Livability Design Guidelines

Clovis New Mexico

NEW MEXICO MAINSTREET PROGRAM

NEW MEXICO
ECONOMIC DEVELOPMENT
new ideas/new technologies/NEW MEXICO

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Purpose of Guidelines

In the fall of 2004, Governor Richardson's office issued Executive Order no. 2004-053 creating a task force on "Our Communities, Our Future." It stated "collaboration on 'our communities, our future' will help move New Mexico's economy forward by encouraging the development of great places in which to live, work, invest, and create jobs."

The task force held public meetings around the state and gathered information about the values that define who we are as New Mexicans. MainStreet leaders played a role in facilitating the development of those recommendations. The ensuing report from that task force is called "Livability!" and documents the findings as well as recommending implementation incentives to preserve the values defined.

"The Task Force's work gets to the core of what it is to be a New Mexican and how New Mexico uses its' most precious permanent resource: the land. New Mexicans are still building communities. They appreciate older places, and they want to create new places that are safe, walkable, and affordable. They value the spirit, the style and the tradition that characterizes New Mexico. They value street scenes that evoke a more community-oriented way of life and promote human interaction.

New Mexicans recognize and appreciate the state's unique mix of cultures, reflected in both the state's architecture and physical layout (from plazas to pueblos), and in the character of our neighborhoods and villages. They want historic structures to be used and conserved. They see great value in strengthening the extraordinary places – the historic Main Streets, the plaza built around historic churches and courthouses, the old neighborhood schools – that form the backbone of many of our communities."

These guidelines seek to codify and document those aspects of our community that we value and strive to conserve and enhance while embracing changes that bring about positive community economic opportunities for our citizens. Without a quality built environment, economic development, community stability, and environmental health cannot be sustained.

CLOVIS MAINSTREET

Using these Guidelines

Livability Design Guidelines is written to help building owners, tenants, and prospective builders recognize and appreciate the character-defining features that this community values in the built environment. Recognizing that without a clear definition of "character asset management," the aspects of this community that we value could be threatened by incompatible development.

These guidelines are intended as a guide and tool for use in building rehabilitation, new construction, and in making public and private improvement in the historic core of the community. These recommendations are not intended to restrict creativity in the improvement of property but to provide a framework for compatible changes to our unique built environment. Developers, architects, and contractors should use these guidelines when involved in carrying out building improvements and new construction in the heart of the community.

The guidelines should also be used by community advocacy groups and by local government officials responsible for planning, zoning, and public infrastructure enhancements in determining the planning and zoning regulations that best suits this community's needs.

Wonderful architectural detail

History of Development

When the Atchison, Topeka, And Santa Fe railway's original tracks through New Mexico were laid, they entered New Mexico at the Raton pass in 1878. They proceeded along the eastern slopes of the Sangre De Cristo mountains, through the town of Las Vegas, then back across via the Glorieta pass to Lamy, down to Albuquerque, Gallup and on into Arizona. In 1903 they began construction of an alternate route that would go from Belen over the mountains at the Abo canyon and across the eastern plains to Texico. This line would be known as the "Belen cutoff." In 1906, the railroad purchased "the first level section of land west of Texico" for the location of the division point. The new town created at this division point was named "Clovis". The tracks actually reached what would become Clovis in 1905 and the cutoff was completed in 1907, with revenue service beginning in July of 1908. The depot and Harvey House were finished in the fall of 1907 and the spring of 1908. The opening of railroad service began a building boom in the area that is now downtown. Most early non-railroad construction was of timber and in 1909 two very devastating fires consumed most of the town, thus the buildings along Main Street all date from 1909 and later. The majority of the historic buildings in Clovis date from 1909 through the early 1930's. The lower floors were commercial enterprises and the second floors would contain apartments used as living quarters for the store proprietors, small hotel type accommodations, or professional office space.

Vibrant Historical Railroad District

Clovis was one of the first three airline hub cities in the United States. In 1929 Transcontinental Air Transport (TAT) joined up with the Santa Fe Railway and the Pennsylvania Railroad to cut intercontinental travel time down to two days. The first flight of TAT landed in Clovis on the 8th of July of 1929 and the pilot was none other than Charles Lindbergh! One of his passengers was Amelia Earhart. Both were very keen on promoting air transport, and they were the ones who selected Clovis as one of the principal stopping points on this service. TAT would go on to become TWA, Trans World Airlines, and the Portair Station would become Cannon Air Force Base. With all the intercontinental traffic, the Hotel Clovis was built and

Key Features of Land Use Patterns

The overall character of our community's historic core is defined not only by the buildings that line the streets but also by the way they sit on their sites and by the network of streets, sidewalks, and landscaping that connect and relate those buildings and sites. Following are the features of this community that help define its special character.

Streetwall

The size of a typical city block is 300" x 300" with alleys running north/south. Alleys are used for services and utility easements. This allows the buildings to share common walls and to front up onto the sidewalk (called a "Streetwall"). The customer interface is free from the clutter of utility paraphernalia and the distance from one storefront door to the next is merely a few footsteps. This adjacency aids pedestrian traffic and the presence of people on the sidewalks.

Clovis Main Street Circa 1941

Mixed Use

Buildings dating from the early part of the century (1900 – 1950) are two story, brick buildings, and 20-22 feet tall. The street level floor catered to pedestrian customers and was occupied primarily by retail businesses. Upstairs were small boarding houses and apartments that accommodated railroaders or storeowners. Professional offices also occasionally occupied upstairs spaces.

Historic brick

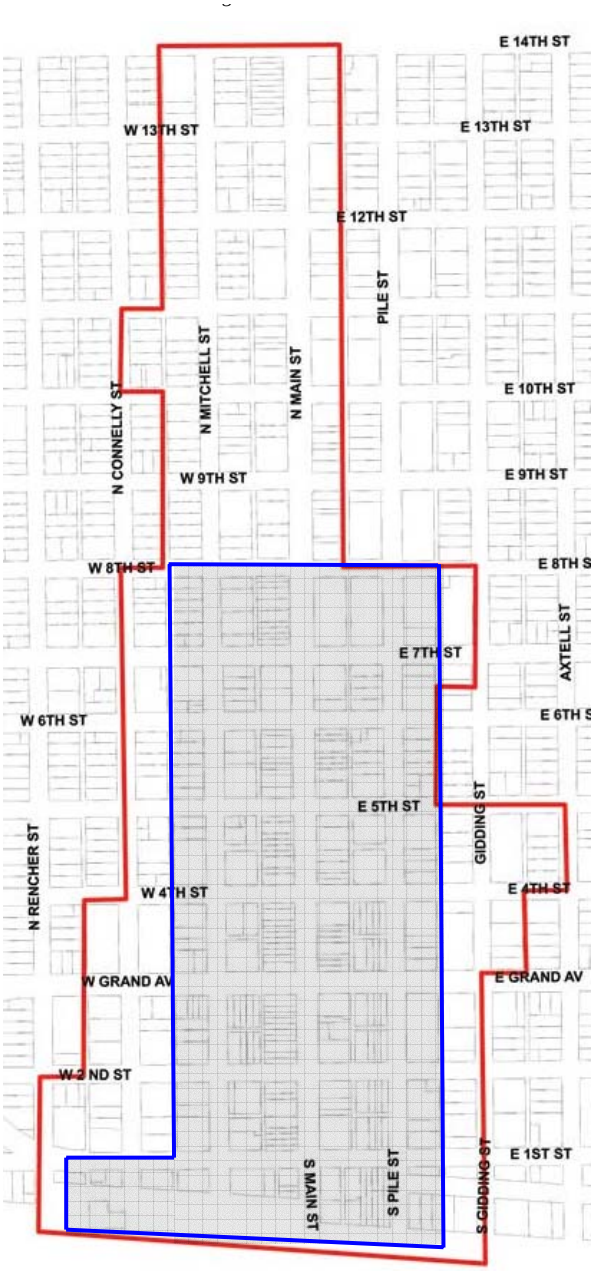
Brick-Paved Roads

The surface of the roadway on Main Street is made from brick pavers, from 3rd (Grand) to 8th Streets. Brick doesn't flow under pressure and absorb heat as asphalt does during warmer months, and it provides a friendly, homey feel to the downtown district. This is an important quality for making customers feel like spending time in the district, which contributes to economic vitality

Downtown Clovis is defined by the boundaries shown in this map

Phase 1 is the historic area outlined in blue and highlighted gray.

Phase 2 is outlined in red and encompasses all of downtown as defined by the City's Metropolitan Redevelopment Area.



Character Defining Built Elements

The overall character of the buildings that line the streets is created, not so much by the architectural style of the buildings, but by the elements that are common to those buildings, regardless of the style the buildings embody. Common elements create the thread of continuity that gives the historic core its unique character, different from other places in the community and from other communities as well. Instead of defining architectural styles, these elements describe recommended parts of buildings that should be retained in existing properties and incorporated in new construction.

Building Setback

The buildings in the historic district have zero lot lines (the buildings share common walls and are built to the sidewalk). That means that there are no building setbacks in areas were historic buildings remain.

- New construction should respect this lack of setback in order to maintain the pleasing rhythm and visual uniformity that "streetwall" produces.
- Rehabilitation should not include removing the original street-facing wall unless design plan enhances the overall streetscape. For example, a dining courtyard that has a mini-wall and entrance area.

Parking and Driveways

The location of parked cars has a direct effect on the quality of a pedestrian's experience, from the standpoint of aesthetics as well as safety. Creating a buffer between people and vehicles provides that quality. A negative walking experience is a valid reason for a person not to return downtown on a subsequent shopping trip.

- On-street parking and use of local parking lots should be maximized.
- Parking areas should be landscaped appropriately and provide shade, especially in waiting and drop-off areas.
- If parking is located behind commercial buildings, improvements should be . coordinated so that they have a positive impact on the visual

Good parking vs. bad parking

quality of the area. Building owners should consider creating rear entrances where appropriate.

- Where parking abuts a street, develop plantings or structures between the parking areas to create visual continuity of the street wall. Parking location and design should minimally impact the continuity of street edges.

Considerations for parking arrangement:

- Store managers and owner/personnel should reserve parking in front of stores for customers. This will provide maximum on-street parking for downtown visitors.
- Sequence parking areas so that if one area is full, a driver can easily get to the next area.
- Ensure that municipal parking lots are within 450 feet of the most trafficked and commercially viable areas.

Considerations for design:

- Parking areas should be well-lit, landscaped, attractive destinations.
- Develop strong pedestrian connections between parking areas and the destinations of downtown visitors through clearly marked walkways and signage.
- Provide adequate numbers of handicapped parking spaces.
- Place bicycle racks where appropriate.

Landscaping

Plant materials add shade, color, and liveliness to the street, and they serve to accent important places along the sidewalk, such as curb ramps. Planting containers should be chosen for durability and compatibility, and plant material should be chosen for four-season attractiveness.

- Xeric (drought tolerant) trees and plants should be used whenever possible. These plants are indigenous to this area and do not require excessive use of water.
- Plants in containers can be a choice in areas where plants are desired but space is limited.
- Add flower pots in front of buildings where there is no opportunity for permanent plantings.

Vibrant Landscaping

Demolition

Building demolition changes the mass-space relationship and makes the experience of a downtown much less significant as the space of the street leaks away into parking lots and vacant areas. Demolition also has a severe negative effect on remaining buildings. Unless they are on a corner, downtown buildings are designed with only one public façade. Loss of neighboring buildings that share common walls exposes those walls to public view and to weather, thereby creating an unsightly and damaging condition.

- Buildings should not be demolished to create parking. Parking lots are not a wise economic investment or use of real estate downtown.
- Rehabilitation should be considered before demolition. Often the return on investment exceeds the cost of repair in the long run.

Demolished buildings in Clovis; now a City parking lot at Grand & Mitchell. Three story Owens Building at 116 W. Grand was the first Curry County Court House.

Canopies and Awnings

Historic photographs show that functional fabric awnings were original features to many downtown buildings. They protected pedestrians from sun and rain, and the interior of the building from excessive heat gain. Awnings bring a colorful accent to the building front that can be changed without great expense. There are a variety of awning fabrics available and business signage can be applied to the fabric. Awnings and canopies can vary in size, shape, and material. Canopies can be constructed from a variety of materials such as wood or aluminum.

- Awnings and canopies should fit into the proportions of the entire building façade and not overwhelm or obscure important building details. They should relate to other building details such as suspended signs, material patterns and color.
- Place awnings on first story as well as upper story windows.
- Use awnings as locations for business identification.
- Narrow-width plastic awning signs are incompatible with historic, commercial buildings and provide no weather protection benefit.
- New forms of shade devices can be used, but should be studied to confirm that they shade the sidewalk and windows intended and are compatible with the architecture they protect.

Windows and Doors

A window is the first direct link a shopper has with merchandise in the store. If the window is bright and engaging, the shopper will be attracted to the store. If the window glazing is dark and difficult to see into, the opportunity to interest the shopper is lost.

- Maintain the original appearance of all existing historic windows.
- Repair rather than replace historic building elements where possible. If replacement is necessary maintain the original frame material, mullion pattern, size, and shape.
- Do not board up windows with stucco or other material or partially cover them to make a smaller window. See photo at right.

Bad window rehab vs. good window rehab

- Avoid tinting windows as this treatment deters viewing in from the sidewalk. If windows must be covered with tinting, the tinting should be free of "bubbles" and should be fixed promptly if it begins to peel.
- First floors entry areas should be recessed to avoid conflict with passersby.

Street Level Treatments

Building restored in 2004

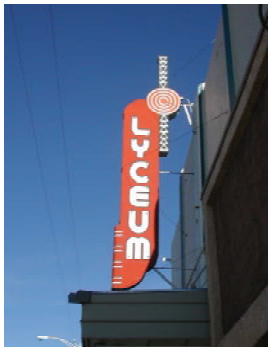
First floor design has a direct effect on street level activity and interest for pedestrians. An exciting pedestrian environment will promote walking, shopping, living, doing business and using downtown as an entertainment destination. A notable characteristic in downtown is the traditional distinction between the treatments of the first floor and second floor.

- First floor facades should consist primarily of large areas of glass and small areas of opaque materials, to enhance the public nature of commerce and strengthen the street life connection to the shop interior. Transparent materials permit pedestrians to look inside the building.
- Upper floors should reverse the pattern of opaque vs. transparent and contain large areas of opaque materials and small areas of glass. This is because upper floor occupancy is more private oriented such as residential and office uses

- Finish materials at the pedestrian level should provide color and texture and a finished professional look and visual appeal.
- A minimum of 75% of street level building frontage for a minimum height of 13 feet should be transparent. For the purposes of this standard, “transparent” is defined as the material that permits easy viewing into the building from the sidewalk. The material should be transparent from a minimum distance of 3 feet .
- A clear distinction (dividing line) should be maintained between first floors and upper floors. Methods for achieving this include horizontal moldings, awnings, sign bands, or a change in materials.

Signage and Graphics

Signage and graphics are opportunities for businesses to grab the attention of passersby and turn them into potential customers. Signage also provides visitors and shoppers with the information they need to navigate and to park. Most importantly, signage and graphics lends color, style, and character to a place and helps create the unique qualities that make this place different from all others. Historic photographs of downtown show a vibrant mix of signs and lighting. Signs, lighting and graphics that relate the building and the street are a key to creating a lively pedestrian environment at night. The quality of the graphics and the materials used are key to creating a district character and to sending a message to potential shoppers about the quality of the business behind the sign. Cheap signage that will not withstand the elements over time will look shabby quickly and will have a negative effect on the building’s appearance as well as that of the entire district.



Classic neon sign

“Neon is lively and eye-catching and one of the most appropriate sign mediums for Downtown Clovis. Neon is a recognized art form and its continued use downtown can contribute to the visual identity of this area.”

Private advertising and identifying signs:

- Private signs should be compatible with architectural features. Their diversity should enliven the public environment of downtown.
- Unarticulated sidewalls of buildings have been used historically for painted advertising signs. Where these signs still exist (called Ghost Signs) the sign should be preserved.
- Sign materials should be of a quality and material type appropriate to the building fabric on which they will be placed.

Ghost sign at 321 E. 1st Street, Clovis

- For exterior sign illumination, shaded gooseneck lamps work well. Avoid bare bulbs, backlit Plexiglas and flood lights.
- Merchants can extend the reach of their advertising with graphics in two and three dimensions. The design of the building, the sign, exterior and interior graphics, and advertising material can all be coordinated to present a strong image to the public and make a lasting impression.
- Signs should not obstruct architectural details of the building.

Types of Signage Encouraged:

- Building Mounted Sign—a sign entirely supported by or through a building. Sign types include wall signs, projecting signs, marquee signs, canopy signs and roof signs.
- Wall Signs—parallel to the building façade with an 18" maximum projection.
- Pin Mounted and Rear Illuminated—individual letters of symbols are mounted a few inches from the face of the building.
- Projecting Signs—perpendicular to the building façade. They can be mounted directly to the building or hung from an armature. Projecting sign should not have their lowest points lower than 12 feet above the sidewalk and should not project more than 5 feet from the property line over the public right-of-way.
- Materials—most common signage materials include metal and wood. This sign may also be illuminated from the back. Individual letters or symbols may be illuminated from within.
- Neon Signs (used on wall signs and projecting signs). Neon is a malleable glass tube used to form letters, shapes and symbols, and to outline openings, architectural detail, and other signs.
- Signs on glass. Etched Glass—logos and symbols are sandblasted directly onto the storefront glazing or glazed panel suspended behind the storefront; Glass Applied—logos and symbols are cut typically from vinyl and glued or rubbed onto the storefront glazing.
- Hanging Sign—A sign that is suspended above the sidewalk. The armature hanging the sign can be decorative. These signs are made of solid materials such as wood or metal or materials that one can see through such as wrought iron, metal or plastic tubing.

- Symbol Sign—projecting or hanging symbols can be three-dimensional. A giant coffee cup or a chile would be appropriate, for example.
- Marquee Signs—sign that is mounted on a continuous projecting structural band that forms the vertical edge of the marquee structure. The underside is no more than 14 feet. It is typically used at theaters. Marquee signs should not have their lowest point lower than 12 feet above the sidewalk and should not project more than 8 feet from the property line over the public right-of-way.
- Canopy Signs—small sign mounted under and supported by a permanent canopy, arcade or portal, made from wood, metal, or plastic. Canopy signs in a recessed area and not within the public right-of-way should be a minimum 8 feet above the sidewalk to the underside and not more than 14 feet above grade.

Beautiful Sign

Types of Signage Discouraged:

- Box Sign—a sign mounted directly to the face of the building or projecting perpendicular to building, with metal housing and plastic face panel. Internally lit with fluorescent tubes.
- Banner Sign—a banner is a temporary fabric sign that is draped or nailed to a building surface. These signs add to visual clutter and look cheap and get shabby after a very short period of time.
- Illuminated Signs—there should be no movement of signs or exposed light sources for signs over 30 feet above grade, however, change of illumination may produce apparent motion of the visual image on signs which are not over 30 feet above grade.

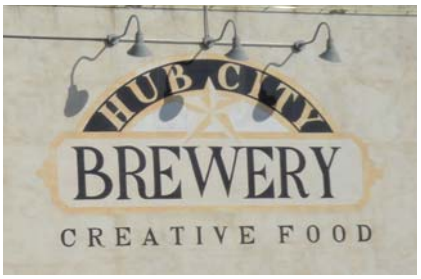
Number of Signs:

Too many signs

- More than one wall sign may be used per premises, but should be limited to one sign for each business at that premises.
- The number of projecting signs should be limited to one for each business on the premises.
- The number of marquee signs should be limited to one for each business on the ground floor of the premises.
- The number of canopy signs should be limited to one for each business on the ground floor of the premises.

Size of Signs:

- Wall signs: In the area from the sidewalk to 30 feet above, the total area of wall signage should not exceed 15% of the building façade to which signs are applied. In the area above 30 feet above the sidewalk, the total area of wall signage should be exceed 5% of the building façade area to which signs are applied. Etched glass of glass applied signage on storefront windows is excluded from this calculation provided they do not obstruct the view into the business.



Attractive wall sign

- Projecting signs: The sum of all the areas of projecting signs on premises should not exceed 90 square feet.
- Marquee signs: The maximum width of the marquee, measured on the face of the building, shall not exceed 33% of the width of the building façade from buildings wider than 25 feet. The form–angled, rectilinear or curvilinear, determines the number of faces for signage on a marquee. A maximum of one sign should be permitted per face.
- The area of the signage face that is parallel to the building façade should be controlled by the area requirements for wall signs. The area of the signage face that is angled, curved, or perpendicular to the building façade should be controlled by the area requirements for projecting signs.

Height of Signs:

- The height of a wall sign may extend to the top of the façade.
- The height of a projecting sign should not exceed 5 feet above the height of the building or 30 feet total.
- Sign supports of angle irons should not be visible from the street or sidewalk.
- The vertical dimension of a marquee should not exceed 5 feet. Individual letters of symbol signs not exceeding 2 feet in height may be added to the top of the marquee. The area of these signs should be controlled by the area requirements for projecting signs.

Lighting of Signs:

- Shaded gooseneck lamps and other decorative fixtures with spotlights are encouraged.
- Avoid bare bulbs, backlit Plexiglas, and flood lights.


Gooseneck lighting

Storefronts and Facades

Buildings on Main Street represent many different architectural styles. Many are unique and worthy of continued care and restoration. There are also buildings with many layers of building materials that may cover something worth saving, or may cover something worse. Renovation and redevelopment of existing building fronts present opportunities to uncover history and correct insensitive modifications.

Attractive storefront

Any proposed development dealing with an existing building should begin with a review of its history using available studies, early maps, photographs, and original plans, if available. Retaining the original design intent of the architecture contributes to overall character and maintains an appearance of "authenticity" to the building.

- Renovations should incorporate elements of the original façade into the renovation scheme.
- Do not conceal original façade details by covering them with panels, signs, or by painting over them.
- Respect the original character and period of the façade and repair or replace historic building elements.
- Additions are encouraged that are sympathetic to the original building, yet contemporary in spirit.

Materials

Use of appropriate building materials is important to maintaining the quality and image of the Main Street district.

- Encouraged materials include brick, ceramic tile, terra cotta, glass block, stucco, decorative masonry, wood, decorative metals, and other durable finish materials.
- Discouraged materials include metal siding and plastic.
- Do not use stucco to cover historic materials that are in disrepair. Instead repair or replacement of historic materials is encouraged.
- Existing buildings should be investigated to see if the original material has

been covered up. The original material is often the most appropriate and most durable surface.

- If stucco is used, it should be combined with other materials to provide visual interest. Variety = Visual Interest.
- See section on *Standards for Treatment of Historic Properties* for correct repair of historic façade materials.

Attractive, well preserved brick work

Good use of color

Use of Color

The use of color can be one of the most dramatic and least expensive ways to make improvements to a building. Adding varying colors with paint can draw attention to building details, pull together a hodgepodge design, and economically throw a fresh face on a tired façade. Start with the natural colors of the building materials themselves as a base.

- Bright colors should be reserved for accent only. They should highlight features of a façade, such as door and window frames, moldings, cornices, and canopies.
- Keep color palette simple with no more than three colors. Use it to integrate the entire façade, choose shades and tones of the same hue and select schemes that work with adjacent buildings.

Security

Securing the interiors of merchants' shops during non-business hours is often an issue in downtown districts. There are attractive and discrete ways of providing for this need without causing the district to look like a high security prison.

- For safety and security reasons, storefronts should be lighted. Night-lighting your storefront displays will allow people who are downtown at night to window shop, encouraging shoppers during the day.
- Interior courtyards, arcades, and plazas shall provide a safe environment by using windows to provide visibility from adjacent uses.
- Dark passages and blind corners should be avoided.
- The use of permanent security bars across front windows is discouraged. Use of roll-up shutters that can be hidden during business hours is encouraged.

Poor security measures

Wood

Wood is often used as trim around windows, doors, and overhangs and also as siding material. Wood siding includes clapboard, shingles, and board-and-batten siding.

Wood siding is an essential part of a building's character and appearance. It is easily repaired by patching with new wood where deteriorated. If properly prepared and painted on a regular maintenance schedule (usually every five years depending on environmental conditions), wood features will last hundreds of years.

Covering over wood siding with vinyl or aluminum siding has two major disadvantages. The new material traps moisture, accelerating deterioration of the siding and the wood frame structure beneath and creating an inviting environment for insect infestation.

Deteriorated wood window and door frames causes air and water leakage and shortens the life of the glass or wood door within the frame. It is important therefore to keep the wood painted to prevent deterioration.

Paint can be removed by several methods. Hand scraping or sanding, which should be done wet to keep dust down, is the preferred method of removal. The paint should only be removed to a sound substrate. It is not necessary to strip it completely. Chemical strippers are also useful. Any type of burning or heat method, however, is discouraged due to the danger of fire.

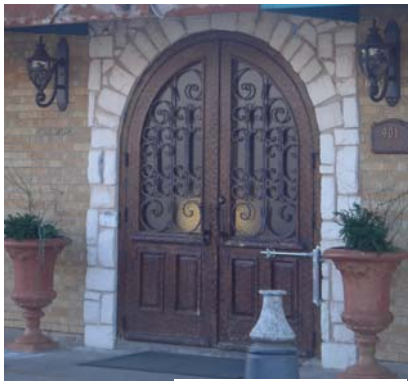
The paint chips and runoff water should be collected and properly disposed if the paint contains lead, as most paint applied before 1978 does.

Windows and Doors

The pattern of openings in a building face is an integral part of a building's visual appeal. Existing openings, including window and door frames, glass, lintels, sills, ornamentation, hoods, steps, and hardware give rhythm and grace to the street. In commercial buildings windows provide the connection between the buyers and the merchandise or services offered for sale.

Glass is a durable substance that can (and does) last for 100 years if properly maintained.

- Glass should be kept clean since dirt can deteriorate the seal between glass and frame.
- Wood frames should be kept clean and painted to prevent deterioration of the frame and loosening of the glass.
- Steel frames should be cleaned, painted, and re-puttied when putty becomes brittle and chipped and loosens from the frame.
- Steel sash operable windows typically contain single pane glass. These panes can be replaced with double pane glass for greater energy efficiency without replacing the entire window.



Well crafted front door

The size of the openings should not be altered as such changes destroy the scale and proportion of the building and reduce the opportunity to induce walk-in shopping traffic. Large expanses of glass can be problematic when replacement is necessary. Changing the pattern of mullions can reduce the size of individual panes and cut replacement costs without changing the size of the glazed opening.

If replacement of any window part is necessary due to deterioration in historic buildings, the replacement should match the original in material and design.

Masonry

Masonry and brick walls are historically a durable exterior cladding material requiring only periodic inspection and maintenance. Often, perceived moisture penetration of a brick wall is really a roof or gutter leak. The brick and mortar should be retained without the application of surface treatment. Only mortar joints where sufficient mortar is missing should be re-pointed. The new mortar should match the old in composition, color, texture, hardness, and workmanship.

Buildings built before World War II will typically have both softer bricks and softer mortar than are used in modern construction. The use of a modern, hard Portland cement mortar can damage older, softer brick as the two elements expand from thermal expansion. The pointing should be slightly recessed from the face of the brick for the same reason.

It is not necessary to apply paint, stucco, or a water repellent coating or sealant to bricks to make them water resistant. These remedies can often create further problems by trapping moisture in the brick that may later freeze and expand causing the brick face to pop off.

If your masonry or brick building has already been painted or is badly soiled use only gentle methods, such as low-pressure water and natural bristle brushes to clean or remove paint. Any abrasive method, such as sandblasting, erodes the surface and accelerates deterioration. High-pressure water is often effective but be aware that this method may penetrate the surface of some materials where the water may freeze and expand, causing damage or efflorescence on the interior. If chemical cleaners are used, avoid using products that may have an adverse reaction with the masonry (i.e., do not use acid on limestone or marble).

Awnings and Canopies

Awnings and canopies provide a functional as well as decorative service to a building face. Primarily it keeps the weather away from people using the entry and protects the interior and it's contents from sun damage.

Some older canopies no longer shed water but retain it due to settling of structural members, and can cause water to infiltrate inside the building's protective sheathing. In these cases, the canopy should be removed and replace with an awning that will provide positive drainage away from the building face.

Awnings, canopies, and even portals can harm a building façade if attention and maintenance is not paid to the attachment points. Bolts and screws loosen after time due to vibration and leave gaps for water to penetrate. These should be inspected and sealed periodically. Roofing mastic applied to the 90 degree joint between the canopy and wall surface will deteriorate from ultra violet radiation and must be inspected for gaps and cracks and removed and reapplied as necessary.

Fabric awnings made from woven acrylic fibers can last for 20 years if properly maintained. Dirt and dust settles on the upper side of the fabric and small granules will get into the weave and fray the fabric if allowed to remain. Fabric awnings should be spray washed every six months to keep the dirt from damaging the fabric.

Gutters and Downspouts

Blocked gutters and downspouts can be the cause of expensive water damage when water drips, leaks, and backs up into places that are meant to be protected. Especially at the parts of the building that are not often observed. Look for leaks or blocked sections of gutters and downspouts during a heavy rainstorm. Clean system of any blockages and repair leaks.

Check for any loose gutters and downspouts. As with awnings and canopies, loose attachments offer the weather an opportunity to infiltrate.

Stucco and Concrete

Check for moist areas, cracks, loose chunks, or crumbling stucco and concrete. Repair using stucco or concrete patching material with the composition, color, texture, and finish of the existing material, not Portland cement. Adequately bond patches to substrate and reinforce large patches with fiberglass mesh or galvanized metal lath. Reflash and/or recaulk cracks and leaking joints as required.

Stucco

Stucco is a Portland cement product and therefore is not flexible. Stucco will crack with freeze/thaw cycles and expose the substrate to the weather. Insure that new stucco has sufficient expansion joints to allow for movement. Existing stucco cracks can be filled with expansive caulking. For larger areas of deteriorated stucco, adequately bond patches to substrate and reinforce large patches with fiberglass mesh or galvanized metal lath. If patches are unsightly, apply a new acrylic based color coat over the entire existing surface.

Awnings make windows more attractive

Never apply stucco over a surface that has been painted without first removing the paint. Paint and soiling on the building surface will cause the new stucco to loosen over time due to insufficient bonding to the surface to which it is applied.

Roofs

Roof damage is the single biggest threat to any structure. Since roofs are above the level where people reside, they are often taken for granted and lack proper maintenance attention.

Flat roofs should have a minimum slope of 1/4" of drop per 12" of run. This can be achieved by way of tapered wood nailers underneath the roof sheathing. Any roof, flat or pitched, will leak if the roofing material looses its integrity as a weather barrier.

Flat roofs should be inspected for cracking roof tar, gaps in materials wrapping pipes and parapet walls, blistering (soft spots in roofing that give under slight pressure), and any other evidence of breaks in the weather barrier. If any of these conditions exist, a roofing expert should be consulted.

Patching is often a solution to roof problems, but should not be used as a way to avoid expensive roof replacement if the roof is more than 10 years old. Installing a new roof over an existing roof might be an acceptable solution unless there is already more than one additional layer of roofing or the roof has been leaking for some time, in which case there might be structural damage below the roof surface which needs to be repaired. Consult an architect or structural engineer for an unbiased roof condition assessment.

Acrylic - A synthetic resin composed of polymethyl acrylate, developed late 20c, used in paints and other wall coatings

Adobe - A large, sun-dried building block made from aluminuous clay, typical sizes range from 10 x 14 x 4 to 12 x 18 x 5

Alligatoring - A cracking pattern that approximates a rectangular grid, typically caused by shrinkage of a surface coating material at a rate different from that of the substrate

Architecturally Compatible - Having similar character and harmonious qualities.

Asphalt - A naturally occurring insoluble mineral pitch, used as a weather-resistant binder in building or paving materials.

Awning - A lightweight, exterior roof-like shade that projects over a window or door, usually made of fabric on a metal framework may also may be wood, plastic or metal.

Bearing Wall - A wall with relatively few openings that transfers loads from above down to the foundation along its entire length

Casement Window - A window with one or two sashes that are hinged at the sides and usually open outward.

Cast Stone - Concrete architectural elements finished to resemble stonework on the

building facade

Caulking - The non-hardening putty-like material used to seal the joints between dissimilar exterior materials, such as where wood window trim abuts a brick wall.

CMU - Concrete masonry unit; a hollow, structural concrete block frequently used for building foundations and porch piers.

Corbelling - Successive brick courses projecting beyond the face of the wall to form a decorative bracket or cornice.

Well kept roof

Cornice - A continuous, projecting, horizontal element that provides the transition between building wall and roof, or between storefront and upper stories.

Double-Hung Window - A window consisting of two sashes, one above the other, both of which slide vertically on separate tracks.

Downspout - A hollow, vertical element, circular or rectangular in cross-section, which carries rainwater down from the roof to the ground.

Eave - The underside edge of a roof where it projects beyond the wall.

Efflorescence - The deposit of soluble salts on the face of masonry, brought from within by water entering the wall.

Elevation - Each of the vertical exterior walls of a building, also called facade.

Facade - The front or primary vertical exterior wall of a building.

Flashing - Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and the vertical surfaces of roof penetrations or abutting walls.

Glossary

Foundation - The lowest exposed portion of the building wall, which supports the structure above.

Gable End - The triangular portion of the vertical end wall beneath the slopes of a roof.

Gable Roof - A pitched roof with one downward slope on either side of a central, horizontal ridge.

Hang Gutter - The horizontal, gently-sloping element suspended from the bottom of a roof slope to direct rainwater to the downspout.

Head - The top, horizontal member of a door or window frame.

Hipped Roof - A roof that slopes towards all walls.

Historic - Any structure who's original date of construction, wholly or in part, occurred earlier than fifty (50) years before the present year.

Historic Character - An appearance that contributes to the unique visual quality of historic buildings due to the presence of materials and methods used at a specific time in history.

Infill - New construction where there had been an opening before, such as a new building between two older structures, or block infill between porch piers or in an original window opening.

Jambs - The upright sides of a window or door opening, perpendicular to the wall, also called reveals.

Lintel - A short, horizontal member spanning the top of an opening in a wall.

Major Addition - Any construction that totals in square footage more than 50% of the existing construction.

Masonry - Brick or stone construction.

Massing - The three-dimensional form of a building.

Mortar - A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mullion - A heavy vertical divider between windows or doors.

Muntins - Thin strips of wood which divide and hold the panes of glass in a multi-light window.

Paneled Door - A door composed of solid panels (whether raised or recessed) held within a framework of rails and stiles.

Parapet - A low, horizontal wall at the edge of a roof.

Pilaster - A shallow engaged column or pier.

Pitch - The degree of a roof's slope.

Pointing - The exposed jointwork of masonry construction, decoratively finished (or "tooled") to be recessed behind the face of the masonry.

Portland Cement - strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. (The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze – thaw cycles.)

Preservation - The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. *(Secretary of the Interiors Standards for the Treatment of Historic Properties)*

Pressed Tin - Decorative, as well as functional, metalwork made of molded thin and used to sheath roofs, bays, and cornices.

Primer - A base coat of paint; typically has more binder and less pigment than topcoat paint.

Purlin - A horizontal beam in a roof structure that supports the common rafters that typically spans between the principal rafters or parallel roof trusses.

Raised Panel - A square or rectangular board of wood that is beveled at the edges and held within a framework of a door, shutter, etc.

Recessed Panel - A flat, square, or rectangular board of wood that is set back within the framework of a door, shutter, etc.

Reconstruction - The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. *(Secretary of the Interiors Standards for the Treatment of Historic Properties)*

Rehabilitation - The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values. *(Secretary of the Interiors Standards for the Treatment of Historic Properties)*

Restoration - The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

Ridge - The top horizontal member of a roof where the sloping surfaces meet.

Riser - The vertical face of a step.

Rising Damp - Moisture absorbed by masonry walls through capillary action from the soil below.

Roof Height/Building Height - The tallest part of the roof, which provides shelter to the house. Antennae, satellite dishes, and other appurtenances are not considered

part of the roof.

Sash - The frame of a window, into which glass is set.

Scored Stucco - Stucco that has been tooled with shallow grooves before drying to simulate blocks of stone.

Sheathing - Boards or other surfacing applied to a structural frame to facilitate weatherproofing and the installation of the finished surface.

Shed Roof - A shallow, single-sloped roof.

Shoring - Temporary structural supports to prevent the collapse of a building element during renovation.

Sidelight - A vertical, narrow window with fixed glass flanking a door.

Signage Band - A continuous, flat, horizontal area above the first floor designed to receive advertising on commercial buildings. This area is usually incorporated into the storefront cornice's entablature.

Sill - The horizontal member at the bottom of a door or window opening.

Soffit - The exposed underside of a cornice, eave, or other spanning element.

Spalling - The delamination of a masonry surface from the effects of moisture infiltration and changing temperatures.

Splash Block - A stone or cast concrete block at the base of a downspout that directs rainwater away from the base of a building.

Streetwall - A mostly solid vertical surface formed by commercial buildings lining the sidewalk and sharing common demising walls, continuous along the sidewalk edge.

Surround - The decorative trim around a door or window opening.

Threshold - The sill of an entrance door.

Tooling - Decorative grooves on wood or stone, or in mortar joints.

Transom - A horizontal window above a door or window, usually rectangular in shape although an arched fanlight is also a form of transom.

Trim - The decorative as well as functional woodwork edging openings and covering joints of a finished facade.

Vapor Barrier - A thin metallic or plastic sheet combined with insulation or sheathing to prevent the passage of moisture through a wall, floor, or ceiling.

Livable Community Practices

Livability refers to the environmental and social quality of an area as perceived by residents, employees, customers and visitors. This includes:

- safety and health (traffic safety, personal security, public health)
- local environmental conditions (cleanliness, noise, dust, air quality, water quality)
- quality of social interactions (neighborliness, fairness, respect, community identity and pride)
- opportunities for recreation and entertainment, aesthetics
- existence of unique cultural and environmental resources (e.g., historic structures, mature trees, traditional architectural styles)

Community livability directly benefits people who live in, work in or visit an area, increases property values and business activity, and improves public health and safety.

Some Livable Community Best Practices include:

Designing for Community Cohesion - refers to the quantity and quality of interaction between people in a community.

Citizen Involvement - Restore a sense of community by fostering citizen and private sector involvement in local planning.

Authenticity – nothing attracts people like "the real thing". Authentic character defining elements in the built environment deliver the message of sustainability and rootedness.

An Attractive Public Realm – which attracts social gatherings, encourages commerce, and creates safer environments.

Mixed-Use and Compact Development - brings varying uses into closer proximity and makes more efficient use of land.

Public Spaces - specialized open space whose frequent use is encouraged through placement and design and encourages the attention and presence of people at all hours of the day and night.

Street Reclaiming: Traffic Calming, Parking Management, and Green Space – improves walkability, which brings people outside in areas where they can interact. Street Reclaiming reduces vehicle traffic volumes and speeds, and creates more pedestrian interaction, through methods such as Traffic Calming and Parking Management. Preserving green spaces promotes clean air and clean water, sustains wildlife, and provides families with places to walk, play and

relax.

Economic Competitiveness - Enhance economic competitiveness by nurturing a high quality of life that attracts well-trained workers and cutting-edge industries.

The Secretary of the U.S. Department of the Interior, in response to federal legislation providing financial incentives to stimulate the revitalization of historic communities, developed a series of recommendations for the rehabilitation of older structures. These standards are now commonly used at all governmental levels to determine the appropriateness of proposed work on historic buildings and provide a sound guide for all sensitive rehabilitation.

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

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will 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 elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and materials. Replacement of

missing features will be substantiated by documentary and physical evidence.

7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.