NEWPORT HISTORIC DESIGN REVIEW GUIDELINES

NEWPORT
KENTUCKY

East Row Local Historic District
York Street Local Historic District
Buena Vista Local Historic District
Newport Local Historic Landmarks

Newport Historic Preservation Commission
Newport Historic Preservation Office

City Of Newport, KY
998 Monmouth Street
Newport, KY 41071

Unformatted Public Review Draft – February 28. 2024

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Introduction

Living and/or owning a historic structure can be very satisfying, but it can also be a challenge when the time comes to make a repair, use a material that is no longer available, or when you want to make an alteration or addition that will work with today's lifestyles and business practices. At the same time, it is important to the overall area to ensure that any future development, renovations, or other changes are in keeping with the character of the district and the character of the original structure so as to protect this resource for the long term because once a historical characteristic of a building or structure is eliminated, it is likely lost forever.

New construction, renovation, rehabilitation, and even maintenance of a structure within a historic district have so many variables that it is almost impossible to apply a strict set of standards to all structures. Each structure may have been built for a different purpose, in a different era, and/or with a different architectural style or theme that may vary greatly from an adjacent structure or one that is in the same neighborhood but just down the street. The purpose of this document is to provide a framework of design guidelines that the Historic Preservation Commission (HPC), Historic Preservation Office (HPO), and other staff can use when reviewing an application for a Certificate of Appropriateness (COA), discussed later in this document. These guidelines are not a substitute for any standards found in applicable building or fire codes or for those standards found in the Newport Planning and Zoning Code.

The Historic Preservation Commission

The Historic Preservation Commission (hereafter referred to as the HPC) is a seven-member commission appointed by the Newport City Commission. The HPC gets its authority from Chapter 82 of the Kentucky Revised Statutes (KRS). The HPC has a number of powers and duties, including:

- Conducting surveys of historic buildings, areas, and cultural resources in the city and planning for their preservation;
- Making recommendations related to the local and/or national designation of historic districts, landmarks (historic structures outside of historic districts), and landmark sites (historic sites outside of historic districts);
- Reviewing and making decisions on changes to structures in historic districts or changes to landmarks and landmark sites through the Certificate of Appropriateness review process;
- Adopting guidelines, such as those in this manual, that are used to guide decisions related to historic districts, landmarks, and landmark sites;
- Advising and assistant property owners and other groups who are interested in historic preservation; and
- Other duties as established in the Newport Historic Preservation Commission Ordinance.

Of the above roles and duties, the most common activity of the HPC is its review of property owners' plans for the construction, alteration, repair, moving, or demolition of structures within the historic district or on the historic landmark. The HPC uses *The United States Secretary of the Interior's Standards for the Treatment of Historic Properties* and the standards and guidelines of this manual to help determine whether a proposed activity and the results of that activity are appropriate for the preservation and continued improvement of the various historic districts.

The HPC strongly encourages applicants to submit conceptual plans for review, especially in the early thinking stages. When more information is provided in the beginning, the likelihood of later surprises is reduced. By its very nature, working with older buildings is challenging. Better results are obtained when the planning for a project is thorough and reviewed by independent persons who can see the project from a fresh perspective. The HPC welcomes the opportunity to contribute to a better design rather than face the difficulty of denying approval for a finished plan that just doesn't fit the style of the building or the goals for the applicable historic district or landmark.

The Historic Preservation Officer

The Historic Preservation Officer (hereafter referred to as the HPO) is the staff person who is responsible for assisting the HPC in their work, reviewing certain COAs where there will not be substantial changes, and assisting property owners regarding questions related to historic preservation. In Newport, the HPO is the Planning and Development Director or their designee.

Applicability of Guidelines

The formal applicability of these guidelines, and when a COA is required, is identified in the Historic Preservation Commission Ordinance. The guidelines in this document are only intended to be administered and enforced for the East Row Local Historic District, the York Street Local Historic District, the Buena Vista Local Historic District, and all locally-designated historic landmarks. There are other nationally-designated districts and landmarks that are not subject to a COA review or these guidelines. It is important to note that while these guidelines do not apply to other districts or landmarks, any renovation or rehabilitation of landmarks or structures in other historic districts may be subject to the Secretary of the Interior's Standards for Rehabilitation as part of tax-credit applications reviewed by the Kentucky Heritage Council. See page 10 for more information on the state's tax credit program.

Newport Locally Designated Historic Landmarks

Carnegie Library
Charles Wiedemann House
James Taylor Mansion
Physician's Row
Southgate Street School

In general, all of the guidelines in this document shall apply to the East Row Local Historic District, the York Street Local Historic District, and to all locally designated historic landmarks. The guidelines shall apply to ***all facades*** (primary, secondary, or side), roofs, or architectural features that are visible from a public street or sidewalk but not from an alley. A limited number of guidelines, as noted under each topic, shall apply to the Buena Vista Local Historic District. For the Buena Vista Local Historic District, the focus on the application of guidelines shall be limited to the ***primary facades***, roof, or architectural elements that have frontage along a public street or sidewalk, but not from an alley. This shall include portions of a side or secondary facade that is a component of recessed entries. See Figure A. Alterations to any rear facade are not as strictly reviewed by the HPC or HPO, as applicable, because they are usually obscured by fences, trees, or other buildings and the placement on the lot.

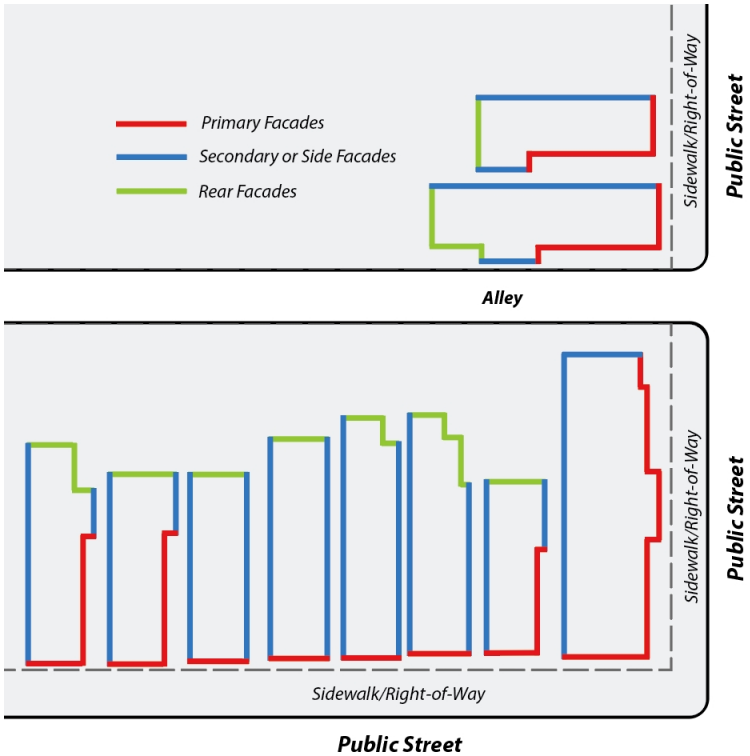


Figure A: Illustrative example of primary, secondary or side, and rear facade interpretations.

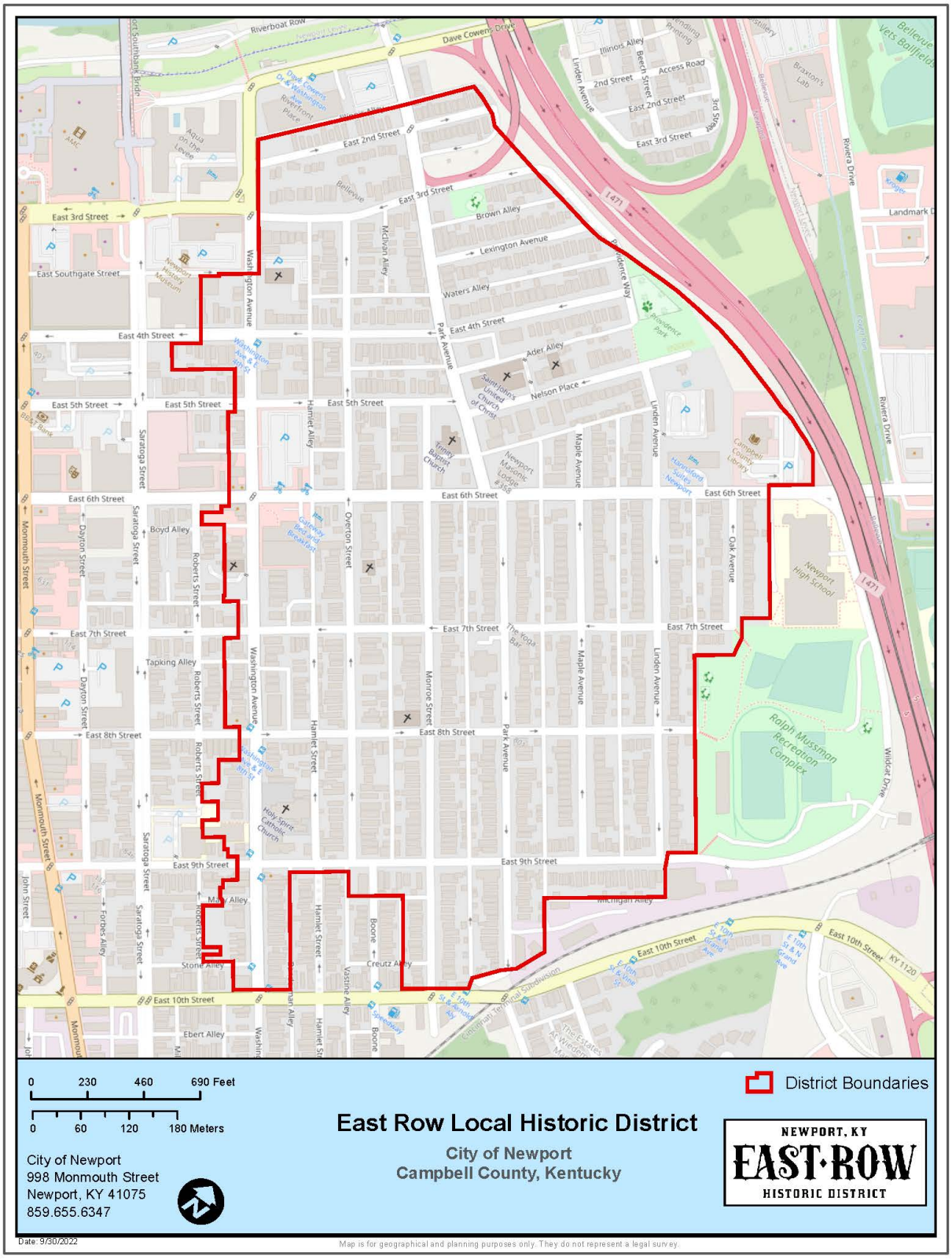
The guidelines are organized in a manner to identify those guidelines that apply to the different historic districts and to the landmarks using the following symbols:

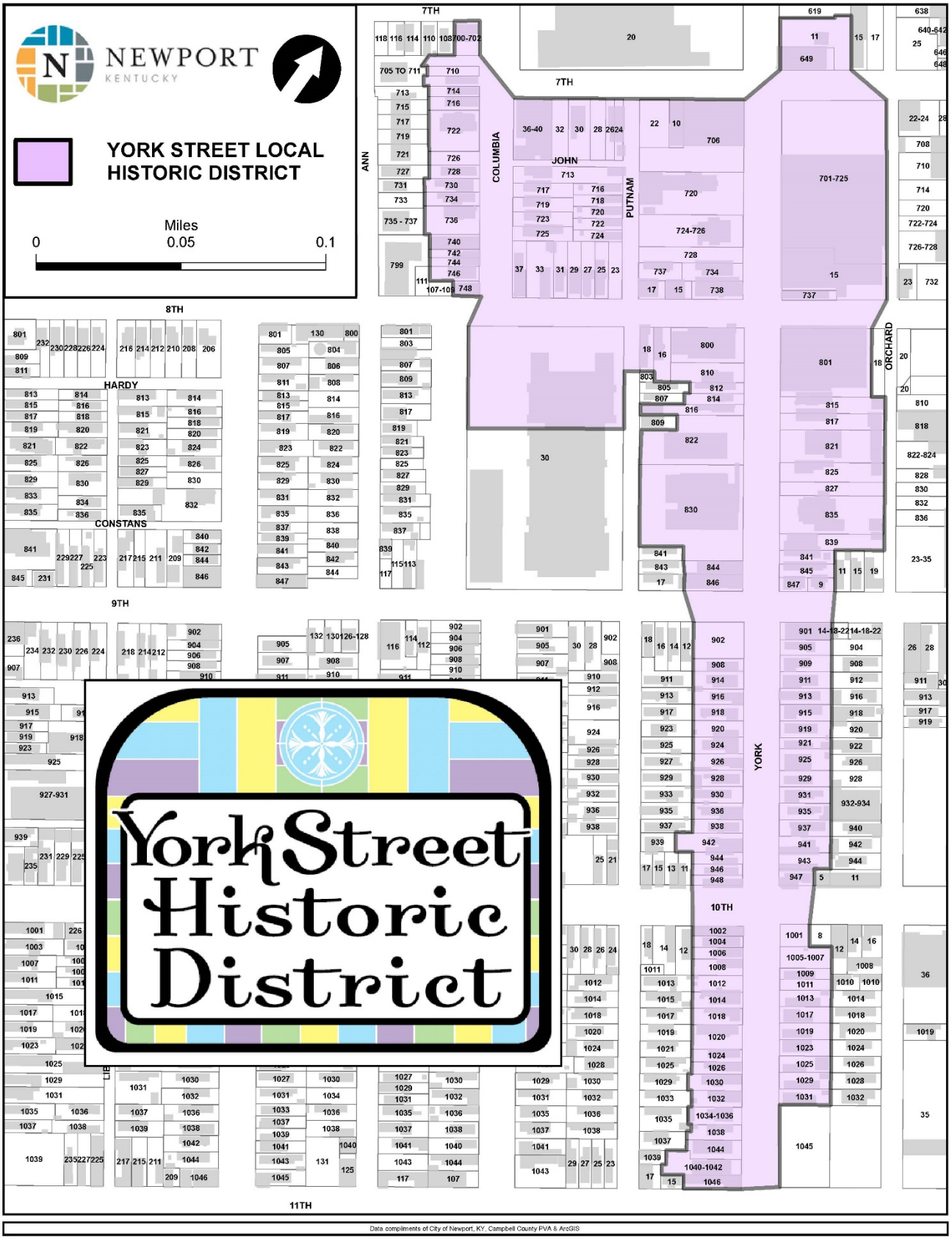
Symbol	Guidelines Apply to:
L	Locally-Designated Landmarks
ER	East Row Local Historic District
YS	York Street Local Historic District
BV	Buena Vista Local Historic District

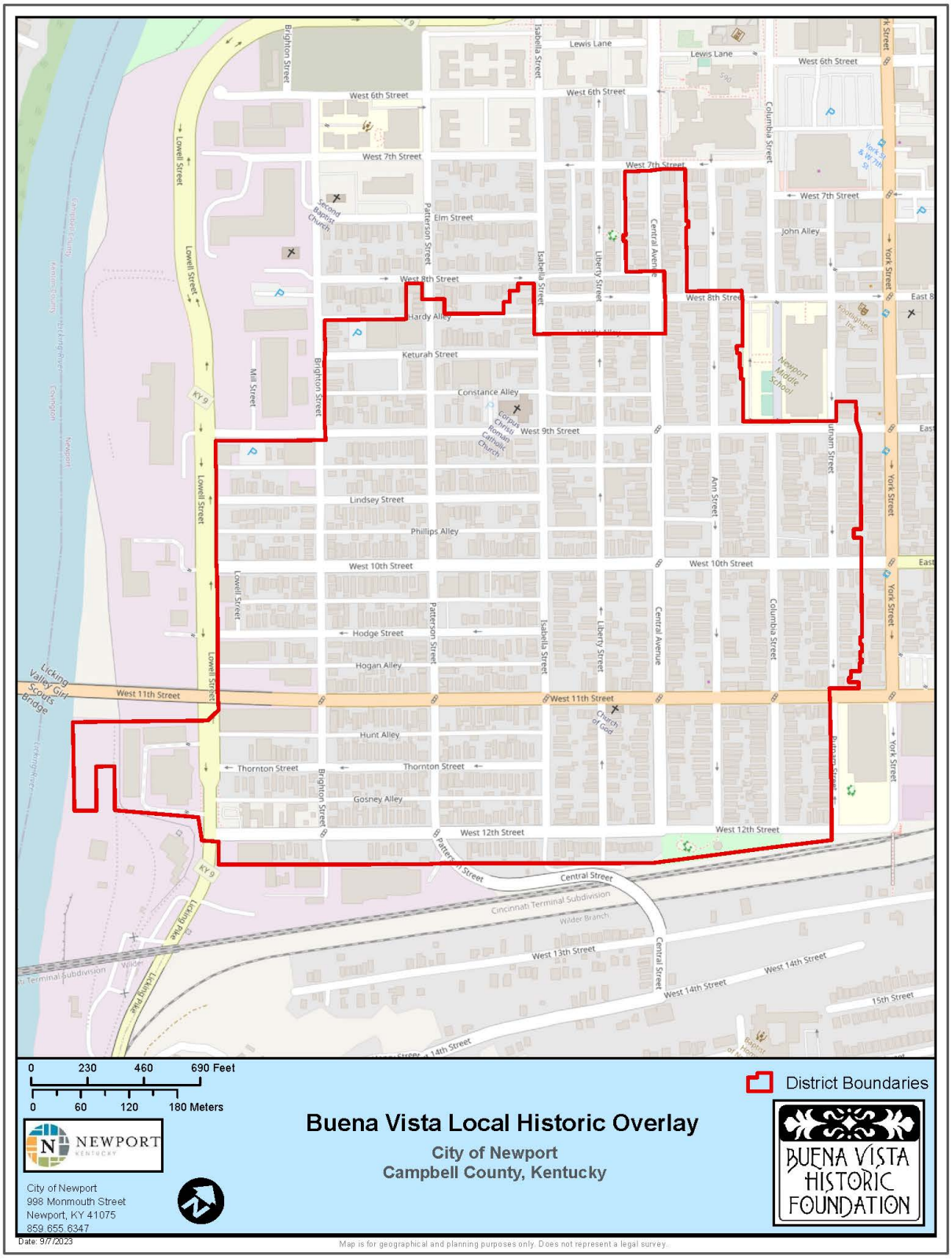
Determining the Significance of a Structure

When making decisions or recommendations about changes to structures in any historic district or on a historic landmark, the HPO or HPC shall have the authority to make a determination of the historical significance of the structure based on the principles below. To make the determination, the HPO or HPC may utilize the historic inventory for the applicable historic district, if available. For structures that the HPO or HPC finds are not historically significant (historic non-contributing or non-contributing), the board may relax or waive the standards or guidelines of this manual unless the HPO or HPC, as applicable, finds that the application of the guidelines will make a non-contributing building a contributing building. If the HPO or HPC, as applicable, finds that the structure is historically significant (historic or non-historic contributing), the standards and guidelines of this manual may be fully applied. In addition to the historic inventories, the HPO and HPC may utilize the following criteria for making such determinations:

- Its value as a reminder of the cultural or archaeological heritage of the city, state, or nation;
- Its location as a site of a significant local, state, or national event;
- Its identification with a person or persons who significantly contributed to the development of the city, state, or nation;
- Its identification as the work of a master builder, designer, or architect whose individual work has influenced the city, state, or nation;
- Its value as a building that is recognized for the quality of its architecture and that it retains sufficient elements showing such architectural significance;
- Its characteristic of an architectural style or period;
- Its contribution to the historical nature of the overall site; and/or
- Its character as a contributing element in the applicable historic district.


East Row Local Historic District
City of Newport
Campbell County, Kentucky
District Boundaries
NEWPORT, KY
EAST·ROW
HISTORIC DISTRICT
0 230 460 690 Feet
0 60 120 180 Meters
City of Newport
998 Monmouth Street
Newport, KY 41075
859.655.6347
Date: 9/30/2022
Map is for geographical and planning purposes only. They do not represent a legal survey.


NEWPORT
KENTUCKY
YORK STREET LOCAL HISTORIC DISTRICT
Miles
0
0.05
0.1
York Street Historic District
7TH
8TH
9TH
10TH
11TH
HARDY
CONSTANS
COLUMBIA
ANN
JOHN
PUTNAM
YORK
ORCHARD
Data compliments of City of Newport, KY, Campbell County PVA & ArcGIS


Buena Vista Local Historic Overlay
City of Newport
Campbell County, Kentucky
District Boundaries
0 230 460 690 Feet
0 60 120 180 Meters
NEWPORT
KENTUCKY
City of Newport
998 Monmouth Street
Newport, KY 41075
859.655.6347
Date: 9/7/2023
BUENA VISTA HISTORIC FOUNDATION
Map is for geographical and planning purposes only. Does not represent a legal survey.
West 6th Street
West 7th Street
West 8th Street
West 9th Street
West 10th Street
West 11th Street
West 12th Street
West 13th Street
West 14th Street
Lewis Lane
Elm Street
Keturah Street
Constance Alley
Lindsey Street
Phillips Alley
Hodge Street
Hogan Alley
Hunt Alley
Thornton Street
Gosney Alley
Central Street
15th Street
John Alley
Hardy Alley
Brighton Street
Lowell Street
Mill Street
Patterson Street
Isabella Street
Liberty Street
Central Avenue
Columbia Street
Ann Street
Putnam Street
York Street
Licking Valley Girl Scouts Bridge
Second Baptist Church
Corpus Christi Roman Catholic Church
Church of God
Newport Middle School
Cincinnati Terminal Subdivision
Wilder Branch
KY 9

Certificates of Appropriateness

Property owners, residents, and tenants are required to apply for and obtain a Certificate of Appropriateness (COA) from the Historic Preservation Officer before beginning any work described in this manual or the Historic Preservation Commission Ordinance if the subject property is within a locally designated Historic District or is an individually landmarked property. As the certificate's name suggests, the goal of the review is to ensure that changes made in the Historic District are appropriate for the style or design of an existing structure and harmonious with its neighboring structures. By protecting the historic character of each structure or property, the city, owners, and tenants are protecting the history of the district and, more importantly, the value of this resource.

The requirement for a COA primarily applies to the exterior of structures and typically only to changes that will result in significant changes (e.g., materials, colors, bulk, massing, character, style, etc.); it does not apply to the interior of any home or business.

Major work on a structure, including but not limited to new construction, demolition, expansion of floor area, or substantial changes in building materials or building elements, is reviewed by the entire HPC. All other work can be reviewed by the HPO. The HPO can review and decide on COAs where they have authority or forward the application to the larger HPC. The HPC holds regular meetings as established on the city's website. Anyone may attend the HPC meetings.

A COA application reviewed by the HPO will be issued no later than 30 days after the submission of a complete application. COA applications that go to the HPC will be issued no later than 60 days after submission of a completed application. In most cases, the certificate will be issued quicker than the 30- and 60-day time limit.

Along with an application, owners/tenants must provide any additional information that will assist the HPO or HPC in reaching a decision on the proposed activity. For example, blueprints, paint samples, and other materials that help show or explain what changes are proposed. In addition, either the applicant or a representative must attend the meeting to discuss the project and the way it will be done.

It is the intent of the standards and guidelines within this manual to encourage alterations and repairs to structures in the spirit of their architectural style and that additions to structures be made in styles that should complement the original architectural style. The HPO or HPC may request additional information, sketches, and data necessary to accomplish these goals. The HPC has the power to call in experts and specialists for testimony and opinions to aid in its deliberations. The HPC may also recommend changes in the plans that it considers desirable and may accept an applicant's voluntary amendment of the application to include or reflect the agreed changes.

In the event that an aggrieved party does not agree with an HPC decision, that party has the right to appeal that decision to the Campbell County Circuit Court. They must do so within 30 days of the HPC decision.

In the case of unusual circumstances, whereby the normal process for obtaining a COA as set forth in this Historic Preservation Commission Ordinance creates an undue hardship for the health, safety, and welfare of the applicant or the general public, the HPO or the HPC may, at their discretion, waive the normal process and give immediate approval for a COA.

Obtaining a COA for a proposed project is an important step. Failure to apply for and obtain a required COA, or performing work beyond the scope of the approval, can result in the responsible parties being charged with a violation of the Historic Preservation Commission Ordinance. Contacting the HPO early in the planning phase of a project will help you avoid any of those kinds of enforcement procedures.

Any person who received a COA approval has one year to complete the approved work or submit a zoning permit application, if one is required for the work. Failure to meet this deadline or seek a written extension will result in the expiration of the COA approval. After expiration, the property owner will be required to submit a new COA application before proceeding with any work. If a COA is subject to review by the HPC, the HPC has the authority to approve an alternative time limit for the completion of work.

Kentucky Heritage Council and Historic Rehabilitation Tax Credits

The Kentucky Heritage Council is an important resource available to anyone who is looking to maintain, rehabilitate, or restore a historic structure. The Council serves as the State Historic Preservation Office for communities within the Commonwealth of Kentucky that manage historic preservation activities. The Council is also part of the process of designating local sites, buildings, and districts as historic on the National Register of Historic Places. The National Register is a list of our nation's historic resources that is administered by the National Park Service.

In addition to being a resource, the Kentucky Heritage Council is responsible for managing the Historic Rehabilitation Tax Credit Program, which provides tax credits against your income taxes for work put into the rehabilitation of a contributing structure in a National Register Historic District or for a landmark that is in the National Register of Historic Places.

It is important to note that work done in accordance with the City of Newport's Historic Preservation Commission ordinance and this design manual **does not guarantee** that the work will be eligible for the state tax credits. The Kentucky Heritage Council reviews applications against the Secretary of the Interior's Standards for Rehabilitation (See Appendix A.) and may require stricter compliance with such guidelines than is locally required by the HPC or HPO. Furthermore, the Kentucky Heritage Council may give consideration to activities regarding the rehabilitation of interior portions of a building.

More information about the Kentucky Heritage Council and the tax credit program can be found online at https://heritage.ky.gov.

Types of Work in a Historic District or on Historic Landmarks

There are several types of work that may take place in a Historic District or on a historic landmark with different implications in the applicability of these standards and guidelines and/or the requirements for a COA. The following are general definitions of the types of work that may be subject to review. **Please consult the Newport Historic Preservation Commission Ordinance under Title III of the City of Newport, Kentucky's Code of Ordinances to officially determine if any of the proposed work requires a COA.** In some cases, there may be several types of work taking place on the same property at one time.

Changes of Occupancy and Interior Work

A change of occupancy is where there is either a change in tenancy or where a new use replaces a previous use of a building or lot but where there is no physical change to the exterior of the building or other structures. Interior work includes any work on the interior electrical wiring, HVAC, plumbing, or other systems, or other interior renovations that will not alter and/or affect the exterior elevations and facade of the building or structure or any architectural features that are visible from the outside.

Do changes in occupancy or interior work require a COA? No, as long as there is no structural or exterior work. Additionally, interior building renovations are allowed without a COA, provided they do not alter and/or affect the exterior elevations or features.

Maintenance (Preservation)

Maintenance involves any work that focuses on keeping the structure or property in good condition by repairing features as deterioration becomes apparent and using procedures that retain the original character and finish of the features. This work may include repairs that involve no change in materials, color, or other alterations that would subject the maintenance to review under a COA application. Property owners are strongly encouraged to maintain their property in good condition so that more aggressive measures of rehabilitation, restoration, or reconstruction are not needed. Repainting a structure or architectural element in the same color(s) is considered maintenance. Replacing elements (e.g., windows, doors, etc.) with elements that have the same appearance, same color, and same materials is also considered maintenance but may or may not require a COA, depending on the extent of the work.

Does maintenance work require a COA? No, as long as any work does not result in a change of materials, change of color, addition, or removal of any architectural or building element but rather involves work that preserves the building as it currently appears through ordinary repairs and maintenance. If the work involves painting the building or portion of the building in a different color, a COA shall be required but may be reviewed and approved by staff. Feel free to reach out to the HPO to discuss whether your proposed maintenance work will require a COA.

Renovation or Rehabilitation

Renovation or rehabilitation is the process of improving a property or returning a property to a state of use or occupancy while still preserving those portions or features of the property that are significant to its historic, architectural, and cultural values. In renovation and rehabilitation, the basic character and significant details are respected and preserved, but some sympathetic alterations may also occur to address modern uses.

Does renovation or rehabilitation work require a COA? This will depend on the specific details of the proposed work. If the applicant is replacing or repairing a building element (e.g., windows, doors, ornamentation, etc.) that is a same-for-same replacement with no change in color, material, design, etc., a COA will not be required. Any other change shall require a COA.

Restoration

The restoration of a structure or portion of a structure means to reproduce the appearance of the structure or portion of a structure exactly as it looked at a particular moment in time. Typically, restoration means restoring the structure or portion of a structure to its original appearance that may include work such as the removal of oversiding, the addition of original architectural features, or the removal of modern features that do not reflect the applicable architectural era.

Does restoration work require a COA? Yes, pursuant to this manual and the Newport Planning and Zoning Code.

New Construction or Additions

New construction shall include the construction of a new structure or the addition of space to an existing building or structure where there is an expansion of floor area. This type of work may also include the reconstruction of a building or structure that previously existed on the site, but that has since been modified or removed to the point that the structure will need to be reconstructed to reestablish the historic nature of the building.

Does any new construction or addition require a COA? Yes, pursuant to this manual and the Newport Planning and Zoning Code.

Demolition

Demolition shall include the demolition of any structure or portion of a structure that eliminates floor area. The removal or replacement of elements (e.g., siding, doors, windows, etc.) shall be considered restoration, rehabilitation, or renovation work.
Does any demolition require a COA? Yes, pursuant to this manual and the Historic Preservation Commission Ordinance.

Relocation

This type of work is rare but involves the moving of a structure from one part of a historic district to another property, whether that property is located within or outside the same historic district.
Does relocating a structure require a COA? Yes, pursuant to this manual and the Historic Preservation Commission Ordinance.

When reviewing an application, the HPC or HPO, as applicable, will review each application on a case-by-case basis to determine compliance with the following standards and guidelines found on the following pages. In some cases, certain guidelines may not apply. For example, if an application relates to the replacement or changing of a window, the guidelines for doorways or for new construction will not apply. The HPC or HPO, as applicable, will evaluate the application based on these guidelines but also on how the application relates to adjacent structures and to the overall character of the district.

On the following pages is a mix of standards (“shall” and “must” type language) that establishes objective, mandatory requirements for the work as well as guidelines (“should” or “encouraged” type language) that establishes guidance for review but still maintains a level of discretionary review for the HPC or HPO, as applicable. The purpose of this mix of objective and discretionary language is to provide standards and guidance wherever possible but recognize that it would be impossible to create a set of rules applicable to all the structures in the district given the wide range of building types, styles, and ages.

Design Guidelines

The overall approach in sound preservation guidelines is to respect the overall character of the historic neighborhood. This principle does not prevent changes to a historic building or neighborhood but does require careful planning before making repairs and alterations, undertaking demolition, or designing new structures. The following design guidelines are written to provide the HPO, HPC, and property owners with recommendations for renovation, rehabilitation, and restoration that are in keeping with their architectural character and add to the economic value of the subject property and subject historic district.

The following are the basic design principles that Newport embraces as part of these historic preservation guidelines:

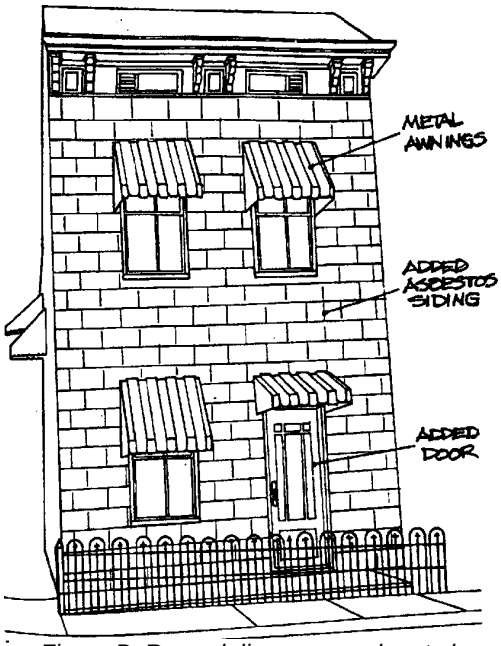


Figure B: Remodeling approaches to be avoided for historic buildings.

- **The city places a priority on restoring buildings and features to the original architectural or construction accuracy to the maximum extent feasible.**
- **Avoid removing or altering historic materials or distinctive architectural features unless such features were previously added to the building but do not reflect the original architectural style or era of the building.**
- **Repair rather than replace building components and features to the maximum extent feasible.**
- **Consider the original design features of the structure and the original architectural style or era as may be found in historical photographs or documents.**
- **The cleaning of historic structures shall be undertaken with the gentlest means possible.**
- **Repair, restore, and reuse original architectural materials such as brick, stone, wood siding and trim, cast and wrought iron, to the maximum extent feasible. Original materials should not be removed or covered. If necessary, missing or deteriorated materials should be replaced with materials that match the original as closely as possible.**
- **Preserve existing architectural features that give a building its character, such as decorative piers, columns, brackets, cornice work, decorative brickwork, and terra cotta.**
- **Avoid the addition of inappropriate and out-of-character features.**
- **Buildings shall be architecturally oriented toward the street, with the main entrance(s) facing the street. Buildings located on a corner street shall orient the main entrance to the primary street on which the building has frontage.**
- **Building materials and colors should reflect the characteristics of surrounding buildings that are similar in architectural style.**
- **Overly simplified, unarticulated, or bland buildings or additions with no details shall be avoided, particularly in areas where rich detailing and architectural ornamentation are common characteristics.**

These guidelines are based on the Secretary of the Interior's Standards for Rehabilitation, which are guidelines established by the U.S. Department of the Interior for historic buildings and areas. A copy of these guidelines is located in Appendix A.

Nothing in these design guidelines is intended to prevent compliance with the Newport Planning and Zoning Code or any applicable building or fire code.

Use of Substitute Materials

On occasion, original materials for various elements of a historic structure are so badly deteriorated that they must be replaced. Replacing materials as limitedly as possible and with in-kind or like-for-like materials is the most desirable course of action. In most instances, the replacement of existing materials with like-for-like materials is permissible with a COA that can be approved quickly by the HPO. However, some historical details are difficult to appropriately replicate, and new materials may be permissible in those circumstances, especially with modern materials that have an identical appearance to the original. The substitution of historic materials with modern materials is also becoming increasingly true due to the evolution of technology, allowing for the creation of new materials that may be appropriate for replacement materials due to their ability to replicate the original appearance of the historic feature.

Based on the National Park Service's Historic Preservation Brief #16, when considering the use of substitute materials, the HPC may consider the following:

- The lack of availability of historic materials that would be a sufficient match to the original;
- The lack of availability of skilled artisans or historic craft techniques that would prevent the completion of work in a reasonable timeframe;
- Inadequate durability of the original materials;
- That the substitute material will be used for the replacement of a secondary feature or the construction of a new addition;
- That the substitute material will allow for the reconstruction of a missing feature, which will ultimately be beneficial to the overall historic character and appearance of the building;
- The material is necessary for compliance with building or fire codes; or
- The material will provide for enhanced resiliency and sustainability.

Guidelines for the Use of Substitute Materials	
The use of substitute materials on any portion of a structure or for any architectural element must be reviewed and approved by the HPC.	
Only proven materials with a highly realistic appearance that are equal to or exceed that of the original, or those materials approved by the National Park Service in tax credit applications, will be permissible. Any replacement must match the original in size, shape, and design, and shall have an appropriate finished appearance.	
If an element is repairable, replacement with new, substitute materials is not permitted. Wholesale replacement where significant deterioration is not evidenced will not be permitted.	

Siding and Exterior Wall Materials

For buildings that are not sided in masonry, the retention of the frame weatherboard and/or wood shingles is essential for historic houses in the city's historic districts. Modern materials such as aluminum or vinyl siding, imitation stone, or imitation brick are not permitted except as allowed by these guidelines in the Buena Vista district. The appearance of artificial sidings is not convincing and generally looks out of place on older homes. Wood is a natural insulating material and, if properly maintained, will last indefinitely.

The reasons for not allowing artificial sidings on older homes are many and important.

- **The economic benefit is questionable** - All materials have a limited life span, and baked enamel or vinyl sidings are no exception. After no more than 20 to 25 years, many applied sidings begin to crack, mottle, or lose their finish, making it necessary to paint the exterior of the artificial siding. The property owner is then left with painting the metal or vinyl siding, which may be costlier than painting wood surfaces. Although you may save on one or two paint jobs following the application of new siding, the initial expense and inevitable painting required later does not make economic sense.
- **Practicality** - On historic homes, synthetic sidings are almost always placed over the original frame clapboard or weatherboard siding. Frame siding must "breathe" and allow moisture evaporation. Artificial sidings interfere with this natural process, and the wood can retain moisture and rot beneath the applied siding. When deterioration of the wood occurs, it often goes undetected for many years.
- **Fire Susceptibility** – Fire Departments dislike artificial sidings because they intensify the heat within a house. Metal siding, in particular, traps and intensifies a fire on the interior of the home. Vinyl siding, when burned, often produces toxic fumes.
- **Insulation** - The insulating properties of metal siding are often promoted, but very little heat is lost through walls. Applying artificial siding will have little effect on a property owner's bills.
- **Aesthetics** - No matter how good your contractor is, artificial siding looks like artificial siding and lacks the character of clapboard or weatherboard. The horizontal spacing and overlapping "boards" on the imitation siding often do not match the siding appropriate for historic homes. Significant ornamental detailing is often removed or covered in the application process.

For brick or stone siding guidelines, see the Masonry section of this document.

Guidelines for Siding and Exterior Wall Materials	
Existing siding material may be removed and replaced like-for-like, even if the existing material is vinyl or metal siding or an imitation brick or stone.	BV
The replacement of existing wooden siding and corner boards on any facade that is visible from a public street or sidewalk shall be with new wood that matches the original wood.	L ER YS
Existing siding material shall be maintained and preserved to the maximum extent feasible, with the exception of artificial siding, which should be removed and replaced with original siding materials that may include wood or masonry.	L ER YS
Existing vinyl or metal siding that is removed from facades that are not visible from a street or sidewalk shall be replaced with wood siding, the restored original siding beneath the existing vinyl or metal siding, or by substitute materials as allowed by these guidelines.	L ER YS
Artificial exterior sidings are not suitable for historic buildings. Property owners are encouraged to remove existing artificial siding and restore the original wood siding.	L ER YS
Siding of any kind shall not be used to cover or replace brick walls.	L ER YS BV
Siding should be applied horizontally unless the architectural style or era of the building typically uses vertical siding such as board and battens.	L ER YS BV
Replacing a horizontal lap siding with a vertical panel-type plywood siding is prohibited.	L ER YS BV
All wood siding should be painted.	L ER YS BV

Masonry

The overwhelming building material in many of the historic districts is brick, which is used for exterior structural walls or veneers on residences. Brick is also used for foundations, decorative inlays, and detailing, chimneys, porch piers, and other architectural elements. Stone is also widely used with limestone and sandstone employed for foundations, veneers on main facades, window lintels and arches, and decorative detailing. Another masonry building material also found in the districts is hollow core concrete blocks, which are used as exterior veneers on residences and outbuildings.

All masonry materials and detailing shall be maintained, repaired, or, if replacement is necessary, replaced with masonry or mortar to match the original. Deterioration of brick is most frequently caused by moisture infiltration. This is usually due to faulty gutters, downspouts, leaky roofs, or other structural problems. Cracks in brick may also exist due to settled foundations, insufficient support over doors and windows, or mortar failure. With the exception of severe cases of deterioration, most typical masonry siding and ornamentation can be repaired or replaced by professional bricklayers and masons.

Masonry buildings and details are a major part of the historic character in all historic districts, and the following guidelines provide proper cleaning, repointing, and sealing recommendations.

Masonry Cleaning

Masonry cleaning shall be undertaken by the gentlest means possible. Most brick or masonry buildings have never been painted and display their original brick and stone surfaces. Over time, these masonry surfaces have weathered, creating a richness of textures and colors, which provides distinction and individuality to buildings. In most cases, cleaning of brick and/or stone surfaces may not be warranted. However, if cleaning is desired, suggestions for the gentle cleaning of masonry are included in Appendix C.

Abrasive methods of cleaning such as sandblasting, abrasive blasting, or high-pressure water cleaning are not acceptable alternatives for masonry cleaning options identified in Appendix C. Abrasive cleaning is destructive and causes irreversible harm to the historic building fabric. Abrasive methods remove the hard, outer protective surface of brick, making it more susceptible to rapid weathering and deterioration. Additionally, abrasive methods can erode the bond between the mortar and the brick and can remove portions of the mortar, requiring expensive repointing and masonry repair.

Masonry Repointing

The mortar used throughout the area to bond the brick is generally a soft composition of lime and sand. This mortar allows for the expansion and contraction of the brick during warm and cold months, and joints are recessed behind the face of the brick. Masonry repointing shall always be of soft mortar composition, and hard or premixed mortars shall not be used without prior approval through the COA process. The use of hard mortars will not allow old brick to expand and contract, potentially resulting in brick deterioration. See Appendix C for a suggested mortar recipe.

Most buildings in the historic district have concave or flush joints, and repointing shall follow these profiles. Mortar shall not be applied to cover the face of bricks or obscure detailing.

Masonry Replacement and Sealants

If bricks or stones are missing or require replacement, every effort should be made to match the original brick or stone in size, color, and texture. This can be accomplished by seeking out salvage companies that have a stock of historic bricks or stones retrieved from razed structures. In extreme cases, if only a few bricks or stones are required, it may be acceptable to remove the original bricks from a rear facade for replacement on primary or side facades that are more visible from a street or sidewalk. The rear facade can then be patched with bricks that match as closely as possible. It is generally more difficult to match old brick with modern-manufactured bricks, but this should also be explored for brick replacement.

Sealants on brick and masonry surfaces are not recommended. The sealants have a limited life span and, in general, have not been found to have a long-term preserving effect. Water repellents and waterproof coatings should only be used in extreme cases of damage, such as on sandblasted bricks that have become so porous that paint or some type of coating is essential. If a problem occurs on only a portion of the masonry, it is usually best to treat only the problem area rather than the entire building. See Appendix C for more information on sealant types.

Masonry Painting

The majority of brick and stone surfaces in the historic districts have never been painted, and the existing colors and textures contribute to the area's overall character. The painting of masonry that has never been painted is prohibited. Masonry that has been previously painted may be repainted as necessary. New paint must be compatible with existing paint.

Guidelines for Masonry	
Use the gentlest means possible for cleaning masonry. Water and detergents are the least harmful to brick and stone surfaces. Low to moderate-pressure water (30 - 400 psi) or steam cleaning of masonry surfaces is permitted. Chemical cleaning may also be acceptable for the removal of stains and paint. A COA is not required for the cleaning or maintenance of masonry unless an abrasive method of cleaning, as defined above, is proposed.	L ER YS BV
Cleaners such as muriatic acid, caustic soda, or lye shall not be used on historic brick surfaces.	L ER YS BV
In all cases of replacing mortar and/or bricks, a property owner is encouraged to consult a master mason to determine the hardness of the old and new brick and mortar to ensure compatibility and long-term wear.	L ER YS BV
Masonry repair, replacement, or repointing shall match the original masonry components in color, texture, and character.	L ER YS BV
Masonry repointing shall be undertaken using a soft mortar composition, and hard mortars, such as one that consists of straight portland cement and sand, shall not be used. See the mortar recipe in Appendix C. A COA shall not be required if repointing is to be accomplished with the mortar recipe in Appendix C.	L ER YS BV
Waterproof coatings and water-repellent coatings are not permitted except under extreme circumstances.	L ER YS BV

Guidelines for Masonry	
Masonry walls shall not be covered with any type of applied siding, including, but not limited to, artificial stone surfaces, stucco, concrete, and metal siding.	L ER YS BV
Masonry which has not been previously painted shall not be painted.	L ER YS BV
Masonry facades that were previously painted and still retain paint on over 50% of a single facade area may be repainted.	L ER YS BV
Masonry details and ornamentation shall be preserved and maintained. Such details and ornamentation shall not be covered or obscured.	L ER YS BV
For guidelines related to retaining walls, see the “Fencing” section.	L ER YS BV

Exterior Paint

The majority of buildings in the historic districts are of brick construction and have been left unpainted over the years. Paint is often found only at wood eaves, window and door surrounds, and roof dormers. Appropriate paint colors are an important defining feature of a building and aid in defining features of a building as well as highlighting details and trim. In addition to accenting decoration, paint is an excellent preservative, and consistent painting and maintenance can add years to the lifespan of a house's architectural ornamentation.

Paint manufacturing and color mixing processes greatly increased in the late 19th century, which allowed a wide variety of colors to be available to homeowners. These coincided with the application of wood millwork decoration in the Italianate and Queen Anne styles resulting in a shift towards a larger variety of colors applied to homes. Most homes from the 1870s to the early 1900s displayed a wide variety of shades and contrasting colors. Tans, greens, reds, and grays were all widely used. Often, the siding of the house was painted a light color, while darker colors were added to the windows, porch, and trim.

After 1900, paint colors were generally more conservative, with white and light pastels coming back into demand for the Colonial Revival styles. Bungalow designs often relied on contrasts between brick and stained wood shingles to provide color. Paint colors for Bungalows are generally grays, browns, and other earth tones.

The use of contrasting materials on facades, such as brick, stone, and terra cotta, are significant architectural elements and should never be painted a uniform color. The application of paint can decrease a property's character and can also result in increased maintenance costs in future years for repeated paint applications.

A COA is not required for the painting of buildings, keeping in mind that the painting of masonry that was not previously painted is prohibited (See the “Masonry” section.). However, property owners are still subject to compliance with these guidelines even without a COA and failure to comply may result in a violation of the Historic Preservation Commission ordinance.

Property owners are encouraged to select paint colors in keeping with each home's style and design. There are many publications and online resources that are available that illustrate and detail appropriate paint colors based on the architectural style and era of the subject building. Examples of these resources include, but are not limited to:

- “Century of Color: Exterior Decoration for American Buildings, 1820-1920” by Roger Moss
- “Victorian Exterior Decoration: How to Paint Your Nineteenth-Century American House Historically” by Roger Moss and Gail Caskey Winkler
- “Historic Colors of America” developed by Historic New England available at this **LINK**.
- Exterior paint palettes and collections for historic buildings identified by paint manufacturers.

These and other publications should be referred to if historic paint colors are to be applied, especially to ornamentation. There is also a wide array of online sources that provide palettes of color used for various architectural styles. Property owners are encouraged to discuss paint colors with the HPO, who can provide input on appropriate paint colors for historic buildings. The HPO may maintain palletes of suggested colors for different architectural styles to provide additional guidance on color choice that would be pre-approved for use. Additionally, the HPO maintains copies of informational resources in addition to online resources to assist in the selection of colors in addition to the guidelines and standards of this section. Information may also be available at the local library.

Guidelines for Exterior Paint and Colors	
The painting of exterior primary facades visible from a street or sidewalk are subject to these guidelines on exterior paints and colors.	BV
The painting of any exterior facades visible from a street or sidewalk are subject to these guidelines on exterior paints and colors.	L ER YS
Paint colors on portions of facades that are not visible from a public street, as determined by the HPO shall not be restricted.	L ER YS BV
Only traditional, exterior painting materials for buildings (e.g., latex or oil-based paints) may be applied to historic buildings.	L ER YS BV
It is not necessary to paint a building in its original colors. However, an applicant is encouraged to paint buildings in historically accurate colors.	L ER YS BV
The colors applied to any building should be selected from colors available at the time the building was built and considered appropriate for the original style and design.	L ER YS BV
The colors should be applied to enhance the design of the structure and in a manner originally intended.	L ER YS BV
Paint colors shall not be restricted with the exception of intense bright and arresting colors such as fluorescent or neon colors, highly saturated colors, or similar shades that were not found during the time periods when many of the historic homes were constructed. Such colors, shall not be used for the exterior painting of buildings. Some highly saturated colors may be appropriate for the painting of a limited amount of trim details and only if the colors reflect common trim colors of the historic architectural style. See Figures C and D.	L ER YS BV
When removing paint from wood, use hand scraping, chemical solvents or a heat gun. Do not sandblast wood siding or brick under any circumstances.	L ER YS BV
See “Masonry” guidelines for additional information on brick painting.	L ER YS BV
Be aware that historic structures often contain hazardous substances, such as lead paint and asbestos. Contact the Campbell County Health Department regarding proper methods of removal and disposal.	L ER YS BV

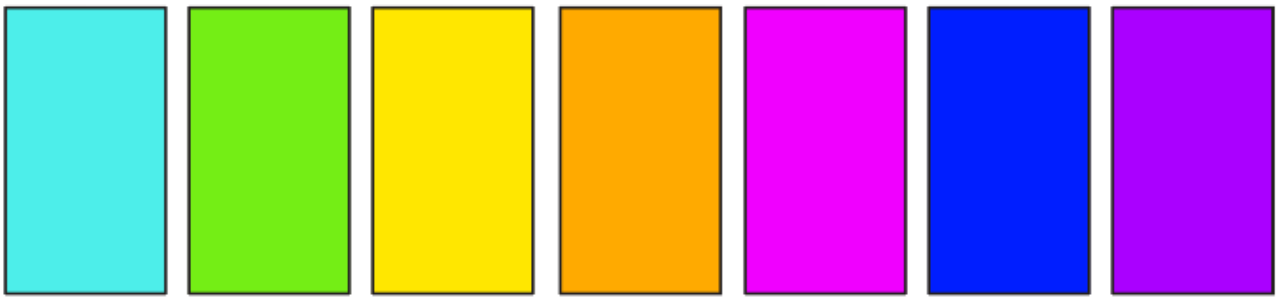


Figure C: Fluorescent or neon colors are not appropriate for use on any historic building, even for the painting of trim. This image provides some examples of inappropriate fluorescent or neon colors and is not intended to be an exhaustive list of examples.

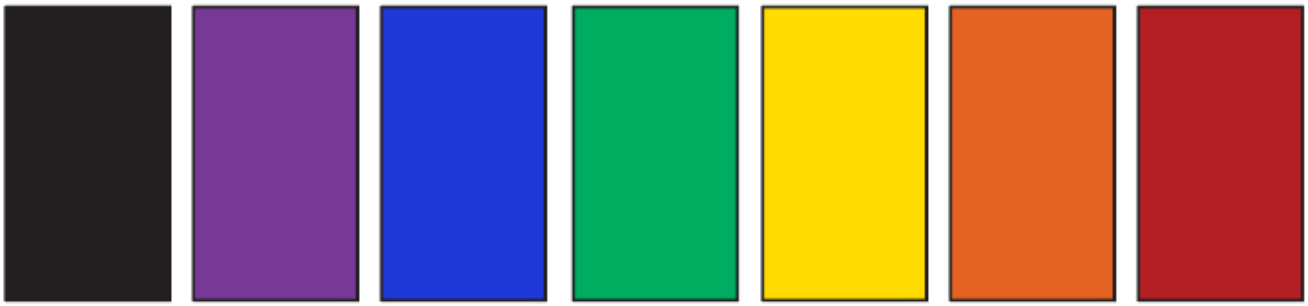


Figure D: Highly saturated colors are not appropriate for use on historic buildings unless used for the painting of a limited amount of trim, in colors reflective of the architectural time period. This image provides some examples of saturated colors and is not intended to be an exhaustive list of examples.

Architectural Ornamentation

The historic districts contain a wide variety of architectural ornamentation spanning over sixty years and illustrates the evolution of architectural styles during this period. The retention of this ornamentation is an essential part of retaining each of the historic districts' unique character.

Common ornamentation on Italianate buildings is sheet metal, stone, or wood cornices at the roofline; sheet metal, stone, or wood hood molding around doors and windows; brick or stone quoining at the corners of buildings; and decorative wood panels at eaves and porches. Cornices are often quite varied with large brackets, lentils, modillion blocks and other features.

Queen Anne buildings often feature extensive ornamentation and varied materials. In addition to milled porch columns and balusters, Queen Anne residences feature wood shingles or slate shingles laid in decorative patterns; wood panels cut in a variety of designs, corner towers or turrets, and milled panels beneath the eaves. Queen Anne residences from the early 20th century often display Doric or Ionic porch columns and eave trim of Classical derivation. A more unusual feature is the use of ceramic or glazed tile which are laid in decorative patterns in gable fields or pediments.

On early 20th century homes, decoration generally became simpler in design, especially on the popular "Foursquare" designs built in the Colonial Revival era. Decorative trim is generally based on classical ornamentation such as modillion blocks, lentils, volutes and pilasters and columns in the Doric, Ionic and Corinthian styles. These are most often of frame construction although some column capitals are of terra cotta, a fired clay material.

Bungalow designs have more restrained architectural detailing and ornamentation such as large brackets at the eaves, exposed rafters and wood shingles in upper facades. Decoration is often expressed in stained or leaded glass doors and windows.

Guidelines for Architectural Ornamentation	
Architectural ornamentation on any primary facade or roof facing a street or sidewalk shall be retained or repaired where necessary with matching materials. Removal shall only occur in cases of substantial deterioration and every effort shall be made to replicate removed elements with materials and design to match the original.	L ER YS BV
All replacement materials of architectural ornamentation on any primary facade or roof facing a street or sidewalk shall be similar to the original materials of the architectural ornamentation or be appropriate to the period.	L ER YS BV
Architectural ornamentation on any primary facade or roof facing a street or sidewalk that is inconsistent with the style of the building shall not be permitted.	L ER YS BV
Architectural ornamentation on any facade or roof visible from a street or sidewalk shall be retained or repaired where necessary with matching materials. Removal shall only occur in cases of substantial deterioration and every effort shall be made to replicate removed elements with materials and design to match the original.	L ER YS
All replacement materials of architectural ornamentation visible from any street or sidewalk shall be similar to the original materials of the ornamentation or be appropriate to the period.	L ER YS
Architectural ornamentation of facade or roof visible from any street or sidewalk that is inconsistent with the style of the building shall not be permitted.	L ER YS
Original exterior lighting on porches and exterior facades shall be retained. See “Lighting” section.	L ER YS

Chimneys

Brick chimneys and clay chimney stacks are common features of buildings in Newport's historic districts. Chimneys were and still may be essential parts of a house's heating system as well as a significant architectural feature. A number of residences in the historic district have decorative exterior chimneys featuring corbelled brickwork and inset terra cotta clay panels. Chimney stacks from the late 19th century were both simple and decorative in design.

Exposure to wind, rain and pollutants often results in deterioration of a chimney's brick and mortar. Improper care of flashing around a chimney can also result in deterioration. Common repairs to chimneys include repointing the existing brick, replacing the existing chimney with a new brick chimney or adding slate or metal chimney caps.

While some of the past chimney repairs on buildings may match the existing brick, other buildings display contrasts in brick color and texture. Other historic chimneys have been removed and replaced with brick inappropriate in color and texture.

Chimney caps are often used to deter sparks from roofs and act as a barrier against rain. Clay chimney caps are most appropriate for homes in the East Row and York Street Historic Districts. The use of slate caps or small metal caps may also be allowable. Clay chimney caps are best for their variety of styles, are made of a long-lasting material, and they resist sulfuric acid, burning and corrosion.

Guidelines for Chimneys	
Chimneys shall be maintained and inspected regularly for deterioration. No COA is required for maintenance or inspections.	L ER YS BV
Chimney caps of clay are recommended. Large metal caps shall be avoided.	L ER YS BV
Chimney repair and replacement shall match the existing mortar and brick color and texture.	L ER YS BV
Removal of decorative chimneys that are readily visible from a street, as determined by the HPO or HPC, as applicable, is prohibited. This includes removal of non-functioning chimneys.	L ER YS BV
Removal of brick chimneys and replacement with metal or other materials is prohibited.	L ER YS BV

Commercial Buildings

Scattered throughout the historic districts are commercial buildings that serve area residents. Other concentrations of commercial buildings can be found along Washington Avenue in the East Row Historic District. Most of these buildings contain grocery stores, laundries, offices and other businesses. These buildings are an important part of the neighborhood's character and were built in the late 19th and early 20th centuries. Although these buildings share similar detailing and overall character with residential structures there are a number of design elements which must be addressed independently.

Historic commercial buildings are primarily of brick construction and one to three stories in height. The buildings are generally of five and six course common bond construction and originally had storefronts constructed of wood, metal and plate glass. Many of the storefronts have been replaced or covered but several fine original examples remain.

Storefronts

Existing historic storefronts date from the late 19th and early 20th centuries and are designs typical of commercial architecture of the period. Storefronts generally had five main characteristics:

- **Lower panels or bulkheads:** The large plate glass windows for the display of goods rested on lower panels, also called bulkheads. These were primarily rectangular in design, of frame or brick construction and often had raised relief patterns in various designs. After 1910, these panels were made of various materials, including decorative glass such as Vitrolite and Carrara glass, marble and metals such as copper or bronze.
- **Display windows:** Merchants in the early 20th century relied on extensive window displays to advertise their goods. High visibility was a priority for these merchants, and the installation of large sheets of plate glass provided maximum exposure of wares.
- **Cast iron columns or pilasters:** To support the weight of the brick masonry above the storefront, cast iron columns or brick piers were often added. The cast iron was shaped into decorative forms which supported the load of the brick upper facade allowing large display areas. Brick piers were also used to support the weight of the upper facade brick.
- **Large central or corner entrances:** Many commercial buildings originally had large central or corner entrances of single or double doors. While some buildings retain these doors most have been replaced with modern doors in recent years.
- **Transoms:** Over the display windows and entrances were usually transom bars and transoms. Transoms allowed light into the building and were used for additional areas of signage and display. In the early 20th century transoms were not only of clear glass but sometimes stained glass or textured glass was used.

Guidelines for Commercial Buildings and Storefronts	
Original storefronts or storefronts which are more than 50 years old shall not be altered but repaired and retained.	L ER YS BV
The restoration of former storefronts that that exist but have been covered or hidden should be restored to reflect the original commercial building elements.	L ER YS BV
Future storefront remodeling or renovation shall follow historic guidelines such as retaining historic features, reconstruction based on historic photos or illustrations, or renovation based on typical storefront designs of the period.	L ER YS BV
All decorative metals or glass on historic storefronts shall be retained and maintained.	L ER YS BV
Transoms over doors or display areas shall not be enclosed or painted out.	L ER YS BV
Designs and materials such as sloping mansard roofs, metal siding, wood shingles, imitation brick, and imitation stone are not appropriate and shall not be added to storefronts.	L ER YS BV
The upper facades of commercial buildings shall never be covered with added metal or frame panels.	L ER YS BV
Sheet metal elements such as cornices and hood moldings shall be regularly maintained and repaired where necessary.	L ER YS BV
Guidelines related to other building elements in these guidelines shall also apply to commercial buildings and storefronts, as may be applicable.	L ER YS BV
Awnings are allowed pursuant to the guidelines of the “awnings” section.	L ER YS BV

Entrances and Doors

There are a wide variety of entrances and door on the main and side facades of buildings throughout Newport's historic districts. Doors have always been considered one of the main focal points of the house and often have been embellished with decorative panels and molding. Italianate and Queen Anne residences often display four panel doors of wood and more expensive homes have elaborate wood panels and raised moldings. Large single light glass and frame doors became popular in the Colonial Revival period with many displaying stained glass panels or leaded glass sidelights and transoms. Door surrounds are also important elements of entrances and many early Italianate residences have entrances with molded arching of wood, stone, or sheet metal. These are often highly decorative and add greatly to a building's design.

Retention and repair of original doors is of primary importance to the character of an historic residence and helps define a house's particular style. Replacement of historic doors with doors of modern design will always detract from the appearance of the residence. Sidelights, transoms, and door surrounds are important features of entrances and original elements should be retained. Sidelights and transoms should not be covered over or enclosed.

All historic hardware such as locks, hinges, and doorknobs should be retained. If mechanical elements of locks are badly deteriorated, new locks and hardware based on historic designs are readily available from several mail order companies.

Screen doors are common additions to historic entrances. The most appropriate screen doors for buildings in the historic districts are of wood construction rather than of aluminum or other metals. Wood screen doors are available from several companies in the area or can be custom made. The wood on screen doors may be either painted to match the adjacent door trim or stained.

There are buildings that have exterior storm doors, which have been added in front of the original historic door. If property owners wish to apply storm doors, it is recommended that they be as compatible as possible with the historic entrance door. This can be accomplished by the use of wood frames or anodized aluminum frames to match the original door surround, and the use of storm doors with large expanses of glass to allow visibility of the historic door. "Raw" or silver aluminum storm doors shall be avoided unless the metal is primed and painted to match the historic door or surround. Another option that should be considered is the use of an interior storm door that is added behind the original exterior door. These types of interior storm doors are becoming more readily available and provide energy savings while preserving the original appearance of the entrance.

The use of security storm doors that have large expanses of metal grillwork should not be used on the primary entrance or other entrances on the main facade. These types of doors are acceptable for rear doors or side doors which are not readily visible. Security doors which have limited amounts of metal grillwork and large expanses of glass may be considered for primary entrances.

Guidelines for Entrances and Doors	
Original doors on primary facades that are visible from a street or sidewalk shall be retained and maintained through continued repair and maintenance.	BV
Original doors on all facades that are visible from a street or sidewalk shall be retained and maintained through continued repair and maintenance.	L ER YS
Wood doors that were never painted shall remain unpainted. Deteriorated or missing elements should be replicated in kind with new frame or glass to match the original. Locks and other hardware should be repaired as long as practical. Where retention is not possible, new locks based on historic designs are encouraged.	L ER YS BV
If any door on a primary facade visible from a street or sidewalk must be replaced, the replacement shall be compatible with the architectural style of the building. For example, an Arts and Crafts door is not appropriate on an Italianate building. Any door replacement on a primary facade visible from a street or sidewalk should be of wood construction. Metal, laminate, or other materials may be permitted if reviewed as a substitute material in accordance with these guidelines.	BV
If any door on any facade visible from a street or sidewalk must be replaced, the replacement shall be compatible with the architectural style of the building. For example, an Arts and Crafts door is not appropriate on an Italianate building. Any door replacement visible from the street must be of wood construction. No metal, laminate or other materials are permitted.	L ER YS
Enclosing of transoms and sidelights shall not occur. Original elements of transoms and sidelights shall be retained.	L ER YS BV
Introducing new sidelights and transoms where they did not previously existing on any primary facade visible from a street or sidewalk is not permitted.	BV
Introducing new sidelights and transoms where they did not previously existing on any facade visible from a street or sidewalk is not permitted.	L ER YS
New doors with ornate or elaborate metal designs shall not be installed. Modern motifs and brass caming not found historically are not appropriate for the historic district. See Figure D.	L ER YS BV
Replacement of a historic door on a primary facade visible from a public street or sidewalk will only be considered after demonstration that restoration is infeasible or economically impractical. If replacement is necessary, the removal of an original door from the side or rear facades to the front entrance is acceptable providing the doors match in appearance and size.	L ER YS BV

Guidelines for Entrances and Doors	
The installation of new modern flush doors or variations that are out of keeping with the character of the house is prohibited. See Figure E. The replacement of existing modern doors shall be allowed in accordance with the following two guidelines.	L ER YS BV
Some buildings have lost their original main entrances and now display modern doors. The replacement of these doors with doors in keeping with the building's architectural design is recommended.	L ER YS
Door openings on a primary facade visible from a street or sidewalk shall not be reduced, filled in, or enlarged.	BV
Door openings shall never be reduced, filled in, or enlarged on any facade visible from a street or sidewalk.	L ER YS
The removal of wood or brick elements for the addition of a new door on the any facades visible from a street or sidewalk shall not occur.	L ER YS BV
If screen doors are desired for doors on a primary facade visible from the street or sidewalk, they should be of simple wood design with as much open screen area as possible. Screen door framing should be painted the same color as the door to blend together. If horizontal rails and vertical stiles are built into the door, they should be matched with the rail and stile design on the original door. There are no requirements or guidelines for screen doors on other facades.	BV
If screen doors are desired for doors on any facade visible from the street or sidewalk, they should be of simple wood design with as much open screen area as possible. Screen door framing should be painted the same color as the door to blend together. If horizontal rails and vertical stiles are built into the door, they should be matched with the rail and stile design on the original door. Screen doors on rear facades may have metal frames, if so desired.	L ER YS
Storm doors on primary facades visible from a street or sidewalk should be of wood or of dark anodized or baked aluminum. Raw or unpainted aluminum frames should be primed and painted to match the surrounding trim. Such storm doors shall be designed with a full view (all glass) to provided visibility to the original door if the HPO or HPC, as applicable, determines that the original door is historic in appearance.	BV
Storm doors on any facade visible from a street or sidewalk should be of wood or of dark anodized or baked aluminum. Raw or unpainted aluminum frames should be primed and painted to match the surrounding trim. Such storm doors shall be designed with a full view (all glass) to provided visibility to the original door if the HPO or HPC, as applicable, determines that the original door is historic in appearance.	L ER YS

Figure E: The images above illustrate some examples of door designs that are inappropriate for buildings in most historic districts and should not be used when selecting replacement doors, except as allowed as a substitute material in accordance with these guidelnes. The examples above are not intended to demonstrate all the styles that are considered modern and discouraged..

Windows

Windows are important contributing elements to the character of a building. Their shape, type, size, and placement help create building styles. Historically, windows first functioned as a means of providing light and air circulation within a building. As glass-making processes improved, windows could also be used to embellish buildings. Eliminating or changing windows may affect the balance and proportion of a building and thus why the preservation of these elements is so important to the character of a historic district.

Retention of the original window sash is a defining feature of a building while the addition of incompatible modern units can severely detract from its appearance. The shape of a window and the number of lights or panes differ from the 1870s to the 1930s and these differences in window configuration help to define style and age. With few exceptions, windows in the historic districts are of frame and sash design. Every effort should be made to maintain and retain the existing sash.

Restoration of historic windows is strongly encouraged. Historic wood windows are constructed of a dense hardwood, much more durable than today's second-growth species. Restoration, repair and weatherstripping of existing sashes is often much more cost effective than installing replacement sash, and offers as much insulation value, particularly when used in conjunction with storm windows. Costly window replacement is seldom economic when the energy savings are weighed against the relatively short life span of replacement windows. Many liquid epoxy and putter filler systems are available that will stabilize rotten wood and restore its structural integrity.

Of all the parts of the building that protect from weather coming in, windows are usually the first to need attention. Beyond normal cleaning, windows may also need to have screens installed in summer and storm panels in winter. In addition, to remain in good working order, periodic adjustments need to be made and old dried-out caulk needs to be replaced. A good wooden framed window can last for hundreds of years provided it is given routine care and maintenance.

Storm windows can provide substantial savings for older homes and are found throughout the historic districts. The introduction of storm windows can generally pay for themselves within five to seven years in reduced energy costs. The most common storm window material is of aluminum or similar metals. Storm windows with an anodized or baked enamel surface are preferred over the untreated or "raw" aluminum metal. Brown, white, and other colors of baked enamel or anodized aluminum are readily available from distributors and blend in much more effectively with the colors on historic structures. If raw aluminum windows are used, they should be primed and painted to match the color of the window surround or sash.

Storm windows, as well as screens, should be of single pane design to leave visible the original sash configuration or be of double- hung appearance with the muntin bar matching the placement of the original window meeting rail. See Figure F.

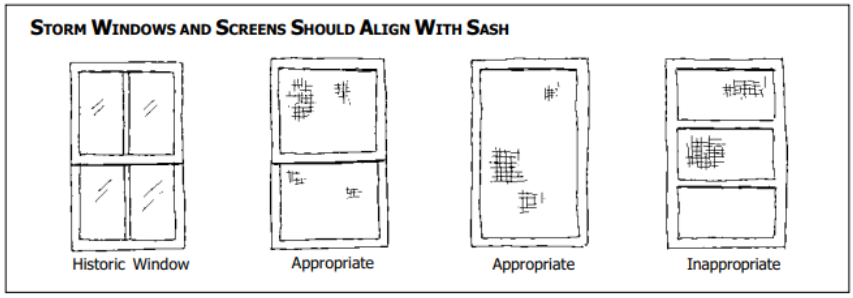


Figure F: Appropriate and inappropriate alignment of storm windows and screens over historic windows (Source: Louisville Landmarks Commission Design Guidelines).

Guidelines for Windows	
The original windows, window components, window openings, and window patterns shall be maintained and repaired to the maximum extent feasible. Repair or replacement of deteriorated window elements should match the original elements in dimension, profile, size, shape, arrangement, and pattern. Window repair must reuse as much of the original window as possible.	L ER YS BV
When original window replacement is unavoidable, new units should match the original window design. All frame elements must remain, and replacement sash units, mullions, muntins, and trim elements should match the original materials and design in dimension, profile, size, shape, arrangement, pattern, and overall appearance. Window surrounds, including the brick mold, lintel, and sill, shall not be covered over.	L ER YS BV
Existing windows may be removed and replaced with windows of a similar design and appearance (See above guideline.) and may be made of the same material of window as being replaced, including vinyl, aluminum, or vinyl-clad windows. Original wood windows should be replaced with wood windows if such windows are on a primary facade visible from a street or sidewalk.	BV
The replacement of original windows with vinyl, aluminum, or vinyl clad windows on any facade that faces a street or sidewalk is prohibited.	L ER YS
Some original windows in the district have been replaced with modern windows of a different material or design. If replacement of these units is necessary and such windows are on a facade that is visible from a street or sidewalk, the replacement window shall be made with an appropriate profile wood window.	L ER YS
The addition or installation of large windows, modern picture windows, or other openings not in scale with the building shall not be permitted on any primary facade that is visible from a street or sidewalk.	L ER YS BV
The addition or installation of large windows on the rear facade or side facades is highly discouraged but allowable if the HPC determines that the window is not highly visible from a street or sidewalk.	L ER YS
Window openings shall never be reduced, filled in, or enlarged on any primary facade visible from a street or sidewalk.	BV
Window openings shall never be reduced, filled in, or enlarged on any facade visible from a street or sidewalk unless the HPC determines that the window opening is not highly visible from a street or sidewalk.	L ER YS
The addition of historic window details such as bay windows or elaborate stained glass, which are not original to a building, shall not be installed on any primary facade that is visible from a street or sidewalk.	BV

Guidelines for Windows	
The addition of historic window details such as bay windows or elaborate stained glass, which are not original to a building, is strongly discouraged on facades that do not face a street but is allowable if the HPC determines that the window is not highly visible from a street or sidewalk.	L ER YS
Do not apply reflective, tinted, or insulating film to window glass on any window visible from a street or sidewalk.	L ER YS BV
Window glass replacement on windows located on primary facades visible from a street or sidewalk shall be of clear glass that is not tinted.	BV
Window glass replacement on windows located on any facade visible from a street or sidewalk shall be of clear glass that is not tinted.	L ER YS
Wrought iron, wire security grates or laminated glass are appropriate alternatives for security purposes when used on basement windows.	L ER YS BV
Stained glass, leaded glass, distinctive multi-lights or other decorative glass features shall not be removed.	L ER YS BV
Installation of glass block in foundation windows is not permitted on any facade that is visible from a street or sidewalk unless the glass block window is screened completely from view by landscaping, fencing, or walls, as determined by the HPC.	L ER YS BV
Window replacement shall be of solid construction rather than "snap-on" mullions. Instant mullions are rarely appropriate and shall be avoided.	L ER YS BV
Storm windows shall be of baked enamel or anodized aluminum to blend in with the building. Common colors available are dark brown and white. These windows are preferable over raw or untreated metal frames. Storm windows shall be of single pane design or double hung design to match the window's meeting rail. Window surrounds, including the brick mold, lintel, and sill, shall not be covered over.	L ER YS BV
Storm windows and screens should be designed to align with the sash details of the window they will cover. See Figure F.	L ER YS BV
When original window design information is missing, replacement windows should be an accurate restoration using historical, pictorial and physical documentation.	L ER YS BV

Shutters

Window shutters serve both functional and ornamental uses. In the summer, they can be closed to restrict sunlight from entering a house, and in colder months, they may be left open to allow maximum sunlight into the house. Shutters are found on many buildings and still provide a functional use. Historic shutters are generally of wood construction. Moveable louvers on the shutters control the amount of light permitted while fixed louvers keep the amount of light constant. Shutters are to be attached to the exterior of window frames with hinges and anchors.

Window shutters must work or appear to work in order to be acceptable on a historic building. Original shutters are often removed, and new ornamental shutters, which are not in proportion with the windows, are installed. Window shutters that do not appear functional are inappropriate and detract from a building's overall appearance. Existing shutters should be repaired and maintained where possible. New shutters should always appear to work even if they are only ornamental, and should be large enough to cover the window if closed.

Guidelines for Shutters	
The original shutters shall be maintained and preserved to the maximum extent feasible.	L ER YS BV
Replace deteriorated elements with new wood to match. If shutters are extremely deteriorated, they may be removed from a building entirely.	L ER YS BV
Replacement shutters shall match the original in size, shape, color, texture, and configuration.	L ER YS BV
Paneled shutters are acceptable, but louvered shutters are more appropriate due to the character of the historic districts.	L ER YS BV
Shutters shall look functional even if they are permanently fixed in an open position. They shall be big enough to cover the entire window when closed, have the same shape as the window if closed, and they shall not overlap when open. See Figure G.	L ER YS BV
Replacement shutters shall be made of wood or may be made of other common shutter materials provided they comply with other guidelines on the size, shape, and configuration.	BV
Replacement shutters shall be made of wood.	L ER YS
New shutters should only be added to buildings if the building’s architectural style or era typically included shutters.	L ER YS BV

Figure G: The shutters on the left window are appropriately shaped and sized for the related window even if they are not operable. The replacement shutters on the right are not appropriate due to the length and shape that do not correlate to the related window.

Awnings

Canvas awnings were historically used to restrict light through windows, especially for commercial buildings and for Colonial Revival and Bungalow era residences. Awnings were also placed on the exterior of porches to provide shade for the porch in the summer months. The use of canvas awnings on residences is appropriate, however, fixed metal or plastic awnings are inappropriate and are not permitted.

For commercial properties, awnings may be attached above the display windows and below the cornice or sign panel. Sometimes an awning is mounted between the transom and the display windows. An awning should not cover the piers or the space between the second-story windowsills and the storefront cornice. Modern wood, plastic, and vinyl awnings detract from the historic character of the street and are not permitted.

Guidelines for Awnings	
Awnings and canopies consistent with the local character and building type are permitted.	L ER YS BV
The color of awnings should be coordinated with the color scheme of the entire building. Intensely bright and arresting colors are not permitted. See Figure C, under the “exterior paint” section, for examples of colors that are not appropriate.	L ER YS BV
Some later buildings were built without the intention of installing awnings. Awnings shall not be installed on these properties. The previous existence of awnings on a commercial building should be documented with photographic or other physical evidence.	L ER YS BV
Any existing awning may be replaced with an awning of similar material or with a canvas awning. The replacement with canvas awnings is encouraged by the city.	BV
Awnings materials should be a canvas material over a metal frame. The use of fixed metal or plastic awnings on any facade is inappropriate and is not permitted unless the HPO or HPC, as applicable, determines that the awning is not highly visible from a street or sidewalk.	L ER YS
Awnings at a 45-degree angle to the building are the most historically appropriate installation.	L ER YS BV
The use of retractable awnings is appropriate and permitted but is restricted to hand-cranking mechanisms only. No motorized mechanisms are permitted.	L ER YS BV
For commercial buildings, awnings should be located within the architectural elements that frame storefronts, and generally fit within window or door recesses. Significant architectural details shall not be hidden or removed for the purposes of mounting or having an awning.	L ER YS BV
Awnings and overhangs that are integral to the building historically are considered architectural elements, and shall not be removed.	L ER YS BV

Porches

Porches are a feature found on many residential structures. Many of the residences build before 1900 have porches on the side facades and are recessed approximately five to ten feet from the plane of the main facade. This is especially true of the Newport Plan house type which has a side entrance. The majority of original porches on these residences have Eastlake design woodwork such as milled porch posts, turned balusters, and spindled friezes.

After 1900, residences built in the Queen Anne, Colonial Revival and Bungalow styles had porches constructed on the main facade. These often extend the full width of the facade and are no more than one-story in height. Most porches consist of wood floor boards resting on a frame substructure which in tum rests on brick or stone piers or a continuous brick or stone foundation.

The retention of the original porch configuration is very important for houses in the historic districts. A porch is one of the main defining features of a house, and it often signifies a building's age and style. Almost all porches are of frame construction and replacement with matching materials is essential. Wood porches should not be replaced with brick, inexpensive ironwork, concrete, or concrete blocks. Porch alteration compromises the overall appearance of a structure and disturbs its size and scale.

Porches and decks shall not be added at a location on the main or readily visible side or rear facades where one never existed. Generally, the addition of a porch changes the original character of a building and shall not occur. Where photographic or physical evidence of an original removed porch exists it is acceptable to reconstruct a porch in a design that is appropriate with the building's architectural style.

Porch Columns

In the late 19th century, milled porch posts became popular on Italianate and Queen Anne styles and were readily available due to advances in woodworking machinery. These columns were often highly ornate with attached fretwork or milled panels. Columns were often beveled or "chamfered" at the corners. In the early 20th century, resurgence of classical styles reintroduced formal Greek orders in column design. These include the simple Doric design, the Ionic design (distinguished by the circular volutes) and the ornate Corinthian design. Most Colonial Revival influenced buildings in the East Row area have Doric or Ionic columns.

In the early 20th century, after the arrival of the Bungalow, porch columns changed significantly. The most common form is a solid brick pier built in a square or rectangular form. Another popular column is a tapered frame post resting on a raised brick pier. This style porch is found on the majority of post-1910 residences in the historic districts. Brick piers were also used to replace earlier porch posts on pre-1910 residences. The retention of these later porch posts is encouraged, however, if porch columns of an earlier period are appropriate and desired these are also acceptable.

Porch Floors

Original porch floors were generally of wood or concrete. The most common type of wood porch floor was made of tongue and groove boards that are interlocked and laid in one direction over a structural framework. Wood porch floors require frequent maintenance, and replacement of deteriorated wood floors shall be with like materials or may be with composite materials as authorized by the HPC. White pine tongue and groove floorboards are the most common material sold locally, but pine does not hold up well in the local climate. Quartersawn fir or cypress, while more expensive, will give longer service and resistance to moisture. After 1910 concrete floors became common, and these also require periodic maintenance. Cracks in concrete floors should be repaired, and the replacement of concrete porch floors shall be done with concrete.

Porch Railings

In the late 19th century, the availability of sawn lumber enabled property owners to place extensive milled decoration on the exterior and interior of homes. Porch railings were a favorite location for decoration. On Italianate and Queen Anne influenced residences balusters were frequently milled in a variety of forms and flat interlocking panels were also common. Colonial Revival designs of the early 20th century often displayed simple square balusters or classically derived design complementing Doric or Ionic columns. On Bungalow styles, the porch railings were generally very simple with square pickets and rectangular handrails.

Porch Foundations

The majority of residences in the East Row area have brick or stone foundations. These foundations are generally continuous with few openings except small ones for vents. The major exception is for porches located on the main facades of residences. These spaces were filled with frame or brick such as painted wood lattice or open weave brick patterns.

Painted wood lattice provides ventilation in the house's crawl space and prevents animals and unsightly vegetation access under the house. Most lattice runs at a 45-degree angle with 60-degree and 90-degree angles less common. Lattice should be made from pine, redwood or other soft, knot-free wood. The best is redwood because of its resistance to decay and pressure-treated wood is also durable. Pierced brick walls beneath porches are also practical and solid brick foundations often display metal vents or grilles in the brick to provide airflow in the crawl space.

Guidelines for Porches and Porch Components	
Porch elements that are deteriorated shall be retained and repaired wherever possible.	L ER YS BV
Deteriorated frame porch elements that require replacement shall be replaced with wood elements to match.	L ER YS BV
Original porch floors of wood or concrete shall be preserved and maintained to the maximum extent possible. Replacement of deteriorated wood or concrete porch floors shall be with matching materials. Porch floors or decking may be replaced with composite materials if approved by the HPC as a substitute material, as allowed by these guidelines	L ER YS BV
Original porches shall not be removed from any primary facade.	BV
Original porches shall not be removed from any primary or secondary facade. Additionally, original porches shall not be removed from any rear facade if the HPC determines that the porch is highly visible from a street or sidewalk.	L ER YS
New porches and decks shall not be added on any primary facade.	L ER YS BV
New porches and decks shall not be added on any secondary facade where the HPO or HPC, as applicable, determines that the porch or deck will be highly visible from the street or sidewalk.	L ER YS

Guidelines for Porches and Porch Components	
Stock square timber porch supports are not acceptable and shall not be used.	L ER YS BV
Only wood columns shall be used to replace original wood columns or to restore altered porch supports.	L ER YS BV
Porches on any primary facade shall not be enclosed.	BV
Porches on any or primary or secondary facade shall not be enclosed.	L ER YS
Enclosure of areas beneath porches is permitted using brick or painted wood lattice panels. Brick patterns in decorative open weaves are appropriate on foundations for new construction and replacement on older homes. Framed painted lattice panels between porch piers are also appropriate.	L ER YS BV
Original exterior stairs shall be maintained and repaired as required. Replacement stairs shall be similar in design and materials to the original stairs.	L ER YS BV
The exterior use of carpeting or artificial turf is not permitted in or on any porch or deck along a primary facade unless the HPO or HPC, as applicable, determines that the porch is not highly visible from the street or sidewalk.	BV
The exterior use of carpeting or artificial turf is not permitted in or on any porch or deck along a primary or secondary facade unless the HPO or HPC, as applicable, determines that the porch is not highly visible from the street or sidewalk.	L ER YS
Columns and railings of metal or synthetic materials shall not be used.	L ER YS

Roofs

The historic districts display a wide variety of roof shapes and roof materials. Roof shapes include gable, pyramidal, hipped, shed and mansard. These roof variations were popular on Italianate, Second Empire, Queen Anne, Colonial Revival and Bungalow styles of the late 19th and early 20th centuries. The roof pitch and details such as intersecting gables, raised platforms, and dormers with vented openings help define a building's character. Alterations to roof forms and detailing on the main facade and side facades should not occur if these alterations will be visible from the street.

Residences with slightly pitched gable or hipped roofs or shed roofs may receive skylights or additions under some circumstances. Due to the density of residences on most blocks, the raising of a roof to accommodate additional space, enlargement of attic areas, or the addition of skylights may be allowable in the rear one-half to one-third of a building depending on visibility from the street. In no instance should these additions exceed one additional story.

Original roof materials during the late 19th century included wood shingles or shakes, standing seam metal and slate. By the early 20th century, the use of composition shingles became popular and was the most common roof material after 1910.

Through replacement over past decades the majority of buildings in many of the historic districts no longer retain their original roof materials. All original wooden shingle or shake roofs are gone or covered, as are many of the original metal roofs and some of slate. However, many buildings retain metal standing seam roofs and slate roofs and these elements are important in defining the character of the building.

Metal standing seam roofs were generally composed of copper-bearing steel, coated on each side with a terne alloy of 80% lead and 20% tin. Homeowners purchased roofs in individual sheets that were crimped together to form a watertight seal. Metal nails were then used to attach the metal sheets to the roof rafters. These roofs are durable and often last fifty to seventy years but require frequent painting to prevent rust. Metal standing seam roofs should never be painted with aluminum oxide paints.

The replacement of slate roofs is not recommended in most cases. Slate roofs can last indefinitely if properly maintained and repair of individual shingles is often more cost effective than wholesale removal and replacement. The decorative character of many slate roofs also is an argument against replacement. If 25% or less of a slate roof is demonstrated to be deteriorated, repair shall be mandatory. If 25% or more of the slate roof area is demonstrated to be deteriorated, replacement shall be allowed subject to review of its condition and disposition of decorative slate tiles by the HPC. Prior to replacement of a slate roof, proper documentation of the level of deterioration is required. This should be provided by a qualified roofing contractor who has experience with slate roof repair and installation.

The application of new wood shingles on roofs is appropriate for buildings constructed prior to 1910. The application of new metal standing seam roofs is also appropriate for buildings constructed before 1910. Bungalow design residences built after 1910 were generally not given these types of roofing materials and their application should not occur except where their original use can be documented.

Many homes have roof ornamentation such as cast-iron balustrades or finials. These elements are important decorative features and should not be removed. Deteriorated sections should be repaired and retained where possible and removal should only be allowed where these features can be demonstrated to be beyond repair or pose a safety hazard.

Roof gutters on buildings are generally of boxed or open roof design. Boxed gutters are sunken behind the eaves and are not readily visible, while open roof gutters are attached to the eaves of the house. Round gutters and downspouts are more appropriate for older homes but are generally harder to find than standard square corrugated gutters and downspouts. All gutters and downspouts should be painted to blend with the surface colors of the building and be as unobtrusive as possible.

Guidelines for Roofs	
All historic roofing materials should be maintained and retained to the maximum extent feasible.	L ER YS BV
Historic roof materials, such as metal standing seam, or slate shall be retained, maintained and repaired when necessary. If these roofs have deteriorated less than 25%, they shall not be replaced.	L ER YS BV
The application of composition shingles to replace deteriorated composition or metal standing seam roofs is acceptable on buildings. Dark colors for composition shingles, including dark red, black and dark greens are preferred.	L ER YS BV
Metal standing seam roofs and roofs of pressed metal shingles should be coated with silver galvanizing.	L ER YS BV
Roof forms and pitch shall not be altered on any primary facade. Alterations shall not occur on side facades where such alterations would be visible from the street. Alterations in the rear one-half to one-third of a building may be allowable if not readily visible from the street, as determined by the HPO or HPC, as applicable. In no instance should more than one- story be added to any existing building.	L ER YS BV
Roof forms and pitch shall not be altered on any secondary facade where such alterations would be highly visible from the street or sidewalk. Alterations in the rear one-half to one-third of a building may be allowable if not highly visible from the street, as determined by the HPO or HPC, as applicable.	L ER YS
In no instance should more than one story be added to any existing building. Additionally, in no case shall the height of a building, including the roof, exceed the maximum height allowed by the Newport Planning and Zoning Code.	L ER YS BV
Skylights are permitted as long as they are located in the rear one-third to one-half of a building depending on visibility from the street facade(s). They are never permitted on the primary facade.	L ER YS BV
Wood shingle or metal standing seam roofs shall not be permitted for buildings constructed after 1910 unless documentation for their use exists.	L ER YS

Guidelines for Roofs	
Roof forms and pitch shall not be altered on any facade facing a street. Alterations shall not occur on side facades where such alterations would be visible from the street. Alterations in the rear one-half to one-third of a building may be allowable if not readily visible from the street, as determined by the HPO or HPC, as applicable. In no instance should more than one- story be added to any existing building.	L ER YS
Roof ornamentation such as finials and balustrades shall not be altered or removed.	L ER YS
Original box gutters shall be retained and maintained. When relining box gutters metal shall be used. Where other types of gutters already exist, such gutters may be replaced with similar styles of gutters provided such replacement does not significantly alter the appearance of the building.	BV
Original box gutters shall be retained and maintained. When relining box gutters, metal shall be used.	L ER YS
If soffits are damaged, they shall be repaired or replaced with wood to match the original materials.	L ER YS
Silicon roof coating on metal roofs is allowed.	L ER YS BV
Roof decks should only be added to the rear facade of a building and should not be highly visible from a street or sidewalk. Roof decks may be considered on secondary or side facades if the HPC determines that the roof deck will not be highly visible from a street or sidewalk. Iron and painted wood railings in appropriate proportions are most suitable along the edge of the roof deck. The HPO may approve COAs for roof decks unless they determine that the application should be forwarded to the HPC for consideration due to the potential visibility of the roof deck from a street or sidewalk.	L ER YS BV

Fences and Walls

Fencing has traditionally been used to delineate property lines and to separate front yards from the sidewalk or street. Cast iron fencing is especially abundant in the area due to the availability of iron fences from the Stewart Iron Works and Buecker Company which were local manufacturers. Hundreds of small fences were installed along the sidewalks and between lot lines throughout many neighborhoods in the late 19th and early 20th centuries. The majority of these are hoop and dart variations two to three feet in height. Wooden picket fences of two to three feet in height are also found in the historic districts along the sidewalks and between lot lines.

Along several blocks of the East Row Historic District are residences which are located on lots two feet to four feet above the level of the sidewalk. Most of these residences have lawns which slope down to the sidewalk, while other lawns terminate in retaining walls at the sidewalk level. A number of original retaining walls of stone or hollow core concrete block construction still exist, as do modern retaining walls of concrete or brick.

The planning and zoning code is the primary regulation for controlling fences and walls. These guidelines reflect current regulations but applicants shall confirm compliance with the planning and zoning code first.

Guidelines for Fences and Walls	
A fence located along any front yard shall not be greater than 36 inches in height and shall be ornamental iron that is at least 80% open or a wood fence that is at least 50% open.	L ER YS BV
In the side or rear yard, fencing may be up to 84 inches in height, so long as the height of the fencing does not create an impediment to safe traffic flow. See Article XII of the Planning and Zoning Code.	L ER YS BV
Original retaining or landscaping walls shall be maintained and repaired where necessary.	L ER YS BV
The use of chain link fences in the front yard is prohibited.	L ER YS BV
Wood timbers are not appropriate for use in the historic district for retaining walls, or as lawn borders or edging.	L ER YS BV
Cast iron fences are an integral part the districts and shall not be removed for new fence materials. Cast iron fences shall be maintained and repaired where necessary.	L ER YS BV
Brick fences are rare in the district and the introduction of modern brick fences is not permitted.	L ER YS BV
The use of chain link or other woven wire fences in any side yard is prohibited unless the HPO or HPC, as applicable, determines that the fencing is not highly visible from a street or sidewalk.	L ER YS

Guidelines for Fences and Walls	
New cast iron, aluminum or wood fences in historical designs are permitted for the neighborhood. Hoop and spear and other original designs found within the area historically are most appropriate. Vinyl and other artificial materials shall not be used.	L ER YS BV
New construction of retaining or landscaping walls shall be of natural stone.	L ER YS BV
Wood fences in the front yard shall be painted.	L ER YS BV
The fence “front” must face outward from the property (i.e., a “good neighbor fence”).	L ER YS BV
Post spacing shall occur in some logical rhythm.	L ER YS
Masonry walls shall be consistent with the style, period, size, color and texture of the house.	L ER YS
Masonry walls shall have piers that shall be vertical in orientation. The incorporation of details within the piers is encouraged.	L ER YS
Pier spacing shall occur in some logical rhythm.	L ER YS
Piers shall extend above the top of the fence and have caps. Caps may be stone or masonry.	L ER YS
The masonry wall body occurring between the posts shall consist of a solid (no open spaces) base approximately ¾ offence height with top ¼ being either open or containing wrought iron work.	L ER YS

Signs

Signs throughout Newport are regulated through the existing planning and zoning code. These regulations detail the appropriate types, sizes, and locations for signs and must be followed in order to receive a sign permit. The following guidelines are designed specifically to promote appropriate signs for nonresidential buildings in the historic districts or for nonresidential historic landmarks.

Guidelines for Signs	
The styles of signs will not be restricted. Additionally, the lettering styles, fonts, logos, and combinations thereof will not be restricted.	L ER YS BV
The numbers or colors will not be restricted; however, color selection should complement but not necessarily match the building in question as well as other buildings within the block.	L ER YS BV
Signs that are designed to be historically appropriate shall not predate the facade to which they are applied. For example, an early 1900s building shall not have a reproduction of a Colonial or sign from the 1700s.	L ER YS BV
Only shielded, external illumination of signs or concealed lighting of signs will be allowed.	L ER YS BV
Historic signage, plaques, and other sign elements that are in good condition should be maintained even if the sign is not related to the businesses on the premises.	L ER YS BV
Historic signage that no longer relates to the business or activity on the site (a.k.a., ghost signs) may be rehabilitated and maintained without reducing the amount of signage that is otherwise allowed on the building or lot.	L ER YS BV
Neon signs are only allowed as interior signage including the mounting of neon signs behind the window glass.	L ER YS BV
Permanent wall signs are allowed, which are any sign affixed in such a way that its exposed face and sign area is parallel to the plane of the building to which it is attached.	L ER YS BV
Permanent window signs are allowed, which are signs painted on or attached to, or suspended behind any window or door that serves as an identification of a business.	L ER YS BV
Permanent yard signs are allowed, which are freestanding signs located in landscaped areas for its that do not contain commercial buildings including, but not limited to, businesses, churches, public and institutional uses, and other similar nonresidential uses.	L ER YS BV
Temporary signs shall be regulated as stated in the planning and zoning code.	L ER YS BV

Guidelines for Signs	
Wall signs shall not be mounted or placed in a manner that will obscure architectural details.	L ER YS BV
Space on the building facade, such as signbands above entrances or cornices, that is the most appropriate location for signs should be the primary location for wall signs or any other signs that may be attached to the building. Signage on awnings and canopies may also be appropriate.	L ER YS BV
Wall signs should be placed where they best complement the building, for example, on blank expanses of wall or building areas clearly designed as potential sign locations, covered transoms, or broad plain fascias in the cornices. Such areas vary depending on the building's architectural style and/or date of construction. Another acceptable location shall be where the center-line of the sign is five feet, six inches above the sidewalk.	L ER YS BV
Signs should not be placed on a building where they are located higher than 20 feet unless signs have traditionally been located on a cornice above 20 feet.	L ER YS BV
A wall sign shall be confined to the flat, unadorned surfaces of the facade.	L ER YS BV
Wall signs mounted above or incorporated into the storefront cornice is acceptable.	L ER YS BV
Wall signs mounted on building piers is acceptable.	L ER YS BV
Wall signs may extend not more than six inches from the building surface.	L ER YS BV
Wall signs that have a sign area of less than one square foot shall not require a COA.	L ER YS BV
Signs shall be mounted in a manner that will allow for easy removal while minimizing damage to historic materials. (For example, bolts should extend through mortar joints and not through masonry units where feasible).	L ER YS BV
Window signs shall be located within 18 inches from the top or bottom frame of the display window.	L ER YS BV
In an effort to maintain the residential environment, yard signs shall be set in wrought iron frames, or material designed to resemble wrought iron (including aluminum), and frames shall be of a dark color (black or dark green).	L ER YS
In the Buena Vista Historic District, yard signs may be designed as above or with wood.	BV

Guidelines for Signs	
Sign frames shall not exceed five feet in length and four feet in height above ground level, but the maximum sign area shall be established in the planning and zoning code.	L ER YS BV
Sign panels shall be of a subdued color such as cream, dark green, or black, with compatible lettering in white, cream, gold, brown, dark green or black.	L ER YS BV
Lighting shall be by external ground lights where the light source is shielded.	L ER YS BV
Materials such as interior grade wood, unfaced plywood, plastic substrates, and unfinished wood are should not be used for signage in historic districts.	L ER YS BV
Sign brackets shall be constructed of painted wood or pre-finished, pre-painted metal.	L ER YS BV
Guy wires, if needed, shall be as inconspicuous as possible.	L ER YS BV

Outbuildings

Newport residences in the late 19th century had a variety of outbuildings located on the rear facades or adjacent to alleys. The majority of these were stables, storage sheds, servant's quarters, or privies of frame or brick construction. Most of these 19th-century outbuildings were later demolished or razed to make way for automobile garages in the early 20th century. Many of these garages were built of frame, although the use of hollow core concrete blocks was also popular.

Brick and frame outbuildings that pre-date 1910 are rare, and every effort should be made for their preservation. These outbuildings contribute to our understanding of the East Row and York Street Historic District's historical and architectural development, and their retention is important. For automobile garages, sheds, and other outbuildings erected after 1910, residents are encouraged to maintain and repair these structures rather than replace them with modern buildings. Brick and hollow core concrete block outbuildings should last many years if properly maintained.

Guidelines for Outbuildings	
Pre-1910 outbuildings should be preserved and maintained following the general guidelines applicable to residences in the district.	L ER YS
Many garages built in the early 20th century contribute to the character of the neighborhood and should be maintained.	L ER YS
Occasionally, garages have frontage along a street. These often retain their character- defining wood doors, many with multi-light windows. These doors shall be retained and repaired as needed. If door replacement is required, new wood doors of a compatible design shall be installed. Modern metal garage doors are not appropriate.	L ER YS
Replacement of outbuildings should be of frame construction. Simple clapboard siding, gable roofs, and multi-light sash windows are encouraged for new outbuildings.	L ER YS
New outbuildings should be simple in design to compliment and blend with the main residence. Artificial sidings on new outbuildings will be considered if sensitively applied and utilized. Modern brick, metal, or frame outbuildings are also appropriate.	L ER YS
New outbuildings should be located to the rear of the main structure or recessed significantly from the street. At a minimum, outbuildings should be recessed a minimum of 10 feet behind the front facade or building wall of the principal building.	L ER YS
New outbuildings in the Buena Vista District shall only be subject to these guidelines and a COA review if the HPO determines that the structure will be highly visible from the street or sidewalk.	BV

Utilities, Accessory Devices, and Other Accessory Structures

This section addresses the location and guidelines for heating and cooling units, solar energy collectors, satellite dishes, fire escapes, handicapped ramps, and other accessory devices, all of which are related to utilities or accessory structure other than outbuildings addressed above. These utilities and other accessory structures are common to modern residences and businesses and their usage shall not be restricted.

Guidelines for Utilities and Other Accessory Structures	
The installation of any accessory device, as defined in Newport Ordinance 2013-07, shall be subject to the location provisions under that ordinance.	L ER YS BV
All heating and cooling mechanical units shall be placed on the rear facade or in the rear yard to the maximum extent feasible. This includes window air conditioning units, ground and roof condensers and exterior conduits and ductwork. Condensers or other large mechanical systems may be allowed on the sides of a building if adequately screened from the street.	L ER YS BV
Stand-alone solar energy collectors shall only be permitted in the rear yard and shall be screened from view from a street or sidewalk through the use of solid landscaping or fencing as allowed by these guidelines. A COA approved by the HPC shall be required for stand-alone solar energy collectors.	L ER YS BV
Solar energy collector panels that are intended to be mounted to a roof may be permitted on a portion of a roof that does not face a street if the HPO or HPC, as applicable, determines that the solar energy collectors are not highly visible from the street or that the applicant will use solar shingles, or similar technology, that will reasonably disguised. The installation of any solar energy collector panels on a roof shall be undertaken in a manner that must be reversable, minimizing potential damage to the historic building. Additionally, any panels shall be set back from the edge of the roof to further minimize visibility from the street or sidewalk. Any panels shall be of a color compatible with the established roof materials.	L ER YS BV
Fire escapes should be located in the least conspicuous spot to reduce visibility. To the maximum extent feasible, fire escapes should only be added on side or rear facades, unless otherwise required by fire codes.	L ER YS BV
Handicapped ramps are allowable under the Americans with Disabilities Act and the design shall be considered on a case-by-case basis. Ramps can often be incorporated behind historic features, such as railings, to minimize the visual effect. The designs should be kept simple and should not detract from the integrity of the house. The ramp can be faced with a variety of materials, including wood, brick and stone. Often the type and quality of the materials determines how compatible a ramp design will be with a historic property. A secondary or rear entrance is the preferred location for a handicapped ramp.	L ER YS BV

Guidelines for Utilities and Other Accessory Structures	
Utility services, cabinets, satellite dishes, and related equipment shall be placed underground to the maximum extent feasible or, in cases where they cannot be placed underground, shall be located to the rear of the building and/or out of visibility from public rights-of-way to the maximum extent feasible.	L ER YS BV
Only satellite dishes under one-meter in diameter are allowed in the historic districts. They should be mounted to side or rear facades to the maximum extent feasible.	L ER YS BV

Figure H: Satellite dishes, air-conditioning units, and similar equipment shall be located on the roof or to a side of the facade not visible from public rights-of-way, to the maximum extent feasible.

Exterior Lighting

Many buildings have lighting fixtures located on the ceiling of the front porch or adjacent to the doorway. Many of these light fixtures are original, especially those on homes built after 1920. All historic exterior lighting should continue to be utilized and rewired when necessary.

Guidelines for Exterior Lighting	
The introduction of modern fixtures to replace original lighting should be avoided.	L ER YS
Historic fixtures are often decorative and add to the appearance of a structure. The use of imitation "colonial" lighting is not appropriate and should be avoided.	L ER YS
In yards, small footlights along walkways are preferable to gas or electric pole fixtures. The overall approach to lighting is to keep it as simple and unobtrusive as possible.	L ER YS
Lighting fixtures on the exterior of a structure should be compatible in size and style with the applicable architectural style and the exterior lighting of surrounding uses. New or replacement fixtures may be of modern construction but shall resemble a design or style or fixture that would be compatible with the architectural style of the building.	L ER YS
Lighting fixtures shall be in scale with the structure to which it is accessory.	L ER YS
Harsh and colored light sources are prohibited.	L ER YS
LED strip lighting is prohibited from use in windows or as accent lighting.	L ER YS
Exterior lighting fixtures should be mounted in a manner that will minimize damage to historic materials. (For example, bolts should extend through mortar joints and not through masonry units where feasible).	

Landscaping, Parking, and Site Features

Landscaping elements in the historic district consist primarily of shade trees such as oaks and maples planted in front yards or in the median strip between the sidewalk and the street. Many blocks have relatively few shade trees due to the small size of front yards, and hedges and bushes are the primary components of landscaping features of many yards. The trees that exist in the historic districts are valuable for their shade and appearance, and excessive pruning or "topping" should not occur. Trees that exceed two inches in the caliper are also protected under the local tree and landscape ordinance, and actions beyond minor pruning require prior approval through that ordinance.

The majority of residences have grass lawns bisected by concrete pavement or brick or stone pavers that serve as walkways and, occasionally, driveways. Parking lots, nonresidential service entrances, and loading zones should be screened from view as much as possible.

These guidelines are included for references purposes only but do not require a COA. However, there are specific standards that projects will have to meet in accordance with the referenced ordinances.

Guidelines for Landscaping, Parking, and Site Features	
Site features such as service entrances and loading zones should be located in the side or rear yard of a lot, to the maximum extent feasible, and shall be screened from adjacent residential properties and the public right-of-way in accordance with requirements of the planning and zoning code.	L ER YS BV
Trees and landscaping shall be regulated as part of the City of Newport's Tree and Landscape Ordinance.	L ER YS BV
Parking lots introduced in a historic district shall be screened by decorative fencing and/or shrubbery. Shrubbery should be at least three feet in height and be adequately "greened out" or create a largely opaque screening wall within the first year.	L ER YS BV
Main sidewalks and exterior steps shall be maintained and repaired as needed.	L ER YS BV
Any replacement of steps and/or wing walls should match the original material and design.	L ER YS BV
Brick and other specialty pavers may be appropriate for walks in between lot lines.	L ER YS BV
See fencing guidelines for guidelines regarding retaining walls.	L ER YS BV

New Construction and Additions

New or infill construction describes any new buildings or additions in a historic district. In order to be compatible with historic buildings, new construction must follow certain guidelines, but flexibility in design review is also important. Infill construction in historic districts occurs throughout the country. Where preservation commissions have guided this construction, new structures have complemented a historic area and supported its overall character. Where review has not been exercised, infill design has often had a detrimental effect on a historic area.

New construction and/or additions should be compatible with the historic structure or character of the surrounding buildings but shall not be required to “look old.” New construction or additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed in the process of rehabilitation. The most successful new construction combines contemporary design with sensitivity to adjacent structures in the following areas:

- Height
- Proportion
- Rhythm of Openings
- Massing
- Rhythm of Spacing and Setback
- Consistent Materials and Texture
- Relationship of Roof Shapes
- Additions

The following guidelines shall apply to new construction and additions in all the historic districts and for additions to landmarks.

Height

- The majority of the structures in the historic districts are one to three stories in height. Slightly taller structures are confined primarily to certain commercial buildings, including those along Washington Avenue in the East Row Historic District. The height of new construction in the district should be compatible with adjacent structures and not exceed their height by more than 10 percent. It is important that the height of buildings remain compatible with the individual historic districts.

Proportion

- New construction shall match adjacent structures in proportions of width to height. For example, buildings in the East Row Historic District are generally narrow and tall, and vertical proportions dominate. Compatibility with adjacent structures based on proportions shall be followed. The limited width of most lots will preclude buildings whose proportions differ greatly from existing buildings.

Figure I: The top image illustrates buildings that are constructed with appropriate heights and widths relative to the surrounding neighborhood, whereas the bottom image illustrates a building that is inconsistent in height, scale, and rhythm of openings.

Rhythm of Openings

- New construction must maintain the rhythm of window and door openings on any facade facing a street.
- Construct new buildings so that the relationship of width to height of windows and doors, and the rhythm of solids (walls) to voids (door and window openings) are visually compatible with historic buildings on the same block face.
- Maintain a similar ratio of height to width in the bays of the facade. Do not introduce incompatible facade patterns that upset the rhythm of openings established in surrounding structures.
- Blank walls or single window or door openings on facades facing a street are not acceptable.
- The height and width of window and door openings must also be maintained, and openings shall not exceed the height and width ratios of adjacent buildings by more than 10 percent. This shall prevent undersized or oversized windows that are out of character with the neighborhood. The sense of entry shall be retained: place the main entrance and associated architectural elements (porches, steps, etc.) so that they are compatible with surrounding structures.

Massing

- Arrange the mass of a new building so that it is compatible with existing historic buildings on the block or street.
- The location of porches varies from block to block throughout each neighborhood. New construction must maintain the rhythm of porch orientation on each block and follow the size, height, and placement of adjacent buildings.
- Two-story porches are generally out of scale and shall not be placed on the front facade. Likewise, a porch shall not be introduced on the front facade where the porch orientation is not present along the same block face.

Rhythm of Spacing and Setback

- It is important that new construction in a historic district be consistent with adjacent structures in rhythm of spacing and setback. Locate the new building on the site so that the distance of the structure from the right-of-way is similar to adjacent structures.
- Setbacks throughout the district shall be consistent with adjacent structures. The present zoning regulations require a minimum setback of 10 feet between the front facade and right-of-way. The majority of buildings in the historic districts have between 10 and 20-foot setbacks.
- Along certain streets, some buildings have little or no setbacks. To meet zoning regulations, new construction must meet the minimum front yard setback, which is often 10 feet, as well as any side yard and rear yard requirements. Maximum setbacks for new construction are not defined under the zoning ordinance, but setbacks should not vary more than 10 percent with adjacent structures except on blocks where the majority of existing buildings are built adjacent to the sidewalk.

Consistent Materials and Texture

- New construction should be compatible with adjacent buildings on the same block face. Only those buildings constructed with original materials shall be considered for this determination (vinyl siding over a formerly wooden facade is not included in the calculation). If the majority of a block face is comprised of buildings constructed of wood siding, the new building should be constructed of wood siding. The HPC may approve other materials depending on the proposed architectural style of the new building and the general compatibility with the overall character of the historic district. The texture and color of the brick in new buildings should be carefully considered to ensure compatibility with existing buildings.
- Frame buildings should maintain materials and designs found throughout the neighborhood, such as horizontal weatherboard siding and horizontal shiplap siding. Vertical siding, wood shingles, concrete, imitation stone, and wide-profile artificial sidings should be avoided. The use of varied colors, glazing, or patterned surfaces to give the appearance of a historic reconstruction should not occur.

Relationship of Roof Shapes

- Roofs for new construction should be consistent with adjacent structures. The majority of blocks in the various historic districts have variations of hipped, shed, gable, or mansard roofs and provide some flexibility in roof design for new construction.
- Due to the density of lots, it may be possible for new construction to have roofs that change roof lines in the rear one-half or one-third of the building. This would accommodate additional floors in a stepped fashion if not readily visible from any street adjacent to the building.
- Do not introduce roof shapes or pitches that are not found in the area.

Additions

- Additions to historic landmarks or to buildings in any historic district may be limited due to the zoning regulations and required setbacks. These requirements effectively eliminate the possibility of additions on most front or side facades, but rear facade additions are allowable for many structures, and, unless visible from a street or sidewalk, as determined by the HPC, such additions may display flexibility of design and materials.
- Additions shall not occur on a primary facade in any historic district. Additions to side facades are allowed in the Buena Vista District but should only be considered on landmarks or in the other historic districts if the facade is not highly visible from a street or sidewalk. Any additions should be compatible with the original structure by following existing roof lines, trim lines, material, and massing of the building.

Demolition

The overall purpose of historic preservation regulations is to protect historic properties and maintain the historic characteristics and features that create the unique quality of a protected historic district. As such, the demolition of a building that contributes historically or architecturally to the character of any historic district is inappropriate and shall be avoided to the maximum extent feasible. The demolition of a structure shall require a COA that is reviewed and approved by the HPC. The applicant shall be required to demonstrate the safety of the public is threatened; there is a clear economic hardship; or the structure or portion of structure is of a later time period that the original structure; has lost its original architectural integrity; or does not contribute to the neighborhood's streetscape or character.

Demolition by neglect is strictly prohibited. Demolition by neglect is defined as a situation in which property owners, or others having legal possession, custody, or control of a property, allow the condition of a property to suffer such deterioration, potentially beyond the point of repair, as to threaten the structural integrity of the structure, is strictly prohibited. Conditions of neglect include, but are not limited to the following:

- Deterioration of exterior walls, foundations, or other vertical support that causes leaning, sagging, splitting, listing, or buckling;
- Deterioration of flooring or floor supports, roofs, or other horizontal members that causes leaning, sagging, splitting, listing or buckling;
- Deterioration of external chimneys that causes leaning, sagging, splitting, listing or buckling;
- Deterioration or crumbling of exterior plasters or mortars;
- Ineffective waterproofing of exterior walls, roofs, and foundations including broken windows or doors;
- Defective protection or lack of weather protection for exterior wall and roof covering, including lack of paint, or weathering due to lack of paint or other protective covering;
- Rotting, holes, and other forms of decay;
- Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes delamination, instability, loss of shape and form, or crumbling;
- Heaving, subsidence, or cracking of sidewalks, steps, or pathways;
- Deterioration of fences, gates, and accessory structures;
- Deterioration that has a detrimental effect upon the special character of the district as a whole or the unique attributes and character of the Historic Landmark; and
- Deterioration that contributes to a hazardous or unsafe condition.

When an applicant wishes to demolish a landmark, a building or structure on a landmark site, or a building or structure in a historic district, the HPC has the authority to evaluate if an alternative to demolition can be found including the relocation of the building. The HPC may ask interested individuals and organizations for assistance in seeking an alternative to demolition and in obtaining estimates on rehabilitation costs for the threatened building.

See Section §32.076 (H) of the Historic Preservation Ordinance for more information on the review criteria for COA applications related to demolition.

Relocation

Relocation or moving a historic building should be avoided to the maximum extent possible. Moving a historic structure always negates its integrity of the site and setting and could also result in the loss of the ability to use the historic tax credit. Moving a building that retains its architectural and historical integrity, and which contributes to the district, outside of the district is inappropriate.

Moving a building which does not contribute to the historical and architectural integrity of the district or which has lost architectural integrity due to deterioration and neglect is appropriate if its removal or the proposed replacement will result in a more positive visual effect on the applicable district.

A building may be moved into the neighborhood of an existing historic district if it maintains a sense of architectural unity in terms of style, height, scale, massing, materials, texture and setback with existing buildings along the street.

A building may be moved from one site to another in the same historic district if the move will enhance the character of the overall district or not substantially alter the character of the district. The HPC shall be responsible for reviewing any application for the relocation of a structure and shall consider the following as part of the COA review:

- The level of contribution the building or structure makes to its present setting;
- Whether there are definite plans for the site to be vacated;
- Whether the building or structure can be moved without significant damage to its physical integrity; and
- The compatibility of the building or structure to its proposed site and adjacent properties.

See Section §32.076 (H) of the Historic Preservation Ordinance for more information on the review criteria for COA applications related to relocation.

Glossary of Common Terms

Addition
New construction added to an existing building or structure.

Alteration
Work which impacts any exterior architectural feature including construction, reconstruction, or removal of any building or building element.

Baluster
A turned or rectangular upright member supporting a stair rail.

Balustrade
An entire railing system with top rail and balusters.

Bargeboard
A board which hangs from the projecting end of a gable roof covering the end rafters, and often sawn into a decorative pattern.

Bay Window
A window in a wall that projects at an angle to another wall.

Board and Batten
Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.

Bracket
An ornamental or structural member or both set under a projecting element, such as the eaves of a house.

Bungalow
Common house form of the early 20th century distinguished by horizontal appearance, wide eaves, large porches and multi-light doors and windows.

Capital
The head of a column or pilaster.

Colonial Revival
House style of the early 20th century based on interpretations of architectural forms of the American colonies prior to the Revolution.

Column
A vertical support, usually supporting a member above.

Corbel
In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

Corinthian Order
Most ornate classical order. Characterized by a capital with ornamental acanthus leaves and curled fern shoots.

Cornice
The uppermost projecting part of an entablature, or a feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

Cresting
Decoration applied along roof ridges generally consisting of ornamental metal.

Dentils
A row of small tooth-like blocks in a classical cornice.

Doric Order
A classical order with simple, unadorned capitals.

Dormer Window
A window that projects from a roof.

Double Hung Window
A window with two sashes, one sliding vertically over the other.

Eaves
The edge of a roof that projects beyond the face of a wall.

Efflorescence
A white powdery deposit on masonry or plaster caused by mineral salts migrating to the surface as a result of evaporation.

Elevation
Any one of the external faces of a building.

Ell
The rear wing of a house, generally one room wide and running perpendicular to the principal building.

Engaged Column
A round column attached to the wall.

Entablature
The band of moldings near the top of a facade, divided into cornice, frieze, and architrave.

Facade
The face or front of a building.

Facade, Primary
Any facade of a building or structure that has frontage along a street or sidewalk, including recessed entries or other extensions from side facades. Primary facades also include any side facades that connect the front facade with recessed entries or similar extensions. See Figure A.

Facade, Secondary or Side
Facades along the side of buildings or structures that are not part of a primary facade but are highly visible from a street or sidewalk. See Figure A.

Facade, Rear
Facades along the rear of buildings or structures or similar facades that are not highly visible from a street or sidewalk. See Figure A.

Fanlight
A window, usually semi-circular over a door, with radiating muntins suggesting a fan.

Fenestration
The arrangement of windows on a building.

Finial
A pointed ornament at a gable peak

Fluting
Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

Fretwork
Ornamental woodwork, cut into a pattern, often elaborate.

Frieze Board
A flat board at the top of a wall directly beneath the cornice.

Gable
The triangular section of a wall to carry a pitched roof.

Gable Roof
A roof with a central ridge and one slope at each side.,

Greek Revival Style
Mid-I 9th century revival of forms and ornament of architecture of ancient Greece.

Hipped Roof
A roof with uniform slopes on all four sides.

Hood Mold
A projecting molding above an arch, doorway or window.

Ionic Order
A classical order characterized by a capital with spiral scrolls, called volutes.

Lattice
An openwork grill of interlacing wood strips used as screening.

Lintel
A horizontal beam or stone bridging an opening.

Mansard Roof
A roof with two slopes on all four sides, with the lower slope almost vertical and the upper almost horizontal.

Metal Standing Seam Roof
A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roofs are named.

Modillion
A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

Mullion
A vertical strip dividing the panes of a window.

Muntin
A secondary framing member to hold panes within a window or glazed door.

Neo-Classical Style
Early 20th century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

Palladian Window
A window with three openings, the central one arched and wider than the flanking ones.

Pediment
A triangular space in a gable closed on all three sides.

Pilaster
A square pillar attached, but projecting from a wall, resembling a classical column.

Porte-cochere
A porch large enough to enclose wheeled vehicles.

Portico
A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

Pyramidal Roof
A roof with four identical sides rising to a central peak.

Public Street
For the purposes of this manual, a public street shall be any street or road that is under the control of the City of Newport, excluding any alleys.

Queen Anne Style
Popular late 19th century revival style of early 18th century English architecture, characterized by irregularity of plan and massing and variety of texture.

Quoins
Stone blocks or bricks ornamenting the outside walls of a building.

Sash
The movable framework containing the glass in a window.

Siding
The exterior wall covering or sheathing of a structure.

Sill
The bottom crosspiece on a window frame.

Spalling
Flaking of the outer face of masonry, often caused by expanding moisture in freezing conditions.

Steet
See definition of “public street.”

Terra Cotta
Cast and fired clay units, used as ornamentation.

Transom
Horizontal window like element above the door.

Vergeboard
The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.

Weatherboard
Wood siding consisting of overlapping boards usually thicker at one edge than the other.

Appendix A: The Secretary Of The Interior's Standards For Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are summarized below with additional guidelines that can be found online at https://www.nps.gov/subjects/taxincentives/secretarys-standards-rehabilitation.htm.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

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

Appendix B: Common Architectural Styles and Building Types in Newport's Historic Districts

The following pages highlight the common architectural styles and building types that can be found in Newport's Historic Districts. This section is informational in nature and intended to be used when considering the style and/or building type of your existing building or when considering styles for new construction.

Italianate Style (1875 – 1890)

The Italianate style was the dominant architectural style in urban America from the 1860s to the early 1890s. The style was part of the Picturesque movement imported from Europe and was a derivative of the formal Italian Renaissance townhouses of the 15th and 16th centuries. The narrow lots of Newport were well suited for this style which featured extensive decoration on the main facades. Most buildings constructed in the East Row Addition (East Row District) were two story masonry residences with a number of smaller one-story residences scattered throughout. Common features included stone quoins, belt courses of stone and/or brick which divided each floor, and elaborate metal, stone, or wood cornices at the roofline. Windows and doors were also embellished with stone, wood, or metal hood moldings in rectangular or rounded arch sash variations.

Many of the Newport houses were built with side passage entrances and had large half- stories or attics for additional living space or storage. The "Newport Plan" residence emerged during the Italianate era and this floor plan was utilized in the historic districts until the 1910s. The typical Newport Plan house has a side entrance which opens onto a foyer and stairwell. Rooms are arranged behind one another and lack a connecting side hallway. Variations of the Newport Plan include one- or two-story rear wings built at right angles to the main block. These wings often contain a secondary entrance on the first story.

The earliest Italianate style residences have rectangular or rounded arch four-over-four sash windows. Toward the end of the 19th century, windows became simpler in form with two-over-two and one-over-one sashes predominating. In the late Italianate and Queen Anne period decorative glass, such as etched or stained glass was often used on the main facades and in areas such as stairwells and formal dining rooms. Leaded glass windows were also popular throughout the Colonial Revival period of the early 20th century. Bungalow style windows are often characterized by panes arranged in a vertical design in the top sash unit.

Queen Anne Style (1885 – 1910)

By the 1890s, the Italianate style was beginning to fall out of favor due to the popularity of another residential house design of the Picturesque movement known as the Queen Anne style. The Queen Anne style was the dominant urban building style of the 1890s and early 1900s. It was derived from English Medieval building forms and gained popularity through pattern books and the availability of cheap sawn lumber used for architectural ornamentation. Decorative architectural ornamentation was often applied to gable eaves and porches and is often referred to as Eastlake ornamentation. The Queen Anne style was built throughout the area in the 1890s and it is especially predominant along the 300 block of Overton Street, East Third Street, East Fourth Street and Lexington and Park Avenues.

Many of the best examples of the Queen Anne style are large asymmetrical plan structures with a wide variety of decorative detailing. Most are of masonry construction and use stone or fired clay known as terra cotta for embellishing windows or gables.
Roofs were generally gable of metal standing seam or slate and foundations were of limestone blocks. Typical decorative elements are corner towers or turrets, rectangular windows with stone

lintels and sills, arched windows with stained glass, and porches with milled columns and sawn wood panels, spindles and brackets.

Due to the narrowness of lots many residences built in the 1890s were built in front gable rectangular plans with asymmetry expressed in angled rear bays or bay windows. The "Newport Plan" house of the period was also an adaptation to the narrow lots with entrances confined to a side facade and embellished with a decorative porch. Many of the more "restrained" Queen Anne residences of the area still managed to concentrate extensive decoration of the main facade such as stained glass, decorative brick and stone patterns, wood shingles in the gable field, and eaves vergeboard. Some homes from this period also display the influence of the Second Empire style which featured mansard roofs of slate laid in decorative patterns on the main facade.

Colonial Revival Style (1900 – 1920)

Following the Picturesque styles of the late 19th century was a renewed interest in the early American house forms of the Colonial period. Architects drew upon the designs of the Georgian and Federal periods of the 18th century which were distinguished by their symmetry and classically influenced decoration. These residences were generally built in rectangular forms and displayed rectangular windows, porches with Doric or Ionic columns, eaves decoration such as <lentils and modillion blocks, and bracketed cornices. In the East Row area only a few elaborate examples of this style exist.

The majority of Colonial Revival influenced residences of the period are simple rectangular designs commonly known as Foursquare houses. These were built with hipped roofs, one-story porches displaying Doric or Ionic columns, and simple eaves decoration such as lentils or modillion blocks. Decoration was often largely confined to stained glass windows on the main facade or entrances with beveled leaded glass sidelights and transoms. Residences of these designs were built along Linden and Maple Avenues after 1900. Another Colonial Revival variation is the Dutch Colonial style which is distinguished by its gambrel roof.

Bungalow/Craftsman Style (1905 -1930)

The Bungalow or Craftsman style was the dominant residential building form in America in the 1910s and 1920s. This style was based loosely on the open Bungalow house forms of India and was modified and popularized in California in the early 1900s. This house form gained enormous attention and designs were made available through pattern books. Companies such as Sears, Montgomery Ward, and the Alladin Company also popularized Bungalows through their mail order catalogs. In areas developed after 1910, such as along Linden Avenue and Oak Street, Bungalow and Craftsman designs predominate.

Many of the homes built in this style in the East Row area were built in gable front plans featuring wide eaves, large eaves brackets, and full width porches with brick pier columns. Decoration is found in leaded or stained-glass windows and beveled leaded glass at entrances. Most are of brick construction and are rectangular, symmetrical plan designs. Similar plan residences in this style can be seen in the 600 blocks of Maple and Linden Avenues and along East Fourth Street. Smaller examples of the Bungalow Style of brick and frame are located in the 600 block of Oak Street. These residences were built after 1927 and have prominent gable or hipped dormers on the main facade and combination basement/garage area. After 1927 very little construction occurred in the East Row Historic District and there are no examples of Art Deco or Modern residences of the 1930s.

Hall-and-Parlor Houses

Hall-and-parlor houses are some of the neighborhood's oldest surviving buildings represent vernacular building types, typically associated with rural areas of Kentucky, but found in towns and cities as well. The earliest surviving buildings in the proposed district, a handful of which are scattered throughout the neighborhoods, are hall-and-parlor houses: modest one- or one-and-a half-story brick or frame dwellings, two rooms wide and one room deep with no dividing hallways, covered by a side-gabled roof of moderate pitch. The main block contains two rooms of unequal width separated by a bearing wall with chimney. One-story rear ells, which typically received additions over time, extend outward from the main block, forming a T-shaped footprint.

I-Houses

Another mid-19th -century house type found in limited numbers in the Buena Vista District is the I-house. Built c. 1840 to 1870, these dwellings stand two- or two-and-a-half-stories high, two rooms wide and one room deep with three- to-five-bay facades. They are simple, unadorned buildings with minimal ornamentation and typically have side-gabled or mansard roofs. Like hall-and-parlor houses, some of these dwellings have asymmetrical three- or four-bay patterns of piercing that suggest informal hall-and-parlor forms rather than symmetrical center-hall plans. All are built close to the front lot line with a little setback.

Shotgun houses

A common house types in the districts is the shotgun house: a narrow, rectangular, domestic residence, no more than one room wide and three to five rooms deep, with rooms arranged one behind the other and doors at front and rear. The shotgun was the most popular vernacular house type in the South from the end of the Civil War through the 1920s and large numbers were built in northern Kentucky's river cities beginning in the mid-19th century. Like townhouses, shotgun houses as a group exhibit tremendous variety and range from simple and unadorned designs to single-story versions of popular styles of the day. "Shotgun houses were adorned with the elements of almost all of the architectural styles that appeared during the late nineteenth century included Greek Revival, Italianate, Eastlake, Bracketed and Classical Revival styles."[1] Both single and duplex shotgun examples can be found throughout the district.

Northern Kentucky Townhouse

Northern Kentucky Townhouses (NKYTH). Some Buena Vista townhomes exhibit facades containing two windows and no door, with the main entrances around the corner in the side elevation. Apparently found only in Kenton and Campbell counties, they represent a distinctive local subtype called the Northern Kentucky or Covington/Newport townhouse because of its predominance in both cities. This house type has long intrigued architectural historians; examples of scholarship include the following: "The Northern Kentucky Townhouse's narrow end faces the street in the same manner as the shotgun house—either is well-suited for one of the deep, narrow lots typical of Covington. The principle [sic] difference is that the NKYTH has multiple stories, while the shotgun is a single story; both types are a single room wide and multiple rooms deep…. Where typical shotgun houses have front entries, the typical NKYTH has no street facade entry and adds upper stories, which requires the addition of a stair, resolved by the introduction of a stair hall. The main entry into the stair hall is found midway along the side of the building…."[2]

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[1] Wise, Alexander, MHP. Kentucky Historic Resources Group Survey Form Continuation Sheet: Newport Buena Vista Survey Project. City of Newport, Campbell County, Kentucky. Prepared for Kentucky Heritage Council and revised under the direction of the: Newport Historic Preservation office, Michael L. McElwain. September 2017. Pg. 12

[2] Bill Macintire, Documentation of Historic Structures on Twelfth Street, Covington (Kentucky Heritage Council, State Historic Preservation Office, October 2013), p. 4.

"The Northern Kentucky townhouse or Covington/Newport House, as it is called in this study, was predominantly constructed in brick and is identified by its overall shape and floor plan. The free-standing structure is usually 2-1/2 to 3 stories tall (although a fair number of 1-1/2 story examples are found) with a two-bay front, rectangular footprint, and the principal entrance on the side…no door is located on the street facade. The floor plan consists of one room in front, with a stair hall leading from the side entrance behind it, and one to three rooms behind the stairhall in the rear…. The opposite side elevation usually contains only one or two small openings. The chimney most often rises above the blank wall side…. Other architectural elements vary, including the roof type, fenestration patterns, the presence of a porch at the side entrance, and the architectural style, which is usually either Italianate or Queen Anne." [3]

[3] Rita Walsh, Kentucky Historic Resources Survey: Northern Kentucky Townhouse Study (Kentucky Heritage Council, 1993.)

Appendix C: Masonry Best Practices

Gentle Masonry Cleaning

The following are some best practices for the gentle cleaning of masonry:

- **Water and Detergents** - This cleaning method is the least harmful to brick and stone surfaces and is relatively inexpensive. This cleaning can be performed by a non-professional although care must be taken not to soak the brick too extensively. For most buildings, this cleaning method would be sufficient. Low pressure water cleaning is acceptable as long as the pressure is low to moderate, such as 30 - 60 pounds per square inch (psi). Water cleaning above this psi can damage the masonry and mortar and is not acceptable. A garden hose spray nozzle operates around 30-60 psi. It is best to begin at that pressure and gradually increase the pressure until it is effective, but remaining below 80 psi. Additionally, a pressure gauge mounted on the nozzle is more accurate than one mounted on the compressor.
- **Steam Cleaning** - This is also a good method for cleaning masonry but is more expensive and the machinery must be operated by a professional. This is a recommended and acceptable cleaning method for masonry in historic districts.
- **Chemical Cleaning** - The use of chemicals to remove paint on brick or masonry surfaces has been popular in recent years and can be an effective cleaning method. This process can be costly and professionals who are experienced with this cleaning method, must be used, and will not etch or scar the masonry surface. The repainting of brick or masonry surfaces rather than removal by chemicals should be considered.

  Chemical cleaners do have problems that may include:

  - A change in the color of the masonry caused by the chemicals, not by the removal of dirt
  - They may leave a hazy residue in spite of heavy rinsing
  - Chemicals can react with components of mortar, stone or brick to create soluble salts which can form efflorescence
  - Historic brick buildings are particularly susceptible to damage from hydrochloric (muratic) acid

Mortar Recipe for Repointing

The following is a mortar recipe for historic masonry repair and repointing developed by the Heritage Council in 1981 and revised in 1986.

- Developed by the Kentucky Heritage Council: 1/81 and Revised: 3/86
- Four cups white, non-staining Portland cement
- One five-gallon bucket hydrated lime
- Two five-gallon buckets sand
- Enough water to form workable mix

NOTES

Repointing mortar for most historic buildings should ideally be composed only of sand and lime. A proportion of 1 part lime to 2 parts of sand is a useful starting point. The addition of Portland cement increases workability and achieves a whiteness of color. The National Park Service recommends that no more than 20% of the total volume of the lime and Portland cement-combined-should be Portland cement. Any greater amount of Portland cement increases the hardness of the repainting mortar to a potentially damaging degree.

Since this is a very light-colored mortar, it should be tinted to match the original. Color matching should preferably be accomplished by using buff-colored sand such as that available from the Ohio River. Tinting powder should only be used if the color is otherwise unreproducible. Its appearance is likely to change over time as the mineral ingredients leach from the surface of the mortar.

The mixture is also suitable for exterior stucco work over brick. It has been tested and used successfully in Kentucky for both pointing and stucco work. If possible, the Portland cement content can be further reduced. Its chief function is to increase workability and slow setting-up of the mortar. Any amount of Portland cement can cause damage to the historic masonry.

Masonry Sealant Information

- **Waterproof coatings** - Waterproof coatings seal the surface from liquid water and from water vapor; they usually are opaque, such as bituminous coatings and some paints. If water does enter the wall the coating can intensify the damage because the water will not be able to escape. In cold weather the water in the wall can freeze, causing serious mechanical disruption, such as spalling. Additionally, the water will follow the path of least resistance, and can result in damage to interior surfaces.
- **Water repellent coatings** - Water repellent keep liquid water from penetrating the surface but allow water vapor to enter and leave the surface through the "pores" of the masonry. They usually are transparent, such as the silicone coatings, although they may change the reflective property of the masonry. As water repellent coatings do not seal the surface to water vapor, it can condense inside the wall at cold spots, producing liquid water, and result in the same adverse effects as described above. Additionally, damage can be done by soluble salts. Salts frequently are present in the masonry and liquid water can dissolve these salts and carry them toward the surface. The water repellent coating prevents the water and dissolved salts from coming completely to the surface and the salts are then deposited slightly below the surface. Over time these salt crystals will grow and develop substantial pressures which will spall the masonry.
- **Stucco and Concrete** - The use of stucco and concrete as sealants is not permitted. In addition to altering the appearance of a structure stucco and concrete can also damage the underlying brick or masonry surface through its bonding process.

Appendix D: Enabling Ordinance