Hannibal, Missouri

Design Review Guidelines

Historic District Development Commission

America's Home Town

TABLE OF CONTENTS

ACKNOWLEDGEMENTS 1

INTRODUCTION 2

DESIGN REVIEW PROCESS 4

HANNIBAL'S COMMERCIAL ARCHITECURE 8

MAIN STREET ARCHITECUURE 11

COMMERICAL BUILDING GUILDELINES 13

STOREFRONTS 16

SIGNS AND STREETSCAPES 22

UPPER FACADES 26

IMPROVEMENTS TO REAR FACADES 29

ALTERATIONS ACQUIRING SIGNIFICANCE 30

NEW COMMERCIAL BUILDING GUILDELINES 31

RELOCATION AND DEMOLITION 34

ROOF AND ROOFING 36

MAINTENANCE 37

BUILDING DESIGN EXAMPLES 40

APPENDIX A–HDDC LETTER OF APPROVAL PROCEDURE 44

HDDC RULES OF PROCEDURES 50

APPENDIX B–THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILIATAION 55

APPENDIX C–GLOSSARY OF TERMS 56

APPENDIX D–SUGGESTED BIBLIOGRAPHY 65

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INTRODUCTION

The Hannibal Commercial District Guideline Manual is intended to provide the Hannibal Historic District Development Commission and property owners with guidelines for building rehabilitation, new construction, and other changes which would affect the overall appearance of Hannibal's commercial areas. The manual provides information on appropriate rehabilitation techniques, recommendations for new construction, and guidelines for demolition and relocation. The manual is a working document for the Historic District Development Commission (HDDC) to ensure that future changes to Hannibal's historic districts are in keeping with their architectural and historical character. The manual should also be referred to by property owners prior to the initiation of work in Hannibal's historic districts. Familiarity with the guidelines can help property owners formulate plans and designs to enhance Hannibal's commercial character and streamline the review process.

The City of Hannibal created the Historic District Development Commission (HDDC) in April of 1988. In addition to the establishment of the Commission, the ordinance also created the city's first Historic, or "H-1" zone. The area encompassed by this zone included all or parts of two commercial historic districts listed on the National Register: the Mark Twain Historic District; and the Moses Bates Historic District (see map). This local historic district was created to provide conditions and regulations for the protection, enhancement and perpetuation of buildings, structures, areas, places or works of art in the city which have special historic and cultural value for the general welfare of the public and community. The seven member Commission was established to oversee the district and carry out the purpose of the ordinance.

Design review guidelines can have a positive economic effect on historic communities. Design guidelines can do the following:

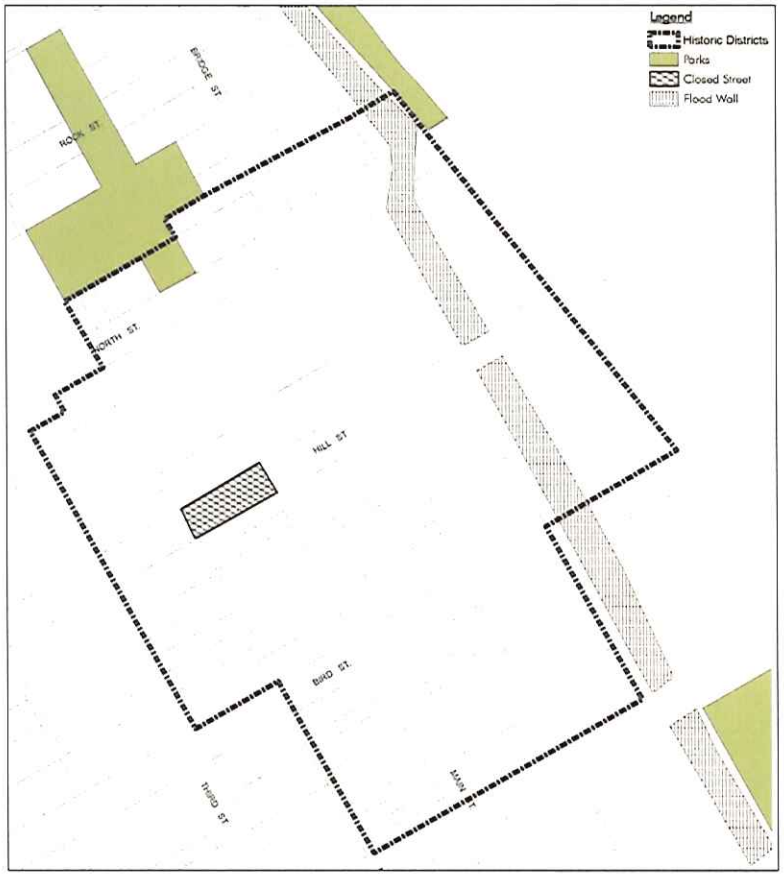
- Enhance and Protect Property Values.
- Promote Heritage Tourism.
- Reinforce Community Identity and Marketability.

Investment in historic neighborhoods and commercial areas has increased significantly in recent decades resulting in the stabilization and enhancement of property values. Design guidelines help to assure property owners that their investment in an historic area will be protected. Guidelines for historic areas help to ensure that rehabilitation and new construction are compatible with its character and that incompatible development which could negatively impact a property owner's investment is minimized.

Hannibal is fortunate to be a desirable tourist destination point as a river town and through its association with author Mark Twain. Heritage or cultural tourism is a major part of America's tourist industry and is of increasing importance for many communities economic development. Rehabilitation of historic areas has been successfully used to stimulate heritage tourism. Through design guidelines the character of Hannibal's historic commercial area and neighborhoods can be preserved and maintained and reinforce heritage tourism efforts.

Historic preservation is also part of quality of life factors that can stimulate growth and development. Preservation of historic and architectural resources is an economic incentive for many communities and is integral to a community's overall marketing efforts. Hannibal's identity as an historic river town and its large stock of architecturally significant buildings are inherent attributes which can be used to attract new industries and businesses. Design guidelines reflect a community's commitment to preserving its particular identity and uniqueness.

Location of H-1 Historic Zone in Downtown Hannibal



DESIGN REVIEW PROCESS

Design guidelines help to preserve and protect the existing architecture of an historic area and facilitate compatible new growth and development. Design guidelines are essential to ensure that the character of an area is enhanced and marketed in a consistent manner. The Hannibal Historic District Development Commission (HDDC) is a governing body established by the city and is responsible for adopting and administering guidelines. The design review process is one of flexibility and interaction with property owners and merchants to protect property values and promote the best possible rehabilitation and new construction in Hannibal's historic districts.

No building permit for exterior change, construction, alteration or rehabilitation, moving or demolition to be carried on within Hannibal's locally designated districts shall be issued by the Building Inspector until the project has been submitted and receives a written Letter of Approval (LOA) (see Appendix A.). LOA applications must be requested from the office of the City Clerk which is located in the Hannibal City Hall. All applications are then referred by the City Clerk to the HDDC. The Commission can request detailed construction plans and related data such as photographs, in order to make their review. In any Local Historic District the Commission may make determinations for the following actions:

1. Appropriateness of altering or demolishing any building or structure within the district.
2. All signs erected in the historic district.
3. Appropriateness of the exterior architectural features including signs and other exterior features of any new buildings and structures to be constructed in the district.
4. Appropriateness of exterior design of any new extension of any existing building or structure within the historic district. Appropriateness of off-street parking spaces, changes to streets and sidewalks, and other streetscape changes along the public right-of-ways which might affect the character of any building or structure in the historic district.
5. The general compatibility of exterior design, arrangement, texture, and material of the building or structure in question and the relation of such factors to similar features of buildings **in** the immediate surroundings.

The Commission may not make determinations regarding:

1. Exterior paint colors.
2. Interior arrangements or design as long as these arrangements or designs do not visibly affect the exterior appearance of a building or structure.

Applications for LOAs can be requested from the City Clerk. Upon completion of the LOA application it should be returned to the City Clerk who shall then forward the application to the Commission. LOA applications shall be considered at the regular monthly meetings of the Commission. The Commission shall then issue to the City Clerk a letter stating its full approval, conditional approval or denial. Conditional approvals and/or Letters of Denial (LOD) will be provided with explanations. If Commission disapproves/denies the application the City Clerk will so advise the applicant by sending a Letter of Denial (LOD).

In addition to meeting the design guidelines in an historic area, properties are also subject to the regulations in Hannibal's Zoning Ordinance. The Zoning Ordinance governs the use of land and buildings and has standards for height, lot coverage, setback, signs, landscaping, and parking requirements. Property owners must follow zoning requirements in addition to design guidelines in the historic district. New construction and renovation must also follow regulations set forth in the Standard Building Code. This code specifies requirements for electrical and plumbing work, fire exits, building construction techniques, and other aspects of renovation and construction. Property owners must also meet these regulations before being issued a building permit.

Properties in the local historic district are also listed on the National Register of Historic Places. Buildings that are fifty years old or older, retain their original character, and are used for income-producing purposes may also be eligible for historic tax incentives for rehabilitation. Rehabilitation must meet certain economic criteria as well as meet the Secretary of the Interior's Standards for Rehabilitation (see Appendix B). This certification process is through the Historic Preservation Program of the Missouri Department of Natural Resources and the review of this rehabilitation work is a separate application procedure from the Letter of Approval application (see Appendix A).

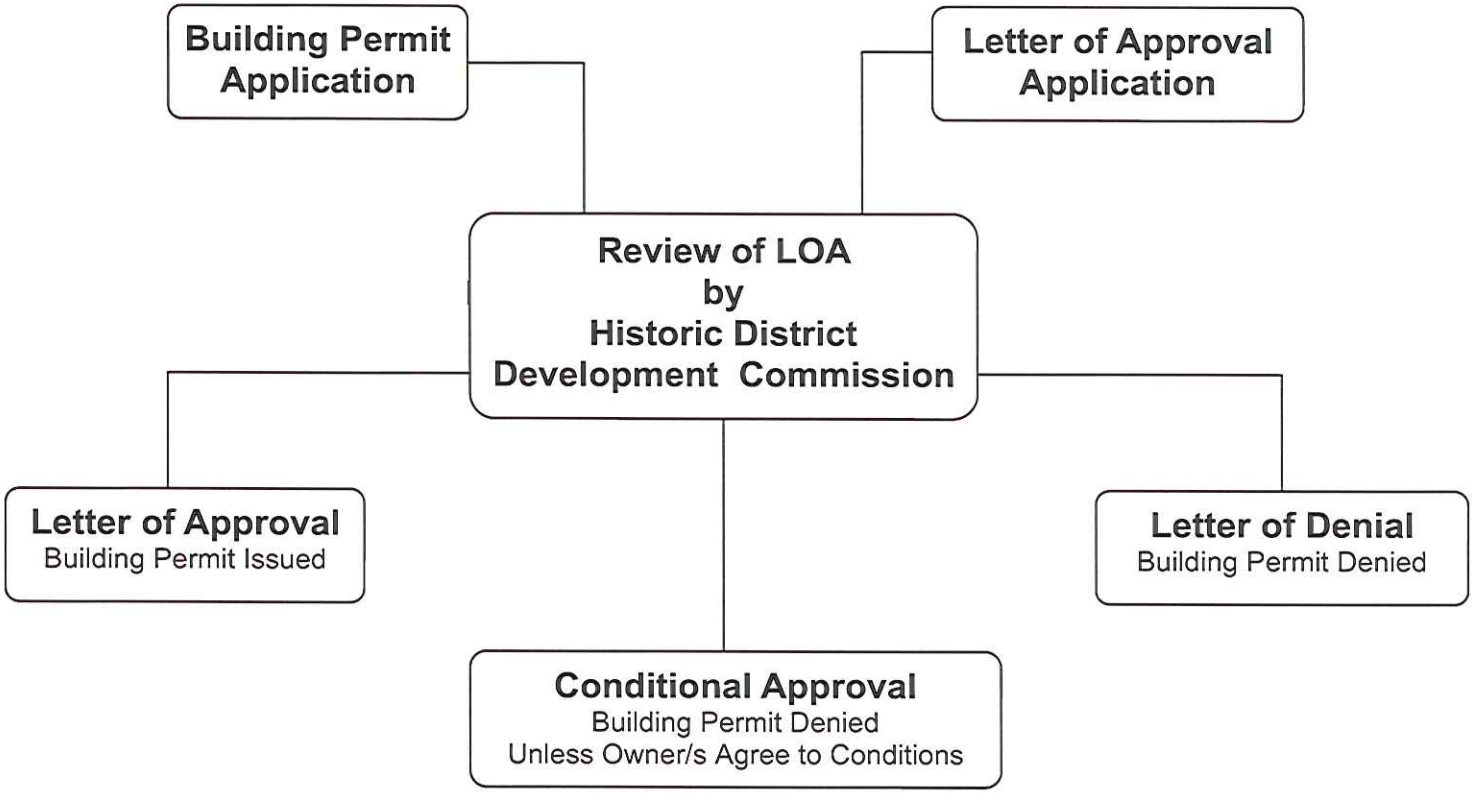
How Do I Apply For a Letter of Approval?

1. Applications may be obtained in the Building Inspectors office in City Hall. Property owners will be given a Letter of Approval application form and informed when the next HDDC meeting will take place.
2. For minor repair and maintenance of a building the LOA must be completed with a written description of the work to be undertaken. Applications will be reviewed initially by the Building Inspector and a designated agent of the Commission to determine if additional submittal materials are required. Full review of the application by the Commission may be waived by consensus of the Building Inspector and the Commission representative and a LOA shall be issued if the project is determined to be of a minor nature.
3. Major rehabilitation work and new construction shall require elevations, photographs, site plans, specifications, and designs for lighting and signs to fully illustrate the property and the proposed work. Seven copies of all submittal materials, with the exception of models, shall be provided. This documentation must be submitted along with the completed LOA form to the City Clerk's office.
4. For applications to demolish a building, a LOA must be completed along with photographic documentation and a general historical narrative which details the building's architectural and historical character.
5. LOA applications for signs must include photographs of the proposed sign location and scaled drawings of the proposed signage indicating dimensions, materials, lettering or script, and design.
6. Applications for walls, fences, HVAC units, exterior lighting, satellite dishes and other external appurtenances shall require photographs of their proposed location and scaled drawings indicating size, materials, and design.

(See Appendix A for LOA process and application)

Work Without HDDC Approval

If a property owner undertakes work without receipt of a Letter of Approval or Building Permit, a stop work order will be issued by the Building Commissioner. The property owner will then be required to document the work and state why a LOA application or Building Permit was not previously applied for. Completion of a LOA application and review will then be required by the Commission. LOA applications approved by the Commission must be followed. If the actions specified in the LOA application are not followed, the owner/s will face fines ranging from $100 per day to $250 per day as outlined in the Hannibal Zoning Ordinance.



HANNIBAL'S COMMERCIAL ARCHITECTURE

THE COMMERCIAL AREAS OF HANNIBAL CONTAIN A WIDE VARIETY OF STYLES AND BUILDING TYPES CONSTRUCTED IN THE 19TH AND EARLY 20TH CENTURIES. HANNIBAL WAS FOUNDED AS A TRADING CENTER ALONG THE MISSISSIPPI RIVER IN THE EARLY 1800S AND THE COMMERCIAL SECTION OF THE CITY AS ORIENTED TOWARDS THE RIVER. THE ORIGINAL TOWN WAS LAID OUT IN 1819 BY MOSES BATES. CARDIFF HILL ON THE NORTH AND BEAR CREEK ON THE SOUTH WERE NATURAL BOUNDARIES FOR THE TOWN IN ITS EARLY YEARS AND A DENSE COMMERCIAL AND RESIDENTIAL AREA EVOLVED NEAR THE RIVER BY THE 1830S. IN 1840, THE TOWN'S POPULATION STOOD AT 1,034 AND HANNIBAL WAS A MAJOR PORT ON THE RIVER BETWEEN MINNEAPOLIS AND SAINT LOUIS.

IN THE MID-19TH CENTURY FRONT STREET AND MAIN STREET FORMED THE CORE OF HANNIBAL'S COMMERCIAL AREA. BUILDINGS CONSTRUCTED ALONG FRONT STREET FACED THE RIVER AND SEVERAL BLOCKS OF TWO-AND THREE STORY BRICK BUILDINGS WERE OCCUPIED AS WAREHOUSES, DRY GOODS STORES, AND OTHER MERCANTILE ESTABLISHMENTS. MAIN STREET, ONE BLOCK TO THE WEST, SUPPLIED GOODS AND SERVICES TO HANNIBAL RESIDENTS AND CONTAINED SUCH BUSINESSES AS CLOTHING STORES, DRUG STORES AND HARNESS SHOPS. ALONG MAIN AND ADJACENT STREETS WERE ALSO OFFICES FOR THE TOWN'S PHYSICIANS AND ATTORNEYS. ONE OF THE TOWN'S MOST PROMINENT ATTORNEYS WAS JUSTICE OF THE PEACE JOHN CLEMENS WHO MOVED TO HANNIBAL IN 1839 AND OCCUPIED AN OFFICE JUST OFF MAIN STREET. HIS SON, SAMUEL CLEMENS, BECAME THE TOWN'S MOST FAMOUS NATIVE SON THROUGH HIS STORIES UNDER THE PEN NAME, MARK TWAIN.

HANNIBAL HAS LOST MOST OF ITS ORIGINAL BUILDINGS FROM THIS PERIOD ALONG FRONT STREET ,BUT SEVERAL BRICK AND FRAME BUILDINGS FROM THE 1830S AND 1840S STILL REMAIN ALONG MAIN STREET. THESE BUILDINGS ARE OFTEN DISTINGUISHED BY HIGH PITCHED GABLE ROOFS AND NARROW FRONTS. NONE OF THE ORIGINAL STOREFRONTS ON THESE BUILDINGS SURVIVE, BUT THE EXTERIOR BRICK WALLS, UPPER FLOOR WINDOWS, AND SOME INTERIOR DETAIL S REMAIN FROM THEIR ORIGINAL CONSTRUCTION. THE BUILDINGS AT *320* AND 324 N. MAIN STREET ARE GOOD EXAMPLES OF THIS TYPE OF EARLY COMMERCIAL BUILDING. AN EXCELLENT EXAMPLE OF A GREEK REVIVAL STYLE COMMERCIAL BUILDING ALSO REMAINS AT THE CORNER OF MAIN AND HILL STREETS. KNOWN AS THE PILASTER HOUSE, THIS TWO-STORY BUILDING HAS A TEMPLE FRONT AND HAS BEEN WELL PRESERVED.

WITH THE EXCEPTION OF THE YEARS DURING THE CIVIL WAR HANNIBAL EXPERIENCED SEVERAL DECADES OF PROSPERITY FROM THE 1850S TO THE 1880S. THE HANNIBAL AND ST. JOSEPH RAILROAD WAS COMPLETED IN 1859 ENHANCING THE TOWN AS A TRANSPORTATION CENTER. AFTER THE WAR IT WAS A MAJOR CENTER FOR LARGE LUMBER MILLS. TIMBER WAS BROUGHT DOWN THE RIVER FROM WISCONSIN AND MINNESOTA AND PROCESSED INTO FINISHED WOOD PRODUCTS IN HANNIBAL. THE TOWN GREW BY SEVERAL THOUSAND IN THESE YEARS AND MANY NEW RESIDENCES AND COMMERCIAL BUILDINGS WERE CONSTRUCTED.

The brick Italianate buildings on Main Street and adjacent streets are legacies of this period of prosperity. New two- and three-story brick buildings were built along Main and west up Broadway. The Italianate style emphasized decoration and many buildings have detailing such as cast iron and sheet metal eave and window cornices, arched windows, corbelled brickwork, and cast iron columns on storefronts. The Farmers and Merchants Bank at 201-205 North Main and A.W. Lamb Building at 118-122 North Main are both fine examples of the Italianate style.

Hannibal's boom years lasted into the early 1900s. The International Shoe Company built a large complex to the west of the downtown area and became the city's largest employer. A new City Hall, Courthouse, Library, and Municipal Light Plant were built during these years. On Main Street several buildings were razed or destroyed by fire and were replaced by new commercial buildings. These buildings were also of brick construction and were influenced by the Neo-Classical or Colonial Revival styles. Classical decoration was applied to a pressed metal front at 215-217 North Main Street and at 214 Broadway is a Neo-Classical temple front bank building. In addition to brick, other buildings constructed after 1900 were built of concrete or hollow core concrete blocks such as the structure at 117 Hill Street. Hannibal's boom years waned by the 1920s as the lumber and mill factories closed. Building construction slowed considerably during this decade and construction was minimal during the Depression. The few buildings which were built during these decades were either simple in design or were influenced by the Art Deco style. This style was notable for its streamlined and geometric detailing. Examples of this style can be seen at 101-109 and 301 North Main Street.

301 N Main St - Art Deco

215 N Main St - Classical

201 N Main St - Italianate

Since 1940, little new construction has taken place in Hannibal's commercial area. Periodic flooding by the Mississippi led some businesses to locate in other sections of the city and investment in the downtown area has been limited. A number of buildings along Front Street and Main Street were razed in recent years and demolition continues to occur. Changes such as the addition of modern storefronts has been common to historic buildings and several buildings have had their main facades covered with modern metal panels or other materials.

Despite these changes, downtown Hannibal still contains an impressive collection of 19th and early 20th century architecture. The buildings along Main Street in the Mark Twain and Moses Bates Historic Districts are especially fine examples of ante-bellum and Italianate architecture. The construction of the Mississippi River levee, development of the tourist industry, and protection of the area through local district designation show a positive commitment to the preservation and economic enhancement of Hannibal's commercial area.

MAIN STREET ARCHITECTURE

In addition to stylistic influences, most of Hannibal's commercial buildings can be categorized as Two-Part Commercial Block designs. This designation is based on the buildings' two separate components. storefronts and upper facades. Two-Part Commercial Block buildings were built throughout the country in the 19th and early 20th century and are the most prevalent commercial form in small and mid-size communities.

Storefronts were designed to provide the largest amount of space available for the viewing of merchandise. As much glass as possible was built into storefronts such as large multi-light windows in the ante-bellum period. New technology such as cast iron allowed storefronts to become much more transparent. Cast iron columns and pilasters on storefronts carried the weight of the upper masonry wall and allowed most of the remaining storefront to be glass for display purposes. Storefronts in the late 19th century typically have large display windows, transoms and large glass and wood doors. Entrances were often recessed to provide for additional display areas.

203 N Main Street - Carrara glass

Upper facades contained windows to provide illumination into upper floor areas and the exterior masonry walls were often embellished with decorative brickwork. At the roofline buildings were capped with cornices of corbelled brick, wood, or sheet metal. Sheet metal such as zinc or tin alloys were especially popular for Italianate build since they could be readily formed into many different designs. Entire sheet metal panels were also used to sheath upper facades

The use of cast iron for storefronts extended into the early 20th century. After 1920, most storefronts were built with steel lintels to support the upper façade masonry and a variety of materials were used in storefront construction. Large expanses of glass continued to be used along with brick piers, marble and brick bulkheads, and metals such as copper and bronze. During the1920s and 1930s decorative tinted glass panels such as Carrara glass and Vitrolite were often applied to storefronts. An example of these types of materials can be seen at the storefront at 203 North Main Street.

After 1910, upper facades generally became more functional and less decorative in appearance except for high style Classical designs. Rounded arch windows gave way to rectangular windows and use of sheet metal for window and roof cornices gradually. Patterns of brick and concrete were often used to decorate upper facades and different brick surface textures, and colors were also used. The coming of the Art Deco style led to the use of vertical bands and geometric designs in brick, concrete, and metals.

Downtown Hannibal retains many original storefronts and storefront elements which should be preserved. Where modern storefronts have been added in recent years it is required that future storefront remodeling be undertaken in keeping with historic storefront configurations. Upper facade changes have often included the enclosing of windows with brick or wood panels, removal of cornices, and concealment of details beneath added metal panels. Future rehabilitation of commercial buildings shall include the repair or replacement of upper floor elements to maintain and enhance the building's character.

This building has maintained its original historic character

COMMERCIAL BUILDING GUIDELINES

MATERIALS & TECHNOLOGY

1. ORIGINAL MASONRY SHALL BE PRESERVED AND MAINTAINED

REQUIRED

- ORIGINAL EXTERIOR MASONRY WALLS AND DETAILS SHALL BE PRESERVED AND MAINTAINED.
- MASONRY WHICH REQUIRES REPAIR OR REPLACEMENT SHALL BE REPAIRED OR REPLACED WITH NEW MASONRY WHICH MATCHES AS CLOSELY AS POSSIBLE IN COLOR, TEXTURE, AND PRO FILE. THE PAINTING OF MASONRY WALLS THAT HAVE NOT BEEN PAINTED SHALL NOT TAKE PLACE EXCEPT FOR WALLS WITH EXTENSIVE PATCHING OR REPOINTING RESULTING IN CONTRASTING MORTAR JOINTS AND SURFACES..
- PAINT SHALL NOT BE REMOVED FROM HISTORICALLY PAINTED MASONRY.

2. EXTERIOR MASONRY SHALL NOT BE CLEANED WITH ABRASIVE METHODS

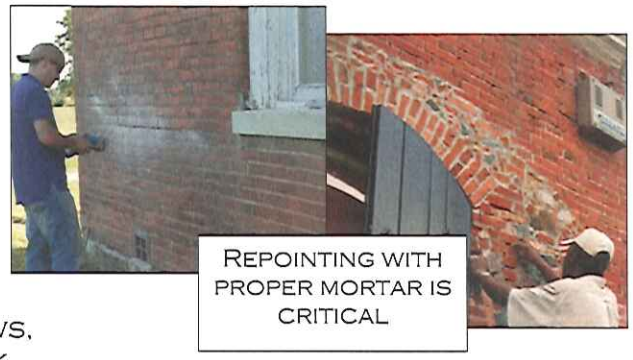
REQUIRED

- MASONRY SURFACES SHOULD NOT BE CLEANED UNLESS HEAVILY SOILED OR STAINED.
- IF EXTERIOR MASONRY MUST BE CLEANED IT SHALL BE WITH THE LEAST ABRASIVE MEANS POSSIBLE SUCH AS LOW PRESSURE WATER AND DETERGENTS AND BRISTLE BRUSHES. LOW PRESSURE WATER CLEANING AND RINSING SHOULD BE CONDUCTED AT OR BELOW 600 POUNDS PER SQUARE INCH. DETERGENT CLEANING OR STEAM CLEANING IS PREFERRED OVER THE USE OF CHEMICALS. IF CHEMICAL CLEANING METHODS ARE USED IT IS REQUIRED THAT A TEST PATCH BE COMPLETED AND THE EFFECTS OF THE METHOD EVALUATED BY THE HDDC OR IT'S STAFF, PRIOR TO WHOLESALE CLEANING OF THE BUILDING.
- SANDBLASTING WITH DRY OR WET GRIT AND OTHER ABRASIVE CLEANING METHODS ARE STRICTLY PROHIBITED. CLEANING METHODS INVOLVING WATER OR LIQUID CHEMICALS MAY NOT TAKE PLACE DURING PERIODS OF FREEZING TEMPERATURES.

3. MASONRY REPOINTING SHALL MATCH THE ORIGINAL

REQUIRED

- MORTAR WHICH IS SOUND SHOULD BE RETAINED. WHOLESALE REMOVAL OF SOUND MORTAR TO ACHIEVE A UNIFIED APPEARANCE IN REPOINTING SHALL NOT TAKE PLACE. MASONRY REPOINTING SHOULD BE WITH MORTAR TO MATCH THE ORIGINAL IN COMPOSITION AND APPEARANCE. MORTAR SHALL ALWAYS BE SOFTER THAN THE BRICK OR STONE.
- MORTAR JOINTS SHOULD BE RAKED TO MATCH THE ORIGINAL PROFILE.
- RAKING OF JOINTS SHOULD BE BY HAND RATHER THAN BY ELECTRIC SAWS, HAMMER AND OTHER POWER TOOLS TO AVOID DAMAGING THE BRICK.



REPOINTING WITH PROPER MORTAR IS CRITICAL

3. MASONRY REPOINTING SHALL MATCH THE ORIGINAL (CONTINUED)

- MASONRY SHALL NOT BE REPOINTED WITH MORTAR WHICH HAS A HIGH PORTLAND CEMENT CONTENT UNLESS THIS TYPE OF MORTAR WAS HISTORICALLY USED ON THE BUILDING.
- THE USE OF SYNTHETIC CAULKING COMPOUNDS AND SIMILAR BONDING AGENTS SHALL NOT BE UNDERTAKEN.

4. PRESERVE AND MAINTAIN FOUNDATION WALLS

REQUIRED

- ORIGINAL MASONRY FOUNDATIONS SHALL BE PRESERVED AND MAINTAINED.
- THE CONCEALMENT OF FOUNDATION WALLS THROUGH THE APPLICATION OF ARTIFICIAL MATERIALS SUCH AS STONE VENEERS, STUCCO, ALUMINUM, OR VINYL SIDING SHALL NOT TAKE PLACE.

5. PRESERVE AND MAINTAIN EXTERIOR WOOD SIDING

REQUIRED

- EXTERIOR WOOD SIDING SUCH AS WEATHERBOARD, CLAPBOARD AND SHINGLES SHALL BE MAINTAINED AND PRESERVED.
- REGULAR MAINTENANCE SUCH AS PAINTING AND REPAIR SHALL OCCUR TO FRAME BUILDINGS.
- WOOD SIDING SHALL BE REPAIRED AND REPLACED WITH MATERIALS, PROFILES, AND DESIGNS TO MATCH.
- PAINT ON WOOD SIDING SHALL BE REMOVED THROUGH THE GENTLEST MEANS POSSIBLE SUCH AS HAND SCRAPING AND HAND SANDING. THE USE OF ELECTRIC HOT-AIR GUNS, HEAT PLATES OR INFRA-RED HEATING DEVICES IS ACCEPTABLE IF USED WITH CARE.
- SANDBLASTING OR WATER BLASTING OF WOOD SIDING IS PROHIBITED.
- REPLACEMENT OF WOOD SIDING SHALL BE KEPT AS MINIMAL AS POSSIBLE AND OVERALL REPLACEMENT ON PRIMARY AND SECONDARY FACADES SHOULD NOT EXCEED 25% OF THE FACADE'S TOTAL SQUARE FOOTAGE OF SIDING UNLESS SIGNIFICANT DETERIORATION CAN BE DEMONSTRATED.

DECORATIVE WOOD SHINGLES AT 215 HILL

6. WOOD SIDING SHALL NOT BE CONCEALED OR OBSCURED

REQUIRED

- EXTERIOR WOOD SIDING MATERIALS SHALL NOT BE CONCEALED, OBSCURED, OR OTHERWISE COVERED WITH OTHER MATERIALS. ARTIFICIAL MATERIALS SUCH AS ALUMINUM, STEEL, VINYL, OR ASBESTOS SIDINGS, AND BRICK, STUCCO, AND STONE VENEERS, SHALL NOT BE APPLIED OVER ORIGINAL WOOD SIDING.
- SOFFITS AND EAVES SHALL NOT BE ENCLOSED OR CONCEALED WITH ARTIFICIAL SIDINGS.
- REPLACEMENT OF WOOD SIDING SHALL MATCH THE ORIGINAL IN MATERIAL AND TEXTURE AND REVEAL. IT IS REQUIRED THAT REPLACEMENT WOOD SIDING SHALL BE EITHER WOOD CLAPBOARDS OR SAWN WOOD SHINGLES WITH LESS THAN A 5 INCH EXPOSURE/REVEAL.
- ROUGH SPLIT WOOD SHAKES, PLYWOOD SIDING, PRESSED WOOD (T1-1 1), CEMENT BOARD OR BARN SIDING ARE NOT ALLOWED.

7. PRESERVE AND MAINTAIN EXTERIOR METAL ELEMENTS

REQUIRED

- METAL ELEMENTS SUCH AS CORNICES AND WINDOW HOOD MOLDING SHALL BE MAINTAINED AND PRESERVED. REMOVAL OF SUCH ELEMENTS SHALL NOT TAKE PLACE.
- REPAIR OF SHEET METAL DETAILS SHALL BE WITH SIMILAR MATERIALS DESIGNED TO MATCH THE ORIGINAL.
- REPAIR AND REPLACEMENT OF HISTORIC METALS SHALL BE WITH COMPATIBLE METALS TO AVOID GALVANIC CORROSION.
- SOFT METALS SUCH AS LEAD, TIN, COPPER, AND ZINC SHALL BE CLEANED USING CHEMICAL METHODS. SANDBLASTING OR OTHER ABRASIVE CLEANING METHODS ARE PROHIBITED.
- WROUGHT AND CAST IRON ELEMENTS SHALL BE CLEANED BY HAND SCRAPING AND WIRE BRUSHING. LOW PRESSURE DRY GRIT BLASTING IS ACCEPTABLE AS LONG AS IT CAN BE DEMONSTRATED THAT THE SURFACE OF THE IRON IS NOT DAMAGED.
- REPLACEMENT OF ORIGINAL METAL ELEMENTS WITH SIMILAR MATERIALS IS RECOMMENDED. THE USE OF REPLACEMENT MATERIALS SUCH AS WOOD OR GLASS FIBER (GFRC) REINFORCED CONCRETE MAY ALSO BE ALLOWED.

STOREFRONTS

8. MAINTAIN ORIGINAL STOREFRONT CONFIGURATION

REQUIRED

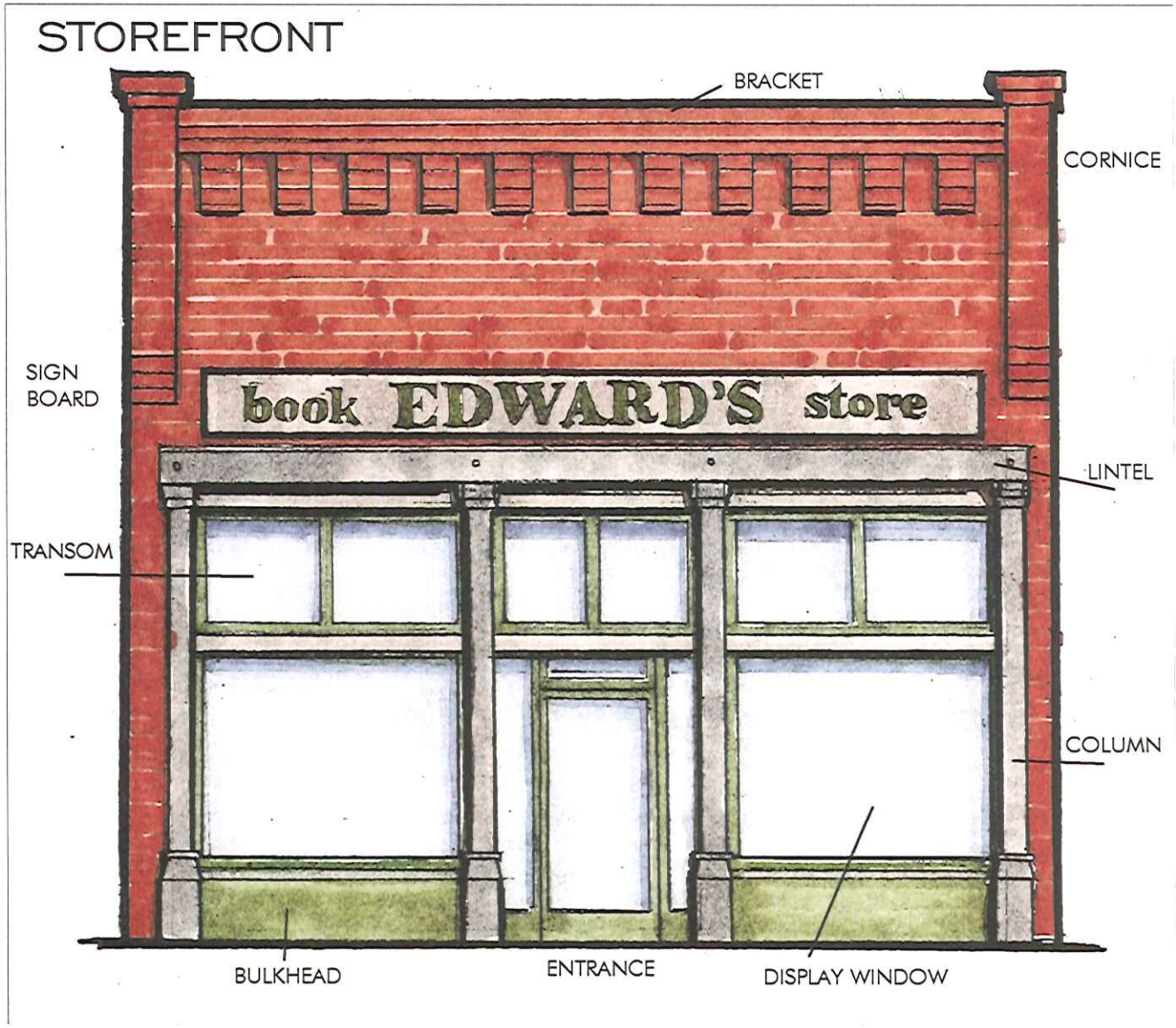
- ORIGINAL STOREFRONTS SHALL BE MAINTAINED AND PRESERVED. ORIGINAL DOORS, BULKHEADS, DISPLAY WINDOWS, TRANSOMS, DECORATIVE GLASS OR OTHER ELEMENTS SHALL NOT BE REMOVED UNLESS THEIR DETERIORATION CAN BE DEMONSTRATED.
- STOREFRONT ELEMENTS THAT ARE CLEARLY DETERIORATED SHALL BE REPLACED WITH NEW ELEMENTS TO MATCH THE ORIGINAL MATERIALS.
- NEW STOREFRONT DESIGNS FOR HISTORIC BUILDINGS SHALL FOLLOW TRADITIONAL STOREFRONT COMPOSITION AND ARRANGEMENT. ORIGINAL ELEMENTS REMAINING ON A REMODELED STOREFRONT SHALL BE PRESERVED AND INCORPORATED INTO THE NEW DESIGN. THE REPLICATION OF STOREFRONTS BASED UPON HISTORIC PHOTOGRAPHS, DRAWINGS, OR SIMILAR EVIDENCE IS ENCOURAGED. HISTORIC PHOTOGRAPHS AND DRAWINGS OF MANY HANNIBAL BUILDINGS CAN BE FOUND AT THE HANNIBAL PUBLIC LIBRARY AND HANNIBAL ARTS COUNCIL.
- NEW STOREFRONTS SHALL FOLLOW HISTORIC STOREFRONT PATTERNS AND INCLUDE ELEMENTS SUCH AS RECESSED ENTRANCES, DISPLAY WINDOWS RESTING ON BULKHEADS, AND TRANSOMS. REPLACEMENT OF NON-ORIGINAL DOORS, WINDOWS OR TRANSOMS SHALL BE WOOD FRAMED. STEEL OR ALUMINUM IS NOT ALLOWED.
- INTERIOR STORM WINDOWS THAT CANNOT BE SEEN FROM THE EXTERIOR ARE ENCOURAGED AND RECOMMENDED. THESE WILL CREATE A THERMAL BREAK WHICH WILL REDUCE CONDENSATION AND SAVE ENERGY. NO LOA IS REQUIRED FOR THIS TYPE OF STORM WINDOW TREATMENT.

PERIOD DOORS AT 324 N MAIN

9. PRESERVE AND MAINTAIN ORIGINAL ENTRANCES

REQUIRED

- ORIGINAL ENTRANCE ELEMENTS SUCH AS WOOD DOORS AND TRANSOMS SHALL NOT BE REMOVED AND REPLACED UNLESS EXTENSIVE DETERIORATION IS EVIDENT.
- ENTRANCE OPENINGS SHALL NOT BE ENCLOSED OR REMOVED.
- STEEL OR ALUMINUM DOORS SHALL NOT BE ADDED TO STOREFRONTS
- ORIGINAL RECESSED ENTRANCE OPENINGS SHALL NOT BE REMOVED OR ALTERED. IF ORIGINAL DOORS ARE NO LONGER EXTANT, WOOD DOORS APPROPRIATE FOR THE BUILDING'S STYLE AND PERIOD SHALL BE ADDED. SINGLE LIGHT GLASS AND WOOD DOORS ARE APPROPRIATE FOR LATE 19TH AND EARLY 20TH CENTURY STOREFRONTS.
- NEW ENTRANCE OPENINGS ON STOREFRONTS SHOULD NOT BE ADDED. IF AN ADDITIONAL DOOR OPENING TO A BUILDING IS REQUIRED TO MEET FIRE CODES THE REAR FACADE IS THE MOST APPROPRIATE LOCATION. NEW ENTRANCE OPENINGS ON REAR FACADES SHOULD BE SIMPLE IN DESIGN SUCH AS SINGLE LIGHT GLASS AND WOOD DOORS.
- ENTRANCES WHICH MUST ADDED ON PRIMARY STOREFRONTS MAY BE EITHER FLUSH WITH THE STREET AND HINGED TO OPEN INTO THE BUILDING OR RECESSED. SINGLE LIGHT GLASS AND WOOD DOORS ARE RECOMMENDED FOR NEW STOREFRONT ENTRANCE OPENINGS.


STOREFRONT
BRACKET
CORNICE
SIGN BOARD
book EDWARD'S store
LINTEL
TRANSOM
COLUMN
BULKHEAD
ENTRANCE
DISPLAY WINDOW

10. PRESERVE AND MAINTAIN ORIGINAL DISPLAY WINDOWS

REQUIRED

- ORIGINAL DISPLAY WINDOWS SHALL BE PRESERVED AND MAINTAINED AND ORIGINAL ELEMENTS SUCH AS COPPER OR BRONZE MULLIONS OR OTHER FRAMING FEATURES SHALL BE RETAINED.
- DISPLAY WINDOW OPENINGS SHALL NOT BE COVERED OR REDUCED IN SIZE WITH ADDED MATERIALS.
- TINTED GLASS SHALL NOT BE INSTALLED.
- WHERE NEW DISPLAY WINDOWS ARE REQUIRED, THEY SHALL MATCH THE ORIGINAL WINDOW DIMENSIONS IN SIZE AND SCALE.
- NEW DISPLAY WINDOWS SHALL BE MADE OF MATERIALS MATCHING THE ORIGINAL. NO STEEL OR ALUMINUM WINDOWS ARE ALLOWED. NO METAL OR VINYL CLADDING IS ALLOWED.
- NEW DISPLAY WINDOWS CAN EITHER BE CLEAR PLATE GLASS OR CLEAR INSULATED GLASS. THE USE OF SHADES OR BLINDS ON THE INSIDE OF THE WINDOW IS MORE HISTORIC THAN TINTED GLASS.

11. PRESERVE & MAINTAIN ORIGINAL CAST IRON, STONE, & BRICK COLUMNS

REQUIRED

- ORIGINAL CAST IRONS COLUMNS AND PILASTERS, BRICK PIERS, OR STONE PIERS ON STOREFRONTS SHALL BE PRESERVED AND MAINTAINED. SUCH ELEMENTS SHALL NOT BE OBSCURED OR CONCEALED.

12. PRESERVE & MAINTAIN TRANSOM OPENINGS

REQUIRED

- ORIGINAL TRANSOMS AND TRANSOM OPENINGS SHALL BE PRESERVED AND MAINTAINED.
- TRANSOM OPENINGS SHALL NOT BE ENCLOSED OR CONCEALED.
- HISTORIC TRANSOM MATERIALS SUCH AS PRISM GLASS OR LEADED GLASS SHALL BE PRESERVED AND MAINTAINED.
- NEW TRANSOM GLASS SHALL BE CLEAR AND TINTED GLASS SHALL NOT BE INSTALLED.
- TRANSOMS ARE APPROPRIATE LOCATIONS FOR PAINTED WINDOW SIGNS.
- GROUND FLOOR WINDOW AIR CONDITIONERS, IF USED, SHALL BE LOCATED IN A TRANSOM AND NOT PROJECT PAST EXTERIOR SURFACE PLANE.

GREAT EXAMPLES OF FAÇADES WITH INTRICATE DETAILS

12. PRESERVE & MAINTAIN TRANSOM OPENINGS (CONTINUED)

REQUIRED

- MECHANICAL EQUIPMENT IS NOT ALLOWED ON STREET FACADES, INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING: METERS, ELECTRICAL SERVICE ENTRANCES, VENTS, LOUVERS, AIR INTAKES, EXHAUSTS.

13. PRESERVE AND MAINTAIN ORIGINAL BULKHEAD DESIGNS AND MATERIALS

REQUIRED

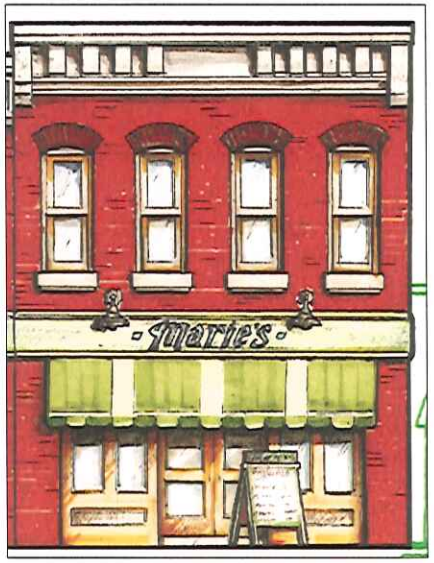
- ORIGINAL WOOD, BRICK OR TILE BULKHEADS SHALL BE PRESERVED AND MAINTAINED AND SHALL NOT BE ALTERED OR OBSCURED.
- IF ORIGINAL WOOD BULKHEADS ARE MISSING, NEW BULKHEADS OF WOOD DESIGNS ARE REQUIRED. BRICK BULKHEADS MAY ALSO BE ADDED IF THEY MATCH THE ORIGINAL BRICK ON A BUILDING OR IF THEY ARE PAINTED TO COMPLEMENT OTHER STOREFRONT ELEMENT
- OSB WAFER BOARD SHEATHING, OR OTHER ROUGH GRADE PLYWOOD, SHALL NOT BE USED AS FINISH MATERIAL. CEMENT BOARD MAY BE USED FOR PANELS ONLY.

RECTANGULAR BULKHEAD PANELS AT 215 N. MAIN

14. AWNINGS OR CANOPIES ARE APPROPRIATE FOR STOREFRONTS

REQUIRED

- ORIGINAL OR HISTORIC AWNINGS OF WOOD OR METAL CONSTRUCTION SHALL BE RETAINED AND PRESERVED.
- MODERN METAL AWNINGS ON HISTORIC STOREFRONTS SHALL NOT BE USED.
- THE INSTALLATION OF RETRACTABLE OR FIXED CANVAS AWNINGS TO STOREFRONTS IS APPROPRIATE.
- CANVAS, VINYL-COATED CANVAS, AND ACRYLIC ARE RECOMMENDED AWNING MATERIALS.
- AWNINGS SHALL BE PLACED ABOVE DISPLAY WINDOWS OR TRANSOMS ON STOREFRONTS AND ABOVE UPPER FACADE WINDOWS. AWNINGS SHALL NOT BE APPLIED TO OBSCURE UPPER FACADE MASONRY AND DETAILING.
- MODERN METAL AWNINGS ON STOREFRONTS MAY BE RETAINED IN A RENOVATION IF COVERED WITH CANVAS OR OTHER APPROPRIATE MATERIALS.
- **REQUIRED AWNING DESIGNS ARE STANDARD OR SHED AWNINGS. ALSO ACCEPTABLE ARE CIRCULAR OR ACCORDION DESIGNS. BOX OR CASEMENT AWNINGS ARE MORE NON-TRADITIONAL AND LESS APPROPRIATE, HOWEVER, THESE MAY BE INSTALLED IF REQUESTED. VALENCES SHOULD BE IN KEEPING WITH TRADITIONAL PATTERNS SUCH AS SCALLOPED, WAVE, OR SAWTOOTH DESIGNS.**
- **AWNINGS SHOULD BE DESIGNED TO RELATE TO THE SHAPE OF THE OPENING IT COVERS. MOST TRANSOMS AND DISPLAY WINDOWS ARE RECTANGULAR IN SHAPE AND RECTANGULAR STRAIGHT SIDED AWNINGS ARE RECOMMENDED FOR THESE OPENINGS. ARCHED AWNINGS ARE SUITABLE FOR ARCHED ENTRANCE OR WINDOW OPENINGS.**



15. PRESERVE AND MAINTAIN PORCHES ON STOREFRONTS

REQUIRED

- THE LOCATION AND CONFIGURATION OF ORIGINAL PORCHES ON COMMERCIAL BUILDINGS OR RESIDENCES CONVERTED TO COMMERCIAL USE SHALL BE PRESERVED AND MAINTAINED.
- DETERIORATED PORCH ELEMENTS SHALL BE REPAIRED WITH MATERIALS TO MATCH RATHER THAN REPLACED.
- ORIGINAL PORCH ELEMENTS SUCH AS COLUMNS, FLOORS, RAILINGS, AND DECORATIVE TRIM SHALL NOT BE REMOVED. IF REPLACEMENT IS REQUIRED NEW ELEMENTS SHOULD MATCH THE ORIGINAL IN DESIGN, MATERIALS, AND DIMENSIONS.
- PORCHES MAY BE ENCLOSED WITH SCREEN PANELS AS LONG AS THE PANELS HAVE A MINIMUM NUMBER OF VERTICAL AND HORIZONTAL FRAMING MEMBERS TO SUPPORT THE SCREENING. THESE PANELS SHALL BE RECESSED BEHIND EXISTING PORCH COLUMNS AND RAILS. SCREEN FRAMES SHALL BE OF WOOD. ALUMINUM AND METAL FRAMES SHALL NOT BE INSTALLED.
- PORCHES SHALL NOT BE ENCLOSED WITH GLASS, WOOD, ALUMINUM OR SIMILAR MATERIALS.
- GLASS PANELS MAY BE APPLIED TO PORCHES ON REAR FACADES OR SECONDARY FACADES WHICH ARE NOT VISIBLE FROM A PUBLIC RIGHT OF WAY. GLASS PANELS SHALL BE SET BEHIND PORCH COLUMNS AND RAILINGS AND INSTALLATION SHALL NOT RESULT IN THE REMOVAL OF ANY ORIGINAL PORCH MATERIALS.
- PORCHES SHALL NOT BE ADDED TO A PRIMARY OR SECONDARY FAÇADE WHICH ORIGINALLY DID NOT HAVE PORCHES. IF ARCHITECTURAL OR HISTORICAL EVIDENCE EXISTS WHICH SUPPORTS THE PREVIOUS EXISTENCE OF A PORCH ITS REPLICATION MAY BE PERMITTED.

16. PRESERVE AND MAINTAIN ORIGINAL PORCH ELEMENTS

REQUIRED

- ORIGINAL PORCH FLOOR MATERIALS SUCH AS WOOD AND CONCRETE SHALL BE MAINTAINED AND PRESERVED.
- WOOD PORCH FLOORS SHALL BE RETAINED AND NOT REPLACED WITH CONCRETE OR BRICK
- WOOD OR CONCRETE PORCH FLOOR AREAS WHICH ARE DETERIORATED OR CRACKED SHALL BE REPAIRED WITH MATCHING MATERIALS.
- DETERIORATED PORCH COLUMNS SHALL BE REPAIRED RATHER THAN REPLACED.
- IF REPLACEMENT OF WOOD COLUMNS ON STOREFRONTS IS REQUIRED, WOOD COLUMNS TO MATCH THE ORIGINAL IN SIZE, APPEARANCE AND DIMENSIONS SHALL BE ADDED. REPLACEMENT WITH METAL OR ALUMINUM COLUMNS SHALL NOT BE ALLOWED.
- WROUGHT IRON OR SIMILAR METAL COLUMNS OR POSTS SHALL NOT BE USED TO REPLACE ORIGINAL WOOD OR BRICK COLUMNS.

16. PRESERVE AND MAINTAIN ORIGINAL PORCH ELEMENTS (CONTINUED)

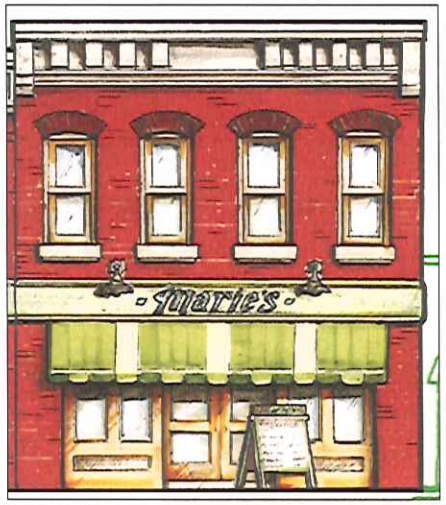
- ORIGINAL PORCH RAILINGS SHALL BE PRESERVED AND MAINTAINED.
- REPAIR OF PORCH HANDRAILS AND BALUSTERS SHALL BE UNDERTAKEN RATHER THAN REPLACEMENT. IF REPLACEMENT IS REQUIRED IT SHALL BE OF MATERIALS, DESIGN, AND DIMENSIONS TO MATCH THE ORIGINAL.
- THE INSTALLATION OF A NEW PORCH RAILING FOR A PORCH THAT WAS ORIGINALLY BUILT WITHOUT A RAILING IS DISCOURAGED. IF REQUIRED FOR SAFETY OR ACCESS REASONS THE RAILING SHALL BE SIMPLE IN DESIGN WITH SQUARE OR TURNED BALUSTERS

17. ORIGINAL EXTERIOR STAIRCASES SHALL BE PRESERVED AND MAINTAINED

REQUIRED

- ORIGINAL CONCRETE, BRICK, OR WOODEN STAIRCASES LEADING TO A PORCH OR ENTRANCE ON A STOREFRONT SHALL BE PRESERVED AND MAINTAINED.
- ORIGINAL WOOD, BRICK, OR CONCRETE STAIRCASES SHALL BE REPAIRED OR REPLACED WITH STAIRS OF MATCHING MATERIALS.
- PRE-CAST OR PRE-FORMED CONCRETE STAIRS SHALL NOT BE INSTALLED ON STOREFRONTS.
- BALUSTRADES FOR NEW EXTERIOR STAIRS SHALL BE OF SIMPLE DESIGN AND MADE OF WOOD. WROUGHT IRON HANDRAILS OR RAILS OF OTHER METAL MATERIALS SHALL NOT BE INSTALLED UNLESS MISSING STAIRS ARE BEING REPLICATED FROM ARCHITECTURAL OR PICTORIAL EVIDENCE.
- ACCESS VIA HANDICAP RAMPS SHALL BE LOCATED ON REAR FACADES OR SECONDARY FACADES WHICH ARE NOT READILY VISIBLE. RAMPS WITH CONCRETE BASES AND PIPE RAILS ARE ALLOWED IF USED ON REAR FACADES. IF REQUIRED ON STOREFRONTS THEY SHALL BE OF WOOD CONSTRUCTION WITH DESIGN AND DETAILING COMPATIBLE WITH THE BUILDING. SIMPLE HANDRAILS AND SQUARE OR TURNED BALUSTERS ARE REQUIRED FOR HANDICAP RAMP CONSTRUCTION.
- THE CONSTRUCTION OF RAMPS SHALL RESULT IN A MINIMAL LOSS OF HISTORIC BUILDING ELEMENTS AS POSSIBLE.

SIGNS & STREETSCAPE



SIGNS ARE APPROPRIATE AT MANY BUILDING LOCATIONS

18. SIGNS SHALL BE PLACED AT TRADITIONAL, SIGN LOCATIONS

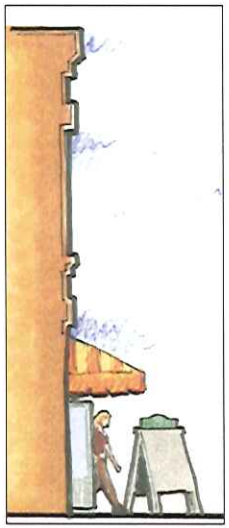
REQUIRED

- WALL SIGNS SHALL NOT EXCEED THE HEIGHT OF THE BUILDING CORNICE.
- WALL SIGNS SHALL BE PLACED ON THE FLAT SURFACE OF THE BUILDING.
- WALL SIGNS MAY BE PAINTED OR APPLIED DIRECTLY TO THE FACE OF THE BUILDING.
- TRADITIONAL LOCATIONS FOR WALL SIGNS ARE ABOVE TRANSOMS, ON CORNICE FASCIA BOARDS, OR BELOW CORNICES.
- SIGN BRACKETS FOR PROJECTING SIGNS SHALL BE LOCATED NO HIGHER THAN SECOND FLOOR WINDOW SILLS.
- AWNING VALENCES MAY BE USED FOR SIGNS.
- NEON SIGNAGE SHALL BE USED ON THE INTERIOR OF WINDOWS ONLY.
- SIGN SYMBOLS AND LOGOS PROVIDE FOR READY IDENTIFICATION OF A BUSINESS AND THEIR USE IS ENCOURAGED.

19. THE NUMBER OF SIGNS PER BUILDING SHALL BE KEPT TO A MINIMUM

REQUIRED

- FREESTANDING SIGNS IN THE DOWNTOWN COMMERCIAL AREA SHALL NOT EXCEED ONE PER STREET.
- WALL SIGNS SHALL NOT EXCEED 20% OF THE FACE OF THE BUILDING TO WHICH THEY ARE ATTACHED.
- NO MORE THAN THREE SIGNS PER BUILDING ARE ALLOWED EXCLUDING WINDOW SIGNS.



20. HISTORIC SIGN MATERIALS SHALL BE USED

REQUIRED

- HISTORIC SIGN MATERIALS SUCH AS FINISHED WOOD, AND BRASS AND COPPER LETTERS ARE APPROPRIATE FOR THE COMMERCIAL DISTRICT. MATERIALS SUCH AS PLYWOOD, PLASTIC SUBSTRATES, AND UNFINISHED WOOD ARE NOT ALLOWED.
- SIGN BRACKETS SHALL BE OF WOOD OR PRE-PAINTED OR FINISHED METAL
- SIGNS SHALL BE MOUNTED TO MINIMIZE DAMAGE TO HISTORIC MATERIALS. MOUNTING BOLTS ON MASONRY BUILDING SHOULD BE APPLIED TO GO THROUGH MORTAR JOINTS RATHER THAN THE FACE OF THE BRICK.

21. SIGN COLORS SHALL BE COORDINATED WITH OVERALL BUILDING COLORS

REQUIRED

- SIGNS SHALL HAVE NO MORE THAN TWO OR THREE COLORS.
- DARK BACKGROUNDS WITH LIGHT LETTERS ARE APPROPRIATE AND SHOULD BE CONSIDERED FOR SIGN COLORS. DARK COLORS ARE ALSO APPROPRIATE SINCE THEY COMPLEMENT THE DARK RED COLORS OF MASONRY IN THE DOWNTOWN AREA.

22. SIGNS SHALL BE COORDINATED WITH ADJACENT BUIJ.DINGS

REQUIRED

- THE LOCATION, SIZE, AND PLACEMENT OF SIGNS SHALL COMPLEMENT THOSE OF NEIGHBORING OR ADJACENT BUILDINGS.
- SIGNS WHICH ARE OUT OF SCALE OR HAVE SUBSTANTIALLY DIFFERENT LOCATIONS FROM ADJACENT BUILDINGS SHALL BE AVOIDED.

23. COLONIAL, OR "WILLIAMSBURG" SIGNS SHOULD BE AVOIDED

REQUIRED

- CONTEMPORARY SIGN DESIGNS AND SIGNS BASED ON STYLES FROM THE MID-19TH AND EARLY 20TH CENTURY ARE APPROPRIATE.
- SIGNS REFLECTING AN EARLIER PERIOD OF HISTORY SUCH AS COLONIAL WILLIAMSBURG OR NEW ENGLAND ARE NOT ALLOWED.

24. HISTORIC WALL SIGNS SHALL BE PRESERVED

REQUIRED

- HISTORIC WALL SIGNS PAINTED ON EXTERIOR MASONRY WALLS SHALL BE RETAINED AND MAINTAINED. WALL SIGNS MAY BE TOUCHED UP WITH NEW PAINT IF DESIRED. USE PAINT AND DESIGN MATCHES THE ORIGINAL.

25. SIGNS SHALL NOT OBSCURE OR CONCEAL ARCHITECTURAL DETAILS

REQUIRED

- SIGNS SHALL NOT CONCEAL OR OBSCURE ORIGINAL DECORATIVE DESIGNS OR DETAILING ON STOREFRONTS OR UPPER FACADES.
- TRANSOM PANELS SHALL NOT BE COVERED OR OBSCURED WITH SIGNS.

26. TRADITIONAL SIGN LETTERING IS RECOMMENDED

REQUIRED

- LETTERS SHALL NOT EXCEED 18 INCHES IN HEIGHT ON ALL SIGNS.
- NO MORE THAN 60% OF A SIGN'S TOTAL AREA SHALL BE OCCUPIED BY LETTERING.

RECOMMENDED

- SERIF STYLE LETTERS ARE MORE APPROPRIATE THAN SAN SERIF STYLES AND THEIR USE IS ENCOURAGED.

27. LIGHTING FOR SIGNS SHALL BE CONCEALED

REQUIRED

- LIGHT FIXTURES FOR SIGNS SHALL NOT BE READILY VISIBLE FROM THE STREET OR SIDEWALK LEVEL.
- INTERNALLY LIT SIGNS NOT ALLOWED EXCEPT FOR NEON SIGNS.
- INCANDESCENT LIGHTS RATHER THAN SPOT OR FLOOR LIGHTS ARE NOT ALLOWED.

28. PARKING LOTS SHALL MAINTAIN ALIGNMENT

REQUIRED

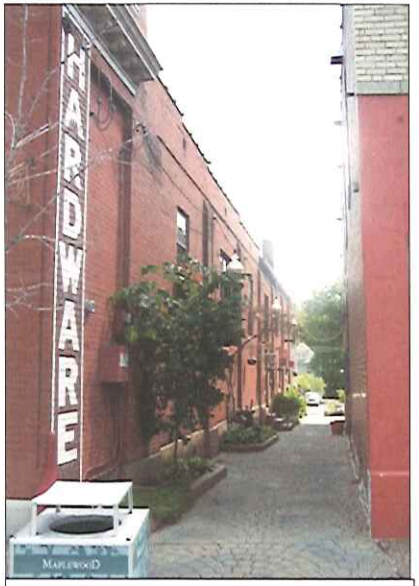
- PARKING LOTS SHALL BE CONSISTENT WITH THE ALIGNMENT FOUND ALONG EACH BLOCK IN THE DOWNTOWN AREA. ALL BUILDINGS IN THE COMMERCIAL AREA ARE FLUSH WITH THE SIDEWALK OR HAVE A SETBACK OF ONLY A FEW FEET. PARKING LOTS INTRODUCED INTO THE DOWNTOWN AREA SHOULD MAINTAIN THIS ALIGNMENT THROUGH LANDSCAPE ELEMENTS SUCH AS TREES, HEDGES, LOW SHRUBS, EARTH BERMS, OR BRICK OR WOOD FENCES.

29. LANDSCAPING SHALL BE PROVIDED FOR PARKING LOTS

REQUIRED

- PARKING LOTS IN THE COMMERCIAL AREA SHALL BE LANDSCAPED THROUGH THE USE OF LOW SHRUBS TREES, AND OTHER PLANTS. LIVE TREES, TEN (10") INCHES OR LARGER IN CALIPER (DIAMETER) SHALL BE RETAINED AND INCORPORATED INTO PARKING LOT LANDSCAPING.

BUFFER THE EDGES OF PARKING LOTS WITH LANDSCAPING

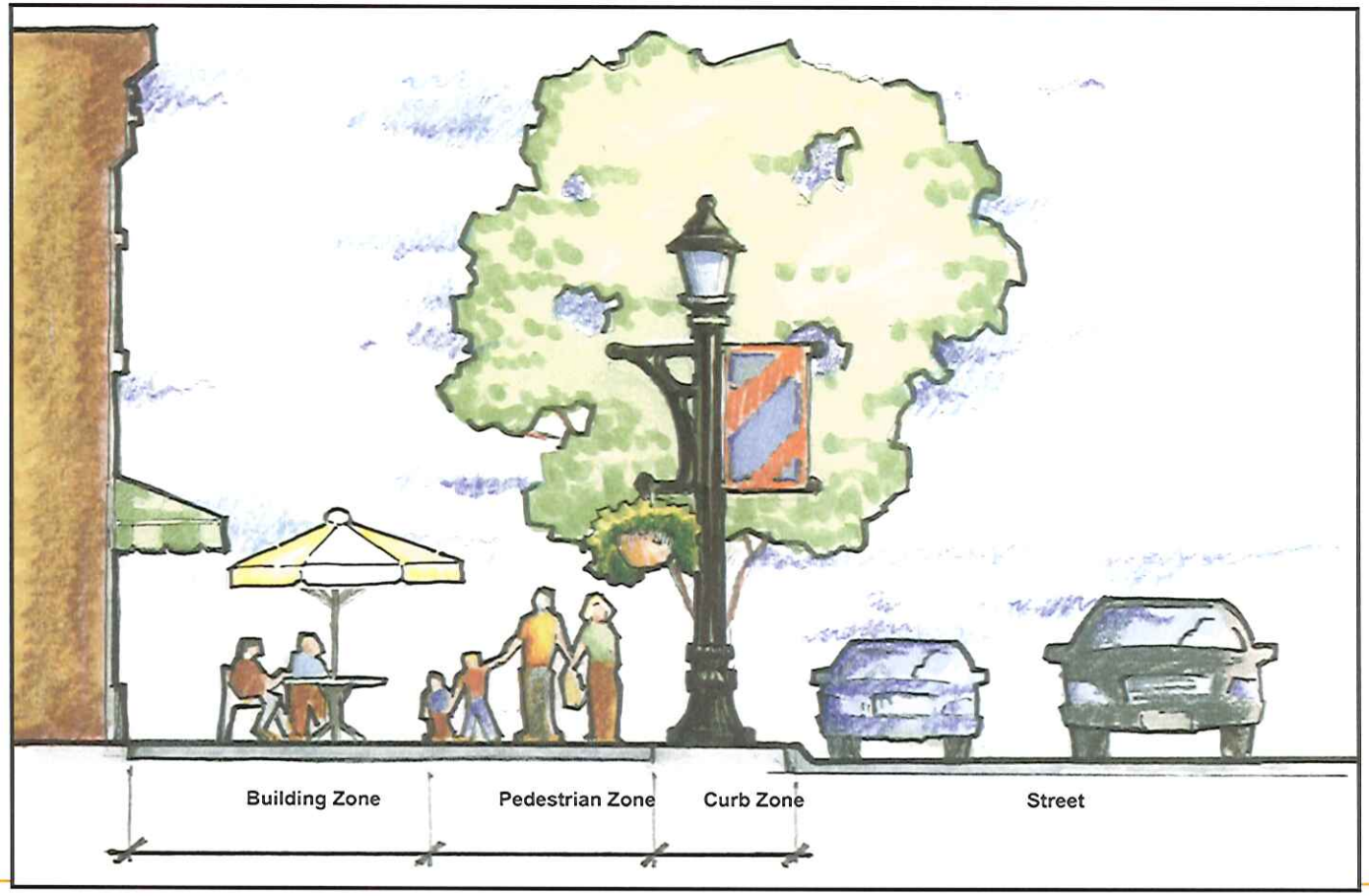


LANDSCAPED ALLEY, MAPLEWOOD MISSOURI

30. LANDSCAPING SHALL COMPLEMENT BUILDINGS

RECOMMENDED

- TREES OF LIMITED HEIGHT AND DIMENSIONS ARE APPROPRIATE FOR THE COMMERCIAL AREA, SHADE TREES HAVE BEEN ADDED ALONG SEVERAL BLOCKS OF MAIN STREET, IN RECENT DECADES AND ARE APPROPRIATE FOR THE DOWNTOWN AREA. THE PLANTING OF NEW TREES IN THE DOWNTOWN AREA IS TO BE ENCOURAGED AS LONG AS THE TREES HAVE LIMITED HEIGHT AND CANOPY DIMENSIONS AT MATURITY.



30. LANDSCAPING SHALL COMPLEMENT BUILDINGS (CONTINUED)

RECOMMENDED

TREES SHALL BE SECONDARY TO THE HISTORIC BUILDING ARCHITECTURE IN THE COMMERCIAL AREA AND TREES WHICH MAY MASK ENTIRE FACADES OR CAUSE CONTINUAL MAINTENANCE PROBLEMS SHOULD BE AVOIDED.

- LOW PLANTS AND SHRUBS AT SIDEWALKS ARE APPROPRIATE. THROUGHOUT THE COMMERCIAL AREA ARE A VARIETY OF FLOWER BOXES, SHRUBS, AND OTHER PLANTS.

31. SIDEWALK AND STREET IMPROVEMENT SHALL ENHANCE DOWNTOWN CHARACTER

RECOMMENDED

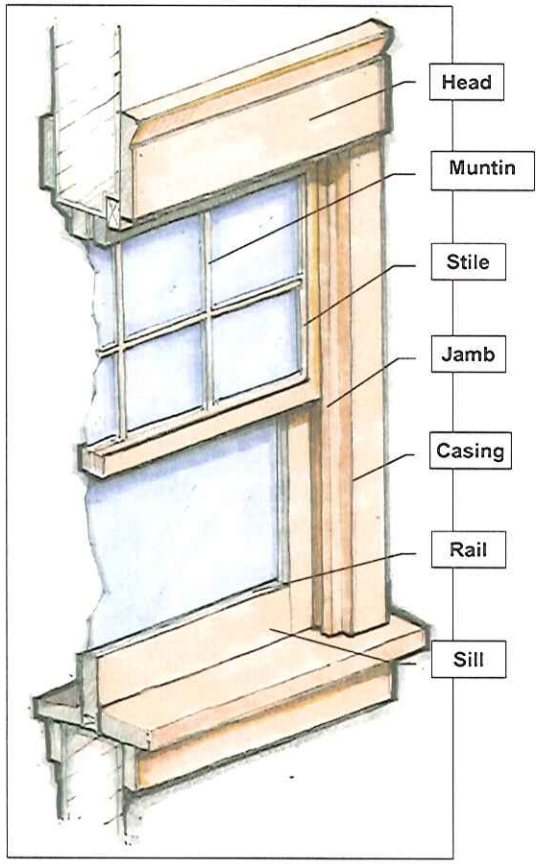
- STREETSCAPE IMPROVEMENTS SHALL BE COORDINATED WITH THE HISTORIC CHARACTER OF THE AREA. SIMPLE AND DURABLE STREETSCAPE IMPROVEMENTS ARE DESIRABLE
- THE INSTALLATION OF HISTORIC REPRODUCTIONS OF LIGHT FIXTURES SHOULD BE CONSIDERED

UPPER FACADES

32. UPPER FACADE WINDOWS SHALL RETAIN ORIGINAL DIMENSIONS AND DETAILS

REQUIRED

- ORIGINAL WINDOW OPENINGS, SASH ELEMENTS AND DETAILS SUCH AS CAST IRON OR SHEET METAL CORNICES SHALL BE PRESERVED AND MAINTAINED.
- ORIGINAL WINDOW OPENINGS SHALL NOT BE ENCLOSED OR OBSCURED WITH ADDED MATERIALS.
- IF ORIGINAL WINDOW SASH IS MISSING, REPLACEMENT WINDOWS SHALL BE APPROPRIATE FOR THE PERIOD OF THE BUILDING. FOR ANTE-BELLUM STRUCTURES, SIX-OVER-SIX OR FOUR-OVER FOUR SASH IS APPROPRIATE. FOR LATE 19TH CENTURY BUILDINGS FOUR-OVER-FOUR, TWO-OVER-TWO, OR ONE-OVER-ONE SASH WINDOWS ARE REQUIRED. FOR EARLY 20TH CENTURY DESIGNS ONE-OVER-ONE SASH SHALL BE



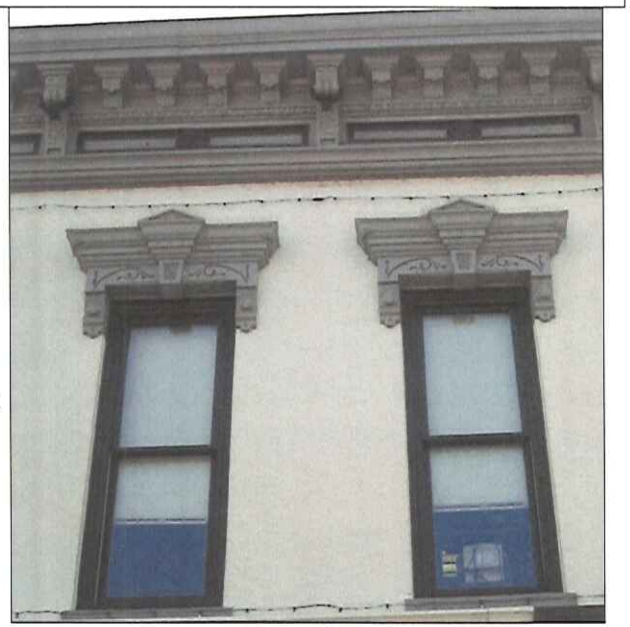
32. UPPER FACADE WINDOWS SHALL RETAIN ORIGINAL DIMENSIONS & DETAILS (CONTINUED)

REQUIRED

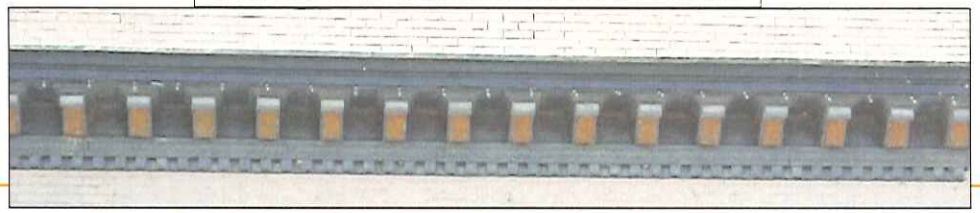
INSTALLED. COLONIAL REVIVAL INFLUENCED BUILDINGS MAY HAVE SIX-OVER-SIX, SIX-OVER-ONE OR SIMILAR SASH CONFIGURATION. NEW WINDOWS SHALL BE MADE OF WOOD WITH EXTERIOR CLADDING NOT ALLOWED. ALL MUNTINS DIVIDING PANES OF GLASS MUST BE TRUE DIVIDED LIGHT, WOOD MUNTINS. THE USE OF FLUSH OR SNAP ON MUNTINS IS NOT ALLOW BECAUSE THEY DO NOT HAVE SUFFICIENT DEPTH IN IMITATING HISTORIC WINDOWS.

- WOOD IS THE REQUIRED MATERIAL FOR REPLACEMENT WINDOWS. ANODIZED, BAKED ENAMEL OR RAW ALUMINUM OR STEEL WINDOWS ARE NOT ALLOWED.
- EXTERIOR STORM WINDOWS ARE APPROPRIATE FOR HISTORIC WINDOW OPENINGS. ACCEPTABLE MATERIALS ARE WOOD, ALUMINUM WITH A BAKED ENAMEL FINISH OR ANODIZED FINISH. STORM WINDOWS SHALL BE OF FULL VIEW DESIGN OR BUILT WITH THE MEETING RAIL TO MATCH THE MEETING RAIL CONFIGURATION OF THE WINDOW SASH IN THE OPENING.
- EXISTING SHUTTERS SHALL BE RETAINED AND PRESERVED.
- AIR CONDITIONING UNITS ARE NOT ALLOWED IN UPPER FAÇADE WINDOWS.
- MECHANICAL EQUIPMENT IS NOT ALLOWED ON STREET FACADES INCLUDING BUT NOT LIMITED TO THE FOLLOWING: METERS; ELECTRICAL SERVICE ENTRANCES; VENTS; LOUVERS; AIR INTAKES; EXHAUSTS.
- SHUTTERS SHALL NOT BE ADDED TO WINDOWS UNLESS EVIDENCE OF THEIR AUTHENTICITY CAN BE SHOWN.

CORNICE AND WINDOW HOOD MOLDING AND COLOR IS PRESERVED



METAL ROOF CORNICE AT 209 N MAIN



33. ROOF CORNICES AND PARAPET WALLS SHALL BE PRESERVED AND MAINTAINED

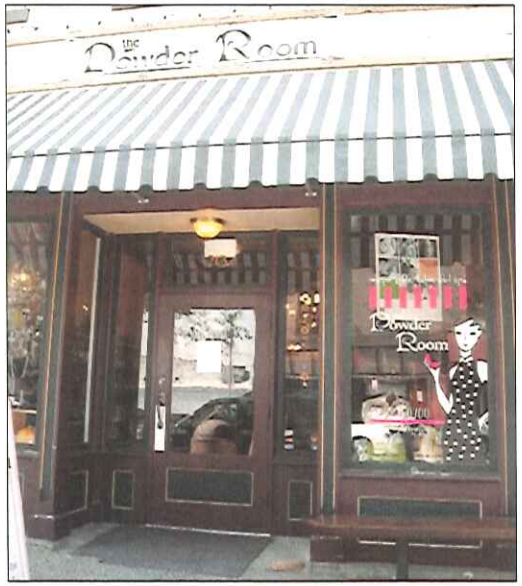
REQUIRED

- ORIGINAL BRICK, WOOD, CAST IRON, OR SHEET METAL CORNICES SHALL BE PRESERVED AND MAINTAINED.
- ORIGINAL CORNICE ELEMENTS SHALL NOT BE CONCEALED OR OBSCURED.
- FOR SHEET METAL CORNICES WHICH HAVE DETERIORATED OR MISSING SECTIONS, REPLACEMENT WITH NEW SHEET METAL ELEMENTS TO MATCH THE ORIGINAL PROFILE IS RECOMMENDED. FIBERGLASS, OR OTHER SYNTHETIC MATERIALS, MAY BE USED IF HISTORIC PATTERNS ARE RECREATED.
- BRICK, STONE, OR CONCRETE PARAPET WALLS SHALL NOT BE REMOVED OR ALTERED. IF REPAIR IS NECESSARY THE MORTAR AND MASONRY SHOULD BE REPAIRED TO MATCH THE ORIGINAL DIMENSIONS AND MATERIALS OF THE PARAPET WALL.
- FOR BUILDINGS WHICH HAVE LOST THEIR ORIGINAL METAL OR WOOD CORNICES REPLACEMENT BASED ON HISTORIC EVIDENCE SUCH AS PHOTOGRAPHS OR "GHOSTS" OF CORNICE DESIGNS IS RECOMMENDED. LACKING SUCH EVIDENCE, NEW CORNICES OF WOOD OR SHEET METAL MAY BE ADDED BASED ON CORNICES ON BUILDINGS OF SIMILAR AGE AND DESIGN IN THE DOWNTOWN AREA.

34. HISTORIC COLORS AND TEXTURES SHALL BE PRESERVED & MAINTAINED

REQUIRED

- MASONRY WALLS THAT HAVE NOT BEEN PREVIOUSLY PAINTED SHALL NOT BE PAINTED UNLESS REPAIR OR ADDITIONS HAVE RESULTED IN SIGNIFICANT CONTRASTS IN THE BRICK AND MORTAR.
- STUCCO OR SIMILAR EXTERIOR INSULATION SYSTEMS SHALL NOT BE APPLIED ON PRIMARY FACADES. THIS SURFACE TREATMENT MAY BE APPROPRIATE FOR SECONDARY OR REAR FACADES OF MASONRY BUILDINGS WHICH ARE IN POOR CONDITION OR HAVE BEEN SANDBLASTED.
- COLORS SHOULD BE SELECTED TO COMPLIMENT THE DOMINANT EXISTING COLORS OF DARK RED AND SIMILAR HUES.
- **THESE DESIGN GUIDELINES AND THE ORDINANCE SPECIFICALLY DO NOT CONTROL INTERIOR OR EXTERIOR PAINT COLORS.**



IMPROVEMENTS TO REAR FACADES

35. ADDITIONS ARE APPROPRIATE AT REAR FACADES

REQUIRED

- REAR FACADES ARE ACCEPTABLE LOCATIONS FOR ADDITIONS, ELEVATOR SHAFTS, EXTERIOR STAIRCASES, AND SECONDARY ENTRANCES. THESE IMPROVEMENTS SHALL BE KEPT SIMPLE AND ATTEMPTS TO CREATE A RAISE HISTORICAL APPEARANCE SHALL BE AVOIDED.
- WOOD OR MASONRY CONSTRUCTION ARE ACCEPTABLE MATERIALS FOR ADDITIONS. LESS DESIRABLE ARE ADDITIONS OF METAL OR GLASS.
- REAR ADDITIONS SHALL BE STEPPED LOWER THAN THE ROOFLINE OF THE ORIGINAL BUILDING.
- THE CONSTRUCTION OF THE ADDITION SHALL NOT RESULT IN THE LOSS OF SUBSTANTIAL MATERIAL ON THE REAR FACADE OF THE ORIGINAL BUILDING. THE WHOLESALE REMOVAL OF SECTIONS OF AN ORIGINAL REAR WALL SHALL NOT TAKE PLACE UNLESS SIGNIFICANT STRUCTURAL DEFICIENCIES CAN BE DEMONSTRATED. ADDITIONS SHALL BE DESIGNED SO THAT AN OWNER MAY REMOVE THE ADDITION AND RESTORE THE ORIGINAL FACADE IF SO DESIRED.

SCREEN ALL WASTE RECEPTACLES OR DUMPSTERS

36. MECHANICAL, OR OTHER EQUIPMENT SHALL BE SCREENED

REQUIRED

- TRASH RECEPTACLES AND DUMPSTERS ON REAR FACADES SHALL BE SCREENED THROUGH THE USE OF MASONRY OR WOOD PANELS, LANDSCAPING, OR A COMBINATION OF THE. TWO. THE USE OF FRAME LATTICE PANELS ON A BRICK, OR MASONRY BASE IS RECOMMENDED.
- MECHANICAL, OR OTHER EQUIPMENT, COOLERS, FREEZERS, COMMUNICATION, GROUND MOUNT ELECTRICAL TRANSFORMERS, METERS, LOADING DOCKS SHALL BE SCREENED.
- STORAGE SHEDS SHALL BE MADE OF WOOD. NO METAL OR PLASTIC MATERIALS ALLOWED.

37. COORDINATE COLORS AND SIGNS WITH THE PRIMARY FACADE

REQUIRED

- BUILDING COLORS AND SIGNS SHALL BE IN KEEPING WITH THOSE ON THE PRIMARY FACADE TO PROVIDE READY IDENTIFICATION OF THE BUILDING AND OCCUPANT.
- SERVICE EQUIPMENT SUCH AS WATER AND ELECTRICAL CONDUITS SHALL BE PAINTED TO BLEND WITH THE OVERALL EXTERIOR COLOR OF THE BUILDING.
- SIGNS FOR REAR FACADES SHALL FOLLOW SIGN GUIDELINES FOR PRIMARY FACADES.

ALTERATIONS ACQUIRING SIGNIFICANCE

38. SIGNIFICANT ADDITIONS SHOULD BE PRESERVED AND MAINTAINED

REQUIRED

- ADDITIONS TO HISTORIC BUILDINGS IN THE LATE 19TH AND EARLY 20TH CENTURY MAY BE SIGNIFICANT AND SHOULD BE PRESERVED AND MAINTAINED. HANNIBAL'S COMMERCIAL AREA HAS A NUMBER OF BUILDINGS CONSTRUCTED IN THE MID-19TH CENTURY WHICH WERE LATER ENLARGED BY REAR ADDITIONS. ADDITIONS FROM THE LATE 19TH AND EARLY 20TH CENTURY MAY HAVE ACHIEVED SIGNIFICANCE IN THEIR OWN RIGHT THROUGH THEIR DESIGN AND DETAILING. SUCH ADDITIONS SHALL BE RETAINED AND PRESERVED.

39. SIGNIFICANT STOREFRONTS SHALL BE PRESERVED AND MAINTAINED

REQUIRED

- STOREFRONTS WHICH WERE RENOVATED ON HISTORIC BUILDINGS DURING THE EARLY-TO-MID-20TH CENTURY MAY HAVE ACHIEVED SIGNIFICANCE AND SHOULD BE PRESERVED AND MAINTAINED. SEVERAL OF HANNIBAL'S 19TH CENTURY COMMERCIAL BUILDINGS WERE RENOVATED FROM 1910 TO 1940 WITH MATERIALS SUCH AS LEADED GLASS, AND GLASS MATERIALS KNOWN AS CARRARA GLASS AND VITROLITE. OTHER STOREFRONTS WERE RENOVATED TO REFLECT THE INFLUENCES OF THE ART DECO AND ART MODERNE STYLES. SUCH STOREFRONTS ARE RECOGNIZED AS HAVING ACHIEVED THEIR OWN ARCHITECTURAL SIGNIFICANCE AND SHALL BE REPAIRED AND MAINTAINED.

40. SIGNIFICANT EXTERIOR CHANGES SHALL BE MAINTAINED AND PRESERVED

REQUIRED

- BUILDINGS WHICH WERE RENOVATED IN THE EARLY 20TH CENTURY TO REFLECT STYLES OF THIS PERIOD SHOULD BE MAINTAINED AND PRESERVED. THE REMOVAL OF THESE ALTERATIONS OR FEATURES TO ORIGINAL BUILDING DESIGN IS NOT APPROPRIATE. SEVERAL 19TH CENTURY BUILDINGS WERE RENOVATED AT A LATER DATE TO REFLECT ITALIANATE, COLONIAL REVIVAL, AND OTHER STYLISTIC INFLUENCES. THESE CHANGES NOW DEFINE THE BUILDING'S ARCHITECTURAL CHARACTER AND SHOULD BE RESPECTED AND PRESERVED. THE REMOVAL OR RENOVATION OF THESE FACADES, EVEN WHEN BASED ON HISTORICAL EVIDENCE, IS NOT RECOMMENDED.

NEW COMMERCIAL BUILDING GUIDELINES

41. NEW BUILDINGS SHALL BE CONTEMPORARY IN DESIGN; HISTORIC REPRODUCTIONS ARE NOT ALLOWED

REQUIRED

- NEW BUILDINGS SHALL HAVE THEIR OWN DESIGN CHARACTERISTICS.
- SUCCESSFUL NEW CONSTRUCTION IN HISTORIC COMMERCIAL AREAS IS CLEARLY OF ITS PERIOD BUT AVOIDS DIRECT IMITATION OF HISTORIC DESIGNS SUCH AS REPRODUCING WINDOW LINTELS OR ELABORATE SHEET METAL CORNICES. DIRECT REPRODUCTIONS MAY CAUSE OBSERVERS TO CONFUSE THE OLD WITH THE NEW.

42. RECONSTRUCTION OF HISTORIC COMMERCIAL BUILDINGS MAY BE ALLOWED

REQUIRED

- RECONSTRUCTION OF BUILDINGS WHICH ARE CLEARLY DOCUMENTED MAY TAKE PLACE ON THEIR ORIGINAL SITE. DOCUMENTATION FOR HANNIBAL'S HISTORIC COMMERCIAL AREA IS EXTENSIVE AND SHOULD BE THE BASIS FOR ANY BUILDING REPRODUCTIONS.
- RECONSTRUCTED BUILDINGS SHALL BE OF MATERIALS, DETAILING, AND DECORATIVE FEATURES TO MATCH OR CLOSELY APPROXIMATE THE ORIGINAL BUILDING.
- RECONSTRUCTED BUILDINGS SHOULD BE CLEARLY DESIGNATED AS A RECONSTRUCTION AS OPPOSED TO AN ORIGINAL HISTORIC BUILDING. THIS MAY BE DONE THROUGH A MARKER APPLIED TO THE EXTERIOR OF THE BUILDING, FREESTANDING SIGN, OR OTHER METHOD OF DESIGNATION.

43. HISTORIC BUILDING MATERIALS ARE REQUIRED FOR NEW CONSTRUCTION

REQUIRED

- MASONRY IS THE PREFERRED BUILDING MATERIAL FOR NEW CONSTRUCTION IN HANNIBAL ALTHOUGH WOOD IS ALSO ACCEPTABLE. MATERIALS SUCH AS GLASS AND METAL, VINYL, OR STUCCO ARE NOT ALLOWED.
- MASONRY MATERIALS SUCH AS BRICK, STONE, OR CONCRETE, SHOULD BE COMPATIBLE IN SIZE, PROFILE, AND DETAILING WITH HISTORIC MATERIALS.

44. NEW BUILDINGS SHALL MAINTAIN STOREFRONT AND UPPER FAÇADE CONFIGURATION

REQUIRED

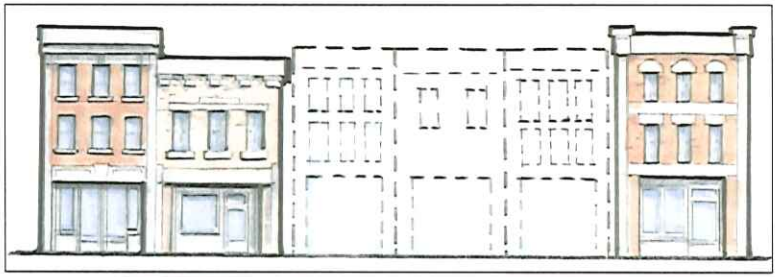
- NEW CONSTRUCTION SHOULD PRESERVE AND MAINTAIN THE EXISTING ALIGNMENT AND SPACING OF STOREFRONTS AND UPPER FACADE.
- EITHER FLUSH OR RECESSED STOREFRONTS ARE APPROPRIATE FOR NEW BUILDINGS. RECESSED ENTRANCES MAY ALLOW MORE FLEXIBILITY IN MEETING CODE REQUIREMENTS.
- NEW CONSTRUCTION SHALL MAINTAIN THE APPEARANCE OF THE STOREFRONT/UPPER FACADE ARRANGEMENT. THE FIRST FLOOR AREAS OF NEW CONSTRUCTION SHALL HAVE LARGE EXPANSES OF DISPLAY WINDOWS WHILE UPPER FACADES SHALL BE OF SOLID WALLS WITH PROPORTIONAL WINDOW OPENINGS. THE DIFFERENCE BETWEEN THE STOREFRONT AND UPPER FAÇADE SHALL BE CLEARLY DEFINED AND EXPRESSED THROUGH ARCHITECTURAL FEATURES SUCH AS TRANSOM BARS, DIFFERING MATERIALS, OR PAINT COLORS.
- TEMPORARY STRUCTURES TO BE USED FOR SPECIAL PURPOSES ARE NOT ALLOWED AND WILL NOT RECEIVE AN LOA PURSUANT TO THIS PARAGRAPH

NEW BUILDINGS ARE SAME IN SCALE AND ARE ALIGNED WITH SIDEWALKS

45. NEW BUILDINGS SHALL REINFORCE FAÇADE RYTHMS

REQUIRED

- NEW BUILDINGS SHALL REINFORCE THE APPEARANCE AND RHYTHM OF VERTICAL DIVISIONS TO MAINTAIN CONSISTENT FACADE WIDTHS.
- BUILDINGS WITH UPPER FACADES OF SOLID BRICK OR GLASS WALLS OR STRONG HORIZONTAL LINES SHALL NOT BE CONSTRUCTED.
- BUILDINGS WHICH ARE CONSTRUCTED OVER SEVERAL LOTS, OR ARE 50' OR MORE IN WIDTH, SHOULD BE BUILT WITH DESIGNS TO REINFORCE THE SPACING AND THE ARRANGEMENTS OF ADJACENT BUILDINGS. THIS CAN BE DONE



NEW BUILDINGS FOLLOW THE RHYTHM OF EXISTING BUILDINGS

45. NEW BUILDINGS SHALL REINFORCE FAÇADE RYTHMS (CONTINUED)

REQUIRED

THROUGH THE INTRODUCTION OF ARCHITECTURAL ELEMENTS ON PRIMARY FACADES SUCH AS VERTICAL DIVISIONS, THROUGH STEPPING OF BUILDING HEIGHTS OR WIDTHS, AND THROUGH THE USE OF DIFFERING TEXTURES OR COLORS.

46. NEW BUILDINGS SHALL RESPECT AILIGNMENT

REQUIRED

- NEW BUILDINGS SHALL REINFORCE THE EXISTING ALIGNMENT AND LACK OF SETBACK OF BUILDINGS IN THE COMMERCIAL AREA.
- NEW BUILDINGS IN THE DOWNTOWN AREA SHALL CONTINUE THE EXISTING ALIGNMENT AND PROPORTIONS OF UPPER FACADE WINDOWS. WINDOWS INCONSISTENT WITH HISTORIC WINDOW PROPORTIONS SHALL NOT BE INSTALLED.
- WINDOW OPENINGS ON NEW BUILDINGS SHALL BE RECTANGULAR AND ARCHED WITH VERTICAL, RATHER THAN HORIZONTAL PROPORTIONS. SQUARE WINDOWS, NARROW WIDTH HORIZONTAL WINDOWS, AND OTHER DESIGNS OUT OF KEEPING WITH TRADITIONAL WINDOW FORMS AND PROPORTIONS SHALL NOT BE INSTALLED.
- THE USE OF MINIMAL BRICK CORBELLING OR BANDING OF BRICK OR CONCRETE TO DEFINE OR DECORATE WINDOWS IS APPROPRIATE.

47. NEW BUILDINGS SHALL RESPECT AVERAGE BUILDING HEIGHTS

REQUIRED

- A. NEW BUILDINGS SHALL NOT EXCEED THE AVERAGE HEIGHT OF BUILDINGS ON A BLOCK BY MORE THAN 10% AND PRESENT ZONING PROHIBITS ANY BUILDING OVER FORTY FIVE (45) FEET.

48. ROOFTOP ADDITIONS MAY BE APPROPRIATE

REQUIRED

- CONSTRUCTION OF AN ADDITIONAL STORY AT THE ROOF OF A COMMERCIAL BUILDING IS ACCEPTABLE AS LONG AS THE ADDITION IS STEPPED BACK FROM THE MAIN FACADE AND IS NOT READILY VISIBLE FROM THE STREET.
- ROOF ADDITIONS SHALL BE CONTEMPORARY IN DESIGN AND DISTINGUISHABLE FROM THE ORIGINAL BUILDING.

RELOCATION AND DEMOLITION

49. HISTORIC BUILDINGS SHOULD NOT BE RELOCATED OUT OF A DISTRICT

RECOMMENDED

- THE RELOCATION OR MOVING OF A BUILDING OR STRUCTURE FROM A HISTORIC DISTRICT IS INAPPROPRIATE IF THE BUILDING OR STRUCTURE RETAINS ITS ARCHITECTURAL AND HISTORICAL INTEGRITY.
- MOVING A BUILDING THAT DOES NOT CONTRIBUTE TO THE ARCHITECTURAL AND HISTORICAL CHARACTER OF A DISTRICT MAY BE APPROPRIATE IF ITS REMOVAL WOULD RESULT IN A MORE POSITIVE VISUAL APPEARANCE TO THE DISTRICT.

50. HISTORIC BUILDINGS SHALL NOT BE RELOCATED WITHIN A DISTRICT

RECOMMENDED

- HISTORIC BUILDINGS WITHIN A DISTRICT SHALL NOT BE MOVED FROM ONE SITE TO ANOTHER EXCEPT WHERE THREATENED WITH DEMOLITION OR LOSS OF INTEGRITY OF SITE AND SETTING.
- BUILDINGS WHICH ARE MOVED TO ANOTHER LOCATION IN A DISTRICT SHALL BE COMPATIBLE WITH ADJACENT BUILDINGS IN STYLE, HEIGHT, SCALE, MATERIALS, AND SETBACK, AND BE SIMILAR IN SITE AND SETTING.

51. RELOCATION OF HISTORIC BUILDINGS INTO A DISTRICT MAY BE APPROPRIATE

REQUIRED

- RELOCATION OF A HISTORIC BUILDING INTO A DISTRICT MAY BE APPROPRIATE IF IT DOES NOT RESULT IN THE LOSS OF A HISTORIC BUILDING ON THE SITE TO WHICH IT IS MOVED.
- A BUILDING MAY BE MOVED INTO A DISTRICT IF IT MAINTAINS AND SUPPORTS THE DISTRICT'S ARCHITECTURAL CHARACTER THROUGH ITS STYLE, HEIGHT, SCALE, MASSING, MATERIALS, TEXTURE, SITE, AND SETTING. THE BUILDING MUST BE ARCHITECTURALLY COMPATIBLE WITH ADJACENT STRUCTURES ON ITS NEW SITE.
- WHERE BUILDINGS HAVE BEEN MOVED INTO A DISTRICT IT IS REQUIRED THAT THEY BE IDENTIFIED THROUGH A PLAQUE OR MARKER WITH THE ORIGINAL CONSTRUCTION DATE, ORIGINAL LOCATION AND MOVING DATE.

52. DEMOLITION OF HISTORIC BUILDINGS SHOULD NOT OCCUR

REQUIRED

- DEMOLITION OF HISTORIC BUILDINGS AND STRUCTURES SHOULD NOT TAKE PLACE. DEMOLITION MAY ONLY BE APPROVED IF ONE OR MORE OF THE FOLLOWING CONDITIONS ARE MET:

  - IF A BUILDING HAS LOST IT ARCHITECTURAL AND HISTORICAL INTEGRITY AND IMPORTANCE AND ITS REMOVAL WILL NOT RESULT IN A MORE NEGATIVE, LESS APPROPRIATE VISUAL EFFECT ON THE DISTRICT.

  - IF A BUILDING DOES NOT CONTRIBUTE TO THE HISTORICAL OR ARCHITECTURAL CHARACTER AND IMPORTANCE OF THE DISTRICT AND ITS REMOVAL WILL RESULT IN A MORE POSITIVE, APPROPRIATE VISUAL EFFECT ON THE DISTRICT.

  - IF THE DENIAL OF THE DEMOLITION WILL RESULT IN AN UNREASONABLE ECONOMIC HARDSHIP ON THE APPLICANT AS DETERMINED BY THE HISTORIC DISTRICT DEVELOPMENT COMMISSION.

  - IF THE PUBLIC SAFETY AND WELFARE REQUIRES THE REMOVAL OF A STRUCTURE OR BUILDING.

  - IF THE STRUCTURAL INSTABILITY OR DETERIORATION OF A PROPERTY IS DEMONSTRATED THROUGH A REPORT BY A STRUCTURAL ENGINEER OR ARCHITECT. SUCH A REPORT MUST CLEARLY DETAIL THE PROPERTY'S PHYSICAL CONDITION, REASONS WHY REHABILITATION IS NOT FEASIBLE, AND COST ESTIMATES FOR REHABILITATION VERSUS DEMOLITION. IN ADDITION TO THIS REPORT THERE SHOULD BE A SEPARATE REPORT WHICH DETAILS FUTURE ACTION ON THE SITE. THE CITY & THE HDDC RETAIN THE RIGHT TO CONTRACT WITH A STRUCTURAL ENGINEER OR ARCHITECT TO GENERATE AN ADDITIONAL REPORT IF THE HDDC SO DESIRES.

ROOFS AND ROOFING

53. ROOFS AND ROOFING

Required

- Preserving the existing roof shape.
- Retaining the existing roofing material; whenever possible.
- Replacing deteriorated roof coverings with new material that matches the old in composition, size, shape, color, and texture.
- Preserving or replacing, where necessary, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices! brackets, chimneys, cresting, and weather vanes.
- Roofs that cannot be seen by any public right of way may use whatever roof covering is allowed by the building code. Roofs that can be seen from a public right of way with pitch of 3 in 12, or steeper, shall be shingles of fiberglass and asphalt, sawn wood shingles or standing seam sheet metal 1/4 : 12. Roofs with pitch of 2 in 12/ or less shall be membrane, or flat seam metal.
- Rough split wood shakes are not allowed.
- Structural ribbed metal panels, or corrugated metal panels, are not allowed for any roof that can be seen from a public right of way.
- New roofing material that is visible from a public right of way and inappropriate to the style and period of the building and neighborhood is not allowed.
- Replacing deteriorated roof coverings that are visible from a public right of way with new materials that differ to such an extent from the old in composition, size, shape, color, and texture that the appearance of the building is altered, is not allowed.
- Retaining the character defining architectural features of the roof that are visible from the public right of way is required.

MAINTENANCE

EXTERIOR WOOD SIDING

- Prevent water from making contact with exterior wood siding. Of particular importance is keeping all gutters and downspouts in good repair to keep water from infiltrating the wood surface.
- All exposed wood shall be kept painted or treated with preservatives.
- Repairs for wood siding such as cracks can be made through the use of waterproof glue or architectural epoxies. Large cracks may be filled with caulk followed by architectural epoxies. The surface should then be sanded, allowed to dry, and painted.
- Where exterior siding has to be replaced, it shall be replaced with wood that matches in dimension and texture.
- Oil based paints are recommended for exterior siding. Wood siding and trim shall not be power washed. The painting of exterior wood siding and trim should be done only when the wood has less than a 15% moisture content. Affordable moisture meters are available on-line through woodworking supply companies.

MASONRY AND MORTAR

- Keep exterior brick clean of mildew, efflorescence and dirt. Also keep exterior brick clean of vines, ivy, and other plant materials. Washing with detergents and water are best for exterior masonry and mortar. Sandblasting, water blasting and other abrasive cleaning methods are detrimental to historic buildings and should not be used.
- Repointing of historic mortar shall be with a mortar which matches the original in appearance and composition. Most mortar from before 1900 was composed of lime and sand and a mortar with similar content should be applied. The use of Portland cement is generally not appropriate due to the hardness of the mortar versus the softness of the brick.
- Silicone based waterproof coatings are not allowed. They have proven to have limited effectiveness and actually add to moisture problems by not allowing the brick to breathe. The use of these products is not allowed.

MAINTENANCE (CONTINUED)

ROOF, CORNICES, CHIMNEYS

- Check the roof regularly for leaks, deterioration of flashing, and worn roof surfaces such as rolled or asphalt shingles. An inspection of the upper floor or attic space during or following a rainstorm can also assist in detection of water.
- Know what metals are used in the 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.
- Metal roofs and cornices should be kept painted to prevent rust and deterioration. Appropriate paints include those with a iron oxide oil base. Asphalt based paints and aluminum paints should not be used on historic metals as they could accelerate the rusting process.
- 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.

GUTTERS AND DOWNSPOUTS

- Gutters and downspouts shall be kept in good repair. They must be properly connected, clean of leaves and other debris, and channeling water effectively away from the building. All cracks in downspouts should be sealed with silicone caulk or sealants.
- The use of splash blocks to keep water away from the foundation is recommended.
- Gutters and downspouts which are deteriorated should be replaced with new gutters and downspouts. Half-round gutters and round downspouts are preferable to corrugated designs.

FOUNDATIONS

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

MAINTENANCE (CONTINUED)

ENTRANCES

- DOORS, TRANSOMS, AND SIDELIGHTS SHOULD BE KEPT CLEAN AND THE GLASS SHOULD BE CONTINUALLY WASHED.
- ORIGINAL LOCKS AND HARDWARE SHOULD BE OILED AND IN GOOD REPAIR. IF HARDWARE IS MISSING OR DETERIORATED, THE USE OF REPRODUCTION LOCKS AND HARDWARE SUITABLE FOR THE BUILDING IS RECOMMENDED.
- PAINTING WOODEN DOORS THAT HAVE NATURAL FINISHES IS NOT RECOMMENDED.

WINDOWS

- WINDOWS SHOULD BE KEPT CLEAN AND FREE OF DIRT AND GRIME. WOOD SASH SURFACES SHOULD BE PAINTED REGULARLY.
- WINDOWS SHOULD BE WEATHER STRIPPED TO AID IN ENERGY CONSERVATION.
- SHUTTERS AND BLINDS SHOULD BE KEPT PAINTED AND IN GOOD REPAIR.
- OLD OR DETERIORATED CURTAINS OR SHADES BEHIND WINDOWS SHOULD BE REMOVED OR REPLACED.

AWNINGS

- CANVAS AWNINGS SHOULD BE WASHED PERIODICALLY AND KEPT IN GOOD REPAIR.
- AWNING HARDWARE SHOULD BE REGULARLY CHECKED FOR RUST OR LOOSE MECHANISMS.
- AWNINGS WHICH BECOME TORN OR OTHERWISE DETERIORATED SHOULD BE REPLACED.

SIGNS

- ABANDONED SIGNS AND SIGN HARDWARE SHALL BE REMOVED FROM BUILDINGS.
- SIGNS SHOULD BE KEPT PAINTED AND MOUNTING BOLTS SHOULD BE CHECKED TO MAKE SURE THEY ARE SECURE.
- LIGHT FIXTURES, CONDUITS, AND WIRING FOR SIGNS SHOULD BE INSPECTED AND REPLACED WHEN NECESSARY.

BUILDING DESIGN EXAMPLES

CRESCENT
VAC - SHACK

CRESCENT

CONCORD CUSTOM
CLEANERS
THIS & THAT
THIS & THAT
REAL ESTATE

APPENDIX A

HISTORIC DISTRICT DEVELOPMENT COMMISSION PROCEDURE FOR OBTAINING A BUILDING PERMIT WITHIN ANY "H" DISTRICT

12 DECEMBER 1988

ANY PERSON WISHING TO ALTER THE EXTERIOR OF A PROPERTY WITHIN ANY "H" DISTRICT MUST SUBMIT A COMPLETED "LETTER OF APPROVAL" APPLICATION (ENCLOSED), ACCORDING TO CITY ORDINANCE 3623, PRIOR TO THE CITY BUILDING INSPECTOR ISSUING A BUILDING PERMIT.

APPLICANTS MUST ALSO SUBMIT THE APPROPRIATE INFORMATION AS DEFINED IN THE "SUBMITTAL REQUIREMENTS TO ACCOMPANY APPLICATIONS FOR A LETTER OF APPROVAL" (ENCLOSED).

THE INFORMATION DESCRIBED ABOVE WILL BE REVIEWED BY THE HISTORIC DISTRICT DEVELOPMENT COMMISSION (HDDC). SUBMITTALS SHALL BE DELIVERED TO THE BUILDING INSPECTOR A MINIMUM OF TEN (10) DAYS PRIOR TO ANY REGULARLY SCHEDULED HDDC MEETING. THE HDDC MEETS REGULARLY THE SECOND AND FOURTH MONDAYS MONTHLY AT 5:30 PM AT CITY HALL, FOURTH AND BROADWAY.

NOTICES

THE FOLLOWING INFORMATION APPLIES TO ANY PROPERTY IN ANY "H" HISTORIC DISTRICT ZONE OF THE CITY OF HANNIBAL, MISSOURI.

EACH PROJECT WILL BE REVIEWED USING THE DESIGN STANDARDS ESTABLISHED BY THE HDDC AND APPROVED BY THE CITY COUNCIL. A COPY OF SAID STANDARDS IS AVAILABLE AT THE CITY CLERK'S OFFICE. SUBMITTALS SHALL BE BASED ON THE MOST RECENTLY UPDATED VERSION OF "THE SECRETARY OF THE INTERIORS STANDARDS FOR REHABILITATION" AND DOCUMENTS ON FILE IN THE OFFICE OF THE CITY CLERK.

"LETTER OF APPROVAL" APPLICATION
For the City of Hannibal, Missouri

Application is hereby made to the Historic District Development Commission (H.DDC) of the City of Hannibal to obtain a "Letter of Approval" for [Choose applicable classification/s]:

_____A. New Construction, Reconstruction, Renovation, Infill, and Additions.

_____B. Restoration

_____C. Preservation and Maintenance

_____D. Demolition

_____E. Signage

_____F. Miscellaneous

Please complete all of the following questions:

Location:_____ Lot No. :_____ Block and/or Subdivision No. :_____

The Building or Property is to be used for:_____

_____

Description of proposed improvement:_____

_____

_____

Owner/Agent Information
Name:_____

Address:_____

_____

Business Phone:_____

I (owner/tenant) understand work will not begin until this application has been approved and that all material submitted, in addition to this application, is correct.

_____ _____
Signature Date

(COMMITTEE USE ONLY)

ACTION TAKEN: APPROVED ___ __CONDITIONAL APPROVAL_____ DENIED _____

COMMENTS:_____

_____

_____

_____

_____

_____

SIGNATURE:_____DATE:_____

TITLE OR POSITION:_____

SUBMITTAL REQUIREMENTS TO ACCOMPANY APPLICATIONS FOR A LETTER OF APPROVAL

THE SUBMITTAL REQUIREMENTS FOR VARIOUS CLASSIFICATIONS OF PROJECTS ARE LISTED BELOW. SEVEN (7) COPIES OF ALL SUBMITTAL MATERIALS, WITH THE EXCEPTION OF MODELS, MUST BE PROVIDED. THE HDDC MAY REQUIRE SUBMISSION OF ADDITIONAL MATERIALS AND DOCUMENTATION AS IT DEEMS NECESSARY TO EVALUATE EACH APPLICATION. TERMS SHALL BE DEFINED AS FOLLOWS:

OWNER ---------- THE ACTUAL PROPERTY TITLE HOLDER

AGENT ---------- ANY DESIGNATED REPRESENTATIVE OF THE PROPERTY OWNER WHICH MIGHT BE THE ARCHITECT, DEVELOPER, CONTRACTOR, OR OTHER PERSON

H.D.D.C. ---------- THE HISTORIC DISTRICT DEVELOPMENT COMMISSION OF THE CITY OF HANNIBAL

CLASSIFICATION "A"

NEW CONSTRUCTION, RECONSTRUCTION, RENOVATION, INFILL AND ADDITIONS

1. SITE PLAN ---------- THE SITE PLAN SHALL INDICATE SIZE, LOCATION, LANDSCAPING, PARKING, UTILITIES, PUBLIC RIGHT OF WAYS AND EASEMENTS OF ALL EXISTING AND PROPOSED STRUCTURES. ACCESS PROVISIONS SHALL ALSO BE ADDRESSED.

2. ELEVATIONS ---------- THE ELEVATIONS SHALL BE OF SUFFICIENT SCALE TO INDICATE SIGNIFICANT ARCHITECTURAL FEATURES OF THE DESIGN. THE ELEVATIONS SHOULD ALSO INDICATE, TO SCALE, ADJACENT PROPERTIES AND ANY SIGNIFICANT DETAILS OR FEATURES ASSOCIATED WITH THE ADJACENT PROPERTIES.

3. LIGHTING AND SIGNAGE --- LIGHTING SUBMITTALS SHALL INDICATE TYPE AND WATTAGE OF FIXTURE TO BE USED. SIGNAGE SHALL BE CLEARLY DEFINED IN THE FORM OF DRAWINGS OF SUFFICIENT SCALE OR PHOTOGRAPHS.

4. OUTLINE SPECIFICATION --- THE OUTLINE SPECIFICATION SHALL BE A WRITTEN SUBMITTAL INDICATING THE TYPES OF MATERIAL TO BE USED AS WELL AS INSTALLATION METHODS. THE H.D.D.C. RESERVES THE RIGHT TO REQUIRE SAMPLES OF MATERIALS PROPOSED FOR USE BEFORE APPROVAL.

NOTE: ALL DRAWINGS MUST BE TO SCALE. STUDY MODELS AND PHOTOGRAPHS ARE RECOMMENDED.

Prior to preparing working drawings and complete specifications, it is recommended that the owner and/or agent prepare preliminary scaled drawings and outline specifications for an informal review between the owner and/or agent and the HDDC. This suggestion is made so that the owner and/or agent may have the chance to fully acquaint themselves with the "Design Review Guidelines" that must be adhered to in the "H-1" Historic District.

The Chair, together with Staff, shall determine the completeness of submitted applications one week prior to the meeting. Should an application be determined to be incomplete, the applicant will be contacted by staff with a request for additional material. In the event that the requested material is not presented by the scheduled meeting, that application shall be withdrawn from the agenda.

NOTE: Where applicable, documents are to be prepared by a Licensed Architect from the State of Missouri (Missouri Revised statute 327) unless exempted under R. S.Mo. 327 101.

CLASSIFICATION "B"

Restoration

1. Documentation------The existing conditions and changes to be made shall be documented in the form of scaled drawings or photographs. Historical photographs would be strongly recommended.

2. Specifications ------Provide outline specifications following the guidelines in Class A-4

NOTE: Where applicable, documents are to be prepared by a Licensed Architect from the State of Missouri (Missouri Revised statute 327) unless exempted under R. S.Mo. 327 101.

CLASSIFICATION "C"

Preservation and Maintenance

Any person wishing to engage in preservation, maintenance, repair, or emergency repair of a building within the "H" Historic District or any future local historic district must obtain a Letter of Approval and a building permit.

APPLICATIONS IN THIS CLASSIFICATION SHALL CONSIST OF A WRITTEN DESCRIPTION OF THE WORK TO BE UNDERTAKEN. APPLICATIONS WILL BE REVIEWED INITIALLY BY THE BUILDING INSPECTOR AND A DESIGNATED AGENT, OF THE HDDC TO DETERMINE IF ADDITIONAL SUBMITTAL MATERIALS ARE REQUIRED. FULL REVIEW BY THE HDDC OF APPLICATIONS IN THIS CLASSIFICATION MAY BE WAIVED BY CONSENSUS OF THE BUILDING INSPECTOR, AND THE HDDC AGENT AND A LETTER OF APPROVAL SHALL BE ISSUED IF THE PROJECT IS DETERMINED TO BE OF A MINOR NATURE.

DEADLINE FOR SUBMISSION. APPLICATIONS FOR A LETTER OF APPROVAL SHALL BE SUBMITTED TEN WORKING DAYS BEFORE THE MONTHLY MEETING THE APPLICATION IS TO BE HEARD BY THE HDDC. SHOULD THIS DAY FALL UPON A LEGAL HOLIDAY APPLICATIONS OF FOR A LETTER OF APPROVAL SHALL BE DUE THE FOLLOWING DAY BY NOON.

CLASSIFICATION "D"

DEMOLITION

PRIOR TO DEMOLITION OF ANY BUILDING IN THE "H" DISTRICT, THE FOLLOWING INFORMATION SHALL BE SUBMITTED.

1. DOCUMENTATION ----------DOCUMENT THE STRUCTURE AND PROPERTY AS WELL AS ADJOINING PROPERTIES IN THE FORM OF PHOTOGRAPHS.

2. HISTORICAL INFORMATION -- PROVIDE GENERAL HISTORICAL INFORMATION ADDRESSING THE AGE, NOTABLE OCCUPANTS, OR USAGE, AND THE CURRENT USE IF ANY

CLASSIFICATION "E"

SIGNAGE

PRIOR TO ANY SIGNAGE BEING ERECTED IN THE "H" HISTORIC DISTRICT, THE FOLLOWING INFORMATION SHALL BE SUBMITTED:

1. PHOTOGRAPHS ---------- DOCUMENT THE STRUCTURE AND PROPERTY AS WELL AS ADJOINING PROPERTIES IN THE FORM OF PHOTOGRAPHS.

2. DRAWINGS ----------SUBMIT SCALED DRAWING OF THE PROPOSED SIGNAGE INDICATING

DIMENSIONS, MATERIALS, WORDING (SIZE AND TYPE OF SCRIPT) AND DESIGN

NOTE: THE H.D.D.C. WILL BASE ITS CONSIDERATION ON THE SIGN'S RELATION TO THE INDIVIDUAL PROPERTIES OR SITE AND TO THE HISTORIC DISTRICT AS A WHOLE.

CLASSIFICATION "F"

MISCELLANEOUS (WALLS, GATES, FENCES, SECURITY BARS, SOLAR COLLECTORS, AIR CONDITIONING, LANDSCAPING, EXTERIOR LIGHTING, STREET FURNITURE, ANTENNAS, SATELLITE DISHES, ETC.)

1. PHOTOGRAPHS --------- SUBMIT A PHOTOGRAPH OF PROPOSED LOCATION AND SURROUNDINGS. FOR EXAMPLE, IF A FENCE WERE PROPOSED, THE PHOTOGRAPH SHOULD SHOW THE AREA TO BE ENCLOSED AND NEIGHBORING PROPERTIES.

2. DRAWINGS ---------- SUBMIT SCALED DRAWING INDICATING SIZE, MATERIALS, AND DESIGN OF THE IMPROVEMENT

NOTE: THE HDDC WILL BASE ITS CONSIDERATION ON THE IMPROVEMENT'S RELATION TO THE INDIVIDUAL SITE AND TO THE HISTORIC DISTRICT AS A WHOLE.

Historic District Development Commission
Rules of Procedure

I. Authority

The Historic District Development Commission (HDDC) has been created pursuant to the Missouri Historic Preservation Act and a local historic preservation ordinance adopted by the City of Hannibal, and shall be governed by the terms thereof.

II. Membership Vacancies

A. The HDDC shall consist of seven members appointed by the city manager as follows:

(1) One member of the Mark Twain Home Board, to serve for five years.
(2) One member of the planning commission, to serve for five years
(3) Five citizens of the city having an interest in historic preservation, to serve for five years.

B. All appointments shall be subject to confirmation by the city council. All members shall be appointed and serve staggered terms so one member shall be appointed each year. Appointments shall be made by the City Manager at the second regular city council meeting in May. Members appointed from the Mark Twain Home Board and planning commission shall serve only so long as they remain members of the body from which they are chosen.

C. Should a member die, resign, fail to attend three consecutive regular meetings of the preservation commission (and should there be no adequate excuse for such absence), or move his permanent residence outside of the City of Hannibal, the Chair shall recommend to the City Manager that a vacancy be declared and that the vacant position be filled for the remainder of that member's unexpired term within 30 days of the occurrence of such vacancy. An individual appointed to serve the remainder of an unexpired term shall be eligible to be reappointed. Unless disqualified as provided above, members shall serve until their successors are appointed and qualified.

III. Officers

A. Chair - A Chair shall be elected by the members of the HDDC from among their membership The Chair shall preside at all meetings and hearings. The Chair shall decide all

HDDC Rules of Procedure (continued)

points of order and procedure, subject to the historic preservation ordinance, and these rules of procedure adopted by the HDDC, unless directed otherwise by a majority of the members in session at the time. The Chair may discuss or vote on any matters before the body.

B. Vice Chair - A Vice Chair shall be elected by the members of the HDDC from among their membership in the same manner as the Chair. The Vice Chair shall serve as acting Chair in the absence of the Chair, or when that officer shall refrain from participation because of a conflict of interest, and shall have the same powers and duties as the Chair when acting in that capacity.

C. Secretary - A Secretary shall be elected by the members of the HDDC from among their membership in the same manner as the Chair and Vice Chair. The Secretary shall cause a record to be made of each meeting of the HDDC which shall include, at a minimum, a record of all resolutions, proceedings, and actions of the body. The Secretary shall serve as acting Chair both Chair and Vice Chair are unable to participate due to absence or a conflict of interest and shall have the same powers and duties as the Chair when acting in that capacity.

D. Elections - Officers shall serve one-year terms and shall be eligible for reelection. The HDDC shall elect its initial officers at the first meeting following their appointment and thereafter in June of each year. If a vacancy should occur in any office, an individual shall be elected from the membership to serve for the remainder of the unexpired term.

IV. Meetings

A. Regular Meetings - Regular meetings of the HDDC shall be held on the second Monday of each month at 5:30 p.m., and the fourth Monday of each month at 5:30 p.m. at City Hall, provided that meetings may be held at some other convenient place if directed by the Chair in advance of the meeting. If a regularly scheduled meeting occurs on a legal holiday, the Chair may set an alternate day for the meeting.

HDDC Rules of Procedure (continued)

B. Special Meetings - Special meetings of the HDDC may be called at any time by the Chair. At least forty-eight hours' notice of the time and place of special meetings shall be given to each member, provided that this requirement may be waived by consent of all the members. The purpose of the special meeting must be stated in the notice.

C. Cancellation of Meetings - Whenever there is no business to be conducted, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four hours prior to the time set for the meeting.

D. Adjourned Meetings - Should the business before the preservation commission not be completed, the Chair may adjourn the same from day to day until the matters before the body are disposed of.

E. Quorum - A quorum shall consist of four of the members.

F. Open Meetings - All meetings of the HDDC shall be open to the public, except where otherwise provided by the Missouri Sunshine Law. However, members of the public shall not address the HDDC unless invited to do so by the Chair. A time limit may be set by the HDDC for the presentations or remarks of non-members.

G. Agenda - The agenda for each meeting shall be prepared by staff at the direction of the Chair. The normal order of business at each meeting shall be: (1) call to order, (2) determination of quorum, (3) approval of the agenda, (4) approval of minutes of the previous meeting, (5) applications for Letters of Approval, (6) old business, (7) new business, (8) adjournment.

H. Decisions - Decisions of the HDDC shall be by a majority of those members present and voting, a quorum being present. Decisions may be made by voice vote unless any member requests a roll call vote.

I. Committees - The Chair shall appoint any committees found necessary to facilitate business before the HDDC and shall be an ex-officio member of all committees. With the concurrence of the HDDC, committees may include residents of the city who are not members of the HDDC.

HDDC Rules of Procedure (continued)

V. Staff

The governing authority shall provide technical and clerical assistance as the HDDC may require, and shall maintain permanent and complete records of the activities of the preservation commission.

VI. Conflict of Interest

A member shall not cast a vote on any issue before the HDDC which involves the interests of that member or an organization in which that member has an ownership interest or position of control or directly represents. Neither shall a member cast a vote on any matter which could provide direct financial benefit to that member. Whenever a conflict of interest situation arises in the conduct of business the following actions shall be taken:

1. The individual member shall divulge the existence and reasons for the potential conflict.

2. The HDDC shall decide if such a conflict exists.

3. If it is decided that a conflict exists, the affected member shall refrain from presenting, voting on, or discussing the project, other than answering a direct question.

4. Should the HDDC determine that a conflict of interest does not exist, the nature of the alleged conflict and the reason/s for determining a conflict did not exist shall be entered into the minutes.

VII. Code of Conduct

Each member of the preservation commission shall adhere to the following code of conduct:

1. Uphold the Constitution, laws, and regulations of the United States, the State of Missouri, and all governments therein and never be a party to evasion;

HDDC Rules of Procedure (continued)

2. Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration;

3. Never engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties;

4. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit;

5. Expose corruption wherever discovered;

6. Never solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from

7. Never accept any economic opportunity under circumstances where he knows or should know that there is a substantial possibility that the opportunity is being afforded him with intent to influence his conduct in the performance of his official duties;

8. Never engage in other conduct which is unbecoming to a member or which constitutes a breach of public trust; and

9. Never take any official action with regard to any matter under circumstances in which he knows or should know that he has a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action.

VIII. Applications for Letters of Approval (See page 46 of the Design Review Guidelines)

IX. Amendments

These Rules of Procedure may be amended by the affirmative vote of four members of the HDDC, provided that notice of the intent to amend and the content of the amendment shall have been distributed in writing to each member a least ten (10) days prior to the meeting at which the vote to amend is taken or presented to the members, all members being present, at the regular meeting preceding the meeting at which the vote to amend is taken.

APPENDIX B

SECRETARY OF THE INTERIOR 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 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. HISTORICAL DEVELOPMENT, SUCH AS ADDING CONJECTURAL FEATURES OR ARCHITECTURAL ELEMENTS FROM OTHER BUILDINGS, SHALL NOT BE UNDERTAKEN.

APPENDIX C
GLOSSARY OF 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 BRICKS WHICH SPANS AN OPENING AND SUPPORTS THE WEIGHT ABOVE IT. (SEE FLAT ARCH, JACK ARCH, SEGMENTAL ARCH, AND SEMI-CIRCULAR ARCH).

ATTIC – THE UPPER LEVEL OF A BUILDING, NOT OF FULL CEILING HEIGHT, DIRECTLY BENEATH THE ROOF.

BALUSTER – ONE OF A SERIES OF SHORT, VERTICAL, OFTEN VASE-SHAPED MEMBERS USED TO SUPPORT A STAIR 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 DIVISION AND USUALLY MARKED BY WINDOWS.

BAY WINDOW – A PROJECTING WINDOW THAT FORMS AN EXTENSION TO THE FLOOR SPACE OF THE INTERNAL ROOMS; USUALLY EXTENDS TO THE GROUND LEVEL.

BELT COURSE – A HORIZONTAL BAND USUALLY MARKING THE FLOOR LEVELS ON 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 patterns in which brick (or stone) is laid, such as "common bond" or "Flemish bond".

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. 19th Century bulkheads are often of wood construction with rectangular raised panels. 20th 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 weather-proof 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.

Clipped gable – A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

Colonial Revival – A house style of the early 20th Century based on interpretations of architectural forms of the American colonies prior to the Revolution.

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 – I 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 projecting ornamental 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.

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.

Eave – The edge of a roof that projects beyond the face of a wall.

Elevation — Any of the external faces of a building.

Ell — 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 brick-work 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.

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.

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 ridged 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-19th 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.

Jack arch – (see Flat arch)

Keystone – An oversize bracket supporting a cantilevered or projecting element.

Lattice – An openwork 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 roofs are named.

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

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

Mullion – A heavy vertical divider between windows or doors.

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 multi-light window or glazed door.

Neo-classical style – 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 flanking 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 & projecting from a wall, resembling a 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.

Preservation – The act of maintaining the form and character of a building as it presently exists. Preservation stops deterioration and stabilizes the structure.

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

Public Right of Way – Publically owned Streets, alleys or sidewalks where a portion of a structure can be seen .

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.

Quoins – A series of stone, bricks, or wood panels ornamenting the outside of a wall.

Reconstruction – The accurate recreation of a vanished, or irreplaceably damaged structure, or part thereof; the new construction recreates the building's exact form and detail 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 greater articulation to each block.

Sash – The moveable framework containing the glass in a window.

Serif Style – Popular lettering style widely used in the 19th and 20th Centuries. Serif style letters are distinguished by fine lines finishing off the main strokes of a letter.

Segmental arch – An arch whose profile or radius is less than a semi-circle.

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 of 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.

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.

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. (see Overlight).

Trim – The decorative framing of openings 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.

APPENDIX D
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