

West Lafayette Historic Preservation Commission  
Procedures and Policies



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**Prepared by:** Staff to the Commission

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## Introduction to HPC Procedures

The West Lafayette Historic Preservation Commission was formed in 2011 following the passage of City Ordinance #19-13. The Commission's mission is to designate local historic districts and to serve as a helpful resource in preserving West Lafayette's rich history, dating back to 1855.

WLHPC mission is to preserve and protect West Lafayette's historic neighborhoods, thus safeguarding the architectural integrity of these historically significant areas. The Commission reviews Certificate of Appropriateness (COA) applications from home/business owners for exterior remodeling or new construction or demolition projects requiring authorized approval. When the Commission, or its designee, has found that the proposed work is appropriate, a Certificate of Appropriateness is granted.

The Commission views each building and site within an area as unique—a product of their own circumstances and contributing factors, based on 19<sup>th</sup> and 20<sup>th</sup> century design, predominantly found in the New Chauncey Neighborhood. For this reason, all existing buildings and all new development provide architectural character of the area and all are subject to the application and review process. Some applications may qualify for staff approval, or no application at all, while others are subject to Commission review. This portion of the document will focus on the procedures of the Commission.

## Certificate of Appropriateness (COA) Applications

A Certificate of Appropriateness (COA) is the approval granted to a property owner who has gone through the review process for exterior work seen from a public right-of-way on a structure located within a local historic district. The Building Commission will not approve building or demolition permits for properties located within a local historic district without an approved COA on file. Below are specific guidelines on the certificate process:

1. **Filing Deadlines:** At the beginning of the calendar year, all filing dates for COA applications are posted on the city's Historic Preservation Commission webpage. Applications must be submitted by the filing deadlines to be added to each monthly agenda.
2. **Required Supporting Materials:** For an application to be considered complete, supporting documentation must be included when submitting by the filing deadline. See the Staff Review form, posted on the city's Historic Preservation Commission webpage, or contact the Commission Administrator for specific materials required for the application. Applications with incomplete supporting materials are subject to delays in decision or continued to the following monthly meeting.
3. **Staff Approvals:** Staff Approvals are any projects that the Commission has approved for city staff to review and approve. Applications may be submitted at any time and complete applications are typically approved within 10-business days of submissions.
4. **Commission Approvals:** Any project seen from public right-of-way, deemed inappropriate by staff, not designated as maintenance, or staff approvals must be approved by the Commission through its public review process. Applications must be reviewed by the COA Sub-committee and the full Commission to be approved.
5. **Public Hearings:** Commission Approvals are reviews and approved through public hearing of the Historic Preservation Commission. The COA-Sub Committee meets on the first Tuesday of each month. The full Commission meets on the second Tuesday of every month. Meeting dates, along with their filing deadlines are posted on the city's Historic Preservation Commission webpage at the beginning of each calendar year.
6. **Expiration of Certificates:** All applications approved by staff or Commission expire after one calendar year from the issuant date.
7. **Extension of Certificates:** Extensions of certificates may be extended by the Administrator if, upon the request of the application, if the applicant provides reasoning for extension, a timetable, written documentation on what work has been completed, and any amendments to the project. If staff deems the extension inappropriate, the application will move to the full Commission for review and approval.

**NOTE:** Prior to filing an application or in need of assistance, contact the **Commission Administrator** to review your project to see what materials are required for the application.

## Commission Meetings and Staff Approvals

The following are the rules and procedures for all public meetings and staff approvals.

### **Commission Meetings**

#### **1. Robert's Rule of Law**

Commission must follow **Robert's Rule of Law**<sup>1</sup> for formal procedural processes during public meetings.

#### **2. Commission and Sub-Committee Meeting Announcements**

Commission meetings are open to the public and dedicate public comment opportunities at each meeting. Commission meeting times and locations are posted at least forty-eight (48) hours in advance through the West Lafayette City Clerks office.

#### **3. Meeting Agendas**

Agendas for each Commission meeting are posted on the city's Historic Preservation Commission webpage at least forty-eight (48) hours prior to each meeting.

#### **4. Special Meetings**

If a special meeting is required to schedule outside regularly schedule Commission meetings, the Chair of the Commission must notify staff prior to scheduling and must have at least four (4) members of the Commission in attendance. Notice of the special meeting must be posted through the West Lafayette City Clerks office at least forty-eight (48) hours in advance for any work to be conducted.

#### **5. Applicant Attendance is Required**

Applicants or a proxy of the applicant must be present at both COA Sub-committee and full Commission meeting for the application to be review and approved. If a proxy will be present, Commission Administrator must be notified at least twenty-four (24) hours in advance.

#### **6. Continuance of an Application**

The Commission, staff, or applicant may request the application to be continued to the following monthly commission meeting. This may be due to project scope change without proper review by staff or commission, a lack of supporting materials required for the COA application or need to review further.

#### **7. Dismissal of an Application**

The Commission may dismiss an application for lack of jurisdiction or want of prosecution.

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<sup>1</sup> **Robert's Rule of Law** often refers to a parliamentary law, used to run meetings effectively and efficiently.

## **8. Denial of an Application**

The Commission may deny an application that does not comply with local ordinance, Secretary of the Interior Standards, or zoning regulations. A letter stating reasoning for denial must be sent to the applicant within seventy-two hours (72).

### **Staff Approvals**

#### **1. Filing Requirements**

An application that can be approved by the Commission Administrator, as delegated by the Commission in its Policies section of this document, can be submitted at any time. Staff approval of a COA application may be given if staff determines the proposed work is appropriate and all application procedures have been followed, including the submission of all required supporting materials.

#### **2. Staff Decision**

A COA application approved by staff is effective immediately upon issuance. Applications are good for one year. Once issued and building permits are required, applicants then file for permits.

#### **3. Appeals of Staff Decisions**

If the **Commission Administrator**<sup>2</sup> cannot determine that the proposed work submitted in the COA application is appropriate, or a lack of supporting documents prohibits a staff decision, the applicant may request the application to be heard by the Commission through its public meetings. If the applicant requests this process, the next filing date will apply, and the application will be sent to the next commission meetings.

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<sup>2</sup> **Commission Administrator**- is the City administrator designated by the Mayor to serve as the Commission Administrator. The Administrator shall provide staff assistance to the Commission and issue Certificate of Appropriateness as directed by the Commission.

## Introduction for HPC Policies

The policies portion of this document are intended to educate applicants on Commission policies for issuing Certificate of Appropriateness (COA) for structures within a local historic district. In the case for multiple local districts, some policies will be unique to each district or land use plan. The categories of approval are the following:

### **No Required COA**

A COA is not required for those items or projects so noted under the maintenance section of the West Lafayette Preservation Ordinance. However, always contact the Commission Administrator to verify for specific projects to prevent destruction of historic material or potential ordinance violation.

### **Staff Approval**

A COA is needed for the project and may be approved by the Commission Administrator as noted. The process does include submitting an application, however, does not require full commission review at their public meeting(s) and can be issued immediately after review.

### **Commission Approval**

A COA is required and may be issued by the Commission review through their public meeting(s) process. The process includes submission of application by the proper filing date, Staff and Advisor review, and Commission review at their monthly meeting(s).

### **No Existing Policy**

In the case that there is not an existing policy for the proposed work, or when there is ambiguity as to the application of the policy, the Commission Administrator shall determine the type of approval based on previous Commission direction and have decisions ratified at the next monthly Commission meeting.

**NOTE:** For emergency cases (posing immediate threat to public safety or to the preservation of a historic building element), an abbreviated approval procedure may be required. In these instances, the Commission Administrator, Building Commissioner, and City Engineer may issue a Staff Approval is appropriate in order to hasten the approval process. All emergency Staff Approvals shall be ratified at the next monthly Commission meeting.

## Secretary of the Interior Standards for Historic Preservation Projects

Design guidelines in each plan are generally derived from The Secretary of the Interior's Standards for Historic Preservation Projects. These standards are as follows:

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 material 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 stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site, should be treated with sensitivity.
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.

## Ordinance 19-13: Significant Sections during Reviews

### **Ordinance 19-13-Section 24.188-Visual Compatibility**

Criteria for considering visual compatibility: within the area of a historic district, new buildings and structures, as well as buildings, structures, and appurtenances that are moved, reconstructed, materially altered, or repaired, must be visually compatible with buildings, squares and places to which they are visually related generally in terms of the following visual compatibility factors:

- (1) **Height:** the height of proposed buildings must be visually compatible with adjacent buildings.
- (2) **Proportion of building's front facade:** the relationship of the width of a building to the height of the front elevation must be visually compatible with buildings, squares, and places to which it is visually related.
- (3) **Proportion of openings within the facility:** the relationship of the width of the windows to the height of windows in a building must be visually compatible with buildings, squares, and places to which it is visually related.
- (4) **Rhythm of solids to voids in front facades:** the relationship of solids to voids in the front facade of a building must be visually compatible with buildings, squares, and places to which it is visually related.
- (5) **Rhythm of spacing of buildings on streets:** the relationship of a building to the open space between it and adjoining buildings must be visually compatible with buildings, squares, and places to which it is visually related.
- (6) **Rhythm of entrances and porch projections:** the relationship of entrances and porch projections of a building to sidewalks must be visually compatible with buildings, squares, and places to which it is visually related.
- (7) **Building Facade:** the facade of a building must be visually compatible with the predominant materials used in the buildings to which it is visually related.
- (8) **Roof shapes:** the roof shape of a building must be visually compatible with the buildings to which it is visually related.
- (9) **Walls of continuity:** appurtenances of a building such as walls, wrought iron fences, evergreen landscape masses, and building facades, must form cohesive walls of enclosure along the street, if necessary to ensure visual compatibility of the building to the buildings, squares, and places to which it is visually related.
- (10) **Scale of a building:** the size of a building, and the building mass of a building in relation to open spaces, windows, door openings, porches, and balconies, must be visually compatible with the buildings, squares, and places to which it is visually related.
- (11) **Directional expression of front elevation:** a building must be visually compatible with buildings, squares, and places to which it is visually related in its directional character, including vertical character, horizontal character, or non-directional character.

**Ordinance 19-13-Section 24.189-Preservation of Historical and Architectural Character upon Alteration or Relocation Mandated**

1. (a) A **historic building**<sup>3</sup> or structure or any part of or appurtenance to such a building or structure, including stone walls, fences, light fixtures, steps, paving, and signs may be moved, reconstructed, altered, or maintained only in a manner that will preserve the historical and architectural character of the building, structure, or appurtenance.
2. (b) A historic building may be relocated to another site only if it is shown that preservation on its current site is inconsistent with subsection (a).

**Ordinance 19-13-Section 24.190-Maintenance**

1. (a) Historic buildings shall be maintained to meet the applicable requirements established under state statute for buildings generally so as to prevent the loss of historic material and the deterioration of important character defining details and features.
2. (b) **Ordinary repairs and maintenance**<sup>4</sup>: Nothing in this section shall be construed to prevent the ordinary repairs and maintenance of any historic building, provided that such repairs or maintenance do not result in a conspicuous change in the design, form, proportion, mass, configuration, building material, texture, location, or external visual appearance of any structure, or part thereof.

**Ordinance 19-13-Section 24.191-Relationship with Zoning Districts**

Zoning districts lying within the boundaries of the historic district are subject to regulations for both the zoning district and the historic district. If there is a conflict between the requirements of the zoning district and the requirements of the historic district, the more restrictive requirements shall apply.

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<sup>3</sup> **Historic Building or Structure** include any structure that is more than 50 years old, and/or is noted as historically significant, or architecturally historic with proper documentation, and/or is noted as contributing rating in the Interim Report, such as Outstanding, Notable, or Contributing.

<sup>4</sup> **Ordinary Repairs and Maintenance** includes any work on the exterior of the building that is seen from public right-of-way that do not result in a conspicuous change in the design, form, proportion, mass, configuration, building material, texture, location, or external visual appearance of any structure, or part thereof.

## Awning, Canopies, Shutters, and Lighting

### No Required COA

1. Repair of existing **awnings or canopies**<sup>5</sup>, or shutters with materials matching existing in size, shape, or type. This includes replacement of worn or damage canvas in style and pattern.
2. Seasonal, removal or reinstallation of temporary awnings on existing fittings.
3. Wall or ceiling light fixtures (excluding security lighting) at rear entrances of a building, garage, or carriage house seen from public right of way or alleyways.

### Staff Approval

1. New installation, permanent removal, or alteration of temporary, non-original awnings, including changes in color, pattern, or material
2. New installation of shutters that adhere to Secretary of the Interior standards, or section 24.191 Maintenance of Ordinance 19-13, or match existing shutter in material, size, shape, and color.
3. Documented non-historic awnings, such as aluminum awnings
4. Wall or ceiling light fixtures (excluding security lighting) attached to the façade of any building, garage, or carriage house

### Commission Approval

1. Any proposed installation of new, permanent awnings and canopies
2. The installation of any security lighting seen from public right of way
3. Any permanent façade illumination lighting or free standing lighting seen from public right of way
4. Any action deemed inappropriate by Staff

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<sup>5</sup> **Temporary Awnings and Canopies** include those that are constructed with a metal frame covered with fabric, minimally attached to the building and designed to be easily removed

**Permanent Awnings and Canopies** include those attached to the structure of a building of a building in a manner not meant to be removable, meant to be an integral part of the building design or having any attachment to the ground

## Demolition and Removal of Structures or Portions of Structures

### **No Required COA**

All demolitions within a local district must have an approved COA on file prior to being executed. Violators will be fined if a demolition occurs without prior approval.

### **Staff Approval**

1. Structures (or portion of structures) in which imminent collapse, adhering to any ordinances that pertain to unsafe structures, that poses a safety hazard to the public
2. Documented, **non-historic**<sup>6</sup> accessory structures, such as open carports, garden sheds, or metal awnings.

### **Commission Approval**

1. Any action deemed inappropriate by Staff
2. Any historic structures or portions of **historic structures**<sup>7</sup>
3. Any removal of **accessory structures**<sup>8</sup>, such as detached garages

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<sup>6</sup> **Non-historic Structures** include any structure that is less than 50 years old, and/or is noted as non-contributing in the National Register and the Interim Report.

<sup>7</sup> **Historic Structures** include any structure that is more than 50 years old, and/or is noted as historically significant, or architecturally historic with proper documentation, and/or is noted as contributing rating in the Interim Report, such as Outstanding, Notable, or Contributing.

<sup>8</sup> **Accessory Structure** includes any subordinate structure located on the same lot that does not have the same use as the primary structure and is detached from the primary structure.

## Fences, Walls, and Handrails

### No Required COA

1. The removal of any chain-link fencing, fallen fencing or **non-historic fencing or handrails**<sup>9</sup>
2. The repair of existing fencing, with the parameters;
  - a. There are no alterations in material, height, color, or location
  - b. No more than 50% of the total fencing is being replaced

### Staff Approval

1. Fences that continues in style and material of an existing fence, replacement of an existing fence with a new, an addition or change of material with appropriate material.
2. Fences that either has a footer of at least 30" frost depth or statement from the manufacturer of an approved installation process
3. Proposed fence length is no longer than 60% of the lot linear boundary
4. Supporting documents identify location, material, and construction detail of proposed handrails adhere to state and local code, as well as Secretary of the Interior Standards

### Commission Approval

1. The removal or creation of masonry-type fence and/or **wall**<sup>10</sup>, such as brick, block, or concrete
2. Proposed fence length greater than 60% of the lot linear boundary
3. Any material or change that conflicts with the integrity of the contributing aspects of the home or structures.
4. The removal or alteration of any **historic fence, wall, or handrail**<sup>11</sup>
5. Any action deemed inappropriate by Staff

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<sup>9</sup> **Non-historic fence or handrails** include any metal and wood barriers on the lot that is less than 50 years old.

<sup>10</sup> **Walls** include any masonry barriers

<sup>11</sup> **Historic fence, wall, or handrail** includes those that are more than 50 years old.

## Masonry

### No Required COA

1. **Masonry repairs**<sup>12</sup> and maintenance, defined as the following work involving less than 25% of any one wall surface:
  - a. Tuckpointing, using materials to match the original
  - b. Stucco replacement, matching the existing material
  - c. Cleaning, excluding any abrasive cleaning process, such as sandblasting, water blasting, or chemical washing
  - d. Replacement of **deteriorating masonry**<sup>13</sup>, using materials to match existing

### Staff Approval

1. The following masonry restoration, if it involved more than 25% of any one wall surface:
  - a. Tuckpointing, using materials to match the original
  - b. Stucco replacement, matching the existing material
  - c. Cleaning, excluding any abrasive cleaning process, such as sandblasting, water blasting, or chemical washing
  - d. Replacement of deteriorating masonry, using materials to match existing
2. Reconstruction of severely deteriorated (unsafe and/or unstable) features, with no changes to design or materials
3. Application of any clear sealing agent, if all other sources of water infiltration have been corrected, and the sealing agent is limited to one the affected area.

### Commission Approval

1. Any proposed restoration work that replaces existing material with any new material
2. Any proposed paint or aesthetic treatment to existing or proposed masonry
3. Any action deemed inappropriate by Staff

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<sup>12</sup> **Masonry and Masonry Repairs** includes repairs to cement, mortar, stucco, brick, stone block, or other lithic material that match the original in size, profile, color, texture, and composition.

<sup>13</sup> **Deteriorated Masonry** includes that in which more than a quarter (in depth) of the masonry surface is missing.

## New Construction <sup>14</sup> and Additions

### **Staff Approval**

1. **Storage or garden sheds** <sup>15</sup>in the **backyard**<sup>16</sup> of the property, no more than 140 square feet with a permanent foundation, aggregate base, or bare ground

### **Commission Approval**

1. Any other structures other than storage or garden sheds
2. Any Additions to an existing structure
3. Any work deemed inappropriate by Staff

**Note:** Building permits will not be issued without an approved COA application on file. For any planned development projects that occur within a local historic district must begin with an approved COA prior to moving through the local check-point agencies, such as Area Plan Commission, Building Department, or Development Department. For inquiries on a proposed planned development, contact the Director of Development .

**Note:** The Commission may require that electrical, telephone, and television cables be buried underground on rehabilitation projects and new construction projects.

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<sup>14</sup> **New Construction** includes new structures or additions to existing structure.

<sup>15</sup> **Storage or Garden Shed** includes detached accessory structures that are subordinate to the primary structure that is no more than 140 square feet with a permanent foundation, aggregate base, or bare ground.

<sup>16</sup> **Backyard** includes land behind the rear building line seen from public right-of-way.

## Porches, Patios, Stoops, Steps, sidewalks, and Driveways

### No Required COA

1. Repair or replacing of existing driveways, sidewalks, or steps on private property, seen from public right of way provided:
  - a. Materials and dimensions match the existing and are in the same location as existing
  - b. Concrete surfaces of walkways, driveways, and steps are lightest possible broom finish. Strokes must be in straight lines with no curves or swirls
2. New **open-air porches**<sup>17</sup>, **patios**<sup>18</sup>, **stoops**<sup>19</sup>, steps, sidewalks, or driveways in the **backyard** that is seen from public right of way or alley
3. Sidewalk repairs in public right of way conducted by

### Staff Approval

1. Alteration of a driveway provided:
  - a. Alterations does not violate zoning ordinances
  - b. Alteration to existing location, if dimensions of the drive remain the same
2. Removal of open-air porches, patios, stoops, steps, sidewalks, or driveways in the backyard seen from public right of way
3. New open-air porches and stoops are made of concrete provided:
  - a. Proposed porch meets all zoning requirements
  - b. If railing are required, railings shall be made of wood or metal material
4. Alteration of existing or new walkways, stoops, and patios made of concrete, brick or other masonry, pavers, or stone.

### Commission Approval

1. Any **porch**<sup>20</sup> with a roof or cover that ties into an existing structure
2. Any action deemed inappropriate by Staff

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<sup>17</sup> **Open-air porches** include those not enclosed on all sides by either railing or weather tight wall from all sides with no ceiling.

<sup>18</sup> **Patios** include a paved surface, typically with natural stone, brick, concrete, and/or pavers, either attached or detached to the structure, with no ceiling.

<sup>19</sup> **Stoops** includes the flat area outside an entryway of a structure, which typically has steps leading down to walkways, sidewalks, or the ground.

<sup>20</sup> **Porches** include room or gallery, typically leading to the main entrance of a building, may have railings or screening, and a ceiling, such as a roof, that tied into an existing structure.

## Roof, Gutters, Fascia<sup>21</sup> and Soffits<sup>22</sup>, Siding (non-masonry), and Trim

### **No Required COA**

1. Reroofing less than 25% of the total roof surface, if roof material matches existing in type, shape color, texture, and dimensions
2. Repairs, alterations to flat roofs in which changes are not visible from public right of way, including installation of mechanical equipment, skylights, vents, and the shape of the roof is not altered.
3. Replacement of roof mounted, hung or attached gutters and downspouts, provided any new material matches the previous in type, shape, color, and dimensions.
4. Built-in gutter relining install or replacement
5. Flashing repair and maintenance
6. Removal of any siding that is specifically noted in the West Lafayette Historic Preservation Commission Resource Guide. Examples include:
  - a. Vinyl or aluminum
  - b. Particle board or plywood
  - c. Synthetic masonry or asbestos tile
7. Repair or replace less than 25% of deteriorating wood siding or trim, provided that replacements match existing in material, dimension, shape, and treatment/color.

### **Staff Approval**

1. Reroofing more than 25% of any roof surface, if roof replacement matches existing in type, shape, color, texture, and dimensions
2. Replacement of non-historic siding with that of a different type and color, including cement-fiber, hardwood siding, cedar-shake, or **engineer-wood siding** <sup>23</sup>
3. New gutters and downspouts that do not alter the structure
4. Reconstruction, restoration, or replacement of soffits
5. Replacement of siding or trim deteriorated beyond repair that is more than 25% on any façade seen from public right of way, provided that the replacement matches the existing in material, dimensions, shape, and finish quality.
6. Installation or replacement of soffit which matches existing material,

### **Commission Approval**

1. Removal or replacement of an non-deteriorating historic siding or trim
2. Installation on any artificial or synthetic siding, such as vinyl, particle board/simulated wood products, or aluminum
3. Any action deemed inappropriate by Staff

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<sup>21</sup> **Fascia** includes long, straight board that runs along the lower edge of the roof, typically directly fixed to the roof trusses and supports the lower edge of the bottom row of roof tiles.

<sup>22</sup> **Soffit** includes board or tile underneath the fascia board to promote ventilation and prevent wood decay.

<sup>23</sup> **Engineer-wood Siding** includes wood board comprised of pieces of wood, bound together by resin and compressed to create boards, typically treated to mimic the texture of cedar wood.

## Utilities and Mechanical Equipment

### **No Required COA**

1. Window air-conditioning units
2. Installation or replacement of heating, ventilation, and air-conditioning equipment, so long it is not along the front façade of the structure
3. Meter boxes
4. Exterior surface-mounted vents, such as dryers, heaters, bathrooms, or kitchens; if not larger than one square foot
5. **Solar panel apparatus** <sup>24</sup>not seen from public right of way

### **Staff Approval**

1. Any solar panel apparatus installed on a roof seen from public right of way, provided that the structure is not altered in such a way that permanently destroys the historic or architectural features
2. Multiple HVAC units for one structure
3. Electric vehicle charging stations need from public right-of-way

### **Commission Approval**

1. Any action deemed inappropriate by Staff

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<sup>24</sup> **Solar Panel Apparatus** includes assembly of panels, typically installed on the roof of structures that absorbs solar light to convert to electricity or heat.

## Windows and Doors

### **No Required COA**

1. Replacement or removal of interior storm windows
2. Repair of storm windows or doors with materials and design that match the existing
3. Repair of window sash, frame, or interior installation, provided that the existing windows are replaced and frame dimensions are not altered
4. Replacement of broken glass, **clad**<sup>25</sup>, **mullions**<sup>26</sup>, or **muntins**<sup>27</sup> with same material, style, and treatment

### **Staff Approval**

1. Replacement of exterior storm windows and doors, provided:
  - a. No alterations to the opening are required
  - b. Exterior storm windows and doors do not cover or are attached to the exterior trim
  - c. Frames are treated, either by stain or painted
2. Restoration of original windows and doors, provided that dimensions are not altered and non-historic material are not attached
3. Replacement of original windows and doors, only with proper documentation on the deteriorated beyond repair, with products that match in material, style, dimensions, and use
4. Replacement of missing windows and doors with historically appropriate material, such as wood core, metal clad windows and wood doors
5. Replacement of non-historical window, such as vinyl, with historically appropriate material, such as wood core, metal clad windows

### **Commission approval**

1. Replacement of any historic door or window (sash and/or frame) that does not match the original
2. Removal of alterations to existing windows, doors, and openings
3. Creation of new window or door openings
4. Discovery of previously covered windows and doors, including casement openings for windows or doors
5. Any action deemed inappropriate by Staff

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<sup>25</sup> **Cladding**, or referred as window cladding, includes coverings of wood or metal window cores.

<sup>26</sup> **Mullions** include the vertical or horizontal member between adjoining window or door frames.

<sup>27</sup> **Muntins** include vertical or horizontal member that separate individual panes of glass of a window or door.