Planning & Zoning Commission
Council Chambers
Hall of Waters Building
201 East Broadway
Excelsior Springs, MO

Meeting Notice

March 29, 2021 at 6:00 PM

Special Study Session

Agenda

1 Call to Order

2 Historic Preservation Commission Design Guidelines

a Historic Preservation Design guidelines Comparison Chart

3 Zoning Code Review: Agricultural, R-1 - R-5, and Non-Conforming Buildings, Structures, and Uses

b Code Review 3.29.21

4 Adjourn

Copies of this notice are available by contacting Community Development, at 201 E. Broadway, Excelsior Springs, MO 64024, (816) 630-0756.

Date and time posted: March 25th, 2021 at 4:00 PM

Community Development
Planning and Zoning Special Study Session - 3/29/2021

To: Commission Members
From:
Date
RE: Historic Preservation Design guidelines Comparison Chart

ATTACHMENTS:

Description	Type	Upload Date
Historic Preservation Design guidelines Comparison Chart	Exhibit	3/26/2021

MEMORANDUM

TO: Planning and Zoning Commission
FROM: Doug Hermes, Planning Consultant
RE: Historic Preservation Design Guidelines
DATE: 29 March 2021

INTRODUCTION

At its December 28, 2020 regular session, the Planning and Zoning Commission continued consideration of the application from the Historic Preservation Commission for adoption of the Historic Preservation Design Guidelines. The application was continued to the Commission's February 22, 2021 regular session to provide additional time for Commission review and to ask any questions of City staff. The Planning and Zoning Commission held a study session on January 25, 2021 to provide Commissioners the opportunity to discuss the Historic Preservation Design Guidelines. The Planning and Zoning Commission considered the application again at the February 22, 2021 and requested a comparison chart of all the design guidelines in order to compare the proposed changes, and continued consideration of the application to the April 26, 2021 regular session.

DISCUSSION

As the Commission discussed, the proposed Historic Preservation Design Guidelines do not contain many changes to the current standards. Rather, the process was focused on compiling the various current guidelines into one resource that can be applied across all existing and any future historic districts, to be more user-friendly for home and business owners alike.

Attached is a comprehensive comparison chart showing the key preservation design guideline elements in the current design guidelines for the Boarding House Historic District and the Hall of Waters District as compared to the proposed new design guidelines.

ACTION REQUESTED/RECOMMENDATION

Staff will be prepared to answer any additional questions from the Commission at its March study session. The application is scheduled for formal Commission consideration at the April 26, 2021 regular session.

:djh

Historic Preservation Design Guidelines - Comparison Chart

Boarding House Historic District	Hall of Waters Historic District	NEW Preservation Guidelines	Staff Comments
Masonry			
Painting Masonry Historically, most masonry buildings were not painted. When buildings were painted, it was commonly done to hide poor masonry work or mismatched or deteriorated brick or stone. Buildings may also have been painted with the desire to protect the masonry from further deterioration after it had been sandblasted or otherwise damaged. Typically, painting masonry is not encouraged. Additionally, application of liquid 'waterproofing' or 'sealants' are not recommended as they can cause permanent damage to masonry when water becomes trapped behind the 'sealer'. When removing paint from masonry, care should be taken not to damage the masonry. If masonry is to be painted, care must be taken to choose a 'breathable' paint product for masonry. When a latex or 'skin forming' paint is used, it traps water behind the paint layer and causes permanent damage to the masonry (spalling,	Recommended: 1. Test original mortar before new mortar mixture is made. This will enable mason to match original mortar in composition and color. 2. Match existing mortar joint profile and appearance. 3. Remove loose or deteriorated mortar by hand to ensure protection of brick or stone. 4. Test all cleaning methods, including paint removal, prior to beginning project. Always utilize gentlest methods possible that achieve successful results without damaging historic masonry. 5. Clean masonry using water or non-abrasive means at a pressure less than 300-400 psi. Recommended: 1. Test original mortar before new mortar mixture is made. This will enable mason to match original mortar in composition and color. 2. Match existing mortar joint profile and appearance. 3. Remove loose or deteriorated mortar by hand to ensure protection of brick or stone. 4. Test all cleaning methods, including paint removal,	a. Masonry (brick, stone, and terra cotta) should be maintained and preserved. b. Damaged or deteriorated masonry units or features should be patched and repaired. The least destructive repair method should be used. c. Damaged or deteriorated masonry units or features that are beyond repair should be replaced in-kind. If salvaged material is available, it is recommended for replacement pieces. If salvaged materials are not available, new masonry should match the material, dimension, texture, features, color, hardness, and installation methodology of the surrounding historic materials. d. If it is necessary to replace a large amount of masonry units, replacement materials may be used, provided they convey the same visual appearance as the historic materials. An example may be to substitute GFRC for terra cotta. e. Artificial masonry or stone veneer is not permitted to be installed on a historic building.	The general guideline encourages the proper maintenance and repair of damaged or deteriorated masonry units using the least destructive method available. If pieces are damaged beyond repair, it is encouraged to use in-kind replacement materials, if available. If not available, then new masonry should match existing. Painting unpainted brick is discouraged. No significant changes.

cracking and deterioration). Left: Cleaning test on limestone with gentlest chemical cleaner available and low- The removal of paint is typically accomplished through chemical methods. Recommended: • Test original mortar before new mortar mixture is made. This will enable mason to match original mortar in composition and color. • Match existing mortar joint profile and appearance. • Remove loose or deteriorated mortar by hand to ensure protection of brick or stone. • Test all cleaning methods, including paint removal, prior to beginning project. Always utilize gentlest methods possible that achieve successful results without damaging historic masonry. • Clean masonry using water or non-abrasive means at a pressure less than 300-400 psi. Not Recommended: • Do not use mortar that is too hard or too soft in comparison to existing original mortar. • Do not remove sound joints in good condition in order to replace all mortar joints to achieve uniform appearance. • Do not cut out old mortar joints with power tools. This could damage brick or stone. • Do not sandblast or use other abrasive means of cleaning masonry. • Do not apply	prior to beginning project. Always utilize gentlest methods possible that achieve successful results without damaging historic masonry. 5. Clean masonry using water or non-abrasive means at a pressure less than 300-400 psi. Recommended (Painted Brick): 1. Scrape off loose paint by hand. It is only necessary to scrape paint to the next solid layer. Do not use abrasive methods such as sandblasting or power washing with water pressure greater than 300 psi, which could cause damage. 2. Chemical paint remover is acceptable if it is applied correctly. 3. Repair damaged masonry, in kind, prior to repainting. 4. Choose color scheme that is appropriate for district. Typically, an earthtone base with an accent trim color is an appropriate scheme. 5. Prepare building surface for new paint, per manufacturer's instructions. This will help new paint adhere to the building and prolong the life of the paint. 6. Use a paint that is compatible with the paint that currently coats the building and one that is appropriate for masonry that will allow the masonry to 'breathe.' Not Recommended (Painted Brick): 1. Do not paint a building	f. Mortar i. Mortar joints should be maintained and in good repair to prevent water infiltration and structural issues. ii. Repoint masonry when mortar is missing or deteriorated. Do not remove sound joints in good condition. iii. New repointing mortar should duplicate the original in strength (hardness) and composition. There are six standard types of mortar, but it is best to have the original mortar tested before the new mortar is made. v. New repointing mortar should duplicate the original in color and texture. v. Repointed joints should match the original joint's width and profile. . Cleaning i. The gentlest possible method for cleaning should be used. Test cleaning method in an inconspicuous area prior to moving forward with cleaning the entire building. ii. Sandblasting, abrasive cleaning, and high-pressure washing are not recommended. Water pressure for cleaning masonry should be less than 300 to 400 psi and should be no closer than 12-inches from the face of the wall. iii. Appropriate chemical cleaning agents may be used to clean biological growth and staining if applied correctly and approved for use on historic	

‘waterproofing’ or ‘sealers’ to masonry. They are often unnecessary and expensive. Masonry wall systems are designed to allow “breathing” (transfer of water vapors from inside a wall through the brick and mortar) and the application of sealants could cause moisture to be trapped inside the masonry, leading to permanent damage such as spalling or cracking. Recommended (Painted Brick): • Scrape off loose paint by hand. It is only necessary to scrape paint to the next solid layer. Do not use abrasive methods such as sandblasting or power washing with water pressure greater than 300 psi, which could cause damage. • Chemical paint remover is acceptable if it is applied correctly. • Repair damaged masonry, in-kind, prior to repainting. • Choose color scheme that is appropriate for district. Typically, an earthtone base with an accent trim color is an appropriate scheme. • Prepare building surface for new masonry paint, per manufacturer’s instructions. This will help new paint adhere to the building and prolong the life of the paint. • Use a paint that is formulated for masonry and that is compatible	that has not been painted. 2. Do not utilize abrasive means to remove paint from building. 3. Do not use an inappropriate color scheme. Because buildings in an historic district are typically located very close to or adjacent to each other, consider the neighboring buildings when choosing a color scheme. 4. Do not use paint that is not ‘breathable’ or appropriate for masonry buildings. 5. Do not paint a building that has damaged or deteriorating masonry, without fi rst correcting the problems. 6. Do not skip the preparation stage of painting. Priming the building will help new paint adhere, thus avoiding peeling paint soon after the job is complete.	masonry material. h. Painting brick or stone that has not been previously painted should be avoided. Painting brick may result in trapping moisture in walls, causing deterioration of the wall system. i. Repainting Existing Painted Brick Buildings i. Care should be taken not to damage the building further when repainting a historic brick building. ii. All paint should be tested for lead, and appropriate removal, repair, or remediation action should be taken by an RRP (Renovation, Repair, and Painting)-certified contractor, per local and state guidelines. iii. Scrape off loose paint by hand. It is only necessary to scrape paint to the next solid layer. Do not use an abrasive method such as sandblasting or power washing with water pressure greater than 300 psi. iv. Chemical paint remover may be used if applied correctly and approved for use on historic masonry material. v. Repaint building with paint that is appropriate for masonry and is “breathable” to allow moisture to escape masonry wall system. The new paint should be compatible with the existing paint. Removing Existing Paint from Brick Building i. The gentlest possible	

with the paint that currently coats the building and one that is appropriate for masonry that will allow the masonry to 'breathe.' Not Recommended (Painted Brick): • Do not paint a building that has not been painted. • Do not utilize abrasive means to remove paint from building. • Do not use an inappropriate color scheme. Because buildings in a historic district are typically located very close to or adjacent to each other, consider the neighboring buildings when choosing a color scheme.		method for removing paint should be used. Test removal method in an inconspicuous area prior to moving forward with removing paint from the entire building. ii. All paint should be tested for lead, and appropriate removal, repair, or remediation action should be taken by an RRP (Renovation, Repair, and Painting)-certified contractor, per local and state guidelines. iii. Paint stripping should be done utilizing the gentlest method available and with a product that has been proven to be safe on historic masonry. iv. Chemical paint remover may be used if applied correctly and approved for use on historic masonry material.	
Architectural Metals			
Architectural metals often are a character defining feature of a building. Cast iron, tin, copper and wrought iron were used for structural columns, decorative fencing, storefront windows, balconies and decorative architectural details such as cornices and bulkheads. It is important to maintain these details, as they are subject to damage caused by weather and neglect. The life of these details will be prolonged if they are kept	Recommended: 1. Retain and maintain metal elements that contribute to the character of the building. 2. Make sure that water is not standing on or behind these elements, causing them to rust or otherwise deteriorate. Sometimes roof or gutter damage can also damage these decorative elements. 3. Properly prepare metals before painting. Remove all corrosion and repair any damage. Prime all surfaces with appropriate metal primer, if	7.30 Architectural Metals a. Original architectural metal elements should be maintained and persevered. b. Original architectural metal elements should not be removed or altered. c. Damaged original architectural metal elements should be repaired. The least destructive repairing and refinishing method should be used. d. Original architectural metal elements that are beyond repair should be replaced in-kind. e. Original	Architectural metals that are original or have gained significance should be maintained and not removed or altered. Damaged elements should be repaired or, if beyond repair, replaced in-kind. No significant changes.

painted and free from damage. Roof damage can affect these elements, especially cornices, by allowing water to penetrate the joints, leading to rust and deterioration of the concealed inside-facing surfaces. If metal features are damaged beyond repair, replace elements with new in-kind materials matching the original feature. Recommended: • Retain and maintain metal elements that contribute to the character of the building. • Make certain that water is not standing on or behind these elements, causing them to rust or otherwise deteriorate. Sometimes roof or gutter damage can also damage these decorative elements. • Properly prepare metals before painting. Remove all corrosion and repair any damage. Prime all surfaces with appropriate metal primer, if required, and follow paint manufacturers instructions. • Repair metal features when possible, or replace materials in kind. Not Recommended: • Do not remove or alter original metal features of the building. • Do not replace historic metal with new "updated" replacement materials. • Avoid leaving metal details exposed if they were originally intended to be painted. Do not use	required, and follow paint manufacturers instructions. Oil based paint is typically recommended for exterior use. 4. Repair metal features when possible, or replace materials in kind, when existing material is too deteriorated to repair. Recommended: 1. Retain and maintain metal elements that contribute to the character of the building. 2. Make sure that water is not standing on or behind these elements, causing them to rust or otherwise deteriorate. Sometimes roof or gutter damage can also damage these decorative elements. 3. Properly prepare metals before painting. Remove all corrosion and repair any damage. Prime all surfaces with appropriate metal primer, if required, and follow paint manufacturers instructions. Oil based paint is typically recommended for exterior use. 4. Repair metal features when possible, or replace materials in kind, when existing material is too deteriorated to repair.	architectural metal elements should be painted. When priming and painting, properly prepare the metal by removing all corrosion and rust and make appropriate repairs prior to repainting. f. Avoid creating a false historic sense by adding embellishment to a building when it originally had none.	

cleaning agents that will harm the finish on the metal, whether it is a natural patina, paint or sealant. It is typically not recommended to remove patina from metal, as it may be protecting the metal from weather damage. • Do not replace a feature if it can be repaired. • Avoid creating a false historical sense by adding embellishment to a building when it had none before. • Do not add features that are not appropriate for the style of the building or are incompatible in size, scale, material and color.			
Wood Cladding & Trim			
Recommended: • It is always advisable to paint, rather than replace wood with another material. • Deteriorated siding or decorative elements should be patched or consolidated in place, or replaced with in-kind materials. • When replacing materials, match the overall dimension, thickness, profile, scale and finish of the original fabric. • Preparation of wood surfaces and proper priming will add longevity to paint applications. Do not paint over cracked or peeling paint. • Utilize high quality exterior paint. Do not paint when it is too cold or too hot outside. • Paint stripping should be done by the gentlest	Recommended: 1. It is always advisable to paint, rather than replace wood with another material. 2. Deteriorated siding or decorative elements should be patched or consolidated in place, or replaced with in-kind materials. 3. When replacing materials, match the overall dimension, thickness, profi le, scale and fi nish of the original fabric. 4. Preparation of wood surfaces and proper priming will add longevity to paint applications. 5. Utilize high quality exterior paint. 6. Paint stripping should be done by the gentlest means possible. 7. Choose a paint scheme appropriate for the time period in	7.27 Wood Siding and Trim a. Wood siding and trim should be maintained and preserved. b. Damaged wood siding and trim should be patched or repaired with an appropriate breathable, sandable, and paintable epoxy. The least destructive repairing and refinishing method should be used. c. Wood siding and trim that is beyond repair should be replaced in-kind. New materials should match the overall dimensions, thickness, profile, scale, and finish of the original. d. All paint should be tested for lead, and appropriate removal, repair, or remediation action should be taken by an RRP (Renovation, Repair, and	Wood siding and trim should be maintained and preserved. Damaged wood siding and trim should be patched, repaired or replaced with in-kind materials. Replacement materials should match closely the original design appearance. Guidelines encourage the removal of existing inappropriate siding that covers original historic materials. No significant change.

means possible. • Choose a paint scheme appropriate for the time period in which the house was constructed and the architectural style. Design assistance can be provided by contacting the Planning and Zoning Department. • Remove existing inappropriate siding that covers original, historic materials. Not Recommended: • Do not apply new paint to existing deteriorated paint that has cracked or has too many layers. • Do not install aluminum, vinyl, or synthetic siding to cover original, historic siding or building elements. • Do not remove character-defining elements from a house	which the house was constructed and the architectural style. Design assistance can be provided by contacting the Planning and Zoning Department. 8. Remove existing inappropriate siding that covers original, historic materials. Refer to "Preservation Brief 8, Aluminum and Vinyl Siding on Historic Buildings; The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings" for additional recommendations. Not Recommended: 1. Do not apply new paint to existing deteriorated paint that has cracked or has too many layers. 2. Do not install aluminum, vinyl, or synthetic siding to cover original, historic siding or building elements. 3. Do not remove character-defining elements from a house.	Painting)-certified contractor, per local and state guidelines. e. Paint stripping should be done by the gentlest means possible. Do not use an abrasive method such as sandblasting or power washing. f. Non-original siding, such as aluminum and vinyl siding, is encouraged to be removed. g. Rough-sawn lumber with wood graining is not permitted for siding or trim on any historic buildings. h. Exposed lumber and trim should be smooth on all exposed surfaces. i. Cementitious siding with a smooth finish may be used on a case-by-case basis. j. Aluminum and vinyl replacement siding are not permitted.	
Substitute Materials			
Recommended: • It is always advisable to paint, rather than replace wood with another material. • Deteriorated siding or decorative elements should be patched or consolidated in place or replaced with in-kind materials. • When replacing materials, match the overall	[none]	Substitute Materials Substitute materials are anything other than the original, traditional material. They typically refer to man-made products, such as cementitious products, vinyl, aluminum, steel, fiberglass, and wood composites. Each substitute material should be reviewed within the following	Maintenance of original materials is encouraged. Replacement of in-kind materials is the preferred alternative. When substitute materials are considered, it should match the overall profile and appearance of the original material.

dimension, thickness, profile, scale and finish of the original, historic material. Utilize high quality exterior paint. • Choose a paint scheme appropriate for the time period in which the house was constructed and the architectural style. Design assistance can be provided by contacting the Planning and Zoning Department. • Remove existing inappropriate siding that covers original, historic materials. Not Recommended: • Do not apply new paint to existing deteriorated paint that has cracked or has too many layers. • Do not install aluminum, vinyl, or synthetic siding to cover original, historic siding or building elements. • Do not remove character-defining elements from a house.		framework. • Need for Substitute Materials o If the original material is required to be replaced, substitute materials may only be the appropriate solution if the original materials have: ▪ Performed poorly ▪ There is no source for the original materials ▪ A craftsperson is not available to replicate the historic element in its original configuration ▪ Current code requirements do not permit the use of the historic material o Amount and Location of Proposed Application of Substitute Materials ▪ A building retains its historic character through its history and design but also from its materials and degree of craftsmanship. When substitute materials are proposed to replace original materials, this can greatly affect the building's overall historic integrity. The following framework should be asked when reviewing if they are appropriate: • Does the particular feature or element contribute to the significance of the historic building? Generally, if the element is a primary characterdefining feature of the building's significance, the element should be replaced in-kind. • How visible is the substitute material? Generally, the	No significant change.

		more visible the feature, the more likely substitute materials will not be allowed. • Are the substitute materials being used in an excessive amount so that the overall integrity of the historic building is lost? Guidelines for Substitute Materials 7.31 Substitute materials will only be approved when the historic features are entirely missing, or the historic materials are beyond repair. 7.32 Substitute materials, like all replacement, should closely match the design, color, surface texture, reflectivity, finish, details, and other qualities of the materials or element to be replaced. 7.33 The following substitute materials may be approved on a case-by-case basis • Cementitious siding with a smooth finish • Composite porch floors and decks with appropriate detail and edge termination. All fasteners should be concealed. No exposed hex screws. • Fiberglass columns • Composite columns • Synthetic roof shingles • Flat-seam metal roof • Aluminum-clad wood, Aluminum, Fiberglass, Fiberglass-clad wood, and Vinyl 7.34 The following substitute materials are not permitted • Aluminum and vinyl siding •	

		Modern synthetic stucco systems and EFIS • Vinyl fences	
Stucco			
Stucco was applied to historic buildings, either at the time of construction or in later years. If the stucco is important to the historic character of the building (as it is in many residential applications), it is important to maintain the material as you would any other exterior cladding. If the stucco was added inappropriately and masks historic architectural features or was utilized to create architectural details that were not originally present, it is desired to carefully remove the stucco and expose the historic facade. Recommended: • Always remove loose stucco and repair damaged areas before painting. Patched areas should match original stucco as closely as possible in appearance and texture. • Carefully remove stucco that was inappropriately applied to exterior facades that masks historic features of the building. • Install only historically-appropriate authentic stucco. Not Recommended: • Do not remove stucco from a building that was installed to mask damaged masonry unless it is intended to restore the	Stucco was applied to several of the historic commercial buildings, either at the time of construction or in later years. If the stucco is important to the historic character of the building (as it is in many residential applications), it is important to maintain the material as you would any other exterior cladding. If the stucco was added inappropriately and masks historic architectural features or was utilized to create architectural details that were not originally present, it is desired to carefully remove the stucco and expose the historic facade. Recommended: 1. Always remove loose stucco and repair damaged areas before painting. Patched areas should match original stucco as closely as possible in appearance and texture. 2. Carefully remove stucco that was inappropriately applied to exterior facades that masks historic features of the building. 3. Install only historically-appropriate authentic stucco. Not Recommended: 1. Do not remove stucco from a building that was installed to mask damaged masonry unless it is intended to restore the	7.28 Stucco a. Stucco should be maintained and preserved. b. Original stucco should not be removed, except in repair cases. c. Replacement stucco should be traditional, historically appropriate stucco that closely matches the appearance and texture of the original. d. Existing non-original stucco is encouraged to be carefully removed to expose the historic façade. A test area should be prepared to indicate existing and proposed finish condition. e. New stucco should not be used to cover historic masonry. f. Modern synthetic stucco systems and EFIS are not permitted on historic buildings.	It is encouraged to maintain existing stucco, particularly if it is important to the historic character of the building. Existing non-original stucco that was added inappropriately and masks historic features is encouraged to be carefully removed. No significant changes.

underlying masonry to its original appearance. Stucco on a secondary facade is an appropriate repair for severely deteriorated masonry. • Do not stucco a building that has not been covered before. • EFIS and other modern synthetic stucco systems are not preferred.	underlying masonry to its original appearance. Stucco on a secondary facade is an appropriate repair for severely deteriorated masonry. 2. Do not stucco a building that has not been covered before. 3. Do not install modern synthetic stucco systems.		
Concrete			
Preserve concrete features of a building, such as steps, walkways, porches, foundations, chimneys and details, whenever possible. Concrete is often reinforced with metal rebar that corrodes over time due to water infiltration and the freeze/thaw cycle. Find the source of deterioration prior to patching concrete or replacing damaged components. Since water if often the source of concrete deterioration, provide proper slope for drainage so that water does not stand on concrete surfaces and drains away from concrete foundations. Sidewalks in front of your home are the homeowner's responsibility to maintain and replace if they become damaged (weather, freeze-thaw, tree roots, etc.). When time to replace, sidewalks need to be installed per the City's sidewalk ordinance and	Preserve concrete features of a building, such as steps, walkways, porches, foundations, chimneys and details, whenever possible. Concrete is often reinforced with metal rebar that corrodes over time due to water infi ltration and the freeze/thaw cycle. Find the source of deterioration prior to patching concrete or replacing damaged components. Since water if often the source of concrete deterioration, provide proper slope for drainage so that water does not stand on concrete surfaces and drains away from concrete foundations. Recommended: 1. Match repaired concrete to original concrete as closely as possible in color and texture. 2. Find the source of deterioration (typically rusted reinforcement bar) and replace damaged parts. 3. Provide proper slope for drainage so that water	7.29 Concrete (Flatwork, Exposed Foundations, and Features) a. Historic concrete features (steps, walkways, porch floors, foundations, details, etc.) should be maintained and preserved. b. Damaged or deteriorated historic concrete features (steps, walkways, porch floors, foundations, details, etc.) should be patched and repaired. New patching material should be properly bonded and match the color and texture of the surrounding concrete. c. Historic concrete features (steps, walkways, porch floors, foundations, details, etc.) that are beyond repair should be replaced in-kind. New concrete should match original as closely as possible in color and texture. d. Painting concrete is not permitted, except on foundations. e. Modern synthetic stucco systems and EFIS are not	Concrete features of a building and features should be maintained and preserved. Damaged or deteriorated historic concrete features should be replaced and match the surrounding concrete. Concrete should not be painted or covered with synthetic materials. No significant change.

guidelines. Contact the Public Works Department for sidewalk information and guidance. Recommended: • Match repaired concrete to original concrete as closely as possible in color and texture. • Find the source of deterioration (typically rusted reinforcement bar) and replace damaged parts. • Provide proper slope for drainage so that water does not stand on concrete surfaces and drains away from concrete foundations. Not Recommended: • Do not patch concrete without addressing the source of deterioration. • Avoid using a patching material that does not match the original concrete. Make sure new concrete will bond properly with existing concrete in order to avoid water penetration and further damage. • Do not paint concrete. • Do not install modern synthetic stucco systems.	does not stand on concrete surfaces and drains away from concrete foundations. Not Recommended: 1. Do not patch concrete without removing the source of deterioration. 2. Avoid using a patching material that does not match original concrete. Make sure new concrete will bond properly with existing concrete in order to avoid water penetration and further damage. 3. Do not paint concrete.	permitted to be installed over concrete.	
Roofs, Gutters & Downspouts			
Roofs are an important character-defining feature of the Boarding House Historic District. Roofs on residential buildings, often distinguish the particular style of the house. It is important to maintain the original shape, materials and features of the roof to retain the integrity of the	Roofs are an important character-defining feature of the Hall of Waters Historic District. Although the majority of the Commercial Style structures have flat roofs that are somewhat non-defining features, their roof parapets and cornice lines have strong character-defining	Roofs 7.5 Original roof forms (slope, shape, orientation, and overhanging and detailing of eaves) should be preserved. 7.6 Original parapets and parapet caps should be preserved. 7.7 Use appropriate roofing materials when re-roofing. Replacement roof materials should match the	It is important to maintain the original roof shape and form. Replacement roofing materials should match closely the original and can be reviewed on an individual basis. Original gutters and downspouts should be maintained and

building style. It is often not financially feasible to re-roof using original materials such as clay tile or slate; however, it is important to use appropriate roofing materials. For example, a metal standing seam roof is not appropriate for a Prairie Style house, although a patterned asphalt shingle roof may be appropriate for a Queen Anne Style house. The shape of the roof is also important to the design of the building. Slopes and overhangs should not be changed and details such as soffits, fascias and friezes should be maintained. Additionally, dormers should remain intact and in their original state. For example, combining two dormers (to enlarge an attic space) is not appropriate, as it changes the roof line of the house and causes a loss of architectural integrity. Gutters should be maintained to prevent water damage to the structure. Hire qualified roofing contractors who understand how to work on historic structures, especially when installing factory-made or seamless gutters. Occasionally, gutters are an integral part of the roof while others are simply attached. Often, if the pitch of the roof is steep, factory made gutters	decorative treatments relating to the style in which the buildings were constructed that should be retained. Roofs on residential buildings, at times alone distinguishes the particular style of the house. It is important to maintain the original shape, materials and features of the roof to retain the integrity of the building style. It is often not financially feasible to re-roof using original materials such as clay tile or slate; however, it is important to use appropriate roofing materials. For example, a metal standing seam roof is not appropriate for a Prairie Style house, although a patterned asphalt shingle roof may be appropriate for a Queen Anne Style house. The shape of the roof is also important to the design of the building. Slopes and overhangs should not be changed and details such as soffits, fascias and friezes should be maintained. Additionally, dormers should remain intact and in their original state. For example, combining two dormers (to enlarge an attic space) is not appropriate, as it changes. utters should be maintained to prevent water damage to the structure. Hire qualified roofing contractors who	color, size, texture, and look of the original roofing materials. Synthetic or substitute materials will be reviewed on a case-by-case basis to ensure the synthetic materials matches the original. Detailing of roofing terminations should be per the manufacturer's recommendation and should be historically appropriate for the building type. New synthetic or substitute materials should not be installed over the existing roofing material. 7.8 Original gutters and downspouts should be preserved. If replacement is required, they should be replaced in-kind, matching the original dimensions, shape, and details. 7.9 New gutters and downspouts should be of a compatible style of the architectural style of the historic building. 7.10 Existing chimneys should be maintained and preserved. a. If a chimney is no longer in use, consider installing a non-visible cap to prevent water infiltration and heat loss. 7.11 Existing dormers should be maintained and preserved. .12 New dormers should not be installed on the primary façade of a building. 7.13 New dormers should be designed as subordinate elements to the primary roof plan, and should not obscure the	preserved. Replacements should match appearance of original. Painting new gutters to match is appropriate. New guidelines discourage modifying roofline on the primary façade with solar panels or new skylights. No significant change.

do not have the capacity to catch the increased water flow. Recommended: • Maintain original shape, materials and features of roofs to maintain integrity of the structure. • Use roofing materials that match the historic character of the building (size, scale, pattern, texture and color) when re-roofing. • Maintain roof shapes, slopes and overhangs. • Maintain gutters to prevent water damage. • Use qualified subcontractors that understand how to work on historic buildings when installing new roofs on an historic structure. • Paint new metal gutters and downspouts an appropriate color to match or compliment the building. Not Recommended: • Do not change the original shape or features of the roof. • New roofing materials are not required to match original materials; however, do not install new materials that are not appropriate to the building style. • Do not change the original slope or overhang of the original roof. • Do not change details such as soffits, fascias, friezes and dormers. • Do not allow gutters to become clogged and overrun with debris and water, allowing water to run down the face of the	are sensitive to historic structures, especially when installing factory-made or seamless gutters. Occasionally, gutters are an integral part of the roof while others are simply attached. Often, if the pitch of the roof is steep, factory made gutters do not have the capacity to catch the increased water flow. Recommended: 1. Maintain original shape, materials and features of roofs to maintain integrity of the structure. 2. Use appropriate roofing materials when re-roofing. 3. Maintain roof shapes, slopes and overhangs. 4. Maintain gutters to prevent water damage. 5. Use qualified subcontractors that are sensitive to historic buildings when installing new roofs on an historic structure. 6. Paint new metal gutters and downspouts an appropriate color to match or compliment the building. Recommended: 1. Do not change the original shape or features of the roof. 2. New materials are not required to match original materials, however, do not install new materials that are not appropriate to the building style. 3. Do not change the original slope or overhang of the original roof. 4. Do not change details such as soffits, fascias, friezes	original roofline. 7.14 Modern features such as skylights or solar panels are not permitted on the primary façade of a building, nor should they be visible from the public right-of-way.	

building. • Do not use unqualified roofing contractors. Do not paint new gutters and downspouts with a color that highlights the new system and is not complimentary to the building. • Do not install gutters that do not have enough capacity for the water flow of steep roofs, especially those of the Victorian Period. • Do not install obtrusive gutters that remove or cover character-defining elements.	and dormers. 5. Do not allow gutters to become clogged and overrun with water, allowing water to run down the face of the building. 6. Do not use unqualified roofing contractors. 7. Do not paint new gutters and downspouts with a color that highlights the new system and is not complimentary to the building. 8. Do not install gutters that do not have enough capacity for the water fl ow of steep roofs, especially those of the Victorian Period. 9. Do not install obtrusive gutters that remove or cover character-defining elements.		
Doors and Windows			
Doors and windows are very important features of historic buildings and are one of the identifying features of a particular style. Their size, shape, style, placement, configuration and materials, including hardware, are all important aspects of doors and windows. New doors, windows and hardware should match the original features they replace as closely as possible. New doors and windows should be appropriate to the style of the building. Elements of an opening, such as sidelights and transoms, should be maintained. Replacement doors and windows	Doors and windows are very important features of historic buildings and are one of the identifying features of a particular style. Their size, shape, style, placement, configuration and materials, including hardware, are all important aspects of doors and windows. Recommended: 1. Maintain and retain original doors and windows. 2. When replacement is required, new doors and windows should match original features, size, shape, style, placement, configuration and materials (including hardware) of the original doors and windows. 3. New doors and	Windows 7.49 Original windows should be maintained and preserved. 7.50 Whenever possible, repair a historic window rather than replace it. 7.51 Do not replace an original window unless it is deteriorated beyond repair. Replacement to increase energy efficiency should be avoided. 7.52 Altering window openings is not recommended. 7.53 New windows should maintain the size, shape, placement, and configuration of the original windows. New windows should match the original glass lite and muntin configuration and visible glass size. For example, do not	Original doors and windows should be maintained and preserved when possible. Replacements should match original features, size, shape, style, placement and lite configuration of the originals. New guidelines recognize that modern replacement windows of different materials may be appropriate. New guidelines recognize that new storm doors and windows may be appropriate in helping protect historic elements, provided they are installed

should not change the proportion or size of the original openings. It is often less expensive to repair original doors and windows rather than to replace them in-kind. Original doors and windows were crafted with materials and detailing that are difficult to replace. Aluminum and vinyl windows often look out of place as replacements to historic windows. Wood windows and doors are easier to work with and are paintable in an array of color schemes. Additionally, replacement parts such as door knobs and hinges, and window counter weights and pulleys are readily available. Properly fitted and weather-stripped windows with storm windows are just as energy efficient as new insulated glass windows. Recommended: • Maintain and retain original doors and windows. • When replacement is required, new doors and windows should match original features, size, shape, style, placement, configuration and materials (including hardware) of the original doors and windows. • New doors and windows should be appropriate to the style of the building. • Maintain sidelights and transoms. • Storm doors and windows	windows should be appropriate to the style of the building. 4. Maintain sidelights and transoms. 5. Storm doors and windows should be inconspicuous. Not Recommended: 1. Do not replace original doors and windows unless they are deteriorated beyond repair. Replacement due to assumed energy inefficiencies should be avoided. A properly fitted and weather-stripped window or door with a storm window or door will be just as energy efficient as new units. 2. Do not cover or infill transoms and sidelights. 3. Do not increase or reduce the original opening size. 4. Do not install new windows or doors that do not match the original lite configuration. For example, do not replace a multi-lite 6/6 double-hung wood window with a new vinyl casement window. Do not replace a singlelite wood door with a new solid hollow-metal door. 5. Do not use h	replace a multi-lite six-over-six double-hung window with a new single-lite casement window. The width of the muntins and tall bottom sash are also important characteristics of the historic windows. 7.54 New wood, aluminum-clad wood, fiberglass, fiberglass-clad wood, and some vinyl windows that replicate the original windows and are compatible with the architectural style of the building may be permitted on a case-by-case basis. 7.55 Exterior storm windows are encouraged to protect historic wood and decorative glass windows. Storm windows should match the overall size and design/configuration of the historic windows and may be constructed with wood frames or pre-finished aluminum frames. Storm windows should not cover any significant historic trim. Highly reflective contemporary storm windows are not permitted. shutters 7.56 Shutters are not appropriate unless there is evidence that they previously existed. 7.57 Shutters should not be installed to give a historic building a “historic” look. 7.58 New shutters should match the size of the window opening and	properly and do not mask door or window features. New guidelines discourage shutters unless historic evidence is available of previous usage. No significant changes.

should be inconspicuous. Not Recommended: • Do not replace original doors and windows unless they are deteriorated beyond repair. Replacement due to assumed energy inefficiencies should be avoided. A properly fitted and weather-stripped window or door with a storm window or door will be just as energy efficient as new units. • Do not cover or infill transoms and sidelights. • Do not increase or reduce the original opening size. (Do not install windows within an existing frame). • Do not install new windows or doors that do not match the original lite configuration. For example, do not replace a multi-lite 6/6 double-hung wood window with a new vinyl casement window. Do not replace a single-lite wood door with a new solid hollow-metal door. • Do not use highly reflective contemporary storm windows and/or storm door units.		look like they function, even if they do not.	
Porches, Decks, Balconies, Exterior Ramps and Stairs			
Porches and balconies also help to define the style of a building. When a porch or balcony is removed or altered, not only the character of the building is changed, but the loss can greatly affect the rhythm and alignment of an entire block. It is important	Porches and balconies also help to defi ne the style of a building. When a porch or balcony is removed or altered, not only the character of the building is changed, but the loss can greatly affect the rhythm and alignment of an entire block. It is important	Porches, Balconies, and Decks 7.74 Original porches and balconies should be maintained and preserved. 7.75 Damaged or deteriorated original porches, balconies, elements, or materials should be repaired. The least destructive repairing and	Original porches and balconies should be maintained and preserved. Porches, balconies and elements beyond repair should be replaced in-kind, keeping the same size, proportion and materials.

to maintain and retain original porches, balconies and stairs and their elements. Regular maintenance of porches and balconies are necessary because they are exposed to weather and thus, are extremely vulnerable to the elements. If deterioration has occurred, replace heavily deteriorated wood elements in kind or repair wood elements with wood epoxy before painting. Do not alter character-defining elements, such as replacing turned spindles with straight spindles or replacing wood railings with decorative metal railings. These alterations drastically change the appearance of the building and results in the loss of architectural integrity. The replacement of missing original porches and balconies is highly encouraged. Photographic, graphic or written documentation are helpful tools for reconstruction of such missing elements. If there is no documentation, construct a porch or balcony with design elements appropriate to the style and age of the building, and if appropriate, take cues from surrounding buildings of similar styles. New Exterior Ramps, Decks and Stairs The addition of a new exterior	to maintain and retain original porches and balconies and their elements. Regular maintenance of porches and balconies are necessary because they are exposed to weather and thus, are extremely vulnerable to the elements. If deterioration has occurred, replace heavily deteriorated wood elements in kind or repair wood elements with wood epoxy before painting. Do not alter character-defining elements, such as replacing turned spindles with straight spindles or replacing wood railings with decorative metal railings. These alterations drastically change the appearance of the building and results in the loss of architectural integrity. The replacement of missing original porches and balconies is highly encouraged. Photographic, graphic or written documentation are helpful tools for reconstruction of such missing elements. If there is no documentation, construct a porch or balcony with design elements appropriate to the style and age of the building, and if appropriate, take cues from surrounding buildings of similar styles. Recommended: 1. Reconstruction of missing porches and balconies	refinishing method should be used. 7.76 Original porches, balconies, elements, or materials that are beyond repair should be replaced in-kind. 7.77 Do not alter character-defining elements such as replacing turned spindles with a straight spindle or replacing wood railings with decorative metal railings. 7.78 Do not replace elements of porches and balconies with new elements that do not match the size, proportion, or materials of the original elements. 7.79 Enclosing open front porches is not allowed. 7.80 Installing screening on front porches is discouraged but may be approved depending on materials and details on a case-by-case basis. 7.81 New porches, balconies, and decks should be located on the rear of the building and not visible from the public right-of-way. 7.82 New porches, balconies, and decks should be designed to be compatible with the historic building's style and materials, but it should not copy the historic building. 7.83 New porches, balconies, and decks should be constructed in a way that is independently structured and reversible. 7.84 All exterior porches, balconies, and decks must be painted. Raw wood is not	No significant change.

ADA ramp or exterior stair should be considered carefully. It is preferred that new exterior ramps, decks and stairs be located on the rear of a building, not visible from the public right of way. Materials and overall design/style for the new construction should carefully thought out and is recommended to resemble but not copy the historic building. All exterior ramps, decks, porches, balconies and stairs must be painted or stained, no bare wood. New exterior decks, ramps and stairs should be constructed in a way that is independently structured and reversible, meaning that in the future the exterior element could be removed with little or no damage to the historic building. Recommended: • Reconstruction of missing porches and balconies where photographic, graphic or written documentation exists is encouraged. • Maintain and retain original porches and balconies and their elements. • Replace wood or metal elements deteriorated beyond repair with inkind materials. • Repair deteriorated wood elements with wood epoxy prior to repainting. Not Recommended: • Do not allow wood or metal porches and	where photographic, graphic or written documentation exists is encouraged. 2. Maintain and retain original porches and balconies and their elements. 3. Replace deteriorated wood or metal elements beyond repair with in-kind materials. 4. Repair deteriorated wood elements with wood epoxy prior to re-painting. Not Recommended: 1. Do not allow wood or metal porches and balconies to go without maintenance. 2. Do not alter character-defining features of porches and balconies. 3. Do not replace elements of porches and balconies with new elements that do not match the size, proportion or material of the original element.	permitted. 7.85 Composite porch floors and decks may be permitted with appropriate detailing and concealed fasteners. Railings 7.86 Historic railings should be preserved and maintained to the greatest extent possible. 7.87 New railings should match or be compatible with the original railings. 7.88 New railings should meet all building code requirements. 7.89 Where the height of the railing is not consistent with building code, the design of the extension to raise the height should be minimally intrusive and visually subordinate to the original railing.	

balconies to go without maintenance. • Do not alter character-defining features of porches and balconies. • Do not replace elements of porches and balconies with new elements that do not match the size, proportion or material of the original element.			
Mechanical Equipment			
Mechanical equipment, such as television antennas, solar panels and telephone wires, are a necessary part of a building and city infrastructure. These items should be installed at the rear of a building in an inconspicuous place. Landscaping and fencing may be used to shield these elements but this should be done in a reserved manner. Additionally, these elements should not cause permanent damage to the building. Portable window air conditioners are considered temporary, and will be allowed on the front facade of a building during warm weather. They should be removed when not in use. Recommended: • Minimize the visual impact of mechanical and electrical equipment. • Utilize lattice panels and planting to screen utilities, as appropriate for the building type and period of construction. •	Mechanical equipment, such as television antennas, solar panels and telephone wires, are a necessary part of a building and city infrastructure. These items should be installed at the rear of a building in an inconspicuous place. Landscaping and fencing may be used to shield these elements but this should be done in a reserved manner. Additionally, these elements should not cause permanent damage to the building. Portable window air conditioners are considered temporary, and will be allowed on the front facade of a building during warm weather. They should be removed when not in use. recommended: 1. Minimize the visual impact of mechanical and electrical equipment. 2. Utilize lattice panels and planting to screen utilities, as appropriate for the building type and period of	Mechanical equipment, service utilities, and service areas are important for all buildings. Such equipment is needed for the success of most, if not all, businesses, but the equipment often detracts from the overall character of the historic district. 10.6 Locate mechanical equipment and service utilities on non-primary facades. The equipment should not be visible from the street. 10.7 Screen mechanical equipment and service utilizes from public right-of-way with such materials as lattice panels or plantings. Screening should be appropriate from building type and period of construction. 10.8 Through-wall air conditioning units, louvers, or vents are not allowed. 10.9 To install utility lines or mechanical equipment, it is not allowed to cut channels into the historic façade materials or remove historic	Mechanical equipment should be located on the non-primary facades or appropriately screened. No significant change.

Screen utility connections and boxes such as telephone, gas meters, A/C condensers and cable boxes. • Locate service and mechanical equipment and standpipes on non-primary facades so that they will not impact the historic primary façade materials. • Mechanical units can be installed on roofs of apartment building if held back from the building edge (parapet) and is not visible from the public right of way. Not Recommended: • Do not install through-wall air-conditioning units on the building. • Do not cut channels into or remove historic façade materials to install utility lines or mechanical equipment including exhaust hood fans, dryer vents, etc. • Do not locate utility lines or utility boxes on the front façade of a building or in the front yard of a residence.	construction. 3. Screen utility connections and boxes such as telephone, gas meters and cable. 4. Locate service and mechanical equipment and standpipes on non-primary facades so that they will not impact the historic primary façade materials. Not Recommended: 1. Do not install through-wall air-conditioning units on the building. 2. Do not cut channels into or remove historic façade materials to install utility lines or mechanical equipment including exhaust hood fans, dryer vents, etc. 3. Do not locate utility lines or utility boxes on the front façade of a building or in the front yard of a residence.	façade materials. 10.10 Satellite dishes should not be visible from the public right-of-way.	
Awnings			
Awnings can be an attractive element in a streetscape when they are made of an appropriate material, color and design. They provide shade, shelter and a point of reference. Additionally, awnings can create continuity in a streetscape as well as a sense of human scale. In some cases, awnings can mask inappropriate	Awnings can be an attractive element in a streetscape when they are made of an appropriate material, color and design. They provide shade, shelter and a point of reference. Additionally, awnings can create continuity in a streetscape as well as a sense of human scale. In some cases, awnings can mask inappropriate	Awnings 7.67 Existing awnings should be maintained. Replace broken, torn, or damaged awnings and touch-up paint as required. 7.68 New awnings should be appropriate to the scale of the building. 7.69 The shape of a new awning should be compatible with the historic building and historic district. 7.70 New	Existing awnings should be maintained and replacement awnings should be of design and scale and that is appropriate to the building. No significant change.

alterations made to a building. Precedence of awnings in Excelsior Springs can be seen in historic photos of the district. Recommended: • Choose an awning design that is appropriate to the scale of the building. An awning that is too large or small will not look like an integrated part of the building. Finally, the shape of the awning should be simple enough to not detract from the building. A sloped awning is typically most appropriate. • Install the awning in a manner that does not damage or hide the architectural character of the building. • Maintenance of the awnings are important. Replace broken, torn or damaged awnings and touch up paint as required. Not Recommended: • Do not use a color scheme that is incompatible with the building. Also, do not use too many colors. • Do not install awnings if they are not needed. Typically awnings are not needed on north elevations. • Do not install awnings in an irreversible way which permanently damages the exterior siding or window.	alterations made to a building. Precedence of awnings in Excelsior Springs can be seen in historic photos of the district. Recommended: 1. Choose an awning design that is appropriate to the scale of the building. An awning that is too large or small will not look like an integrated part of the building. Use treated canvas, cloth or a soft vinyl. Finally, the shape of the awning should be simple enough to not detract from the building. A slanted awning is typically most appropriate. 2. Install the awning in a manner that does not damage or hide the architectural character of the building. ot Recommended: 1. Avoid awnings made of hard materials such as wood, plastic or metal. 2. Do not use a color scheme that is incompatible with the building. Also, do not use too many colors. 3. Though signage can be integrated into the awning, the awning should not be used as a billboard. It is best to limit the signage to the skirt of the awning.	awnings should be installed, so characterdefining elements are not damaged or covered and should be installed to be reversible and to not create damage to the building façade or materials in any way. 7.71 Treated canvas, cloth, or soft vinyl are recommended materials for awnings. 7.72 Awnings made of hard materials such as wood, plastic, and metal should be avoided. 7.73 New awnings should not be used as a billboard. Signage integral to an awning should be limited to the skirt of the awning.	
Lighting			
Although most streetscapes in commercial districts are lit by street lamps, it is often desirable	Although most streetscapes in commercial districts are lit by street lamps, it is often desirable	Exterior Lighting 10.13 Historic Building Lighting should be retained and not permanently	No significant change.

to provide additional lighting. Wall or ceiling-mounted light fixtures at a recessed entrance are appropriate for providing additional lighting at entrances. To light a secondary entrance to an upper level, a single wall-mounted fixture placed above the door is appropriate. If the fixture is too large and noticeable, the fixture should have some historic precedent. Recommended: • Choose a fixture that is appropriate for the building age. A carriage lamp, for example, on a 1930s building is inappropriate. • Make sure the fixture is an appropriate scale for the building. Do not place a very large fixture next to a secondary entrance or a very small, residential type fixture next to a storefront. • The most appropriate place for entry lighting is on the ceiling of the entry vestibule. A simple ceiling mounted or pendant fixture is most appropriate. Not Recommended: • Do not permanently remove or alter original lighting fixtures. Do not replace historic fixtures with new "updated" fixtures. • Do not place a lighting fixture in an inappropriate place. Be aware of ADA regulations for lighting dimensions and placement. •	to provide additional lighting. Wall or ceiling-mounted light fixtures at a recessed entrance are appropriate for providing additional lighting at entrances. To light a secondary entrance to an upper level, a single wall-mounted fixture placed above the door is appropriate. If the fixture is too large and noticeable, the fixture should have some historic precedent. Recommended: 1. Choose a fixture that is appropriate for the building age. A carriage lamp, for example, on a 1930s building is inappropriate. 2. Make sure the fixture is an appropriate scale for the building. Do not place a very large fixture next to a secondary entrance or a very small, residential type fixture next to a storefront. 3. The most appropriate place for entry lighting is on the ceiling of the entry vestibule. A simple ceiling mounted or pendant fixture is most appropriate. Not Recommended: 1. Do not permanently remove or alter original lighting fixtures. Do not replace historic fixtures with new "updated" fixtures. 2. Do not place a lighting fixture in an inappropriate place. Be aware of ADA regulations for lighting dimensions and placement. 3.	removed or altered. 10.14 New Building Lighting a. New lighting should be appropriate for the age and style of the building. b. New lighting should be scaled appropriately for the building. c. New lighting should not detract from the architecture of the building. 10.15 Street lighting should be compatible and pedestrianscaled 10.16 Residential Yard Lights a. Low to the ground light fixtures with a small footlight is encouraged. b. Large free-standing lamp posts are not preferred.	

Avoid fixtures that can easily be damaged or become dangerous if broken.	Avoid fixtures that can easily be damaged, or dangerous if broken.		
Retaining Walls			
Stone retaining walls are common in Excelsior Springs. They often help define the setback of a property, offering a visual alignment along a street. Proper care and maintenance is required in order for a retaining wall to endure the harsh elements of the Midwest climate. There are two types of retaining walls, those built with mortar and those built without mortar (drystone). Walls with mortar must be maintained and repointed as needed in order to keep from bulging and eventually collapsing. Drystone walls must be checked regularly for stability, as they may need to be re-stacked. Recommended: • New retaining walls should be designed to match the style of the house and the existing retaining walls on-site and/or within the historic district. • New retaining walls should be constructed of materials that match those of the building. • Pay attention to details such as stone type, pattern (coursed, random, ashlar, etc.) and joint types (flush, recessed, grapevine, etc.). This helps the wall look more compatible with	Stone retaining walls are common in Excelsior Springs. They often help define the setback, offering a visual alignment along a street. Proper care and maintenance is required in order for a retaining wall to endure the harsh elements of the Midwest climate. There are two types of retaining walls, those built with mortar and those built without mortar (drystone). Walls with mortar must be maintained and repointed as needed in order to keep from bulging and eventually collapsing. Drystone walls must be checked regularly for stability, as they may need to be re-stacked. Recommended: 1. New retaining walls should be designed to match the style of the house and the retaining walls that are adjacent to the new wall. 2. New retaining walls should be constructed of materials that match those of the building. For example, if the building is stucco, the wall could be concrete coated in stucco. 3. Pay attention to details such as stone type, pattern (coursed, random, etc.) and joint types (fl ush, recessed, etc.). This helps the wall look more	10.19 Retaining Walls a. Historic stone retaining walls should be maintained. The stone should be cleaned and repaired in the same manner as masonry. i. Historic stone retaining walls with mortar should be repointed, as needed. ii. Historic drystacked stone retaining walls (stone wall without mortar) should be check regularly for stability, and restacked, as needed. b. New retaining walls should not differ from the visual line and setbacks of the historic streetscape. c. New retaining walls should be designed to match the style of the existing building and retaining walls on-site and/or within the historic district. d. New retaining wall should be constructed of materials that match those of the historic building on site. Pay attention to details such as stone type, pattern, and joint type. This will help the wall be more compatible with the historic building and site. e. New retaining walls should not be constructed of materials such as wood planks, chain link metal,	Existing retaining walls should be preserved and maintained. New retaining walls, where appropriate, should be designed to match the style of the building and adjacent retaining walls. No significant change.

the historic building and site. Not Recommended: • New retaining walls should not differ from the visual line and setbacks of the historic streetscape. • New retaining walls should not be made of materials such as wood planks, chain link metal, split-face pavers or concrete masonry units.	compatible with the historic building. Not Recommended: 1. New retaining walls should not break the visual line of the streetscape. 2. New retaining walls should not be made of materials such as wood planks, chain link metal, and concrete masonry units.	split-face pavers, or concrete masonry units.	
Fences and Railings			
Fences have been common throughout history for both ornamentation and privacy. Privacy fences are more opaque and usually constructed of wood. A common construction method for a privacy fence is a vertical board fence; however, it is important to make sure that fences match the architectural style of the building. Ornamental fences offer several options. Picket fences are most common because they are appropriate for a wide variety of building types and are more cost effective than their wrought iron counterparts. Ornamental fences should be short enough to not distract from the architecture of the building. Retain and preserve existing fences that contribute to the historic character of a property. Maintain and repair, through appropriate methods, the defining	Fences have been common throughout history for both ornamentation and privacy. Privacy fences are more opaque and usually constructed of wood. A common construction method for a privacy fence is a vertical board fence; however, it is important to make sure that fences match the architectural style of the building. Ornamental fences offer several options. Picket fences are most common because they are appropriate for a wide variety of building types and are more cost effective than their wrought iron counterparts. Ornamental fences should be short enough to not distract from the architecture of the building. Recommended: 1. Privacy fences should be painted or stained an opaque finish. Historically they were never left to weather naturally and were never stained a	10.18 Fences a. Existing fences that contribute to the historic character of the property should be retained and preserved. b. When reconstructing a historic fence, the new construction should be based on an existing fence and historic documentation of the original that identifies the defining features, including materials, height, scale, configuration, ornamentation, and detail. c. Tall fences that close off, obstruct, or block views of the front of the primary elevation and property are not allowed. d. Ornamental fences should be 2-1/2 feet tall or less, so as to not distract from the architectural elements of the building. e. Privacy fences may be considered for back yards when it is considered necessary to screen an objectionable view. f. Wood Fences i. New wood fences	Fencing should be sensitive and complementary to the design of the building and should not distract or block architectural elements of the building. Ornamental fences should be 2 ½ feet or less. Wood fences should be painted or stained an opaque finish. Metal chain link fences are not appropriate. New guidelines suggest synthetic fencing materials may be considered if appearance is appropriate. No significant change.

features of historic fencing including: material, height, configuration, ornamentation, and functional design. Privacy fences at the rear of the property should be painted or stained an opaque finish. Historically these fences were never left to weather naturally, nor were they sealed only with a clear wood finish. When reconstructing a historic fence, the new construction should be based on existing and historic documentation of the original that identifies the defining features including: material, height, scale, configuration, ornament and detail. The introduction of new fences should be limited to those areas of the property that are not readily visible from the public right-of-way. Modern fences should be located in a way that complements the historic boundaries of the property without concealing its character defining features. Modern fences should also not attempt to look historic. Instead, these features should strive to enhance the character of the property and be constructed of an appropriate material, scale, height, and configuration. Recommended: • Privacy fences should be painted	natural wood finish. 2. Ornamental fences should be 2 1/2 feet high or less, so as not to distract from the architectural elements of the building. 3. For picket fences, the pickets should be placed no more than 3 1/2 inches apart for the best visual effect. 4. Ornamental shrubs may also be used as a fence when planted in tight rows. It is essential that the shrubs are pruned correct Not Recommended: 1. Fencing types that are not appropriate are metal chain fences and more modern looking fences such as basket weave, stockade, split rail and board-on-board designs. These styles are not compatible with historic buildings. 2. Fencing other than ornamental style fencing in front yards will be discouraged.	should complement the style of the existing building. ii. Wood fences should be painted or stained an opaque finish. iii. Wood fences with a modern pattern, such as basketweave, stockage, split rail, and board-on-board are not allowed. g. Metal (Steel, Aluminum, or Iron) Fences i. It is recommended to use a simple pattern if a historical precedent cannot be established. ii. Metal chain link fences are not allowed. h. Synthetic Fencing Materials i. Some modern composite or synthetic fencing materials are difficult to distinguish from wood and may be allowed on a case-by-case basis. ii. Vinyl fences will not be permitted. i. Ornamental Shrubs may also be used as a fence when planted in tight rows. Shrubs must be pruned correctly and kept neat in order to clearly define the building's property line. Railings 7.86 Historic railings should be preserved and maintained to the greatest extent possible. 7.87 New railings should match or be compatible with the original railings. 7.88 New railings should meet all building code requirements. 7.89 Where the height of the railing is not consistent with building code, the	

or stained an opaque finish. Historically they were never left to weather naturally and were never stained a natural wood finish. • Ornamental fences should be 2 1/2 feet high or less, so as not to distract from the architectural elements of the building. • For picket fences, the pickets should be placed no more than 3 1/2 inches apart for the best visual effect. • Ornamental shrubs may also be used as a fence when planted in tight rows. It is essential that the shrubs are pruned correctly and kept neat, in order to clearly define the building's property line. Not Recommended: • Fencing types that are not appropriate are metal chain link fences and more modern looking fences such as basket weave, stockade, split rail and board-on-board designs. These styles are not compatible with historic buildings. • Fencing other than ornamental style fencing in front yards will be discouraged.		design of the extension to raise the height should be minimally intrusive and visually subordinate to the original railing.	
New Construction – Primary Buildings			
The appearance of new construction should compliment adjacent historic structures without replicating them. A new building should stand out as new, while adhering to the historic	he appearance of new construction should compliment adjacent historic structures without replicating them. A new building should stand out as new, while adhering to the historic	Site Planning for New Construction 9.1 Orientation: New building should face the public street. Main entrances should be orientated to the street. 9.2 Placement: The location and	New primary buildings should be complimentary to existing adjacent historic structures, in design and placement, without attempting to replicate them.

qualities of the neighborhood. Size, scale, mass, proportion, pattern and alignment are all important factors in new construction so that new primary buildings respect the nature of the historic district. New design should relate to character-defining elements in the neighborhood and adhere to neighborhood patterns. For example, if all of the historic buildings are two stories, new construction should also be two stories. New construction should also follow setback requirements. New buildings should be constructed of materials similar to the building materials found throughout the neighborhood. A new stucco-clad house would not be appropriate placed on a neighborhood block of wood clapboard houses. The appearance of new construction should take cues from its surrounding context and reinforce the historic buildings in the neighborhood without directly copying another building. Recommended: • New construction should maintain the same setbacks as the existing houses in the neighborhood. • New construction should be proportional in size, scale, mass and form to the adjacent historic	qualities of the neighborhood. Size, scale, mass, proportion, pattern and alignment are all important factors in new construction so that new primary buildings respect the nature of the historic district. New design should relate to character-defining elements in the neighborhood and adhere to neighborhood patterns. For example, if all of the historic buildings are two stories, new construction should also be two stories. New construction should also follow setback requirements. New buildings should be constructed of materials similar to the building materials found throughout the neighborhood. A new stucco-clad house would not be appropriate placed on a neighborhood block of wood clapboard houses. The appearance of new construction should take cues from its surrounding context and reinforce the historic buildings in the neighborhood without directly copying another building.	spacing of new buildings on a lot should be consistent with the existing patterns of the block. 9.3 Setbacks: The setbacks for the new construction should align with the setbacks of the majority of the existing block. a. In commercial areas, new infill projects should be built to the sidewalk, with a zero setback. b. In residential areas, the setback should match the setback of the majority of the other houses on the block. Building Form, Mass, and Scale for New Construction 9.4 New buildings should have a similar mass and scale of the neighborhood buildings and reinforce the mass and scale of the adjacent and/or nearby historic buildings. a. Break up the mass of larger structures into smaller masses to match the traditional scale of the buildings in the historic district. 9.5 New buildings should have a similar height to the buildings on their block. 9.6 New buildings should use a similar floor-to-floor height as those in the historic district. 9.7 Avoid monolithic, domineering building masses. 9.8 New buildings should maintain the historic solid-tovoid ratio traditionally used in the historic district. New infill should avoid	No significant change.

houses in the neighborhood. • New construction is encouraged to take into consideration the materials of the historic houses in the neighborhood. (siding, windows, roofing, masonry, etc.) • New construction is encouraged to have a historically appropriate color scheme. Not Recommended: • New construction of a house that is so large it dwarfs the other houses in the neighborhood. • New construction that does not follow the same setbacks as the existing houses in the neighborhood (including front, side and back yards). • New construction that is of a dramatically different in terms of scale, massing, form and materials of the adjacent historic houses in the neighborhood.		blank walls on the primary façade. 9.9 New infill buildings should not leave historic buildings looking out of place. Street Facade 9.10 New buildings should maintain the alignment, whenever possible, of horizontal elements along historic buildings on the block, including fenestration, floor levels, and dominating material configuration. 9.11 For new commercial buildings, the typical rhythm and sizing of storefronts that are created by the existing adjacent buildings should be maintained. 9.12 For new commercial buildings, the street level should be articulated to establish human scale along the street. Roofs 9.13 Roofs and eaves on new buildings should be compatible in form, pitch, and shape with the existing roofs in the historic district. Architectural Details 9.14 Architectural detail on new construction should be compatible in terms of design and scale with the details found within the streetscape and the district. They do not need to duplicate the architectural details on the historic buildings within the district. Materials 9.15 The materials for new construction should be compatible with the	

		finish, texture, scale, and color of the historic materials used within the streetscape and district. They do not need to exactly replicate the historic materials. 9.16 Cementitious siding may be permitted. 9.17 Aluminum and vinyl siding are not permitted. 9.18 New construction is encouraged to have a historically appropriate color scheme. Doors and Entries 9.19 The primary entrance into the building should be clearly identified on the primary façade. 9.20 At corner properties, locate the main entrance of the building onto the more heavily traveled street or toward the intersection, or angled in the corner of the building. 9.21 New doors should be compatible in size, scale, and proportion of the historic doors. Windows 9.22 The windows in new construction should be similar in character to those in the historic district. New windows do not need to exactly replicate the historic windows. 9.23 New windows should have a similar proportion and rhythm to those found within the historic district. orches and Balconies 9.24 New porches and balconies should be compatible in size, shape, and proportion of the exiting porches and should	

		maintain the pattern already established within the neighborhood.	
New Construction - Outbuildings			
Outbuildings are defined as a building, such as a shed, barn, playhouse, garage or carriage house located on the same property, but separate from the primary structure. Existing outbuildings (playhouses, garages and carriage houses) within the Boarding House Historic District are typically placed in the rear of the lot, not easily visible from the street. Garage access is primarily from a driveway at the front of each lot, through the property, to the detached garage near the rear of the property. Garages are located at least partially behind the main residence and are typically detached from the house. The garages do not visually compete with the main house. New garage designs should follow these historic precedents. Traditionally, if a house had a rear outbuilding it was a carriage house, not a garage. Carriage houses are typically larger than garages and were usually divided into three spaces. One large space which held the carriage was located next to another area for the horses.	In today's world it is often necessary to have outbuildings to store cars, yard equipment and countless other necessities. However, modern structures are often utility centered and do not aesthetically blend with historic structures. They can be disproportionately large and bulky when built next to existing historic buildings. New outbuildings, like historic outbuildings, should compliment the existing structure and should be similar in scale, proportion, style, color, materials and should have the same roof shape as the existing building. Additionally, the new outbuilding should be similar to the other outbuildings in the neighborhood. For example, if the majority of the existing outbuildings in the neighborhood are single car garages, a three car garage would be inappropriate, for it violates the scale and proportion of the existing structures. ne way to help determine the size, scale, proportion, style, color, etc. of a new outbuilding is to work within the time period and style of the	Historic garages and other outbuildings are not allowed to be demolished to construct a new garage or outbuilding without just cause, as outlined in Chapter 11. Historic outbuildings are highly encouraged to be restored. 9.26 New garages or outbuildings should be located to the rear of the property, to reduce visibility from the public right-of-way. 9.27 The size, scale, and overall design of the outbuilding or garage should respect the primary building and not overwhelm the historic building. 9.28 New garages and outbuildings should have the same roof shape as the primary building. 9.29 The design of the garage and outbuilding should incorporate the details of the primary building without replicating them. 9.30 New garages and outbuildings should be similar in color and materials as the primary buildings. 9.31 All garages and outbuildings should be painted or stained to match the primary building. 9.32 All doors and windows should be compatible with the doors and windows on the primary structure	Historic outbuildings should be preserved. New garages or outbuildings should be located to the back of the property to minimize visibility and should be similar in design character to other outbuildings. Design elements and materials should match or complement the primary structure. No significant change.

Above these spaces was one large space used as a hay loft. Automobiles are much smaller than carriages and require less storage space. Carriage houses and garages are typically proportional in size, massing and scale, and generally reflect the style and materials of the house they serve. In today's world it is often necessary to have outbuildings to store cars, yard equipment and countless other necessities. However, modern structures are often utility centered and do not aesthetically blend with historic structures. They can be disproportionately large and bulky when built next to existing historic buildings. New outbuildings, like historic outbuildings, should complement the existing structure and should be similar in scale, proportion, style, color, materials and should have the same roof shape as the existing building. Additionally, the new outbuilding should be similar to the other outbuildings in the neighborhood. For example, if the majority of the existing outbuildings in the neighborhood are single car garages, a three car garage would be inappropriate, for it is dramatically different in scale and	surrounding buildings. If the building was built before c. 1910, an outbuilding similar to a carriage house is probably more appropriate. Most outbuildings built after 1910 are for automobiles. As today's automobiles are larger than those of the 1910's and 20's, garages are built larger to accommodate them. When designing the new outbuilding, use proportions that are similar to those proportions of the house along with similar colors, style and details which match or compliment those on the house. Roof slopes and types should be similar to, or the same as, those on the house. If the house has a steep pitched gable roof, then the garage should have the same. The design as a whole should incorporate the details of the historic buildings it will be next to. Details such as cornice molding need not be as elaborate as the detail on the existing structure, but similar details can be achieved with moderate investment. Note that just applying fancy moldings to a prefabricated modern looking garage will not suffice and will look out of place. All features of the new outbuilding including doors, windows, and the like,	in terms of materials, color, style, and size. New windows do not need to exactly replicate the historic windows. 9.33 Metal or fiberglass carports, mobile houses, modular houses, metal buildings, pole barns, concrete block buildings, and temporary buildings are not allowed.	

proportion of the existing structures. When designing a new outbuilding, keep the Secretary of the Interior's Standards for Rehabilitation in mind. The design as a whole should incorporate the details of the historic buildings it will be next to. Details such as cornice molding need not be as elaborate as the detail on the existing structure, but similar details can be achieved with moderate investment. Note that just applying fancy moldings to a prefabricated modern looking garage will not suffice and will look out of place. All features of the new outbuilding including doors, windows, and the like, should also take into consideration the historic character of the existing building and be of similar material, color, style, size and have minimal street visibility. Mobile homes, modular homes, metal buildings, pole barns, concrete block buildings and pre-fabricated buildings are not allowed. Any building or outbuilding moved into Excelsior Springs will be treated as new construction and is subject to the same design guidelines. Recommended: • Historic garages or outbuildings	should also take into consideration the historic character of the existing building and be of similar material, color, style, size and have minimal street visibility.		

are highly encouraged to be restored. • New garages or outbuildings should be located to the rear of a property, not visible from the public right of way. • Size, scale and overall design of the outbuilding or garage should resemble that of the house . • All garages and outbuildings (regardless if it is historic or new construction) must be painted or stained to match the house. Not Recommended: • Do not demolish a historic garage or outbuilding unless it is too deteriorated to restore. • Do not install metal or fiberglass carports.			
New Construction - Additions			
New additions are often desired to enlarge a space or add to the overall square footage of a home. Per the Secretary of the Interior's Standards for Rehabilitation, additions should be located to the rear of the building or on a secondary façade and should not destroy historic materials that characterize the property. New work should be differentiated from the old and be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment. New additions and adjacent or	New additions are often desired to enlarge a space or add to the overall square footage of a home or business. Per the Secretary of the Interior's Standards for Rehabilitation, additions should be located to the rear of the building or on a secondary facade, and should not destroy historic materials that characterize the property. New work should be differentiated from the old and be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.	General 8.1 New additions should be compatible with the historic structure but should be distinguishable from it. 8.2 New additions should be designed in a manner that if removed in the future, the form and integrity of the historic structure will still be intact. 8.3 Older additions that have gained historic or architectural significance should be preserved. 8.4 Newer additions that have not gained historic or architectural significance may be removed. Site Planning for Additions 8.5 New additions should adhere to all current	New additions should be located off the primary façade, and while they should be compatible with the existing structure, it should be distinguishable. Newer additions that have not achieved historic significance can be removed. No significant change.

related new construction should 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 still be intact. Additions Recommended: • Place additions to the rear of the property or on a secondary facade. • Side additions should not compete with the primary structure and should be minimally or not visible at all from the street (public right-of-way). • Additions should be compatible with the existing house. • New additions should be designed in a manner that if removed in the future, the form and integrity of the historic structure will still be intact. • Additions should be smaller than the existing house • Keep additions simple and appropriate in shape, materials, color and detail. • Keep the massing, size and proportion of the addition so that it does not compete with the existing property. Not Recommended: • New construction of an addition that is larger than the existing house and neighboring houses. • New construction of an addition on the primary or front façade of a building. • New construction that is of a dramatically different in	New additions and adjacent or related new construction should 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. Recommended: 1. Place additions to the rear of the property or on a secondary facade. Side additions that do not compete with the primary structure and are not highly visible from the public right-of-way are acceptable. 2. Additions should be compatible with the original structure but should be differentiated from the old. 3. New additions should be designed in a manner that if removed in the future, the form and integrity of the historic structure will not be impaired. 4. Additions should be smaller than the primary structure. 5. Keep additions simple and appropriate in shape, materials, color and detail.	zoning requirements for setbacks, heights, and any other local requirements. 8.6 New additions should not be placed on the primary façade. They should be placed to the rear of the property or on a secondary façade. The following standards from the Secretary of the Interior's Standards for Rehabilitation are the guiding standards for all new additions and should be followed. 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. Form, Mass, and Scale for an Addition 8.7 The massing, size, and proportion of new additions should respect the original building and not compete with it.	

terms of scale, massing, form and materials of the adjacent historic houses in the neighborhood.		a. New additions should be subordinate to the original structure. b. New additions should set back from historically important primary facades in order to allow the original proportions and character of the historic building to remain prominent. Roofs 8.8 The roof form on a new addition should be in character with the historic building. 8.9 New dormers should be in scale with the historic ones on similar historic structures and should reflect the roof and slope of the original roofline. Architectural Details 8.10 New architectural details should be designed to be compatible with the architectural style, materials, shape, detail, and color of the historic building and its surroundings. 8.11 Preserve, do not obscure, original architectural details of the historic structure. 8.12 Avoid creating a false historic appearance with the architectural details by copying the architectural details on the original building. Materials 8.13 The materials for a new addition should be compatible with the finish, texture, scale, and color of the historic materials of the original building and also used within the district but should be	

		distinguishable from them. 8.14 Cementitious siding may be permitted. 8.15 Aluminum and vinyl siding are not permitted. Doors and Entries 8.16 The traditional entrance pattern into the original structure should be maintained when planning for new additions. Windows 8.17 The window configuration, pattern, character, and sizing in new additions should be similar in character to those on the primary structure.	
Demolition			
Recommended: • Maintain buildings and outbuildings on a regular basis in order to prevent a small problem from growing into a bigger one. • If demolition is the only solution and the building, it is recommended to photographically document the building and interior (if possible, do not enter a structurally unsound building) and include the information in the certificate of appropriateness for demolition. • This not only documents the conditions of the building, but also can be made part of the public record documenting the building for potential future research. • If your building is still structurally sound but is not in a usable condition, it is	[none]	The decision as to whether or not to demolish a historic building is tough, and in most cases, there are several different factors that need to be considered before any decision is made. Demolition requests for buildings and structures within the locally designated historic districts or of an individual local landmark always require a review by the Historic Preservation Commission prior to the issuance of a permit. Each demolition will be evaluated on a case-by-case / property-by-property basis by the Historic Preservation Commission. 11.1 Minor demolition is allowed if there is evidence that the addition or accessory structure is not original	Demolitions should be reviewed carefully and evaluations must be made on a case-by-case basis. No significant change.

recommended to mothball the structure with neatly cut and well fitting coverings until funding can be assembled to restore or rehabilitate the building to correct the condition. • Painting the temporary coverings (plywood or metal) is highly recommended, including painting the coverings to look like the windows and doors underneath. Not Recommended: • Demolishing a building in order to have the lot to build a new building on. • Demolishing a building or outbuilding for a new building addition on an adjacent structure. • Demolishing a building that is within the Boarding House Historic District without going through the Certificate of Appropriateness process .		to the property or if it does not contribute to the character or historic integrity of the property. Examples of this include, but are not limited to: • The demolition of non-original additions on the primary façade of a historic building that hides or blocks the original façade. This is allowed to be done in order to restore the original façade of the building footprint. • The demolition of a non-original garage that is not historic in its own right, which is attached to the side of a historic building. • The demolition of a non-original freestanding garage. • The demolition of a non-original second floor addition to allow for the original roofline to be reconstructed. 11.2 Demolition of a historic building, outbuilding, or accessory structure is not permitted without cause. Deterioration caused by neglect or lack of routine maintenance by the existing owner does not provide grounds for the approval of demolition. Demolition will only be considered in the following cases: • The historic structure is so deteriorated that it is no longer safe to occupy, and the building is a life safety threat for occupants or adjacent historic buildings. It is the property	

		owner's responsibility to provide proof of the lack of structural stability or evidence of severe deterioration. This should be done by submitting a structural engineering report from a qualified structural engineer. • The historic structure has been substantially damaged in a fire or natural disaster. It is up to the property owner to show proof of the lack of structural stability or evidence of severe deterioration. Demolition will NOT be considered in the following cases: • Demolishing a building in order to have the lot to construct a new building. • Demolishing a building or outbuildings for a new building addition on an adjacent structure. 1.3 If a historic building or a portion of a historic building is to be demolished, all historic materials from the building should be salvaged to the greatest extent possible. 11.4 If a historic building is temporarily not in use and sitting vacant, the building should be mothballed – to temporarily secure a building with coverings to protect it from weather and vandalism, while providing adequate security and ventilation.	
Storefronts			

[none]	Recommended: 1. Preserve historic storefronts when possible. If one element of a storefront is damaged, have only that part replaced. Replace any deteriorated materials in kind. When restoring a storefront, use any documentation of the historic storefront that exists to choose materials and methods that are appropriate for that building. 2. Keep storefronts painted and maintained. This will prolong the life of the storefront and will provide a more attractive street level appearance for your building and business. ot Recommended: 1. Do not replace storefronts with a system that is not in keeping with the historic feel of the historic district. Many modern aluminum systems are too heavy or too light in comparison to the appropriate scale of a storefront system. Do not replace historic systems that can be repaired. 2. Do not replace storefronts with a system that gives a false historical appearance or a system that is not appropriate for the style or age of the building.	Storefronts 7.59 Historic storefronts should be maintained and preserved. 7.60 Damaged storefront elements should be repaired. The least destructive repairing and refinishing method should be used. 7.61 Storefront elements that are beyond repair should be replaced in-kind. 7.62 Replacement storefronts should be compatible with the historic building and historic district. Replacement storefronts should maintain the dimension, pattern, and scale of the original. Replacement storefront should be appropriate for the style and age of the building. 7.63 Do not cover or infill any portions of the storefront system. 7.64 Previously covered or infilled storefront systems are encouraged to be restored with new transoms that match the existing transoms on the building or within the historic district. 7.65 Do not replace a storefront with a system that gives a false historic appearance. 7.66 Rough-sawn lumber is not permitted storefront wood trim.	Historic storefronts should be maintained when possible. Repair is preferred for damaged storefronts and any material replacement should be in-kind. Replacements should be consistent with the historic character of the district. No significant change.
Signage			
[none]	A building's signage plays a major part of the historic character of a building. A tactful	Signage 10.20 New signs should be appropriate in size, scale, and color to the historic buildings.	New signs should be appropriate in size, scale and placement to the building and surrounding

	and appropriate sign that is kept to a minimum and does not distract from the architectural character of the building is important. A simple sign hanging in a window or printed on an awning is much more appropriate than a large contemporary sign projecting from the building. Neon will be considered as a material when appropriate to the age and architecture of the structure on a case-by-case basis. Neon signs that have gained historical significance may be rehabilitated for use in their original location. Recommended: 1. Use signs that are appropriate in size, scale and color to historic buildings. Signs should be scaled to pedestrians rather than to automobiles. 2. Attach signs to windows or sign friezes above storefronts. Awning signs are also recommended. The signage should be attached to the building causing the least damage to the building as possible. 3. Projecting signs should be utilized only if there is historic precedence for that particular storefront. Not Recommended: 1. Do not use large, oversized signs that are aimed at automobile traffic. Do not use signs that are too small or are poorly made, such as plywood	10.21 Signs should be scaled to pedestrians rather than automobiles. 10.22 Signs should be visible and easy to read, but not too large so that it covers architectural elements or obscures character-defining features. 10.23 The color and materials of the signage should coordinate with the historic district. 10.24 Signage should be attached to the building in a way that is reversible without resulting in damage to the historic building and materials. 10.25 Permitted Sign Types • Flush-mounted wall signs • Window Signs • Projecting Signs 10.26 Non-Permitted Sign Types • Roof-mounted signs • Poorly made or temporary signs 10.27 Reference city sign ordinance for additional requirements, such as size and height above the sidewalk.	commercial area. Signage should be attached to the building in a reversible manner. New guidelines are relaxed on new projecting signs where none existed prior. No significant change.

	with stick-on lettering. The sign should be visible and easy to read, but not too large that it covers architectural elements. 2. Avoid signs that are too large in relationship to the size of the building or that obscure character-defining elements. Avoid roof-mounted signs. They are often difficult to read from pedestrian level and alter the rooftop continuity of the surrounding buildings.		

o O o

Community Development
Planning and Zoning Special Study Session - 3/29/2021

To:	Commission Members
From:	
Date	
RE:	Code Review 3.29.21

ATTACHMENTS:

Description	Type	Upload Date
Code Review 3.29.21	Exhibit	3/26/2021

MEMORANDUM

TO: Planning and Zoning Commission
FROM: Doug Hermes, Planning Consultant
RE: City Code Review – Zoning & Subdivision Regulations
DATE: 29 March 2021

INTRODUCTION

As the Planning and Zoning Commission discussed at the February 22, 2021 study session, staff is prepared to begin the City Code Review process focusing on the City's Zoning & Subdivision Regulations.

This code review process will focus on updating and correcting the current Zoning & Subdivision Regulations and other development related code sections to fix conflicting language, clarify areas of ambiguity, and modernize regulatory steps to reflect current best practices in administration. The process will reflect existing City land use and development policy in the Comprehensive Plan.

DISCUSSION

This first study session review will focus on:

1. Zoning Districts "A" Agricultural and Districts "R-1" through "R-5"
2. Non-Conforming Buildings, Structures, and Uses

ACTION REQUESTED/RECOMMENDATION

Staff will be prepared to facilitate the Commission discussions on these specific code sections and to follow-up with suggested code revisions, as appropriate.

:djh

Zoning Districts: “A” – “R-5” – Ag & Residential general

Section 400.060 et. seq. Zoning Ordinance

Zoning is perhaps the most used technique to implement the Comprehensive Plan. Indeed, zoning regulations need to be based on the adopted Comprehensive Plan. It permits the City to manage the density of development within its community to ensure that public services such as streets, schools, recreation, and utilities can be adequately provided to all areas, and that the City is creating the type of community character and environment its citizens desire. Zoning may be defined as the division of a city into districts and the regulation within those districts of: land uses; building size and height; lot area; yard setback; etc. Zoning deals with land development patterns and it is critical that the Zoning Regulations align with the City’s subdivision regulations, housing codes, building codes, utility plans and major street plans.

PRINCIPLE – To facilitate a consistent type and scale of new development and to ensure an acceptable degree of land use compatibility within the whole community. To enhance community character and livability as identified in the Comprehensive Plan.

The Zoning Regulations divide the City into the “A” – Agricultural District and several residential, commercial, and industrial zoning districts. The residential zoning districts include:

1. District “R-1” – Single-Family Residential District
2. District “R-1A” – Single-Family Residential Traditional District
3. District “R-2” – Two-Family Residential District
4. District “R-3” – Cluster, Townhouse or Garden Type Residential District
5. District “R-4” – Medium Density Apartment District
6. District “R-5” – High Density Apartment District
7. District “RMP” – Mobile Home Park District

Additionally, the “Planned Zoning Districts” sections create a separate and distinct counterpart for each district (except for “R-1A” and “RMP”) known as a *Planned District*. This provides for and encourages certain latitude and flexibility from the normal and established development techniques. It allows consideration of certain changes to minimum standards to facilitate innovative development styles. [*Planned Districts* standards will be discussed at a future Code Review study session].

The standard residential zoning districts exhibit a form of “pyramid zoning” where the higher-density zoning districts still allow the permitted uses of the lower-density zoning districts. For example, the permitted uses in the “R-2” district include all the permitted uses in the “R-1” district.

Certain accommodations have been made over time to facilitate greater in-fill development in older, existing neighborhood areas. These accommodations were made through amendments to Section 400.270, Height and Area Exceptions and in the “R-1A” District standards.

Residential developments may be subject to private deed restrictions and covenants, most common in relatively newer subdivisions and administered by Homeowner’s Associations. These restrictions, commonly addressing land use, building type & style, and activity, are private in nature and are not enforced by the City.

CONSIDERATIONS –

- Is the new residential development in the past 10 years reflective of the City's goals and expectations?
- Should accommodation be made for more traditional neighborhood design and mix of uses for new residential development?
- Should accommodation be made for "accessory dwelling units" to allow for non-rental, auxiliary living spaces?

Zoning Districts: District "A" Agricultural District (*partial*)

Section 400.070 Zoning Ordinance

The "A" District is the common zoning for single-family subdivisions.

PRINCIPLE – To provide for the general agricultural uses and rural character of land areas that have yet to be developed.

The "A" District permits general agricultural and farming activities along with the associated buildings and structures necessary to support such operations. The district also permits single-family houses, churches, golf courses, kennels (with provisions), parks and public facilities, schools, and other outdoor and natural based uses. Within the permitted uses described, the district does not appear to clearly permit formal camping facilities. Recreational vehicle campgrounds are not a permitted use.

While certain standards exist for the raising, feeding or housing of livestock or poultry, there are currently no standards regarding minimum land area for conducting other general agricultural activities.

The subdivision of land for the purpose of converting agricultural or other undeveloped land to residential or business use and where the opening of new streets or roadways is contemplated is not permitted.

The Height and Area Regulations are:

1. Height – 2 ½ stories or 35 feet.
2. Front yard – 50 feet; side yard – 15 feet; rear yard – 50 feet.
3. Lot width – 150 feet.
4. Lot area – 43,560 square feet (one acre).
5. Floor area – 850 square feet.
6. Parking – none specified.

Certain provisions allow for single-family dwelling construction on pre-existing tracts of land that do not meet the minimum lot dimension requirements.

CONSIDERATIONS –

- Could a minimum land area be established for conducting general agricultural activities?
- Can formal camp facilities, retreat centers, and the like be considered permitted uses within the district?

Zoning Districts: District “R-1” Single-Family Residential District

Section 400.080 Zoning Ordinance

The “R-1” District is the common zoning for single-family subdivisions.

PRINCIPLE – To provide for distinct single-family neighborhoods and associated low-impact accessory land uses.

The “R-1” District permits single-family homes, parks, schools, golf courses, churches & synagogues.

The Height and Area Regulations are:

1. Height – 2 ½ stories or 35 feet.
2. Front yard – 25 feet; side yard – 7 feet (25 feet on street side of a corner lot); rear yard – 25 feet.
3. Lot area – 7,500 square feet.
4. Lot width – 70 feet.
5. Floor area – 1,100 square feet.
6. Parking – 3 off-street spaces – at least 1 enclosed.

Certain exceptions are allowed under specific circumstances.

CONSIDERATIONS –

- Do these standards result in neighborhood designs that meet community expectations on appearance and character?
- Should accommodation be considered for smaller house sizes?

Zoning Districts: District “R-1A” Single-Family Residential Traditional District

Section 400.075 Zoning Ordinance

The “R-1A” District is the zoning established for much of the older, traditional neighborhood areas around the downtown.

PRINCIPLE – To provide for continuation and in-fill development of the older, traditional neighborhoods and to ensure compliance with current standards – avoiding non-conforming use status.

The “R-1A” District permits single-family homes, parks, schools, golf courses, churches & synagogues – similar to the “R-1” District.

The Height and Area Regulations are:

1. Height – 35 feet or 2 ½ stories.
2. Front yard – not required as long as adjacent lots similarly do lack a front yard. Or the average depth of the 2 adjacent lots; Side yard – 3 feet, corner lots may have this waived on the street side; Rear yard – 10 feet, except where there exists an improved alley or street in which case the rear yard requirement may be waived.
3. Lot area – 2,500 square feet per family, with provision for less area if pre-existing and with proper accommodation for sanitary sewer or onsite treatment.
4. Lot width – 40 feet, with provision for less distance if pre-existing.
5. Floor area – 1,100 square feet.
6. Parking – 2 off-street spaces – at least 1 enclosed.

Additional accommodations to encourage in-fill development are provided for in Section 400.270, Height and Area Exceptions.

CONSIDERATIONS –

- Incorporate in-fill development accommodations directly in “R-1A” District section?

Zoning Districts: District “R-2” Two-Family Residential District

Section 400.110 Zoning Ordinance

The “R-2” District is the common zoning for two-family (duplex) subdivisions.

PRINCIPLE – To provide for separate neighborhoods for duplexes.

The “R-2” District permits duplexes in addition to all permitted uses in the “R-1” District.

The Height and Area Regulations are:

1. Height – 2 ½ stories or 35 feet.
2. Front yard – 30 feet; side yard – 7 feet (30 feet on street side of a corner lot); rear yard – 25 feet.
3. Lot area – 10,800 square feet.
4. Lot width – 90 feet.
5. Parking – 3 off-street spaces – at least 1 and ½ enclosed.

Certain exceptions, identical to the same in the “R-1” District are allowed under specific circumstances.

CONSIDERATIONS –

- Do these standards result in neighborhood designs that meet community expectations on appearance and character?

Zoning Districts: District “R-3” Cluster, Townhouse or Garden Apartment District

Section 400.120 Zoning Ordinance

The “R-3” District is the zoning for relatively low-density apartments and townhouses.

PRINCIPLE – To provide separate areas for a slightly higher-density housing style.

The “R-3” District permits garden apartments and townhouses in addition to all permitted uses in the “R-2” and “R-1” Districts.

GARDEN APARTMENTS (*def*): An apartment building located on a lot, either singly or together with other similar apartment buildings, generally having a low density of population and having substantial landscaped open space adjacent to the dwelling units.

TOWNHOUSE (*no definition*).

The Height and Area Regulations are:

1. Height – 3 stories, plus a basement.
2. Front yard – 30 feet; No building shall be located closer than 15 feet to a project property line, other than a street line. No side yard shall be less than 7 feet.
3. Lot area – 6,000 square feet or 3,000 square feet per family.
4. Parking – 2 off-street spaces for each dwelling unit.

New garden apartment buildings, townhouses, cluster housing, patio homes, zero lot line homes, or mixed housing systems may only be developed under the *planned zoning criteria* – except for single and two-family dwellings.

CONSIDERATIONS –

- Should *Planned Zoning* be required for new higher-density development in this zoning district?
- Clarify circumstances where *Planned Zoning* would be required?

Zoning Districts: District “R-4” Medium Density Residential District

Section 400.130 Zoning Ordinance

The “R-4” District is the zoning for relatively medium-density apartments.

PRINCIPLE – To provide separate areas for a slightly higher-density housing style with a more limited height and visual impact.

The “R-4” District permits medium density apartments in addition to all permitted uses in the “R-2” and “R-1” Districts, under the standards of those respective zoning districts. It also explicitly permits congregate living for senior adults – but not licensed care facilities.

APARTMENT (*def*): A rom or suite of rooms within an apartment house arranged, intended or designed as a place of residence for a family.

The Height and Area Regulations are:

1. Height – 2 ½ stories.
2. Front yard – 30 feet; There shall be a side yard on each side of the building equal to the height of the building wall adjacent to said yard except that in no case shall the side yard be less than 15 feet.
3. Lot area – 4-bedroom unit – 2,000 square feet; 3-bedroom unit – 1,700 square feet; 2-bedroom unit – 1,400 square feet; 1-bedroom unit – 1,100 square feet.
4. Parking – 2 off-street spaces for each 2 or more bedroom dwelling unit and 1 ½ spaces for each unit having 1 bedroom.

Medium density apartment buildings and housing which shall be considered for congregate living for senior adults and of a single or multi-family nature may only be developed under the *planned zoning criteria*.

CONSIDERATIONS –

- Should *Planned Zoning* be required for medium density apartment buildings and for senior congregate living development in this zoning district?
- Clarify standards of yard and lot area requirements?
- Can the two apartment zoning districts be consolidated?

Zoning Districts: District “R-5” High Density Residential District

Section 400.140 Zoning Ordinance

The “R-5” District is the zoning for the highest permitted density apartments.

PRINCIPLE – To provide separate areas for a higher-density housing style with no height limitations.

The “R-5” District permits a higher density of apartments and medium density apartments under the regulations of District “R-4”. It also explicitly permits congregate living for senior adults – but not licensed care facilities.

APARTMENT (*def*): A room or suite of rooms within an apartment house arranged, intended or designed as a place of residence for a family.

The Height and Area Regulations are:

1. Height – No maximum or minimum height required.
2. Front yard – 30 feet plus 3 feet for each story in excess of 4; There shall be a side yard on each side of the building of 15 feet plus 2 feet for each story greater than 3.
3. Rear yard – 30 feet for buildings up to 4 stories and at least the height of the building for buildings in excess of 4 stories.
4. Lot area – 1,000 square feet per dwelling unit.
5. Parking – 2 off-street spaces per unit either on the premises or within 200 feet of an entrance to the building.

High density apartment buildings and housing which shall be considered for congregate living for senior adults may only be developed under the *planned zoning criteria*.

CONSIDERATIONS –

- Should *Planned Zoning* be required for high density apartment buildings and for senior congregate living development in this zoning district?
- Clarify circumstances when *Planned Zoning* would be required?
- Can the two apartment zoning districts be consolidated?

Non-Conforming Buildings, Structures, and Uses

Section 400.050 Zoning Ordinance

When a zoning ordinance is originally adopted, or when a zoning ordinance amendment is approved, there are in almost every zoning district some uses and buildings that existed before the ordinance was adopted that do not conform to the regulations for that district. These are known as legal non-conforming (or "grandfathered") uses. The legal non-conforming use status is applied to the building, structure and/or use; it is not tied to ownership.

PRINCIPLE - Non-conforming buildings, structures and uses may continue but overtime they eventually will be brought into conformance with the regulations for that district.

Legal non-conforming uses, buildings and structures may continue subject to certain general provisions:

1. Ordinary repairs can be made, and a building damaged by 50% or less, of its "true current value" can be restored within 12 months.
2. No alterations or enlargements can be made – except for a non-conforming building or structure which is non-conforming only as to height, yard, parking or loading regulations. But any alteration or enlargement must comply with the zoning regulations.
3. A non-conforming use that is discontinued for 1 year, 180 days, or in some cases 90 days, cannot continue – based on the circumstance.
4. Expansion of non-conforming use can occur within an existing building.
5. Change of use to a permitted use can occur within a non-conforming building.
6. Certain standards are included for the elimination of non-conforming use of land including accessory use status and a specific amortization of the required screening of commercial or industrial land by September 1, 1989.

The general provisions are divided into categories for:

A. Non-conforming building or structure
B. Use of non-conforming building or structure.
C. Non-conforming use of conforming buildings or structures
D. Non-conforming use of land

CONSIDERATIONS –

- Simplify general provisions to non-conforming uses, buildings and structures are treated in a similar manner?
- Provide clearer standard for determining 50% of building and structure value?
- Clarify and/or remove standards on elimination of non-conforming use of land, including amortization of required screening?