



HISTORIC Lancaster commission

HISTORIC Lancaster DESIGN GUIDELINES

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ACKNOWLEDGEMENTS

Current Historic Lancaster Commission Members - 2004

James Bletzacker, Chairman
Barbara Kumler, Secretary
Dan Ahern, Member
Richard Welsh, Member
Harry Hiles, City Council Member

A Special Acknowledgment

**City of Columbus
Department of Trade and Development
Economic Development and Planning
Services Section**

Historic Preservation Office

For granting permission to copy significant portions
of the *Columbus Register of Historic Properties,
Architectural Guidelines for Maintenance, Design
and New Construction*, City of Columbus, 1997.

Lancaster Community Development Department

Lancaster Economic Development Department

Provided staff and office support to prepare the
Original Guidelines for publication

James Bletzacker, Editor
Suzanne Robinson, Assistant Editor
Franklin B. Melick,

For providing the local Lancaster photos used to
illustrate the Historic Lancaster Design
Guidelines

This project was made possible in part by a grant from the U.S. Department of the Interior's Historic Preservation Fund, administered by the Ohio Historic Preservation Office of the Ohio Historical Society. U. S. Department of the Interior regulations prohibits unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or disability.

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I. Introduction and Procedures

Section 1A

WELCOME, INTRODUCTION AND PROCEDURES

Welcome to the historic preservation community—you are part of a community of people from all over Lancaster who are dedicated to preserving our city’s historic buildings and neighborhoods. Ownership of a building in Lancaster’s Historic District or on the Lancaster Register of Historic Properties makes you a steward of Lancaster’s history.

The *Historic Lancaster Design Guidelines* is your handbook for maintaining, restoring, and improving your historic property. As you know, the privilege of living in a historic area includes the obligation to preserve the area’s historic character.

This section, the first of 11 in the *Guidelines*, explains why architectural guidelines are needed. Then it describes how to obtain a Certificate of Appropriateness, which is required before making many external changes to buildings in the Lancaster Historic District or on a Lancaster Listed Property.

Sections 2 through 9 focuses on how to maintain buildings from their foundations to their roofs, along with garages and out

buildings. These sections provide an overview of appropriate changes to historic buildings. For example, while all buildings have roofs, replacing the roof on a historic building can entail an extra consideration—preserving its historic appearance. Also, these sections mention things to keep in mind before undertaking more involved projects.

Section 10 looks at the construction of additions and new buildings. It also provides design guidelines you will want to study before beginning to design your project. Resource materials for further reading will be found on-line. Obviously, the *Guidelines* cannot furnish specific design details; the emphasis is on providing general information about maintaining historic character.

Section 11 contains the Historic Preservation Ordinance, which must be followed. The Commission Rules provides administrative guidance. The tax exemption provisions encourage preservation within the District. The Application and Certificates of Appropriateness are included in this Section 11.

Section 1B

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The Secretary of the Interior's "*Standards for Rehabilitation*", are the standards to be used in the Lancaster Historic Preservation Ordinance and are the basis for the "Historic Lancaster Guidelines."

Below are the **Standards for Rehabilitation**:

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken 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.

For More Information

Detailed information concerning the Secretary of Interior's Standards for Rehabilitation can be located on the internet at <http://www2.cr.nps.gov/tps/rhb/stand.htm> . This information is of particular importance if there is a desire to qualify for federal historic tax credits on rehabilitation. Compliance with the Historic Lancaster Guidelines and Certificate of Appropriateness does not automatically qualify a project for federal historic tax credits. Be sure to check the above location and consult your attorney/account with regard to the use of federal historic tax credits.

Section 1C

ARCHITECTURAL GUIDELINES

Architectural guidelines present information to property owners, residents, contractors, and others about appropriate rehabilitation work and new construction for the locally designated district and individual buildings in the Historic Lancaster District or listed on the Register of Historic Properties. Additionally, the guidelines are a reference for the rehabilitation of vintage structures in Lancaster that are not listed.

The guidelines protect the overall character of Lancaster's designated historic districts and buildings by emphasizing the architectural styles, details, and streetscape elements that make up their unique character. For new construction, the guidelines provide information on relating new buildings and landscape elements to the existing historic buildings and streetscapes.

APPROACH AND FORMAT

Architectural guidelines emphasize preserving existing building details, materials, and the overall plan rather than complete remodeling. That is why terms such as *repair*, *retain*, *maintain*, and *protect* are widely used throughout the guidelines. *Repairing*, *retaining*, and *maintaining* original architectural features and materials are preferred to replacing them. Protecting the overall character of the listed properties is the goal of the preservation ordinance and these guidelines.

Other common terms used in this manual are *should* and *should not*. The use of these terms signifies that the Historic Lancaster Commission usually expects property owners to follow the meaning and intent of a guideline as written. These terms also indicate whether the Historic Lancaster Commission generally will approve or deny a Certificate of Appropriateness. The Historic Lancaster Commission reviews cases where more flexibility or creative solutions are needed in applying the guidelines on a case-by-case basis.

GENERAL POLICIES

Many non-historic or non-original features of buildings and their sites exist within the city's historic district. Substitute siding material enclosed or altered porch designs, decreased window sizes, and chain link fences are some of the most common and visible of these alterations.

Because those later changes to historic structures occurred before the area's designation as a historic district, they are considered to be pre-existing non-historic conditions.

Pre-existing non-historic conditions may continue throughout the useful life of the material. Generally, if a small portion of a non-original material is damaged through fire, auto collision, or vandalism, that portion of the non-historic material may be repaired or it could be replaced with a similar material. However, if more than 50 percent of the non-historic material fails due to neglect, lack of maintenance, wear and tear, or exceeds its useful life, repairs must follow these guidelines.

MATERIALS AND WORKMANSHIP

All work completed under the historic preservation ordinance should be skillfully performed using appropriate materials approved by the Historic Lancaster Commission. Materials should be installed and work conducted and completed in a workmanlike manner.

THE BENEFITS OF ARCHITECTURAL GUIDELINES

Through architectural guidelines, the preservation ordinance protects the overall economic value of the listed properties. Properties in historic districts are affected by the actions of neighbors around them. Decisions of one property owner have an impact on the property values of another. Architectural guidelines provide a level playing field for all property owners because they apply to everyone in the historic districts. This way all property owners' rights are protected from any adverse economic impact resulting from the actions of another.

Architectural guidelines in Lancaster are part of an overall effort to promote and improve older neighborhoods and our quality of life. Revitalization of historic areas increases the city's tax base and promotes economic development. Architectural guidelines make sure that improvements are compatible with the goals and desires of property owners, the historic districts, and the city.

Architectural guidelines benefit the owners of vintage homes citywide by helping them maintain the original architectural character of their homes.

Historic designation and the architectural review process helps to protect your investment in an historic district from inappropriate new construction, misguided remodeling, or demolition. Historic designation and architectural review often attracts new buyers who want to ensure that their investments will be protected.

Section 1D.

LANCASTER REGISTER OF HISTORIC PROPERTIES

All properties within the Historic District of Lancaster, as shown on the Lancaster Historic District Maps (Section 1E, pages 10 and 11) and historic properties located outside of this district, known as “listed properties”, shall obtain a Certificate of Appropriateness.

The Historic District of Lancaster, per Section 1327.06 of Ordinance, is bounded and described as follows:

The entire length of Pearl Street on the east to the alley between Mulberry Street and King Street; thence west to High Street; thence north to the alley between King Street and Fifth Avenue; thence west along such alley between King Street and Fifth Avenue, and continuing west along the alley between Union Street and Fifth Avenue to Memorial Drive; thence south to Chestnut Street; thence east on Chestnut Street to Columbus Street; thence south on Columbus Street; thence east on Chestnut Street to Columbus Street; thence south on Columbus Street to Walnut Street; thence east to Pearl Street. However, excluding those structures presently utilized for heavy industrial purposes, so long as used for industrial purposes. (Ord. 11-93. Passed 3-22-93.)

The following historic properties are “listed properties”, located within the Historic Lancaster District:

<u>Location</u>	<u>Common Name at Time of Listing</u>
SE Corner Main & High Streets	Fairfield County Court House
129 East Main Street	Elks Lodge
130 East Main Street	Republican Headquarters Building
East Main Street	Hillcote
East Main Street	Abdilla Apartments
162 East Main Street	Mumaugh Memorial
163 East Main Street	Ewing-Kim House
East Main Street	Reese-Peters House
137 East Main Street	Sherman House
140 East Main Street	Dagger, Johnston, Ogilvie & Charles Law Offices
154 East Main Street	American Legion
Corner Main & Broad Streets	Lancaster City Hall
Corner Main & Broad Streets	Anchor Hocking Corporate Offices
108 West Main Street	Kresge Building
117 West Main Street	Farmers & Citizens Bank
121 West Main Street	Beiter & Flege Drugs
125 West Main Street	The Hickle Building
126 West Main Street	Lancaster National Bank Building, formerly Harraway's

Location	Common Name at Time of Listing
128-130 West Main Street	Epstein, Labus Jewelers
132 West Main Street	Hallmark Building
West Main Street	Columbian Building
West Main Street	Reed's Drug Store
135 West Main Street	Dannemiller's Hardware
141 West Main Street	Lyric Theater
143 West Main Street	Fairfield National Bank
145 West Main Street	Harrison's Clothing
147 West Main Street	City Loan
149 West Main Street	Cochran Pharmacy
150 West Main Street	Lancaster Books & Office Supply
151 West Main Street	Grilli's Minute Bar
153 West Main Street	Jay's Jewelers
154-156 West Main Street	Cummings Music Center
157-159 West Main Street	Johnson Shoes, Modern Finance
158 West Main Street	Burtic Jewelers/Exercise Shop
161-167 West Main Street	The Mid-Lancaster Company
162-168 West Main Street	Mithoff Hotel
167 West Main Street	Former Sears Building
204 West Main Street	Building
233 West Main Street	St. Vincent DePaul Building
105 West Mulberry Street	Mary Joos Residence
110 West Mulberry Street	The Drinkle Residence
114 West Mulberry Street	The Ellis Residence
118 West Mulberry Street	The Clarke Residence
126 West Mulberry Street	Lee M. Rider Residence
137 West Mulberry Street	Eyman Dental Offices
140 West Mulberry Street	Work Residence
141 West Mulberry Street	Thurston Apartments
143 West Mulberry Street	Davis Residence
144 West Mulberry Street	Schmelzer Residence
Corner Mulberry & Broad Streets	St. Peter's Evangelical Lutheran
126 East Chestnut Street	Heister Building
129 East Chestnut Street	B'Nai Israel Congregation Dwelling
130 East Chestnut Street	Weidner Residence
131 East Chestnut Street	B'Nai Israel Temple
135 East Chestnut Street	Davies Residence
142 East Chestnut Street	Beveridge Residence
143 East Chestnut Street	Reeve Residence
149 East Chestnut Street	St. Clair Burden Residence
150 East Chestnut Street	Clark Residence
254 East Chestnut Street	Lancaster Fire House No. 1
126 West Chestnut Street	Jacques Residence
130 West Chestnut Street	Kirk-Reed Insurance
138 West Chestnut Street	Lancaster Eagle-Gazette Newspaper

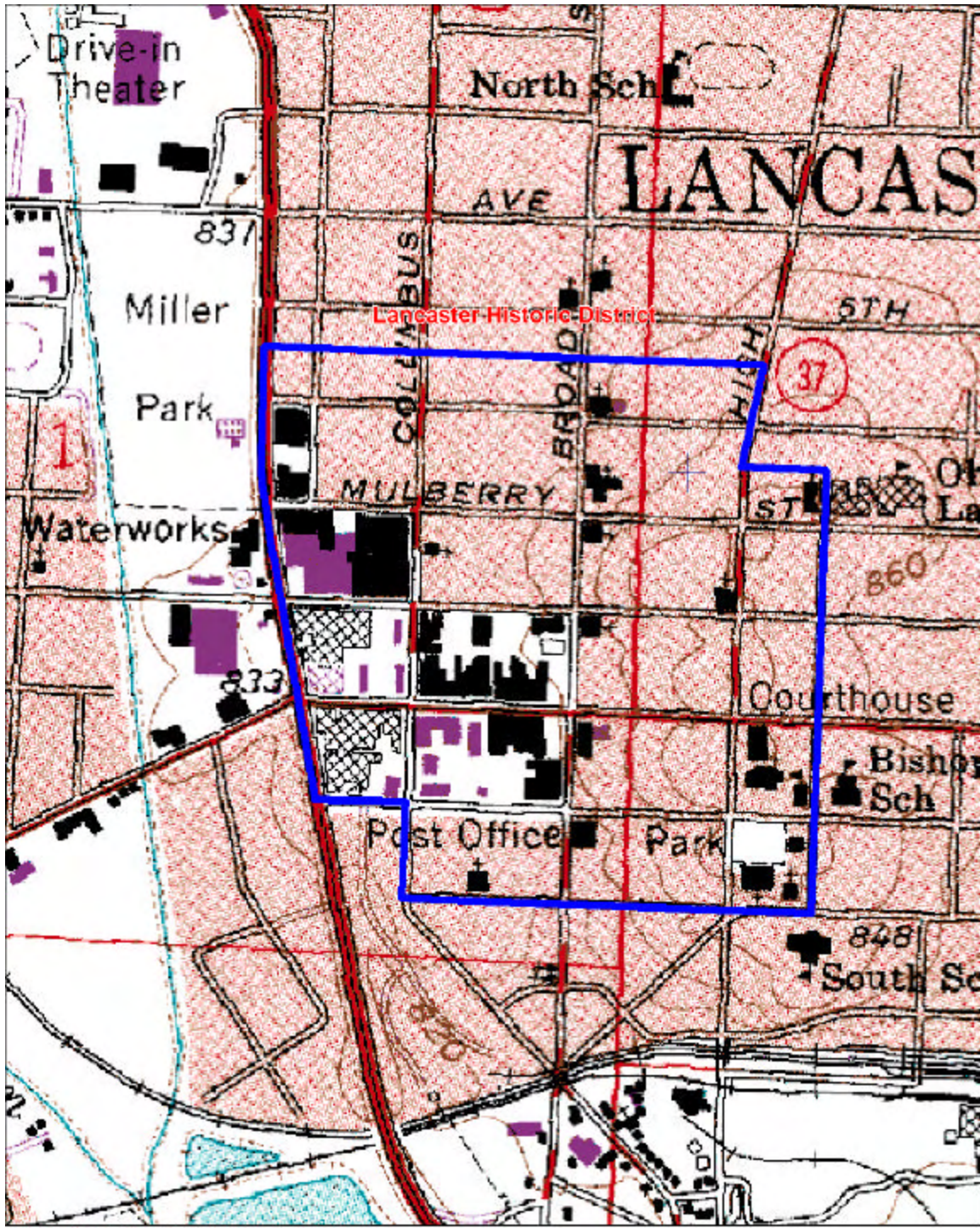
Location	Common Name at Time of Listing
144 West Chestnut Street	Lancaster Eagle gazette Owner Hettinger Residence
151 West Chestnut Street	Seventh Day Adventist Church
NE Corner Chestnut & Columbus Corner High and Main Streets	Lancaster Hardware Fairfield County Health Department
108 North High Street	Fairfield County Health Board
134 North High Street	Kenneth J. Burns, Jr. Residence
North High Street	The Rising Home
Corner High & Wheeling Streets	First United Methodist Church
Corner High & Wheeling Streets	Molly Louis Residence
228 North High Street	The Gary Young House
232 North High Street	Herrold Residence
319 North High Street	Governor Medill Residence
129 South High Street	George Utley Residence
201-203 South High Street	Champ Residence
224 South High Street	Masonic Temple
Corner High & Chestnut Streets	St. Mary Church & Rectory
105 East Wheeling Street	The Georgian
115 East Wheeling Street	Royal Parker Residence
118 East Wheeling Street	Anchor Hocking Guest Home Taggart House
125 East Wheeling Street	Welsh Residence
128 East Wheeling Street	Reese-Mattox House
129 East Wheeling Street	Dorothy Peters House
136 East Wheeling Street	The Guthrie House
137 East Wheeling Street	Thomas Heisey Residence
141 East Wheeling Street	Balhaser House
147 East Wheeling Street	Weirich House
148 East Wheeling Street	Hurley Residence
221 East Wheeling Street	Jeffries Residence
250 North Pearl Street	Bletzacker House
113 North Columbus Street	McClurg's Music Center
115 North Columbus Street	Rapier's Building
118 North Columbus Street	McClenaghan Building
120 North Columbus Street	Judy's Sweet Shoppe
122 North Columbus Street	Leveck Building
124 North Columbus Street	Raedel Hrdware
129-131-133 North Columbus Street	Getz Building
220 North Columbus Street	First English Lutheran Church
230 North Columbus Street	Anchor Hocking Corporation Data Center
128 North Broad Street	Leveck Studio
333 North Broad Street	Gerken Residence
405 North Broad Street	Perrin Hazelton Residence
Corner Broad & Wheeling Streets	St. John's Episcopal Church
Corner Broad & Mulberry Streets	First Presbyterian Church

The following historic properties are “listed properties”, located outside the Historic Lancaster District:

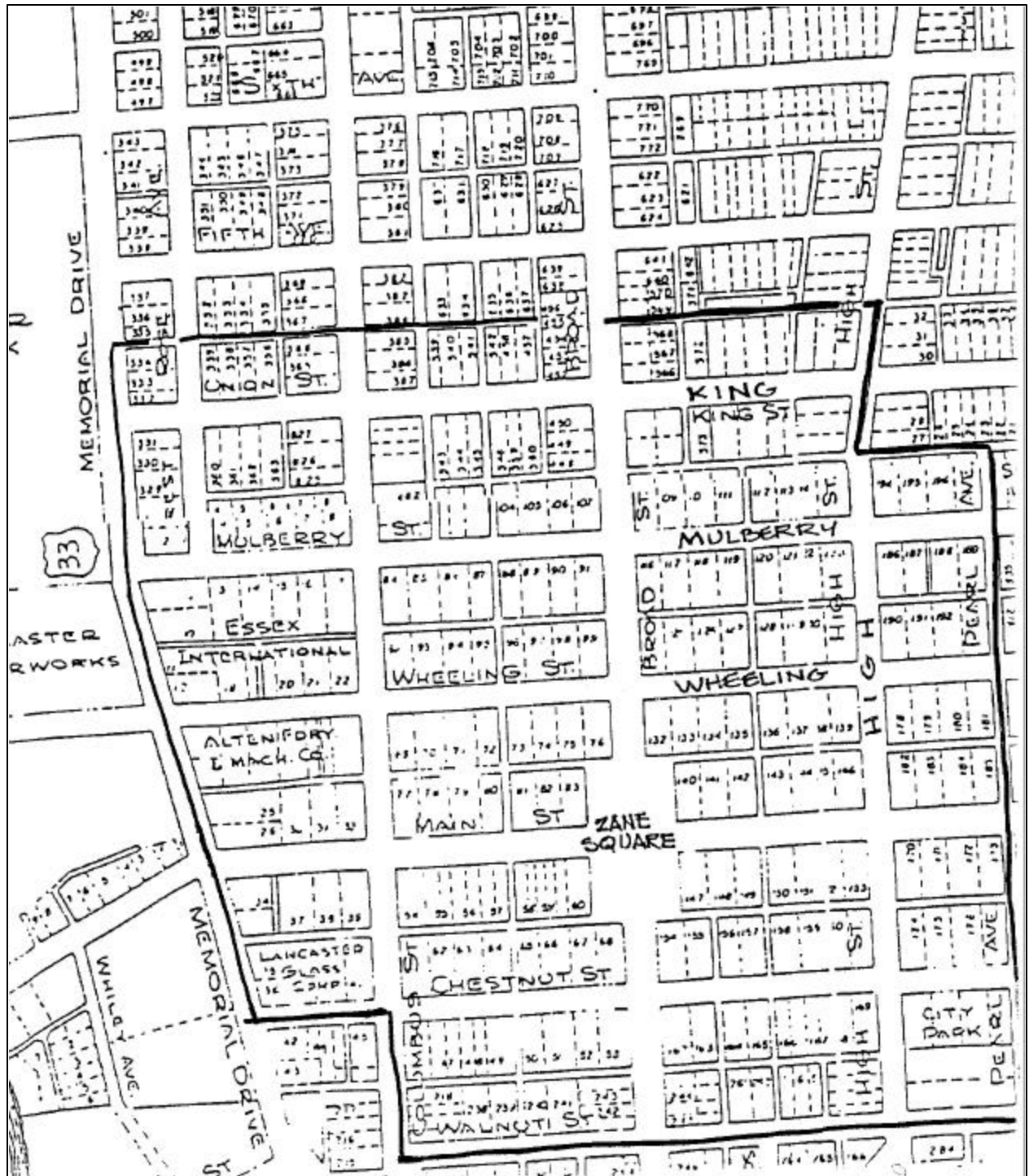
Location	Common Name at Time of Listing
333 East Wheeling Street	Wright residence
303 East Wheeling Street	Bishop residence
720 Lincoln Avenue	Nusser residence
955 Lincoln Avenue	Boling residence
759 Lincoln Avenue	Roane residence
901 Pleasantville Road	Gesling residence
406 North Broad Street	Hummel residence
417 North Broad Street	Rotkis residence
420 North Broad Street	Hall residence
422 North Broad Street	Landon residence
509 North Broad Street	Seltz residence
515 North Broad Street	Smith residence
520 North Broad Street	Henry residence
523 North Broad Street	Arledge residence
524 North Broad Street	Wymer residence
634 North Broad Street	Bieber residence
715 North Broad Street	Hines residence
719 North Broad Street	Kessler residence

It should also be noted that properties located within the former Lancaster Methodist Campground on West Fair Avenue are part of an historic district listed on the National Register of Historic Places. Should there be a desire to make use of federal historic tax credits for rehabilitation of any structure on the Campground these Standards and Guidelines would be applicable.

Section 1E
Maps of Lancaster Historic District



Historic Lancaster District
USGS Map Enlarged



Lancaster Historic District Map 2
 Source: Office of City Engineer

Section 1F.

HISTORIC LANCASTER COMMISSION

The Historic Lancaster Commission (HLC) has been established by Lancaster City Council in Lancaster Codified Ordinances, Chapter 1327, (See Section 11 A), to protect the unique historic and architectural character of buildings listed in the Historic Lancaster District or listed on the Register of Historic Properties. The Commission consists of five members, representing a wide range of expertise. They include architects, historic preservation professionals, realtors, and historic property owners. Four Members of the HLC are appointed by the Mayor for two-year terms and serve without compensation. One member is a member of City Council. The Commission's responsibilities include the following:

- Preserve and restore the Historic District.
- Promote the importance of historic preservation.
- Protect the unique character of the district for the enjoyment of City residents and visitors alike.

The Commission carries out its responsibilities primarily through the architectural review process.

The Historic Lancaster Commission meets on the Scheduled dates posted in City Hall as provided in the Rules. All meetings are open to the public.

The Commission approves Certificates of Appropriateness applications that meet the standards listed in City Ordinances and these Guidelines. These standards consider the historical and/or architectural value and significance; architectural style; general design; arrangement; texture; material; and color of the exterior. Also considered are the architectural elements of structures in the immediate area. In reaching a decision, the Commission also may take into consideration similar applications in the past, new technological advances, and/or new preservation philosophy.

The Commission may continue an application to the next scheduled meeting if the project involves extensive rehabilitation, major alterations, new construction, demolition, code enforcement, adverse alterations or changes. This gives the Commission time to visit the site; meet with the applicant; and/or to consider alternative plans, products, and materials, and finishes.

Section 1G

Obtaining a Certificate of Appropriateness

To obtain a Certificate of Appropriateness you must complete a Certificate of Appropriateness application. Applications are available from the City Engineer's Office, 104 East Main Street, Lancaster, Ohio 43130 or may be downloaded from the www.developlancaster.com website. The Chairperson or Secretary of the Commission can answer questions regarding the Certificate of Appropriateness application and Commission procedures. They also can provide technical assistance for your project. However, the Historic Lancaster Commission does not provide structural design assistance that requires an architect or engineer. Applicants with complicated or new construction projects are encouraged to submit their applications early and to meet with the Commission to discuss, in detail, the proposed project.

Completed applications must be received by the Historic Lancaster Commission at least 10 days prior to the scheduled Commission meeting to be placed on the agenda. All items on the application checklist must be submitted with the application before it is considered complete. Incomplete applications lead to confusion and delays for the applicant, and the Commission. The Historic Lancaster Commission Chairperson will not place a proposal on the agenda if the application is not complete.

The Commission uses the Standards specified in City Codified Ordinance, Chapter 1327 (See Section 11 A), and these *Guidelines* to determine the appropriateness of proposed new construction, demolition or exterior alterations to buildings and sites for properties in the Historic Lancaster District or listed on the Register of Historic Properties.

Section 1H

CERTIFICATE OF APPROPRIATENESS APPLICATION PROCESS

STEP 1

OBTAIN A CERTIFICATE OF APPROPRIATENESS APPLICATION FROM THE HISTORIC LANCASTER COMMISSION:

- Historic Lancaster Commission Chairperson or Secretary, City Engineer's Office, 104 East Main Street, Lancaster, OH 43130 or from our web site at www.developlancaster.com.

STEP 2

COMPLETE THE CERTIFICATE OF APPROPRIATENESS APPLICATION AND INCLUDE:

- Color photographs of all sides of the building with relevant details and adjacent properties, if necessary
- Site plan and/or construction drawings
- Manufacturer's brochure/product samples

STEP 3

SUBMIT THE COMPLETED APPLICATION TO THE CHAIRPERSON

- Clarification and/or to schedule a site visit
- Complete applications are placed on the Commission's Agenda

STEP 4

AFTER REVIEWING THE APPLICATION, THE COMMISSION WILL TAKE ONE OF THE FOLLOWING ACTIONS:

- Application approved as submitted
- Application approved with changes
- Application is continued to next meeting for further discussion to address unresolved issues
- Application is denied – See Section 11A & B.



Section 2 - Foundations

Section 2A

FOUNDATIONS

The foundation is the base upon which a building is constructed. Many older buildings have limestone or concrete foundations. Some foundations reveal only a few inches of material, while others extend several feet above grade. High foundations allow for crawl spaces and/or light and ventilation to basements. In addition to main building foundations, this section also looks at porches and stoops.

Most foundations are made of stone or a building material that looks like stone. Typical stone shapes, or the way stone is dressed, include ashlar (smooth surface) or rock faced (rough surface).

Looking at photo 1, note that this building has a stone band between the top of the foundation and the bottom of the building wall masonry. Called a water table, this stone band directs water away from the building's foundation by having a slight bevel below the brick and a slight overhang above the foundation.



{Photo 1}
Limestone water table between limestone foundation and brick wall.



{Photo 2}
Local sandstone blocks and slabs form retaining wall and steps. This is a common Lancaster feature.

RECOMMENDATIONS

- Slope the ground away from the foundation to move water away from the building.
- Keep landscaping several feet away from the foundation wall. vines and bushes retain moisture against the building; their roots may cause the masonry to shift and crack.
- Maintain stone water tables to ensure that water does not run down the foundation wall or get trapped along it.
- Use splash blocks to divert water away from the foundation wherever downspouts are not connected to underground drains.
- Maintain the natural appearance of the original foundation material. Foundations should not be painted, sealed, or parged (coated with decorative or waterproof plaster). Such actions could prohibit the natural movement of moisture through masonry and cause foundation problems.

FOUNDATIONS

- Maintain basement windows to allow light and ventilation into that space. If security is a problem, install interior or exterior decorative metal grilles or bars across basement windows. Wherever basement windows need to be sealed, install plywood to the inside of the window frame and paint it dark gray. Do not install glass blocks in window openings.
- Match the scale, color, and texture of foundations for any new construction or building additions to the existing foundation

For More Information

Preservation Brief 2 – *Repointing Mortar Joints in Historic Brick Buildings* by Robert C. Mack, AIA; de Teel Patterson Tiller; and James S. Askins. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Respectful Rehabilitation, Masonry: How to Care for Old and Historic Brick and Stone by Mark London. Washington, D.C.; National Trust for Historic Preservation, The Preservation Press, 1988.

Old-House Journal, May-June 1994, pp 43-47.

Old-House Journal, May-June 1996, pp 42-45.

Section 2B

PORCHES AND STOOPS

A porch is a covered entrance to a building, usually having its own roof. The porch provides protection from the elements and identifies an entrance to the building.

Porches come in a variety of configurations and reflect various styles of architecture. A porch may be little more than a cover for the front stoop, or it may wrap around the entire front and side of a building.



{Photo 3}

Stone steps and stoop with ornamental metal handrails.



{Photo 4}

An example of a decorative panel, one of many different types of porch screening.



{Photo 5}

An example of an extremely ornate porch and entry way

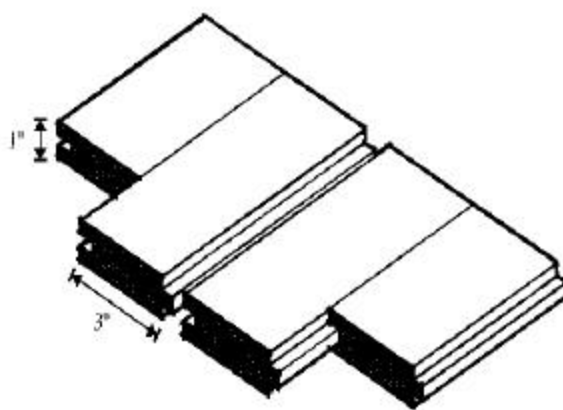


{Photo 6}

A simple brick stoop, ornamental iron fencing and hedges mark this entry.

RECOMMENDATIONS

- Preserve and maintain original porches and stoops. On a regular basis, inspect porch foundations, flooring, railing systems, decorative features, and roofs for signs of deterioration. Repair any sources of deterioration as soon as possible.
- Paint bare wood porch elements.
- Whenever possible, repair deteriorating wood elements with epoxy consolidation to solidify the wood and use epoxy paste to fill gaps. Replace porch elements that are beyond repair with parts that match the original in material, size, and appearance.
- If the existing or original porch decking is wood, install narrow tongue-and-groove wood flooring for a new porch floor and paint it
- Match new handrails for the steps with the railing system on the porch if there is historical evidence or use a simple design.
- Base any new porch construction on physical and/or photographic documentation of the original porch. If this documentation is not available, base the new porch construction on the architectural style of the building.
- Retain the original porch posts attached to the building and construct new freestanding posts to match. The size of new porch elements should match the scale of the porch .
- Later porch alterations are often historically significant and should be preserved and maintained. This delicate balance is reviewed on a case-by-case basis.



{Illustration 1}

Tongue-and groove porch flooring. Be sure to replace porch flooring perpendicular to the entrydoor and set at a slight angle that slopes away from the door to encourage water runoff

See FOUNDATIONS, page 17

See GUTTERS, page 46

See ROOFING, page 43

See PAINTING, page 38

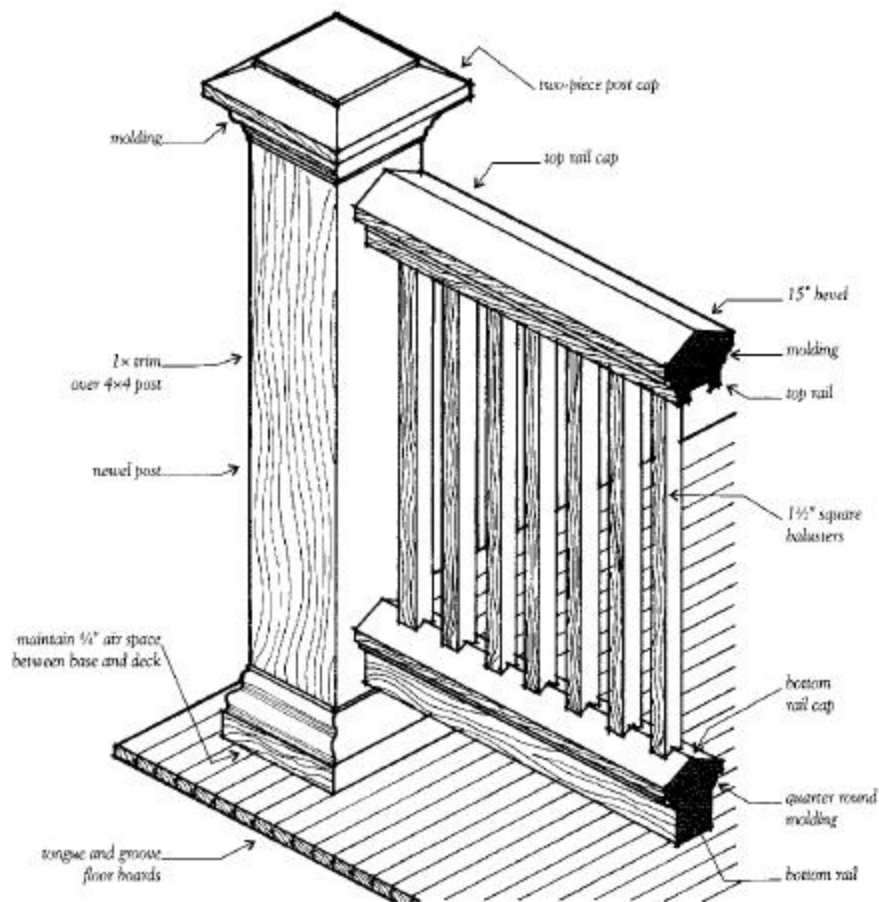
Section 2C

PORCH ENCLOSURES

The addition of an enclosure to an existing porch shall retain and not damage the architectural features of the original structure. The enclosure shall be of a nature to compliment the existing architectural features of the building. The porch structure shall not be destroyed or modified such that in future renovations, the porch can be renovated back to its original appearance.

RECOMMENDATIONS

- Do not demolish the original porch structure and its characteristics.
- Do not destroy any column bases or capitols.
- Any portion of the porch that is boxed shall be properly ventilated so that deterioration does not occur.
- One option to maintain the original porch structure is to recess the enclosure within the porch perimeter so that there is no interference between the new and old structures.
- The porch enclosure shall be of a similar style typical of the period the house was built.
- The screen, doors and new parts of the enclosure shall be in character with other portions of the building.



See PORCHES, page 19

{Illustration 2}
Porch post and rail



Section 3 - Walls

Section 3A

Wood Siding

Wood siding is an exterior wall covering composed of wood boards fastened to the structural frame of a building. Vertical corner boards at each of the corners were a common feature of historic frame structures. Trim of a similar width frames doors and windows. Common wood siding types include:

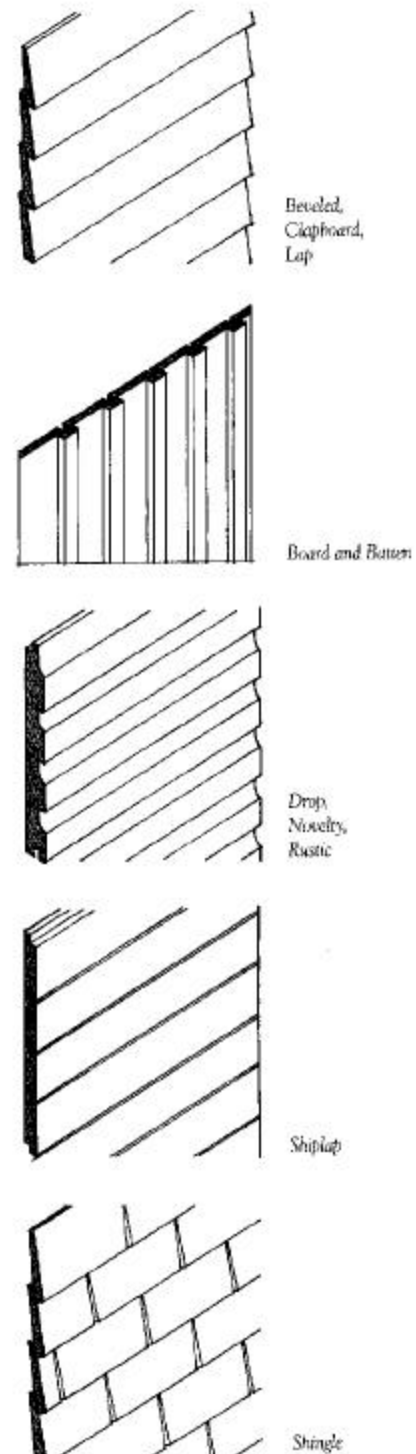
- **Beveled, Clapboard, Lap:** Narrow, horizontal strips of wood are slightly thicker at the bottom and overlap.
- **Board and Batten:** Vertical boards with battens (narrow vertical strips) over the joints between boards.
- **Drop, Novelty, Rustic:** Narrow strips of wood pieced together; many times the upper portion of each board is concave.
- **Shiplap:** Narrow strips of wood pieced together appear as a flat wall with horizontal lines.
- **Shingle:** Overlapping wood shingles in a variety of shapes were used as an accent or as a primary siding material.

Because excessive moisture damages the paint bond, areas where paint is blistering, cracking, flaking, and peeling usually indicate water penetration, moisture saturation, and potential deterioration. Failure of the paint, however, is not a sign that the wood is in poor condition and therefore not able to be repainted. Wood beneath peeling paint is frequently in sound physical condition.

RECOMMENDATIONS

- Preserve the original wood siding.
- Repair all sources of moisture problems as soon as possible. Replace individual warped and split boards or shingles with new boards or shingles of the same size and shape.
- Restore the building's original wood siding after removing non-original wood shakes or asphalt or asbestos shingles that were not part of the original siding.

{Illustration 4}



Five types of wood siding found on Lancaster historic buildings.

HOW TO REPLACE A CLAPBOARD OR TWO



1. *Punch the nails through the portion of damaged siding using a carpenter's nail set or punch. Remove the upper board nails if necessary.*
2. *Stagger the replacement board joints, to avoid a vertical seam if more than one board is to be replaced.*
3. *Prime all new siding boards, including the back and edges, prior to installation. Use an appropriate exterior wood primer according to the manufacturer's specifications.*
4. *Install the new siding from the bottom and work upward, using the appropriate galvanized siding nails.*
5. *Caulk where siding meets windows, doors, and corner boards.*
6. *Finish paint or stain to match.*

- Match the existing original siding in material, size, and appearance when repairing or replacing wood siding.
- Keep wood siding stained or painted, because bare, weathered wood siding deteriorates and is not historically accurate.
- Avoid using diagonal or vertical siding unless historical documentation (photographs or visual evidence on the building) shows it was original to the structure.
- Do not use insulbrick, stone veneer, or other artificial sidings to cover original siding.

See CLEANING, page 36

See PAINTING, page 38

See ALUMINUM AND VINYL SIDING, page 26



{Photo 7}

Many wooden structures have corner boards with wide trim around windows and doors to match

For More Information

Preservation Brief 10 – *Exterior Paint Problems on Historic Woodwork* by Kay D. Weeks and David W. Look, Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402.

Old-House Journal, September-October 1994, pp.32-39, 50-51

Old-House Journal, March-April 1996, pp. 58-61

Old-House Journal, May-June 1996, p. 18

Section 3B

ALUMINUM AND VINYL SIDING

Despite advertisements touting aluminum and vinyl siding as maintenance-free replacements for wood siding, these artificial products are not maintenance free. Aluminum siding is easily dented and vinyl can be torn. In cold weather vinyl becomes brittle and cracks when struck. Unlike wood siding repairs, aluminum and vinyl siding repairs are difficult. Because the color of artificial siding fades, eventually it needs to be painted. And, most important, neither aluminum nor vinyl siding has the proven life expectancy of properly maintained wood siding.

Replacing historic wood siding with aluminum or vinyl siding severely diminishes the unique aspects of historic materials and workmanship. The size, form, scale, and decorative features of a historic building define its character, as does the choice of exterior wall materials.

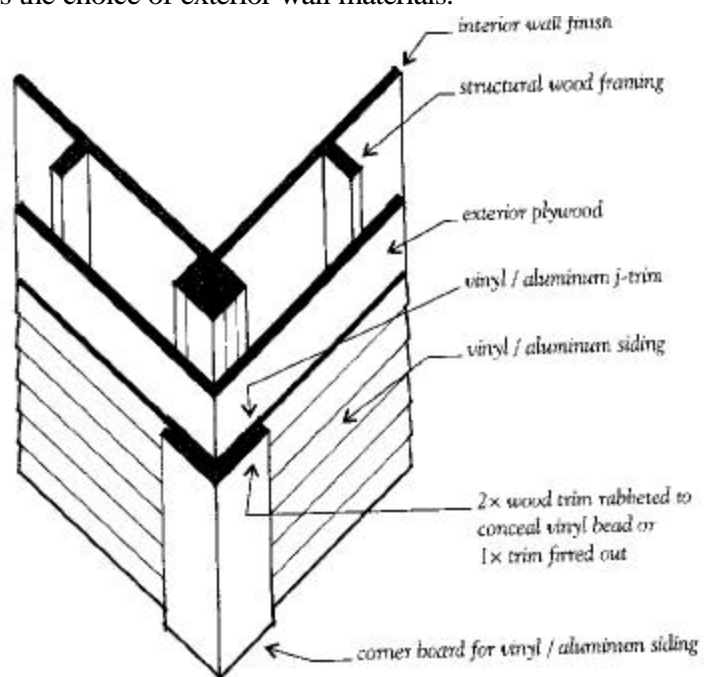
Installers who apply artificial siding over wood siding often remove or alter the building's window and door trim, corner boards, soffits, and fascias. Even when they leave these important features intact, they reduce the profile of the existing trim, making the building look flat.

Changing the character-defining features of one building—such as distinctive clapboarding or other wall surfaces and decorative trim—always affects more than just that building. It alters the historic visual relationship between similar buildings in the area.

Aluminum and vinyl siding also prevent regular inspections of the underlying material.

Sometimes leaking gutters and downspouts allow excessive moisture to flow behind aluminum or vinyl siding undetected. Because artificial siding does not breathe, moisture trapped in the wall causes paint, and damaged walls.

The Commission rarely approves vinyl or aluminum siding over existing wood siding. Artificial siding material is considered for new construction in some cases (See Illustration 5).



{Illustration 5}

Vinyl siding used in new construction should abut or tuck behind the wood trim.

RECOMMENDATIONS

- Repair and maintain any aluminum siding that is historic.
- Restore the original siding after removing aluminum or vinyl siding that is not historic.
- Do not install aluminum or vinyl siding unless all other courses of action have been explored and documented as unworkable.

If the Commission approves aluminum or vinyl siding:

- Match the existing wood lap exposure and choose a smooth rather than wood-grain finish.
- Be sure the width and profile of the new siding matches the original.
- Maintain all window trim, door trim, corner boards, soffits, and fascias. These features cannot be wrapped; they must be built out to retain the building's original three-dimensional appearance and profile.

See CONICES AND EAVES, page 45

See PAINTING, page 38

For More Information

Preservation Brief 8 – *Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings* by John H. Myers, revised by Gary L. Hume, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Preservation Brief 16 – *The Use of Substitute Materials on Historic Building Exteriors* by Sharon C. Park, AIA. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Old-House Journal, September-October 1993, pp.55-59.

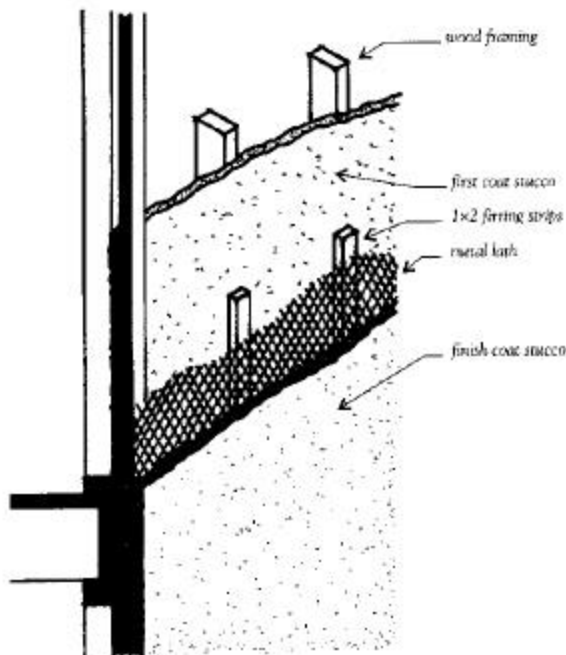
Section 3C

STUCCO

Stucco is an exterior plaster applied directly to masonry or over wood or metal lath on a wood frame building. Historically, builders used stucco primarily on residential buildings and relatively small-scale commercial buildings. Sometimes stucco is scored to imitate other building materials such as stone or brick. Also stucco was used to mask unsightly masonry.

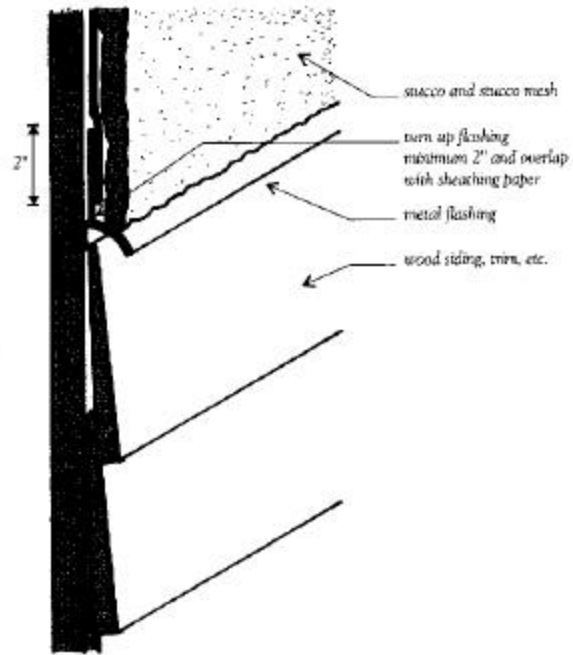
The most frequent cause of stucco deterioration is water seeping into a building's structure. Water may penetrate through the roof, around chimneys, and around window and door openings. Excessive groundwater or moisture also can penetrate through or splash up from the foundation.

Repairing stucco is similar to restoring and repairing historic mortar or plaster (See Illustrations 6, 7, and 8).



{Illustration 6}

Sectional of material layers used to create a stucco wall.



{Illustration 7}

Sectional of stucco abutting a different material; remember to use flashing between the two materials

RECOMMENDATIONS

- Keep stucco in good condition through regular maintenance.
- Repair the causes of stucco deterioration—leaking or deteriorated gutters, downspouts, and flashing, or grading that does not drain water away—as soon as possible. These repairs must be completed before repairing the stucco.
- Repair stucco by using a stucco mix that matches the original in composition, color, and finish texture.
- Use caution when attempting to remove stucco test patch to determine the condition of the masonry before removing it completely.
- Do not apply stucco to existing exposed masonry or wood sided buildings.

See MASONRY, page 30

See REPOINTING, page 33

See CLEANING, page 36

See PAINTING, page 38

For More Information

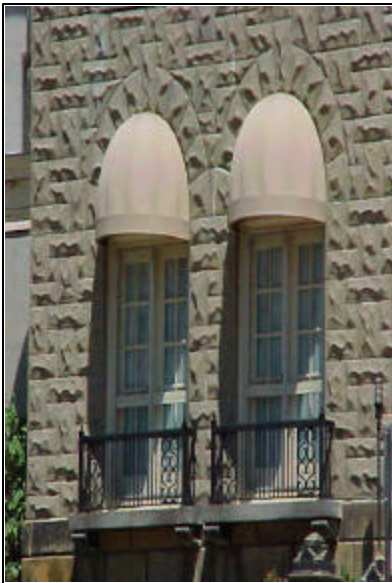
Preservation Brief 22 – *The Preservation and Repair of Historic Stucco* by Anne Grimmer, Superintendent of Documents, U.S. Government Printing House, Washington, D.C. 20402. *Old-House Journal*, July-August 1995, pp. 48-53.

Section 3D

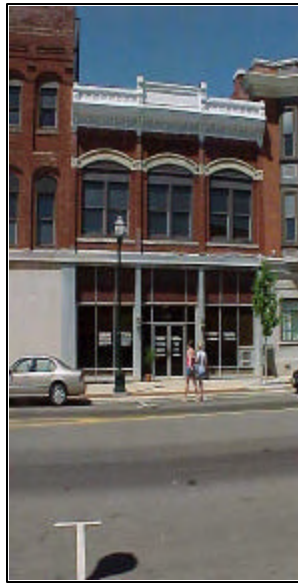
MASONRY

The two most widely used exterior masonry materials are brick and stone. Their high durability and low maintenance make them ideal building materials. Brick walls typically consist of several stretcher courses (the sides of bricks form the face of a wall) separated by a header course (the ends of bricks form the face). Corbel details may project from walls to embellish chimneys and cornices.

Even though masonry is among the most durable of historic building materials, it is also the most susceptible to damage due to improper maintenance and repair techniques. Harsh or abrasive cleaning methods, such as sandblasting, also are destructive and are not approved.



{Photo 8}



{Photo 9}



{Photo 10}



Several examples of window openings within masonry walls. Note each opening has a sill at the bottom to support the opening and a lintel or arch at the top to distribute the weight of the masonry around the opening.

{Photo 11}



{Photo 12}

An arched masonry cornice detail.



{Photo 13}

A stepped or corbelled cornice.

RECOMMENDATIONS

- Inspect masonry on a regular basis for signs of water damage, such as voids in the mortar, staining, and efflorescence, a white deposit on the surface of brickwork.
- Retain and repair masonry details, such as chimneys, cornices, and decorative brick patterns. If necessary, replace them with materials that match the existing in composition, color, and appearance.
- Do not paint a masonry surface or architectural feature that has not been painted. For example, unpainted stone foundations, sills, lintels, and other masonry details should not be painted.

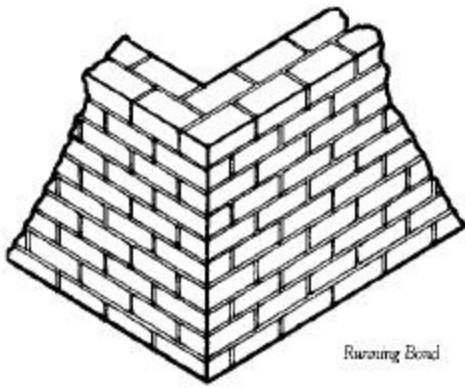
See REPOINTING, page 33

See CLEANING, page 36

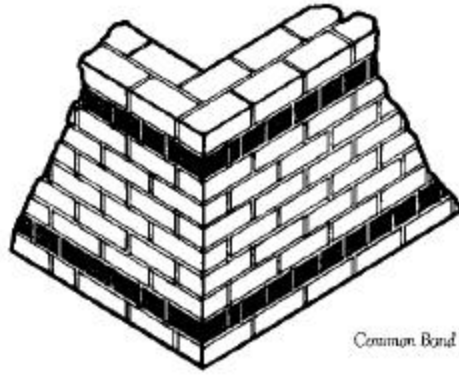
For More Information

Respectful Rehabilitation, Masonry: How to Care for Old and Historic Brick and Stone by Mark London. Washington, D.C.: National Trust for Historic Preservation, The Preservation Press, 1988.

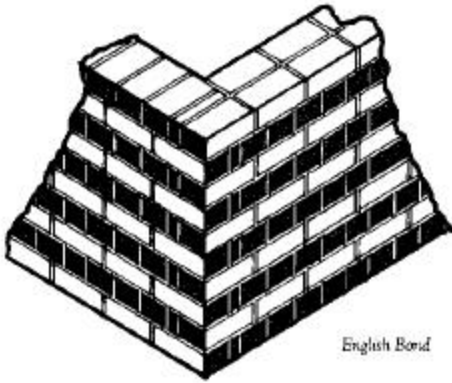
Old-House Journal, May-June, pp 30-37, 38-42.



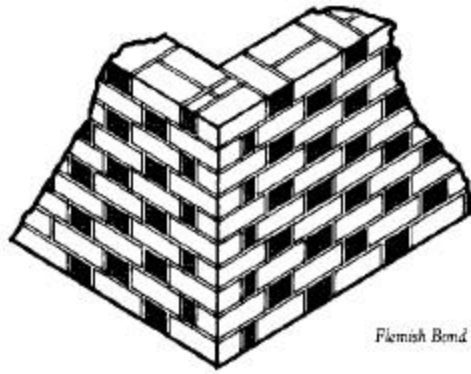
Running Bond



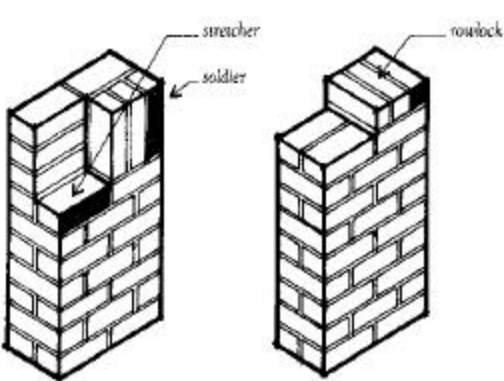
Common Bond



English Bond

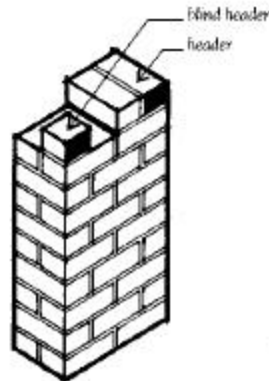


Flemish Bond

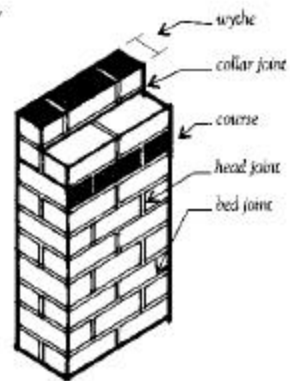


stretcher
soldier

rowlock



blind header
header



wythe
collar joint
course
head joint
bed joint

{Illustration 8}
Masonry patterns

Section 3E

REPOINTING

Repointing the joints in masonry walls is the process of replacing missing and defective mortar with new mortar. Repointing not only improves the building's appearance but also prevents water from leaking into the walls. Before repointing, examine the masonry carefully to determine the need for repointing. Base the decision to repoint on the physical needs of the building instead of including repointing as a matter of course during the rehabilitation of a building. Many times spot repointing is necessary because gutter or downspout failure over a long time allowed water to wash away mortar. Check the chimney too; its constant exposure to weather extremes accelerates mortar deterioration.

The initial step in repointing is analyzing the building's mortar to determine the proper proportions of lime and sand for your repointing mortar. Work carefully; using the wrong mortar alters the visual characteristics of a building and causes physical damage to the masonry. Use only small quantities of Portland cement in your mortar. A straight mix of Portland cement can permanently damage older buildings, because Portland cement expands and contracts at a different rate than the original mortar that is left between the joints. The different rate of change results in masonry that is cracked or spalled. Brick that is spalling slowly breaks down into small pieces causing the hard brick face to "pop off". Also, because of its strong bond, Portland cement is difficult to remove without harming the original masonry.



{Photo 14}

An example of bad repointing. Notice how the mortar extends past the brick and can trap water, causing the brick wall to deteriorate faster.

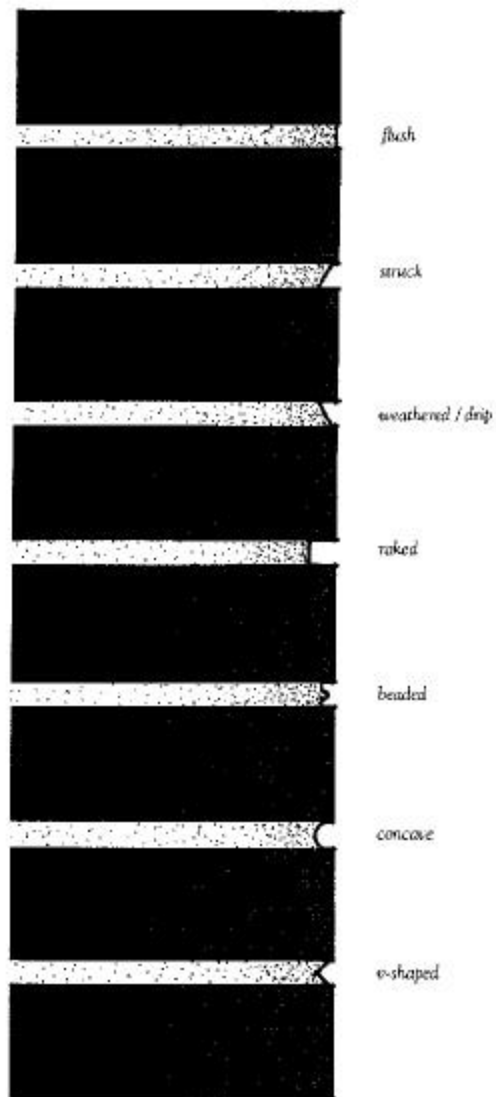


{Photo 15}

An example of a wall in need of repointing. A section of the wall to the right has been repointed and is an example of a good repointing job.

RECOMMENDATIONS

- Determine why the mortar has deteriorated and solve the problem before repointing.
- Analyze the old mortar to determine the proportions of sand and lime before repointing.
- Repoint only areas where mortar is missing or damaged. It is not necessary to repoint entire walls or buildings.
- Remember that new mortar must be softer than the brick, and no harder than the historic mortar, to allow bricks to expand and contract as temperatures vary. Generally, high lime mortars and hydraulic cements are best for repointing old structures. Ideally, repointing mortar for most historic buildings should contain only lime and sand. Start with one part lime to two parts sand. White Portland cement can be substituted for up to 20 percent of the lime; that is, 1 part Portland cement to 4 parts lime.
- Match the original mortar in composition, hardness, texture, color, and joint profile using an historic mortar mixture.
- Match the size, shape, color, and texture of replacement bricks to the original bricks.
- Prepare brick joints carefully by using hand tools. Remove old mortar to a depth of 1/2 to 1 inch to ensure a good bond and to prevent the new mortar from popping out. Using power tools to remove mortar almost always damages bricks by breaking the edges and by overcutting the head or vertical joints.
- Finish new joints carefully to prevent making them wider than the old joints. Recess new joints slightly to allow for expansion and tool them to shed water.
- Clean mortar from the masonry as part of the repointing process. About one to two hours after the mortar has dried, but before it is fully hardened, use a naturally stiff bristle brush to remove mortar on the masonry.
- Choose an inconspicuous spot on the historic masonry for a small test patch—about 3 by 6 feet—to show how the joint preparation and repointing will look.
- Avoid repointing when the wall temperature is lower than 40 or higher than 95 degrees Fahrenheit. During the summer months, repoint on the shady side of the building.
- Allow newly repointed mortar joints to cure for at least two months before doing any chemical or low-pressure water cleaning of masonry.



{Illustration 9}
Seven mortar joint profiles

For More Information

Preservation Brief 2 – *Repointing Mortar Joints in Historic Brick Buildings* by Robert C. Mack, AIA; de Teel Patterson Tiller; and James S. Askins. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

Respectful Rehabilitation, Masonry: How to Care for Old and Historic Brick and Stone by Mark London, Washington, D.C.: National Trust for Historic Preservation, The Preservation Press, 1988.

Section 3F

CLEANING

Generally, cleaning an older building's masonry or siding does not help to preserve it. Before deciding to clean masonry, assess your reasons for cleaning. Often what appears to be dirt is actually a hard patina of age and weathering that all brick or stone surfaces acquire through years of exposure to the elements.

If the decision is made to clean the building, select the gentlest method possible—one that does not damage the building. Avoid sand-blasting and similar abrasive cleaning methods that remove the hard, outer surface of brick obtained in the firing and drying process.

Once a building material has been abrasively cleaned, very little can be done to correct such damage. Abrasive cleaning creates holes and crevices that collect dirt and water. Wherever water penetrates the brick, the freezing and thawing cycle further damages the brick by causing spalling.

Some brick buildings were painted to preserve severely deteriorated masonry or to hide unsightly masonry. Once a building has been painted, it is very difficult to remove the paint without harming the material beneath it. Before removing the paint from a masonry building, investigate the reason the building was painted.

Recommendations

- Repoint mortar joints and any cracks before cleaning a building. Wait at least two months after repointing before cleaning.
- Protect and tightly cover all of the openings on the building before any work begins.
- Take time to do a test patch before cleaning the entire building. Obtain approval from the Historic Lancaster Commission before beginning the test patch. Using a low-pressure water spray and a soft nylon or natural bristle brush is a relatively simple and low-cost cleaning method. It is effective for brickwork, when the dirt is on the surface, and poses little threat to building materials. A low pressure—about 80 to 300 pounds per square inch (psi)—wash or steam is an effective, safe cleaning method. The water keeps deposits of dirt moist long enough for them to soften and be removed by either scrubbing with a bristle brush or hosing down at a low pressure.

This water spray method does have a few disadvantages. These include stains that limestone may develop from the run off. Also, water used in large volumes may damage the interior finish, hidden wooden members, and ferrous metal. In addition, excess water can release soluble salts from within the masonry, forming white deposits on the surface called efflorescence.

- Try a limestone, absorbent talc, or clay poultice with a solvent to remove some stains.
- Use commercially available chemical cleaners and some paint removers with a steam or water wash to remove the dirt and chemical residue.
- Keep in mind that all chemical cleaners pose some risk to the building, the surrounding soil, plants, and the users of the chemicals. Apply them with caution.

- Do not allow workers to clean with wire brushes, rotary wheels, power sanding disks, and belt sanders. These tools are abrasive.
- Do not use abrasive cleaning methods including sand, walnut shells, almond shells, crushed egg shells, charcoal, ground coconut shells, glass beads, silica powder, synthetic particles, or high-pressure water spray.



{Photo 16}

Efflorescence is a white powder caused by the release of soluble salts found in most masonry once the hard surface has been lost. Note the serious deterioration of the wall and the need for repointing.

For More Information

Preservation Brief 1 – *The Cleaning and Waterproof Coating of Masonry Buildings* by Robert C. Mack, AIA. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Preservation Brief 6 – *Dangers of Abrasive Cleaning to Historic Buildings* by Anne E. Grimmer. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Section 3G

PAINTING

Primarily, paint prevents moisture from penetrating a building's exterior siding and decorative features, as well as its structural members. In years past, owners painted most exterior surfaces including tin roofs, metal ridge caps, and roof valleys, as well as wrought iron and cast iron decorations to prevent rusting and deterioration. Sometimes they applied paint to porous brick and stone for decorative purposes or as a protective coating.

Excessive moisture can damage the paint bond, causing areas of paint blistering, cracking, flaking, and peeling. Failure of the paint indicates water penetration, moisture saturation, and potential deterioration. Paint failure does not mean that the wood or other paintable material is in poor condition and therefore, not repairable. The original material beneath unsightly paint is frequently in sound condition. Prior to painting, identify and correct all sources of moisture problems, make all necessary repairs, and replace deteriorated wood with wood members of the same material, size, and style.

Paint colors are a matter of personal preference; however, some colors and methods of application are more appropriate and more sympathetic to the age and style of buildings. Therefore, choose paint colors based on not only personal preference but also the original color of the building materials and the historical style of the building.

The Historic Lancaster Commission can help you identify the original colors of your building. The HLC also can assist you in selecting a paint scheme that expresses your individuality, as well as the style and time period of the building.

RECOMMENDATIONS

- Identify sources of moisture problems and repair them before repainting.
- Research and use the original color scheme on the building, if possible.
- Consider the building's age and architectural style when choosing a color scheme. The multiple colors and earth tones of the 1870s and 1880s may not be appropriate for a home built in 1910, when color palettes were lighter and color schemes were simpler.
- Although the following statement is not a hard and fast rule, it can be a starting point for mixing and matching color choices. Paint your building either light to dark or dark to light. That is, if your base color or wall color is light, paint the trim a darker color. If your base color is dark, then paint the trim a lighter color.

- Do not paint a masonry surface or architectural feature that has not been painted. For example, unpainted stone foundations, sills, lintels, and other masonry details should not be painted.
- Prepare the surface carefully before painting. Completely remove old paint only if this is absolutely necessary for the proper adhesion of new paint. Before selecting the finish coat, determine whether latex or oil base paint was last applied.
- Use the same type of paint for all new layers of paint. If you must change from an oil base to a water base, solid prime all surfaces prior to applying the new layer. Follow the manufacturer's recommendations regarding an appropriate primer for the material to be covered.
- Do not use blow torches, sandblasting, water cleaning over 300 pounds per square inch, rotary sanders, or rotary wire strippers to remove paint.



HOW TO DETERMINE WHAT TYPE OF PAINT IT IS

Be sure to take all necessary precautions.

Oil Alkyd Paint:

Mix a solution of two tablespoons of lye crystals dissolved in one cup of warm water. Apply to the painted surface using a brush or rag and let sit for 10 minutes. Oil/alkyd paints bubble and blister. Latex paint is not affected.

Latex Paint:

Apply a sponge soaked in a solution of household ammonia to the surface and keep moist for at least ten minutes. If the paint begins to become pliable and dissolve, it is latex.

Lacquer Test:

Apply 100 percent lacquer thinner solution to the area. if the coating dissolves, it is lacquer.

Shellac Test:

Apply 100 percent denatured alcohol to the coated wood. If the coating dissolves, it is shellac.



WHAT TO CONSIDER WHEN CHOOSING PAINT

Same Paint:

To use the same type of paint, complete all the necessary surface preparation, scraping and wire brushing with the appropriate hand tools. Wash as needed with TSP (tri-sodium phosphate) and rinse thoroughly with clean water. Prime all bare and new wood surfaces.

Switching Paints:

To change to a different finish paint (e.g., from oil to latex), all painted wood surfaces should be solid primed with the proper exterior, oil/alkyd wood primer according to all the manufacturer's specifications. When changing the finish coat color(s), have the primer "half tinted" to the new finish coat color to ensure complete coverage with good hiding power and a longer life.

Finish Coat:

Remember to purchase high-quality exterior paint and follow all manufacturer's specifications. When finished, all paint should completely cover the existing surfaces. Two finish coats may be necessary to completely cover.

FOR MORE INFORMATION

Paint in America: The Colors of Historic Buildings by Roger Moss. Published by John Wiley & Sons.

Preservation Brief 10 – *Exterior Paint Problems on Historic Woodwork* by Kay D. Weeks and David L. Look. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Shaker Village Colors: A Guide to Exterior Paint Colors for Residential Architecture 1905-1939. Published by the City of Shaker Heights, 1983.

Century of Color, Exterior Decoration for American Buildings 1820-1920 by Roger Moss. The American Life Foundation, Box 349, Watkins Glen, NY 14891.

Victorian Exterior Decoration: How to Paint Your Nineteenth Century American House Historically by Roger Moss and Gail Caskey Winkler.



Section 4 – Roofing

Section 4A

ROOFING MATERIALS

Because the roof is such a prominent building feature, the roofing material is an important visual characteristic. Consequently, how roofing material is applied can have a highly positive or negative impact on the building's appearance. Common roofing materials on older buildings include slate, clay tile, standing seam metal, and wood or asphalt shingles. Original roofing materials can be preserved with a little care and regular maintenance.

RECOMMENDATIONS

- Inspect the entire roof including flashing, gutters, and downspouts at least twice a year.
- Develop an effective maintenance and repair program for the roof. Give special attention to critical roof areas near the intersection of roof planes, such as at valleys and hips and where the roof meets the walls.
- Inspect the roofing material for any loose slates or tiles, rust spots, or damaged or cupped shingles. Replace individual damaged or missing roof materials promptly. Check the flashing for signs of deterioration, such as rust and/or bulges. Repair slate, clay tile, and standing seam metal roofs rather than replacing them whenever possible. As important design elements of historic buildings, these original roofs should be preserved
- Match the overall color if replacing the original slate with asphalt shingles. A variety of dimensional asphalt shingles imitate the look of slate; another option is synthetic slate.
- Maintain or replace to match existing decorative roofing elements such as cresting, ornamental ridge caps, and finials.



{Photo 17}

New asphalt roof makes use of a continuous ridge vent instead of hat vents. The ridge vent material is barely visible; it appears in this photo as a horizontal dark line or shadow beneath the ridge roll.



{Photo 18}
Red tile roof with tile ridge cap



{Photo 19}
Standing seam metal roof



{Photo 20}
Slate roof with ornamental metal ridge roll.



{Photo 21}
Composite shingle with tile ridge cap

Among the four major roof materials found in Lancaster slate roofs are the most common on historic homes.

FOR MORE INFORMATION

Preservation Brief 4- *Roofing for Historic Buildings* by Sarah M. Sweetster, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Preservation Brief 29 – *The Repair, Replacement, and Maintenance of Historic Slate Roofs* by Jeffrey S. Levine. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Preservation Brief 30 – *The Preservation and Repair of Historic Clay Tile Roofs* by Anne E. Grimmer and Paul K. Williams. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Old-House Journal, May-June 1994, p. 26.

Old-House Journal, September-October 1994, pp. 41-45, 46-49.

Old-House Journal, July-August 1995, pp. 42-43.

Old-House Journal, September-October 1995, pp. 18, 50-55.

Old-House Journal, November-December 1996, pp. 42-45.

Section 4B

FRIEZES, CORNICES, ORNAMENTATION AND EAVES

The cornice and eaves are decorative features at or near the top of a building's wall. The cornice may be constructed of wood, stone, cast iron, or sheet metal and serve as a visual stopping point or cap for the wall. Eaves usually have an exposed overhang with rafter tails, a support extending from the roof.

RECOMMENDATIONS

- Maintain and preserve original cornice and eave details by inspecting them on a regular basis for signs of deterioration.
- Repair sources of deterioration like clogged gutters immediately.
- Match the original in material, size, and appearance when replacing any original materials beyond repair.
- Substitute artificial materials, such as fiberglass or other molded products, if the original building material cannot support the cornice or eave.
- Do not box in or cover up cornices or eaves.
- Do not wrap cornice and eave details in aluminum or vinyl.

See GUTTERS, page 46
See PAINTING, page 38



{Photo 22}

Many 19th century commercial buildings used metal cornices for decorations. This un-restored building in downtown Lancaster is an excellent example of the high degree of decoration possible using formed metal.

Section 4C

GUTTERS AND DOWNSPOUTS

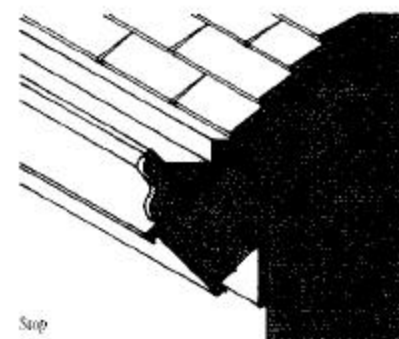
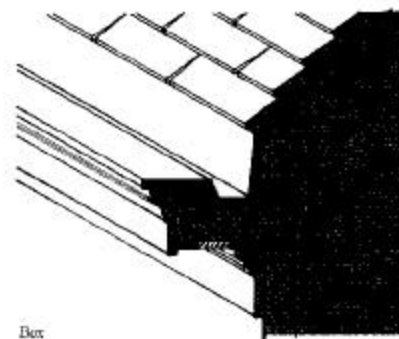
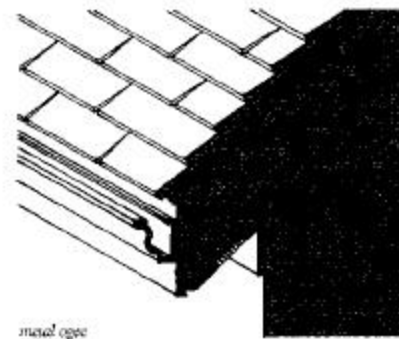
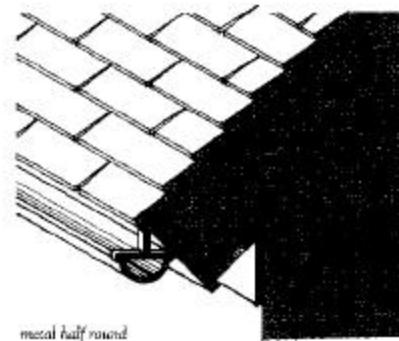
The most frequent cause of damage is water seeping into a building. Therefore, moving it off and away from your building is important. The gutter and downspout system helps move water away. The gutter is a trough along the building's cornice or eave that catches water from the roof and carries it off. The downspout is a metal pipe that carries water from the gutter to the ground.

Architects and builders made the gutter and downspout systems of older buildings an integral part of their design. Common gutter types include:

- **Half-round:** A metal gutter that is suspended from the end of the building's eave.
- **Ogee:** A metal gutter that is attached to a building's fascia.
- **Box:** A gutter that is built into the cornice of a building.
- **Stop:** A gutter that is part of the eave of a building.

RECOMMENDATIONS

- Inspect gutters at least twice a year for signs of deterioration and clean out debris that hinders water flow.
- Inspect suspended gutter straps to be sure they are secure. Gutter straps should be fastened beneath the roof material, rather than over it.
- Inspect downspout support brackets to be sure they are secure. Downspout brackets should be fastened into mortar joints, rather than into the brick or stone.
- Maintain and preserve original box and stop gutters because they are important architectural features of the building.
- Remove the metal gutter and reconstruct the box or stop gutters if possible wherever a box or stop gutters has been removed.
- Keep tin, galvanized, or any other metal gutter liners painted to avoid rust.



{Illustration 11}

Four sectional views of different gutter and downspout systems

- Repair gutter problems as soon as possible to prevent further deterioration of the gutters and other building materials both inside and out.
- Reline the box and stop gutters with metal or a rubber membrane to prolong the life of the gutter.
- Do not box in or cover the box or stop gutters and install suspended metal gutters.
- Attach new downspouts on the rear and sides of the building, preferably at the corners.
- Connect downspouts to underground drains or position splash blocks beneath them to divert water away from the building's foundation.
- Paint half-round gutters to match the trim color of the building.
- Paint ogee gutters to match the fascia color of the building.

FOR MORE INFORMATION

Old-House Journal, May-June 1996, pp. 30-35.

Section 4D

CHIMNEYS

In most older structures, masonry chimneys have their own bases at the building's foundation to support their massive weight. Typically, the hearth and the firebox are stone, firebrick, or tile. The stack, which includes the flue, is stone or brick. The flue connects the firebox to the stack and has a smoke chamber to prevent downdrafts from filling the house with smoke.

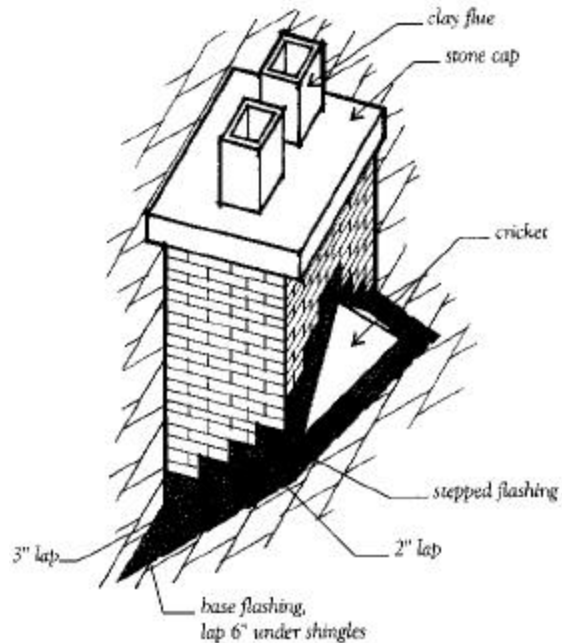


{Photo 23}

*Nicely preserved brick chimney.
It has a corbelled top.*

RECOMMENDATIONS

- Have the flue swept regularly to prevent the accumulation of soot that can lead to a fire. The frequency of use determines how often the flue needs to be cleaned.
- Avoid water damage inside the chimney by capping it with either a brick or stone chimney cap that has at least a 2-inch overhang from the outside of the chimney.
- Be sure that the chimney cricket flashing faces the peak of the roof. A cricket extends the life of the chimney by channeling water away from its brick or stone surface. A cricket also extends the life of the roof by keeping water from seeping underneath the shingles and damaging the wood below.
- Dismantle a leaning stack and rebuild it. Typically, the chimney needs to be rebuilt only from the roof line up.



{Illustration 12}

A properly flashed chimney should include a cricket on the high pitch side of the roof to direct water flow. Stepped flashing should be installed on all three sides.

FOR MORE INFORMATION

Respectful Rehabilitation, Masonry: How to Care for Old and Historic Brick and Stone by Mark London, Washington, D.C.: National Trust for Historic Preservation, The Preservation Press, 1988.

Old-House Journal, November-December 1995, pp. 34-39

Section 4E

DORMERS

Dormers provide additional space on the upper floor, sometimes enough to convert it into livable space. Dormers also add ventilation and light.

The architectural characteristics of dormers typically mimic the building's style. Because adding new dormers dramatically changes the roof line and scale of the building, they should be placed where they are not visible from the street or alley.

RECOMMENDATIONS

- Maintain original dormers.
- Locate new dormers on elevations that are not visible from the street or alley.
- Place dormers below the ridge line and away from the cave line. The minimum setback along the eave line should be one foot.
- Use small windows to keep a dormer in scale; the placement and type of windows in a dormer are critical to maintaining the building's style.
- Select a wood siding or historic roofing material to match the existing roof, such as slate, to cover dormer walls.



{Photo 24}

Wood-sided dormer to match the rest of the house



{Photo 25}

Slate roof material used as siding. Wood corner boards complete the trim and match the rest of the building.

Section 4F

SKYLIGHTS

Skylights were not original features of most older residential buildings. Therefore, new skylights should not be visible from the street or alley. The Commission will consider skylights only if they are located toward the rear of the building or on secondary elevations where they are not visible from the street or a nearby alley.

RECOMMENDATIONS

- Maintain or reconstruct historic skylights. Most would be found in commercial buildings, churches, and industrial buildings.
- Add skylights only on the rear or secondary elevations. Place them carefully to eliminate their visibility from the street or alley.
- Choose square or rectangular skylights that are flat in profile and flush to the roofs surface to minimize their visibility.



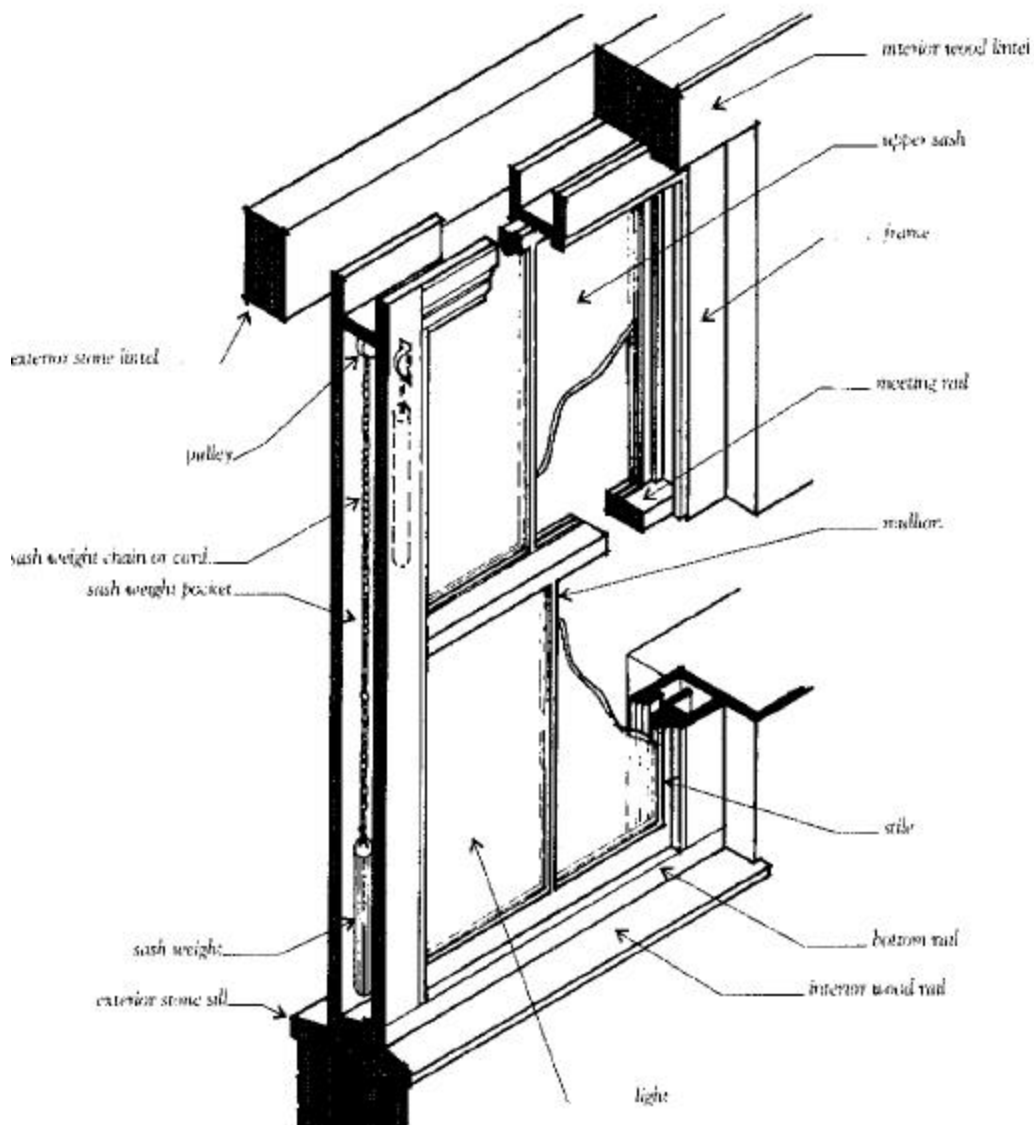
Section 5 - Windows

Section 5A

WINDOWS AND REPLACEMENT WINDOWS

In addition to allowing light and ventilation into a building, windows are an important architectural feature of older buildings. Preserving original windows maintains the building's character. In an otherwise plain factory or warehouse building, windows often become the most dominant visual element.

In this section we also look at storm windows, leaded glass, awnings, and shutters. These additional elements can add to the visual quality of the building and may protect the window.



{Illustration 13}
Window Section

WINDOWS AND REPLACEMENT WINDOWS

Which window type an older building has depends on its architectural style and when it was built. Starting with the oldest, typical residential window styles include six-over-six, two-over-two, and one-over-one. Windows frequently were either a metal casement window or a wood window double-hung with counterweights to move the sashes up and down.

Like residential windows, commercial and industrial windows have gone through several evolutions. As glassmaking technology advanced, commercial windows changed from small individual panes to large sheets of glass. Thus, any changes to commercial windows should match the size and number of panes of the original windows.

Metal windows in commercial or industrial buildings share the same problems and solutions as wood windows. The weatherization, repair, and maintenance of metal windows has been extensively researched.

Many times repairing and retrofitting historic windows is more economical than replacing them. Often, replacement units do not match the originals closely enough in design or appearance. When windows help define the historic character of the building, adding clearly different replacements damages that building's historic character.

RECOMMENDATIONS

- Preserve windows that help define a building's historic character, even if you are converting the building to a new use.
- Repair and preserve a structure's original windows. Often only the sash or part of the sash is missing or in need of replacement. Retain and repair frames and trim in good condition. Repair deteriorating wood with epoxy consolidation to solidify the wood and use epoxy paste to fill gaps.
- Consider replacing windows only as a last resort. If replacement windows are approved, they should match the existing windows in material, size, and profile.
- Avoid aluminum or vinyl clad exterior wood windows if not original to the building.
- Do not eliminate window openings, fill in, or alter them to accommodate larger or smaller replacement windows. Most modern standard sash do not fit the window openings of older buildings. Thus, new windows have to be custom-made.
- Mirrored or tinted glass is rarely approved.
- Maintain basement windows to allow light and ventilation into that space. If security is a problem, install interior or exterior metal grilles or bars across basement windows. Wherever basement windows need to be sealed, install plywood to the inside of the window frame and paint it dark gray. Do not install glass blocks in window openings

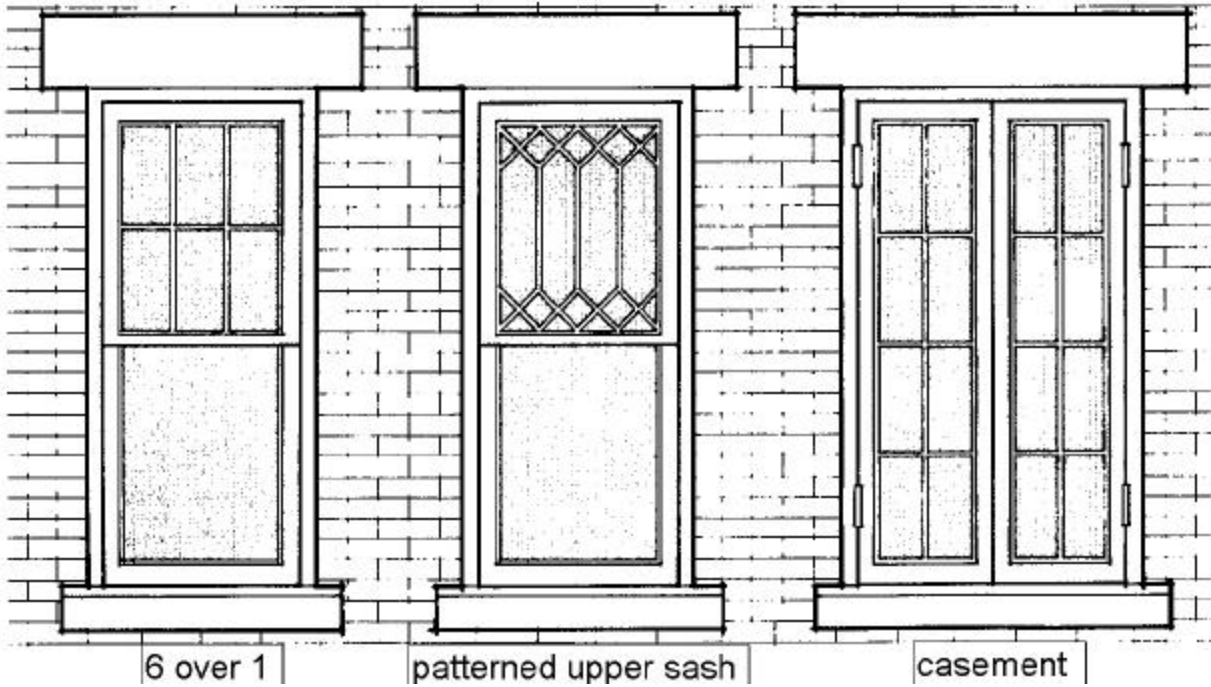
See FOUNDATIONS, page 17

See STAINED GLASS, page 58

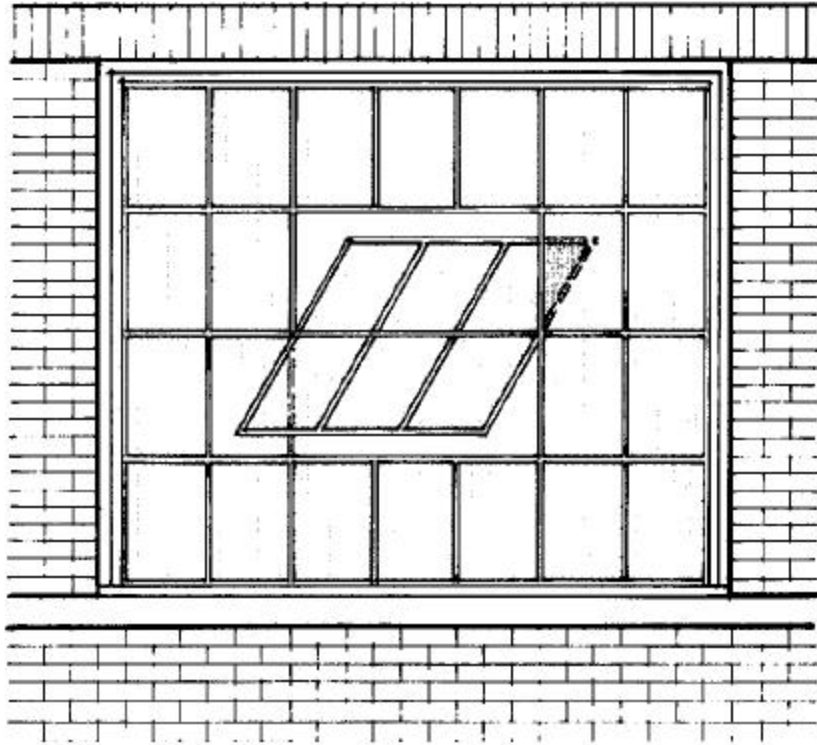
See STORM WINDOWS, page 57

See SHUTTER, page 60

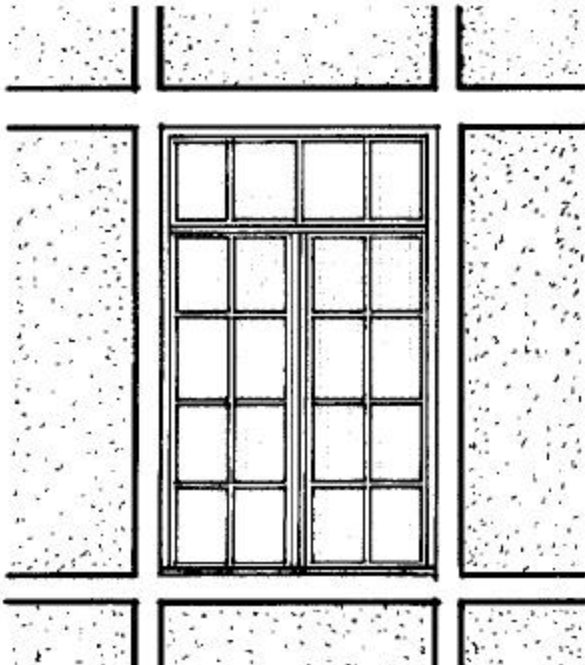
See PAINTING, page 38



{Illustration 14}
Wood window types



hopper



casement

{Illustration 15}
Metal window types

WINDOWS AND REPLACEMENT WINDOWS



{Photo 26}



{Photo 27}



{Photo 28}

Commercial and institutional window patterns. Note how the different building elements around each window affect the character of the window.

FOR MORE INFORMATION

Preservation Brief 9 – *The Repair of Historic Wooden Windows* by John H. Myers. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Preservation Brief 13 – *The Repair and Thermal Upgrading of Historic Steel Windows* by Sharon C. Park, AIA. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Old-House Journal, September-October 1994, p. 16.

Old-House Journal, March-April 1996, pp. 46-51.

Old House Journal, February 1997, pp. 36-39.



{Photo 29}

Section 5B

STORM WINDOWS

A storm window is a sash installed on the outside of an ordinary window as protection against severe weather. Sometimes installing storm windows can be an alternative to replacing existing windows.

Storm window frames may be wood, aluminum, or vinyl. To minimize the visual impact of storms, select colors matching the sash color or frame. Arched-top storm windows are available for windows with unique shapes.

RECOMMENDATIONS

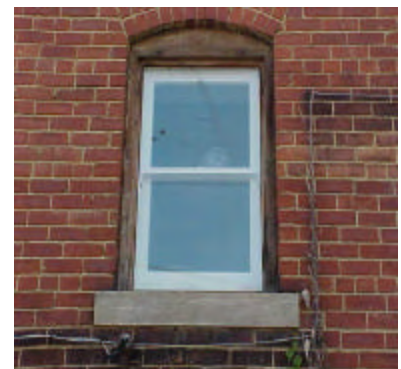
- Maintain and preserve historic storm windows whenever possible.
- Choose removable or fixed exterior wood storm windows to be historically accurate. An appropriate alternative is painted metal storm windows.
- Choose as narrow a sash frame as possible if an exterior metal storm window is selected. Be sure the storm window as the meeting bar in the same place as the window it covers.
- Install exterior storm windows that fit the original window openings and do not cover the glass or the sash.
- Paint exterior wood and metal storm windows a color compatible with the color scheme of the building; usually, that is the same color as the sash.
- Do not use single sheets of glass or Plexiglas as storm windows over double-hung windows. Single sheets may be used on transoms and single pane or light windows.
- Do not install mirrored or tinted glass in storm windows.

See PAINTING, page 38



{Photo 30}

Storm window with a meeting bar in the same place as the windows's meeting bar



{Photo 31}

Fixed commercial exterior storm makes the window inoperable. Note the thin metal frame around the storm does not cover or obstruct the original window.



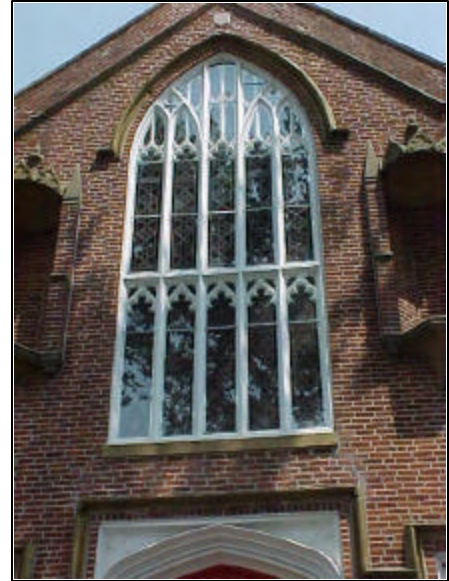
Small foundation window that matches the historic building

Section 5C

STAINED GLASS

Most people describe any colored-glass or beveled-glass window as a stained-glass window; strictly speaking however, unless the window includes painted glass, it is really a leaded light. Leaded lights are all constructed in a similar way; the only real difference is the way the lead is incorporated into the window or door.

Glass is one of the most versatile, yet fragile building materials. With proper care and maintenance, decorative glass windows or doors can last for hundreds of years. The greatest threat to a stained-glass or leaded-light window or door is deterioration of its skeletal structure. Photo 39 shows how storm windows protect leaded-light windows without obscuring the decorative glass.



{Photo 33}

Leaded-light windows should have exterior storm windows for protection. This group of windows has fully fixed storms protecting the glass from weathering and possible vandalism.

RECOMMENDATIONS

- Maintain stained-glass or leaded-light windows and doors.
- Consult a professional to help you determine which repairs or preventive measures are needed. Then, begin any repair work.
- Monitor all the parts of the window or door, such as the glass, lead came (the rods that hold the glass together), and window frame.
- Keep the window or door frame caulked and weathertight so water does not penetrate to the skeletal structure of the window.
- Reset the original glass window in the new window or door when replacing a stained-glass or leaded-light window or door.

See STORM WINDOWS, page 57

FOR MORE INFORMATION

Preservation Brief 33 – *The Preservation and Repair of Historic Stained and Leaded Glass* by Neal A. Vogel and Rolf Achilles. Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402.

Section 5D

AWNINGS

For centuries, shop owners have installed canvas awnings on their commercial buildings to shade storefronts and control interior temperatures. Awnings can help shelter passersby, reduce glare, and conserve energy by controlling how much sunlight hits storefront windows. Awnings also protected items displayed in the windows and provided additional areas for signage. Historically, few residential buildings had canvas awnings above their windows. Buildings with a northern exposure seldom need awnings for temperature control.

RECOMMENDATIONS

- Consider using canvas awnings on your storefront if there is a historical precedent.
- Select a flat sloping awning, with either a closed triangle or open end for storefronts.
- Install awnings with a fixed or retractable pipe frame construction having a canvas cover in an opaque muted color.
- Avoid fixed aluminum, plastic, simulated mansard roofs and umbrella awnings unless you have historical documentation of their use on your building.
- Place a low-level light above an awning rather than underneath it.
- Find evidence that awnings were used on your residential building before making installation plans.
- Do not try to use an awning to replace a porch that has been removed from a residential building.

See SIGNAGE, page 70

See COMMERCIAL, page 68



{Photo 34}

Commercial awnings enhance the streetscape and allow for street level signage.



{Photo 35}

A simple fixed awning makes for an attractive addition, however, the fixed sides hide the shape of the original window opening.

Section 5E

SHUTTERS

A shutter is an operable cover or screen for a window. Historically, exterior wood shutters served both decorative and functional purposes on some buildings. To determine if the building had shutters originally check the window casings for remaining hinge pins or notches in the wood that formerly held mountings.

RECOMMENDATIONS

- Add shutters only if there is proof they were original elements of the building.
- Install operable wood shutters that fit the window opening from top (lintel) to bottom (sill) and are half as wide as the window opening for each side. The shutters should meet in the middle of the window when they are closed.
- Choose a metal shutter to close an opening if the fire code requires it. You'll need to document this necessity.
- Do not fix shutters to the building unless it is historically appropriate. Set operable wood shutters on hinges and either tie them back to the building with shutter dogs (decorative brackets to hold the shutter open) or close them across the opening.



{Photo 36}

Operable open shutters that fit the opening are held back by shutter dogs anchored into the brick wall's mortar joints.

See PAINTING, page 38

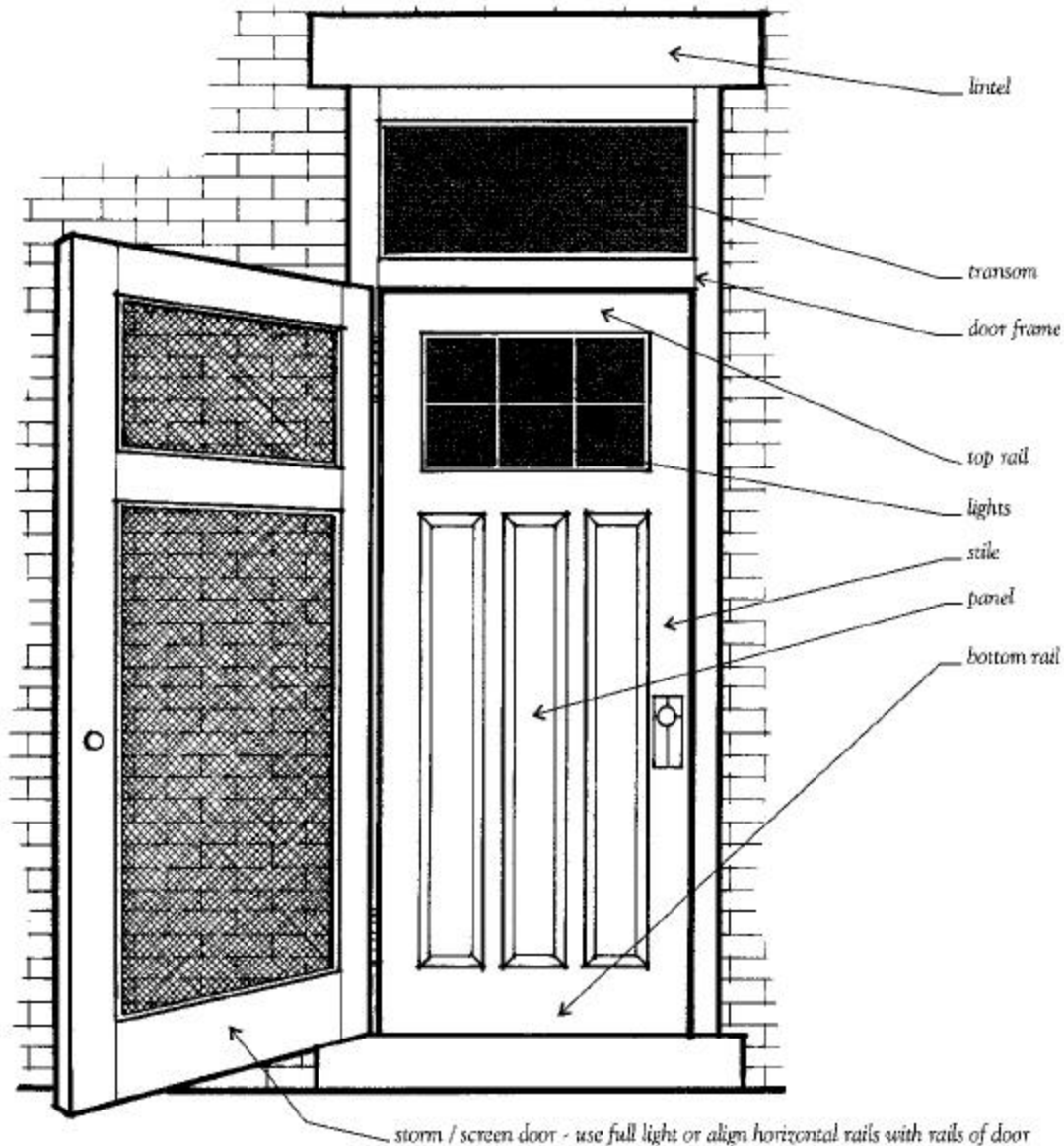


Section 6 - Doors

Section 6A

DOORS

A front door is both a means of entry and a barrier against intrusion. The front door usually creates a good first impression of the building and owner, designed to impress visitors to a house or a large commercial building. Door placement and style are defining characteristics of many architectural styles. This section discusses entry doors as well as screen and storm doors.



{Illustration 16}

Door section

DOORS

Many doors in older residential buildings have transom windows above to provide additional light and ventilation. Doors in other older buildings are more varied in style and design. Even so, transom windows also appear in their entrance designs.

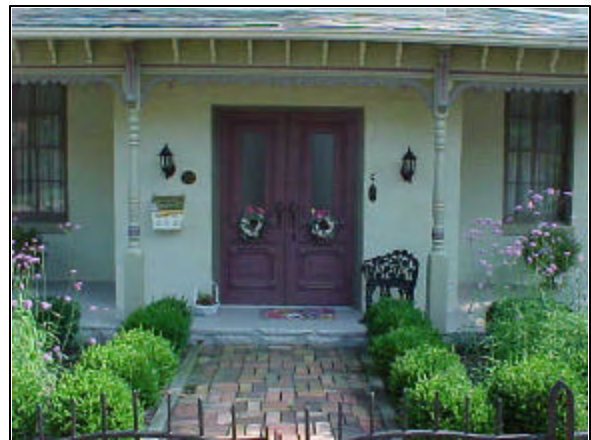
RECOMMENDATIONS

- Repair and maintain any older or original door and entrance features.
- Make old doors weather tight by ensuring the door is hung correctly with a uniform space between the door and its casing on all four sides. Properly installed weather stripping provides an added seal. Another effective weather stripping solution is installing spring metal along the jamb.
- Match the original door style, size, and material as closely as possible when replacing original doors. Do not make the original door opening smaller or larger to accommodate the new door. Retain a transom or sidelights in their original size and shape.
- Replace missing or badly deteriorated doors with a style traditionally used for your building's architectural style.
- Find historical documentation such as photographs or physical evidence that your building had stained-glass or leaded-light doors and transoms before planning to install them.
- Do not eliminate doors and transoms to accommodate modifications to the interior floor plan. When an entrance will no longer be used, leave the door and transom in place and fix them shut if necessary.



{Photo 37}

This attractive doorway utilizes side lights to provide additional light for an inside hallway.



{Photo 38}

This entry features a double door and is accented with lighting fixtures and porch columns.



{Photo 39}

The entrance to Fairfield National Bank shows exceptional attention to architectural detail. The solidness of the structural appearance was designed to convey the financial strength of the institution while at the same time providing an attractive and enticing entry way.

See SCREEN AND STORM
DOORS, page 65
See PAINTING, page 38



{Photo 40}

This residential entry uses both transom and side lights to provide interior lighting for the entry way.

Section 6B

SCREEN AND STORM DOORS

Many older residential buildings originally had wood screen doors that allowed ventilation into the building. Storm doors installed on the outside of ordinary doors protect them against severe weather.

RECOMMENDATIONS

- Maintain and preserve historic storm doors and screen doors.
- Choose a storm door of simple design with a full light glass section that permits viewing the entry door. An alternative is to have the size and location of the storm glass match the glass on the entry door.
- Select a wood screen and/or storm door if possible. Another alternative is a full-view metal screen and/or storm door.
- Maintain existing historic hardware. If installing a new door, select appropriate hardware to match the door style.
- Paint screen and storm doors a color compatible with the color scheme of the building. For example, metal screen and storm doors can be painted to match the trim color or the color of the door.
- Do not install mill-finish or unfinished metal screen and storm doors without painting them.
- Do not install doors with decorative features not originally used; these include scalloped edges around window openings and cross-buck panels.
- Do not install heavy, ornate metal security grille doors that were not used originally.

See PAINTING, page 38



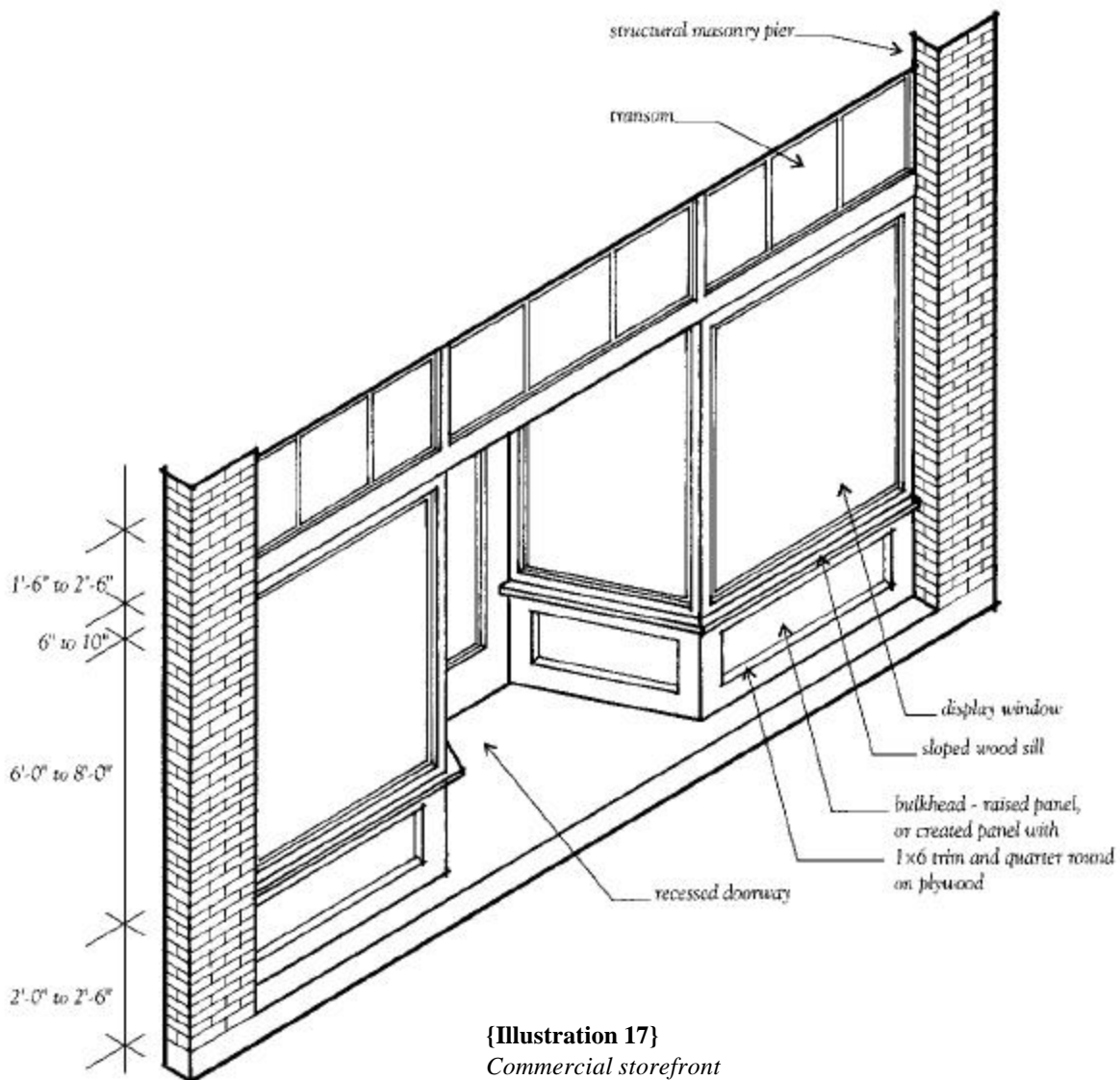
Section 7 - Commercial

Section 7A

COMMERCIAL

The most important architectural feature of many historic commercial buildings is the storefront. That's why successful rehabilitation of a historic commercial building depends on selecting treatments sensitive to the architectural character of the storefront.

To do this, identify and evaluate the building's construction, architectural features, and the relationship of those features to the upper stories. This section also discusses signage.



STOREFRONTS

A typical late 19th-century storefront consisted of single or double doors flanked by large display windows. Framing these were thin structural supports of cast iron or wood, rather than masonry piers. Frequently, a 20th century entrance was recessed to protect patrons from the weather and to increase display space. Wood, cast iron, or pressed metal panels raised the windows off the ground. Above each window or door was a transom or series of transoms consisting of single or multiple panes of glass. A prominent part of the building was the signboard above the storefront windows. Fixed or operable canvas awnings sometimes shaded storefronts and provided areas for additional signage.



WHEN PLANNING THE REHABILITATION OF A COMMERCIAL STOREFRONT, YOU'LL NEED TO CONSIDER...

- *If the original storefront has survived largely intact but is in deteriorated condition, what type of repairs should be completed to retain the original storefront?*
 - *If the storefront has been modernized, should the later alterations be kept because the alteration may be significant in its own right?*
 - *Should the building be restored to its original appearance?*
 - *Should an entirely new storefront be designed?*
 - *If the building's original retail use is changing to another type of use, can the commercial appearance of the building be retained while accommodating the new use?*
-
-



{Photo 41}

A new storefront that reflects a 19th-century storefront with kick panels and an angled, recessed entry.

RECOMMENDATIONS

- Repair and maintain existing historic storefronts. Match the original material, size, and appearance whenever deteriorated historic materials need to be replaced.
- Enhance a storefront with appropriate paint colors and/or signage. It is desirable to match original paint colors, if at all possible.
- Consider using awnings to mask previous inappropriate alterations to the historic building.

See AWNING, page 59
See SIGNAGE, page 70
See DOORS, page 62
See PAINTING, page 38

{Photo 43}
*The original doorway
has been retained*



{Photo 42}
This commercial
storefront is in scale
with the rest of the
building



{Photo 44}
*The interior is pleasing and
retains the original tin
ceilings.*

FOR MORE INFORMATION

Preservation Brief 11 – *Rehabilitating Historic Storefronts* by H. Ward Jandl. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Section 7B

SIGNAGE

Signage has been an integral part of many commercial and industrial buildings. The style, size, and amount of signage for a building partially depends on the size, location, and architectural style of the building.

The amount of signage in the Historic Lancaster District is regulated by the City of Lancaster Zoning Code effective August 1, 2001. Be sure to obtain a Certificate of Appropriateness before changing or modifying an existing graphic, installing a graphic for the first time, or installing any illuminated sign within the Historic Lancaster District.

RECOMMENDATIONS

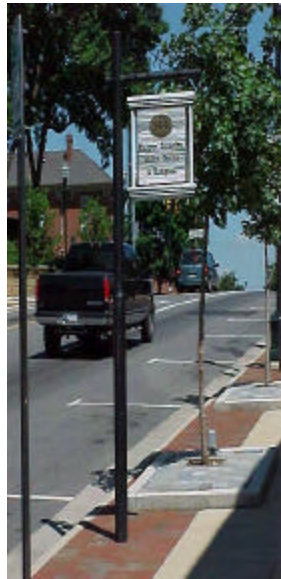
- Preserve and maintain the historic signage on your building.
- Place signage where it cannot obscure significant architectural details..
- Ensure that the size and placement of a new sign compliments the building's architectural style. For example, place a new sign on the sign band on the front facade between the first and second floors of a commercial building.
- Consider using a detached sign wherever signage was not an integral part of the structure's architecture and original use. For example, for a residential building converted to commercial use, placing either a low ground sign or a pole sign in the front yard are viable alternatives.
- Do not install large wall signs on a massive industrial building. Instead, add a smaller plaque-style wall sign or a small projecting sign scaled to the size of the entrance.
- For new signage, use external illumination as opposed to internal.

See AWNINGS, page 59

See COMMERCIAL STOREFRONTS, page 68



{Photo 45}
Projecting sign



{Photo 46}
Post sign



{Photo 47}
Flat sign



{Photo 48}
Monument sign

FOR MORE INFORMATION

Preservation Brief 11 – *Rehabilitating Historic Storefronts* by H. Ward Jandl. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Preservation Brief 25 – *The Preservation of Historic Signs* by Michael J. Auer. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

City of Lancaster Zoning Code as effective August 1, 2001, www.developlancaster.com



Section 8 – Landscaping & Site Improvements

Section 8A

FENCES

Traditionally, if a front yard was fenced in, it was with a wrought iron or wood picket fence. Such fences provided physical rather than visual separation of the lot from the street and the lot from the neighboring property. Fencing materials and patterns should take their cues from existing historic materials or patterns in the area. Also, they should be appropriate to the period of significance for the property or District.

RECOMMENDATIONS

- Repair and maintain historic fencing and walls.
- Consider and/or retain hedges and trees before erecting a fence.
- Choose new fencing of a simple design.



- Use wrought iron or picket fencing no taller than 36 inches in the front yard of a residential property where a fence is appropriate.
- Place the framing for a backyard board fence to the inside, facing your backyard. Finish both sides of the wood privacy fence. Although the maximum height of a board fence is 72 inches, 60 inches is preferred.
- Use an opaque stain or paint on wood fencing; choose a color compatible with the building color.
- Do not install chain link, diagonal, or unpainted fencing.
- Fence in commercial property with brick or stone walls, or taller metal picket fencing.

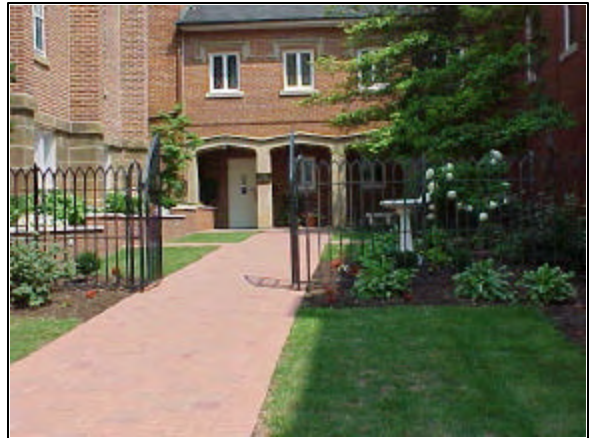
Section 8B

PATIOS AND DECKS

Adding porches and patios are ways to adapt an old house to contemporary living styles. Decks are seldom appropriate for historic buildings because they are a feature of contemporary suburban development.

RECOMMENDATIONS

- Use brick pavers, stone, or other masonry material for patios.
- Edge the patio with metal edging or at least set the edge row of brick on end to create a soldier course of brick to help hold the patio in place.



{Photo 52}

An example of an institutional patio area that makes use of brick pavers, landscaping, and wrought iron fencing to create an attractive semi-public space.



{Photo 53}

This board on board six-foot privacy fence has a top fence detail that helps to break up the horizontal plane. Also the dressed side of the fence is facing out and the framing is toward the inside.

See PORCHES AND STOOPS, page 19
See PORCH ENCLOSURES, page 21

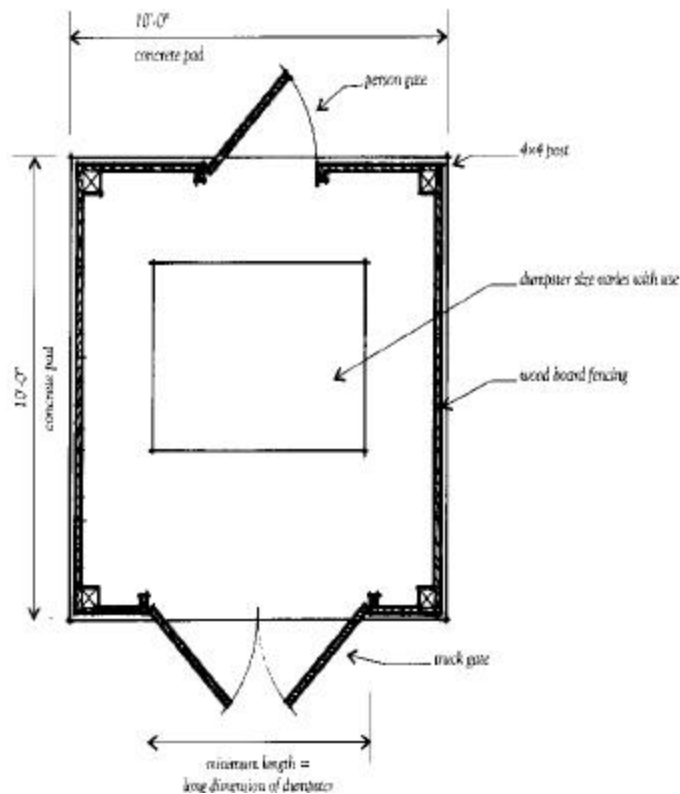
Section 8C

DUMPSTERS

The more frequent use of narrow alleys and roadways increases the need to control the storage and placement of trash containers. This can be accomplished through screening trash cans and dumpsters. Many situations require unique solutions.

RECOMMENDATIONS

- Centralize trash containers or cans and screen them from view.
- For commercial or residential properties, the screens should be designed for easy access by the owner as well as by the trash collector.



{Illustration 19}

Plan to screen a dumpster

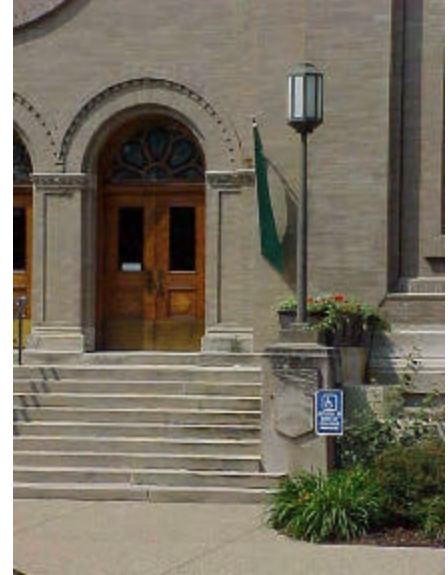
Section 8D

LIGHTING

With so many commercial and residential buildings being rehabilitated, often owners can blend new lighting technology with the Historic District. Working together, the Commission and property owners can find a balance. The character of the lighting fixture should be compatible with the style of architecture.

RECOMMENDATIONS

- Preserve and maintain historic light fixtures.
- Use low illumination in storefront window display areas.
- Install external lights for signage.
- Install a flush-mounted light for recessed commercial entrances.
- Use simple modern fixtures when there is no physical or historical documentation of the original fixture or where no fixture would have existed historically.
- Place residential lighting above or beside a doorway.
- Work lighting into the design of architectural features.

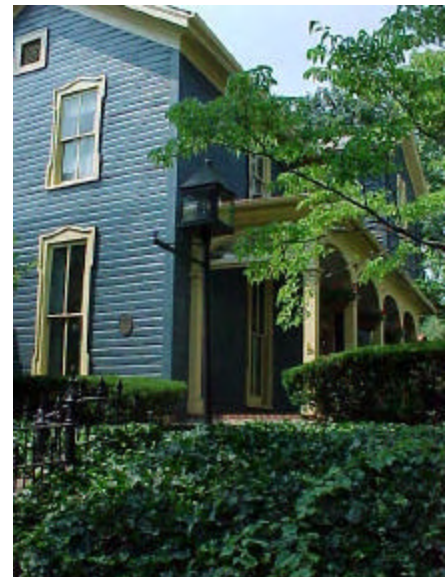


{Photo 54}
Institutional



{Photo 56}
Residential

Exterior lighting not only illuminates the way to an entrance but can enhance an exterior entrance, landscaping plan, or signage.



{Photo 55}
Residential

Section 8E

HANDICAPPED ACCESSIBILITY

Under the Americans with Disabilities Act of 1990, all properties open to the public must be accessible to the disabled. Making our nation's historic buildings, sites, and structures accessible to people with disabilities has become an important and challenging task. Owners of historic properties should provide the greatest level of accessibility without threatening or destroying features and materials of historic significance.

The following three-step approach can help identify and implement accessibility modifications while protecting the integrity and character of the historic property:

- Review the historical significance of the property and identify its character-defining features.
- Assess the property's existing and required level of accessibility.
- Evaluate accessibility options within the preservation of the character-defining feature in mind.

RECOMMENDATIONS

- Maintain access to a historic building through the primary entrance whenever possible.
- Consider the accessibility of a secondary entrance if access by the main entry is not possible.
- Consider a permanent ramp to overcome an entrance step.
- Retain historic materials and



{Photo 57}

Integrating landscaping as part of a building's accessibility is a welcome feature



{Photo 58}

When a front entrance cannot be made accessible, a side entrance visible from the front is desirable.

features when new features are incorporated for accessibility. Be sure that accessibility modifications are in scale with the historic property, visually compatible, and, whenever possible, reversible. Reversible means if the new feature were later removed, the essential form and integrity of the property would be unimpaired.

- Differentiate the design of new features from the design of the historic property so that the evolution of the property is evident.



{Photo 59}

Lancaster City Hall has made accessibility easier by providing power assisted doors.

FOR MORE INFORMATION

Preservation Brief 17 – Architectural Character: Identifying the Visual Aspects of Historical Buildings as an Aid to Preserving Their Character by Lee H. Nelson, FAIA. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Preservation Brief 32 – Making Historic Properties Accessible by Thomas J. Jester and Sharon C. Park, AIA. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Preserving the Past and Making It Accessible to People with Disabilities. U.S. Department of the Interior, National Park Service, Cultural Resources.

Section 8F

STREET FURNITURE

The historic nature of an area should be taken into consideration when selecting street furniture such as benches, bike racks, trash receptacles, and planters.

RECOMMENDATIONS

- Preserve existing historic street furniture like carriage steps and stanchions
- Select street furniture that is simple in style.
- Place street furniture where it does not hinder pedestrian movement or block traffic.
- Place street furniture where it does not conceal important architectural features.



{Photo 60}



{Photo 61}

Street furniture can be as elaborate as what you might find in a park or as simple as an urn in a residential neighborhood.

Section 8G

HISTORICAL PLANTS AND LANDSCAPING

Historical landscaping is another way to expand your interest in maintaining a historic house. The following list of traditional plant materials is a small part of a growing wealth of information. Historical landscaping and gardens have been documented through photographic and soil sample research.

Where historic landscaping features exist, preserve and maintain those features. Retaining walls and other historic landscaping features also should be kept and maintained. Most landscaping features like retaining walls were constructed of stone.

Here is a list of plants appropriate to Lancaster:

Shade Trees

- Oak, Linden, Sugar Maple, or Red Maple, White Ash and Green Ash, Honey Locust

Evergreen Trees

- Pine, Spruce, Hemlock

Ornamental Trees

- Redbud, Crabapple, Magnolia, Hawthorne

Small Shrubs

- Juniper, Taxus, Boxwood, Hydrangea

WHERE TO BEGIN YOUR RESEARCH...

- *Start by doing your homework. Remember that there are styles of landscape planting just as there are styles of architecture.*
 - *Look around at the mature trees and other landscaping features in your area and see if they fit your site and the amount of time you will want to care for it. Some areas historically use hedges or other natural barriers instead of fencing to “fence in” an area.*
 - *Determine if you have an historic landscaped area, if so, preserve it. Use the plants listed as a starting point for your overall design.*
-
-

FOR MORE INFORMATION

Old-House Journal, May-June 1994, pp. 16-18.

Old-House Journal, January-February 1996, pp. 24-26.

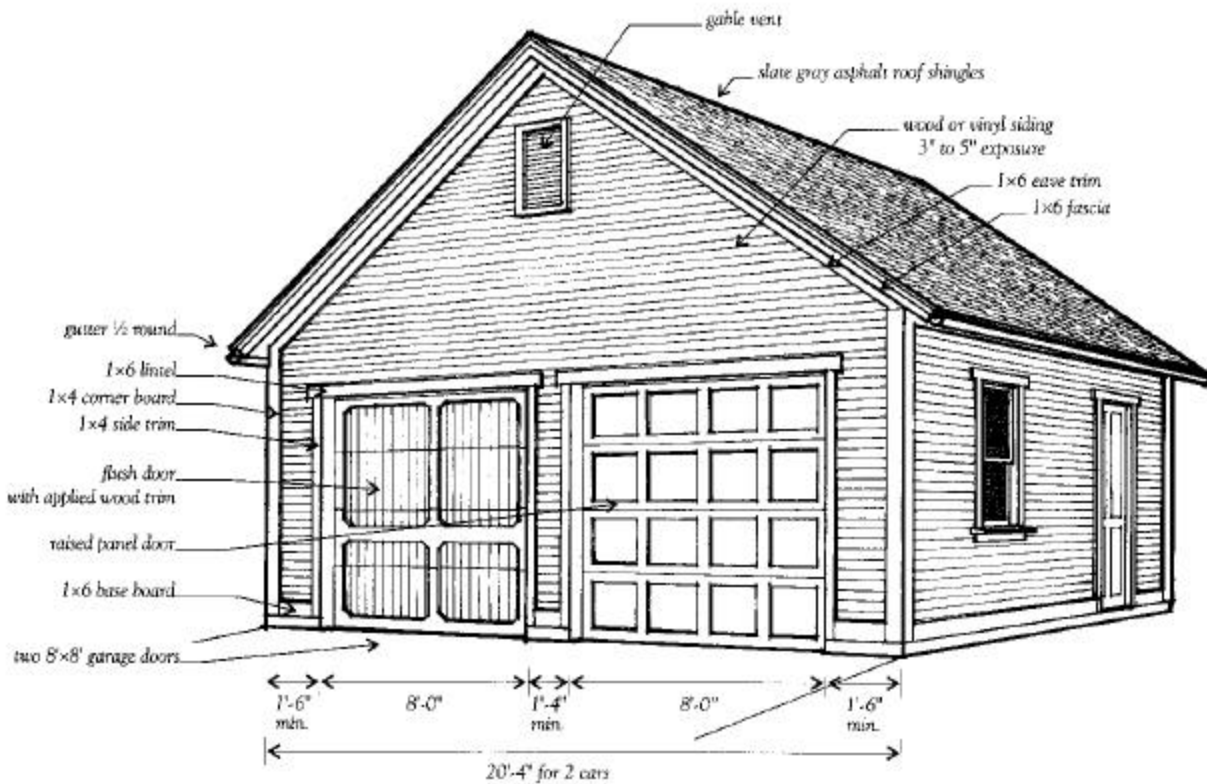


Section 9 – Garage & Outbuildings

Section 9A

GARAGES AND OUTBUILDINGS

Many historic garages, carriage houses, and outbuildings are still functional structures that require the same care and maintenance as the main structure. Garages and outbuildings are generally small in scale and simple in detail. The style of the doors will depend on the historical evidence and the architectural style of the main building.



{Illustration 20}

New frame garage

GARAGES AND OUTBUILDINGS

Early small-scale garages and outbuildings usually had barn like garage doors and plain trim on windows and doors. These details should be matched to the existing materials whenever original materials need to be replaced.

RECOMMENDATIONS

- Repair and maintain original garages and outbuildings. Do not alter the scale, proportions, or form of a garage, outbuilding, or carriage house.
- If an historic property has alley access or the majority of existing garages and outbuildings are not along the primary street elevation, place new structures at the rear of the property along an alley or fence line where they cannot be seen from the primary street elevation.
- Choose a design for a new garage or outbuilding that is compatible with similar historic structures in the surrounding area.
- Match the details on doors, windows, and eaves to those on the main structure or the garages and outbuildings around it. Frame the walls and gabled ends with horizontal or vertical wood siding.
- Do not make the scale of a new garage or outbuilding larger than the primary structure or nearby buildings. For example, to maintain a smaller scale for a new two-car garage, install two single overhead garage doors, instead of one large overhead door.
- Use a historic pitched roof shape, such as a hip, flat, or gable, on a one-car garage or an outbuilding to match the main structure on the site or the garages and outbuildings around it.



{Photo 62}
Brick garage.



{Photo 63}
Wood framed garage with original doors.

- Select a compatible exterior for a new garage. Depending on the location, these may include wood siding, brick, smooth finish vinyl siding with narrow “boards,” or painted concrete block. Prefabricated metal or plastic sheds or outbuildings have not been approved.
- Paint wooden garages and outbuildings or stain them with an opaque stain.
- Use split-faced concrete block or other more decorative masonry material for the foundation.



{Photo 64}
Carriage house

See DESIGN CONSIDERATIONS, page 90

FOR MORE INFORMATION

Preservation Brief 17 – *Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character* by Lee H. Nelson, FAIA. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

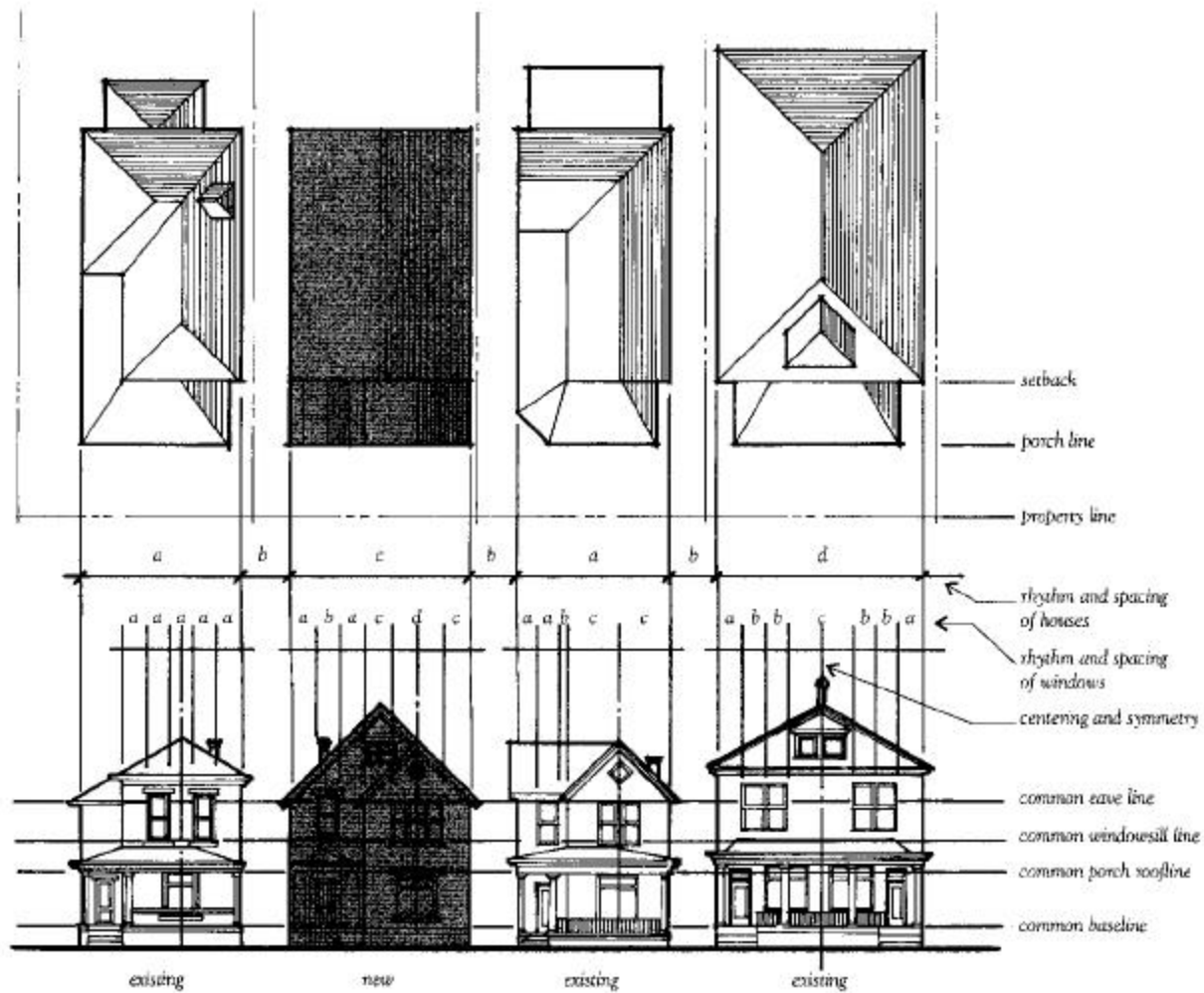


Section 10 – New Construction

Section 10 A

NEW CONSTRUCTION

Continuity and compatibility are essential considerations when planning any new construction in a historic district, including additions to historic properties. New structures can look new and reflect contemporary design standards while using design elements that relate to existing structures. New construction must not only be compatible with nearby historic structures but also be contemporary in design. Accomplishing this delicate balance takes hard work and willingness to look at alternatives. The Design Considerations in this section should be helpful.



{Illustration 21}
Determining proportions

New Construction

New construction includes new buildings as well as additions and garages. To ensure that the building is compatible and consistent, take a good look at the buildings surrounding the site. Note their size, shape, and rhythm or pattern so that the design of the new construction blends with the existing elements.

RECOMMENDATIONS

- Make sure the overall height, physical size, and shape of the new construction is similar to the building and the buildings surrounding it.
- Choose a frame addition to a residence, although brick is an acceptable alternative for a brick house. Stucco is also an acceptable alternative for a stucco building.
- Be sure that an addition is not taller than the original structure. Typically, single-story additions are preferable.
- Match the setbacks and the space between nearby buildings when choosing a site for the new construction.
- Take care that the size, location, and height of windows and doors will be similar to the main building and the surrounding buildings. For example, in a setting of narrow structures, do not present a long, unbroken facade; instead, divide it into openings, offsets, or decorative details so that these smaller bays reflect the surrounding buildings.
- Repeat the rhythm of projections like porches and bays in the design of the new construction.
- Remember to keep walls and fences similar in height, material, and location to those in the surrounding environment. This retains the visual continuity of landscaping features.
- Match the exterior material for the new construction to the surrounding buildings. This includes trim around the windows and doors, roofing materials and gutters, and major porch details. For instance, if brick predominates in the nearby structures, the new construction should be brick as well. Brick is also the preferred material for new construction on a vacant lot with nearby brick structures.
- Make all sides of the new building similar to those around it.

STEPS FOR A NEW CONSTRUCTION REVIEW

1. *Review the project with the Historic Lancaster Commission..*
 2. *Complete a Certificate of Appropriateness application for conceptual review and review the project with the Historic Lancaster Commission.*
 3. *Complete a new Certificate of Appropriateness Application for new construction and submit it with final construction drawings to the Historic Lancaster Commission.*
 4. *Obtain approval from the Commission.*
 5. *Apply for all permits required. Be sure to present the Certificate of Appropriateness and stamped final drawings when applying for any permit.*
-
-

FOR MORE INFORMATION

Preservation Brief 17 – *Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character* by Lee H. Nelson, FAIA. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

German Village Commission and German Village Society, with Benjamin D. Rickey and Co. and Schmeltz+Warren Design. *German Village Guidelines: Preserving Historic Architecture*. Columbus: German Village Society, 1989.

Kitchen, Judith L. *Respectful Rehabilitation, Caring for Your Old House: A Guide For Owners and Residents*. Washington, D.C.: National Trust for Historic Preservation, The Preservation Press, 1991.

Old-House Journal, July-August 1995, pp.20-22.

Old-House Journal, September-October 1996, pp. 53-57.

Section 10B

DESIGN CONSIDERATIONS

Incorporating the following eight design considerations into the new construction saves both time and frustration. These design principles are key to maintaining the historic character of all historic properties. The Historic Resources Commission looks for these concepts when reviewing the plans, so be sure to make them part of your new construction planning.

CONTEXT

New buildings must be compatible with neighboring buildings in the immediate area. If there is a mixture of building types in the area, the proposed building should follow the existing pattern. For example, where all of the structures in the area are two-story residential buildings, a four-story commercial structure would not be appropriate.

STREET ALIGNMENT

The building's setback, or the distance the building is from the street, must be the same as adjacent buildings. For commercial structures, the major components of the primary facades—cornices, windows, storefronts, and definition of floor levels—should align horizontally with, or have some relationship to, adjacent buildings. This alignment gives a sense of unity to the buildings and strengthens the streetscape. For a structure with facades fronting on more than one street or alley, make each facade compatible with its streetscape. Check with the Zoning Administrator concerning setback requirements (City Engineer's Office), Lancaster Zoning Code shall supercede all requirements discussed herein.

HEIGHT

New construction must be similar in height to surrounding structures. The new building can neither exceed the tallest, nor be smaller than the shortest structure. Major elements also must align; a new porch must be as high as adjacent porches.

SCALE

The physical size and shape of a new building must be compatible with nearby structures. Carefully studying the size and shape of neighboring buildings contributes to a successful, compatible new structure.

RHYTHM

To see the rhythm of an area, look at the spacing of the buildings in relation to each other. Next, study the spacing of openings and design elements within each structure. The relationship of solid spaces to voids—walls to windows and doors—in the facades of a structure must be visually compatible with adjacent properties.

To vary the building mass of a large development, use landscaping and setbacks for open space, if that is appropriate to the streetscape. Such setbacks can provide the necessary visual transitions between large development and adjacent properties.

The new building must conform to the adjacent and visually related structures and open spaces that create the streetscape. Thus, the structure's relationship with the open space between it and adjoining structures must reflect the surrounding environment. Allow the streetscape to guide the relationship of the entrances, porches, and other projections to sidewalks or streets.

Wherever current zoning laws restrict new construction from matching the spacing between historic buildings, match the spacing closely as possible, and request a zoning variance.

OPENINGS

The proportion of openings (width and height of windows, doors and entries) in the new building must look like those in adjacent structures. Divide a long facade into smaller bays by openings, setbacks, and/or decorative details to complement the streetscape.

MATERIALS

The choice of materials, texture, and color for the new structure must be guided by the predominant materials, texture, and color of adjacent structures. Continuity of material adds to the unity and harmonious character of a district. Simplicity is preferred. Where brick predominates in nearby structures, choose brick for the new construction. If frame predominates, choose frame. Where vacant land predominates, choose brick. Although additions to residential structure may be either frame or brick, frame is preferred.

APPURTENANCES

A structure's appurtenances—walls and fences—must look compatible with adjacent structures, walls and fences, and open spaces. This includes landscaping such as grass, trees, shrubbery, and flower~ especially in parking and sidewalk areas.



**Section 11. LANCASTER CITY
HISTORIC PRESERVATION ORDINANCE
AND TAX EXEMPTION PROVISIONS IN THE
HISTORIC DISTRICT**

Section 11A

CHAPTER 1327 HISTORIC PRESERVATION

- 1327.01 Purposes.
- 1327.02 Definitions.
- 1327.03 Historic Lancaster Commission.
- 1327.04 Commission organization and rules.
- 1327.05 Commission duties.
- 1327.06 Historic Lancaster District.
- 1327.07 Procedure for designation as a listed property.
- 1327.08 Certificate of Appropriateness
- 1327.09 Limitation on issuance of new construction permits.
- 1327.10 Certificate of Appropriateness procedures.
- 1327.11 Denial of Certificate of Appropriateness.
- 1327.12 Condemnation orders.
- 1327.13 Validity.
- 1327.99 Penalty.

CROSS REFERENCES

Commission rules - see ADM. Ch. 143

1327.01 PURPOSES.

The purposes of this chapter are to:

- (a) Maintain and enhance the distinctive character of the Preservation District and listed properties by safeguarding the heritage of the City by preserving sites and structures which reflect elements of the City's cultural, social or architectural heritage; to stabilize and improve property values; to protect and enhance the City's attractions to prospective residents and to visitors, and secure as a support and stimulus to business and industry in the community; and to strengthen the economy of the City.
- (b) Maintain and enhance the distinctive character of certain listed properties in the City by safeguarding the architectural integrity of the various period structures upon those listed properties.
- (c) Provide a procedure of review to assure that the structures of historic or architectural significance are not altered or demolished, if such alteration or demolition would cause a detrimental effect to the purpose of this chapter.
(Ord. 11-93. Passed 3-22-93.)

1327.02 DEFINITIONS.

As used in this chapter, certain terms are defined as follows:

- (a) "Alteration" means any material change in the exterior dimensions or location of a structure, or any material change in or rearrangement of the exterior architectural features of a structure.
- (b) "Demolition" means the destruction, tearing down or removal of a structure or of an external architectural feature of a structure.

- (c) “Structure” means any building, facade or fence. The term structure shall be construed as if followed by the words “or parts thereof” .
- (d) “Exterior architectural feature” means the architectural treatment in general arrangement of such portion of the exterior of a structure as is designed to be exposed to public view, including kind, and texture of the building material of such portion and type of all windows, doors, lights, signs and any other fixtures appurtenant to such portion.
- (e) “Preservation-related professional” means a person in the professions of architecture, architectural history, history, archaeology, planning or related disciplines. (Ord. 11-93. Passed 3-22-93.)

1327.03 HISTORIC LANCASTER COMMISSION.

The Historic Lancaster Commission is hereby established and shall consist of five members. One member shall be a member of Council designated by Council. Four members shall be appointed by the Mayor and may be chosen from nominations recommended by the Fairfield County Heritage Association in addition to any other nominations or recommendations of individuals whose intentions and purposes are consistent with the purposes of this chapter. All members shall be residents of the City. Of the membership, an effort should be made to nominate and appoint at least one member who is a registered architect or realtor doing business within the City. The terms of the five members appointed shall be for two years; except that of the initial appointments, three members shall be appointed for two years and two members shall be appointed for an initial term of one year. All subsequent terms shall be for a period of two years. The members shall serve without compensation from the City and may be moved for just cause by the Mayor. Vacancies caused by death, resignation or otherwise, shall be filled before the unexpired term in the same manner as the original appointments are made. Within thirty days following the effective date of this section, and thereafter, sixty days after the term of any such member appointed shall have expired, the Mayor shall appoint a member to fill such a vacancy as may exist, unless extenuating circumstances exist to delay such appointment. From and after March 22, 1993, a person appointed to fill a vacancy shall:

- (a) Have demonstrated special interest, experience, or knowledge in history, architecture, or related disciplines; and
 - (b) Be a preservation-related professional unless at least two preservation-related professionals are then serving as members, or unless no such persons are available and willing to serve in the community.
- (Ord. 11-93 Passed 3-22-93.)

1327.04 COMMISSION ORGANIZATION AND RULES.

- (a) Following appointment to the Historic Lancaster Commission, the members meet and organize by electing a chairman and secretary. The Commission shall adopt its own rules of procedure consistent with the general criteria set forth in this chapter and provide for regular and special meetings to accomplish the purposes of this chapter.
- (b) Before adoption of rules of procedures by the Commission, such rules shall be submitted to and be approved by Council. Such rules shall become effective upon Council approval.
- (c) The rules of procedure shall be made available in writing to any person requesting a copy thereof. (Ord. 11-93. Passed 3-22-93.)

1327.05 COMMISSION DUTIES.

The duties of the Historic Lancaster Commission shall be as follows:

- (a) To study the problems and determine the needs of the City in furthering the purpose of restoring and preserving the area of the City known as Historic Lancaster.
- (b) To review and act upon all applications for Certificates of Appropriateness as required in Section 1327.10. The Commission shall conduct or cause to be conducted or assist the conduction of the continuing survey of cultural resources in the community according to guidelines established by the Ohio Historic Preservation Office, and of all areas, places, buildings, structures, homes or other objects of environmental and aesthetic interest to the City which the Commission on the basis of information available or presented to it, has reason to believe, are or will be eligible for designation as a listed property. No property may be listed and no district shall be established except on the approval of Council.
- (c) To act in an advisory role to other officials and departments of the City regarding the protection of local cultural resources; to act as liaison on behalf of the City to individuals and organizations concerned with historic preservation; to review all proposed National Register nominations for properties within the City, and to comply with state and national requirements with respect thereto, except as may be otherwise provided in an agreement between the Commission and the Ohio Historic Preservation Office; to work for continuing education of the residents of the City with respect to the architectural and historic heritage of the City, and the listed properties and the preservation district designated under the provisions of this chapter, and shall make every effort to improve the overall environmental awareness of the people.
- (d) To keep a current register of all listed properties and provide the City Engineer with a copy thereof.
- (e) Within ninety days of appointment of the Commission, the Commission shall have compiled a register of those structures within the District which shall require the issuance of a Certificate of Appropriateness for any proposed alteration, destruction or demolition of any exterior architectural feature to such structure. The Commission's determination that the structure should be listed in such register shall be based upon the criteria specified in this chapter and the standards and criteria adopted by the Commission, Including but not limited to the historic or architectural significance of the structure.
- (f) The Commission may employ on a part-time basis, technical experts as may be required to perform its duties within the appropriations made available therefor. The Commission may within its capabilities, perform such other related tasks as may be required by the City Council.
- (g) The Commission is authorized to accept grants, gifts and bequeaths, and to make application to governmental and private entities, and to receive and administer such grants and funds consistent with the purposes of this chapter.
- (h) The rules of the Commission shall specify a particular time to hold regular meetings if there shall exist any matters requiring its consideration or determination. Any person desiring the Commission to consider or determine any

matters as may be within its duties shall, at least ten days prior to a regular meeting date, file with the Commission a written request specifying what matter the person desires the Commission to consider.

- (i) The Commission shall establish criteria, rules and regulations, not otherwise included in this chapter for the evaluating applications for Certificates of Appropriateness submitted to it and the manner in which they shall be processed. These criteria shall include specific considerations to be given in the determination of the issuance or nonissuance of the Certificate of Appropriateness. Such criteria, rules and regulations shall not be adopted by the Commission until after review and approval by Council.
(Ord. 11-93. Passed 3-22-93.)

1327.06 HISTORIC LANCASTER DISTRICT.

There is hereby created in the City of Lancaster, an historic district to be known as 'Historic Lancaster', bounded and described as follows:

The entire length of Pearl Street on the east to the alley between Mulberry Street and King Street; thence west to High Street; thence north to the alley between King Street and Fifth Avenue; thence west along such alley between King Street and Fifth Avenue, and continuing west along the alley between Union Street and Fifth Avenue to Memorial Drive; thence south to Chestnut Street; thence east on Chestnut Street to Columbus Street; thence south on Columbus Street to Walnut Street; thence east to Pearl Street. However, excluding those structures presently utilized for heavy industrial purposes, so long as used for industrial purposes. (Ord. 11-93. Passed 3-22-93.)

1327.07 PROCEDURE FOR DESIGNATION AS A LISTED PROPERTY.

- (a) In considering the designation of any area, place, building, structure, work of art, or similar object in the City as a listed property, the Commission and Council shall apply, In addition to any other available information the following criteria:
 - (1) Its character, interest or value as part of the heritage of the City, the State of Ohio or the United States.
 - (2) Its location as a site of a significant historic event.
 - (3) Its identification with a person or persons who significantly contributed to the historic development of the City.
 - (4) Its exemplification of the historical heritage of the City.
 - (5) Its portrayal of the environment of a group of people in an era of history characterized by a distinctive architectural style.
 - (6) Its embodiment of a distinguishing historical characteristic of an architectural type of specimen.
 - (7) Its identification as the work of an architect or master builder whose individual work has influenced the development of the City.
 - (8) Its embodiment of elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation.
 - (9) Its relationship to other distinctive areas which are eligible for preservation according to a plan based on an historic, cultural or architectural motif.
 - (10) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood, community or

- the City.
- (11) Such other individual characteristics as shall be relevant to its designation as a landmark.
- (b) The procedure for listing properties is as follows:
- (1) The Commission shall notify the owner of any proposal to list his property. Whenever possible, the Commission shall secure the owner's written consent for the proposed designation and upon receipt of such consent the property shall be listed upon favorable recommendation by the Commission to Council and upon approval by Council after a public hearing by Council.
 - (2) In the event such owner refuses or declines to give his written consent to the proposed designation, and the Commission feels it is of considerable importance to the community that the property be listed, the following procedure shall be followed:
 - A. The Commission shall schedule a public hearing on the question of the proposed designation, setting forth a date, time and place and causing written notice to be given to the owner or any person having a legal or equitable interest in such property being proposed for designation. The Commission shall cause a legal notice to be published in a newspaper of general circulation in the City setting forth the nature of the hearing, the property involved and the date, time and place of the scheduled public hearing.
 - B. The Commission shall conduct the public hearing and shall provide a reasonable opportunity for all interested parties to express their opinions.
 - C. Within fifteen days after the hearing the Commission shall set forth in its recommendations such findings of fact which constitutes the basis for its decision and shall transmit such recommendation concerning the proposed designation to Council.
 - D. Council shall give due consideration to the findings and recommendations of the Commission, as well as such views as may have been expressed by persons participating in the hearing before such Commission, in addition to the recommendation of the Commission, in making its determinations with respect to the proposed designation of any places, buildings, structures, works of art and other similar objects as listed properties. Council shall hold a public hearing on any such proposed designation. After a public hearing, Council may designate such areas, places, buildings, structures, works of art and other similar objects as a listed property. (Ord. 11-93. Passed 3-22-93.)

1327.08 CERTIFICATE OF APPROPRIATENESS REQUIRED.

No alteration or demolition of any structure in the Historic Lancaster District or of any listed property shall be undertaken prior to obtaining a Certificate of Appropriateness from the Commission. No permits for work involving alteration or demolition in the Historic Lancaster District or of any listed property shall be issued by the City Engineer unless a Certificate of Appropriateness for such work

has been issued. (Ord. 11-93. Passed 3-22-93.)

1327.09 LIMITATION ON ISSUANCE OF NEW CONSTRUCTION PERMITS.

No permits for new construction within the Historic District or upon the premises of listed structures outside the Historic District shall be issued by the City Engineer unless a Certificate of Appropriateness is issued by the Commission. (Ord. 11-93. Passed 3-22-93.)

1327.10 CERTIFICATE OF APPROPRIATENESS PROCEDURES.

- (a) When the owner of a property within the Historic District or owner of a listed property intends to alter, demolish or tear down any portion of a structure within the District or of a listed property, he shall first secure a Certificate of Appropriateness from the Commission.
- (b) The application for a Certificate of Appropriateness shall be deposited with the Secretary of the Commission, together with the plans and specifications for the work involved. Within thirty days, the Commission shall consider the applications, plans and specifications, and determine whether any exterior architectural feature is involved. If the Commission determines that no exterior architectural feature is involved, it shall cause its Secretary to endorse the Certificate of Appropriateness and the alteration/demolition permit and return the application, plans and specifications to the applicant; and will cause the City Engineer to issue the alteration/demolition permit forthwith.
- (c) The Commission may require any person applying for a Certificate of Appropriateness, or request any person whose interests appear adverse to those of the petitioner, to file with the Commission prior to any hearing or determination, information concerning the applicant's intentions, or such adverse persons interests or intentions.
- (d) Further, within the thirty day period prescribed above if the Commission determines that the proposed alteration or demolition will have an adverse effect on the purposes of this chapter, the Historic District or listed property and does violate the spirit and purpose of these preservation regulations, then the Commission shall deny issuance of the Certificate of Appropriateness. Such determination shall be based upon the criteria referred to in Section 1327.05(i).
- (e) If the proposed alteration/demolition is determined to have no adverse effect on the purpose of the Preservation District, the Historic District or listed property and does not violate the spirit and purpose of the preservation regulations, then the Commission shall issue the Certificate of Appropriateness.
- (f) A charge of ten dollars (\$10.00) shall be assessed for processing materials associated with any work involved within the Historic District which requires a Certificate of Appropriateness, and shall be payable when the certificate is submitted for review.

(Ord. 11-93. Passed 3-22-93.)

1327.11 DENIAL OF CERTIFICATE OF APPROPRIATENESS.

The Commission, upon denying a Certificate of Appropriateness for alteration or demolition shall notify the applicant in writing and shall impose a waiting period of six months from the date of disapproval, using the following procedure:

- (a) Within thirty days of the denial of any Certificate of Appropriateness the

Commission shall meet with the applicant and review alternative property usage in order to find a means of preserving the property. During such period the Commission and the applicant shall undertake meaningful and continuing discussions for the purpose of finding a method of saving the landmark or historic structure. The Commission shall investigate the feasibility of all means of preserving the landmark structure. If the Commission and applicant do not agree on a means of preserving the structure at the initial meeting then they must then continue to undertake meaningful and continuing discussions for the purpose of finding a method of saving the structure, and such good faith meetings shall be held at least every forty-five days after the initial meeting.

- (b) If the applicant fails to meet with the Commission in good faith, in the time herein specified, then the Commission's denial of the application will stand.
- (c) If after holding such good faith meetings for the six month period specified herein, no alternative property use is developed or no offer to save the structure is made by the applicant, the Commission, or a third party, then the demolition permit and Certificate of Appropriateness shall be issued by the Commission. (Ord. 11-93. Passed 3-22-93.)

1327.12 CONDEMNATION ORDERS.

The Commission is authorized to challenge condemnation or demolition orders issued by the Fire Inspector or Marshal in any court of competent jurisdiction.

(Ord. 11-93. Passed 3-22-93.)

1327.13 VALIDITY.

If any section of this chapter is determined to be unconstitutional, such determination will not invalidate any other portion of this chapter.

(Ord. 11-93. Passed 3-22-93.)

1327.99 PENALTY.

Whoever demolishes any exterior architectural feature, now or hereafter, in Historic Lancaster or on a listed property in violation of this chapter shall be deemed guilty of a misdemeanor and shall be fined not less than one hundred dollars (\$100.00) nor more than five thousand dollars (\$5,000). (Ord. 11-93. Passed 3-22-93.)

Section 11B

HISTORIC LANCASTER COMMISSION

RULES

Rule I - Rules of Procedure

Rule II -Conflicts of Interest

Rule III -Register of Listed Properties

Rule IV -Certificates of Appropriateness

Adopted by the Commission on March 9, 1978

Approved by the City Council an March 21, 1978

Amended by the Commission on January 5, 1993

Amendments approved by City Council on March 22, 1993

Amended by the Commission on August 3, 1993

Amendment approved by City Council on August 23, 1993

Rule I - Rules of Procedure

1.1. Organization.

a. The Commission shall consist of five members as provided in Ordinance No. 59-77 adopted December 19, 1977 ("the Ordinance").

b. A quorum will be necessary to conduct the business of the Commission. Three members shall constitute a quorum.

c. The Commission shall elect a chairman and a secretary at the first Regular Meeting in February each year.

d. In addition to the duties of the Chairman provided in the Ordinance or elsewhere in the Rules of the Commission, the Chairman shall preside at all meetings of the Commission, shall preside or authorize another member to preside at all public hearings conducted by the Commission, shall present or authorize another member of the Commission to present the actions and views of the Commission in its behalf, and shall represent or authorize another member of the Commission to represent the Commission in other public hearings, at other public occasions deemed appropriate by him, and before the City Council.

e. In addition to the duties of the Secretary provided in the Ordinance or elsewhere in the Rules of the Commission, the Secretary shall record and maintain the record of the actions of the Commissions, shall authenticate certificates and other official reports and communications of the Commission, shall provided for proper Notice of Commission meetings, actions and hearings, and shall in the absence of the Chairman preside at meetings of the Commission. In the absence of the Secretary, the Chairman shall carry out the duties of the Secretary required to be carried out during such absence.

1.2. Annual Report.

The Commission shall submit to the Mayor and the City Council an annual report outlining the activities of the Commission for the preceding calendar year.

1.3. Meetings.

a. The Commission shall hold regular meetings and may hold special meetings, as provided herein. No regular or special meeting of the Commission shall be held at the time of a regular or council of the whole meeting of the City Council.

b. All regular and special meetings of the Commission shall be open to the public.

c. Regular meetings shall be scheduled for each month. At the first regular meeting

of the Commission in each calendar year, the Commission shall determine the dates and places of its regular monthly meetings for that year and the date and place of the first regular monthly meeting for the next year. The Commission shall cause a notice to be posted on the bulletin board on the first floor of the Municipal Building in Lancaster, Ohio listing the dates and places of such regular scheduled monthly meetings. The Commission need not hold a particular regular monthly meeting unless there is a matter or matters requiring its consideration of determination at that time; provided that the Commission shall meet at least 4 times in each calendar year. If any member desires to hold a scheduled Regular Meeting, then he must give the other members of the Commission seven (7) days advance notice.

d. The Chairman shall determine the agenda for each regular meeting of the Commission and shall include therein any matter that is requested by the Mayor or the City Council or by a member of the Commission. If any person files with the Commission, at least 10 days prior to the date of a scheduled regular meeting, a written request for the consideration or determination by the Commission of a matter specified in the request and within its jurisdiction, the Commission shall hold the next scheduled Regular Meeting and the Chairman shall include said request in the agenda for that meeting. However, if three members of the Commission determine that the request is not within the Commission's jurisdiction, or that consideration at the next scheduled regular meeting is not pressing, then the request shall be considered at the next meeting which the Commission holds thereafter. The agenda at a Regular Meeting shall be available upon request to the members of the Commission and to the public at least five (5) days prior to the meeting.

e. If the Chairman or two other members of the Commission determine that there is a matter for the Commission's consideration sooner than the next regular meeting, he, she or they shall give the remaining members of the Commission at least three (3) days advance notice of a proposed special meeting and of the nature of the matter to be considered. The remaining members may waive the advance notice requirement. No matters may be considered at a special meeting except the matter or matters requested to be considered. Notice of the time and place of a special meeting shall be posted as in the case of regular meetings and as soon as practicable prior to the meeting.

f. Any member may request an adjournment of a vote for one (1) day for review of the matter before the Commission. Each member shall cast one vote. A simple majority vote shall prevail.

1.4. Office.

The office of the Commission shall be in the City Engineer's office or such other location in the Municipal Building as shall be made available to the Commission by the Mayor.

1.5. Filings.

Documents, applications, requests, or other written communications required or desired to be filed with the Commission shall be deemed filed when received at the office of the

Commission and date stamped in the name of the Commission.

1.6. Other Rules.

The current edition of Roberts Rules of Order, Revised, shall govern parliamentary procedures of the Commission in all cases not covered in these Rules or in the Ordinance.

1.7 Education.

Barfing extenuating circumstances, all Commission members should attend at least once a year, educational sessions, or in-depth consultation with the Ohio Historic Preservation Office, pertaining to the work and functions of the Commission or on specific historic preservation issues,

Rule II - Conflict of Interest

2.1. Personal Interest.

No member shall participate as a member of the Commission in any hearing, proceeding, deliberation or decision in which such member has a personal interest. A member shall be deemed to have a personal interest in any matter which directly affects the member or the member's immediate family, or any corporation, partnership or other organization of which the member and the member's family own more than 5% of the equity interest. A member shall also be deemed to have a personal interest in any matter with respect to which the member is acting or has acted as an attorney, agent, architect, representative, or in any other similar capacity, whether compensated or not.

2.2. Improper Influence

No member shall use or authorize the use of the authority or influence of his office to secure anything of value that is of such character as to manifest a substantial and improper influence upon him with respect to his duties. No member shall solicit or accept anything of value that is of such a character as to manifest a substantial and improper Influence upon him with respect to his duties.

2.3 Appearance of Impropriety-

Each member should so conduct himself so as to avoid even the appearance of

impropriety, and should decline to participate In any matter where his impartiality may be subject to question.

Rule III - Register of Listed Properties

3.1. Register.

a. The Commission shall maintain, in the office of the Commission, a Register in which are listed all properties in the City of Lancaster that are either listed properties as defined in the Ordinance and all properties the listing of which is pending.

b. The Secretary shall cause the Register to be compiled and kept current, and shall provide the City Engineer with a copy thereof.

c. No entries or deletions may be made in the Register or the copy thereof except as authenticated by the Chairman or the Secretary.

d. The listing of a property in the Register shall be deemed pending as of the date when the owner of the property is requested by the Commission to consent to the listing thereof. Such listing shall continue to be pending until final action has been taken under the Ordinance in respect of the listing thereof.

e. The listing of a property in the Register shall be effective immediately upon the approval of the listing thereof by the City Council.

3.2. Procedure for Listing in the Register.

a. The criteria which the Commission shall consider in determining whether a property should be listed in the Register shall be the criteria set forth in the Ordinance considered as a whole and in light of the spirit and purposes of the Ordinance, the Historic Lancaster District, the property involved, and any adjacent or neighboring listed properties.

b. The procedure for the listing of property in the Register shall be as set forth in the Ordinance.

c. The Commission or any person, including the owner or owners, may initiate consideration by the Commission of the listing in the Register of any property in the City of Lancaster.

d. The owner or owners of property in the City of Lancaster desiring to have the property listed in the Register may so notify the Commission in writing. The notification shall be signed by the person or persons who are the owners of the property and shall specify the location of the property, the structure or structures located thereon desired to be listed, the reasons why the desired listing would satisfy the criteria for listing, and to the extent known a brief history of

the structure and any notable architectural features, historic events or personages, and cultural values, associated therewith. The Commission shall give due consideration to each such notification and inform the owner or owners of its conclusion.

e. If consideration of listing is initiated by persons other than the owner or owners, and if the Commission deems the structure eligible for consideration for listing, it shall so notify the owner or owners thereof and proceed as provided in the Ordinance.

Rule IV --- Certificates of Appropriateness

4.1. Requirement.

No structure in the Historic Lancaster District that is a listed property as defined in the Ordinance, no other listed property as defined in the Ordinance, and no exterior architectural feature of any such listed property may be destroyed or demolished prior to obtaining a Certificate of Appropriateness from the Commission.

4.2. Applications for Certificates.

a. A Certificate of Appropriateness may be issued only upon application therefore.

b. An application for a Certificate of Appropriateness shall be on the form provided by the Commission, shall be signed by the owner or owners of the listed property involved, and shall be filed at the office of the Commission. Plans and specifications describing the work for which the Certificate is requested shall accompany the application.

c. The procedure for the consideration of applications for a Certificate shall be as provided in the Ordinance.

d. In considering applications, the Commission shall base its determination upon the criteria set forth in the Ordinance, "The Secretary of the Interior's Standards for Rehabilitation", and, to the extent not inconsistent with the Secretary of Interior's Standards, the Historic Lancaster Design as adopted by the Commission, considered as a whole and in light of the proposed work described in the application on the spirit and purposes of the Ordinance, the Historic Lancaster District, the listed property involved and any adjacent or neighboring listed properties. A copy of the Historic Lancaster Design Guidelines and the Secretary of Interior's Standards for Rehabilitation shall be available for public inspection.

e. Upon its own motion, or at the request of the applicant, the Commission or a member or members of the Commission may meet with the applicant and/or the applicant's contractor, architect, or attorney, to review the application, plans and specification, and to obtain additional information deemed pertinent.

Section 11C

LANCASTER CITY COUNCIL RESOLUTION NO. 123-79:

RESOLUTION ESTABLISHING COMMUNITY REINVESTMENT AREAS WITHIN THE CITY OF LANCASTER, OHIO AND DESIGNATING A HOUSING OFFICER.

BE IT RESOLVED by the Council of the City Lancaster, Ohio, State of Ohio

WHEREAS, the City Council of Lancaster, Ohio desires to provide incentives which encourage the rehabilitation of facilities or structures of historical significance, the repair of existing housing; and which promote economic and community development in areas which have not enjoyed reinvestment by remodeling or new construction, and;

WHEREAS, the City Council is familiar with Ohio Revised Code Sections 3735.65 to 3735.70 which provides for financial incentives within community reinvestment areas, and;

WHEREAS, the Historic Lancaster Commission and the Fairfield County Regional Planning Commission, have on behalf of the City Council made surveys of housing as require by Ohio Revised Code Section 3735.66, and;

WHEREAS, areas within the City of Lancaster were found that contain housing, facilities, or structures of historical significance; and wherein new housing construction and repair of existing facilities or structures are discouraged and;

WHEREAS, the renovation and rehabilitation of structures of historical significance and the maintenance and construction of structures in such areas would serve to encourage economic stability, maintain real property values and generate new employment opportunities,

NOW THEREFORE, BE IT RESOLVED, by the Council of Lancaster, Ohio:

SECTION 1: That for purposes of fulfilling the requirements set forth under Sections 3735.65 to 3735.70 of the Ohio Revised Code, the Council established "Community Reinvestment Areas:" known as the Historic Lancaster District (Described as exhibit "B" in the original Resolution and not reproduced here).

SECTION 2: That within "Community Reinvestment Area,:" tax exemptions for improvements to real property as described in Section 3736.67 of the Ohio Revised Code and subject to the provisions in Section 3, will be granted for the following periods:

- (a) Ten (10) years for the remodeling of every dwelling containing not more than two family units upon which the cost of remodeling is at least four thousand dollars (\$4,000.00) as described in Division A of Section 3735.67.

- (b) Twelve (12) years for the remodeling of every dwelling containing more than two units, and commercial or industrial properties, upon which the cost of remodeling is at least five thousand dollars (\$5,000.00) as described in Division B of Section 3735.67.
- (c) Ten (10) years for the construction of every dwelling, commercial or industrial structure as described in Division C of Section 3735.67.

SECTION 3: The Housing Officer shall construe the completion date of any new construction, remodeling or rehabilitation as the date when the final decorative touches on said undertaking are completed. In order to qualify to file an application for a real property tax exemption for any property or structure within Reinvestment Area the property owner must first obtain a Certificate of Appropriateness from the Historic Lancaster Commission certifying that the rehabilitation or remodeling is consistent with the Guidelines adopted by the Historic Lancaster Commission and approved by the Lancaster City Council. This requirement shall not apply to the construction of a completely new structure, unless the new construction replaces a structure which had been designated a "listed property" pursuant to Ordinance 59-77.

SECTION 4: That to administer and implement the provisions of this Resolution, the City Engineer is designated as the Housing Officer as described in Sections 3735.65 - 66 of the Ohio Revised Code.

SECTION 5: That the effective date of this Resolution will be thirty (30) days after final approval.

SECTION 6: That a copy of this Resolution will be forwarded to the Fairfield County Auditor by the Council Clerk for information and reference.

SECTION 7: That Council reserves the right to re-evaluate the designation of "Community Reinvestment Areas" after January 1, 1952, at which time Council may direct the Housing Officer not to accept any new applications for exemptions as described in Section 3735.67 of the Ohio Revised Code.

SECTION 8: That, based upon the survey of the Regional Planning Commission and the Historic Lancaster Commission, this Council finds that the areas included within the foregoing descriptions as "Community Reinvestment Areas" are ones in which housing facilities and structures of historic significance are located and new housing construction and repair of existing facilities or structures are discouraged.

Section 11D



APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

submit original and one copy

The Owner or Owners of a property located in the "Historic Lancaster District" or a "Listed Property" in the City of Lancaster, Ohio, herewith submit an Application for a "Certificate of Appropriateness" for the following:

- New Construction** per Section 1327.09, Codified Ord.
- Alteration** per Section 1327.08, Codified Ord.
- Demolition** per Section 1327.08, Codified Ord.
- Tax Exemption** per City Council Resolution 123-79.

for the Property and Structure(s) at:

_____ (address)

By the Owner(s): _____

Address of Owner(s): _____

Owner(s) telephone: _____

Owners signature: _____

Date received by the Commission: _____

By: _____

The above date is the date that this Application was deposited with the Commission, along with a check to "Treasurer City of Lancaster" for \$10.00 in accordance with Section 1327.10 (f), Codified Ord., including plans and specifications or other information for the Work involved.

Check No. _____

Date Received: _____

Received by: _____

Describe **briefly** the scope of the Work intended on the structure:

Submitted by: _____

Date: _____

Section 11E



CERTIFICATE OF APPROPRIATENESS

By resolution of the Historic Lancaster Commission
 on the _____ day of _____, 20_____,
 the Historic Lancaster Commission, having considered the proposed,

- New Construction per Section 1327.09, Codified Ord.
- Alteration per Section 1327.08, Codified Ord.
- Demolition per Section 1327.08, Codified Ord.
- Tax Exemption per City Council Resolution 123-79.

For the Property and Structure(s) at: _____
 (address)

By the Owner(s): _____

finds that the said work is consistent with the "Historic Lancaster Guidelines" in effect as promulgated by the Historic Lancaster Commission. Further, a copy of the plans and specifications or other information for said undertaking are attached to this "Certificate of Appropriateness" and the "Certificate of Appropriateness" is valid only so long as the work undertaken is in compliance with said plans and specifications or other information stipulated in the "Application for a Certificate of Appropriateness," attached hereto and made a part hereof and dated: _____

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 For the Commission

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