

CITY OF ARAB



**HISTORIC
PRESERVATION
COMMISSION**

**GENERAL DESIGN
GUIDELINES**

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ARTICLE I. INTRODUCTION.

Section 1. History of Arab

Arab is a small community located approximately 30 miles south of Huntsville in the southwestern corner of Marshall County. Nestled along the Ridge of Brindlee Mountain, Arab was officially incorporated in 1892. Arab's altitude of 1,125 feet above sea level makes it the second highest incorporated town in Alabama.

Over the history of the community, Arab has served as an important center for commerce within the surrounding area. Initially, it was the rural center for the surrounding agricultural community who came to Arab to buy and sell their products. During the mid-twentieth century, the location of the Space and Flight Center along with Redstone Arsenal in Huntsville allowed for Arab to continue to grow and transition into a suburb of Huntsville. During the past several decades, Arab has seen a steady growth in population. Much of this can be attributed to the proximity of the community to the Huntsville metropolitan region and the quality of the life that can be found in Arab.

Section 2. Downtown Arab Façade and Architectural Style

Arab's architectural style is rich with history has evolved from Main Street Commercial/Civic with some Art-Deco/Neo Classical.

Main Street Commercial/Civic 1900s-1920) – Predominant Architectural Style in Downtown
Art Deco (1920's)
Colonial/Neo-Classical Revival (17th Century)

ARTICLE II. GENERAL GUIDELINES.

The Arab Historic Preservation Commission is intended to meet several essential needs. For the community, it assures that Arab's historic resources are maintained in a manner appropriate to the city's heritage. For property owners, residents and contractors, it provides primary guidance in the planning and design of projects that are sympathetic to the special character of the historic districts—and that will, in turn, assure that property values are maintained and enhanced.

One of the goals of Arab's Historic Preservation Commission is to promote and encourage the property owners in the district to restore as many buildings as possible to contributing status. In particular, the HPC desires to guide the rehabilitation of the buildings identified on pages 26-28 of the 2013 Survey Report of Arab Downtown Commercial District with the goal of getting at least 50% of the buildings in the District to contributing status so that the District might be able to be listed in the National Register of Historic Places.

Working in Historic Districts. For all properties located in a designated Historic District, any exterior work is subject to review by the Arab Historic Preservation Commission to ensure that Arab's historic properties and resources are preserved in accordance with these Design Guidelines. The review by the Commission and its staff is intended to be of assistance to the property owner to find reasonable and appropriate ways to ensure that the scale and character of the neighborhood is maintained by the new construction. This is done by means of issuance of Certificates of Appropriateness for work before it begins. Each application will be considered on its own merit.

Routine Maintenance/Minor Work (see Appendix) are reviewed by the Commission staff.

Routine maintenance includes repair or replacement where there is no change in the design, materials, color, or general appearance of the structure or grounds. Applications for a Certificate of Appropriateness must be applied

for all exterior projects, including demolition. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and requires a Board-Approved Certificate of Appropriateness before work may proceed.

Minor Work projects may involve a minor change in the design, materials, color, or general appearance of the structure or grounds but which are not so great as to change its overall or predominant design, materials, color, or general appearance. Applications for projects which request approval for Minor Work are referred to the Commission for review only if in staff's judgment the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature involving the predominant design, materials, color, or general appearance of the structure or grounds.

****Both Minor Work & Routine Maintenance require a Certificate of Appropriateness application. Routine Maintenance can be approved by staff, as opposed to approval by the HPC. Minor Work may be approved by staff as opposed to approval by the HPC if it is indeed Minor Work; if in the opinion of the staff the application calls for Major Work, or if the staff is uncertain as to whether the application calls for Major Work or Minor Work, then the application must be approved by the HPC.***

Major Work projects (see Appendix) must be considered at a public hearing and are reviewed by the Commission. In general, major work projects involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects and impact the predominant design, materials, color, or general appearance of the structure or grounds. Such projects typically include new construction, additions, and demolitions.

Process of Approval. For work in historic districts as defined above, a Certificate of Appropriateness application must be completed and returned with the appropriate attachments to the Commission staff before applying for building permits, or before applying for commercial or residential site plan approval, if required. Applications requiring a review by the Commission must be received at least fifteen (15) business days prior to the next Commission meeting. Applications for Routine Maintenance or Minor Work can be submitted at any time (although an application for Minor Work that must be considered Major Work must be received 15 days before the next Commission meeting).

ARTICLE III. DEFINITIONS.

Appurtenances - Anything attached to a piece of land or building such that it becomes a part of that property, and is passed on to a new owner when the property is sold.

Certificate of Appropriateness – a document evidencing approval by the Historic Preservation Commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district.

Certificate of Economic Hardship – a document evidencing approval of an Owner's application for relief from the application of this Chapter as provided in Section V.

Exterior Architectural Features – the architectural style, general design and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs and other appurtenant architectural fixtures, features, details or elements relative to the foregoing.

Design Review Standards - To provide specific guidance regarding practical review and approval of applications for a Certificate of Appropriateness.

Exterior Environmental Features – all those aspects of the landscape or the development of a site which affect the historical character of the property.

Historic District – the geographically definable area designated by the City Council as a historic district as shown on Exhibit A.

Historic Preservation Commission (HPC) – a seven member board appointed by the City Council to promote, enhance, and preserve the character of the Historic District of the city of Arab.

Historic Property – an individual building, structure, site, object or work of art including the adjacent area necessary for the property appreciation thereof designated by the City Council as a historic property.

Material Change in Appearance – a change that will effect either the exterior architectural or environmental features of a historic property or any building, structure, site, object, landscape feature or work of art within a historic district, such as: 1) a reconstruction or alteration of the size, shape or façade of a historic property, including relocation of any doors or windows or removal or alteration of any architectural features, details or elements; 2) demolition or relocation of a historic structure; 3) commencement of excavation for construction purposes; 4) a change in the location or advertising visible from the public right of way; 5) the erection, alteration restoration or removal of a building or other structure within a historic property or district, including walls, fences, steps and pavements or other appurtenant features.

Project Manager – a Commission member assigned to an approved COA.

Public Use Accessories - maintenance or modification of streetscapes, street furnishings (permanent or seasonal), electronic charging stations, garbage cans, public restrooms, accessory structures such as gazebos, etc, trees and landscape planting in public right of ways.

Rehabilitation - to preserve all important, character-defining architectural materials and features of the structure.

ARTICLE IV. AUTHORITY OF THE COMMISSION.

Arab Ordinance 2013-1 and Section 11-68-1 through 11-68-15 of the Code of Alabama established the Arab Historic Preservation Commission and provided that, for private and public properties alike pursuant to the above referenced laws:

1. The Commission may recommend buildings, structures, sites and districts to the Arab City Council for designation as historic properties or districts.
2. No historic property may be demolished without first having received a Certificate of Appropriateness from the Commission.
3. No building or structure in a historic district may be erected, demolished or moved, and no material change in the exterior appearance of such historic property (including signs) shall be made or permitted to be made without first having received a Certificate of Appropriateness from the Commission. *Demolition by neglect and the failure to maintain an historic property or a structure in an historic district shall constitute a change for which a certificate of appropriateness is necessary.*

The Commission shall issue a Certificate of Appropriateness if it determines the proposed work as defined in the application for a Certificate of Appropriateness and as supported by the evidence presented at the public hearing is consistent with the Design Guidelines. In making this determination, the Commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design arrangement, texture and materials of the architectural features involved and their relationship to the exterior architectural style and pertinent features of the other structures in the immediate neighborhood.

The Commission shall deny a Certificate of Appropriateness if it finds that the proposed work is not consistent with the Design Guidelines.

The Commission shall not grant a Certificate of Appropriateness for demolition or relocation without reviewing at the same time specific post-demolition and/or post-relocation plans for the site.

ARTICLE V. APPLICATION AND REVIEW PROCEDURES.

Applications for Certificates of Appropriateness shall be reviewed by the Commission or staff and afforded a public hearing if required, with notice given as provided in the Commission's rules and procedures. The Commission shall approve or reject the application at the hearing and shall notify by mail or email the applicant, the chief building official of the City of Arab and all other persons having requested notice in writing. Such

notification shall include any conditions agreed to by the applicant or, in the case of denial, reasons for same. The application and all supporting information provided to the Commission shall be maintained in the files of the Commission as a public record.

Section 1. Procedures for Filing Application for Certificate of Appropriateness.

The following are the steps in the Certificate of Appropriateness application and review process:

1. Determine if the Project Requires Commission Approval

Other permitting agencies require a Certificate of Appropriateness from the Commission before they will act on any permit application in a designated local historic district. Therefore, an applicant should contact the Commission as early as possible in the planning of the project.

2. Meet with the Commission staff before Filing an Application

The Commission staff will arrange a pre-application meeting, to include staff representatives from other affected boards, agencies, departments and commissions. This should be accomplished prior to design of any proposed changes to the exterior of a property to assist the applicant to determine what coordination with other agencies may be necessary. The meeting also will help identify the appropriate level of detail for the attachments to the application form.

3. File an Application

If a Certificate of Appropriateness is required, the Commission staff will advise regarding completion of an application and in identifying what documentation will be needed for the project to be evaluated. All proposed projects require a completed application form. Most proposals will require some form of drawings, the detail determined by the scope and nature of the project. A checklist is attached to the application, which the applicant and Commission shall use to determine what will be required to adequately document and support the project application.

For major work, as defined in the Appendix, involving new construction, additions, and significant exterior alterations, the application should include at least the following drawings:

- a. Dimensioned site plans—one with existing site conditions, one with proposed site conditions—at a scale not less than 1"=10' showing the location of all buildings, additions, drives, sidewalks, fences, exterior lighting, large trees, landscaping, and other site work in context with the same information (except lighting) on adjoining properties within fifty feet of the subject property.
- b. Dimensioned exterior elevations of all sides of new buildings. For additions and other significant alterations, elevations should be provided of all sides of the building from which new work is visible. Drawings for additions and alterations should include elevations of both existing and proposed construction ("before and after" elevations), with each condition labeled appropriately. All elevations should be at a scale not less than 1/4"=1'-0", and all should be of sufficient detail, both graphic and written, to describe all exterior design features and materials to the satisfaction of the Commission. Note that the Commission may require exterior elevations to include elevations of adjacent buildings if, for example, there is concern the scale or massing of a proposed new building or alteration might adversely affect other nearby properties or the street or district as a whole.

The Commission may establish other application submission requirements for work other than as described above when the Commission considers such additional information necessary to make informed decisions. Applicants shall submit electronic files of required exhibits when possible. If such submission is not possible, then the

applicant must submit seven (7) copies of such exhibits for distribution to the Commission and for the permanent file relating to the application.

4. Review by Commission

Complete applications will be placed on the agenda of the next available Commission meeting. These meetings are held on the second and fourth Tuesday of each month (April – September) and on the second Tuesday of each month (October – March), and application deadlines for each meeting are fifteen (15) business days prior to each meeting for Major Works; Routine Maintenance and/ Minor Works may be submitted at any time, although an application for Minor Work that must be considered Major Work must be received 15 days before the next Commission meeting. A report is prepared for each project, an outline of which is provided to Commission members and to the applicant prior to the meeting at which the application is to be reviewed. The staff is charged with documentation of the applications to be reviewed, reviewing the subject site and surroundings, obtaining opinions of the members of the Commission, notifying owners of property likely to be affected and consulting with relevant public officials.

5. Meet with the Commission
The Commission has prescribed the following typical project presentation format for public hearings to assure adequate information is available to the Commission and to the public:

1. Introduction by staff of site and situation, to include an overview of:
 - a) Style of existing structure(s) and those adjacent;
 - b) Nature and significant aspects of the surrounding neighborhood;
 - c) Contribution of the property to the historic district.
2. Presentation of proposed plans by applicant or their designated representative
3. Comments by other interested parties.
4. Consideration by the Commission:
 - a) Questions by the Commission to applicant and others
 - b) Discussion by the Commission
 - c) Commission review and discussion of the appropriateness of the proposed project.
5. Commission determination (motion, second, vote) regarding the application.

Section 2. Determination of the Commission.

Approval or Approval with Conditions Accepted by the Applicants. Once approval is granted by the Commission, a Certificate of Appropriateness will be issued by the Commission staff, a Project Manager assigned (Commission member), and a building permit (if required) shall be obtained by the applicant. It is important to remember also that any changes to the plans approved by the Commission must be reviewed by the Commission staff or Project Manager. Should the Commission staff or Project Manager determine that change to the plans constitutes a substantive difference from the approved plans; the project must go back before the Commission as a new application.

Denial. Should the Commission find that there is no way to accommodate a project proposal within the guidelines contained in state and local law or within the Design Guidelines, there may be no choice but to deny the application and to report the reasons for such denial on the application form. A denial by the Commission means that the proposed project cannot be undertaken.

Section 3. Reconsideration of Applications.

The following is the order of business for reconsideration of applications that previously have been denied:

1. The Commission staff shall first have ascertained whether there has been a substantial change in the facts, evidence or conditions relating to the application in order for the application to be placed on the agenda for reconsideration.
2. The Commission shall deliberate whether there has been a substantial change in the facts, evidence or conditions relating to the application that would warrant reconsideration. If the Commission finds there has been a substantial change, it shall thereupon treat the request as a new application received at that time for consideration at the next meeting of the Commission. If the Commission finds there has not been a substantial change, then no application for the subject property shall be accepted by the Commission for a period of six (6) months from the date of such decision.

Section 4. Expedited Review Procedures.

Routine Maintenance. The Commission staff may receive applications for expedited approval of a Certificate of Appropriateness for routine maintenance and shall be entitled to grant such certificate upon ascertaining that the proposed work includes only ordinary maintenance or repair to exterior, architectural or environmental features to correct deterioration, decay or damage and does not involve a material change in design, material or outer appearance. (See appendix)

Minor Work. The Commission staff on a case-by-case basis may approve those projects listed in the Appendix in the Minor Work category, provided that a complete application for a Certificate of Appropriateness, including exhibits, is submitted, and that the proposal also meets all relevant current policies and standards adopted by the Commission. Such review and approval shall not require a public hearing or notice to adjoining owners, unless as noted in Article II, the application actually involves Major Work or if staff is uncertain as to whether the application calls for Minor Work or Major Work, which, in either case, approval by the HPC is required.

Matters Affecting Immediate Safety or Welfare. In instances where there is demonstrated a clear present and imminent danger to the public by the existence of any set of facts pertaining to a historic district, which shall be certified by the chief building official of the city, the Chairperson and the Secretary *ex officio* may, upon their joint concurrence, grant an expedited Certificate of Appropriateness only to the extent necessary to remove the imminent danger. Such expedited review shall not require an application for a Certificate of Appropriateness, a public hearing or notice to adjoining owners.

Section 5. Variances.

The Commission may authorize, an application in specific cases, a variance from the design guidelines such as will not be contrary to the public interest, where owing to special conditions applying to the property in question and not applicable generally to other buildings, structures or properties, a literal enforcement of the standard would result in unnecessary hardship, but where the spirit of the policies, guidelines and standards of the Commission shall be observed and substantial justice done.

Such special conditions shall be limited to those which the Commission finds that the granting of the application for a variance is necessary, does not merely serve as a convenience to the applicant, and that the standard from which variance is sought would:

1. Result in peculiar, extraordinary or practical difficulties to the subject property (as opposed to the applicant); or

2. As applied to an existing building, structure or other condition on the property, serve to decrease the historic or aesthetic value or condition of the district in which the property is located.

Section 6. Appeals of Decisions of the Commission.

Any person having a request for a Certificate of Appropriateness denied by the Commission may appeal such denial to the Circuit Court of Marshall County, Alabama.

Section 7. Certificate of Economic Hardship.

The purpose of the Certificate of Economic Hardship is to provide relief where the application for a Certificate of Appropriateness could otherwise impose a substantial economic hardship. The burden of proof rests with the applicant to show that the denial of the Certificate of Appropriateness will result in a substantial economic hardship. The applicant shall provide such information as may be reasonably required by the Commission to establish the owner's claim of substantial economic hardship. For details of the standards for consideration for substantial hardship, contact City of Arab Building Official office. (Ordinance No. 2013-1, Sec.V., Art. P.)

Section 8. Enforcement of Decisions of the Commission

A Certificate of Appropriateness shall become void unless construction commences within six (6) months of date of issuance. Certificates of Appropriateness shall be issued for a period of eighteen (18) months and are renewable.

All work performed pursuant to an issued Certificate of Appropriateness shall conform to requirements of such certificate. In the event work is performed not in accordance with such certificate, the City of Arab Building Official shall investigate and take appropriate action.

The City Council or the Commission shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district, except those changes made in compliance with the provisions of this ordinance or to prevent any illegal act or conduct with respect of such historic property.

ARTICLE VI. FAILURE TO PROVIDE ORDINARY MAINTENANCE OR REPAIR.

The Commission shall monitor the condition of historic properties and existing buildings in historic districts. The City of Arab Building Official or designated person shall investigate maintenance complaints. Property owners in violation will be notified in writing and will have thirty (30) days, in which to take the necessary measures required. In any event that the condition is not met in thirty (30) days, the remedies provided in Ordinance 2013-1 may be invoked and, or either the Commission or the City of Arab may institute a legal action or proceeding in a court of competent jurisdiction to prevent deterioration and/or require maintenance. In the event the City of Arab Building Official does not find any violation, any person logging the complaint may appeal this decision to the Historic Preservation Commission within fifteen (15) days from receiving written notice. The Commission decisions are final and no complaint will be revisited before six (6) months unless circumstances change in a drastic way. Immediate attention will be given to emergency cases.

ARTICLE VII. GENERAL DESIGN GUIDELINES.

The design of buildings is determined by the way in which various basic design concepts and elements are utilized: building orientation and setback, shape, proportion, scale/height, directional emphasis, massing, rhythm, architectural and site elements. These concepts form the basis for visual relationships among buildings, which in turn influence the ways in which the public perceives buildings.

When new work is added or a new structure is built among existing buildings, the level of success with which it relates to those existing buildings—and whether it contributes to or detracts from the area in which it is to be

located—will be determined by the ways in which its design recognizes the prevailing design expression in the area of influence.

Section 1. Building Orientation and Setback.

Building orientation refers to the directional placement of the building on the site; while setback refers to how far back the building is from the street and side lots lines.

Guideline: The orientation of a new building and its site placement shall appear consistent with dominant patterns within the area of influence, if such patterns are apparent.

Section 2. Color

This section shall apply to **New Construction**, **Site Improvements**, **Rehabilitation and Alteration**, **Additions**, **Public and Common Areas & Facilities**.

Compatibility: Use colors that are historically appropriate or compatible. Study the colors on nearby buildings and incorporate, not copy, them into your schemes so that your building is compatible and complementary with neighboring buildings. A Limited and Expanded Color Palette are available at Arab City Hall. All submitted colors must come from these palettes.

Procedures: 1) To obtain immediate in-house approval by staff, go to Arab City Hall, fill out a COA and choose from the Limited Color palette. 2) To obtain approval for a color not on the Limited Color Palette, go to Arab City Hall, fill out a COA to be placed on the next agenda meeting and choose a color from the Expanded Color Palette.

Professional assistance with color selection will be provided by the Historic Preservation Commission free of charge, if requested.

Section 3. Other Considerations

Guideline: Identify and respect the prevailing character of adjacent buildings and surrounding development. Consider building orientation and setback, and follow, to the extent possible, prevailing orientation and setback patterns. Consider directional emphasis and follow the dominant patterns of the surrounding buildings. Consider the overall shape and follow the dominant patterns of surrounding buildings, Massing, proportion, and rhythm should also be considered, following dominant patterns where such patterns exist. Scale and height are very important and should always be considered, taking into account (1) the relationship of new construction to structures in the area of influence, and (2) the relationship of additions to the building to which they are being added.

Section 4. Additions and New Construction

The HPC encourages new additions and new construction to echo or even imitate styles in place in the district. While use of materials similar to those in the original structure is encouraged, materials which are more modern but which appear to be compatible with or imitations of the features of the original structure may be acceptable to the HPC.

ARTICLE VIII. SPECIFIC STANDARDS FOR SPECIFIC APPLICATIONS.

To provide specific guidance regarding practical review and approval of applications for a Certificate of Appropriateness, the Commission has prepared and adopted design review standards. The Commission strives to apply these standards, tempered by their underlying philosophy, to each application for a Certificate of Appropriateness application, evaluating each application on a case by case basis, giving full consideration to the unique circumstances and characteristics presented.

Section 1. Site Improvements and Standards for Site Improvements.

Site improvements are critical to the character of the district, regardless of the contributing or non-contributing nature of the structures in any particular part of the district. Much of the character of an historic district is attributable to the continuity of its open space, distinctive tall shade trees and richly textured lawns and landscape planting. Outbuildings, walks, driveways, and parking areas also play an important part in defining not only the setting for individual structures, but also the district as a whole.

The following standards for site improvements shall be applied to all construction in the district, including rehabilitation, alterations, additions, or new construction.

a. Overall Continuity

- Maintain the overall continuity of the district and its aspect and character, especially as viewed from public rights-of-way.

b. Building Orientation and Setbacks

- Maintain the pattern and orientation of building entrances in the district.

c. Accessory Buildings, Structures and Appurtenances

- This is addressed in Arab's Zoning Ordinance.

d. Wheelchair Ramps

- Consider locations which will have the least visual impact on the historic building and setting. On some buildings, ramps can be integrated into existing stairs or porches with little visual impact.

e. Signage

- *See Approval of Signs within a designated Historic District, pg. 15.*

f. Landscape and Plant Materials

- Design and install landscape plantings to maintain the overall continuity and aspect of the district. Look at patterns that exist and work with those patterns.
- Specify and locate trees to avoid conflict with or damage to buildings, sidewalks and driveways.
- Must comply with City of Arab regulations as established by ordinance.

g. Fences and Walls

- Design fences and walls to maintain the overall continuity of the district as viewed from public rights-of-way.

- Complement the buildings and do not detract from their character and relation to their neighbors with the design, scale, placement, and materials of fences, walls, and gates.
- Present the finished side of all fences to the exterior of the property being fenced.

h. Sidewalks, Drives, Parking and Paving

- Use only materials that have historic precedent in the district, taking care to preserve historic paving materials by saw cutting when inserting new materials or repairing damaged areas.
- Situate, design and install paving materials of a color and texture and in a manner to be compatible with the historic character of the property and its neighbors.
- Locate driveways to the side and rear of the main building.
- Extend all driveways at least to the rear of the main building.
- Install residential driveways in a manner and width compatible with those historically installed, and generally not wider than ten feet.

i. Decks

- Locate and construct decks so that the historic fabric of the structure and its character-defining features and details are not damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic structure.
- Introduce decks in inconspicuous locations, usually on the building's rear elevation and inset from the rear corners, where they are not visible from the street.
- Design and detail decks and associated railings and steps to reflect the, scale and proportions of the building. Materials for decks should be compatible with the building. Deck and deck railing designs should be coordinated with existing elements wherever possible.
- In rare occasions where it is appropriate to site a deck in a location visible to the public right-of-way (i.e. the side of a building), it should be treated in a more formally architectural way. Careful attention should be paid to details and finishes, including painting or staining the deck's rails and structural support elements in colors compatible with the colors of the building.
- Align decks generally with the height of the building's first-floor level.
- It is not appropriate to introduce a deck if doing so will require removal of a significant building element or site feature such as a porch or a mature tree.
- It is not appropriate to introduce a deck if the deck will detract from the overall historic character of the building or the site.

j. Balconies

- Balcony requests must be accompanied by a structural engineer's approved drawings.
- Balconies cannot be self-supporting; they must be anchored to the building.
- The design elements of the balcony must maintain the overall continuity of the district and its character.
- Locate and construct balconies so that the historic fabric of the building and its character-defining features and details are not damaged or obscured.

- Design and detail balconies and associated railings and steps to reflect the scale and proportions of the building. Materials for balconies should be compatible with the building. Balcony and balcony railing designs should be coordinated with existing elements wherever possible.
- It is not appropriate to introduce a balcony if doing so will require removal of a significant building element or site feature such as a porch or a mature tree.
- It is not appropriate to introduce a balcony if the deck will detract from the overall historic character of the building or the site.

k. Porches

- Maintain and repair historic porches to reflect their historic period and the relationship to the structure.
- Use materials that blend with the style of the structure or other structures in the district. Balustrades of stairs should match the design and materials of the porch.
- Do not permit enclosure of front porches. Where rear or side porches are to be enclosed, the enclosure shall preserve the original configuration of columns, handrails and other important architectural elements.

l. Satellite Dishes, Antennae, Solar Panels, Electronic Devices, and Other Appurtenances

- Satellite dishes, antennae, solar panels, electronic devices, and other appurtenances should be located at the rear of the primary building or attached to rear of the primary building (either on the rear walls or the rear slopes of the roof) and not be visible from the public right of way.
- Any satellite dish, antennae, solar panels, electronic devices, and other appurtenances located on the front 1/3rd of the structure, in the front yard of a structure, on the side of a structure on a corner lot, or otherwise where it is clearly visible from the public right of way, will require an application and review by the Commission. These options are only available if there are no other alternative locations and would be considered as a hardship situation.

Green technology equipment or devices such as wind collectors, geothermal equipment and the like shall be located at the rear of the structure and not visible from the public right of way.

m. Exterior Lighting

- Design, install, and maintain exterior lighting to focus only on intended areas within the property, and to avoid invading surrounding areas.
- Security lighting may only be allowed in rear of building.
- Decorative lighting must be compatible with the historic nature of the building and must maintain the overall continuity of the district and its aspect and character, especially as viewed from public rights-of-way.

n. Color

- *See Article VII, Section 2 on page 7 for guidelines regarding color and color schemes.*

Section 2. Rehabilitation and Alteration.

The primary objectives of rehabilitation in the district should be to preserve all important, character-defining architectural materials and features of the structure, designed and executed in a manner that provides for a safe and efficient contemporary use compatible with the particular location within the district. To assure these objectives are met, there should be prepared for any rehabilitation effort an *overall plan for rehabilitation* that contains strategies for:

- *Protection and maintenance of historic features that survive in generally good condition.*
- *Repair of historic materials and features that may be deteriorated.*
- *Replacement of historic materials and features with new materials where deterioration is so extensive that repair is not possible.*

a. Secretary of the Interior's Standards for Rehabilitation

To provide overall guidance to property owners, the Commission has adopted the following *Secretary of the Interior's Standards for Rehabilitation* (found at <https://www.nps.gov/tps/standards/rehabilitation.htm>) as general guidelines for planning, design, and execution of all rehabilitation projects, taking into reasonable consideration economic and technical feasibility.

b. Standards for Rehabilitation and Alteration

The following standards shall be applied to all rehabilitation or alteration of buildings and structures in the district.

1. Design Character

- Respect the original design character of the structure.
- Express the character of the structure—do not attempt to make it appear older or younger than it is.
- Do not obscure or confuse the essential form and character of the original structure.
- Do not allow alterations to hinder the ability to interpret the design character of the historic period of the district.

2. Repairing Original Features

- Avoid removing or altering any historic material or significant architectural features.
- Preserve original materials and details that contribute to the historic significance of the structure.
- Do not harm the historic character of the property or district.
- Protect and maintain existing significant stylistic elements.
- Minimize intervention with historic elements.
- Repair, rather than replace, deteriorated architectural features.
- Use like-kind materials, and utilize a substitute material only if its form and design conveys the visual appearance of the original.

3. *Replacing Original Features*

- Base replacement of missing architectural elements on accurate duplications of original features, substantiated by physical or pictorial evidence.
- Use materials similar to those employed historically, taking care to match design, color, texture, and other visual qualities.
- Employ new design that relates in style, size, scale and material wherever reconstruction of an element is not possible due to lack of historical evidence.

4. *Existing Alterations*

- Preserve older alterations that have achieved historic significance in themselves in the same manner as if they were an integral part of the original structure.

5. *Materials*

- Maintain original materials and finishes, but use of modern materials may be acceptable if they are compatible with or satisfactory imitations of the original materials or features.
- Any change in material must be approved by Commission.

6. *Trim and Ornament*

- Maintain historic trim and ornament in place.
- Replace missing original trim and ornament with like-kind materials whose designs, proportions and finishes match those of the original.

7. *Roofs*

- Preserve the original roof form, pitch and overhang of all structures, and use roof materials appropriate to the form and pitch of the roof.
- Preserve the character of the original roofing materials and details.
- Retain elements such as chimneys, skylights, and light wells that contribute to the style and character of the structure.

8. *Windows*

- Must maintain historic continuity of district, but use of modern materials may be acceptable if they are compatible with or satisfactory imitations of the original materials or features.
- Any change in material must be approved by Commission.

9. *Storm Windows, Exterior Blinds, Awning and Shutters*

- Permit storm windows and screens so long as they do not obscure windows with inappropriate materials, finishes, colors or other elements.
- Must maintain historic continuity of district, but use of modern materials may be acceptable if they are compatible with or satisfactory imitations of the original materials or features.
- Any change in material must be approved by Commission.

10. Entrances and Doorways

- Maintain the historic character of the building entrance.
- Retain historic doors and openings, together with any moldings, transoms or sidelights.

11. Storm Doors

- Permitted only on rear of buildings.

12. Signage

- (see *Approval of Signs within a designated Historic District*, pg. 15)

13. Mailboxes

- Mailboxes should be placed in a location consistent with other structures in the district and be of similar design and material

14. Surface Cleaning

- Use no abrasive cleaning methods on exterior surfaces, such as those involving grit, sand, high-pressure water blasting, or mechanical sanding.
- Use only those cleaning techniques that have proved effective while having little or no adverse impact on the underlying materials (these include low-pressure water cleaning and gentle chemical washes, scrubbing with a brush and detergent, and hand sanding and scraping to remove paint.

15. Color

- See Article VII, Section 2 on page 7 for guidelines regarding color and color schemes.

Section 3. Additions.

New additions to existing buildings are common, but there are certain guidelines that should be followed in order to respect the architectural integrity of the individual building and the district as a whole. Property owners considering making an addition to an existing building should follow these guides:

- The proposed addition should preserve significant existing materials and features.
- The proposed addition should preserve the character of the building and the surrounding context.
- The proposed addition should protect the significance of the building by making a visual distinction between old and new.

Guideline: In most cases, additions to existing buildings should not be placed on the main façade(s) of a building. Locate the proposed addition away from the principal public view, ideally to the rear or side of the building.

Guideline: Additions should respect the design characteristics and architectural integrity of original buildings. However, the design of the addition may be differentiated so that the addition is not mistaken for part of the original building, or the design may imitate the original building. In either case, the new addition should be designed so that a minimum of existing materials and character-defining elements are obscured, damaged, or destroyed.

An exterior addition to a historic building can significantly alter its appearance and thereby adversely affect both adjacent properties and the character of the entire district. When an addition is necessary, it should be designed and constructed so that it will complement the original and not detract from the character-defining features of the building.

It should be noted that all additions shall be designed and constructed in accord with the following standards *and* with the standards for new construction that follow.

a. Standards for Additions

The following standards shall be applied to all construction in the district that involves additions to existing buildings and structures.

1. Original Design Character

- Maintain the size, scale, materials, and character of additions, including their foundations, in a manner compatible with the main building and its context.
- Design and construct additions in such a manner that, if the change were to be removed in the future, the essential form and integrity of the original structure would not be impaired.
- Limit the size of additions to those that do not visually overpower the existing structure.
- Do not allow additions to hinder the ability to interpret the historic character of the structure or district.

2. Location

- Maintain the pattern created by the repetition of building fronts, bays and sections in the particular area of the district.
- Locate additions so they will not obscure or damage significant architectural features, ornament or detail.
- Place additions to the side or rear, or set back slightly from the building front.

3. Materials

- Use materials that are inspired by and compatible with those of the general character of the original structure.

4. Color

- *See Article VII, Section 2 on page 7 for guidelines regarding color and color schemes.*

b. Addition Guidelines and New Construction Guidelines Apply.

It should be noted that all additions shall be designed and constructed in accord with the above standards and with the standards for new construction that follow.

Section 4. New Construction.

Each project is unique and needs to be taken on a case-by-case basis to meet the needs of the owner while at the same time protecting the character of the property and area. There are some general concepts, however, that can assist with the design of the new development.

Guideline: New construction should reference and not conflict with the predominant site and architectural elements of existing properties in the area of influence.

a. Standards for New Construction

The following standards shall be applied to all new construction, *including additions*, in the district.

1. Massing and Orientation

- Respect the site planning, massing and building orientation precedents set by nearby similar-size contributing buildings of the district.
- Align the facade of the new building with the predominant setbacks of nearby buildings within the district.
- Orient the main entrance of the building in a manner similar to established patterns in the particular part of the district.

2. Form and Scale

- Design new buildings to be compatible with contributing buildings in that particular part of the district, yet retain enough of the individuality in form, scale, or level of complexity to avoid confusing the viewer as regard to the age of the new structure.
- Design new buildings to respect the overall relationship of height to width of surrounding contributing structures.
- Proportion new construction to the size of the lot in a manner similar to typical examples of contributing structures within the particular part of the district.
- Provide features on new construction that reinforce the scale and character of the surrounding area by including elements such as porches, porticos, and decorative features, as appropriate.
- Use roof forms and pitches appropriate for and that harmonize with those used historically in the district.
- Design all new garage(s) and outbuilding(s) to be compatible with the style of the major buildings on the property and scaled to be subordinate to the main building and the lot.

3. Foundations

- Use foundations that harmonize with those in the surrounding part of the district.

4. Signage (see Approval of Signs within a designated Historic District, pg. 17)

5. Materials

- Use materials and finishes for all major building surfaces, including roofs, that are similar to those employed historically in the particular location in the district and appropriate to their form and location.

6. Doors and Windows

- Design new construction so that the rhythm, patterns, and ratio of solid to void (walls to windows and doors) on public facades are compatible with those of adjacent contributing buildings.
- Design new construction so that the size and proportion (ratio of width to height) of window and door openings of primary facades are similar to and compatible with those on facades of adjacent contributing buildings.
- Use doors and windows whose size, proportions and degree of setback from the exterior wall are similar to those of historic designs used in the district.

7. Color

- See Article VII, Section 2 on page 7 for guidelines regarding color and color schemes.

b. Harmonize.

New construction has an obligation to harmonize with the historic character and scale of the district. Designs for infill and other new construction must be designed with the surroundings in mind. The setback, scale, mass, and size of a structure are as important as the style or decorative details. However, style, decoration, building materials and landscape treatment and planting shall be utilized in the design to provide the attributes necessary for new construction to be compatible with the district, while creating a distinctive character for the new structure.

Section 5. Public and Common Areas and Facilities

The public rights-of-way and other parts of the public realm are critically important in helping to define the unique character of an historic district. The following standards are aimed at retaining important character-defining features, expanding their use as the opportunity arises, and making additional improvements to open space and streetscape trees and landscape planting that will complement the historic character of the district.

Standards for Public and Common Areas and Facilities

The following standards shall be applied to all installation, maintenance or modification of streetscapes, street furnishings, public use accessories, trees and landscape planting within the public rights-of-way and properties owned or maintained by the City of Arab.

- Maintain the overall continuity of the district and its character.
- Maintain and enhance over time the canopy effect of mature deciduous shade trees, and replace damaged or missing trees with appropriate species, especially indigenous, hardy species that require minimal maintenance.
- Design fences and walls to maintain the overall continuity of the district as viewed from public rights-of-way and properties owned or maintained by the City of Arab.
- Situate and design paving in a manner and of material, color and texture to be compatible with the historic character of the property and its neighbors.
- Design, install, and maintain exterior lighting to maintain the character of the district and to direct light only on intended areas.

Section 6. Approval of Signs within a designated Historic District

All signs must follow the sign ordinance of the City of Arab. In addition, the following guidelines apply:

- Retain and preserve original signs that contribute to the overall historic character of the building or district.
- Introduce new signage that is compatible in material, size, scale and character with the building or the district. Design signage to enhance the architectural character of a building.

- If desired install small identification signs and historic plaques for residential buildings so that no architectural features or details are obscured or damaged.
- Vinyl lettering /images and neon signs on windows require an application for Certificate of Appropriateness.
- Install freestanding signs in appropriate locations on low standards or grown bases. Screening the base of ground signs with plantings to enhance its appearance is required.
- Mount flush signboards in appropriate locations on facades so that no architectural details or features are obscured or damaged. On masonry buildings, holes for fasteners should be placed in the mortar joints, not the masonry units.
- Light signs in a manner compatible within the historic character and the pedestrian scale of the historic district.
- For commercial and institutional buildings, design signs to be integral to the overall building façade. Avoid covering a large portion of the façade, or front yard or any significant architectural features with signage.
- Temporary signs, including sales adverting, and real estate signs should be located so as not to damage or obscure significant architectural features, and shall be removed upon completion of work, sale, campaign etc. The maximum number of allowable signs shall be one per street frontage.
- Signs directing users to an accessible entrance or parking space should be installed to avoid damaging or obscuring significant architectural features, while conforming to Accessibility Standards (ADAAG).

All signs require a Board-approved Certificate of Appropriateness and must conform to City of Arab Sign Regulations, as established by ordinance.

APPENDIX: CLASSIFICATION OF WORK—GENERAL GUIDELINES

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (HPC)	INSPECTION REQUIRED
1	New Construction or Additions to primary building			X	X
2	Demolition of any structure			X	X
3	Demolition of any part of a structure			X	X
4	Relocation of buildings			X	X
5	Alteration/Removal of Archeologically Significant Features			X	X
6	Alteration/Removal of Contributing Historical Features			X	X
7	Repair/Replacement of existing Accessory Structures or Buildings when there is no change in design, materials, or general appearance	X			
8	Alteration of existing Accessory Structures or Buildings		X		
9	Additions to existing Accessory Structures or Buildings			X	X
10	New Accessory Structures or Buildings			X	X
11	Removal of existing Accessory Structures or Buildings which are not architecturally or historically significant		X		X
12	Removal of existing Accessory Structures or Buildings which are architecturally or historically significant			X	X
13	Repair or Replacement of Architectural Details when there is no change in design, materials, or general appearance	X			
14	Alteration/Addition/Removal of Architectural Details		X		
15	Repair/Replacement of Awnings, Canopies, or Shutters when there is no change in design, materials, or general appearance	X			
16	Alteration/Addition/Removal of existing Awnings, Canopies, or Shutters		X		
17	Installation of New Awnings, Canopies, or Shutters		X		
18	Alteration/Addition/Removal of Carports			X	X
19	Construction of New Carports			X	X
20	Construction/Alteration/Removal of Chimneys			X	X
21	Repair/Replacement of Decks when there is no change in design, materials, or general appearance	X			
23	Alteration/Addition/Removal of Doors		X		Case by case basis
24	Installation of new Doors		X		Case by case basis
25	Installation/Alteration/Removal of storm Doors		X		Case by case basis
26	Repair/Replacement of existing Driveways when there is no change in design, materials, or general appearance	X			Case by case basis

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (HPC)	INSPECTION REQUIRED
26	Alteration/Addition/Removal of existing Driveways		X		X
27	Construction of new Driveways		X		X
28	Repair/Replacement of existing Fences, Walls, Hedges or other Screen Plantings when there is no change in design, materials, or general appearance	X			
29	Construction of new Fences, Walls, Hedges or other Screen Plantings		Side and rear yards	Front yards	X
30	Removal of existing Fences, Walls, Hedges or other Screen Plantings		Side and rear yards	Front yards	X
31	Repair/Replacement of exposed Foundations when there is no change in design, materials, or general appearance	X			
32	Alteration of exposed Foundations		X		Case by case basis
33	Repair/Replacement of Gutters and Downspouts when there is no change in design, materials, or general appearance	X			
34	Installation/Addition/Removal of Gutters and Downspouts		X		Case by case basis
35	Installation of House Numbers and Mailboxes		X		
36	Repair/Replacement of exterior Lighting Fixtures when there is no change in design, materials, or general appearance	X			
37	Installation/Alteration/Removal of exterior Lighting Fixtures		X		
38	Repairs/Replacement, including repointing, to existing Masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	X			
39	Construction/Alteration/Removal of Masonry		X		X
40	Installation/removal of Mechanical Equipment, such as heating and air conditioning units		X		Case by case basis
41	Repair/Replacement of existing Parking Lots when there is no change in design, materials, or general appearance	X			
42	Alteration/Removal of existing Parking Lots		X		
43	New Construction of/Addition to Parking Lots			X	X
44	Repair/Replacement of existing Patios when there is no change in design, materials, or general appearance	X			
45	Alteration/Addition/Removal of existing Patios		X		Case by case basis
46	Construction of new Patios		X		X
47	Alteration of existing Porches			X	X
48	New Construction/Addition/ Removal of Porches			X	X
49	Repair/Replacement of sloped Roof coverings when there is no change in design, materials, or general appearance	X			
50	Alteration of sloped Roof coverings			X	X

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (HPC)	INSPECTION REQUIRED
51	Repair/Replacement of flat Roof coverings when there is no change in design, materials, or general appearance	X			
52	Alteration of flat Roof coverings			X	
53	Alteration of Roof form to prevent damage to the resource			X	X
54	Installation of Satellite Dishes, Television Antennas, Televisions, Solar Panels and/or other Electronic Equipment, Decks, Ramps and Appurtenances not visible from the public right of way		X		Case by case basis
55	Repair/Replacement of Signs when there is no change in design, materials, or general appearance	X			
56	Installation/Alteration/Removal of Signs			X	X
57	Repair/Replacement of exterior Stairs and Steps when there is no change in design, materials, or general appearance	X			
58	Alteration/Addition/Removal of exterior Stairs and Steps			X	X
59	Construction of new exterior Stairs and Steps			X	X
60	Repair/Replacement of exterior Surfaces when there is no change in design, materials, or general appearance	X			
61	Alteration/Addition/Removal of exterior Surfaces			X	X
62	Repair to existing Swimming Pools when there is no change in design, materials, or general appearance	X			
63	New Construction/Alteration/ Addition to Swimming Pools			X	X
64	Removal of Swimming Pools		X		
65	Installation/Alteration/Removal of Temporary Features that are necessary to ease difficulties associated with a medical condition		X		Case by case basis
66	Repair/Replacement of existing Vents and Ventilators when there is no change in design, materials, or general appearance	X			
67	Installation/Alteration/Removal of Vents and Ventilators		X		Case by case basis
68	Installation of Satellite Dishes, Television Antennas, Televisions, Solar Panels and/or other Electronic Equipment, Decks, Ramps and Appurtenances visible from the public right of way			X	Case by case basis
69	Repair/Replacement of existing Walks when there is no change in design, materials, or general appearance	X			
70	Alteration/Addition/Removal of existing Walks		X		Case by case basis
71	Construction of new Walks		X		X
72	Walls (see Fences)				
73	Repair/Replacement of Windows when there is no change in design, materials, or general appearance	X			
74	Alteration/Removal of existing Windows			X	X

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (HPC)	INSPECTION REQUIRED
75	Installation/Alteration/Removal of storm Windows		X		Case by case basis
76	Installation of new Windows			X	X
77	Caulking and weatherstripping Windows when there is no change in design, materials, or general appearance	X			
78	Repair/Replacement of other features not specifically listed when there is no change in design, materials, or general appearance	X			
79	Addition/Alteration/Removal of other features not specifically listed		X		
80	Changes to previous Certificates of Appropriateness		Most changes	Changes deemed by staff to be substantial in nature	
81	Renewal of expired Certificate of Appropriateness		X		
82	Emergency installation of Temporary Features to protect a historic resource (that do not permanently alter the resource): six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness		X		