

# THE CITY OF MURRAY



## *Design Guidelines*



## *The adoption of Historic Preservation Design Guidelines.*

Drafted by Mark Sallin, City Planner  
*with the assistance of the  
Murray Main Street Design Committee*

**HISTORIC PRESERVATION DESIGN GUIDELINES**  
**Murray Board of Architectural Review**  
**Murray, Kentucky**

**Adopted May, 2003**

**Murray Board of Architectural Review**

# **TABLE OF CONTENTS**

- I. Acknowledgements**
- II. Introduction**
- III. Secretary of Interior's Standards  
For Rehabilitation**
- IV. Definitions**
- V. Rehabilitation Guidelines**
  - A. Masonry**
  - B. Siding**
  - C. Roofs and Chimneys**
  - D. Gutters and Downspouts**
  - E. Windows and Shutters**
  - F. Doors**
  - G. Porches and Decks**
  - H. Site Features**
  - I. Lighting and Air Conditioning**
  - J. Awnings**
  - K. Storefronts**
  - L. Signs**
- VI. New Construction**
- VII. Demolition and Relocation**

## I. ACKNOWLEDGEMENTS

The following Design Guidelines were created to assist the Architectural Review Board, as appointed by the Mayor, with their mission. The Design Guidelines would not have been possible without the assistance of these citizens: Jo Benson, Andy Dunn, Don Elias, Michael Jordan, Bonnie Raspberry, Mark Sallin, Mark Welch, and Deana Wright.

## II. INTRODUCTION

In late 2003, with the passage of an ordinance establishing the Murray Board of Architectural Review, the City of Murray became one of the 2000 communities across the nation which chose to protect historic buildings through the designation of local historic districts and landmarks.

Within the city limits of Murray are Victorian style dwellings from late nineteenth century, the era in which the community was founded, early twentieth century Colonial and Classical Revival style commercial buildings, and early twentieth century neighborhoods with tree-lined streets. The Murray City Council determined that the distinctive architecture of Murray was of vital importance to the economy and the historic character of the community. Murray's historic character can only be maintained through the Board of Architectural Review's prevention of unnecessary injury to the city's historic districts and landmarks.

The Murray Board of Architectural Review recommends local historic districts and landmarks to the City Council for designation. The Board also assists the owners of landmarks and properties in local historic districts in the preservation and rehabilitation of buildings through the review of designs for proposed exterior changes, new construction, and demolition.

*Design review is required for changes to the exterior of the building which are visible from the street or visible from any public right of way. Examples include, but are not limited to the following:*

- Re-pointing brick or stone
- Cleaning brick or stone
- Installing
  - Mechanical equipment on the exterior of the building
  - New siding
  - New steps
- Installing a
  - New window or door
  - Skylight
  - Awning

- Replacing
  - Windows or doors
  - Roof
  - Porch
  
- Constructing a
  - New building
  - Room addition
  - Roof dormer
  - Fence
  - Sign
  - Parking lot
  
- Demolishing a
  - Building
  - Building addition

### Design Review Process

The design review process begins when a property owner proposes to make alterations in the exterior appearance of a property within the district. Before starting work, the property owner must obtain a form called a Certificate of Appropriateness (COA) from the Board of Architectural Review. For items deemed routine maintenance types, staff review only will be necessary.

The Board of Architectural Review meets once a month to review applications for Certificates of Appropriateness. Notice of the proposed alteration is sent to property owners within 200 feet of the property under consideration so that other property owners in the neighborhood can attend the public meeting.

To issue a Certificate of Appropriateness, the Board of Architectural Review must determine that the request for exterior change is compatible with the design, scale and character of the historic district where the property is located.

The Certificate of Appropriateness with the specifications as determined by the Board is issued to the property owner. The application for proposed work is also reviewed by the city building inspection staff for compliance with zoning and building code regulations. The Board of Architectural Review conducts site visits to determine that the work complies with the provisions described in the Certificate of Appropriateness.

### Design Guidelines

The Design Guidelines contain the criteria which the Board of Architectural Review must consider in making design review decisions. The guidelines also provide information regarding appropriate rehabilitation and construction for property owners within the historic district. Through the Design Guidelines, the Board can work with property owners to find a way to meet the property owner's current needs and to approve plans which are reasonable for the property owner to carry out.

The principal philosophy behind Murray's Design Guidelines is an emphasis on preservation over complete restoration. This outlook is reflected in the guidelines through the use of such words as repair, retain, maintain, and protect. It is important to repair original materials rather than to replace them; retain original landscape features like cast iron fences and stone retaining walls; maintain the original exterior fabric of a building to enhance the historic character; and protect the original setting of the building to protect its integrity.

From this preservation philosophy came the following general guidelines that the Board will apply to all rehabilitation work:

Avoid removing or altering historic material or distinctive architectural features. If the element is original and in fairly good shape, every reasonable effort should be made to keep it.

Repair rather than replace wherever possible. If replacing, replicate the original one rather than trying to invent something new.

Be sensitive to distinct stylistic features and examples of skilled craftsmanship which come from the era in which the building was constructed. It is not desirable to make the building look older than it really is.

Uncover original design features that may be buried under layers of improvements. It takes detective work, but there may be evidence of original elements. Research may turn up pictures of the original appearance of a house or building.

New additions should be consistent with the original architectural style. They should be compatible with the building and its relationship to its neighbors.

Give consideration to a later addition or alteration, even though it is not part of the original building. An addition made at a later time may have gained significance on its own.

Surface cleaning should be done by the least damaging means possible. Sandblasting or the use of abrasive cleaning methods can destroy brick and shorten the life of a building.

All guidelines set forth in this document are based on the Secretary of the Interior's Standards for Rehabilitation. Those individuals interested in historically rehabilitating their property should review the Standard's as well as the Preservation Briefs before any work is done.

### III. THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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

## IV. DEFINITIONS

**ADDITION** – New construction attached to an existing structure

**ALTERATION** – Any construction, replacement or change to the exterior of a building or structure when it is visible to the public. An alteration shall include a proposed sign or changes to an existing sign. Painting or ordinary maintenance and repairs shall not be considered alterations.

**APPROPRIATE** – Meaning especially suitable, compatible, or fitting. Changes to historic properties are evaluated for “appropriateness” during the design review process.

**APPURTENANCES** – The visible, functional objects accessory to and part of buildings.

**ARCH** – A curved or pointed opening in a wall, usually masonry, supported on either end by piers or pillars and spanning a passageway or open area, such as a door or window.

**ARCHITECTURAL FEATURE** – A prominent or significant part of a building, structure or site.

**ARCHITECTURAL STYLE** – The characteristic form and detail of buildings of a historic period.

**BALUSTER** – A spindle or post supporting the railing of a balustrade.

**BALUSTRADE** – An entire railing system with top rail and balusters.

**BARGEBOARD** – A decoratively carved board attached to the projecting edges of the rafters under a gable roof. Also called a vergeboard.

**BAY** – The regular division of the façade of a building, usually defined by windows, doors, pilasters, or other vertical elements.

**BAY WINDOW** – A window in a wall that projects at an angle.

**BOARD** – The Murray Board of Architectural Review.

**BOND** – The pattern in which bricks are laid to increase the strength of the wall or to enhance the design.

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

**BUILDING** – Any structure designed or constructed for residential, commercial, industrial, agricultural or other use.

**CAPITAL** – The upper portion of a column or pilaster.

**CERTIFICATE OF APPROPRIATENESS** – The permit, issued by the Board of Architectural Review, which gives its approval for work or demolition to be done in a historic district or on a landmark.

**CERTIFIED LOCAL GOVERNMENT** – A government meeting the requirements of the National Historic Preservation Act and the implementing of regulations of the U.S. Department of the Interior and the Kentucky Heritage Council.

**CHARACTER** – The qualities and attributes of any structure, site, street, or district which separate and distinguish the individual from its context.

**CHARACTERISTIC** – A quality or aspect of an element, component, structure, site, street or district which distinguishes individual elements, structures, sites, streets and districts from their context.

**CLAPBOARD** – Siding consisting of overlapping, narrow horizontal boards, usually thicker at one edge than the other.

**CLASSICAL** – Pertaining to the architecture of Greece and Rome, or to the styles inspired by this architecture.

**COLUMN** – A vertical support, usually supporting a member above.

**COUNCIL** – The Murray City Council

**COMPATIBILITY** – Harmony in the appearance of two or more external design features in the same vicinity.

**COMPONENT** – Part of a building, site or structure, also see “elements”.

**CONFIGURATION** – The arrangement of elements and components on a building or site which help to describe the character of a structure, site, street or district.

**CONSERVATION** – The protection and care that prevent destruction or deterioration of historical or otherwise significant structures, buildings, or natural resources.

**CONSTRUCTION** – The act of placing an addition on an existing structure or the erection of a new principle or accessory structure on a lot or property.

**CONTEMPORARY** – Marked by characteristics of the current period. Distinguished from “historic” and “imitation historic” by characteristics which illustrate that an element, component, structure or site feature is constructed in the present time rather than some period of the past. Structures and site features of compatible contemporary design are recommended in the guidelines.

**CONTEXT** – The setting in which a historic element, site, structure, street or district exists.

**COPING** – A cap or covering to a wall, either flat or sloping, which sheds water.

**CORNERBOARD** – A vertical strip of wood placed at the corners of a frame building.

**CORNICE** – A projecting molding at the top of a wall surface, usually found below the eaves of a roof.

**CRESTING** – A decorative ridge for a roof, usually constructed of ornamental metal.

**CUPOLA** – A domed roof set on a circular base, often set on the ridge of a roof.

**DEMOLITION** – Any act that destroys in whole or in part a landmark or building in a historic district.

**DENTIL** – Small square blocks closely spaced to decorate a cornice.

**DESIGN GUIDELINE** – A standard of appropriate activity that will preserve the historic and architectural character of a structure or area.

**DESIGNATED PROPERTY** – A landmark or building or structure in a historic district. Designated property shall include all lots within an historic district and the entire lot containing a landmark.

**DORMER** – A small window with its own roof that projects from a sloping roof.

**DOUBLE HUNG WINDOW** – A window with two sashes, one sliding vertically over the other.

**DOWNSPOUT** – A pipe which directs rain water from the roof to the ground.

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

**ELEMENT** – A material, part, or detail of a site, structure, street or district.

**FAÇADE** – The face or front elevation of a building.

**HISTORIC DISTRICT** – An area of architectural, historical or cultural significance which meets one or more of the criteria contained in the Murray Zoning Ordinance and which has been designated by the City of Murray.

**“IMITATION HISTORIC”** – Elements and components not of the same architectural style or period as the existing building and create a misleading or false historic appearance. “Imitation Historic” can also be elements or components of the

same period or style as the building, but for which there is no documentation that these elements ever existed on a given historic building or site.

**INFILL** – A type of construction which “fills in” vacancies found in sites, streets, and districts created by earlier demolition of historic buildings. Infill describes the insertion of new components and structures into vacancies.

**LANDMARK** – A building or structure of architectural, historical, cultural significance which meets one or more of the criteria contained in the zoning ordinance and which has been designated by the City of Murray.

**LANDSCAPE** – Site features including topography, transportation patterns, vegetation, etc. A landscape may be an important historic property for communicating contexts.

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

**LOCAL HISTORIC DISTRICT** – An area, neighborhood, or place which is identified as a historic resource significant to the area, city or county. Historic districts are designated by the City Council through a designation process specified in the Murray Zoning Ordinance.

**LOCAL HISTORIC LANDMARK** – A building, structure, object or site is identified as a historic resource significant to the area, city or county. Historic landmarks are designated by the City Council through a designation process specified in the Murray Zoning Ordinance.

**MUTTIN** – The strip of wood separating the lights or panes of glass in a window.

**MUST** – Required or commanded by ordinance.

**NEW CONSTRUCTION** – An addition to an existing building or structure or the construction of a new building or structure.

**OBSCURED** – Covered or hidden from view. Historic elements, sites and structures may be obscured by new construction or public improvements in historic areas.

**ORDINARY MAINTENANCE AND REPAIRS** – Any work, the purpose of which is to correct deterioration or to prevent deterioration of a designated historic property. The work shall restore the property to its appearance prior to deterioration or shall result in the protection of its present appearance. The work shall involve the use of the same building materials or available materials that are as close as possible to the original. Work that changes the external appearance of a property shall be considered an alteration for purposes of the ordinance in place.

**PARAPET** – A low wall that rises above a roof line, terrace, or porch.

**PEDIMENT** – The triangular space forming the end of a roof in classical architecture, or the triangular cap over a window or door.

**PIER** – An upright structure of masonry which serves as a principle support.

**PILASTER** – A square pillar attached to, but projecting from a wall. Pilasters often resemble classical columns.

**PITCH** – The degree of a slope on a roof.

**PLANT MATERIALS** – Trees, shrubs, vines, groundcovers, grass, perennials, annuals, and bulbs.

**PRESERVATION** – Retaining the historic integrity of a building, site or structure through reconstruction, restoration, rehabilitation, adaptive use or compatible design.

**PROPORTION** – Balanced relationship of parts of a building, landscape, structures, or buildings to each other.

**RECONSTRUCTION** – Reproducing by new construction the exact form and detail of a vanished structure, or part thereof, as it appeared at a specific period of time.

**REHABILITATION** – To restore a building or structure to a good condition for a new purpose. The activity involves the retention and repair of historic elements.

**REMOVAL** – A relocation of a structure to another position on the same site or to another site.

**RESTORATION** – To return a building, structure, or site to its original condition.

**RE-USE** – Use again.

**RHYTHM** – Relationship of solid elements to open spaces in a streetscape or a building façade.

**RIDGE** – The top horizontal member of a roof where sloping surfaces meet.

**RISER** – The vertical face of a stair step.

**ROOFSCAPE** – The physical appearance of a roof: roof shapes, forms, materials, pitch, chimneys, bays, skylights, and other roof elements.

**SASH** – The movable framework holding the glass in a window or door.

**SCALE** – Proportional relationship of the size of elements in a building to one another and to the human figure.

**SCREENING** – Use of vegetation or fences to conceal an area from view.

**SETTING** – The time, period, and physical environment reflected by historic elements, sites, structures, streets and districts.

**SHALL** – Must or what is mandatory.

**SHOULD** – What is expected or suggested, but what is not mandatory.

**SIDING** – The exterior wall covering of a structure.

**SIGNIFICANT** – Having important meaning to an element, site, structure, street or district; important in the historic context of Murray.

**SILL** – The horizontal water-shedding member at the bottom of a door or window frame.

**SPANDREL** – The triangular space between the shoulder of an arch and the square enclosing it.

**STREETSCAPE** – The distinguishing character of a particular street created by its natural and man-made components: width, alignment, paving materials, planting, and forms or surrounding buildings.

**STRUCTURE** – Anything constructed or erected, the use of the ground, including (but without limiting the generality of the foregoing) barns, smokestacks, advertising signs, billboards, backstops for tennis courts, bridges, fences, pergolas, gazebos, radio and television antennae, solar collectors, microwave antennae, including the supporting towers, roads, ruins, or remnants (including foundations), swimming pools or walkways.

**STYLE** – A type of architecture distinguished by its characteristics of form and ornamentation. A style is often related to a specific historic time period.

**TERRA-COTTA** – Cast and fired clay units, used ornamentally.

**TRANSOM** – An opening over a door or window containing a glazed or solid sash.

**TREAD** – The horizontal surface of a step.

**TRELLIS** – Lattice work as an outdoor screen, often a support for vines.

**TURNED WORK** – Woodwork cut on a lathe.

**TURRET** – A small, slender tower.

There are many phrases found in the guidelines which cannot be defined by breaking the phrase into individual works. Instead, these phrases are described below:

**“ADJACENT & SURROUNDING”** – Those properties next to and near the property under review.

**“ADVERSE IMPACT/NEGATIVE IMPACT”** – Used interchangeably to describe the result of changes in historic areas which do not reinforce the character of individual elements, sites, structures, streets or whole districts.

**“RETAINED/MAINTAINED”** – Used in conjunction with one another to describe both the keeping of an element, site, structure, street or district and the assurance of physical repair and upkeep to those elements, sites, structures, streets and districts.

**“WHEN APPROPRIATE”** – Used to describe a means for the Board of Architectural Review to determine whether a guideline permitted activity or action is correct for each element, site, structure, street or district where changes are proposed.



## V. REHABILITATION GUIDELINES

The following specific guidelines apply to all buildings, whether residential, commercial, or institutional.

Original architectural materials such as brick and stone, wood siding and trim, cast and wrought iron, and sheet metal, should be repaired, restored, and reused whenever possible. Original materials should not be removed or covered. Where necessary, missing or deteriorated material should be replaced with appropriate recycled or new materials that match as closely as possible to the original.

Existing architectural features that give buildings historic character, including columns, brackets, cornices, decorative brickwork, and terra cotta, should be preserved.

The addition of inappropriate and out of character features should be avoided.

Existing architectural elements or portions of the original features should be retained, repaired, or replicated.

If an original detail, such as a cornice, is deteriorated beyond repair or missing, it should be replaced with a newly designed detail sympathetic in scale, material, and proportion to the original one. A simplified design may be used.

### A. MASONRY

Masonry is one of the most durable building materials and can last for centuries. Brick, stone, terra cotta, stucco, concrete and mortar are all examples of masonry. Masonry is used primarily for wall surfaces, but is also used for cornices, pediments, and window lintels or sills. The color, texture and patterns of the masonry and mortar joints help define the historic character of a building.

#### ❖ Cleaning

Cleaning masonry should be done by the least damaging method available. The use of detergents and steam cleaners is preferred to the use of chemicals. Chemical cleaning should be used only after it has been determined that cleaning is necessary.

Sandblasting, high-pressure water blasting or other abrasive methods are not acceptable methods for cleaning, because they destroy brick and shorten the life of buildings. Removal of damaged or deteriorated paint by hand scraping and/or use of a bristle brush is recommended.

#### ❖ Sealants

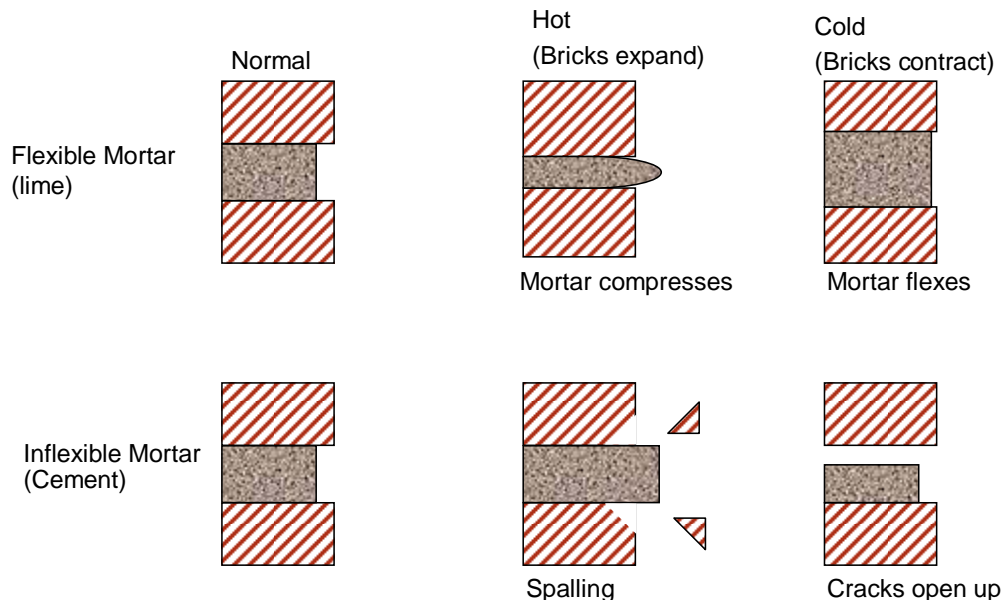
A water repellent coating should not be used unless there is actual water penetration through the masonry itself. Other possible problems such as faulty or missing mortar, poorly functioning gutters and downspouts, or rising groundwater must be investigated first.

If water is penetrating through the masonry to interior surfaces, then only the affected area should be treated, and only after the masonry has been allowed to dry. Painting is a more permanent solution and provides a good measure of waterproofing to masonry walls.

Painting is recommended for buildings in the Historic Districts that have been previously painted. Painting of masonry walls that have never been painted is discouraged. Masonry walls may be painted if extensive repairs have created a patchwork of masonry surfaces and mismatched mortar.

### ❖ Tuck Pointing

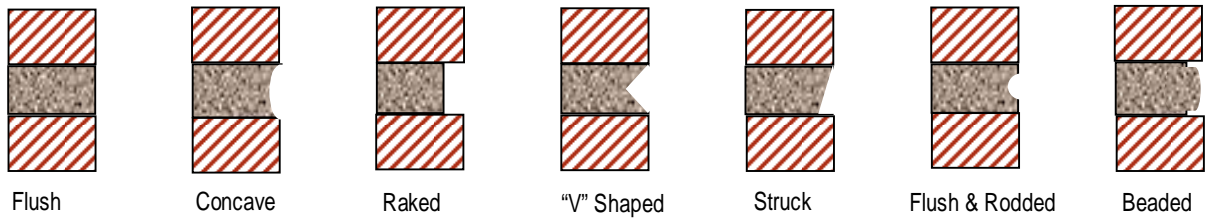
Older, softer bricks require a softer mortar than new bricks. Tuck pointing should be done with a soft mortar, simulating the old lime and sand mortars in appearance and composition. A mixture consisting of one part white masonry cement, two parts lime, and seven to nine parts of the smallest available mesh sand (to match the original sand) is recommended. The use of this mixture will insure that during periods of freezing and thawing, the expansion and contraction characteristics of the brick and mortar will be nearly the same. If a hard, modern mortar with a high Portland cement content is used, the softer bricks may suffer irreparable damage during freeze/thaw periods. The use of Portland cement may be acceptable for some buildings constructed in the early twentieth century if the original mortar is Portland cement.



The original type of joint should be matched by the new tuck pointing. In general, the mortar joint should be concave, because it is the best way to bond the mortar to the brick.

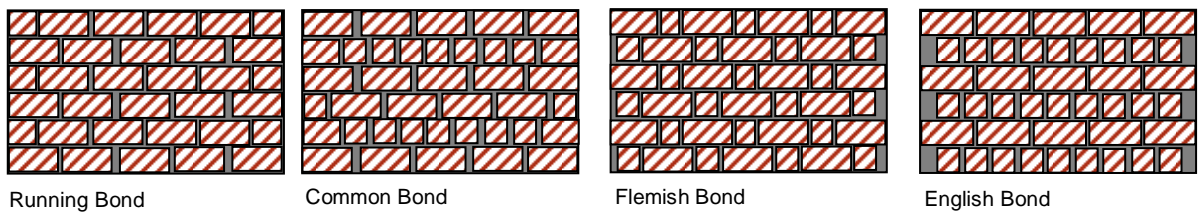
The new mortar should be tinted to match the color of the original mortar as closely as possible.

#### Joint Types



If the brick itself needs to be replaced, the new brickwork should match the original brick in color, texture, profile and bond. Brick bonds should not be mixed.

#### Brick Bonds



### ❖ Foundation Walls

The original brick and stone foundation walls should not be altered or concealed. It is inappropriate to cover a foundation with a new stone or brick veneer, rolled asphalt, or stamped metal screen.

## B. SIDING

Wood is a common building material used for structural framing and protective siding. Since wood can be easily shaped by sawing, planing, and carving, it is also used for a broad range of decorative elements such as cornices, brackets, shutters, columns, porches, doors and windows. For the purposes of these guidelines, siding shall refer to all wood siding, shingles, decorative wooden elements and framing.

### ❖ Wood Siding

Complete removal of wood siding should not be done unless the original siding has deteriorated beyond repair. Removal shall be kept to a minimum.

Wood clapboard siding should be used as the repair or replacement material on the facades of wood frame buildings. The new wood or similarly looking hardi-board siding should be of the same material, profile, and design as the original siding.

Artificial stone, asbestos, asphalt shingles, and other modern replacement materials should not be used to conceal the original wood siding.

Siding should not be used to cover or replace masonry.

### ❖ Artificial Siding

These design guidelines discourage the use of artificial siding for the following reasons:

It rarely duplicates the appearance of original siding;

Aluminum or vinyl siding over wood can trap moisture causing the wood to deteriorate;

The insulation value of artificial siding is much lower than that of wood and will not contribute significantly to the overall warmth of the house;

Aluminum and vinyl siding must be removed and replaced since it cannot be repaired;

Colored artificial siding eventually fades and mildews;

Vinyl siding has a much lower melting and flash point than wood and can be hazardous.

In some circumstances the use of artificial siding may be permitted. When artificial siding is permitted, the following conditions must be met:

All masonry must remain uncovered;

The width of artificial siding must have approximately the same width and shape as the original, and generally should be 4" to 6" wide;

Frieze and soffit boards must be covered in the same width as the existing;

All detailing which is not flush with the siding or surface must bear the same proportion after coverage as before coverage;

All decorative porch posts, railings, brackets, cornices, and cornice trim must remain uncovered;

All exterior façade shingles shall remain and must not be covered or altered;

All artificial siding shall run in the same direction as the original siding, which is generally horizontal;

Artificial siding shall not be installed over rotted wood: all original siding, trim and fascia, and shall be repaired;

All artificial siding shall be the original color of the building, if possible; and

Corner boards for artificial siding should be the same size as the existing corner boards;

All new window and door trim should be the same width as the original trim;

Architectural features such as cornices, brackets, window sills, and lintels should not be removed or obscured when the resurfacing material is applied;

Existing shutters consistent with the style of the building should be returned to their original location after the artificial siding is applied;

## C. ROOFS AND CHIMNEYS

### ❖ Roofs

The original roof form and pitch should be preserved on primary or readily visible facades.

Original dormers and their decorative elements should be preserved and maintained.

Original roofs should not be raised to allow for additional stories.

Changing the original roof shape or adding features inappropriate to the essential character of the roof, such as oversized dormer windows or gables, is discouraged. Skylights, appropriate dormers, roof decks and roof gardens may be added to rear roof slopes if they are not readily visible from the street. Flush or flat skylights are preferred over raised or bubble lights.

Whenever possible, the original scale and texture of roofing materials should be retained. New roofing should be appropriate to the style and period of the building and neighborhood, and should match the old in composition, size, shape and texture.

Preserve or replace, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, fishscale shingles, dentils, fascia, eave trim, bargeboards, coping, chimneys, cresting, and weather vanes.

Architectural details that will change the character of the roof shape are discouraged. Television antennae, satellite dishes or similar items and mechanical equipment such as air conditioning units should be placed in an inconspicuous location where they will not detract from the character of the building.

### ❖ Chimneys

Masonry chimneys should not be removed.

Preserve and maintain original chimneys.

The repair and repointing of brick chimneys should be done with brick and mortar that match the original or are compatible with the rest of the structure.

## D. GUTTERS AND DOWNSPOUTS

Concealed or box gutters should be preserved and repaired whenever possible. If box gutters cannot be repaired, they should be sealed and covered to match the existing roof and replaced with hanging gutters as necessary.

Exposed gutters and downspouts, unless made of copper, should be painted the same color as the house or trim. To prevent the paint from flaking and peeling within a short period of time, new metal gutters or downspouts should be coated with a steel primer before applying the finish coats of paint.

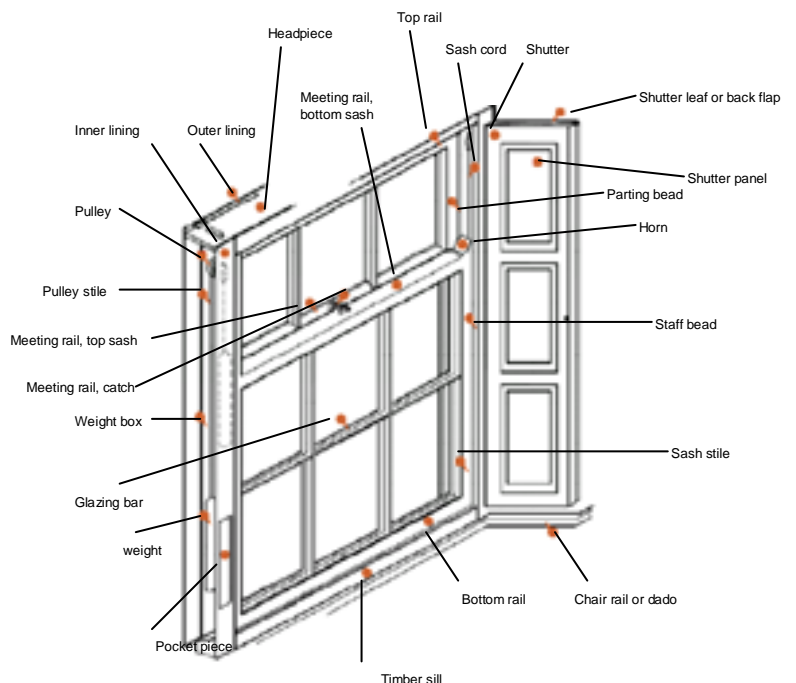
Where hanging gutters are appropriate, they should be preserved and repaired whenever possible before replaced. Any new materials or design must have Board approval.

## E. WINDOWS AND SHUTTERS

### ❖ Windows

The original pattern of window openings and their shape and configuration should not be altered.

New window openings should not be added to the primary



façade or readily visible secondary facades.

Fixed windows, picture windows, and modern metal windows should not be added on primary or readily visible secondary facades.

Original windows should be maintained and repaired with matching materials. Maintenance includes cleaning, limited paint removal and the reapplication of protective coatings. Original sashes and frames should be repaired versus replacement.

Original windows should be replaced only if there has been demonstrable deterioration. When replacement windows are used, they should match the original in size, shape and design.

Closing up, enlarging, or reducing the existing window openings should not be allowed.

Windows of a style or era different from the house should not be used.

New storm windows should be made of wood or anodized aluminum and be painted appropriate colors to match the surroundings. Storm windows should use the same size divisions as the windows. Interior storm windows are an appropriate option. If interior storm windows are chosen they should be installed with air-tight gaskets, ventilating holes and/or removable clips, to ensure proper maintenance and to avoid condensation damage to the windows.

When divided lights are appropriate, true divided lights should be used. Snap-in muttins or grids in between panes of glass that give a false appearance of multi-pane sash should not be used.

#### ❖ Shutters

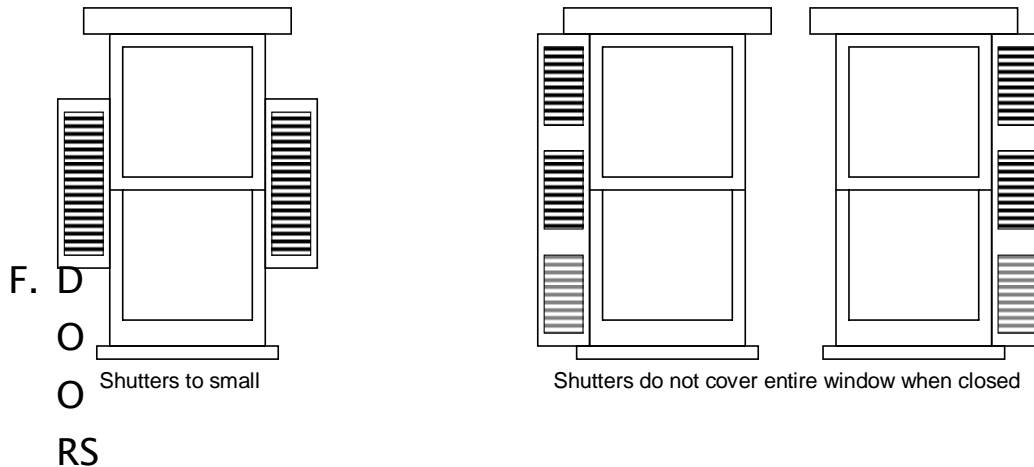
Original wood shutters should be retained or repaired whenever possible.

New shutters should match the old in materials, composition, size, shape, color and texture.

Shutters that detract from the character and appearance of the building should not be installed. Shutters should be big enough to cover the entire window when closed, and should not overlap when open.

Shutters should not be added to window openings that never had them.

INAPPROPRIATE SHUTTERS



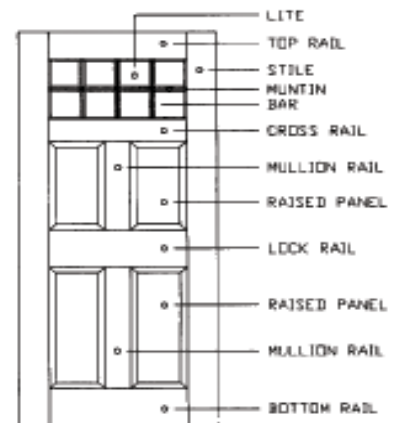
Doors are also one of the distinctive features of a building. Whenever possible, the building's original doors, trim, and hardware should be retained and repaired. Replacement of original doors should only be done in case of significant deterioration.

If a new door is required, the size, proportion, shape and number of panels of the original door should be duplicated as closely as possible. New doors should have materials and hardware which match the original.

Door openings should not be reduced, enlarged, or filled in, especially on facades facing the street.

Original transoms should be retained.

It is acceptable to replace an original door on a primary façade with an original door from a rear or secondary façade if it matches the original door in size, proportion and shape.



The use of screen, security, or storm doors on primary entrances is acceptable and appropriate as long as the design allows for visibility of the original door. Screen doors with wood framing members and large screened areas are most appropriate. Storm doors should be of wood or anodized aluminum and painted colors appropriate to the surroundings.

## G. PORCHES AND DECKS



An original porch should not be removed from its original location. The removal of a porch from its original location on a house is inappropriate and results in the loss of the building's integrity.

Porches and additions reflecting later architectural styles are often important to the building's historical integrity and should be retained.

Original porch elements such as columns, floors, and rails should not be removed or concealed.

Porch elements that have become deteriorated should be repaired rather than replaced. When the severity of deterioration requires replacement, the new element should match the original in design, color, texture, and where possible, materials.

Original wood floors should not be replaced with concrete.

Porches located on primary facades should not be enclosed to create interior living space. Porches on secondary façades may be enclosed with screen or glass set behind the original columns.

Porch reconstruction may be allowed, if there is architectural or documented historical evidence that supports the previous existence of a porch. The detailing of the elements of the reconstructed porch, including roof, posts, railings, and trim, should be compatible with the existing building.

Porches and decks may be added to the rear facades as long as they are not easily visible from the street.

## H. SITE FEATURES

### ❖ Landscaping

Whenever possible, existing walkways or garden ornaments from the period of the house should be retained or repaired. Landscaping compatible with the architecture is encouraged. Plantings and garden elements not compatible with the historic landscape patterns of the neighborhood should not be placed in the front or readily visible side yards.



### ❖ Ground Surfaces

Ground surfaces such as paving, ground cover planting, terraces, etc., should be compatible with the existing adjacent sites, existing site conditions and the historic character of the building.

The use of ground surfaces that vary significantly from the surrounding conditions, that do not fit the site configuration, or that detract from the character of the building is discouraged. In Murray's residential districts, lawns are encouraged whenever possible. Front yards that have extensive areas of paving and walks with little grass or groundcover should be avoided, especially where the surrounding sites have large areas of grass or groundcover.

### ❖ Tree Plantings

In many instances, large trees on private property along the streets and sidewalks contribute to the "avenue" effect of streets in the local historic district. The continuation of this precedent is encouraged. Periodic maintenance should be carried out to insure the property height and appearance of the landscaping.

Retain and protect mature shade trees. If a mature tree must be removed, the stump should be cut at ground level and removed.

### ❖ Fences/Walls

Preserve and maintain historic fence and/or wall materials and design. New retaining walls should be of brick or stone.

Chain link fences are discouraged in visible locations. Split rail and stockade fences should not be used. Concrete or concrete block walls are discouraged.

Incompatible walls and fences should be removed where possible.

### ❖ Fire Escapes

No approval is required for repair of existing structure.

The addition of a fire escape structure to a historical building may be necessary to meet safety codes. All newly constructed fire escapes visible from the street must have board approval.

## I. LIGHTING AND AIR CONDITIONING UNITS

### ❖ Lighting

Exterior lighting should be compatible with the overall design of the building. Lighting fixtures should be selected that are compatible with the existing style, scale and design of the original building and character of the surrounding area.

Imitation historic lighting fixtures that are not authentic in their design should be avoided. Harsh and colored light sources should be avoided. Lighting fixtures and levels of light should not detract from the building and its surroundings. The use of lighting contemporary to the period of the neighborhood is encouraged. Authentic re-creations and restored lighting fixtures are also encouraged.

### ❖ HVAC and Air Conditioning Units

The installation of window air conditioning units should not result in the removal or replacement of original window sash or the alteration of the original window sash or surrounds.

Exterior HVAC units should be installed at the rear facades or non-visible areas of secondary facades.

All readily visible exterior HVAC units that are located at grade should be screened with wood or brick fencing and/or landscaping.

## J. AWNINGS

Existing canvas awnings should be retained and repaired whenever possible.

Canvas is an appropriate awning material for pre-1940 residences and may be used on primary and visible secondary facades. Awnings may be canvas, vinyl coated canvas or acrilan.

Although installation of canvas canopies and awnings is encouraged on both commercial and residential buildings, they should not obscure significant architectural features or require their removal. Awnings should be approximately 7'-

0" above the sidewalk. Projection should be 4' to 7' from the building. A maximum 12" valance flap is usually attached to the awning bar and can serve as a sign panel.

The awning shape should be a standard shed form and should compliment the building proportion, style and scale. Awnings should not be illuminated.

The application of metal awnings, vinyl awnings, and other similar materials is discouraged.



*This figure illustrates an inappropriate awning. The awning spans from building edge to building edge exceeding the size of the original window. Additionally, the awning does not have a valance, the entire awning is rigid/fixed and it is a bubble style awning.*

*This figure illustrates more appropriate awnings. The lower awning is at a 30-45 degree angle, and the lower edge of the awning is at the top of the window. The upper awnings have a 45 degree angle and extend the half way*

## K. STOREFRONTS

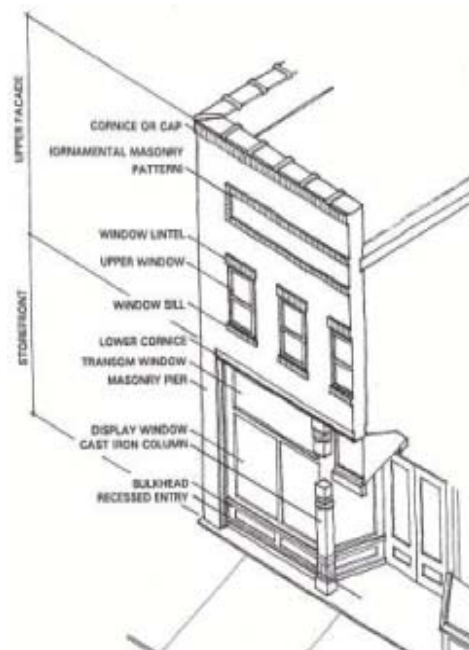
The traditional storefronts of Murray's downtown share the same basic components although the size, shape, style, materials, and details may vary according to the era in which the building was completed.

Traditionally, commercial buildings have a well-defined opening which is usually exclusively confined to the first floor of the building. Storefronts should not be enlarged to encompass additional floors, unless it can be determined that it was the original design of the building.

Piers or columns that divide the storefront into bays, and lintels or cornices that separate the storefront from the upper floors should not be covered or removed.

Windows should not be filled in and the existing sill heights should be maintained.

Original transoms, window configurations, and ornamentation should be retained and repaired whenever possible, or replaced with similar materials as needed. Where no



original materials or detailing remains, new work should be compatible with the original character of the building.

Storefronts should be located in the plane of the front façade. Storefronts which have major projections beyond the front façade of the building are not appropriate and should be avoided.

Storefronts that are not original but have their own unique or historic character or design should be retained and repaired.

In the event the original storefront has been removed or irreparably damaged, a new front consistent with the architectural style of the overall structure and surrounding buildings should be constructed.

When designing the new storefronts, scale, materials, proportion, color and number and size of window openings, should be considered.

Inappropriate historical facades should also be avoided. For example, detailing such as coach lanterns, colonial doors, storefront shutters, and small window panes should be avoided on commercial buildings from the Victorian era.

Materials and design elements, such as mansard roofs with wooden shingles, rough textured wood siding, fake bricks, or stone, are not appropriate materials for commercial storefronts and should be avoided.

Storefront glass should be clear. Mirrored glass should not be used.

Appropriate materials should be selected to repair and replace storefronts. Materials such as vinyl and aluminum siding are not appropriate. Where aluminum window frames are used to replace those that were originally wood, the exterior frames should be anodized aluminum and painted to complement the surroundings.

The proportions of the elements of the storefront should be appropriate to the overall design of the building as well as the original storefront. Proportions of the storefront cornice, the window elements and door openings are all important considerations, and these individual elements were often constructed of similar proportions. Alterations to the original architecture should not be made to “improve” the original design of the building.

Storefronts should not be placed on buildings or portions of buildings that were not originally designed as commercial buildings.

When a building sign is used in the storefront, it should not be an appendage, but an integral part of the overall design. Signs on the storefront cornice or painted on windows should be used. (See Section L: “Signs” for more information)

## L. SIGNS

## ❖ Design

The colors, materials, and lighting of every sign shall be restrained and harmonious with the building and site to which it principally relates.

The number of graphic elements on a sign shall be held to the minimum needed to convey the sign's major message, generally the name of the company or business and any identifying logo or symbol, and shall be composed in proportion to the area of the sign face. Each sign face shall be compatible with signs on adjoining premises and shall not compete for attention. Identification signs of a prototype design and corporation logos shall conform to the criteria for all other signs.

Standardized signs, including plastic, internally illuminated signs, that advertise brand name products not exclusively available in addition to the business name shall not be permitted.

Awnings on commercial structures may incorporate signs on the valance or front face of the awning. Signs on awnings shall conform to the criteria for all other signs. Backlighting or internally illuminating awnings is discouraged.

Signs should not detract from the architecture of the building or cover architectural details.

Signs should be utilized in historically traditional locations, for example, on storefront beltcourses, on flat surfaces of the building, or painted on glass windows.

Historic signs or signs painted on masonry walls that identify the original or early use of a building should be retained and refurbished whenever possible.

Obsolete signs and unused sign supports should be removed.

Lighted signs inside windows that show through glass windows are discouraged.

New roof top signs and signs which extend above the roof line of a building or above the window sill line of the second floor of buildings are not permitted.

Signs should be scaled in proportion to the building they identify. Signs should not exceed one (1) square foot of sign area per lineal foot of building width nor in any case be larger than a maximum of thirty-two (32) square feet in area, provided that buildings that have more than 32 square feet of building frontage along the street to which the sign is oriented may be permitted one (1) additional square foot of sign area per each lineal feet of building over 32 feet. Permanent signs in windows should not exceed twenty (20) percent of the total window area.

## VI. NEW CONSTRUCTION: INFILL

The following twelve criteria are all important in considering whether new construction proposed for the historic areas is compatible.

When new construction is being considered, the architect/builder should understand the context for new buildings or building additions in a Historic District. “Context” refers to the overall appearance and the general form of the surrounding structures. The height, details, setbacks, lot width, window shape and placement, door placement, general rhythm, and predominant materials should be considered during the design of an infill building.

### ❖ Height and Width

The overall height of new construction should relate to that of adjacent structures. As a general rule, new buildings should be at the same height as the average height of existing adjacent buildings. New construction that greatly varies in height (too high or too low) from older buildings in the vicinity should be avoided.

Usually, the width of the new site is predetermined by the original lot size. The width of a new building should continue to maintain the established rhythm of the block. If the lot is larger than twenty-five feet, the mass of the façade should be broken into smaller bays similar in size to the existing buildings.



### ❖ Massing

The complexity of the form and shape of new buildings should be compatible with existing adjacent buildings. New buildings in areas where simpler forms are common, such as an area where there is a concentration of Federal and Greek Revival style buildings, should reflect the simplicity of the surrounding buildings. Varied masses are more appropriate in areas where more complex building styles, such as Queen Anne, predominate. New buildings should not vary significantly from the characteristics of the historic area.

Single, monolithic, or box-like facades that are not relieved by variations in massing should be avoided. Box-like facades and forms are intrusive when placed among older buildings which have varied and façade articulation.

#### ❖ Directional Expression

The vertical, horizontal, or nondirectional character of new buildings should relate to the predominate directional expression of nearby buildings. Horizontal buildings can be made to relate more to the more vertical adjacent structures by breaking the façade into smaller masses that conform to the primary expression of the streetscape.

Strongly horizontal or vertical façade expressions, unless compatible with the character of structures in the immediate area, should not be used.

#### ❖ Scale

The size and proportion of new structures should maintain the same scale and rhythm as the existing buildings.

Buildings that violate the height, width, or massing of the existing scale and rhythm of the area are discouraged.

#### ❖ Setback

The historic façade lines of streetscapes should be maintained. This can be accomplished by locating front walls of new buildings in the same plane as the facades of adjacent buildings. If existing setbacks vary, new buildings should conform to historic sitting patterns.

Violating the existing setback pattern by placing new buildings in front of or behind the historic façade line is to be avoided. Avoid placing a building at odd angles to the street, unless it is to be relocated in an area where diverse sitting already exists.

#### ❖ Roof Shapes

The roof forms of the new buildings should relate to others found in the Historic District. Although not entirely necessary, duplication of the existing or traditional roof shapes, pitches, and materials on new construction is one way of making a new structure more visually compatible with its surroundings.

The introduction of shapes, pitches, or materials not traditionally used in the area is discouraged.

#### ❖ Rhythm of Openings

The recurrent alteration of wall areas with door and window elements in the façade should be maintained. Also consider the width-to-height ration of bays in the façade. The placement of openings with respect to the façade's overall composition, symmetry, or balanced asymmetry should be carefully studied.

Incompatible façade patterns that upset the rhythm of openings established in surrounding structures should not be introduced. Glass walls, or window and door shapes that are inappropriate to the adjoining buildings should be avoided.

#### ❖ Materials and Textures

The selection of materials ad textures for a new building should relate to the materials and textures used in the surrounding area and on existing adjacent buildings. In areas where certain materials and textures such as brick or fish scale shingles are consistently used, the continued use of those materials or similar, compatible materials on new construction is encouraged.

## VII. DEMOLITION AND RELOCATION

A building or structure in a historic district should not be moved or relocated outside of the district if the building or structure is to retain its architectural and historical integrity.

Relocation negatively affects a district and should be avoided. The only exceptions should be in situations where it is necessary for the public welfare. Buildings that are moved to another location in the district should be compatible with adjacent buildings in style, height, scale, materials, setback, and should be similar in site and setting.

*Demolition may only be approved if one or more of the following conditions are met:*

- Where public safety and welfare requires the removal of a building or structure
- Where economic hardship has been demonstrated, proven, and accepted by the Board of Architectural Review
- Where the structural instability or deterioration of a property is demonstrated through a report by a certified structural engineer or registered architect. Such a report must detail clearly the property's physical condition, reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. In addition to this report, there should be a separate report that details future action on the site.

- Where buildings have lost their original architectural integrity and no longer contribute to the character of a district, but not through neglect or abandonment.