Hannibal, Missouri

DOWNTOWN REVITALIZATION & ECONOMIC ASSISTANCE FOR MISSOURI

BUILDING AND STREETSCAPE DESIGN GUIDELINES

MAY 2009

D·R·E·A·M INITIATIVE

PGAV

ACKNOWLEDGMENTS

DOWNTOWN REVITALIZATION AND ECONOMIC ASSISTANCE FOR MISSOURI (DREAM) PROGRAM SPONSORS:

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT

MDFB MISSOURI DEVELOPMENT FINANCE BOARD

Strength, Dignity, Quality of Life
MISSOURI HOUSING DEVELOPMENT COMMISSION

PLANNING CONSULTANT

PGAV

TABLE OF CONTENTS

ACKNOWLEDGEMENTS 1

INTRODUCTION 2

DESIGN REVIEW PROCESS 4

HANNIBAL'S COMMERCIAL ARCHITECURE 8

MAIN STREET ARCHITECUURE 11

COMMERICAL BUILDING GUILDELINES 13

STOREFRONTS 16

SIGNS AND STREETSCAPES 22

UPPER FACADES 26

IMPROVEMENTS TO REAR FACADES 28

ALERTATIONS ACQUIRING SIGNIFICANCE 29

NEW COMMERCIAL BUILDING GUILDELINES 30

RELOCATION AND DEMOLITION 33

ROOF AND ROOFING 35

MAINTENANCE 36

BUILDING DESIGN EXAMPLES 39

STREETSCAPE DESIGN GUIDELINES 43
- STREET IMPROVEMENTS 43
- PEDESTRIAN ACCESS & SIDEWALKS 44
- FOUNTAINS 44
- DESIGN COORDINATION 45
- INFRASTRUCTURE 45
- SIGNS & BANNERS 46
- PARKING & SERVICE AREAS 48
- PARKING METERS 48
- LIGHTING 49
- SITE FURNISHINGS 50
- LANDSCAPING 52

WAYFINDING 54
- WAYFINDING PRINCIPLES 54
- WAYFINDING COMPONENTS 56

IMPLEMENTATION 59

APPENDIX A—HDDC CERTIFICATE OF APPROPRIATENESS PROCEDURE 61

APPENDIX B—THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILIATAION AND GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS 65

APPENDIX C—GLOSSARY OF TERMS 67

APPENDIX D—SUGGESTED BIBLIOGRAPHY 74

PGAV

ACKNOWLEDGEMENTS

This activity that is the subject of this publication has been financed in part with federal funds administered by the Historic Preservation Program, Division of Parks, Recreation & Historic Preservation, Missouri Department of Natural Resources, and the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the U.S. Department of the Interior or the Missouri Department of Natural Resources, nor does the mention of trade names or commercial products constitute an endorsement or recommendation.

Appreciation is due to Mayor John Yancey, and Edith Grubb of the City of Hannibal, Judith Deel and Lance Carlson of the Missouri Department of Natural Resources.

Assistance and input was also provided by the members of the Hannibal Historic District Development commission:

Charles P. Anton III, Chairman
Cecil Scott, Vice-Chairman
Lis Erb, Secretary
Josephine Walley
Martin Meyer
Richard Brothers, Councilman
Jack Crane, Councilman
Gene Guy, ex. officio, Building Inspector

INTRODUCTION

The Hannibal Commercial District Guideline Manual is intended to provide the Hannibal Historic District Development Commission and property owners with guidelines for building rehabilitation, new construction, and other changes which would effect the overall appearance of Hannibal's commercial areas. The manual provides information on appropriate rehabilitation techniques, recommendations for new construction, and guidelines for demolition and relocation. The manual is a working document for the District Development Commission to ensure that future changes to Hannibal's historic districts are in keeping with their architectural and historical character. The manual should also be referred to by property owners prior to the initiation of work in Hannibal's historic districts. Familiarity with the guidelines can help property owners formulate plans and designs to enhance Hannibal's commercial character and streamline the review process.

The City of Hannibal created the Historic District Development Commission (HDDC) in April of 1988. In addition to the establishment of the Commission, the ordinance also created the city's first Historic, or "H-1" zone. The area encompassed by this zone included all or parts of two commercial historic districts listed on the National Register: the Mark Twain Historic District; and the Central Business Historic District (See map). This local historic district was created to "provide conditions and regulations for the protection, enhancement and perpetuation of buildings, structures, areas, places or works of art in the city which have special historic and cultural value for the general welfare of the public and community." The seven member Commission was established to oversee the district and carry out the purpose of the ordinance.

Design review guidelines can have a positive economic effect on historic communities. Design guidelines can do the following:

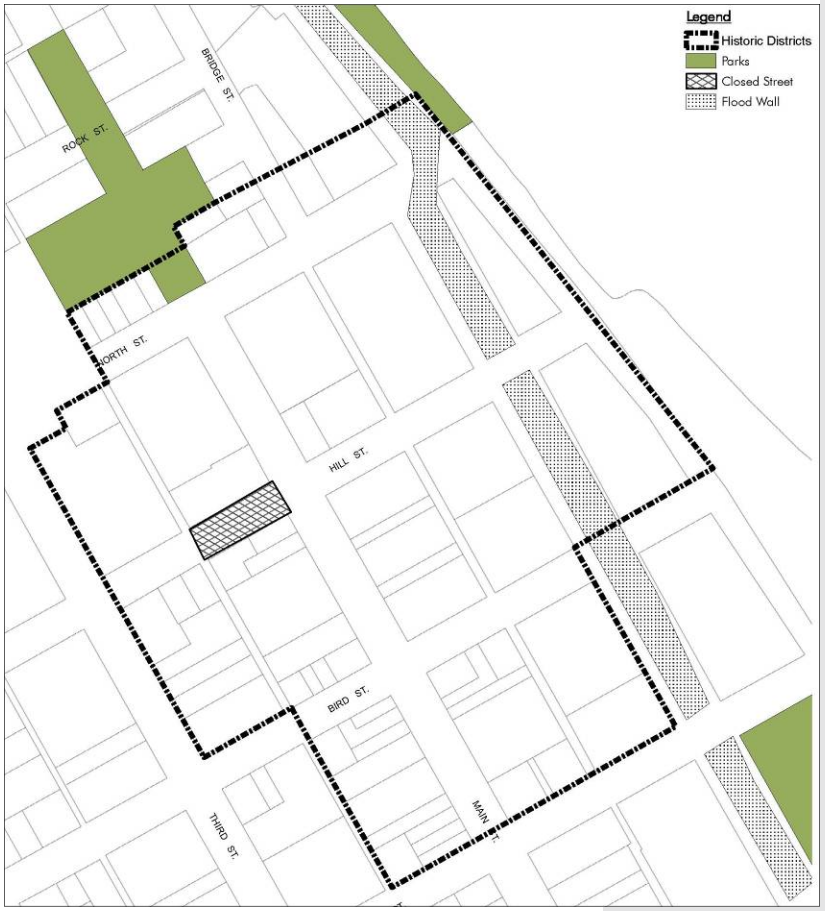
- Enhance and Protect Property Values.
- Promote Heritage Tourism.
- Reinforce Community Identity and Marketability.

Investment in historic neighborhoods and commercial areas has increased significantly in recent decades resulting in the stabilization and enhancement of property values. Design guidelines help to assure property owners that their investment in an historic area will be protected. Guidelines for historic areas help to ensure that rehabilitation and new construction are compatible with its character and that incompatible development which could negatively impact a property owner's investment is minimized.

Hannibal is fortunate to be a desirable tourist destination point as a river town and through its association with author Mark Twain. Heritage or cultural tourism is a major part of America's tourist industry and is of increasing importance for many communities economic development. Rehabilitation of historic areas has been successfully used to stimulate heritage tourism. Through design guidelines the character of Hannibal's historic commercial area and neighborhoods can be preserved and maintained and reinforce heritage tourism efforts.

Historic preservation is also part of quality of life factors that can stimulate growth and development. Preservation of historic and architectural resources is an economic incentive for many communities and is integral to a community's overall marketing efforts. Hannibal's identity as an historic river town and its large stock of architecturally significant buildings are inherent attributes which can be used to attract new industries and businesses. Design guidelines reflect a community's commitment to preserving its particular identity and uniqueness.

Location of H-1 Historic Zone in Downtown Hannibal



DESIGN REVIEW PROCESS

Design guidelines help to preserve and protect the existing architecture of a historic area and facilitate compatible new growth and development. Design guidelines are essential to ensure that the character of an area is enhanced and marketed in a consistent manner. The Hannibal Downtown Development Commission (HDDe) is a governing body established by the city and is responsible for adopting and administering guidelines. The design review process is one of flexibility and interaction with property owners and merchants to protect property values and promote the best possible rehabilitation and new construction in Hannibal's historic districts.

No building permit for exterior change, construction, alteration or rehabilitation, moving or demolition to be carried on within Hannibal's locally designated districts shall be issued by the Building Inspector until the project has been submitted and receives a written Certificate of Appropriateness (COA) (See Appendix A.). Certificate of Appropriateness applications must be requested from the office of the City Clerk which is located in the Hannibal City Hall. All applications are then referred by the City Clerk to the District Development Commission. The Commission can request detailed construction plans and related data such as photographs in order to make their review. In the commercial historic district the Commission may make determinations for the following actions:

1. Appropriateness of altering or demolishing any building or structure within the district.
2. All signs erected in the historic district.
3. Appropriateness of the exterior architectural features including signs and other exterior features of any new buildings and structures to be constructed in the district.
4. Appropriateness of exterior design of any new extension of any existing building or structure within the historic district. Appropriateness of off-street parking spaces, changes to streets and sidewalks, and other streetscape changes along the public right-of-ways which might affect the character of any building or structure in the historic district.
5. The general compatibility of exterior design, arrangement, texture, and material of the building or structure in question and the relation of such factors to similar features of buildings in the immediate surroundings.

The Commission may not make determinations regarding:

1. Exterior pain colors.
2. Interior arrangements or design as long as these arrangements or designs do not. visibly effect the exterior appearance of a building or structure.

Applications for COAs can be requested from the City Clerk. Upon completion of the COA application it should be returned to the City Clerk who shall then forward the application to the Commission. COA applications shall be considered at the regular monthly meetings of the Commission. The Commission shall then issue to the City Clerk a letter stating its approval, approval with conditions, or with the grounds for disapproval detailed in writing. If Commission disapproves the application, a COA shall not be issued and the City Clerk will so advise the applicant.

In addition to meeting the design guidelines in an historic area, properties are also subject to the regulations in Hannibal's Zoning Ordinance. The Zoning Ordinance governs the use of land and buildings and has standards for height, lot coverage, setback, signs, landscaping, and parking requirements. Property owners must follow zoning requirements in addition to design guidelines in the historic district. New construction and renovation must also follow regulations set forth in the Standard Building Code. This code specifies requirements for electrical and plumbing work, fire exits, building construction techniques, and other aspects of renovation and construction. Property owners must also meet these regulations before being issued a building permit.

Properties in the local historic district are also listed on the National Register of Historic Places. Buildings which are fifty years old or older, retain their original character, and are used for income-producing purposes may also be eligible for historic tax incentives for rehabilitation. Rehabilitation must meet certain economic criteria as well as meet the Secretary of the Interior's Standards for Rehabilitation (see Appendix B). This certification process is through the Historic Preservation Program of the Missouri Department of Natural Resources and the review of this rehabilitation work is a separate application procedure from the Certificate of Appropriateness application (Also see Appendix A).

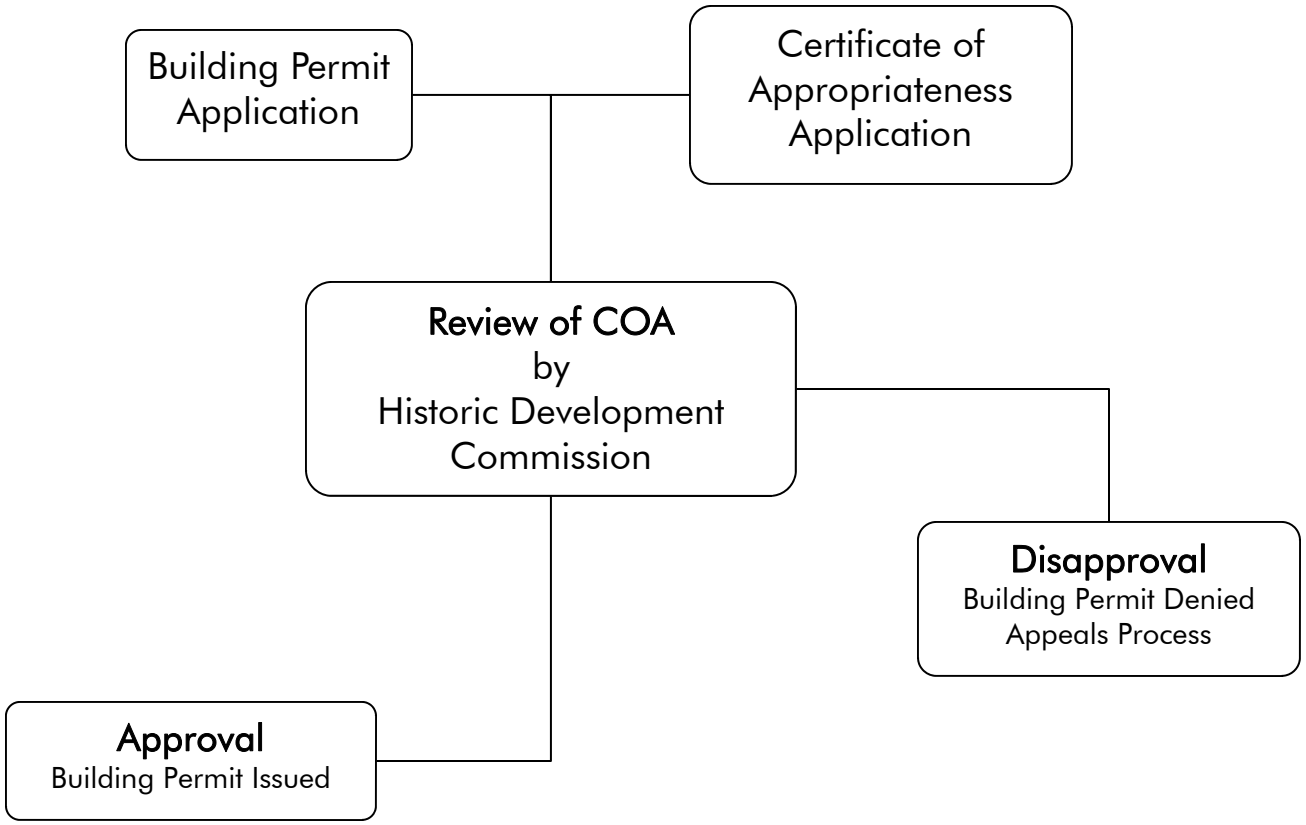
How Do I Apply For A COA?

1. Applications may be received when applying for a Building Permit at City Hall. Property owners will be given a Certificate of Appropriateness application form and informed as to the next meeting date of the Commission.
2. For minor repair and maintenance of a building the COA must be completed with a written description of the work to be undertaken. Applications will be reviewed initially by the Building Commissioner and a designated agent of the Commission to determine if additional submittal materials are required. Full review of the application by the Commission may be waived by consensus of the Building Commissioner and the Commission representative and a CGA shall be issued if the project is determined to be of a minor nature.
3. Major rehabilitation work and new construction shall require elevations, photographs, site plans, specifications, and designs for lighting and signs to fully illustrate the property and the proposed work. Seven copies of all submittal materials, with the exception of models, shall be provided. This documentation must be submitted along with the completed COA form to the City Clerk's office.
4. For applications to demolish a building, a CGA must be completed along with photographic documentation and a general historical narrative which details the building's architectural and historical character.
5. COA applications for signs must include photographs of the proposed sign location and scaled drawings of the proposed signage indicating dimensions, materials, lettering or script, and design.
6. Applications for walls, fences, HVAC units, exterior lighting, satellite dishes and other external appurtenances shall require photographs of their proposed location and scaled drawings indicating size, materials, and design.

(See Appendix A for COA process and application).

Work Without Board Approval

If a property owner undertakes work without receipt of an approved Certificate of Appropriateness or Building Permit, a stop work order may be issued by the Building Commissioner. The property owner shall then be required to document the work and state why a COA application or Building Permit was not previously applied for. Completion of a COA application and review may then be required by the Commission. COA applications approved by the Commission must be followed. If the actions specified in the COA application are not followed an owner may face fines and penalties as outlined in the Hannibal Zoning Ordinance.



HANNIBAL'S COMMERCIAL ARCHITECTURE

The commercial areas of Hannibal contain a wide variety of styles and building types constructed in the 19th and early 20th centuries. Hannibal was founded as a trading center along the Mississippi River in the early 1800's and the commercial section of the city "'as oriented towards the river, The original town was laid out in 1819 by Moses Bates. Cardiff Hill on the north and Bear Creek on the south were natural boundaries for the town in its early years and a dense commercial and residential area evolved near the rive by the 1830s. In 1840, the town's population stood at 1,034 and Hannibal was a major port on the river between Minneapolis and Saint Louis.

In the mid-19th century Front Street and Main Street formed the core of Hannibal's commercial area. Buildings constructed along Front Street faced the river and several blocks of two-and three story brick buildings were occupied as warehouses, dry goods stores, and other mercantile establishments. Main Street, one block to the west, supplied goods and services to Hannibal residents and contained such businesses as clothing stores, drug stores, harness shops. Along Main and adjacent streets were also offices for the town's physicians and attorneys. One of the town's most prominent attorneys was Judge John Clemens who moved to Hannibal in 1839 and occupied an office just off Main Street. His son, Samuel Clemens, became the town's most famous native son through his stories under the pen name, Mark Twain.

Hannibal has lost most of its original buildings from this period along Front Street but several brick and frame buildings from the 1830s and 1840s still remain along Main Street. These buildings are often distinguished by high pitched gable roofs and narrow fronts. None of the original storefronts on these buildings survive but the exterior' brick walls, upper floor windows, and some interior detail s remain from their original construction. The buildings at *320* and 324 N. Main Street are good examples of this type if early commercial building. An excellent example of a Greek Revival style commercial building also remains at the corner of Main and Hill Streets. Known as the Pilaster House, this two-story building has a temple front and has been well preserved.

With the exception of the years during the Civil War Hannibal experienced several decades of prosperity from the 1850s to the 1880s. The Hannibal and St. Joseph Railroad was completed in 1859 enhancing the town as a transportation center and after the war it was the center for large lumber mills. Timber was brought down the river from Wisconsin and Minnesota and processed into finished wood products at Hannibal. The town grew by several thousand in these years and many new residences and commercial buildings were constructed.

The brick Italianate buildings on Main Street and adjacent streets are legacies of this period of prosperity. New two- and three-story brick buildings were built along Main and west up Broadway. The Italianate style emphasized decoration and many buildings have detailing such as cast iron and sheet metal eave and window cornices, arched windows, corbelled brickwork, and cast iron columns on storefronts. The Farmers and Merchants Bank at 201-205 North Main and A.W. Lamb Building at 118-122 North Main are both fine examples of the Italianate style.

Hannibal's boom years lasted into the early 1900s. The International Shoe Company built a large complex to the west of the downtown area and became the city's largest employer. A new City Hall, Courthouse, Library, and Municipal Light Plant were built in these years. On Main Street several buildings were razed or destroyed by fire and were replaced by new commercial buildings. These buildings were also of brick construction and were influenced by the Neo-Classical or Colonial Revival styles. Classical decoration was applied to a pressed metal front at 215-217 North Main Street and at 214 Broadway is a Neo-Classical temple front bank building. In addition to brick, other buildings constructed after 1900 were built of concrete or hollow core concrete blocks such as the structure at 117 Hill Street. Hannibal's boom years waned by the 1920s as the lumber and mill factories closed. Building construction slowed considerably during this decade and construction was minimal during the Depression. The few buildings which were built during these decades were either simple in design or were influenced by the Art Deco style. This style was notable for its streamlined and geometric detailing and examples of this style can be seen at 101-109 and 301 North Main Street.

301 N Main St - Art Deco

215 N Main St - Classical

201 N Main St - Italianate Building

Since 1940, little new construction has taken place in Hannibal's commercial area. Periodic flooding by the Mississippi led some businesses to locate in other sections of the city and investment in the downtown area has been limited. A number of buildings along Front Street and Main Street were razed in recent years and demolition continues to occur. Changes such as the addition of modern storefronts has been common to historic buildings and several buildings have had their main facades covered with modern metal panels or other materials.

Despite these changes, downtown Hannibal still contains an impressive collection of 19th and early 20th century architecture. The buildings along Main Street in the Mark Twain and Moses Bates Historic Districts are especially fine examples of ante-bellum and Italianate architecture. The construction of the Mississippi River levee, development of the tourist industry, and protection of the area through local district designation show a positive commitment to the preservation and economic enhancement of Hannibal's commercial area.

Neo-Classical

MAIN STREET ARCHITECTURE

In addition to stylistic influences, most of Hannibal's commercial buildings can be categorized as Two-Part Commercial Block designs. This designation is based on the building's two separate components. storefronts and upper facades. Two-Part Commercial Block buildings were built throughout the country in the 19th and early 20th century and are the most prevalent commercial form in small and mid-size communities.

Storefronts were designed to provide the largest amount of space available for the viewing of merchandise. As much glass as possible was built into storefronts such as large multi-light windows in the ante-bellum period. New technology such as cast iron allowed storefronts to become much more transparent. Cast iron columns and pilasters on storefronts carried the weight of the upper masonry wall and allowed most of the remaining storefront to be glass for display purposes. Storefronts in the late 19th century typically have large display windows, transoms and large glass and wood doors. Entrances were often recessed to provide for additional display areas.

203 N Main Street - Carrara glass

Upper facades contained windows to provide illumination into upper floor areas and the exterior masonry walls were often embellished with decorative brickwork. At the roofline buildings were capped with cornices of corbelled brick, wood, or sheet metal. Sheet metal such as zinc or tin alloys were especially popular for Italianate build since they could be readily formed into many different designs. Entire sheet metal panels were also used to sheath upper facades

The use of cast iron for storefronts extended into the early 20th century. After 1920, most storefronts were build with steel lintels to support the upper façade masonry and a variety of material were used in storefront construction. Large expanses of glass continued to be used along with brick piers, marble and brick bulkheads, and metals such as copper and bronze. During1920s and 1930s decorative tinted glass panels such as Carrara glass and Vitrolite were often applied to storefronts. An example of these type of materials can be seen at the storefront at 203 North Main Street.

After 1910, upper facades generally became more functional and less decorative in appearance except for high style Classical designs. Rounded arch windows gave way to rectangular windows and use of sheet metal for window and roof cornices gradually. Patterns of brick and concrete were often used to decoration to upper facades and different brick surface textures and colors were also used. The coming of the Art Deco style led to the use of vertical bands and geometric designs in brick, concrete, and metals.

Downtown Hannibal retains many original storefronts and storefront elements which should be preserved. Where modern storefronts have been added in recent years it is recommended that future storefront remodeling be undertaken in keeping with historic storefront configurations. Upper facade changes have often included the enclosing of windows with brick or wood panels, removal of cornices, and concealment of details beneath added metal panels. Future rehabilitation of commercial buildings should include the repair or replacement of upper floor elements to maintain and enhance the building's character.

The following design review guidelines have been written to preserve and protect the commercial architecture of Hannibal and to reinforce its future marketing and image as an historic commercial area.

Building has maintained historic character

COMMERCIAL BUILDING GUIDELINES

Materials & Technology

1. ORIGINAL MASONRY SHOULD BE PRESERVED AND MAINTAINED

Required

- Original exterior masonry walls and details should be preserved and maintain
- Masonry which requires repair or replacement should be repaired or replaced with new masonry which matches as closely as possible in color, texture, and profile.
- The painting of masonry walls that have not painted should not take place except for walls extensive patching or repointing resulting in masonry surfaces and contrasting mortar joints.
- Paint should not be removed from historically painted masonry.

2. EXTERIOR MASONRY SHALL NOT BE CLEANED WITH ABRASIVE METHODS

Required

- Masonry surfaces should not be cleaned unless heavily soiled or stained.
- If exterior masonry must be cleaned it should be with the least abrasive means possible such as low pres sure water and detergents and bristle brushes. Low pressure water cleaning and rinsing should be conducted at or below 500 to 600 pounds per square inch. Detergent cleaning or steam cleaning is preferred over the use of chemicals. If chemical cleaning methods are used it is recommended that a test patch be completed and the effects of the method evaluated prior to wholesale cleaning of the building.
- Sandblasting using dry or wet grit and other abrasive cleaning methods are prohibited.
- Cleaning methods involving water or liquid chemicals should not take place during periods of freezing temperatures.

3. MASONRY REPOINTING SHOULD MATCH THE ORIGINAL

Required

- Mortar which is sound should be retained. Wholesale removal of sound mortar to achieve a unified appearance in repointing should not take place
- Masonry repointing should be with mortar to match the original in composition and appearance.
- Mortar joints should be raked to match the original profile.
- Raking of joints should be by hand rather than by electric saws, hammer, and other power tools to avoid damaging the brick.

Tuck pointing with an appropriate mortar

3. MASONRY REPOINTING SHOULD MATCH THE ORIGINAL (continued)
   - Masonry should not be repointed with mortar which has a high portland cement content unless this type of mortar was historically used on the building.
   - The use of synthetic caulking compounds and similar bonding agents should not be undertaken.

4. PRESERVE AND MAINTAIN FOUNDATION WALLS

   Required
   - Original masonry foundations should be preserved and maintained.
   - The concealment of foundation walls through the application of artificial materials such as stone veneers, aluminum, or vinyl siding should not take place.

5. PRESERVE AND MAINTAIN EXTERIOR WOOD SIDING

   Required
   - Exterior wood siding such as weatherboard, clapboard and shingles should be maintained and preserved.
   - Regular maintenance such as painting and repair should occur to frame buildings.
   - Wood siding should be repaired and replaced with materials, profiles, and designs to match.
   - Paint on wood siding should be removed through the gentlest means possible such as handscraping and handsanding. The use of electric hot-air guns or heat plates is also acceptable if used with care.
   - Sandblasting or waterblasting of wood siding is prohibited.

   Recommended
   - Replacement of wood siding should be kept as minimal as possible and overall replacement on primary and secondary facades should not exceed 25% of the facade's total square footage of siding unless significant deterioration can be demonstrated.

Decorative wood shingles at 215 Hill Street

6. WOOD SIDING SHOULD NOT BE CONCEALED OR OBSCURED

Required

- Exterior wood siding materials should not be concealed, obscured, or otherwise covered with other materials. Artificial materials such as aluminum, steel, vinyl, or asbestos sidings, and brick, stucco, and stone veneers, should not be applied over original wood siding.
- Soffits and eaves should not be enclosed or concealed with artificial sidings.
- Replacement of hew wood siding is recommended to be clapboards, machined \wood shingles with less than 5 It exposure.
- Rough split wood shakes, plywood siding, pressed wood (T1-11), or barn siding are not recommended.

7. PRESERVE AND MAINTAIN EXTERIOR METAL ELEMENTS

Required

- Metal elements such as cornices and window hood molding should be maintained and preserved. Removal of such elements should not take place.
- Repair of sheet metal details should be with similar materials designed to match the original.
- Repair and replacement of historic metals should be with compatible metals to avoid galvanic corrosion.
- Soft metals such as lead, tin, copper, and zinc should be cleaned using chemical methods. Sandblasting or other abrasive cleaning methods are prohibited.
- Wrought and cast iron elements should be cleaned by handscraping and wire brushing. Low pressure dry grit blasting may be acceptable as long as the surface of the iron is not damaged.
- Replacement of original metal elements with similar materials is recommended. The use of replacement materials such as wood or glass fiber (GFRC) reinforced concrete may also be appropriate.

STOREFRONTS

8. MAINTAIN ORIGINAL STOREFRONT CONFIGURATION

Required

- Original storefronts should be maintained and preserved. Original doors, bulkheads, display windows, transoms, decorative glass or other elements should not be removed unless their deterioration can be demonstrated.
- Storefront elements that are clearly deteriorated should be replaced with new elements to match the original.
- New storefront designs for historic buildings should follow traditional storefront composition and arrangement. Original elements remaining on a remodeled storefront should be preserved and incorporated into the new design. The replication of storefronts based upon historic photographs, drawings, or similar evidence is encouraged. Historic photographs and drawings of many Hannibal buildings can be found at the Hannibal Public Library and Hannibal Arts Council.
- New storefronts should follow historic storefront patterns and include elements such as recessed entrances, display windows resting on bulkheads, and transoms.

9. PRESERVE AND MAINTAIN ORIGINAL ENTRANCES

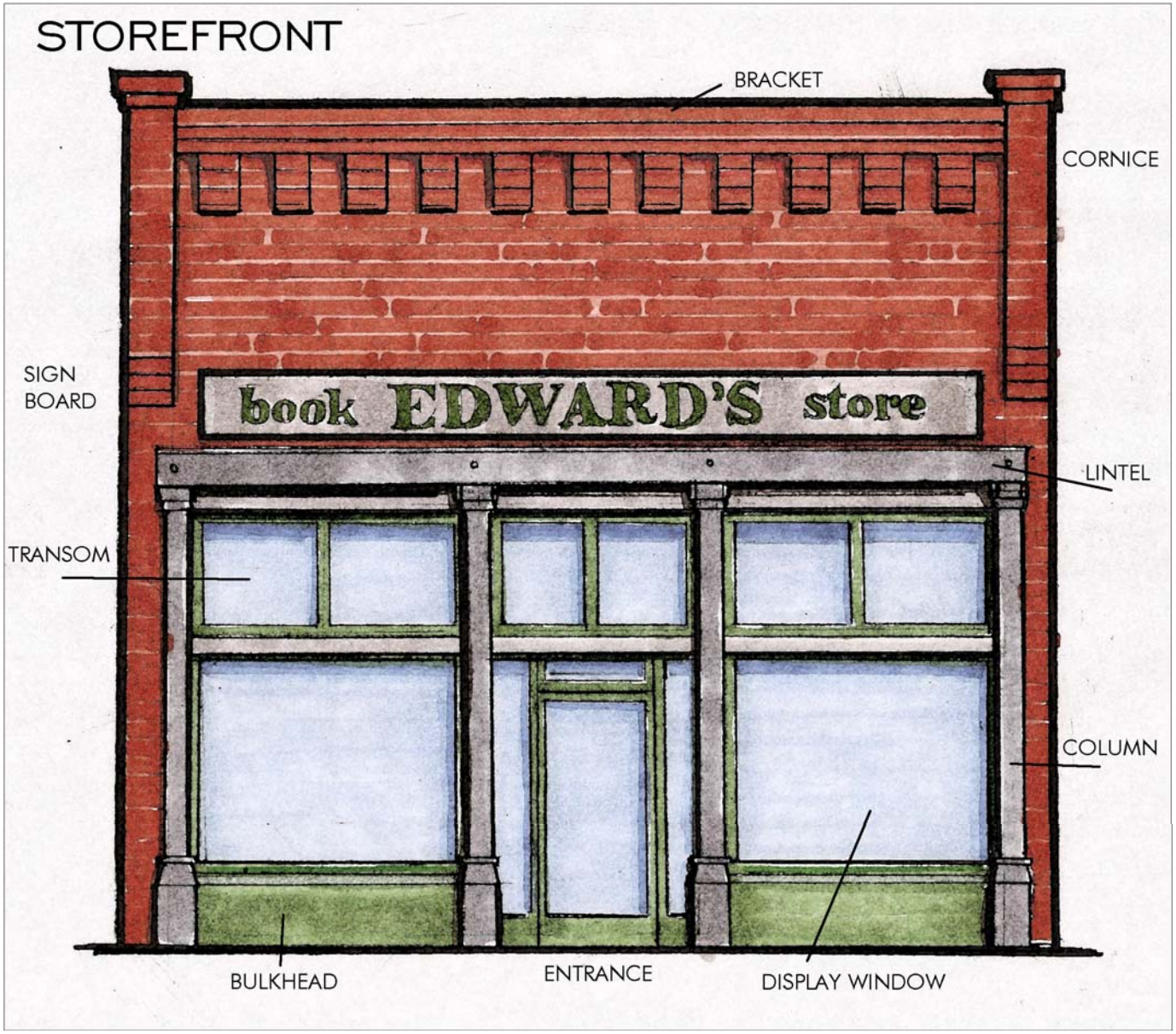
Required

- Original entrance elements such as doors and transoms should not be removed and replaced unless extensive deterioration is evident.
- Entrance openings should not be enclosed or removed.
- Unfinished or raw aluminum doors should not be added to storefronts; metal doors with a dark bronze finish or baked enamel finish are appropriate.
- Original recessed entrance openings should not be removed or altered.

Recommended

- If original doors are no longer extant, doors appropriate for the building's style and period should be added. Single light glass and wood doors are appropriate for late 19th and early 20th century storefronts.
- New entrance openings on storefronts should not be added. If an additional door opening to a building is required to meet fire codes the rear facade is the most appropriate location. New entrance openings on rear facades should be simple in design such as single light glass and wood doors.
- Entrances which must added on primary storefronts may be either flush with the street and hinged to open into the building or recessed. Single t lass and wood doors are recommended for new storefront entrance openings.

Original doors at 324 N Main Street


STOREFRONT
BRACKET
CORNICE
SIGN BOARD
book EDWARD'S store
LINTEL
TRANSOM
COLUMN
BULKHEAD
ENTRANCE
DISPLAY WINDOW

10. PRESERVE AND MAINTAIN ORIGINAL DISPLAY WINDOWS

Required

- Original display windows should be preserved and maintained and original elements such as copper or bronze mullions or other framing features should be retained.
- Display window openings should not be covered or reduced in size with added materials.
- Tinted glass should not be installed.
- Where new display windows are required, they should match the original window dimensions in size and scale.

Recommended

- New display windows should have mullions of copper or bronze as opposed to raw aluminum. If aluminum is used it should be primed and painted.
- New display windows should be of clear insulated glass. The use of shades or blinds on the inside of the window is more appropriate than tinted glass.

11. PRESERVE & MAINTAIN ORIGINAL CAST IRON, STONE, & BRICK COLUMNS

Required

- Original cast irons columns and pilasters, brick piers, or stone piers on storefronts should be preserved and maintained. Such elements should not be obscured or concealed.

12. PRESERVE & MAINTAIN TRANSOM OPENINGS

Required

- Original transoms and transom openings should be preserved and maintained.
- Transom openings should not be enclosed or concealed.
- Historic transom materials such as prism glass or leaded glass should be preserved and maintained.

Recommended

- New transom glass should be clear and tinted glass should not be installed.
- Transoms are appropriate locations for painted window signs.
- Ground Floor Unit Air Conditioners, if used, should be located in transom and not project past exterior surface plane.

Not Recommended

- Mechanical Equipment is not recommended on street facades; including, but not limited to the following: meters, electrical service entrances, vents, louvers, air intakes, exhausts.

Great examples of façades with intricate details well restored and maintained.

13. PRESERVE AND MAINTAIN ORIGINAL BULKHEAD DESIGNS AND MATERIALS

Required

- Original wood, brick or tile bulkheads should be preserved and maintained and should not be altered or obscured.
- If original bulkheads are missing new bulkheads of wood designs are recommended. Brick bulkheads may also be added if they match the original brick on a building or if they are painted to complement other storefront elements.

Recommended

- HARDWOOD: Veneered plywood, or dimension hardwood is recommended

Not Recommended

- OSB Wafer Board Sheathing, or other rough grade plywood, should not be used as finish material.

Rectangular bulkhead panels at 215 N Main Street.

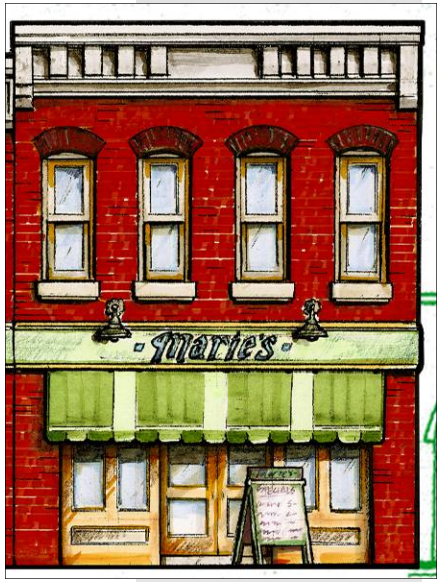
14. AWNINGS OR CANOPIES ARE APPROPRIATE FOR STOREFRONTS

Required

- Original or historic awnings of wood or metal construction should be retained and preserved.
- Modern metal awnings on historic storefronts should not be installed.

Recommended

- The installation of retractable or fixed canvas awnings to storefronts is appropriate.
- Canvas, vinyl-coated canvas, and acrylic are recommended awning materials.
- Awnings should be placed above display windows or transoms on storefronts and above upper facade windows. Awnings should not be applied to obscure upper facade masonry and detailing.
- Modern metal awnings on storefronts may be retained in a remodeling if covered with canvas or other appropriate materials.
- Recommended awning designs are standard or shed awnings. Also acceptable are circular or accordion designs. Box or casement awnings are more non-traditional and less appropriate, however, these may be installed if requested. valences should be in keeping with traditional patterns such as scalloped, wave, or sawtooth designs.
- Awnings should be designed to relate to the shape of the opening it covers. Most transoms and display windows are rectangular in shape and rectangular straight sided awnings are recommended for these openings. Arched awnings are suitable for arched entrance or window openings.



15. PRESERVE AND MAINTAIN PORCHES ON STOREFRONTS

Required

- The location and configuration of original porches on commercial buildings or residences converted to commercial use should be preserved and maintained.
- Deteriorated porch elements should be repaired with materials to match rather than replaced.
- Original porch elements such as columns, floors, railings, and decorative trim should not be removed. If replacement is required new elements should match the original in design, materials, and dimensions.
- Porches may be enclosed with screen panels as long as the panels have a minimum number of vertical and horizontal framing members to support the screening. These panels should be recessed behind existing porch columns and rails. Screen frames should be of wood. Aluminum and metal frames should not be installed.
- Porches should not be enclosed with glass, wood, aluminum or similar materials.
- Glass panels may be applied to porches on rear facades or secondary facades which are not readily visible. Glass panels should be set behind porch columns and railings and installation should not result in the removal of any original porch materials.
- Porches shall not be added to a primary or secondary façade which originally did not have porches on these facades. If architectural or historical evidence exists which supports the previous existence of a porch its reconstruction may be permitted.

16. PRESERVE AND MAINTAIN ORIGINAL PORCH ELEMENTS

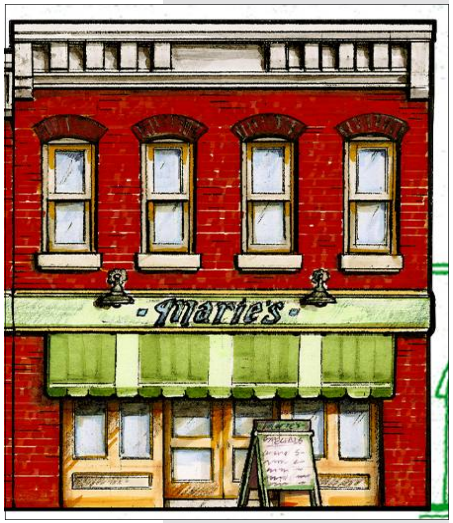
Required

- Original porch floor materials such as wood and concrete should be maintained and preserved.
- Wood porch floors should be retained and not replaced with concrete or brick
- Wood or concrete porch floor areas which are deteriorated or cracked should be repaired with matching materials.
- Deteriorated porch columns should be repaired rather than replaced.
- If replacement of wood columns on storefronts is required, wood columns to match the original in size, appearance and dimensions should be added. Replacement with metal or aluminum columns should not occur.
- Wrought iron or similar metal columns or posts should not be used to replace original wood or brick columns.

16. PRESERVE AND MAINTAIN ORIGINAL PORCH ELEMENTS (continued)
    - Original porch railings should be preserved and maintained.
    - Repair of porch handrails and balusters should be undertaken rather than replacement. If replacement is required it should be of materials, design, and dimensions to match the original.
    - The installation of a new porch railing for a porch that was originally built without a railing is discouraged. If required for safety or access reasons the railing should be simple in design with square or turned balusters

17. ORIGINAL EXTERIOR STAIRS SHOULD BE PRESERVED AND MAINTAINED
    Required
    - Original concrete, brick, or wooden stairs leading to a porch or entrance on a storefront should be preserved and maintained.
    - Original wood, brick, or concrete stairs should be repaired or replaced with stairs of matching materials.
    - Pre-cast or pre-formed concrete stairs should not be installed on storefronts.
    - Handrails for new exterior stairs should be of wood. Wrought iron handrails or rails of other metal materials should not be installed.
    - Access via handicap ramps should be located on rear facades or secondary facades which are not readily visible. Ramps with concrete bases and pipe rails are appropriate if used on rear facades. If required on storefronts they should be of wood construction with design and detailing compatible with the building. Simple handrails and square or turned balusters are appropriate for handicap ramp construction.
    - The construction of ramps should result in a minimal loss of historic building elements as possible.

SIGNS & STREETSCAPE



Signs are appropriate at many building locations

18. SIGNS SHOULD BE PLACED AT TRADITIONAL, SIGN LOCATIONS

Required

- Wall signs should not exceed the height of the building cornice.

Recommended

- Wall signs should be placed on the flat surface of the building.
- Wall signs may be painted or applied directly to the face of the building.
- Traditional locations for wall signs are above transoms, on cornice fascia boards, or below cornices.
- Sign brackets for projecting signs should be located no higher than second floor window sills.
- Awning valences may be used for signs.
- Neon may be used on the interior of buildings. The application of neon signs to exterior locations is not appropriate.
- Sign symbols and logos provide for ready identification of a business and their use is encouraged.

19. THE NUMBER OF SIGNS PER BUILDING SHOULD BE KEPT TO A MINIMUM

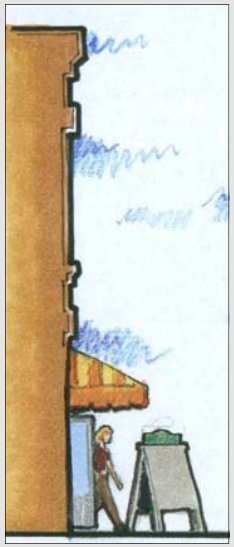
Required

- Freestanding signs in the downtown commercial area shall not exceed one per street
- Wall signs shall not exceed 20% of the face of the building to which they are attached
- No more than three signs per building is recommended excluding window signs

20. HISTORIC SIGN MATERIALS SHOULD BE USED

Required

- Historic sign materials such as finished wood, and brass and copper letters are appropriate for the commercial district. Materials such as plywood, plastic substrates, and unfinished wood are not appropriate for the downtown area.
- Sign brackets should be of wood or pre-painted or finished metal
- Signs should be mounted to minimize damage to historic materials. Mounting bolts on masonry building should be applied to go through mortar joints rather than the face of the brick



21. SIGN COLORS SHOULD BE COORDINATED WITH OVERALL BUILDING COLORS
    Recommended
    - Signs should have no more than two or three colors.
    - Dark backgrounds with light letters are appropriate and should be considered for sign colors. Dark colors are also appropriate since they complement the dark red colors of masonry in the downtown area.

22. SIGNS SHOULD BE COORDINATED WITH ADJACENT BUIJ.DINGS
    Recommended
    - The location, size, and placement of signs should compliment those of neighboring or adjacent buildings.
    - Signs which are out of scale or have substantially different locations from adjacent buildings should be avoided.

23. COLONIAL, OR 'WILLIAMSBURG" SIGNS SHOULD BE AVOIDED
    Recommended
    - Contemporary sign designs and signs based on styles from the mid-19th and early 20th century are appropriate.
    - Signs reflecting an earlier period of history such as Colonial Williamsburg or New England are not appropriate and should be avoided.

24. HISTORIC WALL SIGNS SHOULD BE PRESERVED
    Recommended
    a. Historic wall signs painted on exterior masonry walls should be and maintained. Wall signs may be touched up with new paint if desired. Use paint and design matches the original.

25. SIGNS SHOULD NOT OBSCURE OR CONCEAL ARCHITECTURAL DETAILS
    Recommended
    - Signs should not conceal or obscure original decorative designs or detailing on storefronts or upper facades.
    - Transom panels should not be covered or obscured with signs.

26. TRADITIONAL SIGN LETTERING IS RECOMMENDED
    Recommended
    - Letters should not exceed 18 inches in height. on all signs.
    - Serif style letters are more appropriate than san serif styles and their use is encouraged.
    - No more than 60% of a sign's total area should be occupied by lettering.

27. LIGHTING FOR SIGNS SHOULD BE CONCEALED

Recommended

- Light fixtures for s should not be readily visible from the street or sidewalk level.
- Incandescent lights rather than spot or floor lights are preferable.
- Internally lit signs not recommended.

28. PARKING LOTS SHOULD MAINTAIN ALIGNMENT

Recommended

- Parking lots should be consistent with the alignment found along each block in the downtown area. All buildings in the commercial area are flush with the sidewalk or have a setback of only a few feet. Parking lots introduced into the downtown area should maintain this alignment through landscape elements such as trees, hedges, low shrubs, earth berms, or brick or wood fences.

Buffer the edges of parking lots with landscaping
(Washington, Missouri)

29. LANDSCAPING SHOULD BE PROVIDED FOR PARKING LOTS

Required

- Parking lots in the commercial area should be landscaped through the use of low shrubs trees, and other plants. Live trees, ten (10) inches or larger in caliper (diameter) should be retained and incorporated into parking lot landscaping.

30. LANDSCAPING SHOULD COMPLEMENT BUILDINGS

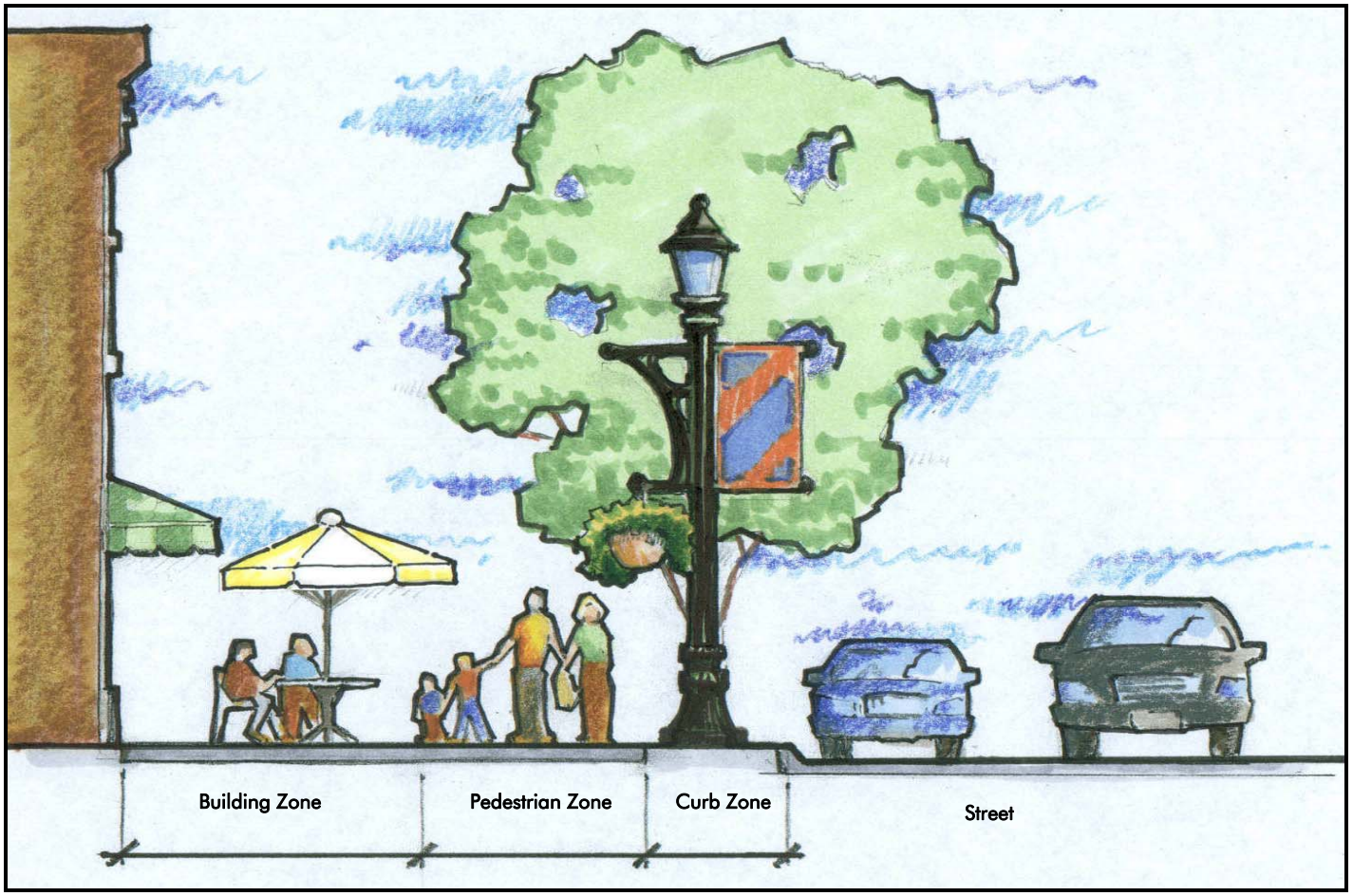
Recommended

- Trees of limited height and dimensions are appropriate for the commercial area, Shade trees have been added along several blocks of Main Street, in recent decades and are appropriate for the downtown area. The planting of new trees in the downtown area is to be encouraged as long as the trees have limited height and canopy dimensions at maturity. Trees should be s secondary to the historic building architecture in the commercial area and trees which may mask entire facades or cause continual maintenance problems should be avoided.
- Low plants and shrubs at sidewalks are appropriate. Throughout the commercial area are a variety of flower boxes, shrubs, and other plants.

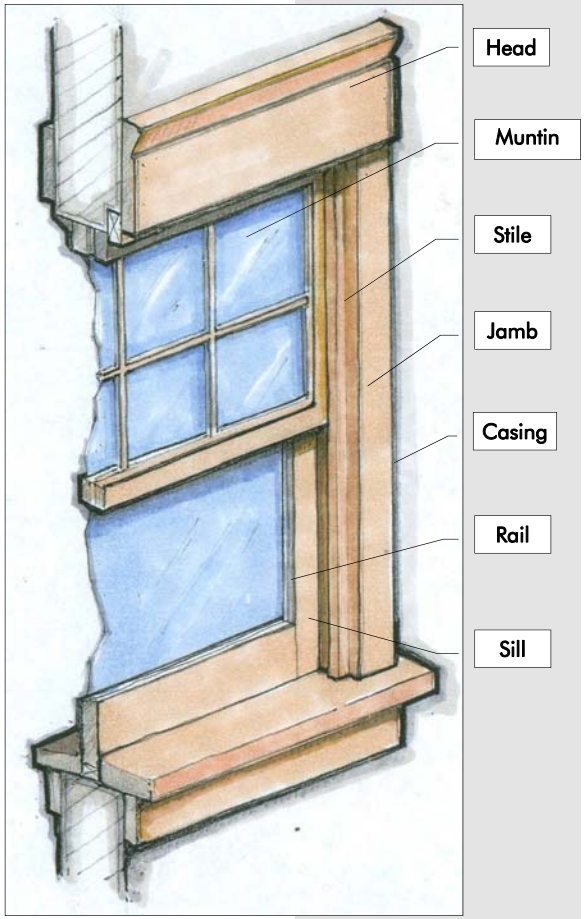
Landscaped Alley, Maplewood

31. SIDEWALK AND STRET IMPROVEMENTS HOULD ENHANCE DOWNTOWN CHARACTER
Recommended

- Streetscape improvements should be coordinated with the historic character of the area. Simple and durable streetscape improvements are desirable
- The installation of historic reproductions of light fixtures should be considered



UPPER FACADES



32. UPPER FACADE WINDOWS SHOULD RETAIN ORIGINAL DIMENSIONS AND DETAILS

Required

- Original window openings, sash elements and details such as cast iron or sheet metal cornices should be preserved and maintained.
- Original window openings should not be enclosed or obscured with added materials.

Recommended

- If original window sash is missing, replacement windows should be appropriate for the period of the building. For ante-bellum structures, six-over-six or four-over-four sash is appropriate. For late 19th century buildings four-over-four, two-over-two, or one-over- one sash windows are preferred. For early 20th century designs one-over-one sash should be installed. Colonial Revival influenced buildings may have six-over-six, six-over-one or similar sash configuration. New windows should have distinct meeting rails and have the appearance of being operable. The use of flush or snap on muntins does not allow for sufficient depth in imitating historic windows and should not be installed.
- Wood is the preferred material for replacement windows. Anodized or baked enamel aluminum windows with white, dark or bronze finishes may also be installed. "Raw" or unpainted aluminum windows are not appropriate.
- Storm windows are appropriate for historic window openings. Acceptable materials are wood, aluminimum with a baked enamel finish or anodized finish. Storm windows should be of full view design or built with the meeting rail to match the meeting rail configuration of the window sash in the opening.
- Existing shutters shall *be* and preserved.

Not Recommended

- Air Conditioning Units are Not Recommended in Upper Façade Windows.
- Mechanical Equipment is Not Recommended on street facades; in eluding but not limited to the following meters, electrical service entrances, vents, louvers, air intakes, exhausts.
- Shutters shall not be added to windows unless evidence of their authenticity can be shown.

33. ROOF CORNICES AND PARAPET WALLS SHOULD BE PRESERVED AND MAINTAINED

Required

- Original brick, wood, cast iron, or sheet metal cornices should be preserved and maintained.
- Original cornice elements should not be concealed or obscured.
- For sheet metal cornices which have deteriorated or missing sections, replacement with new sheet metal elements to match the original profile is recommended.
- Brick, stone, or concrete parapet walls should not be removed or altered. If repair is necessary the mortar and masonry should be repaired to match the original dimensions and materials of the parapet wall.
- Fiberglass, or other synthetic materials, may be used if historic patterns are recreated.

Recommended

- For buildings which have lost their original metal or wood cornices replacement based on historic evidence such as photographs or "ghosts" of cornice designs is recommended. Lacking such evidence, new cornices of wood or sheet metal may be added based on cornices on buildings of similar age and design in the downtown area.

34. HISTORIC COLORS AND TEXTURES SHOULD BE PRESERVED AND MAINTAINED

Required

- Masonry walls that have not been previously painted should not be painted unless repair or additions have resulted in significant contrasts in the brick and mortar.

Recommended

- Stucco or similar exterior insulation systems should not be applied on primary facades. This surface treatment may be appropriate for secondary or rear facades of masonry buildings which are in poor condition or have been sandblasted.
- Colors should be selected to compliment the dominant existing colors of dark red and similar hues.

Cornice and window hood molding and color is preserved

Metal roof cornice at 209 N Main Street

IMPROVEMENTS TO REAR FACADES

35. ADDITIONS ARE APPROPRIATE AT REAR FACADES

Required

- Rear facades are appropriate locations for additions, elevator shafts, exterior staircases, and secondary entrances. These improvements should be kept simple and attempts to create a raise historical appearance should be avoided.
- Wood or masonry construction are appropriate materials for additions. Less desirable are additions of metal or glass.
- Rear additions should be stepped lower than the roofline of the original building.
- The construction of the addition should not result in the loss of substantial material on the rear facade of the original building. The wholesale removal of sections of an original rear wall should not take place unless significant structural deficiencies can be demonstrated. Additions should be designed so that an owner may remove the addition and restore the original facade if so desired.

Screened waste receptacles or large dumpsters

36. MECHANICAL, OR OTHER EQUIPMENT, TO BE SCREENED

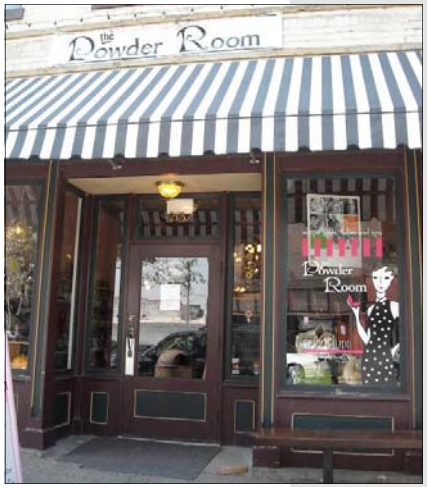
Recommended

- Trash receptacles and dumpsters on rear facades should be screened through the use of masonry or wood panels, landscaping, or a combination of the. two. The use of frame lattice panels on a brick, or masonry base is recommended.
- Mechanical, or other equipment, coolers, freezers, communication, ground mount electrical transformers, meters, loading docks shall be screened.

37. COORDINATE COLORS AND SIGNS WITH THE PRIMARY FACADE

Recommended

- Building colors and signs should be in keeping with those on the primary facade to provide ready identification of the building and occupant.
- Service equipment such as water and electrical conduits should be painted to blend with the overall exterior color of the building.
- Signs for rear facades should follow sign guidelines for primary facades.



ALTERATIONS ACQUIRING SIGNIFICANCE

38. SIGNIFICANT ADDITIONS SHOULD BE PRESERVED AND MAINTAINED
    Required
    - Additions to historic buildings in the late 19th and early 20th century may be significant and should be preserved and maintained. Hannibal's commercial area has a number of buildings constructed in the mid-19th century which were later enlarged by rear additions. Additions from the late 19th and early 20th century may have achieved significance in their own right through their design and detailing. Such additions should be retained and preserved.

39. SIGNIFICANT STOREFRONTS SHOULD BE PRESERVED AND MAINTAINED
    Required
    - Storefronts which were remodeled on historic buildings during the early-to-mid-20th century may have achieved significance and should be preserved and maintained. Several of Hannibal's 19th century commercial buildings were remodeled from 1910 to 1940 with materials such as leaded glass, and glass materials known as Carrara glass and Vitrolite. Other storefronts were remodeled to reflect the influences of the Art Deco and Art Moderne styles. Such storefronts are recognized as having achieved their own architectural significance and should be repaired and maintained.

40. SIGNIFICANT EXTERIOR REMODELING SHOULD BE MAINTAINED AND PRESERVED
    Required
    - Buildings which were remodeled in the early 20th to reflect styles of this period should be maintained and preserved The removal of these alterations or features to original building design is not appropriate. Several 's 19th century buildings were remodeled at a later date to reflect Italianate, Colonial Revival, and other stylistic influences. These remodelings now define the building's architectural character and should be respected and preserved. The removal or remodeling of these facades, even when based on historical evidence, is not recommended.

NEW COMMERCIAL BUILDING GUIDELINES

41. NEW BUILDINGS SHOULD BE CONTEMPORARY IN DESIGN; HISTORIC REPRODUCTIONS ARE NOT RECOMMENDED

Required

- New buildings should have their own design characteristics.
- Successful new construction in historic commercial areas is clearly of its period but avoids direct imitation of historic designs such as reproducing window lintels or elaborate sheet metal cornices. Direct reproductions may cause observers to confuse the old with the new.

42. RECONSTRUCTION OF HISTORIC COMMERCIAL BUILDINGS MAY BE ALLOWED

Required

- Reconstruction of buildings which are clearly documented may take place on their original site. Documentation for Hannibal's historic commercial area is extensive and should be the basis for any building reproductions.
- Reconstructed buildings should be of materials, detailing, and decorative features to match or closely approximate the original building.
- Reconstructed buildings should be clearly designated as a reconstruction as opposed to an original historic building. This may be done through a marker applied to the exterior of the building, freestanding sign, or other method of designation.

43. HISTORIC BUILDING MATERIALS ARE PREFERRED FOR NEW CONSTRUCTION

Required

- Masonry is the preferred building material for new construction in Hannibal although wood is also acceptable. Materials such as glass and metal, vinyl, or stucco are not appropriate and their use should be discouraged.
- Masonry materials such as brick, stone, or concrete, should be compatible in size, profile, and detailing with historic materials.

44. NEW BUILDINGS SHOULD MAINTAIN STOREFRONT AND UPPER FAÇADE CONFIGURATION

Required

- New construction should preserve and maintain the existing alignment and spacing of storefronts and upper facade.

Recommended

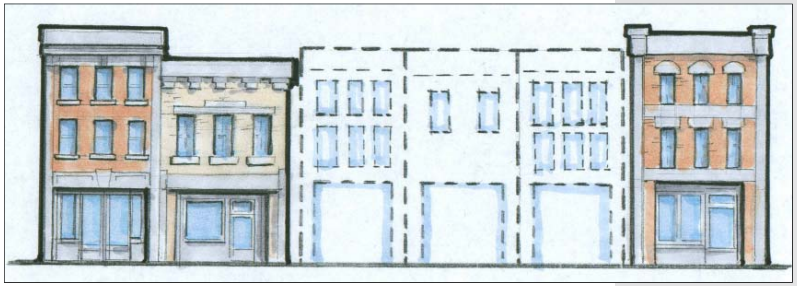
- Either flush or recessed storefronts are appropriate for new buildings. Recessed entrances may allow more flexibility in meeting code requirements.
- New construction should maintain the appearance of the storefront/upper facade arrangement. The first floor areas of new construction should have large expanses of display windows while upper facades should be of solid walls with proportional window openings. The difference between the storefront and upper façade should be clearly defined and expressed through architectural features such as transom bars, differing materials, or paint colors.
- Temporary structures to be used for special purposes are not recommended and will not receive a OA pursuant to this paragraph

45. NEW BUILDINGS SHOULD REINFORCE FACADE RHYTHMS

Required

- New buildings should reinforce the appearance and rhythm of vertical divisions to maintain consistent facade widths.
- Buildings with upper facades of solid brick or glass walls or strong horizontal lines should not be constructed.
- Buildings which are constructed over several lots, or are 50' or more in width, should be built with designs to reinforce the spacing and arrangements of adjacent buildings. This can be done through the introduction of architectural elements on primary facades such as vertical divisions, through stepping of building heights or widths, and through the use of differing textures or colors.

New buildings are same in scale and are aligned with sidewalks



New buildings follow the rhythm of existing buildings

46. NEW BUILDINGS SHOULD RESPECT AILIGNMENT
Required
- New buildings should reinforce the existing alignment and lack of setback of buildings in the commercial area.
- New buildings in the downtown area should continue the existing alignment and proportions of upper facade windows. Windows inconsistent with historic window proportions should installed.
- Window openings on new buildings should be rectangular and arched with vertical, rather than horizontal proportions. Square windows, narrow width horizontal windows, and other designs out of keeping with traditional window forms and proportions should not be installed.
- The use of minimal brick corbelling or banding of brick or concrete to define or decorate windows is appropriate.

47. NEW BUILDINGS SHOULD RESPECT AVERAGE BUILDING HEIGHTS
Required
- a. New buildings should not exceed the average height of buildings
- on a block by more than 10% and present zoning prohibits any
- building over forty five (45) feet.

48. ROOFTOP ADDITIONS MAY BE APPROPRIATE
Required
- Construction of an additional story at the roof of a commercial building is acceptable as long as the addition is stepped back from the main facade and is not readily visible from the street.
- Roof additions should be contemporary in design to distinguish them from the original building.

RELOCATION AND DEMOLITION

49. HISTORIC BUILDINGS SHOULD NOT BE RELOCATED OUT OF A DISTRICT

Recommended

- The relocation or moving of a building or structure from a historic district is inappropriate if the building or structure retains its architectural and historical integrity.
- Moving a building that does not contribute to the architectural and historical character of a district may be appropriate if its removal would result in a more positive visual appearance to the district.

50. HISTORIC BUILDINGS SHOULD NOT BE RELOCATED WITHIN A DISTRICT

Recommended

- Historic buildings within a district should not be moved from one site to another except where threatened with demolition or loss of integrity of site and setting.
- Buildings which are moved to another location in a district should be compatible with adjacent buildings in style, height, scale, materials, and setback, and be similar in site and setting.

51. RELOCATION OF HISTORIC BUILDINGS INTO A DISTRICT MAY BE APPROPRIATE

Required

- Relocation of a historic building into a district may be appropriate if it does not result in the loss of a historic building on the site to which it is moved.
- A building may be moved into a district if it maintains and supports the district's architectural character through its style, height, scale, massing, materials, texture, site, and setting. The building must be architecturally compatible with adjacent structures on its new site.

Recommended

- Where buildings have been moved into a district it is recommended that they be identified through a plaque or marker both the original construction date, original location and moving date.

52. DEMOLITION OF HISTORIC BUILDINGS SHOULD NOT OCCUR

Required

- Demolition of historic buildings and structures should not take place. Demolition may only be approved if one or more of the following conditions are met:

  - If a building has lost it architectural and historical integrity and importance and its removal will not result in a more negative, less appropriate visual effect on the district.

  - If a building does not contribute to the historical or architectural character and importance of the district and its removal will result in a more positive, appropriate visual effect on the district.

  - If the denial of the demolition will result in an unreasonable economic hardship on the applicant as determined by the Historic District Development Commission.

  - If the public safety and welfare requires the removal of a structure or building.

  - If the structural instability or deterioration of a property is demonstrated through a report by a structural engineer or architect. Such a report must clearly detail the property's physical condition, reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. In addition to this report there should be a separate report which details future action on the site.

ROOFS AND ROOFING

53. ROOFS AND ROOFING

Recommended

- Preserving the existing roof shape.
- Retaining the existing roofing material; whenever possible.
- Replacing deteriorated roof coverings with new material that matches the old in composition, size, shape, color, and texture.
- Preserving or replacing, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices! brackets, chimneys, cresting, and weather vanes.

Normal Required

- Roofs with pitch of 3 in 12, or steeper, shall be shingles of fiberglass and asphalt, machined wood shingles or standing seam sheet metal 1/4 : 12.
- Rough split wood shakes are not recommended.
- Roofs with pitch of 2 in 12/ or less, shall be membrane bit built-up type, or flat seam metal.
- Structural ribbed metal panels, or corrugated metal panels, are not recommended for any roof pitch.

Not Recommended

- Applying new roofing material that is inappropriate to the style and period of the building and neighborhood.
- Replacing deteriorated roof coverings with new materials that differ to such an extent from the old in composition, size, shape, color, and texture that the appearance of the building is altered
- Stripping the roof of architectural features important to its character

MAINTENANCE

EXTERIOR WOOD SIDING

- Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.
- All exposed wood should be kept painted or treated with preservatives.
- Repairs for wood siding such as cracks can be made through the use of waterproof glue or plastic wood. Large cracks may be filled with caulk followed by putty or plastic wood. The surface should then be sanded, allowed to dry, and painted.
- Where exterior siding has to be replaced the use of pressure treated wood is recommended to prevent deterioration.
- Oil based paints are recommended for exterior siding.

MASONRY AND MORTAR

- Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, waterblasting and other abrasive cleaning methods are detrimental to historic buildings and should not be used.
- Repointing of historic mortar should be with a mortar which matches the original in appearance and composition. Most mortar from before 1900 was composed of lime and sand and a mortar with similar content should be applied. The use of Portland cement is generally not appropriate due to the hardness of the mortar versus the softness of the brick.
- Most silicone based or waterproof coatings have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The use of these products is discouraged.

ROOF, CORNICES, CHIMNEYS

- Check the roof regularly for leaks, deterioration of flashing, and worn roof surfaces such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water related problems.
- Know what metals are used in your cornice or roof's flashing and use only similar metals during replacement or repair. Different metals should not touch each other or a galvanic reaction may occur leading to corrosion.

ROOF, CORNICES, CHIMNEYS (continued)

- Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with a iron oxide oil base. Asphalt based paints and aluminum paints should not be used on historic metals as they could accelerate the rusting process.
- Chimneys should be regularly checked for cracking, leaning, spalling, and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is recommended to keep out moisture.

GUTTERS AND DOWNSPOUTS

- Keep gutters and downspouts in good repair. Make sure they are properly connected, are clean of leaves and other debris, and channel water effectively away from the building. Seal all cracks in downspouts with silicone caulk or sealants.
- The use of splash blocks to keep water away from the foundation is recommended.
- Gutters and downspouts which are deteriorated should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferable to corrugated designs.

FOUNDATIONS

- All water should drain away from a building and should not enter the foundation
- Trees, shrubs, and other plants should be kept well away from the foundation to prevent damage from moisture and root movement

ENTRANCES

- Doors, transoms, and sidelights should be kept clean and the glass should be continually washed.
- Original locks and hardware should be oiled and in good repair. If hardware is missing deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.
- Doors with stained wood finish should be and paint over the wood finish is not recommended.

WINDOWS

- Windows should be kept clean and free of dirt and grim. Wood sash surfaces should be painted regularly.
- Windows should be kept caulked and sealed to aid in energy conservation.
- Shutters and blinds should be kept painted and in good repair.
- Old or deteriorated curtains or shades behind windows should be removed or replaced.

AWNINGS

- Canvas awnings should be washed periodically and kept in good repair.
- Awning hardware should be regularly checked for rust or loose mechanisms.
- Awnings which become torn or otherwise deteriorated should be replaced.

SIGNS

- Abandoned signs and sign hardware should be removed from buildings.
- Signs should be kept painted and mounting bolts should be checked to make sure they are secure.
- Light fixtures, conduits, and wiring for signs should be inspected and replaced when necessary.

BUILDING DESING EXAMPLES

CRESCENT
VAC - SHACK

CRESCENT

CONCORD CUSTOM
CLEANERS

THIS & THAT
THIS & THAT

REAL ESTATE

403
DIREC
DIRECTV
BRASHEARS
BRASHEARS
·B·P·O·E·

STREETSCAPE DESIGN GUIDELINES

The term Streetscape typically refers to exterior public spaces located between the building facades on one side of the street and the building facades on the other side of the street. An organized streetscape with combined lighting and way-finding signage is more efficient and user-friendly for visitors to the Downtown.

Street Improvements

In order to a create a friendly pedestrian atmosphere conducive to a civic and retail presence, the vehicular traffic around the square needs to be addressed. The existing streets widths are overly generous and enable a "racetrack mentality" around the square. The width of streets could easily be reduced by 8 to 12 feet and still allow for two lanes of one-way traffic to flow. This would have a traffic calming effect allowing pedestrians to feel much safer crossing the street, as well as, quieting the street activity in consideration of outdoor strolling and dining.

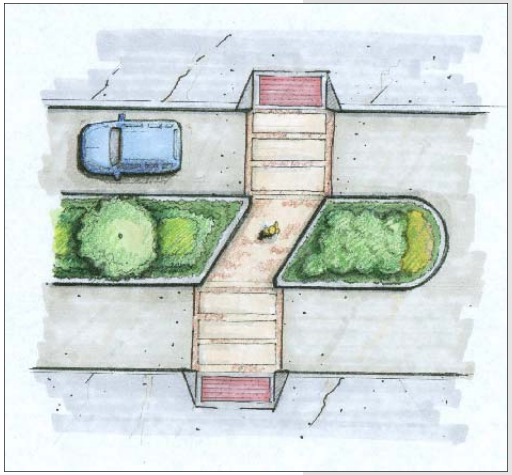
Pedestrian Access and Sidewalks

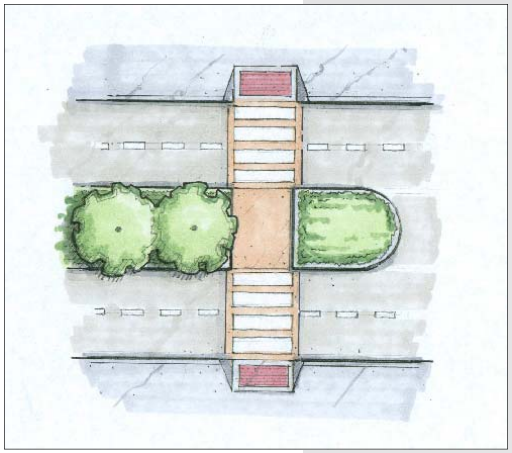
- A clean, clear and well lit pathway for pedestrians should be provided from any remote parking area to the Downtown. This pathway will also need to comply with Federal ADA Accessibility Guidelines.
- Sidewalks should run continuously through an entire block to create a clearly defined pedestrian pathway and minimizing conflicts between people and vehicles.
- All roadway crosswalks should be clearly marked with signage and striping.

Fountains

The introduction of fountains could enhance the downtown area by creating mini-plazas. These fountains could be simple bubblers out of the sidewalk that provide a refreshing respite in the summertime.

- Fountain water should be left in its natural state





Suggestions for sidewalk alignment and designation.

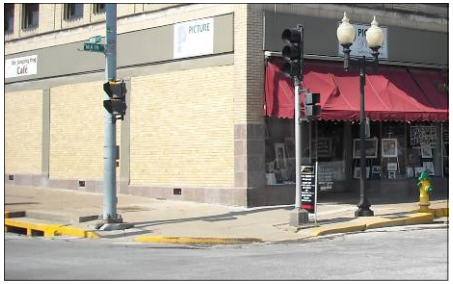
Design Coordination

A comprehensive design approach to the Downtown will result in a more successful project. A district can display a sense of order and rhythm through the repetition of design elements on buildings and street furnishings. A sense of arrival should exist upon entering the Downtown.

- The district should have well lighted and maintained streets and walks.
- Particular care should be devoted to the main entries and corridors as these will be the first impressions of the downtown area.
- Good, clear signage provides an invitation to enter and visit attractions.

Infrastructure

- Curbs should be in good repair and a consistent material along the street. There should be no gaps or areas of uneven elevation along the curb line. At all street intersections there should be ADA compliant curb cuts.
- Poorly working or non-existent storm drains can create an undesirable situation at street intersections when runoff water collects in large pools. This condition makes pedestrian access virtually impossible and must be corrected.
- A public works project should be considered in connection with any other work such as sidewalk, curbs or street pavement to minimize street closings and maximize cost savings through economies of scale.
- Overhead electrical and telephone lines may pose a visual distraction from the overall unity of downtown. Although costly, relocation of overhead utilities should be considered, especially with each new development/redevelopment project



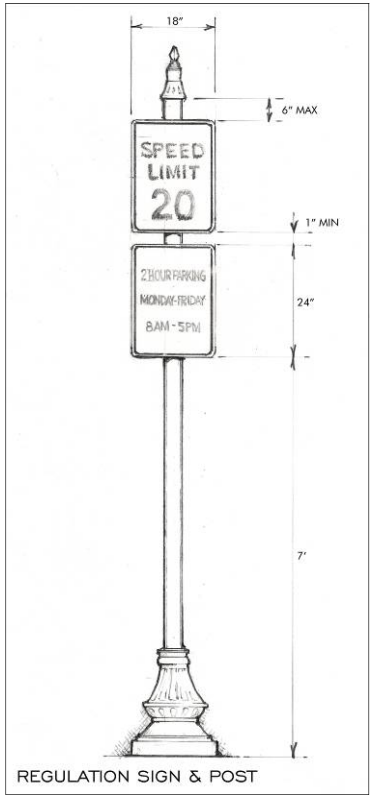
Existing Curb Cuts & Sidewalks

Signs and Banners

Signage should be used to identify, define and promote the downtown area and its activities. Individual building and business signage discussed in Section II. A. 8) and wayfinding techniques and components to assist in navigation through the area will be addressed in Section V.

- Street name signs should be chosen and installed that are distinctively different from the street name signs located in the rest of the community. This will reinforce a feeling of 'place' in the downtown.
- Street address signs should be uniform throughout the downtown area and prominently displayed. Merchants can be encouraged to adopt the same type of sign.
- The style of the street name and street address signs should complement if not match completely. A 'historic plaque' type can provide a very elegant touch. The style, font, and colors of these signs should be easily read.
- Regulation & Directional Signage - In order to reduce visual clutter an effort should be made to combine signage where possible.

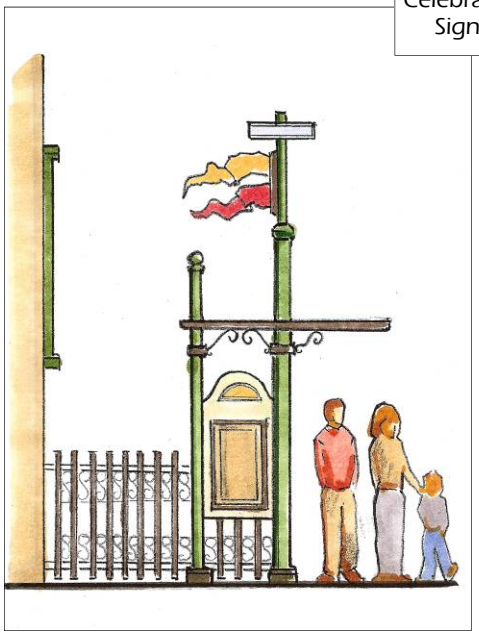
Cohesive Street Signs Downtown
Washington, Missouri

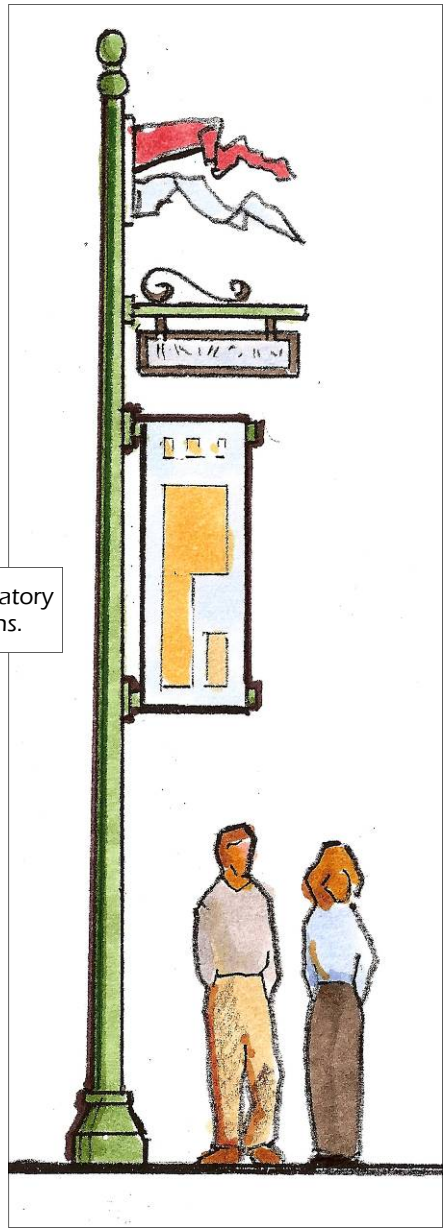


REGULATION SIGN & POST

Stop Sign
St. Charles, Missouri

- Banners and other temporary signs should be allowed, but restricted as to size, prevalence, and length of display.
- Hung from the light poles, seasonal banners or decorations approved by the City can tie the downtown area together.
- Banners can also add a sense of excitement while providing information about upcoming events or festivals.
- Banners should be well designed and are most effective with a simple design, repeated throughout downtown, minimal lettering, and no sponsor panels.
- The banner brackets used for these banners should be maintained by the City and only for use by the City.
- Banners should be changed on a regular schedule and replaced as needed.
- Balloons, pennants, and other distracting sign novelties should not be allowed in the downtown area.
- Murals must have an artistic component and are allowable by City approval only.





Celebratory Signs.

Current Hannibal Street Signage

Parking and Service Areas

- Adequate parking to support business and retail tenants must be provided. Street parking will accommodate some but not all of the required parking spaces.
- Well lit and landscaped parking lots on previously vacant property near Downtown is a good solution for additional parking spaces.
- Provide planting buffers at the edges of parking lots or use decorative paving to define the site border.
- Include landscape islands throughout the lot. This will improve the aesthetics as well as the storm water run-off.
- Side or rear locations off the main street are preferred for parking lots.
- A clear and well lit pathway for pedestrians from any parking area in the Downtown should be provided.
- The street, alley and sidewalk pavement should be in good condition with no tripping hazards for pedestrians.
- Crosswalks should be clearly marked and free of landscaping and other obstacles to provide a clear view for traffic.
- Care must also be taken that lots are policed in the evening as they will tend to become a gathering place for

Buffer the edges of parking lots with landscaping

Parking Meters

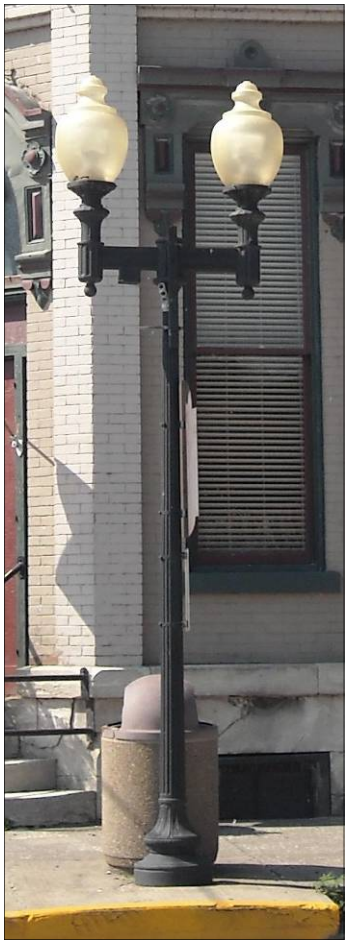
Parking meters can contribute to the overall sense of clutter, therefore coordination with other elements should be considered. The economic benefits of revenue from parking meters is often offset by the costs to enforce the meter limits and the unseen costs of discouraging customers from parking in downtown.

- Meter poles should be of the same design as light and signage poles.
- To reduce the clutter from the number of poles, two adjacent parking spots should share one pole.

Lighting

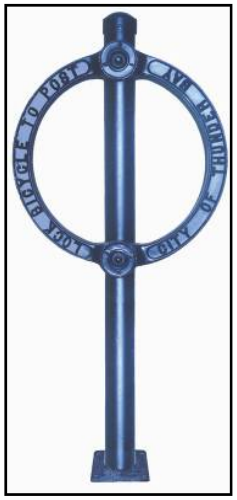
Lighting of the Downtown should provide the minimum illumination required by the Missouri Department of Transportation for the road surface.

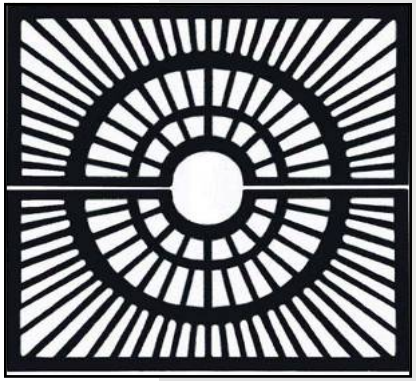
- The sidewalks should be provided with pools of light at a higher level of illumination than the roadway.
- Storefront lighting can add to the pedestrian walkway illumination.
- Street lighting should be on pedestrian height poles and project light down onto the sidewalk not out into second floor windows.
- Lighting should be uniform in style, type, height, and brightness throughout the area.
- The antique replica light poles are not preferred unless it can be shown that they previously existed, however, the style used in the current streetscape plans should be continued as a them throughout the downtown.
- Lighting poles with brackets for banners or electrical outlets can effectively display temporary or seasonal City approved decorations.
- An overall lighting design strategy should be developed to ensure appropriate lighting levels.
- The lighting plan should not neglect parking areas, rear entrances, and alleys.



Site Furnishings

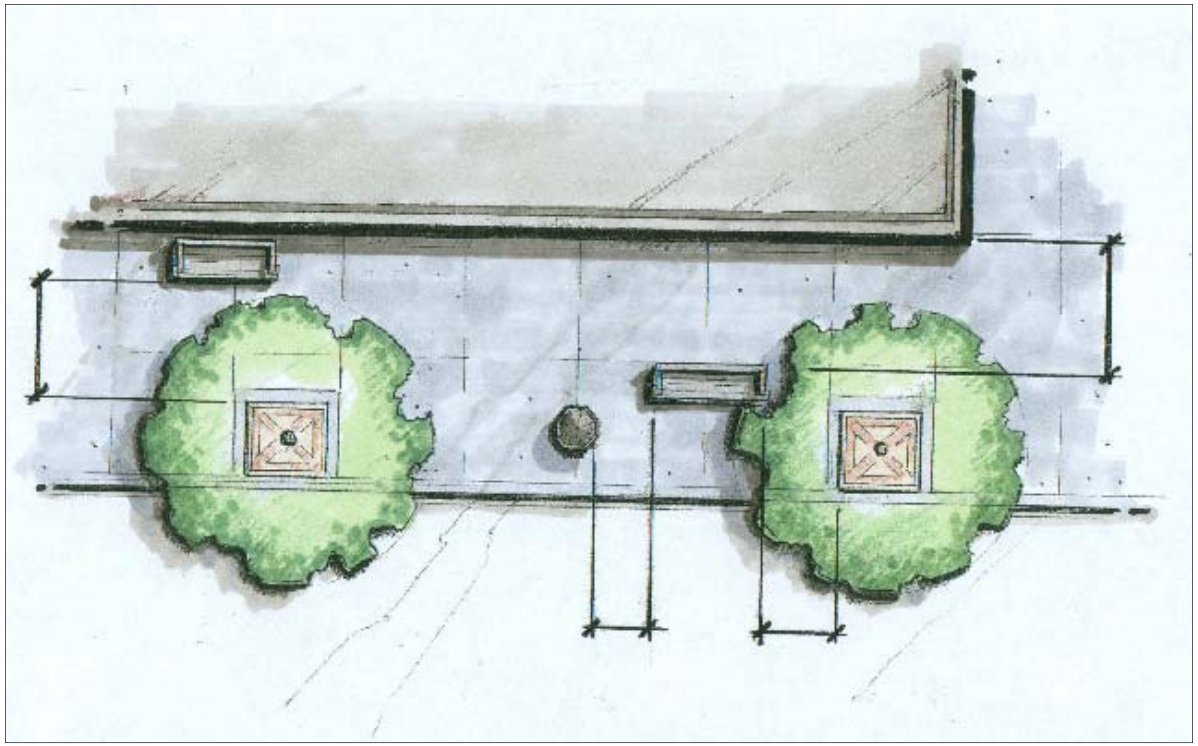
- Benches within the streetscape encourage social interaction which contributes to a successful neighborhood.
- Planters and window boxes provide color and can be a volunteer rallying point if maintained by a local club or organization.
- Public art and sculpture can provide an inspirational atmosphere in which people enjoy lingering.
- Trash receptacles provide a place to dispose of potential litter.
- Grouped together, such furnishings will enhance the downtown and provide a gathering place for pedestrians.
- Furnishings should be coordinated with light and sign poles to present a unified look to the streetscape.





Site Furnishings

- The minimum distances shown represent suggestions for installation placement. Actual distances may vary due to site conditions.



Landscaping

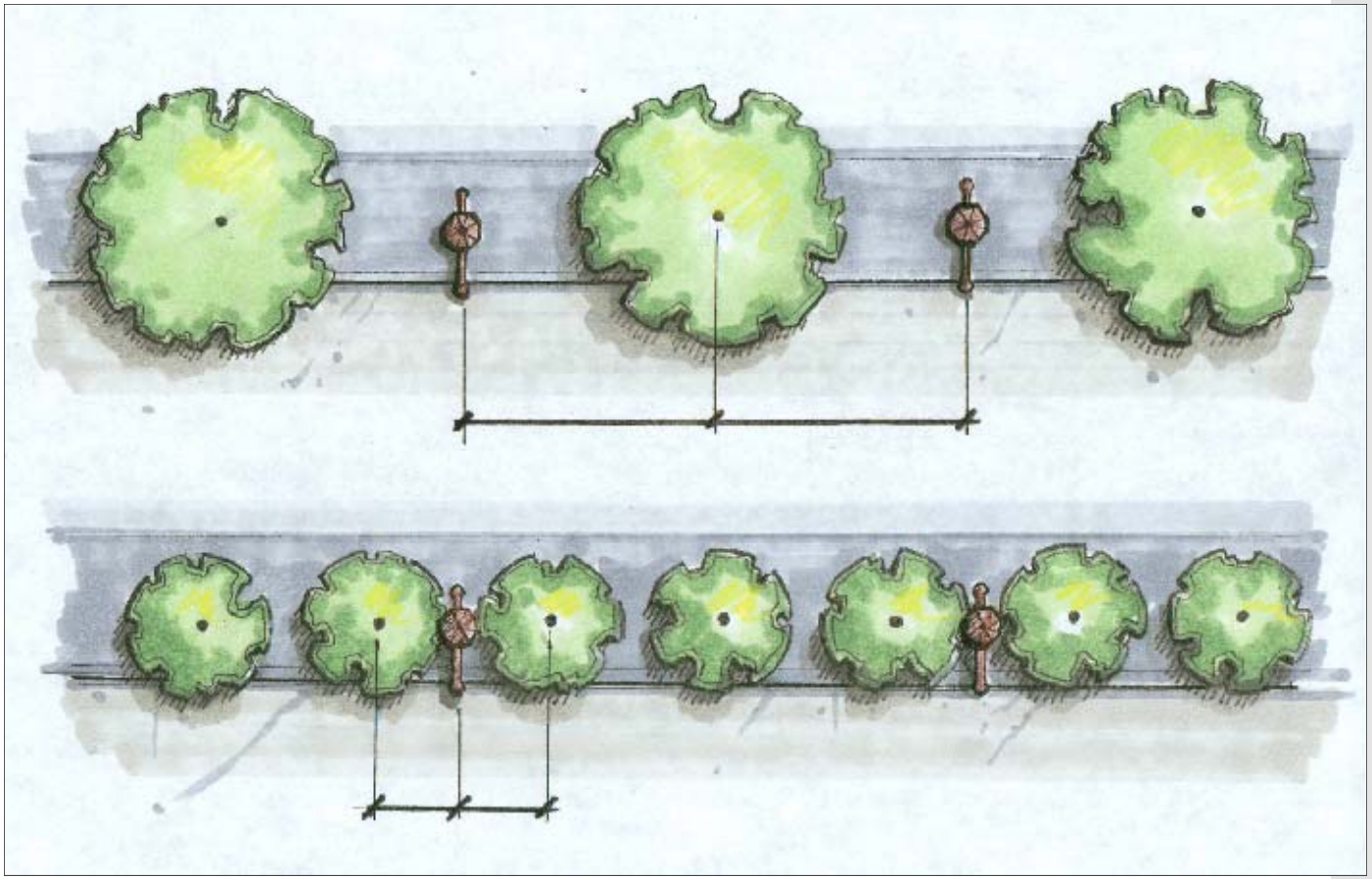
- Landscaping zones can also be identified along side streets to complement, but not obstruct building facades.
- If landscaping in front of a business is desired, plants in movable containers should be considered where no available landscape strip is present. Containers should never be place in the pedestrian pathway but rather immediately adjacent to buildings or curbs.
- Trees work best when planted in groups or islands where they can thrive on larger volumes of soil.
- Trees and shrubs should be of and hearty verity common to the region but specified at a size which will allow a minimum of seven feet of clearance before any lateral branching begins.
- The fullness of the tree should be considered to avoid excessive roosting of birds.
- Fruiting berries or other intricacies of a trees annual cycle should be a maintenance and clean-up concern.
- Trees should also be chosen for their root growth structure. Care should be taken to select varieties with downward growing roots, not lateral growth that will damage surrounding concrete features.
- Shrubs should be massed in groupings of five to seven plants with no more than two different species within a planting bed.
- Locate plantings in traditional areas of the site. For residential buildings, plantings along fences, walks, foundations, and at porch edges are good locations.

Landscaped Alley, Maplewood

Planters at Store Entrance, Washington, Missouri

Landscaping

- The minimum distances shown represent suggestions for installation placement. Actual distances may vary due to site conditions.
- Street Trees tend to be one of the most controversial streetscape elements, but they are well worth the trouble. The natural feeling provided by correctly placed, selected, and cared for trees is critical to connecting with pedestrians.



WAYFINDING

Wayfinding Principles

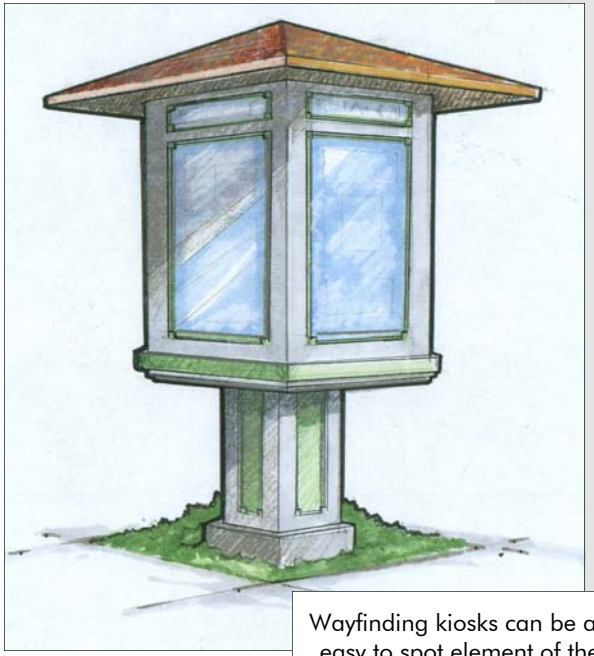
Wayfinding is an indispensable tool for directing travelers to destinations while at the same time creating a positive first impression. The term wayfinding was originally coined by Kevin Lynch in his seminal 1960 book *The Image of the City*. Lynch presented the concept that people use a cognitive map to move through their environment to their destination. Wayfinding develops a system to assist travelers in interpreting the map.

Wayfinding systems have been used for many years in institutions such as colleges and corporate headquarters. As it is commonly recognized today wayfinding helps travelers *find* their *way* to the destination, in this case Downtown.

In relation to community planning and specifically to downtown Chillicothe, the goal of the wayfinding system is to make the journey to Downtown as transparent and seamless as possible. Furthermore, by taking a comprehensive approach in developing the wayfinding system it can reinforce the community's unique identity and sense of place. This can be accomplished through four main aspects that can be controlled and enhanced through appropriate design and building codes:

Architecture:

- Visual clues of buildings and other features of a street aid people in knowing their location and the direction of their destination without the use of signage.
- Strong architecture, such as the Gasconade County Courthouse, serve as landmarks and orientation points. These points are often destinations as well as starting points and other wayfinding techniques should exploit this aspect.
- Buildings themselves have visual aids that draw our eyes to where we expect an entrance or a shop window to be located.



Wayfinding kiosks can be an easy to spot element of the downtown pedestrian system.

Sight Lines:

- The motorist will feel most comfortable in maintaining visual contact with his or her destination and will want to make as few direction changes as possible.
- Clean, clear lines down streets at key intersections should be maintained.
- Avoid allowing buildings to encroach or block these lines.
- Repetitive landscaping and furnishings can enhance and draw the eye down these streets, but care must be taken that these items do not obstruct important navigational landmarks.

Lighting:

- Lighting can be used to encourage routes and pathways.
- Warmly lit sidewalks and streets draw the customer onward. Warmly lit storefronts and entrances draw the eye and provide the customer with the information needed to get to the business.
- A repetitive line of lighting can be a very effective navigation tool.
- Poor lighting causes missed information and leaves an unsafe impression.

Signage:

- Uniform signage at important decision points is a critical element of downtown wayfinding.
- Excessive signage will lessen the effectiveness of individual signs. Fewer, easy to read, appropriately placed signs are preferred.
- Signs that lack charm, or are standard DOT
- Routes actually direct travelers around Downtown
- Signs are too small and consist of different sizes, colors, and types

Wayfinding Signage
Webster Groves, Missouri

Wayfinding Components

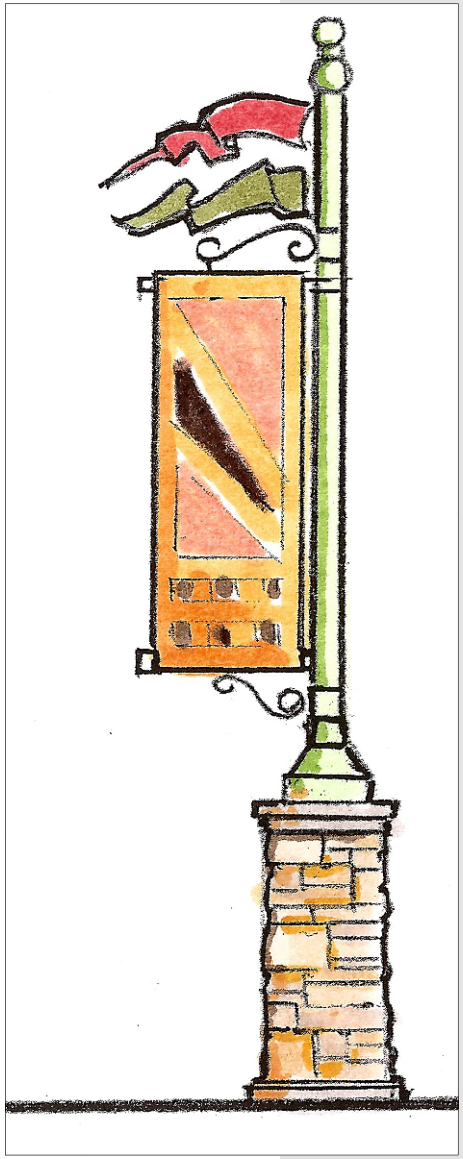
Wayfinding systems are made up of components that create an arrival sequence to the Downtown. The system consists of common themed signs, of various types that direct travelers to attractions. All too frequently existing wayfinding systems are inadequate. Typical problems with existing wayfinding systems include:

- Lack of accuracy, with arbitrary sign location
- Visual clutter from too many signs and foliage
- Lack of focus in directing traffic to Downtown
- Diffuse allocation of signs, across many "entrances"
- Signs that lack charm, or are standard DOT
- Routes actually direct travelers around Downtown
- Signs are too small and consist of different sizes, colors, and types

A successful wayfinding system is made up of many components that can be utilized in a variety of configurations. Some communities may require only a few of the components or can gradually add components into a complete system. Determining how many of the components a wayfinding system needs, depends upon the size, number and type of Traffic Corridors and Key Transportation Nodes within the system.

Key Transportation Nodes are significant sites that require directional signage. The Nodes are typically located at major road intersections or crossings, and have a high amount of traffic relative to the area. Key Transportation Nodes are the likely locations for placement of Primary Gateway, Trailblazing, and Proximity signs.

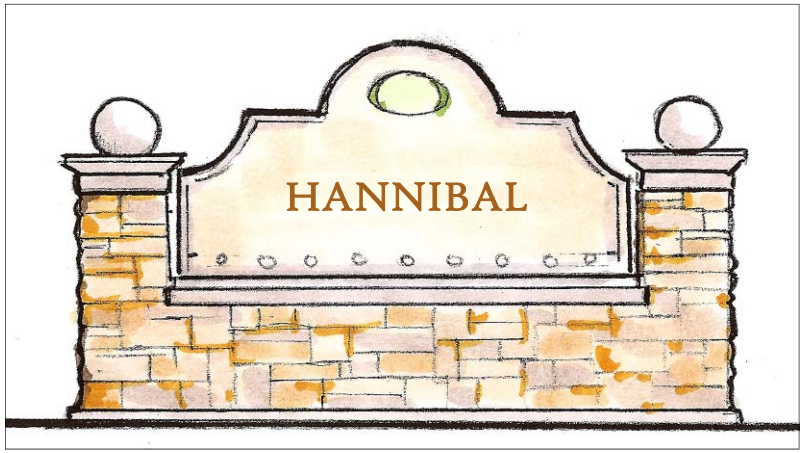
Historic District Gateway Sign

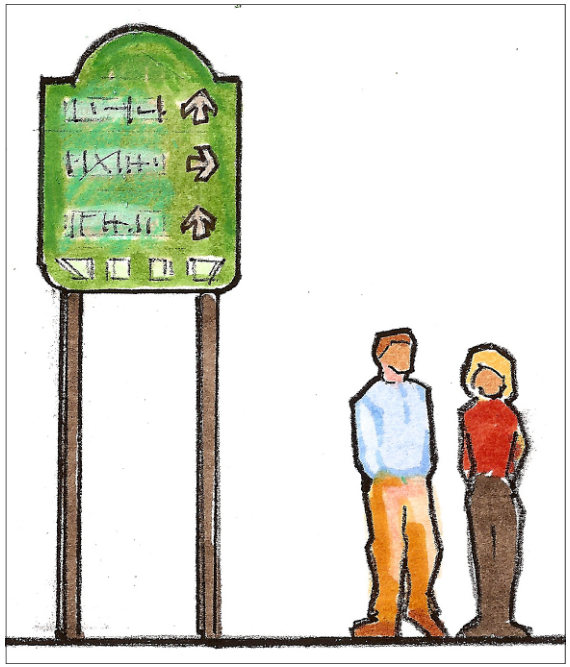


Commercial Entry Corridor—Typically the beginning of the wayfinding system for travelers. The corridor consists of commercial and institutional uses and should focus on simple design treatments that reflect the scale and traffic. Signage types for this corridor typically include Primary Gateway and Trailblazing signs. As stated earlier, a successful wayfinding system is made up of many components, including but not limited to:

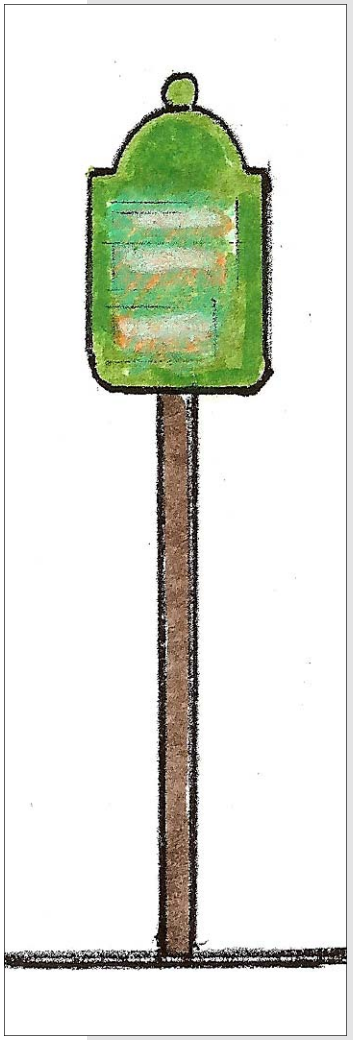
- Primary Gateway Sign—Serves as the "Welcome" to a visitor, creating the first impression of the community. The sign should be significant, serving as a landmark.
- Trailblazer Sign—Utilitarian purpose combined with unique branding and design elements. Attractions to consider as destinations on Trailblazer Signs include; Downtown, Historic Districts, museums, event areas, government offices, parking, colleges/universities, and visitor centers. Signs should be located at or near a key transportation node.
- Proximity Signs—In close proximity of the attractions these signs direct visitors to the destination.
- Historic District Gateway Sign—Creates a boundary for the Historic District, should be used within the Historic District Corridor. These signs should reflect the size, scale and character of the architecture within the district.

Primary Gateway Sign





Trailblazer Sign



Proximity Sign

There are many different types of transportation corridors, descriptions of three relevant to wayfinding in Downtown Chillicothe follow:

- Historic District Corridor— The central component and primary focus of the streetscape improvements and wayfinding system. This corridor includes the final approach, as well as the main arteries of the historic district. Signage types for this corridor typically include Historical District Gateway and Proximity signs.

All signs and banners included in the wayfinding system should have a simple and uniform design. Above all, the signs need to be brief and easy to read with large type face, appropriate coloring, and adequate character spacing. The wayfinding system signs should be unique and stand out in their surroundings. The automobile perspective should be taken when placing signs. The sign guidelines should be developed using the Uniform traffic Control Devices Standard.

IMPLEMENTATION

Recommendations

The first step towards implementing the recommendations contained in this report is to continue to build public support and buy-in. Effectively communicating the benefits of the building and streetscape improvements will help to mitigate misunderstanding and opposition. Explaining the positive impact to the community as a whole, beyond Downtown will help to garner broader community-wide support. And strategically maintaining visibility and positive momentum will keep these recommendations and the overall downtown revitalization program successful.

- Begin the process of developing the wayfinding system. Charge the HPC or a Wayfinding Committee with the project oversight. The committee should meet with major attraction owners/managers, tourism officials, government officials to discuss which attractions should be included in the signage system. (Specifically, those listed on the trailblazer and proximity signs) Next determine the amount of money that is available from those participating groups and identify other mechanisms to fund the improvements. The DREAM Financial Assistance Review and Strategic Plan will address funding in greater detail. Finally, contract with a sign company to develop the appearance, manufacture and installation of the signs.

- The City should review its code enforcement practices and ordinances to see if adjustments or improvements are necessary. Effective practices will include regulations that:
    - ◊ Address more than just safety concerns. This is an appropriate tool to ensure aesthetics as well.
    - ◊ Secure the condition of the downtown structures for longevity. Quality construction practices must be insisted upon.
    - ◊ Promote the conservation and efficient use of resources. "Green" and other energy efficient, innovative building methods should be considered and can be required through codes.
    - ◊ Are firmly enforced. This will demonstrate to future developers that their development risk will be minimized because Chillicothe will insist on the same quality of structures surrounding their investment property.
    - ◊ Can be flexible if reasonable variations will not compromise quality or other construction aspects. Any governmental process needs to be able to bend for unusual situations.
    - ◊ Recommendations for improvement to the Historic District Ordinance should be implemented

- Understand that in order to create the resources that will ultimately achieve the goal of a successfully revitalized downtown, it is important to understand that additional taxes, districts, or legislation may be required. The benefits created for downtown by these new mechanisms should far outweigh any new costs to the residents, property owners, or consumers.

- The Design Co, Main Street Chillicothe Board, and the Chillicothe, Development Corporation Board should organize a seminar series aimed at area contractors and downtown property owners concerning appropriate restoration procedures for downtown buildings. The main speaker can be obtained from, or suggested by the State Historic Preservation Office, the City can present these guidelines, and a business, perhaps a bank, could sponsor lunch.
- The Main Street Chillicothe should work with the City and Chamber to develop a sponsorship program whereby individuals or businesses can "buy" specific street furnishings for public use. A catalog can be printed that will show the costs of items, which should include installation and a plaque with a message from the sponsor. The City should do all installations and will maintain ownership.
- The Main Street Chillicothe , and City should create a formal "Adopt-a-spot" program whereby the burden to maintain landscaping and other maintenance can be adopted by civic groups and clubs throughout the downtown area. The City should supervise, but allow the volunteers freedom to install flora, remove litter, and do other minor repairs and clean-up on a quarterly basis. The City should post a plaque indicating the adopting group at the spot and the Chamber and Main Street Chillicothe should recognize the groups in newsletters and other opportunities.

These "first steps" will provide the necessary momentum and understanding necessary to continue the revitalization efforts. Additional, steps and action items will be included in more detail as the DREAM Strategic Plan is formulated and the recommendations that concern complementary issues are addressed.

APPENDIX A

HISTORIC DISTRICT DEVELOPMENT COMMISSION
PROCEDURE FOR OBTAINING A BUILDING PERMIT
WITHIN THE "H" DISTRICT
12 December 1988

Any person wishing to alter a property within the "H" District must submit a completed "Certificate of Appropriateness" (enclosed), according to City Ordinance 3623, prior to the City Building commissioner issuing a Building Permit.

Applicants must also submit the appropriate information as defined in the "Submittal Requirements to Accompany Applicati0ns for 'Certificate of Appropriateness'" (enclosed).

The information described above will be reviewed by the Historic District Development commission (H.D.D.C.). Submittals shall be delivered to the Building commissioner a minimum of ten (10) days prior to any regularly scheduled H.D.D.C. meeting. The H.D.D.C. meets regularly the second and fourth Mondays monthly at 7:00 PM (at City Hall, Fourth and Broadway.

NOTICES

The following information applies to any property in the "H" Historic District Zone of the City of Hannibal, Missouri.

Each project will be reviewed using the design standards established by the H.D.D.C. and approved by the City Council. A copy of said standards is available at the City Clerk's office. Submittals shall be based on "The Secretary of the Interiors Standards for Historic Preservation Projects" dated September 26, 1979 and documents on file in the office of the City Clerk.

SUBMITTAL REQUIREMENTS TO ACCOMPANY APPLICATIONS FOR "CERTIFICATE OF APPROPRIATENESS"

The submittal requirements for various classifications of projects are listed below. Seven (7) copies of all submittal n:aterials, with the exception of models, must be provided. The H.D.D.C. may require submission of additional materials and documentation as it deems necessary to evaluate each application. Terms shall be defined as follows:

Owner - - - - - - - - - - - - - - - The actual property title holder
Agent - - - - - - - - - - - - - - - Any designated representative of the property owner which might be the architect, developer, contractor, or other person
H.D.D.C. - - - - - - - - - - - - - The Historic District Development Commission of the City of Hannibal

CLASSIFICATION "A"

New Construction, Reconstruction, Renovation, Infill and Additions

1. Site Plan - - - - - - - - - - - The site plan shall indicate size, location, landscaping, parking, utilities, public right of ways, and easements of all existing and proposed structures. Access provisions shall also be addressed.

2. Elevations - - - - - - - - - - The elevations shall be of sufficient scale to indicate significant architectural features of the design. The elevations should also indicate, to scale, adjacent properties and any significant details or features associated with the adjacent properties.

3. Lighting and Signage - - - Lighting submittals shall indicate type and wattage of fixture to be used. Signage shall be clearly defined in the form of drawings of sufficient scale or photographs.

4. Outline Specification- - - - The outline specification shall be a written submittal indicating the types of material to be used as well as installation methods. The H.D.D.C. reserves the right to require samples of materials proposed for use before approval.

NOTE: All drawings must be to scale. Study models and photographs are recommended.
Prior to preparing working drawings and complete specifications, it is recommended that the owner and/or agent prepare preliminary scaled drawings and outline specifications for an informal review between the owner and/or agent and the H.D.D.C. We make this suggestion so that the owner and/or agent may have

the chance to fully acquaint themselves with the Standards of Appropriateness of design that are required in the "H" Historic District.

NOTE: Where applicable, documents are to be prepared by a Licensed Architect from the State of Missouri (Missouri Revised statute 327) unless exempted under R. S.Mo. 327 101.

CLASSIFICATION "B"

Restoration

1. Documentation - - - - - - - The existing conditions and changes to be made shall be documented in the form of scaled drawings or photographs. Historical photographs would be strongly recommended.

2. Specifications - - - - - - - - Provide outline specifications following the guidelines in Class A-4

NOTE: Where applicable, documents are to be prepared by a Licensed Architect from the State of Missouri (Missouri Revised statute 327) unless exempted under R. S.Mo. 327 101.

CLASSIFICATION "C"

Preservation and Maintenance

Any person wishing to engage in preservation, maintenance, repair, or emergency repair of a building within the "H" Historic District must obtain a Certificate of Appropriateness and a Building Permit.

Applications in this classification shall consist of a written description of the work to be undertaken. Applications will be I reviewed initially by the Building Commissioner and a designated agent, of the H.D.D.C. to determine if additional submittal materials are required. Full review by the H.D.D.C. of applications in this classification may be waived by consensus of the Building commissioner, and the H.D.D.C. agent and a Certificate of Appropriateness shall be issued if the project is determined to be of a minor nature.

CLASSIFICATION "D"

Demolition

Prior to demolition of any building in the "H" District, the following information shall be submitted.

1. Documentation - - - - - - - Document the structure and property as well as adjoining properties in the form of photographs.

2. Historical Information - - Provide general historical information addressing the age, notable occupants, or usage, and the current use if any

CLASSIFICATION "E"

Signage

Prior to any signage being erected in the "H" Historic District, the following information shall be submitted:

1. Photographs - - - - - - - - - Document the structure and property as well as adjoining properties in the form of photographs.

2. Drawings - - - - - - - - - - Submit sealed drawing of the proposed signage indicating dimensions, materials, wording (size and type of script) and design

NOTE: The H.D.D.C. will base its consideration on the sign's relation to the individual properties or site and to the Historic District as a whole.

CLASSIFICATION "F"

Miscellaneous (Walls, Gates, Fences, Security Bars, Solar Collectors, Air Conditioners, Landscaping, Exterior Lighting, Street Furniture, Antennas, Satellite Dishes, Etc.)

1. Photographs - - - - - - - - - Submit a photograph of proposed location and surroundings. For example if a fence were proposed, the photograph should show the area to be enclosed and neighboring properties.

Drawings - - - - - - - - - - Submit sealed drawing indicating size, materials, and design of the improvement

NOTE: The H.D.D.C. will base its consideration on the improvement's relation to the individual site and to the Historic District as a whole.

APPENDIX B
SECRETARY OF THE INTERIOR STANDARDS FOR REHABILITATION

The standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

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

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

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

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

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

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

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

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

APPENDIX C
GLOSSARY OF TERMS

Addition – New construction added to an existing building or structure.

Alteration – Work which impacts any exterior architectural feature including construction, reconstruction, or removal of any building or building element.

Apron – A decorative, horizontal trim piece on the lower portion of an architectural element.

Arch – A curved construction of wedge-shaped stones or bricks which spans an opening and supports the weight above it. (See flat arch, jack arch, segmental arch, and semi-circular arch).

Attic – The upper level of a building, not of full ceiling height, directly beneath the roof.

Baluster – One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.

Balustrade – An entire rail system with top rail and balusters.

Bargeboard – A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

Bay – The portion of a façade between columns or piers providing regular division and usually marked by windows.

Bay window – A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

Belt course – A horizontal band usually marking the floor levels on the exterior façade of a building.

Board and batten – Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.

Bond – A term used to describe the various patterns in which brick (or stone) is laid, such as "common bond" or "Flemish bond".

Bracket – A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.

Bulkhead – The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in

design. 19th Century bulkheads are often of wood construction with rectangular raised panels. 20th Century bulkheads may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as kickplates.

Bungalow – Common house form of the early 20th Century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.
Capital – The head of a column or pilaster.

Casement window – A window with one or two sashes which are hinged at the sides and usually open outward.

Certified Local Government – Any city, county, parish, township, municipality, or borough or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

Clapboards - Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weather-proof exterior wall surface.

Classical order – Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes: Doric, Tuscan, Ionic, Corinthian, or Composite.

Clipped gable – A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

Colonial Revival – A house style of the early 20th Century based on interpretations of architectural forms of the American colonies prior to the Revolution.

Column – A circular or square vertical structural member.

Common bond – A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposed, to structurally tie the wall together.

Corbel – I masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

Corinthian order – Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

Cornice – The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

Cresting – A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

Cross-gable – A secondary gable roof which meets the primary roof at right angles.

Dentils – A row of small tooth-like blocks in a classical cornice.

Doric order – A classical order with simple, unadorned capitals, and with no base.

Dormer window – A window that projects from a roof.

Double-hung window – A window with two sashes, one sliding vertically over the other.

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

Elevation – Any of the external faces of a building.

Ell – The rear wing of a house, generally one room wide and running perpendicular to the principal building.

Engaged column – A round column attached to a wall.

Entablature – A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

Façade – The face or front elevation of a building.

Fanlight – A semi-circular window usually over a door with radiating muntins suggesting a fan.

Fascia – A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.

Fenestration – The arrangement of windows on a building.

Finial – A projecting decorative element, usually of metal, at the top of a roof turret or gable.

Fishscale shingles – A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

Flashing – Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

Flat arch – An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

Flemish bond – A brick-work pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

Fluting – Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

Foundation – The lowest exposed portion of the building wall, which supports the structure above.

Frieze – The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

Gable – The triangular section of a wall to carry a pitched roof.
Gable roof – A pitched roof with one downward slope on either side of a central, horizontal ridge.

Gambrel roof – A ridged roof with two slopes on either side.

Ghosts – Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's façade.

Greek Revival style – Mid-19th Century revival of forms and ornament of architecture of ancient Greece.

Hipped roof – A roof with uniform slopes on all sides.

Hood molding – A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold.

Ionic order – One of the five classical orders used to describe decorative scroll capitals.

Infill – New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

Jack arch – (see Flat arch)

Keystone – An oversize bracket supporting a cantilevered or projecting element.

Lattice – An openwork grill of interlacing wood strips used as screening.

Lintel – The horizontal top member of a window, door, or other opening.

Mansard roof – A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

Masonry – Exterior wall construction of brick, stone or adobe laid up in small units.

Massing – The three-dimensional form of a building.

Metal standing seam roof – A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roofs are named.

Modillion – A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

Mortar – A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mullion – A heavy vertical divider between windows or doors.

Multi-light window – A window sash composed of more than one pane of glass.

Muntin – A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

Neo-classical style – Early 20th Century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

Oriel window – A bay window which emerges above the ground floor level.

Paired columns – Two columns supported by one pier, as on a porch.

Palladian window – A window with three openings, the central one arched and wider than the flanking ones.

Paneled door – A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

Parapet – A low horizontal wall at the edge of a roof.

Pediment – A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier – A vertical structural element, square or rectangular in cross-section.

Pilaster – A square pillar attached, but projecting from a wall, resembling a classical column.

Pitch – The degree of the slope of a roof.

Portico – A roofed space, open or partly enclosed, forming the entrance and centerpiece of the façade of a building, often with columns and a pediment.

Portland cement – A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.

Preservation – The act of maintaining the form and character of a building as it presently exists. Preservation stops deterioration and stabilizes the structure.

Pressed tin – Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

Pyramidal roof – A roof with four identical sides rising to a central peak.

Queen Anne style – Popular late 19th Century revival style of early 18th Century English architecture, characterized by irregularity of plan and massing and a variety of texture.

Quoins – A series of stone, bricks, or wood panels ornamenting the outside of a wall.

Reconstruction – The accurate recreation of a vanished, or irreplaceably damaged structure, or part thereof; the new construction recreates the building's exact form and detail as they appeared at some point in history.

Rehabilitation – The act of returning a building to usable condition through repair, alteration, and/or preservation of its features.

Restoration – The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Ridge – The top horizontal member of a roof where the sloping surfaces meet.

Rusticated – Roughening of stonework or concrete blocks to give greater articulation to each block.

Sash – The moveable framework containing the glass in a window.

Serif Style – Popular lettering style widely used in the 19th and 20th Centuries. Serif style letters are distinguished by fine lines finishing off the main strokes of a letter.

Segmental arch – An arch whose profile or radius is less than a semi-circle.

Semi-circular arch - An arch whose profile or radius is a half-circle, the diameter of which equals the opening width.

Sheathing – An exterior covering of boards of other surface applied to the frame of the structure. (see Siding)

Shed roof – A gently-pitched, almost flat roof with only one slope.

Sidelight – A vertical area of fixed glass on either side of a door or window.

Siding – The exterior wall covering or sheathing of a structure.

Sill – The bottom crosspiece of a window frame.

Spindles – Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

Stabilization – The essential maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

Streetscape - The over façade, not of a single structure, but of the many buildings which define the street.

Surround – An encircling border or decorative frame, usually at windows or doors.

Swag – Carved ornament in the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.

Transom – A horizontal opening (or bar) over a door or window. (see Overlight).

Trim – The decorative framing of openings and other features on a façade.

Turret – A small slender tower.

Veranda - A covered porch or balcony on a building's exterior.

Vergeboard – The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.

Vernacular – A regional form or adaptation of an architectural style.

Wall dormer – Dormer created by the upward extension of a wall and a breaking of the roofline.

Water table – A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

Weatherboard – Wood siding consisting of overlapping boards usually thicker at one edge than the other.

APPENDIX D
SUGGESTED BIBLIOGRAPHY

Browne, Dan. The Renovation Book. New York: McGraw-Hill, 1976.

Bullock, Orin M. The Restoration Manual. Norwalk, Connecticut: Silvermine, 1966.

Evers, Christopher. The Old-House Doctor. Woodstock, New York: The Overlook Press, 1986.

Fahy, Christopher. Home Remedies. New York: Scribner's, 1975.

Friedland, Edward P. Antique Houses: Their Construction and Restoration. Garden City, New York: Doubleday, 1981

Hanson, Shirley, and Nancy Hubby. Preserving and Maintaining the Older Home. New York: McGraw-Hill, 1983.

Hotton, Peter. So You Want to Fix Up an Old House. Boston: Little, Brown, 1979.

Hutchins, Nigel. Restoring Old Houses. New York: Van Nostrand Reinhold, 1980.

Kangas, Robert. The Old-House Rescue Book. Reston, VA: Reston Publishing Company, 1982.

Labine, Clem, ed. Clem Labine's Traditional Building. Brooklyn, New York: Historical Trends Corporation.

Litchfield, Michael W. Renovation: A Complete Guide. New York: Wiley, 1982.

McAlester, Virginia and Lee McAlester. A Field Guide to American Houses. New York: Alfred A. Knopf, 1984.

Morton, W. Brown, III, Gary L. Hume, and Kay D. Weeks. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. 1979. Rev. ed. Washington, D.C.: Technical Preservation Services. U.S. Department of the Interior, 1983.

Nash, George. Old-houses, A Rebuilder's Manual. Englewood Cliffs, N.J.: Prentiss-Hall, 1980.

Old-House Journal. Monthly. Old-House Journal Corporation, 435 Ninth Street, Brooklyn, New York, 11215

Park, Sharon, D., AIA. The Use of Substitute Materials on Historic Building Exteriors. Preservation Brief no. 16. Washington, D.C.: Technical Preservation Services, U.S. Department of the Interior, 1989.

Rooney, William F. Practical Guide to Home Restoration. New York: Bantam/Hudson Idea Books, 1980

Rusk, Katherine. Renovating the Victorian House: A Guide for Aficionados of Old Houses. San Francisco: One Hundred One Productions, 1981.

Stahl, Frederick A. A Guide to the Maintenance, Repair, and Alteration of Historic Buildings. New York: Van Nostrand Reinhold, 1984.

Stanforth, Deirdre, and Martha Stamm. Buying and Renovating a House in the City: A Practical Guide. New York: Alfred A. Knopf, 1972.

Stephen, George. New Life for Old Houses. Washington, D.C.: The Preservation Press, 1989.

_____. Remodeling Old Houses Without Destroying Their Character. New York: Alfred A. Knopf, 1973.

Technical Preservation Services, National Park Service, U.S. Department of the Interior. Respectful Rehabilitation. Washington, D.C.: The Preservation Press, 1982.

_____. Preservation Briefs. Published periodically. Washington, D.C.: Government Printing Office.

Weeks, Kay D. New Exterior Additions to Historic Buildings: Preservation Concerns. Preservation Brief no. 14. Washington, D.C.: Technical Preseration Services, U.S. Department of the Interior, 1986.

Williams, Henry Lionel, and Ottalie K. Williams. Old American Houses: How to Restore, Remodel, and Reproduce Them. New York: Coward-McCann, 1957.