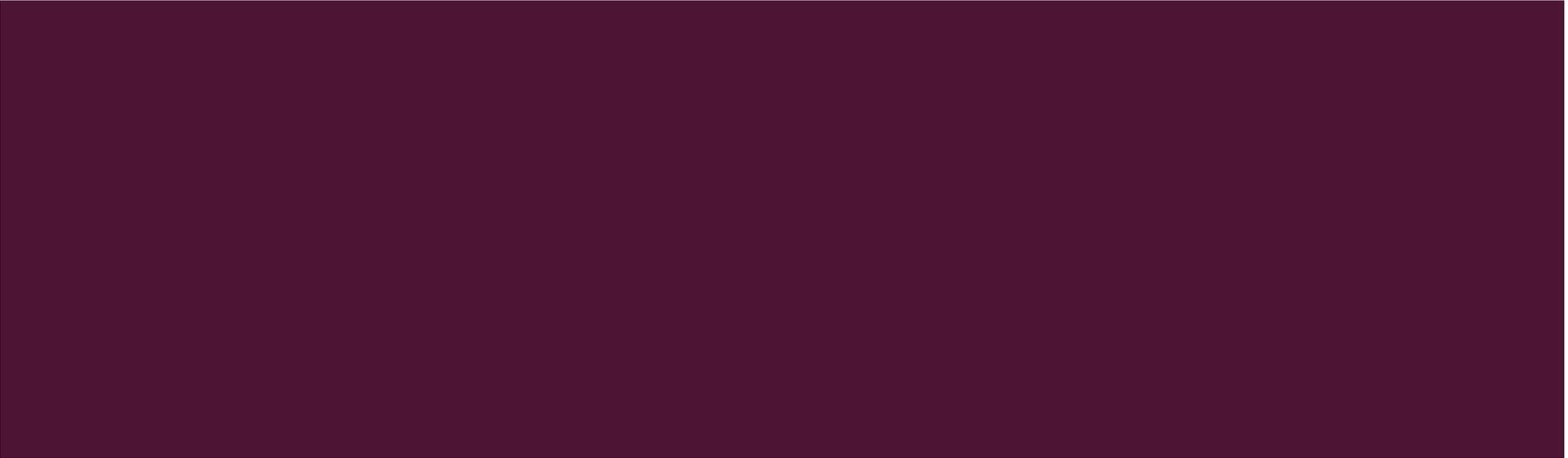




HPC TRAINING - DESIGN GUIDELINES

MILLCREEK HISTORIC PRESERVATION COMMISSION

AUGUST 14, 2025





GOALS

WHAT ARE DESIGN GUIDELINES?

- Expand on the Secretary of the Interior's Standards for the Treatment of Historic Properties, providing more specific guidance for a particular location or context.
- Tool for design review used in conjunction with a local preservation ordinance.
- Can also be referred to as design *standards*.
- Can be regulatory or voluntary.



WHY DEVELOP DESIGN GUIDELINES?



INTERPRET THE
SECRETARY OF THE
INTERIORS
STANDARDS FOR
YOUR COMMUNITY



CREATE SHARED
UNDERSTANDING
DESIGN REVIEW
GOALS



PROVIDE
CONSISTENCY AND
PREDICTABILITY



DEFINE WHAT IS KEY
TO COMMUNITY
CHARACTER



USE EXAMPLES AND
ILLUSTRATIONS TO
PROVIDE CLEAR
GUIDANCE FOR
PROPERTY OWNERS



EDUCATE THE
PUBLIC ON DESIGN
CONSIDERATIONS
AND OPTIONS

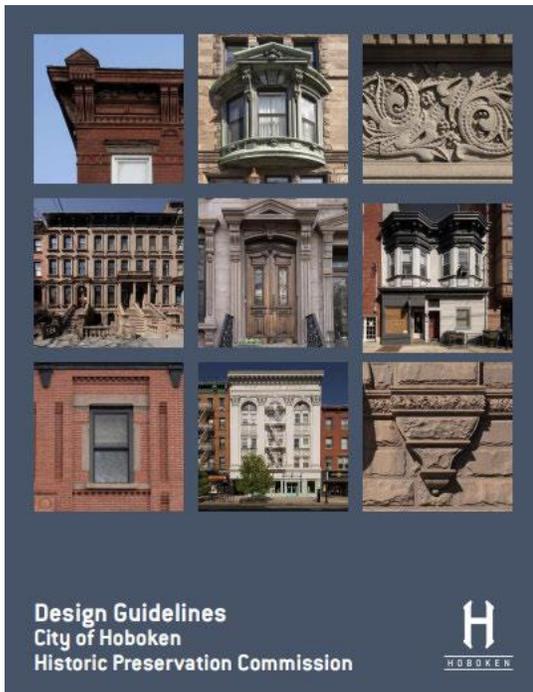


PROVIDE GUIDANCE
BASED ON LOCAL
CONDITIONS

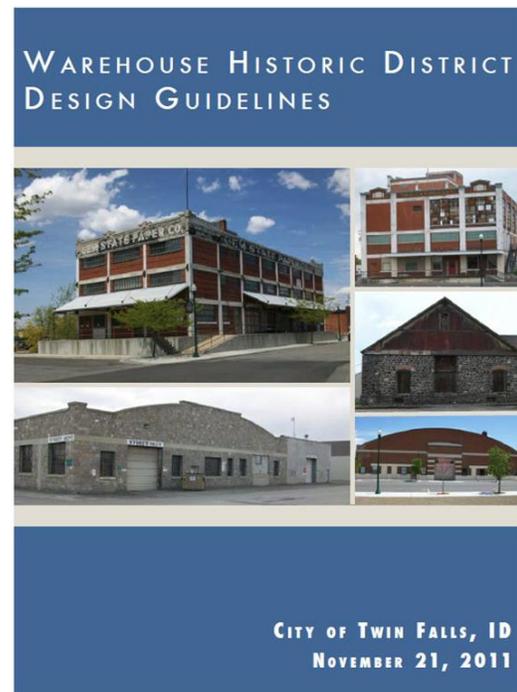


INCREASE
EFFICIENCY BY
REDUCING
AMBIGUITY IN THE
DESIGN REVIEW
PROCESS

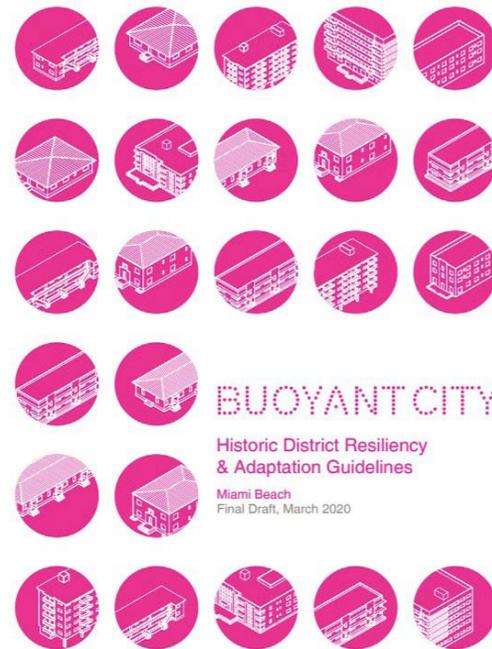
TYPES OF GUIDELINES



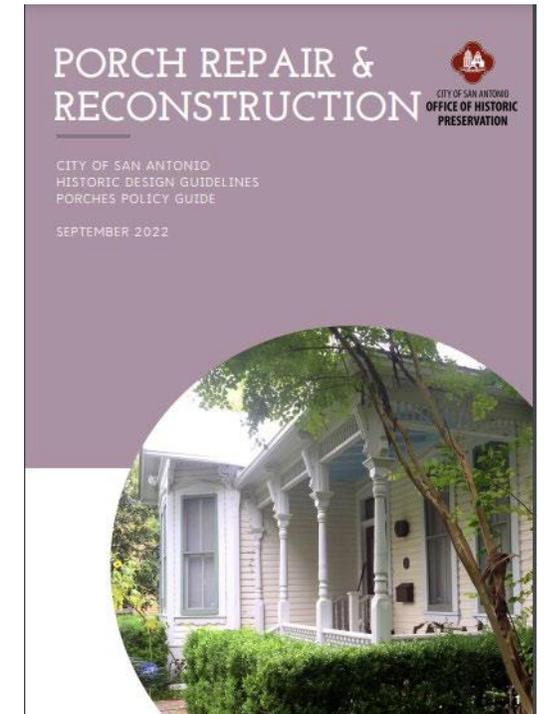
Geographic Area



Building Type



Issue Based

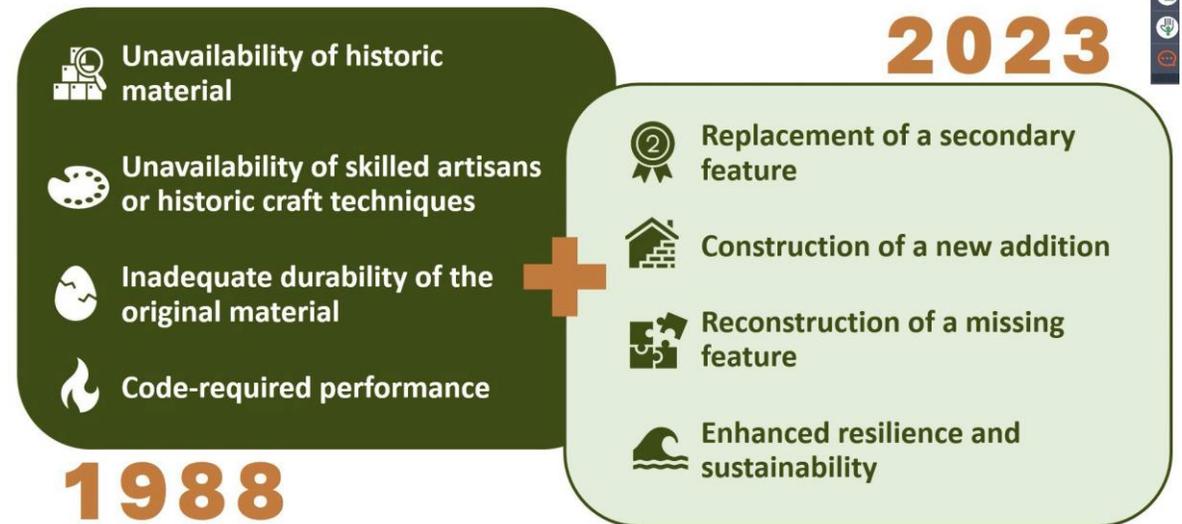


Address Features

WHY UPDATE GUIDELINES?

- Add flexibility
- Incorporate new technology and materials
- Guidance for new resource types
- Address sources of contention or HPC struggles
- Respond to community feedback
- Keep up with current best practices
- Improve usability and accessibility
- Integrate climate resilience and disaster preparedness

Considerations for Using Substitute Materials



CONSIDER ENFORCEMENT WHEN DEVELOPING GUIDELINES

NORHILL HISTORIC DISTRICT

Design Guidelines Workshops

6:30 p.m. Tuesday, February 27 (or)
6:30 p.m. Tuesday, March 5
Montie Beach Community Center
915 Northwood St.

Norhill is an established City of Houston historic district. The City of Houston Office of Preservation is working with the community to determine design guidelines to preserve the historic character of your neighborhood. Your feedback is essential in this process. Join us for one of two Historic District Design Guideline Workshops.

Visit bit.ly/LTH-Norhill-HD to obtain more information on the draft guidelines. Direct questions to Terrance Jackson at 832-393-6556 or email terrance.jackson@houstontx.gov.



Scan with your mobile camera for more on the Norhill Guidelines



- Is this something worth enforcing?
- Is the guideline clear?
- How will compliance be determined?
- How will subjective guidelines like “when feasible” or “when possible” be evaluated?
- How does the guideline align with code/building requirements?
- Community feedback?

WHY ENFORCEMENT MATTERS

- Lack of enforcement undermines guidelines
- Responsibility of commissions to designate and *maintain* local landmarks and districts
- To ensure that local preservation laws are respected and upheld, they must be consistently enforced
- Deter future violations

Historic district could lose status

By Jessica Farrish REGISTER-HERALD REPORTER Aug 1, 2018



Beckley.org

WHAT IS ENFORCEABLE?



WHAT DO YOU WANT TO ENFORCE?

Historic District Commission rules new fence in Ann Arbor's Old West Side must come down

By Ryan J. Stanton



A newly installed, split-rail fence in front of a house at 617 W. Madison St. in Ann Arbor's Old West Side Historic District must come down after a ruling Thursday by the Historic District Commission.

Ryan J. Stanton | AnnArbor.com

Yellow paint fails to cut the mustard in historic Pluckemin Color violates historic standard

By W. JACOB PERRY Staff Writer Feb 24, 2020



Bedminster Township officials have directed the owners of the Pluckemin Park senior housing complex off Route 202-206 to meet with the township's Historic Preservation Commission after learning that two buildings in the development were painted bright yellow in violation of historic neighborhood standards.

Photo by Jake Perry

DO YOUR GUIDELINES ALIGN WITH YOUR PRIORITIES? WHAT IS WORTH FIGHTING FOR & WHERE CAN YOU ADD FLEXIBILITY?



- Are character-defining features altered?
- How much historic fabric is impacted?
- How visible are the alterations?
- Are alterations subordinate?
- Is the work reversible?
- Do the alterations create a false sense of history?
- Will the proposed work impact the district character?

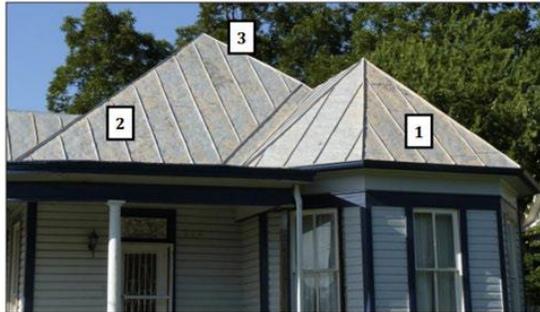
MAKING ENFORCEMENT EASIER THROUGH CLARITY

Exterior Maintenance and Alterations | Materials: Roofs

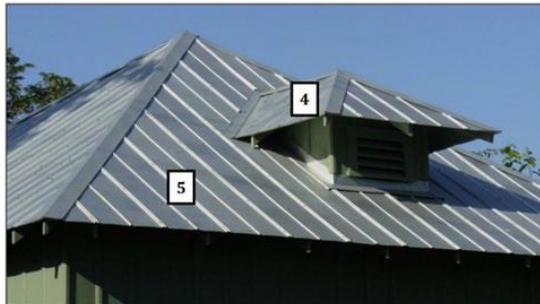
Checklist for Metal Roofs

New metal roofs that adhere to the guidelines below can be approved as long as documentation can be provided that shows that the home has historically had a metal roof or is of a style or construction period where a metal roof is appropriate.

- 1 Use panels that are 18 to 21 inches in width.
- 2 Ensure seams are an appropriate height for the slope of the roof (1 to 2 inches).
- 3 Use a crimped ridge seam that is consistent with the historic application.
- 4 Use a low-profile ridge cap with no ridge cap vent or end cap when a crimped ridge seam is not used.
- 5 Match the existing historic roof color or use the standard galvalume; modern manufacturer's colors are not recommended.



Historic standing seam metal roof with crimped ridges.



Example of appropriate v-crimp panels with external metal fasteners.



Do not use ridge caps with ridge cap vent (left) or end caps (right).



Simulated Divided Lite with Spacer Bar (SDLS)



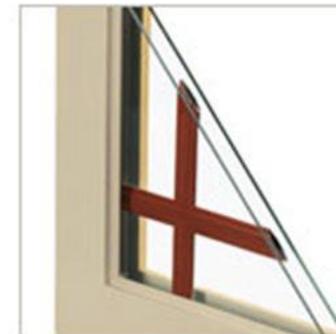
Simulated Divided Lite (SDL)



Authentic Divided Lite (ADL)



Grilles-between-the-Glass (GBGs)



GBGs Exterior and Interior Color



Removable Grilles

MAKING ENFORCEMENT EASIER THROUGH CLARITY

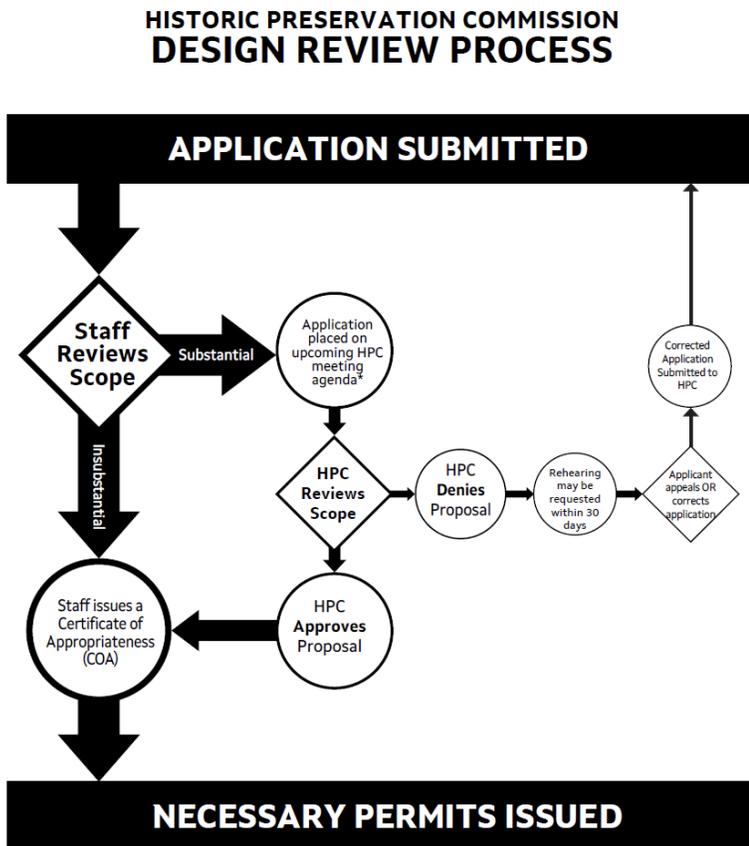
General

- The appropriateness of substitute materials is reviewed based on the size, shape, texture, pattern, and detail as compared to the original material and, when available, past performance of the material in documented cases.

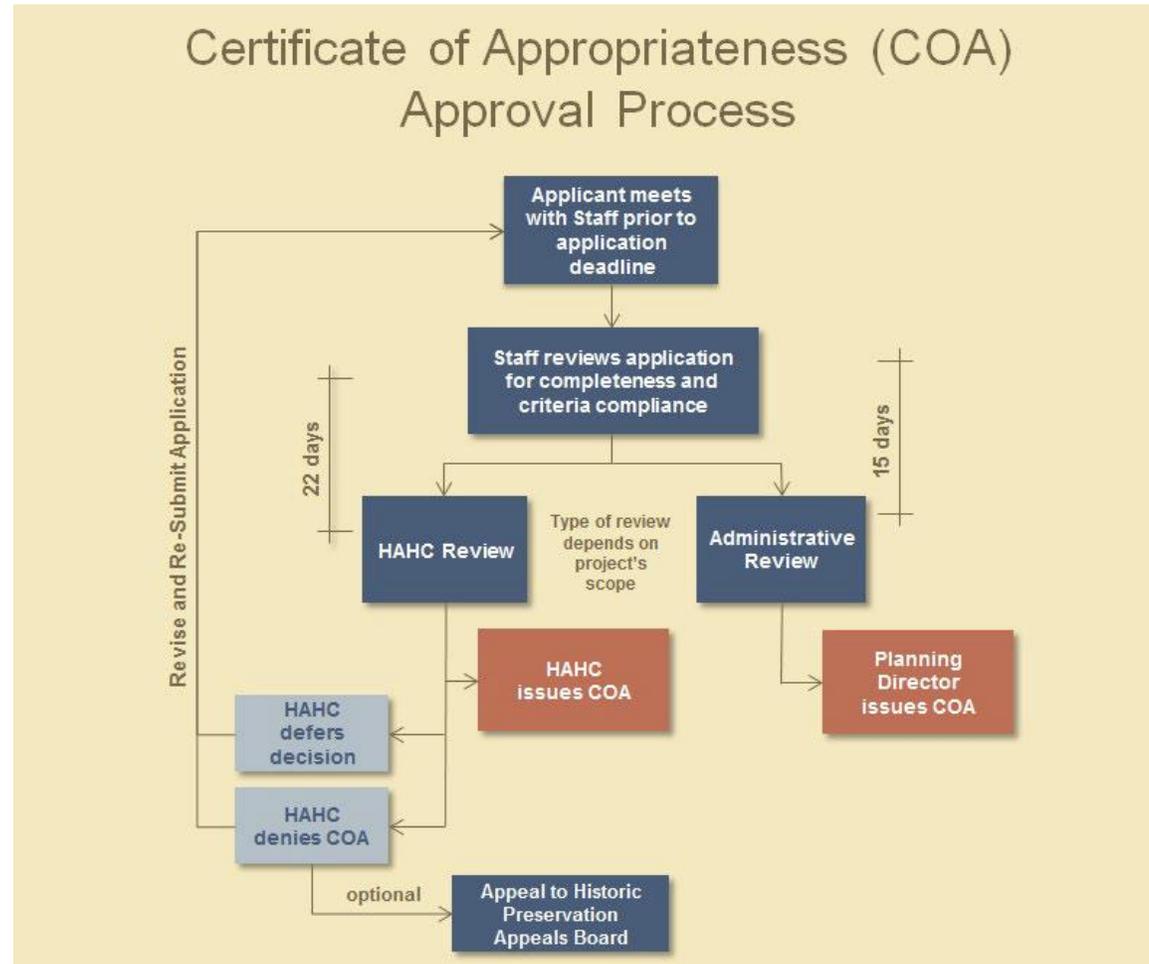
Specific

- It is inappropriate to replace historically wood porch supports and railings with metal, iron, plastic, PVC, or fiberglass supports and railings.
- Aluminum, vinyl, and plastic sidings and details shall not be used.
- Design an awning or canopy to be in character with the building. . . Vinyl, plastic, leather, or any glossy or reflective materials are inappropriate.

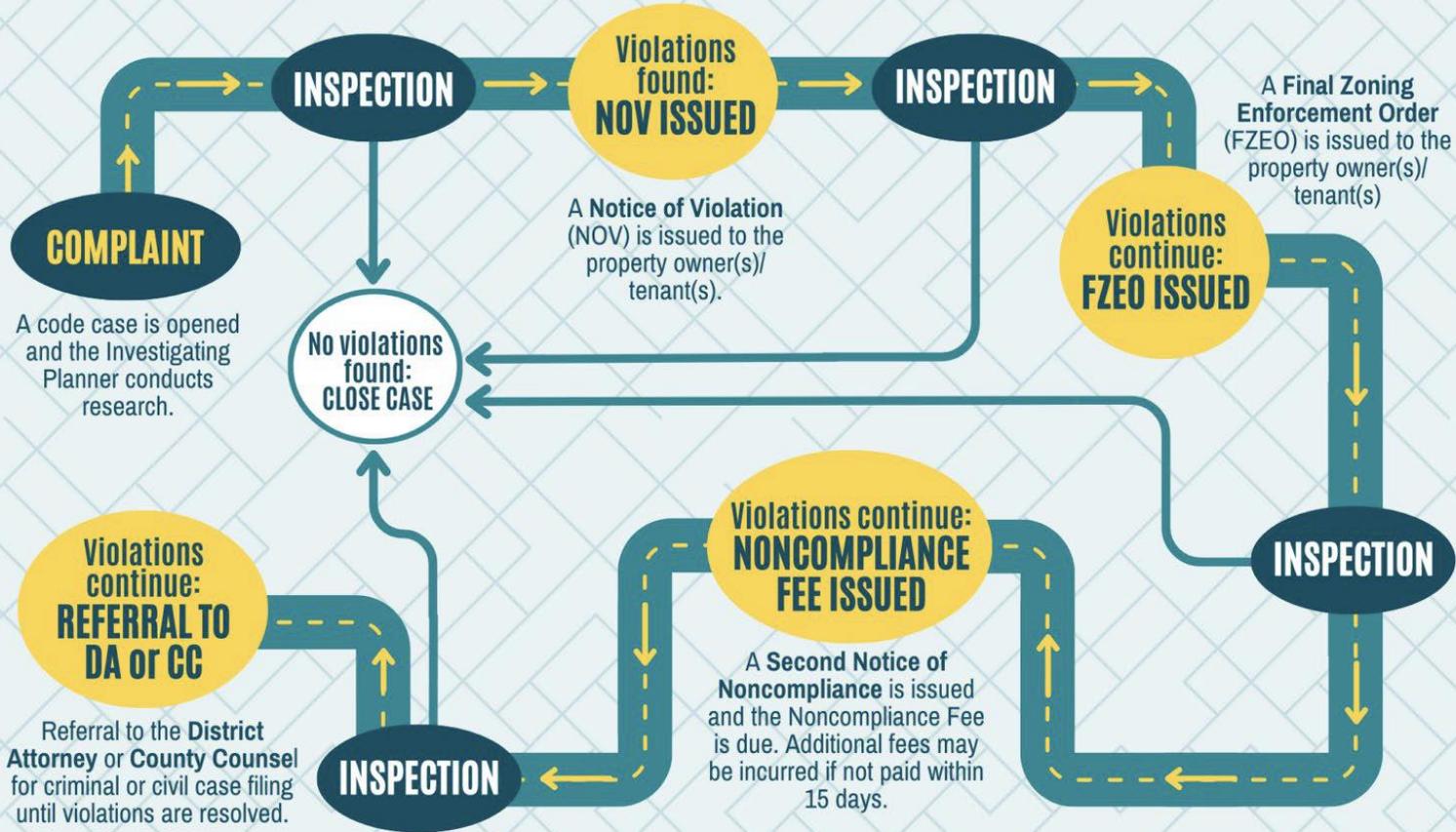
GRAPHICALLY REPRESENT THE DESIGN REVIEW PROCESS



* THE COMMISSION MEETS REGULARLY, TYPICALLY ON THE LAST FRIDAY OF THE MONTH (SEE WEBSITE FOR MEETING SCHEDULE/AGENDAS)



ZONING ENFORCEMENT PROCESS*



***Note:** When a property owner and/or tenant demonstrates continuous progress and willingness to abate zoning violations(s), time extensions to comply may be granted throughout the process. Not all cases may qualify for a DA/CC referral. This is only a general overview of the zoning enforcement process. Contact an Investigating Planner for more details.

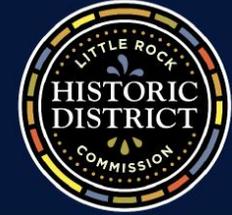
BE EQUALLY AS
CLEAR IN THE
ENFORCEMENT
PROCESS



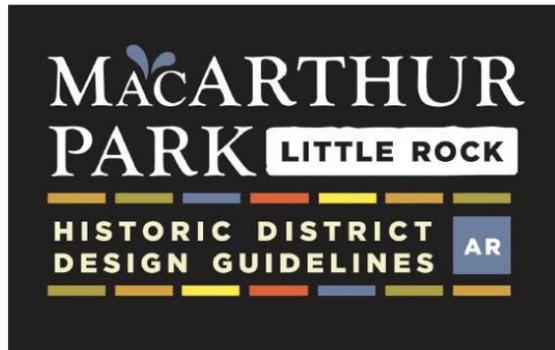
PUBLIC ENGAGEMENT



PROJECT PROCESS



Community Engagement



Project Branding



Project Website



Stakeholders Listening Session

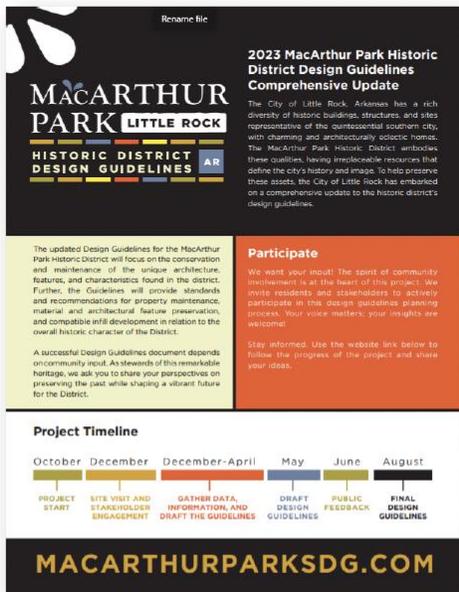


PROJECT PROCESS

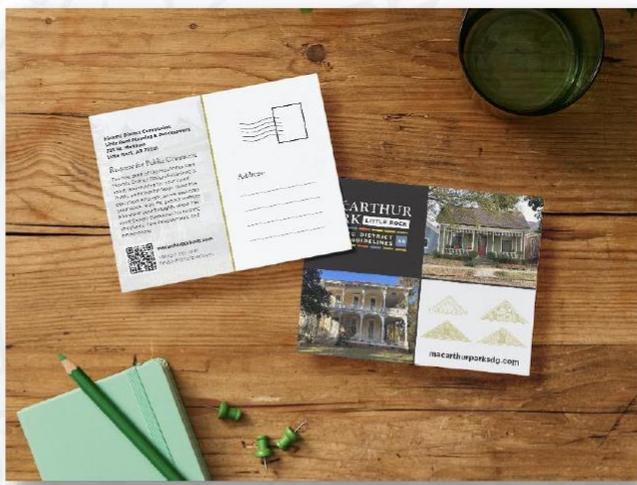
Community Engagement



Social Media Post Package



Educational Handout



Public Comment Invitation Postcards



PROJECT PROCESS

Community Engagement



LEARN MORE ABOUT

URBAN PLANNING & DESIGN IN THE MACARTHUR PARK NEIGHBORHOOD

With Special Guest:
Hannah Ratzlaff, Urban Designer for the City of Little Rock

Expect an overview of the neighborhood's unique features and how to engage with the current design guideline process.

21 FEBRUARY 5:30 PM - 7:00 PM
Stone's Throw Brew Pub

Brought to you by:

- ourlittlerock.org
- macarthurparksdg.com

Community Educational Presentation

Can you find a building older than 1860?

MACARTHUR PARK LITTLE ROCK

Scavenger Hunt

Digital Scavenger Hunt

Explore and keep up-to-date on active projects related to historic preservation and cultural heritage in Little Rock

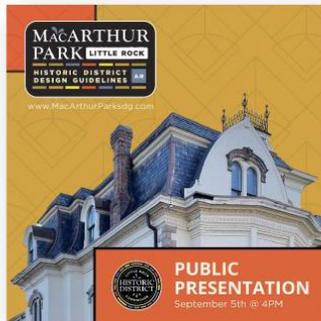
Historic Preservation Active & Completed Projects Map

littlerock.gov/preservation

Launched Active Projects Interactive Viewer

PROJECT PROCESS

Community Engagement



Public Presentation



Launched MacArthur Park Local Historic District Interactive Viewer

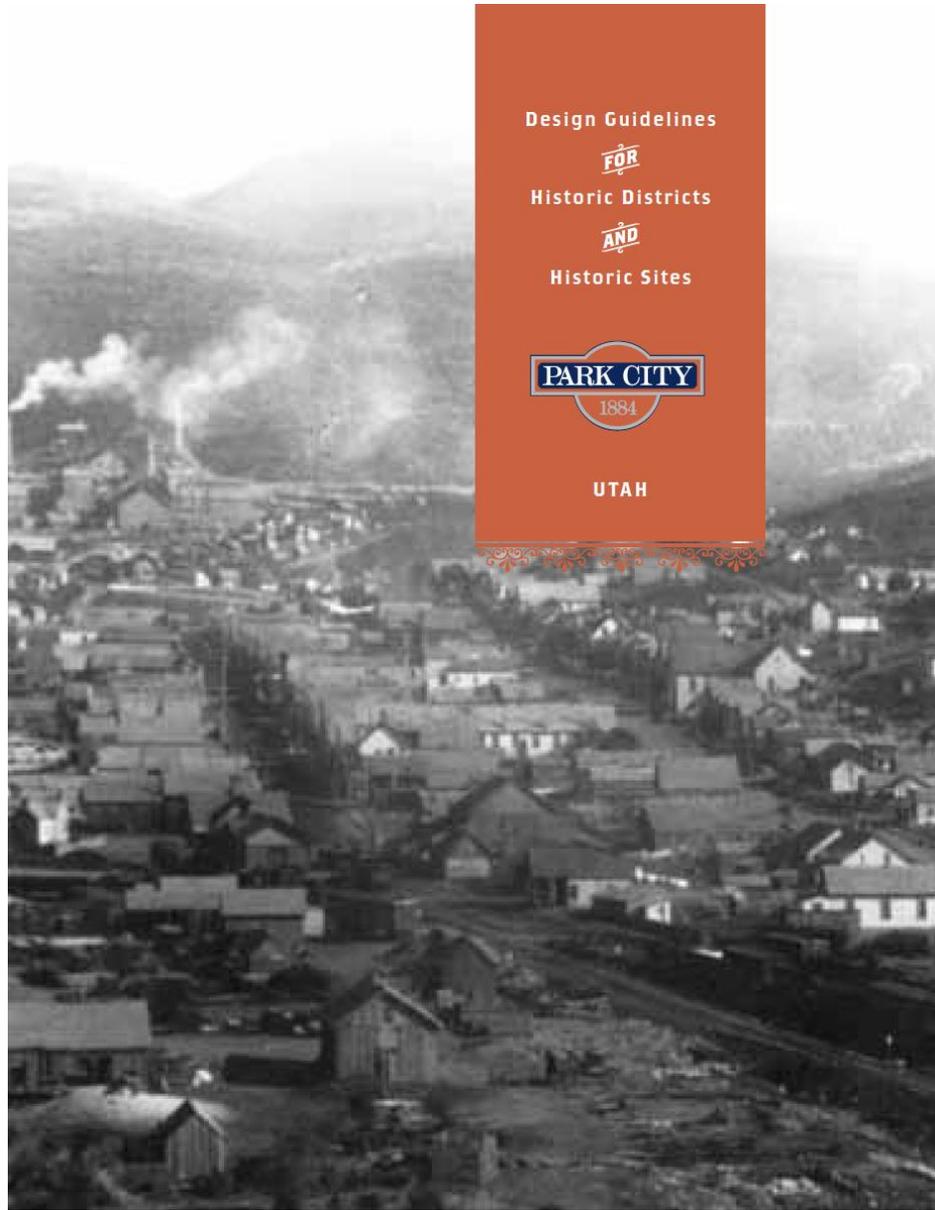


Celebrated Adoption



EXAMPLES





WHO HAS THEM IN UTAH?

- Logan
- Murray
- Ogden
- Park City
- Salt Lake City

SALT LAKE CITY



A Preservation Handbook
for Historic
Residential Properties & Districts
in Salt Lake City



Design Guidelines for
Historic Commercial Properties & Districts
in Salt Lake City



Design Guidelines
for
Historic Apartment
&
Multifamily Buildings
in
Salt Lake City

Design Guidelines for Signs in Historic Districts



This streetscape of the 200 block of Main Street taken in 1912 shows a large variety of signs including signs jutting over storefronts, projecting signs, awning signs, window signs and signs painted on the sides of buildings. (Photo courtesy of the Utah Historical Society).

SPLIT VISIONS

A **PLANBOOK** OF REMODELING IDEAS FOR
SPLIT-LEVEL AND SPLIT-ENTRY HOUSES

Brooklyn Park
Burnsville
Circle Pines
Coon Rapids
Dakota County
Golden Valley
Hennepin County
Maplewood
Mounds View
New Hope
Plymouth
Ramsey County
Roseville
Shoreview



PATTERN & DESIGN IDEA BOOK

for Post-War Homes

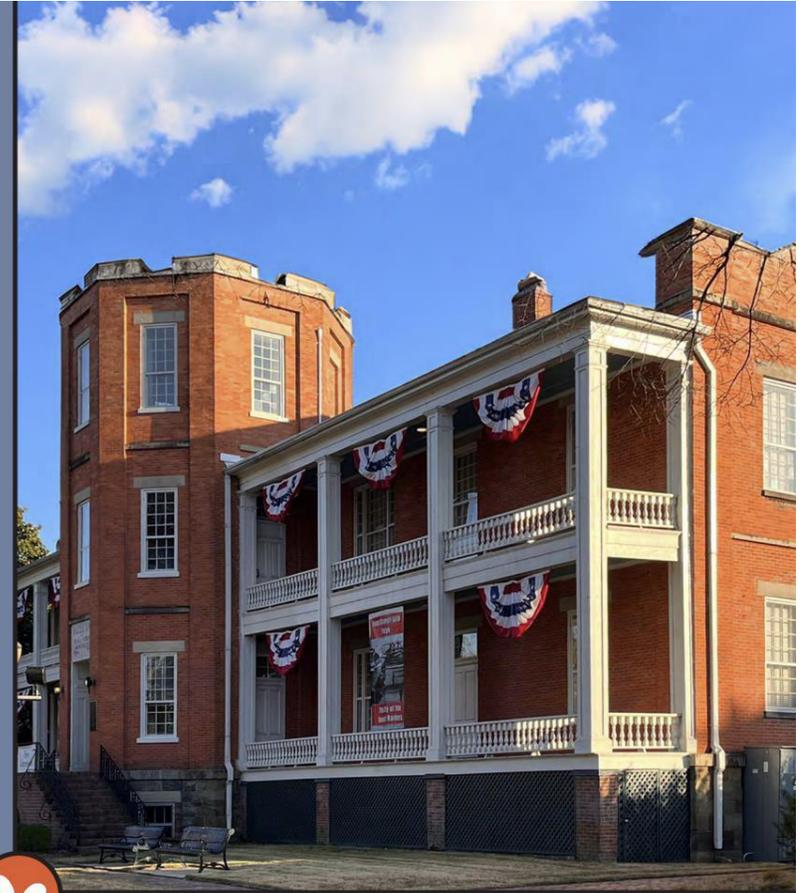


FEATURING HOMES IN THE ALTA VISTA & ALLENDALE SUBDIVISIONS OF ARVADA, COLORADO

POST WAR TYPES

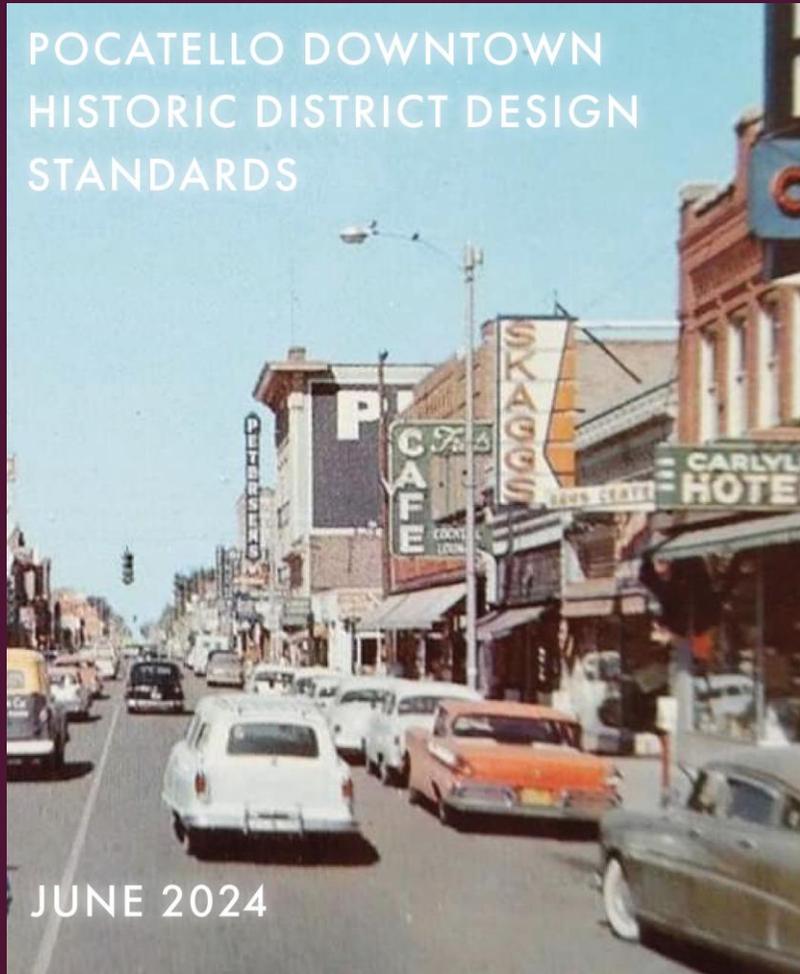
WHAT DOES IT COVER?

- Preservation
- Repair & Rehabilitation
- Additions
- New Construction
- Relocation & Demolition
- Streetscape & Site Design
- Sustainability & Weatherization
- Appendices of Resources



**MACARTHUR
PARK** **LITTLE ROCK**
HISTORIC DISTRICT DESIGN GUIDELINES **AR**

POCATELLO DOWNTOWN
HISTORIC DISTRICT DESIGN
STANDARDS



JUNE 2024

POCATELLO

- Project Summary & Methodology
- Principles & Benefits of Historic Preservation
- The Pocatello HPC & Overlay District
- History of Downtown Pocatello
- Character-defining Features of the Downtown Pocatello Historic District
- The Secretary of the Interior's Standards
- Design Review
- Design Standards

ARCHITECTURAL FEATURES

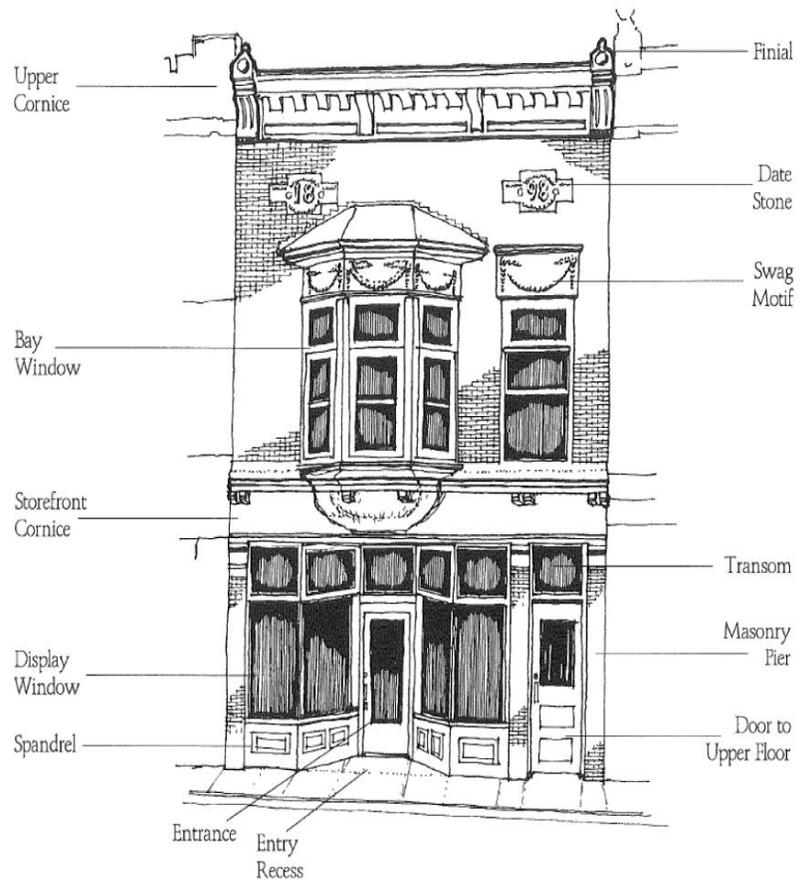


Figure 5. Components of a common storefront



Figure 7. A storefront cornice of art and prismatic glass, and spandrel of a building in the Pocatello Downtown Historic District.

DESIGN REVIEW PROCESS

Reason for COA	HPC Level Review	Staff Level Review	No COA Required
Demolition	X		
Major Alterations or an addition to a Contributing Structure	X		
Premature alterations (any work done without a COA)	X		
Variance from historic design standards	X		
New construction on a vacant parcel		X	
Exterior alterations (including windows, doors, signage, additions, site work)		X	
Interior alterations			X
Repairs			X
Sign face change to an existing sign			X
Window signage (sign permit required)			X

Figure 10. Application matrix that provides applicants with illustrative guidance as to the differing levels of city review and when it's required.

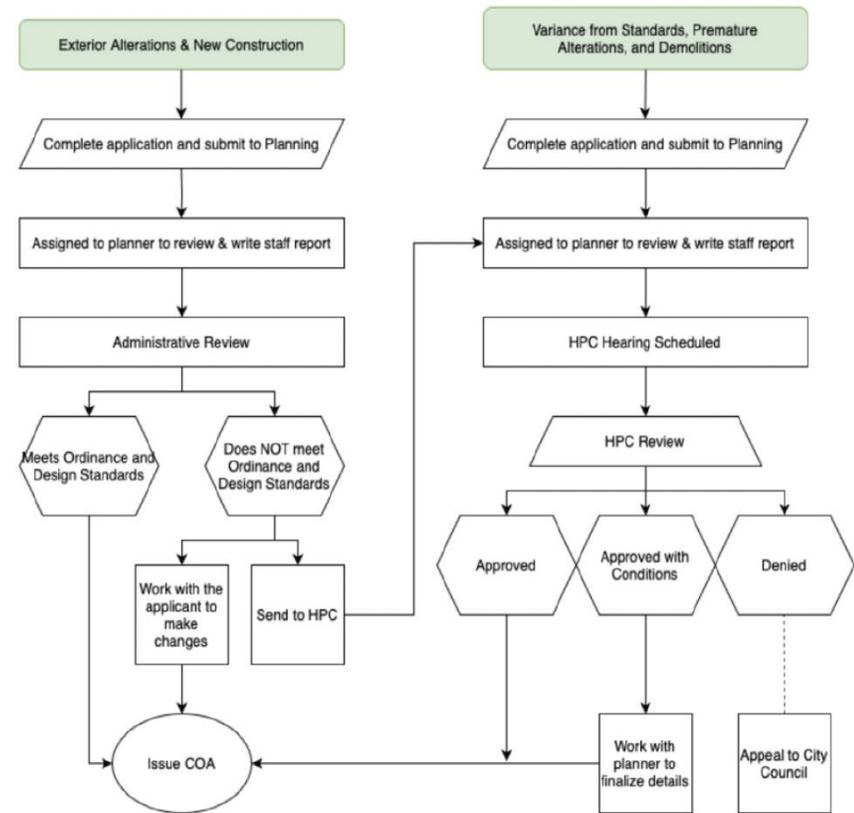


Figure 11. Pocatello Certificate of Appropriateness (COA) Process flowchart.

DESIGN STANDARDS

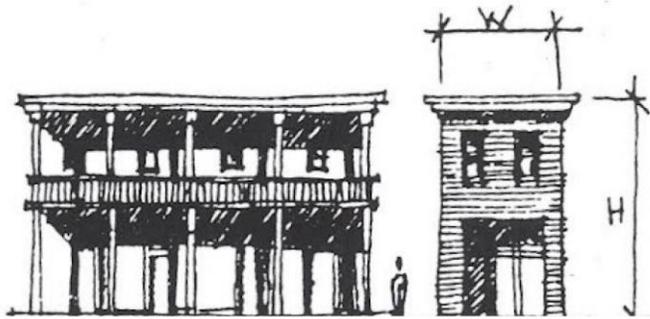


Figure 39. Appropriate proportion, mass, and scale.



Figure 40. Proportion, mass, and scale that is not appropriate.

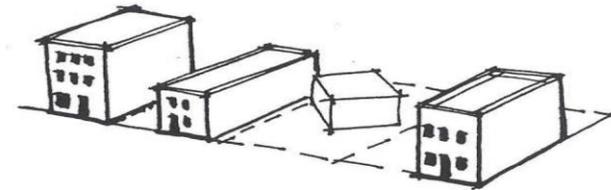


Figure 42. Not appropriate setback, orientation, massing, proportion, scale, and fenestration.

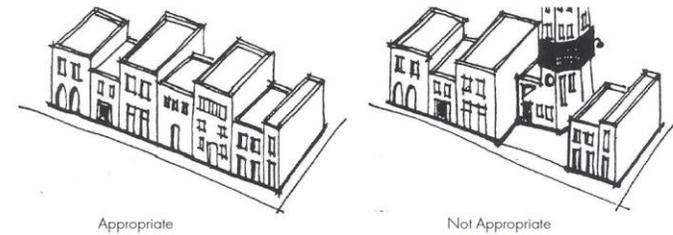


Figure 43. The example that is appropriate demonstrates acceptable setback, massing, proportion, scale, and fenestration.

Applicable Review Criteria

- 11.1 Adverse impacts to the historical integrity of the property or structure shall be minimized.
- 11.2 The proposed work shall be compatible with the property or structure itself, as well as the surrounding neighborhood or district. Consideration shall be given to exterior design, site layout, proportion, detail, scale, texture, and materials.

Applicable Standards

Appropriate

- 11.3 Design that matches or references the setback, orientation, massing, proportion, scale, and fenestration of the block.

DESIGN STANDARDS

Standard 2 – Windows & Doors

Windows and doors add architectural interest to buildings. The openings are typically vertical and repeated at regular intervals. Their rhythms and patterns provide character to the historic district and should be retained. Historic windows should be repaired whenever possible rather than replaced. If historic windows are replaced, new windows must match the proportions and details of the original. In most cases, wood is the historically appropriate and preferred window and door material. However, alternative materials such as fiberglass and vinyl clad wood can be acceptable for windows as they have the ability to match or closely replicate historic profiles. For storefronts, wood is strongly preferred but custom aluminum systems can replicate wood storefronts. Steel sash windows should be replaced with similar steel frame patterned windows. In all cases, vinyl windows are prohibited due to their inaccuracy in matching historic window sizes, unique shapes, window profiles, and mullion patterns.

Applicable Review Criteria

- 2.1 Adverse impacts to the historical integrity of the property or structure shall be minimized.
 - a. Changes to the defining characteristics of the building or site shall be minimized.
 - b. Removal of historic materials and features of the building or site shall be avoided.
 - c. Historic materials shall be retained where possible. Where not feasible, compatible materials shall be encouraged.
- 2.2 The proposed work shall be compatible with the property or structure itself, as well as the surrounding neighborhood or district. Consideration shall be given to exterior design, site layout, proportion, detail, scale, color, texture, and materials.



Figure 15. An appropriate window rehabilitation will utilize and fill the entire historic window opening. Replacement windows that require infill within openings that historically did not have it is not appropriate.

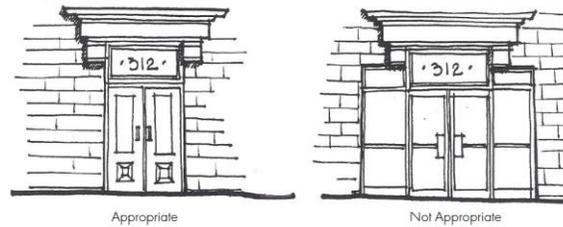


Figure 16. An appropriate doorway rehabilitation will utilize only the historic doorway opening. Expanding the opening to accommodate a standardized commercial system is not appropriate. Consideration shall be given for the purposes of egress and/or universal design for ADA compliance so long as the proposal makes a minimal change to the size and shape of the historic doorway.

Applicable Standards

Appropriate

- 2.3 Rehabilitating historic windows and doors and their elements for reuse.
- 2.4 Adding a seasonal or permanent, interior or exterior, storm window to increase energy efficiency.
- 2.5 Install or replace damaged weather stripping and caulking.
- 2.6 Replace window or window elements, if absolutely necessary duplicating the existing material, design, configuration and hardware. These windows should have true-divided lights with the style and size of the muntins to match the original windows.
- 2.7 Replacing windows or doors with same sized windows and doors.
- 2.8 Replacing windows or doors with like materials.
- 2.9 Using glass that is highly rated and has a low tint with 10% opacity maximum for the purposes of sun protection.
- 2.10 Changing out non-historic, non-compatible windows or doors for windows and doors that are historically appropriate based on historic photographs or the district's character defining features.

Not Appropriate

- 2.11 Partially closing historic window openings in order to accommodate smaller replacement windows.
- 2.12 Enlarging window or door openings in order to accommodate larger windows or doors.
- 2.13 Create plazas or entryways that do not match the pattern and rhythm of the block face.
- 2.14 Use window and door types that are not in keeping with the character of the district.
- 2.15 Replacing multi-sashed or a multi-light sash windows with a single span of glass.
- 2.16 Installing false muntins that only exist on the outside of glazing.
- 2.17 Using mirrored or reflective glass.
- 2.18 Vinyl windows are prohibited.
- 2.19 Metal, windowless doors are prohibited on the main façade, including both main façades if the building is on a corner.
- 2.20 Change in conflict with the Secretary of the Interior's Standards for Rehabilitation.



Figure 17. Vinyl windows in historic buildings rarely meet standards because they do not provide a historic profile, instead appearing flat. Credit: [The Craftsman Blog](#).



Figure 18. This example shows examples of windows that do not match their original opening size and are not appropriate. Credit: [The Conservation Society of San Antonio](#).

Consult the following for more information:
NPS Preservation Brief 9: [The Repair of Historic Wooden Windows](#)
NPS Preservation Brief 13: [The Repair and Thermal Upgrading of Historic Steel Windows](#)



PARK CITY

PARK CITY



Building Massing Comparison



Proportion



Out of Proportion

Scale



Out of Scale

ADDITIONS

15-13-2

Design Guidelines for Historic Residential Sites



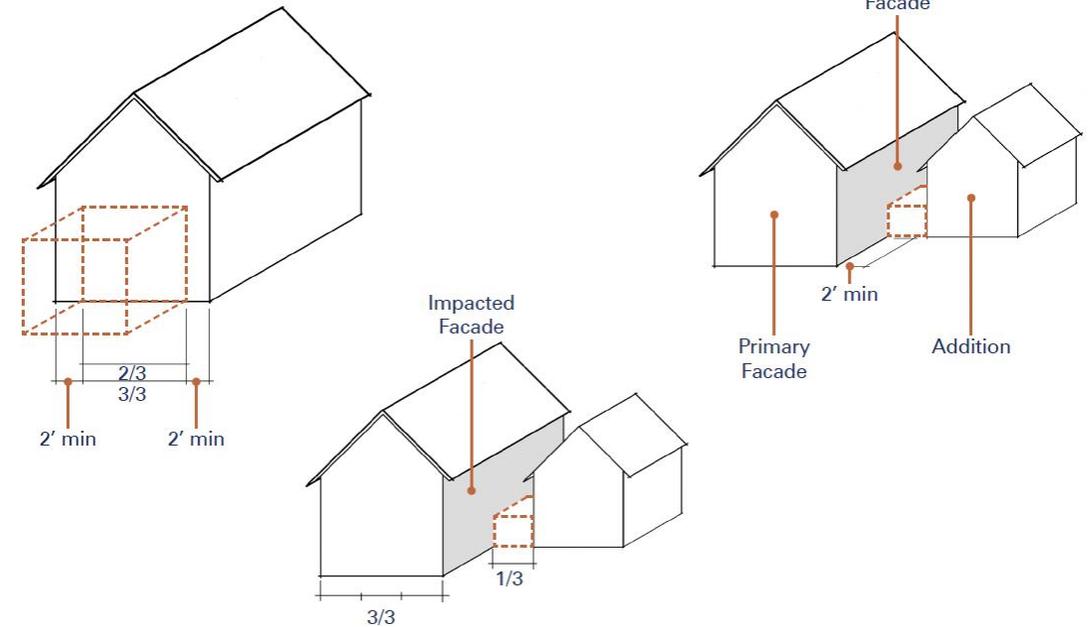
4. Additions to Primary Structures

a. Protection for Historic Structures & Sites

1. Additions to historic buildings should be considered only when it is demonstrated that the new use of the building cannot be accommodated by solely altering interior spaces.
2. Additions to historic structures shall be considered with caution and shall be considered only on non-character defining facades, usually tertiary and occasionally secondary facades. Additions shall not compromise the architectural character of historic structures. Additions to the primary facades of historic structures are inappropriate.
3. Additions should be visually subordinate to historic buildings when viewed from the primary public right-of-way.

4. Additions to historic structures shall not be placed so as to obscure, detract from, or modify historic roof forms.
5. Additions to historic structures shall not contribute significantly to the removal or loss of historic material.
6. Where the new addition abuts the historic building, a clear transitional element between the old and the new should be designed and constructed. Minor additions, such as bay windows or dormers do not require a transitional element.
7. Maintain and preserve additions to structures that are significant to the era/period of restoration.
8. In-line additions shall be avoided.

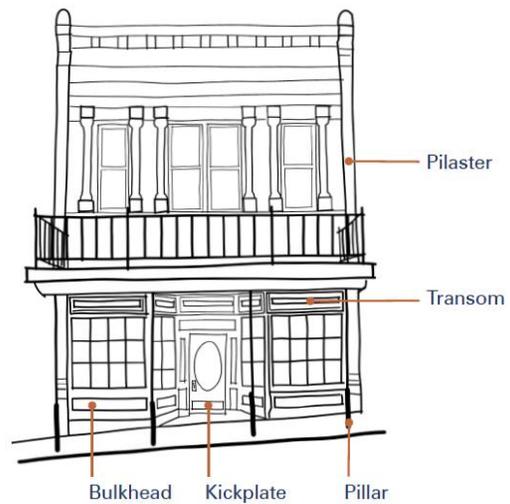
Additions to Primary Structures



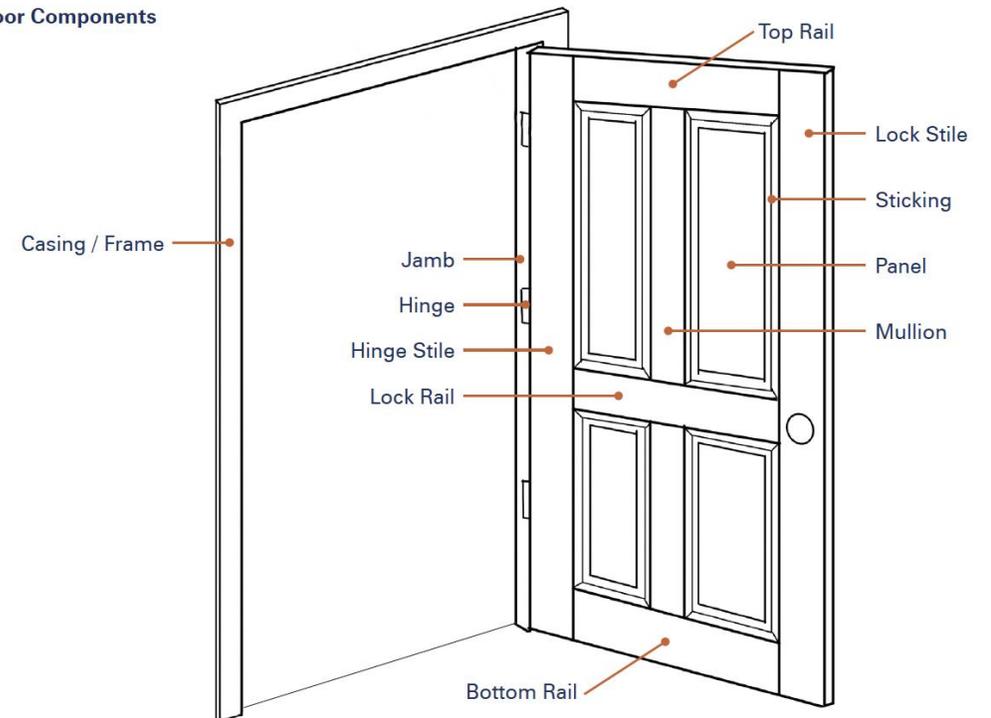
ARCHITECTURAL FEATURES



Storefront Elements

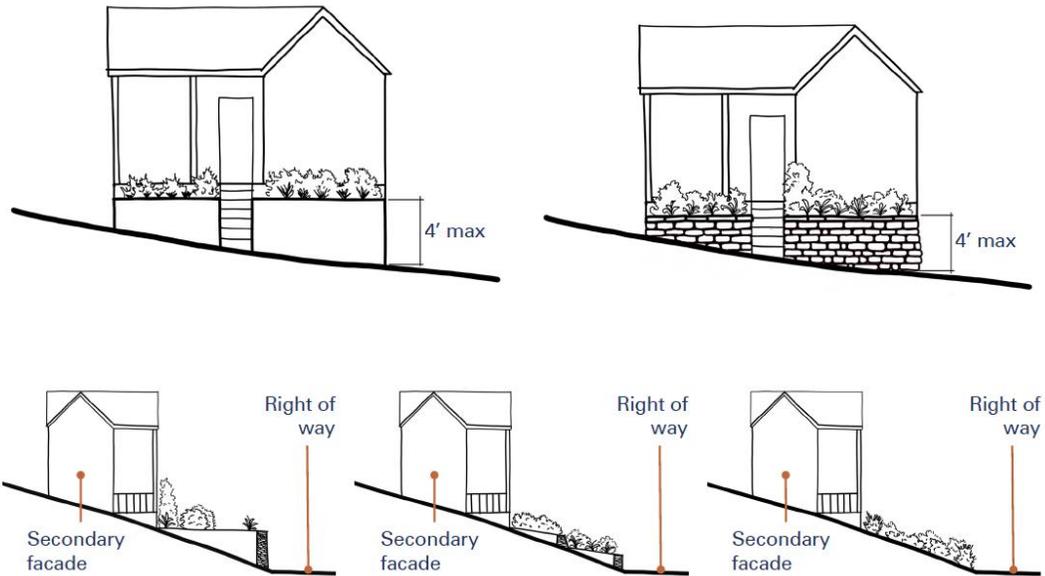


Door Components



UNIQUE SITUATIONS

Retaining Walls



Example of a historic house being disassembled in panels.

QUESTIONS / DISCUSSION

