

# Architectural Standards for the Downtown Historic District

## INTRODUCTION

The Architectural Standards apply to all structures and sites within the Downtown Historic District. They are intended to provide guidance to property owners, business owners, architects and contractors who are proposing work on any building or site within the Downtown Historic District. The goal of the Standards is to protect the architectural resources and historic character of the downtown. These Standards supplement the City Building and Zoning codes in effect and do not in any way reduce the requirements set by those or any other codes. There are separate Signage Standards for the Downtown Historic District.

The Standards protect and enhance the overall value of property by encouraging the preservation of the character of historic structures and by requiring new construction to be compatible within the District. City staff and the Historic Preservation Commission (HPC) implement the Standards by reviewing all proposed exterior work and new construction within the Downtown Historic District. The review process has historical, aesthetic, and economic benefits to both the property owner and the community.

Delaware is rich in 19<sup>th</sup> century commercial architecture that reflects the history of the downtown while providing an appealing environment for the present. It is this collection of buildings, in their arrangement, size, shape, and form, that gives downtown Delaware its character. Once lost, the unique identity of the downtown and the surrounding area is irretrievable. The downtown has been nationally recognized with a listing on the National Register of Historic Places.

Preservation provides benefits for the entire community. The preservation of the downtown's historic character is fundamental to its economic revitalization. By retaining and enhancing Delaware's older architecture, the community recognizes the achievements and significance of Delaware's past while establishing adaptive reuses of these buildings for present and future use. This, in turn, can be translated into economic vitality through renewed community pride in the downtown's historical character, as well as increased commercial activity.

### Introduction to Part 1: Standards for Historic Structures

Part 1 of the Standards directs the rehabilitation of historic buildings. Because these buildings were designed and built in a different era, using different materials and techniques from those common today, the materials and methods required for their preservation and maintenance are sometimes very different from those used on newer structures. Frequently, there are appropriate solutions for historic buildings which are more cost effective than replacing or covering up historic elements because they place an emphasis on preserving and repairing. For example, while properly maintained historic windows, doors, and siding will last for many decades, as shown by their continued existence, many modern replacement components are designed to last no more than 10-20 years. Therefore, if new materials are being considered, the cost of the eventual replacement has to be evaluated and added to the cost of rehabilitation. In addition, preservation and repair of historic features often increase the market value of the building and its contribution to the character of the Historic District. In the long run, both the historical integrity and value of the building are preserved and enhanced.

### Introduction to Part 2: Standards for New Construction

Part 2 of the Standards guides new construction in the Downtown Historic District. New construction includes entirely new structures and additions to historic structures, as well as alterations, additions, and maintenance of existing non-historic buildings.

In the Downtown Historic District, the goal is for new construction to be visually compatible with the existing historic character. This does not mean that new structures have to duplicate historic details and materials. In fact, efforts to duplicate historic details and materials may end up being very expensive and/or not very successful, principally because construction techniques, materials, and skills are different today from when Delaware's historic downtown building stock was constructed.

Part 2 of the Standards is based on the idea of *type*. Types define fundamental relationships between a building and its neighbors: how it sits on its site and how it relates to the street and the sidewalk. The concept of type, as used here, is different from *style* or *use*. Buildings of different styles (Italianate, Romanesque, etc.) and uses (retail, office, services, and so on) can sit very comfortably side by side, if they have certain elements in common. While *style* is important for the individual building, in the context of the whole community, it is the adherence to *type* that builds consistency and compatibility.

The Standards in Part 2 identify characteristics that define several types. These include number of floors, visual proportions, types of openings, entrance location, and emphasized building elements (such as base, lintel, and cornice). Some of the major building elements covered by these Standards include overall building form, site plan, storefronts, upper floors, awnings, porches, and required materials. The Standards do not address the *style* of these elements.

## **HOW TO USE THE STANDARDS**

Different types of structures dominate different parts of the Downtown Historic District. What is appropriate new construction in the Downtown Core, for example, may not be appropriate in other parts of the District. Therefore, the Standards identify three subdistricts within the Downtown Historic District, based upon the predominant building types found within each. The three subdistricts are the Downtown Core subdistrict, the Transitional subdistrict, and the Residential subdistrict. Emphasizing similar and compatible building types within a subdistrict can create a consistent pattern for new buildings, renovations, and additions. This helps preserve the historic character of the District, while allowing flexibility in the design of particular buildings.

To apply the Standards, first determine whether you are rehabilitating a historic building under the Part 1 Standards or undertaking new construction, including alterations to a non-historic structure or an addition to a historic building, under the Part 2 Standards. If the proposed project falls under Part 2, look at the District Map in the Appendix and locate your project site within one of the three subdistricts. This will direct which subdistrict Standards apply.

There are illustrations in the Appendix of typical historic building types found within each subdistrict. The illustrations help define elements of each type of structure. Following the specific requirements for a subdistrict type enhances the new construction and adds to the visual cohesiveness of the Downtown Historic District as a whole.

Inasmuch as there are many zoning and building code issues which will affect a building project, it is highly advisable to get the help of a design professional, such as an architect, for the design of your project. For a small project, such as the renovation of a storefront, this service may not be expensive and may save time, money, and problems on your project.

## **PART 1: STANDARDS FOR REHABILITATION OF HISTORIC BUILDINGS**

New additions to historic buildings shall comply with both the Secretary of the Interior's Standards for Rehabilitation and with the Standards for New Construction. Any alteration or addition to a non-historic building shall be treated as new construction and shall comply with the Standards for New Construction (Part 2).

For purposes of applying these Standards, a historic building is defined as any building or building feature that has gained historical significance in the community. In establishing historical significance, the Commission may consider a number of factors, including but not limited to the age of the building, the architectural contribution of the building, whether events of historical or cultural significance have occurred at the building, and whether a noted individual or group is associated with the building.

The Secretary of the Interior's Standards for Rehabilitation, as currently published and hereafter revised, shall be applied in rehabilitating historic buildings within the Historic District.

### **The Secretary of the Interior's Standards for Rehabilitation (37 CFR 67)**

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 historical significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

### **Treatment of Non-Historic Storefronts**

When undertaking changes to a non-historic storefront on a historic building, the new work shall be designed and constructed to reflect the historic character of the building. The historic character shall be determined from historic photographs and physical evidence. In the absence of such documentary evidence, a design shall be based upon typical commercial storefronts of the era from which the building dates. In any situation the Commission may consider changes in design necessitated by adaptive reuse of the building or by the use of modern materials and building techniques.

### **Historic Window and Door Treatments**

When existing historic windows cannot be repaired, replacement windows shall maintain the profile and size of the historic window, including sash and trim. Windows shall not be replaced with single fixed light installations. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Aluminum cladding shall not be a mill finish and/or natural aluminum color. Replacement windows shall be of wood, wood with aluminum cladding, or wood with fiberglass cladding. Existing windows shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened and/or reinstalled as a part of any façade renovation or rehabilitation. Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.

## **PART 2: STANDARDS FOR NEW CONSTRUCTION**

New construction is defined in these Standards as any entirely new structure, addition to a historic building, and alterations, additions, or maintenance of existing non-historic buildings.

### **STANDARDS FOR THE DOWNTOWN CORE SUBDISTRICT**

The Standards in this subdistrict are intended to maintain the character of the Downtown Core as a pedestrian scale business environment. The majority of buildings sit within 20 to 25-foot wide lots built to the back of the sidewalk, forming a uniform streetwall with continuous pedestrian interaction.

Two of the most striking architectural aspect of the Downtown Core's buildings is the emphasis on vertical proportions and the strong separation between the street-front level and the upper floors. The emphasis on the vertical is carried through to the storefront treatment and the proportions of the upper floor windows. Much of the vertical character of the historic storefronts derives from the construction difficulty of spanning more than seven or eight feet at the time the majority of the downtown buildings were built.

A fully-glazed storefront occupies the entire ground floor. The upper floors are treated much differently than the storefront, expressing their difference in use. The wall of the upper floors has individual window openings, rather than continuous bands of windows.

A prominent lintel at the top of the storefront level carries across the entire building. A strongly articulated cornice caps the street wall.

Figures 1 and 2 in the Appendix illustrate typical historic commercial buildings in the Downtown Core subdistrict.

#### **Site Plan**

Buildings in the Downtown Core shall be built to the back of the sidewalk and cover the entire width of their lot, maintaining a continuous streetwall. Parking can be on the street or at the rear of the building but not on the side of the building. The main entrance shall be at the front. Rear entrances, where they exist, shall be designed as true entrances, not as back doors.

#### **Overall Building Form**

All new construction in this subdistrict shall reflect the vertical design character of the existing historic streetscape. The emphasis on the vertical shall be carried through on the storefront treatment and the proportions of upper floor windows.

The entire ground-floor street wall shall be a fully-glazed storefront. The upper floors shall be treated differently than the storefront. The wall of the upper floors shall have individual window openings, rather than continuous bands of windows.

A prominent lintel at the top of the storefront level shall carry across the entire building and shall be at least 12 inches high and not more than 24 inches high. The elevation of the lintel above the sidewalk shall match that of an adjacent building, where possible. A strong cornice element shall cap the street wall.

All new buildings erected in this subdistrict shall be a minimum of two stories and a maximum of four stories. Buildings may cover more than one lot, in which case the facade shall be visually treated to express bays of a single lot width.

#### **Storefront**

The Downtown Core storefront shall consist of a solid base, transparent glass, and a header (which may be of transparent or opaque glass). The base shall be 12 to 24 inches high.

Columns and other vertical divisions within the street-front bays shall extend to the sidewalk and be superimposed over the base. Columns shall maintain slender proportions no wider than a 1:12 width to height ratio and shall contrast with the base.

Store entrances may be recessed 3-6 feet into the building face so that a door may open outwards without obstructing the sidewalk. The recessed opening shall extend from the ground to the bottom of the header. The door shall be glazed (with at least 50% glass in area and not more than 75%) and the sides of the recess at the entrance shall also be transparent above the base. A transparent or opaque glass transom shall extend from the top of the door to the bottom of the header.

### **Upper Floors**

The Downtown Core upper floors shall be faced with standard modular brick or cut stone facing with stone or cast stone details, such as lintels, sills, and capitals. Upper floors shall have vertically-proportioned window openings whose width is no more than half their height. Existing windows are important to the look of a building and shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened or reinstalled as a part of any façade renovation or rehabilitation.

When replacing windows, the profile and size of the original sash and trim shall be maintained. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Upper story windows shall be double hung or have a horizontal division in the middle and shall be of wood, wood with aluminum cladding, or wood with fiberglass cladding. Aluminum cladding shall not be a mill finish and/or natural aluminum color. Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.

Window spacing shall be consistent with the divisions that occur within the storefront.

In the case of a multi-lot width property, the upper floors shall express the 20 to 25-foot typical lot divisions in the form of bays by using different window types, pilasters, other changes in wall articulation, or any combination of these across lot divisions.

The street-facing roofline shall be horizontal and carry a strong cornice element that is at least 1/15<sup>th</sup> of the total building height. Alternatively, the vertical dimension of the cornice of an adjacent building may be approximated.

### **Structures in the Interior of Blocks**

In the Downtown Core, structures constructed in the interior of city street blocks shall be no more than three stories or 40 feet in height. Walls of such structures that are visible from a public way shall be finished in brick that may be combined with pre-cast concrete or stone masonry details.

These walls shall have horizontal tops and be capped by a cornice. These walls shall also carry windows, openings or relief such as recesses to create the appearance of windows. These shall be proportioned so as to be taller than wide. Building walls not visible from a public way may be finished in brick or cementitious or synthetic stucco.

## **STANDARDS FOR THE TRANSITIONAL SUBDISTRICT**

The Standards for this subdistrict are intended to maintain the character of the area surrounding the Downtown Core as a transitional environment between the downtown and the surrounding neighborhoods. This subdistrict consists primarily of commercial buildings of one or two stories. Some of the buildings form a uniform streetwall as in the Downtown Core subdistrict, while others appear as separate buildings.

In some areas of this subdistrict, one-and two-story buildings are characterized by a continuous wall surface that carries down to street level around the storefront. Others look more like Downtown Core buildings. The result is a streetscape that shows more building variation than the Downtown Core.

Figures 3, 4, and 5 in the Appendix illustrate typical historic commercial buildings in the Transitional subdistrict.

### **Site Plan**

Transitional subdistrict buildings shall be built to the back of the sidewalk and cover the entire lot width, maintaining a continuous streetwall. Parking may be on the street or on-site at the rear of the building but not on the side of the building. The main entrance shall be at the front. Rear entrances, where they exist, shall be designed as true entrances, not as back doors.

### **Overall Building Form**

All new construction in the subdistrict shall be compatible with the design character of the surrounding historic streetscape. Buildings shall be either a Transitional building, as described herein, or a Downtown Core building, as described in the Standards for the Downtown Core subdistrict.

Transitional buildings shall be one or two stories with a continuous wall surface that carries down to street level around the storefront. The façade's primary building material shall be brick. At least ninety percent (90%) of the width of the ground-floor streetwall shall be fully glazed storefront. All upper stories shall have street-facing windows.

Buildings may cover more than one lot, in which case the facade shall be treated visually to express bays of a single lot width.

### **Storefront**

The storefront shall consist of a solid base, transparent glass, and a header, which may be transparent or opaque. The base shall be 12 to 24 inches high and the material used shall contrast with the primary building material of the façade.

The entrance door shall be glazed (with at least 50% glass in area and not more than 75%) but does not need to be recessed. If it is recessed, the sides of the recess shall also be glazed. In both cases, the transom between the top of the door and the header shall also be made of transparent or opaque glass.

### **Upper floors**

The upper floors of buildings taller than one-story in the Transitional subdistrict shall have separate, vertically proportioned windows with at least a 2 to 1 height to width proportion. Existing windows are important to the look of a building, and shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened and/or reinstalled as a part of any façade renovation or rehabilitation. When replacing windows, the profile and size of the original sash and trim shall be maintained. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Upper story windows shall be double-hung or have a horizontal division in the middle and shall be of wood, wood with aluminum cladding, or wood with fiberglass cladding. Aluminum cladding shall not be a mill finish and/or natural aluminum color. Their placement shall coordinate with the storefront divisions. Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.

The upper wall on the single-story type may include sign bands that do not extend over the storefront divisions.

The street-facing roofline shall be horizontal. The cornice at the top of the building face shall be plain and not heavily articulated as in the Downtown Core buildings. The cornice height shall be approximately 1/15<sup>th</sup> of the total building height, unless it is or is to be a Downtown Core type of building. Alternatively, the vertical dimension of the cornice of an adjacent building may be approximated.

**Structures in the Interior of Blocks**

Buildings constructed in the interior of city street blocks within the Transitional subdistrict shall be no more than two and one-half stories or 35 feet in height.

Walls of such buildings that are visible from a public way shall be finished in brick that may be combined with pre-cast concrete or stone masonry details. These walls shall have horizontal tops and be capped by a cornice. These walls shall also carry windows, openings or relief (such as recesses) to create the appearance of windows. These shall be proportioned so as to be taller than wide. Building walls not visible from a public way shall be finished in brick or cementitious or synthetic stucco.

## STANDARDS FOR THE RESIDENTIAL SUBDISTRICT

Buildings in these areas, regardless of their use, are residential in character. Within the subdistrict, there is considerable variation in siting, streetscape, and the style of the buildings, depending on the immediate neighborhood. One of the defining characteristics of this subdistrict is that most of the buildings were built originally as free-standing, separate residences, with front, side, and back yards.

Figures 6 and 7 in the Appendix illustrate typical historical buildings in the Residential subdistrict.

### Overall Building Form

The typical building form shall be a simple, one and a half or two-story box, with few projections. Projections may be the full height of the building, roof dormers, or simply be a front porch (open or screened). The roof may be hipped or gabled. Roof pitches shall be 6 in 12 or steeper. Street-facing windows shall be separate and shall align vertically between the two floor levels. Street-facing garages are prohibited.

### Site Plan

The Standards for the Residential subdistrict reflect the variation in existing siting within the subdistrict. See Figure 8 in the Appendix.

#### Franklin Street, E. Winter Street, and Central Avenue

The front yard setback shall match that of an adjacent residential structure. If no residential structure is present, the front yard setback shall be 15 feet. No additional curb cuts shall be allowed without the approval of the City Engineer. The front yard shall be planted with turf and/or landscaped.

On-site parking shall be at the back of the building and shall be screened from the street. While there may be an entrance from the parking area, the building's main entrance shall be on the street face, connected to the sidewalk by a paved walkway.

Existing trees in the tree lawn shall be maintained or, if necessary, replaced at or near their present locations, as approved by the Shade Tree Commission.

#### William Street and S. Union Street

The front yard setback shall match that of an adjacent residential structure. If no residential structure is present, the front yard setback shall be 35 feet. No additional curb cuts shall be allowed without the approval of the City Engineer. The front yard shall be planted with turf and/or landscaped.

On-site parking shall be at the back of the building and shall be screened from the street. While there may be an entrance from the parking area, the building's main entrance shall face the street, connected to the sidewalk by a paved walkway.

Existing trees in the tree lawn shall be maintained or, if necessary, replaced at or near their present locations, as approved by the Shade Tree Commission.

### Windows

Street-facing windows shall be double-hung and shall maintain vertical proportions with at least a 3 to 2 height to width ratio. If divided sash are used, divisions shall appear from the exterior as true muntins. When replacing windows, the profile and size of the original sash and trim shall be maintained.

### Required Materials

Main building: Standard modular brick and/or painted horizontal wood siding.

Trim (e.g., fascia, soffit, frieze, casement, etc.): Stone and/or painted wood.

Porch columns, railings, etc.: Painted wood.

Roofing: Slate, standing-seam metal, asphalt shingles, or wood or composite shakes or shingles.

Windows: Wood, wood with aluminum cladding, or wood with fiberglass cladding. Aluminum cladding shall not be a mill finish and/or natural aluminum color. Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.



## **PART 3: STANDARDS APPLICABLE TO ALL PROPERTIES IN THE HISTORIC DISTRICT**

### **Treatment of Brick Exteriors**

Brick shall not be cleaned with abrasive techniques. The method of cleaning, removing dirt or paint, replacing, or repairing of the brick or mortar shall be reviewed for approval or modification by the City or, upon appeal by the Applicant, by the Historic Preservation Commission.

For historic buildings, any unpainted surface such as, but not limited to, masonry such as brick, or stone shall not be painted. In the event that an existing unpainted surface cannot be restored or preserved through acceptable means, painting of the surface may be considered as a last resort.

### **Painting Exteriors of Buildings**

In choosing colors for a historic building in the Historic District, applicants shall use colors that are appropriate to the age and style of the building. In choosing paint colors for a non-historic building in the Historic District, applicants shall use colors that are appropriate to the overall character, age, and style of the Historic District. No garish, bright, or fluorescent colors will be permitted.

Historic and non-historic buildings shall not be painted so as to enlarge and/or extend the signage area beyond the approved signage, or to use the building itself as corporate identification.

### **Parking Lots**

New parking lots (including expansions of five or more parking spaces) within the Downtown Historic District shall be screened from the public way by means of fencing and landscaping. **A brick or stone wall may be used instead of a fence.** A permanent fence shall extend over the entire length of the lot that is visible from the public way, except where access is required. The fence shall not be more than four feet behind the back of the sidewalk.

The fence shall be historically-appropriate wrought iron or other metal made to resemble historically-appropriate wrought iron. Posts may be the same metal as the fence or may be of brick, stone, or pre-cast concrete masonry. In the residential districts only, fences and posts made of wood are also permitted.

The fence or wall shall be not more than 3 feet high. A landscaped area shall exist behind a fence, planted with dense shrubbery to hide the lot from view from the public way. No landscaped area is required behind a wall but is encouraged in front.

All landscaping (except for tree trunks and the like) shall be planted and kept trimmed from the clear sight zone that exists between three feet and six feet above the pavement everywhere within the parking lot plus along any vehicular access into or out of the parking lot.

All such parking lots shall have at least 10% of their surface area covered by landscaped areas.

### **Rear and Sides of Buildings**

Although these Standards address street fronts primarily, the rear and sides of a building are also important. Because these are visible from adjacent properties and often from parking areas or side streets, they can enhance or diminish the appearance of an entire area. The rear and sides of a building shall be compatible in design with the front façade.

### **Roof-Mounted Mechanical Equipment**

Roof-mounted mechanical equipment and other projecting items shall not be prominently visible from an adjacent right-of-way.

### **Awnings and Canopies**

Awnings shall be constructed of non-coated cloth material attached to a rigid or retractable frame. The outer edge (skirt) of a sloped awning shall not be more than 10 inches high. Awnings may only be supported by the building to which they are attached. "Awning" means a structure attached to a building constructed of a rigid fixed or retractable metal frame covered with cloth fabric.

Storefront awnings may be installed beneath the lintel and shall not extend beyond a storefront division. Such awnings may project to within two feet of the curb in front of the premises.

Upper story window awnings may be installed. Such awnings shall not extend more than 6 inches beyond the dimensions of any individual window opening.

New canopies are forbidden. "Canopy" means a rigid, permanent structure projecting from a building made from any material, which is cantilevered, suspended or supported on columns intended only for shelter or ornamentation. An awning-like structure not covered by cloth material is a canopy.

### **Standards for exterior colors for building, signs and awnings**

1. For historic buildings, any unpainted surface such as, but not limited to, masonry such as brick, or stone shall not be painted. In the event that an existing unpainted surface cannot be restored or preserved through acceptable means, painting of the surface may be considered as a last resort.
2. Historic and non-historic buildings shall not be painted so as to enlarge and/or extend the signage area beyond the approved signage, or to use the building itself as corporate identification.
3. In choosing colors for a historic building and its signage (including awning) in the Historic District, applicants shall use colors that are appropriate to the age and style of the building. In choosing paint colors for a non-historic building and its signage (including awning) in the Historic District, the applicant shall use colors that are appropriate to the overall character, age and style of the Historic District. No garish, bright, or fluorescent colors will be permitted.
4. Sign materials shall be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.

### **Sidewalk Uses**

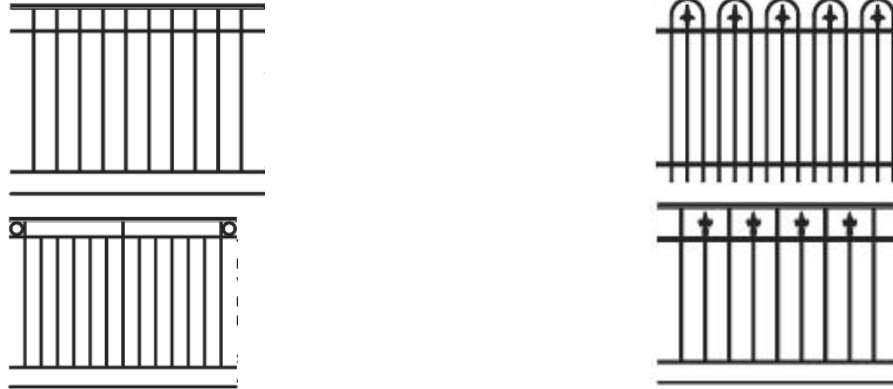
#### **Historic Preservation Commission Design Guidelines**

The following guidelines have been established for any tables and chairs proposed for temporary placement on the sidewalk area:

1. The **tables and chairs shall be comprised of metal or wood** and the color shall compliment the storefront (refer to the \*Downtown Historic District Architectural Standards for color standards). The style and material of any barriers (planters, fences, etc.) shall compliment the storefront.
2. Any use purposing to serve alcoholic beverages in the sidewalk area will need to delineate the entire area with a physical boundary as required by the State Division of Liquor Control. The boundary shall be a removable fence that is secured by self tapping concrete anchors; such anchors shall not exceed ¼ of an inch in diameter and be embedded at least 1 inch into concrete but not more than 1 ¾ inches. Such anchoring is not permitted on any brick section of the sidewalk.
  - a. At the end of each outdoor season, the City reserves the right to require any holes to be filled per the specifications of the City.
  - b. If the object is permanently removed or the hole pattern is modified, the applicant or property owner must fill all holes per specifications of the City.
  - c. Any damage to the public sidewalk resulting from the anchoring of any object shall be corrected by the applicant or property owner at their own expense and per specifications of the City.
  - d. All fencing and structures will be removed by November 1<sup>st</sup> and not placed until March 1<sup>st</sup>.

**The fence shall be historically-appropriate wrought iron or steel made to resemble historically appropriate wrought-iron.**

Example fence styles include the following:



3. Compliance with the guidelines can result in an administrative approval (no hearing with the Historic Preservation Commission). Those who do not comply will need to submit for a Certificate Of Appropriateness and the case will be set for a public hearing at the next available meeting of the Commission.

## **PART 2: SIGN STANDARDS**

### **DEFINITIONS (see list at the end)**

#### **GENERAL REGULATIONS**

The following regulations and restriction shall apply to all signs located and erected within the Downtown Historic District, regardless of type, style, location, design or other classification.

Location: No off-site signs are permitted. No sign shall be located within the right-of-way of any public or private road within the City, except as noted in Chapter 1165. No sign shall be erected or painted upon a roof, fence, tree, standpipe, fire escape, utility pole, or right-of-way.

Lighting:

- (1) Movement: No sign shall incorporate movement or the illusion of movement.
- (2) Intensity: Any illuminated sign or lighting device shall employ only light emitting a light of constant intensity and no sign shall be illuminated by or contain flashing, intermittent, rotating or moving lights, or incorporate reflective materials which imitate or create the illusion of flashing or moving lights.
- (3) Illumination: In no event shall an illuminated sign or lighting device be placed or directed so as to permit the beams and illumination therefrom, to be directed or beamed upon a public thoroughfare, highway, sidewalk or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or other nuisance.

Non-historic Paint and Materials: No part of a non-governmental sign shall be or use garish, bright, or fluorescent, glowing, reflective, or similar non-historic paint or materials. In choosing colors for signage and awnings on a historic building in the Historic District, applicants shall use colors that are appropriate to the age and style of the building. In choosing paint colors for signage and awnings on a non-historic building in the Historic District, applicants shall use colors that are appropriate to the overall character, age, and style of the Historic District. Sign materials shall be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.

Sight Interference: No sign shall be permitted that interferes with the visibility of pedestrian or vehicular traffic entering, leaving, or operating on thoroughfares.

Stability: Display signs shall be constructed to withstand wind pressures of at least thirty pounds per square foot of surface and shall be fastened, suspended, or supported so that they will not be a menace to persons or property.

Maintenance: All signs shall be reasonably maintained as needed. In pursuance of this, all signs hung and erected shall be maintained in a safe and secure condition or shall be removed by the owner or person responsible for maintaining the sign.

Traffic Safety; Colors; Etc.: Signs shall not closely resemble or approximate the shape, form, or color of official traffic signs, signals, and/or devices.

Lettering: There shall not be more than three styles and not more than three sizes of lettering used for any sign, including symbols but not trademarks or logos.

Projection: Other than automobile-oriented projecting signs and pedestrian-oriented projecting signs, no part of any wall sign shall extend more than 12 inches from the structure on which it is located.

Illuminated Vending Machines: Vending machines that have illuminated fronts, advertising a product, shall be considered signs. Each such machine shall be counted as a sign and the square footage of the front of the machine shall be included in computing overall maximum sign area for the business. Such vending machines shall not be seen from the public right-of-way.

Removal: When a sign is removed for any reason, a new permit for future installation of the sign shall be obtained, or all mast arms, guys of any nature, clips, brackets and all structures of the old sign shall be removed with the sign.

Sign Area:

- (1) Sign area shall include the face of all the display area of the sign, not including the bracing, framing and structural supports of the sign, unless such support members are made part of the message or face of the sign.
- (2) Where a sign has two display faces, the area of all faces of the sign shall be included in determining the area of the sign, unless the two display faces join back to back, are parallel to each other and not more than twelve inches apart or form a V-angle of less than forty-five degrees, in which case, the largest display face shall be counted, only.
- (3) For a sign with more than two display faces, one-half of the area of all of the display faces shall be the sign area.
- (4) For spherical signs, the sphere shall be bisected by an imaginary line through the center of the sphere shall be counted as the sign face.
- (5) The area of letters, numbers or emblems mounted on a building wall or wall extension shall be computed by enclosing such sign with the smallest single continuous perimeter around the letters, numbers or emblems and determining its area.
- (6) For structures and uses having no direct frontage on public roads, as within shopping centers, frontage shall be counted as the intersection of the building line onto adjacent drives or parking areas.

Address: An owner, occupant(s), or person(s), having control of a residential, business, manufacturing or public building shall display the numerical address of the building in Arabic numbers not less than three inches in height.

- (1) The color of the numbers shall contrast with the color of the surface on which they are mounted and the numbers shall have an unobstructed view from the street on which the building is numbered.
- (2) The numbers shall be placed on the front of the building facing the street on which the building is numbered.
- (3) For buildings not having entrance doors facing the street on which the building is numbered, numbers of all units within such building shall be placed either on the wall of the building facing the street on which the building is numbered or in a sign in compliance with this section.
- (4) The owner of a residential building may post additional sets of address numbers, provided that one set complies with the provisions of this section.

## **SIGNS PERMITTED IN ANY SUBDISTRICT** **(No Certificate of Appropriateness Required)**

**Community Event Sign:** The sign shall not remain erected for more than seven days and may be erected within the public right-of-way or public property, providing the sign has received authorization from the City Manager or designated representative and does not create a traffic or pedestrian hazard. Banners and flags located on the streetlights that receive a Banner Permit are exempt from these provisions.

Religious and commercial event signs are prohibited.

Non-profit or charitable events sponsored by a corporate sponsor may use the corporate name and logo on community event signage. Community event signs shall not exceed 5 feet in height or 25 square feet in area, of which the corporate sponsor's name and logo may not exceed 20 per cent.

**Commemorative Works:** These signs are to be limited in size to ten square feet and not illuminated, except for architectural accent lighting that is directed downward.

**Contractors' Sign:** One sign is permitted per parcel of land being improved and may be located only on that parcel. The sign shall not exceed twenty-five square feet in total display surface or exceed five feet in height above grade; shall be set back at least ten feet from the public right-of-way; and shall not be closer to any other property line than the applicable building setback line, if the adjoining property is in a residential district.

A contractor's sign shall be removed within thirty days of the issuance of the Occupancy Permit for any part of the project.

**Flags:** Flags of a government or of political, civic, philanthropic, educational, or religious organizations and commemorative flags for officially designated events may be flown, provided that no more than one of the same type of non-governmental flag may be flown from any parcel at one time (Little Brown Jug flags are specifically permitted). No flags may be used for commercial advertising. No flagpole shall exceed the height limitations for a principal building for that lot.

**Garage Sale Sign:** Such signs shall not exceed a total of 2 square feet for signs at the property and shall not exceed one foot square each for off-site signs, which shall not exceed three in number.

**Government Sign:** A sign erected to perform or support a governmental function shall not exceed the guidelines or limits of these Standards for similar private sector signs.

**Holiday Sign:** Such sign may be of any illumination that meets the Lighting Code, provided that it does not create safety and visibility hazards and provided that it is not erected on public land or in a public right-of-way. Said sign shall not display commercial messages or advertising and shall be limited to forty-five days in one year.

**Open House and Private Merchandise Sale (Yard or Garage Sale) Sign:** An on-site such sign shall not exceed a total of 3 square feet and shall not be illuminated. There shall not be more than 3 such off-site signs and each shall not exceed a total of one square foot, shall not be illuminated, and shall be located within 3,000 feet of the sale property, with written permission of the property owners. In no case shall the signs be placed on public property or rights-of-way. Such signs may be displayed one day prior to the sale that they advertise and during the sale but must be removed within twenty-four hours of the end of the sale.

**Portable Sign:** Portable signs are permitted in the B-2 District only, shall be a maximum of four feet in height, a minimum of three feet in height, and no wider than two feet. Said signs may be placed in a strip four feet wide along the edge of the building or in a strip four feet wide along the curb in the non-pedestrian part of the sidewalk and in front of the specific business that is being advertised.

One sidewalk sign is allowed per business, it shall be kept in good repair, and shall not be illuminated. Sidewalk signs shall be weighted and wind stable. Under heavy wind conditions signs shall be removed from the sidewalk.

Private Merchandise Sale (Yard or Garage Sale) Sign: Such signs shall not be illuminated nor exceed a total of 3 square feet for signs at the property and shall not exceed one foot square each for off-site signs, which shall not exceed three in number and shall be located within 3,000 feet of the sale property, with written permission of the property owners. In no case shall the signs be placed on public property or rights-of-way. Said signs may be displayed only during the actual sale dates, not to exceed 8 days in any 30-day period.

Real Estate Open House Sign: Such signs shall not be illuminated nor exceed a total of 3 square feet for signs at the property and shall not exceed three square feet each for off-site signs, which shall not exceed three in number and shall be located within 3,000 feet of the sale property, with written permission of the property owners. In no case shall the signs be placed on public property or rights-of-way.

Real Estate For Sale Sign: Such a sign shall be on-site, shall not exceed six square feet in a residential zoning district and thirty-two square feet in any other zoning district; shall not be illuminated; shall have only one sign per street frontage; and shall not be located closer than ten feet to property lines. Where the building is closer than 10 feet to a property line, the For Sale sign may be on the building, approximately parallel to that property line.

Sidewalk Sign: Sidewalk signs are permitted in the B-2 Downtown Business District on the public sidewalk, subject to the following requirements: they shall be no higher than four feet, and shall be a minimum of three feet in height, nor wider than two feet. Said signs may be placed in a strip four feet wide along the edge of the building or in a strip four feet wide along the curb in the non-pedestrian part of the sidewalk and in front of the specific business that is being advertised.

One sidewalk sign is allowed per business, it shall be kept in good repair, and shall not be illuminated. Sidewalk signs shall be weighted and wind stable. Under heavy wind conditions signs shall be removed from the sidewalk.

Subdivision or Tract of Land Development Sign: Residential Subdivisions and developments with six or more dwelling units or non-residential developments may display one sign at each entrance to the subdivision or development indicating that property is available for sale or rent. Each sign shall not exceed twenty-five square feet in total area; shall not exceed five feet in height; and no part of any such sign shall be closer to any public right-of-way than ten feet nor closer to any other property line than the applicable building setback line, if the adjoining property is in a residential district.

These signs shall not remain erected in any subdivision or development after ninety percent (90%) of all construction in the subdivision or development is completed or more than fifty percent (50%) of the space has received an Occupancy Permit.

In addition, a sign that contains only the name of the subdivision or development is permitted at each entrance. That identification sign shall not exceed twenty-five square feet in total area; shall not exceed five feet in height; and shall not be closer to any public right-of-way than ten feet nor closer to any other property line than the applicable building setback line, if the adjoining property is in a residential district.

Traffic and Directional Sign: Such signs are limited to four square feet in area and three feet in height; may not interfere with safe traffic circulation or interfere with or obstruct the view of drivers exiting onto highways or thoroughfares; and shall contain no commercial information or advertising.

Window Sign: Window sign area shall not be included in calculating total sign area, unless illuminated. Illuminated window signs shall be included in calculating total sign area of any land use and a sign permit shall be required for illuminated window signs.

Yard Sale Sign: Such signs shall not exceed 3 square feet total for signs at the property and shall not exceed one square foot each for off-site signs, which shall not exceed 3 in number and shall be located within 3,000 feet of the sale property, with written permission of the property owners. The signs shall not be placed on public property or rights-of-way.

**SIGNS AND SIGN-LIKE DEVICES PROHIBITED IN ANY SUBDISTRICT**

Prohibited are the following: attraction-generating device, billboard, canopy sign, commercial event sign, freestanding sign (including joint identification), ground-mounted sign, light band, portable sign (except for sidewalk signs in the B-2 Downtown Business District), religious event sign, roof-top sign, streamer, street furniture or structure sign, plus traffic sign (non-governmental).

**SPECIAL REQUIREMENTS FOR CERTAIN SIGNS IN ANY SUBDISTRICT****Bank Machine Signs**

In addition to signs otherwise permitted by this code, banks are permitted one sign to identify a bank machine. Said sign shall not exceed four square feet in area. Only one sign per lot is permitted, no matter how many machines are installed.

**Changeable Copy Signs**

Changeable copy signs shall be permitted, subject to the following conditions:

- A. The total changeable copy area shall be included in the total sign area allotment.
- B. Either computer-driven or manually-changeable copy is permitted.
- C. A changeable copy sign on which copy, other than time and temperature, is changed more than eight times in any one day shall be considered a prohibited animated or flashing sign. The number eight in the preceding sentence is expressly intended to apply to the number of changes, regardless of the number of messages. No message may take more than 5 seconds to read.
- D. No more than fifty percent (50%) of the area of a single sign shall be useable for changeable copy; except institutional or theater signs which shall have no more than eighty percent (80%) useable for changeable copy.
- E. Changeable copy may be used in residential districts for signs for institutional uses only.
- F. A sign permit is required.

**Gasoline Service Station Signs**

Gasoline service stations may display signs in addition to those herein authorized. Such signs shall be limited to the following and a sign permit is required for A and B:

- A. One double-faced sign not exceeding five square feet on a side is permitted for each set of motor fuel pumps identifying "self-service" or "full-service" .
- B. Signs limited to the identification of the brand name, logo or type of fuel sold projecting above the pumps are permitted.
- C. Any such signs as may be required by law.

**Restaurant Menu Signs**

In addition to the sign otherwise permitted by this code, a drive through restaurant shall be permitted one menu sign per drive through lane, placed in proximity to the drive-through lane for the purpose of ordering. Such sign shall not be audible from an adjacent parcel. The sign shall have sign area not exceeding twenty-five square feet in area, shall not exceed five feet in height from grade, and shall require a sign permit.



## **SIGNS PERMITTED IN THE DOWNTOWN CORE AND TRANSITIONAL SUBDISTRICTS**

### **(Certificate of Appropriateness Required)**

#### **General Requirements for All Signs**

##### **Number of Signs**

In a Business or Office zoning district, each building with a non-residential use shall be permitted one wall sign per street or alley frontage plus one wall sign per parking lot frontage in a rear or side yard that has no street frontage.

Not more than four wall signs shall be permitted on any building with a non-residential use, with a maximum of one sign per yard or frontage.

##### **Sign Area**

The area of all signs for any single non-residential use shall be limited according to the width of the frontage of the part of the building occupied by such non-residential use.

For the purposes of this section, the width shall be measured by the horizontal distance between the outermost vertical dimensions of the wall that contains the entrance. If the entrance does not face a street, alley, or parking lot, the Chief Building Official shall determine which wall shall be used for the sign area calculation.

For the primary frontage of a structure, the area of a primary wall sign for any single structure shall be equivalent to one and one-half square feet of sign area for each linear foot of primary frontage of the structure but shall not exceed a maximum area of 100 square feet.

For the secondary frontages of a structure, where the structure fronts on more than one public street or alley and/or abuts one or more rear or side parking areas, the structure is permitted an additional secondary sign for each, not exceed a maximum area of 25 square feet or one-half square foot per lineal foot of primary frontage, whichever is less.

#### **Specific Requirements for Certain Signs**

##### **Awning Signs**

Signs may be placed on the main body of the awning or on its skirt. In place of a wall sign, a sign placed on the body of an awning may be the primary sign for the premises and counts towards the total allowable sign area. If a wall sign is used, a sign on the body of an awning is prohibited.

Signs on the skirt of an awning are permitted, including the sides.

**Area and Size of Awning Body Signs:** The sign area shall be no more than 15 inches tall. The height of the lettering area for signs on the body of an awning may be no greater than 85% of the height of the Sign Area of the awning.

**Area and Size of Awning Skirt Signs:** A sign may be placed on the skirt of the awning. Such graphics shall be no larger than 8 inches in height. Signs on the skirt of an awning that are no larger than 8 inches in height do not count towards the total allowable sign area.

**Illumination of Awning Signs:** Awnings may be lit internally or externally. The illumination shall be such that the lettering, logo or graphics of the awning sign is brighter than the surrounding fabric and does not create a Light Band.

##### **Building Directory Signs**

A building having more than one business premises on the upper floors may have a building directory sign near the entrance to these premises. Such signs shall have a Sign area of no more than 4 square feet and may only be down-lit internally.

**Canopy Signs**

New canopy signs are prohibited. A canopy sign mounted atop the canopy is intended as the primary sign of the premises. A canopy sign mounted on the face of a canopy is not intended to be the primary sign for the premises.

**Number of signs:** A canopy sign mounted atop the canopy may be used instead of the allowed wall sign for that frontage. A canopy sign mounted on the face of the canopy may be in addition to the other signs allowed by these Standards, if it is 6" or less in height.

**Size and construction of signs:** Signs mounted atop the canopy shall be no higher than 15 inches. Such signs shall be composed of detached letters or symbols separately mounted to the top of the canopy. Such signs shall not be mounted on a panel. Signs mounted on the face of the canopy shall be no more than 6 inches high.

**Historic signs**

The following is a list of historically significant signs. Every effort should be made to maintain and restore these signs to their original condition. The name, materials, lighting, moving parts, design character, and shape are an integral part of the sign.

Bun's Restaurant  
Hall's Family Furniture  
Nectar's Candyland  
Shoe Repair  
Strand Theater  
Taxi  
West End Grill

**Murals**

Murals are intended to contribute to the enjoyment of the public realm by their esthetic qualities and by improving the appearance of an unattractive wall surface. A new mural shall not advertise a product or service, or bear the name, logo or trademark of any company or individual. Mural designs consisting of or substantially based on the logo or trademark colors of a company are prohibited.

**Location of Murals:** Murals may be located on the sides or rear of buildings.

**Size of Murals:** There are no limitations on the size of murals.

**Exception for Existing Murals:** Existing murals may be restored to their original appearance, even if these do not conform to the above requirements. Such restoration is strongly encouraged. Existing murals shall not be defaced, removed, or obscured.

**Portable Signs**

Portable signs shall be no higher than four feet and shall be a minimum of three feet in height, not wider than two feet. Said signs may be placed in a strip four feet wide along the edge of the building or in a strip four feet wide along the curb in the non-pedestrian part of the sidewalk and in front of the specific business that is being advertised. Signs shall be weighted and wind stable. Under heavy wind conditions signs shall be removed from the sidewalk."

**Projecting Signs (Auto-oriented)**

An auto-oriented projecting sign is intended to be the primary sign for a premises and is intended to attract the attention of the occupants of motor vehicles.

**Number of signs allowed.** Each ground floor premises shall be allowed one auto-oriented projecting sign, in addition to other signs allowed by these Standards. Upper floor premises shall not have an auto-oriented projecting sign.

**Size of signs.** An auto-oriented projecting sign may protrude from the building wall no more than 6 feet and may be no more than 12 feet in height. The total Sign Area of one face of the sign may be no more

than 30 square feet. Such projecting signs may be no more than 12 inches thick and shall carry lettering or other graphics on both sides.

Illumination. Auto-oriented projecting signs may be illuminated externally or by exposed neon tubes.

Placement. Auto-oriented projecting signs shall be mounted so that the top of the sign is below the top of the building and the bottom of the sign is no lower than the top of the header or 2 feet above the top of the storefront, if no header exists. Brackets or other mounting devices supporting such signs shall not impinge upon such architectural features as lintels, sills, capitals, string courses, and cornices.

### **Projecting Signs (Pedestrian-oriented)**

A pedestrian-oriented projecting sign is not intended to be the primary sign for a premises. Instead, it is intended to attract the attention of pedestrians on the sidewalk within a block of the premises.

Number of Signs Allowed: Each ground floor premises is permitted one pedestrian-oriented projecting sign, in addition to the other signs allowed by this Code. In addition, one upper-floor premises may have a pedestrian-oriented projecting sign, suspended on the wall above the door leading to the upper-floor premises. Such signs shall not be counted against the total sign area allowed under these Standards.

Size of Signs: Pedestrian-oriented projecting signs shall have a Sign Area of no more than 9 square feet and project no more than 6 feet from the face of the building. Signs shall carry lettering or other graphics on both sides.

Illumination: Pedestrian-oriented projecting signs may be illuminated externally or by exposed neon tubes.

Placement: Pedestrian-oriented projecting signs shall be suspended from a wall and placed so that the bottom of the sign is no less than 7 feet above the sidewalk. The brackets or other mounting devices carrying such signs shall be placed in a manner that respects the architectural divisions of the storefront, preferably on a column or post, within the header or above the lintel.

### **Rear Entrance Signs**

Each ground floor premises having a rear entrance may have a sign at that entrance, in addition to the other signs allowed by these Standards. Such signs shall be in lieu of a secondary wall sign on this frontage.

Size of signs: Such signs shall be no more than 12 square feet in Sign Area.

Placement: Such signs shall be mounted parallel to the wall and protrude no more than 6 inches.

Illumination: Such signs may be externally illuminated or by exposed neon tubes.

### **Temporary Signs**

Duration of Display of Signs: A business enterprise occupying the ground floor premises of a building may display temporary signs for periods of up to thirty (30) consecutive days, not exceeding a total of 120 days in any calendar year.

Placement of Signs: Temporary signs shall be placed in the windows and doors of the premises only.

Size of Signs: Temporary signs may not exceed 50% of the total window area of the primary frontage of the premises

### **Theater Marquees**

Live performance and movie theaters may display a marquee. The marquee shall project no farther than two feet behind the curb line in front of the theater. The marquee may be as wide as the storefront or, if there is no storefront, no more than two feet less than the building width. If the width of the marquee is less than that of the storefront, its width shall respect the vertical divisions of the storefront.

Marquees shall be placed so that the bottom of the marquee is aligned with the bottom of the storefront header, with the lintel, or the top of the storefront. If there is no storefront, the bottom of the marquee shall be no less than 8 feet above the sidewalk. Marquees may be internally or externally illuminated.

### **Vending Machine Signs**

Vending machine signs shall not be visible from a public right-of-way.

### **Wall Signs**

Each ground floor premises shall have a wall sign or a window sign on its primary frontage.

The Sign Area of all wall signs for any single business enterprise shall be limited according to the width of the structure or the part of the structure occupied by such enterprise.

**Height limitations:** The height of the Sign Area of a wall sign shall be no more than 85% of the height of the header on which it is mounted. The height of the lettering area of a wall sign shall be no more than 85% of the height of the Sign Area of the sign or 15 inches, whichever is less.

If the sign is not mounted on a panel, the height of the lettering area shall be no more than 85% of the height of the header or 15 inches, whichever is less. If the sign is mounted in a sign band, its Sign Area height shall be no more than 85% of the sign band height. The lettering area height shall be no more than 85% of the Sign Area height or 15 inches, whichever is less.

**Illumination:** Wall signs may be illuminated externally or by exposed neon tubes.

**Placement:** Wall signs shall be placed in the header of the storefront, where such a header exists. If no header exists, then the sign shall be placed in the sign band. Signs may not cover or intrude upon any architectural features of the wall such as lintels, string courses, window sills, pilasters, and cornices.

### **Window Displays**

**Area and Size of Window Displays:** There is no limitation of the area or size of window displays.

**Enclosure of Window Displays:** Window displays may be enclosed so as to block the view of the premise's interior from the public way.

**Illumination of Window Displays:** Such illumination shall not create a nuisance to traffic, pedestrians or other premises. Such illumination shall not be intermittent or vary in brightness, color, or intensity.

### **Window Signs**

Window signs are intended primarily to inform pedestrians of the occupant, merchandise, services or activities on the premises. Each ground floor premises lacking a wall sign shall have a window sign on its primary frontage. Window signs are not intended to serve as the primary signage for a premises nor to inform the occupants of motor vehicles (except for Temporary Signs).

**Area and Size of Signs:** Window signs shall not exceed 20% of the window area. The area of window signs shall be excluded from the total area of signs allowed under these Standards.

## **SIGNS ALLOWED IN THE RESIDENTIAL SUBDISTRICT** **(Certificates of Appropriateness Required)**

Signs advertising a home occupation shall be wall, non-illuminated and not more than one square foot in area. There shall be not more than one sign per building.

A single permanent sign identifying a subdivision or other single or multi-family development may be erected provided such sign is not larger than twenty-five square feet in area, shall not exceed five feet in height above grade, and is not closer than two feet to any street or alley right-of-way. In a large residential development of twenty acres or more, one sign, not more than twenty-five square feet in area may be erected at each principal entrance provided the total sign area does not exceed fifty feet for all such signs.

Schools, parks, churches, and public uses permitted and located within a residential district shall be allowed one wall or one freestanding directory or activity sign in addition to an eight square foot wall sign with the name of the facility. Wall signs shall not project more than one foot measured from the face of the main wall of the building and ground signs shall not exceed five feet in height. Sign area shall be limited to twenty-five square feet. No sign shall be illuminated past 9:00 p.m. In computing the area of the sign, all faces on which symbols or letters are displayed are to be considered sign area.

Nonconforming businesses located in residential zoning districts shall be permitted one sign for the building regardless of the number of businesses housed in said building. Said sign may be wall-mounted or freestanding. Wall signs shall be a maximum of ten square feet in area. Freestanding signs shall be a maximum of six square feet in area per side, shall not exceed six feet in height above grade, shall setback from the right-of-way lines ten feet, and shall meet the zoning district's requirements for setbacks from all adjoining property lines.

Nonconforming business's signs may be illuminated but only if shielded or indirect and meets Code. No neon or internally lighted signs shall be permitted.

Bed and breakfast facilities in residential districts shall be permitted one sign, subject to the following requirements:

1. A sign no larger than two square feet in area may be located on the building wall parallel to the wall surface or a free-standing sign no larger than two square feet in area, with a maximum height of five feet from grade;
2. A minimum of a ten-foot setback from any right-of-way
3. A minimum set back from any adjacent properties as established by the zoning district;
4. May be located in the yard of the premise; and
5. May not be lighted.

### **ABANDONED SIGNS**

If any sign shall become abandoned, such sign is declared to be a public nuisance by reason that continued lack of use results in lack of reasonable and adequate maintenance, thereby causing deterioration and a blighting influence on nearby properties. An abandoned sign is defined as any sign that meets any one of the following criteria:

1. Any sign associated with an abandoned nonconforming use.
2. Any sign that remains after the termination of a business. A business has ceased operations if it is closed to the public for at least 180 consecutive days. Seasonal businesses are exempted from this determination but signs are determined to be abandoned when the business has ceased operation for one year.
3. Any sign that is not maintained in accordance with the ordinance.

When the Director finds, upon investigation, that a sign has been abandoned, he shall notify the owner of said sign and the owner of the land on which the sign is located, by certified mail or by personal delivery, of his findings. Such notice shall advise the sign and property owners that the sign has been declared abandoned and shall be removed within thirty days from the date of mailing of said notice. The sign owners or property owners may appeal such decision to the Board of Zoning Appeals.

It shall be the duty of the Director to maintain a photograph and file on said sign, together with a written report of his findings for submission to the Board of Zoning Appeals, upon request.

If the sign is not removed, as ordered, the same may be removed by the City at the expense of the lessee or owner. If the City is not immediately reimbursed for such costs, the amount thereof shall be certified to the Delaware County Auditor for collection as a special assessment against the property on which sign is located.

### **NONCONFORMING SIGNS**

All nonconforming signs shall be maintained. A nonconforming sign shall not be structurally relocated or replaced unless it is brought into compliance with the provisions of these Standards. Should any replacement or relocation take place without being brought into compliance, the sign shall be existing illegally and shall be removed using the same procedures used for Abandoned Signs.

Termination. When any of the following occur, a nonconforming sign shall immediately lose its legal nonconforming status and shall be brought into conformance with these Standards or be removed using the same procedures used for Abandoned Signs:

1. If the size and structural shape is changed or altered or
2. If damage occurs to the sign to the extent of fifty percent (50%) or more of either the structure or its replacement value.

Where the damage to the sign is less than fifty percent (50%) of the structure or its replacement value, the sign shall be repaired within sixty days of the date of the damage.

Re-Use and Amortization of Non-Conforming Signs: The face of a non-conforming sign may be replaced with one of the same size and materials. Existing non-conforming signs may be repaired or restored,

TABLE 1. SUMMARY OF SIGN REQUIREMENTS FOR THE DOWNTOWN CORE AND TRANSITIONAL SUBDISTRICTS

<b>Sign Type</b>	<b>Maximum Sign Area</b>	<b>Counts toward Total Area?</b>	<b>Maximum Width</b>	<b>Maximum Height</b>
Freestanding Sign	PROHIBITED			
Primary Wall Sign	1.5 sq. ft. per foot of frontage 100 sq. ft. total maximum	Yes	Building width must respect divisions	Must respect divisions; Sign Area height 85% of header or sign band height
Secondary Wall Sign	0.5 sq. ft. per foot of frontage 25 sq. ft. maximum for each	No	Building width must respect divisions	Must respect divisions; Sign Area height 85% of header or sign band height
Awning Sign (Body)	1.5 sq. ft. per foot of frontage. Maximum 100 sq. ft. Takes the place of the primary wall sign.	Yes	Building width must respect divisions	Must respect divisions
Awning Sign (Skirt)	No limit, if 8" or less	No, if 8" or less	No limit, if 8" or less	8 inches
Sign on new Canopy	PROHIBITED			
Canopy Sign (Edge)	No limit, if 6" or less	No, if 6" or less	No limit, if 6" or less	6 inches
Canopy Sign (Top)	1.5 sq. ft. per foot of frontage. Maximum 100 sq. ft. Takes the place of the primary wall sign.	Yes	Building width must respect divisions	Must respect divisions
Auto-oriented Projecting Sign	30 sq. ft. maximum	No	6 feet	12 feet
Pedestrian-oriented Projecting Sign	9 sq. ft. maximum	No	30 inches	No limit
Rear Entrance Sign	12 sq. ft maximum	No	No limit	No limit
Temporary Sign	50% of glass	No	No limit	No limit
Window Sign	20% of window area	No, if not lit	No limit	No limit

## DEFINITIONS

As used in this chapter, certain terms are defined as follows:

"Attraction-Generating Device" means lighting or reflective material that incorporates movement or the illusion of movement.

"Auto-oriented Projecting building sign" means a sign attached to a building so that the primary face is perpendicular to the building wall and positioned above the storefront lintel to be more easily visible to automobiles.

"Awning" means a structure attached to a building constructed of a rigid, fixed or retractable tubular metal frame covered with cloth fabric. Awnings shall be supported solely by the building to which they are attached.

"Awning Sign" means any sign that is incorporated in, or sewn onto, the cloth covering of an awning.

"Banner" means a non-rigid cloth, plastic, or canvas sign, secured at the top and bottom, and typically related to a special event or promotion.

"Billboard" means an outdoor sign exceeding eighty square feet in area.

"Canopy" means a rigid, permanent structure projecting from a building made from any material, except cloth, which is cantilevered, suspended, or supported on columns intended only for shelter or ornamentation. For the purposes on this Code, a marquee or a portico is not a canopy. Structures utilizing flat, mansard, or shed roofs are canopies.

"Canopy sign" means any sign attached to a canopy, except for pedestrian-oriented projecting signs.

"Changeable copy sign" means a sign or portion of a sign that permits manually changeable copy that provides nonmoving messages.

"Computer-driven sign" means a sign or portion of a sign containing a display whose content is generated by a computer connected to the sign.

"Community Event Sign" means any sign that is erected, with the authorization of the City Manager or designated representative, for the purpose of promoting or recognizing a community event, including public event banners and flags located on the street lights, which require a Banner Permit.

"Commemorative Works" means signs in the nature of cornerstones, commemorative items (including tables, tablets, monuments, and historical signs), and the like.

"Contractor's Sign" means a sign announcing the names, addresses, and telephone numbers of contractors, subcontractors, and materialmen participating in the construction of a building.

"Director" means the Director of the Department of Planning and Community Development or his/her designee.

"Directory Sign" means an exterior sign mounted to a building intended to provide the identity or name, whether through logo, type, graphics or other symbols, for two or more uses within one building.

"Externally illuminated sign" means a sign that is illuminated by an external source that reflects light off the surface of a sign face.

"Flag" means an ensign, standard, colors, or emblem of a government body, association, group, business or corporation. Strings of flags are not included in this definition.

"Freestanding Sign" means a ground and/or pole sign that is permanently embedded in the ground or anchored in concrete. Also known as a ground, pole, or ground-mounted sign.

"Garage Sale Sign" means a sign that advertises the location of a residential property for merchandise sales conducted on premises within districts of the City that are zoned residential.



"Ghost sign" means the remaining image of a previous commercial sign that was painted onto a building.

"Government Sign" means a sign erected and maintained pursuant to, and in discharge of, any governmental function or required by any law, ordinance or governmental regulations.

"Ground and/or pole sign" means a freestanding sign that is not attached to a structure and which is intended and designed only to support the sign and which is permanently embedded in the ground or anchored in concrete. Also known as a ground-mounted sign.

"Header" means the portion of a storefront below the lintel, separated from the rest of the storefront by a horizontal mullion or other member.

"Header Area" means an area (on buildings without a header) extending in a band from wall to wall across the front of a building a maximum of four feet above the top of the storefront or display windows. The header area shall not extend above the top of the wall or the sills of the second story windows. Also known as the Sign band.

"Holiday Sign" means a sign clearly in the nature of decorations, associated with any national, state, local, or religious holiday.

"Internally-illuminated Sign" means a sign with a light source within or behind the sign emitting light through the sign face.

"Lettering Area" means the area of the smallest rectangle that can be drawn around the lettering, logos and graphics of a sign, or of each individual letter if these are detached. Also known as Sign Area.

"Light Band" means an awning that is internally-lighted and creates a band of light that is a shade of the color of the awning.

"Lintel" means a cornice, stringcourse, or other horizontal building element separating the storefront from the upper part of the building facade.

"Marquee" means a theater structure that provides shelter for customers plus additional loading for graphics. For the purposes on this Code, a marquee is not a canopy.

"Mural" means a non-commercial painting that is either directly applied to the surface of a building or a flat panel mounted on the building wall so that it protrudes no more than 12 inches from the face of the wall.

"Non-conforming Sign" means an existing sign that does not meet these Standards.

"Non-governmental Traffic Sign" means a sign or advertising device that attempts, or appears to attempt, to direct the movement of traffic or which interferes with, imitates, or resembles an official sign, signal or device.

"Open House and Private Merchandise Sale (Yard or Garage Sale) Sign" means a sign that advertises the location of an open house of a residential property for sale or merchandise sales conducted on premises within districts of the City that are zoned residential.

"Pedestrian-oriented projecting sign" means a projecting sign that is positioned below the storefront lintel to be more easily visible to pedestrians.

"Pennant" means a triangular-shaped banner, usually displaying no signage.

"Portable sign" means a sign that is not permanently affixed to a building or structure on the ground and is designed in such a way to allow it to be moved from one location to another without any change in its structure components or members and shall include trailer signs, A-frame signs, self-supporting signs, and air-activated attraction devices.

"Portico" means a colonnade or covered walkway supported by columns or posts, usually with a peaked roof and architectural detail. For the purposes of this Code, a portico is not a canopy. Structures utilizing flat, mansard, or shed roofs are canopies.

"Projecting sign" means a sign attached to a building so that the primary face is perpendicular to the building wall.

"Auto-oriented projecting sign" means a projecting sign that is positioned above the storefront lintel to be more easily visible to automobiles.

"Pedestrian-oriented projecting sign" means a projecting sign that is positioned below the storefront lintel to be more easily visible to pedestrians.

"Private Merchandise Sale (Yard or Garage Sale) Sign" means a sign that advertises the location of an merchandise sales conducted on premises within districts of the City that are zoned residential.

"Real Estate Open House Sign" means a sign that advertises the location of an open house of a residential property for sale within districts of the City that are zoned residential.

"Real Estate For Sale Sign" means an on-site sign that advertises the sale, lease, or rental of premises on which the sign is directly located, including private real estate signs and model home signs.

"Ribbon" means a rectangular-shaped plastic, fabric, or similar strip.

"Roof-top or Roof Sign" means a sign mounted upon the roof of (or top of, if there is no roof) any building or structure (other than a pole).

"Sign" means any words, lettering, parts of letters, figures, logos, numerals, phrases, sentences, emblems, devices, designs, trade names, trademarks or combinations thereof by which anything is made known, including individuals, firms, associations, professions, businesses, commodities, events, or products.

"Sign Area" means the size of the frame of a sign or the area of the total of each individual letter, logo, and graphic, if these are detached, on a sign panel or awning body or skirt containing a sign. Also known as the Lettering Area.

"Sign Band" means an area (on buildings without a header) extending in a band from wall to wall across the front of a building extending a maximum of four feet above the top of the storefront or display windows in buildings without a header. The sign band shall not extend above the top of the wall or the sills of the second story windows. Also known as the Header Area.

"Storefront" means the lower portion of a building façade, consisting primarily of glass and slender elements separating panels of glass and/or other materials.

"Streamer" means a ribbon-shaped or cord-like rope that may have multiple pennants or ribbons attached and which is stretched or hung between two supports.

"Street Furniture or Structure Sign" means a commercial sign mounted upon a bus shelter, kiosks, bench, trash containers, and similar public use item located in, or visible from, the right-of-way.

"Subdivision or Tract of Land Development Sign" means a sign indicating land or buildings for sale or lease in residential Subdivisions and developments with six or more dwelling units or non-residential developments.

"Temporary sign" means a sign used to advertise merchandise or services offered on the premises under special terms for a limited period of time, usually for less than 3 months.

"Traffic and Directional Sign" means a sign indicating vehicle navigation information to or within a facility or off-street parking area.

"Traffic Sign, Non-governmental" means a sign or advertising device that attempts, or appears to attempt, to direct the movement of traffic or which interferes with, imitates, or resembles an official sign, signal or device.

"Wall Sign" means a sign attached to a building face, with the exposed face thereof in a plane parallel to the plane of the wall.

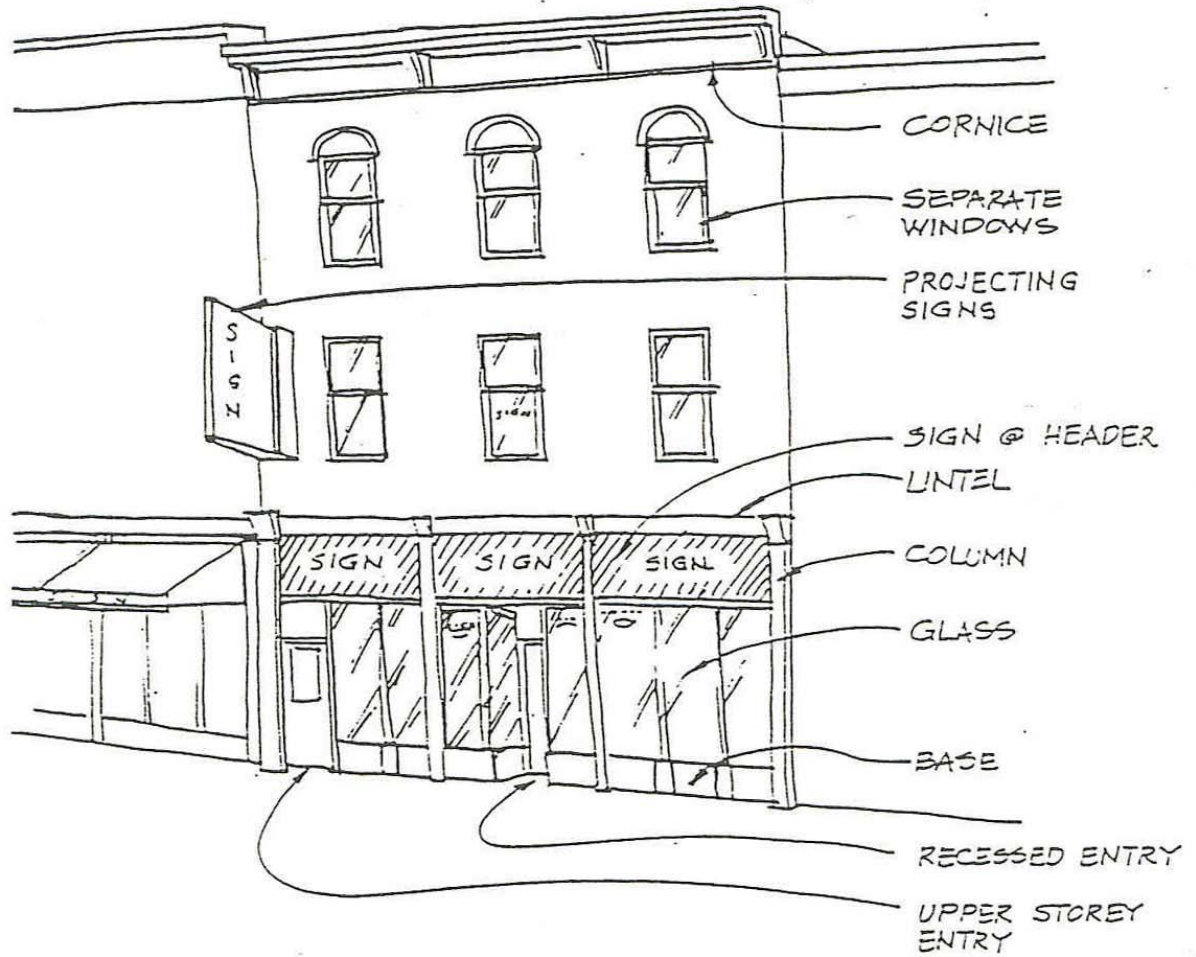
"Window Area" means all of the glass area contained within the imaginary polygon that is formed a doorjamb, support or decorative column, header, transom, sill plate, any other obvious major divider or framer of the window (other than a mullion or grill-dividers), and/or any combination of these or multiples of these framing aspects.

"Window Display" means merchandise or depictions of merchandise or services offered within the premises or by the occupant of the premises, placed so as to be viewed from the public way. Verbal descriptions of the merchandise, services, or the name of the business may be included, provided these are clearly subordinate to the merchandise or depictions. Non-sign portions of window displays shall not be treated as signs.

"Window Sign" means a sign that is visible through a window or that obscures the view of the interior of the premises from the public way. Non-sign portions of window displays shall not be treated as window signs.

"Yard Sale Sign" means a sign that advertises the location of merchandise sales conducted on premises within districts of the City that are zoned residential.

# APPENDIX



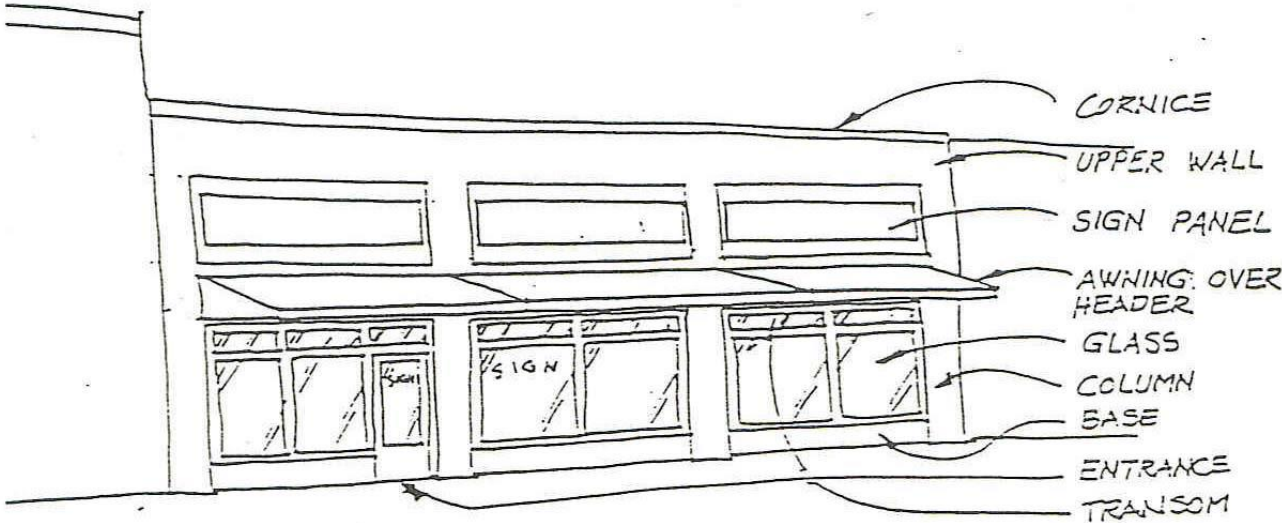
DOWNTOWN CORE COMMERCIAL  
SINGLE LOT WIDTH

Figure 1



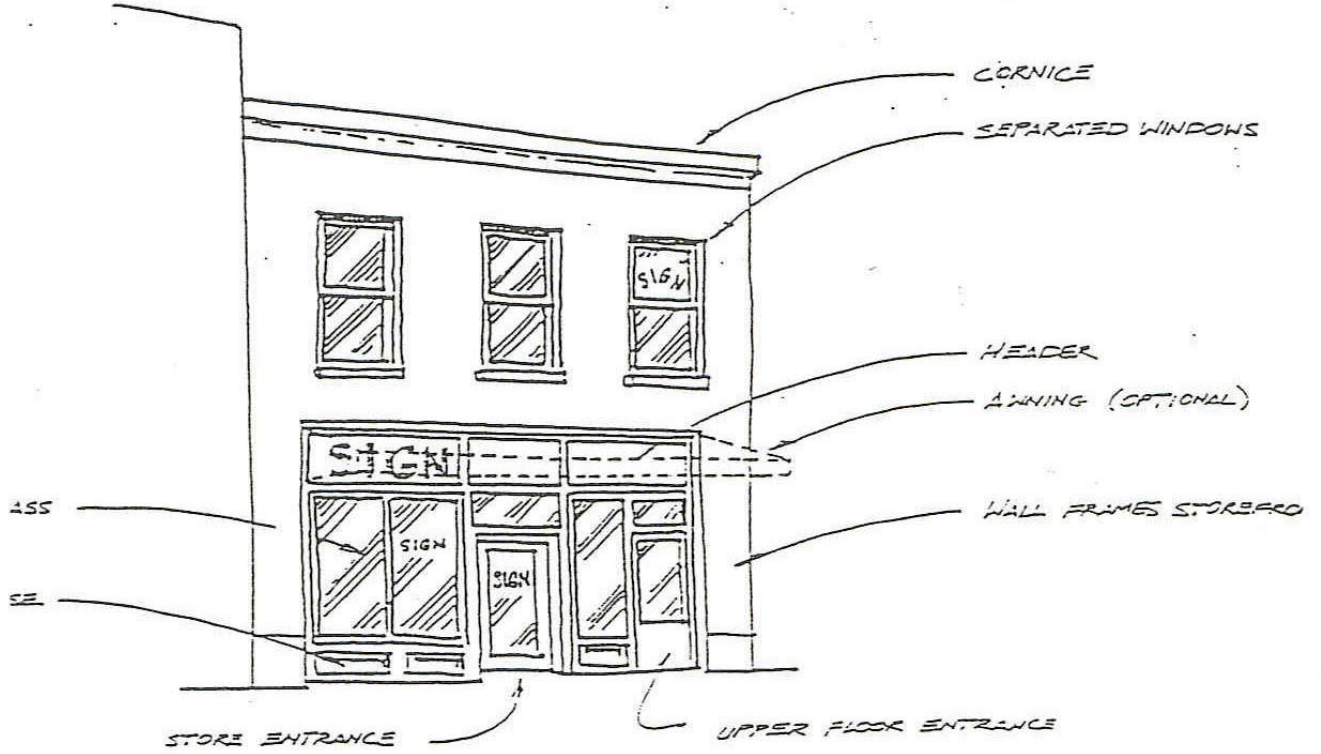
DOWNTOWN CORE COMMERCIAL  
MULTI-LOT WIDTH

Figure 2



TRANSITION AREA COMMERCIAL  
ONE STORY

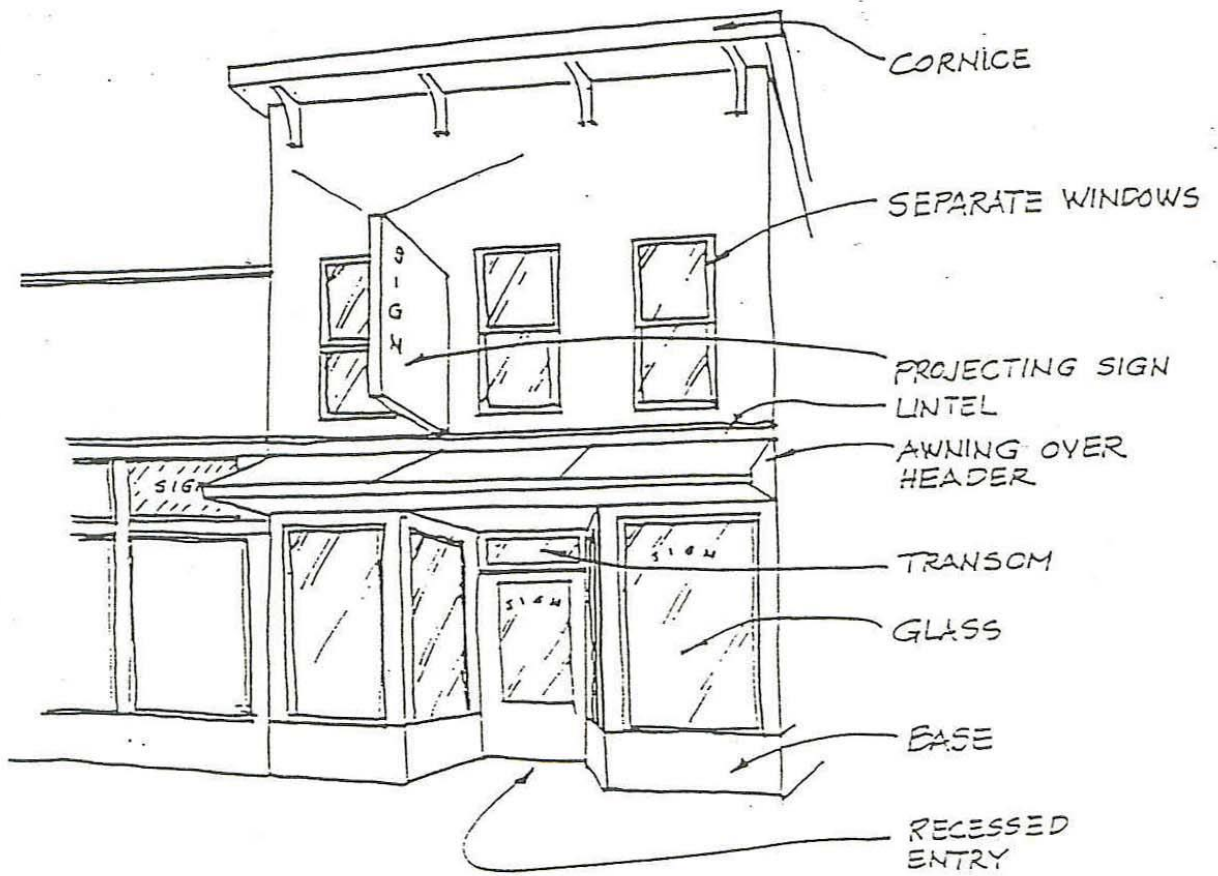
Figure 3



TRANSITION AREA COMMERCIAL  
TWO STORY

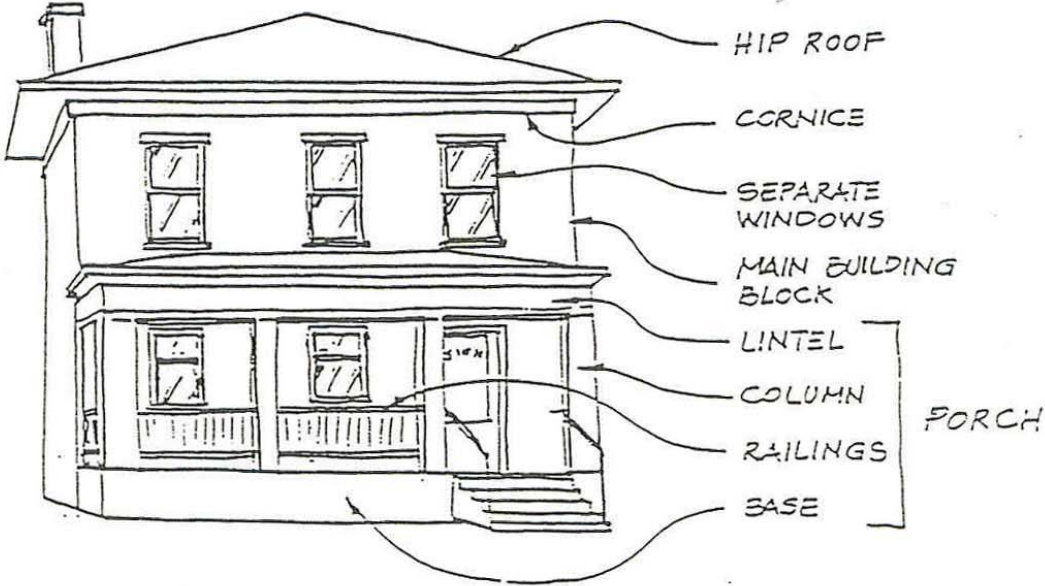
Figure 4





TRANSITION AREA COMMERCIAL  
TWO STORY

Figure 5



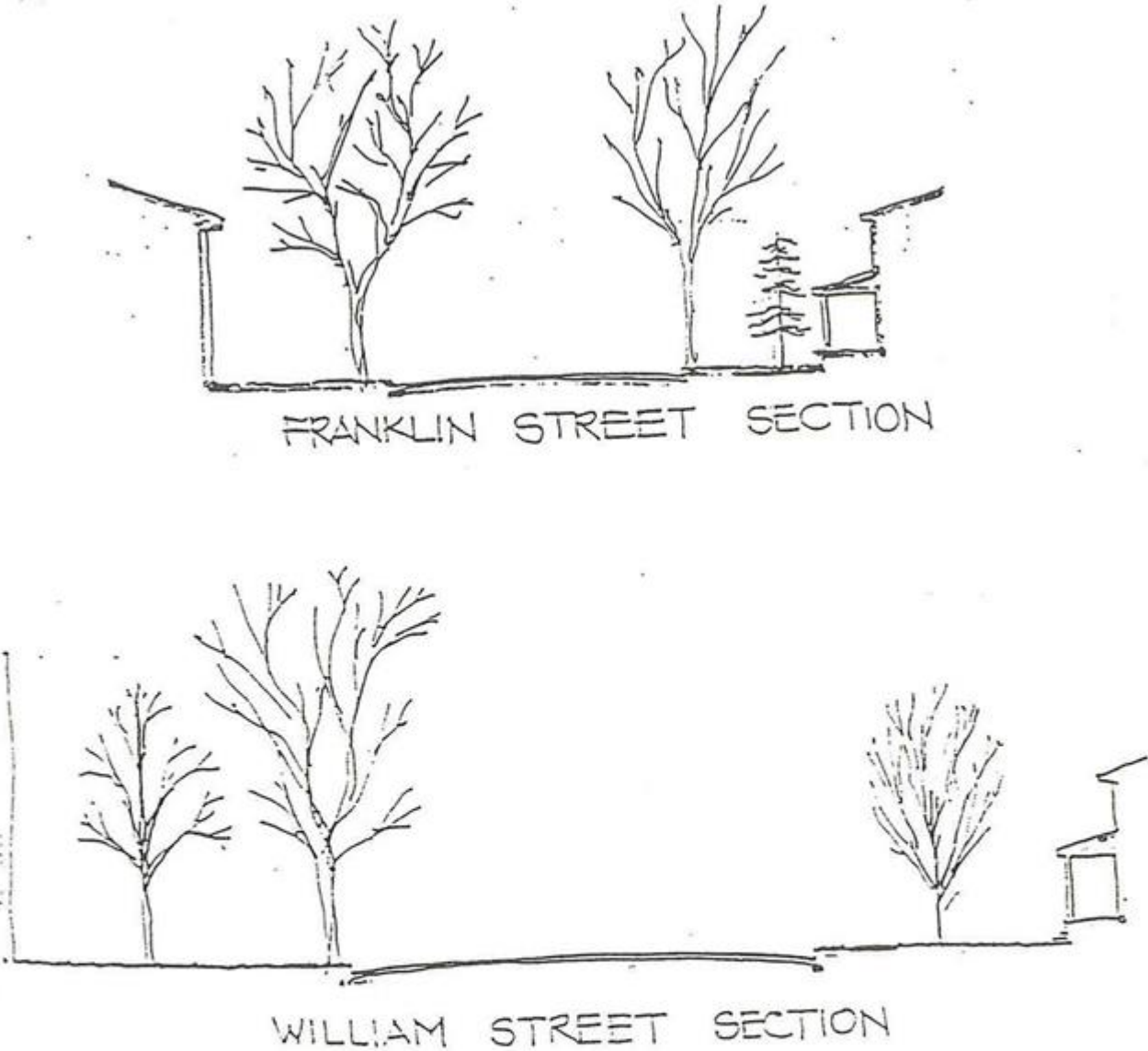
RESIDENTIAL AREAS

Figure 6

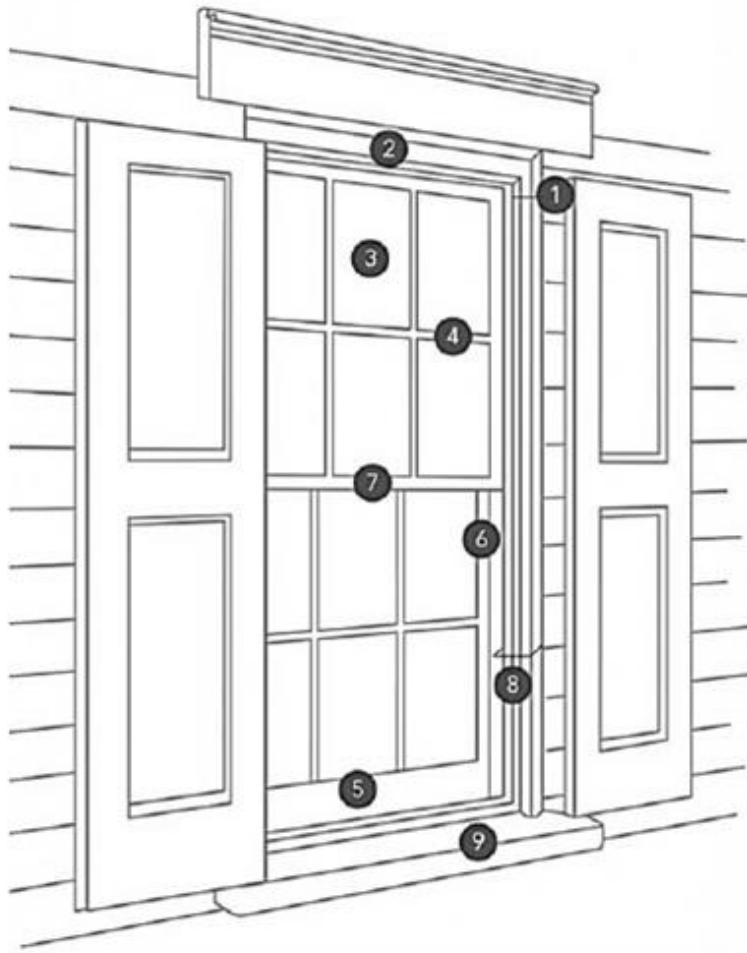


RESIDENTIAL AREAS

Figure 7



RESIDENTIAL AREAS SITING  
Figure 8



1. **Brick Mold** – The molding, usually wooden, that covers the gap between the window frame and the opening into which the window is set.
2. **Casing** – The molding surrounding the window jamb, usually seen on the exterior on frame buildings.
3. **Lights/Glazing/Panes** – The glass or pieces of glass that makes up the transparent portion of a window.
4. **Muntin** – The narrow horizontal and vertical pieces that hold together the panes of glass in multi-pane windows.
5. **Sash** – The wooden frame located inside the jamb that holds the glass; also known as the operable component of the window.
6. **Stiles** – The vertical members of the sash.
7. **Meeting Rails** – The bottom horizontal member of the upper sash and the top member of the lower sash.
8. **Jamb** – The sides and top of a window.
9. **Still** – The bottom side of the window usually made out of heavier material that slopes away from the building to help shed water.

Source: City of Fernandina Beach, FL Historic District Council

TYPICAL WINDOW PROFILE

Figure 9

## **GUIDANCE ON WINDOW REPAIR AND REPLACEMENT**

### FACTORS TO CONSIDER IN THE REPAIR OR REPLACEMENT OF WINDOWS

Original windows define the historic context of the building; reflect its time period, style, and regional characteristics; and should be preserved when possible. There is a point when the condition of a window may clearly indicate replacement. The decision process for selecting replacement windows should begin with an assessment of the existing windows, rather than window products currently available. Select a replacement window which retains as much of the character of the historic window as possible. Energy efficiency is only one of the factors for replacement; it should not dominate the decision.

Generally, typical residential windows and upper floor windows on downtown commercial buildings include: one-over-one, two-over-two, four-over-four, or six-over-six. This is in reference to the number of window panes in each window sash. (For example, the window in the diagram is considered six-over-six.) The original windows typically are double-hung with counterweights to move the sash up behind the upper sash. Attempt to understand the uniqueness of the window's contribution to the appearance of the façade, including:

- the pattern of the window openings and their size
- proportions of the frame and sash (e.g. the width/depth of styles, rails, and meeting rails)
- configuration of window panes
- muntin profiles (replacement must be simulated divided lite—not just grids between the glass)
- type of wood
- paint color
- characteristics of the glass
- associated details such as arched tops, hoods, or other decorative elements

In many cases, repair and retrofit of the historic windows is more economical than total replacement. If not carefully analyzed, selected replacement units will be unlike the originals in design and appearance. Since windows are important in defining the building's historic character, insensitively designed replacement windows may destroy the building's historic character. At times, unique designs require custom-made windows. Changing the original window pane style or opening size is not appropriate.

#### **Factors Determining Window Replacement**

The following factors may be considered in determining whether a window may be replaced:

- The window frame or sash is missing.
- The window is not original or contributing.
- The window does not have stained or leaded glass.
- More than half of the sash is rotten (wood) or rusting (metal) and the existing condition has been documented by the Applicant and reviewed by City Staff.
- Mold is continuously growing on the interior of the window sash or frame and the existing condition has been documented by the Applicant and reviewed by City Staff.
- Condensation is continuously appearing on the interior of the window and the existing condition has been documented the Applicant and reviewed by City Staff.
- The window does not meet egress requirements.
- Appropriate ongoing efforts to weatherize, maintain, or repair the window are not successful.
- The installation of a storm window over a contributing primary window will not address the issue.
- The installation of a storm window will not allow the operation of a contributing primary window.

### Replacement Window Selection

The following factors may be considered in selecting a replacement window if it is determined the existing contributing window cannot be weatherized, maintained, or repaired:

- The Applicant is to submit details and profiles of the existing and new windows for comparison by the Historic Preservation Commission.
- Only the sash should be replaced if the original frame is in good condition.
- Replacement sash must be comparable to material and profiles of the existing contributing window.
- All parts of a replacement window (including sash, frame, stile, rails, sills, moldings and muntins) must be comparable to the existing contributing window in material, size, profile, operation, and proportion.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered if the size, profile, operation, and proportion is comparable to the contributing window.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered if the contributing window was all metal. The new window must be comparable in profile, operation, and proportion to the contributing window.
- Window openings shall not be filled in or altered to accommodate larger or smaller replacement windows.
- Basement windows should be maintained to allow light and ventilation into that space.
- Glass block should not be installed in window openings.
- An insulated window may be considered if the size, profile, operation, and proportion is comparable to the contributing window.
- Insulated windows with divided lites shall have true divided lites with muntins that are comparable to the size and profile of the original muntins. Simulated divided lites may be considered, if the muntins are bonded to the exterior and interior of the window, are comparable to the size and profile of the original muntins, and have a minimally visible spacer bar between the two glass panes.
- Glass color, texture, and tinting are to match existing.
- Stained or leaded glass is not to be insulated unless original to the opening or historically documented for the opening.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered for new construction if the size, profile, operation, and proportion are appropriate to the style and design of the new construction.

### Storm Windows and Window Screens

The following recommendations may be considered in maintaining or installing storm windows and window screens:

- If there are no historic photographs or other physical evidence of historic storm windows or screens being in place, in the absence of such documentary evidence, interior storm windows and interior screens are to be installed on residential use and commercial buildings in the Historic District following the design parameters above. Alternatively, a request for a Certificate of Appropriateness may be made to the Historic Preservation Commission for consideration of exterior screens on a case-by-case.
- Maintain and preserve historic storm windows whenever possible. (These are typically found in the Residential Sub-district of the Historic District.)
- To be historically accurate, choose removable or fixed exterior wood storm windows. Painted metal storm windows are an appropriate alternative to wooden storm windows.
- Choose as narrow a sash frame as possible if an exterior metal storm window is selected.
- The storm window meeting bar is to be in the same location as the meeting rails of the primary window sashes.
- Install exterior, low profile storm windows that fit the original window openings and do not obscure the glass or sash. The frame of the storm window should be mounted inside the existing window frame.
- Exterior wood and metal storm windows of the primary windows are to be a color compatible with the color scheme of the building, usually the same color as the sash.
- Single sheets of glass or Plexiglas are not permitted as storm windows over double-hung windows.
- Single sheets of glass may be used on transoms and single-pane or single-lite windows.
- Do not install mirrored or tinted glass in storm windows.

## SUBMISSION REQUIREMENTS FOR A CERTIFICATE OF APPROPRIATENESS APPLICATION FOR WINDOW REPLACEMENT

The key to successful planning for window replacement is a careful evaluation of the existing physical condition of the existing windows. Replacement should match or be comparable to the historic sash in pane size and configuration, glazing, muntin detailing and profile, and historic color and trim. At times, the profiles of replacement elements, such as muntins, sash, frames, and moldings are flatter and wider or narrower and thinner than the historic profiles. These items are important for consideration since a change in relief and profile affects the character of the historic window, which in turn alters the overall appearance of the entire building.

If it is obvious that the windows in place are not the original windows, the Applicant will be asked to locate historic photographs of the building to replicate the original or earlier style. Or, in the absence of documentary evidence, select a window style that will not detract from the historic appearance of the building or the Historic District.

The following information will be required to be submitted with a request for a Certificate of Appropriateness for window replacement for review by the Historic Preservation Commission:

- 1) Clear, colored, detailed photographs, including at least one of each:
  - Full-frame shot of the entire building
  - Full-frame shot of individual windows from the exterior
  - Full-frame shot of individual windows from the interior
  - Close-up views of intersection of sills and frames
  - Close-up views of sash, focusing on bottom rail and muntins (if existing)
  - Close-up view of sills and bottom rails from the interior
- 2) A photograph key illustrating the location of the windows on the building in relation to the photographs.
- 3) A written description of each existing window denoting its material, the type of window it is, and its configuration. For example: Window 1 is wood, double-hung, 6-over-6.
- 4) Window section drawings of both the existing and proposed windows, or submitting a list of measurements comparing the individual elements of the existing windows to the proposed windows (as depicted in Figure 9 Typical Window Profile).
- 5) A brochure from the window manufacturer detailing a durable mid-range to high-end quality product and the selected product color.