

# Architectural Review Board Guidelines for Historic District Stanford, Kentucky



Revised March 2023

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# INTRODUCTION



In 1993 the City of Stanford established an **Architectural Review Board (ARB)** to help preserve the city's distinctive architecture. It is one of over 2,000 communities across the nation that has chosen to protect its historic buildings by designating local historic districts and landmarks.

As the second oldest city in Kentucky, Stanford has many historic buildings that date to the late 18th century, the era in which the town was founded. The business district features Victorian commercial buildings, and neighboring streets boast residences from the Victorian and early 20th century along tree-lined streets.

The mission of the ARB is to help ensure that Stanford's historic properties are preserved and rehabilitated through a Design Review Process for all proposed exterior changes, any new construction, and demolitions. The design guidelines contained here list the criteria the ARB will consider in reviewing each proposed change in building or sites within the Historic District.

A description of the Stanford Historic District is included on page 31 at the back of this packet.

# DESIGN REVIEW: EXTERIOR CHANGES THAT REQUIRE REVIEW



**This process applies to new construction, the exterior rehabilitation of older buildings, and demolition within the Historic District of Stanford. These changes include those made to the exterior that are visible from any public right of way.**

**Examples include, but are not limited to, the following:**

|                          |   |   |
|--------------------------|---|---|
| Cleaning/<br>Maintenance | Brick or stone,<br>Repointing brick or stone  |   |
| Construction             | New building,<br>Room addition,<br>Roof dormer,<br>Fence,<br>Parking Lot  |   |
| Installation             | New business signage,<br>Window or door,<br>Gutters,<br>Skylight,<br>Awning,<br>Siding,<br>Steps,<br>Mechanical equipment on the exterior of the building,<br>New exterior lighting |   |
| Painting                 | An unpainted building,<br>Changing exterior colors  | (For exterior paint colors, refer to the historic palette available at building supply stores.) |
| Replacing                | Window or door,<br>Roof,<br>Porch,<br>Exterior lighting   |   |
| Signage                  | Re-design or installation of any business signage   |   |

# THE DESIGN REVIEW PROCESS



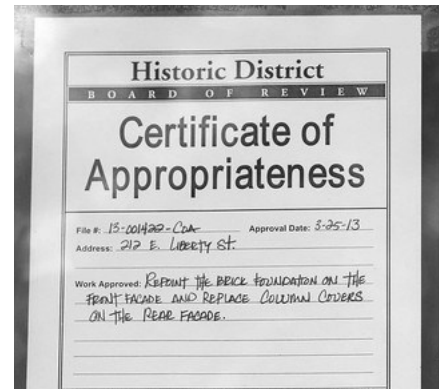
The Design Review Process begins when a property owner proposes to alter the exterior appearance of a building on that property. Before that work can proceed, the owner must obtain a form called a Certificate of Appropriateness (COA) from the Stanford Architectural Review Board.

To issue a Certificate of Appropriateness, the ARB must determine if the request for exterior change is compatible with the:

- Design,
- Scale, and
- Character

of the historic district where the property is located.

**To obtain a Certificate of Appropriateness, property owners or their representative must :**



1. Submit a written or electronic description of the exterior changes they wish to make **to Code Enforcement at City Hall** by completing the Application shown in Appendix A of these guidelines. This paper-work shall be submitted by the close of business day on the last working day of the month. The ARB meets the second Tuesday of the following month.
2. The property owner, or their representatives, should be prepared to present their proposed changes to the ARB, which meets the second Tuesday of each month in the **Training Room at the Stanford Fire Department at 5:30 pm**.
3. The application for the proposed work is first reviewed by the **Code Enforcement Officer** for compliance with zoning and building code regulations. Then it is reviewed by the ARB. If all of the changes are deemed appropriate according to the Design Guidelines, a **Certificate of Appropriateness** (written permission from the ARB to proceed with the proposed work) is issued to the property owner. After the alterations are completed, the ARB will conduct a site visit to determine that the work complies with the original request.

The application required for Design Review appears in Appendix A of this publication or can be obtained from Stanford City Hall or by visiting [stanford.ky.gov](http://stanford.ky.gov).

**Submit this completed application to Code Enforcement at City Hall.**

# DESIGN GUIDELINES FOR ALL REQUESTS



These Design Guidelines contain the criteria that the ARB must consider in reviewing all designs. The guidelines also provide information regarding appropriate rehabilitation of property by owners within the Historic District.

Using the Design Guidelines, the ARB can work with property owners to make any suggestions prior to design approval and to ensure that the owner's plans are reasonable and in substantial compliance.

## ARB Philosophy

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

From this preservation philosophy came the following general guidelines that the ARB will apply to all requests for changes.



This building on Main Street in Stanford was remodeled in ways that preserved its design, scale, and character.

Previously used as a library, the rehabilitated space is now used as a museum.

# DESIGN GUIDELINES FOR ALL REQUESTS

- Avoid removing or altering historic materials or distinctive architectural features. If the element is original and in fairly good shape, make every reasonable effort to keep it.
- Repair rather than replace whenever possible. If replacing, replicate the original one rather than trying to invent something new.
- Be sensitive to distinct stylistic features and examples of skilled craftsmanship. Do not try to make the building look older than it is.
- Uncover original design features that may be buried under layers of improvements. Some detective work may reveal evidence of original elements. Research may turn up pictures of the original exterior of the house or building.
- New additions should be consistent with the original architectural style and compatible with the building and its relationship to its neighbors.
- Consider later additions or alterations, even though it is not a part of the original building; an addition made at a later time may have gained significance of its own.
- Surface cleaning should be done by the least damaging method possible. For example, sandblasting or the use of abrasive cleaning methods can destroy brick and shorten the life of a building.
- Original architectural materials such as brick and stone, wood siding, and trim, cast and wrought iron and sheet metal should be repaired, restored, and reused whenever possible.
- Original materials should not be removed or covered. Where necessary, missing or deteriorated materials should be replaced with appropriate recycled or new materials that match the original as closely as possible.
- Existing architectural features that give buildings historic character, including columns, brackets, cornices, decorative brickwork, and terra cotta, should be preserved.
- The addition of inappropriate and out-of-character features should be avoided. Existing architectural elements or portions of the original features should be retained, repaired, or replicated.
- If an original detail, such as a cornice, is deteriorated beyond repair or missing, it should be replaced with a newly designed cornice that is similar in scale, material, and proportion to the original one. A simplified design may be used.

# REHABILITATION GUIDELINES



These Rehabilitation Guidelines contain more specific criteria that the ARB will consider in reviewing the use and placement of materials during the actual work phase of building rehabilitation within the Historic District.

## Masonry

Masonry is one of the most durable building materials and can last for centuries.

**EXAMPLES:** Brick Concrete Mortar Stone Stucco Terra Cotta

Masonry is used primarily for wall surfaces, but is also used for cornices, pediments, and window lintels or sills. The color, textures, and patterns of the masonry and mortar joints help define the historic character of a building.

- **Cleaning Masonry** Cleaning masonry should be done by the least damaging method available.

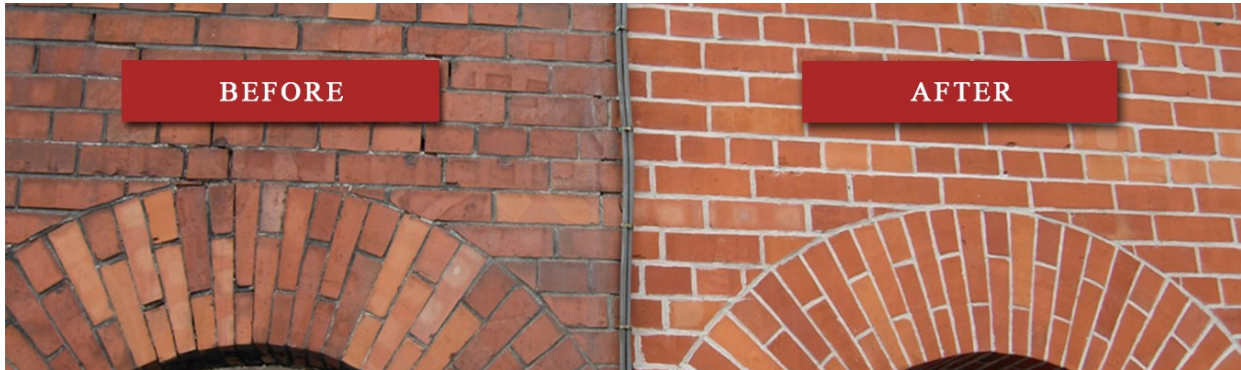
The use of detergents and steam cleaners is preferred to the use of chemicals. Sandblasting or other abrasive methods are not acceptable methods of cleaning because they destroy brick and shorten the life of buildings. These methods cannot be used without written approval from the ARB.

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

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

- **Painting Masonry** Painting is recommended for buildings in the Historic Districts that have been previously painted. Painting of masonry walls that have never been painted requires written approval from the ARB.

# REHABILITATION GUIDELINES



- ***Tuck Pointing Masonry*** Older, softer bricks require a softer mortar than new bricks.

Tuck-pointing should be done with a softer mortar, simulating the old lime and sand mortars in appearance and composition. A mixture consisting of one part white masonry cement, two parts lime, and seven to nine parts of the smallest available mesh sand (to match the original sand) is recommended. Use of this mixture will ensure that, during periods of freezing and thawing, the expansion and contraction characteristics of the brick and mortar will be nearly the same.

If a hard, modern mortar with a high Portland cement content is used, the softer bricks may suffer irreparable damage during freeze/thaw periods. The use of Portland cement may be acceptable for some buildings constructed in the early 20th century if the original mortar is Portland cement.

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

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

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

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



# REHABILITATION GUIDELINES

## Siding

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

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

Wood clapboard siding should not be used to repair or replace materials on the facades of wood frame buildings. The new wood siding should be of the same material, profile, and design as the siding.

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

Siding should not be used to cover or replace masonry.

☐ **Artificial Siding** ARB Design Guidelines discourage the use of artificial siding for the following reasons:

- It rarely duplicates the appearance of original siding.
- Aluminum or vinyl siding over wood can trap moisture causing the wood to deteriorate. Colored artificial siding eventually fades and mildews.
- Vinyl siding has a much lower melting and flash point than wood and can be hazardous.

# REHABILITATION GUIDELINES

## If Artificial Siding Is Permitted. . .

In some circumstances the use of artificial siding may be permitted. If it is allowed by the ARB, the following conditions must be met:

- All masonry must remain uncovered.
- The width of artificial siding must have approximately the same width and shape as the original, and generally should be 4" to 6" wide. It should replicate the original wood grain pattern.
- Frieze and soffit boards must be covered in the same width as the existing boards.
- All detailing not flush with the siding or surface must bear the same proportion after coverage as before coverage.
- All decorative porch posts, railings, brackets, cornices, and cornice trim must remain uncovered.
- All exterior façade shingles shall remain and must not be covered or altered.
- All artificial siding shall run in the same direction as the original siding, which is generally horizontal.
- Artificial siding shall not be installed over rotted wood; all original siding, trim, and fascia shall be repaired.
- All artificial siding shall be the original color of the building if possible.
- Corner boards for artificial siding should be the same size as the existing corner boards.
- All new window and door trim should be the same width as the original trim.
- Architectural features such as cornices, brackets, window sills, and lintels should not be removed or obscured when resurfacing material is applied.
- Existing shutters consistent with the style of the building should be returned to their original location after the artificial siding has been applied.
- All siding to be used on any structure within the Historic District must be approved by the ARB at the Board's regularly scheduled monthly meeting on the second Tuesday of the month.

# REHABILITATION GUIDELINES

## Roofs

- The original roof form and pitch should be preserved on primary or readily visible facades.
- Roof colors should follow an appropriate historic palette.
- Preserve and maintain original dormers and their decorative elements.
- Do not raise an original roof to allow for additional stories. The ARB may consider such a request, but it must be approved.
- The Board discourages changing the original roof shape or adding features inappropriate to the essential character of the roof, such as oversized dormer windows or gables.
- Skylights, appropriate dormers, roof decks, and roof gardens may be added to rear roof slopes if they are not readily visible from the street. Flush or flat skylights are preferred over raised or bubble lights.
- Whenever possible, the original scale and texture of roofing materials should be retained.
- New roofing should be appropriate to the style and period of the building and neighborhood, and should match the old in composition, size, shape, and texture.
- Preserve or replace where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, fish scale shingles, dentils, fascia, eave trim, bargeboards, coping chimneys, cresting, and weather vanes.
- Architectural details that will change the character of the roof shape are discouraged.
- Television antennae, satellite dishes, or similar items and mechanical equipment such as air conditioning units should be placed in an inconspicuous location where they will not detract from the character of the building.

## Chimneys

- Masonry chimneys should not be removed. Preserve and maintain original chimneys.
- The repair and re-pointing of brick chimneys should be done with brick and mortar that match the original or are compatible with the rest of the structure.

# REHABILITATION GUIDELINES

## Gutters & Downspouts

- Concealed or box gutters should be preserved and repaired whenever possible. If box gutters cannot be repaired, they should be sealed and covered to match the existing roof and replaced with hanging gutters as necessary.
- Exposed gutters and downspouts, unless made of copper, should be painted the same color as the house or trim. To prevent the paint from flaking and peeling within a short period of time, new metal gutters or downspouts should be coated with steel primer before applying the finish coat of paint.
- Hanging gutters should be half round. New downspouts should be round.



New round downspout painted the same color as the house trim.

## Windows, Shutters, & Doors

### □ *Windows*

- Do not alter the original pattern of window openings or their shape and configuration.
- Do not add new window openings to the primary façade or to readily visible secondary facades.
- Do not add fixed windows, picture windows, or modern metal windows on primary or readily visible secondary facades.
- Original windows should be maintained and repaired with matching materials.
- Paint original windows only if there has been demonstrable deterioration. Any replacement windows should match the original size, shape, and design of the originals.
- Do not use a style or era different from the style of the original house.
- Make new storm windows of wood or anodized aluminum. Paint them in appropriate colors to match the surroundings. Storm windows should use the same size divisions as the windows. Interior storm windows are an appropriate option.
- Only true divided lights should be used. Do not use snap-in muntins or grids in between panes of glass that give a false appearance of multi-pane sash.

### □ *Shutters*

- Original wood shutters should be retained or repaired whenever possible.
- New shutters should match the old in materials, composition, size, shape, color, and texture when possible. The color of the shutters should coordinate with the accepted historic color palette.
- Shutters that detract from the character and appearance of the building should not be installed. Shutters should be big enough to cover the entire window when closed, and they should not overlap when open.
- Do not add shutters to window openings that never had shutters.

# REHABILITATION GUIDELINES

## □ **Doors**

Doors are a very distinctive feature of a historic building.

- Whenever possible, retain and repair the building's original doors, trim, and hardware.
- Replace original doors only in cases of significant deterioration.
- If a new door is required, duplicate the size, proportion, shape, and number of panels of the original as closely as possible. New doors should have materials and hardware that match the original.
- Door openings should not be reduced, enlarged, or filled in, especially on facades facing the street.
- Retain any original transoms.



- It is acceptable to replace an original door on a primary façade with an original door from a rear or secondary façade if it matches the original door in size, proportion, and shape.
- The use of a screen, security, or storm door on a primary entrance is acceptable and appropriate as long as the design allows for visibility of the original door. Screen doors with wood framing members and large screened areas are most appropriate.
- Storm doors should be made of wood or anodized aluminum and painted colors appropriate to the surroundings.

This new screen door is framed in wood that matches the original front door. It also allows for visibility of the original door.

# REHABILITATION GUIDELINES

## Porches & Decks

☐ **Original Porches** An original porch should not be removed from its original location. The removal of a porch from its original location on the house is inappropriate and results in the loss of the building's integrity. Porches and additions that reflect later architectural styles are often important to the building's historical integrity and should be retained.

- Do not remove or conceal original porch elements such as columns, floors, and rails.
- Porch elements that have become deteriorated should be repaired rather than replaced. When the severity of deterioration requires replacement, the new element should match the original in design, color, texture, and where possible, materials. Original wood floors should not be replaced with concrete.
- Do not enclose a porch located on a primary façade to create more interior living space. Porches on secondary façades may be enclosed with screen or glass set behind original columns.

☐ **Reconstructed Porches** Porch reconstruction may be allowed if there is architectural or documented historical evidence that supports the previous existence of a



Historic home with highly detailed porch columns and trim.

porch. The detailing of the elements of the reconstructed porch, including roof, posts, railings, and trim, should be compatible with the existing building.

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

# REHABILITATION GUIDELINES

## Site Features

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

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

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

□ **Tree Planting** In many instances, large trees on private property along streets or sidewalks contribute to the "avenue" effect of historic district streets. The continuation of this practice is encouraged. Periodic maintenance should be carried out to ensure the proper height and appearance of the landscaping.

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

□ **Fences and Walls** Preserve and maintain existing historic fences and walls with their current materials and design. New retaining walls should be made of brick or stone.

Chain link fences are discouraged in visible locations. Split rail and stockade fences should not be used at all. Concrete or concrete block walls are discouraged. Incompatible walls and fences should be removed where possible.

A historically appropriate iron fence





## Lighting & Air Conditioner Units

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

- Avoid imitation historic lighting fixtures that are not authentic in their design.
- Avoid harsh and colored light sources. Lighting fixtures and levels of light should not detract from the building and its surroundings.
- Do use lighting that is contemporary to the period of the neighborhood. We also encourage the use of authentic re-creations and restored lighting fixtures.

□ **HVAC and Air Conditioner Units** The installation of window air conditioner units should not result in the removal or replacement of original window sash or the alteration of the original window sash or surroundings.

- Exterior HVAC units should be installed at rear facades or non-visible areas of secondary facades. All readily visible exterior or HVAC units that are located at grade should be screened with:

- Wood fencing,
- Brick fencing, and/or
- Landscaping.



# REHABILITATION GUIDELINES

## Awnings

Canvas awnings appear on and are appropriate to many pre-1940 residences and may be used on primary and visible secondary facades. When used, awnings should be installed with the following guidelines in mind:

- Existing canvas awnings should be retained and repaired whenever possible.
- Although installation of canvas canopies and awnings is encouraged on both commercial and residential buildings, they should not obscure significant architectural features or require their removal.
- The application of metal awnings, vinyl awnings, and other similar materials is discouraged.



Historically appropriate use of canvas awning on Main Street, Stanford.

# BUSINESS GUIDELINES

## Storefronts

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

Traditionally, commercial buildings have a well-defined opening that is usually exclusively confined to the first floor of the building. These guidelines should be followed:

- Storefronts should not be enlarged to encompass additional floors unless it can be determined that it was the original design of the building.
- Piers or columns that divide the storefront into bays and lintels or cornices that separate the storefront from the upper floors should not be covered or removed.
- Windows should not be filled in, and the existing height should be maintained.
- Retain or repair original transoms, window configurations, and ornamentation. Where no original materials or detailing remain, new work should be compatible with the original character of the building.
- Storefronts should be located in the plane of the front façade. Storefronts with major projections beyond the front façade of the building are not appropriate and should be avoided.
- Storefronts that are not original but have their own unique or historic character or design should be retained and repaired.
- If the original storefront has been removed or is irreparable, a new front consistent with the architectural style of the original structure and surrounding buildings should be constructed.
- New storefront design should consider similar scale, materials, proportion, color, and number and size of window openings.
- Inappropriate historical facades should be avoided. For example, details such as coach lanterns, colonial doors, storefront shutters, and small windowpanes should not be used on a Victorian Era commercial building.
- Some materials and design elements should be avoided on commercial storefronts. These include mansard roofs with wooden shingles, rough textured wood siding, and fake bricks or stone.

# BUSINESS GUIDELINES

## Storefronts (continued)

- Storefront glass should be clear. Mirrored glass should not be used.
- Appropriate materials should be selected to repair and replace storefronts. Materials such as vinyl and aluminum siding are not appropriate. Where aluminum window frames are used to replace original wood, the exterior frames should be anodized aluminum and painted to complement the surroundings.
- The proportions of the elements of the storefront should be appropriate to the overall design of the building as well as the original storefront. Proportions of the storefront cornice, the window elements, and the door opening are all important considerations, and these individual elements were often constructed of similar proportions. Alterations to the original architecture structure should not be made to “improve” the original design of the building.
- Storefronts should be placed on buildings or portions of buildings that were not originally designed as commercial buildings.
- A building sign used in a storefront should not be an appendage, but an integral part of the overall design.
- Signs on a storefront cornice or painted on windows should not be used unless they are approved by the ARB. For more guidelines regarding commercial signs, see next section.

## Signs

Because the City of Stanford is concerned about the health, safety, and welfare of its citizens, the City Council adopted new signage guidelines in January 2017 to:

- Preserve the historic character and charm of the City,
- Protect property values,
- Create a more attractive economic and business climate,
- Enhance and protect the physical appearance of the community, and preserve the scenic and natural beauty of designated areas,
- Reduce sign and advertising distraction and obstructions that may contribute to traffic accidents, reduce hazards that may be caused by signs overhanging or projecting over public rights-of-way, and
- Curb the negative effects of sign lights on residential neighborhoods.
- **A Sign Permit is required from Code Enforcement at City Hall.**

The following signage guidelines are consistent with the 2017 PLANNING AND ZONING ORDINANCE NO. 152.212 that governs the types of signage allowed in Historic Districts.

# BUSINESS GUIDELINES

## Signs (continued)

Signs should be compatible with the district and complement the architecture of the building to which they are attached. Inappropriate and extraneous signs should be removed. New or altered signs within the Historic District should meet the following guidelines for design, placement, materials, and lighting.

□ **Design** The design of signs should capitalize on the special character of the area and reflect the nature of the business identified. The **colors**, materials, size, and lighting of each sign shall be restrained and harmonious with the building and site where it is located. Colors used on all signs within the Historic District should be chosen from historic palettes of colors offered by major paint manufacturers.

- The number of **graphic elements** on a sign shall be held to a minimum needed to convey the sign's major message, generally the name of the company or business and any identifying logo or symbol, and shall be composed in proportion to the area of the sign face.
- Each sign face shall be compatible with signs on adjoining premises and shall not compete for attention. Identification signs of a prototype design and corporation logos shall conform to the criteria for all other signs.
- Standardized signs, including plastic, internally illuminated signs that advertise brand name products not exclusively available, in addition to the business name shall not be permitted.
- Signs on commercial awnings shall meet the same design criteria as all other signs.
- Signs should not detract from the architecture of the building or cover architectural details.

□ **Placement**

- Signs should be placed in historically traditional locations, for example, on storefront belt courses, on flat surfaces of the building, or painted on glass windows.
- Historic signs or signs painted on masonry walls that identify the original or early use of a building should be retained and refurbished whenever possible. Obsolete signs and unused sign supports should be removed.
- New rooftop signs and signs that extend above the roofline of a building or above the windowsill line of the second floor of a building are not permitted.



# BUSINESS GUIDELINES

## Signs (continued)

□ **Size** All business signs within the Historic District should be scaled in proportion to the building they identify. Signs should not exceed:

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

□ **Lighting**

- Lighted signs inside business windows that show through the glass are discouraged.
- Backlighting or internally illuminating awnings is discouraged.
- No signs erected on any property within the Historic District of the City of Stanford shall be:

- Plasma signs,
- **L.E.D. (Light-Emitting Diode)** signs,
- Signs capable of being stroboscopic, scrolling, or flashing or a single stationary message.



An example of a scrolling sign, the use of which is prohibited in the Historic District.

- No sign shall be backlit or lighted from an external source unless properly permitted and with prior approval from the City of Stanford's Architectural Review Board (ARB).
- The order in which permission should be sought to erect a lighted sign is:
  - Stanford's ARB, for signs within the Historic District and/or Historic Zones,
  - Stanford's Planning and Zoning Board.
- Any person who violates these signage guidelines and installs signage without a permit shall incur an initial penalty not to exceed double the permit fee.
- Continued non-compliance would incur additional penalties, which are described under the 1993 PLANNING AND ZONING ORDINANCE NO. 920.27.

# NEW CONSTRUCTION: INFILL

Several criteria should be considered to determine whether new construction in the Historic District is compatible and appropriate. The architect/builder should understand the context for new buildings or building additions in a Historic District. **Context** refers to the overall appearance and the general form of the surrounding structures. Some other criteria to consider are:

- Compatibility with surrounding structures,
- Height,
- Details,
- Setback lot width,
- Window shape and placement,
- Door placement,
- General rhythm,
- Predominant materials,
- Massing, and
- Directional expression.

## □ ***Height and Width***

The overall height of a new construction should relate to that of adjacent structures.

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

Usually the width of the new site is predetermined by the original lot size. The width of a new building should continue to maintain the established rhythm of the block. If the lot is larger than 25 feet, the mass of the façade should be broken into smaller bays similar in size to the existing buildings.

## □ ***Massing***

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

# NEW CONSTRUCTION: INFILL

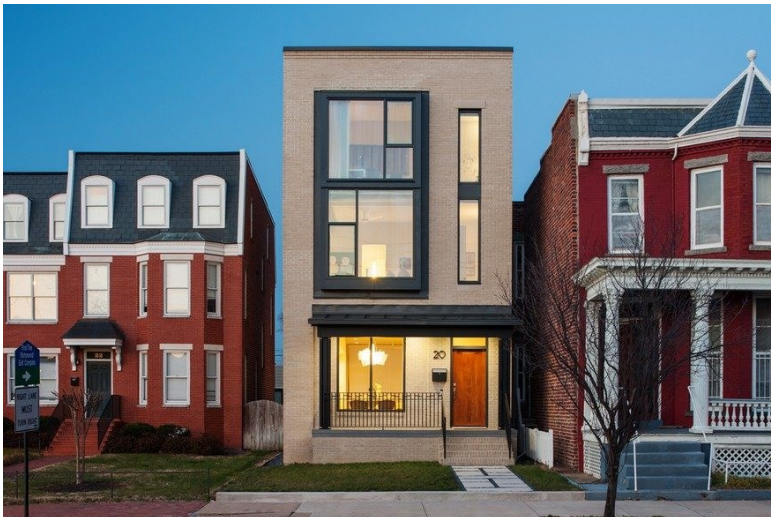
## □ **Massing** *(continued)*

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

## □ **Directional Expression**

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

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



This photo shows the result of a new infill project when the compatibility of a new structure with the old neighborhood has not been considered. Here a modern home has been built in a neighborhood with much older building styles. Compatibility of height, exterior details, window shape and placement, general rhythm, exterior materials, massing, and directional expression have all been ignored.



# APPENDIX A: Application for Design Review & Certificate of Appropriateness



## CITY OF STANFORD, KENTUCKY

### Architectural Review Board (ARB)

### Application for Design Review & Certificate of Appropriateness

This application is a request for ARB approval for a change or addition to property within the Historic District of Stanford, KY.

#### Property Owner and Contact Information

Name of Property Owner: \_\_\_\_\_

Address Where Work Will Be Done: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Written Project Description Including:

- \_\_\_\_\_ Describe how the proposed changes are compatible with the design, scale, and character of the historic district in which the property is located.
- \_\_\_\_\_ Include color photos of all building areas to be affected by alteration/addition.
- \_\_\_\_\_ Include color samples from historic palette if your alteration/addition involves new signage or new exterior colors.
- \_\_\_\_\_ Describe the extent to which you are or are not using the building's original materials, such as siding, or decorative trim. Original features should be preserved as much as possible.
- \_\_\_\_\_ If proposed changes involve signage, provide the total square footage of the sign, the materials to be used, and where on the storefront the sign will be placed.

Additional information on specific requirements may be found in the "Architectural Review Board Guidelines" on the City of Stanford website at [Stanford.ky.gov](http://Stanford.ky.gov).

#### Submission of Application and Materials

- \_\_\_\_\_ Submit one (1) copy of this application before the end of business on the last day of the month to the Code Enforcement office at City Hall or email to [CEOknouse@stanfordky.gov](mailto:CEOknouse@stanfordky.gov). It will be forwarded to ARB as necessary.

#### Notification to Property Owner and Planning and Zoning

Your application will be reviewed by the ARB on the second Tuesday of the following month at their regularly scheduled meeting, which begins at 5:30 p.m. We encourage the property owner to attend this meeting to answer any additional questions that may arise.

A Certificate of Appropriateness will be issued from the ARB on the evening of the review date or the following day. This Certificate is required before property owner begins work on the proposed project.

Failure to produce a signed Certificate of Appropriateness if requested by Planning and Zoning personnel may result in fines.

\*If an emergency repair must be completed to the exterior of any building in the Historic District, please contact the Mayor's Office at City Hall, (606)365-4500.

## APPENDIX B: Glossary

**Addition** New construction attached to an existing structure.

**Adjacent and surrounding** Properties next to and near the property under review.

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

**Adverse Impact/ Negative Impact** Used interchangeably to describe the result of changes in historic areas that do not reinforce the character of individual elements, sites, structures, streets, or whole districts.

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

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

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

**Architectural Feature** A prominent or significant part of a building, structure, or site.

**Architectural Style** The characteristic form and detail of buildings of a specific historical period.

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

**Balustrade** An entire railing system with top rail and balusters.

**Bargeboard** A decoratively carved board attached to the projecting edges of the rafters under a gable roof. Also called a verge board.

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

**Bay Window** A window in a wall that projects at an angle.

**Board** The Architectural Review Board (ARB) of the City of Stanford.

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

**Bracket** A small carved or wooden projecting element that supports a horizontal member such as a cornice or window or hood.

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

## APPENDIX B: Glossary

**Certified Local Government** A government meeting the requirements of the National Historic Preservation Act and the implementing of regulations of the U.S. Department of the Interior and the Kentucky Heritage Council.

**Character** The qualities and attribution of any structure, site, or district that separate and distinguish the individual element from its context.

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

**Clapboard** Siding consisting of overlapping narrow horizontal board, usually thicker at one edge than the other.

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

**Column** A vertical support, usually supporting a member above.

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

**Component** Part of a building, site, or structure. See also “Element.”

**Configuration** The arrangement of elements or components on a building or site that help to describe the character of a structure, site, street, or district.

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

**Construction** The act of placing an addition on an existing structure or the erection of a new principal or accessory structure on a lot or property.

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

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

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

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

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



# APPENDIX B: Glossary

**Council** The Stanford City Council.

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

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

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

**Dentil** Small square blocks closely spaced to decorate a cornice.

**Design Guideline** A standard of appropriate activity that will preserve the historic and architectural character of a structure or area.

**Designated Property** A landmark, building, or structure in a historic district. Designated property shall include all lots within a historic district and the entire lot containing the landmark.

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

**Double Hung Window** A window with two sashes, one sliding vertically over the other.

**Downspouts** A pipe that directs rain water from the roof to the ground.

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

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

**Façade** The face or front of a building.

**Historic District** An area of architectural, historical, or cultural significance that meets one or more of the criteria contained in Article 14, Section 1451, of the Stanford Planning and Zoning Ordinance and that has been designated by the City of Stanford.

**“Imitation Historic”** Elements and components not of the same style or period as the existing building that create a misleading or false historic appearance. “Imitation Historic” can also be elements or components of the same time period or style of the building, but for which there is no documentation that these elements ever existed on a given historical building or site.

**Infill** In all types of construction that “fills in” vacancies found in sites, streets, and districts created by earlier demolition of historic buildings. Infill describes the insertion of new components and structures into vacancies.

**Landmark** A building or structure of architectural, historical, or cultural significance which meets one or more of the criteria contained in Article 14, Section 1451 of the Planning and Zoning Ordinance, and which has been designated by the City of Stanford.

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

## APPENDIX B: Glossary

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

**Local Historic District** An area, neighborhood, or place that is identified as a historic resource significant to the area, city, or county. Historic districts are designated by the City Council through a process specified in Article 14, Section 1452 of the Planning and Zoning Ordinance of the City of Stanford.

**Local Historic Landmark** A building, structure, object, or site is identified as a historic resource significant to the area, city, or county. Historic landmarks are designated by the City Council through a process specified in Article 14 of the Stanford Planning and Zoning Ordinance.

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

**Must** Required or commanded by Ordinance.

**New Construction** An addition to an existing building or structure or the construction of a new building or structure.

**Obscured** Covered or hidden from view. Historic elements, sites, and structures may be obscured by new construction or public improvements in a historic area.

**Ordinary Maintenance and Repairs** Any work to correct or prevent deterioration of a designated historic property. The work shall restore the property to its appearance prior to deterioration or shall protect its present appearance. The work shall involve the use of the same building materials that are as close as possible to the original. Work that changes the external appearance of a property shall be considered an alteration for purposes of rehabilitation.

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

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

**Pier** An upright structure of masonry that serves as a principle support.

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

**Pitch** The degree of a slope on a roof.

**Plant Materials** Trees, shrubs, vines, groundcovers, grass, perennials, annuals, and bulbs.

**Preservation** To retain the historical integrity of a building, site, or structure through reconstruction, restoration, rehabilitation, adaptive use, or compatible design.

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

**Reconstruction** To reproduce by new construction the exact form and detail of a vanished structure or part thereof as it appeared at a specific period of time.

## APPENDIX B: Glossary

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

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

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

**Retained/ Maintained** Used in conjunction with one another to describe both the keeping of an element or site.

**Re-Use** Use again.

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

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

**Riser** The vertical face of a stair step.

**Roofscape** The physical appearance of a roof, including roof shape, forms, materials, pitch, chimneys, bays, skylights, and other roof elements.

**Sash** The moveable framework holding the glass in a window or door.

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

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

**Setting** The time, period, and physical environment reflected by historic elements, sites, structure, streets, and districts.

**Shall** Must or what is mandatory.

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

**Siding** The exterior wall covering of a structure.

**Significant** Having important meaning to an element, site, structure, street, or district; important to the historic context of Stanford.

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

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

**Streetscape** The distinguishing character of a particular street created by its natural and human-built components; the width, alignment, paving materials, planting, and forms or surrounding buildings.

**Structure** Anything constructed or erected that requires the use of ground. It includes (but does not limit the generality of the foregoing) barns, smokestacks, advertising signs, billboards, backstops for tennis courts, bridges, fences, pergolas, gazebos, radio and television antennae, solar collectors, microwave antennae (including supporting towers), roads, ruins, or remnants (including foundations), swimming pools or walkways.

## APPENDIX B: Glossary

**Terra Cotta** Cast and fired clay units, used ornamentally.

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

**Tread** The horizontal surface of a step.

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

**Turned Work** Woodwork cut on a lathe.

**Turret** A small, slender tower.

## APPENDIX C: Historic District Definition

Stanford's Historic District, established in 1993, includes the areas bounded by:

- On the North: The CSX rail line.
- On the South: St. Asaph Creek.
- On the East: U.S. 127.
- On the West:

Both sides of the street through the downtown up to the intersections of U.S. 150 and KY 78.

From that intersection to the CSX rail line, the east side of Danville Street.

A large map of this district is available at City Hall.