

# South Norfolk Historic and Cultural Preservation Overlay District Design Guidelines, 2015 Edition

City of Chesapeake

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## Introduction

In the past 25 years, historic preservation has emerged as a major part of downtown and neighborhood revitalization efforts across Virginia. Many communities across the state have created historic overlay districts and historic preservation is now a major goal of city and county planning efforts. One of Chesapeake's largest collections of historic residential architecture is within the South Norfolk Neighborhood. This area was listed on the National Register of Historic Places for its architectural and historical significance in 1989. Also in the 1980s the South Norfolk Civic League prepared design guidelines to assist property owners in making appropriate exterior modifications to buildings. These guidelines were voluntary in nature and no formal review of changes and alterations were required.

By the late 1990s, a number of residents in the neighborhood requested that rehabilitation and new construction should be evaluated by the City's Board of Historic and Architectural Review. Following a series of public meetings, the City of Chesapeake approved the South Norfolk Local Historic District in February of 2001. The purpose of this overlay was in conformance with the City's overall approach to Historic and Cultural Preservation (HC) overlay districts. The purpose of the City's overlay districts include:

- To protect against destruction of or encroachment upon such buildings, structures, landmarks, areas or premises;
- To encourage uses which will lead to preservation of the cultural and historic heritage of the city;
- To prevent environmental influences adverse to such purposes;
- To encourage development and redevelopment that is consistent with the character of the HC district;
- To assure that new buildings, structures and uses within the HC district will be in keeping with the character to be preserved and enhanced, and;
- To protect, preserve and promote significant routes of tourist access

In order to protect and preserve the South Norfolk Neighborhood, the South Norfolk Civic League's Guidelines were initially adopted by the Board of Historic and Architectural Review in 2001. These guidelines provided information on recommended rehabilitation, new construction and streetscape improvements but lacked illustrations and other information deemed useful by the Board. In response, the City of Chesapeake entered into an agreement to produce a new design guideline manual for the South Norfolk Historic District. This manual was completed following extensive discussions and meetings with the Board of Historic and Architectural Review, City Staff, property owners, and representatives of the Virginia Department of Historic Resources.

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## **Intent and Purpose**

At the core of historic preservation is the reinforcement of community. Without a formal mechanism for preservation, the state of South Norfolk's character in 10 or 20 years would be uncertain. Design review guidelines demonstrate a clear commitment, purpose, and blueprint for ongoing community evolution and help to protect South Norfolk's unique identity. Property owners in a historic district with overlay zoning give up their ability to modify their property without restraints. In return, they gain assurance that their investment will be protected and the district will improve.

## **Why Preserve?**

### *Historic Preservation Promotes Quality of Life*

Historic buildings and landscape are major ways that communities differentiate themselves from any other place. Historic buildings often house cultural offerings like museums, theaters, and libraries. The quality and condition of buildings and landscape speaks volumes about a community's self image; well-maintained and unique historic sections make a place more inviting to visitors and improve life for its residents.

### *Historic Buildings Often Last Longer than New Ones*

The materials and construction of many buildings constructed in the last 50 years is so poor that their improvement and continued use is often not justifiable. Buildings constructed before 1960 have greater sustainability and, after rehabilitation, may well outlast new buildings.

### *Historic Preservation Supports Taxpayers' Investments*

Allowing inner-city neighborhoods to decline is financially irresponsible. Chesapeake has invested in infrastructure like sidewalks, lights, water and sewer lines, telephone and electrical service, gutters and curbs, and roads and streets. Continuing to use existing neighborhoods and infrastructure instead of expanding outward lessens the pressure on Chesapeake and its residents to expend more money, burn more gas, and develop more land. Commitment to revitalize and reuse historic neighborhoods is among local government's most effective acts of responsibility.

### *Historic Preservation Creates Jobs*

Rehabilitation and revitalization projects create thousands of construction jobs annually, and historic preservation creates more jobs than new construction. In a typical new construction project, about half of the expenses are for labor and half for materials. In a rehabilitation initiative, between 60 and 70 percent of expenditures are usually for labor. Because labor is often local, the economic benefits are felt within the community, once when salaries are collected and again when they are spent. Supplies are also likely to be purchased locally for rehabilita-

tion projects, whereas they are typically brought in from outside for new construction.

### *Historic Preservation Increases Property Values*

Neighborhoods with a historic overlay district tend to have higher property values than adjoining neighborhoods without, even when the adjoining neighborhoods have similar architecture and landscape. In Virginia, properties in Lynchburg's overlay districts increased substantially and at a much greater rate than that of similar properties outside the districts between the 1970s and 1999. In Staunton, a 1996 study found the same pattern of greater property value increase within the districts than for similar properties without. Nationally, studies consistently illustrate that historic overlays benefit homeowners by creating higher property values.

### *Historic Preservation Attracts Visitors to Cities*

Heritage tourism, which focuses on historic areas and sites, is one of the rapidly growing segments of the tourism industry. The quality and quantity of the historic architecture in South Norfolk provides opportunities to enhance tourism in Chesapeake by promoting rehabilitation that supports historic identity and reinforces historic character, making it of interest to visitors. Heritage tourists tend to stay longer and spend more than other types of tourists, bringing economic benefit to merchants in the communities they visit.

### *Historic Preservation Benefits Property Owners*

A design review process helps to ensure that owners' investments in a historic area are protected from inappropriate new construction, remodeling, or demolition. Because the value and character of each property is influenced by the actions of its neighbors, design review helps protect the overall value and character of a neighborhood by providing consistent and proven guidance for treatment of properties. Residential properties listed as contributing resources on the National Register of Historic Places are eligible for a 25 percent state historic tax credit for rehabilitation if the work is coordinated with the Virginia Department of Historic Resources. Income-producing properties listed as contributing properties on the National Register of Historic Places are eligible for both a 20 percent federal tax credit and a 25 percent state historic credit if substantially renovated. More information is available through the Virginia



Department of Historic Resources (see Appendix A).

## A Brief History of South Norfolk

The South Norfolk Historic District developed as a streetcar suburb north of Chesapeake. Builders constructed detached, mostly single-family homes, several churches, a school, a park, and a small business district along the gridded streets between 1890 and the 1930s. Its development illustrates the deep economic impact of railroad transportation and waterfront industrial development, which enabled the former Chesapeake suburb to quickly develop into an independent town.

The growth of transportation in the area deeply affected South Norfolk's late-19th-century development. Between the British colonial period and the later 19th century, modern South Norfolk remained rural. The late 19th century construction of railroads through the county helped end the post-Civil War depression through the connection of products like coal and produce to regional markets. The Norfolk and Western and other railroad companies also encouraged residential and commercial development along the Elizabeth River, another shipping network. The incorporated town of Berkley, directly across the Elizabeth River's eastern branch from Norfolk, was one result of this development trend. Closely following Berkley's establishment was the platting of suburban South Norfolk.

South Norfolk's development illustrates trends in city planning that affected residential development across the United States. Local developers deviated from the trend, popular in large coastal cities, of planning picturesque landscapes most developed by landscape architect Frederick Law Olmstead. South Norfolk combined an older and competing tradition of maximizing population density with the Victorian desire for domestic privacy. As in other contemporary suburbs, individual lots were regular in size, 25 feet each, and could be combined to form larger yards. In another common practice, buyers chose specific lots and house styles, so that South Norfolk's collection of buildings well illustrates popular architectural trends of the late 19th and early 20th centuries.

Local commerce and industry also played a large role in early South Norfolk. Streetcar lines were common features in turn-of-the-century residential development. In South Norfolk, the horse-car, then electric, Berkley Street Railway streetcar ran down Chesapeake Avenue and connected original residents to central Norfolk and Berkley. Residents managed and worked in various neighborhood industries, including processing, service, and finance. In South Norfolk and across the country, an increasing middle class combined with the corresponding growth of loan associations and banks to finance home ownership.

South Norfolk consisted of churches, a school, stores, and substantial homes by 1919, the year the town incorporated. Industry expanded, commerce grew, and new construction continued through much of the 1930s. The incorporated town installed sewers, paved streets, installed curbs and gutters, and refurbished Lakeside Park. In terms of overall geography, architectural styles, and financing, South Norfolk's development represents predominant national trends in residential development between 1890 and the 1930s.

As cities and towns develop through time, each generation leaves its physical imprint on the community. The results are communities with unique architectural patterns and historical geography. Neighborhoods and commercial areas become more distinctive and valued as they survive subsequent generations of development. At some point, the communities may recognize the best of these areas as having architectural, historic, and cultural significance, designate them as historic districts, and establish an architectural review board to protect, reinforce, and preserve their distinctive character.

In 1989, residents and the National Park Service recognized the local significance of the architecture in South Norfolk by listing the South Norfolk Historic District on the National Register of Historic Places. The listing included 795 residential, religious, commercial, and educational buildings and park land in the half square mile bounded on the east by the Norfolk and Western Railroad track, on the south by the park and school, on the west by the rear property lines of lots along Bainbridge Boulevard, and on the north to include historic properties along Pindexter Street. 668 of the 795 properties possessed enough historic significance and integrity of condition to be considered contributing resources. Architectural styles represented in the district included Queen Anne, Stick, Eastlake, Colonial Revival, and Bungalow/Craftsman.

In 2001, the Chesapeake City Council adopted a Historic and Cultural Preservation Overlay District as part of the Chesapeake Zoning Ordinance. The Overlay District designates portions of South Norfolk as an historic preservation area and establishes city-wide criteria for exterior alterations, site alterations, additions, new construction, relocation, and demolition. Boundaries for the Overlay District are similar to those of the National Register district, and are illustrated on the following page.

In 2008, the City Council updated the guidelines governing the Overlay District to make them more accessible to users. The National Register district and adoption and update of the Historic and Cultural Preservation Overlay District enable property owners and local government to combine in protecting the district's historic integrity and affirm the importance of the area as a defining South Norfolk resource, important to the city's unique development and character.

## Map of Local District



## **Chesapeake Historic and Architectural Review Board**

The primary function of the Chesapeake Historic and Architectural Review Board is to protect Chesapeake's historic and architectural past. To do this, the Review Board provides for the review of all significant exterior modifications visible from a paved public street within the Chesapeake Historic and Cultural Preservation District (preservation district) and determines whether or not these proposed changes will be compatible with the surrounding area.

Alterations to buildings or structures visible from public paved streets within the preservation district require a certificate of appropriateness from the Review Board. The review process assures that alterations are compatible with the preservation district and the landmark, building, or structure affected. The office of Zoning Administration requires a certificate of appropriateness to issue building and demolition permits.

### **Certificate of Appropriateness Procedures**

Procedures vary depending on what alterations are proposed. Applicants should include one original and 10 copies of all descriptions, specifications, plans, sketches, and other written materials and one original print and nine photocopies of all photographs. Requirements include:

#### New Construction

- Surveyed site plane with proposed buildings or structure(s) indicated, as well as on-site parking, as needed.
- Front and side elevations drawn to scale with architectural details enlarged where subject to public view from a paved public street.
- Samples, photographs, and/or brochures of siding, brick types, roof shingles, paint chips, doors, windows, ornamentation, and general exterior materials.
- Arrangement of proposed exterior lighting.
- Photographs of all sides of the building or structure being reviewed and adjoining or opposite properties.

#### Major Alterations or Additions to Existing Structures

- Surveyed site plan or city tax map with addition(s) shown if a change in the building footprint of the main structure is involved.
- Elevations of front and/or sides to scale to show intended alterations with enlarged details where subject to public view from a paved public street.
- Samples, photos, and brochures of siding, brick type, roof shingles, paint chips, door, windows, ornamentation, and other exterior materials.
- Arrangement of proposed exterior lighting.
- Proposed signs with appropriate detail as to character and location.
- Photographs of all sides of the building or structure under review.

### Minor Alterations or Repairs

- Written description of work to be performed accompanied by samples, photos, or brochures of siding, brick type, roof shingles, paint chips, doors, windows, and similar facilities needed for review.
- Photographs of the building or structure.

### Relocations

- Photographs of the building or structure to be relocated and adjacent properties.
- Photographs of the premises to which the building or structure will be relocated.
- Written description of reasons for the relocation and the proposed use of the vacated property.

### Demolition

- Photographs of the building or structure to be demolished to illustrate its state of disrepair.
- Written report from Department of Inspections relative to condition of the building or structure.
- Written description of any building or structure to remain and any new building or structure proposed to replace the demolished building or structure.

### **Application Dates and Process**

1. Submit an application and all supporting information to the Review Board at the Planning Department, Second Floor, City Hall, 306 Cedar Road, Chesapeake Virginia 23322 at least 10 days prior to the meeting date. In case of emergencies, the Review Board will hear applications no later than five business days after the filing of a complete application. Only complete applications will be considered.
2. The Review Board will meet to review applications the second Thursday of each calendar months, exempting city holidays, at 5:30 P.M., or at such other time as the Review Board deems appropriate. In case of city holidays, meetings are rescheduled for the third Thursday of the month. Special meetings may be held upon notification by the Chairman of the Review Board to all members that an emergency application has been filed. At this meeting, the applicant and other interested parties will have the opportunity to be heard by the Review Board prior to any decision.
3. Upon receipt of an application, the applicant will be informed of the time and place at which the Review Board will consider the application. Written notice shall also be mailed or delivered to adjacent property owners and other interested persons, associations, and civic organizations that have requested notice of hearings. Upon the request of an applicant, the Review Board may permit modifications of an original proposal during the open meeting if such modifications are clearly indicated by the applicant and recorded by the Review Board.

## **Reasons for Denial**

The Review Board shall deny the application for a certificate of appropriateness if it finds:

- that the action proposed would adversely affect or be incompatible with the character of the historic district,
- that the action proposed would not be consistent with the intent of the Historic and Cultural Preservation Overlay District ordinance, or
- that the proposed action would not be consistent with the Architectural Guidelines and Standards adopted for the Historic district.

Where certification is denied, the Review Board shall record its reasons for denial.

## **Special Rules for Demolition**

In considering applications for proposed demolitions requiring certificates of appropriateness, the Review Board shall consider the circumstances and condition of the landmark, building, structure, or part thereof, proposed for demolition and shall determine the feasibility of its preservation. If preservation is found to be physically or economically infeasible, the Review Board shall issue a certificate of appropriateness for demolition.

If an application for a certificate of appropriateness for demolition is denied, in addition to the right of appeal as set forth below, the owner of a historic landmark, building, or structure shall, as a matter of right, be entitled to raze or demolish such landmark, building, or structure provided that:

- the owner has applied to the City Council for such a right, and
- the owner has made a bona fide offer to sell the landmark, building, or structure and the land pertaining thereto to any person, firm, corporation, government agency, or political subdivision which gives reasonable assurance that it is willing to preserve and restore the landmark, building, or structure, and
- no bona fide contract, binding upon all parties, shall have been executed prior to the expiration of the applicable time period set forth below. The market value will be determined by the City Assessor's records or, upon the owner's request, by an Appraisal Committee appointed by the City Council. No offer to sell shall be made more than one year after a final decision by City Council, but thereafter owners may renew their request to City Council.

\$25,000 or less	three months
\$25,000—\$40,000	four months
\$40,000—\$55,000	five months
\$55,000—\$75,000	six months
\$75,000—\$90,000	seven months
\$90,000 or more	12 months

## **Work Performed Under a Certificate of Appropriateness**

All work shall be performed in accordance with the certificate of appropriateness and other approved documentation. A holder of a certificate of appropriateness is required to notify the Review Board and the Office of Zoning Administration upon the completion of the work approved by the certificate. The applicant shall call the office of Zoning Administration to schedule an inspection of the property to ensure compliance with the certificate. The applicant shall submit to the Department of Planning and the Office of Zoning Administration color photos of the entire building or structure and of the detailed work performed under the certificate of appropriateness within 10 days of completion.

## **General Certificates of Appropriateness**

Certain minor actions not deemed to adversely affect the character of the district need not be reviewed by the Review Board and may be approved through the issuance of a general certificate of appropriateness by the director of planning. These include:

- replacement of like for like materials,
- repainting resulting in the same color or in a scheme previously approved by the Review Board,
- painting of new or unpainted surfaces so long as the selected color is from an approved palette and there are no more than two selections,
- addition or replacement of storm windows or storm doors that match the color and architectural style of the existing trim,
- addition or replacement of heating and cooling systems that are screened with landscaping,
- addition or replacement of canopies and awnings,
- addition or replacement of fences that are to be painted white on the sides visible from a paved public street so long as the selected style is from an approved list,
- addition or replacement of television or ra-



*This Certificate of Appropriateness is posted for work at 1300 Chesapeake Avenue.*

- dio antennas, satellite dishes (18 inches or smaller), or solar collectors, and
- construction of sheds if in a fenced backyard or screened from public view by landscaping and less than 150 square feet and less than eight-and-a-half feet in height.

Requests for general certificates of appropriateness for minor actions must be submitted in writing to the director of planning. The director or designee will then determine whether a general certificate may be issued under these guidelines or whether an open meeting before the Review Board will be necessary to obtain an individual certificate of appropriateness. If any doubt exists as to the issuance of a general certificate of appropriateness, then the application should be referred to the Review Board for consideration.

### **Temporary Certificates of Appropriateness**

The Review Board may issue a one-year temporary certificate of appropriateness upon a showing of economic hardship by the owner of a building, structure, landmark, or area proposed for alteration, renovation, or repair. A temporary certificate may only be issued upon findings by the Review Board that:

- the building or structure is occupied by the owner and is non-income producing,
- the current financial status of the owner applicant is such that immediate compliance with the guidelines would be unduly burdensome, and
- any detriment to the Historic District will, due to its temporary nature, have limited effect to the overall historic character of the District.

A temporary certificate shall not be issued in cases where the owner applicant has failed to perform regular maintenance on the building, structure, or landmark, or where the owner applicant has otherwise been so willfully or grossly negligent as to cause or give rise to the alleged need for a temporary certificate of appropriateness.

The issuance of a temporary certificate of appropriateness shall not excuse compliance with any other applicable laws, including without limitation, compliance with the Virginia Uniform Statewide Building Code. A one-year extension may be granted upon filing an application prior to the expiration of the temporary certificate and demonstrating to the satisfaction of the Review Board that due diligence has been exercised to upgrade the alteration, renovation, or repair to conform with the requirements for a permanent certificate.

### **Right of Appeal**

If the request for a certificate of appropriateness or temporary certificates of appropriateness is denied, the applicant has the right to appeal to City Council. The following must be done:

- file a written petition of appeal with the City Clerk within 30 days after the decision of the Review Board specifying the alleged erroneous action of the Review Board and
- submit a check or money order to cover the cost of public notice. The applicant will be notified of the cost upon filing the application for appeal.

The filing of an appeal with City Council shall stay the decision of the Review Board pending a final decision by City Council. If City Council upholds the decision of the Review Board, the

applicant has the right to appeal to the Chesapeake Circuit Court. The applicant must appeal City Council's decision within 30 days by filing with the Clerk of the Chesapeake City Council a petition setting forth the alleged illegality of the actions by City Council. The decision of the City Council is stayed until a final decision is reached by the Circuit Court, except that the filing of such petition shall not stay the decision of City Council if such decision denies the right to raze or demolish a landmark, building, or structure in accordance with city and state laws.

The Review Board and the City of Chesapeake retain the right at all times to take action against any person who has:

- not obtained a certificate of appropriateness and has engaged in or is about to engage in an act to change or demolish a historical landmark, building, or structure,
- not waited for final decisions on his or her appeals before commencing the proposed work,
- commenced or conducted work which differs from that which was authorized by the Review Board, and/or
- failed to maintain property in accordance with the Uniform Statewide Building Code.

If the Circuit Court upholds a decision denying a certificate of appropriateness, a temporary or permanent restraining order may be issued to the person in violation and he or she must:

- discontinue the construction, alteration, or demolition immediately, and/or
- restore the affected property to its previous condition.

## Design Guidelines

In an effort to provide detailed guidance to building owners and the Architectural Review Board, guidelines have been developed by the Historic Preservation Commission and adopted by the City Council for specific application in the South Norfolk Historic and Cultural Preservation Overlay District. The guidelines are based on *The Secretary of the Interior's Standards for Rehabilitation*, a document created in 1977 and revised in 1990. The Department of the Interior describes the standards as ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. They are used for the review of rehabilitation projects involving federal funding or requiring federal licenses or permits, and local preservation commissions and boards throughout the country use them as a basis for their design guidelines and for reviewing local preservation projects. *The Secretary of the Interior's Standards for Rehabilitation* are:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## **What Design Guidelines Do and Do Not Do**

Most historic district ordinances include criteria that the architectural review board uses in determining if a project is appropriate for the historic district. These criteria are usually a simple list of design elements or general statements developed to ensure that the design of the project conforms with, or does not detract from, the existing character of the area.

These guidelines are intended to:

- provide guidance to property owners voluntarily undertaking changes or planning additions to their building or lot,
- assist the Architectural Review Board by providing minimum standards to guide decision making,
- result in more appropriate changes which reinforce the distinctive character of the district,
- help identify and resolve specific design concerns frequently raised in the district,
- assist the local building industry, including architects, contractors, and suppliers, as well as city officials such as building inspectors and public works officials, to understand the nature of these historic areas and how to reinforce their special character,
- expedite the review and approval process of routine alterations,
- improve the design quality of future developments and growth within the district,
- protect current property values and public investment in the district by discouraging poorly designed and inappropriate projects, and
- increase the overall public awareness of the unique character of the district.

These guidelines will not:

- require involuntary rehabilitation or restoration of existing buildings or structures in the district,
- regulate the amount or location of growth and development within the district,
- regulate changes to the interior of any building within the district,
- regulate property maintenance in the district beyond the requirements in the Virginia Uniform Statewide Building Code, or
- absolutely insure the highest quality design in every instance. The purpose of design guidelines is to assist property owners. Therefore, guidelines flexible enough to allow a certain level of decision making by the property owner will be easier to administer and more widely accepted by the public. This factor is especially important in new construction guidelines where overly specific criteria stifles architectural creativity and often results in mediocre designs.

## **Application of Guidelines**

These guidelines apply to all properties within the district. The Architectural Review Board is not required to approve or reject a request for a certificate of appropriateness based solely on these guidelines. The board may study other alternatives and circumstances as well when reviewing an application for a certificate of appropriateness. The board is to apply these guidelines with reasonable flexibility designed to further the purpose of historic preservation in a consistent manner. In addition to specific criteria set out in these guidelines, the Architectural Review Board shall consider such factors as the availability and cost of materials and labor as weighed against public benefit. The board shall not impose requirements that exceed the purpose and objectives of the Historic and Cultural Preservation Overlay District or that unconstitutionally restrict the use of private property.

These guidelines were specifically designed for application to properties of historic and cultural significance, commonly referred to as “contributing.” The Architectural Review Board recognizes that many properties in the district are not of historic or cultural value or are “non contributing.” While these non-contributing buildings and structures are subject to the Overlay District Ordinance, requests to alter, rehabilitate, move, add to, or demolish non-contributing features will be reviewed to the extent necessary to determine that the proposed change will not detract from or diminish the historic character of the district.

To a large extent, these guidelines consist of recommendations relating to repairs and maintenance of historic buildings and structures. It is highly recommended that building owners seek the expertise of a qualified architect when making major renovations and construction decisions. This assistance can be very valuable if the rehabilitation involves an income-producing property and the building owner is applying for federal tax incentives for the project.

These guidelines are supplemented by procedural guidelines which should be reviewed to assist applicants in understanding the role of the Architectural Review Board and the procedures for obtaining a certificate of appropriateness. In many instances, a general certificate of appropriateness can be issued without individual approval by the Architectural Review Board. An example would be the replacement of like materials.

## **Policy on Substitute or Replacement Materials**

In general, substitute or replacement materials for siding, roofs, windows, and similar elements will be permitted where original materials have been removed or fully covered prior to the adoption of the South Norfolk Historic Preservation Overlay District. This allowance is made in recognition of the fact that many buildings have previously been altered or repaired using substitute materials. Accordingly, in making changes to such a building, the owner will not be required to restore original materials but will be encouraged to utilize substitute materials that will promote the historic character of the district to the greatest extent possible.

For those buildings which consist of original materials other than asbestos, the Architectural Review Board may require that such original materials be maintained unless damaged or deteriorated beyond repair. Where original materials are damaged or deteriorated beyond reasonable repair, substitute materials will be permitted. The owner will be encouraged, however, to utilize substitute materials that will promote the historic character of the district to the greatest extent possible. Approvals may not necessarily be based on contractor's reports and the Architectural Review Board may request information from an independent inspection or evaluation.

The Board should also exercise reasonable flexibility in considering requests for the use of substitute materials for historic material roofs, especially in instances where the historic material roof is damaged or deteriorated beyond reasonable repair. Economic factors may also be evaluated, such as a disproportionate cost of the historic material roof in relation to the overall assessment of the property or the inability of the owners to afford these costs.

## Architectural Styles of South Norfolk

Because of the district's age and development patterns, it contains a variety of late 19th and early 20th century architectural styles. Treatment of buildings should be guided by knowledge of the distinguishing characteristics of each. Following are descriptions and examples of the district's predominant styles and forms.

### Frame Vernacular or Folk Victorian, circa 1870–1910

A dominant style for residential dwellings in South Norfolk is the Frame Vernacular or Folk Victorian style. These simple dwellings are modest in scale and lack elaborate decoration, but may contain spindlework porch details or classical columns. They are, to some extent, defined by their forms. The forms present in South Norfolk are the gable and wing, the two-story front gable, and the pyramidal cottage with a hip roof.



The house at 1202 Stewart Street has the gable-and-wing form.



At 1229 Chesapeake Avenue is a front-gable house.



The front-gable form was a popular one, and rows like this one on the 1100 block of Hoover Avenue are common.

## Queen Anne, 1880—1910

The Queen Anne style was very popular during the Victorian era. It has many variations, but is usually associated with a complex, irregularly shaped roof and a variety of surface materials such as shingles, wood siding, brick, and stone. Towers and turrets are often present, as well as bay windows and large one-story front and side porches.



The Queen Anne house at 1146 Rodgers Street has many typical Queen Anne features: multiple surface treatments, a tower, a wrap-around porch, trim work, and bays with various levels of projection.



The complex roofline, tower, varied projections, one-story porch, and trim on the house at 1106 Chesapeake Avenue are all Queen Anne features.



The house at 1333 Chesapeake Avenue displays the asymmetry typical of the Queen Anne style.



The form of the house at 1050 Chesapeake Avenue is simpler than the other examples, but its porch and façade projections show Queen Anne influences.

## **Colonial Revival, 1895–1955**

The Colonial Revival style is based on the earlier Georgian, Federal, and Greek Revival styles. Buildings in this style typically have rectangular plans and symmetrical facades. The roof may be gabled or, more often, hipped. The details are classically inspired, and entry porticos are common. Windows are small paned like in earlier styles, but their proportions are often more horizontal and the first floor may contain paired or triple windows. Doorways contain various elements like sidelites, fanlights, pediments, and columns or pilasters.



*The dormers, side-gabled roof, classical-inspired entry surround, and symmetrical façade on the house at 1201 Orville Avenue are all Colonial Revival features.*



*The two-story Colonial Revival house at 1700 Jackson Avenue expresses the style similarly to the house at 1201 Orville Avenue.*



*At 1138 Chesapeake Avenue is a Dutch Colonial Revival house. The most distinguishing feature of this type of Colonial Revival building is its gambrel roof. Often Dutch Colonial Revival houses have large shed dormers, as shown here.*



*The American Foursquare, square buildings with hipped roofs, became a popular house type around the turn of the twentieth century. In South Norfolk, this type is also called Square Hipped. American Foursquares were often built with Prairie, Craftsman, or, as at 11238 Chesapeake Avenue, Colonial Revival influences. Their simple forms blended well with the conservative Colonial Revival aesthetic.*

## **Neoclassical, 1895–1950**

Neoclassical buildings are dominated by their full-height porches with roofs supported by classical columns, often with Ionic or Corinthian capitals. Their facades generally have symmetrically balanced windows and a central door. The classical theme and monumentality of the style grew popular across the country following the influential 1893 World's Columbian Exposition, and reflected also the popularity of characteristics of the preceding Georgian, Federal, Classical Revival, and Greek Revival styles.



*The Neoclassical style was particularly well suited for institutional buildings like the South Norfolk Baptist Church at 1101 Chesapeake Avenue. Its most striking Neoclassical feature is its towering porch with Ionic columns, though the central entrance is also characteristic of the style.*

## **Tudor Revival, 1910–1940**

This style's defining characteristics include steeply pitched roofs, prominent cross gables on the façade, tall narrow windows that are often grouped and with multiple panes, and massive chimneys that often have decorative chimneypieces. Many Tudor Revival houses have half-timbered exteriors of wood and stucco. Originally, houses built in this style were typically grand buildings designed by architects, but by the 1920s and 1930s it became a popular choice for modest homes.



*The house at 1705 Chesapeake Avenue displays the steep roof pitch, front crossed gable, and front exterior chimney often found on Tudor Revival houses. Its cast concrete block construction material became popular for middle-class homes in the 1920s.*

## Craftsman, 1905–1930

Craftsman buildings typically have low-pitched gabled roofs with a wide eave overhang, exposed rafters, decorative beams or braces, full- or partial-width porches, and tapered posts on brick piers. Designers often used the Craftsman style for Bungalows, which were generally one-story houses with full-width porches and open interior floor plans. Bungalows developed in California, and quickly spread across the country as a popular design choice for small houses.



*The Bungalow at 1321 Jackson Avenue has many Craftsman features, including the tapered wood posts above brick piers that extend to the ground and the full-width porch.*



*The shingles on the dormer at 1321 Rodgers Street reflect a Craftsman interest in materials and textures. Other Craftsman features on this Bungalow include the exposed rafter tails below the dormer eave, the three-over-one dormer windows, and the tapered wood posts on brick piers.*



*Repeated front gables, like those on the house at 1132 Decatur Street, were popularly used on Bungalows. Multiple-pane-over-single-pane windows like those shown here are common Craftsman features.*

# HISTORIC BUILDING COMPONENTS

## ARCHITECTURAL DETAILS



*1146 Rogers Street*

Common architectural details in the district include bargeboards, brackets, cornices and returns, dentils, and other decorative or trim elements. They might be of wood, metal, or masonry materials. Architectural details help define individual building styles and contribute to overall district character.

1. Retain and maintain architectural details in keeping with the guidelines for masonry, metal, or wood.



*Cornice returns like these at 1229 Chesapeake Avenue are common in the district and should be retained.*

2. Maintain the visibility of architectural features.



*These fascia boards, decorative shingles, and dentils are important to the character of the house at 1041 Chesapeake Avenue and should not be covered.*

3. Repair damaged architectural features in keeping with the guidelines for masonry, metal, or wood.



*If repairs are needed to wooden elements like this bargeboard on 1106 Chesapeake Avenue, they should be completed in keeping with the guidelines for wood.*

4. If possible, replace architectural features that are missing or too severely damaged for repair. Use replacements appropriate for the style and period of the building.



*If replacement elements are needed for Queen Anne trim work like that on 1333 Chesapeake Avenue, similar design features should be used.*

5. Do not add architectural features to locations where none historically existed.



*An unadorned appearance is a key element of character for some houses, like the Colonial Revival-influenced American Foursquare at 1228 Rogers Street. Adding architectural features of a different period would alter its character, and should not be added.*

## AWNINGS



1313 Chesapeake Avenue

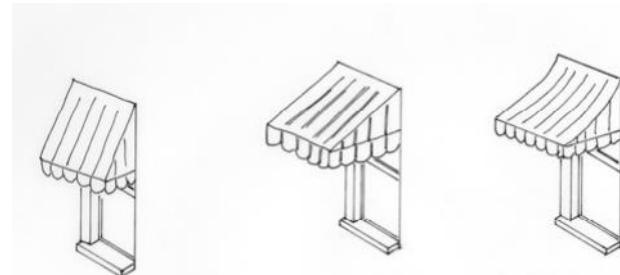
Awnings were very common elements historically, when they shaded and cooled pre-air-conditioned homes. Remaining historic awnings should be retained and repaired, and new awnings may be added as desired.

1. Retain and maintain historic metal awnings.
2. Repair damaged historic metal awnings.

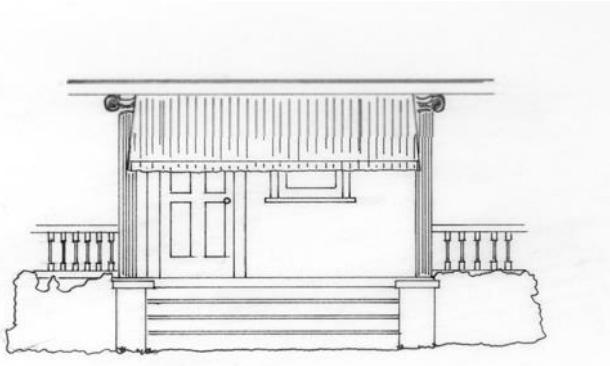


The historic metal awning on 1309 Chesapeake Avenue and others like it should be retained and kept in good repair.

3. New awnings should not damage the building, should be constructed of canvas duck or cotton and polyester blends and may be treated with acrylic, should be colored to complement the building, and should mimic the shape of their opening.



*These shed-type awnings are all appropriate for square or rectangular windows.*



*Installation of this awning appropriately avoids blocking the view of any architecturally defining features.*

*should be retained and maintained.*

## CHIMNEYS



*1203 Chesapeake Avenue*

Chimneys are ubiquitous features on historic houses. They contribute to overall district character and are, on some houses, important stylistic elements.

- 
1. Retain and maintain chimneys in keeping with the guidelines for masonry.



*Chimneys like these on the 800 block of Orville Avenue help define historic neighborhoods; they*

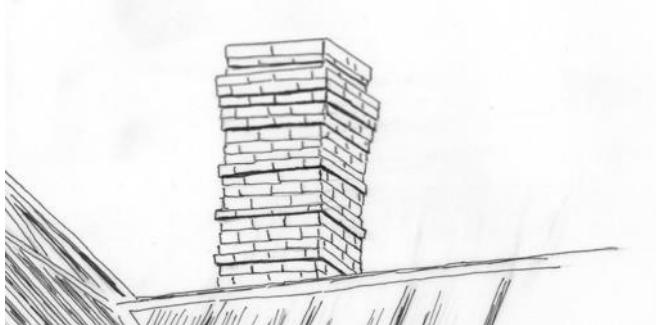


*Chimneys sometimes help define style, as in the case of this Tudor Revival-style house at 1705 Chesapeake Avenue.*

2. Repair chimneys in keeping with the guidelines for masonry.

*Because of their brick-and-mortar construction, it is important to reference the guidelines for masonry when repairing chimneys.*

3. If possible, replace chimneys that are missing or too severely damaged for repair. Use replacements appropriate for the style and period of the building.



*Features like the corbelling at the top of the chimney at 1044 Chesapeake Avenue should be replicated, if possible, if a replacement is needed.*

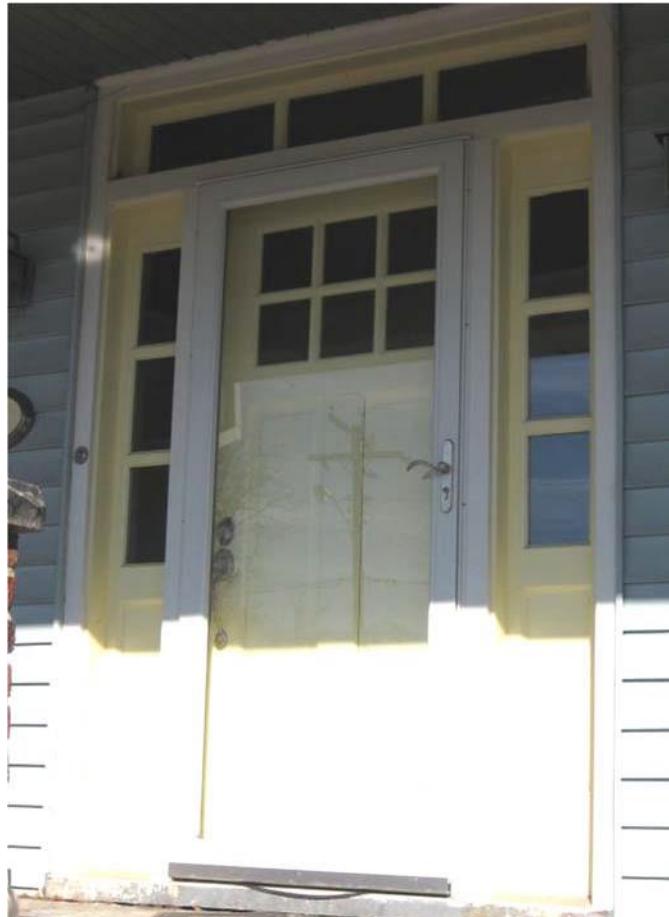
# ENTRANCES AND DOORS



1332 Chesapeake Avenue

Entrances and doors are often focal points of historic building façades and, because of their rich decoration and original purpose, help define building style. Entrances and doors are functional and ceremonial, and their retention is important to district character.

1. Maintain entrances, doors, and related elements.



*Historic doors and entrance elements like these sidelights and transom on 1013 Holly Avenue contribute to the Bungalow's Craftsman character and should be retained.*

2. Repair entrances, doors, and related elements in keeping with the guidelines for wood. Reuse historic hardware and locks.



*Historic doors like the paneled one at 1130 Chesapeake Avenue and the single-light ones at 1202 Stewart Street and 1238 Chesapeake Avenue contribute to district character and should be carefully repaired if damaged.*

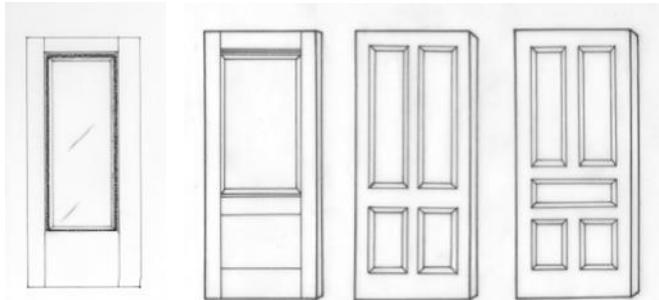


*Outbuildings also contribute to district character, and their historic doors should also be retained and maintained.*

3. Replace an entrance, door, or related element only when necessary due to damage or deterioration beyond reasonable repair. The replacement should match the historic element. If substitute materials are used, they should support the historic character of the district to the greatest extent possible.



*This replacement door at 1322 Seaboard Avenue supports district character by using typical historic materials and design.*



*Single-light glass-and-wood doors and paneled-wood doors are both common on historic houses of the periods and styles found in the district.*

4. Do not add openings to a primary elevation.
5. Do not resize or otherwise alter an entrance.



*Entrances, like this one at 1238 Chesapeake Avenue, are deliberately placed. Adding new openings or altering old ones would disturb the house's original design.*

6. Use storm or screen doors if desired. Storm or screen doors should be full view or obscure as little as possible of the door.



*This full-view storm door at 1124 Jackson Avenue is appropriate and enables most of the historic door to be visible, helping retain historic character.*



*Likewise, the storm door at 1238 Chesapeake Avenue is appropriate.*

# FOUNDATIONS



*1121 Rodgers Street*

Visible foundations are a typical feature of historic houses, and they contribute to district character.

1. Retain and maintain foundations in accordance with the guidelines for masonry.



*Brick foundations such as at 1420 Stewart Street are typical of district houses, and should be treated in accordance with the guidelines for masonry.*

2. Leave historically visible foundations visible - do not cover or conceal .



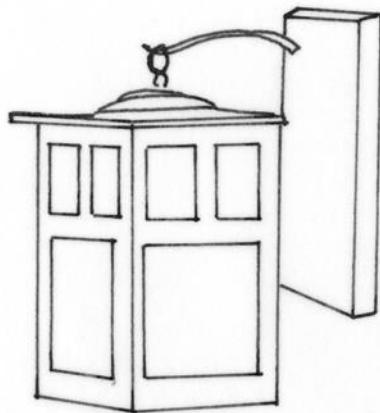
*Brick foundations like this one at 1001 Holly Avenue should not be covered with siding or any other material.*

3. Repair foundations in accordance with the guidelines for masonry.
4. If infill is desired for pier foundations, use sections of lattice installed between the piers.



*This lattice panel at 1106 Chesapeake Avenue is appropriate in terms of design and installation.*

# LIGHTING



Historic light fixtures should be retained; new ones should be understated and follow historic precedent in terms of materials and placement.

1. Retain historic light fixtures.
2. Repair damaged historic light fixtures or replace damaged pieces with similar replacements.



Where they exist, historic light fixtures should be repaired and retained such as at 1300 Decatur Street.



*Appropriate replacement light fixture at 1218 Decatur Street.*

3. If replacements for missing fixtures or fixtures too damaged for repair are desired, new fixtures should either replicate historic examples appropriate for the period and style of the building or use unobtrusive design and materials and traditional placement.

# MASONRY



*1147 Chesapeake Avenue*

Masonry is used on cornices, pediments, lintels, sills, and decorative features as well as for wall surfaces. Color, texture, mortar joints, and patterns of the masonry define the overall character of a building.

1. Retain masonry construction and decorative elements.

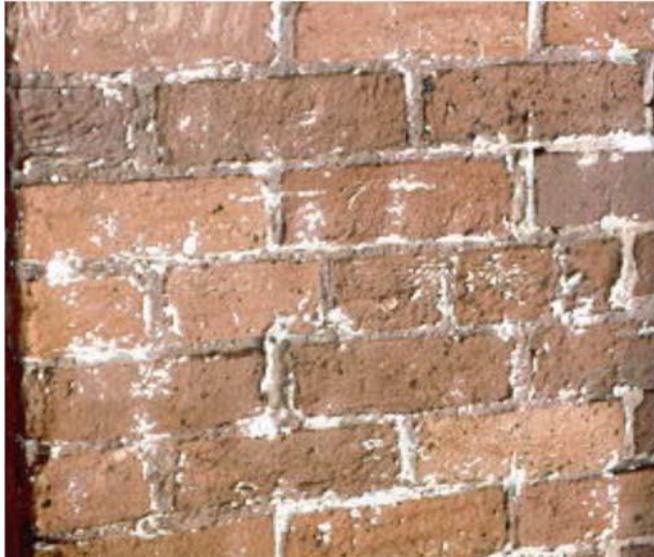


*Brick and other masonry materials like concrete blocks are commonly used for construction and decoration in the district. Historic masonry like that on the 1600 block of Chesapeake Avenue should be retained and treated in accordance with these guidelines.*

2. Repair leaking roofs, gutters, and downspouts; secure loose flashing.

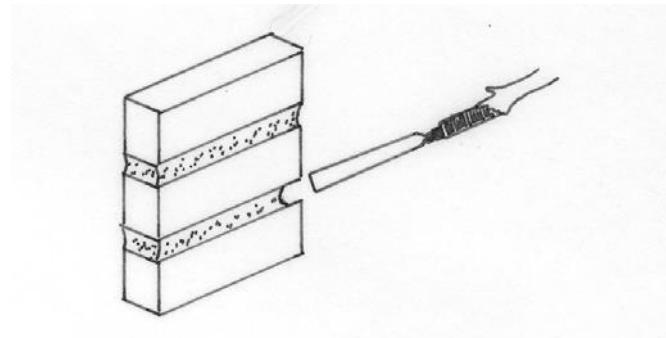
3. Repair cracks; not only may they be an indication of structural settling or deterioration, they may also allow moisture penetration.
4. Caulk the joints between masonry and windows to prevent water penetration.
5. Prevent water from gathering at the base of a wall by insuring that the ground slopes away from the wall. If there is excessive ground water, install drain tiles around the building.
6. Prevent rising damp by applying a damp-proof course just above the ground level with slate or other impervious material. This type of treatment requires the advice of knowledgeable preservation architects or engineers.
7. Unless other solutions have been tried and failed, do not apply water-proof, water-repellent, or other non-historic coatings; these can often trap moisture inside the masonry, which worsens existing problems.
8. Clean masonry only as a response to deterioration or heavy surface staining.
9. Clean unpainted masonry with the gentlest means possible, generally low pressure water and detergent.
10. Apply water to masonry surfaces only when temperatures are above freezing and will remain above freezing for at least 14 days after application.
11. Test cleaning methods on an inconspicuous area and observe the results before using on the entire building.

- 12. Use chemical cleaners only with caution; they can be damaging.
- 13. Do not leave chemical cleaners on the masonry for longer than directed.
- 14. Do not use abrasive or high-pressure cleaning methods like sand blasting or high-pressure water; these methods cause rapid deterioration.



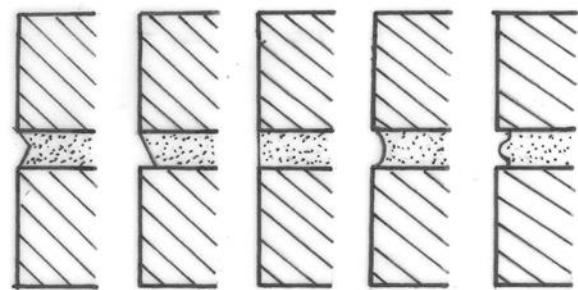
*High-pressure blasting removes bricks' protective coating and should be avoided.*

- 15. Do not use acid cleaners on marble or limestone.
- 16. Remove deteriorated mortar by carefully hand raking the joints to avoid damaging the masonry.
- 17. In replacement, duplicate historic mortar in strength, composition, color, and texture. Use one part lime and two part sand with no more than 20 percent combined Portland cement.
- 18. Cut out old mortar to a depth of one inch.



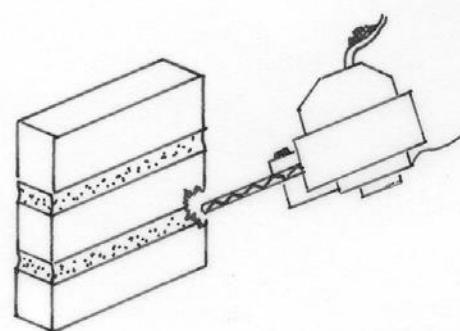
*One inch of old mortar should be removed before repointing.*

- 19. Repoint to match original joint profiles and retain the original joint width.



*When repointing, examine the historic mortar profile, then replicate it.*

- 20. Do not use electric saws or hammers to remove mortar.



*Electric tools are damaging and should not be used on historic mortar.*

21. Do not use Portland cement to replace historic mortar; it is stronger than the historic mortar and bricks and will not give way as bricks expand and contract with temperature changes, causing them to crack, break, or spall.

22. Do not repoint with a synthetic caulking compound.

23. Do not use a “scrub” coating technique in place of traditional repointing.

24. Repair damaged masonry by patching, piecing in, or consolidating instead of removing an entire feature.



*Masonry is an important characteristic of buildings like the South Norfolk Baptist Church; if damage occurs on buildings like this, repair efforts should retain as much historic material and design as possible.*

25. Hire skilled craftsman to repair damaged stone by patching replacement stone into small areas with a cementitious material that is weaker than the masonry being repaired.

26. Hire skilled craftsman to repair broken

27. In general, leave unpainted historic masonry unpainted.



*The unpainted masonry surface of the house at 1100 Byrd Avenue is an important stylistic element and should be retained.*

28. Paint masonry only in accordance with the guidelines for paint.

stone or carved detail using epoxies.

# METAL

With the rise of the industrial revolution in the 19th century, a variety of new metals began to appear in building construction. Cast iron, steel, pressed tin, copper, aluminum, nickel, bronze, galvanized sheet iron, and zinc were all used at various times for different architectural features. Cast iron porch and steps, sheet metal cornices, roofs, roof cresting, and hardware can be seen in the district.

1. Eliminate excessive moisture problems by repairing leaking roofs, gutters, and downspouts and by securing or replacing loose or deteriorated flashing.



*Preserve and maintain original metal roofs (1101 Rodgers Street).*

2. Retain the painted surfaces of historically painted elements.



*Historically painted metal roofs like the one on 1041 Chesapeake Avenue and other surfaces should remain painted.*

3. Remove all corrosion before repainting metal elements.
4. Clean metal surfaces gently by hand scraping or wire brushing to remove loose and peeling paint.
5. If hand scraping or wire brushing fails to clean hard metals like cast iron and iron alloys, use low-pressure dry-grit blasting. Protect adjacent wood or masonry surfaces from the grit.
6. If hand scraping or wire brushing fails to clean softer metals like copper, lead, or tin, use chemical or thermal methods.



*Gentle cleaning methods can prevent damage to metal components like the shingles on 1221 Park Avenue.*

7. Immediately after cleaning, apply a rust inhibiting primer coat of paint.
8. Do not place incompatible metals together, such as copper with cast iron, steel, tin, or aluminum without a separation material that will prevent corrosion. This separation can be accomplished by using nonporous, neoprene gaskets, or butyl rubber caulking to avoid galvanic corrosion.

# PAINT



*1041 Chesapeake Avenue*

The painted finish on traditionally painted parts of buildings and landscapes like wood siding, architectural details, window sashes, and fences should be maintained.

1. Maintain the painted finish of building and landscape elements that were historically painted.



*Wooden trim and other traditionally painted building elements like these on 1106 Chesapeake Avenue should be kept painted.*

2. Unless extenuating circumstances exist, do not paint historically unpainted masonry or other surfaces.



*Unpainted surfaces, particularly on masonry buildings like at 1147 Chesapeake Avenue, can be important aspects of character and should be left unpainted.*

3. Use oil paint on surfaces that have been painted with oil paint in the past; this is generally the case for historic buildings in the district.
4. Avoid latex paint because it will likely not adhere well and because it shrinks more than oil paint when drying and can pull off underlying old paint. If latex is used, first completely prime the surface with an oil-based primer.
5. Before painting, remove dirt with household detergent and water to allow new paint to adhere.



*If new paint is needed on the porch of 1213 Chesapeake Avenue, areas should be gently cleaned first and the paint type should match the previously used paint.*

6. Remove damaged or deteriorated paint to the next sound layer.
7. Use the gentlest means of paint removal possible, such as hand sanding and hand scraping.
8. Remove all paint down to the bare wood only when the paint has blistered and peeled to the bare wood.
9. Use chemical strippers to supplement the above technique when more effective removal is required. Be certain to follow directions to thoroughly neutralize chemical strippers after use or new paint will not adhere.
10. Select paint colors that complement the style and period of the house and the overall color scheme of the street.



*House style and neighboring buildings should be considered when making decisions about paint colors for buildings like the Bungalow at 1321 Rodgers Street.*

11. Use the same color for trim including horizontal and vertical trim boards, porch framing and columns, and window framing; a contrasting color for walls; and a darker color for doors, shutters, and Victorian window sashes.

12. Limit the number of colors used to approximately three.

13. Adhere to the following paint color families:

Frame Vernacular of Folk Victorian: Contrasting wall and trim colors.

Queen Anne: Deep rich colors such as green, rust, red, or brown for walls and trim. Shingles may be differently colored than walls.

Colonial Revival: Softer colors for walls with white or ivory trim.

Neoclassical: White or very light colors.

Tudor: Often unpainted masonry surfaces or deep earth tones with contrasting and darker trim elements.

Craftsman: Earth tones, sometimes different colors for different floors, for walls and complementary trim.

## PORCHES



1100 block of Rodgers Street

Porches, along with the entrances and doors that they lead to, are often focal points of historic building facades and, because of their rich decoration and original purposes, help define building style. Porches have traditionally been a social gathering point as well as a transition area between the exterior and interior of the residence. In the district, many homes retain either large front or side porches. The retention of

porches is critical to maintaining the integrity of individual building designs and the overall historic character of the district.

1. Retain, maintain, and repair wooden and masonry porches in keeping with the guidelines for wood and masonry.



*Porches such as on 1333 Chesapeake Avenue can be important stylistic elements; in this case, the porch contributes to the house's Queen Anne character.*



*Porches are common*

*The porch at 1321 Chesapeake helps define the this one on 1146 Jackson Avenue supports al style. the house's Craftsman style.*

2. Utilitarian back porches are less crucial to the historic character of the district, thus their treatment can be more flexible and may include alteration, replacement, or removal.
3. When replacement of a porch is necessary due to damage or deterioration beyond reasonable repair, replace it using a design that matches the historic design and materials that support the historic character of the district to the greatest extent possible.



*If a porch like the one on 1205 Park Street must be replaced, the replacement should replicate the design and materials used in the original.*

4. Avoid enclosure of porches. If enclosure is permitted, use glass or screens with minimal structural elements instead of solid materials to better preserve the porch's historic transparency.



*Appropriate use of screen panels at 1236 Jackson Avenue.*

5. The use of substitute materials for porch floors such as wood and plastic composites may be appropriate under some circumstances. If these treatments are used they should not be readily visible from the street or painted to blend with the house colors.

# PORCH STAIRS AND RAILINGS

Should porch stairs or railings require replacement, replacements should match the porch in terms of design and materials.

1. Retain historic porch steps and railings.

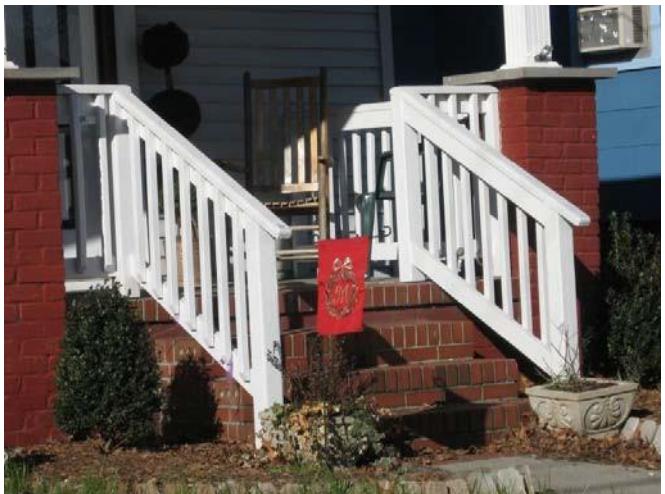


*These replacement porch stairs at 1326 Chesapeake Avenue appropriately used wood to match the wooden porch.*

2. Repair historic porch steps and railings with materials that match the original.
3. Replace porch stairs and railings with materials that match the porch's materials.
4. Avoid using brick, concrete, or wrought iron steps for wooden front porches; these material combinations are discouraged but acceptable.
5. Do not use pre-cast concrete steps on entrances that are readily visible from the

street.

6. Match the style and appearance of the porch in replacement railings. Simple painted wood railings with balusters between the top and bottom rail are generally appropriate.



*The replacement railings at 1530 Jackson Avenue are appropriate models for most district houses.*

7. If desired, add wooden or metal handrails in keeping with the style and design of the building.
8. In most cases, balusters or railings must be a minimum of finished dimensions of three inches by three inches.

# ROOFS



1106 Chesapeake Avenue

A roof is one of the most important elements of a building. Since it covers and protects the rest of the building from the elements, proper maintenance is critical. Since it is such a large and visible part of the building, a change in its shape or materials can radically alter the appearance of the entire building. Original roofs are particularly important to the district's historic character.

1. Retain, maintain, and repair historic roof forms and materials.



The gambrel roof is a crucial stylistic element of the Dutch Colonial Revival house at 1138 Chesapeake Avenue; it should be retained and kept in good repair.

2. Replace individual damaged roofing elements.



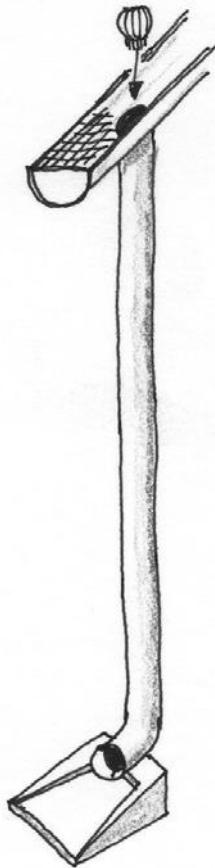
*Materials like the cement tiles on the house at 1301 Ohio Street contribute to historic character. If a portion becomes so damaged that repair is not possible, that portion should be replaced with matching tiles and the undamaged historic tiles should remain.*

3. If overall deterioration is beyond the reasonable possibility of repair, substitute materials may be used. Select substitute materials that will best support the historic character of the building and the district. Match original materials whenever possible.



*If a metal roof must be replaced, the replacement should match the historic one as closely as possible (1101 Rodgers Street).*

4. Clean and maintain gutters and downspouts.
5. Repair leaking roofs, gutters, and downspouts.



*Gutters and downspouts in good repair help maintain historic buildings.*

6. Secure or replace with high-quality replacements loose or deteriorated flashing. If aluminum is used for flashing, fasten it with aluminum nails and paint.
7. Insure proper ventilation to prevent condensation.
8. Provide adequate anchorage for the roofing material to guard against wind and water damage.
9. Check seams of metal roofs and keep metal surfaces painted except for copper roofs, which are protected by their patinas.



*Maintaining the painted finish on historically painted metal roofs like the one at 1041 Chesapeake Avenue is an important means of building maintenance.*

10. Use metal fasteners on metal roofs that are compatible with the roofing material.
11. If supporting material has deteriorated below a slate or cement-tile roof, carefully remove and retain the tiles, repair the supports, and reinstall the tiles using copper nails to nail slate tiles to the roof.
12. If solar panels, skylights, rooftop satellite dishes, or other modern roof elements are used, install them out of public view. Use the smallest satellite dish possible.



*Placement out of public view can help minimize the effect of modern elements like solar panels, skylights, and satellite dishes on district character.*

# SIDING



*1238 Chesapeake Avenue*

Siding is a major factor in defining building character. Retaining and maintaining historic siding materials is the best treatment for buildings in the historic district. Using modern siding treatments like vinyl or aluminum is discouraged.

1. Retain and maintain historic siding and exterior materials.



*Masonry exteriors like bricks or the cast-concrete blocks on 1705 Chesapeake Avenue should not be covered with wood or synthetic siding materials.*



*Preserve and maintain original wood siding materials (1041 Chesapeake Avenue).*



*Wooden siding was also commonly used on out-buildings like this garage at 1207 Decatur Street.*

2. Nail warped or loose shingles back in place.
3. Repair damaged historic siding and exterior materials with materials that match the historic materials. See the guidelines for wood or masonry for detailed repair information.
4. Repair stucco by removing loose material and patching with a new material that is similar in composition, colors, and texture.



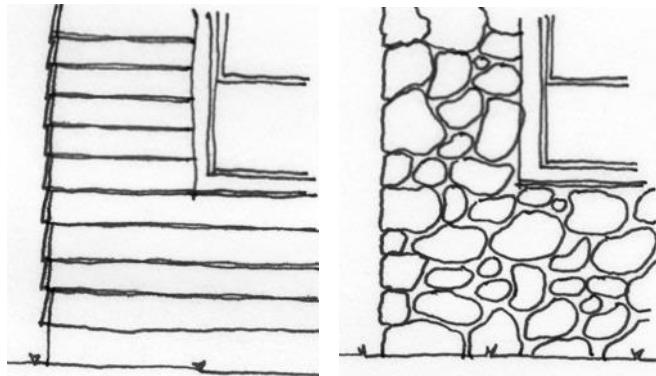
*The wooden shingles on 1221 Park Avenue help define the house's historic appearance. If they become damaged they should be repaired in accordance with the guidelines for wood.*

5. Replace historic siding and shingles only as required and with materials that match the original as closely as possible.
6. If historic siding was removed or covered prior to the adoption of design guidelines or becomes damaged beyond the reasonably possibility of repair, the use of synthetic replacement siding may be permitted.



*Existing synthetic siding may be replaced with new synthetic siding materials (1138 Chesapeake Avenue).*

7. If synthetic siding is used, choose siding that most closely matches the shape, size, profile, and texture of wood siding. Hardboard products such as cement-wood boards are preferable to vinyl or aluminum siding. New vinyl siding should be 4" or 5" lap siding and not Dutch lap siding.



*Replacement siding should match historic siding as closely as possible. The picture on the left is a good model for replacing weatherboard or synthetic siding on a historically weatherboarded house. The one on the right is not.*

8. If feasible, remove synthetic siding and restore the historic siding material.



*Owners are encouraged to remove modern siding materials like the asbestos shingles on 1333 Chesapeake Avenue and replace them with historically appropriate siding.*

### Wood Versus Synthetic Siding

- Vinyl and aluminum are still too new to definitely say whether they are more or less economical than wood. In terms of resale value, wood siding has the economic advantage; a recent study by *Remodeling Magazine* judges that property owners lose one out of every three dollars invested in aluminum siding when they sell their house.
- Wood and synthetic materials perform fairly equally in terms of energy conservation since most heat leaves houses through roofs, basements, windows, and doors.
- Any claims that synthetic siding is "maintenance-free" are untrue. Owners of 15 to 20 year old aluminum and vinyl siding often find that it, like wood, requires painting.
- Vinyl siding is a toxic material and is not considered "green" and friendly to the environment.
- Synthetic siding is likely to trap moisture and condensation between it and the wood underneath, leading to rotted wood and structural problems. Synthetic siding can keep the problem hidden until major damage is done.

- If you decide to use synthetic siding, you can minimize its visual impact by choosing a siding that matches the dimensions of the original siding as closely as possible. Leaving historic trim and features in place and visible also helps. Make sure that the siding is as well ventilated as possible to avoid water damage.

### Maintaining Wood Siding

- Paint wood siding every five to eight years to seal it against water penetration.
- Repair or replace damaged sections. Epoxy can be helpful.
- For its best appearance, keep wood siding clean by using a strong stream of water from a garden hose or by using household detergent and a medium soft brush.
- Allow sunlight and air to reach siding to prevent mildew.

For more information on general maintenance and painting of wood siding, see the preservation brief at <http://www.nps.gov/history/hps/tps/briefs/brief10.htm>

# WINDOWS



*1333 Chesapeake Avenue*

Windows are one of the most visual aspects of a historic building and help define its particular style. In the district are numerous types and sizes of windows and their variety increases when they are combined with the different designs of sills, lintels, decorative caps, and shutters. Windows add light to the interior of a building, provide ventilation, and allow a visual link to the outside. Because of the wide variety of architectural styles and periods of construction within the district, there is a corresponding variation of styles, types, and sizes of windows.



*The one-over-one wood window at 1336 Chesapeake Avenue (left) and the two-over-two wood window at 1136 Jackson Avenue (right) are common types for the district. They and others like them should be preserved and maintained.*



*Specialty windows like the Craftsman window at 1299 Jackson Avenue (left) and border-glass window at 1220 Chesapeake Avenue (right) should be preserved and maintained.*

2. Patch, paint, putty, and weather strip historic windows as needed in order to restore them to their original conditions. See guidelines for wood for more detailed repair information.

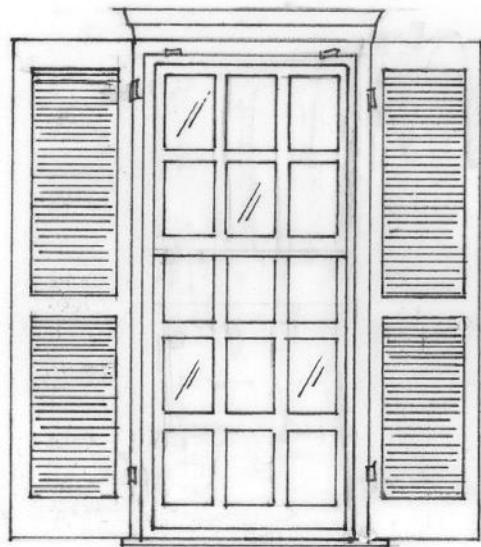
1. Retain and maintain historic windows.

3. Replace historic windows only if they are damaged beyond the reasonably possibility of repair. A good test for condition is to jab the sill or bottom rail of the frame with an ice pick; if the pick penetrates more than half an inch into the wood, the frame may require replacement.
4. If replacement of historic windows is required, use replacements that closely match the historic windows in size, type, and material.



*On the left is a good example for replacing a single one-over-one window because the size of the opening and design of the window remains the same. The enlarged opening and fixed windows installed on the right is inappropriate.*

5. For energy conservation add storm windows rather than replacing the historic window with substitute windows. If the majority of windows are beyond reasonable repair, wood windows should be replaced with wood windows to match the original.
6. Reuse serviceable window hardware and locks.
7. Retain historic blinds or shutters.
8. If new blinds or shutters are installed, use ones that are constructed of wood and sized and installed like historic working ones.

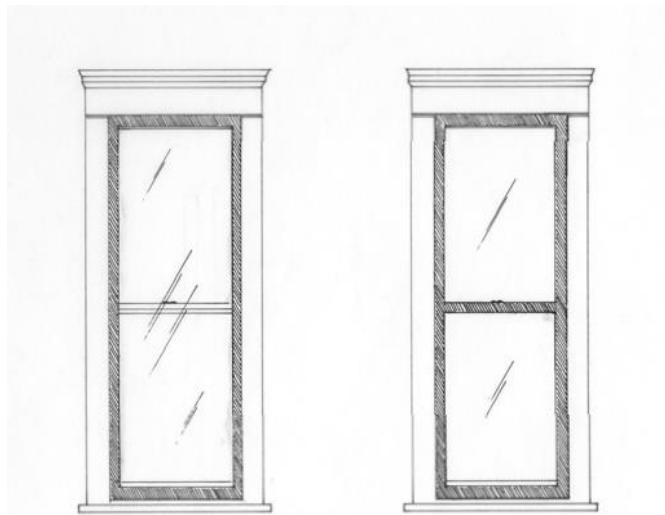


*The shutters above are appropriate because their louvered design is typical of historic shutters, they are able to open and close, and they cover the opening when closed.*

9. Use storm windows that are white or painted to match the window trim.
10. Use storm windows that are full-view or with internal elements that match those of the windows.
11. Do not change the number, location, size, or glazing pattern of windows by cutting new openings, blocking in windows, or installing replacement sashes that do not fit the historic openings.
12. Do not use bars in windows visible from the street.
13. Do not use snap-in or flush muntins.



*The design of the storm window at 1332 Chesapeake Avenue, with a central meeting rail in the same place as the window's, is appropriate.*



*The designs of these storm windows are appropriate, and both fit within their window frames.*

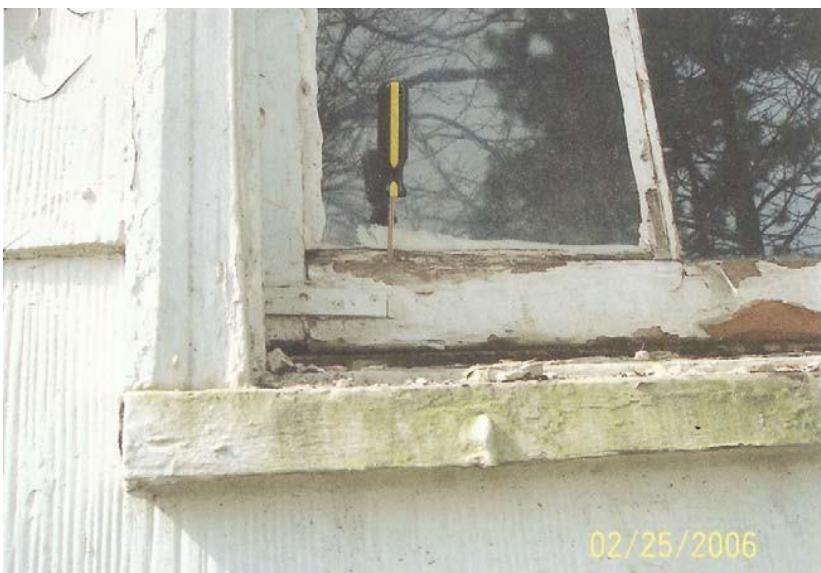
## Why Preserve Historic Wood Windows?

- Rebuilding historic wood windows and adding storm windows makes them as efficient as new vinyl windows and more than offsets the cost of installation.
- The old-growth lumber used in historic window frames can last indefinitely, unlike new-growth wood or vinyl.
- Vinyl window seals often fail after a few years, making their replacement more costly than upgrading historic wood windows.
- Vinyl windows don't look like historic wood windows; their texture and thinness are inappropriate for the historic district.
- Vinyl is harmful both in its creation and disposal.

## General Maintenance

- Keep the glazing putty free of cracked, loose, or missing sections.
- Monitor the paint condition; if paint becomes deteriorated, check the wood below in those spots.
- Remove excess, peeling, or flaking paint.
- Keep wooden components painted.
- Replace deteriorated components like broken sash cords and panes.

For more information on general maintenance and more involved repair of wood windows, see the preservation brief at <http://www.nps.gov/history/hps/tps/briefs/brief09.htm>



Repairing and preserving original windows is recommended. The windows at left are representative of those that may be beyond repair and their removal and replacement may be appropriate.

# WOOD



1041 Chesapeake Avenue

The flexibility of wood has made it the most common building material throughout much of the country's building history. Because it can be easily shaped, wood is used for a broad range of decorative and functional elements. Many wooden elements, such as architectural details, doors, siding, and windows, are addressed in their own sections. While wood is durable and easy to work with, it must be maintained properly to have a long life.

1. Keep all wood surfaces primed and painted in accordance with guidelines for paint in order to prevent deterioration from moisture.



*Paint helps protect wooden elements like the wood siding on 1238 Chesapeake Avenue from decay.*

2. Use appropriate poisons with extreme caution and follow all given instructions to eliminate pests.
3. Remove vegetation that grows closely to wood.
4. Eliminate excessive moisture problems by repairing leaking roofs, gutters, and downspouts. Secure or replace loose or deteriorated flashing and insure proper ventilation.
5. Maintain proper drainage around the foundation to prevent standing water.
6. Recaulk where rainwater might penetrate a building. These areas include junctions of dissimilar materials or construction joints such as siding and corner boards. Remove old caulk and dirt before recaulking and use a high quality caulk such as one made with polyurethane. Refrain from caulking under individual siding

- boards or windowsills.
7. If wood is beginning to rot, dry it thoroughly and treat it with fungicide. Water-proof it (two to three applications of boiled linseed oil with 24 hours of drying time between coats has been quite successful), then fill any cracks and holes with putty and sand. Caulk between the wood members when necessary, then prime and paint the wood.
  8. If wood is partially decayed, fill and strengthen it by applying semi-rigid epoxy into the decayed wood and allowing it to harden. Then fill, patch, sand, and paint the consolidated wood. Caulk between the wood members when necessary, then prime and paint the wood.



*Anti-rot and anti-decay treatments like those described above can help with repairs if elements like the bargeboard at 1106 Chesapeake Avenue become damaged.*

9. If wood boards are split too wide to repair with putty, pry the crack or split wide enough to apply a strong exterior glue, then press the sections back together and use finishing nails to hold them together while the glue dries.

10. For convex warped boards, drill several holes along the centerline of the board. Insert countersunk screw (countersink enough so that screw heads end up below the surface of the board) and gradually tighten the screws to pull the board flush. Wet the board down during this procedure to avoid splitting. The procedure should be gradual, perhaps even taking days.
11. For concave warped boards, use a row of finishing nails at both the top and bottom edges to pull the edges back down. Countersink the nail heads and fill the holes with putty.



*Wooden boards like the ones on 1207 Decatur Street's garage can be treated as described above if they become warped.*

12. When a portion of a wooden board is too deteriorated for repair, use a circular or hacksaw to remove the damaged portion as close to the edge of the board above as possible. Then replace the section with a section or board that matches the existing boards in size and profile by nailing it in place, countersinking the nails, putting the nail holes and any cracks, and painting the area.

# SITE FEATURES

## FENCES AND WALLS



*1050 Chesapeake Avenue*

Walls and fences, including gates, are consistent and dominant elements throughout the district. Stone walls, hedges, cast iron, and picket fences and gates are the dominant existing types, and their use should be continued where appropriate. Maintenance and repair of existing historic walls and fences should be carried out in lieu of replacement. Fences that are incompatible with the surrounding sites, like chain link, split rail, or stockade fences in areas where picket or iron fences predominate, are discouraged. The removal of incompatible walls and fences is encouraged.

1. Retain and maintain historic fences and walls.
2. Construct new fences and walls using materials that predominated historically or that visually match these materials. Wood or metal for new fences and stone for new walls are generally appropriate materials.



*This simple metal fence at 1236 Seaboard Avenue uses materials, design, and color appropriate for its historic setting.*



*The material, design, color, and scale of this wooden fence at 1300 Park Avenue are appropriate.*



*Vinyl fences, like the one at 1213 Park Avenue, that strongly resemble wooden fences are discouraged but may be approved.*

3. Paint new wooden fences to complement their adjacent houses. Construct them to be less than three feet tall and with pickets set less than three inches apart and less than four inches in width.



*New fences should enclose front yards with appropriate spacing and height.*

4. New metal fences should be less than three feet tall.
5. Use solid wood board fences in back yards only. Construct them to be less than six feet tall and paint them to blend with the building.

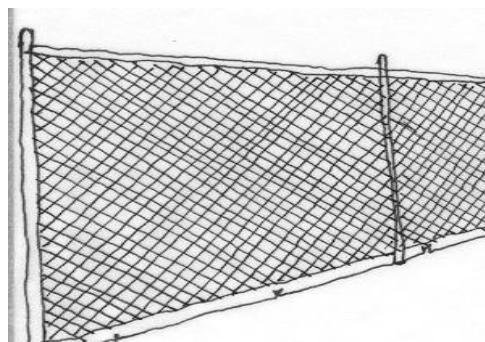
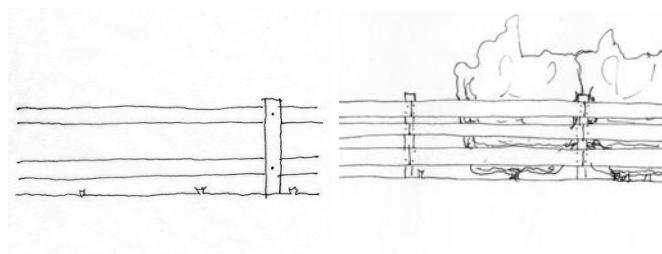


*Privacy fences such as at 1106 Chesapeake Avenue are appropriate to enclose back yards.*



*The design and appearance of this solid vinyl fence at 1236 Seaboard Avenue is appropriate for rear yards.*

6. Locate chain link, split or horizontal rail, railroad tie, or timber fences at rear yards or where not visible from the street. Painting or coating chain link fences with dark green or black paint or plastic or screening them with plants helps to minimize their impact.



*Fences like those shown above are appropriate for use in locations not visible from the street. Painting and plantings can help minimize their impact.*

# GROUND SURFACES



*Chesapeake Avenue*

Historic sidewalks, driveways, planting patterns, and grades should be retained where they remain. If replacements or new elements are required, patterns of placement and material should be retained.



*Driveways, like sidewalks, are often concrete. The “ribbon” design used at 1700 Jackson Avenue is a common historic design.*



*Gravel is also a common historic driveway material. Driveways on older houses often extend along the length of the side of the house before turning to end behind the house.*

1. Maintain historic placement, materials, and design for ground surface elements like walkways and drives.



*Historic district sidewalks are generally of concrete. They are typically located at the edge of yards and have a small section of lawn between them and the street, as shown here on the 800 block of Wilbur Avenue.*

2. Follow historic patterns for organic ground surfacing. For example, a yard in an area where plants predominate and paving is minimal should also consist of mostly plants and little paving.



*Grassy yards bisected by walkways and driveways like those in the 1100 block of Decatur Street are common in the district. Lots should follow historic precedent and continue to have a majority of unpaved area.*

3. Maintain compatibility between private ground materials like walkways and drives and public materials like sidewalks.



*Often, as on the 1200 block of Stewart Street, sidewalks and driveways are both concrete.*



4. Use materials with historic precedent in public sidewalks.



*Faux brick, like in the 1100 block of Chesapeake Avenue, is an appropriate sidewalk material.*

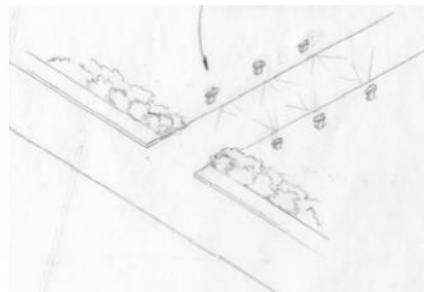
# LIGHTING



Appropriate street light on Chesapeake Avenue.

Historic lighting elements should be retained. New lighting elements should follow historic precedent or use inconspicuous design and materials so as not to detract from the historic character of the district. Lighting choices should not dramatically impact neighboring properties.

2. Use small footlights to illuminate paths.



*The type and placement of fixtures shown are appropriate.*

3. Use low-level bulbs. If high-intensity lighting is desired, insure that it does not spill into neighboring yards.

1. Use light fixtures that are constructed of metal, are unobtrusive or are based on designs from the period of the adjacent house, and direct light downward.

# MODERN CONVENIENCES AND CODE REQUIREMENTS



*1321 Chesapeake Avenue*

Consideration should be given to the design and placement of modern conveniences like dish antennae over 18 inches, external heating and air conditioning units, utility meters, trash containers, utility wires, and ramps, and to changes required by building codes on and around historic buildings.

1. Retain plants, trees, and landscape features to perform passive solar energy functions like shading and wind breaks.
2. Use inconspicuous placement and the smallest size possible for dish antennae.



*The placement and size of this dish at 1101 Rodgers Street help minimize its impact on the district.*

3. Shield trash containers, external heating and air conditioning units, and utility meters from view using unobtrusive placement, landscaping, or a screen constructed to blend with the building.



*Placement and fencing like at 1041 Chesapeake Avenue can help minimize the impact of modern equipment.*

4. Locate window mechanical systems on side or rear elevations.
5. Comply with all health and safety codes in such a manner than character defining features and finishes are least affected.

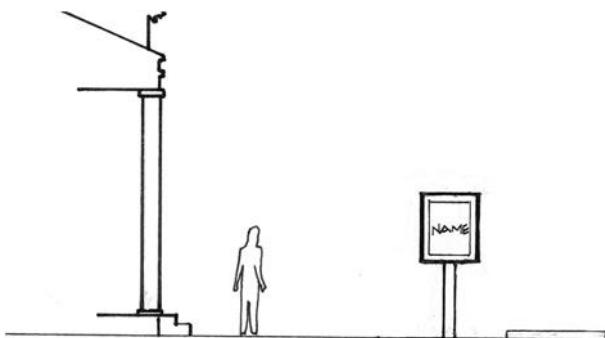
# SIGNS



1222 Chesapeake Avenue

Private signs in residential areas should meet overall sign requirements and be placed to have minimal impact on historic properties.

1. Use signs of historically prevalent materials like finished wood, glass, iron, copper, or bronze.
2. Use small signs with proportions that complement the building's. Home-occupation signs may have a maximum sign area of four square feet.



*Signs should not detract from the building.*

3. Use signs with simple designs and content. Three colors or less should be used, and colors should complement the building's.



*This free standing sign at 1200 Chesapeake Avenue is appropriately placed and of compatible materials.*

4. Install signs in locations historically used for signs like on awnings, inside windows, projecting from the building façade, or standing in the yard. Do not obscure architectural features. Anchor mounting equipment in mortar, not bricks or stones.



*Hanging signs on porches are appropriate.*

5. Use only external, concealed lighting sources.
6. Use only one sign per home.

## NEW ADDITIONS

### ADDITIONS

New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, or destroyed in the process of rehabilitation. The new design should complement the original historic building, instead of being an exact copy of the original design.

1. Before building an addition, attempt to accommodate needed functions within the existing building.
2. Limit the size of new additions so as not to overwhelm the historic building.



*New additions should be at the rear, smaller and subordinate to the historic building.*



*Existing patterns should be respected in new additions. When possible, existing openings should be retained and used to access the addition.*

3. Respect the scale, massing, materials, and window spacing of the historic building.
4. Do not attempt to duplicate form, material, style, wall plane, roofline, cornice height; the new addition should not appear to be part of the historic building.
5. Use contemporary designs for new work or reference design motifs from the historic building.
6. Respect the existing historic character of surrounding buildings in the district and insure than the new addition will complement this historic character.
7. Place new additions on rear or side elevations where not visible from the street.

## DECKS

Because decks are modern features, they should be designed and placed to minimize their impact on district appearance.

1. Place decks on rear elevations or in other locations that are out of view from the street.



*The rear location of the deck at 1200 Holly Avenue minimizes its impact on district character.*

3. Design decks that are simple in appearance. If visible from the street, insure that decks have square balusters set no more than three inches apart and no more than two inches in width and depth.



*Placement behind the historic building can minimize the impact of modern features like decks.*

2. Paint and design decks to blend closely with the house.

## HANDICAP RAMPS



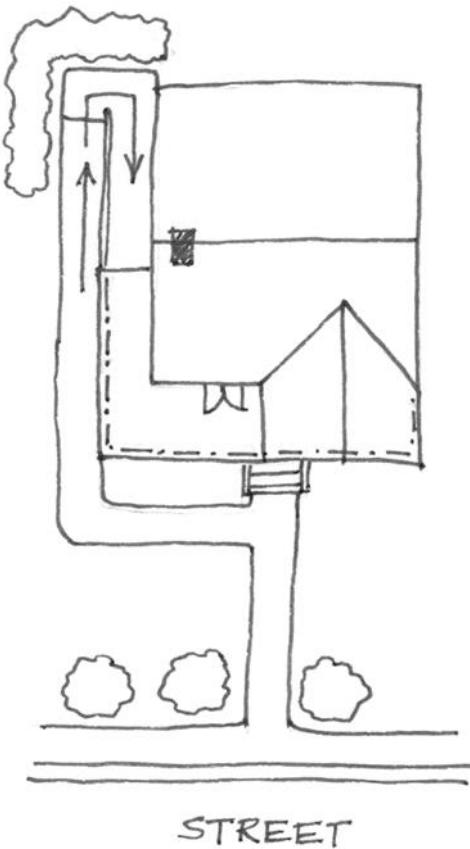
Because ramps are modern elements, they should use placement and design to minimize their visual impact.

1. Paint and design ramps to blend with the building.



The ramp at 1217 Park Avenue is appropriately placed along the side elevation.

2. Install ramps along side or rear elevations when possible.



Side or rear elevations are the recommended places for handicapped ramps.



Wheelchair lifts, ideally placed along side or rear elevations, may also be helpful for accessibility.



*Landscaping and placement along the side elevation at 1232 Stewart Street enable the house to retain its historic appearance while still providing for increased accessibility.*



*The ramp on 1232 Stewart Street is appropriately placed and painted.*

## NEW CONSTRUCTION

### NEW CONSTRUCTION



The protection of the historic and architectural resources of the district includes new construction and requires compatible new buildings to respect visual and historic characteristics. The following guidelines are designed to assist in evaluating the degree to which proposed new structures are compatible to these existing visual and historic characteristics.

The guidelines are all important when considering whether proposed new buildings are appropriate and compatible; however, the degree of importance of each guideline varies as conditions vary. For instance, the compatibility of color and materials should be rigidly enforced in an area where brick walls are the dominant characteristic in a

row of Colonial Revival houses. In other areas, where colors and materials vary, conformity of materials is less significant, and other factors such as height and roof shape may be more important. Not all guidelines must be met in every instance of new construction.

1. Construct new buildings to a height compatible with existing adjacent buildings. New buildings should have the same number of stories and be within ten percent of the average height of existing buildings as seen from the street and publicly accessible areas.



*The frequent similarities in heights for neighboring buildings are a defining characteristic of the district. These houses are on the 1100 block of Rodgers Street.*



*These houses appropriately approximate each others' height and number of stories.*

2. Construct new buildings with façade proportions, including the height-to-width ratio, similar to and compatible with others on existing adjacent buildings.



*The relationships between the façade elements on each house are appropriately similar.*

3. Locate new buildings to reinforce the existing rhythm of buildings and space between them, particularly on major streets.



*The distance between each of these houses on the 1200 block of Chesapeake Avenue is very similar.*

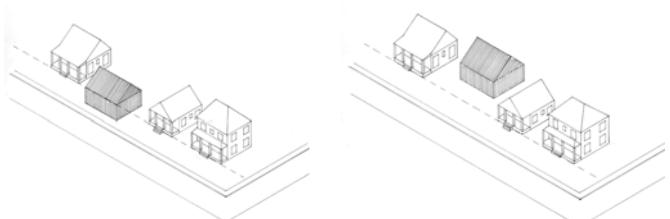


*These houses appropriately maintain a consistent rhythm of spacing from one to the next.*

4. Place a new building on its site considering its relationship to the setbacks and placement of existing adjacent buildings. The setback of a new building should reinforce the prevailing average setbacks of adjacent buildings abutting major streets. Its placement, including relationship to sides, rear, and topographic conditions, should be similar to prevailing conditions, which vary throughout the district.



*The space between the houses and the street and the topography and yard arrangements are consistent on the 900 block of Stewart Street.*



*New houses should be neither farther forward nor farther back than their neighbors.*

5. Design new buildings with complexity comparable to the complexity of existing adjacent buildings. The degree of simplicity or complexity for a new building should be based upon the area's dominant area architecture. New buildings in areas where simpler forms prevail (such as Greek Revival and Federal styles) should reflect that simplicity. The existence of more complex forms (such as Queen Anne and other Victorian styles) allows for more richness and variation.

6. Design new buildings with window and door, including height-to-width ratios, that are related to the proportions of existing adjacent buildings visible from public areas.

7. Design new buildings with solid-to-void rhythms and open-to-solid proportions compatible with those used in existing adjacent buildings.



*Though the houses illustrated are built in different styles, they appropriately share proportions of solid to open space.*

8. Select materials and textures for new buildings that relate to the extent such materials and textures are used in the surrounding area and on existing adjacent buildings. In areas where strong continuity of materials and textures is a factor, the continued use of those materials should be strongly considered.

9. Select colors for a new building that relate to the use of color in the surrounding area and on existing adjacent buildings. In areas where strong continuity of color is a factor, the continued use of existing colors should be strongly considered. There is a variety of colors throughout the district; see the guidelines for paint for appropriate colors and placement for historic buildings.



*The windows and doors of the houses on the 1200 block of Stewart Street share similar proportions. The proportion of solid space to openings is also very similar.*



*In the 1100 block of Rodgers Avenue, houses have pastel or white bodies and white trim; new houses should complement existing color patterns.*

10. Relate architectural details and articulation to that of existing buildings. Such details may include lintels, cornices, arches, chimneys, and ironwork. Since there is such a large variety of styles and details within the district, this criterion may be interpreted in numerous ways.



*On the 1100 block of Rodgers Street, dominant ornamentation includes full-width one-story porches with triangular pediments and fluted posts.*

11. Design new buildings to be compatible with the historic and architectural character of the area while also recognizing them as products of their own time. By following a majority of the above guidelines, a new building can be designed that respects its historic neighbors without simply duplicating them.



*These new dwellings on Seaboard Avenue are designed to complement the historic character of the district.*

12. Most of the district has R-SFA zoning, which requires a minimum front yard setback of 20 feet and a maximum height of 35 feet.

# MOVING BUILDINGS

## MOVING BUILDINGS

The appropriateness of moving a building into or out of the historic district should be carefully considered using the questions below.

### **What is the reason for moving the building? Is there a reasonable alternative?**

- When a building is moved, every effort should be made to establish its historic orientation, immediate setting, and general environment. The owner must contact the Virginia Division of Historic Landmarks for assistance prior to moving the building if it is to remain listed on the State and National Registers.

### **Will relocation compromise the architectural significance of the building?**

- Often the site (including the setback of the building, the type and nature of landscaping, outbuilding, etc.) plays a large role in defining the building's significance. In addition, significant architectural elements such as porches may be damaged or even removed during a move.

### **Will relocation compromise the historic significance of the building?**

- If the building is among the earliest in the district, its relocation may diminish the number of significant buildings in the district and deprive the building of its historic context. The building may also be asso-

and by moving the building that historical association will be diminished.

**Will the proposed relocation have a detrimental effect on the appearance of the existing streetscape of the origi-**

### **nal location of the building?**

ciated with an important event or person

- Often the removal of a building will leave a large unsightly gap in the street, and often the proposed replacement building will not relate visually to the rest of the historic buildings on the street.

**Will the proposed relocation have a detrimental effect on the structural soundness of the building?**

- The technical aspects of moving older buildings can be very complicated and it is easy for the building to be seriously damaged in the moving process. Original building material may have to be replaced or altered in the subsequent rehabilitation.

**Will the proposed relocation have a detrimental effect on the historical aspects of other landmarks in the district?**

- The building in question may be part of a block of buildings that all derive their historical significance from similar associations and moving it may compromise other buildings in the district.

**Will the proposed relocation provide new surroundings incompatible with the historical and architectural aspects of the building?**

- Much of the building's significance comes from its setting and often the new site is too small or its orientation is not appropriate for the moved building. Also, existing buildings on the street may be of different architectural periods and styles and the moved building would be out of place on its new site.

**Would retention of the building promote the general welfare?**

- The moving of some significant buildings could actually affect real estate values, businesses, and tourism and this larger community impact should be evaluated.

**Will the retention of the building on its present site cause an inordinate hardship on the owner?**

- To establish "inordinate hardship," the applicant should submit evidence that rehabilitation of the building is impractical, that the building is inappropriate for the proposed use desired by the owner, and that the applicant cannot make reasonable economic use of the property. Such evidence may include proof of consideration of plans for adaptive reuse, attempts to sell, rent, or lease the property, and information regarding annual income and expenses.

# DEMOLITION

## DEMOLITION

In addition to these guidelines, there is state legislation setting forth a process for demolishing buildings establishing a waiting period during which the building is to be offered for sale. These regulations are referenced in these guidelines in the section titled “Chesapeake Historic and Architectural Review Board.” The length of the waiting period is based on the sales price of the building. However, the waiting period need not be activated if the Architectural Review Board issues a Certificate of Appropriateness for the demolition. The following set of issues are designed to assist the Architectural Review Board in determining the impact of a proposed demolition on the historic character of the district.

### **What is the reason for demolishing the building?**

**What is the relative quality of original design, uniqueness of design, frequency of design in the district, and importance of the designer or architect?**

**How old is the building and what is its association with important events and/or persons either locally, regionally, or nationally?**

**Is the building a major building on the street or is it one of a series of similar buildings that forms a unified streetscape? Would its elimination be detrimental to the overall scale, rhythm, design, and importance of the district?**

**Is the district now, or could it be, a place of interest for tourists, new business, and increased real estate values, and would the elimination of the building diminish that potential?**

**Has there been a professional feasibility study for rehabilitation or reusing the building? Has the building been offered for sale for the purpose of rehabilitation?**

**Is it possible for the owner to receive a fair market rate or return on the building or is the retention of it causing a true financial burden to the owner?**

# **APPENDICES**

**APPENDIX A – HISTORIC DISTRICT ZONING REVIEW COA  
APPROVAL MATRIX**

**APPENDIX B – APPROVED FENCES**

**APPENDIX C – CERTIFICATE OF APPROPRIATENESS**

**APPENDIX D – FINANCIAL HARSHSHIP DETERMINATION FOR  
HISTORIC MATERIAL ROOFS APPLICATION**

**APPENDIX E – THE SECRETARY OF  
THE INTERIOR'S STANDARDS FOR  
REHABILITATION**

**APPENDIX F – BASIC MAINTENANCE ADVICE**

**APPENDIX G – DEFINITIONS AND TERMS**

**APPENDIX H – SUGGESTED BIBLIOGRAPHY**

**APPENDIX I – ROUTINE MAINTENANCE AND MINOR  
PROJECT LIST IN THE HISTORI OVERLAY  
DISTRICTS**

**APPENDIX J – FEDERAL AND STATE TAX CREDITS FOR  
REHABILITATION**

## APPENDIX A – HISTORIC DISTRICT ZONING REVIEW COA APPROVAL MATRIX

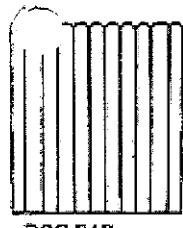
Project Type	COA issued by ARB	COA issued by Staff	No COA Required
Replace roof w/same material		✓	
Replace roof w/new material	✓		
Upgrade roof from asphalt to architectural shingle		✓	
Remove Storm windows or doors			✓
Repaint siding in same color		✓	
Repaint siding in new color	✓ not on chart	✓ if on chart	
Repaint trim in new color	✓ not on chart	✓ if on chart	
Repaint trim in same color		✓	
Install new windows in same pattern & material	✓		
Install new doors in same pattern & material		✓	
Install new storm windows/doors in the same color & style as existing trim		✓	
Install new windows/doors in a new material and/or design	✓		
Install or remove window air conditioning units or fans			✓
Removal of canopies or awnings			✓
Addition or replacement of canopies or awnings		✓	
Addition/ replacement of antennas, satellite dishes or solar collectors		✓	
Removal of antennas, satellite dishes or solar collectors			✓
Installation of new siding in the same material		✓	
Installation of new siding in a new material	✓ no Dutch lap		
Install new porch railings	✓		
Replace existing porch railing w/same design & material		✓	
Addition to structure	✓		
New construction	✓		
Fences (addition or replacement painted white)	✓ not on chart	✓ if on chart	
Demolition of structures	✓		

Project Type	COA issued by ARB	COA issued by Staff	No COA Required
New driveways	✓		
Boarding up a structure			✓
New exterior lighting fixtures	✓		
Landscaping			✓
Removal of decorative trim or new trim	✓		
New accessory structures (shed, garage)	✓ If visible from the public R-O-W	✓ if under 8 1/2 ft. & 150 sq. ft. behind privacy fence	✓ If not visible from public R-O-W
Placement of A/C units	✓ if not screened	✓ if screened w/ existing landscaping	

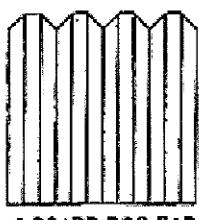
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## APPENDIX B – APPROVED FENCES

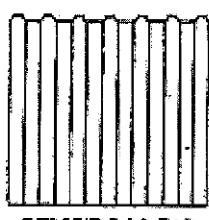
Approved Fences



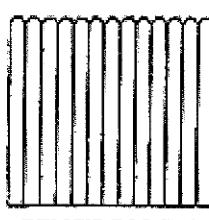
DOG EAR



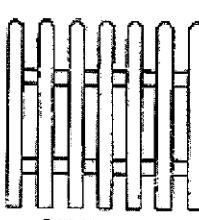
3 BOARD DOG EAR



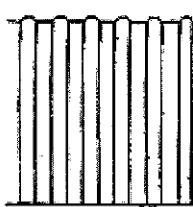
DELUXE DOG EAR  
AND BLANK



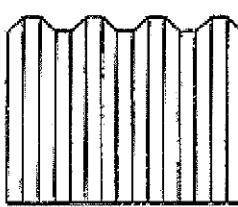
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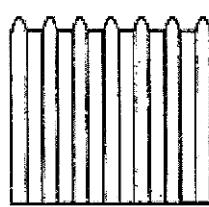
DELUXE DOG  
EAR PICKET



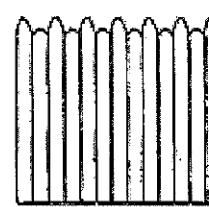
DOG EAR AND BLANK



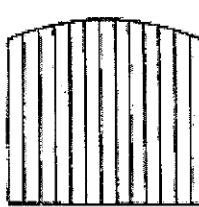
3 BOARD DOG EAR  
AND BLANK



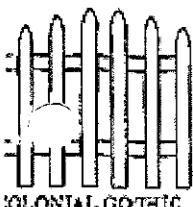
COLONIAL GOTHIC  
AND BLANK



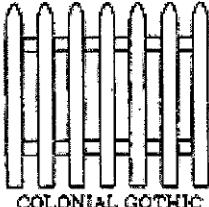
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DELUXE DOG EAR



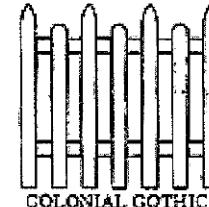
SOLID SUNRISE



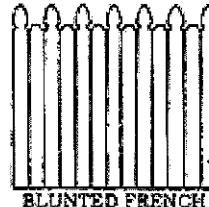
COLONIAL GOTHIC  
SUNRISE PICKET



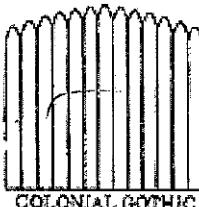
COLONIAL GOTHIC  
PICKET



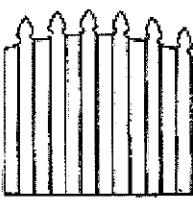
COLONIAL GOTHIC  
AND DELUXE DOG  
EAR PICKET



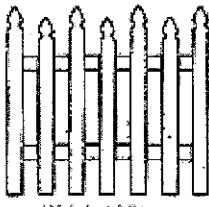
BLUNTED FRENCH  
GOTHIC & DELUXE  
DOG EAR



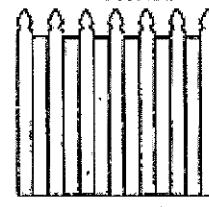
COLONIAL GOTHIC  
SUNRISE



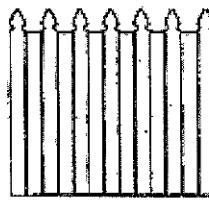
FRENCH GOTHIC AND  
DECORATIVE BLANK



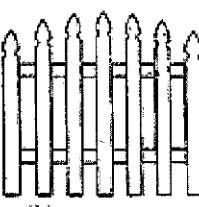
HI-LO FRENCH  
GOTHIC PICKET



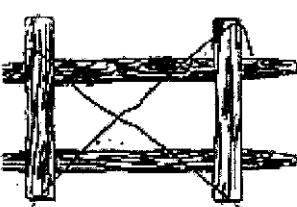
FRENCH GOTHIC &  
BLANK



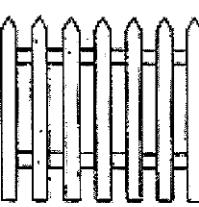
FRENCH GOTHIC AND  
DECORATIVE BLANK



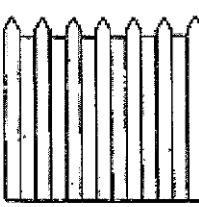
FRENCH GOTHIC  
SUNRISE PICKET



2, 3 APPALACHIAN RAIL



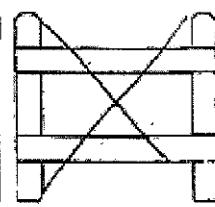
POINTED PICKET



POINT AND BLANK



TOP CAP



2, 3 OR 4 ESTATE RAIL

OK

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**APPENDIX C – CERTIFICATE OF APPROPRIATENESS**

City of Chesapeake  
Department of Planning  
Post Office Box 15225  
Chesapeake, Virginia 23328-5225  
(757) 382-6176  
FAX (757) 382-6406

**Chesapeake Local Historic District****CERTIFICATE OF APPROPRIATENESS  
APPLICATION INSTRUCTIONS****PURPOSE**

The primary function of the Chesapeake Historic and Architectural Review Board (Board) is to provide for the review of all significant exterior modifications visible from a paved public street within the Chesapeake Historic and Cultural Preservation District, and to determine whether or not these proposed changes will be compatible with the surrounding area. A Certificate of Appropriateness may be issued by the Review Board, or in the case of certain minor modifications deemed not to adversely affect the character of the Historic District, may be issued by the Director of Planning or designee. Applications submitted after the work commences are classified as an After the Fact Application. **The filing fee for an After the Fact Application is \$250.00.**

**SUBMITTAL REQUIREMENTS**

The procedures vary depending on what alterations are proposed.

**General Certificates** - The Board allows staff to administratively approve the following alterations listed below. The submittal requirements include a complete application, a current color picture of the house, and color brochures/pictures of the planned improvement of the work that is being proposed.

- Replacement of like for like materials in general. However, in the case of window and historic material roof replacement, these items must be reviewed by the Board.
- Repainting resulting in the same color or in a color scheme previously approved by the Board.
- Painting of new or unfinished surfaces so long as selected color is from an approved palette and there are no more than two selections.
- Addition or replacement of storm windows or storm doors that match the color and architectural style of the existing trim.
- Addition or replacement of heating and cooling systems that are screened by landscaping.

- Addition or replacement of canopies and awnings.
- Addition or replacement of fences that are painted white on the sides visible from a paved public street so long as the selected style is from an approved list.
- Addition or replacement of television or radio antennas, satellite dishes (18" or smaller) or solar collectors.
- Construction of sheds if in a fenced backyard or screened from public view by landscaping and less than 150 square feet and 8.5' in height.
- Upgrade from asphalt to architectural shingle of the same color.

During the application process, if there is any doubt as to the issuance of a general certificate of appropriateness, then such application is referred to the Board for consideration.

**Board Applications** – Applicants shall include 1 original and 10 copies of the completed application, descriptions, specifications, plans, sketches, and other written materials. Additionally, applicants shall submit a disk containing all relevant digital photographs and one color print of each photograph.

#### New Construction

- Surveyed site plan with proposed buildings or structure(s) indicated, as well as on-site parking, as needed.
- Front and side elevations drawn to scale with architectural details enlarged where subject to public view from a paved public street.
- Samples, photographs, and/or brochures of siding, brick types, roof shingles, paint chips, doors, windows, ornamentation, and general exterior materials.
- Arrangement of proposed exterior lighting.
- Photographs of the property and adjoining or opposite properties.

#### Additions to Existing Structures

- Surveyed site plan or city tax map with addition(s) shown if a change in the building footprint of the main structure is involved.
- Elevations of front and/or sides to scale to show intended alterations with enlarged details where subject to public view from a paved public street.
- Photographs of the existing structure and property.
- Samples, photos, and brochures of siding, brick type, roof shingles, paint chips, door, windows, ornamentation, and other exterior materials.
- Arrangement of proposed exterior lighting.
- Proposed signs with appropriate detail as to character and location.

## Alterations or Repairs

- Written description of work to be performed accompanied by samples, photos, or brochures of siding, brick type, roof shingles, paint chips doors, windows, and similar facilities for review.
- Photographs of the building and structure.
- Three quotes are preferred, but 2 quotes each are required for the following: a.) to repair an original material; b.) to replace the original material (except asbestos) with the same material; and, if applicable, c.) to replace the original material with a like or similar material. For instance, if you are applying to change your roof from a historic material roof to asphalt shingle, you are required to provide 2 quotes to repair the historic material roof; 2 quotes to replace the historic material roof with the same material; and 2 quotes for an architectural grade asphalt shingle roof.
- If photos are utilized to demonstrate the need for an alternate material, they must be detailed and numerically keyed to the location on the house utilizing the elevation views of the front, back, rear and side. An ice pick test is useful to demonstrate rotten wood. If deterioration is difficult to prove through pictures or you do not choose to conduct an ice pick test, then a non-biased home inspector, certified by the Virginia Board for Asbestos, Lead, and Home Inspectors, shall certify that the element is beyond repair. This individual may not be the contractor making the repairs.
- Historic material and metal roofs – please see the requirements for historic material roof on page 10 and information regarding acceptable metal roof panel profiles on page 11.

## Relocations

- Photographs of the building or structure to be relocated and adjacent properties.
- Photographs of the premises to which the building or structure will be relocated.
- Written description of reasons for the relocation and the proposed use of the vacated property.

## Demolitions

- Photographs of the building or structure to be demolished to illustrate its state of disrepair.
- Written report from Department of Development and Permits relative to the condition of the building or structure.
- Written description of any building or structure to remain and any new building or structure proposed to replace the demolished building or structure.

## Application Process for Board Items

The deadline for submitting an application for a Certificate of Appropriateness is **10 days prior to the second Thursday of the month.** All applications are to be submitted to the Planning Department prior to 5:00 p.m.

The Planning Department will review the application for completeness and returned to the applicant if deemed incomplete.

The Chesapeake Board of Historic and Architectural Review will consider the application at a public meeting held on the second Thursday of the month at 6:00 p.m. at the **Portlock Galleries at SoNo**. The public meeting is open to all citizens. The applicant or agent must attend the Board meeting. **Failure of the applicant or agent to attend the meeting shall cause the request to be continued and prohibit any action by the Chesapeake Board of Historic and Architectural Review.**

At the public hearing, the Chesapeake Board of Historic and Architectural Review will hear the applicants request and will ask if there are any comments from staff, adjacent property owners, or the general public. The Board considers all information and either approves the application as presented, approves it with conditions or safeguards, disapproves the application, or continues the application a month for more information.

**Note that Certificates of Appropriateness issued for approved applications expire six (6) months from the date of issue.**

***\*Note: On March 16, 2015, Chesapeake Redevelopment and Housing Authority (CRHA) opened the waiting list for their housing rehabilitation assistance programs. These programs provide loans and emergency repair grant assistance to eligible residents who own and occupy homes in Chesapeake and require property renovations necessary to correct housing code violations and/or to make accessibility improvements. Call 757.233.2604 for more information.***



## Application for Certificate of Appropriateness

### CHESAPEAKE PLANNING DEPARTMENT

APPLICATION NUMBER: \_\_\_\_\_  
(Assigned by Chesapeake Planning Department)

1. Address/Location of Project: \_\_\_\_\_

2. Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

3. Owner: (If different from applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature of Applicant/Agent & Date: \_\_\_\_\_

4. Nature of the Application (add additional typed sheets if necessary):

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5. For new construction, additions, driveways, fences, etc. has Zoning signed off on the application? YES \_\_\_\_\_ NO \_\_\_\_\_
6. For replacement of a historic material roof with an architectural shingle roof, will you be applying for consideration of an economic hardship? YES \_\_\_\_\_ NO \_\_\_\_\_

**Planning Staff to Complete:**

Is the Application After the Fact? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, request payment of \$250 fee.

Can Application be administratively approved? (**See pages 1-2 of the instructions**) If so, provide date of approval\_\_\_\_\_ (Date) by\_\_\_\_\_ (Planner Name)

Certificate Number\_\_\_\_\_.

Determination of the Economic Hardship Committee if the applicant has applied for the replacement of a metal roof or historic material roof with architectural shingles YES \_\_\_\_\_ NO \_\_\_\_\_

If application needs to go to Board, please provide the date of the next meeting \_\_\_\_\_ (see calendar and deadlines). **See pages 2-3 of the instructions for supplemental submittal requirements.**

Certificate Number\_\_\_\_\_.

If application goes to Board, have the applicant complete the following:

I, \_\_\_\_\_, hereby grant permission for City staff & City Council appointed members of the Historic and Architectural Review Board to enter my site to view the exterior areas that are the subject of the application and which are viewable from a public right of way.

I understand and agree that the Historic and Architectural Review Board onsite inspections shall be exclusively related to this Certificate of Appropriateness Application and that reasonable notice shall be given to the property owners/applicants prior to any onsite inspections. I further agree that any onsite inspections shall be conducted as necessary and at the sole discretion of City staff and the Historic and Architectural Certificate of Appropriateness Application

Effective July 16, 2015

Initials/Date \_\_\_\_\_

*Review Board until the Historic and Architectural Review Board has taken final action on the application or the application has been withdrawn by the property owner/applicant.*

**CERTIFICATE OF APPROPRIATENESS APPLICATION  
CHECKLIST**  
**FOR**  
**THE BOARD OF HISTORIC AND ARCHITECTURAL REVIEW**

Please indicate that the required items are provided by checking the appropriate box prior to submitting your application to the Planning Department for review by the Board of Historic and Architectural Review:

**General Information:**

- \_| \$250 After the Fact fee, if required.
- \_| 1 original and 10 copies of the information listed below.
- \_| 1 disk containing all digital photographs and 1 color copy of each.
- \_| Completed and notarized power of attorney form if the applicant is not the property owner.

**New Construction**

- \_| Completed application form.
- \_| Surveyed site plan (including proposed buildings, structure(s), parking, etc.).
- \_| Front and side elevations drawn to scale with architectural details enlarged where subject to public view from a paved public street.
- \_| Samples, photographs, and/or brochures of siding, brick types, roof shingles, paint chips, doors, windows, ornamentation, and general exterior materials.
- \_| Arrangement of proposed exterior lighting.
- \_| Photographs of the property and adjoining or opposite properties.

**Additions to Existing Structures**

- \_| Completed application form.
- \_| Surveyed site plan or city tax map with addition(s) shown if a change in the building footprint of the main structure is involved.
- \_| Elevations of front and/or sides to scale to show intended alterations with enlarged details where subject to public view from a paved public street.
- \_| Photographs of the existing structure and property.
- \_| Samples, photos, and brochures of siding, brick type, roof shingles, paint chips, door, windows, ornamentation, and other exterior materials.
- \_| Arrangement of proposed exterior lighting.
- \_| Proposed signs with appropriate detail as to character and location.

## **Alterations or Repairs**

- \_| Completed application form.
- \_| Written description of work to be performed accompanied by samples, photos, or brochures of siding, brick type, roof shingles, paint chips doors, windows, and similar facilities for review.
- \_| Photographs of the building/structure.
- \_| 2 quotes each are required for the following: a.) to repair an original material; b.) to replace the original material (except asbestos) with the same material; and, if applicable, c.) to replace the original material with a like or similar material (Also, see special instructions for metal roofs).
- \_| If photos are utilized to demonstrate the need for an alternate material, they must be detailed and numerically keyed to the location on the house utilizing the elevation views of the front, back, rear and side. An ice pick test is useful to demonstrate rotten wood. If deterioration is difficult to prove through pictures or you do not choose to conduct an ice pick test, then a non-biased home inspector, certified by the Virginia Board for Asbestos, Lead, and Home Inspectors, shall certify that the element is beyond repair. This individual may not be the contractor making the repairs.

## **Relocations**

- \_| Completed application form
- \_| Photographs of the building or structure to be relocated and adjacent properties.
- \_| Photographs of the premises to which the building or structure will be relocated.
- \_| Written description of reasons for the relocation and the proposed use of the vacated property.

## **Demolitions**

- \_| Completed application form
- \_| Photographs of the building or structure to be demolished to illustrate its state of disrepair.
- \_| Written report from Department of Development and Permits relative to the condition of the building or structure.
- \_| Written description of any building or structure to remain and any new building or structure proposed to replace the demolished building or structure.

## **Historic Material Roofs**

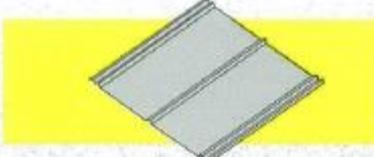
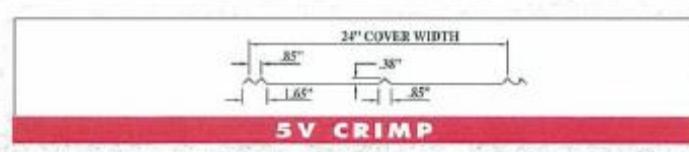
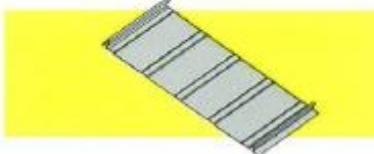
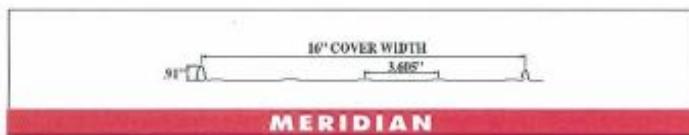
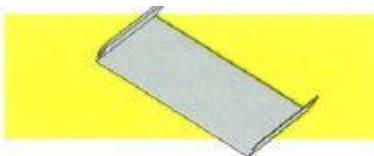
Historic material roofs are key architectural elements of the historic district and should be maintained. Historic material roofs are defined as roofing materials such as metal, slate, terra cotta, or other roofing materials that were present on the structure at the time of the creation of the local historic district and that are representative of the structure's age and style. If a historic material roof cannot be repaired, it is recommended that the historic material roof be replaced with a roofing material that best replicates the profile of the original roof. Approval by the Board is required if you plan to replace your existing historic material roof with another similar material roof or if you are applying to replace your historic material roof with asphalt shingles. An applicant may apply for a hardship by filling out the "Financial Hardship Determination For Historic Material Roofs" application.

- A. The following information is required to replace your historic material with a similar material:
  1. A picture of your existing historic roof at the gable or intersecting plane which shows the profile of the roof as close up as possible.
  2. Provide a specification sheet of the historic material roof profile and, if the roof is metal, a metal gauge that closely matches your existing roof. Metal roofing panels that are appropriate for residential use include similar profiles to the Medallion-Lok, Meridian, and the 5V Crimp Panel as illustrated by McElroy Metal Company (see attached profiles). Metal roofs for commercial and industrial applications are not appropriate.
  3. Roof color
  
- B. The following information is required if you are applying to replace your historic material roof with architectural asphalt shingles:
  1. 2 quotes to repair the historic material roof; 2 quotes to replace the historic material roof with a similar roofing material, and 2 quotes to replace the historic material roof with architectural asphalt shingles. These quotes must be in writing on a company letterhead. For metal roofs, quotes shall be based on the 5-V Crimp Panel, 26 gauge, which is the least expensive of the metal roof profiles stated above. The price quotes shall specify the 5-V Crimp Panel and gauge. All quotes must include the size of the roof in square feet, and a breakdown of costs between materials and labor.
  2. Roof color

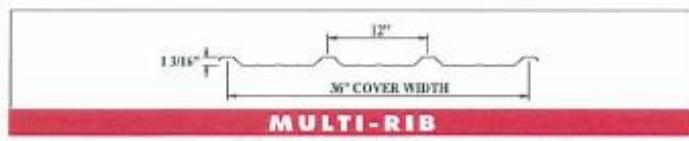
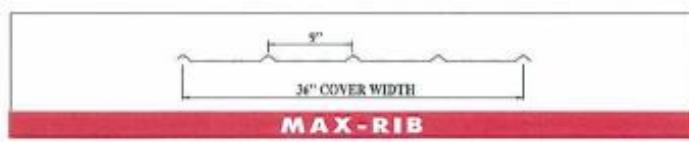
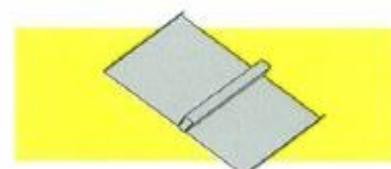
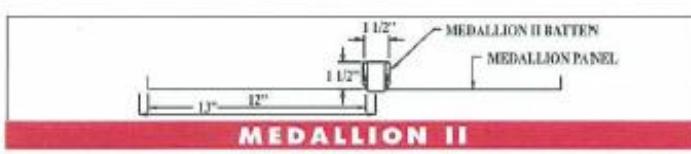
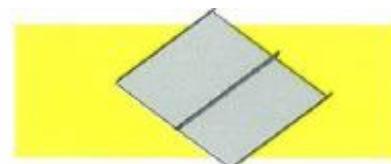
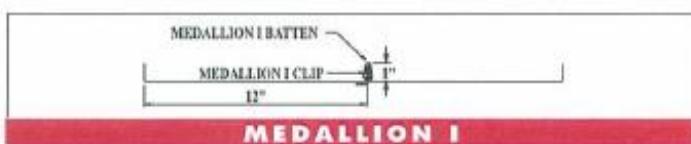
# Metal Roofing

## PANEL PROFILES

### ✓ Allowable Metal Roofing Panel Profiles



### X Not Allowable



\*Oil canning is a natural occurrence in metal panels and is not a cause for panel rejection.

## **SPECIAL POWER OF ATTORNEY**

Application

No: \_\_\_\_\_

Tax

Map

Number(s): \_\_\_\_\_

Property Description (Street Address, if assigned, or Common Description, Borough): \_\_\_\_\_

Nature of **certificate of appropriateness** sought: \_\_\_\_\_

### **Applicants Interest in the Property**

- Owner  
 Contract Purchaser  
 Owner's Agent\*  
 Lessee/Tenant\*

\*Owner or contract purchaser must complete the Power of Attorney Form below

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the below-signed individuals do hereby appoint \_\_\_\_\_, mailing address of \_\_\_\_\_

\_\_\_\_\_, as their Attorney-in-fact and grant and confer to them the following powers with respect to the property located at

\_\_\_\_\_ in Chesapeake,  
Virginia:

1. Full authority to file an application with the South Norfolk Architectural Review Board ("ARB") for a certificate of appropriateness and/or appeal of the ARB's decision on this certificate of appropriateness to the Chesapeake City Council.
2. The power to amend in whole or in part any of the documents relating to the above-referenced application to the South Norfolk Architectural Review Board.
3. Full authority to appear before the South Norfolk Architectural Review Board at such time as the Board may consider the application for a certificate of appropriateness and/or before the Chesapeake City Council on appeal of the ARB's decision on this certificate of appropriateness.

The owner or contract purchaser understand that the attorney-in-fact appointed above may act on their behalf and thus both parties must communicate about the repairs and/or work that may or may not be performed in the district, legal requirements of said work

or repairs, status of the application and/or comments and decisions made at public meetings on this application. The powers conferred herein shall terminate upon a final determination by Chesapeake's South Norfolk Architectural Review Board and/or the Chesapeake City Council's final determination on the ARB's decision on the application for a certificate of appropriateness.

**Owner or Contract Purchaser:** <sup>1,2</sup>

Sign \_\_\_\_\_

Name, Title \_\_\_\_\_

Company \_\_\_\_\_

**Owner or Contract Purchaser:** <sup>1,2</sup>

Sign \_\_\_\_\_

Name, Title \_\_\_\_\_

Company \_\_\_\_\_

Commonwealth/State of \_\_\_\_\_

City of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

NOTARY PUBLIC

Notary Registration Number: \_\_\_\_\_

My Commission expires on: \_\_\_\_\_

Commonwealth/State of \_\_\_\_\_

City of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

NOTARY PUBLIC

Notary Registration Number: \_\_\_\_\_

My Commission expires on: \_\_\_\_\_

1. If the owner or contract purchaser is a corporation, partnership, or similar entity, documentation must be attached which establishes that the person signing on behalf of the entity has the authority to act on behalf of and to bind that entity.
2. If the party signing the Power of Attorney Form is a contract purchaser, a copy of the contract of sale showing their legal interest in the property must be attached to this Power of Attorney Form.

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## **APPENDIX D – FINANCIAL HARDSHIP DETERMINATION FOR HISTORIC MATERIAL ROOFS APPLICATION**

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**City of Chesapeake**

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Department of Planning  
Post Office Box 15225  
Chesapeake, Virginia 23328-5225  
(757) 382-6176  
FAX (757) 382-6406

### **Chesapeake Local Historic District**

# **FINANCIAL HARDSHIP DETERMINATION FOR HISTORIC MATERIAL ROOFS APPLICATION INSTRUCTIONS**

## **PURPOSE**

Roofs are key architectural elements of the historic district and should be maintained if at all possible. However, there is no material substitute for some historic roofs, and the cost of a new like-for-like roof may be higher than that of an asphalt shingle roof, which may put an undue financial burden on some homeowners in the district. A homeowner occupying a housing unit within the district may apply for a financial hardship determination to replace an existing historic material roof with an architectural asphalt shingle roof or a comparable substitute material if certain criteria are met.

A financial hardship determination would provide another factor for the Historic and Architectural Review Committee and City Council to consider when making recommendations on applications. A financial hardship determination would not be the only factor considered. Because historic material roofs are distinguishing features of the historic district, every attempt should be made to receive competitive bids for the repair and replacement of these features.

## **ELIGIBILITY REQUIREMENTS AND SUBMITTAL INFORMATION**

1. The applicant must be the homeowner and occupy the structure for which the certificate of appropriateness is sought. The following shall be provided:
  - A. A verification letter from the Office of the Real Estate Assessor showing that the applicant owns the property and the current assessed value of the property and improvements.
  - B. Electric or gas bills for the last 12 months.
  - C. Signed affidavit (combined with verification of income affidavit)

2. Documentation must be provided which demonstrates that the cost to repair the historic material roof or to replace the historic material roof with the same material is excessive.

A. **Repair:** If the roof repair cost is less than the cost of a new, 30 year architectural shingle asphalt roof or a comparable substitute material, then a financial hardship may not be requested. If it is over, then the applicant may apply for a financial hardship. The lowest cost estimate will be used for the purposes of staff's recommendation on the hardship. The following shall be provided:

- (1) Two (2) cost estimates from licensed contractors to repair the historic material roof.
- (2) Two (2) cost estimates from licensed contractors to replace the historic material roof with architectural grade asphalt shingles or a comparable substitute material roof.
- (3) These cost estimates shall include the following information:
  - Provided in writing on a company letterhead
  - Name and contact information of estimator with signature
  - Itemized by the work to be performed (such as if any structural work needs to be performed)
  - A breakdown between materials cost and labor
  - Photographs of the roof from inside and outside the house
  - Signed statement that property owner has no interest in estimators company

B. **New Roof:** The replacement of a historic material roof with a new architectural grade asphalt roof or a comparable substitute material will be evaluated on a case by case basis. For this application, the lowest cost estimate will be used for staff's recommendation. The following information shall be provided:

- (1) Two (2) cost estimates from licensed contractors to replace the historic material roof with architectural grade asphalt shingles or a comparable substitute material roof.
- (2) Two (2) cost estimates from licensed contractors to provide a new historic material roof. The contractor must have experience with historic material roof work and in particular with residential roofs. Metal roof quotes shall be based on the 5-V Crimp Panel, 26 gauge (see COA application, under metal roofs). The price quotes shall specify the 5-V Crimp Panel and gauge, the size of the roof in square feet.

(3) In addition, these cost estimates shall include the following information:

- Provided in writing on a company letterhead
- Name and contact information of estimator with signature
- Itemized by the work to be performed (such as if any structural work needs to be performed)
- A breakdown between materials cost and labor
- Photographs of the roof from inside and outside the house
- Statement that owner has no interest in the estimators company

3. Income/Wealth documentation:

- A. The current Fiscal Year Income Documentation System chart from HUD for our region, which will vary slightly from year to year, shall be used as one of the factors to determine financial hardship eligibility. This information will be made available to the applicant and the Economic Hardship Committee for evaluation.
- B. Additionally, combined net worth of owners, exclusive of home, cannot exceed \$100,000.
- C. The following allowances can be deducted from total income to meet the above thresholds:
  - (1) Child care expenses for children under 13 for the purpose of enabling householder to go to work, school, or seek employment (not including tax credits, cost must be out of pocket);
  - (2) Medical expenses for members of household that exceed 3% of the households gross income.
  - (3) Other extenuating circumstances

## **Application Process**

1. The financial hardship application is due one month prior to the normal deadline for the monthly meeting of the Board of Historic and Architectural Review. This will allow time for the necessary information to be presented to the Economic Hardship Committee. Normally, Board applications are due 10 days prior to the monthly meeting.
2. The Economic Hardship Committee will meet at least one week prior to the normal application deadline to allow sufficient time for staff to prepare the necessary supporting information to the Board. The Economic Hardship Committee will provide a finding to the Board as to whether the applicant meets or does not meet the criteria for a financial hardship. No personal financial information will be provided to the Board.
3. If the applicant decides to appeal the decision of the Board of Historic and Architectural Review, the normal appeal process will be followed with financial hardship applications. City Council will be provided with the decisions of both the Board and the Economic Hardship committee along with all of the normal application materials. No personal financial information will be provided to City Council.

# **PERSONAL DECLARATION FORM**

*Please Print*

**Name of Head of Household (First, MI, Last):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number(s): Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Household Members:**

Provide the following information on all members in your household, including yourself (applicant) first:

Name of Family Member <i>(First, MI, Last)</i>	Relationship	Social Security Number	Date of Birth	Full-time student/ Ed. Level	Disability
1.	Head of Household			Yes <input type="checkbox"/> No <input type="checkbox"/> Grade: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.				Yes <input type="checkbox"/> No <input type="checkbox"/> Grade: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.				Yes <input type="checkbox"/> No <input type="checkbox"/> Grade: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.				Yes <input type="checkbox"/> No <input type="checkbox"/> Grade: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.				Yes <input type="checkbox"/> No <input type="checkbox"/> Grade: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

*(For additional household members, please use a separate sheet.)*

**Income Information: Do you or any other household members receive Employment Income (full-time, Part-time, Seasonal, Temporary)?**   No     Yes   If yes, provide the following employment information for all employed household members:

**Name of Family Member Employed:** \_\_\_\_\_

\$ \_\_\_\_\_  hourly  weekly  bi-weekly  monthly  semi-monthly  annually

Average hrs. worked per week: \_\_\_\_\_ Employment start date: \_\_\_\_\_ Title/position: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer phone no: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

**Name of Family Member Employed:** \_\_\_\_\_

\$ \_\_\_\_\_  hourly  weekly  bi-weekly  monthly  semi-monthly  annually

Average hrs. worked per week: \_\_\_\_\_ Employment start date: \_\_\_\_\_ Title/position: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer phone no: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

**Name of Family Member Employed:** \_\_\_\_\_

\$ \_\_\_\_\_  hourly  weekly  bi-weekly  monthly  semi-monthly  annually

Average hrs. worked per week: \_\_\_\_\_ Employment start date: \_\_\_\_\_ Title/position: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer phone no: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Name of Family Member Employed: \_\_\_\_\_

\$ \_\_\_\_\_ ( ) hourly ( ) weekly ( ) bi-weekly ( ) monthly ( ) semi-monthly ( ) annually  
Average hrs. worked per week: \_\_\_\_\_ Employment start date: \_\_\_\_\_ Title/position: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_ Employer phone no: \_\_\_\_\_  
Address of Employer: \_\_\_\_\_

(For additional household members, please use a separate sheet.)

**ALLOWANCES:**

Do you or any other adult household member pay for child care for a child 12 years of age or younger who enables you or them to work, go to school or seek employment? ( ) No ( ) Yes

\$ \_\_\_\_\_ per \_\_\_\_\_

**ELDERLY, DISABLED & HANDICAPPED HOUSEHOOLDS ONLY:** Do you have any out-of-pocket medical expenses that are not covered by insurance? ( ) No ( ) Yes, \$ \_\_\_\_\_ per \_\_\_\_\_  
Do you have any other disability expense? ( ) No ( ) Yes, \$ \_\_\_\_\_ per \_\_\_\_\_

Income (monetary and non-monetary) for all household members must be reported. Check "NO" or "YES" for each income source listed below and provide the amount of gross income received and name of household member(s) receiving the income for each income source checked "YES."

Source of Income	No	Yes	Amt. of Gross Income Received from Income Source	Name Household Member(s) Receiving Source of Income	Comments (don't complete)
Self Employment Income			\$ _____ per		
Child care/babysitting income			\$ _____ per		
Military Pay			\$ _____ per		
Social Security Income (SSA/SSI)			\$ _____ per		
Welfare Assistance: (TANF/GR/Food Stamps/Fuel Assistance)			\$ _____ per		
Child Support			\$ _____ per		
Alimony Income			\$ _____ per		
Unemployment/Severance pay			\$ _____ per		
Workers compensation income			\$ _____ per		
Income from Assets			\$ _____ per		
Disability or Death Benefits			\$ _____ per		
Pension/Annuity/Retirement Income			\$ _____ per		
Insurance Policy income			\$ _____ per		
Regular Contributions or gifts			\$ _____ per		
Rental Income from property owned			\$ _____ per		
Pell Grant/Training Programs			\$ _____ per		
Any other income not mentioned Type: _____			\$ _____ per		

**ASSET INFORMATION:**

Assets for all household members must be reported. Check "NO" or "YES" for each asset listed below and provide amount of asset value and name of household member(s) the asset belongs to for each type of asset checked "YES."

Type of Asset	No	Yes	Name of Bank or Financial Institution	Account Number(s)	Name of Household Member(s) Asset belongs to
Cash					
Checking Account(s)					
Savings Account(s)					
Trust Account(s)					
Stocks, Bonds, etc.					
CD's, Market Acct(s)					
IRA(s), 401(K)Plan, etc					
Retirement/Pension					
Life Insurance Policies with a cash value					
Real Estate Owned					
Any other Asset(s)					
<b>Have you or any household member sold or given away real property or other assets in the past 2 years for less than fair market value? ( ) NO ( ) YES If yes, current market value of the asset \$ _____</b>					
<b>Do you own a car or any type of motor vehicle? ? ( ) NO ( ) YES If yes Model/Make: _____ Year _____ License Plate # _____</b>					

Is there any other information regarding your economic situation that you would like to relay to the Committee?

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## **SUPPORTING DOCUMENTS OF INCOME AND ASSETS**

### **Sources of Household Income**

- Wages or income (federal income tax return, W2 forms, 1099 forms)
- Farm Income (Schedule F of income tax return)
- Business Income (Schedule C of income tax return)
- Social Security Income (SSI form from Social Security Administration)
- Civic Service annuity (yearly statement)
- Veterans benefits, pensions, etc.
- Rental income (residential, room and/or board)
- Support payments (alimony, child support, etc.)
- Interest and/or dividends (year-end statements from bank, credit union or financial institution)
- Wages or income of all relative in your home
- Other income (any income received but not specifically mentioned above)

### **Sources of Net Worth (Assets)**

- Checking and savings account statements showing December 31<sup>st</sup> balance (from bank, credit union, etc.)
- Certificates of Deposit, 401K, money market and IRA statements showing December 31<sup>st</sup> balance.
- Statement of assessed value of all real estate owned in Chesapeake or in another state.
- Statement of assessed value of all vehicles, trailers, mobile homes, boats, etc. owned and located in Chesapeake or another state.
- Stocks (year-end statement showing value, number of shares and dividends)
- US Savings Bonds (bond, copy of bond, or bank statement)
- Life insurance policies having cash value (yearly statement)

### **Other documentation**

- Disability Verification (VA letter indicating total and permanent disability, Social Security award letter, Railroad Retirement disability, or notarized disability statements from 2 doctors).
- Death certificate of deceased spouse or other person(s) whose names are listed on the property.

**FINANCIAL HARDSHIP DETERMINATION FOR HISTORIC MATERIAL  
ROOFS**  
**APPLICATION FORM**

Applicant (Please print): \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Accompanying Architectural Review Board/COA application Number \_\_\_\_\_

**Affidavit:**

I, \_\_\_\_\_ (applicant), hereby certify and attest that I am the owner of and that I occupy the structure at \_\_\_\_\_ (address) in Chesapeake, Virginia as my principal residence. I further certify and attest that the answers given in this financial hardship application and all of the information provided in the supporting documentation are true and correct. I fully understand that if I am submitting this information under false pretenses or misrepresent information contained in these documents, then the finding of financial hardship by the Economic Hardship Committee and the subsequent rulings by the Chesapeake Board of Historic and Architectural Review are null and void. Further, I realize that the City of Chesapeake may, as a result of my misrepresenting information or providing information under false pretenses, take legal action to return the home to the condition it was in prior to the financial hardship determination at my expense, pursue criminal prosecution under Virginia Code Section 18.2-186.2 or any other applicable law or regulation, or pursue any other appropriate legal remedies.

**Applicant/Owner:**

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Commonwealth/State of \_\_\_\_\_

City of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
by \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

Notary Registration No. \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**NOTARY SEAL**

**FINANCIAL HARDSHIP DETERMINATION FOR HISTORIC MATERIAL ROOFS**  
**APPLICATION CHECKLIST**

**Please attach and verify that the following information has been provided:**

- Completed Personal Declaration form and provide supporting documentation (see *list on page 4*)
- Letter from the Office of the Real Estate Assessor showing that the applicant owns the property;
- Electric or gas bills for the last 3 months;
- Two (2) cost estimates to **repair the historic material roof**;
- Two (2) cost estimates for a **new historic material roof**;
- Two (2) cost estimates for a **new architectural asphalt shingle roof** or a **comparable substitute material roof**;
- Cost estimates for the above must include:
  - Provided in writing on a company letterhead;
  - Name and contact information of estimator, must be a licensed contractor;
  - Itemized by the work to be performed (such as if any structural work that needs to be performed);
  - A breakdown between materials cost and labor;
  - Photographs of the roof from inside and outside the house;
  - For new metal roofs include all quotes based on:
    - 5-V Crimp Panel, 26 gauge (see COA application, under metal roofs).
    - State size of the roof in square feet.

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## **APPENDIX E - The SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

**The Secretary of the Interior's Standards for Rehabilitation are standards used throughout the country as a basis for local design review guidelines. These standards are the basic points from which the South Norfolk Design Guidelines have been developed.**

**The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards are to be applied to specific, rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken in the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

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## **APPENDIX F - BASIC MAINTENANCE ADVICE**

### **MATERIALS**

1. Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.
2. All exposed wood should be kept painted, stained or treated with preservatives.
3. Repairs for wood siding such as cracks can be made through the use of waterproof glue. Large cracks may be filled with caulk followed by putty. The surface should then be sanded, allowed to dry, and painted.
4. Where exterior siding has to be replaced the use of siding to match in dimension, size and profile is recommended.
5. Use paints consistent (oil or latex) with the existing paint surface for exterior siding.
6. Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, water-blasting and other abrasive cleaning methods are detrimental to historic buildings and should not be used.
7. Re-pointing of historic mortar should be with a mortar which matches the original in appearance and composition. Most mortar from before 1900 was composed of lime and sand and a mortar with similar content should be applied. The use of Portland cement is not appropriate due to the hardness of the mortar versus the softness of the brick.
8. Most silicone based or waterproof coatings have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The use of these products is not appropriate.

### **ROOFS, CORNICES, CHIMNEYS**

1. Check the roof regularly for leaks, deterioration of flashing, and worn roof surfaces such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water related problems.
2. Know what metals are used in the cornice or roof flashing and use only similar metals during replacement or repair. Different metals should not touch each other or a galvanic reaction may occur leading to corrosion.
3. Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with an iron oxide oil base. Asphalt based paints and aluminum paints should not be used on historic metals as they could accelerate the rusting process.
4. Chimneys should be regularly checked for cracking, leaning, spalling, and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is

recommended to keep out moisture. Refer to the chimney section – only certain types of caps are acceptable.

### **GUTTERS AND DOWNSPOUTS**

1. Keep gutters and downspouts in good repair. Make sure they are properly connected, are clean of leaves and other debris, and channel water effectively away from the building. Seal all cracks in downspouts with silicone caulk or sealants.
2. The use of splash blocks to keep water away from the foundation is recommended.
3. Gutters and downspouts which are deteriorated should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferable to corrugated designs.

### **FOUNDATIONS**

1. All water should drain away from a building and should not enter the foundation.
2. Trees, shrubs, and other plants should be kept well away from the foundation to prevent damage from moisture and root movement. Typically a minimum distance of 2' between the plantings and the foundation wall is recommended.

### **PORCHES AND EXTERIOR ORNAMENTATION**

1. Keep all porch and trim elements painted.

### **ENTRANCES**

1. Doors, transoms, and sidelights should be kept clean.
2. Original locks and hardware should be kept oiled and in good repair. If original hardware is missing or is deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.
3. Doors with a stained wood finish should be kept varnished; painting over the wood finish is not recommended.

### **WINDOWS**

1. Windows should be kept clean and free of dirt and grime. Wood sash surfaces should be painted regularly.
2. Windows should be kept caulked and sealed to aid in energy conservation.
3. Shutters should be kept painted and in good repair.

### **AWNINGS**

1. Canvas awnings should be washed periodically and kept in good repair.

2. Awning hardware should be regularly checked for rust or loose mechanisms.
3. Awnings which become torn or otherwise deteriorated should be replaced.

### ***SIGNS***

1. Abandoned signs and sign hardware should be removed from buildings, unless historic.
2. Signs should be kept painted and mounting bolts should be checked periodically to make sure they are secure.
3. Light fixtures, conduits, and wiring for signs should be inspected and replaced when necessary.

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## APPENDIX G - DEFINITIONS AND TERMS

**ARCH:** a curved or pointed opening in a wall, usually masonry, supported on either end by piers or pillars and spanning a passageway or open area

**ASYMMETRY:** the state when elements on opposite sides of an axis do not correspond or match

**BALUSTRADE:** a railing or parapet supported by a row of short pillars or balusters

**BARGEBOARD:** the decorative board along the roof edge of a gable concealing the rafters

**BAY:** a part of a building defined by vertical divisions like adjacent columns or piers

**BAY WINDOW:** fenestration projecting from an exterior wall surface and, often, forming a recess in the interior space

**BRACKET:** a wooden or stone decorative support beneath a projecting floor, window, or cornice

**BROKEN PEDIMENT:** a pediment with sloping sides that do not meet at the apex but, instead, return, creating an opening that sometimes contains an ornamental vase or similar form on a pedestal

**CAPITAL:** the upper portion of a column or pilaster

**CHIMNEY POT:** a cylindrical pipe of brick, terra cotta, or metal placed atop a chimney

**CLASSICAL:** pertaining to the architecture of Greece and Rome or to the styles inspired by this architecture

**COLUMN:** a rounded vertical support, usually supporting a member above

**CORBEL:** in masonry, a projection or one of a series of projections, each stepped progressively outward and with increasing height, and usually projecting from a wall or chimney; serves as a support for an overhanging member or course above, or as a purely decorative element.

**CORNER BLOCK:** A raised square block at the ends of a lintel

**CORINTHIAN:** in classical architecture, the slenderest and most ornate of the three original Greek orders; commonly has an elaborate cornice and a fluted shaft

**CORNICE:** the upper, projecting part of a classical entablature or a decorative treatment of the eaves of a roof

**CRESTING:** a decorative ridge for a roof usually constructed of ornamental metal

**CUPOLA:** a small dome rising above a roof

**DENTIL:** one of a band of small, tooth-like blocks often used to ornament rooflines

**DORMER:** a small window with its own roof projecting from a sloping roof

**DOUBLE-HUNG SASH:** a type of window with an upper and lower sash that move up and down in vertical grooves one in front of the other

**DOWNSPOUT:** a pipe for directing rain water from the roof to the ground

**ELEVATION:** an exterior wall of a building

**ENTABLATURE:** in classical architecture, the upper horizontal portion of an order resting on the columns

**FAÇADE:** the front elevation of a building

**FAN LITE:** a semicircle window with radiating muntins, located above a door

**FASCIA BOARD:** a board that is nailed vertically at the ends of roof rafters or in eaves

**FENESTRATION:** the arrangement of the openings of a building

**FINIAL:** an ornament at the top of a gable or spire

**FLASHING:** pieces of metal used for waterproofing roof or wall joints

**GABLE:** the triangular portion of the end of a wall under a pitched roof

**GABLE ROOF:** a pitched roof form where two flat roof surfaces join at a straight ridge, forming gables at both ends

**GAMBREL ROOF:** a roof with two pitches on each side

**GINGERBREAD:** pierced curvilinear ornament made with a jig or scroll saw

**HALF TIMBERING:** an exterior surface treatment that combines areas of stucco with wood pieces to simulate timber bracing members

**HIPPED ROOF:** a roof with slopes on all four, instead of two, sides

**HOOD MOLD:** drip or label molding over a door or window

**IONIC:** in classical architecture, one of the five orders usually consisting of columns usually having 24 flutes separated by narrow fillets; an entablature, a frieze without triglyphs; dentils in the cornice; elegant detailing; less elaborate than the Corinthian order and less heavy in appearance than the Doric order

**LITE:** a section of a window, the glass or pane

**LINTEL:** a horizontal beam over an opening carrying the weight of the wall

**MANSARD ROOF:** a roof form with two slopes on all four sides, the lower slope being longer and at a steeper pitch than the upper

**MODILLION:** an ornamental block or bracket under the corona of the cornice, as in the Corinthian order

**MUNTIN:** a glazing bar that separates panes of glass

**PARAPET:** a low wall that rises above a roof line, terrace, or porch and may be decorated

**PEDIMENT:** the triangular gable end of a roof, especially as seen in classical architecture such as Greek temples

**PIER:** an upright structure of masonry serving as a principal support

**PILASTER:** a pier attached to a wall with a shallow depth and sometimes treated as a classical column with a base, shaft, and capital

**PITCH:** the degree of slope of a roof

**PORTICO:** an entrance porch often supported by columns and sometimes topped by a pedimented roof; can be open or partially enclosed

**POST:** a squared vertical support, usually supporting a member above

**SASH:** the moveable part of a window holding the glass

**SEGMENTAL ARCH:** a round arch whose curve is less than a semicircle

**SIDE LITES:** narrow windows flanking a door

**SILL:** the horizontal water-shedding member at the bottom of a door or window

**SYMMETRY:** the state when elements on the opposite sides of an axis correspond and match

**TERRA COTTA:** cast and fired clay units, sometimes glazed, used as exterior facing and as ornament

**TRANSOM:** a window opening over a door or window, usually for ventilation

**TURRET:** a slender tower usually set at an angle to the larger structure

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## APPENDIX H - SUGGESTED BIBLIOGRAPHY

- Evers, Christopher. *The Old-House Doctor*. Woodstock, New York: The Overlook Press, 1986.
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## **APPENDIX I—ROUTINE MAINTENACE AND MINOR PROJECT LIST IN HISTORIC OVERLAY DISTRICTS**

Minor projects are those which can be readily approved by the Board of Historic and Architectural Review Staff.

### **Masonry**

1. Painting of previously painted surfaces.
2. Repointing using mortar to match the original.
3. Removal of paint using chemical removal agents.

### **Wood**

1. Painting of previously painted surfaces.
2. Repair or replacement with wood to match the original.
3. Removal of paint using heat gun, scraping or chemical removal agents.

### **Porches and Porch Components**

1. Painting of previously painted spindles, columns, balusters and decorative detailing.
2. Repair or replacement in-kind of wood elements such as columns, spindles, balusters, friezes, and decorative detailing.
3. Repair or replacement of features using wood epoxies or other appropriate imitative materials to match the original.
4. Installation of screen panels which have minimal framing and are placed behind the porch columns and railings.

### **Entrances**

1. Painting of previously painted doors and surrounds.
2. Repair or replacement in-kind of wood elements such as door panels, transom bars, and surrounds.
3. Repair or replacement of glass and transoms.

### **Windows**

1. Painting of previously painted surfaces.
2. Repair or replacement in-kind of wood elements such as sills, sash units and window surrounds.
3. Repair or replacement of glass.
4. Addition of storm windows which meet design standards such as full-view design or one-over-one design with appropriate meeting rails.

### **Decorative Features**

1. Painting of previously painted wood trim and decorative detailing.
2. Repair or replacement in-kind of wood elements such as vergeboard, brackets, rafters, shingles, etc.
3. Repair or replacement of features using wood epoxies or other appropriate imitative materials to match the original.

### **Roofs**

1. Repair or replacement of existing asphalt, gravel and tar, or similar non-historic roof materials.

**Light Fixtures**

1. Repair or replacement in-kind of bulbs, wiring, globes, and shades.

**Signs**

1. Repair and painting of an existing sign.
2. Replacement of an existing sign with a new sign to match.
3. Repair or replacement in-kind of sign lighting to match the original.

**Fences**

1. Installation of wood picket fences which follow the manual guidelines.
2. Installation of wood privacy fences which follow the manual guidelines.

**Solar Collectors/Satellite Dishes**

1. Installation of solar collectors and satellite dishes at rear facades or freestanding in rear yards which are not readily visible from the street.

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## APPENDIX J – FEDERAL AND STATE TAX CREDITS FOR REHABILITATION

Since 1976, the Federal Historic Rehabilitation Tax Credit program has provided a generous incentive for the rehabilitation of income-producing historic buildings—including rental property. The additional incentive offered by the Virginia Historic Rehabilitation Tax Credit program, introduced in 1997, has produced a substantial increase in the number of buildings being rehabilitated in Virginia. Together, the two tax credit programs have supported the rehab of approximately 740 historic buildings in Virginia through 1999, generating about \$330 million in private investment and restoring hundreds of significant buildings to productive use.

The Virginia Tax Credit program extends financial incentives to many more properties than the federal program because *non income-producing properties can qualify for the state program*. The investment threshold is lower than the minimum set by the federal program, and the application process for the Virginia program is simpler, since there is no federal-level review.

To qualify for either program, a building must be a “certified historic structure,” which generally means it must be (1) listed on the National Register of Historic Places, (2) located within a registered historic district or (3) eligible for listing on the National Register. The rehabilitation work must follow *The Secretary of the Interior’s Standards for Rehabilitation*. These standards are common-sense guidelines designed to permit necessary changes to a historic property, while preserving certain materials and features that give a building historic significance. A non-refundable application fee is charged for both programs.

The tax credit for both programs is calculated as a percentage of the eligible rehabilitation expenses. The federal program provides a 20% credit for income-producing property only and the state program provides a 25% credit for any historic property. Projects may qualify for both federal and state credits, yielding a potential combined tax credit of 45% of eligible rehab expenses. The federal program also provides a tax credit for *non-historic buildings* constructed prior to 1936. This program applies only to commercial buildings—not rental property—and provides a credit of 10% of eligible rehab expenses. There is no comparable state program.

**NOTE:** It is important to file an application for either of these programs *before* starting work. The state and federal programs are both administered by the Virginia Dept. of Historic Resources. For more information about these programs, please contact the City’s Planning Office or the Virginia Dept. of Historic Resources in Richmond.