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1. Policies & Procedures

In considering a request for a Certificate of Appropriateness the Architectural Design Review Board (ADRB) will utilize Section 2600 of the Hamilton Zoning Ordinance, these Policies and Guidelines set forth in this document and the U.S Department of Interior's Secretary of the Interior Standards for the Treatment of Historic Properties (including their Preservation Briefs) to make decisions.

The Board Reserves the Right to develop/rewrite specific policies and/or standards for decision making on events, requests, products, or construction/rehabilitation and restoration techniques as needed. The Board also reserves the right to establish standards based on local experience with specific architecture/construction within the district. These standards for decision-making will be outlined in separate item listings in the Policies & Guidelines set forth in this document.

The Architectural Design Review Board will provide technical assistance to property owners whenever possible.

The Board recognizes four classifications of meetings:

1. Regular Meetings – meetings held for the purpose of reviewing requests for Certificates of Appropriateness and other business requiring official Board action. Unless otherwise determined by Board action or a decision of the Chair, Regular Meetings of the Board will be held the first and third Tuesdays of every month at 4:00 p.m. in a public location. Meetings may be cancelled due to a lack of requests/business for the Board. Regular Meetings will be open to the public and official minutes will be taken.

   Regular meetings are open to the public and shall adhere to public notice requirements listed in the ADRB Policies and Guidelines, "Advertisement of Public Meeting."

2. Working Meetings – meetings held for the purpose of obtaining technical information and/or the discussion of technical information in an effort to:

   a. Establish/refine decision making standards and/or policies and guidelines used by the Board, and/or;

   b. Assist in the public education/information efforts by the Board, and/or;

   c. Assist the Board in the performance of other duties outlined/required by the legislation, and/or

   d. Establish general or overarching direction and guidance for the Board's work and processes for the year, or other time period.

   e. Working Meetings will be called as needed by the Board or by the Chair. Working Meetings are not required to, but may be open to the public. If it is determined such a meeting requires public meeting notice, the procedure shall follow the requirements listed in the ADRB Policies and Guidelines, "Advertisement of Public Meeting."

3. Special Meetings – meetings called for the purpose of considering special requests for a Certificate of Appropriateness or special work items identified by the Board. Special Meetings may be requested by any Board member or the Secretary. Special Meetings require advance approval of the Board or the Chair and will be called only for those items/requests specifically outlined in the meeting request. Special Meetings will be open to the public and official minutes will be taken. Notice of special meetings shall be advertised on the city website at least 24 hours prior to the date of the meeting. Special meetings may be advertised further in advance of the meeting date depending on the nature of the requests or topics for consideration as part of the agenda.

4. Emergency Meetings – meetings called for the purpose of handling of emergency requests only. These meetings may be requested by any Board member or the Secretary. Emergency Meetings require advance approval of the Chair and will be called only for the items/requests specifically outlined in the meeting request. The record of actions/discussions undertaken by the Board at an Emergency Meeting will be entered into the official minutes of the next Regular Meeting as part of the Secretary's Report. (examples are fire, acts of nature, etc.)

Advertisement of Public Meetings

1. A board calendar listing the scheduled public meeting dates of the year for the Architectural Design Review Board shall be posted on the City of Hamilton website under the “Architectural Design Review Board” section and Planning Department page, by January of that year. This posting shall serve as the required advertisement of public meetings of the Architectural Design Review Board for the year, and shall be updated on a yearly basis.
2. Individual meeting agendas listing the meeting time, date of meeting, and location of meeting, shall also serve as notice of public meeting, and shall be posted to the City of Hamilton website.

The Board will recognize four classifications of requests: - Add Process

1. Regular requests – requests involving no special time constraints or extenuating circumstances. The legislated thirty (30) day deadline for consideration is the only constraint (Ordinance No. EOR2005-7-71). Regular requests require a Certificate of Appropriateness prior to the work commencing and will be heard at Regular ADRB Meetings.
2. Special requests – requests involving special time constraints and/or when a staff person, the board, or applicant requests an on-site meeting. These requests shall meet at least one of the following conditions:

    a. An on-site meeting is occurring.

    b. The proposal is related to an economic development project with time constraints, as requested or approved by the City Manager or his/her designee.

    The ADRB and Planning Staff reserve the right to not grant a Special Meeting Request if the request does not meet these conditions. Special requests require a Certificate of Appropriateness prior to the work commencing and will be heard at Special ADRB Meetings.
3. Emergency requests – requests involving immediate threats to, or impending danger of, a property in the district as defined in Section 2650 of the Hamilton Zoning Ordinance repairs that will be on the property less than thirty (30) days do not require a Certificate of Appropriateness. The person who makes the repairs shall notify the Architectural design review Board within five (5) business days of making such repairs. If the repair will remain on the property for more than sixty (60) days, the person must obtain a Certificate of Appropriateness for the work. Emergency requests that require a Certificate of Appropriateness shall be heard at Regular Meetings or Emergency Meetings.
4. Administrative requests – requests submitted that the Board has designated as minor in nature or are a return to historical accuracy in design and/or material are identified below. These requests require a Certificate of Appropriateness and can be Administratively Approved by City of Hamilton Architectural Design Review Board Secretary and are not required to be heard at any type of ADRB Meeting. The Secretary to the Board will have authority to issue, deny, or postpone issuance on behalf of the Board. Decisions made on such requests will be reported to the Board at the next Regular Meeting as part of the Secretary's report. Administrative Requests require a Certificate of Appropriateness prior to the work commencing.

Administrative Requests are:

a. Repair and/or replacement of exterior architectural elements with exact duplicates made of the same material as the original elements.

b. Explicitly outlined items as Administrative Approvals within the ADRB Policies and Guidelines Document itemized chapters.

c. The repainting of a property in its existing colors provided the existing colors have been previously approved by the Architectural Design Review Board.

d. Painting or Repainting - The applicant is proposing a muted or neutral color scheme and aligns with the ADRB's Recommended Color Schemes for Painting Historic Structures by Type (Found in the ADRB P&G Appendix).

e. Reroofing a structure provided that it meets one of the following conditions:

ii. Replacement or repair of roofing that is the exact design, material, and color of the existing roof.

iii. For asphalt shingles, a new roof that is a close approximation of the existing color. Examples include changing from light gray to dark gray or vice versa, changing from dark gray to black, or changing the shade of brown or tan. Changing from gray to brown would not be an example of an administrative approval. Applicants can request a change from three-tab to dimensional shingles under the administrative requests provided it meets the color requirements.

iv. Flat roofs that are not visible from the right-of-way.

When the request does not clearly fit into one of the following administrative request categories the request will be reviewed by the Architectural Design Review Board. Nothing in the policy should be construed to deny the Secretary the opportunity to present a minor project request to the Board.

The Board will follow the compliance process outlined below:

1. Compliance with issued Certificates will be determined by the Board following inspections of the properties for which Certificates have been issued. Inspections will take place as staff/board members time permits or will be initiated through the receipt of a complaint/request of the general public.
2. In all cases where the Board determines that the terms of an issued Certificate of Appropriateness have not been met, the property owner will be informed that he/she has fourteen (14) days from the date of written notification of Board action in which to bring the property into compliance.
3. If compliance cannot be attained within the fourteen (14) day period note above, the Board will permit the property owner to submit a written plan to bring the property into compliance. Such written plan will be required by the Board within the original fourteen (14) day compliance period noted in item "2" above. The submitted written plan will be reviewed by the Board for approval for a defined compliance period, and the property owner notified of the Board's decision in writing.
4. The Board will consider the process outlined in item "3" above as the attempt to "reconcile differences" specified by Section 2610 of the Hamilton City Zoning Code. -- Failure to bring a property into compliance with an issued Certificate will be considered by the Board as equivalent to work without a Certificate of Appropriateness; the matter will be referred to the City Law Department for appropriate legal action to enforce the ordinance.

Requests for a Certificate of Appropriateness must be filed in writing by the property owner on an approved application form. Requests for an extension may be filed by letter. The Board reserves to the right to:

1. Postpone any request received by letter due to a lack of sufficient detailed information until such information is provided by the owner as requested by the Board.
2. Postpone any request filed without a written and/or completed approved application form.
3. Extensions of time may be granted with the mutual consent of the applicant and the Design Review Board.

The Secretary, or Planning Staff after consulting the ADRB Secretary and/or Chairperson, is authorized to reissue Certificates of Appropriateness in full as originally approved for work that is not completed within the six-month limit of the Certificate, not to exceed an eighteen month (18 month) period.

ADRB decisions are effective immediately. Appeals of ADRB decisions are heard by the Board of Zoning Appeals and follow the regulations set forth in Section 4103 of the Hamilton Zoning Ordinance. Appeals must be submitted within 30 days of the ADRB decision.

2. Guidelines for Decision Making

The guidelines on the following pages are a supplement to the requirements of Section 2600 of the Hamilton Zoning Code. The guidelines are the result of either a direct development (where the code is silent or needs clarification) or as a result of requests/situations that have come before the Board for which a guideline was needed. Unless otherwise stated on the following pages, the overriding guideline beyond those required by the ordinance, is that a property should retain as close to an original appearance as is possible using materials that match the original.

Exceptions to the above guidelines will be considered on the merits of individual cases as requests for exceptions come before the Board. Where exceptions are granted, the reason for the exception will be recorded in the official minutes of the Board.

3. General Suggestions for Ensuring a Positive ADRB Experience

The Architectural Design Review Board and the Planning Staff want to work with property owners to create vibrant historic neighborhoods in Hamilton. The following information will help you understand what you need to do for the Certificate of Appropriateness process.

- The first step is to apply for a Certificate of Appropriateness (COA) **before** working on an historic structure. The ADRB Secretary and/or Planning Staff can provide general guidance on the COA process and performing work in the historic districts. Reviewing the Board's guidelines can also help you with your project.

- Please note that work that does not change the appearance and materials of the historic structure and property are considered for Administrative Approval and a COA can be issued by the ADRB Secretary or Planning staff without the need for Board review. For example, if you want to paint your structure and you are painting it the same color, this activity is considered an Administratively Approvable item. It is still necessary to apply for a COA with this streamlined process **before** the work begins.

- The most effective COA application that you can make has as few changes as possible to the historic building architecture. Such a proposal avoids damaging or losing any historic architecture or structure.

- Clear and complete information are the most successful elements in communicating to staff and Board members the "what", "where", "how" and "why" of your application. Providing actual samples of the materials to be used is very beneficial to the overall application. Current photos of your property which document the areas that you are proposing to change would assist everyone involved in understanding your intended work. You can provide the photos and information in a Microsoft Word document or similar program.

- If you are painting any structure on your property, include physical samples of the colors you are proposing with your COA application. You can get a swatch card or color pamphlet from the paint store or home improvement store selling your selected paint. These physical samples will document for future reference the exact color you use.

- Pre-Application Meetings can be arranged to help you work through your project. Pre-Application meetings can be set with either the Planning Staff and/or the Board itself at a regularly scheduled meeting. You arrange a Pre-Application Meeting by sending a written request for the meeting to the ADRB Secretary. The Pre-Application Meeting provides you the opportunity to ask about specific work that you are considering. Information that is helpful in these meetings includes photos of the current condition of the items you are considering replacing/repairing/changing. Photos showing the profile of the building also serve as a "Before Work" image of the structure. It is important to know the reasons and circumstances that prompted your proposal. Sharing any substantial evidence related to your plan helps give a clear picture of what you would like to do.

4. Accessory Structures (Garages, Sheds, Garage Doors)

Sheds and Accessory Buildings

Require Approval from the Architectural Design Review Board and are not appropriate for all Historic Districts. While sheds may be handled on a case-by-case basis, all sheds considered should meet the following criterion:

A. The new shed/accessory structure may include simplified architectural features that reflect similar features on the historic building.

A. Newly constructed secondary structures should remain subordinate to the primary building, and compatible in mass and scale.

B. The color scheme proposed for the shed or Accessory Structure should imitate the color scheme used for the primary structure

C. New accessory structures over 200 square feet should use materials that are found on historic buildings in the historic district to the greatest extent possible. All materials, textures, and colors should relate to the principal structure and all materials shall be authentic in their appearance and function. Brick, cut stone, wood shingles, clapboard and in some cases stucco are examples of appropriate materials and should be considered on a case by case basis based on common materials in the historic district.

D. Vinyl and aluminum siding are not appropriate for new accessory structures. If the primary structure is constructed of vinyl or aluminum siding, it is the preference of the Board the Accessory Structure be constructed of hardie board, wood siding,

E. The roof materials should match the roof material on the primary structure. If the primary structure's roof is slate, the roof material on the accessory structure does not need to be slate but should match the design and color of the slate roof to the greatest extent possible.

F. The appropriate location of new accessory structures on the parcel will be evaluated on a case-by-case basis. Typically before c. 1940 a garage was a separate structure, at the rear of the lot. This pattern should be maintained where possible taking into consideration the setbacks and locations of nearby historically contributing accessory structures.

G. Where alley access is available, garages should be oriented towards the alley.

H. An accessory structure under 200 square feet should be made of high quality, durable materials and should match the color of the principal structure, but do not have to be made of the same materials of the principal structure.

Requests for Certificates of Appropriateness involving new construction/replacement of garage doors will be treated by the Board as follows:

A. Originally garage doors were similar to those seen customarily on barns and carriage houses: double doors that were side-hinged or that slid horizontally. In the case of a two-car garage consider using two single doors since they help to retain a sense of human scale and present a less blank look to the street

B. Replacement garage doors will replicate, as close as possible, the time period appropriate garage doors in design and material in reference to the onsite primary structure.

C. New/replacement garage doors that cannot replicate existing doors will have a multi-paneled design.

Accessory Structures (Demolition)

Accessory Structures such as garages, sheds, or other buildings that are incidental to the primary use on the property may receive administrative approval for demolition from Planning Department Staff. Planning Department Staff will notify the board of the demolition request and the Board will have three (3) business days to respond with comments or request that the item be reviewed by the ADRB.

Such structures shall meet the following criteria

1. The structure has a floor area less than 200 square feet
2. The structure is in disrepair. Examples of disrepair include City code violations, structural damage, rotting wood, failing roof, and problems with keeping the structure secured.
3. The structure was constructed with non-historic materials

5. Americans with Disabilities Act – ADA Accessibility

Where the construction of ADA accessibility is necessary for the viability of a business and such construction will take place out of the view of the public right of way, the item can be administratively approved when all the following conditions apply:

A. The ADA accessibility will not alter the view of the front facade of the building

B. The ADA Accessibility is constructed of wood and/or iron or aluminum to be complementary to the existing historic structure.

C. Major historic design elements will not be altered, removed or replaced with a change in design or material.

D. Ramps and Handrails should be constructed of wood, wood composite and/or iron or aluminum to be complementary to the existing historic structure.

E. Brick or Stone are also considered as appropriate building materials.

Recommendations for Colors are as follows:

A. Aluminum, Iron, and Metal:
   - Black
   - Mute Greens and Reds will be considered on a case-by-case basis

B. Wood/ Wood Composite:
   - Natural Wood
   - Stained Wood
   - Browns, Mute Reds, Grays

6. Chimneys

General Chimney Guidelines

The ADRB views chimneys as an important visual character defining feature of the structure. Chimneys should be preserved and maintained. Most older structures, and residences have masonry chimneys. Chimneys generally have their own bases at the building's foundation to support the weight of the structure.

Guidelines

A. Avoid removing any primary masonry chimney that is substantially visible from the street and that provides a strong contributing element to the character of the historic building. Secondary chimneys or flues that are located to the rear of the building in less visible areas may be considered for removal if necessary.

B. Leaning stacks should be dismantled and rebuilt. Typically, the chimney needs to be rebuilt only from the roof line up.

C. Chimney repair and replacement shall match the existing mortar and brick colors and texture.

D. Encasing Brick or Original Masonry Chimneys in concrete, stucco or similar material is not recommended.

E. New chimneys associated with new additions will be evaluated under guidelines for new construction and additions

7. Decks, Patios & Porches

Porches often emphasize the design expression of the house and serve as the primary feature of the front façade and preserved as original features whenever possible. The addition of porches and decks onto a historic structure or structure located within a Historic District should consider the following elements: roof, steps, columns, balustrading and railings, and architectural details.

Note: Although the term "porch" is broadly discussed in this guide, the recommendations also apply to related structures, such as porticoes, verandahs and decks.

Guidelines for Decks, Patios & Porches

A. Replace missing posts and railings when necessary to match the design of the existing porch elements and materials whenever possible.

B. Match the original proportions and spacing of balusters when replacing missing ones.

C. Unless used historically, wrought iron, especially the “licorice stick” style that emerged in the 1950s and 1960s, is inappropriate

D. Original materials and surfaces, like ceilings, eaves, and columns should not be covered or obscured.

E. On contributing buildings, for which no evidence of the historic porch exists, a new porch may be considered that is similar in character to those found on comparable buildings.

F. For the construction of new porches matching original materials is the first choice. Yet if detailed correctly and painted appropriately, new materials such as fiberglass columns and composite decking may be acceptable alternatives.

G. The height of the railing and the spacing of balusters should appear similar to those used historically.

H. Whenever construction, modification or alteration is being considered the design of the porch should incorporate elements that complement the architectural style of the existing structure.

Porches and decks that do not meet the threshold for administrative approval will require review by the Architectural Design Review Board.

Administrative Approval

A. Construction and alteration of porches and decks can be administratively approved when at the completion of construction, the porch or deck is not visible from the public right of way or is constructed in the rear yard with the same design and material as previously existing or will be constructed of wood and/or iron or aluminum to be complementary to the existing historic structure.

B. New porches and decks can be administratively approved if they are in the rear yard, not visible from city streets, do not alter the primary structure, and are made of wood (pressure treated, cedar, hardwood), wood composite, brick, or stone. Railing material may also include metal and glass.

C. Maintenance or alterations to existing porches and decks can be administratively approved if they meet the same conditions of approval for porches and decks and continue the same design and materials as currently exist.

D. Removing balusters, making the necessary repairs and replacing them upside down with the stronger portion now at the bottom.

E.

8. Demolition Requests

Requests for Certificate of Appropriateness for demolition will be granted or denied based on the Board's evaluation of the following criteria:

In the absence of a State of Ohio or city mandate, or city declared nuisance, when an application for a Certificate of Appropriateness is filed, there will be no approval of demolition of any structure, located in a historic district or included as part of a historic inventory regulated by the Architectural Design Review Board, unless the applicant can prove, with credible evidence[1], a specific need, and justification for demolition of the structure exists. Historic structures and the Historic Districts have significant value placed on them by the City and demolition of historical structures represents a loss of unique architecture, history, and character of the historic neighborhoods and the City.

The applicant shall be required to submit sufficient documentation[2] from qualified professionals that supports that at least two (2) of the following conditions from the Architectural Design Review Board Policies & ADRB Guidelines: Approval of Demolition of a Property in a Historic District or Historic Inventory Structure apply:

[1] Financial quotes or similar, in writing: of repairing, rehabilitating, or restoring the existing structure and architecture, with same materials, same components, and same craftsmanship

[2] This can include but is not limited to: structural assessments of the viability of the building; comparative financial quotes, in writing: of restoring the structure compared to demolition; written or demonstrable evidence of actively marketing the property over a period of at least several months. Please refer to the criteria for consideration of a demolition proposal.

Criteria for Consideration of Approval of Demolition

(At least two (2) out of the following five (5) conditions, A through E, are required):

F. That the property proposed for demolition is not inherently consistent with other properties in its area of the Architectural Conservation/Historic District. For example, it may have been built at a time outside of the period of significance of the historic district.

G. That the property proposed for demolition contains no features of architectural and/or historical significance. The structure proposed for demolition has no architectural significance or historical significance either, due to:

    1. Significant loss of original architectural features.

    2. Significant loss of decorative or other architectural features that contribute to a historic structure and historic district.

    3. Compounding alterations and changes to the structure that render original architecture and historic significance lost or indeterminable.

    4. The structure contains no historic architectural features (i.e. modern buildings or modern additions to a historic structure).

    5. Architectural and historical significance can be attributed to the finding of or the lack of several factors. Refer to the Supplemental criteria found within the following sections of the Demolition Guidelines: “Architectural Significance”, “Historical Significance” and/or “Historic Designation”

H. That there is no reasonable economic use for the property as it exists or as it might be rehabilitated, that there is no feasible means or prudent alternative to demolition.

    1. The applicant has submitted evidence of attempts at alternatives to demolition of the structure.

    2. The applicant has submitted evidence of having no reasonable economic use that allows for preservation, rehabilitation, restoration, or reconstruction of the structure.

    3. The applicant has submitted evidence illustrating significant damage or structural issues pertaining to the structure that would present a specific infeasibility towards the use or occupation of the structure, as it currently exists, or an economic infeasibility towards the preservation, rehabilitation, restoration, or reconstruction of the structure.

    4. The property owner and/or applicant has actively marketed the property and structure for the purposes of maintenance, preservation, restoration, or reconstruction, and not demolition. The property owner and/or applicant has provided detailed documentation demonstrating marketing efforts such as Requests for Proposals (RFPs) or an MLS listing.

        Detailed Information Required:

        The property owner and/or applicant shall provide detailed information supporting this claim, such as:

a. Length of time the property was marketed or for sale and response to the marketing efforts;

b. Lack of interest in maintenance, preservation, restoration, or reconstruction of the property; and/or

c. Cost of rehabilitation of structure compared to estimated property value post-rehabilitation.

I. Existing structures listed in Section 2603.1 (Central Area Building Inventory) shall be maintained. No demolition proposal will be accepted:

1. Without evidence showing significant financial infeasibility of preserving, rehabilitating, restoring or reconstructing the structure. An example might be providing a pro forma that documents how the costs of rehabilitation could not be recuperated reasonably through the reuse of the building.

2. Without a detailed plan of demolition and potential reuse of the property.

3. Without a detailed plan of preserving any remaining exterior architectural features and/or historical features of the structure and site.

4. For a demolition application of a Central Area Inventory Building, it is mandatory that the property owner and/or applicant has a pre-application meeting with the board at a regular Architectural Design Review Board (ADRB) meeting, and/or holds a public meeting with stakeholders, before the item is included on an ADRB Agenda for review and final action by the board.

The list of properties included in the Central Area Building Inventory:

105 Court Street	23 S. Second Street	222 High Street
320 High Street	311-315 Ludlow Street	100 Monument Street
320 S. Front Street	120 S. Second Street	215 S. Third Street
228-234 Court Street	1 High Street	228-236 High Street
332 High Street	337 Ludlow Street	111 S. Front Street
105 N. Second Street	319 S. Second Street	220 S. Third Street
309-311 Court Street	101 High Street	254 High Street
10 Journal Square	10 Monument Street	212 S. Front Street
128 N. Second Street	136 N. Third Street	225 S. Third Street
19 S. Front Street	219 High Street	300 High Street
225 Ludlow Street	20 Monument Street	301 S. Third Street
2 S. Second Street	100 S. Third Street	

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J. The demolition of the property would contribute to a significant economic development purpose or proposal that furthers the City of Hamilton's comprehensive plan, Plan Hamilton. That the demolition would have a strategic economic impact to the historic district or neighborhood as a whole beyond the individual property.

This can include some or all of the following, but is not limited to:

- The property would be demolished for a major roadway or traffic improvement, specifically for traffic safety or traffic management.
- The property is located around or near a collection of other developable properties and can be utilized for a strategic city purpose and/or as part of a potential large-scale redevelopment. A development proposal should be in place as part of the demolition application.
- Property will be part of a new business or business redevelopment that creates new a significant number of jobs and is reasonably unable to adapt the historic structure or property in the development plan.

Mandatory Items for Criteria "E"

In addition to the above, the following items are required for consideration of this criterion:

1. The proposal will require a reuse plan for the property, which will include a site plan that is legible, preferably professionally drawn. The reuse plan can be preliminary or final, and shall be approved with the COA for demolition.
2. Demonstration of the infeasibility of reusing or incorporating the existing structure as part of the development proposal.
3. The proposed project is large-scale in nature, such as a commercial building, mixed-use development, or apartment complex, that complements the design of the historic district and is supported by the City of Hamilton Economic Development Department.

Miscellaneous:
Any property ordered for demolition by the City's Court system or declared a public safety nuisance by a City Authority (Health Commissioner or Building Department Administrator) is exempt from ADRB review.

Historic Salvage

If the Architectural Design Review Board approves a demolition request, the applicant is required to salvage historic materials as part of the demolition process unless otherwise directed by the ADRB due to case-specific circumstances. The ADRB reserves the right to specify interior and exterior materials that must be salvaged and will determine this on a case-by-case basis.

In order to complete the salvage work, the applicant's demolition contractor must be a licensed salvage company or contract with a licensed salvage company. The applicant can provide the salvage plan as part of the Demolition Permit process. The salvage plan shall include the name of the salvage company, the items to be salvaged, and the proposed destination of the salvaged materials (a resale shop, another property, storage, etc) to the City of Hamilton staff as part of the demolition permit process. When the Demolition Permit is received, Planning Department Staff will notify the Architectural Design Review Board of the salvage proposal and the Board will have 2 business days to respond with comments or request that the item be reviewed by the ADRB. Planning staff can administratively approve the demolition permit per the direction of the ADRB.

Supplemental Considerations for Evaluation of Properties Proposed for Demolition

Criteria "B" states, "the property proposed for demolition contains no features of architectural and/or historical significance." Below is additional information that speaks to what is meant by Architectural and Historical significance.

Architectural Significance

The architectural significance of a structure or property, as defined by the presence of historic architectural components and features. A structure can have significance in one (1) or more of the following ways:

- Existence of historic architectural features original to the structure, that are not in a state of extreme disrepair (siding, windows, doors, box gutters, roof, etc.).
- The structure possesses some architectural details of particular interest or particular historic uniqueness.
- The structure is a very early example of a construction type, or an example of a transition of one architectural style to another.
- The structure contains a unique architectural design or is a work of special interest.
- The structure is recognized as the design or product of an architect or citizen integral to the history and/or culture of Hamilton and the historic districts.
- The structure is a very early example of a construction type, or an example of a transition of one architectural style to another.
- The structure is a contributing building to the historic district. Such examples include structures included in the Local Historic Inventory and/or the State of Ohio Historic Inventory, and/or property located along a major street of a historic district
    - Rossville: Ross Avenue, Main Street, South D Street
    - Dayton-Campbell (Dayton Lane): Dayton Street, Campbell Street
    - German Village: North Third Street, North Second Street
- Downtown: Multiple buildings are very unique architecturally and lend to the character of downtown and the city. Buildings can be evaluated for architectural significance and considered on a case-by-case basis.

<u>Historic Significance</u>

The historical significance of a structure or property, as defined by the existing historic designations on the structure or property. Depending on the level of historic designation, the structure has historic significance in one (1) or more of the following ways:

- Structure or property is a noteworthy example of a particular architectural style, craftsmanship, or method of construction.
- The structure or property is a rare or sole survivor of a style of construction or development.
- The structure or establishes a broader pattern of historic development in the historic district, neighborhood, or the city.
- The structure or property is associated with the life or activities of persons significant to the historic district, neighborhood, and/or the city, related to the context of local history and impact.
- The structure and/or property is associated with historic events or historic trends related to the historic district, neighborhood, or the city.

- The structure or property is integral to the development patterns of the cultural history of the historic district, neighborhood, or the city. Examples include historical industrial sites, and structures related to religious or ethnic groups.
- The structure is an original surviving structure of the Great 1913 Flood (primarily applicable to German Village, Dayton Lane).

Supplemental Information and Assistance for Demolition proposals:

Because demolishing a historic structure is the most significant alteration to a historic building that can occur, the ADRB suggests that applicant complete additional steps before submitting a demolition request. The applicant may want to consider completing one or more of the following activities:

A. Meet with Planning Department Staff about a potential demolition application, before submitting for a Certificate of Appropriateness Application (COA Application).

B. Explore alternatives to demolition regarding the structure before proposing demolition. This can include:
    - Rehabilitation of the structure (either all at once, or incrementally over a period of time). The ADRB and Staff encourage sound repair and rehabilitation of a structure. Both the ADRB and Staff can be consulted for steps moving forward.
    - Repair of key areas of the structure to prevent damage and deterioration (repair of roof, gutters – to prevent water leaks)
    - Marketing of the property to other interested parties.

C. Research the available history and records of a potential property proposed for demolition.

D. Meet with the respective historic district organization that would be directly impacted by the demolition.

E. Schedule a pre-application meeting with the board at a regular Architectural Design Review Board (ADRB) meeting, to evaluate the structure and the situation.
    - Applicants can contact Planning Department Staff to help facilitate a pre-application meeting with the ADRB.
    - The ADRB can accommodate a pre-application meeting if planned at least seven (7) days before a scheduled meeting.

F. When proposing demolition, the property owner / applicant should consider a salvage plan.
    - Will salvageable architectural features and site features be saved for use or donation towards other historic projects? This can include: remaining windows, doors, railing, fencing, decorative features, and other original historic features.

- Will interior components, such as doors, mantles, railing, and other structural items contributing to historic character, be saved?

G. When proposing demolition, there should be a reuse plan of the vacant property. Reuse plan can be one of, but is not limited to the following:
    - Redevelopment proposals for the site. (Projects, Site Plans, Concepts)
    - Marketing and advertisement of the site for reuse and redevelopment.

H. If the demolition is part of a commercial development or other non-residential development:
    - Consider integrating the historic structure as part of the development.
    - Preserving an existing structure can help maintain the historic integrity of the site or neighborhood, while offering a unique asset and potential draw for the site/development.

Refusal or Postponement of Demolition Application

If the Architectural Design Review Board (ADRB) and/or Planning Staff finds that the application does not meet the above criteria, the application for Certificate of Appropriateness for demolition shall be refused.

Or, the ADRB and the applicant can agree to a postponement of the application to a later ADRB meeting. Such postponement or delay of the review of a demolition application shall not exceed 120 calendar days.

The ADRB and Planning Staff shall work with the applicant to evaluate the application and property in question, and reconcile a revised plan.

Accessory Structures

Accessory Structures such as garages, sheds, or other buildings that are incidental to the primary use on the property may receive administrative approval for demolition from Planning Department Staff. Planning Department Staff will notify the board of the demolition request and the Board will have 2 business days to respond with comments or request that the item be reviewed by the ADRB. Such structures shall meet the following criteria

1. The structure has a floor area less than 300 square feet
2. The structure is in disrepair. Examples of disrepair include City code violations, structural damage, rotting wood, failing roof, and problems with keeping the structure secured.
3. The structure was constructed with non-historic materials

Appeal of ADRB Decision

If the Architectural Design Review Board (ADRB) and the applicant are unable to reconcile an alternative plan to demolition, and if the Architectural Design Review Board (ADRB) refuses the issuance of a Certificate of Appropriateness for demolition, the applicant may appeal the decision of the Architectural Design Review Board to the City's Board of Zoning Appeals (BZA).

9. Driveways & Parking Lots

Driveways

Many of Hamilton's historic Structures have alley access to garages and designated parking areas. The proposal for a new Driveway that is not accessed off of an alley will be considered when all of the following conditions are met:

A. The Applicant must be the property owner
B. The designated address does not have access to parking from the alley
C. The property address does not have alley access
D. No other designated parking area exists on the property *or* other areas previously designated as parking will be transformed into green space.

Conditions of Approval:

- The proposed parking lot must meet all requirement in the Hamilton Zoning Ordinance Section 1600 unless otherwise approved by the Board of Zoning Appeals.
- The applicant must install a three (3) feet wide landscaped area along the length of the newly proposed paved parking area.
- If the applicant has multiple frontages, the driveway curb cut should be located off the side yard, not the primary frontage.
- Whenever possible, the driveway shall not be located in front of the house.

Parking Lots

Requests for Certificates of Appropriateness involving four (4) stand alone parking spaces or commercial parking lots will be treated by the Board as follows:

A. Certificates issued for the installation of new parking lots will require the following:

    a. Whenever possible, parking lots shall be located in the rear yard. If that is not possible, parking lots shall be located in the side yard. Only if it is not possible to locate the parking lot in the side or rear yard shall a front yard parking lot be approved for a historic property.

    b. If located in a front or side yard, a landscape buffer will be installed and maintained between the sidewalk and the pavement.

    c. The required landscaped buffer will consist of an evergreen hedge maintained at a height of at least 36 inches and consist of a depth equal to the front yard of the immediately adjoining property.

    d. The screen wall required by the City code between parking lots and residential property will not extend beyond the actual front wall of the adjacent residential structure. The composition/material of the screen wall may be specified by the Board.

    e. The Board reserves the right to attach landscape buffering requirements as a condition for approval of the reconstruction/surfacing or resurfacing of existing parking lots.

    f. Scaled plans of parking lot proposals with detailed landscaping and screening layouts will be required with a request for a Certificate.

    g. Parking lots shall also meet the relevant regulations set forth in Section 1600 of the Hamilton Zoning Ordinance.

B. A traditionally landscaped property should not be covered with large, paved areas for parking which would drastically change the character of the site.

<u>Administrative Approval</u>
The following items may be administratively approved

- Pre-existing gravel parking Lots and Driveways may be updated to a paved surface with an administrative approval. Landscaping requirements apply as above.

- The removal of paved space to expand green space may be administratively approved provided that the property owner provides evidence of meeting the requirements outlined in the Hamilton Zoning Ordinance: Section 1600 Off Street Parking and Loading Regulations.

10. Fences

Requests for Certificates of Appropriateness (COA) involving fences will be treated by the Board as follows:

When proposing fences, it is recommended that the applicant consider the fences typical of the historic district and how the proposed fence interacts with adjacent properties and visibility from the right-of-way.

A. Fences visible from the right of way, especially fences in the front yard, should be made of high-quality materials and should be designed with the context of the neighborhood in mind. Fences such as wrought iron, decorative metal fences, or wood picket fences are primary options for a front yard space in a historic district. Modern materials and fence designs that are visually harmonious with the property, streetscape, and historic district can also be considered.

B. Rear yards and side yards which serve as the primary outdoor space for a property can have some liberty and leeway regarding fence types. Fences proposed for this space can continue the course and type of the front yard. Wood privacy fences are a generally accepted rear-yard fence.

C. Brick Walls, Stone Walls, and Masonry Walls are considered fencing and require a COA.

D. Applicants and the ADRB should also consider issues such as visual appearance, color continuity, and material continuity with other fences along the street. However, this should not discourage COA Applications based in individual preferences and proposals for any fence, if either the proposed fence contributes to the property and streetscape, or the fence's impact to a property or historic district is relatively minimal.

Fence Composition and Course

A. For each yard space, only one type of fence should be proposed (for instance: wood picket or wrought iron for the whole front yard; wood privacy for the whole rear yard; etc.)

1. Differing fence types and materials will only be considered if there is a logical implementation or compelling reason for the proposal.

2. Examples:

- Front fence along sidewalk/street is wrought iron, while the side property lines are black aluminum due to cost or feasibility issues.
- Front yard fence is wood picket style, while there is another smaller area wood fence or metal fence towards the innermost portion of the yard for screening sensitive equipment, mechanicals, or other space.
- Front yard fence is wood or metal, while the innermost area has a shorter fence or different fence portion to demarcate a different area of the yard or structure such as landscaping or inner patio space.

- The design of the fence has more than one material such as a brick or stone wall with pillars, filled in by a metal or wood fence between the pillars.
- Topography issues with the property limit the feasibility of certain fence types.

B. Bollards erected either to continue the barrier of a fence, or for protection of a fence can be considered, but where possible they should be harmonious with the fence in terms of design, placement, and color.

C. Front Yard Fences should be limited to three and a half feet in height.

D. Rear Yard Fences should be limited to six feet in height.

Fence Color

A. Fence colors are recommended by the guidelines as follows, with consideration for the natural appearance of wood colors and consideration for the colors of stained wood. Colors beyond the recommended can be considered on a case-by-case basis. Staff recommends applicants provide reasoning for their color choices.

1. Wood Rear Yard or Side Yard Privacy:
    - Natural Wood
    - Stained Wood
    - Browns, Mute Reds, Grays
2. Wood Front Yard, Picket Style:
    - Natural Wood
    - Stained Wood
    - Browns, Mute Reds, Grays, White
3. Aluminum, Iron, and Metal Fences:
    - Black, Browns, Mute Reds, Grays
    - Mute Greens will be considered on a case-by-case basis
    - White will be considered on a case-by-case basis

Chain-Link Fences

Requests for chain-link fencing that may be visible from a public right-of-way (public street, public roadway, public sidewalk, or alley) will be denied as inappropriate for the district, unless one of the following conditions exists.

A. Chain link fencing already exists and replacement fencing will be coated in green or black coating.

B. If approved: the chain-link fence must be hidden from public right-of-way view (public street, public roadway, public sidewalk, or alley) by an evergreen hedge or comparable shrubbery that is maintained year round at a minimum height equal to the height of the fence. Any vegetation planted to mitigate and screen a chain-link fence must be maintained so as not to disturb the neighboring property or create an unappealing visual aesthetic.

C. The proposed chain-link fence is in the rear yard or side rear yard of the property, and matches the height and color of another appropriate type of fencing that is prominent on the property. Alternatively, a chain-link fence in the rear yard or side yard can continue significant screening and boundary provided by a planting (such as evergreen hedges or comparable shrubbery.

   Example:

   - Green chain-link fence that continues the course of or are mitigated by existing landscape plantings of evergreen, bushes, or shrubbery.

   For an approved chain-link fence: the chain-link fence is painted a dark green or black (or other guideline prescribed color) to mitigate its appearance, or as otherwise stipulated by the ADRB on a case-by-case basis.

   NOTE: The ADRB may also combine the above mitigating measures in the approval of a chain-link fence and add further reasonable measures, (considering the property, district, and applicant) to lessen the visual impact of a chain-link fence as necessary.

Privacy Fences

A. A privacy fence will generally be approved in the rear yard of a property if it is not extensively visible from a public right-of-way (public street, public roadway, public sidewalk, or alley). If a privacy style fence is visible from public right-of-way, the finished side of the fence must face the right-of-way and the Board may impose installation/setback conditions for approval.

B. The ADRB may also impose a landscaping requirement for the sides of the fence visible from a public street, public roadway, or public sidewalk, to reduce or mitigate the appearance of a privacy fence when this fence is not the prevailing fence type of the district, or as deemed necessary based upon the review.

Vinyl Fence

A. Fences made of vinyl are generally not approved. Vinyl fences do not enhance the aesthetic or historic quality of the historic districts and properties.

B. Fences of this nature are generally discouraged as the material and makeup of these types of fences is not conducive to the aesthetic or quality of the historic districts and historic properties.

Aluminum Fences

These types of fences are typically found in the front yard and used as a substitute for higher quality front yard fencing that is either cost prohibitive or resource prohibitive for an applicant. This fence can be approved but it must be painted black.

Administrative Approvals:

Specific fence applications can be approved administratively by Planning Department Staff. Administrative approvals may be granted for the following kinds of fencing, whether it is new or replaces existing fencing. It is based upon the following materials, location and colors:

Front Yard & Side yard (maximum of 3.5 feet in height)

- Aluminum, Iron, and Metal Fences:
    - Black
    - Brown
    - Mute Reds
    - Gray

- *Wood Picket Fencing:*
    - Natural Wood
    - Stained Wood
    - Browns, Mute Reds, Grays, White

Rear Yard:

- Decorative Aluminum, Iron, and Metal Fences:
    - Black
    - Brown
    - Mute Reds
    - Gray

- *Wood Picket Fencing:*
    - Natural Wood
    - Stained Wood
    - Browns, Mute Reds, Grays, White

- Privacy Fencing
    - Natural Wood
    - Stained Wood

- Browns
- Mute Reds
- Gray

Applications that do not fit these guidelines must be approved through the normal Board application process.

Fence Maintenance, Upkeep of Fences

A condition for COA fence approval is that fence must be properly maintained, including the approved color of fence. The fence should not have holes or missing pieces, and the fence should be properly affixed to the ground or base, not leaning or falling.

11. Gutters

The specific requirements, guidelines, materials, design elements, and nature of proposed replacement gutters shall be reviewed and regulated. Requests for Certificates of Appropriateness involving new construction/replacement of gutters will be treated by the Board as follows:

Box Gutters

All requests to alter, modify or remove box gutters will be reviewed by the Architectural Design Review Board.

A. Every effort should be made to repair/reconstruct existing box, half-round, ogee (k-style) trough, or other original gutters with original materials to retain the original construction and appearance. Elements to be maintained include original cornices, decorative brackets, decorative trim, and eave / fascia details.

B. The following relining materials may be substituted by Administrative Approval for original metal linings if the existing metal is proven to be beyond repair:

    1. Copper
    2. Metal
    3. Rubberized rolled roofing material

C. If applicant is proposing to reconstruct box gutters with a new material or a design modified from the original gutter system a design drawing of the proposed routing system and design are required. Drawings do not need to be provided from a licensed Architect.

D. The following relining materials are not appropriate for the relining of box gutters

    1. Sheet metal is not an appropriate material for the repair of box gutters.
    2. Using asphalt-based coating on the inside of the gutter is not appropriate. This material holds moisture and can lead to further damage and deterioration of the architecture below.
    3. Avoid using asphalt compounds on metal gutters as they and other acidic material can cause further deterioration of metal gutters.

Copper Gutters

A. Copper Gutters are a primary preference for replacement gutters

    E. Decorative copper gutters are the preferred option provided the proposed gutters match the design of any previous gutters on the structure.

    F. Copper gutters and flashings should be kept unpainted.

General Design Criteria (Color / Paint)

A. Gutters

1. Metal gutters (except copper) should be coated with a galvanized steel primer before painting
2. Baked enamel finishes (paints) are recommended for exposed non-copper type gutters and downspouts, such as aluminum or steel.
3. Should be painted as follows
    a. Half-Round gutters to match the trim on the building
    b. Ogee / K style gutters to match the fascia board color

G. Downspouts

1. For frame buildings, downspouts should be painted to blend with the façade color of the building.
2. The secondary choice is painting downspouts as a trim or accent color of the building.
3. New downspouts should be round in shape.
4. On a brick or masonry façade, downspout support brackets shall be fastened into the mortar joints, not the brick or stone.

<u>Other Gutter Instances</u>

- Adding gutters or downspouts to a structure, (whether a replacement or a new addition) should be made as unobtrusively as possible, including utilizing a color that blends with façade wall or trim color.
- Hanging gutters should be half round in shape and style.

<u>Administrative Approval</u>

Downspouts

- Adding or replacing downspouts may be administratively approved on the rear and side facades, with a preference for locating at the corner of the structure where possible.

Steel Gutters

- May be administratively approved on accessory structures when the addition of gutters will be out of the view of the public right of way (or not visible from the primary façade) and where existing gutters do not currently exist as box gutters.

Half Round (Copper or Steel)

- May be administratively approved by planning staff if the original construction of the building, addition, accessory structure is dated post 1900's and was not originally constructed as a box gutter.

- May be administratively approved on accessory structures when the addition of gutters will be out of the view of the public right of way (or not visible from the primary façade)

Copper Gutters

- Copper gutters may be administratively approved on accessory structures where gutters do not exist or the existing gutters are constructed of aluminum, steel, vinyl, etc. and do not currently exist as box gutters

Aluminum K-Style

- May be administratively approved on accessory structures when the addition of gutters will be out of the view of the public right of way (or not visible from the primary façade) and gutters do not currently exist.

Maintenance & Guidance

The following are general maintenance suggestions for historic gutters and gutter systems on a historic property.

Maintenance

1. Inspect gutters (recommended twice a year) for signs of wear, damage, deterioration, or other failure. Clean out any debris that hinders water flow to prevent potential leaks and flooding. Secure any suspended gutter straps, fastened beneath the roof material.
2. Trees should not over hang above gutters and should be trimmed and maintained to prevent wood rot and material deterioration or debis build up.
3. Keep any galvanized, tin, or other metal gutter liners painted to avoid rust.
4. Inspect the downspouts for any cracks, leaks, or damage, and their support brackets to make sure they are secure. (Avoid fastening into directly into brick or masonry).
5. Patch or repair holes in gutters using:
    a. Fiberglass tape
    b. Appropriate wood epoxy for wooden gutters or wooden portions of gutters
    c. Epoxy adhesive for metal gutters
6. Check the paint on any non-copper gutters and downspouts. Paint any surfaces in need of a touch up or repainting.
7. Preserve and maintain original box gutters and other historic structures as they are important to the architectural character of a historic building.

For more information, please refer to Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings.

12. Insulation

Requests for Certificates of Appropriateness involving installation of blown-in insulating materials should not change the external appearance of the house.

13. Murals

Background

The City of Hamilton Architectural Design Review Board reviews applications for Certificates of Appropriateness for substantial alterations to properties in the City's designated historic areas or properties individually listed by Ordinance. Mural art is considered a substantial alteration requiring approval of the Architectural Design Review Board.

The Architectural Design Review Board supports the use of mural art in the historic areas. Mural art is widely considered one of the oldest methods of artistic expression. Murals bring art from the private to the public sphere, add visual and aesthetic value to neighborhoods and provide a medium to display the history, beliefs, and culture of a community. When appropriately executed, murals can enhance the character and reinforce the historic fabric of any of the City's historic areas.

ADRB should review if a historic building is appropriate for a mural and review the content only to ensure it is not an advertisement, any libelous or slanderous expression, or any obscene or pornographic content.

Purpose

The purpose of regulating mural art is to ensure the continued visual aesthetic of the historic district while allowing for compatible artistic and creative expression in appropriate locations and designs. The established review criteria provide guidance concerning the compatibility and appropriateness of the placement, massing scale and materials of mural art with minimal intrusion into the artistic expression and content of the work. The criteria are written keeping sensitivity to the neighborhoods and their buildings as a priority.

Guidelines:

- In order to preserve the integrity of the materials, unpainted historic materials, such as brick, are unsuitable spaces for murals.
- Unless it can be incorporated into the theme of the mural, no windows or doorways should be obscured by a mural's installation nor should any architectural details be hidden. For example, architectural details, windows, and doors can be painted but not "filled in" or "boarded over".
- Murals should be located in mixed-use and commercial areas.
- Side elevation murals are preferred.
- Murals must be coated with a clear layer of anti-graffiti coating or sealant.
- There will be a written, long-term maintenance plan for the upkeep of the mural.
- Exclusive of Signage: The design will not contain any direct advertisement of any product or company associated with any artist or third party, any libelous or slanderous expression, or any obscene or pornographic content.
- The physical appearance of the building and surrounding area should be considered in the designs.

- All work must be the artist's original design and not taken directly from copyrighted materials. Artists may take inspiration from imagery that is copyrighted as a part of their designs.
- Proof of building owner's permission to place a mural on the structure must be provided with the application.
- In general, buildings on the Central Area Building Inventory (as noted in Section 2630.1 - of the City Zoning Ordinance) will not be considered for murals. Exceptions can be made for outside walls that are not original to the building. An example of this case is 212 Main Street, the former Marshall Electric building.
- ADRB should review if a historic building is appropriate for a mural and also review the content only to ensure it is not an advertisement, any libelous or slanderous expression, or any obscene or pornographic content.

14. New Additions to Existing Structures (Includes Rooftops)

A new addition must preserve significant historic materials, features and form, and it must be compatible but differentiated from the historic building**.** Requests of Certificates of Appropriateness involving additions to existing structures will be treated by the Board as follows:

Considerations For New Additions to Existing Structures:

A. “New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property.

K. 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

L. When New Additions to Existing Structures are applied, the preservation of historic buildings there should be minimal change to primary or public street facing elevations.

M. The treatment of the addition should not be so different that it becomes the primary focus. The difference may be subtle, but it must be clear.

N. Incorporating a simple, recessed, small-scale hyphen to physically separate the old and the new volumes or set the addition back from the wall plane(s) of the historic building.

O. Use building materials in the same color range or value as those of the historic building. The materials need not be the same as those on the historic building, but they should be harmonious and quality. Vinyl and aluminum siding shall not be used for building materials on new additions.

Requirements for New Additions to Existing Structures

A. New additions should be constructed in a location where the least amount of historic material and character-defining features will be lost.

B. The height of any addition shall not exceed the highest point of the existing original structure for which the addition is proposed. Avoid designs that unify the two volumes into a single architectural whole

C. The new addition 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.

D. Window and door dimensions, style, and placement in the addition should replicate the dimensions, styles, and placement of those in the original structure.

E. Limiting the size and number of openings between old and new by utilizing existing doors or enlarging windows also helps to minimize loss. For large residential and Commercial structures where feasible, An often successful way to accomplish this is to link the addition to the historic building by means of a hyphen or connector.

F. The new addition may include simplified architectural features that reflect, but do not duplicate, similar features on the historic building.

Rooftop Additions

A. A rooftop addition should not be more than one story in height

B. Should almost always be set back at least one full bay from the primary elevation of the building,

C. Constructing another floor on top of a small, one, two or three-story building is seldom appropriate for buildings of this size as it would measurably alter the building's proportions

D. A rooftop addition in a densely-built urban area is more likely to be compatible on a building that is adjacent to similarly-sized or taller buildings

15. New Construction

Exterior features that distinguish one historic building or a row of buildings and which can be seen from a public right of way, such as a street or sidewalk, are most likely to be the most significant. These can include many different elements, such as: window patterns, window hoods or shutters; porticoes, entrances and doorways; roof shapes, cornices and decorative moldings; or commercial storefronts with their special detailing, signs and glazing patterns. Beyond a single building, entire blocks of urban or residential structures are often closely related architecturally by their materials, detailing, form and alignment. When considering New construction significant elements of surrounding structures should be highlighted and considered.

A. Materials

New construction should use materials that are found on historic buildings in the historic district to the greatest extent possible. All materials, textures, and colors should relate to the surrounding buildings and all materials shall be authentic in their appearance and function. Brick, cut stone, smooth stucco, and clapboard are examples of appropriate materials and should be considered on a case by case basis based on common materials in the historic district. Vinyl and aluminum siding should be used minimally in new development and shall not be used on the front facade.

P. Windows and Doors

The openings of a new building should be related to the size and placement of openings found on historic structures of similar use in the district. Window openings, which are typically aligned vertically, usually occupy between 20% and 50% of the principal façade.

Windows and doors for new construction will conform to the average window and door dimensions, designs, and locations of windows of contributing buildings within the historic district, with special consideration of the design of windows in contributing buildings within the same block as the proposed new development.

Q. Height Requirements

The height of new construction should take into consideration the height of surrounding contributing buildings and should not vary more than 7 feet from adjacent contributing buildings. Most contributing buildings in Hamilton's historic districts are 26 to 36 feet in height. The height of the building's individual components must be visually compatible with the building height and with surrounding contributing structures.

If a proposed new building has more than a 7-foot difference in height compared to surrounding contributing buildings, the applicant must explain why the height difference is being proposed and how the design is still visually compatible with the surrounding contributing buildings.

R. Setbacks

The setback for new construction should be consistent with the buildings of similar use on adjacent and nearby sites. If the proposed setback is not the same setback as surrounding contributing buildings, documentation must be provided to support the proposed setback. Documentation might include a historical justification, topographical challenges, or other relevant documented reason.

S. Side and Rear Yards

An equal amount of space should be given to building mass and open space between adjacent structures that has historically existed. Existing side and rear yard requirements in the Hamilton City Zoning Code will apply to new construction in the District.

16. Paint

Requests for Certificates of Appropriateness involving the painting of a property and/or the color selection for the same will be treated by the Board in the following manner:

General Recommendations:

A. Recommend identifying and preserving all character defining features of a building that traditionally have been painted by maintaining their paints, finishes, and colors.

B. Recommend testing paint a small section of the structure in the rear (or less visible area). This would allow a preview of the new color on the physical structure, and the smaller space can be remedied easier in case an Applicant wants to change or return to the previous color.

C. Recommend using high-quality paint. Ensure paint is appropriate to the surface of the structure being painted.
    a. Sheen on exterior stucco must be flat.
    b. Satin Exterior Paint on Wood Siding
    c. Gloss or Semi-Gloss on exterior doors, shutters, vents, and ornaments
    d. Lime Wash or Silicate based paint on masonry (*see Masonry Recommendations*)

D. Recommend considering adjacent properties, neighboring properties and streetscapes when considering color choices. Color combinations can be unique, but they should not overpower the visual appeal of an overall streetscape.

E. Recommend removing paint from any type of surface only when there is evidence of deterioration, such as: peeling, and excessive build-up that conceals important detailing.

F. Recommend removing deteriorated paint only down to the next intact layer using the gentlest means possible, such as:
    i. Hand-Sanding,
    ii. Mild chemical strippers, and
    iii. Hand-Scraping or Wire-Brushing.

G. Ensure that all lead-based paint removal occurs according to current health and safety standards. The use of protective clothing, proper clean-up, and other measures is necessary to ensure hazard-free removal.

H. You may want to consider documenting historic paint colors before painting. This can be through taking photos of a structure before painting, keeping a small amount of paint chips of the old color, photographing.

Not Recommended:

Do not remove paint from any surface using abrasive stripping techniques such as:

i. Sandblasting,
ii. Caustic solutions, and
iii. Propane or butane torches.

Avoid radically changing the type of finish.

Avoid stripping paint where it is firmly adhered to any type of surface.

Wood and Wood Siding, Recommendations:

A. Remove excess layers of deteriorating paint to facilitate window and door operation and to restore original detailing.
B. Prime and paint all elements, including both sides of floor and siding boards.
C. Follow manufacturer's directions carefully when using chemical stripping products to avoid damage to wood surfaces or personal injury.

Not Recommended:

Do not remove paint to bare wood or apply clear finishes or stains to give a building a "natural" look.

Do not remove paint from historic woodwork unless it is peeling. Most other conditions such as mildewing, staining, or excessive chalking only require a thorough surface cleaning before repainting.

Masonry Recommendations:

A. Maintain and repaint historically painted masonry. Masonry buildings that historically have been painted—perhaps because of the use of soft brick or incompatible later brick infill—should not be stripped.
B. Remove paint from masonry only when the following applies:
    i. The paint is not historic,
    ii. Removing the paint will not reveal visual problems, and
    iii. The process of removal will not damage the masonry.

C. Sandblasting is not an appropriate treatment for removing paint under any circumstance. Spalling can also occur from repointing with a mortar that is too hard which causes the face of the brick to break off exposing the softer interior. Sandblasting causes this in masse as ALL the sandblasted brick is now exposed and weakened.

D. Use low-pressure water as a supplement to other acceptable paint removal techniques only on masonry buildings.

E. Silicate based paint or limestone paint shall be the only approvable paints in order to maintain the integrity of the brick and mortar joints.

Not Recommended:

Generally, do not paint unpainted masonry features or walls. Paint destroys the visual character of brick or stonework, such as texture and bonding pattern. Painted masonry requires significantly greater upkeep and may hide problems. In the event that paint is approved for unpainted brick due to a unique circumstance, such as a partially painted building or issues with graffiti, silicate based paint or limestone paint shall be the only approvable paints in order to maintain the integrity of the brick and mortar joints.

Color Schemes

The color schemes for structures vary depending on the style of the building and its date of construction. **These guidelines recommend repainting with colors that are historically appropriate to the building style.**

Paint color choices should consider other elements of the house, structure, and property, such as roof color, shutter color, fence color, masonry wall color, and others. Note that large trees and other elements capable of casting shadows can make your paint and colors appear darker when viewed. Further, painting the structure with consideration of the streetscape, the immediate neighborhood, and the historic district as a whole, is encouraged.

The use of color, much of which results from painting various building features, is an important part of architectural style.

For vernacular style buildings, choose a simple color scheme. A three-color (3 colors) combination of paint is recommended as: Body, Trim, and Accent. Most houses require no more than four (4) colors, including the roof, which is generally not painted:

1. Roof Color
2. Wall Color (Body, Façade)
    a. Color of Main Body of Structure, Main Siding
3. Major Accent Color (Trim)

    a. for trim areas such as porch, cornice, and window frames and sashes
4. Minor accent color (Accent)
    a. for the front door, small decorative details, and, window sashes.

See Recommended Paint Colors by Architectural Type for Approvable Paint Schemes.

Note: While three-color (3 colors) schemes are recommended, proposals with more colors will be considered based on circumstances of the proposal and alignment with the Recommended Paint Colors by Architectural Type (Appendix).

Color Schemes Recommendations

If color proposal is in conformance with the Recommended Paint Colors by Architectural Type Chart, located in the appendix, and appropriate swatches are provided, the ADRB Secretary may approve the paint choice.

The Body Color is the most crucial item for painting when working with a historic building and painting in a historic district. This should be the color choice with the most attention and consideration. The colors of the structure that cannot be changed, such as the natural appearance of masonry, in some cases roof color, and surfaces that can't be painted should also be considered when choosing paint colors.

Not Recommended:

Painting the Body of a structure a dark tone such as black or dark navy is not appropriate for a historic structure.

Colors sharply contrasting each other are not recommended.

Some examples include but are not limited to:

- Bright or Bold red used with bright or bold green
- Bright or Bold orange and bright/bold blue or bright/bold purple
- Bright or Bold yellow and bright/bold blue or bright/bold purple
- Bright or Bold warm colors used in combination with each other (bright red, orange, yellow)
- Bright or Bold cool colors used in combination with each other (bright green, blue, purple)
- Bright and/or Bold primary colors used in combination (bright red, bright yellow, bright blue)
- Bright and/or Bold secondary colors used in combination (bright orange, bright green, bright purple)
- Using singular bright, bold, and/or contrasting color on a distinct architectural element, while the other elements follow a different color scheme.
    - (Bright blue door on a structure with neutral colors or earth tone colors)
    - (Bright purple windows trim/sashes/lintels on a structure of neutral colors or earth tone colors)

17. Roofs

Slate, Clay Tile and Asbestos Roofs

Requests for Certificates of Appropriateness involving slate, clay tile and asbestos roofs will be treated by the Board as follows:

A. Every effort should be made to repair/save an original ~~slate~~ roofing material for the following reasons:

   1. The color, texture, and design of a roof contribute significantly to the overall architectural appearance of a structure and its environs.

   2. Specific roofing products/designs/installation methods may be indicative of significant architectural periods/design developments within the district.

B. Requests for slate, clay tile and asbestos roof replacement must include the following conclusive information from the property owner and/or preservation contractor:

   1. Documentation that alternatives to complete slate, clay tile, or asbestos roof replacement were explored by the property owner with contractors/individuals knowledgeable in, and qualified to work with the roofing material in question.

   2. Documentation of the need for slate roof replacement in written form submitted by more than one contractor specialized in slate, clay tile or asbestos roofing. Documentation must include and evaluation of the following:

      a. Specific location of roofing material deterioration
      b. Cause of material deterioration
      c. Condition of roofing ridges
      d. Condition of roofing underlayment and decking.

C. The Board reserves the right to complete an onsite investigation of the need for replacement by the Board itself or its designate prior to rendering a decision to issue or deny a Certificate.

Roofing Guidelines by Type

Asbestos Roofs

Asbestos became a popular roofing material at the beginning of the 20th century. Asbestos roofing is made from asbestos mineral fibers and either Portland or hydraulic cement and it provides a durable, lightweight, economical, fireproof, rot and termite resistant alternative to slate and terra cotta. cracking and rusting nails being the most typical cause of failure.

A. The ADRB encourages the retention of existing asbestos roofing that continues to provide a watertight roof surface. If the roofing is damaged, consultation with a professional to determine whether repair is feasible is recommended.

B. It should also be noted that asbestos roofing is often available at architectural salvage suppliers.

C. Non-asbestos replacement shingles of a similar size and shape as the existing roofing

D. Property owners are responsible for ensuring that all asbestos removal and disposal is handled in accordance with all applicable regulations and procedures.

Asbestos Roofs – Administrative Approvals

- Split or puncture – Install sheet metal under shingle, fill split or hole with grout of Portland cement and water
- Loosening or corrosion of fasteners for asbestos shingle or accessories – Reattach or replace fastener
- Moss or fungi on surface – Trim back adjacent trees allowing sun to dry out roof surface

Asphalt Roofs

A. Dimensional or Architectural Shingle roofing is preferred in all asphalt roofing replacement cases.

Metal Roofing

A. Metal was popularized for roofing after sheet metal production was expanded following the mid 19th century, and can be found on commercial and industrial buildings, outbuildings and residential buildings.

B. Standing Seam Roofing is the preferred metal roofing material.

C. Paint metal roofs to avoid corrosion.

Metal Roofing - Administrative Approvals

- Worn paint, galvanizing or coating – Repaint (grey, green, black, silver)
- Slipping sheet, panel, open seam or solder joint – Refasten and/or re-solder
- Isolated rusting or holes – Replace to match original

Slate Roofing

Replacement of a slate roof is approved the following will apply:

A. The Board will give priority consideration to replacement of the existing (old) slate roof with a new slate roof as close in design and color to the original as possible.

B. Prior to new slate the type of slate should be Identified
    i. For technical items not covered, the Board may rely on Preservation Brief No. 4, Roofing for Historic Buildings (the Technical Preservation Service Division, U.S. Department of the Interior, 1978), the Old House Journal (December, 1975), the Ohio Historic Preservation Office, and/or reference from the above.

C. All hips and ridges to be capped with galvanized metal ridge roll, not cut shingle tabs. All ridge roll is to extend to the ridge edges (i.e., flush with the fascia). flashing material that has a life span similar or longer than the new roofing.

D. If the cost of replacement under consideration "1" above is proven to be prohibitive to the property owner, the Board may approve/specify an acceptable alternative roofing application/material. Every effort will be make to minimize the impact of such and approval on the structure, its environs, and/or the district.
E. The Board may require that the existing (old) slate be ~~saved~~ salvaged by the owner/contractor and be given/sold to a third party not-for-profit for future use in city preservation efforts.

Slate Roofing – Administrative Approvals

- Loosening or corrosion of fasteners for slate or accessories – Reattach or replace fastener
- Split or cracked slate – Install sheet metal under shingle, fill split or hole with roofing cement
- Missing or damaged slates or roof accessories – Replace to match original

Original Material Identified as Slate, However has already been replaced by asphalt shingles or otherwise

MANUFACTURER	STYLE	COLOR
	Natural Slate	Traditional Slate Color Palette
CertainTeed	Carriage House (dimensional)	Stonegate Gray
GAF	Slateline (dimensional)	English Gray Slate Weathered Slate
CertainTeed	(standard 3-tab)	Nickel Gray
GAF	Royal Sovereign (standard 3-tab)	Nickel Gray
Owens Corning	(standard 3-tab)	Estate Gray
Tamko	(standard 3-tab)	Antique Slate
GAF	TruSlate	Mystic Grey Greystone

Cement and Clay Tile

Tile A tile roof, which includes terra cotta and concrete tiles, can last over 100 years depending on the material's properties and manufacturing process, installation quality and regularity of maintenance. Similar to slate, problems with tile roofs are typically the result of localized failure since many of the roof accessories and fasteners do not have the same 100-year life span as the tile itself.

Clay or Cement Tile Roofing – Administrative Approval

- Loosening or corrosion of fasteners for tiles or accessories – Reattach or replace fastener
- Cracked tile – Install sheet metal under tile, fill split or reattach dislodged piece with tinted roofing cement
- Missing or damaged tile or roof accessories – Replace to match original, preferably with salvaged units with the same dimensions and similar visual characteristics

Additional Administrative Approvals

- Soft-wash
- Repair and replacement of flashings to match existing material

Original Material identified as Wood Shake Roofing – Administrative Approval

Original Material Identified as Wood Shake, However has already been replaced by asphalt shingles or otherwise

- Brown Dimensional Roofing Shingles
- Brown Architectural Roofing Shingles

18. Shutters

Request for Certificates of Appropriateness involving the installation of shutters will be treated by the Board as follows:

A. A request for shutters will be approved only if the following criteria are met:

1. There is evidence on the building that shutters did exist at one time (i.e. brackets still exist, or coloration on the building indicates a one-time presence of shutters).

2. There is no evidence on the building per say but given the environment the building rests in and its style, it is reasonable to assume shutters may have been a part of the building. In this circumstance, historic photos of the area in question and architectural reference sources may be used in making a determination of approval/denial. *[Revised: September 2009 – ADRB Meeting]*

B. If approved, actual shutter installation must meet the following conditions which will be considered a part of the issued Certificate of Appropriateness:

1. If original hardware is present, the shutter is capable of being opened and closed over the window.

2. The shutters are to be made of a material most closely related to the original shutters, or to a typical shutter of the architectural period/style in question (i.e. wood)

3. The shutters are to replicate, as closely as possible, the appearance of the original shutter or a typical shutter of at least one of the following:

a. the architectural period of the property

b. the architectural style of the building and its window openings

c. the typical shutters of the immediately adjacent area of the district in which the property is located

4. The shutter is sized correctly for the window opening it is designed to cover (i.e. not longer, shorter, or wider than the full window opening).

C. For items not covered above, the Board may refer to the U.S. Department of the Interior (the Technical Preservation Services Division), the Ohio Preservation Office, and/or references from the above.

19. Siding

The first preference is to preserve all historic materials and designs focusing on wood lap siding, cedar shake siding and scalloped designs.

The installation of artificial siding or veneers can often damage or require the removal of significant wood casings and trim. The loss of these features can significantly alter the character of a building. Artificial siding installation over existing materials is not appropriate for historic buildings due to the alteration of historical design. Layering siding increases the wall thickness, causing the existing wood trim to appear set back from the wall rather than projecting from it. This can further diminish the visual characteristics of the building.

Requests for Certificates of Appropriateness involving the application of aluminum, vinyl or other siding material not original to a property or the historic district will be treated by the Board as follows:

A. Applications involving a building that has been wrapped in aluminum or vinyl siding or otherwise non original material, and there is evidence of wood siding underneath, the applicant may be required to expose the siding underneath prior to the approval of any material other than wood.

B. Application of a non-original siding material to a property will be approved only as a measure of last resort and when extenuating circumstances justify the application. If non-original siding material is approved, the Board will identify the extenuating circumstances in its official minutes. (Example: fire damage to an entire side of a structure would be an extenuating circumstance.)

C. In the event existing underlayment of wood siding is salvageable for the purposeful reuse of the building material, the applicant shall obtain a quote for the replacement of any existing wood siding that has experienced wood rot or decay.

   Quotes shall include the following:

   1. Specified facades of wood deteriorations,
   2. Specified location of wood deterioration (I.e. siding, trim, soffits, fascia, eaves, decorative elements, etc.)
   3. Any repairs or replacement to wood siding caused by a need due to blown in insulation.

   Documentation shall also include any decorative elements or designs revealed that are contributing to the buildings historical context, period or significance or are architecturally relevant.

D. A copy of Preservation Brief No. 8, Aluminum and Vinyl Siding on Historic Buildings (U.S. Department of the Interior, Technical Preservation Service Division, 1984) will be made available to every property owner considering/requesting a Certificate for aluminum, vinyl, or vinyl aluminum siding once the Board has been made aware of the desire by the property owner and before the request for Certificate is considered by the Board.

E. The Board will not approve the application of siding materials over brick.

F. In all cases involving the application of non-original siding material, the Board will require an actual sample of material(s) and a written contract proposal for installation before approval will be given. *[Revised: September 2009 – ADRB Meeting]*

G. If approved, the new siding material must have an appearance as close to the original siding as possible and have a minimum thickness of 04-inch. It is understood that this requirement will generally preclude the application of very wide sidings, vertical sidings in 4 x 8 panels, and raised wood-grain "look" sidings. *[Amended: September 2009 – ADRB Meeting]*

H. The Board may require certain application methods and/or materials to mitigate the effect of the new siding on a property and/or its environs.

I. New products will be treated as such by the Board and may be approved on an experimental basis, after any one or more of the following:

1. Review and/or investigation of the manufacturer's specification/claims for the product.

2. Consultation with the U.S. Department of Interior, Technical Preservation Services Division.

3. Consultation with the Ohio Historic Preservation Office.

4. Consultation with other preservation/design commissions, contractors, and/or architects who may have experience with or knowledge of the product.

H. For technical items not covered above, the Board may rely on Preservation Brief No. 8, Aluminum and Vinyl Siding on Historic Buildings (Technical Preservation Services Division, the U.S. Department of the Interior, 1984), the U.S. Department of the Interior, the Ohio Historic Preservation Office, and/or references from the above.

20. Signs

Historically, the usage and types of signage varied depending on the building, the location, historic district, and the type of business or facility. Hanging signs would be used for places highly visible and with heavy traffic from pedestrians. Large wall signs would be used to garner attention on buildings with wall sizes capable of feasibly accommodating them at a size where they could be visible.

These guidelines are meant for business owners to consider when proposing new signs or revising existing signs for buildings in the historic district.

Please note:
The Architectural Design Review Board does not regulate signage content.

General Signage Guidelines

All signage must follow the requirements of the Hamilton Zoning Ordinance regardless of the guidelines for historic sign review.

There is a sign permit process through the City of Hamilton's Building Department that must occur in addition to receiving a Certificate of Appropriateness (COA) for signage from the Architectural Design Review Board.

A. All signs need to be made of durable materials, and not to become a hazard due to disrepair, damage or inclement weather. All letters, numbers, and logos shall be permanently affixed to the sign itself or the building.

B. New signage should be designed to be a logical and complementary component of the overall design of a building. New signage should also visibly compliment the streetscape and historic district through shape, form, material and overall design.

C. Signs should reflect the scale and character of its surroundings in size, type, face, graphics, lighting, square footage, style, material, and related qualities to the building.

D. Historic and/or existing iconic signs should be preserved, rehabilitated, and maintained when feasible.

E. Pedestrian oriented signage is preferred and encouraged,
    i. Projecting Signs are encouraged when feasible
    ii. Wall signs are also appropriate

F. The signage message should be designed in a simple fashion and may include the business name, logo, function and/or street number or address and related artistic treatments.

G. Signage should not obscure any significant architectural elements; the installation of a sign must be reversible and cannot permanently alter or damage historic building materials.

H. Historic Theatre Signs, Marquee Signs and other High-Quality signs, appropriate and sensitive to the historic character of the building and area can be considered.

I. New lighting / signage technologies will be considered on a case-by-case basis.

   Lighting the signs externally is encouraged. Utilizing decorative building lights to light the sign often is most appropriate. However, internally illuminated signage will be evaluated on a case-by-case basis.

<u>Not Recommended:</u>

A. Not recommended: Flashing Lights, Strobe Lights or other similar treatments and LED screens, projectors and related equipment and LED programmable signs. They will be evaluated on a case-by-case basis, based on context.

B. Internally illuminated window signs are generally not appropriate but can be considered on a case-by-case basis. This includes flashing and strobe lights and other such attention-seeking devices whether or not they are part of a sign.

Projecting Signs / Blade Signs

A. Projecting signs should utilize artistic design treatments, craftsmanship and other design approaches to enhance the sign (i.e. metal and carved wood), including sculptural forms.

B. Sign Brackets should use appropriate materials and be of a decorative design. This is also a recommended feature for proposed signs on prominent streetscapes such as Main Street.

C. Height of the projecting sign will be determined through the City of Hamilton sign permit process.

Wall Sign Guidelines

A. Wall signs should be located within the signage band between the first and second floor windows. If located within the signage band, flush mounted or painted wall signs are most appropriate.

B. Signage should be centered or aligned considering the significant architectural features (storefront windows / windows, doors) and their arrangement on the façade. Other signage placements will be considered on a case by case basis.

C. Buildings with multiple tenant spaces should establish a cohesive rhythm appropriate to the building for the placement of wall signs.

D. Install wall signs in a manner that does not damage the historic building materials, architectural features, or elements.

E. Mount a wall sign to the mortar joints rather than directly on historic masonry.

F. *Wall Signs are preferred as letter signage, particularly with larger signs and/or on quality architectural façade.*

G. *Wall Signs are preferred in formats sensitive to the architecture.*

Ghost Wall Signs

Ghost Wall Signs should be preserved where possible, while restoration of these signs may be considered depending on the situation and context. While change and painting to refurbish buildings can be encouraged, consider that some Ghost Wall Signs take on a legacy and life of their own, becoming iconic thanks to their prominence.

Use of gooseneck lamps and other visually appealing external lighting is encouraged.

a. Painted wall signs may be appropriate on surfaces that have been previously painted, but should be neat, high quality, and professionally done. Painted wall signs are not appropriate on unpainted surfaces including unpainted brick and unpainted masonry.

b. Ghost wall signs are considered historical and it is encouraged to maintain them in their current condition, but paint proposals, including attempted restoration of the painted sign will be considered on a case-by-case basis, and based on context.

Awning Sign Guidelines

A. Awning Design should be a solid color complimentary to the existing color scheme of the building or striped.

B. Awning Designs for Commercial Storefronts should be of watershed design.

C. Awnings should be attached below the storefront cornice or sign panel and should not cover the piers on either side of the storefront. The standard street level awning should be mounted such that its valance is approximately seven feet from the building

D. Graphics allowed on an awning should only be located on the front facing flap (valance).

E. Retractable or operable awnings are encouraged. Fixed awnings should mimic the profile of operable units (one to one pitch).

F. Fixed awnings should incorporate a “free” valance that allows movement with the wind.

G. The maximum allowable area for graphics on an awning sign should not exceed 50 percent of the area of the front facing flap.

H. Buildings with multiple tenant spaces should use a consistent font size, placement and color in the specifications for awning signage. Other proposals to be considered on a case-by-case basis.

I. The awning valance, or skirt, shall be proportioned to the size of the awning, but shall not exceed twelve (12) inches in height.

~~J.~~ Lettering color and form should take into consideration the color of the awning and building.

K. Awnings should not be internally illuminated.

L. Install Awnings and hardware related to the awning sign in a manner that does not damage the historic building materials, architectural features, or elements.

M. Select awning shape with a logical reflection of the respective architecture.

N. Awnings should reinforce storefront openings not split windows and doors from transoms.

For example:

- Choose an awning shape that reflects the door size if it will be erected above a door,
- Choose an awning shape that reflects the window size / window opening, if it will be erected above that architectural feature.

Awning Materials

- Vinyl is not an appropriate material for awnings.
- Weather-resistant acrylic fabrics such as solution-dyed acrylic and acrylic-coated polyester-cotton approximate the historic look and can be considered appropriate material.
- Quality poly-cotton can also be considered appropriate material.
- The ADRB encourages quality design and materials for awnings and awning signs.

Ground Sign Guidelines

A. Ground Signs should be sensitive to the architecture of the structure, street block, and the streetscape. If there are existing ground signs on the street block that have been approved by the Architectural Design Review Board, new ground signs should be comparable in size, material, and design.

B. Ground Signs should either be made of decorative metal or decorative wooden posts. The prominent design of ground signs in historic districts are a two-post design; however, a one-post design in which the sign hangs off an overhead post can also be appropriate. Wood posts shall be painted or stained. All posts shall be a subdued color, such as black, brown, tan, or white.

C. The sign shall be made of a durable material, such as wood or metal, with at least a ¼ inch thickness, and professionally made.

D. Ground signs shall be located in a non-paved landscaped area or planter box, equal in size to the area of the sign face, unless if due to the location of the proposed sign this is not possible. Curbing shall surround the ground signs located in landscaped areas within parking lots.

E. Signs should be externally illuminated as not to disturb the evening character of the historic districts. ~~Differing applications will be considered on a case-by-case basis.~~

Window Sign Guidelines

A window sign is any sign or graphic that is attached to the exterior or interior of the window or door glass. Window Signs may receive Administrative Approval when meeting the following Guidelines:

A. It is recommended that window signs should be transparent in overall design, and/or positioned so there is still significant visibility through the window into the store/building.

B. The cumulative area of all window signs should not exceed 25 percent the total glass area of the storefront or 6 square feet, whichever is less.

C. “Open”, “Now Open”, and similar small-scale signs conducive to the day-to-day operation of the business are permitted. Simple illuminated small-scale signs of this nature are excluded from review, provided they follow the regulations of the City’s Zoning Ordinance.

Other window signs require Architectural Design Review Board Approval and will be evaluated on a case-by-case.

21. Windows

Preface (Why Historic Windows):

Historic windows are found on many of the buildings in Hamilton's Historic Districts. Windows may come in all different sizes and configurations and are unique to a particular architectural style. Windows are an important part of a building's overall design scheme, and help date the building's construction, and contribute to the visual cohesion of both the building and the historic district streetscape – commensurate with the architectural significance of the structure. Windows are a distinctive part of any building and their shape and configuration should not be altered ~~when possible~~.

The improper or insensitive treatment of windows and their openings can drastically change a building, in terms of appearance, historic significance, and contribution to a historic district or neighborhood.

Retention of historic windows should be the goal. Historic windows were built so that any part of the window could be repaired or replaced. Therefore, if just a part of the window is broken or rotted, the damaged part of the window can be replaced.[3][4][5][6][7]

With proper maintenance and attention, a historic window can last a long time. The life of a wood window can be upwards of 100 years.

Windows do not need to be original to the building to be considered historic and/or a contributing part of the character of a historic property.

Windows that are not considered historic include windows not made from material that was used for window construction during the period of significance for the structure. Most residential windows for buildings built before 1960 were made from wood. Vinyl is an example of a non-historic window material. Planning staff can provide information to an applicant about the period of significance for a structure. If requested by an applicant, the Architectural Design Review Board, or staff, a historian and/or historic window contractor can provide guidance on if the window(s) in question are historic and/or a contributing part of the character of a historic property.

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[3] John H. Myers, *Preservation Brief #9, The Repair of Historic Wooden Windows:* Washington, DC: Technical Preservation Services, U.S. Department of the Interior, 1981. https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm

[4] Sedovic (2005) "What Replacement Windows Can't Replace: The Real Cost of Removing Historic Windows". https://www.lenfant.org/eblasts/October2011/WhatReplacementWindowsCan'tReplace.pdf

[5] New Jersey Historic Preservation Office, Saving Wood Windows, 2012. https://www.state.nj.us/dep/hpo/4sustain/08_svng_wd_wndws.pdf

[6] "Let the Numbers Convince You: Do the Math." Old House Journal 35 no. 5 (September/October 2007).

[7] "Testing the Energy Performance of Wood Windows in Cold Climates." A Report to the State of Vermont Division for Historic Preservation. 30 August, 1996. https://www.ncptt.nps.gov/blog/testing-the-energy-performance-of-wood-windows-in-cold-climates-a-report-to-the-state-of-vermont-division-for-historic-preservation-agency-of-commerce-and-community-development-1996-08/

While historic windows have been replaced and significantly altered in Hamilton's historic buildings and districts in the past for a variety of reasons, the Architectural Design Review Board will only utilize the Hamilton Zoning Ordinance Section 2600 and the ADRB Policies & Guidelines as adopted at the time of the submission of a Certificate of Appropriateness application to guide their decision making.

General Window Regulations & Guidelines

A. Critical Parts of Windows that Shall Not Be Altered
The following items will be considered a critical part of the exterior architectural/design elements that shall not be altered on a structure

1. The specific location of each individual window.
2. The specific style of each individual window.
3. The number of panes (lights/grids/sashes) of each individual window. (example: 2x2 grid/pane, 4x4 grid/pane, 9x9 grid/pane)
4. The specific dimensions of each individual window.
5. The specific treatment of the framing for each individual window.
6. The size, width, and placement of window parts, such as but not limited to the sashes, muntins, rail, casing, stile, stool, and apron shall remain unchanged. If these parts are on the exterior of the window, they shall remain on the exterior of the window, (i.e. exterior muntins shall not be moved to the interior of the window pane).
7. The relationship of the above elements and/or related elements for each window in the overall window treatment/design of a structure.

B. General Window Requirements
1. All glass for the windows is to be clear unless otherwise approved by the ADRB.
2. All composite, fiberglass, or aluminum surfaces are to be smooth, without faux-wood texture (grooved texture).
3. Windows and window products must be paintable if the building trim is intended to be paintable.
4. Commercial window frames should match trim

C. A Certificate of Appropriateness is required for all window work. Do not buy windows before getting a COA (Certificate of Appropriateness) approval. There is no guarantee your proposal will be approved as proposed.

Window Work approvable by Planning Staff
The following window proposals and products are permitted in the historic districts and historic inventory properties. Such proposals will be considered like-for-like approval or minor approval by Staff, and will not need review and approval from the ADRB.

A. Repair of Windows

1. Repair of existing windows is encouraged by the ADRB.
2. Repair of existing windows can be approved administratively by Planning Staff.
3. Planning staff can provide guidance for window repair if requested by the applicant, including but not limited to providing a list of contractors with experience repairing windows in the Hamilton area.

B. Replacement Windows:
The following replacement windows can be approved administratively by Planning Staff as a minor approval item, if the following conditions apply:

1. Replace with Wood Windows

   Wood windows can be replaced with the wood windows on the below list of window replacement options.

- If the historical windows design is known, the window must match the window in location, style, size, dimensions, grids/sashes/panes, and treatment (see General Window Regulations & Guidelines).
- Replacement windows must have exterior muntins/ grids.
- Any proposed window that is different from the existing window requires ADRB review, approval, and issuance of a Certificate of Appropriateness (COA).
- Below is a list of wood windows that have been identified by the ADRB as ~~a~~ an Administratively Approvable replacement option.

MANUFACTURER	SERIES	MATERIAL
Andersen	400 Series Woodwright [Link]	Fibrex (40% Wood Fiber, 60% Polymer) Exterior / Wood Interior
Pella	Reserve Traditional	Primed Wood Exterior/ Painted White Interior
Jeld Wen	Custom Design	Wood Exterior and Interior

C. Non-Historic Window Replacement

Applications for new windows that will replace existing replacement windows that are not considered historic, including but not limited to existing vinyl replacement windows, can be approved administratively if the applicant proposes a window from the “List of Approved Replacements for Significantly Damaged or Missing Windows” and if they match the historic window in location, style, size, dimensions, grids/sashes/panes, and treatment.

If the historic window design is unknown or the applicant proposes a window that is not on the "List of Approved Replacements for Significantly Damaged or Missing Windows," *(Clause D of the Window Guidelines)* it shall require Architectural Design Review Board Approval.

Window Work approvable by the Architectural Design Review Board

Replacement of Significantly Damaged or Missing Windows

In the event that the window is significantly damaged or missing, the Architectural Design Review Board may be able to approve a Certificate of Appropriateness for window replacement with a broader list of window types, as long as the proposed window meets the General Window Regulations & Guidelines. This is subject to the following clauses:

1. Window is significantly damaged: This means that the window is damaged or rotted 50% or more, or is missing key components.
   - Half of the window is missing
   - Missing window sash and/or frame
   - Damaged/Missing window sill

   - Photo evidence shall be required. A site visit may be requested.

2. Window is missing: the window is missing, leaving only a window opening in the façade or a bricked in place where the window once was.

   - Photo evidence shall be required. A site visit may be requested.

3. If the window exists but is significantly damaged, the applicant shall provide written or verbal testimony from an experienced window repair contractor or consultant to attest to the window being more than 50% damaged. The ADRB may ask for examples of other projects that the window repair contractor or consultant has completed.

4. The ADRB shall make the determination of whether the windows meet the definition of "Significantly Damaged or Missing Windows."

D. List of Approved Replacements for Significantly Damaged or Missing Windows
To the extent the design of the original window is known, the window must meet the General Window Regulations & Guidelines.

MANUFACTURER	SERIES	MATERIAL

Andersen	400 Series Woodwright [Link]	Fibrex (40% Wood Fiber, 60% Polymer) Exterior / Wood Interior
Andersen	400 Series [Link]	Vinyl Exterior / Wood Interior
Andersen	A Series [Link]	Fibrex Exterior / Fiberglass and Wood Interior
Fiber Frame	2100 Series [Awning] [Casement] [Picture]	Fiberglass Exterior & Interior
Marvin	Infinity [Link]	Fiberglass Exterior & Interior
Marvin	Elevate Double Hung [Link]	Fiberglass Exterior & Wood Interior
Pella	Impervia [Link]	Fiberglass Composite Exterior & Interior
Andersen	100 Series [Link]	Fibrex (40% Wood Fiber, 60% Polymer) Exterior & Interior
JeldWen	Siteline [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Marvin	Ultimate-Next Generation 2.0 [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Kolbe	Ultra Series "Sterling" [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Trimline	Eclipse EC300 [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Lincoln	Standard Double-Hung [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Loewen	Standard Double-Hung [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Pella	Architect Series Reserve [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Quaker	Brighton LS Series [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Quaker	H600 "Historical Series" **[1]** [Link] **(For Heavy Commercial or Industrial Only)**	Aluminum
Weathershield	Premium Series [Link]	Aluminum-Clad Wood Exterior / Wood Interior
Universal	700 Series **[1]** [Link] **(For Heavy Commercial or Industrial Only)**	Aluminum Exterior & Interior

An applicant can propose a window that is not on this list as long as it meets the General Window Regulations & Guidelines. The Architectural Design Review Board will ask for supporting information, such as but not limited to window design detail, a physical window sample, and documentation from a window contractor or consultant that the window is paintable. The Architectural Design Review Board is not required to approve any windows that are not on the List of Approved Replacements list.

Additional Window Guidance

A. In the event that some windows on a structure can be repaired and others have been determined by the Architectural Design Review Board to meet the criteria for "Significantly Damaged or Missing Windows," the ADRB may ask that, where possible, historic windows be moved to primary facades and the new windows be installed on side and rear facades.

Facades:

1. Front Façade –

   This is the most important façade and shall have the most stringent window requirements.

   a. The first priority shall be the repair of the existing windows. This replacement of damaged parts of an existing window, matching the original in size, scale, proportion, material, and detail.

   b. The second priority shall be the relocation of surviving original windows from other facades to the front façade, where feasible and where reasonable given the size, condition, style, design, and dimensions.

   c. The replacement of historic windows on the front façade will be considered after the applicant has worked with the ADRB to preserve the windows and has exhausted feasible efforts to rehabilitate the windows. When this occurs, the windows should be replaced with a permitted replacement window type (see List of Approved Replacements for Significantly Damaged or Missing Windows)

2. Side Façade & Rear Facade –

   These are secondary façades and shall be considered with greater leniency if they are not visible from a City street (not alley).

A. Considerations for Window Replacements:
When the ADRB is reviewing a Certificate of Appropriateness for window replacement, the following information will be considered to determine the appropriateness of replacing historic windows:

1. That multiple avenues of preserving the historic windows have been pursued, including consulting a historic window preservation specialist or contractor with demonstrable background and experience in preserving historic windows.
2. Difficulty in repairing the existing wood windows or difficulty in obtaining a contractor to repair the existing wood windows.
3. Difficulty in obtaining new wood windows or wood composite windows that match the existing wood windows.
4. The structure or portion of structure is comparatively more modern or newer than other houses and principal structures in the immediate area. This can include new additions of a structure.
5. That the request for window replacement is part of a large scale renovation project in a building that is substantial disrepair and would be in danger of demolition if not for the renovation project.

ADRB requires that the applicants to provide written evidence to support these considerations, including estimates, quotes, and/or recommendations from a professional and/or letters on letterhead with signature of the professional(s) involved in the assessment.

Information about the overall project and building condition is requested. Cost information on structural stabilization work, historic gutter rehabilitation, and other relevant preservation efforts should be included.

B. Other Window Replacement Types

1. Glass Block Windows

Glass Block windows can be considered where the existing basement windows are damaged, deteriorated, or missing or where the existing basement windows pose a safety concern (history of break-ins, etc.)

Glass Block may be considered in an accessory structure when windows are damaged, deteriorated, or missing or the windows pose a safety concern (history of break-ins, etc.) where the window is not visible from the street or sidewalk.

Glass block has been around since the 1880s and can be appropriate for industrial, commercial, mixed use, and residential properties within the context outlined in the guidelines. Historical use of glass block on the property or on properties of the same era and type can be considered when making a decision.

2. Unique window proposals

For unique window proposals, such as stained glass windows, and other window proposals not addressed by the guidelines, the proposals shall be reviewed by the ADRB.

3. Commercial Windows and Industrial Windows

Windows for businesses, commercial structures, and heavy industrial structures shall be considered on a case-by-case basis. There are cases where commercial and industrial structures require a different window type than the existing window. When the proposal is not appropriate for staff administrative review, ADRB will consider all relevant factors, including:

a. Replacement windows can be any material appropriate to the structure, including metal products.

b. The replacement window shall replicate the size and transparency of the existing window (if reducing or filling a window, or creating a new opening, please refer to that section of the window guidelines).

- If the applicant is proposing a window that does not match the existing design, sufficient justification for the change must be provided to the ADRB. This may include but is not limited to considerations such as the viability of the business operation

and/or historical examples of why the proposed change is appropriate.

4. New Window Opening

New window openings are typically discouraged for historic structures. Such additions interfere with the architecture and composition of the façade of the structure. However, adding a new window opening to the structure will be considered on a case-by-case basis by the ADRB. The following rationale shall be considered by the ADRB in the issuance of a COA for such proposals:

- Structure is a commercial or industrial building and the new window opening is necessary for the viability of the business.

- Structure is part of a significant residential, commercial, rehabilitation project, or business investment for the property, neighborhood, and/or historic district.

5. Reduction of Window or Filling In Window

The following window proposals are conditional and generally considered inappropriate. Such proposals will be reviewed with the highest scrutiny and will only be approved when appropriate to the structure and historic district. The ADRB may also assign additional conditions to the approval of these window projects.

The reduction of a window opening or filling in of a window opening shall only be considered in the following cases.

- Window reduction shall only be located on the rear or side facade and is not highly visible from the street or sidewalk.

- The 'fill' of the previous window shall be consistent with the material and form of the façade. (i.e. on a brick façade, the filled portion shall be brick; no plywood, painted wood panel, vinyl, plastic, or metal on any façade type)

- The replacement window is for a special, utilitarian, and/or specific renovation of the structure (the most common being, new bathroom, or closet).

- The structure or portion of structure is comparatively more modern or newer than other houses and principal structures in the immediate area. This can include new additions of a structure.

- Structure is a commercial or industrial building and the proposal is necessary for the viability of the business.

Storm Windows

A. Interior Storm Windows not visible from the exterior

Interior storm windows not visible from the exterior are considered an interior item, and are not under the purview of the Architectural Design Review Board (ADRB).

Below is a list of storm windows that can be installed without a certificate of appropriateness (COA).

MANUFACTURER	LOCATION	MATERIAL / TYPE
Indow	Interior	Window Inserts
Window Systems LLC	Interior	Innerglass
Allied Window	Interior	Custom
Climate Seal	Interior	Preservation Series
Magnetite	Interior	Heritage Series

B. Exterior Storm Windows

1. Storm windows shall be made out of wood or anodized aluminum
2. Storm windows shall be flush with the original window openings
3. Storm windows shall have a narrow sash so as not to obstruct the original window
4. Storm Windows shall be painted to match trim
5. Storm windows shall have proper glass (Plexiglass or similar materials are not permitted).
6. Storm windows shall be installed to be inconspicuous on the façade.
7. New storm windows shall match any original or existing storm windows, including color, for a consistent appearance.

Prohibited Window Types and Window Work

The following window proposals are prohibited.

A. Wrapping Existing Wood Windows in Metal or Vinyl

Wrapping existing wood windows, wood casing, or brick molding in vinyl or metal is prohibited.

B. Replacing Existing Windows with False Windows

Replacement of existing windows with false windows, spandrel glass, or other similar treatments is prohibited.

Further Information and help with Historic Windows:

This Old House, Historic Preservation Specialists - Topic: Windows / Window Replacement
https://www.thisoldhouse.com/ideas/all-about-wood-windows
https://www.thisoldhouse.com/how-to/windows
https://www.thisoldhouse.com/tags/windows

"Opening Jammed Windows"
https://www.thisoldhouse.com/more/opening-jammed-windows

"How to Replace Window Sash Cords"
https://www.thisoldhouse.com/how-to/how-to-replace-window-sash-cords

"How to Repair Sash Windows".
https://www.thisoldhouse.com/how-to/how-to-repair-sash-windows

"How to Repair Window, Muntins".
https://www.thisoldhouse.com/how-to/how-to-repair-window-muntin

"How to Straighten a Window"
https://www.thisoldhouse.com/how-to/how-to-straighten-window

The Craftsman Blog - Topic: Windows

- https://thecraftsmanblog.com/all-about-historic-windows/

Home Advisor:

Repair Windows

- https://www.homeadvisor.com/cost/doors-and-windows/repair-windows/

Replace Storm Windows

- https://www.homeadvisor.com/cost/doors-and-windows/install-replace-storm-windows/

Preservation Briefs:

Preservation Brief 9: The Repair of Historic Wooden Windows

- http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm

Preservation Brief 13: The Repair and Thermal Upgrading of Historic Steel Windows

- http://www.nps.gov/tps/how-to-preserve/briefs/13-steel-windows.htm

National Trust for Historic Preservation web site

- http://www.preservationnation.org/who-we-are/press-center/press-releases/2012/new-windowsstudy

22. Appendix