

CITY OF LANCASTER
Historic Lancaster Commission
121 East Chestnut Street Suite 101
Lancaster, Ohio 43130
(740) 687-6649



March 8, 2018

The Historic Lancaster Commission has received a grant from Ohio History Connection Historic Preservation Office to implement a community education program to raise awareness of the Historic Lancaster Commission and its programs.

One of the grant activities is a series of workshops with property owners, tenants, contractors, and public officials. We are kicking off the series with focus group interviews of local leaders to learn more about issues related to the Historic District, the guidelines and the review process. The workshops will be moderated by Judith Williams our Preservation Specialist and one of the people that developed our guidelines.

As a community leader or interested party, we would like to invite you to attend one of our sessions on March 20, 2018 in the basement meeting room of City Hall at 104 E. Main Street.

Sessions will last 45 minutes and are scheduled for

- 12:00 pm
- 1:00 pm
- 2:00 pm
- 3:00 pm

Space is limited at each session so please RSVP to dcraws@ci.lancaster.oh.us or by calling the City Engineer's Office at (740) 687-6614.

We look forward to hearing from you. The information you can provide can be helpful in evaluating our awareness needs and improvements to our program.

This project was made possible in part by a grant from the National Park Service, U.S. Department of the Interior administered by the State Historic Preservation Office of the Ohio History Connection. Department of the Interior regulations prohibit unlawful discrimination in departmentally assisted programs on the basis of race, color, national origin, age or disability. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, U.S. Department of the Interior, National Park Service, 1849 C. Street, N.W. Washington, D.C. 20240.

Sincerely

Denise L. Crews, P.E.
Stormwater Manager

KNOW THE GUIDELINES

Learning about the Historic Lancaster
Commission Requirements for Properties in
the District

THE HISTORIC LANCASTER COMMISSION
INVITES YOU TO ATTEND
A WORKSHOP SERIES

Dreaming of a spring spruce up? Finally ready to tackle those
drafty windows? Tired of your paint color?

If you are an owner, tenant or contractor in the Historic Design
District you need to know how the design guidelines impact
your project and the how to get approval. To help bring your
project from paper to reality, the Historic Lancaster Commis-
sion is holding workshops with you in mind. The workshops will
review the Design Guideline established for work within the
Historic Design Review District and the process needed to ob-
tain the required Certificate of Appropriateness.

The workshops will be lead by Judith Williams, a Certified
Preservationist and one of the authors of the guidelines and
staff will be on hand to answer permit questions.

April 12, 2018
7 pm
Commercial
Properties
Signs
Street Scapes

April 26, 2018
7 pm
Residential
Properties
Institutional
Properties

City Council
Chambers
111 S. Broad St
Lancaster OH



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D.C. 20240

Historic Commission hopes to educate historic property owners about role, responsibility

Spencer Remonillo, Reporter

Published 2:31 p.m. ET April 11, 2018



(Photo: Matthew Berry/Eagle-Gazette)

LANCASTER - If a property owner in the city's historic district wants to change the color of their front door, add exterior lights or hang a new business sign, they must get permission.

For decades the Lancaster Historic Commission has been the approving body for all exterior modifications to buildings in the district, but many property owners don't realize they need permission.

Lancaster Stormwater Coordinator Denise Crews, who is involved in the commission, said it was a goal to raise public awareness of the commission and its function since last summer. There are two workshops, which were funded through an Ohio History Connection grant, being provided to inform locals on Thursday and April 26:

- Thursday's workshop will focus on the design guidelines for commercial properties, including signs and streetscaping.
- The April 26 workshop is geared toward residential and institutional properties.

The workshops will be held at 7 p.m. in City Council Chambers at 111 S. Broad St.

"For our workshops, we're hoping people become more familiar with our design guidelines and make it easier for them to put together their applications," Crews said.

Judith Williams, a certified preservationist, will lead the workshops. Williams, who helped create Lancaster's historic guidelines, will inform property owners how to improve their building, but also comply with city requirements.

In addition to workshops, Crews created pamphlets to send out in utility bills to inform property owners of what kind of work requires approval, including foundation and masonry, siding and trim, roofs, windows, gutters and downspouts, porches, fencing, paint colors, and landscape features, among other modifications.

The historic district is located from Walnut Street to the alley between Fifth Avenue and Union Street and Pearl Street to Memorial Drive. There are nearly 300 properties located in its confines, which must adhere to the city's design guidelines. Before any work begins, they must and request a certificate of appropriateness from the commission.

The number of owners seeking commission approval has grown over the last year, which Crews said is likely due to growing awareness and downtown development.

"We've had 12 already in the first four months of 2018," Crews said. "We've had 58 last year."

There were seven people seeking approval in 2016.

The city is also hosting The Building Doctor, which is through Ohio History Connection, to inform residents on caring for older buildings, including peeling paint, wet basements, damaged wood and falling plaster. The two-hour clinic will be on Sept. 13, followed by on-site consultations on Sept. 14. Registration is necessary and spots are limited for on-site consultations.

remonillo@gannett.com

740-681-4342

Building Doctor clinic

What: Building Doctor seminar and on-site consultations

When: 7 p.m. on Sept. 13 (seminar) and 9 a.m. to 3 p.m. on Sept. 14 (consultations)

Where: Educational Services Building in City Council chambers, 111 S. Broad St.

Cost: The event is free, but attendees must register at building-doctor.org or by calling 1-800-499-2470.

Read or Share this story: <https://ohne.ws/2qrXINc>

Getting to Know the Historic Lancaster Design Guidelines

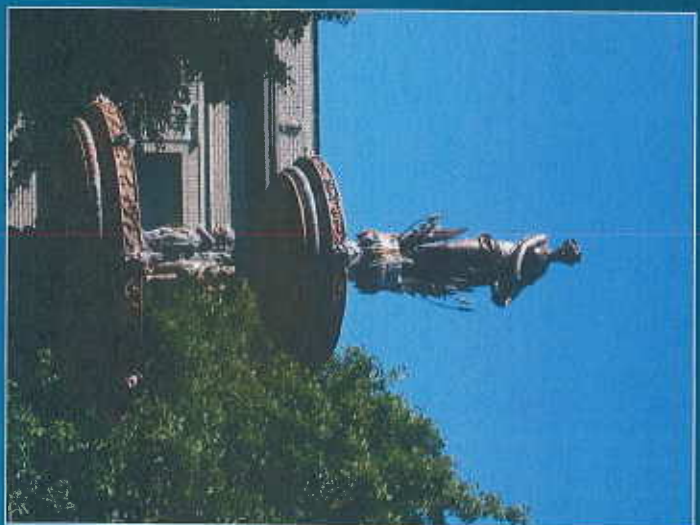
COMMERCIAL PROPERTIES

Presented by Judy Williams
Historic Preservation Consultant



April 12, 2018

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Goals for tonight's Workshop

Get to know the Design Guidelines

Get to know the Design Review Process

Handouts and Q & A

Historic Lancaster District [Design Review Area]

Boundaries

North: Union/King Streets
(both sides)

South: Walnut Street

East: Pearl Avenue

West: Memorial Drive

*These boundaries were
established in 1977*



The Historic Lancaster District

- ❖ Created in 1977, one of the earliest in Ohio
- ❖ Established by city ordinance, revised 2008
- ❖ The goal is to maintain the historic character of the district by helping the community to manage physical and architectural change.

City Ordinance

- ❖ Established a process for conducting design review of alterations and architectural changes within the Historic District

- ❖ Established the Historic Lancaster Commission, which is charged with conducting this review – a 5-member commission that meets monthly to conduct reviews.

- ❖ Certificates of Appropriateness are issued by the Commission through an application process

What being in the Historic Lancaster District means

KEY WORDS to remember:

Any Exterior Alteration or Architectural Change

Within the Historic District boundaries

requires a Certificate of Appropriateness
from the Historic Lancaster Commission

Defining "Architectural Change"

Architectural Change: Exterior construction, alteration, demolition or removal of any building, structure, site or object in the Historic District.

Exception is general maintenance or planting of organic material

Defining “Alteration”

Alteration: Any action to change, modify, reconstruct, remove or demolish any exterior feature of an existing building, structure, site or object within the Historic District.

Exception is Ordinary Maintenance or Repair

Do I need a Certificate of Appropriateness?

You will need a COA if you plan to:

- BUILD a new structure
- ADD to an existing building
- DEMOLISH a structure in whole or in part
- RELOCATE a structure
- MAKE AN EXTERIOR ALTERATION OR ARCHITECTURAL CHANGE
- INSTALL STREETSCAPE MATERIALS
- ADD OR EXPAND A PARKING LOT

Examples of Alterations that need a Certificate of Appropriateness

I would like to ...

- | | |
|-------------------------------|-------------------------|
| • Paint the building | Yes, contact city staff |
| • Change or add a sign | Yes, contact city staff |
| • Replace windows | Yes, contact city staff |
| • Modify the storefront | Yes, contact city staff |
| • Replace my roof | Yes, contact city staff |
| • Add a wheelchair ramp | Yes, contact city staff |
| • Re-do my interior | No |
| • Plant flowers/shrubs | No |

What is considered Ordinary Maintenance or Repair?

Limited to work that corrects damage and DOES NOT involve a change in material, design, texture or exterior appearance.

Always check with City Staff to let them know and make sure that this work won't require a Certificate of Appropriateness.

Email City Staff

Building@ci.lancaster.oh.us

Examples of Ordinary Maintenance or Repair



Repainting – no change in color



Replacement of individual shingles



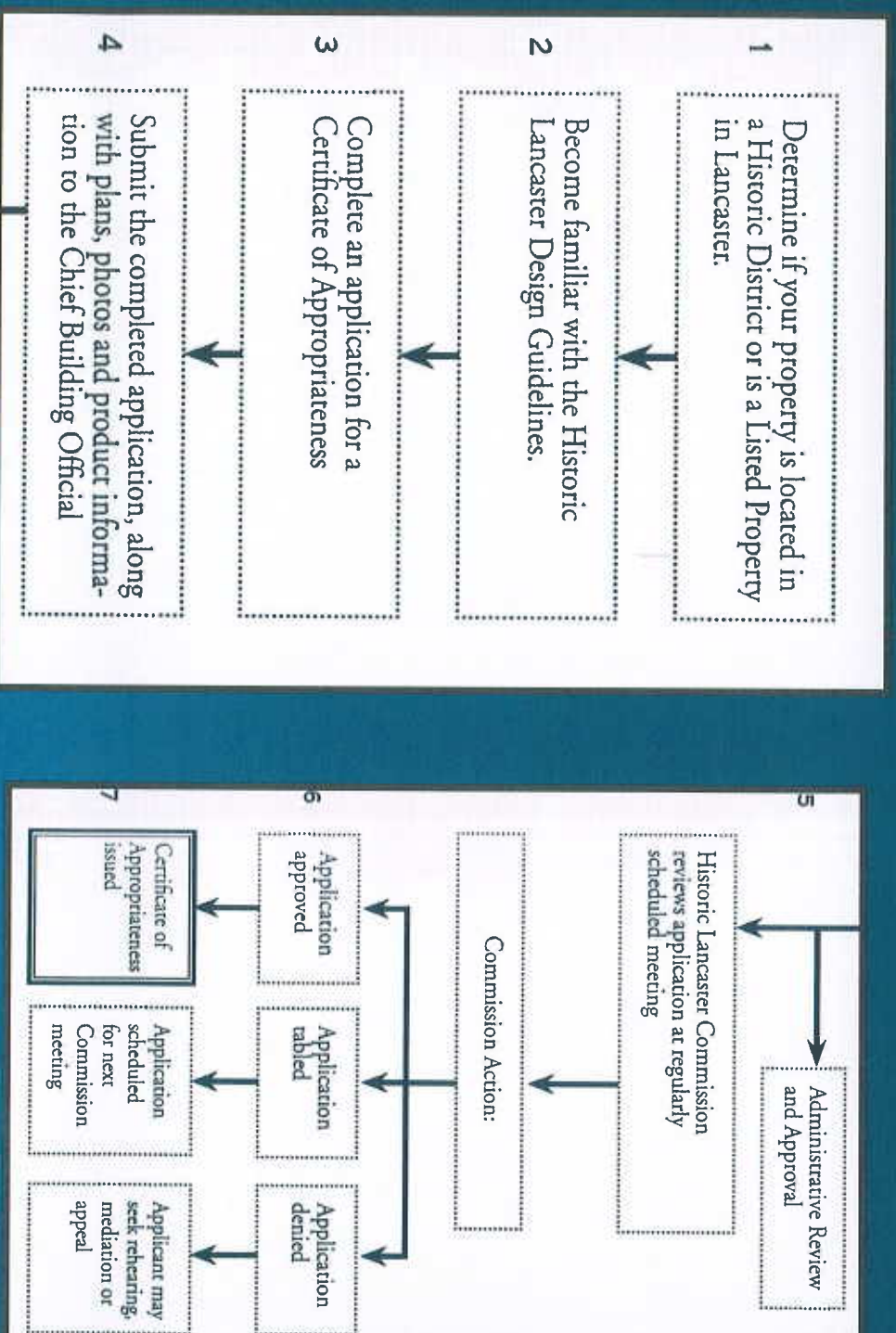
Minor masonry tuckpointing

What about Other Permits?

All proposed work must also conform to the City of Lancaster **Zoning Code, Building Code** and **Sign Code**.

If a Certificate of Appropriateness is required, it must be issued before a building, zoning or sign permit can be issued.

What is the process for obtaining a Certificate of Appropriateness?



- ❑ Fill out the application
- ❑ Describe the work you want to do – be specific!
- ❑ Provide color photographs of the building or area
- ❑ Provide drawings or manufacturer's information
- ❑ Provide your contact info
- ❑ Signature required

[illegible]

Completing the Application

☐ Submit the application to:

City of Lancaster
Certified Building Department
121 E. Chestnut Street, Suite 101
Lancaster, Ohio 43130

Phone: 740-687-6649

Email: building@ci.lancaster.oh.us

Due Date: 1st Friday of the month

Application fee: \$25

 **Historic Lancaster Commission**
121 East Chestnut Street
Lancaster, Ohio 43130-3623
(740) 687-6649

Please send applications to:
City of Lancaster, Department of Building
121 East Chestnut Street, Suite 101
Lancaster, Ohio 43130-3623

Application Fee: _____
Plan Review Fee: _____
Permit Fee: _____
Inspection Fee: _____
Final Approval Fee: _____
Other Fees: _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
"Submit this original and six (6) copies of supporting data."

PROJECT INFORMATION
DATE: _____ SUBMITTER: _____
LOCATION: _____
PROJECT DESCRIPTION: _____

APPLICATION DATE: _____ PROJECT VALUE: _____
ESTIMATED STARTING DATE: _____
TYPE OF PROJECT: ☐ NEW CONSTRUCTION ☐ ADAPTATION ☐ REPAIR/REPLACEMENT
IMPROVEMENT: ☐ CHANGE OF USE ☐ DEMOLITION ☐ OTHER: _____
REASON FOR REQUEST: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
SUBMITTING PARTY'S SIGNATURE: _____ DATE: _____
SUBMITTING PARTY'S ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

DETAILED INFORMATION
☐ DEMOLITION
☐ WOOD DEMOL AND REPAIR
☐ ROOFING
☐ EXTERIOR AND INTERIOR FINISH
☐ WINDOWS
☐ ROOF AND EXTERIOR
☐ EXTERIOR AND INTERIOR
☐ EXTERIOR FINISH
☐ INTERIOR
☐ EXTERIOR
☐ EXTERIOR, PORCHES AND TERRACES
☐ ADAPTATION
☐ ACCESS FOR DISABLED
☐ EXTERIOR
☐ EXTERIOR AND OUTBUILDINGS
☐ EXTERIOR, PORCHES AND TERRACES
☐ NEW CONSTRUCTION AND ADAPTATIONS
☐ EXTERIOR
☐ EXTERIOR

APPROVED BY: _____ DATE: _____
CITY OF LANCASTER, OHIO

Completing the Review Process

Building Department Staff:

- ☐ Reviews each application for completeness
- ☐ Contacts the applicant to ask any questions or request more information
- ☐ Schedules the project for the next Commission meeting
- ☐ Posts meeting agenda on City's website

Completing the Review Process

The Historic Lancaster Commission:

- ☐ Meets the 3rd Wednesday of every month at 2:00 pm
- ☐ City Council Chambers at 111 S. Broad Street, Lancaster
- ☐ Public meeting
- ☐ Applicants explain what they would like to do
- ☐ Commission members review the project using the Historic Lancaster Design Guidelines
- ☐ Commission determines if the project can be approved as submitted, or if it needs some changes to meet the Guidelines

Administrative Approvals

Lancaster's Chief Building official can issue a Certificate of Appropriateness for the following items without full commission review –

provided that he or she determines that the proposed work meets the Design Guidelines.

- ☐ Paint colors
- ☐ Roof shingles
- ☐ Awning (not a sign)
- ☐ Storm windows + doors
- ☐ Minor masonry cleaning + repair
- ☐ Minor in-kind repairs

Historic Lancaster Design Guidelines

- Published in 2008
- Written specifically for Lancaster
- Available in hard copy and on line

www.ci.lancaster.oh.us/628/Design-Guidelines



Design Guidelines... are a series of recommendations based on sound preservation philosophy

Historic features that give a building its character should be repaired and preserved.

If a historic feature is deteriorated beyond repair or missing, it should be replaced with a new feature that matches the old in design and appearance.

New features or new construction should be complementary to and compatible with the historic building and the historic district.

Commercial Buildings



Commercial Buildings

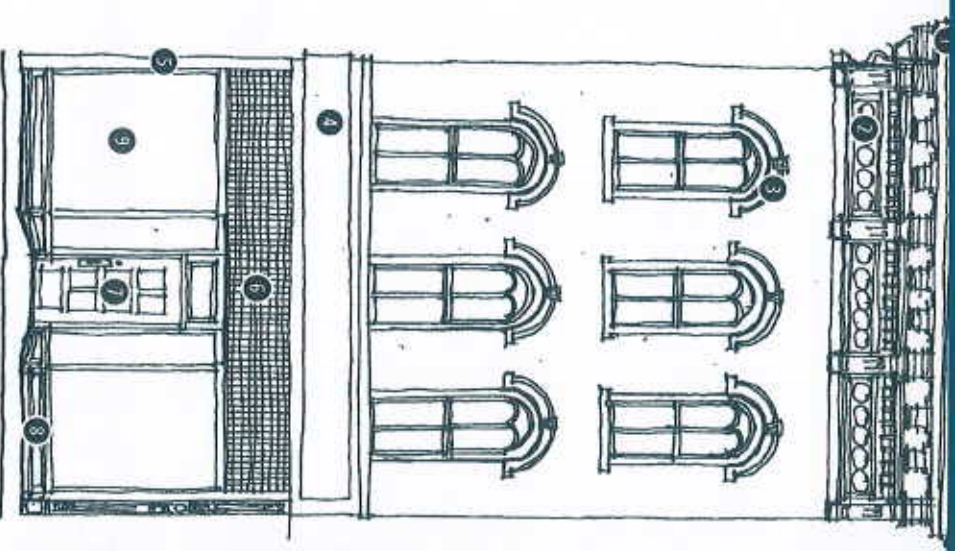
How do you know if features are historic?



PARTS OF A COMMERCIAL BUILDING:

This Zanesville building displays characteristic features of the late 19th century Main Street commercial structure.

- 1 CORNICE
- 2 FRIEZE
- 3 HOODMOLDS
- 4 SIGN PANEL
- 5 STOREFRONT FRAME
- 6 TRANSOM
- 7 RECESSED ENTRY
- 8 BULKHEAD
- 9 DISPLAY WINDOWS



HISTORIC STOREFRONTS

GUIDELINE:

Repair and preserve original features. Even if only parts of the storefront remain, use them to guide you. Don't allow a few deteriorated elements to be justification for replacing the storefront.



HISTORIC STOREFRONTS

GUIDELINE:

Keep wood and cast iron storefronts painted and in good repair. Do not paint historic brick, stone or tile that has never been painted.



HISTORIC STOREFRONTS

GUIDELINE:

Keep traditional storefronts as transparent as possible. Avoid blocking in, downsizing or removing storefront windows. Use clear glass. This historic front was deteriorated and replaced to match based on the historic configuration.



INAPPROPRIATE STOREFRONT RENOVATIONS

GUIDELINE:

Do not fill in the lower level of a commercial building to make it appear residential or office-like. Always respect the traditional role of the storefront to invite people in.

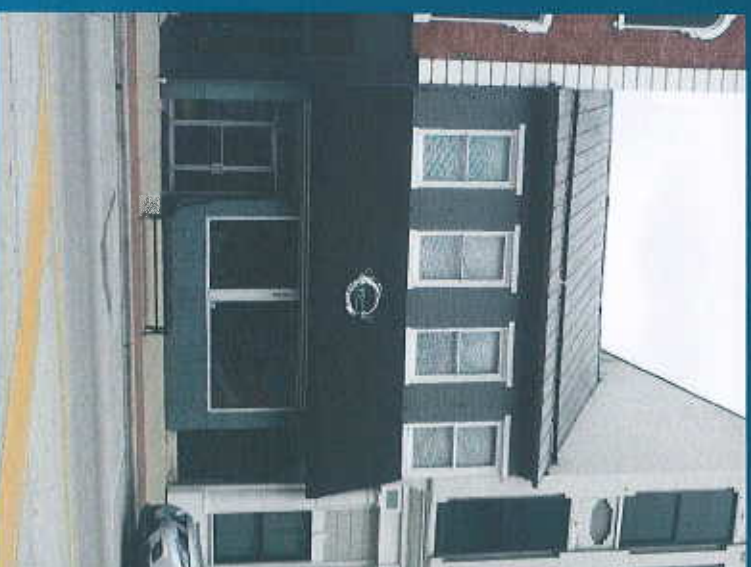


OPTIONS FOR NON-HISTORIC STOREFRONTS

Make simple + low cost cosmetic improvements that
soften the impact of the storefront



2008



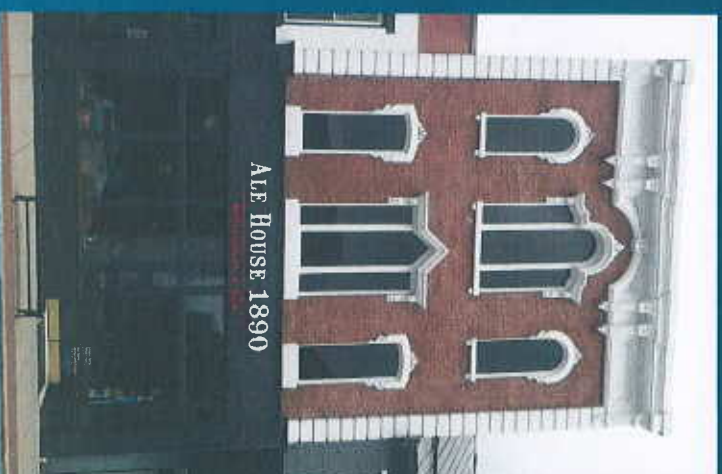
2018

OPTIONS FOR NON-HISTORIC STOREFRONTS

Build a new storefront that is compatible with the building –
use traditional forms but keep it simple



2008



2018

OPTIONS FOR NON-HISTORIC STOREFRONTS



Follow existing pattern & use existing door and window locations, if present

Fit the storefront into the space designed for it

Frame the front with metal or wood – make sure it has a painted or enameled finish

OPTIONS FOR NON-HISTORIC STOREFRONTS

Sometimes a “hybrid” approach is best. In this case, the existing brick framing and piers were kept, with new windows and doors added.



OPTIONS FOR NON-HISTORIC STOREFRONTS

Do research to find out what was there in the historic period and base the new design on the historic appearance.

Check with historic organizations and the city of Lancaster for old photos.

The building can also reveal its history.



The Mithoff Hotel
– Non-historic
fronts were
removed with the
new design
accurately based
on historic photos



DOORS & ENTRANCES

GUIDELINES:

Keep doors in their original sizes and locations, use doors that are commercial not residential in appearance (with glass), use doors with a painted or baked enamel finish, maintain any ceramic tile flooring that exists.



TYPES OF SIGNS



Symbol Sign



Projecting Sign



Window Sign



Awning Sign



Flush Sign



Canopy Sign



Pinned Letters

SIGNAGE GUIDELINES

Take cues from the building

- Look for historic sign locations
- Don't obscure important architectural features
- Respect the building's architecture – don't make the sign the star of the show!

Keep scale in mind

- Scale to the pedestrian, rather than the car

SIGNAGE GUIDELINES

Design, Materials and Color

- Use quality design and materials
- Choose colors that are compatible with the building

Lighting

- Internally-lit, plastic signs are not recommended
- External lighting should be minimal and well placed

SIGNAGE: Examples in Lancaster



AWNINGS

GUIDELINE:

Use traditional awning shapes and materials – canvas is best, triangular shape, with a loose or fixed valance. Avoid aluminum, plastic, umbrella or interior lit awnings.



CANOPIES

GUIDELINE:

Canopies are fixed projections at the storefront or building entrance. They are most appropriate for early 20th century buildings. Often used for signage. Maintain historic canopies that exist.



UPPER FACADES



CORNICES & PARAPETS

GUIDELINE:

Maintain historic cornices and parapet details by inspecting and making repairs. Keep pressed metal cornices painted.



CORNICES & PARAPETS

GUIDELINE:

Do not remove, box in, or cover up historic cornices & parapets



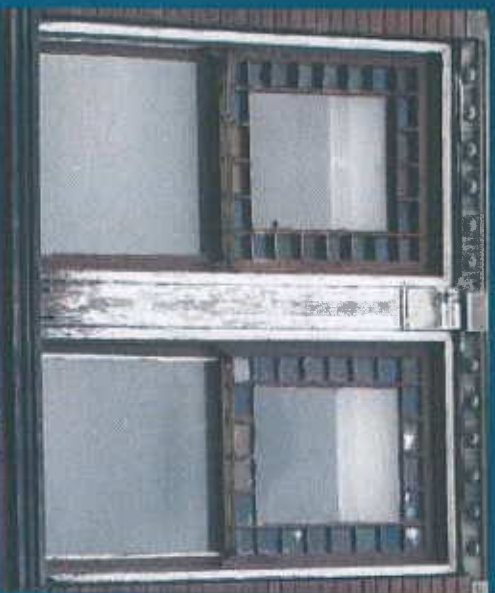
UPPER FAÇADE WINDOWS



HISTORIC WINDOWS?

GUIDELINE:

First, determine if the windows are historic and recognize that the first choice is to preserve.



WINDOW REPLACEMENT

If the Commission agrees that the windows need to be replaced, the following guidelines apply:

SIZE & FIT

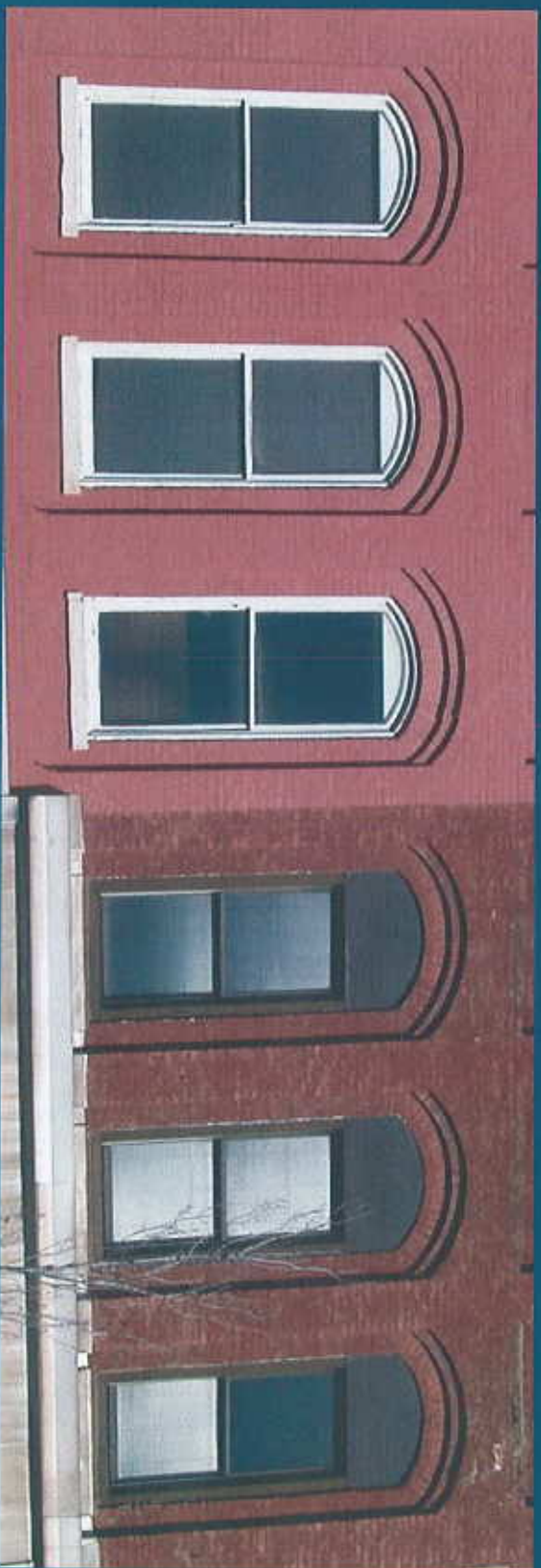
STYLE

MATERIAL

WINDOW REPLACEMENT

SIZE + FIT:

Make sure that the new window fits the opening exactly – do not downsize the opening to fit a “standard” size window



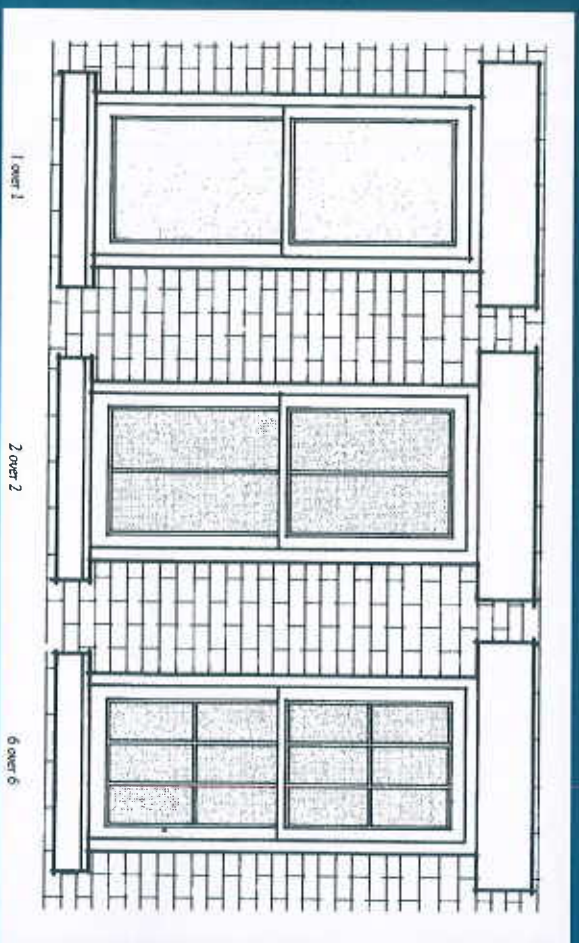
Window fits the opening

Window size too small

WINDOW REPLACEMENT

STYLE:

Choose a window that matches the historic window in its configuration and profiles.



Guidelines have special info about whether or not the muntins need to be “true” (through the glass) or can be “applied” to the outside

WINDOW REPLACEMENT



An example of windows with “fake” muntins
that are in between the glass –
Not recommended

MASONRY

GUIDELINE:

Maintain and repair masonry as needed, making sure not to overdo the work. Does the building really need to be cleaned? Can tuckpointing be minimal?



MASONRY

GUIDELINES:

Use the gentlest means possible for cleaning brick, mild detergent and a water wash. **Sandblasting is not allowed.**

Avoid painting masonry that has never been painted. If a masonry building is already painted, it will be best to repaint rather than to attempt to remove the paint. Keep colors compatible.



Sandblasted brick



Unpainted brick



Painted brick

WOOD SIDING & TRIM

GUIDELINES:

Keep wood in good repair and painted. Wood should not be allowed to weather naturally on historic buildings. Paint provides protection.

Do not cover wood siding with vinyl or aluminum. If wood boards are deteriorated, they should be replaced with new to match.

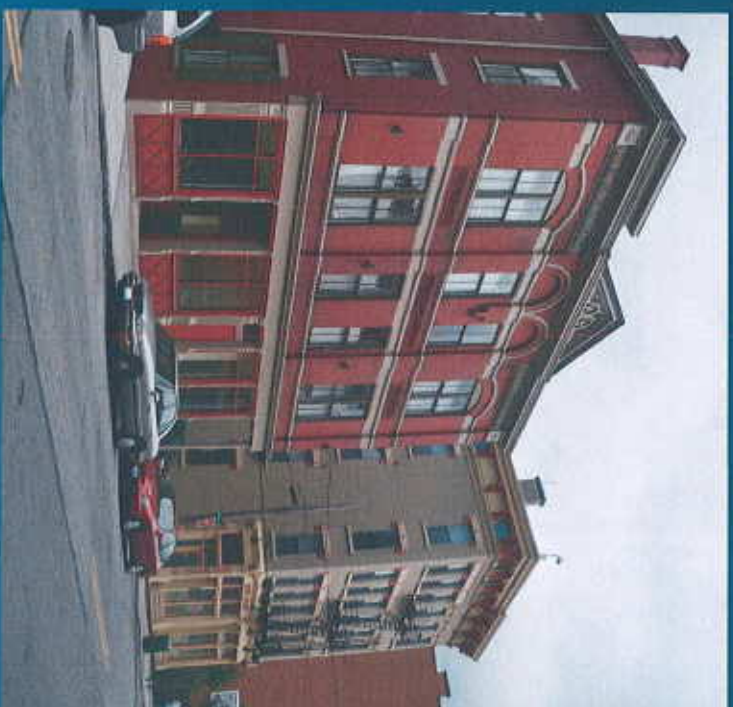
Maintain historic wood window trim and ornamental details.



PAINT COLOR

GUIDELINES:

Paint color can be a matter of personal preference and is, for the most part, reversible. Color can add interest to the district without distracting from its character.



PAINT COLOR

GUIDELINES:

Generally, the simpler the building, the fewer colors should be used. Consider awnings and signage too.



ACCESS FOR THE DISABLED

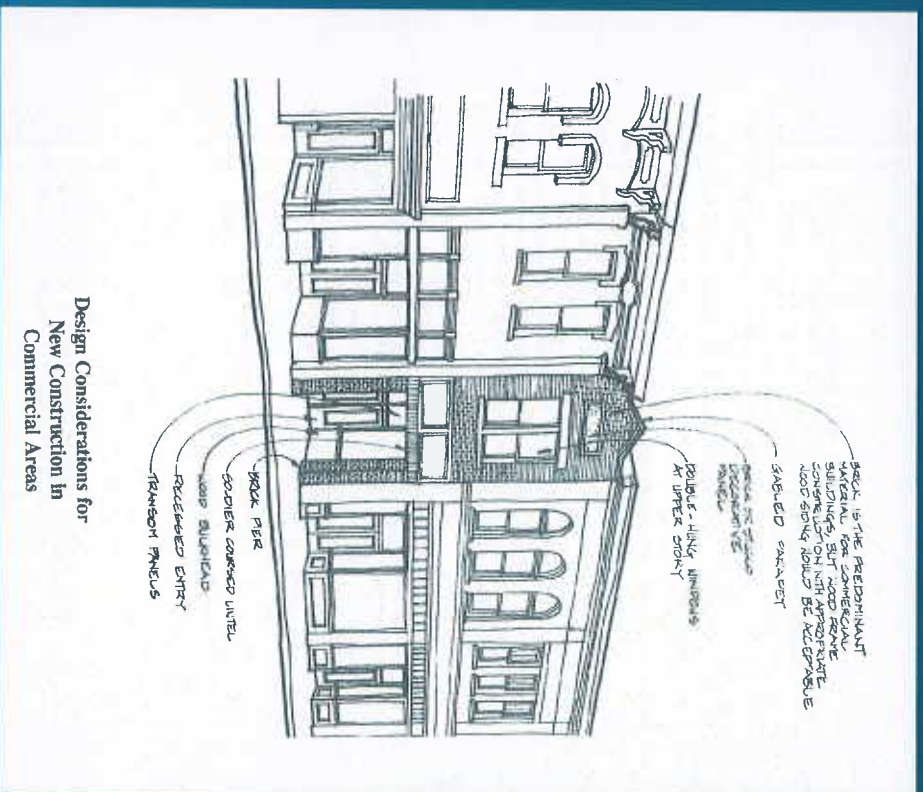
GUIDELINES:

Needed for ADA compliance
Consider location – low visibility
Keep materials light and open
Seek reversibility, low impact on historic features



NEW BUILDINGS & ADDITIONS

In a historic district, the new building should be contemporary but "play the part" of a historic building.



INAPPROPRIATE NEW CONSTRUCTION



Contemporary But *Incompatible*



Contemporary but compatible
with historic area



DEMOLITION

Questions:

Is it a Historic building?
What is its Condition?
Reasons given?
Have alternatives been considered?
Moving the building?
Hardship?
Are there plans for the site?
Do the plans for the site have merit?



Demolition is irreversible so
must be carefully considered

SITE CONSIDERATIONS



Lighting
Parking
Fencing



Street furniture



Contact Information

City of Lancaster Certified Building Department

Denise Crews

Pete Vail

Lancaster City Attorney

Stephanie Hall

Historic Lancaster Commission

Bryan Everitt, Chairman

Historic Lancaster Design Guidelines

What do they cover?

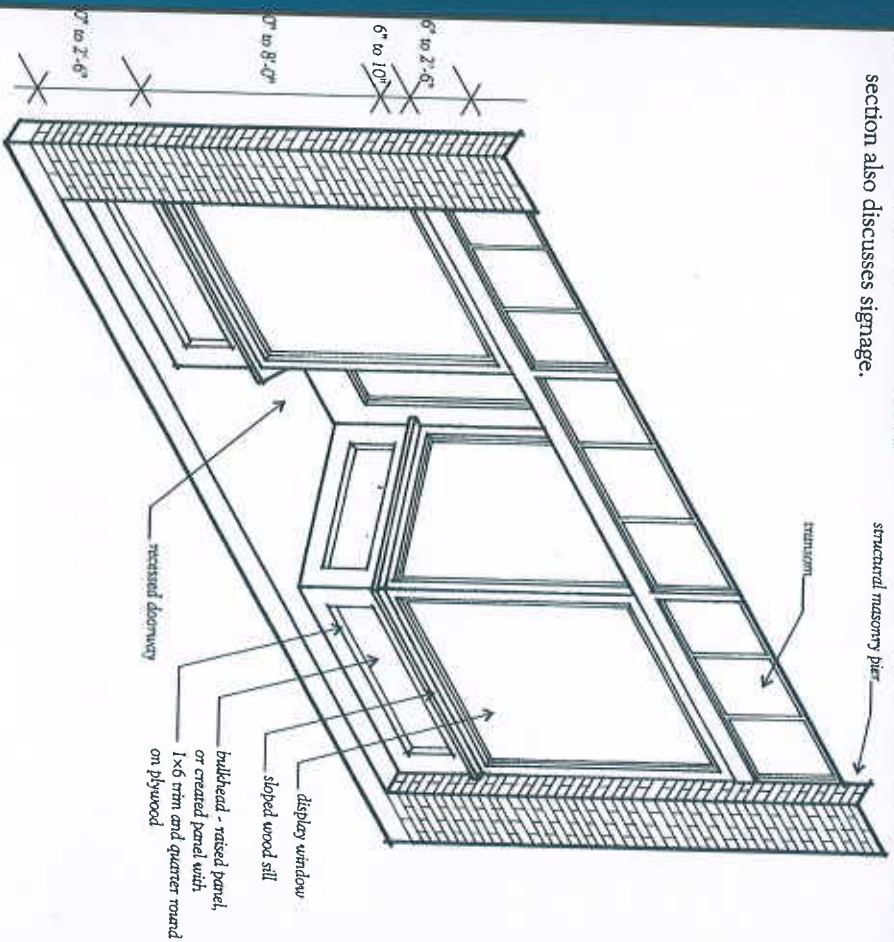
- ❑ The history and architecture of the Historic Lancaster District
- ❑ The Historic Lancaster Commission and its procedures
- ❑ Commercial, Residential, Institutional Property types
- ❑ Exterior Preservation and Rehabilitation
- ❑ Demolition, Additions and New Construction
- ❑ Site Features

Design Guidelines... are written for three primary audiences:

- Property owners, tenants, architects, and contractors during the planning stage
- City staff and commission members during review stage
- General public for educational purposes

STOREFRONTS

those features to the upper stories. This section also discusses signage.



{ILLUSTRATION 17}
Commercial storefront.

SIGNAGE: Examples in Lancaster



2008



2018

CORNICES & PARAPETS

GUIDELINE:

If part of a cornice or upper façade detail is missing, it should be restored if possible using the same material or a substitute that matches the original.



HISTORIC WINDOW REPAIR

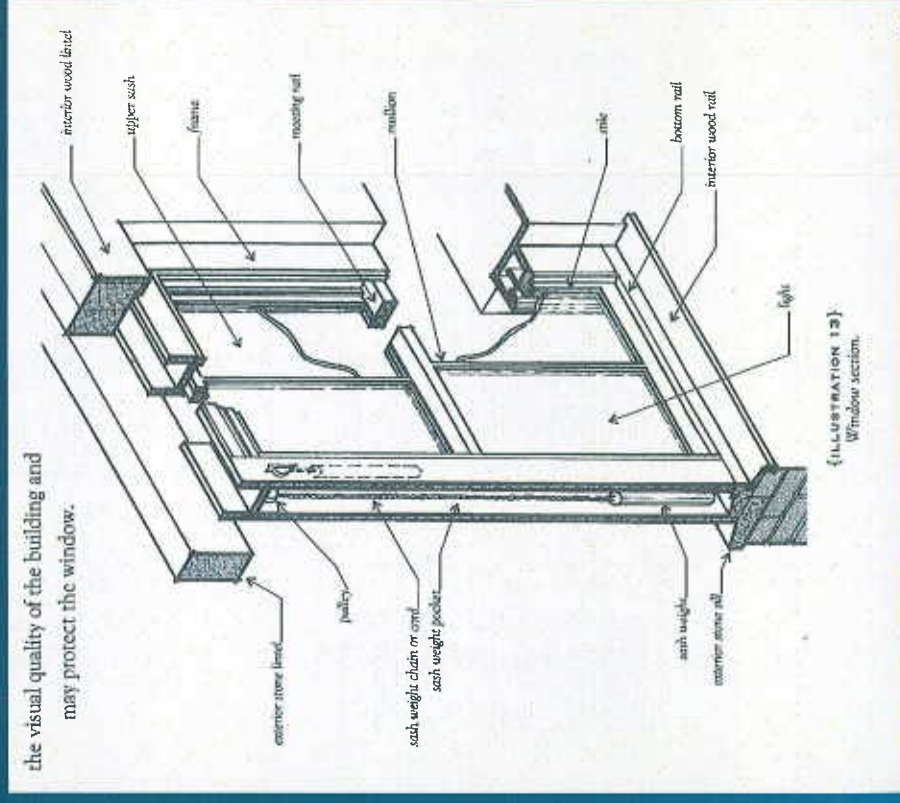
GUIDELINE:

Next, look at condition.

Can the windows be repaired?
Be prepared to provide photos
that show deterioration if you
want to replace the windows.

And, remember...

“Old growth” wood will last
longer and is a much better
insulator than modern wood,
vinyl or aluminum windows.



WINDOW REPLACEMENT

MATERIAL: Wherever possible, use the original material for the replacement window. However, alternative materials can also be successful, provided they are a good match for the historic window.

Wood
replacement
window



Aluminum-clad
replacement
window



[Vinyl is not a good
substitute material
for windows]

New Buildings and Additions

Seek compatibility within the context of the neighborhood

- ▣ design
- ▣ size
- ▣ proportion and scale
- ▣ height
- ▣ materials
- ▣ placement on the lot

HISTORIC SIGNAGE

Historic signs are
important to preserve
if possible



Getting to Know the Historic Lancaster Design Guidelines

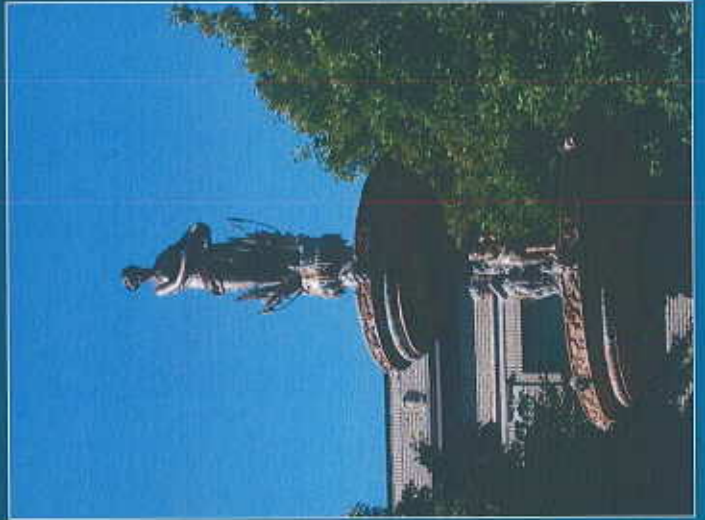
INSTITUTIONAL & RESIDENTIAL PROPERTIES

Presented by Judy Williams
Historic Preservation Consultant

April 26, 2018



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- RELOCATE a structure
- MAKE AN EXTERIOR ALTERATION OR ARCHITECTURAL CHANGE
- INSTALL STREETSCAPE MATERIALS
- ADD OR EXPAND A PARKING LOT

Examples of Alterations that need a Certificate of Appropriateness

I would like to ...

- | | |
|-------------------------------|-------------------------|
| • Paint the building | Yes, contact city staff |
| • Change or add a sign | Yes, contact city staff |
| • Replace windows | Yes, contact city staff |
| • Change my front porch | Yes, contact city staff |
| • Replace my roof | Yes, contact city staff |
| • Add a wheelchair ramp | Yes, contact city staff |
| • Re-do my interior | No |
| • Plant flowers/shrubs | No |

What is considered Ordinary Maintenance or Repair?

Limited to work that corrects damage and DOES NOT involve a change in material, design, texture or exterior appearance.

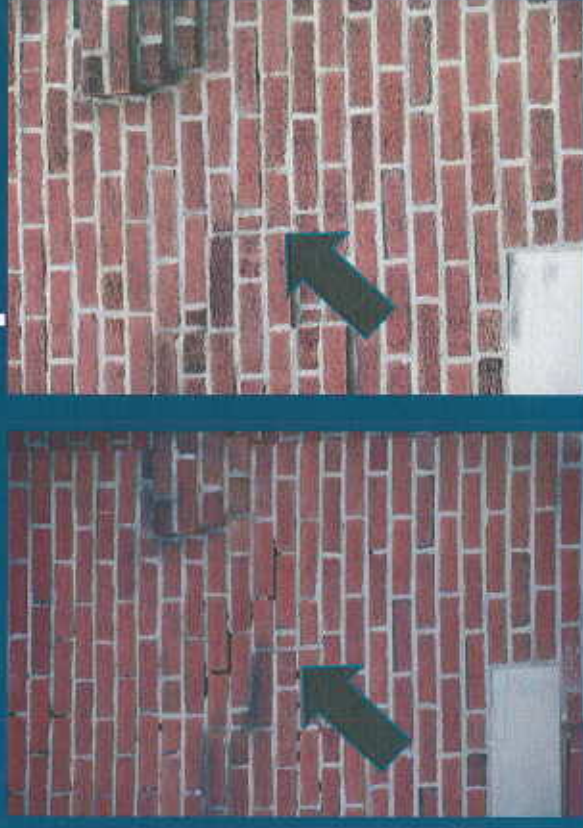
Always check with City Staff to let them know and make sure that this work won't require a Certificate of Appropriateness.

Email City Staff
Building@ci.lancaster.oh.us

Examples of Ordinary Maintenance or Repair



Repainting – no change in color



Minor masonry tuckpointing



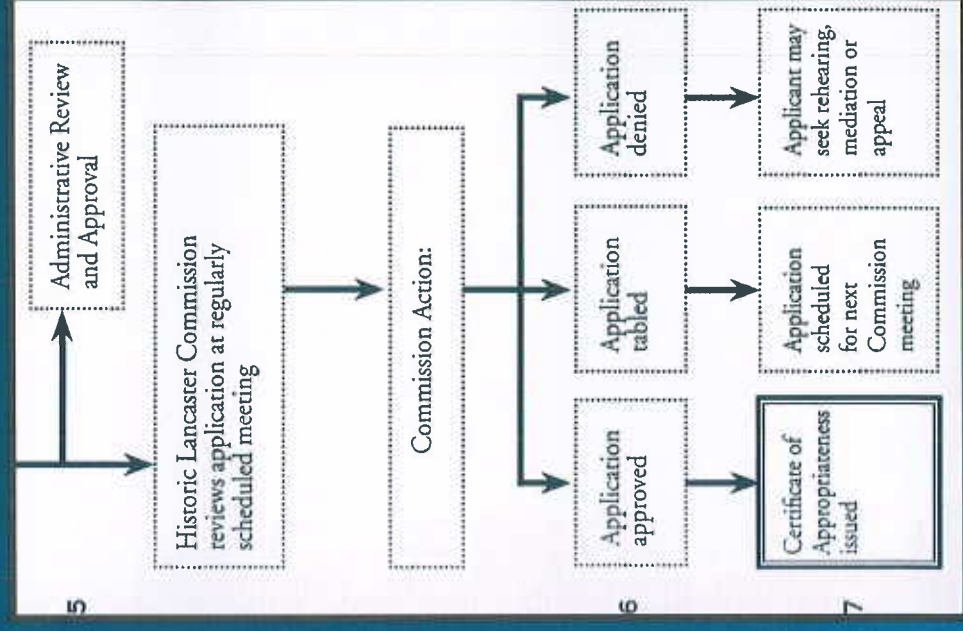
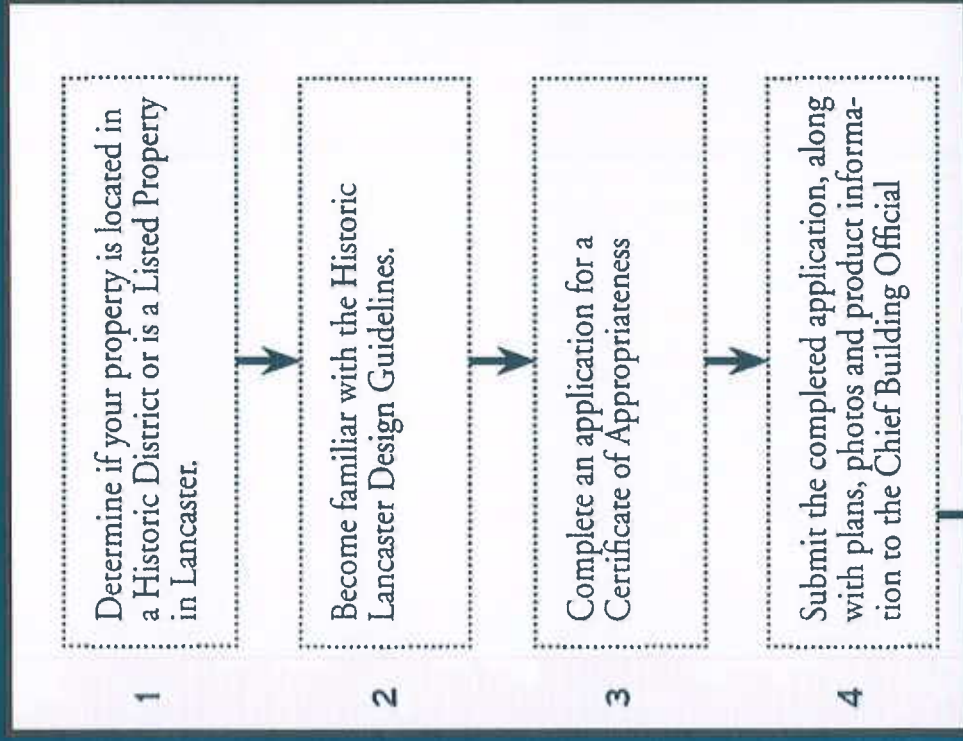
Replacement of individual shingles

What about Other Permits?

All proposed work must also conform to the City of Lancaster **Zoning Code, Building Code and Sign Code.**

If a Certificate of Appropriateness is required, it must be issued before a building, zoning or sign permit can be issued.

What is the process for obtaining a Certificate of Appropriateness?



- ☐ Fill out the application
- ☐ Describe the work you want to do – be specific!
- ☐ Provide color photographs of the building or area
- ☐ Provide drawings or manufacturer's information
- ☐ Provide your contact info
- ☐ Signature required

100

Completing the Review Process

Building Department Staff:

- ☐ Reviews each application for completeness
- ☐ Contacts the applicant to ask any questions or request more information
- ☐ Schedules the project for the next Commission meeting
- ☐ Posts meeting agenda on City's website

Completing the Review Process

The Historic Lancaster Commission:

- ❑ Meets the 3rd Wednesday of every month at 2:00 pm
- ❑ City Council Chambers at 111 S. Broad Street, Lancaster
- ❑ Public meeting
- ❑ Applicants explain what they would like to do
- ❑ Commission members review the project using the Historic Lancaster Design Guidelines
- ❑ Commission determines if the project can be approved as submitted, or if it needs some changes to meet the Guidelines

Administrative Approvals

Lancaster's Chief Building official can issue a Certificate of Appropriateness for the following items without full commission review –

provided that he or she determines that the proposed work meets the Design Guidelines.

- ☐ Paint colors
- ☐ Roof shingles
- ☐ Awning (not a sign)
- ☐ Storm windows + doors
- ☐ Minor masonry cleaning/repair
- ☐ Minor in-kind repairs

Historic Lancaster Design Guidelines

- Published in 2008
- Written specifically for Lancaster
- Available in hard copy and on line



www.ci.lancaster.oh.us/628/Design-Guidelines

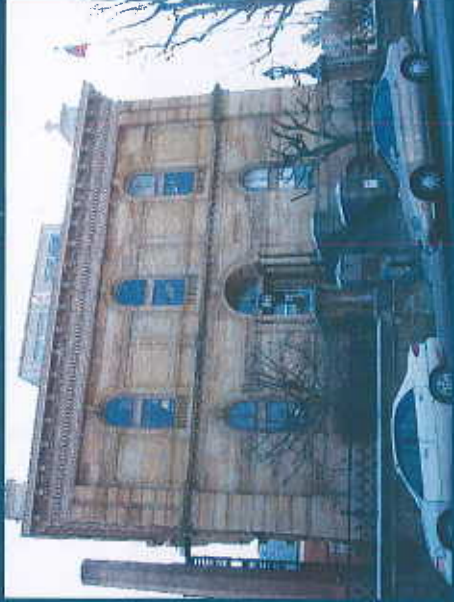
Design Guidelines... are a series of recommendations based on sound preservation philosophy

Historic features that give a building its character should be repaired and preserved.

If a historic feature is deteriorated beyond repair or missing, it should be replaced with a new feature that matches the old in design and appearance.

New features or new construction should be complementary to and compatible with the historic building and the historic district.

Institutional Buildings



Residential Buildings



Landscape Features & Outbuildings



How do you know if features are historic?

- STUDY THE FEATURE
- STUDY THE ARCHITECTURAL STYLE
- CONSULT OLD PHOTOS
- ASK THE CITY AND COMMISSION FOR HELP



WHAT IF THE HISTORIC FEATURE ...IS DETERIORATED?

FIRST CHOICE IS
TO MAKE REPAIRS



SECOND CHOICE IS TO
REPLACE "IN-KIND"
TO MATCH

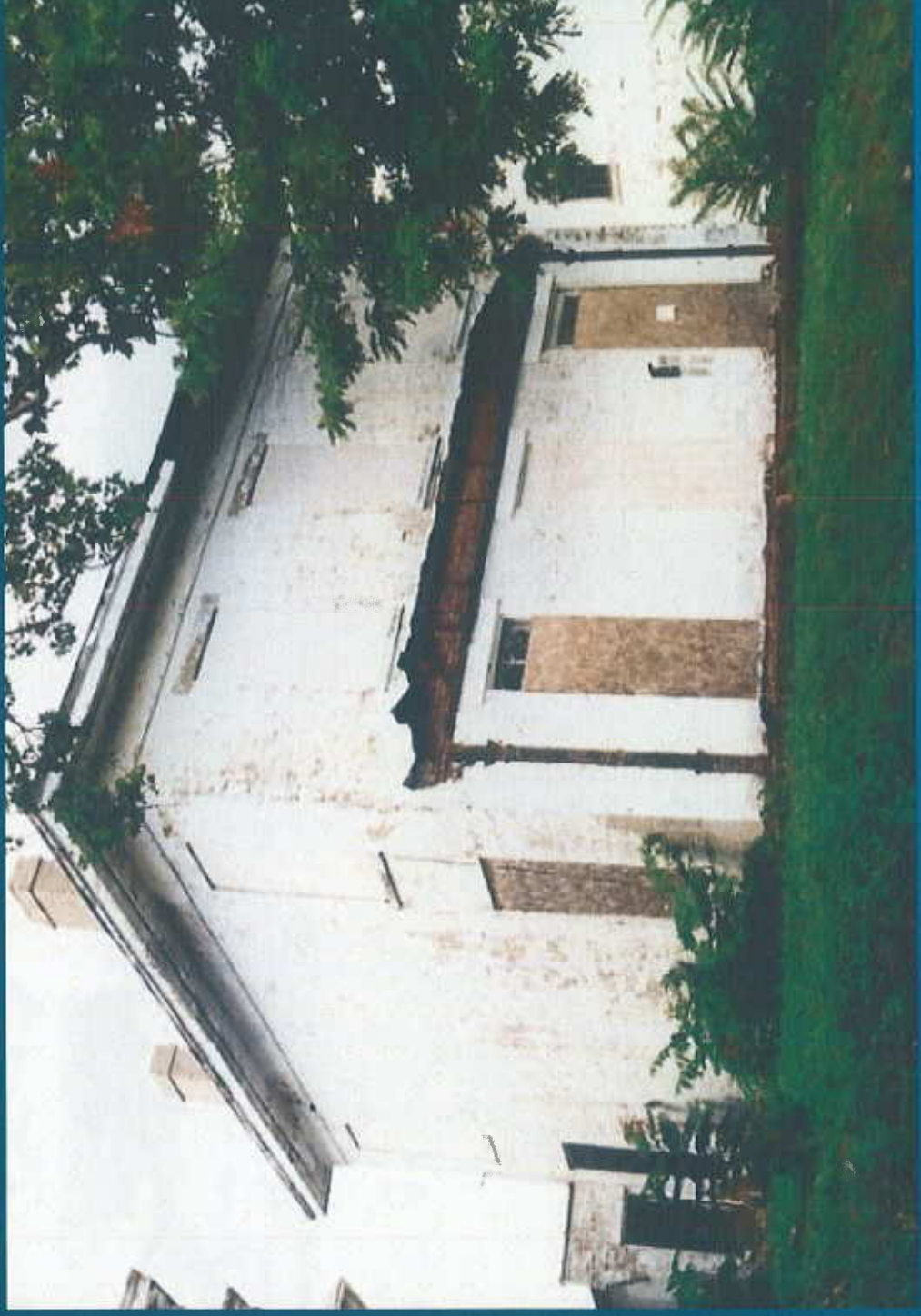
WHAT IF THE HISTORIC FEATURE ...IS MISSING?

Do research to find out what was there in the historic period and base the new design on the historic appearance.

Check with historic organizations and the city of Lancaster for old photos.

The building can also reveal its history.

WHAT IF THE HISTORIC FEATURE ...IS MISSING?



WHAT IF THE HISTORIC FEATURE ...IS MISSING?



WHAT IF THE HISTORIC FEATURE ...IS MISSING?



MASONRY

GUIDELINE:

Maintain and repair masonry as needed, making sure not to overdo the work. Does the building really need to be cleaned? Can tuckpointing be minimal?



MASONRY

GUIDELINE:

Use the gentlest means possible for cleaning brick, such as a mild detergent and low-pressure water wash.



Sandblasting is prohibited.

MASONRY

GUIDELINE:

Avoid painting masonry that has never been painted. If a masonry building is already painted, it will be best to repaint rather than to attempt to remove the paint. Keep colors compatible.



Unpainted brick



Painted brick

HISTORIC WOOD SIDING & TRIM

GUIDELINE:

Keep wood in good repair and painted. (Paint provides protection.) Repair or replace individual boards or decorative trim pieces if damaged or missing.



HISTORIC WOOD SIDING & TRIM



GUIDELINE:

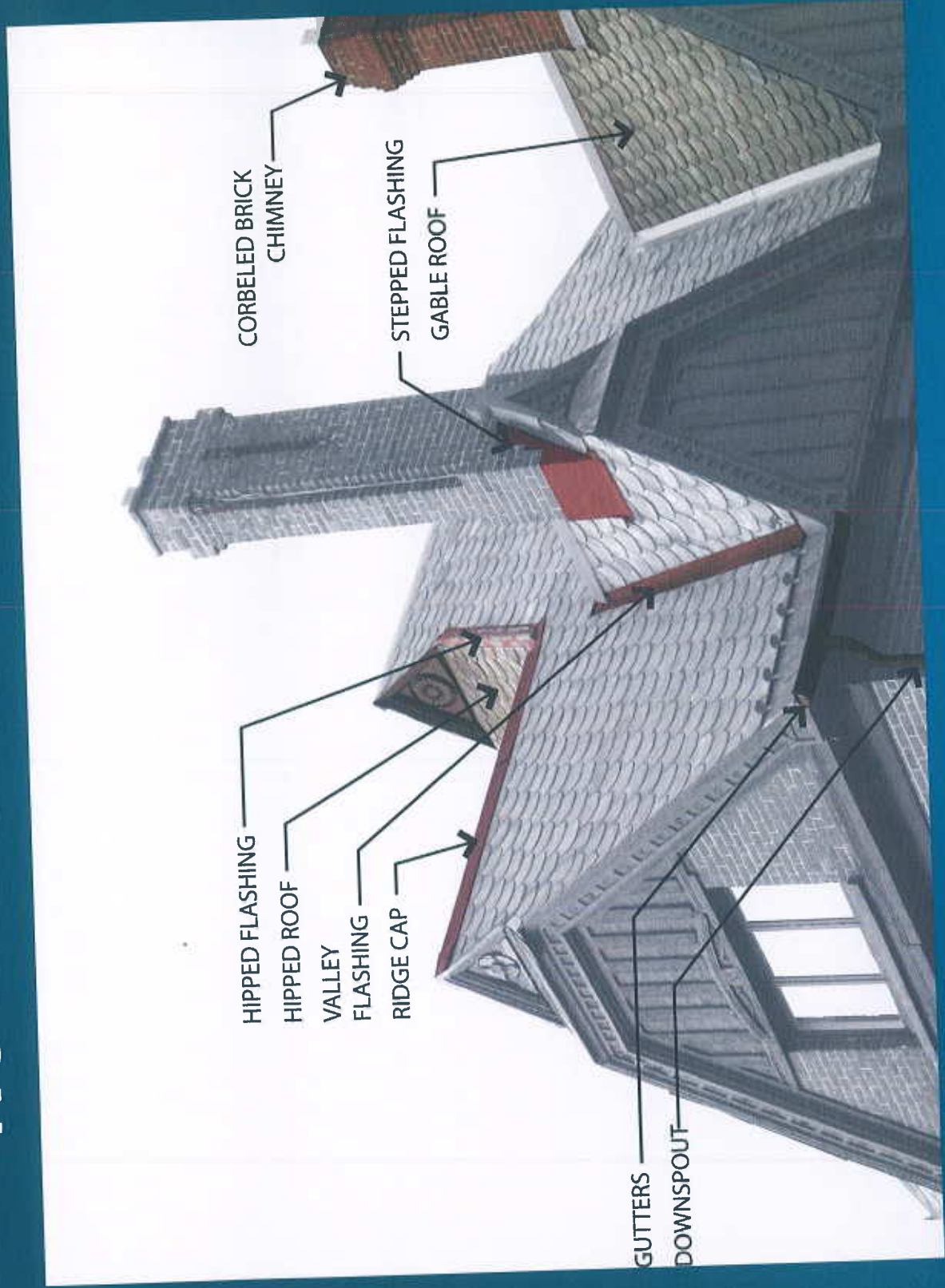
Do not cover wood siding with vinyl or aluminum. If your building is covered with artificial siding, consider removing it!



REMOVING ARTIFICIAL SIDING



ROOFS & ROOF FEATURES



ROOFS & ROOF FEATURES

GUIDELINE:

Be aware of how your roof is part of your building's style. Maintain historic features.



HISTORIC DOORS & ENTRANCES

GUIDELINES:

Keep historic doors in their original locations, keep the door in good working condition, maintain transoms and sidelights.



Historic
Residential
Examples

HISTORIC DOORS & ENTRANCES

GUIDELINES:

Keep historic doors in their original locations, keep the door in good working condition, maintain transoms and sidelights.



Institutional
Examples



ACCESS FOR THE DISABLED

GUIDELINES:

Needed for ADA compliance.
Consider location – sides and rear best.
Keep materials simple and transparent.
Seek reversibility. Avoid negative impact on historic features.



ACCESS FOR THE DISABLED



CHURCHES & PUBLIC BUILDINGS



ACCESS FOR THE DISABLED



HOUSES CONVERTED
TO COMMERCIAL USE

PORCHES



PORCHES

GUIDELINE:

Preserve historic porches in their historic form and materials. Sometimes, the porch is not original but has gained significance in its own right and should be preserved



PORCHES

GUIDELINE:
Porches are often
prone to water
damage if not
properly maintained.
Replace the
damaged feature to
match the originals.



PORCHES

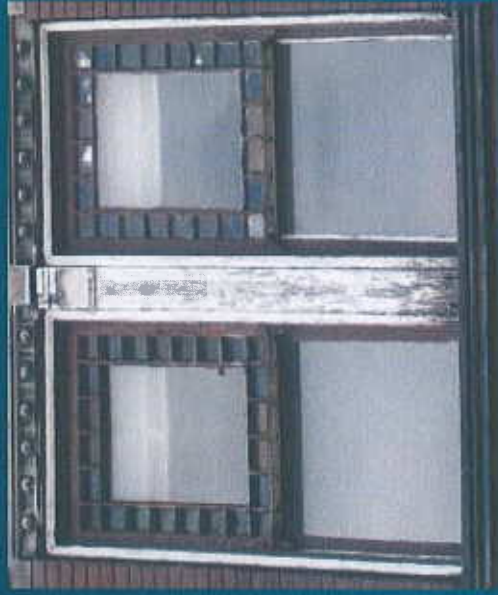
GUIDELINE:

If the porch has been altered with modern materials, consider using wood or composite to create a simple and compatible porch.



HISTORIC WINDOWS?

GUIDELINE:
First, determine if the windows are historic and recognize that the first choice is to preserve.





HISTORIC WINDOWS

GUIDELINES:

1. HISTORIC WOOD WINDOWS should be preserved if possible. Especially if they are important to the building's architectural character. Old growth wood is far superior to new wood, wood is a good insulator, storm windows can be added to the exterior or interior.
2. DETERIORATED WINDOWS. Is the window damaged beyond reasonable repair? Be sure to provide photos showing that condition.

WINDOW REPLACEMENT

If the Commission agrees that the windows are damaged beyond repair, the following questions need to be carefully considered:

- What is the **SIZE & FIT**?
- What is the **STYLE**?
- What is the **MATERIAL**?

WINDOW SIZE AND FIT

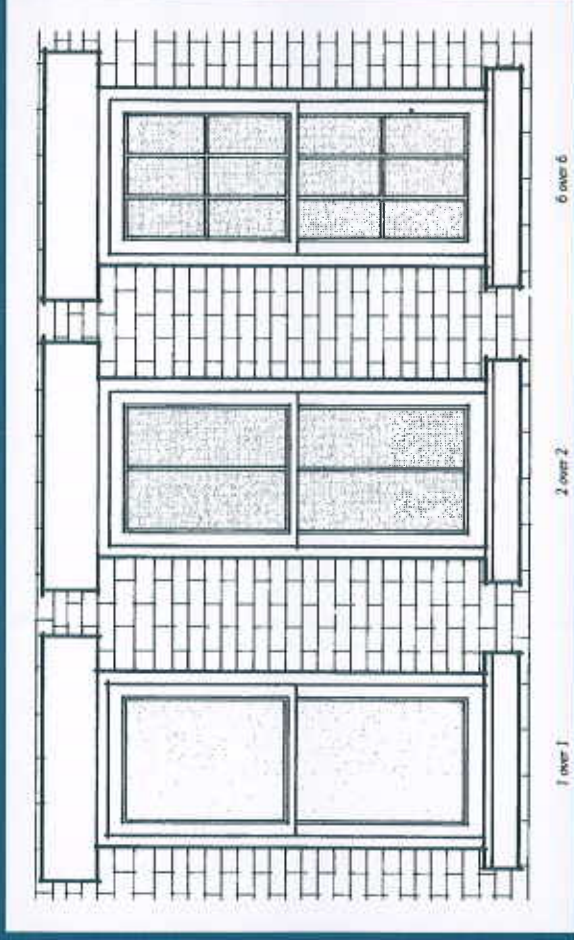
Make sure that the new window fits the opening exactly – do not downsize the opening to fit a “standard” size window



Window fits the opening

Window size too small

WINDOW STYLE



1/1

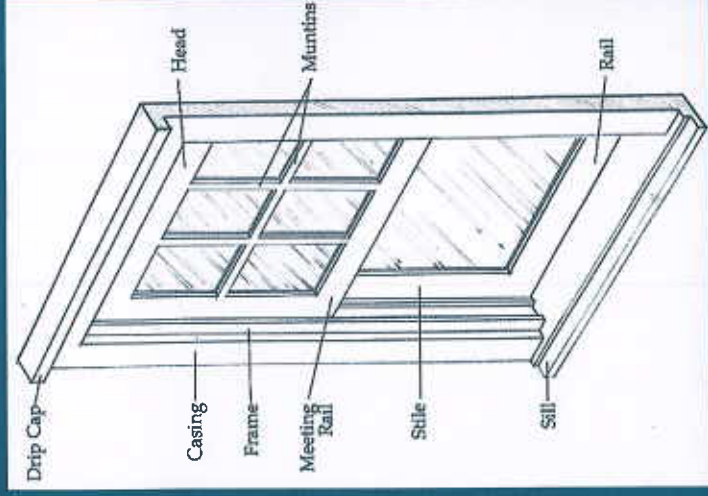
2/2

6/6

Choose a window that matches the historic window in its configuration and profiles.

If the window is a significant window on an important building, this needs to be a very good match.

MUNTINS ARE IMPORTANT



Historic windows have panes of glass divided by wood muntins that are “through the glass.” Today’s insulated-glass windows typically have muntins that are applied (glued) to the outside of the glass. If this is used, it is important that the muntins have a profile that matches the original.

WINDOW MATERIAL

BEGIN BY ASKING THESE QUESTIONS:

➤ ARE YOU REPLACING HISTORIC WOOD WINDOWS?

If the historic wood window is on a primary façade and is deteriorated beyond reasonable repair (documented for the Commission), the new window should match the historic window in all respects, including material if possible.

➤ ARE YOU REPLACING NON-HISTORIC WINDOWS?

If the historic windows are no longer existing, then a substitute material would be acceptable for the replacement.

WINDOW MATERIAL

The key is that the window should have the APPEARANCE of a traditional wood window – the dimensions, joints and profiles should match as closely as possible.



Wood
replacement
window



Composite
replacement
window



Aluminum-clad
replacement
window

WINDOW MATERIAL

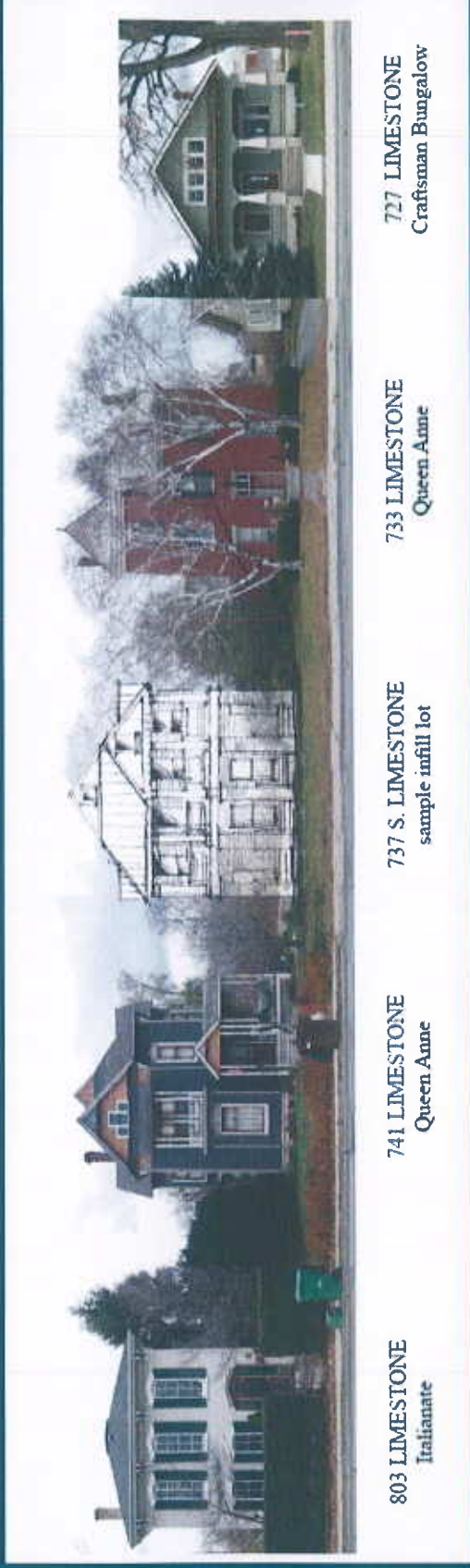
SUBSTITUTE MATERIAL WITH INSULATED GLASS
AND APPLIED MUNTINS



STAINED-GLASS OR LEADED-GLASS WINDOWS



NEW INFILL CONSTRUCTION



Seek compatibility with the neighborhood in terms of:

- design
- size
- proportion and scale
- height
- materials
- placement on the lot

Examples of new residential infill buildings in a historic district



Contemporary but compatible
with historic area. They “play
the part” of a historic building
but are greatly simplified.

DEMOLITION

Questions:

Is it a Historic building?
What is its Condition?
Reasons given?
Have alternatives been
considered?
Moving the building?
Hardship?
Are there plans for the site?
Do the plans for the site
have merit?



Demolition is irreversible so
must be carefully considered

SITE FEATURES



Parking lot
screening



Street
furniture

LANDSCAPE FEATURES



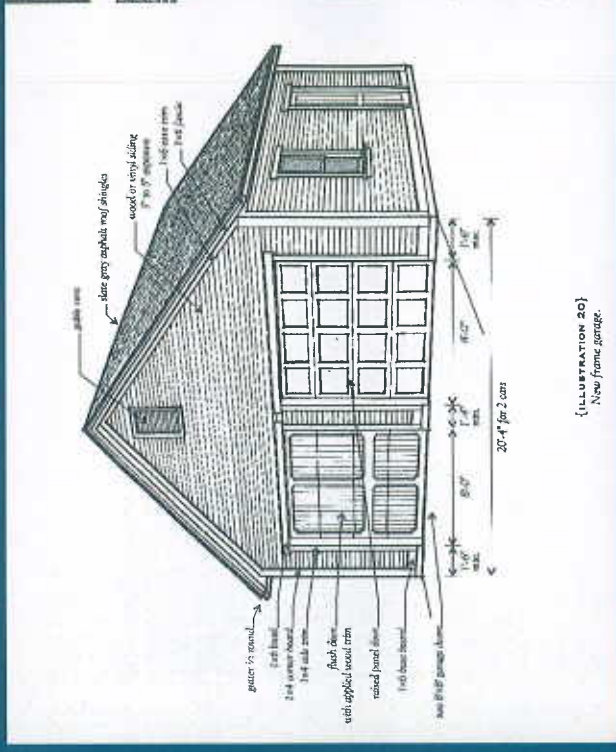
Steps and
Walkways



Fencing and
retaining walls



GARAGES & OUTBUILDINGS



THANK YOU

City of Lancaster Certified Building Department

Denise Crews

Pete Vail

Lancaster City Attorney

Stephanie Hall

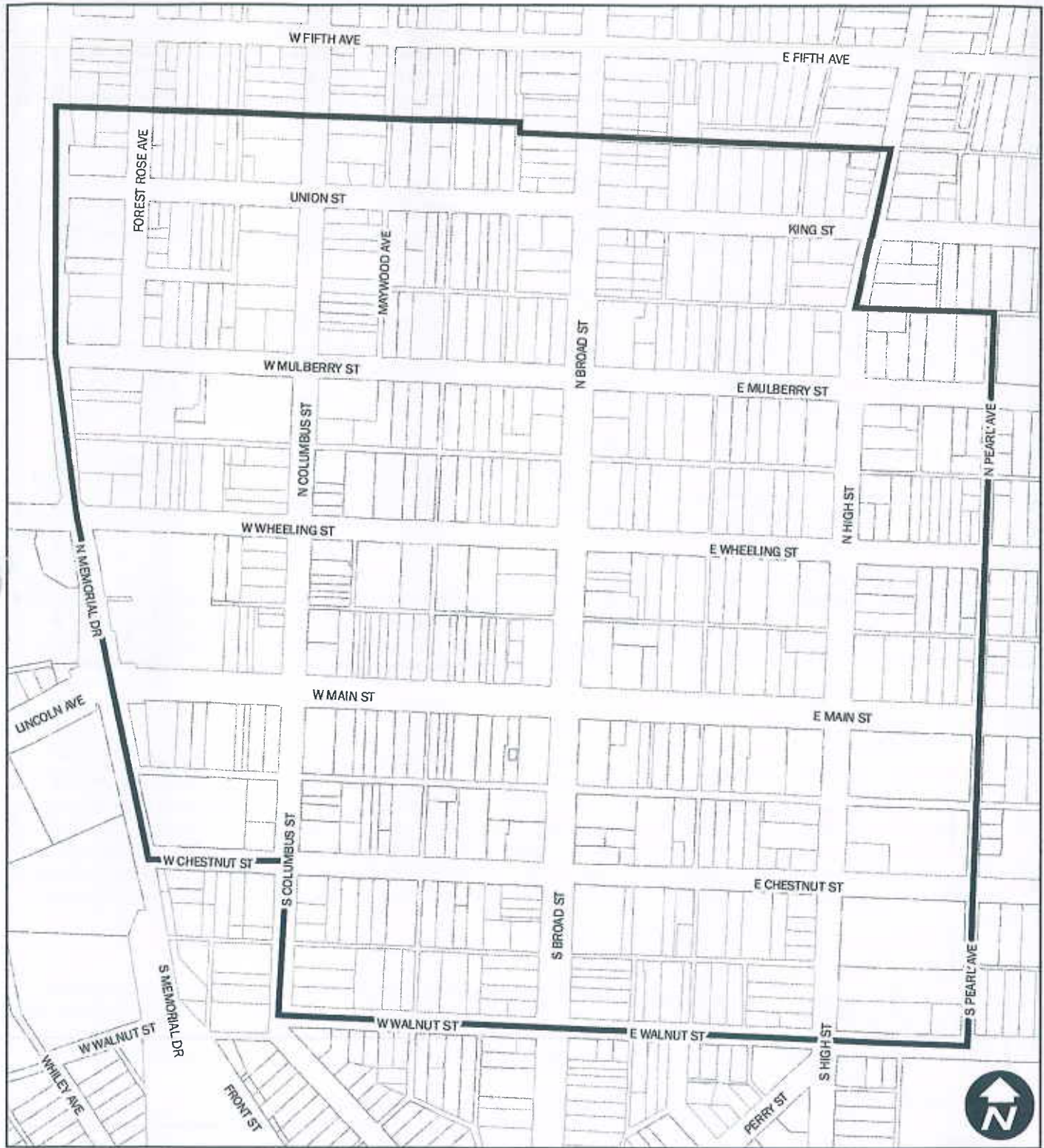
Historic Lancaster Commission

Bryan Everitt, Chairman

PROCEDURES

HISTORIC LANCASTER DISTRICT

HISTORIC LANCASTER COMMISSION DESIGN REVIEW AREA



Historic District Boundary

Data source(s): Ohio Historic Preservation Office, National Park Service, Fairfield County Auditor's Office

 Historic Lancaster District

Frequently Asked Questions

Permit Process

What?

You will need a Certificate of Appropriateness if you plan to:

- BUILD a new structure,
- ADD to an existing building,
- DEMOLISH a structure in whole or in part,
- RELOCATE a structure
- EXTERIOR REPAIR OR ALTERATION
- INSTALL A SIGN
- CHANGE BUILDING COLORS
- INSTALL STREETSCAPES

Certificates of Appropriateness **are not** required for

- Maintenance and/or repair activities that involve no change to material, design, texture or exterior appearance.
- Temporary maintenance and/or repair required by an order from the City of Lancaster.
- Interior Work
- General maintenance and or planting of organic material.

How Much?

The Certificate of Appropriateness requires a fee of \$25 in addition to fees for building permits, sign permits, or zoning permits. Please see the Certified Building Department for specific fees.

Frequently Asked Questions

within a week. Otherwise your Certificate of Appropriateness will be attached to your building, sign or zoning permit.

4. Permits are valid for 12 months but applicants can apply for a 12 month extension.

What Else Do I Need to Know?

All proposed work must also conform to the City of Lancaster Zoning Code, Building Code and Sign Code. If you have any questions regarding these codes, please contact the Certified Building Department at (740) 687-6649.

Subject work done without a Certificate of Appropriateness is in violation of the Lancaster Codified Ordinance and is subject to enforcement action.

Frequently Asked Questions

Commission to determine the appropriateness of the new construction.

Rehabilitation

- Current photograph of building façade that is being proposed for change.
- Materials list including any new materials to be introduced into the building.
- Design sketches or manufacturer's cut sheets of new doors, windows, light fixtures, awnings, signs, etc.
- Location of all proposed changes noted on the building photography.
- Where substitute materials are proposed, an explanation of why the original material cannot be restored.
- Color chips or samples.

Demolition

- Written description of the structure's condition and reason for demolition.
- Photographs of the current structure's condition showing all elevations, interior, accessory buildings and site features.
- Describe the proposed reuse of the site, including plans of any proposed new structures.

Signs

- Current photograph of building façade indicating sign location.
- Scale drawing of sign including graphics and mounting.
- Color samples.
- Design sketches or manufacturer's cut sheets of lighting fixtures.

Frequently Asked Questions

EMERGENCIES AND ECONOMIC HARDSHIP

Emergency Repairs

What?

You are allowed to complete temporary repairs required for public safety, because of an unsafe, insecure or dangerous condition as ordered by the City of Lancaster Building Department, Fire Department or Code Enforcement. You must seek a Certificate of Appropriateness for permanent repairs within 30 days. If you need to make emergency repairs, contact the Certified Building Department at (740) 687-6649 for additional guidance.

Economic Hardship

What?

The Historic Lancaster Commission may approve changes or demolition that do not meet the Historic Guidelines if there is a Substantial Economic Hardship.

When does a Substantial Economic Hardship occur?

- Substantial Economic Hardship is defined with the following conditions
- Substantial reduction in the economic value of the property;
- Substantial economic burden on the property owner to reasonably maintain the property in the current form;
- No reasonable alternative exists consistent with the guidelines;
- Unable to sell the property

Frequently Asked Questions

MEETING GUIDANCE

Fee

The cost of a Certificate of Appropriateness is \$25.00 paid with the application. There is no charge to meet with the Commission to discuss planning and proposed projects ahead of the Certificate of Appropriateness. If you would like to meet with the Commission, please call the Certified Building Department at (740) 687-6649 to be added to the agenda.

Who?

The Historic Lancaster Commission is a part of the City of Lancaster and is subject to the Open Meeting Laws of the State of Ohio. Meetings are open to the public and anyone is welcome to attend. There is a period reserved for public comment not related to specific agenda items. We ask that you respect the Commission and other attendees and limit your comments to 5 minutes.

What?

Meeting agendas are posted in City Hall and on the City website at <http://oh-lancaster.civicplus.com/358/Historic-Lancaster-Commission>. Minutes are also posted at this location.

The application process is as follows

1. Once an application is received, the staff will review and give notice to the applicant and owner that the application has been placed on the agenda. The notice may also include any questions or request additional information to be presented to the Commission.
2. The staff will prepare a meeting package to be sent to the members including the application and cover sheet with information on the property and the applicable guidelines. The package is sent to the members prior to the meeting.

Frequently Asked Questions

What If I Don't Like The Decision?

You have the right to appeal to the Board of Zoning Appeals within 30 days. The appeal must state the grounds for the appeal and follow the rules of the Board of Zoning Appeals. For more information see <http://oh-lancaster.civicplus.com/341/Board-of-Zoning-Appeals>

You may also request reconsideration for unusual or compelling circumstances or substantial economic hardship within 10 days of the denial. You may also request mediation. Contact the Certified Building Department at (740) 687-6649.

When Can I Start Work?

The Certificate of Appropriateness is usually part of a larger permit process. No permits for the work will be issued without the Certificate of Appropriateness but no work can begin until the appropriate permits are issued.