CITY OF
RICHMOND, KENTUCKY



Design Guidelines

for the Downtown Historic District (H-1)

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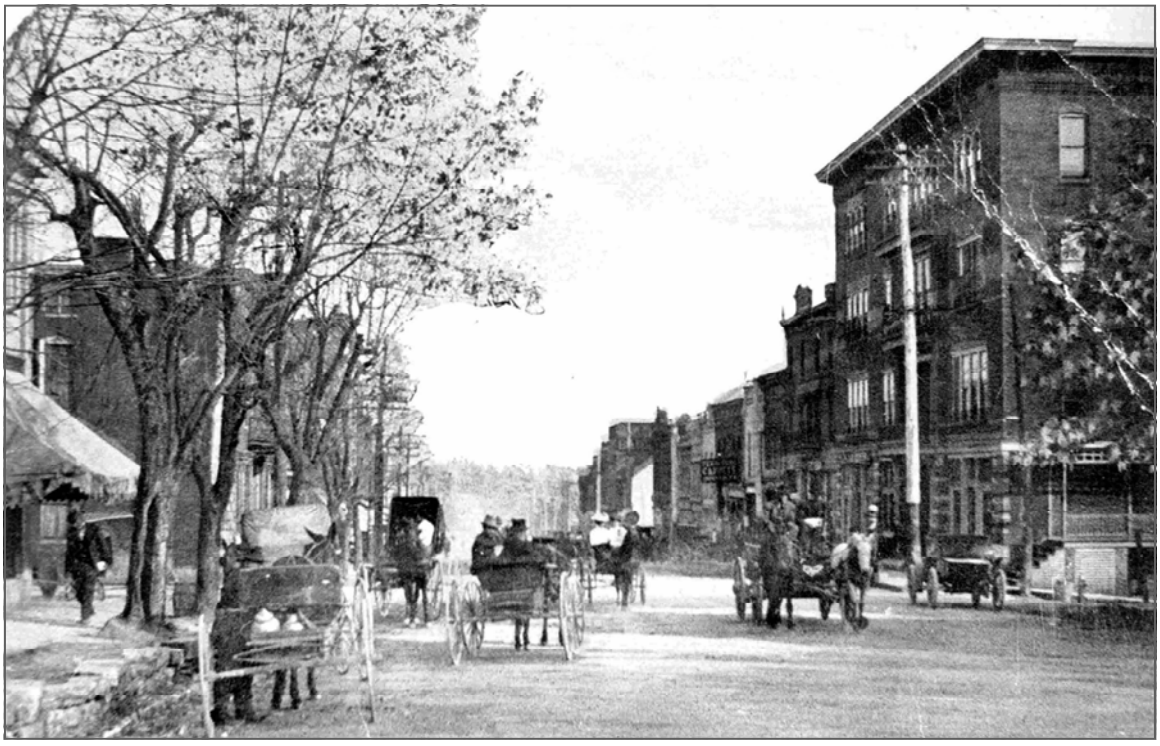
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Introduction

The City of Richmond recently instituted H-1 Overlay Zoning in order to enhance the City's community identity, manage change to its rich architectural heritage, and contribute to the City's unique character.[1]

These Design Guidelines form the basis of a design review process that has been adopted to assure that alterations, renovations, and new structures within the H-1 zone will be in keeping with the character of historic Richmond.



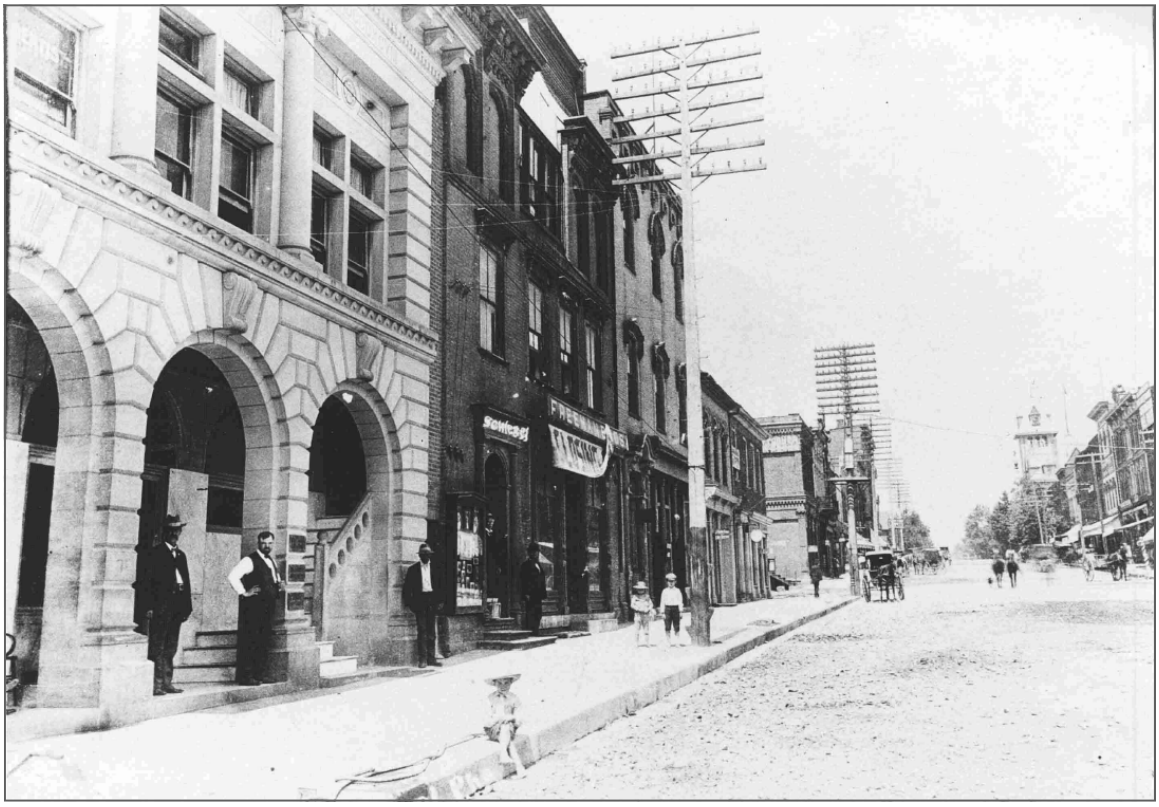
Main Street looking east, prior to 1900.

The general rule is straightforward: if you own, rent, or lease property within the boundaries of the H-1, you must apply for, and obtain, a Certificate of Appropriateness (COA) prior to any construction, alteration, reconstruction, repair, or demolition that will involve exterior changes to the property. The Board of Architectural Review (BAR) reviews all applications and evaluates each project for appropriateness. The BAR coordinates with the Building Inspection office and the Planning and Zoning Commission to ensure that projects move successfully through design review.

1. Richmond Development Ordinance 2006, Article IV, Section 410 "OVERLAY DISTRICTS". More information is found in "Appendix F: REGULATIONS FOR HISTORIC DISTRICTS."

Brief History

Richmond is the seat of Madison County, Kentucky. Its current population is about 29,000, with over 77,000 in the surrounding county.[1] It was founded in 1798 by Revolutionary war soldier Colonel John Miller and named in honor of Richmond, Virginia, his birthplace.



Downtown street scene, 1906.

Richmond's early connection to the Wilderness Road provided opportunities for expansion and growth, both in population and in land improvement. Early on, Madison County's economy was primarily agricultural with tobacco as its leading cash crop. Richmond served as the county's market center throughout the nineteenth and into the twentieth centuries. A peak period of growth came in the last quarter of the nineteenth century when rail lines began connecting Richmond to Stanford, Winchester, Paris, Beattyville, Irvine, Nicholasville, and other communities. In the mid-twentieth century, several light industries were established in the City, shifting the emphasis from agriculture as a base for the economy. Likewise, the Eastern Kentucky State Normal School (now Eastern Kentucky University) established Richmond as a regional epicenter for education and vocational training.

2. U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, 2000 Census of Population and Housing.

Historic Character

Like many small towns of the nineteenth century, Richmond developed as a concentrated pattern of commercial and public buildings centered on a courthouse square. Both "high-style" and vernacular commercial and residential buildings from the mid-nineteenth to mid-twentieth century period are found along Main Street, Lancaster Avenue, and other primary corridors, among numerous modern buildings.



Aerial photo of central Richmond, circa 1960.

Today, this continuity of buildings, sites, and structures collectively illuminates the City's development and history during periods of intense growth and activity. Many have been recognized at state or federal levels. As of 2007, Richmond has over one hundred buildings listed on the National Register of Historic Places, and three historic districts listed on the National Register. The high concentration of late nineteenth and early twentieth century buildings that stand today reflect the design influences, construction technologies, and materials of that time period. For generations, Richmond's historic buildings, street patterns, and green spaces have formed the visual and spatial contours of the city and anchored generations of people to their sense of time and place.

Architecture

The historic city center is defined by a unique collection of multi-story masonry buildings juxtaposed against a backdrop of eclectic residential structures. Numerous individual buildings retain their integrity of historic materials, design, workmanship, scale, and fenestration patterns. Along Main street and Lancaster Avenue, especially, individual buildings work together to form a unique architectural community that defines what we mean when we say *Richmond*.



In the downtown area, architectural features such as cast iron window hoods, emphatic cornices, and brick corbelling characterize the district.

The unmistakably predominant style of Main Street's commercial buildings is *Italianate*, characterized by broad projecting cornices with corbels or brackets, cast-iron window hoods, and low-pitched or flat roofs.

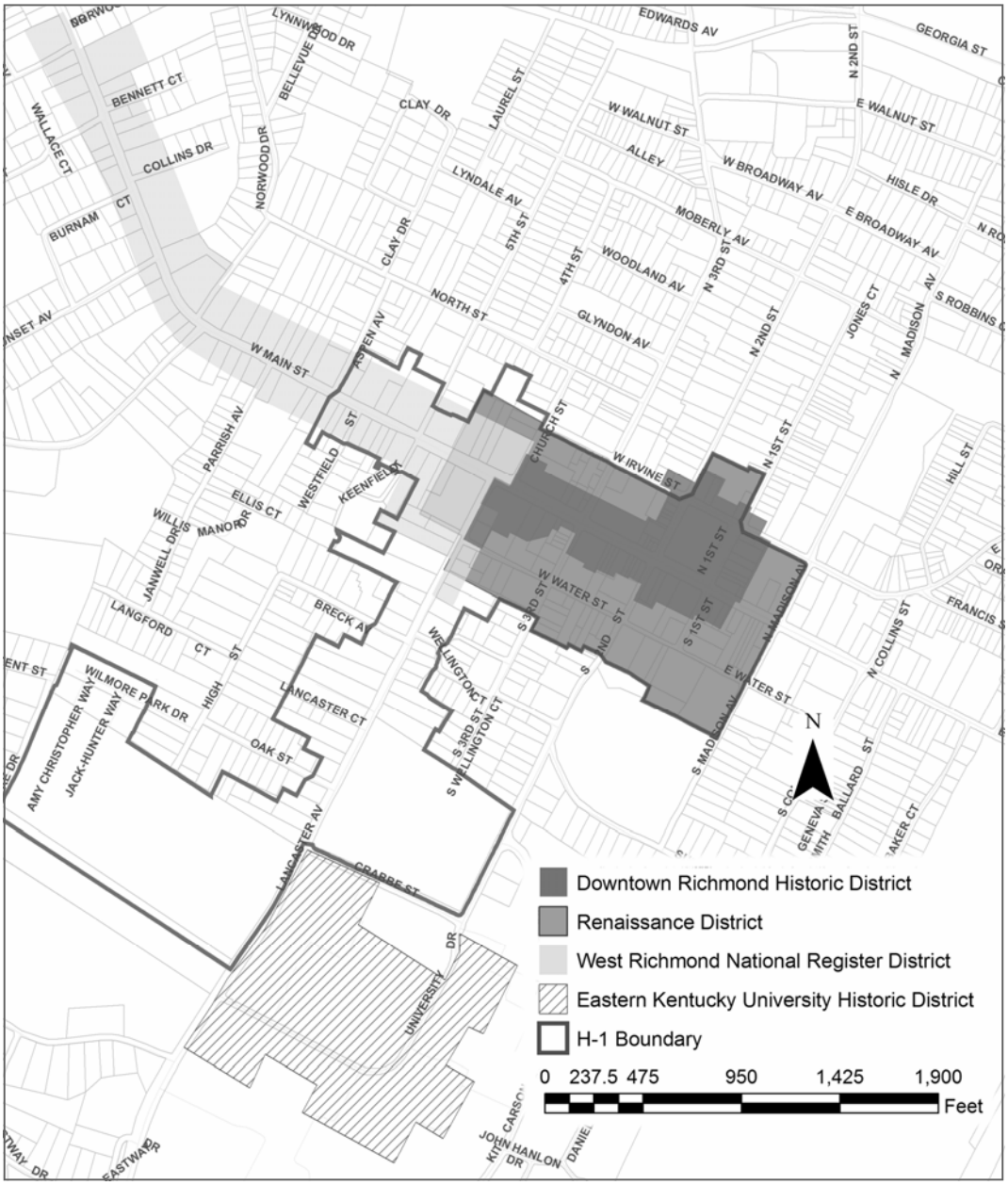


The residential areas of the city are characterized by houses showing a variety of distinctive architectural styles and types. In addition, there are lower parcel densities and greater amounts of green space

Non-commercial areas of the district are comprised of numerous "T"-plan, cottage, bungalow, and American Four-square residences, in a range of styles that were common for the period.

Designated Historic Districts

Richmond has four areas that have been recognized at the national, state, or local level for their distinctive architectural character and continuity. In 1976, the *Downtown Richmond Historic District* was added to the National Register of Historic Places. Two more districts — the *Eastern Kentucky University Historic District* and the *West Richmond Historic District* — were nominated in 1984. In addition, Richmond created a *Renaissance* District, established as a tool for revitalization in the downtown area.



The Downtown Historic District (H-1)

In 2005, Richmond instituted a *local historic district (H-1)* that is larger than, and which covers all or part of the existing historic areas. This district is protected by an H-1 overlay zone.[2] The boundaries are shown below; maps are also available from the GIS office in City Hall. *H-1* is a special zoning classification that adds an additional layer of regulation for properties undergoing exterior alterations, demolition, or new construction.



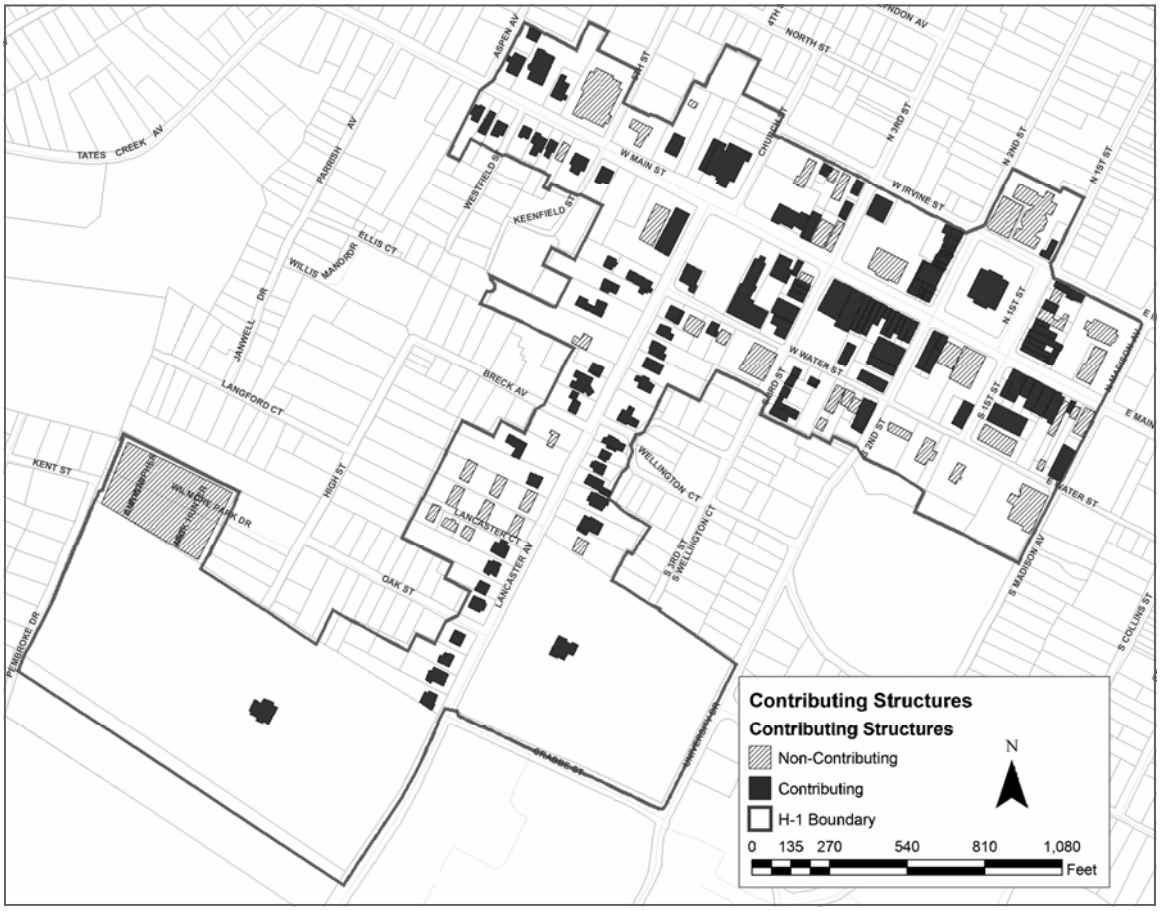
Boundaries of the "Downtown Historic District (H-1)."

Richmond's H-1 zoning overlay is roughly bounded by Irvine Street to the north, Madison Street to the east, Aspen Street to the west, and Water Street to the south. Properties that front Lancaster Street, from Main southward to Eastern Kentucky University, are also included in the H-1 Overlay. The goals of the H-1 are

> "to protect, perpetuate, and encourage the nondestructive use of structures and districts as having substantial historic, cultural, or architectural importance within the City of Richmond; to increase

community pride and enhance the identity of the City by protecting the City's heritage and prohibiting the avoidable destruction or defacement of its cultural assets; to strengthen the City's economic base by encouraging the preservation of its viable and distinctive neighborhoods; to prevent creation of environmental influences adverse to such purposes; and to assure that new structures and uses within the district will be in keeping with the character of the area to be preserved and enhanced."[4]

The H-1 zone contains over 168 individual buildings and sites. The majority of these retain sufficient historic integrity to define—both individually and collectively—the historic character of the district.



Most of the more than 168 buildings within the district are "contributing structures."

In order to protect, preserve, and promote these valuable historic assets, Richmond has adopted the Design Guidelines that follow.

4. "Richmond Development Ordinance 2006", Sec. 410.1 A, 2006.

Design Guidelines and Design Review

Purpose

Richmond's Design Guidelines are a platform for assessing the impact of proposed changes to properties within the H-1 Overlay Zone while enhancing and preserving the City's overall historic character. The H-1 classification institutes a layer of regulation that is *additional to* other City codes and regulations, and that specifically addresses the historic character of the area. The Design Guidelines provide a common set of rules and principles for evaluating decisions that could affect the character of individual properties or the historic district. The guidelines are not intended to dictate design choices. Rather, they seek to provide direction and encouragement for positive change within the City by enhancing its unique character.

Property owners should use the Design Guidelines as a basis for making informed design or material choices when alterations to properties are needed. It is the City's conviction that abiding by the principles set forth in these Guidelines will enhance and maintain the historic character of Richmond while promoting increased values and growth.

Preservation Principles

The Design Guidelines are based on the following preservation principles:

- *Preserve historic materials whenever possible.*
- *Choose repair options over replacement.*
- *Uncover and restore historic features whenever possible.*
- *Solve the root causes of problems; avoid treating symptoms only.*
- *Respect both the tangible and* intangible *value of the historic area.*

The Design Review Process

Design review process describes the method by which the BAR evaluates exterior changes to buildings or properties (historic or not) that are located inside the H-1 Overlay. Interior changes to buildings are not subject to design review, nor is anything that can be considered as "ordinary maintenance or repair." The review process allows the BAR to assess the impact of proposed alterations (i.e., construction, renovation, demolition) with respect to the effect on the character of individual properties or the district. Design review ensures that any changes made are appropriate to the individual

property or its surroundings.

Applications for proposed work are reviewed by the city building inspection staff for compliance with other zoning and building code regulations prior to their review by the Board of Architectural Review (BAR). Decisions made by the BAR may not overrule those of pre-existing code regulations; nor may pre-existing code regulations allow a design change that is not approved by the BAR.

Obtaining a Certificate of Appropriateness

The design review process begins when a property owner formally proposes alterations that involve a change of design, material or of the outward appearance of a building or of a property within the district. Before starting work, the property owner must apply for, and obtain a Certificate of Appropriateness (COA) from the Richmond Board of Architectural Review (BAR). Applications for COAs are available online or at the Richmond Tourism & Main Street Department.

The COA application form must be filled out in its entirety and should be submitted with specific details about the proposed modifications, including, but not limited to:

- *Architectural plans or elevations*
- *Plot plans*
- *Landscaping plans*
- *Plans for off-street parking*
- *Plans for proposed signs*
- *Elevations of all portions of proposed additions to structures*
- *Photographs*
- *Drawings*
- *Specifications*
- *Material samples*

The application and supporting materials must be submitted to the BAR at least 15 days in advance of a scheduled board review meeting.

Duties of the BAR

The BAR conducts public meetings once a month to review applications for COAs. Notice of proposed alterations to properties will be published or announced before the meetings. The Richmond BAR will make decisions regarding Certificates of Appropri-

ateness by evaluating submitted proposals in light of the goals of the H-1 and the principles described in the Design Guidelines.

Applicants who propose exterior changes that are compatible with the design, scale, materials, and character of the historic district will be granted a Certificate of Appropriateness by the BAR. For routine maintenance, where no material changes are proposed, a staff member may approve the COA without consideration at a public meeting.

More Information

Applicants are strongly encouraged to review the pertinent sections of the City's published ordinances. In particular, see the Richmond Development Ordinance 2006, Article IV, Section 410 "OVERLAY DISTRICTS". More information regarding expectations for applicants and the process of obtaining a Certificate of Appropriateness is found in Appendix F: "REGULATIONS FOR HISTORIC DISTRICTS."

Definitions

Definitions for important terms included in the guidelines are listed below. These terms may address multiple levels of the built environment—from individual building and site elements to entire groups of buildings.

Adverse impact	Changes which do not reinforce the character and characteristics of individual elements, sites, structures, streets, or whole districts. Used interchangeably with the phrase “negative impact”.
Appropriate	Especially suitable or compatible, fitting. Changes to historic properties are measured for 'appropriateness" during the design review process.
Alteration	Any construction, addition, modification, moving, or destruction, which would affect the exterior appearance of a structure, which is located in a Historic District.
Applicant	The recorded owner of the site and/or buildings located thereon, the lessee thereof, or a person holding a bona fide contract to purchase or lease same.
BAR	The Board of Architectural Review
Certificate of Appropriateness	A document evidencing approval by the Board of Architectural Review or by the Planning commission, for work proposed by the applicant.
Character	The qualities and attributes (features and traits) of any structure, site, street or district that distinguish it from its context and form its individual nature.
Characteristic	A quality or aspect of an element, component, structure, site, street or district which distinguishes individual elements, structures, sites, streets and districts from their context.
Commission	The Richmond Planning and Zoning Commission
Contemporary	Marked by characteristics of the current period. Distinguished from "historic" by characteristics which illustrate that an element, component, structure or site feature is constructed in the present time rather than some period of the past. Structures and site features of contemporary compatible design are recommended in the guidelines.
Component	Part of a building, site or structure; also see "elements."
Construction	The erection of any on-site improvements on any parcel of ground located within a Historic District, whether the site is presently improved, unimproved, or hereafter becomes unimproved by demolition, demolition by neglect, destruction of the improvements located theron by fire, windstorm, or other casualty, or otherwise.

Contributing Structure	A Contributing Structure is one that has a special, unique or distinctive character or a special historic, aesthetic, architectural or cultural significance or value that serves as a visible reminder of the history and heritage of the city, county, state, or nation. This is to be applied to districts, landmarks, sites, neighborhoods, places, areas, improvements archeological and geological features and sites.
Context	The setting in which a historic element, site, structure, street or district exists.
Demolition	Any act in a zone protected by an H-1 overlay that involves the complete or partial removal of a landmark, building, or structure; or which results in the moving of any building or structure.
Demolition by Neglect	Neglect in the maintenance of any building resulting in deterioration to the extent that the building is structurally or visually damaged or threatened with damage, or that creates or permits a hazardous or unsafe condition as determined by the City Building Inspector.
Directional Emphasis	The primary visual aspect, either horizontal or vertical, of building elements, materials and openings.
Element	Part of a site, structure, street or district.
Exterior	All outside surfaces of any building, including the kind and texture of the building material, the type and style of all roofs, windows, doors, signs, light fixtures, steps, or appurtenant elements.
Historic District	An area, neighborhood or place which is designated according to the procedures outlined in Ordinance No. 04-02 of the City of Richmond Development Ordinance.
Infill	A type of new construction which "fills in" vacancies found in historic buildings, sites, streets and districts. These vacancies have usually been created by earlier demolition of historic buildings. Infill describes the insertion of new components and structures into these vacancies.
Landscape	Site features including the Lay of the land, parking, driveways, roads, streets, trees, shrubs, plantings, etc. A landscape may help to better illustrate historic property contexts.
Mass/massing	The apparent bulk of a building, or of one of its components.
New Construction	Construction activity characterized by introducing new sites, structures, additions or elements on existing sites and structures.
Obscured	Covered over or hidden from view. Historic elements, sites and structures may be obscured by new construction or public improvements in historic areas.

Orientation	How an element is placed on a building or how a building is placed on its site.
Preservation	Retaining the integrity of a building, site or structure through reconstruction, restoration, rehabilitation, adaptive use or compatible design.
Proportion	The relationship of one dimension to another; usually width to height to depth.
Retained / “retention”	The keeping of an element, site, structure, street, or district, and the assurance of physical repair and upkeep to those elements, sites, structures, streets, and districts.
Rehabilitation	Construction work to put back together historic elements, structures and sites. This activity involves retaining and restructuring historic elements, structures and sites.
Restoration	Construction work which puts an element, site or structure “back to” a historic configuration and condition.
Rhythm	Repeated patterns in the built environment. Rhythm occurs at site, building, street, and district levels.
Roofscape	The physical appearance of a roof: roof shapes, forms, materials, pitch, chimneys, bays, skylights and other roof elements.
Scale	The size, shape, pattern and color of openings, materials and elements of buildings and spaces.
Setting	The time and place of the physical environment where historic elements, sites, structures, streets and districts are found.
Should	What is expected, but what not necessarily has to happen.
Significant	Having important meaning to an element, site, structure, street or district; important in the historic context of the area.
Streetscape	The whole or a portion of a street which may be viewed at one time.
Structure	Anything constructed or erected above ground level which requires location on the ground or attached to something having a location on the ground but not including a tent, vehicle, vegetation, public utility pole or line, statues, fences, garages, outbuildings and houses.
Style	A distinctive quality, form and type of element, site or structure of or pertaining to a specific architectural period or design.

Design Guidelines

for the Downtown Historic District (H-1)

I. Design, Materials, Workmanship

1.1 Windows, Doors and Transoms

A building's individual pattern of windows, doors, and transoms—its fenestration—is often one of its most distinguishing features. Likewise, original windows and doors contribute significantly to the overall character of a historic building and should be preserved whenever possible.



1.1.1 Retain and preserve historic windows, doors, and transoms whenever possible.

1.1.2 The location and size of historic doors, windows, transoms, or other openings should not be changed.

1.1.3 Enclosing or bricking in of windows, doors, or transoms is not appropriate.

1.1.4 If the replacement of a historic window or transom is necessary, it should be replaced with one that matches the original as closely as possible in size, design, material, light, and configuration.

1.1.5 If the replacement of a historic door is necessary, it should be replaced with one that matches the original as closely as possible in size, design, and material.

1.1.6 If a window or door which is not original to the building is replaced the design of the replacement window or door should be appropriate to the overall character of the building. Consult historic photos for design assistance.

1.1.7 Shutters should not be used on buildings where there is no historic precedent for their use.

1.1.8 If original shutters are missing and are to be replaced, they should be replaced with shutters of a design and material that is appropriate to the overall character of the building. Consult historic photos for design assistance. Even if shutters are not operable, they should be sized such that they appear to cover the window if closed.

1.1.9 Storm windows and screens should match as closely as possible, the size of the historic windows. Interior storm windows should be considered in cases where a lower-profile is warranted.

1.1.10 Storm doors and screen doors that obscure the architectural character of historic doors are not appropriate.

1.1.11 Tinted or mirrored glass is not an appropriate replacement for transparent glass.

1.1.12 The replacement of multi-paned doors or window sashes with thermal sashes using snap-in false muntins, or muntins between the glass is not appropriate.

1.1.13 The use of steel fire doors on the primary, or historically significant facades, of a building is not appropriate.



The style of many of historic buildings is expressed in the pattern of its doors and windows. It is always desirable to retain these unique features.

1.2 Storefronts

Storefronts define the spaces in which pedestrians interact with buildings. They are typically comprised of large display windows, recessed entryways, and architectural detailing that act together to create an inviting space for the flow of customers. The design intent of historic storefronts should be maintained, even as those storefronts experience change over time.

1.2.1 Retain and preserve historic storefronts and storefront features such as entryways, display windows, doors, transoms, corner posts, and pilasters.

1.2.2 Covering architectural details associated with storefronts is not appropriate.

1.2.3 If replacement of a deteriorated storefront or storefront feature is necessary, replace only the deteriorated components and leave any uncompromised materials in place. Replacement components should match the original in size, scale, proportion, material, texture and detail.

1.2.4 When original or early historic storefronts no longer exist or are too deteriorated to save, or when an alteration to a storefront is necessary, choose a contemporary design that preserves the original design intent of the historic storefront.

1.2.5 Whenever changes are required to meet building codes, they must be done in a way that is the least intrusive to the façade and without destroying historic materials and features.

TRADITIONAL STOREFRONT ELEMENTS



A. Recessed entry
B. Bulkhead
C. Display window
D. Transom
E. Upper facade
F. Sign frieze
G. Awning

1.3 Awnings

Awnings provide a shelter for pedestrians and shade interior spaces from the heat of the sun. Although awnings are often changeable, their design and location should be carefully considered for its appropriateness on the building for which it is being used.

1.3.1 The design and placement of an awning should be based on historic documentation of the building or examples from buildings of a similar age and style.

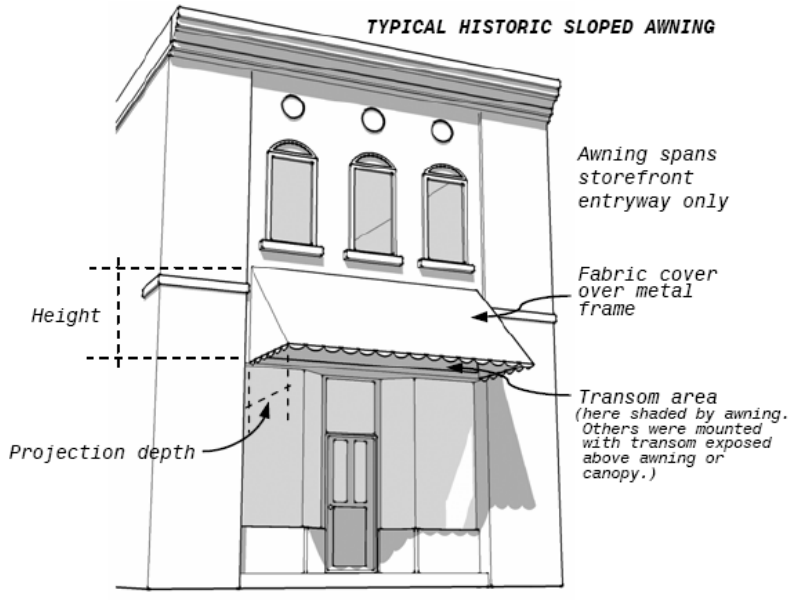
1.3.2 If a building has a historic awning that has deteriorated to the point that replacement is warranted, the awning should be replaced with an awning of the same size and material.

1.3.3 Cloth awnings should be made of a durable, outdoor woven fabric. Vinyl or plastic awnings are not appropriate.

1.3.4 Awnings should be mounted in a manner that does not obscure or damage historic architectural features of the building.

1.3.5 In general, awnings should span window and door openings, and should be located on the first floor of buildings. Awnings are not appropriate on upper stories unless there is evidence to support their previous existence.

1.3.6 Back-lit awnings or those with interior illumination are not appropriate in the Historic District.



Fabric awnings or horizontal rigid canopies were used historically on commercial buildings to provide shelter and sun protection.

1.4 Architectural Details

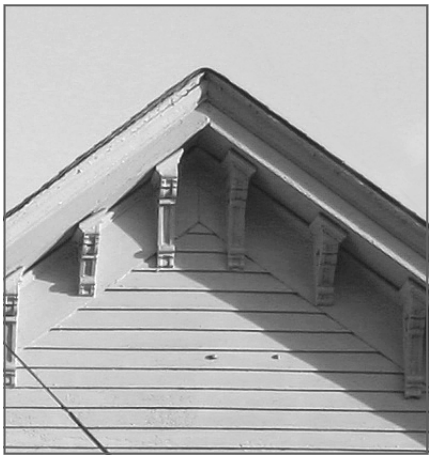
Architectural details are the decorative flourishes (such as ornate window hoods, sculpted friezes, corbelling patterns, or decorative pilasters) that are applied to buildings to enhance their basic form. Details contribute immensely to a building's character and historic value. Care should be taken to preserve the material of any historic detail before considering removal or replacement.

1.4.1 Retain and preserve historic architectural details such as corbelled brick, stringcourses, cornices, windows and window detailing, moldings, columns, pilasters and stonework.

1.4.2 The covering or removal of architectural detailing is not appropriate.

1.4.3 If the replacement of a deteriorated architectural detail is necessary, replace only the deteriorated portion of the feature, matching the original in size, scale, proportion, material, texture, and detail.

1.4.4 When reconstructing or replacing architectural details, base their size, design, and material on existing details. If historic evidence is not available, the design of a new feature should be compatible with the overall character of the building and other buildings in the area.





1.5 Painting

Painting of historic buildings and details should be undertaken with care. The proper preparation of surfaces is the key to a long-lasting paint job; and the key to preserving historic materials.

1.5.1 The painting of previously unpainted surfaces (especially brick and stone) is discouraged.

1.5.2 Maintain a solid coat of paint on all previously painted surfaces.

1.5.3 The use of colors which are known to be historic to the building is encouraged.

1.5.4 Enhance the architectural character of a historic building through appropriate placement of exterior paint colors.

1.6 Masonry and Re-pointing

Many historic buildings, especially commercial buildings, feature distinctive brick and other masonry elements. These elements reflect the craftsmanship and skill of the builder and the choices that were made during the building's creation. In the case of densely concentrated blocks of commercial or public buildings, the masonry contributes to the overall feeling of mass associated with a building as it fits into the streetscape.

1.6.1 Retain and preserve historic masonry materials and elements.

1.6.2 If replacement of masonry is necessary, use new masonry materials and mortar that match the historic materials in composition, size, shape, color, pattern, and texture.

1.6.3 The use of non-traditional masonry coatings such as waterproofing and water repellents as a substitute for re-pointing or repair is not appropriate.

1.6.4 Use the gentlest means possible when cleaning historic masonry or preparing historic masonry for repair so that these materials are not damaged. If pressure-washing is called for, a maximum pressure of 500 PSI should be used.

1.6.5 Deteriorated mortar that is to be replaced should be removed by the gentlest means possible. The strength, composition, texture, and color of the replacement mortar should match the original mortar. Width and joint profiles of original mortar joints should be duplicated.

1.7 Roofs

There are many roof styles in the Historic District. Most commercial buildings, especially those which are in the solid block face of the district, have flat roofs. Residential buildings display a wide variety of rooflines and roof materials.



A view along Main Street, downtown Richmond, 1975.

1.7.1 Historic rooflines of buildings should be maintained.

1.7.2 New rooflines for additions should follow the regulating lines of the main massing of the structure.

1.7.3 Rooflines on additions should be subordinate to the roofline of the main façade.

1.7.4 The replacement of a historic roof structure with one of a different type (for example, replacing a flat roof with a gable roof) is not appropriate.

1.7.5 Retain and preserve historic roofing material if possible.

1.7.6 When the replacement of roofing materials is necessary, choose materials that are complementary to the structure and to other buildings in the district.

1.7.7 New roofing materials should not cover existing, historic, architectural features or details.

1.7.8 Gutters and downspouts should be located such that they are as inconspicuous as possible.



The pattern of rooflines along a historic streetscape reinforces rhythm and creates visual interest.

1.8 Porches

Porches can have a strong impact on a building's appearance. Many of the historic residential buildings in the District feature original porches that are integral to the design intent of the building. Any alterations should be carefully considered for their impact, positive or negative, on the character of the building and the district.

1.8.1 Retain and preserve historic porches and porch elements.

1.8.2 Covering historic architectural details or materials associated with porches is not appropriate.

1.8.3 Enclosing a historic porch on the front façade of a building is not appropriate.

1.8.4 If replacement of a deteriorated porch element is required, replace only the deteriorated portions and leave any uncompromised materials in place.

1.8.5 Replacement elements should match the original in size, design, materials, and texture.

1.8.6 Porches are not appropriate on historic commercial buildings unless there is archival evidence to support their previous existence.

1.8.7 New porches should reflect the historic character of the existing structure and other buildings in the area.





Historic porches and stoops are important character-defining features of the streetscape and architecture of Richmond's historic residential areas. Porches may be additions to earlier buildings that warrant preservation in their own right. Whenever feasible, the original materials, configurations, details, and dimensions of a historic porch or stoop should be preserved or restored.

1.9 Safety and Accessibility

Current codes require safety features which are not original to historic structures. The sympathetic addition of these features ensures that the character of the district is maintained.

1.9.1 Meet health and safety codes and accessibility requirements in ways that do not diminish the historic character, features, materials, and details of the building.

1.9.2 Fire exits, stairs, landings, and decks should be located on rear or inconspicuous side elevations where they will not be visible from the street.

1.9.3 If new fire doors are to be installed, choose replacement items that are as compatible as possible with existing doors in proportion, location, size and detail.

1.9.4 When possible, comply with accessibility or escape requirements through portable or temporary, rather than permanent ramps or ladders.

1.9.5 When introducing reversible features to assist people with disabilities, the original design of the entrance or porch should not be diminished.

II. Changes to Urban Setting

2.1 Signs

Signs play an important role in the commercial area by announcing the presence of a building to potential customers. An effective sign is both noticeable and complementary to the historic character of the district.

Note: All signage must be in compliance with existing city codes and regulations as cited in Article IV, Section 412 of the Richmond Development Ordinance.

2.1.1 Retain and preserve signage that is original or is important in defining the overall historic character of a building.

2.1.2 Retain and preserve historic advertisements or signs painted directly on buildings.

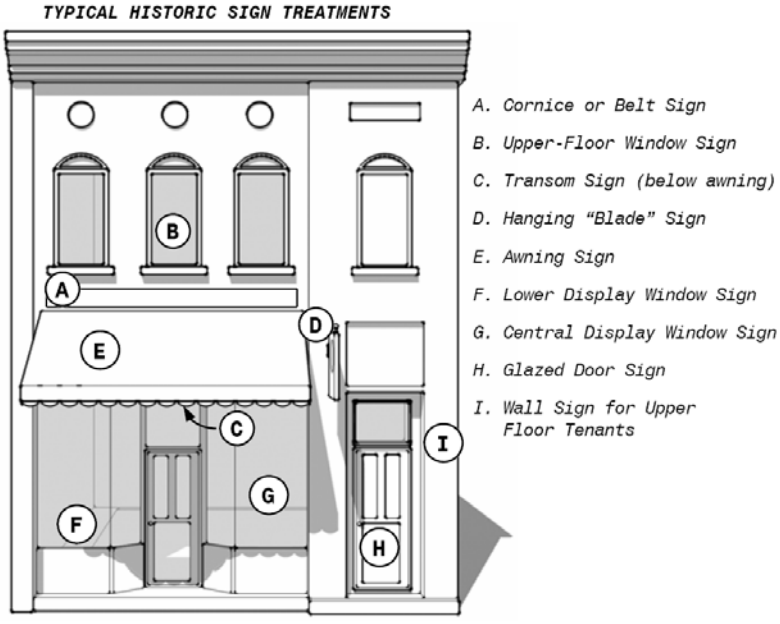
2.1.3 New signs must be compatible with the architectural character of the building in size, scale, materials and style.

2.1.4 Signs (including projecting signs) must be placed in locations that do not obscure historic architectural features of the building, or obstruct sightlines of the Historic District.

2.1.5 Wall signs must be flush-mounted on flat surfaces in such a way that they do not destroy or conceal architectural features or details. Wall-mounted signs on friezes, lintels, spandrels, and fascias over storefront windows must be sized to fit within these surfaces.

2.1.6 Signs should be installed such that they do not impede pedestrian passage.

2.1.7 Lighting for externally illuminated signs must be simple and unobtrusive and must not obscure the content of the sign or the building façade.



2.2 Exterior Lighting

Lighting design should be considered at the beginning of any project so that it can be carefully integrated into the design of the building changes with minimal impact to historic fabric.

Note: All lighting must be in compliance with existing city codes and regulations as cited in Article IV, Section 414 of the Richmond City Ordinances.

2.2.1 New exterior lighting should be compatible with the historic nature of the structure, the property, and the district. Compatibility of exterior lighting and lighting fixtures is assessed in terms of design, material, use, size, scale, color, and brightness.

2.2.2 Lighting fixtures should be installed to be as unobtrusive as possible; they should be installed such that they will not damage or conceal any historic architectural features.

2.2.3 Lighting levels should provide adequate safety, but not detract from or overly emphasize the structure or property.

2.2.4 Landscape lighting should be located and directed such that there is no infringement on adjacent properties.

2.2.5 Exterior lighting in parking lots must be directed into the parking area itself, and not onto adjacent properties.

2.3 Yards

Green space and hardscape areas within the H-1 Overlay give a specific character to both commercial and residential areas and define transition points within the Richmond Historic District. These spaces complement the character of the buildings within the area and should be preserved.

Note: All landscaping features must be in compliance with existing city codes and regulations as cited in Article IV, Section 409 of the Richmond Development Ordinance.

2.3.1 The public sightline of yards, green space and hardscape areas should be maintained within the overlay area.

2.3.2 Yard, greenscape and hardscape elements that contribute to the historic character of the property or district should be retained and preserved.

2.4 Sidewalks

2.4.1 Public walkways and sidewalks should be retained for pedestrian use.

2.4.2 If the replacement of a sidewalk is necessary, replace with materials that reflect those of neighboring properties.

2.4.3 The replacement of a sidewalk with gravel or loose fill is not appropriate.

2.4.4 Public space improvements to sidewalks should be accompanied by a plan to maintain the design and integrity of the improvement.

2.4.5 Changes in sidewalk materiality are not appropriate unless they are part of a larger, inclusive design plan within the district.

2.5 Fences/Railings/Walls

Historic railings, fences or walls are a part of commercial and residential properties in the Historic District. These features are a part of the original design of the property and helped establish boundaries for property lines and activities.

2.5.1 Historic fences, railings and walls should be retained and preserved.

2.5.2 Fences should not block public viewscapes.

2.5.3 When erecting a new fence, choose fence materials that are appropriate for their location and use, or which do not distract from the historic character of the district.

2.5.4 The erection of blockade style fences is not appropriate on the front of properties.

2.6 Utilities and services

2.6.1 Locate ventilators, hardware, antennas, and solar collectors inconspicuously on roofs such that they are not visible from the street.

2.6.2 Utilities and services such as satellite dishes should be located to the rear or side of a property.

2.6.3 Window air conditioner units should be located to the rear or side of properties whenever possible.

2.6.4 Mechanical equipment, including heating and air conditioning units, should be located in areas and spaces which require the least amount of alteration to the appearance and the materials of the building such as roofs.

2.6.5 Utility or service features that are located in highly visible spaces should be screened from view with appropriately sized and designed fences, walls, or landscaping.

2.6.6 Locate exposed exterior pipes, wires, meters, and fuel tanks on rear elevations or along an inconspicuous side of the buildings. If necessary, use paint to minimize their visual presence.

2.7 Parking

Note: All parking must be in compliance with existing city codes and regulations as cited in Article IV, Section 411 of the Richmond City Ordinances.

2.7.1 Appropriate materials that complement the Historic District are encouraged to be used in the design of a parking area. Gravel and unpaved parking areas are not appropriate for commercial areas.

2.7.2 If the reworking of a parking area is necessary, its design should not distract from the historic character of the district.

2.7.3 Parking lots that occupy large areas should incorporate design solutions that minimize the aesthetic impact of an expansive parking lot.

2.7.4 The materials and design of screening for parking areas should be compatible with the adjacent structures and the district.

2.7.5 Parking structures should be compatible with the district in design, materials, and fenestration. The setback and rhythm of adjoining buildings should be taken into consideration when designing any parking structure.

2.8 Streetscape

2.8.1 New landscaping areas should use planting materials compatible with existing landscaping and appropriate for an urban environment.

2.8.2 Features that are character defining elements of the district, such as large trees, parks, hedges, foundation plantings, grassy lawns, and ground cover, should be retained.

2.8.3 Appropriate landscaping may be used to screen parking lots, utilities, garbage receptacles, and other service areas.

2.8.4 Sidewalk and street furniture including benches, trash receptacles, tree grates, etc should be of a design and material that is complementary to the district.

2.8.5 Street furniture should not significantly obstruct historic architectural features or create a hazard for pedestrian traffic.

III. Additions and Alterations

3.1 Additions to Primary Buildings

3.1.1 Additions to historic buildings should be subordinate to the main massing of the structure.

3.1.2 Additions to a historic building should be located to the rear or on a secondary façade of the building.

3.1.3 Solar panels, satellite dishes, antennas or other structures should be located such that they are not visible from the right-of-way.

3.1.4 The design, size and materials of decks should not distract from the historic character of the building or the district.

3.1.5 Decks should be located such that they so not impose upon the primary façade of the building

3.1.6 The addition of historically incorrect details or ornamentation is inappropriate.

3.2 Garages & Secondary Buildings

Note: All accessory structures must be in compliance with existing city codes and regulations as cited in Article IV, Section 409 of the Richmond Development Ordinance.

3.2.1 Attached garages should be subordinate to the primary building.

3.2.2 Secondary buildings should be located such that they do not detract from the overall character of any historic structures.

3.3 Infill/New Build

Few changes will have as significant an impact on the Historic District than the demolition of a structure, or the building of something new. These projects should be undertaken with a great deal of forethought as to their impact on the overall character of the Historic District.

Consideration should be given to the following:

- *Setback and Spacing*
- *Massing and Building Footprint*
- *Complexity of Form*
- *Directional Expression*
- *Height and Width*
- *Scale and Orientation*
- *Rooflines*
- *Fenestration*
- *Material and Texture*
- *Architectural Details*

3.3.1 The setback of the proposed building should be consistent with the setback of adjacent district buildings or nearby district buildings fronting on the same street. Buildings must be built close to the property line to continue the overall building line of the streetscape.

3.3.2 Make the distance between the proposed building and adjacent buildings compatible with the spacing between existing district buildings.

3.3.3 If a new building is an infill between two existing buildings, care should be taken to minimize the effect of new firewalls.

3.3.4 Buildings should be oriented toward the street; commercial buildings should have main pedestrian access in the front of the building.

3.3.5 If parking is to be included in the design of a new construction project, it must be located in the rear of the building or in an interior portion of the block. Access to parking can be from alleyways, side streets, or other parking areas. If possible, allow for pedestrian access from the parking areas at the rear of the building.

3.3.6 The rhythm and scale of a new building should respect the prevailing scale and regulating lines of surrounding buildings and the historic character of the district.

3.3.7 Design the height of the proposed building to be compatible with the height of historic buildings on the block or the street. Variations in height are appropriate as long as the overall scale of the buildings and adjacent buildings are compatible. Buildings on corners can be larger in scale than adjacent structures but should not be of a height that detracts from the Historic District.

3.3.8 A building's overall proportion (ratio of height to width) must be continuous with existing historic structures.

3.3.9 Design elements of a new building should be compatible with those of other historic buildings on the block or street.

3.3.10 Historic copies or reproductions that favor one time period over another are not appropriate.

3.3.11 Materials that are similar to those commonly found in the district are appropriate for use in a new building. Aluminum, vinyl, and plastic siding is not appropriate for new buildings.

3.3.12 New windows and doors must be compatible in proportion, shape, position, location, pattern, and size with windows and doors of contributing structures in the district.

3.3.13 Contemporary construction that does not directly copy from historic buildings in the district but is compatible with them in height, proportion, roof shape, material, texture, scale, and detail is strongly encouraged.

3.3.14 New buildings should not be located in front of the primary façade, or constructed in such a way that the primary façade is obscured.

3.4 Demolition

3.4.1 Individuals or businesses considering the option of demolition should work with the Board of Architectural Review to seek other alternatives.

3.4.2 Appropriate due diligence must be submitted, with recommendations from a third party with proof that all potential adaptive use options have been exhausted.

3.4.3 If all alternatives have been exhausted, the following guidelines should be followed to petition for demolition:

A. Make a permanent record of a significant structure before demolition. The

record shall consist of black-and-white photographs and other documents, such as drawings, that describe the architectural character and the special features of the building. The BAR determines on a case-by-case basis the precise documentation of a specific building that is required and the person who is responsible for producing that documentation. The documentation must be submitted for review by the BAR before the demolition. The record is retained by the City of Richmond.

B. Work with the BAR 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.

C. Clear the structure quickly and thoroughly.

D. Submit a site plan illustrating proposed landscaping and any other site development to be completed after demolition.

E. Grade and seed the site or appropriately maintain it until it is reused. If the site is to remain vacant for one year, it must be improved to reflect an appearance consistent with other open areas in the district.

3.5 Moving a Building

Moving a historic building causes its loss of integrity of location. A historic structure will always be better understood if it remains in its original location; its design will reflect decisions made based on terrain, context, and other characteristics of place. In some cases, the only way to save a historic building is to move it. In these extreme circumstances, the accurate and careful recording of parts of the structure which must be disassembled is essential in order to preserve historic fabric.

IV. Appendix

Glossary of Architectural Terms

a

architrave. 1) The lowest horizontal element of a classical entablature; 2) The ornamental moldings (trim) around windows, doors, and other wall openings.

asymmetrical. Not symmetrical

b

baluster. A shaped, short vertical member, often circular in section, supporting a railing or capping.

balustrade. An assembly consisting of a railing or capping supported by a series of balusters.

bay. A regularly repeated main division of a building design. A building whose facade is five windows wide may be described as a five-bay building.

bay window. A window structure projecting beyond the main wall plane; if attached to the building above ground level, properly called an oriel.

blind. A louvered shutter that excludes vision and direct sunlight, but not indirect light and air, from a house.

bond. The setting pattern of bricks or stones, such as common bond, Flemish bond, etc.

bracket. A projecting support placed under an architectural overhang such as a cornice; often ornate.

c

capital. The top member (cap) of a column.

casement sash, **casement window**. A window sash which is side-hinged; a window having casement sashes.

casing. The exposed architectural trim or lining around a wall opening.

clapboards. Narrow boards applied horizontally to an exterior wall, each of which overlaps the one below it to create a continuous skin over the wooden frame.

classical. 1) Decorative elements deriving directly or indirectly from the architectural vocabulary of ancient Greece and Rome; 2) architectural harmony based on the principles of ancient Greek and Roman architecture.

column. A long vertical structural member that supports a load; in classical terms, a cylindrical support having a base, shaft, and capital. (Note: In the Doric order the column has no base.)

cornice. Strictly, the upper projecting part of an entablature; in carpenter/builder terminology, any projected molding ("crown molding") which crowns or finishes a horizontal fascia; the exterior assembly which closes the joint between the wall and roof of a building.

d

Doric. One of the five classical orders, column usually without a base and with a simple capital.

dormer. A roofed structure with a vertical window that projects from a pitched roof.

double-hung sash window. A window with two vertical sliding sashes, each closing half of the window opening.

e

eave. The lower part of a roof that projects beyond the wall.

elevation. The perpendicular view of a side of a building; an accurate drawing of one side of a building that represents its true dimensions in the plane perpendicular to the line of sight.

ell. A wing or addition extended at a right angle from the principal dimension of building, resulting in an "L" shaped plan,

entablature. The horizontal member carried by columns, composed of architrave (bottom), frieze, and cornice (top).

f

facade. The exterior front face of a building; usually the most ornate or articulated elevation.

fanlight. A half-circular or half-elliptical window; often placed over a door.

fascia. Any long, flat horizontal band or member. fenestration. The arrangement and design of window and door openings in a building.

French door. A door with a top and bottom rail, stiles (sides), and glass panes throughout most of its length.

frontispiece. An ornamental portal or entrance bay around a main door.

g

gable. The vertical triangular shape of a building wall above the cornice height, formed by two sloping roof planes.

h

header. In brick masonry, a brick laid so that its end is exposed in the finished wall surface.

hip. The external angle at the intersection of two roof planes; a hip roof has roof planes that slope toward the eaves on all sides of the building.

hood. A projecting cover placed over an opening to shelter it.

i

in kind. Replacement building component matching the original component in material, size, profile, texture, and color.

l

light. A pane of glass installed in a window sash.

lintel. A horizontal structural member that spans an opening, for example a window lintel.

m

Mansard. A roof that is double pitched, the lower being much steeper, designed to allow a full story height within the attic space.

mass. Bulk or three-dimensional size of an object.

massing. The combination of several masses to create a building volume; organization of the shape of a building, as differentiated from wall treatment, fenestration, etc.

mullion. A vertical member separating windows, doors, or panels set in series; often used for structural purposes.

muntin. A slender member separating and encasing panes of glass in a window sash.

o

order. In classical architecture, a column with base (usually) shaft, capital, and entablature, embellished and proportioned according to one of the accepted styles - Tus-

can, Doric, Ionic, Corinthian, and Composite.

oriel. A window structure projecting beyond the main wall plane attached to the building above ground level.

p

Palladian window. A three-part window consisting of a prominent center window unit, often arched, flanked by smaller windows.

pane. A flat sheet of glass cut to size for glazing use in a window; also called a light.

parapet. A low guarding wall at the edge of a roof or balcony; the portion of a fire wall or party wall above the roof level.

parge. A coating of cement-based mortar (stucco) applied over rough masonry work.

pediment. In classical architecture, the triangular gable end of a roof above a horizontal cornice; a similar triangular form over a door or window.

pergola. A garden structure with an open wood-framed roof, often latticed.

pilaster. A flat vertical element applied to the wall surface that simulates a classical column.

pitch, roof. The slope of a roof; usually expressed as a ratio of vertical rise to horizontal run (inches vertical in 12 inches horizontal).

plan. A two-dimensional view of a building, or horizontal section of it, seen from above; hence, a precise drawing showing the arrangement of design, including wall openings and dimensions.

porch. A structure attached to a building to shelter an entrance or to serve as a semi-enclosed space, usually roofed and generally open-sided.

proportion. The relation of one dimension to another; usually described as a numerical ratio; in architecture, proportions determine the creation of visual order through coordination of shapes in a design.

q

quoin. A masonry (or simulated masonry) unit applied to the corner of a building; often slightly projecting.

r

rhythm. In architecture, the repeated pattern of building elements such as doors and windows.

ridge, ridge line. The horizontal line formed by the juncture of the upper edges of two sloping roof planes.

s

sash. The movable framework holding the glass in a window.

segmental arch. An arch in which the arched portion is less than a semi-circle.

shed roof. A single-pitched roof over a small room; often attached to a main structure.

shutter. An external movable screen or door used to cover a wall opening, especially a window; originally for security purposes; often confused with louvered blinds.

sidelight. A framed area of fixed glass alongside a door or window opening.

sill. The horizontal lower member of a window or other frame.

single pile. A floor plan that is one room deep.

site plan. An accurate scaled drawing of a site (lot) as if seen from above, describing the property boundary and orientation, the location of buildings, driveways, walks and other constructed site improvements, the retained vegetation, and new plantings and finished grade contours.

skylight. A glazed opening in a roof plane that admits light.

stoop. An uncovered platform and steps at an entrance.

streetscape. A setting or expanse consisting of the street, landscaping, and buildings along a street, as seen by the eye in one view.

stretcher. A brick laid with the long side visible in the finished work.

string course. A horizontal course of masonry or wood trim which projects from a wall.

symmetrical. A similarity of form or arrangement on either side of a dividing line.

t

transom. A horizontal bar of wood or stone separating a door from a transom window above it.

v

vernacular. A mode of building based on regional forms and materials.

w

water table. A horizontal course of masonry or wood trim separating the foundation walls from the exterior walls above.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION[1]

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.

2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may be acquired significance in their own right, and this significance shall be recognized and respected.

5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site shall be treated with sensitivity.

6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

7. The surface cleaning or structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.

9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.

10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

1. The Secretary of the Interior's Standards for Rehabilitation (36 CFR 67). US. National Park Service, Department of the Interior, Heritage Preservation Services. 1992.