



*City of Auburn*



*Historic Preservation  
Commission*



## *Design Review Standards*

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North College Street Historic District

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Historic Preservation  
Commission of the  
City of Auburn

# *Design Review Standards* **North College Historic District**

Approved by the HPC August 11, 2009  
Amended June 8, 2021

## **Article I - Introduction**

The Auburn Historic Preservation Commission (AHPC) is intended to meet several essential needs. For the community, it assures that Auburn's historic resources are maintained in a manner appropriate to the city's heritage. For property owners, residents and contractors, it provides primary guidance in the planning and design of projects that are sympathetic to the special character of the historic district-and that will, in turn, assure that property values are maintained and enhanced.

This booklet is organized into several parts. On the next page there is a brief reference to and overview of the authority of the Auburn Historic Preservation Commission as defined by local and state law. That is followed by an outline of the procedures of the Commission for issuance of Certificates of Appropriateness for work proposed in a historic district. There is included also an application form for that certificate. The primary guidance is in the form of Design Standards the Commission uses to review proposed projects for their appropriateness to the historic district. Finally, there is included an appendix categorizing proposed projects by type and nature-and the appropriate level of review for each type of work. More information on this is provided below.

***Section 101 - Working in Historic Districts.*** For all properties located in a designated Auburn Historic District, including noncontributing and nonconforming structures, any exterior work that may be visible from a public right-of-way in front of the structure is subject to review by the Auburn Historic Preservation Commission to ensure that the investments of all the property owners in the historic district are protected and enhanced. The review by the Commission and its staff is intended to be of assistance to the property owner to find reasonable and appropriate ways to ensure that the scale and character of the neighborhood is reinforced and enhanced by the new construction. This is done by means of issuance of Certificates of Appropriateness for work before it begins.

***Section 102 - Routine Maintenance*** does not require issuance of a Certificate of Appropriateness (COA). Routine maintenance includes repair or replacement where there is no change in the design, materials, or general appearance of the structure or grounds. Certificates of Appropriateness must be issued for all

other projects, including demolition. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and requires a Certificate of Appropriateness before work may proceed.

**Section 103 - Minor Work** projects are reviewed by the Commission staff (meaning City staff assigned to the Commission) and require a certificate of appropriateness. Minor Work projects will be referred to the Commission for review only if in the judgement of the Commission Chair the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature. All minor work will be reviewed by an officer of the Commission who is either the Commission Chair or the Chair's designee. A report listing all approved minor work will be submitted by Commission staff at each regularly scheduled Commission meeting.

**Section 104 - Major Work** projects are reviewed by the Commission and require a Certificate of Appropriateness). In general, major work projects involve a change in the appearance of a structure or site, and are more substantial in nature than routine maintenance or minor work projects. Such projects typically include new construction, expansion of a building footprint, or significant changes in landscape features.

**Section 105 - Process of Approval.** Before applying for a building permit, or before applying for commercial or residential site plan approval, if required, a Certificate of Appropriateness application form must be completed and returned with the appropriate attachments to the Commission staff. Applications requiring a review by the Commission must be received at least 19 days prior to the next Commission meeting. Major Works are subject to a public hearing and Commissioners are required to make their decisions based solely on the evidence provided at the hearing. Property owners may present evidence or have a representative speak for them. Details are included in this booklet, and a property owner should feel free to discuss concerns with the Commission staff prior to the hearing.

## **Article II - Authority of the Commission**

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Auburn Ordinance 1818 and Section 11-68-1 through 11-68-15 of the Code of Alabama established the Auburn Historic Preservation Commission and provided that, for private and public properties alike:

1. The Commission may recommend buildings, structures, sites and districts to the Auburn City Council for designation as historic properties or districts.
2. No historic property may be demolished without first having received a Certificate of Appropriateness from the Commission.

3. No building or structure in a historic district may be erected, demolished or moved, and no material change in the exterior appearance of such historic property (including signs) as visible from a public right-of-way in front of the structure shall be made or permitted to be made without first having received a Certificate of Appropriateness from the Commission. Demolition by neglect and the failure to maintain an historic property or a structure in an historic district shall constitute a change for which a certificate of appropriateness is necessary.
4. No new construction within a historic district shall commence without first having received a Certificate of Appropriateness from the Commission.
5. Any person violating these guidelines shall fall under §1-9 of the Code of the City of Auburn and may be subject to penalties at the discretion of the court if convicted. Each day's violation shall constitute a separate offense unless otherwise provided.

The Commission shall issue a Certificate of Appropriateness if it determines the proposed changes would not have a substantial adverse effect on the aesthetic, historic or architectural significance and value of the property or historic district. In making this determination, the Commission shall consider, in addition to any other pertinent factors, the historical and architectural value and significance, architectural style, general design arrangement, texture and materials of the architectural features involved and their relationship to the exterior architectural style and pertinent features of the other structures in the immediate neighborhood.

The Commission shall deny a Certificate of Appropriateness if it finds that the proposed changes would have a substantial adverse effect on the aesthetic, historic or architectural significance and value of the property or historic district.

The Commission shall not grant a Certificate of Appropriateness for demolition or relocation without reviewing at the same time specific post-demolition and/or post-relocation plans for the site.

## **Article III - Application and Review Procedures**

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### **Section 301. Application and Review**

Applications for Certificates of Appropriateness for major work shall be reviewed by the Commission and afforded a public hearing. The Commission shall approve or reject the application within 30 days after the hearing and review has been completed, and shall notify by printed or electronic mail the applicant, the chief building official of the City of Auburn and all other persons having requested notice in writing. Such notification shall include any

conditions agreed to by the applicant or, in the case of denial, reasons for same. The application and all supporting information provided to the Commission shall be maintained in the files of the Commission as a public record.

**301.01** Upon submission of an application for major work, the Commission shall publish the public hearing notice in the newspaper of general circulation at least seven days prior to the regular scheduled meeting. Written notice of the public hearing via United States Mail shall be sent to all adjoining property owners at least seven days in advance.

**301.02** Special meetings shall be called by the HPC Chair as necessary. Special meetings can also be called by the HPC Chair upon receipt of written or verbal request by at least three (3) members. All members of the Commission shall be notified of special meetings at least 48 hours prior to the time at which they are to take place.

**301.03.** The following are the steps in the Certificate of Appropriateness application and review process:

*1. Determine if the Project Requires Commission Approval*

Before any permitting agency issues a permit in a designated local historic district, a Certificate of Appropriateness must be obtained from the Commission staff or the Commission. An applicant should contact the Commission as early as possible in the planning of the project.

*2. Meet with the Commission staff before Filing an Application*

The Commission staff will arrange a pre-application meeting, to include staff representatives from other affected boards, agencies, departments and commissions. This should be accomplished prior to design of any proposed changes to the exterior of a property to assist the applicant to determine what coordination with other agencies may be necessary. The meeting also will help determine the appropriate level of detail for the attachments to the application form – and information and material from other permitting agencies.

*3. File an Application*

If a Certificate of Appropriateness is required, the Commission staff will advise regarding completion of an application and in determining what documentation will be needed for the project to be evaluated. Because the circumstances of each application and each property are different, the necessary documentation can vary considerably. All proposed projects require a completed application form. Most proposals will require some form of drawings, the detail determined by the scope of the project. A checklist is attached to the application, which the applicant and Commission shall use to determine what will be required to adequately document and support the project application.

#### *4. Review by Commission*

Upon receiving an application for a Certificate of Appropriateness, the staff of the Commission will review the application material to ensure there is adequate information available to evaluate the proposal. Complete applications will be placed on the agenda of the next available monthly Commission meeting. These meetings are held on the second Tuesday of each month, and application deadlines for each monthly meeting are 19 business days prior to each meeting. A report shall be prepared for each application and provided to Commission members and to the applicant prior to the meeting in which the application shall be reviewed.

#### *5. Meet with the Commission*

The Commission has prescribed the following typical project presentation format for public hearings to assure adequate information is available to the Commission and to the public:

1. Presentation of staff report for the proposal that includes:
  - a. Overview of the proposed action and affect to the site and the historic district including (as applicable):
    - i. Location of the project
    - ii. Style of the existing structure(s) and those adjacent
    - iii. Nature and significant aspects of the surrounding neighborhood
    - iv. Contribution of the property to the historic district
    - v. The existing site plan, including the presence of existing structures and trees
    - vi. Proposed site plan, highlighting all proposed modifications (or, in the case of a proposed demolition or relocation, a proposed redevelopment plan of the subject property), including site work and landscaping
    - vii. Elevations and critical details of proposed building(s)
    - viii. Proposed materials or colors
    - ix. Proposed sign(s)
  - b. Report of staff regarding conformity of proposed action to the Design Review Standards
  - c. Staff recommendation for Commission action
2. Presentation or additional comment by applicant or representative of proposed plans to materially change in appearance the subject property.
3. Comments by other interested parties.
4. Commission consideration of the proposal that includes:
  - a. Questions by the Commission to applicant and others
  - b. Discussion by the Commission
  - c. Statement of findings by the Commission
5. Commission action regarding the proposal/application

## **Section 302 - Determination of the Commission**

### ***302.01. Approval or Approval with Conditions Accepted by the Applicants.***

Once approval is granted by the Commission, a Certificate of Appropriateness will be issued by the Commission, and a building permit, if necessary, may be obtained by the applicant. It should be noted that approval with conditions may require submittal and Commission checking of a revised set of plans prior to issuance of a Certificate of Appropriateness. It is important to remember also that any changes to the plans approved by the Commission must be referred anew to the Commission. Should the Commission determine that change to the plans constitutes a substantive difference from the approved plans, the project must go back before the Commission as a new application.

***302.02. Deferral.*** Occasionally, the Commission will be faced with a proposal that may warrant some adjustments before final approval can be granted that are beyond what can be resolved in the setting of a formal Commission meeting. In such cases, the Commission may, with written approval of the applicant on the face of the application, defer final action on the application in order for the applicant and Commission to work together to resolve any outstanding issues prior to a final vote.

***302.03. Denial.*** Should the Commission find that there is no way to accommodate a project proposal within the guidelines contained in state and local law or within the Design Review Standards, there may be no choice but to deny the application and to report the reasons for such denial on the application form. A denial by the Commission means that the proposed project cannot be undertaken.

## **Section 303 - Reconsideration of Applications**

The following is the order of business for reconsideration of applications that previously have been denied:

1. The Commission staff shall first have ascertained whether there has been a substantial change in the facts, evidence or conditions relating to the application in order for the application to be placed on the agenda for reconsideration.
2. The Commission shall deliberate whether there has been a substantial change in the facts, evidence or conditions relating to the application that would warrant reconsideration. If the Commission finds there has been a substantial change, it shall thereupon treat the request as a new application received at that time for consideration at that same meeting of the Commission. If the Commission finds there has not been a substantial change, then no application for the subject property shall be



accepted by the Commission for a period of six months from the date of such decision.

## **Section 304 - Expedited Review Procedures**

**304.01 Routine Maintenance.** May be performed by the homeowner without receiving a Certificate of Appropriateness.

**304.02 Minor Work.** The Commission staff on a case-by-case basis may approve those projects listed in the Appendix in the Minor Work category, provided that a complete application for a Certificate of Appropriateness, including exhibits, is submitted, and that the proposal also meets all relevant current policies and standards adopted by the Commission. Such review and approval shall not require a public hearing or notice to adjoining owners.

**304.03 Major Work.** All major work projects are reviewed by the Commission and require a public hearing and notification to adjoining property owners' pursuant to Section 301.01 of these design review standards. The HPC Chair, in accordance with Section 301.02, may call special meetings to expedite the design review procedures. Such meetings shall comply with the notification process.

**304.04 Matters Affecting Immediate Safety or Welfare.** In instances where there is demonstrated a clear present and imminent danger to the public by the existence of any set of facts pertaining to a historic district, which shall be certified by the chief building official of the city, the HPC Chair and the Commission staff may, upon their unanimous concurrence, grant an expedited Certificate of Appropriateness only to the extent necessary to remove the imminent danger. Such expedited review shall not require an application for a Certificate of Appropriateness, a public hearing or notice to adjoining owners.

## **Section 305 - Variances**

The Commission may authorize, on application in specific cases, a variance from the design standards which will not be contrary to the public interest, where owing to special conditions applying to the property in question and not applicable generally to other buildings, structures or properties, a literal enforcement of the standard would result in unnecessary hardship, but where the spirit of the policies, guidelines and standards of the Commission shall be observed and substantial justice done.

## Section 306 - Appeals of Decisions of the Commission

Any person having a request for a Certificate of Appropriateness denied by the Commission may appeal such denial to the Circuit Court of Lee County, Alabama.

## Article IV - Design Review Standards

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To provide specific guidance regarding practical review and approval of applications for a Certificate of Appropriateness, the Commission has prepared and adopted design review standards. The Commission strives to apply these standards, tempered by their underlying philosophy, to each application for a Certificate of Appropriateness application, evaluating each application on a case by case basis, giving full consideration to the unique circumstances and characteristics presented.

Within a district, buildings shall be classified as follows:

*Contributing* - Contributing buildings are those which contribute to the district's overall historic character and that were constructed during the district's period of significance. Contributing buildings also retain integrity. A building has integrity if it retains sufficient historic character to continue to reflect the overall character it had during its period of significance.

*Noncontributing* - Noncontributing buildings are buildings that do not contribute to the district's overall historic character. Typically, these buildings were constructed after the end of the district's period of significance or no longer retain historic character. Noncontributing properties can be either compatible with or intrusive to the character of the district in terms of scale, massing, materials and other architectural characteristics. When working with noncontributing buildings, the goal should be to make the building compatible with the district to the greatest practical degree.

The standards are organized into several sections, beginning with those pertaining to site design (which the Commission shall apply in its review of all applications). Sections following deal with rehabilitation and alterations, additions, new construction, and elements of public streets and common open spaces. It should be noted that the standards are necessarily general so they may be used by the Commission as a guide to decisions in a variety of circumstances. In this way, each application for a Certificate of Appropriateness may be considered on its own merits, fully aware of the individual nature of each property and its context within the historic district.

## **Section 401 - Site Improvements**

Site improvements are critical to the character of the district, regardless of the contributing or non-contributing nature of the structures in any particular part of the district. Much of the character of an historic district is attributable to the continuity of its open space, distinctive tall shade trees and richly textured lawns and landscape planting. Outbuildings, walks, driveways, and parking areas also play an important part in defining not only the setting for individual structures, but also the district as a whole.

## **Section 402 - Standards for Site Improvements and Maintenance**

The following standards for site improvements shall be applied to all construction in the district, including rehabilitation, alterations, additions, or new construction.

### ***402.01- Overall Continuity***

- Maintain the overall continuity of the district and its aspect and character, especially as viewed from public rights-of-way.

### ***402.02 - Building Orientation and Setbacks***

- Maintain the pattern and orientation of building entrances in the district.
- Maintain the pattern and alignment of buildings established by setbacks of nearby contributing buildings.

### ***402.03 - Accessory Buildings, Structures and Appurtenances***

- Locate garages and other accessory structures to the rear of the main building, and behind the side yard setback of any structure adjacent to a side street or common alleyway.
- Place site and building appurtenances to the side and rear of the main building, and screen service and mechanical and electrical equipment and trash containers from public view with walls, fences, or plant materials.
- Locate handicapped ramps to the side or rear of the main building, insofar as practicable, designed and constructed so the required slope is confined to as small an area as practicable and installed so as to be removed without damage to the structure.

### ***402.04 - Signage***

- Design and install all signs to a size and scale and of types that conform to the historic context of the district and its structures and in a manner to focus only on the intended audience.

- No sign shall be erected or installed unless it is in compliance with the following standards:
  - Signs shall be for the purpose of identifying businesses, multi-family residential development and other nonresidential uses only. No permanent signs displaying advertising or promotions are permitted.
  - No more than two (2) signs for any individual property will be permitted. Signs shall be limited to one freestanding sign for each street frontage per premises.
  - Signs identified as exempt in Section 603 of the City of Auburn Zoning Ordinance are allowed and shall not count towards the number of signs allowed.
  - Driveway and parking entrance and egress signs shall be in character with other signs on the property and are subject to design review. (These are not included in the 2-sign maximum requirement.)
  - Existing signs that do not currently comply with these standards will be required to comply as a condition for a new or remodeled sign. Any sign changes – for example, a change in name, logo, lighting, or materials – are a remodel and must come into compliance with the review guidelines.
  - Landscaping around a freestanding sign that is meant to complement, not obscure, the signage and the property shall be included in the proposal.
  - Signs affixed to brick face shall be secured through the mortar joint, and to wood or other historic siding in a manner to cause the least damage to the historic material.
  
- The following types of signs are permitted within the district:
  - Building/Wall Signs
  - Multi-family residential identification signs
  - Banners – See City of Auburn Zoning Ordinance
  - Freestanding Signs
  
- Sizes
  - Building/Wall signs shall not exceed a total of one (1) square foot per linear foot of the main or entry façade for a maximum of thirty-two (32) square feet.
  - Lettering describing a business' general goods or services may be permitted if it conforms to the guidelines in terms of size and quantity. When using letter-only style signage (no background), lettering should be compatible with the design of the building as well as the design and color of the façade. Maximum height for the letter is twelve (12) inches.
  - Driveway and parking entrance and egress signs shall not exceed 4 square feet per sign. They shall be ground-mounted and not exceed 2 feet in height from the ground to the top of the sign.

- The total allowable square footage for a freestanding sign is twenty-four (24) square feet, including trim, frame, posts, upright, braces, or other structural members which support it.
  - Berms shall not be allowed for the purpose of elevating the sign.
  - Signs identifying tenants and/or buildings at the rear shall be incorporated into the over-all sign plan or limited to signs mounted flat against the building face. They should be compatible with the design and color of the façade and should not exceed six (6) square feet per tenant.
- Colors:
    - Sign colors shall be governed by the color or the façade to which the sign is attached or in keeping with the historic period of the building or the historic period identified for the district. Dedicated colors for logos and business identification will be taken into consideration. Further information regarding color can be found in section 402.7 of the Design Review Guidelines.
- Lighting/Illumination:
    - Signs incorporating lighting shall be reviewed for appropriateness.
    - All electrical wiring, solar attachments, and the like should be hidden or located in as unobtrusive location as possible. All visible conduit or wires should be painted out to blend in with the background. Illuminated signs should have a high-quality appearance in both natural light during the day and in artificial light at night.
    - Bare bulb light fixtures such as flood and spot lights should be minimal and well-shielded. They shall be concentrated and focused on the sign area and not diffused over the building or surrounding property.
    - Over-illumination as well as inconsistent and uneven lighting should be avoided. Such lighting can create visual “hot spots” that reduce the effectiveness of the sign, cause glare, and reduce legibility.
    - Internal illumination signs are prohibited. Internal illumination signs are signs in which illumination is provided by an artificial source of light which is contained within the sign itself and the light is transmitted through the sign panel, letters, and/or logo.
    - Existing internally illuminated signs and all sign lighting that does not currently comply with these standards will be required to comply as a condition for a new or remodeled sign. Any sign changes – for example, a change in name or logo – are a remodel and must come into compliance with the review guidelines.
    - Light manufacturer’s brochures or catalogues showing fixture types, illumination levels, materials, and finish shall be submitted to staff prior to consideration of the sign permit.

- Materials:
  - The quality of materials proposed for signage shall reflect the period of the building or the district.
  - Natural, not synthetic, materials are encouraged.
  - Plastic materials are prohibited.
  - All signs shall be fabricated by a professional sign-maker and be of good quality and appearance as deemed acceptable by the Historic Preservation Commission under these guidelines. Any exception to this general standard can be made by the Commission only upon presentation by the applicant of acceptable plans and/or samples, assuring that non-professionally made signs will be of good quality as defined above.
  - All signs and supporting components shall be maintained in good repair and finish. Substantially deteriorated, badly weathered, rusty, or otherwise poorly maintained signs shall be removed or repaired.
  
- Prohibited Signs:
  - Neon signs (unless contributing to the historic character of the structure or if the sign, itself, is historic), either permanent or temporary
  - Billboards and portable signs
  - Signs that include backlighting or internal illumination
  - Monument-style signs<sup>1</sup>

Other prohibited signs are found in Section 604 of the City of Auburn zoning ordinance.

All other standards for signage shall comply with Article VI of the City of Auburn zoning ordinance.

***402.05 - Landscape and Plant Materials***

- Design and install landscape plantings and ornamentation to maintain the overall continuity and aspect of the district. Look at patterns that existed and work with those patterns.
- Maintain and/or enhance the historic plant materials, mindful of the differences in scale and types of landscaping relative to the size, age and use of the buildings, insofar as practicable.
- Specify and locate trees to avoid conflict with or damage to buildings, sidewalks and driveways.

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<sup>1</sup> Monument sign - A permanent ground sign designed so that the base of the sign face is flush with the supporting base, as opposed to pole, posts or other such supports, and the supporting base is flush with the ground and extends the full width of the sign face.

- Property ornamentation that includes, but is not limited to, sculpture, iron work, art planters and statuary must maintain the historic character of the structure as well as the district.
- Trash receptacles should not be visible from the right-of-way except on pick up days when receptacles are placed for pick up as per municipal collection and disposal regulations.

**402.06 - Fences and Walls**

- Design fences and walls to maintain the overall continuity of the district as viewed from public rights-of-way.
- Complement the buildings and do not detract from their character and relation to their neighbors with the design, scale, placement, and materials of fences, walls, and gates.
- Locate fences and walls no closer to the street than the side yard setback of any structure adjacent to a side street.
- Do not exceed the average height of fences and walls of comparable type and location found on adjacent properties, generally not to exceed six feet.
- Present the finished side of all fences to the exterior of the property being fenced.
- Relate scale, height, materials and level of ornateness of the design of new fences and walls to that of the existing structure and/or its neighbors.

*Appropriate Fence Materials and Inappropriate Fence Materials and Styles:*

- |                                    |                              |
|------------------------------------|------------------------------|
| ○ Wood picket                      | ○ Chain link                 |
| ○ Wood slat                        | ○ Stockade                   |
| ○ Wood lattice                     | ○ Post and rail              |
| ○ Iron                             | ○ Unstuccoed concrete block  |
| ○ Brick                            | ○ Masonite                   |
| ○ Stone                            | ○ PVC, Plastic, vinyl        |
| ○ Stucco over masonry              | ○ Plywood or asbestos panels |
| ○ Historically appropriate wire    |                              |
| ○ Aluminum that appears to be iron |                              |

**402.07 - Color**

- Choose colors that blend with and complement the overall color schemes of the district, keeping the colors appropriate to the style of the architecture.
- For additional standards regarding color, see Section 404.06.

#### **402.08 - Sidewalks, Drives, Parking and Paving**

- Use only materials that have historic precedent in the district, taking care to preserve historic paving materials by saw cutting when inserting new materials or repairing damaged areas.
- Situate, design and install paving materials of a color and texture and in a manner to be compatible with the historic character of the property and its neighbors.
- Screen new parking areas through use of low walls, iron fences or landscape plantings, mindful of the need to maintain the overall continuity of the district as viewed from public rights-of-way.
- Locate driveways to the side and rear of the main building.
- Extend all driveways at least to the rear of the main building.
- Install residential driveways in a manner and width compatible with those historically installed, and generally not wider than ten feet.
- Install no parking between the front face of the primary structure and the front right-of way line of the property.
- Set back from the front property line all parking a distance that will maintain the pattern and alignment of primary building setbacks in the neighborhood.
- Minimize the presence and appearance of all parking areas visible from a public street through site planning and design.

#### **402.09 - Exterior Lighting**

- Design, install, and maintain exterior lighting to focus only on intended areas within the property, and to avoid invading surrounding areas.

### **Section 403 - Rehabilitation and Alteration**

The primary objectives of rehabilitation in the district should be to preserve all important, character-defining architectural materials and features of the structure, designed and executed in a manner that provides for a safe and efficient contemporary use compatible with the particular location within the district. To assure these objectives are met, there should be prepared for any rehabilitation effort an *overall plan for rehabilitation* that contains strategies for:

- *Protection and maintenance of historic features that survive in generally good condition.*
- *Repair of historic materials and features that may be deteriorated.*
- *Replacement of historic materials and features with new materials where deterioration is so extensive that repair is not possible.*

### **Section 404 - Standards for Rehabilitation and Alteration**

The following standards shall be applied to all rehabilitation or alteration of contributing buildings and structures in the district.



#### ***404.01 - Design Character***

- Respect the original design character of the structure.
- Express the character of the structure—do not attempt to make it appear older or younger than it is.
- Do not obscure or confuse the essential form and character of the original structure.
- Do not allow alterations to hinder the ability to interpret the design character of the historic period of the district.

#### ***404.02 - Repairing Original Features***

- Avoid removing or altering any historic material or significant architectural features.
- Preserve original materials and details that contribute to the historic significance of the structure.
- Do not harm the historic character of the property or district.
- Protect and maintain existing significant stylistic elements.
- Minimize intervention with historic elements.
- Repair, rather than replace, deteriorated architectural features.
- Use in-kind materials, and utilize a substitute material only if its form and design conveys the visual appearance of the original.
- Disassemble historic elements only as necessary for rehabilitation, using methods that minimize damage to original materials, and use only methods of reassembly that assure a return to the original configuration.

#### ***404.03 - Replacing Original Features***

- Base replacement of missing architectural elements on accurate duplications of original features, substantiated by physical or pictorial evidence.
- Use materials similar to those employed historically, taking care to match design, color, texture, and other visual qualities.
- Employ new design that relates in style, size, scale and material wherever reconstruction of an element is not possible due to lack of historical evidence.

#### ***404.04 - Existing Alterations***

- Preserve older alterations that have achieved historic significance in themselves in the same manner as if they were an integral part of the original structure.

#### ***404.05 - Materials***

- Maintain original materials and finishes.
- Retain and repair original siding. Always avoiding the use of synthetic siding materials. When replacement is required, replace exterior materials using in-kind or comparable materials in character and width.

#### **404.06 - Color**

- Colors in the provided palette will be considered Minor Work.
- Colors outside the provided palette will be considered Major Work and must be reviewed by the Commission.
- Choose colors that blend with and complement the overall color schemes of the district, keeping the colors appropriate to the style of the architecture.
- The color palette should be in keeping with the architectural style and period of the structure. Doors and shutters can be painted a different color than the walls and trim. Individual details such as brackets may be painted with an additional accent color.
- Any paint on masonry should coordinate with the color of the unpainted masonry portions of the building as closely as possible.
- Unpainted Masonry that is in good condition shall not be painted.

#### **404.07 - Trim and Ornament**

- Maintain historic trim and ornament in place.
- Replace missing original trim and ornament with in-kind materials whose designs, proportions and finishes match those of the original.

#### **404.08 - Roofs**

- Preserve the original roof form, pitch and overhang of all structures, and use roof materials appropriate to the form and pitch of the roof.
- Preserve the character of the original roofing materials, color and details.
- Retain elements such as chimneys, skylights, and light wells that contribute to the style and character of the structure.
- Place appurtenances such as antennae, satellite dishes, and solar collectors only on roof surfaces that are not visible from public rights-of-way.

##### *Appropriate Roof Materials:*

- Slate
- Tile
- Metal
- Wood shingle
- Cement fiber shingle
- Asphalt or fiberglass shingle
- Built-up or membrane on slopes less than 3-and-12 where hidden by parapets

##### *Inappropriate Roof Materials:*

- Corrugated fiberglass
- Asphalt roll roofing
- Build-up or membrane on slopes greater than 3-and-12

#### **404.09 - Windows**

- Maintain the original number, location, size, and glazing pattern of windows on primary building elevations.
- Maintain historic window openings and proportions.

##### *Appropriate:*

- Wood sash windows in double-hung, single-hung and casement styles
- Steel, if original to structure

##### *Inappropriate:*

- Aluminum or vinyl
- Snap-in or artificial muntins
- Reflective or tinted glass

#### **404.10 - Storm Windows**

- Permit storm windows and screens so long as they do not obscure windows with inappropriate materials, finishes, colors or other elements.

##### *Appropriate:*

- Wood
- Metal with baked enamel or anodized finish to match sash color

##### *Inappropriate:*

- Mill finish aluminum
- Vinyl

#### **404.11 - Exterior Blinds and Shutters**

- Use exterior blinds and shutters only as appropriate to the style, proportion and character of the structure.

##### *Appropriate:*

- Wood: louvered or solid panel
- Fabric awnings

##### *Inappropriate:*

- Plastic blinds, shutters, awnings
- Metal awnings (unless original)

#### **404.12 - Entrances and Doorways**

- Maintain the historic character of the building entrance.
- Retain historic doors and openings, together with any moldings, transoms or sidelights.

##### *Appropriate:*

- Wood panel
- Wood panel with glass lights
- Leaded glass with lead came

##### *Inappropriate:*

- Metal

**404.13 - Storm Doors**

- Permit storm doors and screens so long as they do not obscure doors with inappropriate materials, finishes, colors or other elements.

*Appropriate:*

- Wood
- Metal with baked enamel or anodized finish to match frame color

*Inappropriate:*

- Mill finish aluminum
- Vinyl

**404.14 - Porches**

- Maintain and repair historic porches to reflect their historic period and the relationship to the structure.
- Use materials that blend with the style of the structure. Balustrades of stairs should match the design and materials of the porch.
- Do not permit enclosure of front porches. Where rear or side porches are to be enclosed, the enclosure shall preserve the original configuration of columns, handrails and other important architectural elements.

**404.15 - Signage**

- Design and install all signs to a size and scale and of types that conform to the historic context of the district and its structures.
- For additional standards for signage, see Section 402.04

**404.16 - Foundations**

- Keep cellar and crawl space vents open so that air may flow freely, being sure to retain any vents that are original to the building.
- Ensure that land is graded so that water flows away from the foundation and, if necessary, install drains around the foundation.

*Appropriate:*

- Stucco piers or infill
- Brick piers or infill
- Wood lattice
- Vertical picket infill
- Stuccoed concrete block

*Inappropriate:*

- Metal infill
- Plywood panels
- Mineral board panels
- Plastic or vinyl sheeting
- Unfinished concrete block
- Imitation brick or stone
- Vinyl lattice

**404.17 - Surface Cleaning**

- Use only those cleaning techniques that have proved effective while having little or no adverse impact on the underlying materials (these include low-pressure water cleaning and gentle chemical washes, scrubbing with a brush and detergent, and hand sanding and scraping to remove paint). Avoid those methods involving grit such as sand blasting due to possible decomposition of building materials.

## **Section 405 - Additions**

An exterior addition to a historic building can significantly alter its appearance and thereby adversely affect both adjacent properties and the character of the entire district. Additions to existing structures in the district have a responsibility to complement and reflect the design, scale and architectural type of the original structure. Before an addition is planned, every effort should be made to accommodate the new use within the existing structure. When an addition is necessary, it should be designed and constructed so that it will complement the original and not confuse the viewer or detract from the character-defining features of the building. *It should be noted* that all additions shall be designed and constructed in accord with the following standards *and* with the standards for new construction.

## **Section 406 - Standards for Additions**

The following standards shall be applied to all construction in the district that involves additions to existing buildings and structures.

### ***406.01 - Original Design Character***

- Maintain the size, scale, color, materials, and character of additions, including their foundations, in a manner compatible with the main building and its context.
- Design and construct additions in such a manner that, if the change were to be removed in the future, the essential form and integrity of the original structure would not be impaired.
- Limit the size of additions to those that do not visually overpower the existing structure.
- Do not allow additions to hinder the ability to interpret the historic character of the structure or district.
- Do not add a front porch in the absence of pictorial documentation or physical evidence of its previous existence.

### ***406.02 - Location***

- Maintain the pattern created by the repetition of building fronts, bays and sections in the particular area of the district.
- Locate additions so they will not obscure or damage significant architectural features, ornament or detail.
- Place additions to the side or rear, or set back slightly from the building front.

#### **406.03 - Materials**

- Use materials that are inspired by and compatible with those of the general character of the original structure.
- Do not obscure window proportions with inappropriate storm windows.

#### **406.04 - Color**

- Choose colors that blend with and complement the overall color schemes of the district, keeping the colors appropriate to the style of the architecture of the existing structure or in accordance with standards outlined in Section 402.07

### **Section 407 - New Construction**

New construction has an obligation to harmonize with the historic character and scale of the district. Designs for infill and other new construction must be designed with the surroundings in mind. The setback, scale, mass, and size of a structure are as important as the style or decorative details. However, style, decoration, building materials and landscape treatment and planting shall be utilized in the design to provide the attributes necessary for new construction to blend in with the district, while creating a distinctive character for the new structure.

### **Section 408 - Standards for New Construction**

The following standards shall be applied to all new construction, *including additions*, in the district.

#### **408.01 - Massing and Orientation**

- Respect the site planning, massing and building orientation precedents set by nearby similar-size contributing buildings of the district.
- Align the facade of the new building with the predominant setbacks of nearby buildings within the district.
- Orient the main entrance of the building in a manner similar to established patterns in the particular part of the district.

#### **408.02 - Form and Scale**

- Design new buildings to be compatible with and appear similar to contributing buildings in that particular part of the district, yet retain enough of the individuality in form, scale, or level of complexity to avoid confusing the viewer as regard to the age of the new structure.
- Design new buildings to respect the overall relationship of height to width of surrounding contributing structures.

- Proportion new construction to the size of the lot in a manner similar to typical examples of contributing structures within the particular part of the district.
- Provide features on new construction that reinforce the scale and character of the surrounding area by including elements such as porches, porticos, and decorative features, as appropriate.
- Use roof forms and pitches appropriate for and that harmonize with those used historically in the particular part of the district.
- Design the front facade of all new garage(s) and outbuilding(s) visible from the public right-of-way to be compatible with the style of the major buildings on the property and scaled to be subordinate to the main building and the lot. All garages and outbuildings should be located as far to the rear of the lots as possible

#### ***408.03 - Foundations***

- Use foundations that harmonize with those in the surrounding part of the district.

#### ***408.04 - Signage***

- Design and install all signs to a size and scale and of types that conform to the historic context of the district and its structures and in a manner to focus only on the intended audience.
- For additional standards for signage, see Section 402.04

#### ***408.05 - Materials***

- Use materials and finishes for all major building surfaces, including roofs, that are similar to those employed historically in the particular location in the district and appropriate to their form and location.

#### ***408.06 - Color***

- Choose colors that blend with and complement the overall color schemes of the district and surrounding structures, keeping the colors appropriate to the style of the architecture.
- Colors are to be in keeping with the style of architecture and in accordance with standards outlined in Section 402.07.

#### ***408.07 - Doors and Windows***

- Design new construction so that the rhythm, patterns, and ratio of solid to void (walls to windows and doors) on public facades are compatible with those of adjacent contributing buildings.
- Design new construction so that the size and proportion (ratio of width to height) of window and door openings of primary facades are similar to and compatible with those on facades of adjacent contributing buildings.
- Use doors and windows whose size, proportions and degree of setback from the exterior wall are similar to those of historic designs used in the district.

## **Section 409 - Public Areas and Facilities**

The public rights-of-way and other parts of the public realm are critically important in helping to define the unique character of an historic district. The following standards are aimed at retaining important character-defining features, expanding their use as the opportunity arises, and making additional improvements to open space and streetscape trees and landscape planting that will complement the historic character of the district.

## **Section 410 - Standards for Public and Common Areas and Facilities**

The following standards shall be applied to all installation, maintenance or modification of streetscapes, street furnishings, signage, trees and landscape planting on properties owned or maintained by the City of Auburn, including City of Auburn rights-of-way.

**410.01.** Maintain the overall continuity of the district and its character.

**410.02.** Maintain and enhance over time the canopy effect of mature deciduous shade trees, and replace damaged or missing trees with appropriate species, especially indigenous, hardy species that require minimal maintenance.

**410.03.** Retain and enhance historic plant materials, mindful of the differences in scale and types of landscaping relative to various parts of the district and to the size, age and use of the buildings, insofar as practicable.

**410.04.** Specify and locate trees to avoid conflict with or damage to sidewalks and driveways.

**410.05.** Design fences and walls to maintain the overall continuity of the district as viewed from properties owned or maintained by the City of Auburn.

**410.06.** Do not exceed the average height of fences and walls of comparable type and location found on adjacent properties.

**410.07.** Use only materials that have historic precedent in the district, taking care to preserve historic paving materials by saw cutting when inserting new materials or repairing damaged areas.

**410.08.** Situate and design paving in a manner and of material, color and texture to be compatible with the historic character of the property and its neighbors.



**410.09.** Screen new parking areas through use of low walls, iron fences or landscape plantings, mindful of the need to maintain the overall continuity of the district.

**410.10.** Design, install, and maintain exterior lighting to maintain the character of the district and to direct light only on intended areas.

**410.11.** Design and install all signs to a size and scale and of types that conform to the historic context of the district and its structures and in a manner to focus only on the intended audience.

**410.12.** Screen service, mechanical, and electrical equipment and trash containers from public view with walls, fences, or plant materials that conform to all pertinent provisions set forth elsewhere in these standards.

## **Section 411- Demolition**

Proposed demolition shall be reviewed by the Historic Preservation Commission before removal of any structures within the district. The Commission may deny a demolition request if the building's loss will impair the historic integrity of the district.

The demolition of contributing buildings is not appropriate. The Commission may only grant a Certificate of Appropriateness for the demolition of a contributing building where it finds that:

1. failure to do so would result in an unreasonable economic hardship for the property's owner;
2. the public safety is endangered;
3. the building is no longer contributing to the district; or
4. where demolition is necessary to otherwise enhance the historic district.

Prior to issuing a certificate of appropriateness for a demolition based on unreasonable economic hardship, a certificate of economic hardship first must be obtained by the property owner from the Historic Preservation Commission as per Section 412.

Demolition is appropriate if a building is noncontributing and has no architectural significance or integrity and if its demolition would have a positive effect on the overall appearance and character of a district.

Accessory structures (such as kitchens, garages, carriage houses, barns, sheds, etc.) and permanent landscaping features (such as retaining walls, fences, gazebos, etc.), located on sites containing contributing buildings, are considered to be contributing unless the Commission makes a determination that they are noncontributing. Accessory structures can be classified as non-contributing if they are deemed to have no historic significance, are not visible from a public

vantage, or the Commission determines that their removal would otherwise not be detrimental to the historic character of the district.

Demolition of any structure for purposes of surface parking is not permitted except in cases of extreme deterioration and potential danger to the public safety

In reviewing the appropriateness of any demolition request, the Commission shall consider the proposed reuse of the property to determine if the post-demolition project will have a positive effect on the overall appearance and character of a district. Accordingly, the Commission may withhold a Certificate of Appropriateness for a demolition request until such time as a Certificate of Appropriateness has been approved for any new construction on the site.

## **Section 412 – Certificate of Economic Hardship**

*Certificate of economic hardship* means a document evidencing approval of an owner's application for relief from the application of this article as provided in Section 411 regarding demolitions.

*Unreasonable economic hardship* means a hardship so great that:

1. The owner will effectively be deprived of all reasonable and beneficial use of or return from the property; and
2. That the owner did not create the conditions underlying the claim of hardship.

Prior to issuing a certificate of appropriateness for a demolition based on unreasonable economic hardship, a certificate of economic hardship first must be obtained by the property owner from the Historic Preservation Commission as per the following process.

### ***412.01 Unreasonable economic hardship.***

If the Commission denies an application for a certificate of appropriateness for a demolition, a property owner may apply for a certificate of economic hardship. The purpose of the certificate of economic hardship is to provide relief where the application of Section 411 would otherwise impose a substantial economic hardship.

***412.02 Burden of proof.*** The burden of proof rests on the applicant to show that the denial of the certificate of appropriateness for a demolition will result in a substantial economic hardship.

***412.03 Applications.*** The applicant shall provide such information as may reasonably be required by the Commission to establish the owner's claim of substantial economic hardship. The data provided by the applicant must be substantiated by either professionals in an applicable field or by thorough documentation of how the information was obtained. The Commission may

request additional information from the applicant as necessary to make informed decisions. Certificates of economic hardship are granted only to the applicant and are not transferable.

**412.04 Standards for consideration.** In making its determination, the Commission may consider, but is not limited to, the following described factors, evidence, and testimony:

- a. Date property was acquired and status of the property under this article at the time of acquisition, e.g., whether property was protected by this section, its condition etc.
- b. The structural soundness of the building, or any structures on the property and their suitability for rehabilitation.
- c. The current level of economic return on the property.
- d. The economic feasibility of rehabilitation or reuse of the existing property;
- e. The marketability of the property for sale or lease, considered in relation to any listing of the property for sale or lease, and the price asked and offers received, if any, within the previous two (2) years. This determination can include testimony and relevant documents regarding:
  1. Any real estate broker or firm engaged to sell or lease the property;
  2. Reasonableness of the price or rent sought by the applicant; and,
  3. Any advertisements placed for the sale or rent of the property by the owner or applicant;
- f. Comments and/or reports from any community organizations, preservation groups, other associations and private citizens that wish to comment on a submission made under the financial hardship provision; and
- g. The extent to which the owner is responsible for his or her own economic hardship, if any, such as owner's:
  1. Failure to perform normal maintenance and repairs;
  2. Failure to diligently solicit and retain tenants;
  3. Failure to prescribe a rental amount which is reasonable;
  4. Failure to provide normal tenant improvements; and,
  5. Purchase of the subject property after the enactment of the relevant provisions of this section without making said purchase contingent upon the owner's first obtaining the approvals required by this section.

**412.05 Hearing, consideration and action.** The Commission shall hold a public hearing as soon as practicable but not longer than forty-five (45) days of receipt of a completed application for a certificate of economic hardship. Notice shall be provided in the same manner the Commission uses for hearings on certificates of

appropriateness. At the hearing, the Commission shall take testimony presented by the owner and any other interested parties on the standards set forth above. The Commission shall issue its decision within forty-five (45) days of the hearing. If the Commission fails to hold a timely public hearing, or having conducted a hearing fails to render a decision within forty-five days, the applications for a certificate of economic hardship shall be deemed granted.

**412.06 Denial.** If the Commission denies the application for a certificate of economic hardship, the applicant shall be notified in writing and shall be provided a copy of the Commission's final order.

**412.07 Initial determination.** If the Commission makes an initial determination that the applicant has presented a case which may establish substantial economic hardship, but finds that reasonable alternatives may exist which should be addressed by the applicant, the Commission may delay its final order for a period of no more than six (6) months. The applicant shall be notified of the initial determination and shall be provided a copy of the Commission's findings and reasons for the postponement.

**412.08 Postponement.** Within any period of postponement specified in Section 412.07, the Commission, in cooperation with the city, and the owner, may explore alternatives that will assure reasonable use of the property including, but not limited to, loans or grants from public or private sources; acquisition by purchase or eminent domain; building and safety code modifications to reduce cost of maintenance, restoration, rehabilitation, or renovation; changes in applicable zoning regulations; or relaxation of the provisions of this article sufficient to allow reasonable use of the property.

**412.09 Issuance of certificate after postponement.** Upon the expiration of the period of postponement and upon finding that that the applicant has presented a case which establishes substantial economic hardship, the Commission may issue the certificate of economic hardship. The certificate may be subject to conditions including design guidelines for subsequent construction not inconsistent with the standards set forth in this section and the Commission's design guidelines. The certificate of economic hardship shall be valid for a period of one hundred twenty (120) days from approval by the Commission.

## **Section 413 - Relocation**

The relocation of buildings into the district requires approval by the Commission. Relocation may be authorized if the building is determined to contribute to the district's overall historic character and was constructed during the district's period of significance.

Relocated buildings must comply with all design review standards for rehabilitation. In its new location, the building should be compatible with the

design, materials, height, massing, proportions, orientation, and setting of the buildings surrounding it. The building's new setting should be, to the greatest degree practical, similar to that of its historic setting.

If a contributing structure is relocated within the district, all design review standards for rehabilitation, alterations and additions shall apply.

### **Section 414 - Vacant Buildings**

If a building becomes vacant or is abandoned, the owner must secure the property in order to prevent demolition by neglect. Property owners must structurally stabilize the building as needed and provide and maintain a weather tight roof. Windows, vents, doors and other access points, including chimneys and crawlspaces, must also be secured from people, animals and other destructive elements. The building will be periodically monitored for security and stabilization. For further information, refer to Article II.

## APPENDIX A: CLASSIFICATION OF WORK

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (AHPC)
1	New construction or additions to primary building			X
2	Demolition of any structure			X
3	Demolition of any part of a structure			X
4	Relocation of buildings			X
5	Alteration/removal of archeologically significant Features of a primary structure or building			X
6	Alteration/removal of contributing historical Features of a primary structure or building			X
7	Repair of existing accessory Structures or Buildings when there is no change in design, materials, or general appearance	X		
8	Replacement of existing accessory Structures or Buildings when there is no change in design, materials, or general appearance		X	
9	Alteration of existing non-contributing accessory structures or buildings		X	
10	Alteration of existing historically significant accessory structures or buildings			X
11	Additions to existing accessory structures or buildings			X
12	New Accessory Structures or Buildings			X
13	Removal of existing accessory structures or buildings which are not architecturally or historically significant		Up to 144 sq. ft.	Greater than 144 sq. ft.
14	Removal of existing accessory structures or buildings which are architecturally or historically significant			X
15	Repair or replacement of architectural details when there is no change in design, materials, or general appearance	X		

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (AHPC)
16	Alteration/addition/removal of architectural details		X	
17	Repair/replacement of awnings, canopies, or shutters when there is no change in design, materials, or general appearance	X		
18	Alteration/addition/removal of existing awnings, canopies, or shutters		X	
19	Installation of new awnings, canopies, or shutters		X	
20	Alteration/addition/removal of carports			X
21	Construction of new carports			X
22	Construction/alteration/removal of chimneys		X	
23	Repair of decks when there is no change in design, materials, or general appearance	X		
24	Alteration/addition/removal of existing decks not visible from the ROW		X	
25	Alteration/addition/removal of existing decks visible from the ROW			X
26	Construction of new decks visible from the ROW			X
27	Alteration/replacement of doors		X	
28	Installation/removal of doors if entrance/egress of structure is altered			X
29	Installation/alteration/removal of storm doors		X	
30	Repair/replacement of existing driveways when there is no change in design, materials, or general appearance	X		
31	Alteration/replacement of existing (same footprint) driveways/walks		X	
32	Construction of new (different footprint) driveways/walks			X

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (AHPC)
33	Repair/Replacement of existing Fences, Walls, Hedges or other Screen Plantings when there is no change in design, materials, or general appearance	X		
34	Installation or removal of Hedges or other Screen Plantings visible from the ROW		X	
35	Construction of new Fences or Walls visible from the ROW			X
36	Removal of existing Fences or Walls visible from the ROW			X
37	Repair/Replacement of exposed Foundations when there is no change in design, materials, or general appearance	X		
38	Alteration of exposed Foundations		X	
39	Repair/Replacement of Gutters and Downspouts when there is no change in design, materials, or general appearance	X		
40	Installation/Addition/Removal of Gutters and Downspouts		X	
41	Installation of House Numbers and Mailboxes		X	
42	Minor plantings of Flowers and Shrubbery in existing beds	X		
43	Alteration/Addition/Removal of Gardens, Planting Beds, or Shrubbery	Affects less than: 25% of front yard area (from house face); less than 50% of total side and rear yard area as viewed from the right-of-way	Affects: 25% or more of front yard area (from house face); 50% or more of total side and rear yard area as viewed from the right-of-way	Affects: greater than 50% of front yard area (from the house face)



	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (AHPC)
44	Review of Landscape Master Plans	Affects less than: 25% of front yard area (from house face); less than 50% of total side and rear yard area as viewed from the right-of-way	Affects: 25% or more of front yard area (from house face); 50% or more of total side and rear yard area as viewed from the right-of-way	Affects: greater than 50% of front yard area (from the house face)
45	Pruning of Shrubbery, Hedges, Screen Planting	X		
46	Removal of Trees less than 4 inches in diameter, measured 4 1/2 feet above ground level	X		
47	Removal of Trees 4 inches and greater in diameter, measured 4 1/2 feet above ground level		X	
48	Pruning Limbs of Trees 8 inches and greater in diameter, measured 4 1/2 feet above ground level	Limb less than 8 inches in diameter	Limb 8 inches or greater in diameter	
49	Planting of New Trees	Mature size less than 12 inches in diameter, measured 4 1/2 feet above ground level	Mature size 12 inches and greater in diameter, measured 4 1/2 feet above ground level	
50	Removal of dead, diseased, or dangerous Trees	X		
51	Repair/Replacement of exterior Lighting Fixtures when there is no change in design, materials, or general appearance	X		
52	Installation/Alteration/Removal of exterior Lighting Fixtures		X	
53	Repairs/Replacement, including repointing, to existing Masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	X		

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (AHPC)
53	Repairs/Replacement, including repointing, to existing Masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	X		
54	Construction/Alteration/Removal of Masonry		X	
55	Installation/removal of Mechanical Equipment, such as heating and air conditioning units		X	
56	Installation of Air Conditioners in windows		X	
57	Painting when there is no change in color	X		
58	Painting when there is a change in color chosen from the suggested palette		X	
56	Painting when there is a change in color significantly different from the hue, tone, or range on the suggested palette			X
57	Repair/Replacement of existing Parking Lots when there is no change in design, materials, or general appearance	X		
58	Alteration/Removal of existing Parking Lots		X	
59	New Construction of/Addition to Parking Lots			X
60	Repair/Replacement of existing Patios when there is no change in design, materials, or general appearance	X		
61	Alteration/Addition/Removal of existing Patios		X	
62	Construction of new Patios		X	
63	Alteration of existing Porches		X	
64	New Construction/Addition/Removal of Porches			X

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (AHPC)
65	Repair/Replacement of sloped Roof coverings when there is no change in design, materials, or general appearance	X		
66	Alteration of sloped Roof coverings		X	
67	Repair/Replacement of flat Roof coverings when there is no change in design, materials, or general appearance	X		
68	Alteration of flat Roof coverings		X	
69	Alteration of Roof form to prevent damage to the resource		X	
70	Installation of Satellite Dishes and/or Television Antennas		X	
71	Repair/Replacement of Signs when there is no change in design, materials, or general appearance	X		
72	Alteration/Removal of existing signs that are not historic in nature		X	
73	Alteration/Removal of existing signs that are historic in nature			X
74	Construction of new signs		X	X (if beyond the scope of the guidelines)
75	Repair/Replacement of exterior Stairs and Steps when there is no change in design, materials, or general appearance	X		
76	Alteration/Addition/Removal of exterior Stairs and Steps		X	
77	Construction of new exterior Stairs and Steps		X	

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (AHPC)
78	Repair/Replacement of exterior Surfaces when there is no change in design, materials, or general appearance	X		
79	Alteration/Addition/Removal of exterior Surfaces		X	
80	Repair to existing Swimming Pools when there is no change in design, materials, or general appearance	X		
81	New Construction/Alteration/Addition to Swimming Pools			X
82	Removal of Swimming Pools		X	
83	Installation/Alteration/Removal of Temporary Features that are necessary to ease difficulties associated with a medical condition		X	
84	Repair/Replacement of existing Vents and Ventilators when there is no change in design, materials, or general appearance	X		
85	Installation/Alteration/Removal of Vents and Ventilators		X	
86	Repair/Replacement of existing Walks when there is no change in design, materials, or general appearance	X		
87	Alteration/Addition of existing Walks		X (same footprint)	X (different footprint)
88	Construction of new Walks			X
89	Walls (see Fences)			
90	Repair/Replacement of Windows when there is no change in design, materials, or general appearance	X		

	TYPE OF WORK	ROUTINE MAINTENANCE	MINOR WORK (Staff)	MAJOR WORK (AHPC)
91	Alteration/Removal of existing Windows		X	
92	Installation of new Windows		X	
93	Installation/Alteration/Removal of storm Windows		X	
94	Caulking and weatherstripping Windows when there is no change in design, materials, or general appearance	X		
95	Repair/Replacement of other features not specifically listed when there is no change in design, materials, or general appearance	X		
96	Addition/Alteration/Removal of other features not specifically listed		X	
97	Changes to previous Certificates of Appropriateness		Most changes	Changes deemed by staff to be substantial in nature
98	Renewal of expired Certificates of Appropriateness		X	
99	Emergency installation of Temporary Features to protect a historic resource (that do not permanently alter the resource): six-month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness		X	
100	Repair/removal of existing decorative yard/property ornamentation that is not historically significant	X		
101	Alteration/removal of existing decorative yard/property ornamentation that is historically significant		X	
102	Addition of decorative yard/property ornamentation		X	

## APPENDIX B: SUGGESTED REFERENCES

The Auburn Historic Preservation Commission recommends the following references. Copies are available at the Auburn Public Library and the office of the Department of Planning.

Field Guide to American Houses  
Virginia and Lee McAlester  
Alfred A. Knopf 1984

*Banister Fletcher's A History of Architecture*  
Banister Fletcher and Dan Cruickshank - 20<sup>th</sup> Edition - 1996

*A History of Architecture*  
Spiro Kostof and Greg Castillo  
2<sup>nd</sup> Edition – 1995

Color Palette: *Historical Color Collection: Interior/Exterior*, Benjamin Moore & Co., M1121593,  
May 2006

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