Community Development
Department

STAFF REPORT

Meeting Date:	July 24, 2025
Agenda Title:	COA 25-53 | 3 Hotel Street
Requested Action:	Review proposal for the request to conduct in-kind exterior rehabilitation.
Department / Agency Lead:	Community Development
Staff Lead:	Casey Squyres, Historic Preservation Planner

EXECUTIVE SUMMARY

The applicant is proposing to conduct the following exterior rehabilitation projects:

1) **Exterior Windows - Window Frame Repair - in situ**

Strip exterior window frames to wood

Rebuild patch and prep for paint

Mask masonry with duct tape for painting window frames

Prime window frames with oil two coats

Sand window frame

Prime with latex

Paint exterior window frames – two coats

2) Exterior Windows - Window Sash Repair

Remove window sashes

Strip window sashes to bare wood

Remove glass and clean for reinstallation

Source historically, accurate glass as required

Clean glass with ceramic polish

Sand, clean window sashes

Repair window sashes as needed

Reassemble windows

1st Prime windows sashes with oil primer

Install glass and glaze

2nd Prime windows sashes with oil primer

3rd Prime windows sashes with oil primer

Sand to 220 grit & clean.

Mask glass for spray

Finish paint two coats

Window Headers - Millwork

Design and reconstruct missing window headers, to include millwork, copper work, and flashings

Install Millwork

Paint millwork on the exterior

Install Flash with 1lb copper

Window shutters – Millwork

Do takeoff on the shutters, and do build drawing for shutters fabrication

Fabricate Shutters in Spanish Cedar

Salvage, existing shutter, hinges, strip, clean, prime, and paint black

Prime twice with oil, two finish coats

Install shutter hinges

Install shutters

3) Exterior Brick Walls - Upper - Above Grade

Remove paint from exterior walls using peel-away or CO2 blasting

Clean and wash brick façade, neutralize chemicals

Remove failed bricks as necessary rebuild using lime mortar matched to original color & hardness via US Heritage group

Re-point exterior brick wall

Seal masonry with appropriate sealant

4) Exterior Brick Walls - Lower - Below Grade

Remove sidewalk and excavate to foundation footers and inspect – store for reuse

Remove dirt and loose scale from bricks and allowed to dry.

Remove fail, bricks, and replace

Parge wall with a high lime, soft masonry mortar to 3/8-1/2 inch

Parge soft mortar with waterproof cement

Install window boxes – per the original building configuration

Install drain tile

Spray water and vapor barrier butane to seal below grade masonry

Spray 8" closed cell foam insulation

Place Geotextile Fabric into cavity

Backfill to original sidewalk elevation allowing for sidewalk pan, sand and pavers

Install 1-inch watertight expansion joint around perimeter of building and sidewalk

Install downspout cut outs and sidewalk

Remove PVC piping and replace with copper where necessary

5) Soffit and Fascia

Remove paint from soffit & fascia

Rebuild repair, soffit facia

Fabricate & install missing building elements, turned knobs

Soffit and Fascia - Prime with oil, Prime with latex, Paint two coats,

6) **Roof**

Clean roof, removing rust and scale

Apply two coats metal primer using the acrylic roof ceiling system

Apply standard primer with acrylic. Macks mesh impregnated into paint.

Apply three topcoats of acrylic max paint

7) **Sunroom Appendage – Footers**

Install footers and structural beam under the appendage sunroom to mitigate termite damage

Jack to original elevation

Sister joist as necessary

8) **Sunroom Appendage – Exterior**

Strip paint from wood along windows and clapboards repair and replace as required

Paint exterior wood using standard method

Excavate concrete pad lower grade to original depth cover with brick pavers or stone

Replace all the spalled bricks

Fabric and install new gate

9) **Sunroom Appendage - Roof (Lower)**

Assessed condition, options are to cover with Acrylmax paint system or remove and replace with copper standing seam.

Re-flash roof into adjacent building, masonry and seal

Remove and replace balustrade on lower roof, replaced with a more architecturally correct style

10) **Copper Gutters**

Remove aluminum gutters on the sunroom, appendage and replaced with half round copper gutters matching the central building

11) New Basement Windows

Design new basement window windows

Construct/fabricate new basement windows with tinted thermal plain & argon gas, triple pain glass

Remove existing window wood header where required

Install temporary structural supports

Install temporary masonry clamps

Installed new mill window header constructed out of White Oak

Install new windows, insulate, and seal as required

12)

Front Entry Door and Millwork

Do you take-off of doorway and surrounding millwork and do build drawings for replacement millwork fabrication.

Fabricate door in Santos Mahogany

Fabricate surrounding millwork in Santos Mahogany

Install conduit and electronics for door controls, security as necessary in building, surrounds and millwork

Install entranceway keypad and video camera

Install gas line and control wiring for exterior gas luminaries

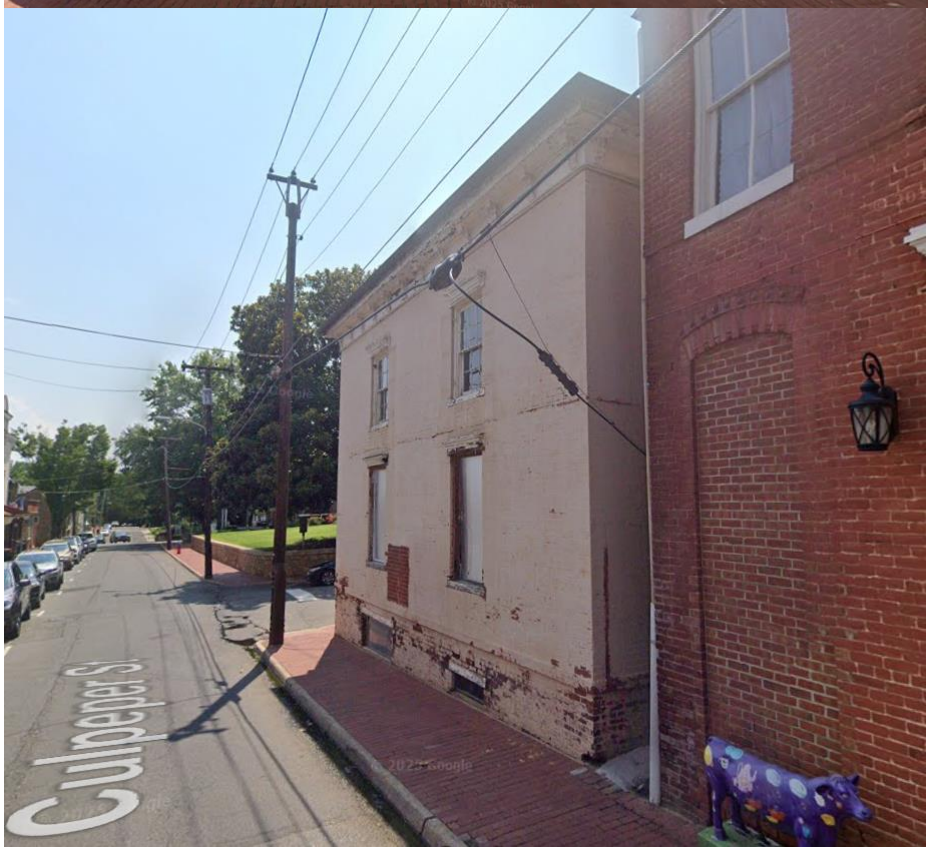
Install Santos mahogany columns, Prime and paint using standard methods

Repair in situ, existing doorway, header millwork, Prime and paint using standard methods

Fabricate copper flashing for existing doorway header millwork

BACKGROUND

This resource was constructed in c.1850. Historically, this building was used as an office building by D.H. Lees Real Estate and Insurance. By 1915, a 1-story addition was constructed and connected 3 Hotel Street to 7 Hotel Street. This resource represents a typical mid-nineteenth-century commercial-style building within the district. This resource retains integrity of location, design, setting, materials, workmanship, feeling, and association. It falls within the district's period of significance and contributes to the commercial character of the district. Although it does not possess sufficient architectural or historical significance to qualify for individual listing in the National Register, it is a contributing resource to the Warrenton Historic District under Criterion C for architecture.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DESIGN GUIDELINE CONSIDERATIONS

C. MAINTENANCE & CLEANING

Maintenance helps to preserve the integrity of historic buildings. Regular cleaning and annual inspections of historic buildings help to prolong the lifespan of a building. Be sure all maintenance is appropriate for the individual structure. Inappropriate cleaning and coating treatments are a major cause of damage to historic buildings.

GUIDELINES

1. Clean building surfaces with the gentlest means possible.
2. Clean surfaces only when sufficiently soiled, to avoid inflicting unnecessary damage to materials. Test all cleaning methods on an inconspicuous surface prior to application on remainder of building.

NOT historically appropriate:

a. Sandblasting and other cleaning methods that will damage the historic building.

b. Corrosive cleaning products, acids, high pressure water cleaning, and steam cleaning are not appropriate for historic buildings, nor is the use of water or liquid cleaners when there is a possibility of freezing temperatures.

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BEST PRACTICES

- Clean masonry surfaces only when necessary using the gentlest means possible. Water washing at 100 PSI sprayed down from the eave (not upward) and avoiding crevices, architraves and openings is recommended. A mild non-ionic detergent may be added to remove oils. A soft natural bristle brush is recommended but avoid joints. Never wash in/near freezing weather. Tests for the proposed method of cleaning should be performed before cleaning the entire area to ensure that the cleaning will not harm the masonry. Tests should be performed over a sufficient period of time to evaluate both the immediate and long-range effects of the cleaning.
- Clean soft metals such as bronze, lead, tin, copper, terneplate, and zinc with appropriate chemical methods because their finish can be easily damaged with abrasive methods. Use the gentlest cleaning methods for cast iron, wrought iron, steel, and hard metals in order to remove paint buildup and corrosion. If hand-scraping and wire brushing have proven ineffective, low pressure dry grit blasting may be used as long as it does not abrade or damage the surface. Test cleaning methods on an inconspicuous area prior to application on the remainder of the feature or building component. Use cleaning methods that do not alter or damage the historic color, texture, and finish of metals. Do not remove the patina of historic metal or clean soft metals using abrasive methods that damage the surface.
- A variety of treatments are available for graffiti removal that will not damage the surface of historic masonry. Removal techniques, which are chosen according to the type of graffiti and the masonry, range from simply erasing penciled graffiti with soft erasers, or removing chalked graffiti with soft brushes, to poulticing with water (with or without detergents), poulticing with organic solvents or alkali-based paint removers, or applying bleach to remove painted graffiti. In very limited situations, it may mean using very delicate and controlled abrasive means. Successful graffiti removal often requires a combination of cleaning materials and methods.
- If historic masonry is in good condition, water-repellent coatings should not be necessary. In most instances, waterproof coatings should not be applied to historic masonry.
- Although masonry construction is known for its durability, brick, stone, and concrete block walls are often mistreated with harmful chemicals and abrasive cleaning methods. Rotary disc sanders, sandblasting, or power blasting wet or dry grits including nut shells, glass powder, silica beads, plastic, ice or sponge particles, and baking soda work by removing portions of the masonry along with the offending dirt, graffiti, or paint subject. The loss of any part of the face of brick begins an erosive spalling of the fabric. Sandstone and limestone are vulnerable soft stones and harder ones crack. Without their protective face finish, water absorption increases and hastens deterioration. Although promoted as safe products, water-repellent coatings are intended to seal masonry surfaces from liquid water penetration while allowing water vapors to escape. However, structural harm occurs when water vapor condenses in cold spots, liquidizes, and becomes trapped inside the wall but cannot escape outside the repellent coat. Further, similar to waterproof coatings, when dampness rises through masonry capillaries from the ground, the wall cannot breathe or dry. The moisture then has no recourse but to rise higher into the wall where spalling, staining or plaster failure may evolve. Visually, water-repellents darken and leave an unnatural shiny or polished finish. With so many unsolved risks, it is recommended that water-repellent and waterproofing coatings not be applied to historic buildings and that

A. FOUNDATIONS & WALLS

A1. MASONRY

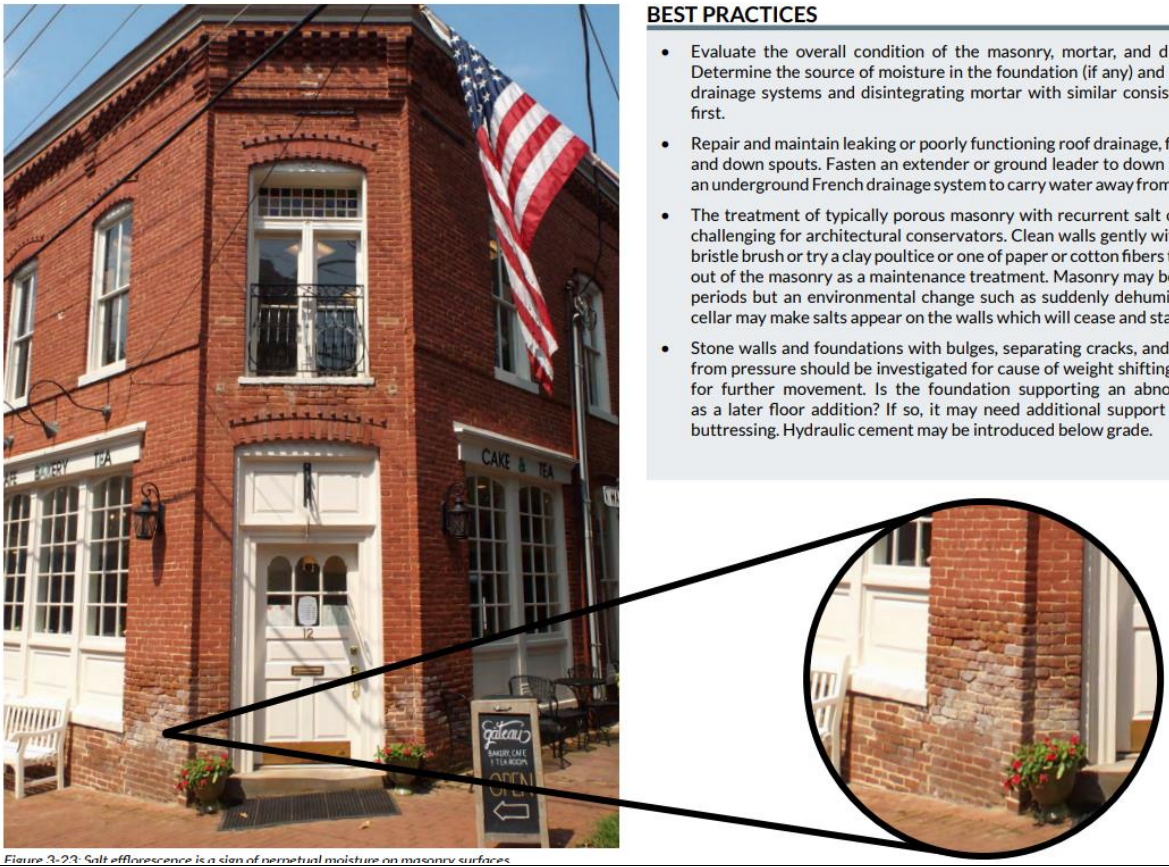

Figure 3-23: Salt efflorescence is a sign of perpetual moisture on masonry surfaces.

BEST PRACTICES

- Evaluate the overall condition of the masonry, mortar, and drainage system. Determine the source of moisture in the foundation (if any) and repair improper drainage systems and disintegrating mortar with similar consistency and color first.
- Repair and maintain leaking or poorly functioning roof drainage, flashing, gutters, and down spouts. Fasten an extender or ground leader to down spouts or install an underground French drainage system to carry water away from the foundation.
- The treatment of typically porous masonry with recurrent salt crystallization is challenging for architectural conservators. Clean walls gently with a soft natural bristle brush or try a clay poultice or one of paper or cotton fibers to draw the salts out of the masonry as a maintenance treatment. Masonry may be stable for long periods but an environmental change such as suddenly dehumidifying a humid cellar may make salts appear on the walls which will cease and stabilize in time.
- Stone walls and foundations with bulges, separating cracks, and stones sheared from pressure should be investigated for cause of weight shifting and monitored for further movement. Is the foundation supporting an abnormal load such as a later floor addition? If so, it may need additional support below grade or buttressing. Hydraulic cement may be introduced below grade.

A. FOUNDATIONS & WALLS

A1. MASONRY

GUIDELINES

1. Retain, preserve, and repair the historic masonry including foundations, walls, and masonry details or features of the building.
2. Restore and repair masonry features by patching, piecing in, or consolidating the masonry using recognized preservation methods. Repair also may include the limited replacement in kind–or with compatible substitute material–of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes or sufficient historical documentation for an accurate reconstruction of the original. Do not remove or rebuild a major portion of a masonry feature that can be repaired.
3. Replace and recreate original masonry in kind if missing or damaged beyond repair. When damaged or missing masonry must be replaced, use materials of the same size, color, and hardness. When appropriate, alternative materials may be used for masonry that convey the visual appearance of the surviving parts of the masonry feature and that are physically and chemically compatible with the historic fabric.
4. Recreate, design, and install a new masonry feature such as a cornice or door surround when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation, or be a new design that is compatible with the size, scale, material, and color of the historic building. Be careful not to create a false historic appearance by adding features that were not historically extant or that are not appropriate to the building.
5. Remove organic plant material climbing the building and from areas close to the foundation and facades. Consider planting a thick grassy turf or putting a river rock pebble gravel against the wall instead of invasive plants.
6. Erosion of soil away from or up to a foundation can cause moisture and structural problems in masonry. It is recommended that the slope direction be evaluated and a positive slope away from the building be established.

NOT historically appropriate:

a. Removing paint from historically painted masonry; do not nor paint a previously unpainted masonry building or wall.
b. Using a rotary disc sander, grinder, or power saw to remove paint or cement on masonry.
c. Sandblasting or power blasting wet or dry gritty substances of any kind, including baking soda on a masonry building or structure. This extremely harmful practice removes fabric along with the offending paint, dirt, biological matter, or graffiti and accelerates deterioration.
d. Using water-repellent or water-proofing coatings.
e. Using synthetic stone or synthetic masonry on contributing buildings.

A. FOUNDATIONS & WALLS

A3. MORTAR & POINTING

Mortar is an important component of a stone or brick masonry wall in consistency and color. Although fired strong and enduring hundreds of years, early bricks can be relatively porous and are not as rigid as those made since the addition of Portland cement after circa 1880. Mortar recipes for masonry were commonly softer up to the twentieth century and were comprised of either lime and sand or added clay. Pulverized oyster shells and brick were sometimes substituted for lime or clay content, as well as color for the latter. Early bricklayers and stonemasons recognized that mortar served as a cushion as well as a bond that allowed some movement relative to each form. Their masonry structural systems depended on flexibility to compensate for uneven settlement of foundations whereas modern walls rely on rigidity requiring reinforcement rods to deter cracking. Pre-1900 bricks and softer mortar recipes are a good marriage, just as their later mass produced twentieth- and twenty-first-century counterparts are compatible to one another.

After re-pointing with hard inflexible cement, porous and softer historic bricks are prone to spalling in the summer and mortar separation in the winter, allowing water to enter the joints and further deterioration to occur. The original mortar allowed for expansion/contraction and re-pointing with a similar mortar will extend the life of the wall.

Figure 3-24: This brick wall was improperly repaired; the replaced mortar does not match the existing mortar profile, color, composition, or texture. Further, an improper re-pointing technique damaged the brick.

GUIDELINES

1. Use Portland cement on repair of buildings post-1900 unless the earlier common lime-sand-clay mortar was used. Original mortar type, color, and coarseness should be replicated.
2. If mortar joints are disintegrating and loose bricks or stones need repair, determine the original mortar consistency and content of any re-pointing. Determine whether brick is handmade or pre-dates the late nineteenth-century. Early bricks are irregular, slightly larger, and more porous than later manufactured bricks. Replicate the original mortar inconsistency and color and match joint tooling.

NOT historically appropriate:

a. Removing non-deteriorated mortar from sound joints.

b. Use of hard or Portland cement mortar on old handmade bricks and avoid its use on pre-1900 masonry. This non-flexible modern mortar is harmful to old brick and does not replicate the original in consistency, color, or appearance.

Figure 3-25: Do not re-point masonry joints with a mortar that does not duplicate the old in strength, composition, color, and texture, as pictured above. Whether original to the house or added at a later date– the appropriate design minimally affects the integrity of the house.

A. FOUNDATIONS & WALLS

A4. WOODWORK: TRIM, DECORATION, & SIDING

The wood wall surface is another important character-defining feature in the Warrenton Historic District. There were many frame nineteenth-century commercial buildings and houses in Warrenton that were destroyed by the fires of 1909 and 1910. The fires caused the Town Council to ban frame buildings for a period; the two remaining at 22-24 and 68 Main Street are rare commercial examples. There are more residential frame buildings, clad with weatherboard, vertical and horizontal planks, board and batten, and wood shingles. Pine, white oak, poplar, and cedar are among the favored tree species for wood wall cladding.

Figure 3-26: Identify, preserve, and retain all original wood features. Wood details are critical to the integrity of the built environment.

Figure 3-27: The unpainted wood siding on this house is inappropriate to the character of the street and clashes with the historic neighborhood.

Figure 3-28: The wood detailing of this intricate Greek Revival portico includes a full Doric entablature supported by columns and an ornate door surround.

GUIDELINES

1. Identify, preserve, and retain all original wood features, especially those that are important in defining the overall historic character of the building such as cornices, brackets, window and doorway trim, and siding.
2. Repair wood features by patching, piecing in, or reinforcing the wood using recognized preservation methods, such as an epoxy consolidant and filler. Repair may also include the limited replacement in kind–or with compatible substitute material–of extensively deteriorated or missing parts of features when there are surviving prototypes or sufficient documentation for an accurate reconstruction of the original.
3. Replace and recreate original woodwork in-kind if missing or damaged beyond repair. Use physical evidence to guide the new work if the overall form and detailing are still evident. Only replace the deteriorated or missing parts of the feature.
4. If using the same kind of material is not technically feasible, then a compatible substitute material may be considered. The following materials have been used successfully in the past: wood composite materials (including extruded wood composites) and fiber cement siding that is historically appropriate in texture and profile, is used in limited applications, and is applied on non-primary façades. Alternate materials may be considered if there are inherent flaws in the original materials, and/or if code requirements prompt a change.

NOT historically appropriate:

a. Covering or obscuring original wood siding or other features with vinyl, aluminum, or other products.

b. Entirely removing any historic wood trim as a feature of the home.

BEST PRACTICES

- Evaluate the overall condition of the wood wall surfaces, wood features, and drainage system.
- Repair and maintain leaking or poorly functioning roof drainage, flashing, gutters, and down spouts. Fasten an extender or ground leader to down spouts or install an underground French drainage system to carry water away from the foundation of the building to deter rising moisture.
- Before completing repairs, make sure that insect and fungal infestation is treated by a licensed exterminator, preferably one who has expertise with historic buildings.
- Treatments to wood wall surfaces and other character-defining wood details should take into account their craftsmanship, design, texture, style, historic character and period of construction.

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B. WINDOWS & DOORS

GUIDELINES

1. Preserve and retain historic window and door openings, including window frame, sash, muntins, mullions, glazing, lintels, sills, architraves, shutters, doors, pediments, hoods, transoms, sidelights, steps, and all hardware. Retain fenestration patterning, size, shape, and operation. Owners of buildings with windows and doors that have been altered in the past are encouraged to restore these elements to their original appearance based on site evidence and appropriate historic research.
2. Repair window and door elements by patching, splicing, consolidating, or otherwise reinforcing the historic materials. Such repair also can include the limited replacement in kind–or with compatible substitute material–of those extensively deteriorated or missing parts of features when there are surviving prototypes or sufficient documentation for an accurate reconstruction of the original.
3. Replace in kind an entire window or door that is too deteriorated to repair. If the overall form and detailing are still evident, use physical evidence to guide the new work. Recreate doors and windows to match the appearance of the original window or door design. While modern window materials such as extruded composites will be considered on a case-by-case basis, the new window must match the original in terms of size, shape, profile, depth of sash, width, and setback. Wood doors on primary façades should be replaced with replica wood doors and only if the original is damaged beyond repair. These guidelines encourage the use of substantial and durable materials.
4. Recreate door and window glazing to match the appearance of the original glazing patterns as closely as possible. Maintain the original size, shape, muntin configuration, and number of lights. Do not substantially alter the profile of the frames, sashes, or muntins to accommodate thick (double or triple) replacement glazing. Use clear window glass that conveys the visual appearance of historic glass (transparent low-e glass is preferred).
5. If using the same kind of material is not technically feasible, then a compatible substitute material may be considered, especially on the side or rear façades when minimally visible from the street. All replacement materials must fit the original opening without alteration. Replacement doors on the side or rear façade, when minimally visible from a public right-of-way, may be wood or paneled steel. Substitute materials will be reviewed on a case-by-case basis.
6. If a new use requires that an exterior opening be closed, leave the architrave, window sash, or door in place and frame the new wall over it or to it. Depending upon the exterior plan, a new shutter may cover the opening or the window could remain exposed. This approach leaves the sill, lintel, casing, window sash, or door details unharmed and later owners can more easily restore the feature. Other exterior solutions to save the feature in situ for later use is to consider carrying the wall material across the opening which will cause the removal of the sill but leaves the lintel intact. Do not cover the opening with an entirely different material, such as cinder block, which will draw greater attention to the alteration. The best preservation principle here is to retain the ability to reverse the alteration with the least harm to the historic resource. If the architrave and window sash or door must be removed, the elements should remain in safe storage on the property for potential re-use.
7. Design new windows, doors, and other elements to be compatible with the original building.
8. Construct a new door or window when the historic feature is completely missing. It may be an accurate restoration using historical, pictorial, and physical documentation, or be a new design that is compatible with the size, scale, material, and color of the historic building. New windows and doors should also be compatible with the historic character and use of the building.
9. Install additional windows or doors on façades of limited historic interest, usually only in minimally visible rear or side walls. Their design should be compatible with the overall design of the building. Locate new doors and windows to be consistent with the historic architectural style and rhythm of the building. Be careful not to significantly increase the amount of glazing as it will negatively affect the historic integrity of the building by changing the overall design of the building.
10. Design insect screens and storm windows to minimize visual impacts. When replacement windows are installed, double or triple glazing is appropriate as energy-saving elements. Storm windows can be added, either on the outside or the inside, to help insulate and protect existing windows. A storm window should correspond in size, shape, major divisions, and color with the window it covers. New storm windows should not alter the basic shape of the opening. All meeting rails and mullions must align with the original sash and should be painted to match the window frame color. Exterior vinyl or aluminum storm windows are not permissible. Use storm window inserts designed to match the original window frame if placed externally.

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B. WINDOWS & DOORS

GUIDELINES CONT.

11. Design a new screen or storm door to minimize visual impacts. Storm doors that are mostly glass can be used in appropriate colors. Use a painted wooden screen door or louvered wooden storm door backed with screening in a residential context. Do not use a screen door with a highly decorative design (metal scroll-work, etc.) where it would be out of character. Do not introduce mill finished aluminum storm windows or storm doors.
12. Install operable window shutters, if proper to the style of the building. They should be operable or mounted to look as if they are operable (with all hardware) and of appropriate size.
13. Design new window security devices to minimize visual impacts. Where necessary, use window security devices that are simple in design. Introduce wrought iron security bars with vertical pickets that cover only the lower sash of the first-floor windows or the full height of basement windows. Install security bars on the inside of windows, if possible.

NOT historically appropriate:

a. Removing a character-defining window, dormer, door, or details such as brackets, quoins, arches, keystones, lentils, sills, hoods, hood molds, paneled or decorated jambs, pilasters, entablature, cornices, pediments, or other related embellishments.

b. Changing the size, number, and location of doors and windows, which affects the original design and style of the building.

Figure 3-30: Preserve and retain original and historic-age doors such as these double-leaf, panel and glass doors. Note the corresponding screen doors, made to fit.

B. WINDOWS & DOORS

B1. CRITERIA FOR WINDOW REPLACEMENT REVIEW

When applying for the installation of replacement windows or doors, it is important that the new windows be a visual match for the original windows. To help ensure that, the Architectural Review Board reviews the following criteria:

- The technical feasibility of replacing the windows in kind;
- Identical arrangement and shape of the window sashes and muntins;
- Identical sidelines (widths of window elements and expanse of glass);
- Comparable window elements in terms of size, shape, profile, depth of sash, width, and setback;
- Sash detailing (including beveled recreations of the window putty at sash and muntins);
- Custom profiles to match the original window framing;
- Custom color(s);
- Clear, unwarped glazing (yielding unwarped reflections).

Figure 3-31: The window on right is a wood replacement with moderately accurate detailing. It mimics an original window, as seen on the left. The replacement has slightly thicker muntin profile than the original and also has an incorrect division of lights (nine-over-nine-light as opposed to the original six-over-six-light sashes). Despite these inconsistencies, it is a good fit for the historic district.

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F. ROOFS

Zoning Ordinance Article 3-5.3.4.1 (4)

The principal roof forms include flat, hipped, mansard, gambrel, shed (half gable), gable, and pyramidal. There are several variations or combinations of these resulting in cross gables, a clipped or jerkin-head gable, which has a short hip slant at the gable end, and the rare gable roof on top of a hip. The rise of a wall above the eave creates a parapet roof. The repetition of the slope and pitch height of the roof in a particular architectural style ultimately made the form an easily recognized feature of that design. A gambrel roof immediately suggests Dutch influence and is a prominent character-defining feature of the Dutch Colonial Revival style. The Greek Revival roof has a lower pitch than the steeply-pitched gable of its Federal-style predecessor. The low-pitched hipped roof with wide overhanging eaves is associated with the Italianate style, as the mansard roof prominently indicates the Second Empire.

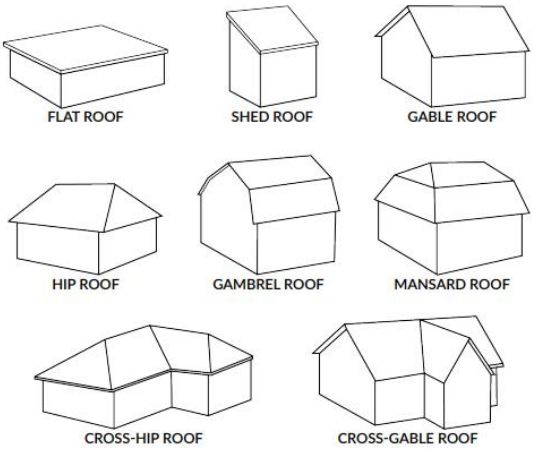

Figure 3-39: The Ullman House has a superb, patterned, polychromatic slate roof.

GUIDELINES

1. Preserve and repair original roofing materials and designs, especially if the roofing is unusual and lends considerable character to the building (such as irregular or patterned slates, clay tiles, or metal), it should be retained, repaired, or replaced in kind to match its appearance.
2. Preserve and retain roofs and their functional features that are important in defining the overall historic character of the building. This includes the roof's shape; decorative features such as cresting and chimneys; and roofing materials such as slate, clay tile, and metal; as well as its size, color, and patterning.
3. **Roof Shape:** Preserve the perceived line and orientation of the roof as seen from the street. Maintain traditional overhangs as they contribute to the perception of the building's historic scale. Do not alter the angle of a historic roof. Do not truncate or remove exposed roof rafters or soffits.

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F. ROOFS

GUIDELINES CONT.

4. **Roofing Materials:** Preserve and maintain clay tile, slate, and metal roofs. If total replacement is warranted, then in-kind replacement is preferred. However, alternative materials will be considered on a case-by-case basis.
5. Whenever possible, replace broken or missing slates with new or good-condition recycled rock slates of the same size, thickness, texture, pattern, and color as the existing roof with compatible copper fasteners.
6. Galvanized metals and terne, copper, or even tin metals if available, are acceptable replacements for deteriorated, non-repairable standing- or flat-seam metal roofs. They shall be hand-formed or mechanically-formed on site during installation. In addition, they should be site painted, not factory pre-painted.
7. Copper flat- or standing-seam roofs are encouraged when the existing contributing metal roof cover is deteriorated beyond repair because the durable material requires no paint and naturally darkens. Copper shall not be painted after installation but allowed to darken naturally.
8. Pre-painted/pre-finished metal roofs may be applied to contributing buildings. Be sure nails and other fasteners, flashing, and snow guards are of a compatible metal to the roof surface and will not cause corrosive reaction, staining, or deterioration.
9. **New Roofs:** Replace and recreate roofing in-kind if missing or damaged beyond repair. Replace with historically appropriate materials whenever possible.
10. When a roof covering is deteriorated beyond repair, the new roofing should match the original in material, dimension, composition, texture, pattern, design, and details. If the existing material is not available, the material utilized should match as closely as possible.
11. Recreate features that are completely missing (such as a chimney or cupola) based on historical, pictorial, and physical documentation.
12. Rehabilitate the roof to include necessary functional features such as dormers, skylights, roof hatches, chimneys, and mechanical units in a way that does not detract from the historic significance and integrity of the building.
13. Design additions to roofs such as elevator housing, decks, dormers, and skylights to be inconspicuous from the public right-of-way, and do not damage or obscure character-defining features.
14. New rooftop decks may be permitted only where they are not visible from the public street or right-of-way. Visible rooftop decks may be approved on secondary façades on a case-by-case basis. Rooftop decks should blend in with the style of the building and its materials, should be as modest as possible (lowest railings permitted, clear if possible, no pergola or roof coverings), and should not cause any irreversible damage to the historic building.
15. Design new dormers to match the size, number, proportion, and styling of dormers on similar buildings where precedents exists. New dormers may be more appropriately added to the rear façade of a building. Do not enlarge existing dormers unless they are minimally visible at a rear façade.
16. Design new skylights on side or rear-facing roof slopes but never on the front façade. Skylights should have a low profile and should be minimally visible.
17. Install mechanical or service equipment on the roof be inconspicuous from the public right-of-way and in such a way as to not damage or obscure character-defining features. Screen visible rooftop exhaust fans, mechanical equipment, and HVAC units with compatible architectural materials, as used on the exterior.

NOT historically appropriate:

a. Construction of additional floors, penthouses, and mechanical spaces (shall be avoided).
b. Removing and replacing a major portion of the roof covering or its features, thereby creating new and no longer historic roof surface, instead of repairing or replacing in kind only that part that is deteriorated beyond preservation.
c. Removing a contributing roof feature, such as a dormer, tower, chimney, cupola, steeple, pinnacle, or cresting that is deteriorated beyond repair, and not rebuild it in the same place using the same size, materials, composition, style, and design.

F. ROOFS

F2. GUTTERS & DOWNSPOUTS

Figure 3-43: This galvanized steel downspout is not historically appropriate. To comply with the guidelines, the downspout should be painted to blend in with building.

GUIDELINES

1. Repair and maintain functioning roof drainage, flashing, gutters, and down spouts. Keep gutters clean of leaves, debris, and vegetation. Fasten an extender or ground leader to down spouts or install an underground French drainage system to carry water away from the foundation of the building to deter rising moisture.
2. Built-in gutters on the visible parts of the roof should be retained, not replaced with a hung gutter.
3. Gutters, down spouts and their fasteners should be metal. Half-round gutters and round down spouts are encouraged. Unless copper is used, paint the surfaces for protection and to blend into the façade. Fasten gutters and down spouts in the least harmful manner to the historic fabric and architectural detailing of the building.

NOT historically appropriate:

a. Using vinyl or other synthetic gutters or down spouts on contributing buildings.

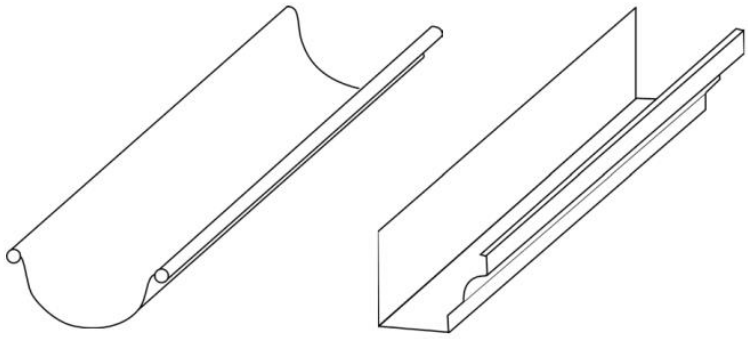

Figure 3-44: Half-round gutters (left) are the typical gutter style seen throughout the historic district. Half-round gutters best represent the rain system style of colonial houses. K-style gutters (right) were introduced in the late 1940s.

F. ROOFS

F3. ENTABLATURE, CORNICES, EAVES, & DETAILS

GUIDELINES

1. Retain, protect, and repair the entablature, cornices, eaves, and their details.
2. If replacement is necessary, remove only that deteriorated portion and replicate the material, composition, texture, profile, shape, design, and craftsmanship in kind, then reapply a protective finish of paint.

NOT historically appropriate:

a. Removing or obscuring the entablature, cornice, or decorations including modillions, dentils, brackets, king posts, pinnacles, verge board, or other details or alter the eave overhang as all are important character-defining features.

b. Applying liquid ceramic coatings or liquid vinyl coatings to any part of the entablature, cornice, or eave details including the soffit, moldings, decoration, or brackets. Never obscure the wood soffit with aluminum, vinyl, plastic, synthetic, fiber-cement, fiber composite, or fiberglass or any other similar product.

c. Recreating original entablature and cornice features using in-kind materials. If alternate materials are desired, their application requires approval by the Architectural Review Board. The following materials have been used successfully in the past: wood composite materials (including extruded wood composites) and fiberglass casts that are historically appropriate in texture and profile. Alternate materials may be considered if there are inherent flaws in the original materials and/or if code requirements prompt a change.

d. Aluminum or vinyl soffit and fascia. This material may cause damage to the underlying historic materials.

Figure 3-45: The cornice of 140 Winchester is a prominent architectural feature typical in Colonial Revival structures.

Figure 3-46: This interesting rooftop deck appears to be integral with the building. It is located at the rear of the property, is minimally ornamented, and maintains the rhythm and patterning of the fenestration pattern.

STAFF RECOMMENDATION

Staff recommends approval of **Certificate of Appropriateness 2025-53** for the request to conduct multiple in-kind exterior rehabilitation projects, including masonry and mortar joint repairs, roof repairs, repairs to windows and doors, and all associated architectural elements at **3 Hotel Street**, as described and depicted in the application and plans, provided the following conditions are met:

1) All necessary permits are acquired.

2) The use of any pressure washing beyond 300psi shall not be permitted, as it is considered too abrasive and can damage historic masonry. Any cleaning of masonry shall be conducted utilizing the gentlest means possible.

3) The use of any spray foam shall not be permitted.

4) The following recommendations outlined in the Historic District Guidelines shall be adhered to:

    a. 1. MAINTENANCE ACTIVITIES
        i. C. Maintenance & Cleaning
    b. 3. BUILDING COMPONENTS
        i. A. Foundations & Walls
            1. A1: Masonry
            2. A3: Mortar & Pointing
            3. A4: Woodwork: Trim, Decoration, & Siding
        ii. B. Windows & Doors
        iii. F. Roofs

5) Any additional comments as needed.

ATTACHMENTS

1. Attachment 1 – Photos
2. Attachment 2 – Draft Motion Sheet