



AGENDA

CITY OF OPELIKA HISTORIC PRESERVATION COMMISSION

December 11, 2025

4:30 p.m.

Meeting Chambers at Opelika Municipal Courtroom
300 MLK Boulevard

Call to Order

Approve November 13, 2025 minutes.

Public Comment/Citizen Communication

Old Business

New Business

1. 117 S. 8th St: Downtown Historic District
COA: Install New Awnings
Applicant: Mary Kathryn Whatley
2. 601 S. Railroad Ave: Downtown Historic District
COA: Replace Siding
Applicant: Jake Whaley

Other Business

3. Enforcement Report
4. Staff Report
4. Next meeting January 8, 2026
5. Adjournment

The City of Opelika complies with the Americans with Disabilities Act and will make reasonable arrangements to ensure accessibility to meetings. If you need special assistance, please call the City's ADA Coordinator 72 hours prior to the meeting at (334)705-5130.



HISTORIC PRESERVATION COMMISSION MINUTES

300 Martin Luther King Blvd.

November 13, 2025

TIME: 4:30 PM

1. A CALL TO ORDER

Rush Denson called the meeting to order at 4:30 p.m.

2. APPROVAL OF MINUTES

A motion was made by Mark Grantham to approve the October 9, 2025 minutes. The motion was seconded by Aaron Bushey. All approved.

1. Approve October 9, 2025 minutes

3. PUBLIC HEARINGS

(Limit comments to 3 minutes or less)

Rush Denson opened the floor for public comments. There were none.

4. OLD BUSINESS

There was no old business to discuss.

5. NEW BUSINESS

2. 704 Ave D: Geneva Historic District
Retroactive COA: Install Ramp and Concrete Drive
Applicant: CJCF, LLC

Agenda Item #: 1

Meeting Date: 11/13/2025

Action Requested: Retroactive COA: Install concrete ramp with iron rails and pour concrete drive

Location of Property: 704 Ave D; Geneva Historic District

Petitioner: CJCF, LLC

Resources:

McCall House. Circa 1915. One-story, frame, pyramidal roof with front offset porch, brick columns, triple window. Contributing structure.

Proposal: The petitioner requests a COA for the following:

1. Installed concrete handicap ramp on front of historic structure with iron railing with handicap parking spot in front. Large crepe myrtle was removed to allow for ramp and parking pad.
2. New concrete drive installed, removing ribbon drive entrance.

Proposed Guidelines:

A. THE ENVIRONMENT:

1. The environment consists of all exterior features in the designated historic districts which are visible to the public and includes structures, outbuildings, landscaping, streets, appurtenances, trees, mass and spacing between structures, scale, mass, color and materials of buildings that give a neighborhood its distinguishing character and contributes to its historic district designation.
2. Significant landscape features such as public parks and gardens, street lighting, signs, street benches, sidewalks, streets, alleys and building setbacks that have traditionally been maintained in the historic district and that contribute to its historic character should be retained. Existing streets should not be widened. Paving material should not be changed to a different texture and color. Inappropriate new streets or parking lots incompatible with the neighborhood should not be constructed. (*updated 08/12/14*)
3. New plant materials, fencing, walkways, housing and other outdoor lights, signs, benches, etc. should be compatible with the character of the neighborhood in size, scale, material and color.
4. Plant material should be maintained so as not to become a hazard to the public, public property or shall not be allowed to cause deterioration to structures.
5. Existing street trees should not be removed without a plan for replacement. (*updated 08/12/14*)

The following items DO NOT require a COA:

- Back yard Tree house, swing sets and trampolines
- Benches and other outdoor furniture and accessories
- Sculpture and another outdoor artwork
- Pools and patios
- Tree pruning, clearing of overgrown bushes, vines, saplings, etc.
- Tree removal (less than 4" diameter at breast height or diseased).
- Planting new trees, shrubs, ground cover, etc.
- Landscape edging
- Flower, vegetable and rock gardens
- Flowerpots, planters, window boxes, birdbaths, bird houses, etc.
- Adding gravel to existing driveways
- Patching deteriorated concrete or asphalt pavement, walks, steps, etc.
-

The following commonly requested projects require a COA:

- Changes to stone walls and other historic site features
- New or expanded parking areas/lots
- New and expanded driveways and walkways
- Staff approval for change of materials (i.e. gravel to concrete)

F. ADDITIONS:

1. Additions are areas that increase the living or working space of a structure. This does not include the addition of architectural elements.
2. Additions should be compatible with the architectural style of the structure and should not obscure, remove, conceal or replace significant architectural features of the existing structure. Additions should be compatible in scale, mass, proportion, materials, texture and color to the existing structure.
3. Additions should follow the guidelines for new construction.

The following items DO NOT require a COA:

- Installation of temporary/emergency wheelchair ramps when they are not attached to the building

The following commonly requested projects require a COA:

- Installation of temporary wheelchair ramps (staff approval)

GENERAL PRINCIPLES

Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

PRESERVATION BRIEF #32 ACCESSIBILITY

Accessibility modifications should be in scale with the historic property, visually compatible, and whenever possible, reversible. Reversible means that if the new feature were removed at a later date, the essential form and integrity of the property would be unimpaired. The design of new features should also be differentiated from the design of the historic property so that the evolution of the property is evident.

Ramps can be faced with a variety of materials, including wood, brick, and stone. Often the type and quality of the materials determines how compatible a ramp design will be with a historic property. Unpainted pressure-treated wood should not be used to construct ramps because it usually appears temporary and is not visually compatible with most historic properties. Railings should be simple in design, distinguishable from other historic features, and should extend on foot beyond the sloped area.

Staff recommendation:

1. Staff does not recommend the approval of a permanent concrete ramp on the front of the structure. Ramps should be temporary and easy to remove

- without doing damage to the historic structure. Ramps should also be screened from view with shrubs or other plantings. Poured accessible parking and sidewalk to allow for accessibility is acceptable.
2. Poured concrete aprons at the entry of driveways are acceptable. Parking, other than a handicap pad, should be in the rear of the building only.

Discussion:

Staff explained that the concrete ramp with iron railing and poured concrete drive and parking pad was installed prior to receiving HPC approval. The original ribbon driveway is now a solid driveway and the ramp is unscreened and at the front of the structure.

The applicant, Curt Hilyer, stated that in conversations with Planning & Engineering he thought that the ramp was approved. He also thought the ramp and drive were part of the COA that had been approved for the rear parking area.

Staff asked if the ramp is attached to the foundation of the house or did they leave a gap between the two. Curt said it is attached. Staff expressed concern that if they were required to remove the concrete ramp, it could possibly damage the foundation and structure. Maybe alternatives could be applied to soften the hardscape so it blends better with the historic structure, such as, brick at the front to match the brick foundation and placing planters along the front.

Mike Buckalew asked if they could replace the tubular iron railing with maybe a wood railing or more decorative iron railing.

Rush suggested cutting out 3-4ft of the concrete pad to add landscaping.

Curt mentioned that the Renfro House in the Northside Historic District has a concrete ramp. However, the commission stated that it is on the rear.

Mark Grantham suggested finding a solution that allowed the ramp to be camouflaged and required minimum work. Removing the concrete slab would not be beneficial.

The applicant requested to table the review. He will work with staff on alternatives and return later.

The applicant asked that this item be tabled. He will bring design options to the commission for consideration at a future meeting.

A motion was made by Aaron Bushey to accept tabling this agenda item. The motion was seconded by Linda Lanz. All approved.

3. 500 Geneva St: Geneva Historic District
COA: Ramp and Parking
Applicant: CJCF, LLC
Agenda Item #: 2
Meeting Date: 11/13/2025

Action Requested: COA: Install concrete ramp with iron rails
Location of Property: 500 Geneva St; Geneva Historic District
Petitioner: CJCF, LLC

Resources:

Floyd-Carrington House, Circa 1900. One-story, frame cottage, combination hip and gable roof with tin and Eastlake chimneys, several gables with turned and scroll-sawn ornament wraparound porch with Ionic columns in pairs, and bracketed cornice, central door with oval light and transom.

Proposal: The petitioner requests a COA for the following:

1. Install removable concrete block ramp on right side of structure with metal railing.
2. Drive and rear parking to remain natural with parking at rear.

Proposed Guidelines:

A. THE ENVIRONMENT:

1. The environment consists of all exterior features in the designated historic districts which are visible to the public and includes structures, outbuildings, landscaping, streets, appurtenances, trees, mass and spacing between structures, scale, mass, color and materials of buildings that give a neighborhood its distinguishing character and contributes to its historic district designation.
2. Significant landscape features such as public parks and gardens, street lighting, signs, street benches, sidewalks, streets, alleys and building setbacks that have traditionally been maintained in the historic district and that contribute to its historic character should be retained. Existing streets should not be widened. paving material should not be changed to a different texture and color. Inappropriate new streets or parking lots incompatible with the neighborhood should not be constructed. (updated 08/12/14)
3. New plant materials, fencing, walkways, housing and other outdoor lights, signs, benches, etc. should be compatible with the character of the neighborhood in size, scale, material and color.
4. Plant material should be maintained so as not to become a hazard to the public, public property or shall not be allowed to cause deterioration to structures.
5. Existing street trees should not be removed without a plan for replacement. (updated 08/12/14)

The following items DO NOT require a COA:

- Backyard Tree house, swing sets and trampolines
- Benches and other outdoor furniture and accessories
- Sculpture and another outdoor artwork
- Pools and patios
- Tree pruning, clearing of overgrown bushes, vines, saplings, etc.
- Tree removal (less than 4" diameter at breast height or diseased).
- Planting new trees, shrubs, ground cover, etc.
- Landscape edging
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The following commonly requested projects require a COA:

- Changes to stone walls and other historic site features
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- Staff approval for change of materials (i.e. gravel to concrete)

F. ADDITIONS:

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2. Additions should be compatible with the architectural style of the structure and should not obscure, remove, conceal or replace significant architectural features of the existing structure. Additions should be compatible in scale, mass, proportion, materials, texture and color to the existing structure.
3. Additions should follow the guidelines for new construction.

The following items DO NOT require a COA:

- Installation of temporary/emergency wheelchair ramps when they are not attached to the building

The following commonly requested projects require a COA:

- Installation of temporary wheelchair ramps (staff approval)

GENERAL PRINCIPLES

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PRESERVATION BRIEF #32 ACCESSIBILITY

Accessibility modifications should be in scale with the historic property, visually compatible, and whenever possible, reversible. Reversible means that if the new feature were removed at a later date, the essential form and integrity of the property would be unimpaired. The design of new features should also be differentiated from the design of the historic property so that the evolution of the property is evident.

Ramps can be faced with a variety of materials, including wood, brick, and stone. Often, the type and quality of the materials determines how compatible a ramp design will be with a historic property. Unpainted pressure-treated wood should not be used to construct ramps because it usually appears temporary and is not visually compatible with most historic properties. Railings should be simple in design, distinguishable from other historic features, and should extend on foot beyond the sloped area.

Staff recommendation:

1. Staff recommend approval of a wood or Trex ramp and railing to match the existing historic structure. The ramp shall be screened from view with shrubs or other plantings.
2. Staff recommend approval of a poured accessible parking pad to allow accessibility.
3. Staff recommend approval of a natural or gravel drive and rear parking screened from public view.
4. The parking plan is contingent on approval of the Planning Department.

Discussion:

Staff provided an overview of the request for a concrete ramp with iron railing on the side of the structure with an accessible parking pad at the rear. A graveled parking area will also be at the rear and a site plan is required to be submitted to the Planning Department for approval.

The applicant, Curt Hilyer, stated that they have decided to forego the concrete ramp and install a wood ramp with wood railings like A-1 Employment. The ramp will go along the right side of the property to avoid mechanical equipment and a root cellar. A gravel parking lot is in place; however, it is overgrown. He is consulting with an architect for the best layout for the parking area, and it will be submitted when ready.

There was no further discussion.

A motion was made by Aaron Bushey to approve installing a wood ramp with wood railings and rear concrete parking pad. The motion was seconded by Debbie Purves. All approved.

4. 813 S Railroad Ave: Downtown Historic District
COA: Front & Rear Facade
Applicant: Compass Construction
Agenda Item #: 3
Meeting Date: 11/13/2025
Action Requested: COA: Façade Renovation
Location of Property: 813 S. Railroad Ave; Downtown Historic District
Petitioner: Compass Construction

Resources:

Southern Crossings Building: c. 1880's; one story brick load bearing wall construction has original façade; fan shaped ventilation openings at upper level; corbels; original wood and glass storefront; additional at rear.

Proposal: The petitioner requests a COA for the following:

1. Remove wood bulkhead and install a brick base for durability.
2. Expand frame for entry from 5' wide to a 6' wide door frame to allow better ADA access. Install two new wood full glass doors.
3. Install Hardie cladding to storefront for durability.
4. Remove existing stoop cover on rear and install new steel doors.
5. Install new 1/1 aluminum clad double hung windows on rear.

Proposed Guidelines:

STOREFRONT - #2.

Preserve existing historic storefronts. Retain characteristic storefront features.

DISPLAY WINDOW: Maintain the original dimensions and transparent nature of the display window. Do not add small paned windows or reflective glass.

COLUMNS: Maintain cast iron columns and brick and stone piers which frame the storefront.

TRANSOM: Retain original shape and transparency of the transom. Do not place a sign over the transom, If an interior ceiling has been lowered below the transom, it should be recessed from the storefront. Do not place air conditioning units in the transom.

RECONSTRUCTED STOREFRONT -#3

Reconstruction of a historic storefront should be based on physical evidence and historical documentation such as photographs.

RE-CONSTRUCTION: Obtain historic photographs, post cards of downtown, and historical background about the building by contacting the historical society, library, and/or state archives.

NEW STOREFRONT #4.

If documentation of the original storefront does not exist, design a new storefront that is compatible with the materials, size, scale, and character -defining features of nearby buildings.

NEW DESIGN: Respect the original design of the building and visual character of the district. Do not add early colonial features, attempt to create a theme, or make a building more ornamental than it originally was. The new design should incorporate characteristic elements of a traditional storefront, including the display window, transom, recessed entrance, and bulkhead using compatible materials. (see Preservation Brief #11)

UPPER STORY WINDOWS #7.

Preserve the size, shape, details, and transparency of upper story windows.

PRESERVATION: The glass, sash, hardware, and window surrounds, including the lintel or decorative window hoods, should be preserved and maintained. Add shutters to the exterior only if they originally existed. Shutters should be operable or should at least appear to be operable; when closed over an opening, they should fit the size of the opening. (see Preservation Brief #9, 10)

RE-ESTABLISHMENT: Consider reopening closed or blocked windows. In some cases, closed exterior shutters may be used to define original window dimensions. Instead of boarding up windows when the second story is not in use, hang curtains or interior shutters to give the building an occupied appearance. Reflective and dark, tinted glass is not appropriate.

REPLACEMENT: Replacement windows are only recommended when historic windows cannot be rehabilitated. When replacement windows are installed, they should match the historic window in size, style, and materials and have the same number of panes. Interior storm windows are preferable to exterior ones. Wood windows are recommended, but painted metal windows may be acceptable. (see Preservation Brief #3)

DOORS - #9.

Preserve the original front doors and opening.

PRESERVATION: The original size and shape of door openings should be maintained, not in-filled. Original doors and door hardware should be repaired and maintained. Replacement doors, when necessary, should be compatible with the original doors in terms of style, size, material, and glass panel configuration.

NEW OPENINGS: When the creation of new openings is necessary in order to meet fire codes, they should be located on sides or to the rear of buildings, rather than on the front. New openings, when permitted, should be compatible in scale, size, proportion, and placement to historic openings.

CLOSING AN OPENING: If the blocking of an opening is allowed, infill materials should be compatible with the building and should be placed 2” to 6” back from the building face. Use of fixed reflective glass is not recommended.

Staff recommendation:

1. Rehabilitation Standards state: “Although the traditional material for bulkheads is wood, brick and stone are not uncommon. Whenever possible, the original material should be retained and repaired. Replacement materials should match as closely as possible to the original. Staff recommends retaining the look of the wood bulkhead using a more sustainable material, such as Hardi, to provide the same look. Decorative bulkhead vents should be retained.
2. Staff recommends approval of an expanded front entry to 6’0” for accessibility and new wood full-glass double doors.
3. Staff recommends approval of Hardie cladding to the storefront. Cladding should match existing framing.
4. Staff recommends removing the existing rear stoop and installation of new steel doors.
5. Staff recommends approval of new 1/1 aluminum-cladded double-hung windows in the rear.

Discussion:

The applicant, Jeremy Clark, stated that the current doors do not meet ADA requirements. A 3’ wide door is needed. Two new wood doors will be installed. They hope to repurpose the old doors in the interior buildout. If allowed to replace the bulkhead with brick, the brick would recreate the details and relief seen in the wood currently in place. The echo would be there with a more sustainable material.

There was no further discussion.

A motion was made by Linda Lanz to approve the application with staff recommendations. The motion was seconded by Debbie Purves. All approved.

5. 121 S. 9th St: Downtown Historic District
COA: Paint Front Facade
Applicant: Randy Brown

Agenda Item #: 4

Meeting Date: 10/13/2025

Action Requested: COA: Paint Front Facade

Location of Property: 121 S. 9th St; Downtown Historic District

Petitioner: Randy Brown

Resources:

Museum of East Alabama: Circa 1970; one story concrete block building with brick veneer façade; aluminum and glass storefront. Conditionally Contributing.

Proposal: The petitioner requests a COA for the following:

1. Paint the front brick of the museum to match the color and appearance of the adjoining building to maintain visual consistency and enhance the overall aesthetic. The new brick facing was installed approximately 20 years ago and is not original.

Proposed Guidelines:***MASONRY - #15.***

Original masonry including brick, stone, terra cotta, and stucco walls and details should be preserved and maintained.

CLEANING: Cleaning of masonry should be done by the gentlest means possible. Never sandblast a masonry building. Do a test patch prior to undertaking any cleaning method. Once painted, it is often better to repaint rather than remove paint. Carefully investigate the condition of masonry before removing stucco. (See Preservation Brief #1, 6, 7) In almost all cases, unpainted masonry should not be painted. The painting of unpainted brick should only be considered under the following circumstances:

1. The masonry is not historic, nor is likely to become contributing in the future.
2. The brick is soft brick or porous historic brick that was intended to be sealed. Most known brick in Opelika's historic districts have more modern bricks.
3. A majority of the existing structure's masonry is already painted.
4. Masonry at ground level or below needs to be waterproofed to exclude ground water.
5. The structure has been extensively damaged by fire, natural disaster, or pre-existing alterations that the masonry no longer conveys the buildings historic character. This should not include major additions or changes that show the historic evolution of a building. (rev. 01/19/2022)

REPAIRING: Waterproofing sealants should not be used on masonry, unless they are vapor permeable. Repairs should match the historic masonry in size, shape, texture, and color. Repointing of existing masonry should incorporate the same mortar mix, tooling, and color as the historic masonry pointing. (See Preservation Brief #2)

Staff recommendation:

1. Staff recommend approval of painting the brick, as it is not original to the building.

Discussion:

Staff explained that the applicant wishes to paint the unpainted portion of the building to provide a more consistent look. The brick is not original to the structure. The paint color will be a sepia beige to blend with the mural on the side of the building. All trim will be a darker brown. The green awnings will remain.

There was no further discussion.

A motion was made by Aaron Bushey to approve. The motion was seconded by Mark Grantham. All approved.

6. OTHER BUSINESS

6. Enforcement Report
There were no enforcement cases to discuss.
7. Staff Report
There was no staff report.
8. Next meeting DATE
1. Next meeting December 11, 2025

7. ADJOURN

With no further discussion, a motion was made by Debbie Purves to adjourn. The motion was seconded by Linda Lanz. All approved.

Rush Denson, Chair

Linda Lanz, Secretary

City of Opelika
Historic Preservation Commission
Staff Report



Agenda Item #: 1
Meeting Date: 12/11/2025
Action Requested: COA: Install Awnings
Location of Property: 117 S. 8th St; Downtown Historic District
Petitioner: Mary Kathryn Whatley

Resources:

Koplon's: c. 1880; one story building with basement; brick load bearing wall construction; articulated brick cornice above metal and glass storefront; travertine/stone panels at pedestrian level. Contributing Structure.

Proposal: The petitioner requests a COA for the following:

- 1. Install cloth awning with metal framing above each window.

Guidelines:

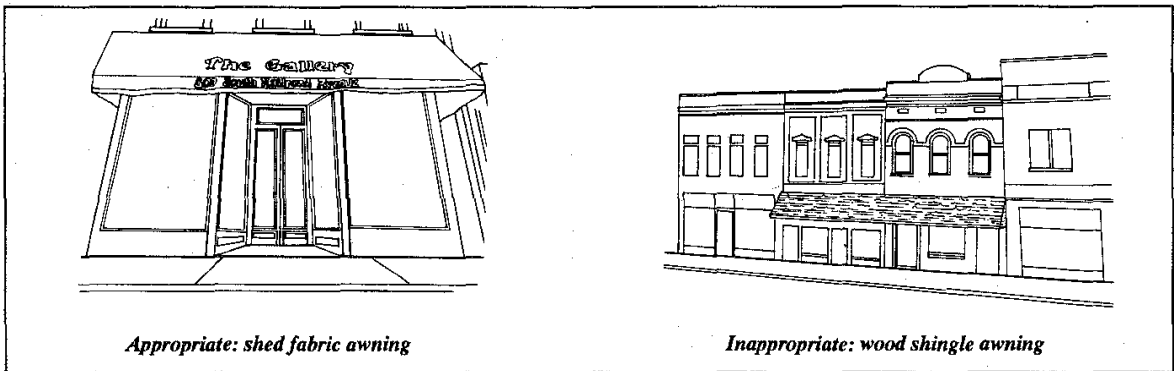
AWNINGS - #5.

Awnings should be compatible with the design of the building and the streetscape.

PRESERVATION: Preserve original canopies and awning hardware where feasible.

MATERIALS: Fabric awnings are appropriate. Vinyl coated canvas and acrylic awnings may be acceptable. Metal awnings may be appropriate in a few instances, but rough sawn wood, plastic, or asphalt shingle awnings give an immobile, hard, mansard—like appearance and are not appropriate.

DESIGN: Retractable or fixed standard shed—type canvas awnings are appropriate. Fake mansard roofs and rustic wood shingle awnings are inappropriate. Carefully coordinate the awning color with other building design features.



LOCATION: The awning should fit the dimensions of the storefront within the masonry opening and should not obscure architectural details. Mount the awning just above or just below the transom. Where

feasible, align the awning so that it is the same height as others on the block. Upper story awnings should fit inside the window surround. Arched windows should have awnings shaped like the curvature of the arch, and rectangular windows should have rectangular awnings.

Photo's:



Front Elevation



Examples of lateral awnings

Staff recommendation:

- 1. *Staff recommends approval of cloth awnings with metal frames.*

City of Opelika
Historic Preservation Commission
Staff Report



Agenda Item #: 2
Meeting Date: 12/11/2025
Action Requested: COA: Renovations to Exterior
Location of Property: 601 S. Railroad Ave; Downtown Historic District
Petitioner: Jake Whaley

Resources:

Robertson-Huskey House. Circa 1894. Two story Second Empire-Italianate home, wood frame, mansard roof and dormers. This home is in the Downtown Historic District. However, it is not on the National Registry.

Proposal: The petitioner requests a COA for the following:

1. Remove vinyl siding and underlying wood siding; replace with smooth surface 4" lap Hardie Plank on main structure and 5" lap on rear addition.
2. Remove tin/wood barricades and enclose crawl space with bricks matching all other brick.
3. Replace rotted wood front steps with Hardi or wood.
4. Remove all landscaping and trees around the foundation and install new plantings to match character of the building.
5. Reroof top with white TPO roof. Install chimney caps consistent with historical context. Replace low-slope roofs over rear extension (asphalt shingle) and front porch (steel standing seam) with standing seam roof to ensure the structure is watertight. Replace asphalt shingles on mansard roof with match shingles. Shingles around all dormers will be removed and replaced with Hardie siding to match building and replace metal drum on top of dormers with standing seam roof. Drum shape will remain.
6. Enclose front window on left side and install two new windows spaced evenly for symmetry. Windows and trim to match existing windows. Operatable wood shutters to be installed.
7. Enclose windows on rear to build out restrooms.
8. Install new ADA ramp at existing back door.
9. Install either a widows walk or cupola on rooftop based on historic photos.
10. Demo shed in rear of property.
11. Install asphalt driveway off ramp at current curb cut to connect with old asphalt drive off Railroad Ave. Parking areas will be crusher run, crushed brick, or similar material.

Proposed Guidelines:

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2. Significant landscape features such as public parks and gardens, street lighting, signs, street benches, sidewalks, streets, alleys and building setbacks that have traditionally been maintained in the historic district and that contribute to its historic character should be retained. Existing streets should not be widened. paving material should not be changed to a different texture and color. Inappropriate new streets or parking lots incompatible with the neighborhood should not be constructed. *(updated 08/12/14)*
3. New plant materials, fencing, walkways, housing and other outdoor lights, signs, benches, etc. should be compatible with the character of the neighborhood in size, scale, material and color.
4. Plant material should be maintained so as not to become a hazard to the public, public property or shall not be allowed to cause deterioration to structures.
5. Existing street trees should not be removed without supporting documentation and a plan for replacement. Trees located in the city right of way cannot be removed without city approval *(updated 09/09/22)*

The following items DO NOT require a COA:

- Back yard Tree house, swing sets and trampolines
- Benches and other outdoor furniture and accessories
- Sculpture and another outdoor artwork
- Pools and patios
- Tree pruning, clearing of overgrown bushes, vines, saplings, etc.
- Tree removal (less than 4" diameter at breast height or diseased).
- Planting new trees, shrubs, ground cover, etc.
- Landscape edging
- Flower, vegetable and rock gardens
- Flowerpots, planters, window boxes, birdbaths, bird houses, etc.
- Adding gravel to existing driveways
- Patching deteriorated concrete or asphalt pavement, walks, steps, etc.

The following commonly requested projects require a COA:

- Changes to stone walls and other historic site features
- New or expanded parking areas/lots
- New and expanded driveways and walkways
- Staff approval for change of materials (i.e. gravel to concrete)
- Staff approval for tree removal with supporting documentation from a Certified Arborist that the tree is either dead, in severe decline, and/or possess a high risk of failure. Trees to be reviewed by the City Arborist. A tree replacement plan must be provided. *(Updated 09/09/22)*

2. Wood:

- a. **Significant architectural features should be retained and preserved. Deteriorated material should be repaired or replaced with material that duplicates in size, shape and texture the old material as closely as possible. Composite and other materials may be used so long as these materials duplicate the original in size, shape and texture and do not cover any existing wood materials.**
- b. Do not remove architectural features such as siding, cornices, brackets, window architraves, doorway pediments, trim, shutters, etc. These are an essential part of a building's character and appearance and illustrate the history of the building.
- c. Do not resurface frame buildings with new material that is inappropriate or is incongruous with the architectural style or materials of the asphalt shingles or siding. Aluminum or vinyl siding overlaid over wood siding, wood soffit or wood fascia is not allowed on contributing structures in historic districts (see <http://www.nps.gov/history/hps/tps/briefs/brief08.htm>). It may be allowed on non-contributing structures in historic districts, subject to the guidelines above and on a case-by-case basis. In no event shall vinyl or aluminum material be permitted to cover

existing wood detailed trim such as door and window casings, wood cornice and frieze boards, brackets, window architraves, doorway pediments and wood columns.

3. Architectural Metals:

- a. Architectural metals such as cast iron, steel, pressed tin, aluminum, and zinc shall be retained whenever possible.
- b. It shall be prohibited to remove architectural metal features that are an essential part of a building's character and appearance. These materials shall be stabilized and preserved intact on the structure.
- c. Where it is necessary to clean these architectural metals, they should be cleaned with a method that does not abrade the surface and which will not alter the color, texture and tone of the metal. After cleaning, the metals shall be coated with an appropriate protective coating. Do not expose metal which was originally protected from the environment.

4. Roofs and Roofing:

- a. Original roof shape and pitch should be maintained.
- b. Provide adequate roof drainage and ensure that the roofing materials provide a weather tight covering for the structure.
- c. Retain the original roofing material whenever possible.
- d. Replace deteriorated roof covering with new materials that are compatible with the period of the structure and appropriate to the structure. Fiberglass asphalt shingles may be substituted for original roofing when it is not economically feasible to replace or repair with original materials or when the original roof is beyond repair. The color and texture of fiberglass-asphalt shingles should be appropriate to the architectural style and period of the structure.
- e. Built-in gutters may be covered over when it is not economically feasible to maintain or replace or repair with original material. Care should be taken to provide for the drainage of water away from the structure if built-in gutters are covered over.
- f. Preserve or replace where necessary, but do not remove, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting and weathervanes.
- g. Do not introduce new roof features, such as dormers where none existed before. Low profile skylights may be used on the side or rear facades not facing a street.
 - Built-in gutters may be covered over when it is not economically feasible to maintain or replace or repair with original material. Care should be taken to provide for the drainage of water away from the structure if built-in gutters are covered over.
 - Replacement of existing asphalt composition roofing shingles

The following commonly requested projects require a COA:

- Changes in roofing material including the removal and replacement of slate, terracotta tile and standing seam metal roofing materials

5. Windows:

- a. Retain and repair existing windows including window sash, glass, lintels, sills, architraves, shutters, pediments, hoods and hardware. If new sashes are used, duplicate the original material, design, size and hardware of the original window. Do not change window size, sash size or windowpane size.
- b. Do not introduce or create new window openings into the front principal elevation of the structure and do not enlarge or reduce original window openings to fit new stock window sizes.
- c. The original number and arrangement of panes should be maintained.
- d. Storm windows should be visually unobtrusive and should not damage existing window frames. Storm windows should be designed so that they can be removed in the future without damage to the original fabric of the structure. Storm windows should be compatible in color and design with the original windows. For example, mill finished aluminum storm windows should not be used with painted window sash.

- e. Plastic, canvas or metal strip awnings or fake shutters that are not compatible with the architectural style of the structure should not be used.
- f. Where existing shutters are replaced or reinstalled when missing, the new shutters shall be sized to fit the window opening, in height and width, whether the shutters are fixed or operable. Composite materials are allowable for shutters so long as they duplicate the original in shape and texture.
- g. New window openings should not be introduced unless they match the existing window configuration and their placement harmonized with the existing rhythm of openings.
- h. Original windows should not be filled in.

7. Entrances, Porches and Steps:

- a. Porches and steps that are appropriate to the building and its development should be retained. Porches or additions that reflect later architectural styles are often important to the building's historical integrity and wherever possible, should be retained.
- b. Original material and architectural features, such as handrails, balusters, columns, brackets and roof decoration shall be preserved. Where necessary to replace deteriorated pieces, the new material should match the original in texture, shape, size and color.**
- c. Original details and shape, outline, roof height and roof pitch should be retained.
- d. Enclosing of front porches is inappropriate if done in a manner that destroys their intended appearance.
- e. The enclosing of side and rear porches may be considered appropriate if the visual openness and character of the original porch is maintained.

The following items DO NOT require a COA:

- Minor repairs to materials and features when repaired to match the original
- Porch flooring and ceilings, trim boards, railings, brackets, etc.

The following commonly requested projects require a COA:

- Removal or addition of porches
- Screening of side porches according to guidelines (staff approval)
- Screening of front porches according to guidelines (commission approval)
- Enclosure of porches

5. Windows:

- i. Retain and repair existing windows including window sash, glass, lintels, sills, architraves, shutters, pediments, hoods and hardware. If new sashes are used, duplicate the original material, design, size and hardware of the original window. Do not change window size, sash size or windowpane size.**
- j. Do not introduce or create new window openings into the front principal elevation of the structure and do not enlarge or reduce original window openings to fit new stock window sizes.
- k. The original number and arrangement of panes should be maintained.**
- l. Storm windows should be visually unobtrusive and should not damage existing window frames. Storm windows should be designed so that they can be removed in the future without damage to the original fabric of the structure. Storm windows should be compatible in color and design with the original windows. For example, mill finished aluminum storm windows should not be used with painted window sash.
- m. Plastic, canvas or metal strip awnings or fake shutters that are not compatible with the architectural style of the structure should not be used.
- n. Where existing shutters are replaced or reinstalled when missing, the new shutters shall be sized to fit the window opening, in height and width, whether the shutters are fixed or operable. Composite materials are allowable for shutters so long as they duplicate the original in shape and texture.

- o. New window openings should not be introduced unless they match the existing window configuration and their placement harmonized with the existing rhythm of openings.
- p. Original windows should not be filled in.

9. Architectural Details:

- a. Original details shall be maintained.
- b. The replacement of missing original details should be based on accurate historic, physical or pictorial documentation and should be a close visual approximation of the original.
- c. Architectural details of any period or style not original to the building should not be introduced.
- d. Changes that have taken place in the course of time which are evidence of the history and development of a building, and its environment may have acquired significance in their own right; their significance should be recognized and respected.

10. Appurtenances:

- a. Appurtenances related to a building (fences, walls, outdoor lighting, steps, paving, sidewalks and signs) should be visually compatible with the environment to which they are related.

Photo's:



Views from 6th Street bridge



Aerial view



Wood lapboard behind vinyl siding-Replace with Hardi



Tin and Wood barricades at crawl space and enclosed with brick



Wood steps to be replaced with Hardi



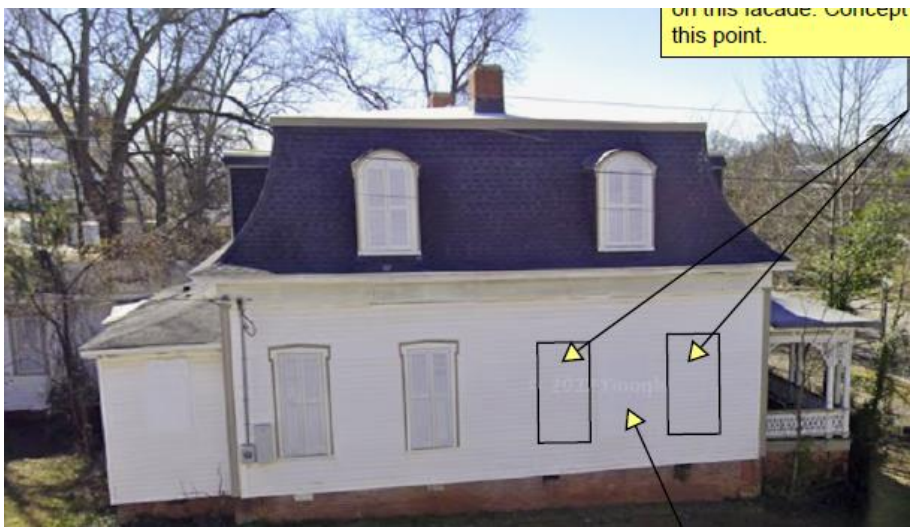
Install new TPO roof on top



**Replace asphalt shingles. Install Hardi on dormers
And metal drum caps with standing seam**



Current window configuration w/one window covered



Proposed new window configuration



Enclose rear windows to allow for restrooms



Current concrete ramp on rear



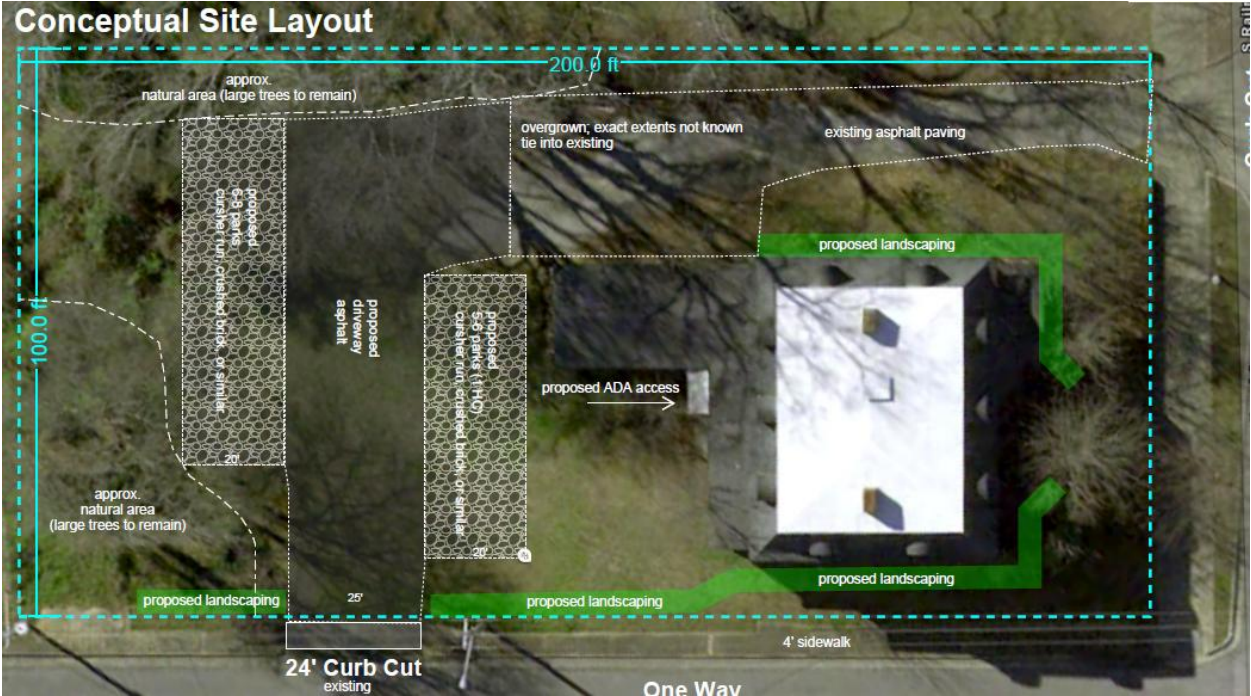
Dilapidated shed in rear of property-remove and clean area



Approximate location of widows walk/cupola



Example widows walk and cupola



Conceptual landscaping, parking, and driveways

Staff recommendation:

1. Staff recommends approval of replacing vinyl and wood siding with smooth Hardie Plank. New Hardie siding should have the same profile and reveal as the current wood siding. All architectural details shall be preserved and remain in place.
2. Staff recommends approval of removing tin/wood barricades and enclosing crawl space with brick to match existing brick foundation.
3. Staff recommends approval of replacing wood front steps with Hardi or wood.
4. Staff recommends approval of removing all overgrown plants and replacing them with new landscaping.
5. Staff recommends approval of installing all new roofing with same materials currently in place. Staff recommends approval of removing shingles from side of dormers and installing Hardi siding and metal drums with standing seam.
6. Staff recommends approval of removing window currently in place and installing two new windows in same style and trim to add symmetry and allow for interior buildout. Staff recommends approval of operatable wood shutters. Applicant to return with window specs prior to installation.
7. Staff recommends approval of enclosing rear window (previously a porch) to allow for interior buildout.
8. Staff recommends new ADA ramp meeting code. Applicant to return with design review prior to installation.
9. Staff recommends approval of new widows walk or cupola based on historic photos. Applicant to return with design for review prior to installation.
10. Staff recommends approval of demolishing shed in rear of property.
11. Staff recommends approval of asphalt drive onto property and graveled parking.
12. All HPC approvals are contingent on both site plan and landscaping review and approval by the Planning Department.