Excelsior Springs, Missouri
Historic Preservation Design Guidelines

THE CITY OF Excelsior Springs MISSOURI

August 28, 2020

First Edition

Excelsior Springs Historic Preservation Design Guidelines

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Chapter 1 | Introduction

The City of Excelsior Springs, Missouri (City) has a strong commitment to historic preservation and protecting its designated historic resources. To encourage the rehabilitation, preservation, and restoration of historically and architecturally significant properties, the City has designated three local historic districts – the Boarding House Historic District, the Elms Historic District, and the Hall of Water Historic District.

By ordinance (Section 402 of the City of Excelsior Springs), any proposed alteration to the exterior of a property located within a local historic district is subject to review by the City's Historic Preservation Commission. These design guidelines should assist property owners when developing the proposed work to their historic property and referenced by the Historic Preservation Commission when considering an application for a Certificate of Appropriateness.

This Historic Preservation Design Guidelines is based on T*he Secretary of the Interior's Standard for Rehabilitation* (reference Chapter 7) and accepted historic preservation practices.

The Boarding House Historic District. (STRATA)

The Elms Historic District. (STRATA)

Intent of the Design Guidelines

The intent of the Excelsior Springs Historic Preservation Design Guidelines is to assist business owners, homeowners, and developers in their pursuit to maintain and rehabilitate historic buildings and to construct new buildings within the local historic districts. These guidelines are not intended to inhibit change, new construction, or contemporary design, as long as such changes complement the existing buildings and streetscapes. The design guidelines are flexible to encourage rehabilitation and required life-safety upgrades while preserving the historic integrity of historic properties.

The purpose of the design guidelines is several-fold:

- To support the principles set forth in *The Secretary of the Interior's Standards for the Treatment of Historic Properties.*
- To promote and preserve the historic and cultural integrity of the districts.
- To provide advisory recommendations of the best way to reinforce and protect the unique historic pattern and character found within each district.
- To ensure visual, physical, and functional compatibility of the exterior, publicly-visible portions of the buildings, landscape, and context. These guidelines do not affect how interior space is utilized or designed.
- To encourage new quality design and construction within the districts, which is compatible with its individual historic context, and to serve as a tool for designers. The ultimate goal is to promote creative and sensitive new designs while preventing designs that would weaken the integrity of the districts through inappropriate or non-compatible designs that do not relate to the historic context, regardless of their quality.
- To protect the value of public and private investment, which might otherwise be threatened by the undesirable consequences of poorly managed growth.

The Hall of Waters Historic District. (STRATA)

How to Use the Design Guidelines

The Design Guidelines is organized into three sections. The first section provides an introduction to the Design Guidelines and on overview of information to help better understand the Design Guidelines. The first section includes:

- Chapter 1 – Introduction
- Chapter 2 – Certificate of Appropriateness Application Process
- Chapter 3 – Historic District
- Chapter 4 – Building Types
- Chapter 5 – Architectural Styles
- Chapter 6 – Character-Defining Features

The second section of the Design Guidelines is the guidelines for all proposed projects to individually designated properties and properties within the local historic districts. Each chapter provides guidelines for a different project type. The guidelines include photographs, illustrations, and a written description of what is and what is not recommended. The second section includes:

- Chapter 7 – Guidelines for Treatment of Historic Properties
- Chapter 8 – Guidelines for Additions
- Chapter 9 – Guidelines for New Construction
- Chapter 10 – Guidelines for All Projects
- Chapter 11 – Guidelines for Demolition
- Chapter 12 – Guidelines for Building Relocation

The third section of the Design Guidelines is the Appendices, which provides supplementary information topics presented in the Design Guidelines.

- Appendix A – Glossary of Terms
- Appendix B – Preservation Resources
- Appendix C – Elements of Design
- Appendix D – National Register vs. Local Register Matrix
- Appendix E – Addresses of Properties within the Historic Districts

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Chapter 2 | Certificate of Appropriateness Application Process

Excelsior Springs Historic Preservation Ordinance

The City of Excelsior Springs' strong commitment to historic preservation was formalized in 1978 by adopting the Excelsior Springs Historic Preservation Ordinance and creating the Historic Preservation Commission by ordinance. The National Park Service designated Excelsior Springs as a Certified Local Government in 1991. In 2005, Excelsior Springs adopted a revised Historic Preservation Ordinance (Ordinance Section 402).

The purpose of the Historic Preservation Ordinance is to promote the educational, cultural, economic, and general welfare of the City of Excelsior Springs by:

1. Providing a mechanism to identify and preserve the distinctive historic and architectural characteristics of Excelsior Springs, which represent elements of the City's cultural, social, economic, political, and architectural history.

2. Fostering civic pride in the beauty and noble accomplishments of the past as represented in Excelsior Springs Landmarks and Historic Districts.

3. Conserving and improving the value of property designated as landmarks or within historic districts.

4. Protecting and enhancing the attractiveness of the City to home buyers, tourists, visitors, and shoppers, and thereby supporting and promoting business, commerce, industry, and providing economic benefit to the City.

5. Fostering and encouraging preservation, restoration, and rehabilitation of structures, areas, and neighborhoods, thereby preventing future urban blight (Ord. No. 90-4-4 & 1, 4-16-89).

6. To protect the value of public and private investment, which might otherwise be threatened by the undesirable consequences of poorly managed growth.

It is important to remember that **ANY** exterior changes to your property (alterations, changes to building materials, new construction, demolition, site improvements, etc.) are subject to review by the Historic Preservation Commission or Community Development Director **BEFORE** the project begins, regardless of whether or not a building permit is required.

Historic Preservation Commission (HPC)

The role of the Historic Preservation Commission (HPC) is to assist the City in the administration of the Historic Preservation Ordinance. The Commission consists of seven members. All members are appointed by the Mayor and approved by the City Council. The term of each member is three years.

The HPC typically consists of the following:

- Four (4) of the members who are residents of Excelsior Springs
- A person having at least five (5) years of experience in construction
- A person having at least five (5) years of experience in real estate
- A historian living in the community at least twenty (20) years
- Three (3) members chosen from the citizens at large.

Meeting Times

HPC meetings are the second Wednesday of each month at 5:00 PM. A special meeting may also be called for the fourth Wednesday of the month if deemed necessary by the Chairperson and City Staff.

Community Development Department

The Community Development Department works closely with the HPC. The Excelsior Springs Community Development Director serves as city staff to the HPC and makes recommendations to the HPC based on the preservation and zoning ordinances and design guidelines.

Members of the public are encouraged to contact the Community Development Department to discuss questions or concerns about preservation, historic districts, and local or national historic designation. The Community Development Department is able to provide information about the designation process, answer questions about the Certificate of Appropriateness application process, and assist with technical resources for performing work on designated buildings.

Certificate of Appropriateness Application Process

All exterior alterations to locally designated historic properties or properties located within a historic district (regardless of their contributing or non-contributing status) are required to be reviewed and approved prior to beginning any work. Once the work is approved, a Certificate of Appropriateness is awarded.

Certificate of Appropriateness

A Certificate of Appropriateness (COA) is similar to a building permit and is required before beginning exterior work. A COA is issued by the HPC and indicates that the proposed change has been reviewed and approved. Once the COA has been obtained, the applicant can apply for a building permit. In cases where a building permit is not required, it is still required to acquire a COA before beginning the project.

The Certificate of Appropriateness is only valid for the project it was approved for by the HPC. Any changes to the HPC approved plans must be reviewed by the HPC. Often, City Staff can approve changes, but the Community Development Department must be notified before changes are made.

COA Application forms are available from the Community Development Department by calling 816-630-0756 or by downloading the application at the Excelsior Springs Historic Preservation Commission website – https://cityofesmo.com/eshpc/resources/coa_application.pdf.

Staff at the Community Development Department are available to aid in the application process. It is always recommended to consult with the City's Community Development Department Staff prior to beginning the application process or starting exterior work. The Staff and HPC are experienced in working with owners to help them meet their practical needs while preserving the architectural and historical character of their property.

After the HPC receives a completed application, accompanied by the designated fee, the HPC will review the application at the next available meeting. Completed COA applications should be received no later than ten (10) days prior to the HPC meeting, in order for it to be placed on the agenda and included in the HPC packets. Any COA application received after 12:00 PM on the Friday before an HPC meeting will not be considered until the next scheduled HPC meeting.

The City Staff and the HPC base their design review decisions on the same set of principles for all properties. A property's architectural integrity, craftsmanship, and historic significance will be taken into consideration when an application for a COA is submitted. Additionally, alterations that are visible from either a public street or an alley also are taken into consideration during the decision-making process.

Historic Preservation Commission Review
The Historic Preservation Commission reviews COA applications for the following:

- New construction and additions to existing buildings.
- Alterations, removals, or exterior repairs.
- Demolition of buildings.
- Relocation of buildings.
- New or replacement signs and awnings.

Staff Review
The Excelsior Springs Community Development Director may, in some cases, be able to issue a COA for items considered "minor works," including:

- In-kind repairs, maintenance, and replacement of existing features and architectural details.
- Landscaping, driveways, and sidewalks.
- Removal of non-historic materials.
- Renewal of an expired COA without change to the original approval.
- All other changes that do not require a building permit.
- Emergency repairs to abate a hazardous condition.

Refer to the Certificate of Appropriateness Approval Matrix for a detailed list of actions and who is required to review the COA application. The COA Approval Matrix is located later in0o is this section and at https://cityofesmo.com/eshpc/COA_Approval_Matrix.pdf.

Appeals
Appeals may be filed with the Board of Zoning and Adjustment within thirty (30) days after the HPC's decision.

Stop Work Order
If a project that requires a COA has been initiated without prior approval, a stop work order may be issued to the owners, occupants, contractors, or subcontractors.

If a project fails to comply with any part of the COA that has been issued by the HPC, a stop work order may be issued, which states the violation and the deadline by which to rectify the violation.

Provisions
If applicable, a building permit for the work described in the COA should be applied for after receipt of COA.

COAs are effective for a period of twelve (12) months and will expire at the end of that of those twelve (12) months. If the work has not been completed, the applicant is required to request a new COA. As long as the renew request does not change the original approval, the renewal request is reviewed by the city staff.

Additional Resources

For the most current, up-to-date information, refer to the following resources which are available for download from the City's Historic Preservation website: www.eshpc.org, which includes, but not limited to:

- Certificate of Appropriateness (COA) Application Form
- COA Approval Matrix
- City of Excelsior Springs Historic Preservation and Revitalization Plan
- Historic District Maps
- List of Individual Landmarks
- Resources for Historic Tax Credits
- Resources for the Neighborhood Preservation Act

If you would like more information, call or write the
Community Development Department
Hall of Waters (City Hall)
201 E. Broadway
Excelsior Springs, MO 64024
Phone: 816-630-0756
www.eshpc.org

FAQs: Certificate of Appropriateness Process

Q: Is my property located in a historic district? If so, how do I know if it is contributing or non-contributing?

A: Refer to the historic district maps located in Chapter 3 and on the City's website. Also, reference the list of addresses of properties within the historic districts located in Appendix F. If you need assistance in determining if your property is "contributing" or "non-contributing," or require additional assistance or consultation, contact the Community Development Director.

Q: My property is located in a local Historic District. Do I need the Commission's approval to make changes?

A: Yes, for exterior changes. Every designated structure, whether it is an individual landmark or a property in a historic district, is protected under the Excelsior Springs Historic Preservation Ordinance and is subject to the same review procedures. If you want to perform rehabilitation work, new construction, demolition, alterations to landscape plans, or alterations to your property (with the exception of ordinary repairs), you must obtain the Commission's approval before you begin the work. This approval is called a Certificate of Appropriateness.

Q: When making changes to a property designated as a historic landmark or located within a historic district, who needs to apply for a COA from the Preservation Commission?

A: Every property owner within a historic district must apply for a COA from the Historic Preservation Commission when proposing any exterior changes to a property.

Q: What changes to my property require a COA?

A: A COA is required for:

- ANY alteration or exterior change to an existing building, such as the alteration or replacement of doors, windows, or roofing.
- Paint color changes.
- Installations of or modifications to fences, decks, sidewalks, ramps, driveways, and outdoor amenities.
- Demolition of ANY structure, including garages and outbuildings.
- Construction of a new building or addition, including garages and outbuildings.
- Placement of exterior mechanical systems and equipment
- Placement of solar panels.
- Placement of satellite dishes.

Q: Are there any types of work that do not require the Commission's approval?

A: Ordinary and necessary maintenance, which does not involve a change in material, does not require the Commission's approval. For example, replacing broken window glass or removing painted graffiti would not require approval. Additionally, any interior work in your building does not require approval.

Refer to the Certificate of Appropriateness Approval Matrix located on the City's website - https://cityofesmo.com/eshpc/COA_Approval_Matrix.pdf for detailed information regarding what work requires the Commission's approval. You can also call the Community Development Director for a consultation about whether approval is needed for work you are considering.

Q: May I demolish a designated building on a historic property?

A: You must apply for a Certificate of Appropriateness to demolish a building on a designated property. In reviewing applications for demolition, the HPC will consider the basis of the designation and whether demolition is necessary based upon the information presented in the application and by the Community Development Staff Report.

Q: Will historic designation prevent all alterations and new construction?

A: No. Historic designation does not "freeze" a property or a district in time. Alterations, demolition, and new construction on vacant lots are allowed; however, the Historic Preservation Commission must review the proposed changes and find them to be appropriate. This helps ensure that the special qualities and character of the historic district or individually designated buildings are not compromised or destroyed.

Q: How and when is the application made?

A: Application for a COA is made to the HPC in the form of a written request. The written application should be given or mailed to the Community Development Department no later than one week prior to the HPC Meeting. Meeting time and meeting location is posted on the Excelsior Springs Historic Preservation Commission website and at the west entrance of the Hall of Waters. If the application is not complete, the applicant will be notified so that all information can be provided by the meeting time.

Applicants, or their representatives, are encouraged to attend the HPC meeting when their application is discussed so they can answer questions. Applicant attendance is required when a special meeting is requested.

For larger projects or projects requiring information from consultants such as architects or contractors, it is preferable to meet with the Community Development Director in the design/planning stage. City Staff can offer advice and suggestions that will facilitate the approval process.

Q: What do I need to include in my written request?

A: Reference the COA application form for a list of all required information.

For small projects and exterior alterations, provide the following:

- Description of the nature and extent of the proposed work.
- Scaled drawings that accurately show details, proportions, and scale of the proposed project, as well as visible details.
- Written description or photograph of architectural details, if applicable.
- Types of materials to be used. Provide samples or product information, if applicable.
- Proposed paint colors. Provide paint samples, if applicable.
- For signs, give size, style of sign and lettering, and location, including clearance height and method of attachment.
- Name, address, and phone number of the person who will be completing the project.

For new construction or additions, provide the following:

- Description of the nature and extent of the proposed work.
- Scaled drawings or drawings stamped and signed by a licensed engineer or architect that accurately shows details, proportion, and scale of the proposed project, as well as visible details.
- Site plan showing the exact location of the new or altered construction on an existing lot, indicating distances to property lines and other buildings on the lot and location of fences, sidewalks, driveways, decks, and patios.
- Two-dimensional drawings of all four elevations, including accurate roof pitch.
- Indicate the location of any demolition, if applicable.
- Indicate types of materials to be used.
- Provide paint samples, if applicable.
- Include a written description or photograph of architectural details, if applicable.
- For signs, give size, style of sign and lettering, and location, including clearance height and method of attachment.
- Name, address, and phone number of the person who will be completing the project.

Q: When will I know if my project is approved?

A: Within ten (10) days following the regular HPC meeting. The Community Development Director will send you a COA or a Letter of Denial. Reasons will be provided in writing. The project cannot start until the COA is received.

Q: I own a 1990s building in a historic district. Why does the Historic Preservation Commission review changes to my property?

A: To preserve a historic district's character, the HPC reviews changes to ALL buildings within its boundaries. The Commission must review the proposed changes to your property to make sure that the overall design is sensitive to the scale and character of the historic district and that the alterations will not detract from the qualities of the surrounding properties in the district.

If you apply to the HPC to make changes to your property, the Commission will take into account the fact that your property is a contemporary (non-contributing) structure. You will not be asked to alter your design to make it look "old-fashioned."

Q: Can the Historic Preservation Commission make me restore my property to the way it looked when it was first built?

A: No. The HPC only reviews proposed changes that the property owner proposes to make.

Q: Will the Historic Preservation Commission make me repair my property?

A: The adopted Excelsior Springs Historic Preservation Ordinance (Ordinance Section 402) and the adopted Maintenance Ordinance (Ordinance Section 235) require that all properties must be kept in good repair and meet the minimum requirements of the Property Maintenance Code and any other regulatory codes. These ordinances and regulatory codes are intended to help prevent properties from becoming unsafe to inhabit and reduce demolition by neglect. They also help maintain property values of a neighborhood and keep vacant or derelict properties from becoming an 'eyesore' or blight a neighborhood. If you are interested in finding out about making repairs to your designated property to meet the minimum maintenance code, you can call the Community Development Director for advice.

Historic Preservation Ordinance Section 402 – https://ecode360.com/29306502

Property Maintenance Ordinance Section 235 – https://ecode360.com/29304444

Q: I own a designated property. Should I tell the tenants in my building about the property's historic status?

A: Yes. You should inform each of your tenants that the property is listed on the local historic register and/or is located in a historic district and, as such, is subject to the provisions of the historic ordinance.

The HPC must approve exterior alterations in advance. If a tenant makes exterior alterations without receiving the HPC approval before doing the work, the building owner, as well as the tenant, will be held responsible.

Q: I want to sell my historic property. Must I tell the Historic Preservation Commission?

A: No. Historic designation places no restriction on an owner's right to sell his or her property.

Q: If I sell my property, should I tell the new owner that the property is a historic landmark or is located within a historic district?

A: Yes. It will help the new owner understand the opportunities afforded by the designation and will notify them of the guidelines set forth for any future exterior rehabilitation work.

Q: Are historic buildings owned by not-for-profit organizations subject to the same regulations?

A: Yes. Approvals and permits for work on properties owned by not-for-profit owners are the same as the criteria for work on any other property.

Q: Is being listed on the Local Historic Landmark Register different from being listed in the National Register of Historic Places?

A: Yes. The National Register of Historic Places is a list of buildings and sites of local, state, or national importance. This program is administered by the National Park Service and the Missouri State Historic Preservation Office (MOSHPO). The National Register has no connection to the Excelsior Springs Historic Preservation Commission. However, many properties and districts are listed as local historic landmarks that are also listed in the National Register.

Reference Appendix D for more information about the National Register of Historic Places and the Local Historic Landmark Register.
For information regarding the National Register of Historic Places, contact the Missouri State Historic Preservation Office, Department of Natural Resources, P.O. Box 176, Jefferson City, MO 65102-0176; Telephone 573-751-7858.

Q: What are my options if I am denied a COA?

A: You may submit a revised application, or you may appeal the decision through the Board of Zoning and Adjustment within thirty (30) days after the Historic Preservation Commission's decision.

It is always recommended to consult with the Community Development Director prior to beginning the application process or starting exterior work. The Community Development Director is available to help you with any questions you have about your property, explain the application process, and assist with guidance about appropriate materials or technical advice.

If you would like more information, call or write the
Community Development Department
Hall of Waters (City Hall)
201 E. Broadway
Excelsior Springs, MO 64024
Phone: 816-630-0756
www.eshpc.org

Certificate of Appropriateness
Approval Matrix

	CONTRIBUTING			NON-CONTRIBUTING		
ACTION	Exempt	Administrative	HPC	Exempt	Administrative	HPC
Additions			X			X
Accessory Structures (sheds, garages, etc.) (visible and not visible from the street)			X			X
Awnings (new installation)			X			X
Awnings (color change)		X			X	
Decks (visible and not visible from the street)			X		X	
Decorative Shutters		X			X	
Demolitions (partial and all of building or structure)			X			X
Doors (visible from the street)			X			X
Doors (not visible from the street)		X			X	
Driveways		X			X	
Equipment (Antennas, Satelite Dishes, Solar Panels, etc..)		X			X	
Exterior Siding (in-kind repairs)	X			X		

Certificate of Appropriateness Approval Matrix (Continued)

	CONTRIBUTING			NON-CONTRIBUTING		
ACTION	Exempt	Administrative	HPC	Exempt	Administrative	HPC
Exterior Siding (replacement with new materials)			X			X
Fences or Gates		X			X	
Foundation (repair)	X			X		
Fountains (visible from the street)			X			X
Landscaping (visible from the street)		X			X	
Lighting (visible from street)			X		X	
Masonry (repointing repairs)	X			X		
Masonry (major rehabilitation and new construction)			X			X
Mechanical Equipment (exterior A/C condensers, other exterior equipment)		X			X	
New Construction (infill)			X			X
Paint (color change)		X			X	
Pools			X			X
Porches (modifications and new construction)			X			X

Certificate of Appropriateness Approval Matrix (Continued)

	CONTRIBUTING			NON-CONTRIBUTING		
ACTION	Exempt	Administrative	HPC	Exempt	Administrative	HPC
Railings		X			X	
Ramps (visible from street)			X			X
Relocation of Building or Structure			X			X
Retaining Walls			X		X	
Roofing (repairs)	X			X		
Roofing, Gutters, and Downspouts (replacement in-kind - color and material)	X			X		
Roofing, Gutters, and Downspouts (replacement with different materials)			X			X
Screened-in Porches (existing)			X		X	
Screened-in Porches (new construction)			X			X
Sidewalks (repair)	X			X		
Sidewalks (new construction)			X			X
Signs/Plaques and Murals			X			X
Site Lighting (repair/replacement in-kind)	X			X		
Site Lighting (new installation)			X			X

Certificate of Appropriateness Approval Matrix (Continued)

	CONTRIBUTING			NON-CONTRIBUTING		
ACTION	Exempt	Administrative	HPC	Exempt	Administrative	HPC
Storm Windows (replacement in-kind)	X			X		
Storm Windows (new materials)			X			X
Trim (repair/replace in-kind)	X			X		
Time (new materials/design)			X			X
Windows (repair)	X			X		
Windows (replacement in-kind)		X			X	
Windows (new materials)			X			X

Certificate of Appropriateness Checklist

- ☐ Pre-Application meeting with Community Development Director (recommended but not required).
- ☐ Application Fee - Checks made payable to 'The City of Excelsior Springs'.
- ☐ Current photographs of the existing property.
- ☐ Current photographs and/or sketches of the existing property with proposed exterior improvements marked (include materials and color samples for each affected area. To ensure accurate portrayal, color samples should be original, not color photocopies).
- ☐ List materials to be used for repair, replacement, or new construction (manufacturer's brochures may be included for reference).
- ☐ Provide material samples (when available).
- ☐ Construction documents and architectural drawings (if work requires a building permit or new construction).
- ☐ Engineering report and cost estimates (required for demolition only, but can be submitted with application if available for building permit).
- ☐ Submit completed application and fee to:

  Community Development Department
  City of Excelsior Springs, 201 East Broadway
  Excelsior Springs, Missouri 64024

- ☐ Attend the Historic Preservation Commission meeting.

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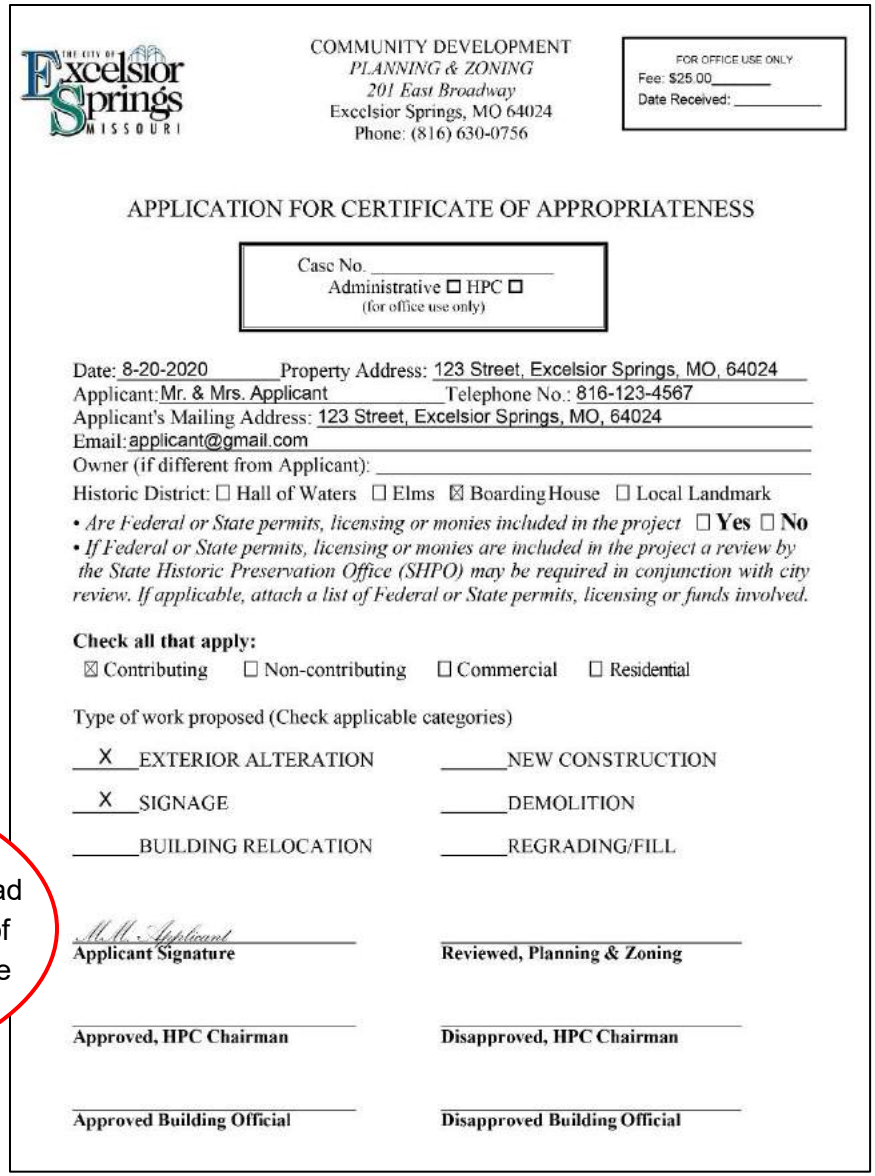
Certificate of Appropriateness Sample Application

Here is an example of a complete application for an exterior rehabilitation for a residential property.

Included in the application are:

- COA application form
- A detailed description of the work to be performed.
- Photographs of existing conditions
- Sketch(es) showing proposed changes
- Simple scaled drawings showing overall dimensions and details.
- List of materials.

Do not forget to fill out all of the required information! Be sure to read the instructions on pages 3 and 4 of the COA Application. An incomplete application will not be reviewed.



COMMUNITY DEVELOPMENT
PLANNING & ZONING
201 East Broadway
Excelsior Springs, MO 64024
Phone: (816) 630-0756

FOR OFFICE USE ONLY
Fee: $25.00_____
Date Received: _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Case No. _____
Administrative ☐ HPC ☐
(for office use only)

Date: 8-20-2020 Property Address: 123 Street, Excelsior Springs, MO, 64024
Applicant: Mr. & Mrs. Applicant Telephone No.: 816-123-4567
Applicant's Mailing Address: 123 Street, Excelsior Springs, MO, 64024
Email: applicant@gmail.com
Owner (if different from Applicant): _____
Historic District: ☐ Hall of Waters ☐ Elms ☒ Boarding House ☐ Local Landmark

- *Are Federal or State permits, licensing or monies included in the project* ☐ **Yes** ☐ **No**
- *If Federal or State permits, licensing or monies are included in the project a review by the State Historic Preservation Office (SHPO) may be required in conjunction with city review. If applicable, attach a list of Federal or State permits, licensing or funds involved.*

Check all that apply:
☒ Contributing ☐ Non-contributing ☐ Commercial ☐ Residential

Type of work proposed (Check applicable categories)

X EXTERIOR ALTERATION	_____ NEW CONSTRUCTION
X SIGNAGE	_____ DEMOLITION
_____ BUILDING RELOCATION	_____ REGRADING/FILL

M. M. Applicant
Applicant Signature **Reviewed, Planning & Zoning**

Approved, HPC Chairman **Disapproved, HPC Chairman**

Approved Building Official **Disapproved Building Official**

PROJECT DESCRIPTION: Describe, in detail, the work to be performed. Attach additional sheets if necessary.

See attached detailed scope of work

Certificate of Appropriateness
Scope of Work for 426 Concourse Avenue
Excelsior Springs, MO

We propose to do the following renovations and restoration to the exterior of property at 426 Concourse Avenue in Excelsior Springs, Mo, herein referred to as Building A and Building B. This property is located within the Hall of Waters Historic District and is or significant historical value to the city of Excelsior Springs, MO., being the site of the first jail in Excelsior Springs and the long time residence of Bill and Edna Payne. Bill served as Police Chief for Excelsior Springs from 192S through 1953.

The scope of work is to include:

Building A

- Remove deteriorated chimney from the basement through roof and repair decking on the roof as needed. (New heating system and water heaters will not require a flue. Vent for the new heating system will be located out of sightline from the street.)
  *refer to Pictures No. 1 and 2

Photo No. 1

Photo No. 2

Check that the description reflects all of the work that you are proposing to do. If the space provided for the Project Description is not enough to thoroughly describe the work, you are encouraged to attach additional pages to the back for your application. These can be handwritten or typed, whichever you prefer.

- Remove existing shingles, repair decking as needed, and re-roof with architectural 40 yr. shingles. (Color sample to be provided)
  *refer to Picture No. 3

Photo No. 3

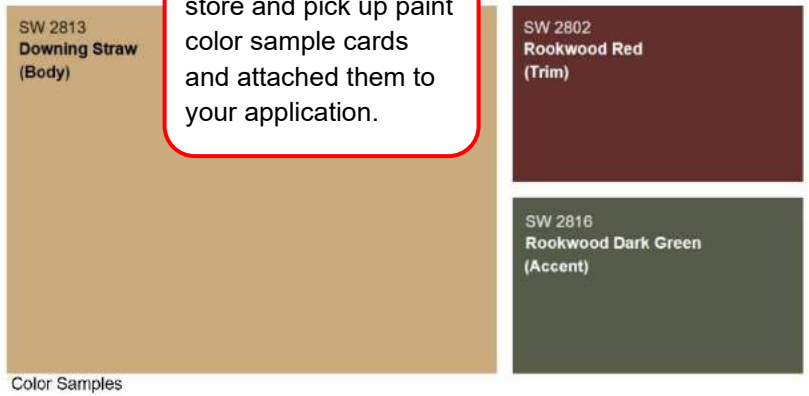
An easy and effective way to get your point across is to take a current photo of the property and mark on them what you are proposing to do.

- Remove roofing addition at the rear of Building A to restore the original roofline of the add-on. (The add-on is believed to be the jail structure added by Bill Payne after the original construction of the house. The roofline has been compromised by adding multiple pitches in an attempt to shed water.) Repairs to the framing of the roof will be made as needed. The rear addition of Building A will then be re-roof.
  *refer to Pictures No. 4 and 5

Photo No. 4

Photo No. 5

Go to the hardware store and pick up paint color sample cards and attached them to your application.



Color Samples

- Remove old gutters and downspouts, and make repairs to the fascia and the soffit as needed. Make repairs to the windows, as needed. Paint trim, fascia, and soffit with period colors. Install new gutters and downspouts and paint to match trim color.
  *refer to color samples

- Repair stucco surfaces as needed and paint with period colors. Repoint brick as needed and rebuild the back wall of Building A add-on.
  *refer to Color Samples and Pictures No. 3 and 6

Photo No. 6

- Make repairs to porch columns as needed. Paint columns and porch structures with period colors.
  *refer to Color Samples

- Install aluminum storm windows and paint to match trim color.
  *refer to Color Samples

- Make repairs to concrete on patios, porches, and sidewalks as needed.

Building B

- Remove add-on structure to Building B and replace it with an appropriate porch structure the full width on building, four feet in depth with a stairway on the South side of the building. The railing will be constructed to include a period balustrade. (The add-on structure needs to be removed to restore the integrity of Building A. Current add-on structure of Building B is using part of the brick structure on Building A for support. The new porch deck will facilitate entry into the existing door on Building B for access into Suite #3 of the Bed and Breakfast.
  *refer to Picture No.7 and Drawing B

Photo No. 7

- Remove rear covered porch structure of Building B to restore the integrity to the original roofline. Replace with a porch deck with period appropriate balustrade to match the railing on the front of Building B.
  *refer to Pictures No. 8 and 9

Photo No. 8

Photo No. 9

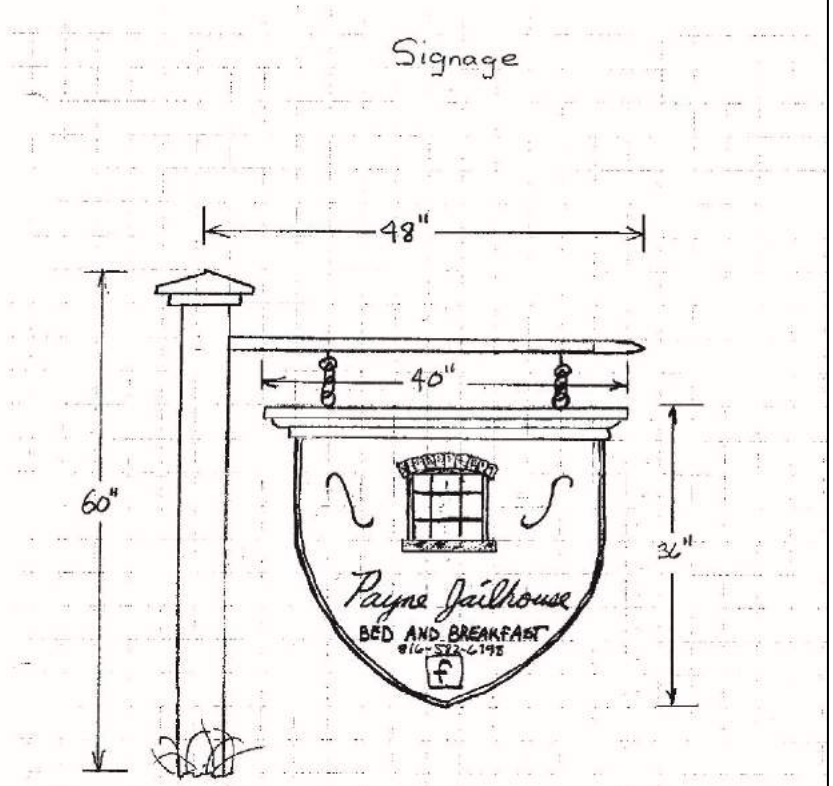
- Remove old gutters and downspouts. Remove roofing shingles and replace decking as needed. Re-roof with shingles to match Building A. Install fascia boards on both sides to facilitate the installation of new gutters and downpouts.
  *refer to Picture No. 10

Photo No. 10

- Paint body, trim, and gutters to match the color scheme of Building A.
- Install storm windows and paint to match trim.

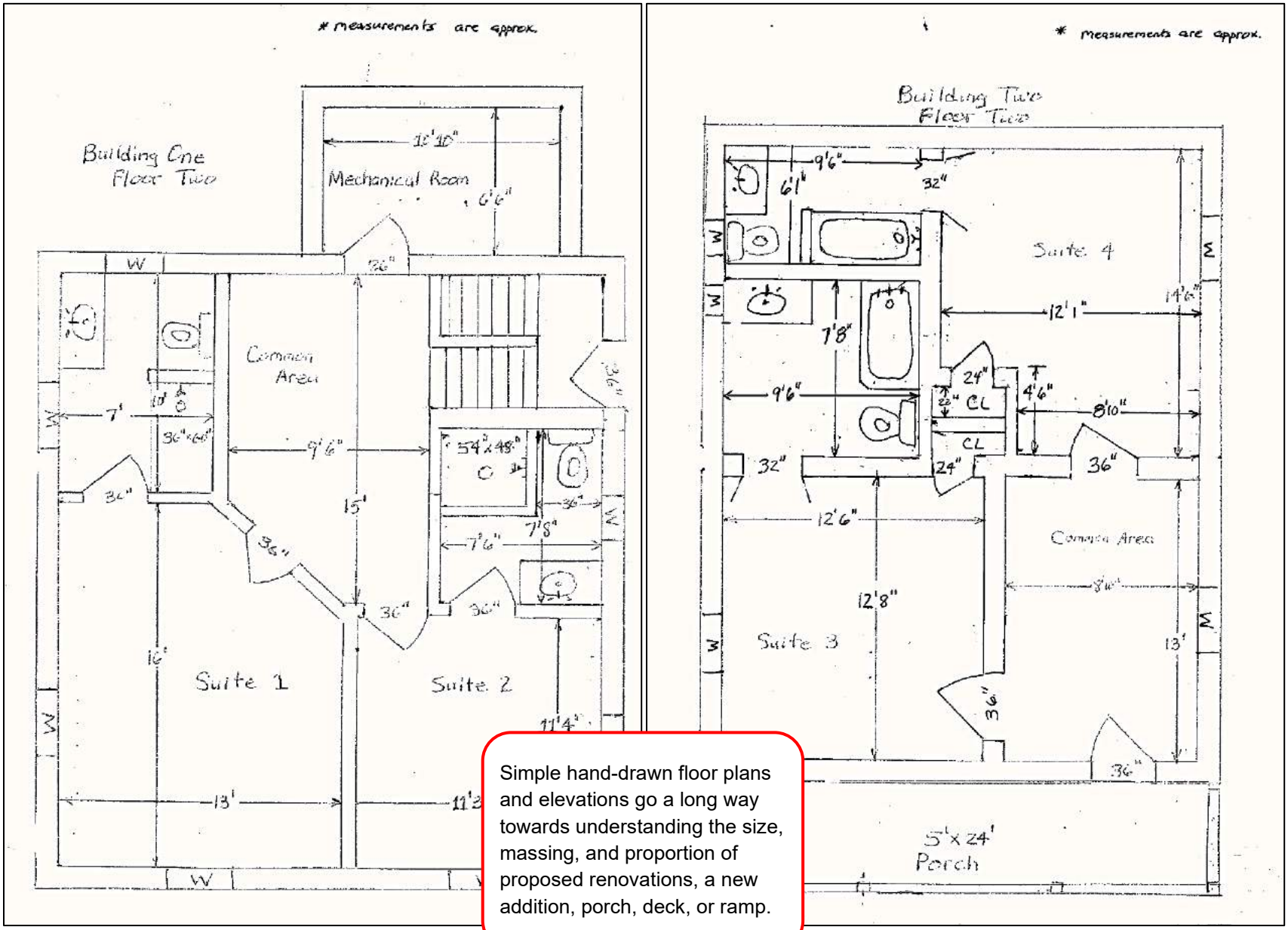
Building A and B

- Remove and replace concrete pads and walkways as needed.
- Landscape property with period appropriate landscape. This may require the removal of two large sugar maples near Concourse Avenue. These trees are severely diseased and hollow approximately 10-feet up into the trunk. A licensed arborist will be contacted to determine whether or not the trees can be saved.
- Construct and install signage in the front yard for Bed and Breakfast.
  *refer to Drawing A



Provide details for attachment if attached to a building.

Drawing A



Simple hand-drawn floor plans and elevations go a long way towards understanding the size, massing, and proportion of proposed renovations, a new addition, porch, deck, or ramp.

Chapter 3 | Historic Districts

Historic Districts Overview

A historic district is a geographically defined area that possesses a significant concentration of sites, buildings, structures, or objects linked either by history or architecture. Historic districts can be anything from a residential area with a concentration of houses in the same or similar architectural style to a downtown business district that was one of the first planned cities in colonial America to a college campus or an industrial complex.

Historic districts can be designated in two ways – through the National Register of Historic Places or the local historic preservation commission as local historic properties or district. Both the National Register and the local designation are preservation tools that can help preserve a community's historic resources. National Register and local historic districts are different, but complementary, and can work effectively by themselves or together. The National Register program can be used as a credible way to identify a community's historic resources. In contrast, the local historic district provides a greater degree of protection to historic resources due to the required design review by the Historic Preservation Commission.

Excelsior Springs has three Local Historic Districts and four National Register Historic Districts.

- Local Historic Districts
  - Boarding House Historic District
  - Elms Historic District
  - Hall of Waters Historic District

- National Register Historic Districts
  - Boarding House Historic District
  - Elms Historic District
  - Hall of Waters Commercial East Historic District
  - Hall of Waters Commercial West Historic District

Reference Appendix D for more information about the National Register of Historic Places and the local register.

Contributing vs. Non-Contributing Properties
All properties within a historic district are classified as either "Contributing" or "Non-Contributing" to the district. If a property is individually listed and located outside of a district, this classification does not apply.

A Contributing property is defined as a building or structure (garages, sheds, barns, well springs, etc.) that adds to the historic significance of a district or neighborhood through its location, design, setting, materials, workmanship, architectural style, feeling, association, and history. Contributing properties add to a district's sense of time, place, and historic development. Contributing properties retain enough character-

defining features to convey their significance within the district's period of significance – it still reflects much of how it looked historically. Properties were also present during the district's period of significance.

A Non-Contributing property is a building or structure that does not contribute to the significance of the historic district. These resources may not be less than fifty years old or are not from the district's period of significance. The properties could also have been significantly altered and no longer reflect the historic quality of the district or are not associated with the historic theme of the district.

For local historic districts, the Historic Preservation Commission makes the final determination if a property is Contributing or Non-Contributing to the district. The designations are determined through historic property surveys for each property within the historic district.

FAQs: Historic Districts and What Local Historic Landmark Designation Means for Building Owners

Q: My property has been designated as an individual local historic landmark or as part of a local historic district. What does this mean?

A: When your property has been designated as an individual historic landmark or as part of a local historic district, the City and Historic Preservation Commission officially recognize that your property has historical and cultural value to the City of Excelsior Springs and that your property is an important part of Excelsior Springs' historical and architectural heritage.

To help protect the City's historic properties from inappropriate changes or destruction, the Historic Preservation Commission must approve, in advance, any alteration, reconstruction, demolition, or new construction affecting the designated properties. Refer to Chapter 2 for additional information.

Q: How can I find out if my property is designated?

A: If you do not know whether your property is an individual landmark or located within the boundaries of a historic district, refer to the historic district maps located in this chapter or on the City's Website. For additional assistance, contact the Community Development Director.

Boarding House Historic District

Listed in the National Register: August 24, 2018

Listed in the Local Register: July 2010

Period of Significance: 1895 - 1963

Summary of Properties within the Boarding House Historic District

- 120 properties total
- 70 contributing properties
- 50 non-contributing properties
- 14 vacant lots/parking lots
- 24 properties were known hotels, boarding houses, or apartment buildings
- 7 mineral water springs and associated structures
- 73 single-family dwellings
- 1 religious facility
- 1 library

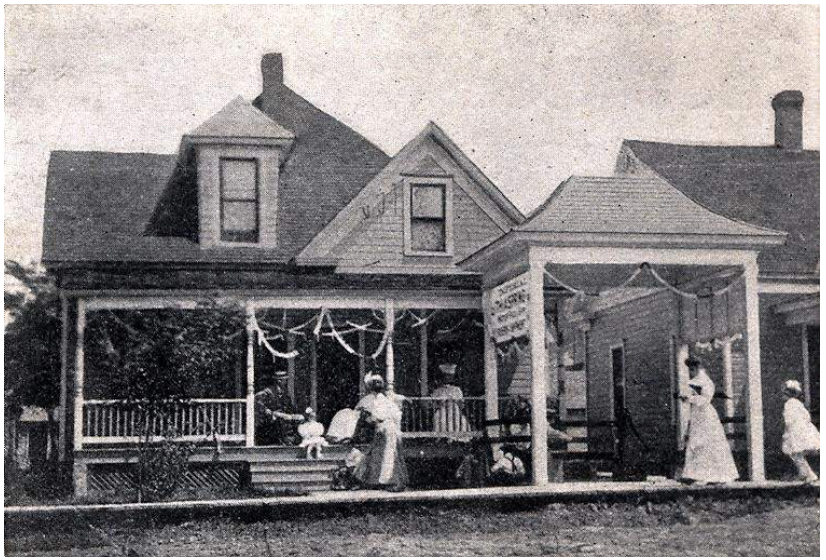
Properties Individually Listed in the National Register in the Boarding House Historic District

- The Colonial Hotel (328 E. Broadway)

Properties Individually Listed in the Local Register in the Boarding House Historic District

- Excelsior Springs Carnegie Library (339 E. Broadway)
- The Hiawatha Hotel and Well Site (101 Linden)

The Boarding House Historic District remains an important residential neighborhood that reflects the early history of Excelsior Springs as it became a regional health and recreation destination. It is directly related to Excelsior Springs' reputation as "America's Haven of Health," a distinction based on the city's many mineral water springs and the facilities that developed to provide lodging for the many health seekers and tourists who visited the city.



Imperial Lithia Spring located at the corner of Saratoga Street and Isley Boulevard. (Dennis Hartman Post Card Collection)

The Boarding House Historic District has a unique history of providing long- and short-term accommodations for visitors partaking of its healing mineral waters. Construction of the buildings in the Boarding House Historic District began ca. 1895, but the buildings quickly evolved to accommodate the

large number of temporary residents visiting the town. The district became the location of a large concentration of hotels, apartment houses, boarding houses, and rooming houses. The district also contained single-family dwellings, some of whose owners supplemented their income by renting out rooms or by sharing a house with another person. These properties became a significant part of the city's economic base. In 1903, the *Excelsior Springs Standard* noted that tourists and health seekers spent an estimated $30,000 a week in the city.

The buildings continued to be used as boarding houses for health seekers and tourists until 1963 when the Excelsior Springs mineral water industry collapsed. The cause of the collapse was twofold. In that year, an exposé was published that denounced the healing properties of water, and legislation was passed that forbid the advertisement of water therapies as curative.

The buildings in the district tell a unique and important story. The district remains the largest concentration of historic hotels, apartment houses, boarding houses, and rooming houses in the city. These buildings define the residential history of the greater Excelsior Springs community and provide tangible reminders of the past that create a unique sense of place.

For additional information on the Boarding House Historic District, refer to the National Register Nomination for the Boarding House Historic District prepared by Rhonda Chalfant, Ph.D., National Register Information System ID: 100002791.

Boarding House Historic District Map

Elms Historic District

Listed in the National Register: March 31, 2014

Listed in the Local Register: July 2010

Period of Significance: 1887 - 1963

Summary of Properties within the Elms Historic District

- 57 properties total
- 29 contributing properties
- 28 non-contributing properties
- 23 vacant lots/parking lots
- 2 mineral water springs and associated structures
- 1 class A contributing historic hotel
- 1 historic health clinic
- 1 historic commercial structure
- 13 single-family dwellings
- 10 properties were known hotels, boarding houses, or apartment buildings
  5 institutional and religious structures
- 2 historic train depots

Properties Individually Listed in the National Register in the Elms Historic District

- The Elms Hotel (401 Regent St.)

Properties Individually Listed in the Local Register in the Elms Historic District

- The Elms Hotel (401 Regent St.)
- St. Luke's Episcopal Church (534 Regent St.)
- 517 Elms Boulevard (House)

The Elms Historic District remains an important residential neighborhood anchored on the south by the Elms Hotel, which reflects the history of Excelsior Springs as it grew to become "America's Haven of Health."

Elms Boulevard looking towards the Elms Hotel. (Dennis Hartman Post Card Collection)

The Elms Historic District began to develop in 1887 when the land was subdivided into lots, and the roads were constructed. It was not until 1907 when the area began to boom. The second Elms Hotel was under construction, and the Elms

Addition to Excelsior Springs was platted. Within six years, the majority of the residences in the area were constructed. In addition, several boarding houses were built in the district to accommodate those who could not afford the first-class Elms Hotel.

The Elms Hotel, which anchored the south end of the district, epitomizes Excelsior Springs' history as a regional health and recreation destination. The first Elms Hotel opened in July 1888 to provide lodging for not only the heath seekers but the tourists seeking leisure and recreational pursuits. A fire destroyed the first Elms Hotel on May 9, 1898.

The second Elms hotel was constructed just south and east of the first hotel. It opened in July 1909 but was destroyed by fire in 1910. The third and current Elms hotel opened in August 1912 as a first-class health resort.

The Elms Hotel and buildings in the district continued to be used to board health seekers and tourists until 1963 when the Excelsior Springs mineral water industry collapsed.

The district and many of its resources were built as a result of the health industry that grew around the numerous mineral waters found in Excelsior Springs. The buildings in the district tell an important story and provide tangible reminders of Excelsior Springs past as a regional health and recreation destination.

For additional information on the Elms Historic District, refer to the National Register Nomination for the Elms Historic District prepared by Deon Wolfenbarger, National Register Information System ID: 14000091.

Elms Historic District Map

Hall of Waters Historic District

Listed in the National Register – Hall of Waters Commercial East: May 27, 1999

Listed in the National Register – Hall of Waters Commercial West: May 29, 1999

Listed in the Local Register: March 2007

Period of Significance: 1894 - 1948

Summary of Properties within the Hall of Waters Historic District

- 168 properties total
- 83 contributing properties
- 85 non-contributing properties
- 5 non-historic properties
- 2 class A contributing historic hotels, the Oaks Hotel (c.1918) was renovated in 2007
- 8 class B contributing hotels
- 7 boarding houses / apartment buildings
- 4 clinic style structures
- Mineral water structures, not counting the mineral water pavilions
- 42 historic commercial structures, 25 of which are significant historically contributing structures
- Fishing River Linear Park
- 3 institutional and religious structures

Properties Individually Listed in the National Register in the Hall of Waters Historic District

- First Methodist Church (114 N. Marietta St.)
- The Hall of Waters (201 E. Broadway)
- Ligon Apartments (211 E. Broadway)

Properties Individually Listed in the Local Register in the Hall of Waters Historic District

- The Hall of Waters (201 E. Broadway)
- The Clay County State Bank (101 E. Broadway)
- The Snapp Hotel / Oaks Hotel (117 South St.)

The local Hall of Waters Historic Districts encompasses two National Register Historic Districts (Hall of Waters Commercial East and Commercial West), which include a mixture of commercial and residential properties.

Excelsior Springs was originally platted in 1880 and incorporated into a city in 1881 following the discovery of healing springs in the area. The town quickly grew to accommodate the needs of visitors hoping to be cured by the springs' medicinal properties. A portion of the original town plat is within the Hall of Waters Historic District.

By 1894, the greatest concentration of construction in Excelsior Springs occurred in the area of Broadway, South Street, and Thompson Avenue creating the commercial center for the entire town. At the beginning of the 1900s, the district saw one of its most significant building booms. Hotels, apartments, and boarding houses were constructed to accommodate the increasing number of visitors to the springs,

and commercial businesses were created to support the growing health and recreation market.

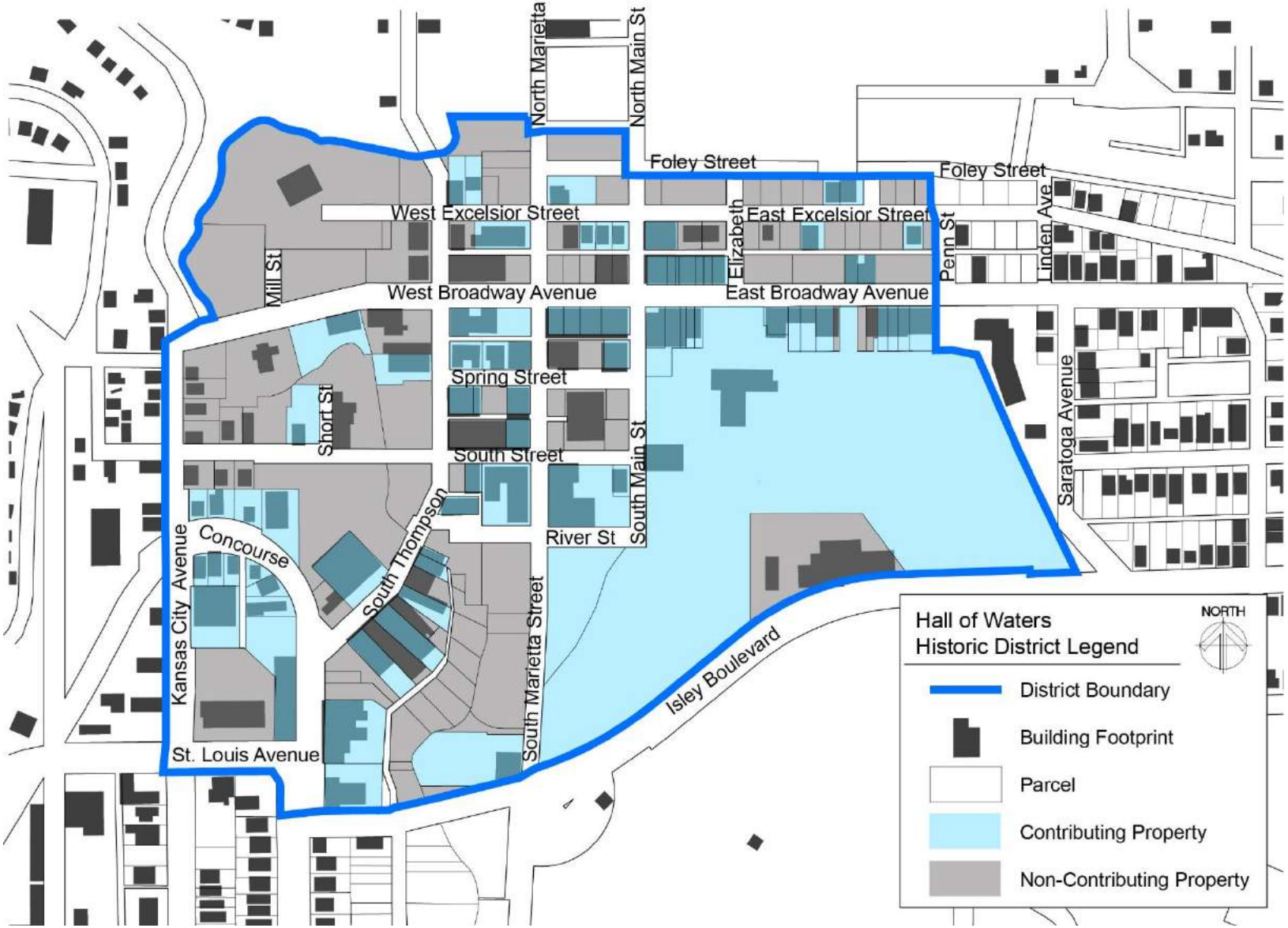
The corner of Main Street and Broadway, looking south.
(Dennis Hartman Post Card Collection)

The Hall of Waters is in the center of this historic district and represents the foundation of the city's development. The Hall of Waters was constructed between 1935 and 1937 on the site of one of the City's most popular springs as the finest and most complete health resort structure in the United States. The building not only contained hydrotherapy rooms and a swimming pool, but there was also a water bar that had ten different springs piped to for visitors to partake, and the spring waters were also bottled in the building and shipped all over the world.

The Hall of Waters Historic District has a unique history of commercialization generated by the discovery of the town's healing mineral waters, and it is important to tell the story of "America's Haven of Health" in Excelsior Springs.

For additional information on the Hall of Waters Historic District refer to the National Register Nomination for the Hall of Waters Commercial East Historic District prepared by Cydney E. Millstein, in association with Herb Duncan, National Register Information System ID: 99000638 and the National Register Nomination for the Hall of Waters Commercial West Historic District prepared by Cydney E. Millstein, in association with Herb Duncan, National Register Information System ID: 99000637.

Hall of Waters Historic District Map



Mineral Water Resources

The numbers listed below correspond with the numbers on the Mineral Water Resources Map.

Mineral Water Resources in the Boarding House Historic District

1. Excelsior Soda Spring/Hiawatha Soda Spring
2. Crystal Lithium (Lithia) Springs/Crystal Mineral Water Company
3. Natrona Soda Spring
4. Imperial Lithia Spring
5. Soda Carbonic Spring/Grant's Spring
6. Jones Soda Spring
7. Saratoga Spring Sales Pavilion

Mineral Water Resources in the Elms Historic District

8. Sulpho-Saline Spring Well and Pavilion No. 2

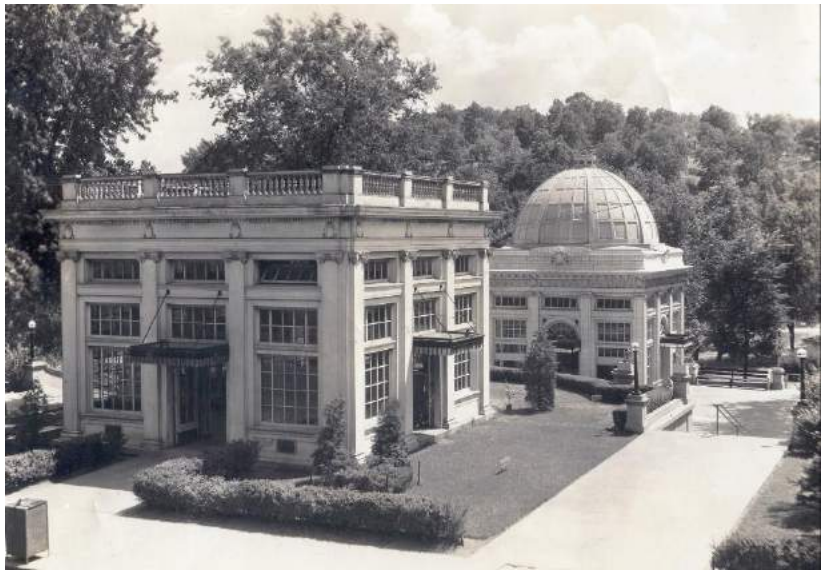
Mineral Water Resources in the Hall of Waters Historic District

9. Fowler's Magnaferro Spring
10. Link Soda Spring and Sulfo Salt Spring
11. Excelsior Springs Lithia Springs/Montezuma Lithia Spring
12. Lithiated Soda Spring (Soda Saline Spring) and Excelsior Lithia Water (Callerman Well)
13. White Sulphur Spring
14. Excelsior Spring
15. Salt Sea Soring (Excelsior Saline Spring) and Keystone Lithia Spring
16. Lithia No. 1 Spring
17. Mee Soda Spring
18. Park Lithia Spring
19. Peerless Lithia Spring/Leonard Well
20. Pioneer Well
21. Siloam Spring and Pavilion/Excelsior Spring
22. Steck's Iron Spring
23. Willow Park Lithia Spring
24. Harr's Pavilion/Salt Sulphur Pagoda
25. Sulpho-Saline Spring Pavilion No. 1

The mineral water springs and wells are unique and vital resources in Excelsior Springs. They are important to the overall history and development of Excelsior Springs, and without them, Excelsior Springs would not have grown to be "America's Haven of Health."

The first medicinal spring was founded in the area by Travis Mellion, an African American farmer. After the discovery, word spread, and the area began to attract visitors seeking cures from the local spring. In 1880, shortly after the discovery of the spring, the town was platted in the vicinity of the spring and was incorporated into a town in 1881.

In 1881, a second spring was found, and by the end of the decade, four additional springs were discovered. In the following two decades, more than thirty springs were discovered. There were five distinct types of water found in the town – ferro(iron)-manganese, calcium bicarbonate (lithia), sodium bicarbonate (soda), saline, and sulphur. It is believed that at any one time, up to twenty different locations of mineral waters were in operation.



Siloam Gardens, Site of the current Hall of Waters.
(Dennis Hartman Post Card Collection)

Sulpho-Saline Spring, on The Elms Hotel grounds.
(Dennis Hartman Post Card Collection)

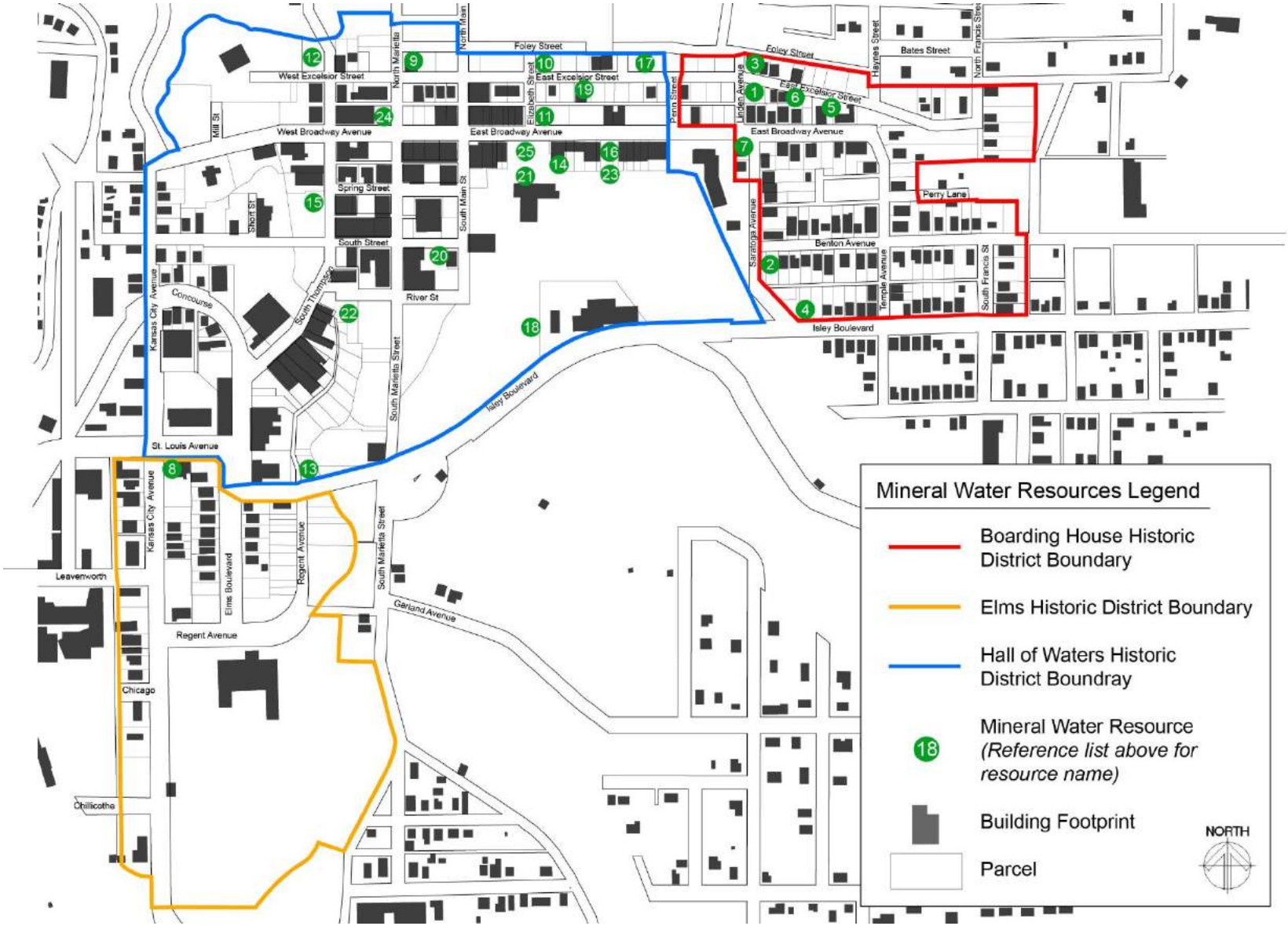
These discoveries attracted health-seekers and recreational tourists to Excelsior Springs, and the city grew to accommodate the growing number of tourists. The fame of the city as a health resort was sealed with the recognition of the waters at the 1893 Chicago World's Fair and the 1904 St. Louis World's Fair.

In the 1930s, the city petitioned the PWA for a loan and grant to complete a mineral water project which would consolidate all of the springs and wells. It would also build a comprehensive city-owned hydrotherapy center. With the money, the city purchased fifteen wells in 1935, and with the purchases, there were no more privately owned springs and wells in Excelsior Springs. In 1937, the Hall of Waters opened with a water bar where visitors could consume ten different mineral waters and hydrotherapy treatments. The water was also bottled and shipped around the world from the building.

The town's economy was dependent on the mineral waters until 1963. In that year, legislation passed, which prohibited clinics from advertising mineral water cures, and on August 24, 1963 the *Saturday Evening Post* published an exposé that denounced the healing properties of water.

For additional information on the mineral water resources in Excelsior Springs, refer to the Historic Mineral Water Resources Survey Report by National Register Nomination by Deon Wolfenbarger and the individual property survey forms found on the city's website - https://cityofesmo.com/preservation/index.php/our-mineral-waters/.

Mineral Water Resources Map



Chapter 4 | Building Types

Buildings are often categorized by their use, form or shape, and architectural style (refer to Chapter 5 for architectural styles). A building's use refers to what function(s) is taking place in the building. The form or shape refers to the basic "bones" of the building, such as, is the building long or tall, and is typically identified by the structure's floor plan and elevation. Architectural style refers to features that make a building identifiable. Some building types are closely associated with some styles, such as Bungalow houses within the Arts and Craft architectural style.

This chapter covers building use and form because a building use typically influences a building's form.

Residential Buildings

Within a year of Excelsior Springs' platting in 1881, nearly two-hundred houses were constructed. This construction boom included single-family homes as well as small boarding houses. Single-family residences, boarding houses, and apartment buildings are the dominant property type in the Boarding House Historic District and the Elms Historic District, with less concentration at the edges of the Hall of Waters Historic District.

Single-Family Residences

The shape or form of single-family residences is typically described by the shape of the floor plan and the shape of the roof.

In Excelsior Springs, the L-shaped floor plan was popular with a cross-gable roof. This combination was constructed in both one-story and two-story forms in the Midwest in the late-nineteenth century.

The Pyramidal Folk House, a subtype of the National Folk House, is also a common form in Excelsior Spring. The form evolved from earlier I-house and Hall and Parlor forms at the turn of the twentieth century. These simple forms have a central entry hall flanked by single rooms on either side. The house is deeper than the one-room I-house and capped with a steep pyramidal (equilateral hipped) room. The pyramidal folk house is one or two stories with simple and often symmetrical front facades.

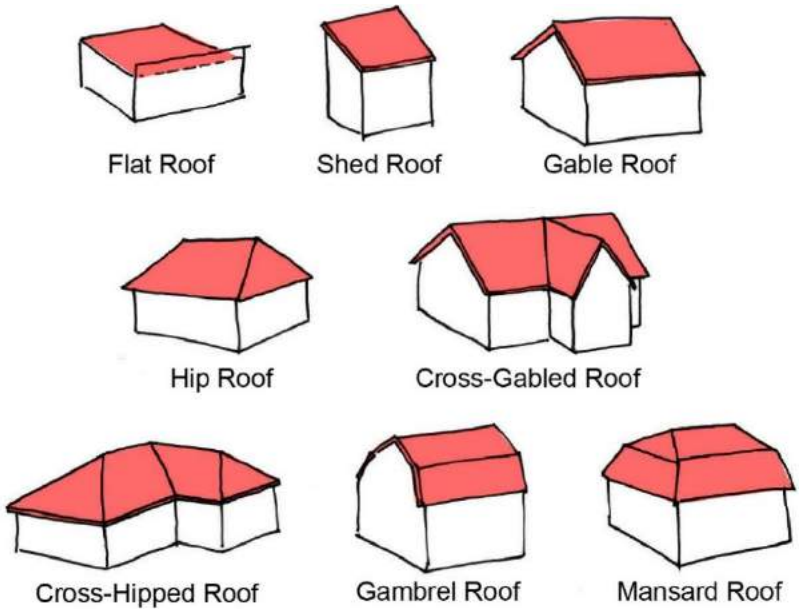


Diagram of roof types. (STRATA)

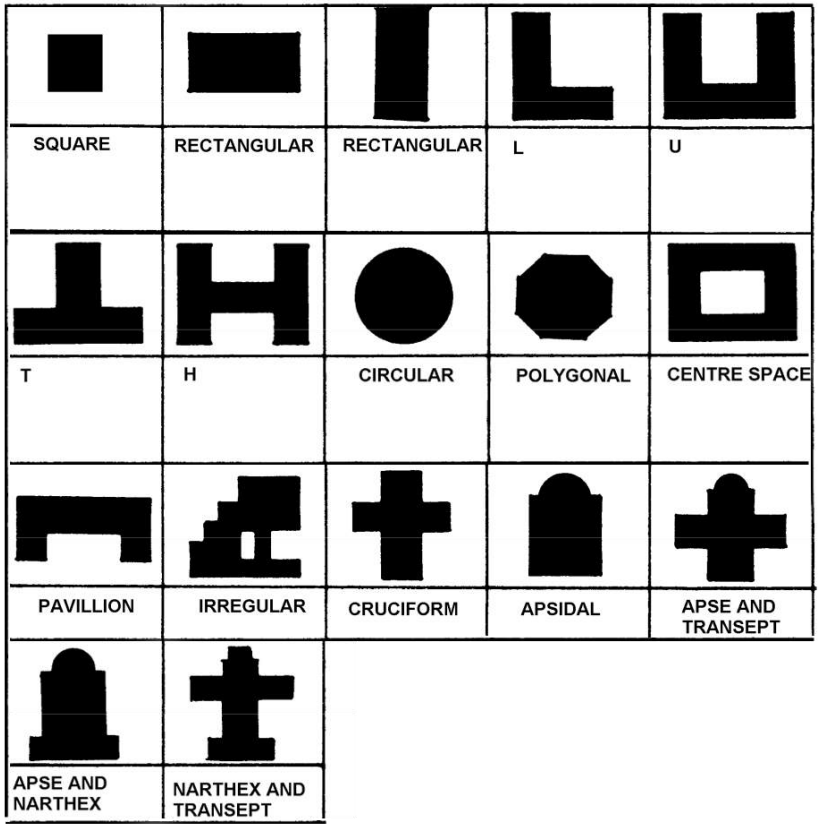


Diagram typical building floor plans. (Missouri State Historic Preservation Office *Instructions for Completing the Architectural/Historic Inventory Form)*

Boarding Houses

In the late-nineteenth and early-twentieth centuries, Excelsior Springs was a popular health and recreational destination. This led to the popularity of boarding houses. Many of the early boarding houses began as a single-family house but were converted to boarding houses as the popularity of Excelsior Springs grew. The boarding houses constructed later were built specifically as boarding houses. Most boarding houses can be characterized the same as single-family residences, but boarding houses are typically two stories or taller, fill their entire lot, and have more than one entrance.

Apartment Buildings

As Excelsior Springs became a destination for health-seekers and tourists, the popularity of apartment buildings with rooms that could be rented by the day, week, or month grew. The apartment buildings are typically two to three stories in height and have a prominent front entrance located on the front façade that leads to an interior hall and stairs to upper floors. They typically have front porches and upper balcony space.

Colonnade Apartment Buildings are a subset of apartment buildings. This apartment type was officially recognized as the Kansas City Colonnade Apartment Building, as it is predominately found in the Kansas City locale. The buildings are symmetrical, have an elevated central entrance, and often highlight the classical orders. The buildings can incorporate any architectural style.

Example of Vernacular Apartment Building at 109 Saratoga Avenue. (STRATA)

Example of Colonnade Apartment Building at 328 East Broadway. (STRATA)

Commercial Buildings

Although Excelsior Springs was platted in 1881, the commercial district was not fully established until the first two decades of the twentieth century. The majority of the commercial buildings in Excelsior Springs were constructed as One- or Two-Part Block Commercial buildings. These building types were the most common forms used for commercial and institutional structures in small and developing communities, and range from one to four stories in height. In addition, there are Three-Part Block Commercial Buildings, which was typically used for hotels in Excelsior Springs and Temple Front Commercial buildings, the style used for the Clay County State Building. The Hall of Waters Historic District has the highest concentration of historic commercial buildings in Excelsior Springs.

One-Part Block Commercial Buildings

One-Part Block commercial buildings are one-story buildings that were popular in commercial design in small cities and towns during the late-nineteenth and early-twentieth centuries. It was adapted from the lower section of a Two-Part Commercial building. These buildings are single-story in height and have large framed storefronts with modest decorative treatment. This form was mostly used for retail stores, and in buildings along Thompson Avenue, as well as a few on Broadway.

A subtype of the One-Part Commercial Block is the Enframed Window Wall, in which the front elevation had a glazed area for display and a simple surround and modest decorative elements.

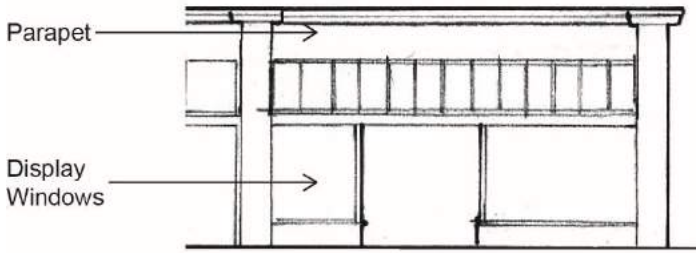


Diagram of One-Part Block Commercial Buildings.
Base file source: Modified from the Pioneer Square Drawings, University of Washington, Special Collections

Two-Park Block Commercial Buildings

The Two-Part Block is the most common form for small and moderate-sized commercial buildings in the United States. This building type is generally limited to two to four stories and has a distinct horizontal separation between the first floor and the upper floors. The two-part division on the exterior of the building typically reflects different uses on the interior, with the first floor serving the public, and the upper floors utilized as private offices or residential spaces. In Excelsior Springs, Two-Part Commercial style buildings are two stories in height and constructed extensively throughout the Hall of Waters Historic District.

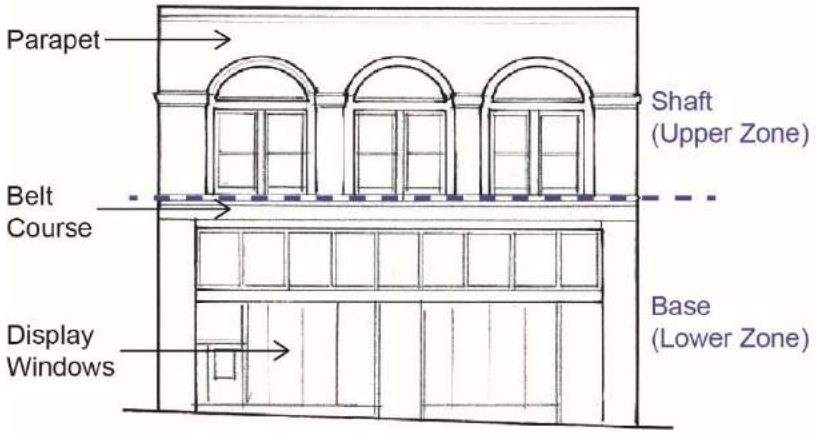


Diagram of Two-Part Commercial Buildings.
Base file source: Modified from the Pioneer Square Drawings, University of Washington, Special Collections

Three-Part Block Commercial Buildings

The Three-Part Block Commercial building is similar to the Two-Part Block Commercial building with a distinct horizontal separation between the lower floors and the upper floors, but they have a distinct decorative upper zone that creates a capital to the building. These buildings are typically more than four-storied in height. This commercial type was used in many of the historic hotels, such as the Snapp Hotel/Oaks Hotel.

Diagram of Three-Part Commercial Buildings.
Base file source: Modified from the Pioneer Square Drawings, University of Washington, Special Collections.

Temple Front Commercial Buildings

Temple Front Commercial Buildings was derived from Greek and Roman temples and treated as one composition unit. Temple Front Commercial Buildings are generally two- to three-stories in height. This commercial type was not developed primarily for public and institutional buildings and was often used for banks. There were two common versions of Temple Front buildings. The first has a portico for four or more columns that extend across the façade. The second has a recessed entrance fronted by twin columns. An example of this type is the Clay County State Building.

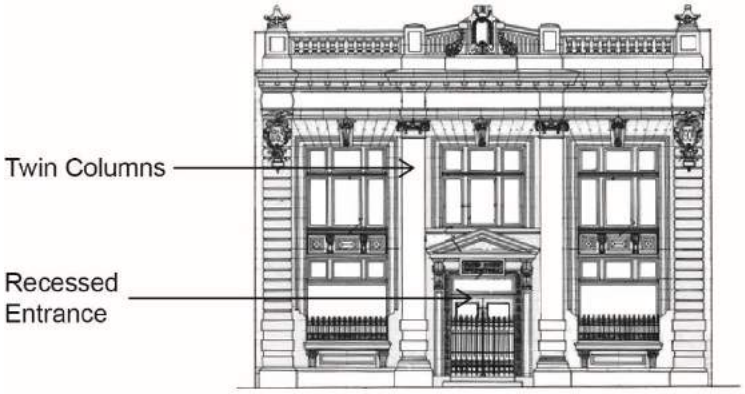


Diagram of Temple Front Commercial Buildings.
Base file source: Modified from a photocopy of an original drawing, front (north) elevation, First National Bank, Toledo, OH.

Religious Buildings

Religious Buildings are buildings that are used as places of worship. These include churches, temples, mosques, synagogues, and meetinghouses. Within the Excelsior Springs Historic Districts, the most prominent religious structures are Christian churches. The ecclesiastical form of each church is dependent on Christian tradition and denomination of the congregation.

Example of a religious building (St. Luke's Episcopal Church) at 404 Regent Avenue. (STRATA)

Example of a religious building (St. Ann Catholic Church) at 552 Kansas City Avenue. (STRATA)

Example of a religious building (Barbee Memorial Presbyterian Church) at 438 Benton Avenue. (STRATA)

Chapter 5 | Architectural Styles

As noted in Chapter 4, buildings are often categorized by their use, form or shape, and style. A building's use refers to what function(s) is taking place in the building. The form or shape refers to the basic "bones" of the building, such as is the building long or tall, and is typically identified by the structure's floor plan and elevation (refer to Chapter 3 for more information). Architectural style refers to how the building is decorated.

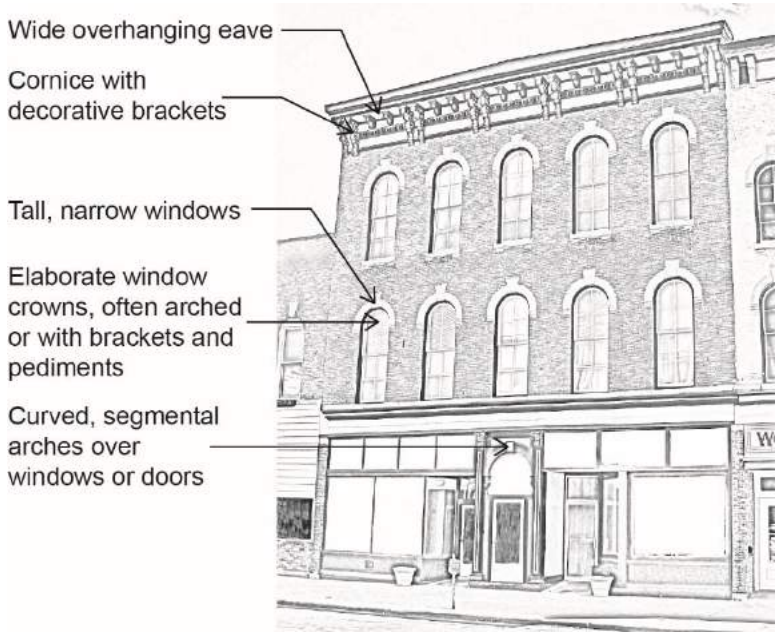
Architectural style is the collection of external influences that shape the materiality, construction method, and form of a building. It helps to identify and characterize buildings in both historic and design terms.

Italianate – 1850 to 1890

The Italianate style was part of the romantic and picturesque movement. It was modeled after the medieval farmhouse and popularized in America by the first house plan book published in the country by Alexander Jackson Davis and Andrew Jackson Downing in 1832. Italianate was popular for urban and rural commercial and institutional buildings. The Italianate style was especially common in the later-nineteenth century for commercial buildings lining main streets. In the Excelsior Springs' Historic Districts, this style was typically only used for commercial buildings.

<u>Identifying Features – Commercial</u>

- Cornice with decorative brackets
- Wide overhanging eaves
- Tall, narrow windows
- Curved, segmental arches over windows or doors
- Elaborate window crowns, often arched or with brackets and pediments
- Quoins

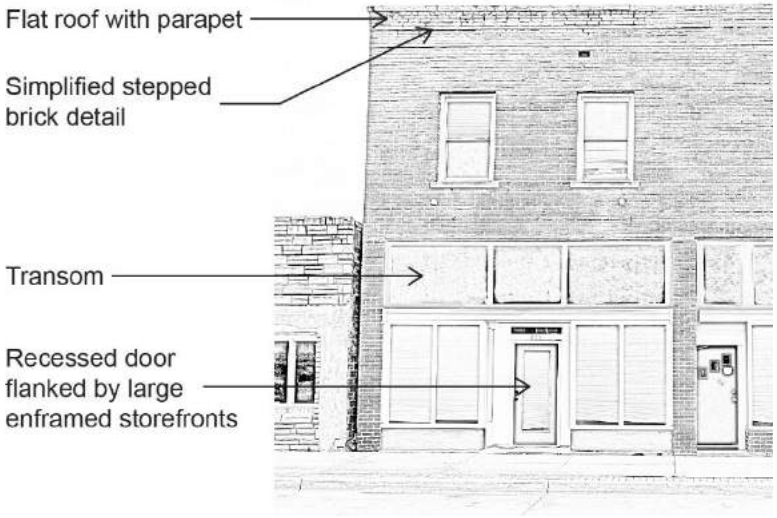


Vernacular Commercial Style – 1880 to 1920

Vernacular Commercial Style buildings were constructed to simply meet the needs of the user. This is a very common style throughout the district and is, therefore, an important element in the fabric of Excelsior Springs.

Identifying Features – Commercial

- Flat roof with parapet capped with stone
- Recessed doors flanked by large storefront
- Devoid of stylistic embellishments, although they incorporated pared-down stylistic details from the period in which they were constructed
- Often incorporated simplified details from many stylistic influences.



Folk Victorian (Residential) – 1880 to 1910

The Folk Victorian style reflects the simplification of earlier Victorian styles. It was basically the working-class or middle class various of Queen Anne with simpler and more basic details. The Folk Victorian style was made possible by the railroads expanding to smaller towns and cities.

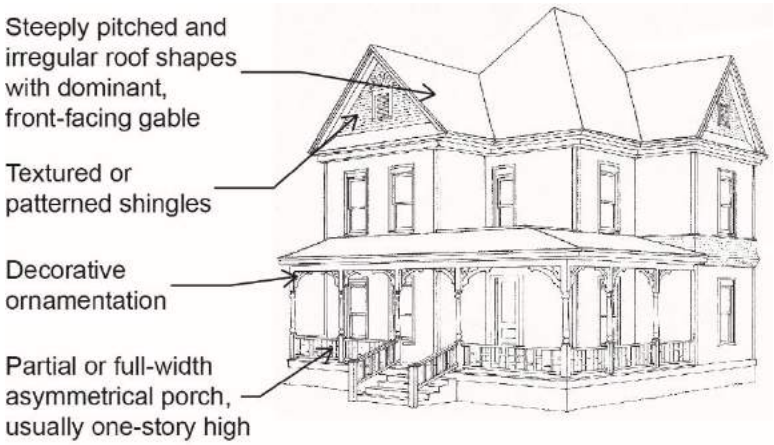
Identifying Features – Residential

- Porches with spindle work detailing
- Asymmetrical floor plans
- L-shaped or gable-front plan
- Cornice brackets

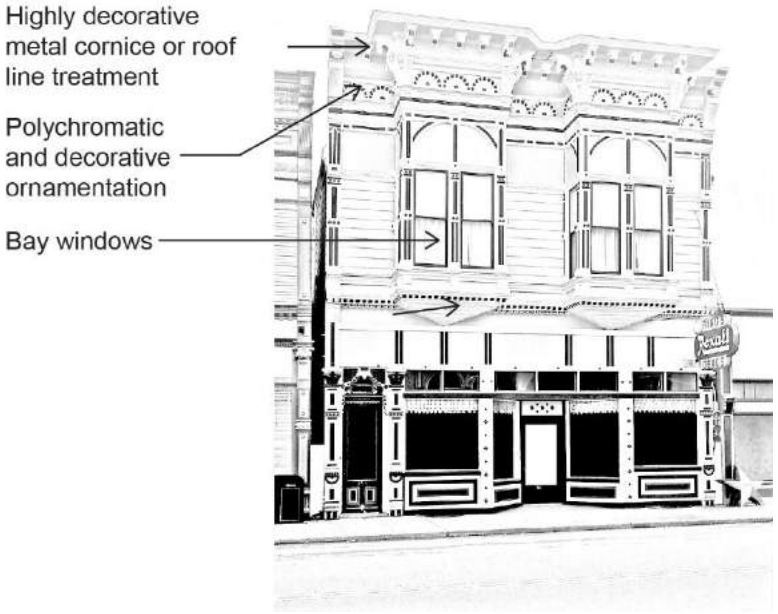
Base file source: *A Field Guide to American Houses.*

Queen Anne – 1880 to 1910

The Queen Anne style was extremely popular in the Midwest during the late 1800s and early 1900s. The style came to America from England during the 1880s and represented the culmination of the romantic movement. The style was based on the idea of "decorative excess" and variety. It often displayed a combination of various forms and stylistic features. Although it was more common to use the Queen Anne style for houses, it can be found in commercial buildings.



Base file source: *A Field Guide to American Houses.*



Identifying Features – Residential

- Asymmetrical form
- Steeply pitched and irregular roof shapes
- Dominant, front-facing gable
- Patterned shingles
- Bay windows
- Polychromatic and decorative ornamentation
- Partial or full-width porch
- Multiple gables and dormers
- Occasional towers and turrets
- Differing wall textures

Identifying Features – Commercial

- Highly decorative metal cornice or roof line treatment
- Segmental arched windows
- Bay windows
- Polychromatic and decorative ornamentation
- Occasional towers and turrets
- Differing wall textures

Colonial Revival or Neo-Colonial – 1890 to 1955

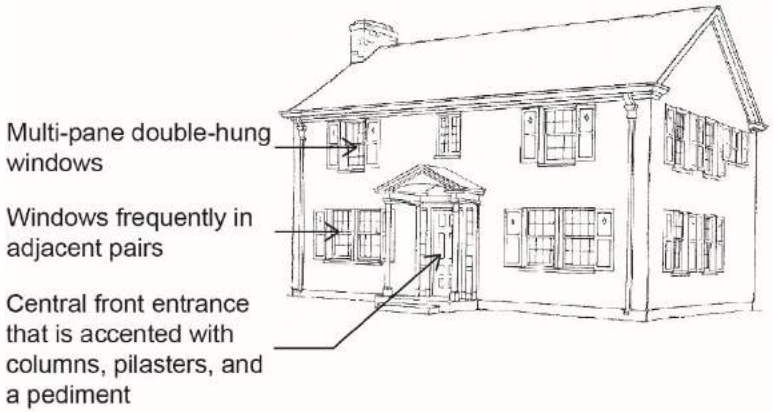
Colonial Revival was one of the most widespread architectural trends in American History. The United States centennial and the Philadelphia World's Fair initially inspired the Colonial Revival style in 1876. Colonial Revival often combined elements from the Georgian and Federal (Adams) styles.

Identifying Features – Residential

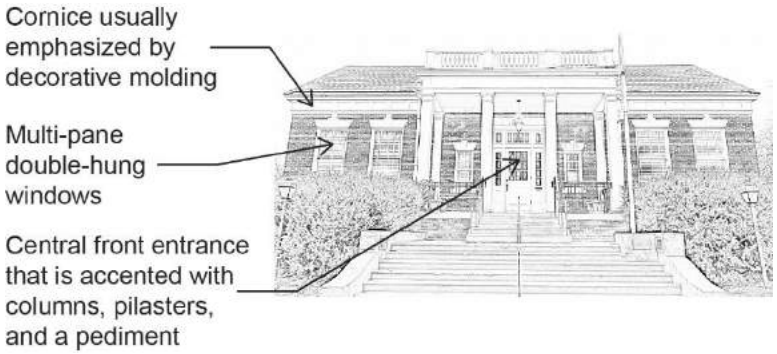
- Symmetrical façade, but may have side porches or sunrooms on either or both sides of the house
- Medium pitch, side-gable room with narrow eaves. Hip roofs and dormers are occasionally seen
- Central front entrance that is accented with columns, pilasters, a pediment, and/or a hood.
- Multi-pane double-hung windows (six-over-six windows was common)
- Brick or wood clapboard siding
- Decorative elements are restrained and drawn from Georgian and Federal (Adams) architecture
- Occasional classical columns and/or two-story columns
- Occasional quoins at the corners and dentil trim under the eaves

Identifying Features – Commercial

- Symmetrical façade
- Central front entrance that is accented with columns, pilasters, a pediment, and/or a hood.
- Multi-pane (six-over-six windows was common) double-hung windows
- Brick or wood clapboard siding
- Decorative elements are restrained and drawn from Greek and Roman classical architecture
- Occasional classical columns and/or two-story columns
- Occasional quoins at the corners and dentil trim under the eaves



Base file source: A Field Guide to American Houses.



Tudor Revival – 1890 to 1940

Tudor Revival refers back to England's Tudor period (1500-1559) and romanticizes the medieval timber and half-timber house. The style became popular through pattern books, builder's guides, and mail-order catalogs.

Identifying Features – Residential

- Asymmetrical
- Overhanding second floors
- Crossed-gable roofs
- Steeply pitched roof, sometimes with clipped gabled
- Arrangements of tall narrow multi-light windows in bands, often casement windows and occasionally diamond-paned
- Over-scaled chimneys with decorative brick or stonework and chimney pots
- Clinker brick and decorative brickwork
- Half-round or arched doors with decorative hardware
- Decorative half-timber, sometimes with brick infill

Identifying Features – Commercial

- Asymmetrical
- Overhanding second floors
- Crossed-gable roofs
- Steeply pitched roof, sometimes with clipped gabled
- Arrangements of tall, narrow, multi-light windows in bands, often casement windows and occasionally diamond-paned
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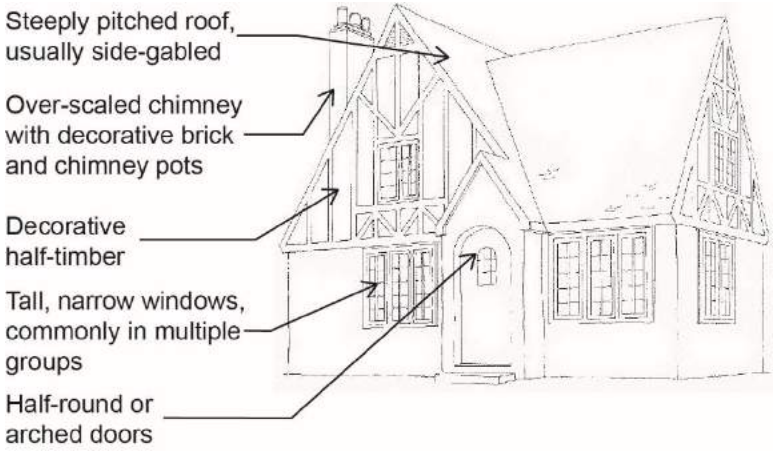
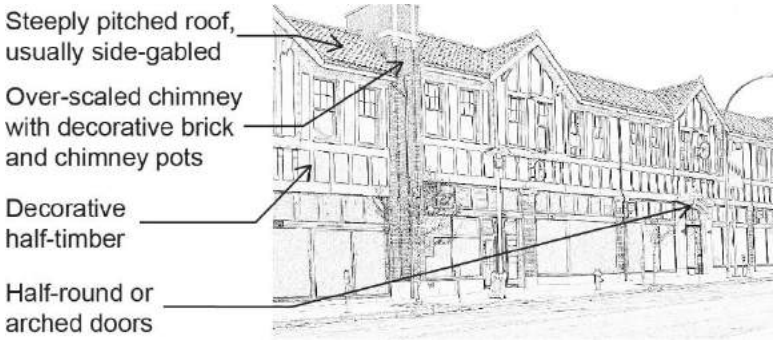


Base file source: *A Field Guide to American Houses.*



Mission Revival – 1890 to 1940

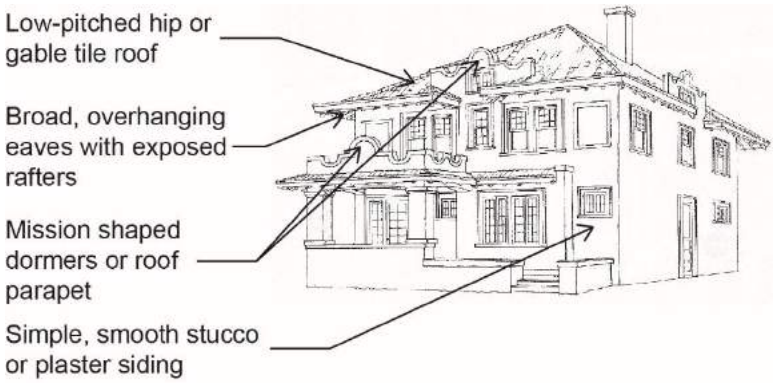
The Mission Revival style originated in Southern California and dispersed to the east. The style was inspired by the Spanish missions and was considered the "California counterpart" to the east coast's Colonial Revival style. In the Midwest, the Mission Revival Style was more common in houses, but the style was used for many train stations, resort hotels, and other rail corridor building.

Identifying Features – Residential

- Simple, smooth stucco or plaster siding
- Broad, overhanging eaves with
- Exposed rafters
- Low-pitched hip or gable tile roof
- Roof parapets
- Large square pillars
- Twisted columns
- Arched entry and windows
- Covered walkways or arcades
- Round or quatrefoil window
- Restrained decorative elements of tile, iron, and wood

Identifying Features – Commercial

- Simple, smooth stucco or plaster siding
- Broad, overhanging eaves
- Exposed rafters
- Low-pitched hip or gable tile roof
- Roof parapets
- Large square pillars
- Twisted columns
- Arched entry and windows
- Covered walkways or arcades
- Round or quatrefoil window
- Restrained decorative elements of tile, iron, and wood



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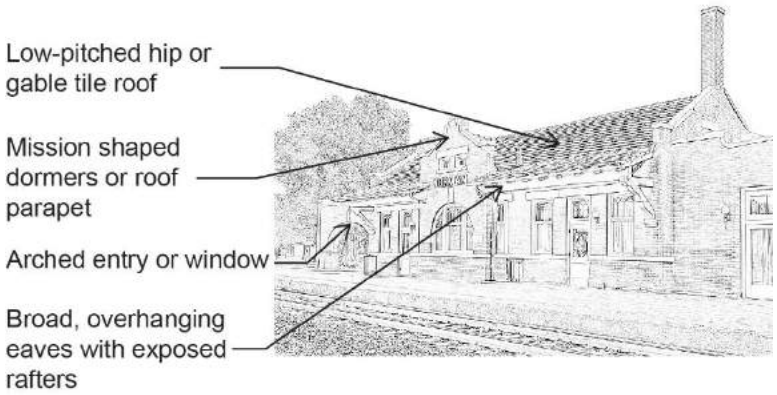
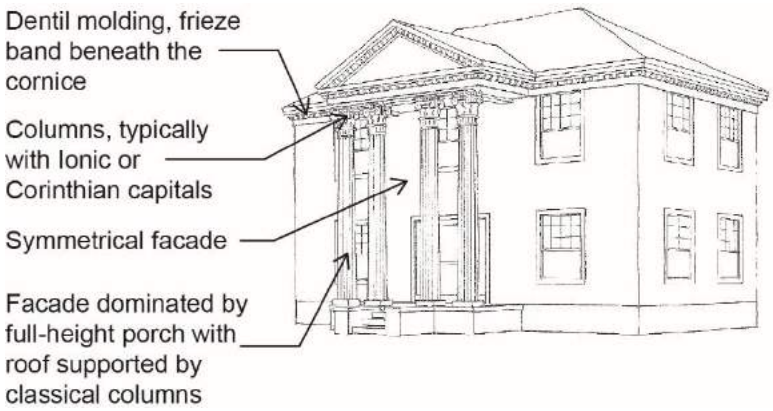


Classical Revival or Neoclassical – 1895 to 1950

The Classical Revival style was directly influenced by the 1893 Chicago World's Fair and the Beaux-Arts style. Unlike the Beaux-Arts style, Classical Revival was more flexible and relied purely on Greek elements for detailing. This style was typically reserved for monumental buildings, such as banks, museums, and governmental buildings, but it can be seen in houses.



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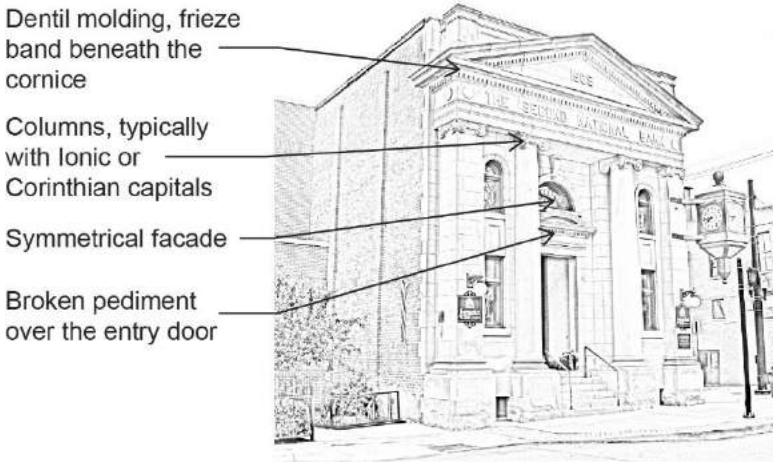


<u>Identifying Features – Residential</u>

- Symmetrical
- Medium pitched, side-gabled or hipped roofs
- Boxed eaves with a moderate overhang
- Dentil molding, frieze band beneath the cornice
- Decorative surrounds at the doors, including pediments, sidelights, and transoms
- Balustrades on porch or portico
- Side porches and sunrooms are common

<u>Identifying Features – Commercial</u>

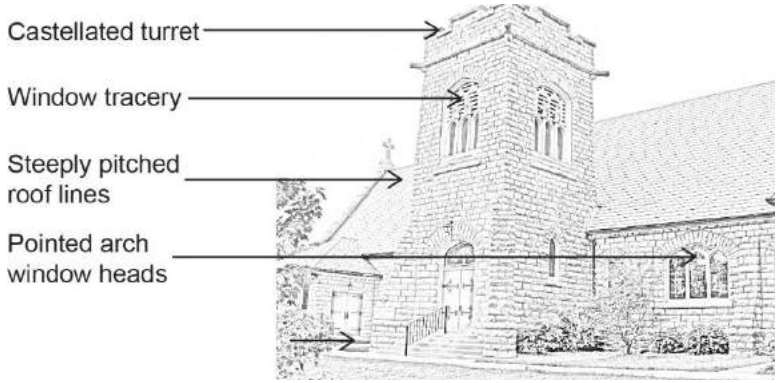
- Symmetrical
- Front façade columned porch
- Full height porch with classical columns
- Front facade gable on porch or main roof
- Broken pediment over the entry door
- Decorative surrounds at the doors, including pediments, sidelights, and transoms
- Medium pitched, side-gabled or hipped roofs
- Dentil molding, frieze band beneath the cornice
- Balustrades on roof, porch or portico

Gothic Revival Style – 1905 to 1935

Gothic Revival style was inspired by medieval architecture and competed with Neoclassical revivals. The Gothic Revival Style was popularized in America by the first house plan book published in the country by Alexander Jackson Davis and Andrew Jackson Downing in 1832. The style was promoted as an appropriate design for rural settings as it fits well into the natural landscape with complex and irregular shapes and forms. The Gothic Revival style was very popular for churches, which high style elements such as castle-like towers, parapets, and tracery windows were common. In the Excelsior Springs Historic Districts, this style is only used on religious architecture.

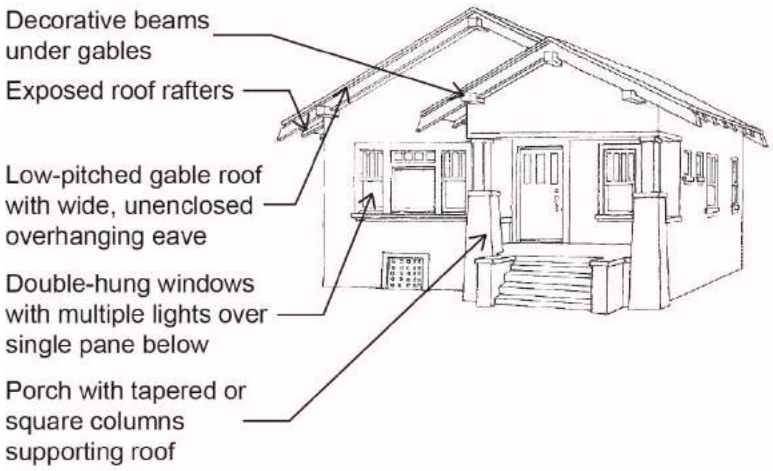
<u>Identifying Features – Religious</u>

- Steeply pitched roof lines often with cross gables
- Windows extending into gables with pointed arch heads
- Window tracery
- Turrets or towers.



Craftsman – 1905 to 1930

The Craftsman Style strives for "honesty of design" and emphasized hand-worked goods and buildings. The first true Craftsman houses were by Charles Sumner Greene and Henry Mather Greene in California. The style soon gained popularity and was offered in multiple pattern books. The bungalow is typically associated with this style and, by the early-twentieth century, became one of the most popular housing types. In the Excelsior Springs historic districts, this style is only found in houses.



Base file source: *A Field Guide to American Houses.*

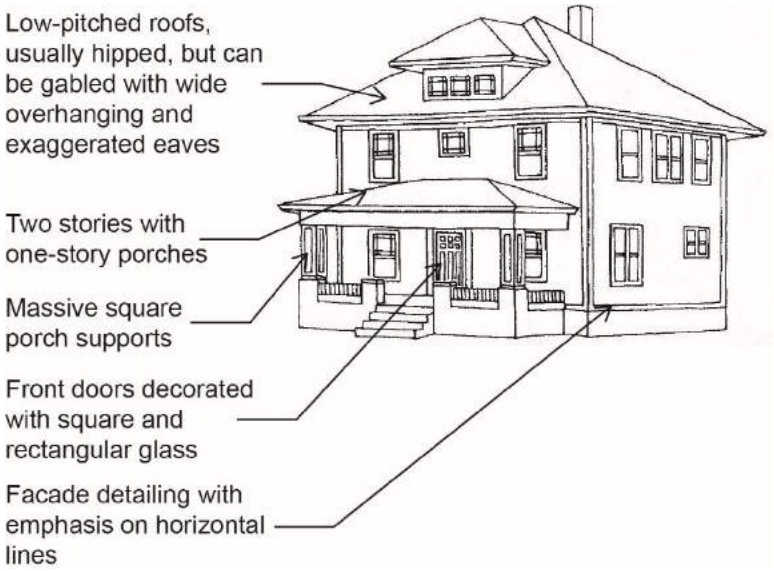
Identifying Features – Residential

- Low-pitched, hip or gable roofs
- Dormers
- Wide overhanging eaves
- Exposed rafters under the eaves
- Decorative brackets (knee braces or corbels)
- Front or corner porches under the roofline
- Tapered (battered) or square columns supporting roof or porch
- Double-hung windows with multiple lights over single pane below
- Shingle, lapped, and stucco siding is common

Prairie Style and the American Foursquare – 1900 to 1920

The Prairie Style movement began in Chicago in the early-twentieth century by a creative group of architects who are now known as the Prairie School. Frank Lloyd Wright was a master of this style, using it often in his residential designs.

The vernacular residential variation of this style, and much more common than true Prairie Style, is the American Foursquare. The American Foursquare was a simplified version of a Prairie Style House. It was given its name because of its characteristic boxy shape and because it had four rooms per floor. The American Foursquare was spread widely through magazine articles that popularized the style, and later through pattern books.



Base file source: *A Field Guide to American Houses.*

<u>Identifying Features – Residential</u>

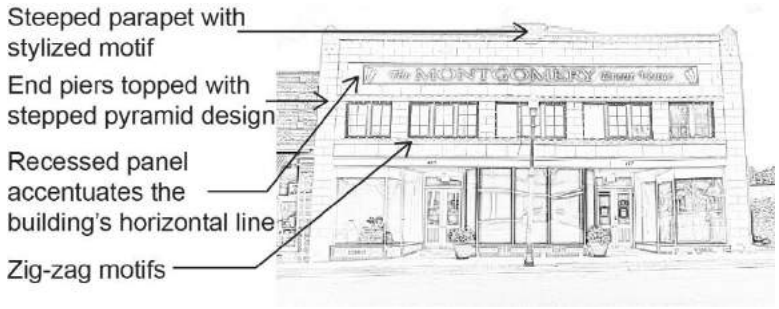
- Low-pitched roofs, usually hipped, but can be gabled
- Wide overhanging and exaggerated eaves
- Facade detailing with emphasis on horizontal lines
- Two stories with one-story wings or porches
- Double-hung windows with single-light glass or with multi-light sash over a single-light sash
- Front doors decorated with square and rectangular glass, often with sidelights
- Front porches with gabled or hipped roofs supported with massive square or rectangular piers and columns.

Art Deco Style – 1920 to 1940

The Art Deco Style is known for its sharp-edged looks and stylized geometric decorative detail. The Art Deco Style became a common style utilized in public and commercial architecture in the 1920s after the Chicago *Tribune* held a competition for its new headquarters building in 1922. Eliel Saarinen, an influential architect of modern architecture, won second prize for his Art Deco Style design. His highly-published design entry broadened the popularity of this new style. It was the first American architectural style to look forward instead of back. In the Excelsior Springs historic districts, this style is only found in commercial buildings and in the Hall of Waters.

<u>Identifying Features – Commercial</u>

- Smooth wall surface
- Sharpe edged, linear appearance
- Stylized decorative elements using geometrical forms, such as zigzags, chevrons
- Low relief decorative panels
- Stepped or set back front facades
- Strips of windows with decorative spandrels
- Reeding and fluting around doors and windows.

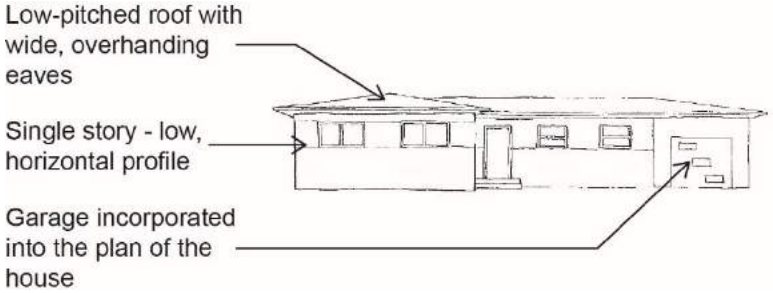


Ranch House – ca. 1935 to 1975

The Ranch House is one of the more ubiquitous examples of American life. Early ranch style houses were custom designed by notable architectures. During the 1950s, with the booming economy and exploding population, the ranch was adapted to tract houses for the growing suburbs.

Identifying Features

- Single story with side façade usually set parallel to the street
- Asymmetrical
- Low, horizontal profile
- Low-pitched roof, gable or hip
- Wide, overhanging eaves
- Garage incorporated into the plan of the house
- Double-hung or sliding windows
- Minimal ornamentation



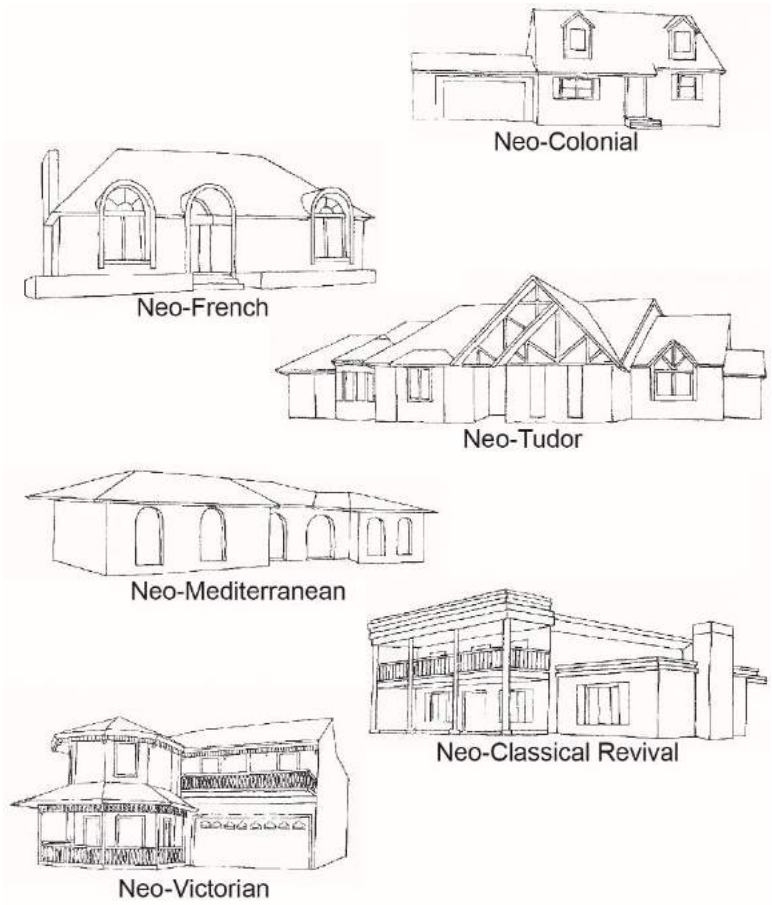
Base file source: *A Field Guide to American Houses.*

Neo-Traditional – 1990 to Present

Neo-traditional architecture is contemporary architecture that borrows from the past. It does not copy historic architecture; instead, it suggests the past. Neo-traditional designs began emerging in the late 1900s as a response to the Postmodern era. Although the Neo-traditional style reflects an interpretation of historic styles, style aspects of the design, such as materials and relationships of features to one another, communicate a building's recent construction. In the Excelsior Springs historic districts, this style is only found in houses.

<u>Identifying Features</u>

- Historically accurate proportions, forms, and details
- Recalls historic details, such as ornamental brackets
- Modern building materials



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Chapter 6 | Character-Defining Features

Character-defining features are the visual and physical features that give a historic building or district its identity and distinctive character. The character-defining features of each historic district should be taken into account when performing maintenance, repair, replacement, and when any new project is proposed to the greatest extent possible.

Boarding House Historic District

- The Boarding House Historic District is primarily a residential district containing single-family and multi-family housing. There is a church and a historic Carnegie Library within the district.
- The district's grade changes dramatically. The grade is fairly level between Isley Boulevard and East Broadway, but the grade rises in the northern and eastern sections of the district. There is also a deep ravine that runs along the north side of East Broadway.
- The lots within the district are narrow and deep.
- The houses sit very close together with little space between the houses.
- The houses, for the most part, sit near the street with a shallow setback.
- The yards are small.
- The following residential property types are found within the historic district.
    - Front gable and wing
    - Side gable
    - Front gable
    - Cross gable
    - Intersecting gable
    - Bellcast roofs
    - Vernacular apartments
    - Colonnaded apartments
- The following architecture styles are found within the historic district.
    - Folk Victorian (residential)
    - Queen Anne (residential)
    - Colonial Revival (residential)
    - Classical Revival (library)
    - Gothic Revival (church)
    - Craftsman (residential)
    - Foursquare (residential)
    - Ranch (residential)
- The following are typical materials found within the historic district.
    - Wood-framed buildings with wood clapboard siding
    - Stone foundations
    - Stone porch railings, stone columns, and stone piers with wood porch columns
- There are several outbuildings, including sheds and garages, found throughout the historic district.
- The district is filled with mature trees. The area between East Broadway and East Excelsior Street is heavily wooded.
- Many of the lots on the north side of Broadway are bounded by stone retaining walls. They also have steep staircases that lead to the houses from the street

Elms Historic District

- The Elms Historic District is a primarily residential district containing single-family and multi-family properties. The southern anchor of the district is the Elms Hotel. There are a few commercial buildings along the northern edge of the district. There are also three churches and two train depots.
- The district's grade is relatively level. Grade does start to rise to the west of the district.
- All of the lots within the district are rectangular. The lots on Elms Boulevard are 50-feet wide, and the lots on Kansas City Avenue are 25-feet wide.
- The houses sit fairly close together with only a small space for a driveway or side yard.
- The houses along both Elms Boulevard and Kansas City Avenue sit near the street with matching shallow setbacks.
- The following residential property types are found within the historic district.
    - Hipped roof with lower cross gable
    - Bellcast front gable
    - Bellcast hip roof
    - Front gable
    - Pyramidal
    - Colonnaded Apartments
- The following architecture styles are found within the historic district.
    - Folk Victorian (residential)
    - Queen Anne (residential)
    - Colonial Revival (residential)
    - Tudor Revival (hotel)
    - Mission Revival (residential and train depots)
    - Classical Revival (residential)
    - Gothic Revival (church)
    - Craftsman (residential)
    - Foursquare (residential)
    - Art Deco (school)
    - Ranch (residential)
- The following are typical materials found within the historic district.
    - Wood-framed houses with wood clapboard siding
    - Brick houses and buildings
    - Stone foundations
    - Stone porch columns
- There are several outbuildings, including sheds and garages, found throughout the historic district.
- Elms Boulevard and Regent Avenue are wide boulevards with well-maintained planters in the medians.
- The streets throughout the district are lined with trees.

Hall of Waters Historic District

- The Hall of Waters Historic District is primarily commercial. Along the northern and eastern edges of the district, there is residential development consisting of historic and new infill (single-family and multi-family properties). In addition, there are a few churches in the district.
- The district's grade is relatively level. The grade starts to rise on the east edge of the district and drops dramatically along the south edge of the district.
- The lots are rectangular throughout most of the historic district. The lots along the south end of south Thompson Avenue and Concourse Avenue are slightly irregular due to the curving of the road.
- The buildings in the commercial area align with the edge of the sidewalk and have a zero setback on the front and sides of the buildings.
- The residences along Excelsior Street sit very close together with little space between buildings. The residences also align with the sidewalk with a zero setback.
- The residences on the east side of the district sit near the street. The houses are fairly close together, but the spacing varies between the houses on Concourse Avenue due to the curve in the road.
- The following residential property types are found within the historic district.
    - Side Gable
    - Front gable
    - Hip roof
    - Vernacular apartments
    - Colonnaded apartments
- The following commercial property types are found within the historic district.
    - One-part block
    - Two-part block
    - Three-part block
    - Temple front
- The following architecture styles are found within the historic district.
    - Italianate (commercial)
    - Vernacular Commercial Style
    - Folk Victorian (residential)
    - Queen Anne (residential and commercial)
    - Colonial Revival (residential and commercial)
    - Tudor Revival (residential)
    - Classical Revival (commercial)
    - Gothic Revival (church)
    - Craftsman (residential)
    - Foursquare (residential)
    - Art Deco (commercial)
    - Neo-Traditional (residential)
- The following are typical materials found within the historic district.
    - Brick buildings (commercial)
    - Wood-framed buildings with wood clapboard siding (residential)
    - Stone foundations

- The landscaping varies throughout the historic district.
    - Throughout the majority of the historic district, especially in the commercial portion, there are very few trees or landscaping.
    - The eastern residential area is filled with mature trees.
    - The area south of the Hall of Waters is heavily wooded.

Chapter 7 | Guidelines for the Treatment of Historic Properties

Introduction

The intent of this chapter is to serve business owners, homeowners, and developers in their pursuit of the maintenance and rehabilitation of historic buildings within the Excelsior Springs historic districts.

All proposed development, construction, rehabilitation, modification, or other such work to the exterior of buildings and sites within the boundary of any of the historic districts are subject to review by the local Historic Preservation Commission and should comply with these design guidelines.

Additionally, all work (interior and exterior) must be done in accordance with current building codes and city ordinances. For example, there are City ordinances about zoning, parking, maintenance, and upkeep of properties, as well as dangerous buildings code enforcement. For the most current City ordinances, information about building permits, and building codes adopted by the City of Excelsior Springs, visit their website: https://cityofesmo.com/ or visit the city's Community Development Department at the Hall of Waters, 201 East Broadway.

When beginning a project, it is recommended to research the property through the Excelsior Springs Museum and Archives. Historic photographs or other recordation of what the property looked like can be very helpful when repair or replacement materials are needed, so they match the typical construction and materials for the architectural style and time period the building was constructed.

Secretary of the Interior's Standards for the Treatment of Historic Properties

This section is based on the Secretary of the Interior's Standards for the Treatment of Historic Properties. These Standards were developed by the National Park Service and Secretary of the Interior and are a series of concepts about maintaining, repairing, replacing historic materials, and making alterations to a historic building. The Standards also make recommendations about designing new additions and infill construction in historic districts. The Standards and Guidelines can be applied to historic properties of all types, materials, construction, sizes, and use. They include both the exterior and the interior of a building, as well as the property's landscape features, site, environment, and new construction.

There are four treatment approaches that guide any maintenance or proposed change to a historic property.

- **Preservation** is the act or process of sustaining the existing form, features, and materials of an historic property through the conservation, maintenance, and repair of the historic materials. It preserves the physical record of the property over time, place, and use.

- **Rehabilitation** is the act or process of making the property usable for a compatible new use but still

retaining the historic forms, features, and materials that give the building character. With this treatment option, there is more latitude than with preservation.

- **Restoration** is the act or process of returning a property's forms, features, and characteristics to a particular period in its history by means of the removal of features from other periods and the reconstruction of missing features.

- **Reconstruction** is the act or process of recreating a form, feature, or detail of a non-surviving site, landscape, building, structure, or object to replicate a specific period of time by means of new construction.

Secretary of the Interior's Standards for Rehabilitation
Rehabilitation is the most common treatment approach for most historic buildings because it allows for greater flexibility for the proposed work. These standards are what the Excelsior Springs Historic Preservation Design Guidelines are based on and should be followed when doing any work within the historic district.

The *Secretary of the Interior's Standards for Rehabilitation* are defined as follows:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic 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 shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Maintenance

Regular maintenance is critical for the upkeep of every building, regardless of its age or historic designation. Planned preventative maintenance and regular repairs are the most sustainable way to protect a building from deterioration due to the effects of time and weather. The best way to ensure that regular maintenance is being done is by developing a regular maintenance plan. This will allow for a simple problem such as a leaking roof to be caught before it grows into a much larger and more expensive issue.

Property owners are not expected to know the building construction trades or technical knowledge required to repair issues. However, it is vital for owners of a historic property to recognize signs of deterioration, water damage, and weathering. It is also equally important for a property owner to hire a qualified contractor when repairs are required.

All maintenance activities should maintain, rather than replace, historic building features to the greatest extent possible and keeping with the Secretary of the Interior's Standards for Rehabilitation.

All property owners in the City of Excelsior Springs, regardless if the building is historic or not, are required to keep up their properties per City Ordinance, Section 235.

Typical Annual Maintenance Inspections and Repairs

- Inspect roofing for damage (cracked, warped, or missing shingles or roofing membrane). Repair as required.
- Inspect metal flashings at roof penetrations and chimneys. Repair as required.
- Clean out gutters and downspouts in the fall and spring.
- Inspect siding, exterior trim, and exterior ornament for damage (cracked, warped, or missing pieces). Repair or replace rotted wood and other damage elements with appropriate exterior-grade materials.
- Inspect the foundation for cracks or water infiltration both on the exterior and the interior. Repair as required.
- Check to be sure the ground around the building slopes away from the foundation to shed water and help keep it dry.
- Inspect windows and doors for air leaks, cracked or missing paint, broken glass, open caulk joints, and missing weatherstripping, and repair as required. Check that the windows and doors operate smoothly, and the hardware is functioning correctly. If windows are leaking air, install weatherstripping, and consider installing an exterior storm window.
- Inspect the entire exterior of the building for cracked, flaking, or missing paint. Touch-up missing paint by first removing loose paint and priming the base material, as required.
- Inspect masonry for damage (deteriorated brick or stone, cracked or missing mortar, heavy staining, cracked or missing masonry units, vandalism, and vine and weed growth) and repair or replace in-kind, as required. If cracks are forming, investigate the cause of the settlement or movement.
- Assess the condition of wood decks, balconies, and porches. Repair structure. Re-stain or repaint, as required.

Example of typical maintenance. (Make A Choice Home Exterior)

Guidelines for the Treatment of Historic Properties

General

7.1 All efforts should be taken to maintain and preserve all historic properties, including original outbuildings.

7.2 Historic site features, such as walkways, fences, stone retaining walls, historic landscaping, and mineral water resources, should be maintained and preserved.

Foundations

7.3 Repair or replacement foundations should be made using materials that will replicate the original to the greatest extent possible.

7.4 Concrete foundations are permitted to be painted.

Roofs

7.5 Original roof forms (slope, shape, orientation, and overhanging and detailing of eaves) should be preserved.

7.6 Original parapets and parapet caps should be preserved.

7.7 Use appropriate roofing materials when re-roofing. Replacement roof materials should match the color, size, texture, and look of the original roofing materials. Synthetic or substitute materials will be reviewed on a case-by-case basis to ensure the synthetic materials matches the original. Detailing of roofing terminations should be per the manufacturer's recommendation and should be historically appropriate for the building type. New synthetic or substitute materials should not be installed over the existing roofing material.

7.8 Original gutters and downspouts should be preserved. If replacement is required, they should be replaced in-kind, matching the original dimensions, shape, and details.

7.9 New gutters and downspouts should be of a compatible style of the architectural style of the historic building.

7.10 Existing chimneys should be maintained and preserved.

a. If a chimney is no longer in use, consider installing a non-visible cap to prevent water infiltration and heat loss.

7.11 Existing dormers should be maintained and preserved.

7.12 New dormers should not be installed on the primary façade of a building.

7.13 New dormers should be designed as subordinate elements to the primary roof plan, and should not obscure the original roofline.

7.14 Modern features such as skylights or solar panels are not permitted on the primary façade of a building, nor should they be visible from the public right-of-way.

Architectural Details

7.15 All original architectural details (handrails, railings, posts, columns, brackets, ornamentation, etc.) should be maintained and preserved.

7.16 Original architectural details (handrails, railings, posts, columns, brackets, ornamentation, etc.) should be repaired instead of replaced when damaged or deteriorated. The least destructive repairing and refinishing method should be used.

7.17 Original architectural details (handrails, railings, posts, columns, brackets, ornamentation, etc.) that are beyond repair should be replaced in-kind.

7.18 The least destructive procedure for cleaning exterior materials should be used that does not alter or damage the original architectural detail.

7.19 Avoid adding inappropriate new decorative details for which there is no evidence or documentation. New decorative elements should be based on documented evidence only.

7.20 Substitute materials may be acceptable to use for architectural details if the form and design of the material conveys the appearance of the original. For example, a fiberglass column is acceptable if the style proportion and overall details of the new column exactly match the original columns.

Example of a replacement architectural detail repair. The railing had previously been removed and was reconstructed per historic photographs. (STRATA)

Example of an inappropriate architectural detail. (Rachel Topham Photograph)

Materials

7.21 Original building materials should be maintained and preserved.

7.22 Deteriorated building materials should be repaired to the greatest extent possible. The least destructive repair and refinishing method should be used.

7.23 Original materials should only be replaced if they are beyond repair.

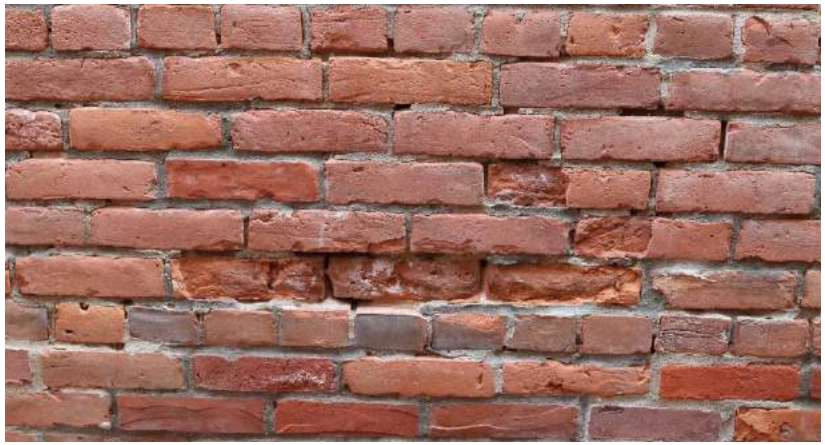
7.24 Replacement materials should appear similar in character to that used historically in size, scale, profile, texture, and color.

7.25 Sandblasting, abrasive cleaning, and high-pressure washing is not permitted. The least destructive procedure for cleaning method should be used.

7.26 Masonry

a. Masonry (brick, stone, and terra cotta) should be maintained and preserved.

b. Damaged or deteriorated masonry units or features should be patched and repaired. The least destructive repair method should be used.



Example of deteriorated masonry and mortar. (STRATA)

c. Damaged or deteriorated masonry units or features that are beyond repair should be replaced in-kind. If salvaged material is available, it is recommended for replacement pieces. If salvaged materials are not available, new masonry should match the material, dimension, texture, features, color, hardness, and installation methodology of the surrounding historic materials.

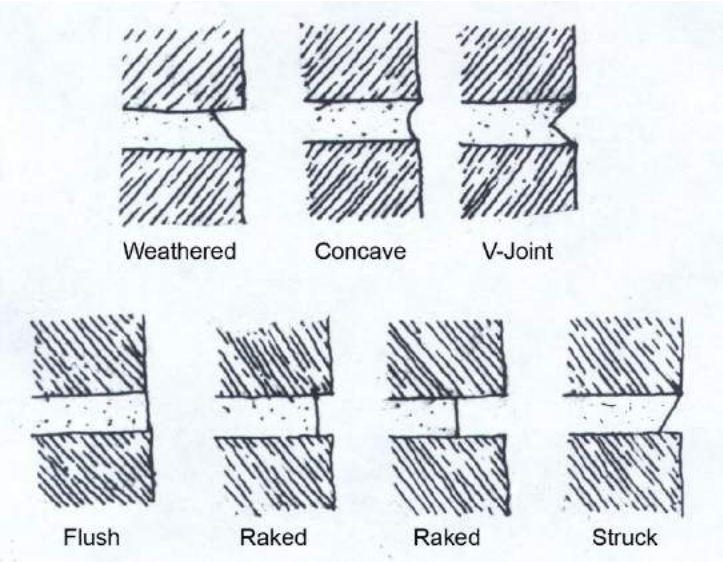
d. If it is necessary to replace a large amount of masonry units, replacement materials may be used, provided they convey the same visual appearance as the historic materials. An example may be to substitute GFRC for terra cotta.

e. Artificial masonry or stone veneer is not permitted to be installed on a historic building.

f. Mortar
   i. Mortar joints should be maintained and in good repair to prevent water infiltration and structural issues.
   ii. Repoint masonry when mortar is missing or deteriorated. Do not remove sound joints in good condition.
   iii. New repointing mortar should duplicate the original in strength (hardness) and composition. There are six standard types of mortar, but it is best to have the original mortar tested before the new mortar is made.

Mortar Type	Recommended Use
Type M	Not recommended for historic masonry.
Type S	Very hard historic granite, or near or below grade.
Type N	Historic granite, moderately hard limestone, moderately hard brick.
Type O	Limestone, moderately hard to soft brick.
Type K	Historic soft limestone and handmade brick.
Type L	Historic soft handmade brick.

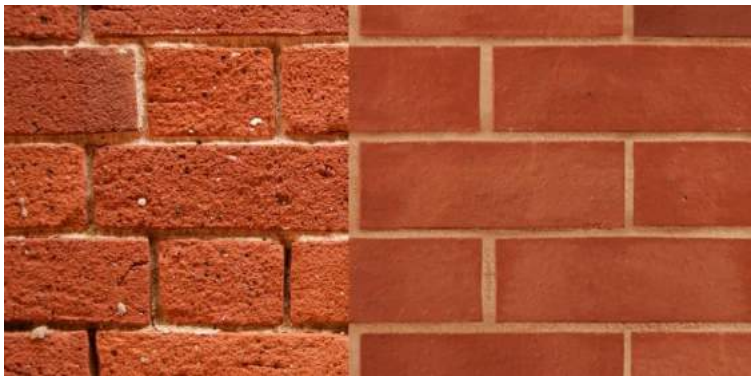
iv. New repointing mortar should duplicate the original in color and texture.
v. Repointed joints should match the original joint's width and profile.



Typical mortar joint profiles. New mortar joints should match original joints in color, texture, and joint profile.

Repointing historic buildings is a skill developed with many years of experience. Repointing is best left to a qualified mason.

g. Cleaning
   i. The gentlest possible method for cleaning should be used. Test cleaning method in an inconspicuous area prior to moving forward with cleaning the entire building.
   ii. Sandblasting, abrasive cleaning, and high-pressure washing are not recommended. Water pressure for cleaning masonry should be less than 300 to 400 psi and should be no closer than 12-inches from the face of the wall.
   iii. Appropriate chemical cleaning agents may be used to clean biological growth and staining if applied correctly and approved for use on historic masonry material.



Comparison of sandblasted brick (left) to non-sandblasted brick (right). Note that is sandblasted brick is pitted, which allows increased water absorption and result in accelerated deterioration. (STRATA)

h. Painting brick or stone that has not been previously painted should be avoided. Painting brick may result in trapping moisture in walls, causing deterioration of the wall system.

i. Repainting Existing Painted Brick Buildings
    i. Care should be taken not to damage the building further when repainting a historic brick building.
    ii. All paint should be tested for lead, and appropriate removal, repair, or remediation action should be taken by an RRP (Renovation, Repair, and Painting)-certified contractor, per local and state guidelines.
    iii. Scrape off loose paint by hand. It is only necessary to scrape paint to the next solid layer. Do not use an abrasive method such as sandblasting or power washing with water pressure greater than 300 psi.
    iv. Chemical paint remover may be used if applied correctly and approved for use on historic masonry material.
    v. Repaint building with paint that is appropriate for masonry and is "breathable" to allow moisture to escape masonry wall system. The new paint should be compatible with the existing paint.

j. Removing Existing Paint from Brick Building
    i. The gentlest possible method for removing paint should be used. Test removal method in an inconspicuous area prior to moving forward with removing paint from the entire building.
    ii. All paint should be tested for lead, and appropriate removal, repair, or remediation action should be taken by an RRP (Renovation, Repair, and Painting)-certified contractor, per local and state guidelines.
    iii. Paint stripping should be done utilizing the gentlest method available and with a product that has been proven to be safe on historic masonry.
    iv. Chemical paint remover may be used if applied correctly and approved for use on historic masonry material.

7.27 Wood Siding and Trim

a. Wood siding and trim should be maintained and preserved.

b. Damaged wood siding and trim should be patched or repaired with an appropriate breathable, sandable, and paintable epoxy. The least destructive repairing and refinishing method should be used.

c. Wood siding and trim that is beyond repair should be replaced in-kind. New materials should match the overall dimensions, thickness, profile, scale, and finish of the original.

d. All paint should be tested for lead, and appropriate removal, repair, or remediation action should be taken by an RRP (Renovation, Repair, and Painting)-certified contractor, per local and state guidelines.

e. Paint stripping should be done by the gentlest means possible. Do not use an abrasive method such as sandblasting or power washing.

f. Non-original siding, such as aluminum and vinyl siding, is encouraged to be removed.

g. Rough-sawn lumber with wood graining is not permitted for siding or trim on any historic buildings.

h. Exposed lumber and trim should be smooth on all exposed surfaces.

i. Cementitious siding with a smooth finish may be used on a case-by-case basis.

j. Aluminum and vinyl replacement siding are not permitted.

Example of deteriorated wood siding, windowsill, and trim. (STRATA)

7.28 Stucco

a. Stucco should be maintained and preserved.

b. Original stucco should not be removed, except in repair cases.

c. Replacement stucco should be traditional, historically-appropriate stucco that closely matches the appearance and texture of the original.

d. Existing non-original stucco is encouraged to be carefully removed to expose the historic façade. A test area should be prepared to indicate existing and proposed finish condition.

e. New stucco should not be used to cover historic masonry.

f. Modern synthetic stucco systems and EFIS are not permitted on historic buildings.

Example of historic stucco. (STRATA)

7.29 Concrete (Flatwork, Exposed Foundations, and Features)

a. Historic concrete features (steps, walkways, porch floors, foundations, details, etc.) should be maintained and preserved.

b. Damaged or deteriorated historic concrete features (steps, walkways, porch floors, foundations, details, etc.) should be patched and repaired. New patching material should be properly bonded and match the color and texture of the surrounding concrete.

c. Historic concrete features (steps, walkways, porch floors, foundations, details, etc.) that are beyond repair should be replaced in-kind. New concrete should match original as closely as possible in color and texture.

d. Painting concrete is not permitted, except on foundations.

e. Modern synthetic stucco systems and EFIS are not permitted to be installed over concrete.

7.30 Architectural Metals

a. Original architectural metal elements should be maintained and persevered.

b. Original architectural metal elements should not be removed or altered.

c. Damaged original architectural metal elements should be repaired. The least destructive repairing and refinishing method should be used.

d. Original architectural metal elements that are beyond repair should be replaced in-kind.

e. Original architectural metal elements should be painted. When priming and painting, properly prepare the metal by removing all corrosion and rust and make appropriate repairs prior to repainting.

f. Avoid creating a false historic sense by adding embellishment to a building when it originally had none.

Example of decorative architectural metals on the Hall of Waters. (STRATA)

Example of decorative architectural metal railing. (STRATA)

Substitute Materials

Substitute materials are anything other than the original, traditional material. They typically refer to man-made products, such as cementitious products, vinyl, aluminum, steel, fiberglass, and wood composites. Each substitute material should be reviewed within the following framework.

- Need for Substitute Materials
  - If the original material is required to be replaced, substitute materials may only be the appropriate solution if the original materials have:
    - Performed poorly
    - There is no source for the original materials
    - A craftsperson is not available to replicate the historic element in its original configuration
    - Current code requirements do not permit the use of the historic material
  - Amount and Location of Proposed Application of Substitute Materials
    - A building retains its historic character through its history and design but also from its materials and degree of craftsmanship. When substitute materials are proposed to replace original materials, this can greatly affect the building's overall historic integrity. The following framework should be asked when reviewing if they are appropriate:
      - Does the particular feature or element contribute to the significance of the historic building? Generally, if the element is a primary character-defining feature of the building's significance, the element should be replaced in-kind.
      - How visible is the substitute material? Generally, the more visible the feature, the more likely substitute materials will not be allowed.
      - Are the substitute materials being used in an excessive amount so that the overall integrity of the historic building is lost?

What to provide for a COA review

- Samples of materials
- Product Literature
- Location of the feature and if it visibility from the public right-of-way.
- A mock-up of the installed product may be requested.

Guidelines for Substitute Materials

7.31 Substitute materials will only be approved when the historic features are entirely missing, or the historic materials are beyond repair.

7.32 Substitute materials, like all replacement, should closely match the design, color, surface texture, reflectivity, finish, details, and other qualities of the materials or element to be replaced.

7.33 The following substitute materials may be approved on a case-by-case basis

- Cementitious siding with a smooth finish
- Composite porch floors and decks with appropriate detail and edge termination. All fasteners should be concealed. No exposed hex screws.
- Fiberglass columns
- Composite columns
- Synthetic roof shingles
- Flat-seam metal roof
- Aluminum-clad wood, Aluminum, Fiberglass, Fiberglass-clad wood, and Vinyl

7.34 The following substitute materials are not permitted

- Aluminum and vinyl siding
- Modern synthetic stucco systems and EFIS
- Vinyl fences

Cementitious Siding

Composite Porch Flooring

Synthetic Columns

Synthetic Roof Shingles

Examples of substitute materials that may be approved on a case-by-case basis.

Vinyl Siding. The left side of the house is covered in vinyl siding, and the right side of the house is covered in wood.

Vinyl Fence

Examples of substitute materials that are not permitted.

Paint Colors

7.35 The color scheme for a building should be historically appropriate and sensitive to the architectural style and age of the building.

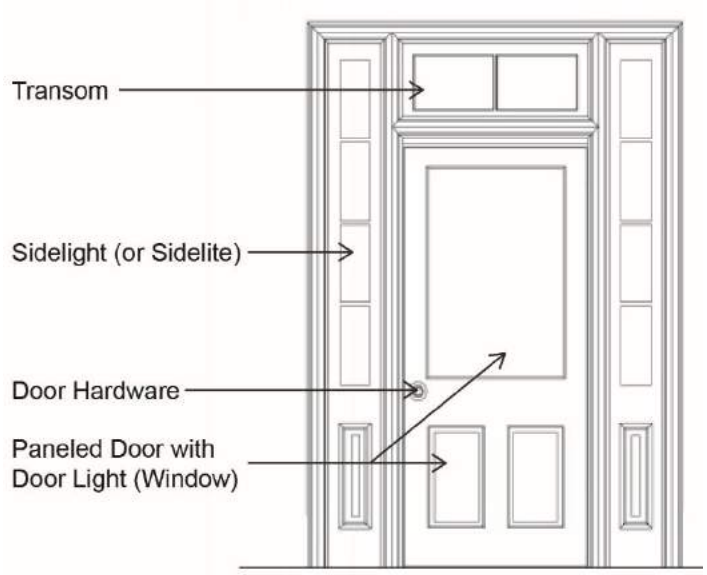
7.36 A building's color scheme should be coordinated for all of the building elements.

7.37 The color scheme should be sensitive and harmonize with the buildings immediately adjacent to the property and the overall architectural styles in the district. All buildings do not need to look the same, but a building's paint colors should be sensitive to the building's neighbors.

Doors and Entries

7.38 Original doors, frames, sidelights, and transoms should be maintained and preserved.

7.39 Whenever possible, repair a historic door, frame, sidelight, and transom rather than replace it.



Door terminology graphic. (STRATA)

7.40 Do not replace an original door unless it is deteriorated beyond repair. Replacement to increase energy efficiency should be avoided.

7.41 Altering door openings should be carefully considered and will be reviewed on a case-by-case basis.

7.42 New wood or finished metal doors that replicate the original doors and/or are compatible with the architectural style of the building may be used.

7.43 The use of hollow core interior doors or unpainted or raw aluminum exterior doors are not allowed

7.44 Raw, unprotected wood doors, frames, and trim are not permitted. Wood doors should be protected with exterior -grade paint, stain, or varnish.

7.45 New doors should maintain the size, shape, placement, and configuration of the original doors. Door height should not be modified. For example, a short door should not replace a tall door.

7.46 Do not cover or infill sidelights or transoms.

7.47 Previously covered or infilled sidelights or transoms are encouraged to be restored with new transom that matches the existing transoms on the building or within the historic district.

7.48 Compatible screen/storm doors are allowed if they do not obscure the historic features of the original door. Highly reflective contemporary storm doors are not permitted.

Example of inappropriate door replacement. The replacement door is too short and does not fit into the door opening. (STRATA)

Example of an infilled transom. Infilling a transom is not permitted. (STRATA)

Windows

7.49 Original windows should be maintained and preserved.

7.50 Whenever possible, repair a historic window rather than replace it.

7.51 Do not replace an original window unless it is deteriorated beyond repair. Replacement to increase energy efficiency should be avoided.

7.52 Altering window openings is not recommended.

7.53 New windows should maintain the size, shape, placement, and configuration of the original windows. New windows should match the original glass lite and muntin configuration and visible glass size. For example, do not replace a multi-lite six-over-six double-hung window with a new single-lite casement window. The width of the muntins and tall bottom sash are also important characteristics of the historic windows.

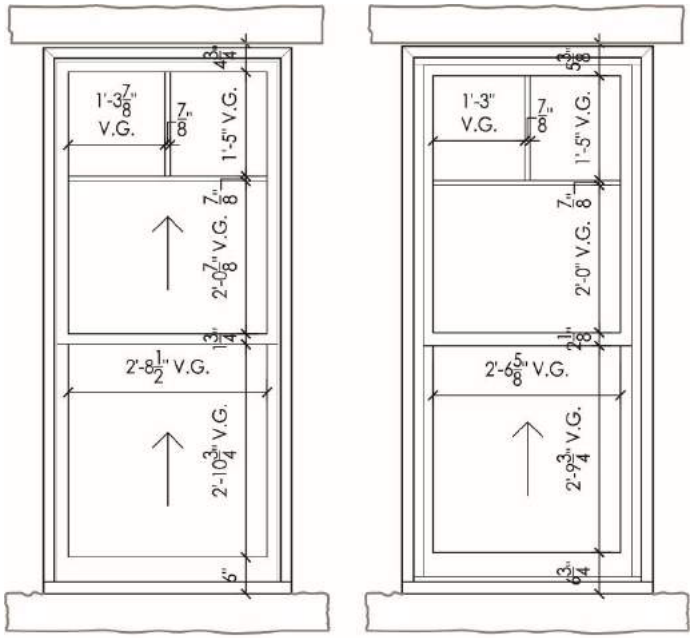


Diagram of an appropriate replacement window. The replacement window matches the original window configuration and matches dimensions of the historic window and visible glass (v.g.) to the greatest extent possible. (STRATA)

Example of an inappropriate window replacement. It is not permitted to infill an original window opening. (STRATA)

7.54 New wood, aluminum-clad wood, fiberglass, fiberglass-clad wood, and some vinyl windows that replicate the original windows and are compatible with the architectural style of the building may be permitted on a case-by-case basis.

7.55 Exterior storm windows are encouraged to protect historic wood and decorative glass windows. Storm windows should match the overall size and design/configuration of the historic windows and may be constructed with wood frames or pre-finished aluminum frames. Storm windows should not cover any significant historic trim. Highly reflective contemporary storm windows are not permitted.

Shutters

7.56 Shutters are not appropriate unless there is evidence that they previously existed.

7.57 Shutters should not be installed to give a historic building a “historic” look.

7.58 New shutters should match the size of the window opening and look like they function, even if they do not.

Example of inappropriate shutter installation. The shutters do not match the size of the window opening, nor do they appear as if they can function. (The Craftsman Blog)

Storefronts

7.59 Historic storefronts should be maintained and preserved.

7.60 Damaged storefront elements should be repaired. The least destructive repairing and refinishing method should be used.

7.61 Storefront elements that are beyond repair should be replaced in-kind.

7.62 Replacement storefronts should be compatible with the historic building and historic district. Replacement storefronts should maintain the dimension, pattern, and scale of the original. Replacement storefront should be appropriate for the style and age of the building.

7.63 Do not cover or infill any portions of the storefront system.

7.64 Previously covered or infilled storefront systems are encouraged to be restored with new transoms that match the existing transoms on the building or within the historic district.

7.65 Do not replace a storefront with a system that gives a false historic appearance.

7.66 Rough-sawn lumber is not permitted storefront wood trim.

Storefront System Terminology Diagram. (STRATA)

Awnings

7.67 Existing awnings should be maintained. Replace broken, torn, or damaged awnings and touch-up paint as required.

7.68 New awnings should be appropriate to the scale of the building.

7.69 The shape of a new awning should be compatible with the historic building and historic district.

7.70 New awnings should be installed, so character-defining elements are not damaged or covered and should be installed to be reversible and to not create damage to the building façade or materials in any way.

7.71 Treated canvas, cloth, or soft vinyl are recommended materials for awnings.

7.72 Awnings made of hard materials such as wood, plastic, and metal should be avoided.

7.73 New awnings should not be used as a billboard. Signage integral to an awning should be limited to the skirt of the awning.

Historic view of awnings on Broadway.
(Dennis Hartman Post Card Collection)

Example of appropriate awnings on Broadway. (STRATA)

Porches, Balconies, and Decks

7.74 Original porches and balconies should be maintained and preserved.

7.75 Damaged or deteriorated original porches, balconies, elements, or materials should be repaired. The least destructive repairing and refinishing method should be used.

7.76 Original porches, balconies, elements, or materials that are beyond repair should be replaced in-kind.

7.77 Do not alter character-defining elements such as replacing turned spindles with a straight spindle or replacing wood railings with decorative metal railings.

7.78 Do not replace elements of porches and balconies with new elements that do not match the size, proportion, or materials of the original elements.

7.79 Enclosing open front porches is not allowed.

7.80 Installing screening on front porches is discouraged but may be approved depending on materials and details on a case-by-case basis.

7.81 New porches, balconies, and decks should be located on the rear of the building and not visible from the public right-of-way.

7.82 New porches, balconies, and decks should be designed to be compatible with the historic building's style and materials, but it should not copy the historic building.

7.83 New porches, balconies, and decks should be constructed in a way that is independently structured and reversible.

7.84 All exterior porches, balconies, and decks must be painted. Raw wood is not permitted.

7.85 Composite porch floors and decks may be permitted with appropriate detailing and concealed fasteners.

View of the original front porch.
(Dennis Hartman Post Card Collection)

View of the current inappropriate front porch. Note how the change of roof, columns, and railings has significantly changed the appearance of the house. (STRATA)

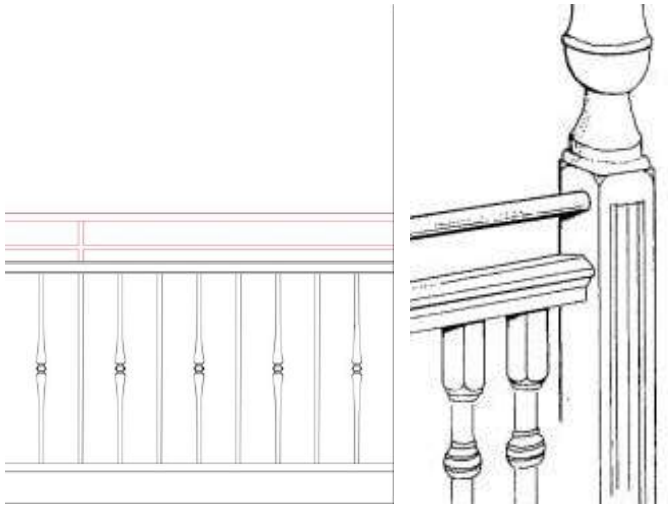
Railings

7.86 Historic railings should be preserved and maintained to the greatest extent possible.

7.87 New railings should match or be compatible with the original railings.

7.88 New railings should meet all building code requirements.

7.89 Where the height of the railing is not consistent with building code, the design of the extension to raise the height should be minimally intrusive and visually subordinate to the original railing.



Examples of appropriate railing height extensions. The historic railing remains intact, and a top rail was added to bring the railing to the required height per building code.
(STRATA and The Old House Guy)

Building Code Requirements and Life Safety

7.90 All work (interior and exterior) must be done in accordance with life safety current building codes.

7.91 Life-safety building code requirements should be designed and constructed in a way that preserves a historic building's character-defining features.

7.92 New egress doors should be installed on a non-primary façade to the greatest extent possible.

7.93 Fire Escapes

a. Existing fire escapes should be maintained in good condition.

b. New fire escapes will only be permitted on the exterior of a building when required by building code.

c. New fire escapes will not be permitted on the primary façade.

d. The installation of fire escapes should not be installed in a manner that damages the historic building materials.

7.94 Fire prevention equipment should be installed throughout the historic property with minimal damage to the structure and historic materials, and to decrease visibility.

Example of an appropriate fire escape installation.
(Upside Innovations)

Example of an inappropriate fire escape installation.
(The 59 Club Blog)

Sustainability

Historic buildings are inherently sustainable because they were often designed and built using sustainable principles. They were typically constructed with materials produced locally and were positioned on a site and designed to take advantage of natural light, passive heating and cooling methods, and natural ventilation. These same design and construction principles are encouraged today for sustainable construction or "green" buildings.

Research and care should be taken when introducing new "green" technologies to historic buildings. The product's design, materials, installation method, proposed location, long-term effect, and life-cycle cost should be taken into consideration before they are installed in the building.

7.95 "Green" technologies should not negatively affect the historic nature of the property.

7.96 "Green" technologies should not cover, obscure, or remove character-defining features of the historic building.

7.97 All "green" technologies should be reversible and could be removed without damaging the historic building or materials.

7.98 All "green" technologies should be installed on the rear or side of the building, and not be visible from the public right-of-way. Installing "green" technologies on the primary façade or roof is not allowed.

7.99 Solar Panels

a. All solar panels should be installed per the Secretary of the Interior's Standards for Rehabilitation.

b. Solar panels should be as unobtrusive as possible.

c. Detached solar arrays should be installed to the rear of the property to minimize the visibility from the public right-of-way.

d. Detached solar arrays should be screened with plants of other vegetation that is suitable for the historic district to the greatest extent possible.

e. If mounted on a roof, solar panels should be mounted flat to the roof or obscured by the roof parapets and should not alter the slope of the roof.

f. Solar panels installed on walls, siding, or shutters should be installed on the rear of the building to minimize their visibility from the public right-of-way.

g. Solar panels and mounting structures should be compatible in color to the surface it is mounted to.

Example of appropriate solar panel installation on the rear of a property. The solar panels are held tight to the roof and follows the slope of the roof. (The Washington Post)

Example of inappropriate solar panel installation. The solar panels are held off of the roof and are visible from the public right-of-way. (Architectural Heritage Center)

7.100 Skylights and solar tubes are not recommended to be installed on the roof of the primary façade or on secondary elevations with high public visibility.

7.101 Greens roofs are allowed to be installed on flat roofs with parapets that hide the roof from the public right-of-way.

The install of all “green” technologies will be considered on a case-by-case basis and will require a Certificate of Appropriateness.

Chapter 8 | Guidelines for Additions

New additions to historic buildings are often desired to enlarge a space or add to the overall square footage of a building. Compatible additions that do not compromise or destroy the character-defining features of the historic structure can be appropriate within the historic districts.

Reference Appendix C for a basic overview of design principals.

Guiding Standard – Secretary of the Interior's Standards for Rehabilitation
The following standards from the Secretary of the Interior's Standards for Rehabilitation are the guiding standards for all new additions and should be followed.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Reference Chapter 6 for the full list of the Secretary of the Interior's Standards for Rehabilitation.

Guidelines for Additions

General

8.1 New additions should be compatible with the historic structure but should be distinguishable from it.

8.2 New additions should be designed in a manner that if removed in the future, the form and integrity of the historic structure will still be intact.

8.3 Older additions that have gained historic or architectural significance should be preserved.

8.4 Newer additions that have not gained historic or architectural significance may be removed.

Site Planning for Additions

8.5 New additions should adhere to all current zoning requirements for setbacks, heights, and any other local requirements.

8.6 New additions should not be placed on the primary façade. They should be placed to the rear of the property or on a secondary façade.

Form, Mass, and Scale for an Addition

8.7 The massing, size, and proportion of new additions should respect the original building and not compete with it.

a. New additions should be subordinate to the original structure.

b. New additions should set back from historically important primary facades in order to allow the original proportions and character of the historic building to remain prominent.

Roofs

8.8 The roof form on a new addition should be in character with the historic building.

8.9 New dormers should be in scale with the historic ones on similar historic structures and should reflect the roof and slope of the original roofline.

Architectural Details

8.10 New architectural details should be designed to be compatible with the architectural style, materials, shape, detail, and color of the historic building and its surroundings.

8.11 Preserve, do not obscure, original architectural details of the historic structure.

8.12 Avoid creating a false historic appearance with the architectural details by copying the architectural details on the original building.

Materials

8.13 The materials for a new addition should be compatible with the finish, texture, scale, and color of the historic materials of the original building and also used within the district but should be distinguishable from them.

8.14 Cementitious siding may be permitted.

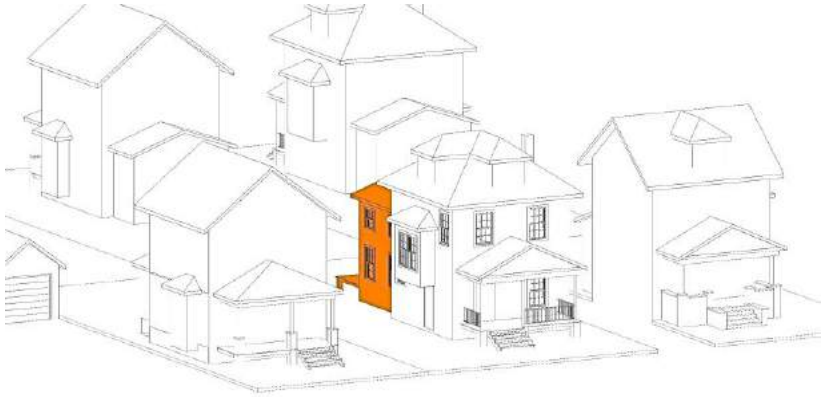
8.15 Aluminum and vinyl siding are not permitted.

Doors and Entries

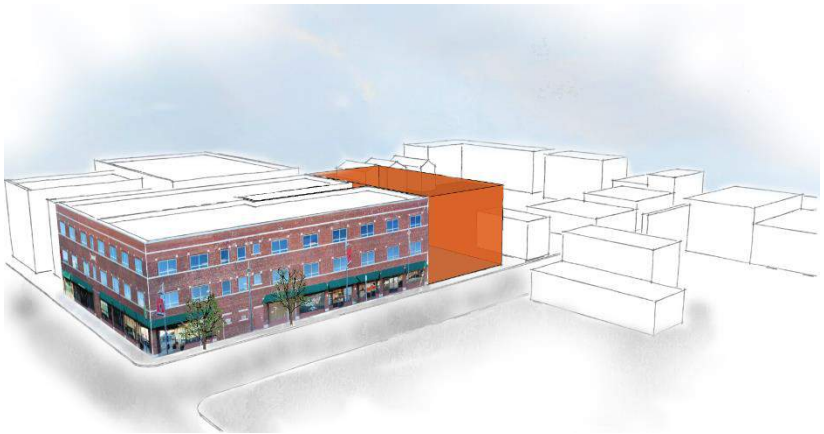
8.16 The traditional entrance pattern into the original structure should be maintained when planning for new additions.

Windows

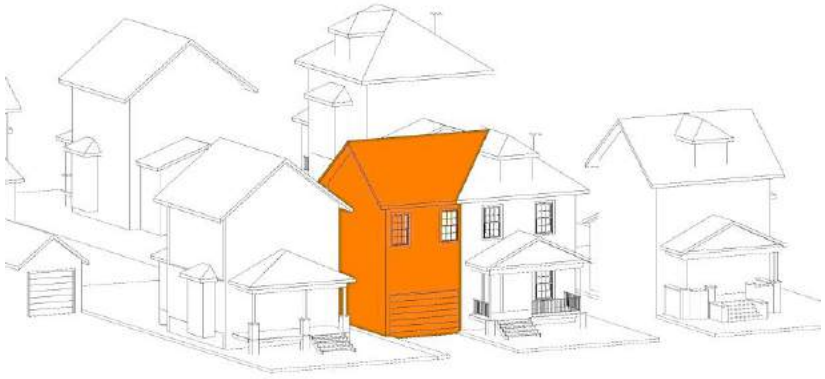
8.17 The window configuration, pattern, character, and sizing in new additions should be similar in character to those on the primary structure.



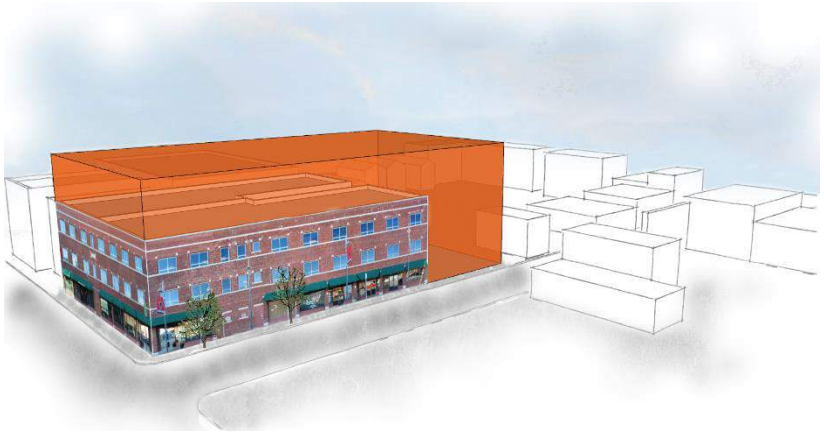
Example of a compatible addition to a historic house. The addition is on a secondary side and does not exceed the height of the historic building, and when viewed from the primary façade, it is minimally visible. (STRATA)



Example of compatible addition mass and form. The addition is on a secondary side and does not exceed the height of the historic building, and when viewed from the primary façade, it is minimally visible. (STRATA)

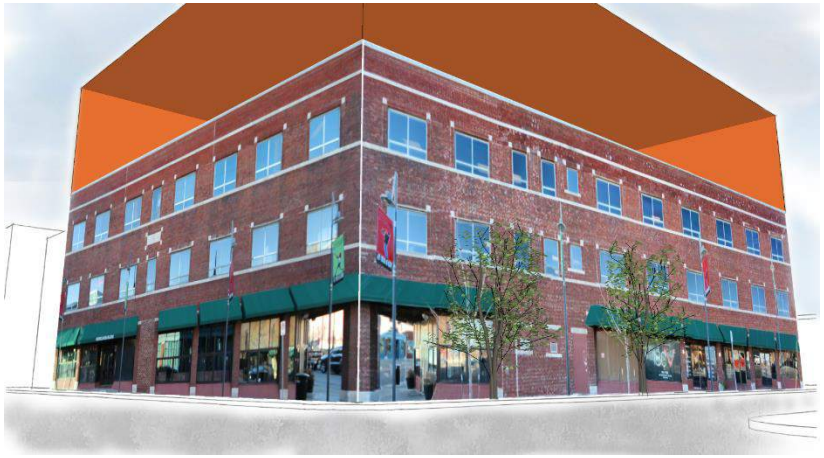


Example of non-compatible addition. The addition is highly visible from the public right-of-way. (STRATA)



Example of non-compatible addition. The addition overwhelms the historic building. The rear addition exceeds the height of the historic building and incorporated a rooftop addition. When viewed from the street, the mass of the addition appears to envelop the historic building. (STRATA)

Example of compatible rooftop addition mass, form, and layout. The addition is stepped back a full structural aby from the street-fronting façade and limited in height to respect the character-defining features of the historic building. (STRATA)



Example of non-compatible rooftop addition mass and form. The addition overwhelms the historic building and does not preserve the original mass of the historic building as viewed from the street. (STRATA)

Chapter 9 | Guidelines for New Construction

New development and infill construction help historic districts remain a vital part of a changing city. New buildings contribute to the life of the street and the economy of the district. New development should respect the character-defining features of each historic district and should not overpower the historic buildings that give the districts a unique sense of place.

New design and construction should not imitate a historic building but should reflect the feel and character of the historic district. The intent of these guidelines is not to limit creativity but to encourage compatible design and construction.

Reference Appendix C for a basic overview of design principals.

Guiding Standard – Secretary of the Interior's Standards for Rehabilitation
The following standards from the Secretary of the Interior's Standards for Rehabilitation are the guiding standards for all new and infill construction and should be followed.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Reference Chapter 6 for the full list of the Secretary of the Interior's Standards for Rehabilitation.

Guidelines for New Construction

Primary Buildings

Site Planning for New Construction

9.1 **Orientation:** New building should face the public street. Main entrances should be orientated to the street.

9.2 **Placement:** The location and spacing of new buildings on a lot should be consistent with the existing patterns of the block.

9.3 **Setbacks:** The setbacks for the new construction should align with the setbacks of the majority of the existing block.
   a. In commercial areas, new infill projects should be built to the sidewalk, with a zero setback.
   b. In residential areas, the setback should match the setback of the majority of the other houses on the block.

Building Form, Mass, and Scale for New Construction

9.4 New buildings should have a similar mass and scale of the neighborhood buildings and reinforce the mass and scale of the adjacent and/or nearby historic buildings.

a. Break up the mass of larger structures into smaller masses to match the traditional scale of the buildings in the historic district.

9.5 New buildings should have a similar height to the buildings on their block.

9.6 New buildings should use a similar floor-to-floor height as those in the historic district.

9.7 Avoid monolithic, domineering building masses.

9.8 New buildings should maintain the historic solid-to-void ratio traditionally used in the historic district. New infill should avoid blank walls on the primary façade.

9.9 New infill buildings should not leave historic buildings looking out of place.

Street Facade

9.10 New buildings should maintain the alignment, whenever possible, of horizontal elements along historic buildings on the block, including fenestration, floor levels, and dominating material configuration.

9.11 For new commercial buildings, the typical rhythm and sizing of storefronts that are created by the existing adjacent buildings should be maintained.

9.12 For new commercial buildings, the street level should be articulated to establish human scale along the street.

Roofs

9.13 Roofs and eaves on new buildings should be compatible in form, pitch, and shape with the existing roofs in the historic district.

Architectural Details

9.14 Architectural detail on new construction should be compatible in terms of design and scale with the details found within the streetscape and the district. They do not need to duplicate the architectural details on the historic buildings within the district.

Materials

9.15 The materials for new construction should be compatible with the finish, texture, scale, and color of the historic materials used within the streetscape and district. They do not need to exactly replicate the historic materials.

9.16 Cementitious siding may be permitted.

9.17 Aluminum and vinyl siding are not permitted.

9.18 New construction is encouraged to have a historically appropriate color scheme.

Doors and Entries

9.19 The primary entrance into the building should be clearly identified on the primary façade.

9.20 At corner properties, locate the main entrance of the building onto the more heavily traveled street or toward the intersection, or angled in the corner of the building.

9.21 New doors should be compatible in size, scale, and proportion of the historic doors.

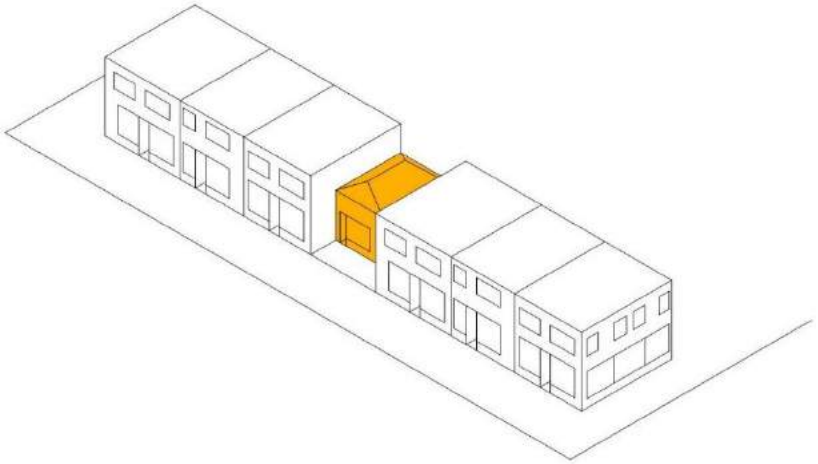
Windows

9.22 The windows in new construction should be similar in character to those in the historic district. New windows do not need to exactly replicate the historic windows.

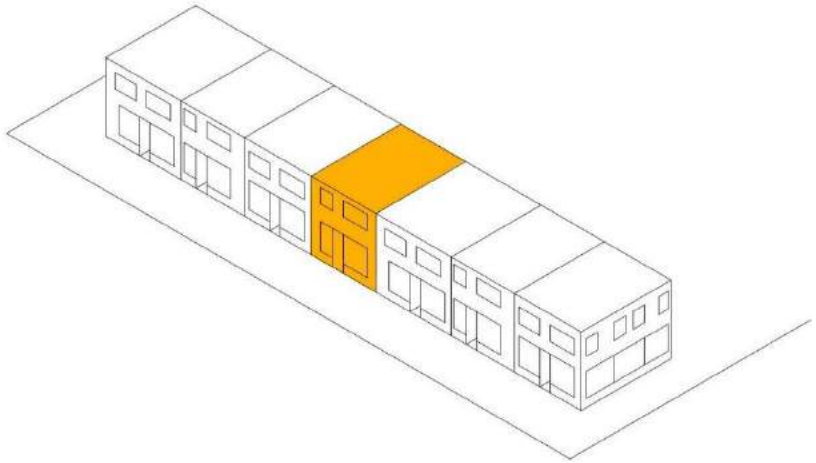
9.23 New windows should have a similar proportion and rhythm to those found within the historic district.

Porches and Balconies

9.24 New porches and balconies should be compatible in size, shape, and proportion of the exiting porches and should maintain the pattern already established within the neighborhood.



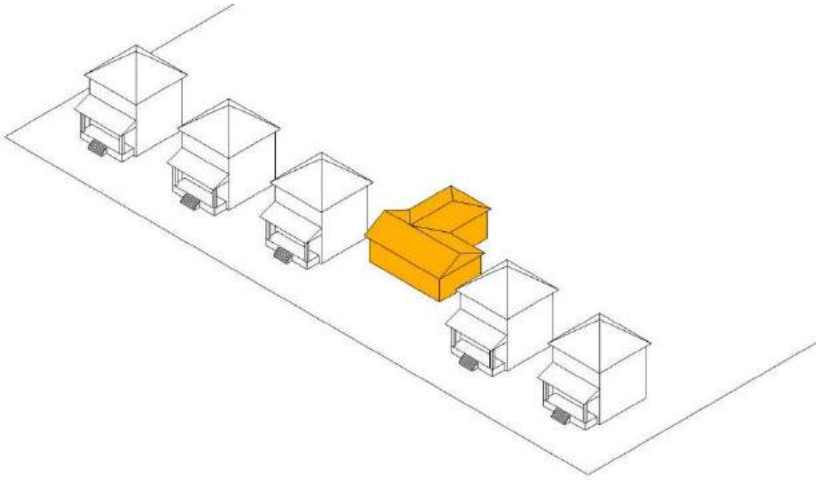
Example of incompatible commercial infill construction. The massing of the new building does not relate to the massing of the surrounding building, nor does the setback align with the adjacent buildings. (STRATA)



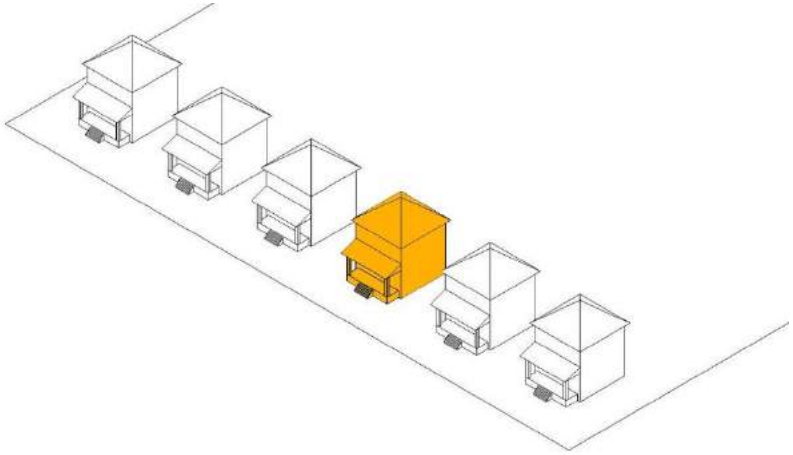
Example of commercial infill that matches the context in the setback, volume, height, and flat roof configuration. (STRATA)

Example of incompatible infill (center structure). The roofline does not align with the adjacent historic buildings, nor does the infill match the pattern of the historic buildings (repetitive elements of the windows or storefront). This infill also uses inappropriate materials that are not compatible with the red brick buildings of the historic district. (STRATA)

Example of compatible infill (center structure). This infill's building height matches the adjacent historic buildings. The horizontal elements (windows, decorative band, and storefront) on the new infill aligns with the adjacent historic buildings. The infill also uses appropriate materials that are compatible with the buildings within the historic district. (STRATA)



Example of incompatible residential infill construction that does not match the massing, form, nor alignment of surrounding houses and interrupts the repetitive nature of the front porches. (STRATA)



Example of compatible residential infill construction. The house aligns with adjacent houses and continues the massing, form, and repetitive nature of the front porches. (STRATA)

Example of incompatible residential infill. The roofline does not align with the adjacent historic buildings, nor does the infill match the pattern of the historic buildings (repetitive elements of the windows or storefront). This infill also uses inappropriate materials that are not compatible with the historic district. (STRATA)

Example of compatible residential infill. This infill matches the height of adjacent historic buildings. The horizontal elements (windows, decorative band, and storefront) on the new infill aligns with the adjacent historic buildings. The infill also uses appropriate materials that are compatible with the historic district. (STRATA)

Outbuildings

Outbuildings are defined as a building, such as a shed, barn, playhouse, garage, or carriage house located on the same property, such separate from the primary structure. Any outbuilding moved into a historic district will be treated as new construction and is subject to the same design guidelines.

Example of a new garage to a historic building. The new garage resembles the historic house in size, scale, form, materials, and detailing. (STRATA)

9.25 Historic garages and other outbuildings are not allowed to be demolished to construct a new garage or outbuilding without just cause, as outlined in Chapter 11. Historic outbuildings are highly encouraged to be restored.

9.26 New garages or outbuildings should be located to the rear of the property, to reduce visibility from the public right-of-way.

9.27 The size, scale, and overall design of the outbuilding or garage should respect the primary building and not overwhelm the historic building.

9.28 New garages and outbuildings should have the same roof shape as the primary building.

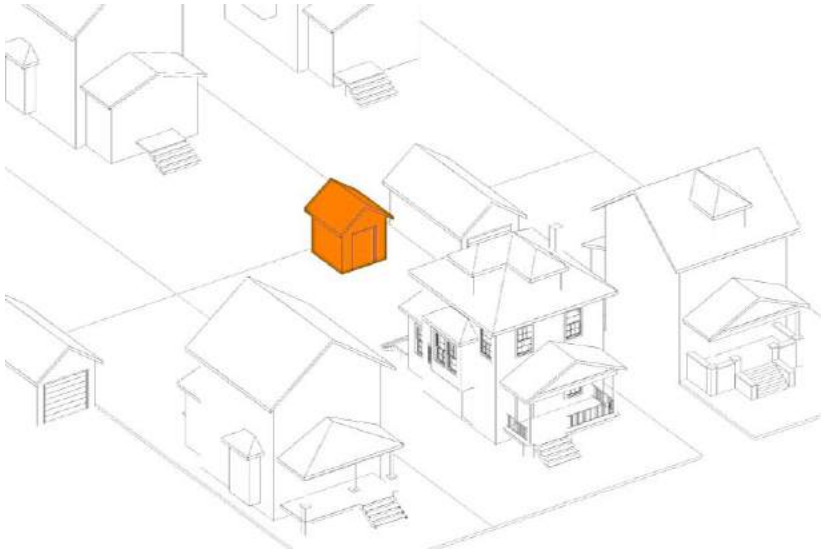
9.29 The design of the garage and outbuilding should incorporate the details of the primary building without replicating them.

9.30 New garages and outbuildings should be similar in color and materials as the primary buildings.

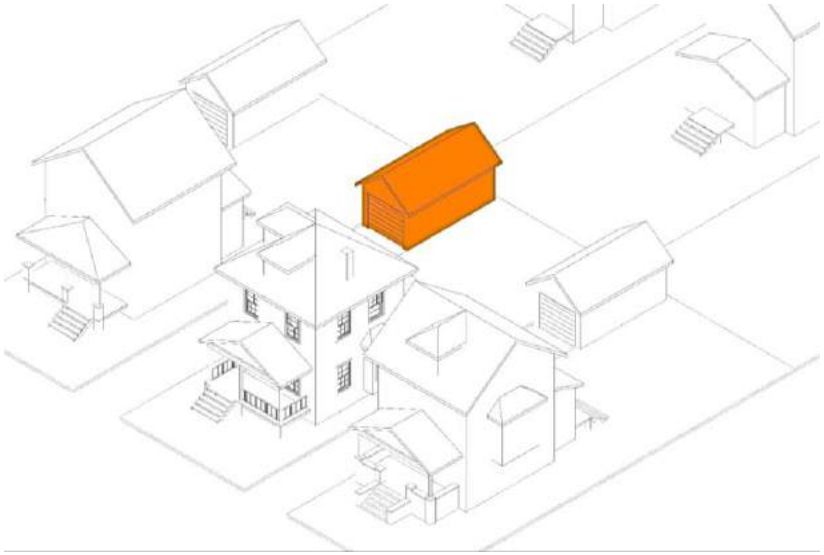
9.31 All garages and outbuildings should be painted or stained to match the primary building.

9.32 All doors and windows should be compatible with the doors and windows on the primary structure in terms of materials, color, style, and size. New windows do not need to exactly replicate the historic windows.

9.33 Metal or fiberglass carports, mobile houses, modular houses, metal buildings, pole barns, concrete block buildings, and temporary buildings are not allowed.



Example of a new shed and a recommended location on a site. (STRATA)



Example of a new garage and a recommended location on a site. (STRATA)

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Chapter 10 | Guidelines for All Projects

The guidelines covered in this chapter apply to historic buildings as well as new construction.

Guidelines for All Projects

Parking

10.1 Place off-street parking behind or to the side of the buildings.

10.2 Parking lots should be subdivided into smaller components so that the visual impact of large paved areas is reduced.

10.3 Surface parking areas should be visually screened to visually “filter” the view of parked cars.

Diagram of a parking lot that is subdivided into smaller components. (Ford, Powell & Carson and WestEast Design Group)

Example of parking lot screening. The screening or buffering does not mean that the parking lot needs to be fully screened but to filter the parking lots to soften the view of the parked cars. (Quad3)

Accessibility

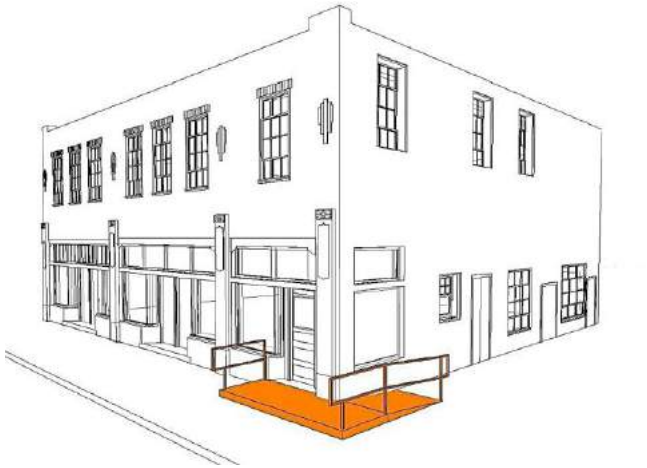
The 1990 Americans with Disabilities Act requires equal opportunity for persons with disabilities in employment, government programs, telecommunications, transportation, and access to places of public accommodation and commercial facilities.

10.4 All new commercial and multi-family construction shall comply with ADA.

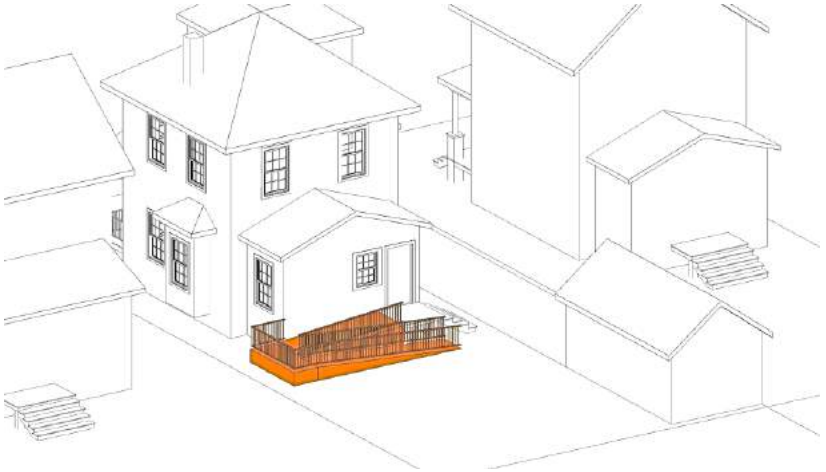
10.5 Historic properties should comply to the fullest extent possible, while also preserving the integrity and character-defining features of the buildings.

Historic properties are not exempt from accessibility requirements. The ADA requires that historic buildings be made accessible to the maximum extent possible, as long as the proposed changes do not "threaten or destroy" the historic character of the building. The following is a list of "alternative requirements," which may apply to historic preservation work. These expectations generally apply to accessible routes, entrances, and toilet rooms:

- Only one accessible path of travel to an accessible entrance is required.
- One entrance door, instead of all, may be made accessible. If no public entrance can be made accessible without negatively affecting the historic integratory, then a secondary entrance may be made accessible, as long as there are directional signs at the non-accessible entrance.
- Access to stories above or below the accessible story is not required if the installation of accessible vertical circulation (an elevator) would compromise the historic character of the building.



Examples of appropriate commercial accessible ramp installation. (STRATA)



Examples of appropriate residential accessible ramp installation. (STRATA)

Mechanical Equipment and Service Utilities

Mechanical equipment, service utilities, and service areas are important for all buildings. Such equipment is needed for the success of most, if not all, businesses, but the equipment often detracts from the overall character of the historic district.

10.6 Locate mechanical equipment and service utilities on non-primary facades. The equipment should not be visible from the street.

10.7 Screen mechanical equipment and service utilizes from public right-of-way with such materials as lattice panels or plantings. Screening should be appropriate from building type and period of construction.

10.8 Through-wall air conditioning units, louvers, or vents are not allowed.

10.9 To install utility lines or mechanical equipment, it is not allowed to cut channels into the historic façade materials or remove historic façade materials.

10.10 Satellite dishes should not be visible from the public right-of-way

Example of a method of screening mechanical equipment. (STRATA)

Example of a through-wall air conditioning unit that is not permitted. (SF Gate)

Sustainability

10.11 The use of energy conservation methods in building design is encouraged.

10.12 Energy conservation techniques must be compatible with the historic districts.

Exterior Lighting

10.13 Historic Building Lighting should be retained and not permanently removed or altered.

10.14 New Building Lighting

a. New lighting should be appropriate for the age and style of the building.

b. New lighting should be scaled appropriately for the building.

c. New lighting should not detract from the architecture of the building.

10.15 Street lighting should be compatible and pedestrian-scaled

10.16 Residential Yard Lights

a. Low to the ground light fixtures with a small footlight is encouraged.

b. Large free-standing lamp posts are not preferred.

c. The lighting should not be the focal point of the yard, but only instead of where it is needed.

Historic light fixtures at the Historic Ideal Hotel. (STRATA)

Sidewalks

Sidewalks along the edge of residential properties are the responsibility of the homeowner to maintain and replace if they become damaged due to weather, freeze-thaw, tree roots, etc. When it becomes time to replace the sidewalks, sidewalks need to be installed per the City's sidewalk ordinance and guidelines. Contact the Public Works Department for sidewalk information and guidance.

Landscaping Features

10.17 Landscaping

a. Do not introduce landscape plantings that do not correspond with other landscaping in the district or that do not follow setbacks and alignments of the block or historic district.

b. Non-indigenous plantings are discouraged.

c. Invasive species of plants are prohibited.

d. Do not use tall shrubs or other plantings that close off, obstruct, or block views of the front of the property.

e. Do not let plantings or weeds to grow "wild" or out of control.

f. Vacant lots should be landscaped to soften the appearance of the open lot.

Example of overgrown plantings. This is not allowed. (Strategies Online)

Example of a fence and plants that obstruct the view of the front of the house. This is not allowed. (Pinterest)

10.18 Fences

a. Existing fences that contribute to the historic character of the property should be retained and preserved.

b. When reconstructing a historic fence, the new construction should be based on an existing fence and historic documentation of the original that identifies the defining features, including materials, height, scale, configuration, ornamentation, and detail.

c. Tall fences that close off, obstruct, or block views of the front of the primary elevation and property are not allowed.

d. Ornamental fences should be 2-1/2 feet tall or less, so as to not distract from the architectural elements of the building.

e. Privacy fences may be considered for back yards when it is considered necessary to screen an objectionable view.

f. Wood Fences
   i. New wood fences should complement the style of the existing building.
   ii. Wood fences should be painted or stained an opaque finish.
   iii. Wood fences with a modern pattern, such as basketweave, stockage, split rail, and board-on-board are not allowed.

g. Metal (Steel, Aluminum, or Iron) Fences
   i. It is recommended to use a simple pattern if a historical precedent cannot be established.
   ii. Metal chain link fences are not allowed.

h. Synthetic Fencing Materials
   i. Some modern composite or synthetic fencing materials are difficult to distinguish from wood and may be allowed on a case-by-case basis.
   ii. Vinyl fences will not be permitted.

i. Ornamental Shrubs may also be used as a fence when planted in tight rows. Shrubs must be pruned correctly and kept neat in order to clearly define the building's property line.

10.19 Retaining Walls

a. Historic stone retaining walls should be maintained. The stone should be cleaned and repaired in the same manner as masonry.
    i. Historic stone retaining walls with mortar should be repointed, as needed.
    ii. Historic drystacked stone retaining walls (stone wall without mortar) should be check regularly for stability, and restacked, as needed.

b. New retaining walls should not differ from the visual line and setbacks of the historic streetscape.

c. New retaining walls should be designed to match the style of the existing building and retaining walls on-site and/or within the historic district.

d. New retaining wall should be constructed of materials that match those of the historic building on site. Pay attention to details such as stone type, pattern, and joint type. This will help the wall be more compatible with the historic building and site.

e. New retaining walls should not be constructed of materials such as wood planks, chain link metal, split-face pavers, or concrete masonry units.

Example of a historic retaining wall within Excelsior Springs. (STRATA)

Signage

10.20 New signs should be appropriate in size, scale, and color to the historic buildings.

10.21 Signs should be scaled to pedestrians rather than automobiles.

10.22 Signs should be visible and easy to read, but not too large so that it covers architectural elements or obscures character-defining features.

10.23 The color and materials of the signage should coordinate with the historic district.

10.24 Signage should be attached to the building in a way that is reversible without resulting in damage to the historic building and materials.

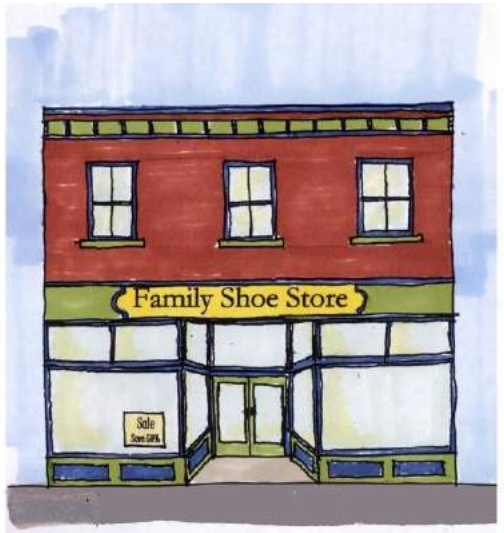
10.25 Permitted Sign Types

- Flush-mounted wall signs
- Window Signs
- Projecting Signs

10.26 Non-Permitted Sign Types

- Roof-mounted signs
- Poorly made or temporary signs

10.27 Reference city sign ordinance for additional requirements, such as size and height above the sidewalk.



Recommended Signage Locations

Not Recommended Signage Locations

Murals

10.28 Murals are not recommended in residential areas

10.29 Murals are not recommended on the primary façades.

10.30 Murals should be sized and scaled appropriately to the building.

10.31 Mural themes are encouraged to resemble the character of the historic context in which they are painted.

10.32 Murals on masonry should use base stucco and paint that is specially formulated for masonry. The systems should be breathable and must be removable in the future.

10.33 Murals are not recommended on buildings listed individually in the National Register of Historic Places

All proposed murals are required to be reviewed by the Historic Preservation Commission.

Example of a mural within Excelsior Springs. (STRATA)

Example of a mural within Excelsior Springs. (STRATA)

Chapter 11 | Guidelines for Demolition

The decision as to whether or not to demolish a historic building is tough, and in most cases, there are several different factors that need to be considered before any decision is made. Demolition requests for buildings and structures within the locally designated historic districts or of an individual local landmark always require a review by the Historic Preservation Commission prior to the issuance of a permit.

Each demolition will be evaluated on a case-by-case / property-by-property basis by the Historic Preservation Commission.

Remember: Requests for demolition of a building within the historic district or of an individual local landmark are required to be reviewed by the HPC prior to any work being completed.

Guidelines for Demolition

11.1 Minor demolition is allowed if there is evidence that the addition or accessory structure is not original to the property or if it does not contribute to the character or historic integrity of the property. Examples of this include, but are not limited to:

- The demolition of non-original additions on the primary façade of a historic building that hides or blocks the original façade. This is allowed to be done in order to restore the original façade of the building footprint.
- The demolition of a non-original garage that is not historic in its own right, which is attached to the side of a historic building.
- The demolition of a non-original freestanding garage.
- The demolition of a non-original second floor addition to allow for the original roofline to be reconstructed.

The Historic Preservation Commission cannot override a decision by the Building Official to demolish a building or structure that possess life or safety issue.

If a building/structure is tagged for an “emergency demolition,” meaning an immediate threat to the public’s safety and in imminent danger of collapse, no Historic Preservation Commission review is required.

11.2 Demolition of a historic building, outbuilding, or accessory structure is not permitted without cause. Deterioration caused by neglect or lack of routine maintenance by the existing owner does not provide grounds for the approval of demolition. Demolition will only be considered in the following cases:

- The historic structure is so deteriorated that it is no longer safe to occupy, and the building is a life safety threat for occupants or adjacent historic buildings. It is the property owner's responsibility to provide proof of the lack of structural stability or evidence of severe deterioration. This should be done by submitting a structural engineering report from a qualified structural engineer.

- The historic structure has been substantially damaged in a fire or natural disaster. It is up to the property owner to show proof of the lack of structural stability or evidence of severe deterioration.

Demolition will NOT be considered in the following cases:

- Demolishing a building in order to have the lot to construct a new building.
- Demolishing a building or outbuildings for a new building addition on an adjacent structure.

Example of historic building demolition. Historic buildings are not permitted to be demolished without cause. (News Tribune)

11.3 If a historic building or a portion of a historic building is to be demolished, all historic materials from the building should be salvaged to the greatest extent possible.

11.4 If a historic building is temporarily not in use and sitting vacant, the building should be mothballed – to temporarily secure a building with coverings to protect it from weather and vandalism, while providing adequate security and ventilation.

Demolition by Neglect

Demolition by Neglect is caused when a property owner intentionally allows a historic property to severely deteriorate, potentially beyond the point of repair. This not only applies to houses and commercial buildings within the historic district but the outbuildings, barns, carriage houses, garages, retaining walls, etc.

- The intentional withholding of basic maintenance and repair of any building is prohibited.
- Demolition by neglect by the existing owner does not provide grounds for approval of a demolition permit.

The City is willing to consider any suggestions for temporary or long-term repairs for buildings that are falling into disrepair so long as the solutions adequately address the ongoing damage and deterioration. The City's maintenance ordinance provides guidance on what is considered maintenance and timeframe for compliance.

Property Maintenance Ordinance Section 235 – https://ecode360.com/29304444

Example of demolition by neglect. (STRATA)

Example of demolition by neglect. (STRATA)

Mothballing

Mothballing is to temporarily close-up a building to protect it from the weather as well as to secure it from vandalism. It can be a necessary and effective means of protecting a building while raising money and planning for a building's future. The following are recommendations for mothballing:

- The lack of attention should not result in the further deterioration of the building or its character-defining features.
- Regularly check the mothballed building for leaks and structural deterioration.
- Cover all windows and doors with a temporary covering (plywood or metal). The coverings should fit tightly within the frame on the exterior of the building and should be painted to protect the material from deterioration. When installing the coverings, avoid unnecessary screws, nails, or other fasteners into historic exterior wood siding or masonry.
- Install adequate ventilation (mechanical fans or louvered vents through windows) to provide fresh air throughout the building.
- Check the condition of the roofing and flashing to ensure they are in good condition, properly draining water, and not leaking. Make necessary repairs to the roofing system to stop all water leaks.

Example of temporary mothballing treatment. Note the mixture of good and poor mothball treatments. The door and a few of the windows (as noted with red arrows) are covered with painted, tight-fitting plywood, which will protect the building from vandalism and weather. The raw plywood has a gap between the pieces of plywood, which will allow water into the building, and two of the windows are not covered, which could be broken. (STRATA)

- Check the condition of the gutters and downspouts to ensure they are in good condition, draining water, and not leaking. Make necessary repairs to the drainage system to stop all water leaks. Regularly clean all gutters and downspouts.

- Review the condition of the exterior finish materials (wood siding, masonry, trim, fascia, and soffits) to confirm the material is not severely deteriorated. Make necessary repairs to ensure that the interior finishes are protected from water damage.

- Hire a structural engineer to assess the condition of the building to ensure that there are no serious issues that will cause structural failure if not repaired and make any necessary repairs.

Example of temporary mothball treatment. (STRATA)

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Chapter 12 | Guidelines for Building Relocation

A historic building's original setting, landscape, and neighborhood context are all factors that contribute to its integrity and overall character. For this reason, it is usually not recommended to move a historic building from its original location. There are some situations where moving a building would be considered. This includes:

- Saving the historic building from demolition
- The natural environment or urban development is encroaching on the historic building

Example of a house being relocated. This is the Kansas City Young Matrons Clubhouse being relocated in 2015.
(University of Missouri – Kansas City)

The following questions provide a framework for evaluating and reviewing if building relocation is the best solution:

- Is the building being threatened with demolition?
- Is relocation the only alternative to demolition?
- Is the structure significant enough architecturally or historically to warrant moving it?
- Is the structure structurally sound enough to survive a move?
- What is the proposed use for the building's existing site after the structure is moved?
- Will the move damage the historic integrity of the historic building?
- Does the historic building fit into the character of the proposed new site's neighborhood?
- Is there an appropriate and practical new use for the structure on the new site?

Guidelines for Building Relocation

General

12.1 A historic building's location often contributes to its integrity, so it is important to preserve the building on its original site.

12.2 Buildings will not be allowed to be moved from their original site unless there is substantial evidence that it is not practical or economical to utilize the building on its existing site, or there are no other alternatives to safe the building.

12.3 Prior to moving a historic structure, document the historic building is its original setting and context. Use photographs, site plans, or other graphics, and written statement to record the existing site conditions. Provide this documentation to the City's Community Development Director.

Moving Existing Buildings within the Historic District

12.4 Every effort should be made to reestablish the historic building's original orientation, immediate setting, setbacks, spacing, and general environment, if possible, in its new location.

12.5 Relocating historic buildings should not compromise or damage the historic building in any way.

12.6 All character-defining features should be retained.

12.7 Relocating historic buildings should not compromise the integrity of the historic district.

12.8 Historic buildings may only be allowed to be moved within the historic district if it is determined to be architecturally compatible with the adjacent buildings.

12.9 Relocation of historic structures to a new site within the historic district should be done in accordance with the guidelines for the design of new construction in terms of siting, orientation, and other pertinent aspects of the site and historical context.

Example of a house being relocated. This is the 1950s All Electric House being moved to the Johnson County Museum in 2016. (The Kansas City Star)

Moving Historic Buildings Out of the Historic District

12.1 Every effort should be made to reestablish the historic building's original orientation, immediate setting, setbacks, spacing, and general environment, if possible, in its new location.

12.2 Relocating historic buildings should not compromise or damage the historic building in any way.

12.3 All character-defining features should be retained.

12.4 Relocating historic buildings should not compromise the integrity of the historic district.

Moving Buildings into the Historic District

12.1 Buildings may only be allowed to be moved into the historic districts if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.

12.2 Relocation of structures to a new site within the historic district should be done in accordance with the guidelines for the design of new construction in terms of siting, orientation, and other pertinent aspects of the site and historical context.

12.3 Relocating historic buildings should not compromise or damage the historic building in any way.

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Appendix A | Glossary of Terms

Abut
To adjoin at an end; to be contiguous.

Adjacent
To physically touch or border upon, or to share a common property line or border. Includes properties or uses that are separated by a drive, street, or other public-dedicated right-of-way.

Alignment
Alignment is the linear relationship of structures, creating a visual line and a sense of continuity along the streetscape.

Alteration
Any act or process that changes one or more of the exterior architectural features of a building or structure, including, but not limited to, the construction, reconstruction, removal, demolition, or moving of any building, structure, or utility.

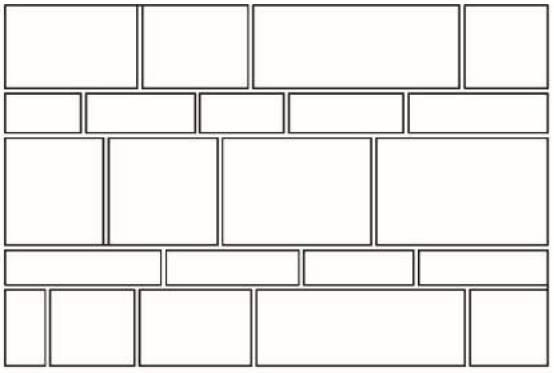
Americans with Disabilities Act (ADA)
A 1990 Federal law that prohibits discrimination against individuals with disabilities in all areas of public life. This required that all public buildings be accessible to all people with disabilities.

Arch
A curved (occasionally pointed) symmetrical structure spanning an opening and typically supporting weight above.

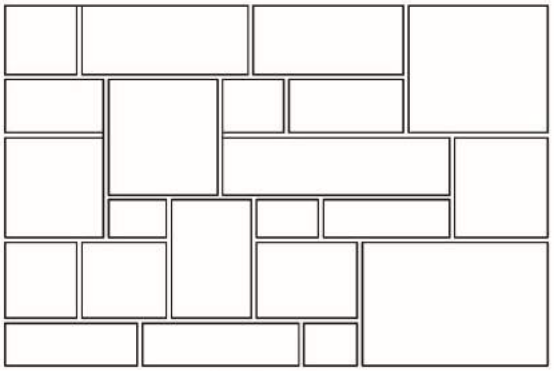
Archaeological Site
A location where there are physical remains of past human activities. The material remains in these subsurface sites can yield important information about ancient and recent human history.

Architectural Style
It is a collection of external influences that shape the materiality, construction method, and form of a building. It helps to identify and characterize buildings in both historic and design terms. *See Chapter 5 for more information about Architectural Styles.*

Ashlar
A stone pattern composed of variable sized rectangular units that have been sawed, dressed, properly bonded, and laid in mortar.



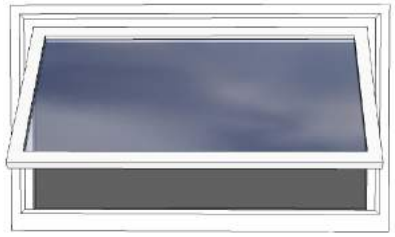
Random Coursed Ashlar



Random Ashlar

Awning
A sheet of canvas or other materials stretched on a frame and used to keep the sun or rain off of a window, door, storefront, or deck.

Awning Window
A window sash that is hinged at the top and opened outward from the bottom.



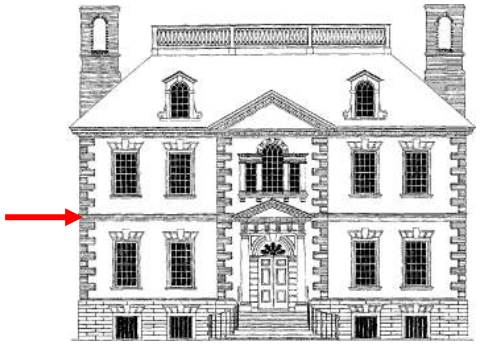
Balcony
A platform enclosed by a wall or railing that projects outside of a building with access from an upper-floor window or door.

Baluster
An upright member, typically a short pillar or column, which in series supports a rail or coping.

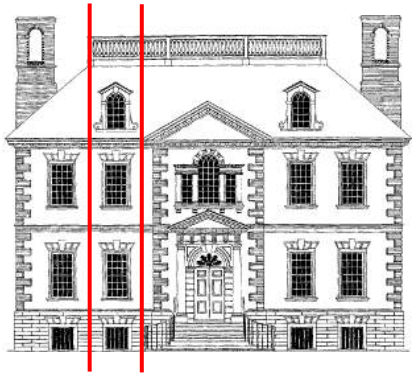
Balustrade
A railing composed of balusters and a handrail, often used for porch and stair railings.

Bargeboard
A board, typically decorative, which hangs from the eaves or is fixed to the gable end of a roof to hide the ends of the roof rafters.

Belt Course
The horizontal band or course of masonry that accents a sill line or a separation in floors.



Bay (Building)
A building bay is a part of a building separated by vertical elements such as windows or doors.

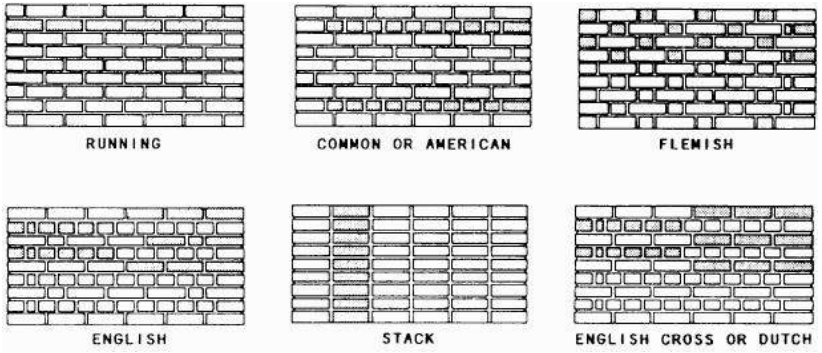


Bay Window
A window which projects outward from the main wall of the building.

Block (City or Urban)
An area of buildings surrounded by roads on all four sides.

Board and Batten Siding
Siding consisting of wide boards or plywood sheets set vertically with narrow wood strips (battens) covering the butt joints.

Bond
The pattern or arrangement of bricks within a wall.



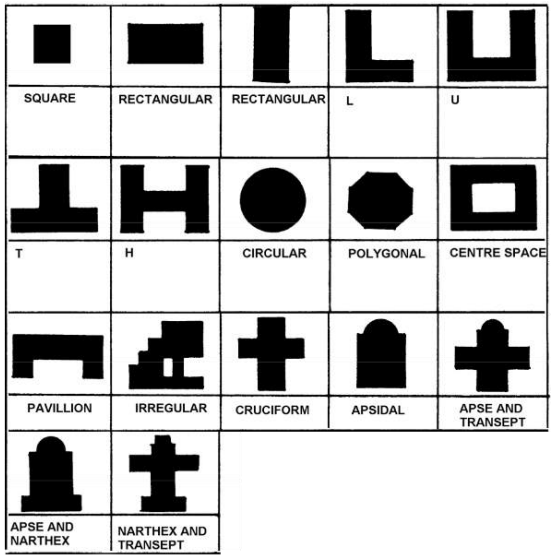
Bracket
A projecting element made of wood, stone, or metal, which is used under cornices, eaves, balconies, or windows to provide structural support or visual interest.

Brick
A rectangular building or paving unit made of fired clay.

Brick Mold
A wood molding covering the space between a doorframe or window frame and the masonry opening into which the frame is set.

Building Official
The official who is charged with the administration and enforcement of the City's Building Code.

Building Plan Shape
The footprint of a building or structure.



Courtesy of Missouri State Historic Preservation Office *Instructions for Completing the Architectural/Historic Inventory Form.*

Bulkhead (Ceiling)
A section of a ceiling that has been dropped and boxed-in.

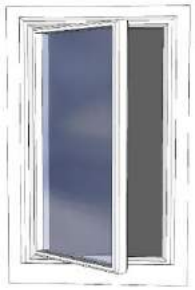
Bulkhead (Stair)
A structure covering at a stairwell to provide adequate headroom.

Bulkhead or Kickplate (Storefront)
horizontal element or assembly at the base of a storefront parallel to a public walkway. The kickplate provides a transition between the ground and the storefront glazing area.

Canopy
A projecting roof or cover over a niche or doorway; often decorative or decorated.

Capital
The decorative top of a column or pilaster.

Casement Window
A window sash that swings outward to open along its entire length; usually on hinges fixed to the sides of the opening into which it is fitted.



Character
The attributes, qualities, and features that make up and distinguish a development project and give such project a sense of purpose, function, definition, and uniqueness.

Clapboards
Clapboards are a traditional wooden siding consisting of horizontal, overlapping wooden beveled boards.

Certificate of Appropriateness (COA)
A design permit issued by the City Planning and Zoning Department and Building Inspector, indicating approval of the plans for alteration, construction, removal, or demolition of a building that is individually listed locally or located with a local historic district. The application describes proposed changes to a property and is submitted to the Historic Preservation Commission for review and approval prior to the initiation of any work. A COA will be denied for any work on a building that would destroy, alter, or remove significant exterior architectural features or construction elements. *See Chapter 2 for more information about the application process and when it is necessary.*

Column
A vertical structural support element. In classical architecture, the column has three parts, base, shaft, and capital. A column may also be nonstructural, used for decoration purposes, or as a freestanding monument.

Compatible
To be consistent, or capable of existing together in harmony. This specifically refers to new additions to historic properties or new construction within a historic district.

Concrete
Structural material made with cement, water, and aggregates such as sand, gravel, or pebbles.

Concrete Block
A hollow or solid concrete masonry unit consisting of cement and suitable aggregates combined with water.

Concrete Slab
A flat, rectangular, reinforced concrete structural member; especially used for floors and roofs.

Contributing (Resource/Property)
A building, site, structure, or object within a historic district that adds historic significance to a historic district because it was present during the period of significance and possessed historical integrity, or it independently meets the criteria for the National Register of Historic Places criteria.

Coping
The protective cap or covering on a wall or parapet.

Corbeling
An architectural member that steps outward and upward from the main wall surface and supports weight.

Corner Board
A narrow vertical wood board placed on the corners of a building to terminate the wooden clapboards.

Cornice
A horizontal decorative projection at the top of a building which protects the wall face and to provide ornamentation along the top of the building.

Cottage Window
A double-hung window with an upper sash that is smaller than the lower sash.

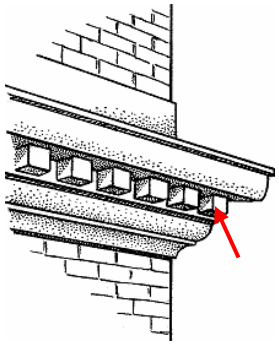
Cultural Resources
Districts, sites, structures, landscape elements, and objects that show evidence of some importance to a culture, a subculture, or a community for scientific, engineering, art, tradition, religious, or other reasons, significant in providing an interpretation of past life ways and for interpreting human behavior.

Cupola
A small, tower, or domed-like structure located which projects from the top of a roof.

Demolition
Any act or process which destroys, in part or in whole, a building or a structure.

Demolition by Neglect
A situation in which a property owner intentionally allows a historic property to suffer severe deterioration, potentially beyond the point of repair.

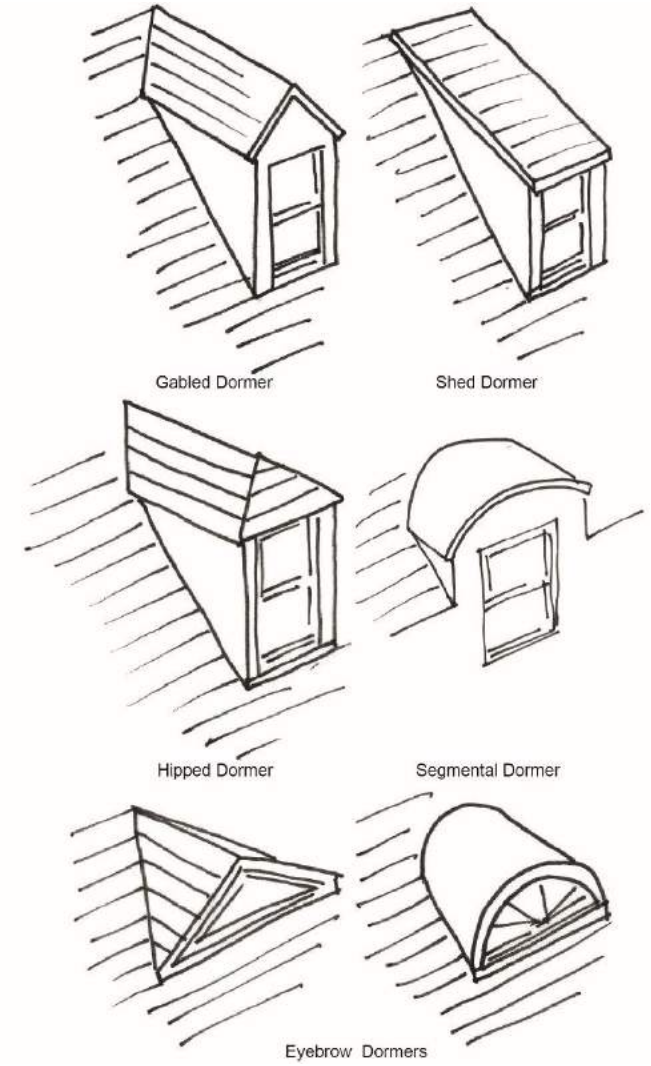
Dentils
A series of closely spaced, small, rectangular blocks used as a repeating ornament, especially in classical architecture.



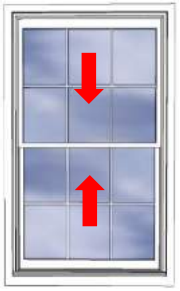
Design Guidelines
A standard by which appropriate repairs, maintenance, and rehabilitation construction activity will preserve/maintain the historic and architectural character of a building, structure, or area.

Display Window
A window of a store facing onto the public right-of-way used to display merchandise for sale in the store.

Dormer
A structure which projects vertically from the sloped roof, usually containing a window.



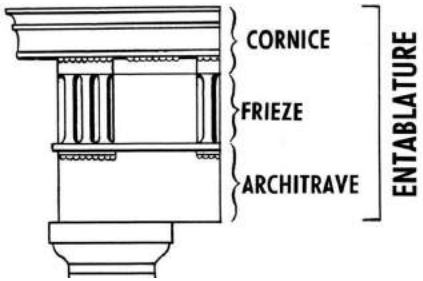
Double-Hung Window
A window of two (or more) sash where the sashes slide up and down, vertically past the other in order to open the window.



Eaves
The underside of the roof that projects past the wall of a building.

Elevation (Building)
Any external face of a building.

Entablature
A horizontal continuous lintel or beam which is supported by columns or walls. It is comprised of the architrave, frieze, and cornice.



Exterior Architectural Appearance
The character and general composition of the exterior of a building or structure including, but not limited to: the type and texture of the building material, the design, and character of all elements visible from the exterior such as windows, doors, siding, trim, roofs, porches, balconies, landscaping, and ornamentation.

Exterior Insulated Finish Systems (EIFS)
A type of building exterior wall cladding system that provides exterior walls with an insulated finished surface and waterproofing in an integrated composite material system intended to simulate the texture and appearance of traditional stucco.

Façade
An exterior elevation or wall of a building, usually the principal elevation.

Fanlight
An arched window with muntins that radiate like a fan; typically used as a transom.

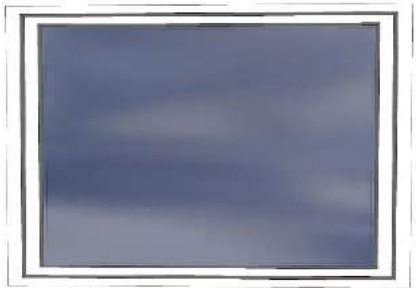
Fascia
A horizontal member or board that covers the rafter ends along the edge of the roof.

Fenestration
The arrangement of windows and door openings on a wall.

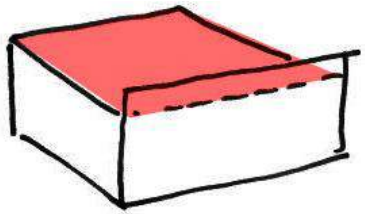
Fiberboard
An insulating board made of wood or cane fibers compressed and cemented into rigid sheets.

Finial
A decorative termination piece found at the top of an architectural feature, such as gables, pinnacles, newel posts, and gate posts.

Fixed Window or Picture Window
A window that cannot be opened or closed.



Flat Roof
A roof appears flat and is only pitch enough so that water can drain.

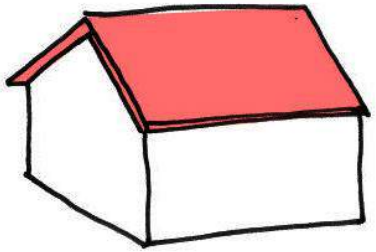


Form
The shape and structure of a building as distinguished from its substance or material.

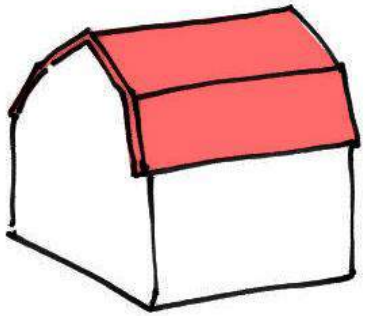
Frieze
The wide central sections of an entablature. It can be plain or decorative.

Gable
The triangle end of a wall formed by the slope of a roof.

Gabled Roof
A roof having a single slope on each side of a central ridge. Buildings can be front-gabled or side-gabled. A front gabled-building has the gable end facing the public right-of-way and contained the primary entrance, while a side-gable building has the roof ridge running parallel to the public right-of-way.



Gambrel Roof
A roof having two slopes on two sides of a building; the upper being less steep than the lower. The most common example is a barn roof.

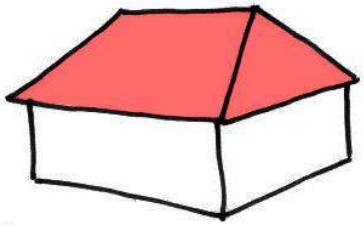


Glazing
The glass area of windows or doors.

Green Space
Space that is planted with grass, plants, shrubs, or trees. Sometimes, this land is set aside and cannot be built on.

Head
The top of a window or door.

Hip Roof
A roof with all sides sloping downward to the walls.



Historic District
It is a formally designated(by a city council, state, or federal authority) group buildings, objects, sites, or structures that related to one another historically, architecturally, and/or culturally.

Historic Preservation Commission
The seven-member commission established to assist the city in administering the Historic Preservation Ordinance. The commissioners are citizens of Excelsior Springs, appointed by the Mayor.

Historic Preservation Ordinance
The city ordinance was adopted in 2005 to promote the educational, cultural, economic, and general welfare of the City of Excelsior Springs. Ordinance Section 402. *See Chapter 1 for more information about the purpose of the Historic Preservation Ordinance.*

Hood Mold or Window Hood
The protruding ornamentation directly above a window opening.

Hopper Window
A window that is hinged at the bottom and open inward.

Impervious
Areas of man-made areas that cannot absorb water from rain or snow, such as roads, parking areas, buildings, pools, patios, sheds, driveways, and private sidewalks.

In-Kind or In-Kind Replacement
To replace a feature of a building using the same material type, design, dimensions, texture, detailing, and exterior appearance.

Integrity
The ability of a property to convey its significance. A property that is physically unaltered or one that retains enough of its historic character, appearance, or ambiance to be recognizable to the period when the property achieved significance.

Inventory
A list of historic properties that retain levels of historic significance and integrity.

Jamb
The vertical side of an archway, doorway, or window opening.

Lap Siding
Siding composed of tapered boards, as clapboards, laid horizontally with the thicker edge of each board overlapping the thinner upper edge of the board below.

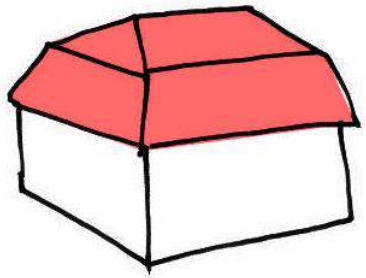
Leaded Glass Window
A window composed of separate sections of glass that are held in place with lead strips; the glass can be clear, colored, or stained.

Lintel
The horizontal structural element that spans a window or door opening to carry the weight of the wall above.

Lites
The individual sections of glass or individual panes of glass in a window or door.

Local Register
A historic district that is designated by a local ordinance and falls under the jurisdiction of the local historical preservation commission.

Mansard Roof
A roof with two slopes on all four-sides of the building; the upper being less steep than the lower.



Mass or Massing
The three-dimensional bulk of building height, width, and depth. The measure of scale which refers to the amount of space occupied by a structure.

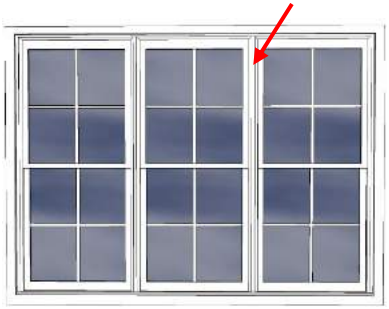
Masonry
A construction method that stacks individual masonry units, such as stones or bricks, in beds of mortar to form a wall.

Molding
A decorative band or strip with various profiles used to cover a transition between surfaces or for decoration.

Mortar
A mixture of water, sand, other aggregates, lime, and or cement used to lay and fill the gaps between stone and brick.

Mothballing
Closing up a building temporarily to protect it from the weather as well as to secure it from vandalism. When all means of finding a productive use for a historic building have been exhausted or when funds are not currently available to put the deteriorating structure into a useable condition, mothballing can protect the building while planning the property's future, or raising money for preservation, rehabilitation, or restoration project.

Mullion
A vertical dividing member between multiple windows.



Muntin
A thin strip, traditional of wood used to separate panes of glass within a multi-lite window.

National Register Historic District
A historic district that is listed in the National Register of Historic Places. It is maintained by the National Park Service and is administered in Missouri by the State Historic Preservation Office within Missouri's Department of Natural Resources.

National Register of Historic Places
The nation's official list of historic buildings, structures, sites, and objects that are significant to America's history, architecture, archeology, engineering, and culture.

Non-Contributing (Resource/Property)
A building, site, structure, or object within a historic district that does not contribute to the significance of the historic district because it was not present during the period of significance or no longer retains integrity.

Orientation
Set in relation to, or adjusted to, the surroundings, situation, or environment; placed with the most important parts facing in certain directions; set or arranged in a determinate position.

Outbuilding
A building located on the same property as another structure, but separate from the primary structure, such as a shed, barn, playhouse, garage, or carriage house.

Parapet
A low wall at the edge of a roof and are usually found on flat roofs.

Pattern
The rhythm of architectural elements on a building or structure.

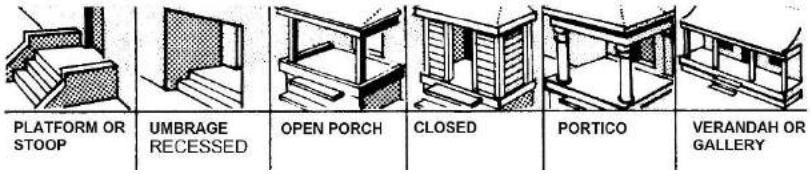
Pedestrian-Oriented
Development that is designed with a primary emphasis on the street, sidewalk, and/or connecting walkway access to the site and building, rather than on auto access and parking lots.

Pediment
A triangular gable that forms the end of a pitched roof over a portico or a similar form used decoratively over a doorway or window.

Pilaster
A rectangular column or shallow pier attached to a wall.

Planting Strip
The landscaped area between the street and the sidewalk.

Porch
A covered entrance or semi-enclosed space projecting from the façade of a building; may be open sided, screened, or glass enclosed.



Courtesy of Missouri State Historic Preservation Office *Instructions for Completing the Architectural/Historic Inventory Form.*

Preservation
The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction.

Primary or principal building
The building or structure on a lot used to accommodate the primary permitted use, such use possibly occurring in more than one building or structure.

Profile
The side or section of molding.

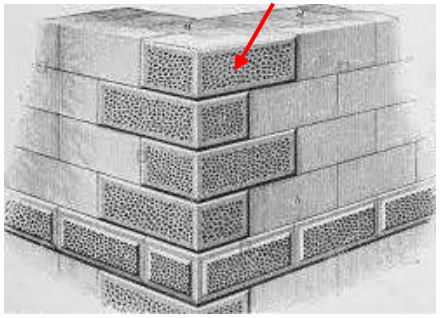
Primary Façade
The exterior façade of a structure that contains the principal pedestrian entrance and/or is visible from and oriented parallel to a dedicated public right-of-way. For a structure that is not oriented parallel to the right-of-way, the street wall façade shall include all of the facades visible from the right-of-way and oriented at an angle greater than zero degrees but less than 60 degrees to the right-of-way.

Proportion
The relationship between buildings or elements in a building. For example, the combination of elements in one building is said to be proportionate if they are of like size or dimension to those of an adjacent or neighboring structure.

Public Right-of-Way
An area or strip of land, either public or private, occupied or intended to be occupied by a street, walkway, railroad, utility line, drainage channel, or other similar uses.

Pyramidal Roof
A pyramid-shaped roof with four sides of equal slope and shape.

Quoins
Large or rusticated stone blocks at the corners of a masonry building.



Rafter
One of a series of structural members spanning from the ridge of the roof to the eaves, providing support for the covering of a roof.

Rail
Any of various horizontal members framing a panel, as in window with a glass panel or a door with a wood or glass panel.

Reconstruction
The act or process of returning a property's forms, features, and characteristics to a particular period in its history by means of the removal of features from other periods and the reconstruction of missing features.

Rehabilitation
The act or process of making the property usable for a compatible new use but still retaining the historic forms, features, and materials that give the building character. With this treatment option, there is more latitude than with preservation.

Restoration
The act or process of returning a property's forms, features, and characteristics to a particular period in its history by means of the removal of features from other periods and the reconstruction of missing features.

Repointing
The removal of existing mortar and the installation of new mortar within a masonry assembly.

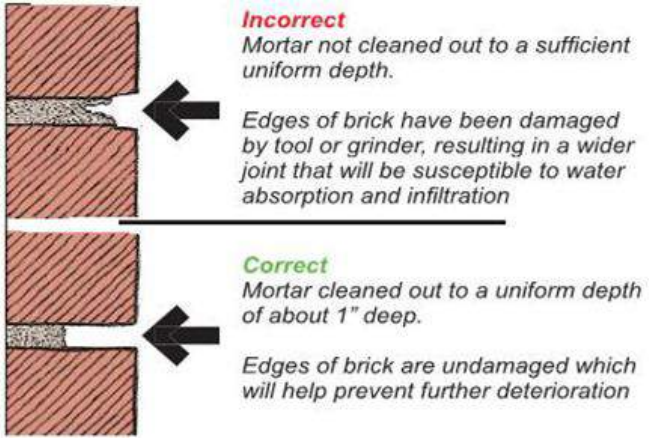
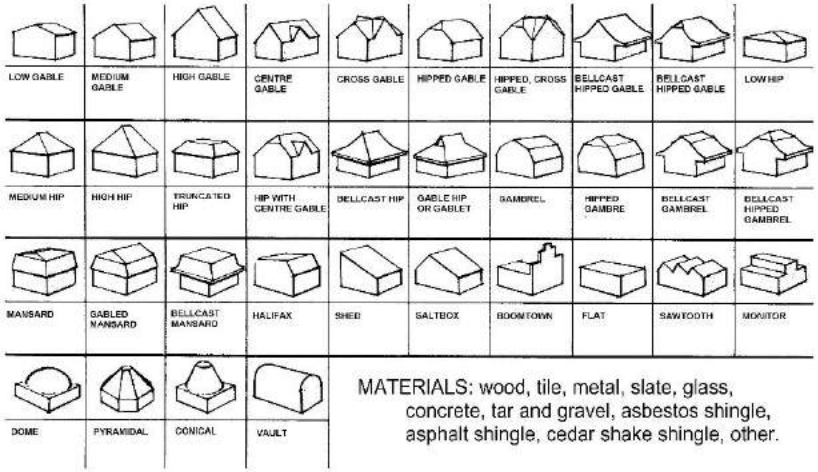


Diagram of correct and incorrect method of repointing.

Reveal
The part of a jamb of a window or door opening that is visible between the outer wall surface and the window or door frame.

Ridge
The ridge is the peak of the roof.

Roof Shape

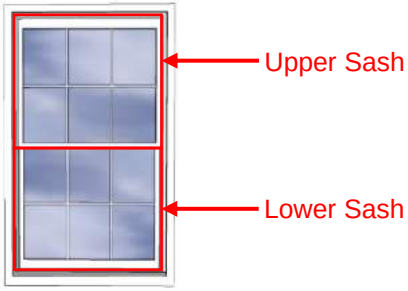


Courtesy of Missouri State Historic Preservation Office *Instructions for Completing the Architectural/Historic Inventory Form.*

Rustication
Masonry left with a rough outer surface and wide joints that emphasize the edges of each block.

R-value
A measure of thermal resistance of a given material used especially to specify the performance of thermal insulation. The total R-value for a building component or assembly is the sum of the R-values for each layer in the component or assembly.

Sash
A window made of one or more movable panels or "sashes" that form a frame to hold panes of glass.



Scale
The size and proportion of a building as distinguished from its substance or material.

Screening
Open spaces, landscaped areas, fences, walls, or any combination thereof, used to physically separate or screen one use or property from another so as to visually shield or block noise, lights, or other nuisances.

Secondary Façade
The façade that is not facing the public right-of-way or is not visible to the public.

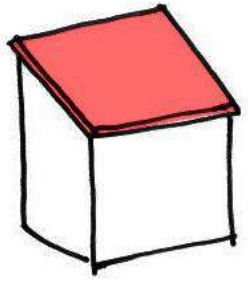
Secretary of the Interior's Standards for the Treatment of Historic Properties
A set of historic preservation principles help protect historic and cultural resources. The Standards are neither technical nor prescriptive. They define four different treatment options – Preservation, Rehabilitation, Restoration, and Reconstruction. Once a treatment is selected, they provide philosophical consistency to the work.

Setback
The open space between the property line of the lot and the nearest projection of a structure.

Shake
A shake is a thick, rustic looking wooden roofing material made by splitting, rather than sawing a log.

Sheathing
The exterior covering on a building.

Shed Roof
A roof containing only one sloping plane.



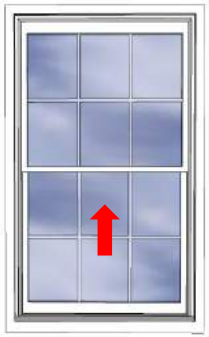
Shoring
A general term used in construction to describe the process of supporting a structure in order to prevent collapse so that construction can proceed.

Side Light or Sidelights
A vertical window flanking a door.

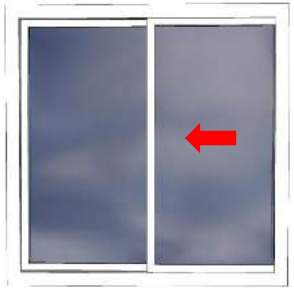
Siding
Any material that can be applied to the exterior of a building.

Sill
The horizontal member beneath a door or window opening.

Single Hung Window
A window with two (or more) sashes where one sash slides vertically past the other in order to open the window.



Slider Window
A window with a sash where one sash slides horizontal left or right.

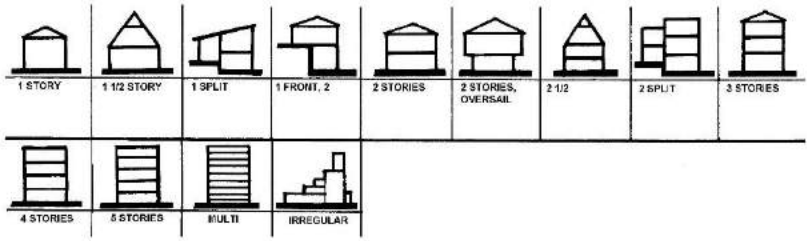


Soffit
The underside of an overhanging element, such as the eaves of a roof.

Spalling
The damage to masonry that occurs when the face of brick or stone flanks, peelings, or crumbles away from the masonry unit. Spall is typically caused by water infiltration and the freeze-thaw cycle.

Stile
Any of various vertical members framing a panel, as in a window with a glass panel or a door with a wood or glass panel.

Story (Building)
Any level part of a building with a floor that could be used by people.



Courtesy of Missouri State Historic Preservation Office *Instructions for Completing the Architectural/Historic Inventory Form.*

Storm Window
A secondary window installed to protect and/or reinforce the main window.

Streetscape
The overall feeling on a street made up of all of the built environment that makes up that street.

Stucco
Exterior finish material composed of either Portland cement or lime and sand mixed with water.

Transom
A horizontal window over a door or window.

Tuckpointing
The installation of mortar during the original construction.

Veneer
A thin layer of material, such as wood, brick, or stone, applied to a different material or to a type of construction not ordinarily associated with it, e.g., a facing of brick applied to a frame house.

Vernacular
A category of architecture based on localized needs and construction materials and reflecting local traditions. Vernacular architecture tends to evolve to reflect the environmental, cultural, technological, and historical context in which it exists.

Weatherize
To make a building secure from the weather, as by adding thermal insulation or storm windows, or by sealing joints.

Weather strip
A strip of metal, felt, vinyl, or foam rubber placed between a door or window sash and its frame to provide a seal against windblown rain or air infiltration.

Window Cap
A window cap is a decorative element that trims the top of a window surround.

Wing Wall
A portion of the front façade that extends past the side façade, often sloping down from the eaves to the ground at an angle; a subordinate wall, one end of which is built against an abutment.

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Appendix B | Preservation Resources

The following list is provided as a guide to available resources, which offer more detailed information concerning the appropriate treatment and methods for renovation and restoration projects.

City of Excelsior Springs

Excelsior Springs Historic Preservation
https://cityofesmo.com/preservation/

Historic Preservation Commission
https://cityofesmo.com/preservation/index.php/historic-preservation-commission/

Certificate of Appropriateness (COA)
https://cityofesmo.com/preservation/index.php/historic-preservation-commission/certificate-of-appropriateness/

COA Application Form
https://cityofesmo.com/eshpc/resources/coa_application.pdf

City Planning and Zoning
https://cityofesmo.com/development/index.php/planning-zoning/

Building Permits
https://cityofesmo.com/development/index.php/code-enforcement/

State Historic Preservation Office – Missouri Department of Natural Resources

Website
https://dnr.mo.gov/shpo/

Mailing Address: P. O. Box 176
Jefferson City, MO 65102

Phone: 1-800-334-6946
573-751-7858

Preservation Resources

Contemporary Architecture in the Historic Environment: An Annotated Bibliography, Sara Lardinois, Ana Paula Arato Gancalves, Laura Matarese, and Susan Macdonald (https://www.getty.edu/conservation/publications_resources/pdf_publications/pdf/cahe_bibliography.pdf).

National Park Service: Interpreting the Standards Bulletins (https://www.nps.gov/tps/standards/applying-rehabilitation/standards-bulletins.htm).

National Park Service: Preservation Briefs (https://www.nps.gov/tps/how-to-preserve/briefs.htm).

Old House Journal (https://www.oldhouseonline.com/).

U.S. General Service Administration Technical Documents (https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-documents).

Preservation Resources by Topic

Accessibility

Code and Regulatory Requirements for Rehabilitating Historic Buildings, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/successful-rehab/codes.htm).

ITS No. 53: Designing New Additions to Provide Accessibility, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS53-Additions-Accessibility.pdf).

Preservation Brief 32: Making Historic Properties Accessible, Thomas C Jester and Sharon C. Parker, AIA, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm).

Additions

ITS No. 3: New Additions to Mid-Size Historic Buildings 1, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS03-Additions-MidSizeBuildings.pdf).

ITS No. 10: Exterior Stair/Elevator Tower Addition, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS10-StairTowers.pdf).

ITS No. 18: New Additions to Mid-Size Historic Buildings 2, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS18-Additions-MidSizeBuildings.pdf).

ITS No. 33: Alterations to Rear Elevation, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS33-RearElevation-Alterations.pdf).

ITS No. 36: Rooftop Additions, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS36-Rooftop-Additions.pdf).

ITS No. 37: Rear Additions to Historic Houses, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS37-Houses-RearAdditions.pdf).

ITS No. 47: Rooftop Additions on Mid-Size Historic Buildings, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS47-RooftopAdditions-MidSizeBuildings.pdf).

ITS No. 53: Designing New Additions to Provide Accessibility, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS53-Additions-Accessibility.pdf).

New Additions the Historic Buildings, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/successful-rehab/additions.htm).

New Construction within the Boundaries of Historic Properties, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/successful-rehab/new-construction.htm).

Preservation Brief 14: New Exterior Additions to Historic Buildings: Preservation Concerns, Anne E. Grimmer and Kay D. Weeks, National Parks Service (https://www.nps.gov/tps/how-to-preserve/briefs/14-exterior-additions.htm).

Alterations to Historic Buildings

ITS No. 33: Alterations to Rear Elevation, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS33-RearElevation-Alterations.pdf).

ITS No. 38: Alterations Without Historical Basis, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS38-Alterations-NoHistorical.pdf).

ITS No. 56: Alterations Without Historical Basis, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS56-Alterations-NoHistorical.pdf).

Architectural Metals

Metals in America's Historic Buildings, Margot Gayle, David W. Look, AIA and John G. Waite, AIA, National Park Service (https://www.nps.gov/tps/how-to-preserve/preservedocs/Metals-Historic-Buildings.pdf).

Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron, John G. Waite, AIA and Margot Gayle, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm).

Preservation Brief 49: Historic Decorative Metal Ceilings and Walls: Used, Repair, and Replacement, Kaaren R. Staveteig, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/49-decorative-metal.htm),

Preservation Tech Notes Metal No. 1: Conserving Outdoor Bronze Sculpture, Dennis R. Montagne, National Park Service (https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Metals01.pdf).

Preservation Tech Notes Metal No. 2: Restoring Metal Roof Cornices, National Park Service (https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Metals02.pdf).

Awnings
ITS No. 27: Adding Awnings to Historic Storefronts and Entrance, Richard Pieper, National Park Service (https://www.nps.gov/tps/how-to-preserve/by-topic.htm).

Preservation Brief 44: The Use of Awnings on Historic Buildings, Repair, Replacement and New Design, Chad Randl, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/44-awnings.htm).

Preservation Tech Notes Windows No. 7: Window Awnings, Laura A. Muckenfuss and Charles E. Fisher, National Park Service (https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Windows07.pdf).

Building Code Requirements and Life Safety
Code and Regulatory Requirements for Rehabilitating Historic Buildings, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/successful-rehab/codes.htm).

Preservation Brief 37: Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing, Sharon C. Park, FAIA and Douglas C. Hicks, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/37-lead-paint-hazards.htm).

Character-Defining Features
ITS No. 55: Retaining Industrial Character in Historic Buildings, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS55-IndustrialCharacter.pdf).

Preservation Brief 17: Architectural Character – Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character, Lee H. Nelson, FAIA, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/17-architectural-character.htm).

Preservation Brief 18: Rehabilitating Interiors in Historic Buildings: Identifying and Preserving Character-Defining Elements, H. Ward Jandl, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/18-rehabilitating-interiors.htm).

Walk Through Historic Buildings: Learn How to Identify the Visual Character of a Historic Building: Inside + Out, National Park Service (https://www.nps.gov/tps/education/walkthrough/index.htm).

Concrete

Preservation Brief 15: Preservation Historic Concrete, Paul Gaudette and Deborah Slaton, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/15-concrete.htm).

Doors and Entrance

ITS No. 2: New Infill for Historic Garage Openings, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS02-Garage-Infill.pdf).

ITS No. 4: Inappropriate Replacement Doors, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS04-Doors-Replacement.pdf).

ITS No. 16: New Infill for Historic Loading Door Openings, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS16-LoadingDoor.pdf).

ITS No. 21: Adding New Openings on Secondary Elevations, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS21-NewOpenings-SecondaryElevations.pdf).

ITS No. 22: Adding New Entrances to Historic Buildings, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS22-NewEntrances.pdf).

ITS No. 26: Entrance Treatment, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS26-Entrance-Treatment.pdf).

ITS No. 29: Adding Vehicular Entrances and Garage Door to Historic Buildings, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS29-NewVehicularEntrances.pdf).

Preservation Tech Notes Doors No. 1: Historic Garage and Carriage Doors: Rehabilitation Solutions, Bonnie J. Halda, National Park Service (https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Doors01.pdf).

Historic Districts

Working on the Past in Local Historic Districts, National Park Service (https://www.nps.gov/tps/education/workingonthepast/index.htm).

Historic Preservation Tax Incentives
Federal Historic Rehabilitation Tax Credit Program, National Park Service (https://www.nps.gov/tps/tax-incentives/before-you-apply.htm).

Historic Preservation Tax Incentives, National Park Service (https://www.nps.gov/tps/tax-incentives/taxdocs/about-tax-incentives-2012.pdf).

Incentives: A Guide to the Federal Historic Tax Incentives Program for Income-Producing Properties, National Park Service (https://www.nps.gov/tps/tax-incentives/incentives/index.htm).

Introduction to Federal Tax Credits for Rehabilitating Historic Buildings: Main Street Commercial Buildings, National Park Service (https://www.nps.gov/tps/tax-incentives/taxdocs/intro-main-street.pdf).

Introduction to Federal Tax Credits for Rehabilitating Historic Buildings: Wood Frame House, National Park Service (https://www.nps.gov/tps/tax-incentives/taxdocs/intro-wood-frame.pdf).

IRS Information, National Park Service (https://www.nps.gov/tps/tax-incentives/before-apply/irs.htm).

Missouri State Historic Preservation Tax Credit Program, Missouri Department of Economic Development (https://ded.mo.gov/programs/business/historic-preservation).

Tax Incentives for Preserving Historic Properties, National Park Service (https://www.nps.gov/tps/tax-incentives.htm).

Historic Sites
ITS No. 39: Changes to Historic Site, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS39-HistoricSite-Changes.pdf).

ITS No. 41: Incompatible Alterations to the Setting and Environment of a Historic Property, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS41-Environment-Changes.pdf).

Landscapes
Preservation Brief 36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes, Charles A. Birnbaum, ASLA, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/36-cultural-landscapes.htm).

Maintenance
Checklist for the Routine Inspection of Buildings, U.S. General Services Administration (https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-documents?Form_Load=88114).

Preservation Brief 10: Exterior Paint Problems on Historic Woodwork, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm).

Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings, Sharon C. Parks, FAIA, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm).

Masonry

A Glossary of Historic Masonry Deterioration Problems and Preservation Treatments, Anne E. Grimmer, National Park Service (https://www.nps.gov/tps/how-to-preserve/preservedocs/Historic-Masonry-Deterioration.pdf).

Chemically Removing Paint From and Repainting Brick Masonry, U.S. General Services Administration (https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-documents?Form_Load=88535).

General Cleaning of Exterior Brick Masonry, U.S. General Services Administration (https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-documents?Form_Load=88297).

Keeping it Clean: Removing Exterior Dirt, Paint, Stains, and Graffiti from Historic Masonry Buildings, Anne E. Grimmer, National Park Service (https://www.nps.gov/tps/how-to-preserve/preservedocs/Keeping-It-Clean.pdf).

Patching Cracks in Brick Masonry, U.S. General Services Administration (https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-documents?Form_Load=88298).

Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings, Robert C. Mack, FAIA and Anne E. Grimmer, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm).

Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings, Robert C. Mack, FAIA and John P. Spewwik, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm).

Preservation Brief 6: Dangers of Abrasive Cleaning to Historic Buildings, Anne E. Grimmer, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/6-dangers-abrasive-cleaning.htm).

Preservation Brief 7: The Preservation of Historic Glazed Architectural Terra-Cotta, de Teel Patterson Tiller, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/7-terra-cotta.htm).

Preservation Brief 42: The Maintenance, Repair and Replacement of Historic Cast Stone, Richard Pieper, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/42-cast-stone.htm).

Preservation Tech Notes Masonry No. 3: Water Soak Cleaning of Limestone, Robert M. Powers, National Park Service (https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Masonry03.pdf).

Preservation Tech Notes Masonry No. 4: Non-destructive Evaluation Techniques for Masonry Construction, Marilyn E. Kaplan, Marie Ennis, PE, and Edmund P. Meade, PE, National Park Service (https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Masonry04.pdf).

Removing and Replacing Deteriorated Brick Masonry, U.S. General Services Administration (https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-documents?Form_Load=88245)

Removing Vanadium Stains from Brick Masonry, U.S. General Services Administration (https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-documents?Form_Load=88300)

Sealing or Painting Previously Sand-Blasted Brick Masonry, U.S. General Services Administration (https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-documents?Form_Load=88218).

Mechanical Equipment and Service Utilities

ITS No. 24: Installing New Systems in Historic Corridors, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS24-Corridors-NewSystems.pdf).

ITS No 51: Installing New Systems in Historic Buildings, National Park Service (https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS51-HistoricBuilding-NewSystems.pdf).

Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings – Problems and Recommended Approaches, Sharon C. Park, AIA, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/24-heat-vent-cool.htm).

Mothballing Historic Buildings

Preservation Brief 31: Mothballing Historic Buildings, Sharon C. Park, AIA, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/31-mothballing.htm).

Preservation Tech Notes Windows No. 10: Temporary Window Vents in Unoccupied Historic Buildings, Charles E. Fisher and Thomas A. Vitanza, National Park Service (https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Windows10.pdf)

National Register of Historic Places
Missouri National Register Listings (https://dnr.mo.gov/shpo/mnrlist.htm)

National Register of Historic Places (https://www.nps.gov/subjects/nationalregister/index.htm).

Painting
Preservation Brief 10: Exterior Paint Problems on Historic Woodwork, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/10-paint-problems.htm).

Preservation Brief 28: Painting Historic Interiors, Sara B. Chase, National Park Service (https://www.nps.gov/tps/how-to-preserve/briefs/28-painting-interiors.htm).

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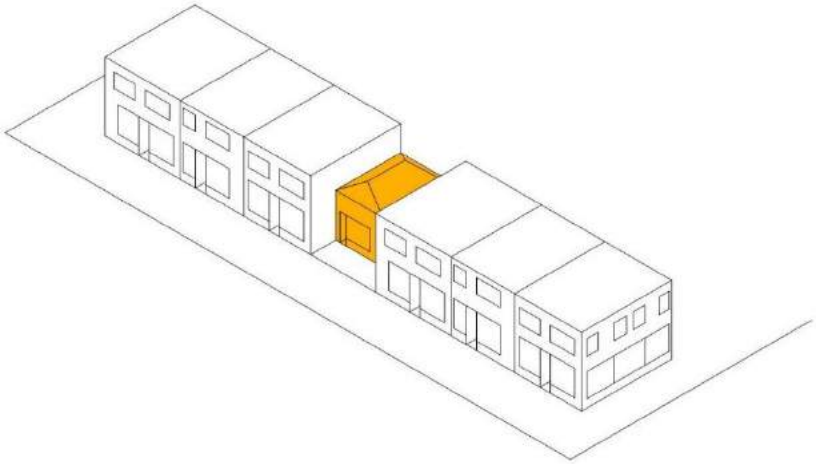
Appendix C | Elements of Design

Introduction

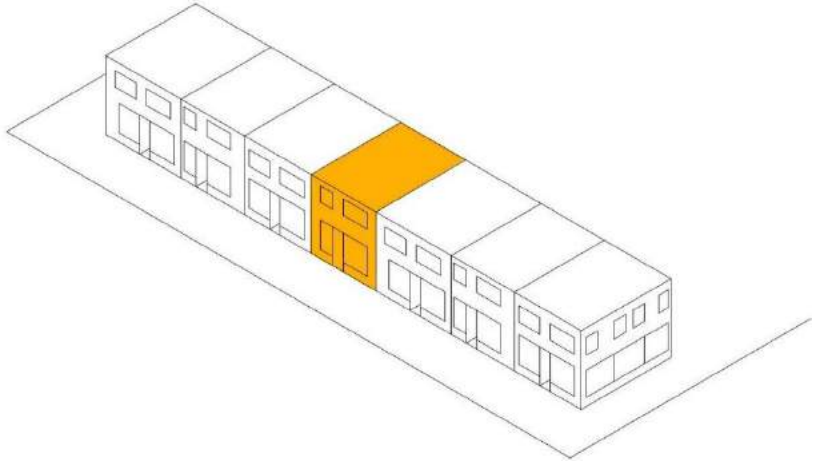
There are elements that are the basis of all intentional visual design. They are the principles and building blocks used to create any work of art, be it painting or architecture. These basic elements are mass, alignment, pattern, proportion, and material and color, and they are integral to the overall design of a building.

Mass

Mass is the relationship between size and form. Height, width, and depth all contribute to the volume of a building, which, in combination with form, creates mass. By creating a sense of coherency, mass plays an important role in the streetscape of a commercial district or neighborhood. The commercial buildings in the historic districts are similar in mass, which makes them relate to each other. A building with volume and form that does not relate to its surroundings distracts from the streetscape, creating a rift in the streetscape.



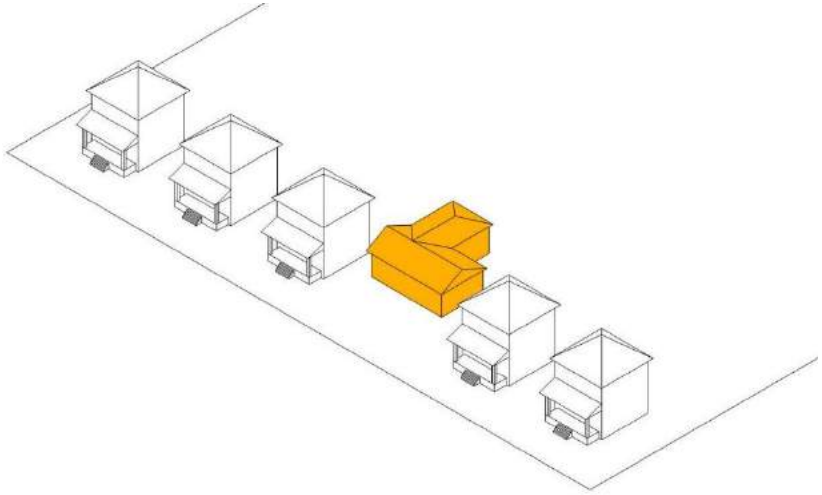
Incompatible Commercial Infill
An example of incompatible commercial infill construction. The massing of the new building does not relate to the massing of the surrounding building. (STRATA)



Compatible Commercial Infill
An example of commercial infill matches its context in volume, height, and flat roof. (STRATA)

Alignment

Alignment is the arrangement in or adjustment to a straight line. The alignment of buildings along a streetscape is typically created by required or limiting setbacks. Alignment can also occur vertically by aligning rooflines, building heights, window heights, and floor lines. Commercial buildings in downtown locations should be constructed parallel with and directly adjacent to the sidewalk (zero-setback). Residential buildings have a greater setback requirement, determined by the zoning requirements in their respective neighborhoods. A building that does not align with its neighboring buildings stands out and breaks the coherency of the streetscape.



Example of incompatible residential infill construction that does not align with surrounding homes and interrupts the repetitive nature of the front porches. (STRATA)

Examples of vertical alignment between two buildings within the downtown Excelsior Springs.

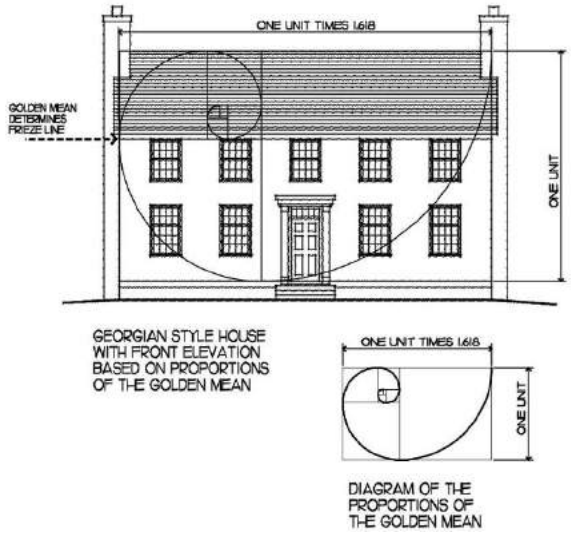
Pattern

Pattern is a decorative design having a characteristic arrangement and considered a unit. Pattern often includes a repetition of elements or form in a regular manner. Patterns can be found in individual building elements such as windows or in groupings of buildings with similar elements situated along a street. A building that breaks the pattern of a streetscape tends to look out of place and breaks the coherency of the streetscape.

Example of the use of repetitive elements, including vertical brick piers, second floor windows, brick corbel string course at the cornice line, transom sash, and storefront design. (STRATA)

Proportion

Proportion is the comparative, proper, or harmonious relationship of one part to another or to the whole with respect to magnitude, quantity, or degree. Building proportion is the harmonious relationship between the dimensions of one building object or building to another. This relationship may be between windows or porches and the whole of the building, or one entire building's relationship to another building. If the elements or if the building is too large or too small in relationship to the whole building or to another object, it is said to be "out of scale."



Example of how the golden ratio or golden mean is used to design a house. The golden ratio is an irrational number that has been used for centuries in art and architecture to determine a pleasing relationship between elements, such as the height and width of a building or the size of a portion in relation to the building.

Materials and Colors

Materials in the historic district differ between commercial and residential areas. The commercial buildings are typically brick or stone with metal, wood, or masonry trim. Materials in the residential areas are typically wood frame with wood siding, brick, or stone with wood windows and asphalt shingle roofs. The consistency and repetition of building materials of the district form a cohesive environment.

Typically, commercial masonry buildings are left unpainted, so most color schemes will apply to the trim on the building, leaving the natural brick color exposed. Testing can be performed to determine the original colors if the property owner wants to on a case-by-case basis.

Incompatible Commercial Infill
Example of incompatible infill (center structure) utilizing inappropriate materials and colors that do not match the red brick of the neighboring commercial structure. This infill also does not match the pattern (repetitive elements of the windows and storefronts) or massing (height) of the adjacent buildings. (STRATA)

Compatible Commercial Infill
Example of compatible infill (center structure) utilizing appropriate materials and colors that match the red brick of the neighboring commercial structure. This infill also matches the pattern (repetitive elements of the windows and storefronts) or massing (height) of the adjacent buildings. (STRATA)

Appendix D | National Register vs. Local Register

National Register and locally designated historic districts can be used as effective preservation tools to help preserve a community's historic resources. National Register and local historic district are different, but complementary, and can work effectively by themselves or together. The National Register program can be used as a credible way to identify a community's historic resources. In contrast, the local historic district provides a greater degree of protection to historic resources due to the required design review by the Historic Preservation Commission.

National Register of Historic Places

A National Register historic district is a historic district that is listed in the National Register of Historic Places. The National Register of Historic Places was authorized by the National Historic Preservation Act of 1966 and is the nation's official list of historic buildings, structures, sites, and objects that are significant to America's history, architecture, archeology, engineering, and culture. These places can be significant on the local, state, or national level. The National Register is maintained by the National Park Service and is administered in Missouri by the State Historic Preservation Office within Missouri's Department of Natural Resources. Contributing properties within the National Register historic district are eligible for state and federal historic preservation tax credits.

Properties can be listed on the National Register of Historic Places by submitting a nomination form to the State Historic Preservation Office (SHPO). To be considered eligible, properties must meet the requirements of the National Register Criteria for Evaluation. This involves examining the property's age, significance, and integrity. Properties should be the

> *" quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association."*

After the SHPO receives the nomination form, they notify the affected property owner and the local government to solicit public comment.

Then the nominations are reviewed by the SHPO and the state's National Register Review Board. If the nomination is approved, it is submitted by the state to the National Park Service for final review a listing by the Keeper of the National Register of Historic Places.

Local Register

A local historic district is a historic district designated by a local ordinance and falls under the jurisdiction of a local historic preservation commission. Missouri Statute § 253.415 the "Local Historic Preservation Act" allows local governments to

establish a historic preservation commission that can designate significant historic properties as historic landmarks and historic districts and maintain a register of designated landmarks and districts, which are significant for their history, architecture and archaeology properties. The act allows the historic preservation commission to establish regulations, guidelines, and policies to "preserve the integrity and ambiance of designated landmarks and districts." The City of Excelsior Springs adopted their Historic Preservation Ordinance in 1978 and revised it in 2005. The Historic Preservation Commission was established as part of the ordinance with the goal to protect, enhance, and preserve the buildings and structures in the city that are historically, culturally, architecturally, and geographically significant.

Properties can be locally designed by submitting a local historic landmark application form and application processing fee. These forms are available from the Community Development Department. The criteria for local Historic Landmark Designation are the same as those required by the National Register of Historic Places.

Following the receipt of the local historic landmark application, the Historic Preservation Commission conducts a public hearing to determine if the property is of architectural, historical, and/or cultural significance. If approved, the recommendation of the Commission is forwarded to the City's Planning and Zoning Department.

The Planning and Zoning Department reviews the Commission's recommendation, and if approved, the recommendations are then submitted to the City Council in the form of an ordinance. If the Council passes the ordinance, the property is then listed on the local historic register. For each of the Public hearings, the applicant and/or the property owner are notified and encouraged to attend and participate in the hearings.

The National Register of Historic Places vs. Local Historic Designation

Frequently Asked Questions	National Register of Historic Places	Local Historic Landmark Designation
What are the National and the Local Historic Registers?	The National Park Service, through the Missouri Department of Natural Resources, oversees the National Register, which is a Federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture.	The Historic Preservation Commission established by Excelsior Springs, Missouri, oversees the Local Historic Landmark Designation process and local register of properties, which includes a list of districts, sites, buildings, structures, and significant objects contributing to Excelsior Spring's history.
Is there a benefit to being on a historic register?	**Yes!** Owners may be eligible for a 20% Federal Historic Rehabilitation Tax Credit for income-producing properties that can be combined with a 25% Missouri Historic Rehabilitation Tax Credit. The Missouri tax credit applies to owner-occupied property as well.	**Yes!** The design review process encourages quality design for proposed alterations to listed properties and gives any person or neighborhood a forum to comment on changes to their neighborhood.
Can my property be on both registers?	**Yes!** In addition, a property listed as both a local historic landmark and on the National Register of Historic Places may take advantage of Federal and state tax incentives and are expected to conform to national and local historic preservation standards.	
Do I have to be listed as a Local Historic Landmark before I can be on the National Register?	**No,** a property may be listed on either register or both. The local historic landmark register and the National Register of Historic Places use the same criteria to evaluate historic properties. The two historic registers are designed to complement each other by providing unique benefits and tools to protect historic properties.	
Do all buildings in the historic district have to be historic?	**No,** historic districts often include non-historic (*non-contributing*) properties. Owners of these properties are currently not eligible for state or Federal tax credit incentives.	**No,** historic districts often include non-historic (*non-contributing*) properties. However, changes to these properties are still subject to design review and approval by the Historic Preservation Commission, so that proposed changes are compatible with the character of the historic district/neighborhood.

Frequently Asked Questions	National Register of Historic Places	Local Historic Landmark Designation
Do I have any say as to whether my property is included in a historic district?	**Yes!** Before designation, all owners have the opportunity to concur with or object to listing at public hearings with the Historic Preservation Commission and the Missouri Advisory Council on Historic Preservation. Designation is not permitted if the majority of property owners submit objections.	**Yes!** Before designation, all owners have the opportunity to concur with or object to listing at public hearings with the Historic Preservation Commission and the City Planning Commission and the City Council. Designation is not permitted if the majority of property owners submit objections.
Do I have to restore my property to its "original" appearance?	**No,** owners of private property listed on either register have no obligation to restore their property. Any changes present at the time of the property designation may remain. Features that are not existing do not have to be replicated, and new 'historic looking' features should not be added as the alterations should not create a sense of 'false historicism.' Any future exterior alterations will have to follow the *Secretary of Interior's Standards for Rehabilitation*. http://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm	
Do I have to maintain my property?	**No,** owners of private property listed on the National Register have no obligation to maintain their property.	**Yes,** the Excelsior Springs Preservation Ordinance and Property Maintenance Ordinance (Sec. 253) requires that all properties be kept in good repair, regardless of local historic landmark designation.
What might happen to the value of my property?	Because National Register properties have some protection and tax incentives available, owners may be more inclined to make improvements to their properties, and this may increase the value of all property in a given district.	Because local historic landmark registered properties have some protection through design review, owners may be more inclined to make appropriate improvements to their properties, and this may increase the value of all property in a given district.
Where can I go for assistance?	**State Historic Preservation Office** P.O. Box 176 Jefferson City, Missouri 65102 Phone: (573) 751-7858 Website: www.dnr.mo.gov/shpo/index.html	**City of Excelsior Springs** 201 E. Broadway Excelsior Springs, Missouri 64024 Phone: (816) 630-0756 Website: http://www.eshpc.org

Boarding House Historic District

Address				Contributing vs. Non-Contributing		Within the National Register District
				Property	Outbuilding	
403		Benton	Avenue	Non-Contributing	-	Yes
407		Benton	Avenue	Non-Contributing	Contributing Garage	Yes
411		Benton	Avenue	Contributing	-	Yes
412		Benton	Avenue	Non-Contributing	-	Yes
413		Benton	Avenue	Contributing	-	Yes
414		Benton	Avenue	Contributing	-	Yes
416		Benton	Avenue	Contributing	Contributing Garage	Yes
417		Benton	Avenue	Contributing	Non-Contributing Shed	Yes
423		Benton	Avenue	Contributing	-	Yes
426		Benton	Avenue	Contributing	Non-Contributing Shed	Yes
427		Benton	Avenue	Contributing	-	Yes
430		Benton	Avenue	Contributing	Non-Contributing Shed and Carport	Yes
434		Benton	Avenue	Contributing	Contributing Garage	Yes
435		Benton	Avenue	Contributing	Non-Contributing Garage	Yes
437		Benton	Avenue	Non-Contributing	Contributing Garage	Yes
438		Benton	Avenue	Contributing	-	Yes
503		Benton	Avenue	Contributing	-	Yes
504		Benton	Avenue	Non-Contributing	-	Yes
509		Benton	Avenue	Contributing	Contributing Garage	Yes
513		Benton	Avenue	Contributing	Contributing Garage	Yes
514		Benton	Avenue	Contributing	-	Yes

515		Benton	Avenue	Contributing	Non-Contributing Garage	Yes
517		Benton	Avenue	Contributing	-	Yes
518		Benton	Avenue	Contributing	-	Yes
520		Benton	Avenue	Contributing	Contributing Garage	Yes
525		Benton	Avenue	Non-Contributing	-	Yes
526		Benton	Avenue	Contributing	Contributing Shed	Yes
528		Benton	Avenue	Contributing	Contributing Outbuilding	Yes
604		Benton	Avenue	Contributing	-	Yes
608		Benton	Avenue	Non-Contributing	-	Yes
300	E	Broadway	Avenue	Non-Contributing	-	No
328	E	Broadway	Avenue	Contributing	-	No
332	E	Broadway	Avenue	Non-Contributing	-	No
334	E	Broadway	Avenue	Non-Contributing	-	No
339	E	Broadway	Avenue	Contributing	-	Yes
401	E	Broadway	Avenue	Non-Contributing	-	Yes
402	E	Broadway	Avenue	Contributing	-	Yes
404	E	Broadway	Avenue	Non-Contributing	-	Yes
406	E	Broadway	Avenue	Contributing	-	Yes
407	E	Broadway	Avenue	Contributing	-	Yes
408	E	Broadway	Avenue	Non-Contributing	-	Yes
409	E	Broadway	Avenue	Contributing	Contributing Garage	Yes
410	E	Broadway	Avenue	Contributing	-	Yes
414	E	Broadway	Avenue	Non-Contributing	-	Yes
415	E	Broadway	Avenue	Contributing	Contributing Garage	Yes
417	E	Broadway	Avenue	Non-Contributing	-	Yes
418	E	Broadway	Avenue	Contributing	-	Yes
420 - 424	E	Broadway	Avenue	Contributing	-	Yes
423	E	Broadway	Avenue	Non-Contributing	Non-Contributing Garage	Yes
425 - 439	E	Broadway	Avenue	Non-Contributing	-	Yes
432	E	Broadway	Avenue	Non-Contributing	-	Yes
436	E	Broadway	Avenue	Contributing	-	Yes
310	E	Excelsior	Street	Non-Contributing	-	No

311	E	Excelsior	Street	Non-Contributing	-	No
312	E	Excelsior	Street	Non-Contributing	-	No
313	E	Excelsior	Street	Non-Contributing	-	No
314	E	Excelsior	Street	Non-Contributing	-	No
315	E	Excelsior	Street	Non-Contributing	-	No
402	E	Excelsior	Street	Non-Contributing	-	Yes
408	E	Excelsior	Street	Contributing	-	Yes
409	E	Excelsior	Street	Contributing	-	Yes
412	E	Excelsior	Street	Non-Contributing	-	Yes
415	E	Excelsior	Street	Contributing	-	Yes
417	E	Excelsior	Street	Non-Contributing	-	Yes
418	E	Excelsior	Street	Non-Contributing	-	Yes
422	E	Excelsior	Street	Non-Contributing	-	Yes
424	E	Excelsior	Street	Non-Contributing	-	Yes
434	E	Excelsior	Street	Non-Contributing	-	Yes
437	E	Excelsior	Street	Non-Contributing	-	Yes
438	E	Excelsior	Street	Contributing	-	Yes
512	E	Excelsior	Street	Non-Contributing	-	Yes
514	E	Excelsior	Street	Non-Contributing	-	Yes
518	E	Excelsior	Street	Contributing	-	Yes
97	N	Francis	Street	Contributing	-	No
99	N	Francis	Street	Contributing	-	No
101	N	Francis	Street	Contributing	-	No
103	N	Francis	Street	Non-Contributing	-	No
111	N	Francis	Street	Contributing	-	No
201	S	Francis	Street	Contributing	-	Yes
205	S	Francis	Street	Contributing	Contributing Shed	Yes
215	S	Francis	Street	Contributing	-	Yes
217	S	Francis	Street	Contributing	-	Yes
223	S	Francis	Street	Contributing	Non-Contributing Carport	Yes
105		Haynes	Street	Non-Contributing	-	Yes
406 - 408		Isley	Boulevard	Contributing	-	Yes
410		Isley	Boulevard	Non-Contributing	-	Yes
414		Isley	Boulevard	Contributing	Contributing Garage	Yes

420		Isley	Boulevard	Non-Contributing	-	Yes
424		Isley	Boulevard	Contributing	-	Yes
426		Isley	Boulevard	Contributing	Non-Contributing Structure	Yes
432		Isley	Boulevard	Contributing	-	Yes
508		Isley	Boulevard	Contributing	-	Yes
510		Isley	Boulevard	Contributing	Contributing Garage	Yes
512		Isley	Boulevard	Contributing	Non-Contributing Structure and Shed	Yes
518		Isley	Boulevard	Contributing	Contributing Garage	Yes
522		Isley	Boulevard	Contributing	Non-Contributing Structure and Outbuilding	Yes
526		Isley	Boulevard	Contributing	Contributing Garage and Non-Contributing Structure	Yes
101		Linden	Avenue	Contributing	-	Yes
101		Penn	Street	Non-Contributing	-	No
110		Perry	Lane	Non-Contributing	-	Yes
112		Perry	Lane	Non-Contributing	-	Yes
103		Saratoga	Avenue	Contributing	-	Yes
106		Saratoga	Avenue	Non-Contributing	-	Yes
109		Saratoga	Avenue	Contributing	Contributing Outbuilding	Yes
115		Saratoga	Avenue	Non-Contributing	Contributing Outbuilding	Yes
117		Saratoga	Avenue	Non-Contributing	Contributing Outbuilding	Yes
121		Saratoga	Avenue	Contributing	-	Yes
127		Saratoga	Avenue	Contributing	-	Yes
305		Saratoga	Avenue	Contributing	-	Yes
309		Isley	Boulevard	Non-Contributing	-	Yes
103		Temple	Avenue	Contributing	Non-Contributing Outbuilding	Yes
104		Temple	Avenue	Non-Contributing	-	Yes

109		Temple	Avenue	Non-Contributing	-	Yes
111		Temple	Avenue	Contributing	Non-Contributing Shed	Yes
119		Temple	Avenue	Contributing	-	Yes
210		Temple	Avenue	Non-Contributing	-	Yes
211		Temple	Avenue	Contributing	-	Yes
213		Temple	Avenue	Contributing	-	Yes
Parking Lot		Temple	Avenue	Non-Contributing	-	Yes
Playground		Temple	Avenue	Non-Contributing	-	Yes

Elms Historic District

Address				Contributing vs. Non-Contributing		Within the National Register District
				Property	Outbuilding	
507		Elms	Boulevard	Contributing	-	Yes
512		Elms	Boulevard	Contributing	-	Yes
514		Elms	Boulevard	Contributing	-	Yes
517		Elms	Boulevard	Contributing	-	Yes
518		Elms	Boulevard	Contributing	-	Yes
522		Elms	Boulevard	Contributing	-	Yes
523		Elms	Boulevard	Contributing	Contributing Garage	Yes
525		Elms	Boulevard	Contributing	-	Yes
526		Elms	Boulevard	Contributing	-	Yes
528		Elms	Boulevard	Contributing	Non-Contributing Garage	Yes
529		Elms	Boulevard	Contributing	Non-Contributing Garage	Yes
530		Elms	Boulevard	Contributing	Contributing Garage	Yes
532		Elms	Boulevard	Contributing	-	Yes
533		Elms	Boulevard	Non-Contributing	-	Yes
535		Elms	Boulevard	Non-Contributing	-	Yes
Parking Lot		Elms	Boulevard	Contributing	-	Yes
510	S	Kansas City	Avenue	Contributing	-	Yes
514	S	Kansas City	Avenue	Non-Contributing	-	Yes
516	S	Kansas City	Avenue	Non-Contributing	-	Yes
517	S	Kansas City	Avenue	Non-Contributing		No
519	S	Kansas City	Avenue	Contributing	-	Yes
520	S	Kansas City	Avenue	Contributing	-	Yes
521	S	Kansas City	Avenue	Contributing	-	Yes
522	S	Kansas City	Avenue	Contributing	-	Yes
523	S	Kansas City	Avenue	Contributing	-	Yes
525	S	Kansas City	Avenue	Contributing	Non-Contributing Garage	Yes
540	S	Kansas City	Avenue	Non-Contributing	-	Yes
552	S	Kansas City	Avenue	Contributing	-	Yes

554	S	Kansas City	Avenue	Non-Contributing	-	Yes
558	S	Kansas City	Avenue	Non-Contributing	-	Yes
560	S	Kansas City	Avenue	Contributing	Non-Contributing Garage	Yes
564	S	Kansas City	Avenue	Non-Contributing	-	Yes
604	S	Kansas City	Avenue	Non-Contributing	Non-Contributing Garage	Yes
612	S	Kansas City	Avenue	Contributing	Contributing Garage	Yes
614	S	Kansas City	Avenue	Non-Contributing	-	Yes
646	S	Kansas City	Avenue	Contributing	Contributing Garage	Yes
401		Regent	Avenue	Contributing	6 Contributing Structures	Yes
404		Regent	Avenue	Contributing	-	Yes
516		Regent	Avenue	Contributing	-	No
517		Regent	Avenue	Non-Contributing	-	No
518		Regent	Avenue	Non-Contributing	-	No
519		Regent	Avenue	Non-Contributing	-	No
520		Regent	Avenue	Non-Contributing	-	No
521		Regent	Avenue	Non-Contributing	-	No
522		Regent	Avenue	Non-Contributing	-	No
523		Regent	Avenue	Non-Contributing	-	No
524		Regent	Avenue	Non-Contributing	-	No
526		Regent	Avenue	Non-Contributing	-	No
528		Regent	Avenue	Non-Contributing	-	No
534		Regent	Avenue	Non-Contributing	-	No
538		Regent	Avenue	Non-Contributing	-	No
540		Regent	Avenue	Non-Contributing	-	No
401		St. Louis	Avenue	Non-Contributing	-	No
415		St. Louis	Avenue	Non-Contributing	-	No
501		St. Louis	Avenue	Non-Contributing	-	No
Vacant Lot		Regent	Avenue	Non-Contributing	-	No
Parking Lot		Regent	Avenue	Contributing	-	Yes

Hall of Waters Historic District

Address				Contributing vs. Non-Contributing		Within the National Register District
				Property	Outbuilding	
100 - 104	E	Broadway	Avenue	Contributing	-	Yes - East
101	E	Broadway	Avenue	Contributing	-	Yes - East
105	E	Broadway	Avenue	Contributing	-	Yes - East
106	E	Broadway	Avenue	Contributing	-	Yes - East
108	E	Broadway	Avenue	Contributing	-	Yes - East
109	E	Broadway	Avenue	Contributing	-	Yes - East
110 - 112	E	Broadway	Avenue	Contributing	-	Yes - East
111	E	Broadway	Avenue	Contributing	-	Yes - East
114	E	Broadway	Avenue	Contributing	-	Yes - East
115	E	Broadway	Avenue	Contributing	-	Yes - East
116	E	Broadway	Avenue	Contributing	-	Yes - East
118 - 120	E	Broadway	Avenue	Contributing	-	Yes - East
201	E	Broadway	Avenue	Contributing	-	Yes - East
210	E	Broadway	Avenue	Non-Contributing	-	No
215 - 217	E	Broadway	Avenue	Contributing	-	Yes - East
219	E	Broadway	Avenue	Contributing	-	Yes - East
231	E	Broadway	Avenue	Contributing	-	Yes - East
235	E	Broadway	Avenue	Contributing	-	Yes - East
237	E	Broadway	Avenue	Non-Contributing	-	Yes - East
244	E	Broadway	Avenue	Contributing	-	Yes - East
246	E	Broadway	Avenue	Contributing	-	Yes - East
248	E	Broadway	Avenue	Contributing	-	Yes - East
249	E	Broadway	Avenue	Non-Contributing	-	Yes - East
251	E	Broadway	Avenue	Non-Contributing	-	Yes - East
253	E	Broadway	Avenue	Contributing	-	Yes - East
255	E	Broadway	Avenue	Contributing	-	Yes - East
256	E	Broadway	Avenue	Non-Contributing	-	No
257 - 263	E	Broadway	Avenue	Contributing	-	Yes - East
Limestone Stairs	E	Broadway	Avenue	Contributing	-	Yes - East
Well Pump	E	Broadway	Avenue	Contributing	-	Yes - East
100	W	Broadway	Avenue	Non-Contributing	-	No

101 - 105	W	Broadway	Avenue	Contributing	-	Yes - East
107 - 111	W	Broadway	Avenue	Contributing	-	Yes - East
108	W	Broadway	Avenue	Non-Contributing	-	No
113	W	Broadway	Avenue	Contributing	-	No
114	W	Broadway	Avenue	Non-Contributing	-	No
117	W	Broadway	Avenue	Contributing	-	No
118	W	Broadway	Avenue	Non-Contributing	-	No
209	W	Broadway	Avenue	Contributing	-	No
216	W	Broadway	Avenue	Non-Contributing	-	No
217	W	Broadway	Avenue	Contributing	-	No
300	W	Broadway	Avenue	Non-Contributing	-	No
301	W	Broadway	Avenue	Non-Contributing	-	No
313	W	Broadway	Avenue	Contributing	-	No
314	W	Broadway	Avenue	Non-Contributing	-	No
321	W	Broadway	Avenue	Non-Contributing	-	No
Vacant Lot	W	Broadway	Avenue	Non-Contributing	-	No
402		Concourse	Avenue	Contributing	-	No
403		Concourse	Avenue	Contributing	-	No
406		Concourse	Avenue	Contributing	-	No
407		Concourse	Avenue	Contributing	-	No
410		Concourse	Avenue	Contributing	-	No
415		Concourse	Avenue	Contributing	-	No
416		Concourse	Avenue	Contributing	-	No
417		Concourse	Avenue	Contributing	-	No
420		Concourse	Avenue	Contributing	-	No
426		Concourse	Avenue	Contributing	-	No
505		Elms	Boulevard	Contributing	-	Yes - West
Back Alley Lot		Elms	Boulevard	Non-Contributing	-	No
Park	E	Excelsior	Street	Non-Contributing	-	No
Park	E	Excelsior	Street	Non-Contributing	-	No
105	E	Excelsior	Street	Non-Contributing	-	No
107	E	Excelsior	Street	Non-Contributing	-	No
201	E	Excelsior	Street	Non-Contributing	-	No
203	E	Excelsior	Street	Non-Contributing	-	No
204	E	Excelsior	Street	Non-Contributing	-	No

205	E	Excelsior	Street	Non-Contributing	-	No
206	E	Excelsior	Street	Non-Contributing	-	No
207	E	Excelsior	Street	Contributing	-	No
208	E	Excelsior	Street	Non-Contributing	-	No
209	E	Excelsior	Street	Non-Contributing	-	No
210	E	Excelsior	Street	Contributing	-	No
211	E	Excelsior	Street	Non-Contributing	-	No
212	E	Excelsior	Street	Contributing	-	No
301	E	Excelsior	Street	Non-Contributing	-	No
302	E	Excelsior	Street	Non-Contributing	-	No
303	E	Excelsior	Street	Non-Contributing	-	No
304	E	Excelsior	Street	Non-Contributing	-	No
305	E	Excelsior	Street	Contributing	-	No
306	E	Excelsior	Street	Non-Contributing	-	No
307	E	Excelsior	Street	Non-Contributing	-	No
101	W	Excelsior	Street	Contributing	-	No
107	W	Excelsior	Street	Contributing	-	No
111	W	Excelsior	Street	Contributing	-	No
115	W	Excelsior	Street	Non-Contributing	-	No
118	W	Excelsior	Street	Contributing	-	No
204	W	Excelsior	Street	Non-Contributing	-	No
210	W	Excelsior	Street	Non-Contributing	-	No
218	W	Excelsior	Street	Contributing	-	No
220	W	Excelsior	Street	Contributing	-	No
302	W	Excelsior	Street	Non-Contributing	-	No
320	W	Excelsior	Street	Non-Contributing	-	No
200		Isley	Boulevard	Non-Contributing	-	No
Vacant Lot		Isley	Boulevard	Non-Contributing	-	No
203	S	Kansas City	Avenue	Non-Contributing	-	No
205	S	Kansas City	Avenue	Non-Contributing	-	No
207	S	Kansas City	Avenue	Non-Contributing	-	No
211	S	Kansas City	Avenue	Non-Contributing	-	No
411	S	Kansas City	Avenue	Contributing	-	No

109	N	Main	Street	Contributing	-	Yes - East
111 - 113	N	Main	Street	Contributing	-	Yes - East
109	S	Main	Street	Contributing	-	Yes - East
110	S	Main	Street	Contributing	-	Yes - East
Parking Lot	S	Main	Street	Non-Contributing	-	No
114	N	Marietta	Street	Contributing	-	No
204	N	Marietta	Street	Non-Contributing	-	No
205	N	Marietta	Street	Non-Contributing	-	No
Parking Lot	S	Marietta	Street	Non-Contributing	-	No
113	S	Marietta	Street	Non-Contributing	-	Yes - West
114	S	Marietta	Street	Contributing	-	Yes - West
200 - 216	S	Marietta	Street	Contributing	-	Yes - West
414	S	Marietta	Street	Non-Contributing	-	No
420	S	Marietta	Street	Non-Contributing	-	No
422	S	Marietta	Street	Non-Contributing	-	No
424	S	Marietta	Street	Non-Contributing	-	No
606	S	Marietta	Street	Contributing	-	No
Parking Lot		River	Street	Non-Contributing	-	No
Vacant Lot		River	Street	Non-Contributing	-	Yes - West
101		South	Street	Contributing	-	Yes - West
117 - 119		South	Street	Contributing	-	Yes - West
118		South	Street	Non-Contributing	-	Yes - West
201 - 209		South	Street	Contributing	-	Yes - West
206		South	Street	Contributing	-	Yes - West
213 -217		South	Street	Contributing	-	Yes - West
218		South	Street	Non-Contributing	-	Yes - West
402		South	Street	Non-Contributing	-	No
412		South	Street	Contributing	-	No
Parking Lot		South	Street	Non-Contributing	-	No
417		South	Street	Non-Contributing	-	No
418		South	Street	Non-Contributing	-	No
420		South	Street	Non-Contributing	-	No
421		South	Street	Non-Contributing	-	No
425		South	Street	Non-Contributing	-	No

101		Spring	Street	Non-Contributing	-	No
118		Spring	Street	Contributing	-	Yes - East
208		Spring	Street	Contributing	-	Yes - West
213		Spring	Street	Contributing	-	Yes - West
215		Spring	Street	Contributing	-	Yes - West
216 - 220		Spring	Street	Contributing	-	Yes - West
400		St. Louis	Avenue	Contributing	-	Yes - West
402 - 404		St. Louis	Avenue	Non-Contributing	-	No
109	N	Thompson	Avenue	Non-Contributing	-	No
112	S	Thompson	Avenue	Contributing	-	Yes - West
Parking Lot	S	Thompson	Avenue	Non-Contributing	-	No
218	S	Thompson	Avenue	Non-Contributing	-	No
311	S	Thompson	Avenue	Contributing	-	Yes - West
403	S	Thompson	Avenue	Contributing	-	Yes - West
405	S	Thompson	Avenue	Contributing	-	Yes - West
409	S	Thompson	Avenue	Non-Contributing	-	No
411 - 413	S	Thompson	Avenue	Non-Contributing	-	Yes - West
414	S	Thompson	Avenue	Contributing	-	Yes - West
415	S	Thompson	Avenue	Contributing	-	Yes - West
415 (Back Alley Lot)	S	Thompson	Avenue	Non-Contributing	-	No
417	S	Thompson	Avenue	Non-Contributing	-	Yes - West
417 (Back Alley Lot)	S	Thompson	Avenue	Non-Contributing	-	No
421	S	Thompson	Avenue	Non-Contributing	-	Yes - West
421 (Back Alley Lot)	S	Thompson	Avenue	Non-Contributing	-	No
423	S	Thompson	Avenue	Non-Contributing	-	Yes - West
423 (Back Alley Lot)	S	Thompson	Avenue	Non-Contributing	-	No
425 - 427	S	Thompson	Avenue	Contributing	-	Yes - West
425-427 (Back Alley Lot)	S	Thompson	Avenue	Non-Contributing	-	No
426	S	Thompson	Avenue	Non-Contributing	-	Yes - West
Vacant Lot	S	Thompson	Avenue	Non-Contributing	-	Yes - West
Vacant Lot	S	Thompson	Avenue	Non-Contributing	-	Yes - West
Vacant Lot	S	Thompson	Avenue	Non-Contributing	-	Yes - West
449 - 463	S	Thompson	Avenue	Contributing	-	Yes - West
451 (Back Alley Lot)	S	Thompson	Avenue	Non-Contributing	-	No
454	S	Thompson	Avenue	Contributing	-	No