CLEVELAND RESIDENTIAL DESIGN GUIDELINE MANUAL CLEVELAND, TENNESSEE

PREPARED FOR
THE CITY OF
CLEVELAND, TENNESSEE

THOMASON AND ASSOCIATES
PRESERVATION PLANNERS
NASHVILLE, TENNESSEE

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Historic Preservation Commission – 2006

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I. INTRODUCTION AND PURPOSE OF THE MANUAL

Historic preservation has become a major factor in the community and economic development of Tennessee's towns and cities. A number of communities across the state have enacted historic district zoning, and historic preservation is now incorporated in many city and county planning efforts. The City of Cleveland recognizes the importance of revitalizing older residential areas of the city as part of its economic goals.

To further the goals of historic preservation, the City of Cleveland enacted an Historic preservation Ordinance in 2004. The purpose of the ordinance is

- To protect, enhance and perpetuate resources which represent distinctive and significant elements of the City's historical, cultural, social, economic, political, archaeological and architectural identity;
- Insure the harmonious, orderly, and efficient growth and development of the City;
- Strengthen civic pride and cultural stability through neighborhood conservation;
- Stabilize the economy of the City through the continued use, preservation, and revitalization of its resources;
- Promote the use of resources for the education, pleasure, and welfare of the people of the City;
- Provide a review process for the preservation and development of the City's resources.

The ordinance established a seven-member Historic Preservation Commission (HPC). Included in the responsibilities of the HPC is the review of plans and applications for construction, demolition, and alterations within locally established historic districts. The HPC has the power to approve, approve with modifications, or deny approval for such applications in accordance with adopted procedures and guidelines. In 2005, the HPC, the citizens of Cleveland, and the City Council worked together to approve an historic overlay zone for a large residential area to the northeast of downtown (Map 1). Rehabilitation, new construction, and demolition are now reviewed by the HPC within this historic overlay district in accordance with the City's ordinance. In the future, additional historic overlay zones may be approved in other sections of Cleveland.

The **Cleveland Residential Design Review Guideline Manual** is intended to provide specific criteria for appropriate rehabilitation work, new construction, and demolition in Cleveland's locally designated residential historic districts. Design guidelines assist property owners to maintain and enhance the appearance of their property, keep up property values, and improve the liveability of historic areas. Design guidelines help property owners understand the value and methods to preserve and maintain the essential character of their property.

At the core of this process is the reinforcement of community. Property owners in a locally designated district give up their ability to tear down buildings or remodel them without any restraints. What is received in return is the understanding that by following certain guidelines, an owner's investment in their property will be protected and the entire historic area improved. Without locally designated districts and design guidelines, Cleveland's appearance in ten or twenty years is uncertain. With locally designated districts there is a clear commitment, purpose, and blueprint as to how the community will evolve into the 21st century.

II. THE BENEFITS OF HISTORIC PRESERVATION AND DESIGN GUIDELINES

BENEFITS TO THE CITY

- Cleveland has recognized that revitalizing its historic areas increases its tax base, assists in economic development, and is fiscally responsible. Design guidelines provide practical assistance and direction to assure that improvements are compatible with the goals and desires of property owners and the city.

- The incremental value of neighborhood and historic commercial rehabilitation efforts can be important to economic development. Because neighborhood improvements are completed gradually, their cumulative effect is often not as well recognized. The overall impact of revitalization efforts can be measured not only in rising property values but also in its contribution to the city's quality of life and ability to attract new businesses.

- The revitalization of older neighborhoods is of greater economic benefit to a city than is the continuation of suburban sprawl. Low-density development is much more costly than is compact development due to the required expenditure on roads, sewers, and public services. The older residential areas of Cleveland already possess an efficient infrastructure with its existing sidewalks, streets, sewer lines, and street lights. Through appropriate rehabilitation of existing buildings and compatible new construction, the city's older areas contribute to a fiscally responsible approach to Cleveland's economy.

- Historic architecture attracts visitors to cities. Heritage tourism, or tourism which focuses on historic areas and sites, is one of the rapidly growing segments of the tourism industry. The quality and quantity of the historic architecture in Cleveland provides opportunities to enhance tourism in the city. Design guidelines encourage historic rehabilitation that is authentic and reinforces historic neighborhood character.

- Design review is the only way to prevent demolition of significant buildings. Properties listed on the National Register of Historic Places are not protected against demolition.

BENEFITS TO THE PROPERTY OWNER

- Our houses often represent our largest economic asset and we all want this asset to improve in value. Historic district designation and the use of design review guidelines helps to ensure that our investment in an historic area will be protected - protected from inappropriate new construction, misguided remodeling, or demolition. Over time, property valuation in historic districts at worst stays the same, and in most cases, increases dramatically. **No evidence exists to suggest that historic designation and the use of design guidelines lowers property values**. Historic designation and design review benefits not only existing residents of the neighborhood but it often also attracts new buyers since they know their investment will be protected.

- Locally designated districts protect the composite or overall economic value of an historic area. Every building or parcel in an historic area is influenced by the actions of its neighbors and those around it. Every decision one property owner makes has an impact on the property values of another. Design guidelines provide a level playing field for all property owners because they apply equally to everyone in an historic area. **This way all property owner's rights are protected from the adverse economic impact which could result from the actions of another**.

HOW WILL LOCALLY DESIGNATED DISTRICTS AND DESIGN GUIDELINES AFFECT ME?

- Design guidelines **do not** affect the use of your property or its interior. Property owners may remodel the interior as they choose and these changes are not reviewed as part of the design review process.

- The design review process **does not** affect landscaping or paint colors. Landscaping and paint colors do not materially affect the fabric of the house and are left to the desires of the owner.

- The design review process **does not** force property owners to make changes to their property. Design review **only occurs** when property owners propose changes to their property that may require a Building Permit or a Certificate of Appropriateness.

- The design review process **does not** prohibit new construction or additions to historic buildings. New construction is encouraged on vacant lots within the city. Design review provides the framework for making new construction and additions as compatible as possible to an historic area.

WHAT ABOUT ECONOMIC HARDSHIP?

- The HPC can take into consideration economic hardship arguments of the applicant. In its determination, the HPC would consider that by reason of the exceptional deterioration of the structure or by reason of the particular economics of the proposed project, the strict application of the Design Guidelines would result in peculiar and practical difficulties or undue economic hardship upon the owner to develop the property.

- The HPC would also consider whether the relief of the particular hardships would not establish substantial detriment to the public good or substantially impair the intent and purpose of the Historic Preservation Ordinance. The peculiar hardship would apply to the particular land or building regardless of the owner, and the peculiar hardship is not created as a result of an act upon the part of the applicant.

HISTORIC BUILDINGS HAVE VALUE

- Cleveland’s historic buildings are known for their quality of construction and attention to detail. Many of these are approaching one hundred years of age and if properly maintained will last indefinitely. The life-span of dwellings and buildings constructed since World War II is more doubtful. Many buildings were constructed with life expectancies of only 30 to 40 years and their quality of construction may not justify their rehabilitation. The District's buildings may well have more enduring value than many built in recent decades.

- **The Centenary Avenue and Ocoee Street Historic Districts are both listed on the National Register of Historic Places. The majority of buildings in both districts are included as contributing to the district's architectural and historical character. This makes income-producing properties eligible for the 20% historic tax credit if substantially rehabilitated**. Income-producing would be buildings used for residential rental, offices, or commercial use. Properties must be remodeled in accordance with the design guidelines included in this manual and the remodeling must be coordinated with the Tennessee Historical Commission.

  By following the design guidelines, a property owner can take a 20% federal tax credit on their restoration expenditures. For example, if a property owner exceeds the adjusted basis of the property (adjusted basis is the purchase price, minus depreciation, plus capital improvements) with his or her rehabilitation expenditures, they can take a 20% tax credit against their federal taxes. If the adjusted basis of the property is $40,000 and expenditures are $40,000, then the property owner can take a tax credit of $8,000 (20% of $40,000). This $8,000 is not a reduction in your taxable income but a direct federal tax credit to the owner. Additional information on the federal tax credit is located in Appendix G.

III. CLEVELAND'S HISTORIC RESOURCES

Historical Overview

Cleveland was designated as the county seat of Bradley County on January 20, 1838. The land selected for the townsite was owned by early settler Andrew Taylor, and officials named the town Cleveland after a Revolutionary War hero. The town was platted in 1838 and a log courthouse was constructed at the southwest corner of the public square. This served the county until 1839, at which time a brick courthouse and other more permanent public buildings were constructed. Settlers quickly came to the East Tennessee town, and it had approximately 500 residents by 1840.

Cleveland's mounting prosperity was interrupted by the Civil War as many homes and buildings were destroyed. Citizens quickly moved to restore the town in the late nineteenth century, and Cleveland soon regained its former prosperity. During the 1870s and 1880s, the city experienced a boom period of industrial, commercial, and residential growth. By the late 1880s, Cleveland had a population of about 3,000 residents and had attracted several manufacturing enterprises including the Cleveland Woolen Mill, the Cleveland Stone Works, two sash and blind factories, a chair factory, two tanneries, various marble works, and a substantial grist mill. Dry goods, clothing, hardware, grocery and drug stores lined the central business district.

Cleveland's population rose steadily, and the city soon saw a need to expand. Industrial development largely occurred south of the town along with working class residential areas. Property north of the city began to emerge as a prominent residential area during the late nineteenth century. This area consisted primarily of agricultural lands, including that of P. J. Craigmiles, who had established a large farm here in the mid 1860s. Centenary College (which later became Lee College in 1918) was established in this area north of town in the mid-1880s.

The land surrounding the college was suitable for residential development with relatively level ground and property owners willing to sell. In 1886, real estate speculator J.H. Parker platted and developed a large portion of land east of Centenary College, and by July of that year thirty-five houses were under construction. West of the Academy, Centenary Avenue was constructed around 1890, and homes began to appear along the corridor by 1895. In the early 1900s John Bowman purchased a portion of the Craigmiles property extending from Centenary Avenue to Eighth Street, and from Ocoee Street to Harle Street. Bowman constructed a swimming pool and tennis courts near Eighth Street and made other improvements to the land. Around this same time, the city of Cleveland expanded its borders by annexing this area to the city.

The area north of town developed as a preferred residential district of the upper- and middle-classes. The proximity to Centenary College was a draw for many residents and several individuals associated with the academy built homes along nearby streets. Many of the city's most prominent industrial, professional and business leaders settled in this area including owners and managers of local factories, physicians, attorneys, and merchants.

By 1925, Centenary Avenue and Ocoee Street were lined with a variety of large Queen Anne and Colonial Revival style dwellings, with only a few vacant lots remaining. Between 1925 and 1930, Bowman Avenue, Milne Street, and Oak Street were laid out and dwellings quickly began to appear on these blocks. Oak Street developed first with most of its lots full by 1930, while much of Bowman Avenue was developed during the 1930s and 1940s.

Cleveland continued to develop during the late twentieth century with a diversified commercial and industrial base, and has a current population of approximately 39,000 residents. Cleveland's past has provided its residents with a unique history and character that is made evident in its historic buildings. By preserving its historic structures, Cleveland ensures that its history will remain a significant part of its present and future.

(Primary historical sources for this overview include: *Goodspeed's History of Tennessee*, "Bradley County," Nashville: Goodspeed Publishing Company, 1887, and; *Cleveland the Beautiful: A History of Cleveland, TN, 1842-1931*, Cleveland: First American National Bank, 1986.)

Cleveland's Properties on the National Register of Historic Places

The National Register is the nation's official list of properties important in the history, architectural history, archaeology, engineering, and culture of the United States. The National Register is maintained by the National Park Service, and expanded through nominations by individuals, organizations, State and local governments, and Federal agencies.

Within the city limits of Cleveland are the National Register-listed Centenary Avenue and Ocoee Street Historic Districts. The Centenary Historic District was listed on the National Register in 1993. This district is roughly bounded by 8th, Harle, 13th, and Ocoee Streets. The district contains seventy-eight contributing primary buildings and eighteen contributing outbuildings. The Ocoee Street Historic District was listed on the National Register in 1995. It contains forty contributing buildings and two contributing structures, and includes properties from 1455 to 1981 N. Ocoee Street. These two historic districts contain some of Cleveland's oldest and most notable dwellings (Map 1).

What Does National Register Listing Provide?

The National Register of Historic Places provides official recognition for the historical, architectural or archaeological value of a property. It does not restrict what property owners can or cannot do with their property, and does not protect against demolition. However, listing on the National Register does provide tax incentives for rehabilitation of income-producing properties. The following summarizes National Register designation.

The National Register:

- Identifies significant properties and districts for general planning purposes.
- Analyzes and assesses the historic character and quality of an area.
- Designates historic areas based on uniform national criteria and procedure.
- Sets district boundaries tightly, based on the actual distribution pattern of intact historic properties in the area.
- Makes available specific federal tax incentives for preservation purposes.
- Provides a limited degree of protection from the effects of federally assisted undertakings.
- Qualifies property owners for federal and state grants for preservation purposes, when funds are available.

- Does not restrict the use or disposition of property or obligate private property owners in any way.

- Does not require conformance to design guidelines or preservation standards when property is rehabilitated unless specific preservation incentives (tax credits, grants) are involved.

- Does not affect state and local government activities.

- Does not prevent the demolition of historic buildings and structures within designated areas.

The National Register and Tax Incentives for Rehabilitation

A rehabilitation tax credit is available for properties listed on the National Register if they are used for the production of income. This tax credit is 20% of the total amount expended on the rehabilitation of a property. This applies to rehabilitation for apartments, retail, offices and other income producing uses. Property owners who wish to take the tax credit must follow established guidelines for rehabilitation. These guidelines, known as the "Secretary of the Interior's Standards for Rehabilitation," are designed to provide guidance in the renovation of historic buildings in order to preserve their original architectural character (See Appendix C). The guidelines prepared for this manual are based upon these standards.

To be eligible for the 20% tax credit, buildings must be listed individually on the National Register or be contributing buildings in a historic district. To be contributing, a building's age must be within the period of the district's significance, not be extensively altered, and be determined contributing by the National Park Service. A building's contributing status and the work planned for the building must be approved through a Part One and Part Two of the Historic Preservation Certification Application. Buildings must also undergo a substantial rehabilitation which is determined by the value of the building and proposed rehabilitation.

If a property owner desires to take advantage of this tax credit, he or she should contact the Tax Certification Officer of the Tennessee Historical Commission. The office will supply the owner with application forms and offer guidance on rehabilitation issues. The staff will review the application in accordance with the Secretary of the Interior Standards and make a recommendation to the National Park Service. The National Park Service will then make the final decision concerning the proposed rehabilitation. It is best to submit plans prior to any construction or demolition work on the building.

If the rehabilitation work is certified, the property owner may then take the 20% credit on the qualified rehabilitation expenses. The tax credit may be applied to all rehabilitation costs incurred on a building such as plumbing, wiring, paint, contractor's fees, etc. Property owners must realize that the certification process should be carefully followed and correctly documented. In order to qualify, properties must be certified **before** rehabilitation begins. The condition of the property prior to rehabilitation should be well documented. Owners should consult with a tax attorney and with the Tennessee Historical Commission before beginning the certification process.

Protecting Cleveland's Historic Resources - Local District Designation

Cleveland's Historic Preservation Ordinance (2004-07) allows the Historic Preservation Commission (HPC) to designate properties within the city as local historic or preservation districts. This designation is based upon criteria outlined within the ordinance. This criteria allows the designation of properties which have particular architectural or historical significance in the city's history. The city's most notable historic residential properties are located primarily north of the downtown commercial district. This area developed in the late nineteenth century around Centenary College, and it evolved during the early twentieth century as the city's preferred residential area. Within this area are the National Register-listed Centenary Avenue and Ocoee Street Historic Districts which combined contains approximately 475 buildings (Map 1). This area was designated as a local historic district in 2005 and additional areas may be considered for similar overlays in the future.

How are Local Districts Designated?

The Historic Preservation Commission (HPC) has the power to recommend historic properties and preservation districts. While the HPC may make such a recommendation, final approval of individual landmarks and local preservation districts rests with the City Council. A resource or resources may be nominated by the HPC, an organization interested in historic preservation, or by an owner. The HPC can then hold a public hearing in the proposed preservation district, landmark or landmark site. Property owners can then voice their support or objections to such designation. Local preservation districts are generally only approved if there is clear support by a majority of property owners.

What does Local Designation and Design Review Districts Provide?

- Protects a community's significant historic properties and areas through a design review process.
- Protects the historic character and quality of the district with specific design controls.
- Designates historic areas on the basis of local criteria and local and local procedures.
- Sets district boundaries based on the distribution pattern of historic resources plus other preservation and community planning considerations.
- Does not restrict the use to which property is put in the district or require property owners to make improvements to their property.
- Requires local HPC review and approval, based on conformance to local design guidelines, before a building permit is issued for any "material changes" in appearance to the district.
- Does not affect federal, state or local government activities.
- Provides for review of proposed demolitions within designated areas; may prevent or delay proposed demolitions for specific time periods to allow for preservation alternatives.

The creation of locally designated districts empowers the HPC to review proposed work within the boundaries of the district. This includes a review of actions requiring building permits such as exterior rehabilitation and new construction, as well as actions not requiring building permits such as installation of fences and satellite dishes. Property owners must have their plans approved and receive a Certificate of Appropriateness (COA) from the HPC prior to initiating work. Projects within locally designated districts undertaken by city and state governmental agencies will also require review by the HPC.

Map 1: The red line outlines the boundary of Cleveland's locally designated historic district. Also shown in green is the boundary of the Centenary Avenue National Register Historic District. The purple shading shows the boundary of the Ocoee Street National Register Historic District.

IV. PROTECTING CLEVELAND'S HISTORIC RESOURCES - THE DESIGN REVIEW PROCESS

How Does the Certificate of Appropriateness Process Work?

If a building is in a designated district or is a local landmark, and a property owner wants to make any changes to the exterior of the property, the owner must obtain a Certificate of Appropriateness and a building permit where applicable. A Certificate of Appropriateness (COA) is a form issued to ensure that the exterior work planned for a building's rehabilitation or new construction meets the criteria of the design guidelines. A building permit is a separate form and type of review which ensures the structural soundness and safety of the building. The COA needs to be obtained in addition to the regular building permit and in some cases where a building permit is not required. A representative example of a COA is located in Appendix B.

Step One - Does Your Work Require a COA?

Within an Historic District or for a Local Landmark, a COA is generally required for the following:

- Any construction, alteration, demolition, or removal within a locally designated district or to a landmark structure which requires a building or demolition permit such as construction of any additions to buildings, demolishing buildings, or moving buildings.

- Construction, alteration, demolition, or removal of structure(s) or appurtenances, any of which affect the exterior architectural appearance of a property within a locally designated district or to a landmark structure, but not requiring a building permit.

COAs are not required for:

- Routine maintenance and minor projects (replacing sections of wood siding or trim with similar materials, re-roofing with the same materials, etc);
- Exterior paint colors;
- Installation of plant material, or;
- Interior changes.

Approvals may be granted for actions that are considered to be routine maintenance or minor projects. Such approvals may be granted by the HPC designated staff either after discussing the project with the applicant in person or via telephone. Actions that meet these criteria include painting, replacing roof shingles to match the existing, replacing gutters to match the existing, and minor repairs and maintenance to any part of a building when there is no change in appearance. The designated HPC staff will mail the applicant a COA which must be displayed on the property while work is proceeding. A list of projects meeting the criteria of Routine Maintenance and Minor Projects is located in Appendix H.

Step Two - Complete a COA Application

Obtain a COA <u>prior</u> to beginning the work.

Any area that is designated as a local historic district means that an additional approval, beyond the normal Building Permit, is required for most exterior changes within the district boundaries. Approvals are granted by the HPC through the issuance of a COA. A chart is included in the appendix that shows the types of work which would typically require a COA as well as those that require building permits (Appendix A).

The HPC will make their decisions on COA applications based on the design guidelines in this manual. The guidelines are standards for the HPC to use in determining the architectural compatibility of proposed changes. They also guide property owners on rehabilitation and appropriate new construction to assist in planning and designing their projects or other improvements. COA applications are available from the Community Development Department at 185 Second Street N.E., Suite 1, during regular business hours.

Required documentation for a COA should include:

- For **new construction (including garages) or extensive renovation**, a complete set of plans and specifications are required for the project. Plans shall be drawn to scale and shall include a site plan showing all existing and proposed improvements. Specifications and/or samples of exterior materials need to be provided such as siding, roofing, doors, windows, and ornamentation. Photographs are also needed of the lot and any existing buildings on the lot or adjoining lots;

- For **rehabilitation or repair**, detailed drawings are required of proposed modifications to the structure. Photographs of the existing building are required along with specifications and/or samples of exterior materials (such as siding, roofing, doors, windows, and ornamentation);

- For **paint removal**, a description is needed of the proposed methods for paint removal from the building material;

- For **fences**, scale drawings and a plat of the lot are required which show the proposed location of the fence, height, style, material, thickness or spacing and what the fence will look like. Photographs of the property on which the fence is proposed and a plat of survey are also needed;

- For **signs**, scale drawings of the sign are required to show the size of the sign and its lettering. Drawings or photographs are also needed showing the sign location on the building or site. Color samples should also be submitted;

- For **parking areas, driveways, or parking lots**, a plat of survey is required that shows the location and layout of the parking lot and landscaping. The drawings shall clearly indicate the dimensions of the parking stall(s) drive aisles, and setbacks.

- For **demolition**, photographs of the building proposed for demolition are required along with a statement describing the reasons for demolition and proposed use of the site.

Step Three - Submit the COA Application and Meet With City Staff

Once a property owner has completed a COA application form, a meeting with the designated HPC staff member at the Community Development Department is recommended prior to presenting the COA to the HPC. The HPC staff member will meet with you to discuss your project, answer questions, and advise you on whether or not your plans meet the design guidelines. If there is a conflict between your plans and the guidelines, the staff can offer advice on how to modify them to meet the guidelines. If the work requires review by the HPC, the application will be scheduled for the next regular meeting of the HPC. The HPC meets as needed and at least once every three months. Meetings are generally held on the second Tuesday of the month at 6:00 P.M. Applications for COA's shall be accompanied by a fee of fifty ($50) dollars payable to the City of Cleveland, Tennessee.

Applications for a COA shall be considered by the HPC within thirty (30) calendar days of the submittal.

- The HPC shall have the right to conditional approval after providing guidance to the applicant of changes needed to the COA.

- Either at the meeting or within not more that fifteen (15) days after the hearing on an application, the HPC shall act upon it, either approving, denying, or deferring action until the next meeting of the HPC.

- Upon approval, the HPC staff issues the COA which includes a list of approved work.

- If a COA is denied to a property owner or if the property owner feels that the requirements are unsatisfactory, he or she may work with the HPC and staff to amend a project so that it meets the guidelines. The HPC and the staff are available as a resource to residents for advice on appropriate designs and available products.

- If a COA is denied to a property owner, the HPC will consider economic hardship and other factors that may affect an owner's ability to undertake and complete rehabilitation or other work considered. Economic hardship, caused by unusual and compelling circumstances, is based on one or more of the following:

    - The property cannot reasonably be maintained in the manner dictated by the ordinance;
    - There are no other reasonable means of saving the property from deterioration or collapse, or;
    - The property is owned by a nonprofit organization and it is not feasible financially or physically to achieve the charitable purposes of the organization while maintaining the property appropriately.

- Appeals of HPC decisions may be made to the Courts of Tennessee pursuant to the Tennessee Code of Laws.

Remember to Follow Other Requirements and Coordinate Your Work For Existing Historical and New Construction

In addition to the HPC's design review, property owners also need to follow requirements set forth in the city's zoning ordinance and building codes. There are standard building codes which will need to be followed by property owners or contractors. The City's Community Development Department can provide information on overall zoning and building code requirements. There may also be properties that need to meet provisions of the Americans with Disabilities Act (ADA). These provisions outline methods to access buildings such as handicapped ramps.

Step Four - Obtain a Building Permit

Building permits (if required) are available at the Community Development Department at 185 Second Street N.E., Suite 1, during regular business hours. Building permits must be posted at the job site.

Step Five - Begin Work

If your plans change while work is in progress, contact the designated HPC staff **BEFORE** undertaking a change or deviation from the COA. Work undertaken contrary to original approval in a COA or beyond the scope of the COA requires approval from the HPC or staff. If a violation is discovered or reported to the staff, the following steps may be taken:

- The Building Inspector's Office may issue a Stop Work Order. At this point the property owner should obtain COA approval of the work from the HPC. If the work does not meet the design guidelines, the HPC may require that the work be redone.

- If the property owner does not respond to the Stop Work Order, the Building Inspector's Office may issue a citation for violating the ordinance. This will outline deadlines for responding. If the property owner still does not respond, the Building Inspector's Office may issue a citation to appear in court.

Any person violating any provision of the COA approval process shall be guilty of a misdemeanor, and upon conviction shall be fined not less than two dollars ($2.00) or more than fifty ($50) per offense with each day the violation continues constituting a separate offense.

V. BUILDING FORMS AND DISTRICT CHARACTER

Cleveland contains an impressive collection of late 19th and early 20th century architectural styles. The oldest dwellings in the city are located within the boundaries of the Centenary Avenue and Ocoee Street Historic Districts, and these streets are lined with Queen Anne and Colonial Revival style dwellings. During the 1920s many of the remaining lots along these and adjacent streets were developed with dwellings reflecting the Craftsman/Bungalow and Tudor Revival styles. These styles dominated building construction in the neighborhood until World War II.

The growth and development of Cleveland coincided with changing technology in building construction and the rise in mail-order houses. By the late 19th century houses were of balloon frame rather than timber frame construction. Balloon frame houses were built of studs and joists nailed together in much the same fashion as we build today. Balloon framing allowed for rapid and economical construction of dwellings and also afforded building designers greater flexibility in house forms and plans. Asymmetrical house forms such as Queen Anne designs were quite popular after 1880 and these represent some of the earliest homes built in Cleveland. An excellent example of the Queen Anne style is the house at 1665 N. Ocoee Street.

By 1910, the asymmetrical Queen Anne style and associated styles dropped out of popularity and revival styles began to dominate house design. One of the most common of these was the Colonial Revival style which marked a return back to the influences of Colonial America. Colonial Revival style homes were generally rectangular or square in plan and featured porch columns and detailing reflective of classical designs. A representative example of this house form is the dwelling at 443 Centenary Avenue. A common variation of this style is known as the "American Foursquare." These are box shaped, two-story dwellings featuring porches with classical columns.

The predominant house styles after 1910 in the city were the Bungalow and Craftsman styles. These residences followed designs popularized by pattern books and mail order companies such as Sears and Roebuck, and the Alladin Company. These dwellings are generally one-story in height, with low pitched gable roofs, and large front porches with tapered wood columns resting on brick piers. They also often feature extended rafters, purlins and brackets. Examples of Bungalows in Cleveland's historic district include the dwellings at 1033 and 1873 Harle Avenue. .

With the onset of the Depression, house construction declined significantly across America and few dwellings were built in Cleveland during these years. Houses built in the 1930s and early 1940s tended to reflect simplified versions of the Tudor Revival and Colonial Revival styles. House construction boomed once again after World War II with the Ranch and Split Level house forms popular from the late 1940s to the 1960s. Dwellings in these designs were built on vacant lots in the neighborhood or replaced original homes. Changing technology in building materials also impacted houses in Cleveland through the use of artificial siding such as aluminum and vinyl. Efforts to "modernize" older homes with these materials and other alterations frequently resulted in a loss of original character and architectural design.

HOUSE FORMS - QUEEN ANNE, ca. 1880 - ca. 1910

The Queen Anne style was popularized in the late 19th century and featured an asymmetrical floor plan and extensive exterior detailing. This style is generally two-stories in height and often features corner towers, turrets, or projecting bays. Exterior wall surfaces are often varied with mixtures of brick, wood, stone, and wood shingles. Large wraparound porches with milled columns and balusters are usually present on the main facade. Windows are one-over-one sash or of small multi-light design. Roofs may have slate or metal standing seam surfaces. Brackets or decorative vergeboard are often found in the gables.

Queen Anne style dwelling at 1665 N. Ocoee Street.

HOUSE FORMS – COLONIAL REVIVAL, ca. 1900 - ca. 1930

The Colonial Revival style was one of the most popular architectural styles of the early 20th century. During the 1890s, there was a renewed interest in the architectural forms of Colonial America. These dwellings were built with symmetrical floor plans and with classically detailed formal porches. Common characteristics are columns and pilasters in Doric, Ionic, Corinthian, and Tuscan orders, eave dentils and pedimented windows and doors. Dwellings in this style were constructed both of brick and frame and are generally one- and one-half to two-stories in height.

Colonial Revival style dwelling at 443 Centenary Avenue.

HOUSE FORMS – BUNGALOW/CRAFTSMAN STYLE, ca. 1910 - 1940

The Bungalow or Craftsman style was the most common architectural style in America during the early 20th century. The Bungalow style is characterized by square plans with low-pitch gable or hipped roofs, often with shed dormers. Windows are double hung-sash with three or more vertical lights in the top sash and a single-light bottom sash. Bungalow dwellings have large broad porches which usually extend across the front facade and are supported by tapered columns resting on stone, frame or brick piers. In contrast to the vertical emphasis in Victorian styles, Bungalow dwellings emphasized the horizontal, with wide windows and wide roof eaves. In many examples, rafter ends and knee braces are visible below the eaves. The popularity of the Bungalow style corresponded with the continued growth and development of Cleveland and many dwellings reflect this style.

The dwelling at 1033 Harle Avenue is a representative example of the Bungalow style.

HOUSE FORMS - TUDOR REVIVAL, ca. 1910 - 1940

Although less popular than Bungalows, the Tudor Revival style was also built in Cleveland. These dwellings are based upon medieval house forms of England and were popular in America from 1915 to 1940. These house forms have high pitched gable roofs, multiple gables on the main facade, and are generally of brick and stucco construction. Doors are often set within rounded or Tudor arches while windows often have multiple lights in the upper and lower sashes. In gable fields stucco and wood are often combined to create the appearance of half-timbering.

Tudor Revival style dwelling at 673 Spring Street.

HOUSE FORMS – MINIMAL TRADITIONAL, ca. 1935-ca. 1955

Minimal Traditional houses were built from ca. 1935 to the mid-1950s. These are houses which reflect the Colonial Revival and Tudor Revival styles in their overall forms and designs but have limited decorative detailing. The exteriors are generally of weatherboard, brick veneer, or asbestos shingles. Windows are often sash units similar to those in Colonial Revival style dwellings. These dwellings are distinguished by their simplicity and lack of ornamentation.

Minimal Traditional design at 833 Highland Avenue.

VI. RESIDENTIAL DESIGN REVIEW GUIDELINES

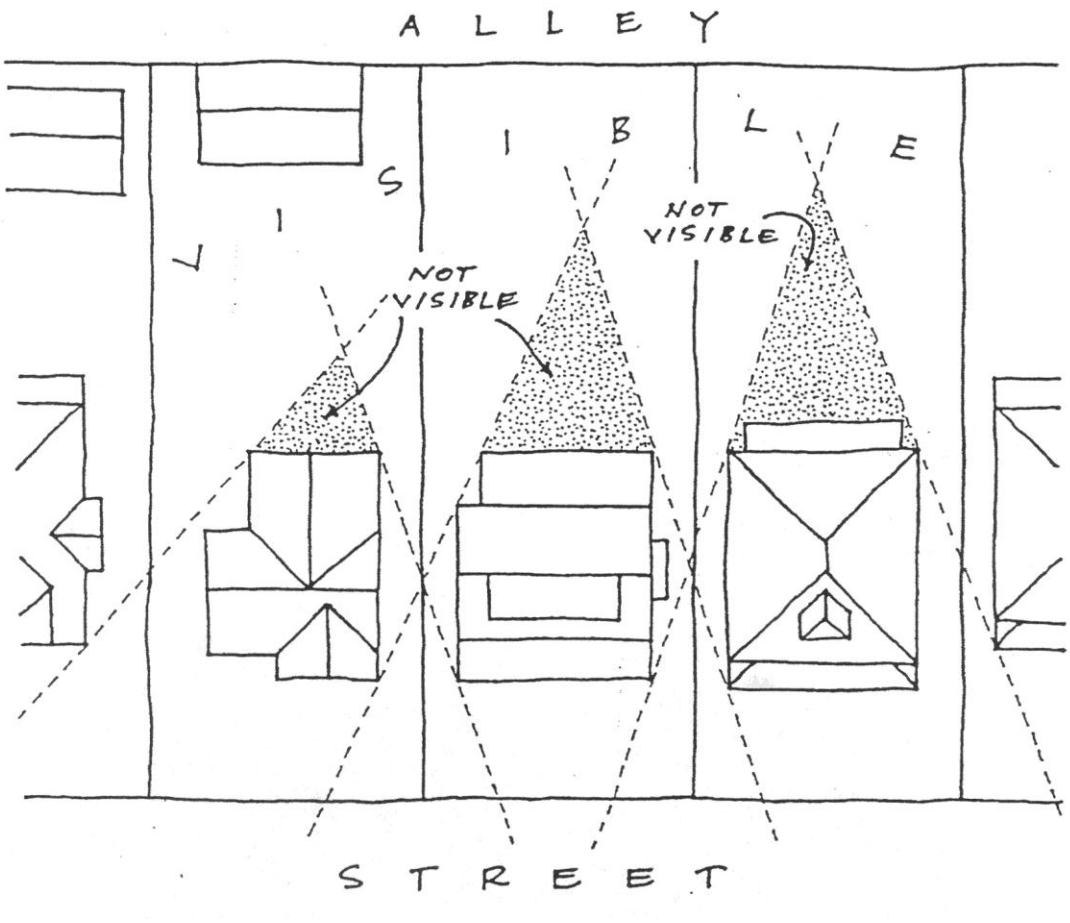
OVERALL APPROACH AND FORMAT

The main approach in design review guidelines is the emphasis on preservation over complete remodeling. This view is illustrated through the use of terms such as *repair, retain, maintain*, and *protect*. It is better to *repair* original materials rather than replace them; *retain* original features rather than replace them; *maintain* original features; and *protect* an area from incompatible new construction.

The manual's design guidelines follow the guidelines set forth by the National Park Service. Known as the **"Secretary of the Interior's Standards for Rehabilitation,"** these guidelines are used throughout the country by the majority of America's boards and preservation commissions as a basis for local design review guidelines and for projects utilizing federal funds or tax credits. The Standards were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations. They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction. The **"Secretary of the Interior's Standards for Rehabilitation,"** is found in Appendix C of this manual.

This manual lists design guidelines for residential properties. The guidelines appear in alphabetical order. Included is information on common rehabilitation questions, recommendations for maintaining the site and setting of historic areas and guidance for new construction. Illustrated descriptions of the architectural details in Cleveland are included to familiarize property owners with typical features and characteristics. At the end of the guideline section are appendices that have a sample Certificate of Appropriateness, definitions of terms, and suggested bibliography.

The design guidelines are primarily concerned with the fronts and readily visible sides of buildings. Most often the public views buildings from the street or sidewalk. The fronts of buildings also contain the most defining features of the property such as porches, main entrances, and decorative details. **The rears of buildings are usually reviewed with more flexibility since they are generally not readily visible due to the building's placement on the lot or screening by landscaping or fences**. Construction at the rears of buildings is best when additional living space is required. Property owners are encouraged to refer to the guidelines when planning or designing new construction projects, planning exterior rehabilitations, and completing everyday maintenance. When areas are designated as local historic districts, the guidelines must be followed in order to receive a COA. For non-historic buildings (properties that are less than fifty years of age or that have been substantially altered), the HPC may apply the guidelines with more flexibility than for historic buildings. In reviewing work affecting non-historic buildings, the HPC's approach is to maintain or enhance their relationship and compatibility with adjacent historic buildings and streetscapes.



Areas which are not readily visible from the street will be reviewed with greater flexibility than front or side facades.

1. ADDITIONS (New Rooms)

Buildings must be able to adapt to the needs of each generation of occupants and this may include adding additional living space. In planning additions the best approach is to site additions where they will not be visible from the street, or where they will have the least effect on the building's overall form and plan. The rear of buildings are the best locations for the addition of rooms, wings, porches, or decks.

A. should be located at the rear of buildings, not on the front or visible areas of the sides of buildings.

B. should be secondary (smaller and simpler) than the original building in scale, design, and placement.

C. should be of a compatible design in keeping with the original building's design, roof shape, materials, color, and location of window, door, and cornice heights, etc.

D. should not imitate an earlier historic style or architectural period. For example, a Victorian-era Queen Anne style rear porch addition would not be appropriate for a 1920s Craftsman/Bungalow house.

E. should appear distinguishable from the historic building, not an exact copy of it. Additions should be contemporary in design but compatible with the original building.

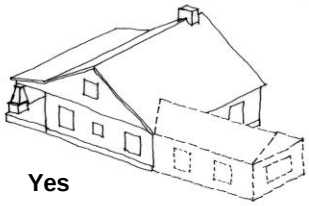
F. should be built in a manner that avoids extensive removal or loss of historic materials and which does not damage or destroy the main architectural features of the building.

G. should keep the exterior walls of the original building alone and use existing door and window openings for connecting the addition to the building.

H. should not be made through framing or glassing in the front porch or a prominent side porch.

I. should not be made through the addition of a new story at the roof of a house.

J. should be of materials compatible with the historic fabric of the house. The use of materials such as hardiplank or masonite is appropriate. Synthetic sidings such as vinyl or aluminum are discouraged but may be used for exterior materials if not visible from the street.



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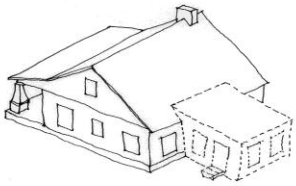

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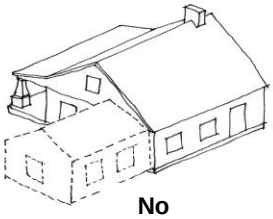
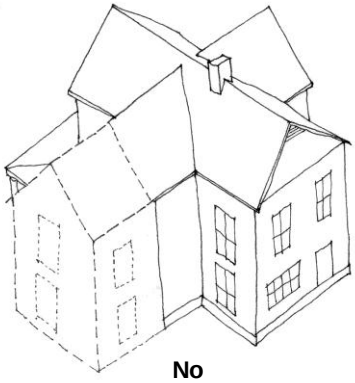


No

Rear additions are more appropriate than side additions.



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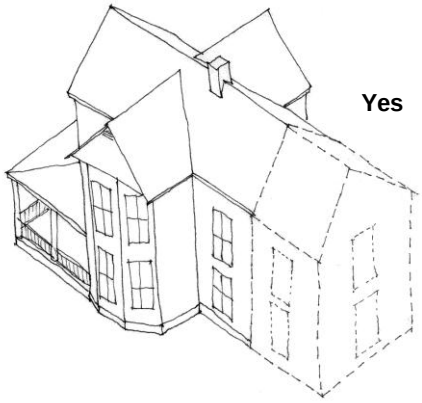

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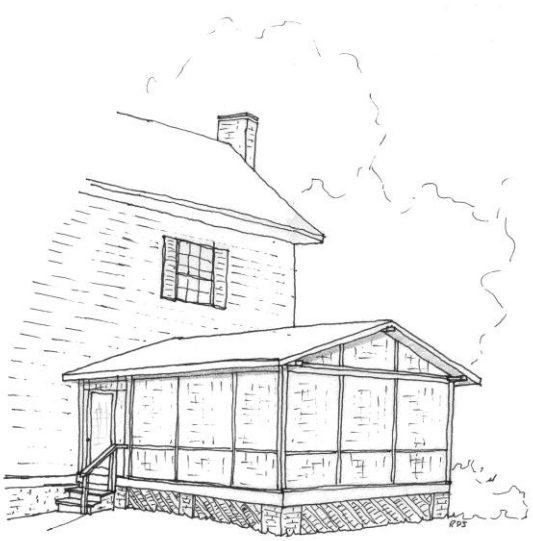


Appropriate size and scale for rear porch.

Appropriate size and scale for rear additions.

2. ARCHITECTURAL DETAILS AND FEATURES

Architectural detailing is a major component in defining a building's character and style. Original architectural detailing should be preserved and maintained. If the details need to be replaced, the new materials should match the original as closely as possible.

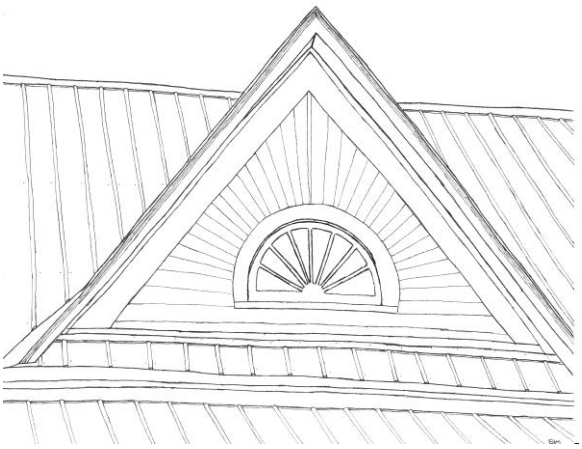
(Gingerbread, vergeboards, eaves, brackets, dentils, cornices, moldings, trimwork, shingles, columns, pilasters, balusters, or any decorative or character-defining features)

A. should not be removed or changed if original to the building.

B. should not be added unless original and authentic to the building and accurately based on physical, pictorial, or historical evidence (not guesswork) in materials, scale, location, proportions, form, and detailing.

C. should be repaired rather than replaced.

D. should not be covered with vinyl or aluminum or other artificial siding.



Gable details should not be removed or concealed (1965 Harle Avenue).

Preserve and maintain original architectural features (1455 N. Ocoee Street).

3. AWNINGS

Canvas awnings for windows and porches were common features of buildings in the early 20th century. With the widespread use of air conditioning after World War II, the use of awnings declined. In recent years the use of awnings has increased because they are attractive and save energy costs. Canvas and similar material awnings are appropriate for many Cleveland dwellings.

A. may be added on buildings at traditional locations such as over windows and doors and attached to porches.

B. should be of canvas, vinyl-coated, or acrylic material.

C. should not cover or conceal significant architectural details.

D. should be of colors to blend with the building.

E. should be made to fit the opening. Rectangular window and door openings should have straight across shed type awnings, not bubble or curved forms. Awnings over windows with rounded or oval shapes should have curved awnings to match the opening.

Canvas awnings are appropriate for doors and windows.

4. BRICKWORK AND MORTAR

Many of Cleveland's buildings are of brick or brick veneer construction. Brick can last for hundreds of years if it is well maintained. The key to brick and mortar preservation is to keep out water and continue to use a soft mortar when repair is needed. Abrasive cleaning such as sandblasting erodes the skin of the brick and can cause water to get inside. The use of hard mortars like Portland cement can cause the brick to crack and break when it can't expand and contract with the hot and cold weather. Low pressure cleaning like using a garden hose and the use of soft mortar mixes are best for Cleveland's brick buildings.

A. materials original to the building should be preserved and maintained.

B. should never be sandblasted or subjected to any kind of abrasive cleaning.

C. should never be cleaned with high pressure water which exceeds 600 pounds per square inch.

D. should be cleaned with detergent cleansers if needed. If brick walls have bad stains or you want to take the paint off use chemical stain and paint removers. Chemical cleaning can be tricky and messy so you may want to call professionals for these kind of jobs. If chemical cleaners or paint removers are used on brick, always conduct a small test patch first on an inconspicuous part of the building to determine the effects of the chemicals.

E. should be cleaned only when necessary to remove bad stains or paint build up. If there are only a few small stains or a little dirt on the walls it may be best to leave it alone. You don't want to put water or chemicals into your brick walls if you can help it.

F. water-repellent coatings should not be added unless repairs have failed to stop water getting into your brick.

G. should not be covered with silicone-based water sealants. Water sealants can have the affect of trapping water on the interior of the building and that can damage your inside walls.

H. which has never been painted should not be painted unless the brick and mortar is extremely mismatched from earlier repairs or patching. Previously sandblasted brick or brick which is in poor condition may be painted to provide a sealing coat.

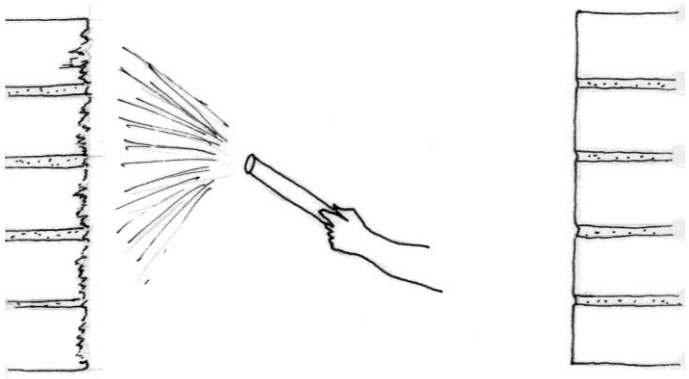
I. should not be stuccoed.

J. repairs should be done carefully to match the original brickwork and mortar, using hand tools, not electric power saws, to remove mortar.

K. repointing (fixing the mortar between the bricks) should match the original brick and mortar regarding width, depth, color, raking profile, composition, and texture.

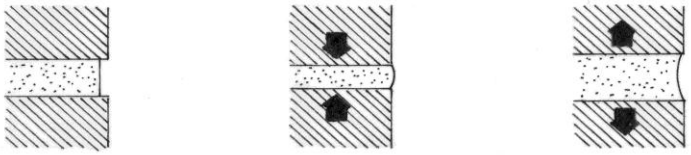
L. repointing should never be done with Portland cement or other hard mortars but with soft mortars to match the original composition. If the original composition can't be determined, use a historic compound such as one part lime and two parts sand.

M. features that are missing may be replaced with other brick to match. Salvage companies may have molded or decorative bricks to match those missing on a building.



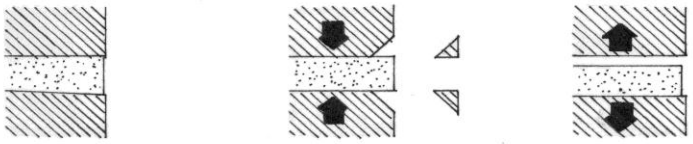
Abrasive cleaning such as sandblasting can harm brick buildings.

Yes



Replacement mortar should allow the brick to expand and contract.

No



Hard mortars can cause spalling and cracking.

5. CHIMNEYS

Chimneys often feature decorative brickwork or designs that contribute to a building's architectural character. For some Tudor Revival and Craftsman/Bungalow dwellings, chimneys on the front of the house are important to its style. Chimneys should be maintained and preserved in accordance with the brick and mortar guidelines.

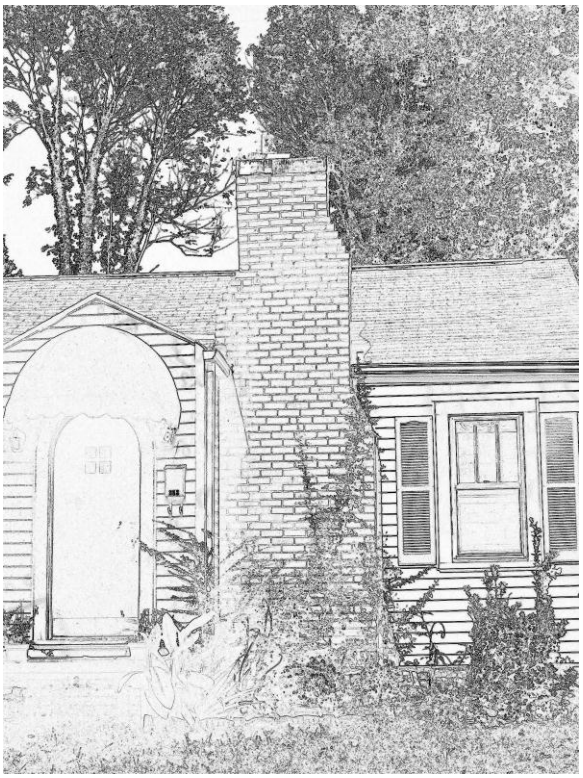
A. should not be removed or altered if original.

B. should be repointed and cleaned according to masonry guidelines to match original materials, colors, shape, and brick pattern. If chimneys have been extensively repointed resulting in mismatched colors and textures, painting the chimney dark red or brown is appropriate.

C. should match their original design if they have to be rebuilt due to becoming unstable or if they are falling down.

D. should have clay, slate, or stone caps. Stay away from the metal caps unless they fit right in the top of the chimney and are not easily seen.

E. should not be covered with stucco or other veneers.



Chimneys are often a defining feature of a house and should be preserved and maintained (853 Highland Avenue).

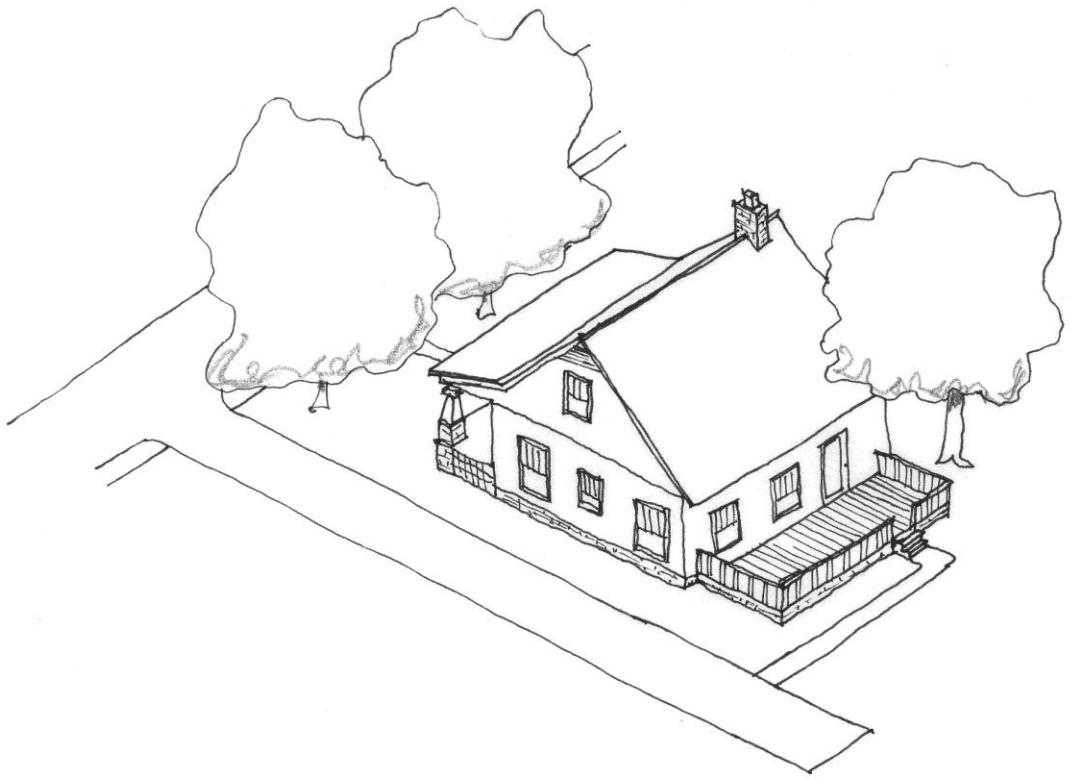
6. DECKS

Outdoor wood decks are popular additions and can usually work well with older buildings. As in the case of adding rooms, wood decks should be only built at the rear of buildings. Decks on the sides of buildings are also fine if they are not visible from the street.

A. should be located at the rear of buildings. If built on the side of a building the deck should be screened from street view with fencing and/or native evergreen plants and shrubs.

B. should be stained or painted to match or blend with the colors of the building if visible from a street view.

C. should be simple rather than ornate in design. If visible from the street, wood decks are recommended to have square wood balusters set no more than three inches apart. Balusters should be no more than 2" in width and depth.



Decks at the rear of dwellings are appropriate.

7. DEMOLITION

Demolition is forever, and once a building is gone it takes away another piece of the city's character. Demolition of a historic building that has most of its original design and features should only be an action of last resort. For a locally designated building or building within a district, the HPC can deny demolition while it seeks solutions for preservation and rehabilitation.

A. of any original feature or part of a historic building should be avoided.

B. of a building which contributes to the historic or architectural significance of a locally designated district should not occur, unless:

1. public safety and welfare requires the removal of the building or structure;

2. if a building has lost its architectural and historical value and its removal will improve the appearance of the neighborhood;

3. if a building does not contribute to the historical or architectural character and importance of the district and its removal will improve the appearance of the neighborhood; or

4. if the denial of the demolition will result in a substantial hardship on the applicant as determined by the City's Historic Preservation Ordinance.

C. of pre-1955 secondary buildings (garages, etc.) may be appropriate if substantially deteriorated (requiring 50% or more replacement of exterior siding, roof rafters, surface materials, and structural members).

8. DOORS AND ENTRANCES

Doors and door surrounds are important features in defining the style and character of a building. Original doors should be preserved and maintained and original features should be repaired rather than replaced.

A. and/or their surrounds, sidelights, transoms, and detailing should not be removed or altered.

B. new doors should not replace historic doors at the front entrance or at side entrances which are visible from the street.

C. of historic designs that are missing should be replaced with new doors appropriate for the style and period of the building. In replacing missing original doors, replacement doors should be similar in design to the original in style, materials, glazing (glass area) and lights (pane configuration). If the original design is unknown, a secondary entrance may contain an original door which can be moved to the main entrance. Salvage companies may also have historic doors available.

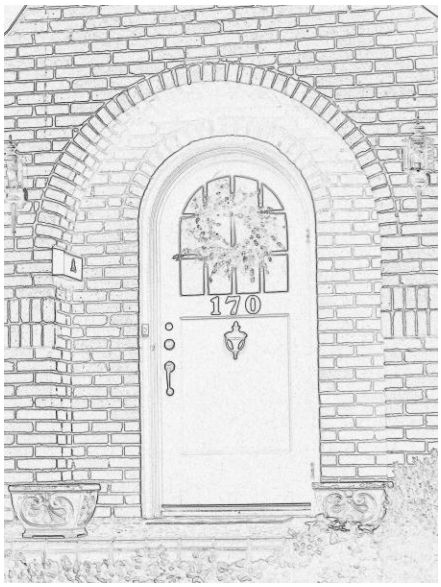
D. of solid six-panel or flush wood or steel design should be used only for rear entrances or side entrances which are not visible from the street.

E. of "decorator" designs available from wholesale hardware stores usually don't work for front entrances. These doors are not similar enough to the historic door designs of most historic dwellings. Doors with fake leaded glass inset designs also don't work for front entrances. For Craftsman/Bungalow dwellings, fifteen-light wood doors are readily available from wholesale stores and are acceptable for front entrances.

F. if doors are introduced where none existed originally, they should be added at the rear or side facades of buildings where not visible.

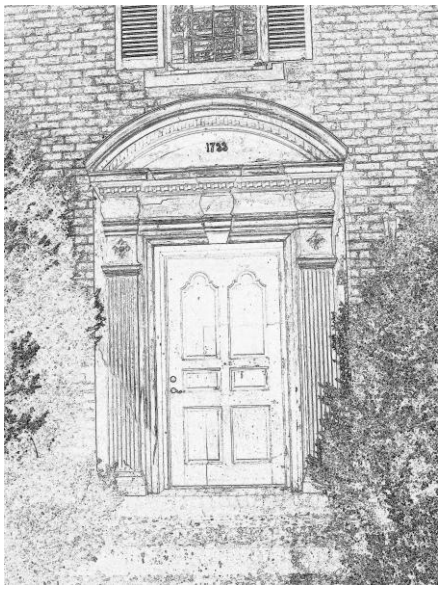
Original Bungalow door at 430 Centenary Avenue.

Colonial Revival door at 2043 Harle Avenue.



Tudor Revival style door at 170 NW 8th Street.

Queen Anne style door found at 1243 N. Ocoee Street.



Colonial Revival style door at 1733 N. Ocoee Street.

9. DRIVEWAYS, PARKING AREAS AND PAVING

Access to the buildings in Cleveland's historic residential areas is generally via driveways from the street. The popularity of the Craftsman/Bungalow style coincided with the rise in automobile ownership and many of these dwellings have side lot driveways and original garages. Historic driveway materials such as concrete should be preserved and new driveways should be designed with traditional materials and placement.

A. and their original designs, materials, and placement should be preserved.

B. that are new, should be located at the rear or recessed side of the house.

C. in the front or side yards should be of gravel (white or pea gravel), concrete, or concrete tracks (narrow strips). Blacktop or asphalt driveways may be approved but this material is not traditional to the neighborhood and should be avoided.

D. should have their parking areas located in the rear yard nearer the alley rather than the building, and be screened with hedges, shrubs, or fences where noticeable from the street.

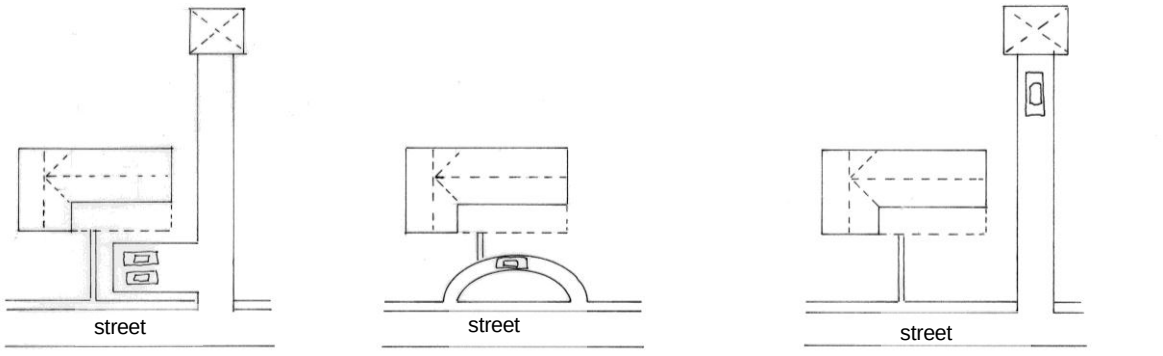
E. of semi-circular design should not be sited in front yards.

F. requiring new curb cuts to access driveways and parking lots should be kept to a minimum. The addition of curb cuts usually results in the removal of historic sidewalk materials, curbs, and retaining walls.

G for commercially-used houses, churches, apartment buildings, or schools should be located in rear yards if possible, but when necessary in a side yard, should be located no closer than the front wall of the structure.

H. on vacant lots between buildings should align edge screening with front facades of adjacent buildings.

I. on corner lots should have edge screening on both the primary and secondary street.

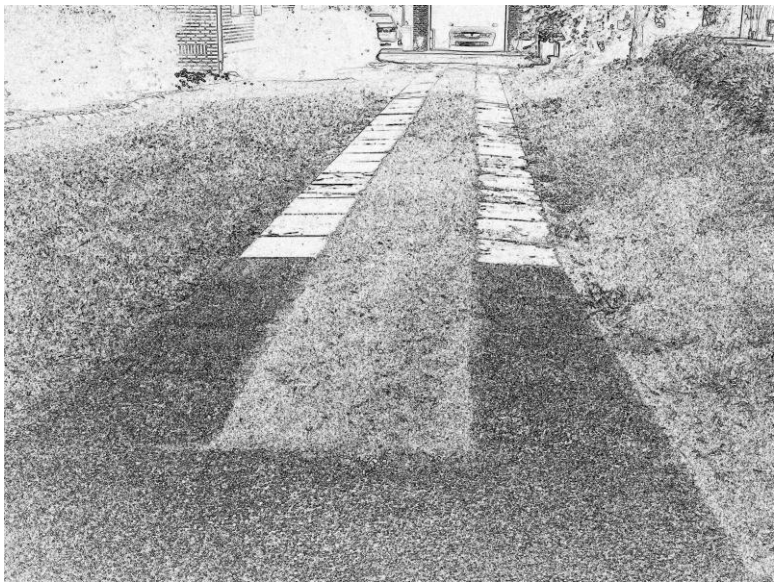


No **No** **Yes**

Traditional paving materials for driveways include gravel and concrete, which are more appropriate materials than aggregate or asphalt. Textured concrete designed to look like brick pavers is also an appropriate material. The use of appropriate materials such as gravel and concrete are recommended.

J. should be gravel or smooth concrete instead of asphalt or aggregate for houses.

K. of concrete "ribbons" or narrow tracks are traditional for driveways leading from the street and is encouraged for new driveway designs.



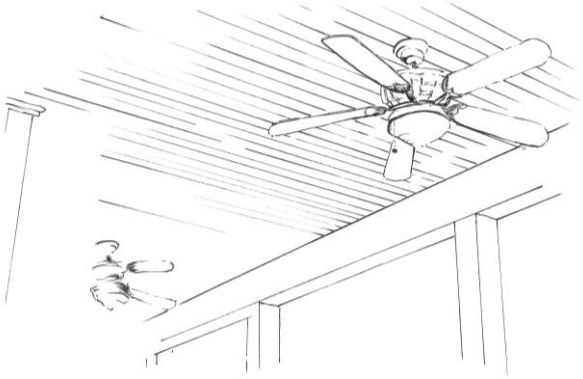
Preserve and maintain original concrete driveways especially "ribbon" designs such as in the 300 block of Centenary Street.

10. FANS

Although not common, ceiling fans were sometimes added to front and side porches to assist in air circulation. New ceiling fans are appropriate for dwellings in Cleveland's historic neighborhoods.

A. mounted on ceilings of porches are appropriate.

B. exterior fans should be simple in design and be mounted flush with the ceiling.



Appropriate ceiling fan for porches.

11. FENCES

Fences were sometimes used in Cleveland to separate lots and outline front yards. Fences were typically constructed of wood, cast iron, brick, stone, or wire. In recent decades chain link fences have been popular. Historic (pre-1955) fences should be preserved and maintained. The construction of new fences based upon historic designs and materials is also appropriate.

A. of cast iron, stone, metal (wire) or brick that are original to the building (or built before 1955) should be preserved, or if missing, may be reconstructed based on physical or pictorial evidence.

B. of cast iron may be added to buildings constructed in the late 19th and early 20th century. Cast iron fences are not appropriate for Bungalow/Craftsman style dwellings or for other designs built after 1920.

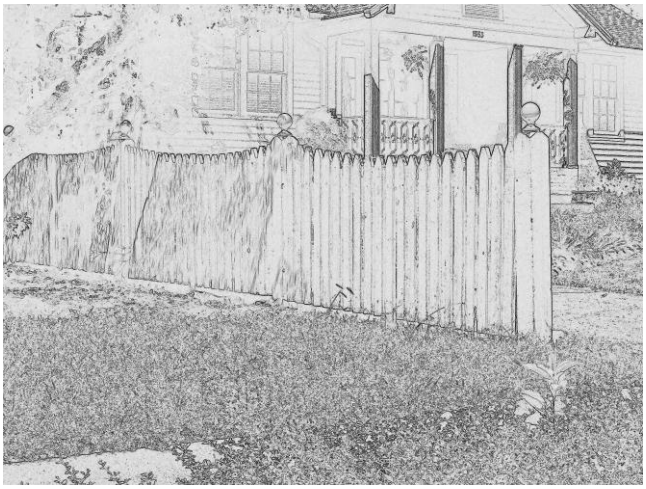
C. of wood pickets are fine for front or rear yards, generally following property lines, and should be painted or stained light, pale white or beige tones. Wood fences should be no taller than three feet, have pickets no wider than four inches and set no farther apart than three inches. Wire fences should also not be more than three feet tall.

D. of wood boards for privacy should be located in rear yards and generally be no taller than six feet (most pre-fabricated wood fence sections are 8' wide by 6' high). Privacy fences of this height should be at least half-way back from the front to the back walls on the side of the house. Privacy fences of flat boards in a single row are preferred to shadowbox (alternating boards) designs. Fences with flat tops, "dog ear", or Gothic (pointed tops) designs are all acceptable. "Stockade" designs are discouraged. Fences should be stained or painted to blend with the dwelling or building.

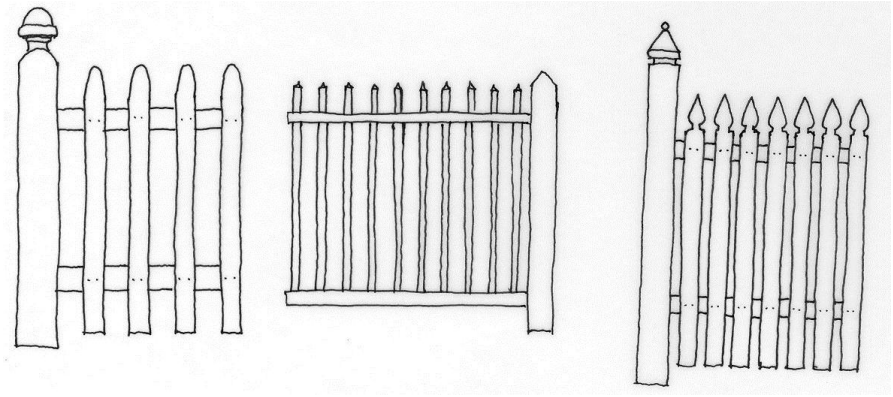
E. of free-standing brick or concrete walls are not appropriate in front yards but are acceptable at rear yards and side yards not visible from the street. Fences of synthetic materials such as vinyl are discouraged for front yards but may be approved if they meet the size and placement criteria for wood fences.

F. of chain link are not appropriate for front yards. Chain link is not an historic fence material and wood picket fences or wire fences are much better. Chain link fences are acceptable in rear yards or side yards where not visible from the street. The painting of visible sections of chain link fences in dark green or black colors is recommended. Plastic coatings for chain link fences in green and black colors are also available and are recommended. The screening of chain link fences with hedge, ivy, or other creeping cover is also encouraged.

G. of split or horizontal rails, and of railroad ties or timbers, whether freestanding or as retaining walls, are not appropriate for front yards but may be added at rear yards or non visible side yards.

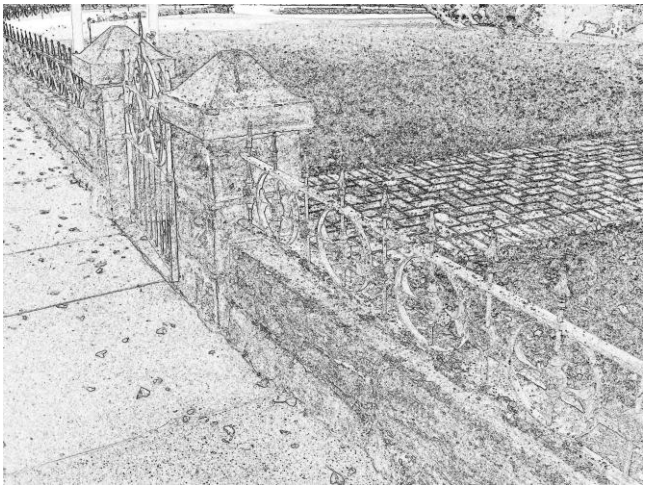


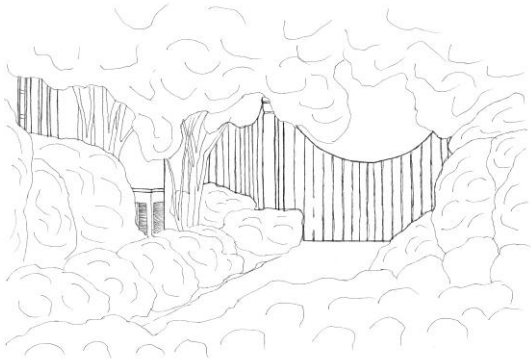
Appropriate wood picket fence at 1503 Church Street.



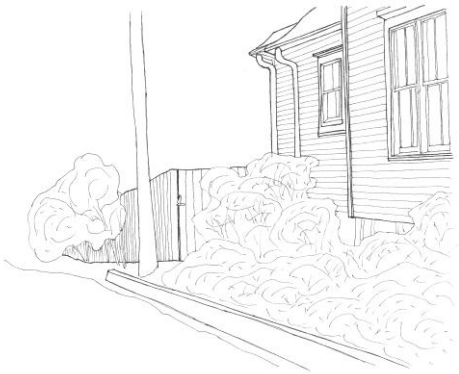
Appropriate Picket Fences

Preserve and maintain historic iron fencing (795 Church Street).



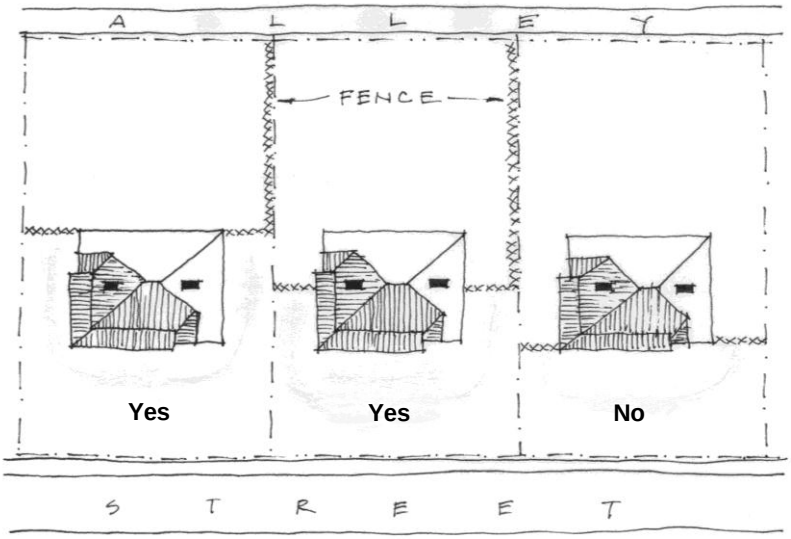


270 Centenary Avenue



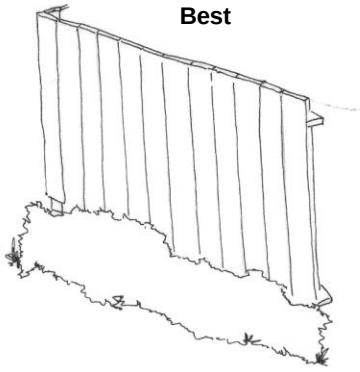
363 Centenary Avenue

Appropriate Privacy Fences



Privacy Fence Placement.

Best



12. FIRE ESCAPES

Multi-story buildings used for commercial and/or rental residential uses often require fire escapes to meet fire and safety codes. Fire escapes, whether incorporated within the walls of the building or attached to exterior walls, should be sited at the rear or sides of buildings which are not visible from the street.

A. should not be added unless required by building codes or where no other means of upper floor access is reasonably feasible.

B. should be located where they will not be visible from the street.

Fire escapes should not be sited on primary facades.

13. FOUNDATIONS

Many Cleveland dwellings have finely crafted foundations of native stone. Brick is also widely used as a foundation material. Repointing and repair of masonry foundations should follow masonry guidelines discussed on page 48.

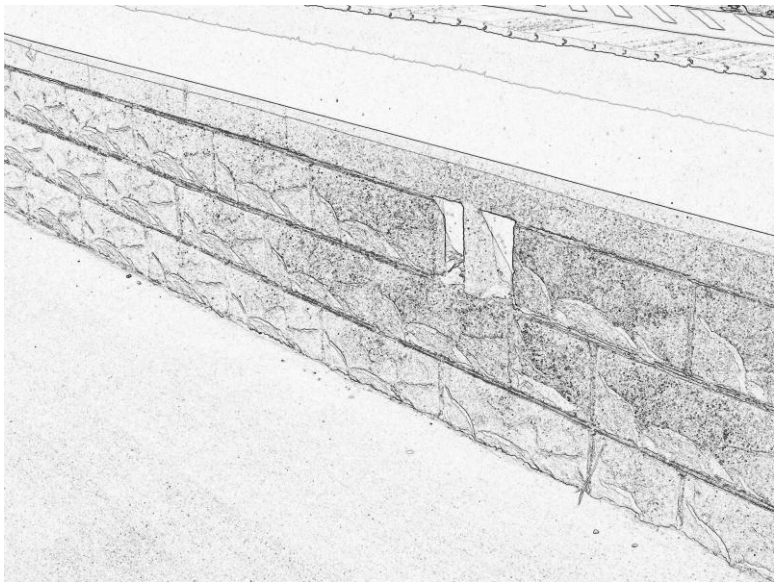
A. should be preserved and maintained in their original design and with original materials and detailing.

B. between existing piers should be filled in as traditional for the type and style of the house, generally with wood lattice framed panels; with brick of color, tooling, and mortar color appropriate for the period of the house, or with decorative vertical wood boards. Lattice panels should be set back from the fronts of the piers.

C. should not be concealed with concrete block, plywood panels, corrugated metal, or wood shingles.

D. if masonry, should be cleaned, repaired, or repointed according to masonry guidelines.

E. of brick may be painted or stuccoed only if the brick and/or mortar is mismatched or inappropriately repaired. Dark reds, browns or other traditional brick colors are appropriate paint colors for foundations.



Original foundation materials should be preserved and not concealed or stuccoed (1643 N. Ocoee Street).

14. GARBAGE COLLECTORS

Garbage collectors (cans, dumpsters, etc.) should be located at the rear of buildings. Large garbage collectors at the rear of commercial buildings should be screened with landscaping or wood panels such as lattice.

A. for institutional and commercial structures, garbage collectors should be located at the rears of buildings and be screened from the street view with fencing or shrubbery.

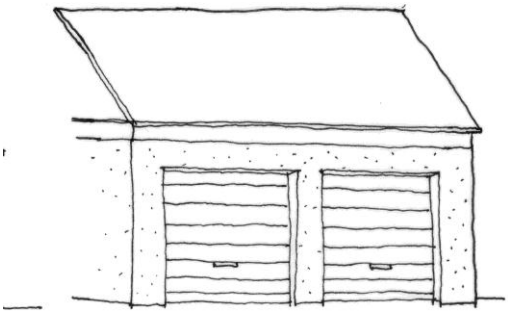
15. GARAGES AND OUTBUILDINGS

Cleveland's historic residential areas were largely developed in the early 20th century and many original garages, sheds, and other outbuildings remain. These buildings contribute to the character of the historic districts and should be preserved and retained as long as possible. .

A. that contribute to a property's historic character, or original to a property should be preserved and maintained. Original features should be repaired to match the original.

B. original to a property should not be moved or relocated to another part of the lot.

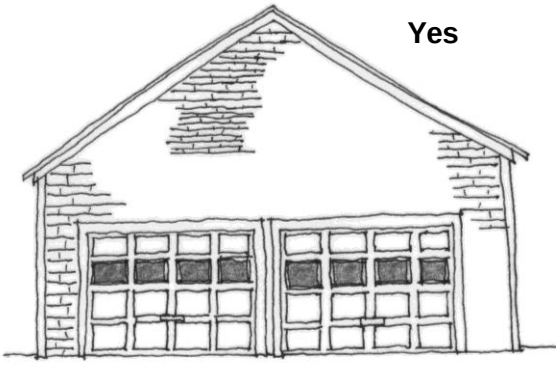
C. original doors should be maintained to the greatest extent possible, but may be retrofitted with modern hardware and custom garage door openers.



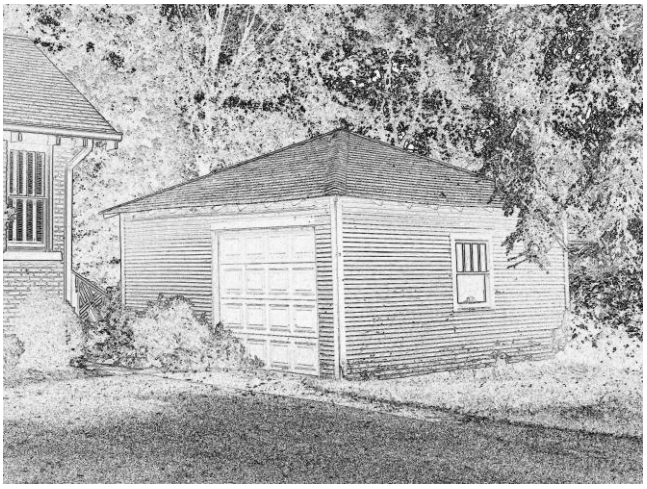
No

Avoid metal doors.

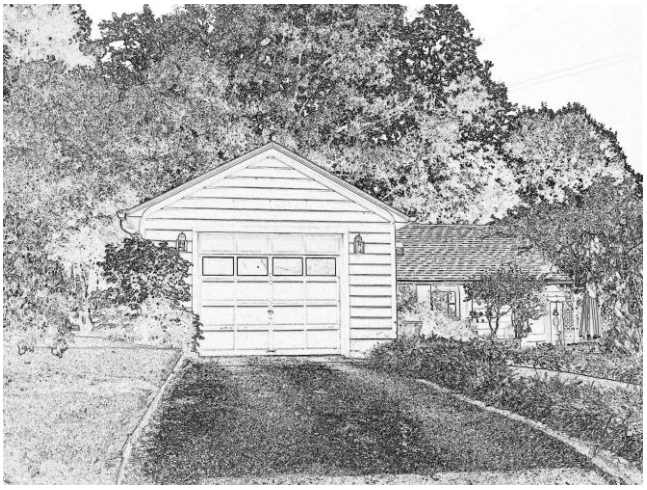
Yes



New garage doors should have raised panels and glass window sections.



Original hipped roof garage at 483 Centenary Avenue.



Original garage and garage doors at 1360 Highland Avenue.

Tudor Revival style garage at 1720 N. Ocoee Street.

16. GUTTERS

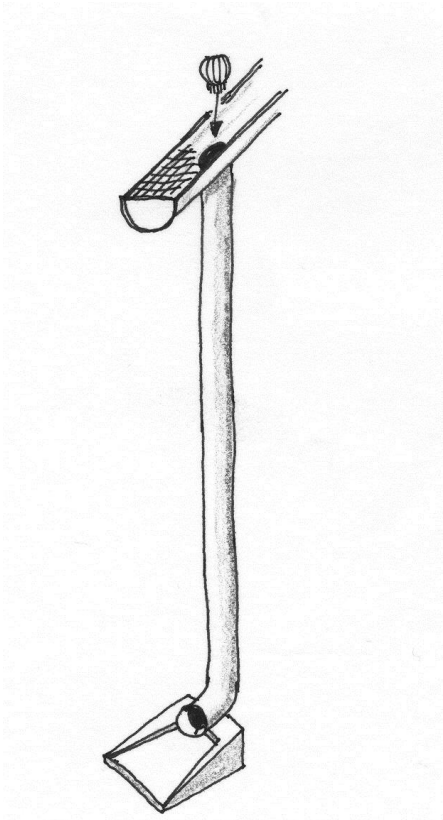
Deteriorated gutters and downspouts can cause extensive damage to building materials and detailing. Existing gutters should be regularly cleaned and maintained. If new gutters are required, half-round designs are the most historically accurate. If not readily available, "K" or ogee design gutters of aluminum or vinyl are acceptable.

A. of boxed or built-in type should be repaired rather than replaced if possible.

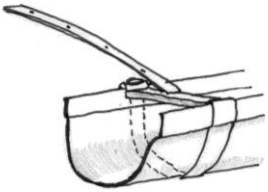
B. of hang-on type should be half-round rather than "K" or ogee. If half-round gutters are not easily available, ogee gutters of aluminum or vinyl are acceptable.

C. should have downspouts located away from significant architectural features on the front of the building.

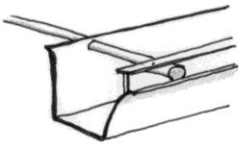
D. should provide proper drainage through use of downspouts and splashblocks to avoid water damage to the building.



Downspouts and splashblocks channel water away from a dwelling.



Half round gutter are more appropriate than ogee gutters.



Ogee gutters are also acceptable.

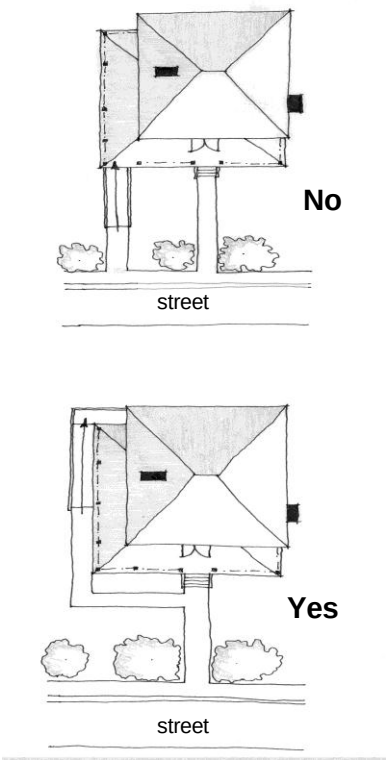
17. HANDICAPPED ACCESS RAMPS

Handicapped ramps are sometimes needed to provide access for those with disabilities. Handicapped access ramps are best at the rear or sides of buildings which are not visible from the street. Ramps of wood construction are most appropriate for Cleveland's historic residential areas and the railings should be with simple designs or match the original porch railing in design and detailing.

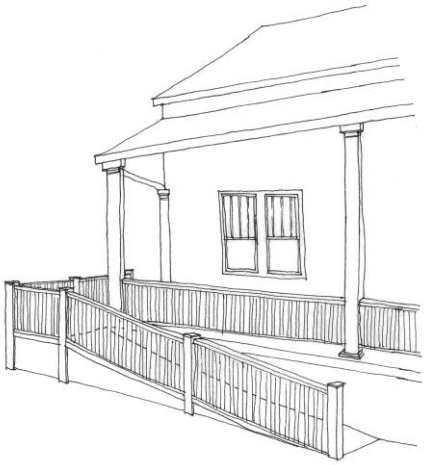
A. preferably should be located at the rear or sides of buildings. If a handicapped ramp must be placed on the front of a building it should be of wood construction rather than of brick, concrete, or metal. Brick, concrete, and metal ramps are more acceptable at rear and sides of buildings not visible from the street.

B. of wood construction should be simple in design and configuration using square balusters in the railing and simple square handrails. Ramps may also be designed to match the original porch railing in materials, dimensions, and detailing. Ramps should be painted to match the color of the porch railing or the match the overall paint color of the building.

C. should be screened with landscaping of low shrubbery to provide concealment.



Handicap ramps should be sited on the side or rear rather than on the front of dwellings.



Handicap ramps should be of wood and designed to match the original porch railing.

Appropriate handicapped access ramp at 890 N. Ocoee Street.

18. LANDSCAPING

In locally designated districts, landscaping is not reviewed by the Historic Preservation Commission unless features such as historic retaining walls and fencing are affected. Although landscape planting does not require approval, a general rule of thumb to consider is to use landscape plants native to the area and traditional plants such as boxwoods, dogwoods, and azaleas; maintain, do not remove, historic or early landscaping, especially trees; maintain landscape patterns that are historically traditional to the neighborhood; and avoid concealing architectural features of the historic building.

A. features that are original or early (pre-1955) such as sidewalks, retaining walls, historic fence materials, curbs, stepping blocks, etc. should be preserved (See Section on Fences).

B. plant beds of railroad ties, cut wood, brick, concrete, or any other structural material should be avoided for front yards.

Early 20th century street sign post at Johnson and 8th Streets.

19. LIGHTING

Many dwellings retain original exterior light fixtures at the porch ceiling or adjacent to the main entrance. Distinctive tinted globes and the "box" shaped fixtures for Craftsman/ Bungalows are part of a building's character and should be preserved and maintained. If the original light fixtures are missing, light fixtures with simple designs and detailing are preferred to large, ornate colonial or "Williamsburg" style fixtures. Many companies now provide light fixtures based upon historic designs and the addition of these types of period fixtures is appropriate and encouraged.

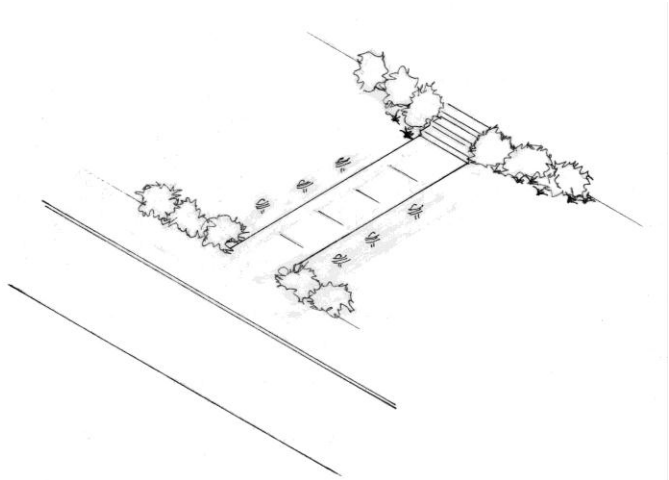
A. fixtures original to the building should be preserved and maintained.

B. fixtures introduced to the exterior of a structure should be from the period of the structure, or simple in design if new, based on traditional designs of the late nineteenth and early twentieth centuries, and mounted on porch ceilings or adjacent to entrances.

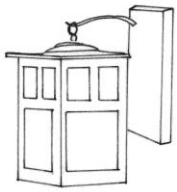
C. for security, such as flood lights, should be mounted on rear or sides of buildings rather than on the front. Floodlights mounted in the front yard to illuminate the front of the house is acceptable.

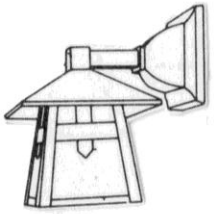
D. for sidewalks and front yards should be of small footlights rather than post-mounted fixtures. Post-mounted fixtures are less appropriate but may be installed if desired.

E. fixtures to be avoided are carriage lamps or any fixtures of a period earlier than the building such as colonial or "Williamsburg" designs.

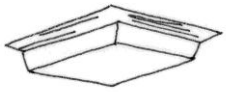


Footlights are appropriate for walkways.





Preserve and maintain historic light fixtures.



Appropriate porch ceiling light fixtures.

Appropriate footlights for walkways.

20. MASONRY (Stone)

Stone exteriors, foundations, and other features are integral to a dwelling's character and should be preserved and maintained. Stone retaining walls, gate posts, and other original landscape features should also be preserved and maintained.

A. materials original to the building should be preserved and maintained.

B. should never be sandblasted or subjected to any kind of abrasive cleaning.

C. should never be cleaned with high pressure water which exceeds 600 pounds per square inch.

D. should be cleaned with detergent cleansers or chemical agents by professionals.

E. should be cleaned only when necessary to halt deterioration or remove heavy soiling to avoid needlessly introducing water or chemicals into the building.

F. paint removal should not be done if the paint is firmly adhered to, and therefore protecting, the stone surface.

G. water-repellent coatings should not be added unless masonry repairs have failed to stop water penetration problems.

H. should not be painted if previously unpainted. Masonry should only be painted if the exterior has been poorly repointed or has mismatched materials.

I. should not be stuccoed.

J. mortar between stones should be removed by hand tools, not electric power saws, for repairs.

K. repointing should match original width, depth, color, raking profile, composition, and texture.

L. repointing should never be done with Portland cement or other hard mortar but with an original compound if it can be determined or with a historic compound such as one part lime and two parts sand if it cannot.

M. features that are missing may be replaced in-kind where missing, or when required by extensive deterioration if accurately duplicated.

21. MECHANICAL SYSTEMS

Modern air conditioning and heating units often require condensers and other units to be placed on the exterior. These units are typically located adjacent to, or within a few feet of the building. Heating and cooling units should be placed at rear or sides of buildings not readily visible from the street. The placement of these units at the front of buildings is not appropriate and should be avoided. Screening of these units through shrubbery, fencing, or lattice panels is highly recommended. To meet codes, there should be at least 36" of space between any screening and the unit.

A. should be located where they are not visible from the street.

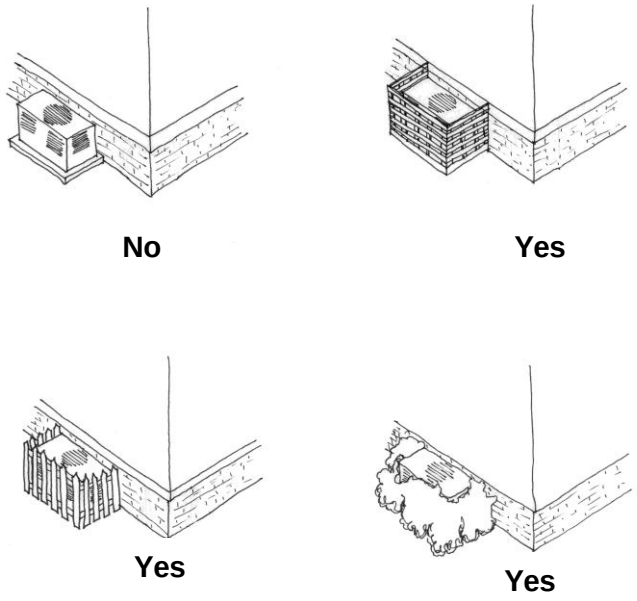
B. if visible on the sides of buildings, should be screened with shrubbery or fencing. Screening should be at least 36" from the unit.

C. such as window air-conditioners should be located in windows on the rear or sides of buildings and should not result in the removal or replacement of the original window sash or surround.

D. such as solar energy panels should be located on rear sections of the roof, behind dormers or gables or other areas not visible from the street.

E. satellite dishes should never be installed in front yards or where visible in side yards.

F. electrical and gas meters and other mechanical equipment should be located on the rear or side of a building.



Appropriate HVAC Concealment

22. MOVING BUILDINGS

Cleveland possesses a number of vacant lots that are appropriate locations for new construction or the relocation of pre-1955 dwellings. Moving buildings is generally considered a last resort to demolition and should be considered only if other means of preservation have failed. If a pre-1955 dwelling within or outside a locally designated district is threatened with demolition, it is appropriate to move the dwelling to one of the district's vacant lots for rehabilitation. A building moved into the district should respect the front and side yard setbacks, orientation, and foundation heights of the neighboring properties.

A. into a locally designated district may be appropriate if compatible with the district's architectural character through style, period, height, scale, materials, setting, and placement on the lot.

B. out of a locally designated district that contributes to the district's historic and architectural character should be avoided unless demolition is the only alternative.

23. NEW CONSTRUCTION

The vacant lots in Cleveland provide development opportunities for new construction. New construction is welcome when it is compatible with properties along its block or street. The general approach to new construction is for it to be ***compatible*** *with adjacent buildings.* ***Compatible*** *means reinforcing typical features that buildings display along the block such as similar roof forms, materials, window and door sizes and placement, porch size and location, and foundation heights. Replications or reproductions of historic designs are also appropriate for Cleveland's historic residential areas.*

It is important that new construction coordinate with the dwellings found along its specific block. A design that may be appropriate along one block may not work for a different block. For example, a new dwelling compatible with Craftsman/Bungalow designs may not be appropriate for a block where Victorian era architecture predominates and vice versa. Each new building has to be evaluated within its exact location and surroundings.

A. **Primary buildings** should maintain, not disrupt, the existing pattern of surrounding historic buildings along the street by being similar in:

1. **shape**. Variations of rectangular and square forms are most appropriate for the district;

2. **scale (height and width)**. Most residential areas of Cleveland have zoning which restricts new construction to no more than three stories or thirty feet in height. This maximum height would be appropriate for most blocks in the city's historic areas. On blocks which have predominately one-story buildings, new construction of one-to two-stories would be more appropriate;

3. **roof shape and pitch**. Roof slope ratio for new construction should be a minimum of 6:12 to a maximum of 12:12 (6:12 refers to six inches of rise to 12 inches of run in measuring slopes). Roof forms of gable and hipped variations are more appropriate

than those of flat, mansard, or gambrel forms. Flat roofs are appropriate only for commercial buildings;

4. **orientation to the street**. All buildings should have at least a secondary entrance and some type of entry porch on the front of the building. Most dwellings in Cleveland have their fronts oriented towards the street and this characteristic should be maintained by new construction;

5. **location and proportion of porches, entrances, windows, and divisional bays**. Porches should have roof forms of gable or shed design and at least cover the entrance. Porches which extend partially or fully across the main facade are recommended. Porch columns and railings should be simple in design in square or round shapes. Columns should be a minimum of six inches and a maximum of ten inches square or in diameter. Porch railings should have balusters which are no more than two inches square or in diameter. New windows should be rectangular sash whose proportions on the main facade should not exceed three-to-one in a height to width ratio or be any less than two to one in height-to-width (two-to-one proportions are preferred). No horizontal sash, casement, or awning type windows should be placed on the fronts of buildings. The use of plastic or "snap-in" muntins (window pane dividers) is discouraged;

6. **foundation height**. Height of foundations should be a minimum of 1 foot, six inches and a maximum of two feet above grade. No slab foundations or at-grade foundations should be utilized on the fronts or visible sides of buildings;

7. **floor-to-ceiling heights**. Floor to ceiling heights should not exceed ten feet and not be less than eight feet;

8. **porch height and depth**. Porch heights should be consistent with those of adjacent buildings. Porch depths should be a minimum of six feet;

9. **material and material color**.

   Foundations: Most foundations are of brick, poured concrete or concrete block. Poured concrete is more appropriate than concrete block. If concrete block is used, a stucco wash is recommended to provide a smooth surface. Split faced concrete block is also an acceptable foundation material.

   Brick Dwellings: If the new construction is of brick, the brick should closely match typical mortar and brick color tones found in the district and along the block. White or light mortars provide too much contrast with typical dark brick colors and should be avoided.

   Frame Dwellings: If the new construction is of frame, the preferred exterior material is horizontal wood siding which is a minimum of four inches and a maximum of six inches in width. The use of masonite or hardiplank is also acceptable as long as it meets these size recommendations. The use of grained pressboard or chipboard is less appropriate but is acceptable if it meets these size recommendations. Vertical board siding is not appropriate for new construction on the fronts or sides of buildings. The

use of vinyl or aluminum siding is also discouraged and should only be used on rear or non-visible sides of buildings.

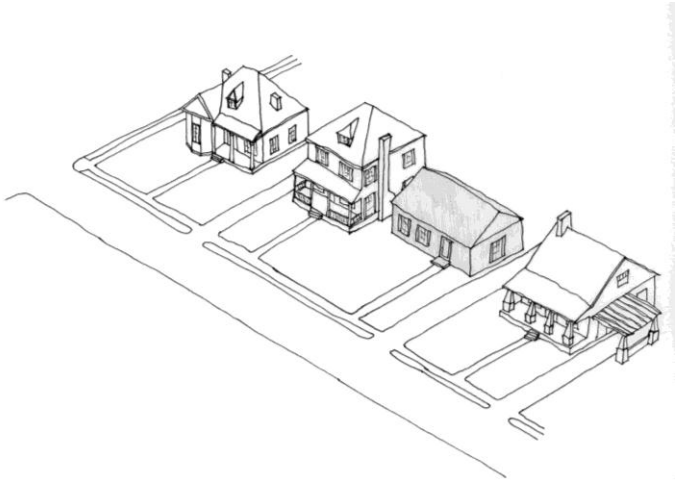
Windows: Wood construction is preferred for windows, especially those on the fronts of buildings. However, the use of vinyl clad or aluminum windows is also acceptable as long as they follow proper proportions (see window guidelines). The use of dark anodized aluminum windows or storm windows is appropriate.

10. **details and texture.** The width of window and door trim should be at least three and one-half inches. Roof eaves should have a minimum depth of eight inches. New construction should have details consistent with adjacent historic buildings including eave widths, soffit details, and fascia boards.

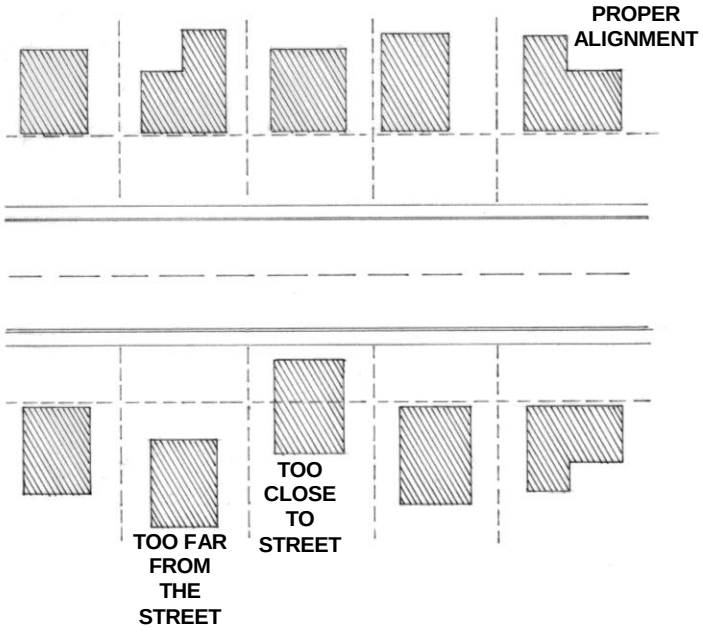
11. **placement on the lot**. Front and side yard setbacks should respect the setbacks found along the block on which the building is sited. The minimum front yard setback under most residential zoning is 15 to 20 feet.

New construction should be consistent with existing foundation and floor to ceiling heights.

New construction should be consistent in roof forms, heights and spacing.



New construction should respect porch configurations on the block.



New construction should be in uniform alignment to the street.

No

Townhome designs should reflect appropriate size, massing & porch placement in historic districts.

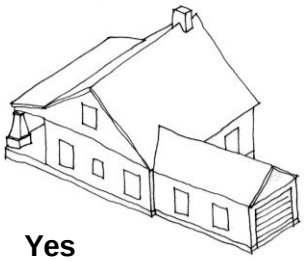
Yes

B. **<u>Secondary buildings</u>** such as garages, carports, and other outbuildings should be:

1. smaller in scale than the primary building;
2. simple in design but reflecting the general character of the primary building. For example, use gable roof forms if the main dwelling has a gable roof, hipped roof forms if the main dwelling has a hipped roof etc.;
3. located as traditional for the street, near an alley or at the side of the dwelling, not close to or attached to the primary building; and
4. compatible in design, shape, materials, and roof shape to the main building.
5. preferably of wood siding. However, if located along rear alleys or towards the rear of the lot, secondary buildings may have exterior siding materials such as masonite or hardiplanks (preferred), aluminum, or vinyl. Along rear alleys or rear lot lines, standard pre-fabricated buildings are also acceptable.
6. if visible from the street, secondary buildings should have an emphasis on historic designs and detailing. For garages wood paneled doors are more appropriate than paneled doors of vinyl, aluminum, or steel. Wood paneled overhead roll-up doors are widely available and are appropriate for new garages.
7. if carports, these should be located at the rear of buildings. Most readily available carport designs have flat roofs and metal support columns and are not compatible with older building designs. Carports imitative of porte-cocheres (drive-thru wings on historic dwellings) with wood or brick columns, flat roofs, and wood construction may be added to sides of dwellings visible from the street.

Garages should not be placed on primary facades in historic areas.

Garage wings should be added at rear rather than side facades.



Yes

No

24. PORCHES

Porches are one of the most important defining characteristics of pre-1955 residences. Original porches should be repaired and maintained. Those on the fronts of residences should not be enclosed with wood or glass panels. The screening of porches on the fronts of residences is appropriate. If replacement of porch elements is required, use materials to closely match those which exist. If the original porch is missing, construct a new porch based upon photographic or physical evidence, or base the design upon historic porches of district buildings built at the same period and in a similar architectural style. In some cases turn of the century dwellings had their original porches removed and replaced with Craftsman/Bungalow style porches in the 1920s and 1930s. These porches reflect the historical evolution of the property and may be significant features in their own right.

A. on front and side facades should be maintained in their original configuration and with original materials and detailing.

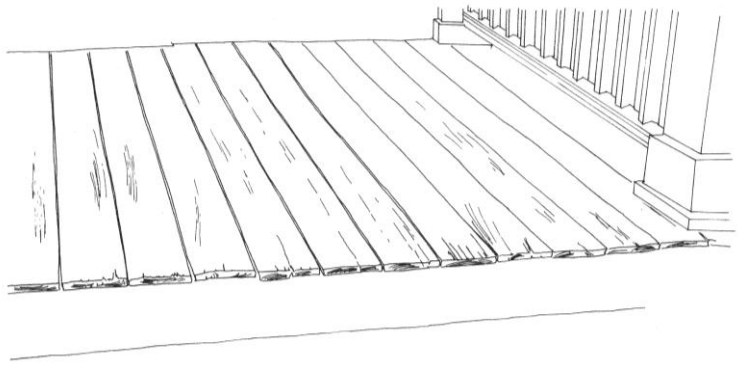
B. should not be removed if original.

C. and their details should be retained intact with repair work and replacement of missing parts, such as columns, posts, railings, balusters, decorative molding and trimwork, to match the original in design, materials, scale, and placement.

D. on the fronts of dwellings should not be enclosed.

E. on the rear and sides of dwellings may be enclosed when not visible from the street and if the height and shape of the porch roof is maintained.

F. should have wood steps, not brick or concrete, for buildings with wood porch floors. Although not as appropriate, brick or pre-cast concrete steps may be added to front porches.



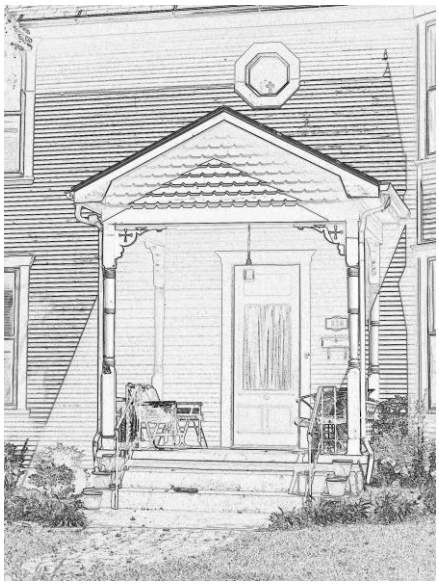
Wood porch floors should be repaired with floorboards to match the original.

G. may be screened if the structural framework for the screen panels is minimal and the open appearance of the porch is maintained. Wood framing for the screen panels is preferred, however, anodized or baked enamel aluminum frames are also acceptable. The use of "raw" or silver aluminum framing is not appropriate.

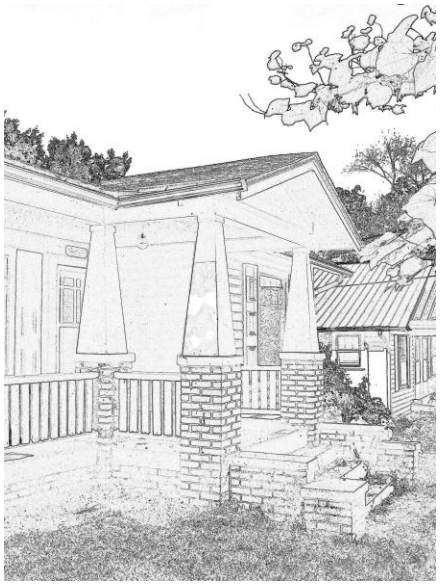
H. on the fronts of dwellings may be partially enclosed with lattice panels for privacy. This should not exceed more than one-third of the porch area in order to maintain its traditional open appearance. Lattice panels should be added behind, not in front, of porch columns and railings.

I. trellises of wood for plants are appropriate for front porches.

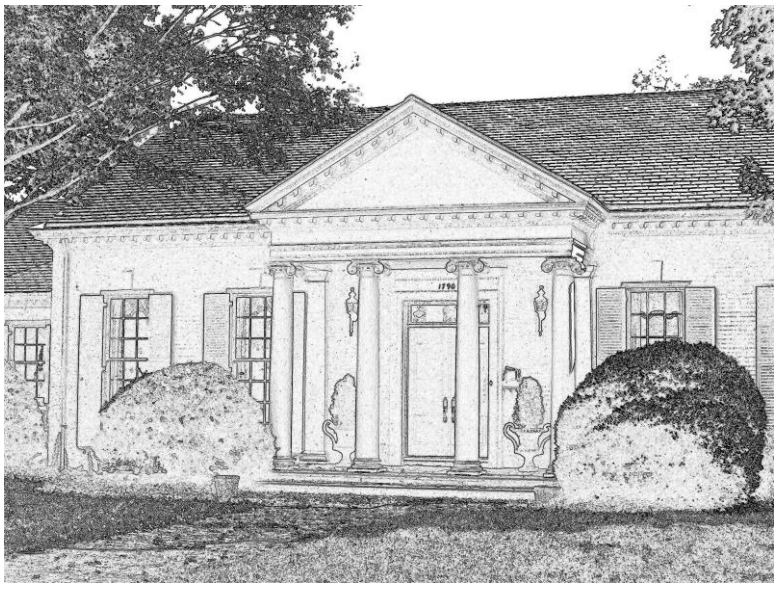
J. should have wood tongue and groove flooring running perpendicular to the facade (unless the original floor is concrete, brick, or tile).



Original milled porch columns at 320 NW 15th Street.



Bungalow style columns at 471 W. 20th Street.



Ionic porch columns at 1790 N. Ocoee Street.

25. PORCH COLUMNS AND RAILINGS

Historic porch columns and railings should be retained and repaired with materials to match the original. If the original porch columns and railings are missing, replacement porch columns and railings should be appropriate for the dwelling's architectural style and period.

A. should be preserved and maintained. If repair is required, use materials to match the original in dimensions and detailing.

B. often deteriorate first at the bottom next to the porch floor. If this is the case, consider sawing off the deteriorated area and replacing this section rather than replacing the entire column.

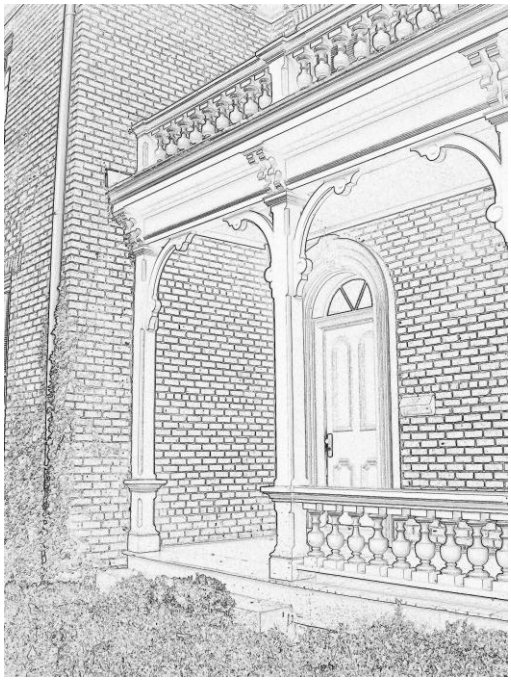
C. of aluminum, wrought iron, or other modern materials are not appropriate for front porches. These types of columns are not preferred but are acceptable for porches at the rear of a dwelling or for side porches which are not visible from the street.

D. on front porches should be rebuilt in historic designs if the original columns and railings are missing. For Queen Anne and Folk Victorian styles of the turn of the century, milled porch columns are appropriate and are readily available from wholesale companies. These porch columns are generally 8' in height and have widths and depths of 4" to 6". For Craftsman/Bungalow porches round, square, or tapered square wood columns are best. Although generally not available at wholesale hardware stores, they can be ordered from milling companies. These columns should fit the porch height and if round, have diameters of no less than 6" and no more than 14". Square columns or tapered square columns should be a minimum of 8" and a maximum of 14" in depth and width.

E. on front porches may require new newel posts. Porch newel posts in historic designs are readily available and are generally 4' high and measure 4" in width and depth. The "ball top" newel post is best for Queen Anne or Folk Victorian porches. The "V-Groove" post is acceptable for Queen Anne, Folk Victorian, and Craftsman/Bungalow dwellings. Avoid the "French Gothic" post which is not as appropriate for the houses in Cleveland.

F. on front porches may require new balusters for the railing. Porch balusters (also called spindles) are readily available in historic designs from wholesale hardware stores. The milled spindles measuring 3' high and 2" in diameter are best for Queen Anne and Folk Victorian dwellings. Balusters or spindles which are smaller than 2" in diameter are not appropriate for exterior porches. Square balusters which are 3' high and 2" to 3" in width and depth are best for Craftsman/Bungalow dwellings.

Original porch at 1455 N. Ocoee Street.

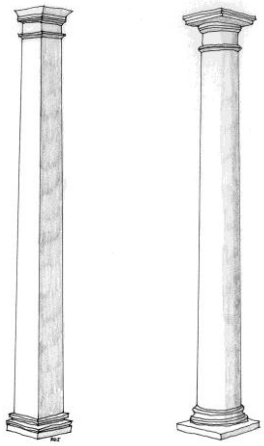


Queen Anne style porch at 760 N. Ocoee Street.

Tapered wood column on brick pier common to Bungalow style porches (430 Centenary Avenue).

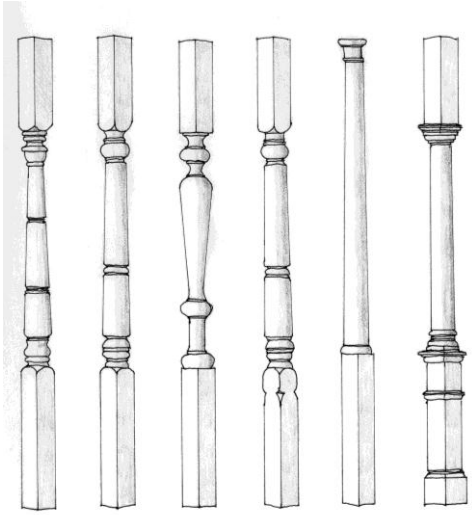
Square Doric motif column at 630 Worth Street.

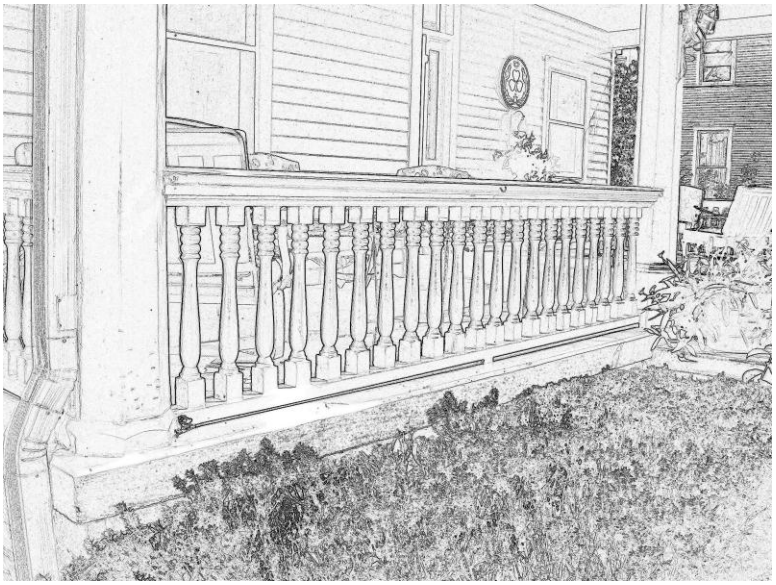
Original Tuscan design columns at 1533 N. Ocoee Street.



Appropriate replacement columns for Colonial Revival dwellings.

Appropriate replacement columns for Queen Anne style houses





Original milled railing at 460 Centenary Avenue

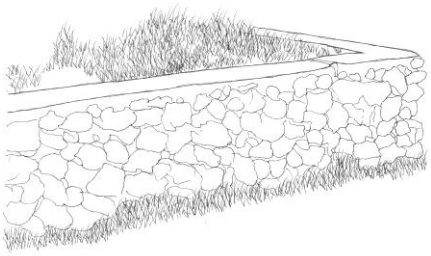
26. RETAINING WALLS

Retaining walls may be important to a block's streetscape. The quality and variety of masonry materials and designs make them notable contributions to the surrounding building. The preservation and maintenance of these retaining walls is recommended.

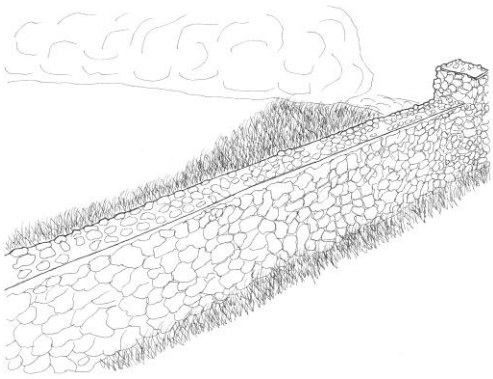
A. of stone, brick, or concrete that are original to the property (or built before 1955) should be preserved and maintained.

B. built prior to 1955 should not be removed or replaced with new materials.

C. that are deteriorating should be rebuilt using original materials or materials that match the original as closely as possible.



Original cobblestone and concrete retaining wall at 1030 Highland Avenue.



Cobblestone and concrete retaining wall at 1965 Harle Avenue.

27. ROOFS

Original roof forms should be preserved and maintained. If additions to roofs are desired such as new dormers or skylights, these should be added at rear or side rooflines that are not visible from the street. Historic roof materials such as metal standing seam, clay tiles, or slate should be repaired and preserved. If repair is no longer practical, replacement with asphalt or fiberglass roof materials is appropriate.

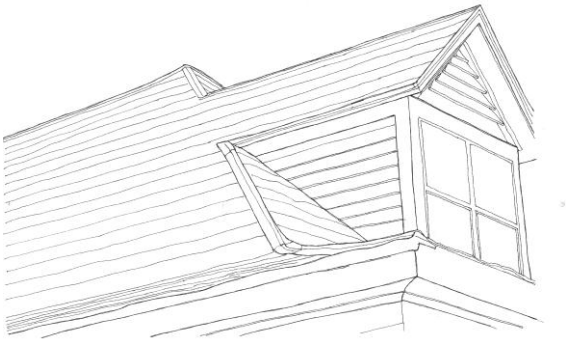
A. should be preserved in their original size, shape and pitch, with original features (such as cresting, chimneys, finials, cupolas, etc.), and, if possible, with original roof material.

B. may be re-roofed with fiberglass shingles if the use of the original material is not economically feasible (color should be dark gray, black, brown or shades of dark red; red or green may also be appropriate for Craftsman Bungalow period dwellings).

C. should not have new dormers introduced on front facades but may have dormers added on rear facades or secondary facades where not noticeably visible if in keeping with the character and scale of the structure.

D. should not have skylights, decks, or balconies added where visible from the street.

Preserve and maintain original roof materials such as pressed metal panels (415 NW 8th Street).



Preserve and maintain original roof dormers and features (430 Centenary Avenue).

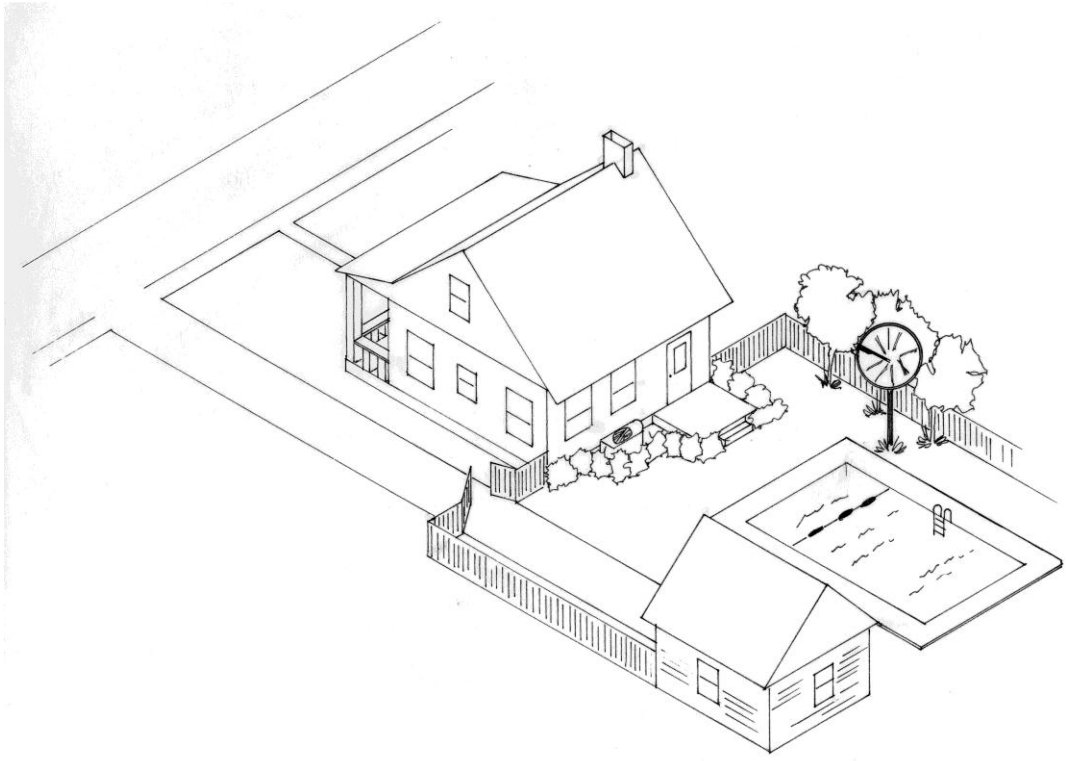
28. SATELLITE DISH

The use of satellite dishes for television reception is increasing in popularity. Traditionally, the C-Band dishes have been ten to eleven feet in span but in recent years the smaller seven and one-half foot dishes have become more commonplace. Also popular are the 18" DBS satellite dishes which are much smaller and size and easier to mount than the larger dishes. Satellite dishes may be installed in a locally designated district if they are sited in rear yards or along side yards which are not visible from the street. As non-historic features, the smaller dishes are preferred to the larger dishes.

A. should never be installed in front yards or where visible in side yards.

B. in the smaller sizes are more appropriate than the large, full view dishes.

C. should be mounted as low to the ground as possible and the use of lattice panels, fencing or landscaping to screen the dish from view is recommended.



Satellite dishes should be mounted in rear yards or on rear facades.

29. SCREENS

Screen panels for porches and screen doors for entrances are appropriate if the structural framework is kept to a minimum to retain the open appearance of the porch and the visibility of the historic door behind the screen door.

A. may be added to porches if the structural framework for the screen panels is minimal, and the open appearance of the porch is maintained, and the panels are situated behind porch columns, posts, and railings.

B. screen doors should be preserved and maintained if original.

C. screen doors if new, should be consistent with the style of the house, be of wood, and full-view or with structural members aligned with those of the original door.

D. screen windows should be wood or baked-on or anodized aluminum and fit within the window frames, not overlap the frames.

Screening in front porches is appropriate as long as the framing is kept to a minimum and original porch columns and railings are preserved and maintained (500 block of NW 8th Street).

30. SECURITY DOORS AND WINDOWS

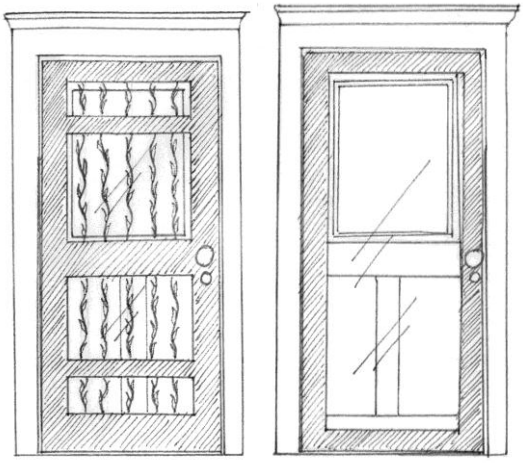
The installation of security doors and windows is appropriate within some parameters. Statistically, intruders primarily enter through rear or side doors or windows that are not visible from the street. The installation of security doors and window bars on these facades is appropriate. Although less appropriate on main facades, security doors may be installed if they are full view design or have minimal structural framing which allow the viewing of the historic door behind it. Ornate security doors with extensive grillwork or decorative detailing are not appropriate for entrances on the primary facade. Window bars on primary facades should also be as visually unobtrusive as possible.

A. are not appropriate for primary facades but are for rear and side facades not visible from the street.

B. security doors should be full-view, without ornate or decorative grillwork.

C. security bars on windows should not be located on windows visible from the street.

No **Yes**



Appropriate security doors

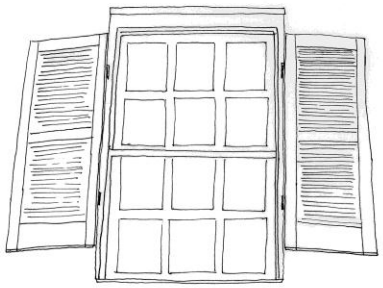
31. SHUTTERS

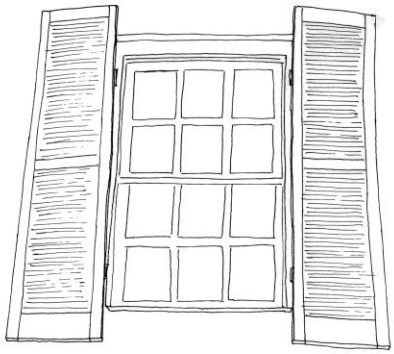
Window shutters were common on houses built at the turn of the century. Shutters had practical uses to block the sun in the summer and to protect windows during storms. With the widespread use of air conditioning in the mid-20th century, window shutters became more ornamental than practical and many original shutters have been removed. Most ornamental shutters available today are not appropriately sized or of the right materials. The addition of new shutters should only be of wood and with dimensions that match the window opening.

A. that are original to the dwelling should be preserved and maintained.

B. should not be added unless the building originally had them, the shutters are of louvered wood construction or another historical style, and the shutters will fit the window opening (so that if closed, they would cover the window opening).

C. of vinyl construction are discouraged. These shutters generally have exaggerated wood graining which is not convincing or compatible with historic dwellings.





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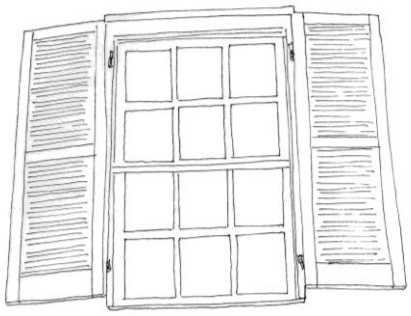
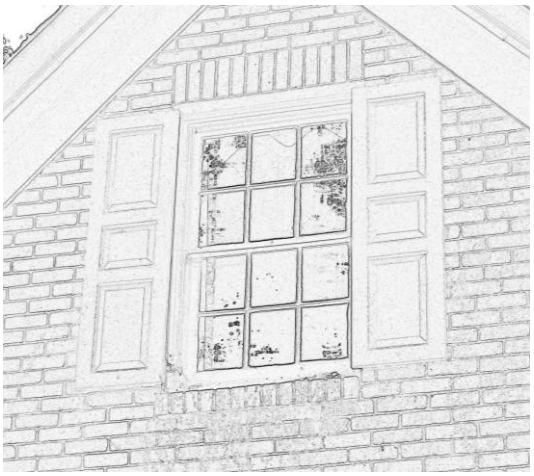


YES



Appropriate paneled wood shutters on Centenary Avenue

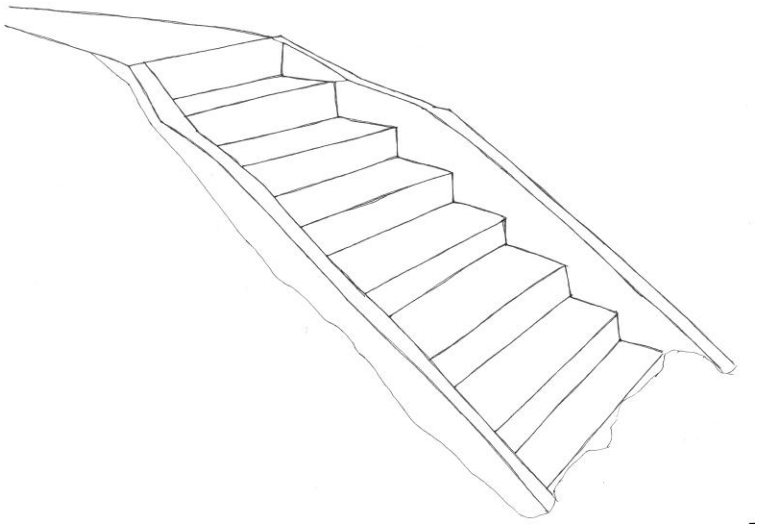
32. SIDEWALKS AND WALKWAYS

Sidewalks and walkways in Cleveland are primarily of concrete construction. Many of these were poured in the 1910s and 1920s and are still in good condition today. The use of concrete is traditional and appropriate in Cleveland and the repair, replacement and addition of concrete sidewalks and walkways is recommended. The use of materials such as brick pavers, aggregate, and asphalt for sidewalks and walkways are not as appropriate as concrete.

A. that are original to the property or district should be preserved.

B. that are newly introduced on a property should be smooth concrete in patterns, dimensions, colors, and placement like original or early sidewalks in the district.

C. of brick pavers, aggregate or pebble-surfaced, or asphalt are less appropriate for the district.



Preserve and maintain original concrete sidewalks and walkways (471 W. 20th Street).

33. SIDING

Exterior wood siding and shingles are essential components defining a building's architectural character. The concealment of original wood siding with vinyl, aluminum, or other synthetic sidings is not appropriate. These siding materials do not successfully imitate the original wood siding dimensions or texture. There are also potential structural problems inherent in the use of these materials on historic buildings. Finally, these materials may not be cost effective compared to continued maintenance and painting of the wood siding. Because the issues surrounding the use of these materials is a major concern in Cleveland, lets look at these issues more closely.

My house requires painting every five to ten years. Won't putting on vinyl or aluminum siding save me money?

Maybe in the short run, but maybe not in the long run. No studies have been identified which can definitely say yes or no to whether these siding materials are economical. Its certainly not going to pay you back when you sell your house though. *Remodeling Magazine* recently looked at the most popular remodeling jobs and how much money is lost at resale. In other words if you invest $1,000 in a remodeling job, will you get your $1,000 back when you sell your house? The magazine figured that property owners would only get back two out of every three dollars for your typical aluminum siding job. In other words a third of your investment in aluminum siding would be lost when you sold your house.

Won't it save on energy costs?

Not really. For one- and two-story frame dwellings in Cleveland's climate very little heat loss is through the walls. Most heat loss is through the roof, basement, windows, or doors. Any savings on energy costs after applying vinyl or aluminum siding will be hardly noticed.

Won't I never have to paint my house again?

You may not have to paint the wood again but you may have to eventually paint your vinyl or aluminum siding. **All materials have a limited life span and we are now seeing property owners having to paint aluminum and vinyl siding which is 15 to 20 years old**. The sale of paint for vinyl and aluminum siding has risen dramatically over the past few years due in part to these materials fading, chipping, or cracking. One of the recent flyers from a major company selling "maintenance free" vinyl siding states that "aluminum siding just doesn't stand the test of time. It dents, shows scratches and corrodes." Hey, wait a minute, didn't they say once that aluminum siding would last forever? The same claim they now make for vinyl siding?

Putting vinyl or aluminum siding on my house won't hurt it right?

Not necessarily. Wood siding expands and contracts with the seasons and synthetic siding can trap moisture and condensation in the wood. This can lead to rotted siding and structural problems. Also, if you have a gutter or downspout problem and water runs down inside your walls, synthetic sidings can keep it hidden until major damage is done.

Okay, vinyl and aluminum siding isn't perfect but I still want to put it on my house. Is there a way to do it and still maintain the "historic" look of the house?

Like all remodeling projects there are good siding jobs and bad siding jobs. If you apply vinyl or aluminum siding make sure that historic features such as eave brackets, "gingerbread," and other details are not removed or concealed. Window and door surrounds should also not be concealed. Choose a siding that matches the original dimensions of the wood siding as closely as possible. Make sure that the siding is vented as much as possible to avoid condensation.

Siding guidelines for Cleveland are as follows:

A. wood siding original to the building should be repaired rather than replaced. Original wood siding should be replaced only where necessary.

B. wall shingles original to the building should be repaired rather than replaced. If replacement is necessary due to deterioration, the new shingles should match the original in size, placement, and design (this includes decorative wood shingles of Victorian buildings as well as wood or asphalt shingles of bungalow-period houses).

C. the application of masonite or hardiplank over original wood siding is also not appropriate and is discouraged. Repair of original wood siding should be with wood siding to match the original. However, masonite or hardiplank may be used if the dimensions, texture, and color matches the original wood siding.

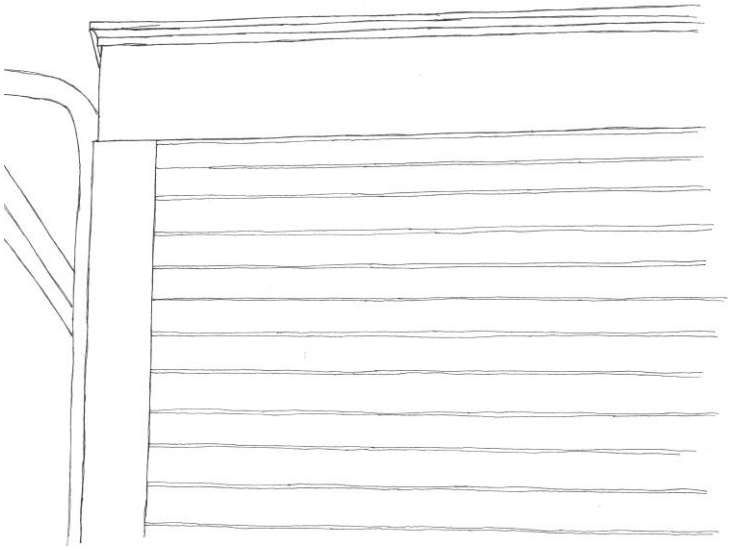
D. the removal of synthetic sidings such as aluminum, asbestos, and vinyl and the restoration of the original wood siding is highly encouraged.

E. the application of synthetic or substitute materials such as vinyl or aluminum over original wood siding is not appropriate and their use is discouraged but not prohibited. To be approved, the application of these materials must not result in the concealment of or removal of original decorative detailing or trim. This includes the concealment of window and door surrounds. Synthetic siding materials should match the dimensions of the original wood siding as closely as possible. Care should be taken to have the synthetic sidings vented to the maximum extent possible. **NOTE: The application of new siding materials that does not meet the Secretary of the Interior's Standards for Rehabilitation would not be approved for federal rehabilitation tax credits.**

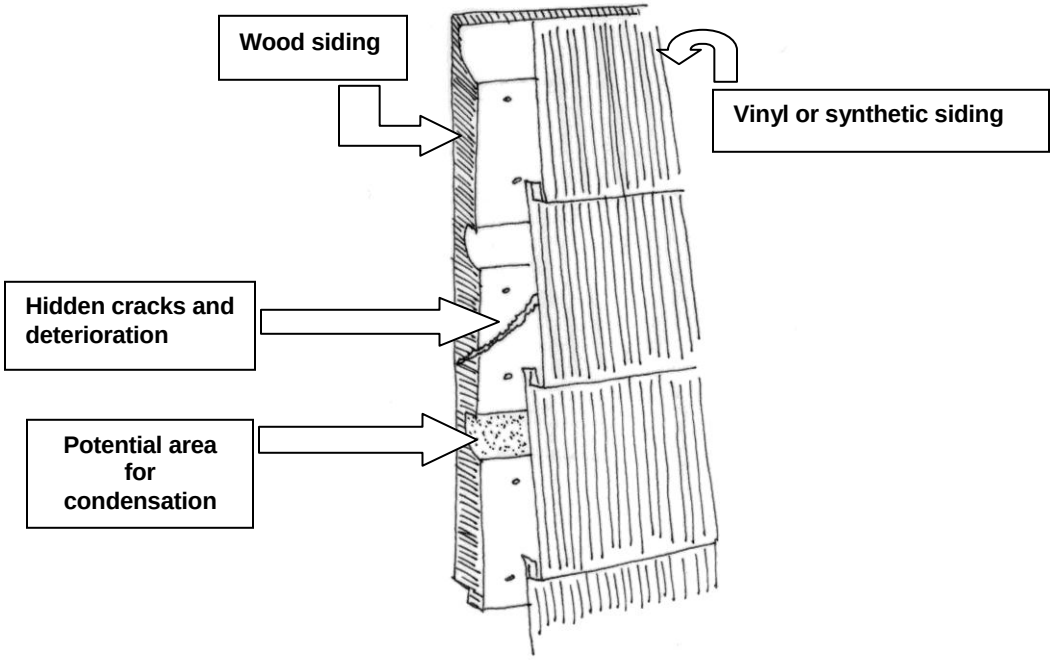
F. if synthetic sidings are applied, consider only siding the rear elevation or side facades. Preserving the original wood siding on the primary facade is encouraged.

G. siding of particle board or pressboard is also not appropriate for the fronts of dwellings or sides which are visible from the street. Almost all frame dwellings in Cleveland have horizontal siding forms and vertical siding such as "T1-11" are not appropriate.

H. asbestos shingles which are original to a dwelling should be kept stained or painted. If asbestos shingle siding is deteriorated or poses a health hazard, it may be enclosed or covered with other synthetic sidings such as vinyl or masonite.



Original wood siding and shingles should be maintained and not covered or concealed with synthetic sidings (550 NW 8th Street).



Wood deterioration can be accelerated by the application of synthetic sidings.

34. SIGNS

A. should be in conformance with Cleveland's overall sign ordinance.

B. should be kept to minimum with preferably a maximum of two per commercial business or church.

C. for churches may be freestanding or attached to the face of the building. For commercial buildings signs may be projecting, on windows, or affixed to the face of the building.

D. should not cover or obscure architectural features.

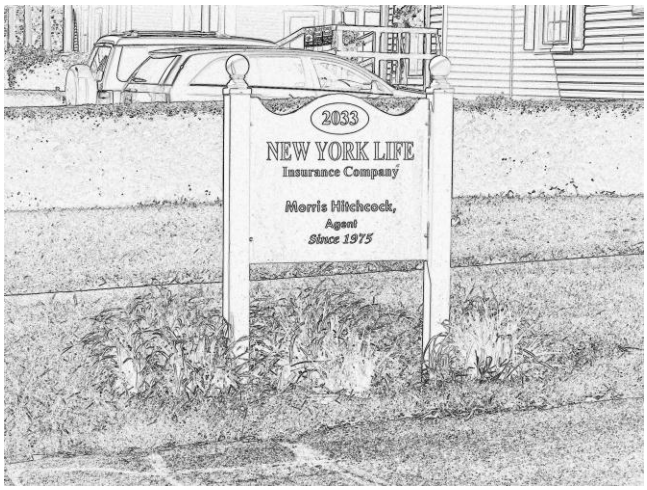
E. should not be illuminated with visible bulbs or luminous paints, but with remote sources.

F. should be of traditional materials such as finished wood, glass, copper, or bronze, not plywood, plastic, or unfinished wood.

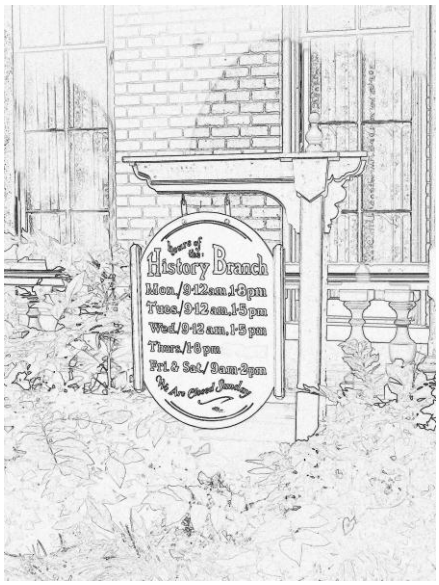
G. should utilize logos or symbols for businesses.

H. should have no more than three colors and use colors that coordinate with the building colors.

I. for mounting on masonry walls should be anchored into the mortar, not the masonry.



2033 N. Chambliss Avenue.



833 N. Ocoee Street.

Appropriate free standing signs for front yards in the historic district.

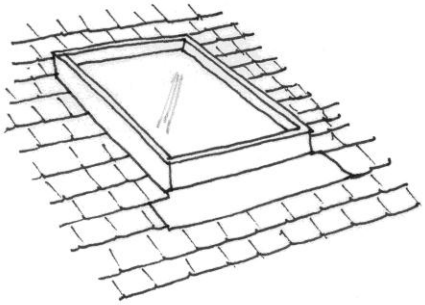
35. SKYLIGHTS

The addition of skylights can make the use of upper floor space or attic space more practical. The installation of skylights is appropriate as long as they are placed on rear roof lines, behind gables or dormers, or otherwise not visible from the street. Skylights which are flush with the roofline or lay flat are more appropriate than those with convex or "bubble" designs.

A. should not be added where visible from the street. Skylights should be placed at rear roof lines or behind gables and dormers.

B. should be flat or flush with the roofline, not convex or "bubble" designs.

Yes



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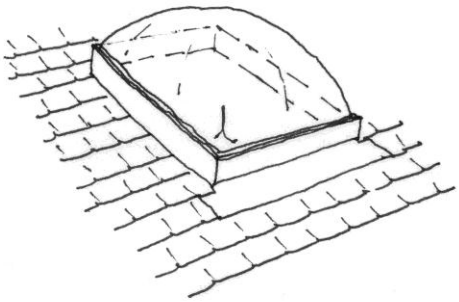

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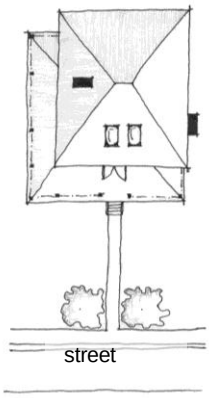

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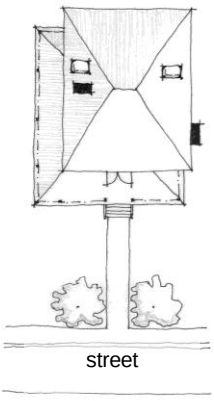

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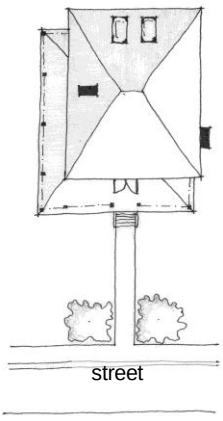


Skylights should be mounted on side or rear facades not visible from the street.

36. SOLAR COLLECTORS

Solar energy collectors or panels are available which can be both freestanding or attached directly to the building. Those on buildings are usually located at the roofline and consist of flat panels which absorb the sun's rays. Freestanding collectors are a series of pole-mounted panels sited next to the building. Solar collectors are appropriate as long as freestanding panels are sited in rear yards and the roof panels are on rear facades or side facades not visible from the street.

A. and solar energy panels should be located on rear sections of the roof, behind dormers or gables or other areas not visible from the street.

B. which are freestanding should be located at rear yards or on side facades not visible from the street. If side yard locations are visible (such as a corner lot), freestanding panels may be installed if they are effectively screened by fencing, lattice panels, or landscaping.

37. STAIRCASES AND STEPS

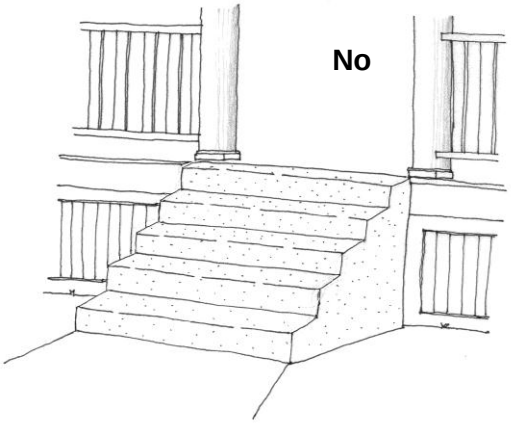
Multi-family use of dwellings in Cleveland can sometimes require the construction or replacement of exterior wall staircases to meet fire codes. If required, staircases should be placed on rear facades or side facades not visible from the street. Staircases should not be added on primary facades. On most older dwellings wood steps were built leading to the front porch. On a few of the larger homes, brick or stone was also sometimes used in step construction. Steps of poured concrete were also common for Craftsman/Bungalow dwellings. Since steps are readily exposed to the sun and rain they require continual maintenance and repair. In many cases the original wood steps have been removed and replaced with steps of brick or concrete. Replacement of deteriorated wood steps with wood is preferable to replacement with brick, pre-cast concrete, or wrought iron.

A. should not be added to building exteriors where visible from the street. Rear or side facades are appropriate locations for exterior stairs, the fronts of buildings are not.

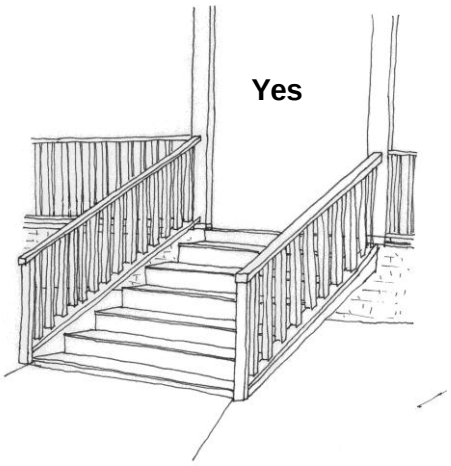
B. should preferably be of wood construction. However, metal stairs are also acceptable especially those at the rear of buildings.

C. original to a property should be retained. Wood and concrete steps should be repaired with materials to match the original.

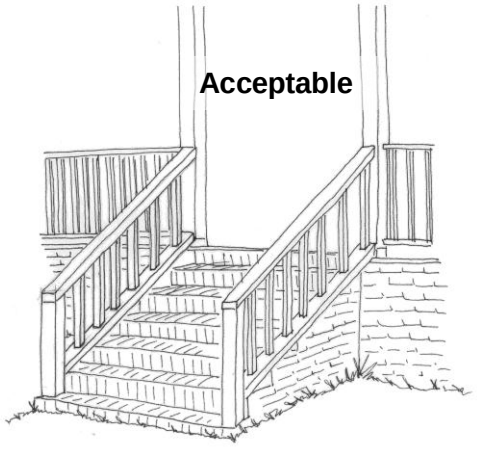
D. to porches with wood floors should be replaced with wood rather than brick or concrete. The addition of brick, concrete, wrought iron steps for front porches of wood is discouraged but acceptable. If pre-cast concrete or wrought iron steps are used they should be painted to match the color of the porch. New stairs should be designed with "graspable" handrails which are no larger than 1-1/2" in diameter. These handrails can be attached to existing historic staircases when required to meet codes.



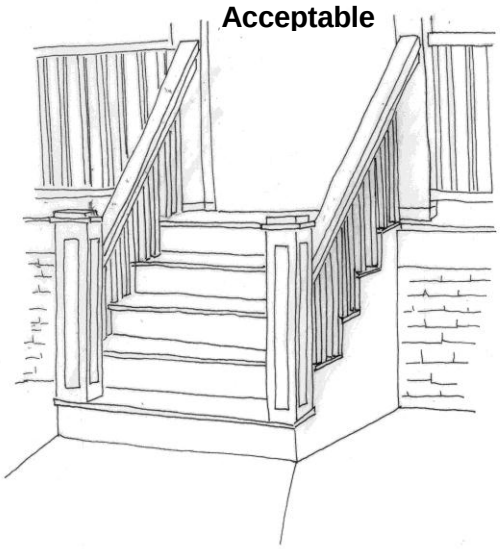
Concrete Porch Stairs



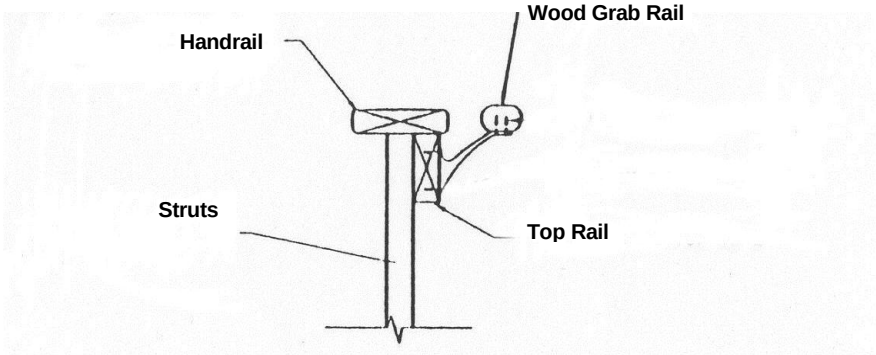
Wood Porch Stairs with Open Railing



Brick Porch Stairs with Railings



Wood Porch Stairs with Railing



Graspable handrails should be added to meet codes where required.

38. STORAGE CONTAINERS AND CONSTRUCTION DUMPSTERS

A. Permanent storage containers and construction dumpsters are not appropriate in the historical district if visible from the road.

B. Storage containers may be used on temporary bases for up to 30 days, but should be located in the side or rear of the building.

C. Construction dumpsters may be used on temporary bases for up to 90 days if construction work is being done at the location. The dumpsters should be placed at the side or rear of dwellings or structures if at all possible.

D. For this document a storage container is any container that is a detached building designed for storage that does not otherwise conform to the other standards of appropriate out buildings in regards to design, shape, and material and roof shape.

E. For this document a construction dumpster is any dumpster that is larger than 15 cubic yards of capacity.

F. Any construction dumpster used for more than 90 days will need to be reviewed by the Historic Preservation Commission.

G. Any storage container used for more than 30 days will need to be reviewed by the Historic Preservation Commission.

39. STORM WINDOWS AND DOORS

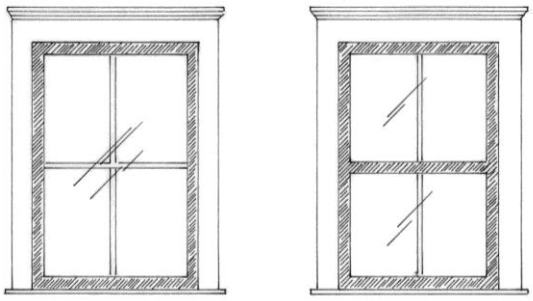
The installation of storm windows and doors can help in lowering energy costs and are appropriate for older dwellings. Storm windows should be full-view design or have the central meeting rail at the same location as the historic window behind it. Windows and doors of dark anodized aluminum or baked enamel are preferred to those of "raw" or shiny aluminum.

A. storm doors should be of full-view design and of baked-on enamel or anodized aluminum in dark colors.

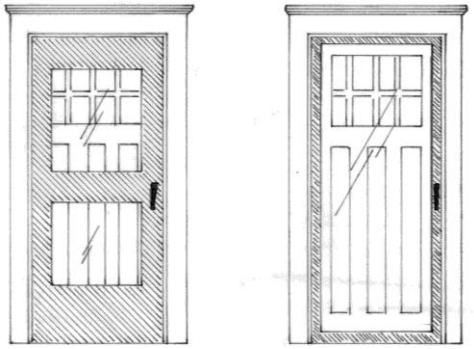
B. storm windows should be baked-on enamel or anodized aluminum and fit within the window frames, not overlap the frames. Mill finish aluminum can also be painted to match the window trim.

C. storm windows should be full-view design or with the central meeting rail at the same location as the historic window.

D. storm windows with built-in lower screen panels are appropriate.



Appropriate Storm Windows



No **Yes**

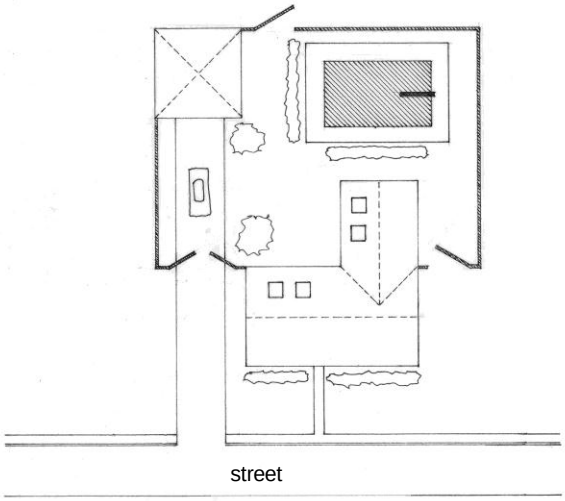
Appropriate Storm Doors

Appropriate storm door at 435 NW 8th Street.

40. SWIMMING POOLS

The installation of swimming pools in rear yards is appropriate as long as they are fenced or screened in some manner.

A. should be located in rear yards and screened from street view by fencing or landscaping.



Swimming pools are appropriate as long as they are screened with privacy fences or landscaping.

41. WINDOWS

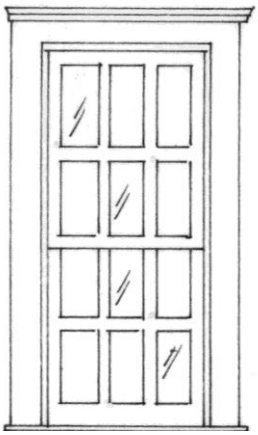
Cleveland boasts a wide variety of historic wood windows in various sash designs and sizes. Windows should be maintained or repaired to match the original design. If windows are deteriorated beyond repair, the installation of new wood windows to match the original designs is best. Vinyl clad windows or windows of anodized aluminum are also acceptable, but these are more appropriate at the rear or sides of dwellings that are not visible from the street. If only one or two windows on the front of the house are deteriorated, consider removing good condition windows from the rear or sides of the house to add in their place. Original window openings should not be covered or concealed. They should also not be enclosed for the addition of smaller windows. New windows should not be added on the fronts of dwellings but may be added at the rear or sides if not visible from the street. The addition of window screens to historic windows is fine as long as the screens are full-view design or have a central meeting rail to match the historic window.

A. should be preserved in their original location, size, and design and with their original materials and numbers of panes.

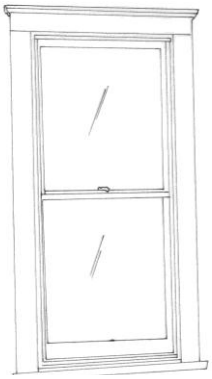
B. should not be added to primary facades or to secondary facades where visible.

C. should be repaired rather than replaced, but if replacement is necessary due to severe deterioration, the replacement should be in-kind to match the originals in material and design. Vinyl clad windows are discouraged but will be approved if they closely match the original window design in profile and dimensions.
Note: The addition of windows which do not meet the Secretary of the Interior's Standards for Rehabilitation would not be eligible for federal tax credits.

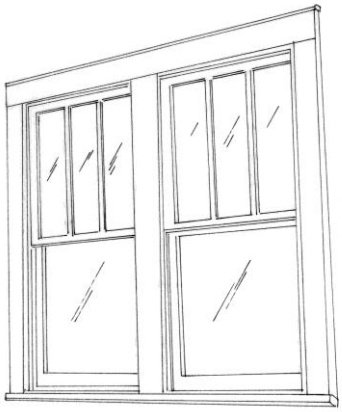
Common Historic Window Designs in Cleveland



Six-over-six wood sash



One-over-one wood sash



Three-over-one vertical wood sash

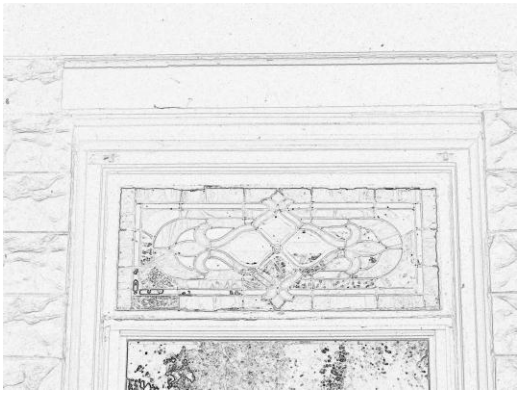
D. of steel or other metal designs should be preserved and maintained, or replaced with new metal windows which are similar in appearance and materials.

E. should not have snap-on or flush muntins. These muntins are much thinner than the muntins on historic windows and don't look real.

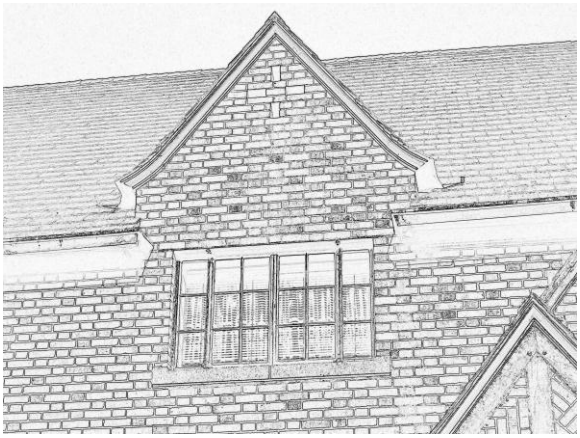
F. screens and/or storms should be wood or baked-on or anodized aluminum and fit within the window frames, not overlap the frames.

G. should not have shutters unless they are of louvered, paneled or other appropriate historic design. Shutters should be of wood construction and be designed to fit the window opening (so that if closed, they would cover the window opening).

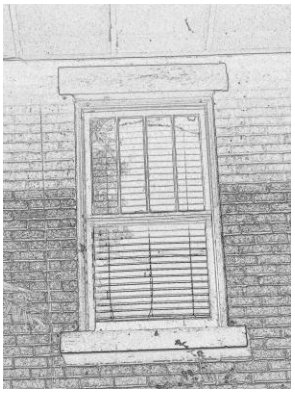
H. should not have security bars where visible from the street.



Stained Glass Window at
1243 N. Ocoee Street.



Original casement windows at
555 Broad Street.



Many windows in the older residential area of Cleveland are vertical light sash (330 Centenary Avenue).

42. WOOD

Wood is the predominant material used for house construction in Cleveland. Wood siding, decorative details, and trim should be preserved and maintained or repaired with materials and dimensions to match the original.

A. original to the building should be repaired rather than replaced only where necessary due to deterioration.

B. should be replaced only when necessary with wood features and details match the original in dimension, size, material, and profile.

C. should be maintained through regular painting but when paint removal becomes necessary, it should be done by scraping, heat (heat guns and plates), or chemical methods, never through sandblasting or other abrasive methods. The use of circular grinders or sanders should not be used to remove paint.

APPENDICES

APPENDIX A – GUIDELINE CHART- WORK REVIEW REQUIREMENTS

APPENDIX B – CERTIFICATE OF APPROPRIATENESS

APPENDIX C - The SECRETARY of the INTERIOR'S STANDARDS for REHABILITATION

APPENDIX D - BASIC MAINTENANCE ADVICE

APPENDIX E - DEFINITIONS AND TERMS

APPENDIX F – SUGGESTED BIBLIOGRAPHY

APPENDIX G - FEDERAL TAX CREDIT INFORMATION

APPENDIX H – ROUTINE MAINTENANCE AND MINOR PROJECT LIST

APPENDIX A - GUIDELINE CHART - WORK REVIEW REQUIREMENTS

TYPE OF WORK	NO APPROVAL REQUIRED	COA APPROVAL REQUIRED
ADDITIONS		X
AWNINGS		X
BRICKWORK		X
DECKS		X
DEMOLITION		X
DOORS		X
FENCES		X
FIRE ESCAPES		X
GLASS (Replacement to match original)	X	
GLASS (Replacement not matching original)		X
GLASS (Removal of historic glass)		X
GUTTERS/ DOWNSPOUTS		X
HANDICAPPED RAMPS		X
INTERIORS	X	
LANDSCAPING	X	
LIGHT FIXTURES		X
MASONRY (Cleaning/Repair)		X
MECHANICAL SYSTEMS		X
MOVING BUILDINGS		X
NEW BUILDINGS/ STRUCTURES		X
PAINTING	X	
PARKING LOTS		X
PORCHES		X
ROOFS		X

TYPE OF WORK	NO APPROVAL REQUIRED	COA REQUIRED
SCREENS		X
SHUTTERS		X
SIDING		X
SIGNS (Electrical permit if lighted)		X
SKYLIGHTS		X
SOLAR COLLECTORS		X
STAIRCASES (Exterior)		X
STORM DOORS /WINDOWS		X
WINDOWS		X

APPENDIX B – CERTIFICATE OF APPROPRIATENESS FORM

CLEVELAND HISTORIC PRESERVATION COMMISSION
185 SECOND STREET. CLEVELAND, TENNESSEE 37311
TELEPHONE 423.479.1913 FAX 423.559.3373

Application for Certificate of Appropriateness

Office Use Only

Application no. Staff Approval

Date CHPC Review

PROPERTY / APPLICANT INFORMATION

Property Address _____

Historic District _____

Owner's Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Alternate Phone _____ Fax _____

Applicant's Name _____
(If different from property owner)

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Alternate Phone _____ Fax _____

TYPE OF WORK (Check boxes that apply)

1) Exterior Alteration or Repair
2) New Construction
   - Primary Structure
   - Garage/Outbuilding
   - New Addition
   - Other
3) Demolition
4) Relocation

The undersigned does hereby declare that the statements contained in this document are true and correct to the best of his/her knowledge, information & belief.

_____ Date _____
Signature of APPLICANT

_____ Date _____
Signature of OWNER (if different from applicant)

Return Application to: City of Cleveland Community Development Department, 185 Second Street, Cleveland TN 37311.

Please call 423.479.1913 with any questions. Applications may be faxed to 423.559.3373.

Application for Certificate of Appropriateness

Office Use Only

Application no.	Staff Approval
Date	CHPC Review

Property Information

Property Address _____

Historic District _____

Project Description

Please describe in detail all work to be done for each item checked on the COA application form:

Signature _____ Date _____

APPENDIX C

The SECRETARY of the INTERIOR'S STANDARDS for REHABILITATION

The Secretary of the Interior's Standards for Rehabilitation are standards used throughout the country as a basis for local design review guidelines. These standards are the basic points from which the Cleveland Residential guidelines have been developed.

The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction. The Standards are to be applied to specific, rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

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

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken in the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

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

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX D - BASIC MAINTENANCE ADVICE

MATERIALS

1. Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.

2. All exposed wood should be kept painted or treated with preservatives.

3. Repairs for wood siding such as cracks can be made through the use of waterproof glue or plastic wood. Large cracks may be filled with caulk followed by putty or plastic wood. The surface should then be sanded, allowed to dry, and painted.

4. Where exterior siding has to be replaced the use of pressure treated wood is recommended to prevent deterioration.

5. Use paints consistent (oil or latex) with the existing paint surface for exterior siding.

6. Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, water-blasting and other abrasive cleaning methods are detrimental to historic buildings and should not be used.

7. Re-pointing of historic mortar should be with a mortar which matches the original in appearance and composition. Most mortar from before 1900 was composed of lime and sand and a mortar with similar content should be applied. The use of Portland cement is generally not appropriate due to the hardness of the mortar versus the softness of the brick.

8. Most silicone based or waterproof coatings have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The use of these products is discouraged.

ROOFS, CORNICES, CHIMNEYS

1. Check the roof regularly for leaks, deterioration of flashing, and worn roof surfaces such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water related problems.

2. Know what metals are used in your cornice or roof's flashing and use only similar metals during replacement or repair. Different metals should not touch each other or a galvanic reaction may occur leading to corrosion.

3. Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with an iron oxide oil base. Asphalt based paints and aluminum paints should not be used on historic metals as they could accelerate the rusting process.

4. Chimneys should be regularly checked for cracking, leaning, spalling, and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is recommended to keep out moisture.

GUTTERS AND DOWNSPOUTS

1. Keep gutters and downspouts in good repair. Make sure they are properly connected, are clean of leaves and other debris, and channel water effectively away from the building. Seal all cracks in downspouts with silicone caulk or sealants.

2. The use of splash blocks to keep water away from the foundation is recommended.

3. Gutters and downspouts which are deteriorated should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferable to corrugated designs.

FOUNDATIONS

1. All water should drain away from a building and should not enter the foundation.

2. Trees, shrubs, and other plants should be kept well away from the foundation to prevent damage from moisture and root movement.

PORCHES AND EXTERIOR ORNAMENTATION

1. Use pressure treated wood for exterior repairs and replacement.

2. Keep all porch and trim elements painted.

ENTRANCES

1. Doors, transoms, and sidelights should be kept clean and the glass should be continually washed.
2. Original locks and hardware should be kept oiled and in good repair. If original hardware is missing or is deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.

3. Doors with stained wood finish should be kept varnished and paint over the wood finish is not recommended.

WINDOWS

1. Windows should be kept clean and free of dirt and grime. Wood sash surfaces should be painted regularly.

2. Windows should be kept caulked and sealed to aid in energy conservation.

3. Shutters and blinds should be kept painted and in good repair.

4. Old or deteriorated curtains or shades behind windows should be removed or replaced.

AWNINGS

1. Canvas awnings should be washed periodically and kept in good repair.

2. Awning hardware should be regularly checked for rust or loose mechanisms.

3. Awnings which become torn or otherwise deteriorated should be replaced.

SIGNS

1. Abandoned signs and sign hardware should be removed from buildings, unless historic.

2. Signs should be kept painted and mounting bolts should be checked periodically to make sure they are secure.

3. Light fixtures, conduits, and wiring for signs should be inspected and replaced when necessary.

APPENDIX E - DEFINITIONS AND TERMS

A. Procedural Definitions

***Certificate of Appropriateness*:** A document awarded by the Historic Preservation Commission (HPC) allowing an applicant to proceed with a proposed alteration, demolition, or new construction in a designated area or site, following a determination of the proposal's suitability according to applicable criteria.

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.

Due process: The established procedure by which legal action is carried out.

***Normally Required**:* Mandatory actions, summarized in the guidelines, whose compliance is enforced by the HPC.

Public notice: The classified advertisement of an event, such as a preservation commission meeting, that is published in the local newspaper and posted in the city government building in order to notify the general public of the upcoming event.

Recommended: Suggested, but not mandatory actions summarized in the guidelines.

B. Technical Definitions

Adaptive Use: Rehabilitation of a historic structure for use other than its original use such as a residence converted into offices.

***Addition*:** New construction added to an existing building or structure.

Alteration: Work which impacts any exterior architectural feature including construction, reconstruction, repair, or removal of any building element.

Appropriate: Especially suitable or compatible.

Building: A structure used to house human activity such as a dwelling or garage.

Character: The qualities and attributes of any structure, site, street or district.

Configuration: The arrangement of elements and details on a building or structure which help to define its character.

Contemporary: Reflecting characteristics of the current period. Contemporary denotes characteristics which illustrate that a building, structure, or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design.

Compatible: In harmony with location and surroundings.

Context: The setting in which a historic element, site, structure, street, or district exists.

Demolition: Any act which destroys in whole or in part a building or structure.

***Demolition by Neglect*:** The destruction of a building or structure through abandonment or lack of maintenance.

Design Guidelines: Criteria developed to identify design concerns in an area and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings and districts.

Element: A material part or detail of a site, structure, street, or district.

Elevation: Any one of the external faces or facades of a building.

***Fabric*:** The physical material of a building, structure, or community, connoting an interweaving of component parts.

Facade: Any one of the external faces or elevations of a building.

Harmony: Pleasing or congruent arrangement.

Height: The distance from the bottom to the top of a building or structure.

***Historic District*:** A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a historic district board or commission.

Historic Imitation: New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).

Historic Preservation Commission: The city's governmental board responsible for overseeing design review in locally designated districts.

Infill: New construction in historic districts on vacant lots or to replace existing buildings.

Landmark: A building, structure, object or site which is identified as a historic resource of particular significance.

Landscape: The totality of the built or human-influenced habitat experienced at any one place. Dominant features are topography, plant cover, buildings, or other structures and their patterns.

Maintain: To keep in an existing state of preservation or repair.

Material Change: A change that will affect either the exterior architectural or environmental features of an historic property or any structure, site, or work of art within an historic district.

New construction: Construction which is characterized by the introduction of new elements, sites, buildings, or structures or additions to existing buildings and structures in historic areas and districts.

Obscured: Covered, concealed, or hidden from view.

Preservation: Generally, saving from destruction or deterioration old and historic buildings, sites, structures, and objects and providing for their continued use by means of restoration, rehabilitation, or adaptive use.

Proportion: Harmonious relation of parts to one another or to the whole.

Reconstruction: The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as is appeared at a specific period of time.

Rehabilitation: The act or process of returning a property or building to usable condition through repair, alteration, and/or preservation of its features which are significant to its historical, architectural, and cultural values.

Restoration: The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Retain: To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

Re-use: To use again. An element, detail, or structure might be reused in historic districts.

Rhythm: Movement or fluctuation marked by the regular occurrence or natural flow of related elements.

Scale: Proportional elements that demonstrate the size, materials, and style of buildings.

Setting: The sum of attributes of a locality, neighborhood, or property that defines its character.

Significant: Having particularly important associations within the contexts of architecture, history, and culture.

Stabilization: The act or process of applying measures essential to the maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

Streetscape: The distinguishing character of a particular street as created by its width, degree of curvature, paving materials, design of the street furniture, and forms of surrounding buildings.

Style: A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.

C. GLOSSARY OF TERMS

Addition New construction added to an existing building or structure.

Alteration Work which impacts any exterior architectural feature including construction, reconstruction, or removal of any building or building element.

American 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 exposes, to structurally tie the wall together.

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 semi-circular arch)

Attic The upper level of a building, not of full ceiling height, directly beneath the roof.

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 facade 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 facade 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.

Bulkhead The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design. 19th century bulkheads are often of wood construction with rectangular raised panels. 20th century bulkheads may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as kickplates.

Bungalow Common house form of the early twentieth century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.

Carrara Glass Tinted glass widely used for storefront remodeling during the 1930s and 1940s. Carrara glass usually came in black, tan, or dark red colors.

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.

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.

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 Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

Cornice The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

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.

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 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.

Facade 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.

Fishscale 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 brick-work 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.

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 The triangular section of a wall to carry a pitched roof.

Gable roof A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel roof A ridged roof with two slopes on either side.

Ghosts Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's facade.

Guardrail A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibilities of a fall from the walking surface to a lower level.

Handrail A horizontal or sloping rail intended for grasping by the hand for guidance or support.

Hipped roof A roof with uniform slopes on all sides.

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.

Ionic order One of the five classical orders used to describe decorative scroll capitals.

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.

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.

Luxfer glass A glass panel made up of small leaded glass lights either clear or tinted purple. These panels were widely used for storefront transoms during the early 20th century.

Mansard roof A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

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 are named.

Modillion A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

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.

Neo-classical Revival style Early twentieth century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

Oriel window A bay window which emerges above the ground floor level.

Paired columns Two columns supported by one pier, as on a porch.

Palladian window A window with three openings, the central one arched and wider than the flanking ones.

Panelled 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.

Pier A vertical structural element, square or rectangular in cross-section.

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 facade 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.

Pressed tin Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

Pyramidal roof A roof with four identical sides rising to a central peak.

Quoins A series of stone, bricks, or wood panels ornamenting the outside of a wall.

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 of returning a building to usable condition through repair, alteration, and/or preservation of its features.

Restoration The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Ridge The top horizontal member of a roof where the sloping surfaces meet.

Rusticated Roughening of stonework of concrete blocks to give greater articulation to each block.

Sash The moveable framework containing the glass in a window.

Segmental arch An arch whose profile or radius is less than a semicircle.

Semi-circular arch An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

Sheathing An exterior covering of boards of other surface applied to the frame of the structure. (see Siding)

Shed roof A gently-pitched, almost flat roof with only one slope.

Sidelight a vertical area of fixed glass on either side of a door or window.

Siding the exterior wall covering or sheathing of a structure.

Sill The bottom crosspiece of a window frame.

Spindles Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

Stabilization The essential maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

Streetscape The general appearance and configuration of the many buildings which define the street.

Stretcher bond A brickwork pattern where courses are laid flat with the long "stretcher" edge exposed.

Surround An encircling border or decorative frame, usually at windows or doors.

Swag Carved ornament on the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.

Terra cotta Decorative building material of baked clay. Terra cotta was often glazed in various colors and textures. Terra cotta was widely used for cornices, inset panels, and other decorative façade elements from ca. 1880 to 1930.

Transom A horizontal opening (or bar) over a door or window. (see Overlight)

Trim The decorative framing of openings and other features on a facade.

Turret A small slender tower.

Veranda A covered porch or balcony on a building's exterior.

Vergeboard The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.

Vernacular A regional form or adaptation of an architectural style.

Wall dormer Dormer created by the upward extension of a wall and a breaking of the roofline.

Water table A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

Weatherboard Wood siding consisting of overlapping boards usually thicker at one edge than the other.

APPENDIX F - SUGGESTED BIBLIOGRAPHY

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APPENDIX G - FEDERAL TAX CREDIT INFORMATION

INVESTMENT TAX CREDIT PROGRAM

Over the past twenty-five years, more than 29,000 buildings have been rehabilitated across the country, generating over $25 billion in private investment in historic buildings nation-wide. In Tennessee, buildings of almost every type imaginable have benefited from the Investment Tax Credit (ITC) program, from B&Bs and hotels and shotgun houses to large-scale business developments. 750 buildings in Tennessee have been rehabilitated using the ITC program, generating over $500 million investment in Tennessee's historic buildings.

There are two types of ITCs available: 20% for a certified historic structure or 10% for a non-historic structure. Investment Tax Credits are available to the owners or certain long-term renters of income-producing properties.

The 20% ITC reduces the cost of restoration and rehabilitation to the owner of an income producing historic property as an income tax credit. The credit is 20% of what an owner spends rehabilitating the building, not including acquisition costs.

To qualify for the 20% Credit:

- The building must be listed on the National Register of Historic Places, or listed as a contributing structure within a National Register Historic District.
- The rehabilitation project must meet the "substantial rehabilitation test," which means you must spend the adjusted value of the building or $5000, whichever is greater. The figure is derived by subtracting the value of the land from the cost of the building and land together.
- After rehabilitation, the structure must be income producing for five years (commercial, rental, B&B).
- The rehabilitation must meet *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings.*

To qualify for the 10% credit:

- The structure must have been built before 1936 and not "historic" (must not be listed or eligible for listing on the National Register of Historic Places).
- The structure must retain 50-70% of external walls and 75% of internal walls.
- The rehabilitation must meet the "substantial rehabilitation test" as in the 20% credit.
- The structure must be used for five years as income producing but NOT housing.

For additional general information on the Investment Tax Credit program, see the National Park Service's ITC web-site at http://www2.cr.nps.gov/tps/tax/.

To receive an application and instructions for the ITC program, contact:

Louis Jackson
615/532-1550 ext. 106
Louis.Jackson@state.tn.us

APPENDIX H – ROUTINE MAINTENACE AND MINOR PROJECT LIST

Minor projects are those which can be readily approved by the Historic Preservation Commission (HPC) staff. These are actions which are generally maintenance in nature or replacement in-kind and do not need to be presented before the HPC.

Masonry

1. Painting of previously painted surfaces.
2. Repointing using mortar to match the original.
3. Removal of paint using chemical removal agents.

Wood

1. Painting of previously painted surfaces.
2. Repair or replacement with wood to match the original.
3. Removal of paint using heat gun, scraping or chemical removal agents.

Porches and Porch Components

1. Painting of previously painted spindles, columns, balusters and decorative detailing.
2. Repair or replacement in-kind of wood elements such as columns, spindles, balusters, friezes, and decorative detailing.
3. Repair or replacement of features using wood epoxies or other appropriate imitative materials to match the original.
4. Installation of screen panels which have minimal framing and are placed behind the porch columns and railings.

Entrances

1. Painting of previously painted doors and surrounds.
2. Repair or replacement in-kind of wood elements such as door panels, transom bars, and surrounds.
3. Repair or replacement of glass and transoms.

Windows

1. Painting of previously painted surfaces.
2. Repair or replacement in-kind of wood elements such as sills, sash units and window surrounds.
3. Repair or replacement of glass.
4. Addition of storm windows which meet design standards such as full-view design or one-over-one design with appropriate meeting rails.

Decorative Features

1. Painting of previously painted wood trim and decorative detailing.
2. Repair or replacement in-kind of wood elements such as vergeboard, brackets, rafters, shingles, etc.
3. Repair or replacement of features using wood epoxies or other appropriate imitative materials to match the original.

Roofs

1. Repair or replacement of existing asphalt, gravel and tar, or similar non-historic roof materials.

Light Fixtures

1. Repair or replacement in-kind of bulbs, wiring, globes, and shades.

Signs

1. Repair and painting of an existing sign.
2. Replacement of an existing sign with a new sign to match.
3. Repair or replacement in-kind of sign lighting to match the original.

Fences

1. Installation of wood picket fences which follow the manual guidelines.
2. Installation of wood privacy fences which follow the manual guidelines.

Solar Collectors/Satellite Dishes

1. Installation of solar collectors and satellite dishes at rear facades or freestanding in rear yards which are not readily visible from the street.

APPENDIX I – RECOMMENDATIONS FOR DISASTER PREPAREDNESS

In the past ten years numerous historic districts in Tennessee have been impacted by natural disasters. These include the Nashville tornado in 1998 which damaged over 800 houses in two historic districts, and the 1999 tornado in Clarksville which resulted in the destruction of several blocks of downtown commercial buildings. If such a disaster occurred in Cleveland, there would be immense pressures placed on property owners, city officials, and the Historic Preservation Commission to assess the damage, issue Certificates or Appropriateness and begin rebuilding. Based on the experiences of historic districts across the country, the following recommendations should be considered by the Cleveland Historic Preservation Commission.

1. HAVE A COMPREHENSIVE AND CURRENT INVENTORY OF YOUR HISTORIC RESOURCES

    - If there is not a comprehensive inventory of the historic district including photographs then complete one as soon as possible. A photographic record is essential for review and rehabilitation efforts after a disaster.

2. PREPARE A DISASTER RECOVERY PLAN

    - Prepare a plan so you know who you would contact at the local, state and federal level.

    - Prepare a list of non-profit agencies that could help such as the American Institute of Architects, the Tennessee Preservation Trust, and the National Trust.

    - Get a list of restoration companies and contractors who specialize in historic building repair.

    - Have provisions in place for the hiring of temporary emergency personnel who can help you review and issue certificates of appropriateness and do follow up inspections. Get a list of Architectural Review Board or Historic Preservation Commission members from other Tennessee communities who could help for a few days.

    - Have a plan for recovering and storing important building elements so they don't end up at a landfill.

3. STRESS COMPREHENSIVE INSURANCE COVERAGE

    - Educate property owners about the importance of keeping your insurance up to date. Underinsured properties are very difficult to rebuild or repair.

    - Educate property owners about the huge increases in construction costs over the past decade and how underinsured properties could affect the future appearance of your historic district.

4. DON'T BE IN A HURRY

    - Take the time necessary to decide as a community how the historic district should be rebuilt, and what environment you want future generations to experience.

APPENDIX J – ECONOMIC HARDSHIP CRITERIA

Economic Hardship is a finding made by the Historic Preservation Commission (HPC) when the denial of a Certificate of Appropriateness (COA) will:

- Deprive the owner of the property of all reasonable use of, or economic return on, the property, or
- Place an unreasonable economic burden on the property owner commensurate with the owner's financial ability to meet the requirements of the COA.

The HPC shall apply the following criteria:

A. The basis to establish economic hardship for an income-producing property shall be that a reasonable rate of return cannot be obtained from a property that retains its historic features or structures in either its present condition or if its features or structures are rehabilitated.

B. Economic hardship in regard to a non-income-producing property shall be found when the property owner demonstrates that the property has no beneficial use as a single-family dwelling or for an institutional use in its present condition or if rehabilitated.

C. Demonstration of an economic hardship shall not be based on or include any of the following circumstances:

1. Willful or negligent acts by the owner.

2. Purchase of the property for substantially more than market value.

3. Failure to perform normal maintenance and repairs.

4. Failure to diligently solicit and retain tenants.

5. Failure to provide normal tenant improvements.

To make a determination of Economic Hardship the HPC can request the following information in order to make its decision:

A. Cost estimates of the proposed construction, alteration, demolition, or removal and an estimate of the additional costs that would be incurred to comply with the recommendations of the HPC for issuance of a COA.

B. A report from a licesned engineer or architect with expertise in rehabilitation as to the structural soundness of an structures on the property and their suitability for rehabilitation.

C. Estimated market value of the property in its current condition; estimated market value after completion of the proposed construction, alteration, demolition, or removal; after any change recommended by the HPC; and in the case of a proposed demolition, after renovation of the existing property for continued use.

D. In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property and its market value for continued use after rehabilitation.

E. For income-producing properties, information on annual gross income, operating and maintenance expenses, depreciation deductions and annual cash flow after debt service, current property value appraisals, assessed property valuations, real estate taxes, and any other information considered necessary by the HPC for determine whether substantial evidence of economic hardship exists.

F. Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years.

G. All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing, or ownership of the property.

H. Amount paid for the property, the date of purchase, and the party from whom purchased.

Approval of Economic Hardship shall be based on the following criteria:

A. Denial of the COA will diminish the value of the subject property so as to leave substantially no value.

B. Sale or rental of the property is impractical, when compared to the cost of holding such property for uses permitted in this zone.

C. An adaptive reuse study has been conducted and found that utilization of the property for lawful purposes is prohibited or impractical

D. Rental at a reasonable rate of return is not feasible.

E. Denial of the COA would damage the owner of the property unreasonably in comparison to the benefit conferred to the community.

F. All means of involving City sponsored incentives such as financial assistance, building code modifications, loans, grants etc. have been explored to relieve possible economic disincentives.