

## **DESIGN GUIDELINES MOUNT CLEMENS HISTORIC DISTRICTS**

The following design guidelines shall apply to all resources in Mount Clemens Historic Districts. The Mount Clemens Historic District Commission (HDC) will use these design guidelines in formal reviews of proposed changes to historic properties. They are also for use by property owners and their architects, when developing designs for alterations to and strategies for rehabilitation or repair of historic features.

For the treatment of a historic resource it is best to follow this sequence:

1. If a feature is intact and in good condition, maintain it as such.
2. If the feature is deteriorated or damaged, repair it to its original condition.
3. If it is not feasible to repair the feature, then replace it with one that is the same or similar in character to the original. Replace only that portion that is beyond repair.
4. If the feature is missing entirely, reconstruct it from appropriate evidence.
5. If a new feature or addition is necessary, design it in such a way as to minimize the impact on the original features.

In essence, the least level of intervention is preferred.

### **What are Design Guidelines?**

Design guidelines convey community policies about the design of alterations to existing structures, additions new construction and site work. As such, they provide a common basis for making decisions about changes that may affect the

appearance of individual properties or the overall character of the neighborhood. However, they do not dictate solutions. Instead, they define a range of appropriate responses to a variety of specific design issues. For example, the guidelines might suggest that a new building should have an overall character similar to that seen historically, but the guidelines do not dictate specific styles. Guidelines also identify some approaches that are inappropriate in the context of the neighborhood. For example, the guidelines indicate that sandblasting of masonry is prohibited because it will damage the historic protective finish of the exterior of the brick.

#### Informational Internet Resources:

- Mount Clemens Public Library  
<http://www/libcoop.net/mountclemens/>
- Working on the Past in Local Historic Districts.  
A service of National Park Services  
<http://www2.cr.nps.gov/workingonthepast/>
  - Caring for Your Historic Building  
A service of National Park Services  
<http://www2.cr.nps.gov/tps/care>
  - Preservation Publications.  
A service of National Park Services  
<http://www2.cr.nps.gov/tps/tpscat.htm>
- National Trust for Historic Preservation  
<http://www.nationaltrust.org/>
  - Michigan History Research Links  
<http://www2.h-net.msu.edu/~michigan>
  - State Historic Preservation Office  
<http://www.michigan.gov/shop>
- Michigan Historic Preservation Network  
<http://www.mhpn.org/>
- Mount Clemens Historic District Commission  
<http://www.worthpreserving.com>

## TABLE OF CONTENTS

### Certificate of Appropriateness (CoA) Application Process

Who Should Apply

Before you Apply, Have a Staff Review

Steps to take in applying for a Certificate of Appropriateness (CoA)

Submittal Checklist

The Commission Meeting

After the Meeting

### Overview of the Mount Clemens Historic District

### Architectural Style Description (Italianate)

### Preservation Guidelines for Mount Clemens Historic Districts

Porches

Siding

Masonry

Door and Windows

Fences

Demolition and Removal

New Construction

Secretary of the Interior Standards

Guide To Going Green

Glossary

## CERTIFICATE OF APPROPRIATENESS (CoA) APPLICATION PROCESS

### **Who Should Apply?**

Owners, residents and tenants who are considering alterations to the exteriors of designated resources in the local historic district.

### **Before you Apply, Have a Staff Review.**

Applicants need to consult the HDC Staff (HDCS) at the Community Development Department, Monday through Friday, 8 AM to 4:30 PM or email [bmclnerney@cityofmountclemens.com](mailto:bmclnerney@cityofmountclemens.com).

Remember, most repairs must also meet current local zoning and building code requirements.

Not all work requires Commission review; the HDCS can help you determine if the proposed work will require the prior approval of the Commission. For larger projects, you may wish to have the Commission review your preliminary plans during the new business part of the monthly meeting. This informal review will give you feedback but not obligate you or the Commission.

### **Steps to Take in Applying for a Certificate of Appropriateness (CoA)**

The Historic District Ordinance requires that property owners, residents and tenants within any locally designated area of the city, who are planning exterior alterations to a historic resource, apply for review before the HDC to obtain a CoA.

1. Applications for Commission review are available from the HDCs, at the Community Development Department.
2. Review the City of Mount Clemens Historic District Design Guidelines and the Secretary of Interior's Standards for Rehabilitation. The HDC provides specific guidelines and details on permissible alterations to the exterior of you historic resource. You can consult with the HDC for these guidelines, and are encouraged to contact the city staff prior to submitting your application.
3. Prepare the application for a CoA and include the following items:

## (CoA) APPLICATION PROCESS (cont.)

- 3a. Plans drawn to a legible scale showing the proposed alteration, including size, description of materials and work to be completed ( $\frac{1}{4}'' = 1'$ ).
- 3b. A site plan dimensioned to legible scale showing existing property lines, and any prominent features of the site.
- 3c. A current photo of the resource.
  - 3c 1. There should be a photo of the elevation detail.
  - 3c 2. There should be photo of the area where the work will be performed.
- 3d.. A detailed sketch of the renovation or repair(s) you intend to perform to the structure or property.
- 3e. A completed application form for the CoA.
- 3f. Complete the checklist for the application.
4. Completed applications must be received in the Community Development Department no less than fifteen (15) working days prior to the date of the next regularly scheduled meeting. This allows staff time to review the application and request any other items/information that may be missing.
5. Before the meeting, Commission staff will meet with you at the project site. This will be your opportunity to explain your project in person and on location.
6. Copies of the Staff Report and the agenda will be sent to all applicants one week before the meeting.
7. The application is reviewed by the Mount Clemens HDC, which consists of seven (7) to nine (9) residents of the City, appointed by the Mayor and approved by vote of the City Commission. The Commission will review the proposed work according to the Secretary of the Interior's Standards for the Rehabilitation and the City of Mount Clemens Ordinances.

## (CoA) APPLICATION PROCESS (cont.)

8. A CoA will be issued following the Commission's approval of the project plans for the exterior of the resource, and the site plan of the property.

### **Submittal Guidelines**

Please review the following guidelines and use as a guide to complete the application process. Incomplete applications cannot be reviewed and will be returned to you for more information. If you have any questions or concerns you can contact the Community Development Department at (586)469-6814 ext. 901.

1. Have you completed City of Mount Clemens application for a Building Permit?
2. Do you have a brochure or other information giving types of materials and configuration of the proposed repair?
3. Have you secured two written estimates from different companies for repair of existing materials?
4. Do you have copies of two written estimates from different companies for replacement in an alternate material (pattern and configuration of replacement must conform to existing)?
5. Have you taken clear, color photos of the project area?
6. Is there a letter from the owner or occupant providing an explanation of the project?

### **The Commission Meeting**

The HDC generally meets the fourth Tuesday of each month at 7:00 PM in City Commission Chambers, Second Floor, City Hall. Exceptions are made for major holidays.

Project application reviews occur early in the agenda, following introductions and approval of the agenda. Applicants are strongly urged to attend in order to present their cases and to answer any questions that may arise.

Application reviews are conducted in the following manner:

**APPLICATION**



**MOUNT CLEMENS HISTORIC DISTRICT**  
One Crocker Boulevard, Mount Clemens MI 48043  
(586) 469-6814 • Fax (586) 469-7695

**APPLICATION FOR WORK IN A HISTORIC DISTRICT**

(Note: This is not an application for a building permit)

Application Date: \_\_\_\_\_ 20\_\_ Review Date: \_\_\_\_\_

20\_\_

Work Site Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

City/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

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

Signature of Property Owner \_\_\_\_\_

Applicant if other than Property Owner: \_\_\_\_\_

Street: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

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

Signature of Applicant other than Property Owner \_\_\_\_\_

*Signing this document gives permission to all Historic District Commissioners permission to access the property for the purpose of inspection*

CONTRACTORS PLEASE REMEMBER TO CALL MISS DIG AT 1-800-482-7171

This application is for:      Duplex                              Multi-Family                              Commercial

Work to be done:                              Single Family                              Industrial

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> New Building Construction    | <input type="checkbox"/> Existing Building Addition | <input type="checkbox"/> Sign  |
| <input type="checkbox"/> Existing Building Alteration | <input type="checkbox"/> Change of Use              | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Building Demolition          | <input type="checkbox"/> Moving a Building          |                                |

Rehabilitation (includes re-siding, modernizing, changing or replacing any original architectural features or details)

Other: (Use a separate sheet of paper if necessary) \_\_\_\_\_

**HDC Staff Use Only**  
Date Received \_\_\_\_\_ App.# \_\_\_\_\_ Date Action Taken \_\_\_\_\_ Action \_\_\_\_\_

## (CoA) APPLICATION PROCESS (cont.)

1. The Chair calls the case.
2. Applicant's presentation. Each applicant makes a presentation.
3. Audience participation. Member of the audience give input or ask questions.
4. Staff presentation and recommendation. Our Staff responds and makes a recommendation.
5. Rebuttal by applicant. Applicant has opportunity to respond.
6. Questions by Commission. The Commission asks relevant questions.
7. Summary. Closing of project review, followed by Commission discussion and action. The Chair will appoint a Commissioner as liaison for your project.

### **After the Meeting**

The applicant, owner (if different from applicant), Commission Liaison and the Building Department will be notified of the Commission's decision within five business days. After that you receive notification of approval. Then, you or your contractor may apply for any other required reviews or building permits from the Building Department.

A Certificate of Appropriateness will be signed. This is your authority to proceed.

Please remember: you or your contractor are responsible for obtaining building permits and for scheduling inspections. **ANY CHANGES FROM THE APPROVED PLANS SHOULD BE REPORTED TO THE COMMISSION STAFF IMMEDIATELY.** Failure to comply with the Historic District regulations may result in a fine and/or the owner being required to restore the property to its original condition.

### **Overview of the Mount Clemens Train Depot Single Resource Historic District**

The Grand Trunk Railroad passenger depot and two associated outbuildings sit on an irregular, rectangular shaped parcel that slopes gently from the Grand Trunk railroad tracks which run along the west end of the property down to Grand Avenue on the east. The south end of the parcel contains a concrete, paved parking lot and the north half contains the depot, , a former outhouse and a one



story storage building. The depot and outbuildings are surrounded by a grassy lawn with low plantings at the north and the south ends of the depot building.

### *Passenger Depot- 1859- Contributing*

The depot is Italianate in style with red brick walls and yellow brick quoining and arches. It has a rectangular floor plan that is five bays long and two bays deep. The depot is accessed by a concrete and brick walkway that leads to the east side and the north end of the building. A wood boardwalk runs along the street side (east elevation). The building has an asphalt shingle covered gable roof that has wide overhanging eaves on all four sides. Two brick chimneys are located near each gable end of the building.

The street side of the depot has five yellow brick trimmed arches. The center one contains the entrance with two wood doors with a transom above. Three of the bays contain a pair of double hung windows and transoms with the lower part of the wall filled with wood panels or brick. The bay of the south end is brick with a small double hung window near the center. Large, simply designed wood brackets support the deep roof eaves.

The track side of the depot is similar to the street side with five yellow brick trimmed arches containing double doors in two locations and a pair of double hung windows in two others. However, one of the arches is covered by a three sided projecting wood sided bay with a double hung window in the center of each side. This feature is a 1980s reconstruction of a bay that was originally added in the 1880s as a telegraph operator's window.

The north and the south ends of the depot each have two yellow brick arches and a yellow brick trimmed circular vent opening in the gable end. The north end arches have a pair of wood panel and glass doors with a transom above. The south end has a pair of double hung windows with a transom and brick wall below.

The interior of the building has been divided into two main sections. The street side doors enter into a large room at the south end. It has wood floors, plaster walls with wood wainscoting on the lower portion and a wood ceiling. A small restroom and a storage room are on the east side. The north wall in the room has a re-created ticket office window. The brass grill is from the demolished Grand Trunk Brush Street depot in Detroit. A door opening in the same wall accesses the room in the north side of the building. It has a concrete floor, plaster walls with wood wainscoting and a painted wood ceiling. The re-created telegraph bay window on the west side of the room has wood walls. There is an office and a mechanical room on the east wall of the north room.

### *Former Water Closet- ca 1893 – Contributing*

This one story frame building with a cross gable roof sits to the north of the depot along the railroad tracks. It has wood clapboard siding and an asphalt shingle roof. There is a wood paneled door on the west elevation. The other elevations each contain a single window with wood trim that has been boarded over. The boards have been painted to resemble windows.

The siding appears to have been changed from an 1893 photo of the building which shows square trim in addition to a small ell on the west side. It is unknown when the clapboard was installed and the ell removed. However, the siding appears to date from the first half of the 1900s and the form of the building remains intact.

### *Shed- ca 1980s- Non-contributing*

This is a one story frame building with vertical OSB siding which is located north of the former water closet building. There is an asphalt shingle covered hipped roof with the exposed rafter tails. Gable peaks project through the roof at the ends. There are two garage door openings in the center of the east elevation that contain sliding wood doors. A steel pedestrian door is located in the south wall. There is no other fenestration in the building. An industrial metal vent protrudes from the west wall.

The building was constructed after the period of significance on the property.

## **ARCHITECTURAL STYLE**

### **Italianate**

Circa 1840 – 1883

The Italianate style dominated America between 1850 and 1880. It was particularly common in the expanding towns and cities of the Midwest as well as in many older but still growing cities of the northeast. Italianate structures are least common in the South where the Civil War, Reconstruction and the 1870s depression led to little new building until after the style had passed from fashion.

Identifying features of Italianates are that they are typically two or three stories (rarely one story). They have a low pitched roof with widely overhanging eaves. Eaves have decorative brackets beneath. Windows are tall, narrow, commonly arched or curved above. Windows frequently have elaborated crowns, usually of inverted U shape.



## Characteristics

- rectangular, box shaped plans with hipped roofs that are uninterrupted
- façade openings are typically three ranked, less typically two or five ranked
- window sashes commonly have two or three pane glazing
- windows are curved at the top
- windows have shaped crowns
- large eave brackets dominate the cornice line
- paired as well as single doors are common
- glazing is in the door itself
- doors are in the same shape as the windows

Currently, Mount Clemens has only one historic district : the Train Depot. In the future as we add historic districts we will include information about the architectural styles within them.

For now, the descriptions which follow will provide general guidance.

## **PRESERVATION GUIDELINES FOR MOUNT CLEMNS HISTORIC DISTRICTS**

### **Porches**

Primary porches and their components are significant elements of the architecture of a resource. There should be no changes in existing porches, trim and ornamentation on the building other than painting or repair unless the owner wishes to restore the porch to an earlier, documentable appearance. Any replaced or repaired portions of porches or trim that are visible and above grade, including, but not limited to, columns, railing, baluster, decks, steps, foundations, and fascia, should match the original members in scale, design and materials. When available, photographic documentation or other evidence of the original porch should be incorporated in the application. In general, primary or secondary façade porches and steps that are appropriate to the resource's style and development and help to define the overall character of the resource should not be removed, enclosed or otherwise altered. Porches and additions reflecting later architectural styles and which are important to the building/s historic integrity shall be retained.

The best approach to porch care is to continue maintenance of the porch by caulking, patching, and painting the existing features. If replacement becomes necessary, substitution of salvaged materials for deteriorated portions is the most acceptable alternative.

Entrances and porches are quite often the focal point of historic structures. With their functional and decorative features such as door, steps, balustrades, pilaster,

and entablatures, they can be extremely important in defining the overall historic character of a building.

**The HDC Requires That:**

- Details such as banisters, brackets, balusters, columns, tiles, roof decorations and railings should be retained. Any of these elements proposed for replacement shall be constructed of consistent materials, and designed to the appropriate architectural style of the porch and the original resource. Railing shall be constructed of appropriate material complimentary to the design of the porch.
- Front step alterations, except for “like-for-like” replacements, must be reviewed.
- Stringer (step) and riser boards are required.
- Wrought iron is not a satisfactory replacement for wood columns.
- Floor decking should be of the tongue and groove style..

**Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings**

Recommends in part:

- Identifying, retaining and preserving entrances and functional decorative features that are important in defining the overall historic character of the building such as door, fanlights, sidelights, pilasters, entablatures, columns, balustrades and stairs.
- Protecting and maintaining materials.
- Repairing with like materials.

## **SIDING**

The use of original or comparable building materials is the historically appropriate approach to the rehabilitation of any resource in the district. Sound historic preservation practice dictates sensitive treatment of structural detail to preserve craftsmanship, design, color, texture and other visual qualities, as well as to prevent deterioration of the resource. The installation of inappropriate materials that jeopardize the integrity of these buildings shall not be allowed.

The application of substitute siding materials such as aluminum and vinyl siding generally is not allowed in the Mount Clemens Historic District.

Identifying, retaining and preserving wood features that are important, such as the decorative panels on a wood tower are important in defining the overall historic character of a building. Siding, cornices, brackets, window architraves and doorway pediments with their paints, finishes and colors, compliment the resources.

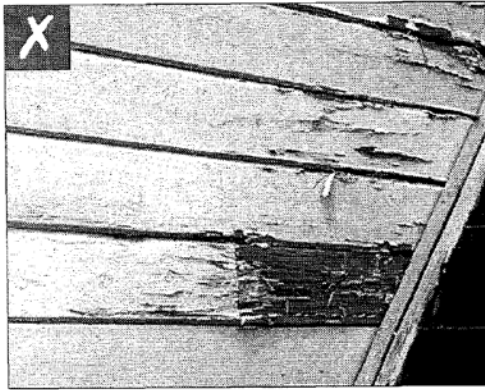
### **The HDC Requires That:**

On occasion the HDC may find that special circumstances justify the use of a substitute material. The applicant shall demonstrate that the proposed siding duplicates the existing siding and exterior treatment without impairing historical and/or architectural values. In the case of an application of substitute siding material, the applicant shall provide the following:

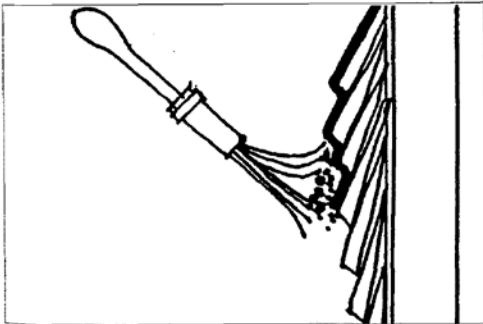
- A detailed statement of the scope of the proposed installation of substitute siding and trim.
- Identification of any deterioration of the existing siding and trim, including the nature and extent of the deterioration, with cost estimates for repair or replacement of existing siding or trim.
- A detailed written description, including drawings and photographs, of exactly how the proposed siding and trim will be installed.



Repair wood features by patching or piecing-in new wood elements that match the original.



Prior to painting, remove damaged or deteriorated paint only to the next intact layer, using the gentlest method possible. This peeling paint should be gently scraped away prior to the application of a new coat of paint.



Protect wood features from deterioration. Maintain protective coatings to retard drying and ultraviolet damage. If the building was painted originally, it should remain painted.

**Policy: Wood siding and other wood surfaces should be protected with a painted finish.**

Frame houses were usually painted to protect the wood. To preserve the wood, its painted or stained finish should be maintained.

- **Repair wood features by patching, piecing-in, consolidating or otherwise reinforcing the wood.**
- Avoid the removal of damaged wood that can be repaired.
- If portions of wood siding must be replaced, be sure to match the style and lap dimensions of the original.
- **Always prepare a good base for painting.**
- Prior to painting remove damaged or deteriorated paint only to the next intact layer, using the gentlest method possible.
- **Use compatible paints.**
- Some latex paints will not bond well to earlier oil-based paints without a primer coat.

## **SIDING (cont.)**

### **Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings**

Recommends in part:

- Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as wood siding, cornices, brackets, window architraves and doorway pediments; and their paints, finishes and colors.
- Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.

#### **Repair**

- Repair and/or replacement of siding should match in material, size, style and exposure. Board joints should be staggered in an effort to avoid a patched look. Trim pieces associated with siding, such as corner board, fascia or other features should be retained.
- Moisture resistant woods such as cedar, redwood, mahogany and quality pressure treated wood are recommended in moisture/water prone areas and close to the ground applications.
- Asphalt or asbestos type siding materials must be handled with care and may require special removal/repair requirements. Contact the City of Mount Clemens for these specific instances.

#### **Paint**

It is important to keep original siding materials in good condition. Proper preparation is essential to keep new paint in place.

Here are a few painting tips:

- Scrape all loose existing paint.



## **SIDING (cont.)**

- Repair deteriorated material with new similar materials.
- Prime Paint all exposed wood areas.
- Provide a good coating of quality exterior paint
- Provide good quality and appropriate caulking at joints and dissimilar materials.
- Paint color is not regulated but certain colors are appropriate for certain time periods or architectural styles.

## **MASONRY**

The following recommendation is provided to assist those in the Historic District in preserving and restoring brick, stucco and other stone work used in the construction of building and other decorative auxiliary features such as wall, porches, etc.

Due to the texture of these materials, they demand gentle method of cleaning and repair. The hard exterior finish of brick can be damaged by epoxy and the soft interior of the brick can be damaged if harsh methods of cleaning. Cleaning shall be limited to the use of soft bristle brushes and low water pressure. Mortar used for the repair of stone and brick shall be limited to a sand-lime formula. New mortar composition must match original. Mortar that is too hard/soft will result in significant damage to the original. If the brick has been painted for many years, it's best to leave it painted. If it is unpainted—leave it unpainted.

### **The HDC requires that:**

The cleaning, repair or replacement of all masonry or repointing of brick work which is done in a manner as to duplicate the original surface in texture, color method of application and joint size does not require HDC approval.

The use of artificial brick and/or stone must be reviewed by the HDC. This material shall match, as closely as possible, the surface, color size and texture of the original material. The removal of masonry features, including signage, from any structure shall be reviewed. It is recommended that missing significant features be replaced or repaired according to the guidelines. Removal of paint from brickwork or the painting of original brick or stone shall be reviewed by the HDC. (see note on previous page).

## **Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.**

Recommends in part:

- Identifying, retaining, and preserving masonry features that are important in defining the overall historic character of the building such as: walls, brackets, railings, cornices, window architraves, door pediments, steps and columns and details such as tooling and bonding patterns, coatings and color.
- Protecting and maintaining masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate.
- Decorative features, or at the building foundation. Grade should slope away from the building to prevent ponding there.
- Cleaning masonry surfaces with the gentlest method possible, such as low-pressure water with detergents and using natural bristle brushes. Never use sand blasting.
- Repairing masonry and duplicating old mortar in strength, composition, color and texture.

### **WINDOWS AND DOORS**

Introducing or changing the location or size of existing windows, doors and other openings that alter the architectural and historical character of the resource generally shall not be permitted. Unusual decorative windows such as Palladian, bay, Gothic Arch, or segmented tops shall not be removed or altered.

Whenever possible, repairing and retaining original windows and doors is preferable. When original windows and doors cannot be repaired, their replacement shall replicate the existing or original. Replacement windows and doors should fit existing openings and be consistent with existing trim, be of like material and other features of the resource.

Replacement windows shall duplicate the appearance of the existing original windows in design, size, proportion, reflective qualities and profiles including the profile of sash rails, stiles and mullions. Other design features reflecting the style of the structure such as original windows, doors, moldings and surface finish, shall be considered.

Appearance of the finished window or door is the paramount concern. Steel, vinyl, aluminum or fiberglass seldom matches the appearance of wood. Window bars and metal security doors generally are not appropriate additions. Metal, vinyl or fiberglass shutters, screens, blinds, security grills or awnings which are historically inappropriate will not be approved.

Improving the thermal performance of windows and doors through added weather stripping or storm windows or doors is encouraged. Storm windows and doors shall be compatible with the character of the building. They shall be installed without divider muntins. Storm window frames shall match the width and be aligned with the sash frame of existing interior windows including the center meeting rail in double hung windows and other similar features. Consistent with the house base, trim or sash color, wood or aluminum clad (painted) doors and storms are acceptable. Mill (unpainted) or anodized aluminum finish window and doors and jalousie doors are not acceptable.

The Certificate of Appropriateness application for window or door replacement shall include at a minimum:

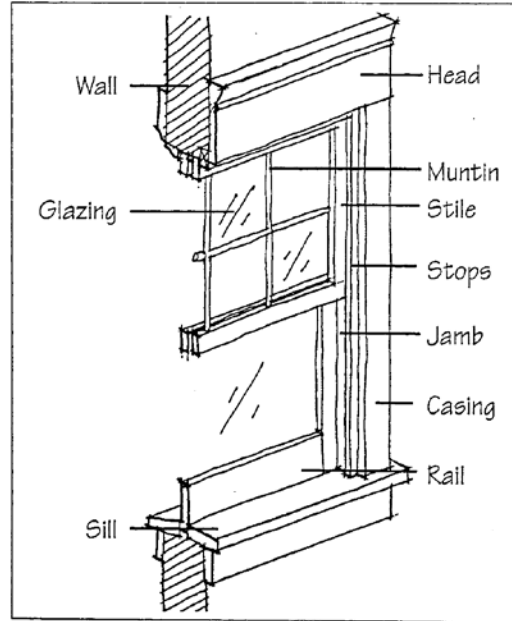
- A sketch or depiction of the proposed windows or door detailing.
- A cross section of existing and proposed dimensions of meeting rails, sash and muntins.
- A sample of the proposed material.
- A narrative description of the number, size, color and locations of the windows or doors shall be included in the application.

### **Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings**

Recommends in part:

- Identifying, retaining, and preserving windows, including their functional and decorative features. These are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings, and interior and exterior shutters and blinds.
- Protecting and maintaining the wood and architectural metal which comprise all parts of the window.

- Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically feasible when replacing window deteriorated beyond repair, then a compatible substitute material may be considered.



*Typical double-hung window components.*

## **FENCES**

Fences in the Historic District are permitted structures according to Section 15.071.E of the City of Mount Clemens Zoning Ordinance. All fences must meet the provisions of this code.

Fences and gates are an extension of the architecture of a structure and shall be compatible with the size, scale, massing and design of the resource. The HDC will review each fence proposal based on the projects individual merits. The existence of other historically inconsistent fences in the area is not a basis for approval of another inconsistent fence.

Fences, where appropriate, should define site patterns and not impede streetscapes, vista or panoramas. Fences placed along lot lines as opposed to arbitrary lines are consistent with practice and planning. Fences placed off lot lines can create dead spaces and false alleys detracting from the continuity of vistas and streetscapes. Historical references (photos, plot plans, etc.) consistent with the period and design of the structure that indicate place and design of fences will assist the HDC in reviewing the CoA.

Approvals from the HDC do not exempt the applicant from obtaining any other required approvals.

## Materials

Fencing proposals should be consistent in design, materials, and scale with historic fencing. Wood, iron, or other historic materials are recommended. When documentation is possible, historic fencing should be replicated. Consideration by the applicant should also be given to alternative screening materials such as shrubbery to redirect traffic patterns or provide security.

## DEMOLITION OR REMOVAL

All demolition or removal must be approved by the Mount Clemens HDC. No demolition can occur without first following the proper procedures as outlined below. Applications for the demolition or removal of any resource within the Mount Clemens Historic District shall include:

- Name of the property owner.
- A site plan, drawn to legible scale of the proposed use and appearance of the site after removal or demolition of the resource. The plan shall show property lines and other pertinent features of the site.
- A description of the type, designs, size and use of any new resource to be erected on the site. The HDC may also request a rendering of the proposed new resource.

The applicant shall meet with the commission for an initial discussion of the demolition or removal. A notice shall be published in a newspaper of general circulation in the City of Mount Clemens regarding this request and the date and time of the meeting. A copy of such notice shall be mailed by regular mail, to the owner of the resource at the address of the application and to all neighboring property owners.

At the meeting of the HDC specified in the notice, reasonable time shall be allotted for audience comment on the proposed removal or demolition. At this meeting, the commission shall also hear reports, if request by the commission, concerning the safety or condition of the resource, historic or architectural merit of the resource or alternative uses for the resource or site. Applicants or their

representatives shall have the usual opportunity to submit further information concerning the application. Action on the removal or demolition may proceed with a simple majority of a quorum of commission members present to carry a vote. The procedure outlined in this section is to be followed in the case of all applications for demolition or removal of resources within the historic district.

There is one exception. The exception is described as follows: The commission may approve an application for demolition or removal at any meeting upon the unanimous vote of the members present that such resource is of such minimal historic or architectural significance that its demolition or removal would have no adverse impact on the adjacent area or upon the historic district as a whole.

## **NEW CONSTRUCTION**

Applications for new construction must be reviewed by the HDC. After review the HDC shall make a determination as to whether a proposed resource is compatible with other resources in the district. Categories to be considered shall include, form, proportion, mass, configuration, building materials, texture, color, location on the site and landscaping. The HDC shall be further guided by the following design criteria:

- The HDC shall consult Section 15.071 of the City of Mount Clemens Zoning Ordinance Code for residential infill regulations.
- Consideration shall be given to the design of the original resource on the site if applicable.
- The proposed height of the resource shall be within a reasonable average height of existing adjacent structures provided that it does not exceed the allowable height under the Zoning Ordinance.
- The proposed set back should be in proportion to adjacent resources.
- The relationship of the height to the width of the front façade should be consistent with the pattern established by the character of the neighborhood.
- The relationship of the height to the width of windows, doors and other openings should be consistent with the pattern established by the character of the neighborhood.

- The rhythm created by the placement of sidewalks, entrances, steps, porches and canopies should be consistent with the pattern established by the character of the neighborhood.
- The proposed construction materials should be the same types as those used in existing adjacent resources and their size shall be in proportion to the whole.
- The proposed textures of the building materials shall relate to and compliment the predominant textures of the materials used in existing adjacent resources.
- The proposed colors, whether of natural materials such as rick or stone, or applied colors, such as paint, should relate to and compliment the colors used on existing adjacent resources.
- The proposed architectural details, including, but not limited to cornice, lintels, arches, balustrades, chimneys, porches, railings, cupolas, gable ends, brackets and iron work, should be appropriate for the style of the proposed structure. The proposed roof shape and skyline should relate to the predominant styles and existing adjacent resources.
- For new construction, garages are generally to be placed behind or to the rear of the primary resource.
- For new construction there shall be a front door on the street façade. Depending on the architectural style of the house, a front porch in the character with the Historic District and meeting the Secretary of the Interior Standards is recommended.
- Approval by the HDC does not exempt the applicant from any other required review (i.e. Planning Commission, Zoning Board of Appeals etc.).

<b>SECRETARY OF INTERIOR STANDARDS</b>
--

- A property shall be used for its historic purposes or be placed in a new use that required minimal change to the defining characteristics of the building and its site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic material or alterations of features and spaces that characterize a property shall be avoided.

- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of the 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. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
- Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.



## GUIDE TO GOING GREEN

### ENERGY-EFFICIENCY STRATEGY

Follow these basic steps when considering alterations for energy efficiency.

**Step 1.** First, maintain building components in sound condition.

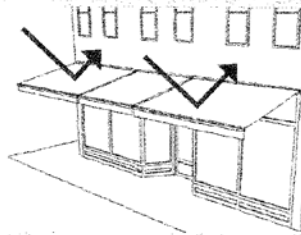
**Step 2.** Then, maximize inherent sustainable qualities.

**Step 3.** Next, design landscapes to conserve resources.

**Step 4.** Finally, add new technologies sensitively.

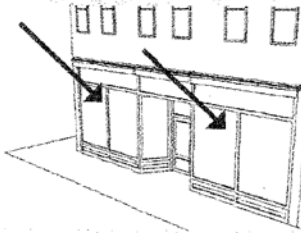
Introductory materials drafted for new preservation guidelines for the town of Sausalito, Calif., included four basic steps, listed above, to developing an energy-efficiency strategy for historic resources.

### USE OF OPERABLE AWNINGS FOR ENERGY EFFICIENCY



#### **Awnings Open to Provide Shading**

Awnings can be open in the summer to provide shading for the storefront and the sidewalk.



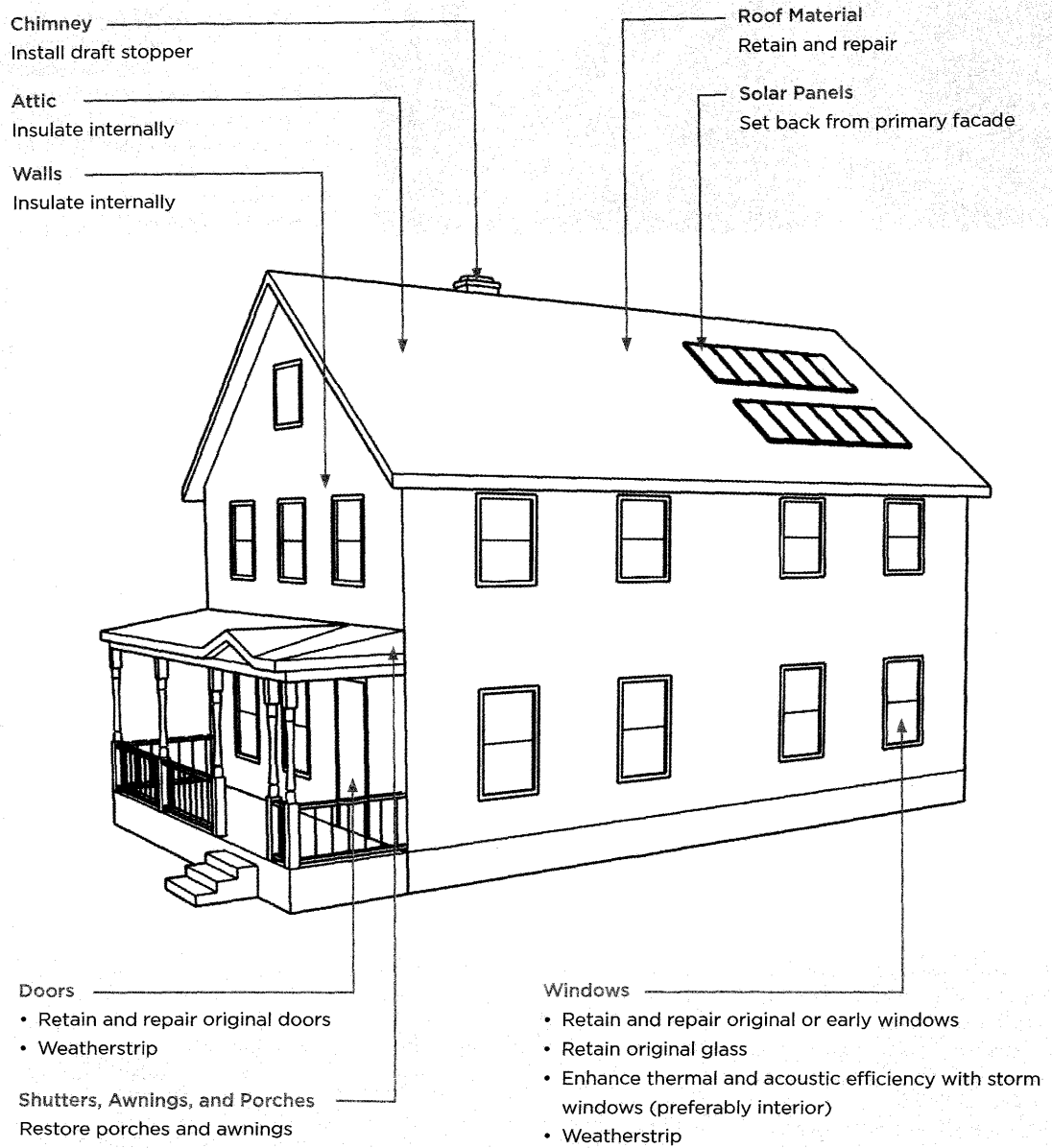
#### **Awnings Closed to Allow Solar Access**

Awnings can be left closed in the winter to provide solar heat gain and daylighting.

Draft guidelines prepared for the City of Littleton, Colo., by Winter & Company.

## RESIDENTIAL BUILDING ENERGY-EFFICIENCY DIAGRAM

This diagram summarizes the principal guidelines for energy efficiency and energy collection. These measures will enhance energy efficiency while retaining the integrity of the historic structure.



This illustration helps homeowners visualize the energy-related actions that are addressed in the guidelines.

Draft guidelines prepared for the City of Deadwood, S.D. by Winter & Company

## GLOSSARY OF TERMS

**Architrave.** The molding around a doorway or window. The lowermost part of an entablature in classical architecture that rests directly on top of a column.

**Alignment.** The arrangement of objects along a straight line.

**Asphalt Shingles.** A type of roofing material composed of layers of saturated felt, cloth or paper and coated with a tar, or asphalt substance, and granules.

**Association.** As related to the determination of “integrity” of a property, association refers to a link of a historic property with a historic event, activity or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

**Baluster.** A short, upright column or urn-shaped support of a railing.

**Balustrade.** A row of balusters and the railing connecting them. Used as a stair rail and also above the cornice on the outside of a building.

**Bargeboard.** A projecting board, often decorated, that acts as trim to cover the ends of the structure where a pitched roof overhangs a gable.

**Board and Batten.** Vertical plank siding with joints covered by narrow wood strips.

**Bracket.** A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or triangular truss.

**Building.** A resource created principally to shelter any form of human activity, such as a house.

**Clapboards.** Narrow, horizontal, overlapping wooden boards, usually thicker along the bottom edge, that form the outer skin of the walls of many wood frame houses. The horizontal lines of the overlaps generally are from four to six inches apart in older houses.

**Column.** A slender upright structure, generally consisting of a cylindrical shaft, a base and a capital; pillar: It is usually a supporting or ornamental member in a building.

**Composition Shingles.** See asphalt shingles.

## GLOSSARY OF TERMS (cont.)

**Cornice.** The continuous projection at the top of a wall. The top course or molding of a wall when it serves as a crowning member.

**Design.** As related to the determination of “integrity” of a property, design refers to the elements that create the physical form, plan, space, structure and style of a property.

**Doorframe.** The part of a door opening to which a door is hinged. A doorframe consists of two vertical members called jambs and a horizontal top member called a lintel.

**Double-Hung Window.** A window with two sashes (the framework in which window panes are set), each moveable by a means of cords and weights.

**Dormer.** A window set upright in a sloping roof. The term is also used to refer to the roofed projection in which this window is set.

**Eave.** The underside of a sloping roof projecting beyond the wall of a building.

**Elevation.** A mechanically accurate, “head-on” drawing of a side of a building or object, without any allowance for the effect of the laws of perspective. Any measurement on an elevation will be in a fixed proportion, or scale, to the corresponding measurement on the real building.

**Façade.** Front or principal face of a building, any side of a building that faces a street or other open space.

**Fascia.** A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or “eaves”, sides of a pitched roof. The rain gutter is often mounted on it.

**Feeling.** As related to the determination of “integrity” of a property, feeling refers to how a historic property evokes the aesthetic or historic sense of past time and place.

**Fenestration.** The arrangement of windows and other exterior openings on a building.

**Form.** The overall shape of a structure (e.g., most structures are rectangular in form).

## GLOSSARY OF TERMS (cont.)

**Frame.** A window component. See window parts.

**Gable.** The portion, above eave level, of an end wall of a building with a pitched or gambrel roof. In the case of a pitched roof this takes the form of a triangle. The term is also used sometimes to refer to the whole end wall.

**Glazing.** Fitting glass into windows and doors.

**Header.** The top horizontal member over a door or window opening.

**Historic Preservation District.** A significant concentration of sites, buildings, structures or objects united historically or aesthetically by plan or physical development. Also, a local historic district established by the City Council through a historic overlay zone requires architectural design review by the HDC and design review guidelines for construction, alteration, addition to or demolition of building, structures, sites and objects in the public right-of-way and within the boundaries of the historic preservation district.

**Historic Property.** A building, site, structure or object that is at least 50 years old or older, or is associated with significant people or events, and adds to the historic significance of a historic preservation district.

**In-Kind Replacement.** To replace a feature of a building with materials of the same characteristics, such as material, texture, color, etc.

**Integrity.** A property (or historic district) retains its integrity if a sufficient percentage of the structure (or district) dates from the period of significance. The majority of a building's structural system and materials should date from the period of significance and its character defining features also should remain intact. They may include architectural details, such as dormers and porches, ornamental brackets and moldings and materials, as well as the overall mass and form of the building.

**Lap Siding.** See clapboards.

**Location.** As related to the determination of "integrity" of a property, location refers to a historic property existing in the same place as it did during the period of significance.

## GLOSSARY OF TERMS (cont.)

**Mass.** The physical size and bulk of a structure.

**Masonry.** Construction materials such as stone, brick, concrete block, stucco or tile.

**Material.** As related to the determination of “integrity” of a property, material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

**Module.** The appearance of a single façade plane, despite being part of a larger building. One large building can incorporate several building modules.

**Molding.** A decorative band or strip of material with a constant profile or section designed to cast interesting shadows. It is generally used in cornices and as trim around window and door openings.

**Muntin.** A bar member supporting and separating planes of glass in a window or door.

**Non-Historic Property.** A recent building and those 50 years old or older that have lost their integrity, and do not add to the historic significance of a historic preservation district.

**Panel.** A sunken or raised portion of a door with a frame-like border.

**Period of Significance.** Span of time in which a property attained historical significance.

**Property.** Area of land containing a single historic resource or a group of resources.

**Opaque Fence.** A fence that one cannot see through.

**Orientation.** Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building; there, it should face the street.

## GLOSSARY OF TERMS (cont.)

**Palladian.** Refers to a style of window or door with a curved top or arched top. The style was developed by Andrea Palladian. A large window that is divided into three parts.

**Pediment.** A triangular section framed by a horizontal molding on its base and two sloping moldings on each of its sides. Usually used as a crowning member for doors, windows and mantels. A wide low pitched gable surrounding the façade of a doorway in the Grecian style.

**Porch Piers.** Upright structures of masonry which serve as principal supports for porch columns.

**Porte Cochere.** A covered entrance, or porch, projecting far enough across a driveway that automobiles, carriages or other wheeled vehicles may easily pass through.

**Post.** A piece of wood, metal, etc., usually long and square or cylindrical, set upright to support a building, sign, gate, etc.; pillar; pole.

**Preservation.** The act or process of applying measures to sustain the existing form, integrity and materials of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

**Protection.** The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss or attack or to cover or shield the property from danger of injury. In the case of buildings and structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment; in the case of archaeological sites, the protective measure may be temporary or permanent.

**Reconstruction.** The act or process of reproducing by new construction the exact form and detail of a vanished building, structure or object, or part thereof, as it appeared at a specific period of time.

**Rehabilitation.** The act or process of returning a property to a state of utility through repair or alteration which makes possible and efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural value.

## GLOSSARY OF TERMS (cont.)

**Renovation.** The act or process of returning a property to a state of utility through repair or alteration which makes possible a contemporary use.

**Restoration.** The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

**Roof.** The top covering of a building. Following are some types:

- Gable roof has a pitched roof with ridge and vertical ends.
- Hip roof has sloped ends instead of vertical ends.
- Shed roof (lean-to) has one slope only and is built against a higher wall.

**Sash.** See window parts.

**Scale.** The size of a structure as it appears to the pedestrian.

**Semi-Transparent Fence.** A fence that one can see partly through.

**Setting.** As related to the determination of “integrity” of a property, setting refers to the physical environment of a historic property.

**Side Light.** A usually long fixed sash located beside a door or window; often found in pairs.

**Siding.** The narrow horizontal or vertical wood boards that form the outer face of the walls in a traditional wood frame house. Horizontal wood siding is also referred to as clapboards. The term “siding” is also more loosely used to describe any material that can be applied to the outside of a building as a finish.

**Sill.** The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

**Size.** The dimensions in height and width of a building’s face.



## GLOSSARY OF TERMS (cont.)

**Soffit.** The exposed underside of an architectural element, such as a arch, cornice, balcony, beam, etc.

**Stile.** A vertical piece in a panel or frame, as in a door or window.

**Stabilization.** The fact or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists as present.

**Standing Seam Metal Roof.** A standing seam roof is a roof with vertical panels. Historically, the panels were fitted together with hand rolled seams.

**Streetscape.** Generally, the streetscape refers to the character of the street, or how elements of the street form a cohesive environment.

**Traditional.** Based on or established by the history of the area.

**Transom Window.** A small window or series of panes above a door, or above a casement or double hung window.

**Transparent Fence.** A fence that one can see through.

**Vernacular.** This means that a building does not have details associated with a specific architectural style, but is a simple a building with modest detailing and form. Historically, factor often influencing vernacular buildings were things such as local building materials, local climate and building forms used by successive generations.

**Visual Continuity.** A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

**Window parts.** The moving units of a window are known as sashes and move within the fixed frame. The sash may consist of one large pane of glass or may be subdivided into smaller panes by thin members called muntins or glazing bars. Sometimes windows are arranged side by side and divided by heavy vertical wood members called mullions.

**Workmanship.** As related to the determination of “integrity” of a property, workmanship refers to the physical evidence of the crafts of a particular culture, people or artisan.