



## **INTRODUCTION TO THE GUIDELINES**

These guidelines have been assembled for the purpose of helping property owners, business proprietors, town staff and the Board of Architectural Review (BAR) determine how buildings and properties can best be maintained and preserved in compliance with the Gordonsville Historic Overlay District ordinance.

In general, the Guidelines for Rehabilitating Historic Buildings from the Secretary of the Interior form the structure for these guidelines. Whenever possible, original historic elements should be preserved and repaired, rather than removed or replaced. When replacement is the only option, materials, color, design, and visual characteristics should match the old as much as possible.

Alterations to historic buildings or new construction should be undertaken in such a way as to protect the historic elements of buildings as well as their surroundings. Of particular concern are any portions of properties that are visible from a public way.

Local Building Code requirements apply to alterations and new construction and may supersede the following guidelines. Please note that these guidelines apply only to the exterior of properties in the Historic District. Interior alterations as well as routine maintenance and repair to exterior elements do not require Certificates of Appropriateness. Repainting part or all of the exterior is also exempt from special permit requirements. Emergency permits for repairs necessary to limit or repair damage from storms or accidents can be easily obtained from Town Hall. For all other actions that may affect the exterior of historic properties, please consult these guidelines first and contact Town Hall for applications and times of meetings at which Certificates of Appropriateness are issued. All meetings of the BAR are open to the public.

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# GUIDELINES

Note: The following sections typically suggest preservation of original structural elements. Changes to a property that have acquired historic significance over time should be also be preserved and may occasionally be favored over original elements.

## 1. ARCHITECTURAL DETAILS AND FEATURES

Include gingerbread, verge boards, eaves, brackets, dentils, terra cotta, cornices, moldings, trim work, shingles, columns, pilasters, balusters, clapboard, shingle and stucco surfaces and any other decorative or character-defining feature found on the building or structure.

- a. Architectural details should not be removed or altered if original or historic to the building.
- b. These features should be repaired rather than replaced and should not be covered or concealed with vinyl, aluminum or other artificial material.
- c. Architectural features may be added if there is physical, pictorial or historical evidence that the additions to be added were original to the building. Any such addition must match the original in terms of materials, scale, location, proportions, form and detailing.

## 2. AWNINGS

- a. Awnings are appropriate for traditional locations such as over windows and doors or attached to porches.
- b. Awnings should be of canvas or similar woven material. Signage on awnings should be only on the valance and should be painted on or woven into the fabric.
- c. The placement of awnings should be so that they do not cover or conceal significant architectural details, such as decorative window moldings, and should be of colors that complement the associated building and surroundings.
- d. External illumination of awnings is not appropriate.
- e. Awnings should fit the openings to which they are applied. Rectangular window and door openings should have straight-across shed type awnings, and awnings over arched windows should have curved or rounded awnings.
- f. Awnings should be attached with care to prevent unnecessary damage to original details and materials.

## 3. CHIMNEYS

- a. If original to the building, chimneys should not be removed, altered or covered with materials such as stucco.
- b. Chimneys should be first cleaned and then repaired and repointed in accordance with Masonry Guideline (in this document) to match the original chimney in materials, colors, shape and brick pattern. If prior repointing has resulted in mismatched colors and textures,

the chimney may be painted. Colors such as dark red or brown are a good choice to best represent the historic character of the brick.

- c. When rebuilding, in whole or in part, is the only option, it should be done to match the original chimney design.
- d. When added to an existing structure, to an addition to an existing structure or to new construction, chimneys should be appropriate to the architectural style and design of the main structure.

#### **4. CORNICES**

- a. Original cornices should not be removed, concealed or covered but should be preserved and maintained in their original configuration. Any repairs should adhere to original design features and use appropriate materials.
- b. When cornices are missing, they should be replaced on the basis of physical or pictorial evidence. If no such evidence exists, wood, fiberglass or sheet metal cornices in keeping with those found on other buildings of the same or similar style and period may be used.

#### **5. DECKS**

- a. Wood construction is preferable for decks, which should be located at the rear of buildings or in other areas not substantially in the public view.
- b. Deck design should be kept simple with traditionally styled wood railings and balusters that complement the design of the building to which the deck is attached.

#### **6. DEMOLITION**

- a. Demolition of any original feature or portion of a building that is more than fifty years old should be avoided.
- b. Any building that contributes to the historic or architectural significance of the Gordonsville Historic District should not be demolished unless at least one of the following factors is present.
  - 1. Public Emergency: An emergency condition exists in which the public safety and welfare requires the removal of the building.
  - 2. Non-contributing: The building does not contribute to the historic or architectural character of the District.
- c. Outbuildings, such as garages, that date fifty or more years before the proposed date for demolition should be repaired or reconstructed whenever possible, rather than demolished.

#### **7. DRIVEWAYS, PARKING LOTS AND PAVING**

- a. Parking areas for private use should preferably be located in the rear yard of the premises at a location nearer any existing alley than the principal building. If that is not possible and the parking area will be substantially in the public view, it is preferred that it be located no closer

to the front of the lot than the front wall of the house or principal dwelling. Parking areas that will be in public view should be screened with hedges, shrubs, or appropriate fences. On corner lots, parking areas should be edged with landscape screening along both primary and secondary streets.

- b. Parking lots for commercially used houses, churches, apartment buildings, bed and breakfast establishments and schools should be located in rear yards if possible.
  1. Placement in side yards. If placement in a side yard is required, the parking lot should not be located any closer to the front of the lot than the front wall of the principal building.
  2. Screening from public view. Commercially used parking lots should be screened from public view with hedges, shrubs, trees or fences at their edges and employ appropriately planted medians and dividers within their boundaries.
  3. Screening on vacant lots. Commercially used parking lots on vacant lots situated between buildings should have edge landscape screening.
  4. Screening on corner lots. Commercially used parking lots on corner lots should have edge landscape screening on both the primary and the secondary streets.

## **8. DOORS AND ENTRANCES**

- a. Door features such as surrounds, sidelights and transoms should not be removed or altered, nor should the original size of the door opening be enlarged, reduced or shortened in height.
- b. Doors should not be added where they did not originally exist unless needed to meet safety codes or to enhance the use of a property, in which case placement may be at the rear or side of the dwelling or otherwise substantially out of the public view.
- c. All doors should be constructed of traditional design appropriate to the architectural style and period of the building concerned.
  1. New Door Designs. Original doors that are in place at front or side entrances and substantially in the public view should not be replaced with new doors. However, doors that cannot be repaired should be replaced with doors that match the design and materials of the original doors.
  2. Missing Door. Missing doors at front entrances or at side entrances substantially in the public view should be replaced with new doors appropriate for the style and period of the dwelling and similar in design to the original doors with regard to style, configuration, materials, glazing (type of glass and area) and lights.

## **9. DOORS AND ENTRANCES FOR COMMERCIAL BUILDINGS**

- a. Entrances and doors that are totally original should not be replaced but repaired as needed, adhering to original design features and using original materials whenever possible.
- b. Missing doors should be replaced with new doors appropriate for the style and period of the building and similar in design to the original doors with regard to style, configuration, materials, glazing (type of glass and area) and lights.

1. Solid Wood Doors. Solid wood doors generally should not be installed on storefronts.
2. Original Design Unknown. Where the original door design is unknown, doors should be replaced with plain wood doors in a single light glass area design.
- c. New doors should generally be constructed of wood and glass. However, metal doors of dark or bronze anodized finish and a wide stile may be acceptable. Aluminum or other silver colored metals are generally not appropriate.

## **10. FENCES: GENERAL INFORMATION**

- a. Cast iron or other original fence material should be preserved and may be added to buildings if appropriate to the architectural period and style of the construction and in some instances may be appropriate for buildings of later vintage.
- b. Chain link fences, concrete block fences and fences of louvered, basket weave, horizontal board, stockade or shadowbox design are generally not acceptable. Plastic or fiberglass fences are generally not appropriate.
- c. Freestanding brick fences that obstruct visibility of primary buildings are not acceptable in front yards but may be installed in rear or side yards.
- d. Traditional plantings such as hedges and shrubs are acceptable alternatives for fences.

## **11. FENCES IN THE FRONT YARD**

- a. Painted or stained fences of wood pickets, balusters or spindles are appropriate for front yards. Solid board fences that obstruct visibility of the premises are not appropriate for use in front yards and should be avoided.
- b. Balusters or spindles should be no wider than 4 inches. Maximum space between pickets should be no greater than 2/3 of the picket width. The height of the fence should not exceed 42 inches. However, if there is evidence to show that a fence of construction contrary to such limitations historically existed, any new fence should be constructed in accordance with the available evidence.
- c. The finished side of fencing should be facing the street.

## **12. FENCES IN THE REAR YARD**

- a. The same low fence design specified in Fences in the Front Yard is appropriate for rear yard fences, but privacy fences of wood boards or planks are also acceptable at this location.
- b. Single row privacy fences of vertical flat top boards or planks of an appropriate height and width for the intended use are the most appropriate for the Gordonsville Historic District, but boards or planks topped with a lattice or picket designs are also acceptable.

## **13. FIRE ESCAPES**

- a. Unless required by fire or safety codes, fire escapes should not be added.

- b. So far as possible, fire escapes should be located out of public view.
- c. Fire escapes placed on the exterior should be of wood construction with simple balusters and handrails of traditional design. Metal fire escapes may be employed if they are substantially out of the public view.

## **14. FOUNDATIONS**

- a. Foundations should not be replaced but repaired as needed, adhering to the original design features and using original materials whenever possible. If removal of part of a foundation is required to accommodate mechanical unit installation or other upgrades or repairs, the removal should be made at the rear or at some other façade not in public view.
- b. Foundations should be cleaned, repaired, or repainted as needed. See Masonry Guidelines in this document for masonry treatments.
- c. Foundations should not be concealed with concrete block, plywood panels, corrugated metal, vinyl or plastic panels or other non-original material.

## **15. GARAGES, CARRIAGE HOUSES AND OUTBUILDINGS**

- a. When original to the property or contributing to its historic character, these secondary buildings should be preserved, maintained and repaired as needed, adhering to the original design features and using original materials whenever possible.
- b. Relocation to another part of the property should be avoided unless demolition is the only alternative.
- c. Original doors should be preserved, maintained and repaired as needed, adhering to the original design features and using original materials to the greatest extent possible. In some instances they may be retrofitted with appropriate hardware and custom garage door openers.

## **16. GARBAGE RECEPTACLES**

Except as permitted by the Town for periodic collection on the streets, garbage collectors such as large dumpsters and trash containers should be situated at the rear of a building and screened from the public view by shrubbery or fencing.

## **17. GRADE CHANGES**

Grade changes should not change the character of the streetscape or the relationship of the buildings situated thereon and should not result in obscuring or concealing an historic building.

## **18. GUTTERS AND DOWNSPOUTS**

- a. In order to prevent water damage, gutters and downspouts should be designed to channel the water at least 4 to 6 feet from the building through the use of downspout extensions and splash blocks.

- b. When installed, gutters and downspouts should not result in the removal of existing eave features and should be located away from significant architectural features of the associated building. Gutter straps should be nailed under and not on top of the roofing material.
- c. Repair of boxed or built-in gutters and downspouts should be encouraged, adhering to the original design features and using original materials whenever possible.
- d. Metal gutters and downspouts are recommended and should be maintained by painting all surfaces, including the inside of the gutters other than copper or pre-finished.
- e. Replacement gutters are encouraged to be half-round rather than “K” or ogee. Downspouts round in cross section are strongly recommended. If located substantially out of the public view, ogee gutters of aluminum or vinyl are acceptable.

## **19. HANDICAPPED ACCESS RAMPS**

- a. The design of the ramp must comply with local building codes.
- b. Ramp construction should not result in damage or removal of original historic material and should be readily reversible.
- c. The ramp should be constructed of materials compatible with the existing structure.
- d. Wooden ramps should either be of simple design and configuration or designed to match an existing porch railing that has historic merit in terms of materials, dimensions and detailing. Ramp railings should be painted to match either the color of the porch railing or the overall paint color of the building it serves.
- e. If located substantially in the public view, the ramp should be screened with landscaping where possible.

## **20. LANDSCAPING AND TREES**

Canopies of mature trees lining the streets of Gordonsville Historic District are an important and appreciated characteristic and should be protected. Likewise, landscaping should enhance the historic viewscape rather than detract from it.

- a. Tree pruning, clearing of overgrown bushes, vines and saplings do not require a permit. Removal of those trees less than 4” diameter measured four feet from the ground does not require a permit. Landscape edging, flower, vegetable, and rock gardens do not require permits.
- b. When replacing mature trees an effort should be made to use trees with the same or similar canopies and to use the same location unless this site contributed to the previous damage of the tree or surrounding structures. The site chosen should enhance the appearance and character of the historic streetscape. The natural topography should be maintained in order to enhance drainage and soil stability

## **21. LIGHTING FOR COMMERCIAL BUILDINGS**

- a. Original lighting fixtures should be retained and repaired whenever possible. If replacement of original fixtures is needed, a style similar to the original is preferred. Lighting fixtures on historic properties should usually be mounted on porch ceilings or adjacent to entrances.
- b. New lighting added to commercial properties should be simple in design and may be either concealed or exposed. If exposed the fixtures should be appropriate to the style and period of the building. Down-lit fixtures should be encouraged in all applications.

## **22. LIGHTING FOR PORCHES AND EXTERIOR WALLS**

- a. Fixtures original to the associated building should not be replaced but repaired as needed, adhering to the original design features and using original materials whenever possible.
- b. Non-original fixtures should be compatible with the style, scale and period of the building and mounted as appropriate to the style and design of the period.
- c. Lighting for security purposes (such as flood lights) should be mounted on the rear or sides of the building rather than the front. When in public view, floodlights or foot lights should be small, simple in design and their number kept to a minimum.
- d. Freestanding fixtures should be compatible with the style, scale and period of the associated building.

## **23. LIGHTING FOR FRONT YARDS**

- a. Lighting for security purposes (such as flood lights) should be mounted on façades not prominently in the public view, rather than on front façades.
- b. Post-mounted fixtures may be installed if they are compatible with the style, scale and period of the associated building.

## **24. MASONRY: BRICK, TILE AND LIMESTONE**

- a. Materials original to the building should be preserved and maintained.
- b. Masonry should never be sandblasted or subjected to any kind of abrasive cleaning, including pressure cleaning with water at any pressure which exceeds 300 pounds per square inch.
- c. Masonry should not be cleaned unless there is major staining, accumulated dirt or paint build-up. Limited staining or dirt accumulation should be left alone.
- d. Stained brick should be cleaned with detergent cleaners. In removing paint from brick, use chemical removers designed not to abrade masonry material.
- e. Masonry should not be coated with silicone-based water sealants because such substances generally prevent interior moisture from evaporating through the walls and thereby damage the brick.

- f. Previously unpainted brick and tile should not be painted unless the brick and mortar are extremely mismatched as a result of earlier repairs or patching. However, brick which has been sandblasted or is otherwise in poor condition may be painted to provide a sealing coat.
- g. Masonry should not be covered with stucco or like coating materials.
- h. Any repairs should be performed carefully to match the original brickwork and mortar. Hand tools (but not power saws or other electric tools) should be used to remove mortar.
- i. Repointing (repairing deteriorated or missing mortar between the bricks) should match the original brick and mortar with regard to width, depth, color, raking profile, composition and texture. Repointing should never be done with Portland cement or other hard mortar compounds unless they are original to the building. Most pre-1920 buildings require soft mortars to match the original composition, but if the original composition cannot be determined, an historic formula such as one part lime to two parts of sand should be used.

## **25. MASONRY: STUCCO AND OTHER COATINGS**

- a. Stucco coatings that are original to buildings should be repaired rather than replaced. As much of the original stucco as possible should be retained. Repairs should match the original in strength, color, texture, and composition. If the original scoring pattern is evident, it should be replicated in any new stucco application during repair.
- b. The patina of historic stucco is an important feature and should be left unpainted.
- c. Masonry that shows no evidence of previous stucco applications should not have stucco applied at a later date.
- d. Waterproof coatings that act as vapor barriers should not be applied to masonry surfaces as they will cause, rather than prevent damage to the masonry surface. Water repellent coatings may sometimes be permitted. Caution should be used in choosing water repellent coatings such that they do not result in acting as a surface that will collect and retain soil, add color or obscure the original color of the surface to which they are applied, or degrade substantially when exposed to natural elements. In all instances such coatings should be applied in a test area away from public view and allowed to cure before being assessed for appropriateness in a large application.

## **26. MECHANICAL SYSTEMS**

- a. Mechanical systems should be located at the rear of buildings or otherwise out of the public view. In some instances, they may be located on the sides of buildings if screened with shrubbery, fencing, lattice panels or other acceptable means of screening.
- b. Electrical conduits, gas meters, cable TV connections, and similar equipment may likewise be located on the rear or sides of buildings if out of the public view and behind appropriate screening.

## **27. MOVING BUILDINGS AND STRUCTURES**

- a. Subject to the provisions of town ordinances and local building codes, moving buildings into the Gordonsville Historic District may be acceptable if compatible with the District's

architectural character in terms of style, period, height, scale, materials, setting and placement on the lot.

- b. Moving out of the Gordonsville Historic District any building that contributes to the historic and architectural character of the district should be avoided unless the only alternative is demolition.
- c. Moving buildings such as garages, sheds, or other outbuildings from one location to another on the same lot is acceptable in lieu of demolition so long as the location will not obscure the view of an historic building. It is preferable that the new location not be substantially in the public view.

## **28. NEW ADDITIONS TO COMMERCIAL BUILDINGS**

- a. Additions at the rear of buildings are acceptable but should be compatible with the original building in terms of size, scale, proportions and rhythm of openings.
- b. Additions such as rooftop penthouses or additional stories should not be constructed unless the addition will be substantially out of the public view. Roof additions should be set back from the principal façade of the building.
- c. Exterior materials for additions should be compatible with those in the original building.
- d. Construction should be done in such a way that (i) removal of original walls and details from the rear of the original building is kept to a minimum; and, (ii) the addition is connected to the original building through existing door or enlarged window openings.

## **29. NEW CONSTRUCTION OF COMMERCIAL BUILDINGS**

- a. New buildings should be compatible with adjacent buildings in terms of height.
- b. Exterior wall construction should be of materials consistent with those used in the vicinity. Materials such as metal or glass may not be appropriate for use in exterior wall construction.
- c. Buildings generally should align with adjacent buildings facing on the same street and conform to existing setbacks from that street.
- d. Width, scale and proportions should be similar to adjacent and nearby buildings.
- e. Orientation should be toward the primary street on which the new building is sited.
- f. Roof forms should be consistent with adjacent and nearby buildings.
- g. Windows and storefronts should be of size and proportion consistent with adjacent and nearby buildings.
- h. Traditional separations between storefronts and upper façades should be maintained and consistent with those existing in adjacent or nearby buildings.
- i. Vertical divisions maintain the feeling of traditional building widths and should be maintained, especially in the case of large buildings which extend across several lots.

- j. Carved limestone blocks or other traditional means may be used to identify and indicate the year of construction or other information of historic interest.
- k. Where feasible, new commercial buildings should be designed to fill the lot area to the extent that they form a continuous street facade.

### **30. NEW ADDITIONS TO RESIDENTIAL BUILDINGS**

- a. New additions should be compatible with the original building in scale, placement and design, including roof shape, materials, color, location of windows, doors, cornice heights and other design elements.
- b. New additions should not imitate an earlier historic style or architectural period. They should be differentiated from the original by the use of setbacks or other devices.
- c. Construction should be carried out in a manner that avoids extensive removal or loss of historic materials and damage or destruction of significant original architectural features.
- d. Construction should impact the exterior walls of the original building as minimally as possible using existing door and window openings for connecting the addition to the original building.

### **31. NEW CONSTRUCTION OF PRIMARY RESIDENTIAL BUILDINGS**

New construction of primary buildings should maintain, not disrupt, the existing pattern and rhythm of surrounding historic buildings along the principal street on which the property fronts by being compatible to the following:

- a. Shape: Variations of symmetrical, asymmetrical, multi-story rectangular and square forms are the most appropriate for Gordonsville.
- b. Scale (height and width): New construction should not vary more than one-half story from the predominant building height typical of dwellings along the block in which the property is situated. In most blocks this would limit new construction to two and one-half stories or less.
- c. Orientation to the Street: Most historic dwellings in Gordonsville have their primary facades and main entrances facing toward the principal street on which the property fronts, and this orientation should be maintained in any new construction.
- d. Roof Shape and Pitch: The roof slope ratio for new construction should be appropriate to its architectural style. Gable and variations of hipped roofs are more common on most blocks than flat, mansard or gambrel forms of roofs.
- e. Placement on the Lot: Front and side yard setbacks should respect the setbacks found along the block on which the building is sited.
- f. Location and Proportion of Porches, Entrances and Divisional Bays: A porch may be used if appropriate to the style, period and overall character of the building.
- g. Location and Proportion of Windows: Window designs and locations should be appropriate to the particular architectural style of the associated building.

- h. Foundation Height: At the front of the building, foundation height should be consistent with foundation heights in the area. However, foundation height at the sides or rear of the building may be altered as may be required to follow the slope contours of the lot.
- i. Material and Material Color:
  - 1. Foundations: New construction should create the appearance of historic dwelling foundations, most of which were made of stone, brick or cast concrete. Poured concrete, concrete block and split faced concrete are acceptable foundation materials if finished with stucco or other finishes to provide a textured surface.
  - 2. Brick Dwellings: If the new construction is of brick, the brick should closely match typical mortar and brick color tones found in Gordonsville's historic buildings and along the block in which the new construction is situated. White or light mortars should be avoided because they provide too much contrast with typical dark brick colors.
  - 3. Frame Dwellings: If the new construction is of frame, the preferred exterior material is either wood or some material similar to original materials used in the area such as clapboard, cementitious siding, shingle and stucco. The limited use of aluminum or vinyl siding is acceptable for facades out of or not readily visible in the public view if the material concerned meets size recommendations and satisfactorily emulates the original material it represents, in terms of not only general appearance but also construction detailing.
- j. Windows: While wood construction is preferred for windows, the use of vinyl clad or aluminum clad windows is acceptable so long as their dimensions are compatible with historic window openings. Dark tinted windows or windows with reflective glass and coatings should not be used if they are in the public view.
- k. Details and Texture: The details, texture and type of building materials employed in the construction should be compatible with the architectural style and period of the building being constructed, and such materials applied in a manner consistent with traditional construction methods.
- l. Replications: New construction that closely imitates historic buildings such as those found in Gordonsville's Historic District is acceptable if it is consistent with true historic buildings in overall form and plan, porch design and placement, window and door treatments, roof forms and architectural details.
- m. Parking areas for private use should preferably be located in the rear yard of the premises at a location nearer any existing alley than the principal building. If that is not possible and the parking area will be substantially in the public view, it is preferred that it be located no closer to the front of the lot than the front wall of the house or principal dwelling. Parking areas that will be in public view should be screened with hedges, shrubs, or appropriate fences. On corner lots, parking areas should be edged with landscape screening along both primary and secondary streets.
- n. Parking lots for commercially used houses, churches, apartment buildings, bed and breakfast establishments and schools should be located in rear yards if possible.
  - 1. Placement in side yards. If placement in a side yard is required, the parking lot should not be located any closer to the front of the lot than the front wall of the principal building.

2. Screening from public view. Commercially used parking lots should be screened from public view with hedges, shrubs, trees or fences at their edges and employ appropriately planted medians and dividers within their boundaries.
3. Screening on vacant lots. Commercially used parking lots on vacant lots situated between buildings should have edge landscape screening.

Screening on corner lots. Commercially used parking lots on corner lots should have edge landscape screening on both the primary and the secondary streets

## **32. NEW CONSTRUCTION OF OUTBUILDINGS ON RESIDENTIAL PROPERTIES**

- a. Outbuildings should be smaller in scale than the principal building.
- b. The design should be simple but reflect the general character of the associated building and the Town of Gordonsville's Historic District, as well as the materials used therein.
- c. Outbuildings should be built at traditional locations for outbuildings, including those at or near rear lot lines, those adjacent to alleys and those at the back side of the building. They must also be consistent with otherwise required setbacks.
- d. Traditional materials should be used if in the public view.
- e. Either solid paneled doors or those with windows should be used for garages. Doors of vinyl, aluminum or steel should not be used. Multiple garage doors are acceptable but each should be of single car width only. Wood paneled overhead roll-up doors are acceptable for new garages.

## **33. PORCHES**

- a. Porches which are intact and totally or partly original should not be replaced but repaired as needed, adhering to original design features in scale and placement and using original materials whenever possible to match the original. If the original design is unknown and cannot readily be determined, the owner should employ a traditional design which is compatible with the architectural style of the particular building to which the associated porch is planned, using appropriate material and detailing.
- b. New construction porches should employ a traditional design which is compatible with the architectural style and period of the particular associated building.
- c. Porches on the front of buildings should not be enclosed with wood, glass or other materials which would alter the porch's open appearance.
- d. Porches should not be altered by replacing wood floors and steps with brick or concrete. However, masonry porch floors or masonry patio and terrace surfaces may use poured concrete steps.
- e. Porches may be screened if:
  1. The screen panels are placed behind the original features such as columns or railings.

2. The screen panels do not hide decorative details or result in the removal of original porch materials.
  3. The structural framework for the screen panels is minimal, so that the open appearance of the porch is maintained.
- f. Open areas in the foundation of porches should be filled in as appropriate to the original design of the porch, or if the original design is unknown or totally new construction is involved, with decorative wood framed skirting, vertical slats or lattice panels of traditional design.

### **34. PORCH COLUMNS AND RAILINGS**

- a. Porch columns and railings should be preserved and maintained. Where repair is required, the owner should use materials to match the original dimensions and detailing. If the original columns and railings have been removed or replaced, the porch should be restored to its original design, or if that is unknown and cannot readily be determined, to a traditional design compatible with the architectural style of the associated building.
- b. Porch columns often deteriorate first at the bottom next to the porch floor, in which case the owner should consider removing and replacing the deteriorated area rather than replacing the entire column. Similarly, the deteriorated area may also be boxed in the case of square cross section porch columns or the deteriorated wood repaired with wood epoxy.
- c. Front porches may require new balusters (also called spindles) for the railing, in which case the replacements should be of appropriate size and design for the building's style and period.

### **35. PORCH STAIRCASES AND STEPS**

- a. Porch staircases and steps original to a property should be retained in their original location and configuration. Wood and concrete steps should be repaired with materials to match the original.
- b. If the porch has a wood floor, it should generally have wooden steps. However, in some cases, brick or concrete steps may also be appropriate.
- c. Porch staircases and steps added to a building should have newel posts and balusters, treads and risers and any other details needed to match the original porch construction.

### **36. RETAINING WALLS**

- a. Retaining walls of timbers, railroad ties or artificial stone should not be constructed at the front of buildings.
- b. Retaining walls built more than fifty years before application is made to change, repair, or alter such walls should not be removed or replaced with new materials. Rather they should be preserved or maintained whenever possible.
- c. Retaining walls of new construction should be of smoothed concrete or in stone designs such as cut stone, random rubble, coursed rubble or cobblestones. Retaining walls of wood, timbers or brick are less appropriate but may in some instances be constructed.

## **37. ROOFS AND ROOFING MATERIALS**

- a. Existing roofs should be retained in their original shape and pitch, with original features such as cresting, chimneys, finials and cupolas, and, if possible with original roof materials such as metal shingles or standing seam metal roofing.
- b. Two storey buildings may be re-roofed above the ceiling line of the second floor with substitute materials such as asphalt or fiberglass shingles if the original materials are no longer present or if the retention and repair of the original roof material is not economically feasible.
- c. Roofs of new shingles should approximate the original materials as closely as possible and be in appropriate colors such as dark gray, black, brown or shades of dark red. Red or green may also be appropriate for Craftsman-Bungalow period buildings. New wood shingles (including new shake shingles) are appropriate for most early 19th century buildings. Standing seam metal roofs are appropriate for later 19th century buildings.
- d. New dormers, roof decks, balconies or other additions should not be introduced on the front of buildings. However, additions of this type may be added to the roof on the rear or sides if they will not be prominently in the public view.
- e. Flat roofs should have soldered metal panels added as the surface material. However, rolled composition or EPDM (rolled rubber) roofing materials are acceptable if not in public view.

## **38. ROOF SKYLIGHTS AND VENTS**

- a. Roofs requiring vents should have ridge vents rather than pot vents. If pot vents are used they should be sited on rear rooflines.
- b. Original vents and skylights original to the building should be preserved.
- c. Skylights and vents should not be added where they would be visible from the front façade of the building or street but placed at rear roof lines or behind gables and dormers.
- d. Skylights should have a low profile with the roofline and their tops should be flat and not of convex or “bubble” design.

## **39. SATELLITE DISHES AND ANTENNAS**

- a. Satellite dishes and antennas should not be installed in front yards or in side yards or on roofs within the public view unless no signal can be achieved otherwise.
- b. Satellite dishes should be of the smallest practical size and if ground mounted, placed as close to the ground as possible and screened with landscaping, lattice panels or fencing.

## **40. SCREEN AND STORM DOORS**

- a. Screen and storm doors should be correctly sized to fit the opening for which they are intended and, whenever possible, openings should not be enlarged, reduced or shortened for new door installation.

- b. Original screen doors should be preserved and maintained.
- c. New screen doors may be of wood and either full-view or with structural members aligned with those of the original door.
- d. Storm doors should be of wood. Metal storm doors of full-view design with baked-on enamel or anodized finishes in colors complementary to the building may be acceptable.

#### **41. SHUTTERS**

- a. If original to the building, window shutters should be preserved, maintained and repaired as needed, adhering to original design features and using original materials whenever possible. Missing shutters should be replaced with wood shutters of identical or substantially similar size and design. Wood shutters should be of louvered or paneled wood constructed to cover the respective window openings when completely closed.
- b. Unless there is physical, photographic or other evidence that the building originally had shutters, they should not be added.
- c. Aluminum, vinyl or other plastic or metal window shutters are not appropriate as they generally have dimensions or textures which are incompatible with historic buildings.
- d. New or replacement shutters should be installed with shutter dogs and hinges of the period and not attached to the building with bolts or screws.

#### **42. SIDEWALKS AND WALKWAYS** (*Coordinate with streetscape project*)

- a. Sidewalks or walkways of stone, brick, or other materials original to buildings or found elsewhere in the block in which they are situated should be preserved.
- b. Sidewalks or walkways installed for a building should preferably be of smooth concrete, and compatible in details, dimensions and placement with original or early sidewalks. However, brick or stone pavers or materials that replicate them may be appropriate in some instances.
- c. Sidewalks and walkways of asphalt, aggregate or pebble-surfaced concrete and like materials are generally not appropriate in areas subject to the public view.

#### **43. SIDING AND SHINGLES**

- a. Wood siding that is original to a building should be repaired rather than replaced. However, if replacement is necessary, the siding should be replaced with new siding to match the original siding in size, placement and design. Replacement shingles should likewise match the original shingles in size, placement and design.
- b. Wood siding original to a building should not be concealed beneath synthetic materials such as vinyl, masonite or aluminum. Similarly, it should not be concealed beneath wood based materials such as particle board, gyp-board or press board as such materials generally do not offer textures or designs which closely match original wood siding.
- c. Removal of synthetic sidings such as aluminum, asbestos or vinyl from wood siding is encouraged, and the wood siding repaired to original appearance, caulked and painted. If the “ghosts” or outlines of decorative missing features are revealed by the removal of the

synthetic siding, the missing features should either be replicated and re-installed or recorded through photographs or drawings for future replication.

- d. The limited use of aluminum or vinyl siding is acceptable for façades out of or not readily visible in the public view if the material concerned meets size recommendations and satisfactorily emulates the original material it represents, in terms of not only general appearance but also construction detailing.
- e. For weather protection, insulation may be added so long as the insulation does not alter the siding.
- f. Asbestos shingles or siding, which are original to a building should be kept stained or painted. If asbestos shingle siding has deteriorated or otherwise poses a health hazard, it may be removed and replaced with wood or other permitted siding. Removal of asbestos siding should follow applicable State and Federal hazardous material guidelines.

#### **44. SIGNS AND GRAPHIC DESIGNS: COMMERCIAL AND HISTORIC USES**

The provisions of Gordonsville zoning ordinances apply to all such signs and graphic designs.

- a. Commercial signs may be used only for commercial buildings, churches, and bed and breakfast establishments.
- b. Signs should be kept to a minimum, with no more than one suspended sign permitted for each commercial establishment.
- c. Signs should be appropriate to the size or location of the building, but the total area of all signs shall not exceed twelve (12) square feet.
- d. Signs that are more than fifty years old at the time of desired action should usually be preserved, maintained and repaired as needed.
- e. New signs should be fabricated to professional standards, out of traditional materials such as wood or polymer that closely resemble wood, with copper or bronze or other appropriate letters. Signs of unfinished wood are not acceptable. The use of plywood is permitted so long as it is properly sealed from the elements with all visible edges of the plywood concealed.
- f. Appropriate logos or symbols may be used. Colors should be coordinated with the overall building colors and have traditional lettering (such as serif, sans serif or script) appropriate to the size of the sign.
- g. In the case of commercial buildings, signs should usually be affixed to the face of the building and suspended from appropriate hangers placed so as to maximize readability while minimizing danger to pedestrians and following all appropriate ordinances of the Town of Gordonsville. Mounting brackets and hardware should be anchored into the mortar, not masonry.
- h. In addition to this suspended sign, a duplicate sign of the same or smaller dimensions may be displayed on the inside of one storefront window.

- i. Signs for churches or bed and breakfast establishments or those commercial establishments set back from the main commercial street may be freestanding in some cases.
- j. Lighting for signs should be concealed. Signs should not be backlit or internally lit, but rather should have lighting placed so that light is directed downward or toward the street and sidewalks. Flashing lights are not acceptable.
- k. In the case of buildings that are of contributing significance to Gordonsville's Historic District or that have received nomination to the National Historic Register and that are occasionally or permanently open to the public, signs designating the names of the structures as well as their historic significance may be erected. These signs may be attached to the structure as described for commercial establishments or, if this is not practical or visible, in some instances they may be freestanding. All other guidelines for materials, sizes, and lighting shall apply.

#### **45. SOLAR PANELS**

- a. Solar panels should be located on rear sections of the roof of a building, behind dormers, gables or in other areas not readily visible to the public.
- b. If freestanding, solar panels should be located in rear yards or on side façades of a building not readily visible to the public. If side yard locations are readily visible to the public, as on a corner lot, freestanding panels may be installed if they are effectively screened by landscaping, fencing or lattice panels.

#### **46. SWIMMING POOLS**

- a. Swimming pools should be located in rear or side yards and screened from public view by fencing or landscaping.
- b. Mechanical equipment related to the operation of swimming pools should generally be located out of the public view and screened with shrubbery, low fencing or lattice panels or other acceptable means of screening.
- c. Lighting for swimming pools should be beneath the surface of the water or at ground level.

#### **47. WINDOWS**

- a. Windows that are original should be preserved in their original location, size and design and with their original materials and number of panes (glass lights).
- b. Unless they are located out of the public view, windows that are not original should not be added to the primary or secondary façade of a building.
- c. Windows should be repaired rather than replaced; an appropriate method of repair is by the use of wood epoxy. However, if replacement is necessary, the replacement window should match the window being replaced in both material and design.
- d. Original windows of steel or aluminum should be repaired, but if repair is not feasible, replace with new windows appropriate to the period and style of the building.

- e. Replacement windows should have raised muntins mounted on the outside of the glass surface if appropriate to the design of the building. True divided light muntins are preferred but properly sized simulated divided lights or muntins permanently attached to the exterior surface of the window are acceptable.
- f. Vinyl windows should not be used to replace older, original windows. They may only be used in the case where this material might have been available at the time of original construction.

#### **48. WINDOWS: DECORATIVE GLASS**

- a. Original decorative glass windows should be preserved in their original location, size and design and with their original materials and glass pattern.
- b. Original decorative glass windows should be repaired rather than replaced, preferably by a glass specialist if extensive repairs are needed.
- c. Decorative glass windows that are not original should not be added to either the primary facade or secondary façade of a building within the public view. However, any such windows may be replaced so as to restore the part of the building affected by its presence to its original design and period.

#### **49. WINDOWS: SCREENS, STORM AND SECURITY**

- a. Screens shall be correctly sized to fit the window openings, including openings for arched windows.
- b. Screens should be constructed of either wood or baked-on enamel or anodized aluminum and designed to fit within the window frames without overlap. Screen window panels should be of either a full view design or have the meeting rail match that of the window behind it.
- c. Preferably, storm windows should be of wood but aluminum storm windows of full-view design with a baked-on enamel or anodized finish are also acceptable. Interior functioning storm windows are recommended.
- d. Storm windows should likewise be sized and shaped to fit their respective window openings.
- e. Storm windows should be of full-view design or with central meeting rails at the same location as that of the underlying windows.
- f. Storm windows with built-in lower screens are acceptable.

#### **50. YARD FEATURES SUCH AS PERGOLAS and GAZEBOS**

- a. These yard features should generally be sited in rear or side yards.
- b. Pergolas and gazebos should be of wood construction and should reflect the period of the main structure and surroundings.
- c. If constructed of materials such as glass, metal or brick, these features may be placed near the rear of the lot if effectively screened by fencing or landscaping.

## DEFINITIONS

For the purpose of this document, the following words and phrases shall have the meanings respectively ascribed to them:

**ALTERATION:** Any exterior changes that would affect the historic, cultural or architectural significance of a designated site or structure, any portion of which is visible or intended to be visible from a public way including, but not limited to, construction, reconstruction, moving or demolition.

**ARCH:** A curved structural element that spans an opening. An arch is usually of masonry construction and often features a specialized keystone at the top of the curve.

**ARCHITECTURAL GLASS:** Also known as Carrara glass. Opaque colored glass used as an exterior facing. Usually in store fronts from the mid-twentieth century.

**ARCHITRAVE:** Type of molding that frames a door, window, or sometimes fireplace opening, and resembles a picture frame in that it has mitered corners; also, in classical architecture, the lowest part of the entablature.

**AWNING:** A roof-like covering over a store front, often of canvas, metal, or (in modern versions) wood shingles.

**BALUSTER/BALUSTRADE:** A turned or sawn element that supports a porch railing. A balustrade is a series of balusters.

**BOARD AND BATTEN:** A wooden siding consisting of vertical boards with narrow battens nailed over the joints.

**BOND:** The coursing or pattern of bricks in a wall.

**BRACKET:** A functional and/or decorative feature, of a scrolled form or as a triangular brace, located at the top of a porch post, in a cornice, eave, or other location.

**BULKHEAD:** Solid panel at the bottom of a storefront that supports a display window.

**CAPITAL:** The top section of a column, often decorative.

**CERTIFICATE OF APPROPRIATENESS:** A certificate issued by the Board of Architectural Review indicating its approval of plans for construction, alteration, reconstruction, rehabilitation, restoration, moving, or demolition of an individually designated landmark, site, or structure or of a site or structure within a designated historic district.

**CORBEL:** An outward stepping of bricks, stones, or other masonry units used decoratively or to support an overhanging element.

**CONTRIBUTING BUILDING:** A site, structure, or object that adds to the historic architectural qualities, historic associations, or archeological values for which a property is significant because a) it was present during the period of significance, and possesses historic integrity reflecting its character at that time or is capable of yielding important information about the period, or b) it independently meets the National Register criteria.

**CORNICE:** A crowning element, usually highly decorative, at the top of a wall but below a parapet. Cornice returns are sections of cornice appearing in a gable or on the end of a building.

**COURSED RUBBLE:** Stonework consisting of roughly shaped blocks of stone laid in more or less regular horizontal courses.

**CULTURAL:** That which relates to the artistic, historic, intellectual, educational, archaeological, architectural aspects of the Town of Gordonsville.

**DEMOLITION:** Any act which destroys, in whole or in part, an individually designated landmark, site, or structure.

**DEMOLITION BY NEGLECT:** Any willful neglect in the maintenance or repair of an individually designated landmark, site, or structure; or a site or structure within a designated historic district, not including any appurtenances and environmental settings, that does not result from an owner's financial inability to maintain and repair such landmark, site, or structure, and which results in any of the following conditions:

1. The deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows, so as to create or permit a hazardous or unsafe condition to exist.
2. The deterioration of the foundations, exterior walls, roofs, chimneys, doors, or windows, the lack of adequate waterproofing, or the deterioration of interior features, which will or could result in permanent damage, injury, or loss of or loss to foundations, exterior walls, roofs, chimneys, doors or windows.

**DENTIL:** One of a series of small rectangular blocks, similar in appearance to teeth, which are sometimes part of a cornice.

**ENTABLATURE:** The elaborated beam member carried by columns horizontally divided into architrave (bottom), frieze and cornice (top).

**EXTERIOR FEATURES:** The architectural style, design and general arrangement of the exterior of an historic structure, including the nature and texture of building material, and the type and style of all windows, doors, light fixtures, signs or similar items found on or related to the exterior of an historic structure.

**FACADE:** The principal exterior face of a building.

**FINIAL:** A decorative spike or other ornament at the peak of a roof.

**FRIEZE:** The horizontal section at the top of a wall or a range of supports, but below the cornice.

**HISTORIC DISTRICT:** A significant concentration, linkage, or continuity of sites or structures united historically, architecturally, archaeologically, or culturally, by plan or physical development. An historic district shall include all property within its boundaries as defined and designated by the Town Council.

**HOODMOLDING:** Decorative trim, usually metal, wood, or stone, located over a door or window opening.

**INTEGRITY:** A descriptive term applied to materials, finishes, sites, or buildings that retain their historic substance and appearance.

**JAMB:** A vertical member at each side of a doorframe, window frame, or door lining.

**LANDMARK:** Any site or structure designated by the Town Council, that is of exceptional historic, cultural, archaeological, or architectural significance.

**LINTEL:** A horizontal beam above an opening that carries the weight of the overlying structure.

**MAINTENANCE:** Work that does not alter the exterior fabric or features of a landmark, site or structure and has no material effect on the historical, archaeological, architectural or cultural significance of the historical landmark, site or structure.

**MEETING RAIL:** That portion of the window where two sash frames meet, usually at the horizontal mid point of the window opening.

**MULLION:** The heavy bars that divide windows that have been grouped together.

**MUNTIN:** The narrow wood or metal strips that divide panes of glass in a window.

**NATIONAL REGISTER OF HISTORIC PLACES:** The honorific, non-restrictive federal listing of properties (individual buildings as well as historic districts) that have been officially determined to be historic at either the local, state, or national level of significance.

**NEW CONSTRUCTION:** Construction which is characterized by the introduction of new elements, sites, building, or structures or additions to existing buildings and structures in historic districts.

**NON-CONTRIBUTING BUILDING:** A site, structure, or object that does not add to the historic architectural qualities, historic associations, or archeological values for which a property is significant because a) it was not present during the period of significance, b) due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period, or c) it does not independently meet the National Register criteria.

**NOVELTY SIDING:** Weatherboard siding with any of a number of decorative profiles, such as German siding.

**ORDER:** In classical and classically-derived architecture, the style or system of proportion and detail of a column and related elements. There are three principal orders of classical Greek and Roman architecture.

**PARAPET:** An extension of a building's wall that rises above the level of the roof.

**PEDIMENT:** In classical and classically-derived architecture, the triangular end of a gable roof, defined by cornices. Used as a decorative element above a door or window opening in Colonial Revival architecture, sometimes broken and/or scrolled at the center.

**PILASTER:** A half or partial column applied to a wall.

**PITCH:** The slope of a roof, usually expressed as a ratio of rise (height) to run (width), such as 6:12.

**PORTICO:** A formal and often monumental porch supported by columns.

**PRESERVATION:** Actions taken to prevent or keep a structure from decay or degradation.

**RAKE BOARD:** Trim piece along the edge of a gable.

**RECONSTRUCTION:** The process of reproducing, by new construction, the exact form and detail of a vanished structure, or part thereof, as it appeared at a specific period of time.

**REHABILITATION:** The act or process of returning a property or building to usable condition through repair, alteration, and/or preservation of its features which are significant to its historical, architectural and cultural values.

**REPAIR:** The process of rehabilitation which warrants additional work beyond simple maintenance. Repair includes patching, piecing in, splicing, consolidating or otherwise reinforcing materials according to recognized preservation methods.

**RESTORATION:** The process of accurately recovering the form and details of a property as it appeared at a specific period of time by means of removal of later work and the replacement of work missing from that period.

**ROOF:** The cover of a building or a dormer window.

**SECRETARY'S STANDARDS:** Shorthand for The Secretary of the Interior's Standards and Guidelines for Rehabilitation. Used by many government agencies and individuals undertaking rehabilitation projects to evaluate whether the historic character of a property is preserved in the process of rehabilitation.

**SILL:** A horizontal timber, at the bottom of the frame of a wood structure, which rests on a foundation; also, the horizontal bottom member of a window frame or other framed opening.

**SITE:** The location of an event of historic significance or the location of a structure whether standing or ruined, which possesses historic, architectural, archaeological, or cultural significance.

**STOREFRONT:** The ground-floor portion of a commercial building that contains the entrance and large display windows.

**STREETSCAPE:** The overall appearance of buildings, signs, lights and plantings along a street.

**STRUCTURE:** A combination of material to form a construction that is stable including, but not limited to, buildings, stadiums, reviewing stands, platforms, stagings, observation towers, radio towers, water tanks and towers, trestles, bridges, piers, paving, bulkheads, wharves, sheds, coal bins, shelters, fences, and display signs visible or intended to be visible from a public way.

**TRANSOM:** A window over a door opening or over the display windows of a storefront.

**VENT/VENTILATOR:** Louvered or pierced opening used in a gable end wall to ventilate a roof or attic.

**WINDOW:** An opening in a wall that provides light and ventilation to the interior of a building.

**WRAP-AROUND PORCH:** A porch that extends to two or more sides of a building, characteristic of Victorian architecture.

## **THE UNITED STATES SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.