MINOR REPAIR AND ROUTINE MAINTENANCE

WORK THAT CONSTITUTES MINOR REPAIR AND ROUTINE MAINTENANCE

Minor repair and routine maintenance is repair that does not involve a change in design, material or other appearance. The minor repair and maintenance must be undertaken with identical materials and in such a manner as to exactly duplicate the deteriorated or damaged feature.

The minor repair and routine maintenance items that follow do not require review by the Historic Preservation Commission (Commission). However, depending on the extent of the proposed work, a building permit may be required. In those cases where Commission review is not required, but other permits are required, the applicant will be issued a Certificate of Appropriateness by the Commission's secretary showing the applicant has met the requirements of the Kosciusko Historic District Ordinance.

Roofs, chimneys and gutters

1. repairing by patching, piecing-in, consolidating or otherwise reinforcing, or by limited replacement of roofing materials, chimneys, gutters, down spouts, flashing, cupolas, vents, and dormer roofing with materials matching the original in size, shape, composition and color.
2. for repairs to chimneys see **Siding-masonry** below.
3. for repair to dormer or cupola windows, see **Windows** below.

Note: the entire replacement of roofing materials requires a Certificate of Appropriateness.

Siding-wood: clapboard, weatherboard, shingles or other wooden siding

1. painting the existing color.
2. repairing by patching, piecing-in, consolidating or otherwise reinforcing, or by limited replacement with materials matching the original in size, shape, and composition. (**For information about how to repair clapboard siding**, see page 34.
3. cleaning of wood with low pressure water spray.
4. removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping and hand sanding) then repainting. Paint that is firmly adhering to, and thus, protecting wood, shall not be removed.

Note: other methods of cleaning such as sand or other particle blasting and chemicals are not permitted as they damage the surface of the wood, cause pitting and hasten deterioration.

Siding-masonry: brick, stone, terracotta, concrete stucco

1. cleaning using low pressure water spray, detergent and natural bristle brushes, when there is no possibility of freezing temperatures. The cleaning of masonry should only be undertaken when

necessary to halt deterioration or to remove heavy soiling. Cleaning masonry surfaces when they are not heavily soiled only to create a new appearance introduces moisture into the masonry needlessly.

2. repainting masonry that is already painted, color to match existing.
3. repairing by patches, piecing-in or by limited replacement with materials matching the original in size, shape, composition and color.
4. removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping and hand sanding) then repainting. Paint that is firmly adhering to, and thus, protecting masonry, shall not be removed.

Note: a. other methods of cleaning such as sand or other particle blasting and chemicals are not permitted as they damage the surface of the masonry and mortar, cause pitting and hastening deterioration.

b. repointing masonry requires a Certificate of Appropriateness to ensure that the mortar strength, composition, texture and color are appropriate and that the method used to remove mortar meets the guidelines found in **Masonry**, page 43.

c. even though many waterproof sealants are clear and it may be assumed that the application of such would not require a Certificate of Appropriateness, the coatings are most often unnecessary and may change the appearance of historic masonry, as well as accelerate its deterioration; therefore a Certificate of Appropriateness is required before a waterproof sealant is applied.

Siding – architectural metals: lead, bronze, brass, cast iron, steel, pressed tin, copper, aluminum and zinc.

1. repainting the existing color.
2. repairing by patching, piecing-in, consolidating or otherwise reinforcing, or by limited replacement with materials matching the original in size, shape, composition and color.

Note: a. cleaning shall only be undertaken after the type of metal is determined as each metal has unique properties and requires different treatments. Test patches should also be undertaken to ensure that the gentlest cleaning method is chosen. Methods of cleaning such as sand or other particle blasting and most chemicals are not permitted as they damage the surface of the metal. Because of the intricacies involved with architectural metals, cleaning them requires a Certificate of Appropriateness. See **Architectural Metals**, page 45.

b. complete replacement of a metal feature requires a Certificate of Appropriateness.

Architectural detailing (ornamentation)

1. painting the existing color.

2. repairing or replacing with materials matching the original in size, shape, composition and color.
3. cleaning of wood with low pressure water spray.

Note: a. other methods of cleaning such as sand or other particle blasting and chemicals are not permitted as they damage the surface of the ornamentation, causing pitting and hastening decay.

b. complete replacement of an architectural feature requires a Certificate of Appropriateness.

Porches and Balconies: columns, balustrades, screening, flooring

1. repairing by patching, piecing-in, consolidating or otherwise reinforcing, or by limited replacement with materials matching the original in size, shape, and composition.
2. painting the existing color.
3. replication of missing parts of a repeated feature such as balustrades or columns where there are surviving original examples from which to recreate the missing feature.
4. severely deteriorated wooden flooring can be replaced with matching material, but can not be replaced with concrete or brick.
5. repairing screening or screen frames.

Note: the addition of screening where it does not presently exist or the glassing-in of a porch requires a Certificate of Appropriateness.

Steps and railings

1. repairing or replacing in kind with materials matching the original in size, shape and composition.
2. painting the existing color.

Note: the addition of steps or railing where they do not presently exist requires a Certificate of Appropriateness.

Foundations and crawl space enclosures

1. repairing and replacing piers and enclosures in kind with materials matching the original in size, shape, composition and color.
2. for masonry piers see **Siding-masonry** above.

WORK THAT CONSTITUTES MINOR REPAIR AND ROUTINE MAINTENANCE

Windows, window surrounds, shutters: frames, heads, hood molds, paneled or decorated jambs and moldings

1. replacing glass with clear glass.
2. caulking or weather stripping.
3. repairing by patching and splicing or by limited replacement with materials matching the original in size, shape, composition and color.
4. painting the existing color.
5. removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping and hand sanding) then repainting. Paint that is firmly adhering to, and thus, protecting wood, shall not be removed.

Note: a. complete replacement of a sash, window surround or shutter requires a Certificate of Appropriateness.

b. the addition of shutters, storm windows or awnings where they do not presently exist requires a Certificate of Appropriateness.

Do*ors and door surrounds:* fanlights, sidelights, pilasters, entablatures

1. replacing glass with clear glass.
2. caulking or weather stripping.
3. repairing by patching and splicing or by limited replacement with materials matching the original in size, shape and composition.
4. painting the existing color.
5. removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (hand scraping and hand sanding) then repainting. Paint that is firmly adhering to, and thus protecting wood, shall not be removed.

Note: a. complete replacement of a door or surround requires a Certificate of Appropriateness.

b. the addition of storm doors or screen doors where they do not presently exist requires a Certificate of Appropriateness.

Awnings

Repairing or replacing an awning with materials matching the original in size, shape, composition and color.

Note: the addition of an awning(s) where not present requires a Certificate of Appropriateness.

WORK THAT CONSTITUTES MINOR REPAIR AND ROUTINE MAINTENANCE

Paint

The painting of a building is considered Minor Repair and Routine Maintenance. The Commission does not approve paint colors.

Lighting

Repairing or replacing in kind with materials matching the original in size, shape, composition and color.

Note: the addition of lighting on a building or in a yard where lighting does not presently exist requires a Certificate of Appropriateness.

Mechanical Systems

1. installing window air conditioning units which do not damage or destroy historic windows, transom or doors and which are not installed by cutting a hole in the side of a building. Window units should be installed on the sides or rear elevations.
2. installing exterior mechanical systems such as heat pumps or air conditioning units in the rear or on an inconspicuous side of the building and shall be shielded, see **Mechanical Systems**, page 73.

Fences, walls, bulkheads

Repairing or replacing in kind with materials matching the original in size, shape, composition and color.

Note: a. the addition of fences or walls where they do not presently exist requires a Certificate of Appropriateness.

b. for repairs to masonry walls see **Siding-masonry**, page 42, for wooden fences and walls see **Siding-wood**, page 41, and for metal fences see **Siding-architectural metals**, page 45.

Landscaping and yard features: driveways, walkways, sidewalks, foundations, terraces, trees, swimming pools, patios, parking lots, pergolas

1. repairing or replacing in kind with materials matching the original in size, shape, composition and color.
2. cutting a tree that is **LESS THAN** six (6) inches in diameter as measured at the base of the tree.
3. the planting of trees, shrubs or plants.

Note: the addition of any of the yard features mentioned above where they do not presently exist requires Certificate of Appropriateness.

Signs

All signs require a Certificate of Appropriateness, whether temporary or permanent.

Storefronts

1. protecting and maintaining masonry, wood and architectural metals which comprise storefronts through appropriate treatments such as cleaning, rust removal, and painting the existing color (see above for appropriate guidelines for **Siding- wood**, page 41, **Siding-masonry** page 90, or **Siding-architectural metals** on page 93.
2. repairing by patching, piecing-in or by limited replacement with materials matching the original in size, shape and composition.

Note: the removal of non-historic additions or alterations and subsequent restoration of the storefront requires a Certificate of Appropriateness.

HOW TO REPAIR WOODEN CLAPBOARDS

Minor damage to clapboards can often times be repaired without replacing the entire board by using the following guidelines:

If the siding is **split**, pry open the split pieces with a putty knife and apply a strong, waterproof, exterior wood glue along the crack or split. Press the board together and nail finishing nails above and below the split board, pointing the nails toward the split. Leave some of the nail showing so that they can be removed once the glue has dried. Use wood filler or putty to fill in the nail holes and once it is dry, sand, prime and paint.

If a clapboard is **warped and is bulging out (convex)**, drill several holes in the board at the studs (this will be in the same area as the board is nailed). Soak the board and then insert wood screws in the holes and gradually tighten them until the board regains its original shape. Countersink the screws so that they are below the surface of the wood. Once the board is dry, putty the screw holes, sand, prime and paint.

If a clapboard is **warped and cups in (concave)**, drill holes at the top and bottom of the board. Nail it flat with finishing nails, putty, sand, prime and paint.

If a section of a clapboard is rotten or damaged beyond repair, remove the nails in the section and those in the board above it. Cut through the section with the saw and use a hammer and chisel to help remove the bad wood. Small wedges can be used to prop up the board above to enable the bad wood to be removed. Remove the wedges and insert a new piece of clapboard sized to fit the hole. Nail the board in with galvanized nails, putty the seams, sand, prime and paint.

PROCESS FOR CERTIFICATION

Before undertaking work involving any of the items that constitute Minor Repair and Routine Maintenance, an applicant must complete an application for a Certificate of Appropriateness. Applications are available in the office of the city's building official.

The building official will review the proposed work and will make one of two determinations:

1. The proposed work meets the criteria for minor repair and routine maintenance and does not require review by the Historic Preservation Commission. The applicant can then obtain a building permit or any other necessary permits, if necessary.

2. The proposed work requires review by the Historic Preservation Commission. The building official will place the application on the agenda for the next meeting and will advise the applicant of the date of the meeting.

RESIDENTIAL BUILDINGS:
STANDARDS AND GUIDELINES FOR
REHABILITATION AND RESTORATION

ROOFS

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

The roof, with its shape; features (such as cresting, dormers, cupolas and chimneys); and the size, color, and patterning of the roofing material is important in defining the building's overall architectural character. Historic roofing reflects availability of materials, levels of construction technology, architectural style, weather, and cost. Therefore, any changes should take into consideration the following guidelines.

REPAIR

Roofing material shall be retained unless deteriorated. Every effort should be made to retain metal, slate or tile roofs. When partially re-roofing, failing roof coverings shall be replaced with materials that match the old in composition, size, shape and texture.

Repair of **metal roofs** requires knowledge about the interactions between metals, see **Siding - architectural metals**, page 49. For example, metals such as tin and copper will react chemically with one another, resulting in galvanic corrosion. In addition, coating a metal or tin roof with hot tar to stop a leak will hasten the deterioration of the metal.

Repair of **slate roofs** should be accomplished with copper nails to secure the slate, not iron nails which will rust and allow the slate to become dislodged.

Repair of **asbestos shingles** should be undertaken with great care as the asbestos dust can be dangerous if inhaled. Complete removal of asbestos shingles requires special handling, disposal and appropriate permits. For further information on asbestos hazards and removal, contact the Department of Environmental Quality in Jackson and the building official.

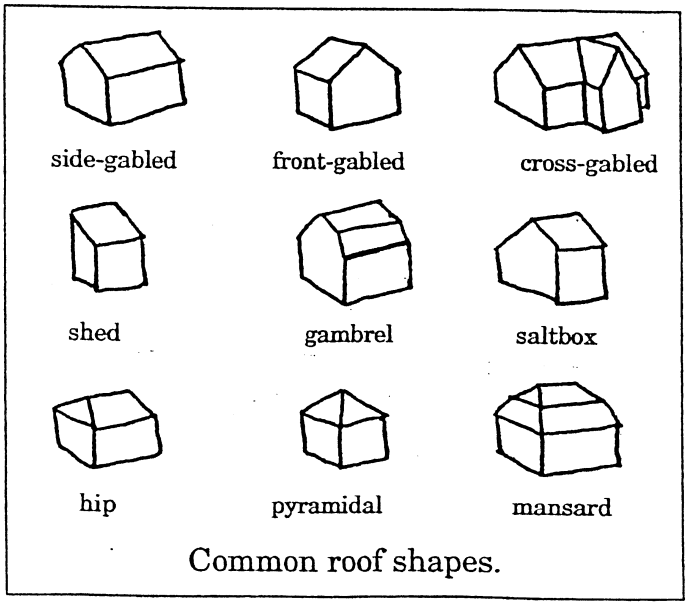
REPLACEMENT

The original roof shape or pitch shall not be changed.

The configuration of the roof shall not be changed by adding features that were not original to the building such as dormer windows, vents or chimneys.

Applications for the removal of a metal, slate or tile roof are carefully weighed by the Commission. These roofing materials will last for well over 100 years and may only need limited replacement and repair as opposed to complete replacement.

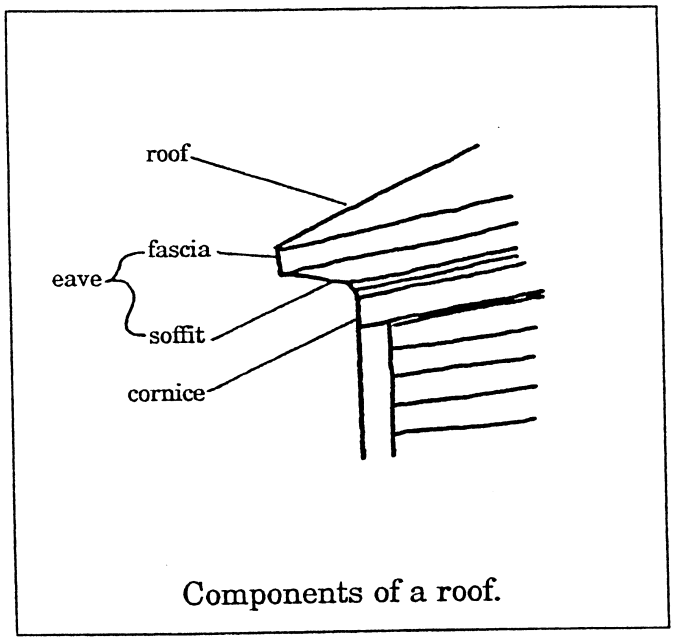
When entirely re-roofing, materials shall not be used which differ to such an extent from the old



Common roof shapes.

in compositions, size, shape, color or texture that the appearance is altered. If a new roof color is planned, it should be appropriate to the building and blend in with other buildings on the street.

Roll roofing and corrugated metal are not acceptable as replacement roofing materials.



Components of a roof.

DORMERS AND OTHER DESIGN ELEMENTS

Every effort shall be made to repair and restore character-defining elements such as dormers, vents, cupolas and eave treatments by patching and splicing or by limited replacement with materials matching the original in size, shape, and composition. See **Minor Repair and Routine Maintenance** for wood and windows, page 32. These elements shall not be visually altered, covered over, or removed from the building.

If an element is damaged or deteriorated to a point where it can not be repaired, the replacement shall match the original in design, material and color. Likewise, if there is evidence that a feature is missing, and the applicant is desirous of recreating that feature, it should be replicated using an existing prototype or using historical, physical or pictorial evidence.

CHIMNEYS

Sometimes if a chimney is not used, the property owner removes or lowers it. Chimneys are important elements of a building's character and shall be repaired and maintained even if they are not in use. For repair of chimneys see **Siding-masonry**, page 42. It is inappropriate to repair a chimney by simply applying a coat of stucco to stabilize the masonry. Stucco should be added only in cases where the existing chimney is stuccoed and needs repair.

If a chimney is deteriorated to such an extent that it must be rebuilt, replacement materials shall be the same in style, composition, color, texture and strength as the damaged materials. The appropriate mortar composition, color, texture and application must also be used when rebuilding a chimney. The same bonding pattern and joint width and profile shall be maintained.

A historic chimney shall not be removed. Likewise, a chimney shall not be added when there is no evidence that a chimney existed.

GUTTERS

Historic gutters shall be repaired and maintained where possible. If new gutters must be installed, the half-round type is preferred, but molded gutters are also acceptable. Gutters and downspouts should

not be installed in such a way as to remove or conceal significant architectural details. Splash blocks or concealed piping should be installed to provide proper drainage away from the building, so as to avoid water damage to the building.

SKYLIGHTS, SOLAR COLLECTORS, AND MECHANICAL EQUIPMENT

Mechanical equipment such as heating and air conditioning, transformers, generators, solar collectors, and skylights shall be installed so that they are inconspicuous from the public right-of-way, such as at the rear of the building or behind gables or dormers. The installation shall not damage or obscure character-defining features of the building. Skylights should be flat or flush with the roofline, not convex.

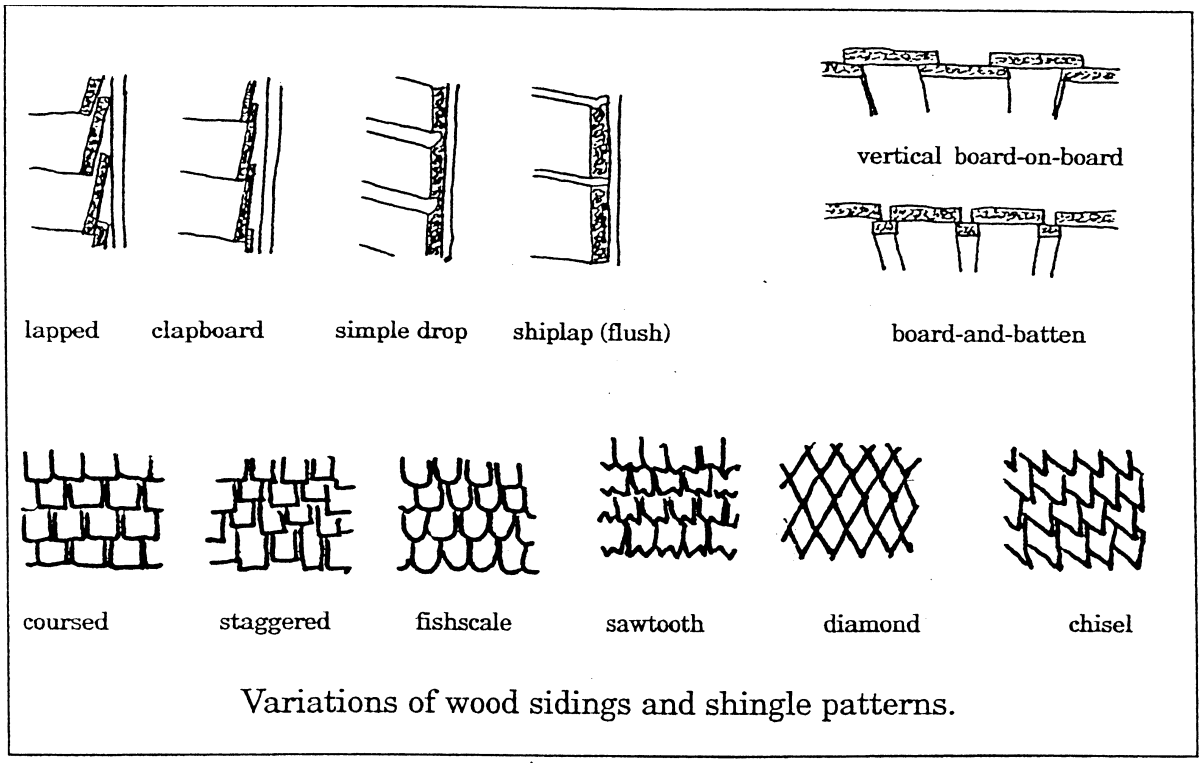
SIDING

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Siding, in its most basic terms, is the surface material applied to the exterior of a building which provides a permanent barrier against weather. However, siding is much more. The type of siding is important in defining the historic character of the building and its architectural style. It is also often a reflection of the variety of resources available in an area.

WOOD SIDING

The most frequently occurring siding material in the historic district is wood, whether clapboard, shiplap, flush, or shingles. Wood is a natural insulating material that can last indefinitely if maintained.



Variations of wood sidings and shingle patterns.

REPAIR

Every effort shall be made to repair wood siding by patching or splicing. See **Minor Repair and Routine Maintenance**, page 29.

REPLACEMENT

Where replacement is necessary, the siding shall be replaced with the same materials used as in original construction. For example, a 6" wood clapboard shall be replaced with a 6" wood clapboard rather than with some other material or size of clapboard. The amount of overlap of the replacement shall be the same, as well.

CLEANING

The use of destructive paint removal methods such as by propane or butane torch, rotary sanding discs, rotary wire strippers, sandblasting or high pressure (above 600 psi) water blasting can irreversibly damage woodwork by eroding the fibers of the wood, pitting the surface, or in the case of torches, by scorching or igniting the wood, and shall not be undertaken. Cleaning of wood siding should be undertaken with natural bristle brushes, detergent and low pressure water (below 600 psi). See **Paint**, page 69 for other information on painting.

Wood siding that has always been painted, shall not be stripped to bare wood and remain unpainted.

MASONRY

Brick, stone, terra cotta and concrete are siding materials that are also found in the Kosciusko Historic District. Early **bricks** were generally composed of clay mixed with silt or sand, which were then pressed into molds and fired in a kiln. In the 1870s, the method of producing the brick through an extrusion process made the bricks more uniform and durable. Historic mortars, consisting mainly of lime and sand, were designed to provide flexibility, not rigidity, to a building. The softer historic bricks expand and contract with the weather and the soft mortar allowed this movement. Historic mortar has a high lime content which is also slightly soluble in water and is able to self-seal small cracks that may occur. **Stone** is one of the more lasting of masonry building materials. Various types of sandstone, limestone, marble, and granite are found in the district. **Terra cotta**, which came into popularity in the 19th century, is a kiln-dried clay product which is generally highly decorative. There are a number of buildings in the district which exhibit terra cotta panels. Early **concrete** was made of tabby, volcanic ash and later naturally-occurring hydraulic cements. By the turn-of-the-century, Portland cement was used to make precast concrete blocks. Many of these blocks were made to resemble stone blocks and concrete trim was also substituted for sandstone trim.

REPAIR

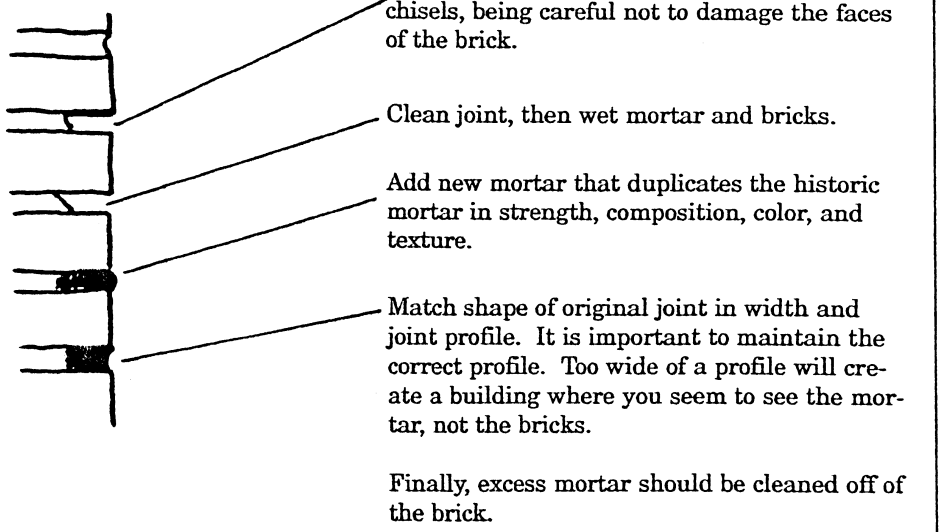
While masonry is among the most durable of historic building materials, **it is also very susceptible to damage by improper maintenance or repair techniques and harsh or abrasive cleaning methods.** Every effort shall be made to repair masonry siding by patching or splicing. See **Minor Repair and Routine Maintenance**, page 29.

REPLACEMENT

Damaged areas of masonry walls shall be repaired using as much of the original brick or stone as possible. Replacement materials shall be the same in style, composition, color, texture, and strength as the damaged materials. The appropriate mortar composition, color, texture and application must also be used when rebuilding a masonry wall. The same bonding pattern and joint width and profile shall be maintained.

REPOINTING MASONRY

Repointing of the mortar joints may be necessary where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plasterwork. Repointing of masonry should only be attempted by professionals who have experience with historic masonry and only after a test panel is completed in an inconspicuous location. The deteriorated mortar should be removed by carefully hand raking the joint back to about 3/4". Mechanical tools are not approved for cleaning the joints as they often damage the edges of the brick. The joints are then filled with new mortar that duplicates the historic mortar in strength, composition, color, and texture. As mentioned above, historic mortar is soft in strength because it is high in lime content. The new



Method to appropriately repoint mortar.

mortar should have the same composition which can generally be achieved by mixing one part lime by volume to two parts sand. In order to match the color of the historic mortar, colored sands or mineral pigmented mortar mixtures can be used. Organic and chemical colorants tend to fade and are not recommended. Finally, the historic mortar joint is duplicated in width and joint profile. Too wide of a profile will create a building where you seem to only see the mortar, not the bricks. Excess mortar should be cleaned off of the brick. **Only the deteriorated mortar should be removed and repointed. Removing nondeteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance is not allowed.**

CLEANING MASONRY

Masonry acquires a patina over time due to weathering and other conditions. This patina is a part of the historic character of the building and should be taken into consideration. Cleaning of masonry should not be considered if the purpose is to give the building a new and uniform look. Masonry shall be cleaned only when necessary to halt deterioration or remove heavy soiling. Further, cleaning shall take place only after masonry surface cleaning tests. Tests should be observed over a sufficient period of time so that both the immediate effects and the long term effects are known to enable selection of the gentlest method possible, such as low pressure water (not to exceed 600 psi) and detergents and natural bristle brushes. The use of high pressure water to clean masonry will damage original masonry and mortar joints and shall not be used. Cleaning with chemical products generally damages masonry or leaves a residue on the masonry and is not permitted unless the product is approved by the Mississippi Department of Archives and Historic Preservation Division. The use of destructive methods such as rotary sanding discs, rotary wire strippers, sandblasting or grit blasting to remove dirt can irreversibly damage brick and mortar and is not permitted.

WATERPROOF COATINGS

Waterproof coatings are not recommended for historic brick surfaces because they trap moisture which causes spalling of the surface of the brick. Bricks are designed to pass moisture from the inside surface to the exterior, therefore using a waterproof sealer will cause moisture problems on the interior surfaces as well. If it is believed that a coating is necessary, a breathable product may be approved by the Commission upon review by the Mississippi Department of Archives and History, Historic Preservation Division.

PAINTING

Masonry which has never been painted shall not be painted. On a case by case basis, the Commission may approve a historically unpainted brick building to be painted if the brick and mortar are extremely mismatched from earlier repairs and repointing. However, if the earlier mortar repairs are the wrong color, but the brick are correct, the Commission may approve the painting only of the mortar joints to match the historic mortar color of the rest of the building.

STUCCO

Stucco was historically added to a building as a part of the architectural style or as protection against moisture. Therefore, stucco shall not be removed from a building.

REPAIR AND REPLACEMENT

Early **stucco** coatings were lime-based and were soft enough for the brick that they covered to expand and contract. Hard stucco placed over soft bricks will cause the brick to spall taking the stucco with it. Stucco repair must match the original in strength, composition, color and texture. A test panel should

be completed before patching stuccoed walls.

CLEANING

Stucco acquires a patina over time due to weathering and other conditions. This patina is a part of the historic character of the building and should be taken into consideration. Cleaning of stucco should **not** be considered if the purpose is to give the building a new and uniform look. Stucco shall be cleaned only when necessary to halt deterioration or remove heavy soiling. Further, cleaning shall take place only after surface cleaning tests. Tests should be observed over a sufficient period of time so that both the immediate effects and the long term effects are known. Tests will allow for the selection of the gentlest method possible, such as low pressure water (not to exceed 100 psi) and detergents using natural bristle brushes. The use of high pressure water to clean stucco will damage original material and shall not be used. Cleaning with chemical products generally damages stucco or leaves a residue and is not permitted unless the product is approved by the Mississippi Department of Archives and History, Historic Preservation Division. The use of destructive methods such as rotary sanding discs, rotary wire strippers, sandblasting or grit blasting to remove dirt can irreversibly damage stucco and is not permitted.

WATERPROOF COATINGS

Waterproof coatings are not recommended for historic stucco surfaces because they trap moisture which causes spalling of the surface. Using a waterproof sealer will cause moisture problems on the interior surfaces as well. If it is believed that a coating is necessary, a breathable product may be approved by the Commission upon review by the Mississippi Department of Archives and History, Historic Preservation Division.

PAINTING

Stucco which has never been painted shall not be painted. On a case by case basis, the Commission may approve a historically unpainted stuccoed building to be painted if the surface is defaced from earlier repairs.

ARCHITECTURAL METALS

Metal architectural features and siding are important in defining the overall character of a building. Metals commonly used in historic buildings include lead, tin, zinc, copper, bronze, brass, iron, steel, and to a lesser extent, nickel alloys, stainless steel and aluminum. Historic metal building components were often created by highly skilled local artisans, and by the late 19th century many of these components were prefabricated and readily available from catalogs in standardized sizes and designs.

REPAIR

Every effort shall be made to repair historic metal features and siding by patching or spicing. See Minor Repair and Routine Maintenance, page 30.

REPLACEMENT

If metal features or siding must be replaced, the replacement materials shall be the same in style, composition, color, and texture as the damaged materials. Care should be taken to assure that the replacement pieces are attached to the building by the correct means. Removing a major portion of the historic architectural metal instead of repairing and replacing only the deteriorated metal in order to create a uniform or improved appearance is not allowed. If metal features or siding is missing, the replacement materials shall be based on historical, pictorial, and physical documentation.

CLEANING

Metals shall be cleaned only to remove corrosion prior to repainting or applying other appropriate protective coatings, not to create a "new" look. Often the metal has acquired a patina which may be a protective coating on some metals such as bronze or copper, as well as, a significant historic finish.

The following issues shall be addressed prior to undertaking cleaning of historic metals:

1. identify the particular type of metal prior to any cleaning procedure.
2. test to assure that the gentlest cleaning method possible is selected.

Cleaning soft metals such as lead, tin, copper, terneplate, and zinc should be undertaken with appropriate chemical methods because their finishes can be abraded by blasting or other abrasive means.

PAINTING

Some metals such as copper, bronze, or stainless steel were often meant to be exposed (unpainted) and shall not be painted if historically not covered. Likewise, those metals which were historically painted are to remain painted.

OTHER CONSIDERATIONS

Incompatible metals shall not be placed together without providing a reliable separation material. Such incompatibility can result in galvanic corrosion of the less noble metal. For example, copper will corrode cast iron, steel, tin and aluminum.

SYNTHETIC SIDING

Homeowners are often attracted to synthetic sidings such as vinyl, aluminum, EIFS (synthetic stucco), masonite, and imitation brick siding because of manufacturer's claims that the material will keep the exterior moisture from entering the building, and that the siding will not have to be repainted for 5-10 years. While there might be some perceived advantages to adding synthetic siding to historic buildings in the Kosciusko Historic District, it is highly discouraged and application is limited for the following reasons:

1. The synthetic siding conceals the historic siding and character, lowering the integrity of the historic building itself, and the historic district as a whole. Synthetic siding creates a different profile, surface level, and appearance than the existing siding. Placing new siding over existing siding causes recessed areas to appear deeper and projecting surfaces to appear shallower, thus dramatically altering the building's appearance. In addition, during installation historic elements are often removed to make it easier to apply the siding. The removal of any ornamental details diminishes the character of the building.

2. If property installed, synthetic siding does not allow moisture to pass through it and, therefore, moisture can get trapped behind the siding, accelerating the deterioration of the wood siding. Historic wood siding was intended to breathe and pass moisture from the interior of the structure to the exterior. Synthetic sidings do not allow this moisture to exit to the outside and consequently the moisture is trapped and the wood deteriorates. In addition, if the siding is improperly installed, water can be introduced behind the synthetic siding, trapping it and accelerating the deterioration of the wood siding and its supports.

3. In addition, the lifetime of synthetic sidings is unknown. Manufacturers claim some of the sidings will last to 30 years. During this time, because the wood siding is unmonitored and inaccessible, it is very likely that it will deteriorate, possible to the point that structural problems may threaten the integrity of the building.

OTHER CONSIDERATIONS

The factory applied finish of the vinyl and most other synthetic sidings will deteriorate over time, due to exposure to the environment and to ultra violet light. When these finishes have deteriorated significantly, they will have to be painted, just as the wood siding that it covered would have had to be. In addition, synthetic siding materials typically cannot withstand impact damage as well as wood. A damaging hailstorm has been known to leave a synthetic-sided building heavily dimpled. With constantly changing technologies, synthetic siding materials often go out of fashion or the technology is replaced by other technologies. Finding replacement parts of cladding systems as they get older can be time consuming and costly and may not match the color of the rest of the building, making it necessary to paint the entire building. It is also difficult to find a paint that will adhere for any length of time.

The addition of synthetic siding can detract from a building's resale value because it may be believed that the siding was installed to hide structural problems. Potential purchasers may find it difficult to

fully inspect the building for potential problems because the siding can not be easily removed.

WHEN VINYL SIDING IS APPROVED

The Commission may approve the installation of vinyl siding on the side and rear elevations of a building. These areas are not readily visible from the street. Therefore, on corner buildings, vinyl siding would not be approved on the side elevation facing the street.

ARCHITECTURAL ORNAMENTATION

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Architectural ornamentation represents some of the most important stylistic elements on a building and gives the building a distinctive appearance. Architectural detailing includes a wide range of features such as brackets, window and door hoods, vergeboards, dentils, cornices, molding, shingles, and pilasters. It also includes features such as finials, cresting, corbelling and columns. These details are most often made of wood and are easily damaged. Therefore, extreme care should be taken to ensure that ornamentation is repaired and retained. Ornamentation adds to the character of a building and enhances its value.

REPAIR

Original detailing shall be retained and repaired. Every effort shall be made to repair features by patching or piecing in using recognized preservation methods. See **Minor Repair and Routine Maintenance** page 30 and the **rehabilitation sections on wood siding** for wood ornamentation, page 41; **masonry** for corbelling or terra cotta, page 42; and **architectural metals** for metal cresting and finials, page 45.

REPLACEMENT

If an element is damaged or deteriorated to a point where it can not be repaired, the replacement shall match the original in design, material and color. Likewise, if there is evidence that a feature is missing, the feature should be replicated using an existing prototype or using historical, physical or pictorial evidence.

REMOVAL OF DETAILS

No architectural features that are original to the building shall be removed. Damaged details must be repaired and replaced.

NEW DETAILS

Architectural features shall not be added to an existing building unless there is photographic evidence that the features originally existed.

PORCHES AND BALCONIES

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

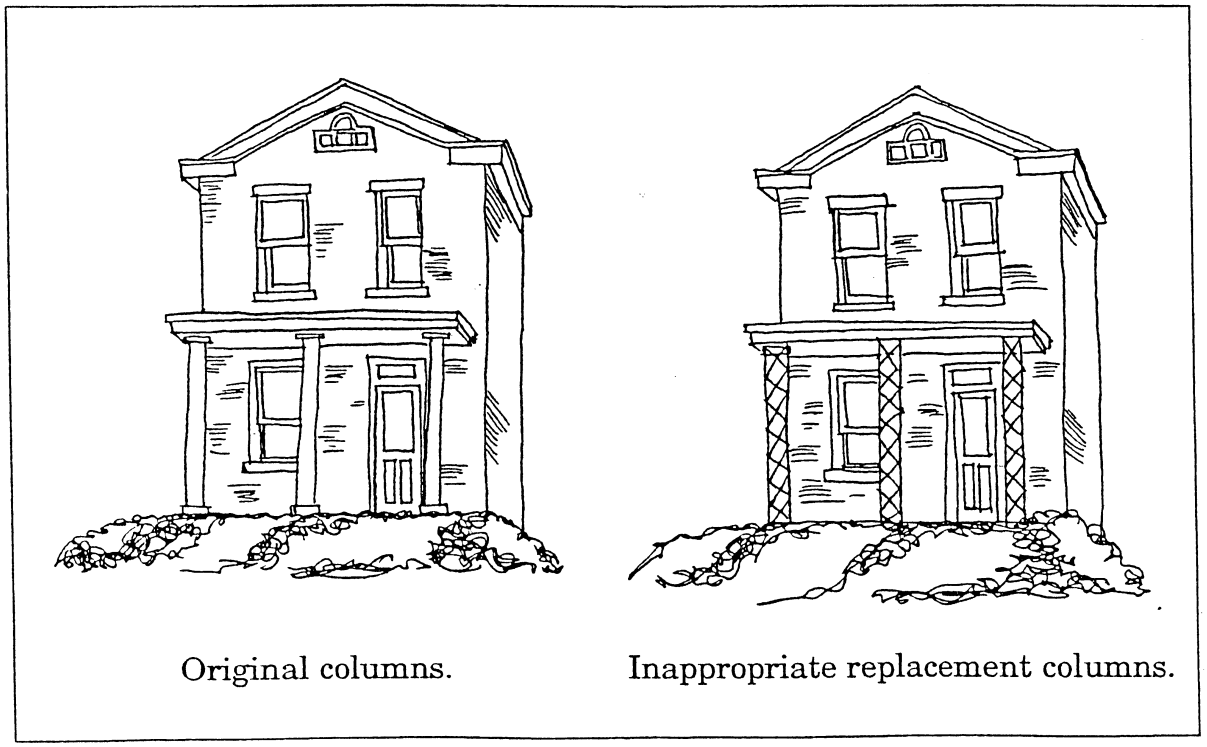
Front porches are the most dominant feature on most residential buildings and often exhibit the most architectural detail. They add scale to the building and as they generally appear on every building along the street, contribute significantly to the rhythm and character of the neighborhood.

REPAIR

Every effort shall be made to repair porches and balconies and their details by patching, splicing, consolidating or otherwise reinforcing deteriorated sections. See **Minor Repair and Routine Maintenance**, page 31.

REPLACEMENT

Where replacement of a porch or its details is necessary, it shall be replaced with the same materials used in original construction to match the original in design, scale and placement. See **Architectural Ornamentation**, page 49. If a detail that is to be replaced is found to be non-historic, the replacement detail shall be designed to match the original feature of the porch or balcony. For example, if round wooden columns were replaced with wrought iron columns in the 1970s and these columns are now to be replaced, they should be replaced with round wooden columns that match the historic columns that once existed on the porch or balcony.



Original columns.

Inappropriate replacement columns.

REPLACING MISSING OR MODERNIZED FEATURES

If the original porch is missing or has been modernized to a point where it is difficult to distinguish the historic appearance, the porch may be replaced using photographic documentation to design the new porch. If there is no documentation, the new porch should be designed in wood and in keeping with the architectural style of the building. The new design should take into consideration porches of other buildings of the same age and style in the neighborhood. Ornamentation that is incompatible with the style of the house shall not be included in the new design.

REMOVING A PORCH OR PORCH FEATURES

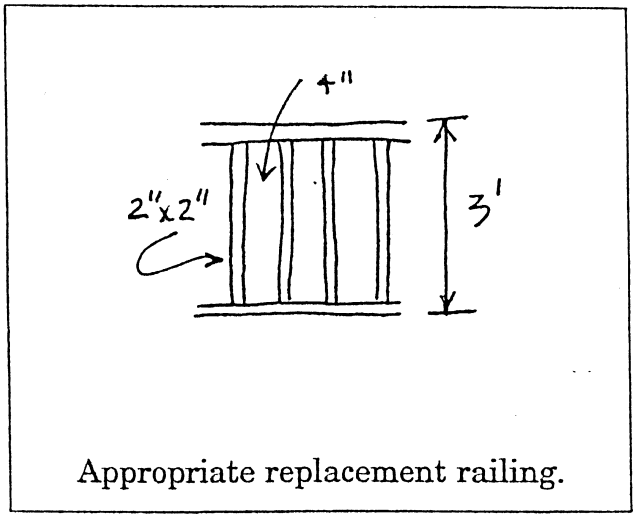
A porch that is historically a part of a building shall not be removed for any reason and not be replaced. The replaced porch shall convey the same visual appearance as the removed porch. In addition, porch components that are removed for any reason, must be replaced and must match the original in design, material, size and style. Components can not be removed and not be replaced.

ADDING DETAILS

Undocumented historic details shall not be added to a porch as they convey a false sense of history.

ADDING A RAILING

Some historic residences in Kosciusko were constructed without balustrades on the front porch. Where code requirements or modern uses require railings on the porch, the balustrade should be designed in materials in keeping with the period and style of the building. Generally a balustrade made up of square wooden balusters which are 3' high and 2” in width and depth will be appropriate.



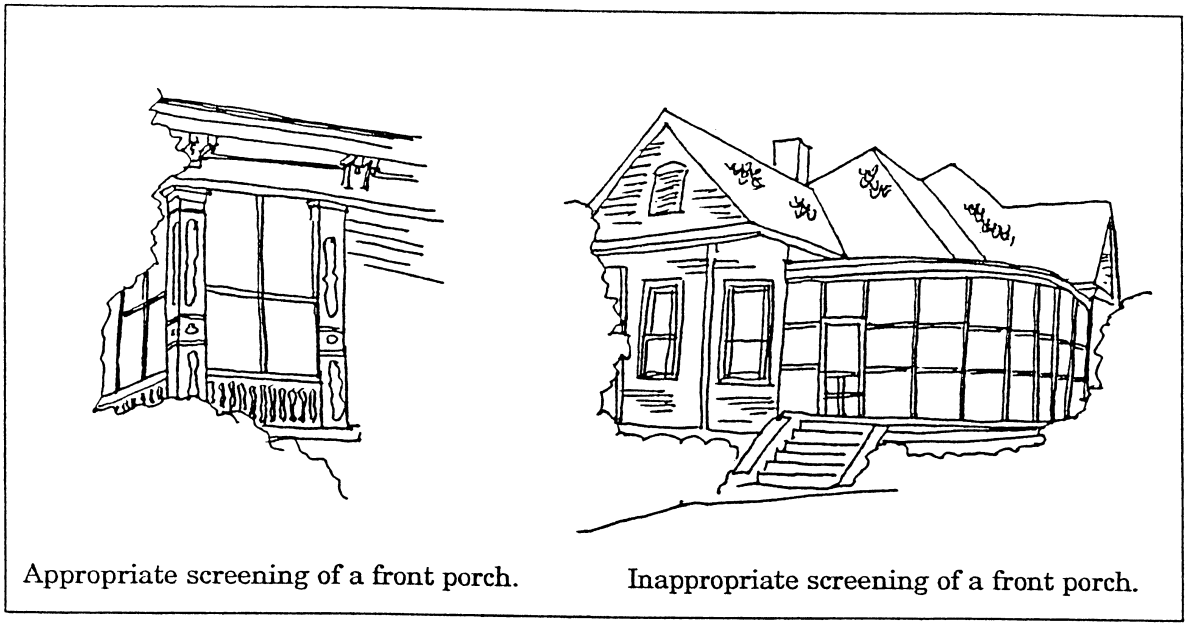
Appropriate replacement railing.

SCREENING

Enclosing a porch with screen is allowable if the following standards are met:

1. the screen is placed behind the columns and balustrade.
2. the framing system is a simple design which is painted to match the color of the columns or trim with as few vertical and horizontal divisions as possible.

3. the screen should fit from framing member to framing member without any infill material between the screen and the member.



Appropriate screening of a front porch.

Inappropriate screening of a front porch.

4. new screen doors which enter the screened porch should be full-view, wood, and painted the color of the framing. In addition, the screen door must fit the opening. Installation that requires blocking in to make the door fit is not acceptable.

FLOORS

The existing porch material shall be repaired by patching and splicing or by limited replacement with materials matching the original in size, shape, composition, and color. If replacement is necessary because of advanced deterioration, the replacement shall match the original. Removal of a wooden porch deck and replacement with concrete shall not be permitted.

PORCH FOUNDATIONS

See **Foundations**, page 56.

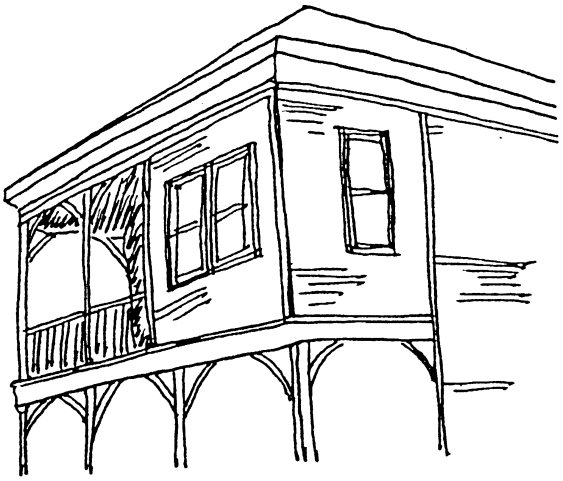
PORCH ROOFS

See **Roofs**, page 38.

ENCLOSING A FRONT PORCH ANYWHERE OR A SIDE PORCH IF FACING A STREET

In some instances, it may be desirable to enclose a porch to accommodate additional living space. Such enclosure can be designed in a manner that preserves the historic character of the building, while providing for the requirements of additional living space. If enclosing a front porch or a wrap-around porch or if enclosing a side porch if the porch faces a street, such as in the case of a corner lot, the following standards must be met:

1. porches may be enclosed with the use of large sheets of glass that are recessed behind the existing posts, columns and balustrade.
2. the framing system to support such glass panels must be simple and unobtrusive and designed with as few vertical and horizontal divisions as is possible.
3. the glass panels should fit from framing member to framing member without any infill material between the glass.
4. the glass shall be clear, not tinted or etched.
5. the door into this enclosure should also be a single sheet of glass.



Inappropriate enclosing of a second floor front porch.

6. the original windows and door of the house should still be visible to the outside, thereby maintaining the character-defining elements of the building.
7. the framing system should be painted the house body color.

ENCLOSING A REAR PORCH OR SIDE PORCH IF NOT FACING A STREET

Rear or side porches (that are not located on a corner lot) may be enclosed for additional living space if they are not readily seen from the public right-of-way if they meet the following standards:

1. if the porch is significant to the character of the building and if the enclosure of the porch impacts the front elevation of the house, the porch may be enclosed as described previously in the front porch standards.

2. if it is deemed that the rear or side porch is not seen from the public way, it may be enclosed using the same material as the house is covered with. For example, if the house is sided with clapboard, the porch, if not enclosed with glass, should be enclosed with clapboard. The only exception to this is that the porches located on brick or stone residences may be enclosed with clapboard or with the existing material of the house.

NEW PORCHES

1. if there is no evidence that a **front** porch existed, a new front porch shall not be approved.
2. if the is no evidence that a **rear** porch existed and if the rear is hidden from the public right-of-way, a rear porch may be added. The design must be compatible in design, scale, size, and materials with the building and should meet the following standards:
   a. new rear porches should not be any wider than the width of the existing building.
   b. the roof shall be no higher than that of the existing building and the roof form should be compatible with that of the existing building.
   c. the foundation height, floor and eave lines of the porch should line up with those in the existing building.
   d. ornamentation shall not be more elaborate on the new porch than on the existing building.

STEPS AND RAILINGS

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

REPAIR

Every effort shall be made to repair steps and railings by patching and splicing or by limited replacement with materials matching the original in size, shape, and composition. See **Minor Repair and Routine Maintenance**, page 31.

REPLACEMENT

Where replacement of step components or railings is necessary, the replacement materials shall match the original in design, scale and placement.

REMOVING STEPS

Steps and railings that are historically part of a building, shall be retained. It is not appropriate to remove steps and railings. If the steps and/or railings are in a deteriorated condition, they shall be repaired where possible or replaced when necessary. The replaced steps and railing shall convey the same visual appearance as those removed (see replacement above).

NEW STEPS

If the original steps and/or railings are missing or have been modernized to a point where it is difficult to distinguish the historic appearance, the steps and railings may be replaced using photographic documentation to design the new ones. If there is no documentation, the new steps and railings should be designed in wood and in keeping with the architectural style of the building. The new design should take into consideration steps and railings of other buildings of the same age and style in the neighborhood. Ornamentation that is incompatible with the style of the house shall not be included in the new design. New steps shall not be pre-cast or pre-manufactured concrete or metal.

NEW RAILINGS

In cases where a railing was never designed for the building, but code requirements or new uses require a railing, the new railing design shall take into consideration the style of the building and be compatible with it. New railings shall not be wrought or decorative iron where there is not historic evidence of such.

NEW GATES

In cases where porch gates were never designed for the building, but code requirements or new uses require them on a raised porch, the design of the new gates shall match the design of the railings on the porch and the stairs.

FOUNDATIONS AND CRAWL SPACES

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Most residential buildings within the Kosciusko Historic District were built raised on brick piers or brick walls. The purpose of this type of construction was to keep the wooden sills and floor joists away from the damp ground and to provide ventilation.

REPAIR

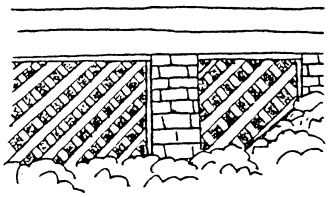
Existing foundation piers and crawl space enclosures shall be maintained and preserved. Every effort shall be made to repair brick piers by patching or splicing. See **Minor Repair and Routine Maintenance**, page 31 and **Masonry-replacing, repointing, cleaning, waterproof coatings, and painting**, page 42.

REPLACEMENT

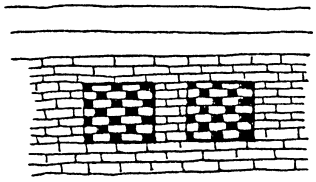
Where replacement of a pier is necessary, the piers shall be replaced with the same materials used in the original construction. See **Masonry-replacing**, page 42.

INFILL BETWEEN PIERS

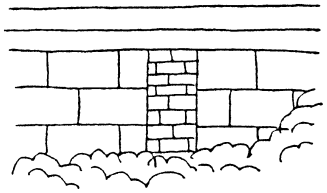
One of the most common rehabilitation projects is to enclose the foundation to keep animals from inhabiting the area and to assist in energy conservation. Infill or underskirting is allowed between the piers using the following standards:



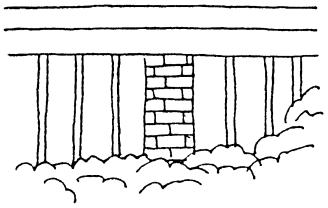
Appropriate crawl space enclosure- lattice panels set back from the face of the pier.



Appropriate crawl space enclosure- bricks with latticed bricks to allow for air flow.



Inappropriate crawl space enclosure- concrete block.



Inappropriate crawl space enclosure- board and batten.

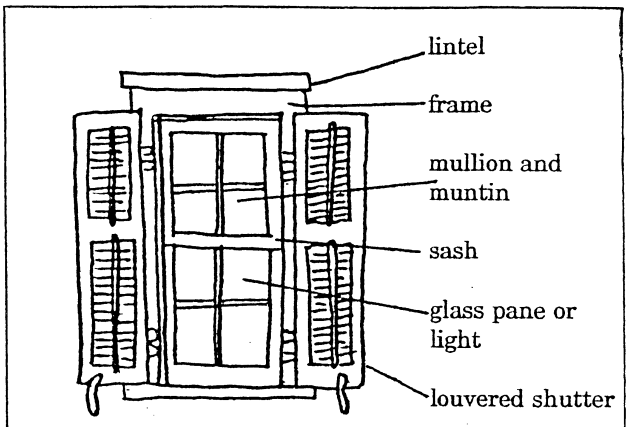
1. infill can be brick lattice, solid brick with vents (spaces left within the brick wall to allow for air to flow), or wood lattice (painted the color of the siding, dark green, or black). Plywood, painted black, or black roofing paper can be attached to the back of the lattice panels in order to reduce air infiltration. However, vents should still be maintained in the plywood or roofing paper to allow for air to flow under the building.
2. plywood panels, metal, board and batten or concrete block are not appropriate.
3. infill shall be set back from the face of the piers so that the piers are easily visible, the infill shall not be flush with the face of the piers (set back approximately two inches).
4. the underskirting shall not cover over the piers.

WINDOWS

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Windows are one of the most important character-defining features of a building for two main reasons. They comprise a considerable amount of the historic fabric of the wall and provide the rhythm and balance for the facade. The window is also one of the only two elements (the other being the door) of a building that serves as both an interior and exterior feature.

Windows, their size, shape and decorative features (such as frames, sash, muntins, mullions, sills, heads, hoodmolds, jambs and moldings) are very important in defining the historic character of a building. Changes that alter the appearance of the size or shape of the sash, depth of reveal, or muntin configuration; the reflectivity and color of the glass; or the appearance of the frame through the use of inappropriate design, materials, finishes, or colors diminish the historic character of the building. The integrity of the original windows and window surrounds should be preserved through the use of the following guidelines.



Components of a window.

REPAIR

Every effort shall be made to repair and restore windows and their decorative features by patching and splicing or by limited replacement with materials matching the original in size, shape and composition. See **Minor Repair and Routine Maintenance** page 32.

REPLACEMENT

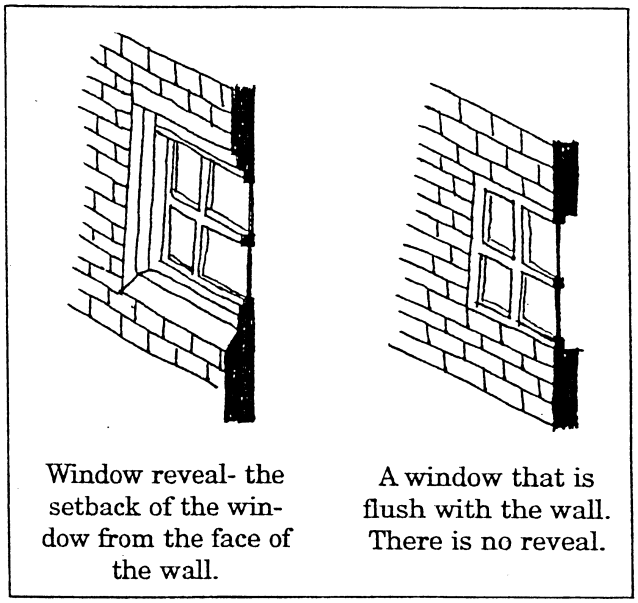
1. repair of historic windows should always be considered before replacement; then selective window replacement is recommended over complete replacement of all windows. Windows are very important in determining the character of a building and therefore replacement of historic windows must be made carefully. Replacement windows that are placed incorrectly, sized differently than the original windows, constructed of different materials, or have a different configuration of window panes will completely change the character of a building.
2. if replacement is necessary because of advanced deterioration, the replacement window shall match the original window with regard to the following standards:
   a. Design- for example, double-hung windows should be replaced with double-hung windows.
   b. Materials- constructed of the same materials (i.e. wood windows should be replaced with wood windows).
   c. Size- the window opening shall not be blocked-down or made larger.
   d. Placement- replacement windows shall be placed in the original location.

e. Configuration of window panes- the replacement shall have the same size, number and placement of window panes.

f. Characteristics of the glass- clear glass shall be replaced only with clear glass, etc.

g. Snap-in muntins, which simulate the subdivision between the lights, shall not be used. Only true divided light sash shall be used because snap-ins alter the historic appearance of the building because they lack the depth and profile of historic windows.

h. Depth of reveal (the distance between the front of the wall and window) of the replacement window shall be the same as the depth of reveal of the original window.



Window reveal- the setback of the window from the face of the wall.

A window that is flush with the wall. There is no reveal.

3. if a non-historic window is to be replaced with one that is more in keeping with the original window, the replacement window shall be an accurate restoration using historic, pictorial, and physical documentation. Where this information is not available, a new design shall be used that is compatible with the window openings and the historic character of the building.

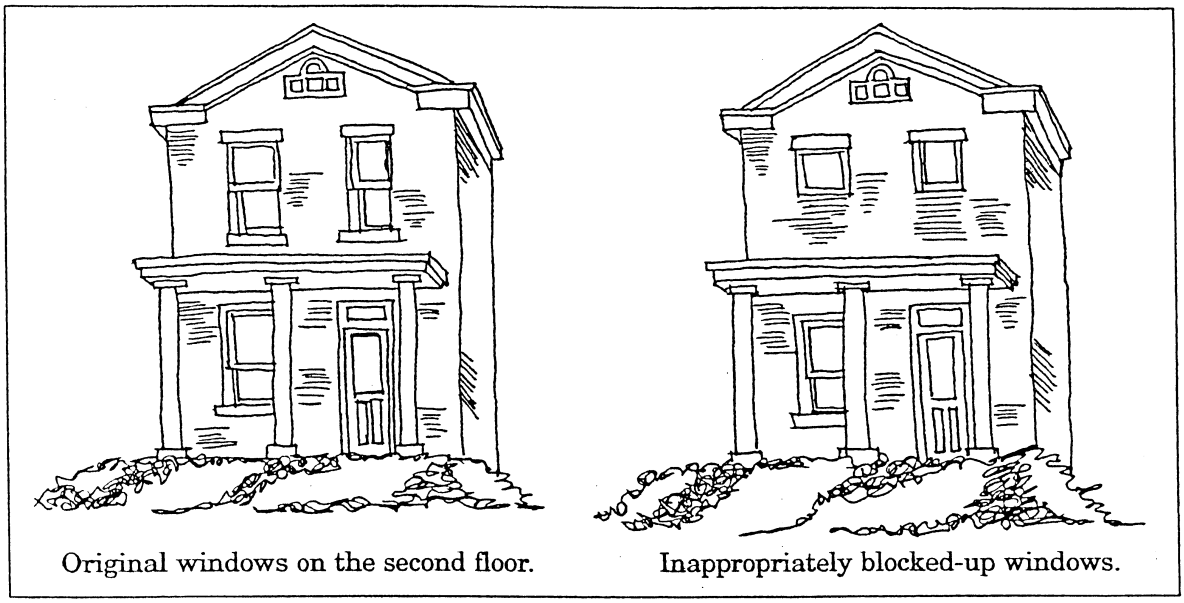
4. vinyl-clad wood windows, single or double-glazed, with true divided lights, may be acceptable replacement windows for those that are not in the public view, such as on the sides (not a corner building) or back of a building, if the windows match the original configuration and profiles. The depth of reveal must be maintained. Raw aluminum, bronze-colored aluminum, and painted aluminum or vinyl-clad windows that do not have true divided lights are not acceptable replacement windows.

NEW WINDOW OPENINGS:

New window openings shall not be created on the fronts or sides of buildings. On a case by case basis the Commission may consider new windows on the rear of a building or into an exposed party wall. Such design should be compatible with the overall design of the building, but not necessarily duplicate the fenestration pattern and detailing of a character-defining elevation.

REMOVAL OF WINDOWS

Historic window openings and their sashes shall not be removed and the openings covered over because this significantly changes the character of the building.

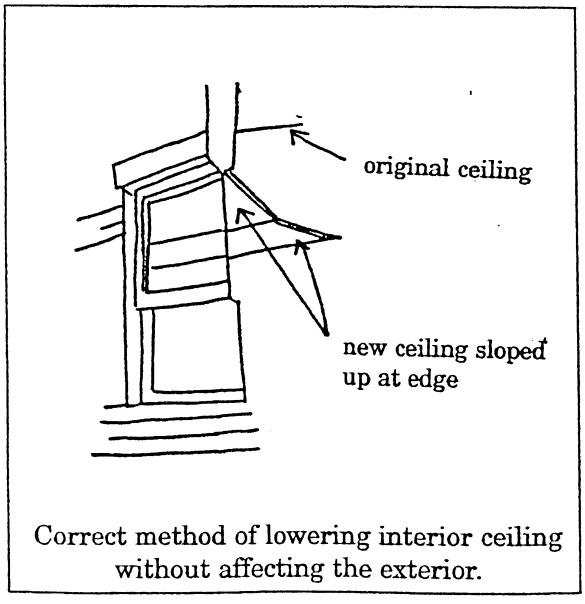


Original windows on the second floor.

Inappropriately blocked-up windows.

WHEN INTERIOR CHANGES AFFECT THE EXTERIOR

If it is necessary to drop a ceiling for a new interior use, there shall be a setback in the design to allow for the full height of the window opening so that the ceiling does not cut across the window.



Correct method of lowering interior ceiling without affecting the exterior.

WINDOW SURROUNDS

Original decorative features, such as crown molding, entablatures, and pilasters that comprise a window surround, shall be preserved and maintained. These features shall be repaired by patching and splicing or by limited replacement with materials matching the original in size, shape and composition.

Window surrounds that are original to the building shall not be removed.

If replacement of a feature is required because of its advanced deterioration, the replacement feature

shall match the original feature with regard to design, materials, size, placement, and color.

Window surrounds shall not be added to historic buildings unless based upon documentation and then shall conform strictly to historic appearance and materials.

WINDOW COATINGS

Tinting, reflective coatings and opaque window coverings on historic windows are not allowed as they change the look of the historic glass. However, to protect interior fabrics from ultraviolet rays, **clear** adhesive filtering film designed to reduce the destructive effects of ultraviolet light can be applied to the interior surface of the windows.

STAINED GLASS WINDOWS

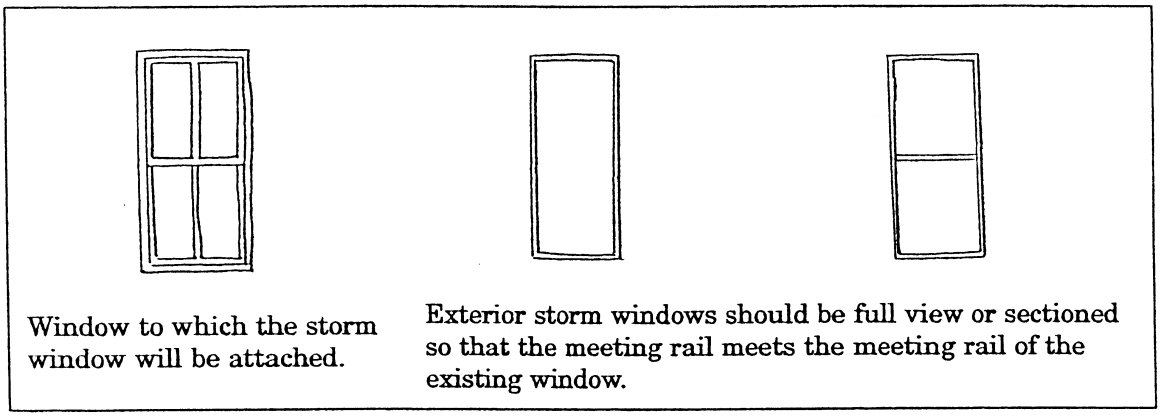
Stained glass windows can be protected from accidental or intentional damage by the installation of glass or plastic panels placed over the windows, if the following standards are met:

1. the supports for the protective panels shall align with the mullions of the window.
2. panels should have adequate ventilation at the top and bottom to allow for air circulation so that moisture does not build up and cause deterioration of the sash.

STORM WINDOWS

Storm windows should be installed on the interior of the window so that the appearance of the historic window is not changed. There are several kinds of interior storm windows including those that attach to interior frames with magnets, Velcro, screws or clips. While interior storm windows are preferable, exterior storm windows are allowed in the historic district if they blend in with the building and take into consideration the following standards:

1. care should be taken when installing storm windows to ensure that original windows and window features are not destroyed or obscured.
2. the shape and general appearance shall match the existing window as closely as possible by being full view (single



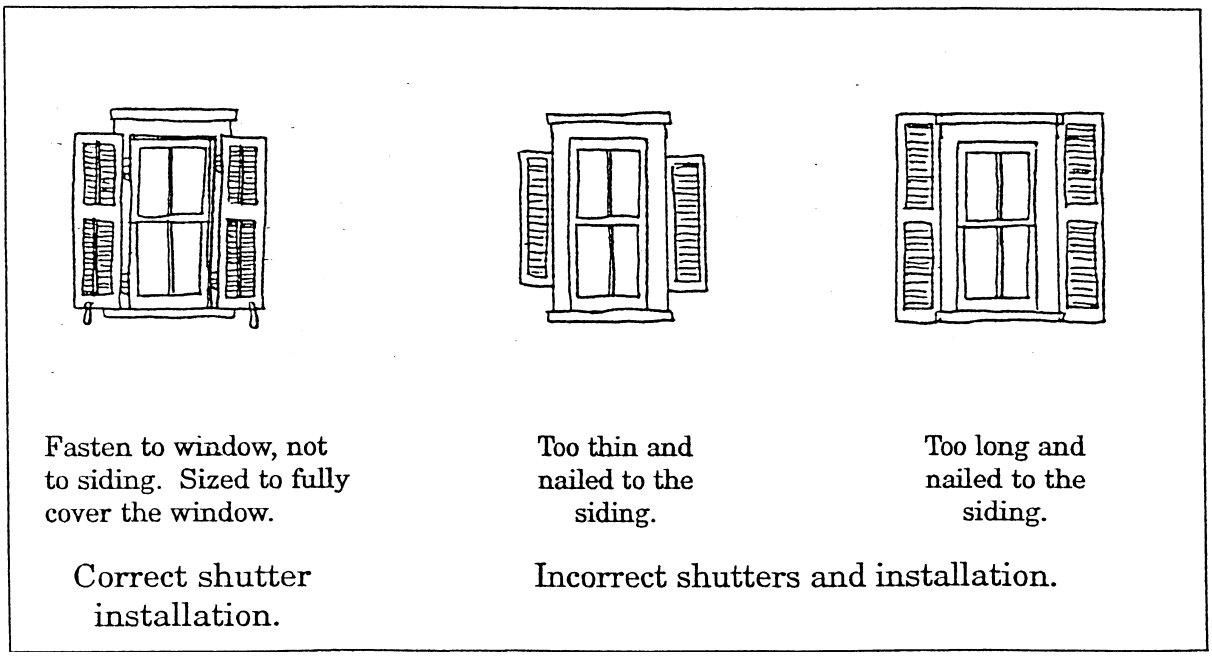
sheet of glass) or sectioned in an unobtrusive manner so as not to obscure or distort the existing window. The meeting rail of the storm window shall align with the meeting rail of the window to which it is applied.

3. storm windows shall be made of wood, baked enamel, or metal painted to match the window trim. Raw metal or bronze-colored storm windows are not acceptable.
4. the glass shall be clear, not tinted.
5. storm windows should have adequate ventilation so that moisture is allowed to escape and does not build up and cause deterioration of the sash.
6. exterior track storm windows are not acceptable because they obscure historic detailing of the window and generally jut out beyond the wall surface.

SHUTTERS

Shutters that are original to a building should be preserved and maintained. If repairs are necessary they shall be repaired by patching and splicing or by limited replacement with materials matching the original in size, shape, and composition. If replacement of a shutter is required because of its advanced deterioration, the replacement shutter shall match the original feature with regard to design, materials, size, placement and color. Other standards for shutters are as follows:

1. shutters shall not be added to buildings unless there is evidence that shutters were original to the building.
2. replicated shutters shall be of wood (vinyl, aluminum or other materials are not appropriate because they do not reflect the character of wood and are incompatible with the materials of



Correct shutter installation.

Incorrect shutters and installation.

historic buildings).

3. shutters must fit the window openings so that if closed they cover the window opening.
4. shutters should be affixed to the inside of the window frame so that they close or give the appearance that they will close.
5. shutters shall not be removed.
6. deteriorated shutters that cannot be repaired should be used for spare parts to repair other shutters on the building.

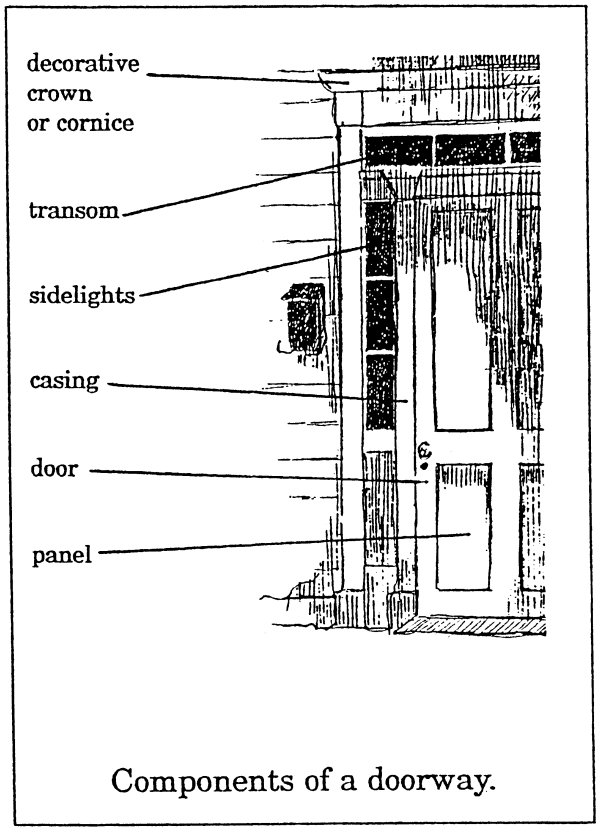
SECURITY BARS

Exterior security bars are inappropriate in the historic district because they change the historic appearance of the window. In addition, bars tend to give a negative impression of the neighborhood. If bars are necessary, they should be of a simple, not decorative design and should be placed on the interior and preferably only on the side and rear elevations.

DOORS

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Doors and their surrounds (such as sidelights, transoms, fanlights, entablatures, pediments and pilasters) are important in defining the historic character of a building. Changing the historic appearance of doors through the use of inappropriate design, materials, finishes, or colors diminishes the character of the building and therefore is not permitted.



Components of a doorway.

REPAIR

Every effort shall be made to repair and restore historic doors and their decorative features by patching and splicing or by limited replacement with materials matching the original in size, shape, and composition. Deteriorated doors can be refinished, cracks and holes can be filled, hinges can be repaired, and rotten frames can be repaired or replaced. In addition, original hardware shall be repaired and retained. See **Minor Repair and Routine Maintenance**, page 32.

REPLACEMENT

1. repair of historic doors should always be considered before replacement, but if replacement is necessary because of advanced deterioration, the replacement door shall match the original with regard to the following standards:

a. design- for example, double doors should not be replaced with a single door, or a six-panel door should not be replaced with a four-panel.

b. materials- constructed of the same materials (i.e. wood door shall be replaced with a wood door).

c. size- the door opening shall not be blocked-down or made larger.

d. placement- the replacement door shall be placed in the same opening as the original door.

e. if the door is glazed (has a window in it) the following standards shall be met:

1. configuration of window panes- shall have the same size and number.

2. characteristics of the glass- clear shall be replaced only with clear glass, etc.

3. snap-in muntins, which simulate the subdivisions between the lights, shall be used. Only true divided light sash shall be used because snap-ins alter the historic appearance of the building because they lack the depth and profile of historic windows.

f. depth of reveal (the distance between the front of the wall and the door)- of the replacement door shall be the same as the original door reveal.

g. hardware from the original door should be used on the replacement door.

2. if a non-historic door is to be replaced with one that is more in keeping with the original door, the replacement shall be an accurate restoration using historical, pictorial, and physical documentation; or where this information is not available, be a design that is compatible with the door opening and the historic character of the building.

NEW DOOR OPENINGS

New door openings shall not be created on the fronts or sides of buildings. On a case by case basis the Commission may consider new doors on the rear of a building or into an exposed party wall. Such new door design shall be compatible with the overall design of the building, but not necessarily duplicate the detailing of a door on a character-defining elevation.

REMOVAL OF DOORS

Historic doors shall not be removed and the opening covered over.

DOOR SURROUNDS

Original decorative features, such as fanlights, sidelights, transoms, crown molding, pediments, entablatures, and pilasters which comprise a door surround, shall be preserved and maintained. The following standards shall be followed:

1. these features shall be repaired by patching and splicing or by limited replacement with materials matching the original in size, shape and composition.
2. door surrounds that are original to the building shall not be removed.
3. if replacement of a feature is required because of its advanced deterioration, the replacement feature shall match the original feature with regard to design, materials, size, placement, and color.
4. if fanlights, sidelights or transoms need to be replaced, the replacement shall match the original glazing with respect to the following:
   a. configuration of window panes (size, number, and location).
   b. characteristics of the glass- clear glass shall be replaced only with clear glass, etc.
   c. snap-in mullions shall not be used.
   d. depth of reveal of the replacement shall be the same as the original.

5. door surrounds shall not be added to historic buildings unless based upon documentation and then shall conform strictly to historic appearance and material.

WINDOW COATINGS ON GLAZED DOORS

Tinting, reflective coatings and opaque window coverings on historic glazed doors are not allowed as they change the look of the historic glass. However, to protect interior fabrics from ultraviolet rays, **clear** adhesive filtering film designed to reduce the destructive effects of ultraviolet light can be applied to the interior surface of the windows.

STAINED GLASS WINDOWS IN DOORS

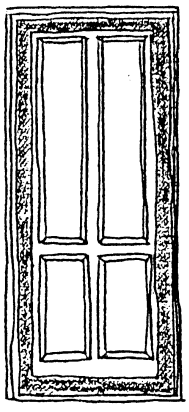
Stained glass windows in doors, transoms, sidelights or fanlights can be protected from accidental or intentional damage by the installation of glass or plastic panels placed over the windows, if the following standards are met:

1. the supports for the protective panels shall align with the mullions of the window.
2. panels should have adequate ventilation at the top and bottom to allow for air circulation so that moisture does not build up and cause deterioration of the sash.

STORM DOORS

Storm doors should not be installed on front doors, except as provided for below, because they change the appearance of the historic door. They are more appropriate for rear and side entrances. Storm doors are allowed in the historic district if they blend in with the building and take into consideration the following standards:

1. care should be taken when installing storm doors to ensure that original doors and door features are not destroyed or obscured.
2. the shape and general appearance shall match the existing door as closely as possible by being full view (single sheet of glass) or sectioned in an unobtrusive manner so as not to obscure or distort the existing door. Ornate or decorative grillwork or doors with extensive structural framework are not allowed.
3. storm doors shall be made of wood, baked enamel, or metal painted to match the window trim. Raw metal or bronze-colored storm doors are not acceptable.
4. the glass shall be clear, not tinted.



Appropriate full-view storm door.

DOORS

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

SECURITY DOORS

Exterior security doors are inappropriate in the historic district because they change the historic appearance of the door. In addition, they tend to give a negative impression of the neighborhood. If security doors are necessary, they should be of a simple, not decorative design and should be placed on the interior and preferably only on the side and rear elevations. They should fit the opening and not require blocking down of the door frame.

SCREEN DOORS

Original screen doors should be preserved and maintained. New screen doors should be wood, painted the color of the door, full-view or with structural members aligned with those of the original door so as not to obscure the historic door. In addition, the screen door must fit the door opening. Installation that requires blocking in the door frame to make the screen door fit is not acceptable.

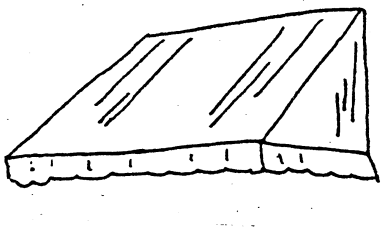
AWNINGS

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Awnings are used to reduce the effects of the sun and rain on the interior of a building. The historic design of awnings can also add to the character of a building's façade.

APPROPRIATE AWNINGS AND INSTALLATION

1. canvas, vinyl-coated or acrylic awnings are appropriate for late and post Victorian buildings within the district.
2. awnings should be installed to fit inside the window trim and should cover only one opening, not span a distance to another window. They should fit the opening: rectangular windows should have shed type awnings, while rounded windows should have curved awnings.



An appropriate awning.

3. the color of the awning should compliment the building and its neighbors. The color and pattern should not detract from the appearance of the building or street.
4. awnings should not be installed over windows which have shutters.
5. awnings should not cover or conceal significant architectural details.
6. wooden awnings are appropriate for some styles of buildings and will be approved on a case by case basis.
7. metal slat, rigid plastic, aluminum, cedar or plastic shakes, and brightly colored or glossy awnings are not appropriate in the historic district and are not permitted.

PAINT

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

The color of paint is not governed by the Historic Preservation Commission, but these guidelines are included to provide information about he correct methods of cleaning and surface preparation prior to applying a coat of paint.

CLEANING AND SURFACE PREPARATION

The main reason that a paint finish does not last as long as the manufacturer's guarantee is that the surface was not properly prepared to painting. Paint will only adhere to a clean, dull, sealed surface. Problems such as peeling, checking and flaking occur when the surface has not been adequately prepared and moisture works its way behind the paint film and forces the paint from the substrate. Moisture can also cause mildew to grow which eats protein and nutrients contained in paints.

Prior to painting, wood should be scrubbed with a solution of household detergent and water with a natural bristle brush. Peeling paint should be removed with a brush or scraper, being careful not to gouge the siding. It is generally not necessary to remove all paint down to the wood, just remove damaged paint down to a sound layer. A glossy surface should be dulled by light sanding prior to painting so that the new paint will adhere.

If the wood is weathered on the surface or still intact but porous and dried out, it should be treated with a pre-prep solution. The Old House Journal recommends a blend of boiled (not raw) linseed oil and turpentine, mixed roughly half and half; if the wood is thirsty, use more linseed oil. Brush the preparation on any exposed wood, reapplying multiple times anywhere the wood soaks up the solution. Allow the wood to dry for twenty-four hours before proceeding with regular oil-based primer. This traditional preparation will put integrity back into the wood, improve the adhesion of the primer, increase the coverage of the prime and topcoat, and improve the look of the finished job.

In order to clean mildew from the surface, use a solution of one part household bleach, one part water and a small amount of non-ammoniated detergent and scrub with a natural bristle brush. Rinse with clean water and allow to dry thoroughly. Once the wood is clean and free of damaged paint layers, caulk cracks and joints with a paintable caulking compound. Apply a coat of good primer and then paint. The primer anchors the topcoat to the wood and evens the surface. The topcoat must be applied with two weeks of the prime coat because soap-like compounds will form on the surface of the prime coat and may lead to intercoat peeling. After two weeks, the prime coat should be washed with detergent to remove these compounds prior to applying the topcoat.

It is also important to remember that paint should not be applied in direct sunlight, on cold or windy days, excessively hot days, or in damp conditions.

As has been previously stated, the use of sandblasting, high velocity waterblasting (greater than 100 psi), propane or butane torches, rotary sanding or other abrasive methods to remove paint are not permitted as they irrevocably damage masonry and frame buildings. Thermal devices, such as heat guns or hot plates, are not recommended as they can damage the historic siding and if used improperly can lead to flare-ups hours after work has stopped.

Sources for detailed guidelines for cleaning and preparation prior to painting are found in the bibliography, page 187.

SURFACES THAT SHOULD NOT BE PAINTED

Masonry (brick, stone, concrete [historic], and stucco) buildings that have historically not been painted shall remain unpainted.

THE SCIENCE OF COLOR

The actual color, such as red, yellow, blue, or green, is the **hue**. If there is no color or hue, then the resulting picture is black and white. By adding black or white to a color the **value** is changed. If white is added to make a lighter color, it is said to have a low value. Conversely, if black is added to a color, it is said to have a high value. The final term that helps to define color is **intensity**, the measure of how saturated with hue a color is. Very intense colors have a lot of hue and not much black or white and are those colors considered to be loud and bright or neon colors. Those colors that are muted and have white and black in them are less intense.

DETERMINING THE COLORS TO USE

There are three basic approaches to consider when determining the color to paint a historic building.

1. the scientific approach- take paint samples from the body and trim and try to discern the colors that were originally used on the building. Replicate the original colors. It is oftentimes hard to duplicate the historic paint colors because of fading and other weathering factors.
2. the historic approach- use colors and placement that are appropriate to the date and style of the building to be painted. There are books available to help with this approach, see **Bibliography**, page 187. This is the recommended of the three approaches to take when determining the colors to use. To take samples from the building and trim, use a sharp pen knife and carefully scrape away the layers of paint from small areas, lightly sand the area and wet the surface.
3. the boutique approach- use of "loud" and bright colors to draw attention to a building. While "painted ladies" may be appropriate in certain parts of the country, they are not appropriate here. This is not to say that Queen Anne residences should not be painted in a number of colors, but that they should not be garish colors that do not blend into the neighborhood.

Once colors have been chosen for a building, it is recommended that test panels be painted on the body

and trim in various locations (sun and shade). These panels should be examined at different times of the day.

PLACEMENT OF COLORS

When choosing paint colors, it is important to remember the following with regard to the placement of colors on the building:

1. color on large areas is more prominent than color on small areas.
2. color in full sunlight is more prominent than color in shade.
3. color on unbroken surfaces is more prominent than color on broken surfaces.
4. color is more prominent in a location that is close to view as opposed to that which is in a recessed position.
5. the more prominent the position, the more less intense the color should be (an intense color is loud or bright and is filled with color; a less intense color is one which is faded or muted and subdued).
6. less intense colors should be used for the body of the building.
7. intense colors can be used as accent colors on small areas in shady, recessed places with broken surfaces such as cornices, sashes, posts, columns or gingerbread.

LIGHTING

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Exterior lighting generally consists of a sconce or hanging fixture on the porch, security lights and yard lights.

PORCH LIGHTING

Light fixtures original to the building should be preserved and maintained. New light fixtures should be simple in design and be appropriate for the style of the building.

SECURITY LIGHTING

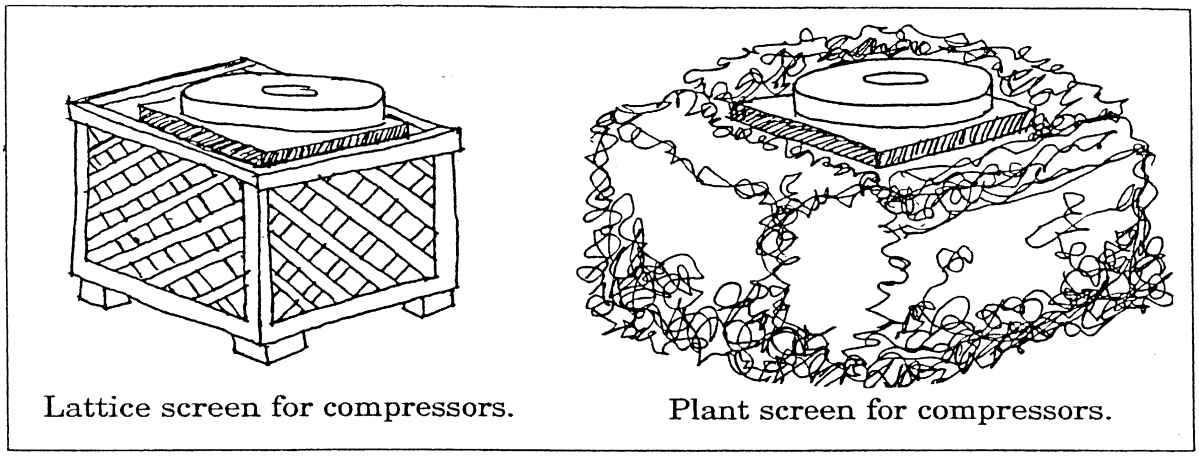
Security lights may include flood and spot lights. These should be mounted on the rear or sides of the building, not on the front porch.

YARD LIGHTING

Lighting for sidewalks and front yards should be of small footlights rather than post-mounted fixtures.

HEATING AND AIR CONDITIONING UNITS

1. mechanical units should be located a the rear or side of a building and should be screened with shrubbery or low fencing.



Lattice screen for compressors.

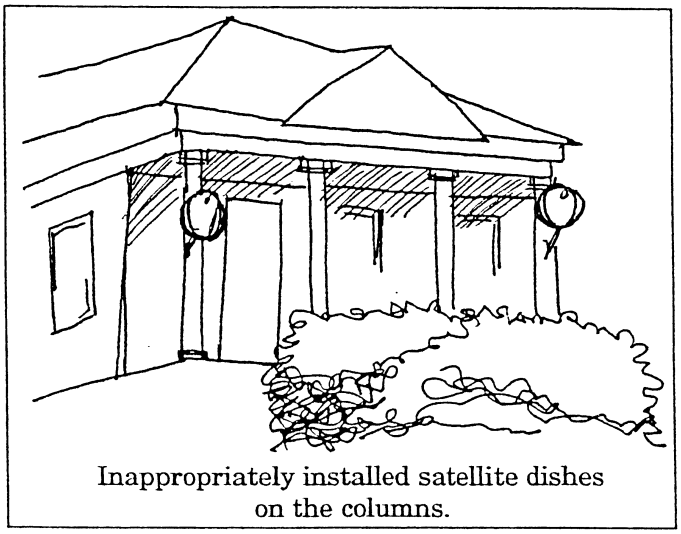
Plant screen for compressors.

2. window air conditioners should be located in windows on the rear or side of a building and shall fit the opening of the lower sash when the lower sash is raised. The sash shall not be removed or replaced an the opening can no be made larger.

SATELLITE DISHES

1. satellite dishes should not be installed in front yard or in readily visible side yards.

2. satellite dishes that attach to the building should be located on side or rear elevations, not on the front. Installation shall not require the removal of any architectural feature of the building.



Inappropriately installed satellite dishes on the columns.

FENCES AND WALLS

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Historic fences in the historic district are generally constructed of wrought iron or wooden pickets. The designs vary, giving a unique character to neighborhoods and streetscapes. Most of the historic walls in the district are low, stuccoed brick structures that are essentially retaining walls, holding up the front yard from the sidewalk. Generally these walls have rounded tops and are not painted. Other historic walls in the area are simple, low, unpainted brick with corbelled tops.

FENCES

REPAIR

Every effort shall be made to repair historic fences by replacing individual rotten pickets or boards or individual framing members rather than replacing an entire section of fence. When a fence component is replaced, the new component shall be of the same materials, design, size, and scale as the original.

REPLACEMENT

Replacement of an entire fence shall be approved only if the entire fence is damaged beyond repair or so severely deteriorated that it can not be repaired. Replacement of an entire fence should not be considered only to achieve a new or uniform appearance. If total replacement is approved, the new fence shall be of the same materials, design, size, scale, height, and location as the original fence. Historic fences shall not be removed and not be replaced.

NEW FENCES

New fences are approvable in the historic district if they meet the following general and specific location standards:

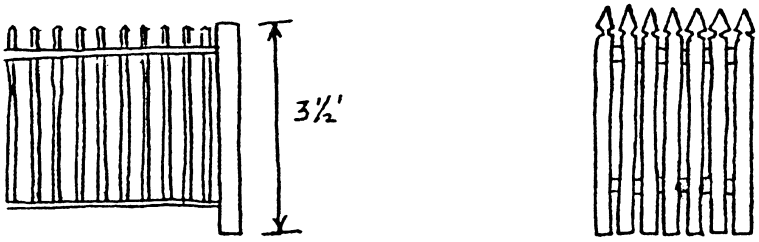
1. the style and design of a new fence shall complement the architectural style of the building and blend with the surrounding fences.
2. structural members, such as posts and horizontal supports, must be placed on the inside of the fence, leaving the "finished" side to face other properties.
3. the following materials are inappropriate for the historic district and are not permitted: vinyl, chain link (see exception under **Specific Location** below), barbed wire, plastic, metal sheets, split rails, post and rail, stockade, bamboo, and chicken wire.

Specific Location – Front Yards

1. new front yard fencing shall be no taller than three and a half feet high and have a pattern with

space in between the vertical members in order to be able to see through the fence.

2. wrought iron and wood picket fences are appropriate for the historic district, however, cast iron is not recommended for bungalows.
3. wood pickets should not be wider than four inches and be set no farther apart than three inches.
4. front yard fences should be placed in line with other fences on the street.



Examples of appropriate wooden fences.

Specific Location – Rear and Side Yards

1. new rear and side yard fencing shall be no taller than six feet high.
2. chain link fences that are painted black or dark green can be used in rear yards if they are not visible from the public right-of-way. Landscaping should be used to shield the fence.
3. a backyard privacy fence (solid board fence) should not extend forward of the centerline of the house and is best kept in the rear of the building. On corner lots it is best to recess the fence from the property line to lessen the impact of the fence on the street and on adjoining properties.

NEW GATES

In cases where fence gates were never in place, the design of new gates shall match the design of the fence. Wrought iron fences require wrought iron gates and wood picket fences require wooden gates.

FENCES AND WALLS

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

WALLS

REPAIR

Every effort shall be made to repair a wall rather than replace it. In addition, it is important to remember that historic brick must be repaired using soft mortar. See **Minor Repair and Routine Maintenance for masonry**, page 29 and **Guidelines for Rehabilitation – bricks**, page 42 and **stucco**, page 44.

Often if a brick wall is failing, concrete blocks can be used behind the wall for reinforcement instead of removing the historic wall and rebuilding it. The concrete blocks should be concealed, however.

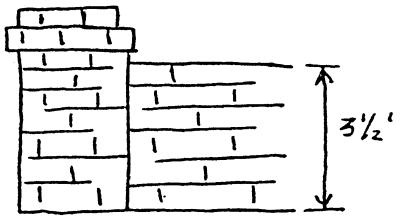
REPLACEMENT

Should a wall need to be replaced, the new wall shall be of the same materials, design, size, scale and location as the original.

NEW WALLS (other than bulkheads)

New walls are approvable in the historic district if they meet the following standards:

1. walls in the front yard shall be no higher than three and a half feet and should be compatible with neighboring walls.
2. walls may be constructed of bricks or concrete blocks if the concrete blocks are stuccoed, not simply painted.
3. the following are inappropriate for the historic district and are not permitted: unstuccoed concrete blocks, field stone, rubble stone, concrete balls or other decorative features that are not historically appropriate.
4. walls in rear yards may be no taller than six feet. Backyard walls should not extend forward of the centerline of the house and are best kept in the rear of the building. On corner lots it is best to recess the wall from the property line to lessen the impact of the wall on the street and on adjoining properties.



An example of an appropriate brick wall.

BULKHEADS (retaining walls)

Because of Kosciusko's terrain, there are many historic bulkheads that have been used as retaining walls for front yards. The majority of these bulkheads are walls of brick covered with stucco.

1. historic bulkheads should be repaired and maintained. See **Minor Repair and Routine Maintenance – masonry**, page 29 and **Siding – masonry** page 42.
2. if a new bulkhead is required, it can be constructed with concrete blocks that are then stuccoed to resemble the original wall. The new wall should be of the same dimensions and design as the original wall.
3. bulkheads made of modern landscape timbers or railroad ties are not appropriate for front yards, but may be used in side or rear yards. The exception for this is a corner lot, where only traditional supports should be used, not modern landscape timbers or railroad ties.

LANDSCAPING

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Landscaping should not be considered the last step in a rehabilitation project. Instead when preparing a plan for rehabilitation, one should consider existing yard area and any possible covered paths and overgrown hedges and flower beds which might give insight into the original character of the building. Care should be taken to protect the existing landscape during a rehabilitation project.

LANDSCAPING

1. identify and protect existing landscape features, including historic plants and the configuration of beds and other plantings.
2. do not remove any tree of 6" or more in diameter as measured at the base of the tree. If the tree is diseased, the Commission will consider an application for a Certificate of Appropriateness to remove the tree.
3. the development and planting of flower beds does not require review.
4. landscaping should be kept at least two feet away from foundation walls to reduce moisture build up.

SIDEWALKS AND WALKWAYS

1. historic sidewalks and walkways shall be repaired and maintained. Repairs shall match the existing in material, color and texture. See **Siding – masonry and concrete**, 42.
2. new sidewalks and walkways shall be constructed with brick or concrete and be no wider than four feet.

FEATURES THAT ARE INAPPROPRIATE FOR FRONT YARDS

1. features such as patios, swimming pools, gazebos, and pergolas shall be placed only in the rear yard unless there is historic evidence that a feature was sited in the front yard.

DRIVEWAYS AND PARKING

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

The introduction of driveways and parking lots in the historic district can be a very difficult problem because many of the neighborhoods were developed prior to automobiles and the need for driveways and parking lots. These necessities should be designed so that they are as unobtrusive as possible, thus minimizing the effect on the historic character of the building and its neighbors. The following standards shall be considered:

EXISTING DRIVEWAYS AND PARKING LOTS

1. existing driveways and parking lots shall be maintained and repaired with materials duplicating the existing.
2. previously existing asphalt driveways may be replaced with bricks or concrete; however, previously existing concrete or brick drives may not be replaced or covered over with asphalt.
3. previously existing asphalt driveways may be repaired in whole or in part with asphalt.

NEW DRIVEWAYS AND PARKING LOTS

MATERIALS

1. materials shall be concrete (natural color, not tinted), exposed aggregate, gravel composed of small stones, or brick (red paving brick). Concrete drives can be edged with bricks if desired. Asphalt is inappropriate for residential development and is not allowed.
2. driveways can be built with concrete strips so that vegetation can grow in between and screen the drive. Likewise, parking areas can be built with a lattice pattern made of concrete, which allows grass to grow, softening the effect of the parking lot.

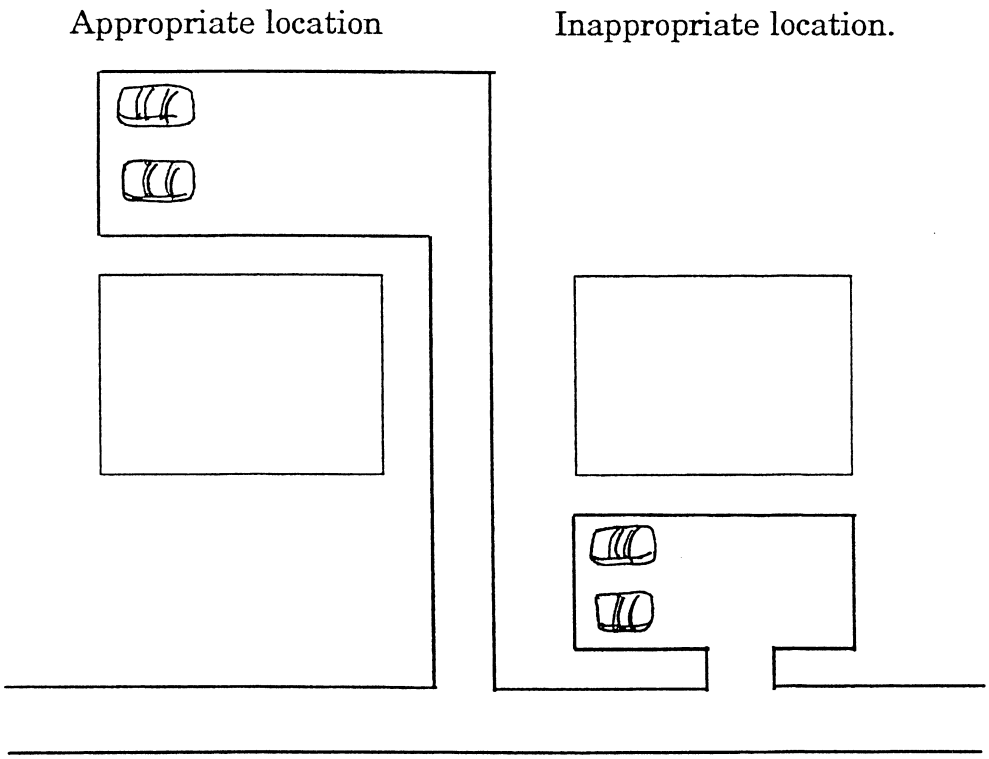
LOCATION OF DRIVEWAYS

1. driveways shall be built on the side of the building and should allow a car to be parked beside the house or in the rear.
2. parking lots shall not be built in front yards.
3. circular driveways placed in front yards are inappropriate in the district and are not permitted.

LOCATION OF PARKING LOTS

Parking areas constructed in residential areas for multi-family developments and off-site parking lots for residential uses requiring additional parking, such as a bed and breakfast or tour home, shall meet the following standards. A landscape plan incorporating these standards shall be submitted showing proposed exterior and interior landscaping.

1. the lot shall be set back six (6) feet from any property line. These buffer areas shall be landscaped to provide a screen for the parking lot.
2. the design of such parking area must incorporate any existing trees and provide for their maintenance (i.e. do not pave up to the edge of the tree. A green space should be provided around the tree so that it can survive the impact of the parking lot.
3. lighting of parking areas should be as unobtrusive as possible, should focus down and not spill over on adjacent buildings.



Parking lots should be located at the rear of buildings rather than in the front yard.

FENCES AND WALLS FOR PARKING LOTS

New fences and walls around parking lots are approvable in the historic district if they meet the following standards:

1. the style and design of a new fence shall complement the architectural styles of the buildings along the street.
2. structural members, such as posts and horizontal supports, must be placed on the inside of the fence, leaving the "finished" side to face other properties.
3. the following materials are inappropriate for the historic district and are not permitted: vinyl, chain link, barbed wire, plastic, metal sheets, board and batten, split rails, post and rail, stockade, bamboo and chicken wire.
4. fencing shall be no taller than four feet high and have a pattern with space in between the vertical members in order to be able to see through the fence.
5. wrought iron and wood picket fences are appropriate for the historic district, however, wrought iron is not recommended for bungalows.
6. wood pickets should not be wider than four inches and be set no farther apart than three inches.
7. walls shall be no higher than four feet and should be compatible with neighboring walls and buildings.
8. walls may be constructed of bricks or concrete blocks if the concrete blocks are stuccoed, not simply painted.
9. the following are inappropriate for the historic district and are not permitted: unstuccoed concrete blocks, field stone, rubble stone, or other decorative features such as concrete balls that are not historically appropriate.

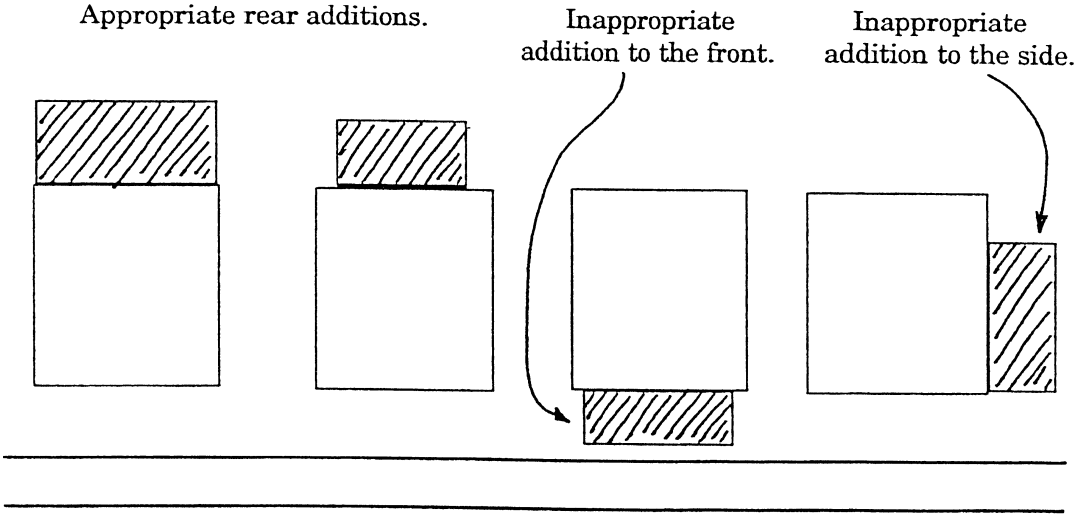
ADDITIONS AND DECKS

RESIDENTIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Often it is necessary to makes additions to buildings, either to accommodate a new use or to provide additional space for a building's inhabitants. Additions can be designed for historic buildings so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed. Designs for additions and decks should take into consideration the following standards:

ADDITIONS

1. additions shall be located at the rear of the building or on the side toward the rear of the building, not on the front or readily visible area of a side.
2. additions shall be no taller than the existing building and shorter if possible.



Additions should be located at the rear of the building, not at the front or readily visible side.

3. the shape of the addition shall be compatible with the existing building (i.e. tall and narrow or short and wide). In addition, the roof form should be compatible with the historic building and consistent with contributing roof forms along the street.
4. foundation height, floors, and eave lines in the addition shall line up with those in the existing building.
5. windows shall be similar in proportion and size, but need not necessarily duplicate the existing windows exactly. However, the windows on such addition shall follow the pattern established on the side of the existing building.

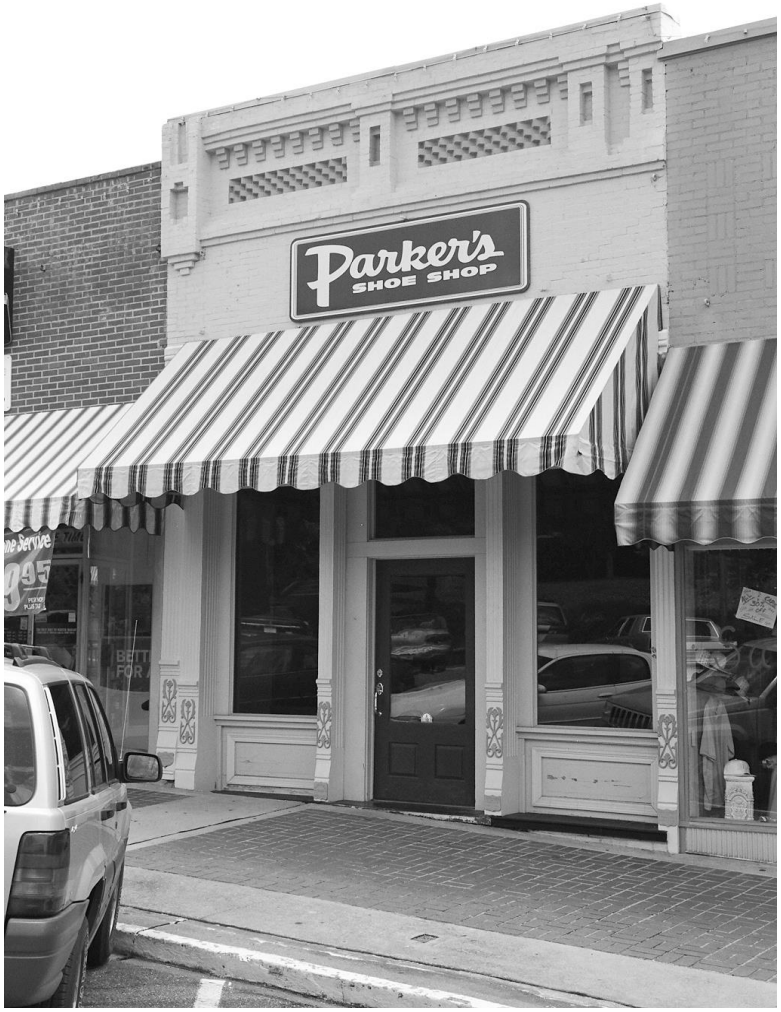
6. doors shall be similar in proportion and size, but again need not necessarily duplicate the existing doors exactly. If the addition is located on the side elevation, the doors shall be located on the side or rear of the addition.
7. materials used in the addition shall be the same as are found on the existing building (i.e. clapboard-sided buildings should have clapboard-sided additions.) However, additions to brick or stone buildings can be wood frame. Roof materials should be the same on both the existing building and the addition.
8. ornamentation on the addition shall not be more elaborate than the existing building.
9. additions should be designed in such a way as to be reversible if the addition is removed. For example, it is best to use existing door and windows openings to connect the existing building with the addition. It is also best to retain the siding that is covered by the addition, either by covering it with a new siding or using the original siding as a design feature of the new room, instead of removing the original siding.
10. additions should be designed so that the addition does not appear to be a part of the existing building. This is a difficult concept, because the addition must blend in with the rest of the building, but at the same time be clearly viewed as a new addition.
11. adding a second story addition to a one-story building is not permitted.

DECKS

1. decks shall be built at the rear of buildings.
2. decks and their railings shall be compatible in material, color, and detail with the existing building, but shall be simple in design so as not to draw attention from the character of the existing building.
3. decks should be designed in such a way as to be reversible if the deck is removed.
4. significant features of the existing building shall not be removed in order to construct a deck.
5. the deck should be painted or stained in colors compatible with the color of the existing building.
6. the deck shall line up with the floor level of the existing building. The deck framing shall be screened with lattice panels or landscaping.

COMMERCIAL BUILDINGS:

STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION



ROOFS

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

The roof shape of commercial buildings is important in defining the building's overall architectural character. Roofs in Kosciusko's early commercial buildings were gables and were covered with wood shakes, slate and metal. In the later part of the 19th century, they became flatter with a slight slope to shed water. Flat roofs were eventually built-up roofs covered with gravel and tar. Any changes to commercial building roofs should take into consideration the following guidelines:

REPAIR

Roofing material shall be retained unless deteriorated. Every effort should be made to retain metal, slate or tile roofs. When partially re-roofing, deteriorated roof coverings shall be replaced with new materials that match the old in composition, size, shape, and texture.

Repair of **metal roofs** requires knowledge about the interactions between metals, see **Siding-architectural metals**, page 45. For example, metals such as tin and copper will react chemically with one another, resulting in galvanic corrosion. In addition, coating a metal or tin roof with hot tar to stop a leak will hasten the deterioration of the metal.

Repair of **slate roofs** should be accomplished with copper nails to secure the slate, not iron nails which will rust and allow the slate to become dislodged.

REPLACEMENT

1. the original roof shape or pitch shall not be changed, with one exception. If a flat roof is hidden behind a parapet, it can be changed to give it a slope as needed to drain water. However, the new pitch must still be hidden behind the parapet and not be visible from the street.
2. the configuration of the roof shall not be changed by adding features that were not original to the building such as dormer windows, vents, or chimneys.
3. applications for the removal of a metal, slate or tile roof are carefully weighed by the Commission. These roofing materials will last for well over 100 years and may only need limited replacement and repair as opposed to complete replacement.
4. if the roof is visible from the street, new roofing materials shall not be used which differ to such an extent from the old in composition, size, shape, color or texture that the appearance is altered. If a new roof color is planned, it should be appropriate to the building and blend in with other buildings on the street.
5. if the roof is flat or completely hidden behind a parapet, new rubber-based roofing material can be used.
6. roll roofing and corrugated metal are not acceptable as replacement roofing materials for visible roofs.

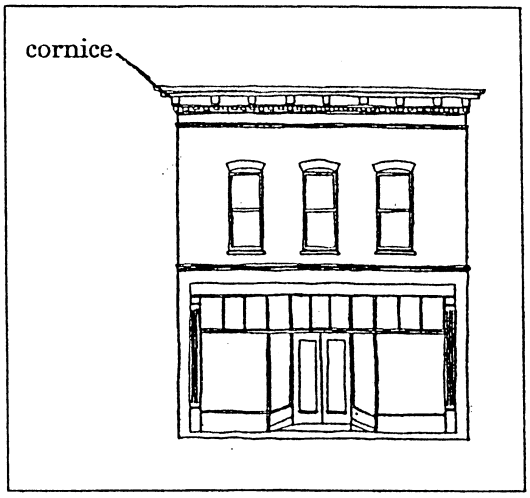
DORMERS AND OTHER DESIGN ELEMENTS

Every effort shall be made to repair and restore character-defining elements such as dormers, vents, towers and eave treatments by patching and splicing or by limited replacement with materials matching the original in size, shape, and composition. See **Minor Repair and Routine Maintenance** for wood and windows, page 29 and 32. These elements shall not be visually altered, covered over, or removed from the building.

If an element is damaged or deteriorated to a point where it can not be repaired, the replacement shall match the original in design, material and color. Likewise, if there is evidence that a feature is missing and the applicant wishes to recreate it, the feature should be replicated using an existing prototype or using historical, physical or pictorial evidence.

CORNICES

The cornice is important in defining the style and character of a commercial building. Often the majority of the architectural ornamentation can be found on the cornice at the roof line of the building or on a cornice placed over the storefront area. There are a wide variety of cornices in Kosciusko ranging from simple corbelled brick to elaborate bracketed cornices crafted from sheet metal, wood, or terra cotta. It is important to preserve, maintain, and replicate where missing, these significant elements of the commercial façade. The following standards shall be met when dealing with cornices:



1. every effort shall be made to repair cornices by patching and splicing or by limited replacement with materials matching the original in size, shape, and composition. For brick or terra cotta cornice repair see **Minor Repair and Routine Maintenance**, page 29 and **Siding-brick**, page 42, and for metal cornice repair see **Minor Repair and Routine Maintenance**- architectural metal, page 30 and **Siding-architectural metal**, page 45.
2. if replacement of a sheet metal cornice is necessary because of advanced deterioration, the replacement shall match the original in design, material, and color. Fiberglass can also be used to replicate a deteriorated sheet metal cornice as long as the new one matches the original in profile, dimensions and texture.
3. if the cornice is missing, it may be replaced using photographic or physical documentation to design a new one. If there is no documentation, the new cornice should be designed in wood, fiberglass or metal similar in appearance to other historic cornices of the same style in downtown.

4. a new cornice shall not be added to buildings where there is no evidence that one existed.

CHIMNEYS

Chimneys are important elements of a building's character and shall be repaired and maintained even if they are not in use. For repair of chimneys see **Siding-masonry**, 42. It is inappropriate to repair a chimney by simply applying a coat of stucco to stabilize the masonry. Stucco should be added only in cases where the existing chimney is stuccoed and needs repair.

If a historic chimney is deteriorated to such an extent that it must be rebuilt, replacement materials shall be the same in style, composition, color, texture, and strength as the damaged materials. The appropriate mortar composition, color, texture and application must also be used when rebuilding a chimney. The same bonding pattern a joint width and profile shall be maintained.

A historic chimney shall not be removed. Likewise, a chimney shall not be added when there is no evidence that a chimney existed.

GUTTERS

Historic gutters shall be repaired and maintained where possible. If new gutters must be installed, the half-round type is preferred, but molded gutters are also acceptable. Gutters and downspouts should not be installed in such a way as to remove or conceal significant architectural details. Splash blocks or concealed piping should be installed to provide proper drainage away from the building, so as to avoid water damage to the building.

SKYLIGHTS, SOLAR COLLECTORS, AND MECHANICAL EQUIPMENT

Air conditioning, transformers, solar collectors, and skylights shall be installed so that they are inconspicuous from the public right-of-way, such as on the rear of the building or flat roofs behind the parapet. The installation shall not damage or obscure character-defining features.

Skylights should be flat or flush with the roofline, not convex.

SIDING

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

The majority of commercial buildings in Kosciusko are sided with brick. Other materials are stone, concrete, stucco, and metal. As with residential buildings, the type of siding is important in defining the historic character of the building and it architectural style.

MASONRY

Brick, stone, terra cotta and concrete

Early **bricks** were generally composed of clay mixed with silt or sand, which was then pressed into molds and fired in a kiln. In the 1870s, the method of producing the brick through an extrusion process made the bricks more uniform and durable. Historic mortars, consisting mainly of lime and sand, were designed to provide flexibility, not rigidity, to a building. The softer historic bricks expand and contract with the weather and the soft mortar allowed this movement. When soft bricks expand and hit hard mortar, the faces of the bricks spall off. Historic mortar has a high lime content which is also slightly soluble in water and is able to self-seal small cracks that may occur. **Stone** is one of the more lasting of masonry building materials. Various types of sandstone, limestone, marble, and granite are found in the district. **Terra cotta**, which came into popularity in the late 19th century, is a kiln-dried clay product which is generally highly decorative. There are a number of buildings in the district which exhibit terra cotta panels. Early **concrete** was made of tabby, volcanic ash and later naturally-occurring hydraulic cements. By the turn-of-the-century, Portland cement was used to make pre-cast concrete blocks. Many of these blocks were made to resemble stone blocks and concrete trim was also substituted for sandstone trim.

REPAIR

While masonry is among the most durable of historic building materials, it is also very susceptible to damage by improper maintenance or repair techniques and harsh or abrasive cleaning methods. Every effort shall be made to repair masonry siding by patching or splicing. See **Minor Repair and Routine Maintenance**, page 29.

REPLACEMENT

Damaged areas of masonry walls shall be repaired using as much of the original brick or stone as possible. Replacement materials shall be the same in style, composition, color, texture, and strength as the damaged materials. The appropriate mortar composition, color, texture and application must also be used when rebuilding a masonry wall. The same bonding pattern and joint width and profile shall be maintained.

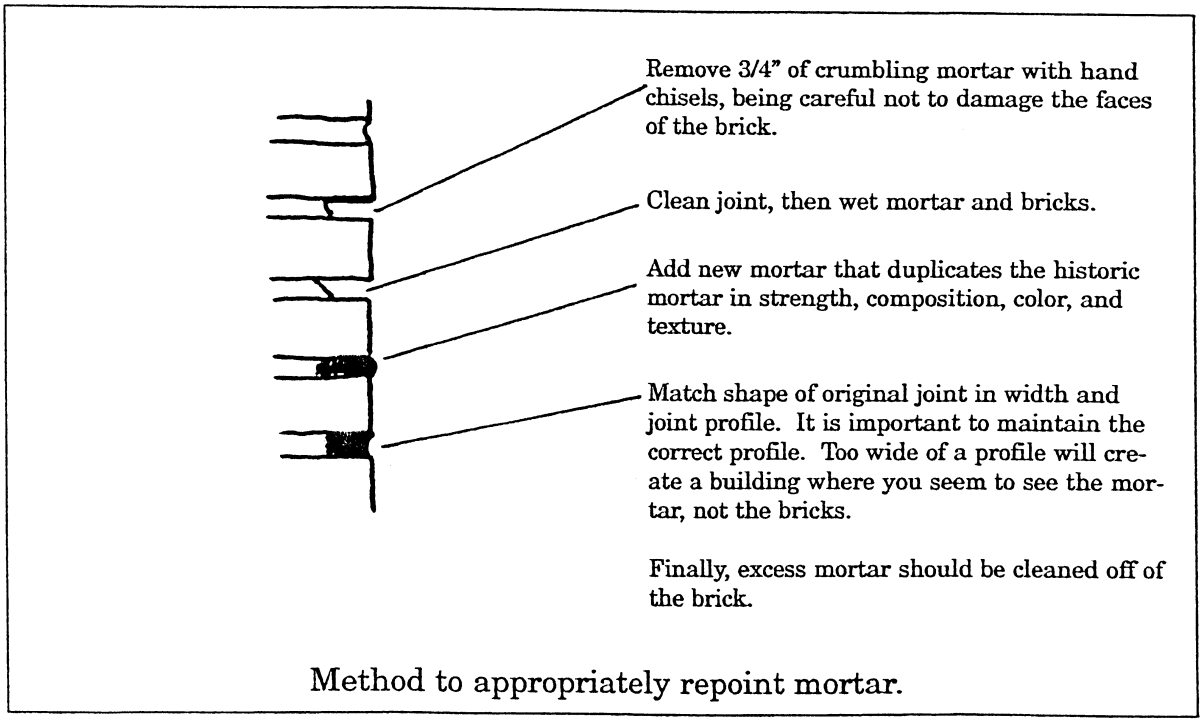
CLEANING MASONRY

Masonry acquires a patina over time due to weathering and other conditions. This patina is a part of

the historic character of the building and should be taken into consideration. Cleaning of masonry should not be considered if the purpose is to give the building a new and uniform look. Masonry shall be cleaned only when necessary to halt deterioration or remove heavy soiling. Further, cleaning shall take place only after masonry surface cleaning tests. Tests should be observed over a sufficient period of time so that both the immediate effects and the long term effects are known in order to enable selection of the gentlest method possible, such as low pressure water (not to exceed 600 psi) and detergents using natural bristle brushes. The use of high pressure water to clean masonry will damage original masonry and mortar joints and shall not be used. Cleaning with chemical products generally damages masonry or leaves a residue on the masonry and is not permitted unless the product is approved by the Mississippi Department of Archives and History, Historic Preservation Division.

REPOINTING MASONRY

Repointing of the mortar joints may be necessary where there is evidence of deterioration such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plasterwork. Repointing of masonry should only be attempted by professionals who have experience with historic masonry and only after a test panel is completed in an inconspicuous location. The deteriorated mortar should be removed by carefully hand raking the joints back to about ¾". Mechanical tools are not approved for



Method to appropriately repoint mortar.

cleaning the joints as they often damage the edges of the brick. The joints are then filled with new mortar that duplicates the historic mortar in strength, composition, color and texture. As mentioned above, historic mortar is soft in strength because it is high in lime content. The new mortar should have the same composition which can generally be achieved by mixing one part lime by volume to two parts sand. In order to match the color of the historic mortar, colored sands or mineral pigmented

mortar mixtures can be used. Organic and chemical colorants tend to fade and are not recommended. Finally, the historic mortar joint is duplicated in width and joint profile. Too wide of a profile will create a building where you seem to see only the mortar, not the bricks. Excess mortar should be cleaned off of the brick. Only the deteriorated mortar should be removed and repointed. Removing non-deteriorated mortar from sound joints, then repointing the entire building to achieve a uniform appearance is not allowed.

WATERPROOF COATINGS

Waterproof coatings are not recommended for historic brick surfaces because they trap moisture which causes spalling of the surface. Bricks are designed to pass moisture from the inside surface to the exterior, therefore using a waterproof sealer will cause moisture problems on the interior surfaces as well. If it is believed that a coating is necessary, a breathable product may be approved by the Commission upon review by the Mississippi Department of Archives and History, Historic Preservation Division.

PAINTING

Masonry which has never been painted shall not be painted. On a case by case basis, the Commission may approve a historically unpainted brick building to be painted if the brick and mortar are extremely mismatched from earlier repairs and repointing. However, if the earlier mortar repairs are the wrong color, but the bricks are correct, the Commission may approve the painting only of the mortar joints to match the historic mortar color of the rest of the building.

STUCCO

Stucco was historically added to a building as a part of the architectural style or as protection against moisture. Therefore, stucco shall not be removed from a building unless to repair deteriorated areas.

REPAIR AND REPLACEMENT

Early **stucco** coatings were lime-based and were soft enough for the brick that they covered to expand and contract. Hard stucco placed over soft bricks will cause the brick to spall taking the stucco with it. Stucco repair must match the original in strength, composition, color and texture. A test panel should be completed before patching stuccoed walls.

CLEANING

Stucco acquires a patina over time due to weathering and other conditions. This patina is a part of the historic character of the building and should be taken into consideration. Cleaning of stucco should

not be considered if the purpose is to give the building a new and uniform look. Stucco shall be cleaned only when necessary to halt deterioration or remove heavy soiling. Further, cleaning shall take place only after surface cleaning tests. Tests should be observed over a sufficient period of time so that both the immediate effects and the long term effects are known. Tests enable selection of the gentlest method possible, such as low pressure water (not to exceed 600 psi) and detergents using natural bristle brushes. The use of high pressure water to clean stucco will damage original material and shall not be used. Cleaning with chemical products generally damage stucco or leave a residue and are not permitted unless the product is approved by the Mississippi Department of Archives and History, Historic Preservation Division.

WATERPROOF COATINGS

Waterproof coatings are not recommended for historic stucco surfaces because they trap moisture which causes spalling of the surface. Using a waterproof sealer will cause moisture problems on the interior surfaces as well. If it is believed that a coating is necessary, a breathable product may be approved by the Commission upon review by the Mississippi Department of Archives and History, Historic Preservation Division.

PAINTING

Stucco which has never been painted shall not painted. On a case by case basis, the Commission may approve a historically unpainted stuccoed building to be painted if the surface is defaced from earlier repairs.

ARCHITECTURAL METALS

Metal architectural features and siding are important in defining the overall character of a building. Metals commonly used in historic building include lead, tin, zinc, copper, bronze, brass, iron, steel, and to a lesser extent, nickel alloys, stainless steel and aluminum. Historic metal building components were often created by highly skilled, local artisans, and by the late 19th century, many of these components were prefabricated and readily available from catalogs in standardized sizes and designs.

REPAIR

Every effort shall be made to repair historic metal siding by patching or splicing. See **Minor Repair and Routine Maintenance**, page 30.

REPLACEMENT

If metal siding must be replaced, the replacement materials shall be the same in style, composition, color, and texture as the damaged materials. Care should be taken to assure that the replacement pieces are attached to the building by the correct means. Removing a major portion of the historic

architectural metal instead of repairing and replacing only the deteriorated metal in order to create a uniform or improved appearance is not allowed.

If metal siding is missing, the replacement siding shall be based on historical, pictorial, and physical documentation.

CLEANING

Metals shall be cleaned only to remove corrosion prior to repainting or applying other appropriate protective coatings, not to create a "new" look. Often the metal has acquired a patina which may be a protective coating on some metals, such as bronze or copper, as well as a significant historic finish.

The following issues shall be addressed prior to cleaning of historic metals:

1. identify the particular type of metal prior to any cleaning procedure.
2. test to assure that the gentlest cleaning method possible is selected.

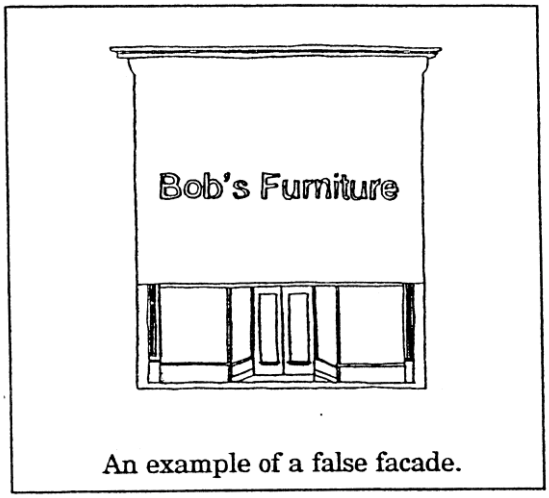
Cleaning soft metals such as lead, tin, copper, terneplate, and zinc should be with appropriate chemical methods because their finishes can be abraded by blasting or other abrasive means.

PAINTING

Some metals such as copper, bronze, or stainless steel were often meant to be exposed (unpainted) and shall not be painted if historically not covered. Likewise, those metals that were historically painted are to remain painted.

OTHER CONSIDERATIONS

Incompatible metals shall not be placed together without providing a reliable separation material. Such incompatibility can result in galvanic corrosion of the less noble metal. For example, copper will corrode cast iron, steel, tin and aluminum.



An example of a false facade.

REMOVAL OF FALSE FRONTS

In the 1960s and 1970s an effort to "update" downtown to attract more customers resulted in the addition of aluminum, wood, stucco and other panels covering entire second and upper floor facades. The removal of these false fronts is encouraged and often once removed, the original windows

and ornamentation are revealed. The rehabilitation of materials recovered from under the siding should follow the guidelines for the particular element.

SYNTHETIC SIDING

Property owners are often attracted to synthetic sidings such as vinyl, aluminum, EIFS (synthetic stucco), masonite, and imitation brick siding because of manufacturer's claims that the material will keep exterior moisture from entering the building and that the siding will not have to be repainted every 5-10 years. While there might be some perceived advantages to synthetic sidings, there are some major disadvantages. The application of synthetic siding to historic buildings in the Kosciusko Historic District is discouraged for the following reasons:

1. The synthetic siding conceals the historic siding and character, reducing the integrity of the historic building itself and the historic district as a whole. Synthetic siding creates a different profile, surface level, and appearance than the existing siding. Placing new siding over existing siding causes recessed areas to appear deeper and projecting surfaces to appear shallower, thus dramatically altering the building's appearance. In addition, during installation historic elements are often removed to make it easier to apply the siding. The removal of any ornamental details diminishes the character of the building.

2. Synthetic siding does not allow moisture to pass through it and therefore, moisture can get trapped behind the siding, accelerating the deterioration of the original siding. Historic wood siding was intended to breathe and pass moisture from the interior of the structure to the exterior. Synthetic sidings do not allow this moisture to exit to the outside. Consequently, the moisture is trapped and the wood deteriorates.

3. In addition, the lifetime of synthetic sidings is unknown. Manufactures claim some of the sidings will last to 30 years. During this time, because the wood siding is unmonitored and inaccessible, it is very likely that it will deteriorate, possibly to the point that structural problems may threaten the integrity of the building.

OTHER CONSIDERATIONS

The factory applied finish of the vinyl and most other synthetic sidings will deteriorate over time, due to exposure to the environment and to ultra-violet light. When these finishes have deteriorated significantly, they will have to be painted, just as the wood siding that it covered would have had to be. In addition, synthetic siding materials typically cannot withstand impact damage as well as wood; a damaging hailstorm has been known to leave a synthetic-sided building heavily dimpled. With

constantly changing technologies, synthetic siding materials often go out of fashion or the technology is replaced by other technologies. Finding replacement parts of cladding systems as they get older can be time consuming and costly and may not match the color of the rest of the building, making it necessary to paint the entire building. It is difficult to find a paint that will adhere to synthetic siding for any length of time.

The addition of synthetic siding can detract from a building's resale value because it may be believed that the siding was installed to hide structural problems. Potential purchasers may find it difficult to fully inspect the building for problems because the siding can not be easily removed.

WHEN VINYL IS APPROVED

The Commission may approve the installation of vinyl siding on the side and rear elevations of a building. These areas are not readily visible from the street. Therefore, on corner buildings, vinyl siding would not be approved on the side elevation facing the street.

ARCHITECTURAL ORNAMENTATION

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Architectural ornamentation on commercial buildings includes a wide range of features such as brackets, window and door hoods, dentils, cornices, molding, shingles, pilasters, finials, cresting, and corbelling. These details are most often made of wood, cast iron, sheet metal, terra cotta, or stucco. Ornamentation adds to the character of a building and enhances its value.

REPAIR

Original detailing shall be retained and repaired. Every effort shall be made to repair features by patching or by piecing-in using recognized preservation methods. See **Minor Repair and Routine Maintenance**, page 30 and the **Rehabilitation sections on wood siding** for wood ornamentation, page 41; and **Architectural metals** for metal cresting, finials, cast iron columns, pilasters, and window hoods, page 45.

REPLACEMENT

If an element is damaged or deteriorated to a point where it can not be repaired, the replacement shall match the original in design, material and color. Likewise, if there is evidence that a feature is missing, the feature should be replicated using an existing element or using historical, physical or pictorial evidence.

REMOVAL OF DETAILS

No architectural features that are original to the building shall be removed. Damaged details must be repaired and replaced.

NEW DETAILS

Architectural features shall not be added to an existing building unless there is photographic evidence that the features originally existed.

BALCONIES

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

A number of commercial buildings retain their balconies. Existing balconies add to the character of the streetscape and help to define downtown Kosciusko. (For wood or metal canopies see page 111.

REPAIR

Every effort shall be made to repair balconies and their details by patching, splicing, consolidating or otherwise reinforcing deteriorated sections. See **Minor Repair and Routine Maintenance**, page 31.

REPLACEMENT

Where replacement of a balcony or its details is necessary, it shall be replaced with the same materials used in original construction to match the original in design, scale and placement. See **Architectural Ornamentation**, 97. If a detail that is to be replaced is found to be non-historic, the replacement detail shall be designed to match the original feature of the balcony.

REPLACING MISSING OR MODERNIZED FEATURES

If the original balcony is missing or has been modernized to a point where it is difficult to distinguish the historic appearance, the balcony may be replaced using photographic documentation to design the new one. If there is no documentation, the new balcony should be designed in wood and in keeping with the architectural style of the building. The new design should take into consideration balconies of other buildings of the same age and style in the downtown. Ornamentation that is incompatible with the style of the building shall not be included in the new design.

REMOVING A BALCONY OR BALCONY FEATURES

A balcony that is historically a part of a building shall not be removed for any reason and not be replaced. The replaced balcony shall convey the same visual appearance as the removed balcony. In addition, balcony components that are removed for any reason, must be replaced and must match the original in design, material, size and style. Components that are removed must be replaced.

ADDING DETAILS

Undocumented historic details shall not be added to a balcony as they convey a false sense of history.

ADDING OR EXTENDING A ROOF OVER A BALCONY

Roofs shall not be extended over a balcony unless there is a historic evidence of the roof. If there is pictorial or other evidence, the new roof shall duplicate the original in materials, size, shape, design, and location.

BALCONIES

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

SCREENING

Front balconies shall not be screened. Rear balconies that are covered by a roof and that are not on corner lots can be screened using the following standards:

1. the screen is placed behind the columns and balustrade or roof supports.
2. the framing system is a simple design which is painted to match the color of the columns or trim, with as few vertical and horizontal divisions as possible.
3. the screen should fit from framing member to framing member without any infill material between the screen and the member.

BALCONY ROOFS

See **Roofs**, pages 29 and 86.

ENCLOSING A FRONT, SIDE, OR REAR BALCONY FACING A STREET

Front, side, and rear balconies facing a street shall not be enclosed.

ENCLOSING A REAR BALCONY NOT FACING A STREET

Rear balconies that are covered with a roof can be enclosed using the following standards:

1. balconies can be enclosed with the use of large sheets of glass that are recessed behind the existing posts, columns and balustrade.
2. the framing system to support the glass must be simple and unobtrusive and designed with as few vertical and horizontal divisions as is possible.
3. the glass panels should fit from framing member to framing member without any infill material between the glass.
4. the glass shall be clear, not tinted or etched.
5. the original windows and door of the building should still be visible to the outside, thereby maintaining the character-defining elements of the building.
6. the framing system should be painted the trim color.

BALCONIES

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

NEW BALCONIES

1. if there is no evidence that a **front** balcony existed, a new front balcony shall not be approved.
2. if there is no evidence that a **rear** balcony existed, one can be added if the design is compatible in scale, size, and materials with the building to which it is attached. The design should draw on other balconies in the downtown area and should meet the following standards:
   a. new rear balconies should not be any wider than the width of the building to which it is attached.
   b. the roof shall be no higher than that of the building to which it is attached and the roof form should be compatible with that of the existing building.
   c. the floor and eave lines should line up with those in the existing building.
   d. ornamentation shall not be more elaborate than the existing building.

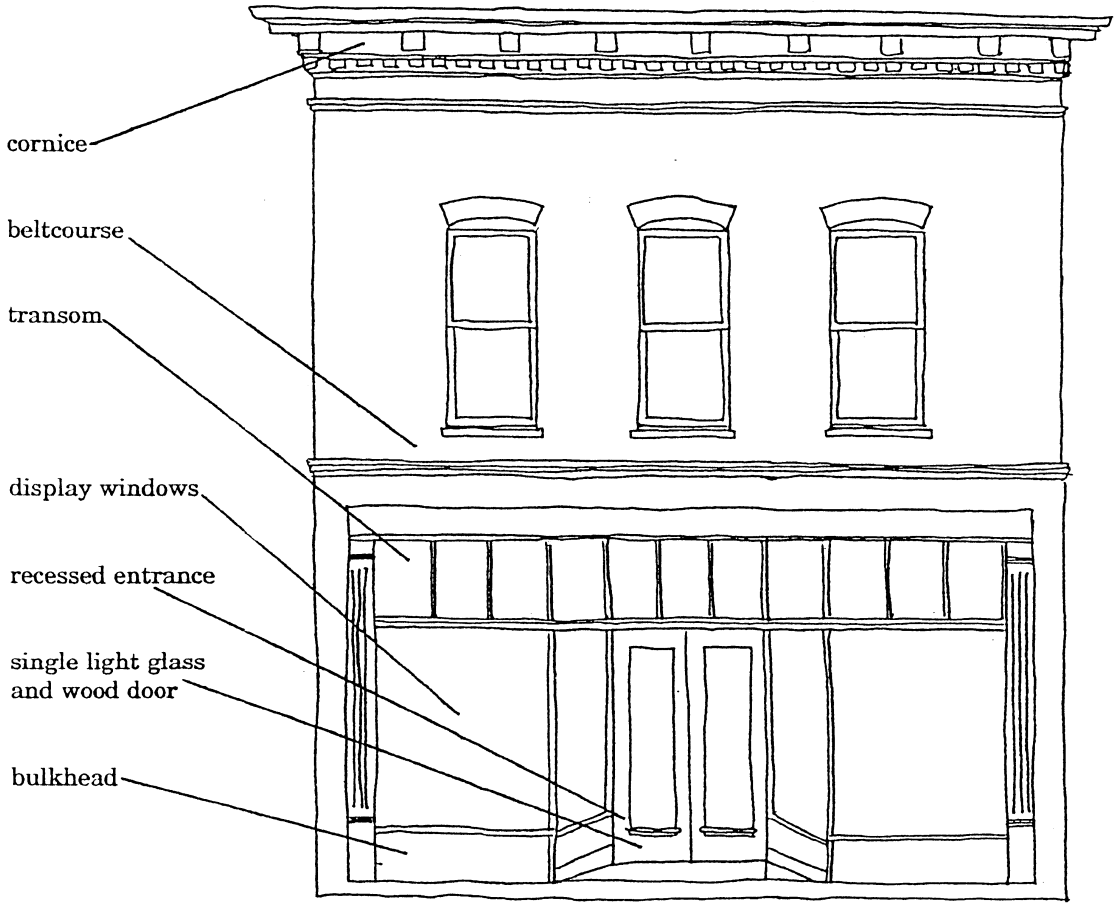
WINDOWS

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Windows on upper floors and display windows on the ground floor are important in defining the historic character of a commercial building. Therefore, the integrity of both types of windows and their surrounds should be preserved through the use of the following guidelines:

REPAIR

Every effort shall be made to repair and restore their decorative features (frames, sills, heads, hoodmolds, jambs and moldings) by patching and splicing or by limited replacement with materials matching the original in size, shape and composition. See **Minor Repair and Routine Maintenance** page 32.



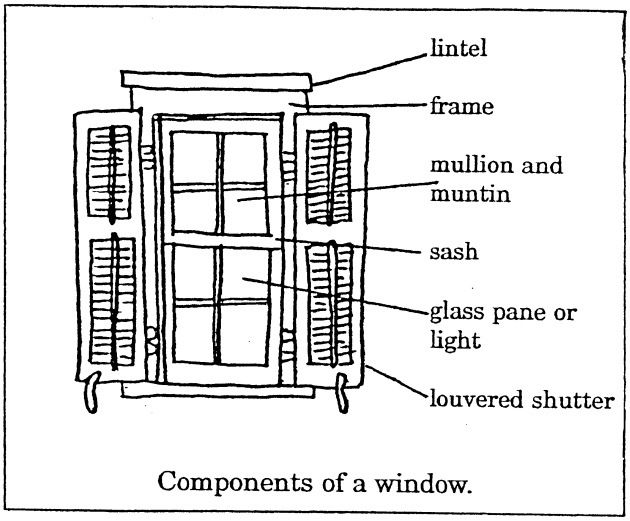
Traditional storefront building components.

WINDOWS

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

REPLACEMENT

1. repair of upper floor and display windows should always be considered before replacement; then selective window replacement is recommended over complete replacement of all windows.
2. if replacement is necessary because of advanced deterioration, the replacement window shall match the original window with regard to the following standards:
   a. design- for example, double-hung windows should be replaced with double-hung windows.
   b. materials- constructed of the same materials (i.e. wood windows should be replaced with wood windows).
   c. size- the window opening shall not be blocked-down or made larger



Components of a window.

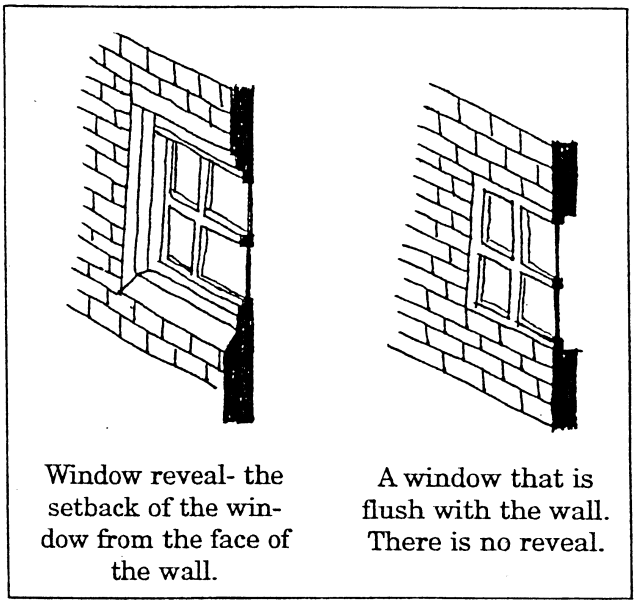

Original historic appearance of the windows.

Inappropriately blocked-up windows.

   d. placement- replacement windows shall be placed in the original location.
   e. configuration of window panes- the replacement shall have the same size, number, and placement of window panes.
   f. characteristics of the glass-clear glass shall be replaced only with clear glass, etc.
   g. snap-in muntins, which simulate the subdivisions between the lights, shall not be used. Only true divided light sash shall be used because snap-ins alter the historic appearance of the building because they lack the depth and profile of historic windows.
   h. depth of reveal (the distance between the front of the wall and the window) of the

replacement window shall be the same as the original windows.

3. if a non-historic upper floor window or display window is to be replaced with one that is more in keeping with the original window, the replacement window shall be an accurate restoration using historic, pictorial, and physical documentation. Where this information is not available, a new design shall be used that is compatible with the window openings and the historic character of the building. Missing upper floor windows, where there is no evidence of their configuration, can be replaced with one-over-one, double-hung, wooden windows that fit the opening. Design for the replacement of a display window should follow the character of commercial buildings of the same style if historic documentation is not available.



Window reveal- the setback of the window from the face of the wall.

A window that is flush with the wall. There is no reveal.

4. vinyl-clad wood windows, single or double-glazed, with true divided lights may be acceptable replacement windows for those that are not in the public view, such as on the back of a building, if the windows match the original configuration and profiles. The depth of reveal must be maintained. Raw aluminum, bronze-colored aluminum, and painted aluminum or vinyl-clad windows that do not have true divided lights are not acceptable replacement windows.

NEW WINDOW OPENINGS

New window openings shall not be created on the fronts or sides of buildings. On a case by case basis the Commission may consider new windows on the rear of a building or into an exposed party wall. Such design should be compatible with the overall design of the building, but not necessarily duplicate the fenestration pattern and detailing of a character-defining elevation.

REMOVAL OF WINDOWS

Historic window openings and their sashes shall not be removed and the opening covered over because this significantly changes the character of the building.

COVERING WINDOWS

Windows shall not be covered with plywood or any other material.

WINDOW SURROUNDS AND BULKHEADS

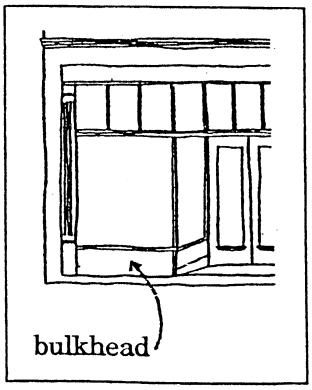
Original decorative features, such as crown molding, entablatures, bulkheads and pilasters, shall be preserved and maintained. These features shall be repaired by patching and splicing or by limited replacement with materials matching the original in size, shape, and composition. If replacement of a

feature is required because of its advanced deterioration, the replacement feature shall match the original feature with regard to design, materials, size, placement and color.

Window surrounds that are original to the building shall not be removed.

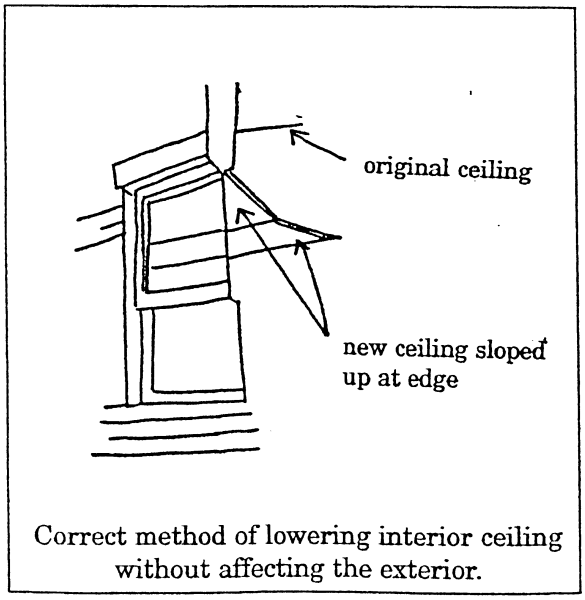
Window surrounds shall not be added to historic buildings unless based upon documentation and then shall conform strictly to historic appearance and materials.

Bulkheads (the area under the display windows) in Kosciusko are generally wood panels or brick. There are some examples of cast iron bulkheads in downtown. These bulkheads are important in defining the storefront and careful attention should be taken to repair and preserve this part of the window area. For repair and rehabilitation of wood bulkheads see **Siding-wood**, page 41 for brick see **Siding-masonry**, page 42, and for cast iron see **Siding-architectural metal**, page 45. If the original bulkhead has been lost through previous renovations and if photographic or other historical evidence is not available, the bulkhead should be replaced with one of wood or brick that matches other original bulkheads on the street.



WHEN INTERIOR CHANGES AFFECT THE EXTERIOR

If it is necessary to drop a ceiling for a new interior use, there shall be a setback in the design to allow for the full height of the window opening so that the interior ceiling does not cut across the window.



Correct method of lowering interior ceiling without affecting the exterior.

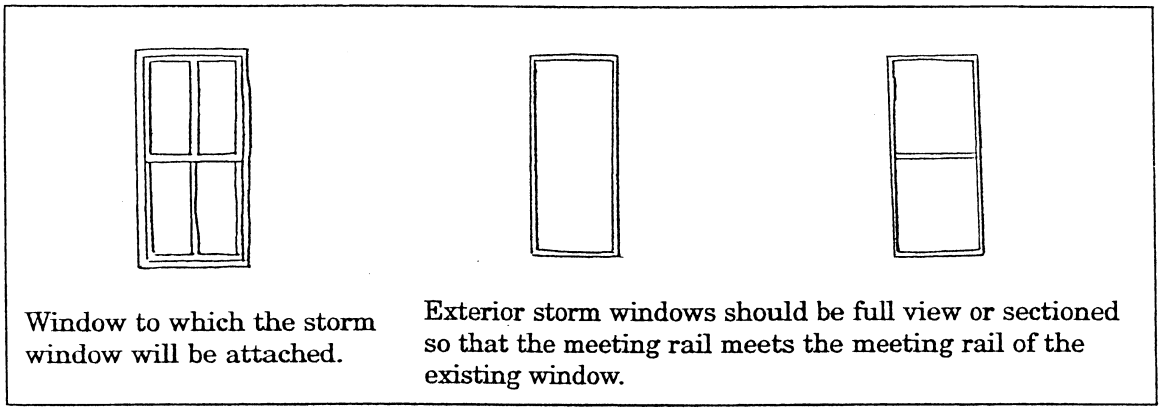
WINDOW COATINGS

Tinting, reflective coatings and opaque window coverings on upper floor windows, display windows, and transom panels are not allowed as they change the look of the historic glass. However, to protect interior fabrics from ultraviolet ray, **clear** adhesive filtering film designed to reduce the destructive effects of ultraviolet light can be applied to the interior surface of the windows.

STORM WINDOWS

Storm windows should be installed on the interior of the window so that the appearance of the historic widow is not changed. There are several kinds of interior storm windows including those that attach to the interior frames with magnets, velcro, screws or clips. While interior storm windows are preferable, exterior storm windows are allowed in the historic district if they blend in with the building and take into consideration the following standards:

1. care should be taken when installing storm windows to ensure that original windows and window features are not destroyed.
2. the shape and general appearance shall match the existing window as closely as possible by being full view (single sheet of glass) or sectioned in an unobtrusive manner so as not to obscure or distort the existing window. The meeting rail of the storm window shall align with the meeting rail of the window to which it is applied.
3. storm windows shall be made of wood, baked enamel, or metal painted to match the window trim. Raw metal or bronze-colored storm windows are not acceptable.



Window to which the storm window will be attached.

Exterior storm windows should be full view or sectioned so that the meeting rail meets the meeting rail of the existing window.

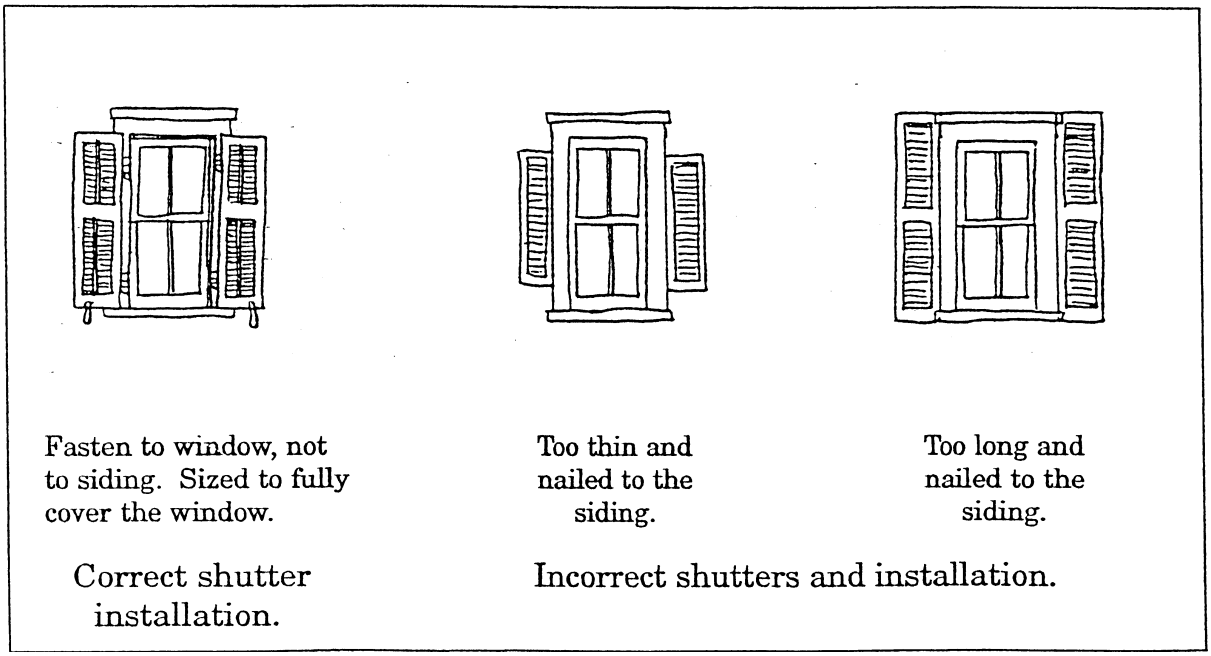
4. the glass shall be clear, not tinted.
5. storm windows should have adequate ventilation so that moisture is to escape and does not build up and cause deterioration of the sash.
6. exterior track storm windows are not acceptable because they obscure historic detailing of the window and generally extend out beyond the wall surface.

SHUTTERS

Shutters that are original to a building should be preserved and maintained. If repairs are necessary, they shall be repaired by patching and splicing or by limited replacement with materials matching the original in size, shape, and composition. If replacement of a shutter is required because of its advanced deterioration, the replacement shutter shall match the original feature with regard to design, materials, size, placement, and color. Other standards for shutters are as follows:

1. shutters shall not be added to buildings unless there is evidence that shutters were original to the building.
2. replicated shutters shall be of wood (vinyl, aluminum or other materials are not appropriate because they do not reflect the character of wood and are incompatible with the materials of historic buildings).
3. shutters must be sized to fit the window openings so that if they were to be closed, they cover the window opening.
4. shutters should be affixed to the inside of the window frame so that they close.

5. shutters shall not be removed and not replaced after repair.
6. deteriorated shutters that cannot be repaired should be used for spare parts to repair other shutters on the building.
7. shutters can be used to conceal missing windows- openings that have been blocked-in. It is hoped that eventually these windows will be restored.



SECURITY BARS

Exterior security bars are inappropriate in the historic district because they change the historic appearance of the window. In addition, bars tend to give a negative impression of the neighborhood. If bars are necessary, they should be of a simple, not decorative, design and should be placed on the interior and preferably only on the side and rear elevations.

DOORS

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Storefront doors and doors to upper stories are important in defining the historic character of a commercial building. Generally storefront doors are largely glass with a panel in the bottom third of the door. The glass coincides with the glass of the storefront windows and the panel coincides with the placement of the bulkhead. Entrances to upper floors are generally single, wood, paneled doors. Changing the historic appearance of doors through the use of inappropriate design, materials, finishes, or colors diminishes the character of the building and therefore is not permitted.

REPAIR

Every effort shall be made to repair and restore doors and their decorative features by patching and slicing or by limited replacement with materials matching the original in size, shape and composition. Deteriorated doors can be refinished, cracks and holes can be filled, hinges can be repaired, and rotten frames can be repaired or replaced. In addition, original hardware shall be repaired and retained. See **Minor Repair and Routine Maintenance**, page 32.

REPLACEMENT

1. repair of historic doors should always be considered before replacement, but if replacement is necessary because of advanced deterioration, the replacement door shall match the original with regard to the following standards:

    a. design- for example, a six-panel door shall not be replaced with a four panel door.
    b. materials- constructed of the same materials (i.e. a wood door should be replaced with a wood door).
    c. size- the new door shall be placed in the same opening as the original door.
    e. if the storefront doors are glazed (have glass panels), then the following standards shall be met:
        1. configuration of window panes- shall have the same size and number.
        2. characteristics of the glass- clear glass shall be replaced only with clear glass.
        3. snap-in muntins, which simulate the subdivisions between the lights, shall not be used. Only true divided light sash shall be used. Snap-ins alter the historic appearance of the building because they lack the depth and profile of historic windows.
    f. depth or revel (the distance between the front of the wall and the door) of the replacement door shall be the same as the original door reveal.
    g. hardware from the original door should be used on the replacement door.

2. if a non-historic door is to be replaced with one that is more in keeping with the original door, the replacement shall be an accurate restoration using historical, pictorial, and physical documentation; or where this information is not available, be a design that is compatible with the door opening, the historic character of the building, and the design of doors of same period in downtown. These are generally single-light wood doors with a panel at the bottom.

DOORS

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

NEW DOOR OPENINGS

New door openings shall not be created on the fronts or sides of buildings. On a case by case basis the Commission may consider new doors on the rear of a building or in an exposed party wall. Such new door design shall be compatible with the overall design of the building, but not necessarily duplicate the detailing of a door on a character-defining elevation.

REMOVAL OF DOORS

Historic doors shall not be removed and the opening covered over.

DOOR SURROUNDS

Original decorative features, such as fanlights, sidelights, transoms, crown molding, pediments, entablatures, and pilasters, which comprise a door surround, shall be preserved and maintained. The following standards shall be followed:

1. these features shall be repaired by patching and splicing or by limited replacement with materials matching the original in size, shape, and composition.
2. door surrounds that are original to the building shall not be removed.
3. if replacement of a feature is required because of its advanced deterioration, the replacement feature shall match the original feature with regard to design, materials, size, placement and color.
4. if fanlights, sidelights or transoms need to be replaced, the replacement shall match the original glazing with respect to the following:
   a. configuration of window panes (size, number and location).
   b. characteristics of the glass- clear glass shall be replaced only with clear glass, etc.
   c. snap-in mullions shall not be used.
   d. depth of reveal of the replacement shall be the same as the original.
5. door surrounds shall not be added to historic buildings unless based upon documentation and then shall conform strictly to historic appearance and materials.

RECESSED DOORS

A number of the commercial buildings in Kosciusko have recessed entries where the showcase windows form corners leading to the door. This design provided for more area for the merchant to display his wares and entice the shopper to the door. This recessed area shall be retained. The door shall not be moved to the front of the showcase windows. Likewise, a proposed storefront rehabilitation should include designing the recessed area, if photographs show this configuration to be historic.

Recessed entry shall be retained.

DOORS

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

WINDOW COATINGS ON GLAZED DOORS

Tinting, reflective coatings and opaque window coverings on storefront doors or other doors in the commercial buildings are not allowed as they change the look of the historic glass. However, to protect interior fabrics from ultraviolet rays, **clear** adhesive filtering film designed to reduce the destructive effects of ultraviolet light can be applied to the interior surface of the windows.

COATING ALUMINUM DOORS

Over the years, original wood doors may have been replaced with aluminum doors. It is best to replace these doors with those designed to resemble the original doors. However, if is not possible to install new doors, the aluminum doors can be made more compatible with the historic storefront by painting them the dark or trim color of the building. The aluminum must be cleaned, primed with a zinc chromate primer or metal primer, and then painted.

STORM DOORS

Storm doors shall not be installed on commercial doors because they change the appearance of the historic door.

SECURITY DOORS

Exterior security doors are inappropriate in the historic district because they change the historic appearance of the door. In addition, they tend to give a negative impression of the neighborhood. However, security doors on rear doors that are not in the public view are acceptable. During the installation of security doors on rear entrances, care should be taken to ensure that historic materials are not damaged.

SECURITY GATES THAT COVER THE FACADE

Security gates that cover the facade shall be of the type that fold back during the day and do not hide any of the facade when they are open. The attachment of the gates should not damage any of the historic materials of the facade.

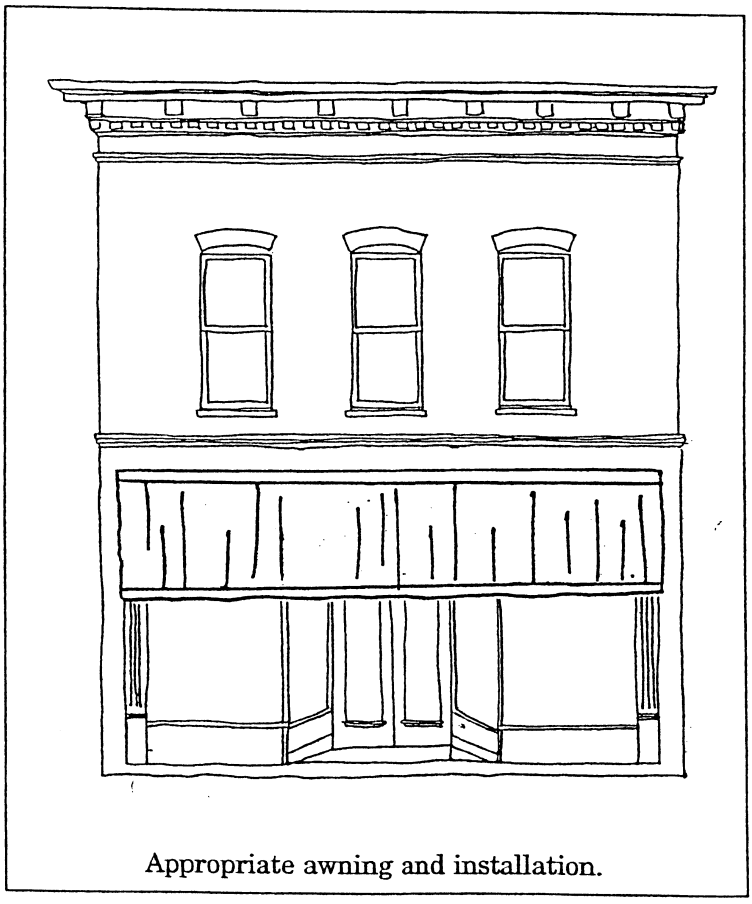
AWNINGS & METAL AND WOOD CANOPIES

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Awnings are used to reduce the effects of the sun and rain on the interior of commercial buildings and shield shoppers from sun and inclimate weather. The historic design of awnings can also add to the character of a commercial building's facade. (For wood or metal canopies, see page 111.)

APPROPRIATE AWNINGS AND INSTALLATION

1. canvas, vinyl-coated, or acrylic shed-type awnings are appropriate for storefronts and upper floor windows. Internally lit awnings are also not permitted.
2. on upper floors, awnings shall be installed to fit inside the window trim and should cover only one window opening, not span a distance to another window opening. Storefront awnings should fit the storefront window area. Awnings should fit the opening, rectangular windows should have shed type awnings, while rounded windows should have curved awnings.
3. the color of the awning should compliment the building and its neighbors. The color and pattern should not detract from the appearance of the building or street.
4. awnings should not be installed over windows which have shutters.
5. awnings should not cover or conceal significant architectural details.
6. wooden awnings are appropriate for some styles of buildings and will be approved on a case by case basis.
7. metal slat, rigid plastic, aluminum, cedar or plastic shakes, and brightly colored or glossy awnings are not appropriate in the historic district and are not permitted.



Appropriate awning and installation.

AWNINGS & METAL AND WOOD CANOPIES

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Wood and metal canopies have been added in recent years to many commercial buildings in downtown. These canopies often divide the first floor from the rest of the building, causing the streetscape to appear disjointed. Canopies should be repaired and maintained, but unless there is historic evidence that the wood canopy existed, they shall be replaced only with canvas awnings. See the section on **Awnings**, page 110.

PAINT

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

The Commission does not govern paint colors within the district. The only time that a certificate of appropriateness for painting is required is when there is a request to paint a previously unpainted surface. The following information is provided as they are the recognized standards for appropriately preparing and painting historic wood surfaces.

CLEANING AND SURFACE PREPARATION

The main reason that a paint finish does not last as long as the manufacturer's guarantee is that the surface was not properly prepared prior to painting. Paint will only adhere to a clean, dull, sealed surface. Problems such as peeling, checking and flaking occur when the surface has not been adequately prepared and moisture works its way behind the paint film and forces the paint from the substrate. Moisture can also cause mildew to grow which eats protein and nutrients contained in paints.

Prior to painting, wood should be scrubbed with a solution of household detergent and water using a natural bristle brush. Peeling paint should be removed with a brush or scraper, being careful not to gouge the siding. It is generally not necessary to remove all paint down to the wood, just remove damaged paint down to a sound layer. A glossy surface should be dulled by light sanding prior to painting so that the new paint will adhere.

In order to clean mildew from the surface, use a solution of one part household bleach, one part water and a small amount of non-ammoniated detergent and scrub with a natural bristle brush. Rinse with clean water and allow to dry thoroughly. Once the wood is clean and free of damaged paint layers, caulk cracks and joints with a paintable caulking compound. Apply a coat of good primer and then paint.

It is also important to remember that paint should not be applied in direct sunlight, on cold or windy days, excessively hot days, or in damp conditions.

As has been previously stated, the use of sandblasting (or other grit blasting), high velocity waterblasting (100 psi or greater), propane or butane torches, rotary sanding or other abrasive methods to remove paint are not permitted as they irrevocably damage masonry and frame buildings. Thermal devices, such as heat guns or hot plates, are not recommended as they can damage the historic siding and if used improperly can lead to flare-ups hours after work has stopped.

Sources for detailed guidelines for cleaning and preparation prior to painting are found in the **Bibliography**, 187.

SURFACES THAT SHOULD NOT BE PAINTED

Masonry (brick, stone, concrete [historic], and stucco) buildings that have historically not been painted shall remain unpainted.

SUGGESTIONS FOR DETERMINING THE COLORS TO USE

There are three basic approaches to consider when determining the color to paint a historic building:

1. the scientific approach- remove small paint samples from the body and trim and try to discern the colors that were originally used on the building. Replicate the original colors. It is oftentimes hard to duplicate the historic paint colors because of fading and other weathering factors. To take samples from the building and trim use a sharp pen knife and carefully scrape away the layers of paint from small areas, lightly sand the area and wet the surface.
2. the historic approach- use colors and placement that are appropriate to the date and style of the building to be painted. There are books available to help with this approach, see **Bibliography**, p. 187. This is the recommended of the three approaches to take when determining the colors to use.
3. the boutique approach- use of "loud" and bright colors to draw attention to a building. While "painted ladies" may be appropriate in certain parts of the country, they are not appropriate here. This is not to say that Queen Anne residences should not be painted in a number of colors, but that they should not be garish colors that do not blend into the neighborhood.

Once colors have been chosen for a building, it is recommended that test panels be painted on the body and trim in various locations (sun and shade). These panels should be examined at different times of the day.

PLACEMENT

On most historic commercial buildings, three colors, one for the body, one for the major trim and one for the minor trim, will provide for a cohesive facade.

The **body color**, which should be a less intense color, should be used on the upper wall and the piers flanking the storefront. Remember that if the building is natural brick or stone, this will be the building's body color because historically unpainted buildings shall remain unpainted. The body color should be a neutral color that blends with neighboring buildings.

The **major trim** includes the cornice, window caps, window frames, storefront cornice, storefront columns and bulkheads. If there is a natural stone or terra cotta trim on the facade, this should be used as the major trim color. If neither of these exist, then a color should be chosen that complements the body color. This color is generally a darker color than the body color.

The **minor trim** includes the window sash, doors, storefront frame, and small details that are found on cornices, window hoods and bulkheads. This color can be a darker shade of the major trim or a complementary color to the major trim. It is best not to "over decorate" the facade by picking out too many details with contrasting colors. This tends to break up the facade, give it a disjointed appearance and the building loses its cohesiveness.

LIGHTING

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Light fixtures placed on commercial buildings should adhere to the following guidelines:

REPAIR
Every effort shall be made to repair and restore light fixtures that are original to the building.

REPLACEMENT
If replacement is necessary because of advanced deterioration, the replacement shall match the original fixture as closely as possible in design, materials, and location.

If replacement is necessary because the fixture is missing and there is no evidence for the design of the original fixture, the following standards should be considered before choosing a new fixture:

1. light fixtures on buildings in downtown should be as unobtrusive as possible.
2. new light fixtures should be simple in design and be appropriate for the style of the building. Colonial lights are not appropriate and should not be used.
3. awnings should not be internally lit.

HEATING AND AIR CONDITIONING UNITS

1. mechanical units should be located at the rear of a commercial building and if in view of the public right-of-way, should be screened with shrubbery or low fencing.
2. window air conditioners should be located in windows on the rear or side of a building and shall fit the opening of the lower sash when the lower sash is raised. The sash shall not be removed or replaced and the opening can not be made larger.

SATELLITE DISHES

1. satellite dishes shall not be installed in front yards or in readily visible side yards.
2. satellite dishes that attach to the building shall be located on side or rear elevations, not on the front. Installation shall not require the removal of any architectural features of the building.

UTILITY METERS

Electric and gas meters should be located on the rear of a building.

GARBAGE COLLECTION

Dumpsters shall be placed on the rear or sides of buildings and shall be screened from the public way by a fence and landscaping.

PARKING LOTS

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

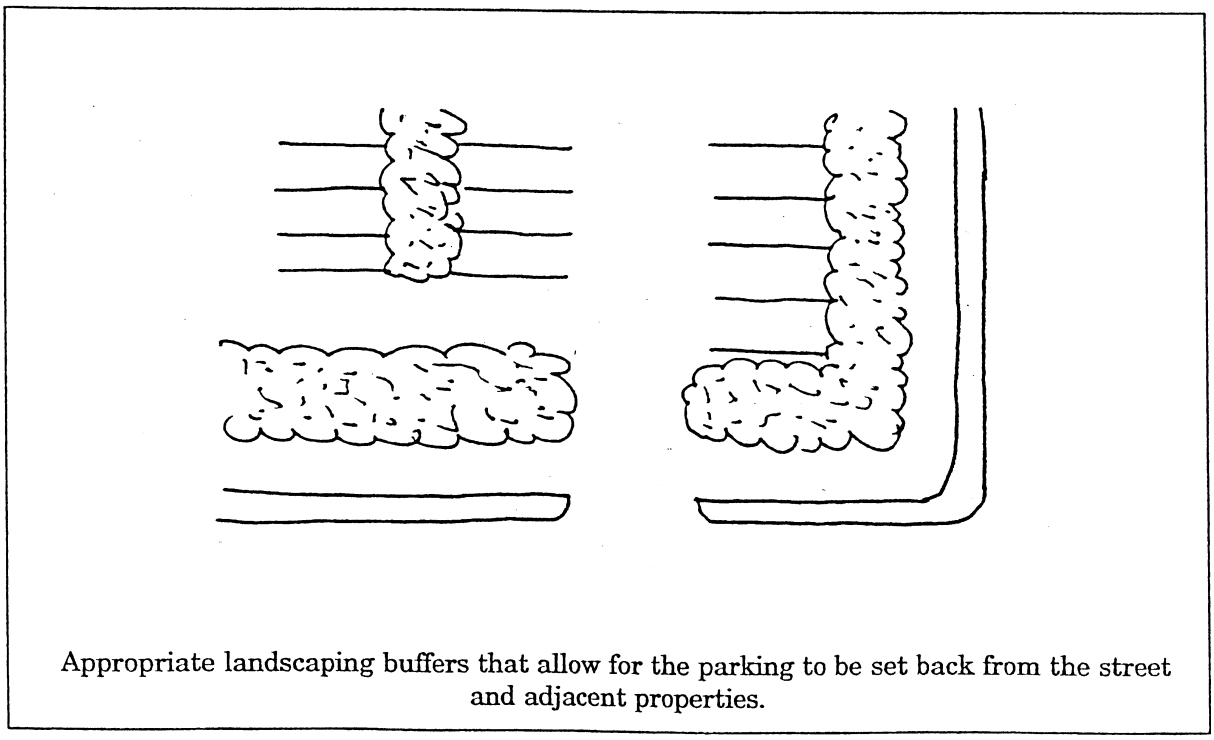
Parking lots, while a modern necessity, can diminish the historic character of the streetscape. Therefore, parking lots should be designed with buffer zones so that they are as unobtrusive as possible, thus minimizing the effect on the streetscape. The following standards shall be considered:

MATERIALS

Materials shall be concrete (natural color, not tinted), exposed aggregate, gravel composed of small stones, or brick (red paving brick). Asphalt is inappropriate for the district and generally is not approved.

LOCATION OF PARKING LOTS

1. parking areas constructed on vacant lots shall be set back four (4) feet from the street right-of-way/property line. These buffer areas shall be landscaped to provide a screen for the parking lot. Interior planting strips must also be added to parking lots.
2. the design of a parking area in a vacant lot must incorporate existing trees and provide for their maintenance (i.e. do not pave up to the edge of the tree, provide an area of green space around the tree so that it can survive the impact of the parking lot).
3. lighting of parking areas should be as unobtrusive as possible, should focus down, and not spill over on adjacent buildings.



Appropriate landscaping buffers that allow for the parking to be set back from the street and adjacent properties.

PARKING LOTS

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

EXISTING PARKING LOTS

1. existing parking lots shall be maintained and repaired with materials duplicating the existing.
2. previously existing asphalt parking lots can be replaced with brick or concrete; however, previously existing concrete or brick lots can not be replaced or covered over with asphalt.

FENCES AND WALLS FOR PARKING LOTS

New fences and walls around parking lots are approvable in the historic district if they meet the following standards:

1. the style and design of a new fence shall complement the architectural styles of the buildings along the street.
2. structural members, such as posts and horizontal supports, must be placed on the inside of the fence, leaving the "finished" side to face other properties.
3. the following materials are inappropriate for the historic district and are not permitted: vinyl, chain link, barbed wire, plastic, metal sheets, split rails, post and rail, stockade, bamboo, chicken wire, and board and batten.
4. fencing or walls shall be no taller than four feet high and have a pattern with space in between the vertical members in order to be able to see through the fence.
5. wrought iron and wood picket fences are appropriate for the historic district, however, wrought iron is not recommended for bungalows.
6. wood pickets should not be wider than four inches and be set no farther apart than three inches.
7. walls shall be no higher than four feet and should be compatible with neighboring walls and buildings.
8. walls may be constructed of bricks or concrete blocks if the concrete blocks are stuccoed, not simply painted. Split-face concrete blocks are permitted, except in the natural concrete block color.
9. the following are inappropriate for the historic district and are not permitted: unstuccoed concrete blocks, field stone, rubble stone, concrete balls or other decorative features that are not historically appropriate.

ADDITIONS

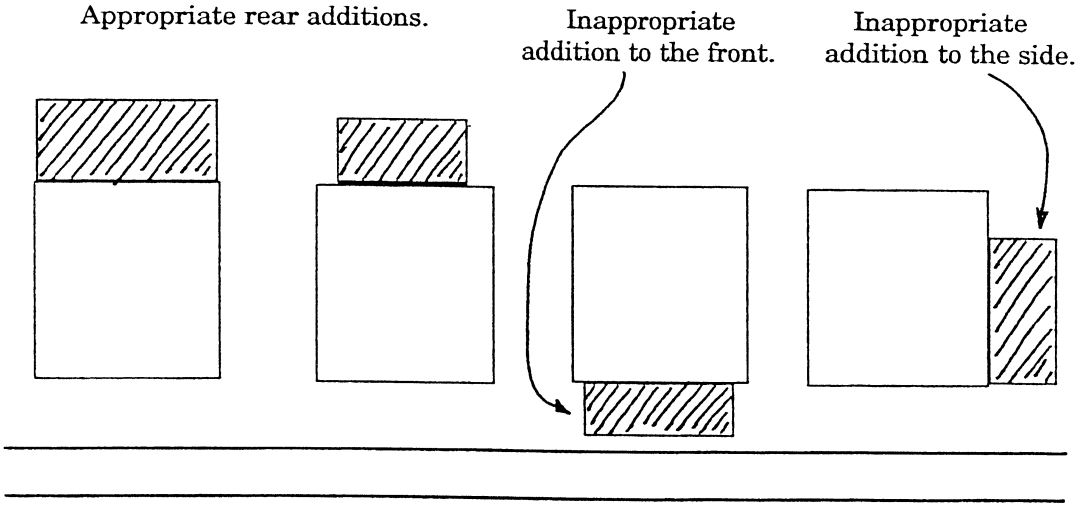
COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Additions can be designed for historic commercial buildings so that there is the least possible loss of historic materials and so that character-defining features are not obscured, damaged, or destroyed. Designs for additions should take into consideration the following standards:

1. additions shall be located at the rear of buildings.

2. additions shall be no taller than the existing buildings; shorter than the main building is preferable.

3. the shape of the addition shall be compatible with the existing buildings (i.e. tall and narrow or short and wide). In addition, the roof form should be compatible with the historic building and consistent with contributing roof forms along the street.



Additions should be located at the rear of the building, not at the front or readily visible side.

4. foundation height, floors, and eave lines in the addition shall line up with those in the existing building.

5. windows shall be similar in proportion and size, but need not necessarily duplicate the existing windows exactly. However, the windows shall follow the pattern established on the side of the existing building.

6. doors shall be similar in proportion and size, but again need not necessarily duplicate the existing doors exactly.

7. materials used in the addition shall be the same as are found on the existing building. Clapboard-sided buildings should have clapboard-sided additions. Additions to brick or stone buildings can be wood frame, however. Roof materials should be the same on both the existing building and the addition.

8. ornamentation of the addition shall not be more elaborate than the existing building.

9. additions should be designed in such a way as to be reversible if the addition is removed. It is best to use existing door and windows openings to connect the existing building with the addition. It is also best to retain the siding that is covered by the addition, either by covering it with a new siding or using the original siding as a design feature of the new room, instead of removing the original siding.

10. additions should be designed so that the addition does not appear to be a part of the existing building. This is a difficult concept, because the addition must blend in with the rest of the building, but at the same time be clearly viewed as a new addition.

11. adding an additional story to a building is not permitted, as it completely changes the character of the building.

OUTBUILDINGS

OUTBUILDINGS

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

Historic outbuildings such as garages, shed, carports, greenhouses, carriage houses, and stables that contribute to a property's architectural character should be preserved. Rehabilitation of outbuildings should take into consideration the following guidelines:

REPAIR

Every effort should be made to repair the character-defining elements of outbuildings including foundations, siding, steps, roof, windows, doors, and architectural ornamentation by patching, splicing, consolidating, or otherwise reinforcing existing materials or by limited replacement in kind of extensively deteriorated parts. See **Minor Repair and Routine Maintenance** on pages 29-35.

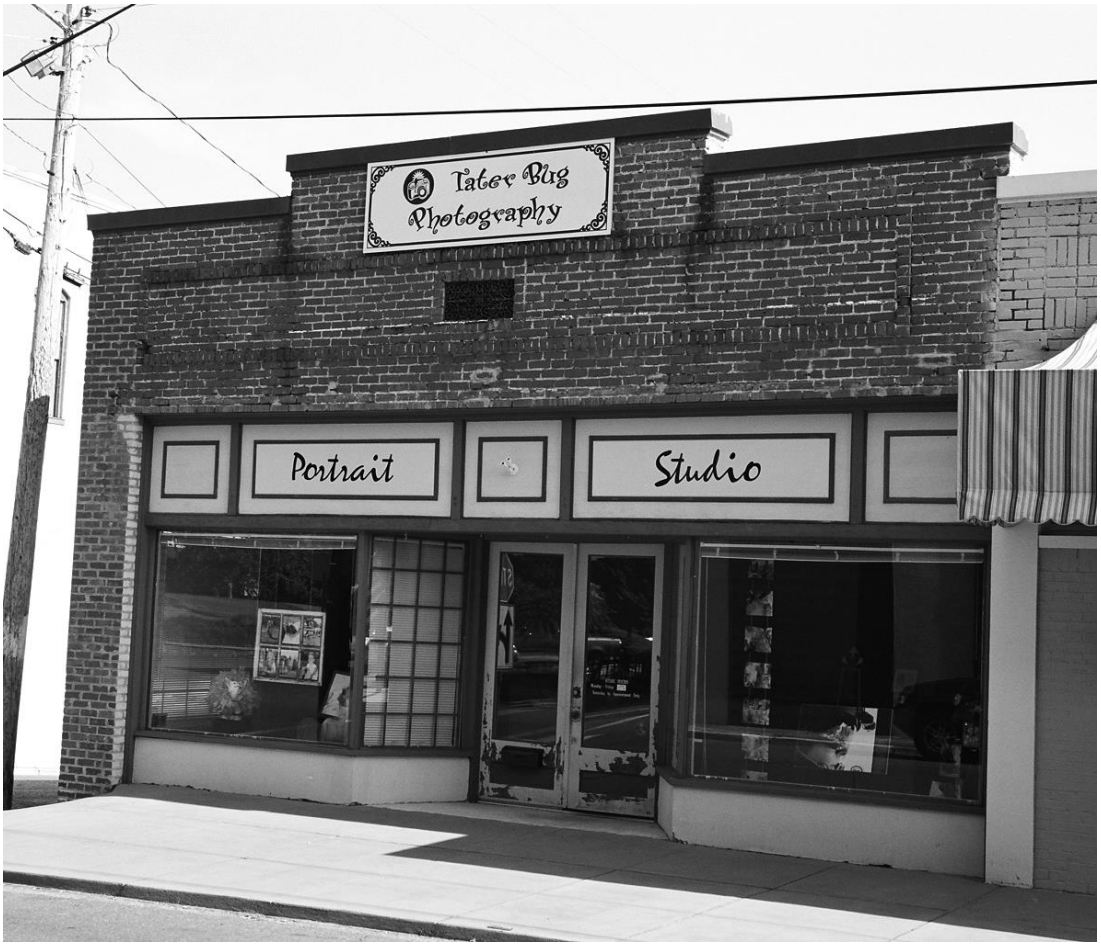
REPLACEMENT

Where replacement is necessary because of advanced deterioration, the replacement materials shall be the same in style, composition, color and texture as the damaged materials. For more information about replacement of the parts of an outbuilding please see **Foundations** on page 56, **Siding** on page 41, **Steps** on page 55, **Roofs** on page 38, **Windows** on page 58, **Doors** on page 64, and **Architectural Ornamentation** on page 49.

REPLACING A MISSING OUTBUILDING

Where a historic outbuilding has been previously removed, it should be replaced with a new outbuilding designed with pictorial evidence of the historic building. If no such documentary evidence exists, a new design can be developed to be compatible with the main building and other historic outbuildings in the district. Please see **New Construction: Outbuildings**, on page 151 for complete information on designing new outbuildings.

SIGNS



SIGNS

COMMERCIAL BUILDINGS: STANDARDS AND GUIDELINES FOR REHABILITATION AND RESTORATION

The guidelines for signs are broken into two sections defined as – residential, being those that are traditionally residential but may now be rezoned for office and commercial uses; and – commercial, being those areas comprised solely of commercial buildings. In addition to the requirements of this section, signs in the historic district shall comply with the provisions of the Zoning Ordinance of Kosciusko, provided that where such provisions are in conflict with this section, the requirements of this section shall prevail.

HISTORIC SIGNS

Historic signs, such as painted wall signs and tiled entry floor signs, shall be repaired, preserved and maintained.

STANDARDS FOR BOTH RESIDENTIAL AND COMMERCIAL AREAS

1. signs shall not conceal any window, door or architectural detail; clutter the building's image; or detract from the unity of the facade, but shall complement the overall design.
2. sign material shall complement the material of the related building.
3. no facade shall be damaged in the application of signs.
4. when mounting signs on masonry walls, signs should be anchored into the mortar, not the masonry.
5. signs shall be lit by remote sources, not from within.
6. signs shall be constructed with traditional materials such as finished wood, glass, copper or bronze. Signs may be hand carved, sandblasted, or painted. Plastic, unfinished wood, plastic letters, foam letters and cardboard are not permitted. Plywood is permitted only if a border is added to the edges of the sign in order to keep the cut edge from fraying and only if the sign has adequate paint so that it does not appear to be constructed of plywood. Sheet metal is permitted only if it is attached to a board so that it has some depth to it and does not appear flat. Sheet metal must be painted. "Wood foam," a plastic that has the appearance of wood, may be used, but must be painted.
7. sign colors should contrast enough to be easily read, but should blend in with the building and its neighbors. Bright, neon colors such as bright yellow, orange and bright red on white are not permitted.
8. franchise signs must respect the character of the district and must be built of traditional materials and be externally lit. Examples of communities where franchises have modified their signage for historic areas are Raleigh, North Carolina, Hilton Head, South Carolina, Carmel, California, and Madison, Mississippi.
9. neon is not acceptable as a sign material unless it is an existing sign that has achieved significance over time.
10. the following are not permitted within the historic district:
    a. banners, pennants, and streamers.
    b. portable, folding, or similar movable signs.
    c. signs located on any street or public right-of-way, curb, hydrant, lamp post, tree, barricade, telephone or light pole, other utility pole, public fence, or on a fixture of a fire alarm or

police system.

d. signs with revolving or rotating beams of light or flashing lights.
e. roof mounted signs.

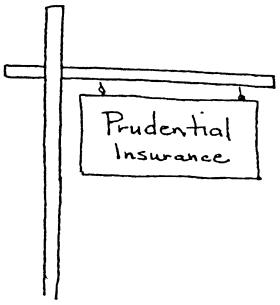
TRADITIONALLY RESIDENTIAL AREAS

Residentially and commercially zoned areas where the predominant land use is residential.

Signs in residential areas should be compatible with the character of the district and should blend in with the character of the buildings on or near which they are placed. A building is permitted one (1) ground-mounted or pole sign and one (1) wall sign. The most appropriate ground-mounted or pole sign is a single wood 4"x4" post with a projecting wood post from which the painted or sandblasted and painted wood sign hangs. Signs shall meet the following standards:

1. ground or pole-mounted signs shall not exceed eight (8) square feet in area and shall be no taller than six (6) feet tall.

Appropriate ground-mounted sign.



Appropriate pole sign.

2. wall signs shall not exceed four (4) square feet or six (6) square feet for more than one tenant and shall be placed no taller than six (6) feet.

3. the design of signs in residential areas should be simple and, while they should be readily visible by their design and color, they should not negatively impact the neighborhood.

4. ground or pole-mounted signs should be

Appropriate wall sign.

setback from the sidewalk at least five (5)

feet and should line up with other signs along the street.

5. signs shall not be attached to roofs or porches and shall not be painted on the walls of residential buildings.

6. lighting shall be cast from the ground adjacent to the sign and light fixtures shall be as minimal as possible. If a business does not operate at night, it is suggested that lights are not necessary in a residential area.

COMMERCIAL AREAS

Commercially zoned areas where the predominant land use is commercial.

Signs in commercial areas should be compatible with the character of the district and should blend in with the character of the building and its neighborhood. A building with one business is permitted two signs including: a suspended sign, projecting sign, wall sign, awning sign, or window sign. Signs shall meet the following standards:

1. **suspended signs** shall be no greater than six (6) square feet and should be hung perpendicular to the street, from the bottom of a canopy or balcony. Suspended signs may be hung parallel to the street from the bottom of a canopy or balcony, however, perpendicular is preferred
2. **projecting signs** shall be no greater than six (6) square feet and shall be hung from the building in an area that does not obscure or damage any architectural features. If the building is brick, the brackets for the sign shall be placed in the mortar, not in the brick. The bottom of the sign shall be nine (9) feet above the sidewalk and the sign should project no more than four (4) feet from the building.
3. wall signs can be painted or attached to a number of locations depending on the design of the storefront:
   a. on some buildings there is an area above the storefront windows that was designed for a sign. The name of the business can be painted in this area or a wooden sign that is no taller than two feet (or less if the sign area does not allow for a two foot sign), can be attached to the building in this location.
   b. if there is not an area designed for the sign, a sign can be painted on or attached to the building in the area above the storefront (the belt course), but below the second floor windows. Again, the name of the business can be painted in this area or a wooden sign, no taller than two feet, can be attached to the building.
   c. on some commercial buildings that do not have the traditional storefront, there is a space on the wall beside the entrance where a wall sign, no larger than four (4) square feet or six (6) square feet for more than one tenant, can be placed.
4. **awning signs** may have the name of the business painted on the front or sides of the awning and the letters shall be no taller than six (6) inches. The color of the letters should complement the color of the awning.

5. **window signs** are more easily seen if they are rendered in a light color or gold leafed letters with a dark border. The total area of the sign should not be larger than six (6) square feet.
6. signs should be lit externally. Internally lit signs are not permitted.
7. signs should be designed with the architecture of the buildings in mind. They should not be signs of earlier periods, such as Colonial-type designs. Lettering should be chosen because it is easy to read. Suggested type styles are Helvetica, Palatino, Brightbeam, Geneva, Courier, Bookman, New Century Schoolbook, and Broadway.
8. signs should have no more than two or three colors that coordinate with the colors of the buildings. Light colors on a dark background are the easiest to read.

SIGN DEFINITIONS

Awning sign – any sign painted on an awning.

Ground sign – any sign where the entire bottom of the sign is generally in contact with or in close proximity to the ground.

Pole sign – any sign which is supported by a pole or poles and is independent of support from a building.

Projecting sign – any sign which is affixed to a building or wall where the leading edge extends beyond the building or wall.

Suspended sign – any sign that hangs under a porch, awning or canopy.

Wall sign – any sign painted on or attached to the facade.

Window sign – any sign painted on a window or the glass area of a door which is meant to be read from outside the building.

NEW CONSTRUCTION: RESIDENTIAL AND COMMERCIAL

GENERAL GUIDELINES

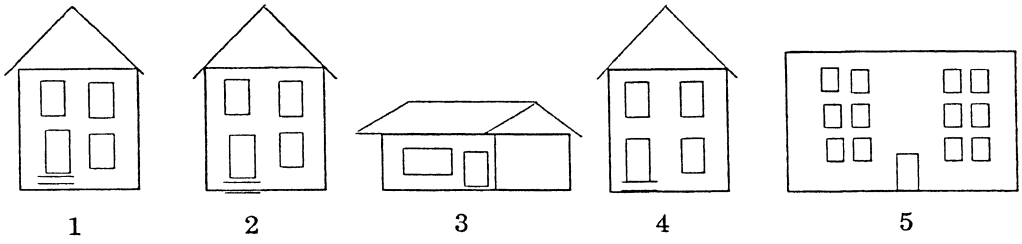
NEW CONSTRUCTION: RESIDENTIAL AND COMMERCIAL

Throughout the historic district buildings have been lost by acts of nature and by demolition, leaving vacant lots that appear as "holes" in the streetscape. New buildings constructed on these lots are called "infill" buildings. The sympathetic design of these infill buildings is of utmost importance because they must harmonize with the character of the neighborhood.

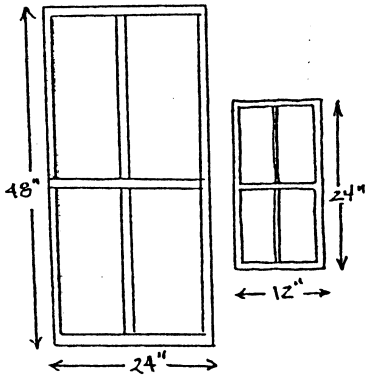
Kosciusko is an architecturally diverse community and new construction should not be designed to imitate any particular architectural style. The following guidelines are intended to guide design for new construction to ensure that new development is compatible with the existing character of the district.

The central idea behind good infill is that it should be designed by the buildings around it that retain their original historic character. If the design of the new facade grows out of its historic neighbors, it is sure to be compatible. This approach strikes a proper balance between the existing architecture and good contemporary design.

Design principles that should be "borrowed" from neighboring buildings include **emphasis**, **rhythm, proportion, and scale**. The directional **emphasis** of a building is either vertical- tall with narrow windows and facades, or horizontal- wider than it is tall and it has a low roof.



Emphasis- buildings 1, 2, and 4 have vertical emphasis. Buildings 3 and 5 are not appropriate for the block because they have horizontal emphasis.

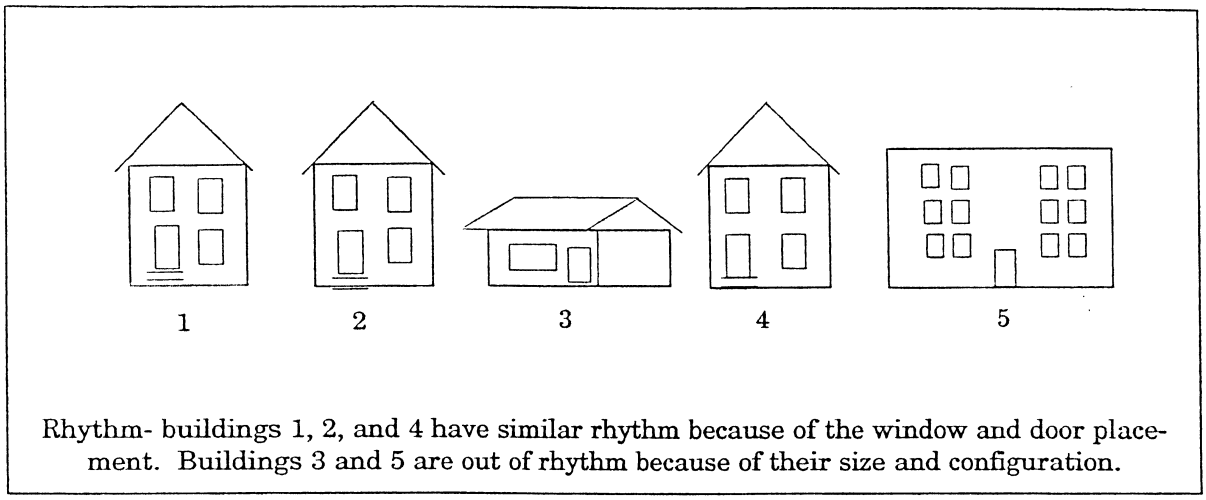


An example of proportion.

Proportion is the relationship of one dimension to another, usually width to height- a window that is 24" wide and 48" tall has the same proportion as one that is 12" wide and 24" tall, in that both of them have a height that is twice the width. The proportion of facades and their elements should be considered when designing infill buildings.

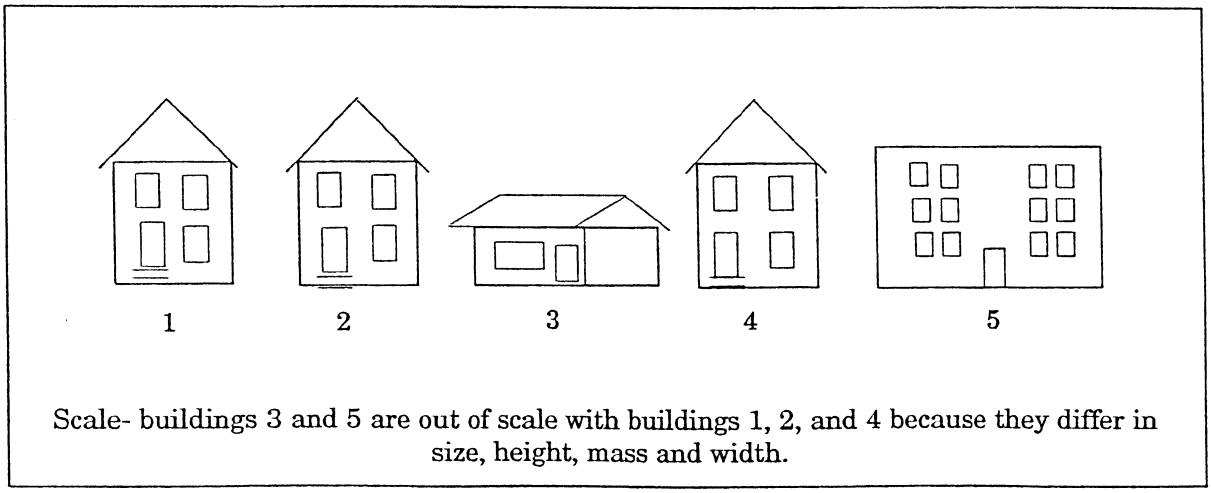
Rhythm is created by repeating patterns such as regularly spaced windows and doors (window, window, door; window, window, door, etc.). An

area with houses that are built around the same time may have a stronger rhythmic pattern than a street with houses from many periods, but there will still be rhythm that should be considered when designing infill buildings.



Rhythm- buildings 1, 2, and 4 have similar rhythm because of the window and door placement. Buildings 3 and 5 are out of rhythm because of their size and configuration.

Scale involves the relationship of elements of the building to the whole of the building in their size, height, mass and width. For example, imposing brick columns would fit a large Greek Revival mansion, but will overpower a small one-story frame residence. Likewise, a porch that once had sturdy 6"x6" wooden posts to support the roof suddenly appears unstable if the posts are replaced by delicate wrought iron supports. In reality, the wrought iron can easily support the roof, but visually they do not appear to be able to do so. It looks flimsy because the supports are out of scale with the porch. New buildings should be in scale with existing buildings and also elements of the new facade itself must be in scale with each other.



Scale- buildings 3 and 5 are out of scale with buildings 1, 2, and 4 because they differ in size, height, mass and width.

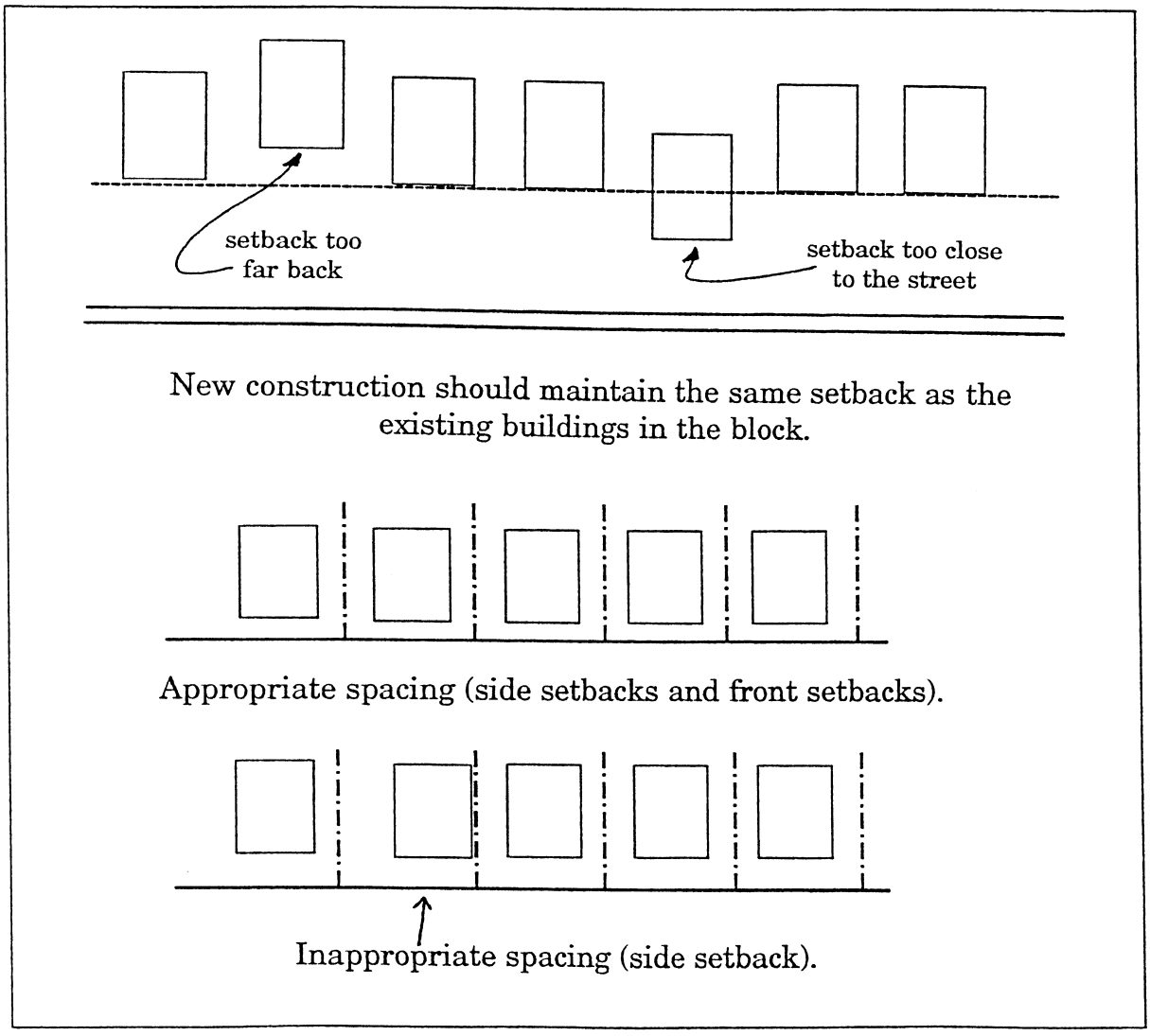
RESIDENTIAL

NEW CONSTRUCTION: RESIDENTIAL AND COMMERCIAL

New residential buildings do not have to be of a particular architectural style, but must be compatible in design with the historic buildings along the street. In order to meet this requirement, infill residential buildings should be designed using the following standards:

SETBACK, SPACING, AND ORIENTATION

Setbacks (the distance a building is placed on the lot from the edge of the right-of-way) in the historic district are generally uniform and establish a feeling of cohesion. New buildings shall have setbacks consistent with existing buildings on the street. Spacing is the distance between buildings, essentially the size of the side yards. The spacing of buildings on their lots should be considered as well because this placement helps to establish the rhythm of the streetscape. Infill buildings shall have the same orientation (face the same direction) as existing buildings on the street.



New construction should maintain the same setback as the existing buildings in the block.

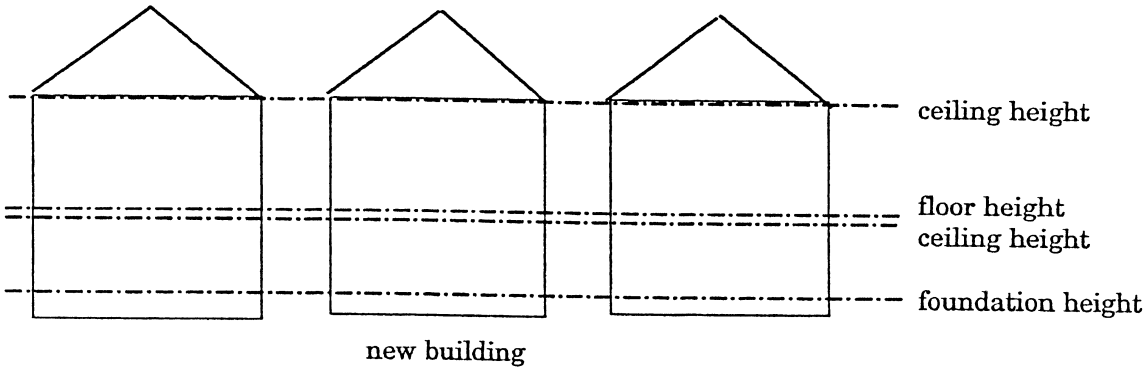
Appropriate spacing (side setbacks and front setbacks).

Inappropriate spacing (side setback).

SIZE AND SHAPE

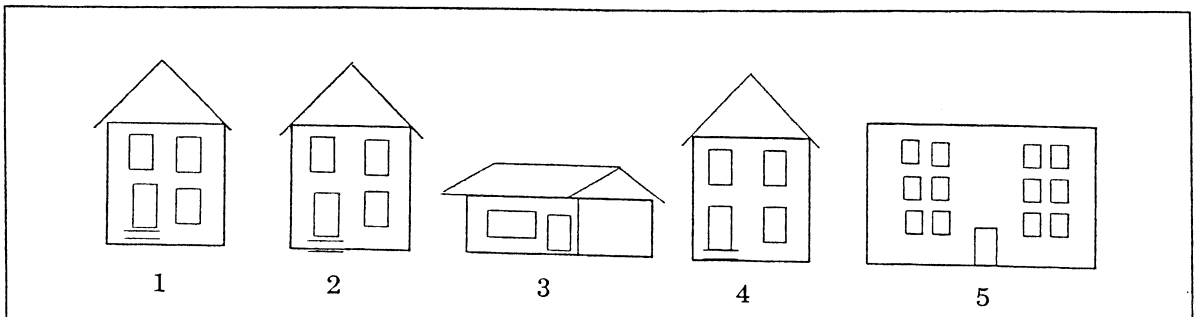
The size and shape of infill buildings shall be consistent with other buildings on the street with regard to the following areas:

1. **height**- should be consistent with the existing buildings on the street. Most of the residential buildings in the district are one, one and a half, two, or two and a half stories tall. New buildings should be designed to match the height of their neighbors. Floor to ceiling heights should also be maintained.



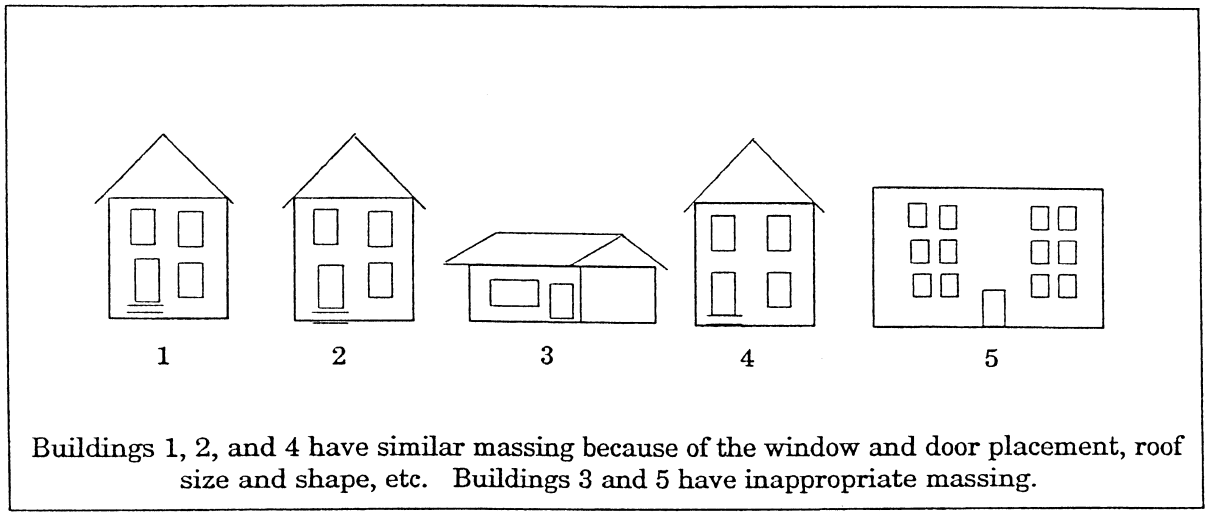
The foundation heights, floor to ceiling heights, and overall building heights of the existing historic buildings should be maintained in the new building.

2. **proportion**- the new building should match the surrounding buildings in proportion, being the width to height ratio (tall and narrow or wide and short).



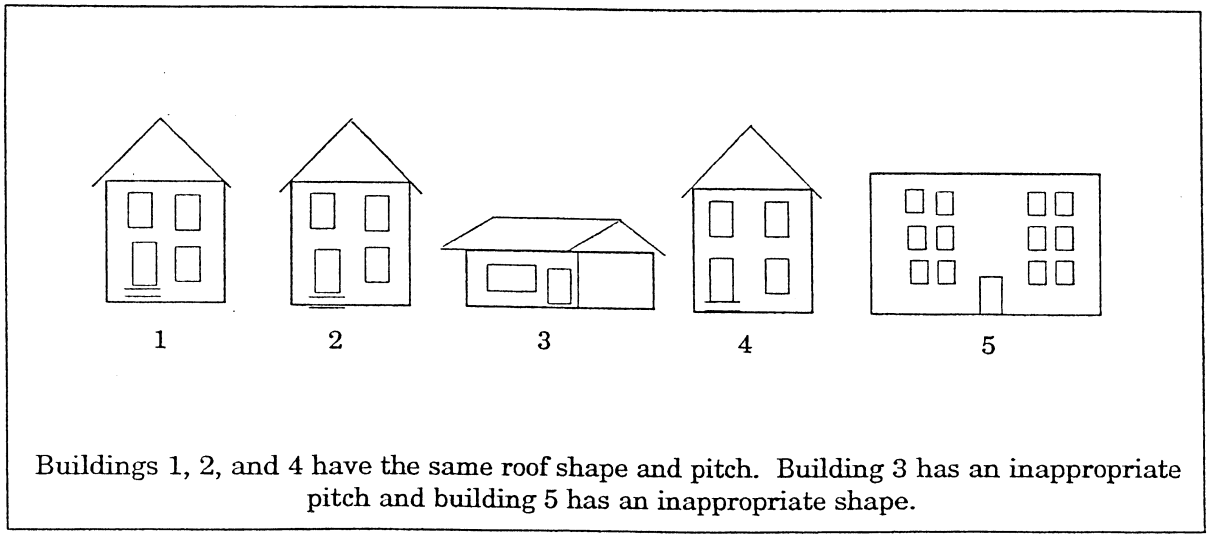
Proportion- buildings 1, 2, and 4 have the same proportions. Buildings 3 and 5 are out of proportion with the adjacent buildings.

3. **massing**- the shape of the new building, how the building's shapes are fitted together, should take into consideration the massing patterns of existing buildings on the street. A massing pattern may be that all of the houses on the street are L-shaped cottages, square two-story boxes, or elaborate Queen Anne residences with different porches, projecting rooms, towers and turrets.



Buildings 1, 2, and 4 have similar massing because of the window and door placement, roof size and shape, etc. Buildings 3 and 5 have inappropriate massing.

4. **roof shape and pitch**- roof shape and pitch should be consistent with that of existing buildings on the street. Most roofs in the district are gables or hips. Flat, mansard, and gambrel roofs are not found in the district and should not be the design for infill buildings. Roofs should also orient in the same direction as existing roofs, for example if the roofs along the street are built with the gable end to the street, then the new building's roof should also have the gable end to the street.

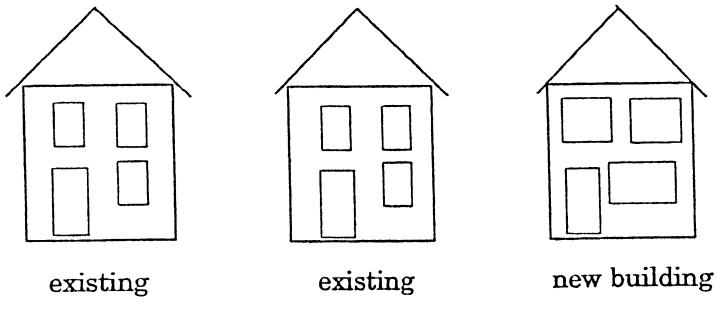


Buildings 1, 2, and 4 have the same roof shape and pitch. Building 3 has an inappropriate pitch and building 5 has an inappropriate shape.

5. **porches**- on an infill building the porch should be designed to be consistent with the height and depth of the adjoining porches. The roof shall be a gable, hip, or shed , depending on existing porches. Porch columns and railings should be simple in design, match the material of existing porch columns and railings, and be of the appropriate scale for the porch and the house in general.

6. **foundation height**- historic buildings were built on conventional foundations, on piers of two to three feet. New construction should have similar foundation heights. Slab foundations or at-grade foundations are not appropriate for new construction in the residential areas (see illustration under **Height**, page 136.

7. **windows and doors**- the width, height, number and spacing of windows and doors should be compatible with neighboring buildings.



The existing buildings have vertical windows. The infill building has horizontal windows which are inappropriate because of their size and shape.

ARCHITECTURAL COMPONENTS

Architectural design components such as cornices, lintels, and chimneys should be included in the design of infill buildings and be compatible with neighboring buildings. These design components should not exactly duplicate historic examples. Nor should components from different styles be used in conjunction on the same building. For example, the design of an Italianate cornice, a Craftsman window, and a Queen Anne turret should not be extracted from different buildings and placed on the infill building because it is believed that that is "historic" design and therefore will be appropriate to the district.

MATERIALS

Materials for new construction shall meet the following standards:

1. **roofing material** should be consistent with that of neighboring buildings. Appropriate materials

are slate, pressed metal, standing seam, and fiberglass shingles in dark colors.

2. **chimneys** should be built using brick that is similar in color to other chimneys on the street. Wood-sided chimneys are not acceptable.

3. **siding** should be that which is predominant along the street. **Brick** siding should be similar in color to other brick buildings. **Wood** siding should be a beveled clapboard of four to six inches. Concrete "clapboard" is acceptable if it meets the correct dimensions and is painted. Masonite and pressboard are not recommended as they do not have as long a life span as wood, however they can be used if they meet the correct dimensions. s**tucco** should be actual stucco, not synthetic stucco (EIFS). However, synthetic stucco on upper stories is approvable, but is not recommended because this material is untested for length of satisfactory life span. Sidings that are not appropriate in the district are metal, artificial brick or stone, artificial siding (plastic, aluminum and vinyl), oversized brick, concrete block, plate glass walls, vertical siding, board and batten, wide lap siding (8" or greater), diagonal siding, and plywood panels or other panels routed to look like clapboard.

4. **steps and railings** should be consistent with the neighboring buildings, wood steps and wood railings or simple wrought iron railings are the most prevalent in the district.

5. **foundations** in the district are brick. New foundations can be concrete block if they are faced with brick. The curtain wall (underskirting) should follow the guidelines for crawl space enclosures, page 56.

6. **windows** should be wood, however vinyl-clad windows are acceptable.

7. **doors** on the front facade should be wood.

ARCHITECTURAL DETAILING

The details on new buildings should be compatible in scale with those used in the area. Cornices, lintels, arches, balustrades, chimneys, shutters, and column styles that are sympathetic with adjacent existing details will have a unifying effect. Duplication of details is not necessary.

WINDOWS

Windows should match historic windows on adjacent buildings in size and shape. The configuration of the windows can vary from historic windows on the street. For example, they can be one-over-one, double-hung windows- they do not have to be six-over-six or two-over-two, but if these light arrangements are chosen, the sashes should be actual divided lights, not snap-in mullions.

COLOR

Colors on new construction should be compatible with the neighboring buildings but color is not governed by the Commission.

RESIDENTIAL

NEW CONSTRUCTION: RESIDENTIAL AND COMMERCIAL

DRIVEWAYS

Driveways for new residences should follow the guidelines for new **driveways** on page 79.

LANDSCAPING

When preparing a lot for a new building, the existing landscaping should be taken into consideration. Trees 6" in diameter and larger as measured at ground level shall not be cut down without the approval of the Commission. The addition of trees and plantings is encouraged around new construction. For more information see **landscaping** on page 78.

COMMERCIAL

NEW CONSTRUCTION: RESIDENTIAL AND COMMERCIAL

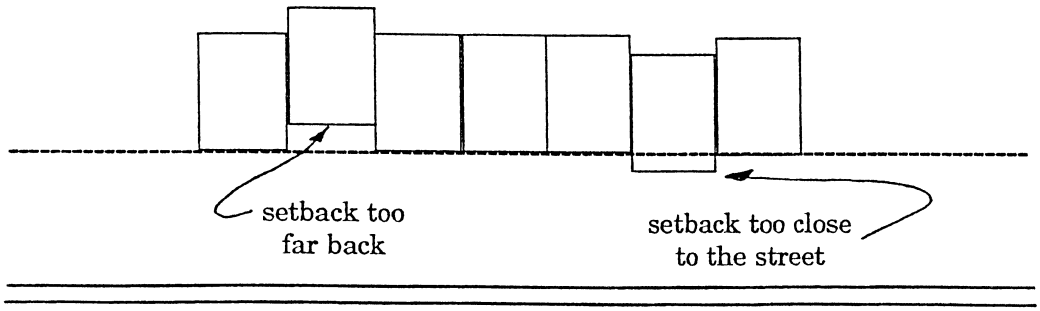
There are two distinct types of commercial infill buildings that are possible in the district. The first type is that which will occupy a space in the central business district and the second type is the commercial building constructed on what was historically a residential lot. These generally will not have traditional storefronts. While the guidelines for these new commercial building types are the same for many features, because of the unique nature of the traditional storefront and the need to maintain a stricter design, the two are treated separately here.

TRADITIONAL STOREFRONT COMMERCIAL

Traditional storefront buildings are those one, two, and taller commercial buildings that sit immediately next to neighboring buildings, with no side setback. The front setbacks are exactly the same and the first floors all maintain traditional storefront windows and doors. The design of infill buildings in these areas is critical in order to maintain a flow from one building to the next creating a continuous display along the street. The similar storefronts-window/door/window- create a rhythm that gives the street an organized and coordinated appearance. Historic downtown buildings were designed to relate to one another, to complement each other, and to be visually tied together. This creates a unified look along the streetscape and makes the pedestrian feel more comfortable when moving from store to store. The following standards must be met when designing new infill in these areas:

SETBACK, SPACING, AND ORIENTATION

The setback (the distance a building is placed on the lot from the edge of the right-of-way) of an infill building should be exactly that of the neighboring historic buildings. As a general rule, there is no space between buildings in this area. This spacing should be maintained with the new building. In addition, infill buildings shall have the same orientation- face the same direction- as existing buildings on the street.



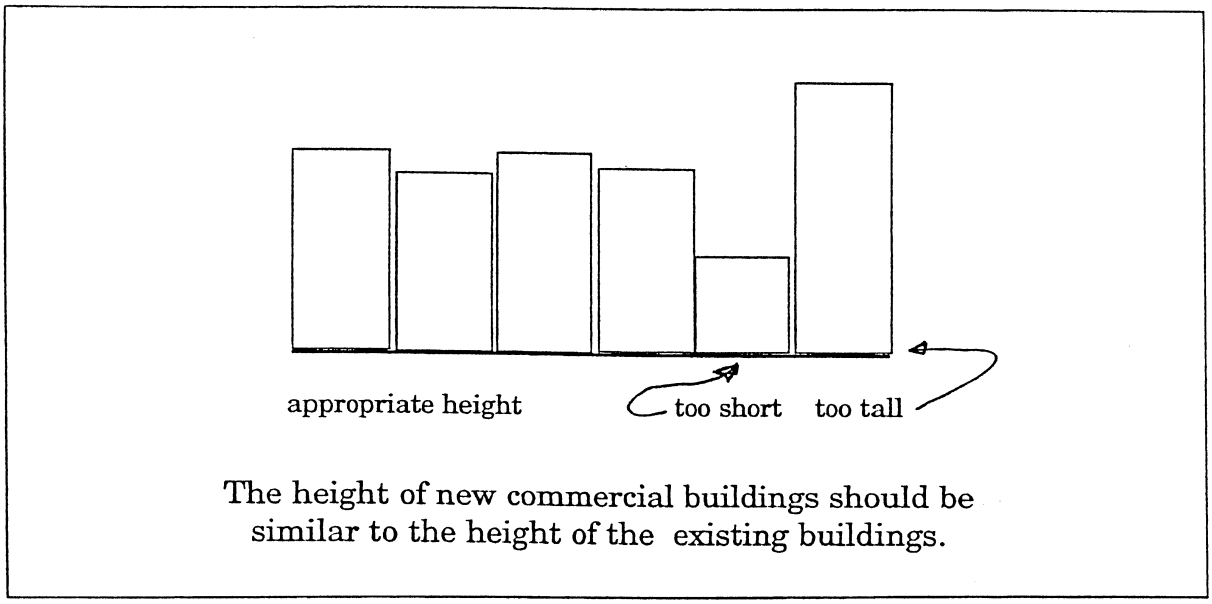
New construction should maintain the same setback as the existing buildings in the block.

SIZE AND SHAPE

The size and shape of infill buildings shall be consistent with other buildings on the street with regard to the following areas:

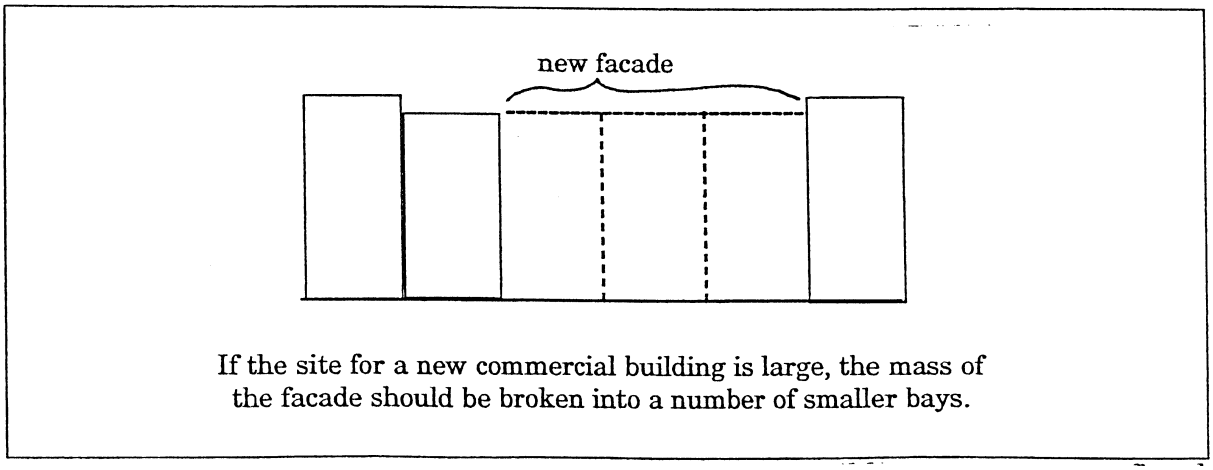
1. **height**- should be consistent with the existing buildings on the street. Most of the commercial

buildings in the district are one, two, or three stories tall. New buildings should be designed to be consistent with the height of their neighbors. It is very important that floor to ceiling heights be maintained.



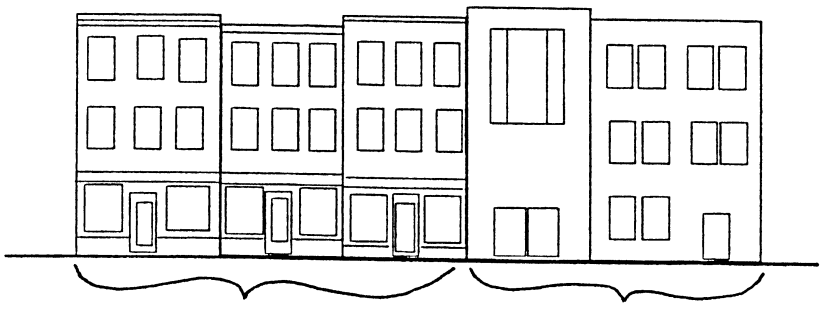
The height of new commercial buildings should be similar to the height of the existing buildings.

2. **proportion**- the new building should match the surrounding buildings in proportion, being the width to height ratio (tall and narrow). If a new building is proposed for a double lot, one where two buildings originally stood, the new building should be designed to appear as two tall buildings, not one horizontal building.



If the site for a new commercial building is large, the mass of the facade should be broken into a number of smaller bays.

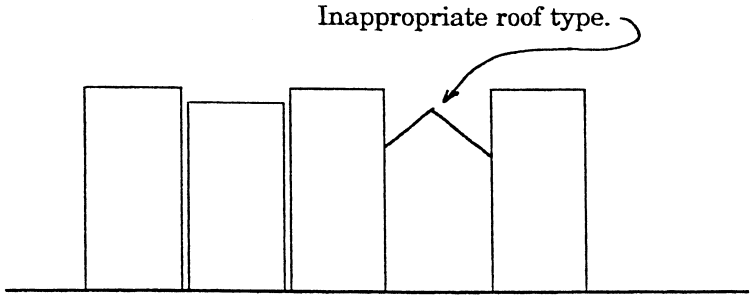
3. **massing**- the shape of the new building, how the building's shapes are fitted together, should take into consideration the massing patterns of existing buildings on the street. The storefront first floor should be designed with similar dimensions as historic examples.



These three buildings are designed with the same massing and rhythm exhibited by the same pattern of windows, doors and storefronts. The window dimensions and locations are very similar as are the widths and heights of the buildings.

These two buildings were not designed to be compatible with the two neighboring buildings with respect to massing and rhythm. The size and location of the windows and doors, as well as the width of the last building make these buildings inappropriate as infill.

4. **roof shape and pitch**- the roof should be a flat roof or a sloped roof hidden behind a parapet.



The type of roof designed for an infill building should be similar to those found on adjacent buildings.

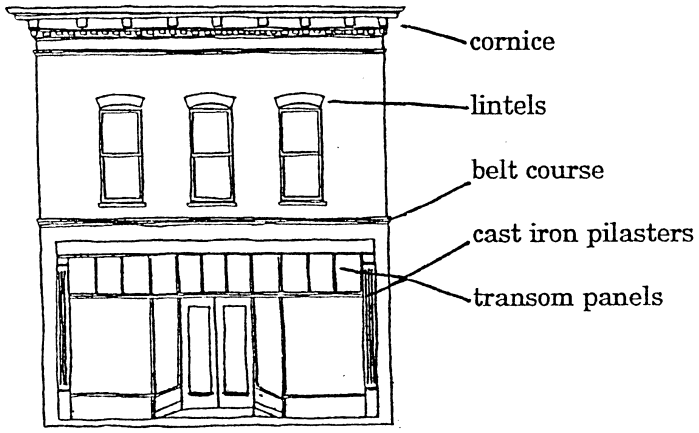
5. **balconies**- there are examples of historic balconies in downtown. If a balcony is designed for an infill building, it should be designed to match existing balconies. Railings should be simple in design, match the material of existing railings, and be of the appropriate scale for the balcony and the building in general.

6. **wood canopies and canvas awnings**- wood canopies have been added in recent years to many buildings in downtown. These canopies often divide the first floor from the rest of the building, causing the streetscape to appear disjointed. Wood canopies are not appropriate for new buildings because they perpetuate this problem. Canvas awnings that cover the storefront area are recommended and encouraged as a way to provide protection from the elements for pedestrians. See the section on awnings, page 110.

7. **foundation height**- the foundation height of the new building should be at grade.

ARCHITECTURAL COMPONENTS

Architectural design components such as parapets, cornices, lintels, cast iron pilasters, and window hoods should be included in the design of infill buildings and be compatible with neighboring buildings. These design components should not exactly duplicate historic examples. Nor should components from different styles be used in conjunction on the same building. For example, the design of an Italianate cornice, an Art Deco window, and a Queen Anne turret should not be extracted from different buildings and placed on the infill building because it is believed that that is "historic" design and therefore will be appropriate to the district.



Design components from adjacent historic buildings should be taken into consideration when designing an infill building.

MATERIALS

Materials for new construction shall meet the following standards:

1. **roofing material** should be consistent with that of neighboring buildings. Appropriate materials are slate, pressed metal, standing seam, fiberglass shingles in dark colors, and new rubber roofing where hidden behind a parapet.
2. **siding** should be brick and should be similar in color to other brick buildings. Sidings that are

not appropriate in this part of the district are metal, artificial brick or stone, artificial siding (plastic, aluminum and vinyl), oversized brick, concrete block, plate glass walls, or wood siding of any kind.

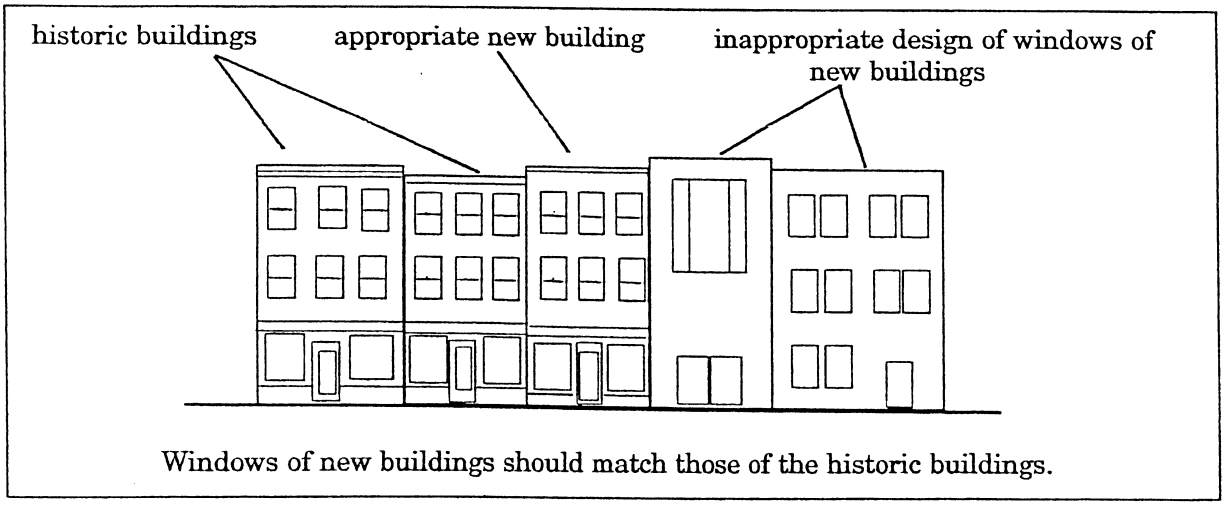
2. **windows** should be wood.
3. **doors** should be wood.

ARCHITECTURAL DETAILING

The details on new buildings should be compatible in scale with those used in the area. Cornices, lintels, arches, balustrades, chimneys, shutters, and column styles that are sympathetic with adjacent existing details will have a unifying effect. Duplication of details is not necessary.

WINDOWS

Windows on the upper floor should match historic windows on adjacent buildings in size, shape, number and location. They should be single, wood, double-hung windows. The upper windows and their placement help to establish a rhythm down the street. The configuration of the windows can be one-over-one; they do not have to be six-over-six, but if multi-light arrangements are chosen, the sashes must be actual divided lights, not snap in mullions.



Windows of new buildings should match those of the historic buildings.

STOREFRONT

The storefront should be designed with the same components as the historic storefront. Those components are the piers on either side of the display window, the display windows with wooden or cast iron bulkheads underneath, the door which is a single or double-leaf door made up mostly of glass, and the transom panel across the display windows and door. A cornice that runs across the top of the storefront can be added. See **Components of a Storefront** on page 101.

COLOR

Colors on new commercial infill should be compatible with the neighboring buildings but are not governed by the Commission.

COMMERCIAL

NEW CONSTRUCTION: RESIDENTIAL AND COMMERCIAL

SIGNS

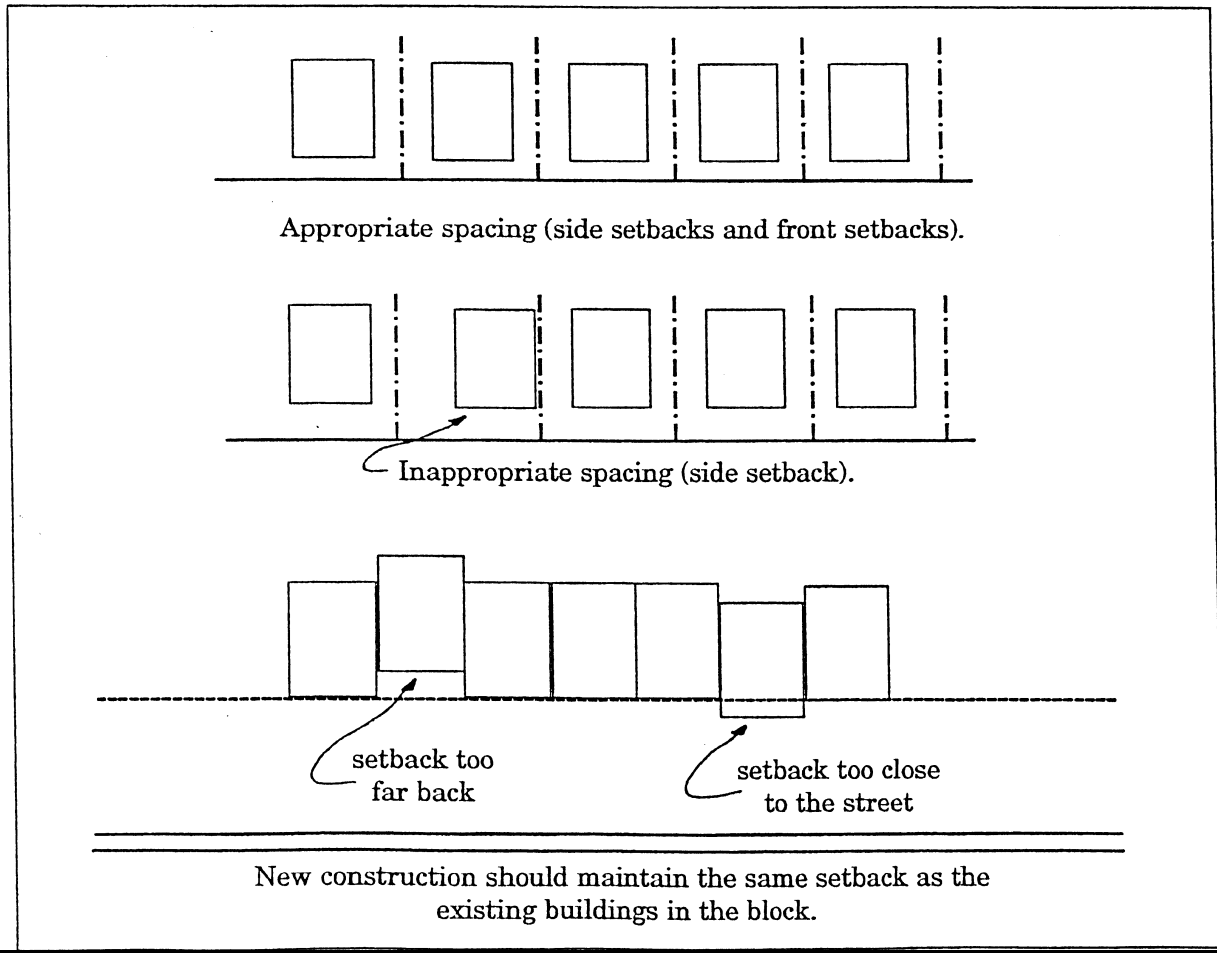
Please see **signs** on 125.

OTHER COMMERCIAL BUILDINGS

The design for commercial buildings proposed to be constructed on what were historically residential lots is treated differently than traditional storefront commercial. It is more difficult to design this type of commercial building because it must blend into a neighborhood that may have historic residences as well as commercial buildings. The new design must take into consideration the characteristics of both and blend old and new at the same time. The following standards shall be observed:

SETBACK, SPACING, AND ORIENTATION

Setbacks (the distance a building is placed on the lot from the edge of the right-of-way) in the historic district are uniform and establish a feeling of cohesion. New buildings shall have setbacks consistent with existing buildings on the street. Spacing is the distance between buildings, essentially the size of the side yards. The spacing of buildings on their lots should be considered as well because this placement helps to establish the rhythm of the streetscape. Infill buildings shall have the same orientation (face the same direction) as existing buildings on the street.



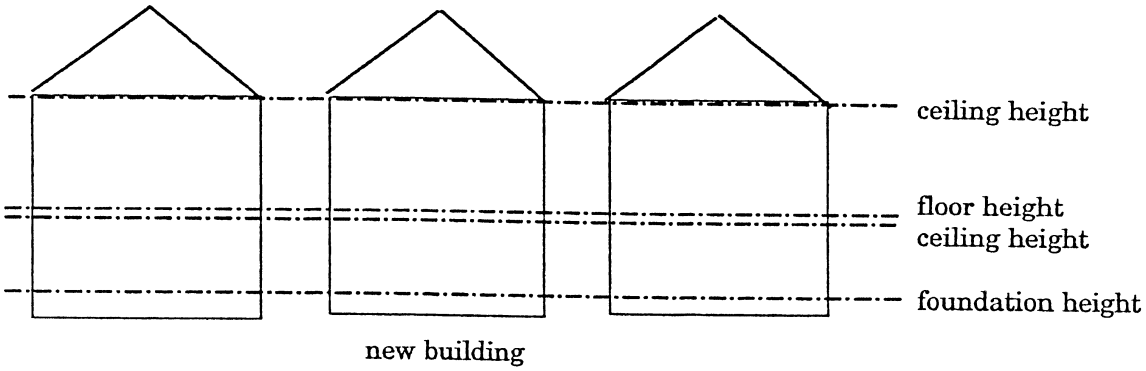
COMMERCIAL

NEW CONSTRUCTION: RESIDENTIAL AND COMMERCIAL

SIZE AND SHAPE

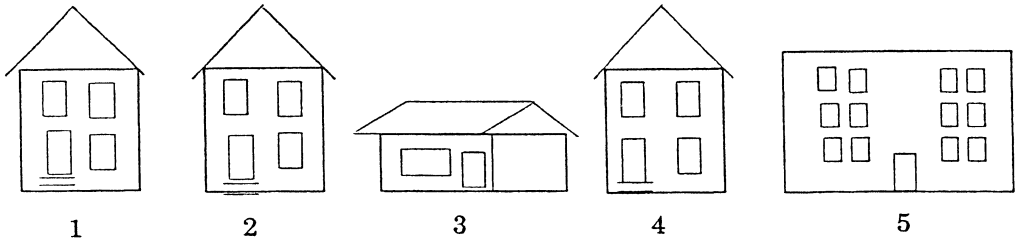
The size and shape of infill buildings shall be consistent with other buildings on the street with regard to the following areas:

1. **height**- should be consistent with the existing buildings on the street. New buildings should be designed to match the height of their neighbors. Floor to ceiling heights should be maintained.



The foundation heights, floor to ceiling heights, and overall building heights of the existing historic buildings should be maintained in the new building.

2. **proportion**- the new building should match the surrounding buildings in proportion, being the width to height ratio (tall and narrow or wide and short).

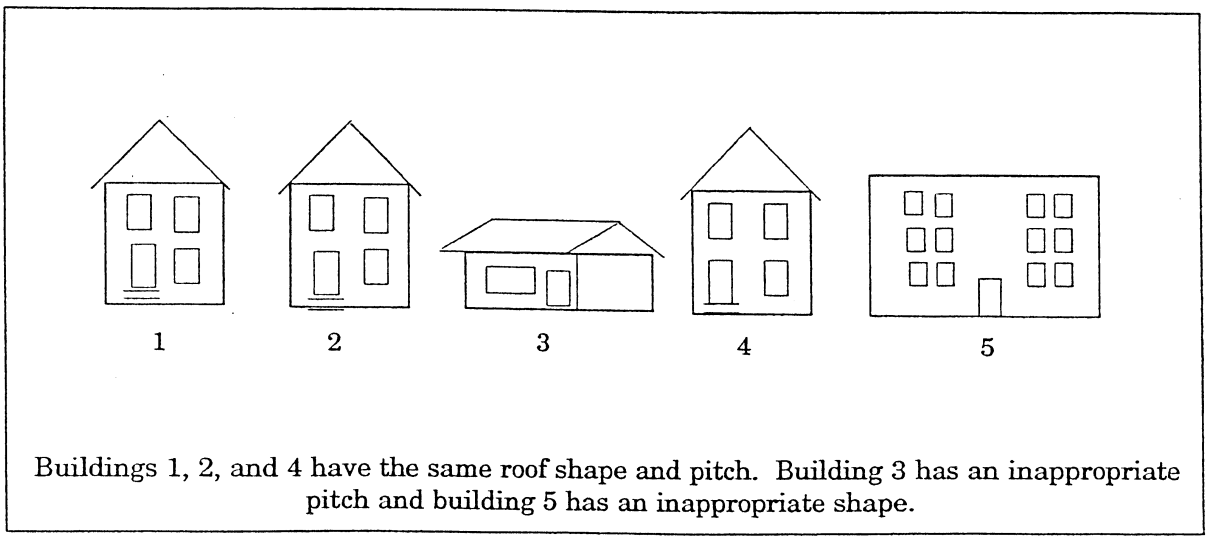


Proportion- buildings 1, 2, and 4, maintain the same proportions, tall and narrow. Building 3 is out of proportion because it is short and horizontal. Building 5 is also inappropriate because it is horizontal.

3. **massing**- the shape of the new building, how the building's shapes are fitted together, should

take into consideration the massing patterns of existing buildings on the street.

4. **roof shape and pitch**- roof shape and pitch should be consistent with that of existing buildings along the street. Roofs should also orient in the same direction as existing roofs. For example, if the roofs along the street are built with the gable end to the street, then the new building's roof should also have the gable end to the street.



Buildings 1, 2, and 4 have the same roof shape and pitch. Building 3 has an inappropriate pitch and building 5 has an inappropriate shape.

5. **porches and porticos**- on an infill building the porch or portico should be designed to be consistent with the height and depth of the adjoining porches. The roof shall be a gable, hip, or shed, depending on existing porches. Porch columns and railings should be simple in design, match the material of existing porch columns and railings, and be of the appropriate scale for the porch and the house in general.

6. **foundation height**- historic buildings were built on conventional foundations, on piers of two to three feet. New construction should have similar foundation heights. Slab foundations or at-grade foundations are not appropriate for new construction in the residential areas unless the adjacent building is a historic building with an at grade foundation.

ARCHITECTURAL COMPONENTS

Architectural design components such as cornices, lintels, chimneys, parapets, and window hoods may be included in the design of infill buildings and be compatible with neighboring buildings. These design components should not exactly duplicate historic examples. Nor should components from different styles be used in conjunction on the same building. For example, the design of an Italianate cornice, a Craftsman window, and a Queen Anne turret should not be extracted from different buildings and placed on the infill building because it is believed that that is "historic" design and therefore will be approved.

COMMERCIAL

NEW CONSTRUCTION: RESIDENTIAL AND COMMERCIAL

MATERIALS

Materials for new construction shall meet the following standards:

1. **roofing material** should be consistent with that of neighboring buildings. Appropriate materials are slate, pressed metal, standing seam, and fiberglass shingles in dark colors. Rubber roofing can be used on roofs that are hidden behind parapet walls.
2. **chimneys** should be built using brick that is similar in color to other chimneys on the street. Wood-sided chimneys are not acceptable.
3. **siding** should be that which is predominant along the street. **Brick** siding should be similar in color to other brick buildings. **Wood** siding should be a beveled clapboard of four to six inches. Concrete "clapboard" is acceptable if it meets the correct dimensions and is painted. Masonite and pressboard are not recommended as they do not have as long a life span as wood, however, they can be used if they meet the correct dimensions. **Stucco** should be actual stucco, not synthetic stucco (EIFS). However, synthetic stucco on upper stories is approvable, but is not recommended because this material is untested for length of satisfactory life span. Sidings that are not appropriate in the district are metal, artificial brick or stone, artificial siding (plastic, aluminum and vinyl), oversized brick, concrete block, plate glass walls, vertical siding, board and batten, wide lap siding (8" or greater), diagonal siding, and plywood panels or other panels routed to look like clapboard.
4. **steps and railings** should be consistent with the neighboring buildings; wood steps and wood railings or simple wrought iron railings are the most prevalent in the district.
5. **foundations** in the district are brick. New foundations can be concrete block if they are faced with brick. The curtain wall (underskirting) should follow the guidelines for crawl space enclosures, page 56.
6. **windows** should be wood, vinyl-clad windows are acceptable for one-over-one windows. Windows should have true-divided lights, not snap-in mullions.
7. **doors** on the front facade should be wood.

ARCHITECTURAL DETAILING

The details on new buildings should be compatible in scale with those used in the area. Cornices, lintels, arches, balustrade, chimneys, shutters, and column styles that are sympathetic with adjacent existing details will have a unifying effect. Duplication of details is not necessary.

WINDOWS

Windows should match historic windows on adjacent buildings in size, shape, number and location. The configuration of the windows can vary from historic windows on the street. For example, they can be one-over-one, double-hung windows, they do not have to be six-over-six or two-over-two. If these light arrangements are chosen, the sashes must be actual divided lights, not snap-in mullions.

COLOR

Colors on new construction should be compatible with the neighboring buildings but are not governed by the Commission.

COMMERCIAL

NEW CONSTRUCTION: RESIDENTIAL AND COMMERCIAL

SIGNS

Please see signs on page 125.

DRIVEWAYS AND PARKING LOTS

Driveways and parking lots for new commercial buildings should follow the guidelines for **new driveways and parking lots** on pages 79 and 116.

LANDSCAPING

When preparing a lot for a new building, the existing landscaping should be taken into consideration. Trees 6" in diameter and larger as measured at ground level shall not be cut down without the approval of the Commission. The addition of trees and plantings is encouraged around new construction. For more information please see **landscaping** on page 78.

OUTBUILDINGS

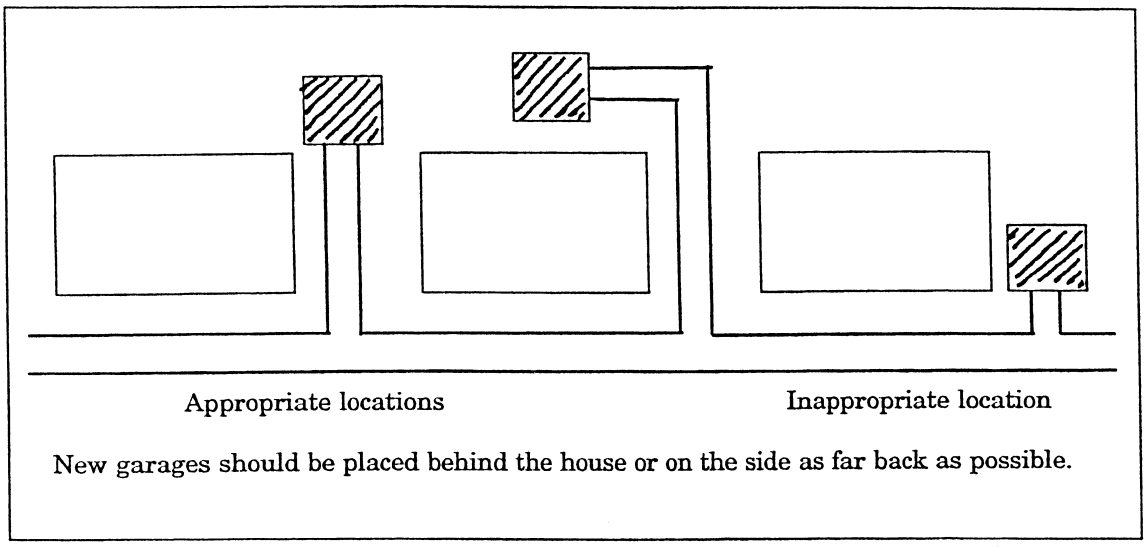
OUTBUILDINGS

NEW CONSTRUCTION: RESIDENTIAL AND COMMERCIAL

New outbuildings such as garages, carports, and storage sheds can be designed and sited to blend with the main building and neighboring buildings if the design mimics them with regard to materials, shape, and features. The following standards should be met when designing a new outbuilding in the district:

LOCATION

A new garage or shed should be located in the rear yard of the building and should not be attached to the house.



New garages should be placed behind the house or on the side as far back as possible.

SIZE AND SHAPE

New garages and sheds should be smaller in scale than the existing building. The design should be simple, but should take into consideration the design of the main building and incorporate its roof shape and general character. If there are historic garages in the neighborhood of the same period as the main house, these buildings may yield design ideas for the new building.

MATERIALS

The materials used in the new garage or shed design should be similar and compatible with the materials of the main house. Sidings that are not appropriate in the district are metal, artificial brick or stone, oversized brick, concrete block, plate glass walls, vertical siding, board and batten, wide lap siding (8" or greater), diagonal siding, and plywood panels or other panels routed to look like clapboard. If the new building is not readily visible from the street, vinyl siding can be used. Garage doors should be wood or multi-light glass doors, however they can be vinyl or metal if they are of the paneled type, not the flush type, and are not aluminum in color.

COLOR

The color of new outbuildings should complement the main building. Paint color is not governed by the Commission.

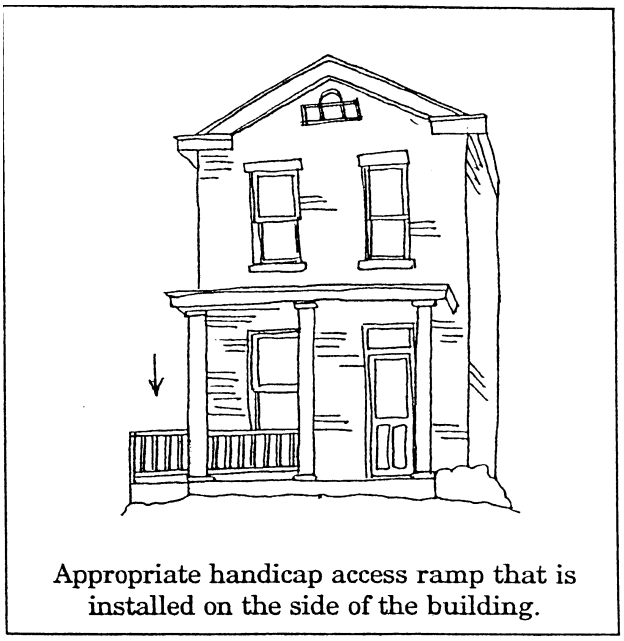
HANDICAP ACCESS AND FIRE ESCAPES

RAMPS AND ESCAPES

HANDICAP ACCESS AND FIRE ESCAPES: RESIDENTIAL AND COMMERCIAL

In order to provide access to historic buildings for disabled persons, it is often necessary to make modifications to the building and grounds. These modifications must be carefully planned and undertaken so that they do not result in the loss of character-defining spaces, features, and finishes. The goal is to provide the highest level of access with the lowest level of impact. The design of an access ramp must not obscure, radically change, damage, or destroy features. The design of new access ramps should meet the following standards:

1. ramps should be installed at the rear or side of a building (see example below) and should be of a simple design made of wood. The balusters and handrails should be simple square designs and are best painted to match the color of the porch railing or the body paint color.
2. the ramp should be landscaped with low shrubbery to help screen it from view.



Appropriate handicap access ramp that is installed on the side of the building.

FIRE ESCAPES

1. fire escapes should be placed where they are not easily seen from the street, such as on the rear of the building.
2. fire escapes are best painted to match the color of the building, however, paint color is not governed by the Commission.

RELOCATION


SPIRIT
TIM'S PRIME TIME VIDEO
Parker's
D'Chanell
PICKLE'S DRUG STORE
Prescriptions

MOVING BUILDINGS

RELOCATION: RESIDENTIAL AND COMMERCIAL

MOVING A BUIDING INTO THE DISTRICT

A building may be moved into the district to fill in a vacant lot if the building fits the requirements for new construction. The building must be compatible with buildings in the district with regard to style, height, scale, massing, material, and texture. The building must be sited on the lot to have the same setback as other historic buildings on the street. More information can be found in the section on **New Construction**, page 131.

MOVING A BUILDING OUT OF THE DISTRICT

A building may be moved out of the district as a last resort to demolition. Refer to the **demolition** section, page 163.

DEMOLITION

DEMOLITION

RESIDENTIAL AND COMMERCIAL

The demolition of a building that is a contributing resource in the district has a negative impact on the district. The removal of a historically and/or architecturally significant building diminishes the continuity of the streetscape and is detrimental to the promotion of the city's historic, aesthetic and cultural heritage. Therefore, there are strict guidelines for the review of demolition permits.

The Commission shall consider the individual architectural, cultural, and/or historic significance of the resource.

The Commission shall consider the importance or contribution of the resource to the architectural character of the district.

The Commission shall consider the importance or contribution of the resource to neighboring property values.

The Commission shall consider the difficulty or impossibility of reproducing such a resource because of its texture, design, material, or detail.

Following the Commission's approval of demolition, the applicant must seek approval of replacement plans, prior to receiving a demolition permit and other permits. Replacement plans for this purpose shall include, but shall not be restricted to, project concept, preliminary elevations, and site plans, and completed working drawings for at least the foundation plan which will enable the applicant to receive a permit for foundation construction.

When the Commission approves the demolition of a resource, a permit shall not be issued until all plans for the site have received approval from all appropriate city boards, commissions, department and agencies.

Should a demolition permit be granted for a building within the district, the following standards must be met:

1. prior to demolition, photographic documentation of the building (interior and exterior) and its grounds shall be undertaken by the applicant and the information be forwarded to the Commission.
2. the Commission shall discuss with the property owner the disposition of any architectural features (interior and exterior) to ensure that important features are salvaged and retained.
3. any large trees or other important landscape features shall be protected during the demolition.
4. if the site is to remain vacant for more than 30 days, it shall be cleared of debris and planted in grass.

SECURING VACANT BUILDINGS

SECURING VACANT BUILDINGS

RESIDENTIAL AND COMMERCIAL

Buildings in the historic district that have the potential for being vacant for an extended period of time should be secured to protect them from vandals and the elements. Plywood panels should be secured over the windows and doors and should fit inside the window and door frame, not be attached to the outside of the frame. These panels should be painted, preferably the trim or body color of the building. The yard should be cut on a regular basis and fallen limbs or trees should be removed. If the roof is in need of repair, it should be protected with a temporary covering.

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HISTORIC KOSCIUSKO DESIGN REVIEW GUIDELINES

INTRODUCTION

PURPOSE OF THE GUIDELINES

INTRODUCTION

In 2003, the citizens and the city of Kosciusko recognized that their town was known for its extensive and concentrated collection of prominent architectural types, historic public, commercial, and residential buildings, as well, as archaeological sites. Kosciusko's unique qualities have proven increasingly attractive to residents, business interests, and tourists. As a result of this recognition, the Mayor and Aldermen adopted the Kosciusko Historic District Ordinance in 2003 for the purpose of designating properties, sites and structures having special historic or architectural value as historic district, landmarks, or landmark sites and for the establishment of the Kosciusko Historic Preservation Commission to lead in the preservation of these important properties.

The ordinance was developed to encourage and assist neighborhood improvement through the preservation of the historic and architectural elements of the community's heritage. Further goals of the ordinance are:

- To protect, enhance and perpetuate resources which represent distinctive and significant elements of the City's historic, cultural, social, economic, political, archaeological, and architectural identity;
- To insure the harmonious, orderly, and efficient growth and development of the City;
- Strengthen civic pride and cultural stability through neighborhood conservation;
- Stabilize the economy of the City through the continued use, preservation, and revitalization of its resources;
- Protect and enhance the City's attractions to tourists and visitors and the support and stimulus to business and industry thereby provided;
- Provide a review process for the preservation and appropriate development of the City's resources.

The Kosciusko Historic Design Review Guidelines have been prepared to assist property owners, contractors, architects, and others in the proper preservation, rehabilitation, restoration, and maintenance of designated landmarks, landmark sites and properties within the City's historic district(s). In addition, they will serve as the basis on which plans for rehabilitation, additions, new construction and routine maintenance will be judged for harmony, compatibility and appropriateness during the permit review procedures by the Commission. These guidelines were developed using the Secretary of the Interior's Standards and Guidelines as a model and were tailored specifically to Kosciusko's built environment by observing design characteristics commonly found in the historic districts.

To encourage appreciation and knowledge of Kosciusko's wealth of historic buildings, these guidelines also include information about the city's architectural styles. In order to understand terms that are used throughout the guidelines, a glossary has been included as well.

SECRETARY OF THE INTERIOR STANDARDS

INTRODUCTION

The City of Kosciusko Historic Design Guidelines are based on the Secretary of the Interior's Standards for Rehabilitation which were developed to help property owners, developers, and Federal managers in planning successful rehabilitation projects. Successful projects extend the life of historic resources through the preservation of historic materials and features, and make possible an efficient contemporary use. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and include related landscape features, sites, and environment.

Rehabilitation is defined as the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. Following the Standards during a rehabilitation project will ensure that repairs and alterations will not damage or destroy materials, features, or finishes that are important in defining the building's historic character.

The following are the Secretary of the Interior's Standards for Rehabilitation:

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

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

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

When applying these standards, there are four levels of rehabilitation that should be considered when planning a rehabilitation project within the district. The following approaches to rehabilitation projects are used throughout the Kosciusko Historic Design Guidelines and will be used by the Historic Preservation Commission during their review process.

1. **Identify, retain, and preserve** the form and detailing of those architectural materials and features that are important in defining the historic character.

2. **Protect and maintain those materials and features** that are important and must be retained in the process of rehabilitation work. Protection generally involves the least degree of intervention and is preparatory to other work. Protection may include the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, painting, cyclical cleaning of roof gutter systems, or roof repair.

3. **Repair** should be considered next when the physical condition of character-defining materials and features warrants additional work. Repair is best accomplished with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading according to recognized preservation methods. Repairing also includes the limited replacement in kind of extensively deteriorated or missing parts of features when there are surviving prototypes.

4. **Replacement** of an entire character-defining feature with new material because of the level of deterioration or the damage to materials precludes repair, is the last resort and should only be considered if the feature can not be reasonably repaired and thus preserved. If the essential form and detailing are still evident so that the physical evidence can be used to re-establish the feature as an integral part of the rehabilitation project, then the feature should be replicated in kind, with the same materials.

HOW TO USE THESE GUIDELINES

INTRODUCTION

These guidelines have been created to help the property owner to properly preserve, maintain, repair and rehabilitate buildings and to design compatible new construction within the Kosciusko Historic District. Property owners should use these guidelines when planning the repair or rehabilitation of any building within the district and when making application for a Certificate of Appropriateness to the Commission.

The guidelines are divided into the following major sections:

Minor Repair and Routine Maintenance- this section describes the work that constitutes routine repair and which does not require review by the Commission.

Residential Rehabilitation- this section describes how to correctly undertake rehabilitation work on residential buildings. A residential building is a building constructed for use as a residence, even though it may presently be used for a commercial use.

Commercial Rehabilitation- this section describes how to correctly undertake rehabilitation work on commercial buildings. A commercial building is one that was originally constructed for commercial use, regardless of the purpose for which it is used presently.

Residential New Construction- this section describes how to correctly design a new residential building for the district.

Commercial New Construction- this section describes how to correctly design a new commercial building, whether it is to be located in downtown or on a vacant lot in a historically residential area.

Other sections provide information on appropriate **Signs, Relocation** of buildings, **Demolition,** and **Handicap Access.**

To help the property owner better understand words and phrases used in this publication, a **Glossary** is provided in the appendix. **Resources** for technical assistance and a **Bibliography** are also available in the appendix. The **Table of Contents** can help the applicant to find the appropriate section(s) for work to be undertaken.

As previously stated, these guidelines follow the Secretary of the Interior's Standards for Rehabilitation which is the nationally accepted preservation philosophy that when dealing with historic buildings one must first identify, retain, and preserve the form and detailing of those architectural materials and features that are important in defining the historic character of the building. Next, one should protect and maintain these materials and features. Protection generally involves the least degree of intervention such as caulking, limited paint removal, cleaning, etc. Next, when the physical condition of character-defining materials and features warrants additional work, repair is recommended. Repair begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials or features according to recognized preservation methods. Repairing also includes the limited replacement in kind of extensively deteriorated or missing parts of features when there are surviving examples. Finally, in extreme cases where entire features are too deteriorated to be repaired, the standards allow for complete replacement with new material, if that is accomplished with in kind materials and if the replacement exactly duplicates the deteriorated or missing feature.

HOW TO USE THESE GUIDELINES

INTRODUCTION

It is impossible to predict every rehabilitation situation and, therefore, these guidelines should not be considered all-inclusive. It should be understood that each project that comes before the Commission is considered on its own merit with these guidelines as the basis from which the Commission reviews all projects.

USE BY THE HISTORIC PRESERVATION COMMISSION

INTRODUCTION

The purpose of the Commission and its review of projects within the Kosciusko Historic District is to encourage rehabilitation that is authentic and which reinforces neighborhood character, thereby protecting the investment made by property owners and encouraging others to invest in the area. Design guidelines strengthen the economic viability of the district by ensuring that inappropriate new construction, renovation and demolition does not reduce property values. The use of design guidelines shows that a community is committed to a quality standard that will protect property owners from inappropriate actions that adjacent property owners may wish to make. These actions would cause an adverse economic impact on other buildings along the street.

The Commission will use these guidelines as a the basis on which plans for rehabilitation, additions, new construction, minor repair, and routine maintenance will be judged for harmony, compatibility and appropriateness during the permit review procedures.

The Commission's objective when reviewing applications for a Certificates of Appropriateness is the preservation of historic fabric and the enhancement of those features that make buildings significant. The Commission views every building and site as unique and realizes that the value of the district is the sum of all the individual buildings and sites.

It should be reiterated here that it is impossible to predict every rehabilitation situation and, therefore, these guidelines should not be considered all-inclusive. It should also be reinforced that each project seeking a certificate of Appropriateness will be considered on its own merit.

These guidelines apply equally to all properties within the Kosciusko Historic District, whether the building is considered to be historic or not. Changes made to non-historic building can be tailored to make these buildings more compatible with neighboring buildings, therefore they are included in the review process.

The purpose of the Commission and its review of projects within the Kosciusko Historic District is to encourage rehabilitation that is authentic and which reinforces neighborhood character, thereby protecting the investment made by property owners and encouraging others to invest in the area. Design guidelines strengthen the economic viability of the district by ensuring that inappropriate new construction, renovation and demolition does not reduce property values. The use of design guidelines shows that a community is committed to a quality standard that will protect property owners from inappropriate actions that adjacent property owners may wish to make. These actions would cause an adverse economic impact on other buildings along the street.

THE ARCHITECTURAL STYLES OF KOSCIUSKO, MISSISSIPPI

ARCHITECTURAL STYLES OF KOSCIUSKO, MISSISSIPPI

GREEK REVIVAL

The Greek Revival style was the dominant style of American architecture from 1830 to 1865. It is the style that we most commonly associate with the antebellum south. The style developed from an increased interest in the architecture of ancient Greece that was being uncovered through archaeological investigation in the early part of the 19th century. The Untied States, being a newly formed country, appreciated the democratic ideals of ancient Greece and adopted its architecture as its own "national style."

The Greek Revival style in Kosciusko is a one-story residence generally constructed in frame with a gable roof. There are generally five bays: four containing double-hung sash with six-over-six or floor-length six-over-nine lights; and a center bay containing a single-leaf paneled door with sidelights and a transom. The entry may be flanked by pilasters supporting an entablature. Porches vary from a full-length front gallery supported by columns of a Greek order to a portico covering the entrance.

ARCHITECTURAL STYLES OF KOSCIUSKO, MISSISSIPPI

QUEEN ANNE

The Queen Anne style originated in England during the 1860s and was based on medieval traditions. Many of the elements of the style were borrowed from an earlier period of English architecture under the reign of Queen Anne. This style is most readily identified with "Victorian" because it is the liveliest and best known of the styles of the Victorian era. The style combines irregularity of plan with a variety of materials, textures, and colors.

The Queen Anne style greatly influenced residential design from the 1880s to as late as 1900. This style is found in two variations: a classic two-story Queen Anne house and a one-story cottage with Queen Anne detailing.

The first variation is a two-story frame building with a steeply hipped roof with one or more lower gables, generally of slate or pressed metal. There is commonly a tower placed at the corner of the front façade. Porch configuration is generally one-story set to the side of a tower or projecting bay; a two-tiered porch set in that same location; or a wrap-around one-story porch. Chimneys have a variety of locations and are typically tall and corbelled. The sash vary but are generally one-over-one or two-over-two or stained or leaded-over-one and are occasionally floor-length. Doors are single or double-leaf glazed with a variety of ornamentation such as sidelights, transom, and elaborate surrounds. Two subtypes can be distinguished on the basis of decorative detailing: spindlework and free classic. Spindlework Queen Anne houses have delicate turned porch supports and spindlework ornamentation, often called gingerbread, which generally occur in porch balustrades and friezes, in gable ends and under the wall overhangs left by cutaway bay windows. Free Classic houses use classical columns, rather than turned posts, for porch supports. These columns can be full height or can be raised on a pedestal to the level of the porch railing, which is generally not a delicate turned balustrade. Other classical details such as Palladian windows and dentils are often evident.

The Queen Anne cottage, the second form, is a one-story building constructed almost exclusively of frame. This form is generally a square with a hip roof with a three-sided projecting room to the front

with a gable roof. The gable end is typically enhanced with decorative shingles, vergeboards, finials and other Victorian ornamentation. To the side of this projection is a porch with a flat or low hipped roof supported by turned posts, round or square columns, and completed with a spindle or jigsawn balustrade and cornice. The sash vary but are generally one-over-one or two-over-two, or stained or leaded-over-one and are occasionally floor-length off of the gallery. Doors are single or double-leaf glazed with a variety of ornamentation.

COLONIAL REVIVAL

The Colonial Revival style was an attempt to get back to the United States' architectural roots and away from the excesses of the Victorian period by reusing details from the Colonial period in American history. These details may include swan's neck pediments, pilasters, Palladian windows, columned porticos, dormer windows, classical entablatures, and doors with sidelights and transoms.

style with a hipped roof, generally of slate. There is a one-story portico supported by classical columns and topped with a balustrade. Dormers are often found on the front elevation. The primary entrance is generally a single-leaf, glazed door with sidelights and a transom. Windows are generally one-over-one, double-hung or multi-light-over-one.

ARCHITECTURAL STYLES OF KOSCIUSKO, MISSISSIPPI

TUDOR REVIVAL

Tudor Revival was based on 17th century Elizabethan architecture in England, revived by English architect Richard Norman Shaw in the 1880s. Elements of the style first appeared in this country on Queen Anne style houses. When Tudor Revival finally emerged as a style of its own, its houses resembled a type of English country cottage.

There are a number of Tudor-inspired residences in Kosciusko. These buildings are generally one-story masonry residences with round-arched entries, steeply-pitched cross gables which are typically half-timbered, diamond-paned double-hung or casement sash, and are enhanced with stone trim.

CRAFTSMAN BUNGALOW

The bungalow was originated in British India during the nineteenth century. The Craftsman bungalow originated in California and was the most popular style for smaller houses in the United States between 1900 and 1920. It was spread by published builder's guides that could be bought for around five dollars and by extensive publicity in numerous popular magazines of the time.

The bungalow in Kosciusko is similar to pattern book types found nationally, in that it is a one-story residence, generally of frame construction with a gable roof of a variety of materials. Hipped roofs with cross gables are also found sometimes enhanced by a

dormer window or vent. The eaves are generally widely overhanging with exposed rafter ends There is typically a front porch offset on the façade covered by a gable roof which is supported by tapered wooden, stuccoed or brick columns, generally resting on brick or stuccoed piers; or fat square piers of wood, stucco or brick. In other examples, the gable roof of the main house extends over a full-length front porch and typically there is a vent or window in this gable end and the eaves are widely overhanging supported by large brackets at the peak and at either edge of the roof. Fenestration is variable. Bungalows are found with Craftsman-style as well as classical detailing.

MINIMAL TRADITIONAL

Minimal Traditional residences were built in large numbers after World War II and are essentially small, simple cottages with side gable or cross gable roofs. The details are classical with six-over-six double-hung sash, simple pediments, pilasters, Palladian windows, and narrow columned porticos.

RANCH

The Ranch style became the most popular style in the 1950s and continued to be built in large numbers into the 1970s. It features a low-pitched gable roof with wide eaves. Windows vary and include six-over-six double-hung, casement windows, large picture windows with or without flanking double-hung or casement windows. Classical details such as Doric columns and dentil moldings are sometimes added, however, decorative wrought iron porch supports are more prevalent. Ranch style residences are now becoming fifty years old and the integrity of their design should be considered by the Commission when addressing a request for a Certificate for Appropriateness.

OTHER TYPES OF ARCHITECTURE

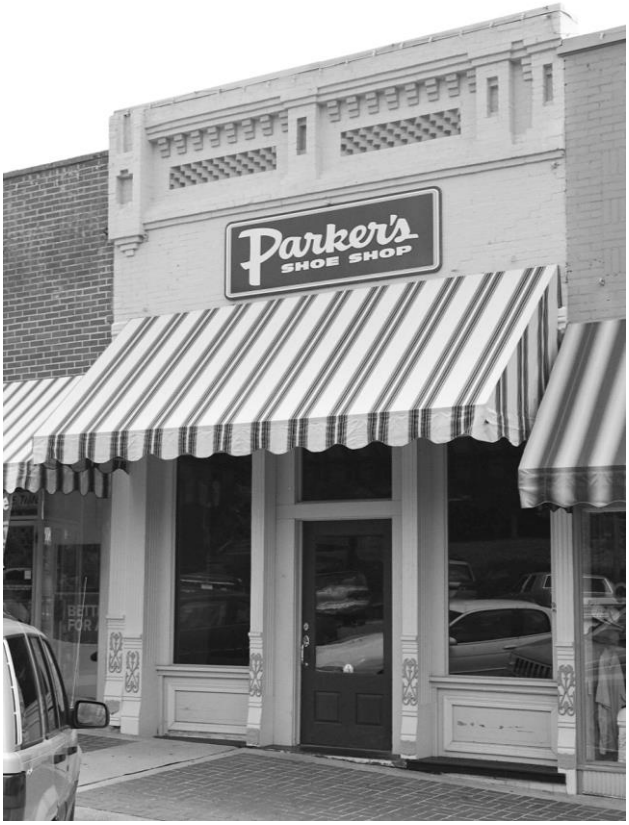
Shotgun
The shotgun form is a very narrow-fronted, rectangular, one-story building of frame construction, nearly always clapboard sided. The roof is generally hipped with a full-length, front porch recessed under it supported by a variety of columns, turned posts, and in later years, brick piers. There are two bays: windows vary from the earlier examples with six-over-six double-hung sash to later examples with four-over-four or one-over-one double-hung sash. The entry varies as well. The moldings and cornice are generally plain but some examples exhibit bracketed cornices, decorative moldings, or gingerbread.

Three-bay and four-bay galleried cottages
The galleried cottage form is a one-story, clapboard-sided, rectangular building with generally a hipped roof and a full-length front gallery recessed under the main roof. There are two variations of the galleried cottage delineated as such by the number of bays, those being three and four bays. The porch is enhanced with a number of supports including chamfered posts, brick piers, and turned posts. Windows are generally double-hung six-over-six, two-over-two, or six-over-six. Doors are generally single-leaf and paneled with side-lights and transoms, although, glazed examples with fanlights also occur. The three-bay configuration is

generally two windows and a door. The four-bay configuration is generally two center entrances flanked by a window on either side. Decorative elements are from the period of time in which the house was built- Italianate, Queen Anne, or Craftsman.

COMMERCIAL BUILDINGS

Commercial buildings were constructed, for the most part, between the 1880s and the 1930s to serve the commercial needs of the residents of Kosciusko. They are one, and in a few instances two-story, narrow-fronted, brick buildings with flat roofs. Many of the storefronts have been altered, but the corbelled brick cornices remain. While alterations to storefronts have been made, cast iron columns and pilasters have survived on most examples, as have a few original entrances (single or double-leaf full-light wood doors). The storefront windows are set over paneled wood or brick bulkheads. Generally there is a transom panel across the façade over the windows and doors.



CERTIFICATE OF APPROPRIATENESS PROCESS

APPLICATION PROCESS

CERTIFICATE OF APPROPRIATENESS PROCESS

A Certificate of Appropriateness is required from the Historic Preservation Commission before any of the following actions can be taken within the historic district:

1. new construction
2. alteration
3. demolition
4. change of grade
5. additions
6. repair and maintenance that involves a change in design, material, or other appearance thereof
7. moving of a building
8. the cutting of any live tree which is six (6) inches or more in diameter measured at ground level

Before work can begin on any of the above actions, the applicant must submit an application for a Certificate of Appropriateness to the Kosciusko building inspector. The completed application must have the all support materials submitted with it (as outlined below), and the inspector will deliver the completed application to the Historic Preservation Commission.

DEADLINE FOR APPLICATIONS

Completed applications for a Certificate of Appropriateness and all support materials must be submitted to the building inspector, located in City Hall, 222 East Jefferson Street, by 12:00 noon the day before the regular KHPC meeting. The Commission meets on the first Tuesday of each month at 6:00 p.m. in the conference room of City Hall.

SUPPORT MATERIALS THAT MUST ACCOMPANY THE APPLICATION

The applicant shall submit three copies of the application and the following required support material in order for the application to be placed on the agenda for the Commission.

For **residential or commercial rehabilitation and restoration**, the following information must be submitted with the application:

1. photographs, brochures, and drawings to scale (with dimensions) of additions, or changes to design or type of features such as roofs, windows, doors, railings, etc.
2. description of all materials to be used
3. photographs of each side of the building to be rehabilitated with details of areas of proposed work
4. historic photographs of the building if the building is proposed to be restored to an earlier appearance

For **additions to residential or commercial buildings, new construction, or extensive rehabilitations**, the following information must be submitted with the application:

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1. drawings to scale (with dimensions) of all affected exterior elevations
2. site plan to scale which shows the location with dimensions, required setbacks, landscaping and other site features
3. floor plan to scale (with dimensions) of all materials as they impact the exterior of the building
4. description of all materials including dimensions proposed for use on the exterior (walls, roof, trim, cornice, windows, doors, etc.)
5. drawings or photographs of architectural details (with dimensions) such as columns, railings, balustrades, roofs, windows, doors, etc.
6. photographs of existing buildings or surroundings of proposed new building
7. historic documentation of the building if the building is proposed to be restored to an earlier appearance

For **fences, walks, and driveways** the following information must be submitted with the application:

1. site plan, with dimensions, showing the placement of any proposed changes or additions
2. description of all materials to be used
3. drawings to scale or photographs of the type of fence, wall, gate, or driveway

For the **cutting of a live tree** that is six (6) inches or greater at ground level, the following information must be submitted with the application:

1. a photograph of the tree showing its relationship to the building on the lot
2. a measurement of the diameter of the tree at ground level
3. an explanation of why the tree is proposed to be removed
4. a plot plan of the proposed use of the property, if applicable

For the **construction of a parking lot** the following information must be submitted with the application:

1. plot plan showing the relationship of the proposed lot to neighboring buildings
2. type of paving, style of curbing and striping
3. type and location of lighting, if any
4. location and type of fencing, screening or landscaping
5. photographs of proposed location and neighboring buildings

For the addition of a **sign**, the following information must be submitted with the application:

1. a photograph of the building in which or in front of which the sign is to be placed, indicating the proposed location of the sign
2. a drawing of the proposed sign detailing dimensions, material, color, type of lettering, and type of support
3. a drawing or photograph showing how the sign will be lighted, if applicable

For **relocating a building to a location WITHIN the district**, the following information must be submitted with the application:

1. photographs of the building to be moved

2. photographs of the proposed location for the building
3. method of moving the building
4. statement of the need for the proposed move with reference to future use of the site
5. site plans indicating property lines, setbacks, proposed new location of the building on the lot, accessory buildings, parking facilities, exterior lighting, fencing, walls, landscaping
6. trees that will be cut in order to place the building on the lot

For **relocating a building to a location OUTSIDE of the district**, the following information must be submitted with the application:

1. photographs of the building to be moved
2. address and photographs of the proposed location for the building
3. method of moving the building
4. statement of the need for the proposed move with reference to future use of the site

For the **demolition** of a building, the following information must be submitted with the application:

1. a history of the building and photographs of the building
2. method of demolition and disposition of the materials, both interior and exterior
3. statement of justification for the proposed demolition with plans for future use of the site
4. condition report
5. documentation of economic factors (if any)
6. plans for new construction on the lot must be included (see requirements above for new construction)

TIME LIMIT

A Certificate of Appropriateness expires after **six (6) months**. If work has not begun by this time, a new application must be obtained.

REVIEW PROCESS

CERTIFICATE OF APPROPRIATENESS PROCESS

The applicant or his/her representative may attend the review meeting of the Commission in order to answer any questions that Commission members may have regarding the application. The Commission will review the application and attachments and approve the proposed plans or make recommendations for changes and modifications as it deems necessary for the project to meet the standards and guidelines.

If the Commission denies the application, it is returned with a statement of the reasons for the denial. The Commission can also make recommendations to the applicant concerning changes that would cause the Commission to reconsider its denial. The Commission may confer with the applicant and attempt to modify the proposed project so that it is in accordance with the guidelines. The applicant may resubmit an amended application that takes into consideration the recommendations of the Commission.

When the proposed plans are approved by the Commission, it will forward a Certificate of Appropriateness to the City's building inspector. The applicant may then apply for a building permit and any other permits that are required for the work to be performed.

The building inspector will inspect the work in progress to ensure compliance with the plans, specifications, and other conditions upon which the Certificate of Appropriateness was issued. Violation of the conditions of the Certificate of Appropriateness constitutes a misdemeanor and is punishable by law.

APPEAL PROCESS AND PENALTIES

The applicant may appeal a decision of the Commission to the circuit clerk of Attala County within thirty (30) days after the determination of the issue by the Commission in the manner as provided by law.

PENALTIES

The following civil and criminal penalties may be imposed upon those persons, firms, or corporations found to have violated requirements or prohibitions contained within this ordinance:

A. Civil Penalty:
   1. Any person who constructs, alters, relocates, or demolishes any resource in violation of this ordinance shall be required to restore the resource to its appearance or setting prior to the violation. Any action to enforce this provision shall be brought by the City of Kosciusko. This civil remedy shall be in addition to, and not in lieu of, any criminal prosecution and penalty.

2. If construction, alteration, or relocation of any resource occurs without a Certificate of Appropriateness, then the license of the company, individual, principal owner, or its or his successor in interest performing such construction, alteration, or relocation may be revoked for a period of three (3) years.

3. If demolition of a resource occurs without a Certificate of Appropriateness, then any permits on subject property may be denied for a period of three (3) years. No permit will be issued for any structure or structures proposed for the same parcel which would require a footprint larger than the footprint of the demolished structure or structures. In addition, the owner must rebuild on the site using as much of the original building material as possible, and in general following the same form. In addition, unauthorized demolition of a portion of a structure shall not serve as justification for a demolition permit whenever it can be shown that restoration or rehabilitation would still be feasible. In addition, the applicant may not be entitled to have issued to him by any City office a permit allowing any curb cuts on subject property for a period of three (3) years from and after the date of such demolition.

4. If a historic landmark or landmark site of statewide or national significance is demolished without review and approval by the Commission, no permit for any constriction on the parcel from which the landmark or landmark site has been removed may be issued for a period of up to two (2) years.

5. If demolition of a resource occurs without a Certificate of Appropriateness, then the license of the company, individual, principal owner, or its or his successor in interest performing such demolition may be revoked for a period of five (5) years.

B. Criminal Penalty:

Any persons, firms or corporation violating any provision of this ordinance shall be guilty of a misdemeanor, and each shall be deemed guilty of a separate violation for each day during which any violation hereof is committed. Upon conviction, each violation shall be fined not less that ten dollars ($10.00) nor more than five hundred dollars ($500.00). Each day that a violation continues to exist shall constitute a separate offense.

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Adaptive Use The process of converting a building to a use other than that for which it was designed, i.e. changing a factory into housing. Such conversions are accomplished with varying alterations to the building.

Addition New construction added to an existing building.

Alteration Any act or process that changes one or more of the exterior architectural features of a structure or features of a site including, but not limited to, the erection, reconstruction, rehabilitation, or removal of any structure or any part thereof.

Amenity A building, object, area or landscape feature that makes an aesthetic contribution to the environment, rather than one that is purely utilitarian.

Applicant The owner of record of a resource; the lessee thereof with the approval of the owner of record in notarized form; or a person holding a "bona fide" contract to purchase a resource.

Appurtenance An accessory to a building, structure, object, or site, including, but not limited to, landscaping features, walls, fences, light fixtures, steps, paving, sidewalks, shutters, awnings, solar panels, satellite dishes, and signs.

Arcade A blind or open range of arches with its pier or column supports.

Arch A means of spanning an opening by use of small units of masonry. Typically, a curved structural element which spans an opening and supports weight from above.

Ashlar Hewn blocks of masonry with square edges.

Awning A roof-like covering, generally of canvas, over a window or door to provide protection from the sun or rain.

Background Buildings Buildings that may lack exemplary character or significance but that are nonetheless essential to maintain a sense of place.

Balustrade A railing and its supporting upright posts.

Bargeboard A board, usually elaborately carved and cut-out, which hangs from the gable end of the roof; commonly called gingerbread.

Base The bottom of a column.

GLOSSARY OF ARCHITECTURAL AND HISTORIC PRESERVATION TERMS
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Battered Pier A pier whose sides slope downward and outward from a perpendicular angle.

Bay An opening on a facade such as a door or window.

Bay Window A window in a wall that projects in an angle from another wall.

Belt Course A horizontal band around a building, often of a contrasting material.

Beveled Glass Glass panes whose edges are ground and polished at a slight angle.

Board and Batten Vertical siding consisting of flat members with narrow projecting strips to cover the joints.

Bond The pattern in which bricks are laid to increase the strength or enhance the design. The following are types of bonds:

Common bond – a pattern in which the fifth, sixth, or seventh course is a header course.

English bond – a pattern in which alternating courses are composed entirely of stretchers or headers.

Flemish bond – a pattern in which every course is composed of alternating headers and stretchers.

Running bond or stretcher bond – a pattern of continuous stretcher courses with no headers.

Bracket A small carved or sawn wooden projecting element which supports a horizontal member such as a cornice or window or door hood.

Bulkhead A retaining wall OR the area beneath a storefront window that supports the window. This area can be wood or cast iron and is often paneled or otherwise decorative.

Buttress An attached pier designed to strengthen a wall.

Capital The upper portion of a column or pilaster.

Casement Window A window that is hinged on the side that opens outward.

Casing The exposed trim molding, framing, or lining around a door or window; may be flat or molded.

Certificate of Appropriateness A document issued by the Preservation Commission allowing an applicant to proceed with a proposed alteration, demolition, removal or new construction in a historic district, or involving a landmark, or landmark site, based upon a design

	review process and determination of the submitted proposal's suitability according to adopted criteria.
Certified Historic Structure	For the purposes of the federal preservation tax incentives, any structure subject to depreciation as defined by the Internal Revenue Code that is listed individually in the National Register of Historic Places or located in a registered historic district and certified by the Secretary of the Interior as being of historic significance to the district.
Certified Local Government	A federal program authorized by the National Historic Preservation Act 16 that provides for the participation of local governments in a federal/stat/local government preservation partnership. The federal law directs the State Historic Preservation Officer of Mississippi and the Secretary of the Interior to certify local governments to participate in this partnership. Kosciusko is a Certified Local Government.
Certified Rehabilitation	Any rehabilitation of a certified structure that the Secretary of the Interior has determined is consistent with the historic character of the property or the district in which the property is located.
City	The City of Kosciusko as represented by the Mayor and Board of Aldermen.
Clapboard	Narrow wooden boards applied horizontally, used as siding on buildings of wood frame construction; overlapping and thicker on the bottom edge than the top.
Column	A vertical support with three parts: base, shaft and capital.
Construction	Work which is neither alteration nor demolition. Essentially, it is the erection of a new structure which did not previously exist, even if such a structure is partially joined to an existing structure.
Contributing Building	A building that is essential to the district's sense of place and that maintains the architectural and historic significance of the district.
Coping	Trim which caps a brick or stone wall, usually sloped to shed water.
Corbel	A series of stepped or overlapping bricks or stones forming a projection from the surface; often seen on chimneys or below cornices.
Corner Block	A block placed at the corner of the casing around a wooden door or window frame, usually treated ornamentally.
Cornerboard	A vertical strip of wood placed at the corners of a frame building.

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Cornice A molded projection which crowns or tops a wall. Usually at the top of a house where the wall meets the roof, concealing the gutter, enclosing the eaves.

Cresting Ornamental cast iron trim which projects from the roof ridge.

Corrugated Metal A rigid metal sheet that is used as a roofing material.

Course A horizontal layer or row of stones or bricks in a wall.

Cultural Resource A building, structure, district, site, object or document that is of significance in American history, architecture, archaeology or culture.

Demolition The intentional removal of a structure within a local historic district or on a landmark site or which has been designated as a landmark.

Demolition By Neglect The destruction of a building caused by abandonment or lack of maintenance.

Demolition Stay A temporary halt or stay in the planned razing of a property, usually resulting from a court injunction obtained by preservationists to allow a period of negotiation.

Dentil Small square blocks closely spaced to decorate a cornice.

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

Design Review The process of ascertaining whether modifications to historic structures, settings and districts meet standards of appropriateness established by a governing or advisory review board.

Dormer A small window with its own roof that projects from a sloping roof.

Double-Hung Window A window with two sashes, one sliding vertically over the other.

Displacement The movement of individuals, businesses or industries from property or neighborhoods because of real estate activities.

Easement A less-than-fee interest in real property acquired through donation or purchase and carried as a deed restriction or covenant to protect important open spaces,

building facades and interiors.

Eave The edge of a roof that projects beyond the face of a wall.

Elevation The external face of a building or a drawing thereof.

Eminent Domain The power of a government to acquire private property for public benefit after payment of just compensation to the owner.

Enabling Legislation Federal or state laws that authorize governing bodies within their jurisdiction to enact particular measures or delegate powers such as enactment of local landmarks and historic district ordinances, zoning and taxation.

Entablature The horizontal area supported by columns, divided into three major parts: architrave, frieze, cornice.

Etched Glass Glass whose surface has been cut away with acid or by abrasive action into a decorative pattern.

Exposed Party Wall The interior wall that becomes an exterior wall when a building is demolished that shares a wall with the building next door.

Exposed Rafter Ends Generally used as a design element, when the end of the rafter projects beyond the wall and is not enclosed by fascia.

Exterior Features Exterior features or resources shall include, but not be limited to, the color kind, and texture of the building material, and the type and style of all windows, doors, and appurtenances.

Fabric The physical material of a building, structure or city, connecting an interweaving of component parts.

Facadism The retention of only the facade of a historic building during conversion while the remainder is severely altered or destroyed to accept the new use.

Fanlight A semicircular window over a door or window.

Fascia A horizontal board that covers the ends of rafters.

Fenestration The arrangement of openings, including windows and doors, in a building.

Finial The decorative, pointed terminus of a roof.

Flashing A sheet, usually of metal, used to make an intersection of materials weathertight.

Flute A vertical groove in a column.

Footing The widened below-grade section of a foundation which distributes a building's weight to the soil.

Footprint The outline of a building's ground plan from a top view.

Foundation The masonry substructure upon which a building rests.

Frame Constructed of wood framing.

French Door A door constructed with many glass panes, usually used in pairs.

Fretwork Ornamental woodwork, cut into a pattern, often elaborate.

Frieze A horizontal band below a cornice.

Gable End The triangle part of an end wall under the pitched roof.

Gambrel A double-pitched roof.

Gentrification British term for the process by which young professionals or "gentry" buy into inner-city areas as part of a neighborhood preservation trend.

Gingerbread Pierced curvilinear ornament made with a jig or scroll saw; such as bargeboard or vergeboard.

Grade The ground level at the exterior walls of a building.

Half-timbering A decorative treatment, usually found in gables, which gives the appearance of exposed wood framing. The spaces between the wood timbers are usually stuccoed.

Header A brick laid across the thickness of a wall to bond together different layers of a wall; the exposed end of a brick.

Hipped Roof A roof having a slope on all four sides.

Historic District An area with a significant concentration of buildings, structures, sites, spaces or objects unified by past events, physical development, design, setting, materials,

workmanship, sense of cohesiveness or related historic and aesthetic associations. The significance of a district may be recognized through listing in a local, state or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a historic district board or commission.

Hood Molding A projecting molding above an arch, doorway, or window; originally designed to direct water away from the opening.

House Museum A museum whose structure itself is of historic or architectural significance and whose interpretation relates primarily to the building's architecture, furnishings and history.

Human Scale A combination of qualities in architecture or the landscape that provides an appropriate relationship to human size, enhancing rather than diminishing the importance of humans.

Improvement Additions to or new construction on landmarks or landmark sites, including, but not limited to, buildings, structures, objects, landscape features, and manufactured units, like mobile homes, carports, and storage buildings.

Infill New construction where there had been an opening previously; a new building between two older buildings or new material such as blocking-in an original window opening.

Intrusive Buildings Those buildings, which by their scale, materials, condition, or setting severely disrupt the cohesion of the historic environment.

Jack Arch An arch with wedge-shaped stones or bricks set in a straight line.

Jamb The side of a doorway or window opening.

Keystone The top or center member of an arch.

Label Mold A molding which surrounds the top part of a window or door and which is arched rather than rounded. A more general term which includes moldings in other shapes is “hood” or “drip” mold.

Lancet Window A narrow window with a sharp pointed arch typical of Gothic architecture.

Landscape The totality of the built or human-influenced habitat experienced at any one

	place. Dominant features are topography, plant cover, buildings or other structures and their patterns.
Lattice	An openwork grill of interlacing wood strips, used as screening.
Light	An individual pane of glass.
Lintel	A beam supported on vertical posts at its ends- the most common method of spanning an opening. A horizontal structural element over a window or door opening which supports the wall above.
Lunette	A semicircular opening.
Mansard Roof	A pitched roof having two slopes, the lower one of which is much steeper than the upper.
Masonry	Constructed of stone, cement or brick.
Massing	A term used to define the overall volume of a building.
Material Culture	Tangible objects used by people to cope with the physical world, such as utensils, structures, and furnishings, all of which provide evidence of culturally-determined behavior.
Meeting Rail	The bar that separates the upper and lower sash of a window.
Modillion	A horizontal bracket on the underside of a cornice.
Molding	A shaped element which adds dimension to ornamentation. Commonly found around windows and doors or where walls meet the floor or ceiling.
Mortar	A mixture of sand, lime, cement and water used in masonry construction.
Mullion	A vertical member dividing a window into individual lights.
Muntin	A horizontal member dividing a window into individual lights.
Object	A material thing of functional, cultural, historical, or scientific value that may be, by nature or design, movable, yet related to a specific setting or environment.
Oriel Window	A projecting bay with windows, generally on the second story of a building. An oriel is adopted from Gothic forms.

Orientation The position and placement of a structure on a lot in relationship to the street.

Palladian Window An arched window flanked by two smaller square-headed windows.

Parapet A low protective wall at the edge of a roof.

Pediment A triangular or segmental-curved gable.

Pendant A hanging ornament; usually found projecting from the bottom of a newel post, bracket or bargeboard.

Pier An upright structure generally of masonry which serves as a principal support.

Pilaster A flat vertically support, often decorated like a column with a capital, shaft and base.

Pitch The degree of slope of a roof.

Police Power The inherent right of a government to restrict individual conduct or use of property to protect the public health, safety and welfare; it must follow due processes of the law but, unlike eminent domain, does not carry the requirement of compensation for any alleged losses. Police power is the basis for such regulations as zoning, building codes, and preservation ordinances.

Porte Cochere A large covered entrance porch through which cars can drive.

Portico A small porch that protects an entrance.

Portland Cement A strong, inflexible hydraulic cement used to bind mortar; not recommended for historic materials.

Post Wooden porch support.

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

Quoin Units of stone or brick used to accentuate the corners of a building.

Recessed Panel A decorative element that often functions as an area for signage.

GLOSSARY OF ARCHITECTURAL AND HISTORIC PRESERVATION TERMS
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Reconstruction The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time.

Rehabilitation The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historic, architectural and cultural values.

Relocation The moving of a building from one site to another.

Renovation Modernization of an old or historic building that may produce inappropriate alterations or elimination of important features and details.

Repointing Raking out deteriorated mortar joints and filling into them a surface mortar to repair the joint.

Resource Parcels located within historic district, individual landmarks, and landmark sites, regardless of whether such sites are presently improved or unimproved. Resources can be both separate buildings, districts, structures, sites, and objects and related groups thereof.

Restoration The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

Return The termination of a cornice by a right-angled change in the direction of its group of moldings.

Ridge The uppermost intersection of roof slopes, usually at the top of a house; the place where different slopes of a roof meet.

Right-of-way A strip of land acquired by reservation, dedication, purchase, lease, or condemnation and occupied by a street, access, sidewalk, railroad, transmission line, utilities, and other features.

Riser Vertical face of a stair step.

Sandblasting An abrasive and damaging method of cleaning bricks, masonry, or wood which involves directing high-pressure jets of sand against a surface.

Sash The portion of a window that holds the glass.

Scale	The proportions of a building in relation to its surroundings.
Score	To cut a groove in a material with a hand tool or a circular saw to create a pattern.
Scrollwork	Open woodwork produced by a jigsaw.
Sense of Place	The sum of attributes of any place that gives it a unique and distinctive character.
Setback	The distance that a building is located from a street or sidewalk.
Shaft	The section of a classical column between the base and the capital.
Shiplap	Siding with a flat face which is beveled or grooved at the lap.
Sidelight	A narrow vertical window usually found on both sides of a door.
Siding	The surface material applied to the exterior of a building to provide a permanent barrier against weather.
Sill	The horizontal member located at the top of a foundation supporting the structure above; also used to describe the horizontal member at the bottom of an opening.
Soffit	The underside of a cornice.
Spacing	The distance between adjacent buildings.
Stretcher	A brick that is laid with its length parallel to the length of a wall.
Structure	A building, monument, work of art, work of engineering or other object permanently affixed to the land.
Stucco	An exterior plaster coating.
Surround	A border or decorative frame, usually around a window or door.
Stabilization	The act or process of applying measures designed to re-establish a weather resistant enclosure and the structural stability of unsafe or deteriorated property while maintaining the essential form as its exists at present.
Street Furniture	Municipal equipment placed along streets, including light fixtures, fire hydrants, police and fire call boxes, signs, benches and kiosks.

Streetscape	The distinguishing and pictorial character of a particular street as created by its width, degree of curvature and paving materials, design of the street furniture and forms of surrounding buildings.
Style	A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also, a general quality of distinctive character.
Terra Cotta	Decorative clay units which are fired in molds.
Townscape	The relationship of buildings, shapes, spaces and textures that gives a town or area its distinctive visual character or image.
Transom	A small operable or fixed window located above a door or window.
Tread	Horizontal part of a stair step.
Turned Work	Usually posts or spindles, cut on a lathe to a rounded shape.
Vergeboard	The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.
Vernacular	Characteristic of a locality.
Water Table	A belt course projecting above a foundation to direct water away from it.
Waterblasting	A damaging method of cleaning bricks, masonry or wood which involves directing high-pressure water against a surface.
Wrap-around Porch	A porch that extends across the front of a building, or across part of the front, and then extends around the side as well.

RESOURCES
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LOCAL

City of Kosciusko Building Inspector

Issues permits for repairs and renovation as well for new construction and demolition. Interprets and administers the City's zoning ordinance.

City of Kosciusko Historic Preservation Commission

Reviews and approves any changes to buildings or any new construction or demolition within the Kosciusko Historic District.

STATE

Historic Preservation Division
Mississippi Department of Archives and History
P. O. Box 571
Jackson, MS 39205-0571
601-576-6940

State agency responsible for directing and coordinating historic preservation programs in Mississippi.

Mississippi Heritage Trust

P. O. Box 571
Jackson, MS 39205

State-wide non-profit organization dedicated to the preservation of Mississippi's cultural resources.

Mississippi Main Street Association
601-359-3744

State organization that coordinates the Mississippi Main Street Program. Provides technical assistance to Main Street Towns.

NATIONAL

Department of the Interior
Preservation Assistance Division
18th and C Streets, N.W.
Washington, D.C. 20240
202-343-4621

Federal agency responsible for assuring the identification, protection, and beneficial use of important cultural, natural, and recreational resources. Offers grant assistance, technical information, and guidance. Administers such programs as the National Register of Historic Places, State plans and grants, and Technical Preservation Services.

Advisory Council on Historic Preservation
1100 Pennsylvania Avenue, N.W.
Suite 809
Washington, D.C. 20004
202-786-0503

An independent federal agency, the Council is the primary policy adviser to the President and Congress on historic preservation. The Council's main function is to review and comment on federal and federally-assisted and licensed projects that affect properties listed in or eligible for the National Register of Historic Places, as provided under Section 106 of the National Historic Preservation Act of 1966.

National Trust for Historic Preservation
1785 Massachusetts Avenue, N.W.
Washington, D.C. 20036
202-673-4000

Private, non-profit national organization chartered by Congress to encourage public participation in the preservation of sites, buildings, and objects significant in American history and culture. Provides educational assistance and technical aid to those involved in preservation projects.

Preservation Action
1350 Connecticut Avenue, N.W.
Suite 401
Washington, D.C. 20036
202-659-0915

Private, non-profit national organization that lobbies Congress in support of historic preservation issues.

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8. The Cleaning and Waterproof Coating of Masonry Buildings
9. Repointing Mortar Joints in Historic Brick Buildings
10. Conserving Energy in Historic Buildings
11. Roofing for Historic Buildings
12. The Preservation of Historic Adobe Buildings
13. Dangers of Abrasive Cleaning to Historic Buildings
14. The Preservation of Historic Glazed Architectural Terra-Cotta
15. Aluminum and vinyl Siding on Historic Buildings
16. The Repair of Historic Wooden Windows
17. Exterior Paint Problems on Historic Woodwork
18. Rehabilitating Historic Storefronts
19. The Preservation of Historic Pigmented Structural Glass
20. The Repair ad Thermal Upgrading of Historic Steel Windows
21. New Exterior Additions to Historic Buildings: Preservation Concerns
22. Preservation of Historic Concrete: Problems and General Approaches
23. The Use of Substitute Materials on Historic Building Exteriors
24. Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character

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25. Rehabilitating Interiors In Historic Buildings
26. The Repair and Replacement of Historic Wooden Shingle Roofs
27. The Preservation of Historic Barns
28. Repairing Historic Flat Plaster – Walls and Ceilings
29. The Preservation and Repair of Historic Stucco
30. Preserving Historic Ornamental Plasterwork
31. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
32. The Preservation of Historic Signs
33. The Preservation and Repair of Historic Log Buildings
34. The Maintenance ad Repair of Architectural Cast Iron
35. Painting Historic Interiors
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HISTORIC KOSCIUSKO
DESIGN REVIEW GUIDELINES

City of Kosciusko, Mississippi
Historic Preservation Commission

Prepared by
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