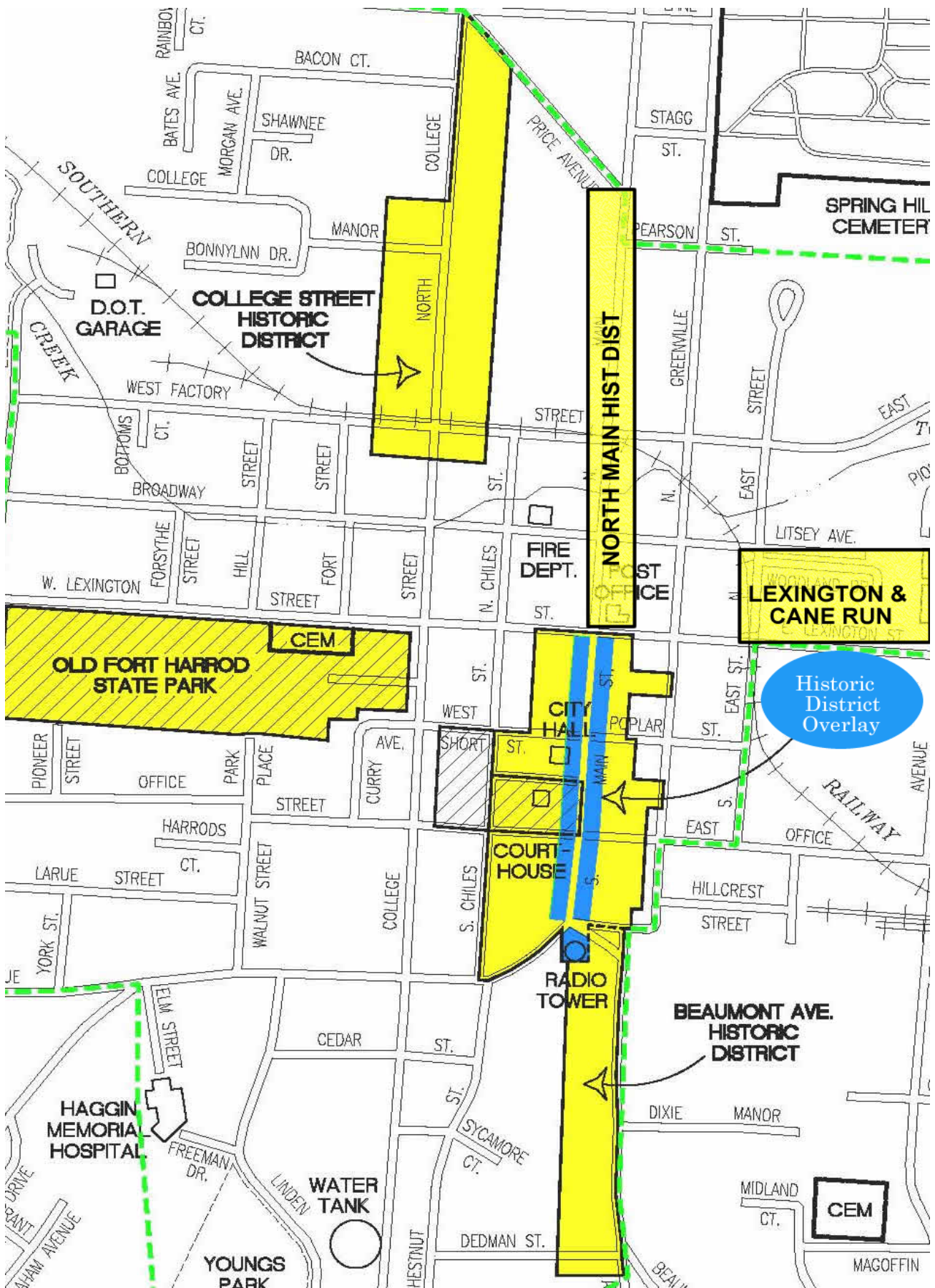


Design Guidelines

HARRODSBURG HISTORIC OVERLAY DISTRICT
ARCHITECTURAL PRESERVATION COMMISSION



Passed: October 23, 2001
Revised: July 25, 2012



SOUTHERN CREEK
D.O.T. GARAGE
BONNYLNN DR.
MANOR

COLLEGE STREET HISTORIC DISTRICT

NORTH

NORTH MAIN HIST DIST

LEXINGTON & CANE RUN

OLD FORT HARROD STATE PARK

Historic District Overlay

CITY HALL
COURT HOUSE
RADIO TOWER

BEAUMONT AVE. HISTORIC DISTRICT

HAGGIN MEMORIAL HOSPITAL
YOUNGS PARK

WATER TANK

CEM

SPRING HIL CEMETERY

RAILWAY

MAGOFFIN

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1.1 About This Document

These Design Guidelines provide guidance for maintenance and improvements to historic properties within the Downtown Harrodsburg Historic District Overlay. These guidelines are part of a required public process for property owners, who are planning exterior alterations, additions, or demolition to existing buildings within the overlay district. They also apply to the design of new buildings within the district.

The guidelines work in concert with the Historic District overlay as set forth in the City's Code of Ordinances #2001-3, adopted on July 12, 2001. They will be used by the Harrodsburg Architectural Preservation Commission (HAPC) when making decisions about granting approval to exterior alterations and additions to structures, or to proposed new construction and demolition in the district

1.2 Purpose of These Guidelines

These Design Guidelines have been created to ensure that future development in the Downtown Harrodsburg Overlay District (including new construction as well as exterior alterations to existing buildings) takes place in such a way as to maintain and enhance the district's unique character and scale. Regarding alterations, the purpose of these guidelines is to provide the HAPC with standard and objective criteria on which to base decisions when issuing Certificates of Appropriateness (COA). The guidelines also provide design assistance to property owners who plan to build or make exterior changes to buildings within the district.

1.3 Why Have Design Guidelines?

Most buildings experience some degree of change over time. *Design guidelines* are a tool to help manage the direction and degree of change, while establishing a common understanding of preservation design principles and standards. Maintaining a high quality of life and retaining the character that exists within Harrodsburg's downtown district are important goals identified by the City and its residents. Therefore, these guidelines and the design review process through which they are administered are intended to promote preservation of the historic, cultural and architectural resources that reflect the history of Harrodsburg. These resources are fragile and finite, and are vulnerable to inappropriate alteration and demolition. Recognizing this, and in the spirit of continued stewardship that has helped the downtown area retain most of its historic character, the City of Harrodsburg has established these design guidelines. In addition, retention of the historic features of the downtown, both in individual buildings and as a whole, has been shown to protect and increase the economic value of the buildings and the area.

1.4 Basic Principles for Preservation



These design guidelines incorporate principles set forth in *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, which are established by the National Park Service. These standards are policies that normally serve as a basis for more detailed design guidelines. The City of Harrodsburg uses *The Secretary of the Interior's Standards for Rehabilitation* as a basis for these guidelines. These appear in the Appendix and may be referenced by HAPC in making its decisions. While the guidelines provide direction for specific design issues, some basic principles of preservation form the foundation for them.

The *Secretary of the Interior's Standards* can be summarized in the following four basic principles:

- 1. *Respect the historic design character, context, and function of the building.***
- 2. *Protect and maintain significant features, materials, and stylistic elements***
- 3. *Preserve key, character-defining features of the property.***
- 4. *Repair any deteriorated historic features, and replace only those elements that cannot be repaired.***

1.5 The Harrodsburg Architectural Preservation Commission

In July 2001, with the passage of Ordinance # 2001-3 Harrodsburg became one of the 2,000 communities across the nation that chooses to protect historic buildings through the designation of local historic districts and landmarks.

Within the city limits of Harrodsburg are Federal style dwellings from late eighteenth century, the era in which the community was founded, Victorian commercial buildings, and early twentieth century neighborhoods with tree-lined streets.

The Harrodsburg City Commission determined that the distinctive architecture of Harrodsburg was of vital importance to the economy and the historic character of the community. Harrodsburg's historic character can be maintained only through the Harrodsburg Architectural Preservation Commission's review to prevent unnecessary injury to the city's historic districts and landmarks.

The Harrodsburg Architectural Preservation Commission recommends districts and landmarks to the City Commission for designation as an overlay on the zoning map and therefore subject for review. The Commission also assists the owners of landmarks and properties in local historic districts in the preservation and rehabilitation of buildings through the review of designs for proposed exterior changes, new construction and demolition.

The Harrodsburg Architectural Preservation Commission meets once a month to review applications for COA or to conduct other business pertaining to that body. A special meeting may be called to address emergency situations, with at least 24 hour notification to the media.

COA Applications that require Commission or administrative review must be submitted 14 days prior to the meeting in order to be considered.

1.6 Design Review Process

Design review is required for changes to the exterior of the building which are visible from the street or visible from any public right of way. Examples include, but are not limited to the following:

- Re-pointing brick or stone
- Cleaning wood, iron, brick or stone
- Painting an unpainted structure
- Painting sealant or other similar product
- Installing
 - mechanical equipment on the exterior of the building
 - new siding
 - new steps
- Installing a
 - new window or door
 - skylight
 - awning
 - signage
- Replacing
 - window or doors
 - roof
 - porch
- Constructing a
 - new building
 - room addition
 - roof dormer
 - fence
 - sign
 - parking lot
- Demolishing a
 - building
 - building addition

The design review process begins when a property owner proposes to make alterations in the exterior appearance of a property within the district. Before starting work, the property owner must obtain a form called a Certificate of Appropriateness (COA) from the Harrodsburg Architectural Preservation Commission (HAPC).

Notice of proposed alteration is sent to property owners within 200 feet of the property under consideration so that other property owners in the neighborhood can attend the public meeting.

The Certificate of Appropriateness with the specifications as determined by the commission is issued to the property owner. Harrodsburg Architectural Preservation Commission staff or commissioners may conduct site visits to assist with project plans and to determine that the work is in compliance with the provisions in the Certificate of Appropriateness.

Step 1. *Become familiar with the Design Guidelines and contact the HAPC staff.* The design review process begins when a property owner proposes to make alterations in the exterior appearance of a property within the district. Before starting work, the property owner must obtain a form called a Certificate of Appropriateness (COA) from the Harrodsburg Architectural Preservation staff.

Review the basic content of the Design Guidelines and determine which portions apply to your project. A meeting with the HAPC staff can help to clarify any questions you may have, and will also provide additional resources.

Step 2. *Know the character-defining elements of your building.* Consider the important features of your building and plan to avoid alterations that might adversely affect them. You should consider immediately adjacent properties, the character of the block, and the character of the historic district as a whole. To issue a Certificate of Appropriateness, the Harrodsburg Architectural Preservation Commission or its staff must determine that the request is compatible with the design, scale, and character of the historic overlay district where the property is located and that it is in accordance with these design guidelines.

Step 3. *Check other City regulations.* The guidelines are a supplement to other adopted City regulations. When comparing regulations, the strictest standard shall prevail in most issues.

Step 4. *Develop a design concept using the guidelines as a tool for decision making.* Take care to design alterations so that they are compatible with the original design character of the building. Avoid changes that would hinder the ability to understand the building's original character or that would damage significant historic features or materials. The guidelines contain information as to the nature of acceptable changes and form the basis for the design review process; these should be followed from the outset. ***Early contact with HAPC staff for direction and advice is strongly recommended.***

Step 5. *Prepare and submit a proposal for formal review by the HAPC.* A proposal should be prepared and submitted to the City for projects that are subject to review. Adequate documentation is essential to provide a complete understanding of the work proposed. Documentation will include drawings, sketches, and/or a written description of the proposed changes.

Once the work has been deemed appropriate and compatible with the district, the Certificate of Appropriateness (COA) is issued, with any specifications determined by the commission.

1.7 Design Guidelines

The Design Guidelines contain the criteria that the Harrodsburg Architectural Preservation Commission (HAPC) must consider in making design review decisions. The guidelines also provide information regarding appropriate rehabilitation for property within the historic districts. Through the Design Guidelines, HAPC staff can work with property owners to find a way to meet the property owner's current needs and to approve plans which are reasonable for the property owner to carry out.

The principal philosophy behind Harrodsburg's Design Guidelines is an emphasis of preservation over complete restoration. This outlook is reflected in the guidelines through the use of such words as repair, retain, maintain, and protect. It is important to repair original materials rather than to replace them; retain original landscape features like cast iron fences and stone retaining walls; maintain the original exterior fabric of a building to enhance the historic character; and protect the original setting of the building to protect its integrity.

From this preservation philosophy the following general guidelines will apply to all rehabilitation work:

1. Avoid removing or altering historic materials or distinctive architectural features. If the element is original and in fairly good shape, every effort must be made to keep it.
2. Repair rather than replace whenever possible. If replacing, replicate the original one rather than trying to invent something new.
3. Be sensitive to distinct stylistic features and examples of skilled craftsmanship, which come from the era in which the building was constructed.
4. Uncover original design features that may be buried under layers of improvements. It takes detective work, but there may be evidence of original elements. Research may turn up pictures of the original appearance of a house or building.
5. New additions should be consistent with the original architectural style. They should be compatible with the building and its relationship to its neighbors.
6. Give consideration to later additions or alterations, even though it is not part of the original building. An addition made at a later time may have gained significance of its own.
7. Surface cleaning must be done by the least damaging means possible. Sandblasting or the use of abrasive cleaning methods can destroy brick and shorten the life of a building.

2.0 DESIGN GUIDELINES

The following specific guidelines apply to all buildings, whether residential, commercial or institutional.

- Original architectural materials such as brick and stone, wood siding and trim, cast and wrought iron, and sheet metal, should be repaired, restored, and reused whenever possible.
- Original materials should not be removed or covered.
- Missing or deteriorated material should be replaced with an appropriate recycled or new material that matches the original as closely as possible.
- Existing architectural features that give buildings their historic character, including columns, brackets, cornices, decorative brickwork, and terra cotta, must be preserved.
- The addition of inappropriate and out of character features will not be approved.
- Existing architectural elements or portions of the original features should be retained, repaired or replicated.
- If an original detail, such as a cornice, is deteriorated beyond repair or missing, it must be replaced with a newly designed item that is sympathetic in scale, material and proportion to the original one. A simplified design may be used.

2.1 Masonry

Masonry is one of the most durable building materials and can last for centuries. Brick, stone, terra cotta, stucco, concrete and mortar are all examples of masonry. Masonry is used primarily for wall surfaces, but is also used for cornices, pediments, and window lintels or sills. The color, scale, texture and bonding patterns of the masonry and mortar joints help define the historic character of a building. Masonry features such as chimneys, arches, quoins, lintels, sills, cornices, and pediments further define a building's historic character.

- 2.1.1 Retain and preserve original masonry walls, foundations and roofs.
- 2.1.2 Retain and preserve all masonry construction features that are character-defining elements of historic buildings, including walls, foundations, roofing materials, corbels, chimneys, piers, arches, quoins, cornices and lintels.
- 2.1.3 Retain and preserve historic masonry materials whenever possible. If replacement is necessary, use new masonry materials and mortar that match the historic materials in compensation, size, shape, color, pattern and texture. Substitute only if original materials are not technically feasible.
- 2.1.4 Painting is recommended for buildings in the Historic Districts that have been previously painted. Painting of masonry walls that have never been painted is not permitted. Masonry walls may be painted if extensive repairs have created a patchwork of masonry surfaces and mismatched mortar.

Sealants

- 2.1.5 Water repellent coating is inappropriate unless there is actual water penetration through the masonry itself. Other possible problems such as faulty or missing mortar, poorly functioning gutters and downspouts, or rising groundwater must be investigated first.

If water is penetrating through the masonry to interior surfaces, then only the affected area should be treated, and only after the masonry has been allowed to dry. Painting is a more permanent solution and provides a good measure of waterproofing to masonry walls.

Cleaning

- 2.1.6 Cleaning masonry must be done by the least damaging method available. The use of detergents and steam cleaners is recommended. The use of chemicals will not be approved, unless there is an extreme situation that calls for this treatment. Sandblasting or other abrasive methods are not acceptable methods for cleaning, because they destroy brick and shorten the life of buildings.
- 2.1.7 When removing paint from a masonry surface, use the gentlest means possible. High-pressure water cleaning (greater than 500 PSI) or other harsh methods can destroy the surface of historic brick and damage the mortar between bricks.

Tuck Pointing

- 2.1.8 Older, softer bricks require a softer mortar than new bricks. Tuck pointing should be done with a softer mortar, simulating the old lime and sand mortars in appearance and composition. The following mixture is appropriate for most historic renovations:

A mixture consisting of one-part white masonry cement, two-parts lime, and seven to nine parts of the smallest available mesh sand (to match the original sand) is recommended.

The use of this mixture will insure that during periods of freezing and thawing, the expansion and contraction characteristics of the brick and mortar will be nearly the same. If a hard, modern mortar with a high Portland cement content is used, the softer bricks may suffer irreparable damage freeze/thaw periods.

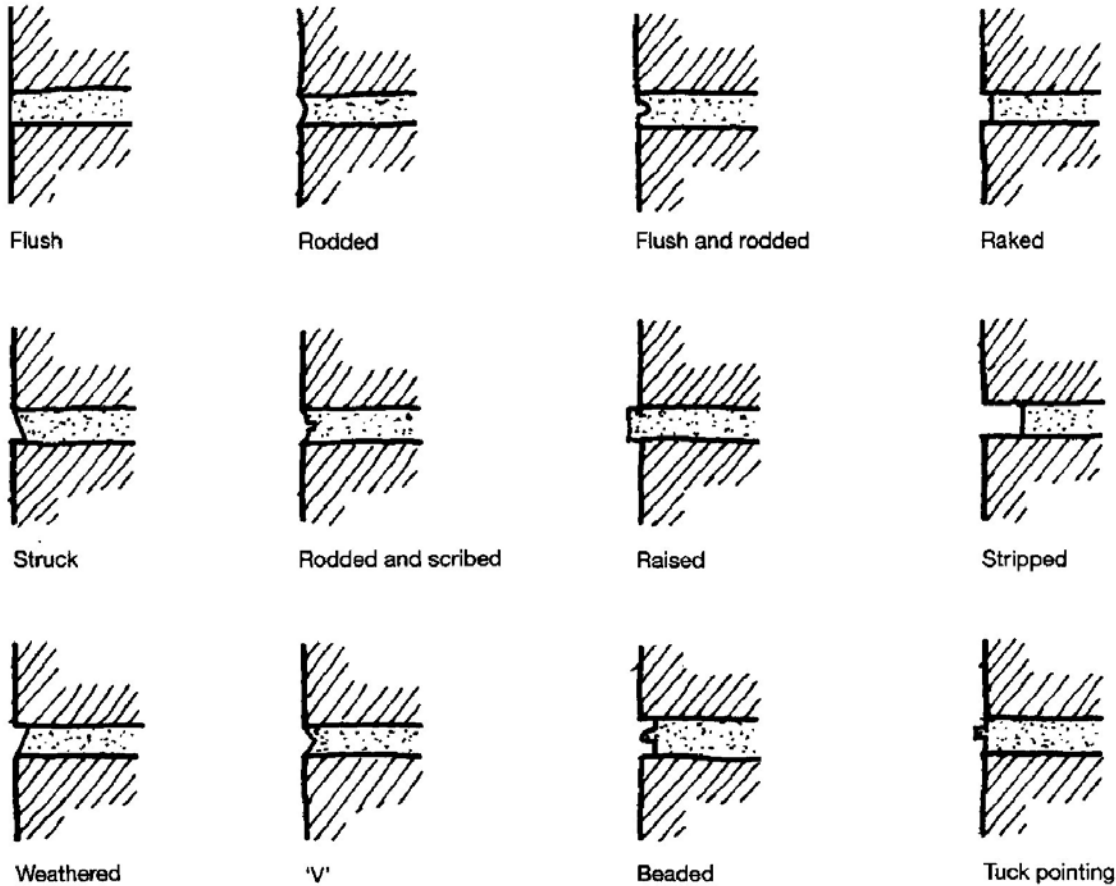
The use of Portland cement may be acceptable for some buildings constructed in the early twentieth century if the original mortar is Portland cement.

The original type of joint should be matched by the new tuck pointing. In general, the mortar joint should be concave, because it is the best way to bond the mortar to the brick.

- 2.1.8 The new mortar shall be tinted to match the color of the original mortar as closely as possible.
- 2.1.9 If the brick itself needs replaced, the new brickwork should match the original brick in color, texture, profile, and bond. Brick bonds, types and sizes should not be mixed.

Foundation Walls

2.1.10 The original brick and stone foundation walls cannot be altered or concealed. It is inappropriate to cover a foundation with a new stone or brick veneer, rolled asphalt, or stamped metal screen.



Mortar joint profiles. The joint profile affects both the functional and aesthetic qualities of the masonry.

2.2 Siding

Wood is a common building material used for framing and protective siding. Since wood can be easily shaped by sawing, planing and carving, it is also used for a broad range of decorative elements such as cornices, brackets, shutters, columns, porches, doors and windows. For the purpose of these guidelines, “siding” shall refer to all wood siding, shingles, decorative wooden elements and framing.

- 2.2.1 Complete removal of the wood siding may not be done unless the original siding has deteriorated beyond repair. Removal shall be kept to a minimum and must have prior approval of the HAPC.
- 2.2.2 Wood clapboard siding should be used as the repair or replacement material on the facades of wood frame buildings. The new wood siding is to be of the same material, profile and design as the original siding.
- 2.2.3 Artificial stone, asbestos, asphalt shingles, and other modern replacement materials should not be used to conceal the original wood siding.
- 2.2.4 Siding should not be used to cover or replace masonry nor should masonry be used to cover wood siding.

These design guidelines prohibit the use of artificial siding for the following reasons:

- It rarely duplicates the appearance of original siding;
- Aluminum or vinyl siding over wood can trap moisture causing the wood to deteriorate;
- The insulation value of artificial siding is much lower than that of wood and will not contribute significantly to the overall warmth of the structure;
- Colored artificial siding eventually fades and mildews;
- Vinyl siding has a much lower melting and flash point than wood and can be hazardous

However, in some rare circumstances, the use of artificial siding may be permitted. When artificial siding is permitted, the following conditions must be met:

- All masonry must remain uncovered;
- The width of artificial siding must have approximately the same width and shape as the original, and generally should be 4” to 6” wide;
- Frieze and soffit boards must be covered in the same width as the existing;
- All detailing which is not flush with the siding or surface must bear the same

proportion after coverage as before coverage;

- All decorative porch posts, railings, brackets, cornices and cornice trim must remain uncovered;
- All exterior facades shingles shall remain and must not be covered or altered;
- All artificial siding shall run in the same direction as the original siding, which is generally horizontal;
- Artificial siding shall not be installed over rotted wood;
- All original siding, trim and fascia shall be repaired;
- All artificial siding shall be the original color of the building, if possible;
- Corner boards for artificial siding should be the same size as the existing corner boards;
- All new window and door trim should be the same width as the original trim;
- Architectural features such as cornices, brackets, window sills, and lintels should not be removed or obscured when resurfacing material is applied;
- Existing shutters consistent with the style of the building should be returned to their original location after the artificial siding is applied;
- Siding materials with a stamped or molded design which imitates masonry or wood grain shall not be used.

2.3 ROOFS, CHIMNEYS and GUTTERS

Roofs

- 2.3.1 The original roof form and pitch shall be preserved on primary or readily visible facades;
- 2.3.2 Original dormers and their decorative elements should be preserved and maintained;
- 2.3.3 Original roofs cannot be raised to allow for additional stories. Changing the original roof shape or adding features inappropriate to the essential character of the roof, such as oversized dormer windows or gables, is not allowed. Skylights, appropriate dormers, roof decks and roof gardens may be added to rear roof slopes if they are not readily visible from the street. Flush or flat skylights are preferred over raised or bubble lights;
- 2.3.4 Whenever possible, the original scale and texture of roofing materials should be retained. New roofing should be appropriate to the style and period of the building and neighborhood, and should match the old in composition, size, shape, and texture;

- 2.3.5 Preserve or replace, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, fish scale shingles, dentils, fascia, eave trim, bargeboards, coping, chimneys, cresting and weather vanes.
- 2.3.6 Architectural details that will change the character of the roof shape are prohibited.
- 2.3.7 Television antennae, satellite dishes or similar items and mechanical equipment such as air conditioning units shall be placed in an inconspicuous location where they will not detract from the character of the building.

Chimneys

- 2.3.8 Removal of Masonry chimneys is prohibited; unless deemed a public safety hazard;
- 2.3.9 Preserve and maintain original chimneys;
- 2.3.10 The repair and re-pointing of brick chimneys should be done with brick and mortar that match the original or are compatible with the rest of the structure.

Gutters & Downspouts

- 2.3.11 Concealed or box gutters should be preserved and repaired whenever possible. If box gutters cannot be repaired, they are to be sealed and covered to match the existing roof and replaced with hanging gutters as necessary.
- 2.3.12 Exposed gutters and downspouts, unless made of copper, should be painted the same color as the structure or trim. To prevent the paint from flaking and peeling within a short period of time, new metal gutters or downspouts should be coated with a steel primer before applying the finish coat of paint.
- 2.3.13 Where hanging gutters are appropriate, they should be half round. New downspouts should be round.

2.4 WINDOWS and SHUTTERS, DOORS, PORCHES and DECKS

Windows

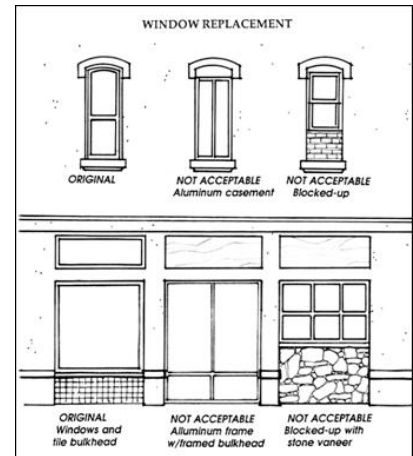
2.4.1 Alterations to the original pattern of window openings and their shape and configuration will not receive approval.

2.4.2 New window openings should not be added to the primary façade or readily visible secondary facades, unless required by fire/building codes as a matter of public safety.

2.4.3 Fixed windows, picture windows, and modern metal windows cannot be added on primary or readily visible secondary facades.

2.4.4 Original windows must be maintained and repaired with matching materials.

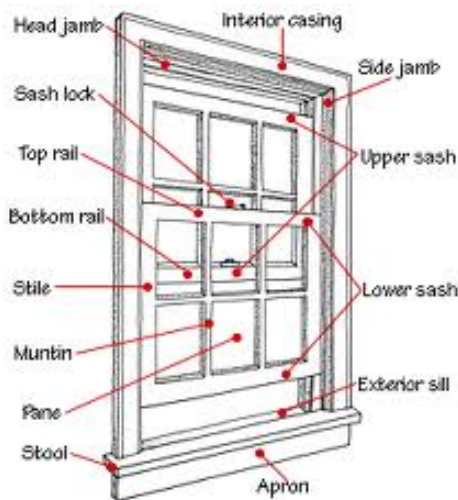
2.4.5 Original windows may be replaced only if there has been demonstrable deterioration. When replacement windows are used, they shall match the original size, shape and design.



2.4.6 Windows of a style or era different than the structure will not be given approval.

2.4.7 New storm windows shall be made of wood or anodized aluminum and be painted appropriate colors to match the surroundings. Storm windows should use the same size divisions as the windows. Interior storm windows are suggested as an appropriate option.

2.4.8 When divided lights are appropriate, true divided light shall be used. Snap in muntins or grids in between panes of glass that give a false appearance of multi-pane sash shall not be used.



Shutters

2.4.9 Original wood shutters shall be retained or repaired whenever possible.

2.4.10 New shutters shall match the old in materials, composition, size, shape, color and texture.

2.4.11 Shutters that detract from the character and appearance of the building shall not be

installed. Shutters shall be big enough to cover the entire window when closed, and shall not overlap when open.

2.4.12 Shutters may not be added to window openings that never had shutters.

Doors

2.4.13 Doors are also one of the distinctive features of a building. Whenever possible, the building's original doors, trim, and hardware shall be retained and repaired. Replacement of original doors shall only be done in cases of significant deterioration.

2.4.14 If a new door is required, the size, proportion, shape and number of panels of the original door must be duplicated as closely as possible. New doors must have materials and hardware that match the original.

2.4.15 Door openings may not be reduced, enlarged, or filled in, especially on facades facing the street.

2.4.16 Original transoms should be retained.

2.4.17 It is acceptable to replace an original door on a primary façade with an original door from a rear or secondary facade if it matches the original door in size, proportion and shape.

2.4.18 The use of screen, security, or storm doors on primary entrances is acceptable and appropriate as long as the design allows for visibility of the original door. Screen doors with wood framing members and large screened areas are most appropriate. Storm doors should be of wood or anodized aluminum and painted colors appropriate to the surroundings.

Porches and Decks

2.4.19 An original porch cannot be removed from its original location. The removal of a porch from its original location on a structure is inappropriate and results in the loss of the building's integrity.

2.4.20 Porches and additions reflecting later architectural styles are often important to the building's historical integrity and should be retained.

2.4.21 Original porch elements such as columns, floors, and rails shall not be removed or concealed.

2.4.22 Porch elements that have become deteriorated should be repaired rather than replaced. When the severity of deterioration requires replacement, the new element should match

the original in design, color, texture, and where possible, materials.

2.4.23 Porches located on primary facades should not be enclosed to create interior living space. Porches on secondary facades may be enclosed with screen or glass set behind the original columns.

2.4.25 Porch reconstruction may be allowed, if there is architectural or documented historical evidence that supports the previous existence of a porch. The detailing of the elements of the reconstructed porch, including roof, posts, railings, and trim shall be compatible with the existing building.

2.4.26 Porches and decks may be added to the rear facades as long as they are not easily visible from the streets and alleys.

2.5 SITE FEATURES

Landscaping

2.5.1 Whenever possible, existing walkways or garden ornaments from the period of the house should be retained or repaired. Landscaping compatible with the architecture is encouraged. Planting and garden elements not compatible with the historic landscape patterns of the neighborhood should not be placed in the front or readily visible side yards.

Ground Surfaces

2.5.2 Ground surfaces such as paving, ground cover planting, terraces, etc., should be compatible with the existing adjacent sites, existing site conditions and the historic character of the building.

The use of ground surfaces that vary significantly from the surrounding conditions that do not fit the site configuration, or that detract from the character of the building is discouraged.

Tree Plantings

2.5.3 In many instances, large trees on private property along the streets or sidewalks contribute to the “avenue” effect of streets in the local historic district. The continuation of this precedent is encouraged. Periodic maintenance should be carried out to insure the proper height and appearance of the landscaping.

2.5.4 Retain and protect mature shade trees. If a mature tree must be removed, the stump should be cut at ground level and removed.

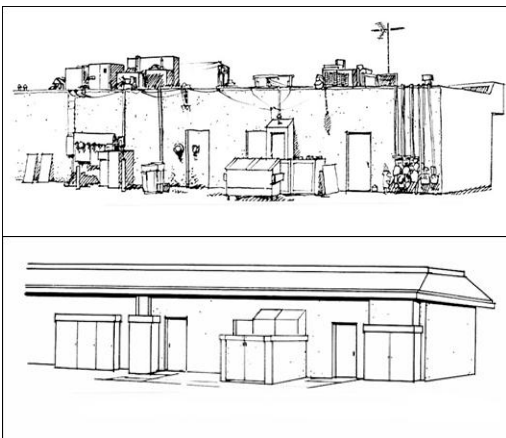
Fences/Walls

- 2.5.5 Preserve and maintain historic fence and/or wall materials and design. New retaining walls should be of brick or stone.
- 2.5.6 Chain link fences are prohibited in visible locations. Split rail and stockade fences, concrete or concrete block walls are prohibited.
- 2.5.7 Incompatible walls and fences should be removed where possible.

2.6 LIGHTING AND AIR CONDITIONING UNITS

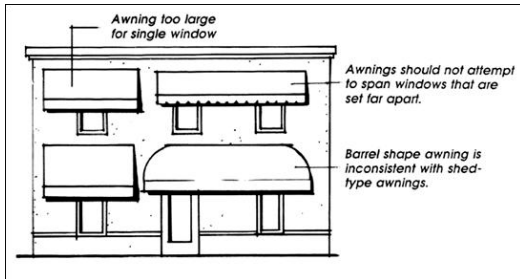
- 2.6.1 Exterior lighting shall be compatible with the overall design of the building. Lighting fixtures must be selected that are compatible with the existing style, scale and design of the original building and character of the surrounding area.
- 2.6.2 Avoid Imitation historic lighting fixtures that are not authentic in their design.
- 2.6.3 Harsh and colored light sources shall be avoided. Lighting fixtures and levels of light should not detract from the building and its surroundings.
- 2.6.4 The use of lighting contemporary to the period of the neighborhood is encouraged. Authentic re-creations and restored lighting fixtures are also encouraged.

Air Conditioning Units



- 2.6.5 The installation of window air conditioning units should not result in the removal or replacement of original window sash or the alteration of the original window sash or surroundings.
- 2.6.6 Avoid installing air conditioners in windows of the primary façade, whenever possible.
- 2.6.7 Exterior HVAC units should be installed at the rear facades or non-visible areas of secondary facades.
- 2.6.8 All readily visible exterior HVAC units that are located at grade should be screened with wood or brick fencing and/or landscaping.

2.7 AWNINGS

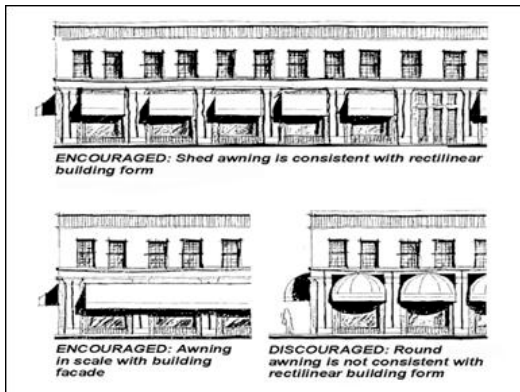


2.7.1 Canvas is the appropriate awning material for pre-1940 structures and may be used on primary and visible secondary facades.

2.7.2 Existing canvas awnings should be retained and repaired whenever possible.

2.7.3 Although installation of canvas canopies and awnings is encouraged on both commercial and residential buildings, they should not obscure significant architectural features or require their removal in order to add the awning.

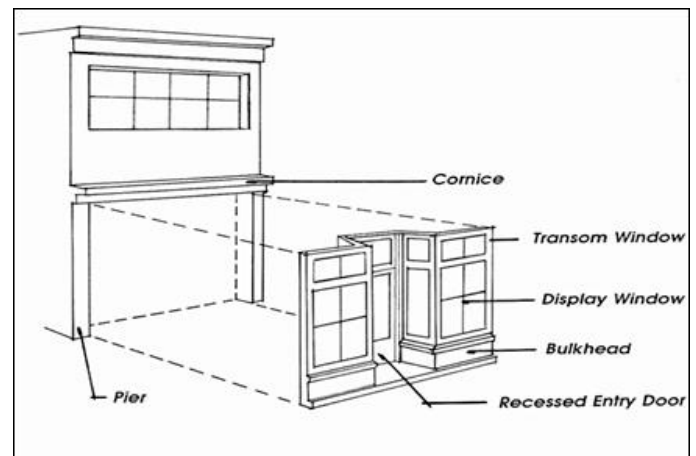
2.7.4 The application of metal, plastic, lighted, vinyl awnings, and other similar materials is not permitted.



2.8 STOREFRONTS

2.8.1 The traditional storefronts in Harrodsburg's downtown share the same basic components although the size, shape, style, materials, and details may vary according to the era in which the building was completed.

2.8.2 Traditionally, commercial buildings have a well-defined opening that is usually exclusively confined to the first floor of the building. Storefronts shall not be enlarged to encompass additional floors; unless it can be determined that it was the original design of the building.



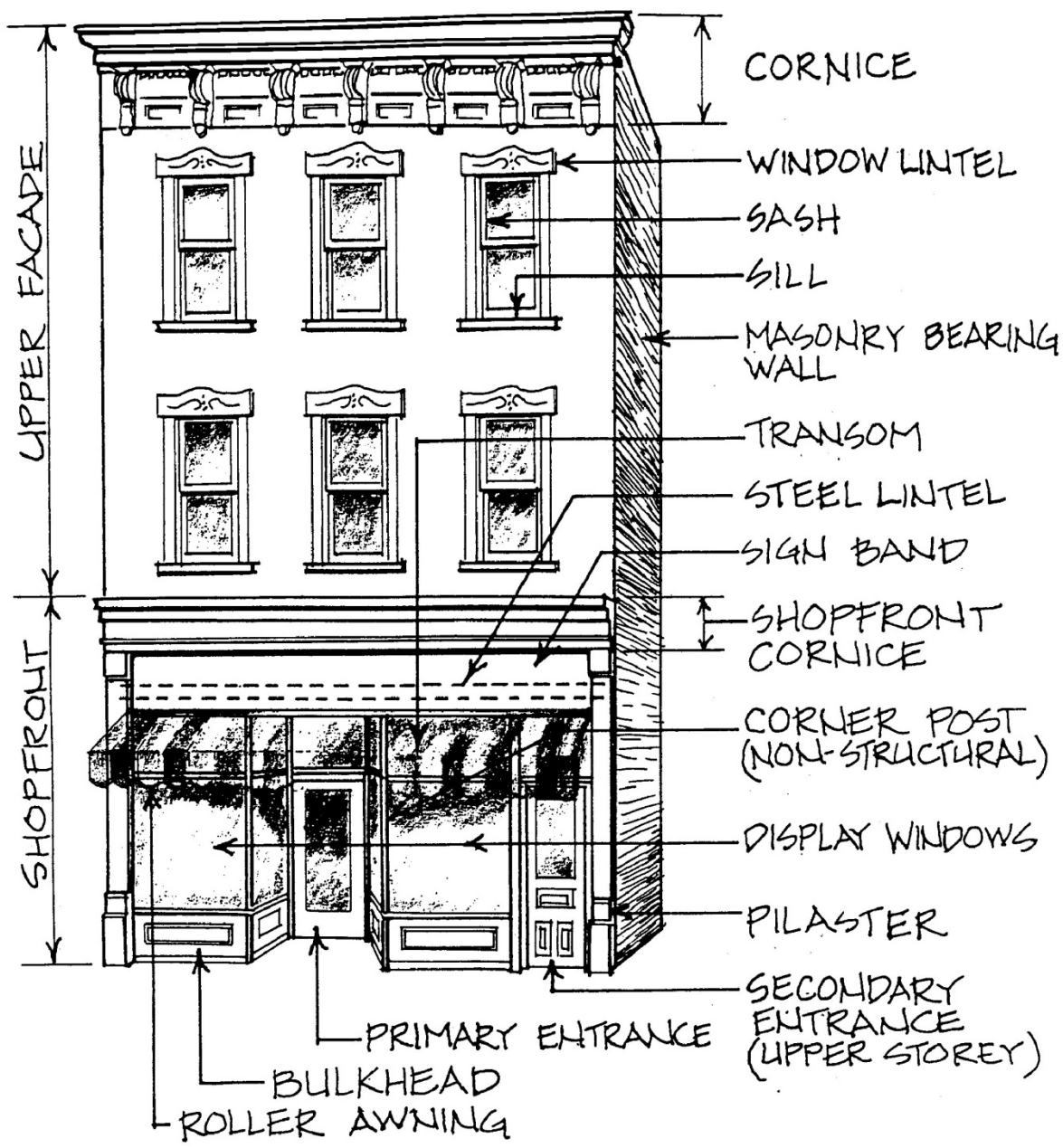
2.8.3 Piers or columns that divide the storefront into bays, and lintels or cornices that separate the storefront from the upper floors should not be covered or removed.

2.8.4 Windows cannot be filled in and the existing sill height should be maintained.

2.8.5 Original transoms, window configurations, and ornamentation should be retained and repaired whenever possible, or replaced with similar materials as needed. Where no

original materials or detailing remains, new work should be compatible with the original character of the building.

- 2.8.6 Storefronts should be located in the plane of the front façade. Storefronts which have major projections beyond the front façade of the building are not appropriate and will not be approved. Storefronts that are not original but have their own unique or historic character or design must be retained and repaired.
- 2.8.7 In the event the original storefront has been removed or irreparably damaged, reconstruct a new front consistent with the architectural style of the overall structure and surrounding buildings.
- 2.8.8 When designing the new storefronts, scale, materials, proportion, color, and number and size of window openings, should all be considered. Inappropriate historical facades shall be avoided. For example, detailing such as coach lanterns, colonial doors, storefront shutters, and small windowpanes shall be avoided on commercial buildings from the Victorian era.
- 2.8.12 Materials and design elements, such as mansard roofs with wooden shingles, rough textured wood siding, fake bricks or stone, are not appropriate materials for commercial storefronts and should be avoided.
- 2.8.13 Storefront and front facing facade glass should be clear. Mirrored glass may not be used.
- 2.8.14 Appropriate materials should be selected to repair and replace storefronts. Materials such as vinyl and aluminum siding are not appropriate. Where aluminum window frames are used to replace those that were originally wood, the exterior frames shall be anodized aluminum and painted to complement the surroundings.
- 2.8.15 The proportions of the elements of the storefront shall be appropriate to the overall design of the building as well as the original storefront. Proportions of the storefront cornice, the window elements and door openings are all important considerations, and these individual elements were often constructed of similar proportions. Alterations to the original architecture should not be made to “improve” the original design of the building.
- 2.8.16 Storefronts may not be placed on buildings or portions of buildings that were not originally designed as commercial buildings.
- 2.8.17 When a building sign is used in the storefront, it should not be an appendage, but an integral part of the overall design. Signs on the storefront cornice or painted on windows may be used as long as it conforms to section 2.9 of these guidelines.



2.9 SIGNS

Signs shall be compatible with the district and complement the architecture of the building to which they are attached. The design of signs should capitalize on the special character of the area and reflect the nature of the businesses identified. Inappropriate and extraneous signs should be removed. New or altered signs should meet the following guidelines:

- 2.9.1 The colors, materials, and lighting of every sign shall be restrained and harmonious with the building and site to which it principally relates.
- 2.9.2 The number of graphic elements on a sign shall be held to a minimum needed to convey the sign's major message, generally the name of the company or business and any identifying logo or symbol, and shall be composed in proportion to the area of the sign face.
- 2.9.3 Each sign face shall be compatible with signs on adjoining premises and shall not compete for attention. Identification signs of a prototype design and corporation logos shall conform to the criteria for all other signs.
- 2.9.4 Standardized signs, including plastic, internally illuminated signs or those that advertise brand name products not exclusively available in addition to the business name shall not be permitted.
- 2.9.5 Awnings on commercial structures may incorporate signs on the valance or front face of the awning. Signs on awnings shall conform to the criteria for all other signs. Backlighting or internally illuminating awnings is prohibited.
- 2.9.6 Signs shall not detract from the architecture of the building or cover architectural details.
- 2.9.7 Signs shall be utilized in historically traditional locations, for example, on storefront belt-courses, on flat surfaces of the building, or painted on glass windows.
- 2.9.8 Historic signs or signs painted on masonry walls that identify the original or early use of a building should be retained and refurbished whenever possible.
- 2.9.9 Obsolete signs and unused sign supports must be removed.
- 2.9.10 Lighted signs inside windows that show through glass windows are prohibited, with the exception of small neon or LED open signs that comply with the following:
 - * Do not exceed 2 square feet in area or less
 - * No more than two colors
 - * No flashing, blinking, scrolling or motion.

- 2.9.11 New rooftop signs and signs which extend above the roofline of a building or above the windowsill line of the second floor of buildings are not permitted.
- 2.9.12 Signs should be scaled in proportion to the building they identify.
- 2.9.13 Signs should not exceed one (1) square foot of sign area per linear foot of building width nor in any case be larger than a maximum of thirty-two (32) square feet in area. Provided that buildings that have more than 32 square feet of building frontage along the street to which the sign is oriented may be permitted one (1) additional square foot of sign area per each linear foot of building over 32 feet.
- 2.9.14 Permanent signs in windows should not exceed twenty (20) percent of the window surface in which they are placed. Signage should be applied to windows facing the street. When calculating window surface, applicant should measure the surface inside the window frame and should exclude transom area.
- 2.9.15 Electronic, Digital, message boards and/or LED message signs are not permitted in the Historic District Overlay. Signs in the Historic District Overlay shall never move, flash, blink or illuminate any message or number.

Complete the sign worksheet for assistance on calculating the proper size of sign for your building.

3.0 NEW CONSTRUCTION: INFILL

Planning

The following criteria are all important when considering whether new construction proposed for the historic areas is compatible.

- When new construction is being considered, the architect/builder should understand the context for new buildings or additions in the district. “Context” refers to the overall appearance and the general form of the surrounding structures.
- The height, details, setbacks, lot width, window shape and placement, door placement, general rhythm, and predominant materials should be considered during the design phase of an infill building.
- Perhaps one of the most important considerations of a new design is that it continues the building line of the existing streetscape by using similar setbacks as adjacent structures.
- The evolution of an automobile dependent society has resulted in downtown commercial development that is oriented to the car and not the pedestrian. This type of development with buildings setback far from the road and paved parking areas in front of the structure is entirely incompatible in the historic downtown.
- Keep the setback of the proposed building consistent with the setback of adjacent district buildings or nearby district buildings fronting on the same street. Buildings must be built close to the property line to continue the overall building line of the streetscape.
- Make the distance between the proposed building and adjacent buildings compatible with the spacing between existing district buildings. Most buildings in downtown share interior walls.
- Downtown buildings must be oriented toward the street with the main pedestrian access in the front.
- If parking is to be included in the design of a new construction project, it must be located in the rear of the building or in an interior portion of the block. Access to parking can be from alleyways, side streets, or other parking areas. If possible, allow for pedestrian access from the parking areas at the rear of the building.
- In any case, if parking abuts a street, it should be screened from view by landscaping and/or a low brick wall.

Height and Width

3.0.1 The overall height of new construction should relate to that of adjacent structures. As a general rule, new buildings should be at the same height as the average height of existing adjacent buildings. New construction that greatly varies in height (too high or too low) from older buildings in the vicinity is to be avoided.

3.0.2 Usually, the width of a new structure is often predetermined by the lot size. The width of a new building should continue to maintain the established rhythm of the block. If the lot or structure is larger than twenty-five feet, the mass of the façade shall be broken into smaller bays, similar in size to the existing buildings.

3.0.3 A building's overall proportion (ratio of height to width) must be consistent with existing historic structures.

Massing

3.0.4 The complexity of the form and shape of new buildings shall be compatible with existing adjacent buildings. New buildings in areas where simpler forms are common should reflect the simplicity of the surrounding buildings (such as an area where there is a concentration of Federal and Greek Revival Style buildings).

3.0.5 Varied masses are not appropriate in areas where more complex building styles predominate, such as Queen Anne. New buildings shall not vary significantly from the characteristics of the historic area.

3.0.6 Single, monolithic or box-like facades that are not relieved by variations in massing should be avoided. Box-like facades and forms are intrusive when placed among older buildings which have varied massing and façade articulation.

Directional Expression

3.0.7 The vertical, horizontal or non-directional character of new buildings shall relate to the predominate directional expression of nearby buildings. Horizontal buildings can be made to relate more to the vertical adjacent structures by breaking the façade into smaller masses that conform to the primary expression of the streetscape.

3.0.8 Strongly horizontal or vertical façade expressions, unless compatible with the character of structures in the immediate area, should not be used.

Scale

3.0.9 Size and proportion of new structures should maintain the same scale and rhythm as the existing buildings.

3.0.10 Buildings that violate the height, width, or massing of the existing scale and rhythm of the area are discouraged.

Setback

3.0.10 The historic façade lines of streetscapes should be maintained. This can be accomplished by locating front walls of new buildings in the same plane as the facades of adjacent buildings. If existing setbacks vary, new buildings should confirm to historic siting patterns.

3.0.11 Violating the existing setback pattern by placing new buildings in front of or behind the historic façade line is to be avoided.

3.0.12 Avoid placing a building at odd angles to the street unless it is to be relocated in an area where diverse siting already exists.

Roof Shapes

3.0.13 The roof-forms of the new buildings should relate to others found in the historic district. Although not entirely necessary, duplication of the existing or traditional roof shapes, pitches, and materials on new construction is one way of making a new structure more visually compatible with its surroundings.

3.0.14 The introduction of shapes, pitches, or materials not traditionally used in the area is discouraged.

Rhythm of Openings

3.0.15 The recurrent alteration of wall areas with door and window elements in the façade should be maintained.

3.0.16 Consider the width-to-height ratio of bays in the façade.

3.0.17 The placement of openings with respect to the façade's overall composition, symmetry, or balanced asymmetry should be carefully studied.

3.0.18 Incompatible façade patterns that upset the rhythm of openings established in surrounding structures-should not be introduced.

3.0.19 Glass walls, or window and door shapes that are inappropriate to the adjoining buildings should be avoided.

3.1 Materials, Design Elements, and Rhythm

3.1.1 The selection of materials and textures for a **new** building should relate to the materials and textures used in the surrounding area and on existing adjacent buildings.

3.1.2 In areas where certain materials and textures such as brick or fish scale shingles are consistently used, the continued use of those materials or similar, compatible materials on new construction is encouraged.

3.1.3 Design elements of the building should also be a consideration in the appropriateness of new construction in the historic district. Materials, architectural features, and the scale and

rhythm of façade elements must be similar to that of existing historic structures. Use materials that are similar to those commonly found in the district such as brick, stone, and metal.

3.1.4 Architectural details such as windows, arches, and cornices must complement that of existing historic structures in the district.

3.1.5 Aluminum cladding is not appropriate for any structure in the district.

3.1.6 Vinyl and plastic siding shall not be used. Use of modern materials such as Hardi-Plank siding is permitted. Artificial sidings do not match the profile or dimensions of the original wood siding. They can result not only in the loss of decorative details, but can actually accelerate the decay of the underlying wood sidings, thus weakening the structure.

3.1.7 The size and rhythm of a building's fenestration (doors and windows) must be compatible with existing structures in the district.

3.1.8 New windows and doors must be compatible in proportion, shape, position, location, pattern, and size with windows and doors of contributing structures in the district.

3.1.9 Contemporary construction that does not directly copy from historic buildings in the district but is compatible with them in height, proportion, roof shape, material, texture, scale, detail, and color, is strongly encouraged.

3.2 Demolition & Relocation

Relocation

3.2.1 A building or structure in a historic district should not be moved or relocated outside of the district if the building or structure is to retain its architectural and historical integrity.

3.2.2 Relocation negatively affects a district and should be avoided. The only exceptions should be in situations where it is necessary for the public welfare.

3.2.3 Buildings that are moved to another location in the district should be compatible with adjacent buildings in style, height, scale, materials, setback and should be similar in site and setting.

Demolition

Demolition of a structure in the historic district is an irreversible step and must be carefully deliberated. Once they are destroyed, historic resources can never be replaced. In considering demolition, the property owner and the Harrodsburg Architectural Preservation Commission must give careful thought to the following questions:

- Could another site serve the purpose equally well?
- Could the building be adapted to meet the owner's needs?
- Could the property be sold to someone willing to use the existing building?
- Could the building be moved to another site?
- Will the demolition adversely affect other historic buildings in the district, or the character of the district?

Demolition Guidelines: Demolition may only be approved if one or more of the following conditions are met:

3.2.4 Where public safety and welfare requires the removal of a building or structure.

3.2.5 Where economic hardship has been demonstrated, proven, and accepted by the Architectural Preservation Commission.

3.2.6 Where the structural instability or deterioration of a property is demonstrated through a report by a certified structural engineer or registered architect. Such a report must detail clearly the property's physical condition, reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. In addition to this report there should be a separate report that details future action on the site.

3.2.7 Where buildings have lost their original architectural integrity and no longer contribute to the character of a district, **but not through neglect or abandonment.**

3.2.8 Prior to demolition, owner must make a permanent record of any significant structure. The record shall consist of black-and-white photographs and other documents such as, drawings that describe the architectural character and the special features of the building. The HAPC will determine on a case-by-case basis the precise documentation that is required and whether another person should be responsible for producing the documentation.

3.2.9 Work with the HAPC staff to identify salvageable materials and potential buyers or recipients of salvaged materials. The removal of all salvageable items is encouraged, and may be required depending on the building's significance.

3.2.7 The process whereby a property has been allowed to fall into a state of disrepair, which leads to a state of serious deterioration, may call for intervention by the HAPC, City of Harrodsburg Department of Codes Enforcement or the Harrodsburg City Commission.

ADDENDUM I:

Definitions:

ADDITION- New construction attached to an existing structure

ALTERATION - Any construction, replacement or change to the exterior of a building or structure when it is visible to the public. An alteration shall include a proposed sign or changes to an existing sign. **Painting or ordinary maintenance and repairs shall not be considered alterations.**

APPROPRIATE- Meaning especially suitable, compatible, or fitting. Changes to historic properties are evaluated for “appropriateness” during the design review process.

APPURTENANCES - The visible, functional objects accessory to and part of buildings.

ARCH- A curved or pointed opening in a wall, usually masonry, supported in either end by piers or pillars and spanning a passageway or open area, such as a door or window.

ARCHITECTURAL FEATURE - A prominent or significant part of a building, structure or site.

ARCHITECTURAL STYLE- The characteristics form and detail of buildings of a historic period.

BALUSTER - A spindle or post supporting the railing of a balustrade.

BALUSTRADE - An entire railing system with top rail and balusters.

BARGEBOARD - A decoratively carved board attached to the projecting edges of the rafters under a gable roof. Also called a verge board.

BAY - The regular division of the façade of a building, usually defined by windows, doors, pilasters, or other vertical elements.

BAY WINDOW - a window in a wall that projects at an angle.

BOND - The pattern in which bricks are laid to increase the strength of the wall or to enhance the design.

BRACKET- A small carved or swan wooden projecting element which supports a horizontal member such as a cornice or window or door hood.

BUILDING - Any structure designed or constructed for residential, commercial, industrial, agricultural or other use.

CAPITAL - The upper portion of a column or pilaster.

CERTIFICATE OF APPROPRIATENESS (COA) - The permit, issued by the Harrodsburg Architectural Preservation Commission, which gives its approval for work or demolition to be done in a historic district or on a landmark.

CERTIFIED LOCAL GOVERNMENT- A government meeting the requirements of the National Historic Preservation Act and the implementing or regulations of the U.S. Department of the Interior and the Kentucky Heritage Council.

CHARACTER- The qualities and attributions of any structure, site, or district which separate and distinguish the individual from its context.

CHARACTERISTIC- A quality or aspect of an element, component, structure, site, street, or district which distinguishes individual elements, structures, sites, streets and districts from their context.

CLAPBOARD- Siding consisting of overlapping, narrow horizontal boards, usually thicker at one edge than the other.

CLASSICAL- Pertaining to the architecture of Greece and Rome, or to the styles inspired by this architecture.

COLUMN- A vertical support, usually supporting a member above.

COMMISSION- The Harrodsburg Architectural Preservation Commission or HAPC.

COMPATIBILITY- Harmony in the appearance of two or more external design features in the same vicinity.

COMPONENT- Part of a building, site or structure, also see "elements".

CONFIGURATION- The arrangement of elements or components on a building or site which help to describe the character of a structure, site, street or district.

CONSERVATION- The protection and care that prevent destruction or deterioration of historical or otherwise significant structures, buildings, or natural resources.

CONSTRUCTION- The act of placing an addition on an existing structure or the erection of a new principal or accessory structure on a lot or property.

CONTEMPORARY- Marked by characteristics of the current period. Distinguished from “historic” and “imitation historic” by characteristics which illustrate that an element, component, structure or site feature is constructed in the present time rather than some period of the past. Structures and site features of compatible contemporary design are recommended in the guidelines.

CONTEXT- The setting in which a historic element, site, structure, street or district exists.

COPING- A cap or covering to a wall, either flat or sloping, which sheds water.

CORBEL - a piece of stone jutting out of a wall to carry any superincumbent weight. A piece of timber projecting in the same way was called a "tassel" or a "bragger".

CORNERBOARD- A vertical strip of wood placed at the corners of a frame building.

CORNICE- A projecting molding at the top of a wall surface, usually found below the eaves of a roof.

CRESTING- A decorative ridge for a roof, usually constructed of ornamental metal.

CUPOLA- A domed roof set on a circular base, often set on the ridge of a roof.

DEMOLITION- any act that destroys in whole or in part a landmark or building in a historic district.

DENTIL- small square blocks closely spaced to decorate a cornice.

DESIGN GUIDELINE- A standard of appropriate activity that will preserve the historic and architectural character of a structure or area.

DESIGNATED PROPERTY- A landmark or building or structure in a historic district. Designated property shall include all lots within a historic district and the entire lot containing the landmark.

DORMER- A small window with its own roof that projects from a sloping roof.

DOUBLE HUNG WINDOW- A window with two sashes, one sliding vertically over the other.

DOWNSPOUTS- A pipe which directs rain water from the roof to the ground.

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

ELEMENT- A material, part, or detail of a site, structure, street or district.

FACADE- The face or front of a building

HISTORIC/OVERLAY DISTRICT- An area of architectural, historical, or cultural significance which meets one or more of the criteria contained in Section 6-D of Ordinance No. 2001-3, which has been designated by the City of Harrodsburg.

“IMITATION HISTORIC”- elements and components not of the same style or period as the existing building and create a misleading or false historic appearance. “Imitation Historic” can also be elements or components of the same period or style as the building, but for which there is no documentation that these elements ever existed on a given historical building or site.

INFILL- A type of construction which “fills in” vacancies found in sites, streets, and districts created by earlier demolition of historic buildings. Infill describes the insertion of new components and structures into vacancies.

LANDMARK- A building or structure of architectural, historical, cultural significance which meets one or more of the criteria contained in Section 6-D of Ordinance No. 1479 and which has been designated by the City of Harrodsburg.

LANDSCAPE- Site features including topography, transportation patterns, vegetation, etc. A landscape may be an important historic property for communication contexts.

LINTEL- The horizontal top member of a window, door, or other opening.

LOCAL HISTORIC DISTRICT- An area, neighborhood, or place which is identified as a historic resource significant to the area, city or county. Historic districts are designated by the City council through a designation process specified in Ordinance No. 2001-3 of the Harrodsburg Zoning Ordinance.

LOCAL HISTORIC LANDMARK- A building, structure, object or site is identified as a historic resource significant to the area, city or county, Historic landmarks are designated by local preservation groups through a designation process specified in Ordinance No. 2001-3 of the City of Harrodsburg.

MUNTIN- The strip of wood separating the lights or panes of glass in a window.

MUST- Required or commanded by ordinance.

NEW CONSTRUCTION- An addition to an existing building or structure or the construction of a new building or structure.

OBSCURED- Covered or hidden from view. Historic elements, sites and structures may be obscured by new construction or public improvements in historic areas.

ORDINARY MAINTENANCE AND REPAIRS- Any work, the purpose of which is to correct deterioration or to prevent deterioration of a designated historic property. The work shall restore the property to

its appearance prior to deterioration or shall result in the protection of its present appearance. The work shall involve the use of the same building materials or available materials that are as close as possible to the original. Work that changes the external appearance of a property shall be considered an alteration for purpose of Ordinance no. 2001-3.

PARAPET- A low wall that rises above a roof line, terrace, or porch.

PEDIMENT- The triangular space forming the end of a roof in classical architecture, or the triangular cap over a window or door.

PIER- An upright structure of masonry which serves as a principle support.

PILASTER- A square pillar attached to, but projecting from a wall. Pilasters often resemble classical columns.

PITCH- The degree of a slope on a roof.

PLANT MATERIALS- Trees, shrubs, vines, groundcovers, grass, perennials, annuals, and bulbs.

PRESERVATION- Retaining the historic integrity of a building, site or structure through reconstruction, restoration, rehabilitation, adaptive use or compatible design.

PROPORTION- balanced relationship of parts of a building, landscape, structures, or building to each other.

RECONSTRUCTION- Reproducing by new construction the exact form and detail of a vanished structure, or part therefore. As it appeared at a specific period of time.

REHABILITATION- To restore a building or structure to a good condition for a new purpose. The activity involves the retention and repair of historic elements.

REMOVAL- A relocation of a structure to another position on the same site or to another site.

RESTORATION- To return a building, structure, or site to its original condition.

RE-USE- Use again

RHYTHM- Relationship of solid elements to open spaces in a streetscape or a building façade.

RIDGE- The top horizontal member of a roof where sloping surfaces meet.

RISER- The vertical face of a stair step.

ROOFSCAPE- The physical appearance of a roof: roof shape, forms, materials, pitch chimneys, bays, skylights, and other roof elements.

SASH- The moveable framework holding the glass in a window or door.

SCALE- Proportional relationship of the size of elements in a building to one another and to the human figure.

SCREENING- Use of vegetation or fences to conceal an area from view.

SETTING- The time, period and physical environment reflected by historic elements, sites, structures, streets and districts.

SHALL- Must or what is mandatory.

SHOULD- What is expected or suggested, but may not be mandatory.

SIDING- The exterior wall covering of a structure.

SIGNIFICANT- Having important meaning to an element, site, structure, street or district; important to the historic context of Harrodsburg.

SILL- The horizontal water-shedding member at the bottom of a door or window frame.

SPANDREL- The triangular space between the shoulder of an arch and the square enclosing it.

STREETSCAPE- The distinguishing character of a particular street created by its natural and man-made components: width, alignment, paving materials, planting, and forms or surrounding buildings.

STRUCTURE- Anything constructed or erected, the use of the ground, including (but without limiting the generality of the foregoing) barns, smokestacks, advertising signs, billboards, backstops for tennis courts, bridges, fences, pergolas, gazebos, radio and television antennae, solar collectors, microwave antennae, including the supporting towers, roads, ruins or remnants (including foundations), swimming pools or walkways.

STYLE- A type of architecture distinguished by its characteristics of form and ornamentation. A style is often related to a specific historic time period.

TERRA-COTTA- Cast and fired clay units, used ornamentally.

TRANSOM- An opening over a door or window containing a glazed or solid sash.

TREAD- The horizontal surface of a step.

TRELLIS- Lattice work as an outdoor screen, often a support for vines.

TURNED WORK- Woodwork cut on a lathe.

TURRET- A small, slender tower.

There are many phrases found in the guidelines which cannot be defined by breaking the phrase into individual words. Instead, these phrases are described below:

“ADJACENT & SURROUNDING” - Those properties next to and near the property under review.

“ADVERSE IMPACT/NEGATIVE IMPACT” - Used interchangeably to describe the result of changes in historic areas which do not reinforce the character of individual elements, sites, structures, streets or whole districts.

“RETAINED/MAINTAINED” - Used in conjunction with one another to describe both the keeping of an element, site, structure, street or district and the assurance of physical repair and upkeep to those elements, sites, structures, streets and districts.

“WHEN APPROPRIATE” - Used to describe a means for the Board of Architectural Review to determine whether a guideline permitted activity or action is correct for each element, site, structure, street or district where changes are proposed.

ADDENDUM II: THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The following standards are to be applied to specific projects in a reasonable manner, taking into consideration economic and technical feasibility.

- (1)** Property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- (2)** The historic character of a building shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- (3)** Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- (4)** Most properties change over time. Those changes that have acquired historic significance in their own right shall be retained and preserved.
- (5)** Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- (6)** Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- (7)** Chemical or physical treatments, such as sandblasting, that cause damage to historic materials should not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- (8)** Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- (9)** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work will 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.

**HARRODSBURG ARCHITECTURAL PRESERVATION COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATNESS**

City of Harrodsburg, Office of the Building Inspector
109 Short Street, Harrodsburg KY 40330
859-734-3375 (email: hapc@harrodsburgcity.org)

Application Date: _____

Applicant Information

Applicant's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Property Owners Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Applicant's Agent/Representative: _____

Firm Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Section Instructions

Provide the applicants name, mailing address, telephone, and email address. If contact is other than applicant provide Applicant's Agent information. Provide building Owner's name and information.

Property Information

Property Address: _____

Project type: Exterior Structure Alteration New Construction/Addition

Site alteration/Improvement Demolition

Sign Other (specify below)

Project Description: _____

Section Instructions

Identify property address. Specify project type and provide complete project description.

Harrodsburg Architectural Preservation Commission SIGN WORKSHEET

All Signs:

Name on the Sign: _____

Proposed Sign Materials: _____

Will the sign be a lighted sign? ___ Yes ___ No If yes, please describe the lighting you propose:

- Enclose a photograph of your building: marking the area the sign will be located.
- A sketch of the proposed sign must accompany the application.

Exterior Permanent Signs:

Signs should not exceed one (1) square foot of sign area per linear foot of the building width nor in any case be larger than a maximum of thirty-two (32) square-feet in area*.

Measure the linear feet of your building _____

Proposed Dimension of the sign _____

**Buildings that have more than 32 linear feet of building frontage along the street to which the sign is oriented – applicant may request approval for one (1) additional square foot of sign area per each linear foot over 32 feet.*

Permanent Signs applied on or in the windows:

Permanent signs in or on window surfaces should not exceed twenty (20) percent of the total window area.

- 1) **Measure your window surface** _____ x _____ = _____ total square foot (s.f.) of window area.
height x width = total s.f. of window area.
- 2) **Divide** total s.f. of window area **by five**. This is the maximum s.f. allowed for the sign.
- 3) **Proposed dimension of sign:** _____ x _____ = _____
height x width = total sf of sign (cannot exceed #2)

Attach this worksheet to your Certificate of Appropriateness Application