

Design Guidelines for the Village of Lancaster Local Historic District & Local Landmarks

Village of Lancaster, NY

OCTOBER 2020



Village of Lancaster Historic Preservation Commission

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Acknowledgements



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In Coordination With:

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Division for Historic Preservation
NYS Parks, Recreation and Historic Preservation Office
<https://parks.ny.gov/shpo/certified-local-governments/>



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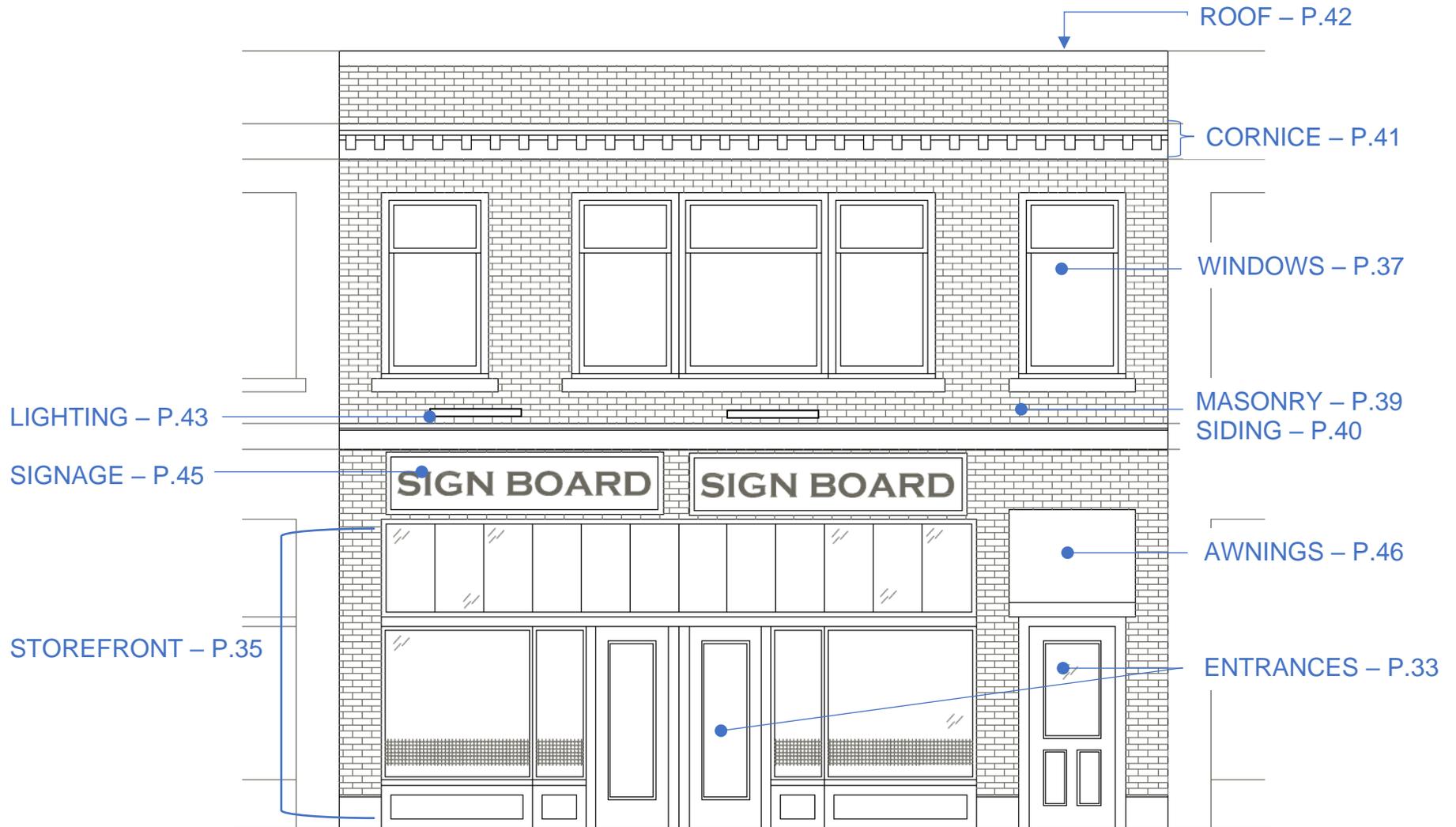
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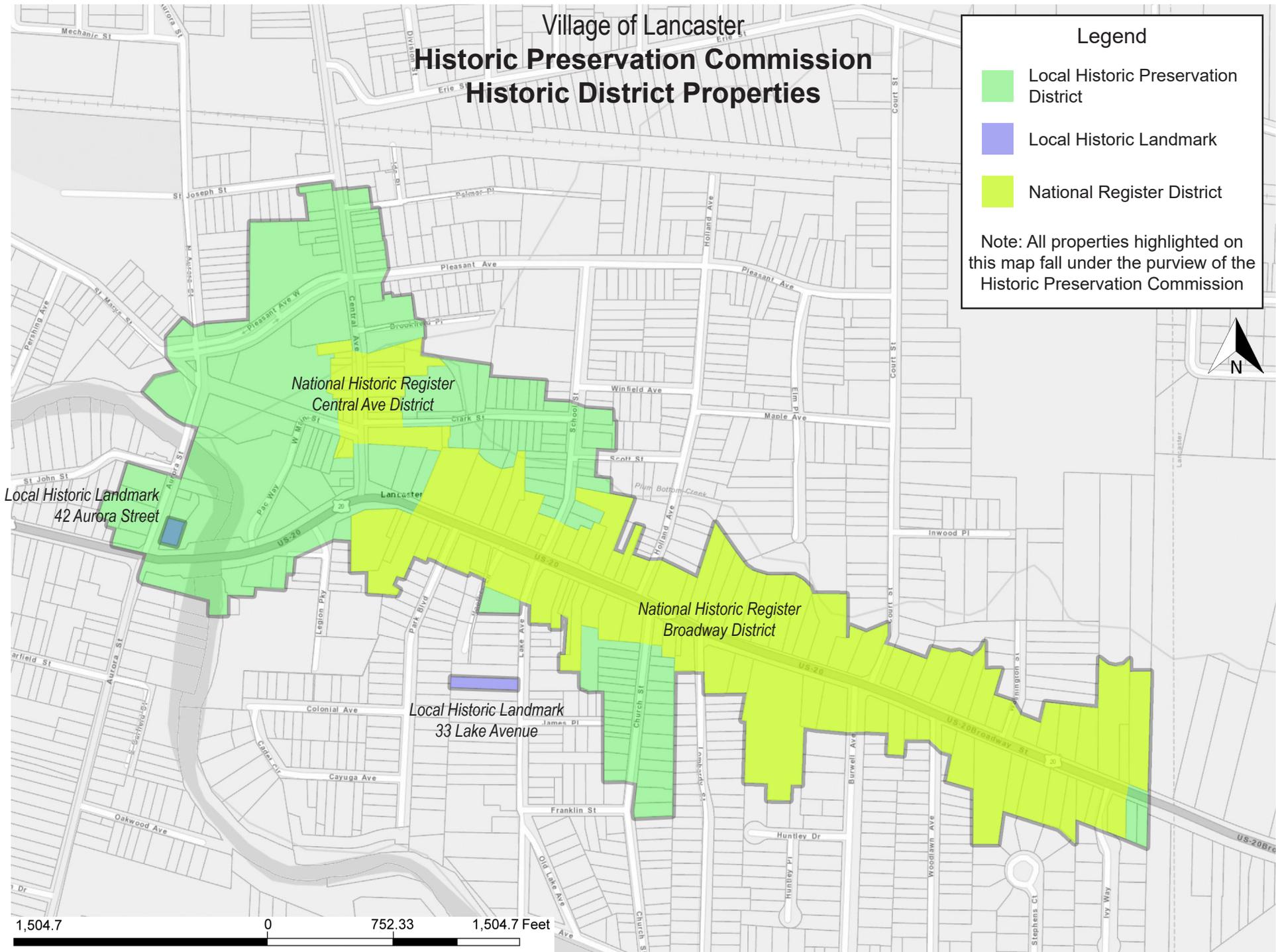
Geographic Area

Village of Lancaster Historic Preservation Commission Historic District Properties

Legend

- Local Historic Preservation District
- Local Historic Landmark
- National Register District

Note: All properties highlighted on this map fall under the purview of the Historic Preservation Commission



1,504.7 0 752.33 1,504.7 Feet

SECTION 1

Village of Lancaster
Local Historic District

Historic Background &
Significance

HISTORIC BACKGROUND & SIGNIFICANCE

HISTORIC OVERVIEW OF LANCASTER

Prior to non-indigenous settlement, the location of the settlement originally known as Cayuga Creek, the present-day Village of Lancaster, was largely occupied by the Erie tribe of Native Americans. Following this, the Seneca Nation occupied the area.

The land was rich in natural resources, making it ideal for settlement and growth. The fertile soil and proximity to Cayuga Creek would eventually allow the early settlement to become first a thriving farming area and then an industrial community.

Though the first settler, Edward Kearney, built his log house in 1807, the land was densely forested and difficult to transverse. The establishment of transportation routes in the early nineteenth century was vital to initial growth at the site of the present Village of Lancaster as a small trade center for the local agricultural community. In the earliest times, the area was reached by various Native American trails, including the Iroquois Trail (now Route 5). In 1808, the



1892 Birdseye Map

Holland Land Company constructed a dirt road from Alden to Buffalo, through what would become the Village of Lancaster, which greatly improved accessibility to the small settlement. This road was first known as Buffalo Road and subsequent was called Cayuga Creek Plank Road, West Main Street, East Main Street, and Broadway within the Village of

Lancaster. The road was originally constructed as a dirt road, just wide enough for a wagon, but later became a wooden road, consisting of logs with wood planks running lengthwise nailed to the logs, hence the name "Cayuga Creek Plank Road." Once early roads were established, the settlement began to grow next to Cayuga Creek, which was ideal for hydro power.

Broadway initially developed in the early 1800s as an early, relatively upscale residential corridor in the Village of Lancaster. While the area has become characterized by more commercial use in the twentieth century, the area retains much of its original residential qualities intermixed with religious, civic and some purpose-built commercial buildings. Broadway was the first major artery through the village of Lancaster and, therefore, was one of the first streets to be developed. While a few buildings in the district date back to Lancaster's settlement period in the early 1800s, many of these early buildings were later replaced with larger, more substantial architecture as the village's wealth and population increased. In the late 1800s and early 1900s, Lancaster saw significant population growth and prosperity in the village as a direct result of advancements in transportation. This increased wealth is evident in the increasing number of high-style buildings constructed in these decades.

However, Lancaster, like many smaller American communities, experienced a decline in development beginning in the mid-1930s, due in part to the economic crisis of the Great Depression. With the construction of



West Main Street ca. 1950

the "Broadway Cut Off" in 1936, a road reconfiguration project, Broadway became streamlined for the automobile, causing travelers to bypass the traditional commercial downtown on nearby Central Avenue. The increase of traffic and decline of the traditional downtown commercial core shifted commercial development to Broadway. Several buildings were updated for commercial uses, including some that directly serviced the use of automobiles, and several contemporary buildings were constructed. With Urban Renewal efforts in the 1960s and 70s, many of the original commercial buildings along West Main Street were lost,

demolished to create a new larger shopping center.

In 1986, the Village of Lancaster Local Historic District was created to protect and preserve the historical fabric of the Village of Lancaster. The district was expanded in 1998. In 2013, a Certified

Local Government (CLG) grant was obtained to identify properties that were eligible to be listed on the National Register of Historic Places. Two national historic districts were identified. Central Avenue Historic District encompasses 17 contributing buildings which include a variety of buildings built between about 1860 and 1940. It was listed on the National Register of Historic Places in 2014. Broadway Historic District encompasses 85 contributing buildings built between about 1831 and 1940. It was listed on the National Register of Historic Places in 2015. These national historic districts are contained within the boundaries of the Local Historic District.

SECTION 1

Village of Lancaster
Local Historic District

Building Types &
Architectural Styles

BUILDING TYPES & ARCHITECTURAL STYLES

GREEK REVIVAL (1825-1860)

The Greek Revival style was dominant in American architecture from the 1830s through the 1850s and was especially visible in areas that experienced rapid settlement and expansion during those decades. At the end of the eighteenth-century, popular influences in fashion, décor and architecture came from the Classical vocabulary. This development continued into the early nineteenth century, often drawing inspiration from the ancient world as the new nation matured in its tastes. By the 1830s, builders adopted and applied the highly identifiable and idealized elements of Greek temples to contemporary architecture, often based on available builder's books that predated the availability of local architects. Borrowed features commonly included front or side gabled low-pitched roofs and emphasized cornice lines with large entablature-type molding and trim. Other features included large porches or porticos with columns and pedimented roofs, engaged columns, pilasters and ornamented door and window surrounds. Greek Revival architecture ranged from academic,

near-replica copies of ancient examples which closely emulated the forms and shapes of Greek temples to those more modest structures that utilized individual elements from the Greek vocabulary (columns, entablature moldings or pilasters). The decline of Greek Revival influence was gradual, but an important lasting legacy of the style, the front gabled house, remained a constant in the vocabulary and a much-used feature in American domestic architecture.

The Village of Lancaster Local Historic district contains a few prime examples of Greek Revival residential and civic architecture. Residential examples include the Thayer-Eli-Zubrick House at 5453 Broadway Street and the Carpenter-Draper House at 5455 Broadway Street. Although they are early vernacular examples, they feature pediments and flat topped windows as characteristic of Greek Revival style.



Thayer-Eli-Zubrick House at 5453 Broadway Street



Carpenter-Draper House at 5455 Broadway Street

The Bruce Brigs Brick Block at 5481-5485 Broadway Street is a more highly styled example of Greek Revival residential architecture, complete with frieze band flat topped windows.

Greek Revival civic architecture in the district includes the Lancaster Masonic Lodge Hall at 5497 Broadway Street, designed by Mann & Cook architects, which includes a large portico across the facade and a pediment, complete with triglyphs and metopes.



Bruce Brigs Brick Block at 5481-5485 Broadway Street



Lancaster Masonic Lodge Hall at 5497 Broadway Street

ITALIANATE (CA. 1840-1885)

The Italianate was among the most popular residential styles of the 1850s through the 1880s, and was a leading style for nineteenth-century commercial buildings emerging in the 1830s as part of the picturesque movement, which drew inspiration from the romantic, informal and rambling Italian farmhouses and villas. In the United States, the style was popularized in the writings and pattern books of design theorists such as Andrew Jackson Downing. In New York State, the Italianate style reached its height of popularity in cities, towns and rural areas from the 1850s through the 1870s. Sometimes referred to as the Bracketed style, a key distinguishing feature was often a decoratively scrolled bracket that was typically used in abundance to support door and window hoods and to embellish a prominent cornice. Italianate style commercial buildings are generally characterized by tall, narrow window openings, a cast iron first floor facade and second floor brick facade and a

bracketed decorative cornice.¹ Other characteristics of the style included the use of tall narrow windows, often segmentally arched, bay windows, double entrance doors, roof cupolas and porches with elaborate detailing.

The district has many representative examples of commercial Italianate buildings ranging from relatively modest example including 31 Central Avenue (ca. 1895) and 4 West Main Street (ca. 1895) to more "high style" ones including the Lancaster Opera House/Town Hall at 21 Central Avenue (ca. 1894), the Cushing Block at 33-37 Central Avenue (ca 1896), the Maute Block at 43 Central Avenue (1896), and the Raynor Exchange/ Braun Building at 16 Central Avenue (ca. 1894). While these were all constructed after the general period in which Italianate commercial buildings were popular, it was not uncommon to find a lag in styles in smaller, more rural villages.

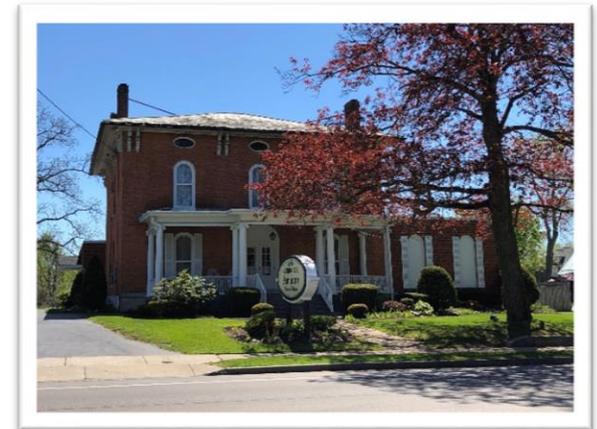


Lancaster Town Hall & Opera House at 21 Central Avenue



The Maute Block at 43 Central Avenue

The district also features several exemplary Italianate style residences, including the Koopmans-Hoffeld House at 5615 Broadway Street and the house at 5631 Broadway Street.



Koopmans-Hoffeld House at 5615 Broadway Street



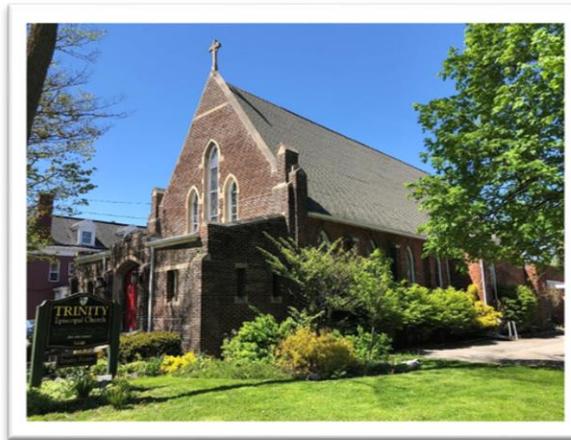
Residence at 5631 Broadway Street

¹ "Italianate in Buffalo: 1840-1885," Buffalo as an Architectural Museum, last modified 2002, accessed April 11, 2014, <http://buffaloah.com/a/archsty/ital/index.html#era>.

GOTHIC REVIVAL (1840-1880)

The Gothic Revival style was popular in religious architecture during the nineteenth century. The style is often associated with the Roman Catholic Church and Episcopal Church because of those denominations' ties to medieval traditions.² Gothic Revival transferred from England to America ca. 1830 with the help of English Architect Richard Upjohn, who is best known for designing Trinity Church in New York City and St. Paul's Cathedral in Buffalo, NY. Characteristics associated with this style include steeply pitched roofs, buttresses, and pointed arch window openings.³

Though Trinity Episcopal Church at 5448 Broadway Street, designed by W.W. Johnson, is the only religious building in the district that features Gothic revival styling, complete with buttressing and lancet-arched windows glazed with religious art, it is a good example of this style even today, nearly 140 years after its construction.



Trinity Episcopal Church at 5448 Broadway Street



Zuidema-Idsardi House at 5556 Broadway Street

EASTLAKE (CA. 1880-1890)

Eastlake refers to a type of architectural decoration popularized from the designs of English furniture designer, Charles Locke Eastlake, and was generally found in homes from the 1880s to the 1890s. Eastlake Style decorative elements include turned wood elements ranging from simple to elaborate that are typically found on porches and/or balconies.⁴

The district includes one residential building with Eastlake detailing, the Zuidema-Idsardi House at 5556 Broadway Street, characterized by an Eastlake-style wrap around porch, complete with spindle work frieze and supports.

² Ibid., section F, 7.

³ "Comparison of American Architectural Styles 1790-1960," Buffalo as an Architectural Museum, Last modified

2002,
<http://www.buffaloah.com/a/archsty/COMPARE.html>.

⁴ Ibid., section F, 3.

LATE 19TH & EARLY 20TH CENTURY REVIVALS (1880-1955)

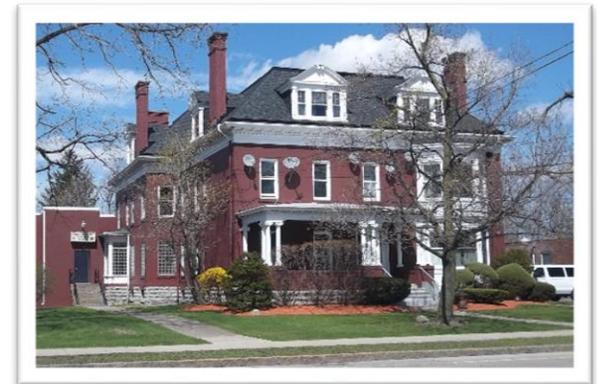
Growing interest in classical design and American Colonial architectural influences (especially those from the New England area) were inspired by a wave of American pride during the Philadelphia Centennial celebrations in 1876. A Colonial Revival movement began with greater regard for a more “correct” colonial composition with houses typically having massing and details derived from Colonial and Federal prototypes, but the size and scale of Colonial Revival houses were larger than those of the original models, perhaps reflecting the greater wealth of their owners. Variations of American Colonial Revival style included Georgian Revival, Spanish Colonial Revival, and Dutch Colonial Revival.⁵ Most Colonial Revival buildings contained rectilinear massing, broken perhaps by bay windows; symmetrical facades with central entrances; front porches with columns and classical balustrades; relatively uniform roofs, sometimes elaborated on the façade by a cross gable or a

row of dormers; and window shutters. Palladian windows, corner pilasters, and garland-and-swag trim were common decorative elements. Materials used range from wood clapboard and shingle to brick and stone. Often the entry door is accented with a decorative surround or entry porch, a feature far less common to original Colonial houses.

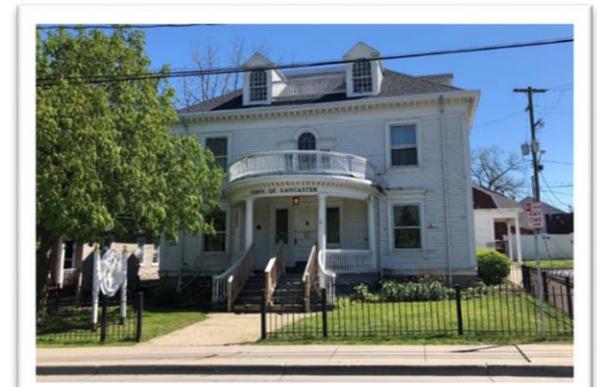
A wide variety of Colonial Revival style residential buildings reside in the district including the Dr. John D. Nowak House at 5539 Broadway Street, the Miller Mackey House at 5440 Broadway Street, the house at 5487 Broadway Street and the Potter-Eaton House (1894), now known as the Town of Lancaster Historical Museum, at 40 Clark Street. All exhibit elements of Colonial Revival styling such as largely symmetrical facades, central entrances, and front porches with various classical columns and balustrades.



The House at 5487 Broadway Street



The Miller Mackey House at 5440 Broadway Street



The Potter-Eaton House (1894) now known as the Town of Lancaster Historical Museum

⁵ Taylor, *MPDF: Village of Lancaster*, section F, 3.

QUEEN ANNE (CA. 1880-1910)

Named for the early eighteenth-century British monarch, the Queen Anne movement began in England in the 1860s as a revival style. The Queen Anne style in Britain had a wide variety of sources and inspirations from medieval Tudor-era half-timbered structures to the more Classical-inspired Renaissance era designs of the Elizabethan and Jacobean periods. This wide variety of historical and constructional sources all merge in the Queen Anne style in the United States.

The eclectic style is characterized by irregular forms, massing and shapes, and a wall surface which is frequently broken by recesses, projections, towers, and bays. One of the most common elements found in both high-style and vernacular examples is the widespread use of patterned or shaped shingles, available in a myriad of shapes and designs.

Several houses within the district have elements of Queen Anne Styling, but the most intact is the Clark-Lester House at 5454 Broadway Street, complete with multi-gabled roof, decorative shingle patterns, and spindle work porch supports.



The Clark-Lester House at 5454 Broadway Street

Commercial examples include 1 West Main Street (ca. 1860; altered ca 1890) and 30 Central Avenue (ca. 1900).



1 West Main Street (ca. 1860; altered ca 1890)



30 Central Ave

SHINGLE STYLE (1880-1900)

A closely related contemporary of the Queen Anne style, the Shingle style was used in the design of buildings generally constructed between the 1880s and 1900. The Shingle style reflects the trend in architecture of the late nineteenth-century which began rejecting the fanciful, highly ornamented buildings of the previous generation in favor of a more simplified and more restrained vocabulary of form. While never as popular and widespread as the Queen Anne style, the Shingle style was widely used in “seaside cottages” in fashionable enclaves such as at Newport, RI, Cape Cod, MA, at eastern Long Island, NY, and along coastal Maine. These fashionable examples were widely published in architectural magazines and journals reaching a broad audience across the country, spawning many, more affordable examples elsewhere.

The Shingle Style is sometimes grouped as a variant of the Queen Anne style while other scholars characterize it as a unique style in its own right. The Shingle style mirrors many of the English influences of the Queen Anne style, but is distinguished by an exterior fully clad in wood shingles.

Many examples of middle-class and upper-class Shingle style buildings can be found throughout the country, including in the Village of Lancaster Local Historic District. Two examples are the Michael Seeger House at 5470 Broadway Street and the house at 5542 Broadway Street. These buildings feature elements of Queen Anne styling, such as bay windows but feature shingle siding, reflecting Shingle Style influence.



The Michael Seeger House 5470 Broadway Street



5542 Broadway Street

CRAFTSMAN (1905-1930)

This style was largely the work of California brothers Charles Sumner Greene and Henry Mather Greene, who were influenced by the English Arts and Crafts Movement and oriental wooden architecture. Craftsman bungalows are generally characterized by 1 to 1 ½-story side gable roofs which overhang a recessed entry porch supported by substantial columns, and with a centrally placed second story dormer above.

The district features several residential and commercial examples of Craftsman style buildings. The prime example of a Craftsman residence, 5605 Broadway Street features a nearly full-width entry porch held up with oversized brick piers and centrally placed hipped roof dormer. The commercial building at 5511 Broadway Street features typical elements of a Craftsman commercial property, including the oversized brick supports and 3/1 wood sash double hung windows.



5605 Broadway Street



5658 Broadway Street



5511 Broadway Street

AMERICAN FOURSQUARE (1905-1930)

Inspired by the Prairie and Arts and Crafts Movements of the turn-of-the-twentieth century, the American Foursquare style became the dominate style for smaller houses constructed throughout the country in the first decades of the twentieth century. Developing as a response to the chaotic ornamentation of the Victorian-era which dominated the late nineteenth-century, the style included details of the Arts and Crafts movement, which emphasized the beauty of natural materials such as wood, stone and metals. The movement drew heavily on the ideals of the British Arts and Crafts movement, founded by William Morris in the 1860s. He promulgated a return to hand-made and traditional production in response to the mechanization of the Industrial Revolution and the diminished role of worker as craftsman, even at a time of mechanized production of building parts in the United States.

The American Foursquare likely got its name from the fact that in their most basic form, American Foursquare houses featured four approximately equally sized primary rooms on each level, arranged in a square. This type of basic and affordable housing was extremely popular at the turn-of-the-twentieth century up until after World War II and provided spacious, relatively attractive and affordable housing in both urbanized areas as well as suburban regions.

Hallmarks of the style include a box-like square or rectilinear massing of generally two or two-and-one-half stories, a low hipped or pyramidal roof, typically a large front dormer, generally a two-bay façade with simple double-hung factory-produced windows, and a full-width one-story front porch. American Foursquare houses were also popular models of “kit houses” produced by companies such as Sears, Gordon VanTine, Montgomery Ward and numerous other mail-order catalog companies which further enabled this popular, affordable housing type to proliferate throughout the country.

The district contains several good residential and commercial examples. The Seeger Store Building at 5472 Broadway Street is complete with a hipped roof and 2- bay facade but features a fully restored commercial storefront. A residential example of an American Foursquare building is at 5524 Broadway Street complete with hipped roof and 2-bay facade.



Seeger Store Building at 5472 Broadway Street



Residence at 5524 Broadway Street

TUDOR REVIVAL (1890-1940)

Named for the English Tudor Monarchs and influenced by the medieval architecture of Europe and England, the style was prevalent from the 1890s-1940s at a time of social change and subsequent feelings of security in domestic architecture in the United States. Tudor Revival is often associated with steep pitched roofs, stucco and faux half-timbering, tall narrow windows with multiple lights as well as brick surfaces for added texture.

The district features several examples of Tudor Revival style architecture including the masonry residences at 5537 and 5642 Broadway Street, with multiple steep roof pitches and narrow windows. Additionally, the district includes the Liebler Rohl Gasoline Station at 5500 Broadway, which features a steeply pitched roof and stucco siding with half-timbering. Ironically, the Tudor Revival style derived from a time of horse-based transportation was popular during the early automobile age in the design of many auto service stations.



Liebler Rohl Gasoline Station at 5500 Broadway Street



Residence at 5537 Broadway Street



Residence at 5642 Broadway Street

CLASSICAL REVIVAL (1895-1950)

The Classical Revival style is based on Greek and Roman forms which regained popularity in the late nineteenth and early twentieth century. Interest in these classical forms was largely due to the World's Columbian Exposition which took place in Chicago in 1893 and had a classical theme.⁶ The types of buildings usually found to exhibit this style include the public and semi-public architecture, which includes governmental, fraternal and school buildings as a means to exude a sense of stability. Elements of these buildings often include symmetrical plans, temple-fronts with the use of columns and pilasters.⁷

The district features Classical Revival civic and commercial buildings as represented by the BPOE Lodge/Potters House at 5477 Broadway and the Brost Building 5490 Broadway, both featuring symmetrical facades complete with full height pilasters.



BPOE Lodge/Potters House at 5477 Broadway Street



Brost Building 5490 Broadway Street

⁶ McAlester, *A Field Guide to American Houses*, 344.

⁷ Taylor, *MPDF: Village of Lancaster*, section F, 9.

ART MODERNE (CA. 1925-1945)

The Art Moderne style developed in the 1920s and continued into World War II. The style was derived from the desire to incorporate streamlined geometric decorative elements that first showcased in the 1925 Exposition des Arts Decoratifs et Industriels Modernes. The Style is often associated with geometric masses, horizontal lines and simple decorative elements.⁸



Village of Lancaster Municipal Building at 5423 Broadway Street

The Village of Lancaster Municipal Building at 5423 Broadway is the only example of an Art Moderne style building in the district and with its modern and sleek appearance, signaled a new modern era of development for the Village. It features prominent horizontal lines in the window groupings and the belt coursing as well as geometric shapes in the projecting central bays.

⁸ Ibid., section F, 10.

SECTION 2

Certificate of Appropriateness

Certificate of Appropriateness

When the Historic Preservation Commission reviews and approves proposed changes to a building within the local historic district they issue a “Certificate of Appropriateness (COA).”

A Certificate of Appropriateness (COA) is the document stating that the proposed work is appropriate for the historic district and meets criteria in the local code.

GOALS OF THE HISTORIC PRESERVATION COMMISSION

It is a matter of public policy in the Village of Lancaster that the protection, enhancement and perpetuation of landmarks and historic districts is necessary to promote the economic, cultural, educational and general welfare of the public. Inasmuch as the identity of a people is founded on its past, and inasmuch as Lancaster has many significant historic, architectural and cultural resources which constitute its heritage, the Village of Lancaster intends to:

- Protect and enhance the landmarks and historic districts which represent distinctive elements of Lancaster’s historic, architectural and cultural heritage.
- Foster civic pride in the accomplishments of the past.
- Protect and enhance Lancaster’s attractiveness to visitors and the support and stimulus to the economy thereby provided.

- Ensure the harmonious, orderly and efficient growth and development of the Village.

APPLICABILITY

A Certificate of Appropriateness from the Historic Preservation Commission is required for any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a landmark or property within the local historic district. This includes any material change in the appearance of such a property, its light fixtures, signs (excluding portable signs), sidewalks, fences, steps, paving, exterior windows (including the application of paint or other opaque covering for a duration exceeding two weeks) or other exterior elements visible from public view which affects the appearance and cohesiveness of the historic district.

The Historic Preservation Commission shall not consider changes to interior spaces, unless they are open to the public, or to architectural features that are not visible from public view.

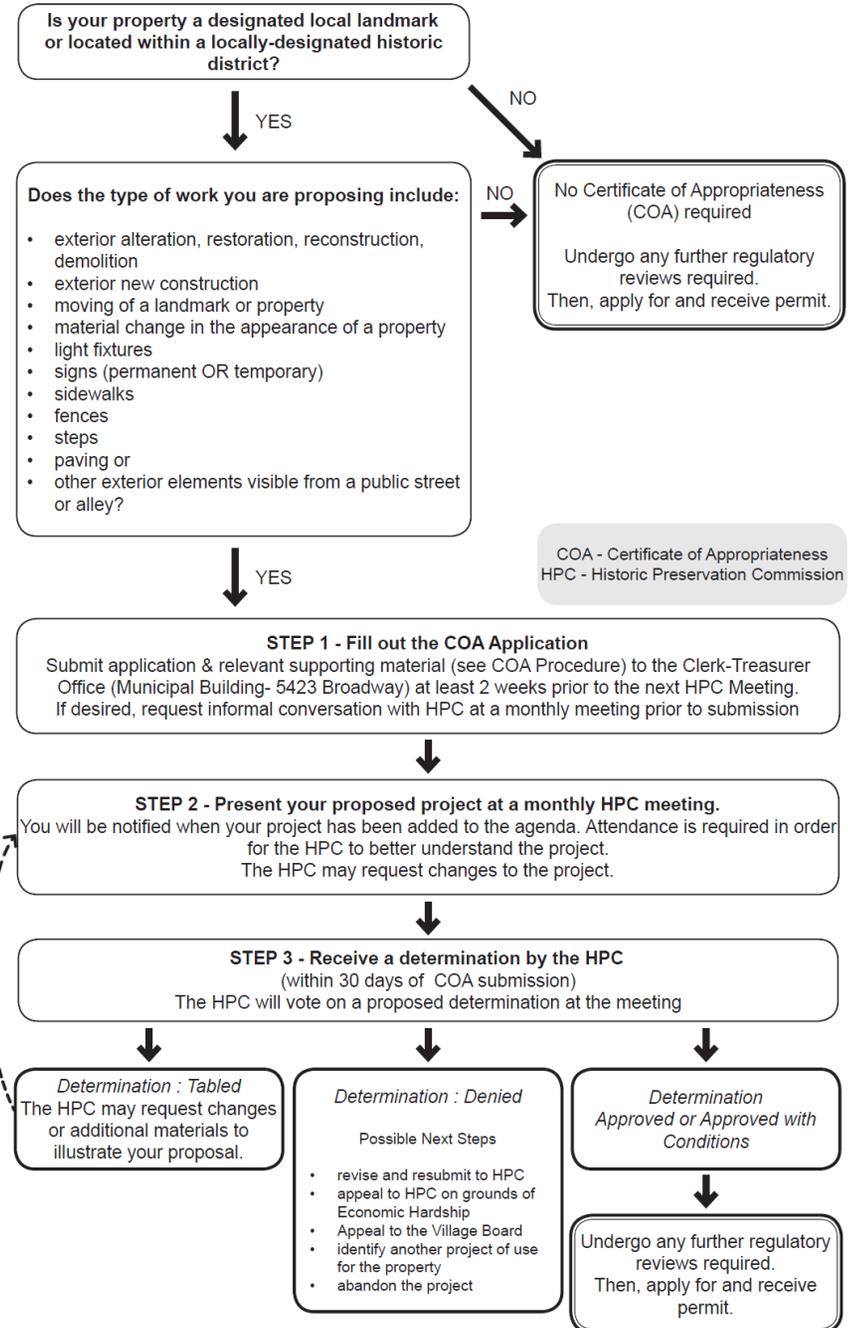
APPLICATION PROCESS

A summary of the Certificate of Appropriateness application process is illustrated on this flowchart.

Applicants can find a current copy of the application and review and approval process by visiting the Village of Lancaster Historic Preservation Commission’s website at www.villageoflancasterhpc.com.

In those instances wherein a site plan review is required pursuant to the Code, the site plan review shall be reviewed by the Planning Commission prior to consideration of a Certificate of Appropriateness by the Historic Preservation Commission.

No building permit shall be issued for proposed work until a Certificate of Appropriateness has first been issued by the Historic Preservation Commission.



CERTIFICATE OF APPROPRIATENESS APPLICATION CHECKLIST

In order for the Historic Preservation Commission to accurately review a proposed project in a timely manner, applications must be complete and thorough.

In order to assist applicants in submitting a complete and thorough application, this checklist sets out the *MINIMUM* supplemental materials which must be submitted for various project elements. Unless otherwise noted or determined by the HPC or Village of Lancaster staff, the following information and drawings **MUST** be included in the submittal package for your application. Drawings and documentation are preferred at an 8 ½" x 11" or 11" x 17" format.

For an application to be accepted, each and every item is required at the time of application submittal; failure to submit these items may result in a project review being prolonged or delayed.

All Projects

- Completed application form
- Application Fee
- Color photographs of existing conditions (digital preferred)
 - Photos from any/all public right-of-ways (streets, sidewalks, trails, etc.)
 - Specific photos of elements to be modified
- Historic photographs/images (if any)

Signage/Awnings

- To-scale color drawings of the proposed sign(s)/awning(s)
- To-scale drawings/photograph showing proposed location of the sign(s)/awning(s) on the structure/site
- Specifics on proposed illumination (if any)
- Specific materials to be used

Masonry

- Proposed brick pattern
- Specific color and locations for mortar repairs

- Specific cleaning methods proposed (including any chemicals to be used)

Siding

- Photographs and description of existing siding materials
- Specific brand/type of siding proposed (cut sheets)
- Specific color(s) proposed

Painting

- Specific color(s) to be used (chips, color numbers)
- Locations of specific colors

Windows & Doors

- Specific windows/doors to be installed/replaced, their existing conditions
- Manufacturer's cut sheets, with measurements
- Information on pane/panel configuration
- Specific materials of new windows/doors
- Specific exterior hardware (if any)

- ❑ Specific design, materials, colors of any trim

Roofing

- ❑ Specific materials, colors of roofing to be replaced, its existing conditions
- ❑ Specific materials, colors of proposed new roofing
- ❑ Manufacturer's cut sheet(s)
- ❑ Sample of material(s)

Ornamentation (porches, awnings, light fixtures, decorative trim, skirting etc.)

- ❑ Location(s) of proposed work
- ❑ Specific information on proposed modifications
- ❑ Manufacturer's information/cut sheets for materials
- ❑ Specific colors to be used (chips with brand name, color numbers)

Storefronts

- ❑ To-scale drawings or proposed design, with measurements
- ❑ Specific materials, colors to be used

- ❑ Specifics on proposed windows/doors

Additions/New Construction

- ❑ To-scale site plans, showing the existing structure, the proposed addition, the parcel lines, and the outline of any structure within 20 ft of the parcel lines
- ❑ To-scale drawings showing proposed work in relation to existing conditions, with measurements
- ❑ To-scale elevations showing proposed final design
- ❑ Description of materials and colors to be used

Site Features

- ❑ To-scale site plans, showing the existing structure, the proposed feature(s), the parcel lines, and the outline of any structure within 20 ft of the parcel lines
- ❑ Manufacturer's information/cut sheets for materials
- ❑ Specific design, materials, colors of proposed features

Demolition

- ❑ Documentation of current condition of the structure (preferred report from a professional engineer or architect)
- ❑ Specific plans for future/intended use of the site

BASIS OF REVIEW

Due to the diversity of project types, building details, and historical information to be considered, each petition is evaluated on a case-by-case basis using all applicable standards and criteria to determine whether a proposed alteration is appropriate to a specific property. Each property in the district is documented with one or more professionally prepared Historic Resource Inventory forms, which detail the property's architectural and historical significance, and which serves as a basis for the HPC's evaluation of your proposal. A copy of the inventory form may be provided to you upon request.

In general, the HPC's decision shall be based on the following principles:

- Properties which contribute to the character of the historic district shall be retained, with their historic features altered as little as possible.
- Any alteration of existing properties shall be compatible with its historic character, as well as with the surrounding district.
- New construction shall be compatible with the district in which it is located.

In applying the principle of compatibility, the HPC shall consider the following factors:

- The general design, character and appropriateness to the property of the proposed alteration or new construction.
- The scale of proposed alteration or new construction in relation to the property itself, surrounding properties and the neighborhood.
- Texture, materials and color and their relation to similar features of other properties in the neighborhood.
- Visual compatibility with surrounding properties, including proportion of the property's front façade, proportion and arrangement of windows and other openings within the façade, roof shape and the rhythm of spacing of properties on streets, including setback.
- The importance of historic, architectural or other features to the significance of the property.

Other sections of the Village Code may also be applicable.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

Reference will be made to the United States Secretary of the Interior's Standards for the Treatment of Historic Properties, which pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

The Standards offer four distinct approaches to the treatment of historic properties: preservation, rehabilitation, restoration and reconstruction with guidelines for each.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

STANDARDS FOR REHABILITATION

REHABILITATION is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

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

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

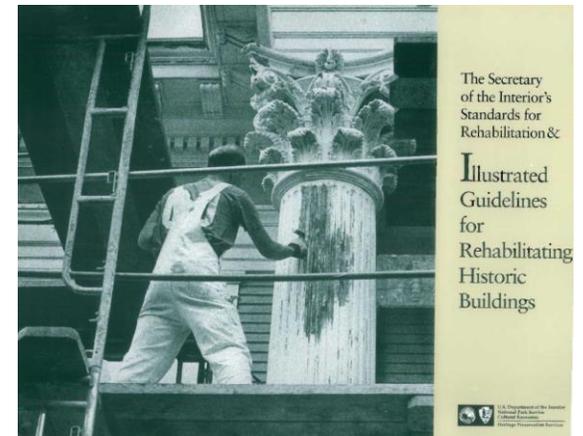
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

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

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be

compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

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



The Secretary of the Interior's Standards for Rehabilitation are available online at <https://www.nps.gov/tps/standards/rehabilitation/rehab/index.htm>.

SECTION 3

Design Guidelines

Overview of Guidelines

These Design Guidelines for the Village of Lancaster Local Historic District are intended to provide guidance to property owners in planning building projects to be compatible with the historic character of the Village of Lancaster.

The purpose of adhering to these guidelines is principally to reinforce and continually invest in the best features of the special character of the Village of Lancaster Local Historic District for the benefit of property owners, tenants, shoppers and visitors.

The Village of Lancaster can use these guidelines for review of future projects under the Certified Local Government program and other similar funding.

APPLICABILITY OF THE DESIGN GUIDELINES

These design guidelines apply to repair, maintenance, rehabilitation and new construction projects undertaken within the Village of Lancaster Local Historic District.

The design guidelines in this document should be consulted for projects which may affect the integrity of historic resources. While repair and maintenance are encouraged, minor alterations such as replacing windows or installing an awning can have a dramatic effect on the character of the property.

The following is a list of common work that can have a significant impact on the integrity of a historic structure or district:

- Repair or restoration of exterior features of a historic building
- Removal or demolition of exterior features of a historic building.
- Alteration of exterior features of a historic building
- Replacement of exterior features of a historic building
- Addition of new features on the exterior of a historic building
- Construction of a new addition
- Construction of a new building within the district

GENERAL RECOMMENDATIONS (“DO’S”) COMMERCIAL FACADE DESIGN

REPAIR AND RESTORE HISTORIC CORNICE AND DECORATIVE ELEMENTS. REPLACE DETERIORATED ELEMENTS. REPLACE DETERIORATED CORNICE WHEN NECESSARY. REBUILT OR REPLACEMENT CORNICE ELEMENTS SHOULD MATCH THE ORIGINAL DESIGN.

USE RAISED LETTERING OR CARVED WOOD SIGNAGE WITHIN SIGNBOARD AREAS. SIZE NEW SIGNAGE IN PROPORTION TO BUILDING'S HEIGHT AND WIDTH. SEE SIGNAGE GUIDELINES SECTION.

REPAIR AND RESTORE HISTORIC STOREFRONT ELEMENTS INCLUDING WINDOW DISPLAY WINDOWS, TRANSOMS, WOOD TRIM, ETC. REPLACE ONLY THE DETERIORATED ELEMENTS TO MATCH.

USE APPLIED WINDOW LETTERING AND GRAPHICS ON STOREFRONT DISPLAY WINDOWS



REPOINT THE MORTAR JOINTS ONLY WHERE THERE IS EVIDENCE OF DETERIORATION. REMOVE OLD MORTAR BY HAND-RAKING JOINTS TO AVOID DAMAGE TO MASONRY. MATCH ORIGINAL HIGH LIME MORTAR JOINT IN MORTAR MIX, COLOR, JOINT SIZE AND PROFILE.

REPAIR AND RESTORE HISTORIC WINDOWS AND DECORATIVE ELEMENTS. REPLACE ONLY THE DETERIORATED ELEMENTS TO MATCH.

PROVIDE VISUAL SEPARATION BETWEEN THE FIRST AND SECOND STORIES THROUGH THE RESTORATION OF ORIGINAL CORNICE AND DETAILING OR PROVIDE A CHANGE IN MATERIAL, COLOR, OR PROFILE TO DELINEATE THE STOREFRONT FROM THE UPPER STORIES.

RETAIN TRANSOMS OVER DOORS

USING HALF-LIGHT STILE AND RAIL DOORS FOR ENTRANCES TO SECOND FLOORS.

USING FULL-LIGHT STILE AND RAIL DOORS FOR COMMERCIAL ENTRANCES.

GENERAL RECOMMENDATIONS (“DONT’S”)
COMMERCIAL FACADE DESIGN



Entrances

include doors, trim and steps. Features such as doors, transoms, sidelights, trim and decorative items are important defining features to the historic character of your building. Doors are also an essential component of a weathertight exterior system. Special attention should be paid to preventing water infiltration.



RECOMMENDED

- ✓ Repair and restore historic doors and decorative elements. Replace only the deteriorated elements to match.
- ✓ Replace doors and trim when necessary. New doors should either match the original or be of a compatible design and substitute material.
- ✓ Replace missing features based on historic and photographic documentation.
- ✓ Using full-lite stile and rail doors for commercial storefronts.
- ✓ Retaining transoms over doors
- ✓ Using half-lite stile and rail doors for doors for entrances to second floors.



NOT RECOMMENDED

- ✗ Deferring maintenance that will lead to the deterioration of historic door materials
- ✗ Boarding up or covering over original entrances that are no longer utilized
- ✗ Creating new entrances on the primary facades of the building
- ✗ Creating a false historic appearance
- ✗ Using residential style doors for commercial buildings
- ✗ Using vinyl doors
- ✗ Using narrow stile aluminum storefront doors
- ✗ Utilizing transoms for air conditioning units or other venting



Exterior Doors

Exterior doors express the architecture of the building and make an important first impression on the visitor. Historic doors are typically constructed out of quality hardwood and designed specifically for the building. Retaining original doors and hardware is encouraged.



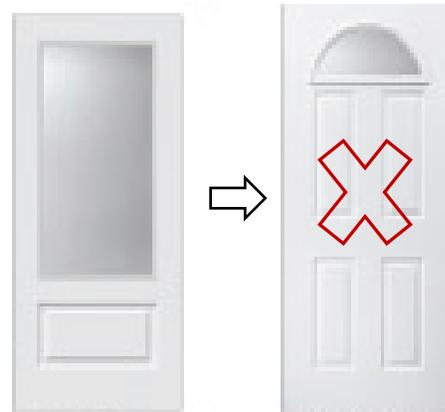
Additional Resources:

Kaaren R. Staveteig. *ITS No. 2 New Infill for Historic Garage Openings*. National Park Service Technical Preservation Services, 1999. Available online at <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS02-Garage-Infill.pdf>

RECOMMENDED

- ✓ Repair and restore historic doors and decorative elements. Replace only the deteriorated elements to match.
- ✓ Replace missing features based on historic and photographic documentation.
- ✓ Use of full light exterior storm doors
- ✓ Replace doors and trim when necessary. New doors should maintain original configuration, be of a compatible design and material. Alternative materials will be considered based on visibility to the public right-of-way. Aluminum clad wood is typically acceptable.

- ✓ Replacement garage doors should visibly resemble traditional solid or raised panel wood garage door designs. Alternative materials will be considered based on visibility to the public right-of-way.

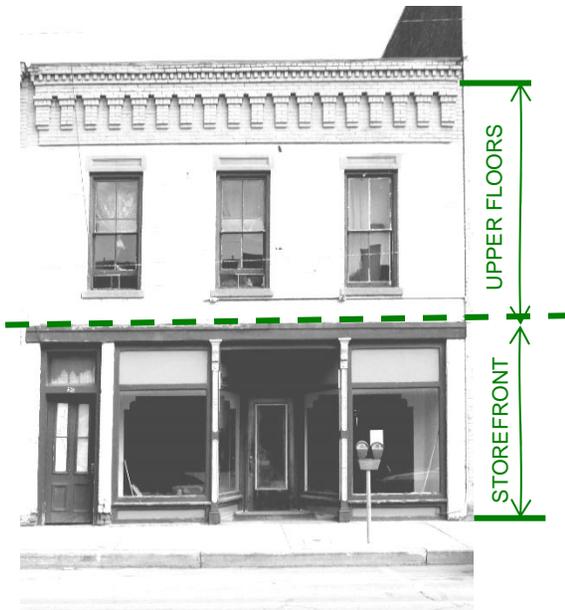


Storefronts

include display windows and trim. Features such as transoms, cast iron surrounds, cornices and signboards are important defining features to the historic character of your building. Storefronts play a vital role in marketing for the businesses on the ground floor. Special attention should be paid to planning for their preservation.

RECOMMENDED

- ✓ Repair and restore historic storefront elements including window display windows, transoms, wood trim, etc. Replace only the deteriorated elements to match
- ✓ Replace storefront elements when necessary due to condition. New elements should either match the original or be of a compatible design and substitute material.
- ✓ Replace missing features based on historic and photographic documentation.
- ✓ Use vertical and horizontal elements to create a rhythm and break up large areas.
- ✓ Provide visual separation between the first and second stories through the restoration of original cornice and detailing or provide a change in material, color, or profile to delineate the storefront from the upper stories.
- ✓ Using full-lite stile and rail doors for commercial storefronts.
- ✓ Use wood storefront framing
- ✓ Use clear glass



Additional Resources:

H. Ward Jandl. *Preservation Brief No.11: Rehabilitating Historic Storefronts*. National Park Service, 1982. Available online at <https://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm>

John G. Waite AIA. *Preservation Brief No.27: The Maintenance and Repair of Architectural Cast Iron*. National Park Service, 1982. Available online at <https://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm>

Anne Grimmer. *ITS No. 13 Repair/Replacement of Missing or Altered Storefronts*. National Park Service Technical Preservation Services, 2000. Available online at <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS13-Storefronts-Repair.pdf>

Anne Grimmer. *ITS No. 49 Designing Compatible Replacement Storefronts*. National Park Service Technical Preservation Services, 2007. Available online at <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS49-Storefronts-Compatible.pdf>

NOT RECOMMENDED

- X Reducing the amount of window area



- X Using vinyl windows or siding
- X Blocking view to interior with window films, shades or blinds



- X Using narrow stile aluminum storefront systems

- X Deferring maintenance that will lead to the deterioration of historic storefront materials
- X Creating a false historic appearance
- X Covering historic detailing, such as transoms or cast iron columns, with contemporary coverings
- X Changing the original configuration of the storefront. Recessed entrances should be retained



- X Utilizing roll down security gates



Windows

include sash, glazing, trim and shutters. Features such as sills, frames, sash, trim, shutters and hardware are important defining features to the historic character of your building. Windows are also an essential component of a weathertight exterior envelope. Special attention should be paid to preventing water infiltration.

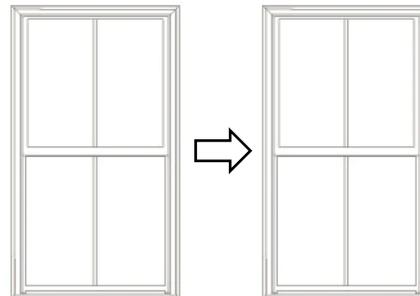
Additional Resources:

John H. Myers. *Preservation Brief No.9: The Repair of Historic Wooden Windows*. National Park Service, 1981. Available online at <https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>

Claire Kelly. *ITS No. 23 Selecting New Windows to Replace Non-Historic Windows*. National Park Service Technical Preservation Services, 2001. Available online at <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS23-ReplaceWindows.pdf>

RECOMMENDED

- ✓ Repair and restore historic windows and decorative elements. Replace only the deteriorated elements to match.
- ✓ Replace missing features based on historic and photographic documentation.
- ✓ Use of exterior or interior storm windows that match the configuration of the original sash.
- ✓ Replace windows and trim when necessary. New windows should maintain original configuration, be of a compatible design and material. Aluminum clad wood is typically acceptable.



- ✓ Avoid use of glass block. Use on areas not visible from street when necessary.
- ✓ Shutters should be sized and located to fit the window; fixed shutters are appropriate. For Commercial structures, shutters are typically appropriate on rear facades only.



Before - Wood windows deteriorated beyond use.



After - Windows were replaced with aluminum clad wood windows that matched the original configuration, profile, and setback.

NOT RECOMMENDED

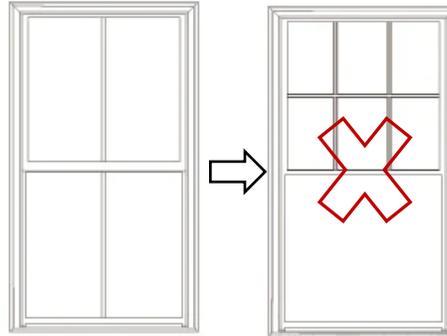
- X Deferring maintenance that will lead to the deterioration of historic window materials



- X Creating new windows on the primary facades of the building.
- X Boarding up or covering over original windows.



- X Replacing windows that don't match the original configuration



- X Using glass block windows on areas visible from the street.
- X Creating a false historic appearance.



These classical motif fan decorations do not fit the time period of this building and changes its original appearance.

- X Reducing the original window opening



- X Using vinyl windows or covering historic window trim with vinyl or other materials
- X Utilizing windows on primary facades for air conditioning units or other venting.



Masonry

includes brick, stone, and terra cotta materials. Features such as watertables, window and door surrounds, wall surfaces, cornices and other detailing are important defining features of the historic character of your building. Although masonry is a durable building material, it is susceptible to deterioration when improperly maintained or repaired. Special attention should be paid to preventing water infiltration.

Additional Resources:

Robert C. Mack, FAIA, and John P. Speweik. *Preservation Brief No.2: Repointing Mortar Joints in Historic Masonry Buildings*. National Park Service, 1998. Available online at <https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>

De Teel Patterson Tiller. *Preservation Brief No. 7: The Preservation of Historic Glazed Architectural Terra-Cotta*. National Park Service, 1979. Available online at <https://www.nps.gov/tps/how-to-preserve/briefs/7-terra-cotta.htm>

RECOMMENDED

- ✓ Repoint the mortar joints only where there is evidence of deterioration. Remove old mortar by hand-raking joints to avoid damage to masonry. Match original high lime mortar joint in mortar mix, color, joint size and profile.



- ✓ Apply water repellent coatings only after other repairs means have failed to prevent water infiltration.
- ✓ Cleaning heavily soiled areas with low pressure water and non-ionic gentle detergents.

NOT RECOMMENDED

- ✗ Repointing with mortar of a high Portland cement compound which can cause further damage



- ✗ Applying waterproof or other coatings that can cause further damage to historic masonry and change its visual appearance.
- ✗ Painting unpainted brick
- ✗ Using abrasive methods such as sandblasting or high-pressure water to remove soiling or paint
- ✗ Repointing with synthetic caulking

Siding

Includes clapboard, shingles and decorative trim. Features such as siding, window and door surrounds, wall surfaces, cornices and other detailing are important defining features of the historic character of your building. Wood siding is the most commonly used material but is susceptible to deterioration when improperly maintained or repaired.

RECOMMENDED

- ✓ Repair when necessary. Hand scrape deteriorated or flaking paint. Choose colors that are appropriate to the historic building and district.
- ✓ Repair and restore historic wood siding, trim, and decorative éléments. Replace only the deteriorated éléments to match.



- ✓ Replace missing features based on historic and photographic documentation.
- ✓ Alternative materials may be suitable for some locations, when in close proximity to the ground, where a wood replacement is not likely to remain sound. Fiber cement siding is typically appropriate.

NOT RECOMMENDED

- ✗ Deferring maintenance that will lead to the deterioration of historic siding materials



- ✗ Using harmful paint removing methods such as sandblasting, waterblasting, or heating torches.

- ✗ Choosing colors that are inappropriate to the historic building or district.
- ✗ Covering historic masonry, wood siding and trim with contemporary siding such as vinyl or veneer brick.



- ✗ Creating a false historic appearance

Additional Resources:

John H. Myers, revised by Gary L. Hume. *Preservation Brief No.8: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings*. National Park Service, 1979. Available online at <https://www.nps.gov/tps/how-to-preserve/briefs/8-aluminum-vinyl-siding.htm>

Cornices

can be masonry, wood, metal or fiberglass. Decorative, projecting and horizontal features such as cornices are important defining features to the historic character of your building. Special attention should be paid to their preservation, and you should consider replacing lost cornices.

Additional Resources:

Robert C. Mack, FAIA, and John P. Speweik. *Preservation Brief No.2: Repointing Mortar Joints in Historic Masonry Buildings*. National Park Service, 1998. Available online at <https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>

Richard Pieper. *Preservation Tech Notes No. 2: Restoring Metal Roof Cornices*. National Park Service, Available Online at <https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Metals02.pdf>

RECOMMENDED

- ✓ Repair and restore historic cornice and decorative elements
- ✓ Replace missing cornices based on historic and photographic documentation.
- ✓ Replace deteriorated cornice when necessary. New cornices should match the original design. Appropriate substitute materials include fiberglass reproductions.
- ✓ Retain unpainted brick cornices
- ✓ Paint cornices in a contrasting color to the building, highlighting intricate detail with color selection.



NOT RECOMMENDED

- ✗ Removing the original cornice without replacing it



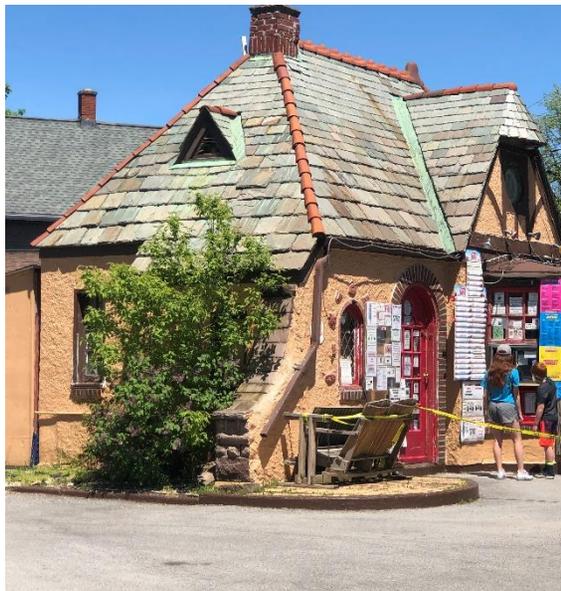
- ✗ Boarding up or covering over original cornice



- ✗ Deferring maintenance that will lead to the deterioration of cornice materials
- ✗ Painting the cornice the same color as the building
- ✗ Painting an unpainted brick cornice

Roofs

include roofing, cresting, dormers, cupolas and chimneys. Features such as the roof's shape, roofing material, color, patterning, and decorative items are important defining features of the historic character of your building. The roof is also an essential component of a weathertight exterior system, providing protection to the entire building. Special attention should be paid to preventing water infiltration.



RECOMMENDED

- ✓ Repair and restore historic roofing and decorative elements. Replace only the deteriorated elements to match.
- ✓ Replace roofing material when necessary. New roofing should either match the original or be of a compatible substitute material.
- ✓ Replace missing features based on historic and photographic documentation.
- ✓ Clean gutters and downspouts
- ✓ Install mechanical units, such as air conditioning units, set back from the primary facade and not readily visible from the street



The air units were set back and placed so as not to be visible from the street.

NOT RECOMMENDED

- ✗ Changing the original configuration of the roof with the addition of inappropriate dormers, skylights, and other new additions that negatively impacts the historic character of the building



This elevator shaft addition extends two stories past the roofline, negatively impacting the historic character of the building.

- ✗ Deferred maintenance that leads to deterioration of roofing materials and water infiltration



Lighting

should focus on safety, security and enhancing. Lighting is important to promote a safe and secure environment for the commercial district. Lighting also promotes business and can provide accents to the building. Special attention should be paid to the lighting's design and placement to enhance the building's historic character.

Additional Resources:

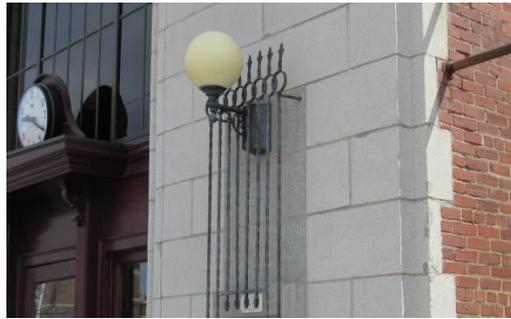
Village of Lancaster
Historic Preservation Commission
Signage Design Guidelines

Available at:

<https://www.villageoflancastrhpc.com/signage-design-guidelines>

RECOMMENDED

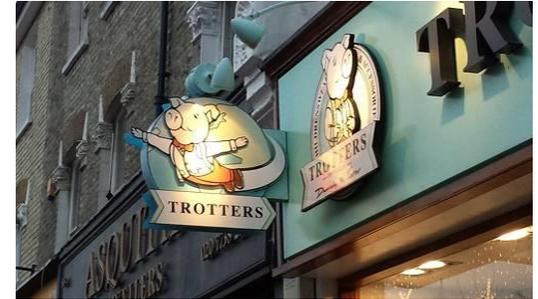
- ✓ Design lighting consistent with the HPC Signage Guidelines
- ✓ Repair and restore historic light fixtures



- ✓ Use lighting fixtures that are compatible with the building's character in style, scale and intensity of illumination
- ✓ Light sign boards with linear fluorescent fixtures



- ✓ Use white lights that cast a similar color to daylight
- ✓ Provide shielded and focused light sources that direct light downward



- ✓ Light storefronts at night



- ✓ Use interior lighting in storefront display windows



NOT RECOMMENDED

- ✗ Removing historic lighting fixtures
- ✗ Oversizing light fixtures in relation to proportions of the building



- ✗ Using backlit or plastic signage



- ✗ Washing an entire facade in light



- ✗ Using high intensity light sources or casting light directly upward
- ✗ Using historic styled fixtures on a contemporary building

Signage

can be wall mounted, projecting or window applied. Signage is important to promote businesses and attract customers. Special attention should be paid to their sign design and placement to enhance the building's historic character.

Additional Resources:

Village of Lancaster
Historic Preservation Commission
Signage Design Guidelines

Available at:

<https://www.villageoflancastrhpc.com/signage-design-guidelines>



RECOMMENDED

- ✓ Design signage consistent with the HPC's Signage Guidelines
- ✓ Repair and restore historic signage
- ✓ Restore vintage neon signs
- ✓ Size new signage in proportion to building's height and width.
- ✓ Use raised lettering or carved wood signage within signboard areas.



- ✓ Use applied window lettering and graphics on storefront windows



NOT RECOMMENDED

- ✗ Covering historic features with signage
- ✗ Block view through storefront windows with opaque signage



- ✗ Using contemporary neon or LED signs



- ✗ Using backlit or plastic signage

Awnings

are a common feature of historic buildings. Awnings come in many shapes, sizes, materials, and patterns. Special attention should be paid to their design and placement to enhance the building's historic character. Operable awnings are preferred.

Additional Resources:

Chad Randl. *Preservation Brief No.44: The Use of Awnings on Historic Buildings, Repair, Replacement and New Design*. National Park Service, 2005. Available online at <https://www.nps.gov/tps/how-to-preserve/preservedocs/preservation-briefs/44Preserve-Brief-Awnings.pdf>

Chad Randl. *ITS No. 27: Adding Awnings to Historic Storefronts and Entrances*. National Park Service, 2001. Available online at: <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS27-Storefronts-AddingAwnings.pdf>

RECOMMENDED

- ✓ Repair and restore historic awnings
- ✓ Designing awnings based on historic and photographic documentation



- ✓ Use fabric awnings that coordinate with the overall color scheme of the building. Solid colors or simple striped patterns are appropriate
- ✓ Size new awnings in proportion to display windows' width and height



- ✓ Use lettering and graphics on awnings' valance space



- ✓ Use of retractable awnings installed along horizontal transom bar



NOT RECOMMENDED

X Cover historic features with awnings



X Attaching structural canopies



X Use of rigid dome shaped awnings



X Use of illuminated awnings



X Oversizing awnings in relation to proportions of the building

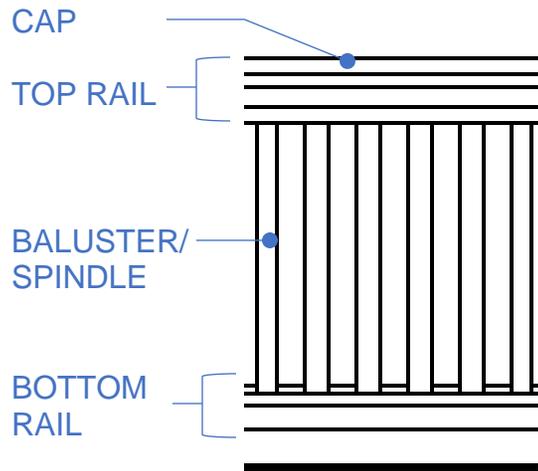
X Installing metal awnings

Porches

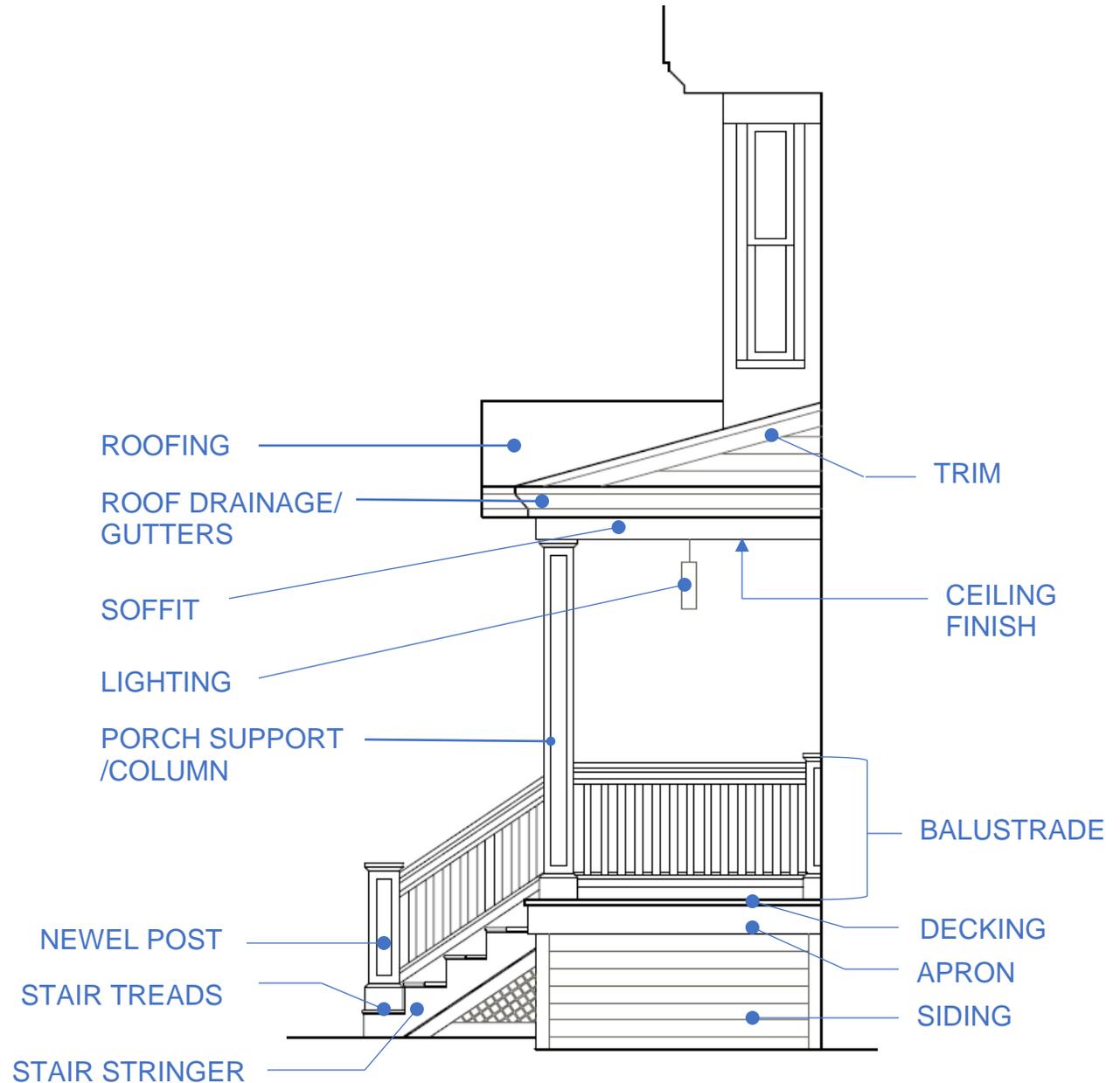
Where historic porches do exist, they are important character-defining features that help reinforce the style of the principal building. Porches significantly impact the rhythm and pattern of the district's streetscape.

Additional Resources:

Aleca Sullivan and John Leeke.
Preservation Brief No.45: Preserving Historic Wood Porches. National Park Service, 2006. Available online at <https://www.nps.gov/tps/how-to-preserve/briefs/45-wooden-porches.htm>



BALUSTRADE



ANATOMY OF A PORCH

RECOMMENDED

- ✓ Repair and restore historic porches and decorative elements. Replace only the deteriorated elements to match.



- ✓ Replace missing porches and features based on historic and photographic documentation.



- ✓ Replacement materials may be appropriate if they are visually compatible with the existing porch and main house in design, scale, texture, color and other qualities.



NOT RECOMMENDED

- ✗ Deferring maintenance that will lead to the deterioration of historic porch materials



- ✗ Enclosing historically open porches for living space



- ✗ Using replacement elements that are not compatible to the house in design, scale, color or other visual qualities.



Garages and Accessory Buildings

Where historic garages and accessory buildings do exist, they are important character-defining features that help reinforce the style of the principal building.

RECOMMENDED

- ✓ Retain and preserve garages and accessory buildings that contribute to the overall historic character and form of a district property including their functional or decorative features.



- ✓ Retain and preserve materials that contribute to the overall historic character of garages and accessory buildings.

- ✓ Replace in kind any portion of a garage or accessory building that is damaged or deteriorated beyond repair. Match distinctive historic materials in design, material, dimension, pattern, texture, color, and detail. Limit replacement to the damaged area if feasible. See section “Exterior Doors” for guidance on door replacement.

- ✓ If an entire garage or accessory building is missing, replace it with a new structure based either upon accurate documentation of the original or upon a new design compatible in material, scale, and detail with the historic character of the building and district.

- ✓ Site new garages and accessory buildings so they do not compromise the overall historic character of the district streetscape or the specific site and its primary building. Site them to be consistent with other accessory buildings within the district in terms of setback and orientation to the street.

- ✓ Select exterior surface materials and details that are compatible in composition, module, texture, pattern, color, and detail with the primary building.
- ✓ Introduce simple, utilitarian storage buildings only in locations that will not compromise the overall historic character of the primary building or the visual and spatial character of the site. Select storage units that are simply detailed and compatible with the primary building in roof form and exterior materials.

NOT RECOMMENDED

- x Enlarge a garage or accessory structure so that its size, massing, or height visually overpowers the scale and size of the principal building, or significantly alters the site’s ratio of built to unbuilt area.
- x Introduce features or details to a garage or accessory building to create a false historical appearance. Design garages and accessory buildings to be compatible with but differentiated from historic buildings in the district.

Accessibility

Historic buildings were often designed without concern for the accessibility to people with disabilities. It is possible to preserve historically significant properties while also making them accessible to people with disabilities.

The Americans with Disabilities Act (ADA) ensures access to the built environment for people with disabilities. These enforceable standards apply to places of public accommodation, commercial facilities, and state and local government facilities.

Additional Resources:

Thomas C. Jester and Sharon C. Park, AIA. *Preservation Brief No.32: Making Historic Properties Accessible*. National Park Service, 1993. Available online at <https://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm>

the ADA Accessibility Guidelines (ADAAG)
Available Online at <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards>

RECOMMENDED

- ✓ Historic materials and features should be retained whenever possible when new features are incorporated for accessibility.
- ✓ Minimize the visual impact to the materials and features that convey a property's historical significance when making modifications for accessibility.



- ✓ Design accessibility modifications in scale with the historic property, visually compatible, and, whenever possible, reversible.
- ✓ Design accessibility modifications to differentiate visually from the historic building.

NOT RECOMMENDED

- ✗ Using rear and/or service entrances to accommodate an accessible route
- ✗ Using temporary and/or emergency ramps or accommodations in a permanent fashion.



Fences

Where historic fences do exist, they are important character-defining features that help reinforce the style of the principal building. Front yard fences significantly impact the rhythm and pattern of the district's streetscape. The proper location, height and materials are important considerations when designing a fence.

Additional Resources:

Village of Lancaster Code
Chapter 148 Fences
<https://ecode360.com/27214038>

RECOMMENDED



- ✓ Retain and restore historic fencing where it remains
- ✓ Design new fencing to be compatible to the style, scale, texture, color and

form of the main building and the street on which the building is located



- ✓ In a commercial setting, use of pedestrian friendly scale, such as shorter walls of brick or stone, or in combination with more transparent materials such as wrought iron fencing.



- ✓ Fence lengths broken up by posts
- ✓ New fences constructed out of materials similar to fences historically used in the district.

Typically, materials such as brick, stone, cast iron, and finished wood are approvable.

NOT RECOMMENDED

- ✗ Adding fencing around a front lawn where fencing never existed



- ✗ Using materials that are incompatible with the scale, texture, color and form of the main structure. Typically, materials such as chain link, unfinished wood, corrugated metal, plain concrete block, or vinyl fencing are not approval.



Dumpster Enclosures

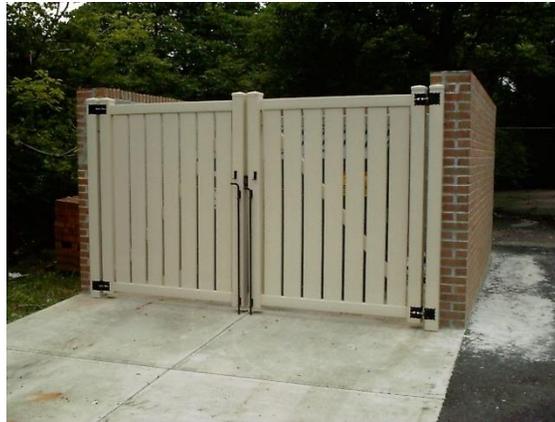
Using an enclosure for trash containers and dumpsters will provide an aesthetically pleasing look within the historic district. The enclosure will also help to keep any paper and trash from flying out as well as keep animals from getting inside. The proper location, size and materials are important considerations when designing a dumpster enclosure.

Additional Resources:

Village of Lancaster Code
Chapter 126 Dumpsters
<https://ecode360.com/27212822>

RECOMMENDED

- ✓ Locate trash containers and dumpsters in locations not visible from the public right-of-way.



- ✓ Screen trash containers and dumpsters on all four sides with vegetation, fencing or other suitable material for the local historic district



- ✓ Typically, materials such as brick, rock-faced block or stone, and finished vertical wood or composite slats are approvable.

NOT RECOMMENDED

- ✗ Locating trash containers and dumpsters in front yard or visibly prominent side yard locations.



- ✗ Not providing adequate screening



- ✗ Typically, chain link, unfinished wood, corrugated metal, plain concrete block, or vinyl fencing are not approval materials.

Solar Technology

The overall guideline objective is to retain and preserve character-defining features and materials while accommodating the need for solar access to the greatest extent possible. This must be done on a case-by-case basis, as characteristics of each building, site and orientation vary.

Additional Resources:

Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings, U.S. Department of the Interior.
<https://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf>

Incorporating Solar Panels in a Rehabilitation Project, ITS #52, by Jenny Parker.
<http://www.nps.gov/tps/standards/apply/nrehabilitation/its-bulletins/ITS52-SolarPanels.pdf>

RECOMMENDED

- ✓ Minimize the impact of solar panels on adjoining properties and district.
- ✓ Locate solar panels in a manner that minimizes impact on primary historic façade and visibility from the public right-of-way while maximizing solar access. Outbuilding and ground locations should be considered as alternative location options.



- ✓ Select systems that are similar in color to the roof surface to reduce visibility
- ✓ Install solar systems in a manner that can be reversed without impact to historic features and finishes.

- ✓ Solar systems should be installed flat to the roof surface and not alter the slope of the roof.



(photo: Solar Liberty)

NOT RECOMMENDED

- ✗ Placing solar panels in a highly visible location where it will negatively impact the historic building and historic district.
- ✗ Removal of historic roofing features or materials during the installation of solar system

New Construction

The construction of new buildings on vacant lots in the local historic district will be encouraged.

RECOMMENDED

- ✓ The front facade of new building construction should be parallel to the street and respect the setback of any adjacent buildings for a consistent streetscape.



- ✓ The massing of new building construction should respect proportions of adjacent buildings.
- ✓ The front facade of new building construction should typically be designed with a distinct “base”, “middle” and “top” composition.

The base is the ground floor storefront, the middle area is for the upper floor windows, and the top is a cornice or feature which caps the building.



- ✓ The front facade of new building construction should typically be designed to respect the rhythm and proportions of window openings and divisions of nearby adjacent buildings.



- ✓ The front facade of new building construction should visually break up continuous long runs of facade with material, wall plane or roofline transitions.

- ✓ Alternative materials may be suitable for some architectural features on new construction in the local historic district.

Additional Resources:

Grimmer, Anne E. *Preservation Brief 14: New Exterior Additions to Historic Buildings*. National Park Service, 2010. Available online at <https://www.nps.gov/tps/how-to-preserve/revisingPB14.htm>

Keeping Up Appearances, National Main Street Center, National Trust for Historic Preservation, 1995. Available online at <https://www.troy.ny.gov/wp-content/uploads/2017/05/Keeping-Up-Appearances.pdf>

ADDITIONS

- ✓ New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property.
- ✓ New additions should be subordinate to the historic building; they should not compete in size, scale or design with the historic building
- ✓ Additions should be differentiated from the old and reflect the era it is being built. Additions may include simplified architectural features that reflect, but do not duplicate, similar features on the historic building.
- ✓ 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.
- ✓ When possible, construct the new addition on a secondary side or rear elevation
- ✓ Addition construction should typically be designed to respect the rhythm and proportions of window openings and divisions of the main building.
- ✓ Alternative materials may be suitable for some architectural features on additions in the local historic district. The materials need not be the same as those on the historic building, but they should be harmonious; they should not be so different that they stand out or distract from the historic building.
- ✓ Use building materials in the same color range or value as those of the historic building.
- ✓ Generally, glass may be most appropriate for small-scale additions, such as an entrance on a secondary elevation or a connector between an addition and the historic building.
- ✓ Respect the architectural expression of the historic building type. For example, an addition to an institutional building should maintain the architectural character associated with this building type rather than using details and elements typical of residential or other building types.

Commercial Use of Residential Buildings

Many previously residential properties are now used for commercial and institutional purposes. This is particularly true along parts of Broadway Street. Proposed work should be done in a manner that maintains the historic residential character of the district.



RECOMMENDED

- ✓ Retain the building's residential character when using for commercial purposes
- ✓ Avoid alterations to windows and doors on residential buildings used for commercial purposes
- ✓ Design commercial signage in scale with the building and compatible with the building's visual character. Refer to the "Signage" section for additional information.
- ✓ Any additions to buildings to accommodate growing businesses should respect the character and scale of the original building. Where possible, additions should be set back from original street facades.
- ✓ Where possible, paved parking areas should be set back from original street facades.
- ✓ Mechanical equipment placed so as not to be visible from public view

SECTION 4

Maintenance

Maintenance

Maintenance is critical to preserving historic features. Routine maintenance is essential for the preservation of historic buildings. **Buildings and materials have lasted, and can continue to last, for centuries when properly maintained.** Preservation of original features is preferred over their replacement. Special attention should be paid to preventing water and moisture infiltration. The following maintenance checklist can be used for property owners to uphold the quality of the neighborhood’s built environment.

REQUIRED MAINTENANCE AND REPAIR

Ordinary maintenance and repair of any exterior architectural feature of a landmark or property within an historic district which does not involve a change in design, material, color or outward appearance can be completed without applying for a Certificate of Appropriateness.

SAMPLE MAINTENANCE CHECKLIST

Exterior	Task
Roof	<ul style="list-style-type: none"> <input type="checkbox"/> Check for any damage or wear annually <input type="checkbox"/> Check for clean and well-kept condition <input type="checkbox"/> Free of cracks or blisters in the roofing <input type="checkbox"/> No areas of standing water after rains <input type="checkbox"/> Check that drains, gutters and downspouts are clear and free of debris <input type="checkbox"/> Replace or repair loose or missing shingles, coping stones and flashings
External walls: stucco finish, wood siding and masonry	<ul style="list-style-type: none"> <input type="checkbox"/> Inspect external walls and check for any signs of structural movement, leaning or cracking <input type="checkbox"/> Check for any damage or wear of finish <input type="checkbox"/> Check for vegetation growth that may be obscuring any problems or damaging walls <input type="checkbox"/> Check for moist areas, cracks, crumbling material, loose pieces, missing mortar, or efflorescence (white discoloration) on masonry <input type="checkbox"/> Keep all wooden parts freshly painted; Correct any painted surfaces showing flaking, fading or otherwise deteriorated conditions
Woodwork: doors, windows, shutters, cornice, porches, trim, siding	<ul style="list-style-type: none"> <input type="checkbox"/> Check for moisture damage, warping, splitting and unsound joints <input type="checkbox"/> Replace any decayed wood to match original material <input type="checkbox"/> Keep all wooden parts freshly painted; Correct any painted surfaces showing flaking, fading or otherwise deteriorated conditions <input type="checkbox"/> Lubricate all hinges and lock mechanisms frequently, especially in wet or cold weather <input type="checkbox"/> Check for loose attachments of hardware <input type="checkbox"/> Check condition of caulking and weather seal around windows and doors, and repair as needed

Owners of property designated as a local landmark or included within a local historic district should conduct routine maintenance to avoid the property falling into a serious state of disrepair, resulting in the deterioration of exterior architectural features which would, in the judgment of the Historic Preservation Commission, produce a detrimental effect upon the character of the historic district as a whole or the life and character of the property itself.

Examples of such deterioration include:

- Deterioration of exterior walls or other vertical supports.
- Deterioration of roofs or other horizontal members.
- Deterioration of exterior chimneys.
- Deterioration or crumbling of exterior stucco or mortar.
- Ineffective waterproofing of exterior walls, roofs or foundations, including broken windows or doors.
- Deterioration of any feature that creates a hazardous condition which could lead to the claim that demolition is necessary for the public safety.

SAMPLE MAINTENANCE CHECKLIST, CONT'D

Exterior	Task
Glass: windows and storefronts	<input type="checkbox"/> Check for any damage or wear <input type="checkbox"/> Check for clean and well-kept condition <input type="checkbox"/> Repair any attachments or hardware <input type="checkbox"/> Correct any painted surfaces showing flaking, fading or otherwise deteriorated conditions <input type="checkbox"/> Replace broken glass
Signage:	<input type="checkbox"/> Check for any damage or wear <input type="checkbox"/> Check for clean and well-kept condition <input type="checkbox"/> Repair any attachments or hardware <input type="checkbox"/> Correct any painted surfaces showing flaking, fading or otherwise deteriorated conditions <input type="checkbox"/> Check if all the wires are connected <input type="checkbox"/>
Lighting	<input type="checkbox"/> Check for deteriorated paint, rust, corrosion, moisture damage and wear <input type="checkbox"/> Repair any loose joints, weak links, attachments or hardware <input type="checkbox"/> Replace broken glass <input type="checkbox"/>
Awnings	<input type="checkbox"/> Check for any damage or wear <input type="checkbox"/> Awnings to be clean and well-kept condition <input type="checkbox"/> Repair any attachments or hardware <input type="checkbox"/> Correct any painted surfaces showing flaking, fading or otherwise deteriorated conditions <input type="checkbox"/>

SECTION 5

Appendix:

Local Designation vs.
National Register
Designation

National Park Service
Preservation Briefs

LOCAL LANDMARK DESIGNATION

A **Local Historic District** or **Individual Local Landmark** is designated by a Certified Local Government (CLG) in accordance with provisions in their Charter. Local landmarking typically only deals with the appearance of properties, not with the use of those properties and is typically exterior only.

Designation of local landmarks **recognizes, protects, and enhances** important architectural, historical and environmental characteristics of buildings and districts. It provides a community with the means to make sure that growth, development and change take place in ways that respect historic character. The local preservation board will review all exterior changes that are planned for local landmarks. The board uses the **Secretary of the Interior's (SOI) Standards for Rehabilitation** and **Guidelines for Rehabilitating Historic Buildings** as their guide. Interior changes are not normally reviewed.

Key Features and Benefits

- A **public process** to identify, recognize, and hopefully, protect historic resources through listing
- Protects, enhances a community's historic properties and districts through a **design review** process.
- Requires local preservation board **review and approval**, based on conformance with Standards before a building permit is issued for work.
- Maintains and elevates **property value**, unique and valuable historic features are retained and revitalized.
- Designates local landmarks and historic districts on the basis of **local criteria** and local procedures.
- Provides **tax incentives** for properties certified with the Department of the Interior through the NYSHPO.
- Provides **no additional protection** from the effects of federally assisted undertakings.
- Allows for **consultation and assistance** from the preservation board for improvement projects.
- Provides for **review of proposed demolitions** within designated areas, which may prevent or delay demolitions to consider preservation alternatives.

NATIONAL REGISTER DESIGNATION

An **Individually Listed Building** or buildings which contribute to a **National Register Historic District** are listed in the **National Register of Historic Places**, the country's official list of historic buildings and resources worthy of preservation. These buildings, structures, sites and objects are significant in American history, architecture, engineering, archaeology and culture.

Listing **recognizes the local, state and/or national significance** of important built historic resources in a community. Boundaries of districts are tightly drawn to encompass only concentrated areas of historic buildings. Information compiled to nominate a historic district can be used in a variety of planning and development activities. National Register listing also makes available specific preservation incentives and provides a limited degree of protection via review of the effects of federally funded, licensed or permitted activities.

Key Features and Benefits

- A **public process** to identify, recognize, and hopefully, protect historic resources through listing
- Identifies **significant** properties and districts for general planning purposes as part of process of identification, recognition and protection.
- **Analyzes and assesses** the historic character and quality of properties and districts.
- Designates historic areas based on uniform **national criteria** and procedures.
- Provides a limited degree of **protection** from the effects of federally assisted undertakings.
- Qualifies property owners for available federal and state **grants for preservation** purposes.
- Makes available specific federal and state **tax incentives** for commercial property owners and potentially for residential property owners.
- **Does not restrict** the use or disposition of property or obligate private property owners in any way.
- **Does not require** conformance to design guidelines or preservation standard when property is rehabilitated, unless specific preservation incentives (tax credits, grants) are involved.
- **Does not prevent** the demolition of historic buildings and structures within designated areas.

Preservation Briefs

The National Park Service (NPS) publishes to assist owners of historic buildings with common issues. These Preservation Briefs provide recommendations on preserving, rehabilitating, and restoring buildings that are consistent with their historic character. The NPS Preservation Briefs are available online at: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

LIST OF PRESERVATION BRIEFS

1. Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Improving Energy Efficiency in Historic Buildings
4. Roofing for Historic Buildings
5. The Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character
18. Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster—Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster



Preservation Briefs, Cont'd

The NPS Preservation Briefs are available online at:
<https://www.nps.gov/tps/how-to-preserve/briefs.htm>

24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
35. Understanding Old Buildings: The Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Rehabilitation of Historic Buildings
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings
48. Preserving Grave Markers in Historic Cemeteries
49. Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement
50. Lightning Protection for Historic Buildings