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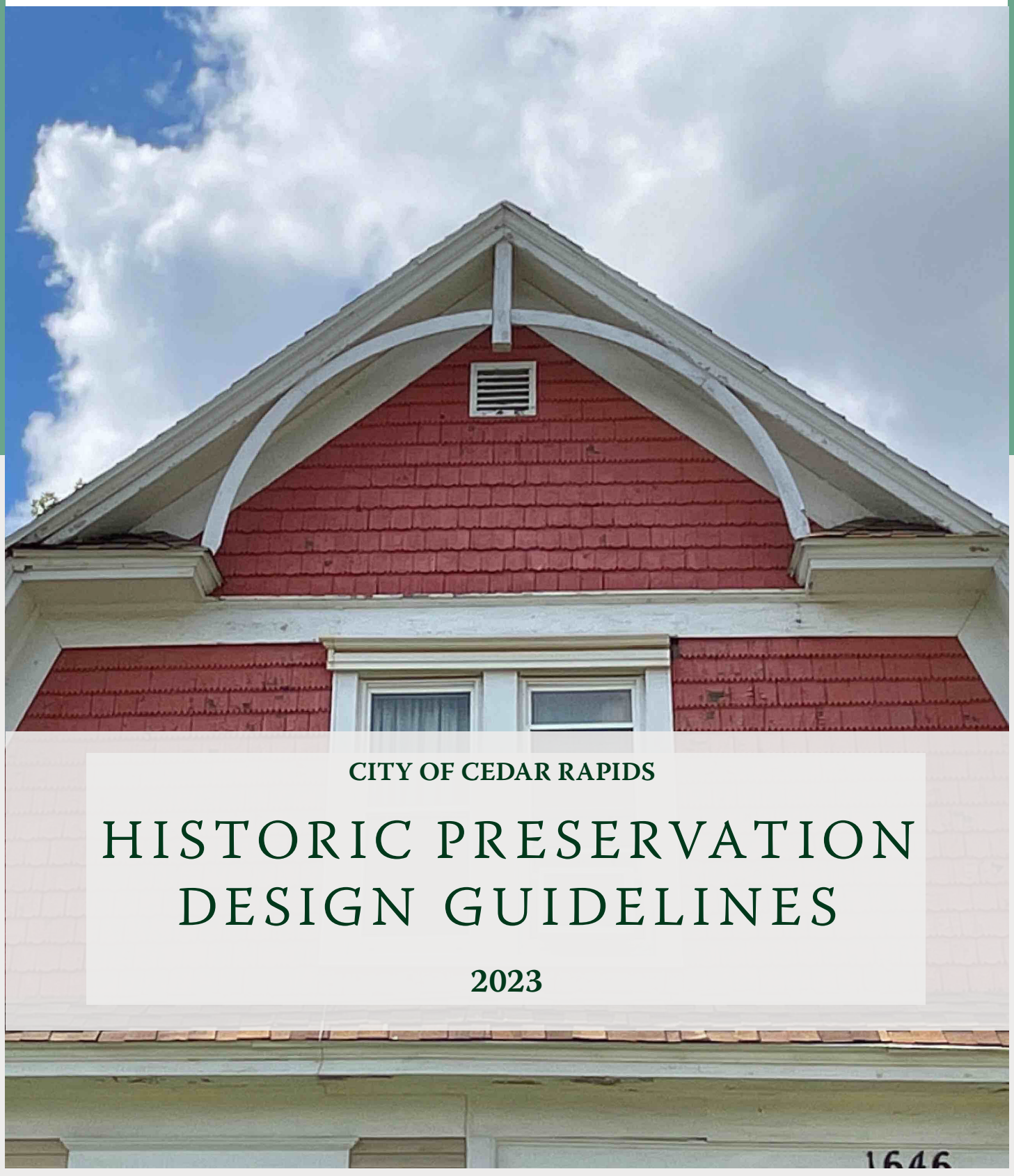

CITY OF CEDAR RAPIDS

HISTORIC PRESERVATION DESIGN GUIDELINES

2023

ACKNOWLEDGMENTS

This document has been prepared for the City of Cedar Rapids with the primary assistance of the Cedar Rapids Historic Preservation Commission.

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Chapter 1: Introduction

A Vision for Preservation in Cedar Rapids

The following vision statements, from the City of Cedar Rapids Historic Preservation Plan describe the community vision for the results of the Preservation Plan.

Historic properties are integral to life in Cedar Rapids.

•

Historic properties convey the humanity of the city.

•

A network of individuals and organizations support historic preservation throughout the community.

•

Historic preservation is solution oriented.

•

Historic preservation looks forward while valuing the past.

•

Historic preservation is integrated in planning efforts.

•

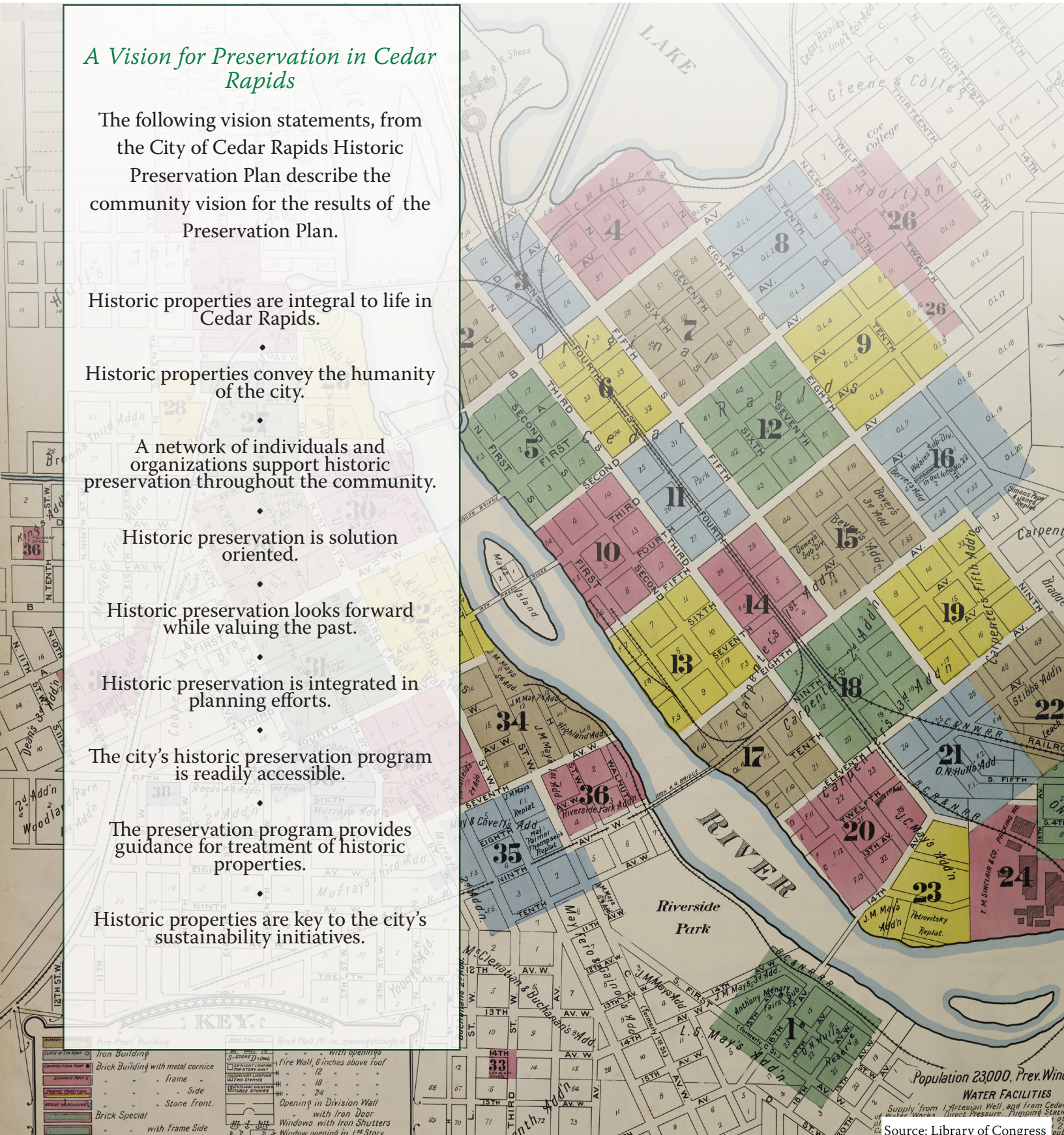
The city's historic preservation program is readily accessible.

•

The preservation program provides guidance for treatment of historic properties.

•

Historic properties are key to the city's sustainability initiatives.



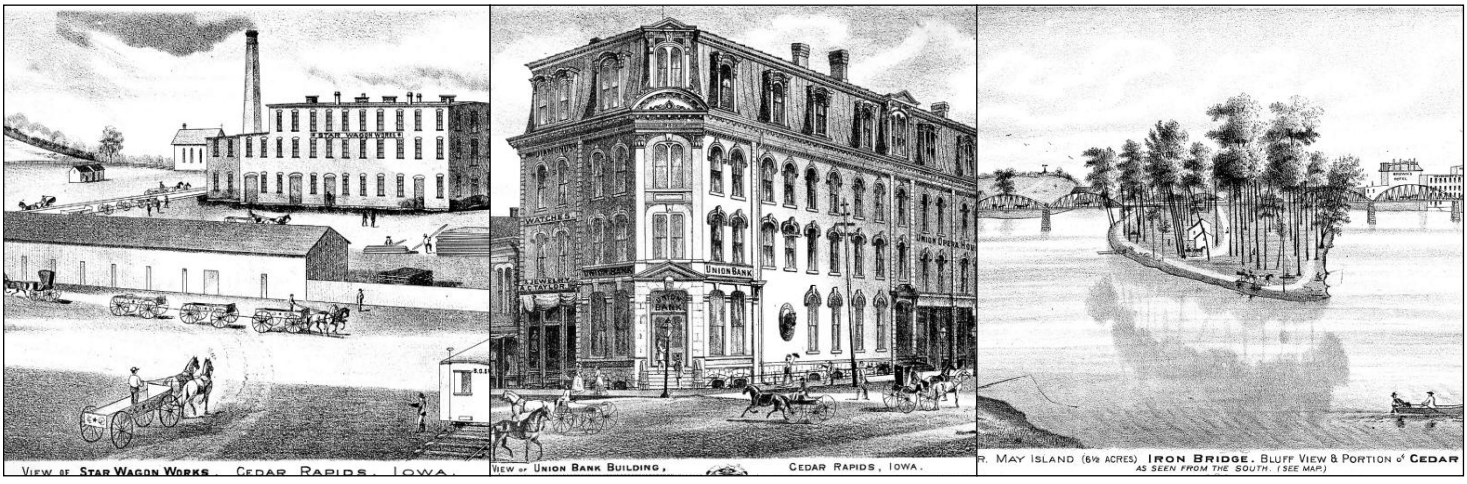
Source: Library of Congress

1.1 Introduction to Historic Preservation in Cedar Rapids

The Cedar Rapids Historic Preservation program includes eleven National Register of Historic Places Districts and two Local Historic Districts, along with nearly 50 individually listed landmarks on the National Register of Historic Places and seven local historic landmarks.

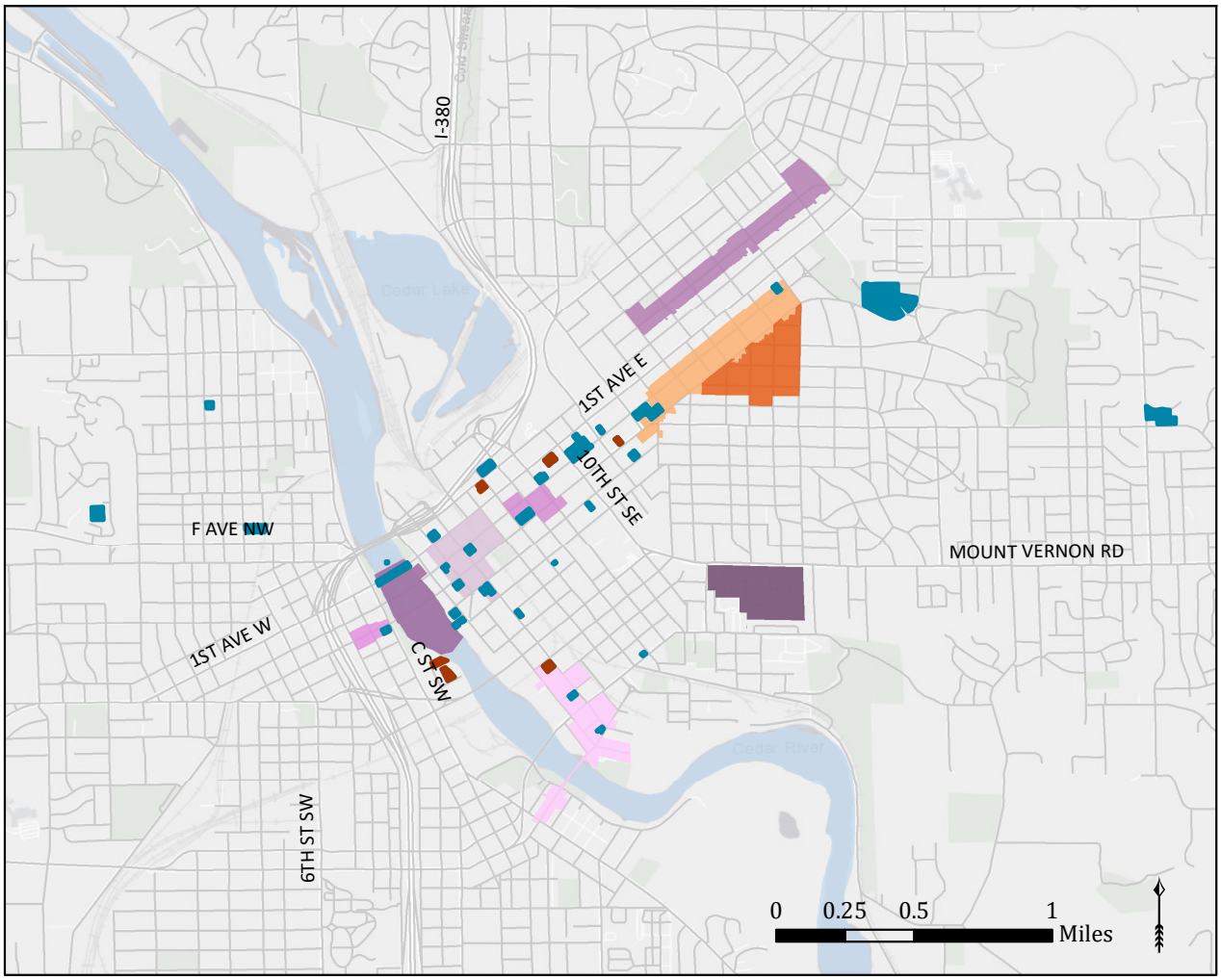
The map on the following page shows these districts. These neighborhoods and properties are valuable as cultural resources that contribute to Cedar Rapids' identity and commemorate its past. It is important that they are maintained and protected to ensure that they can continue to add value and character to the community in the future.

The Historic Preservation Plan, an element of EnvisionCR, guides the City's efforts to preserve historic properties and neighborhoods. The goal of this plan is to protect historic resources, while also maintaining opportunities for economic development and vitality. This plan includes a vision for preservation made up of 9 statements, which are supported by goals and objectives. For more information on Cedar Rapids' historic preservation goals and policies, see the City of Cedar Rapids Historic Preservation Plan, available at www.cityofCR.org/HPC .



Source: IA Gen Web Project

Historic Districts and Sites in Cedar Rapids



- 2nd & 3rd Avenue Local Historic District
- Redmond Park - Grande Avenue Local Historic District
- National Register of Historic Places Landmarks
- Local Historic Landmarks
- 3rd Ave. SW Commercial National Historic District
- Auto Row National Historic District
- B Avenue NE National Historic District
- Bohemian Commercial National Historic District
- Downtown National Historic District
- May's Island National Historic District
- Oak Hill Cemetary National Historic District

CEDAR RAPIDS LOCAL LANDMARKS

- Ausadie Building, 845 1st Avenue SE
- Cedar Rapids Milk Condensing Company, 42 7th Avenue SW
- Grace Episcopal Church, 525 A Avenue NE
- Iowa Wind Mill and Pump Company, 525 Valor Way SW

CEDAR RAPIDS

1.2 Local and National Historic Districts and Landmarks

National historic districts and landmarks are listed on the National Register of Historic Places (NRHP), which is administered by the National Park Service. Properties listed nationally are eligible for federal tax credits and qualify for Federal historic preservation grants. National district and landmark designation does not place design regulations on property owners, unless Federal funds are attached to the property. For more information on NRHP listed properties, see www.nps.gov/Nr/.

Local historic district and landmarks are designated by the City as areas or properties with historic significance and value. Local historic districts and landmarks may or may not also be listed on the NRHP. Local historic districts and properties are subject to review by the Historic Preservation Commission for all exterior changes.

The two local historic districts, the 2nd and 3rd Avenue Local Historic District and the Redmond Park/Grande Avenue Local Historic District, were created in 1999. Both local districts are also listed on the NRHP. In 2015, City Council approved the first local historic landmark, the Ausadie Building. As of 2023, there are seven local historic landmarks in Cedar Rapids:

- Ausadie Building, 845 1st Avenue SE
- Iowa Wind Mill and Pump Company Office and Warehouse, 42 7th Avenue SW
- Cedar Rapids Milk Condensing Company, 525 Valor Way SW
- Grace Episcopal Church, 525 A Avenue NE
- Charles W. and Nellie Perkins House, 1228 3rd Avenue SE
- Witwer Grocery Company Building, 905 3rd Street SE
- Central Park Presbyterian Church, 1700 B Avenue NE

The following are a list of individual properties listed on the NRHP in Cedar Rapids. Properties that are also local landmarks are in bold.

- **Ausadie Building, 845 1st Avenue SE**
- A. T. Averill House, 1120 2nd Avenue SE
- Best Oil and Refining Company Service Station, 624 12th Avenue SE
- Bethel African Methodist Episcopal Church, 512 6th Street SE
- Brown Apartments, 1234 4th Avenue SE
- C.S.P.S. Hall, 1105 3rd Street SE
- Calder Houses, 1214 and 1216 2nd Avenue SE
- Caroline Sinclair Mansion, 2160 Linden Drive SE
- Cedar Rapids Central Fire Station, 427 1st Street SE

- **Cedar Rapids Milk Condensing Company, 525 Valor Way SW**
- Cedar Rapids Post Office and Public Building, 305 2nd Avenue SE
- Cedar Rapids Pump Company Factory and Warehouse, 605 G Avenue NW
- **Charles W. and Nellie Perkins House, 1228 3rd Avenue SE**
- Consistory Building No. 2, 616 A Avenue NE
- Dr. Percy and Lileah Harris House, 3626 Bever Avenue SE
- George B. Douglas House, 800 2nd Avenue SE
- Glenn M. and Edith Averill House, 616 4th Avenue SE
- Evans Manufacturing Company Building, 600 3rd Street SE
- First Avenue Bridge, 1st Avenue over Cedar River
- First Church of Christ, Scientist, 1246 2nd Avenue SE
- First Universalist Church of Cedar Rapids, 600 3rd Avenue SE
- Grant Vocational High School, 346 2nd Avenue SE
- Hamilton Brother Building, 401 1st Street SE
- Harper and McIntire Company Warehouse, 411 6th Avenue SE
- Highwater Rock, Cedar River
- Hotel Roosevelt, 200 1st Avenue NE
- Iowa Building, 221 4th Avenue SE
- Iowa State Highway Commission, District 6 Building, 430 16th Avenue SW
- Iowa Wind Mill and Pump Company Office and Warehouse, 42 7th Avenue SW
- Lattner Auditorium Building, 217 4th Avenue SW
- Lesinger Block, 1317 3rd Street SE
- Lustron Home, 2009 Williams Boulevard SW
- Luther A. and Elinore T. Brewer House, 847 4th Avenue SE
- Monroe Elementary School, 3200 Pioneer Avenue SE
- Moslem Temple, 1335 9th Street NW
- Our Mother of Sorrows Grotto, 1330 Elmhurst Drive NE
- Paramount Theater Building, 121-127 3rd Avenue SE
- People's Savings Bank, 101 3rd Avenue SW
- Philip A. Wolff House and Carriage House, 1525 Cherokee Drive NW
- Robert and Esther Armstrong House, 370 34th Street SE
- Security Building, 119 2nd Avenue SE
- Shores-Mueller Company, 700 16th Street NE
- Sinclair Building-Smulekoffs Furniture Store, 97 3rd Avenue SE
- Sokol Gymnasium, 415 3rd Street SE
- St. James United Methodist Church, 1430 Ellis Boulevard NW
- St. Paul Methodist Episcopal Church, 415 3rd Avenue SE
- T. M. Sinclair Mansion, 2160 Linden Drive SE
- William and Sue Damour House, 1844 2nd Avenue SE
- **Witwer Grocery Company Building, 906 3rd Street SE**

1.3 The Secretary of the Interior's Standards for the Rehabilitation of Historic Properties

The Secretary of the Interior's Standards for Rehabilitation were originally created in 1976 to determine the appropriateness of proposed changes to income-producing National Register buildings whose owners wished to take advantage of beneficial federal tax considerations. Since then, they have become the basis for the majority of locally created design guidelines for historic districts.

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

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 or craftsmanship that characterize a historic building shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. When the severity of deterioration requires replacement of a distinctive feature, the new features 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 and 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 a 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 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.

1.4 How to Use these Design Guidelines

The following document provides design criteria for changes to historic resources within Cedar Rapids. These design guidelines are meant to provide a reference point for building owners, tenants, architects, designers, and other interested parties when planning exterior alterations to Cedar Rapid's historic resources. This document aims to provide clear examples of appropriate changes to historic resources' character. These guidelines are based on the guidance provided by the Secretary of the Interior's Standards for Rehabilitation, a set of overarching guidelines developed by the National Park Service (NPS). The NPS establishes standards of treatment for the rehabilitation or alteration of historic buildings, structures, and sites. This document provides guidance on maintaining, repairing, and, when necessary, replacing historic features on historic resources in Cedar Rapids.

Information on Cedar Rapids' Historic Preservation Commission (HPC) and its procedures are provided in Chapter 2. An architectural style guide, which is helpful in identifying appropriate characteristics for historic architectural styles common to Cedar Rapids, as well as an overview of design principles, is provided in Chapter 3. Design guidelines for replacement materials and the use of substitute materials in a variety of contexts is provided in Chapter 4. Design guidelines for streetscape elements, existing buildings, new construction, signage, and demolition are in Chapter 5. Each guideline provides guidance for both residential and commercial properties, as applicable.

Five appendices provide additional guidance for users. A glossary of architectural and preservation-related terms in Appendix A. Additional information on disaster preparedness and resiliency to disasters is included in Appendix B. Information on retrofitting historic buildings for energy efficiency and sustainability can be found in Appendix C. A selected bibliography, containing helpful technical information on preserving historic buildings is in Appendix D and Cedar Rapids' Historic Preservation Ordinance, also known as Chapter 18, is provided in Appendix E.

APPROPRIATE AND NOT APPROPRIATE SOLUTIONS

In many cases, images and diagrams in the guidelines are marked to indicate solutions that are considered Best Practicies, Appropriate, or Not Acceptable.

Best Practice

May Be Appropriate

Not Acceptable

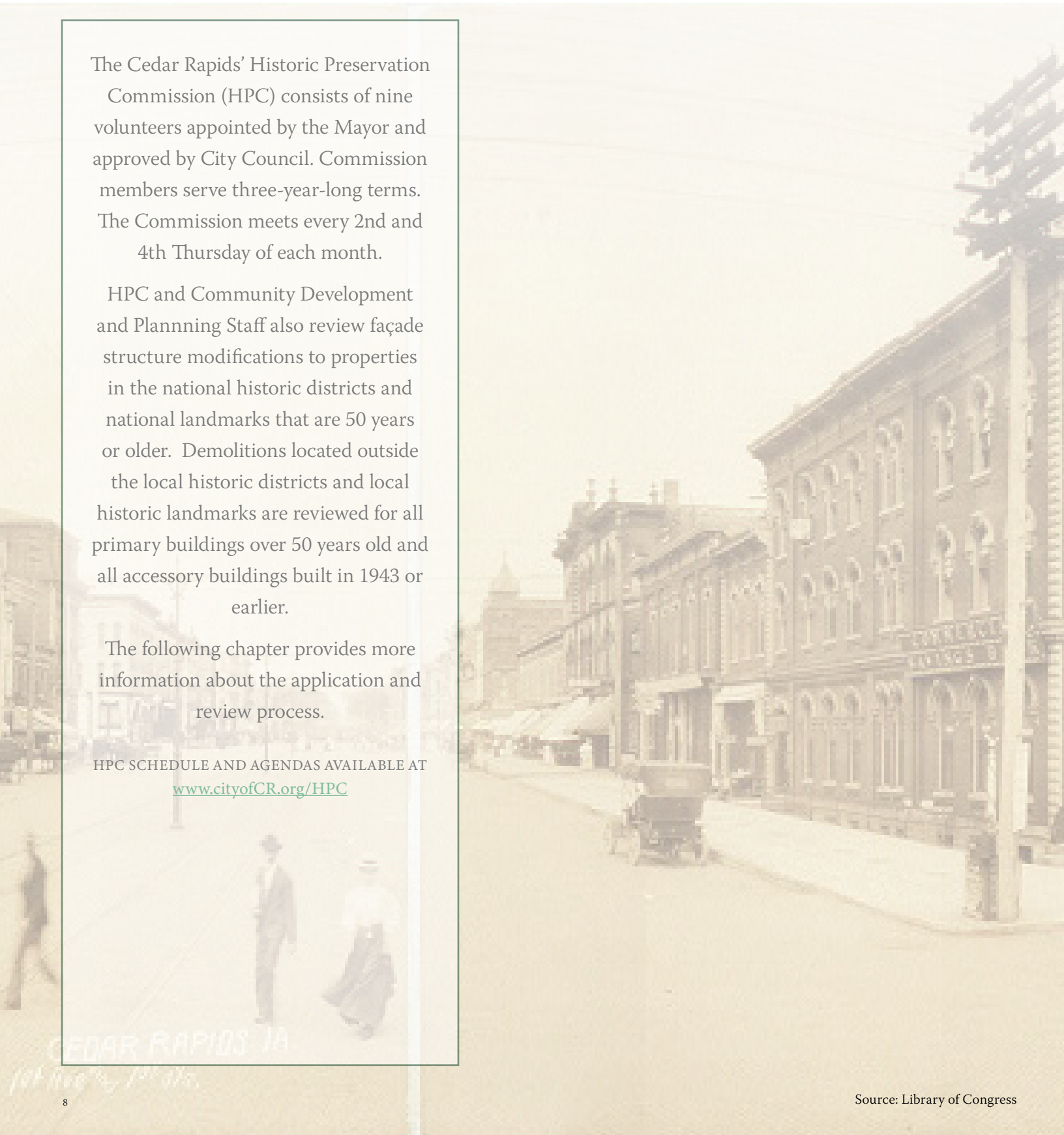
Chapter 2: Cedar Rapids Historic Preservation Commission (HPC)

The Cedar Rapids' Historic Preservation Commission (HPC) consists of nine volunteers appointed by the Mayor and approved by City Council. Commission members serve three-year-long terms. The Commission meets every 2nd and 4th Thursday of each month.

HPC and Community Development and Plannning Staff also review façade structure modifications to properties in the national historic districts and national landmarks that are 50 years or older. Demolitions located outside the local historic districts and local historic landmarks are reviewed for all primary buildings over 50 years old and all accessory buildings built in 1943 or earlier.

The following chapter provides more information about the application and review process.

HPC SCHEDULE AND AGENDAS AVAILABLE AT
www.cityofCR.org/HPC



Source: Library of Congress

2.1 Design Review Process

QUESTIONS ABOUT THE HISTORIC PRESERVATION REVIEW PROCESS? CITY STAFF IS HERE TO HELP!

Community Development and Planning
(319)286-5041
hpreview@cedar-rapids.org
101 First Street SE
Cedar Rapids, IA 52401

A Certificate of Appropriateness (COA) or a Certificate of No Material Effect (CNME) is required before a building permit can be issued for exterior work. A Local Historic District/ Landmark Exterior Work application must be filled out and submitted to the Cedar Rapids Community Development and Planning Department. The latest an application can be received to be considered is the Wednesday the week before the HPC is scheduled to meet.

Community Development and Planning Staff will determine whether a Local Historic District/Landmark Exterior Work application qualifies as minor repairs or not. Minor repairs requests are approved by Community Development and Planning Staff and not discussed at the HPC meeting. Minor repairs must still follow the Design Guidelines. Community Development and Planning Staff will typically issue a CNME in 1-2 days. After the CNME is issued for a minor repair, then the owner may pick up a building permit from the Building Services Department.

Major changes such as additions, demolitions, new construction, façade modifications, or projects which do not follow the Design Guidelines must be reviewed by the full HPC in order to issue a COA. Applicants are encouraged, but not required, to attend the HPC meetings. The HPC will either approve the application as submitted, modify, and then approve the application (with approval from applicant), disprove the application, or table the item to a future meeting date in order to receive additional information from the applicant.

2.2 Process Overview

Property owners and contractors doing work in the local historic districts or on local historic landmarks need to contact city staff at the community development department before beginning any exterior work, even when a city-issue building permit is not required.

An application for exterior work in the local historic districts or on local historic landmarks is required in order to initiate historic review, as required per City Municipal Code Section 18.08. The application can be accessed at www.cityofCR.org/HPC or by contacting the Community Development and Planning Department if you would like a copy to be mailed to you.

A complete application, including supplemental materials, is required before the application will be reviewed. Applications must be complete and turned in to Community Development and Planning Staff the Wednesday the week prior to the HPC meeting.

The following types of projects require a Certificate of Appropriateness (COA) from the HPC:

- Replacement of architectural components (including but not limited to replacement of doors, siding, architectural details or windows) that are not consistent in materials or appearance
- Removal of architectural detail and ornamentation
- Additions to primary buildings, accessory buildings, or structures
- New construction of primary buildings, accessory buildings, or structures
- Demolition of primary buildings, accessory buildings, or structures
- Façade structure modifications on a primary building or structure.

Applications which do not alter the appearance of the defining features of a building or structure and are consistent with what is recommended in the Design Guidelines document may be issued a Certificate of No Material Effect (CNME). CNMEs are issued by City of Cedar Rapids Staff. A CNME may take between 1-2 business days to be issued.

The following is required for a complete application:

- Property owner contact information
- Applicant contact information (if different from owner)
- Address of property
- Type of Project – house, garage, shed, fence, or other
- Description of project and detailed location of the project on the subject property
- Description of existing materials
- Description of proposed materials
- Explanation of removal of architectural detail or ornamentation, if proposed
- Description of how project meets the Design Guidelines or rationale for why the project is not consistent with the Design Guidelines

Required Supplemental Materials for All Projects:

- Sample of physical replacement materials
- Product catalog entry for chosen product
- Photo of exact product which will be installed

Required Supplemental Materials only for New Builds:

- Sketches
- Renderings
- Construction Drawings

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LOCAL HISTORIC DISTRICT/LANDMARK EXTERIOR WORK APPLICATION

Cedar Rapids Municipal Code, Section 18.08

The following information is necessary for all requests for exterior modifications to local historic landmarks or buildings within a designated local historic district as per Chapter 18, Historic Preservation in the Cedar Rapids Municipal Code. Please answer all questions. Failure to provide accurate and complete information will delay review.

To be considered at a Historic Preservation Commission meeting, applications must be turned in the Wednesday prior to the meeting.

Owner Information	**Applicant Information (skip if owner)**
Name_____	Name/Company_____
Address_____	Email_____
City_____	Address_____
State_____Zip_____	City_____
Phone_____	State_____Zip_____
Email_____	Phone_____

Address of Property where work will occur: _____

Project Type: □ House □ Garage □ Shed □ Fence □ Other _____

Project Description and Location on the property/structure (please be as detailed as possible):

_____

_____

_____

_____

_____

_____

Description of existing materials (e.g. wood, metal, asphalt shingles):

_____

_____

Description of proposed materials(e.g. wood, metal, asphalt shingles):

_____

_____

Will you be permanently removing architectural detailing/ornamentation from the exterior of the structure (e.g. corbel(s), trim, molding, newel post caps)? Yes □ No □

If Yes, describe what architectural detailing/ornamentation you are removing and why:-

_____

_____

Description of how project meets the Guidelines for Cedar Rapids Historic Districts *or rationale for why the project is not consistent* with the Guidelines for Cedar Rapids Historic Districts:

_____

_____

_____

_____

Supplemental Materials Required:

For all projects, include at least one of the following applicable materials:
□ Physical Material(s) Sample
□ Product Catalog, indicating chosen product
□ Photo of exact product which will be installed

For new construction only, include at least one of the following:
□ Sketches
□ Renderings
□ Construction Drawings

I, the owner or designated representative of the property, have read the application and acknowledge the Guidelines for Cedar Rapids Historic Districts, as they relate to my project will be used to determine if my project is approved. If the area where the work on the project is not readily visible from a public right-of-way (alley or street), I also authorize a staff member of the Community Development Department to come onto the property to obtain photo(s) of the area where the work will occur.

I acknowledge that the information provided in this application, including all attachments, are accurate and correct, and that an incomplete application will not be accepted.

I have included the required applicable attachments with this application: □ **Yes** □ **No**

Owner/applicant signature: _____

or staff use only:

ate and time completed application received: _____

City of Cedar Rapids Community Development Department
101 First Street SE, Cedar Rapids, IA 52401
Phone: 319-286-5041 | Web: www.cityofcr.org/hpc

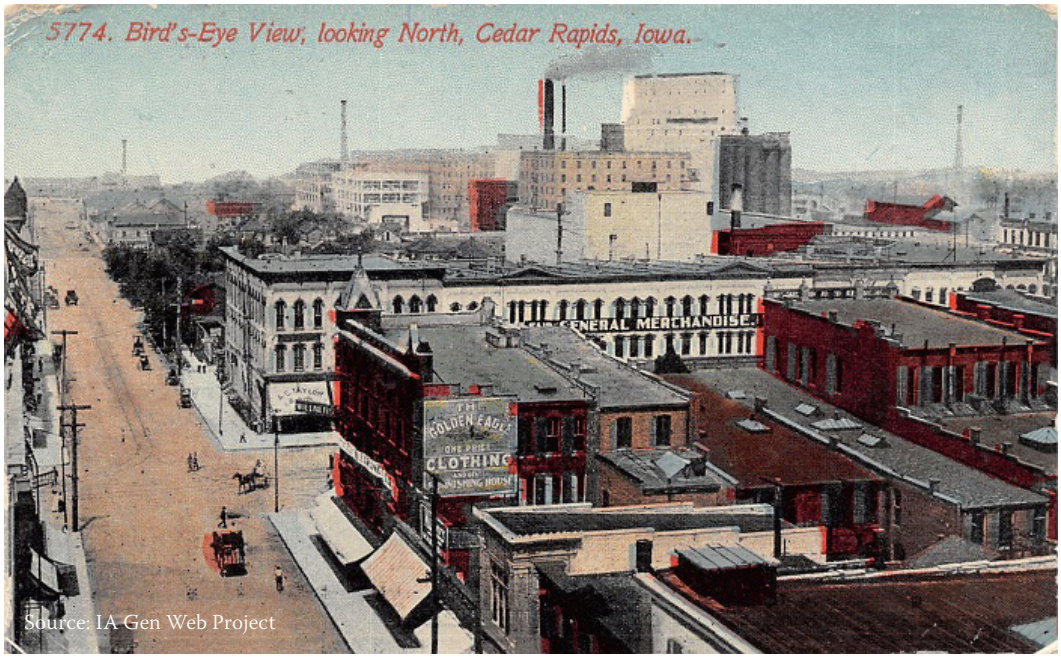
evised 3/2017

All exterior work, with or without a building permit, requires historic review and receipt of either a CNME or a COA before the project may begin.

2.3 How HPC Decisions are Guided

The HPC considers several factors when reviewing COA applications, including the property's historical significance, its material integrity (how much of the original building materials are still in place), and how the project will affect or impact the appearance of the surrounding area. The HPC utilizes its collective knowledge of historic buildings, the history of Cedar Rapids, and nationally recognized historic preservation standards to judge the compatibility of proposed changes within the district.

The HPC use the guidance provided by the National Park Service in the Secretary of the Interior's Standards for the Treatment of Historic Properties to help determine where the proposed work will negatively impact a historic resource. The HPC specifically uses the Secretary of the Interior's Standards for Rehabilitation ("the Standards") to review the appropriateness of changes to historic buildings. The Standards were originally created in 1976 to determine the appropriateness of proposed changes to income-producing National Register buildings whose owners wished to take advantage of beneficial federal tax considerations. They are now used more broadly to guide in the renovation and rehabilitation of historic districts across the country.



Source: IA Gen Web Project

Character Defining Features

The Standards were written to ensure that the character-defining features of historic properties are retained when they are altered. The term "character-defining features" refers to all of the individual components of a property which make up its overall historic character. These features are integral to a historic building's identity and should be retained and preserved.

Character defining features include both large and small-scale elements. Small-scale features include:

- historic windows
- doors
- trim
- and details.

Larger-scale features include:

- the building's overall shape,
- the arrangement of window and door openings,
- and its site and setting

Likewise, individual buildings and sites can be character-defining features of the neighborhoods which make up Cedar Rapids' historic districts. Character-defining features within the context of a neighborhood can include the buildings in the district, the relationship of those buildings to one another, their scale and massing, setbacks, fence patterns, views, streets, sidewalks, driveways and walkways, street trees and plantings, and street furniture that come together to make up the overall setting (See Section 3.6 Design Principles).

Loss of character-defining features of the neighborhood, or the addition of new buildings that are out of scale or inappropriate to the character of the district affects the historic integrity of the district as a whole. For this reason, alterations to the sides of properties that are visible from public rights-of-way (not including alleys) within the historic district are the most scrutinized by the HPC. These visible elevations have the greatest potential to alter the appearance of the overall district. The HPC may be able to offer greater flexibility in evaluating the appropriateness of alterations to less visible sides and the rear of properties.

Source: Library of Congress

Contributing and Non-Contributing Properties

Boundaries of historic districts contain both contributing and non-contributing resources. Contributing resources include buildings that are of a historic age and retain enough of their original building features (windows, siding, doors, trim, etc.) to "read" as a historic building. Non-contributing buildings generally include non-historic buildings located within the district boundaries.

Because non-contributing properties do not have architectural elements which contribute to the historic character of the district, the HPC has more flexibility over changes to a non-contributing property when reviewing applications. Non-contributing properties within the local historic districts are still required to submit an exterior work application because alterations to non-contributing properties still have the potential to adversely affect the district as a whole and require a CNME or COA.

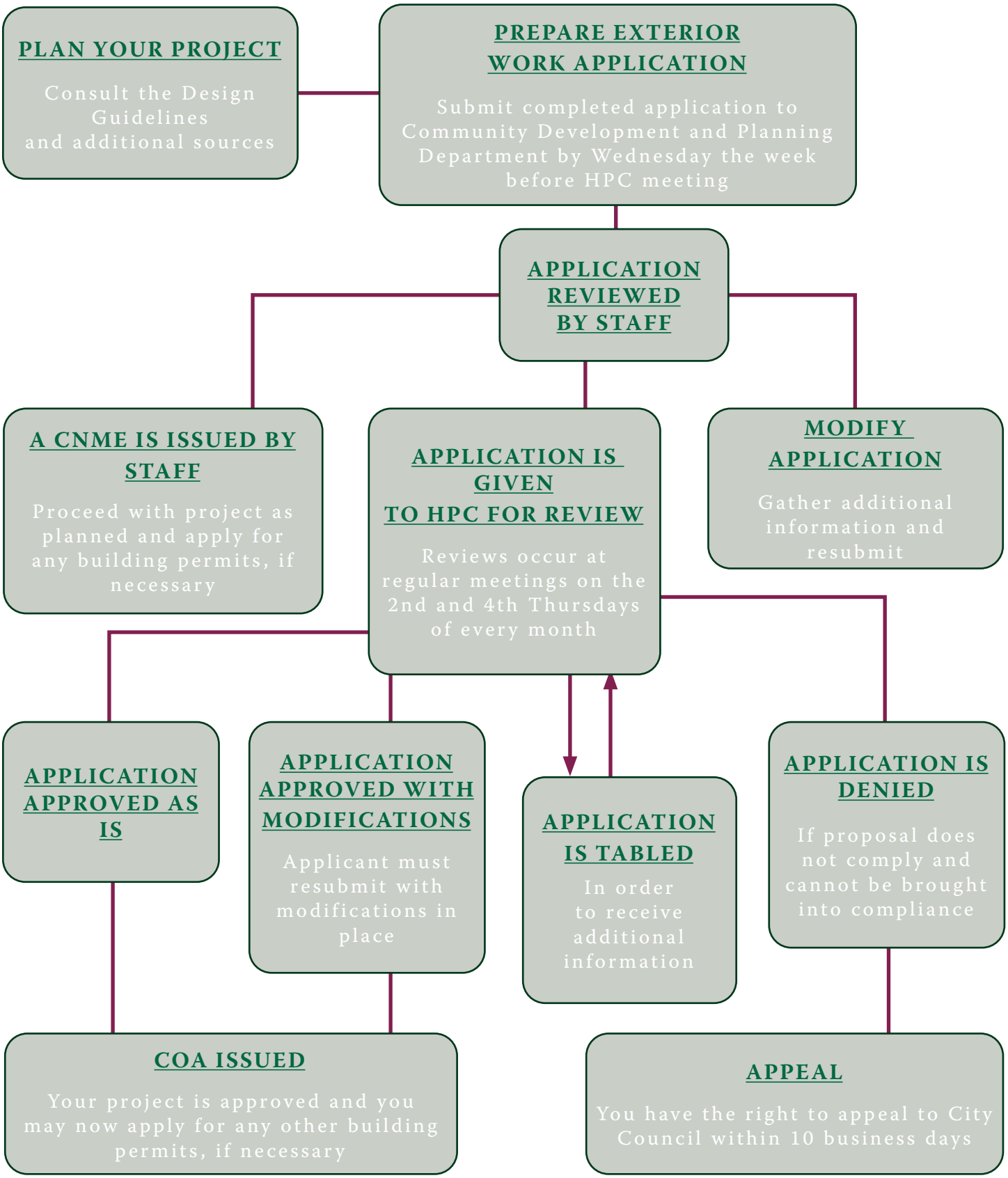
NON-CONTRIBUTING BUILDINGS GENERALLY INCLUDE NON-HISTORIC BUILDINGS WITHIN A HISTORIC DISTRICT.

2.4 Appeals

Any applicant or interested person may appeal decisions made by the HPC to the City Council. Appeals must be in writing, include justification for the appeal, and must be filed with the City Clerk no later than 10 business days after the HPC meeting at which the decision being appealed was finalized. City Council will hold a public hearing within 60 calendar days of receiving the appeal. There will be public notice as required by the State code of Iowa and written notice to the applicant and to the appellant (if different from the applicant). The appeal will be decided, and City Council may approve the appeal, approve the appeal with revisions, or deny the appeal.

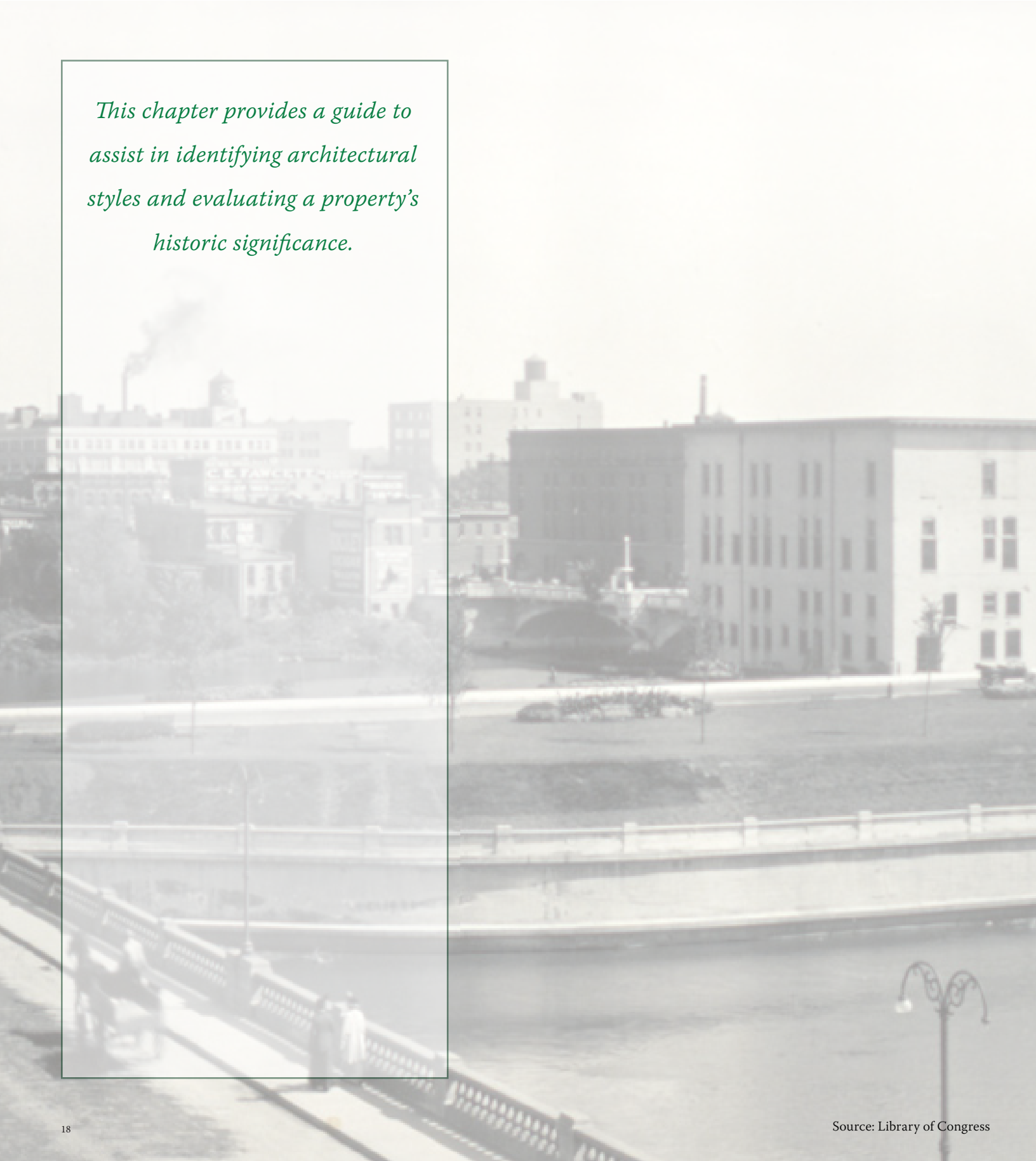
Source: IA Gen Web Project

2.5 Design Review Process Flowchart



Chapter 3: Architectural Style Guide

This chapter provides a guide to assist in identifying architectural styles and evaluating a property's historic significance.



Source: Library of Congress

3.1 Introduction

Historic buildings are frequently characterized according to their architectural style. Architectural style is defined by hallmark forms, shapes, proportions, materials, and ornamentation that make up a building's overall character. Architectural styles have changed throughout history as certain design movements became popular and others faded out of fashion. Understanding your property's architectural style, and the character-defining features that contribute to that style, will help you to understand which features are critical to the preservation of its historic character. Before proceeding, it is helpful to understand the following terms as they relate to historic architecture.

- "Building Type" describes a structure's function. "Building Form" describes a structures shape and the components that influence that shape (number of stories, depth of rooms, etc.). Some building types and building forms are closely associated with a particular architectural style, while others are used in many architectural styles. Chapter 3.2 describes building types and Chapter 3.3 describes building forms.

- The term "vernacular," when applied to architecture, describes buildings constructed according to traditional methods of construction within a specific locality or for a particular group of people. These local variations in architectural styles often occurred when builders or designers combined common building forms, pattern book designs of popular styles, and their own ideas. Often these buildings were designed and built by individuals who were influenced by the particular needs of their location – its climate, the available building materials and technique, and contemporary architectural and decorative fashions.

- The term "high style" refers to buildings designed according to doctrines of a specific, readily identifiable, national, or regional architectural style. They are designed by professional architects and builders or derived from architectural plan books. Designers of high style buildings were often strongly influenced by contemporary trends, fashions, and academic principles. While there are examples of high-style architecture in Cedar Rapids, most buildings are vernacular.

3.2 Building Types

Please refer to Appendix A: Glossary for the definitions of additional architecture- and preservation-related terms.

A building's type is defined by the function of the property. The following are types found within Cedar Rapids local historic districts and local landmarks.

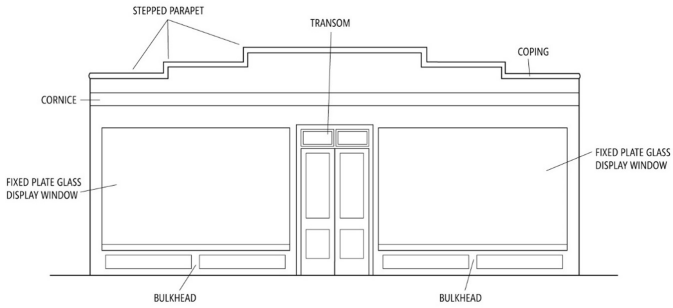
1. Residential buildings include single-family homes and multi-family homes, such as apartments and duplexes. The majority of historic buildings in Cedar Rapids are residential building types.
2. Commercial buildings are buildings that are used for business purposes, such as stores, offices, and banks.
3. Industrial buildings are buildings used for the production and manufacture of products, including product storage facilities such as warehouses.
4. Religious buildings include churches, synagogues, temples, mosques, and other places of worship.

Other building types that are in Cedar Rapids that are on the National Register include Educational buildings, such as schools, and Recreational buildings, such as gymnasiums and theaters.

3.3 Building Forms

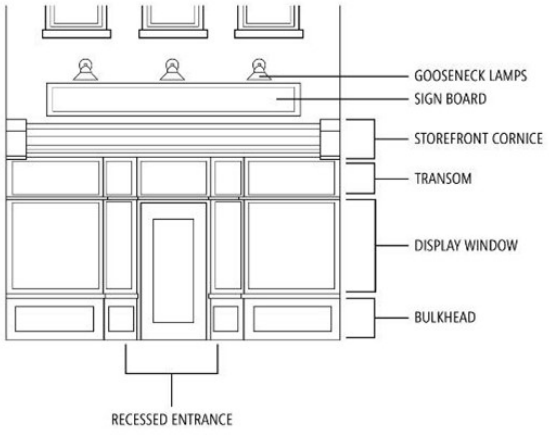
Form refers to the shape or configuration of a building. A building's form is closely related to its type, or function. Some forms can be seen across a wide variety of architectural styles, while others are closely related to a specific style.

Non-Residential Forms



One-part commercial block: This building type is a single story and was typically constructed in urban settings to house retail shops, banks, or restaurants. These buildings tend to be boxy, with a decorated façade featuring large display windows to advertise the goods and/or services provided inside.

Two-part commercial blocks: are two- to four-stories tall and divided into two distinct parts based on interior uses. Public spaces, such as lobbies, are located on the ground floor and private spaces, such as offices or apartments, are on the upper stories.

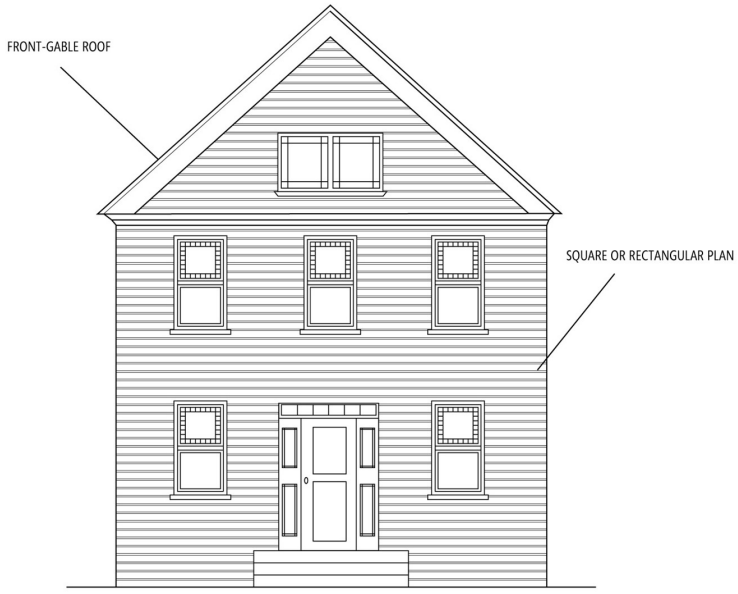


Vernacular storefront: These storefronts commonly appear as the first-floor level of the two- and sometimes three-part commercial block. These storefronts typically feature large windows for the display of goods, with a bulkhead below the display windows, and a recessed main entrance.

Residential Forms

The **Double Pile** type is two rooms wide, two rooms deep, and two-stories tall. It has a rectilinear shape and side-gable roofline. The Double Pile may be quickly distinguished from the similar I-House by its two-room depth, often serviced in larger models by a center hallway with staircase. One of the most common domestic floor plans found in the United States, the underlying layout of the double pile has accommodated a variety of architectural styles throughout history including the Georgian, Federal, Greek Revival, Gothic Revival, Italianate, Colonial Revival, and Classical Revival. As a simple vernacular type, however, it has served every need from 19th century workers housing to suburban builder's homes.

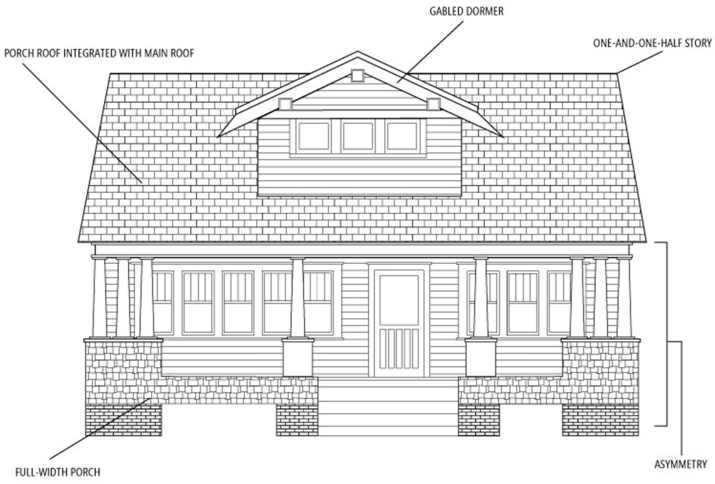
The **Gabled Ell** is a popular post-Civil War house type which was typically constructed using balloon frame or brick bearing wall construction. Typically two stories, this type is constructed with a central mass with a gable front and an intersecting wing of the same height placed perpendicularly, giving the building an L shaped plan. The ell was usually positioned to face the road, however, on narrow lots builders often turned the house so the short wing faced the street. A porch is typically positioned at the juncture of the two wings. A gabled ell house may be ornamented with details from any of the Victorian era styles, particularly on the porch. The gable ends often have attic vents, decorative shingles, and variegated wall treatments.



The **Gable Front** house is utilitarian, a vernacular descendant of both the nineteenth-century American farmhouse and the early 1800's Greek Revival "Temple House," with its pediment-like gable. The layout of the gable front type was well suited to narrow lots and the type is commonly found in urban neighborhoods and towns throughout the northeastern United States. The house is square or rectangular, and topped by a simple gabled roof. The type can appear as a simplified version with an absence of stylistic details as well as more highly finished versions with applied ornamentation.

The **American Foursquare** type is characterized by its boxy appearance, square or rectangular plan, and hipped or pyramidal roof. They are two-and-a-half stories high, and many have hipped or shed-roofed dormers, typically centered over the front façade or placed on all four sides of the hipped roof. The form was ubiquitously popular on farms, in suburbs, and in more urban areas with larger lot sizes. These houses were popularized by their appearance in pattern books. Prefabricated versions were also available for purchase.

The **Bungalow** was a common house type in the United States and examples can be found dating to the 1900s through the 1940s. Bungalows are one to one-and-a-half stories and are compact in size. These houses typically have projecting eaves, multiple gables, asymmetrical facades, and low-pitched roofs with large dormers and integrated porches. The bungalow is most commonly associated with the Craftsman style. Like the American Foursquare, prefabricated versions were available as "kit houses", and the form was widely popular for use in both rural and urban settings.



3.4 Architectural Styles

Architectural Styles are distinguished by special characteristics of structure and ornament, often related in time. Historic places derive their distinctive feel from their own unique combination of architectural style, building materials, and other landscape and design elements. Identifying architectural styles is essential for building owners to fully understand the historic character of their property as well as how their property fits within a broader setting. Although Cedar Rapids was founded in the mid-19th century, the majority of buildings within Cedar Rapids local historic districts were constructed in the late 19th and early 20th centuries.

Vernacular 1835-1895

Vernacular is the term given to indigenous forms of residential and commercial building construction. Vernacular buildings are not architect designed but most likely built by the property owner themselves. Some refer to vernacular buildings built after mill-sawn lumber was available as National Style. Buildings continued to be built according to the earlier traditional folk forms, but with widely available lumber some new shape innovations occurred. Some may have details taken from high styles such as Greek Revival or Colonial Revival, or later high style modifications. Commercial vernacular buildings may borrow from Italianate or Classical architectural features.

Greek Revival 1825-1860

The Greek Revival style referenced the ornament and architecture of Ancient Greece and was nationally popular during the earliest formal settlement years of Cedar Rapids. These were typically two-story, sometimes one-story, clapboard sided buildings with a low-pitched gable roof or less often, a hipped roof. The cornice has a wide plain frieze board, or band, as part of the entablature together with a cornice above and an architrave below. The main building form may have a lower wing. Narrow sidelights and a rectangular transom surround the front door. Porches are supported by square or round columns and located at the entry, sometimes extending over the full façade.

Italianate 1840-1890

The Italianate style was popular from the 1840s through the 1890s and is a romanticized interpretation of Italian villas found in the Tuscany, Umbria, and Lombardy regions. Its use continued into the 20th century. The style is typified by flat or low-pitched roofs with over hanging eaves, bracketed cornices, squared towers, and narrow window openings with round or segmental arches, decorative hoods, and protruding sills. Windows are typically two-over-two or one-over-one. The style emphasizes verticality in building proportions. Most Italianate homes are symmetrical in design and are usually two stories with small single-story entry porches supported on columns.

Second Empire 1855-1885

The Second Empire style was inspired by the buildings of Paris, which had been redesigned dramatically during the country's Second Empire period which spanned 1852-1870, coinciding with the reign of Napoleon III. The style is similar in both form and detail to the Italianate and was popular in the United States during the building boom following the Civil War. The style was adapted to both symmetrical and asymmetrical floor plans and was used in both commercial and residential buildings. The signature feature of this style is the mansard roof, whose nearly vertical pitch allowed for more usable attic space than more steeply pitched roof types. Other hallmarks of the style include polychrome patterned slate shingles, prominent cornices, roof cresting, and rounded dormers.

Gothic Revival 1840-1880

Popularized by the widely distributed plan books of Andrew Jackson Downing, the Gothic Revival style reached its height of popularity during the 1830s and 1840s. It was the earliest of the Victorian-era styles to challenge the classical norms. The movement abandoned the symmetry and order of Classicism in favor of asymmetry and variety in texture and color. This style is typified by an asymmetrical plan, steeply pitched gables, and pointed arches. Character defining features of the Gothic Revival style include an emphasis on verticality in proportions, a proliferation of "gingerbread" and scrolled woodwork detailing, such as vergeboard trim, and diamond-pane casement windows.

Stick 1860-1890

The Stick style was influenced by European trends in the mid-19th century which revived interest in the late medieval rustic country architecture. The style is centered on balloon frame construction and expresses truthfulness in its wooden construction through the use of conspicuous external wall treatments and joints. Stick style buildings emphasize height with steeply pitched and intersecting gable roofs. Decoration is two-dimensional, expressing the structural and skeletal character of the building through purely decorative crisscrossing timbers, called "stickwork" for which the style is named.

Queen Anne 1880-1910

The Queen Anne style merged a variety of classical and medieval ornamentation and is the style most commonly brought to mind with the use of the generic "Victorian" label. The Queen Anne style was successfully adapted to residential, commercial, and institutional uses. Queen Anne buildings are typically asymmetrical in plan, and feature turrets, window bays, towers, complex rooflines, decorated chimneys, and large and ornate porches. A variety of materials with contrasting textures, including brick, wood, stone, slate, and tile were often combined to create a picturesque effect.

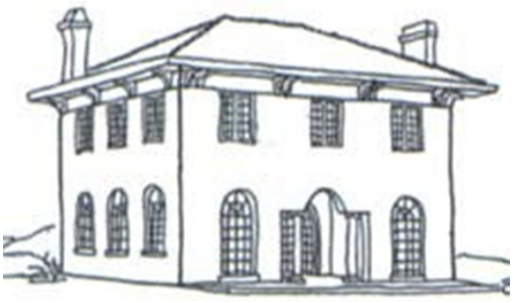
Shingle 1880-1900

Loosely based on late medieval English forms, the Shingle style is a distinctive American style first used in New England for summerhouses. Although it shares several traits with the Queen Anne style, the Shingle style differs with its predominant use of dark wood shingle treatment, sweeping rooflines with shallow eaves, and a typically less complex form. Elements of the Colonial Revival style are also incorporated into the Shingle style, including gambrel roofs, Palladian windows, and classical columns. Still, the style is primarily identified by its use of shingles over any other architectural detail.

Colonial Revival 1880-1955

The Colonial Revival style emerged in the 1880's following the United State's Centennial celebrations, which aroused civic pride and sought to restore order to what was perceived to be the Victorian excessed of American domestic architecture. The Colonial Revival style borrowed heavily from early American Georgian and Federal architecture, as well as English and Dutch colonial-era homes. After 1925, the restoration of Colonial Williamsburg and a rising interest in historic preservation greatly contributed to the popularity of this style.

The Colonial Revival style often combined authentic colonial details with contemporary features on a more exaggerated scale than its 18th century models. The name "Colonial" actually encompasses several styles, all loosely associated with the revival of American and "old world" buildings. Character defining features include symmetrical massing, a "colonial" entranceway with a decorative pediment and pilasters, and a main entry door topped by fanlights or rectangular transoms and flanked by sidelights.



Italian Renaissance Revival 1890-1935

The Italian Renaissance Revival style existed in dramatic contrast to the earlier Victorian-era styles. The more ordered style has a studied formalism, symmetrical composition with flat facades and low-pitched hipped or flat roofs. Italian Renaissance Revival entryways may be recessed and accentuated with small classical columns or pilasters. Rounded arches are common above doors and windows on the first story only.

Neoclassical 1895-1950

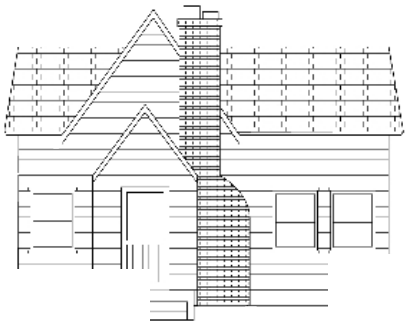
The Neoclassical style, or Classical Revival style, is based on the interpretation of classical Greek and Roman models, relying on order, symmetry, and detail to create a composition of formal and symmetrical features. The style is adaptable to wood, brick, and stone construction. Common character defining features of the Neoclassical style include two-story or full-height porches, curved or pedimented porches, classical columns with Ionic or Corinthian capitals, and balustrade on porch roofs. Early versions have hipped roofs and elaborate columns while later versions have side gable roofs with simpler columns.

Tudor Revival 1890-1940

The Tudor Revival style is another period revival style that is reminiscent of countryside cottages in England, featuring steeply pitched and side gabled slate roofs, tall chimneys, and decorative half-timbered wall surfaces. Common elements include asymmetrical plans, front-facing peaked gables which may extend over entrances, and Tudor arches and ogee arched doorways. Narrow, multi-paned casement windows with leaded glass and diamond shaped panes, decorative brickwork of English and Flemish bond types, and decorated chimneys are other common features of Tudor Revival buildings.

Craftsman 1905-1930

The Craftsman style emerged at the very end of the 19th century and was heavily influenced by the English Arts and Crafts Movement, which emphasized a return to traditional handcraftsmanship and the use of natural materials. It became highly popularized through pattern books and magazine depictions and was the dominant style for small houses and the bungalow building type from the turn of the 20th century through the 1930s. Craftsman style dwellings often include deep overhanging eaves with exposed rafter tails, or widely overhanging eaves supported by large open brackets. Full or partial width porches which are integral to the main roof, gabled roofs, and double-hung windows, often grouped, with multiple panes in the top sash are also signature features.



Bankers Modern 1935-1950

The Banker Modern style includes Minimal Traditional and Ranch houses. Minimal Traditional homes were designed to be small, mass-produced, and affordable dwellings in order to be built with loans insured by the Federal Housing Administration. They are most often 1- to 1 and 1/2- story, with a side gabled roof, attached or detached garage, and minimal ornamentation.

Ranch style houses are 1-story. Characteristics of the style are flat or low-pitched side gable roofs, an attached garage or port cochere, no eave overhang, and large fixed picture and casement windows.

3.5 Historic Integrity

There are seven aspects of integrity which contribute to a historic property's overall significance: location, design, setting, materials, workmanship, feeling, and association. These aspects are used in assessing historic properties' eligibility for listing in the National Register of Historic Places but are also used by the HPC in assessing whether a property contributes to the district as a whole, and in turn, in evaluating the appropriateness of proposed projects. Understanding your property's level of integrity will help determine the most appropriate approach to treatments and alterations.

High Integrity

A property with high integrity is one where the original design and historic materials remain largely intact. Preservation of the historic appearance is the preferred approach for treating properties with high integrity, however, rehabilitation may also be appropriate when some original features are in need of repair or replacement.

Moderate Integrity

A property with moderate integrity is one that has only been partially altered but retains many of its historic features. A good example of a property with moderate integrity would be a commercial property where the first-floor storefront was modernized in later periods, but the historic appearance of the upper floors remains intact. Another example would be a residence whose roof and siding has been replaced with modern materials but whose windows, doors, and other architectural details remain in place.

Several approaches may be appropriate for treating properties with moderate integrity. This may include restoring the property to its historic appearance based on historic photographs or other documentary evidence or maintaining the appearance of the existing historic fabric while updating materials and features which have already been replaced with new features that are compatible with the building's overall design.

Low Integrity

In a property with low integrity, the building's form may be the only recognizable historic feature, as most materials and details have been lost, altered, covered, or replaced. An example would be a historic Foursquare whose roof, siding, porch, windows, doors, and siding have all been replaced with modern materials.

Options for rehabilitating properties with low integrity might include maintaining the building "as-is," for example, replacing existing composite windows with new composite windows; restoring the property to its original historic appearance, if the budget allows and sufficient documentary evidence is available; or creating a new design for the building which is compatible with the surrounding properties in terms of mass, scale, and design.

ADDITIONAL GUIDANCE ON EVALUATING A PROPERTY'S INTEGRITY IS AVAILABLE ONLINE THROUGH THE NATIONAL PARK SERVICE: HTTPS://WWW.NPS.GOV/NR/PUBLICATIONS/BULLETINS/NRB15/NRB15_8.HTM.

3.6 Design Principles

The following design principles correspond to specific characteristics which contribute to the integrity of individual buildings, sites, and districts.

Height

A building's height is determined by the number of stories, as well as the shape of the roof and the presence or absence of projecting features such as chimneys or towers.

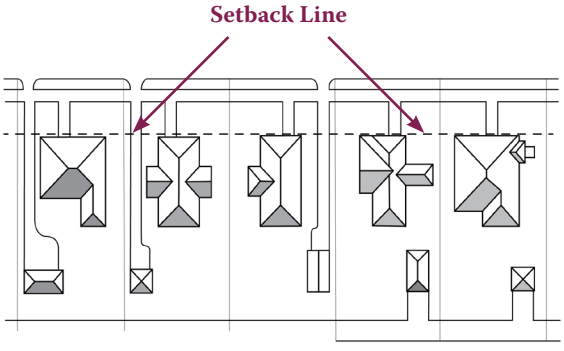
Scale

Scale is the size of a building in relation to the buildings that surround it. Scale can be expressed through the size of a building itself as well as through the size of building elements.

ADDITION WITH INAPPROPRIATE SCALE AND FENESTRATION

Massing

Massing is the large-scale units that comprise a building. These masses define the overall shape and form of a building. Massing is a central part of its architectural design and can be altered through additions or demolition of parts. Alterations of a building's massing can adversely affect its overall form and diminish its historic integrity.



Setback

Setback describes the distance between a building an its property line. It generally refers to the setback from the street-adjacent property boundary, forming a front yard on the property in many cases. It is common for residential properties to have setbacks but less common for commercial properties.

Alignment

Alignment is when buildings on the same street are constructed with the same setback distance, making them in line with one another.

Orientation

The term "orientation" refers to the direction that a building faces in relation to the street. Most buildings are oriented so that the main entrance on the façade faces the street.

Rhythm

Rhythm is the repetition of architectural forms along a streetscape. Width, height, spacing, setback, and orientation, as well as the placement of architectural details, contribute to the rhythm of the street. Demolition of existing historic structures or the construction of new buildings that are incongruous with height, spacing, or other rhythm-defining elements can disrupt the historic rhythm of the street and alter the overall character of the historic district.

INAPPROPRIATE FACADE ARRANGEMENT
INTERRUPTS STREET RHYTHM

Proportion

Proportion refers to the visual effect of the relationship between architectural elements and the building as a whole.

Symmetry

Symmetry refers to a façade arrangement in which both sides are equal in proportion and arrangement of architectural features. Asymmetry is the opposite, where the elements of a façade arrangement are organized with emphasis to one side of the façade. Symmetry or asymmetry can be closely associated with particular styles and a building's symmetry, or asymmetry should be maintained.

Unity

The term Unity refers to the effect created when all of the buildings in a district or area conform to a particular defined range of overarching building characteristics, including height, alignment, scale, massing, and spacing. New construction can disrupt unity when it is not consistent with the existing neighborhood.

Style

A building's architectural style is defined by its overall appearance and common features which refer to particular trends that were in use in the region and time period in which the building was designed and constructed. Architectural styles combine qualities of massing, scale, proportion, rhythm, detail, and ornamentation.

Chapter 4: Replacement Materials

Repair over replacement is preferred for a number of reasons:

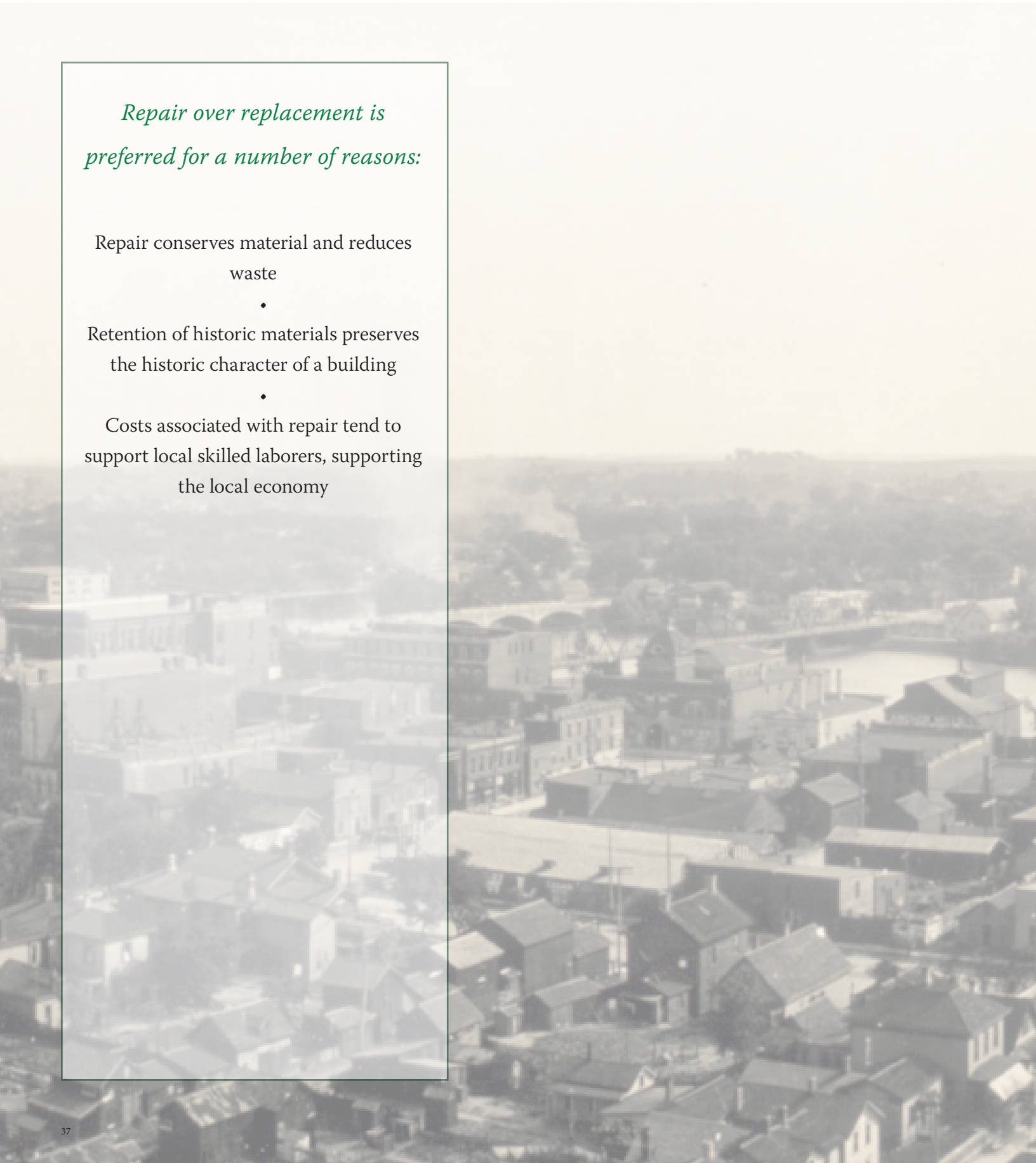
Repair conserves material and reduces waste

•

Retention of historic materials preserves the historic character of a building

•

Costs associated with repair tend to support local skilled laborers, supporting the local economy



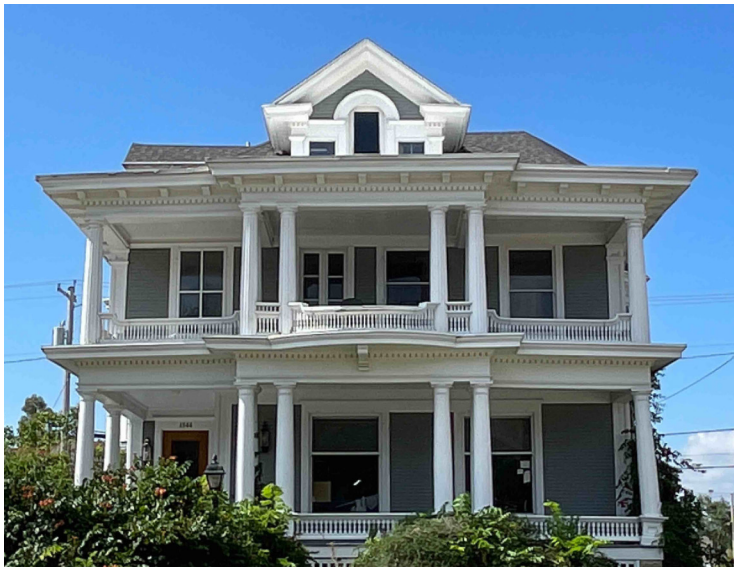
4.1 Replacement In-Kind

Replacement In-Kind means to replace a material with the same material as the existing thing needing repaired. For example, a deteriorated wooden door sash can only be replaced in-kind with wood. Replacement in-kind is the highest degree of integrity available when architectural elements need replacing.

4.2 Substitute Materials

Sometimes, replacement in-kind is not financially feasible or necessary to maintain a property's integrity. It may be appropriate to replace elements of a building with a matching element of a different material, if that material can mimic the appearance of the historic material. Substitute materials are new materials designed to simulate the appearance of a historic material. Substitute materials are often made of synthetics and are appropriate to use when the historic material is no longer available or does not meet project requirements.

- Locally manufactured
- Easy to maintain
- Proven to be durable in the Cedar Rapids climate
- Have long lifespans
- Recyclable
- Made from recycled or repurposed materials
- Not manufactured using harsh chemicals
- Does not off-gas harsh chemicals
- Will not interact negatively with historic building materials



4.3 Use of Substitute Materials in Cedar Rapids' Historic Districts

Substitute materials may only be used if they will not cause damage to existing historic features. Their use must not negatively alter the appearance of the historic resource, and the new material must copy the original as closely as possible. A replacement feature should match the original in form, profile, color, and perceived texture. A substitute material cannot be chosen for sake of convenience alone when a more historically appropriate material is viable and covering or wrapping existing historic materials with synthetic materials is not appropriate.

Appropriate use of substitute materials includes:

- Where the historic material does not meet existing code requirements
- When the historic material is unavailable, such as a particular type of slate or old growth lumber
- Where historic craft techniques or skilled artisans are unavailable
- When the historic feature has already been lost and little is known about its original appearance

The HPC will consider the use of a substitute material in place of historic materials on a case-by-case basis and may approve or deny such materials based on the significance of the feature and compatibility of the replacement unit.

Factors to consider when evaluating the use of substitute materials on a historic building include:

- Is the existing material historic? Is it a character defining feature of the building?
- Will the new materials cover or replace existing historic fabric?
- Will the new product be physically compatible with the surrounding building materials?
- Will the product realistically match the original feature or material in size, proportion, detail, profile, texture, and finish?
- Is the new product durable as compared to the historic material in the same environment?

4.4 Common Substitute Materials

4.4.1 Architectural Details and Trim

Suggested substitute materials have the following characteristics:

Architectural details help convey the style of a building. Architectural details should be retained and never permanently removed. When formerly hidden ornamentation is discovered, it should be maintained and preserved.

High-quality synthetics may be an appropriate replacement for wood or plaster details where the profile, size, and dimension of the element can be accurately reproduced. Synthetic material use on architectural details and trim will be considered on a case-by-case basis by the HPC and all synthetics are subject to a painting r

Source: Executive Architectural Millwork

Source: Durabrac Architectural Components

Cellular PVC

Polyvinyl chloride is more commonly known as PVC. Cellular PVC board is used to produce trim, moldings, and other decorative architectural elements. These are durable products that can be painted.

Metal

Metal is only appropriate for architectural details and trim when it was the original material.

Vinyl

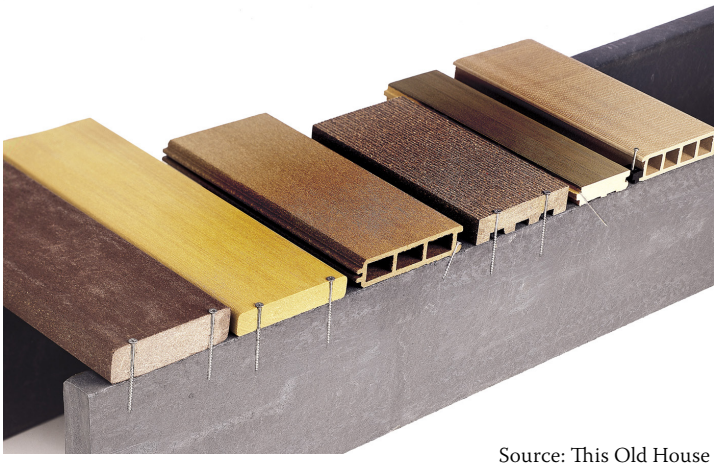
Vinyl is not an appropriate material for architectural detail and trim replacements unless the details are not visible from the street.

4.4.2 Decks and Porches

Historic deck and porch materials typically include wood, brick, stone, and concrete. There are no appropriate substitutes available for brick, stone, and concrete and therefore these elements should be replaced in-kind. Porch elements such as columns, railings, balusters, floors, and ornaments are typically made from wood. Repairing and maintaining historic wood porches is the preferred approach, though alternative materials may be appropriate on a case-by-case basis.

Composite

Composite materials are made from a mixture of plastic and wood fibers and is manufactured for use as floorboards and stair treads. These materials are formed into planks to imitate wood decking and are installed in a manner similar to traditional wood planks. The product is sometimes available in a paintable finish. Composite materials are appropriate for installations on non-visible sections of a property.



Source: This Old House

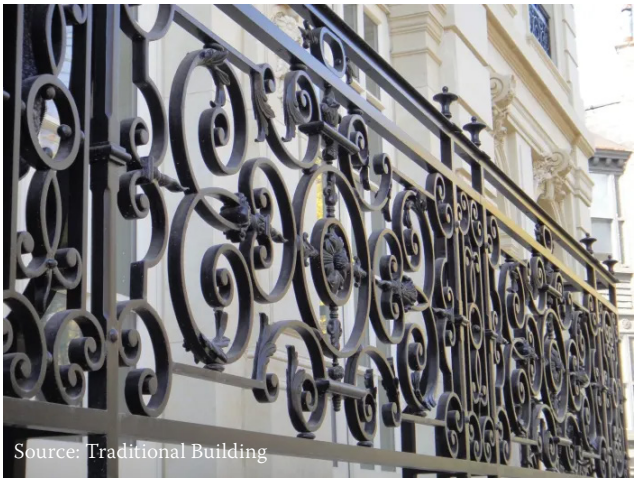
Fiberglass

Fiberglass can be used to replicate decorative features, such as columns and balusters, and are available in a variety of shapes and sizes. Fiberglass products which mimic historic forms are commercially available. Fiberglass is typically more expensive than their wooden counterparts. A fiberglass replacement may be appropriate if it closely matches the design and proportion of the original elements.

Source: Worthington Millwork

Metal

Railings, balusters, and porch columns can be constructed of metal. Metal porch elements made of cast iron may be of historic age, or may be a later, possibly historic age modification to a property. Aluminum may be appropriate for mid-20th century properties but would be an inappropriate choice for an older property. Metal on front porches should only be used when there is evidence that it was the original material. Metal may be appropriate on a rear, non-public visible porch on a case-by-case basis.



Source: Traditional Building

Pressure Treated Lumber

Pressure treated lumber is preserved through a process that uses high pressure to inject a preservative into the wood, adding years to the life of the material. Pressure treated lumber is not stronger than untreated wood, but pressure treated does withstand the elements better than untreated while still being susceptible to deterioration of checks (separation in wood fibers across the annual rings of a piece of wood), warping, and splitting. Pressure-treated wood can be effective when used for hidden structural elements such as posts, joists, and sills. It is not a good substitute for visible porch parts.

Source: Perfection Fence

Vinyl

Vinyl is a common material for replacement columns and railings, often used in new construction. Vinyl can be appropriate for buildings constructed in the late 20th century or later. Vinyl is susceptible to fading and warping with a low lifespan.

4.4.3 Roofing

Roofing materials are among the most frequently substituted. Substitute materials have been designed to replace historic shingles and traditional metal roofs. While it may be appropriate to replace a deteriorated historic shingle roof with new, synthetic shingles similar in color and texture to the historic material, it would not be appropriate to replace a historic metal paneled roof with modern asphalt shingles. The original roofing type should be maintained.

Roofs may be re-roofed with substitute materials if the original materials are determined beyond repair, are no longer present or available, or if the retention of the original roof material is not economically feasible.

Asphalt

Asphalt shingles were first introduced in the late 19th century. While strip shingles, commonly known as "3-tab" shingles, are not appropriate in the Cedar Rapids Historic District, dimensional asphalt shingles are designed to have a more natural and irregular appearance and may be appropriate for some uses within the district. Asphalt roll style covering are not historically appropriate on any building older than the mid-20th century. New asphalt roofs should be one color and compatible with the historic colors and style period of the building.

Source: Refined Exteriors

Composite & Synthetic

Composition shingles are a heavy-duty asphalt product made with a fiberglass backing and a facing made from ceramic-coated mineral grains, suspended in an asphalt coating. Also known as laminated shingles, architectural shingles, or dimensional shingles, these differ from traditional asphalt tab shingles as they are more dimensional and provide a more irregular, natural looking pattern. Architectural shingles may be an appropriate replacement for severely deteriorated slate or timber shingle roofs, as well as existing tab-style asphalt shingles. Composition roofing may be determined to be appropriate for flat or low-pitched roofs to prevent structural damage.

Source: Brava Roof Tile


Source: Gouge Quality Roofing

Metal

Sheet metals – tin, copper, zinc, tin plate, terne plate, and galvanized iron – are common historic metal roofing materials. Corrosion, pitting, and streaking are common deteriorations to metal roofs. Metal roofs are only appropriate where a metal roof was part of the original structure and should be replaced with similar details and proportions.


Source: Tile Roofing Industry Alliance

Tile, Slate, and Concrete

Clay tile and slate were common historic roofing materials as well as some of the most durable. Tile and slate require a level of craftsmanship and specialization that is not attainable to mimic exactly. When feasible, it is preferred to replace a historic tile or slate roof in-kind. If a roof historically did not have clay tile, it would not be an appropriate material.

4.4.4 Siding

Maintaining and preserving existing historic wood siding, where present, is the general recommendation for buildings within Cedar Rapids' historic districts. Mixing siding materials, either within a wall or on different walls of a building is never appropriate. Only when the entirety of the siding on a building needs to be replaced should substitute materials be considered. The HPC will determine the appropriateness of substitute siding materials on a case-by-case basis. In all cases, the replacement siding should match the historic siding in terms of width, texture, profile, and overall appearance. In cases where replacement of existing synthetic siding is being replaced, the HPC will determine whether replacement with new synthetic siding or a more historically appropriate material is necessary to achieve an accurate historic appearance on a case-by-case basis.

Engineered Polymer

Polymer siding products are more durable than other synthetics, such as vinyl. However, it is not an appropriate covering for visible elevations of a historic building.

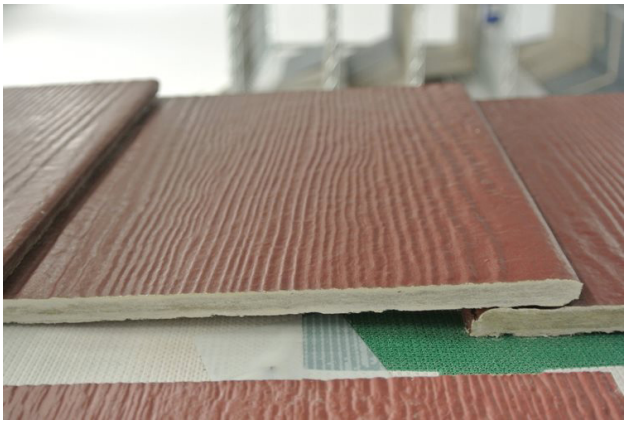
Engineered Wood

Engineered Wood

Engineered wood products, such as LP Smartsiding, can be an appropriate replacement siding for the rear, non-visible elevations of a building.

Fiber Cement Board

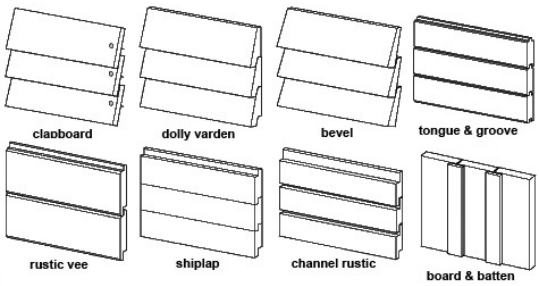
Fiber cement board siding is made from combining wood pulp or cellulose with Portland cement, silica, and other products. It is commonly known as HardiPlank or Hardiboard. These products may be approved for repairing the rear, non-visible elevations of a building.



Fiber Cement Board

Metal

Metal is not an appropriate siding choice in the historic districts, including products that try to mimic historic patterns.



Synthetics

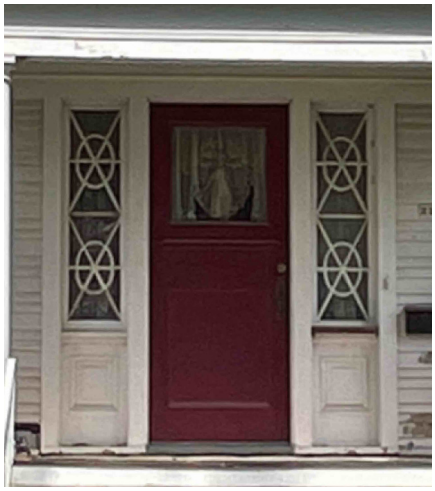
Synthetic siding, such as vinyl, is not an appropriate covering in the historic district. Asbestos cladding that is original to a dwelling should be kept stained or painted to avoid any health hazards. If the asbestos siding is deteriorating, it may be removed and replaced with wood or other substitute siding.

Wood

Wood siding or shingles, when the historic covering, are always the best choice due to their durability and repairability. In many cases where wood siding is in poor condition, spot replacements using in-kind materials to replace boards that are deteriorated beyond repair is the best approach. Wood siding and shingles should be replaced to match the original size, placement, and design.

4.4.5 Windows and Doors

Windows and Doors are character-defining features that help convey the age and architectural style of a building, especially when located on the primary façade. For windows and doors on the primary façade, it is always preferred to repair and retrofit the original material.



Wood

Most historic-age buildings, excepting those of the more recent past, have wood windows. Replacement of an existing historic wood window or wood door with a new wood window or door matching the dimensions and configuration of the original is considered a replacement in-kind. However, most wood building products that are commercially available now are made from faster-growing trees and are inferior in quality to historic, old growth lumber products. New wood windows and doors are not as durable as historic windows. If wood windows or doors are desired, consider repairing these historic wood elements.

Fiberglass Door

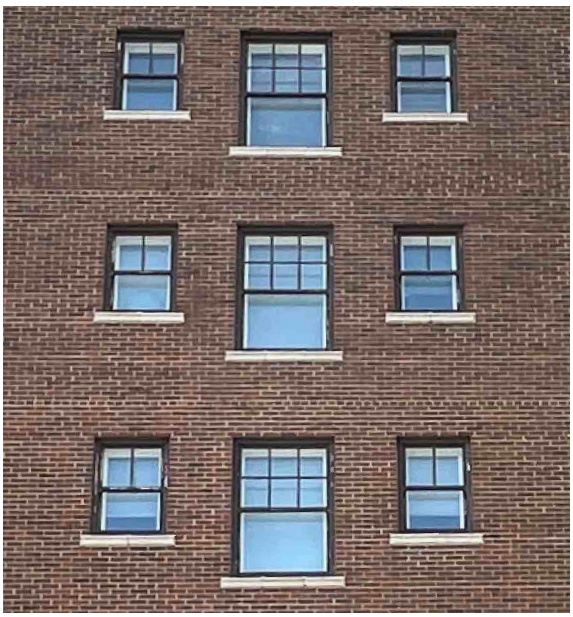
Fiberglass

Fiberglass windows and doors have a matte finish and are available in proportions that mimic their historic replacement. Fiberglass windows may be appropriate if they can match the appearance of the historic windows.

Composite

Composite windows and doors are made from a mixture of materials, typically fiberglass and wood fibers. Composite is paintable and is a good lower-cost option for residences in historic districts. Composite windows may be appropriate if they can match the appearance of the historic windows.

Composite Windows



Metal

Metal doors and windows may be appropriate for later (post-1900) architectural styles, industrial and commercial buildings, or on non-visible elevations. Aluminum is a common metal for windows. Aluminum clad windows are wood or composite windows with an aluminum facing on the trim, sashes, and muntins. Aluminum clad windows may be approved for replacement of historic windows in cases where the historic windows are deteriorated beyond repair and where the replacement match the original in size, proportion, and configuration. Aluminum clad windows typically have an anodized or baked enamel finish, rendering them unpaintable, which can be a drawback when building paint schemes are changed. Shiny metal screen doors look out of place on a historic home, and main façade doors should avoid replacement with metal.

Vinyl

Vinyl can either be used as a cladding on wood or composite materials in the same way as aluminum, or vinyl windows or doors can be completely constructed out of PVC. Vinyl products are problematic for use in historic districts, as they are not typically available in proportions or finishes that are compatible with historic buildings. Because of the way vinyl is manufactured, vinyl windows have narrow stiles and rails on the sashes which do not match the thicker proportions on historic window openings. Vinyl windows and doors are not paintable and are the least durable option with a lifespan of 10 to 15 years.

Nonetheless, vinyl materials may be appropriate for use in properties constructed in the mid-20th century, on non-visible elevations, and on non-contributing properties.

Chapter 5: Design Guidelines

Source: Library of Congress

5.1 Overarching Guidelines for All Projects

These guidelines are based on the Secretary of the Interior's Standards for Historic Rehabilitation. The following should be kept in mind when altering a property in the local historic districts. Below are six guidelines:

Guideline 1: Preserve & Retain Significant Features

Every historic building, from each style of architecture, has a set of distinctive details that contribute to the overall character of the building.

Best Practice

- Retain existing historic building materials, including brick and stone masonry, wood shingles and siding, stucco, etc., to the greatest extent possible.
- Materials or additions which were added after the building's initial construction – for example a porch, or a kitchen addition – may have since achieved historic significance in their own right and should be preserved.
- Historic outbuildings, including sheds and garages, should be maintained and preserved.
- Historic landscape features, such as fences and signage, should be maintained and preserved as feasible.

Not Acceptable

- Avoid removing historic materials that are in serviceable condition.
- Avoid the removal of historic architectural features and materials. Historic architectural features include large scale characteristics including the building's overall shape, roof form, and fenestration patterns, as well as small-scale features like moldings, brackets, ornaments, and other examples of skilled craftsmanship.
- Avoid removing or drastically altering historic outbuildings.

Guideline 2: Repair Rather than Replace

Where possible, repair historic materials and features rather than replacing them.

Use the recommended technical procedures for cleaning, refinishing, and repairing historic materials. Some cleaning methods, including chemical and abrasive methods, and repair techniques can cause or exacerbate damage to historic materials of the building, particularly masonry. Always use the gentlest methods available.




Guideline 3: Make Appropriate Replacements

When a historic element is deteriorated to the point that replacement is required, the replacement should replicate the element as closely as possible. Chapter 4 discussed replacement materials in greater detail.

Best Practice

- Replace as little historic material as possible. This may include patching, splicing, or piecing-in replacement materials such as individual roofing tiles, shingles, or siding, masonry patches, or dutchman repairs for wood elements.
- Match the historic feature's size, shape, profile, texture, and color.

May Be Appropriate

- Substitute materials should only be used if they do not cause damage or change the character of the historic resource. The new material should match the form, color, and texture of the historic feature.
- The new materials should match the old when possible, but alternative materials may be appropriate in some cases.

Not Acceptable

- Avoid changing the character of historic features. For example, original horizontal board siding should not be replaced by vertical siding or shingles, even of the same material.

Guideline 4: Restore Significant Features Where Damaged or Missing

It is appropriate to restore previously damaged or altered historic features to their historic appearance. Restoration should be based on physical evidence and/or documentation of the building's historic appearance.

Best Practice

- Remove non-historic materials that cover all or part of the building. This may include inappropriate siding, cladding, or wrapping on elements such as cornices or storefronts.
- Restore or replace underlying historic materials with new elements that closely replicate the historic appearance.
- Take care to remove non-historic materials in a way that does not damage underlying historic materials.
- Replace missing features with historically appropriate replacement features. The design of replacement features should be based on its historical appearance and substantiated by documentary, physical, or pictorial evidence. This may be accomplished by locating historic photographs which show the original appearance of the element, replicating existing but incomplete elements, or by reproducing elements visible on neighboring buildings of the same style and date range.
- Where no evidence of the feature's original appearance exists, utilize a simple design consistent with the scale, massing, and style of the building and surrounding area.
- Historic additions that are in keeping with the overall design of the building and are over 50 years old have achieved significance in their own right and should be retained or restored.

Guideline 5: Comply with Health and Safety Codes

It is important that all buildings comply with local and state safety codes, including providing handicapped access for residents and visitors, as needed. This can be achieved without compromising the significance or integrity of historic buildings.

Best Practice

- Compliance with health and safety codes and handicapped access requirements must be carried out with minimum impact on the historic character of buildings.
- When permitted by law, fire escapes or fire towers shall be placed at the rear of buildings as secondary means of egress.
- Provide barrier free access that promotes independence for the disabled to the highest degree practicable, while preserving significant historic features.
- Construction of ramps, lifts, fire escapes, and similar accessibility features should be constructed in an area that is hidden from public view, such as on the rear or side elevation, when possible.
- Ramps should have little to no visual impact or should be designed to be as unobtrusive as possible.
- Install ramps and other accessibility features in a manner that is reversible where practical and does not permanently impact the historic building.
- Access ramps shall be in scale and visually compatible in design and materials with the building.

Guideline 6: Adaptive Reuse

Reuse of historic buildings is encouraged and adaptations of a property to a new use should retain the building's historic character and significant features while conforming to existing zoning codes.

For example, conversion of a single-family residence to a multi-unit apartment may require the addition of new exterior entrances. These should be designed sensitively and positioned on a non-visible façade whenever possible.

Best Practice

- Adhere to Cedar Rapids' zoning code for permitted uses.
- It is preferable to retain a building's historic use whenever possible.
- Retain the building's historic character when adapting to a new use. A residential building converted to a commercial use should retain the building's residential character, and vice versa.

5.2 Guidelines for Existing Buildings

The following are guidelines for existing buildings within Cedar Rapids' local historic districts, including both contributing and non-contributing buildings. These guidelines are intended to provide a clear framework for making sure that changes to the exterior of historic properties within the historic districts of Cedar Rapids are made in a way that preserves the historic integrity of the resource.

Guideline 7: ADA Ramps

The Americans with Disabilities Act (ADA) requires public buildings and spaces to be accessible for Americans with impaired mobility. This requirement frequently necessitates the construction of ramps to allow for access to historic buildings and structures. Ramps should be designed sensitively to ensure they are appropriate both for the historic setting and for the user.

Best Practice

- Construct ramps with materials that blend in with the surrounding built environment. Ramps can be faced with brick, stone, or other material .
- Ramps should be installed as to not damage or alter the historic structure. Ramp design should be compatible with the style and materials of the existing porch and structure.
- Ramps should be installed on the rear or side elevation of a building when possible.

May Be Appropriate

- An appropriate ramp on the front façade when efforts to install a ramp elsewhere is not viable.

Not Acceptable

- Removing historic features and doorways, including stairs, porches, and railings to accommodate a ramp.

Guideline 8: Historic Additions

Additions over 50 years of age may have gained historic significance in their own right and should be maintained and preserved.

Best Practice

- Maintain and preserve existing, historic-age additions to the highest standard

May Be Appropriate

- Replace materials on an addition with approved substitutions

Not Acceptable

- Covering additions with materials that would be incompatible with the main structure

This historic addition matches the original construction and should be preserved.

Guideline 9: Awnings

Historically, awnings were found on storefronts and sometimes on the upper floor front façade windows of commercial buildings. Awnings fell out of favor with the introduction of air conditioning. Awnings should reinforce openings, not cover significant architectural features. Awnings are sometimes appropriate for residential buildings, insofar that the awning location does not obscure significant decorative windows.

Best Practice

- Awnings should be attached with care to prevent unnecessary damage of original details and materials.
- Awnings should be made of canvas or similar woven material, compatible with the style of the house.
- Awnings should be of colors to compliment the building.
- Awnings should fit the opening to which they are applied.
- Arched openings should have curved or rounded (not bubble) awnings to match the opening.

Not Acceptable

- Metal, fiberglass, or vinyl awnings should not be used.
- Awnings with illumination.
- Awnings should not be used over windows with shutters.
- Awnings should not cover or conceal significant architectural details such as window hood molding.

Awnings should emphasize openings, not cover features.

Guideline 10: Churches

Churches and places of worship within the historic district are subject to the same guidelines as commercial or residential historic buildings. Efforts to preserve and maintain churches as guided by documentary evidence is ideal.

Best Practice

- Preserve and maintain historic church features.

May Be Appropriate

- Replace deteriorated features in-kind.
- Restore missing or damaged features based on historic documentation.

Not Acceptable

- Removing or demolishing historic architectural features.
- Adding conjectural features that appear historic but were never part of the original design.

Grace Episcopal Church, 525 A Avenue NE

Guideline 11: Commercial Buildings and Storefronts

Storefronts are some of the most important elements of the front façade of commercial buildings within the jurisdiction of the Cedar Rapids HPC. They help attract customers and clients to a business by providing an inviting appearance and allowing view into the ground floor. Traditional storefronts are composed of a storefront cornice, signboard area, display windows, and framing elements consisting of storefront piers, and bulkheads.

Best Practice

- Preserve historic storefronts – repair rather than replace deteriorated elements.
- Make replacements in-kind. When replacement is necessary, the new unit should match the original element as closely as possible in size, shape, profile, color, and material.
- Missing storefront elements should be replaced and the design of the replacement should be in photographic or documentary evidence.

May Be Appropriate

- Alternate materials that resemble the original in size, shape, profile, color, and other characteristics may be used.
- When no documentary evidence exists for missing storefront elements, the replacement should be designed to be compatible in size, shape, profile, color, and character of the storefront.
- If the use of the ground floor requires more privacy than allowed by the display windows, install curtains or blinds.
- Electronic security systems should not alter the appearance of the storefront.

Not Acceptable

- Use of inappropriate materials such as vinyl and aluminum siding, bare anodized aluminum, mirrored or tinted glass, artificial stone, and the like for a new storefront
- Blocking in or otherwise removing or reducing storefront windows.
- Adding detail or ornamentation to existing storefronts that creates a false sense of history, or is incompatible with the overall design of the storefront

Guideline 12: Decorative Features and Architectural Elements

Character-defining details and ornamentation can be found on all four elevations of a historic building and are essential to conveying the age and architectural style of a property. These details can be constructed of a wide variety of materials, such as wood, brick, stone, terra cotta, and metal.

Best Practice

- Maintain original historic details and ornamentation.
- Repair deteriorated details and ornamentation. Only the deteriorated elements should be replaced, matching the original in material, size, profile, and texture as closely as possible.
- Replace missing details and ornamentation based on documentary evidence.

May Be Appropriate

- Repairing deteriorated details and ornamentation with a substitute material, only if visually, physically, and chemically compatible with surrounding original materials

Not Acceptable

- Adding conjectural features or historically incorrect details or ornamentation to a building
- Removing or covering details or ornamentation

Guideline 13: Decks

Unlike porches, decks are often open, outdoor platforms extending off the rear of a residential property. Decks or patios may be later, non-historic alterations or may be completely new.

Best Practice

- Locating decks and patios on a side or rear elevation
- Designed to be compatible with the architectural style, scale, form, and materials of the main building on the property

May Be Appropriate

- Constructing a deck out of synthetics, such as Trex and similar products, when the deck is out of public view and the design is approved by the HPC
- Shielding a deck with landscaping or other screening measures

Not Acceptable

- Locating decks and patios so that they are visible from a primary right-of-way

Avoid locating modern decks where they are visible from the public right-of-way.

Guideline 14: Doors and Entrances - Residential Properties

Main entry doors on residential buildings are usually designed to have a warm, welcoming appearance, while those on commercial buildings may indicate the prominence of the business. Side and rear doors of both residential and commercial buildings are usually more utilitarian.

Historically, residential doors were made of wood with raised or recessed panes. Those located on front facades may incorporate plain, colored, stained, beveled, or etched glass panels. Fanlights, transoms, and sidelights often surround residential entry doors.

Best Practice

- Replace inappropriate doors or surrounds with an appropriately designed door or surround based on documentary or photographic evidence.
- Maintain historic doors, including historic screen doors and paint on wood surfaces. Install new screen doors in a design that is compatible with the design of the door, preferred material being wood.
- Garage doors consistent with the architecture of the house and garage.

May Be Appropriate

- When no documentary evidence of original doors or surrounds exists, the design should be complimentary to the character of the elevation in which it is located.
- Install additional doors at the side or rear of a property when needed.
- Install metal security doors when approved by the HPC. Security doors may be appropriate on the front entrance if they allow most of the historic door to remain visible.
- Install metal or screen storm doors when approved by the HPC. Full light storm doors are preferred when used on the front façade.

Not Acceptable

- Inappropriately detailed replacement doors, such as solid doors for the main entrance to a commercial building, or one that are not keeping with the character of a residential building.
- Adding a new door to the front façade.
- Converting window openings to door openings, on any elevation of a building but especially on elevations visible to the public.

Guideline 15: Doors and Entrances - Commercial Properties

The main entries of commercial buildings were often constructed of wood frame with a large, inset plane of glass. A transom window, often operable, is typically located above the doors. Main entry doors designed as part of a storefront were often recessed to provide protection from the weather and allow more room for the display of products within the recessed entry.

Best Practice

- Maintain historic commercial doors in original location.
- Retrofit existing historic doors to meet code requirements for commercial properties.

May Be Appropriate

- Install new, code compliant doors that are appropriate to the style of architecture on contributing buildings.

Not Acceptable

- Inappropriately detailed doors, such as solid doors for the main entrance to a commercial building, or doors that are otherwise not in keeping with the character of the building.
- Adding a new door to the front façade.
- Converting window openings to door openings, on any elevation of a building but especially on elevations visible to the public.

Maintain existing historic commercial doors in good condition. When replacement is required, install doors with appropriate details. Historic commercial doors were typically made of wood with full- or half-light glazing.

Guideline 16: Exterior Lighting

Exterior light fixtures can be character-defining features of a property. Historically, lighting was confined to business signs, entries, and sometimes architectural features such as cornices. Public, religious, and institutional buildings were often full illuminated to confirm their importance to the entire community. Exterior illumination on residential buildings is limited to porch lights, entry lights, and sometimes lighting at driveway and sidewalk entries.

Best Practice

- Retain and maintain historic light fixtures.
- Repair deteriorated or damaged light fixtures, keeping their historic appearance.
- Replace missing or damaged light fixtures with replacements that replicate originals or other similar examples appropriate to the character of the building.
- Illuminate significant features and details
- Install unshielded floodlights to illuminate a building façade when full illumination is supported, such as on public, institutional, and religious buildings.

May Be Appropriate

- Replace missing or damaged light fixtures with modern light fixtures where light fixtures did not exist. They should be unobtrusive and not damage or obscure architectural features.

Appropriate simple fixtures for early styles that were not originally electrified

Not Acceptable

- Over- or under-illuminating buildings in ways that do not match historically. For example, full illumination of a residential building is inappropriate, and illumination should be limited to the doors, porch ceilings, and entries to drives and sidewalks.
- Shining light onto neighboring properties.

Guideline 17: Fire Escapes and Exterior Stairs

Fire escapes and exterior stairs should be located toward the side or rear elevation of a historic building. Fire escapes need to comply with current adopted building and fire codes.

Best Practice

- Locating fire escapes and exterior stairs on rear or side elevations where they are not visible from the public rights of way

May Be Appropriate

- Locating fire escapes and exterior stairs on rear or side elevations where they are minimally visible

Not Acceptable

- Locating fire escapes and exterior staircases on the front façade
- Damaging or covering architectural features in order to accommodate fire escape or exterior stairs

Guideline 18: Garages

Garages are a type of outbuilding which can contribute to a property's historic character or have gained significance in its own right. Garages should be maintained and preserved just as any other outbuilding.

Best Practice

- Preserve and maintain garages.
- Details on a garage (doors, etc.) should be consistent with the architecture of the house and the garage itself.
- Replace garage materials in-kind when repair is necessary.

May Be Appropriate

- Replace garage materials with substitutes as approved by the HPC.

Not Acceptable

- Replacing repairable historic garages with a new garage.

Guideline 19: Gutters and Downspouts

Gutters and Downspouts are essential for diverting moisture away from a building, which naturally extends the longevity of both historic and non-historic buildings. Gutters and downspouts should be kept clear of debris and in good repair. While gutters and downspouts are generally not character-defining features, they do still need to be cohesive with the overall design of a historic building.

Best Practice

- Replace deteriorated or damaged gutters and downspouts in-kind.
- Locate away from significant architectural features on the front of the building, such as columns.
- Nail hanger straps under, not on top, of the roofing material. If a new roof is installed at the same time as the gutters, the straps should be nailed under roofing material.
- Locate gutters so that they are obscured by parapets
- Locate downspouts on inconspicuous locations on the façade.

May Be Appropriate

- Half-round gutters and round downspouts are generally more appropriate than corrugated or "K-style" gutters

Not Acceptable

- Not keeping up with routine gutter and downspout maintenance.
- Using corrugated or "K-style" gutters without exploring alternatives.
- Installation of gutters or downspouts should not result in the removal or covering of any existing eave features.

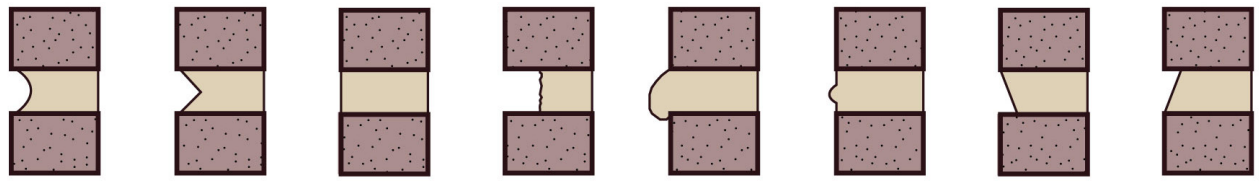
Guideline 20: Masonry

Brick is a common façade material for residential and commercial historic buildings. The molds used to manufacture brick give it its texture, shape, and size. The type of clay and the temperature at which it is fired gives brick its color. The way bricks are laid in the wall (called coursing) and the width, profile, texture, and color of the mortar and mortar joints contribute to the character of brick walls. Prior to the 1860s, most bricks were hand made in wood molds. Fired in kilns that used wood or charcoal as fuel, the finished product was somewhat soft with an uneven appearance. These soft bricks were frequently painted for protection and to achieve a more uniform look. By the 1880s, gas kilns were in widespread use and could produce higher temperatures. Gas kilns produced a harder brick that was non-porous and could be left unpainted. Not all bricks produced by gas-fired kilns were of the same hardness. The softer, more porous bricks from the cooler, central portion of the kiln were reserved for use in party walls, or rear and side walls, while the hard-fired brick was used for primary elevations.

Stone and brick are among the most durable building materials but are susceptible to erosion from environmental and chemical factors. Stone and brick should not be painted, as the resulting surface is neither as attractive nor as durable as the original, unpainted version. Painting brick results in added maintenance requirements as the coating will need to be reapplied as it wears. Once masonry has been painted, it is very difficult to restore it to its original appearance.

The act of repairing mortar on a historic brick wall or fence is called repointing. It is important that the mortar is softer than the brick so that it is the mortar that deteriorates over its given lifespan and not the brick itself, which is more difficult or impossible to replace compared to easily repairable mortar. Common mortar joint profiles include struck, weather, and flush. Other less common profiles include raked, vee, concave, and rope. Most mortar was naturally a gray-white color, although some mortar used in historic brick walls and foundations was tinted, often red, by adding brick dust or pigments to the mortar mix.

Stucco is a non-structural cement-based material used for exterior walls of some historic buildings. Historically, stucco was applied in three coats to wood or masonry structural walls. It can be finished in various textures and colored by adding stone dust to the wet mixture or by painting after it cures. Existing stucco surfaces should be maintained, repaired, and replaced in-kind, as needed.

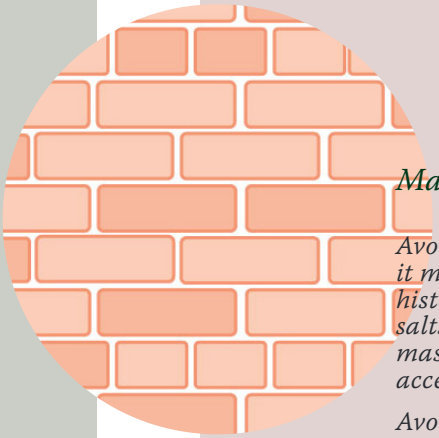


Best Practice

- Maintain and repair character-defining brick, stone, and stucco
- Replace masonry with materials that match the original in size, texture, color, and profile
- Maintain painted masonry walls as painted.
- Remove modern covering materials such as metal and vinyl siding applied over original masonry.
- Clean historic masonry with the gentlest effective means possible with low-pressure water washing with soft, natural bristle brushes and appropriate masonry cleaners.
- Repoint only when there is evidence of deterioration or water infiltration, looking for loose or disintegrating mortar, cracks, and loose bricks.

Not Acceptable

- Painting or staining historically unpainted surfaces
- Applying waterproof coatings to masonry walls that change their appearance or that cause moisture to be trapped inside of a brick or other masonry cavity
- Covering original masonry walls.
- Removing original masonry features.



Maintain Historic Masonry

Avoid depositing rock salt where it may come into contact with historic masonry as dissolved salts can penetrate porous masonry causing staining and accelerated deterioration.

Avoid sandblasting or grit blasting using other inappropriate and destructive methods to clean masonry.

Guideline 21: Outbuildings and Auxiliary Structures

Garden sheds, carriage houses, garages, summer kitchens, chicken coops, and other small auxiliary buildings are primarily associated with residential buildings. They face the same repair needs as the principal home of a property. Small auxiliary buildings contribute to the overall character of a property and the districts. Existing auxiliary buildings are subordinate to and compatible with the main building and often were not easily seen from the front of the building.

Best Practice

- Outbuildings that contribute to a property's historic character or are original to a property should be preserved and maintained. Original features should be repaired to match the original.
- Wood siding.

May Be Appropriate

- Double-wide door acceptable if accessed from an alley.
- Original doors should be maintained but may be retrofitted with modern hardware.

Not Acceptable

- Metal, vinyl, or sheet siding.
- Paneled siding.
- Disproportionate roof pitch.
- Disproportionate building mass.
- Moving or relocating accessory buildings original to a property to another part of the lot.
- Removal of architectural detailing, especially when visible from the street.

Guideline 22: Paint and Color

Paint color is not regulated in Cedar Rapids' historic districts. The following guidance is for informational purposes only.

Some of the construction materials used for the buildings in Cedar Rapids' historic districts have colors that are integral to their manufacture, including brick, stone, cast stone, concrete, copper, and bronze. Other materials are painted or finished with other types of applied architectural coatings. They include wood, tin, zinc, and stucco. The paint or other architectural coatings applied to the latter materials protect them from the weather, as well as contribute to the character of a building.

Paint that is known to have been applied before 1978 should be lead-tested before scraping or sanding. If lead paint is found, appropriate abatement or encapsulation should be undertaken.

When choosing a new paint scheme for a building, choose a harmonious color palette with contrasting colors to accent details such as trim, dentil molding, etc. Consider whether the building is usually in shadow or bright light when choosing paint colors. Darker colors are more appropriate on well-lit facades, while lighter colors are more appropriate for shadowed facades.

Besides aesthetic appearance, paint can play a role in the durability of building materials. Paint is a protective coating for wood and metal surfaces but can cause damage to masonry surfaces which were not intended to be coated.

A wide variety of paint colors were available historically. Old paint sample books can provide period-appropriate inspiration.

Best Practice

- Maintain historically painted building surfaces.
- New or replacement building features of the types that were historically painted, such as wood siding or trim, should be painted to match like features on the building. This protects them from water and sun damage.
- Use paint schemes to tie elements of the building together.
- Patched siding, roofing, or masonry should match the surrounding surfaces in terms of color.
- Match colors for related elements. For example, the color of a handrail for a stair should generally match the color of the stringers and risers.

Not Acceptable

- Leaving new wood surfaces exposed
- Sandblasting or other abrasive methods to strip paint from wood, masonry, tin, or zinc.
- Using flame or heat ironing to remove paint from wooden surfaces.
- Inharmonious, clashing color palettes.

If a building is listed on the National Register, a paint analysis to determine historic colors and paint composition is recommended and strong consideration should be given to repainting using the historic color scheme.

Guideline 23: Parapets and Cornices

Cornices and parapets are essential to conveying the architectural style of a historic building. Cornices are moldings just below the roof edge at the top of the exterior wall while parapets are a low wall at the edge of the roof, over the roof line. Historic cornices and parapets should be preserved.

Best Practice

- Maintain original parapets and cornices. Regularly inspect parapets and cornices for damage due to their exposure to the elements.
- Repair parapets and cornices with in-kind materials
- Maintain the form of a parapet when replacement is necessary
- Restore inappropriately altered parapets, removing inappropriate additions and replace missing features in-kind using photographic or documentary evidence

May Be Appropriate

- Repairing parapets and cornices with substitute materials as long as approved by the HPC and mimicking the size, shape, texture, and color of the original

Not Acceptable

- Removing historic cornices or parapets
- Altering the original shape of a cornice or parapet, deviating from documentary evidence
- Concealing historic cornices or parapets beneath a modern material

Guideline 24: Porches

Many historic homes have front porches. They were used for socializing outdoors and often contain many decorative elements. Porches are especially susceptible to deterioration and were historically altered to fit the changing needs and styles of the time. Front porches are held to a higher standard than side or rear porches.

Best Practice

- Maintain and repair original porches, including steps, flooring, ceiling, columns, roof, details, and ornamentation.
- Removing enclosures of historically open porches to reveal the original porch and details.
- Replace missing posts and rails where necessary to match size, shape, profile, proportion, and spacing to the historic feature.
- Use wood for porch details and structural parts, including steps, decking, and foundations, unless it can be documented that other materials were historically used on the house.

May Be Appropriate

- Enclosing a porch may be done if it is not located in a publicly visible location and in a manner that does not significantly alter the original character of the porch
- Screening in a porch as long as the structural framework for the screen panels are minimal and the open appearance of the porch is maintained. Screens should be placed behind the original features and decorative elements should not be hidden behind screens.
- Alternate materials maybe allowable on a side or rear porch if the new material, size, scale, and overall appearance matches the historic feature.

Not Acceptable

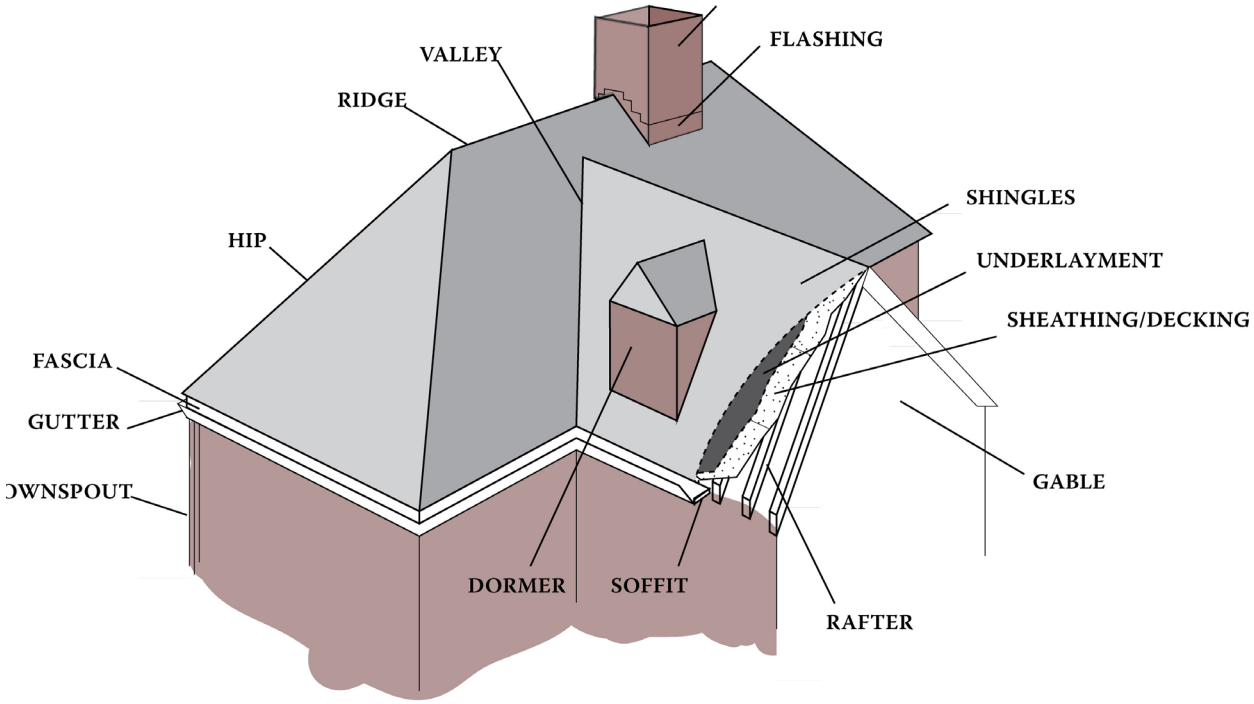
- Enclosing a porch located on the front façade or visible from the primary public right-of-way. Similarly, opening a porch that was historically enclosed is not acceptable.

Guideline 25: Roofs

The roof is one of the prominent defining features of a historic building. Historic roof shapes and elements such as chimneys, gables, dormers, and steeples are important character-defining features. A variety of roof types are common within Cedar Rapids' local historic districts and are largely dependent on the architectural style and form of the building.

A roof's original shape and pitch should be retained. The construction of new dormers should be carefully considered so as to not compromise the original design of the house. If a dormer is added, its size, design and placement should be in scale with the overall size of the building, its siding and roofing materials should match those on the rest of the house, and its window should be consistent with the existing windows on the house in style, orientation, and material. Other alterations, such as roof decks, vents, skylights, and mechanical and electrical equipment (such as solar panels), should be installed so that they are not visible from the public right-of-way and do not damage historic fabric. On properties sited on corner lots with few non-visible rooftop locations, consider locating equipment within the yard screened from view with shrubbery.

Roof systems are selected and assembled to resist the environmental forces of nature such as rain, snow, wind, solar radiation, and gravity loads.



The roof, gutters, and downspouts work together to collect, transport, and remove water from the building. Neglect or damage to any one of the roof components can keep this water-removal system from working properly and cause serious damage to the walls, ceiling, foundations, and floors of the building. Roof drainage is one of the most important elements of the roof system. Gutters and downspouts should be examined annually. Remove all rotted wood and rusted metal gutters and replace. Aluminum with a baked-on color finish does not rust as quickly as galvanized materials and requires less frequent painting. Gutters and downspouts should be regularly cleaned and kept in good condition. Downspouts should be inconspicuously located on the exterior of the building and be compatible in color with that of the exterior of the building.

Best Practice

- Preserve the historic shape and slope of the roof, on the main building and associated accessory buildings
- Replace damaged historic roofs with the same roof form or a similar form complimentary to the architectural style
- Coat and seal flat roofs per the manufacturer's recommendation, typically every five years.
- Retain and repair visible historic roofing materials where feasible
- New roofing should match the existing material or be a roofing material that is consistent with the building's architectural style

May Be Appropriate

- Adding dormers when its size, placement, and design are keeping with the character of the building and in scale with its size
- Replacing a historic roof material at the end of its useful life with a new material that successfully mimics the texture, pattern, and color of the original, such as heavyweight architectural shingles

Not Acceptable

- Increasing the height or changing the shape of a roof
- Replacing an entire roof or isolated sections of a roof with materials that do not match the size, style, texture, and color of the historic material

Inspect, evaluate, and monitor the roof for signs of deterioration, leaks, and to ensure that flashings, downspouts, and gutters are properly functioning. Check seams of metal roofs and keep metal surfaces painted, except for copper.

Guideline 26: Satellite Dishes

Satellite dishes should be placed in locations that are as inconspicuous as possible.

Installation should occur in a manner that will minimize damage to historic building materials (ex: through a mortar joint rather than through a masonry unit).

Best Practice

- Locate satellite dishes in inconspicuous areas like rear or side elevations.
- Use appropriate mounting methods and avoid damaging historic features.

Not Acceptable

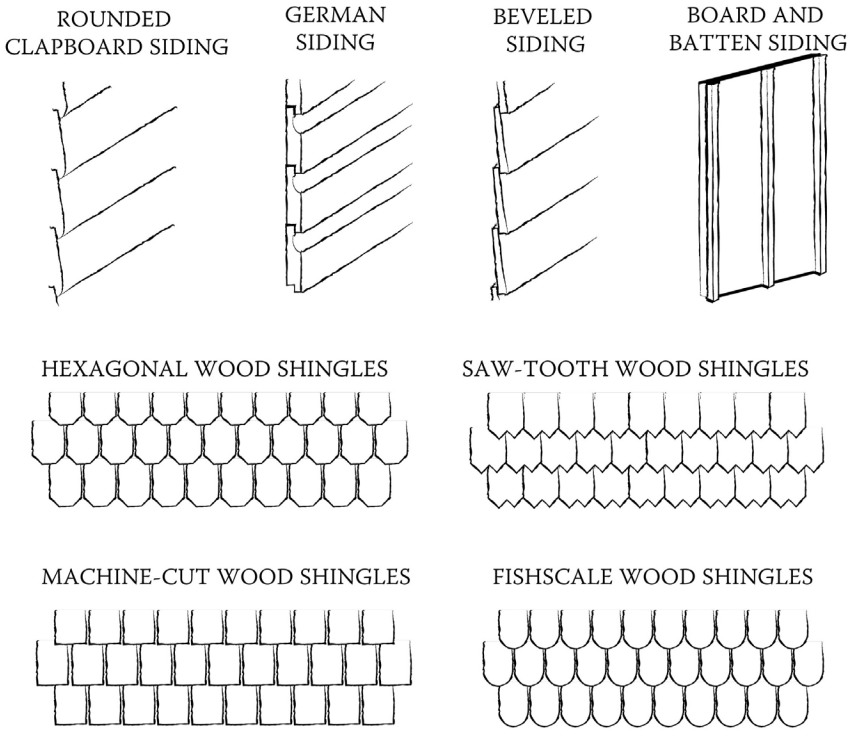
- Avoid mounting satellite dishes on the front facade.
- Large installations placed so as to obscure or damage historic features.

Avoid locating satellite dishes on primary facades. Choose less conspicuous locations like rear or side elevations.

Guideline 27: Siding

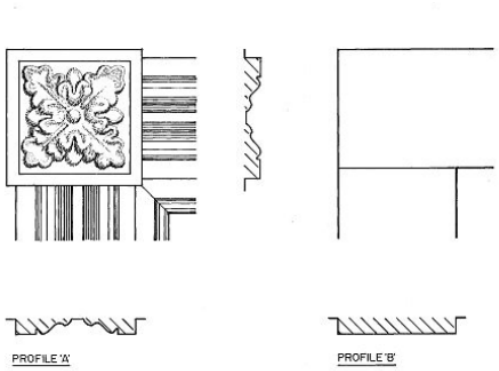
Wood is a very common exterior material used for historic residential buildings. It is less common on historic commercial or industrial buildings. Most of the wood-sided buildings in Cedar Rapids use clapboards – tapered horizontal boards with four, six, and sometimes eight inches of exposure. Other types of wood siding include weatherboard, shiplap, and German siding. Some buildings are covered in wood shingles.

Some historic wood exteriors have been covered with asbestos, metal, vinyl, and other inappropriate materials. They obscure the original material, often damage historic details and ornamentation, and can cause moisture to be trapped inside walls. Substitute materials may be approved on a case-by-case basis. Further discussion of substitute materials can be found in Chapter 4.



Many common historic wood siding profiles were mixed to create a rich surface appearance.

When ghosting or outlines of decorative missing features are revealed when replacing inappropriate covering, these should be replicated and reinstalled. If these features are not replaced, the ghosting should be recorded through photographs or drawings with measurements for possible future replication.



Best Practice

- Maintain the existing wood exteriors using appropriate paint or other protective coatings
- Repair minor deterioration using an appropriate wood consolidant or filler
- Remove metal, vinyl, asbestos shingles, and other inappropriate materials from exteriors and repair damaged wood underneath as needed. Removal of asbestos should follow hazardous material disposal guidelines.

May Be Appropriate

- In cases of severe deterioration, replace only the affected areas with wood siding that matches in size, shape, profile, and texture

In cases where asbestos cladding is original to the building, it should be kept stained or painted. If asbestos siding is deteriorated or poses a health hazard, it may be removed and replaced with wood or other substitute siding that is congruent with the building's style and place in time.

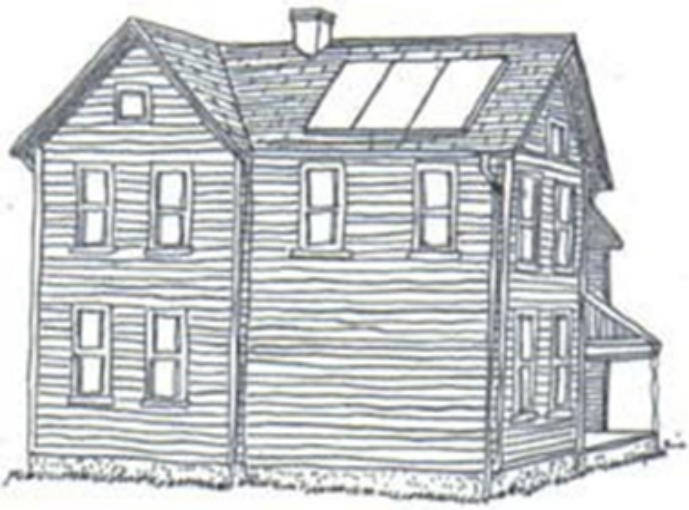
Not Acceptable

- Replacing wood siding with a different type or shape of wood siding
- Replacing wood siding on a contributing building with synthetic siding
- Applying replacement material that will damage underlying materials, trap moisture, or compromise the structural capacity of the exterior
- Applying replacement material so that it damages or destroys other character-defining elements including trim and ornamental pieces
- Using blown-in insulation on exteriors of wood frame buildings, as it creates moisture issues and damages interior historic plaster.

Guideline 28: Solar Panels

Solar panels should be installed in a location that minimizes their visibility as much as possible. Flat roofs and rear sloping roofs are the best locations.

Locate solar panels on rear-facing roof slopes or on flat roofs.



Best Practice

- Locate panels in locations that minimize their visibility as much as possible.
- Properties on corner lots with few non-visible rooftop locations should attempt to locate panels in a location that minimizes visibility as much as possible.

Not Acceptable

- Locating panels and equipment in conspicuous locations when other less visible locations exist.

Guideline 29: Utilities

Best Practice

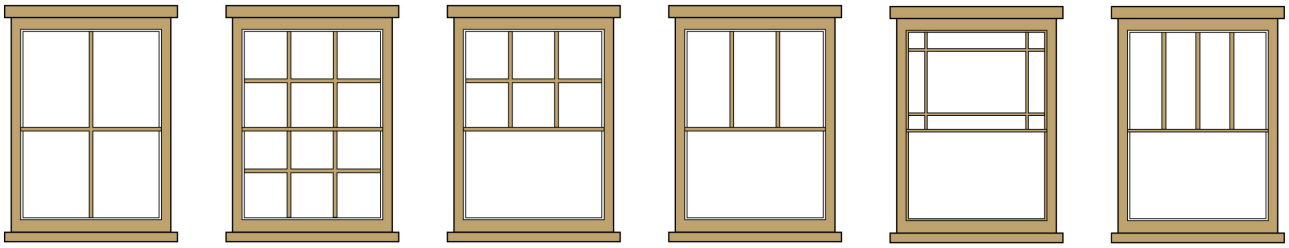
- Place electric, telephone, and cable services underground whenever possible.
- Where underground placement is not possible, utilize the rear or a non-visible side of the property
- Exterior conduit and housing should be located inconspicuously, and if possible, the housing should be painted to match the exterior surface to which it is applied.

Not Acceptable

- Locating conduits and hardware in conspicuous locations when other less visible locations are extant.

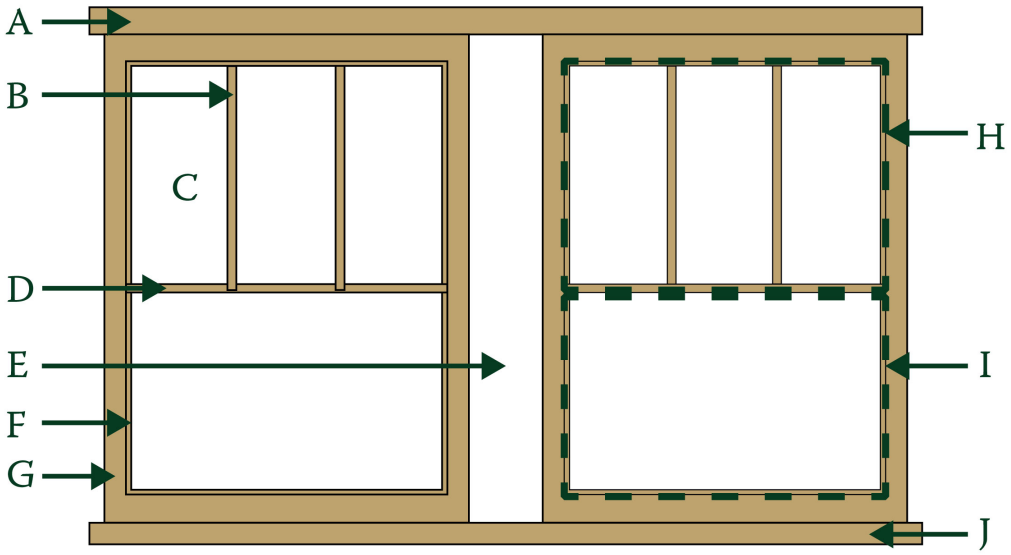
Guideline 30: Windows

Windows are among the most prominent features of a historic building and are important architectural elements of the building façade. The decorative elements of windows, such as the sash, muntins, and sill, as well as the wood or masonry materials that surround them, are designed to complement the exterior detailing of the building.



2-over-2 | 6-over-6 | 6-over-1 | 3-over-1 Bungalow | Queen Anne | 4-over-1 Bungalow

When properly maintained, historic wood windows can have a serviceable life of 150 years. While many windows are replaced under the guise of "energy efficiency," historic windows, when properly maintained and with appropriate storm windows, can be just as efficient as modern windows. Weatherstripping and caulking can be used to improve the thermal and acoustic performance of an existing window.



A - Hood molding
B - Muntin
C - Light or pane
D - Meeting rail
E - Mullion
F - Stile
G - Casing
H - Upper sash
I - Lower sash
J - Sill

Best Practice

- Retain and repair historic window sashes, exterior cap moldings, sills, and frames
- Maintaining the condition of historic windows through routine maintenance such as weatherstripping and re-glazing
- If replacement is deemed necessary, replacement in-kind with original window material
- Replacing inappropriate replacements, such as vinyl units, with more historically appropriate units. Missing elements should be replaced in-kind and informed by documentary evidence

May Be Appropriate

- Replacing original window with aluminum, aluminum clad wood, or fiberglass windows on non-primary elevations with minimal visibility from the public right-of-way.
- Replacing vinyl windows in-kind.

Not Acceptable

- Replacing a historic window with modern vinyl replacements
- Changing the size of window openings
- Enclosing historic window openings, including basement windows
- Adding window openings where there was not a window historically
- Installing screen or storm windows that conceal the glass and/or do not properly align with the sash

In cases where neglect or other factors have necessitated their replacement, many suitable replacement options exist. While replacement in-kind is typically the standard for material replacement, new wood windows are often not of the same quality as historic wood windows due to the unavailability of old growth lumber.

Vinyl windows are generally not manufactured in historic proportions and are not appropriate replacement windows for contributing historic properties. Wood, aluminum, aluminum clad wood, and fiberglass are potentially appropriate replacement materials and may be approved via a COA if the appearance is complimentary to the existing historic windows and architectural style. For additional information on substitute materials, see Chapter 4: Substitute Materials.

5.3 Guidelines for Additions and New Construction

Guideline 31: Additions

New additions should reflect, but not copy the historic nature of a building's style, shape, roof, height, and mass. Additions on the side of a building are discouraged, while additions at the rear of a building should not extend beyond the width of the building. Additions adding height to a building are discouraged but can be accomplished under special circumstance and care.

Historic materials are appropriate for additions; however, modern materials may be approved by the HPC. Samples of non-historic materials must be provided to staff prior to the HPC's consideration of a COA.

Best Practice

- Addition located on the rear of the building.
- Scale and massing relative to the existing house – the same or lower height as the existing building.
- Additions should not imitate earlier architectural styles.
- Materials should harmonize with the historic materials – wood siding, wood windows, and similar roofing material.

May Be Appropriate

- Addition located on the side of the building, only if aligning with the façade of the main building while respecting the alignment and setback of other buildings on the street
- Addition located on the rooftop of the building, only when set back from the front façade, using similar roof form as the existing building, and when not removing or altering character defining rooftop features.

Not Acceptable

- Materials that are not harmonious with the main structure – metal, vinyl, sheet, or paneled siding and vinyl or metal windows are inappropriate.
- Disproportionate building mass and roof pitch when compared to the main structure.
- Enclosed porches.
- Rooftop additions when a rear or side addition design is possible

Guideline 32: New Accessory Structures

Accessory or secondary structures are traditionally subordinate in scale and character to the primary structure. They are typically located in the rear of a lot and used for parking garages and storage. While structures in the rear generally have little impact on the character of the street, they do have an impact on the character of the alley and the neighbors to the rear. The subordinate character of accessory structures should be maintained when constructing a new accessory structure.

Best Practice

- New accessory structures are compatible in scale, massing, material, and style with its primary building
- New accessory structures are subordinate in height to primary structures as seen along the street front, of no more than one-and-a-half stories
- Locate new accessory structures at the rear of the property
- Maintain the orientation of new accessory structures relative to others along the same street or alley
- Garages in particular should be located along an alley where possible

May Be Appropriate

- Prefabricated and non-permanent sheds are permitted in the rear of a property

Not Acceptable

- Locating accessory structures in the front or other visually prominent location of the property
- Using incompatible building design or materials

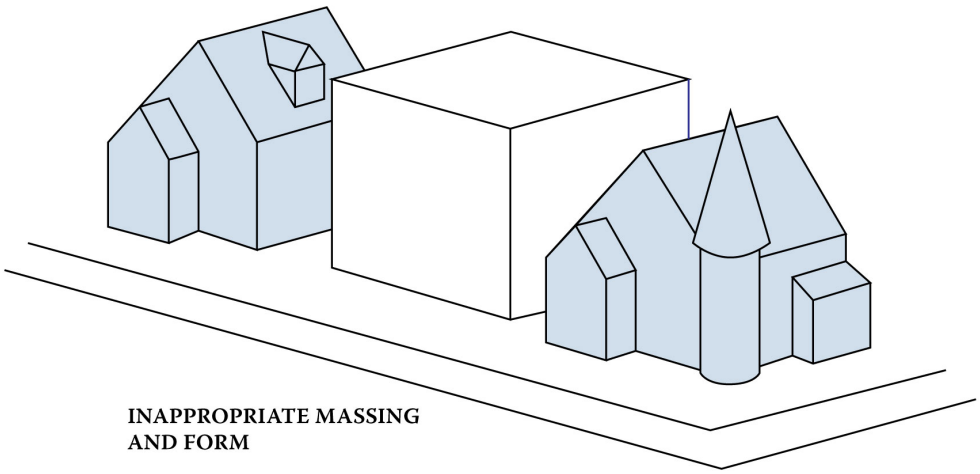
New accessory structures should be complimentary and located appropriately.

Guideline 33: New Residential Construction

This section provides design guidelines for new residential buildings of all types, including multi-family homes and apartment buildings. While the HPC only reviews new constructions in the local historic districts, these guidelines also provide useful recommendations for those building new residential buildings in National Register Districts or other areas of Cedar Rapids with historic character.

New infill buildings should be compatible with the overall historic and architectural character of the area, yet they should also be recognizable as products of their own time. New construction needs to reflect and maintain the existing building setbacks, scale, height, number of stories, massing, foundation height, roof form, window size, door size, fenestration, and porches found within its historic district. Compatible new construction strengthens the historic streetscape by filling in the gaps left by homes lost to demolition while reinforcing the neighborhood's residential character and scale.

New construction should not be monolithic in scale or greatly contrast with the existing scale of the area. A sense of human scale is achieved when one can reasonably interpret the size of a building by comparing features of its design to comparable elements in one's experience. To ensure that human scale is achieved in new construction, it is important to focus design attention on aspects most directly experienced by pedestrians, such as the scale of buildings and architectural details at the street level. For example, providing front porches creates a human scale, especially in a residential setting. These features should be respected in new construction.



INAPPROPRIATE MASSING AND FORM

New construction should be appropriate to the existing surroundings in terms of scale, massing, size, and details.

New construction should utilize finishes that mesh with the surroundings, but should also look like products of their own time.

Best Practice

- Use surrounding historic buildings to inspire new construction.
- Maintain the design of the neighborhood and design new structures to be compatible within its specific context
- Site new construction on existing vacant lots
- The width and proportion of infill buildings should be similar to or compatible with surrounding buildings
- Construct new buildings to a height compatible with adjacent buildings
- Maintain solid-to-void (wall-to-window) ratios as found on surrounding historic buildings.
- Orient new construction toward the street and align new buildings with the setback of the surrounding buildings.

Not Acceptable

- New construction that is not compatible with its surroundings or reflect historic design features.
- Aligning new construction with a shallower or deeper setback than is extant on surrounding buildings
- New construction with blank facades
- Contemporary designs and massing
- Covering front yard space with paving or a large outdoor deck
- Using modern dimensions that are out of scale with the surrounding neighborhood
- Using roof forms not seen historically, especially exotic or shed roof forms, on a primary structure

Guideline 34: Building Materials for New Construction

Use of contemporary building materials on new construction within a historic district is more tolerable because the use of contemporary materials assists in making the new construction appear a product of its own time, rather than conveying a false sense of history. These may include engineered polymer, engineered wood, fiber cement board, metal panels, or "smart siding." However, such materials should still contribute to the visual continuity within its context and appear similar to those seen traditionally. Use of such materials will be approved on a case-by-case basis based on the proposed design and character of the surrounding area.

Best Practice

- New materials on new construction will not detract from historic building materials on adjacent properties
- Proven to be durable in the Cedar Rapids climate
- Incorporation of materials similarly to their traditional use
- Use of accents that mirror those found on a historic home
- Use of locally manufactured materials
- Use of recycled materials

Not Acceptable

- Use of vinyl or metal siding, soffits, fascia, or skirting
- Incorporating materials differently than the way they were used traditionally
- Use of variety of building materials on the façade
- Use of products with short lifespans
- Use of products manufactured using harmful chemicals

Guideline 35: New Commercial Properties

New commercial buildings should reflect many of the design features found within traditional commercial buildings. The following standards are used by the HPC to assess application for any new commercial construction in local historic districts. However, they also provide useful recommendations for constructing new commercial buildings that are compatible with national historic districts or other areas with historic character. These guidelines cover two types of new builds – an entire new commercial building designed to reflect the character of a historic district, and a new storefront on a historic commercial building.

Best Practice

- Design a new build to reflect its time period, while respecting key features of its context.
- Use contemporary interpretations of historic architectural building types, forms, massing, materials, and details.
- Use similar window and door proportions to those seen traditionally.
- Windows with vertical emphasis – the height of the window should be twice the dimension of the width in most districts.

May Be Appropriate

- Combine sets of vertically proportioned windows if a larger window opening is needed than those seen traditionally.
- Use of contemporary exterior siding materials will be approved on a case-by-case basis based on the overall design and character of the surrounding area. (See Guideline 34.)

Not Acceptable

- Odd window shapes such as octagons, triangles, and diamonds
- Disrupting visual continuity with surroundings

It is important for new commercial buildings to fit in with their setting on the street, within the neighborhood. This is expressed through building setbacks, massing, roof form, horizontal alignment, and fenestration pattern.

Setbacks create a strong edge to the street because they are traditionally aligned to the front lot line and usually built out the full width of the parcel to the side lot lines. Although small gaps may occur between buildings, they are the exception. These characteristics are vitally important to the historic districts and in areas abutting the district where a street wall is a prominent feature. New builds should reflect the traditional setbacks with the façade on the property line.

New commercial buildings should harmonize with the extant street rhythm. New buildings should conform to existing widths and align with neighboring properties.

Massing should fit within the established pattern and rhythm of the street without directly copying them. Existing patterns in building masing include varied heights, articulated masses, visually interesting skylines, and pedestrian-scaled street fronts. Building massing should provide a variety of pedestrian-friendly scales and visually appealing masses. Buildings should not be monolithic in scale or greatly contrast with the existing scale in the area.

The form of a commercial building is most commonly rectangular, vertically oriented, and deeper than they are wide. Flat roofs are the most common.

Fenestration is the alignment and pattern of windows on a building elevation. Commercial buildings express a strong horizontal alignment, expressed through molding found at the top of display windows, and cornices, windowsills, and headers on the upper floors. Major deviation from the established horizontal alignment disrupts the visual continuity of the street.

In the case of a new storefront being constructed on an existing historic commercial building, the new storefront should be designed to fit within the existing storefront piers and cornice line. It should not be recessed behind the framing elements. New storefronts are compatible in scale, proportion, and details with the overall character of the front façade.

Guideline 36: Utilities in New Construction

Utilities associated with new construction have the same requirements as utilities associated with historic buildings.

Best Practice

- Utilities are buried underground whenever possible.
- Locate exterior conduit and housing in an inconspicuous area, painted to match the exterior surface to which it is applied.
- Rooftop mechanical systems should be positioned as to not be visible from the street.

May Be Appropriate

- Utilizing the rear or other non-visible elevation to place utilities
- Where a mechanical system, such as HVAC, cannot be placed on a rooftop conspicuously, systems should be located at a side or rear elevation and screened with fencing or plantings

Not Acceptable

- Locating utility equipment where it is visible from the public right-of-way.

Place utilities, including air-conditioning units and other equipment, in inconspicuous locations on rear or side facades.

Guideline 37: Windows in New Construction

Windows on new construction should mimic the fenestration pattern of surrounding historic examples. Contemporary materials, including aluminum and composite materials, are generally appropriate in new construction. Use of exterior materials will be approved on a case-by-case basis based on the overall design and character of the surrounding area.

Best Practice

- Match cornice and window heights to promote streetscape unity

Not Acceptable

- Oddly shaped new windows
- Oversized windows that disrupt the window-to-wall ratio established by surrounding older buildings

Examples of new construction that have chosen appropriate style windows which mimic historic examples.

5.4 Guidelines for Signage

Guideline 38: Historic Signs

All signage must conform with Chapter 32 of the City's Municipal Code, which can be verified by talking with the City's Development Services Division. The following guidelines are in addition to or might restrict otherwise allowed signage. The following signage types are not regulated by these guidelines but need to comply with Chapter 32:

- Temporary signage such as sandwich boards outside of commercial establishments.
- Window and storefront signs adhered to windows or doors.

Business signs are among the most important contemporary elements of commercial buildings. Well-designed signs contribute to the appearance of a building as well as attract customers and clients. In the event of a residential building adaptively reused into a commercial space, such as an office, a well-placed sign will not detract from the building's character while still informing passers-by of its current purpose. Common problems with poorly designed business signs include excessive size, illegible graphics or typeface, poor color selection, and improper location.

Best Practice

- Restoring historic signs, including those constructed directly into an architectural detail of a structure, should be maintained and restored
- Restore or recreate a historic sign where documentary evidence exists

May Be Appropriate

- Wording changes on existing historic signs is acceptable, but should be in keeping with the overall character of the sign and the structure on which it is placed

Not Acceptable

- Signage obscuring any historic elements or details

Guideline 39: Sign Illumination

Best Practice

- Halo lighting, in which individual letters contain lighting to illuminate the wall behind them, are appropriate
- Utilize indirect lighting, such as gooseneck lamps or similar fixtures that direct light at a signboard
- Conceal lighting sources and associated conduit for signs from view

May Be Appropriate

- Internally illuminated signs, particularly box or cabinet signs in which the entire surface is illuminated, and neon signs are generally not appropriate

Not Acceptable

- Excessively bright or flashing lights and animated signs are inappropriate

Gooseneck lamps may be used to illuminate signage and facades.

Avoid excessively bright or flashing signs, especially in residential areas.

Guideline 40: Sign Placement

On a commercial block building, a continuous brick ledge or corbelling is used to separate the second floor and above from the entry-level storefront below. This space is ideal for sign placements, as it was often created for this purpose. In some instances, newer buildings contain areas above the highest windows for signage.

Signs are more appropriate on commercial buildings, but in some instances it may be appropriate to place commercial signs on a mixed use or formerly residential building.

Best Practice

- Locate projecting signs no less than eight feet above the sidewalk
- Mount signs to historic masonry buildings through the mortar joints, rather than through masonry units.
- Placing signage on awnings

May Be Appropriate

- Installing non-permanent painted or adhesive signs on the interior of storefront windows or on the upper story of windows

Not Acceptable

- Obscuring or hiding significant historic features or details, including windows, cornices, and architectural trim, with a sign.
- Placing signs above the roofline of any building

Guideline 41: Wall Signs

Wall Signs

Wall signs are located on the front, side, or rear walls of a building. They may be made of metal, wood, or other appropriate materials and attached to the wall.

Best Practice

- Mounting signs above the storefront, within a sign band, or on the façade between the storefront cornice and second story window
- Maintain appropriate scale of the signage in relation to the building to which it is attached

Not Acceptable

- Covering upper floor windows, window surrounds, or decorative features on the front façade with a sign
- Painting over existing historic signs, often referred to as “ghost signs”

5.5 Guidelines for Demolition

The majority of buildings within Cedar Rapids local historic districts are considered contributing structures. The loss of any contributing structure could have an adverse effect upon the district as a whole. Generally, demolition is discouraged and demolition of a local historic landmark or building within a local historic district must obtain a COA from the HPC prior to issuance of any demolition permit. This is because demolition within historic districts and areas of historic character leaves gaps in the streetscape, interrupting the look and feel of the area.

Demolition may be approved in certain circumstances:

- Such structure is a deterrent to a major improvement program which will be of substantial benefit to the city;
- Retention of such structure would cause undue financial hardship* to the owner; or
- Retention of such structure would not be in the best interest of the majority of the community

The following building types are required to undergo Demolition Review from the HPC:

- Any primary building or structure which is 50 years or older
- Any accessory building or structure within a NRHP-listed district or an NRHP-listed property constructed in 1943 or earlier
- Accessory buildings classified only as summer kitchens, barns, greenhouses, and garages, if constructed in 1943 or earlier

There is only one exception to demolition review: Any structure which is determined by the Cedar Rapids Building Official to be an imminent threat to the health and/or safety of the public and is ordered demolished by the Cedar Rapids Building Official.

**An undue financial hardship, as it pertains to historic preservation, exists when a building or structure cannot be adapted for use for any purpose and its required retention would constitute a "taking." Financial hardship is not dependent on the income or wealth of the applicant, nor is it applicable when the property's deteriorated condition is the result of willful neglect on the part of the owner.*

Guideline 42: Partial Demolition

In some cases, it may be appropriate to demolish a non-historic, non-contributing, or structurally unsound portion of a contributing property. Partial demolitions will be evaluated by the HPC on a case-by-case basis, taking into account the significance of the building, the portion to be demolished, and the context of the surrounding area.

Best Practice

- Prioritize stabilization of historically significant properties where feasible.
- Rehabilitate or restore deteriorated portions of contributing buildings.

May Be Appropriate

- Demolition of portions of contributing resources not visible from the public right-of-way.
- Demolition of non-historic additions to restore a building to its historic appearance.

Not Acceptable

- Demolition of historically significant portions of contributing buildings.

Guideline 43: Total Demolition

Total demolition is rarely the best choice and the Cedar Rapids HPC supports exploring all possible options before considering total demolition.

Best Practice

- Avoid demolition of sound, contributing buildings, structures, and objects.
- Explore possibility of selling historic buildings.
- Explore possibility of adapting historic buildings to a new purpose, or modifying available space via sensitive additions.
- In cases of fire or other catastrophic disaster where at least 50% of the building is standing, it is recommended that the structurally sound portion be rehabilitated, and the other portions rebuilt.

Not Acceptable

- Demolishing a building when other options, such as selling or adaptive reuse, are feasible.

Appendix A - Glossary

A

Adaptive Use. The adaptation of an historical or architectural resource to accommodate uses for which the resource was not originally constructed. Alterations to accommodate the new use are undergone in such a way which maintains the general historical and architectural character.

Addition or Expansion. An increase in floor area of a building, or a modification to the roof line of a building, such as the construction of a dormer or addition of a new story, that increases the amount of floor space devoted to human use or occupancy.

Alignment. Arrangement along a straight line.

Alley. A non-primary public right-of-way that normally affords a secondary means of access to abutting property.

Alteration. Any change in size, shape, character, occupancy, or use of a building or structure.

American Bond. Also known as Common Bond. The pattern of laying bricks in which several horizontal rows (usually an odd number - three, five, or seven) of stretchers are placed between every row of headers.

Antebellum. Dating from before the Civil War (pre-1861).

Applied. Placed upon, as in "applied ornamentation." For example, a piece of decorative molding applied to a wider plain board.

Appropriate. Typical of the historic architectural style represented by a particular building, compatible with the character of the surrounding historic district, and consistent with local preservation criteria and guidelines.

Architectural Shingles. Composition asphalt roof shingles that are heavier weight. They may be irregularly sized and are designed to resemble the random textured look of wood or slate shingles.

Architectural Style. A category of architecture of buildings distinguished by similar characteristics of construction, design, materials, and other character-defining features. See **Chapter 3.** Architectural Style Guide for additional information.

B

Baluster. An upright, often vase-shaped, support for a rail (ex: on a stairway or porch).

Balustrade. A series of balusters with a rail.

Bargeboard. An ornately shaped board attached to the projecting edges of a gable roof. Also referred to as verge boards.

Bay Window. An alcove of a room projecting from an outside wall with its own windows.

Belt Course. A molding or course running horizontally along the façade of a building. It may be flat or projecting.

Beveled Glass. A glass pane having a taper across one or more edges.

Bracket. A right-angled support member attached to and projecting from a wall, to support a projecting element, as in a supporting bracket for a shelf or cornice.

Brick Bond. The pattern in which bricks are laid, determined by the relationship of headers and stretchers.

Broken Pediment. A triangular element which is interrupted by a recess which "breaks" the top angle.

Building. A resource created principally to shelter any form of human activity.

Building Type. Describes a structure's function and form. Building types, such as "One-Part Commercial Block," "Two-Part Commercial Block," or "Three-Part Commercial Block" houses are sometimes associated with one or more architectural styles. See **Chapter 3.** Architectural Style Guide for additional information.

Bulkhead. The section of a storefront that forms the base for the display windows. The bulkhead provides a transition between the ground and storefront glazing area.

C

Canopy. A roof-like structure, or cloth covering positioned horizontally over an entrance.

Cantilever. A projection, as of a beam or part of a structure, supported only at one end.

Capital. The top decorated member of a column or pilaster crowning the shaft and supporting the entablature.

Carpenter Gothic. Gothic Revival structures made of wood and elaborately trimmed with "gingerbread" (ornately scrolled woodwork).

Casement. A hinged window frame that opens horizontally like a door.

Casing. Moldings around windows and doors.

Certificate of Appropriateness (COA). A certificate or other statement indicating approval by the Historic District Commission of plans for construction, alteration, reconstruction, repair, restoration, relocation, or demolition of a property within the historic district.

Character. Attributes, qualities, and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose, and uniqueness.

Character-Defining. Those architectural materials and features of a building that define and are integral to the historic character of that building. Such elements may include the form of the building, exterior cladding, roof materials, door and window design, exterior features, ornamentation, surrounding landscape elements, etc.

Clapboard. Wooden siding, also called weatherboard.

Classical. Pertaining to the architecture of ancient Rome and Greece.

Column. An upright structure generally consisting of a cylindrical shaft, a base, and a capital; usually a supporting or ornamental member in a building.

Common Bond. See American Bond.

Compatibility. The characteristics of materials, uses, or activities that permit them to be located near each other in harmony and without visual conflict.

Conservation. The sustained use and/or appearance of a building, structure, or area, maintained essentially in its existing state.

Contemporary. Existing or happening in the same time period; from the same time period.

Contemporary Architecture. A style of architecture that pulls from a combination of modern styles, relying on few classical building ideas.

Corbel or Corbelling. In masonry, a projection or one of a series of projections, each stepped out further than the one below it; most often found on brick walls and chimneystacks.

Corbelled. Furnished with a bracket or block projecting from the face of a wall to bear weight, generally supporting a cornice, beam, or arch.

Corner Lot. A lot having continuous frontage on two or more intersecting streets.

Contributing Properties. Properties designated on the inventory map of landmarks and contributing properties of Easton as adopted by ordinance which are integral to the character of the Historic District.

Coping. The protective uppermost course of a wall or parapet.

Corinthian Order. The most ornate of the Greek orders of architecture characterized by its bell-shaped capital enveloped with acanthus designs.

Cornice. A continuous projection at the top of a wall. The top course or molding of a wall when it serves as a crowning member.

Course. A continuous row or layer of stones, tiles, bricks, shingles, etc. in a wall.

D

Demolition. The dismantling or tearing down of all or part of any building.

Demolition by Neglect. The act or process of deferring or neglecting the maintenance and repairs of a building, allowing the building to deteriorate to the point where demolition may be necessary.

Dentils. Small rectangular blocks in a series, usually on a molding.

Detail. A small piece of the overall character of a building, which contributes to its architectural significance.

Display Window. A large area of glass within a storefront opening, designed to showcase goods or products.

Dormer. A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

Door Frame. The part of a door opening to which a door is hinged, consisting of consists of two vertical members called jambs and a horizontal top member called a lintel or head.

Door Jamb. The vertical portion of the door frame onto which the door is attached.

Doric Order. A classical order most readily distinguished by its simple, unornamented capitals.

Double-hung window. A window with two sashes (the framework in which windowpanes are set), each movable. In historic double-hung windows, the sashes are moved by a means of cords and weights.

E

Eaves. The projecting overhang at the lower edge of a roof.

Eclectic. Composed of elements selected or chosen from several sources.

Elevation. A flat representation of the vertical view of one side of a building's exterior. The front elevation is often referred to as the façade.

Engaged Columns. Columns partly embedded in a wall, often referred to as half-round columns.

English Bond. The pattern of laying bricks in which horizontal rows of headers are alternated with horizontal rows of stretchers.

Entablature. In classical architecture, the part of a structure between the column capital and the roof or pediment; comprised of the architrave, frieze, and cornice.

Entry. A door or passage used to enter a building.

Elevation. A mechanically accurate, "head-on" drawing of a face of a building or object, without any allowance for the effect of the laws of perspective. Any measurement on an elevation will be in a fixed proportion, or scale, to the corresponding measurement on the real building.

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F

Façade. The front or principal face of a building, any side of a building that faces a street or other open space.

Fanlight. A semicircular or semielliptical window above a door.

Fascia. The flat band or board around the edge of a roof or a part of the entablature.

Fenestration. The arrangement of windows and other exterior openings on a building.

Finial. An ornament at the top of a spire, gable, pinnacle, or other vertically projecting member.

Flashing. Sheet metal or other flexible material formed to prevent water from entering a building or structure at joints or intersections, such as where a roof intersects a wall or chimney.

Flemish Bond. The pattern of laying bricks in which every horizontal row is characterized by alternating headers and stretchers. (See "Brick Bond")

Fluting. Decorative vertical grooves; usually found on columns or pilasters.

Form. The overall shape of a structure (ex: most structures are rectangular in form).

Foundation. A foundation is the supporting portion of a structure below the first-floor construction, or below grade, including the footings.

French Door. A door having rectangular glass panes extending throughout its length, often hung in pairs. Also called a casement door.

G

Gable. The triangular wall segment at the end of a ridged roof.

Gable Roof. A roof which forms a gable at each end.

Gallery. A roofed promenade extending along the wall of a building or a narrow balcony, usually having a railing or balustrade, along the outside of a building.

Gambrel Roof. A ridged roof with two slopes on each side, the lower slope having the steeper pitch.

Gingerbread. Pierced curvilinear ornament executed with the jig saw or scroll saw, used under the eaves of roof.

Glazing. Fitting glass into windows and doors.

H

Half-Story. A partial story under the roof, usually denoted by the presence of dormer windows or by full windows within gables.

Half-Timbering. A wall construction in which the spaces between members of a timber frame are filled with brick, stone, or other material.

Hardscape. Portions of the exterior environment that is constructed with masonry or other impermeable materials, including sidewalks, driveways, or patios.

Head. The top horizontal member over a door or window opening.

Height. The vertical distance from the average grade level to the average level of the roof.

High Style. The more ornately detailed version of a particular architectural style; used in contrast to simpler examples. See **Chapter 3.** Architectural Style Guide for further information.

Hipped Roof. A roof with four uniformly pitched sides.

Historic. Important in history; distinguished from "historical," which conveys the sense of things or events related to the past.

Historic District. An area containing buildings or places in which historic events occurred or having special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community, of such significance as to warrant conservation and preservation.

Historic Landmark. Any building or place listed on the National Register of Historic Places or on the Register of the Virginia Historic Landmarks Commission, or any building or place officially designated as a landmark structure or place by the Town of Pulaski on the inventory map which is adopted by ordinance.

Hood Molding. A large molding over a window, originally designed to direct water away from the wall; also called a drip molding.

I

In-Kind Replacement. To replace a feature of a building with materials of the same characteristics, such as size, proportion, design, material, texture, color etc.

Infill Construction. New construction on vacant lots or replacement of blighted or thoroughly deteriorated structures within existing neighborhoods or developments.

Integrity. The ability of a property to convey its historic significance through the retention of its historic location, design, setting, materials, workmanship, feeling, and association.

Ionic Order.A classical order distinguished by the form of the capital, with a spiral scroll, called a volute, on either side.

J

Jerkinhead Roof. A gable roof where the peak is clipped, forming a slope and resulting in a truncated gable on the wall below. Also known as a clipped gable roof.

Jalousie. A type of window comprised of a series of horizontal slats connected to a mechanical device operated by a crank.

K

Keystone. A wedge-shaped stone at the top of a masonry arch.

Kickplate. A metal plate (usually brass) attached to the bottom of a door to protect the door from damage.

L

Lancet. A narrow, pointed arch.

Landscape. The whole of the exterior environment of a site, district, or region, including landforms, trees, plants, bodies of water, and the built environment.

Landscape Elements. Those elements that contribute to the landscape, such as exterior furniture, decks, patios, outdoor lighting, and other elements that may be located in conjunction with a landscape.

Lattice. A panel of crisscrossed, diagonal, or perpendicular slats, often of wood.

Leaded Glass. Small panes of glass which are held in place with lead strips; the glass may be clear or stained.

Light. A section of glass within a window, also called "pane" or "sash light."

Lintel. A beam over an opening in a wall or over two or more pillars.

M

Main Building. The primary historic building on an individual historic site.

Mansard Roof. A roof that has two slopes on all four sides.

Mass or Massing. The arrangement and proportions of a building's basic geometric components.

Masonry. Construction materials such as stone, brick, concrete block, or tile.

Material. Material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic resource.

Medallion. An oval or circular design or carving.

Meeting Rail. The place in the middle of a single- or double-hung window where the upper and lower sashes meet, where the lock is typically located.

Modillion. An ornamental bracket used in series under a cornice.

Modify/Modification. To make changes to an existing structure; those changes made to an existing structure.

Module. The appearance of a single facade plane, despite being part of a larger building. One large building can incorporate several building modules.

Molding. A decorative band or strip of materials with continuous decorative profile or section, generally used in cornices and as trim around window and door openings. A continuous decorative band that is either carved into or applied to a surface.

Mortar. The materials, generally composed of sand and lime or cement, used to fill the joints of masonry.

Mortar Joint. The space between masonry units, such as brick or stone, which is filled with mortar to transfer the load, provide a bond between the units, and keep out the weather.

Mortar Mix. The composition (and proportions of these ingredients) of the mortar used in masonry.

Muntin. A member supporting and separating panes of glass in a window or door.

Mullion. A vertical member supporting and/or separating windows, doors, or panels set in a series.

N

National Park Service (NPS). An agency of the federal government that manages and preserves national parks, national monuments, and historic resources. NPS oversees the National Register of Historic Places, the federal historic preservation tax credit program (in partnership with the IRS), and the National Historic Landmarks Program.

Natural Features. Features or elements of the exterior environment that are substantially unaltered by human activity such as landforms, trees, plants, and bodies of water.

Neoclassical. A revival or adaptation of a classic style of architecture.

New Construction. The act of adding to an existing structure or erecting a new principal or accessory structure or appurtenances to a structure, including but not limited to buildings, extensions, outbuildings, fire escapes, and retaining walls.

Non-Contributing. A property within the historic district that neither adds to nor detracts from a district's sense of time and place and historical development. Usually non-historic, or historic but outside the relevant historic period of contributing structures within the district.

O

Object. A material thing of functional, artistic, cultural, historical, or scientific value that may be by nature or design, movable, yet related to a specific setting or environment (ex: a sculpture, fountain, or statue).

Order. Any of several specific styles of classical and Renaissance architecture characterized by the type of column used (e.g., Doric, Ionic, Corinthian, Composite, Tuscan).

Oriel Window. A bay window projecting from an upper story, usually supported by a corbel or bracket.

Orientation. The relationship of a building to the street. The entrance to the building plays a large role in the orientation of a building. A building with a main entrance facing the street is oriented toward that street.

Original. Features, components, materials, or other elements of a structure that were part of its initial construction. Structures that were part of the initial development of a site (such as accessory structures built at the same time as the related primary structure). Features or structures that are not original to the structure or site may have gained historic significance in their own right and may still be considered "historic."

Ornamentation. Any decorative objects or series of objects, which are added to a form to enhance its visual appearance.

P

Palladian Window. A three-part window opening with a large arched central light and flanking rectangular side lights.

Panel. A sunken or raised portion of a door set into a frame which forms a border.

Parapet. An upward extension of a building wall above the roofline. Often shaped or ornamented, they were often used to create greater perception of height or a better sense of proportion.

Pediment. A wide, low-pitched triangular section framed by a horizontal molding on its base and two sloping moldings on each of its side, surmounting the facade of a building in a classical style. Also used as a crowning member of doors, windows, and mantels.

Period of Significance. Span of time in which a property significant associated.

Pier. An upright support for a structure, such as for a porch column.

Pilaster. A shallow column attached to a wall.

Pillar. A vertical supporting member in a building, may be ornamental.

Pitch. The angle of slope.

Portico. A porch having a roof, often with a pediment supported by columns or pillars.

Post. A piece of wood, metal, etc. usually long and square or cylindrical, set upright to support a building, sign, gate, etc.

Preservation. The act or process of applying measures to sustain the existing form, integrity, materials, and overall historic character of a building, structure, object, or site. It may include initial stabilization work as well as ongoing maintenance of the historic building materials.

Pressed Metal. Thin sheets of metal molded into decorative designs and generally used to cover interior walls and ceilings.

Proportion. The dimensional relationship between one part of and another. Façade proportions involve relationships such as height to width, the percent of the façade given to window and door openings, the size of these openings, and floor-to-ceiling heights. Often described as a ratio, proportions may be vertical (taller than wide), horizontal (wider than tall), or non-directional (equally tall and wide).

Q

Quoin. The corner of a masonry structure constructed using masonry blocks laid in a specific, decorative manner. Any of the stones used in forming the corner can also be called quoins. They are often large and dressed or arranged so as to form a decorative contrast with the adjoining walls.

R

Rafter. Any of the parallel beams that support a roof.

Rafter Tail. Exposed rafter end, visible from the exterior supporting the eave.

Ramp. A sloped surface that makes a transition between two different levels; typically used to provide access to a building or raised surface for those persons with disabilities.

Recessed Entry. An entry set back from the building façade. For example, many historic storefronts step in towards the interior of the building at the entry point.

Reconstruction. Any or all work needed to remake or rebuild all or a part of any building to a sound condition, but not necessarily of original materials.

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

Renovation. The act or process of repairing and/or changing an existing building for new use or to make it functional; this may involve replacement of minor parts.

Repairs. Any or all work involving the replacement of existing work with equivalent material for the purpose of maintenance, but not including any addition, change, or modification in construction.

Replacement. To interchange a deteriorated element of a building, structure, or object with a new one that matches the original element.

Replicate. To copy or reproduce an historic building or building element.

Repointing. Repairing existing masonry joints by removing defective mortar and installing new, compatible mortar. The new mortar should match the historic mortar as closely as possible in terms of materials and proportions of materials to ensure compatible hardness and compressive strength.

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.

Reveal. The vertical side of a door or window opening between the frame and the wall surface.

Rhythm. The repetitive use of a group of visual elements, to establish a recognizable pattern.

Ridge. The horizontal line where the upper slopes of a roof meet.

Rustication. Masonry cut in massive blocks separated from each other by deep joints.

S

Sash. A frame in which the panes of a window are set. The sash may consist of one large pane of glass or may be subdivided into smaller panes by thin member called muntins or glazing bars.

Screening. Construction (such as a fence) or vegetation of which the essential function is to separate, protect, conceal, or shield from view but not support.

Scale. A building's size in relation to other buildings.

Setback. A distance from a curb, property line, or structure within which building is prohibited, as defined in the municipal zoning ordinance. Also, an architectural device in which the upper stories of a tall building are stepped back from the lower stories.

Setting. The surrounding buildings, structures, monuments, or landscape that provides visual aesthetics or auditory quality to historic or architectural resources.

Shaft. The main part of a column between the base and the capital.

Shed Roof. A roof with a single slope, resembling a lean-to. Shed roofs are often used for extensions of gable roofs or for additions or porches.

Shutter. A solid panel of wood or metal made to close over a window.

Sidelight. A fixed sash located beside a door or window, usually found in flanking pairs.

Sill. The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

Site. The land upon which a significant event, activity, building, structure, archaeological resource, or another feature is located.

Soffit. The undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, or roof overhang.

Spandrel. The triangular space between adjacent arches and the horizontal molding, cornice or framework above them. Also, the horizontal panels below and above windows between the continuous vertical piers in skeleton frame construction.

Spindle/Spindlework. A short, decorative, turned piece.

Stile. A vertical piece in a panel or frame, as of a door or window.

Stabilization. The fact or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property.

Storefront. The street level facade of a commercial building, usually having display windows. See **Chapter 6.** Guidelines for Existing Buildings, Subsection 6.2. Storefronts for additional information.

Storefront Column. Slender vertical elements within the storefront opening that help support the lintel.

Story. The space between two floors of a structure or between a floor and roof.

Streetscape. The collective elements of a street which determine its overall character. Buildings, their setbacks, vegetation, sidewalks, and other elements contribute to the streetscape.

Street Wall. A wall of building facades that define the edge of a street.

Stretcher. The long end of a brick when laid towards the face of a wall.

String Course. A narrow horizontal band projecting from the exterior walls of a building, also known as a "stringcourse." It is often located between the stories of a building, defining the interior floor levels.

Stucco. A masonry material applied as exterior wall covering.

Surround. The term applied to the outside of a window or door opening. It is also called "casing."

Synthetic Materials. Building materials that are manufactured with man-made or artificial components as opposed to traditional materials derived from natural sources, such as plants, trees, or earth (e.g. vinyl, aluminum, fiber cement, plastic resin). Such materials are often engineered or otherwise designed to mimic the texture and appearance of traditional materials.

T

Terracotta. A fine-grained, brown-red fired clay used for roof tiles and decoration. May or may not be decorated or covered with colored or clear glazes.

Texture. The feel, appearance, or consistency of a surface or substance.

Tracery. The cured mullions or bars of a stone-framed window. Also, ornamental work of pierced patterns in or on a screen or window.

Transom. A small window or series of panes above a door, or another type of window such as a casement, double hung, or fixed window.

Trellis. An open grating or latticework of either wood or metal placed vertically on a site and typically supported by wood columns; often used as a screen and usually supporting climbing vines.

Turret. A small, slender tower usually at the corner of a building.

U

Upper Façade. The portion of the facade above the storefront display window. May be a plain surface on a one-story building or may contain rows of windows defining the number and location of floors in a multi-story building and may include decorative bands or patterns.

V

Vergeboard. An ornately curved board attached to the projecting edges of a gable roof.

Vernacular. A building that does not have details associated with a specific architectural style, a simple building with modest detailing and form. See **Chapter 3.** Architectural Style Guide for additional information.

Viewshed. The portion of the surrounding environment that is visible from one or more viewing points.

Visibility from A Public Way. The ability to be seen from any public right-of-way, or other place, whether privately or publicly owned, upon which the public is regularly allowed or invited to be.

Visual Continuity. A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

W

Weatherboard. Clapboard; wooden siding.

Workmanship. The physical evidence of the crafts of a particular culture, people, or artisan.

Y

Yard. An open space at grade, other than a court or plaza, between a structure and the adjacent lot lines.

Z

Zoning District. A planning tool used to regulate land use, building form, design, and compatibility of development.

Substitute materials are new materials designed to simulate the appearance of a historic material. The preferred method for treatment of historic properties emphasizes repairing original features to the greatest extent possible and replacing historic features with like materials where repair is not possible.

Appendix B - Disaster Preparedness & Resiliency

The following guidelines outline both proactive planning activities for disaster preparedness and hazard mitigation, activities to protect buildings form imminent natural threats, and procedures for cleanup and mitigation following disasters and major weather events. Please refer to Appendix D: Selected Bibliography for additional resources on disaster preparedness and response.

Weather events such as tornadoes, extreme cold, rain, snow, hail, derechos, and flooding can all cause damage to the built environment, regardless of a building's status as historic. It is important to proactively analyze and assess risks to your historic property from damage, as well as to identify the specific vulnerabilities of your property and its important character-defining features. Documentation of historic features through photographs and written descriptions, where appropriate, can guide future repair or reconstruction work if it is ever needed.

Full Guidelines are available here: https://www.nps.gov/tps/standards/rehabilitation/flood-adaptation-guidelines.pdf

General Storm Preparation Guidelines

- Contact your insurance provider to verify terms of your coverage. Keep in mind that flood insurance, which is issued by the National Flood Insurance Program, has a required 30-day waiting period before coverage takes effect. Ensure that your flood insurance policy effectively covers your needs, including contents coverage and/or coverage for outbuildings.
- Create an inventory of your property and take photographs of the exterior and interior. Keep your inventory and photographs up to date in case they are needed for future insurance claims.
- Prepare a list of phone numbers of contractors, plumbers, painters, carpenters, roofers, and building materials suppliers.
- Purchase adequate tarps and fastening devices to cover any roof damage or exposed areas. Have these items readily available.
- Have a professional verify the master shut-off points for water, gas, and electricity. Ensure all adults regularly occupying the property are aware of these locations.
- Assess your property's flood risk and take appropriate steps to protect your resource.
- Assess your property's risk against high winds. Regularly evaluate and secure loose elements or objects.

- Maintain gutter and downspout systems to help direct moisture away from the walls of your property.

Protect from Impending Storms

The declaration of a severe storm or hurricane watch typically means storm conditions are possible and may threaten an area within 24 hours. Keep abreast of local advisories during possible weather events and follow instructions from your local officials. A hurricane warning means hurricane conditions are expected within 24 hours or less.

a. Secure loose items in yards.

b. Secure all shutters and make sure doors, roof access hatches, and cellar openings are properly secured.

c. Cover compromised roofs with tarps, if needed.

d. Unplug small appliances.

e. If you evacuate, close all interior doors, and lock exterior doors and windows. If you live in an area prone to flooding, move important items to upper floors and elevate items that must be left on the ground floor.

f. Cover all valuables with tarps.

g. Keep important documents with you, including insurance policies, household inventories, and photographs of your property.

Create a Plan to Avoid and Minimize Flood Risk.

a. Identify historic materials, features, and spaces that are important in defining the historic character of the property when planning and undertaking flooding adaptation treatments. Photograph and otherwise document these features to guide future restoration work if it is ever needed.

b. Assess the potential impacts of known vulnerabilities on character-defining features of the building, its site, and setting. Reevaluate and reassess potential impacts on a regular basis.

c. Use and maintain existing historic and non-historic characteristics, features, and materials of the historic building, its site, setting, and larger environment that may help to avoid or minimize the impacts of flooding.

d. Ensure that, when planning work to adapt for flooding, all feasible alternatives are considered and that the options requiring the least alteration are considered first.

e. Replace damaged or deteriorated historic materials in kind where the traditional material is flood-damage resistant. Replace damaged or deteriorated historic materials that are not resilient to flooding with proven flood-damage resistant substitute materials that match the appearance and design.

Apply Temporary Protective Measures

a. Establish procedures, responsibilities, and regular training for deploying temporary barriers and other systems to protect the building from flooding. Ensure that installed systems or equipment is adequate to protect the property from predicted flooding and which can be deployed quickly as flooding conditions develop.

b. Install pumps to remove water that breaches the temporary barrier or other systems. If pumping out post-flood event water, ensuring that the water is pumped far enough from the protected property to avoid seeping back in.

c. Invest in a generator as a backup to operate the pumps if there is a power failure during or after a flood. Install a generator in a floodproof enclosure or above the established flood risk level.

d. Obtain removable flood barriers for openings in any existing solid masonry perimeter site walls that are strong enough or reinforced to withstand the forces of a flood.

e. Ensure that installation of flood protection systems and other adaptations are installed in such a way that they do not destroy historic materials or features or otherwise diminish the historic character of the resource.

Appendix C - Energy Efficiency

Energy efficiency, despite popular belief, is achievable in historic buildings. Historic buildings were designed to be most efficient with their original systems, and replacement systems efficient for new construction are not necessarily an efficient option for a historic building. The following are guidelines to maintain the energy efficiency of a historic property:

Maintain Historic Windows

- When historic windows are too deteriorated to repair, install compatible and energy-efficient replacement windows that match the historic windows. They should be durable, repairable, and recyclable.
- Replace missing windows with new, energy-efficient windows matching the remainder of the historc windows on the building.
- Retrofit historic windows with high-performance glazing or clear film if the historic character can be maintained.
- For industrial buildings, retrofit historic steel windows and curtain-wall systems to improve thermal performance. Maintain the historic character. Exterior or interior storm windows may be used.

Weatherization and Insulation

- Caulk gaps in the exterior envelope such as around doors and windows
- Install and maintain weatherstripping at windows and doors to eliminate drafts
- Insulate unfinished spaces, such as attics, basements, and crawlspaces. Use appropriate materials for the pace and ensure that it is adequately ventilated.

HVAC

- Retain and maintain existing, functional, efficient HVAC systems.
- Upgrade existing systems to increase efficiency when the existing system has reached the end of its useful life
- Increase efficiency of HVAC systems by installing programmable thermostats, ceiling fans, and louvers and vents where appropriate.
- Place equipment on non-visible rooftop locations, in the rear of buildings, or in other locations that are not visible form the street.

Site Features

- Add natural sustainable features to the site, such as shade trees, where possible. Locate shade trees where they will not grow to damage historic buildings.
- Avoid paving up to the building foundation, which can create a heat island effect. Use permeable materials or landscaping with native plants to help control stormwater and reduce heat transmission to the building interior.
- Avoid removing existing shade trees or vegetation.
- Use permeable paving where appropriate to manage stormwater.
- Items such as solar panels, batteries, electric vehicle charging equipment, etc., shall not be located in front yards and/or shall be screened from view.

Maximize Daylight

- Retain historic features that provide natural light to the building interior, such as glass doors and transom, clearstories, and roof monitors.
- Reopen historic windows that have been blocked to provide additional light and ventilation
- Add skylights or dormers on non-visible elevations

Appendix D - Selected Bibliography

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Resources for Property Owners:

(All of the below listed technical publications may be accessed at https://www.nps.gov/orgs/1739/preservation-briefs.htm)

- Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
- Repointing Mortar Joints in Historic Masonry Buildings
- Improving Energy Efficiency in Historic Buildings
- Roofing for Historic Buildings
- Dangers of Abrasive Cleaning to Historic Buildings
- The Preservation of Historic Glazed Architectural Terra-Cotta
- Aluminum and Vinyl Siding on Historic Buildings
- The Repair of Historic Wooden Windows
- Exterior Paint Problems on Historic Woodwork

- Rehabilitating Historic Storefronts
- The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
- The Repair and Thermal Upgrading of Historic Steel Windows
- New Exterior Additions to Historic Buildings: Preservation Concerns
- Preservation of Historic Concrete
- The Use of Substitute Materials on Historic Building Exteriors
- Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character
- Rehabilitating Interiors in Historic Buildings: Identifying and Preserving Character-Defining Elements
- The Repair and Replacement of Historic Wooden Shingle Roofs
- Repairing Historic Flat Plaster Walls and Ceilings
- The Preservation and Repair of Historic Stucco
- Preserving Historic Ornamental Plaster
- Heating, Ventilating, and Cooling Historic Buildings—Problems and Recommended Approaches
- The Preservation of Historic Signs
- The Maintenance and Repair of Architectural Cast Iron
- Painting Historic Interiors
- The Repair, Replacement and Maintenance of Historic Slate Roofs
- The Preservation and Repair of Historic Clay Tile Roofs
- Mothballing Historic Buildings
- Making Historic Properties Accessible
- The Preservation and Repair of Historic Stained and Leaded Glass
- Applied Decoration for Historic Interiors Preserving Composition Ornament
- Understanding Old Buildings: The Process of Architectural Investigation
- Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing
- Removing Graffiti from Historic Masonry
- Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- Preserving Historic Ceramic Tile Floors
- The Maintenance, Repair and Replacement of Historic Cast Stone
- The Preparation and Use of Historic Structure Reports
- The Use of Awnings on Historic Buildings, Repair, Replacement and New Design

- Preserving Historic Wood Porches
- Maintaining the Exterior of Small and Medium Size Historic Buildings
- Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement