



CITY OF REDMOND
Community Development Department

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REDMOND HISTORIC LANDMARKS COMMISSION
411 SW 9th Street, Conference Room 200
November 29, 2018
4:30pm – 6:00pm

Agenda

**RHLC
MEMBERS**

**Charles
Rucker
Chair**

**Trish
Pinkerton,
Vice Chair**

**Tonia
Cain**

**Shannon
Farnsworth
Rose**

Vacant

Vacant

Vacant

**Vacant
Ex Officio**

TIME ITEM

4:30 PM **CALL TO ORDER/INTRODUCTIONS**

4:35 PM **CITIZEN COMMENTS**

4:40 PM **ACTION ITEMS**

- A. Approval of Minutes
 - a. October 25, 2018 Minutes (Exhibit 1)
- B. Redmond Hotel Exterior Alterations (Exhibit 2)

DISCUSSION ITEMS

- 5:15 PM A. Preservation Code Amendments Update
- 5:30 PM B. Redmond MPD Update
- 5:40 PM C. DeMuro Awards Discussion

5:50 PM **COMMISSIONER COMMENTS/ANNOUNCEMENTS**

5:55 PM **STAFF COMMENTS**

6:00 PM **ADJOURN**

**Next Historic Landmarks meeting in December TBD due to
Christmas holiday**

*Please note that these documents are also available on the City's website www.ci.redmond.or.us; click on City Government, hover on Commissions and Committees, click on Redmond Historic Landmarks Commission. You may also request a copy at City Hall from Scott Woodford at 541-923-7758 or Jackie Abslag at 923-7763.

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DRAFT

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REDMOND HISTORIC LANDMARKS COMMISSION MINUTES

October 25, 2018

Redmond City Hall, 411 SW 9th Street – Room 200, Redmond, Oregon

Commissioners Present: Vice-Chair Trish Pinkerton, Tonia Cain, Shannon Farnsworth Rose (*absent:* Chair Charles Rucker; **3 vacancies**)

Youth Ex Officio: **Vacant**

City Staff: Scott Woodford, *Senior Planner*; Chuck Arnold, *Economic Development/Urban Renewal Program Manager*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

Visitors: Kerry Davis, *Preservation Solutions, LLC*; Shelby and Tanney Staffenson; Tricia Plass, *Ascent Architecture & Interiors*

Media: None

(Agenda items appear in discussion order. The 3 digits after a motion title show the number of commissioners voting in favor/opposed/abstaining.)

CALL TO ORDER – INTRODUCTIONS

Vice-Chair Pinkerton called the regular meeting of the Redmond Historic Landmarks Commission (HLC) to order at 4:30 p.m., Thursday, October 25, 2018, with a quorum of commissioners present (3 of 4).

CITIZEN COMMENTS

None.

ACTION ITEMS

A. Approval of Minutes

1. **September 27, 2018**

Motion 1 (3/0/0): Commissioner Rose moved to approve the minutes of September 27, 2018, as presented. Commissioner Cain seconded the motion which passed unanimously.

DISCUSSION ITEMS

B. Redmond Passenger Depot

Mr. Woodford summarized the background of the Redmond Passenger Depot including its designation as a Local Historic Landmark in 2015. Staffenson Resources, LLC, purchased the depot and took possession in February 2018.

Mr. Staffenson thanked commissioners for their support to date. He outlined the conceptual layout, uses (offices, conference room, reception, mechanical/electrical equipment, museum foyer), and operating hours. Exterior updates included resurfacing and striping the parking lot, landscaping clean-up, and painting. Inside changes included removal of partitioning walls, mezzanine area, and remaining restaurant equipment. Ms. Plass presented conceptual designs (doors, windows, ceiling, walls, floors, backsplash tile, lighting, furniture, décor) and finish features including paint

color samples. Mr. Staffenson requested feedback on the interior design, adding an outside water faucet to make cleaning exterior space behind the building easier, and space and electrical needs for historic displays in the foyer. He expects this project to be done by January-February 2019.

Commissioner concerns included Redmond Museum office space, display area for an aerial map of Redmond, wainscoting, and trim colors. Following discussion, commissioners agreed with Mr. Staffenson's proposed interior changes and with adding an outside water faucet.

Mr. Woodford suggested the current lighting fixtures, if replaced, be stored for future use. He will work with Mr. Staffenson to schedule a tour of the depot building within the next two weeks.

A. Downtown Urban Renewal Update

Mr. Arnold discussed (PowerPoint) urban renewal programs, historic property investments, and potential partnership opportunities due to the overlap of the Redmond Downtown Historic District and the Downtown Urban Renewal District. He provided updates on properties within the Downtown Historic District that were, or might, benefit from urban renewal investment:

- **Historic Redmond Hotel** (521 SW 6th Street): Under renovation. The Urban Renewal Agency hired Steve Boothroyd/Able Construction to assist with bid analysis. A third-party architect (selected by urban renewal, paid by developer) will verify work invoiced has been done before the funds are released. With National Park Service approval of the rooftop bar, the developer is expecting the hotel to re-open in summer 2019.

Mr. Woodford said he contacted the new project manager, Rick Stilson, about exterior changes needed: repointing brick, replacing windows, and removing the fire escape.

- **Old City Hall** (716 SW Evergreen Avenue): The Urban Renewal Agency acquired this property from the City to redevelop it into a tax-based use to add value to downtown and "feet on the street." Urban Renewal is in an Exclusive Right to Negotiate (ending mid-December 2018) for redeveloping the northern half of the block to an apartment complex. The developer is working on costs and doing market studies. City Council has suggested the Urban Renewal Agency consider demolishing all buildings on the site.

Mr. Woodford suggested researching the availability of federal tax credits.

- **Old Presbyterian Community Church** (641 SW Cascade Avenue): Under renovation.
- **Old Redmond Smoke & Gift** (245 SW 6th Street): Now operating as *The Vault Tapouse*.
- **Old First National Bank** (corner of Deschutes Avenue/6th Street): Mr. Arnold reported a new investor from Vancouver, Washington, purchased this building for potential redevelopment as a restaurant/brew pub.
- **Patrick Building** (708 Deschutes Avenue, Redmond's first hospital): Urban renewal staff are working with the owner's property management team on potential re-use of this building.

Mr. Arnold said urban renewal and historic preservation staff will continue to coordinate re-use of buildings in the Downtown Historic District.

C. Historic Resources of Redmond MPD

Kerry Davis, City consultant, joined the meeting by phone at 5:30 p.m. She discussed commission activities over the last two years, scope of work needed to complete the National Register Multiple

Property Documentation Form (MPDF), benefits to submitting an MPDF, and how much work could be done within this grant cycle. *Next steps:* She will coordinate with Mr. Woodford and SHPO (State Historic Preservation Office) on data collection and mapping. She asked commissioners to suggest potential property types (themes) to Mr. Woodford who will forward them to her. She recommended doing field work (late November/early December 2018) to identify potential properties before holding public meetings in early 2019.

Commissioners asked if the number of themes should be limited, architectural styles to capture, and how the MPDF would be organized.

Mr. Woodford requested information about identifying and talking with owners who might be interested in nominating their properties for National Register listing in conjunction with the Landmarks Commission submission of an MPDF.

- D. Review Preservation Code Amendments – Legal Changes
Due to lack of time, Vice-Chair Pinkerton postponed discussion of preservation code amendments to the November 2018 meeting.
- E. DeMuro Awards Discussion
Commissioner Rose said copies of letters about the unsuccessful DeMuro Award nominations still had to be sent to the owners of *The Vault Tapouse* and the Old Redmond Schoolhouse.

COMMISSIONER COMMENTS – ANNOUNCEMENTS

Vice-Chair Pinkerton reported the new owners of the John Eberhard House (Andrew and Emily Fitch) were interested in listing their property on the local inventory. She suggested Kerry Davis review the property’s potential for listing before she encourages Andrew and Emily to apply.

Commissioner Rose asked about the listing potential of an old stone building in the Dry Canyon across from the former location of the Old Redmond Schoolhouse.

STAFF COMMENTS

Next HLC meeting: Thursday, November 29, 2018, 4:30 p.m.

ADJOURN

With no further business, Vice-Chair Pinkerton adjourned the meeting at 6:13 p.m.

APPROVED by the Redmond Historic Landmarks Commission and SIGNED by me this _____ day of _____, 2018.

ATTEST:

Charles Rucker
Chair

Scott Woodford
Senior Planner



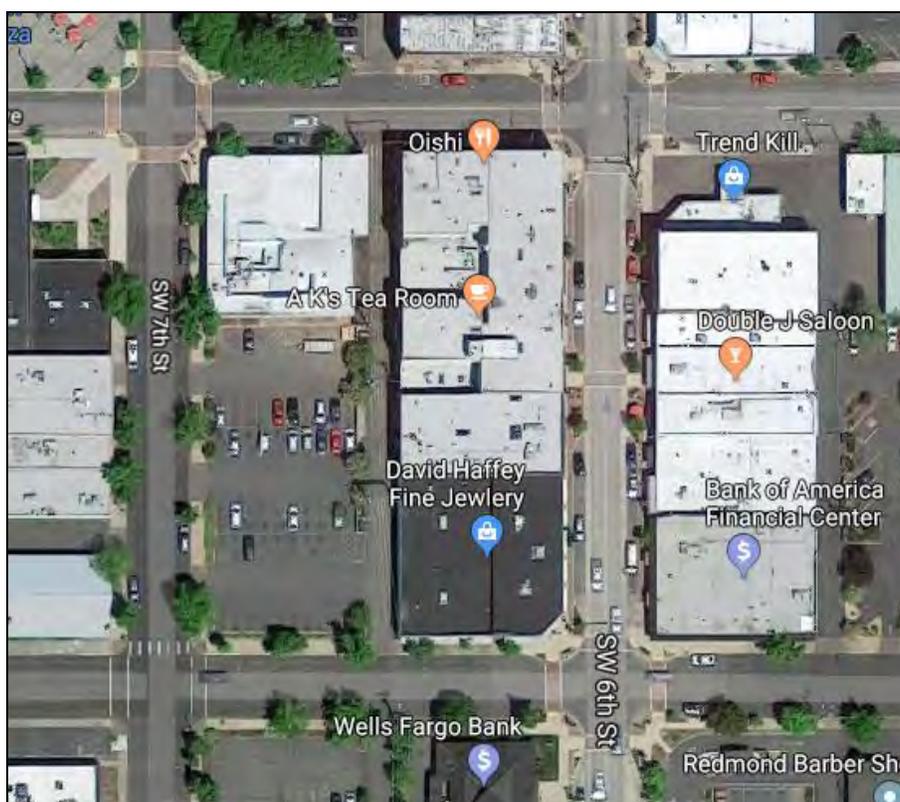
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REDMOND PLANNING STAFF
FINDINGS AND DECISION
Exterior Alteration
711-18-000242-HLA
New Redmond Hotel

- DATE:** November 29, 2018
- APPLICANT:** AWI Deschutes, LLC
101 S. El Camino Real, Suite 202
San Clemente, CA 92672
- OWNER:** Same as above
- STAFF:** Scott Woodford, Senior Planner
- REQUEST:** The applicant is requesting approval for an Exterior Alterations to the New Redmond Hotel to tuckpoint exterior brick, repair exterior windows on property line facades, replace windows in alcoves with new similar windows, and remove fire escapes
- LOCATION:** 521 SW 6th Street in Redmond, Oregon. The subject property is also identified as 151316AC00100 of the Deschutes County Tax Assessor's Map.

Aerial Photograph



Summary:

The New Redmond Hotel is planned to open as a hotel in the near future and several exterior alterations are proposed:

1. Tuckpoint exterior brick
2. Repair all exterior windows on property line facades
3. Replace all windows in alcoves with new similar windows - alternate is to rebuild new windows where the original windows no longer exist and the replacement window is not operable.
4. Remove fire escapes

The hotel is on the Local Redmond Historic Landmarks Inventory and on the National Register of Historic Places and therefore is required to request a Certificate of Approval from the City of Redmond for any exterior changes.

Background:

A three story "Georgian" brick masonry building, the New Redmond Hotel was opened in 1928. It has been operated as a hotel off and on since then but has been vacant for over 15-20 years. The building was designated a local Historic Landmark Building by the Redmond City Council on July 22, 1986 after a recommendation from the Deschutes County Historic Landmarks Commission and was placed on the National Register of Historic Places in 1980.

Recently, the City of Redmond approved a request for a 739-square foot addition to the roof of the hotel for a bar, storage, elevator structure, secondary emergency access enclosure (at the northwest corner of the building), and outdoor seating area.

Proposal:

The proposal is:

1. Tuckpoint exterior brick
2. Repair all exterior windows on property line facades
3. Replace all windows in alcoves with new similar windows - alternate is to only rebuild new windows where the original windows no longer exist and the replacement window is not operable.
4. Remove fire escapes

Comments:

Public notice of the neighbors is not required in Section 8.0855 of the Redmond Development Code (Exterior Alteration and New Construction), therefore no public comments from noticed neighbors were solicited or received by the Planning Department.

Exhibits:

The following exhibits are on-file and make up the record in this matter:

1. Application, site plan, building elevations and other miscellaneous information.

Attachments:

Exhibit A – Staff Findings

Conclusions:

In all land use proceedings, the "burden of proof" rests with the applicant to demonstrate compliance with the land use regulations. After reviewing all available evidence submitted by the applicant, staff concludes that the request complies fully with the Redmond Development Code standards and criteria.

Alternative Courses of Action:

1. The Historic Landmark Commission approves the request for a Certificate of Approval for exterior alterations to the Redmond Hotel located at 521 SW 6th Street, subject to the condition below; or,
2. The Historic Landmark Commission continues the request for a Certificate of Approval for exterior alterations to the Redmond Hotel located at 521 SW 6th Street to the next available Historic Landmarks Commission agenda and requests additional information to make the decision; or,
3. The Historic Landmark Commission denies the request for a Certificate of Approval for exterior alterations to the Redmond Hotel located at 521 SW 6th Street.

Recommendation/Suggested Motion:

I move the Historic Landmark Commission approves the request for a Certificate of Approval for exterior alterations for the Redmond Hotel located at 521 SW 6th Street, subject to the following condition of approval:

1. All preservation, cleaning, repair, and other treatment of original materials shall be in accord with the Secretary of Interior's Standards of Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

EXHIBIT A – STAFF FINDINGS

For exterior alterations of structures and/or buildings in a historic district or a designated historic structure and/or building, the criteria to be used by the Landmarks Commission in reaching its decision on the certificate of approval shall include the following:

A. Provisions of the Redmond Urban Area Comprehensive Plan.

- **Staff Finding:** Staff has examined the record in this matter and finds the applicant has met the criteria. The applicable portions of the Comprehensive Plan are found in Chapter 5 – Open Spaces, Scenic and Historic Areas, and Natural Resources, Historical and Cultural section, as follows:

34. *The City shall foster and encourage the preservation, management and enhancement of buildings, structures, objects, sites and/or districts that are of historic or cultural significance.*
35. *Emphasis shall be placed on the preservation of the site and/or exterior appearance of historic and cultural resources. Site and exterior changes proposed for designated historical landmarks shall be approved by the Deschutes County Historical Landmarks Commission prior to the commencement of any work.*
36. *The City shall protect all historic and cultural resources of statewide significance through preservation regulations, regardless of whether those resources are designated as local landmarks.*
37. *Areas of high archeological site potential shall be appropriately examined prior to ground disturbing activities or the designation for other uses.*
38. *The City shall ensure the preservation of designated historic and cultural resources through the land use process.*
39. *The City should encourage public knowledge, understanding, and appreciation of the City's past.*
40. *The City shall foster community pride and a sense of identity based on the recognition and use of City owned historic and cultural resources.*
41. *The exterior of historic buildings in the core area should be rehabilitated to their original, architectural quality with careful application of design standards relating to signage, architectural detail and ornamentation.*
42. *The City shall encourage compatible exterior architectural designs of new structures within the downtown core.*
43. *Through the land use process, the City should inform property owners of potential historical importance and encourage them to maintain the existing exterior appearance of historical structures.*
44. *The Deschutes County Historical Landmarks Commission, with City representation, shall oversee the preservation, rehabilitation and restoration of historic and cultural resources within the City.*

- **Staff Finding:** The subject application for exterior alterations to the historic structure will help it be adapted for reuse as a hotel and help revitalize downtown. Helping to facilitate a successful business inside this historic structure will help provide for its long-term maintenance and preservation, which are at the core of the Comprehensive Plan provisions above.

B. The reasonableness of the proposed alteration and the relationship to public interest in the structure's and/or building's preservation or renovation.

- **Staff Finding:** Staff has examined the record in this matter and finds the applicant has met the criteria.

The proposed exterior alterations, including future repair/replacement of the windows and touching up the brick mortar work and extensive interior improvements will help facilitate the long-term maintenance of the historic structure. These are all in the public interest.

C. The value and significance of the structure and/or building.

- **Staff Finding:** Staff has examined the record in this matter and finds the applicant has met the criteria.

The value and significance of the New Redmond Hotel is of high importance in the community, as it has served as a significant presence for nearly 100 years. The value of the architecture is also significant in that it is on the National Historic Register of Historic Buildings.

D. The physical condition of the structure and/or building.

- **Staff Finding:** According to the applicant, the building is in good condition overall and worth the investment they are making to update it into a new hotel.

E. The general compatibility of exterior design, arrangement, proportion, detail, scale, color, texture, and materials proposed to be used with an existing structure and/or building.

- **Staff Finding:** Staff has examined the record in this matter and finds the applicant has met the criteria. The exterior alterations will improve the exterior design and not detract from the exterior design, arrangement, proportion, detail, scale, color, texture, and materials.

F. Other pertinent aesthetic factors as appropriate.

- **Staff Finding:** Not applicable.

The Redmond Development Code also includes Design Review Guidelines for Alterations and Additions. They are included here for reference to help inform how the proposal meets the above criteria.

DESIGN REVIEW GUIDELINES ALTERATIONS / ADDITIONS

A. SITING

1. In addition to the zoning requirements, the relationship of new additions to the street and to the open space between buildings shall be compatible with adjacent historic buildings and with the historic character of the surrounding area.

- **Staff Response:** Not applicable. No additions are being proposed.

2. New additions shall be sited so that the impact to the primary facades(s) is kept to a minimum. Additions shall generally be located at the rear portions of the property or in such locations where they have the least visual impact from public ways.

Staff response: Not applicable. No additions are being proposed.

B. LANDSCAPE

1. Traditional landscape elements evident in the district - grass, trees, shrubs, picket fences, etc. - should be preserved and are encouraged in site redevelopment.
2. Inappropriate landscape treatments, such as berms and extensive ground cover, are discouraged.

➤ **Staff response:** Not applicable. No landscaping is being proposed.

C. BUILDING HEIGHT

1. In addition to the zoning requirements, the height of new additions shall not exceed the height of the historic building, or of historic buildings in the surrounding area.

➤ **Staff response:** Not applicable. No additions are being proposed.

D. BUILDING BULK

1. New additions smaller than the historic building or the historic buildings in the surrounding area are encouraged.

(a) Where new additions must be larger, the new addition shall be articulated in such a manner that no single element is visually larger than the historic building or larger than the surrounding historic buildings.

➤ **Staff response:** Not applicable. No additions are being proposed.

E. PROPORTION AND SCALE

1. The relationship of height to width of new additions and their sub-elements, such as windows and doors and of alterations, shall be compatible with related elements of the historic building and with the historic character of the surrounding area.

➤ **Staff response:** Not applicable. No additions are being proposed.

2. The relationship of solids to voids (wall to window) shall be compatible with related elements on the historic building and with the historic character of the surrounding area.

➤ **Staff response:** Not applicable. No additions are being proposed.

F. EXTERIOR FEATURES

1. General

(a) To the extent practicable, original historic architectural elements and materials shall be preserved.

➤ **Staff response:** The exterior brick will be preserved and repaired and all operable and repairable windows will be preserved.

(b) Architectural elements and materials for new additions shall be compatible with related elements of the historic building and with the historic character of the surrounding area.

➤ **Staff response:** Not applicable. No additions are being proposed.

(c) The preservation, cleaning, repair, and other treatment of original materials shall be in accord with the Secretary of Interior's Standards of Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

- **Staff response:** Work with the existing brick will be required to done in accord with the Secretary of Interior's Standards of Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

2. Foundations:

(a) Concrete or masonry foundations to replace deteriorated wood foundations are encouraged. Such new foundations shall be covered with board skirting or similar treatment to match the original appearance and extend to within six to eight inches (6" - 8") of the ground level.

(b) Concrete or masonry foundations for new additions need not be covered with material that stimulates earlier construction.

(c) New foundations shall not significantly alter the historic elevation of the building.

- **Staff response:** No new foundation work is proposed.

3. Roofs:

(a) Roofs on new additions shall be of forms (gabled, hipped, etc.) that are compatible with the historic building and the historic character of the district.

- **Staff response:** Not applicable. No addition is proposed.

MASONRY

(Adobe, Brick, Stone, Terra Cotta, Concrete, Stucco, Mortar)

RECOMMENDED*

Retaining original masonry and mortar, whenever possible, without the application of any surface treatment.

Repointing only those mortar joints where there is evidence of moisture problems or when sufficient mortar is missing to allow water to stand in the mortar joint.

Duplicating old mortar in composition, color, and texture.

Duplicating old mortar in joint size, method of application, and joint profile.

Repairing stucco with a stucco mixture that duplicates the original as closely as possible in appearance and texture.

Cleaning masonry only when necessary to halt deterioration or to remove graffiti and stains, and always with the gentlest method possible, such as low pressure water and soft, natural bristle brushes.

Repairing or replacing, where necessary, deteriorated material with new material that duplicates the old as closely as possible.

Replacing missing significant architectural features, such as cornices, brackets, railings, and shutters.

Retaining the original or early color and texture of masonry surfaces, including early signage wherever possible. Brick or stone surfaces may have been painted or whitewashed for practical and aesthetic reasons.

NOT RECOMMENDED

Applying waterproofing or water repellent coating or surface consolidation treatments unless required to solve a specific technical problem that has been studied and identified. Coatings are frequently unnecessary, expensive, and can accelerate deterioration of the masonry.

Repointing mortar joints that do not need repointing. Using electric saws and hammers to remove mortar can seriously damage the adjacent brick.

Repointing with mortar of high Portland cement content can often create a bond that is stronger than the building material. This can cause deterioration as a result of the differing coefficient of expansion and the differing porosity of the material and the mortar.

Repointing with mortar joints of a differing size or joint profile, texture, or color.

Sandblasting, including dry and wet grit and other abrasives, brick, or stone surfaces; this method of cleaning erodes the surface of the material and accelerates deterioration. Using chemical reaction with the masonry materials, i.e., acid on limestone or marble.

Applying new material which is inappropriate or was unavailable when the building was constructed, such as artificial brick siding, artificial cast stone, or brick veneer.

Removing architectural features such as cornices, brackets, railings, shutters, window architraves, and doorway pediments.

Removing paint from masonry surfaces indiscriminately. This may subject the building to damage and change its appearance.

- **Staff response:** Work is proposed to the masonry on the building with this application and shall be done in accord with the Secretary of Interior's Standards of Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

WOOD

(Clapboard, Weatherboard, Shingles, and Other Wooden Siding)

RECOMMENDED

Retaining and preserving significant architectural features wherever possible.

Repairing or replacing, where necessary, deteriorated material that duplicates in size, shape, and texture, the old as closely as possible.

NOT RECOMMENDED

Removing architectural features such as siding, cornices, brackets, window architraves, and doorway pediments. These are, in most cases, an essential part of a building's character and appearance that illustrate the continuity of growth and change.

Resurfacing frame buildings with new material that is inappropriate or was unavailable when the building was constructed, such as artificial stone, brick, veneer, asbestos, or asphalt shingles and plastic or aluminum siding. Such material can also contribute to the deterioration of the structure from moisture and insects.

- **Staff response:** This guideline is not applicable as wood on the building is not proposed to be changed with this application.

ARCHITECTURAL METALS

(Cast Iron, Steel, Pressed Tin, Aluminum, and Zinc)

RECOMMENDED

Retaining original material, whenever possible.

Cleaning when necessary with the appropriate method. Metals should be cleaned by methods that do not abrade the surface.

NOT RECOMMENDED

Removing architectural features that are an essential part of a building's character and appearance, illustrating the continuity of growth and change.

Exposing metals which were intended to be protected from the environment. Do not use cleaning methods which alter the color, texture, and tone of the metal.

- **Staff response:** No changes are proposed to architectural metals.

ROOFS AND ROOFING

RECOMMENDED

Preserving the original roof shape.

Retaining the original material, whenever possible.

Providing adequate roof drainage and ensuring that the roofing materials provide a weathertight covering for the structure.

Preserving or replacing, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting, and weather vanes.

NOT RECOMMENDED

Changing the essential character of the roof by adding inappropriate features such as dormer windows, vents, or skylights.

Applying new roofing material that is inappropriate to the style and period of the building and neighborhood.

Stripping the roof of architectural features important to its character.

- **Staff response:** No changes are proposed to the roof.

WINDOWS AND DOORS

RECOMMENDED**

Retaining and repairing window and door openings, frames, sash, glass, doors, lintels, sills, pediments, architraves, hardware, awnings, and shutters where they contribute to the architectural and historic character of the building.

Improving the thermal performance of existing windows and doors through adding or replacing weather-stripping and adding storm windows and doors which are compatible with the character of the building and which do not damage window or door frames.

Replacing missing or irreparable windows on significant facades with new windows that match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass.

Replacing missing or irreparable windows on significant facades with new windows that match the original in material, size, general muntin and mullion proportion and configuration, and reflective qualities of the glass.

NOT RECOMMENDED

Introducing or changing the location or size of windows, doors, and other openings that alter the architectural and historic character of the building.

Replacing window and door features on significant facades with historically and architecturally incompatible materials such as anodized aluminum, mirrored or tinted glass.

Removing window and door features that can be repaired where such features contribute to the historic and architectural character of the building.

Installing on significant facades shutters, screens, blinds, security grills, and awnings which are historically inappropriate and which detract from the character of the building.

Installing new exterior storm windows and doors which are inappropriate in size or color, or which are inoperable, or which require removal of original windows and doors.

Installing interior storm windows that allow moisture to accumulate and damage the window.

Replacing sash which contribute to the character of the building with those that are incompatible in size, configuration, and reflective qualities or which alter the setback relationship between window and wall.

Replacing sash which contribute to the character of the building with those that are incompatible in size, configuration, and reflective qualities or which alter the setback relationship between window and wall.

Installing heating / air conditioning units in the window frames when the sash and frames may be damaged. Window installations should be considered only when all other viable heating / cooling systems would result in significant damage to historic material.

- **Staff response:** The historic windows will be repaired on facades that face public right of ways and repaired elsewhere (in the alcoves).

STOREFRONTS

RECOMMENDED

Retaining and repairing existing storefronts, including windows, sash, doors, transoms, signage, and decorative features where such features contribute to the architectural and historic character of the building.

Where original or early storefronts no longer exist or are too deteriorated to save, retaining the commercial character of the building through (1) contemporary design which is compatible with the scale, design, materials, color, and texture of the historic buildings, or (2) an accurate restoration of the storefront based on historical research and physical evidence.

NOT RECOMMENDED

Introducing a storefront or new design element on the ground floor, such as an arcade, which alters the architectural and historic character of the building and its relationship with the street or its setting or which causes destruction of significant historic fabric.

Using materials which detract from the historic or architectural character of the building, such as mirrored glass.

Altering the entrance through a significant storefront.

- **Staff response:** This provision is not applicable.

ENTRANCES, PORCHES, AND STEPS

RECOMMENDED

Retaining porches and steps that are appropriate to the building and its development. Porches or additions reflecting later architectural styles are often important to the building's historical integrity and, wherever possible, should be retained.

Repairing or replacing, where necessary, deteriorated architectural features of wood, iron, cast iron, terra cotta, tile, and brick.

NOT RECOMMENDED

Removing or altering porches and steps that are appropriate to the building's development and style.

Stripping porches and steps of original material and architectural features, such as hand rails, balusters, columns, brackets, and roof decoration of wood, iron, cast iron, terra cotta, tile, and brick.

Enclosing porches and steps in a manner that destroys their intended appearance.

- **Staff response:** No changes are proposed to the building's entrances, porches or steps with this application.