

Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings. These elements all add much to the overall architectural character of a structure. All such original and significant later features **should shall** be preserved and restored, rather than removed **or covered**.

**6) 7)** Contemporary or non-historic roof features **should shall** be installed on areas of the roof not seen from the public view or on other secondary roofs. Included are skylights, roof-mounted vents, dormers, chimneys, **and** antennas. **and solar collectors**. In certain instances, new dormers may be permitted on side or rear elevations if their design is compatible with the building **style and era** and the roofline.

**7) 8)** Install new gutters without damaging or obscuring architectural features. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Gutters are usually reviewed as a "minor works" item. If installed on a contributing building, the SHPC must review application at SHPC meeting.

**8) 9)** ~~Ridge vents, where needed, should will be of the low profile type, not to exceed width and 1.5" in height. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building. Ridge vent for metal roofs must be hidden and vented through Z trim under ridge cap and should not diminish the original design of the roof or destroy any character-defining architectural details.~~

**10)** ~~Accessory structures may be shingle or metal but must meet the color standards of this section.~~

### *Appendix III*

## **HISTORIC DISTRICT DESIGN STANDARDS**

### **SECTION 5: Windows and Doors**

#### *5.1 Windows and Doors - Standards*

*(Text highlighted in yellow are amendments that need to be added to the Unified Development Ordinance.)*

- 1) Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, and moldings.
- 2) Repair existing historic windows and doors **where possible**, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. **If replacement is needed and authorized by following § 152.479 CERTIFICATE OF APPROPRIATENESS LIST, appropriate materials can be sourced from architectural salvage companies. Existing original frames should be retained and reused with the addition of new siding tracks to hold the replacement sashes.**
- 3) Use replacement windows and doors that match the existing historic elements as closely as possible. If replacement windows or doors are required, consider first replacing only the

deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions and detailing as closely as possible.

4) Use storm windows to improve energy efficiency where needed. New storm units should have a baked-on paint finish compatible with the color of the house. Unpainted aluminum is not appropriate. Storm windows for double-hung sashes shall have horizontal dividers that are in alignment with the horizontal meeting rails or the original upper and lower sashes. **Storm windows are usually a "minor works" item. Interior storm windows are also available.**

5) Replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Storm windows and doors should be used.

6) Tinted glass is not appropriate in the historic district in any area visible from the public view. Energy-saving or "low-E" glass may be used only if it is not tinted.

7) **False muntins or snap-in grilles are not appropriate for windows visible from public view. New thermal-pane windows must match the original windows in overall size and opening area. New windows should have either true divided lights or three-dimensional grilles on both the interior and exterior of the window. Standard thermal-pane windows will be permitted on the rear or other areas not visible from the public view. Existing original frames should be retained and reused with the addition of new siding tracks to hold the replacement sashes (this sentence was moved to bullet 2).**

**Replacement windows shall be wooden, or wood clad on historic non-contributing structures (75 years and older) and contributing structures.**

8) Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. Wood storm doors of the full-view or large single-pane type are most appropriate because they do not obscure the original door. Louvered wood doors are also appropriate. Metal storm doors should be the full-view type and have a baked-on enamel paint finish in a color that is compatible with the colors of the structure. Standard or non-historic storm doors are appropriate only on the rear or other areas not visible from public view. Screen doors **should shall** be appropriate for the period and style of the structure.

9) Preserve and repair original or historic shutters or replace them in-kind. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had **blinds shutters**. All new shutters shall be of wood, and installed so that they will fit the window frame opening when closed and shall be of the correct proportions for each window. New **blinds shutters** shall be provided with operable hardware, consisting of hinges, pintles, and holdbacks located in the appropriate position. Shutters made of synthetic or substitute materials, such as vinyl, are not appropriate.

10) Original or historic windows or doors and their related frames and trim shall not be altered or removed on the main facades visible from the public view unless this action is part of a documented restoration to an earlier appearance.

11) New windows and doors should not be added to the primary facades or front elevation and are usually not appropriate on any other area seen from the public view. New window and door openings shall not alter the historic character of the building nor cause damage to historic

materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure.

**12) If new doors are necessary, source from architectural salvage company or have one built in-kind.**

**13) For projects involving painting doors, please reference the approved color palette.**

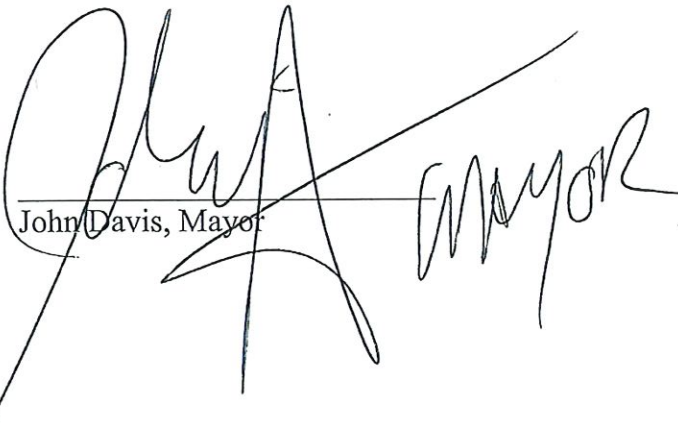
This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, April 23, 2024.

Attest:

  
Alissa Fender, Town Clerk



  
John Davis, Mayor