibility with existing conditions may exceed minimum requirements of current ordinances.
4. Signs:
- a) All signage shall be compatible with the building design, scale, colors and materials. Note that compatibility with existing conditions may exceed minimum requirements of current ordinances.
 - b) All signs within the Downtown Historic District shall be of a size and style compatible with the historic building and shall not cover or obscure significant architectural detailing or features.
 - c) Property addresses must be visible from street.
5. Streetscape
- Building facades shall be complementary and blend with neighboring structures.

D. CONDITIONS OF APPROVAL

The reviewing bodies may require reasonable conditions of approval to implement the standards contained in this document.

The reviewing body shall make findings for all projects it reviews based upon the criteria stated above. Specific findings shall be made as follows:

1. All projects:

The proposed work conforms to the standards and design criteria referenced and/or recommended by the Design Review Committee, staff, or other reviewing body for the project.

2. Projects located in the National Register Historic District:

The proposed work complies with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation. The Historic Preservation Commission staff will determine whether state or national review and approval is required.

3. Building additions and modifications:

The proposed work will neither adversely affect the significant architectural features of the building, nor adversely affect the character of historical, architectural, or aesthetic interest or value of the building, its site, or the surrounding area or district.

4. New construction:

The use and design of any new construction shall not adversely affect, and shall be compatible with, the use and design of existing buildings within the surrounding area or district.

APPENDIX A

UNITED STATES SECRETARY OF THE INTERIOR STANDARDS FOR REHABILITATION

The Secretary of the Interior's Standards for Rehabilitation Introduction to the Standards

The Secretary of the Interior is responsible for establishing standards for all programs under Departmental authority and for advising Federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places.

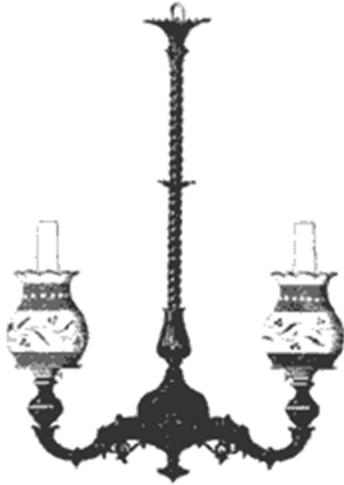
The Standards for Rehabilitation (codified in 36 CFR 67 for use in the Federal Historic Preservation Tax Incentives program) address the most prevalent treatment. "Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties within the Historic Preservation Fund grant-in-aid program, the **Standards for Rehabilitation** have been widely used over the years--particularly to determine if a rehabilitation qualifies as a Certified Rehabilitation for Federal tax purposes. In addition, the Standards have guided Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified for Federal tax purposes, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s), and where applicable, the district in which it is located.

As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments--if improperly applied--may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the Standards.





The Secretary of the Interior's Standards for Rehabilitation

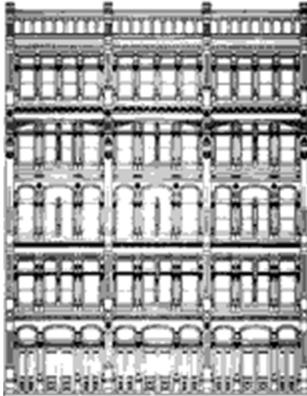
The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**
- 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.**
- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.**
- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.**
- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.**
- 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**
- 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**
- 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**
- 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**

APPENDIX B

UNITED STATES SECRETARY OF THE INTERIOR GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

Guidelines for Rehabilitating Historic Buildings Introduction to the Guidelines



The **Guidelines for Rehabilitating Historic Buildings** were initially developed in 1977 to help property owners, developers, and Federal managers apply the Secretary of the Interior's **Standards for Rehabilitation** during the project planning stage by providing general design and technical recommendations. Unlike the Standards, the Guidelines are not codified as program requirements.

Together with the Standards for Rehabilitation they provide a model process for owners, developers, and Federal agency managers to follow.

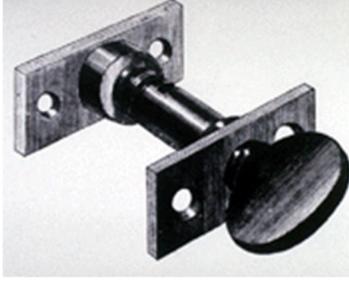
The Guidelines are intended to assist in applying the Standards to projects generally; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell owners or developers which features of their own historic building are important in defining the historic character and must be preserved--although examples are provided in each section--or which features could be altered, if necessary, for the new use. This kind of careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of the historic properties.

The Guidelines pertain to historic buildings of all sizes, materials, occupancy, and construction types; and apply to interior and exterior work as well as new exterior additions. Those approaches, treatments, and techniques that are consistent with the Secretary of the Interior's "Standards for Rehabilitation" are listed in **bold-face type** under the "**Recommended**" section in each topic area; those approaches, treatments, and techniques which could adversely affect a building's historic character are listed in the "**Not Recommended**" section in each topic area.

To provide clear and consistent guidance for owners, developers, and Federal agency managers to follow, the "Recommended" courses of action in each section are listed in order of historic preservation concerns so that a rehabilitation project may be successfully planned and completed--one that, first, assures the preservation of a building's important or "character-defining" architectural materials and features and, second, makes possible an efficient contemporary use. Rehabilitation guidance in each section begins with protection and maintenance, that work which should be maximized in every project to enhance overall preservation goals. Next, where some deterioration is present, repair of the building's historic materials and features is recommended. Finally, when deterioration is so extensive that repair is not possible, the most problematic area of work is considered: replacement of historic materials and features with new materials.

To further guide the owner and developer in planning a successful rehabilitation project, those complex design issues dealing with new use requirements such as alterations and additions are highlighted at the end of each section to underscore the need for particular sensitivity in these areas.

How to Use The Guidelines



Identify, Retain, and Preserve

The guidance that is basic to the treatment of all historic buildings--*identifying, retaining, and preserving* the form and detailing of those architectural materials and features that are important in defining the historic character--is always listed first in the "Recommended" area. The parallel "Not Recommended" area lists the types of actions that are most apt to cause the diminution or even loss of the building's historic character. It should be remembered, however, that such loss of character is just as often caused by the cumulative effect of a series of actions that would seem to be minor interventions. Thus, the guidance in *all* of the "Not Recommended" areas must be viewed in that larger context, e.g., for the total impact on a historic building.

Protect and Maintain

After identifying those materials and features that are important and must be retained in the process of rehabilitation work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coating; the cyclical cleaning of roof gutter systems; or installation of fencing, protective plywood, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

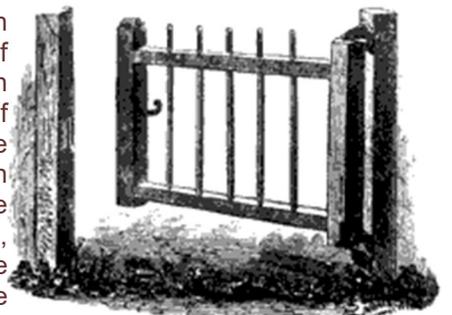
Repair

Next, when the physical condition of character-defining materials and features warrants additional work *repairing* is recommended. Guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind--or with compatible substitute material--of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

Replace

Following repair in the hierarchy, guidance is provided for *replacing* an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair (for example, an exterior cornice; an interior staircase; or a complete porch or storefront). If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then its replacement is appropriate. Like the guidance for repair, the preferred option is always replacement of the entire feature in kind, that is, with the same material. Because this approach may not always be technically or economically feasible, provisions are made to consider the use of a compatible substitute material.

GATE HINGES AND PASTS.
To Swing Both Ways, and Self-Shutting.



It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature under certain well-defined circumstances, they never recommend removal and

replacement with new material of a feature that--although damaged or deteriorated--could reasonably be repaired and thus preserved.

Design for Missing Historic Features

When an entire interior or exterior feature is missing (for example, an entrance, or cast iron facade; or a principal staircase), it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historical appearance.

Where an important architectural feature is missing, its recovery is always recommended in the guidelines as the *first* or preferred, course of action. Thus, if adequate historical, pictorial, and physical documentation exists so that the feature may be accurately reproduced, and if it is desirable to re-establish the feature as part of the building's historical appearance, then designing and constructing a new feature based on such information is appropriate. However, a second acceptable option for the replacement feature is a new design that is compatible with the remaining character-defining features of the historic building. The new design should always take into account the size, scale, and material of the historic building itself and, most importantly, should be clearly differentiated so that a false historical appearance is not created.

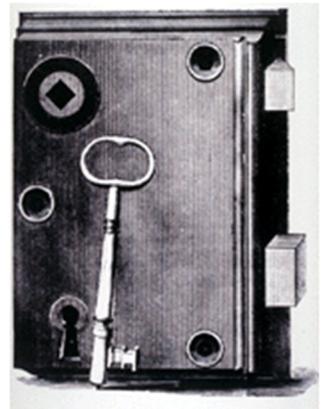


Alterations/Additions to Historic Buildings

Some exterior and interior alterations to historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes.

Alterations may include providing additional parking space on an existing historic building site; cutting new entrances or windows on secondary elevations; inserting an additional floor; installing an entirely new mechanical system; or creating an atrium or light well. Alteration may also include the selective removal of buildings or other features of the environment or building site that are intrusive and therefore detract from the overall historic character.

The construction of an exterior addition to a historic building may seem to be essential for the new use, but it is emphasized in the guidelines that such new additions should be avoided, if possible, and considered only after it is determined that those needs cannot be met by altering secondary, i.e., non-character-defining interior spaces. If, after a thorough evaluation of interior solutions, an exterior addition is still judged to be the only viable alternative, it should be designed and constructed to be clearly differentiated from the historic building and so that the character-defining features are not radically changed, obscured, damaged, or destroyed.



Additions to historic buildings are referenced within specific sections of the guidelines such as Site, Roof, Structural Systems, etc., but are also considered in more detail in a separate section, New Additions to Historic Buildings.

Energy Efficiency/Accessibility Considerations/Health and Safety Considerations

These sections of the rehabilitation guidance address work done to meet accessibility requirements and health and safety code requirements; or retrofitting measures to conserve energy. Although this work is quite often an important aspect of rehabilitation projects, it is usually not a part of the overall process of protecting or repairing character-defining features; rather, such work is assessed for its potential negative impact on the building's historic

character. For this reason, particular care must be taken not to radically change, obscure, damage, or destroy character-defining materials or features in the process of rehabilitation work to meet code and energy requirements.