



DOWNTOWN
REVITALIZATION &
ECONOMIC
ASSISTANCE FOR
MISSOURI

BUILDING AND
STREETScape
CONCEPTS

JULY 2012



ACKNOWLEDGMENTS



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1.0 INTRODUCTION

1.1 Historic Overview

The traditional street-front commercial façades of Downtown Chillicothe buildings were constructed during the late 19th and early 20th centuries. The Business District played a significant role in the development and growth of the community. Simple frame houses were built around the commercial core, but, upon completion of the Hannibal and St. Joseph railroad, two and three story brick structures soon became the norm. The City's development continued with Downtown activity peaking around the early 1900's. At this time, Downtown's building stock was well-developed around the Courthouse Square and had a unity of materials, scale, and style. Downtown buildings possessed design similarities and the street had an appearance of rhythm and order. Similar patterns and elements were repeated on façades, providing each building with a visual connection to its neighbors.

In the 1950's, American lifestyles changed with the rise of highway construction and affordable automotive travel. Neighborhoods and commercial areas shifted away from the traditional downtown business district. Downtowns, while still the center of much community life, started to experience a loss of commercial viability. Consumers expected easy access and parking for their vehicles. New and modern design was preferred over traditional and old. As a result, by the mid 1970's many American downtowns suffered from a lack of investment and declining importance in the minds of residents. Although Downtown Chillicothe still has many of its businesses, some buildings show signs of a lack of new investment or were renovated to appear more modern. The renovation of existing structures and the demolition of buildings had a negative impact on the architectural character of Downtown Chillicothe.

Historically, commercial façades in Chillicothe were one, two, or three-stories of masonry with a high level of detail in the upper façade. Masonry details would have included corbelled recessed window panels, stone window sills, and arched window openings. Many of the buildings would have also featured painted pressed metal cornices with rich architectural details such as the building name and year of construction. Façade construction may have incorporated cast iron and pressed metal. Today, some of the façades in Downtown Chillicothe still demonstrate these historical features. However, many buildings in Downtown Chillicothe have lost their historic character as their detailed architecture was removed and replaced with inappropriate materials. In some cases, entire buildings have been removed and replaced with new buildings that fail to account for the existing historical context of Downtown.



Existing Mural in Downtown Chillicothe.



Livingston County Courthouse.

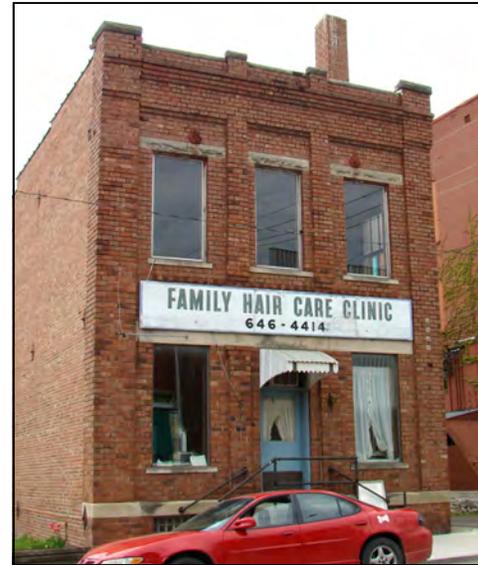
The streetscape was not spared either; historic light poles and fixtures were removed and replaced with out-of-scale “cobra-head” fixtures and poles. Collectively, the changes to the built environment of Downtown Chillicothe were not positive and contributed to the loss of main street business activity.

While Downtown Chillicothe has had numerous changes throughout history, the positive attributes that exist include several intact Downtown buildings and existing streetscape elements. The Courthouse Square is intact, with buildings along Washington and Locust Streets, between Webster and Jackson Streets. Downtown has other attributes upon which to build, such as the Courthouse and the new Silver Moon Plaza. This document is a guide to recapturing the charm and historic feel of Chillicothe while promoting new development that is historically sensitive to the existing buildings.

1.2 Intent of Concepts

This document represents conceptual planning recommendations for the City of Chillicothe to consider regarding the future policy and procedural decisions that affect Downtown buildings and public spaces. Included are recommendations to help recapture the characteristics of existing buildings and guide new private and public development. The building and streetscape concepts expressed are focused primarily on the commercial areas of the DREAM Study Area. While these concepts are written for Downtown, the design concepts might be applicable elsewhere in the community.

The intent of this document is to help preserve the architectural character and improve the visual appearance of Downtown Chillicothe. Additionally, some property owners may find inspiration from the illustrations included. Downtowns have traditionally provided a sense of place and pride for city residents. Downtown was the business and civic center of the community. The architectural style, size and materials of the buildings in Downtown often reflected the success and wealth of the community. In Chillicothe, this civic pride is evident in many buildings such as the Livingston County Courthouse and the Strand Apartments. Community pride is also evident in Downtown public improvements such as Silver Moon Plaza. The buildings and public spaces of Downtown combine to create a lasting image in the mind of a visitor.



Existing Downtown Chillicothe Storefront.



Public plaza in Downtown Chillicothe.

1.3 Existing Context

Downtown Chillicothe, Missouri has a typical layout with a courthouse square, surrounded by mercantile, civic institutions and office buildings. The Livingston County Courthouse is the main orientation point. The street layout is a grid pattern with one-way streets around the Courthouse providing access to the square. The buildings surrounding the square and fronting the adjacent streets comprise a dense, well defined central business district. Furthermore, this dense commercial area has been the focus of public streetscape projects that sends a strong message to visitors and potential investors regarding the City's commitment to Downtown.

Downtown Chillicothe has two historic districts listed on the National Register of Historic Places; the Courthouse Square Historic District and the Chillicothe Commercial Historic District. These designations provide property owners with national recognition, eligibility for tax incentives and other preservation assistance, and help with cultural resource planning. A listing on the National Register does not include any state or federal level preservation limitations. However, the City could bolster its commitment to historic preservation by adopting a local preservation ordinance, appointing a historic preservation committee, and implementing design guidelines for all new construction (including rehabilitation of existing buildings) in the districts.

The massing of buildings in Downtown Chillicothe is significant in that very few parcels are vacant or have been converted into surface parking lots. Many of the buildings retain their architecturally significant elements. However, some buildings have been inappropriately altered and now present diminished historic integrity. Some Downtown buildings, particularly along Webster and Locust Streets, have been compromised by the application of inappropriate materials, upper-floor window coverings, signage, and awnings. While there are some buildings which were altered negatively, Downtown Chillicothe also has examples of good rehabilitation. The façades along Washington Street on the west side of the square have some good design elements such as fabric awnings, appropriately scaled signage, and restored windows.

The existing streetscape in Downtown Chillicothe has many positive attributes, including period-style lighting, paver sidewalks, site furnishings, landscape elements, street trees, and banner signage. While some of the paver inserts are in need of maintenance, collectively the overall streetscape is a contributing element to Downtown.

The primary access route to Downtown Chillicothe is along Highway 65/Washington Street from the south. Washington Street runs along the west side of the Courthouse through the heart of the core commercial area. The following page provides a map of the Downtown Chillicothe DREAM Boundary.



Existing Downtown Chillicothe Building with a Metal Façade.

1.4 DREAM Boundary Map



Exhibit 1
DREAM Boundary Map

Downtown Chillicothe Study Area
City of Chillicothe, Missouri

Legend
[Red Box] Study Area



NOVEMBER 2009

2.0 SUSTAINABLE DESIGN

2.1 Introduction

The construction of sites and buildings have a significant impact on the natural environment. The operations of a site and/or a building, can also affect the air, land and soil of the downtown. Sustainable Design measures seek to lessen the impact on the natural and built environment. Such design efforts also aim to increase the efficiency at which buildings operate, in regard to energy use and operating costs. The design process is comprehensive, beginning with site selection and orientation; through specification of sustainable materials to energy efficient operating systems. Sustainable Design properties should be considered with private buildings, as well as with the public streetscape.

Downtown Chillicothe is a built environment of many historic buildings, modern buildings, public streets, parking lots, a few vacant lots and other open space. Sustainable design measures can be applied to existing buildings, new buildings, and streetscape and site improvements. The U. S. Green Building Council (USGBC) has become the leading organization in developing standards for sustainable design for buildings. The USGBC's certification system is known as Leadership in Energy and Environmental Design (LEED). The majority of LEED designated buildings are new construction projects; however the USGBC has also developed standards for the upgrade of existing buildings.

Sustainable design is a broad and encompassing initiative which strives to create a built environment which is good for both man and nature. The following recommendations only introduce the basic fundamentals of sustainable design regarding downtown buildings and environments. For additional information beyond these guidelines, numerous resources exist, including:

- USGBC www.usgbc.org
- Whole Building Design Guide www.wbdg.org
- American Society for Testing and Materials International (ASTM)
ASTM E2432— Standard Guide for General Principles of Sustainability
Relative to Buildings www.astm.Standards.e2432.htm



Permeable pavers for parking area allow stormwater to percolate back into the soil and groundwater.



Interior flooring fabricated from bamboo, a rapidly renewable resource.

2.2 Fundamentals

Sustainable design measures are constantly changing, however there are six fundamental principles which constitute sustainability:

- 1) **Optimal Site Potential:** Consider site selection, building orientation and existing natural features of a site, including topography, drainage, landscape and natural habitats. The rehabilitation and reuse of existing buildings should always be evaluated as an alternative to new construction.
- 2) **Efficient Use of Water:** The design and use of water systems in a building maximize efficiency and recycle water for on-site use when feasible. Site design should seek to reduce storm water run-off from the site. Use Best Management Practices (BMP) to limit storm water run-off, clean storm water, and prevent suspended pollutants from reaching the sewer system.
- 3) **Environmental Materials and Resources:** Utilize building materials with a high percentage of recycled content or contain rapidly renewable materials such as cork flooring, bamboo cabinetry, wool carpeting, etc. Specify or use materials or items which are manufactured within proximity to the project site. Ideally, this proximity is no more than 500 miles.
- 4) **Optimal Energy Use:** The operation of a site and building identify methods for increased energy efficiency or use renewable resources such as solar or geothermal energy.
- 5) **Interior Environmental Quality:** Identify methods for creating a healthy environment, and increasing the comfort of building users. Proper ventilation, use of natural light, and moisture control are a few methods to ensure a quality interior space.
- 6) **Optimal Operations and Maintenance Methods:** Utilize building systems, furnishings and finishes which will have minimal operations and maintenance needs. Such systems will require less energy, less water, and can be maintained with natural cleaners which are non-toxic to the environment or occupants.



"Green Roofs" reduce storm water run-off, reduce heat gain, and provide aesthetics for building users.



Solar panels provide an additional energy source for building power needs.

2.3 Elements

Sustainable design elements are extensive. The following list seeks to introduce only a few recommendations which are applicable to Downtown Chillicothe:

- **Parking and Service Areas:** Minimize storm water run-off by using pervious pavement materials such as pervious paver systems or pervious concrete. Such systems will allow storm water to percolate into the soil and not into the public storm water sewer system.
- **Building Materials:** Utilize materials which are composed of recycled materials or manufactured from rapidly renewable materials, which are made from plants that are typically harvested within a 10 year cycle. Examples include: bamboo flooring, linoleum flooring (made of wheat flour and linseed oil), cotton batt insulation, and wheat board cabinetry. Recycled bricks from demolished buildings should also be used for new building construction or restoration projects.
- **Alternative Transportation:** Promote by providing secure bicycle storage and changing/shower facilities for employees.
- **Solar Energy Alternatives:** Install solar panels to supplement the power system for commercial and residential buildings. Utilize prefabricated solar water heaters to provide the majority of the hot water needs for buildings.
- **Stewardship:** New wood products, including construction lumber, should be certified by the Forest Stewardship Council, which promotes responsible forest management.
- **Lighting:** Develop a lighting plan for public spaces which minimizes excessive lighting, which affects night sky viewing and the migratory patterns of birds. Flags which require lighting should be lit from the top shining down on the flags instead of being lit from the ground, projecting light into the sky.
- **Operations:** Use timers on public fountains and lights in non-essential areas to shut off lights after 1:00 a.m., in order to reduce energy consumption.
- **Landscaping:** Plant native landscape materials which can survive on natural rainfall once established.
- **Street Furnishings:** Specify site furnishings such as benches, waste receptacles, bollards, and planters which are made from recycled plastic materials.
- **Water Conservation:** Capture rain water runoff from roofs in rain barrels for irrigation use or direct to rain gardens on site. Inside buildings, consider waterless urinals or low flow water closets to limit potable water use.



Permeable pavement system installation.



Rain garden with native landscape plants.



Solar water heater.

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3.0 BUILDING DESIGN CONCEPTS

3.1 Rehabilitation and Maintenance of Existing Buildings

Any original element or material that still exists on historic or non-historic Downtown buildings should be retained. These original components provide historic value that cannot be replaced and are particularly important for storefronts. Prism glass in transom windows or a decorative wooden door with beveled glass are examples of original materials that should be retained.

Replacement of missing architectural elements should be based on accurate duplications of original features. When an entire detail must be reconstructed, the new material should match the original in design, color, texture, and other visual qualities. Where reconstruction of an element is impossible because of a lack of historical evidence, then a new design that relates to the building in general size, scale and material may be considered. Use design elements that reflect the style of the building and complements the style of the surrounding buildings. Often a simplified interpretation of similar features found on nearby buildings is attractive and acceptable.



Historic Building in Downtown Chillicothe.

3.1.1 Rehabilitation, Restoration, and Renovation

The Secretary of the Interior's Standards for Rehabilitation (a summary of which is found in the Appendix as Exhibit A on Page 65) define rehabilitation as "The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values."

Rehabilitation is distinguished from *restoration*, which is defined as "The act or process of accurately recovering the forms and details of a property and its setting as it appeared at a particular period of time by means of removal of later work or by the replacement of missing earlier work."

In contrast to rehabilitation and restoration, renovation seeks to modernize a building. Little attention is paid to retaining historically significant architectural features. Renovation, by its very nature, destroys the historic integrity of a building. Once a building is renovated, it may no longer be eligible for State or Federal Rehabilitation Tax Credits or listing on the National Register of Historic Places.

As property owners prepare to invest in their buildings, they should seek professional guidance for rehabilitation or construction projects. The Secretary of The Interior's Standards for Rehabilitation and various Preservation Briefs are included on the National Park Service website at www.nps.gov. Property owners interested in applying for Historic Tax Credits should contact the Missouri State Historic Preservation Office at www.dnr.mo.gov/shpo/.

3.1.2 The Benefits of Rehabilitating Buildings

The rehabilitation of buildings will provide several long-term benefits to the property owner and for the collective good of Downtown Chillicothe. Appropriate rehabilitation of an existing building adds value to the structure. Improvements to the façade and updates to mechanical, electrical, and plumbing systems are investments that help limit maintenance costs. Repairs also address codes and safety regulations and make the building more marketable. A well-maintained building displays a positive image of the occupant, owner, and Downtown.

Downtown Chillicothe has buildings with significant design character. Collectively these buildings, and other structures that may lack architectural character, contribute to the atmosphere of Downtown. Buildings which have lost their character due to alterations or neglect detract from the Downtown experience. Restoration to the original design is not necessary, unless the building is on the National Register of Historic Places. The objective is to maximize elements that enhance the Downtown Chillicothe experience and minimize detracting elements.

The façade of a building is the first image presented to a potential customer. This image needs to be positive so the visitor will want to enter the building. The rehabilitation of the façade is vital for the survival of the business. An appropriately rehabilitated façade will be inviting and set a high-quality standard for other Downtown storefronts. Façades combine with public Downtown elements to create the outdoor living room of Downtown Chillicothe. This space is at the center of the community and should be alive with activities and events. As such, proper redevelopment and maintenance of all elements is essential. Downtown revitalization is an ongoing process that takes time and will evolve, pick-up speed, slow down, be applauded and criticized. The one constant should be the desire to adjust Downtown to an atmosphere that is attractive to Chillicothe residents, businesses, and visitors. This effort begins with preserving Downtown's existing buildings.

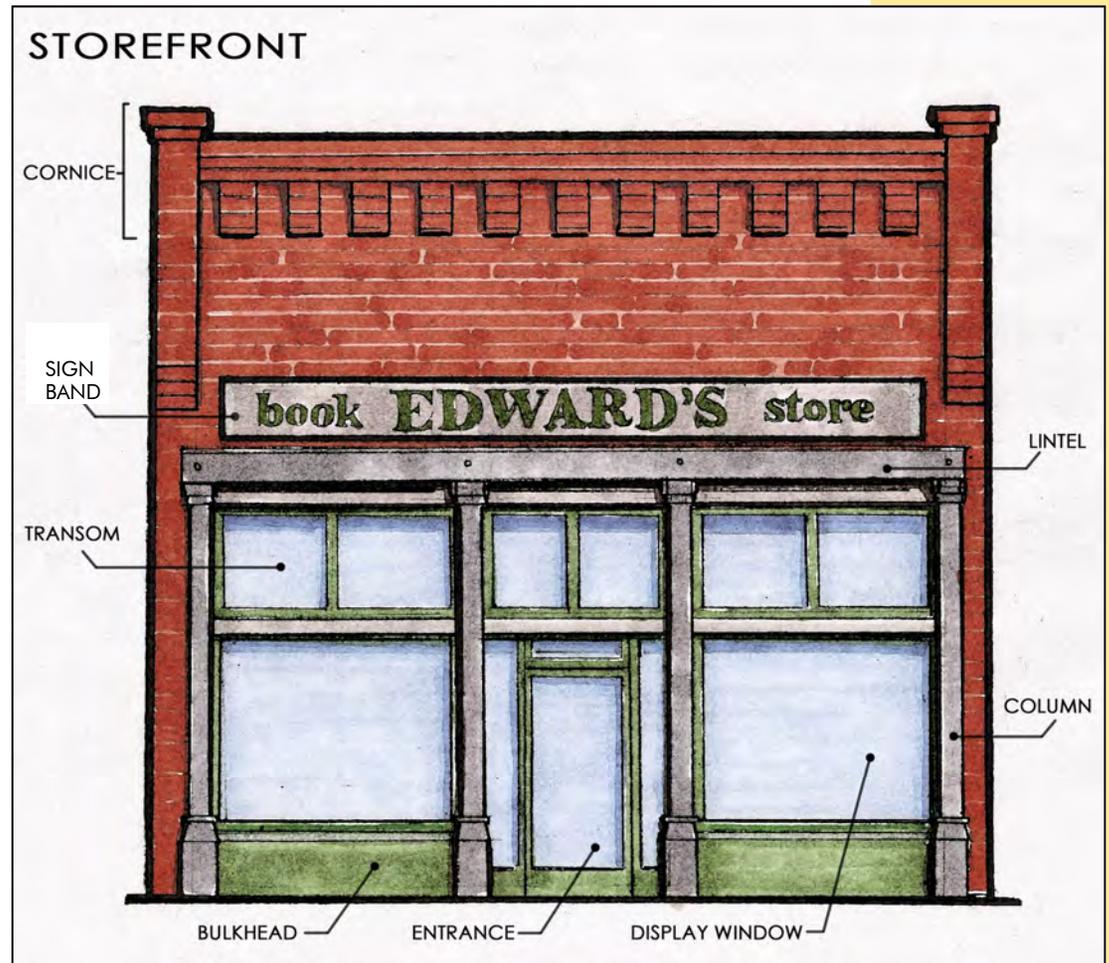


Rehabilitated Downtown Chillicothe buildings and storefronts.

3.1.3 Building Zones

Improvements to buildings will be discussed in the context of three distinct zones; the **Storefront (Façade)**, the **Upper Façade**, and the **Rear (or Side) Elevation**. The storefront is the most critical element, as it provides the interface between the business and the street. Components of the storefront include some upper façade elements, but the primary focus is on the building façade at the pedestrian level. A storefront zone and some important upper façade elements are shown on the illustration at right and discussed in Section 3.1.15 on Page 24.

The upper façade is found above the pedestrian level on the front of the building. This is an important part of the building façade which should be well-maintained by the property owner. The Upper Façade Zone is discussed in Section 3.1.16 on Page 25. Rear or side elevations of a building may present opportunities to create a pleasing shopping atmosphere. Rear and side elevations are discussed in Section 3.1.17 on Page 26.



3.1.4 Façade Elements

The various elements of a façade must be balanced. Restoring appropriate massing, building and floor heights, proportions, roof lines, materials, and setbacks are critical considerations in rehabilitation construction. Other aspects such as architectural details, colors, and cornices are more important to the restoration of historic buildings, but can be used effectively in rehabilitation construction. Developing a balance of all façade elements can allow a building to be very individual in its character, but at the same time be a complementary thread woven into the overall fabric and feel of Downtown.

3.1.5 Rhythm

The defined rhythm of Downtown Chillicothe should be maintained along a street frontage by adhering to uniform lot widths, building widths, and window spacing. Proper repetition of architectural details and orientation to the street, along with vertical elements such as entrances, lighting, and street furnishings can help develop the rhythm of a specific block.

3.1.6 Alterations

Encourage removal of inappropriate alterations or additions that disrupt the fabric of the storefront. It is possible that non-historic and new construction can complement the building fabric that has developed, therefore some alterations may not need to be removed. Decks, structures providing access for people with disabilities, and other “detachable” alterations can be used, but should be as unobtrusive as possible and located on the rear or sides of the building.

As a rule, any and all alterations or additions to the Upper Façade Zone should be removed. Alterations in this zone can significantly change the overall appearance of the building. Signage and building lighting should be carefully considered, as these elements are generally restricted to the storefront. Avoid removing or altering any historic material or significant architectural features. Care should be taken during the removal process to avoid damage to original elements hidden behind the alterations. When disassembly of a historic element is necessary, use methods that minimize damage to the original materials.

The following page depicts illustrations of buildings in various states of alteration.



A shingle awning (being removed) disrupts the balance of this Downtown Chillicothe façade.



A block of buildings on the Courthouse Square that helps establish the Downtown rhythm.



Original Design.



Minor Alterations.



Storefront is Lost.



Significant Alterations.



3.1.7 Masonry

Masonry is typically the preferred façade material for Downtown. Most existing construction will utilize some masonry. In most instances, metal and wood siding is not a suitable choice for Downtown building façades. These types of siding provide harsh lines, stark contrast, and no relief or warmth to the buildings. If wood was the historic material, it may be restored. Effective recommendations related to the treatment of masonry façades include:

- Maintain the original color and texture of masonry walls. Stucco or paint should not be removed if this was the historic covering and only applied if it was the historic covering. If painted or stained masonry is going to be returned to its original state, a minimally intrusive removal process should be used.
- Clean masonry and mortar only when necessary to limit deterioration or to remove heavy soiling. Avoid techniques such as sandblasting, caustic solutions, and high-pressure water blasting, as they may erode the surface and accelerate deterioration.
- Masonry restoration, particularly on historic structures, should be done by professionals.
- Damaged bricks and stone should be repaired or replaced with similar color, texture, and style of masonry products. Re-point masonry walls when there is evidence of disintegrating mortar, cracks in mortar joints, loose brick, or moisture retention in the walls. New mortar should duplicate the old mortar in composition, bonding strength, profile, color, and texture. Do not use cement mortar in brick construction as it is too hard and will result in cracking of the softer brick material.
- Portland cement as a patch for masonry is unacceptable.
- If a historic façade has been covered with metal or wood siding, it should be removed. Exposing the underlying brick masonry will help re-establish the character of the building and contribute to the visual continuity of the block. Metal cladding or siding can hide interesting details and may be easy to remove. If, after removing the covering, portions of the façade must be replaced, use a material similar to the original façade in color and texture.
- Regular maintenance of foundations is required to prevent structural and water damage. Any water-proofing methods for foundations should be applied beneath the finished grade or inside the structure.



An example of mismatched masonry infill and wood panel infill to suit stock window sizes. This starkly detracts from the historic aspect of the building.

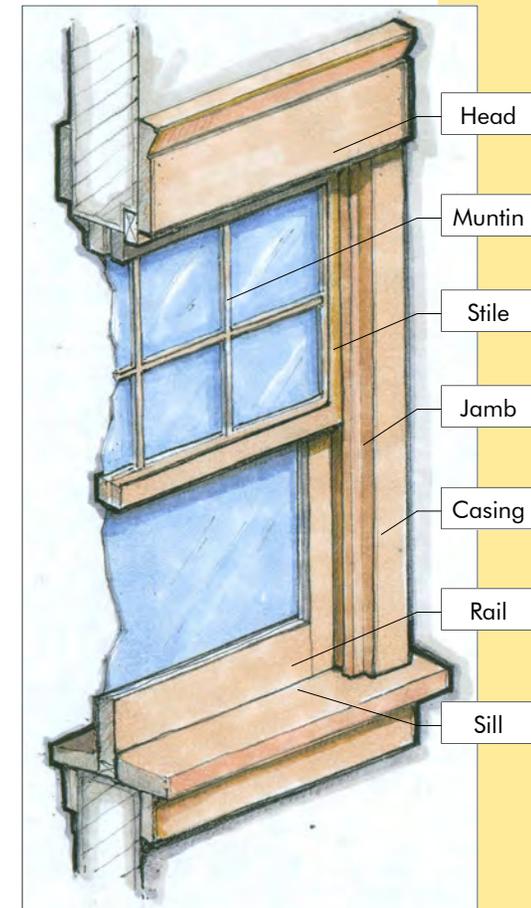


Tuck Pointing with an Appropriate Mortar Material.

3.1.8 Windows

Windows are a major feature of the building exterior and vary with each building style. Windows have a proportional relationship to the structure as a whole, and they also have a decorative function. The shape and glazing pattern of windows on a building may be one of the principle characteristics in identifying its historic period and style. Thus, if original windows are removed and replaced with incompatible modern windows, the basic character of the building will be altered substantially. Recommendations for the treatment of windows in Downtown buildings include:

- The number, size, and locations of existing window openings should be retained. Do not “block-in” windows to reduce the size of the window opening or to fit stock window sizes. New window openings should not be added on elevations that are subject to view from a public street. If the original window still exists, it should be restored.
- Retain and repair window frames, sash, decorative glass, panes, sills, heads, hoodmolds, moldings, and exterior shutters and blinds. Replacement window parts should duplicate the material and design of the original part. Reuse parts in their original configuration if disassembly is required.
- If duplication of the original window or window part is not technically or economically feasible, a simplified version of the original may be acceptable as long as it has the same size and proportion. Modern window types that are inappropriate in commercial buildings include large picture windows, casements, and bow windows, unless they are original to the structure.
- Do not install shutters on windows that did not originally have shutters. The shutter should measure the full height of the window and half its width, so as to cover the entire window when closed. Fasten shutter to the window frame and not the siding.
- Inappropriate modern window features such as plastic and metal awnings or fake, non-operable, synthetic shutters and blinds, distract from the historic appearance of a building and should be avoided.
- Storm windows should have wooden frames, or if metal, should be anodized or painted to blend with the trim and be installed on the interior, rather than exterior.



- Upper floor windows are typically vertically-oriented and uniformly spaced across the building front. These upper façade windows help establish rhythm and are an important unifying feature of Downtown.
- Masonry infill, wood panels, or mismatched windows should be replaced with appropriate materials.
- If the ceiling is lower than the window head, pull the ceiling back from the window to keep the original height at the interior window.
- Use design elements that reflect the building's style. A simplified interpretation of similar features on comparable buildings may be considered.
- Window shades or curtains in colors that coordinate with accent trim should be encouraged.
- Property owners should be encouraged to keep interior coverings, shades, or blinds closed on upper floor windows. Vacant, ground-floor spaces should also have displays or other materials to reduce the visual impact that a vacant building can have on Downtown.

3.1.9 Architectural Details

The architectural details found on some Downtown Chillicothe buildings are very intricate. These details are the signatures of the builders and designers and represent a connection to Chillicothe's past. In typical modern construction, such details are omitted. Restoration of features such as cornices, medallions, ornamental glass, brackets, and brick patterns are often forgone in renovation work for covering that hides any hint of the heritage of the building. Exposing and restoring these elements develops a unique atmosphere that only Downtown can offer. Suggestions for treatment of these details include:

- Replacement of missing architectural elements should be based on accurate duplications of original features. In some cases, an entire element must be reconstructed. In the event that complete replacement is necessary, the new material should match the original in design, color, texture, and other visual qualities. Photographic evidence is a good source for research.

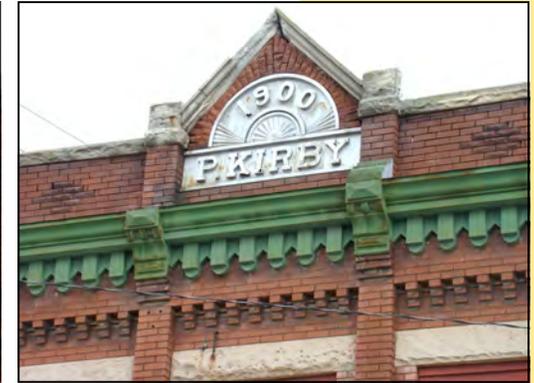


These upper floor windows help establish rhythm along this block in Downtown Chillicothe.



Properly restored windows help maintain the historic integrity of this Downtown Chillicothe building.

- If the cornice is missing, a similar cornice of like size and scale should be installed. If no evidence exists as to form and detail, the reconstructed cornice should be as simple and non-intrusive as possible. A cornice is an important building element that leave a very obvious absence if it is missing. If the cornice is intact it should be repaired and maintained.
- Where architectural details have been removed, refer to historic photos for details to use as patterns for new designs. Where exact reconstruction of details is not feasible, consider developing a simplified interpretation of the original, in which its major forms and lines are retained.



Intricate cornice work and brick details found in Downtown Chillicothe.

3.1.10 Awnings and Canopies

Awnings used in the Storefront Zone provide shade for merchandise, shelter for pedestrians, and bring a colorful accent to the building façade that can be changed frequently and without great expense. Canopies are more permanent structures built onto the front of the building and may include lighting for the sidewalk in front of the store. Upper window awnings provide shade and help establish rhythm along the street. The following suggestions enhance appropriate use of awnings and canopies:

- Mount the top edge to align with the top of the transom or the framing that separates the transom from the main display window. This will help strengthen the visual continuity of storefronts.
- Awnings should be installed over the original storefront opening and not extend beyond.
- Aluminum, steel, and wood shingle canopies are typically not original building material elements and tend to detract from the overall appeal of Downtown building façades. These canopies should be removed to expose and repair transom windows, the sign band, and any architectural details.



Examples of existing awnings and canopies found in Downtown Chillicothe.

- Roll-up awnings were common on historic storefronts and can be restored with modern fabric. If a roll-up awning is not operable, the awning should follow the shape of an operable awning.
- Awning colors should coordinate with the color scheme for the entire building and complement any overall color palette established for Downtown buildings. Awnings on upper windows should match the storefront awning in color and material.
- Awning signage or lettering should not be allowed where another flush-mounted sign exists and may be limited to the vertical front flap of the storefront awning only; not the upper-floor awnings. Signboards under the awning to assist pedestrians, should be of a limited, uniform size and complement the awning and building.
- Awnings will wear and should be acknowledged as an operating cost of doing business which can be changed every few years for a fresh look.

3.1.11 Entrances

An entrance is an important feature that affects all building tenants and beckons the visitor on the street. The primary building entrance should be obvious, but side and rear entrances should also be well-defined and attractive. Easily identified entrances assist in wayfinding for pedestrians and motorists. Suggestions for enhancing entrances include:

- Recessed entries allow customers to exit the main pedestrian flow on the sidewalk as they are being invited into a store. Maintain recessed entrances in good condition where they exist. These areas also provide protection from the weather, and the repeated rhythm of shade along the street helps to identify the entrance. If the original recessed entry has been removed, consider reestablishing it in the same location.
- Side and rear entries should be visible from nearby parking areas and provide a clear, well-lighted pathway for access.
- At least one public entrance to the building is required to be compliant with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).



A Downtown Chillicothe building that retains its entrance features for the storefront and upper-floor.

- Avoid doors that are flush with the sidewalk and consider using an accent color on the door.
- If there is only one business on the ground floor of the building, center business signage over the main entrance.

3.1.12 Building Lighting

Buildings should be interesting to view at night, as well as by day. A well-lit façade or rear elevation creates a positive impression about Downtown. This lighting also can improve Downtown safety and security. Suggestions to enhance the building lighting in Downtown Chillicothe include:

- Use lighting as a subtle and complementary design element to draw attention to the building. Lighting that emphasizes architecture in the upper façade and rear elevation can provide attractive highlights.
- Warm-colored lighting of the storefront should accent the entrance, flush-mounted signage, and any architectural details.
- The light fixture design should be simple, non-intrusive, and in a style that matches the period of the building. Neon and cool fluorescent lights should be avoided and well as other lighting that is too intense and overpowering of the building.
- Building lighting used on rear elevations should be similar to the lighting on the façade. This lighting should also provide illumination at the entry door and along the pedestrian path from the parking area.
- Building lighting should also incorporate sustainability concepts as noted in Section 2.0 on Page 5.



An original recessed entrance with detailed bulkheads and columns in Downtown Chillicothe.



Use lighting to highlight building, signage & entrances (Washington Missouri at left, St. Charles, Missouri at center and right).

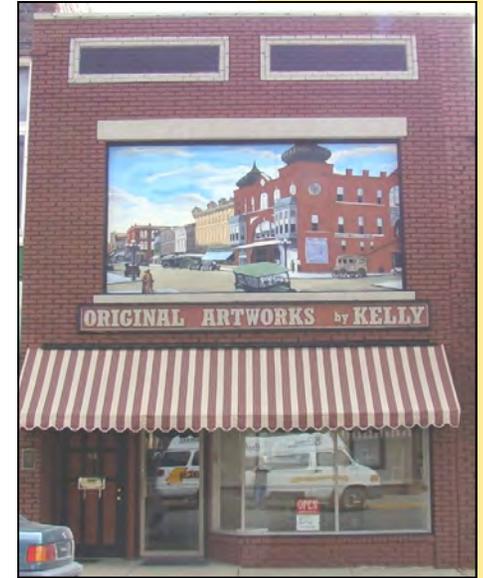
3.1.13 Business Signage

For a successful business environment, each Downtown merchant must have its own identity, but at the same time reinforce and complement the overall Downtown design. Effective signage identifies the business without detracting from the architecture of the building and distracting the pedestrian. Sign types and their locations should be kept simple and consistent for ease of public awareness. Signage should be restricted to the Storefront Zone or Rear Elevation and generally not on the Upper Façade.

Business signage in Downtown Chillicothe consists of a variety of signs, with a several plastic, back-lit “box”-type signs. There are some positive examples of attractive flush-mounted signs and some poor installations where the signage is haphazard or excessive. Recommendations to enhance the business signage in Downtown Chillicothe include:

-General Business Signage Design Issues

- A business sign should be a part of the building design and not hide architectural features or details. Flush-mounted signs that fit within the outer edges of the façade and in the sign band help reinforce the horizontal lines along the street.
- The size of the sign should be of an appropriate scale for the building and street. Large signs are not needed as downtown signage is oriented to the pedestrian, not the motorist.
- In general, for all signs, the material and color should complement other building and façade materials. Clashing colors and inconsistent material types can cause visual distress in the viewer or customer.
- Simple, well-thought-out, and professionally-designed signs are often best. The message of the sign should be simple and easy to understand. The name and type of business should be sufficient. A logo or symbol of the type of business could also be included.
- Signs should be constructed of high-quality materials to withstand extreme weather conditions. Good craftsmanship will result in longer service time and conveys a stronger image to the public. A deteriorating sign presents a very poor image.
- Encourage innovative sign design to reinforce downtown’s uniqueness. Mass-produced signs, such as rectangular plastic “box”-type signs with internal lighting, fail to make a lasting impression in the mind of the visitor.



Existing business signage observed in Downtown Chillicothe.

- Illuminate signs in such a way to enhance the overall composition of the façade. External lighting cast from period-style, non-intrusive fixtures is preferable to internal lighting.
- Rooftop, blade, pole, neon, electronic message boards, flashing or otherwise moving or animated signs, signs playing music or sounds, and billboard signage should be severely restricted in a downtown environment, even if allowed.
- Abandoned signs should be removed.
- Place signs near the business entrance to guide a customer's eyes to the door.
- Where several businesses share a building, coordinate the signs by aligning smaller signs or grouping them onto a directory panel. Use similar forms or backgrounds that tie together visually and make each sign easier to read.

-Style and Location of Signs

Projecting Signs: Encourage projecting wall signs that give the name, logo, or image of the product being sold, such as a watch for a jeweler. Signs of this style should have the following characteristics:

- **Material:** Unframed painted wood or metal panels hung from painted wall brackets. Wood signs with carved or sandblasted designs that are painted are also appropriate.
- **Lighting:** Non-illuminated or externally lit with appropriate fixtures is preferred.
- **Location:** The bottom of projecting signs should be no lower than eight feet above the sidewalk and the top of the sign should be below the building parapet or the second floor windows. Locate projecting signs along the first-floor level of the façade.
- **Message:** The use of symbols instead of text on projecting signs can help a more easily identify and remember the store.

Wall Signs: These signs are painted on the brick wall or a panel above the storefront windows or on the side of the building. The old faded signs painted directly on the brick are commonly called "ghost signs" and should be preserved as historical building elements. Wall signs should have the following characteristics:



Existing business signage observed in Downtown Chillicothe.

customer

- **Material:** Painted directly on the building brick or on wood or metal panels. The signs painted on brick typically had white lettering on black backgrounds. However signs that advertised a product, such as Coca-Cola, were multi-colored.
- **Lighting:** Non-illuminated or externally lit with appropriate fixtures is preferred.
- **Location:** Many of these signs were located in recessed brick panels above the storefront windows. Research historic photos for the locations of original signs that may still exist beneath old paint or panels. Wall signs should not be located above the building parapet.

Window Signs: Painted or foiled lettering on the storefront display window glass, often advertised a doctor, dentist, or attorney. Signs of his type should have the following characteristics:

- **Material:** Painted lettering, or gold or silver foil lettering. Lettering colors should complement the paint scheme of the building.
- **Lighting:** Natural lighting or the inside lights of the building are sufficient.
- **Location:** On the glass of the entry door or the display window at eye level. These signs are fairly simple and should not dominate the window to allow an unobstructed view of interior store merchandise. These signs can also be used in upper-floor windows to identify upper-floor businesses.

Awning and Canopy Signs: Lettering on awnings or canopies should only be used where there is no other flush-mounted sign. However, a simple logo or symbol on an awning can help identify the business. These signs should have the following characteristics:

- **Material:** Lettering silk-screened on awning fabric or painted on wood or metal panels.
- **Location:** Six to eight inch high lettering on the front valence of a fabric awning or a hung sign panel. These panels should be a maximum of 12 inches high.



Business signage observed in Downtown Chillicothe.



Window signs observed in Downtown Chillicothe.



"Ghost" signs observed in Downtown Chillicothe.

Sidewalk Signs: Symbolic signage, such as barber poles, were often set on the sidewalk to attract customers. Sidewalk placards can be used to advertise daily specials or other merchandise. These types of signs can still be important to Downtown businesses. Downtown sidewalk signs should have the following characteristics:

- **Material:** Painted wood or metal. Merchants should avoid stock displays that also advertise the names of products such as beverages. A well-maintained, high-quality sign of this type is important.
- **Lighting:** Natural illumination. Do not internally illuminate.
- **Location:** At the edge of the sidewalk or building face. Maintenance of the sidewalk thoroughfare is important, and these signs should not obstruct any pedestrians. If the right-of-way is not large enough, sidewalk signs should be avoided.

-Number and Area of Signs

Principal Business Signs: Signs to identify the name and nature of the business should be the primary type of sign and limited to two per building storefront. This signage could be any of the sign types discussed above.

Auxiliary Signs: Additionally, each business could have a sign stating hours of business and an “open” sign. These should be limited to two square feet each. Other indoor directional signage and brand information should not be placed as another outdoor sign.

Side Street Directories: The side walls of corner buildings can be used for wayfinding directions to parking and other attractions. These signs should be of uniform size and design. A suggested sign panel size would be 12 inches high by 48 inches long with 6 inch high lettering.

Sign Area: The aggregate area of all signs for a specific Downtown business should not exceed 100 square feet, except buildings with a front wall area of 1,000 square feet or more, where the aggregate sign area should not exceed approximately 10% of the front wall area.

Lettering Size: The size of lettering for any sign type should not exceed 12 inches high, except for the first letter of each word, which should not exceed 18 inches high.

Lettering Style: Because the historic signs spanned a long time period, a variety of lettering styles existed together. Lettering style for new signs could be either simple block letters or more elaborate lettering styles. Each business should express their individuality in their sign design.



Sidewalk signage observed in Downtown Chillicothe.

3.1.14 Building Color

Color can enhance the details and patterns of a building's façade. The most effective and economical paint schemes often start with the natural colors of the building materials themselves, such as the red of many brick buildings. Color techniques for Downtown buildings include:

- Use only one base color for the majority of the background wall surface, but use a different color for accents. Avoid painting a building entirely one color.
- Base colors should be muted earth tones or pastels that will hold their color well. Owners should consider color stability when choosing paints.
- Window frames, sills, moldings, details, and cornices are potential architectural elements to accent with a different color. Signs, awnings, and entrance doors are also building components that could be accented.
- Use bright colors only in small amounts. Place them at the ground-floor level to direct the customer's eyes to the business.



Downtown Chillicothe façades that demonstrate attractive color schemes.

3.1.15 Storefront Zone (see Page 11 for components)

By applying the design concepts found in this report to the Storefront Zone, the overall image of Downtown Chillicothe buildings will be improved. Generally, all architectural details, spandrel panels, and intricate brickwork should be restored and maintained, and in some cases, accented. Suggestions for the treatment of primary storefront elements, include:

- As noted, the main entrance should be recessed to emphasize the entryway. A recessed entry, when combined with display windows, can create a unique presentation area for products. Recessed entries should be creatively lighted during evening hours.
- The main entrance door should provide a view into the building and a sense of openness. Solid doors and clutter such as flyers and posters on the entry door should be avoided.
- Lintels and columns help frame the entrance to the building and should be restored and maintained. Often these features are hidden behind an inappropriate façade covering.
- Large display windows should be preserved if present and reestablished if they have been removed. These windows are important to the overall balance and scale to the façade. They also provide important interior lighting and connect the stores products with potential customers.

- The bulkhead serves as the base for the display window and should be in good condition to protect the window. Additionally, storage space can be provided, under the display area and behind the bulkhead.
- Framing of the windows should be of a material similar to the original framing, or of a material complementary to the historic profile.
- Clear, insulated glass with a 'Low-E' coating is an appropriate window. Tinted or reflective glazing, or interior films should be avoided.
- Transoms are typically a band of glass panels located above the entrance and display windows. This feature is usually at the same level on an entire block of buildings. Maintaining transoms will reinforce the horizontal lines on a street frontage.
- Transoms should be uncovered and restored. If the ceiling on the interior of the building has been lowered, pull the ceiling back away from the window to maintain the original ceiling height.
- Transom glass may be different from the display window, but it should complement all façade elements.
- Some transoms originally had hinged windows to provide building circulation. The building owner should consider restoration of this feature to assist with air conditioning and heating expenses.
- Window air conditioning units should never be installed in the front of a building, particularly not over a main entrance. These units should be restricted to the rear elevation.



An intricate transom window in Downtown Chillicothe.

3.1.16 Upper Façade

The Upper Façade zone is often neglected, but the element in this zone should adhere to the same concepts as previously suggested. The impression of a building and business is formed by the overall image of the property. Customers notice the condition of the upper façade, even though they may never set foot in the upper floor of the building. The Upper Façade is an integral element that can present a significant amount of architectural style and detail to the street. Elements such as windows, brackets, cornices, and medallions can help showcase the building's character and have been addressed earlier in this report. Additionally, Chillicothe has an issue with some buildings displaying open, empty upper windows. These property owners should be encouraged to install simply window treatments to reduce the unsafe and vacant feeling these windows provide. An attractive building will not only appeal to customers, but to potential tenants.

3.1.17 Rear (or Side) Elevation

The rear elevation typically faces an alley and provides access for deliveries and maintenance. In some cases, customer parking is provided behind a building and entry to the business through the rear elevation is desirable. Attention to the appearance of the rear elevation can be extremely important to the quality of the customers' shopping experience. The building and business image can likely be improved here, while accommodating service functions. In addition to previously mentioned recommendations for upper-floor building elements and entrances, suggestions for other rear or side elevation components include:

- A customer entry through a side or rear door creates an access no longer just for service. Such an entrance should be just as inviting as the primary entrance in the façade. Customers might also develop a sense of loyalty or "special access" by using this building entry. The business can build on this loyalty to enhance the shopping experience.
- An awning should be considered for a rear entrance. Also, building elements such as gutters, downspouts, service boxes, conduit, fencing, and screens should be in good repair.
- Rear fixtures such as signage, fencing, lighting, and awnings should use materials and colors that coordinate with the building front so customers will learn to associate any rear or side entrances with a particular business. Chain-link fencing should be avoided in Downtown.
- Rear exit stairs, elevators, and accompanying parking lots can greatly enhance the marketability of upper-floor space.
- Trash containers should be placed in an enclosure or behind a screen that harmonizes with the surrounding buildings in scale and color. Wood, masonry, lattice, or hedges can all be effective screening methods. Landscaping can also screen ground-level utility units. A color scheme that complements the building should be used on all screening.
- Ancillary structures should match the surrounding buildings in style, scale, and color scheme. Ancillary structures should not be used as residential units.



Good example of a well maintained rear business entrance in St. Charles, Missouri.



An example of an inviting, well-landscaped rear elevation in St. Charles, Missouri.

- Where it is impractical or costly to alter a primary building entrance to meet accessibility guidelines, a side or rear elevation entrance may be adjusted.
- Often a rear elevation is neglected in maintenance, but severe deterioration of this side of a building can be disastrous. Historic buildings require extra care and maintenance, and this extra attention should apply to all areas of the structure. The City of Chillicothe should encourage proper maintenance of all building elements through firm and fair code enforcement. The City should work to ensure that minor maintenance issues do not become costly structural repairs that endanger the building.
- A restaurant can take advantage of a rear elevation and parking area by identifying a section for outdoor seating. While this type of seating is typically located in the front or side of a building, the rear elevation could also accommodate this vibrant element of Downtown. Such seating should provide shelter, trash receptacles, and durable furnishings. Umbrellas and fixture colors should complement the building and business colors, and the entire area must be properly maintained.



An example of Screened waste receptacles.

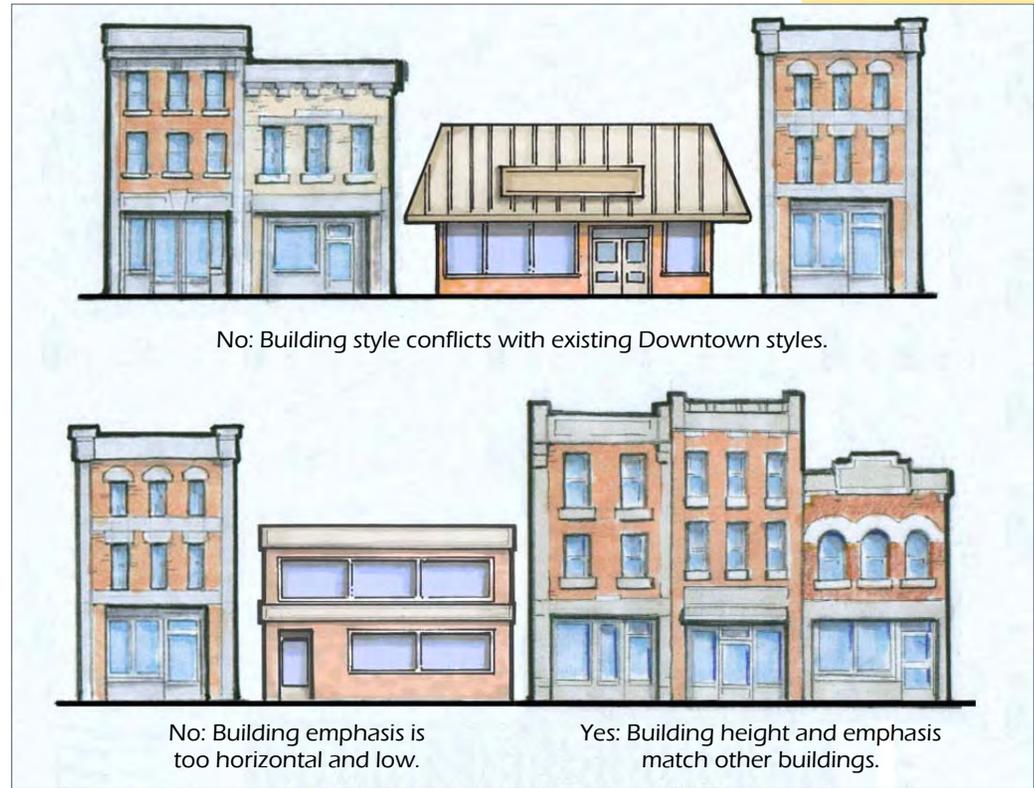


An example of a community with poor enforcement of regulations regarding dumpsters and refuse haulers.

3.2 New Construction Concepts

The construction of any new structure within Downtown is important because the new structure needs to be compatible with existing buildings. New construction should seek to harmonize with the visual characteristics of the neighborhood and address elements of scale, design quality, and massing; the relationship of the new construction to existing nearby buildings. Avoid recreating historical styles or themes with new construction. This practice can create a “theme park” type of atmosphere. While new buildings can be inspired by past design, the new building should feel genuine and not a creation of a false past.

The following concepts consider additions to existing buildings as well as entirely new infill construction. The concepts are intended to identify a range of design options that will complement existing buildings, not to dictate specific styles or features. The design of new construction should generally focus on massing, rhythm and directional emphasis, materials, and building elements.



Massing and rhythm are defined by the relationship of a building to the open space along the street frontage, the relationship of solids to voids on building façades, and the relationship of the entrances and porch projections to the street. The directional emphasis (whether vertical or horizontal) of new construction should relate to that of the neighboring buildings. The defined rhythm of Downtown Chillicothe should be maintained along a street frontage by adhering to uniform lot widths, building widths, and window spacing. Materials and other building elements speak to the style of the building and should be complementary of surrounding structures.

An illustration depicting concepts for designing new Downtown commercial infill buildings is shown on Page 29. The general concepts provided in this illustration include:

- Designs should be considerate of the traditional building elements as described in Section 3.1 or on nearby existing buildings that contribute to the historic context of Downtown Chillicothe. Often a simple design is best, using three basic elements: a unified paint and color scheme, an awning, and non-intrusive signage.

- Properly orient the building to the street and carefully consider the relationship to nearby buildings.
- Emphasize horizontal features that can align with other buildings to reinforce the rhythm of the block. Vertical elements, entrances, lighting, and other street furnishings can also help develop the block rhythm. Include architectural details sparingly, but properly repeated.
- Restrict off-street parking areas to the side and rear of the building. Typically, a downtown building is built up to the sidewalk and it is important for an infill building to maintain this building line.
- Encourage multi-story construction to maintain the building roof line and to accommodate mixed-use development that reserves the ground floor for retail uses.



Infill development should support the historical architectural character of the surroundings.

Upper façade elements such as windows and sign panels should be continued.

Encourage traditional storefront awnings and upper and display window proportions.

Establish clear guidelines that prohibit materials such as metal and vinyl siding that are architecturally inappropriate. Discourage covering on transoms.

Recreate storefront elements and build to the sidewalk line to establish vibrant street rhythm.

An infill building example and illustration from Caruthersville, Missouri.



3.3 Franchise Architecture

To maintain the unique atmosphere in Downtown Chillicothe, branding buildings in the style of a company should not be allowed. Large franchises and national chains typically have a “downtown-style” in addition to their trademarked brand. These styles are more fitting to Downtown, as opposed to a highway corridor.

The company’s “downtown-style” is particularly important if a franchise store is to locate in an attached Downtown building of historical nature. This is an infrequent occurrence as Downtown buildings are typically not suitable or attractive to franchise stores. However, the City should be prepared if a franchise store prospect desires a Downtown location. These stores can still be complementary to the historical fabric of Downtown. The design concepts for new construction provided in Section 3.2 on Page 28 should apply, and other aspects such as parking requirements, pedestrian-oriented signage, building setbacks, and building lighting may require consideration. Store owners should be able to adapt their brand to create a complementary Downtown building.



Good example of stand alone franchise architecture in Downtown Maryville, Missouri.

3.4 Residential Issues

Downtown Chillicothe includes, and is surrounded by, a variety of housing. Much of this housing is single-family, but some properties have been converted to multi-family units. While the conversion of upper-floors of commercial buildings is helpful for the Downtown retail market, low-quality apartments and the conversion of large single-family homes to rental units is typically detrimental. Owners and renters of these units tend to let property deteriorate, more so than owner-occupied housing.

Although the DREAM Building Design Concepts focus on commercial buildings, the existing housing conditions in Downtown Chillicothe should not be overlooked. Specific recommendations for housing development are discussed in the Chillicothe DREAM Residential Demand Analysis from September of 2008. Primary recommendations for the Chillicothe residential market, include:

- The City should more firmly enforce maintenance and building codes, ensuring that property owners maintain safe structures. This will require concerted effort and expense; but firm and fair enforcement will raise property values throughout the City, save many structures, and encourage new private investment.
- The City should review its zoning code and determine if the conversion of large single-family homes to multiple-family housing is being encouraged. Implementing zoning measures to prevent this type of residential conversion will maintain the integrity of these stately properties and may increase demand for other properties and housing types in Downtown.
- The DREAM Residential Demand Analysis indicated there may be demand for 10 market rate rental households and 32 affordable senior households in the next few years. Family households, were also considered. This analysis indicates that demand is currently somewhat weak for most markets. Therefore, the City and Downtown should work on long-term initiatives, such as expanding the Chillicothe employment base, to build residential demand.
- The City should consider implementing residential inspections and an occupancy permit ordinance. The City will be ensuring properties are undergoing important repairs and preventing minor maintenance issues from becoming major structural repairs.



Examples of existing homes (top and middle) and upper-floor units that could be converted into residential (bottom) in Downtown Chillicothe.

3.5 Building Design Examples

The City and Downtown Chillicothe leaders, property, and business owners selected specific groups of buildings upon which to focus attention for illustrating building design concepts. The buildings chosen are along the east face of Locust Street; from address 713 Locust Street on the north to 601 Locust Street on the south; the intersection of Locust and Jackson Streets. This block and a half of buildings is east of the Livingston County Courthouse. Most of these buildings have retained some architectural significance. However a few have been altered considerably or have had the façade completely covered with inappropriate materials.

For purposes of this report, the buildings are grouped in three sets from north to south:

- 713 Locust Street (Chillicothe Heating & Air) to 701 Locust Street.
- 621 Locust Street to 611 Locust Street (Walker's Embroidery)
- 609 Locust Street to 601 Locust Street (Hometown Pharmacy)

The following pages include photographs of the existing conditions of the focus buildings, along with illustrations of suggested improvements.

3.5.1 Locust Street—713 to 701

This block of buildings provides a great opportunity to demonstrate the range of work required of Downtown buildings. There is likely a large rehabilitation effort (2nd from left) as well as just minor cleaning and repair (far right).

Existing Conditions.



Illustration of Improvements.



3.5.1 Locust Street—713 to 701 Continued

Existing Façade (713-707)



Proposed Façade (713-707)



- Remove wooden shingled canopy and replace with fabric awning.
- Install signage of appropriate scale and design in the sign band and over the business storefront.
- Restore recessed storefronts and 2nd floor entrance.
- Remove metal siding to reveal original building materials.
- Use a paint accent color to highlight architectural details.
- Restore second floor windows with new windows of appropriate scale.
- Remove awning to reveal transom windows or replace fabric awning with smaller awnings to frame the display windows.
- Install building lighting.
- Consider streetscape amenities such as planters or benches.

3.5.1 Locust Street—713 to 701 Continued

Existing Façade (705-701)



Proposed Façade (705-701)



- Remove metal canopy and replace with a fabric awning.
- Install business signage of appropriate scale and design in the sign band.
- Restore recessed storefront.
- Restore second floor windows with new windows of appropriate scale.
- Clean and repair the existing, intricate façade on the corner building. Capitalize on the façade color with additional elements such as a colorful fabric awning and flag standards.
- Install building lighting.
- Consider streetscape amenities such as planters and benches. A trash receptacle should be included on the corner location.

3.5.2 Locust Street—621 to 611

This block of buildings has a significant amount of metal covering to be removed. The reestablishment of the upper floor windows in this set of buildings could dramatically improve Downtown.

Existing Conditions.



Illustration of Improvements.



3.5.2 Locust Street—612 to 611 Continued

Existing Façade (621 to 617)



Proposed Façade (621 to 617)



- Restore second and third floor windows with new windows of appropriate scale. Conduct research to determine historic window patterns.
- Restore upper floor access and consider highlighting it with an awning.
- Use a paint accent color to highlight architectural details.
- Install business signage of appropriate scale and design in the sign band and over the business storefront.
- Remove covering to reveal and restore transom windows.
- Use a fabric awning if desired.
- Install building lighting.
- Consider streetscape amenities such as planters and benches. A trash receptacle should be included on the corner location.

3.5.2 Locust Street—621 to 611 Continued

Existing Façade (615 to 611)



- Remove metal siding from façade.
- Remove metal canopy and replace with fabric awnings, if desired.
- Restore upper floor windows. If the windows no longer exist under the metal covering, research may be required to develop appropriate scale and spacing.
- Use a paint accent color to highlight architectural details.
- Install business signage of appropriate scale and design in the sign band.
- Install building lighting.
- Consider streetscape amenities such as planters and benches.

Proposed Façade (615 to 611)



3.5.3 Locust Street—609 to 601

Existing Façade (609, 607)



Proposed Façade (609, 607)



- Remove metal siding from façade.
- Remove metal canopy and replace with two smaller fabric awnings, if awnings are desired.
- Restore upper floor entrance.
- Restore upper floor windows. If the windows no longer exist under the metal covering, research may be required to develop appropriate scale and spacing.
- Use a paint accent color to highlight architectural details.
- Install signage of appropriate scale and design in the sign band and over the business storefront. Consider painted window signs.
- Install building lighting.

3.5.3 Locust Street—609 to 601 Continued

Existing Façade (605 to 601)



Proposed Façade (605 to 601)



- Restore and highlight 2nd floor entrance.
- Paint upper floor windows.
- Use a paint accent color to highlight architectural details.
- Install signage of appropriate scale and design in the sign band and above the business storefront. Signage above the sign band should be removed.
- Consider removing the awnings. The transom of this building is very intricate, but is hidden. Consider interior illumination on the transom for an interesting and dramatic evening appearance.
- Install exterior building lighting.
- Consider streetscape amenities such as planters and benches. A trash receptacle should be included on the corner location.

4.0 STREETScape DESIGN CONCEPTS

The term “Streetscape” typically refers to exterior public spaces located between the building façades on each side of the street. DREAM proposes an organized streetscape with coordinated lighting, site furnishings, landscaping, and wayfinding. In some cases, streetscape recommendations can include the development of parks, plazas, or other pedestrian gathering areas.

Chillicothe has some existing streetscape features and has made a great investment in Downtown by developing Silver Moon Plaza on the north side of the Courthouse. Decorative lighting is included along portions of Washington, Webster, Locust, Jackson, and Clay streets with other streetscape elements such as pavers, planters, benches, trees, trash receptacles, and signage. In general, the Downtown Chillicothe streetscape design is attractive. However there are areas where it could be extended and components that could be added. Overall, the existing streetscape could coordinate better to help visitors define Downtown.

The various concepts that follow in this section are intended to help guide City staff and Downtown Chillicothe leaders as they pursue future public improvements..

4.1 Design Coordination

An overall design approach will complement the existing streetscape as much as possible. Such an approach will help pull together the buildings, streets, parking areas, public spaces, and pedestrian walkways into a pleasing experience that encourages the visitor to explore. A downtown should display a sense of order and rhythm through the repetition of building design features and street furnishings.

In addition to the recommendations found in this report, there are other streetscape design issues and aspects that the City should address, including:

- Relocation of overhead power lines to underground conduit.
- Sidewalk replacement and updating to current Americans with Disabilities Act Accessibility Guidelines (ADAAG) or the Proposed Right-Of-Way Accessibility Guidelines (PROWAG). Ideally, overhead power lines can be buried as sidewalks are reconstructed.
- Irrigation and procedures that ensure proper maintenance of landscaping.



Silver Moon Plaza in Downtown Chillicothe provides evidence of the City's commitment to enhancing the Downtown streetscape.

Without exception, all of the physical, public-owned elements of Downtown must be maintained in top condition. Streetscape fixtures should be reviewed on a regular basis and repairs or replacements made as timely as resources will allow. Maintenance costs required by a physically improved Downtown are unavoidable, but Chillicothe cannot afford to broadcast a message of neglect and decline. The City must commit to enhancing Downtown and strive to keep it that way. Public streetscape enhancements demonstrate that the City is an investment partner in the ongoing improvement of Downtown.

4.2 Infrastructure

Downtown cannot function without intact infrastructure, but this does not imply infrastructure should just be functional. The City should view infrastructure as a design element that can be enhanced aesthetically for the benefit of residents, visitors, merchants, and property owners. Recommendations for effective and attractive infrastructure include:

- Curbs should be in good repair and constructed of a consistent material. There should be no gaps or areas of uneven elevation along the curb line. At street intersections there should be ADAAG or PROWAG compliant ramps as noted in Section 4.3 to follow.
- Poorly working storm drains can create an undesirable situation at street intersections when storm water run-off collects in large pools. This condition makes pedestrian access virtually impossible and must be corrected.
- Street improvements such as pavement, curbs, or sidewalks should coincide with other public works projects to minimize street closings and costs.
- New sidewalks should transition smoothly into the same grade as street surfaces. New or replacement curb and gutter should be vertical curb design.
- Relocating overhead utility lines, although costly, can improve Downtown aesthetics greatly. Above ground utility enclosures should not obstruct the pedestrian walkway.



Examples of curbs in disrepair observed in Downtown Chillicothe.



An example of a new curb.

4.3 Accessibility

The U.S. Access Board is an independent Federal agency that has been established to monitor and issue updated accessibility guidelines for new or altered facilities covered by Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA). These major civil rights laws prohibit discrimination on the basis of disability and

establish design criteria for the construction or alteration of both public sector facilities and private sector facilities for public and commercial use. These guidelines address new construction and alterations and are referred to as the ADA Accessibility Guidelines (ADAAG). A recent addition the Proposed Right-Of-Way Accessibility Guidelines (PROWAG), is meeting acceptance by various federal agencies and will soon expand upon the ADAAG for public improvements.

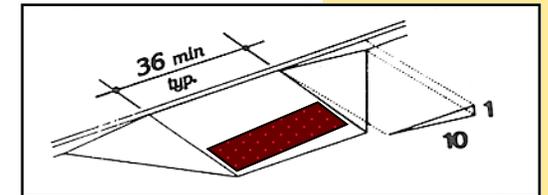
Without the required curb ramps, sidewalk travel is dangerous, difficult, and in some cases, impossible for people who use wheelchairs, scooters, and other mobility aids. Ramps allow people with mobility impairments to gain access to sidewalks and pass through center islands in streets. Additionally, vision impaired visitors to urban downtowns require detectable warning strips along ramps leading to streets. When streets and roads are newly built or altered, they must have ramps wherever there are curbs or other barriers to entry from a pedestrian walkway. When new sidewalks or walkways are built or altered, they must contain curb ramps or sloped areas wherever they intersect with streets or roads. Resurfacing a street or sidewalk is considered an alteration for these purposes. However, filling-in potholes will not trigger the requirements. ADAAG and PROWAG provide for flexibility in many cases, such as Program Access; where an acceptable alternative route to a building may make use of existing ramps, provided people with disabilities must travel only a marginally longer route.

Other accessibility considerations that will benefit Downtown pedestrians include:

- A clean, clear, and well-lit pathway should be provided from public parking areas to major Downtown activity centers. Some of the decorative pavers in Downtown Chillicothe require repairs. The current condition represents an accessibility barrier that the City should work to remove.
- Some of the public parking lots in Downtown Chillicothe require repair. The City should occasionally review lot and stall conditions.
- The City should also consider enforcing private parking lot surface standards.
- To help reduce traffic and assist visitors with wayfinding, the City should encourage parking lot border treatments to help delineate private parking lots.
- Sidewalks should run continuously through an entire block to create a clearly defined pedestrian pathway and minimize conflicts between people and vehicles.
- All roadway crosswalks should be clearly marked with signage and striping.



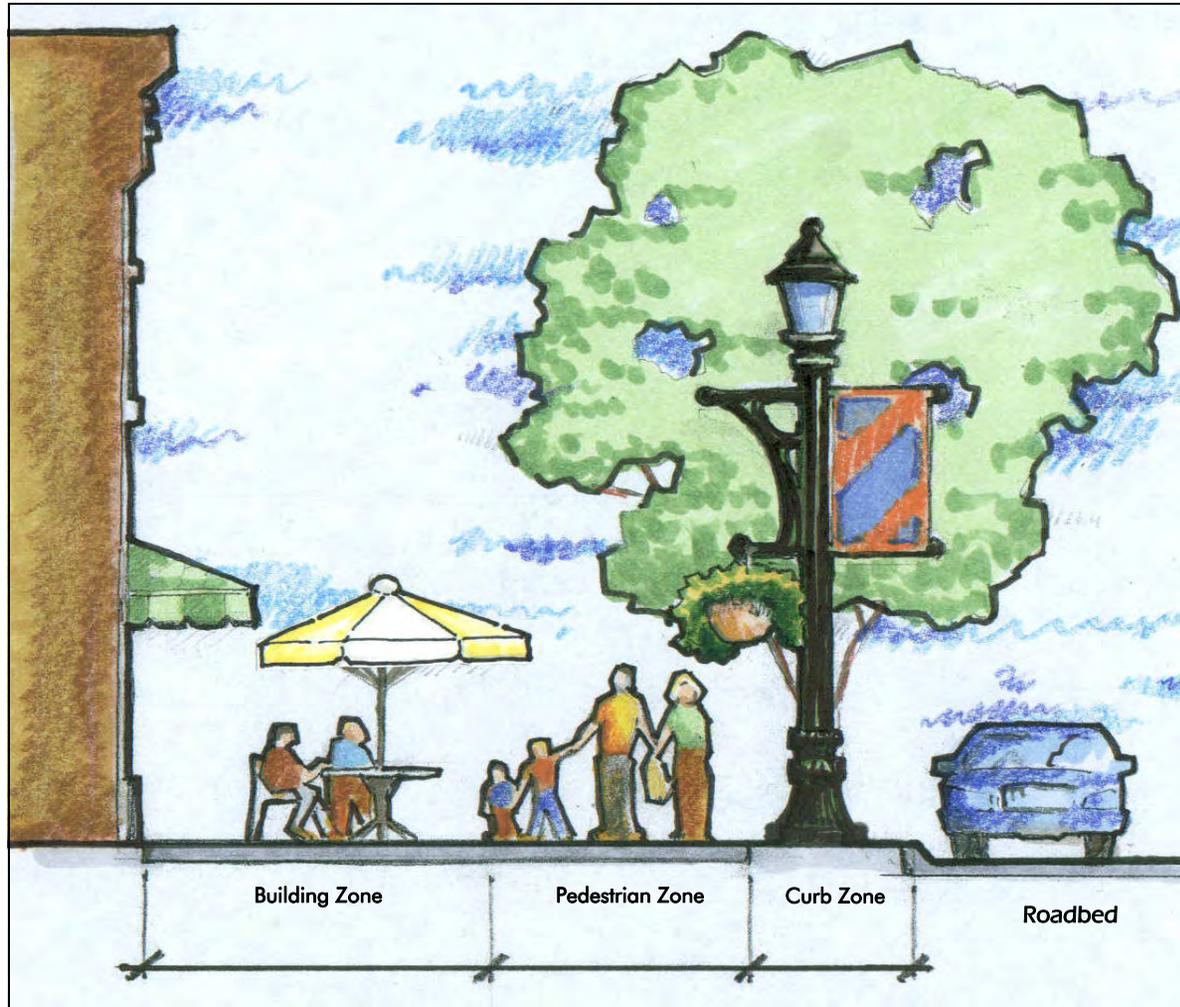
An example of an ADAAG compliant ramp in Sedalia, Missouri.



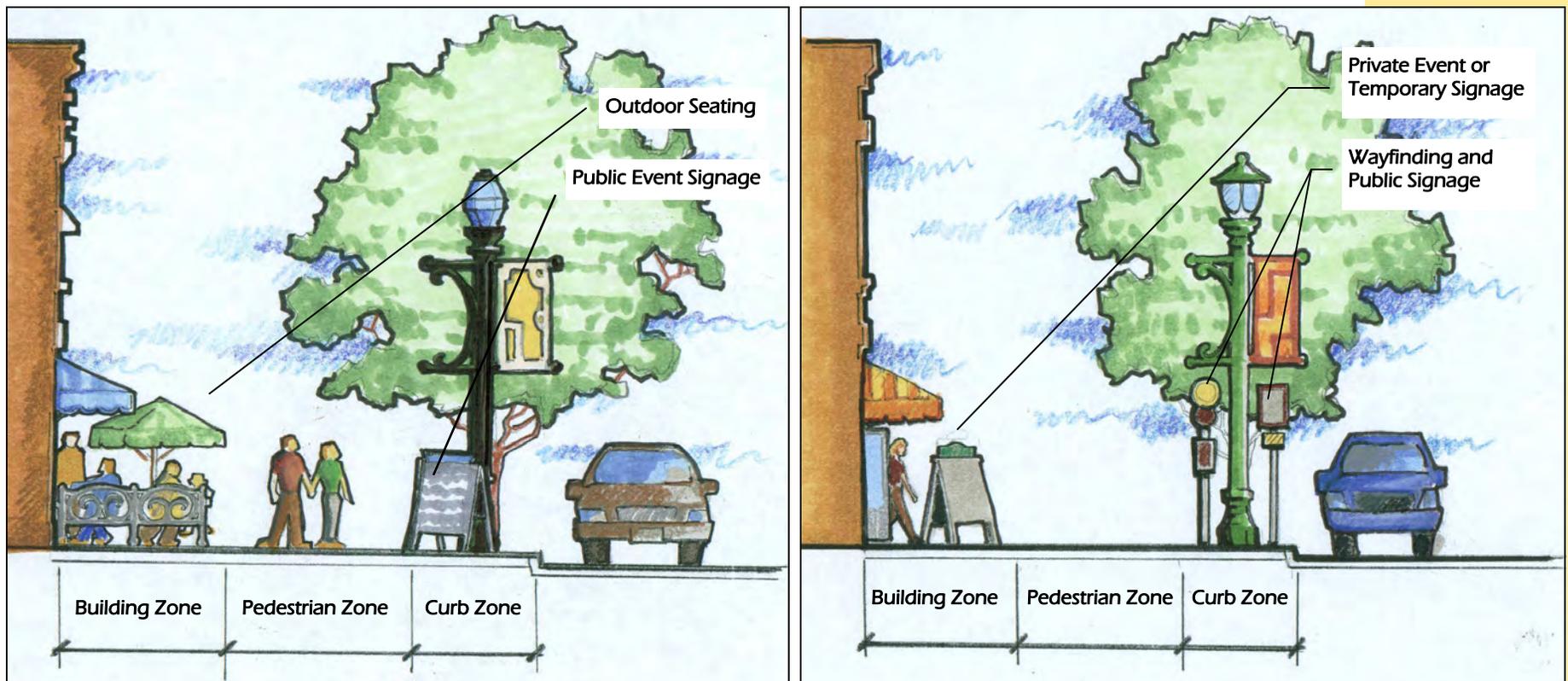
An illustration of ADAAG ramp construction dimensions and location of warning strip.

4.4 Sidewalk Zones

As a streetscape project is contemplated, it is important that adequate zones in front of a building are maintained. The Building Zone, Pedestrian Zone, and Curb Zone all have unique characteristics that should be regulated to ensure that private elements do not adversely impact public improvements.



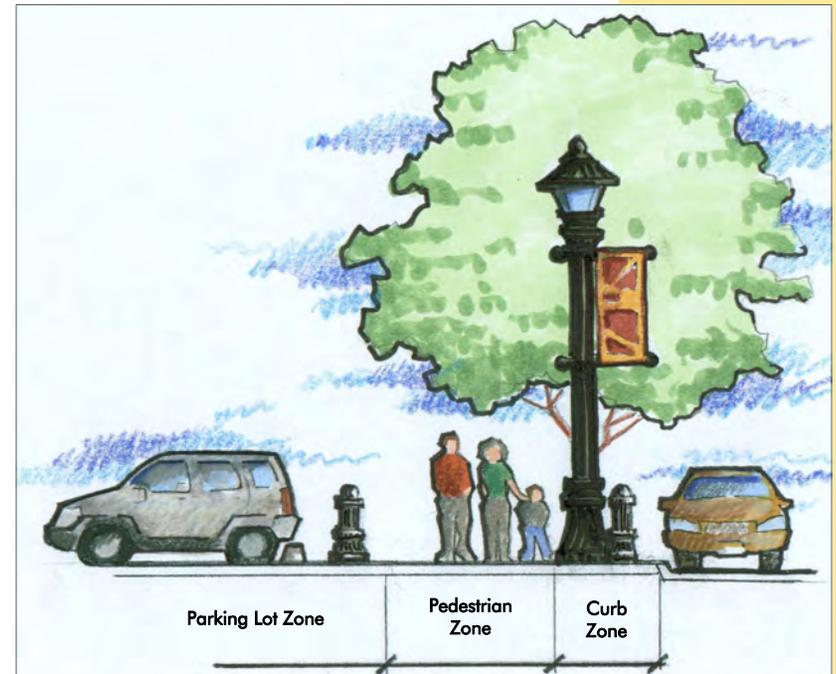
Aside from ADAAG or PROWAG pavement improvements, streetscape amenities should remain clear of the Pedestrian Zone and allow for free movement of pedestrians. Amenities should enhance the pedestrian experience, not be obstructive. Businesses and property owners should be educated on the importance of maintaining Sidewalk Zones. Each business should care for the zones within their building's street frontage.



Street furnishings such as bicycle racks, bollards, and benches can add value and functionality to a streetscape, but must be installed in useful locations. Care must also be taken that furnishings are not excessive and do not block on-street parking lanes.



Example, at right, of a well-used bicycle rack found in Downtown Farmington, Missouri.



4.5 Parking and Service Areas

Parking lots and service areas are required to support Downtown business and retail tenants. Street parking will accommodate some, but not all of this required parking. Publicly owned parking lots can be improved with streetscape elements to provide pedestrian gathering places. Recommendations for Downtown parking and service areas include:

- Parking and service areas should be well lit and landscaped. Vacant lots can provide a temporary solution for additional parking, but only on a temporary basis. Planting buffers or decorative paving should be installed at the edges of lots to define the site border. Landscape islands should be included throughout the lot to improve aesthetics as well minimize storm water run-off.
- Parking lots and service areas should be located to the side or rear of the main business area. Parking should be clearly marked as public parking.
- Parking should provide a clear and well lit pathway for pedestrians to reach Downtown activity centers. Lots should also be maintained in good condition, along with all parts of the street, alley, and sidewalk pavement. Parking areas should be connected to clearly-marked crosswalks and may need to be policed. Visitors should feel safe in the parking lot and not have to navigate tripping hazards to reach Downtown destinations.

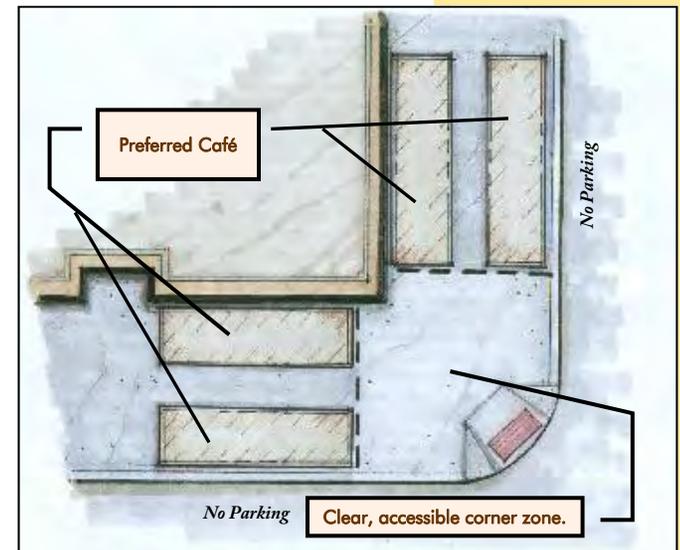
4.6 Outdoor Café Seating

Outdoor Café or sidewalk seating is a common element of a vibrant downtown. Such seating areas can be accommodated in Downtown Chillicothe, but require special attention. A proper arrangement will:

- Be located in the sidewalk area fronting the restaurant. If located on the side or rear of the building, the seating should not be too near to the parking or street to avoid an unappetizing experience with car exhaust and road grit.
- Allow a clear and unencumbered path along the sidewalk for pedestrian traffic. The sidewalk must maintain accessibility compliance and the restaurant owner should be held responsible for the pathway.



A well-defined parking lot in Downtown Chillicothe.



- Not obstruct entrances to the building and provide a clearly defined area connected with the restaurant. Areas adjacent to the building should be ideal.
- Use umbrellas or other patron shelter in a color and style that complements the building. This shelter should only have the businesses name and not advertise beverages or other product brands to promote consistency.
- Consist of furnishings that are durable, weatherproof, windproof, sturdy, and properly maintained. Furnishings should be stored off-site during the winter months.
- Should include sturdy trash receptacles. The restaurant owner should be held responsible for maintaining the cleanliness of the outdoor seating area.

4.7 Street Lighting

Street lighting should enhance the pedestrian experience and nighttime image of Downtown, while also providing an attractive installation during the day. Generally, street lighting should:

- Provide pools of light on the sidewalks at a higher level of illumination than the roadway. Storefront lighting can add to this illumination.
- Be on 12'-14' high poles and project light down onto the sidewalk, not into second floor windows.
- Be uniform in style, type, height, color, type of illumination (LED, compact-fluorescent, high-pressure sodium, etc.) and brightness throughout Downtown.
- Be equipped with brackets for banners and electrical outlets that can display banners and decorations.
- Be part of an overall lighting design strategy to ensure desired lighting levels. Street lighting should also illuminate parking areas, rear entrances, and alleys, as well as streets.

Downtown Chillicothe has an existing street lighting design that is attractive and meets the above concepts. However there is some inconsistency along Locust Street where a large institutional use located and installed their own lighting. The City should work to keep the streetscape lighting uniform in future projects, throughout Downtown.



Examples of the existing street lighting in Downtown Chillicothe.

4.8 Signs and Banners

Public signage should be used in the streetscape design to identify, define, and promote Downtown Chillicothe. Public signage is often only thought of as a functional streetscape element, with no concern for aesthetics. With every Downtown business having at least one sign, public signs can quickly get lost. These signs are critical for wayfinding, traffic flow, and ensuring the safety of Downtown pedestrians. Wayfinding techniques and components to assist in navigation through the area will be addressed in detail in Section 4.14 on Page 55. Coordinated signage for Downtown can also help define the boundaries of Downtown. Concepts to improve the public signage in Downtown Chillicothe, include:

- Street name signs should be chosen and installed that are distinctively different from the street name signs located in the rest of the City. This will reinforce a feeling of place for Downtown; However, their size, design, typestyle, background color, and lettering color must be readable day or night. Decorative traffic signs and poles can also be used effectively. To reduce visual clutter, regulation and directional signage should be combined where possible.
- Encourage Downtown property owners to install street address signs on their buildings that complement or match the style of the street name signs. A historic plaque-type can provide a very elegant touch. The style, font, and colors of these signs should be easy-to-read and approved by local emergency personnel.
- Temporary banners and other signs for public events and attractions can be allowed, but should be restricted as to size, number in one location, and length of display.
- Seasonal banners or decorations that are approved by the City can be installed to create a festive and vibrant atmosphere. Banners can also add a sense of civic identity, but must be well-designed and are most effective with a simple, repetitive, design. Lettering should be kept to a minimum and sponsor panels should only be allowed within a uniform design panel, if at all. The City should provide all maintenance of public signage, banners, outlets, and brackets. The City should also change the banners on a regular schedule, replacing hardware or faded banners as needed.
- Balloons, pennants, and other distracting sign novelties should be strictly regulated in a downtown environment. These elements can be used on public signage, but this should be uncommon.
- Murals must have an artistic component and should be allowed by City approval only. Murals should be professionally painted. Any mural not approved should be considered in violation of the sign code.



Existing Chillicothe street signage (left) could be replaced with more decorative fixtures (shown at right).

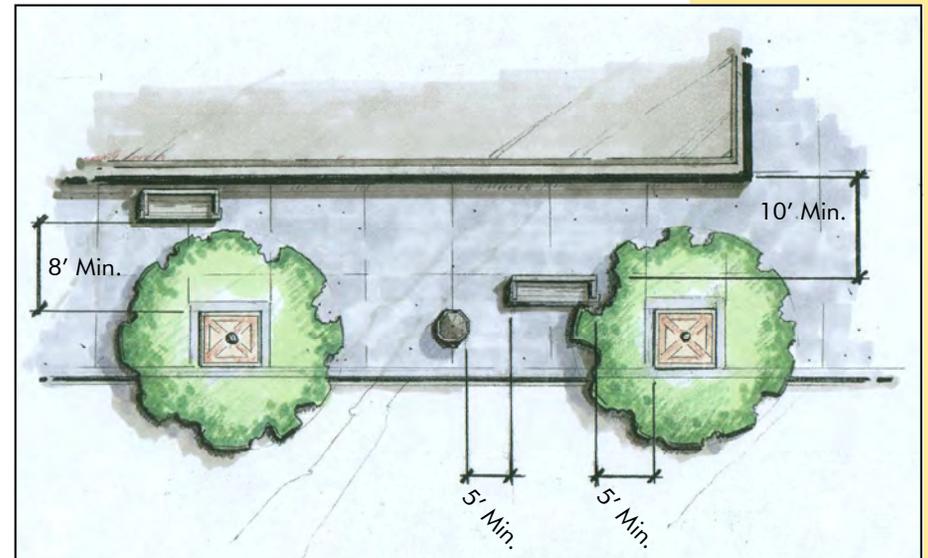
4.9 Public Furnishings

The furnishings included along a street or in a pedestrian plaza, parking lot, or park should be considered as part of the overall streetscape in terms of design. Elements should complement and introduce users to the theme of Downtown Chillicothe. Clusters of furnishings will provide gathering places for pedestrians and street furnishings will encourage visitors to park their vehicles and explore. The City of Chillicothe has installed some furnishings in Downtown, although these components are primarily related to Silver Moon Plaza. General guidelines for the future installation of public furnishings, include:

- Benches within the streetscape encourage social interaction which contributes to a successful Downtown. However, some benches should be oriented so that a pedestrian can sit facing into the storefront. Suggested minimum distances for bench placement are shown at right. Actual distances may vary due to site conditions.
- Planters and window boxes provide color and can be an opportunity to include volunteer service from local clubs and organizations.
- Trash receptacles, bollards, tree grates, and boundary fencing should all be an attractive Downtown accent, not just utilitarian components.
- The styles of furnishings should be simple and not too intricate or flashy.
- Sturdy materials that can be painted are preferred for public furnishings. Wood and soft materials can be vandalized and should be avoided. Concrete is a sturdy material, but is not easily moved, repaired, or replaced. Painted metal is a better choice.
- When grouped together, streetscape furnishings help to enhance Downtown's appearance and create a pedestrian-welcoming environment with functional gathering spaces.



An example of a streetscape bench that is sturdy and easily maintained.



An example of Downtown bench placement.

- Furnishings should be coordinated with light and sign posts to present a unified look to the streetscape. The styles of site furnishings should fit with the desired identity and feel of Downtown. They should be of a style that can be easily repaired, replaced or added-to as needed.
- The City may wish to restrict private property owners from installing their own furnishings on the right-of-way in front of their building; instead, providing them with a catalog of approved choices that are complementary to the rest of the streetscape design components.
- Many site furnishing manufacturers offer customization options for their products, usually via plaques or laser-cut designs (logos, icons, text, etc.) This not only provides a great way to personalize the streetscape elements, but also creates opportunities for community/organizational involvement, dedications, memorials and sponsorship fundraising.



Examples of suitable and sturdy furnishings for Downtown.



Examples of customized streetscape furnishings.

4.10 Bicycles

Downtown Chillicothe should not only be pedestrian friendly, but bicycle friendly as well. Concerns for a bicyclist will include routes of travel, clearance, access to water, type of traffic signals, traffic lanes, signage, drainage grates and curbing obstacles, and parking. Downtown plans should implement bicycle facilities which can be used by local citizens and visitors. The City should identify opportunities for future bicycle facilities in Downtown and throughout the community. Considerations to improve the bicycle friendliness of Downtown Chillicothe, include:

- Bicycle racks which should be of uniform design of materials, color, and style as other site furnishings. Racks should be located at useful activity nodes throughout Downtown.
- Directional and regulatory signage which identifies bike routes and share-the-road routes. Dedicated bicycle lanes on streets, where feasible.
- Wayfinding signage to various destinations within Downtown.
- Public restrooms and drinking fountains.

4.11 Fountains and Public Art

Fountains and public art can enhance Downtown and the pedestrian experience greatly. These features will be most effective as simple interactive elements which Downtown visitors can enjoy. Fountains could be simple bubblers that provide a refreshing respite in the summer months, and are lower maintenance than fountains in a pool. The City of Chillicothe has installed fountains and public art around Silver Moon Plaza, shown on this page. Some additional general guidelines for operations at Silver Moon Plaza and future Downtown Chillicothe projects, include:

- Fountain water should be left in its natural state without coloring.
- Commissioned professional public art and sculpture can provide an inspirational atmosphere in which people enjoy lingering. Professional temporary or seasonal art exhibits could also be installed to promote art in Downtown Chillicothe.
- Fountains and art can also serve as memorial in nature, commemorating City founders or other notable citizens or stories of historical events.
- As with other streetscape elements, fountains and art should not encroach upon the pedestrian walkway.



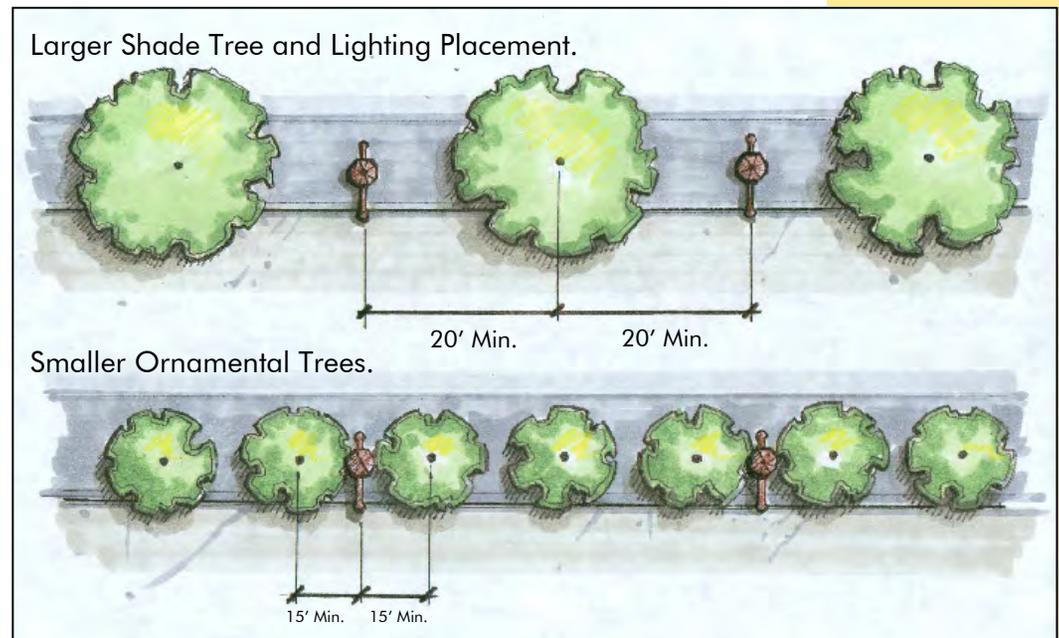
Public art and fountains are installed at Silver Moon Plaza.

4.12 Landscaping

Existing landscaping in Downtown Chillicothe is sporadic. There are some street trees installed with the other streetscape amenities previously mentioned. However the existing planting beds do not provide enough color and could be expanded. There are some parking areas that are well-defined with landscaping. There are several opportunities where excess pavement could be removed for landscaping beds. Some building owners have installed their own planters or window boxes and there are a few publicly installed planters.

The City should consider adding landscaping around Downtown intersections. Landscaping zones can also be identified along side streets to complement, but not obstruct, building façades. General landscaping concepts that the City should consider when designing Downtown features, include:

- If landscaping in front of a business is desired, plants in movable containers should be used where no landscape strip is present. Containers should be placed immediately adjacent to buildings or curbs.
- Street trees work best when planted in groups or islands where they can thrive on larger volumes of soil. The trees should be of a hardy variety, common to the region, and at a size which will allow a minimum of seven feet of clearance before any lateral branching begins.
- The canopy of the tree should be considered to avoid excessive roosting of birds.
- Trees that produce fruiting berries should be avoided to reduce maintenance of sidewalks.
- Trees should also be chosen with downward growing roots, not lateral roots that will damage surrounding pavement.
- Shrubs should be massed in groupings of five to seven plants with no more than two different species within a planting bed.
- Suggested minimum placement distances are shown at right. Actual distances may vary due to site conditions.



4.13 Rain Gardens

Rain Gardens are low-lying landscape beds designed to collect rainwater from adjacent impervious areas. A properly designed and installed Rain Garden will ease the load of the existing storm sewer system and reduce erosion and pollution. Rain Gardens also help to facilitate filtration and absorption of rainwater back into the ground. Rain Gardens require proper design and plant selection for maximum efficiency and reduced maintenance costs. Careful consideration to these factors will reward Downtown Chillicothe with significant environmental impacts for a low cost. Even small Rain Gardens can have a large impact on storm water run-off. General recommendations for Rain Gardens include:

- Low maintenance native plants are recommended due to their greater tolerance for climatic and soil conditions, as well as extreme moisture.
- Design Rain Gardens to also provide aesthetic benefits to the streetscape.
- Rain Gardens should be located so that they do not create an obstacle for street cleaning and maintenance vehicles.
- As with any landscape bed, regular weeding and clearing of litter is required.
- Rain Gardens can typically replace existing landscape beds so as to not require a reduction of parking spaces.
- Species that have trouble thriving should be immediately removed and replaced.
- The City should consider the use of porous pavement in nearby parking areas to help reduce the amount of overall standing water impacting Downtown.
- Rain Gardens should be viewed as a treatment for storm water before it enters the water system.
- Access to conventional drainage structures should be maintained to prevent flooding during heavy storm periods.
- Curb inlets should be provided to allow water to enter and exit the Rain Garden if necessary. The curb inlets should be tapered to minimize damage from maintenance vehicles.



Good example of landscaping along an alley in Downtown Chillicothe.



Examples of Downtown Rain Gardens from Portland, Oregon.

4.14 Wayfinding

Wayfinding is an indispensable tool for directing travelers to destinations and creating a positive first impression. The term wayfinding was originally coined by Kevin Lynch in his 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 is a system to assist travelers in interpreting their cognitive maps. The goal of a wayfinding system is to make the journey to a destination as transparent and seamless as possible. By taking a comprehensive approach in developing the wayfinding system, a community can reinforce its unique identity and sense of place. This approach should include design and building codes centered on four primary aspects:

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. Such clues also draw the pedestrian's eyes to where an entrance or display window is expected to be located.
- Buildings presenting strong architecture, such as the Livingston County Courthouse, serve as landmarks and orientation points. These points are often destinations and starting points.

Sight Lines:

- Visitors will feel most comfortable if they can maintain visual contact with their destination and will want to make few directional changes. Clear sight lines down streets at key intersections should be maintained. Avoid allowing buildings to encroach on, or block, these lines.
- Repetitive landscaping and furnishings can enhance the view down these streets, but care must be taken that streetscape components 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, while similarly lit storefronts and entrances will be appealing to the customer.
- A repetitive line of lighting can be an effective navigation tool. Poor lighting causes missed information and leaves an unsafe impression in a visitor's mind.

Signage:

- Uniform signage at important decision points is a critical element of Downtown wayfinding. Kiosks can direct visitors to various attractions, advertise events, and consolidate signage. Excessive signage will lessen the effectiveness of any individual sign. Fewer, easy to read signs placed at strategic locations are preferred.



An example of wayfinding from Washington, Missouri.

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

- Lack of accuracy, with arbitrary sign location.
- Visual clutter from too many signs.
- Lack of focus in directing traffic to Downtown.
- Diffuse allocation of signs, across many entrances.
- Lack of charm or just standard Department of Transportation signage.
- Routes actually direct travelers around Downtown.
- Signs are too small with inconsistent sizes, colors, and types or are too wordy and hard to read.

Components of successful systems seamlessly integrate the visitors experience with the messages needed to navigate to, and around, Downtown. These components include:

- Primary Gateway Sign—Should serve as the “Welcome” to a visitor, project a positive image of Downtown, and be a significant landmark to help visitors navigate.
- Traffic & Directional Signs—As unobtrusive and attractive as possible, while still meeting Department of Transportation guidelines for safety. Traffic signs must be developed using the Manual of Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration. This type of signage was discussed in Section 4.8 on Page 49.
- Trailblazer Sign—Utilitarian purpose combined with unique branding and design elements. Downtown Chillicothe attractions to consider as destinations on Trailblazer Signs should include City Hall, the County Courthouse, Jail, and Library, The Chillicothe Commerce Center, Silver Moon Plaza, parking lots, and the main shopping area. These signs should be located at or near key transportation nodes.
- Proximity Signs—Installed near attractions, these signs help visitors with their final steps to the destination.
- District Gateway Sign—Creates a boundary for a particular district within the Downtown, such as a historic district. These signs can be used within the district to be defined and should reflect the size, scale and character of the existing architecture of the district.

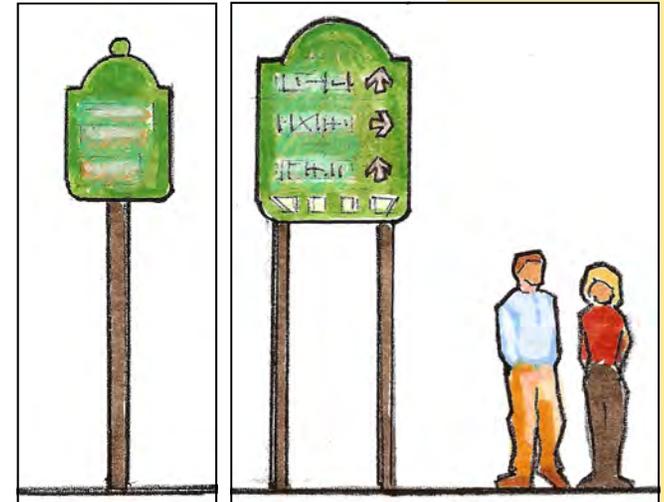


Illustration of a Proximity Sign.

Illustration of a Trailblazer Sign.

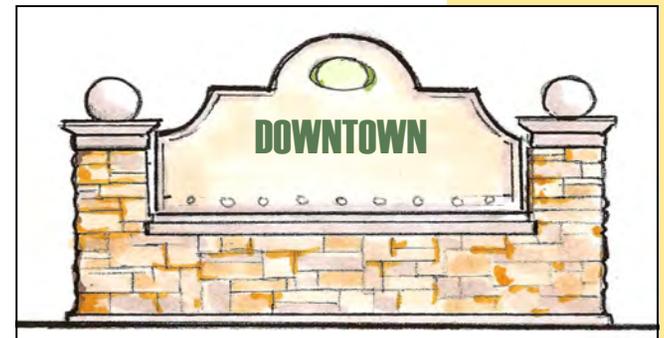


Illustration of a Primary Gateway Sign.

5.0 NEXT STEPS

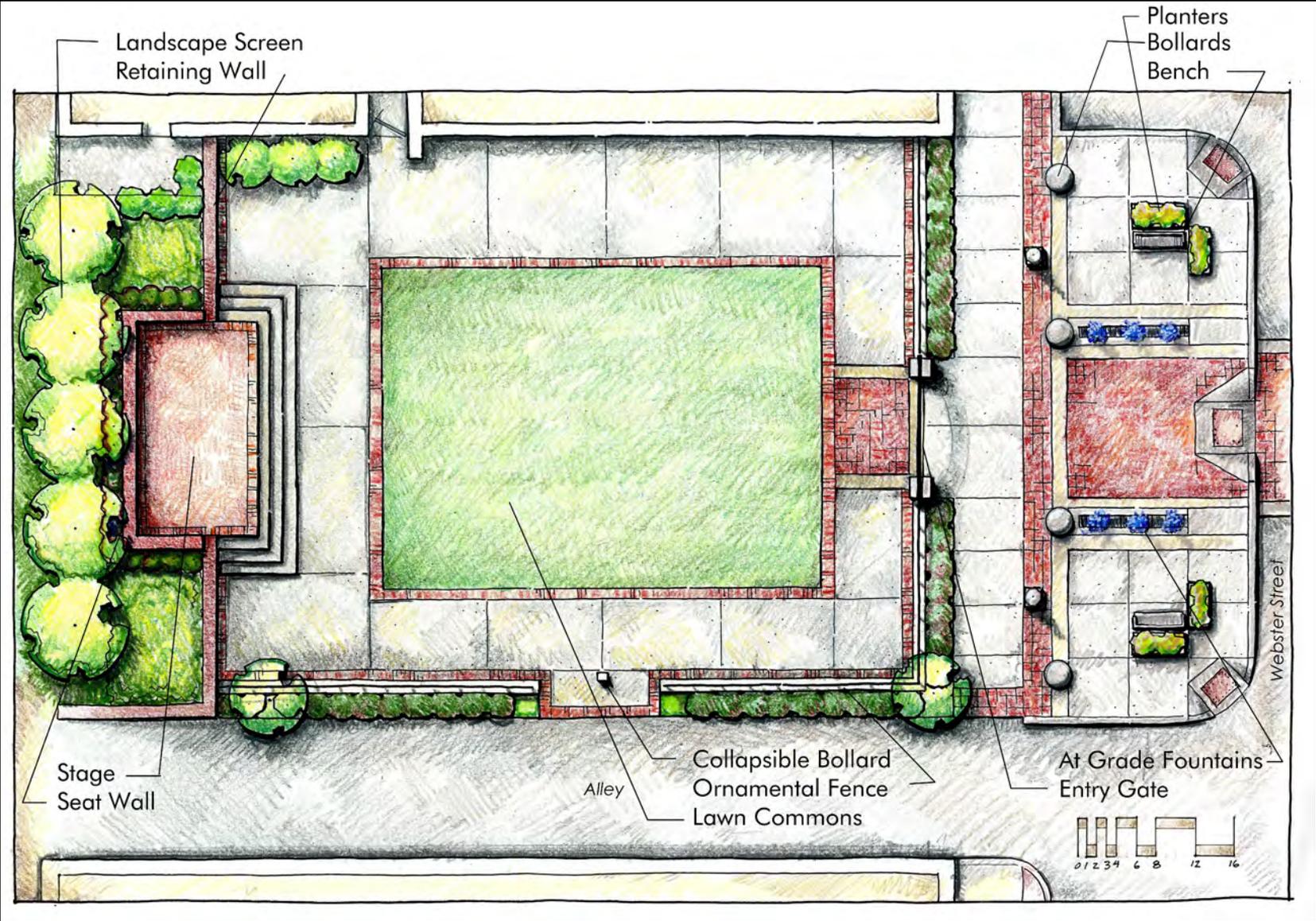
The City should work with Main Street Chillicothe (MSC) to develop and adopt a local preservation ordinance. This ordinance, a sample of which is found in the Appendix as Exhibit B on page 67, will establish procedures for appointing the historic preservation commission, designating future properties or districts as historic, and approving new and rehabilitation construction to property in the districts. The City, through the proposed historic preservation commission, and MSC should work to survey the historic properties in the districts and bolster preservation efforts by developing promotional materials and events that celebrate the historic nature of Downtown. The City may wish to encourage stricter design guidelines based upon the Secretary of the Interiors Standards for Rehabilitation; a summary of which is found in the Appendix as Exhibit A on page 65.

Downtown Chillicothe property owners are currently encouraged to rehabilitate their buildings through a façade renovation program provided by the Chillicothe Community Development Corporation (CDC). The CDC should connect this grant program to criteria that is based on the design concepts in this report. Additionally, MSC promotes the heritage of Downtown through walking tours, marketing materials, and events. The CDC and MSC collaborate on many projects, such as the Downtown mural program and both of these organizations are located on Washington Street in the rehabilitated Chillicothe Commerce Center.

MSC and The City have made numerous public investments in Downtown, including the streetscape and Silver Moon Plaza. The City, with help from the CDC and other local incentives, should pursue the expansion of the streetscape. Downtown leaders should seek other opportunities to develop signature projects, similar to Silver Moon Plaza. The plaza includes murals, custom made fountains, an elegant entryway, a stage area, and green space. The entryway incorporates brick and iron details that are reflective of the local architecture and agricultural heritage. A large lawn with an elevated stage accommodates crowds attending events, concerts, and festivals. The plaza exemplifies many of the streetscape design concepts in this report and is an outstanding reuse of vacant land where historic buildings once stood. Illustrations and photos of the plaza are shown on Pages 58 to 60, with photography of the completed project on Page 61.

Additionally, the City should consider wayfinding elements, particularly the historic district signage as discussed in Section 4.14 on Page 55. This signage could help give the historic districts a sense of identity, yet tie them to Downtown Chillicothe overall.

Silver Moon Plaza Plan View



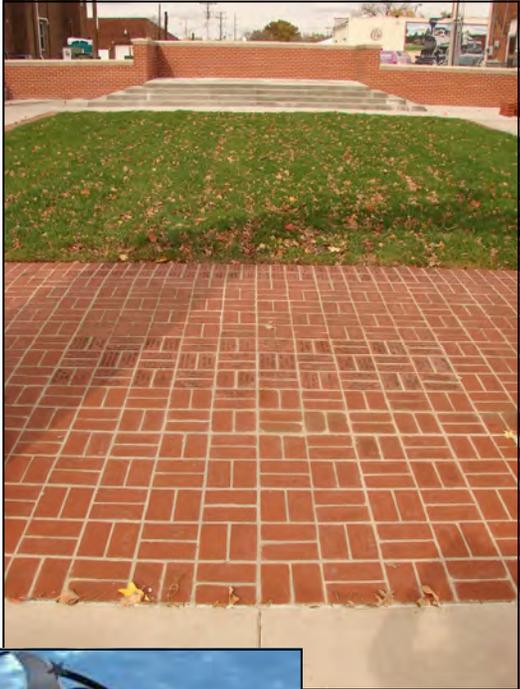
Silver Moon Plaza Aerial View



Silver Moon Plaza Webster Street View



Silver Moon Plaza Completed



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APPENDIX

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EXHIBIT A:

SECRETARY OF THE INTERIOR STANDARDS FOR REHABILITATION

(36 CFR Part 67)

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 historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

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EXHIBIT B:

SAMPLE HISTORIC PRESRVATION ORDINANCE:

AN ORDINANCE AMENDING CHAPTER _____ OF THE MUNICIPAL CODE OF THE CITY
OF _____, MISSOURI BY THE ADOPTION OF A NEW ARTICLE _____ : HISTORIC DISTRICTS AND LANDMARKS.

WHEREAS, the City of _____ was originally settled

WHEREAS, the City of _____ has many buildings, structures, objects, sites, and districts that embody a sense of time and place unique to the City, or which exemplify and reflect the cultural, social, economic, political, architectural, engineering or archaeological history of the nation, the State of Missouri, or the City; and

WHEREAS, movements and shifts of population and the changes in residential, commercial and industrial uses and customs threaten areas, places, structures, sites, works of art and other objects having special historic, community, architectural, archaeological, or aesthetic importance, interest or value and whose preservation and continued utilization are necessary and desirable for the enjoyment, by the citizens of _____ and others, of the history and beauty of said city; and

WHEREAS, the protection of the historic, archaeological and architectural character and resources of the City of _____ is necessary for the promotion of its economic development; and

WHEREAS, the legislature of the State of Missouri has recognized the importance of protecting and preserving places, areas and neighborhoods of historical and cultural importance and significance by empowering cities to adopt regulations and restrictions for the protection of such places and areas, as provided by Chapter 89 and Chapter 253.415 of the Missouri Statutes.

NOW, THEREFORE, Be It Ordained by the Council of the City of _____, Missouri as follows:

The Municipal code of the City of _____, Missouri is hereby amended by the adoption of an amended Article ____:
Historic Districts and Historic Landmarks to read as follows:

Section I: General provisions

Purpose. The purpose of this article is to promote the educational, cultural, economic, and general welfare of the community by:

1. Providing a mechanism to identify and preserve the distinctive historic, archaeological and architectural characteristics of _____ which represent elements of the city's cultural, social, economic, political, and architectural history;

2. Fostering civic pride in the beauty and noble accomplishments of the past as represented in _____ landmarks and historic districts;
3. Conserving and improving the value of property designated as landmarks or within historic districts;
4. Providing for economic benefits to encourage business and residential owners to locate and invest in historically significant properties;
5. Protecting and enhancing the attractiveness of the city to home buyers, tourists, visitors, and shoppers, and thereby supporting and promoting business, commerce and industry, and providing economic benefit to the City;
6. Fostering and encouraging preservation, restoration, and rehabilitation of the historic structures, areas and neighborhoods, and thereby preventing future urban blight;
7. Promoting the use of historic districts and landmarks for the education, pleasure, and welfare of the people of the City; and,
8. Promoting the identification, evaluation, protection and interpretation of the prehistoric and historic archaeological resources within the incorporated limits of the City.

Definitions. Unless specifically defined below, words or phrases in this ordinance shall be interpreted so as to give them the same meaning as they have in common usage and so as to give this ordinance its most reasonable application.

- **Alteration** - any act or process that changes one or more historic, architectural or physical features of an area, site, landscape, place and/or structure, including, but not limited to, the erection, construction, reconstruction, or removal of any structure; the expansion or significant modification of agricultural activities; and clearing, grading or other modification of an area, site, or landscape that changes its current condition.
- **Board of Adjustment** - The board established pursuant to Article _____ of the City of _____.
- **Certificate of Appropriateness (COA)** - A certificate issued by the Historic Preservation Commission (HPC) indicating its approval of plans for alteration, construction, removal, or demolition of a designated landmark or structure within a designated historic district.
- **Certificate of Economic Hardship (COEH)** - A certificate issued by the HPC authorizing an alteration, construction, removal or demolition, even though a COA has previously been denied.
- **Construction** - The act of adding an addition to an existing structure or the erection of a new principal or accessory structure on a lot or property.

- **Cultural Resources** - Districts, buildings, sites, structures, objects and evidence of some importance to a culture, subculture, or community for scientific, engineering, art, tradition, religious or other reasons. Any significant resource providing data necessary for the study and interpretation of past heritage and for interpreting human behavior.
- **Demolition** - Any act or process which destroys, in part or in whole, a building, site, or structure.
- **Design Guideline** - A standard of appropriate activity that will preserve the historic, prehistoric, architectural, scenic or aesthetic character of a landmark or historic district.
- **Exterior Architectural Appearance** - The architectural character and general composition of the exterior of a structure, including but not limited to the kind, color and texture of the building material and the type, design and character of all windows, doors, light fixtures, signs, and appurtenant elements.
- **Historic District** - An area so designated by ordinance of the City Council which may include individual Landmarks, as well as other properties or structures which, while not of necessarily of historic or architectural significance, contribute to the overall visual characteristics and historical significance of the Historic District.
- **HPC** - Historic Preservation Commission.
- **Historic significance** - Character, interest or value as part of the development, heritage, or culture of the community, county, state or country; as the location of an important local, county, state or national event; or through identification with a significant person or persons who made an important contribution to the community, county, state or country.
- **Landmark** - A property or structure so designated by ordinance of the City Council, pursuant to procedures prescribed herein, which is worthy of rehabilitation, restoration, interpretation and preservation because of its historic, architectural or archaeological significance.
- **Minimum Maintenance** - The minimum regulations governing the conditions and maintenance of all existing structures, as set out in the BOCA Basic National Existing Structures Code, First Edition (1984), as published by the BOCA Building Officials & Code Administrators International, Inc., and adopted by reference, with certain amendments thereto by the City Council of the City of _____, Missouri, as such existing structures code shall be amended from time to time by the City of _____.
- **Ordinary Maintenance** - Any work for which a building permit is not required by municipal ordinance, where the purpose and effect of such work is to correct any deterioration or decay of, or damage to, a structure or any part thereof and to restore the same, as nearly as may be practical, to its condition prior to the occurrence of such deterioration, decay or damage, and does not involve change of materials nor of form.

- **Owner of Record** - The person, persons, corporation, or other legal entity listed as owner on the records of the County Recorder of Deeds.
- **Public Improvement Project** - An action by the City of _____ or any of its departments or agencies involving major modification or replacement of streets, sidewalks, curbs, street lights, street or sidewalk furnishings, landscaping, parking, signage, or other portions of the public infrastructure servicing commercial, residential, recreational or industrial development; or any undertakings affecting city parks or city owned structures.
- **Removal** - Any relocation of a structure, object, or artifact on its site or to another site.
- **Repair** - Any change that is not construction, alteration, demolition or removal and is necessary or useful for continuing ordinary maintenance and upkeep.
- **Secretary of the Interior's Standards** – The Secretary of the Interior's Standards for the Treatment of Historic Properties are sets of treatment standards intended to assist users in making sound historic preservation decisions for the preservation, rehabilitation, restoration or reconstruction of historic properties. The Standards are codified as 36 CFR Part 68 in the July 12, 1995, Federal Register (Vol. 60, No. 133).
- **Site** - The traditional, documented or legendary location of an event, occurrence, action or structure significant in the life or lives of a person, persons, groups, or tribe, or any place with evidence of past human activity. Sites include, but are not limited to, cemeteries, burial grounds, occupation and work areas, evidence of farming or hunting and gathering, battlefields, settlements, estates, gardens, groves, river crossings, routes and trails, caves, quarries, mines or significant trees or other plant life.
- **Stop Work Order** - An order directing an owner, occupant, contractor or subcontractor to halt an action for which a COA is required, and notifying the owner, occupant, contractor or subcontractor of the application process, as described in this ordinance, to obtain a COA.
- **Structure** - Anything constructed or erected, the use of which requires permanent or temporary location on or in the ground, including, but without limiting the generality of the foregoing, buildings, fences, gazebos, advertising signs, billboards, backstops for tennis courts, radio and television antennae and towers, and swimming pools.
- **Survey** - The systematic gathering of information on the architectural, historic, scenic, and archaeological significance of buildings, sites, structures, areas, or landscapes, through visual assessment in the field and historical research for the purpose of identifying landmarks or districts worthy of preservation.

Section II: Historic Preservation Commission

Composition of Historic Preservation Commission. The Historic Preservation Commission (HPC) shall consist of seven (7) members, residents of the City of _____, all of whom shall be appointed by the Mayor. In addition, a member of the City Council and of the Planning and Zoning Commission shall be appointed as ex-officio members. All Commission members must have a demonstrated interest, competence, or knowledge in historic preservation. To the extent available in the community the HPC shall include professional members representing such disciplines as architecture, archaeology, planning, urban design, geography, anthropology, folklore, curating, contracting, conservation, landscape architecture, law, real estate brokerage, banking, history, or other fields related to historic preservation, and residents of historic districts or potential historic districts.

Terms. The terms of office of the members of the HPC shall be for three years, excepting that the membership of the first HPC appointed shall serve respectively for terms of two for one year; two for two years; and three for three years. Vacancies shall be filled for the unexpired term only. Action to fill vacancies shall be initiated within 60 days. The HPC shall hold at least four (4) meetings per year and any member of the HPC who fails to attend at least fifty percent (50%) of all meetings, regular and special, in any calendar year, shall thereby automatically vacate the membership.

Officers. Officers shall consist of a Chairman and Vice-chairman elected by the HPC who shall each serve a term of one (1) year and shall be eligible for re-election; but no member shall serve as Chairman for more than two (2) consecutive years. The Council and Planning and Zoning Commission representatives shall not be eligible for office. The Chairman shall preside over meetings. In the absence of the Chairman, the Vice-chairman shall perform the duties of the Chairman. If both are absent, a temporary Chairman shall be elected by those commission members present. The Secretary shall be appointed by the City; the duties of which, include:

1. Take minutes of each HPC meeting;
2. Be responsible for publication and distribution of copies of the minutes, reports, and decisions to the members of the HPC;
3. Give notice as provided herein by law for all public hearings conducted by the HPC;
4. Advise the Mayor of vacancies on the HPC and expiring terms of members; and,
5. Prepare to submit to the Council a complete record of the proceedings before the HPC on any matter requiring Council consideration.

Meetings. A quorum shall consist of four of the seated HPC members. All decisions or actions of the HPC shall be made by a majority vote of those members present and voting at any meeting where a quorum exists. Meetings shall be held at regularly scheduled times to be established by resolution of the HPC at the beginning of each calendar year or at any time upon the call of the chairman, but no less than once each quarter. Public notice of all meetings shall be posted in conformance with standard City policy and RSMO Section 610.020. No member of the HPC shall vote on any matter that may materially or apparently affect the

property, income, or business interest of that member. No action shall be taken by the HPC that could in any manner deprive or restrict the owner of property in its use, modification, maintenance, disposition, or demolition until such owner shall first have had the opportunity to be heard at public meeting of the HPC, as provided herein. The chairman, and in his absence, the acting chairman, may administer oaths and require the attendance of witnesses. All meetings of the HPC shall be open to the public except as allowed by State law. The HPC shall keep minutes of its proceedings, showing the vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Office of the City Clerk and shall be public record. All HPC rules of procedure, designation criteria, design guidelines and forms shall be available to the public at the Office of the City Clerk.

Funding. The City Council shall annually appropriate funds, within the budget limitations, for the operation of the HPC. The HPC may, with the consent of the City Council, apply for, receive, or expend any federal, state or private grant, grant-in-aid, gift or bequest, in furtherance of the general purposes of this ordinance.

Compensation. Members shall serve without compensation but shall be reimbursed for expenses incurred on commission business.

Powers and Duties. The HPC shall have the following powers and duties:

1. To adopt its own bylaws and procedural regulations, provided that such regulations are consistent with this chapter and the Revised Statutes of the State of Missouri;
2. To conduct an ongoing survey for the identification of historically, archaeologically and architecturally significant properties, structures, sites and areas that exemplify the cultural, social, economic, political, or architectural history of the nation, state or city; and to maintain the research information in an inventory accessible to the public (except for archaeological site locations, which shall be restricted);
3. To investigate, and recommend to the Planning and Zoning Commission and to the City Council the adoption of ordinances designating properties or structures having special cultural, historic, archaeological, community, or architectural value as Landmarks;
4. To investigate and recommend to the Planning and Zoning Commission and the City Council the adoption of ordinances designating areas as having special cultural, historic, archaeological, community, or architectural value as Historic Districts;
5. To keep a register of all properties and structures which have been designated as Landmarks or Historic Districts, including all information required for each designation;
6. To confer recognition upon the owners of Landmarks and property or structures within Historic Districts by means of certificates, plaques, or markers; and to make recommendations for the design and implementation of specific markings of the streets and routes leading from one Landmark or Historic District to another;

7. To advise and assist owners of Landmarks and property or structures within Historic Districts on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and on procedures for inclusion on the National Register of Historic Places;
8. To nominate Landmarks and Historic Districts to the _____ Historic Register, and to the National Register of Historic Places, and to review and comment on any nominations to the National Register of Historic Places;
9. To inform and educate the citizens of the City of _____ concerning the historic, archaeological and architectural heritage of the City through publication or sponsorship of maps, newsletters, brochures, pamphlets, programs and seminars by the City, the HPC, or other appropriate parties.
10. To hold public hearings and to review applications for construction, alteration, removal or demolition affecting proposed or designated Landmarks or structures within Historic Districts and issue or deny Certificates of Appropriateness for such actions. Applicants may be required to submit plans, drawings, elevations, specifications, and other information as may be necessary to make decisions;
11. To hold public hearings on each proposed nomination of a Landmark and of a Historic District and on the guidelines developed for each nomination;
12. To request the Building Inspector to issue stop work orders for any construction, alteration, removal or demolition undertaken without a Certificate of Appropriateness or to stop work that violates the conditions of a certificate;
13. To review all applications for demolition permits within the corporate limits of the City to determine impact to significant cultural resources, including those not yet nominated as Landmarks or as contributing properties within an Historic District;
14. To consider applications for Certificates of Economic Hardship that would allow the performance of work for which a Certificate of Appropriateness has been denied;
15. To develop specific design guidelines based on the Secretary of the Interior's Standards for Rehabilitation for the alteration, construction, or removal of Landmarks or property and structures within Historic Districts;
16. To review proposed zoning amendments, applications for special use permits, or applications for zoning variances that affect proposed or designated Landmarks or Historic Districts;
17. To administer on behalf of the City of _____ any property of historical significance or full or partial interest in real property, including easements, that the City of _____ may have or accept as a gift or otherwise, upon approval by the City Council;
18. To accept and administer on behalf of the City of _____, upon approval of the Council, such gifts, grants, and money as may be appropriate for the purposes of this ordinance. Such money may be expended for

- publishing maps and brochures or for hiring staff persons or consultants or performing other functions for the purpose of carrying out the duties and powers of the HPC and the purposes of this ordinance;
19. To call upon available city staff members as well as other experts for technical advice;
 20. To retain such specialists or consultants or to appoint such citizen advisory committees as may be required;
 21. To testify before all boards and commissions, including the Planning and Zoning Commission and the Board of Adjustment, on any matter affecting historically, archaeologically, culturally and architecturally significant property, structures, sites and areas;
 22. To make recommendations to the City Council concerning budgetary appropriations to further the general purposes of this ordinance;
 23. To develop a preservation component in the Master Plan of the City of _____ and to recommend it to the Planning and Zoning Commission and to the City Council;
 24. To periodically review the _____ Zoning Ordinance and to recommend to the Planning and Zoning Commission and the City Council any amendments appropriate for the protection and continued use of Landmarks or property, sites and structures within Historic Districts; and,
 25. To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to implementation of the purpose of this ordinance.

Section III: Surveys and Research

The HPC shall undertake an ongoing survey and research effort in the City of _____ to identify neighborhoods, areas, sites, structures, and objects that have historic, cultural, archaeological, architectural or aesthetic importance, interest or value, and shall maintain an inventory of that information. Before the HPC shall on its own initiative nominate any landmark or district for designation, it shall develop a plan and schedule for conducting a comprehensive survey of the City of _____ to identify significant resources. As part of the survey, the HPC shall review and evaluate any prior surveys and studies by any unit of government or private organization and compile appropriate descriptions, facts, and photographs. The HPC shall systematically identify potential Landmarks and Historic Districts and adopt procedures to nominate them based upon the following criteria:

- The potential Landmarks and Historic Districts in one identifiable neighborhood or distinct geographical area of the City of _____.
- The potential Landmarks and Historic Districts associated with a particular person, event, or historical period.
- The potential Landmarks and Historic Districts of a particular architectural style or school, or of a particular architect, engineer, builder, designer, or craftsman.

- The potential Landmarks and Historic Districts containing historic and prehistoric archaeological resources with the potential to contribute to the understanding of historic and prehistoric cultures.
- Such other criteria as may be adopted by the HPC to assure systematic survey and nomination of all potential Landmarks and Historic Districts within the City of _____.

All inventory material shall be in conformance with standards and guidelines for cultural resource inventory as established by the State Historic Preservation Office.

Section IV: Nomination of Landmarks and Historic Districts

General. Nominations for a landmarks or historic district shall be made to the HPC on a form prepared by it and may be submitted by a member of the HPC, owner of record of the nominated property or structure, or the City Council. Nominations shall be turned in to the City Clerk, who will within seven (7) days of receipt mail a notification of intent to nominate to the owner of record of the nominated property. Forms and criteria for designation will be available at the Office of the City Clerk.

Criteria for Consideration of Designation. The HPC shall, upon such investigation as it deems necessary, make a determination as to whether a nominated property, structure, site, area or district meets one or more of the following criteria, based on Criteria for Evaluation for the National Register of Historic Places:

- Its character, interest, or value as part of the development, heritage, or cultural characteristics of the community, county, state or country.
- Its overall setting and harmony as a collection of buildings, structures, objects where the overall collection forms a unit.
- Its potential to be returned to an accurate historic appearance regardless of alterations or insensitive treatment that can be demonstrated to be reversible.
- Its location as a site of a significant local, county, state, or national event.
- Its identification with a person or persons who significantly contributed to the development of the community, county, state, or country.
- Its embodiment of distinguishing characteristics of an architectural type valuable for the study of a period, type, method of construction, or use of indigenous materials.
- Its identification as the work of a master builder, designer, architect, or landscape architect whose individual work has influenced the development of the community, county, state, or country.
- Its embodiment of elements of design, detailing, materials, or craftsmanship that render it architecturally significant.

- Its embodiment of design elements that make it structurally or architecturally innovative.
- Its unique location or singular physical characteristic that make it an established or familiar visual feature of the neighborhood, community, or city.
- Its character as a particularly fine or unique example of a utilitarian structure, including, but not limited to farmhouses, gas stations, or other commercial structures, with a high level of integrity or architectural significance.
- Its suitability for preservation or restoration.
- Its potential to yield information important to history and prehistory.

Any structure, property, or area that meets one or more of the above criteria shall also have sufficient integrity of location, design, materials, and workmanship to make it worthy of preservation or restoration.

Public Hearing on Landmarks and Historic Districts. Upon receipt of a completed nomination of a Landmark or Historic District, the HPC shall schedule a public hearing to solicit input and comment on the proposed designation and guidelines for a COA.

Report and Recommendation of HPC. The HPC shall within forty-five (45) calendar days from receipt of a completed nomination in proper form adopt by resolution a recommendation that the nominated Landmark or Historic District does or does not meet the criteria for designation of this ordinance. The resolution shall be accompanied by a report to the Planning and Zoning Commission containing the following information:

1. Explanation of the significance or lack of significance of the nominated Landmark or Historic District as it relates to the criteria for designation; and,
2. Explanation of the integrity or lack of integrity of the nominated Landmark or Historic District.

In the case of a nominated Landmark found to meet the criteria for designation:

1. The significant exterior architectural features of the nominated Landmark that should be protected;
2. The types of construction, alteration, demolition, and removal, other than those requiring a building or demolition permit, that should be reviewed for appropriateness pursuant to the provisions of Section ____ through ____ of this ordinance; and,
3. Archaeological significance and recommendations for interpretation and protection.

In the case of a nominated Historic District found to meet the criteria for designation:

1. The types of significant exterior architectural features of the structures within the nominated Historic District that should be protected;

2. The types of alterations and demolitions that should be reviewed for appropriateness pursuant to the provisions of this ordinance;
3. The type and significance of historic and prehistoric archaeological sites within the nominated Historic District;
4. Proposals for design guidelines for HPC review of COA's for the nominated Landmark or Historic District;
5. The relationship of the nominated Landmark or Historic District to the ongoing effort of the HPC to identify and nominate all potential cultural resources that meet the criteria for designation;
6. Recommendations as to appropriate permitted uses, special uses, height and area regulations, minimum dwelling size, floor area, sign regulations, lot size, and parking regulations necessary or appropriate to the preservation of the nominated Landmark or Historic District, including recommendations for buffer zones to protect and preserve visual integrity; and,
7. A map showing the location of the nominated Landmark and/or the boundaries of the nominated Historic District.

The recommendations and report of the HPC shall be sent to the Planning and Zoning Commission within seven (7) days following the vote on the resolution and shall be available to the public in the Office of the City Clerk.

Notification of Nomination for Designation. The Planning and Zoning Commission shall schedule and hold a hearing on the nomination following receipt of a report and recommendation from the HPC that a nominated Landmark or Historic District does or does not meet the criteria for designation. The meeting shall be scheduled, held and conducted in the same manner as other meetings to consider applications for zoning map amendments or ordinance amendments. Notice of the date, time, place and purpose of the meeting and a copy of the completed nomination form shall be sent by regular mail to the owners of record and to the nominators.

Public Hearing. Oral or written testimony concerning the significance of the nominated Landmark or Historic District shall be taken at the public hearing from any person concerning the nomination. The HPC may present expert testimony or present its own evidence regarding the compliance of the nominated Landmark or Historic District with the criteria for consideration of designation as set forth in this ordinance. The owner of any nominated Landmark or of any property within a nominated Historic District shall be allowed reasonable opportunity to present evidence regarding significance and shall be afforded the right of representation by counsel and reasonable opportunity to cross-examine expert witnesses. The hearing shall be closed upon completion of testimony.

Determination by Planning and Zoning Commission. Within sixty (60) calendar days following close of the public hearing, the Planning and Zoning Commission shall make a determination upon the evidence whether the nominated Landmark or Historic District does or does not meet the criteria for designation. Such a determination shall be made upon a motion and vote of the Planning and Zoning Commission and shall be accompanied by a report stating the findings of the Planning and Zoning Commission concerning the relationship between the criteria for designation in this ordinance and the nominated Landmark or Historic District and all other information required by this ordinance.

Notification of Determination. Notice of the determination of the Planning and Zoning Commission, including a copy of the report, shall be sent by regular mail to the owner of record of a nominated Landmark and of all property within a nominated Historic District and to the nominator within seven (7) days following adoption of the resolution. Within seven (7) days following a determination by the Planning and Zoning Commission that the nominated Landmark or Historic District does meet the criteria for designation, a copy of the resolution and report accompanied by a recommendation that the nominated Landmark or Historic District be designated shall be sent to the City Council.

Appeal. A determination by the Planning and Zoning Commission that the nominated Landmark or Historic District does not meet the criteria for designation shall be a final administrative decision reviewable under the Missouri Administrative Procedure and Review Act provided, however, that the nominator or any owner of the nominated Landmark or of property within the nominated Historic District, may within thirty (30) days after the postmarked date of the notice of the determination file with the City Clerk a written appeal to the City Council.

Action by City Council. The City Council shall, within sixty (60) calendar days after receiving the recommendation from the Planning and Zoning Commission, or after receiving a written appeal, either reject the recommendation or written appeal by formal resolution or designate the Landmark or Historic District by an ordinance. The City Council shall hold a public hearing before enacting the resolution or ordinance and provide notice and take testimony. Any resolution or ordinance shall be accompanied by a written statement explaining the reasons for the action of the City Council. The City Clerk shall provide written notification of the action of the City Council by regular mail to the nominator, the appellant, and the owners of record of the nominated Landmark or of all property within a nominated Historic District. The notice shall include a copy of the designation ordinance or resolution passed by the City Council and shall be sent within seven (7) days of the City Council action. A copy of each designation ordinance shall be sent to the HPC, Planning and Zoning Commission and Building Inspector.

The Designation Ordinance. Upon designation, the Landmark or Historic District shall be classified as a Historic use and the designating ordinance shall prescribe the significant features; types of construction, alteration, demolition, and removal, other than those requiring a building or demolition permit that should be reviewed for appropriateness; the design guidelines for applying the criteria for review of appropriateness; permitted uses; special uses; height and area regulation; minimum dwelling size; floor area; lot size; sign regulation; and parking regulations. The official zoning map of the City of _____ shall be amended to show the location of the Historic use as a zoning classification.

Interim Control. No building permit shall be issued by the Building Inspector for alteration, construction, demolition, or removal of a nominated Landmark or of any property or structure within a nominated Historic District from the date of the meeting of the HPC at which a nomination form is first presented until the final disposition of the nomination by the City Council unless such alteration, removal, or demolition is authorized by formal resolution of the City Council as necessary for public health, welfare, or safety. In no event shall the delay be for more than one hundred eighty (180) days.

Amendment and Rescission of Designation. Designation may be amended or rescinded upon petition to the HPC and compliance with the same procedure and according to the same criteria set forth herein for designation.

Section V: Certificate of Appropriateness Application

A Certificate of Appropriateness (COA) shall be required before the following actions affecting the significance of any Landmark or any structure within a Historic District may be undertaken:

1. Any construction or activity requiring a building permit from the City of _____;
2. Any demolition in whole or in part requiring a demolition permit from the City of _____;
3. Any construction, alteration, demolition, or removal affecting a significant exterior architectural feature or appearance as specified in the ordinance designating the Landmark or Historic District;
4. Any alteration or removal involving site disturbing activities that might affect archaeological resources;
5. Any actions to correct a violation of a minimum maintenance standard.

Applications for a COA shall include accompanying plans and specifications affecting the significance of a designated Landmark or of a property within a designated Historic District; and applications for demolition permits shall include plans and specifications for the contemplated use of the property. Applications for building and demolition permits shall be forwarded by the Building Inspector to the HPC within seven (7) days following receipt of the application. **A building or demolition permit shall not be issued until a COA has been issued by the HPC.** Any applicant may request a meeting with the HPC before the application is reviewed by the HPC or during the review of the application. Application for review of construction, alteration, demolition, or removal not requiring a building permit for which a COA is required shall be made on a form prepared by the HPC and available at the Office of the City Clerk. The HPC shall consider the completed application at its next regular meeting.

Stop Work Order. Whenever the HPC has reason to believe that an action for which a COA is required has been initiated, or is about to be initiated, or that a violation of the conditions of a permit has occurred, it shall request that the Building Inspector make every reasonable effort to contact the owners, occupants, contractor or subcontractor and inform them of proper procedures. If the HPC determines that a stop work order is necessary to halt an action, it shall request the Building Inspector to send a copy of the stop work order by certified mail return receipt requested to the owners, occupants, contractors and subcontractors, and notify them of the process of applying for a COA. A copy of the proper application form shall be included in the notice. If necessary, a second or subsequent stop work order may be issued for the same project.

Section VI: Determination by the Historic Preservation Commission

The HPC shall review the application for a building or demolition permit or for a COA and issue or deny the permit with forty-five (45) days of receipt of the application. Written notice of the approval or denial of the application shall be provided to the applicant and the Building Inspector within seven (7) days following the HPC determination and shall be accompanied by a COA in the case of an approval.

A COA shall become void unless construction is commenced within six months of date of issuance. COA's shall be issued for a period of eighteen months and are renewable. If the project is not completed according to the guidelines provided in the COA, the project shall be deemed in violation of this ordinance.

Denial of a COA. A denial of a COA shall be accompanied by a statement of the reasons for the denial. The HPC shall make recommendations to the applicant concerning changes, if any, in the proposed action that would cause the HPC to reconsider its denial and shall confer with the applicant and attempt to resolve as quickly as possible the differences between the owner and the HPC. The applicant may resubmit an amended application or reapply for a building or demolition permit that takes into consideration the recommendation of the HPC.

Section VII: Review of Public Improvement and Land Acquisition Projects

Public improvement and land acquisition projects by the City of _____ or any of its departments or agencies shall be reviewed by the HPC in the following manner:

- The HPC shall review and comment upon any public improvement project proposed by the City of _____ or any of its agencies or departments within any historic district, on the site of or within two hundred (200) feet of any Landmarks, or within two hundred (200) feet of any boundary of a Historic District. The Department of Public Works shall send a completed preliminary design for a public improvement project to the HPC simultaneously with its submission to the City Council. The HPC shall complete its review and report to the City Council within thirty (30) days, except when the Department of Public Works, if necessary to accelerate the design review process, may specify a time less than thirty (30) days within which the HPC shall complete its review and report to the Council.
- The HPC shall review and comment upon any proposed acquisition of a Landmark or of land or buildings within a Historic District by the City of _____ or any of its agencies or departments. The City Council or the Department of Public Works shall, at the earliest possible date that will not interfere with acquisition negotiations, send the HPC information concerning the location, size, purchase price, current use, and proposed use of the land or building to be acquired, and specify the date by which the HPC shall report to the City Council.
- The HPC shall review the public improvement or land acquisition projects to determine its effect upon the historic, archaeological or architectural character of the Landmark or Historic District and report to the City Council within any time specified by the City Council or Planning Department but not to exceed forty-five (45) days. The report by the HPC shall include any recommendations for changes to the preliminary design or land acquisition that will lessen or alleviate any adverse effect of the proposed project upon the historic, archaeological or architectural character of the Landmark or Historic District. The City Council shall take no final action on the preliminary design or land acquisition until it has received and reviewed the report of the HPC.

Section VIII: Standards for Review

In considering an application for a building or demolition permit or for a Certificate of Appropriateness, the HPC shall be guided in principal by the Secretary of the Interior's Standards, as follows, in addition to any design guidelines in the ordinance designating the Landmark or Historic District. Applications, standards for review and design guidelines shall be available in the Office of the City Clerk for distribution to the public.

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 historic property shall be preserved.
6. Deteriorated historic features shall be repaired. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Section IX: Design Guidelines

Design guidelines for applying the criteria for a Certificates of Appropriateness shall, at a minimum, consider:

Height - The height of any proposed alteration or construction should be compatible with the style and character of the Landmark and with surrounding structures in a Historic District.

Proportions of Windows and Doors - The proportions and relationships between doors and windows should be compatible with the architectural style and character of the Landmark and with surrounding structures within a Historic District.

Relationship of Building Masses and Spaces - The set back and relationship of a structure within a Historic District to the open space between it and adjoining structures should be compatible.

Roof Shape - The design of the roof should be compatible with the architectural style and character of the Landmark, and with surrounding structures in a Historic District.

Landscaping - Landscaping should be compatible with the architectural character and appearance of the Landmark and of surrounding structures and landscapes in Historic Districts.

Scale - The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with surrounding structures in a Historic District.

Directional Expression - Facades in Historic Districts should blend with other structures with regard to directional expression. Structures in a Historic District should be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of a Landmark after alteration, construction, or partial demolition should be compatible with its original architectural style and character.

Architectural Details - Architectural details including materials, colors, and textures should be treated so as to make a Landmark compatible with its original architectural style and character and to preserve and enhance the architectural style or character of a Landmark or Historic District.

Signage - The character of signs should be in keeping with the historic architectural character of a Landmark or Historic District. Character of a sign includes the number, size, area, scale, location, type, (e.g., off-site advertising signs and on-site business signs), letter size or style, and intensity and type of illumination.

Minimum Maintenance - Significant features should be kept in a condition of good repair and maintenance. All structural and mechanical systems should be maintained in a condition and state of repair that will prevent decay, deterioration or damage to significant features, or otherwise adversely affect the historic or architectural character of structures within a Historic District.

Section X: Certificate of Economic Hardship (COEH)

Application for a COEH shall be made on a form prepared by the HPC only after a COA has been denied. The HPC shall schedule a public hearing concerning the application and provide public notice and individual notice to the applicant, owners of record, and owners adjacent to the property in the same manner as in Section IV of this ordinance, and any person may testify at the hearing concerning the economic hardship. All testimony, objections thereto and rulings at such public hearing shall be taken down by a reporter employed by the city for that purpose, or, if electronic tape recording equipment is available, by such electronic means. The HPC may solicit expert testimony or require that the applicant for a COEH make submissions concerning any or all of the following information before it makes a determination on the application.

1. Estimate of the cost of the proposed construction, alteration, demolition or removal and an estimate of any additional cost that would be incurred to comply with the recommendations of the HPC for changes necessary for the issuance of a COA;
2. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation;
3. Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition or removal; after any changes recommended by the HPC, and, in the case of a proposed demolition, after renovation of the existing property for continued use; and/or,
4. In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure.

Section XI: Maintenance of Historic Properties

Ordinary Maintenance Exclusion. Nothing in this ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure in the City of _____.

Minimum Maintenance Requirement. All buildings and structures designated by city ordinance as a landmark or located within a historic district shall be preserved against decay and deterioration and free from certain structural defects. The owner thereof or such other person or persons who may have the legal custody and control thereof, shall repair such building or structure if it is found to have any of the following defects:

- The deterioration of exterior walls or other vertical supports.
- The deterioration of roofs or other horizontal members.
- The deterioration of external chimneys.

- The deterioration or crumbling of plasters or mortar.
- The deterioration or ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors.
- The peeling of paint, rotting, holes, and other forms of decay.
- The lack of maintenance of surrounding environment, e.g., fences, gates, sidewalks, steps, signs, accessory structures, and landscaping.
- The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition.

If minimum maintenance is not being maintained, the owner of the property or other person having legal custody thereof shall be notified by the Building Inspector. The notice shall be by certified mail and shall specify each item in the property or Landmark that fails to meet minimum maintenance requirements. The owner or other person having legal custody of the property shall have thirty (30) days from the receipt of notice to comply with the minimum maintenance requirements. The HPC, for good cause shown, may extend the thirty (30) day period. If after the original thirty (30) day period or any extension granted by the Building Inspector the owner or person having legal custody of the property should fail to meet the minimum maintenance requirements, the owner or person having legal custody of the property shall be in violation of this section and punished in accordance with Section XIV.

Section XII: Applications for Zoning Amendments, Special Use Permits, and Variances

Applications for zoning amendments, special use permits, or variances for a Landmark or structures within a Historic District shall be referred to the HPC by the Planning Department at least fifteen (15) days prior to the date of the public hearing set by the Planning and Zoning Commission or the Board of Adjustment. The HPC may review these applications using any format which it deems appropriate provided, however, that the applicant shall be notified of the time and place of such review and shall be given the opportunity to appear and be heard. Within fifteen (15) days after receipt of said application, the HPC shall forward its comments to the Planning Department for presentation to the Planning and Zoning Commission for their consideration in reviewing the application.

Section XIII: Appeals

If the HPC denies an application for a Certificate of Appropriateness, the HPC shall work with the applicant to arrive at a mutually satisfactory alternative to the proposed activities. If agreement cannot be reached within six months, the applicant may file with the City Clerk a written appeal to the Board of Adjustment. In acting upon the appeal, the Board may grant a variance from the strict interpretation of this ordinance when such will not materially affect the health or safety of the applicant and general public.

Section XIV: Fees and Penalties

The City Clerk shall establish an appropriate system of processing fees for the review of nominations and COA's.

It shall be unlawful for any person to undertake or cause an alteration, construction, demolition or removal of any nominated or designated Landmark or structure within a nominated or designated Historic District without a COA.

It shall be unlawful to not maintain designated Landmarks or structures within designated Historic Districts within the minimum maintenance requirements of Section XI of this ordinance.

Any person convicted of violating the provisions of this ordinance shall be punished by a fine no greater than Five Hundred Dollars (\$500.00) or confinement in the city jail for a period not to exceed sixty (60) days, or both fine and confinement. Each day each violation shall continue to exist shall constitute a separate violation.

Section XV: Public Safety Exclusion

None of the provisions of this ordinance shall be construed to prevent any measures of construction, alteration, or demolition necessary to correct or abate the unsafe or dangerous condition of any structure, other feature or part thereof, where such condition has been declared unsafe or dangerous by the Building Inspector, and where the proposed measures have been declared necessary, by such department or departments, to correct the said condition; provided, however, that only such work as is reasonably necessary to correct the unsafe or dangerous condition may be performed pursuant to this section. In the event any structure or other feature shall be damaged by fire or other calamity, or by Act of God or by the public enemy, to such an extent that in the opinion of the aforesaid department or departments it cannot reasonably be repaired and restored, it may be removed in conformity with normal permit procedures and applicable laws.

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EXHIBIT C:

GLOSSARY

BASE: The lowest part of a column, below the shaft; the supporting, or lowest, part of a building.

BALUSTRADE: A railing or low wall consisting of a handrail on balusters (vertical posts) and a base rail.

CAP: The top member of a column or pilaster.

CLAPBOARDS: Long, thin horizontal boards with a triangular cross section that are overlapped and applied as the exterior surfacing material on homes and buildings.

CLERESTORY: An upper portion of a wall which has windows for the purpose of admitting light into a large room.

CONTEXT: The surrounding environment (streets, buildings, landscape, etc.) in which a building or site exists.

COPING: A covering (or capping) course on the top of a wall or parapet.

CORBEL: An architectural member (of stone, wood or metal) which projects from the side of a wall to serve as a support for another element, such as: a cornice, the spring of an arch, a balustrade.

CORNICE: A projecting ornamental molding which caps the top of a building.

DORMER: A window set vertically in a small gable projecting from a sloping roof; the roofed projection in which this window is set.

ELEVATION: A scaled, non-perspective drawing of a building façade.

FAÇADE: An exterior face of a building, usually the front.

FASCIA: A horizontal band of vertical face trim.

FREESTANDING SIGN: A sign which is detached from the building, and is mounted to columns, posts, or any upright member that is supported from the ground or other object; or a detached sign which is erected on the ground.

GABLE: The triangular wall section, formed by ends of a sloping roof.

HOOD MOLDING: A projecting molding on the face of a wall, over an opening (doorway or window), to deflect the rain.

INDIRECT LIGHTING: Light from a concealed source, which reflects onto the sign face.

INTERNAL ILLUMINATION: The means of lighting from a concealed or contained source within the sign, which becomes visible through a translucent surface.

KICK PLATE: A solid panel beneath a storefront display window.

LANDMARK: A prominent building or feature officially designated as having special status and protection.

LATTICE: An openwork screen or grill made of interlocking or overlapping strips.

LINTEL: A horizontal structural member (such as a stone or beam) which spans an opening.

LUMINAIRE: A complete lighting unit or the housing for a light bulb or lamp.

MOLDING: A decorative, or shaped strip of wood, metal, brick, etc., usually mounted horizontally, and used to ornament or finish the surface of a structure.

MOTIF: A significant, repeated element of design in a composition.

MONUMENT SIGN: A free-standing sign, generally low to the ground with a continuous connection to the ground (as opposed to being supported on a pole).

PARAPET: The top section of a wall which projects above the roof line.

PRESERVE: To protect and keep in an unaltered condition. Preservation usually includes the overall form of the building, its structural system and finishes, decorative details, and even landscaping. Preservation may also include keeping alterations and additions that have become important.

RECONSTRUCT: To reproduce, in detail, a structure as it existed at some time in the past, either through the original construction methods, or other methods which produce the same visual result. Accurate reconstruction requires knowledge and evidence of the original design.

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

REMODEL: To remake; to make over. In remodeling, the appearance is changed by removing original detail and altering spaces. New materials and forms are installed. Applying a modern front to an older building is an example of remodeling. Often, these changes are not reversible.

RENOVATION: The act or process of modernizing a building without making an effort to retain historically significant architectural features. Renovation permanently destroys the historic integrity of a building.

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

SHAFT: The main portion of a column, between the base and capital.

SILL: The bottom horizontal member of a window or door frame.

STABILIZE: To make resistant to change in condition. A building is usually stabilized to retard deterioration until it can be repaired. A weather-resistant closure and a safe structural system are minimum stabilization efforts.

STRING COURSE: A thin projecting horizontal strip of masonry on the façade of a building.

TERRA COTTA: A decoratively molded ceramic material, often glazed, used for architectural motifs or ornamentation on a building.

TRANSOM: A horizontal cross bar in a window, over a door or between a door and the window above it. This also refers to the window (often hinged) above a door.

VOUSOIR: One of the wedge like stones of which an arch is composed.

WEATHERBOARDS: Long, thin horizontal boards with a square cross section that are overlapped and applied as the exterior surfacing material on homes and buildings.