

CITY OF HAMMOND HISTORIC DISTRICT COMMISSION

DESIGN GUIDELINES

2015 Historic District Design Guidelines Update Participants



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1. INTRODUCTION



Courtesy Hammond Historic District Commission.

HAMMOND HISTORIC DISTRICT

Historic resources contribute to the sense place, identity, and cultural heritage of the community. They are an integral part of the quality of life and economic stability of vibrant communities. Hammond's twenty block historic district is evidence of this.

When Hammond's historic preservation ordinance was adopted in 1978, downtown Hammond, like many other cities across the country, was suffering from the effects of economic decline and suburban migration. Photographs from the 1981 standing structures survey of downtown reveal many vacant storefronts and boarded up windows.

Today, the same historic district buildings boast restaurants, coffee shops, clothing stores, professional offices, and many other businesses. This success has come through the hard work of many residents and business people with the support and guidance of the Historic District Commission, the Downtown Development District Authority (formed 1987), and the Main Street Program (since 1986). All of these people realized the inherent value of Hammond's historic building stock and by preserving it, secured the bright future that Hammond's downtown has today.

The 2015 revision of the historic district guidelines is intended to facilitate the continued preservation of Hammond's historic resources by offering clear graphics and wording. The expanded wording is meant only to elucidate the meaning of existing guidelines. The intent of the guidelines remains the same: ensuring the retention of Hammond's historic built environment for the benefit of its current residents and future generations.

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PURPOSE OF DESIGN GUIDELINES

The purpose and intent of these historic district design guidelines is to ensure that Hammond's historic fabric is preserved for the enduring benefit of the city and its residents.

This is the central historic preservation policy document for the City Hammond, Louisiana. The wording in this document provides the official current guidance on work to all historic district properties and overrides any previous versions of the design guidelines. It is the intent of these guidelines to encourage the continued use, enjoyment, and adaptation of Hammond's historic resources through appropriate work that respects and retains historic character and material. These guidelines are about the future of Hammond as much as they are about its past.

Replacement of a few columns, windows, or siding with synthetic modern equivalents of similar appearance may not seem like it would have a significant impact on a historic environment, but every loss of historic fabric adds up. Incremental and continuous replacement of historic features can ultimately result in the loss of the historic character and feeling of a whole neighborhood.

Often, we are not stirred to protect historic places until total loss is imminent or a disaster occurs, but it is always better to plan than to react. Properties within and facing the historic district have been collectively recognized as places of historic significance to the city and its residents. These design guidelines are a tool of proactive planning for the protection of those significant places.

USING THIS DOCUMENT AND UNDERSTANDING ITS PHILOSOPHY

This document is organized into separate sections regarding various building and site elements and materials. Thereby, property owners and commission members can quickly reference guidelines pertaining specifically to a given project. However, all of those guidelines may best be understood as falling under one very simple philosophy: historic fabric should be retained and preserved to the fullest extent possible. Below is the best order in which to approach work. Always maintain; then if needed repair; and if replacement has become absolutely necessary, it should be "in-kind", meaning that the materials, dimensions, and design match the original.

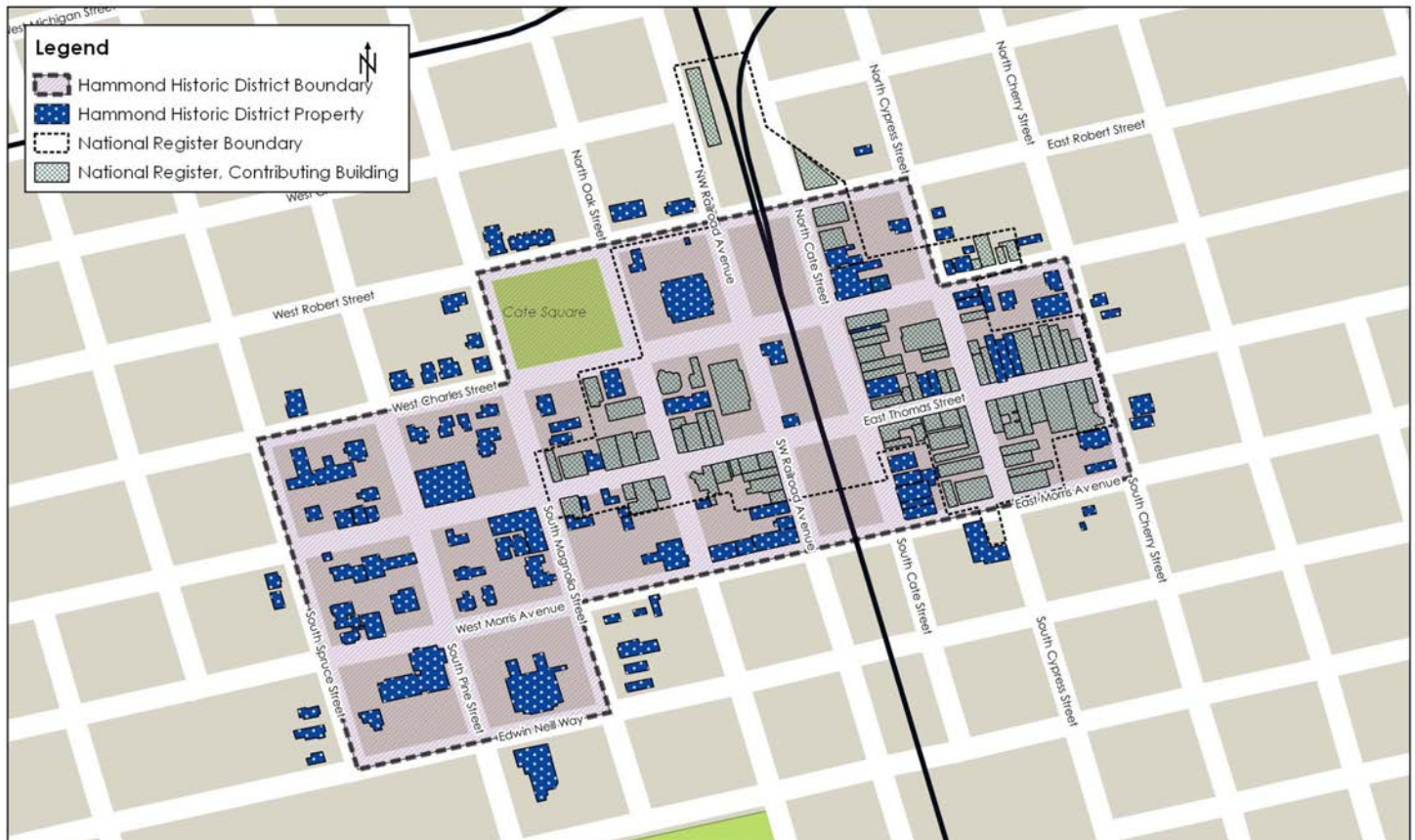
- 1. Maintain**
- 2. Repair**
- 3. Replace In-kind**

When planning work on a historic building, it is best to think "First, do no harm." A key consideration in any work on a historic building is the degree of its reversibility. Permanent alterations are always to be avoided. If the work will permanently remove historic material from the building, as in replacing all the windows, then it will clearly not be in compliance with these guidelines. If the work seeks to preserve and repair the existing building materials with routine maintenance using appropriate materials, then it will be in compliance. What those appropriate materials and methods are is often not well-understand and what this document aims to illuminate.

CONTRIBUTING AND NONCONTRIBUTING PROPERTIES

In addition to the Hammond Historic District established by city ordinance, Hammond also has a National Register of Historic Places listed historic district. These two different types of districts have different boundaries and different impacts on properties within. The following map shows the overlay of the two boundaries and identifies those properties which were designated as contributing to the National Register district.

Hammond, Louisiana - Municipal and National Register Historic Districts



As stated in the city ordinance:

The Hammond Historical District shall have for its purpose the promotion of the educational, cultural, economic, and general welfare of the public through the preservation and protection of all such buildings, sites, monuments, and structures of historic interest or importance through their protection, maintenance, and development as historic landmarks and their recognition as such in the history and traditions of the state and nation; to establish and improve property values; and to foster the economic development of the areas affected.

Simply put, all properties within the Hammond Historic District and directly facing it must comply with the historic district design guidelines outlined within this document. National Register designation places no additional or separate design guidelines on a property. National Register listing is primarily an honorary designation and has the added benefit of making the contributing income-producing properties eligible for potential Federal tax incentives. A building's designation as noncontributing does not exclude it from the application of the city's design guidelines. Each case must be evaluated on an individual basis to determine how any proposed work will impact the property as well as adjacent properties and the streetscape as a whole. As with contributing properties, retention of original building fabric is always encouraged. For the few properties that were considered noncontributing to the NR district because of alterations, restoration of the original features and materials would be welcomed and could make the property eligible to become a contributing property to the National Register Historic District. Property owners should contact the State Historic Preservation as early in the project planning process as possible to determine if Historic Preservation Tax Credits could be applicable. See next section.

FINANCIAL ASSISTANCE

There are several programs which can make preservation projects more financially achievable for property owners.

The Downtown Development District (DDD) Façade Grant Program

The Façade Grant Program was established to encourage the renovation of the district's existing buildings as well as promote and encourage new business. The Façade Grant awards are not to exceed \$2,000 and must be matched dollar for dollar by the recipient.

Grants are awarded for tangible and permanent façade improvements, inclusive of the following:

- ☐ Restoration/Renovation of building front
- ☐ Awnings
- ☐ Painting
- ☐ Lighting
- ☐ Facades, which may include front, side, and/or rear, if highly visible from a thoroughfare, may be eligible for a grant.

Although routine maintenance does not qualify for reimbursement, a significant visual improvement to the façade of the building may be approved at the discretion of the DDD board.

Please note: Signage does not apply.

OVERVIEW OF RESTRICTIONS

- ☐ Property for which Façade Grants are being applied, must be commercial and within the DDD.
- ☐ Projects within the Hammond Historical District must submit a signed approval and acknowledgement of the Hammond Historical District Commission.
- ☐ All DDD ad valorem tax assessments must be current.
- ☐ Projects must be completed ninety (90) days prior to the filing of the Façade Grant Application, or ninety (90) days after the awarding of the Façade Grants. (Unless otherwise approved.)
- ☐ Members of the DDD board will not be eligible to receive grants.

Please contact the DDD office – 985-277-5680 or 985-974-2065 for an application and complete guidelines.

Tax Credits

Tax credits are available for qualified restoration projects on designated historic properties. The state of Louisiana allows for a 25% tax credit on all qualified projects of \$10,000.00 or more on either residential or commercial buildings. A federal tax credit of 20% can be taken on substantial qualified restoration projects on income-producing properties.

<http://crt.la.gov/cultural-development/historic-preservation/tax-incentives/index>

Tax Abatement Program

Under normal circumstances, if an owner improves, renovates or adds on to a building, the assessed value goes up and so do the property taxes. Under Louisiana Restoration Tax Abatement Program, the assessed value and the property assessment can be frozen at the pre-improvement level for five years, resulting in substantial tax savings. In many parishes, the RTA can be renewed for an additional five years. In addition, this program can be used in combination with the federal historic preservation tax credit program, resulting in even more substantial savings. It should be noted that the tax relief provided by the Restoration Tax Abatement Program is not automatic; rather it must be granted by the local taxing authority, generally the municipality and the Louisiana Board of Commerce and Industry.

What Properties Qualify: The tax abatement program is available for buildings individually listed in the National Register of Historic Places or buildings that are considered historic components of Register districts. It is also available for existing buildings in downtown or economic development districts. It should be noted that, unlike the federal historic preservation tax credit program, the state tax abatement program can be used both for commercial structures and owner-occupied private homes. Improvement projects proposed for historic buildings (i.e., listed individually on the National Register or historic components of Register districts) must be approved by the Louisiana Division of Historic Preservation.

<http://www.opportunitylouisiana.com/page/restoration-tax-abatement>

Applying for a Certificate of Appropriateness

As stated in the Unified Development Code# 14-5364 Article 8.1.11. - Submission of plans for exterior changes to commission: Before the commencement of any work in the erection of any new building or in the alteration or addition to, or painting or repainting or demolishing of any existing building, any portion of which is to front on any public street or alley in the Hammond Historical District, application by the owner for a permit therefore shall be made to the commission, accompanied by the full plans and specifications thereof so far as they relate to the proposed appearance, color, texture or materials, and architectural design of the exterior, including the front, sides, rear and roof of such building, alteration, addition and any outbuilding, party wall, courtyard, fence or other dependency thereof.

Note: If any details of a project change after a Certificate of Appropriateness is granted, the applicant must notify the Historic District Commission of the proposed changes and receive approval before proceeding.

Some projects do not require appearance before the Historic District Commission. After inquiry with the Administrative Officer of the Historic District Commission, certain minor works and repairs may receive a letter affirming “no need to apply” The process for presenting work plans to the Historic District Commission and receiving a Certificate of Appropriateness is represented on the facing page. Application examples and an application checklist are included in the appendixes of this document.

IMPORTANT: This process only assures compliance with Article 8: Historic Preservation. Further permitting may be required. All work must meet all applicable codes and applicants are advised to check with all relevant city departments.

Enforcement

Per Article 8: Historic Preservation of the Unified Development Code #14-5364, Article 8.1.8 - Commission enforcement powers; criminal penalty; continuing violations: (a) The historic district commission shall have the power to institute suit in any court of competent jurisdiction to prevent any unlawful action in violation of the provisions of Chapter 16 of Title 25 of the Louisiana Revised Statutes, as amended from time to time, or of any of the rules and regulations adopted by the commission in conformity with it.

(b) Any owner, agent, lessee, or other person acting for or in conjunction with him, who shall violate the ordinance or law or rules, regulations, or decision of the historic district commission, shall for each offense be fined not less than fifty dollars (\$50.00) nor more than one hundred dollars (\$100.00), or suffer imprisonment for not more than thirty (30) days, or both fine and imprisonment. Any owner, agent, lessee, or other person acting for or in conjunction with him, who shall demolish a structure or edifice without having been issued a certificate of appropriateness shall be fined a single fine of not less than one thousand dollars (\$1,000.00).

(c) For violations other than demolition without a certificate of appropriateness, each day that a violation continues shall constitute a separate offense.

Certificate of Appropriateness Flow Chart



2.EXISTING BUILDINGS



Courtesy of Center for Southeast Louisiana Studies, Southeastern Louisiana University.

USING THIS CHAPTER

This chapter addresses work on existing buildings. Any and all work on the exterior of an existing building within the Hammond Historic District must be presented to the Historic District Commission Administrative Officer for approval. The Administrative Officer will determine whether the project needs to be presented to the Historic District Commission or may proceed as described without further review.

The intent of all of the guidelines within this chapter is to ensure the preservation of Hammond's historic building fabric and avoid irreversible alterations. The chapter is organized into sections covering elements and materials found in existing buildings, plus other project considerations. More than one section is likely to apply to any given project and all pertinent sections should be referenced. For example, the "Windows and Doors," "Wood," and "Paint" sections each contain relevant information for a project addressing existing wooden windows.

Each section begins with a brief overview of the element, material, or other topic, followed by the applicable guidelines. In recognition of the inherent tie between historic preservation and sustainability and to encourage sustainable practices in building projects, many of the sections also include a note about sustainability.

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ROOFS

Overview

Roofs literally stand above all else in ensuring the preservation of a building's structure. They form the top of the building envelope and primarily function to keep the building dry. Maintenance of the roof is essential to protecting the building and avoiding demolition by neglect, which is strictly prohibited as outlined by the Unified Development Code #14-5364 Article 8.1.20 .

Roofs are defined by their forms and their materials. Gable and hip are the common roof forms of residential buildings. Whether they are low in slope, or steep, they are the crown of the building and as important to its historic appearance as to its material integrity. Among Hammond's commercial buildings, flat roofs prevail. When surrounded by a parapet (a low extension of the wall above the roofline) the roof disappears from view. Even this removal from view is essential to the historic architectural design of the building. The addition of a sloped roof to historically flat roofed building is as defacing as the replacement of a sloped roof with a flat roof.

Eaves are another key feature of roof design. Deep eaves characterize some architectural styles, while others feature shallow eave lines. Changing the depth of an eave adversely affects the historic character of a building and is to be avoided.

Hammond's historic roofing materials include wood, terracotta tile, metal, and tar. Asphalt and asbestos tile are later materials commonly found in the historic district. Because roofs serve the function of protecting the building structure from the direct assault of rain and sun, they suffer the deteriorating effects of these elements directly. It is expected that all roofing will have to be replaced at some point. How many years it will survive before requiring replacement depends on the material. Slate and tile roofs have the longest lifespan and also the greatest architectural impact. Therefore, these materials should be considered character defining aspects of the roof to be preserved or replaced in-kind to the fullest extent possible.

Asphalt composition shingles are by far the most common existing material on sloped roofs. For most buildings, this is not the original type of roof. The asphalt shingles will never look exactly like the original material, but care should be taken to choose a product or a color and appearance that is compatible with the historic character of the building. Imitation of materials that would not have originally been applied to the building is to be avoided.

Sustainability Note

Natural materials are often the more sustainable choice because they require less processing, however life cycle, and transportation are also part of the equation when considering environmental impact. Slate and terracotta both excel in terms of the materials that go into them and their longevity after production and installation.

Asphalt shingles are a less natural choice, but often a more economically feasible and popular. It should be understood that not all asphalt shingles are the same, however in relation to environmental impact. There are now many "cool roof" asphalt shingles on the market. These products are engineered to provide a high level

of solar reflectance which translates into cooler attic temperatures and cooler overall house temperatures, which is certainly desirable in southeastern Louisiana. Most of these products come with an Energy Star rating. Residents are encouraged to use sustainable building materials, but as with any other shingle, the color and appearance must be approved by the historic district commission. For discussion of solar panels on roofs, see the utilities retrofit section.

Flat roofs (roofs with such a low pitch that they are nearly flat) are typically covered with rolled asphalt roofing or built up tar or asphalt and aggregate. Though built-up roofing has been in use since the 19th century, copper and terne plate were also used historically on flat roofs, particularly in smaller residential applications.

Terne is not a familiar roofing product today, but there are contemporary terne products available. Old terne roofs were composed of a lead and tin alloy coating over steel plates. Today's terne uses zinc instead of lead and is a safe, environmentally sound, and durable material.

Because flat roofs are generally not visible from the public way, the appearance of their replacement materials does not have the same impact on the historic character of the property and surrounding area. Therefore most replacement roofing materials are considered acceptable for flat roofs.

Sustainable options that may be considered for flat roofs are cool roofs and living roofs. Unlike for sloped roofs, lighter material cool roofs may be acceptable for flat roofs as long as they are not visible from the public way. Cool and living roofs can be particularly beneficial in terms of energy savings for large flat-roofed commercial buildings. Living roofs may be acceptable options for flat roofs if the vegetation is carefully selected to be discreet and does not detract from any public view of the historic property. Living roof projects should only be undertaken with consultation from an expert because the load the plant materials will impose on the structure needs to be carefully calculated. Likewise, plant materials and their future maintenance needs must be planned with the utmost care.

Care and Maintenance

Appropriate ways to preserve roofing include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Repair leaks promptly to limit subsequent damage to the roof and building.
- Provide temporary protection to a leaking roof before repairs.
- Clean gutters and downspouts regularly.
- Eliminate any vegetation that may cause deterioration of the roof, the gutters, or the downspouts by cutting back branches and vines.
- Replace deteriorated flashing with first quality flashing.
- Inspect the roof sheathing from the attic for signs of insect infestation or moisture damage.
- Provide adequate ventilation of the attic space to prevent condensation.
- Provide adequate anchorage for roofing materials to guard against wind and moisture damage.

GUIDELINES FOR ROOFS

1. The original shape, line, pitch, and overhang of historic roofs must be retained. The majority of Hammond's historic commercial buildings are rectangular with a very slightly sloped roof. Roofs retaining their original shape are to be maintained, and where roof shapes have been altered, restoration to the original shape is encouraged. Most roofs appear flat on commercial buildings in Hammond, with only enough slope to allow for proper drainage. Sharply sloping roofs are not permitted for replacement of flat roofs.
2. All architectural features that are character-defining elements of the roof, such as parapets, cupolas, chimneys, dormers, cornices, brackets, and turrets must be preserved and retained.
3. Historic roofing materials must be preserved and retained whenever possible. If replacement is necessary, new material that matches the historic material in composition, size, shape, color, pattern, and texture shall be used. Re-roofing a house with similar materials is generally considered a Minor Work that can be approved by City staff with a MW-COA. Substitute roofing materials may be considered if the original material is not technically feasible or if the roof was replaced with a non-historic material, such as asphalt shingle prior to designation of the district. Greater latitude in roofing material choice shall be extended for re-roofing of flat roofs not visible from public way.
4. Non-historic functional appurtenances such as roof ventilators, solar attic fans, satellite dishes, and solar collectors must be located on non-character defining and inconspicuous locations where they will not be noticeable from the street. It is not appropriate to locate them on front or street elevations. The construction of aerials or antennas of any type within the historical district are prohibited without the express approval of the historic district commission.
5. Roofing materials that were historically not coated should not be painted or coated.
6. Concealed, or built-in gutters should generally not be replaced with exposed gutters.
7. New roof features, such as skylights and dormers must be installed on a discrete slope of the roof hidden from the public in a manner that avoids loss or damage to historic features and minimizes the impact on the historic character of the property. The use of tubular or tunnel skylight is encouraged because these designs maximize light delivery to the interior with minimal disruption to the structure.
8. Vents, including soffit vents and low-profile ridge vents must be installed in a manner that does not diminish the original design of the roof or destroy historic roofing materials and details.
9. Historic chimney flues should be retained and preserved. Open chimney tops may be protected from animals, debris, and rain by the installation of discrete, low profile vented caps or screens. Concrete caps should be avoided because they contribute to moisture issues in chimneys by restricting air circulation.
10. If new gutters and downspouts are necessary, they must be installed so that no original architectural features of the structure are damaged or lost. Replacement gutters and downspouts should be coated with paint or a baked-enamel finish in a color appropriate to the color of the house, unless they are made of copper. They shall match historic size and profile whenever possible.



Walls, Trim, & Cornices

Overview

The pattern, the scale, the texture, the color, and the detail of historic wall materials provide distinctiveness and scale to buildings. Details such as corner boards, brackets, and quoins, also add character to historic building exteriors. The heart of Hammond's historic district is commercial. Commercial buildings from the late nineteenth and early twentieth centuries display a variety of façade treatments. These buildings used their exterior appearance to advertise and entice would be patrons and customers. Thus, more so than in residential designs, each building became an independent statement. As noted by Richard Longstreth in *The Buildings of Main Street: A Guide to American Commercial Architecture*, "The commercial center became a collage, a panoply of competing images embodying the rivalry of the marketplace." Thus the preservation of the great variety of materials, textures, and details of Hammond's historic storefronts is essential to the preservation of Hammond's character.

Traditional materials used were clear glass, brick, wood and decorated pressed iron and tin. It is encouraged that the use of these materials, rather than materials developed after the date of construction, be used in restoration or rehabilitation of a building. Use of aluminum or vinyl siding, smoked glass, mirrored glass, and wood shakes on storefronts or facades shall not be permitted. Facades finished in decorative metal are extremely difficult to replace and should be preserved if at all possible. Recent additions obscuring these facades should be removed taking care not to destroy what pressed metal may remain underneath.

Remaining original storefronts should not be altered, but rather repaired and preserved. Restoration of storefronts that have been altered is encouraged provided that enough original material and documentation remains to make the restoration feasible without substantially recreating a long removed incarnation. Storefronts that were substantially remodeled more than fifty years in the past should be respected as historic changes. In these cases, where the overall design dates from an interim remodeling and this remodeling enhances the historical character of the Hammond Historic District, restoration should conform to the period of remodeling and not the date of construction. In this manner, the Historic District will continue to reflect a dynamic history rather than attempting to return to a set period of time. The latter is never possible, nor is it desirable as it would falsify the actual evolution of the town's built environment.

Although the core of Hammond's Historic District is commercial, its residential buildings are no less important to the character of the town. Small and large, elaborate and plain, the individual houses and multiple-unit dwellings of Hammond represent the gamut of American architectural styles, plans, and forms dating from the late nineteenth century through the twentieth century. As with their commercial counterparts, their remaining materials, details and overall design are essential parts of the district's collective character. Plain wood weatherboards, novelty wood weatherboards, wood shakes, stucco, and brick are all a part of Hammond's residential material palette.

Less common, but also dating to the historic period is asbestos siding. Asbestos shingles are a durable material and do not pose a health risk in place. When they are removed, however, proper containment and disposal of the hazardous material must occur. Therefore, for health and expense factors, as well as for preservation of the

historic character, it makes sense to retain asbestos shingles. Broken shingles may be individually replaced. If a stock of extra shingles was not maintained on the property, good matches for replacement can generally be found through online sources

Care and Maintenance

Appropriate ways to preserve exterior walls, trim, and cornices include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Inspect walls regularly for signs of deterioration or moisture damage.
- Keep all joinery adequately sealed to avoid moisture damage.
- Maintain a sound paint film on all elements that were traditionally painted.
- Eliminate any vegetation that may cause structural damage, or that may hinder ventilation and surface drainage, thus inviting damage from moisture, mildew, fungi, or insects. (Apply directly to plant materials, being sure that spray or drips do not contact building materials as this can introduce soluble salts and be deleterious.)
- Maintain gutters and downspouts to avoid moisture damage to walls.
- High pressure washing is strongly discouraged as it can readily dislodge and damage historic fabric.
- Waterproof coatings and other coatings with low vapor permeability are not recommended because they often trap moisture within the building materials promoting, rather than preventing deterioration.

GUIDELINES FOR EXTERIOR WALLS, TRIM, & CORNICES

1. The original shape, form, height, materials, and details of historic exterior walls must be preserved to the fullest extent possible. This includes all architectural features that are character-defining elements of exterior walls, such as bays, cornices, storefronts, arches, quoins, corner boards, and brackets.
2. The removal and replacement of sound historic material is strictly prohibited.
3. If replacement of a wall element or detail is necessary due to irreparable deterioration as determined by a preservation professional, replacement must be limited to just the deteriorated element or portion of the element.
4. If replacement of any aspect of an exterior wall is determined by a preservation professional to be necessary, the replacement material(s) must match the historic materials in composition, size, shape, color, pattern, and texture to the fullest extent possible. Substitute materials should only be considered if the original materials are not technically feasible. Fiber cement siding may be considered in select situations if it matches the original wood exactly in dimensions and profile, however the use of wood is always preferred and must be considered first. Applications for use of alternative materials must present a comparison with the use of the original material and reasons for selecting a different material.
5. New vents and mechanical connections through historic walls must be located on non-character defining walls or inconspicuously on side or rear walls where they will not be visible from the street.
6. New wall features, such as vents, bays, and door or window openings, must not be introduced if they would diminish the original design of the wall or damage historic wall materials.
7. Unpainted wall materials that were historically not painted or coated shall not be painted or coated.
8. Waterproof coatings and other coatings with low vapor permeability shall be avoided because they often trap moisture within building materials, promoting rather than preventing deterioration.

GUIDELINES FOR EXTERIOR WALLS, TRIM, & CORNICES (continued)

9. Brick, cast stone, wood or other historic cladding material and trim may not be replaced or covered with a substitute cladding materials such as aluminum siding, vinyl siding, or brick veneer. It is never acceptable to remove and replace sound historic siding, trim, or features.
10. If 50% or more of the existing artificial siding on a structure, element (porch, garage, balcony, entryway), or combination thereof is deteriorated to the degree of needing replacement, the artificial siding shall be removed completely and the original material, if present shall be restored. If there is no surviving original clad-

ding or if the remaining materials are determined by a historic preservation professional to be deteriorated to the point of being unsalvageable, replacement with an alternate material may be considered. Alternative cladding material may be considered only if it matches the original exactly in dimensions and profile, however the use of historic materials is always preferred and must be considered first. Applications for use of alternative materials must present a comparison with the use of original material type and reasons for selecting a different material.





WINDOWS AND DOORS

Overview

Often called the eyes of the building, windows - perhaps more than any other element - define a building's expression. Their number, size, rhythm of placement, and particularly their design and materials contribute significantly to a building's historic character. Along with doors, they are also particularly indicative of stylistic periods. Both wood and metal frame windows and doors are found in Hammond's historic buildings. Clear glass and to a far lesser extent, stained glass appears in both windows and doors.

Sustainability Note

These openings in a building's exterior also provide opportunity for natural light and ventilation. In this way, historic windows, doors, and shutters are sustainable design features that can facilitate energy savings when maintained properly. Historically, wooden blinds or shutters were functional as well as decorative. Shutters, particularly louvered shutters, were used to control the entry of light and air into historic interiors. With louvers angled to omit solar radiation while channeling air inside, shutters are very effective cooling devices.

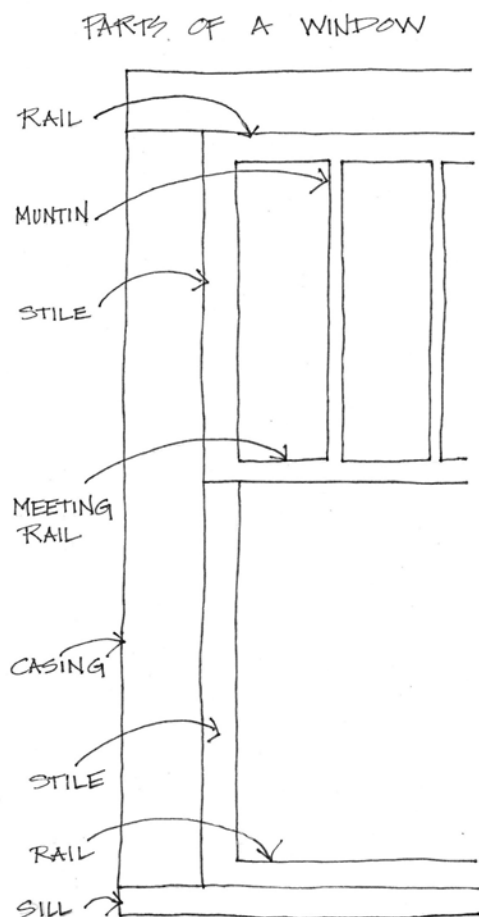
Building owners often seek replacement windows in the belief that they will conserve energy. For this reason, some facts about the actual thermal performance of historic wooden windows versus new replacement ones are worthy of note. Contrary to many manufacturers' claims, the actual payback of a replacement window could be as long as a century. This is because the way that manufacturer figures are shaped does not reflect many of the realities of heat loss in actual buildings. Heat loss through both historic and replacement windows primarily occurs because of air infiltration where window sashes meet each other and their casings. However, manufacturers of new windows like to focus on the thermal performance of the glass. Likewise, the role of windows in the thermal performance of the entire building is over emphasized. Insulating an attic will achieve far greater energy saving than replacing windows and it does not adversely affect the historic building. For detailed discussion and research results regarding energy and windows, see *Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement* (http://www.preservationnation.org/information-center/sustainable-communities/green-lab/saving-windows-saving-money/120919_NTHP_windows-analysis_v3lowres.pdf).

While replacement windows are not an appropriate way to conserve energy in a historic building, there are steps that property owners can take to ensure that their mechanically cooled or heated air – and their money along with it – isn't quite literally flying out the window. The first way to make sure that windows aren't energy sieves is to keep them well maintained. Keeping windows well-painted and glazed will go a long way to making sure they resist heat loss or gain. Another important and overlooked aspect of window weatherization is making sure that they close properly and hardware works. If windows don't close completely, remove old paint build-up that may be hindering them and remedy any other defects. Meeting rails of double hung sash should align. Once closed, make sure that the window lock works to keep the window unit fully closed.

Storm windows are an extremely effective way to improve thermal performance at window openings. By adding to the window unit another layer of glass with an air pocket between, storm windows act much like the insulated

glass of replacement windows. In addition, they too can be fitted with low-e glass or existing glass can be laminated. Today, there are many storm windows that are manufactured specifically for historic buildings. An internet search for “storm windows for historic buildings” will produce several manufacturer websites. Unlike the protruding triple track storm windows that many of us are most familiar with, low-profile storm windows with narrow frames can appear nearly invisible when installed. Storm windows can also be installed on the interior to avoid any exterior diminishing of historic character altogether.

Storm windows also offer protection from the weather. A primary window that is protected by a storm window will require far less maintenance than an exposed one. Window screens add to the function of windows by keeping insects out while letting fresh air in. Both storm windows and window screens have been in use in the United States since at least the nineteenth century. They were particularly common building features in the first half of the twentieth century, before the advent of air-conditioning and more efficient heating systems. With the use of storms and screens, homes were more comfortable in all seasons. The storm and screen windows of this era differ from the metal triple-track storm and screens of the later part of the century. In the early twentieth century, storm windows and screens were typically simple wooden frames with rails that aligned with the meeting rail of the double-hung windows. They were sized to fit exactly into the window casings and secured with hardware that allowed them to be switched seasonally. Screens like this can still be found in the district and on other historic properties in the city. Storm windows of this vintage – if they survive – are more likely to be found stored in a garage or attic than on a building. New versions of this style of storm window are also available today. See the windows chapter of the book *Green Restorations: Sustainable Building and Historic Homes* by Aaron Lubeck for some examples of storm window applications. Standard triple track storm windows exist on some buildings in the district. These are not preferable because their deep profile does change the appearance of the windows, but they are acceptable as long as their division aligns with that of the historic window. There are many variables in storm windows and selection should depend on how they will be used in conjunction with operation of the window and how they will impact the building. Finally, one other very simple way to insulate windows is to hang a curtain. There are heavy insulating curtains on the market, but even lighter fabrics will help prevent heat transfer through windows.



Care and Maintenance

Appropriate ways to preserve windows, doors, and shutters include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Maintain a sound paint film on all wooden windows and doors.
- Maintain caulking and glazing putty to prevent air or water infiltration around glass.
- Weatherstrip windows and doors if appropriate to prevent moisture and air infiltration.
- Check sills and thresholds to ensure that water runs off and does not collect.
- Monitor the condition of wooden windows and doors.
- Keep hardware in operable condition.
- Replace cracked glass with glass or same color, thickness, vintage and /or type of manufacture.

GUIDELINES FOR WINDOWS AND DOORS

1. Original windows, doors, and shutters must be retained and preserved to the fullest extent possible. This includes all wood and metal sash, glass, and hardware.
2. Openings and details of windows and doors, such as trim, casings, lintels, sills, and thresholds must be retained and preserved to the fullest extent possible.
3. Original windows, doors, and associated elements should be repaired by dutchman repairs (infill that replaces only the damaged area and uses the same material), consolidating, or otherwise reinforcing deteriorated sections.
4. If replacement of a piece of a window or door element is necessary, only the deteriorated portion should be replaced while all else must be retained. The replacement section must match the original in size, scale, proportion, profile, materials, and detail.
5. If replacement of an entire door or window is required because of total loss or irreparable deterioration as determined by a preservation professional, the replacement must match the original exactly in profile, dimensions, finish, and etc. Replacement of windows and doors with stock items that do not fill the original openings or duplicate the unit in size, material, and design is not permitted.
6. Replacement of absent shutters must be sized to window openings. Replacement shutters must match the appearance, size, design, proportions and profiles of the historic shutters. Comparable detailed drawings of both the historic and proposed replacement shutters shall be reviewed. Documentary, physical, or pictorial evidence shall substantiate replacement of missing shutters. If the proposed shutters are made of a material other than wood, the applicant shall submit detailed drawings as described above, manufacturer's literature, and a sample of the proposed shutter.
7. Historic storm windows, screens, storm doors, and screen doors should be retained and preserved.
8. New storm windows for thermal improvement are encouraged. They must be "full view" or "broken" in an unobtrusive manner. They must be installed so that existing windows and frames are not damaged or obscured. Any major horizontal or vertical dividing bars of the storm windows shall be aligned with the horizontal or vertical dividers of the windows and frames. On double hung windows, the horizontal dividers of the storm windows must align with the meeting rails of the window sash. The finish should be a color appropriate to the color of the building.
9. New storm or screen doors should incorporate full glazed panels in to maximize the view of the existing door. Storm or screen doors must be installed so that the existing door and frame are not damaged or obscured. Storm or screen doors should be painted to match the building or trim.
10. If fabric window or door awnings are historically appropriate, install them so that architectural features are not concealed and historic materials not damaged. Select colors appropriate to the color of the building. Aluminum window awnings are not recommended. See separate awnings and canopies section for further discussion of commercial type awnings.
11. Transparent glazing in windows or doors may not be replaced with tinted glazing.
12. Transparent or translucent glazing shall not be painted except with temporary signage. See signage section for details.
13. Application of low-e coatings is permitted as long as it is clear, not tinted.
14. Existing window or door openings must not be filled or altered if it would diminish the historic character of the building. It is not appropriate to replace or cover glazing with plywood.
15. New windows or doors must not be introduced where they would diminish the original design of the building or damage historic materials and features. New windows and doors must be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and details.
16. Front doors or matching storm or screen doors that were historically stained or varnished shall not be painted unless they have been so substantially patched as to destroy the natural appearance of the wood.

Window Realities

HISTORIC WINDOWS vs. REPLACEMENT WINDOWS

Historic windows are often maligned as energy wasters while replacement windows are touted as money savers.

Here are some facts that reveal a different story.

MATERIALS & DESIGN



EMBODIED ENERGY & LIFE CYCLE

Historic



Made up of existing materials that require no use of energy to produce.



Maintenance and restoration involves minimal resource and energy consumption.



With maintenance, the historic window continues functioning indefinitely for the purpose it was made.

Replacement



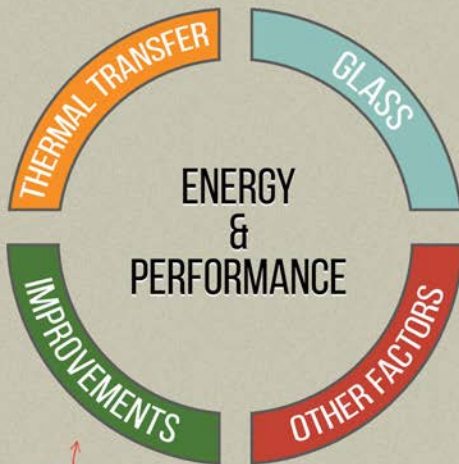
Require manufacturing of new materials, consuming new resources and energy.



They also must be transported to site, consuming more energy.



When a component of a new window fails, the whole window unit will typically be sent to the landfill.



The primary place of thermal transfer for BOTH historic and replacement windows is where sashes meet each other and their casings.²

While a glass pane of a replacement window is superior to that of a historic window, an entire window need not be replaced to improve performance.



SOURCES OF AIR INFILTRATION

OTHER - 48%
WINDOWS - 10%
DOORS - 11%
WALLS/CEILING - 31%



Typically, more heat is lost through the roof of a building than through the windows.³

Storm windows and lamination are effective thermal improvements for historic windows.

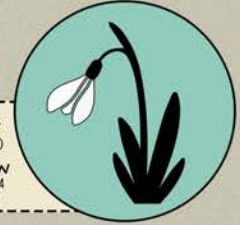
Curtains and awnings are simple, traditional means of curtailing solar gain and thermal transfer.



LIFE EXPECTANCY



Historic windows can last for centuries.



Up to one third of all windows being replaced are less than 10 years old. Typically, new window warranties are just 20 years.⁴

“Some more established historic districts are now seeing replacement windows actually lower property values.”
- AARON LUBECK, GREEN RESTORATION SPECIALIST

TAX INCENTIVES

For HISTORIC WINDOWS

For REPLACEMENT WINDOWS



Historic Rehabilitation Tax Credits (Federal)

20% for substantial projects on income-producing properties.

+ more credits at state level.



Energy Star (Through the EPA.)

10% of window cost capped at \$200.⁵

Does NOT apply to installation costs.

THE BOTTOM LINE

Retaining your historic windows can save money, natural resources, and a valued part of your historic building and neighborhood.

SOURCES

- <http://thecraftsmanblog.com/choosing-rot-resistant-wood/>
- Walter Sedovic and Jill H. Gotthelf, "What Replacement Windows Can't Replace: The Real Cost of Removing Historic Windows," *APT Bulletin: The Journal of Preservation Technology* 36, no.4 (2005), 27.
- Aaron Lubeck, *Green Restorations: Sustainable Building and Historic Homes* (British Columbia: New Society Publishers, 2010), 157.
- Lubeck, 175.
- http://www.energystar.gov/index.cfm?c=windows_doors.pr_taxcredits



AWNINGS AND CANOPIES

Overview

Hammond's commercial district has displayed a variety of awnings since its early years. The use of flat, solid-material canopies held by metal chain or bar supports, although of a later period, also has historical precedence. Both are essential features of the district's historical character. They are also functional accoutrements that provide shelter from sun and rain to merchandise and people alike. Historic awning and canopy materials include fabric, wood, and metal. Because awnings and canopies are so exposed to the elements, they often require repair or replacement sooner than other elements. It is not unusual for a building to have possessed many canopies and awnings of different materials and designs through the years. Therefore, while replication of existing design and materials is encouraged, there is greater tolerance for changes to many awning and canopies. Historic examples should be used when making an argument for any change to design. Some awnings and canopies are character defining features. Those of the Morgan & Lindsey are one example. Features such as these must be preserved to the fullest extent possible.





GUIDELINES FOR AWNINGS AND CANOPIES

1. All original awnings and flat canopies should be retained and preserved to the fullest extent possible. Original awnings and canopies that are character defining features must be retained and preserved to the fullest extent possible.
2. Where an awning or flat canopy has existed historically, an awning or flat canopy must be retained.
3. If an awning or flat canopy must be replaced, it must be determined whether the design being replaced is character defining. The historic district commission will consider this in the course of review. An awning or canopy that is determined to be character defining must be replaced in-kind (with the same design, dimensions, and all contributing materials and features). Replacement materials may be considered if the difference will not be discernible. Awnings or flat canopies not determined to be character defining may be replaced in-kind or in keeping with other historic examples. For design substitutions, documentation of historic precedent of that design must be presented with the application.
4. Any new designs for awnings or flat canopies must not irreversibly damage or alter the building or obscure character defining architectural features. The awning or flat canopy should be in scale with the building. When placed over the storefront, the awning should not exceed the width of the building façade. So as not to obscure design elements of the upper stories, the awnings should not extend over 1' above the top of the storefront, and should hang no lower than 7 ft. 6 in. over the sidewalk.
5. Retractable awnings shall be permitted as long as they meet all of the above guidelines in that when extended, they match a historic precedent and their installation does not irreversibly alter or damage the building or obscure character defining features. In addition, the appearance when retracted must not detract from the historic character of the building.
6. A wide variety of colors are acceptable for awnings, however very bright colors, and particularly fluorescents are to be avoided because they can distract from the rest of the historic ensemble. In addition, it should be noted that reflections off of the bright surfaces can be disturbing to occupants of second floor spaces in facing buildings.



BALCONIES, GALLERIES, & PORCHES

Overview

Although less common than awnings and canopies on commercial buildings, balconies and galleries also have historic precedent in Hammond. The term balcony refers to second floor porches that are cantilevered from the facade without supporting columns below while the term gallery describes those second floor porches which are supported by posts or columns extending to the ground. The Bank of Hammond was constructed with small iron railed balconies while some buildings featured full-width balconies and still others had full-width galleries. The sparing existence of these features in no way compared to the abundance of galleries and balconies found in New Orleans' French Quarter. Such a density of balconies and galleries and their familiar wrought iron and lacy cast iron railings is contrary to the historic character of Hammond and is not to be imitated. No balcony or gallery should be added where there is not clear documentation that one existed in the historic period.

On Hammond's residential buildings porches are as common as in any Southern town. They wrap Queen Anne houses, yawn out from bungalows, and stretch neatly across the fronts of vernacular cottages. These functional accoutrements are an undeniable part of the district's residential character. Nevertheless, adding a porch or an entrance to a prominent elevation where none existed historically is inappropriate as is creating a false historical appearance through the application of non-original decorative elements or features. Railings that must be added for safety purposes must be closely based on historic precedents. Reconstruction of a missing porch, entrance, or balcony requires accurate evidence of the original configuration and detail. If such documentation does not exist or if reconstruction is not desired, a contemporary design that is compatible with the historic building in height, proportion, roof shape, material, texture, scale, detail, and color is appropriate.

Because the non-historic enclosure of a front porch or balcony alters the historic character of a building so significantly, it is never considered appropriate in the district. For the same reason the enclosure of side or rear porches is discouraged. However, the use of screens or glass storm panels behind or inset between railings, posts, and columns as was done on many porches historically is appropriate.

Sustainability Note

The use of screens or storm glass on a porch can increase its functionality and contribution to climate control of the rest the house. Such applications are encouraged as long as they do not detract from the historic features of the porch and are installed in a reversible manner. Likewise, the installation of fabric awnings over porch bays is encouraged as long as they do not damage historic fabric and have a historically appropriate appearance. The installation of metal awnings on porches is not permitted. See awning section for further discussion.

Appropriate ways to preserve balconies, galleries, and porches include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Maintain the slope of the floor and the steps to ensure that water does not collect but runs off.
- Maintain a sound paint film on all elements that were traditionally painted.
- Check the condition of all wooden elements regularly for signs of water damage or rot.
- Keep wooden joinery adequately sealed to avoid moisture damage.
- Inspect masonry piers or foundation walls regularly for signs of deterioration or moisture damage.

GUIDELINES FOR BALCONIES, GALLERIES, & PORCHES

1. Historic balconies, galleries, and porches must be retained and preserved.
2. All architectural features that are character defining elements of balconies, galleries, and porches including piers, columns, pilasters, balustrades, rails, steps, brackets, soffits, and trim must be retained and preserved.
3. Wooden elements should be repaired by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
4. If replacement of a balcony, gallery, or porch feature is determined by a preservation professional to be necessary, replacement must be limited to only the deteriorated element. Any replacement must match the original in size, scale, proportion, material, texture, and detail.
5. Historic balconies, galleries, and porches material, such as flooring, ceiling board, lattice, and trim, must be retained and preserved whenever possible. If replacement is determined by a preservation professional to be necessary, new material that matches the historic materials in dimension, shape, color, pattern, and texture must be used. Substitute composition materials may be considered with the submission of a sample, but the original material type (wood or other) is always preferred and must always be considered first. Applications for use of alternative materials must present a comparison with the use of the original material type (wood or other) and reasons for selecting a different material.
6. If a historic balcony, gallery, or porch is completely missing, any replacement must be either based on documentation of the historic design or be a new design compatible with the historic character of the building in height, proportion, roof shape, material, texture, scale, detail, and color.
7. The introduction of features to assist people with disabilities must be reversible and must not diminish or damage the original design or materials of the porch or entrance. (See Life Safety and Accessibility section for more information.)
8. Enclosure of front balconies, galleries, or porches with solid walls or other non-historic designs is not permitted.
9. Installation of screens or glass storm windows on porches must not obscure or damage historic features and must be compatible with historic designs.
10. Enclosure of side or rear porches, galleries and balconies visible from the public way is discouraged. If enclosure of a side or rear porch is required for a new use, the enclosure must be designed so the historic character and features of the porch are preserved.
11. Addition of elements or details to a balcony, gallery, or porch in an attempt to create false historical appearance is not permitted.
12. Replacement of wooden porch floors or steps with concrete or brick ones is not permitted.
13. The addition of new balconies, galleries, or porches to primary elevations where none previously existed is not permitted.



FOUNDATIONS

Overview

The foundation ties the historic building to its site, usually raising the body of the structure well above ground level. The height, the materials, the features, and the details of a building's foundation can all contribute to its historic character.

On commercial buildings, foundations are often indistinguishable from the upper walls of the building. The brick or stucco surface is simply continuous to the ground, or sometimes a water table (a projection, molding, or decorative band at the first floor sill level) differentiates the upper walls from the foundation. Foundation walls on residential buildings in the historic district are most typically solid brick perimeter walls or spaced masonry piers with nonstructural brick panels between the piers. Often, decorative metal vents or pierced brickwork provide ventilation through the foundation. Usually, a wooden sill plate rests on the perimeter wall or the piers, connecting the foundation to the wooden framing system for the house. Exposed brick pier foundations support some porches and entrances. Wooden lattice panels often are used between the piers. Substantial plantings screen many foundations from view.

Care and Maintenance

Appropriate ways to preserve foundations include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Provide adequate ventilation of the crawl space to prevent moisture problems.
- Provide adequate drainage of surface water by grading the site away from the foundation.
- If necessary, install drains around the foundation to eliminate surface-water problems.
- Maintain foundation plantings so that they do not hinder adequate ventilation and drainage of the foundation. There should always be a minimum of twelve inches between any foliage and the foundation.
- Eliminate any vegetation that may cause structural damage to the foundation. If use of an herbicide is required, be sure to spray only on vegetation, taking care to protect building materials from any spray or drip.
- Follow the guidelines for maintenance of masonry where applicable.

GUIDELINES FOR FOUNDATIONS

1. The original form, pattern, color, and texture of historic foundations must be retained and preserved.
2. All architectural features that are character-defining elements of the foundation, such as decorative vents and grilles, access doors, lattice panels, water tables, and steps must be retained and preserved.
3. Historic foundation materials must be preserved and retained whenever possible. If repair is necessary, materials that match the historic materials in composition, size, shape, color, pattern, and texture must be used. Substitute materials should be considered only if the original materials are not technically feasible. Applications suggesting use of substitute materials must clearly compare use of desired material with possible use of original materials.
4. New utility and mechanical connections through foundations must be located inconspicuously on side or rear walls where they will not be visible from the street.
5. Unpainted foundation materials that were historically not coated shall not be painted or coated.
6. Previously painted foundations should be painted in dark colors that best reflect the foundation material.
7. Removal of paint from painted masonry foundations is not recommended unless the brick is of high quality and was intended to be exposed. Undertake removal only with a chemical paint remover specifically formulated for masonry. Always test the remover on an inconspicuous area or a test panel first.
8. New foundation features, such as vents or access doors, shall not be introduced if they would diminish the original design of the foundation or damage historic foundation features, materials, or structural integrity.
9. In the installation of any material between masonry piers, it must be recessed and detailed so that the original piers are still prominent. It must also provide ample ventilation for underside of building to prevent holding of moisture.

GARAGES & OUTBUILDINGS

Overview

Some original garages and outbuildings survive in the historic district. Echoes of the materials, details, and roof form of the main house are seen on these subsidiary buildings contribute to the architectural character of the district. Also through their siting and relationship to the houses and streets, the accessory buildings contribute to the historic character of the district. Early garages were typically single-bay structures located in the rear yard at the end of the driveway. Early storage buildings and sheds were usually small frame structures sited towards the back of the rear yard and were generally not visible from the street.

Historic garages and outbuildings that contribute the character of the district should be treated in the same manner as the primary historic buildings. See all other sections for pertinent maintenance and repair recommendations. Any garage or outbuilding that shares similar features and design elements with the main building will be considered to contribute to the character of the district. Aside from the architectural character, the original use and history of outbuilding may contribute to the historic character of the district. Because subsidiary buildings are often built of recycled materials, altered, and not well-maintained, it can be difficult to assess the true age of such buildings, therefore age alone will not be used as a determinant of whether the building is a significant part of the district. If there is a question as to whether the structure contributes to the historic character of the district and therefore must be preserved, a preservation professional or architectural historian may be consulted to assess the matter and offer a recommendation for consideration by the commission.

Later garages and sheds also exist in the historic district. Changes or demolition of late twentieth-century outbuildings are generally permissible; however each case must be evaluated for its impact on the character of the property and district. That is, significant alterations must also follow considerations for new construction and additions. New garages must be located at the rear of yard in the same relationship to the main building as historic garages. The same design considerations will be applied to garages as to other new construction or additions. See "New Construction, Additions, and Replacement of Loss" section for more information on this topic.

Care and Maintenance

Appropriate ways to preserve garages and outbuildings include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Check the condition of all wooden elements regularly for signs of water damage or rot.
- Maintain a sound paint film on all elements that were traditionally painted.
- Inspect masonry piers or foundation walls regularly for signs of deterioration or moisture damage.
- Follow all pertinent guidelines for elements and materials.

GUIDELINES FOR GARAGES & OUTBUILDINGS

1. Historic, contributing garages and outbuildings must be retained and preserved.
2. All architectural features that are character defining elements of historic, contributing garages and outbuildings must be retained and preserved, including foundations, steps, roof form, windows, doors, architectural trim, and lattices.
3. The guidelines for "Roofs," "Exterior Walls and Trim," "Windows and Doors," and "Foundations" apply to garages and outbuildings as well. See all pertinent sections for applicable guidelines.
4. Modern garage doors shall be decided upon on a case-by-case basis. They must not present false historic style inappropriate to the property. Their installation must not detract from or damage the historic garage.



LIGHTING

Overview

The residential character of the historic district can be reinforced and even enhanced by the selection of appropriate exterior lighting. Warm-spectrum light sources and unobtrusive lighting fixtures are recommended. Lighting levels should provide adequate illumination for safety concerns, but not detract from or overly emphasize the building or the site. It has been found that bright focused lights can actually undermine safety because less lit areas become far darker for eyes adjusted to the brightness.

All proposals for exterior lighting, including the introduction of porch and entrance lighting fixtures require a Certificate of Appropriateness. Certificates of Appropriateness are required for lights mounted on buildings and for freestanding lighting fixtures mounted on posts. The compatibility of proposed exterior lighting and lighting fixtures is assessed in terms of design, material, use, size, scale, color, and brightness. Lighting should not falsely imitate historic fixtures incompatible with the property. Generally, it is preferable to use contemporary fixture designs placed in discrete locations. Review of proposals for exterior lighting may require a scaled drawing or site plan. For post-mounted fixtures the following information is required: (a) the location and the height of each pole; (b) the number of light fixtures to be located on each pole; (c) the type and the wattage of all lamps; (d) the area to be illuminated; and (e) the aiming of each light fixture.

GUIDELINES FOR LIGHTING

1. New exterior lighting must be understated and compatible with the historic quality of the structure, the property, or the historic district. Compatibility of exterior lighting and lighting fixtures is assessed in terms of design, material, use, size, scale, color, and brightness.
2. Unless original lighting features exist, selection of lighting fixtures should be based on compatibility with the building and the site.
3. Lighting must be kept subtle by carefully locating light sources, rather than indiscriminately lighting broad areas.
4. Lighting levels that provide adequate safety, yet to not detract from or overly emphasize the structure or the property must be used.
5. Low level lighting at the public-private edge of the property should be used for the safety of pedestrians.
6. Directional lighting should be used to avoid spilling light into adjacent properties. Exterior lighting must not be directed unto neighboring properties because it may adversely affect enjoyment of such properties.
7. Façade lights should be screened from public view.
8. Installation of tall security lights in locations that are visible to the public shall be avoided.
9. Introduction or removal of exterior lighting features that would alter the historic or architectural character of the structure, the property, or the historic district is not permitted.



MASONRY

Overview

Brick, stone, tile, terra-cotta, concrete, stucco, and mortar are all typical masonry materials found on the exterior of historic buildings. The texture, the scale, the color, the bonding pattern, the joints, and the detail of masonry surfaces can all contribute significantly to the overall character of the historic building. Masonry features such as roofing tiles, chimneys, arches, quoins, lintels, sills, cornices, and pediments further define a building's historic character.

Brick is the dominant building material of Hammond's commercial buildings. Fanciful brick cornices, corbelling and detailing set downtown Hammond apart from modern areas. To a much smaller extent, natural stone and cast stone were also used for decorative enhancements and foundation materials. To maintain Hammond's historic character, historic masonry must be preserved and not defaced, covered over, or treated in such a manner that will accelerate its deterioration.

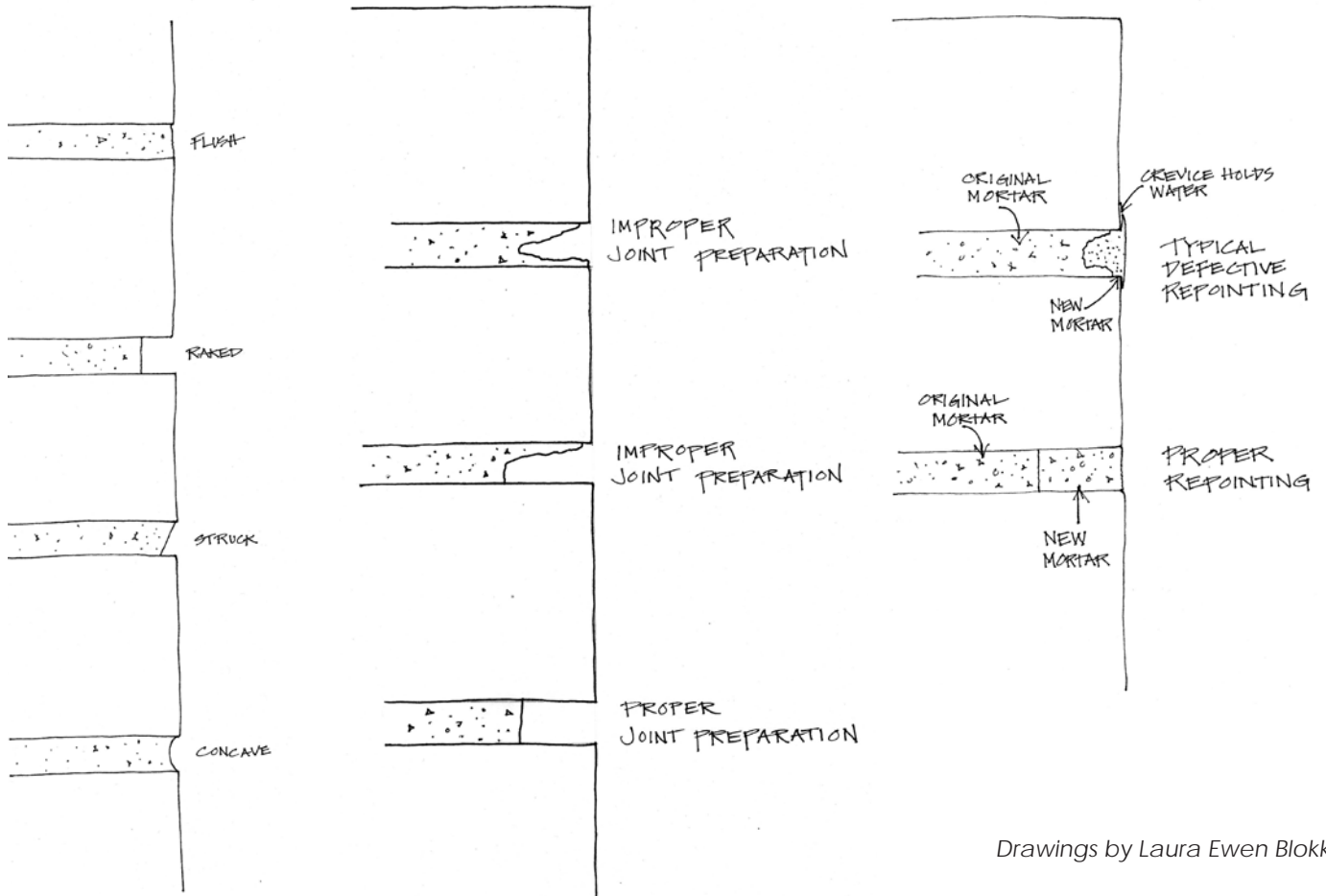
Care and Maintenance

Appropriate ways to preserve masonry include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Monitor masonry for cracks and signs of moisture damage.
- Ensure that water does not collect at the base of a masonry foundation or chimney.
- Clean masonry only if necessary to remove any heavy soiling or prevent deterioration.
- Use the gentlest means possible to clean historic masonry. Cleaning with a low pressure (500 pounds per square inch or less) water wash, using detergents and natural bristle brushes, is recommended.
- Test any proposed cleaning method on an inconspicuous sample area first.
- Eliminate any vegetation that may cause structural damage or hinder ventilation and surface drainage of a masonry element.
- Maintain water shedding capacity of surfaces by maintaining pointing.
- Keep unpainted surfaces unpainted. Brick has a natural protective finish that allows buildings to withstand environmental effects for many years with a minimum amount of maintenance. The amount and cost of maintenance rises when a brick building is painted, as the paint must be renewed every five to ten years.

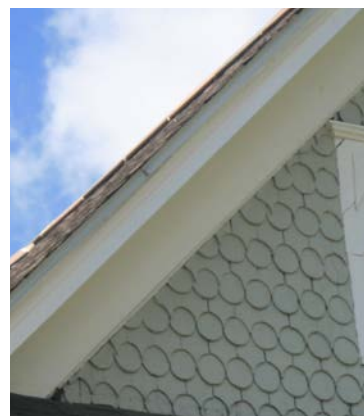
GUIDELINES FOR MASONRY

1. Historic masonry must be retained and preserved to the fullest extent possible.
2. All masonry construction features that are character defining elements of historic buildings, including chimneys, arches, quoins, cornices, and pediments must be retained and preserved to the fullest extent possible.
3. If replacement or any masonry material is deemed to be necessary by a preservation professional, replacement materials must match the historic materials as best as possible in composition, size, shape, color, pattern, and texture. This applies to stucco as well as brick, terracotta, stone, concrete, and etc.
4. Abrasive cleaning methods like sand blasting and high pressure water washing are not permitted for masonry.
5. If repair or repointing of mortar is necessary, it is required that the existing mortar be duplicated in composition, color, and texture as best as possible. Repointing historic brickwork with a standard bagged mortar of high Portland cement content shall not be permitted. If cracks in mortar joints, crumbling mortar, loose bricks, damp walls, or damaged plaster indicate deterioration, repoint mortar joints of masonry surfaces in appropriate ways:
 - Carefully remove deteriorated mortar by hand-raking the joints. Using electric saws or hammers can damage the masonry.
 - Duplicate the strength, the composition, the texture, and the color of the original mortar. Replacing a softer mortar with one high in Portland-cement content can cause serious damage to existing masonry and is not permitted. Lime-based mortars or mortars with a 1:2:6 (Portland cement:lime:sand) ratio are permitted. The ingredients and ratio of proposed mortar mix along with a cured sample must be submitted with application.
 - The width and the joint profile of the original mortar joints must be replicated. Applicants may be required to show a small example of a finished joint before being granted approval to complete work on prominent or character defining area.
6. It is not appropriate to apply paint or other coatings to unpainted masonry elements that were historically not coated. Application of paint or other coatings to unpainted masonry elements is not permitted.
7. Application of nontraditional masonry coatings such as weatherproofing and water repellents to masonry as a substitute for repointing or repair is not permitted. Use of water repellants may be considered only if appropriate masonry repairs have failed to eliminate water penetration problems.
8. Removal of paint from masonry surfaces is not recommended unless the brick is of high quality and was intended to be exposed. Undertake removal only with a chemical paint remover specifically formulated for masonry. Always test the remover on an inconspicuous area or a test panel first.
9. Removal of original stucco to reveal brick is not permitted. Not only would this substantially alter the appearance of the building, but the brick would likely be left vulnerable to deterioration that it was not designed to withstand. Restoration of stucco to buildings where it has been removed is encouraged, but must be based on good documentation of the original appearance. Applications must contain detailed specifications for new work.
10. Application of stucco to buildings not originally stuccoed is not permitted.



Drawings by Laura Ewen Blokker.





WOOD

Overview

The variety of ways in which wood can be shaped and finished make it a typical material for creating a range of architectural elements and details that contribute to the character of historic buildings. Through carving, sawing, planing, and splitting, wood can be fashioned into such diverse elements as columns, balustrades, cornices, shingles, clapboards, panels, flooring, and brackets. Wooden features often add decorative or stylistic detail to historic structures while functioning in quite pragmatic ways.

Frame houses with clapboard siding and wooden porches are typical of the historic district. Substitute materials for wooden siding and trim, such as vinyl and aluminum do not provide the same dimension, shape, texture, scale, and detail as the wooden fabric. The introduction of such substitute materials often results in damage to original wooden elements while compromising the character of a historic building. Consequently, their use in the historic district is not appropriate.

Sustainability Note

Wood is a traditional building material with good insulating qualities. It will last indefinitely if it is kept properly caulked and painted. The old growth wood that was used to construct historic buildings is a nearly irreplaceable resource. That wood possesses tight growth rings that lend it a density and durability not found in today's typical lumber stock. Therefore it is very desirable to retain, rather than replace this precious and superior material.

Care and Maintenance

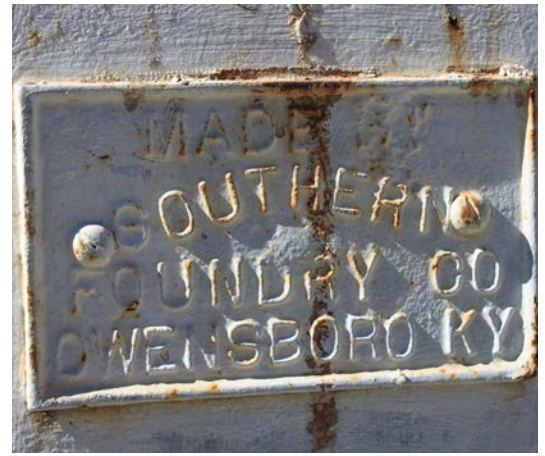
Appropriate ways to preserve wood include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Inspect wood surfaces and features regularly for signs of damage from moisture, insects, fungi, or mildew.
- Monitor the condition of wood surfaces and features. Note: Both the peeling of paint and the widening of wood joints may create the false appearance of deteriorated wood.
- Keep wood joinery adequately sealed to avoid water penetration.
- Repair original wooden elements and details by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- Maintain a slope on horizontal wood surfaces, such as porch flooring or window sills, to ensure that water does not collect but runs off.

- Maintain roofs, gutters, and downspouts to protect wood surfaces and features from water damage.
- Prime all exposed wood surfaces before painting.
- Maintain a sound paint film or other coating on wood to prevent damage from ultraviolet light and moisture.
- Avoid overexposing wood surfaces to caustic chemical strippers that will raise the grain of the wood and roughen the surface texture.

GUIDELINES FOR WOOD

1. Original wooden siding, trim, and details as well as their paints and finishes must be retained and preserved to the fullest extent possible.
2. All wooden features that are character-defining elements of a historic building, such as siding, shingles, brackets, cornices, balustrades, columns, pediments, and architraves must be retained and preserved to the fullest extent possible.
3. If repair or replacement of any piece of a wooden element deemed to be necessary by a preservation professional, the repair or replacement must be limited to minimal amount necessary. Replacement of sound material is not permitted.
4. If replacement of any piece of a wooden element deemed to be necessary by a preservation professional, new wood that matches the original in dimension, shape, detail, and texture must be used. Use of alternative materials may be considered in special situations: applications must present a comparison with the use of the original material and reasons for selecting a different material for consideration.
5. Pressure washing, sandblasting, and other high-pressure cleaning methods are not approved for use on wood.



ARCHITECTURAL METALS

Overview

Cast iron, wrought iron, copper, sheet metal, aluminum, steel, and bronze are all traditional architectural metals that contribute to the architectural character of historic buildings through their distinctive forms, finishes, and details. Throughout the district distinctive elements of cast, wrought, pressed, or rolled of metal can be found. These include cornices, canopies, fences, gates, columns, balustrades, hardware, gutters, downspouts, pressed-metal shingle roofs, and standing seam roofs. On many commercial buildings, pressed or cast metal forms the character defining features.

Care and Maintenance

Appropriate ways to preserve architectural metals include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Monitor metal for cracks and signs of deterioration or corrosion.
- Clean metal when necessary to remove corrosion before repainting or coating.
- Maintain a sound paint film or other coating on metals that corrode.
- Repair original architectural metal elements and details by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.

GUIDELINES FOR ARCHITECTURAL METALS

1. Original architectural metals, including cast iron, wrought iron, steel, pressed tin, copper, aluminum, and zinc, as well as their finishes must be retained and preserved to the fullest extent possible.
2. Metal features that are character-defining elements of a historic building or site, including fences, gates, cornices, canopies, rails, roofs, gutters, downspouts, flues, and hardware must be retained and preserved to the fullest extent possible.
3. If replacement of any metal fabric is determined by a preservation professional to be necessary, any new metal must match the original in composition, dimension, shape, detail, and texture. Substitute material may be considered only if the original material is not technically feasible.
4. Any replacement must be limited to only that which is absolutely necessary. Removal of sound material is not permitted.
5. Use the gentlest means possible to clean historic architectural metals, including appropriate chemical solutions for soft metals and wire brushing or handscraping for hard metals.
6. Use of high pressure abrasive techniques like sandblasting is not permitted for the cleaning of soft metals, such as lead, copper, tin, zinc, andterneplate. If wire brushing and handscraping prove ineffective in cleaning hard metals, such as steel, cast iron, and wrought iron, dry-grit blasting may be used if it will not damage the metal surface. All surrounding materials must be protected from dry-grit blasting. Consultation with an architectural conservator is recommended for such treatments.



PAINT & COLOR

Overview

Painted finishes are just as much a defining part of historic character for individual properties and historic districts as other features and materials. Exterior paint has both an aesthetic purpose and a practical one. Paint provides an opportunity to reinforce a historic building's architectural style and accentuate its significant features through the appropriate selection of paint color. It also provides a sacrificial first line of defense against the elements for more costly materials like wood and metal. Although copper, bronze, and stainless steel surfaces are intended for direct exposure to the elements, paint protects all other metal surfaces from corrosion due to exposure to air and water. Also, paint helps protect wood surfaces from the effects of weathering due to moisture and ultraviolet light. Proper preparation and application of paint films is critical to preventing the deterioration and the need for replacement of vulnerable exterior surfaces. Therefore, proper maintenance of paint coatings is one of the most important parts of building preservation. At the same time, it is equally important for unpainted surfaces to remain unpainted. Application of paint films can alter the ability of materials like brick masonry to release moisture, leading to deterioration. Unpainted masonry is also part of the historic character of the district.

Hammond is historically a city of earth tones, colors derived from the organic material of the brick in its commercial buildings. Use of this color range, which includes all browns, beiges, terra cotta, brick red, lead white is encouraged for all painting done on the façade surface of the building. Residential buildings have more historic variety in their palettes depending upon the style of the building. Queen Anne houses display the most exuberant use of color. Craftsman Bungalows often combined exterior materials such as shingles, stucco, and brick. Usually the brick was unpainted, the shingles were stained, and the stucco was painted a light neutral or buff color. Any trim or wood introduced was usually painted white, gray, or an earth tone. Preservation or restoration of historic paint schemes through the use of historic documentation or paint analysis can enhance the historic character of a building.

Lead Safety and Regulation

Property owners should be aware that as of April 2010 all exterior work on a pre-1978 building that disturbs more than 20 square feet of painted surface and any window replacement must be performed in compliance with the Environmental Protection Agency's Renovation, Repair and Painting (RRP) Rule (<http://www.epa.gov/getleadsafe/#>). This rule requires that any contractors performing such work are lead-safe certified. Homeowners doing their own work on their own home are exempt from the training and certification required of contractors, but should educate themselves about lead safety. The intent of the RRP Rule is to protect children from lead poisoning in all environments. This includes the children of contractors, who can be poisoned by contamination brought home by their parents. Everyone should learn about the dangers of lead and how to best contain it. Good lead-safe practices include protecting the work area with plastic sheeting; wearing gloves, masks, coveralls, and booties; minimizing the creation of dust; thorough cleanup during and after work; and proper bagging of lead waste after completion. See the EPA's guide, "Steps to Lead Safe Renovation, Repair, and Painting" (<http://www.epa.gov/getleadsafe/#>) for more information.

Appropriate ways to preserve paint and color include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Inspect painted surfaces to determine if repainting is necessary or if cleaning the surfaces will suffice.
- Use the gentlest techniques possible, such as handscraping and handsanding with wood or brick, and wire brushing and handsanding with metals, to remove loose paint layers down to a sound paint layer. Employ infrared heaters and chemical paint strippers only when gentler methods are not successful and more thorough removal is necessary, and use them with caution. Heat guns should be avoided because of fire risk.
- Use of pressure-washers and grit-blasting on wood and masonry is not permitted.
- Use of disc sanders and grinders for paint removal on wood and masonry is not permitted.
- Follow proper surface preparation, applying compatible paint-coating systems, including priming all exposed wooden surfaces.
- Use stain or varnish on surfaces previously varnished or stained.

GUIDELINES FOR PAINT & COLOR

1. Protect original building material that was painted by maintaining a sound paint film.
2. Painting of unpainted wood, brick, stone, copper and bronze is not permitted. Applications for the painting of previously painted buildings that have experienced substantial loss of paint will be evaluated on a case by case basis.
3. Surfaces that were varnished or stained, must not be painted with an opaque film.
4. Enhancement of the architectural character of the historic building through appropriate placement of exterior paint colors and finishes is encouraged. The composition and color of all paints and finishes must be approved by the commission.





UTILITIES AND RETROFIT

Overview

When introducing new mechanical and electrical equipment and lines, care must be taken that historic features of the building are not damaged or obscured. All such equipment should be located in the least visible location and appropriately screened. Window air-conditioning units are acceptable in the district, but they should be located as inconspicuously as possible. Portable air conditioners are preferable. Large antenna and satellite dishes are intrusive, and inconsistent with the residential character of the historic district. Solar panels, like other new equipment, should be installed in as unobtrusive a manner as possible.

Sustainability Note

Many features of historic buildings are inherently energy efficient. For example, operable transoms, windows, awnings, and shutters provide opportunities for conserving energy. See windows and doors section for information on energy efficiency and windows. Enclosed vestibules, extending porches, and even plantings help buffer historic interiors from the elements. Capitalizing on energy-efficient historic features and sensitively retrofitting historic buildings can maximize their energy conserving potential.

Resources:

Preservation Brief 3: Improving Energy Efficiency in Historic Buildings

<http://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energy-efficiency.htm>

NPS, Technical Preservation Services, Solar Panels on Historic Buildings

<http://www.nps.gov/tps/sustainability/new-technology/solar-on-historic.htm>

GUIDELINES FOR UTILITIES AND RETROFIT

1. New mechanical equipment such as heating and air conditioning units must be installed in areas and spaces requiring the least amount of alteration to the appearance and the materials of the building. The equipment must be screened from public view.
2. Exposed exterior pipes, wires, meters, and fuel tanks must be located on rear elevations or along an inconspicuous side of the building and screened from view.
3. It is strongly encouraged that existing equipment in the public view be relocated when possible or screened from view.
4. Vents and mechanical connections through historic foundations or walls must be located on non-character defining elevations or inconspicuously on side or rear walls where they will not be visible from the street.
5. Window air-conditioning units must be located on rear or inconspicuous elevations whenever possible. The use of portable air conditioners is preferred.

GUIDELINES FOR UTILITIES AND RETROFIT (CONTINUED FROM PREVIOUS PAGE)

6. Installation of large antennas and satellite dishes is not permitted.
7. Satellite dishes less than 24" in diameter, less than 5' tall, and not visible from the street shall be permitted.
8. New solar panels shall be located on non-character-defining slopes. Designs that are as unobtrusive as possible are strongly encouraged. Installation shall not deface or damage the historic fabric.



LIFE SAFETY AND ACCESSIBILITY

Overview

A new use or a substantial rehabilitation of a historic building can result in requirements to meet contemporary standards for both life safety and accessibility to people with disabilities. Requirements are different for commercial and institutional buildings versus residential ones. Often accessibility to a building may need to be altered to accommodate individual residents. Given the foundation of most buildings in the district, accessibility to the entrance by wheelchair is a common problem. Ramp access typically requires a run of over 20 feet. Introducing such a large feature on the exterior of a historic building without destroying or diminishing significant architectural features is clearly a challenge. Likewise, adding an exterior fire stair or fire exit requires careful study of all alternatives.

When planning any life safety or accessibility retrofit to a historic building, solutions should be sought that achieve the life safety and accessibility goals with the least visible impact on the property. Any changes should be as reversible as possible. Electric wheelchair lifts can be good options for achieving wheelchair accessibility to historic buildings. They require less length than ramps and can often be easily screened with landscaping.

Resources:

Preservation Brief 32: Making Historic Properties Accessible

<http://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm>

Note: Historic District Commission approval does not relieve the building owner from meeting requirements of other authorities having jurisdiction. Property owners must receive all applicable permits and approvals.

GUIDELINES FOR LIFE SAFETY AND ACCESSIBILITY

1. Health and safety code and accessibility requirements must be met in ways that do not diminish the historic character features, materials, and details of the building.
2. If possible, fire exits, stairs, landings, and decks must be located on rear or inconspicuous side elevations where they will not be visible from the street.
3. New fire doors shall not be introduced in ways that would diminish the original design of the building or damage historic materials and features. New fire doors must be as compatible as possible with existing doors in proportion, location, size, and detail.
4. When introducing reversible features to assist people with disabilities, diminishment of the original design of the porch or the entrance and damage of historic materials or features must be avoided to every extent possible.
5. If possible, accessibility requirements should be complied with through portable or temporary ramps or lifts, rather than permanent ramps.



3. NEW CONSTRUCTION AND ADDITIONS



Courtesy Hammond Historic District Commission.

NEW CONSTRUCTION

Overview

New construction in the historic district is encouraged if the proposed design and siting are compatible with the district's character. When siting new construction, existing setbacks, the spacing of buildings, and the orientation of buildings should be considered. Compatibility of proposed landscaping, lighting, paving, signage, and accessory buildings is also important.

The purpose of guidelines for new construction is not to prevent change in the historic district, but to ensure that the district's architectural and material vocabulary is complimented. The height, the proportion, the roof shape, the materials, the texture, the scale, the details, and the color of the proposed building must be compatible with existing historic buildings in the district. Compatibility and not mimicry should be the goal of new designs. Contemporary designs rather than historic duplications are encouraged.

The consistency of building setback from the street is a unifying district characteristic that new construction should maintain. The siting of new construction should be consistent with the existing spacing pattern between district buildings. Compatible new construction should adhere to the consistent orientation of the district's front facades and entrances to the street. The commercial areas have a very different rhythm of building proportions and setbacks than the residential areas. Therefore, general guidelines for all new construction are followed by specific guidelines for commercial infill and storefronts.

Compatible additions and decks that do not compromise the character of a historic building or destroy significant features and materials are acceptable in the district. Guidelines for additions and decks are addressed separately in this section.

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BUILDING GUIDELINES FOR NEW CONSTRUCTION

1. The height of the proposed building must be compatible with the height of historic buildings on the block or the street, not varying more than ten percent from their average height. The height of proposed features not intended for human occupancy, such as chimneys, steeples, spires, and cupolas, shall be reviewed on an individual basis.
2. The proportion (ratio of the height to the width) of the proposed building's front elevation must be compatible with the proportion of contributing front elevations in the district.
3. New windows and doors must be compatible in proportion, shape, position, location, pattern, and size with windows and doors of contributing structures in the district. However, they should not exactly duplicate historic windows.
4. The roof shape and proportion of the proposed building must be consistent with roof shapes in the district: gable, hip, gambrel, flat, and mansard.
5. The predominant material of the proposed building must be visually consistent with historic materials in the district: brick, stone, stucco, glass, metal, and wood. Imitation masonry, vinyl and aluminum sidings are prohibited, but fiber cement or other composite siding may be considered.
6. The predominant texture of the proposed building must be consistent with the texture of materials of contributing structures in the district.
7. The scale (the relationship of a building's mass and details to the human figure) of the proposed building must be compatible with the scale of contributing structures in the district.
8. Architectural details of the proposed building must complement (not detract from or clash with) the architectural details of contributing structures in the district.
9. Contemporary design that does not directly copy from historic buildings in the district but is compatible with them in height, proportion, roof shape, material, texture, scale, detail, and color, is strongly recommended.

GUIDELINES FOR COMMERCIAL INFILL AND STOREFRONTS

1. Contemporary designs that respect the scale, proportions, and setbacks of surrounding buildings and storefronts are encouraged.
2. Designs that draw on historic styles must respect the character of Hammond. The majority of Hammond's standing building stock dates to the late nineteenth century and twentieth century. Its commercial area relates to the development of the railroad in this era and the surrounding residences display a variety of period styles. The imitation of historic styles that have no precedence in Hammond, such as the Colonial and Creole influences of New Orleans' French Quarter are strictly prohibited.
3. Hammond storefronts dating from the turn of the century usually exhibited recessed entries. Today the remaining recessed entries add character to the downtown. By recessing an area in each building, a certain rhythm of solids (the buildings) to voids (their entries) is created, which adds interest to the street. These recessed entries should be preserved. Restoration of recessed entries is encouraged. (See following page for images of facade types.)
 - a. Façade Type A – The façade at storefront level is characterized by a center doorway, flanked by two obliquely placed display windows which form the funnel-like recessed area. Large display windows appear at either side of this entry area, and are positioned parallel to the street.
 - b. Façade Type B – This storefront type includes the same recessed entry configuration as Type A, but has an added doorway that leads to the second story.
 - c. Façade Type C – Also commonly seen on buildings which faced an intersection of two streets was the corner entry. In this case, the entry door was positioned at an oblique angle to the 90 degree angle of the intersection.
4. Commercial roofs were traditionally obscured from view by the cornice work on buildings, a precedent that should be continued.
5. The following are the standard historic proportions, sizes, and numbers of plate glass and wall openings per building which may be emulated in new designs.
 - a. Windows
 - 1.) Proportions, sizes and orientation
 - Roughly a 2:1 proportion existed among most second story windows, with typical sizes ranging from 2'X5' to 3'X6'. This typical 2:1 proportion, and the approximate size range, should be retained, as should the vertical orientation of the windows.
 - 2.) Numbers of windows per story – Facades of the majority of Hammond buildings dating from the early 20th century are 25' in width. There normally appear 3 to 4 windows (of the size mentioned above) in each story of buildings this width. Double width buildings display 6 to 8 windows. This precedent should be retained.
 - 3.) Design Motifs – Most existing original windows in Hammond display the typical rectangular double hung windows, with jack arch lintels. A design feature once very strong in Hammond was that of the arch used in several buildings that displayed touches of Italianate Revival design. Restoration of arched windows and lintels is strongly recommended. Use of multi-paned windows on commercial buildings was not a typical practice in the early 20th century and should be discouraged.
 - 4.) Transoms – Transom windows were found immediately over the storefront on the majority of Hammond's buildings (See figure 4-9). Existing transoms should not be obscured from view outside the building. It is encouraged that transoms be restored.
 - b. Doors
 - 1.) Placement and number – Double doors were often found in the center of the storefront, recessed from the front façade. They were off center if there was a single door leading to the second story included in the storefront design. (See figure 4-11.)
 - 2.) Design Motifs – The wooden doors often had a similar proportion of glass to wood that was seen in the storefront; there was considerably more glass in evidence than wood. Stained glass was used infrequently, although it was used and is appropriate for use today. Clear glass is preferred.

Façade Type A



The façade at storefront level is characterized by a center doorway, flanked by two obliquely placed display windows which form the funnel-like recessed area. Large display windows appear at either side of this entry area, and are positioned parallel to the street.

Façade Type B



This storefront type includes the same recessed entry configuration as Type A, but has an added doorway that leads to the second story.

Façade Type C



Also commonly seen on buildings which faced an intersection of two streets was the corner entry. In this case, the entry door was positioned at an oblique angle to the 90 degree angle of the intersection.

SITE GUIDELINES FOR NEW CONSTRUCTION

1. The setback of the proposed building must be consistent with the setback of adjacent district buildings or nearby district buildings fronting on the same street.
2. The distance between the proposed building and adjacent district buildings must be compatible with the spacing between existing district buildings fronting on the same street.
3. The orientation of the proposed building's front elevation to the street must be consistent with the orientation of other existing buildings' front elevations to the street.
4. The proposed ground cover or paving treatment for the site must be compatible with the ground covers or the paving treatments historically found in the district.
5. All proposed site features and secondary structures, including garages, outbuildings, fences, walls, and landscaping masses, must be compatible with site features and secondary structures in the district.
6. All proposed exterior lighting and signage must meet the pertinent guidelines for design.
7. Disturbance of the terrain in the historic district must be minimized to reduce the possibility of destroying unknown archaeological materials and habitation levels.



ADDITIONS

Overview

The introduction of additions compatible with historic buildings in the district is acceptable if the addition does not visually overpower the original building, compromise its historic character, or destroy any significant features and materials. Any alteration of existing structures should include the preservation of historic architectural features seen on the building. New construction, while hopefully creative and innovative in nature, should relate to these historical design elements, and follow certain patterns of design set forth by the existing historic buildings. By placing additions on inconspicuous elevations and limiting their size and height, the integrity of the original buildings can be maintained. It is important to differentiate the addition from the original building so that the original form is not lost or confounded. Additions should be designed so that they can be removed in the future without significant damage to the historic building or loss of historic materials. Also, as with any new construction project, the addition's impact on the site in terms of loss of important landscape features must be considered.

The compatibility of proposed additions with historic buildings will be reviewed in terms of the mass, the scale, the materials, the color, the roof form, and the proportion and the spacing of windows and doors. Additions that echo the style of the original structure and additions that introduce compatible contemporary design are both acceptable.

GUIDELINES FOR ADDITIONS

1. Additions must be constructed so that there is the least possible loss of historic fabric. Character-defining features of the historic building must not be obscured, damaged, or destroyed.
2. The size and the scale of additions must be limited so that they do not visually overpower historic buildings.
3. Additions must be located as inconspicuously as possible, on the rear or least character defining elevation of historic buildings.
4. Additions must be designed so that they are differentiated from the historic building. It is not appropriate to duplicate the form, the material, the style, and the detail of the historic building so closely that the integrity of the original building is lost, confused or compromised.

GUIDELINES FOR ADDITIONS (CONTINUED FROM PREVIOUS PAGE)

5. Additions must be designed so that they are compatible with the historic building in mass, materials, color, and proportion and spacing of windows and doors. Either reference design motifs from the historic building, or introduce a contemporary design that is compatible with the historic building.
6. For the predominant material of the addition, a material that is visually compatible with the historic materials of the original building, such as brick, stone, stucco, or wooden siding, must be used. Imitation masonry, vinyl and aluminum sidings are prohibited, but fiber cement or other composite siding may be considered.
7. The roof form must be compatible with the historic building and consistent with contributing roof forms in the historic district.
8. The foundation height and the eave lines of additions must generally align with those of the historic building.
9. Additions must be designed and installed to minimize damage the historic fabric and make future removal possible.

GUIDELINES FOR NEW GARAGES & OUTBUILDINGS

1. The proportion and the height of new garages and outbuildings must be compatible with the proportion and the height of historic garages and outbuildings in the district.
2. New garages and outbuildings must use roof forms, materials, and details compatible with the main building or historic outbuildings in the district. "New Construction" guidelines apply. It is not appropriate to construct prefabricated metal storage buildings in the historic district.
3. New garages and outbuildings must be located in the rear yard and in traditional relationship to the main building.
4. New garages and outbuildings may not be located in front of the main building unless such a location is historically accurate for a specific site.

DECKS

Overview

Contemporary sundecks are popular substitutes for more traditional patios and terraces. Compatible decks can be acceptable additions to historic buildings if they are located in inconspicuous locations and are screened from public view. As with other additions, it is important not to compromise a building's historic character or damage significant features and materials through the introduction of a deck. It is also important to design decks so that they can be removed in the future without significant damage to the historic building.

The compatibility of the materials, the details, the scale, and the color of proposed decks with the existing building will be evaluated by the Commission. The design of the deck's railing and the screening of its framing are both opportunities to tie the deck visually to the historic building.

GUIDELINES FOR DECKS	
1. Decks must be located in inconspicuous areas, usually on the rear or least character-defining elevation of the historic building.	
2. Decks must be screened from public view.	
3. Decks must be compatible in material, color, and detail with the historic building.	
4. Deck railings must be compatible in material, color, scale, and detail with the historic building.	
5. Decks must be constructed so that they can be removed in the future without damaging the historic structure.	
6. Decks must be constructed so that there is the least possible loss of historic fabric. Character-	defining features of the historic building must not be obscured, damaged, or destroyed.
	7. Removal of significant features or elements of a historic building, such as a porch, to construct a deck is not permitted.
	8. Decks should be painted or stained in colors compatible with the color of the historic building if desired.
	9. The height of the deck should generally align with the floor level of the historic building. If applicable, install compatible skirt boards and, where appropriate, lattice panels to screen deck framing.

4.SIGNAGE

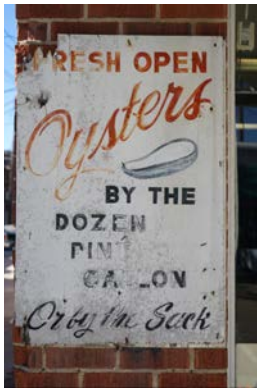


Courtesy Hammond Historic District Commission.

INTRO TO CHAPTER 4

Signage is a prominent aspect of Hammond's historic district. Signs of all types have characterized the commercial space of downtown since its early days. One need only look to historic images for confirmation that a profusion of signage has precedent. Some buildings even posses signs of such age and distinction that they are considered historic landmarks in and of themselves. Thanks to new materials and technologies, options for new signage are ever increasing. Therefore, even with Hammond's history of abundant signage, not all new signage is in keeping with the historic character of downtown. The design guidelines for signage are intended to encourage the continued use of signage downtown while ensuring that the historic architecture does not become completely overwhelmed or damaged by new signage. See also Article 13 of the Unified Development Code #14-5364 for further signage regulations.

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SIGN DEFINITIONS

Signs within the Hammond Historic District appeal to pedestrians as well as automobiles in size, shape and illumination. The following are some of the major sign types as they are defined for the purposes of these guidelines.

Primary sign - the major sign on the building. These might be mounted on the building, painted on the building, or printed on an awning.

Hanging pedestrian sign - a sign suspended by chains under the overhang of a building.

Multiple Business Signs - signs used for buildings with two or more occupants, where multiple listings of business names are necessary. These may be mounted on posts or on monument signs.

Sign on post - a sign that is supported on a post and which is pedestrian in scale.

Monument sign - a ground-mounted freestanding structure used to mount signs.

Decorative vinyl - vinyl application placed directly on glass window.

Landmark sign - signs that are of such age as to be regarded historic landmarks. As a result of passage of time and excellence in use of materials and design, some signs in Hammond have transcended the status of merely announcing the name of a business, to becoming widely known landmarks in their own right. Such "landmark" items, which include not only signs, but clocks, unusually shaped windows, rooflines, or other items displaying exceptional characteristics, add considerably to the individuality and character of the City of Hammond. For that reason, they merit special attention, and are exempt from restrictions as to size, placement and materials. Examples of such signs include The Toggery Shop sign and the Ritz sign.

Temporary sign - an easily removable signage that remains in place for no more than three months of any given twelve month period. This can include paper signage hung in window or banner signs hung from awnings or canopies.

Sandwich boards - removable foldout signs appropriate for advertising specials and the like

Directional/information sign - a discrete sign providing information such as "This Door Only" or store hours.

Street signage - a sign erected in a parking lot or vehicular way.

OVERALL GUIDELINES FOR SIGNAGE PER INDIVIDUAL BUILDING

Individual building signage shall be placed under such restrictions as will allow for design unity in the overall district. Individual expression is encouraged, but will be made more effective and meaningful when the signs of the area complement each other and the design of the building to which they are attached. The installation of any sign must be reversible without permanent damage to the building. Any anchors must be inserted into mortar joints, never into bricks or other masonry units. Mortar can be easily repaired; masonry units cannot.

a. Buildings with one occupant and no Landmark signs – are allowed the following:

- 1 primary sign on the building, or awning per sign specific guidelines. Both an awning and another type of primary sign may be used as long as the total sq. ft. of both fits into the maximum allowance.
- 1 hanging pedestrian sign
- 1 decorative vinyl store name on the door and windows
- 1 open/hours sign on the door in vinyl

b. Buildings with Landmark signs and having one or more occupant – The building name serves as the primary signage. The other allowances for each business are as follows:

- 1 hanging pedestrian sign at the entrance to each business

Note: In the case that one of the businesses is located on the second story, the preferred method for advertising a second story business is to display the sign in vinyl on one window/door. If the windows are protected by cloth awnings, the sign may be placed directly on the front face of the awning, or two smaller signs may be painted on each side of the awning. Second story business signs should complement, and not compete with, signs displayed by first floor tenants. The first floor tenant may have a sign on the awning in accordance with other guidelines.

- 1 decorative vinyl store name on the door and windows
- 1 open/hours sign on the door in vinyl

c. Buildings with two or more occupants and no Landmark signs – are allowed the following:

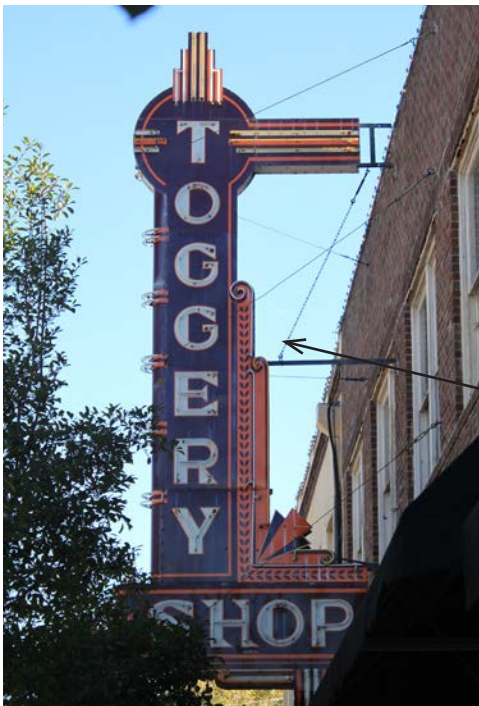
- 1 sign for each business, mounted from the same post or monument. Signs must be uniform in size. (See definition.)
- 1 hanging pedestrian sign at the entrance to each business
- 1 decorative vinyl store name on the door and windows of each business
- 1 open/hours sign on the door in vinyl to each business

Businesses no longer located in the building – When a business relocates or closes for business, the building owner has 1 month to remove the existing signage.

EXAMPLES

Primary sign mounted on building

Hanging pedestrian sign



Landmark sign

Hanging pedestrian signs
for two businesses



GUIDELINES FOR EACH TYPE OF SIGN

The following guidelines for each type of sign must be adhered to in combination with the Guidelines for Overall Treatment of Signage per Building.

Primary Signs – The primary sign for a building should complement the lines of the building upon which it is placed. The major sign may also appear on a cloth awning. Large signs that project above the parapet, or roofline when no parapet is present, are prohibited.

Size of Primary Signs –

For single-faced signs attached flat against the wall of the building there shall be allowed a MAXIMUM of one square foot of sign surface per linear foot of building frontage. However, each sign shall be considered according to the particular circumstances, and shall be placed so as not to obscure or obstruct any architectural features of the building.

For double-faced signs, suspended by brackets or arms perpendicularly from the wall of the building there shall be also be allowed a MAXIMUM of one square feet of sign surface per linear foot of building frontage. The surface of such a double-faced sign shall be taken to mean the sum total of the areas of each face. However, each sign shall be considered according to the particular circumstances. The sign shall be placed so as not to obscure or obstruct any architectural feature of the building.

Placement and Number of primary Signs on Buildings having entrances facing Two Streets - Storefront businesses in such situations may have two primary signs, one on each exposed façade. Each sign should be placed on the surface of the building so as not to obstruct the view of any architectural feature of the building.

Projection of Primary Signs – Any primary signs projecting out from the building should have a vertical clearance from the sidewalk of seven feet, and project from the face of the building by no more than five feet, however, each sign shall be considered according to the particular circumstances. The signs may not project above the parapet or roofline of the building when no parapet is present. They should be hung at least six inches from the face of the building. Hardware used in hanging signs should keep in character of the sign.

Materials of Primary Signs – The allowed materials for the primary signs are wood, metal, MDO plywood, plexi-glass, neon or a combination of the above. Each sign shall be considered according to the particular circumstances. NO BACKLIT SIGNS ARE ALLOWED. (A Backlit sign is defined here as a sign where light permeates through the face of it. This includes translucent awnings.)

Primary Signs Painted Directly on Building Walls – Graphics may be painted directly on the wall surface if the wall is already painted. (Unpainted brick must not be painted.) The sign should be located so as to respect any architectural details of the wall surfaces.

Primary Signs on Awnings – Signs may be printed directly on each side of a canvas awning that is suspended from over the storefront (each sign should be no more than 2 square feet in size) or the sign may be printed across the front as long as size restrictions are honored.

Hanging Pedestrian Signs – Buildings that have overhangs such as awnings or canopies may use a sign suspended by chains from the bottom surface of the overhang. It should be mounted perpendicular to the street. The maximum allowable size is 2'X 3' and the bottom of sign must hang no less than 7' from the sidewalk surface.

Business Signs – Signs used for buildings with two or more occupants, where multiple listings of business names are necessary. Each sign shall be uniform in size and shall be mounted in accordance with the guidelines.

Signs on Posts – There is historical precedence for three-dimensional pedestrian scale signs, mounted on posts and placed in front of commercial buildings. These signs advertised the name of the establishment and a sampling of the products sold on the premises. They were sometimes topped off by a clock. A reconstruction of one of these signs may be used as a secondary sign in place of other types available. Also, three-dimensional signs such as barber poles are historically correct and are encouraged. Signs mounted on posts shall be no larger than 3 ft. x 3ft. each, with the overall sign measuring not more than 10 ft. in height with the post.

GUIDELINES FOR EACH TYPE OF SIGN (continued)

Monument Signs – Freestanding structure used to mount business signage. Each sign displayed on this structure should be uniform in size. Monument signs shall not exceed 6 ft. in height measured from grade to the highest point of the sign. Such signs are generally appropriate only in front of buildings that are set back from the street by a yard, parking lot, or landscaping. The sign shall not block or overwhelm the historic building, adjacent building, or views. Each sign shall be considered according to the particular circumstances.

Decorative Vinyl – Simple lettering is recommended with a size of not over 12" at the highest point. One sign may be placed on each portion of plate glass or each bay of the building.

Temporary Signs – Temporary signs play an important part in contributing to the day-to-day vitality of a commercial area, and should be encouraged. Temporary signs must not cause any harm to the buildings where they are displayed.

- a. Definition of "temporary" – Temporary signs should be displayed no longer than three months within a 12 month period.
- b. Materials – The signs should be made of materials that reflect their temporary nature. Paper or vinyl is the most common material and its use is encouraged over more substantial materials.

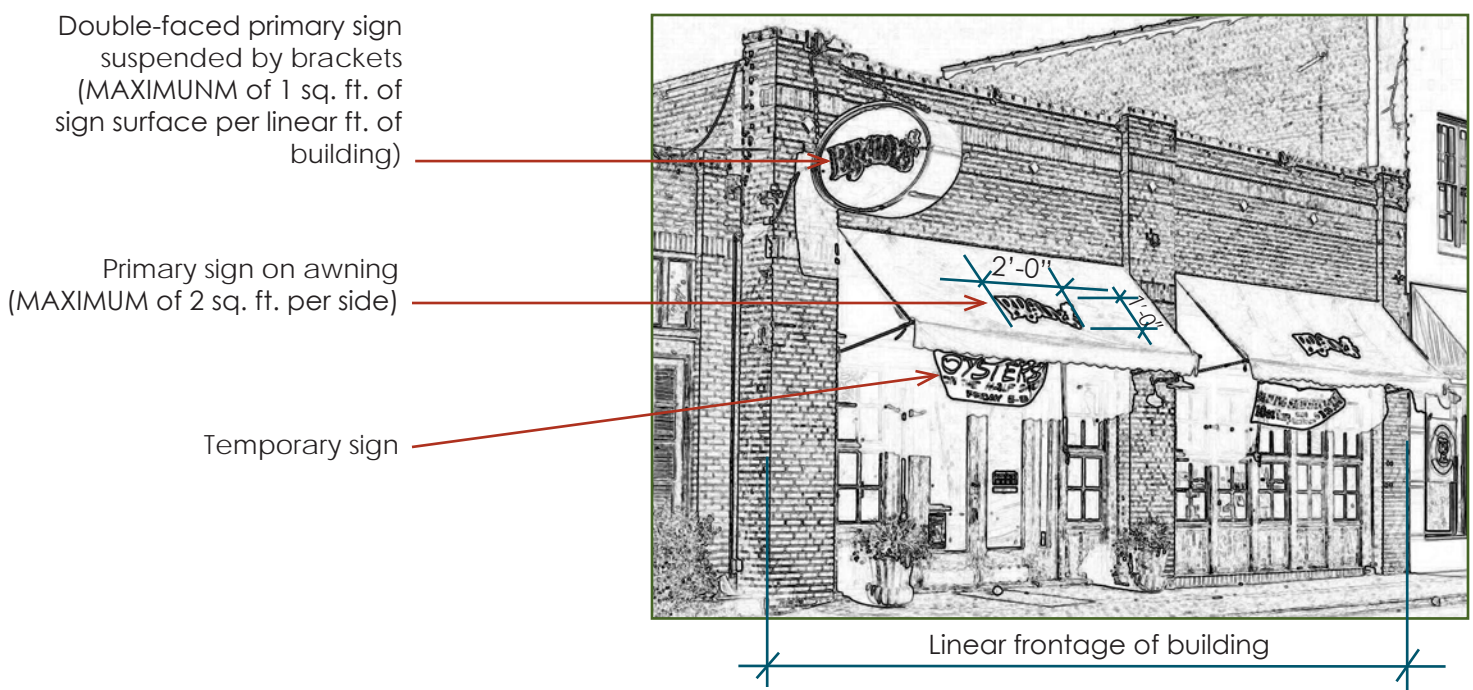
Sandwich Boards - showing specials are recommended and preferred. They can be a maximum of 2' wide on the face and 5' high.

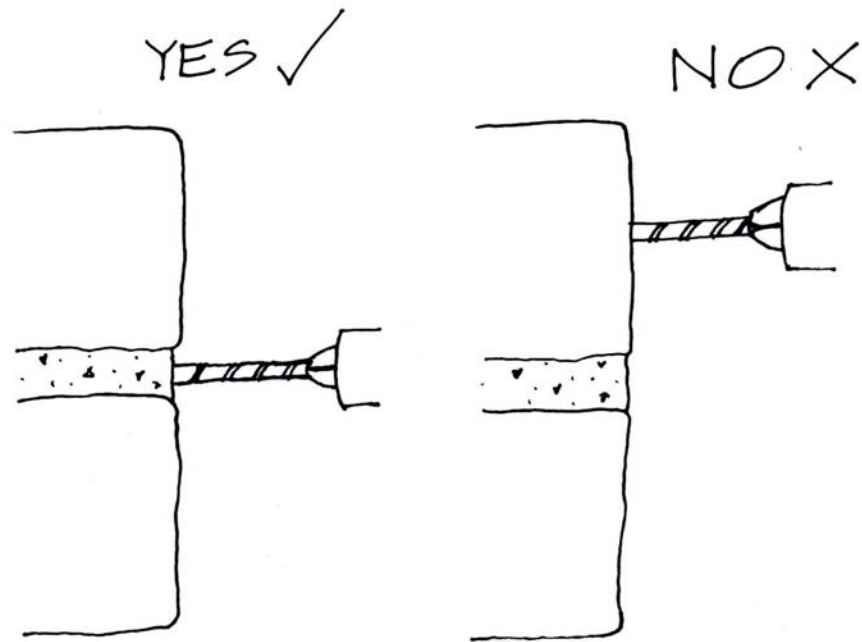
Directional/Information Signs - gives information such as "This Door Only" and store hours should be displayed in the confined area of the storefront. The graphics should be simple and bold to be most effective.

Street Signage – erected by the city or individual should be uniform in style and color. Graphics should be simple and bold. The signs must not obscure the view of surrounding buildings and views, and must be no larger than 2 square feet in size. Only 1 sign per parking lot is allowed.

Lighting of Signs – Lighting of signs is encouraged, although backlit and flashing signs are prohibited. No movement of letters is allowed on signage. Lighting of signs should be subdued and indirect. If possible, the light source should be hidden from view, or designed so as to blend with the lines of the building.

Colors – Color choices of signage are up to the discretion of the owner, but hues sympathetic to the historic palette of the district are encouraged. Brighter colors may be used as accents in signage. The number of colors used on a sign should be kept to a minimum for maximum effectiveness.





Whenever signage requires anchoring into a masonry wall, always insert anchors into the mortar joints, NEVER into the bricks.

5. SITE FEATURES AND DISTRICT STANDARDS



Courtesy Hammond Historic District Commission.

INTRO TO CHAPTER 4

Site features and district settings complete the tout ensemble of the historic district. They tie together the disparate buildings and contribute substantially to how people experience this place. Fences and walls define borders and establish privacy, but should not create barriers that isolate the pedestrian from historic features. Driveways and off-street parking features are essentials in bringing vehicles off of streets and closer to buildings, but should not overwhelm the historic settings or put vehicles at the forefront of attention. Landscaping adds verdancy and texture that contrasts with the built environment. Some of Hammond's landscaping is itself historic and thus contributes greatly to the sense of age and history of the surroundings. Public spaces are the final link between other district features. They are those elements that enable the public to better enjoy the district as they move through it and pursue daily activities of commerce or recreation. As with all other features, the public elements should enhance the historic feeling of the district and not detract from or in any way destroy its historic character.

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FENCES AND WALLS

Overview

Fences and walls are important constructed features of the landscape that help define the context of the site for a historic building. Within a historic neighborhoods the repetition of fences or walls also provides a strong sense of continuity to the streetscape. Wood, cast iron, and wrought iron were all traditional fence materials, just as stone and brick were popular wall materials. The selection of material and design often related to the architectural style of the house.

In Hammond's historic district, historic fences and walls are not common features. Wooden picket fences in a variety of patterns are the most typical fence type. However, there are a few cast-iron fences as well. Simple utilitarian fences enclose some back yards. Most fences and walls closely follow the property line. Preservation and repair of existing fences and walls is preferable to their replacement or removal.

Whereas low retaining walls, low hedges, and open fences are appropriate for front yards, privacy fences and taller walls in rear side yards and back yards can provide desirable visual screening of parking areas or mechanical equipment from the street. Traditional materials such as wood or brick are recommended for privacy walls and fences. It is not appropriate to use contemporary fence or wall materials, such as vinyl or chain link fencing, in the historic district.

The introduction of new fences or walls in the district is reviewed according to the appropriateness of their design, materials, size, details, and color to the specific site and surroundings, as well as the appropriateness of their location and height. The commission requires a site plan locating the fence or the wall configuration and a scaled elevation drawing or a photograph of any proposed fencing.

Care and Maintenance

Appropriate ways to preserve fences include the following, but always check with the Administrative Officer of the Historic District Commission to see if your work will require a COA.

- Inspect fences and walls regularly for signs of deterioration or moisture damage.
- Keep all joinery adequately sealed to avoid moisture damage.
- Maintain a sound film on all elements that were traditionally painted.
- Follow the guidelines for maintenance of masonry, wood, or architectural metals where applicable.
- Remove any vegetation that is uprooting posts or causing other structural damage.
- Maintain hedges by trimming them and eliminating vegetation that threatens their health.

GUIDELINES FOR FENCES AND WALLS

1. Original fences and walls must be retained and preserved to the fullest extent possible.
2. All architectural features that are character-defining elements of original fences and walls, including gates, pillars, hardware, decorative pickets, and rails must be retained and preserved to the fullest extent possible.
3. Historic fence and wall material must be retained and preserved to the fullest extent possible. If replacement is deemed to be necessary by a preservation professional, new material that matches the historic material in composition, size, shape, color, pattern, and texture must be used. Substitute material may be considered if they exactly match these characteristics. Any applications for substitute materials must include a material sample.
4. If replacement of a fence or a wall element is deemed to be necessary by a preservation professional, replacement must be limited to only the deteriorated element. Any replacement must match the original in size, scale, proportion, material, texture, and detail.
5. Unpainted wall or fence materials that were not historically coated should not be painted or otherwise coated.
6. If a new fence or wall is to be constructed, the design must be based on accurate documentation of a historic fence or wall, or must be a new design compatible with the historic character of the building and the district.
7. New picket fences must be substantially open in character, and painted white or a color appropriate to the color of the building.
8. Generally, new fences or walls should be constructed to follow property lines and not to abut existing structures.
9. Front and side yard fences generally shall not exceed three (3) feet in height. Special exceptions may be considered for public or commercial properties. When measuring fence height, consider all fence elements including posts.
10. Rear yard fences shall not exceed six (6) feet in height and may not extend forward of the rear wall of the structure.
11. Elements or details must not be added to a fence or a wall in an attempt to create a false historical appearance.
12. Contemporary fence or wall materials, such as vinyl and chain link fencing that were not historically available and are inconsistent with the character of the district are not permitted.
13. Whenever possible, existing chain link fences should be screened with vegetation, such as climbing vines, ivy, or shrubbery.
14. Utilitarian fences are not permitted in the front yard. Restrict utilitarian fences to rear yards, and screen them from view.
15. Fences or walls higher than 3 feet may not be used to screen front yards. Privacy fences must be limited to side and rear yards and not exceed 6 feet in height. If possible, use wooden privacy fences to screen parking areas, mechanical equipment, or other intrusive site features on residential properties. Relate privacy fences and walls for commercial buildings to the materials of the building or adjacent fences and walls.



DRIVEWAYS & OFF-STREET PARKING

Overview

Original residential driveways in the historic district are typically composed of brick or concrete wheel strip with or grass or permeable brick paving between. New driveways should be compatible with existing driveways in spacing, width, configuration, and paving material. They should be introduced in locations that do not compromise historic site features, including landscaping, walkways, and retaining walls.

Large scale off-street parking areas are of course a modern convenience that was not a historic aspect of the district. The introduction of off-street parking must be weighed carefully and should only be considered if the parking area can be located unobtrusively in the rear yard or rear side yard, can be visually screened from the street and adjoining properties, will not destroy the character of the site by eliminating significant landscape features or significant open spaces. Screening of existing park lots is also encouraged. All off-street parking must comply with city ordinances.

Proposals for new driveways or off-street parking areas must provide the commission with scaled site plans, including all landscape and groundcover changes and information on any proposed lighting.

GUIDELINES FOR DRIVEWAYS AND OFF-STREET PARKING

1. The historic configuration and materials of existing driveways and alleys must be retained and preserved whenever possible.
2. New driveways must conform with the spacing, the width, the configuration, and the materials of existing driveways. Driveway designs that combine wheel strips with permeable centers are encouraged, both for their historic appropriateness and for management of rain water.
3. New driveways must be located so that a minimum of alteration to historic site features, such as landscaping, walkways, and retaining walls, is necessary. Damage to historic curbs and sidewalks must be avoided.
4. New parking areas must be located as unobtrusively as possible in an area screened from public view.
5. Locating off-street parking in residential front yards is not permitted.
6. For new parking areas, paving material compatible with traditional paving materials for driveways in the district must be used. Permeability should be maximized.

GUIDELINES FOR DRIVEWAYS AND OFF-STREET PARKING (cont.)

7. All new parking areas must be screened from adjoining properties with fencing or shrubbery.
8. Existing mature trees must be incorporated into new parking areas, and new trees introduced to maintain the tree canopy.
9. Large off-street parking areas encompassing so much of the rear yard that the residential character of the site is lost are not permitted.
10. New driveways and parking areas may not directly abut the principal structure.
11. In lighting parking areas, follow the guidelines for exterior lighting in the district.
12. Design lighting levels for safety. Use unobtrusive, directional lighting fixtures to avoid spilling light onto adjacent properties. For nonresidential parking areas, use lighting fixtures that turn off automatically after business hours, if possible.



LANDSCAPING

Overview

Significant elements of the landscape, such as grassy lawns, mature trees, hedges, foundation plantings, fences, walls, ground cover, trellises, patios, terraces, fountains, and gardens, all contribute to the character of the specific site and the historic district as a whole. Consequently, the preservation of such elements is essential in preserving the historic character of historic district. If a mature tree or hedge is damaged or diseased so severely that removal is necessary, replacement in kind or with similar species will maintain the historic character of the landscape.

In the residential parts of the district, it is particularly important to preserve both the proportion of green area to building mass and the formal or informal character of the landscaping. Flowering plantings appear in front, side and back yards. Vegetable gardens are usually found in side and back yards, but may also be considered for front yards as long as no existing landscape features are removed, damaged, or obscured by the new plantings. Existing hedges illustrate that foliage can be as effective as fences or walls in creating physical enclosure or visual screening. While maintaining historic landscape materials and adding new, it is also important to consider their relationship to historic buildings. Plantings that are too close to structures create moist environments that can foster biological growth and rot. It is recommended that all plants, bushes, and short shrubs be planted half their mature width plus one foot away from building walls or foundation. Trees should be given an allowance of five feet past their canopy to a building. Groundcovers should be kept at least one foot away from foundations.

See also Unified Development Code #14-5364 Article 9 - Landscaping, Clearing, Fill and Urban Forestry, including Article 9.1.4 (D) - Live oak protection requirements.

Sustainability Note

Landscaping is also an essential part of sustainable design. Trees provide cooling shade to buildings, reducing our need for air conditioning. They sequester carbon dioxide, reducing its presence in our atmosphere. Vegetation helps to manage rain water. When installing new landscaping, consider native plants compatible with the historic setting that will not require watering or irrigation.

GUIDELINES FOR LANDSCAPING

1. Landscaping that contributes to the character of the historic district must be retained and preserved as much as possible.
2. Specific landscape features that are character-defining elements of the historic district, including large trees, hedges, foundation plantings, grassy lawns, ground cover, trellises, patios, terraces, fountains, and gardens must be retained and preserved as much as possible.
3. If it is necessary to remove a large tree or a hedge because of disease or storm damage, it must be replaced with a new tree or hedge of the same species or with a similar appearance as long as it will not damage adjacent historic buildings or utilities. Older specimens that will more quickly achieve a mature size are preferred.
4. Historic ground-cover materials, such as brick or granite pavers must be retained and preserved as much as possible. If replacement is necessary, new materials that match the original materials, or materials traditionally found in the historic district must be used.
5. If a landscape feature is completely missing, it should be replaced with a new feature compatible with the character of the district. (See recommendations on preceding page regarding spacing between plantings and buildings.)
6. New landscaping features should be consistent with similar elements in the historic district. (See recommendations on preceding page regarding spacing between plantings and buildings.)
7. The location of new landscaping features should be consistent with the location of similar elements in the district.
8. Existing large trees and other significant landscape elements must be incorporated into plans for additions and new construction. Paving over tree roots shall be avoided.
9. The proportion of green area to built area on an individual lot must not be significantly reduced through additions, new construction, or surface paving.
10. Swimming pools must be located only in a rear or side yard position that is discrete. On corner lots, pools shall be located in the portion of the rear yard furthest from the street. The fencing for the purpose of pool security shall be in compliance with these design guidelines.
11. Edging materials that are inconsistent with the character of the historic district, such as exposed landscaping timbers, are not permitted.
12. Diseased, mature trees may only be removed with written certification of condition by a licensed arborist.

GUIDELINES FOR PUBLIC SPACES

A. **Streets and Sidewalks** – A goal inherent in recommendations for improvement of streets and sidewalks is the increased physical and psychological separation of the automobile and the pedestrian. The groups can function in greater harmony if there is a clear demarcation of boundaries between them.

1. Widths – Streets in the area should be made no wider than they presently are. Sidewalks, presently ten to twelve feet in width, might be enlarged in those areas where on-street parking is not allowed, to allow for the placement of trees and seating.

2. Elevation of Streets and Sidewalks – Even a minimal amount of difference in elevation between the sidewalk and the street can bring about an important visual and psychological separation. A sidewalk should be raised at least four inches above the elevation of the street.

3. Material – The preferred material for both sidewalks and streets is brick. There are increasingly effective simulated brick products on the market that might be economically feasible. It is suggested that the materials used in the sidewalks differ from those used in the streets, to increase the psychological separation between the two. Uniformity in the visual appearance of the sidewalks should be encouraged. An acceptable, although less preferred material, is exposed aggregate.

4. Street Accessories – Should match the existing accessories.

a. Street Furniture – Provisions should be made for placement of occasional seating, constructed in such a manner as to blend into the character of the historic district. Public street furniture such as benches, trash receptacles, fountains or the like shall be designed

to enhance and blend in with the surroundings. These elements should not stand out and attract undue amounts of attention to themselves or their functions.

b. Fencing – Any fencing should be of natural materials, either brick, painted wood or iron, and no more than 6' high. Material and design must be approved.

c. Street Lighting – Earliest lighting of streets was electric, with fixtures as shown that were suspended from existing poles. Ideally, any new street light to be introduced could be modeled off this design while using modern fixtures. In later years, pedestrian scaled fixtures were placed around the city. They were standard heavy scaled urban light posts of cast exposed aggregate concrete with glass fixtures on top. Remaining lights can be seen on the 100 block of South Oak Street in Hammond. Low voltage systems are recommended. Security lighting should be considered on an individual basis.

d. Power Lines – Reduce proliferation of lines by putting lines underground or behind buildings. Consolidate lines wherever possible. Require, by law, that all new lines be placed underground if placement of all lines is economically feasible.

B. **Parking Lots** – All parking lots which border streets in the historic district should be screened through plantings of trees or shrubs. In situations where space is unavailable, natural material fencing may be used.

5. DEMOLITION OR RELOCATION OF BUILDINGS

DEMOLITION

Demolition of a structure is an irreversible step and should only be pursued if there is no viable way to save the building. Every possible alternative must be exhausted before demolition is considered. Demolition should only be considered when the structure has been rendered unsalvageable as determined by a preservation professional and/or becomes a public safety hazard. Property owners should be aware that failure to maintain the structural integrity of a building can be considered demolition by neglect. The Unified Development Code #14-5364 Article 8.1.20 outlines the prohibition against demolition by neglect in the historic district.

Once a historic resource is destroyed all of the connections to the past and other benefits it lent to its community are lost forever. In considering demolition, the property owner and the Commission must give careful thought to the following questions:

- Might another site serve the purpose equally well?
- Might the existing building be adapted to meet the owner's needs?
- Might the property be sold to someone willing to use the existing building?
- Might the existing building be moved to another site?

In reviewing a request to demolish a building in the district, the commission also considers whether the proposed demolition will adversely affect other historic buildings in the district or the overall character of the district.

The commission opposes demolition when no subsequent use has been proposed for the site. When considering demolition of a historic building, the property owner must work closely with the commission in reviewing all alternatives.

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GUIDELINES FOR DEMOLITION

1. Demolition shall be avoided by any feasible means. Property owners shall work with the Historic District Commission to find alternatives to demolition. Alternatives may include:
 - relocation
 - sale to an entity that is willing to restore it or
 - restoration through state and federal tax incentives
2. If the Historic District Commission determines that there is no viable alternative to demoli-

tion, the following steps shall be taken:

- a. A permanent record of the buildings shall be created before demolition. The record shall consist of digital photographs and other documents, such as drawings, that describe the architectural character and the special features of the building. The commission determines on a case-by-case basis the precise documentation of a specific building that is

(continued on next page)

GUIDELINES FOR DEMOLITION (continued)

required and the person who is responsible for producing that documentation. The documentation must be submitted for review by the commission before the demolition. The record is retained by the City of Hammond.

- b.** All salvageable materials and potential buyers or recipients of salvaged materials must be identified. The removal of all salvageable building materials before demolition is encouraged, and may be

required depending on the significance of the building.

- c.** A site plan illustrating proposed building construction, landscaping, parking, and any other site development to be completed after demolition must be submitted.
- d.** The structure must be cleared quickly and thoroughly once the commission has granted approval to proceed with demolition.



RELOCATION

Relocation of a historic building or any building within the historic district should be carefully deliberated. A historic building should be moved only if all other preservation options have been exhausted. Relocation often results in a loss of integrity of setting and environment that compromises the significance of the relocated building. Consequently, relocation of a property in the National Register of Historic Places may result in its removal from the register. However, relocation of a building or a portion of a building can be a desirable alternative to demolition.

In reviewing a request to move a building within the district, the commission considers whether the proposed relocation will adversely affect other historic buildings in the district or the overall character of the district.

Moving buildings into the historic district or relocating them within it should be based on thorough planning and meet the guidelines for new construction with regard to architectural compatibility, siting, orientation, and landscaping.

GUIDELINES FOR RELOCATION

1. Document original site conditions before moving the structure. Use photographs and other written or graphic items such as site plans to record the original setting.
2. Assess the structural condition of the building before moving it, to minimize damage during the move.
3. Work with contractors experienced in successfully moving historic buildings.
4. Protect the building from weather damage and vandalism during the relocation.
5. If a structure is moved to a site within the historic district:
 - Assess the architectural compatibility of the relocated structure with adjacent buildings according to the guidelines for new construction.
 - Review the proposed siting, setback, landscaping, and other site-specific treatments according to pertinent guidelines.
 - Ensure that the relocation will not damage existing historic buildings or the character of the district.

APPENDIX A

SAMPLE BLANK APPLICATION

CITY OF HAMMOND - HISTORIC DISTRICT COMMISSION APPLICATION

****All required attachments must be filed with application 7 days before hearing date. ****

Date of Application____/____/____ Date of Hearing____/____/____

APPLICANT____ OWNER____
First Name MI Last Name First Name MI Last Name

MailingAddress____ PhoneNumber____

Property Location____

Kind of Application: ☐ New Construction ☐ Renovation ☐ Sign
☐ Painting ☐ Roofing ☐ Other

Describe all above work applied for:____

Required Attachments:

☐ Photo (of building or property) ☐ Color Samples ☐ Plans& Specifications
☐ Material Samples ☐ Sign Application ☐ Rendered Elevation & Floor Plans
☐ Door and Window Details

Failure to include all of the required attachments and/or failure of the applicant or his/her representative to appear at the scheduled hearing will result in postponement of the application until the next regularly scheduled meeting. The application may be dismissed if there are more than two (2) postponements.

I, or my representative, will appear at the meeting of the Hammond Historic District Commission at ____ am / pm in COUNCIL CHAMBERS AT HAMMOND CITY HALL on ____/____/____.

CERTIFICATION:

I HEREBY CERTIFY THAT THE OWNER OF THE ABOVE PREMISES HAS BEEN FULLY INFORMED OF THE ALTERATIONS HEREIN PROPOSED AND THAT SAID OWNER IS IN FULL AGREEMENT WITH THIS PROPOSAL.

Applicant's Signature: _____ Date: ____/____/____

Owner's Signature: _____ Date____/____/____

HISTORIC DISTRICT COMMISSION APPROVED____ DENIED____ DATE____/____/____
INTERIM COMMITTEE APPROVED____ DENIED____ DATE____/____/____

BY: _____

NOTE: This approval is valid only upon securing all necessary permits from the City of Hammond Building Official's Office, 219 East Robert Street, Hammond, and Phone: (985) 543-3220.

***Approval good for 6 months from date of approval

APPENDIX B

SAMPLE SIGN APPLICATION

HISTORIC DISTRICT COMMISSION - SIGN APPLICATION

Separate application must be completed for each sign

APPLICANT _____ Phone: (_____) _____ - _____
First Name MI Last Name
Mailing Address _____
Street Address of P.O. Box City State Zip
Sign Location _____

1. COLOR PHOTO OF FRONT AND SIDE OF BUILDING AND ANY EXISTING SIGNS.

2. BUILDING DIMENSION:

Width across front _____ ft.

Length street side _____ ft.

Number of stories _____

Maximum height of building _____ ft.

3. NUMBER OF EXISTING SIGNS _____ NUMBER TO BE REMOVED _____

4. NEW WALL MOUNTED SIGNS: (One square ft. is allowed for each linear foot of building width.)

() SIGN WIDTH _____ SIGN HEIGHT _____

() DESCRIBE LIGHTING _____

() DESCRIBE SIGN FACE MATERIAL _____

() DESCRIBE LETTERING _____

() DESCRIBE MOUNTING _____

() DRAWING OR PHOTO SHOWING COLORS OR ACTUAL SAMPLES

() DESCRIBE LOCATION _____

() ADDITIONAL INFORMATION _____

5. NEW SIGN NOT WALL MOUNTED: *Give exact location from property line when viewed from front street.*

() SETBACK: FRONT _____ RIGHT SIDE _____ LEFT SIDE _____ REAR _____

() SIGN WIDTH _____ HEIGHT _____ TOTAL MOUNTED HEIGHT _____

() DESCRIBE LIGHTING

() DESCRIBE SIGN FACE MATERIAL

() DESCRIBE SIGN BODY

() DESCRIBE LETTERING _____

() DESCRIBE MOUNTING _____

() DRAWING OR PHOTO SHOWING COLORS OR ACTUAL SAMPLES

() ADDITIONAL INFORMATION _____

SIGNATURE OF APPLICANT x _____ Date: ____/____/____

BUILDING OWNER (please print) _____ OWNER PHONE _____

SIGNATURE OF OWNER OF BUILDING x _____ Date: ____/____/____

HISTORIC DISTRICT COMMISSION BY x _____ Date: ____/____/____

Approval good for 6 months from Approval Date

APPENDIX C

APPLICATION CHECKLIST

The following checklist is designed to help you submit a complete application, which will help to expedite the review process.

Note: This is a general list of information that can often be helpful. The level of detail will vary according to the size and scope of the project. Consult with staff for further instruction.

- ☐ Detailed description of proposed work.
- ☐ Site Plan or Plat showing existing building(s) and location of applicable fences and walls, additions, new construction (including garages) and any planned demolition. Photographs are also helpful.
- ☐ Materials List including all new and replacement materials. This includes roofing, siding, door and window sizes and specifications, and exterior fixtures such as lighting and signs. Cut sheets and samples, when available, are helpful.
- ☐ Exterior Elevation Drawings (including measurements) or photographs showing roof slopes, vertical dimensions, exterior materials, window and door openings and other architectural features.
- ☐ Other Details as required (or requested) to describe the project – e.g. porch column and railing details; cornice, soffit and gutter details; door and window details, etc. Photographs and addresses of surrounding properties that have architectural details you want to reference are very helpful.
- ☐ For SIGNS: Please include height, design, materials and location (on RENDERING OR PHOTOGRAPH).