5. DESIGN GUIDELINES FOR NON-RESIDENTIAL BUILDINGS

The Secretary of Interior's Standards for Rehabilitation are as follows:

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 in the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and pre-served. 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.

Nonresidential Guidelines Approach and Format

Of primary importance in the approach of design guidelines is the emphasis on preservation over replacement. The frequent use of terms such as retain, maintain, and preserve demonstrates this emphasis. Historic buildings, landscapes, and components should be preserved and well-maintained. If they become damaged, they should be repaired. If the damage is too severe for repair, the minimal area necessary should be replaced using materials and designs that match the historic appearance. Contemporary materials may be used if they possess characteristics similar in scale, design, finish, texture, durability, and detailing to historic materials and meet *The Secretary of the*

Interior's Standards. Exterior Insulation Finish Systems (EIFS) and vinyl are not appropriate exterior materials. Following are design guidelines for nonresidential properties. They are grouped to cover historic building components, landscape components, infill construction, building relocation, and building demolition. Illustrations are included to help provide clarity, and terms are defined in the appendices.

The guidelines emphasize the public parts of buildings and settings, defined as those visible from the public right-of-way. Building front elevations, or façades, often contain the elements that define a building's style, and these elements should remain visible and unaltered. For commercial buildings, the distinctive combination of lower storefront and upper façade found on the primary elevation also illustrates the building's function. If changes are desired, they should be situated behind buildings and out of public view. Property owners and managers are encouraged to refer to the guidelines when undertaking construction, rehabilitation, or everyday maintenance.

In reference to general routine property maintenance and in-kind repairs within the Historic Preservation Overlay, the design and materials should be appropriate to the age of the building they support. Repair and replacement in-kind does not require a Certificate of Appropriateness, but all work must match the existing architecture design and elements. Owners planning work on existing structures should contact the City of Lebanon Planning Department before beginning work to ensure that a COA is not required.

All other construction activities are required to be reviewed by the Historic Zoning Commission and all of the guideline references will be applied as necessary for the principle of the construction project (new construction, infill, alterations or additions).

5.1 REHABILITATION

a. Essential Principles for Rehabilitation

i. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationship.

ii. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationship that characterize a property shall be avoided. Contemporary materials may be used if they possess characteristics similar in scale, design, finish, texture, durability, and detailing to historic materials and meet *The Secretary of the Interior's Standards*. Exterior Insulation Finish Systems (EIFS) and vinyl are not appropriate exterior materials.

iii. Each property shall be recognized as a physical record of its time, place, and use. Do not try to make the building look older than it really is.

iv. Changes to a property that have acquired significance in their own right shall be retained and preserved.

v. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

Avoid removing or altering original historic material or distinctive architectural features: if original and in good shape, it shall not be removed or altered.

vi. 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, when possible, material. Replacement of missing features shall be documented. Avoid removing or altering original historic material or distinctive architectural features: if original and in good shape, it shall not be removed or altered.

vii. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

viii. Archeological resources shall be protected and preserved in place.

ix. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic material, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

x. 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 would be unimpaired.

b. General Principles: Street Level Façades

i. Original street-level façades, including storefronts, doors and entryways, display windows, transoms, bulkheads, and pilasters and columns, should be retained, and if needed, repaired using historically appropriate materials and methods.

ii. Replacements of street-level façades should be in keeping with the style and period of the building.

iii. The use of contemporary materials for the replacement elements of street-level façades may be appropriate if they possess characteristics similar in scale, design finish, texture, durability, and detailing to historic materials and meets *The Secretary of the Interior's Standards*.

Replacement materials are appropriate if:

- The original material no longer exists; or
- The original material is unknown; or
- The new material possesses characteristics similar in scale, design finish, texture, durability and detailing to the historic material.

c. Awnings and Canopies

i. Retain and preserve original wooden or metal awnings.

ii. Do not install modern metal awnings on historic storefronts.

iii. The use of canvas storefront awnings is appropriate.

iv. Awnings should cover only the storefront display windows or transoms and fit within their openings.
v. Do not obscure architectural details with awnings.
vi. If possible, use standard or shed awnings.
vii. Use an awning shape that matches the opening shape, i.e. rectangular awnings in rectangular openings and arched awnings in arched openings. See Figure 1.

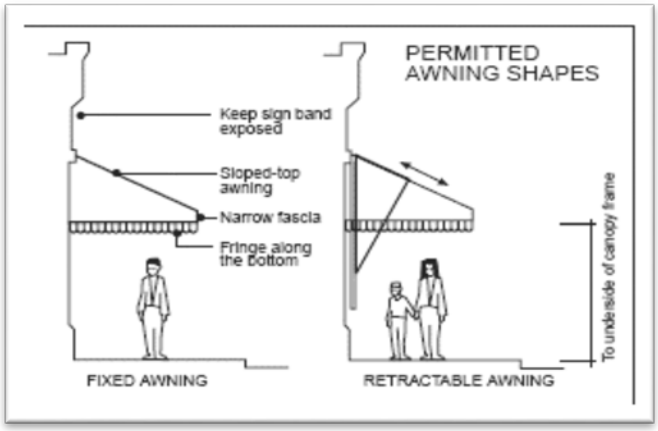


Figure 1: Appropriate Awning Type and Placement

d. Brick, Stone, and Other Masonry

Original masonry should be preserved and maintained. Abrasive cleaning of exterior masonry shall not occur, and masonry repointing should match the original. Replacement in-kind does not require a COA but will be reviewed as part of an infill or addition project. Owners planning work on existing masonry should contact the City of Lebanon Planning Department before beginning work to ensure that a COA is not required.

i. Preserve and maintain original exterior masonry walls and details.
ii. Repair and, if needed, replace damaged masonry with new masonry which matches historic masonry as closely as possible in color, texture, and profile.
iii. Do not paint masonry walls that have not been previously painted unless walls have had extensive patching or repointing, resulting in a patchwork of masonry surfaces.
iv. Do not apply stucco or drivit surfaces to historic buildings. Exceptions may be made for rear elevations which are in poor condition or for walls which have been sandblasted.
v. The use of detergent cleaners and chemical stain and paint removers to clean masonry or remove paint is appropriate under most conditions. Abrasive or high-pressure cleaning methods are destructive and should not be used.
vi. Silicone-based water sealants are not recommended for use on historic masonry.
vii. Historic masonry should remain visible and not be concealed or obscured.

viii. Where brick is deteriorated, replacement may be appropriate. When replacement is approved, new brick shall be of the same color, textures, and size; new brick shall be laid in the same pattern as the original, with similar joints, tooling and mortar as the original.
ix. Repointing with a hard (Portland Cement) mortar is destructive to historic brick and masonry. Flexible mortar, made from mixing hydrated lime cement and natural sand, should be used when repointing is necessary.
x. Mortar used in repointing should match the historic mortar in width, depth, color, raking profile, composition, and texture.
xi. Brick shall not be sandblasted or cleaned in an abrasive manner. Sandblasting accelerated deterioration of the brick and allows moisture to penetrate the brick.
xii. Painting of brick may be appropriate if: brick has previously been painted; or brick is too deteriorated to withstand weather. A red brick stain, approximating the original color of the building's brick should be used.
xiii. Painting of stone, terra cotta, or glazed brick is not appropriate.

e. Bulkheads

i. Original bulkheads and their component elements should be retained.
ii. Deteriorated or damaged bulkheads should be repaired using historically appropriate materials. Contemporary materials may be used if they possess characteristics similar in scale, design, finish, texture, durability, and detailing to historic materials and meet *The Secretary of the Interior's Standards*. Exterior Insulation Finish Systems (EIFS) and vinyl are not appropriate exterior materials
iii. If replacement bulkheads are necessary, replacements should replicate originals. If original bulkheads do not exist, replacements should be appropriate for the building's style and period of construction.
iv. Appropriate replacement elements include paneled and painted wood, brick, and metal.
v. Historic bulkhead materials should remain visible, not concealed beneath added materials.

Figure 2: Examples of Appropriate Bulkheads

f. Cast Iron, Wood Pilasters, and Columns

ii. Original pilasters and columns should be retained.
iii. Original cast iron columns and pilaster shall not be concealed or obscured.
iv. Applying paint or another surface treatment is an appropriate preservation measure.
v. Deteriorated or damaged columns and pilasters should be repaired using historically appropriate materials.
vi. If replacement pilasters or columns are necessary, replacements should match or complement originals in configuration and design.
vii. Appropriate replacement materials include wood, cast iron, sheet metal, and stone.
viii. Owners are encouraged to replace pilasters and columns that were original to the building but have been removed.

g. Cornices

i. Original cornices and other detailing should be retained.
ii. Deteriorated or damaged cornices or other detailing should be repaired using historically appropriate materials.
iii. If replacement cornices are necessary, replacements should replicate the originals. If original cornices do not exist, replacements should be appropriate for the building's style and period. New cornices shall not be added where none existed originally.
iv. Appropriate replacement materials include sheet metal and wood.
v. Owners are encouraged to replace cornices that were original to the building but have been removed.

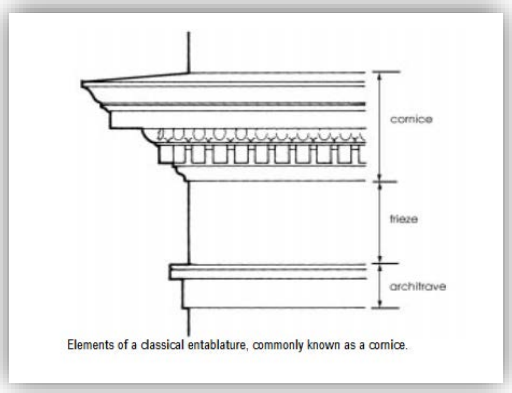


Figure 3: Example of Cornice

h. Decorative Elements

i. Original decorative elements such as cornices, brick corbelling, arches, brackets, and detailing should be retained without alteration.

ii. Deteriorated, damaged, or missing decorative elements should be repaired using historically appropriate materials. Replacement of decorative elements that are missing or unable to repaired and located on upper façades may use modern materials if the material matches the original in design, texture and workability.
iii. Decorative or ornamental detailing should not be added to buildings unless there is physical or photographic evidence that shows the detailing was original to the building. New designs should be appropriate to the style and period of the building.

Figure 4: Examples of Decorative Elements

i. Door and Entryways

i. Original entrances and elements should be preserved and maintained. Do not remove or replace original entrance elements such as doors and transoms unless extensive deterioration is evident.
ii. Do not enclose or remove original entrance openings.
iii. Do not add unfinished aluminum doors to storefronts; if historic doors are so deteriorated that replacements are required, use wooden single-light doors if possible. If metal is desired, use doors with a dark bronze or anodized aluminum finish.
iv. Retain historic designs and dimensions of recessed entrances.
v. Use the historic design in entrance rehabilitation if evidence is available such as historic photographs or discoloration indicating original doors. If such evidence is not available, use new wooden doors with a single glass pane.
vi. Do not add new entrances on storefronts. If an additional door opening is required by codes, add it on the rear elevation.
vii. Keep new entrance openings simple and use detailing similar to that used on the historic entrance. In general, install single-light glass-and-wood doors in new entrances.
viii. Ornamental, frosted, or stained glass in front doors are generally not appropriate, except where incorporated into window graphics and/or business identity.
ix. Glass used in replacement doors should be clear.

x. Generally, new entryways should not be introduced to public façades, unless needed for access to an upper floor or a secondary building use. If a new entrance is needed, it should be compatible with the style and period of the building.

j. Fire Escapes

i. Locate fire escapes and staircases on rear elevations or at a location where they are not visible from the public right-of-way in front of the building.
ii. Fire escapes shall only be visible when no other placement exist.
iii. Do not damage architectural features through the installation of fire escapes and staircases.
iv. Fire escapes may be either open or enclosed as required by fire codes.
v. If enclosed, their surfaces should be of wood siding or brick veneer.
vi. If open, they should be of metal or wood.

Figure 5: Example of Fire Escapes and Placement

k. Gutters and Downspouts

i. Use and maintain gutters and down-spouts.
ii. Retain and, as needed, repair historic boxed or built-in gutters.
iii. If new gutters are used, use half-round or, if the building dates from 1940 or later, ogee designs.
iv. Generally, gutters and downspouts should not be located on the public façades of buildings. Such elements should be installed on the rear elevations of buildings.

v. The installation of gutters and downspouts should not result in the removal or obstruction of historic building elements.

l. Lighting

Historic light fixtures should be retained and maintained, and new light fixtures should be unobtrusive. Replacement in-kind does not require a COA but will be reviewed as part of an infill or addition project. Owners planning work on existing lighting should contact the City of Lebanon Planning Department before beginning work to ensure that a COA is not required.

i. Retain and maintain historic light fixtures.
ii. New light fixtures should not be obtrusive of historic architectural features.

m. Paint

i. The painting of previously painted masonry, wood, and metal surfaces is not reviewed by the HPC. The painting and staining of previously unpainted masonry (brick and stone) are reviewed by the HPC.
ii. Building owners are encouraged to remove paint from masonry. Gentle, non-abrasive chemical cleaning is an appropriate way to remove paint.
iii. Painting of stone and brick is generally not appropriate.
iv. Staining of masonry may be appropriate if: brick has previously been painted, or if brick has been sandblasted or otherwise damaged and is too deteriorated to withstand weather. A brick color approximating the original color of the building's brick should be used.
v. Historic painted signage on exterior brick walls, at the time of adoption of a nonresidential historic district, should be maintained. Also see section P. Signage for preservation of ghost signs. Preservation of ghost signs is encouraged.
vi. Brick sealers are not recommended for exterior brick as it may cause damage to the brick face over time.
vii. HPC may consider the painting of murals on masonry.

n. Rear Elevations

i. Rear elevations are service-oriented, and are an appropriate place for infrastructure elements such as gutters and downspouts, mechanical systems, and fire stairs. Despite their less public nature, original materials and features should be preserved and maintained.
ii. Generally, original materials and features on rear elevations should be preserved and maintained.
iii. The appearance of rear elevations can be enhanced through the screening of infrastructure elements and the use of signage and awnings.
iv. Rear elevations are appropriate locations for mechanical systems, meters and fire stairs.

Figure 6: Example of Rear Elevations

o. Roofs and Chimneys

Roofs help define buildings as commercial, and their historic shapes should be retained as contributing elements to historic character. Replacement in-kind does not require a COA but will be reviewed as part of an infill or addition project. Owners planning work on existing roofs should contact the City of Lebanon Planning Department before beginning work to ensure that a COA is not required.

i. Retain the historic shape of roofs.
ii. Retain and maintain roof-related features such as parapet walls, cornices, and chimneys.
iii. If modern roof elements like skylights, solar panels, decks, balconies, and satellite dishes are desired, install them so they are not visible from the street.
iv. Maintain historic roof materials like slate and sheet metal.
v. The installation of "green roofs" on commercial buildings is appropriate as long as they are not readily visible from the street.

p. Signage

Historic signs should be preserved. New signs should be at traditional locations, minimal in number, traditional in appearance, and coordinated with their building and surrounding buildings. Signs should follow the city’s ordinance. Signage may qualify for administrative review. The City of Lebanon Planning Department shall have the discretion to approve signage administratively or to refer the proposed project to the Lebanon Historic Preservation Commission for its consideration.

i. Historic signs should be preserved and maintained. New signs should follow the standards below.

a. Size signs according **Projecting-arm**: 4.5 square feet for total sign surface and hung a minimum of 8 feet from the grade surface (generally defined as the sidewalk). See Figure 7.

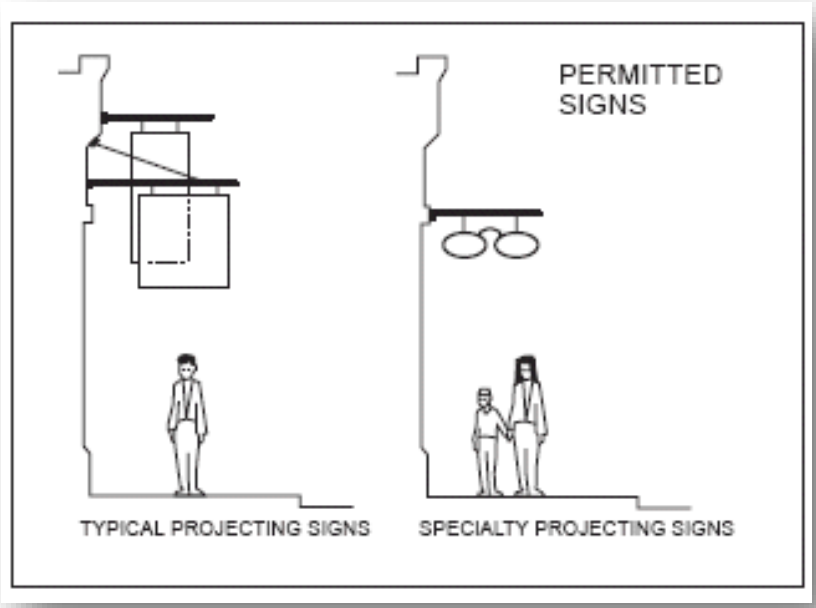


Figure 7: Example of Projecting Arm Signs

b. Wall Sign: 1 linear foot of width of the building façade or store-front (example: 30 feet of width— 30 square feet of total wall sign-age). This will pertain to the total amount of wall signage for the first-floor façade, first-floor store-front, or the first-floor tenant space. Wall signs above the first floor should be a maximum of 9 square feet and proportionate to the building façade and other signage.

c. Sandwich-board: 6 square feet or less per side

d. Monument: 12 square feet for total sign surface and 6 for total sign height to the following:

Figure 8: Example of Historic Sign Locations

ii. Design all signs to have a dark back-ground and light lettering.
iii. Sign colors should complement the colors of the building. Strong primary colors should only be considered as accents.
iv. Do not use more than one freestanding sign per street frontage.
v. Do not use wall signs that exceed the height of the building cornice.
vi. Design awning lettering to be a maximum of 12 square feet or 25 percent of the total square footage of the front-facing panel.
vii. Design sandwich-board signs to have a dark background and light lettering.
viii. Monument-style signs are not recommended for use in nonresidential districts but may be appropriate for civic or institutional properties.
ix. Do not use materials such as plastic, plywood, or unfinished wood for signage materials or plastic for trim, post, or hanging bracket materials. Composite product materials that have the appearance of historic sign materials are acceptable.
x. Do not use neon window signs.
xi. Temporary signs are required to have a dark background and light lettering. Contact the City of Lebanon Planning Department for temporary sign approval.
xii. Place painted or applied wall signs on the flat surface of the building.
xiii. Use traditional locations for wall signs such as above transoms, on cornice fascia boards, or below cornices.
xiv. Locate sign brackets for projecting signs no higher than second floor window sills.

xv. Use wood or painted or otherwise finished metal for sign brackets.
xvi. Construct signs of finished wood, brass letters, carved or sandblasted wood, gold leaf, or glass.
xvii. Mount signs such that they minimize damage to historic materials. Install mounting bolts through mortar joints rather than the face of the masonry.
xviii. Design signs to have no more than two or three colors.
xix. Avoid signs which reflect an earlier period of history such as colonial Williamsburg or New England.
xx. Do not conceal or obscure original decorative designs or detailing with signs.
xxi. Do not cover or obscure transom glass.
xxii. Preserve and maintain historic wall signs painted on exterior masonry walls.
xxiii. As desired, touch up historic wall signs with new paint as long as the paint and design matches the original.
xxiv. Use concealed lighting if possible. If not possible, use projecting fixtures appropriate to the historic period of the building.
xxv. Do not use internally lit signs.
xxvi. Select locations, sizes, and placement of signs to complement those of neighboring or adjacent buildings.
xxvii. Avoid signs which are out of scale or have substantially different locations than signs on surrounding buildings.
xxviii. Ghost signs shall be allowed to fade. See Figure 9.

Figure 9: Example of Ghost Signs

xxix. If an owner wants to restore the sign the proposed method and level of restoration must be approved by the Historic Preservation Commission.
xxx. If a building owner wants to eliminate a ghost sign, approval must be given by the Historic Preservation Commission prior to removal.

Figure 10: Example of Placement of Pier, Door and Window and Awning Signs

Figure 11: Example of Projecting and Sign Band(Flat) Signs

q. Storefronts

Historic storefronts were generally composed of a central or offset recessed entrance, flanking display windows resting on bulkheads, and large transoms. Most of the storefront was of glass to allow easy viewing of merchandise and window displays. Brick piers and cast iron columns were often used on the storefront to support the upper façade yet allow for the extensive use of glass.

Original details should continue to be incorporated into storefront remodeling. If no original detailing exists, a new storefront based upon traditional or historic designs should be added. Historic photographs of downtown commercial buildings exist, and these should be consulted when a new storefront is under design.

i. A building shall have a clearly-defined primary entrance. For most commercial buildings, this shall be a recessed entryway.
ii. Original entrances shall be maintained, restored, or replaced (do not enclose, cover, or alter) including the design, material, depth, and placement.
iii. Maintain and preserve original store-fronts. Do not remove original doors, bulkheads, display windows, transoms, decorative glass or other elements unless their deterioration can be demonstrated.
iv. Replace original storefront elements that are clearly deteriorated with elements that match the historic design and materials.
v. Retain storefronts which were remodeled with decorative tile or pigmented structural glass like Carrara glass and are at least 50 years old.
vi. If new storefronts are required, maintain traditional designs and arrangements. Restore remodeled storefronts to their original design or designs based on traditional storefront arrangements.
vii. Preserve and maintain original display windows.
viii. Do not cover display windows or change their size.
ix. Do not install tinted glass.
x. If new display windows are required, use windows that match the original dimensions.
xi. Preserve and maintain original cast iron columns, brick piers, wood columns, and stone piers.
xii. Do not conceal decorative cast iron elements or brick or stone piers.
xiii. Preserve and maintain original wood, brick, concrete, marble, metal, or tile bulk-heads.
xiv. Do not alter or conceal original bulkheads.
xv. Do not use raw aluminum in display window mullions or muntins, but instead use copper, bronze, painted aluminum, or material deemed appropriate by HPC.
xvi. Where original glass is missing, install clear insulated glass.
xvii. If privacy is desired, use interior shades or blinds, not tinted glass.

xviii. If original bulkheads are missing, install new bulkheads of wood or brick, stone, or metal bulkheads that match historic brick or are painted to complement other storefront elements.

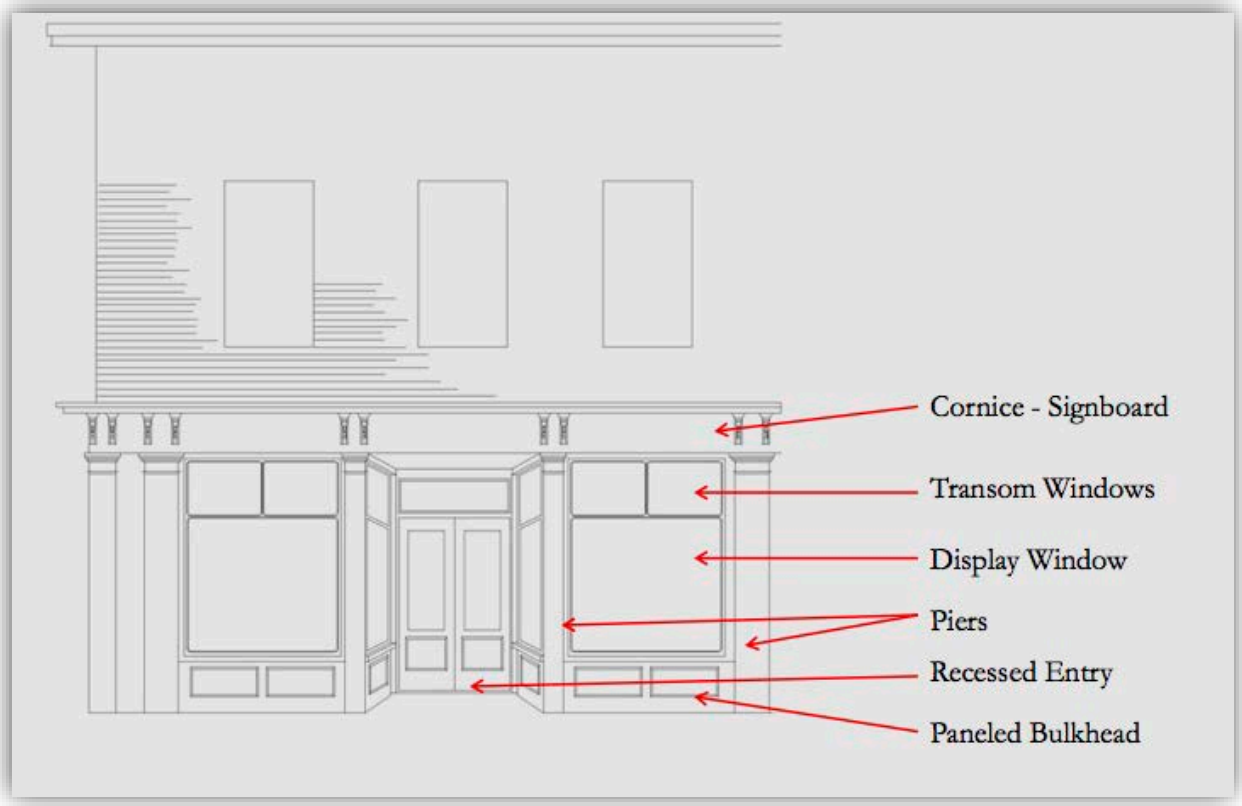


Figure 12: Elements of Traditional Storefront

r. Transoms

i. Original transoms and their component elements should be retained.
ii. Deteriorated or damaged transoms should be repaired using historically appropriate materials.
iii. If replacement transoms are necessary, replacements should replicate the original. If original transoms do not exist, replacements should be appropriate for the building's style and period.
iv. Appropriate replacement elements include single or multi-light clear-glass panes and simple wooded or metal frames.
v. Historic transoms should remain visible and not be covered or enclosed.
vi. Preserve and maintain historic transoms and transom openings.
vii. Do not enclose or conceal transoms.
viii. If new transom glass is required, use clear glass. If repairing or replacing destroyed prism glass, use clear or tinted glass.

s. Upper Façades

i. Original appearance and details of upper-story façades should be retained.
ii. If repairs are needed, it should use historically appropriate materials and methods.
iii. Replacements to façades should be in keeping with the style and period of the building.
iv. The use of contemporary materials for the replacement elements of façades may be appropriate if they possess characteristics similar in scale, design finish, texture, durability, and detailing to historic materials and meet the *Secretary of the Interior's Standards*.
v. Interior changes that affect the exterior appearance of upper façades including lowering ceiling heights or raising floor levels should be avoided.

t. Utilities and Mechanical Systems

Utilities are important to the functionality of buildings. Because utilities are modern, they should be placed along rear elevations or otherwise out of view from the main street, and visibility should be further screened through landscaping or fencing. Replacement in-kind does not require a COA but will be reviewed as part of an infill or addition project. HVAC mechanical installation and related mechanical screening may qualify for administrative review. Owners should contact the City of Lebanon Planning Department before beginning work to determine if a COA is required.

i. Utilities should be placed along rear elevations or otherwise out of view from the main street, and visibility should be further screened through landscaping or fencing.
ii. Place garbage containers behind building.
iii. Screen garbage containers from view using plants or fencing, where practical.
iv. Locate mechanical systems behind or on top of buildings.
v. Screen grounded mechanical systems from view using fencing or plants. Place roof-mounted systems in such a way that distance or elements like parapets keep them from view.
vi. Use window mechanical systems only on side or rear elevation where they are minimally visible.
vii. Locate meters, conduits, and other equipment should be on rear elevations.
viii. Satellite dishes and may be placed on roofs where they are not readily visible from the street.
ix. Equipment such as condensers, air conditioners, meters, and conduits should not be visible from the street. Rear elevations and roof locations that are not visible from the public right-of-way are appropriate locations for this equipment.
x. The installation of mechanical systems should not result in the removal or obstruction of historic building elements.
xi. Landscape elements such as fencing or low masonry walls should be used to shield ground-level equipment from view and still allow service access.

u. Walls

i. Original walls, including size and location of openings, recesses, detailing, and ornamentation should be retained. The plane of the exterior wall shall be retained.
ii. Balconies should not be added to public façades.
iii. Decorative elements such as cornices, brick corbelling, arches, brackets, terra cotta detailing and any other original wall detail shall not be altered.
iv. New decorative elements generally should not be added where none existed.

v. Windows

i. Preserve and maintain original windows, opening dimensions, and details.
ii. Do not alter original window openings in any way, including enclosing original openings or obscuring windows with added materials.
iii. Use true divided-light (TDL) or simulated divided-light (SDL) windows as new or replacement windows.
iv. Replacement window materials should match the historic materials found on the building. Window materials for an addition should relate to the window materials found on the existing structure. Windows for an infill structure should relate to the architectural style of the structure or those found on neighboring buildings.
v. New and replacement shutters should be wood and appear operable.
vi. If original windows are missing, install replacement windows that are appropriate for the period of the building. For antebellum structures, six-over-six or four-over-four sashes are appropriate. For late 19th century buildings, four-over-four, two-over-two, or one-over-one sash windows are preferred. For early 20th century designs one-over-one sashes should be installed. These windows should have distinct meeting rails and have the appearance of being operable. Do not install windows with flush or snap on mullions.
vii. Composite materials that have the appearance of wood are appropriate for windows, stops, jambs, and trim.
viii. Use wooden, anodized aluminum with dark or bronze finishes, or aluminum with a white baked-enamel finish, or other material deemed appropriate by HPC. Do not use raw or unpainted aluminum windows.
ix. Original windows and window openings, including dimensions, sash, (configuration, number and arrangement of panes), materials, and detailing (sills, lintels, and decorative hoods) should be retained.
x. Deteriorated or damaged window openings, windows, and window surrounds should be repaired using historically appropriate materials.
xi. If replacement windows or window surrounds are necessary, replacements should replicate originals. If original windows do not exist, replacements should be appropriate for the building’s style and period.

xii. If the original windows are missing, replacement windows should use wood, anodized aluminum, or baked-on-enamel aluminum frames and should have single-light or multiple-light clear-glass panes to match the style and period of the building. Multi-pane windows should be true or simulated divided lights with a spacer bar between the glass. Snap-on or between the glass muntins are inappropriate.

xiii. Steel windows should be replaced with steel or aluminum designs that replicate the appearance of the original window.

xiv. Window grills, balcony rails, and shutters are not appropriate window treatments.

xv. Window openings, surrounds, or other elements not original to a building should generally not be introduced to the public façades of the building.

w. Windows (Display)

i. Original display windows and their component elements should be retained.

ii. Deteriorated or damaged display windows should be repaired using historically appropriate materials.

iii. If replacement display windows are necessary, replacements should replicate the originals. If original display windows do not exist, replacements should be appropriate for the building's style and period.

iv. Appropriate replacement elements include individual or grouped single-light clear-glass panes and simple wood, copper, bronze anodized aluminum, or baked-enamel aluminum frames.

v. Glazing should be clear glass. Ornamental, frosted, spandrel, or stained glass display windows are not appropriate.

vi. Display windows should remain visible and not be concealed or enclosed.

vii. If privacy or shade other than that afforded by awnings is needed, interior shades or blinds are appropriate.

5.1 NEW CONSTRUCTION AND INFILL DEVELOPMENT

a. General Principles

i. These guidelines shall apply only to the exteriors of buildings and to areas of lots visible from public rights-of-way.

ii. The public façades – street related elevations – of proposals for new buildings shall be more carefully reviewed than other façades.

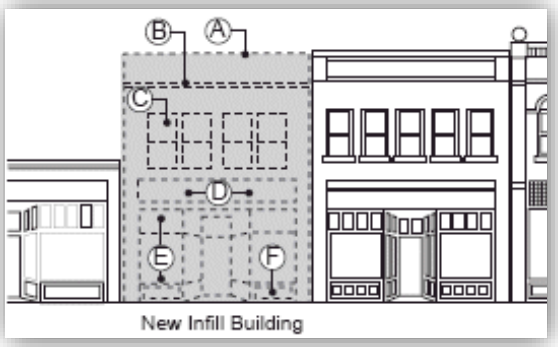
iii. New construction should be consistent with existing buildings along a street in terms of height, scale, setback, and rhythm; relationship of materials, texture, details, and color; roof shape; orientation; and proportion and rhythm of openings. Because new buildings usually relate to an established pattern and rhythm of existing buildings, the dominance of that pattern and rhythm must be respected and not disrupted.

iv. In the case of planned new construction between buildings of equal height or varying heights, an individual judgment will be made by the Historic Preservation Commission as to the compatibility of the design, taking into consideration adjoining properties.

v. Reconstruction may be appropriate when it reproduces façades of a building which no longer exists and which was located within the boundaries of the historic district if: 1) the building would have contributed to the historical and architectural integrity of the area; 2) if it will be compatible in terms of style, height, scale, massing and materials with the buildings immediately surround the lot on which the reproduction will be built; and 3) it is accurately based on pictorial documentation.

One Story Infill Building

Two Story Infill Building



A - Roof Line
B – Façade Ornament
C – Upper Windows
D – Signband
E – Storefront Windows
F – Bulkhead Panels

Figure 13: Example of Elements to be reviewed on Infill Projects

b. Height

i. New buildings must be constructed to a height which is compatible with the height of adjacent buildings or buildings within the historic district.
ii. Infill buildings shall be a minimum of 15 feet or 1 story in height.
iii. Infill building shall be a maximum of 60 or 4 stories in height.

c. Scale

i. The size of a new building, its mass in relation to open spaces, and its windows, doors, openings, and appurtenances should be visually compatible with the surrounding buildings.
ii. In the event that multiple lots or parcels are assembled within the historic district, buildings shall be designed to be compatible with the adjacent structures. Existing traditional and historic buildings are 20 to 50 feet wide. New structures should employ design techniques to break the façades along the right-of-way into multiple vertical elevations as previously described.
iii. All new buildings should have a base, middle, and cap. Traditionally, buildings were composed of these three basic elements. Adhering to this form will help reinforce the visual continuity of the area.
iv. The first-floor height shall be a minimum of 16 feet from finished floor to finished floor. Upper floor heights should appear to be similar to historic structures in the district.

d. Setback and Rhythm of Spacing

i. The setback from the street and side property lines established by adjacent or contiguous buildings shall be maintained. When a definite rhythm along a street is established by uniform lot, building width, or bay patterns within a building façade, infill buildings should maintain the rhythm.
ii. New buildings should be constructed in line with adjacent historic structures. Corner buildings should avoid setbacks or open corner plazas that disrupt the continuity of the street wall.
iii. New buildings shall front 100% of the primary street and, where applicable, a minimum of 85% of the secondary street.

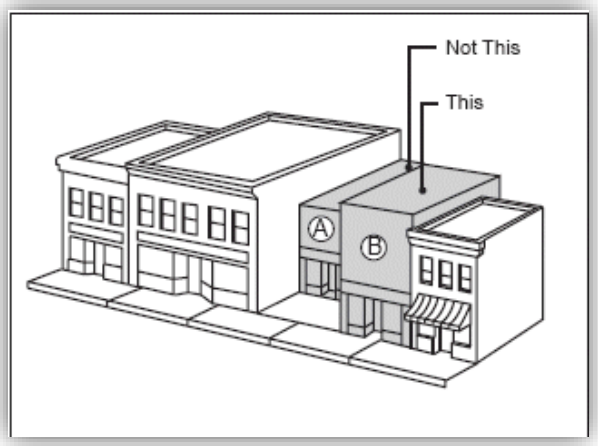


Figure 14: Example of Setback and Rhythm for Infill Projects

e. Roof Shape

i. The roofs of new buildings shall be visually compatible with the roof shape and orientation of surrounding buildings.
ii. The roof forms of buildings within the district are typically flat or have a gentle slope behind a parapet wall.

f. Proportion and Rhythm of Openings

i. The relationship of width to height of windows and doors and the rhythm of solids to voids in new buildings shall be visually compatible with the surrounding buildings.
ii. Define a clear primary entry. Doorways on primary façades shall appear similar to those used historically. The primary entrance should be defined with a canopy or other architectural feature.
iii. Windows on upper floors should not be taller than windows on the main floor since historically first floors have higher ceilings than upper floors and so windows were typically taller on the first floor.
iv. Door and window openings should be recessed on masonry buildings, as they are traditionally, rather than flush with the rest of the wall.
v. On corner buildings, glazing shall turn the corner facing the secondary street a minimum of one structural bay or 16 feet, whichever is the greater.

g. Relationship of Materials, Texture, Details and Material Color

i. The relationship and use of materials, texture, details and material colors of a new building's public façades shall be visually compatible with or similar to those of adjacent buildings, or shall not contrast conspicuously.
ii. Masonry materials were primarily used in the historic district, and should continue to be predominant. Contemporary materials may be used if they

possess characteristics similar in scale, design, finish, texture, durability, and detailing to historic materials and meet *The Secretary of the Interior's Standards*. Exterior Insulation Finish Systems (EIFS) and vinyl are not appropriate exterior materials.

iii. Wood, brick, stone, and metal were used for window, door and storefront surrounds and should be used for new buildings.

iv. Storefront façade materials may vary in keeping with the materials of the existing buildings. Stone, glazed tile, painted wood, and brick are all appropriate materials.

v. Tinted glass, reflective glass, or colored glass may not be used for windows.

vi. Large expanses of featureless materials are not appropriate.

vii. The color of new building materials should be compatible with historic buildings within the district.

h. Orientation

i. The site orientation of new buildings shall be consistent with that of adjacent buildings and shall be visually compatible. Directional expression shall be compatible with surrounding buildings, whether that expression is vertical, horizontal, or nondirectional.

ii. Primary building entrances shall be oriented to the primary street.

i. Additions to Existing Buildings

i. New additions to existing buildings should be kept to a minimum and should be compatible in scale, materials, and texture; additions should not be visually jarring or contrasting.

ii. Additions should not contribute to the loss of, or obscure, historic character-defining features or materials.

j. Parking/Parking Structures, Plaza, Arcades, Landscape and Open Space

i. Parking, parking structures, plazas, arcades, landscape, and open space may be appropriate components of new construction when the design of such development contributes to the overall character of the district and the streetscape, and the new construction is consistent with the design guidelines for new construction.

ii. Parking structures should be wrapped with retail space or other active use along the street edge.

iii. All applicable guidelines for new construction shall be followed for parking structures.

iv. Removal or demolition of existing historic buildings, or portions of buildings, to create a plaza, arcade, or open space is not appropriate.

5.3 DEMOLITION

a. General Principles

   i. Since the purpose of historic zoning is to protect historic properties, the demolition of a building that contributes historically and architecturally to the character and significance of the district is not appropriate and should be avoided.
   ii. Demolition is considered the removal of any structure or portion of a structure that affects the visual appearance of the building from the exterior. *It includes the removal of floors or sections of the building that are enclosed by the original façade.*

b. Demolition is inappropriate:

   i. If a building, or major portion of a building, contributes to the architectural or historical significance or character of the district; or
   ii. If a building, or major portion of a building is of such old or unusual or uncommon design and material that it could not be reproduced without great difficulty and expense.

c. Demolition is appropriate:

   i. If a building or a major portion of a building does not contribute to the historical or architectural character and importance of the district; or
   ii. If a building or a major portion of a building has irretrievably lost its architectural integrity and importance and its removal will result in a more historically appropriate visual effect on the district; or
   iii. If the denial of the demolition will result in an economic hardship on the applicant as determined by the Historic Preservation Commission in accordance with Appendix F, 3. Economic Hardship, as amended, of the Lebanon Tennessee Historic District Guidelines.

5.4 GLOSSARY OF TERMS

Accessory Structure: A structure that is subordinate in use and square footage to a principal structure or permitted use
Addition: New construction that increases the footprint, height, or building envelope of an existing structure.
Alteration: A replacement or change in a building material; the addition or elimination of any architectural element of a building; a repair that reconstructs any part of an existing building; construction of, or change to, an appurtenance.
Appropriate: Suitable for, or compatible with, a property or district, based on accepted standard and techniques for historic preservation.
Appurtenances: Fences, walls, paving, streetlights, curbs, gravel, signs, satellite dishes, fountains, mailboxes, and other accessory or adjunct permanent built features related to a building or streetscape.
Apron: A decorative, horizontal trim piece on the lower portion of an architectural element
Arch: A curved construction of wedge-shaped stones or bricks which spans an opening and supports the weight above it (see flat arch, jack arch, segmental arch and semicircular arch)
Attic: The upper level of a building, not of full ceiling height, directly beneath the roof
Awning: An awning is a secondary covering attached to the exterior wall of a building without additional supports and is located above a window or entrance. It is typically a metal frame covered in canvas. With the addition of columns or posts, an awning becomes a canopy,
Baluster: One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade
Balustrade: An entire rail system with top rail and balusters
Bargeboard: A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern
Bay: The portion of a façade between columns or piers providing regular divisions and usually marked by windows
Bay Window: A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level
Belt Course: A horizontal band usually marking the floor levels on the exterior façade of a building
Board and Batten: Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens
Bond: A term used to describe the various patterns in which brick (or stone) is laid, such as "common bond' or "Flemish bond"
Bracket: A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support
Bungalow: Common house form of the early twentieth century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows

Canopy: A covered area which extends from the wall of a building to protect an entrance or loading dock. Also see “Awning”.
Capital: The head of a column or pilaster
Casement window: A window with one or two sashes which are hinged at the sides and usually open outward
Certificate of Appropriateness (COA): A legal document issued by the Historic Preservation Commission confirming review and approval of work to be done on property within the boundaries of an historic district. A preservation permit is required before getting a building permit.
Certified Local Government: Any city, county, parish, township, municipality, or borough or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level
Character-Defining Features: Individual physical elements of any structure, site, street, or district that contribute to its overall historic or architectural character, and for which it is recognized as historically or architecturally significant.
Clapboards: Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weather-proof exterior wall surface
Classical Order: Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite
Clipped Gable: A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface
Colonial Revival: House style of the early twentieth century based on interpretations of architectural forms of the American colonies prior to the Revolution
Column: A circular or square vertical structural member
Common Bond: A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposed, to structurally tie the wall together
Corbel: In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member
Corinthian Order: A classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots and being the most ornate.
Cornice: The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.
Craftsman: An architectural style popular in the United States at the turn to the 20th century. It was influenced by an earlier English and American Arts and Crafts Movement. It emphasized organic materials, asymmetry, and textures, and often included low-pitched roofs, brackets, and exposed beams
Cresting: A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal
Cross-gable: A secondary gable roof which meets the primary roof at right angles
Demolition: The tearing down of a building in whole or in part.

Dentils: A row of small tooth-like blocks in a classical cornice
Doric Order: A classical order with simple, unadorned capitals, and with no base
Dormer Window: A window that projects from a roof
Double-hung Window: A window with two sashes, one sliding vertically over the other
Eave: The edge of a roof that projects beyond the face of a wall
Elevation: A scaled drawing that illustrates the view of a side of a building; any of the external faces of a building
Ell: The rear wing of a house, generally one room wide and running perpendicular to the principal building
Engaged Column: A round column attached to a wall
Entablature: A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice
Façade: The face or front elevation of a building
Fanlight: A semi-circular window usually over a door with radiating muntins suggesting a fan
Fascia: A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also, part of a classical entablature
Fenestration: The arrangement of windows on a building
Finial: A projecting decorative element, usually of metal, at the top of a roof turret or gable
Fish Scale Shingles: A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends
Flashing: Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces
Flat Arch: An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch
Flemish Bond: A brickwork pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness
Fluting: Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface
Footprint: The sum of the square footage area of the largest floors of buildings or structures. Building footprint includes all structures on a lot and any roof-covered surfaces
Foundation: The lowest exposed portion of the building wall, which supports the structure above
Frieze: The middle portion of a classical cornice; also, applied decorative elements on an entablature or parapet wall
Gable Roof: A pitched roof with one downward slope on either side of a central, horizontal ridge
Gable: The triangular section of a wall to carry a pitched roof
Gambrel Roof: A ridged roof with two slopes on either side
Ghosts: Shadows of architectural features, such as porches, that no longer exist
Greek Revival-Style: Mid-nineteenth century revival of forms and ornament of architecture of ancient Greece
Hipped roof A roof with uniform slopes on all sides

Historic: A structure or site, usually constructed by 1957 or earlier, which possesses historical or architectural significance, based on the criteria for listing in the National Register of Historic Places.
Hood Molding: A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold
Infill: New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening
Ionic Order: One of the five classical orders used to describe decorative scroll capitals
Jack Arch: (see Flat arch)
Keystone: The wedge-shaped top or center member of an arch
Knee Brace: An oversize bracket supporting a cantilevered or projecting element
Lattice: An openwork grill of interlacing wood strips used as screening
Lintel: The horizontal top member of a window, door, or other opening
Marquee: A permanent roof-like shelter over an entrance to a building. Marquees are usually flat roofed and sometimes have supporting posts on the side opposite the side of the marquee that attaches to the building and may include signage and lighting. Historically, marquees were used typically for hotels and theaters. Also see “Canopy”.
Masonry: Exterior wall construction of brick, stone or adobe laid up in small units
Massing: The three-dimensional form of a building
Metal Standing Seam Roof: A roof composes of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roof is named
Mortar: A mixture of sand, lime, cement, and water used as a binding agent in masonry construction
Mullion: A heavy vertical divider between windows or doors
Multi-light Window A window sash composed of more than one pane of glass
Muntin: A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door
New Construction: Any freestanding structure on a lot constructed after the designation of the conservation zoning district.
Non-Historic: A structure or site, usually constructed after 1957, which does not possess historical or architectural significance, based on the criteria for listing in the National Register of Historic Places.
Order: A definite arrangement of column, capital, and entablature, each having its own set of rules and ornamental features. Types are the Doric, Ionic, Corinthian, Tuscan, and Composite.
Oriel Window: A bay window which emerges above the ground floor level
Orientation: The directional expression of a building’s front façade.
Paneled Door: A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles
Parapet: A low horizontal wall at the edge of a roof

Pediment: A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.
Period of Significance: The time frame in which a neighborhood developed or was platted into building lots and substantially built out with structures, based on the criteria for listing in the National Register of Historic Places.
Pier: A vertical structural element, square or rectangular in cross-section
Pigmented Structural Glass: Material used on new and existing building exteriors and interiors between the beginning of the Great Depression and Second World War to create an up-to-the-minute Art Deco, Art Moderne, or Streamline appearance. The glass could he sculptured, cut, laminated, curved, colored, textured, and illuminated. Carrara glass, manufactured by the Penn-American Plate Glass Company, was among the most popular trade name and is now sometimes used to reference any pigmented structural glass.
Pilaster: A square pillar attached, but projecting from a wall, resembling a classical column
Pitch: The degree of the slope of a roof
Portico: A roofed space, open or partly enclosed, forming the entrance and centerpiece of the façade of a building, often with columns and a pediment
Portland Cement: A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles
Preservation: The act of maintaining the form and character of a building as it presently exists. Preservation stops deterioration and stabilizes the structure
Principal Structure: A structure in which the principal use of the lot is conducted on which it is situated
Prism or Prismatic Glass: Rolled glass one-eighth to one-quarter of an inch thick, one face of which consists of parallel prisms that refract the transmitted light, thereby changing the direction of the light rays. A well-known maker of this product was the Luxfer Prism Company, established in the late 1800s
Public Façade: The exterior faces of buildings that front public streets.
Public Right-of-Way: A publicly owned and maintained street or walkway.
Public Space: Any area that is either owned, leased or for which there is held an easement by a governmental entity, or an area that is required to be open to the public.
Reconstruction: The accurate recreation of a vanished, or irreplaceably damaged structure, or part thereof; the new construction recreates the building's exact form and detail as they appeared at some point in history
Rehabilitation: The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.
Repair: See alteration.
Sash: The moveable framework containing the glass in a window
Shall: What must happen.
Sheathing: An exterior covering of boards of other surface applied to the frame of the structure (see Siding)

Should: What must happen unless circumstances illustrate why an alternative is more appropriate.
Siding: The exterior wall covering or sheathing of a structure
Sill: The bottom crosspiece of a window frame
Streetscape: The over façade, not of a single structure, but of the many buildings which define the street.
Stucco: An exterior finish, usually textured, composed of Portland cement, lime, sand, and water
Surround: An encircling border or decorative frame, usually at windows or doors
Transom: A horizontal opening (or bar) over a door or window
Trim: The decorative framing of openings and other features on a façade
Turret: A small slender tower