



# **Denison Historic District**

## **Design Guidelines**

## TABLE OF CONTENTS

### INTRODUCTION

- Intent
- Historic Development
- Secretary of the Interior's Standards

### PRINCIPLES AND GUIDELINES

- Basic Principles of Historic Preservation

- Guidelines:

- Character-defining features

- Maintenance

- Alterations

- Additions

- Energy Efficiency

- Building Materials and Finishes

- Building Components

- Accessory Features

- Landscaping

### BUILDING QUICK GUIDE

- Historic District Sign Ordinance Reference
- Certificate of Appropriateness Application Process
- Questions and Answers
- Map of Historic District Overlay
- Resources

## Chapter One- INTRODUCTION

### Intent

The Denison Main Street approach fuses historical preservation with downtown development to create a working, growing, and aesthetically pleasing business and cultural center. Denison Main Street seeks to reinforce and rekindle economic vitality in our historic downtown district while promoting the small town character and charm that comprise Denison, Texas.

The purpose of this design guideline is to assist and educate property owners, design professionals, real estate professionals, developers, City Staff, and the Historic Preservation Board in determining the types of alterations that will maintain the unique qualities of the downtown Denison Historic District. The guidelines establish the basic criteria that will be used to determine if changes made to the exterior of a property are architecturally accurate and in alignment with historical preservation standards established by the state and by the Department of the Interior. Guidelines can help maintain the character of a historic area and protect its visual aspects, while improving the quality of development. Guidelines do not provide case-specific advice, but are a general guide for changes to historic buildings.

The City also prefers to utilize the Department of the Interior's Treatment Approach with its four distinct areas of focus: **Preservation, Rehabilitation, Restoration, and Reconstruction.**

***Preservation** is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.*

***Rehabilitation** is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical or cultural values.*

***Restoration** is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.*

***Reconstruction** is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. (National Park Service: 36 Preservation Briefs)*

## **Historic Development of Downtown**

The City of Denison is located on U.S. Highway 69 in northeastern Grayson County. The town was founded in advance of the arrival of the Missouri, Kansas and Texas Railroad (MKT or Katy). The land for the town was purchased in the early 1870s by William Munson, Sr. and R.S. Stevens working in conjunction with officials from the MKT, land investors and developers. In the summer of 1872, the town site was laid out. It was named after the vice-president of the MKT, George Denison. The first train arrived in town December 24, 1872. By the time the town was incorporated in the summer of 1873, there were over 3000 residents. Main Street was established and thriving as the commercial center.

The town was platted the way most of the railroad communities were laid out, with a grid pattern. The difference in Denison was the width of the major streets including Main Street and Woodard Street. These two streets were 100 feet wide, probably to accommodate large wagons delivering and picking up goods from the railroad. The town lots were carefully measured with 25 foot lot widths along Main, Chestnut, Crawford, and Woodard streets so to encourage retail and business uses there. The railroad station, auxiliary buildings and utilities are located at the east end of Main Street.

By the 1880s, the 100, 200, and 300 blocks of West Main Street were completely developed with masonry buildings on both sides. The 400 and 500 blocks developed in the 1890s and early 1900s, and the 600 block was built during the 1900-1920 period.

While many of the historic downtown buildings are a handsome commercial style, the oldest ones have a definite Italianate character. Buildings constructed shortly after the turn-of-the-century show various stylistic influences, such as Beaux Arts Revival and Classical Revival. A few facades were rebuilt in the Art Moderne or Art Deco style from the 1930s to 1940s. Other buildings had large plate glass windows bricked in, as the second floor offices or rooms for rent went out of fashion.

The district, the Denison Commercial National Register Historic District, was listed in the National Register of Historic Places in 1983.

## **Secretary of the Interior's Standards for Historic Preservation**

All guidelines presented in this document are based on the Secretary of Interior's Standards for Rehabilitation. The National Park Service created these ten basic principles in 1977 to guide property owners in preserving the historic integrity of a building.

The Standards, amended in 1990, recognize the need for adapting historic structures to modern times and therefore allow for changes and new construction that are compatible with the building and/or the historic district. The standards are general enough that they apply to all architectural styles, periods, and building types. The ten standards, as well as the detailed guidelines included in this document, are intended to be applied in a reasonable manner, taking into consideration economic and technical feasibility of the project. (National Park Service: 36 Preservation Briefs)

## **Secretary of Interior's Standards for Rehabilitation**

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

## **Chapter Two-PRINCIPLES AND GUIDELINES**

### **2.01 Basic Principles of Historic Preservation**

While design guidelines provide direction for specific design issues, there are basic principles of building conservation that provide the foundation. The following conservation principles should apply:

#### ***Retain Distinguishing Features***

Every building possesses some components that contribute to its architectural character. During conservation or rehabilitative work, an effort should be made to retain these existing or early features.

#### ***Avoid Imitative Historic Features for which there is No Historical Basis***

Some owners tend to make alteration to a building that has no foundation in history; they may try to make the building appear to be older than it actually is, for example. In general alterations should be in character with the specific original building.

#### ***Retain Later Additions of Significance***

Most buildings have been altered periodically. A porch or sunroom may have been added, for example, and these changes are evidence of the building's history. Such changes may be significant in their own right if they represent substantial alteration to the historic or architectural character of the building and retain integrity.

#### ***Retain Crafted Elements and Details***

Many existing traditional buildings possess characteristics that would be difficult or impossible to reproduce today. These elements include such things as molded cornices, cast iron work, terra cotta ornaments, and plaster decorations. Elements like these give character to a traditional building that distinguishes it from more recent buildings.

#### ***Repair, Don't Replace***

Original or early building elements should be retained whenever possible. While some replacement elements may closely match the appearance of the original, newer elements will generally reduce the integrity and traditional value of the building.

#### ***Use Careful Cleaning Methods***

Harsh cleaning methods for building materials, traditionally wood and masonry are discouraged. These methods often have an adverse effect on the visual qualities of the surface and thereby affect the overall appearance of a building. In fact, such methods often undermine the structural and physical integrity of building materials.

### ***Design Compatible Additions and Construction***

Compatible designs for additions and alterations are encouraged. New construction and alterations should reflect the basic architectural forms of the building and context. Additions should relate to the existing building in terms of height, mass, lot placement, ratio of solid to void, and materials. Additions should be designed to reinforce visual attention on the building to which they were added. Another way to understand this concept is to think of the addition as a visual background to the existing traditional buildings.

### ***Plan for Reversibility***

Wherever possible, alterations should be 'reversible'. New additions or alterations should be designed so that the original fabric of the existing building remains unaltered. The character and detail of the original building can be restored if alterations or additions are removed at a later date.

### **Conforming vs Nonconforming**

The National Historic Preservation Act, as amended was 1966 legislation that established the National Register of Historic Places and extends the national historic preservation programs to properties of State and local significance. The National Register of Historic Places is an official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering and culture. Federal and State tax credits can be available for properties in the district.

The National Register District boundaries contain buildings that are contributing properties and buildings that are non-contributing properties.

**Contributing resource**---a building, site, structure, or object adding to the historic significance of a property.

**Noncontributing resource**---a building, site, structure, or object that does not add to the historic significance of a property.

It is the goal of the District to maintain contributing resources and work toward converting noncontributing resources into contributing.

Consider the alterations you are making. Changes could result in your building becoming nonconforming. To maintain the integrity of the district and the individual buildings, follow the historic preservation practices recommended by the Secretary of the Interior's Standards. The loss of conforming buildings could result in loss of the historic designation.

## Guidelines

### 1. Character-Defining Features

Character-defining features of traditional buildings should be retained. Collectively, these features are the building blocks that define the unique character and context of neighborhoods and districts, as well as the identity for the City as a whole. Typical character defining features include (but are not limited to): original wall materials, decorative cornices, pilasters and columns, vertically aligned upper-story windows, larger first floor openings, and trim around the openings.

#### Guideline 1.1-Retain character-defining features that are intact.

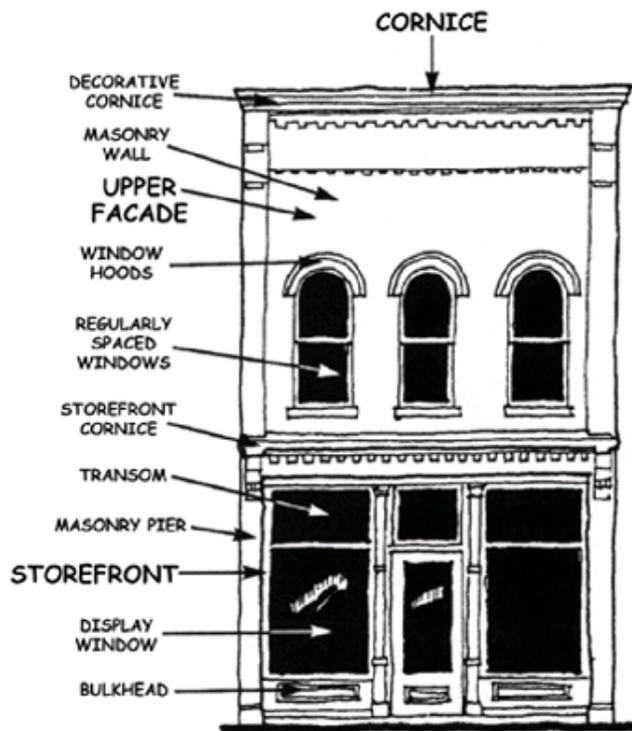
- (a.) Do not remove or damage character-defining features
- (b.) Preserve intact features with appropriate maintenance techniques

#### Guideline 1.2-Repair damaged features.

- (a.) Use methods that will not harm remaining original materials.
- (b.) If a feature is to be removed during repairs, carefully identify how the feature will be stored during rehabilitation.

#### Guideline 1.3-Replace features that are missing or beyond repair

- (a.) Reconstruct only those portions that are beyond repair using identical or similar materials
- (b.) Reconstruct the missing features based on adequate evidence
- (c.) Avoid creating details from speculation that could give a false impression from the age or character of the building.
- (d.) Consider a simplified interpretation of historic elements if evidence is not available.



TRADITIONAL  
FACADE  
COMPONENTS

## **2. Maintenance**

Regular building maintenance is essential to realizing the advantages of traditional construction and materials. Maintenance costs are relatively small compared to the costs associated with repair or replacement of building components. Regular maintenance ensures that durable qualities of a building are sustained. Maintenance is essentially preventative, avoiding the need for consideration of repair or replacement. Intervention as soon as any deterioration becomes apparent should be pursued. A periodic maintenance regimen will usually preempt the need for any repair.

**Guideline 2.1 - Program a regular and thorough maintenance schedule to ensure that the need for repair or replacement of original and early features and materials is avoided.**

- (a.) Plan periodic maintenance schedules to address the effects of seasonal weather conditions
- (b.) Pay particular attention to areas that are exposed or where water may gather.
- (c.) Review the building interior for any signs of distress or failure.
- (d.) Act on the first signs of any deterioration to prevent more costly intervention later

## **3. Alterations**

Buildings undergo alterations over time, and compatible changes may occur to traditional buildings. A new alteration should be planned to retain a building's original or traditional integrity. Alterations should be designed to avoid destruction of key features, so that one may continue to interpret the original character of the property.

**Guideline 3.1-Design an alteration to be compatible with the traditional character of the property.**

- (a.) Avoid alterations that would hinder the ability to interpret the architectural character or significance of the existing original building.
- (b.) Avoid alterations that seek to imply stylistic or historical components that are inconsistent with the style or period of the existing or original building. For example, it would be inappropriate to apply Spanish Colonial Revival elements to a Mid-Century modern building.

**Guideline 3.2-Avoid alterations that remove or damage original or traditional features**

- (a.) Seek to repair damaged or deteriorated original and traditional features. Missing features too deteriorated to be repaired should be replaced in kind from documented evidence including photographs or physical evidence
- (b.) Do not cover up traditional or original features. Allow subsequent modifications to the original that may have gained in historic interest or importance to remain, repairing as necessary.
- (c.) Mount a sign or awning to ensure that it does not damage decorative moldings or architectural details.
- (d.) Design and place a sign, signboard, or awning to respect the design framework of a storefront.

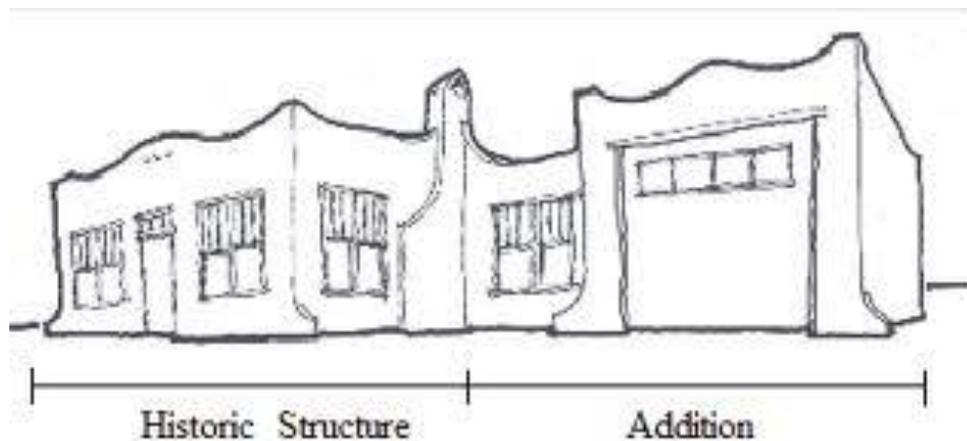
## 4. Additions

An addition provides the opportunity to invest in the original building and locations. Additions may take a variety of forms, ranging from an increase in floor space by an extension to the building footprint to an increase in the building height with a rooftop addition.

An addition should be designed to respect and complement the character of the existing or original building using compatible forms, materials, and finishes. It should also be designed to be less visually commanding than the existing traditional building.

### **Guideline 4.1-An addition should be less prominent in scale and appearance than the original building.**

(a.) Design additions should be of harmonious or compatible design in relation to the existing building in terms of mass, scale, and form.



(b.) Design additions should be positioned so that the visual prominence remains with the existing or original building

(c.) Do not locate an addition to the front of a building; in general, this is inappropriate.

### **Guideline 4.2-An addition should be consistent with the materials and detailing of the original building**

(a.) Design an addition to complement the character of the existing original building

(b.) Style and detail of the addition can be simplified and provide a positive design effect.

(c.) Match principal original materials if possible.

(d.) Provide complementary design interest and vitality by using design contrast, for example, using a higher proportion of glazing than that of the existing original building.

### **Guideline 4.3-An addition should not damage or obscure architecturally important features.**

(a.) Locate additions to connect to the existing original building on less important façades, which are generally the back and non-street facing sides of the building.

(b.) Design additions to respect the existing pattern and detail of windows and doors.

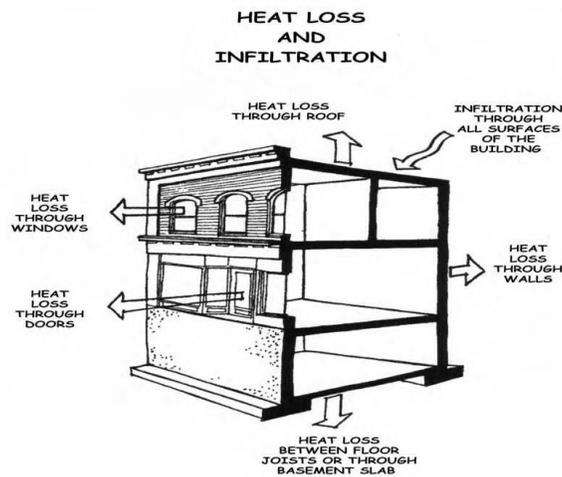
- (c.) Do not cover or alter windows and doors on street facing façades.
- (d.) Avoid the loss or alteration of a cornice line.

**Guideline 4.4-A rooftop addition should not change the proportions of the architectural composition of the building's street facing façades.**

- (a.) Do not visually detract from the traditional building's street façade appearance with a rooftop addition.
- (b.) Set a rooftop addition back from street facing façades to ensure that it will not be visible or will only be minimally visible by a person standing on the ground across the street from the street facing side of the building.
- (c.) Design the addition to complement the building in form, height, massing, materials, and color.
- (d.) Design the addition to be less visually important than the existing building.

## 5. Energy Efficiency

Traditional buildings tend to be constructed of materials which have natural energy management advantages. Masonry is slow to warm and slow to cool, providing a moderating influence on temperature extremes. Possibilities and opportunities for enhancing the energy management efficiencies of traditional buildings are many and varied.



### Guideline 5.1-Air Filtration

- (a.) Add weather-stripping to reduce free flow of outside air into the building.
- (b.) Caulk open joints in the exterior walls. Caulking should match the color of the adjacent building materials.
- (c.) Do not use caulk as a substitute for missing mortar, which should be repointed instead.
- (d.) Do not plug holes intended to vent building components such as weep holes at the base of a masonry wall or small vent holes intended to vent the air space between storm windows and existing or

traditional windows.

#### **Guidelines 5.2-Attic and Roof Insulation**

- (a.) Add insulation to an accessible attic space, a source of the majority of heat loss in a traditional building.
- (b.) Maintain adequate attic ventilation to prevent condensation.
- (c.) If the attic is inaccessible, it may be appropriate to add insulation to the ceiling of the top floor of the traditional building.
- (d.) Rigid insulation may be added to a “flat” roof during a re-roofing project.

#### **Guidelines 5.3-Storm windows**

- (a.) while interior storm windows are preferred, exterior storm windows may be appropriate.
- (b.) Existing storm windows should be maintained to be tight fitting to the opening and be in good working condition
- (c.) Do not damage existing windows and adjacent building materials during storm window installation.
- (d.) Storm windows should use visually clear glass and frame should be colored to match the existing window frames.
- (e.) Low-e coatings may be applied to storm windows or interior window surfaces.
- (f.) Intermediate divisions and frame pieces should align with mullions and meeting rails of the existing window.

#### **Guideline 5.4-Basement and Crawl Space Insulation**

- (a.) Insulate ceiling spaces of unheated basements and crawl spaces
- (b.) In heated basements, walls may be insulated to a point at least three feet below the exterior ground plane.

#### **Guideline 5.5-Duct and Pipe Insulation**

- (a.) Follow Manufacturer’s instructions and install insulation around existing heating ducts and exposed pipes.
- (b.) When installing new pipes and ducts that may be enclosed in walls and bulkheads, install insulation around them before enclosing with other building materials.

#### **Guidelines 5.6-Awnings and Shade devices**

- (a.) Consider using awnings and canopies to shade exterior windows and doors.
- (b.) Consult early or historical photographs or looking for physical evidence of past awnings or canopies that may no longer be in place.
- (c.) Ratios-Awnings shall be at an appropriate scale to the building size and configuration. They shall not extend above the roof line of any single-story structure, or above the top of the second floor of any multi-story structure at the awnings’ highest points. Awnings shall not completely obstruct any windows on the building.
- (d.) Projection—Since awnings must extend beyond the building face, a reasonable amount of projection shall be allowed. No awning shall extend more than five(5) feet outward from the building.

**Guideline 5.7- Doors and Storm Doors**

- (a.) Most historic solid or paneled wood doors have good thermal properties and should be retained.
- (b.) Apply weather stripping and caulking to minimize air infiltration around the door.
- (c.) Consider adding a storm door to infrequently used doors.
- (d.) Storm doors should permit view of the historic doors they protect.

**Guideline 5.8-Vestibules**

- (a.) Create an interior secondary air space at a frequently used doorway to reduce air infiltration.
- (b.) New vestibules should be designed to accommodate people who use wheel chairs.

**Guideline 5.9-Replacement Windows**

- (a.) Consider replacing windows that have already been replaced in such a way as to not replicate the traditional building's original windows.
- (b.) Replacing already replaced windows will permit the use of insulated glazing, if desired.

**Guideline 5.10-Wall insulation**

- (a.) Wall Insulation in traditional buildings with intact traditional interiors is not recommended.
- (b.) Follow manufacturer's instructions when insulating the walls of traditional buildings so as to not encourage water retention in the insulation layer which will lead to the deterioration of other building materials.
- (c.) Do not insulate air spaces or cavities of exterior masonry walls of traditional buildings because it will inhibit the wall system's ability to dispense with condensation and humidity that may lead to the deterioration of the wall.

**Guideline 5.11-Building Systems and Appliances**

- (a.) Upgrade existing mechanical and electrical systems to capitalize on energy savings from modern equipment.
- (b.) Upgrade appliances to maximize energy savings from their use.

**6. Building Materials and Finishes**

Building materials are important in identifying the character and age of a building. Some building materials used in traditional buildings are no longer available and may be expensive to recreate. The age of a building is appreciated by observing weathering patterns and signs of use through time. Indications of aging embody the character that is most appreciated about traditional buildings. The retention and maintenance of materials on a traditional building is important and should be key objectives of building conservation projects.

## **6.1-Masonry**

Masonry refers to a range of solid construction materials, including stone, brick, stucco, and concrete. A substantial number of buildings in the downtown are constructed of masonry materials. The following guidelines apply to the masonry surfaces, features, and details of traditional buildings. Masonry is an important character-defining feature of traditional buildings. Brick, stone, terra cotta, ceramics, stucco, cast stone, and concrete are typical masonry construction materials used in the city. Masonry materials of various types exist as walls, cornices, pediments, steps, chimneys, foundations, and other building features.

### **Guideline 6.1.1-Retain traditional masonry surfaces, features, and details**

#### **Guideline 6.1.2-Retain the traditional scale and character of masonry surfaces and architectural features.**

- (a.) Retain the character of masonry materials, which includes original mortar joint characteristics such as texture, tooling, color, and dimensions.
- (b.) Retain bond patterns, which are important character-defining aspects of traditional masonry.

#### **Guideline 6.1.3-Retain the original mortar mix to the extent that it was designed for the physical qualities of the masonry**

- (a.) Retain original mortar in good condition
- (b.) Match the mix design of the existing mortar as closely as possible when re-pointing mortar
- (c.) Strength adjustments to mortar mix design may be accommodated for re-pointing

#### **Guideline 6.1.5-Protect masonry structures from water deterioration**

- (a.) Provide proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in decorative features.
- (b.) Provide positive drainage away from masonry foundations to minimize rising moisture.

## **6.2-Metals**

Metals in traditional buildings were used in a variety of applications including columns, roofing, canopies, storefronts, window frames, and decorative features. The types of metals used include cast iron, steel, aluminum, lead, bronze, brass, and copper. Traditional metals should be retained and repaired.

#### **Guideline 6.2.1-Retain architectural metal features that contribute to the overall historic character of the building.**

- (a.) All original or early metals are part of the traditional character of the building
- (b.) Maintain and repair metal features wherever possible.
- (c.) Provide proper drainage on metal surfaces to minimize water retention.
- (d.) Maintain protective coatings, such as paint, on exposed metals that have been traditionally painted.

**Guideline 6.2.2-Repair traditional metal features by patching, consolidating, or otherwise reinforcing the original material.**

- (a.) Only replace the traditional metal feature in its entirety if the majority of the feature is deteriorated beyond repair
- (b.) New metal should be compatible with the original.

### **6.3 Wood**

Wood has been used historically for framing, exterior siding, trim, and ornamental details. Traditional wood framing and cladding was usually carefully chosen. Remaining traditional wood features and components will have become seasoned and durable through time. Contemporary replacement wood is unlikely to have the same physical qualities and resilience. When properly maintained, wood will have a long lifespan. Painted surface finishes should be maintained in order to preserve traditionally painted exterior wood features and details. Early woodwork should be maintained and repaired as necessary.

**Guideline 6.3.1-Preserve original wood siding**

- (a.) Avoid removing siding that is in good condition or that can be repaired in place.
- (b.) Remove only siding which is deteriorated and beyond repair.
- (c.) Match the detail, form, style, dimensions (including the dimensions of the lap), and finish of the original or existing siding if new siding is being installed where portions of wood siding must be replaced.

**Guideline 6.3.2-Protect wood features from deterioration**

- (a.) Provide proper drainage and ventilation to minimize decay.
- (b.) Maintain protective coatings to decrease damage from moisture. If the building was painted historically, it should remain painted.
- (c.) Retain a painted finish of trim if the trim of the building was painted historically.

### **6.4 Cleaning Materials & Methods**

Traditional masonry materials rarely, if ever, need to be cleaned. Some cleaning materials and methods can harm the building fabric. Many cleaners can be harsh and abrasive, often permanently damaging the surface and durability of traditional building materials. Moreover, abrasive cleaning methods will remove the water-protective outer layer of the material and thereby accelerate deterioration and failure of the material. When maintaining original buildings, only cleaning materials and methods which do not harm the original building materials should be used.

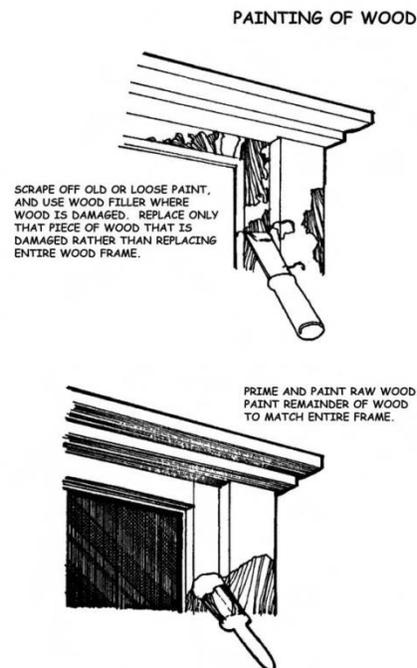
**Guideline 6.4.1-Avoid cleaning traditional building materials in most circumstances**

**Guideline 6.4.2-If cleaning is needed, use the gentlest cleaning method possible to achieve the desired result**

- (a.) Do not use abrasive cleaning methods including sandblasting, pressurized water blasting, or other blasting techniques using any kind of materials, such as soda, silica, or nut shells.
- (b.) Decide which cleaning methods should be used only after first researching appropriate methods for the material and location.
- (c.) Test all proposed cleaning procedures in sample locations first.
- (d.) Hire a firm experienced in the cleaning of traditional buildings to pursue and advise on the lowest impact method of cleaning.

## 6.5 Paint & Other Coatings

Traditional buildings that were clad with wood siding were usually painted to protect the wood. Some stucco, brick, and concrete buildings may also have been painted. Masonry surfaces that have not been painted, or that were not painted historically, such as stone, brick, and terra cotta, should not be painted. Use traditional color schemes when performing regular maintenance of painted surfaces, including wooden windows, doors, and trim.



### Guideline 6.5.1-Prepare substrate well to receive new paint

- (a.) Remove damaged or deteriorated paint only to the next intact layer using the gentlest method possible prior to painting.
- (b.) Do not paint historically or previously unpainted masonry surfaces.
- (c.) Consider removing paint from previously painted masonry surfaces that were not historically painted and leaving them unpainted.

**Guideline 6.5.2-Use paint products designed for the existing materials and environmental conditions of the locations proposed to receive new paint finishes**

- (a.) Follow manufacturer’s directions when applying paint products including proper preparation of the substrate.
- (b.) Use primer coats as directed by the paint manufacturer’s instructions. Some latex paints will not bond well to earlier oil-based paints without a primer coat.
- (c.) Employ special procedures for removal, preparation for new paint, or encapsulation of older paint layers that contain lead (or are lead-based)

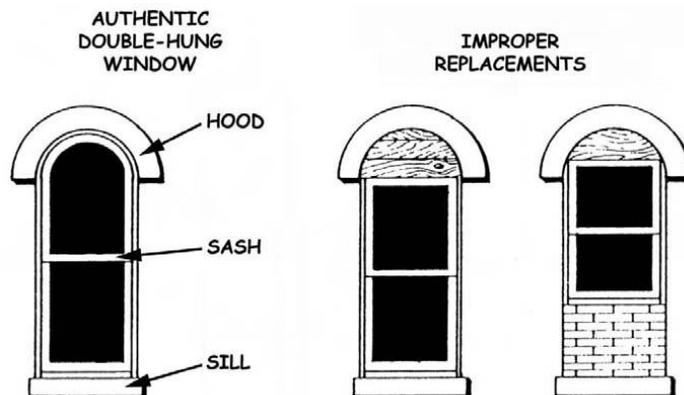
**Guideline 6.5.3-Maintaining or re-establishing the historic color scheme is appropriate**

- (a.) Research what the historic painting scheme had been and use it as a basis for deciding on a new color scheme if the historic scheme is not known.
- (b.) Choose a discrete location to sample paint layer history using a simple means of sanding through each layer revealing the color of different paint layers through time.
- (c.) Use a comprehensive color scheme for a building’s entire exterior, so that upper and lower floors and subordinate masses of a building are seen as components of a single structure.

**7. Building Components**

**7.1 Windows**

The arrangement, proportions, and design of windows and other openings in a building façade (“fenestration”) is an important aspect of the visual and architectural design character of a building. Fenestration is often designed in a pattern or multiple patterns. These patterns are essential to the character of the building and should be retained. The character-defining features of an early window, the distinctive materials, profile (silhouette), and details should be preserved. Some of the character-defining features of an early window include, but are not limited to, the frame, sash, muntins, mullions, glass, glazing, beads, sills, heads, jambs, moldings, and operation.



**Guideline 7.1.1-Preserve the position, number, and pattern of arrangement of the windows in a building façade.**

- (a.) Do not enclose an original window opening in an important character-defining façade.
- (b.) Do not add a new window opening because it may disturb the composition of windows in an important façade. This is especially important on the front of a street or the side of a building because the historic ratio and pattern of solid wall to window opening is a character-defining feature.
- (c.) New openings on the back half of the sides of a building and back walls may be appropriate.
- (d.) Do not replace, cover up, or enclose original windows, which will adversely affect the integrity of the building.

**Guideline 7.1.2-Retain the traditional ratio of window openings to solid wall on a primary façade.**

- (a.) Do not increase or reduce the amount of glass on a character-defining façade. The dimensions of window frame components have a direct relationship to the size of the glass of a window.
- (b.) Some flexibility in the ratio of solid (opaque) material to void (transparent) materials may be more appropriate for secondary façades not visible from the public right-of-way.

**Guideline 7.1.3-Retain the size and proportions of a window opening**

- (a.) Do not reduce an original opening to accommodate a smaller window or increase it to receive a larger window.
- (b.) Retain the proportion of the original window

**Guideline 7.1.4-Retain and repair the functional and decorative feature of an early or original window.**

- (a.) Repair window frames and sashes instead of replacing the original window
- (b.) Replace only those sections and parts of the original window that are deteriorated beyond repair.
- (c.) Match the original detail, form, and materials of the window when making repairs.
- (d.) Carefully retain original or early glass wherever this may still exist.

**Guideline 7.1.5-Match the design of a replacement window to the design of the original.**

- (a.) If the original window is a hung window, then the replacement window should also be a hung window (double or single), or at a minimum, appear to be so.
- (b.) It is desirable, but not necessary, that the window sash of hung windows remain operable
- (c.) Match replacement windows to the original window in the quantity, size, and position of the glass pane. Matching the original design is particularly important on key character-defining façades.

**Guideline 7.1.6-In a replacement window, use materials that appear similar to the original**

- (a.) Do not substitute materials. This will often have an adverse effect on the traditional building evident by the changed size of the window frame profile and detailing. In some cases, a substitute material may be appropriate on a secondary façade if the appearance of the window components will match those of the original in dimension, profile, detail, and finish.
- (b.) Match replacement window designs and materials to original materials, dimensions, detail, form, and finish.

(c.) Reflective glass shall not be used for windows. Detailing for windows, doors and other openings shall be of wood, glass or a metal material that is complementary to the period or building style.

**Guideline 7.1.7-Ensure that the profile and relationship of the window frame to wall surface is maintained.**

**Guideline 7.1.8-Match the profiles of the window frame and its components to that of the original window.**

(a.) Match the profiles of the main framework and also those of the mullions and muntins.

**Guideline 7.1.9-Improve the energy efficiency of an original window with weather-stripping**

(a.) Enlist specialist expertise for the rehabilitation of original window frames

**Guideline 7.1.10-Use an internal storm window to enhance energy conservation rather than replace an original window.**

(a.) A storm window, combined with weather-stripping, is usually more energy efficient and much more cost-effective, than a replacement of insulated glass (double or triple glazed) window.

(b.) Install a storm window on the interior, when feasible. This will allow the character and profile of the exterior of the original window to be appreciated and remain as part of the street façade.

(c.) Match the overall design of the original windows while also keeping the storm window as simple as possible if an exterior storm window must be used because an internal storm window is not feasible.

(d.) Fit the interior storm window rightly within the recessed area (rough opening for the window) to avoid the need for sub-frames.

(e.) Install storm window frames as closely as possible to the existing window frame and recess as far as possible from the plane of the wall surface.

(f.) Regularly maintain traditional windows to further reduce energy consumption and heat loss.

## **7.2 Doors and Entrances**

The entrance to a building and its traditional door are important elements of the architectural composition of the façade. The placement of an entrance is usually arranged as part of a pattern of openings in the building façade. The entrance and door are usually designed as key elements of the architectural style of the building with the design often reflecting the function of the building.

**Guideline 7.2.1-Retain the decorative and functional features of a primary entrance**

(a.) Avoid changing the position and function of original front doors and primary entrances. In a warehouse or industrial building, the primary entrance may also include loading docks or bays both at ground level and above.

(b.) Maintain features important to the character of a traditional doorway. These may include the door, frame, screen door, threshold, glass panes, paneling, hardware, detailing, transoms, and flanking sidelights.

**Guideline 7.2.2-Retain original or early doors important to the character of the building, including loading dock doors.**

- (a.) Maintain original size, shape, proportion, and profile.
- (b.) Retain original materials, hardware, and details.

**Guideline 7.2.3-Maintain the integrity, detail, and materials of an entrance, stoop, threshold, steps, staircase, including original balustrades and handrails.**

**Guideline 7.2.4-When a historic door is damaged, repair its original appearance and detailing.**

- (a.) Match repair materials for an existing door to the materials of the door. For example, if a part of a door that is damaged or deteriorated is made out of wood, then a piece of wood replicating the appearance of the damaged or deteriorated part should be used for its repair.
- (b.) If a door is damaged or deteriorated beyond repair, replacement may be considered. Some evidence of use and wear helps to define the age and integrity of the building.

**Guideline 7.2.5-When replacing a door, use a door that matches the original door or one that is consistent with the style of the building.**

- (a.) Ensure that the components of the replacement door such as design proportions, profile, and detailing are compatible .

**Guideline 7.2.6-When replacing a door, use materials and finishes that match those used for the original door.**

- (a.) use the same material of the original door for a replacement door.
- (b.) Use of a metal door may be characteristic and should be similar in design, character, materials, and finish.

**Guideline 7.2.7-Use a storm door instead of replacing a traditional door to enhance energy conservation**

- (a.) Choose materials, such as wood or metal that are appropriate to the character of the building.
- (b.) Maintain a simple design for a storm door.
- (c.) Match the finish and color of the storm door to the character of the entrance door, the building trim, and window frames.
- (d.) Provide maintenance and weather-stripping of the door and frame to improve energy conservation.
- (e.) Creating an air-lock or vestibule just inside the entrance of the building may be possible or appropriate if a storm door is not appropriate for the style or the function of the building. The installation of an air-lock should not destroy important and interesting original features of the building interior. Air-locks may need to be large enough to meet accessibility guidelines including access by a person using a wheelchair.

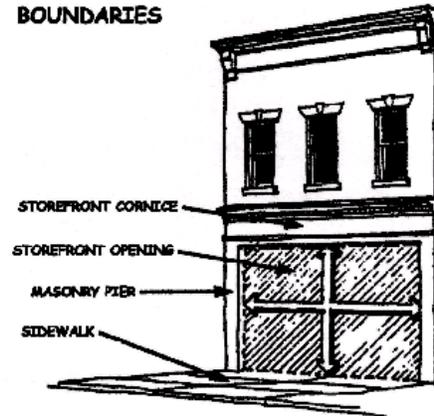
### 7.3 Commercial Storefronts

Many of the storefronts in the city have components seen on traditional commercial buildings. The repetition of framework elements and cornices creates a visual rhythm and unity along the street frontage. Within this unity, there is often a rich tapestry of individual design creativity present in each building that is expressed in different design details. Both combine to create the individual character of the streets and particular context across the city. When considering a remodeling or renovation project, traditional storefront design, details, and materials should be retained or restored.

The design of a traditional city storefront building may include several of the following components:

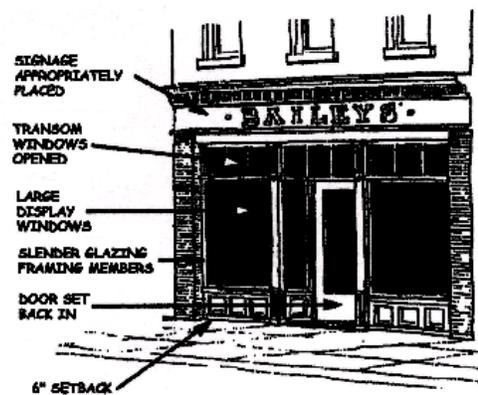
- Display windows:** The main portion of glass on the storefront, where goods and services are displayed. Traditionally, this may or may not be subdivided into a number of glass panes.
- Transom:** The upper portion of the display window separated from the display windows by a frame.
- Knee wall:** The portion located beneath the display window, sometimes called a kick plate.
- Entry:** Often set back from the sidewalk in a protected recess
- Upper-story windows:** Windows located above the street level. Traditionally, these often have a vertical orientation.
- Cornice:** A decorative, often projecting band at the top of a wall or other element
- Pilasters:** The attached, incomplete, or stylized profile of a column, often designed to frame the windows and entry.
- Brackets:** Angled supports from a projection such as a cornice or decorative elements that highlight corners of an opening.

#### STOREFRONT BOUNDARIES



#### TRADITIONAL STOREFRONT DESIGN

STOREFRONT FITS WITHIN BOUNDARIES



Storefront materials may vary widely, and include wood, stone, brick, terra cotta, stucco, cast concrete, iron, steel, aluminum, and other metals. Clear, obscured and opaque glass may have been used. Leaded lights and glass block are also used in storefronts.

**Guideline 7.3.1-A traditional commercial storefront should not be altered, obscured, or removed during a rehabilitation or improvement project.**

(a.) Ensure that proper care is taken to protect original designs and materials during construction activities.

**Guideline 7.3.2-If a storefront has been altered; restore it to the original or early design.**

(a.) Use physical evidence, historic or old photographs, and existing drawings to identify the original design, details, and materials of the original or early storefront.

(b.) The original storefront design, detail, and materials may be obscured by later cladding. Carefully remove later materials and restore the original if possible.

(c.) Sometimes non-original, but early, storefronts have gained in importance and should be retained and restored instead of removed to reveal or reconstruct the original storefront.

(d.) If evidence or documentation of the original or early storefront design is missing, it may be appropriate to use an interpretation created from the design and appearance of similar storefronts.

**Guideline 7.3.3-A new and compatible storefront alternative design should be considered where the original or early storefront is missing.**

(a.) Continue to convey the character of a traditional storefront in a new design, including the transparent character of the display window.

## **8. Landscaping**

Proper landscaping should accompany the historically protected and preserved buildings. As most buildings in the downtown are built to the sidewalk, there is no room for landscaping. The Downtown Streetscape Master Plan provides guidance on plant material suitable for the area as well as appropriate treatment and placement.

## **9. Signage**

Good sign design should be encouraged. Attractive signage is a positive value to the business. It should not only be a draw for people driving by but also for the foot traffic to encourage them and draw them into the stores. (Refer to Ordinance #4678, Sign Ordinance.)

## **Chapter Three-BUILDING QUICK GUIDE**

### **3.01 Certificate of Appropriateness Process & Application**

**As per the City of Denison's Code of Ordinances, Chapter 30**

#### **30.7 Certificate of Appropriateness**

Any person carrying out any work which requires a building permit for exterior painting, alteration, restoration, reconstruction, new construction, or moving of a landmark or property within a historic district visible from a public right-of-way or an adjacent property must first obtain a certificate of appropriateness from the HPB.

The HPB and the historic preservation officer shall follow the "Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings" in its consideration of all applications for a certificate of appropriateness. These standards shall be made available to the property owners of historic landmarks or within historic districts.

Any person wishing to paint a structure within a historic district may not do so without first receiving a certificate of appropriateness from the HPB. As part of the application process, the property owner shall select up to three (3) color and design schemes for submittal to the HPB. The HPB shall review and approve one (1) of the colors and designs selected by the property owner.

**30.7.1** When repainting with minor building maintenance, a property owner can use the same existing paint colors by obtaining approval from the Historic Preservation Officer if the colors have been previously approved by HPB.

#### **30.8 Criteria for approval of a certificate of appropriateness**

The following standards, guidelines, and criteria should be used in a balanced evaluation of the property in question:

(a.) The HPB shall follow the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to assist in its consideration of all applications for certificates of appropriateness. These standards and guidelines shall be made available to property owners of historic landmarks or within a district zoned historic or with a historic overlay.

(b.) The HPB shall utilize a checklist of design elements to be reviewed and considered by the HPB in reaching its determination. Such checklist shall be initially approved by the city council and modified from time to time as the city council deems necessary.

#### **30.9 Certificate of Appropriateness Procedures**

(a.) Prior to the commencement of any work requiring a certificate of appropriateness, the owner or the owner's representative shall file an application for such certificate with the historic preservation officer

or the designee of the City Manager. The property owner or the owner's representative shall consult with the historic preservation officer prior to the submission of the application with regard to applicable standards and guidelines for the property.

(b.) The application shall contain:

1. The name, address, telephone number of the applicant and a detailed description of the proposed work.
2. The location and photographs of the property and adjacent properties (historical photographs may also be helpful)
3. Elevation drawings of the proposed changes and preferably, in color
4. Samples of materials to be used including colors that will be used
5. If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, the method of illumination (if any) and a plan showing the sign's location on the property.

(c.) No building permit shall be issued for such proposed work until a certificate of appropriateness has been issued by the HPB or, upon appeal, to the city council pursuant to subsection (f.) herein. The certificate of appropriateness required by this section shall be in addition to and not in lieu of any building permit that may be required by another ordinance of the city.

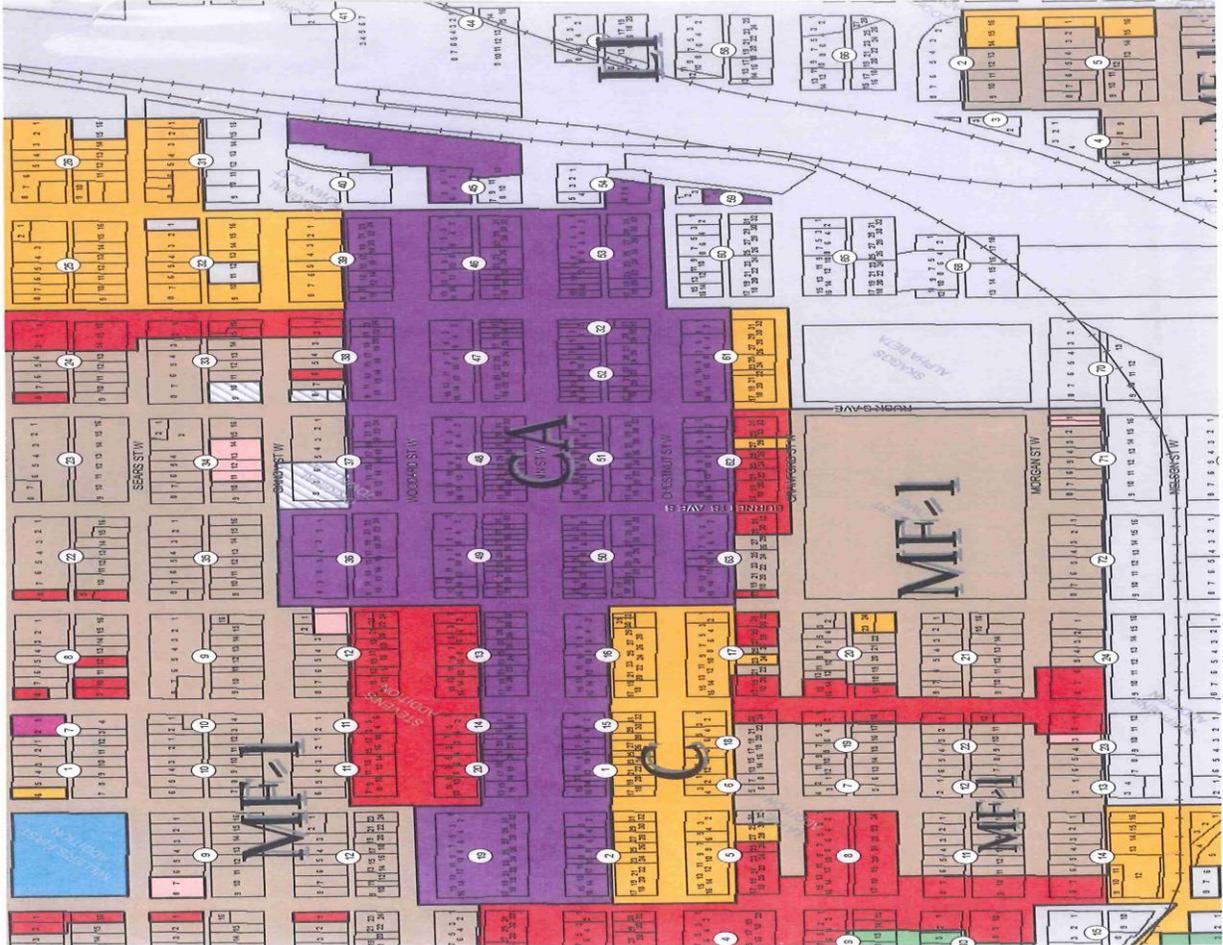
(d.) The HPB shall approve, approve with modifications, or deny an application within forty-five (45) days from receipt of the application. With ten (10) days' notice to the applicant, the HPB shall hold a public hearing on the application at which an opportunity will be provided for proponents and opponents of the application to present their views. Should the HPB not take action within the forty-five day period, the certificate of appropriateness shall be automatically approved.

(e.) All decisions of the HPB shall be in writing. A certificate of appropriateness shall be sent to the applicant and a copy attached to the building permit for public inspection. The HPB's decision shall state the reasons for denying or modifying any application.

(f.) Within six (6) months of the date of the HPB decision, an appeal may be made by the applicant in accordance with the provisions of section 30-18 herein.

For further information regarding the City of Denison's Historic Preservation Ordinance, please see the City's Code of Ordinances. (Specifically Historic Preservation Ordinance #4168.)

# City of Denison Zoning Map for Downtown



## Resources

Texas Historical Commission, Texas Main Street

National Main Street Center

National Trust for Historic Preservation, 1785 Massachusetts Ave, NW, Washington, D.C. 20036

Old-House Journal, Dovetail Publishers. 2 Main Street, Gloucester, MA 01930 800-234-3797

Traditional Building, Historical Trends Corp., 69A Seventh Ave., Brooklyn, NY 11217

National Park Service, Preservation Assistance Div., PO Box 37127, Washington, DC 20013-7127

Secretary of the Interior's Standards for Rehabilitation

Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402

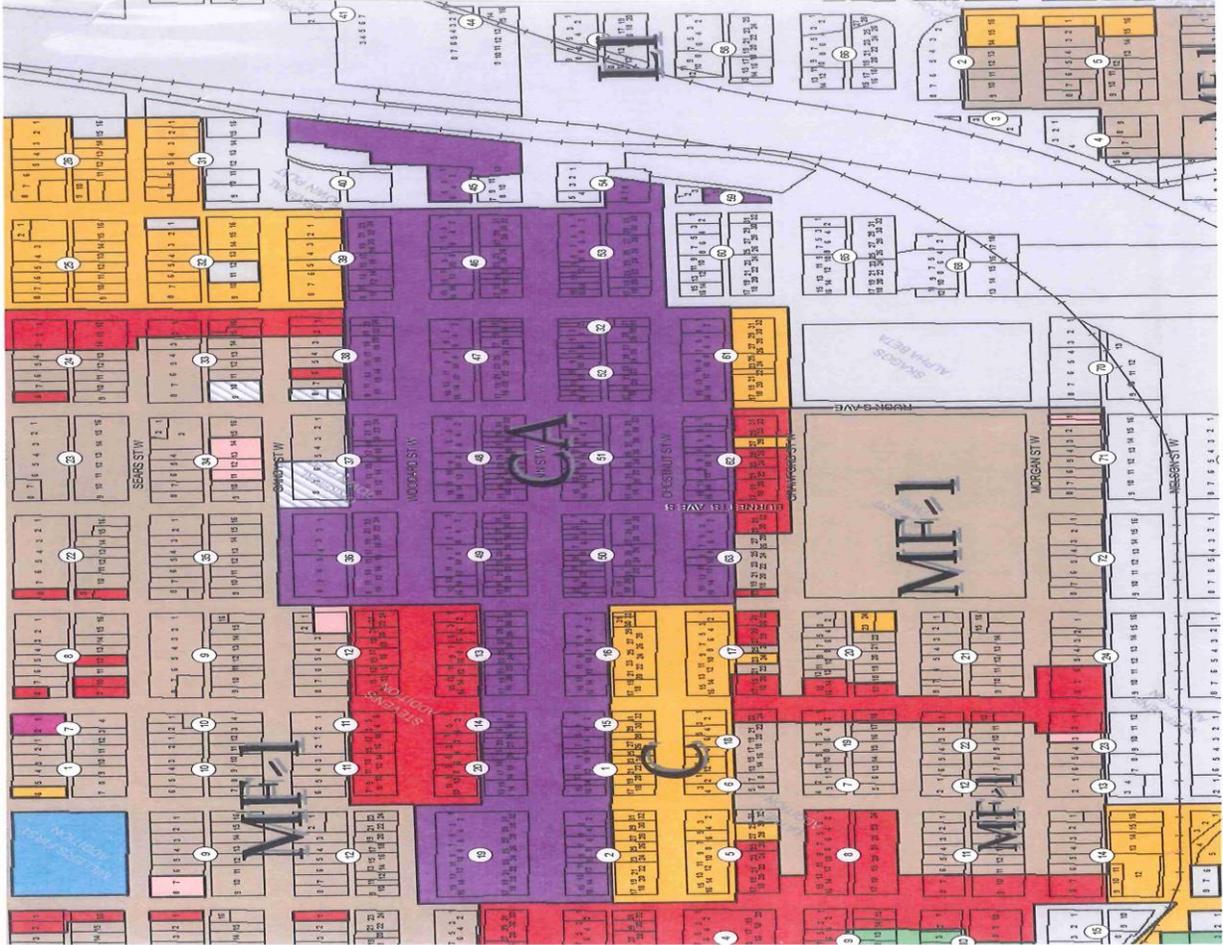
Preservation Briefs, available through the National Park Service website:

- 1 Cleaning and Waterproof Coating of Masonry Buildings
- 2 Repointing Mortar Joints in Historic Buildings
- 3 Conserving Energy in Historic Buildings
- 4 Roofing for Historic Buildings
- 5 Preservation of Historic Adobe Buildings
- 6 Dangers of Abrasive Cleaning to Historic Buildings
- 7 Preservation of Historic Glazed Architectural Terra-Cotta
- 8 Aluminum and Vinyl Sidings on Historic Buildings
- 9 Repair of Historic Wooden Windows
- 10 Exterior Paint Problems on Historic Woodwork
- 11 Rehabilitating Historic Storefronts
- 12 Preservation of Historic Pigmented Structural Glass
- 13 Repair and Thermal Upgrading of Historic Steel Windows
- 14 New Exterior Additions to Historic Buildings: Preservation Concerns
- 15 Preservation of Historic Concrete: Problems and General Approaches

Denison Downtown Design Guideline

- 16 Use of Substitute Materials on Historic Buildings Exteriors
- 17 Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
- 18 Rehabilitating Interiors in Historic Buildings
- 19 Repair and Replacement of Historic Wooden Shingle Roofs
- 20 Preservation of Historic Barns
- 21 Repairing Historic Flat Plaster: Walls and Ceilings
- 22 Preservation and Repair of Historic Stucco
- 23 Preserving Historic Ornamental Plaster
- 24 Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
- 25 Preservation of Historic Signs
- 26 Preservation and Repair of Historic Log Buildings
- 27 Maintenance and Repair of Architectural Cast Iron
- 28 Painting Historic Interiors
- 29 Repair, Replacement, and Maintenance of Historic Slate Roofs
- 30 Preservation and Repair of Historic Clay Tile Roofs
- 31 Mothballing Historic Buildings
- 32 Making Historic Properties Accessible
- 33 Preservation and Repair of Historic Stained and Leaded Glass
- 34 Applied Decoration for Historic Interiors: Preserving Composition Ornament
- 35 Understanding Old Buildings: The Process of Architectural Investigation
- 36 Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
- 37 Appropriate Methods for Reducing Lead Paint Hazards in Historic Housing
- 38 Removing Graffiti from Historic Masonry
39. Preserving Historic Brick Streets

City of Denison Zoning Map for Downtown



**Historical Preservation Board**

**Certificate of Appropriateness Application**

Address of Property: \_\_\_\_\_

Owner(s) of Property: \_\_\_\_\_

Address \_\_\_\_\_

Applicant(s) Name \_\_\_\_\_ Relationship  
to Owner \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Cell No: \_\_\_\_\_ Email: \_\_\_\_\_

Is property \_\_\_ Contributing / \_\_\_ Non-Contributing to the National Register District (check one).

Please check the property(s) primary material type: Wood \_\_\_ Brick \_\_\_ Stucco \_\_\_

Please check the property(s) primary use: Residential \_\_\_ Commercial \_\_\_

Are the changes being made to the property to adapt the property to a new use?

Yes \_\_\_ No \_\_\_ If yes, please state the property's intended new use: \_\_\_\_\_

Contractor's Name (if known): \_\_\_\_\_

Contractor's Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH THE COMPLETED APPLICATION:

1. Letter of Intent (include brief introduction and plan for property, dimensions, historic colors, etc.)
2. Current photograph of property
3. Historical photograph (if available)
4. Samples materials and/or colors swatches
5. Site Plan (proposed & existing site)
6. Elevation drawings of proposed changes (This does not have to be professional architectural drawings. Clear hand drawings are acceptable.)
7. If signage is involved, please provide a scale drawing indicating the lettering type dimensions, historic colors, location, and method of illumination (if any).

PLEASE PROVIDE OR ATTACH DETAILED DESCRIPTION OF THE PROPOSED WORK (Include attachments, if necessary, and any additional information you feel may be helpful in order to visualize the proposed work). ALL ATTACHMENTS SHOULD BE 11" X 17" OR SMALLER

PLEASE CHECK ALL THAT APPLY REGARDING THE WORK TO BE DONE ON THE PROPERTY:

MASONRY

- Repointing
- Cleaning
- Removing paint
- Painting What Color(s)? \_\_\_\_\_
- Repairing, replacing or removing decorative masonry features
- Application of waterproof, water repellent, or other coatings

WOOD

- Painting
- Removing paint
- Repairing, replacing or removing decorative wood features such as columns, brackets, window, and doors
- Applying chemical preservatives

ROOF

- Repairing, replacing, or removing roof features, and materials such as dormers, chimneys, slates, tiles, wood shingles, or metal.

WINDOWS

- Repairing or replacing sashes
- Changing the number, size, location and glazing pattern of window through cutting new openings or blocking in existing windows.
- Replacing windows

ENTRANCES AND PORCHES

- Repairing, replacing or removing entrance and porch features such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.
- Removing an entrance porch
- Closing in an entrance porch

ADDITIONS

- Additions to the primary façade
- Other additions

DEMOLITION

- Residential
- Commercial

OTHER

Please explain. \_\_\_\_\_

I hereby certify that I have reads and examined this application and know the same to be true & correct. All provisions of laws and ordinances governing this type of work with be complied with whether specified or not. The granting of a Certificate of Appropriateness does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Certificate of Appropriateness becomes null and void if construction authorized is not commenced with in one year.

This certificate must be presented to obtain the required building permit.

Date Received: \_\_\_\_\_ Filing Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

File# \_\_\_\_\_ Built Circa: \_\_\_\_\_

- **Sec. 30-9. - Certificate of appropriateness procedures.**

(a)

Prior to the commencement of any work requiring a certificate of appropriateness, the owner or the owner's representative shall file an application for such certificate with the historic preservation officer. The property owner or the owner's representative shall consult with the historic preservation officer prior to submission of the application with regard to applicable standards and guidelines for the property.

(b)

The application shall contain:

1.

The name, address, telephone number of the applicant and a detailed description of the proposed work.

2.

The location and photographs of the property and adjacent properties (historical photographs may also be helpful).

3.

Elevation drawings of the proposed changes, and, preferably, in color.

4.

Samples of materials to be used including colors that will be used.

5.

If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, the method of illumination (if any) and a plan showing the sign's location on the property.

(c)

No building permit shall be issued for such proposed work until a certificate of appropriateness has been issued by the HPB or, upon appeal, to the city council pursuant to subsection (f) herein. The certificate of appropriateness required by this section shall be in addition to and not in lieu of any building permit that may be required by another ordinance of the city.

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- **Sec. 30-14. - Ordinary maintenance.**

Nothing in this section shall be construed to prevent the ordinary maintenance, replacement or repair of any exterior architectural feature of a landmark or property within a historic district that does not involve a change in design or material, color or outward appearance. In-kind replacement or repair is included in this definition of "ordinary maintenance." The painting of a building in a color previously approved by the historic preservation board is included in this definition of "ordinary maintenance."

Historic District Overlay-Denison, Texas

