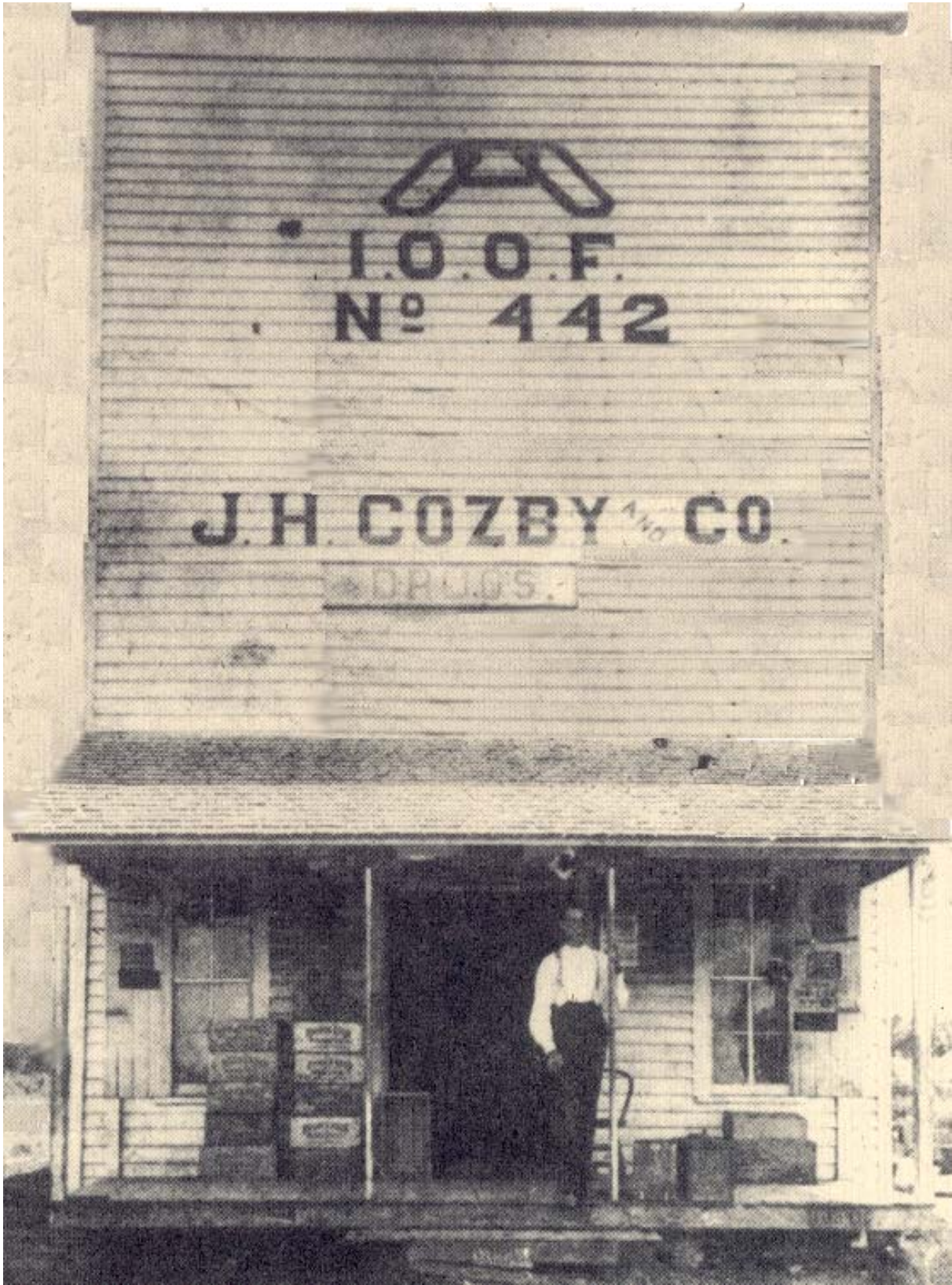


# Old Coppel Design Guidelines



Prepared by the  
Planning Department

Revised: 5/2/05

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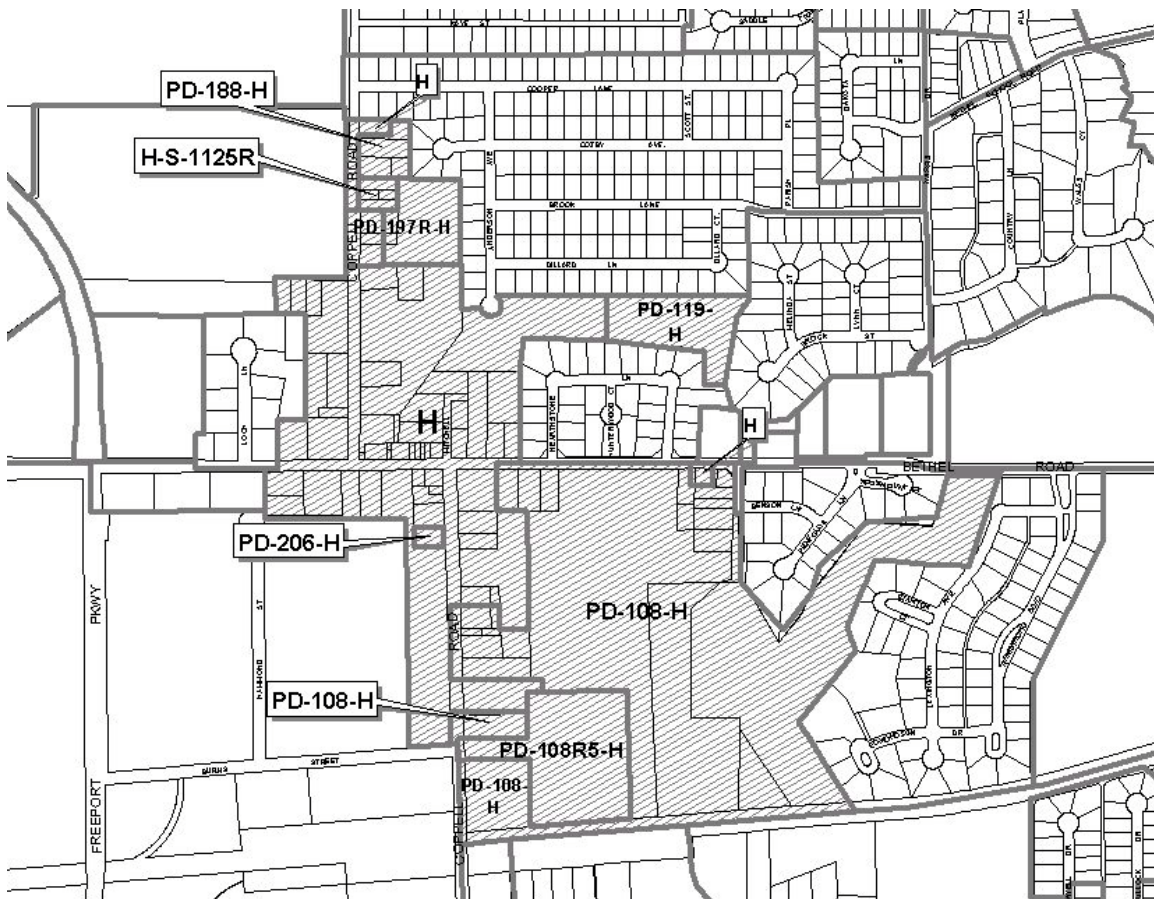
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**Introduction:**

A. These guidelines are intended to be helpful in development and redevelopment of the Historic District. These do not provide exact formulas for design. The desired results of the Historic District are as follows:

1. Provide special development standards compatible with the unique character of Old Town Coppell, as defined herein.
2. Preserve and enhance the area's special historic, architectural and aesthetic features.
3. Ensure that new construction and alterations to existing structures are compatible with the unique character of the area.
4. Provide an area for living shopping, dining, working, recreation and entertainment.
5. Promote pedestrian activity within Old Coppell to encourage an atmosphere of a by-gone era.

**Map of District:**

**Targeted & Permitted Uses:**

A. As stated in the Old Coppell Master Plan, The proposed mechanism for regulating land uses within the study area is mixed use zoning that will accommodate a rich variety of uses. While this proposed land use plan should remain flexible to adapt to changing market conditions, as the proposed zoning will achieve, the following land uses are currently considered optimal. A complete list of Permitted Uses is contained in Sec. 12-28A-1 of the *Zoning Ordinance*.

1. Artisan's Workshop
2. Bakery
3. Family Restaurant
4. Fine Dining Restaurant
5. Bookstore
6. Gift Shop
7. Coffee House
8. Antiques
9. Theme Restaurant
10. Hobby/Craft Store
11. Florist
12. Bed-n-Breakfast
13. Hotel
14. Theater
15. Shoe Repair
16. Jewelry Shops
17. Retail on First Floor
18. Office and Residential on Second Floor and/or Rear
19. Institutional
20. Parks and Open Space
21. Residential

B. Events encouraged are:

1. Festivals/Parties
2. Concerts
3. Farmers Market Activities
4. Arts and Craft Shows
5. Children's Events (Puppet Shows, Easter Egg Hunts, etc...)
6. Book Signings...

**New Construction (Planning and Zoning Commission and City Council approval required):**

A. New construction of primary buildings shall maintain, not disrupt, the existing pattern of surrounding historic buildings along the street by being similar in the following:

1. Scale (**height and width**) – Maximum height is to be 35' or two and one-half stories, not including architectural elements such as cupolas, chimneys and steeples.



Appropriate commercial infill



Inappropriate commercial infill:  
inconsistent height, setback, and  
inadequate lot coverage

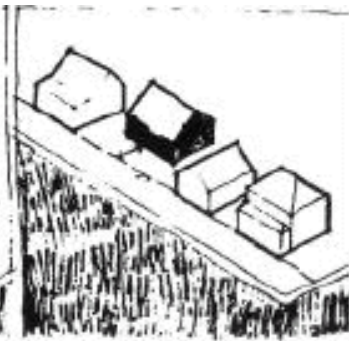
2. Shape – The massing of new buildings should be consistent with the general massing of the existing “character defining” buildings, and shall generally not exceed 5,000 square feet in size.
3. Roof form and pitch
  - a. The predominant roof form should be a gable. Gable ends fronting the street are particularly appropriate based on historic precedents.
  - b. Exceptions to the gable roof form are most appropriate for institutional buildings that warrant distinction. Architectural features such as cupolas and steeples are appropriate for institutional buildings.
  - c. Roofs can be screened by parapet façades
  - d. Dormers shall be traditional in design and compatible with the character and scale of the structure.
4. Orientation to the street
  - a. Building façades should be parallel with the street.
  - b. All buildings should have the main entrance fronting the primary adjacent street, and entrances should be well articulated through design. Corner entrances are acceptable for corner buildings.
  - c. Commercial buildings should be built in close proximity to the sidewalk, with the exceptions being restaurants with front outdoor dining.
  - d. Institutional buildings can be set back from the street to distinguish themselves as special buildings.
  - e. Townhouses should front directly onto the sidewalk, although a shallow lawn can be bridged with a front stoop.
5. Location and proportion of entrances, windows, columns, porches, and divisional bays:

- a. Buildings having façades longer than those historically found in the district should utilize distinct vertically oriented bays to break up the massing.
  - b. Massing should be broken up through the use of façade plane projections and recesses, pilasters, roofline variations, color and material variations, and canopies.
  - c. All window and door openings should be vertically oriented and should be vertically aligned between floors.
6. Windows:
- a. Display window mullion or framing shall be of wood, copper, or bronze metal.
  - b. Clear, rather than tinted glass shall be used for storefronts. If privacy or shade is required, use interior shades or blinds.
  - c. Windowpanes shall be vertically oriented..
7. Foundation/first floor height – Foundations should be raised and constructed of brick (Brick veneer is acceptable).
8. Porch height and depth – Porches should encourage street activity.
9. Canopies/Awnings – When adding canopies or awnings to a building, use traditional designs, materials, and placement.
- a. Shall be individually located within major bays, not continuous.
  - b. Shall not cover architectural features of the façade.
  - c. Shall be of colors to compliment the structure.
  - d. Shall be made to fit opening and shall be of a style appropriate to the building.
  - e. When adding to a building, use traditional designs, materials, and placement.
  - f. Canopies shall be at least 8' above grade.
  - g. Canopies shall be wooden and parallel with the sidewalk.
  - h. Awnings shall be angled and made of fabric (canvas) or similar materials (sunbrella). Plastic and metal are prohibited.
  - i. Awnings shall not be internally lit.
10. Material, Material Color and Texture
- a. Commercial buildings should have a minimum of 60% glazed area (window and door openings) for ground floor primary façades.
  - b. Glass should be transparent rather than tinted or reflective.
  - c. Exterior façade material should be wood siding or other siding consisting of or closely resembling painted horizontal clapboard, horizontal shiplap, vertical tongue-in-groove or vertical board and batten siding. Materials used for siding other than wood shall consist of masonry, metal or vinyl. Metal and vinyl siding shall have a baked-on, non-glossy enamel surface or other factory finish, which requires no additional coat(s) of paint at time of installation.
  - d. Aluminum if clad chimneys are prohibited.
  - e. Paint Colors
    1. Paint colors should highlight architectural details based on historic tradition for the building's type and style.

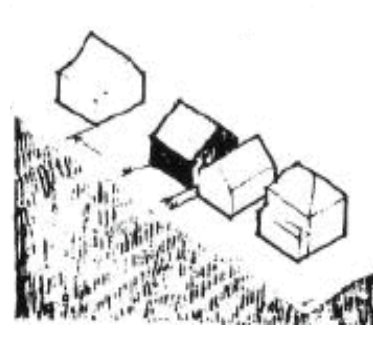
2. Keep colors compatible with the building's style and design.
  3. Loud, garish, or harsh colors, and bright hues are prohibited.
  4. . Generally no more than 3 colors are applied per building
  5. Brick, stone or other naturally unpainted materials shall not be painted unless the material has been painted previously.
  6. Color determination should be based on historic schemes appropriate for the style of the building. Reference materials and assistance is available from the Planning Department and the Texas Historical Commission in determining appropriate paint colors.
  7. Oil based paints are recommended for exterior siding.
11. Placement on the Lot (Setbacks)
- a. The structure shall conform to the existing setback pattern along the same street.



Too close to roadway



Too far from roadway



Too close to existing structure

b. Front Yard

1. To be measured from back of curb.
2. Generally, 15'-25' total comprising of:
  - a. 7' wide area of street trees, landscaping and lighting.
  - b. Minimum 5' concrete sidewalk with stamped concrete bands.
  - c. 5' to 10' wide area with plants area other amenities (benches, trash receptacles, bike racks, etc...) if appropriate.
3. The front yard may also contain a patio if a restaurant or similar use is proposed. A larger front yard is permitted for institutional uses.

Front yard with 10' planting area adjacent to façade



Front yard without planting area adjacent to façade





- c. Side Yard – 0' to 8' unless:
  - 1. Adjacent to a roadway, then it shall be treated as a front yard (this shall follow the same architectural guidelines as the primary façade).
  - 2. Adjacent to a residential district, then it shall equal the side yard requirements of that residential district.
  - 3. A fire lane or drive is included in the side yard, then a side yard can extend to the limits of such fire lane or drive.
- d. Rear Yard – no rear yard is required unless adjacent to a residential zoning district, then a 10' minimum landscape buffer is required in accordance with Section 12-33-1 of the *Zoning Ordinance*. Rear yards shall provide for parking.

#### B. Additions

- 1. Additions shall be of a compatible design in keeping with the original structure's character, roof shape, materials, color, and alignment of window, door, and cornice height, etc.
- 2. Generally, additions should be secondary (subordinate) to the original structure in scale, design, and placement.
- 3. Additions should be attached to the rear façade, not on front façade or visible portions of secondary façades.
- 4. Additions should not attempt to imitate an earlier historic style or architectural period than that of the existing structure.
- 5. Additions should be constructed in a manner that avoids extensive removal or loss of historic materials, and which does not damage or destroy character-defining features.
- 6. It is recommended that the exterior walls of the original structure be kept intact and existing openings utilized for connecting an addition with the original structure.
- 7. Additions should not be created through enclosure of a front porch or architecturally important prominent side porch.
- 8. Excavation adjacent to historic foundations should take care to avoid undermining the structural stability of the historic building.



Kitchen addition on left side of building  
(Good example of an addition being subordinate to main structure)

**Accessory Structures (Administrative approval available):**

*Includes garages, storage buildings and outbuildings.*

- A. Existing structures:
  1. Should be maintained in good condition.
  2. If visible from street should maintain original style and scale.
- B. New construction of secondary structures such as garages, storage buildings and other outbuildings:
  1. Should be smaller in scale than the primary building.
  2. Should be compatible in design, shape, materials, and roof shape and reflect the general character of the primary building (wood allowed).



Appropriate styles for new garages

3. Should be located where such a structure would have historically been located (near the alley, not close to or attached to the primary building).
4. Shall conform to the setback standards of Section 12-28A-3 of the *Zoning Ordinance*.

**Demolition (Planning and Zoning Commission and City Council approval required):**

- A. Demolition of any original feature or part of a historic building should be avoided.
- B. Demolition of a building which contributes to the historic or architectural integrity of the Historic District should not occur, unless:
  1. Public safety and welfare requires the removal of a building or structure due to severe structural instability, deterioration or other factors as determined by the building code inspector and concurring reports acceptable to the Planning and Zoning Commission from an engineer, architect, or other person expert in historic preservation.
  2. The building has lost its original architectural integrity and no longer contributes to the district.
  3. No other reasonable alternative is feasible, including relocation.
- C. Demolition of pre-1945 secondary (accessory) buildings (garages, storage sheds, etc.) may be appropriate if substantially deteriorated (requiring well over 50% replacement of exterior siding, roof rafters, surface material, and structural members).

**Moving Buildings (Planning and Zoning Commission and City Council approval required):**

- A. It may be appropriate to move a building into the historic district if that building is compatible with the district architectural character through style, use, period, height, scale, materials, setting, and placement on the lot.
- B. New foundation walls should be compatible with the architectural style of the building.
- C. Moving existing buildings out of the district that contribute to the historic and architectural character should be avoided unless demolition is the only alternative.

**Non-Historic Buildings:**

Although a building may not be historic at this time, some day it will be (it is generally accepted that a building is considered "historic" when it reaches fifty years of age). Each building period has its own details and characteristics, which contribute towards its uniqueness. Non-historic buildings should be maintained as close to their original design as possible.

**On-Site (Requirements for New Construction, Additions and Renovations):**

- A. Curb Cuts
  - 1. Curb cuts should generally be avoided unless necessary to access new parking for commercial and institutional structures.
  - 2. Curb cuts should be constructed to match the curb cuts of the district in size, color, materials, and configuration.
  - 3. Curb cuts should conform to the City of Coppell standards for allowable locations.
- B. Driveways
  - 1. Generally, no more than one driveway should exist per building.
  - 2. Maximum driveway widths should not exceed 24'.
  - 3. Shared driveways are encouraged.
  - 4. The original design, materials and placement of driveways should be preserved.
  - 5. Driveways shall be located to the side with garages sited in the rear yards unless original garage was located to the side.
  - 6. Concrete, patterned concrete, brick or asphalt are permitted for driveways outside of the public right-of-way, patterned concrete within the public right-of-way.
  - 7. Driveways should have their parking pads located in the rear yard nearer the alley than the structure and screened with hedges, shrubs, or fences where visible from the street.
  - 8. Front yards should not be paved, covered with gravel, or used as a parking area.

**C. Fences and Walls**

1. Wooden picket fences in the front yard may be constructed to a height of three-and-a-half feet; have pickets no wider than four inches and set no further apart than three inches; and of a design compatible and appropriate design with the house.
2. Wood board fences for privacy shall only be located in rear yards; generally no taller than six feet; set back from the front façade (wall plane) of the structure at least half-way back from the front to the back walls, and should be stained or painted to blend with the structure; and of a design compatible with the structure.
3. Walls of freestanding brick are not permitted in front yards but are acceptable at rear yards and side yards not visible from the street.
4. Fences of railroad ties or timbers, whether freestanding or as a retaining wall, are not permitted.

Within nonresidential zones of the historic district, alternative fencing and fence materials, aside from vinyl, may be acceptable providing these types of fences are not easily visible from the street. This shall be determined on a case by case basis.

**D. Fire Safety**

1. Fire Lanes
  - a. Required if any portion of a building is in excess of 150' from dedicated fire lane or street.
2. Coverage Requirements
  - a. Fire hydrants required to be spaced every 300 linear feet along the right-of-way (street and/or fire lane).
  - b. Automatic fire sprinkler system is required if building size exceeds 5,000 square feet. Additions of wooden (combustible) canopies are included within the building size.
  - c. Fire Department connection shall be located at a minimum distance of 1.5 x height of building, unless otherwise deemed acceptable by the Fire Marshal.
3. Fire escapes are not permitted unless required by the Fire Marshal, and no other means of fire escape is reasonably feasible. Fire escapes are required to be located where not readily visible from the street.

**E. Handicap Access**

1. Ramps should be located on secondary or rear façades.
2. Ramps are encouraged to be of stained or painted wood construction.
3. Ramps should be screened with landscaping or low shrubbery to soften their appearance.
4. Shall comply with the Texas Accessibility Standards.

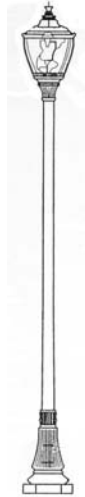
**F. Landscaping**

1. Landscaped areas shall be provided according to Article 34 of the *Zoning Ordinance*. Considerations for additional streetscaping/hardscaping in lieu of required nonvehicular and/or perimeter landscaping within Article 34 can be considered at time of

the site plan approval process. All of the interior landscaping (12-34-8(B)) requirements shall be met.

2. Landscaping should not overwhelm a dwelling or conceal or obscure its primary façade. It is important to maintain large trees which line streets of the Historic District through regular pruning. Missing trees should be replaced when possible in similar patterns to the original. Trees should be planted in similar patterns to the adjacent property if applicable.
  3. Landscaping must conform to the requirements of the City of Coppell governing tree preservation, tree removal, and site clearing.
  4. Landscaping should be considered an important part of any site rehabilitation or new construction. In such cases, continuing the planting strip of trees at the street edge, use of landscaping to buffer parking, and landscaping to accent the scale, proportion, and massing of a building is encouraged.
  5. Features that are original such as sidewalks, planned green space, retaining walls, curbs, stepping blocks, etc. should be preserved.
  6. Plant beds of railroad ties, cut wood, concrete, or any other structural material should be avoided unless appropriate to the architectural style of the house.
  7. Trees shall be planted with similar species and patterns to the adjacent property, if applicable.
  8. Landscaping shall be used to buffer parking areas from public view.
- Note: Maintain, do not remove, historic or early landscaping, especially trees. Prune and regularly maintain mature shade trees. Keep new landscaping patterns to those traditional to the neighborhood and avoid concealing architectural features of the historic building.
- G. Lighting shall provide adequate level of safety while illuminating buildings, signage, parking areas and walkways.
1. Lighting fixtures original to the building should be preserved.
  2. Fixtures to be added should be from the period of the structure, or if new, simple in design, based on traditional designs of the early twentieth century, and mounted on porch ceilings or on the exterior wall adjacent to the primary entrance.
  3. Security lighting, such as floodlights, should be mounted on secondary and rear façades.
  4. Small walkway lights rather than freestanding post-mounted lights are more appropriate for private sidewalks and driveways.
  5. Fixtures to be avoided are carriage lamps or any fixtures evocative of a period earlier than the building. Refer to historical photographs and research for light fixtures appropriate to the period of the building.
  6. Street lighting in a residential district should provide effective security for the neighborhood without compromising the trees lining the streets.
  7. Parking lot lighting shall be appropriate to the district and shall not exceed 20 feet in height.

8. Signs shall be lit top-down style with the lighting well aimed having very little or no spill over.
9. Street Lights shall be representative of the Victorian lighting styles often found in historic downtowns. The street light shown below has been approved within the Old Coppel historic district and is appropriate for the area.



Typical Street Light

#### H. Mechanical Systems

1. Mechanical equipment shall be constructed, located and screened so as not to interfere with the peace, comfort and repose of the occupant(s) of any adjacent building or residence.
2. Window air-conditioners should be located in windows on the rear or side façades and should not result in the removal or replacement of the original window sash or surround.
3. Electrical and gas meters and other mechanical equipment shall be located on the rear façade and screened from view.
4. Refer to Article 33 of the *Zoning Ordinance* for additional screening regulations.

**Inappropriate location of meters on the primary façade (Taken from the Secretary of the Interior's Standards for rehabilitation)**



### I. Parking & Parking Lots:

Parking shall be in accordance with the off-street parking regulations of Article 31 of the *Zoning Ordinance*. Special considerations and requirements specifically for the Historic District are as follows:

1. No parking area shall be allowed within five feet of the rear property line, when abutting a nonresidential district.
2. Parking is not permitted to be located in the front yard.
3. No property shall be converted to exclusive parking usage without being approved through the Special Use Permit Process.
4. Asphalt shall be permitted for parking areas within the Historic District.
5. Parking lots shall be screened through plantings of hedges, shrubs, trees, or fences at edges and in medians within the parking area. The screening and landscaping of parking areas shall be in accordance with Articles 33 and 12-34-8b, respectively.
6. Parking lots between buildings shall align edge screening with front façades of adjacent buildings.
7. Parking lots on corner lots shall have edge screening on both the front and side street.
8. On street, valet and/or shared parking (Section 12-31-8) may be counted towards the parking requirements.



Inappropriate alteration of a site for parking (Taken from the Secretary of the Interior's Standards for Rehabilitation)

### J. Parks / Playgrounds

1. In an existing park (Grapevine Springs Park), original pre-1945 elements, site features (such as benches, walls, etc.) and park layout should be preserved, if possible.
2. New park space should conform to its location. If in a residential area, a low-impact park with playground equipment and benches is appropriate. Landscaping should conform to the surrounding area with as many original shade trees as possible.

The Parks & Recreation Department shall review proposed playground equipment.

K. Paving

1. All on-site pavement shall comply with city design criteria and standards for parking lots. (For City Design Criteria and Standards see Appendix C, Section I, paragraph E (1)(j), of Ordinance No. 94643, Subdivision Regulations, as amended.)

L. Refuse Containers

1. For institutional and commercial structures, refuse containers (dumpsters) should be located in the rear and screened from street view with screening/fencing and/or shrubbery.
2. For residential areas in the historic district, it is not permitted for a single family home to have a permanent refuse container. If (as in the case of a multi-family residential building), a refuse container is necessary, it should be to the rear of the structure, or movable to the location of garbage pickup.
3. In no case should bagged, boxed or any other garbage other than in permanent garbage collectors be placed on the street before regular pickup days longer than 24 hours. Refer to Article 3-5 of the Coppel Code of Ordinances.
4. If proposing a trash receptacle, then it shall be designed as outlined in Subsection R – Streetscape Furnishings.

M. Sidewalks

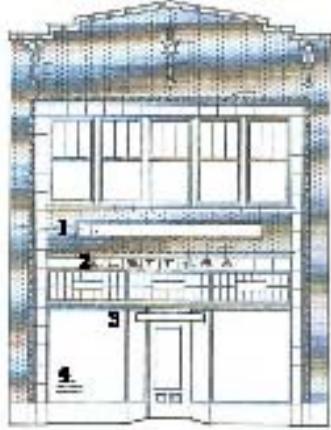
1. Refer to Section VIII of Appendix C of the City of Coppel Subdivision Regulations for sidewalk requirements. A wider sidewalk may be needed if abutting on-street parking or an existing wider sidewalk system.
2. Concrete texturing is encouraged within the Historic District.

N. Signs

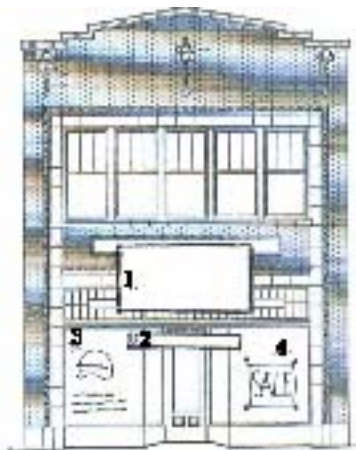
Article 29 is not applicable to the Historic District. All elements (board, bracket, posts, mounting devices, etc...) of the sign must be approved by the Planning and Zoning Commission and the City Council.

1. Signage should not obscure the building's façade or hide the building's character. Signage should reflect or compliment the architectural features of the structure.
2. The placement of new signage in the same location as early 20<sup>th</sup> century signage on a particular structure is encouraged. This may be determined from historic photographs.
3. Some examples of compatible signs are:
  - a. Signs painted directly on window glass.
  - b. Signs placed in the original sign board area.
  - c. Individual letter signs incorporated in the primary façade.
  - d. Temporary and appropriate freestanding signs in yards.
  - e. Projecting signs or hanging signs as approved through the site plan approval process



**Appropriate**

1. Wall sign does not obstruct building features
2. individual letter sign
3. Hanging sign
4. Lettering on storefront glazing

**Inappropriate**

1. Sign covers building features
2. Hanging sign too large
3. Window sign too large
4. Window is cluttered

4. Signage, which was successfully integrated into the building's design, can be considered a historic addition and may be retained as a historic element.
  5. Colors and materials.
    - a. Colors should compliment those used on the structure.
    - b. Fluorescent colors and reflective paints or materials are specifically excluded.
    - c. Gold and metal leaf is appropriate for lettering and design elements but not as a background or major surface.
  6. Signs should be pedestrian in scale.
  7. Signs may not use motion or flashing lights.
  8. The shape of signs, design elements and style of lettering should be complimentary to the structure.
  9. Signs shall be lit top-down style with the lighting well aimed with little or no spill over.
- O. Steps & Walks  
Steps and walks original to a property should be retained and maintained.
- P. Street Widths/Right-of-Way  
Street widths and right-of-way shall be in accordance with the Subdivision Ordinance unless alternative widths are deemed appropriate by the City Engineer.
- Q. Streetscape Furnishings
1. Shall be located in accordance with the Old Coppell Master Plan.
  2. Benches – Shall be constructed of wood and simple in design and compatible with the architecture.



Typical Wooden Bench

3. Trash Receptacles – The receptacle should be a dark color (black or dark green). It is recommended that the same color be used for the trash receptacles and the street lights in order to achieve some level of uniformity.



Typical Trash Receptacle

4. Street Lights- Shall be representative of the Victorian lighting styles often found in historic downtowns. The street light shown below has been approved within the Old Coppell Historic District and is appropriate for the area.



Typical Street Light

**Appendices:**

- A – Architectural Design Details
- B – Repair and Maintenance
- C – Procedural Definitions
- D – Technical Definitions
- E – Glossary of Architectural Terms

**Appendix A – Architectural Design Details:**

- A. Architectural Details and Features (Eaves, brackets, dentils, cornices, molding, trimwork, shingles, columns, pilasters, balustrades, or any decorative or character-defining features)
1. In new construction, all details and features shall be traditional in design.
  2. It is preferable to repair rather than replace an original architectural detail or feature.
  3. Substituting original materials in making repairs or in replacing missing features should be avoided.
  4. Saving deteriorated parts that must be replaced may later assist in matching reconstructed features. Items such as wood siding, soffits, fascias, brackets, ornamental shingles, wooden sash windows and doors can often be restored or duplicated.
  5. It is not appropriate to add details unless original and authentic to the structure and accurately based on physical, pictorial, or historical evidence (not conjecture) in materials, scale, location, proportions, form and detailing.
  6. Original details should not be removed or changed.
- B. Awnings/Canopies
1. Canopies shall be at least 8' above grade.
  2. Canopies shall be wooden and parallel with the sidewalk.
  3. Shall be individually located within major bays, not continuous.
  4. Shall not cover architectural features.



*Awnings should reinforce openings, not cover features*

5. Shall be of colors to compliment the structure.
6. When adding to a building, use traditional designs, materials and placement.
7. Shall be made to fit opening and shall be of a style appropriate to the building.



Awnings should fit the opening to which they are applied

8. Fabric awnings (canvas or sunbrella type) are most appropriate in the Historic District.

Note: Awnings have traditionally been used more for function (shade) than for decoration. In terms of decoration, awnings have fallen in and out of favor over the years. If too many awnings are used on a structure or if awnings are used on too many dwellings in an area, the result can be visual clutter. For commercial buildings, historic storefronts often have awnings and a row of commercial buildings with storefront awnings is appropriate.



Awning used to reduce heat gain (Taken from the Secretary of the Interior's Standards for Rehabilitation)

### C. Chimneys

1. In new construction, chimneys shall be traditional in design.
2. Chimneys that are prominent features of the structure should not be removed or changed, if original. Non-functional chimneys should be maintained and not removed above the roofline. It may be appropriate to remove nonfunctional secondary chimneys.
3. Chimneys should be repointed and cleaned according to brick and masonry guidelines (outlined in Appendix B) to match original materials, colors, shape, brick pattern and tooling.
4. If reconstruction of a chimney is necessary due to structural instability or deterioration, it should be rebuilt in the original configuration.
5. Aluminum or clad chimneys are prohibited.

#### D. Decks

1. Decks should be located on the rear and be screened from street view with fencing and/or plants and shrubs where visible.
2. Decks should be stained or painted to match or blend with the house if visible from street view.
3. The style of the deck and its balusters and railing should match the style of the house.
4. Decks should be kept to a minimum and subordinate to house and yard in size and scale.

Inappropriate decks shall be made compatible with the building or must be removed prior to the approval of any new decks.

#### E. Doors

1. Doors located on the primary façade should be traditional in design (stamped metal doors are not appropriate).
2. Original doors and/or their entranceway surrounds, sidelights, transoms, and detailing shall not be removed or changed.
3. Replacement of missing original doors should be like or very similar to the original in style, materials, glazing (glass area) and lights (pane configuration)
4. Extra doors should not be added to the primary façade or to secondary façades where readily visible from the street.
5. Doors, if added where inconspicuous on secondary or rear façades, should be similar to the original doors, not of a style or period earlier than the original building.
6. Screen doors should be preserved and maintained if original, and constructed with wood frame if new.
7. Storm doors should be full-view and baked-on enamel or anodized aluminum in compatible colors. Silver aluminum storm doors on the primary façade are discouraged.
8. Security doors should be simple, without excessively ornate or decorative grillwork.

#### F. Fences and Walls

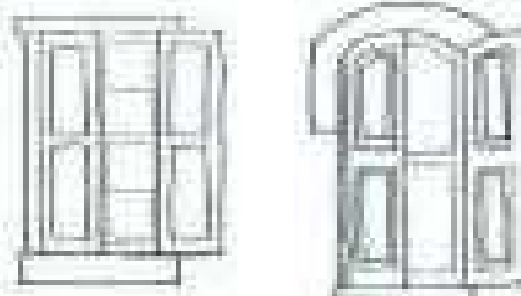
1. Iron, wood, stone, or brick fences or walls that are original to the structure should be preserved, or if missing, may be reconstructed based on physical or pictorial evidence.
2. For new construction, refer to On Site Requirements for New Construction – Subsection C.

#### G. Foundations

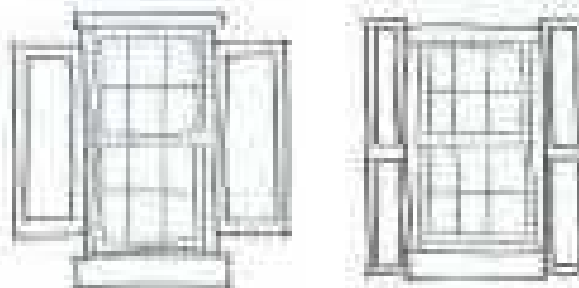
1. Foundations should be preserved in the original design and with original materials and detailing.
2. Foundation alterations, if required, shall not be made at the primary façade or readily visible side façades.
3. Foundations should be raised and constructed of brick (no concrete, plywood, corrugated metal, or shingles).

4. Foundations should be cleaned, repaired, or repainted according to the brick and masonry guidelines outlined in Appendix B – Repair and Maintenance.
- H. Gutters
1. New gutters shall be half-rounded and traditional in design.
  2. Boxed or built-in type gutters should be repaired rather than replaced if possible.
  3. Downspouts should be located away from significant architectural features on the front of the house.
  4. Gutters should provide proper drainage through use of downspouts and flashing if needed to avoid water damage to the building.
- I. Light Fixtures on Commercial Buildings
1. Preserve, maintain, or repair exterior historic light fixtures. If historic light fixtures do not exist or require replacement use concealed light fixtures, fixtures of simple design, or fixtures appropriate to the period of the building.
  2. For new construction, refer to On Site Requirements for New Construction – Subsection G.
- J. Porches
1. Porches on front and side façades should be maintained in their original configuration and with original materials and detailing.
  2. The porch in its original design was intended as a focal point for the entrance to the house and should not be removed if original. Enclosure of a porch changes the overall character of a house and should be avoided.
  3. Enclosure or removal of a porch can make a building façade seem flat. Without a porch there is no transition from sidewalk to house. If a porch must be enclosed, the manner of the enclosure should not destroy the original openness, focus and transition from outside to inside. The use of materials and details compatible with the original character of the house is important in any necessary porch enclosure.
  4. Porch details should be retained intact with repair work and replacement of missing parts, such as columns, posts, railings, balusters, decorative molding and trimwork, to match the original in design, materials, scale, and placement.
  5. Porch columns and rails should not be replaced by decorative wrought iron.
- K. Roofs
1. The original shape and pitch of the roof with original features (such as cresting, chimneys, finials, dormers, etc.) should be preserved and if previously altered, replaced with original form and detailing.
  2. The use of fiberglass shingles is appropriate if the use of original material is not economically feasible. Dark colors are best for historic buildings.

3. Unless original to the house, dormers should not be placed in front rooflines. The addition of dormers to secondary and rear façades is appropriate if in keeping with the character and scale of the house.
  4. Skylights, decks, or balconies should not be added to a roof where visible from the street.
  5. For new construction, refer to New Construction – Subsection A3.
- L. Screens
1. Screening of front porches is not appropriate.
  2. Side and rear porches may be screened, although discouraged, if the structural framework for the screen panels is minimal and the open appearance of the porch is maintained.
  3. Screen doors should be preserved and maintained if original.
  4. Screen doors if new, should be wood and full-view or with structural members aligned with those of the original door.
  5. Window screens should be wood or baked-on or anodized aluminum and fit within the window frames, not overlap the frames.
- M. Security Doors & Windows
1. Security doors located on primary façades should be simple and without excessively ornate or decorative grillwork.
  2. The use of security bars on primary façade windows is discouraged, but if necessary, consider internal bars.
- N. Shutters
- Shutters shall be of louvered wood construction, and shall fit the window opening (so that if closed, they would cover the window opening).



Appropriate (Shutters fit window)



Inappropriate (Shutters do not fit)

- O. Skylights
- Skylights should not be located where visible from the street.



P. Staircases

Staircases should be enclosed and not open to the street.

Q. Storefronts on Commercial Buildings

1. Commercial buildings shall have a minimum of 60% glazed area (window and door openings) for ground floor primary facades.
2. Storefronts should be traditional in design. For new construction, refer to the section entitled - New Construction.
3. Multi-paned storefronts are encouraged.
4. Preserve (maintain or restore, not remove or alter) existing original storefronts.
5. Storefront features that are deteriorated should be repaired rather than replaced.
6. If replacement of the original storefront is necessary due to significant deterioration, replace with features to match the original in design and materials.
7. Storefronts that were remodeled after the 1940's should be rebuilt based on pictorial or physical evidence of the original design. If the original storefront design and features cannot be determined, install a traditional storefront arrangement with features, materials, and proportions typical of similar buildings of the same style or period.
8. Original storefront doors should be preserved and maintained. Traditional entrance arrangements such as recessed or flush with the sidewalk should be maintained.
9. If the original door design is unknown, replace with a single light (glass area) door design, not solid paneled door, decorative doors, or any kind of door based on a different historical period or style.
10. Preserve, maintain, or repair original display windows. If a storefront is missing display windows, new windows should match the original in location, design, size, and materials.
11. Display window mullion or framing should be of wood, copper, or bronze metal.
12. Clear, rather than tinted glass should be used for storefronts. If privacy or shade is required, use interior shades or blinds.
13. Preserve, maintain, or repair bulkheads (kickplates) where they exist. Original bulkhead panels should not be removed.
14. Paint color on commercial buildings should conform to original color and general streetscape. Unpainted brick should not be painted.

R. Windows

1. Display window mullion or framing shall be of wood, copper, or bronze metal.
2. Clear, rather than tinted glass shall be used for storefronts. If privacy or shade is required, use interior shades or blinds.
3. In new construction, windows and window treatments shall be traditional in design.
4. Windowpanes shall be oriented vertically.

5. All window openings shall be vertically oriented and should be vertically aligned between floors. Vertically oriented windows may be ganged (grouped side-by-side) in a manner that has a collective horizontal orientation.
6. Windows should be preserved in their original location, size, and design and with their original materials and numbers of panes.
7. Window sashes should be preserved, maintained, or repaired including size, number and arrangement of lights, materials, and decorative detailing. Windows should not be concealed, enclosed or covered.
8. Non-original windows should not be added to primary façades or to secondary façades where readily visible.
9. Windows should be repaired rather than replaced, but if replacement is necessary due to severe deterioration, the replacement should, as close as possible, match the original in material and design.



Inappropriate Window change (Taken from the Secretary of the Interior's Standards for Rehabilitation)

10. The use of jalousie windows, awning windows or picture windows on houses within the historic district is inappropriate. Glass block should only be used on buildings where it may have originally existed.
11. Storm windows should be wood or aluminum with baked-on or anodized finish and fit in the window frames, not overlap the frames.
12. Security bars that are visible from the street are discouraged.

## **Appendix B – Repair and Maintenance:**

### **A. Awnings**

1. Should be washed periodically and kept in good repair.
2. Hardware should be regularly checked for rust or loose mechanisms.
3. Torn or deteriorated awnings should be replaced.

### **B. Brick and Masonry**

1. Materials original to the building should be preserved.
2. Brick and masonry should not be sandblasted or subjected to any kind of abrasive cleaning. Do not clean with high-pressure water, which exceeds 450 pounds per square inch. These processes damage brick surfaces and erode mortar joints.



Brick damaged by sandblasting (Taken from the Secretary of the Interior's Standards for Rehabilitation)

3. Brick and Masonry should be cleaned with detergent cleansers or chemical agents.
4. To avoid needlessly introducing moisture or chemicals into the building, brick and masonry should be cleaned only when necessary to remove heavy soiling and to stop deterioration.
5. Paint removal should not be done if the paint is firmly adhered to, and therefore protecting the masonry surface.
6. Water-repellent coatings should not be added unless masonry repairs have failed to stop water penetration problems.
7. As a general rule, brick and masonry should not be painted unless in the case of brick, the brick is extremely mismatched from earlier alterations or cannot withstand weather. (Stone shall not be painted.)
8. Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant material.
9. Repointing of historic mortar should be with a mortar, which matches the original in appearance and composition. The use of Portland cement is generally not appropriate due to the hardness of the mortar versus the softness of the brick. Most mortar prior to 1900 was composed of lime and sand. Mortar with similar content should be applied on buildings of that era.
10. Repointing should be done with original compounds, if it can be determined, or with a historic compound such as one part lime and two

parts sand. Original type mortar compounds allow for expansion and contraction while hard mortar or cement prevents the expansion and contraction process.

11. Repointing should match original width, depth, color, raking profile, composition and texture.
12. Most silicone based or waterproof coatings have limited effectiveness and may actually add to moisture problems by not allowing the brick to breathe. The use of these products is discouraged.
13. Brick and masonry should not be stuccoed.
14. Mortar should be removed by hand tools, not electric power saws, for repairs. Electric tools can damage older brick.
15. Features that are missing may be replaced where extensive deterioration requires, if it is accurately duplicated.
16. Repair existing stucco and stucco texture. It is inappropriate to remove stucco from any originally stuccoed surface or to add stucco as a major wall material to any building, which did not originally use stucco as the dominant exterior wall material.

#### C. Chimneys

1. Chimneys should be regularly checked for cracking, leaning, spalling, and infestation by birds and insects. The use of chimney caps over chimneys or flue openings is recommended to keep out moisture.

#### D. Entrances

1. Doors, transoms, and sidelights should be kept clean and the glass should be washed.
2. Original locks and hardware should be kept oiled and in good repair. If original hardware is missing or is deteriorated, the use of reproduction locks and hardware suitable for the building is recommended.
3. Doors with stained wood finish should be kept varnished and paint over the wood finish is not recommended.

#### E. Foundations

1. All water should drain away from a building and should not enter the foundation.
2. Trees, shrubs and other plants should be kept well away from the foundation to prevent damage from moisture and root movement.

#### F. Gutters and Downspouts

1. Keep gutters and downspouts in good repair. Make sure they are properly connected, are clean of leaves and other debris, and channel water away from the building. Seal all cracks in downspouts with silicone caulk or sealants.
2. The use of splash blocks to keep water away from the foundation is recommended.
3. Gutters and downspouts that are deteriorated should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferable to corrugated designs.

#### G. Porches & Exterior Ornamentation

1. Use pressure treated wood for exterior repairs and replacement.

2. Keep all porch and trim elements painted.
- H. Roof, Cornices
1. Check the roof regularly for leaks, deterioration of flashing, and worn roof surfaces such as rolled asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water related problems.
  2. Know what metals are used in cornice or roof's flashing and use only similar metals during replacement or repair. Different metals should not touch each other or a galvanic reaction may occur leading to corrosion.
  3. Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with an iron oxide oil base. Asphalt based paints and aluminum paints should not be use on historic metals as they could accelerate the rusting process.
- I. Siding
1. Siding original to the building should be repaired and maintained. Replacement is permitted only when necessary due to deterioration.



Limited clapboard replacement (Taken from the Secretary of the Interior's Standards for Rehabilitation)

2. Where exterior siding has to be replaced, the use of pressure treated wood is recommended to prevent deterioration. Replacement siding should match the profile of the existing siding.
3. When original flashing materials are replaced, the new siding should match the original as closely as possible, especially with respect to board size. Original corner boards should be duplicated to their full original width.
4. Repairs for wood siding such as cracks can be made through the use of waterproof glue or plastic wood. Large cracks may be filled with caulk followed by putty or plastic wood. The surface should then be sanded, allowed to dry, and painted.

5. Oil based paints are recommended for exterior siding.
6. Prevent water from making contact with exterior wood siding. Keep all gutters and downspouts in good repair to keep water from infiltrating the wood-surface.
7. Siding of artificial or substitute materials such as steel, vinyl or aluminum is discouraged unless the board width, corner boards, cornice and window trim are of the same proportion as the original. If artificial siding is used, retention of original wood window trim, rafter tails, and ornamental wood detailing is encouraged.
8. Application of such uncharacteristic material as steel siding, aluminum siding, vinyl siding, imitation stucco, and metal frame windows obscures the original character of the building and of the neighborhood. This should be avoided.

Note: The application of synthetic wall material such as aluminum and vinyl siding has long been discouraged by preservationists due to the fact that the placement of these materials may seal the wall and cause the wood to rot. In many cases, existing rotted wood is not removed and the structural integrity of the house is at risk due to unseen progressive decay.



Setting altered by vinyl siding (Taken from the Secretary of the Interior's Standards for Rehabilitation)

#### J. Signs

1. Abandoned signs and sign hardware should be removed from a building, unless historic.
2. Signs should be kept painted and mounting bolts should be checked periodically to make sure they are secure.
3. Light fixtures, conduits, and wiring for signs should be inspected and replaced when necessary.

**K. Windows**

1. Windows should be kept clean and free of dirt and grime. Wood sash surfaces should be painted regularly.
2. Windows should be kept caulked and sealed to aid in energy conservation.
3. Shutters should be kept painted and in good repair.
4. Old or deteriorated curtains or shades behind house windows should be removed or replaced.

**L. Wood**

1. Wood and wood details original to a building should be repaired rather than replaced.
2. Exposed structural elements such as beams and rafter rails should be retained and maintained.
3. Replacement of wood features and details should match the original in dimension, size and profile.
4. Wood should always be treated and kept in good order (including paint, stain, nailing, etc.).



Wood features on porch repaired and preserved during rehabilitation  
(Taken from the Secretary of the Interior's Standards for Rehabilitation)

## **Appendix C – Procedural Definitions**

**Certified Local Government:** Any city, county, parish, township, municipality, or other general purpose sub division enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

**Due Process:** The established procedure by which legal action is carried out.

**Normally Required:** Actions, summarized in the guidelines, whose compliance is enforced by the Planning and Zoning Commission and the City Council.

**Planning and Zoning Commission:** A recommending body to the City Council on planning issues including zoning, platting, site plan review, Zoning Ordinance Amendments, and related planning matters.

**City Council:** The legislative and governing body of the city consisting of a mayor and seven councilmembers. The mayor and councilmembers are the ultimate authority of Old Coppel in granting approval of new construction, renovation, demolition, and moving buildings.

**Public Notice:** The advertisement of an event, such as a Planning and Zoning Commission meeting, that is published in the local newspaper and posted in the city government building in order to notify the general public of the upcoming event.

**Recommended:** Suggested, but not mandatory actions summarized in these guidelines.



## **Appendix D – Technical Definitions**

**Adaptive Use:** Rehabilitation of a historic structure for use other than its original use such as a residence converted into offices.

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

**Alteration:** Work which impacts any exterior architectural feature including construction, reconstruction, repair, or removal of any building element.

**Appropriate:** Especially suitable or compatible.

**Building:** A structure used to house human activity such as a dwelling, office, or garage.

**Character:** The qualities and attributes of any structure, site, street or district.

**Commission:** The Planning and Zoning Commission.

**Configuration:** The arrangement of element and details on a building or structure which help to define its character.

**Contemporary:** Reflecting characteristics of the current period. Contemporary denotes characteristics which illustrate that a building, structure, or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design.

**Compatible:** In harmony with location and surroundings.

**Context:** The existing in which a historic element, site, structure, street or district exists.

**Demolition:** Any act which destroys in whole or in part a building or structure.

**Demolition by Neglect:** The destruction of a building or structure through abandonment or lack of maintenance.

**Design:** The creation and organization of formal elements in a work of art.

**Design Guidelines:** Criteria developed to identify design concerns in an area and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings and structures.

**Element:** A material part or detail of a site, structure, street or district.

**Elevation:** Any one of the external faces or façades of a building.

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

**Harmony:** Pleasing or congruent arrangements.

**Height:** The distance from the bottom to the top of a building or structure.

**Historic District:** A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by the Planning and Zoning Commission.

**Historic Imitation:** New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing building (historic replica).

**Infill:** New construction in historic districts on vacant lots or to replace existing buildings.

**Integrity:** of sound being.

**Landmark:** A building, structure, object or site which is identified as an historic resource of particular significance.

**Maintain:** To keep in an existing state of preservation or repair.

**Material Change:** A change that will affect either the exterior architectural or environmental features of an historic property or any structure, site or work of art within an historic district.

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

**Obscured:** Covered, concealed, or hidden from view.

**Period:** A specified division of time.

**Preservation:** Generally, saving from destruction or deterioration old and historic Buildings, sites, structures, and objects and providing for their continued use by means of restoration, rehabilitation, or adaptive use.

**Primary:** Main or principal part

**Proportion:** Harmonious relation of parts to one another or to the whole.

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

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

**Restoration:** The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

**Retain:** To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

**Re-use:** To use again. An element, detail, or structure might be reused in the historic district.

**Rhythm:** Movement or fluctuations marked by the regular occurrence or natural flow of related elements.

**Scale:** Proportional elements that demonstrate the size, materials, and style of building.

**Secondary:** Subordinate, not primary.

**Setting:** The sum of attributes of a locality, neighborhood, or property that defines its character.

**Shape:** The outline or surface configuration of a particular form or figure. While form usually refers to the principle that gives unity to a whole, and often includes a sense of mass or volume, shape suggests an outline with some emphasis on the enclosed area or mass.

**Significant:** Having particularly important associations within the contexts of architecture, history and culture.

**Stabilization:** The act or process of applying measures essential to the maintenance of deteriorated building as it exists at present, establishing structural stability and a water resistant enclosure.

**Streetscape:** The distinguishing character of a particular street as created by its width, degree of curvature, paving materials, destiny of the street, and rooms of surrounding buildings.

**Style:** A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.

## **Appendix E – Glossary of Architectural Terms**

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

**Alteration:** Work which impacts any exterior architectural feature including construction, reconstruction, or removal of any building or building element.

**Apron:** A decorative, horizontal trim piece on the lower portion of an architectural element.

**Arch:** A curved construction of wedge-shaped stones or brick which spans an opening and supports the weight above it. See net arch, jack arch, segmental arch and semicircular arch.

**Attic:** The upper level of a building, not of full ceiling height, directly beneath the roof

**Awning Window:** A window having one or more sashes swinging outward on hinges generally attached to the top of the frame.

**Baluster:** One of a series of short, vertical, often vase-shaped members used to support a stairs or porch handrail, forming a balustrade.

**Balustrade:** An entire rail system with top rail and balusters.

**Bargeboard:** A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

**Bay:** The portion of a façade between columns or piers providing regular divisions and usually marked by windows.

**Bay Window:** A projecting window that forms an extension to the floor space of the internal room; usually extending to the ground level.

**Belt Course:** A horizontal band usually marking the floor levels of the exterior façade of a building.

**Board and Batten:** Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.

**Bond:** A term used to describe the various pattern in which brick, or stone is laid, such as "common bond" or "Flemish bonds".

**Bracket:** A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.

**Bulkhead:** The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design. Nineteenth century bulkheads are often of wood construction with rectangular raised panels.

Twentieth century bulkheads may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as kickplates.

**Bungalow:** Common house form of the early 20th century distinguished by horizontal emphasis, wide eaves, large porches and multi-light doors and windows.

**Capital:** The head of a column or pilaster.

**Casement Window:** A window with one or two sashes which are hinged at the sides and usually open outward.

**Certified Local Government:** Any city, county, parish, township, municipality, or borough or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level.

**Clapboards:** Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weatherproof exterior wall surface.

**Classical Order:** Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature, having standardized details and proportions, according to one of the five canonized modes; Doric, Tuscan, Ionic, Corinthian, or Composite.

**Chopped Gable:** A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

**Colonial Revival:** Style of the early 20th century based on interpretations of architectural forms of the American colonies prior to the Revolutionary War.

**Column:** A circular or square vertical structural member.

**Common bond:** A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" end exposed, to structurally tie the wall together.

**Corbel:** In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

**Corinthian Order:** Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

**Cornice:** The uppermost, projecting part of an entablature, or feature resembling it. Any projection ornament molding along the top of a wall, building, etc.

**Cresting:** A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

**Cross-gable:** A secondary gable roof which meets the primary roof at right angles.

**Cupolas:** A dome-shaped ornamental structure placed on the top of a larger roof or dome. In some cases, the entire main roof of a tower or spire can be a cupola. More frequently, however, the cupola is a smaller structure which sets on top of the main roof.

**Dentils:** A row of small tooth-like blocks in a classical cornice.

**Doric Order:** A classical order with simple, unadorned capitals, and with no base.

**Dormer Window:** A window that projects from a roof.

**Double-hung Window:** A window with two sashes, one sliding vertically over the other.

**Eaves:** The edge of a roof that projects beyond the face of a wall.

**Elevation:** Any of the external faces of a building.

**Eli:** The rear wing of a house, generally one room wide and running perpendicular to the principal building.

**Engaged Column:** A round column attached to a wall.

**Entablature:** A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

**Façade:** The face or front elevation of a building.

**Fanlight:** A semi-circular window usually over a door 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 windows on a building.

**Finial:** A projecting decorative element, usually of metal, at the top of a roof turret or gable.

**Fishscale Shingles:** A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

**Flashing:** Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

**Flat Arch:** An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

**Flemish Bond:** A brickwork pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

**Fluting:** Shallow, concave grooves running vertically on the shaft of a column, pilaster, or other surface.

**Form:** The shape and structure of something as distinguished from its substance or material.

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

**Frieze:** The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

**Front Façade:** means one of the following:

- (A) The façade (as defined herein) which faces the public street, where the lot on which the façade is located adjoins only one public street right-of-way;
- (B) The combination of façades (as defined herein) each of which faces a public street, where the lot on which the façades are located adjoins more than one public street right-of-way; or
- (C) The façades (as defined herein) which contain one or more doors open to the public during conduct of business, where no façade faces a public street.

**Gable:** The triangular section of a wall to carry a pitched roof.

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

**Gambrel Roof:** A ridge roof with two slopes on either side.

**Ghosts:** Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's façade.

**Greek Revival Style:** Mid-nineteenth century revival of forms and ornament of architecture of ancient Greece.

**Hipped Roof:** A roof with uniform slopes on all sides.

**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.

**Ionic Order:** One of the five classical orders used to describe decorative scroll capitals.

**Infill:** New construction where there had been an opening before, such as a new building between two older structures; or block infill between porch piers or in an original window opening.

**Inlaid Brick:** brick set into a surface, usually at the same level.

**Jack Arch:** See flat arch

**Jalousie Window:** A window having horizontal glass or wood louvers which pivot simultaneously in a common frame, used primarily in mild climates to control ventilation and to cut off visibility from the outside.

**Keystone:** The wedge-shaped top or center member of an arch.

**Kick Plate:** A protective metal plate fastened to the bottom of a door to resist blows and scratches.

**Knee Brace:** An oversized bracket supporting a cantilevered or projecting element.

**Lattice:** An open work grill of interlacing wood strips used as screening.

**Lintel:** The horizontal top member of a window, door or other opening.

**Mansard Roof:** A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

**Masonry:** Exterior wall construction of brick, stone or adobe laid up in small units.

**Massing:** The three-dimensional form of a building.

**Metal Standing Seam Roof:** A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roof is named.

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

**Molding:** Any of various long, narrow, ornamental surfaces with uniform cross sections and a profile shaped to produce modulations of light, shade, and shadow.

**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.

**Multi-light Window:** A window sash composed of more than one pane of glass.



**Muntin:** A secondary framing member to divide and hold the panes of glass in multilight window or glazed door.

**Neo-Classical Revival:** Early 20th Century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

**Oriel Window:** A bay window which emerges above the ground floor level.

**Paired Columns:** Two columns supported by one pier, as on a porch.

**Palladian Window:** A window with three openings, the central one arched and wider than the ranking ones.

**Paneled Door:** A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

**Parapet:** A low horizontal wall at the edge of a roof.

**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.

**Pilaster:** A square pillar attached, but projecting from a wall, resembling a classical column.

**Pitch:** The degree of the slope of a roof.

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

**Portland Cement:** A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry, thereby causing serious damage over annual freeze-thaw cycles.

**Posts:** A stiff vertical support.

**Preservation:** The act of maintaining the original form and character of a building. Preservation stops deterioration and stabilizes structures.

**Pressed Tin:** Decorative and functional metalwork made of molded tin used to sheath roofs, bays, and cornices.

**Pyramidal Roof:** A roof with four identical sides rising to a central peak.

**Queen Anne Style:** Popular late 19th century revival style of early 18th century English architecture, characterized by irregularity of plan and massing and a variety of texture.

**Quoms:** A series of stone, bricks, or wood panels ornamenting the outside of a wall.

**Rafter Tails:** The lower, sometimes exposed, end of a rafter that overhangs a wall.

**Railing:** A barrier composed of one or more horizontal rails supported by spaced uprights or balusters.

**Rear Façade:** The face of a building seen from the rear of the lot.

**Reconstruction:** The accurate recreation of a vanished, or irreplaceably damaged structure, or part thereof; the new construction recreates the building's exact form and details as they appeared at some point in history.

**Rehabilitation:** The act of returning a building to usable condition through repair, alteration, and/or preservation of its features.

**Restoration:** The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

**Ridge:** The top horizontal member of a roof where the sloping surfaces meet.

**Rusticated:** Roughening of stonework or concrete blocks to give great articulation to each block.

**Sash:** The moveable framework containing the glass in a window.

**Secondary:** Subordinate, not primary.

**Segmental Arch:** An arch whose profile or radius is less than a semicircle.

**Semi-circular Arch:** An arch whose profile or radius is a half-circle the diameter of which equals the opening width.

**Sheathing:** An exterior covering of boards or other surface applied to the frame of the structure. (see Siding)

**Shed Roof:** A gently pitched, almost flat roof with only one slope.

**Sidelight:** A vertical area of fixed glass on either side of a door or window.

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

**Sill:** The bottom crosspiece of a window frame.

**Soffit:** The underside of an architectural element, as an arch, beam, cornice, or staircase.

**Spalling:** Chipping or flaking.

**Spindles:** Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

**Stabilization:** The essential maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

**Steeple:** A tall ornamental structure, usually ending in a spire and surmounting the tower of a church or other public building.

**Streetscape:** The over façade, not of a single structure, but of the many buildings which define the street.

**Surround:** An encircling border or decorative frame, usually at windows or doors.

**Swag:** Carved ornament in the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.

**Transom:** A horizontal opening (or bar) over a door or window.

**Trim:** The decorative framing of an opening and other features on a façade.

**Turret:** A small slender tower.

**Veranda:** A covered porch or balcony on a building's exterior.

**Vergeboard:** The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.

**Vernacular:** A regional form or adaptation of an architectural style.

**Wall dormer:** Dormer created by the upward extension of a wall and a breaking of the roofline.

**Water Table:** A projecting horizontal ledge, intended to prevent water from running down the face of walls lower section.

**Weatherboard:** Wood siding, consisting of overlapping boards usually thicker at one edge than the other.

**Appendix F - Sources used:**

Sources used for the drafting of the design guidelines for Old Coppel were the Old Coppel Master Plan, the Secretary of the Interior's Standards for Rehabilitation, Traditional Construction Patterns, and the following cities' guidelines:

- Ames, IA
- Blacksburg, VA
- Boston, MA
- Chicago, IL
- Denver, CO
- Eureka Springs, AK
- Iowa City, IA
- Washington, NC
- Wichita, KA