

# LOUDONVILLE DESIGN GUIDELINES

## *Reference Manual*

The purpose of these Design Guidelines is to assist property owners, tenants, architects, designers, contractors, village staff, and the Design Review Board (DRB) throughout the design review process as it relates to proposed design changes to Architectural Review District (ARD) structures. Design Guidelines create a basis for fair decisions and consistency in design review, provide for the protection of historic resources, create incentives for investment in the ARD, and support the overall objectives of the DRB.

The ARD is an overlay zoning district that imposes development standards in addition to the standards contained in the underlying district. This district was also established to discourage new construction or alterations of existing buildings that are determined to be detrimental to, and incompatible with, the existing architecture, physical form, and historic atmosphere of the downtown area of Loudonville.

The full document is organized as follows:

- **Chapter 1** describes the objectives and responsibilities of the DRB and lays out the process to apply for a Certificate of Appropriateness (COA), which is required before any construction, reconstruction, demolition, relocation, or other exterior alteration to any structure located in the ARD. **Chapter 2** gives historical context for the Village.
- **Chapter 3** lays out the requirements for minor maintenance and repairs of structures in the ARD, for which a COA is not required.
- **Chapters 4-6** explain the philosophy of the design guidelines in relation to historic preservation practice and specify design guideline requirements for this work in the Village's ARD.
- **Chapter 7** addresses historic and new site features, **Chapter 8** addresses design requirements for signage.
- **Appendices** follow at the end of the document with a glossary of terms and references to the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties.

### Certificate of Appropriateness

Issuance of a Certificate of Appropriateness (COA) by the DRB is required prior to the following types of work on or to any structure located in the Loudonville ARD: any new construction of a structure; any remodeling which involves the alteration of a foundation, alteration of a roof line, the enclosure of any porch, deck or breezeway, or the replacement of windows, siding, doors, steps, etc; the placement, replacement, or reconstruction of any sign; the demolition of any structure, except when a structure is declared unsafe and is an imminent peril; and exterior painting when colors are changed.

Minor maintenance and repairs are defined as the process of conserving and fixing a building over time to prevent deterioration, and do not involve a change in the exterior design, material or outer appearance of a property. These situations do not require a COA.

### Certificate of Appropriateness: Process

The DRB meets on the second Wednesday of each month, as needed. All application forms for a COA, along with drawings, materials, sketches and material samples determined by the DRB to be required as supplemental materials with that application, must be filed with the Codes Enforcement Officer ten (10) days prior to the DRB's next meeting. Upon an application's completed submission, the DRB will review it at its next regularly scheduled meeting. **The applicant is strongly encouraged to attend this meeting.**

The DRB shall review the application for clarity and completeness and ensure that it meets all relevant design criteria. Following review, the DRB shall either approve or deny the COA, or approve the COA subject to specific conditions.

The DRB shall complete its review of a submitted application and issue a COA for an approved application, or deny the issuance of a COA, within seven (7) days following the review meeting. If no action is taken by the DRB within 10 days of submission of an application, a COA shall be issued as a matter of fact. (This does not apply where the applicant has requested tabling, or the DRB has tabled the application due to lack of information.) An applicant who has been denied a COA is entitled to appeal the decision.

**Refer to the full Design Guidelines document for more information**

# MAINTENANCE AND REPAIRS

## *COAs Not Required*

Discussions with an architect, consultant, contractor, etc. to identify the root cause of a deterioration problem should take place before any maintenance or repair work is done to a structure. Without appropriate repairs to eliminate the root cause of the problem, deterioration of any kind will continue, and other repairs will have been a waste of time and money.

When undertaking minor maintenance and repairs to an ARD structure, the basic principle of conservation, that the conservator should always use the gentlest techniques and the least possible degree of intervention to secure any conservation objective, should always be observed. Every means of repairing deteriorating historic materials or replacing them with identical materials should be examined before turning to substitute materials.

**Maintenance and repair is strongly encouraged, but not subject to the full design review process.** Note that repair does not equal replacement and any repairs should be done with like material. Please confer with village administrator to confirm.

*Refer to the Design Guidelines for recommendations on maintenance and repairs.*

# DESIGN PHILOSOPHY AND SPECIFIC GUIDELINES

## *Work Requiring COA*

*When undertaking this work, which requires a DRB-issued COA, the original historic shape, form, height, materials, and exterior details of a historic building should be retained whenever possible.*

### **Preservation, Rehabilitation and Restoration:**

These usually involve **alteration** of the existing structure. An alteration is most often smaller in scale than an addition to a building. Common elements involved are roofs, porches, windows, doors, exterior wall materials, and storefronts. An alteration for purposes of the DRB is “any exterior design, material or color modification to features of a structure or site element.”

An alteration should preserve and complement historic character while using a simple design and contemporary materials. It should be distinguishable from the historic elements and features of the building or site without deterring from the overall architectural character of the building or site.

### **Reconstruction:**

This involves **additions** and **new construction**. Any such work that effectively diminishes the historic character, scale and identity of a historic structure is not acceptable. Several important factors should be considered when planning any new building in downtown, including relationship to the street; building spacing; scale; form and height; roof shape; balance of materials; proportions of openings; style and character; and materials, textures, and colors.

Additions should be carefully considered because of their potential to negatively impact the historic character of a building and destroy significant materials, features and spatial relationships. They should be constructed with the least possible loss of historic fabric, and care taken that character defining features of the historic building are not destroyed, damaged or obscured. Additions should be constructed so that they may be removed at a later date with minimal damage the primary historic elements.

New construction should be appropriately scaled and located far enough away from the historic building to maintain its character and that of the site and setting. In an urban area, new construction that appears as infill within the existing pattern of development can also preserve the historic character of the building, its site, and setting.

**Refer to the full Design Guidelines document for more information**

# PRESERVING HISTORIC SIGNIFICANCE

The original historic shape, form, height, materials and exterior details of a historic building should be retained whenever possible.

- Identify and retain character defining features of individual historic buildings such as decorative millwork, window and door trim, shutters, siding types, frieze bands, cornices, arches, brackets, brick coursing, foundation walls and aprons.
- Identify defining elements of surrounding historic architecture, settings and spatial relationships of an area and respect them when designing new construction, additions, alterations and streetscape elements.
- Retain the traditional pedestrian friendly character and relationship within commercial settings.

In limited circumstances substitute materials that imitate historic materials may be used if the appearance and properties can be matched closely without damage to the remaining historic fabric. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual properties.

- Retain and repair historic character defining exterior features and materials including walls, piers, porches, railings, steps, columns, cornices, lintels, sills, and chimneys.
- Aluminum and vinyl cladding over existing historic materials is not recommended.
- Substitute materials must match the historic materials in size, profile and finish so as not to change the character of the historic structure or site element and may be considered in the following circumstances:
  - The unavailability of historic materials such as in the case of finding a good color match for masonry where the color and texture are derived from the material itself; or the stone quarry is no longer in operation and a comparable stone cannot be found.
  - The unavailability of skilled craftsmen to accomplish intricate ornamental work, such as carved wood, carved stone, wrought iron, cast iron or molded terra cotta;

- Inherent flaws in the original materials; and
- Code required changes related to life and safety.

## Paint

Removing paint from historic buildings, with the exception of cleaning, lighting scraping and hand sanding as part of routine maintenance, should be avoided unless absolutely essential. Once conditions warrant removal, paint should be removed to the next sound layer with the gentlest means possible without damaging historic material.

When selecting a paint color, consider using the original color scheme. The original paint can often be discovered through analysis of samples of original materials. If it is not possible to identify the original colors, a color scheme should be based on historic precedent within the area. Historically, paint colors were more muted tones than those used today because of a limited source of pigments. It is suggested that the color scheme should be applied to a sample section of the building before making a final selection. **Most paint companies offer historic paint palates, with a few companies providing digital sampling by uploading a photograph of the building and historic paint selections.**

**Refer to the full Design Guidelines document for more information**

## Windows and Doors

Generally, the more significant a window or door is to the building as a whole, the less likely that a retrofit or replacement will be appropriate. The following is a guide for design review:

- Historic windows and doors should be retained and repaired.
- Avoid changing the structural and proportional dimensions of a window or door opening by making it smaller or larger than it was historically.
- Historic building photos, if available, should be referenced for replacement of missing windows and doors.
- If energy loss is a concern, consideration should be given to installing storm windows and wood storm doors or retrofitting insulating glazing units into the existing sash.

Shutters are not appropriate unless they were historically used on the building.

Awning placement, size and shape must be compatible with the historic character of the building.

WINDOW AND DOOR SIGNIFICANCE			
	Character Defining Historically Significant	Historic	Non-Historic
Primary Elevation	Repair	Repair	Replacement Permitted
Secondary Elevation	Repair	Review Case-By-Case	Replacement Permitted
Tertiary Elevation	Repair	Replacement Permitted	Replacement Permitted

## Signs

The scale and proportion of a sign relative to the building and the district are of primary importance. Signs designed for historic buildings should not detract from or obscure character defining features of the building. Historic signs that contribute to the overall historic character of the building or the district should be retained and preserved.

Retaining historic signs whenever possible, particularly when they are:

- Associated with historic figures, events or places;
- Significant as evidence of the history of the product, business, or service advertised;
- Significant as reflecting the history of the building or the development of the historic district;
- Characteristic of a specific historic period;
- Integral to the building's design or physical fabric;
- Outstanding examples of the sign maker's art;
- Local landmarks, recognized as a popular focal point in the community; and/or
- Elements important in defining the character of the district, such as marquees in a theater district.

The following should be considered when designing and constructing new signs for historic buildings:

- Signs should be viewed as part of an overall graphics system for the building.
- New signs should respect the size, scale, and design of the historic building.
- Sign placement is important. New signs should not obscure significant features of the historic building.
- New signs should respect neighboring buildings.
- Sign materials should be compatible with those of the historic building.
- New signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians.

Interior lighting of signs and protrusions of signs over the sidewalk are strictly prohibited in the Architectural Review District. (Chapter 1258.03)

**Refer to the full Design Guidelines document for more information**

## New Construction/Additions

Several important factors should be considered when planning any new building in downtown:

- Relationship to the street: most commercial facades are located at the edge of the sidewalk creating a single plane, and a new infill building should reflect this even setback of the existing streetscape.
- Building Spacing: should observe the rhythm of surrounding building spacing; creating continuous façade on downtown streets is appropriate.
- Scale: New construction should observe the scale of surrounding structures. Pedestrian scale is created when buildings and their details are easily visible from the sidewalk and do not overwhelm the passerby.
- Form and Height: The footprint, shape, and configuration should be similar to adjacent buildings. New construction should be of similar height to nearby buildings. Proportions, the relationship between the width and the height, should be similar to nearby buildings.
- Roof Shape: New construction should reflect the predominate roof shape in the area. Flat roofs are most appropriate for downtown infill construction.
- Balance of Materials: Wall areas alternate with the window and door openings to create a pattern. New construction should reflect the same pattern as nearby buildings.
- Proportion of Openings: Window and Door openings should be similar of those on nearby buildings.
- Style and Character: New construction should be expressed in terms of contemporary design and should not try to duplicate historic styles. Pseudo-historic elements should not be applied to new construction to make them look older.
- Materials, Textures, and Colors: New construction should reflect the historic materials used in downtown Loudonville, including natural and painted brick, stone, cast iron, painted wood, pressed metal, and architectural glass panels.

**Refer to the full Design Guidelines document for more information**

# Historic District Map



 Architectural Review District Boundary

Refer to the full Design Guidelines document for more information