

**HERITAGE COMMISSION**

**DESIGN GUIDELINES**

**Design Guidelines**  
**City of Keystone Heights Heritage Commission**  
**December 9, 2008**

WHEREAS, The City of Keystone Heights City Council, by Ordinance, enacted an Historic Preservation Ordinance ( Ordinance 2007- ) which replaced Appendix U of the Land Development Regulations of the City of Keystone Heights with a new Appendix U dealing with historic preservation, and

WHEREAS, The Keystone Heights City Council, by Ordinance, did create the City of Keystone Heights Heritage Commission ( Ordinance 2007- ) and did at Section 8 , paragraph 9 thereof provide that a duty and responsibility of such Commission is “ To develop design guidelines for the alteration, construction, removal or demolition of landmarks, landmark sites, structures within historic districts, and archeological sites;”

Now, Therefore, the Heritage Commission does hereby adopt the following **DESIGN GUIDELINES**:

**A. General Design Guidelines.**

- (1) The effect of the proposed work on the property upon which such work is to be done;
- (2) The relationship between such work and other structures in the area;
- (3) The extent to which the historic, architectural, or archeological significance, architectural style, design, arrangement, texture and materials of the property will be affected;
- (4) Whether the plans may be carried out by the applicant within a reasonable period of time or within CRA time requirements;
- (5) Every reasonable effort shall be made to use the property for its originally intended purpose, or to provide a compatible use for the property that requires minimal alteration of the building structure, or site;
- (6) The distinguishing original qualities or character of a building, structure, or site shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible;
- (7) All buildings, structures, and sites shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier or later appearance shall be discouraged;
- (8) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site. These changes may have acquired significance in their own right, and this significance shall be recognized and respected;
- (9) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site, shall be treated with sensitivity;
- (10) Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, textures, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability or different architectural elements from other buildings or structures;

The Heritage Commission may assist the property owners, architects or contractors in identifying original or typical property elements to be considered. All improvements intended to enhance the historical nature or presentation of a property must be in full compliance with all current applicable building codes and safety standards.

The Heritage Commission, with recognition for the need for individual property design features, determines that coordination of colors, styles and element details among and between individual properties is beneficial in establishing and continuing the historical identity of commercial properties in Keystone Heights.

The Commission seeks to assist and encourage local business and property owners in developing historically conscious designs. Specific plans shall be developed by owners, architects and contractors.

(1) **Exterior Colors:** Paint colors commonly recognized as historically typical of the second and third decades of the 20<sup>th</sup> century are desired. Color boards should be provided by property owners showing chips or samples of colors for paints, signs, awnings, and any other exterior features. A sketch should be provided showing the relative and general layout of the color elements. Consideration should be given to coordinating colors with adjacent buildings.

The Commission finds that the Benjamin Moore "Historical Color Collection" is an appropriate palette of colors. Also appropriate would be the Sherwin Williams "Arts and Crafts" collection for structures of that type. Consideration will be given to other paint manufacturer's colors, if compatible with the above-mentioned collections.

(2) **Awnings:** These improvements can provide shade for building storefront glass and for the shopping public. Provide detail of the intended design including color, shape, structure, method of attachment, size, location and height. The review and approval of awnings hereby is limited to the historical compatibility of the awning only, and is not intended to determine applicability to building code or safety standards.

#### **Historical Background**

Awnings are remarkable building features that have changed little over the course of history. Throughout their history, awnings have had great appeal. When awnings began to commonly appear on American storefronts-during the first half of the 19<sup>th</sup> century they were simple, often improvised and strictly utilitarian assemblies. They provided natural climate control in an age before air conditioning and tinted glass. By blocking out the sun's rays while admitting daylight and allowing air to circulate between interior and exterior, they were remarkably efficient and cost effective. Awnings permitted window-shopping on rainy days; they protected show window displays from fading due to sunlight. On the primary façade and near eye level, they were central to a building's appearance.

#### **Shapes and Stripes**

During the second half of the 19<sup>th</sup> century, an expanded variety of available canvas colors, patterns, and valance shapes also appeared. Some coverings were dyed a solid color; shades of slate, tan, and green were especially popular. Others had painted stripes on the upper surface of the canvas. Awning companies developed a colorful vocabulary of awning stripes that enhanced the decorative schemes of buildings, and in some cases, served as a building's primary decorative feature.

#### **Awnings in the 20<sup>th</sup> Century**

Awning development during the early twentieth century focused on improving operability. Variations in roller awnings addressed the need to provide an increasingly customized product that accommodated a wide range of storefront configurations and styles.

#### **Awnings Today**

Today, awnings come in a variety of shapes, sizes, frames and fabrics. Fixed quarter-round, back-lit awnings with broad faces featuring company names, logos, phone numbers, and street addresses function more as signs than sunshades.

structure which are not readily visible from the street. Window openings original to a structure should not be covered or concealed. Window openings should not be altered to accommodate new windows of different size, proportion or configuration if readily visible. Windows which are not original to a structure should not be added on the fronts of structures but may be added at the rear or sides if not readily visible from the street.

#### Windows,

- A. which are original should be preserved in their original location, size, and design and with their original materials and numbers of panes (glass lights).
- B. which are not original should not be added to facades where readily visible.
- C. should be repaired rather than replaced, but if replacement is necessary, the recommended replacement should be in kind to match the originals in material and design. Windows of anodized aluminum or baked-on aluminum are acceptable at the rear or sides of structures which are not readily visible from the street.
- D. which are original of steel or aluminum should be repaired with materials to match the original. If repair is not feasible, replacement should be with new windows to match the original as closely as possible in materials and dimensions.
- E. which are new should not have snap-on or flush muntins. True divided muntins are preferred over these types of muntins which do not have the same appearance as historic windows.
- F. screens and/or storms should be wood or baked-on or anodized aluminum and fit within the window frames.
- G. shutters which are original to the structure be preserved and maintained. Shutters should not be added unless there is physical or photographic evidence that the structure originally had them. Shutters should be of louvered or paneled wood construction and the shutters should fit the window opening so that if closed they would cover the window opening. Shutters of vinyl or aluminum construction are not appropriate.

#### Doors:

- A. Doors and/or door features such as surrounds, sidelights, and transoms should not be removed or altered. The original size of the door opening should not be enlarged, reduced, or shortened in height.
- B. New door designs should not replace original doors at the front entrance or at side entrances which are readily visible from the street.
- C. Doors which are missing on the front or readily visible side facades should be replaced with new doors appropriate for the style and period of the building. Replacement doors should be similar in design to the original in style, materials, glazing (type of glass) and lights (pane configuration).
- D. Doors of solid wood or steel design should be used only at rear entrances or side entrances which are not readily visible from the street. These doors should be of traditional designs appropriate for the building.
- E. Doors should not be added at locations where they did not originally exist. If needed to meet safety codes or to enhance the use of a property, doors should be added at the rear or sides of buildings where they would not be readily visible.
- F. Screen doors can be appropriate for historic buildings. New screen doors should be full view design or with minimal structural dividers to retain the visibility of the historic door behind the screen door. Doors should be of a color complementary to the building. "Raw" or shiny aluminum doors are not acceptable in visible locations. Screen doors shall be correctly sized to fit the entrance opening. Door openings should not be enlarged, reduced, or shortened for new door

- (6) The distinguishing original qualities or character of a building, structure, or site shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible;
- (7) All buildings, structures, and sites shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier or later appearance shall be discouraged;
- (8) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site. These changes may have acquired significance in their own right, and this significance shall be recognized and respected;
- (9) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site, shall be treated with sensitivity;
- (10) Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, textures, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability or different architectural elements from other buildings or structures;
- (11) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sand blasting and other cleaning methods that will damage the historic building materials shall be not undertaken;
- (12) Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any acquisition, protection, stabilization, preservation, rehabilitation, restoration or reconstruction project;
- (13) Height -The height of any proposed alteration or construction should be compatible with the style and character of other historic structures in the area;
- (14) Proportions of Windows and Doors -the proportions and relationships between doors and windows should be compatible with the architectural style and character of other historic structures in the area;
- (15) Relationship of Building Masses and Spaces -The relationship of a structure to the open space between it and adjoining structures should be compatible;
- (16) Roof Shape-The design of the roof should be compatible with the architectural style and character of the structure;
- (17) Landscaping -Landscaping should be compatible with the architectural character of the structure and shall be appropriate to the period of construction of the structure;
- (18) Scale -The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with other historic structures in the area;


(1) **Exterior Colors:** Paint colors commonly recognized as historically typical of the second and third decades of the 20<sup>th</sup> century are desired. Color boards should be provided by property owners showing chips or samples of colors for paints, signs, awnings, and any other exterior features. A sketch should be provided showing the relative and general layout of the color elements. Consideration should be given to coordinating colors with adjacent buildings.

(2) **Awnings:** These improvements can provide shade for building storefront glass and for the shopping public. Provide detail of the intended design including color, shape, structure, method of attachment, size, location and height. The review and approval of awnings hereby is limited to the historical compatibility of the awning only, and is not intended to determine applicability to building code or safety standards.

(3) **Signs:** Designs to be complimentary to building exterior design with respect to color size, location, arrangement, and materials. Graphical sign elements, including color, fonts, symbols, shapes, etc, should be developed to be compatible with and suggestive of the second and third decade of the 20<sup>th</sup> century design.

A. Signage design shall be considered as part of the building design.

B. Signs may be mounted on the face of the building, provided the advertising does not detract or overpower the building architecture and scale.

 C. Signs may incorporate graphic symbols, logos, and other elements to provide visual interest and theme continuity. However, in order to preserve the 1920-1930s era visual landscape, corporate marketing themes, logos, corporate colors, and prototypes developed after 1930 shall not become a dominant visual feature of the site, or building.

D. Wall murals and other artwork of noncommercial nature shall be sympathetic to historical context.

E. Painted wood with external lighting is the preferred sign material.

(4) **Windows and Doors:** If these building elements are planned for revision or replacement, historical compatibility or accuracy is encouraged.

#### **Windows:**

Windows should be repaired to match the original design. If windows are deteriorated beyond repair, the installation of new wood windows to match the original designs is recommended. Vinyl clad windows or windows of anodized aluminum are also acceptable but these are more appropriate at the rear or sides of a structure which are not readily visible from the street. Window openings original to a structure should not be covered or concealed. Window openings should not be altered to accommodate new windows of different size, proportion or configuration if readily visible. Windows which are not original to a structure should not be added on the fronts of structures but may be added at the rear or sides if not readily visible from the street.

Works (<http://www.auroralampworks.com/>). These are examples only as there are numerous reputable businesses, both local, and out-of-town that would have fixtures that could be appropriate to a building.

These Design Guidelines were adopted by the City of Keystone heights Heritage Commission on December 9, 2008.

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Stephen O. Hart, Chairman