



*Historic District
Residential
Design Guidelines*

Harlem Historic District Residential Design Guidelines

*City of Harlem, Georgia
2005*

*Produced for: HARLEM HISTORIC PRESERVATION COMMISSION
Produced by: PIEDMONT PRESERVATION Madison, Georgia*

Project Background

This project was initiated by the Harlem Historic Preservation Commission and financed in part by the City of Harlem on behalf of its current and future citizens. As part of the planning functions of the City, the local preservation program seeks to increase awareness of Harlem's historic resources and integrate historic preservation objectives into comprehensive planning efforts. By planning to preserve its unique historic character, the City ensures that future generations have the opportunity to enjoy the benefits of Harlem's architectural heritage.

Intent of Design Guidelines

Communities commonly adopt development standards, architectural review criteria, and design guidelines. In protecting historic properties and areas, design guidelines are an essential preservation tool. Historic preservation design guidelines do not prevent growth and development; rather they encourage orderly, creative, and compatible development in historic areas and the thoughtful and sensitive treatment of historic properties. The design guidelines listed and illustrated herein are intended to assist decision makers – property owners, developers, contractors, and commissioners – in developing design solutions which satisfy Harlem's historic preservation ordinances.

Contents of Booklet

The **Introduction** of this booklet is designed to acquaint the reader with Harlem's historic preservation program. Specifically, this section contains a review of local preservation ordinances and a discussion of the creation and responsibilities of the Harlem Historic Preservation Commission (HPC). Discussion of the design review process includes a chart, created to guide the property owner in seeking a Certificate of Appropriateness (COA). The visual character information outlines the significance of locally designated historic resources. A discussion of the use of design guidelines and general preservation standards is also included.

The design guidelines appear in three sections: **Rehabilitation, Site & Setting**, and **New Construction**. Rehabilitation encompasses proposed alterations or modifications to existing structures; whereas, Site & Setting focuses on proposed changes or additions to the property which affect the historic character of both the individual building (existing or new) and the surrounding historic area. The final section, new construction, covers proposed plans for new buildings. These guidelines note the correct approach for proposed work, offer possible solutions to design problems, and outline methods and changes that are not appropriate for historic properties and historic areas.

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Glossary

Historic Preservation Ordinance

To "preserve, enhance, and perpetuate those aspects of the city having historical, cultural, architectural, and archaeological merit," the City of Harlem adopted a historic preservation ordinance on April 8, 2002. The ordinance is designed to preserve the community's identity and historic character, promote harmonious growth in relationship to historic properties, to strengthen community pride and awareness of historic assets, to stabilize property values and encourage investment in historic areas, to capture the benefits of tourism and economic development, and to maintain and protect historic properties. By preserving its unique historic character, the City ensures that future generations will enjoy the benefits of Harlem's rich heritage.

Historic Preservation Commission

The Historic Preservation Ordinance establishes the Harlem Historic Preservation Commission (HPC), the volunteer board which serves as the city's preservation program. The HPC is charged with the responsibility of initiating local designation and design review, public education and awareness, and preservation planning and research. The Commission has five appointed members, who serve two-year terms without monetary compensation. Because of the work of the HPC, the City of Harlem also qualifies as a Certified Local Government (CLG) community. CLG status enables the municipality to apply for a variety of preservation grant and funding opportunities at the state and federal levels.

Historic Preservation

Historic District

Recognizing the value of Harlem's historic buildings and neighborhoods, the Harlem Historic Preservation Commission initiated a Historic Resource Survey in 2005 to identify and research historic properties within the area. Its findings indicated that a significant portion of the city was eligible for inclusion in a locally designated historic district.

At the time of this publication City of Harlem is working toward a local ordinance formally designating the recommended area as a local historic district. Local designation provides for the preservation and protection of the community's historic properties through the design review process. This booklet provides design guidance for that portion of the historic district which contains historic commercial and industrial character buildings.

Reserved for map of district.

Frequently Asked Questions

What is design review?

The Historic Preservation Ordinance provides for a design review process. Design review consists of the evaluation of any proposed exterior work upon a designated property. Both minor and extensive projects must be reviewed and approved prior to beginning work. The design review process is often triggered by a building permit application; however, building permits can not be issued until design review is complete. Although some types of work projects, such as installation of a fence or a satellite dish, may not require a building permit, design review is still required.

Which properties require design review?

All designated properties require design review. Designated properties include all properties within the historic district and any individually designated sites. Please note that design review covers both historic and non-historic properties in a historic district. The city's Official Zoning Map shows all designated districts and properties. A visit to City Hall can confirm whether or not a property is designated.

What type of work requires design review?

All work involving a change to an exterior feature of a designated property requires design review. Projects that physically alter the property include but are not limited to:

- ▶ changes in site or setting,
- ▶ repair or rehabilitation,
- ▶ relocation or demolition, and
- ▶ new construction or additions.

Neither interior alterations nor a change in the use of the property require design review. The Historic Preservation Ordinance applies only to the external appearance of the property and regulates neither zoning nor land use. Ordinary maintenance does not require design review.

Design Review Process

Work will not involve a change to an exterior feature:

- general maintenance,
- interior alterations, or
- change in use of the property.

OR

Work will involve a change to an exterior feature:

- site changes, relocation or demolition,
- repair or rehabilitation, or
- new construction or additions.

If the property is not designated as a property within a historic district, then

OR

If a property is designated by the Historic Preservation Ordinance as a property within a historic district, then

6

STEP 1: Identify proposed work.

STEP 2: Determine property status.

When planning a work project, an owner must submit a completed application for a Certificate of Appropriateness (COA). Applications are available from and should be submitted to City Hall. Please contact City Hall for the application deadline, regular meeting date, and regular meeting time.

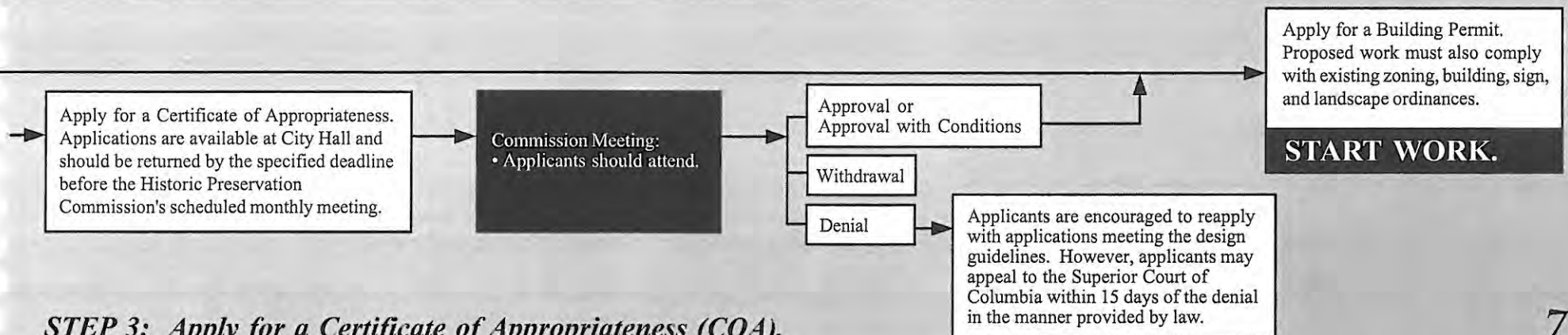
Utilizing design guidelines and the general standards for the rehabilitation of historic properties, the HPC must decide to approve or deny the application. If the application is approved, a Certificate of Appropriateness is issued and design review is complete.

What should an application include?

In order that the Commission may make an informed decision, completed applications must be accompanied by support materials. Illustrations may include site plans, elevations, and floor plans drawn to a standard architectural scale, e.g. 1/4 inch equals one foot. Photographs of the building, site, and neighboring properties are also helpful. Support materials may differ according to the type and size of the project. The application and support materials must be submitted at the same time.

What could happen if work begins before design review?

If work is initiated prior to approval of a COA application or to obtaining a building permit, a stop work order may be issued. If these requirements are not met, the property owner may face fines or an order to restore the original condition of the property.



STEP 3: Apply for a Certificate of Appropriateness (COA).

Building Types

Residential buildings are commonly identified by type. Building typology is a simplified method of summarizing a building's most basic characteristics, such as height, floor plan, symmetry, and roof shape. Generally, type refers to only the main or original part of the building, excluding rear service wings, later additions, and attached outbuildings.

Using the name of a building type rather than a lengthy architectural description efficiently defines a building. Building type can indicate whether a building is rare or common. Type can also identify the historic period in which the dwelling was most likely built. Building type should not be confused with other methods of categorizing buildings, such as architectural style, construction methods, or use.

Harlem's historic district contains a variety of historic building types, including shotguns, planter's cottages, gable ells, sidehalls, and bungalows. Examples of each building type are also diverse but may be grouped because they share basic characteristics. The historic district also contains unusual buildings and buildings that have been modified so that the original building type is no longer discernible. The repetition of similar building types contributes to the visual character of historic districts.

The central hall cottage is one room deep and features a symmetrical facade with a central entrance/hallway. Two-story versions are called I-houses. This is one of Harlem's most common building types

The Georgian cottage is two rooms deep and features a symmetrical facade with a central hallway. In general, roofs are either side-gabled or hipped roofs. Two-story versions are also prevalent and referred to as Georgian houses.

Central Hall Cottage



Georgian Cottage



Gable Ell

The gable ell, either T- or L-shaped, is characterized by a recessed wing intersecting a front-gabled wing. A porch is commonly inset against the main body of the building. Typically one-story with a cross-gabled roof, the gable ell form may also be two-story (gable ell house). Most gable ell cottages in Harlem feature Victorian detailing, concentrated on porches and gable-ends.



Sidehall

The sidehall is two-story with a squarish main body. Named for the location of the side hallway within the house (containing the staircase), this type usually features a front-gabled or pyramidal roof. The entrance, windows, and porch posts are organized around a center axis that runs from roof apex to ground level. Harlem has several sidehall examples.



Bungalow

The bungalow is a varied form, characterized by a horizontal emphasis and a lower-pitch roof with a wide overhang. There are four subtypes based upon roof shape: front-gable (see Craftsman style example), side-gable (shown here), hipped, and cross-gable. An integral porch is common.

Visual Character

Vernacular



Vernacular refers to buildings without stylistic elements, generally designed and built without the aid of an architect or a trained designer. The design of such buildings may be based on ethnic, social, or cultural traditions rather than upon a particular architectural philosophy.

Stylistic Elements



Where local builders have adapted or applied some stylistic details of a specific architectural style, such buildings may be referred to as having "elements of style." Unlike high style examples, such buildings do not exhibit all of the common characteristics of a particular architectural style.

Architectural Styles

Buildings may also be identified by their architectural style, which is essentially the external ornamentation or decoration of a building. Style may be further defined by form, scale, use of facade elements, and construction materials and techniques. When all the defining aspects of a particular style are present, a building is labeled as a high style example. However, the majority of historic buildings are vernacular or have stylistic elements.

Using the name of the architectural style efficiently describes a building's main characteristics, including but not limited to its symmetry, roofline details, porch placement and ornamentation, window and door surrounds, and exterior materials. Architectural style can indicate a building's prevalence, date of construction, and cultural influences.

In Harlem's historic districts, the majority of the historic properties evidence at least some stylistic elements. High style examples are infrequent, and vernacular dwellings are fairly common. Within the historic districts, local interpretations and adaptations are prevalent and include Victorian, Neoclassical, and Craftsman influenced examples. Architectural style and the use of such elements contributes to the visual character of historic districts.



Victorian

The Victorian styles include Italianate, Gothic Revival, and Queen Anne. Most Harlem's historic district contains mainly Folk Victorian forms in which Victorian details are used upon simple house forms. In Harlem, Italianate and Queen Anne are the most prevalent Victorian stylistic elements.



Neoclassical

Inspired by the 1893 World's Columbian Exposition, Neoclassical architecture was both an early twentieth century reinterpretation of classical styles and a reaction against Victorian architecture. Examples emphasized symmetry and included a higher degree of ornamentation than earlier classical styles.



Craftsman

The Craftsman style, influenced by the English Arts and Crafts movement and Asian architecture, placed an emphasis on craftsmanship and materials. Dominant during the early twentieth century, the style commonly exposed roof rafters, decorative braces, and tapered square columns on masonry piers.

Institutional Properties

Institutional properties, both public and private, are often the exception to the rule. While historic institutional properties, such as churches or government buildings, should follow the same guides for rehabilitation, new institutional buildings may vary from the surrounding district in some respects to distinguish the property's civic importance. For example, a new government building may utilize a deeper setback than surrounding historic buildings while using a similar exterior material.

Sub-Area Guidelines

In addition to general guidelines, two area specific guidelines are included. Area specific guidelines are: **Post-WWII Subdivisions** and **278 Corridor**. These additional guidelines recognize the differing character of these two areas compared to the rest of the historic district.

Following the close of World War II demand for new housing, previously curtailed by the war and spurred by returning servicemen, generated a boom in construction. Three subdivisions – Harlem Heights, Phillips Acres, and Hatcher Subdivision – sprang-up to meet this demand. The small, simple, nearly identical houses – often referred to as Knox Boxes – were designed to provide basic shelter for beginning families as Americans once again turned to life at home rather than the conflict in Europe. The **Post-WWII Subdivisions** supplemental guidelines note the design differences of these mid-Twentieth Century structures and give direction when their preservation treatment should be different than the older houses in the district.

The **278 Corridor** is a commercial zone which runs through the district. Existing historic houses in this zone should follow the same residential rehabilitation guidelines as the rest of the district - even if converted to commercial or office use. The supplemental guidelines aim to provide flexibility for new construction and site design while minimizing the impact of commercial activity on the remainder of the district.

Guidelines and Standards

Preservation or Renovation: What's the difference?

Preservation, generally, is planning for the protection and maintenance of historic properties. Specifically, "the act or process of applying measures to sustain the existing form, integrity, and materials of a building or structure, and the existing form and vegetative cover of a site. It may include stabilization work, where necessary, as well as the ongoing maintenance of the historic building materials."

Restoration, generally, is recapturing the pristine original design of a building. Specifically, "the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work."

Secretary of the Interior's Standards for Rehabilitation

In addition to the guidelines found in this book the HPC uses the U.S. Secretary of the Interior's Standards for Rehabilitation, a baseline of preservation standards used to assess projects throughout the nation.

- ▶ A property shall be used for its historic purpose or given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- ▶ The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
- ▶ 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 elements from other historic properties, shall not be undertaken.
- ▶ Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
- ▶ Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- ▶ 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 where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
- ▶ Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
- ▶ Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
- ▶ New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- ▶ 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.

Rehabilitation, generally, is a sensitive approach to historic design and material during simple repairs and alterations. Specifically, "the act or process of returning a property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of the property significant to its historical, architectural, and cultural values."

Renovation, generally, is the remodeling of a historic property to update the appearance. Specifically, "the act or process of modernization of a historic building that may produce inappropriate alterations or eliminate significant features and details."





Rehabilitation

Roofs

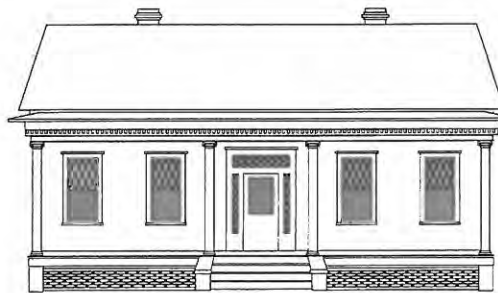
Roofs represent a highly visible and significant character defining feature of any structure. At the same time, roofs experience periodic change because their materials – with a few exceptions – do not last indefinitely. Because roof materials change over time, certain flexibility is allowed in the review of new changes provided the proposed materials are typical to the area and type of house. Roof features fall into two basic categories: design elements (either primary or secondary) and material elements.

- Primary design elements such as pitch, symmetry (or asymmetry), shape, and complexity are essential to the form and style of a building. These primary design features should always be maintained when repairing or replacing historic roofs.
- Dormers should not be placed on the facade of a building. New dormers may be placed on the rear (preferred) or the side and should be in keeping with the scale, period, and style of the building.
- Secondary design elements such as chimneys, decorative vents, and eave treatments should be retained and maintained. These character defining features should not be visually altered, covered over, or removed from a historic building. New chimneys added to houses should reference the placement, design, and materials of historic examples (For example, clapboard clad new chimneys are inappropriate.)
- Roofing materials, should closely match the composition, color, and texture of materials used traditionally. Appropriate materials include wood shingles, composition shingles, and seamed metal roofs - though metal roofs are not appropriate for all house styles. Character distinguishing historic roof materials such as slate, tile, or pressed metal should be repaired rather than replaced.
- Modern roof top elements such as solar panels, skylights, and attic ventilators should be located on roof slopes not visible from the public right-of-way.

Sub-Area Guidelines

Post-WWII Subdivisions

The roofs of these houses are uniform in their shape and pitch. These roofs should not be altered by raising the pitch or adding dormers. Though not decorative, the chimneys of these houses are significant to their form and should not be removed.

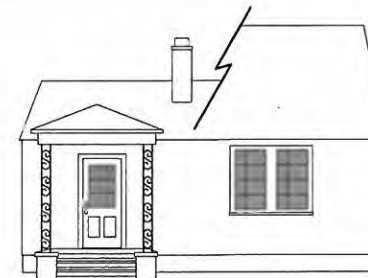
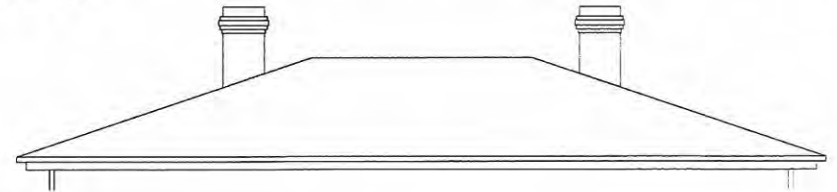


Unfinished attics can be an opportunity for additional living space. However, the addition of dormers to the front elevation drastically changes the form of a house and should not occur.

NO!



Secondary design elements are extremely important. Chimneys, whether ornate or relatively plain, should remain in place even if no longer in use.



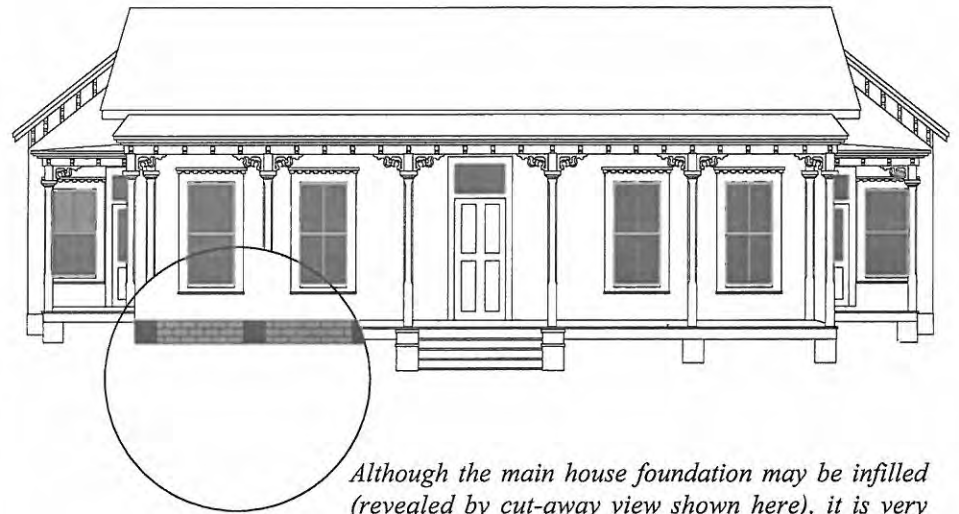
Foundations

Prior to World War II, houses in the South were usually built raised on piers to provide ventilation for heat and moisture. Although ventilated continuous foundations became more popular and common place toward the mid-century, pier foundations remained the dominant choice for most construction. The subsequent popularity of slab foundations in post-War houses have magnified the importance of foundations as a visual identifier of a house's place and time.

- Foundation design and materials should be maintained and preserved. Should circumstance require a foundation to be rebuilt, the design and materials should replicate the original.
- Infilling between pier foundations should be accomplished in such a manner as to maintain the appearance of a pier foundation. Infill materials should be recessed to differentiate between the pier and the infill. Concrete block should be skim coated with stucco. Further differentiation may be accomplished by painting the infill a dark color.
- Front porch foundations should not be infilled with solid material.



To preserve the appearance of piers, it is important that infill areas be recessed and painted, covered with lattice, or camouflaged by vegetation.

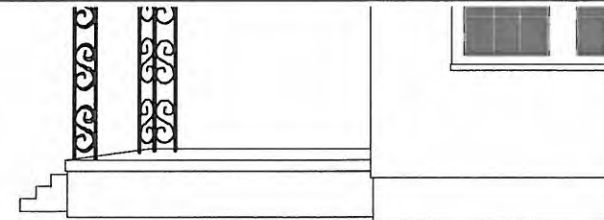


Although the main house foundation may be infilled (revealed by cut-away view shown here), it is very important that porch foundations not be infilled.

Sub-Area Guidelines

Post-WWII Subdivisions

The foundation of these houses are continuous brick rather than piers reflecting their twentieth century construction. This design should be maintained.



Materials

Exterior surfaces, whether applied or structural, convey information about history and style for both the building and district. Exterior treatments come in a broad variety of materials with different methods of application depending on the building system. Tied to the underlying structural system, these treatments often act, literally, as skin for the building. Ill-conceived changes in historic exteriors may result in structural damage extending well beyond the affect on the historic and aesthetic integrity of the district.

- Exterior treatment is a primary design element. Replacement materials should always match in kind the materials and appearance of the existing system. Replacement should be limited to only those portions damaged beyond repair.
- Exterior treatments on historic buildings should not be covered with synthetic materials. Wood siding allows for water vapor transfer. The use of modern siding materials such as aluminum, vinyl, and EIFS (synthetic stucco) are not only an inappropriate design change, they can trap water vapor which condensates within the structure promoting rot, fungal, and insect problems.
- Abrasive cleaning (sandblasting) or high-pressure water systems should not be used to remove dirt or paint from any historic structure. Such “cleaning” systems destroy the protective fireskin on bricks and remove the soft grain from wood and thereby dramatically reduce the life of the exterior material.
- Only professionals experienced in working with historic masonry should replace historic mortar joints. Contrary to popular belief, historic mortars were designed to provide flexibility, not rigidity, to a structure. This allows softer historic bricks to expand and contract with fluctuations in temperature. Use of modern cement constricts bricks and over time results in cracked walls and broken bricks.



Modern siding materials rob a building of the ability to convey its architectural style by covering character defining materials and stylistic details. Note the lost in texture from the original above to the inappropriate treatment below.



Sub-Area Guidelines

Post-WWII Subdivisions

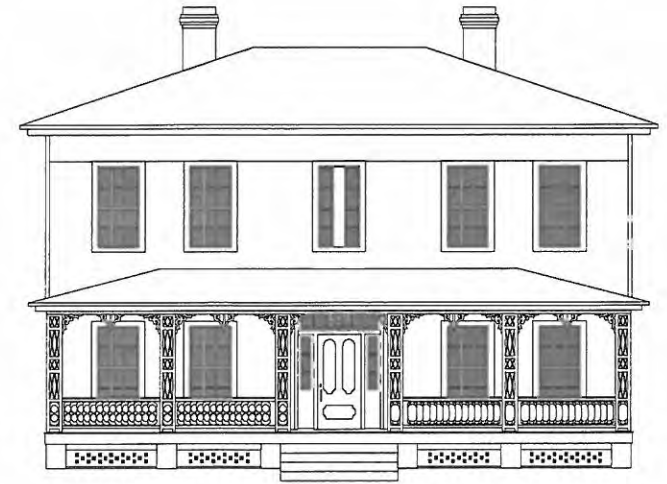
These houses were originally sided with asbestos shingles. Asbestos shingles, properly maintained, can remain viable forever. However, these shingles are no longer available and the commission may consider new siding materials for these houses. At right are acceptable replacement materials in order of preference.

- Salvaged asbestos shingles
- Cement-fiber shingles of similar dimensions
- Wood or cement-fiber (smooth texture) lapboard with a wide reveal/exposure
- Vinyl siding (smooth texture) with a wide reveal/exposure

Details

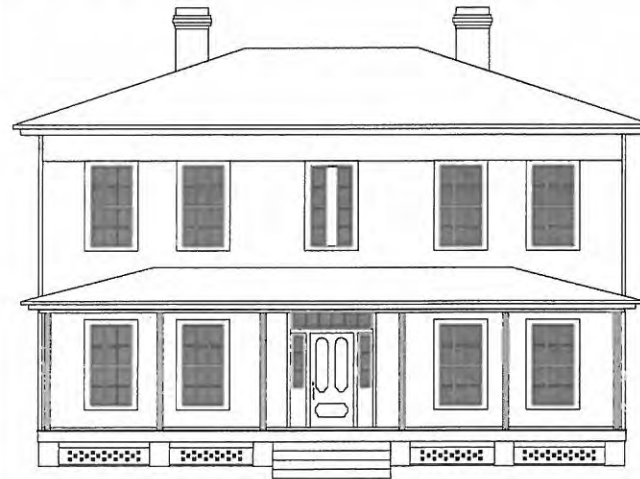
Applied ornament and details represent some of the most important stylistic elements on buildings. At the same time, they are often the most fragile elements and are particularly susceptible to damage, removal, and being covered over or obscured by new exterior treatments. Historic details should receive careful attention during repair and rehabilitation.

- Original details should always be retained and should not be removed. If a detail is damaged or deteriorated, the replacement should match the design and materials of the original.
- Details that convey a false sense of history should not be added to a structure. Details should never be added to a facade where they are not known to have existed. The addition of any details must be supported by photographic or material evidence. Reconstructed details should match the original in the material and design.
- Additions and changes in exterior treatments should be evaluated carefully to ensure that historic details are not damaged or obscured.



Stylistic details are the principal indicator of a building's architectural style. The loss of such details,

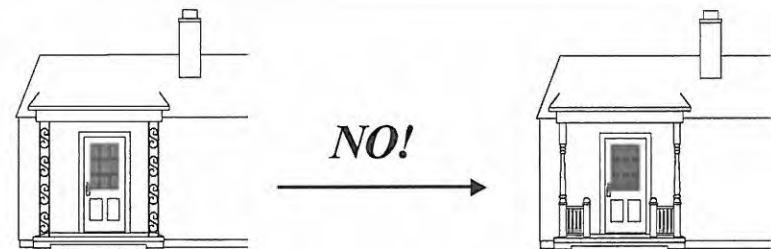
even from a limited area on the structure (such as the porch shown here), significantly impacts the visual character of the individual property and the whole historic district.



Sub-Area Guidelines

Post-WWII Subdivisions

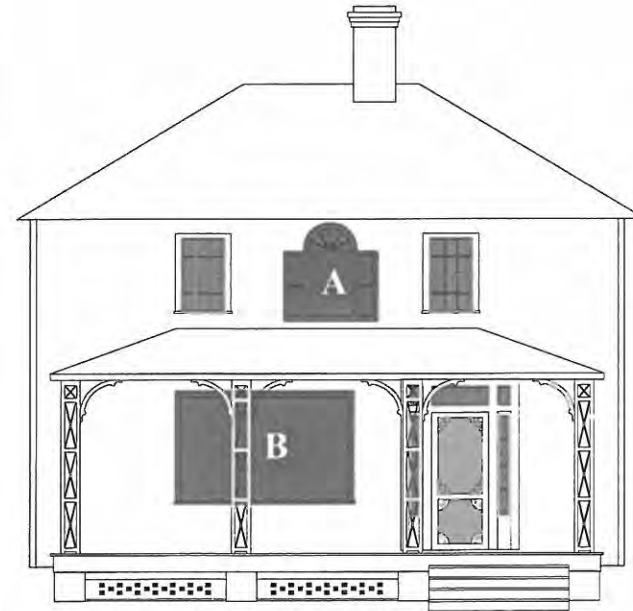
These houses are devoid of architectural detail. "Gingerbread" or other ornament should not be added to these homes. The wrought iron porch roof supports, inappropriate for other areas of the district, should remain in place.



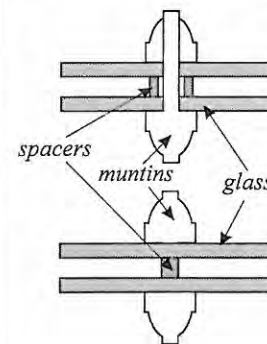
Windows

Windows and their components are an integral part of a building's historic character. Window placement, treatment, and design elements are often direct reflections of original architectural style. The simple removal or reconfiguration of historic windows will dramatically impact the integrity of historic structure.

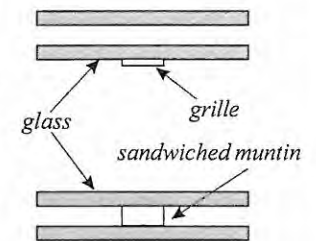
- Historic windows should be repaired rather than replaced. Historic windows are composed of many components — sills, sashes, rails, styles, and muntins. Often it is only necessary to repair one or two of these components rather than the entire window. Only under the most extenuating circumstances should windows be replaced.
- If replacement is proven to be necessary, replacement windows should match in design, materials, placement, and configuration. Replacement windows with multi-pane sashes should use either true divided lights (TDLs) or simulated divided lights (SDLs). Flat grilles or muntins sandwiched between panes are not appropriate.
- Window openings should not be added or removed from the facade of a building.
- New window openings may be considered on side and rear elevations provided they use traditional placement patterns, are of a matching or similar size as the historic windows, are of matching or similar configuration as the historic windows, and follow the same guidelines as for replacement listed above.
- Historic decorative features, such as crown molding, or functional features, such as awnings or shutters should be preserved and maintained. Such features should not be added to historic structure unless based upon documentation.
- Storm windows should match the color of the window frame and hide as little of the historic window as possible.



The importance of original window size, shape, and placement can not be overemphasized. Altering window size or design has tremendous negative impact upon the character of a historic property. Note how the addition of a decorative window (A) or a modern window (B) inappropriately impacts this home.



*Replacement windows, when necessary, should use true divided lights (TDLs), shown at top left, or simulated divided lights (SDLs), shown bottom left; **NOT** single light windows with grilles, shown below, or sandwiched muntins, shown at bottom.*



Sub-Area Guidelines

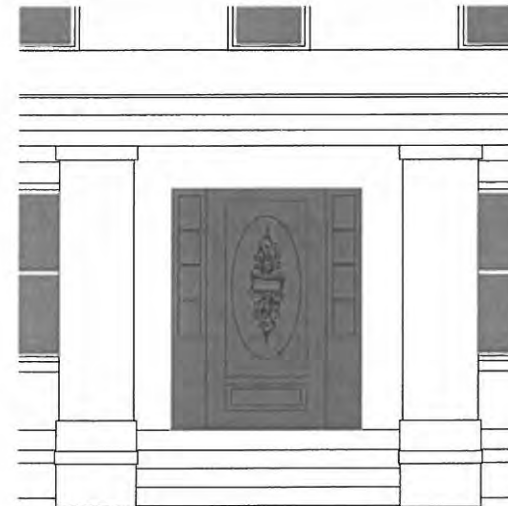
Post-WWII Subdivisions

Original windows should remain in place. For properties with later inappropriate windows replacements, new windows matching the originals are encouraged - generally six-over-six, double-hung sash windows. The commission may consider wood windows clad with vinyl in such instances. These windows should be TDLs or SDLs (see above).

Entrances

Like windows, doors and their surrounding elements provide important clues to the style and history of a building and are considered significant historic elements. Entrances range from elaborate stylized systems with sidelights and transoms to simple panel doors with little or no trim. Entrances were often used by designers and builders to achieve stylistic or practical goals. Entrances may provide a focal point for stylistic elaboration, establish balance on the facade, provide light to windowless central halls, or promote cross ventilation

- Historic entrances and door surround elements should be maintained and preserved. The locations of historic primary entrance openings should not be moved or covered over.
- Doors are made of several components including, styles, rails, panels, and sometimes windows. Often, problems with historic doors require only the repair and replacement of individual components and not the replacement of the entire door.
- If replacement is proven to be necessary, replacement doors and related elements should match the original in material, appearance, and configuration.
- Historic screen doors are significant features and should receive consideration similar to any other historic entrance features.
- New entrances may be considered on side and rear elevations provided they are of a matching or similar size, design and materials as the historic doors or are not visible from the public right-of-way.
- Storm doors should match the color of the door and hide as little of the door as possible.



Entrances – doors and their surrounding elements – are an integral part of a house's architectural and historic identity. Replacing them, especially with elements of an earlier style (in this example a Victorian door is imposed on a house with classical features) robs the building of its significance and historical value

Sub-Area Guidelines

Post-WWII Subdivisions

No area specific guidelines.

Porches

Porches are a combination of roof, roof supports, flooring, foundation and stylistic details. Prior to the advent of air-conditioning, porches were used as a place to find relief from heat. Placement on the front of the house near the street made porches an important venue for social interaction. On vernacular buildings, stylistic expression is often limited to the porch area. Because of their significance, changes to porches should carefully consider the impact to historic material, details, massing and proportion.

- Porches should be preserved and maintained. Front porches should never be removed, reduced in size, or enclosed. Side porches may be screened or glazed. Rear porches may be enclosed (discouraged), screened or glazed. Removal of rear porches may be considered to achieve the most sensitive option for a proposed new addition. In such cases, visibility from the public right-of-way will be a determining factor.
- Repairs and replacement materials should match as closely as possible the original materials in composition and appearance. Special consideration should be given to roof shape and materials as well as the components of the support system (columns, balustrade, etc.). Ornamental details should be retained and repaired rather than replaced.
- Undocumented historic details should never be added to a porch as they may convey a false sense of history.
- Screening and glazing, if used, should be set behind architectural details.
- Front porch foundations should not be infilled.
- New porches may be placed on the rear elevation (preferred) or the rear half of the side elevation. New Porch designs should be simple and generally in keeping with the scale, period, and style of the building.

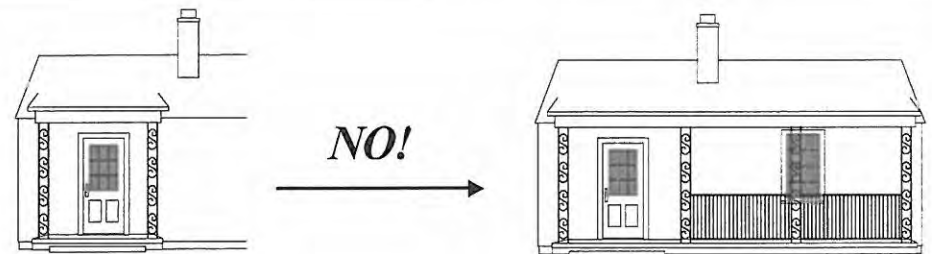


Front porches should ***not*** be enclosed.

Sub-Area Guidelines

Post-WWII Subdivisions

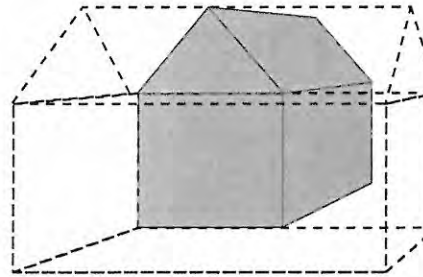
The porches on these houses are either a front stoop or a small side porch. These should not be altered. New porches are limited to the rear elevation.



Additions

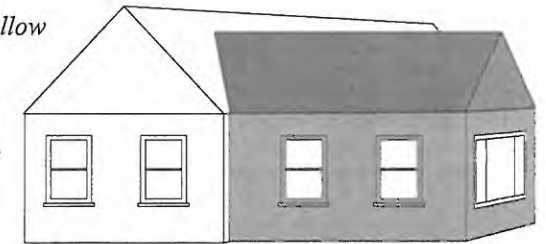
When making subsequent additions to historic structures, it is imperative that the changes respect the integrity of both original building and the district.

- Additions should always maintain the scale and proportions of the original building and not overwhelm the original building.
- Additions should not obscure the form, orientation, or symmetry (or asymmetry) of the original building.
- Additions should never be placed on the front of any historic building. Generally, it is best for new additions to be placed to the rear of the building away from the public view.
- Additions should use materials and components compatible with the original building — similar siding, roofing, and windows.
- Ornamentation of new additions should not exceed the degree of ornamentation on the original structure. If ornamentation from the main building is to be repeated on the additions, the ornamentation should be an abstract of the original ornamentation.
- Additions should be designed in a fashion that is reversible if the addition is ever removed. Loss of historic materials — walls, windows, and doors — should be kept to a minimum.
- Additions should be easily discernible from the core historic structure. That is, an addition should not be built to appear as though it were an original component of the building. This can be done by indenting the placement of addition, using a slightly different roof pitch, and leaving original exterior materials visible from the interior of the addition.



Rear placement of additions preserves the original form of the building.

On additions, windows should follow the pattern established on the historic building along the sides. Variations in window style and placement should be reserved for rear elevations only.



Sub-Area Guidelines

Post-WWII Subdivisions

No area specific guidelines.



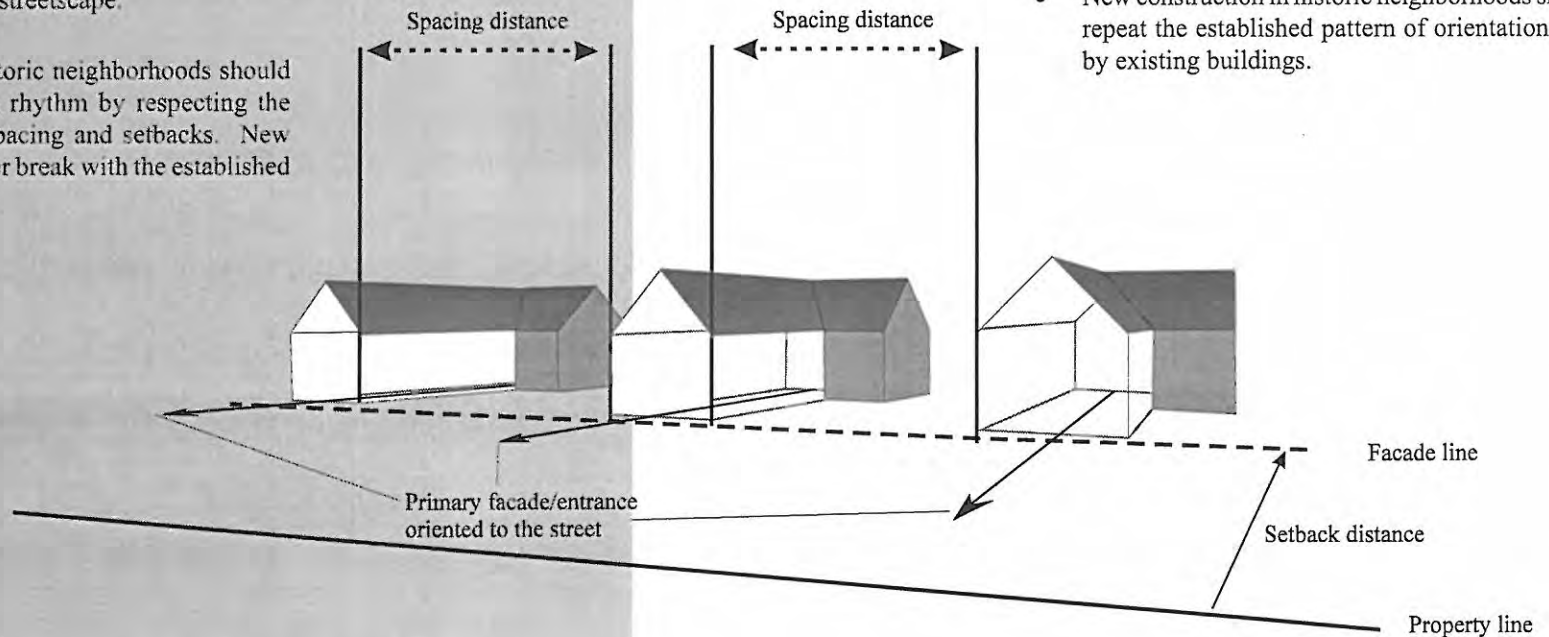


New Construction

Placement

In historic neighborhoods, the placement of buildings follows an established rhythm composed of two components: **spacing and setback**. Spacing is the distance between individual buildings; setback is the distance between the foremost part of the building and the street. The combination of spacing and setback is an important character defining element of a district's streetscape.

- New construction in historic neighborhoods should conform to the existing rhythm by respecting the established pattern of spacing and setbacks. New construction should never break with the established pattern.



Orientation refers to the angle of a building's facade in reference to the street. Buildings in historic neighborhoods generally follow an established orientation creating strong continuity along the streetscape.

- New construction in historic neighborhoods should repeat the established pattern of orientation used by existing buildings.

Sub-Area Guidelines

Post-WWII Subdivisions

These houses are set along a uniform setback. New construction should match this setback.

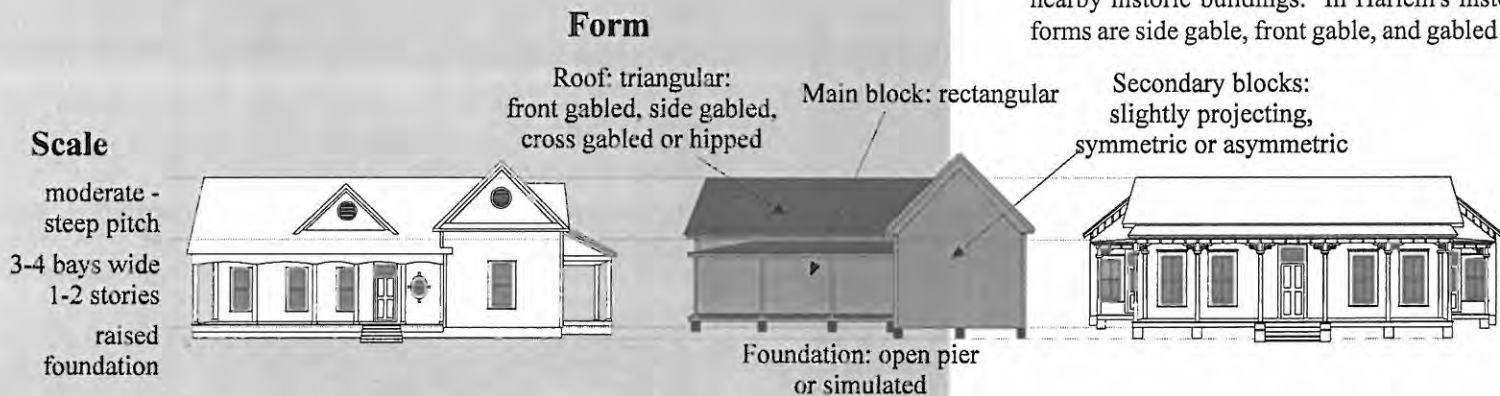
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New construction should follow setbacks established by the zoning ordinance.

Size & Shape

Scale - a building's height, width, and depth - is an important component of the visual continuity in historic district. Just as buildings' fronts establish a facade-line along the street, their height establishes a height-line. In combination with width and depth, this creates the perceived "size," to which most buildings in the district conform.

- New construction in historic neighborhoods should respect the scale existing buildings in the district. New buildings should reference existing structures for height, width, and depth.



A building's **form** or overall shape is comprised of variety of parts or blocks. Vertically there are three divisions in the form: the foundation, the body, and the roof. New buildings should reference historic examples of foundation, body, and roof form as well as the manner in which these elements are composed. More modern expressions of form should be reserved for the rear of the structure where they are hidden from public view.

- New buildings should replicate the foundation height of adjacent and nearby historic properties. As nearly all historic houses in Harlem are set on pier foundations, new buildings with continuous foundations are encouraged to create the appearance of infilled piers. Slab foundations are generally not appropriate.
- New buildings should reference the roof shape, pitch, and height of adjacent and nearby historic buildings. In Harlem's historic district, the most predominate roof forms are side gable, front gable, and gabled ell.

- New buildings should draw upon the shape and composition of the main bodies of adjacent and nearby historic buildings for guidance. In general, Harlem's historic houses are comprised of a single horizontal rectangle, short or long side to the street, with a smaller, perpendicular rectangle to the side or to the front.

Sub-Area Guidelines

Post-WWII Subdivisions

New housing in this area is encouraged to begin with the same form as the original houses in the subdivision – single story, small rectangular footprint, solid foundations, and side gabled roofs. Additional square footage can be obtained by extending the house toward the rear of the lot.

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New construction in this area may use a residential form following the guidelines above (primarily for office/institutional or residential uses) or may use an industrial form following the *Industrial* guidelines found in the *Downtown Harlem Design Guidelines*.

Facade Elements

The historic district's streetscapes are defined by the facades or "faces" along the street. Historic houses use elements such as windows, doors, and porches to create a pattern that is repeated by their neighbors down the block. This common use of facade elements creates a pleasing rhythm in historic neighborhood. New buildings should continue to use these elements in a similar manner so that this rhythm is not broken.

- New buildings should reference the pattern of solids and voids created by windows and doors on the façades of historic buildings within the district.
- Windows and doors on new buildings should be similar in size as those present on historic buildings within the district.

- Porches on new buildings should reference historic examples, particularly with regard to materials, scale, orientations and roof shape.

Appropriate new buildings (shown left) do not necessarily have to replicate the exact dimensions nor the placement of historic openings. The important factor is a proportion of solid-to-void (wall-to-window) similar to historic examples. Failures to observe and respect this pattern (shown right) are inappropriate and detract in historic areas.



Sub-Area Guidelines

Post-WWII Subdivisions

New houses in this area should follow the example of the existing houses. Entry doors should be asymmetrically placed. Windows may be placed singly or in pairs. Unlike the rest of the district, small stoops are favored over full width porches. Side porches are also common.

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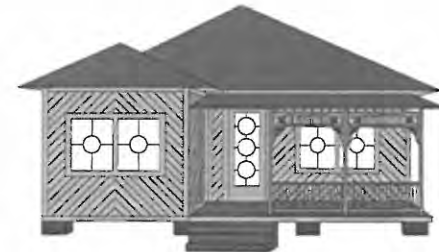
New construction in this area using a residential form (see p. 25) should follow the above guidelines. New construction in this area using an industrial form (see p. 25) should follow the industrial guidelines found in the *Downtown Harlem Design Guidelines*.

Materials & Details

Materials and ornamentation represent an important and complicated facet in the design continuity of historic district. While it is important that materials of a similar composition, texture and appearance be used with new construction, it is equally important that historic materials and ornamentation are not copied directly onto new buildings to create a false history. The object of new design in historic neighborhoods is to preserve to continuity of the streetscape, not to create new historic buildings.

- New construction in historic neighborhoods should reference existing buildings with regard to materials and ornamentation. Clapboard is the overwhelming siding used in Harlem. Modern materials with the same texture and appearance, such as Hardiboard, may be considered acceptable.

Use of materials and details runs the continuum. New buildings should either reflect the type of materials and degree of detailing on historic examples or render simpler interpretations of such (shown left). However, ignoring the material precedent and exceeding the ornamentation level found on nearby historic examples is inappropriate (shown right).



Sub-Area Guidelines

Post-WWII Subdivisions

The existing houses in this area were originally sided with asbestos shingles. These shingles are no longer available. Acceptable materials are (in order of preference):

- Cement-fiber shingles of similar dimensions to the asbestos shingles
- Wood or cement-fiber (smooth texture) lapboard with a wide reveal/exposure
- Vinyl siding (smooth texture) with a wide reveal/exposure

- Modern materials with an appearance atypical of the surrounding district, such as E.I.F.S. (synthetic stucco), should not be used. Traditional building materials not found in the district should be avoided.
- The degree of ornamentation on new construction should not exceed that which is typical of the district. For most houses in Harlem's historic district, ornament is limited to the porch and gable areas. Creative use of ornament can allow a new building to speak of its own construction era without diverging greatly from the established pattern of the area.

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New construction in this area using a residential form (see p. 25) should follow the above guidelines. New construction in this area using an industrial form (see p. 25) should use brick.





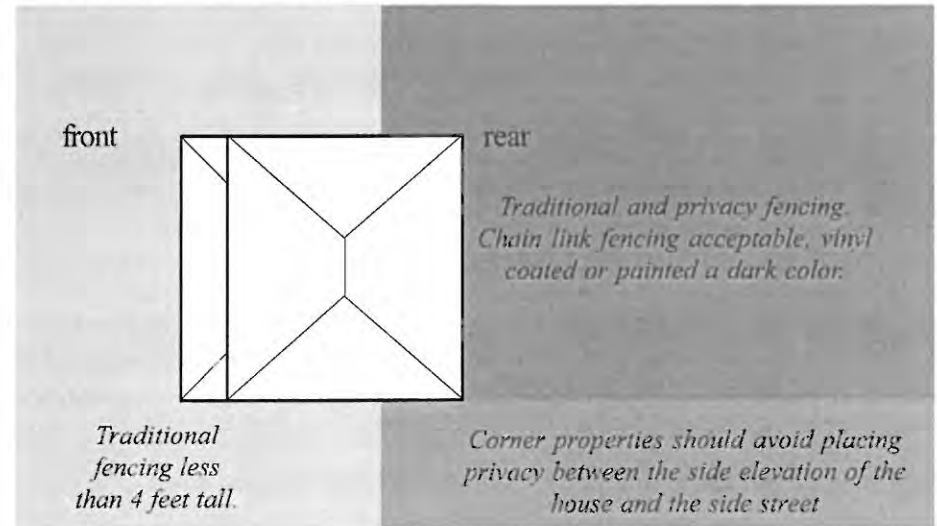
Site & Setting

Walls & Fences

Walls and fences can have a significant impact in historic districts. Traditionally, fences and walls served a number of purposes ranging from marking boundaries, keeping animals in or out, and stopping erosion. Harlem's historic district currently has few historic examples with the exception of several low, coping walls along the public walk. Most contemporary purposes for fences and walls remain consistent with those of the past, with one notable exception, privacy. Since the advent of the automobile, social life has moved from the openness and interaction of the front porch and front yard to the more secluded and private backyard. The use of tall, solid fences to increase privacy is a direct consequence. When properly placed such fences can achieve their aim without negatively impacting the district.

- Existing historic walls and fences are significant historic features that should be repaired rather than replaced or removed.
- Should a historic wall or fence need to be replaced, the replacement should match the original in material, height and basic design.
- New walls or fences should closely follow historic patterns. Front yard fences should not exceed four feet in height and should have open rather than solid designs. The fence design should be consistent with the style of the house on the property. For example, a wrought iron fence does not match the style of a Craftsman bungalow. Chain-link, concrete blocks, split-rails, and railroad ties are inappropriate materials for front yards.

- Backyard privacy fences are acceptable. These should not extend forward of the center line of the house and are best kept behind the rear of the building. On corner properties, the impact of such fences on the secondary street and adjoining properties along that street must be considered. Recessing the fence from the property line along the secondary street may provide an acceptable solution.
- The use of chainlink fences in rear yards may be considered provided they are used in an area of low visibility and vinyl coated or painted a dark color. Evergreen screening vegetation is further suggested.



Sub-Area Guidelines

Post-WWII Subdivisions

Front yard fences should be avoided in this area.

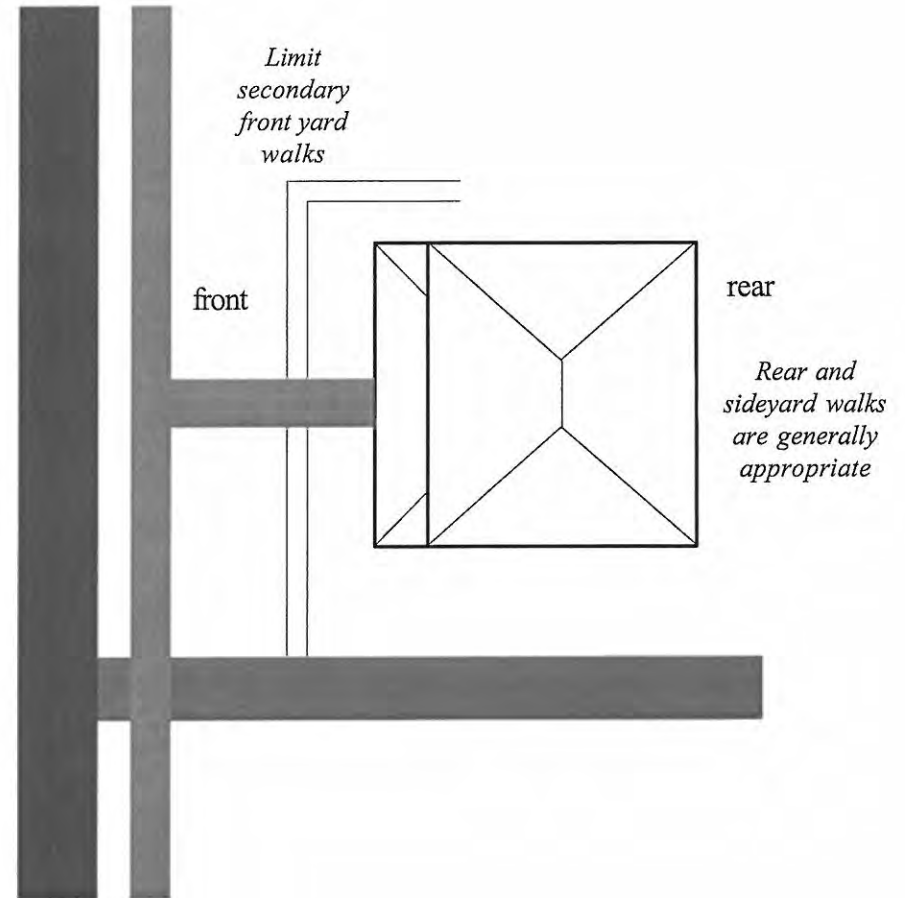
278 Corridor

Front yard fencing should be avoided in this area. Side yard privacy fences may be considered when used to screen a commercial property from a residential property.

Walks

Sidewalks connect the individual properties within a neighborhood and serve the purpose of maintaining and promoting the pedestrian environment and scale typical of historic districts. Entry walks connect individual properties to the sidewalk and the rest of the district. Secondary walks serve as connectors within the property.

- Historic sidewalks, walkways, and driveways should be preserved and maintained, repaired rather than replaced. Original materials should be retained whenever possible. Repairs should take care to match existing components in material, color, and texture.
- New entry walks should closely follow established precedent within the district. They should be straight rather than curvilinear. They should be 4-6 feet in width or the same width as the porch steps. Appropriate materials include: gravel, hexagonal cast pavers, poured concrete, brick, grass and stone.
- Secondary walks within front yards should be kept to a minimum. Secondary walks leading to a driveway should only occur in combination with an entry walk.
- Side and rear secondary walks are generally appropriate. Avoid excessive pavement in the landscape.



Sub-Area Guidelines

Post-WWII Subdivisions

Front walks in this area may lead directly from the front porch to the driveway.

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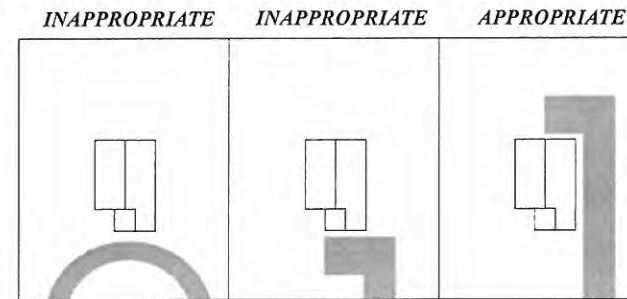
Front walks in this area may lead directly from the front entrance to the driveway or parking. Walks connecting to the public walk or street are encouraged.

Drives & Parking

Driveways connect properties to the street and often reflect the area's adaptation to the advent of the automobile. Parking areas are another such adaptation that can have a significant negative impact when improperly placed.

- In most areas, driveways should be limited to a straight connection from the street to the rear yard. Front yard drives, such as semicircular drives, are generally inappropriate and should be limited to two story homes with deep setbacks. Drives should be 10-18 feet in width.
- Off-street parking should be located to the side or rear of properties. Side parking areas should be located behind the facade line of the house and screened with evergreen vegetation. The screening vegetation should reach a height of four feet within three years of planting and should be maintained as long as the parking area is in place. Inappropriate parking areas, parking pads and parking located between the primary building and the street, should be relocated prior to any new site improvements. In general, no parking should be located between the building facade line and the street.
- Parking areas should be limited in size. The most appropriate paving materials are gravel, concrete, concrete aggregate, crushed brick, and brick pavers. Modern porous pavers may be considered provided that the impact on the site is minimal. Asphalt is an inappropriate paving material.

Parking in front of a historic residence is one of the most detrimental impacts upon a historic site, thereby destroying the building's relationship to the streetscape.



Insensitive placement of parking and driveways between the building and the street is inappropriate in historic areas; such placement is more common to modern ranch and duplex-type subdivisions.

Sub-Area Guidelines

Post-WWII Subdivisions

No area specific guidelines.

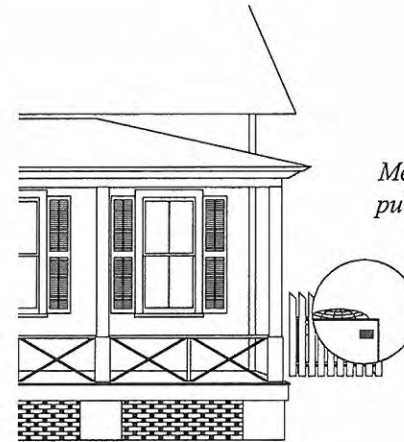
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Limit parking in the front yard to one row of parking spaces. Retain twenty feet of greenspace at the front of the lot. Additional parking in side and rear yards is allowed. Asphalt is allowed in this area.

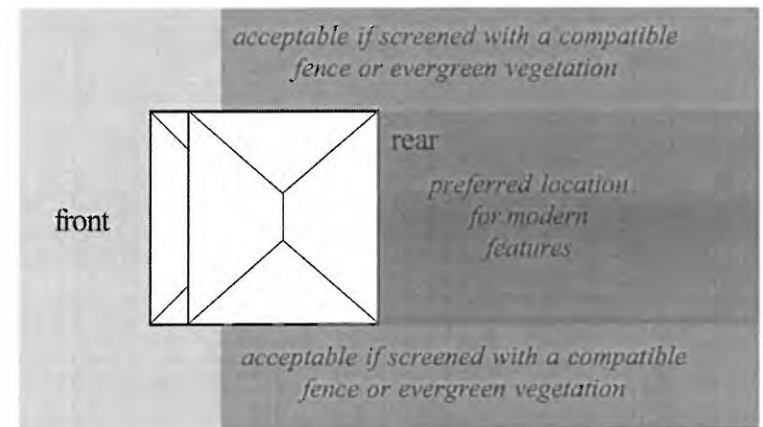
Modern Features

As the name implies, modern recreation and mechanical systems are more recent features that add to the comfort and enjoyment of daily life. Such features include air-conditioners, satellite dishes, utility conduit, pools, decks, patios, and play equipment. Sensitive placement of these items will reduce their impact on the historic character of the district.

- Modern recreation and mechanical features should not be visible from the public view. They should not be placed on the facade of a building or in the front yard. Generally, it is best for such features to be placed at the rear of the property. Placement to the side may be acceptable provided that the feature is screened from public view.
- Modern decks are permitted at the rear of the house.
- Wheelchair ramps are best located to the rear or to the side. Location at the front may be considered with proper screening. Those tying into the front porch should be simple in design and painted a dark color to make them less apparent rather than matching the design and color of the porch features.
- New porch lighting should use traditional designs appropriate to the age and character of the house, or use modern fixtures placed inconspicuously. Small security lights are acceptable, although they should be limited to a brightness that does not overwhelm. Accent lighting for landscape and building facades is discouraged.



Mechanical systems with in the public view should be screened



Sub-Area Guidelines

Post-WWII Subdivisions

No area specific guidelines.

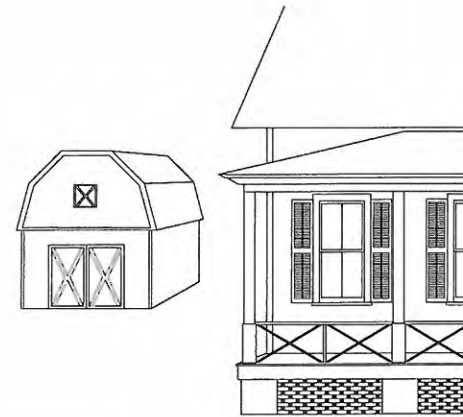
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Placement of modern facilities such as gas pump islands and canopies to the side is encouraged.

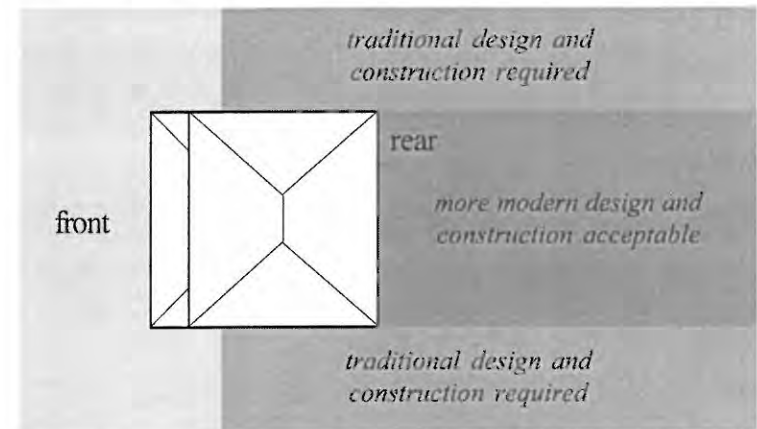
Outbuildings

Outbuildings, also known as dependencies, are traditional components of historic properties. Historically, many household functions were relegated to dependency structures in the yard. Kitchens, garages and carriage houses, smokehouses, privies, storage sheds, and laundry sheds were common components of residential landscapes. Life-style changes and modern conveniences have rendered many of these structures obsolete, many of which have all but vanished from the modern landscape. The few that remain are important indicators of the history and should be preserved.

- Historic outbuildings are very significant landscape components and should be preserved and maintained. Outbuildings should be treated in manner consistent with the rehabilitation guidelines for houses with regard to foundations, exterior treatments, details, windows, doors, and roofs. Replacement materials should match the original.
- New outbuildings should be located to the rear of the main building in a manner consistent with the placement of historic structures. Outbuildings should never be placed in front of the main house.
- The scale of new outbuildings should respect historic precedent for similar dependency structures and should not overwhelm the main building.
- New outbuildings, when visible from the public view, should be of design and materials compatible to existing historic examples within the district. Stock outbuildings and carports are inappropriate.



*Outbuildings located in the public view should **not** be of modern design and materials.*



Sub-Area Guidelines

Post-WWII Subdivisions

No area specific guidelines.

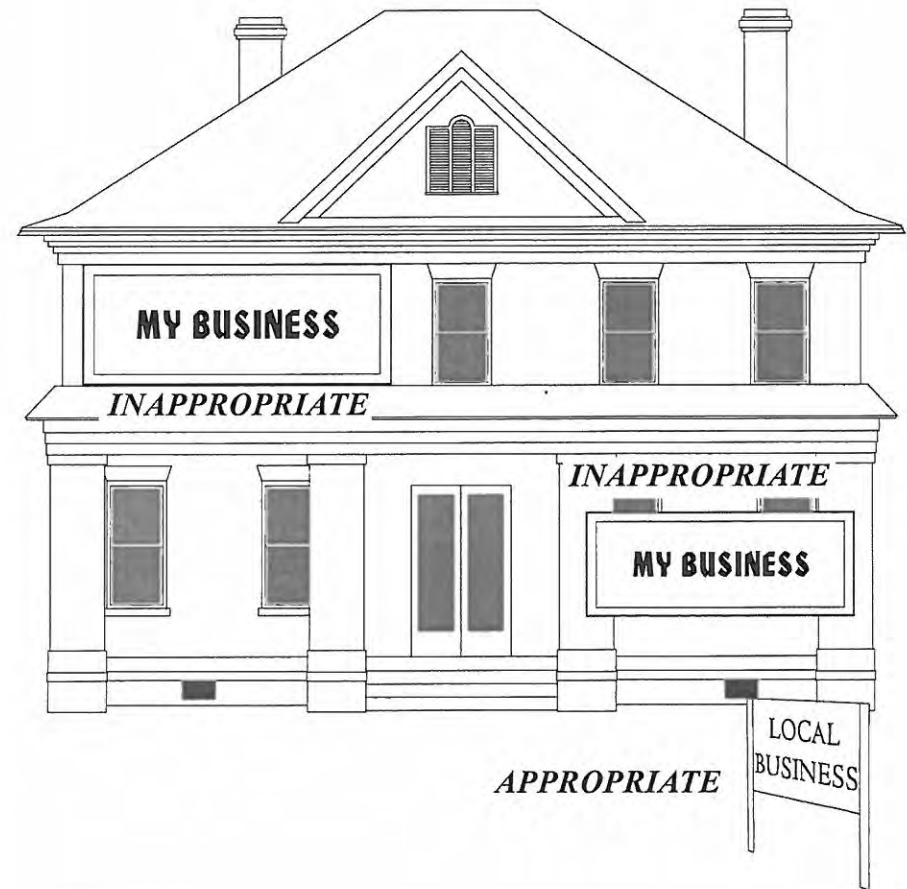
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No area specific guidelines.

Signs

Historic residential buildings are sometimes adapted for commercial purposes, and occupants of these buildings need to identify their business to potential customers through the use of signs. A sign is a non-historic feature but, by definition, must be a noticeable object. When properly placed and designed, signs for businesses may be inserted on historic properties and within historic districts with little or no negative impact. Non-residential buildings within the historic districts, such as churches or civic buildings, should follow the same general guidelines. Signs must conform to Harlems's Sign Ordinance.

- Signs should be limited in number to the minimum necessary for identification purposes.
- Signs should be of a scale that is compatible to the overall scale of the district and should not overwhelm or detract from the subject property or adjacent properties.
- Signs should not be attached to roofs or painted on walls.
- Signs should be either simple geometric shapes with no embellishment or reference design features on the associated building.
- Signs should be of painted wood or metal – or a close facsimile.
- Lighting for signs should be kept to a minimum and may be cast from ground spots adjacent to the sign provided that the light source is shielded to protect adjacent properties. Signs with interior lights are not acceptable in historic districts.



Sub-Area Guidelines

Post-WWII Subdivisions

No area specific guidelines.

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Signs should follow the guidelines for this land use zone.





Appendix

Adaptive use. The process of converting a building to a use other than that for which it was designed, for example, changing a house into a bank; such conversions are accomplished through varying degrees of alteration to the building.

Addition. New construction added to an existing building or structure.

Addition which increases habitable area. An extension or increase in floor area or height of a building to make a room capable of being lived in.

Alteration. A change in building material; the addition or elimination of any architectural feature of a structure; a repair that reconstructs any part of an existing building; or an addition that extends or increases floor area or height of any building.

Balustrade. A railing designed with vertical members (balusters), which may be simple framing or elaborate turned, stick, or cutwork; commonly found on residential porches.

Bay. The horizontal divisions of a building, defined by windows, columns, pilasters, etc.

Bay window. A window projecting from the body of a building; bay window varieties include squared or box bays (where the sides are at right angles to the building) and slanted, octagonal, or canted bays (where the sides are not at right angles to the building); if the projecting wall is curved forming either a segmental or semi-circular plan, the window is known as a bow window.

Bracket. A decorative support feature located under eaves or overhangs.

Capital. Topmost member of a column or pilaster.

Certificate of Appropriateness (COA). A written statement issued by the Harlem Historic Preservation Commission declaring that the proposed work is approved as appropriate.

Column. A vertical, cylindrical or square supporting member, usually with a classical capital.

Corbeling. A series of stepped or overlapped pieces of brick or stone forming a projection from the surface; for example, chimneys often feature decorative corbeling at the top.

Cornice. The uppermost, projecting part of an entablature.

Course. A horizontal layer or row of stones or bricks in a wall.

Demolition. The tearing down of a building or the removal of any parts thereof.

Demolition by neglect. The destruction of a building through the failure by the property owner to provide the minimum standard of maintenance.

Dentil. One of a series of small, square, tooth or block-like projections forming a molding.

Glossary

Dormer. In general, a window projecting from a roof; also known a roof dormer; as opposed to a wall dormer, where a portion of the exterior wall rises through the roof plane and may also feature a window.

Double hung window. A window having two sashes, one sliding vertically over the other.

Eaves. The underside of the roof's edge, specifically the projecting portion.

Elevation. Any of the external faces of a building; see also facade.

Entablature. The horizontal group of members supported by the columns, divided into three major parts, it consists of architrave, frieze, and cornice.

Fabric. The physical material of a building, structure, or city, connoting an interweaving of component parts.

Facade. The front elevation or "face" of a building.

Fanlight. An semicircular or semi-elliptical window with radiating muntins suggesting a fan.

Fascia. A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.

Fenestration. The arrangement of openings, including windows and doors, in a building.

Flashing. Thin metal sheets used to make the intersections of roof planes and roof/wall junctures watertight.

Footprint. The outline of a building's ground plan from a top view.

Foundation. The lowest exposed portion of the building wall, which supports the structure above.

Frame construction. A method of construction in which the major parts consist of wood.

French door. A door made of many glass panes, usually used in pairs and attached by hinges to the sides of the opening

Frieze. The middle horizontal member of a classical entablature, above the architrave and below the cornice.

Gable roof. A pitched roof with one downward slope on either side of a central, horizontal ridge.

Hood molding. A projecting molding above an arch, doorway, or window, originally designed to direct water away from the opening; also called a drip mold.

Infill. New construction where there had been an opening before. Applies to a new structure such as a new building between two older structures or new material such as block infill in an original window opening.

Jack arch. An arch with wedge shaped stones or bricks set in a straight line; also known as a flat arch.

Jamb. The vertical side of a doorway or window.

Keystone. The top or center member of an arch.

Light. A single pane of glass.

Lintel. A horizontal beam over a door or window which carries the weight of the wall above; usually made of stone or wood.

Masonry. Brick, block, or stone which is secured with mortar.

Massing. A term used to define the overall volume of a building.

Modillion. A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

Mortar. A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

Mullion. A heavy vertical divider between windows or doors.

Muntin. A secondary framing member to divide and hold the panes of glass in a window.

National Register of Historic Places. The nation's official list of buildings, sites, and districts which are important in our history or culture. It was created by Congress in 1966 and administered by the states.

Pediment. A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

Pier. A vertical structural element, square or rectangular in cross section.

Pitch. A term which refers to the steepness of roof slope.

Portico. A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

Portland cement. A strong, inflexible (too much so for historic buildings) hydraulic cement used to bind mortar.

Quoins. Decorative blocks of stone or wood used on the corners of buildings.

Relocation. The moving of a building from one site to another.

Routine maintenance. Work involving minimal repairs, specifically repair of deteriorated or damaged parts of a building provided that the repair work be "in kind," matches the original exactly in terms of material, size, design, texture, color, etc. Such repairs must not alter the visual character of the building.

Glossary

Sash. *The portion of a window that holds the glass and which moves.*

Scale. *A term used to define the proportions of a building in relation to its surroundings.*

Setback. *A term used to define the distance a building is located from a street or sidewalk.*

Sidelight. *A glass window pane located at the side of a main entrance way.*

Siding. *The exterior wall covering or sheathing of a structure.*

Sill. *The horizontal member located at the top of a foundation supporting the structure above; also the horizontal member at the bottom of a window or door.*

Streetscape. *The combination of building facades, sidewalks, street furniture, etc. that define the street.*

Stucco. *Any kind of plasterwork, but usually an outside covering of portland cement, lime, and sand mixture with water.*

Surround. *An encircling border or decorative frame, usually around a window or door.*

Transom. *A small operable or fixed window located above a window or door.*

Wrought iron. *Decorative iron that is hammered or forged into shape by hand, as opposed to cast iron which is formed in a mold.*